

Oracle® General Ledger

User's Guide

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Send Us Your Comments

Oracle General Ledger User's Guide, Release 11i

Part No. B12270-03

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

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Preface

Intended Audience

Welcome to Release 11i of the *Oracle General Ledger User's Guide*.

This guide contains the information needed to implement and use Oracle General Ledger.

See Related Documents on page xxiv for more Oracle Applications product information.

TTY Access to Oracle Support Services

Oracle provides dedicated Text Telephone (TTY) access to Oracle Support Services within the United States of America 24 hours a day, seven days a week. For TTY support, call 800.446.2398.

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Related Documents

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

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

Online Documentation

All Oracle Applications documentation is available online (HTML or PDF).

- **Online Help** – Online help patches (HTML) are available on OracleMetaLink.
- **About Documents** – Refer to the About Document for the mini-pack or family pack that you have installed to learn about new documentation or documentation patches that you can download. About Documents are available on OracleMetaLink.

Guides Related to All Products

- **Oracle Applications User's Guide:** This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI) available with this release of General Ledger (and any other Oracle Applications products). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes. You can access this user's guide online by choosing "Getting Started with Oracle Applications" from any Oracle Applications help file.

User Guides Related to This Product

- **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 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.
- **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 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 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 asset transactions are posted to General Ledger.
- **Oracle Cash Management User Guide:** 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 Inventory User Guide:** If you install Oracle Inventory, refer to this manual to learn how to define project-related inventory transaction types and how to enter transactions in Oracle Inventory. This manual also describes how to transfer transactions from Oracle Inventory to Oracle General Ledger.
- **Managing Your Workforce Using Oracle HRMS:** This manual explains how to enter your employees, so you can use the Journal Approval feature in General Ledger.
- **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 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.
- **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.
- **Oracle Public Sector Financials Documentation:** Information regarding public sector functionality in General Ledger is documented in this *Oracle General Ledger User's Guide*. For information regarding public sector functionality in other Public Sector Financials products, refer to the following documentation:
 - *Oracle Payables User Guide*
 - *Oracle Purchasing User Guide*
 - *Oracle Receivables User Guide*

Oracle Projects Documentation Set

- **Oracle Projects Implementation Guide:** Use this manual as a guide for implementing Oracle Projects. This manual also includes appendixes covering function security, menus and responsibilities, and profile options.
- **Oracle Projects Fundamentals User Guide:** This guide provides the common foundation shared across the Oracle Projects products. Use this guide to learn fundamental information about the Oracle Projects solution. This guide includes a Navigation Paths appendix. Use this appendix to find out how to access each window in the Oracle Projects solution.
- **Oracle Project Costing User Guide:** Use this guide to learn detailed information about Oracle Project Costing. Oracle Project Costing provides the tools for processing project expenditures, including calculating their cost to each project and determining the General Ledger accounts to which the costs are posted.
- **Oracle Project Billing User Guide:** Use this guide to learn how to use Oracle Project Billing to process client invoicing and measure the profitability of your contract projects.
- **Oracle Project Management User Guide:** This guide shows you how to use Oracle Project Management to manage projects through their lifecycles – from planning, through execution, to completion.

- **Oracle Project Resource Management User Guide:** This guide provides you with information on how to use Oracle Project Resource Management. It includes information about staffing, scheduling, and reporting on project resources.
- **Oracle Projects APIs, Client Extensions, and Open Interfaces Reference:** This manual gives detailed information about all public application programming interfaces (APIs) that you can use to extend Oracle Projects functionality.

Installation and System Administration

- **Oracle Applications Concepts:** 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 installing Oracle Applications. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self-Service Web Applications.
- **Installing Oracle Applications:** This guide provides instructions for managing the installation of Oracle Applications products. In Release 11i, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications and the technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user's guides and implementation guides.
- **Upgrading Oracle Applications:** 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 and lists database and product-specific upgrade tasks. You must be either at 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 prior to 10.7.
- **Maintaining Oracle Applications Documentation Set:** Use these guides to help you run the various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. The guides contain how-to steps, screenshots, and other information that you need to run the AD utilities. The guides also provide information on maintaining the Oracle Applications file system and database.
- **Oracle Applications System Administrator's Documentation Set:** These guides provide planning and reference information for the Oracle Applications System Administrator. They also contain information on how to define security, customize menus and online help, and manage concurrent processing.
- **Oracle Alert User's Guide:** This guide explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.
- **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 for Forms-Based Products. It also provides information to help you build your custom Oracle Forms Developer 6i forms so that they integrate with Oracle Applications.

Other Implementation Documentation

- **Oracle Applications Product Update Notes:** Use this guide as a reference 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, enhancements, and changes made to database objects, profile options, and seed data for this interval.
- **Multiple Organizations in Oracle Applications:** This guide describes how to set up and use General Ledger with Oracle Applications' Multiple Organization support feature, so you can define and support different organization structures when running a single installation of General Ledger.
- **Oracle Workflow Administrator's Guide:** This guide explains how to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes, as well as how to monitor the progress of runtime workflow processes.
- **Oracle Workflow Developer's Guide:** This guide explains how to define new workflow business processes and customize existing Oracle Applications-embedded workflow processes. It also describes how to define and customize business events and event subscriptions.
- **Oracle Workflow User's Guide:** This guide describes how Oracle Applications users can view and respond to workflow notifications and monitor the progress of their workflow processes.
- **Oracle Workflow API Reference:** This guide describes the APIs provided for developers and administrators to access Oracle Workflow.
- **Oracle eTechnical Reference Manuals:** Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications and integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on OracleMetaLink.
- **Oracle Applications User Interface Standards for Forms-Based Products:** 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 tells you how to apply this UI to the design of an application built by using Oracle Forms.
- **Oracle Manufacturing APIs and Open Interfaces Manual:** This manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with your other systems. This documentation includes APIs and open interfaces found in Oracle Manufacturing.
- **Oracle Order Management with Process Inventory API User Guide:** This manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with your other systems. This documentation includes APIs found in Oracle Order Management with Process Inventory.

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

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.

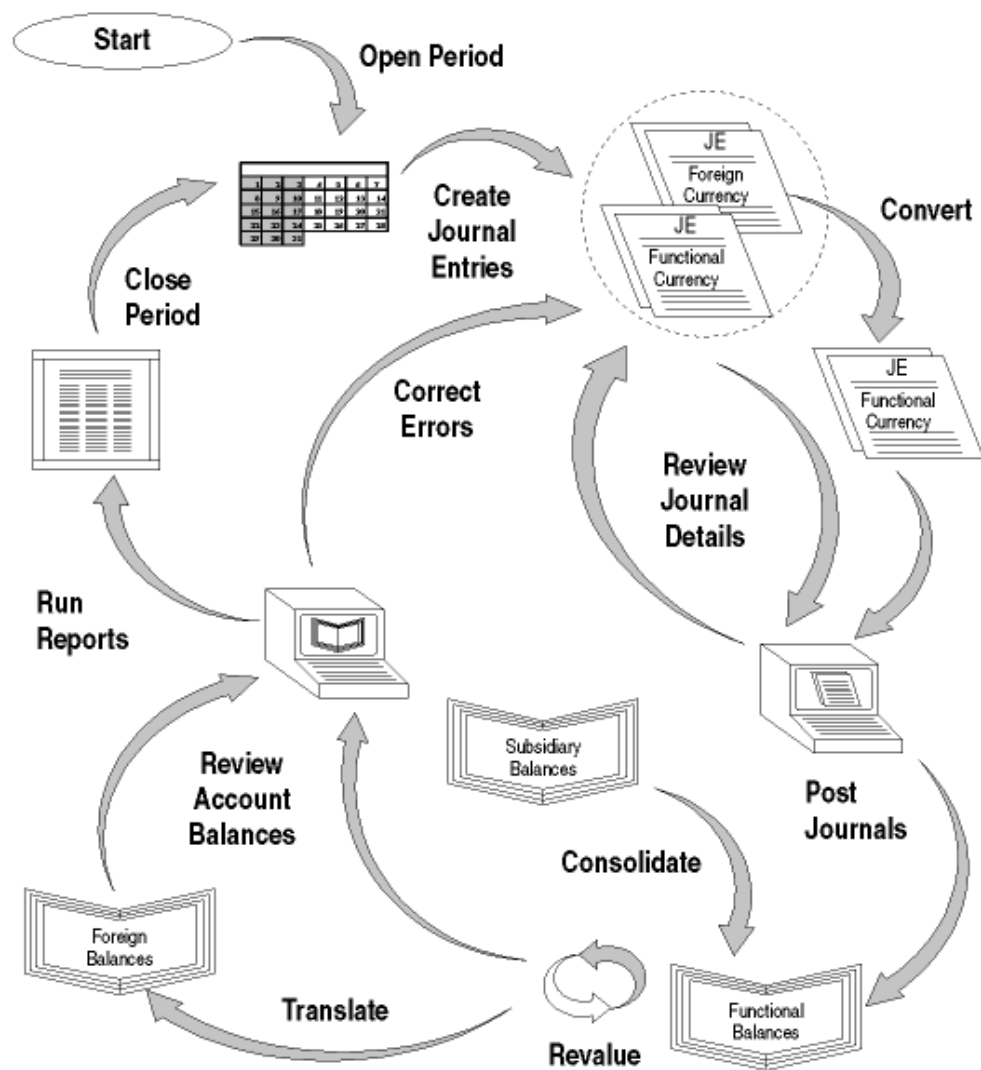
Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes 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 to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. 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.

Journal Entry

The General Ledger Accounting Cycle

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 7-177.
2. Enter manual journal entries, including:
 - Standard journal entries. See: Creating Journal Batches, page 1-3.
 - Foreign currency journal entries. See: Entering Foreign Currency Journals, page 1-12.
 - Statistical journal entries. See: Entering Statistical Journals, page 1-14.
 - 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 1-124.
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 1-45.

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 1-51.
 - Standard recurring journal entries use the same accounts and amounts each period. See: Creating Standard Recurring Journal Entries, page 1-52.
 - Formula entries use formulas to calculate journal amounts that vary from period to period. Entering Recurring Journal and Budget Formulas, page 1-48.
5. Define MassAllocation formulas to allocate a cost pool across a group of departments, companies, etc. See: Creating MassAllocation Formulas, page 1-59.
 6. Generate recurring journal and MassAllocation journal batches based on formulas you defined. See: Generating Recurring Journal Batches, page 1-54 and Generating MassAllocation Journals, page 1-65.
 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 a Journals - General report (set the Posting Status parameter to unposted).
 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 1-133.
 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 1-141.
12. Revalue your foreign-denominated assets and liabilities to reflect exchange rate fluctuations at the end of each accounting period. See: Revaluing Balances, page 13-21.
13. Translate your actual account balances to any foreign currency for reporting purposes. See: Translating Balances, page 13-28.
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 11-1.
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 5-7.
 - 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 6-1.
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 7-177.

For Year-End Closing information, see: Year-End Closing Journals, page 1-154 and Year-End Close Checklist, page 1-169.
18. Open the next accounting period.

Entering Journals

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.

Multiple Reporting Currencies

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.

Tip: 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	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Posted	Consolidation	Consolidation	Feb-99	01-MAR-02 Project M	01-MAR-02 Project M	USD	293,815,003.50	293,815,003.50
Posted	Consolidation	Consolidation	May-99	01-MAR-02 Project M	01-MAR-02 Project M	USD	<86,248,969.22>	<86,248,969.22>
Posted	Consolidation	Consolidation	Jun-99	01-MAR-02 Project M	01-MAR-02 Project M	USD	824,026.34	824,026.34
Posted	Consolidation	Consolidation	Jan-98	05-FEB-98 Project Mf	05-FEB-98 Project Mf	USD	2,242,810.86	2,242,810.86
Posted	Consolidation	Consolidation	Jan-98	05-FEB-98 Project Mf	05-FEB-98 Project Mf	STAT	368.00	82,774.00
Posted	Consolidation	Consolidation	Dec-97	06-JAN-98 Project Mf	06-JAN-98 Project Mf	STAT	5,323.00	73,014.00
Posted	Consolidation	Consolidation	Jan-02	06-NOV-02 Project M	06-NOV-02 Project M	USD	21,170,803.01	21,170,803.01
Posted	Consolidation	Consolidation	Mar-02	06-NOV-02 Project M	06-NOV-02 Project M	USD	21,611,682.59	21,611,682.59
Posted	Consolidation	Consolidation	Feb-02	06-NOV-02 Project M	06-NOV-02 Project M	USD	12,038,401.61	12,038,401.61
Posted	Consolidation	Consolidation	Apr-02	06-NOV-02 Project M	06-NOV-02 Project M	USD	11,609,978.54	11,609,978.54
Posted	Consolidation	Consolidation	May-02	06-NOV-02 Project M	06-NOV-02 Project M	USD	13,877,822.37	13,877,822.37
Posted	Consolidation	Consolidation	Jun-02	06-NOV-02 Project M	06-NOV-02 Project M	USD	3,633,772.91	3,633,772.91
Posted	Consolidation	Consolidation	Feb-99	07-JAN-02 Project Mf	07-JAN-02 Project Mf	STAT	93.00	74,564.00
Unposted	Consolidation	Consolidation	Jan-01	07-OCT-03 CGL GCS	07-OCT-03 CGL GCS	CAD	2,397,151.32	2,491,343.87
Posted	Consolidation	Consolidation	Aug-01	08-AUG-02 Project M	08-AUG-02 Project M	USD	<3,533,008.29>	<3,533,008.29>
Posted	Consolidation	Consolidation	Sep-01	08-AUG-02 Project M	08-AUG-02 Project M	USD	<1,413,021.23>	<1,413,021.23>

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.
The Find Journals window appears.
2. From the Find Journals window, choose New Batch.
The Batch window appears.

Note: The Status region displays the current statuses for Posting, Funds Reservation, and Journal Approval.

Batch (Vision ADB Holdings)

Batch: 04-APR-97 Monthly Corporate Consolidation Average Consolidation 9397: A 633

Period: Jan-96 Balance Type: Actual

Description: 31-JAN-96 PATD balances consolidated from Vision ADB (USA)

Journal Type: Average

Status: Posting: Posted, Funds: N/A, Approval: N/A

Date: Created: 04-APR-1997, Posted: 08-APR-1997

Batch Totals		Debit	Credit
Entered		1238979066.37	1238979066.37
Converted		1238979066.37	1238979066.37

Journals Post Reverse Batch Change Period...

3. Enter an optional Batch name to identify the batch in 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 creates 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 displays a message indicating that you are entering a prior period journal. You must confirm that this is what you want to do.

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 Transaction Code from the list of values.
Note: The Transaction Code field is displayed only if you have a public sector installation.
7. Select a Journal Type to indicate whether you want to enter Standard or Average journals.

Note: The Journal Type field is displayed only if the Consolidation Set of Books checkbox is selected in the Average Balances tab of the Set of Books window.

8. (Optional) 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.
9. Choose Journals to add journals to the batch.

Related Topics

- Entering Journals for a Prior Period, page 1-19
- Entering Journals for a Future Period, page 1-20
- Changing a Batch Period, page 1-15
- Submitting Journal Batches for Approval, page 1-18
- Approving Journal Batches, page 1-19
- Opening and Closing Accounting Periods, page 7-177
- Defining Conversion Rate Types, page 13-8
- Entering Daily Rates, page 13-9
- Setting General Ledger Profile Options, page B-1
- Multiple Reporting Currencies Overview, page 13-42

Entering Journals

To enter a journal:

1. Navigate to the Enter Journals window.

The Find Journals window appears.

2. To enter a journal without entering batch information, choose New Journal from the Find Journals window and proceed to Step 6.
3. To enter journals for a new batch, choose New Batch from the Find Journals window and proceed to Step 6.
4. To add journals to an existing batch, query the batch from the Find Journals window and choose Review Batch in the Enter Journals window.

The Batch window appears.

5. Choose Journals.

The Journals window appears.

6. In the Journals window, 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.

7. 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.

Balance Type is a display-only field. It displays Actual when you are entering actual journals, Budget when you are entering budget journals, and Encumbrance when you are entering encumbrance journals.

8. Accept or change the default Effective Date for the journal entry.
9. 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.

10. 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 Used or Partially Used sequential numbering, and use a defined Automatic document numbering sequence, General Ledger enters a document number automatically when you save your work.

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

11. Enter a journal Reference Date. The primary function of this field is to satisfy Libro Giornale Requirements in Italy, but it can be used for any other date information that you want to store at the journal header level. If you enter the Reference Date in your primary set of books, it is transferred to the MRC reporting set of books.

If the profile option Enter Journals: Validate Reference Date is set to Yes, the date you enter is validated to ensure the date falls into an open or future enterable period.

If the profile option GL Consolidation: Preserve Journal Batching is set to Yes for the parent set of books, the consolidation process transfers the reference date information from the subsidiary set of books to the parent set of books.

12. 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.

Note: The Tax field displays only if you selected the Journal Entry Tax checkbox in the Journalling tab of the Set of Books window.

See: Entering Taxable Journal Entries, page 1-10

13. 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.
14. In the Conversion region, 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.
15. In the Status region, the Posting field displays whether a journal batch is posted. The Funds field displays the status of the funds for a journal batch and the Approval field displays whether the journal batch is approved for posting.
16. Enter a Reference description to further identify the journal entry on general ledger and journal entry reports.
17. (Optional) If you are entering an intercompany transaction within a single set of books, you can select a clearing company from the list of values in the Clearing Company field. The Clearing Company field displays only if you selected the Balance Intercompany Journals option in the Journalling tab of the Set of Books window.

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 Journals window may not override the relationships defined in the Intercompany Accounts window.

18. Enter a Control Total if you want to verify the total debits for the journal lines against the journal control total.
19. (Optional) In the Transaction Code field, select a transaction code from the list of values, if applicable.

Note: The Transaction Code field displays only if you have a public sector installation.

20. (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.

21. (Optional) In the Reverse region, enter a reverse Date, Method, and Period. You can then generate a reversing journal entry to that effective period and date. You can also reverse a journal entry without assigning a reversal period. Reverse 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.

22. Enter the journal lines.

For information on entering journal lines, see *Entering Journal Lines*, page 1-9.

23. Save your work.

Related Topics

Entering Journal Lines, page 1-9

Entering Foreign Currency Journals, page 1-12

Entering Statistical Journals, page 1-14

Entering Journals for a Prior Period, page 1-19

Entering Journals for a Future Period, page 1-20

Posting Journal Batches, page 1-133

Defining Reversing Journal Entries, page 1-141

Overview (of Average Balance Processing), page 4-1

Defining Intercompany Accounts, page 7-104

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.

Related Topics

What is a Document Sequence?, *Oracle Applications System Administration*

Creating Journal Batches, page 1-3

Entering Journals, page 1-6

Entering Taxable Journal Entries, page 1-10

Entering Foreign Currency Journals, page 1-12

Entering Statistical Journals, page 1-14

Posting Journal Batches, page 1-133

Generating Reversing Journal Batches, page 1-142

Defining Descriptive Flexfields for General Ledger, page 7-21

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.

Related Topics

Setting Up Automatic Tax Calculation, page 7-133

Automatic Tax on Journal Entries, page 7-135

Tax Calculation Rules, page 7-136

Creating Journal Batches, page 1-3

Entering Journals, page 1-6

Entering Foreign Currency Journals, page 1-12

Entering Statistical Journals, page 1-14

Posting Journal Batches, page 1-133

Generating Reversing Journal Batches, page 1-142

Defining Descriptive Flexfields for General Ledger, page 7-21

Defining Reverse Journal Entries, page 1-141

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 14-64.

Use the Revalue Balances window to revalue foreign currency-denominated accounts. See: Revaluing Balances, page 13-21.

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.
The Find Journals window appears.
2. Enter or query a batch from the Find Journals window or choose New Batch.
The Batch window appears.
3. Enter optional batch information in the Batch window and choose Journals.
4. In the Journals window, enter journal information, specifying the foreign Currency you want to use for your journal entry.
5. Enter the journal currency conversion information.
 - The conversion Date should be within the accounting period you defined for the journal entry but the Date field allows other entries in case you want to use a different period's daily rate. The conversion date is the posting date for the journal entry.
 - If you don't choose a conversion date, General Ledger uses the default effective date of the journal.
 - 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.
6. 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.
7. 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.

Related Topics

Overview of Multi-Currency Accounting, page 13-1
 Entering Journals, page 1-6

Entering Journal Lines, page 1-9

Setting General Ledger Profile Options, page B-1

Overview (of Average Balance Processing), page 4-1

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.

Related Topics

Setting General Ledger Profile Options, page B-1

Defining Statistical Units of Measure, page 7-124

Creating Journal Batches, page 1-3

Entering Journals, page 1-6

Entering Journal Lines, page 1-9
Posting Journal Batches, page 1-133
Reporting on Statistics, page 7-123
Multiple Reporting Currencies Overview, page 13-42

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.

The Find Journals window appears.

2. Query the batch you want to change.

3. Choose Review Batch.

The Batch window appears.

4. Choose Change Period.

The Change Period window appears.

5. In the To field, select a period from the list of values and choose OK.

Note: Similarly, you can also change the period for a journal from the Journals window.

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.

Related Topics

Creating Journal Batches, page 1-3
Entering Journals, page 1-6
Entering Journals for a Prior Period, page 1-19
Entering Journals for a Future Period, page 1-20
Posting Journal Batches, page 1-133

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.
The Enter Journals window appears.
3. Choose Review Journal.
The Journals window appears.
4. Choose Change Currency.
The Change Currency window appears.
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.
 - 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.

Related Topics

Creating Journal Batches, page 1-3

Entering Journals, page 1-6

Entering Foreign Currency Journals, page 1-12

Posting Journal Batches, page 1-133

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. Query the batch for which you want to check or reserve funds.

The Batch window appears.

3. Enter optional batch information.

Note: The Status region on the Batch window displays the current statuses for Posting, Funds Reservation, and Journal Approval.

4. Choose Journals.

The Journals window appears.

5. Enter journal information.

6. Enter journal lines and save your work.

7. You can check funds any time before reserving them. To check the availability of funds for the current journal entry or for the entire batch, choose Check Funds.

A message indicates whether funds are available.

8. To reserve funds for the current journal entry or for the entire batch, choose Reserve Funds.

A message indicates whether funds are reserved.

Note: After you reserve funds, you can only modify the journal entry or batch if you unreserve the funds. After funds are reserved, the button label on the Reserve Funds button changes to Unreserve Funds. If you choose Unreserve Funds, the journal batch reverts back to unreserved status and the button label changes to Reserve Funds.

9. After checking or reserving funds, choose View Results to view available funds.

Note: You can check, reserve, or view funds from the Batch window, as well as from the Journals window, by choosing the Check Funds, Reserve Funds, or View Results buttons respectively.

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.

Related Topics

Budgetary Control and Online Funds Checking, page 2-61

Reviewing Budgetary Control Transactions, page 1-21

Creating Journal Batches, page 1-3

Entering Journals, page 1-6

Entering Journal Lines, page 1-9

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.

Note: The approval limit is compared against the maximum net journal line value. For foreign currency journal entries, the limit is applied against the converted amount.

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.
The Enter Journals window appears.
3. Optionally choose Review Batch or Review Journal to review the batch information or journal details before submitting it for approval.

Note: The Status region on the Batch or Journals window displays the current statuses for Posting, Funds Reservation, and Journal Approval.

4. From either the Enter Journals, Batch, or Journals window, choose the Approve button.

After submitting your journal batch for approval, you will receive a message indicating the result of your request. The message indicates one of the following journal batch statuses:

- batch was self-approved, if you are authorized to approve your own journal batches
- batch has been sent to an approver
- batch 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 User's Guide*

Related Topics

Overview of Journal Approval, page 1-23

Setting Up Journal Approval, page 7-61

Creating Journal Batches, page 1-3

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 User's 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 5-13

Tip: 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.

Related Topics

Overview of Journal Approval, page 1-23

Setting Up Journal Approval, page 7-61

Finding Journals and Journal Batches, page 5-13

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.

Note: 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.

Note: 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.

Related Topics

Creating Journal Batches, page 1-3

Entering Journals, page 1-6

Opening and Closing Accounting Periods, page 7-177

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.

Related Topics

Creating Journal Batches, page 1-3

Entering Journals, page 1-6

Defining Sets of Books, page 7-54

Opening and Closing Accounting Periods, page 7-177

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:

Pending:	Funds reservation request is pending
Approved:	Funds reservation request is approved
Rejected:	Funds reservation request is rejected
Checking:	Funds check request is pending
Passed Check:	Funds check request has passed
Failed Check:	Funds check request has failed
Fatal:	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.

General Ledger displays A (actual), B (budget) or E (encumbrance) for your balance type.
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.

Related Topics

Reviewing Budgetary Control Transaction Detail, page 1-22

Printing a Budgetary Control Transaction Report, page 1-22

Budgetary Control and Online Funds Checking, page 2-61

Creating Journal Batches, page 1-3

Entering Journals, page 1-6

Entering Journal Lines, page 1-9

Entering Budget Journals, page 2-42

Transferring Budget Amounts, page 2-46

Entering Encumbrances, page 3-4

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.

Important: 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.

Use this zone to view the details of the funds available corresponding to your transaction lines.

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.

Related Topics

Budgetary Control Transactions Report, page 14-29

Reviewing Budgetary Control Transaction Detail, page 1-22

Budgetary Control and Online Funds Checking, page 2-61

Entering Journal Lines, page 1-9

Entering Budget Journals, page 2-42

Journal Approval

Journal Approval Overview

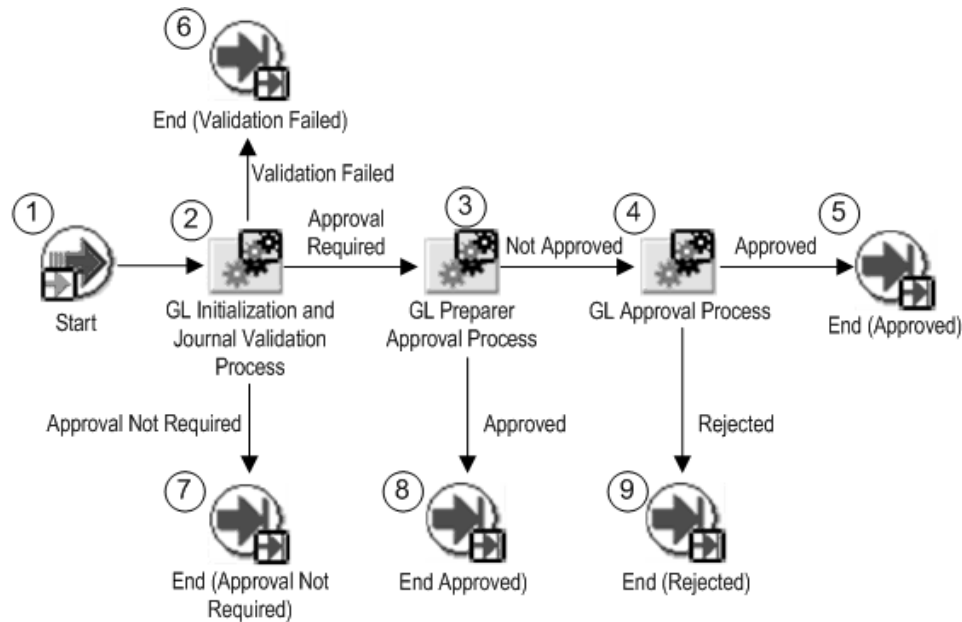
The GL Journal Approval Process obtains the necessary management approvals for manual journal batches. The process validates the journal batch, determines if approval is required, submits the batch to approvers (if required), then notifies appropriate individuals of the approval results.

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:

General Ledger Journal Approval Process



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-1

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.

Note: 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

Note: 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 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.

Function	<code>WF_STANDARD.NOOP</code>
Result Type	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 1-26.

Result Type 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 1-29.

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 1-31.

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

Related Topics

Setting Up Journal Approval, page 7-61

GL Initialization & Validation Process, page 1-26

GL Preparer Approval Process, page 1-29

GL Approval Process, page 1-31

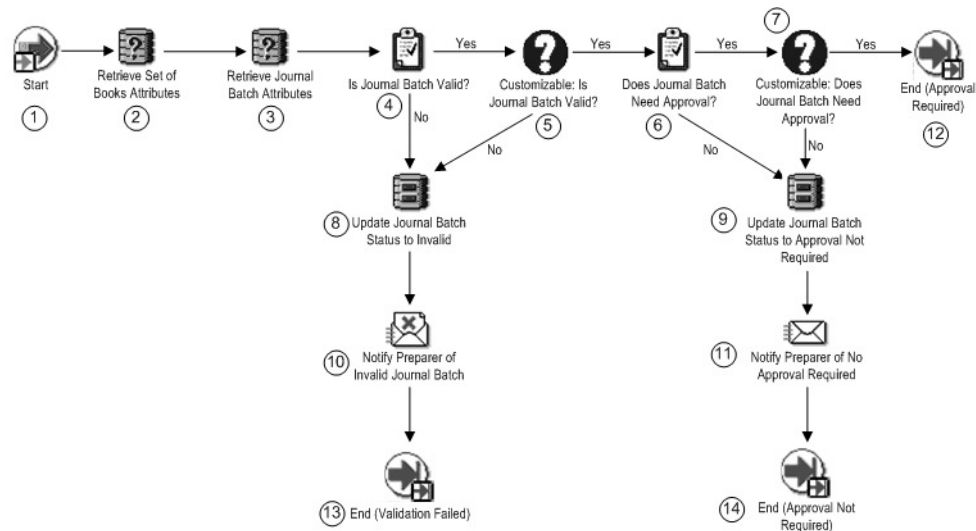
GL Initialization & Validation Process

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	<i>GL_WF_JE_APPROVAL_PKG.IS_JE_VALID</i>
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	<i>GL_WF_CUSTOMIZATION_PKG.IS_JE_VALID</i>
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	<i>GL_WF_JE_APPROVAL_PKG.DOES_JE_NEED_APPROVAL</i>
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	<i>GL_WF_CUSTOMIZATION_PKG.DOES_JE_NEED_APPROVAL</i>
Result Type	Yes/No

Update Journal Batch Status to Invalid (Node 8)

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

Function	<i>GL_WF_JE_APPROVAL_PKG.SET_JE_INVALID</i>
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	<i>GL_WF_JE_APPROVAL_PKG.SET_APPROVAL_NOT_REQUIRED</i>
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	<i>WF_STANDARD.NOOP</i>
Result Type	None

Related Topics

Journal Approval Overview, page 1-23
GL Preparer Approval Process, page 1-29
GL Approval Process, page 1-31

GL Preparer Approval Process

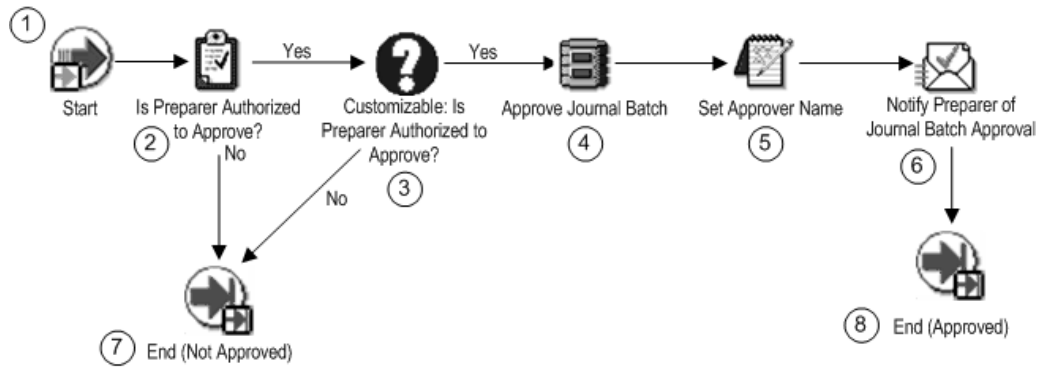
The GL Preparer Approval Process determines whether the preparer is authorized to approve his/her own journal batch. If so, the batch is approved, the approver name is set, and notifications are sent.

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:

General Ledger Preparer Approval Process



Start (Node 1)

This standard activity marks the start of the process.

Function *WF_STANDARD.NOOP*

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.NOOP

Result Type None

Related Topics

Journal Approval Overview, page 1-23

GL Initialization & Validation Process, page 1-26

GL Approval Process, page 1-31

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)

Debit 10 Cash 10,000

Credit 20 Misc. Revenue 10,000

Journal #2 (Accrual Adjustment)

Debit 10 Deferred Income 20,000

Debit 10 Rent Expense 15,000

Credit 30 Misc. Revenue 20,000

Credit 40 Prepaid Expenses 15,000

Journal #3 (Consolidation Entry)

10 Intercompany Payables 80,000 40,000

20 Intercompany Receivables 15,000 35,000

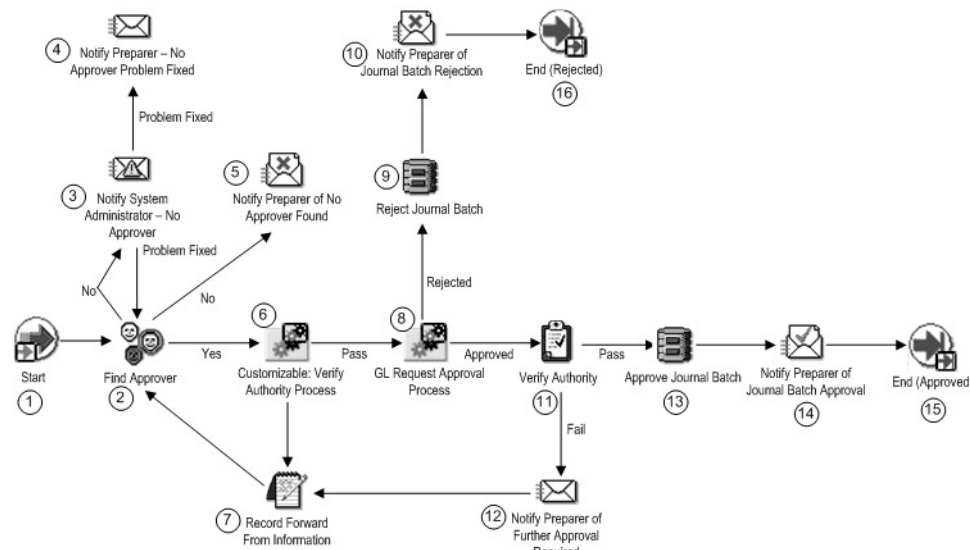
The largest net absolute amount is \$40,000, the net of the intercompany payables amounts. \$40,000 is the amount that will be compared to each potential approver's authorization limit.

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:

General Ledger Approval Process



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

Note: 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 1-39.

Result Type	GL Pass or Fail Result Type
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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	<i>GL_WF_JE_APPROVAL_PKG.RECORD_FORWARD_FROM_INFO</i>
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 1-35.

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

Related Topics

Journal Approval Overview, page 1-23

GL Initialization & Validation Process, page 1-26

GL Preparer Approval Process, page 1-29

GL Request Approval Process, page 1-35

Customizable: Verify Authority Process, page 1-39

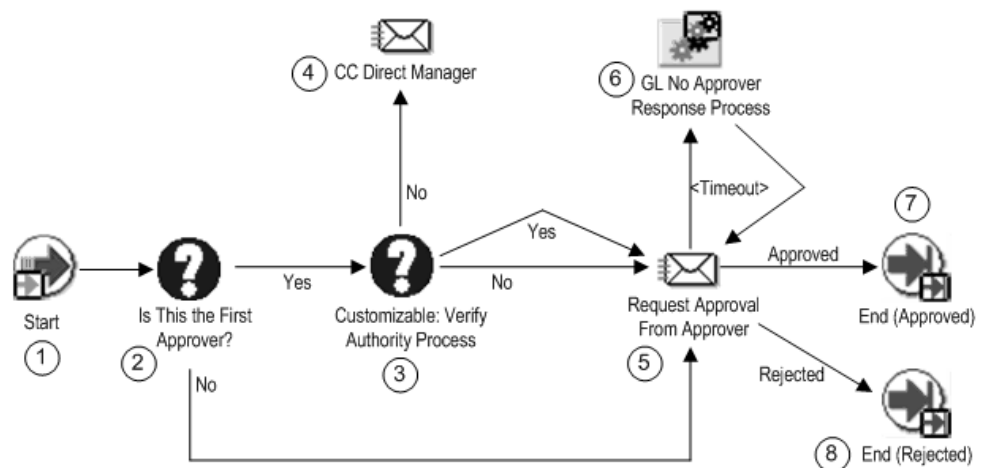
GL Request Approval Process

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 1-37.

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

Related Topics

Journal Approval Overview, page 1-23

GL Approval Process, page 1-31

GL No Approver Response Process, page 1-37

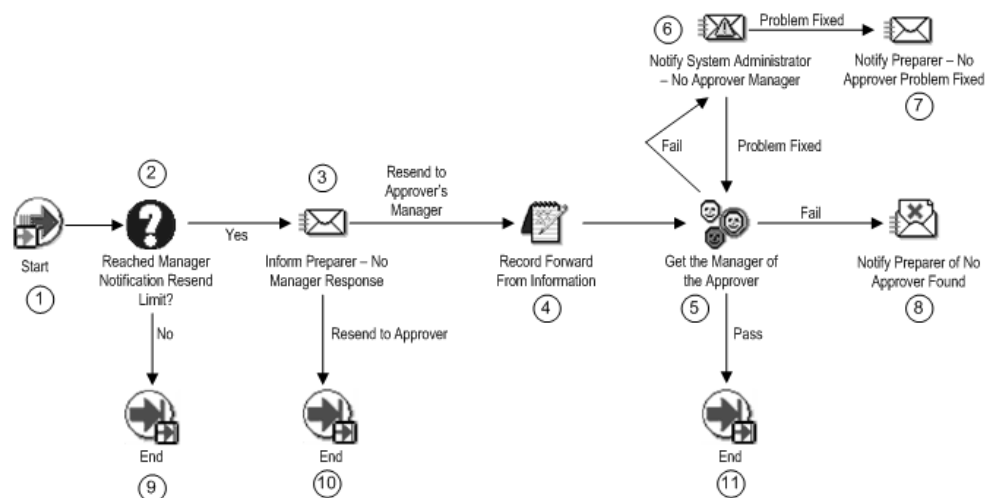
GL No Approver Response Process

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:

General Ledger No Approver Response Process



Start (Node 1)

This standard activity that marks the start of the process.

Function *WF_STANDARD.NOOP*

Result Type	None
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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	<i>GL_WF_JE_APPROVAL_PKG.NOTIFYPREP_NOAPRVRESP</i>
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Result Type	Yes/No
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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
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Result Type	Employee Action For Manager
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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	<i>GL_WF_JE_APPROVAL_PKG.RECORD_FORWARD_FROM_INFO</i>
-----------------	---

Result Type	None
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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	<i>GL_WF_JE_APPROVAL_PKG.GET_APPROVER_MANAGER</i>
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Result Type	GL Pass or Fail Result Type
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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.

Message	Approver's Manager Not Found
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Result Type	GL Problem Has Been Fixed
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Note: 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.

Message	Notify Preparer - No Approver Problem Fixed
Result Type	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.

Message	Notify Preparer That No Approver was Found
Result Type	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

Related Topics

Journal Approval Overview, page 1-23
GL Request Approval Process, page 1-35

Customizable: Verify Authority Process

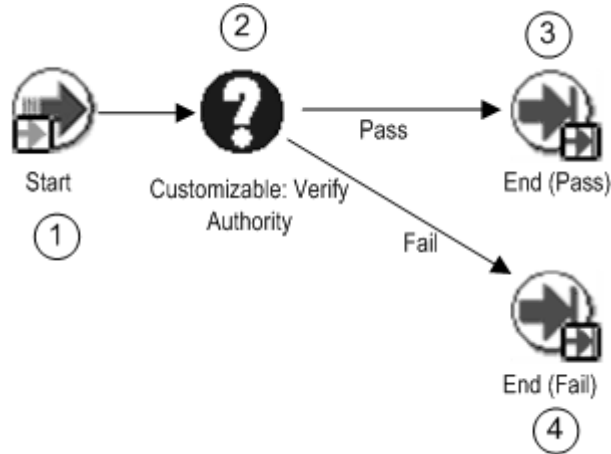
This process verifies an approver's authority to approve journal batches. If your organization has unique needs for verifying approver authority, you can customize the process.

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:

Customizable: Verify Authority Process



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

Related Topics

Setting Up Journal Approval, page 7-61

Journal Approval Overview, page 1-23

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

Related Topics

Creating Allocations Using Recurring Journal Formulas, page 1-41

About MassAllocations, page 1-57

Creating Net Allocations, page 1-42

Creating Step-Down Allocations, page 1-42

Creating Rate-Based Allocations, page 1-43

Creating Usage-Based Allocations, page 1-43

Using Allocations for Standard Costing, page 1-44

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.

Related Topics

- Creating Recurring Journal Formula Batches, page 1-45
- Creating Recurring Journal Entries, page 1-46
- Entering Recurring Journal Entry Lines, page 1-47
- Entering Formulas with EasyCalc, page 1-49
- Generating Recurring Journal Batches, page 1-54
- Creating Net Allocations, page 1-42
- Creating Step-Down Allocations, page 1-42
- Creating Rate-Based Allocations, page 1-43
- Creating Usage-Based Allocations, page 1-43
- Using Allocations for Standard Costing, page 1-44

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.

Related Topics

- About MassAllocations, page 1-57
- Allocation Formula Rules, page 1-64
- Generating MassAllocation Journals, page 1-65
- Choosing an Allocation Method, page 1-69

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.

Related Topics

Creating Allocations Using Recurring Journal Formulas, page 1-41

About MassAllocations, page 1-57

Creating Recurring Journal Formula Batches, page 1-45

Generating Recurring Journal Batches, page 1-54

Generating MassAllocation Journals, page 1-65

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.

Related Topics

Creating Allocations Using Recurring Journal Formulas, page 1-41

About MassAllocations, page 1-57

Creating Recurring Journal Formula Batches, page 1-45

Generating Recurring Journal Batches, page 1-54

Generating MassAllocation Journals, page 1-65

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.

Related Topics

Creating Allocations Using Recurring Journal Formulas, page 1-41

About MassAllocations, page 1-57

Creating Recurring Journal Formula Batches, page 1-45

Generating Recurring Journal Batches, page 1-54

Generating MassAllocation Journals, page 1-65

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.

Related Topics

Creating Allocations Using Recurring Journal Formulas, page 1-41

Creating Recurring Journal Formula Batches, page 1-45

Generating Recurring Journal Batches, page 1-54

Recurring Journals

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.

Important: 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.

Related Topics

Creating Recurring Journal Formula Batches, page 1-45

Creating Recurring Journal Entries, page 1-46

Entering Recurring Journal Entry Lines, page 1-47

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.

Define Recurring Journal Formula Window

Define Recurring Journal Formula (Vision Operations)

Recurring Batch

Batch:

Description:

Last Executed

Period:

Date:

AutoCopy... [☐]

Journal Entry

Journal:

Category:

Currency: [☐]

Effective Dates

From:

To:

Lines

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.

Tip: You can use Automatic Journal Scheduling to generate your recurring journals according to a specific schedule you define. See: Automatic Journal Scheduling, page 1-150.

Related Topics

- About Recurring Journals, page 1-44
- Copying Entries from an Existing Recurring Journal Batch, page 1-53
- Creating Recurring Journal Entries, page 1-46
- Entering Formulas with EasyCalc, page 1-49
- Creating Skeleton Journal Entries, page 1-51
- Creating Standard Recurring Journal Entries, page 1-52
- Defining Summary Accounts, page 7-119
- Changing a Recurring Journal Entry, page 1-53
- Creating Allocations Using Recurring Journal Formulas, page 1-41
- Generating Recurring Journal Batches, page 1-54

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.

Note: 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.

Related Topics

- Entering Recurring Journal Entry Lines, page 1-47
- Entering Formulas with EasyCalc, page 1-49
- Creating Skeleton Journal Entries, page 1-51

Creating Standard Recurring Journal Entries, page 1-52

Defining Summary Accounts, page 7-119

Changing a Recurring Journal Entry, page 1-53

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 Window

The screenshot shows the 'Journal Entry Line (Vision Operations) - Recurring Expenses Journal, Recurring Expenses Journal' window. It contains the following fields and sections:

- Line:** 1
- Account:** 01.402.7110.0000.000
- Line Description:** Advertising
- Account Description:** Operations.East Region Sales.Advertising.No Sub Account.No Product
- Formula:** A table with columns: Step, Operator, Amount, Account, Balance Type, Amount Type, and a bracketed field [].

Step	Operator	Amount	Account	Balance Type	Amount Type	[]
10	Enter	45232				

Below the formula table is an **Account Description** field.

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.

Related Topics

Creating Recurring Journal Formula Batches, page 1-45

Creating Recurring Journal Entries, page 1-46

Entering Formulas with EasyCalc, page 1-49

Creating Skeleton Journal Entries, page 1-51

Creating Standard Recurring Journal Entries, page 1-52

Defining Summary Accounts, page 7-119

Generating Recurring Journal Batches, page 1-54

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. The following table shows the account balance types for each combination of amount type and period.

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

6. Save your work.

Related Topics

Entering Formulas with EasyCalc, page 1-49

Defining Summary Accounts, page 7-119

Generating Recurring Journal Batches, page 1-54

Calculating Budget Amounts, page 2-27

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:

Symbol	Operation
E	Enter
+	Addition
-	Subtraction
*	Multiplication
/	Division

For example, to enter this calculation:

A * B,

Enter the information as shown in the following table:

EasyCalc Formula for a Simple Formula

Factor	Operator	Explanation
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 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 formula information as shown in the table below:

EasyCalc Formula for a Complex Formula

Factor	Operator	Explanation
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.

Related Topics

About Recurring Journals, page 1-44
Creating Recurring Journal Formula Batches, page 1-45
Creating Recurring Journal Entries, page 1-46
Entering Recurring Journal Entry Lines, page 1-47
Generating Recurring Journal Batches, page 1-54
Entering Journals, page 1-6

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.

Related Topics

About Recurring Journals, page 1-44
Creating Recurring Journal Formula Batches, page 1-45
Creating Recurring Journal Entries, page 1-46

Entering Recurring Journal Entry Lines, page 1-47

Entering Formulas with EasyCalc, page 1-49

Generating Recurring Journal Batches, page 1-54

Creating Allocations Using Recurring Journal Formulas, page 1-41

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.

Related Topics

Creating Recurring Journal Formula Batches, page 1-45

Creating Recurring Journal Entries, page 1-46

Changing a Recurring Journal Entry, page 1-53

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.

Related Topics

Creating Recurring Journal Formula Batches, page 1-45

Creating Recurring Journal Entries, page 1-46

Entering Recurring Journal Entry Lines, page 1-47

Entering Formulas with EasyCalc, page 1-49

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.

Generate Recurring Journals Window

	Period	Budget	Recurring Batch	Last Run		Request ID
				Period	Date	
<input type="checkbox"/>			Eliminate Intercompany Profit	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 1-56.
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 Recurring Journals

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.

Note: 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.

Related Topics

- Creating Recurring Journal Formula Batches, page 1-45
- Creating Recurring Journal Entries, page 1-46
- Creating Journal Batches, page 1-3
- Posting Journal Batches, page 1-133
- Overview of Average Balance Processing, page 4-1

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.

Related Topics

Oracle Applications User's Guide

Defining Financial Schedules, page 7-141

Automatic Journal Scheduling, page 1-150

MassAllocations

About MassAllocations

Use a MassAllocation formula to create journals that allocate financial amounts 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.

Related Topics

Creating MassAllocation Batches, page 1-58

Creating MassAllocation Batches

You can create a new MassAllocation batch or copy an existing batch.

Prerequisites

- 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.

Note: You can generate your massallocations according to a schedule. See: Scheduling Your Allocation or MassAllocation Batch, page 1-69 or Automatic Journal Scheduling, page 1-150.

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.

Related Topics

- About MassAllocations, page 1-57
- MassAllocation Example, page 1-70
- Creating Allocation Entries, page 1-41
- Generating MassAllocation Journals, page 1-65
- Creating Journal Batches, page 1-3
- Entering Journals, page 1-6
- Creating MassAllocation Formulas, page 1-59
- Validating MassAllocation and MassBudget Batches, page 1-63
- Posting Journal Batches, page 1-133

Creating MassAllocation Formulas

Formula Window

Formula (Vision Operations) - %

Name: **Computer Equipment** Category: **Allocation** Status: **Not Validated**

Description: **Allocate computer equipment costs**

Allocate Balances From

☒ Full Balance ☐ Single Entered Currency Currency:

☒ Full Cost Pool Allocation

	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.

Related Topics

Entering MassAllocation Formula Lines, page 1-60

Validating MassAllocation and MassBudget Batches, page 1-63

Entering MassAllocation Formula Lines

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

COST POOL * (USAGE FACTOR / TOTAL USAGE)

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

A * B / 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 account or amount in line A but lines B and C must contain accounts only. See: Validation Business Rules, page 1-65.

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.

Related Topics

Defining Segment Values, *Oracle Applications Flexfields Guide*

Assigning Segment Types, page 2-32

Entering a Target Account, page 1-62

Entering an Offsetting Account, page 1-63

Validating MassAllocation and MassBudget Batches, page 1-63

Generating MassAllocation Journals, page 1-65

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.

Related Topics

Allocation Formula Rules, page 1-64

Entering MassAllocation Formula Lines, page 1-60

Validating MassAllocation and MassBudget Batches, page 1-63

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.

Related Topics

Allocation Formula Rules, page 1-64

Entering MassAllocation Formula Lines, page 1-60

Validating MassAllocation and MassBudget Batches, page 1-63

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.

Related Topics

Allocation Formula Rules, page 1-64

MassAllocations/MassBudgeting Validation Report, page 14-79

Running Reports and Programs, *Oracle Applications User's Guide*

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):

- 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.

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

Related Topics

Entering MassAllocation Formula Lines, page 1-60

Assigning Segment Types, page 2-32

Entering a Target Account, page 1-62

Entering an Offsetting Account, page 1-63

Validating MassAllocation and MassBudget Batches, page 1-63

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.

Generate MassAllocation Journals Window

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 1-69.
11. 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.

12. 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 MassAllocations

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.

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

Related Topics

- Choosing an Allocation Method, page 1-69
- MassAllocation Example, page 1-70
- Creating MassAllocation Batches, page 1-58
- Creating MassAllocation Formulas, page 1-59
- Running Reports and Programs, *Oracle Applications User's Guide*
- Entering Journal Batches, page 1-3
- Posting Journal Batches, page 1-133
- Overview of Average Balance Processing, page 4-1

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

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. Note the Offset account is usually the same account as formula line A to reduce the cost pool by the allocated amount.

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).

Related Topics

Creating Allocation Entries, page 1-41

MassAllocation Example, page 1-70

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.

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.

Related Topics

Oracle Applications User's Guide

Defining Financial Schedules, page 7-141

Automatic Journal Scheduling, page 1-150

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

The table below shows the MassAllocation formula you can define to allocate the monthly rent expense for company 01. In this table, the account segment type is identified immediately following each account segment, where L stands for looping, S for summing, and C for constant.

MassAllocation Formula to Allocate Monthly Rent Expense for Company 01

Factor	Oper	Co	Type	Dept	Type	Acct	Type	Bal Type	Relative Curr Period	Amt Type
A	E	01	C	100	C	5740	C	A	Current USD Period	PTD
B	*	01	C	999	L	SQFT	C	A	Current STAT Period	YTD
C	/	01	C	999	S	SQFT	C	A	Current STAT Period	YTD
T	E	01	C	999	L	5740	C	A	Current USD Period	PTD
O	E	01	C	100	C	5740	C	A	Current USD Period	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 as shown in the table below:

Journal Entry for Monthly Rent Expense

Account	Debit	Credit	Description
01-101-5740	45,000		Rent Expense - Dept 101
01-102-5740	30,000		Rent Expense - Dept 102
01-103-5740	25,000		Rent Expense - Dept 103
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. This formula is described in the table below:

MassAllocation Formula to Allocate Monthly Rent Expense Across All Companies

Factor	Oper	Co	Type	Dept	Type	Acct	Type	Bal Type	RelativeCurr Period	Amt Type
A	E	99	L	100	C	5740	C	A	Current USD Period	PTD
B	*	99	L	999	L	SQFT	C	A	Current STAT Period	YTD
C	/	99	S	999	S	SQFT	C	A	Current STAT Period	YTD
T	E	99	L	999	L	5740	C	A	Current USD Period	PTD
O	E	99	L	100	C	5740	C	A	Current USD Period	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 company and department segment values. Row C computes the total of all floor space occupied.

Incremental MassAllocation 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, as shown in the following table:

Incremental MassAllocation Formula

Factor	Oper	Co	Type	Dept	Type	Acct	Type	Bal Type	RelativeCurr Period	Amt Type
A	E	01	C	100	C	5740	C	A	Current USD Period	PTD
B	*	01	C	999	L	SQFT	C	A	Current STAT Period	YTD
C	/	01	C	999	S	SQFT	C	A	Current STAT Period	YTD
T	E	01	C	999	L	5740	C	A	Current USD Period	PTD
O	E	01	C	100	C	5840	C	A	Current USD Period	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 one shown in the following table:

Journal Entry for Monthly Rent Expense Allocation

Account	Debit	Credit	Description
01-101-5740	45,000		Rent Expense - Dept 101
01-102-5740	30,000		Rent Expense - Dept 102
01-103-5740	25,000		Rent Expense - Dept 103
01-100-5840		100,000	Allocated Rent

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 journal entry shown in the table below:

Journal Entry for Rent Increase

Account	Debit	Credit	Description
01-101-5740	4,500		Rent Expense - Dept 101
01-102-5740	3,000		Rent Expense - Dept 102
01-103-5740	2,500		Rent Expense - Dept 103
01-100-5840		10,000	Rent Expense - Dept 100

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

Account Balances

Account	Amount	Description
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
01-100-5840	(110,000)	Allocated Rent

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 journal entry shown in the table below:

Journal Entry for Rent Decrease Allocation

Account	Debit	Credit	Description
01-100-5840	30,000		Allocated Rent
01-101-5740		13,500	Rent Expense - Dept 101
01-102-5740		9,000	Rent Expense - Dept 102
01-103-5740		7,500	Rent Expense - Dept 103

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

Account Balances

Account	Amount	Description
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
01-100-5840	(80,000)	Allocated Rent

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.

AutoAllocations

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.

If you want the Step-Down AutoAllocation process to continue to the next step if a previous step fails to generate a journal batch, set the profile option GL

AutoAllocation: Continue to Next Step if No Journal Created to Yes. See: General Ledger Profile Options, page B-8.

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 , page 1-23.

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.

Note: 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.

Note: 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.

Related Topics

Parallel AutoAllocation Sets, page 1-77

Step-Down AutoAllocation Sets, page 1-79

Recurring Journals, page 1-44

Creating Recurring Journal Formula Batches, page 1-45

Creating Recurring Journal Entries, page 1-46

Entering Recurring Journal Entry Lines, page 1-47

MassAllocations, page 1-57

Creating MassAllocation Batches, page 1-58

Creating Allocation Entries, page 1-41

Journal Approval, page 1-23

Oracle Workflow User's Guide

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.

AutoAllocation Workbench

The screenshot shows the 'AutoAllocation Workbench (Vision Operations)' window. At the top, there are fields for 'Allocation Set' (MONTH END CLOSING ENTRI), 'Description' (fixed allocation spreads), and 'Default Contact'. To the right, the 'Set Type' section has two radio buttons: 'Step-Down' and 'Parallel' (which is selected). Below these fields is a table with columns: LineType, Batch, Contact, and Allocation Method. The table has two rows: the first row has '10 Recurring Journals', 'Recurring Expenses Journal', an empty Contact field, and 'N/A'; the second row has '20 Recurring Journals', 'Eliminate Intercompany Profit', an empty Contact field, and 'N/A'. At the bottom of the window, there are four buttons: 'Recurring Journals', 'Submit', 'Schedule', and 'View Status'.

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 the table below.
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 the table below 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.

AutoAllocation Definition Drilldown Button

Button	Type	Dependency	Label	Action
Definition Drilldown	Dynamic	Batch Type: MassAllocation	MassAllocation	Define MassAllocation window: see page , page 1-58
Definition Drilldown		Batch Type: MassBudget	MassBudget	Define MassBudgets window: see page , page 2-29
Definition Drilldown		Batch Type: MassEncumbrances	MassEncumbrances	Define MassAllocation window: see page , page 1-58
Definition Drilldown		Batch Type: Recurring Journals	Recurring Journals	Define Recurring Journal Formula window: see page , page 1-45

AutoAllocation Workbench Buttons

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.

Step-Down AutoAllocation Sets

Create Step-Down AutoAllocation sets in the AutoAllocation Workbench window. For more information see: Step-Down AutoAllocation Approval Process, page 1-83

AutoAllocation Workbench Window

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 the table titled AutoAllocation Definition Drilldown Button under Parallel Allocation Sets, page 1-77.

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 , page 1-23.

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 the table titled AutoAllocation Workbench Buttons under Parallel Allocation Sets, page 1-77 for a list of these buttons and their corresponding actions.

Note: When you submit an AutoAllocation that includes Mass Budgets, leave the Budget field in the Parameters window blank as the budget has already been specified for MassBudgets. When you submit an AutoAllocation that includes Recurring Budgets, specify a budget in the Budget field.

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 7-141

Note: If you want the Step-Down AutoAllocation process to continue to the next step if a previous step fails to generate a journal batch, set the profile option GL AutoAllocation: Continue to Next Step if No Journal Created to Yes. See: General Ledger Profile Options, page B-8.

Parameters

Parameters (Vision ADB) - LW BUDGET

Name **LW BUDGET**

Period **Mar-99**

Budget

Average Balance Options

Journal Effective Date **31/MAR/1999**

Calculation Effective Date **31/MAR/1999**

Usage **Standard**

Schedule Cancel

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.
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.

Related Topics

Oracle Applications User's Guide

Defining Financial Schedules, page 7-141

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.

If you logged on using an Oracle Projects responsibility, see: Viewing the Status of AutoAllocation Sets, *Oracle Project Costing User Guide*.

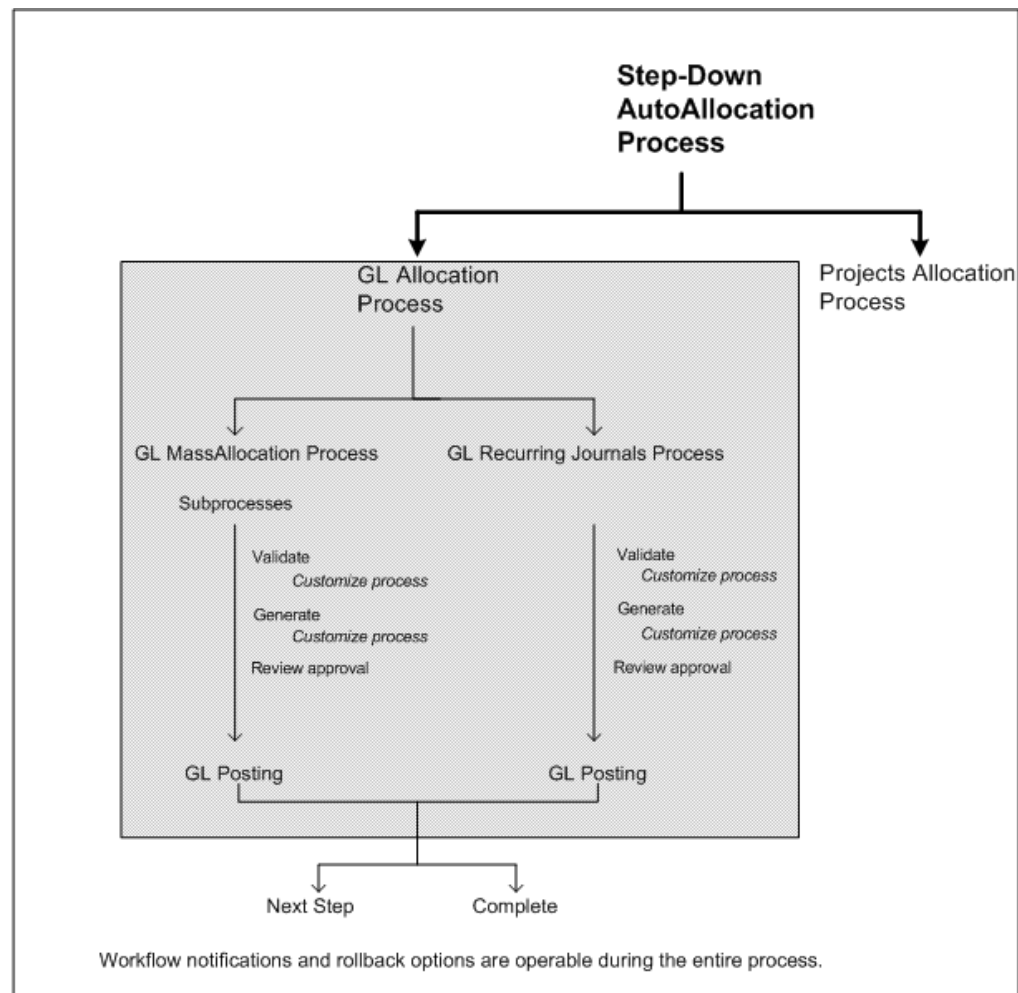
Step-Down AutoAllocation Approval Process

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. If Journal Approval is enable for your set of books, then these processes will validate your batches, determine if approvals are required for a batch, and submit the batch(es) to approvers if required, then notify individuals of the approval results.

If you are not using Journal Approval but have set the profile option, GL: Journal Review Required to Yes, you will need to review journal batches generated from AutoAllocation before posting can be performed. This process does not produce a notification. It simply allows you to post the batches upon review.

If errors occur, the contact or responsibility may choose to roll back the Step-Down AutoAllocation process. The rollback reverses all journal entries. When a rollback occurs, no notification is sent.

Step-Down AutoAllocation Process



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 , page 1-23.

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*.
- **GL AutoAllocation: Continue to Next Step if No Journal Created:** Allows the Step-Down AutoAllocation process to continue to the next step if a previous step fails to generate a journal batch. See: General Ledger Profile Options, page B-8.
- **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-1.

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.

Note: 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.

Note: 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.

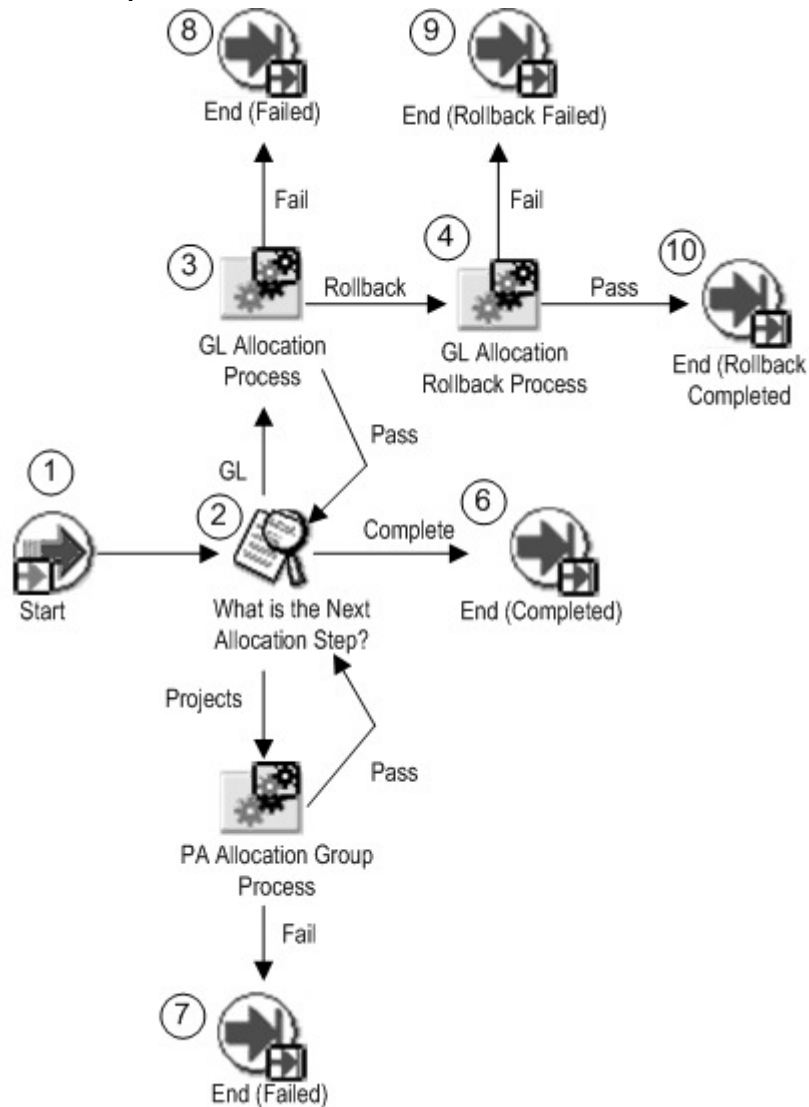
AutoAllocation Processes

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

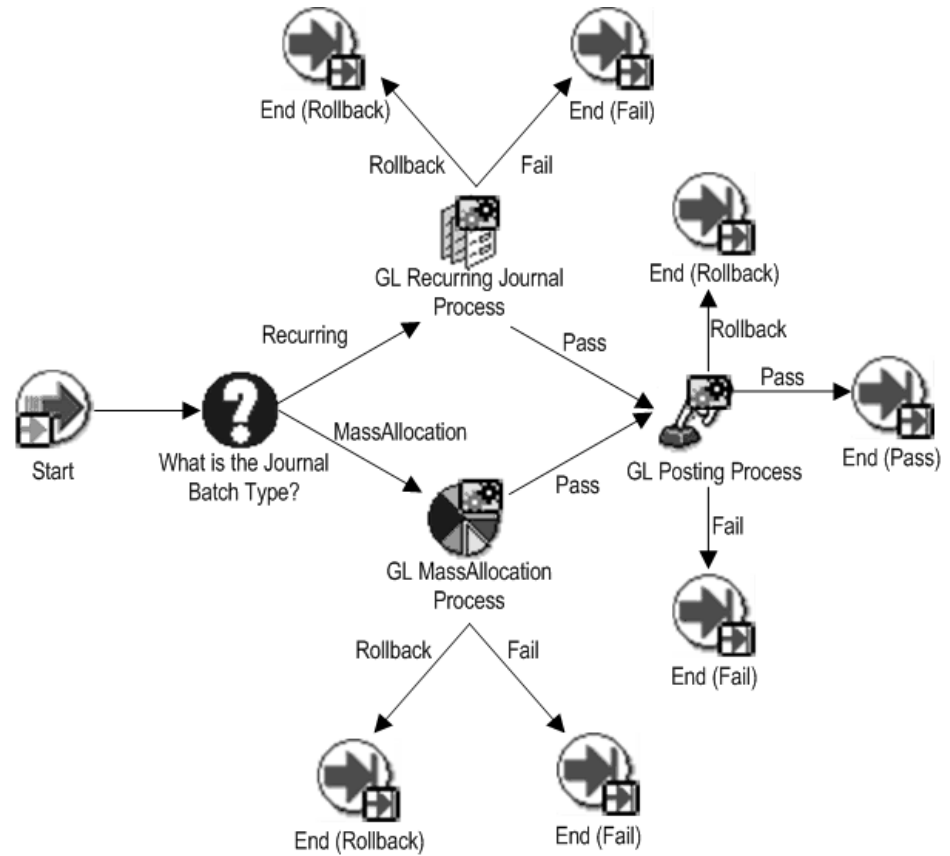
Automatic Step-Down Allocation Process



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

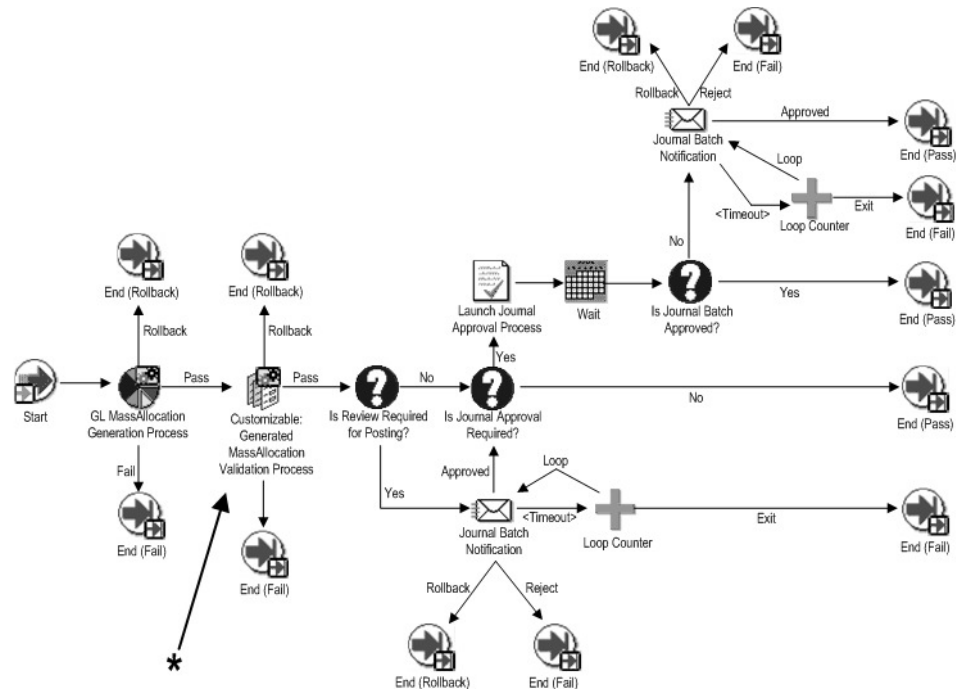
General Ledger Allocation Process



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

General Ledger 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**

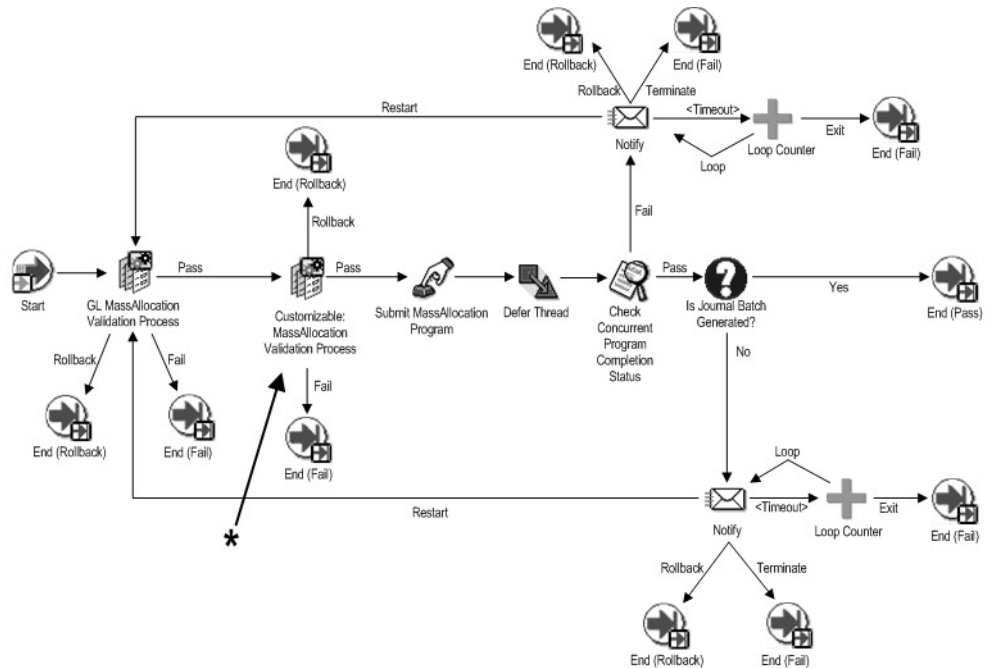
You can design your own process to perform additional validation to generated `MassAllocation` batches.

Function	<i>GL_GEN_BATCH_VAL_CUST_PROCESS</i>
-----------------	--------------------------------------

Result Type	GL Process Result
	Pass, Fail, Rollback

GL MassAllocation Generation Process

General Ledger 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.

Function *GL_MA_BATCH_VAL_CUST_PROCESS*

Result Type GL Process Result

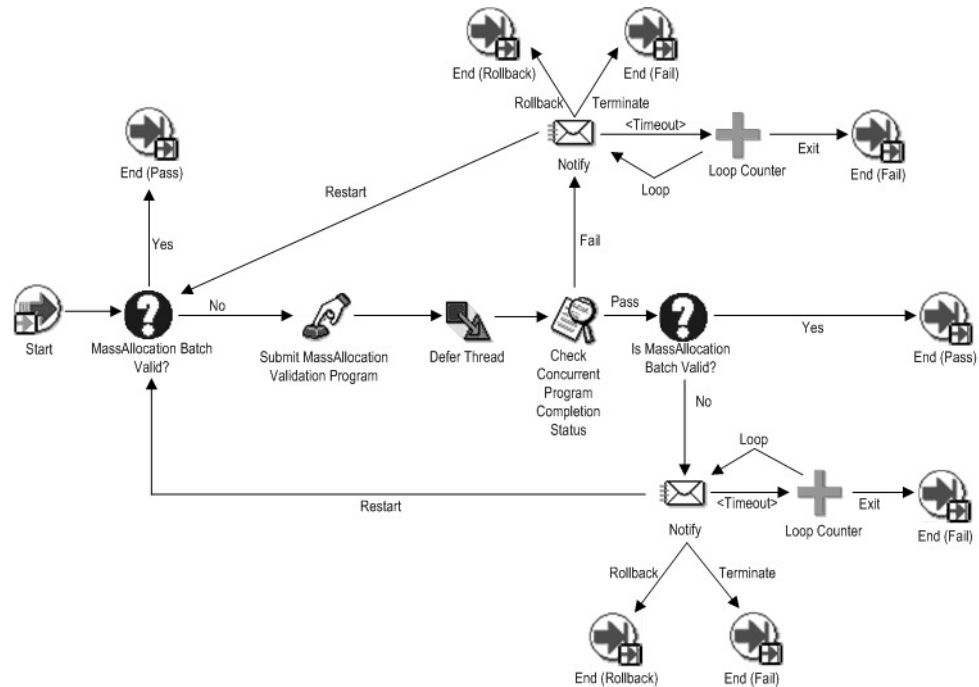
Pass, Fail, Rollback

Function *WF_STANDARD.NOOP*

Result Type None

GL Generated MassAllocation Validation Process

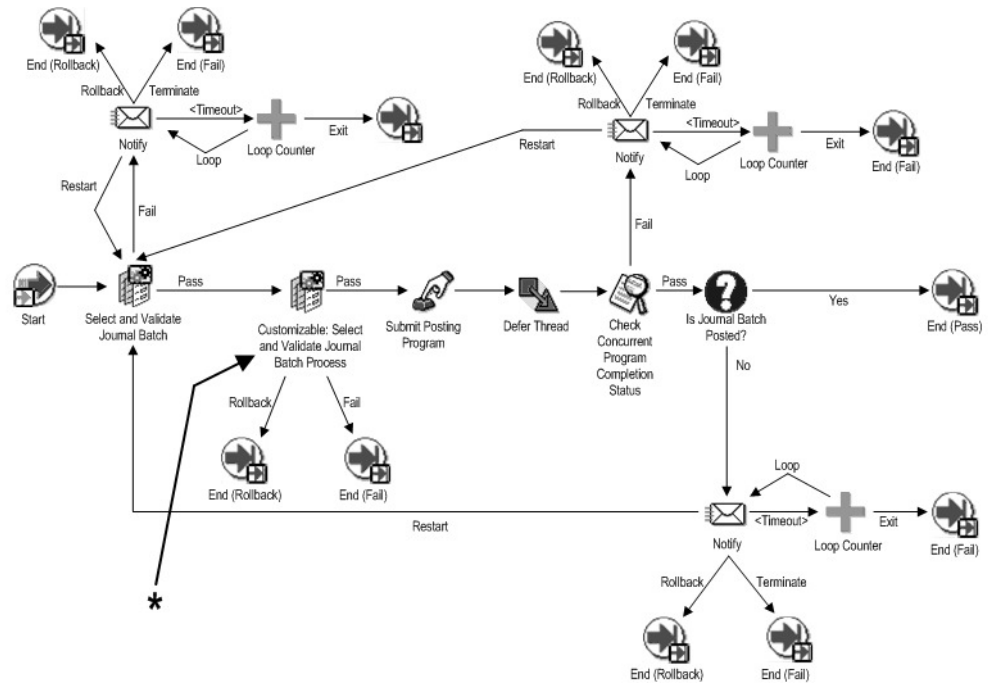
General Ledger Generated MassAllocation Validation Process



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

General Ledger 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.

Function

GL_SEL_AND_VAL_CUST_PROCESS

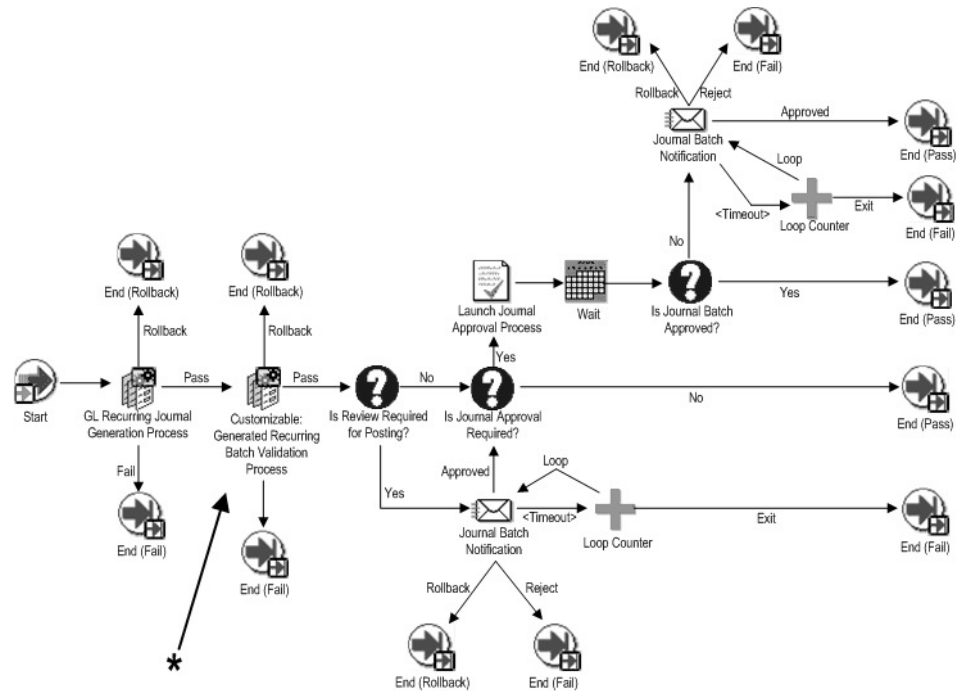
Result Type

GL Process Result

Pass, Fail, Rollback

GL Recurring Journal Process

General Ledger 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.

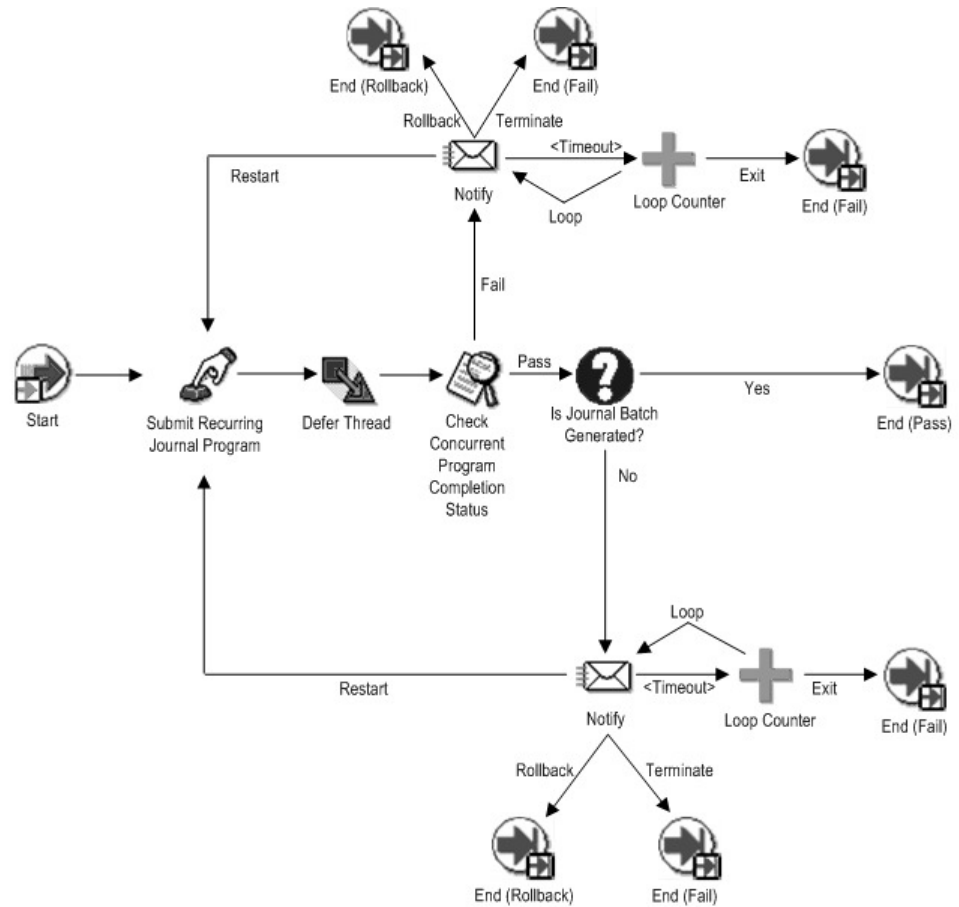
Function	<i>GL_GEN_BATCH_VAL_CUST_PROCESS</i>
-----------------	--------------------------------------

Result Type	GL Process Result
-------------	-------------------

Pass, Fail, Rollback

GL Recurring Journal Generation Process

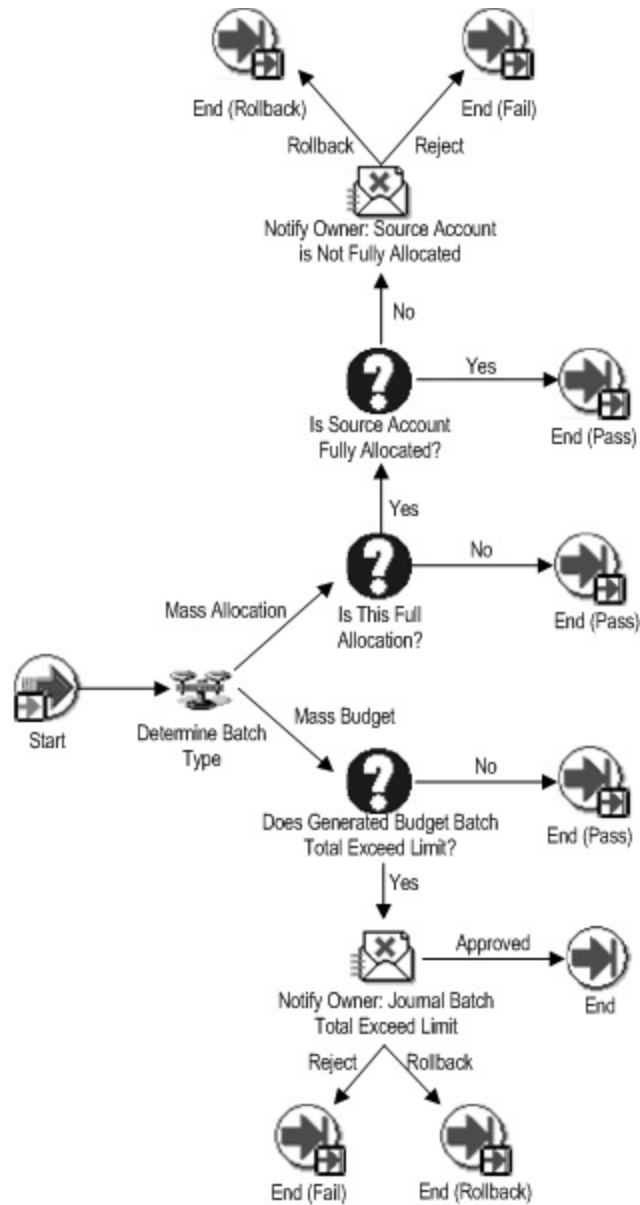
General Ledger Recurring Journal Generation Process



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

Example of Customizable Process



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

Importing Journals

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.

General Ledger lets you import data from multiple interface tables. This allows you to customize interface tables to your specific requirements. Each particular source/group ID combination will only have data in one interface table at a time. Journal import will process data from one table at a time.

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.

Related Topics

Preparing to Import Journals, page 1-96
Exporting Data from Your Feeder System, page 1-97
Running the Optimizer Program, page D-2
Multiple Table Journal Import, page 1-113.
Setting the Concurrent Program Controls, page 7-174
Importing Journals, page 1-124
Setting the Journal Import Run Options, page 1-128
Correcting Journal Import Data, page 1-129
Deleting Journal Import Data, page 1-132
Running Reports and Programs, *Oracle Applications User's Guide*
Creating Journal Batches, page 1-3
Posting Journal Batches, page 1-133

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.

Related Topics

Overview of Setting Up, page 7-1

Defining Segment Values (Segment Values Window), *Oracle Applications Flexfields Guide*

Defining Sets of Books, page 7-54

Defining Currencies, page 13-6

Defining Journal Sources, page 7-90

Defining Journal Categories, page 7-93

Defining Document Sequences, *Oracle Applications System Administration*

Assigning Document Sequences, page 7-127

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.

Related Topics

The GL_INTERFACE Table, page 1-97

Assigning Values for Accounts, page 1-100

Assigning Values for Additional Required and Conditionally Required Columns, page 1-102

Assigning Values for Currency Conversion, page 1-104

Assigning Values to Optional Columns, page 1-105

Required NULL Columns in the GL_INTERFACE Table, page 1-108

Importing Specialized Data, page 1-109

About Journal Import Validation, page 1-111

The GL_INTERFACE Table

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 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. GL_INTERFACE contains the columns shown in the the following table:

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
AVERAGE_JOURNAL_FLAG		VARCHAR2 (1)
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)
CURRENCY_CONVERSION_RATE		NUMBER
SEGMENT1 through SEGMENT30		VARCHAR (25)
ENTERED_DR		NUMBER
ENTERED_CR		NUMBER

Column Name	Null?	Type
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)
JGZZ_RECON_FLAG		VARCHAR2 (240)
CHART_OF_ACCOUNTS_ID		NUMBER (15)
FUNCTIONAL_CURRENCY_ CODE		VARCHAR2 (15)
CODE_COMBINATION_ID		NUMBER (15)
DATE_CREATED_IN_GL		DATE
WARNING_CODE		VARCHAR2 (4)
STATUS_DESCRIPTION		VARCHAR2 (240)
DESCR_FLEX_ERROR_ MESSAGE		VARCHAR2 (240)

Column Name	Null?	Type
STAT_AMOUNT		NUMBER
REQUEST_ID		NUMBER (15)
SUBLEDGER_DOC_ SEQUENCE_ID		NUMBER
SUBLEDGER_DOC_ SEQUENCE_VALUE		NUMBER
USSGL_TRANSACTION_ CODE		VARCHAR2 (30)
ATTRIBUTE1 through ATTR IBUTE20		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)

Related Topics

[Assigning Values for Accounts, page 1-100](#)

[Assigning Values for Additional Required and Conditionally Required Columns, page 1-102](#)

[Assigning Values for Currency Conversion, page 1-104](#)

[Assigning Values to Optional Columns, page 1-105](#)

[Required NULL Columns in the GL_INTERFACE Table, page 1-108](#)

[Importing Specialized Data, page 1-109](#)

[About Journal Import Validation, page 1-111](#)

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 shown in the following table:

Data for Flexfield	Load Into:
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

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.

Related Topics

Overview of Setting Up, page 7-1

Defining Accounts, page 7-39

Understanding the GL_INTERFACE Table, page 1-97

Assigning Values for Additional Required and Conditionally Required Columns, page 1-102

Assigning Values for Currency Conversion, page 1-104

Assigning Values to Optional Columns, page 1-105

Required NULL Columns in the GL_INTERFACE Table, page 1-108

Importing Specialized Data, page 1-109

About Journal Import Validation, page 1-111

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).

Tip: 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.

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).

Tip: 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).

Tip: 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: To import actual and encumbrance journals, specify the period name and an accounting date within that period. Journal Import will import journals into adjusting and non-adjusting periods.

To import budget transactions, enter a period name for your budget transactions (ACTUAL_FLAG = B) and an accounting date. The accounting date is the effective date of the journal. The accounting date for budget amounts will be ignored by the Journal Import process, which uses the accounting period instead. The period name is required when you are importing budget data using Journal Import and it must be associated with an open budget fiscal year. Journal Import will import budget journals into adjusting and non-adjusting periods.

ENTERED_DR: Enter the debit amount for each line of your transaction. You can enter a value for the ENTERED_DR and the ENTERED_CR in one row.

ENTERED_CR: Enter the credit amount for each line of your transaction. You can enter a value for the ENTERED_DR and the ENTERED_CR in one row.

Related Topics

Defining Sets of Books, page 7-54

Defining Budgets, page 2-13

Defining Currencies, page 13-6

Defining Encumbrance Types, page 3-4

Defining Journal Sources, page 7-90

Defining Journal Categories, page 7-93

Understanding the GL_INTERFACE Table, page 1-97

Assigning Values for Accounts, page 1-100

Assigning Values for Currency Conversion, page 1-104

Assigning Values to Optional Columns, page 1-105

Required NULL Columns in the GL_INTERFACE Table, page 1-108

Importing Specialized Data, page 1-109

About Journal Import Validation, page 1-111

Overview (of Average Balance Processing), page 4-1

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

ACCOUNTED_DR: Enter a converted debit amount for your actual foreign currency transactions. You can enter a value for the ACCOUNTED_DR and ACCOUNTED_CR 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. You can enter a value for the ACCOUNTED_DR and ACCOUNTED_CR in one row. You must enter a value for ENTERED_CR if you entered a value for ACCOUNTED_CR.

Related Topics

Understanding the GL_INTERFACE Table, page 1-97

Assigning Values for Accounts, page 1-100

Assigning Values for Additional and Conditionally Required Columns, page 1-102

Assigning Values to Optional Columns, page 1-105

Required NULL Columns in the GL_INTERFACE Table, page 1-108

Importing Specialized Data, page 1-109

About Journal Import Validation, page 1-111

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.

REFERENCE8 (Journal entry reversal period): Enter the name of the period to which you want to reverse your journal entry. If you enter Yes in the REFERENCE7 column, you must enter a value in this column.

If you have enabled average balance processing, enter the effective date for the reversal. General Ledger will determine the appropriate reversal period based on the date you supply.

You can specify adjustment and non-adjustment reversal periods.

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.

REFERENCE9 (Journal reversal method): Enter Yes to use the change sign method, No to use the switch debit/credit method.

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 7-21. 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 7-21. 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.

REFERENCE_DATE: Enter a date to capture additional date information about your journal. The Reference Date column satisfies Libro Giornale requirements in Italy, but can be used to capture any other date information you want to store at the journal header level. This column is not used to group journal lines. If multiple rows in the GL_INTERFACE table use different reference dates, they can be grouped into the same journal entry which will choose a reference date from one of the rows to use as a reference date for the journal entry.

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.

Related Topics

Understanding the GL_INTERFACE Table, page 1-97

Assigning Values for Accounts, page 1-100

Assigning Values for Additional and Conditionally Required Columns, page 1-102

Assigning Values for Currency Conversion, page 1-104

Required NULL Columns in the GL_INTERFACE Table, page 1-108

Importing Specialized Data, page 1-109

About Journal Import Validation, page 1-111

Overview (of Average Balance Processing), page 4-1

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 your General Ledger application:

- **REFERENCE3:** Do not enter a value 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.

Related Topics

Overview of Setting Up, page 7-1

Overview of Multi-Currency Accounting, page 13-1

The General Ledger Accounting Cycle, page 1-1

Defining Conversion Rate Types, page 13-8

Defining Statistical Units of Measure, page 7-124

Defining Descriptive Flexfield Segments, *Oracle Applications Flexfields Guide*

Defining Segment Values, *Oracle Applications Flexfields Guide*

Understanding the GL_INTERFACE Table, page 1-97

Assigning Values for Accounts, page 1-100

Assigning Values for Additional and Conditionally Required Columns, page 1-102

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Assigning Values for Optional Columns, page 1-105

Importing Specialized Data, page 1-109

About Journal Import Validation, page 1-111

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 7-158

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.

Related Topics

Understanding the GL_INTERFACE Table, page 1-97

Assigning Values for Accounts, page 1-100

Assigning Values for Additional and Conditionally Required Columns, page 1-102

Assigning Values for Currency Conversion, page 1-104

Assigning Values for Optional Columns, page 1-105

About Journal Import Validation, page 1-111

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.

Note: If you specify a reversing effective date, Journal Import will validate the date using the same process and rules noted above for accounting dates.

Effective Date Rules are defined in the Journal Sources window. See: Defining Journal Sources, page 7-90.

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

If you use transaction codes to produce both proprietary and budgetary accounting entries for a given transaction, which are typically used by U.S. federal government customers, Journal Import validates the USSGL Transaction Code to ensure that it has been defined in the Define Transaction Codes window. This feature is currently only available in public sector installations.

Multi-Table Journal Import

General Ledger lets you import data from multiple interface tables. This allows you to customize alternative interface tables to your specific data requirements. Using alternative tables can help you improve performance since Journal Import more efficiently processes high volumes of data from multiple tables than from the single GL_INTERFACE table. Professionals creating data load routines can choose which interface table to put the data in, and whether the table should be dropped when Journal Import completes successfully.

If Journal Import fails, you can correct your data using the Correct Journal Import window, or you can use the Delete Journal Import Data window to delete your data. Once your data is corrected, you can run Journal Import again.

Multi-Table Journal Import does not affect the operation of Journal Import using the GL_INTERFACE table.

Prerequisites

- To use alternative interface tables, data you are importing must have both a source and group ID. The group ID tells Journal Import in which of your alternative tables the data you want to import resides.

Each particular source/group ID combination can only have data in one interface table at a time. Each journal import run will process data from one table at a time.

To use Multi-Table Journal Import

General Ledger provides you with the Journal Import Package (GL_JOURNAL_IMPORT_PKG) to create a new interface table and populate the GL_INTERFACE_CONTROL table. In addition, you can create your own procedures to populate your interface table with data and to launch Journal Import. This allows you to automate the entire procedure.

Below are the steps to follow to use Multi-Table Journal Import:

1. Create a new interface table. New interface tables must have the same columns as the GL_INTERFACE table but you can add more if your needs require.
2. Populate the new interface table with data.
3. Populate the GL_INTERFACE_CONTROL table with one record for each source/group ID combination that was put into the interface table.
Specify a tablename that the data is to be retrieved from for each combination.
Specify what should be done with the data once it has been processed.
4. Start Journal Import using the Import Journals window. Specify each of the source/group ID combinations that you want to import. If there are multiple tables, Journal Import will be launched multiple times.

5. If Journal Import indicates that the data is erroneous, then correct the data using the Correct Journal Import Data window or delete it using the Delete Journal Import Data window. If you choose to correct it, then start Journal Import again using the Import Journals window.

Creating Tables

The Create_Table routine, in the GL_JOURNAL_IMPORT_PKG package, creates a copy of the GL_INTERFACE table with the given name and storage parameters. You can add more columns if your requirements dictate. The table is created in the GL schema. This procedure will also create the n1 and n2 indices if specified. Create the n1 index if, on average, less than 10% of the data in the table will be processed by each journal import run. Create the n2 index if you are running journal import in summary mode. The following table lists the parameters of the Create_Table routine:

CREATE_TABLE parameters

Parameter Name	Required Y/N	Example	Comments
table_name	Y	GL_CUSTOM_INTERFACE	Name to use for new table
tablespace	N	USER_TAB	Tablespace the table should use. If none is specified, defaults to default tablespace.
physical_attributes	N	PCTFREE 10 STORAGE (INITIAL 500K NEXT 1M)	Physical attribute clause to use in creating the new table. If none is specified, uses the defaults.
create_n1_index	N	TRUE	Indicates whether or not the n1 index should be created. If this parameter is not specified, the index will be created.
n1_tablespace	N	USER_IND	Tablespace the n1 index should use. If none is specified, defaults to the default tablespace.
n1_physical_attributes	N	STORAGE (INITIAL 10K Next 50K)	Physical attribute clause to use in creating the n1 index. If none is specified, uses the defaults.
create_n2_index	N	TRUE	Indicates whether or not the n2 index should be created. If this parameter is not specified, the index will be created.
n2_tablespace	N	USER_IND	Tablespace the n2 index should use. If none is specified, defaults to default tablespace.
n2_physical_attributes	N	STORAGE (INITIAL 10K NEXT 50K)	Physical attribute clause to use in creating the n2 index. If none is specified, uses the defaults.

If you want to drop a table from the GL schema, the DROP_TABLE routine is included in the GL_JOURNAL_IMPORT_PKG package. The parameters for the Drop_Table routine are shown in the table below:

Drop_Table parameters

Parameter Name	Required Y/N	Example	Comments
table_name	Y	GL_CUSTOM_INTERFACE	Name of the table to drop

Populate your Newly Created Table with Data

Create a procedure to load data into your newly created interface table.

Populate the GL_INTERFACE_CONTROL table

The POPULATE_INTERFACE_CONTROL routine, in the GL_JOURNAL_IMPORT_PKG package, inserts a new row in the GL_INTERFACE_CONTROL table. This row can be used to keep track of the interface table that contains the data for a particular source/group ID, or it can be used to seed interface control data for a Journal Import run.

The group ID and interface run parameters must be of variable type number. If the group ID and interface run ID's have values other than null, then the values specified will be used. Otherwise, the group ID and interface run ID will be generated and returned in the variables.

If you are planning to launch Journal Import using the Journal Import window, then the Interface Run ID parameter is not significant. You should specify a null value for the interface run ID parameter.

If you are planning to launch Journal Import yourself without using the Journal Import window, save the interface run ID and use it as a parameter for Journal Import. Journal Import will process all source/group ID combinations in the GL_INTERFACE_CONTROL table that have the same value for the interface run ID.

Once Journal Import has processed one or more source/group ID combinations successfully, parameters in the GL_INTERFACE_CONTROL table let you specify what will happen to the data:

- Drop Table
- Delete Successfully Processed Data
- Save Successfully Processed Data

If no action is specified for the data, Journal Import will delete successfully processed data.

Note:

- If you specify that a table should be dropped, the table will be dropped only if all the data in the table has been successfully processed, if all of the source/group ID combinations currently in the table have rows in GL_INTERFACE_CONTROL indicating that table should be dropped, and if all of the data currently in this table was processed by the current run of Journal Import.

If all of these criteria are not satisfied, the table will not be dropped, but the successfully processed data for that source/group ID combination will be deleted from the interface table.

- If you specify that successfully processed data should be deleted, all of the successfully processed data for the source/group ID combination will be deleted from the table. If all of the data currently in the table is to be deleted, Journal Import will detect this and truncate the table.
- If you specify that successfully processed data should be saved, Journal Import will leave the data in the interface table. The data will have a status of PROCESSED, and will not be picked up by later runs of Journal Import.

The parameters for the GL_INTERFACE_CONTROL are listed in the table below:

GL_INTERFACE_CONTROL parameters

Parameter Name	Required Y/N	Example	Comments
user_je_source_name	Y	Payables	Journal entry source name of data in interface table.
group_id	Y	group_id	Group ID of data in interface table. This parameter must be a variable of type number. If this variable has a value other than null, then that value will be used as the group ID. Otherwise, a group ID will be automatically generated and stored in this variable.
set_of_books_id	Y	2	Set of books ID of data in interface table.
interface_run_id	Y	run_id	Interface run id for the new created gl_interface_control record. This parameter must be a variable of type number. If this variable has a value other than null, then that value will be used as the interface run ID. Otherwise, an interface ID will be automatically generated and stored in this variable.

Parameter Name	Required Y/N	Example	Comments
table_name	N	GL_INTERFACE	Name of table that contains the data. If a null value is specified, then Journal Import will assume the data is in the GL_INTERFACE table.
processed_data_action	N	gl_journal_import_pkg.save_data	Indicates what is to be done with the data when it is successfully processed. Valid values are gl_journal_import_pkg.save_data to leave the data in the interface table, gl_journal_import_pkg.delete_data to delete the data from the interface table, and gl_journal_import_pkg.drop_table to drop the interface table. If no value is specified, then Journal Import will delete the data.

Start Journal Import

You can start Journal Import from the Import Journals window or you can create your own routine to launch Journal Import. If you use the Journal Import window, then one Journal Import request will be launched for each interface table from which data is to be processed.

In the Import Journals window, choose from the following options from the Selection Criteria poplist:

- Enter All Group IDs: to import all data for that source that has a group ID.
- Enter Specific Group ID: to import data for a specific source/group ID combination. Enter a group ID in the Specific Value field.

Note: Each Journal Import request will process at most 20 sources/group ID combinations. If you more need to be processed, additional Journal Import Requests will need to be launched.

- Enter No Group ID: to import all data for that source that has no group ID.

Correcting Journal Import Data

When you correct your data through the Correct Journal Import window, use the Find Journal Import window to locate your data. If you use the Find Journal Import Data window, and you are entering a query with a specified source that has data in alternative tables, you must specify a group ID.

Interface Data Transformer

The Interface Data Transformer is a program that transforms data loaded in the GL_INTERFACE table. When you run the program, you apply a Transformation Rule Set: a set of instructions you define to transform the data in the table. The transformed data is then imported into General Ledger.

The Interface Data Transformer is fully compatible with Multi-Table Journal Import.

Note: The Interface Data Transformer performs its operations in the same table. It does not apply transformation instructions on source data from one table and populate a new table with the transformation results.

Related Topics

Creating Rule Sets, page 1-119

String Function, page 1-121

PL/SQL Function, page 1-121

Lookup Table, page 1-122

Running the Interface Data Transformer Program, page 1-122

Correcting Errors, page 1-123

Using Journal Import, page 1-95

Importing Journals, page 1-124

Creating Rule Sets

A Rule Set is a set of nested instructions that govern how the data in the GL_INTERFACE table is transformed.

Rule Set Hierarchy

Rule Set Hierarchy

Edit the components of your Rule Set: Stage, Rule, and Derivation Sequence.

[Expand All](#) | [Collapse All](#)

⊕ Rule Set: Hyperion to Oracle Set

Focus	Rule	Validation Type	Condition	Derivation Type	Reorder	Add Child	Update	Delete
	▼ Rule Set: Hyperion to Oracle Set					+		
⊕	▼ Stage 1					+		
⊕	▼ Rule: SEGMENT1	Value Set				+		
	Sequence 1		SEGMENT3 LIKE '5%'	Lookup Table				
	Sequence 2		SEGMENT3 LIKE '3%'	Lookup Table				
	Sequence 3		SEGMENT3 < '3000'	PL/SQL Function				
	Sequence 4		SEGMENT3 > '4000' AND SEGMENT3 < '5000'	String Function				
	Sequence 5		SEGMENT1 > '6000'	Lookup Table				
⊕	▼ Rule: SEGMENT4	No Validation				+		
	Sequence 1		SEGMENT2 LIKE '5%'	PL/SQL Function				
⊕	▼ Stage 2					+		
⊕	▼ Rule: SEGMENT7	Lookup Table				+		
	Sequence 1		SEGMENT6 LIKE '15%'	String Function				
	Sequence 2		SEGMENT6 >= '100'	Lookup Table				

To Create a Rule Set, navigate to Interface Data Transformer > Transformation Rule Set. Below are details to help you complete the definition for a Rule Set.

Create Rule Set: Header Page

Use the Create Rule Set: Header page to create a new rule set. Enabled rule sets appear in the Rule Set List of Values when you run the GL Interface Data Transformer program.

Create Rule Set: Details Page

A Rule Set consists of components in the following hierarchy: Stages, Rules, and Sequences.

- To add a Stage, click on the Add Child icon for the Rule Set row.
- To add a Rule, click on the Add Child icon for the Stage row.
- To add a Sequence, click on the Add Child icon for the Rule row.

A Transformation Rule Set is applied in stages to data in the table. For example, stage 1 of a rule set is applied completely before stage 2. This lets you use the transformation results from stage 1 as the source data for stage 2 if you so choose.

Stage

A Stage consists of one or more Rules.

Rule

A Rule is defined for the target column in the interface table. A Rule consists of one or more Sequences. Rules are applied simultaneously for a stage.

Choose from three options to validate the data after each Rule is applied.

Value Set: Choose from a list of independent or table-validated Application Object Library (AOL) Value Sets.

Lookup: Specify a Lookup Table.

No Validation: No validation is performed.

Sequence

A Sequence consists of a condition and a derivation action.

Condition: A condition is a set of parameters to be met for a derivation action to be used. In the table below, if the value in Segment 8 is greater than 2000, the condition is met and a specified derivation action will be used.

Condition Example

Source Column	Comparison Type	Value
SEGMENT 8	greater than	2000

Derivation Action: A Derivation Action is an instruction to transform data in the table. You can choose from three Derivation Actions:

- String, page 1-121: Define a string for the derivation results.
- PL/SQL, page 1-121: Define a PL/SQL function, the output of which becomes the derivation result.

- Lookup Table, page 1-122: Define a Lookup Table and column to define the derivation result.

You can create as many conditional derivations as you like. All conditions for a sequence must be satisfied before a derivation is executed. Each conditional derivation you create appears as a Sequence for the Rule.

The Interface Data Transformer will execute the derivation action in the first sequence where the condition is satisfied. Subsequent sequences will be ignored.

You can reorder stages and sequences if you want to change the order of operations.

Related Topics

Interface Data Transformer, page 1-119

Creating Rule Sets, page 1-119

String Function, page 1-121

PL/SQL Function, page 1-121

Lookup Table, page 1-122

Running the Interface Data Transformer Program, page 1-122

Correcting Errors, page 1-123

Using Journal Import, page 1-95

Importing Journals, page 1-124

Correcting Journal Import Data, page 1-129

Derivation Actions

A derivation action can be a string function, PL/SQL function, or lookup table.

String Function

Specify a condition to be met for the GL_INTERFACE source column. Then define an action if the condition is met:

Get Substring: Extract a substring from a value in the GL_INTERFACE table. Complete the details for the Get Substring Function:

- Source Column: Specify a Source column.
- From Position: Specify a position in the string.
- Length: Specify the string length.

Copy String: Copy an entire string from a column in the GL_INTERFACE table. Complete the details for the Copy String Function:

- Source Column: Specify a Source column.

Assign Fixed String: Specify a constant string. Complete the details for the Assign Fixed String Function:

- Target Value: Enter a value.

PL/SQL Function

Specify a condition to be met for the GL_INTERFACE source column. Then define a PL/SQL Function to be invoked if the condition is met.

PL/SQL provides procedural constructs, such as loops and conditional statements, that are not standard in SQL. PL/SQL functions usually use a number of input parameters to calculate a result.

For example, a PL/SQL function that calculates currency conversion can have the following four parameters: amount, source currency, target currency, and date. The function then runs to convert the amount from the source currency to the target currency using the conversion rate on the date specified and provides the result amount denominated in the target currency.

Define the PL/SQL Function parameters.

Lookup Table

Specify a condition to be met for the GL_INTERFACE source column. Then define a Lookup action if the condition is met.

This derivation allows you to identify a source value in the GL_INTERFACE table and look up its corresponding value in a lookup table. The corresponding value in a lookup table is stored in the LOOKUP_CODE column.

For example, in financial consolidations, subsidiary financial data needs to be consolidated with parent financial data. In this case, a lookup table can be created where lookup codes are department IDs used in the subsidiary's accounting set of books. For each lookup code its corresponding target value is the department ID used in the parent company's set of books.

Specify a Lookup Table and its Result Column which contains the value you want to use. In the Match Columns region, you can match a column from the Lookup Table to an interface column or a constant value.

Related Topics

Interface Data Transformer, page 1-119

Creating Rule Sets, page 1-119

Running the Interface Data Transformer Program, page 1-122

Correcting Journal Import Data, page 1-129

Using Journal Import, page 1-95

Importing Journals, page 1-124

Correcting Errors, page 1-123

Running the GL Interface Data Transformer Program

Navigate to the Submit Request window.

Prerequisites

- Create a Rule Set
- Populate the GL_INTERFACE table with data

To run the GL Interface Data Transformer program:

Choose Program - GL Interface Data Transformer from the Submit Request window. Complete the following parameters:

Transformation Rule Set Name: Select the Rule Set to apply from the List of Values.

Source: Specify a Journal Source.

Group ID: Specify a Group ID.

Run Journal Import: When set to Yes, Journal Import will be launched by a separate concurrent process when the data transformation is complete. Specify whether you want to Create Summary Journals and how to Import Descriptive Flexfields.

Related Topics

Interface Data Transformer, page 1-119

Creating Rule Sets, page 1-119

String Function, page 1-121

PL/SQL Function, page 1-121

Lookup Table, page 1-122

Correcting Errors, page 1-123

Using Journal Import, page 1-95

Importing Journals, page 1-124

Correcting Errors

If any rows fail in the data transformation, the data in the GL_INTERFACE table is returned to its pre-transformed state and the process will error. You have two choices:

- Use the Delete Journal Import window to delete the data in the GL_INTERFACE table. See Deleting Journal Import Data, page 1-132
- Use the Correct Journal Import window to correct errors, then submit the Interface Data Transformer program. See: Correcting Journal Import Data, page 1-129

If, on subsequent submission of the GL Interface Data Transformer program, the data transformation succeeds but Journal Import fails, the transformed data will remain in the GL_INTERFACE table. Use the Correct Journal Import window to correct errors, then submit the Journal Import program.

The following table lists error codes and descriptions:

Interface Data Transformer Error Codes and Descriptions

Error Code	Description
EX01	A lookup derivation yielded more than one value.
EX02	A lookup derivation yielded no value.
EX03	A derivation type mismatch occurred.
EX04	Value Set validation failed.
EX05	Lookup table validation failed.
EX99	An error occurred while processing the transformation.

Related Topics

Interface Data Transformer, page 1-119
Creating Rule Sets, page 1-119
String Function, page 1-121
PL/SQL Function, page 1-121
Lookup Table, page 1-122
Running the Interface Data Transformer Program, page 1-122
Correcting Journal Import Data, page 1-129
Using Journal Import, page 1-95
Importing Journals, page 1-124

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.

Note: The Oracle Workflow Business Event System, introduced in Release 2.6, allows products to seed business events and event subscriptions.

Journal Import Started and Journal Import Completed are seeded business events. See: Business Events, page F-1.

Importing by Accounting Date

Journal Import groups lines within the same period into the same journal, even if the lines have different accounting dates *except* for average balance processing enabled sets of books (ADB). Journal Import places lines with different accounting dates into separate journals for ADB enabled sets of books.

If you set the profile option GL Journal Import: Separate Journals by Accounting Date to Yes, Journal Import will place journal lines with different accounting dates into separate journals.

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.

Journal Import Currency End Date Bypass

You can bypass currency end date validation during journal import. Transactions denominated in a currency that has been assigned an end date will be imported into Oracle General Ledger if the currency is enabled.

To use this feature, you must define the profile option GL Journal Import: Currency Bypass End Date and set it to Yes.

Below is a list of Journal Import results depending on whether the profile option GL Journal Import: Currency Bypass End Date is set to Yes or No in combination with enabled and disabled currencies.

- **Set the profile option to Yes and the currency is enabled:** The journal import process will skip the end date validation process. Journal import will ignore the assigned effective end date for the currency.
- **Set the profile option to Yes and the currency is disabled:** Batches with a disabled currency will fail during journal import.
- **Set the profile option to No or Null and the currency is enabled:** Journal Import will validate the end date of currencies against the system date.
- **Set the profile option to No or Null and the currency is disabled:** Batches with a disabled currency will fail during journal import.

To define the profile option GL Journal Import: Bypass Currency End Date:

1. Sign on to Oracle Applications as an Application Developer.
2. Navigate to the Define User Profile Option window.
3. Complete the following:
 - **Name:** GL_JI_IGNORE_CURRENCY_DATE
 - **Applications:** Oracle General Ledger
 - **User Profile Name:** GL Journal Import: Bypass Currency End Date
 - **Description:** To bypass journal import's currency end date validation.
 - **SQL:**

```
SQL="select meaning IGNORE_DATE, lookup_code
into :visible_option_value,
:profile_option_value
from fnd_lookups
where lookup_types='YES_NO' " COLUMN=" IGNORE_DATE( * )"
```
4. Set the profile option, GL Journal Import: Bypass Currency End Date to Yes at the site, application, responsibility, or user level.
5. Save your work.

Note: The default value of this profile option is Null. You must set it to Yes to enable the Journal Import Currency End Date Bypass feature.

How to Import Journals

To import journal entries into General Ledger, you can use the following methods:

- import journal entries using the Import Journals window
- import journal entries by running the Journal Import program from Standard Report Submission (SRS)

To import journal entries using the Import Journals window, see the procedure entitled To import journal entries to General Ledger., page 1-126

To import journal entries by running the Journal Import program from Standard Report Submission (SRS), see the section in this chapter entitled Running the Journal Import Program from Standard Report Submission (SRS)., page 1-129

Import Journals Window

Source	Selection Criteria	Specific Value
Periodic Inventory	No Group Id	
Project Accounting	All Group Ids	
Assets	Specific Group Id	0506

Run Options

☐ Post Errors to Suspense

☐ Create Summary Journals

Date Range

Start

End

Import Descriptive Flexfields

☐ No ☒ With Validation ☐ Without Validation

Import

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. Enter one of the following Selection Criteria:
 - No Group ID: To import all data for that source that has no group ID. Use this option if you specified a NULL group ID for this source.
 - All Group IDs: To import all data for that source that has a group ID. Use this option to import multiple journal batches for the same source with varying group IDs.
 - Specific Group ID: To import data for a specific source/group ID combination. Choose a specific group ID from the List of Values for the Specific Value field.

If you do not specify a Group ID, General Ledger imports all data from the specified journal entry source, where the Group_ID is null.

You can import data for the same or different sources in parallel by specifying a unique Group ID for each request.

Note: If there is a value in the Group_ID field in the GL_INTERFACE table, either intentionally populated by the user, or populated by the subledger creating these transactions, then to import these transactions into GL, you must specify All Group IDs or Specific Group ID and enter a Specific Value.

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. (Optional) Define the Journal Import Run Options.

Choose Post Errors to Suspense if you have suspense posting enabled for your set of books to post the difference resulting from any unbalanced journals to your suspense account.

Choose Create Summary Journals to have journal import create the following:

- one journal line for all transactions that share the same account, period, and currency and that has a debit balance
- one journal line for all transactions that share the same account, period, and currency and that has a credit balance

For more information on creating summary import journals, see: Setting the Journal Import Run Options, page 1-128.

5. 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.
6. 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.

Note: 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.

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 window, 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 from the interface table. Correct the errors then repopulate the GL_INTERFACE table before rerunning Journal Import.

Related Topics

Integrating General Ledger Using Journal Import, page 1-95

Setting the Journal Import Run Options, page 1-128

Defining Journal Sources, page 7-90

Journal Import Execution Report, page 14-78

Correcting Journal Import Data, page 1-129

Deleting Journal Import Data, page 1-132

Setting Concurrent Program Controls, page 7-174

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 Create Summary Journals to have journal import create the following:

- one journal line for all transactions that share the same account, period, and currency and that has a debit balance
- one journal line for all transactions that share the same account, period, and currency and that has a credit balance

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.

Running the Journal Import Program from Standard Report Submission (SRS)

You can submit the Journal Import program from Standard Report Submission (SRS).

To run the Journal Import program from SRS:

1. In the Name field of the Submit Request window, choose Program - Import Journals. The Parameters window appears.
2. In the Parameters window, select values from the list of values for the following fields: Source, Group ID, Post Errors To Suspense, Create Summary Journals, and Import Descriptive Flexfields.

Note: For the Group ID parameter, select one of the following options:

- select a specific Group ID
 - leave the field empty to import data for a source that has no group ID
3. Choose OK.

See: *Oracle Applications User Guide* for more information on grouping runs into request sets and scheduling.

Related Topics

Integrating General Ledger Using Journal Import, page 1-95

Defining Journal Sources, page 7-90

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.

Correct Journal Import Data Window

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 tabs 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.

Related Topics

Correcting Accounts in Journal Import Data, page 1-131

Integrating General Ledger Using Journal Import, page 1-95

Importing Journals, page 1-124

Deleting Journal Import Data, page 1-132

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 the Accounts tab.
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 1-95.
5. If you want, choose another information type by selecting one of the tabs, 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.

Related Topics

Integrating General Ledger Using Journal Import, page 1-95

Correcting Journal Import Data, page 1-129

Importing Journals, page 1-124

Troubleshooting

If your Journal Execution Report displays the error, Unbalanced Journal Entry, review the following guidelines to correct the problem:

1. If this is not a subledger journal, navigate to Setup > Journal > Source. Uncheck Freeze Journals and save your work. Navigate to Journal > Import Correct. Query the journal batch and correct the imbalance.
2. If this is a subledger journal, determine why the imbalance was created. Correct the problem in the subledger.
3. Release 11i contains a rounding imbalance account feature. If enabled, rounding imbalances are automatically balanced against an account you specify. See: Defining Sets of Books, page 7-54.
4. To avoid some unbalanced journal entries, enable suspense posting in your set of books. See: Defining Sets of books, page 7-54.

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.

Related Topics

Integrating General Ledger Using Journal Import, page 1-95

Defining Journal Sources, page 7-90

Importing Journals, page 1-124

Correcting Journal Import Data, page 1-129

Journal Import Execution Report, page 14-78

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 from the Enter Journals window and choose the Review Batch button to view, update, or create journal batches. 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 Enter Journals, Batch, or Journals window when you are entering or reviewing journal batches or journal entries.

Note: 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-1

Post Journals Window

		Total Entered			
Period	Batch	Balance Type	Debit	Credit	Control Total
<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-20	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.

Tip: 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.

Note: When you post a journal batch, its contents, including descriptive flexfields, cannot be modified. Reversal information within a posted unreversed journal batch can be modified.

Note: The Oracle Workflow Business Event System, introduced in Release 2.6, allows products to seed business events and event subscriptions.

Posting is a seeded business event. See: Business Events, page F-1.

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 1-140

The journal batches that are created in your reporting sets of books must be posted separately.

Posting and the Secondary Tracking Segment

If you are using secondary tracking segment support with the Closing and Translation option enabled for the set of books, posting to revenue and expense accounts will update the retained earnings account specific to each primary balancing segment value and secondary tracking segment value pair. This applies to the entered amount balance, as well as its corresponding functional converted balance.

When journals are backposted to an earlier period that has an income statement impact, posting will update the detail retained earnings account affected.

For a full discussion of this feature, see: Secondary Tracking Segment., page 1-165

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 Enter Journals, Batch, or Journals window when you are entering or reviewing journal batches or journal entries. This will post the entire batch containing the journal you are entering or reviewing.

2. From the Find Journal Batches window, query the journal Batch you want to post. You can also query all unposted journal batches.

From the Post Journals window, 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.

3. Choose the Review Batch button to review the details of your journal batch.

The Batch window appears.

4. 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.

5. 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.
6. Choose Post to return to the Post Journals window.
7. Select the journal batches you want to post by checking the box next to each batch.
8. 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.

9. After the concurrent process completes, review the Posting Execution Report to determine if there were any errors during posting.

Related Topics

Reviewing the Batch Posting Status, page 1-136

Cancelling a Batch Posting, page 1-136

Posting to a Suspense Account, page 1-136

Budgetary Control and Online Funds Checking, page 2-61
Posting Execution Report, page 14-80
Opening and Closing Accounting Periods, page 7-177
Creating Journal Batches, page 1-3
Entering Journals, page 1-6
Entering Budget Journals, page 2-42
Entering Encumbrances, page 3-4
Importing Journals, page 1-124
Generating Recurring Journal Batches, page 1-54
Generating MassAllocation Journals, page 1-65
Calculating Budget Amounts, page 2-27
Generating MassBudget Journals, page 2-33
Posting Journal Batches Automatically, page 1-137
Multiple Reporting Currencies Overview, page 13-42

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.

Related Topics

Posting Journal Batches, page 1-133

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.

Related Topics

Defining Sets of Books, page 7-54

Defining Suspense Accounts, page 7-96

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.

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. Select the batch you want to review and choose Review Batch.
The Batch window appears.
4. Identify the error using the Posting Execution Report. See: Reviewing the Batch Posting Status, page 1-136.

For information on the Posting Execution Report, see Posting Execution Report, page 14-80.

5. 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.

6. Post the batch by choosing the Post button.

Note: If your system administrator assigned the function security, Enter Journals: Post, to your responsibility, you cannot post your journals from the Enter Journals window or Enter Encumbrances window. In this case, you must correct the error and make a minor modification to the Batch Name or Description, resave the batch, and post the journal batch using the Post Journals window. To change the name, you can 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.

Note: 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.

AutoPost Criteria Sets Window

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		

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 1-140. 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.

Note: 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.

Note: 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: Running Reports and Programs, *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.

Note: 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.

Related Topics

Defining Period Types, page 7-47

Defining Calendars, page 7-48

Defining Journal Sources, page 7-90

AutoPost Execution Report, page 14-73

Running Reports and Programs, *Oracle Applications User's Guide*

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.

Related Topics

Multiple Reporting Currencies Overview, page 13-42

Entering Daily Rates, page 13-9

Posting Journal Batches, page 1-133

Reversing Journals

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 window. 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.

Multiple Reporting Currencies

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. From the Enter Journals window, choose Review Journal.
The Journals window appears.
4. In the Reverse region, select a period from the Period list of values for the reversing entry. If average balances is enabled, you must also enter the Effective Date.
5. In the Reverse region, select a reversal method from the Method drop-down list.

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.

6. Generate the reversing entry from the Enter Journals window by choosing Reverse Batch or from the Reverse Journals window by choosing Reverse.

Related Topics

Creating Journal Batches, page 1-3

Entering Journals, page 1-6

Generating Reversing Journal Batches, page 1-142

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.
The Enter Journals window appears.
3. Choose Review Journal.
The Journals window appears.
4. Choose Reverse.
General Ledger names the reversal batch Reverses [Original Journal Entry Name] [Date] [Time].
5. 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.
The Enter Journals window appears.
3. Choose Review Journal.
The Journals window appears.
4. In the Reverse region, select a period from the Period list of values.

If average balances are enabled, you must also select a date from the Date calendar list of values.

5. In the Reverse region, select a reversal method for your journal from the Method drop-down list.

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].

6. Choose Reverse.
7. 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.

The Batch window appears.

4. Select the batch you wish to reverse.
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.

General Ledger will submit concurrent requests to reverse the journals in your batch.

7. Post the reversing journal batches.

Reverse Journals Window

Reverse Journals (Vision Operations)

Periods

Reversible

	Reversible	Journal	Description	Entered	Reversing
<input type="checkbox"/>	Yes	new		Jun-02	Jun-02
<input type="checkbox"/>	Yes	AMC-B7 j1		Jan-02	Jan-02
<input type="checkbox"/>	Yes	jw-test		Dec-01	Adj-01
<input type="checkbox"/>	Yes	z002		Dec-01	Adj-01
<input type="checkbox"/>	Yes	month provision4		Jun-01	Jun-01
<input type="checkbox"/>	Yes	RSI GL RECO 3	Payroll Exps for Cash	Feb-01	Mar-01
<input type="checkbox"/>	Yes	Accrual USD Sep-00	978 1855 1130 perp & periodic	Aug-00	Sep-00
<input type="checkbox"/>	Yes	Monthly provision 3		Jan-00	Jan-00
<input type="checkbox"/>	Yes	rec1: 10-FEB-01 08:15:42	Created by recurring journal en	Jun-99	Jul-99
<input type="checkbox"/>	Yes	rec1: 10-FEB-01 08:31:23	Created by recurring journal en	Jun-99	Jul-99

Batch

Name: Description:

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 is an Effective Dates tab. This tab 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 the Periods tab 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.

Related Topics

Creating Journal Batches, page 1-3

Entering Journals, page 1-6

Defining Reverse Journal Entries, page 1-141
Posting Journal Batches, page 1-133
Overview of Average Balance Processing, page 4-1

Automatic Journal Reversal

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

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 new period is first opened in the Open and Close Periods window. You can also launch AutoReverse 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.

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.

Journal Reversal Criteria

Category	Method	Reversal Period	Reversal Date	AutoPost	AutoReverse
Accrual	Switch Dr/Cr	Next Period		<input checked="" type="checkbox"/>	<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"/>

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 7-93.

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 the table below 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.

Journal Reversal - Standard Set of Books

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

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 7-93.

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 the table below for available

options and exception cases for non-consolidation sets of books with average daily balance enabled.

The following table describes how AutoReversal determines the reversal date based on the Reversal Period, Reversal Date, and Effective Date Rule defined for journal sources other than Manual.

Note: AutoReversal will always roll the reversal date to a valid business day for Manual journal sources, regardless of the Effective Date Rule assigned.

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
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

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
				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
	Last Day	The period (or non-adjusting period) after the journal's period	the last day of the reversal period	Fail	no default will be provided as 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

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
Next Day	N/A	refer to last column	the day after the journal's effective date	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 (may go into the next period)

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.

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.

Prerequisites

- Define Your Recurring Journals, page 1-44
- Define your MassAllocations, page 1-57.
- Define your Budget Formulas, page 2-23.
- Define your MassBudgets, page 2-29.
- Define your AutoAllocation set, page 1-75
- Defining Financial Schedules in General Ledger, page 7-141.

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: Submitting an AutoAllocation Set, *Oracle Project Costing User 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 7-141

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 1-152.
9. Choose OK to confirm your selections in the Schedule window then choose Submit to submit your scheduled request.

Related Topics

Posting Journals Automatically, page 1-137

AutoAllocations, page 1-75

Recurring Journals, page 1-44

MassAllocations, page 1-57

Budget Formulas, page 2-23

MassBudgets, page 2-29

Defining Financial Schedules, page 7-141

Defining a Submission Schedule, *Oracle Applications User's Guide*

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

- 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.

Note: 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 shedule and generate the next submission in the event of error.

Related Topics

Posting Journals Automatically, page 1-137

AutoAllocations, page 1-75

Recurring Journals, page 1-44

MassAllocations, page 1-57

Budget Formulas, page 2-23

MassBudgets, page 2-29

Defining Financial Schedules, page 7-141

Defining a Submission Schedule, *Oracle Applications User's Guide*

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 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.

Note: 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 in Oracle Applications*.

Related Topics

Year End Close Checklist, page 1-169

Income Statement Closing Journals

General Ledger provides two options for the Income Statement Closing Journals. You can choose to zero out each income statement account, and post the balance to the retained earnings account. Alternatively, you can post the reciprocal of the net income balance to an income statement offset account instead of zeroing out each revenue and expense account.

- The Income Statement Closing Journals program generates journals to close out the year-to-date (YTD) actual balances of a range of revenue and expense accounts. This program can be submitted for any open period.

The Income Statement Closing Journals program can accept two account templates as parameters for the closing journal.

- The Retained Earnings account template
- The Income Statement Offset account template

The Retained Earnings account template is a required parameter. The Income Offset account template is an optional parameter.

Option 1: Income Statement Close

When you run the process, Create Income Statement Closing Journals, and you enter an account for the field, Closing Account in the Parameters window, entries are posted against each revenue and expense account in the account range processed. It is the reciprocal of the account's YTD balance and zeroes out each account. The amount posted to the retained earnings account is effectively the net sum of the revenue and expense accounts' YTD balances.

If there are income statement balances in both functional and foreign currencies, the closing process produces a journal batch that contains separate journals for each currency processed. For the functional currency, the journal will only have entered amounts as converted amounts do not apply. For foreign currencies, the journal will have both entered and converted amounts.

Stat account balances are not processed by the program.

Option 2: Income Statement Offset

When you run the process, Create Income Statement Closing Journals, and you enter an account for the fields, Closing Account **and** Income Offset Account in the Parameters window, the journal generated will be similar to that described above except for the following:

The revenue and expense accounts included in the specified account range will not be zeroed out. Instead, the program will take the net sum of the revenue and expense accounts. This sum includes the balance in the income statement offset account. It will then post the reciprocal of the net sum to the income offset account, in the appropriate debit (DR) or credit (CR) column.

The amount posted to the retained earnings account will be the reciprocal of the amount posted to the income offset account. This retained earnings amount will then also be equal to the net sum of the revenue and expense accounts processed.

Examples

The examples that follow show the two types of journals that are generated by the Income Statement Closing Journals program. Scenario A shows the resulting Income Statement Closing Journals if only the retained earnings template is specified. Scenario B shows the resulting Income Statement Closing Journals if both the retained earnings and optional income statement offset templates are supplied.

For these examples, assume the following transactions, shown in the tables below, are posted for the period to a set of books whose functional currency is GBP.

Transaction 1

Currency: GBP

Account	Entered DR	Entered CR
Cash	6,000	
Revenue		6,000
COGS	2,000	
Inventory		2,000

Transaction 2

Currency: FRF, Rate Type: Spot, Exchange Rate: .125

Account	Entered DR	Entered CR	Converted DR	Converted CR
Cash	10,000		1,250	
Revenue		10,000		1,250
COGS	3,000		375	
Inventory		3,000		375

Transaction 3

Currency: FRF, Rate Type: Spot, Exchange Rate: .1

Account	Entered DR	Entered CR	Converted DR	Converted CR
Cash	4,000		400	
Revenue		4,000		400
COGS	1,000		100	
Inventory		1,000		100

Balance Summary

Account	Entered GBP	Entered FRF	Total GBP
Cash	6,000 DR	14,000 DR	7,650 DR
Revenue	6,000 CR	14,000 CR	7,650 CR
COGS	2,000 DR	4,000 DR	2,475 DR
Inventory	2,000 CR	4,000 DR	2,475 CR

Scenario A - Income Statement Mode

If only the retained earnings account is specified, the following income statement closing journal batch will be generated. The Income Statement Close Journal Batch will have two journals, shown in the tables below:

Scenario A, Journal 1

Source: Closing Journals, Category: Income Statement Close, Currency: GBP

Account	Entered DR	Entered CR
Revenue	6,000	
COGS		2,000
Retained Earnings		4,000

Scenario A, Journal 2

Source: Closing Journals, Category: Income Statement Close, Currency: FRF, Rate Type: User, Exchange Rate: 1

Account	Entered DR	Entered CR	Converted DR	Converted CR
Revenue	14,000		1,650	
COGS		4,000		475
Retained Earnings		10,000		1,175

Scenario B - Income Offset

If the income offset and retained earnings accounts are both specified, the following income statement closing journal batch will be generated.

The Income Statement Close Journal Batch will have two journals, shown in the tables below:

Scenario B, Journal 1

Source: Closing Journals, Category: Income Offset, Currency: GBP

Account	Entered DR	Entered CR
Income Offset	4,000	
Retained Earnings		4,000

Scenario B, Journal 2

Source: Closing Journals, Category: Income Offset, Currency: FRF, Rate Type: User, Exchange Rate: 1

Account	Entered DR	Entered CR	Converted DR	Converted CR
Income Offset	10,000		1,175	
Retained Earnings		10,000		1,175

Running the Create Income Statement Closing Journals Program

Before running the process, Create Income Statement Closing Journals, 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 you are closing is an Open period.
4. If you have accounts you want to process that have any of the following attributes:
 - Enabled flag was disabled
 - Allow Posting flag was disabled
 - Effective date is out of range

Temporarily re-enable the account to post the generated closing journal. The Segment Value Inheritance program can help you temporarily re-enable these accounts. Use the Segment Value Inheritance program to disable these accounts once the closing journal has been posted.

5. Run the close process, Create Income Statement Journals in the adjusting period that represents the last day of your fiscal year or the period you want to close.

In the Parameters window, enter an account in the Closing Account field. The Category field below defaults to display Income Close.

If you are closing a period and you entered an account for the Closing Account **and** Income Offset Account fields in the Parameters window, submit your request to generate closing journals. The category field below defaults to display Income Offset.

6. Post the income statement closing journals to update year-to-date actual balances or period to date actual balances. If you chose the Income Statement Offset option, proceed to your next open period.

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 rerun the closing process to capture the new adjustments.

7. 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.
8. 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.
- *Functional Currency:* Journal entries reflect only entered amounts. Journal entries do not address foreign converted or account for amounts. General Ledger closes functional and foreign currency balances with different journal entries:
- *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.

Capturing Changes

If you experience accounting changes you want to capture after you have run the Create Income Statement Closing Journals program, consider the following options:

- Option 1, Retained Earnings Account Template: If you only using the Retained Earnings Account Template, reverse all the journals created by the last run of the Create Income Statement Closing Journals program, then run the program again to capture your changes.
- Option 2, Income Statement Offset Account template: If you are using the Retained Earnings Account Template **and** the Income Statement Offset Account Template, run the Create Income Statement Closing Journals program to capture the accounting changes made since the last run of the program. Note the following conditions:
 - The account range you specify can be a different range but it must include the original account range you submitted before accounting changes were realized.
 - The account range you specify must include the income offset account.

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. If you are closing multiple balancing segments, General Ledger creates separate closing accounts for each balancing segment.

Note: If the closing account is an account within the range you specified, General Ledger ignores this account when extracting balances.

Income Offset Account(optional): Enter an income statement account for your offset account.

Category: Two default categories can be displayed:

Income Statement Close: If you entered a closing account for the field, Closing Account only.

Income Statement Offset: If you entered a closing account for the field Closing Account **and** an offset account for the field Income Offset Account.

You can change the default category setting displayed.

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 or Income Statement Offset, 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 account 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.

Related Topics

Opening and Closing Accounting Periods, page 7-177

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 rerun 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 reversing 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

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 the Enter Journals window.

5. Query the Balance Sheet closing journals you generated at the end of the year.

The Enter Journals window appears.

6. Choose Reverse Batch to reverse the closing journals in the first period of the new fiscal year.

7. Post the generated reversing journals.

The Open Period program automatically opens beginning account balances for your balance sheet accounts.

Secondary Tracking Segment

You can use an additional segment in your chart of accounts to track more detail when General Ledger performs posting, year-end closing, translation, and revaluation activities.

To use this feature identify one flexfield segment (cannot be the balancing, intercompany, or natural account segment) from your chart of accounts as the secondary tracking segment. Enable the Closing and Translation option, the Revaluation option, or both to track retained earnings, cumulative translation adjustment, and revaluation unrealized gain/loss specific to the balancing segment and secondary tracking segment value pair depending on the options you enabled.

Note: Secondary tracking segment support does not apply to suspense adjustments, intercompany segment values balancing, and rounding imbalance processing. The posting process balances these using only the primary balancing segment value.

Below is a summary of the GL processes affected for each secondary tracking segment option in the Set of Books window.

Closing and Translation

- **Retained Earnings Update Process and the Open Period Program:** Balances for all income statement account combinations for a given pair of primary balancing and secondary tracking segment values will be closed out to a retained earnings account combination bearing the same segment values at the beginning of a new fiscal year.
- **Posting:** When prior period posting occurs for income statement items, the corresponding retained earnings account is updated using both the primary balancing and secondary tracking segment values.
- **Translation:** The retained earnings account will be translated and the cumulative translation adjustment (CTA) account will be updated for each primary balancing and secondary tracking segment value pair.

Revaluation

- **Revaluation:** Revaluation gain or loss amounts will be posted to the unrealized gain/loss account you specify and tracked by balancing segment value and secondary tracking segment value pair.

The following table illustrates how the primary balancing and secondary tracking segments are used to close out the profit and loss accounts to retained earnings using the Open Period process at the beginning of the fiscal year. Adjustments to the CTA account by Translation are also depicted. Assumptions:

- *Chart of Accounts Structure:* Company . Cost Center . Natural Account
- *Primary Balancing Segment:* Company
- *Secondary Tracking Segment:* Cost Center
- *YTD Equity Translation Method*

Year-End PD 12/02 P/L Balances

Year-End Account Balances

Account	Account Name	USD Func Curr DR	USD Func Curr CR	Rate	YEN Trans DR	YEN Trans CR	Comments
01.000.4000	Revenue		1,000	135		135,000	Cum Avg Rate
01.000.5000	Expense	500		120	60,000		"
01.100.4000	Revenue		300	140		42,000	"
01.100.5000	Expense	200		125	25,000		"

Year Beginning PD 1-03, closing of P/L to main retained earnings account: without Secondary Tracking Segment.

01.100.4000	Revenue
-------------	---------

Example with Secondary Tracking Segment not Enabled

Account	Account Name	USD Func Curr DR	USD Func Curr CR	Rate	YEN Trans DR	YEN Trans CR	Comments
01.000.4000	Revenue						
01.000.5000	Expense						
01.100.5000	Expense						
01.000.3000	Retained Earnings		600	153.33		92,000	Calculated Historical Rate

Year Beginning PD 1-03, closing of P/L to detail retained earnings account: Secondary Tracking Segment enabled.

Example with Secondary Tracking Segment Enabled

Account	Account Name	USD Func Curr DR	USD Func Curr CR	Rate	YEN Trans DR	YEN Trans CR	Comments
01.000. 4000	Revenue						
01.000. 5000	Expense						
01.100. 4000	Revenue						
01.100. 5000	Expense						
01.000. 3000	Retained Earnings		500	150		75,000	Calculated Historical Rate
01.100. 3000	Retained Earnings		100	170		17,000	Calculated Historical Rate

To activate tracking by secondary segment:

1. Assign the Flexfield Qualifier, Secondary Segment, to a segment in your chart of accounts.

Note: Identify one flexfield segment (cannot be the balancing, intercompany, or natural account segment) from your chart of accounts as the secondary tracking segment.

2. Navigate to the Closing Tab in the Set of Books window. Check one or both of the checkboxes, Closing and Translation and/or Revaluation. The following are descriptions of how these options, when enabled, affect the related General Ledger processing.

Note: If the profile option GL: Revaluation by Cost Center Tracking is set to Yes or No, the Revaluation checkbox will be ignored. To use full secondary tracking segment functionality, ensure that the profile option is not set at any security level.

Closing and Translation

Retained Earnings/Open Period: The open period program subtotals revenue and expense accounts to update the detailed retained earnings account maintained for each primary balancing and secondary tracking segment value pair at the beginning of each fiscal year. This applies to the entered amount balance for each transacted currency, as well as its corresponding functional currency accounted amount.

Posting: When backposting journals has an income statement impact, posting will update the detail retained earnings account affected.

The Posting process subtotals revenue and expense balances to update the retained earnings account maintained for each primary balancing and secondary tracking segment value pair. This applies to the entered amount balance for each transacted currency, as well as its corresponding functional currency accounted amount.

Translation: Retained earnings is translated by summing the translated revenue and expense accounts by a combination of primary balancing and secondary tracking segment value pair. This amount is closed to the matching detailed retained earnings account. For the YTD equity method of translation, the system also calculates a historical rate for the detail retained earnings account.

This behavior assumes you did not define an historical amount for the retained earnings account. Otherwise, translation will use the user-defined rate or amount.

When a cumulative translation adjustment is required to balance the translation, the CTA account will be tracked by a primary balancing and secondary tracking segment value pair.

We recommend that you translate each period sequentially when you have enabled the Closing and Translation option.

Note: The detailed CTA account provides a breakdown by balancing segment value. Because of the CTA account, the *translated currency* trial balance report will show a balanced subtotal by balancing and secondary tracking segment value pair. However, the *functional currency* trial balance report will **not** show a similar balanced subtotal because there is no such balancing account for the functional balance.

Warning: Average Daily Balance sets of books cannot use the Closing and Translation secondary tracking segment option, but can use the Revaluation option. Also, you cannot enable Average Daily Balancing *after* you've enabled the Closing and Translation option.

Warning: Once enabled for a set of books, the Closing and Translation option cannot be disabled.

Note: We recommend that you enable the Closing and Translation option when you create a new set of books. To upgrade this functionality for an existing set of books, see: Documentation on MetaLink.

Revaluation

Resulting gain or loss amounts are posted to the unrealized gain/loss accounts you specify, tracked by each primary balancing and secondary tracking segment value pair.

You can enable/disable the Revaluation option at any time.

Note: The same secondary tracking segment must be used when you enable both the Closing and Translation and Revaluation options. You cannot use a different secondary tracking segment for each option.

Note: If you enable the Closing and Translation option for secondary tracking segment and set the profile option GL: Revaluation by Cost Center Tracking to Yes, Revaluation will use the secondary tracking segment even if it is not the cost center segment in your chart of accounts.

The table below summarizes the behavior of the two secondary tracking segment options.

Behavior of Closing and Translation and Revaluation Option for Secondary Tracking Segment

Revaluation Option	Closing and Translation Option	Revaluation Gain/Loss Tracking	Retained Earnings Closing and Translation CTA Tracking
NO	NO	By Balancing Segment	By Balancing Segment
YES	NO	By Balancing and Secondary Segment	By Balancing Segment
NO	YES	By Balancing Segment	By Balancing and Secondary Tracking Segment
YES	YES	By Balancing and Secondary Segment	By Balancing and Secondary Tracking Segment

Note: If you currently use the profile option GL: Revaluation by Cost Center Tracking, revaluation will complete processing, but will place a warning message in the log file. We recommend you use the secondary tracking segment revaluation option instead of the profile option. Before enabling the revaluation option, delete the profile option settings for every security level.

Note: For MRC installations, enabling both secondary tracking segment options for your primary and reporting sets of books will allow consistent CTA tracking, whether standard translation or MRC is used to derive balances for another currency representation.

For more information about MRC installations, see: Multiple Reporting Currencies in Oracle Applications.

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 3-9.

1. Set the status of the first accounting period in the new fiscal year to Future Entry.

Note: It is advisable not to open the first period of the new fiscal year 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 1-128

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 1-124.
 - 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 1-95
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
 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 9-1.

To consolidate entities using Multiple Sets of Books, See: The Global Consolidation System, page 11-1.

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 7-177.
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 1-155.
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 1-162.
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.

Note: If you need to track retained earnings as well as the CTA account with more detail, enable the secondary tracking segment option for Closing and Translation. See: Secondary Tracking Segment, page 1-165.

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 out 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 3-9.
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 9-1.

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 11-1.

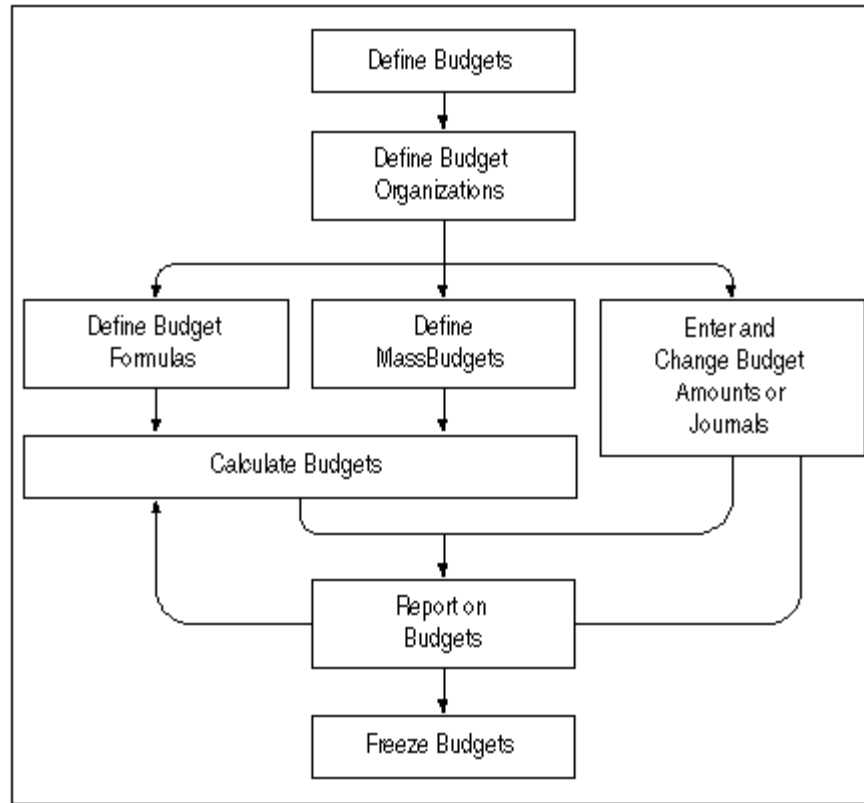
Budgeting

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 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 2-13.

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 2-7.

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 2-15.
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 2-15.
 - 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 2-35.
 - 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 2-42.

- 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 2-23.
- Define MassBudget formulas to allocate revenues and expenses across a group of cost centers, departments, or divisions. See: Defining MassBudgets, page 2-29.
- Transfer budget amounts from one account to another. See: Transferring Budget Amounts, page 2-46.
- 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 2-56.
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 2-27 and Generating MassBudget Journals, page 2-33.
 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 5-25.
 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 6-1.
 7. Define and run a consolidation to consolidate budget balances between sets of books. See: Defining Consolidations, page 11-20.
 8. Freeze your budgets to prevent accidental or unauthorized changes. You can freeze an all or part of a budget. See: Freezing Budgets, page 2-58.
 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 13-28.

Related Topics

Budgeting Methods, page 2-4

Opening a Budget Year, page 2-15

Protecting a Budget with a Password, page 2-20

Using Budgetary Control and Online Funds Checking, page 2-61

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.

- Creating Budget Formulas to Allocate Budget Amounts, page 2-4
- Creating a Flexible Budget, page 2-4
- Using Top-Down, Bottom-Up, and Middle-Out Budgeting, page 2-5
- Using MassBudgeting, page 2-6
- Creating Master/Detail Budgets, page 2-7
- Uploading Budgets from a Spreadsheet, page 2-11

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.

Related Topics

Creating Budget Formula Batches, page 2-23

Entering Budget Amounts, page 2-35

Calculating Budget Amounts, page 2-27

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.

Related Topics

Creating a Budget Formula Entry, page 2-25

Calculating Budget Amounts, page 2-27

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 0 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

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

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.

Related Topics

Creating Master/Detail Budgets, page 2-7

Defining Budget Organizations, page 2-15

Overview of Financial Statement Generator, page 6-1

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:

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

$\text{ALLOCATION AMOUNT} =$

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

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

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:

1995 DEPT. BUDGET =

TOTAL 1995 BUDGET * (DEPT. REVENUE/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.

Related Topics

Defining MassBudgets, page 2-29

Generating MassBudget Journals, page 2-33

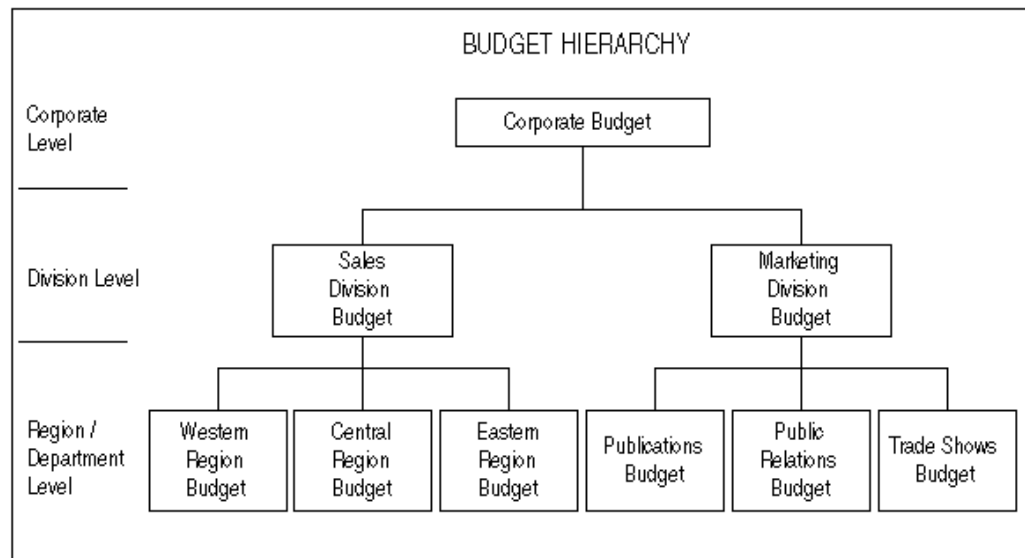
Posting Journal Batches, page 1-133

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.



For a text description of this diagram, see Budget Hierarchy Diagram, *Oracle General Ledger Online Help*

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.

Related Topics

Master/Detail Budget Example, page 2-8

Overview of Budgeting, page 2-1

Defining Budgets, page 2-13

Defining Budget Organizations, page 2-15

Protecting a Budget with a Password, page 2-20

Entering Budget Amounts, page 2-35

Entering Budget Journals, page 2-42

Creating Budget Formula Batches, page 2-23

Defining MassBudgets, page 2-29

Defining Summary Accounts, page 7-119

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 shown in the following table:

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

- 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

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.

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.

Related Topics

Applications Desktop Integrator Budget Wizard, *Oracle Applications Desktop Integrator User Guide*

Uploading Budgets, page 2-56

Integrating General Ledger Using Budget Upload, page 2-50

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.

Define Budget Window

The screenshot shows the 'Define Budget (Vision Operations)' window. It has a title bar with the text 'Define Budget (Vision Operations)'. The window contains several input fields: 'Name', 'Description', 'Status', 'Created', 'Frozen', 'First', 'Last', 'Latest Open Year', and 'Master Budget'. There is a checkbox for 'Require Budget Journals'. At the bottom, there are two buttons: 'Open Next Year' and 'AutoCopy...'. The 'Master Budget' field has a dropdown arrow on its right side.

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.

Important: 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, page 2-15. General Ledger launches a concurrent request to open the next year.

Related Topics

Assigning Budget Periods, page 2-14

Copying Budget Amounts from an Existing Budget, page 2-15

Creating Master/Detail Budgets, page 2-7

Freezing Budgets, page 2-58

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.

Related Topics

Opening a Budget Year, page 2-15

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.

Related Topics

Copying Budget Amounts from an Existing Budget, page 2-15

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.

Define Budget Organization

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, page 2-17.
 - To copy account ranges from an existing budget organization, choose AutoCopy, page 2-21.

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.

Related Topics

Protecting a Budget with a Password, page 2-20

Assigning Account Ranges to a Budget Organization, page 2-17

Adding or Changing Individual Accounts, page 2-22

Setting Budgetary Control Options, page 2-21

Budget Organization Listing, page 14-27

Assigning Account Ranges to a Budget Organization

Account Ranges Window

Line	Low	High	Type	Currency
1	01.000.0000.0000.000	01.699.7777.7777.777	Entered	USD
10	01.000.0000.0000.000	01.699.7777.7777.777	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

Status: **Current**

Range Assignments

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*

None	Do not perform budgetary control for the Accounting Flexfields in the range.
Advisory	Check or reserve funds for the Accounting Flexfields in the range. General Ledger reserves funds whether or not there are funds available. If sufficient funds are not available, you will receive a warning message.
Absolute	Check or reserve funds for the Accounting Flexfields in the range. General Ledger reserves funds only if sufficient funds are available. General Ledger has the following amount types:
PTD	General Ledger checks your funds based on the period-to-date funds available balance
QTD	General Ledger checks your funds based on the quarter-to-date funds available balance
YTD	General Ledger checks your funds based on the year-to-date funds available balance
PJTD	General Ledger checks your funds based on the project-to-date funds available balance General Ledger has the following boundary values:
Period	General Ledger checks your funds based on the funds available balance as of the end of the period of the current transaction.
Quarter	General Ledger checks your funds based on the funds available balance as of the end of the quarter of the current transaction.

Year	General Ledger checks your funds based on the funds available balance as of the end of the year of the current transaction.
Project	General Ledger checks your funds based on the funds available balance as of the end of the project of the current transaction. General Ledger designates the last period of your latest open budget year as being the end of the project.

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 2-21.

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 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.

Related Topics

Budgetary Control and Online Funds Checking, page 2-61

Budgetary Control Options for Accounts, page 2-66

Entering Budget Amounts, page 2-35

Entering Budget Journals, page 2-42

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 2-63.
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 2-64.
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.

Related Topics

Budgetary Control Options for Accounts, page 2-66

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.

Related Topics

Assigning Account Ranges to a Budget Organization (to add more account ranges to your budget organization), page 2-17

Adding or Changing Individual Accounts (to review, add, or change specific account assignments within a range), page 2-22

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.

Tip: 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 2-20
- Adding an account range, page 2-17
- Deleting an account range, page 2-17
- Adding or changing individual account assignments, page 2-22

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.

Define Budget Formula Window

The screenshot shows the 'Define Budget Formula (Vision Operations)' window. It has a title bar with standard window controls. The main area is divided into two sections. The top section, 'Recurring Batch', contains input fields for 'Batch' and 'Description', a 'Last Executed' sub-section with 'Period' and 'Date' fields, an 'AutoCopy...' button, and a checkbox. The bottom section, 'Journal Entry', contains input fields for 'Journal', 'Category', and 'Currency', and an 'Effective Dates' sub-section with 'From' and 'To' fields. At the bottom of the window are two buttons: 'Lines' and 'Calculate'.

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.

Related Topics

Creating a Budget Formula Entry, page 2-25

Copying Existing Budget Formulas, page 2-26

Defining Budgets, page 2-13

Defining Budget Organizations, page 2-15

Calculating Budget Amounts, page 2-27

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.

Note: 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.

Tip: You can use Automatic Journal Scheduling to generate your budget formulas according to a specific schedule you define. See: Automatic Journal Scheduling, page 1-150.

Related Topics

Entering Budget Formula Entry Lines, page 2-26

Entering Budget Formula Entry Lines

Journal Entry Line Window

The screenshot shows the 'Journal Entry Line (Vision Operations) - testt, tret' window. It has a title bar with standard window controls. Inside, there are several sections:

- Line**: A text box containing the number '1'.
- Account**: A text box containing the account number '03-710-7100-1400-110'.
- Line Description**: A large text area for describing the line.
- Account Description**: A text box containing the description 'Project Mf-CEO Office-Indirect Burden Expenses-General and Administ-Sentinal Standard'.
- Formula**: A table with columns for StepOperator, Amount, Account, Balance Type, and Amount Type. The first row is populated with '3 Enter', '1500', and empty fields for the others. There are several empty rows below it.
- Account Description**: A text box at the bottom for additional account details.

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 1-48.
7. Save your work.

Related Topics

Calculating Budget Amounts, page 2-27

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.

Related Topics

Creating a Budget Formula Entry, page 2-25

Changing a Budget Formula Entry, page 2-27

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.

Related Topics

Creating a Budget Formula Entry, page 2-25

Creating Budget Formula Batches, page 2-23

Entering Budget Formula Entry Lines, page 2-26

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.

Related Topics

Defining Budget Organizations, page 2-15

Assigning Account Ranges to a Budget Organization, page 2-17

Opening a Budget Year, page 2-15

Creating Budget Formula Batches, page 2-23

Changing a Budget Formula Entry, page 2-27

Running Reports and Programs, *Oracle Applications User's Guide*

Freezing Budgets, page 2-58

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: If your Budget requires Budget Journals, you will not be able to use this feature.

Related Topics

Defining Financial Schedules, page 7-141

Automatic Journal Scheduling, page 1-150

MassBudgets

Defining MassBudgets

You can create a new MassBudget or copy an existing one.

Prerequisite

- 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.

Related Topics

Using MassBudgeting, page 2-6

Defining a MassBudget Formula, page 2-30

Validating MassAllocation and MassBudget Batches, page 1-63

Generating MassBudget Journals, page 2-33

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.

Tip: You can use Automatic Journal Scheduling to generate your massbudget formulas according to a specific shedule you define. See: Automatic Journal Scheduling, page 1-150.

Related Topics

- Entering MassBudget Formula Lines, page 2-30
- Validating MassAllocation and MassBudget Batches, page 1-63

Entering MassBudget Formula Lines

Formula Window

Formula (Vision Operations) - Fixed Allocation example for Budgets

Name: **Fixed Allocation example for Budgets** Category: **Allocation** Status: **Validated**

Description: **This example shows a fixed allocation of \$250 pe**

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:

COST POOL * (USAGE FACTOR / 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.

Related Topics

Defining Segment Values, *Oracle Applications Flexfields Guide*

Entering a Target Account, page 2-32

Entering an Offsetting Account, page 1-63

Validating MassAllocation and MassBudget Batches, page 1-63

Generating MassBudgets Journals, page 2-33

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.

Related Topics

Entering a Target Account, page 2-32

Entering an Offset Account, page 1-63

Validating MassAllocation and MassBudget Batches, page 1-63

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.

Related Topics

Allocation Formula Rules, page 1-64

Entering MassBudget Formula Lines, page 2-30

Validating MassAllocation and MassBudget Batches, page 1-63

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.

Related Topics

Allocation Formula Rules, page 1-64

Entering MassBudget Formula Lines, page 2-30

Validating MassAllocation and MassBudget Batches, page 1-63

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.

Related Topics

Choosing an Allocation Method, page 2-34

Entering Journals, page 1-6

Defining MassBudgets, page 2-29

Defining a MassBudget Formula, page 2-30

Posting Journal Batches, page 1-133

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.

Important: 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 ($A*B/C$).

Related Topics

MassAllocation Example (for an illustration of generating allocated amounts in incremental mode), page 1-70

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.

Related Topics

Defining Financial Schedules, page 7-141
Automatic Journal Scheduling, page 1-150

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.

- 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.
- 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.

- Enter the range of Accounting Periods to which you want to budget.
- Enter the Currency of the budget amounts you are entering. The accounts must be assigned to the budget organization for this currency.
- Choose the Single Row Mode tab 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 Window

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	Jun-99	Jul-99	Aug-99	Sep-99	Oct-99	Nov-99	Dec-99	Adj-99	Total
8,000.00	8,050.00	9,000.00	9,050.00	10,000.00	12,000.00	13,000.00	14,000.00	15,500.00	17,000.00	18,000.00	18,000.00	2,000.00	153,600.00

Account Description: **Facilities Resources-Cash Account-Operations-California-Modem**

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.

9. Choose Post to submit a concurrent request that updates your account budget balances.

Related Topics

Entering Budget Amounts for Multiple Accounts, page 2-37

Entering Statistical Budget Amounts, page 2-42

Defining Budget Organizations, page 2-15

Protecting a Budget with a Password, page 2-20

Assigning Account Ranges to a Budget Organization, page 2-17

Defining Budgets, page 2-13

Using Budget Rules to Distribute Budget Amounts, page 2-39

Applications Desktop Integrator Budget Wizard, *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 the Worksheet Mode tab to review and enter budget amounts for several accounts at once.

Enter Budget Amounts Window

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	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: **Commercial Sales-Cash Account-Operations-No Sub Account-No Product**

Budget Rules | Post | Show Total

- 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.

Important: If you are using budgetary control, General Ledger displays your posted balances plus your reserved funds.

- 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.
- Choose Show Total to see the total of all current budget amounts for the displayed accounts.
- Choose Post to submit a concurrent request that updates your account budget balances.

Related Topics

Entering Statistical Budget Amounts, page 2-42

Defining Budget Organizations, page 2-15
Protecting a Budget with a Password, page 2-20
Assigning Account Ranges to a Budget Organization, page 2-17
Defining Budgets, page 2-13
Using Budget Rules to Distribute Budget Amounts, page 2-39

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, page 2-40.
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

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.

Related Topics

Setting the Budget Rule Rounding Options, page 2-41

Entering Budget Amounts, page 2-42

Entering Budget Amounts for Multiple Accounts, page 2-37

Entering Statistical Budget Amounts, page 2-42

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

- 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.

Related Topics

Assigning Account Ranges to a Budget Organization, page 2-17

Entering Budget Amounts, page 2-35

Entering Budget Amounts for Multiple Accounts, page 2-37

Using Budget Rules to Distribute Budget Amounts, page 2-39

Applications Desktop Integrator Journal Wizard, Oracle Applications Desktop Integrator User Guide

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.

Important: 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.

Enter Budget Journals Window

Enter Budget Journals (Vision Operations)

Budget Organization **Operations** Budget **CORPORATE 1999**

Accounting Periods From **Jan-99** To **Adj-99** Currency **USD**

Worksheet Mode **Single Row Mode** Journal Mode

Account	Apr-99	May-99	Jun-99	Jul-99	Aug-99
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

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.

Note: 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.

Related Topics

Entering Statistical Budget Amounts, page 2-42

Defining Budget Organizations, page 2-15

Protecting a Budget with a Password, page 2-20

Assigning Account Ranges to a Budget Organization, page 2-17

Defining Budgets, page 2-13

Using Budget Rules to Distribute Budget Amounts, page 2-39

Entering Budget Amounts, page 2-42

Creating Unposted Budget Journal Batches, page 2-45

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

- 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.

Related Topics

Setting General Ledger Profile Options, page B-1

Defining Statistical Units of Measure, page 7-124

Entering Budget Journals, page 2-42

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.

Related Topics

Using Budgetary Control and Online Funds Checking, page 2-61

Reviewing Budgetary Control Transactions, page 1-21

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.

Budet Transfer Window

Budget Transfer (Vision Operations)

Budget: **CORPORATE 1999** Batch Name: **Adjustments**
Currency: **USD** Funds Status: **Required**

From		To	
Budget Organization	Account	Budget Organization	Account
Operations	1-580-7740-0000-000	Operations	01-110-6100-0000-000

Account Details

From: **Operations-Maintenance-Miscellaneous-No Sub Account-No P** Type: **Expense**
To: **Operations-Facilities Resources-Miscellaneous Employee Ex-N** Type: **Expense**

Transfer Amounts Check Funds
Reserve Funds View Results

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.

Related Topics

Defining Budgets, page 2-13

Defining Budget Organizations, page 2-15

Protecting a Budget with a Password, page 2-20

Transferring Budget Amounts Using Budgetary Control, page 2-48

Entering Budget Transfer Amounts, page 2-49

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.

Related Topics

Using Budgetary Control and Online Funds Checking, page 2-61

Creating a Budgetary Control Group, page 2-91

Reviewing Budgetary Control Transactions, page 1-21

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.

Uploading Budgets

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 Applications 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*

Related Topics

- Understanding the Budget Interface Table, page 2-50
- Creating Your Budget Spreadsheet, page 2-52
- Loading Data into the Budget Interface Table, page 2-54
- About Budget Upload Validation, page 2-55
- Correcting Budget Upload Errors, page 2-56

Understanding the Budget Interface Table

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 columns shown in the table below:

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)

Related Topics

[Creating Your Budget Spreadsheet, page 2-52](#)

[Loading Data into the Budget Interface Table, page 2-54](#)

[Uploading Budgets, page 2-56](#)

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 the figure below, your spreadsheet should contain a column called Budget_Name that corresponds to the Budget Interface table column of the same name.

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
Total		210,000	201,000	197,000	197,000	200,500

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.

Tip: 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 Applications Desktop Integrator to create budget spreadsheets.

See: Applications Desktop Integrator Budget Wizard, *Oracle Applications Desktop Integrator User's 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.

Related Topics

Defining Budgets, page 2-13

Defining Key Flexfields, *Oracle Applications Flexfields Guide*

Defining Value Sets, *Oracle Applications Flexfields Guide*

Defining Accounts, page 7-39

Uploading Budget Amounts to Undefined Accounts, page 2-57

Understanding the Budget Interface Table, page 2-50

Loading Data into the Budget Interface Table, page 2-54

About Budget Upload Validation, page 2-55

Uploading Budgets, page 2-56

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.

Related Topics

Uploading Budget Amounts to Undefined Accounts, page 2-57

Understanding the Budget Interface Table, page 2-50

About Budget Upload Validation, page 2-55

Uploading Budgets, page 2-56

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.

Related Topics

Understanding the Budget Interface Table, page 2-50

About Budget Upload Validation, page 2-55

Uploading Budgets, page 2-56

Budget Spreadsheet Upload Execution Report, page 14-74

Correcting Budget Upload Errors, page 2-56

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.

Related Topics

Understanding the Budget Interface Table, page 2-50

Loading Data into the Budget Interface Table, page 2-54

About Budget Upload Validation, page 2-55

Uploading Budgets, page 2-56

Budget Spreadsheet Upload Execution Report, page 14-74

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.

Related Topics

Uploading Budgets from a Spreadsheet, page 2-11

Defining Budgets, page 2-13

Defining Budget Organizations, page 2-15

Protecting a Budget with a Password, page 2-20

Budget Spreadsheet Upload Execution Report, page 14-74

Integrating General Ledger Using Budget Upload, page 2-50

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

- 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.

Related Topics

Defining Budgets, page 2-13

Freezing Budget Formula Batches, page 2-59

Freezing Budget Organizations, page 2-59

Freezing Budgets for a Range of Accounts, page 2-60

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.

Related Topics

Creating Budget Formula Batches, page 2-23

Calculating Budget Amounts, page 2-27

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.

Related Topics

Defining Budget Organizations, page 2-15

Assigning Account Ranges to a Budget Organization, page 2-17

Freezing Budgets for a Range of Accounts, page 2-60

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.

Related Topics

Defining Budget Organizations, page 2-15

Assigning Account Ranges to a Budget Organization, page 2-17

Using Budgetary Control and Online Funds Checking

Overview

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.

Funds Checking and Encumbrance Accounting, page 2-61

Prerequisites

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, General Ledger must also be installed.

Funds Checking and Encumbrance Accounting

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.

Tip: 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.

Notes for Public Sector Customers

Funds Checking and Funding Budgets

Public sector entities wanting to use fund checking must designate the budget as "funding" and must enter budget data using budget journals. The system subtracts encumbrances from the budgeted amount to determine funds available. You can define different encumbrance types for requisitions and purchase orders to represent different phases of the procurement process. Most organizations use the combination of funding budgets, encumbrance accounting, and funds checking to control their day to day operations.

Funds Checking and Budgetary Accounts

Public sector entities may elect to use funds checking with budgetary accounts rather than with encumbrance accounting. Agencies using budgetary accounting, record appropriations and encumbrances as actual entries, not as budget entries. When

you check funds in budgetary accounts, the system calculates the funds available in one of two ways:

- DR-CR for budgetary DR accounts. Budgetary DR accounts are those for which the normal balance is a debit.
- CR-DR for budgetary CR accounts. Budgetary CR accounts are those for which the normal balance is a credit.

When using budgetary accounts, most users do not create encumbrances, because the budgetary accounts themselves record the movement of funds from budget accounts that are spendable, to anticipated expenditure accounts, to liquidated appropriation accounts. We recommend you turn off encumbrances by setting the OGF Create Encumbrance Entries for Budgetary Accounts profile option to No.

Defining an Account

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.

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.

Tip: Enable dynamic insertion to create accounts as you enter transactions. The system automatically maintains budgetary control relationships when you use dynamic insertion.

Important: 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.

Related Topics

Designing Your Accounting Flexfield, page 7-22

Budgetary Control Options

You can define budgetary control options such as Funds Check Level for individual accounts or ranges of accounts in budget organizations. 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.

Related Topics

Creating a Budgetary Control Group, page 2-91

Defining Budget Organizations, page 2-15

Assigning Account Ranges to a Budget Organization, page 2-17

Setting Budgetary Control Options for an Account Range, page 2-21

Adding or Changing Individual Accounts, page 2-22

Setting the Summary Account Budgetary Control Options, page 7-122

Funds Check Level

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 in budget organizations.

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.

Important: 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.

Note: For a public sector site, tolerances are designed to work only in an encumbrance accounting environment and not in a budgetary accounting environment. Thus, tolerances are not applicable to budgetary accounts.

Tip: 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

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.

Tip: 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.

The table below 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

The figure below 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
	FJTD	Yes	Yes	Yes	Yes

For a text only version of this figure, see Boundary and Amount Types, *Oracle General Ledger Online Help*

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 Project boundary. When you check available funds using a project 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 project period.

Important: 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 the figure below 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 project-to-date basis against the project 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).

Budget	<hr/>		
	1993	1994	1995
Actual	<hr/>		
	1993	1994	1995
Encumbrance	<hr/>		
	1993	1994	1995

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.

Tip: 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 Categories

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 2-91

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.

The table below 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 Check Option Set to None	Summary or Detail Account Funds Check Option Set to Advisory	Summary or Detail Account Funds Check Option Set to Absolute
None	None	None	Absolute
Advisory	None	Advisory	Absolute
Absolute	None	Absolute	Absolute

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.

Tip: 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.

Related Topics

Setting Budgetary Control Options for Journal Sources and Categories, page 2-92

Detail and Summary Level Budgetary Control

Detail Level Budgetary Control

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.

Tip: Unless you want to control expenditures against a particular account, use Advisory budgetary control for individual accounts or account ranges.

Summary Level Budgetary Control

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.

Tip: 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.

Related Topics

Defining Summary Accounts, page 7-119

Creating Summary Account Templates, page 7-120

Setting the Summary Account Budgetary Control Options, page 7-122

Defining Budget Organizations, page 2-15

Assigning Account Ranges to a Budget Organization, page 2-17

Setting Budgetary Control Options for an Account Range, page 2-21

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.

Important: 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

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

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

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

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.

Important: 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.

Related Topics

Amount Type and Boundary, page 2-64

Setting Budgetary Control Options for an Account Range, page 2-21

Setting the Summary Account Budgetary Control Options, page 7-122

Setting Budgetary Control Options for Journal Sources and Categories, page 2-92

Funds Check Level, page 2-63

Assigning Account Ranges to a Budget Organization, page 2-17

Defining Summary Accounts, page 7-119

Transferring Budget Amounts Using Budgetary Control, page 2-48

Entering Budget Amounts, page 2-35

Entering Budget Journals, page 2-42

Defining Budgets, page 2-13

Funds Available Analysis Report, page 14-29

Defining the Set of Books Options, page 7-57

Setting up Budgetary Control, page 2-73

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.

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 reserve 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.)

Example

Tip: 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 7-29
Define an account structure, page 2-62
See: Designing Your Accounting Flexfield, page 7-22
2. Define rollup groups and assign them to segment values.
See: Rollup Groups Window, *Oracle Applications Flexfields Guide*
3. Enable budgetary control for the set of books. See: Defining Sets of Books, page 7-54
Tip: 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 7-56
5. Create a funding budget to use for budgetary control. See: Defining Budgets, page 2-13
6. Define latest open encumbrance year, page 7-179
7. Define a budget organization, page 2-15
8. Assign account ranges to the budget organization, page 2-17.
9. Set budgetary control options for each account range, page 2-21
10. Define encumbrance types, page 3-4
11. Define summary accounts, page 7-119
12. Set budgetary control options for each summary template, page 7-122
13. Define journal sources, page 7-90
14. Define journal categories, page 7-93
15. Define AutoPost options, page 1-137
16. Define system level budgetary control groups. See: Creating a Budgetary Control Group, page 2-91
17. Assign system level budgetary control options to a profile level. See: Setting General Ledger Profile Options, page B-1
18. Do the following steps in Purchasing:
 - Define a document approval hierarchy, page 2-75
 - Define financial encumbrance options, page 2-75
 - Implement internal requisitioning, page 2-75
19. Enter budget journals for the funding budget, page 2-42

20. Start the Create Journals Program, page 2-93

Related Topics

Budgetary Control and Online Funds Checking, page 2-63

Overview of Encumbrance Accounting, page 3-1

Reports

You can request the following standard budgetary control and encumbrance accounting reports:

Encumbrance Trial Balance Report, page 14-62

Open Encumbrance Balance with Transaction Detail Report, page 14-69

Funds Available Analysis Report, page 14-29

Budgetary Control Transactions Report, page 14-29

Related Topics

Creating Your Own Funds Available Reports, page 2-74

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.

Related Topics

Overview of Financial Statement Generator, page 6-1

Defining Column Sets, page 6-42

Defining Row Sets, page 6-36

Running Standard Reports and Listings, page 14-1

Printing a Budgetary Control Transactions Report, page 1-22

General Ledger Standard Reports and Listings, page 14-19

Inquiry

You can review encumbrance balances, funds available, and budgetary control transactions. Refer to the following sections:

Reviewing Encumbrances, page 3-6

Viewing Funds Available, page 3-7

Reviewing Budgetary Control Transactions, page 1-21

Reviewing Budgetary Control Transaction Detail, page 1-22

Setting Up Budgetary Control in Purchasing and Payables

This section tells you how to set up budgetary control in Oracle Purchasing and Oracle 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

To requisition goods from inventory, you must implement internal requisitioning in Oracle Purchasing and Oracle Inventory.

Define Financials Encumbrance Options

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. <i>If you encumber requisitions, you must also encumber purchase orders.</i>
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.
Reserve at Requisition Completion	Enter Yes to allow requestors to reserve funds for requisitions before submitting them or obtaining approval of them. Enter No to prohibit requestors from reserving funds for their own requisitions unless they can also approve them.

Use Purchase Order Encumbrance	Enter Yes for Oracle Purchasing to automatically create encumbrances for purchase orders. Enter No 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.
Purchase Order Encumbrance Type	Enter the name of the encumbrance type to associate with purchase orders. Typical purchase orders encumbrance types are Obligation, Commitment, or Encumbrance. The Encumbrance Type you enter becomes a dynamic field prompt on the View Funds Available window for purchase order encumbrances.
Invoice Encumbrance Type	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.

Important: 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.

Related Topics

Budgetary Control and Online Funds Checking, page 2-63

Overview of Encumbrance Accounting, page 3-1

Oracle Purchasing Reference Manual

Budgetary Control in Purchasing

Checking Funds on Purchasing Documents

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.

The table below 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.

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

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 the table below:

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.

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.

Requisitions and Budgetary Control

Creating a Requisition

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:

Charge Account	The account where you record the accounting effect of the purchase order. Typically, the charge account is either inventory or expense.
Budget Account	The account against which you perform budgetary control. The budget account is also the account that Oracle Purchasing uses to create encumbrance entries.
Accrual Account	The account where you record accruals.

Variance Account 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

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.

Important: 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.

Cancelling a Requisition

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.

Related Topics

Internal Requisitions, *Oracle Purchasing Reference Manual*

About Funds Checking, page 2-72

Internal Requisitions

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

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.

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:

Charge Account	The account where you record the accounting effect of a purchase order. Typically, the charge account is either inventory or expenses.
Budget Account	The account where you perform budgetary control. The budget account is also the account that Oracle Purchasing uses to create encumbrance entries.
Accrual Account	The account where you record accruals.
Variance Account	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.

Exploding Requisition Lines

You cannot explode requisition lines when using requisition encumbrance or requisition budgetary control.

Multi-Sourcing Requisition Lines

You cannot split lines for multi-sourcing purposes when using requisition encumbrance or requisition budgetary control.

Related Topics

Setting Up Document Approval and Security, *Oracle Purchasing User's Guide*

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.

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.

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.

Tip: 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.

Cancelling 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

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.

Budgetary Control in Oracle Payables

Entering an Invoice

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.

Cancelling Invoices

When you cancel an invoice, Oracle Payables creates negative debit entries reversing any encumbrances associated with the invoice.

Related Topics

Checking Funds for Invoices, *Oracle Payables User's Guide*

Final Match

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.

Related Topics

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.

Tip: 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.

Related Topics

Prepayments, *Oracle Payables User's Guide*

Approval and Online Invoice Approval

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

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

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

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.

Important: 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.

Related Topics

Accounting Methods, *Oracle Payables User's Guide*

Multiple Currency Transactions

Overview

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

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

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**

When you post these journal entries, General Ledger maintains balances in both functional and foreign currencies.

Invoices

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

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

You can enter encumbrances only in the functional currency.

Foreign Currency Journal Reports

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

You can view available funds only in the functional currency.

Related Topics

Viewing Funds Available, page 3-7

About Foreign Currency Transactions, *Oracle Payables User's Guide*

Entering Encumbrances, page 3-4

General Ledger Standard Reports and Listings..., page 14-19

General Ledger Standard Reports and Listings, page 14-1

Running Standard Reports and Listings, page 14-1

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

- 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 2-92
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: Setting Your Personal Profile Options, *Oracle Applications User's Guide*

Related Topics

Budgetary Control and Online Funds Checking, page 2-63

Budgetary Control Options for Journal Sources and Category, page 2-67

Defining Journal Sources, page 7-90

Defining Journal Categories, page 7-93

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 2-63.

Important: 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 2-67

5. Enter a Tolerance Percent, page 2-63.
6. Enter a Tolerance Amount, page 2-63.
7. If you are using Absolute budgetary control, enter an Override Amount, page 2-64.

Note: 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.

Related Topics

Creating a Budgetary Control Group, page 2-91

Budgetary Control Options for Journal Sources and Category, page 2-67

Budgetary Control and Online Funds Checking, page 2-63

Defining Journal Sources, page 7-90

Defining Journal Categories, page 7-93

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

- 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.

Related Topics

Budgetary Control Options, page 2-63

Using Budgetary Control and Online Funds Checking, page 2-61

Running Reports and Programs, *Oracle Applications User's Guide*

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

- 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.

Related Topics

Budgetary Control Options, page 2-63

Using Budgetary Control and Online Funds Checking, page 2-61

Running Reports and Programs, *Oracle Applications User's Guide*

Encumbrance Accounting

Overview of Encumbrance Accounting

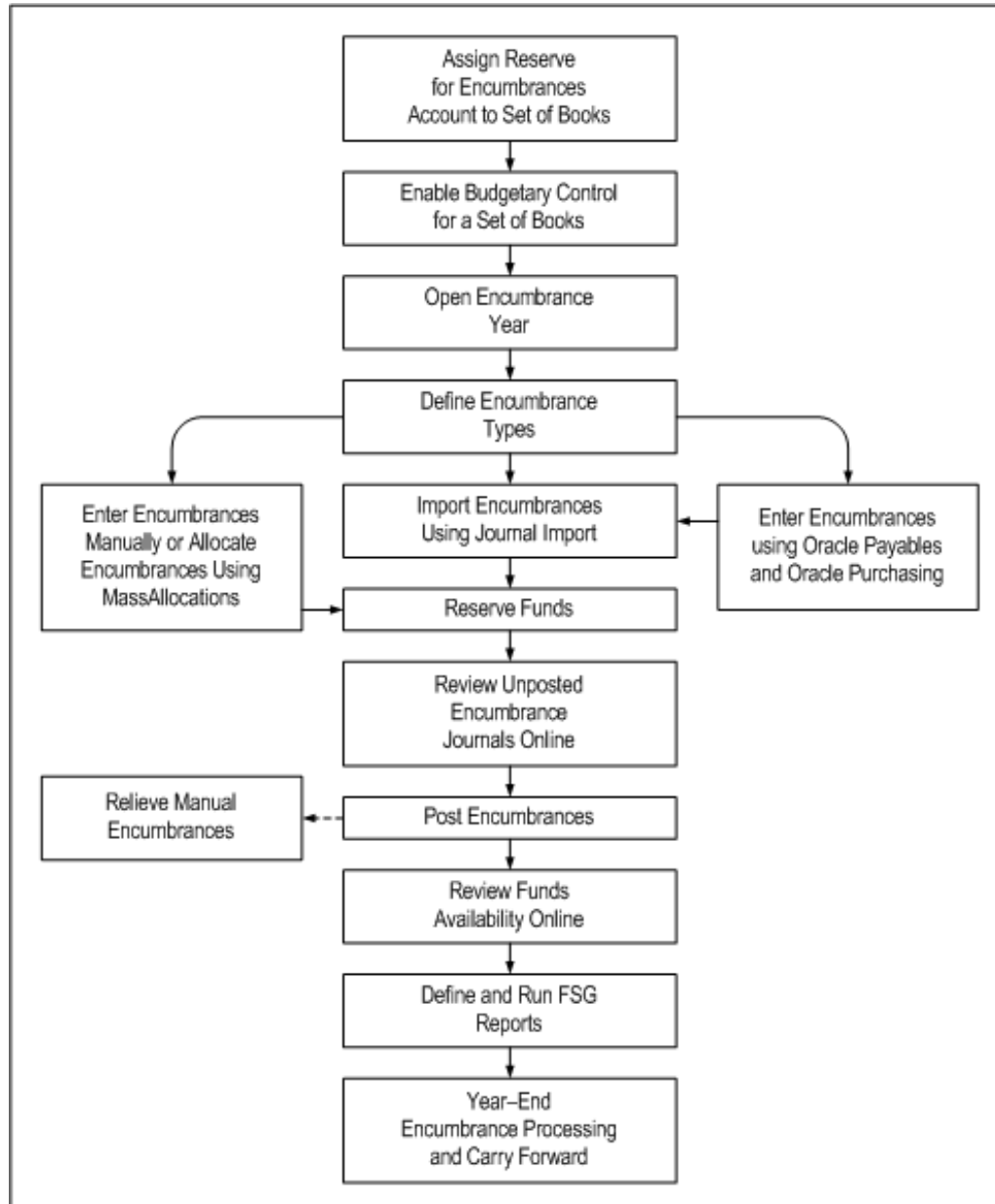
With General Ledger you can record pre-expenditures commonly known as encumbrances. The primary purpose of tracking encumbrances is to avoid overspending a budget. Encumbrances can also be used to predict cash outflow and as a general planning tool.

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: Using Budgetary Control and Online Funds Checking, page 2-61

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 7-56.

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 7-54.

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 7-179

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 3-4.
5. Define financial encumbrance options in Purchasing and Payables in the Financials Options window., page 2-75
6. Enter encumbrances manually, page 3-4.
7. Import encumbrances using Journal Import. See: *Importing Journals*, page 1-124.
8. Enter encumbrances via Purchasing and Payables.

Purchasing automatically creates unposted encumbrance entries for General Ledger when you approve a requisition or purchase order.

Payables automatically creates unposted encumbrance entries for 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.

9. 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 3-4.
 - Reserve funds in batch by running the Mass Funds Check/Reservation program. See: *Running the Mass Funds Check/Reservation Program*, page 2-94.
 - Have the Posting program automatically reserve funds when you post your encumbrance batch. See: *Posting Journals*, page 1-133.

Note: 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.

10. Review unposted encumbrance journal entries online. See: *Reviewing Encumbrances*, page 3-6.
11. Post encumbrances, page 1-133.
12. Relieve encumbrances, page 3-6.
13. Review funds available, page 3-7.
14. 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 6-1.

You can also use standard reports to review your encumbrance balances and activity. Standard reports include the following:

- Encumbrance Trial Balance Report, page 14-62.
 - General Ledger Report, page 14-47
 - Account Analysis Report, page 14-21.
15. Perform Year-End Encumbrance Processing, page 3-9.
 16. Carry Forward Year-End Encumbrances, page 3-11.

Related Topics

Using Budgetary Control and Online Funds Checking, page 2-61

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.

Related Topics

Using Budgetary Control and Online Funds Checking, page 2-61

Entering Encumbrances, page 3-4

Overview of Encumbrance Accounting, page 3-1

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.

Enter Encumbrances Window

The screenshot shows the 'Enter Encumbrances: Vision Operations' window. It contains a table with the following columns: Batch Status, Source, Category, Period, Batch Name, Journal Name, Currency, Journal Debit, and Journal Credit. The table lists several entries, including a 'Processing' entry for Encumbrance 74156 and several 'Unposted' entries for various batches and journals. Below the table, there are buttons for 'Review Journal', 'Review Batch', 'Post', 'Reverse Batch', 'Regquery', 'New Journal', and 'New Batch'.

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Processing	Encumbrance	Adjustment	Jan-02	Encumbrance 74156	Encumbrance 64715	USD	400.00	400.00
Unposted	Encumbrance	Adjustment	Sep-03	Reverses "bug test"1	Reverses "bug test"1	USD	5.00	5.00
Unposted	Encumbrance	Adjustment	Aug-03	Reverses "bug test3"	Reverses "bug test3"	USD	5.00	5.00
Unposted	Encumbrance	Adjustment	Jul-03	Reverses "sdixit-0106"	Reverses "sdixit-0106"	USD	1.00	1.00
Unposted	Encumbrance	Adjustment	Jan-03	bug test 15-AUG-2003	bug test	USD	5.00	5.00
Unposted	Encumbrance	Adjustment	Jan-03	bug test2 15-AUG-2003	bug test3	USD	5.00	5.00
Unposted	Encumbrance	Adjustment	Jan-03	bug test2 15-AUG-2003	bug test2	USD		
Unposted	Encumbrance	Adjustment	Apr-00	sdixit-0106-1 01-JUN-	sdixit-0106-1	USD	1.00	1.00
Unposted	Encumbrance	Adjustment	Apr-00	sdixit-0106-2 01-JUN-	sdixit-0106-2	USD	1.00	1.00

Buttons: Review Journal, Review Batch, Post, Reverse Batch, Regquery, New Journal, New Batch

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.

Related Topics

Overview of Encumbrance Accounting, page 3-1

Defining Encumbrance Types, page 3-4

Viewing Funds Available, page 3-7

Using Budgetary Control and Online Funds Checking, page 2-61

Defining Sets of Books, page 7-54

Opening and Closing Accounting Periods, page 7-177

Entering Journals, page 1-6

Multiple Reporting Currencies Overview, page 13-42

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.

Related Topics

Using Budgetary Control and Online Funds Checking, page 2-61

Overview of Encumbrance Accounting, page 3-1

Viewing Funds Available, page 3-7

Relieving Encumbrances

Requisition encumbrances are automatically relieved when requisitions become purchase orders.

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.

The Find Journals window appears.

2. Enter or query an encumbrance batch.

The Enter Encumbrances window appears.

3. Choose Reverse Batch.

The Default Reversal Period window appears.

4. Select a reversal period and choose OK.

Note: The default period is the current accounting period.

The system submits the appropriate concurrent request.

5. Post the reversal batch to relieve the encumbrances.

Related Topics

Posting Journal Batches, page 1-133

Entering Journals, page 1-6

Using Budgetary Control and Online Funds Checking, page 2-61

Overview of Encumbrance Accounting, page 3-1

Viewing Funds Available, page 3-7

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.

Amount Type How the System Calculates Funds Available

Period-to-Date

Calculates funds available as the budgeted amount for the period, less actuals and encumbrances for the period.

**Quarter-to-Date
Extended**

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.

Year-to-Date Extended

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.

Project-to-Date

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 (or Project-to-Date) 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 Window

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

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.
7. 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 in the Encumbrance Amount region.

Related Topics

Overview of Encumbrance Accounting, page 3-1

Using Budgetary Control and Online Funds Checking, page 2-61

Entering Budget Amounts, page 2-35

Entering Budget Journals, page 2-42

Posting Journal Batches, page 1-133

Year-End Encumbrance Processing

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 14-69

Tip: 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.

Important: This report was designed specifically for government installations. You may use this report for commercial installations but you must verify its accuracy as it was not designed for this purpose.

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 1-133.
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 14-62
7. Close the last period of the current fiscal year. See: Opening and Closing Accounting Periods, page 7-177
8. Open the first period of the next fiscal year. See: Opening and Closing Accounting Periods, page 7-177
9. Open the next encumbrance year, page 7-179
10. Open the next budget year, page 2-15
11. Carry forward year-end encumbrances, page 3-11
12. Request the Encumbrance Trial Balance Report, page 14-62 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.

Related Topics

Run MassCancel (*Oracle Purchasing Reference Manual*)

Define MassCancel (*Oracle Purchasing Reference Manual*)

Carrying Forward Year-End Encumbrance and Budget Balances

You can carry forward year-end encumbrances into the following year. You can also carry forward budget amounts equal to encumbrances and/or funds available.

When you carry forward year-end encumbrances, the Carry Forward rule you specify determines the amounts to be carried forward. Note that General Ledger carries forward balances, not as period activity, but as beginning balances.

Caution: Because Carry Forward does not create journal entries, the balances brought forward cannot be reversed. Use caution in planning and executing this process.

You can choose from the following Carry Forward rules:

1. **Encumbrances Only:**General Ledger determines the year-to-date encumbrance balances as of the end of the fiscal year and carries forward those balances as the beginning balances of the first period of the next fiscal year.
2. **Encumbrances and Encumbered Budget:**General Ledger determines the year-to-date encumbrance balances as of the end of the fiscal year and carries forward those balances, plus equivalent budget amounts, as beginning balances of the first period of the next fiscal year.
3. **Funds Available:**General Ledger calculates funds available as year-to-date budget balances less year-to-date actual and encumbrance balances. General Ledger carries forward budget amounts equal to funds available at the end of the fiscal year as beginning balances of the first period of the next year.

Carry Forward rules 2 and 3 can be combined if you want to carry forward budget amounts equal to encumbrances plus funds available. Note that when combining these Carry Forward rules, they must be run consecutively in a specific order. First run Carry Forward rule 3, Funds Available, then rule 2, Encumbrances and Encumbered Budget. Otherwise, the budget amounts you carry forward will be understated.

The following table illustrates how balances are carried forward using the different Carry Forward rules:

	Budget	Actual	Encumbrance	Available
Balances, end of Year 1	1,000	700	200	100
Balances, beginning of Year 2:				
Using Rule 1	0	0	200	(200)
Using Rule 2	200	0	200	0
Using Rule 3	100	0	0	100
Using Rule 3, then rule 2	300	0	200	100

You can generate a preview report to see the effects of a year-end carry forward before you actually initiate the carry forward process. If you do not carry forward encumbrance balances at the end of the fiscal year, all encumbrances automatically go to zero at the beginning of the next year.

You can execute year-end carry forward a number of times for different ranges of accounts and different encumbrance types.

Note: Keep a checklist as you execute the year-end carry forward. Perform carry forward for one fund at a time, or one encumbrance type at a time, and check off each fund or encumbrance type as you process it.

Year-End Carry Forward Window

Carry Forward Ranges	
Account Low	Account High
01.440.7730.0000.000	01.440.7795.0000.250
02.400.4150.0000.100	02.480.4900.0000.250

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 in 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.

Related Topics

Overview of Encumbrance Accounting, page 3-1

Performing Year-End Encumbrance Processing, page 3-9

Posting Journal Batches, page 1-133

Opening and Closing Accounting Periods, page 7-177

Defining Budgets, page 2-13

Average Balance Processing

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.

The following publications provide additional information about some of the concepts presented in this overview:

- *Oracle General Ledger User Guide*
- *Oracle General Ledger Technical Reference Manual (e-TRM)*
- *Oracle Applications User's Guide*
- *Oracle Applications System Administrator's Guide*

Related Topics

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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.

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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.

Related Topics

General Example, page 4-3

Relationship Between Aggregate and Average Balances, page 4-5

Example: Period Average-to-Date Balance, page 4-6

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Example: Year Average-to-Date Balance, page 4-8

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 transaction shown in the following table is the only activity which takes place on the first day of an accounting period:

Day One Activity

Account	Debit	Credit
Account A	1,000	
Account B		1,000

The above activity yields the results shown in the following table:

Day One Account Balances

Account	Activity	End-of-Day Balance	Aggregate Balance	Average Balance
Account A	1,000	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, as shown in the table below:

Day Two Activity

Account	Debit	Credit
Account A	100	
Account C		100

The above activity yields the results shown in the table below:

Day Two Account Balances

Account	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 transaction, shown in the table below, takes place:

Day Three Activity

Account	Debit	Credit
Account B	200	
Account C		200

The above activity yields the results shown in the following table:

Day Three Account Balances

Account	Activity	End-of-Day Balance	Aggregate Balance	Average Balance
Account A	0	1,100	3,100	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.

Related Topics

Relationship Between Aggregate and Average Balances, page 4-5

Example: Period Average-to-Date Balance, page 4-6

Example: Quarter Average-to-Date Balance, page 4-7

Example: Year Average-to-Date Balance, page 4-8

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.

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.

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Example: Period Average-to-Date Balance, page 4-6

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Example: Period Average-to-Date Balance

The following table 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:

= PTD Aggregate Balance (as of June 3) divided by PTD Range (number of days: period-to-date)

= \$335,000 / 3 days

= \$111,666.67

Note: The PTD aggregate balance is reset to zero at the beginning of each period.

Related Topics

General Example, page 4-3

Relationship Between Aggregate and Average Balances, page 4-5

Example: Quarter Average-to-Date Balance, page 4-7

Example: Year Average-to-Date Balance, page 4-8

Example: Quarter Average-to-Date Balance

Expanding on the period average-to-date example, the following table 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 Balance

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:

= QTD Aggregate Balance (as of June 3) divided by QTD Range (number of days: quarter-to-date)

= \$5,375,000 / 64 days

= \$83,984.38

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.

Note: 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.

Related Topics

General Example, page 4-3

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Example: Period Average-to-Date Balance, page 4-6

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Example: Year Average-to-Date Balance

Expanding on the previous two examples, the following table 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 Aggregate Balance	QTD Aggregate Balance	YTD Aggregate Balance	YTD Range
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
:	:	:	:	:	:	:
:	:	:	:	:	:	:
April 1	\$2,000	\$72,000	\$72,000	\$72,000	\$5,711,000	91
April 2	\$3,000	\$75,000	\$147,000	\$147,000	\$5,786,000	92
April 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:

= YTD Aggregate Balance (as of June 3) divided by YTD Range (number of days: year-to-date)

= \$11,014,000 / 154 days

= \$71,519.48

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.

Note: 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.

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Major Features

Enable Average Balance Processing for Specified Sets of Books

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.

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.

Effective-Date Transaction Processing

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 4-12 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.

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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 (see: Average Balance Examples, page 4-3), and illustrates what happens when you post a back-value transaction.

Back-Value Transaction Example

The table below shows the end-of-day and aggregate balances from our previous example:

Daily Account Balances

Day	Account A End-of-Day Balance	Account A Aggregate Balance	Account B End-of- Day Balance	Account B Aggregate Balance	Account C End-of- Day Balance	Account C 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:

Account	Calculation	Average Balance
Account A	$3,200 / 3 =$	1,066.66
Account B	$(2,800) / 3 =$	(933.33)
Account C	$(400) / 3 =$	(133.33)

Now assume that the back-value transaction shown in the table below occurs on Day 3, with an effective date of Day 1:

Account	Debit	Credit
Account A	500	
Account B		500

The transaction will have the effects shown in the following table:

Daily Account Balances After Back-Value Transaction

Day	Account A End-of-Day Balance	Account A Aggregate Balance	Account B End-of- Day Balance	Account B Aggregate Balance	Account C End-of- Day Balance	Account C 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:

Account	Calculation		Average Balance
Account A	4,700 / 3	=	1,566.66
Account B	(4,300) / 3	=	(1,433.33)
Account C	(400) / 3	=	(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.

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Set Up and Maintenance

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.

Note: 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.

Note: 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.

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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. The table below shows an example:

Averages of Daily Conversion Rates Example

Day	Daily Rate	Average of Daily Rates	Functional Currency Average	Translated Average Balance
1	1.10	1.100	1,000	1,100
2	1.12	1.100	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.

Related Topics

Overview, page 4-1

Basic Business Needs, page 4-2

Average Balance Examples, page 4-3

Major Features, page 4-9

Effective Date Handling, page 4-12

Set Up and Maintenance, page 4-14

Consolidation, page 4-19

On-line Inquiry, page 4-21

Reporting, page 4-21

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.

Special Considerations for Average Daily Balance Sets of Books

When consolidating average balances, you will need to reverse the prior period's consolidation in the current period to avoid double counting. Period average balances represent standalone balances for each period, and is the same balance for every day within the same period. Without a reversal adjustment, the prior period's average balance will be incorrectly included in the current period's average balance.

For example, you are performing periodic average consolidation using PATD balances for Jan-01 and Feb-01. After consolidating Jan-01, and before consolidating Feb-01, you will need to reverse the Jan-01 PATD average consolidation journal as of Feb-01. This will set the Feb-01 PATD balance back to zero. You can then perform a PATD average consolidation for Feb-01.

This same reversal adjustment is required for quarterly QATD consolidations and yearly YATD consolidations. You will need to reverse the prior quarter's QATD average consolidation in the first day of the current quarter before running the current consolidation. For yearly YATD average consolidations, you will need to reverse the prior year's YATD average consolidation in the first day of the current year before running the current consolidation.

If you perform average consolidations on the most frequent basis, as in doing periodic PATD average consolidations, you will automatically have available to you QATD and YATD average consolidation balances. QATD and YATD information will be derived from the PATD balances. To review the correct QATD and YATD balances under this method, you need to select the date for the last day of the quarter or the year. For all other dates within the range, the balances will not be accurate.

Related Topics

Overview, page 4-1

Basic Business Needs, page 4-2

Average Balance Examples, page 4-3
Major Features, page 4-9
Effective Date Handling, page 4-12
Set Up and Maintenance, page 4-14
Multi-Currency Processing, page 4-17
On-line Inquiry, page 4-21
Reporting, page 4-21

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.

Related Topics

Overview, page 4-1
Basic Business Needs, page 4-2
Average Balance Examples, page 4-3
Major Features, page 4-9
Effective Date Handling, page 4-12
Set Up and Maintenance, page 4-14
Multi-Currency Processing, page 4-17
Consolidation, page 4-19
Reporting, page 4-21

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.

Standard Reports

General Ledger provides two standard average balance reports-the Average Balance Trial Balance and the Average Balance Audit Report.

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.

Related Topics

Overview, page 4-1

Basic Business Needs, page 4-2

Average Balance Examples, page 4-3

Major Features, page 4-9

Effective Date Handling, page 4-12

Set Up and Maintenance, page 4-14

Multi-Currency Processing, page 4-17

Consolidation, page 4-19

On-line Inquiry, page 4-21

Online Inquiries

Introduction

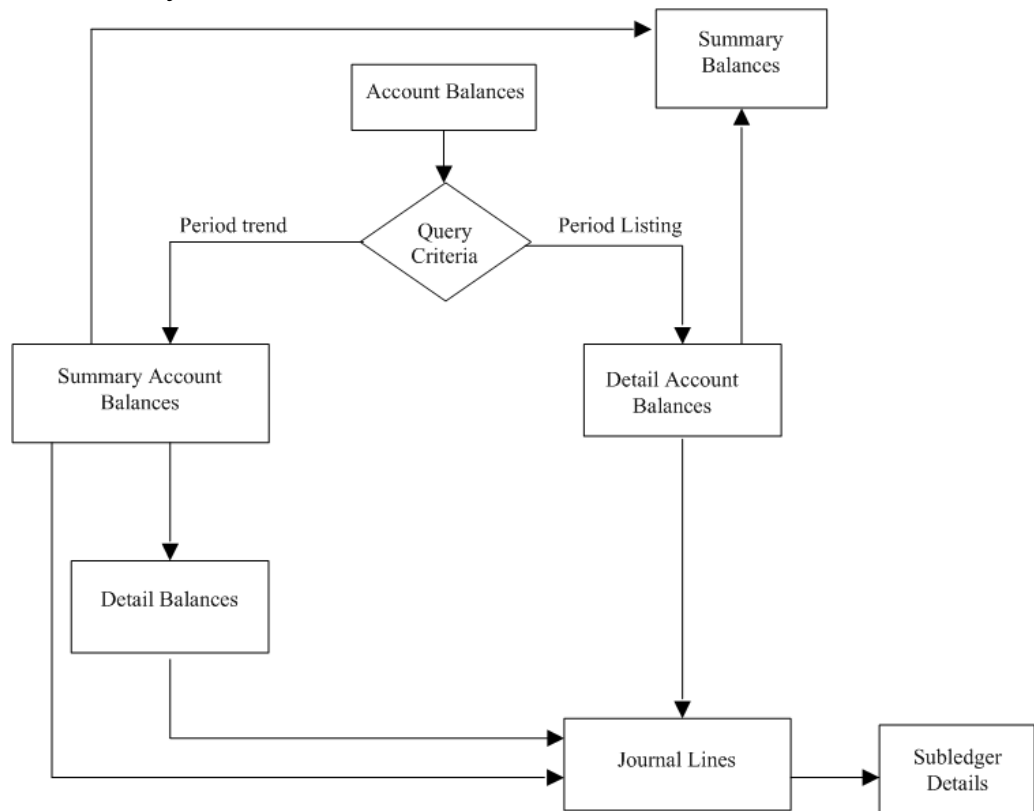
General Ledger provides you with both web-based and forms-based account inquiry functionality as follows:

- web-based Account Analysis and Drilldown feature
- forms-based Account Inquiry feature

Overview of Account Analysis and Drilldown

The following diagram illustrates the flow of General Ledger's web-based account and journal inquiry feature.

Account Analysis and Drilldown Flow



Use General Ledger's Account Analysis and Drilldown feature to:

- perform ad-hoc queries
- query multiple accounts simultaneously
- save and reuse frequently used search criteria
- customize query result layouts

Common applications of Account Analysis and Drilldown include:

- quickly view account balances online without running a report
- research discrepancies
- create adjusting entries during account reconciliation and period close

Selecting a Format to Display Inquiry Search Results

Before initiating an inquiry from the Account Balances page, specify the search results display format:

- Period Listing (the default), displays search results with periods stacked vertically.
- Period Trend, displays search results with periods shown horizontally.

From the displayed search results you can:

1. drill up on the Summary Accounts icon to summary balances in the Summary Balances page
2. drill down on summary accounts to detail balances in the Detail Balances page
3. drill down on period-to-date balances to journal lines in the Journal Lines page, and further drill down to subledger details

Drilling Down to Subledgers from Journal Lines

Whether you drill down to journal lines from summary or detail balances, you can click on a debit or credit amount link in the Journal Lines page to drill down to subledger detail information in the Subledger Details page.

Drilling down to subledger transaction detail is supported for the following products, if installed, and for the indicated transaction types

- Oracle Receivables: Sales Invoices, Credit Memos, Credit Memo Applications, Debit Memos, Chargebacks, Miscellaneous Receipts, Trade Receipts, Rate Adjustments, and Adjustment
- Oracle Payables: Purchase Invoices, Payments, and Reconciled Payments
- Oracle Assets: Additions and Depreciation
- Oracle Projects: Labor Cost, Miscellaneous Transaction, Revenue, Total Burdened Cost, Usage Cost, and Inventory
- Oracle Purchasing: Receiving and Accrual
- Oracle Inventory: MTL and Work in Process

For more information, see: Drilling Down to View Subledger Detail, *Oracle Applications Desktop Integrator User's Guide*

Conducting a Search

To perform an inquiry, choose the New Search button from the Account Balances page. The Search region displays in the Account Balances page.

In the Search region, the Currency Type drop-down list displays two options: Entered and Translated. If you are performing the inquiry for a single foreign currency using the Entered currency type, the PTD and YTD balances displayed include only amounts from journals entered in the foreign currency. Search results also show 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, search results display PTD and YTD balances translated from your functional currency to the foreign currency. Note that there are no Converted PTD or YTD balances.

Creating, Selecting, and Updating Views

A view is the combination of saved search parameters and search results layout without the search results data.

To create a view, choose the Create Period Listing View button or the Create Period Trend View button. These buttons display after you choose the New Search button. After choosing either button, the Create View page appears. Views created and saved in the Create View page subsequently appear in the View drop-down list in the Views region.

To select a view, choose the Saved Views button. The Views region appears.

To include or exclude a view from the View drop-down list in the Views region, choose the Personalize button. The Personalize Views page appears.

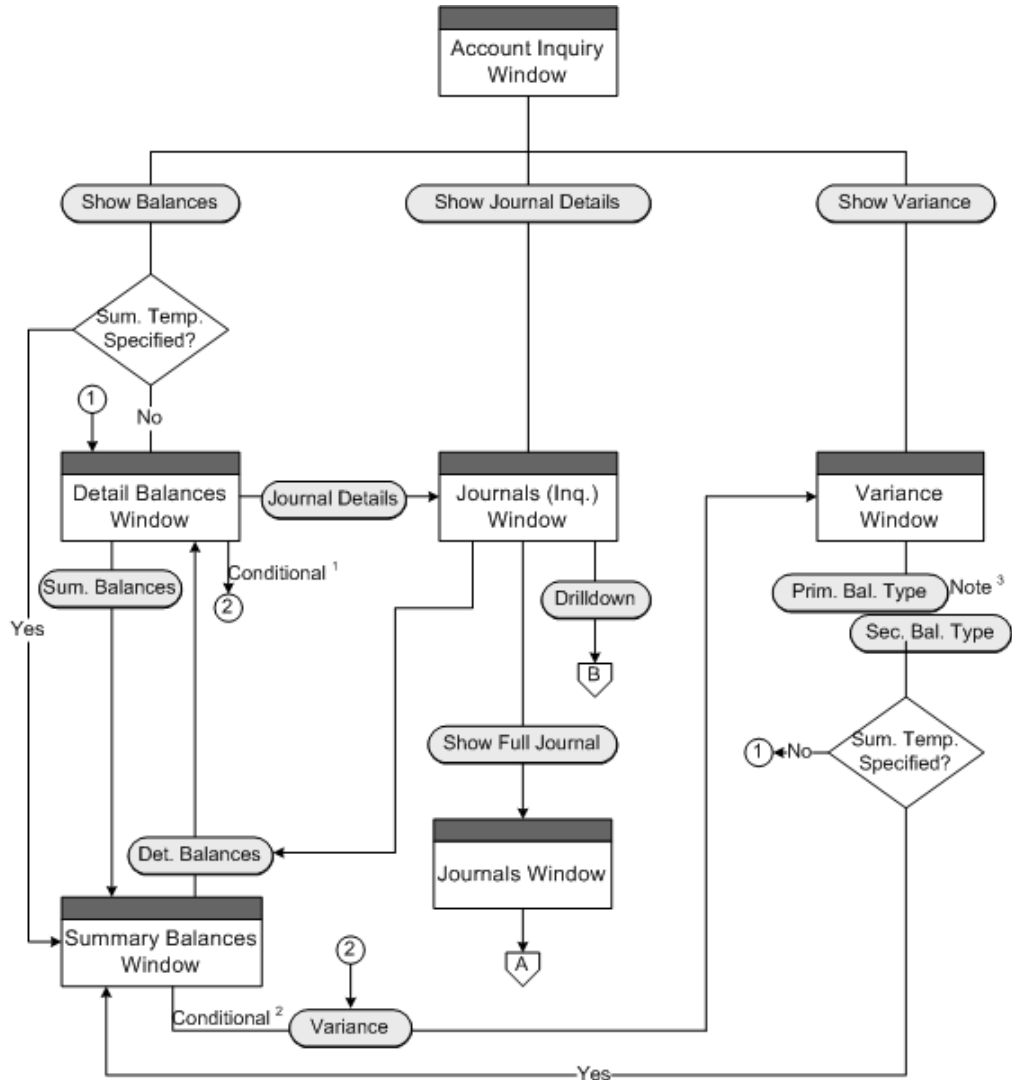
For information on creating, saving, displaying, and updating views, see: *Oracle Applications Framework Guide*.

Exporting Search Results

To save search results to a spreadsheet, choose the Export button.

Overview of Account Inquiry

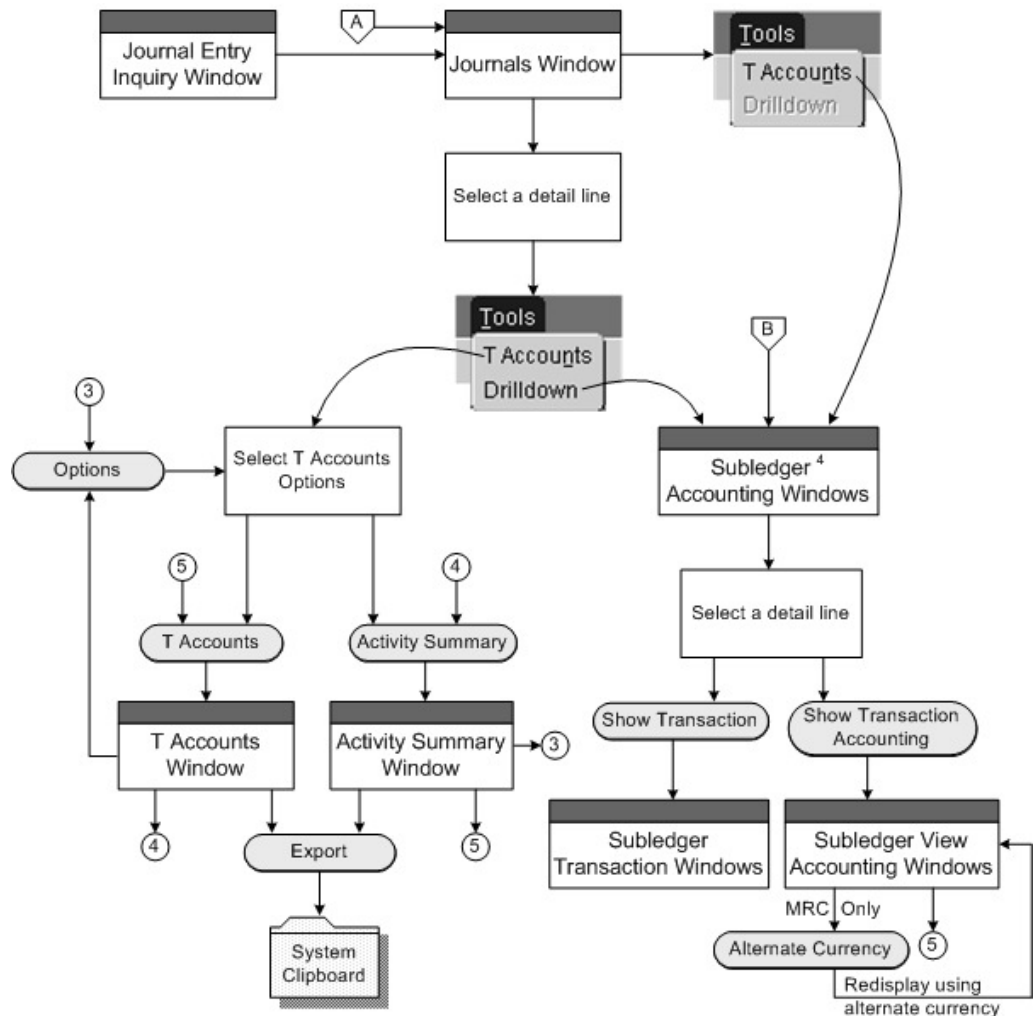
The following diagrams illustrate General Ledger's online account and journal inquiry features:



For a text description of this flowchart, see: Online Inquiry Drilldown Flows, *Oracle General Ledger Online Help*.

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.



For a text description of this flowchart, see: *Online Inquiry Drilldown Flows, Oracle General Ledger Online Help*.

3. The button names will vary depending on the primary and secondary balance types you select for the account inquiry operation
4. Supported subledgers include Oracle Receivables, Payables, Assets, Projects, Purchasing, Inventory, and WIP.

The following describes General Ledger's drilldown capabilities for account inquiry:

- **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, Work in Process (WIP), Property Manager, and Lease Management 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

- Most inquiry windows are *folders*. You can customize folders to show the account or journal information you need. See: Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*
- 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.

Related Topics

Performing an Account Inquiry, page 5-7

Performing a Journal Entry Inquiry, page 5-13

Drilling Down to Subledger Details, page 5-17

Performing an Average Balance Inquiry, page 5-21

Performing a Budget Inquiry, page 5-25

Performing Consolidated Balance Inquiries, page 5-31

Account Inquiry

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
- 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.

Product	Journal Entry Source	Category
Oracle Receivables	Receivables	Sales Invoices, Credit Memos, Credit MEMO Applications, Debit Memos, Chargebacks, Misc Receipts, Trade Receipts, Rate Adjustments, Cross Currency, Adjustment
Oracle Payables	Payables	Purchase Invoices, Payments, Cross Currency, Reconciled Payments
Oracle Assets	Source defined in Assets Book control for the journal's set of books.	Category defined as non-depreciation category in Assets Book Control for the journal's set of books.
Oracle Projects	Project Accounting	Labor Cost, Miscellaneous Transaction, Revenue, Total Burdened Cost, Usage Cost
Oracle Purchasing	Purchasing, Periodic Inventory	Receiving, Accrual (only for JE Source Periodic Inventory),
Oracle Inventory	Inventory, Periodic Inventory	MTL
Oracle Inventory	Inventory, Periodic Inventory	WIP
Oracle Property Manager	Property Manager	PM Expense, PM Revenue
Oracle Lease Management	Lease	Termination, Asset Disposition, Booking, Rebook, Renewal, Reverse, Syndication, Loss Provision, Adjustment, Accrual, Miscellaneous

Note: Drilling down to subledger transactions is supported for Oracle Receivables, Payables, Assets, Projects, Purchasing, Inventory, Work in Process (WIP), Property Manager, and Lease Management if you have installed these products.

There are exceptions to category of journals that you can drilldown on for each of these products. The following table shows the categories in each subledger that support drilldown:

Account Inquiry Window

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, page 5-9 and 7, page 5-9 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 5-12.

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.

Related Topics

Reviewing Balances in an Account Inquiry, page 5-10

Drilling Down to Journal Detail, page 5-12

Reviewing Variances Between Account Balance Types, page 5-12

Drilling Down to Subledger Detail, page 5-17

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

- 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 5-12

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.

Related Topics

Performing an Account Inquiry, page 5-7

Drilling Down to Journal Detail, page 5-12

Reviewing Variances Between Account Balance Types, page 5-12

Drilling Down to Subledger Details, page 5-17

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:

Variance = Primary Balance Type - 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

- 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

Related Topics

Performing an Account Inquiry, page 5-7

Reviewing Balances in an Account Inquiry, page 5-10

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 5-3

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:

Line 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 5-17.

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 5-31

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.

Related Topics

Drilling Down to Subledger Details, page 5-17

Performing an Account Inquiry, page 5-7

Reviewing Balances in an Account Inquiry, page 5-10

Performing Consolidated Balance Inquiries, page 5-31

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

- View journal and subledger transaction information as balanced accounting entries (i.e., debits equal to credits) or in the form of T-accounts

Note: Drilling down to subledger transactions is supported for Oracle Receivables, Payables, Assets, Projects, Purchasing, Inventory, Work in Process (WIP), Property Manager, and Lease Management if you have installed these products.

There are exceptions to category of journals that you can drilldown on for each of these products. The following table shows the categories in each subledger that support drilldown:

Product	Journal Entry Source	Category
Oracle Receivables	Receivables	Sales Invoices, Credit Memos, Credit MEmo Applications, Debit Memos, Chargebacks, Misc Receipts, Trade Receipts, Rate Adjustments, Cross Currency, Adjustment
Oracle Payables	Payables	Purchase Invoices, Payments, Cross Currency, Reconciled Payments
Oracle Assets	Source defined in Assets Book control for the journal's set of books.	Category defined as non-depreciation category in Assets Book Control for the journal's set of books.
Oracle Projects	Project Accounting	Labor Cost, Miscellaneous Transaction, Revenue, Total Burdened Cost, Usage Cost
Oracle Purchasing	Purchasing, Periodic Inventory	Receiving, Accrual (only for JE Source Periodic Inventory),
Oracle Inventory	Inventory, Periodic Inventory	MTL
Oracle Inventory	Inventory, Periodic Inventory	WIP
Property Manager	Property Manager	PM Expense, PM Revenue
Lease Management	Lease	Termination, Asset Disposition, Booking, Rebook, Renewal, Reverse, Syndication, Loss Provision, Adjustment, Accrual, Miscellaneous

If you navigate to the Find Journals window via the Journals > 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 Reverse Batch button in the Batch window, and reverse the batch.

Find Journals Window

The screenshot shows a window titled "Find Journals" with a standard Windows-style title bar. The window contains several input fields and buttons. On the left, there are fields for "Batch" (containing "12833 Receivables 216667: A 2104"), "Journal" (containing "Payments USD"), "Source" (containing "Manufacturing"), and "Category" (containing "Adjusting Entries AR"). Below these is a "Status" section with "Posting" (containing "Posted") and "Funds" (containing an empty field with a dropdown arrow). On the right, there are fields for "Period" (containing "Mar-99") and "Currency" (containing "USD"). Below these is a "Control Total" section with "Batch" and "Journal" (both empty). At the bottom right, there are three buttons: "More", "Clear", and "Find".

Batch	12833 Receivables 216667: A 2104
Journal	Payments USD
Source	Manufacturing
Category	Adjusting Entries AR
Period	Mar-99
Currency	USD
Status	
Posting	Posted
Funds	
Control Total	
Batch	
Journal	

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. In the Find Journals window, 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.

Journal Entry Inquiry Window

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Posted	Payables	Purchase Invo	APR-97	050997 Payables 133	Purchase Invoices U:	USD	120,000.00	120,000.00
Posted	Payables	Purchase Invo	JAN-97	050997a Payables 13	Purchase Invoices U:	USD	36,000.00	36,000.00
Posted	Payables	Purchase Invo	SEP-00	1011 Payables 56122	Purchase Invoices U:	USD	2,676.36	2,676.36
Posted	Payables	Purchase Invo	OCT-00	1051 Payables 56897	Purchase Invoices U:	USD	129.98	129.98
Posted	Payables	Purchase Invo	SEP-00	1071 Payables 90637	Purchase Invoices U:	USD	580.15	580.15
Posted	Payables	Purchase Invo	OCT-00	1171 Payables 58326	Purchase Invoices U:	USD	159.98	159.98
Posted	Payables	Reconciled Pa	APR-00	1172 Payables 62876	Reconciled Payment	GBP	168,000.00	168,000.00
Posted	Payables	Reconciled Pa	APR-00	1172 Payables 62876	Reconciled Payment	USD	284,776.80	284,776.80
Posted	Payables	Purchase Invo	APR-00	1172 Payables 62876	Purchase Invoices U:	USD	5,743.92	5,743.92
Posted	Payables	Purchase Invo	AUG-00	1172 Payables 62876	Purchase Invoices U:	USD	1,589.54	1,589.54
Posted	Payables	Reconciled Pa	FEB-00	1172 Payables 62876	Reconciled Payment	USD	383,045.64	383,045.64
Posted	Payables	Purchase Invo	FEB-00	1172 Payables 62876	Purchase Invoices U:	USD	13,683.57	13,683.57
Posted	Payables	Purchase Invo	JAN-00	1172 Payables 62876	Purchase Invoices U:	USD	48,007.04	48,007.04
Posted	Payables	Purchase Invo	JUL-00	1172 Payables 62876	Purchase Invoices U:	USD	1,873.96	1,873.96
Posted	Payables	Purchase Invo	JUN-00	1172 Payables 62876	Purchase Invoices U:	USD	1,652.40	1,652.40
Posted	Payables	Purchase Invo	MAR-00	1172 Payables 62876	Purchase Invoices U:	USD	5,450.81	5,450.81

The journal batches or journals that meet your query criteria appear in the Journal Entry Inquiry window.

Note: From the Journal Entry Inquiry window, you can view transaction-level detail if the transactions originated in an Oracle subledger application by selecting the Line Drilldown option from the Tools menu. Similarly, you can view journals or subledger accounting entries in a graphical T-account format in the T Accounts window by selecting the T Account option from the Tools menu.

4. Choose:

- **Review Batch button:** to see detailed information about the selected journal batch in the Batches window. From the Batch window, choose the Journals button to navigate to the Journals window, where you can review the journals associated with the batch.
- **Review Journal button:** to see detailed information about the selected journal in the Journals window.
- **Line Drilldown button:** available only for journal lines to drilldown from the Journals window to view transaction-level detail if the transactions originated in an Oracle subledger application that supports drilldown. The drilldown functionality can also be accessed from the Tools menu in the Journals window by selecting the Line Drilldown option.
- **T Accounts button:** available only for journals to view journals or subledger accounting entries in a graphical T-account format in the T Accounts window. The t accounts functionality can also be accessed from the Tools menu in the Journals window by selecting the T Accounts option.

Related Topics

T-Accounts, page 5-19

Drilling Down to Subledger Details, page 5-17

Creating Journal Batches, page 1-3

Entering Journals, page 1-6

Drilling Down to Oracle Subledger Applications

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. The following supported products and associated journal entry sources and categories are listed in the table below. Global Intercompany System (GIS) related transactions are not supported.

Supported Subledger Drilldown Products

Product	Journal Entry Source	Journal Entry Category
Oracle Receivables	Receivables	Sales Invoices, Credit Memos, Credit Memo Applications, Debit Memos, Chargebacks, Misc Receipts, Trade Receipts, Rate Adjustments, Cross Currency, Adjustment
Oracle Payables	Payables	Purchase Invoices, Payments, Cross Currency, Reconciled Payments
Oracle Assets	Source defined in Assets book control for journal's set of books	Category defined as non-depreciation category in Assets book control for the journal's set of books
Project Accounting	Project Accounting	Labor Cost, Miscellaneous Transaction, Revenue, Total Burdened Cost, Usage Cost
Purchasing	Purchasing, Periodic Inventory	Receiving, Accrual (only for JE source Periodic Inventory)
Inventory	Inventory, Periodic Inventory	WIP
Property Manager	Property Manager	PM Expense, PM Revenue
Lease Management	Lease	Termination, Asset Disposition, Booking, Rebook, Renewal, Reverse, Syndication, Loss Provision, Adjustment, Accrual, Miscellaneous

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 7-90.
- Enter transactions in your Oracle subledger applications.
- Run each subledger's program to transfer or post transactions to General Ledger.
- 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 5-12) For account or journal inquiries, select a journal detail line whose journal source is one of the supported Oracle subledger applications.
2. Choose Tools > Line Drilldown from the menu. Optionally, when performing an account inquiry, you can choose the Line 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.

For more information about how drilldown works within the subledger applications, see:

Drilling Down to Payables from Oracle General Ledger, *Oracle Payables User's Guide*

Drilling Down to Receivables from Oracle General Ledger, *Oracle Receivables User's Guide*

Drilling Down to Projects from Oracle General Ledger, *Oracle Project Costing User's Guide*

Drilling Down to Assets from Oracle General Ledger, *Oracle Assets User's Guide*

Drilling Down to Purchasing from Oracle General Ledger, *Oracle Purchasing User's Guide*

Drilling Down to Inventory from Oracle General Ledger, *Oracle Inventory User's Guide*

Drilling Down to Work in Process from Oracle General Ledger, *Oracle Work in Process User's Guide*

Related Topics

Importing Journals, page 1-124

Performing an Account Inquiry, page 5-7

Performing a Journal Entry Inquiry, page 5-13

T-Accounts

T-Accounts Window

T Accounts (Vision Operations: USD) - Journal, 11.5.30					
01-1530					
Operations-Machinery & Equipment					
USD		USD		USD	
Line 2			5,000.00		5,000.00
Net Activity			5,000.00		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

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 T-accounts 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 5-20.

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.

Display Options Available While Viewing T-Accounts and Activity Summary

Options Window

Options Window

Default Window: Options

Organize By

- ☐ Account
- ☒ Segments

Company Account

Show in T Accounts

- ☒ Account Description
- ☐ Balances
- ☒ Entered Amounts
- ☒ Activity

T Accounts

Show in Activity Summary

- ☒ Account Description
- ☐ Balances
- ☒ Entered Amounts
- Debit and Credit Column

Activity Summary

Reset Save

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.

Related Topics

Performing an Account Inquiry, page 5-7

Performing a Journal Entry Inquiry, page 5-13

Drilling Down to Journal Detail, page 5-12

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 Window

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
- ☐ 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.

Related Topics

Detail Average Balance Inquiry, page 5-23

Summary Average Balance Inquiry, page 5-24

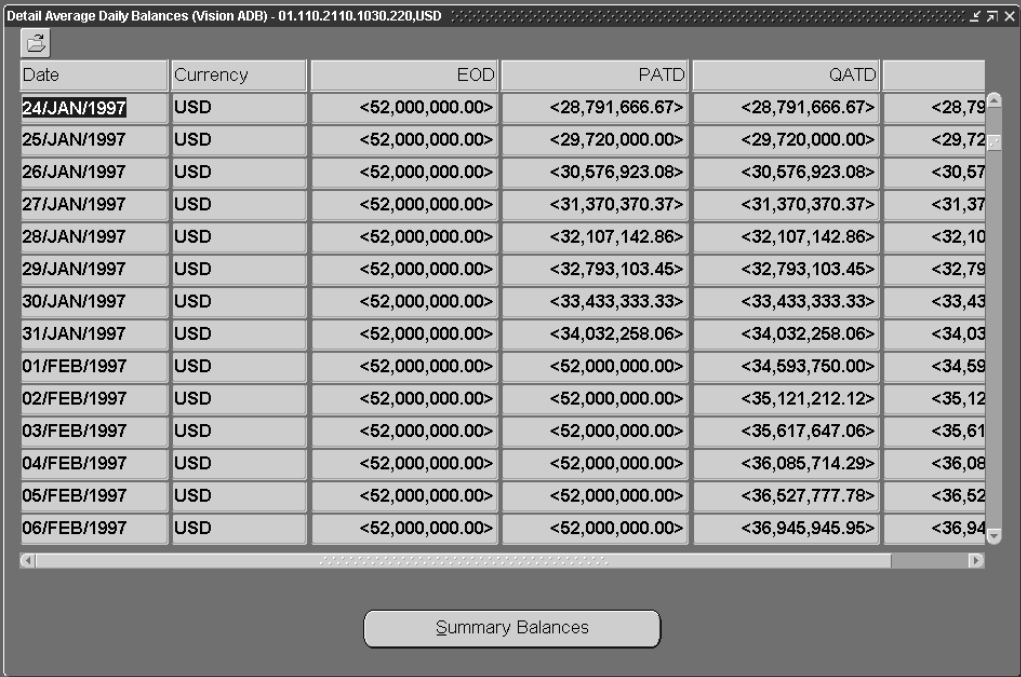
Overview of Average Balance Processing, page 4-1

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.

Detail Average Daily Balances window



The screenshot shows a window titled "Detail Average Daily Balances (Vision ADB) - 01.110.2110.1030.220,USD". It contains a table with the following columns: Date, Currency, EOD, PATD, QATD, and a fifth column with values like <28,791,666.67>. The table lists daily balances from 24/JAN/1997 to 06/FEB/1997. All currency values are USD. The EOD column consistently shows <52,000,000.00>. The PATD, QATD, and the fifth column show increasing values over time. At the bottom of the window is a button labeled "Summary Balances".

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>

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.

Related Topics

Performing an Average Balance Inquiry, page 5-21

Summary Average Balance Inquiry, page 5-24

Overview of Average Balance Processing, page 4-1

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

- 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.

Related Topics

Performing an Average Balance Inquiry, page 5-21

Detail Average Balance Inquiry, page 5-23

Overview of Average Balance Processing, page 4-1

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 Window

Budget Inquiry (Vision Services)

Selection Criteria

Budget: Inquiry Type:

Currency:

Accounting Periods

From: To:

Factor

☒ Units ☐ Millions
☐ Thousands ☐ Billions

Summary Template:

Summary Accounts

<input checked="" type="checkbox"/>	01-000-4000-T
<input type="checkbox"/>	01-110-4000-T
<input type="checkbox"/>	01-120-4000-T
<input type="checkbox"/>	01-130-4000-T
<input type="checkbox"/>	01-140-4000-T

Description

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.

Related Topics

Reviewing Budget Balances in a Master Budget Inquiry, page 5-26
Reviewing Budget Balances in a Detail Budget Inquiry, page 5-28
Reviewing Detail Account Balances, page 5-29
Reviewing Budget Journal Detail, page 5-30
Creating Master/Detail Budgets, page 2-7
Entering Budget Amounts, page 2-35
Entering Budget Journals, page 2-42
Budgetary Control and Online Funds Checking, page 2-63

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.

Budget Balances Window

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>		

Detail Accounts

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.

Related Topics

Performing a Budget Inquiry, page 5-25

Reviewing Budget Balances in a Detail Budget Inquiry, page 5-28

Reviewing Detail Account Balances, page 5-29

Reviewing Budget Journal Detail, page 5-30

Reviewing Detail Budget Balances, page 5-28

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.

Budget Balances (Vision Services)

Budget: **SERVICES 97** Currency: **USD**

Summary Account: **01-410-4000-T**

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>		

Detail Accounts

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.

Related Topics

Performing a Budget Inquiry, page 5-25
 Reviewing Budget Balances in a Master Budget Inquiry, page 5-26
 Reviewing Detail Account Balances, page 5-29
 Reviewing Budget Journal Detail, page 5-30

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.

Related Topics

Performing a Budget Inquiry, page 5-25

Reviewing Budget Balances in a Master Budget Inquiry, page 5-26

Reviewing Budget Balances in a Detail Budget Inquiry, page 5-28

Reviewing Budget Journal Detail, page 5-30

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.

Related Topics

Performing a Budget Inquiry, page 5-25

Reviewing Budget Balances in a Master Budget Inquiry, page 5-26

Reviewing Budget Balances in a Detail Budget Inquiry, page 5-28

Reviewing Detail Account Balances, page 5-29

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.

Consolidation Drilldown Window

The screenshot shows the 'Consolidation Drilldown Window' for Vision Corporation, dated 01-000-1210, March-97. The window is divided into several sections:

- Subsidiary:** Vision Operations
- Period:** Mar-96
- Balance Type:** Actual
- Budget:** (empty)
- Currency:** GBP
- Currency Type:** Translated
- Factor:** Units

Transfer Details:

- Mapping:** Operations to Corporate
- Amount Type:** PTD
- Method:** Balances

Account	Consolidated Amount	PTD
01.000.1210.0000.000	<60,703,307.29>	<60,703,307.29>

Account Description: Operations.Balance Sheet.Accounts Receivable.No Sub Account.No Product

Buttons at the bottom: Entered Balances, Journal Details, Switch Amount Type

To perform a consolidated balance inquiry:

1. Perform an account inquiry in your consolidated parent set of books. See: Performing an Account Inquiry, page 5-7
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.

Related Topics

Performing an Account Inquiry, page 5-7

Reviewing Balances in a Detail Account Inquiry, page 5-10

Drilling Down to Journal Detail, page 5-12

Drilling Down to Oracle Subledger Detail, page 5-17

Global Consolidation System, page 11-1

Financial Reporting

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 14-1.

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.

- Generate presentation quality financial reports with XML Publisher so you have more control with report formatting options, including changing font characteristics, inserting graphical images or logos, and adding color.
- Define segment value security rules to restrict financial information contained in FSG report output generated by specific users and responsibilities.

Note: To apply segment value security rules, the profile option FSG: Enforce Segment Value Security must be enabled. See: FSG: Enforce Segment Value Security, page B-10.

- 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
- Create XBRL instance documents for easier exchange and analysis of your reporting information.

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.

Related Topics

Report Building Concepts, page 6-2

Simple Reports, page 6-3

Special Format Reports, page 6-7

Report Distribution, page 6-16

Other FSG Features, page 6-18

Using Financial Statement Generator, page 6-21

Applications Desktop Integrator Report Wizard, *Oracle Applications Desktop Integrator User's Guide*

Overview of Average Balance Processing, page 4-1

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.

Related Topics

Simple Reports, page 6-3
Special Format Reports, page 6-7
Report Distribution, page 6-16
Other FSG Features, page 6-18
Overview of the Financial Statement Generator, page 6-1

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.

Topics in This Section

Rows, Columns, Row Sets, and Column Sets, page 6-3
Report Dimensions, page 6-5
Standard Column Sets, page 6-5
Defining Rows and Row Sets, and Assigning Accounts, page 6-5
Display Types, page 6-5
Basic Report Formatting, page 6-6
Defining Reports, page 6-7

Rows, Columns, Row Sets, and Column Sets

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 the figure below.

Basic FSG Report Objects

Title Headings → US GLOBAL OPERATIONS Date: JAN-20-1996 13:32:55
 COMPARATIVE EXPENSE LISTING Page: 2
 Current Period: DEC-95
 Currency: USD
 No specific Company requested

Column Set Columns

(Periods) (Calculated)

Co	Ctr	Acct	Prod	P/L	Sub	ATD-Actual DEC-95	ATD-Actual DEC-94	DIFFERENCE	VARIANCE
01	000	5530	000	00	00	7,596	8,423	(827)	(9.82%)
01	000	5599	000	00	00	159	321	(162)	(50.47%)
01	000	5600	000	00	00	84,532	81,238	3,294	4.05%
01	000	5610	000	00	00	652	1,835	(1,183)	(64.47%)
01	000	5620	000	00	00	23,456	22,495	961	4.27%
01	000	5630	000	00	00	23,152	7,826	15,326	195.83%
01	000	5640	000	00	00	42,350	39,742	2,608	6.56%
01	000	5700	000	00	00	72,354	73,954	(1,600)	(2.16%)
01	000	5710	000	00	00	23,659	32,415	(8,756)	(27.01%)
01	000	5720	000	00	00	9,452	13,485	(4,033)	(29.91%)
01	000	5800	000	00	00	95,325	104,253	(8,928)	(8.56%)
01	000	5810	000	00	00	1,242	800	442	55.25%
01	000	5910	000	00	00	4,523	2,289	2,234	97.60%
01	000	5900	000	00	00	4,213	4,359	(146)	(3.35%)
01	000	5920	000	00	00	8,523	9,253	(730)	(7.89%)
01	000	5930	000	00	00	3,334	4,652	(1,318)	(28.33%)
01	000	5940	000	00	00	4,523	4,236	287	6.78%
01	000	5950	000	00	00	12,564	14,652	(2,088)	(14.25%)
01	000	5999	000	00	00	1,532	3,359	(1,827)	(54.39%)
						757,874	783,447	(25,573)	(3.26%)

Row Definitions → **Row Set** → **Row(Calculated)**

For a text description of this figure, see Text Description of the Basic FSG Report Objects Figure, *Oracle General Ledger Online Help*.

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 your 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).

- You can assign Elements from an XBRL taxonomy to a row. The elements remain assigned to the row when the row is part of a row set.

Typical Report Dimensions

The example in the figure named Basic FSG Report Objects 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.

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

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.

The following table shows a sample row set for a simple report, using account assignments only:

Example Row Set Definition

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

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:

Value	Balance
xx.xxx.xxxx.xxx.xxx.TOTAL	5,000

Both: Your report will include both the expanded detail and the total, 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
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.

For more formatting options such as changing font characteristics, you can use XML Publisher to publish your FSG report with a designed layout and format. Use XML Publisher to apply a basic report template layout and format to your FSG report.

For additional information on generating FSG reports with XML Publisher, see FSG Reports Using XML Publisher, page 6-19.

No formatting is required for XBRL output.

Defining Reports

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.

Related Topics

Report Building Concepts, page 6-2

Special Format Reports, page 6-7

Report Distribution, page 6-16

Other FSG Features, page 6-18

Overview of the Financial Statement Generator, page 6-1

Using Financial Statement Generator, page 6-21

Applications Desktop Integrator Report Wizard, *Oracle Applications Desktop Integrator User's Guide*

Defining Row Sets, page 6-36

Defining Column Sets, page 6-42

Standard Column Sets, page 6-88

Assigning Accounts to a Report, page 6-38

Row Set Display Types, page 6-87

Defining Financial Reports, page 6-58

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.

FSG also provides you with more formatting options for the design layout and format of your FSG report. Use XML Publisher to apply a report template layout that you design to your FSG report. Publishing FSG reports with XML Publisher allows you to change font characteristics, add logos or images, and insert headers or footers into your report.

For additional information on generating FSG reports with XML Publisher, see FSG Reports Using XML Publisher, page 6-19.

Topics in This Section

Column Set Builder, page 6-8

Format Masks, page 6-9

Column Headings, page 6-10
 Relative Headings, page 6-10
 Calculations, page 6-11
 Row Orders, page 6-12
 Exception Reports, page 6-13
 Display Options, page 6-13
 Rounding Options, page 6-14
 Override Segments, page 6-14

Column Set Builder

To simplify defining column sets, FSG provides the Column Set Builder-a graphical tool for building report layouts.

Column Set Builder Window

The screenshot shows the 'Column Set Builder (Vision Operations) - {Column 00/11/30 14:59:35 ""}' window. It features a toolbar with navigation icons and a 'Create Default Heading' button. The main area is divided into two sections: the top section for column definitions and the bottom section for headings and format masks.

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	{PTD-Actual *' *}	{PTD-Actual *' *}	{PTD-Actual *' *}	{PTD-Actual *' *}
	&POI0	&POI+1	&POI+2	&POI+3
	99,999,999.99	99,999,999.99	99,999,999.99	99,999,999.99

At the bottom, there are buttons for 'More Column Options...', 'OK', 'Apply', 'Revert', 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

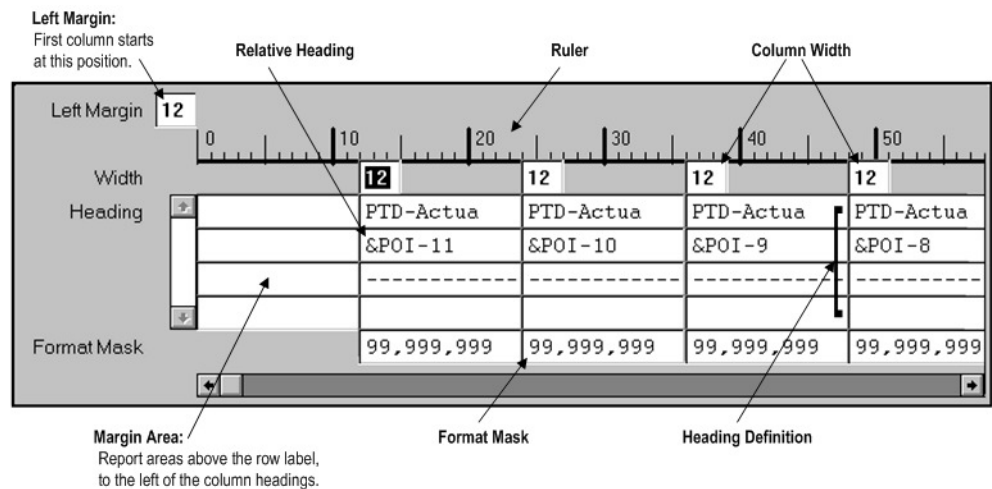
For each column definition, you enter four pieces of information; Sequence number, Name, Amount Type, and Period Offset. Unlike row sequence numbers, column sequence numbers do not control the order FSG displays report columns. Columns are displayed on your reports in exactly the order they appear in 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.

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.

There is also a margin area at the left to define the report areas above the row labels and to the left of the column headings, a ruler to help layout headings, and heading definitions for each column of the report.

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.

To publish your FSG report using XML Publisher, be aware of the following functionality when building your heading:

- When positioning column headings using the Column Headings window, use character spaces by pressing the space bar or arrow keys to position your heading. You cannot use the tab key to position headings.
- Make sure that your column headings are positioned as defined for the columns. For example, if your column starting position is set to 45 character spaces, make sure that your column heading begins at 45 character spaces.
- Make sure you include enough space in your column definition to print all the numbers and special characters defined by the format mask.
 - For information on defining format masks, see *Format Masks*, page 6-9
- When defining your column headings, XML Publisher displays as many heading lines as your report template allows. For example, if you have a report template that allows less column heading lines than is defined for your column set, the report only displays the number of heading lines as defined by the template.

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 the Column Set Builder, Headings Area figure 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, as shown in the table below, 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

Example Relative Headings

	First Monthly Column	Twelfth Monthly Column
Amount Type	PTD-Actual	PTD-Actual
Period Offset	-11	0
Heading line 1	PTD-Actual	PTD-Actual
Heading line 2	&POI-11	&POI0
Heading line 3	-----	-----
Report Column	PTD-Actual	PTD-Actual
Heading Display	JAN-96	DEC-96
	-----	-----

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.

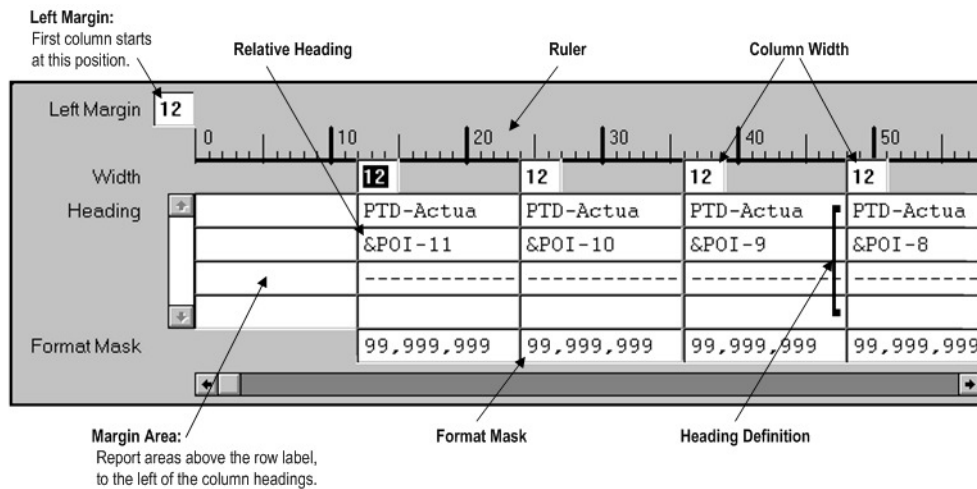
FSG provides a wide range of operators you can use in calculations, including functional operators such as Average, Median, and StdDev (standard deviation), Absolute Value, and, of course, your computations can include constant values.

For XBRL output, calculations must be performed at the row level only. If you choose a column set that contains calculated columns, the report will complete with a warning but the calculation results will not be present. A log file identifies the columns that could not be processed.

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:

Row and Column Conflicts



For a text description of this figure, see Text Description for Row and Column Conflicts, *Oracle General Ledger Online Help*.

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 6-98.

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

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."

Exceptions Window

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.

Tip: If you want FSG to suppress the display of positive signs, set the profile option Currency:Positive Format.

Tip: You can also use the Absolute Value function to control the display of negative numbers. See: Defining Report Calculations., page 6-40

- **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

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.

XBRL output ignores rounding options.

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.

The following table shows your column set definition might look like, when you are done:

Column Set Name: Department Breakdown

Example Column Set Definition Using Segment Overrides

	Sales Column	Mfg. Column	Finance Column	Admin. Column	Corp. Column
Sequence	10	20	30	40	50
Amount Type	YTD-Actual	YTD-Actual	YTD-Actual	YTD-Actual	YTD-Actual
Width	12	12	12	12	12
Factor	Units	Units	Units	Units	Units
Format Mask	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
Override Value	01	02	03	04	05
Column Heading	Sales -----	Manufact. -----	Finance -----	Admin. -----	Corporate -----

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.

Related Topics

Report Building Concepts, page 6-2

Simple Reports, page 6-3

Report Distribution, page 6-16

Other FSG Features, page 6-18

Overview of the Financial Statement Generator, page 6-1

Using Financial Statement Generator, page 6-21

Applications Desktop Integrator Report Wizard, *Oracle Applications Desktop Integrator User's Guide*

Using the Column Set Builder, page 6-46

Amount Types, page 6-89

Creating Column Headings, page 6-48

Format Masks, page 6-91
Relative Headings, page 6-97
Defining Report Calculations, page 6-40
Row and Column Overrides, page 6-98
Defining Row Orders, page 6-52
Defining Column Exceptions, page 6-49
Display Options, page 6-96

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.

Topics in This Section

Content Sets, page 6-16
Display Sets and Display Groups, page 6-17
Report Sets, page 6-17
Scheduling Reports, page 6-17

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.

You cannot use content sets with XBRL output. If you choose a content set function, such as page expand, the process will error.

Display Sets and Display Groups

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

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

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.

Related Topics

Report Building Concepts, page 6-2

Simple Reports, page 6-3

Special Format Reports, page 6-7

Other FSG Features, page 6-18

Overview of the Financial Statement Generator, page 6-1

Using Financial Statement Generator, page 6-21

Applications Desktop Integrator Report Wizard, *Oracle Applications Desktop Integrator User's Guide*

Defining Content Sets, page 6-50

Defining Display Sets, page 6-55

Defining Display Groups, page 6-57

Defining Financial Report Sets, page 6-61

Running FSG Reports from Standard Request Submission, page 6-69

Other FSG Features

Ad Hoc Reports

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

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

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.

XBRL Output

eXtensible Business Reporting Language (XBRL) is an open specification for software that uses Extensible Markup Language (XML) data tags, together with a taxonomy, to describe business reporting, including financial information. An XBRL taxonomy is a standard description and classification system for the contents of accounting reports.

FSG supports XBRL and allows you to produce XBRL instance documents as output. For more information, see:XBRL, page 6-100

FSG Performance

You can enhance FSG performance by enabling the profile option, FSG: Enable Search Optimization. This profile option improves the performance of FSG reports that retrieve a large number of rows which meet the report definition criteria by optimizing the process of searching for detail child values associated with each parent account value.

Reports that benefit have account assignments with the following characteristics:

- The report has account assignments which employ a large number of parent values.
- Each parent value has a relatively large number of child ranges.

The degree of performance improvement is relative to the number of child ranges for the parents used in account assignment definitions in the FSG reports.

FSG Reports Using XML Publisher

You can generate Financial Statement Generator (FSG) reports with XML Publisher to publish FSG reports with custom layouts. XML stands for eXtensible Markup Language, which is a report format used as input for XML Publisher to create reports with your own custom layout design. For example, you might want to share a financial report with a board of directors, so you might want to add your company logo to the report or highlight information with color. When you choose to generate your FSG report with XML Publisher, you create this type of report formatting using your word processing application.

Note: You cannot use content sets with the Parallel processing type to publish FSG reports with XML Publisher. The Parallel processing type is not supported when using XML Publisher to publish FSG reports.

Use a word processing application's formatting features to create report templates that can be used with your FSG reports to take advantage of a fuller scale of formatting options and transform your FSG report into boardroom-quality financial reports. Formatting and layout options include the following:

- varying the font, size, and coloring of text
- embedding images or logos, such as .jpg, .gif, or .png files
- inserting headers or footers
- adding background color
- reordering columns

- controlling the width and display position of each column

The use of XML Publisher with FSG also allows FSG reports to support bi-directional languages.

Overview of Publishing FSG Reports with XML Publisher

To publish a FSG report, perform the following high-level steps:

1. If you do not use an existing RTF template, design your rich text format (RTF) report template in your word processing application. A basic report template is provided for you to use or modify as a new report template.

For additional information on the basic report template, see XML Publisher Basic Report Template, page 6-103.

2. For new report templates, register the template using the XML Publisher Administrator responsibility so the designed layout can be applied to a FSG report.
3. Define your FSG report. You can select the XML output option as the default or you can select it when you generate the FSG report.
4. Generate your FSG report using the XML output option.
5. Use XML Publisher to publish your FSG report using the formatting of your report template to feed the XML output into XML Publisher.

Note: Alternatively, publish your FSG report with a single submission request that generates your XML output and publishes your FSG report from one request.

For additional information on generating financial reports with XML Publisher, see Running Financial Reports with XML Publisher., page 6-71

For detailed information on designing your report template in XML Publisher, See: Designing the Template Layout, *Oracle XML Publisher User's Guide* and Creating the Template, *Oracle XML Publisher User's Guide*.

For detailed information on generating a customized report in XML Publisher, see To Generate Your Customized Report, *Oracle XML Publisher User's Guide*.

The figure below shows an example of a FSG report that was published using XML Publisher.

Example of a FSG Report that was Published Using XML Publisher

ORACLE®

Balance Sheet
Vision Operations (USA)
Apr-03

Date:10-FEB-2004 23:04:26

Page:1

Currency: USD

No specific Company requested

	PTD-Actual Apr-03	PTD-Actual May-03	PTD-Actual Jun-03	PTD-Actual Jul-03
ASSETS				
Current Assets				
Cash and Short Term Investments	15,862,304	51,998,607	16,583,858	9,198,226
Accounts Receivable - Net of Allowance	2,560,786	<12,062,845>	6,927,690	9,480,691
Other Current Assets	9,520	269,064	330,257	6,594
Inventory	448,547	0	0	0
Total Current Assets	18,881,158	40,204,827	23,181,292	18,685,511
PROPERTY, PLANT, EQUIPMENT				
Cost of Property, Plant & Equipment	178,889	178,843	538,870	718,136
Less Accum. Depr & Amortization	<428,024>	<428,024>	427,357	<427,357>
Net Book Value of Assets	<249,135>	<249,180>	966,227	290,779
OTHER ASSETS				
Other Assets	<45,000>	0	0	0
TOTAL ASSETS	18,587,023	39,955,646	24,147,519	18,976,290
LIABILITIES				
Current Liabilities				
Liabilities - Due in One Year	10,075,101	19,363,897	38,409,981	3,194,933
Current Year Income Taxes Payable	0	0	0	0
Accrued Payroll and Taxes	1,492,430	650,074	317,450	662,579
Other Current Liabilities	0	0	0	0
Total Current Liabilities	11,567,531	20,013,972	38,727,431	3,857,512
Long-Term Liabilities				
Long Term Portion of Bank Loan	0	0	0	0
Other Liabilities - Long Term	2,079,190	15,082,013	17,079,360	80,345
Total Long Term Liabilities	2,079,190	15,082,013	17,079,360	80,345
TOTAL LIABILITIES	13,646,722	35,095,985	55,806,791	3,937,857
OWNER'S EQUITY				

Related Topics

Report Building Concepts, page 6-2

Simple Reports, page 6-3

Special Format Reports, page 6-7

Report Distribution, page 6-16

Overview of the Financial Statement Generator, page 6-1

Using Financial Statement Generator, page 6-21

Applications Desktop Integrator Report Wizard, *Oracle Applications Desktop Integrator User's Guide*

Defining Ad Hoc Reports, page 6-83

Copying Report Objects, page 6-57

Downloading Financial Reports, page 6-85

Tips and Techniques for Using FSG

Using Financial Statement Generator

The diagram below named FSG Report Building Process, 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, page 6-22 and 5, page 6-23 to define

the report and steps 6, page 6-23 and 7, page 6-23 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

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 6-36.

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 6-42.

You can also define column sets graphically using the Column Set Builder.

See: Using the Column Set Builder, page 6-46.

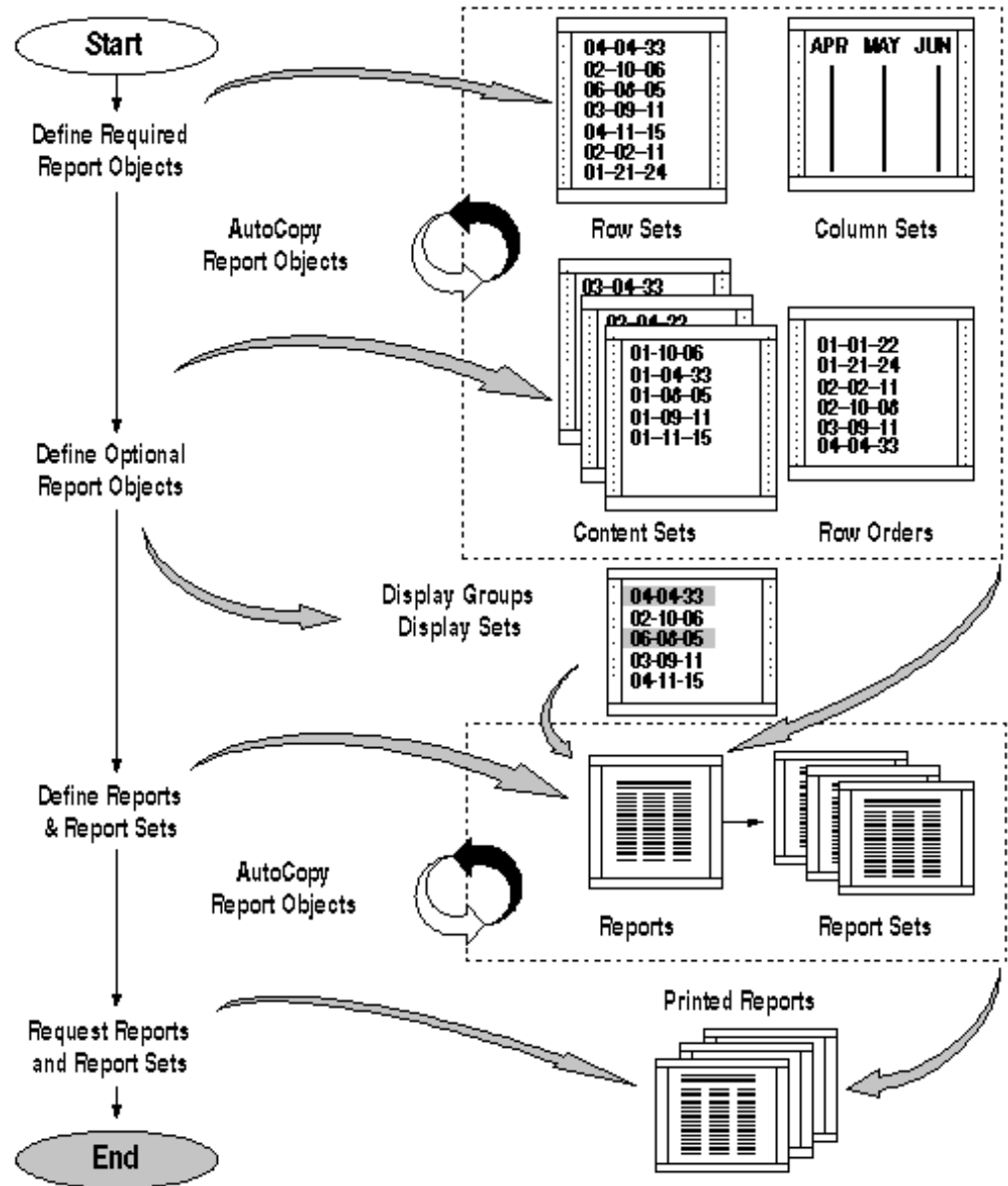
4. Define any optional report objects you need for special format reports or report distribution.

If you wish to publish your FSG report using XML Publisher, define your report template with the format and layout you want for your FSG report and register the template with XML Publisher.

For information on defining report templates, see *Creating the Template, Oracle XML Publisher User's Guide* and *Designing the Template Layout, Oracle XML Publisher User's Guide*.

For information on generating customized reports, see *To Generate Your Customized Report, Oracle XML Publisher User's Guide*.

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 6-61.

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 6-69.

7. Run reports and report sets, including ad hoc and predefined reports.

See: Running Financial Reports, page 6-66.

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 6-57.

See: Copying Report Objects from Another Database, page 6-62.

Tip: 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-2.

8. Run the XML Publisher program against your FSG report as XML output if you want to publish your FSG report with the layout and format of a report template.

For additional information on generating reports with XML Publisher, see Running Financial Reports with XML Publisher., page 6-71

Optional Report Objects

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 6-50.

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 6-52.

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 6-55 and Defining Display Groups, page 6-57.

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 6-57.

Related Topics

Overview of the Financial Statement Generator, page 6-1

Suggestions for Specific Financial Reports, page 6-25

Tips for Designing FSG Reports, page 6-32

Frequently Asked Questions About FSG, page 6-34

FSG Tasks, page 6-36

FSG Reference, page 6-86

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.

The following table displays the row and column set considerations for each of these income statement formats:

Income Statement Type	Report Definition Considerations
Current Year	<p><i>Row Set:</i></p> <p>Define account assignments to group related revenue and expense accounts.</p> <p>Define calculations for subtotals and totals. Optionally, use display options for totalling account ranges.</p> <p>Use row set format options for indenting, line spacing and underscores (for subtotals and totals).</p> <p>Use the change sign feature for revenue accounts, so credit amounts print without negative formatting.</p> <p><i>Column Set:</i></p> <p>Define a custom column set using the amount type YTD-Actual.</p>
Comparative Time Periods	<p><i>Row Set:</i></p> <p>Use the same row set used for Current Year income statement.</p> <p><i>Column Set:</i></p> <p>Use a standard column set: choose from Monthly Comparative YTD; Quarterly Comparative YTD; or Annual Comparative QTD, YTD. Optionally, define a custom column set.</p>
Comparative Amounts	<p><i>Row Set:</i></p> <p>Use the same row set used for Current Year income statement.</p> <p><i>Column Set:</i></p> <p>Use a standard column set: choose from PTD Variance; QTD Variance; or PTD, QTD, YTD Variance. Optionally, define a custom column set.</p>
Rolling	<p><i>Row Set:</i></p> <p>Use the same row set used for Current Year income statement.</p> <p><i>Column Set:</i></p> <p>Use a standard column set: choose from Rolling Monthly or Rolling Quarterly. Optionally, define a custom column set.</p> <p>Use period offsets and relative headings to synchronize columns with reporting periods.</p>

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 9-1.

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.

The following table displays the row and column set considerations for these balance sheet formats:

Balance	Report Definition Considerations
Sheet Type	
Current Year	<p><i>Row Set:</i></p> <p>Define account assignments to group related asset, liability, and equity accounts.</p> <p>Define calculations for subtotals and totals. Optionally, use display options for totalling account ranges.</p> <p>Use row set format options for indenting, line spacing and underscores (for subtotals and totals).</p> <p>Use the change sign feature for liability and equity accounts, so credit amounts print without negative formatting.</p> <p><i>Column Set:</i></p> <p>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.</p>
Comparative Time Periods	<p><i>Row Set:</i></p> <p>Use the same row set you defined for the current year balance sheet.</p> <p><i>Column Set:</i></p> <p>Use a standard column set: choose from Monthly Comparative YTD; Quarterly Comparative YTD; or Annual Comparative QTD, YTD. Optionally, define a custom column set.</p>
Rolling	<p><i>Row Set:</i></p> <p>Use the same row set you defined for the current year balance sheet.</p> <p><i>Column Set:</i></p> <p>Use a standard column set: choose from Rolling Monthly or Rolling Quarterly. Optionally, define a custom column set.</p> <p>Use period offsets and relative headings to synchronize columns with reporting periods.</p>

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

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. The following table shows the row and column set considerations for these report formats:

Statement of Changes Type	Report Definition Considerations
Accrual Basis	<p><i>Row Set:</i></p> <p>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.</p> <p>Use non-displayed row definitions for intermediate calculations.</p> <p>Define calculations for subtotals and totals.</p> <p>Use row set format options for indenting, line spacing and underscores (for subtotals and totals).</p> <p>Use the change sign feature for accounts with credit amounts.</p> <p><i>Column Set:</i></p> <p>Depending on your reporting needs, use one of the custom column sets you used for current year and comparative time period balance sheets.</p>
Cash Basis	<p><i>Row Set:</i></p> <p>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.</p> <p>Use non-displayed row definitions for intermediate calculations.</p> <p>Define calculations for subtotals and totals.</p> <p>Use row set format options for indenting, line spacing and underscores (for subtotals and totals).</p> <p>Use the change sign feature for accounts with credit amounts.</p> <p><i>Column Set:</i></p> <p>Depending on your reporting needs, use one of the custom column sets you used for current year and comparative time period balance sheets.</p>

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

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. The following table shows the row and column set considerations for consolidating reports:

Consolidating Report Type	Report Definition Considerations
Income Statement and Balance Sheet and Statement of Changes	<p><i>Row Set:</i></p> <p>Use the row set created for your standard income statement, balance sheet, or statement of changes.</p> <p><i>Column Set:</i></p> <p>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.</p> <p>Define a column for intercompany eliminations.</p> <p>Define a column for your consolidated total. Create a calculation to total your separate company columns and add/subtract the intercompany eliminations.</p>

Report Definition Considerations for all Consolidation Reports:

- Perform your consolidation activities before running your report.

Operational Reports

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.

The following table displays the row and column considerations for these reports:

Related Topics

Overview of Financial Statement Generator, page 6-1
 Using Financial Statement Generator, page 6-21
 Tips for Designing FSG Reports, page 6-32
 Frequently Asked Questions About FSG, page 6-34
 Defining Row Sets, page 6-36
 Defining Column Sets, page 6-42
 Copying Report Objects, page 6-57
 Defining Financial Reports, page 6-58
 Accounting for Multiple Companies Using a Single Set of Books, page 9-1
 Overview of Consolidation, page 11-1
 Defining Consolidations, page 11-20
 Overview of Encumbrance Accounting, page 3-1
 Viewing Funds Available, page 3-7

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.

Define a report template to publish your FSG report. Publishing your FSG reports with XML Publisher is a powerful feature in controlling the layout and format of your FSG reports. You can create presentation-quality financial reports by defining report templates that have the layout and design you want for your report. XML Publisher applies the design of your template to your FSG report so you have more control over how data is presented. You can define a new report template or you can take an existing report template and modify it to give your report the look you want and save it as a new report template. General Ledger provides you with a basic report template to use or modify as a new report template.

For additional information on using report templates with XML, see XML Publisher Basic Report Template., page 6-103

For detailed information on creating report templates, see *Creating the Template, Oracle XML Publisher User's Guide*.

Related Topics

Suggestions for Specific Financial Reports, page 6-25
Overview of Financial Statement Generator, page 6-1
Using Financial Statement Generator, page 6-21
Frequently Asked Questions About FSG, page 6-34
Defining Row Sets, page 6-36
Defining Column Sets, page 6-42
Defining Content Sets, page 6-50
Defining Row Orders, page 6-52
Defining Display Sets, page 6-55
Copying Report Objects, page 6-57
Defining Financial Reports, page 6-58
Setting General Ledger Profile Options, page B-1.

Frequently Asked Questions About FSG

This section includes the answers to many of the frequently asked questions about the Financial Statement Generator.

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.

Note: 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.

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 6-70.

Related Topics

Overview of Financial Statement Generator, page 6-1

Using Financial Statement Generator, page 6-21

Suggestions for Specific Financial Reports, page 6-25

Tips for Designing FSG Reports, page 6-32

FSG Tasks

This section discusses the various tasks you perform to define and generate financial reports with FSG.

Tip: If you are not familiar with the Financial Statement Generator, it's report building concepts, and FSG terminology, we suggest you read Overview of the Financial Statement Generator, page 6-1 before you begin using the FSG tasks.

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.

Rows Window

Line Line Item

Format Options

Indent Before After

Lines to Skip

Before After

Underline Character

Before After

Page Break

☐ Before ☐ After

Advanced Options

Balance Control

Amount Type

Currency

Control Value

Offset

☐ Override Column Calculations

Row Name

Percent of Row

XBRL Element

Display Options

Format Mask

Factor

Level of Detail

☒ Display Row

☐ Display Zero

☐ Change Sign

☐ Change Sign on Variance

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.
Choose an XBRL taxonomy if you want to use the row set to generate XBRL output.
3. Choose Define Rows.
The Rows window appears.
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.

If you assigned an XBRL taxonomy for the row set, choose an XBRL Element for the row. If the XBRL Element field is unavailable (grey), define an XBRL taxonomy in the Row Set window. Rows without an assigned XBRL element are not present in XBRL output.

- 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.

- Define additional rows for the row set (steps 4 through 7).
- Save your work.

Related Topics

Row Set Format Options, page 6-86

Row Set Advanced Options, page 6-95

Display Options, page 6-96

Assigning Accounts, page 6-38

Defining Report Calculations, page 6-40

Defining Financial Reports, page 6-58

Copying Report Objects, page 6-57

Balance Control Options, page 6-94

Overview of Financial Statement Generator, page 6-1

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.

Account Assignments Window

Sign	Accounts		Display	Summary	Activity	Set of Books
	Low	High				
-	00-000-7300-000	99-999-7300-999	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:

- 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.
Note: 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. See Display Types, page 6-87.
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.
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.

Related Topics

Row Set Display Types, page 6-87

Row and Column Overrides, page 6-98

Defining Row Sets, page 6-36

Overview of Financial Statement Generator, page 6-1

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.

Calculations Window

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.

Calculations and XBRL Output

When a column contains a calculation that operates on other columns, the XBRL output will be generated but the calculation results will not be present in the output.

For calculated rows with divide operations, ensure the divisor is not zero or determine an alternative for the row. If the divisor is zero for a calculated row with divide operations, the report will be generated but the result of this calculation will not be present in the output.

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. The following table shows this calculation:

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:

Operator	Calculation
+	Add
-	Subtract
*	Multiply
/	Divide
%	Percent
ENTER	Enter value
AVERAGE	The average of listed values
MEDIAN	The median of listed values
STDDEV	The standard deviation of listed values
ABSTVAL	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.

Related Topics

Entering Formulas with EasyCalc, page 1-49

Defining Row Sets, page 6-36

Overview of Financial Statement Generator, page 6-1

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 refer to any previous columns in the report, including rows you choose not to display.
- **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.

Column Sets and XBRL Reports

For XBRL output, columns are used to show the Amount Type, Period, Offset, and Currency. For the Entity (or Company Name) part of the numeric content, enter the name as a Column Description.

For XBRL output, calculations must be performed at the row level only. If you choose a column set that contains calculated columns, the report will complete with a warning, A log file identifies the columns that could not be processed.

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 6-14.
4. Choose Define Columns.

Columns Window

Columns (Vision Services) - Annual Comparative QTD,YTD

Position: 40
Sequence: 10
Format Mask: ,999,999,999
Factor:

Balance Control

Amount Type: QTD-Actual
Currency:
Control Value:
Offset: -12

Advanced Options

Column Name: Prior year quarter ad
Description: Actual data for prior
Percent of Column:
Override Value:
☐ Override Row Calculations

Display Options

Level of Detail: Financial Analyst
☒ Display Column
☒ Display Zero
☐ Change Sign
☐ Change Sign on Variance

Calculations Account Assignments 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.

Note: 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 6-91.
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.

Tip: 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 6-48.

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

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

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

Related Topics

Balance Control Options, page 6-94

Column Set Advanced Options, page 6-96

Display Options, page 6-96

Defining Report Calculations, page 6-40

Assigning Accounts to a Report, page 6-38

Defining Column Exceptions, page 6-49

Creating Column Headings, page 6-48

Standard Column Sets, page 6-88

Defining Financial Reports, page 6-58

Copying Report Objects, page 6-57

Overview of Financial Statement Generator, page 6-1

Overview of Average Balance Processing, page 4-1

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.

The number of columns the Column Set Builder can view depends on the character width of each column. You can view a maximum of 20 columns with a limited character width. However, the Column Set Builder can view only one column with a character width of 500.

Tip: You can use Applications Desktop Integrator's Report Wizard to edit or build FSG reports in a spreadsheet, displaying unlimited columns. See: ADI's Report Wizard, *Applications Desktop Integrator*.

Note: If you define a non-displayed column from the Columns window, it will not be visible in the Column Set Builder.

Column Set Builder Window

The screenshot shows the 'Column Set Builder (Vision Services) - Month End Closing' window. It features a table with columns defined by sequence, name, amount type, offset, left margin, width, heading, and format mask. The table has three columns with sequences 10, 20, and 30. The names are 'Prior year quarter', 'Current quarter act', and 'Quarterly variance'. The amount types are 'QTD-Actual', 'QTD-Actual', and an empty field. The offsets are '-12', '0', and an empty field. The left margin for the first column is 10. The widths for the three columns are 13, 13, and 13. The headings are 'Ending', 'Ending', and 'Variance'. The format masks are ',999,999,999', ',999,999,999', and '9,999,999.99'. The window includes a 'Create Default Heading' button at the top right and 'More Column Options...', 'OK', 'Apply', 'Revert', and 'Cancel' buttons at the bottom.

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	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.

Tip: 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.

Tip: 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.

Related Topics

Column Set Builder Toolbar, page 6-90
Defining Column Sets, page 6-42
Format Masks, page 6-91
Creating Column Headings, page 6-48
Defining Column Exceptions, page 6-49
Column Set Advanced Options, page 6-96
Display Options, page 6-96
Relative Headings, page 6-97
Assigning Accounts to a Report, page 6-38
Defining Report Calculations, page 6-40

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. Optionally, 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 6-97.

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.

Note: If you wish to publish a FSG report using XML Publisher, XML publisher displays as many heading lines as your report template allows. If you have a report template that allows less column heading lines than is defined for your column set, the report only displays the heading lines as defined by the template.

When positioning your column headings using the Column Headings window, you must use character spaces, such as the space bar or arrow keys, to position your headings. You cannot use the tab key to position your headings. Make sure your column headings are positioned as defined for the columns. For example, if your column starting position is set to 45 character spaces, make sure your column heading begins at 45 character spaces.

Make sure you include enough space in your column definition to print all the numbers and special characters defined by the format mask.

- For information on defining format masks, see Format Masks., page 6-9

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.

Related Topics

Using the Column Set Builder, page 6-46

Defining Column Sets, page 6-42

Overview of Financial Statement Generator, page 6-1

Relative Headings, page 6-97

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.

Related Topics

Defining Column Sets, page 6-42

Using the Column Set Builder, page 6-46

Overview of the Financial Statement Generator, page 6-1

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.

You cannot use content sets with XBRL output. If you choose a content set function, such as page expand, the report will error.

Content Set Window

The screenshot shows the 'Content Set (Vision Services)' window. It has three input fields at the top: 'Name' with the value 'Vision Services', 'Description' with 'Vision Services Financial Reports', and 'Type' with a dropdown menu set to 'Sequential'. Below these is a section titled 'Account Assignments' containing a table with columns: Seq, Low, High, Display, and Summary. The first row of the table is populated with '10', '01-000-1100-000', '02-200-7740-000', 'PT-N-N-N', and 'No'. There are three empty rows below it. A 'AutoCopy' button is located at the bottom right of the window.

Seq	Low	High	Display	Summary
10	01-000-1100-000	02-200-7740-000	PT-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.

Note: You cannot use content sets with the Parallel processing type to publish FSG reports with XML Publisher. FSG reports using XML Publisher with the Parallel type is not supported.

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.

Related Topics

Content Set Display Types, page 6-88

Row and Column Overrides, page 6-98

Copying Report Objects, page 6-57

Defining Row Sets, page 6-36

Defining Financial Reports, page 6-58

Setting General Ledger Profile Options, page B-1

Overview of Financial Statement Generator, page 6-1

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.

Row Order Window

Row Order (Vision Services)

Name: Description:

Rank by Column

Name: Order: Ranking: []

Account Display

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:

Description	Value	Value	Value
Column Number	1	2	3
Position	50	75	100
Sequence Number	10	20	30
Displayed?	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.

Related Topics

Row Set Display Types, page 6-87

Display Options, page 6-96

Defining Content Sets, page 6-50

Defining Financial Reports, page 6-58

Copying Report Objects, page 6-57

Overview of Financial Statement Generator, page 6-1

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

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"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<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. This sequence number pertains only to the display set and is not related to the row set or column set sequence number.
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.

Display Group Window

The screenshot shows a window titled "Display Group [Vision Services]". Inside, there are several input fields:

- Name:** Other HR
- Description:** Salary and compensation lines
- Row Set:** Income statement
- Column Set:** (empty field)
- From Sequence:** 200
- To Sequence:** 220

 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.

Related Topics

Defining Financial Reports, page 6-58

Overview of Financial Statement Generator, page 6-1

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.

When you use FSG Autocopy, the XBRL taxonomy links are copied with the row set.

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.

Related Topics

Defining Row Sets, page 6-36

Defining Column Sets, page 6-42

Defining Content Sets, page 6-50

Defining Row Orders, page 6-52

Defining Financial Reports, page 6-58

Defining Report Sets, page 6-61

Overview of Financial Statement Generator, page 6-1

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.

Define Financial Report Window

Define Financial Report (Vision Services)

Name:

Title:

Description: []

Required Components

Row Set:

Column Set:

Optional Components

Content Set:

Row Order:

Display Set:

Other Options

Segment Override:

Currency:

Rounding Option:

Level of Detail:

Output Option:

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 format for printing or viewing online.

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 Microsoft Excel and can be used with Applications Desktop Integrator.

XBRL: Generates XBRL output and creates an XBRL instance document. At least one XBRL Taxonomy must be loaded for this option to appear.

XML: Generates an XML output file, which is used as input to XML Publisher so the report formatting of a report template is applied to the FSG report.

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.

Related Topics

Running Financial Reports, page 6-66

Defining Financial Report Sets, page 6-61

Defining Row Sets, page 6-36

Defining Column Sets, page 6-42

Copying Report Objects, page 6-57

Defining Ad Hoc Reports, page 6-83

Including Budgets, Encumbrances, and Currencies in an FSG Report, page 6-60

Defining Content Sets, page 6-50

Defining Row Orders, page 6-52

Display Groups, page 6-57

Defining Display Sets, page 6-55

Standard Column Sets, page 6-88

Overview of Financial Statement Generator, page 6-1

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.

Related Topics

Defining Financial Reports, page 6-58

Balance Control Options, page 6-94

Row Set Advanced Options, page 6-95

Column Set Advanced Options, page 6-96

Copying Report Objects, page 6-57

Overview of Financial Statement Generator, page 6-1

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.

Related Topics

Defining Financial Reports, page 6-58

Copying Report Objects, page 6-57

Running Financial Report Sets, page 6-69

Running FSG Reports with Standard Requests, page 6-69

Overview of Financial Statement Generator, page 6-1

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.

If you are transferring a Row Set to a database instance of the same code set and that Row Set is linked to an XBRL taxonomy and elements, the Row Set and the linked taxonomy and elements will all be transferred. If the taxonomy has imports (taxonomies linked to the main taxonomy) they will also be transferred.

Note: Transferring Row Sets linked to an XBRL taxonomy to a database instance with a different code set is not supported.

Prerequisites

- 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.

Troubleshooting

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 you submit an FSG Transfer and receive an error message in the log file indicating that maximum open cursors have been exceeded, review the following possible cause:

- One of your FSG components has a percent (%) sign as part of the name. Remove the percent (%) sign from the name.

If you submit an FSG Transfer and receive an error message indicating there is a buffer overflow, review the following possible causes:

- The profile option FSG: Message Detail is set to Full or Normal. Set this profile option to Minimal or None.
- The profile option FSG: Message Detail is correctly set to Minimal or None. You or your database administrator can comment out the SET SERVEROUTPUT ON command in the FSG Transfer script to reduce the volume of output that is generated in the log file.

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.

Related Topics

FSG Transfer Program Parameters, page 6-64

Defining Database Links, page 6-65

Copying Report Objects, page 6-57

Running Reports and Programs, *Oracle Applications User's Guide*

FSG Transfer Program Parameters

When you run the FSG Transfer program, you specify the following parameters:

- **Component Type:** 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.
- **Component Name:** 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 *Sales%* for the Component Name, the program will copy the row sets named Sales01, Sales02, and Sales03.
- **Source DB Chart of Accounts:** 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.
- **Target DB Chart of Accounts:** 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.

Related Topics

FSG Transfer Program, page 6-62

Defining Database Links, page 6-65

Copying Report Objects, page 6-57

Running Reports and Programs, *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.

Define Database Links Window

Database Name	Description	Connect String	Domain Name	APPS Username
DEV115	DEV115	DEV115	WORLD	APPS

New Database Link

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';
```

If the value for DB_DOMAIN is null, enter any value. For example, enter WORLD in the Domain Name field.

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.

Troubleshooting

If you attempt to create a database link and you receive an error message, review the following possible causes:

- You previously created the same database link manually using SQL. You must first drop it using SQL*Plus then create the link from the Define Database Links window.
- You did not include entries in the tnsnames.ora files for both the source and target databases. You or your database administrator must create those entries.

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.

Related Topics

FSG Transfer Program, page 6-62

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.

To publish FSG reports using XML Publisher, you must run the FSG program to generate your FSG report in XML output and then run XML Publisher to apply the layout and formatting of a report template to your FSG report. You can do this from the Run Financial Reports window or from the Submit Requests window. You can also generate the XML output and publish your FSG report's XML output through the Submit Requests window from a single submission request. After your FSG report has been published the first time, you can republish your FSG report using a different report template to acquire a different look for the same financial report without having to run the FSG program again to create the XML output.

For additional information on generating financial reports with XML Publisher, see *Running Financial Reports with XML Publisher*, page 6-71

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 6-72.

- 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.

Tip: 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-2.

Run Financial Reports Window

Report	Period	Date	Currency	Request ID	Segr
<input checked="" type="checkbox"/> Income Statement	APR-97	30-APR-1997	USD		
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Row Set and Column Set

Row Set: Income Statement Column Set: Annual Comparative QTD,YTD

Define Ad Hoc Report Submit

- To publish your FSG report using XML Publisher, define your report templates and register them in XML Publisher. A basic report template is provided for you to use or modify.

For additional information on using the XML Publisher basic report template, see XML Publisher Basic Report Template., page 6-103

For detailed information on defining report templates, see Designing the Template Layout, *Oracle XML Publisher User's Guide* and Creating the Template, *Oracle XML Publisher User's Guide*.

For detailed information on generating customized reports, see To Generate Your Customized Report, *Oracle XML Publisher User's Guide*.

To run an individual report:

- Navigate to the Run Financial Reports window.
You can also choose the Run Report button from the Define Financial Report window.
- Choose the Individual Reports tab.
- Enter the Report name.
- Enter your report parameters.
- 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.

Note: If you choose to generate your report using the XML output option, the FSG program generates the XML output that XML Publisher uses to publish your FSG report using a report template layout.

6. Optionally, run the XML Publisher program from the Submit Requests window for your FSG report's XML output request ID.

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, perform the following steps:

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.

Note: If you choose to generate your report using the XML output option, the FSG program generates the XML output, which XML Publisher uses to publish your FSG report.

7. Optionally, run the XML Publisher program from the Submit Requests window for your FSG report's XML output request ID.

Running Financial Report Sets

To run all or part of a report set, perform the following steps.

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.

Note: To deselect individual reports, uncheck the checkbox to the left of the report listing.

6. If any of the reports in the report set has XML as the output option, run the XML Publisher program to publish those FSG reports.
7. Enter the report parameters you need for this run of the report set.
8. 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.
6. If any of the reports in the report set has XML as the output option, run the XML Publisher program to publish those FSG reports.

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.

Related Topics

FSG Report Parameters, page 6-99

Defining Financial Reports, page 6-58

Defining Ad Hoc Reports, page 6-83

Deleting Ad Hoc Reports, page 6-85

Setting General Ledger Profile Options, page B-1

Running Reports and Programs, *Oracle Applications User's Guide*

Overview (of Average Balance Processing), page 4-1

Running Financial Reports with XML Publisher

To generate financial reports with XML Publisher, you have several options for publishing your FSG report:

- Publish your FSG report with XML Publisher in one step. This automatically creates your FSG report in XML output and uses that output to publish your FSG report from a single submission request. You do this through the Submit Requests window.
- Generate your FSG XML output from the Run Financial Reports window or from the Submit Requests window. Then separately run the XML Publisher program from the Submit Requests window against that request to apply the layout and formatting of a report template to your FSG report.
- After the XML output of your FSG report has been generated the first time, you can republish the FSG report against a different report template to obtain a different report layout and format without having to run the FSG program again.

To publish your FSG report in one step:

1. Navigate to the Submit Requests window and select Program - Publish FSG report program.
2. Enter the name of your FSG report.
3. Enter your FSG report parameters.
4. Select your report template.
5. Submit your request. A parent request is submitted that will generate two child requests. One request generates the XML output and the other request publishes the FSG report from the XML output.
6. View your published FSG report. Your FSG report will have the report formatting of your report template.
7. Optionally, run the XML Report Publisher program with a different report template for the same FSG XML output request.

To publish your FSG report from the Run Financial Reports window:

1. Navigate to the Run Financial Reports window.
2. Enter your FSG report parameters and select XML as the output option.
3. Submit your request. Your FSG program request generates XML output.
4. Once your request completes successfully, from the Submit Requests window, select the XML Report Publisher program and enter the following parameters:

Report Request: Select the report corresponding to your FSG report's XML output request ID.

Template: Select report template.
5. Submit your request.

6. View your published FSG report. Your FSG report will have the report formatting of your report template.
7. Optionally, run the XML Report Publisher program with a different report template for the same FSG XML output request.

To publish your FSG report from the Submit Requests window:

1. Navigate to the Submit Requests window and select Program - Run Financial Statement Generator program.
2. Enter the name of your FSG report.
3. Enter your FSG report parameters and select XML as the output option.
4. Submit your request. Your FSG program request generates XML output.
5. Once your request completes successfully, from the Submit Requests window, select the XML Report Publisher program and enter the following parameters:

Report Request: Select the report corresponding to your FSG report's XML output request ID.

Template: Select report template.
6. Submit your request.
7. View your published FSG report. Your FSG report will have the report formatting of your report template.
8. Optionally, run the XML Report Publisher program with a different report template for the same FSG XML output request.

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.

Related Topics

Defining Security Rules, *Oracle Applications Flexfields Guide*

Assigning Security Rules, *Oracle Applications Flexfields Guide*

Overview of Flexfield Value Security, *Oracle Applications Flexfields Guide*

Setting General Ledger Profile Options, page B-1

FSG Report Parameters, page 6-99

Defining Financial Reports, page 6-58

Defining Ad Hoc Reports, page 6-83

Deleting Ad Hoc Reports, page 6-85

Reporting Attributes

Setting Up Reporting Attributes

Note: The following section is applicable to customers who wish to extend their Financial Statement Generator reporting capability to include the use of additional attributes associated with the individual segment values in their Accounting Flexfield. These attributes can be used to provide the additional data on a line in a report, as well as in sorting and subtotaling an FSG report. Reporting attributes are typically used by public sector customers to meet various management and regulatory reporting requirements. This feature is currently only available in public sector installations.

Set up reporting attributes in General Ledger to capture additional descriptive information with accounting flexfield segments and to report on this information using the Financial Statement Generator. For example, you might want to associate Fund Manager names with Fund values and design reports that print Fund Manager names alongside Fund segment values.

You can create reporting attributes two ways, depending on how you validate the value set of the key accounting flexfield segment in question.

If the validation type of the value set of your key Accounting Flexfield is Independent, you must define one or more context-sensitive descriptive flexfield segments to capture the additional information in the Segment Values window. For example, you might define two descriptive flexfield segments to capture Fund Manager and Fund Sponsor for the Fund segment, and two more segments to capture Project Manager and Grant Number for the Project segment.

If the validation type of the value set of your key Accounting Flexfield segment is Table, you must define the reporting attributes as additional columns in the key accounting flexfield segment table. Reporting attribute values are values in the table.

Do not add new attributes after the initial setup. Doing so invalidates all existing Financial Statement Generator definitions.

The setup steps below outline the procedure to create reporting attributes when the validation type of value set of your key accounting flexfield is Independent. The steps include how to create a context-sensitive descriptive flexfield for the Segment Values window and how to specify descriptive flexfield segments as reporting attributes. Each general step is detailed in a step-by-step procedure.

In using value sets, reporting attribute descriptive flexfields have the same restrictions as do accounting flexfields.

Prerequisites

- Define your Accounting Flexfield structure.
- Define the value sets for each Accounting Flexfield segment.
- Determine the additional attributes to report on for each account segment.

To set up reporting attributes:

1. Enable the FSG:Enable Attribute Reporting profile option. See: Setting General Ledger Profile Options, page B-1.
2. Define value sets for the reporting attribute descriptive flexfield segments you want to associate with each segment of your accounting flexfield. See: Defining Reporting Attribute Value Sets and Values, page 6-75.
3. Define values for your reporting attributes.
4. Define context-sensitive descriptive flexfield segments. These segments will capture reporting attributes values when you enter accounting flexfield segment values. See: Defining Context-Sensitive Descriptive Flexfields for Reporting Attributes, page 6-76.
5. Associate reporting attribute values with accounting flexfield segment values. See: Assigning Reporting Attribute Values to Account Segment Values, page 6-77.
6. Specify the descriptive segments defined in step 4 to use as reporting attributes with each accounting flexfield segment. See: Specifying Descriptive Flexfield Segments to Use as Reporting Attributes, page 6-78.
7. Run Reporting Attributes Preparation Program for the Financial Statement Generator to recognize the attributes as segments. See: Running the Reporting Attributes Preparation Program, page 6-79.

You must run the preparation program whenever a segment or segment attribute is added or disabled.

Running the preparation program creates the Reporting Attributes:Accounting key flexfield (GLAT).

8. Whenever you modify a reporting attribute value, you must run the Reporting Attributes Historical Program, page 6-79.

For example, if Fund 01 had a Fund Type of Unrestricted, but then the Fund Type changed to Temporarily Restricted, you must run the Historical Program to change all Fund 01s to Temporarily Restricted.

You can run the Historical Program for one segment value and one attribute value, or you can run it for all segment values and attribute values.

Related Topics

Value Set Windows, *Oracle Applications Flexfields Guide*

Segment Values Window, *Oracle Applications Flexfields Guide*

Descriptive Flexfield Segments Window, *Oracle Applications Flexfields Guide*

Key Flexfields Segment Window, *Oracle Applications Flexfields Guide*

Reporting Attributes Examples, page 6-80

Running Reports and Programs, *Oracle Applications User's Guide*

Defining Reporting Attribute Value Sets and Values

Before you can define a reporting attribute descriptive flexfield segment, you must define a value set and its values. Each reporting attribute name must be distinct and never repeated.

For example, you might define a value set called FUND_MANAGER_VS to capture all possible Fund Manager values or names.

To define a value set for reporting attributes:

1. Navigate to the Value Sets window.
2. Enter a value set name.
3. Enter a description for the value set.
4. If you plan to use flexfield value security with any segments that use this value set, check the Security Available box. See:
Define Security Rules Window, Oracle Applications Flexfields Guide and *Assign Security Rules Window, Oracle Applications Flexfields Guide*.
5. Check the Enable Longlist box if your value set should provide the Longlist feature, where a user must enter a partial segment value before retrieving available values.
6. Enter the value set Format Type, such as Char.
7. Enter a maximum size.
8. Choose a Validation Type of Independent.
9. Save your work.

To define values for a reporting attributes value set:

1. Navigate to the Segment Values window.
2. In the Find Values By region, select Value Set. In the Name field, enter the name of the value set you just created, or another for which you want to enter values.
3. In the Segment Values window, enter values for the value set.
For example, if Joe Smith is a Fund Manager, enter the name "Joe Smith" as a possible value for the FUND_MANAGER_VS value set.
4. Enter an optional description for the value.
5. Enable the value.
6. Repeat steps 3 to 5 to enter as many values as necessary.
7. Save your work.

Related Topics

Value Set Window, *Oracle Applications Flexfields Guide*

Defining Segment Values, *Oracle Applications Flexfields Guide*

Setting Up Reporting Attributes, page 6-73

Defining Context-Sensitive Descriptive Flexfields for Reporting Attributes, page 6-76

Defining Context-Sensitive Descriptive Flexfields for Reporting Attributes

Before you can enter reporting attribute values when you enter accounting flexfield segment values, you must define a context-sensitive descriptive flexfield. This flexfield captures the reporting attribute values in the Segment Values window.

For example, to enter Fund Manager values when you enter Fund segment values, you must define a context sensitive descriptive flexfield to capture the Fund Manager values in the Segment Values window.

The context for the new descriptive flexfield is the Segment Values window, and the context values are the accounting flexfield segment value set names with which reporting attributes will be associated.

To associate reporting attributes with the Fund segment of your accounting flexfield, you must define a descriptive flexfield segment whose context value is the name of the Fund segment value set. Thus if the fund segment value set is called FUND_VS and you define a context-sensitive descriptive flex segment to capture Fund Manager, whenever you enter values for FUND_VS in the Segment Values window, you can also enter values for Fund Manager.

To define a context-sensitive descriptive flexfield for an accounting flexfield segment:

1. Navigate to the Descriptive Flexfields Segments window.
2. Query Application Object Library in the Application field and Flexfield Segment Values in the Title field. When the record is retrieved, FLEX_VALUE_SET_NAME should appear as the Reference Field.
3. If the Freeze Flexfield Definition box is checked, uncheck it.
4. In the Context Field Values region, create a new record and enter the Name of the value set for the accounting flexfield segment with which you want to associate reporting attributes, unless a record already exists with this Name. If so, select it.

For example, to associate reporting attributes with the fund segment of your accounting flexfield, enter FUND_VS as the context field value if that is the name of the fund segment's value set.

To find the name of an accounting flexfield segment's value set, navigate to the Key Flexfield Segments window and query Accounting Flexfield in the Flexfield Title field. In the Structures region, select the record containing the Title of your accounting flexfield structure and choose the Segments button. The Value Set column displays each accounting flexfield segment's value set name.

5. Choose the Segments button to define descriptive flexfield segments for this accounting flexfield segment. The descriptive flexfield segments you now define will become your reporting attribute segments.
6. In the Segments Summary window that appears, create a new record and enter the next Number in it. If this is the first record, enter 1 as the Number.
7. In the Name field, enter a name for the reporting attribute segment you want to associate with this accounting flexfield segment. For example, enter "Fund Manager" for the fund segment. You must choose a name that is not shared by another descriptive or accounting flexfield segment.
8. In the Window Prompt field, enter the name that you want to appear in prompts.

9. In the Column field, enter the next available column name. For example, if this were the first descriptive flexfield segment to be associated with this accounting flexfield segment, you would enter ATTRIBUTE1.

You can choose the List of Values button to see the available column names. The number of descriptive flexfield segments you can associate with this accounting flexfield segment is limited to the number of column names remaining in this list.

10. Enter the Value Set name you previously defined for this reporting attribute.
For example, enter FUND_MANAGER_VS to create the Fund Manager descriptive flexfield segment.
11. Check the Displayed and Enabled boxes.
12. Save your work.
13. Repeat steps 7 to 12 to enter as many reporting attribute segments as necessary for a particular accounting flexfield segment.
14. To associate additional accounting flexfield segments with reporting attribute segments, repeat steps 4 to 13 for each accounting flexfield segment.
15. Return to the Descriptive Flexfield Segments window. Check the Freeze Flexfield Definition box and choose the Compile button to compile your context-sensitive descriptive flexfield.

Related Topics

Descriptive Flexfield Segments Window, *Oracle Applications Flexfields Guide*

Defining Reporting Attribute Value Sets and Values, page 6-75

Assigning Reporting Attribute Values to Account Segment Values, page 6-77

Specifying Descriptive Flexfield Segments to Use as Reporting Attributes, page 6-78

Assigning Reporting Attribute Values to Account Segment Values

Having defined a context-sensitive descriptive flexfield for the Segment Values window, you can now assign reporting attribute values to account segment values. For example, you might enter Joe Smith as the Fund Manager for Fund 12345.

To assign reporting attribute values to account segment values:

1. Navigate to the Segment Values window.
2. The Find... window appears. Select Value Set in the Find Values By region. Choose the List of Values button, select the Name of the value set for the accounting flexfield segment with which you want to associate reporting attributes, and choose the OK button.

For example, if the fund segment value set is called FUND_VS, select FUND_VS to assign reporting attribute values to fund segment values.
3. Choose the Find button.
4. For each Value in your accounting flexfield segment value set, click on the descriptive flexfield at the end of the record containing that value. In the window that appears, enter or use the List of Values button to select the reporting attribute

value you want to assign to this accounting flexfield segment value for each reporting attribute segment you have defined.

5. Save your work.

Related Topics

Segment Values Window, *Oracle Applications Flexfields Guide*

Defining Reporting Attribute Value Sets and Values, page 6-75

Defining Context-Sensitive Descriptive Flexfields for Reporting Attributes, page 6-76

Specifying Descriptive Flexfield Segments to Use as Reporting Attributes, page 6-78

Specifying Descriptive Flexfield Segments to Use as Reporting Attributes

Once you associate reporting attribute descriptive flexfield segments with accounting flexfield segments, you must select the segments that will be reporting attributes in your key accounting flexfield.

For example, you might have associated a Fund Manager and a Fund Type descriptive flexfield segment with the Fund segment, but you want to use only Fund Manager as a reporting attribute.

When you select a segment to be a reporting attribute, you can disable it later. If you do so, you must run the Reporting Attributes Preparation program.

To enable descriptive flexfield segments as reporting attributes:

1. Navigate to the Key Flexfield Segments window.
2. In the Flexfield Title field, query Accounting Flexfield.
3. Select the appropriate accounting flexfield structure.
4. Unfreeze flex definition.
5. Choose the Segments button to get the Segments window.
6. Select a segment and open it.

For example, you might select the Fund segment to specify which fund attributes to use as reporting attributes.

7. Choose the Reporting Attributes button.
8. Enter the names of the reporting attribute segments on which you want to report. You can choose the List of Values button to view all the attribute names you associated with the accounting flexfield segment.

You can report on some or all of the possible attributes you associated with the accounting flexfield segment. For example, you can specify Fund Manager and Fund Type as reporting attributes for the Fund segment.

9. Enter a user-defined User Name for each reporting attribute segment.
10. Enable the reporting attributes you selected.
11. Save your work.
12. Repeat steps 6 to 11 to enable reporting attributes for other accounting flexfield segments.

13. Freeze and compile the accounting flexfield definition.

Related Topics

Key Flexfields Segment Window, *Oracle Applications Flexfields Guide*

Defining Reporting Attribute Value Sets and Values, page 6-75

Defining Context-Sensitive Descriptive Flexfields for Reporting Attributes, page 6-76

Assigning Reporting Attribute Values to Account Segment Values, page 6-77

Running the Reporting Attribute Preparation Program

Run the Reporting Attribute Preparation program whenever you add an account segment or segment attribute or when you disable a segment or segment attribute. When you run the preparation program, the Financial Statement Generator recognizes the new attributes as segments.

Running the Reporting Attribute Preparation program creates the Reporting Attributes:Accounting key flexfield (GLAT). We recommend that you do not try to modify this structure manually.

Prerequisites

- Define reporting attributes

To run the reporting Attribute Preparation Program:

1. Navigate to the Submit Requests window.
2. In the Name field, use the List of Values button to find and select the Program-Reporting Attribute Preparation.
3. Submit the request.

Related Topics

Setting Up Reporting Attributes, page 6-73

Running Reports and Programs, *Oracle Applications User's Guide*

Specifying Descriptive Flexfield Segments to Use as Reporting Attributes, page 6-78

Reporting Attributes Examples, page 6-80

Running the Reporting Attribute Historical Program

This program automatically updates account segment values and reporting attribute values when you modify a reporting attribute. You can run this program for one segment and attribute value or you can run it for all segment and attribute values.

Prerequisites

- Define reporting attributes

To run the reporting Attribute Historical Program:

1. Navigate to the Submit Requests window.

2. In the Name field, use the List of Values button to select Program-Reporting Attribute Historical.
3. In the Segment Name field of the Parameters window that appears, enter the name of the accounting flexfield segment you have modified. If you want to update all segments leave this field blank.
4. In the Application Column Name field, use the List of Values button to select the new or modified reporting attribute value.
5. Submit the request.

Related Topics

Setting Up Reporting Attributes, page 6-73

Submitting a Request, *Oracle Applications User's Guide*

Reporting Attributes Examples, page 6-80

Reporting Attributes Examples

This section describes examples for setting up and using reporting attributes.

You set up your Accounting Flexfield as follows:

FUND-DEPARTMENT-ACCOUNT-PROJECT

You then define your reporting attributes and associate them with your Accounting Flexfield segments as shown in the table below.

Accounting Flexfield Segment	Reporting Attributes
FUND	Fund Type
	Fund Source
DEPARTMENT	Division
	Manager
ACCOUNT	Funding
	Activity
PROJECT	Sponsor
	Research Type
	Overhead

You associate the attribute values with each segment value in your chart of accounts. The table below shows how you might associate Fund segment values with Fund Type and Fund Source values.

Fund	Fund Type	Fund Source
1	Unrestricted	Appropriation
2	Temporarily Restricted	Revenue
3	Permanently Restricted	Endowment
4	Unrestricted	Appropriation

The table below shows how you might associate Dept values with Division and Manager values.

Dept	Division	Manager
10	Finance	Jones
20	Services	Davis
30	Contracts	Garcia
40	Services	Davis

The table below shows how you might associate Account values with Funding and Activity values.

Account	Funding	Activity
1000	Reimbursable	Unexpired
2000	Direct	Unexpired
3000	Unfunded	Expired
4000	Reimbursable	Unexpired

The table below shows how you might associate Project values with Sponsor, Research Type and Overhead values.

Project	Sponsor	Research Type	Overhead
10000	DOE	Nuclear	Funded
20000	NSF	Clinical	Unfunded
30000	OMB	Nuclear	Unfunded
40000	DOE	Applied	Funded

You use your reporting attributes just as you use your Accounting Flexfield segments to create custom reports with the Financial Statement Generator.

Example

Your controller needs a funds available report on all revenue funded accounts listing budget, encumbrance and actual balances. Using the Financial Statement Generator, you define the content set for your report using your reporting attribute Fund Source and your reporting attribute value Revenue.

Funds Available Report Example

Content Set	[Funds Available Report				
		Fund Source: Revenue				
Column Set	[FUND	BUDGET	ACTUAL	ENCUMBRANCE	FUNDS AVAILABLE
Row Set]	2	\$93,000	\$22,000	\$50,000	\$21,000
		5	\$38,000	\$13,000	\$1,450	\$23,550
		7	\$10,000	\$3,800	\$900	\$5,300
		8	\$50,000	\$6,300	\$31,000	\$12,700
		10	\$67,000	\$11,000	\$17,000	\$39,000
			-----	-----	-----	-----
		TOTAL	\$258,000	\$56,100	\$100,350	\$101,550
FUNDS AVAILABLE = (Budget – Actual – Encumbrance)						

For a text description of this figure, see Text Description of the Funds Available Report Example, *Oracle General Ledger Online Help*.

Example

The Department of Energy (DOE) requires a monthly report of all projects related to Nuclear or Applied Research with their status by project. You want to report on original funding, expended to date, and available funding. When defining your content set, you select the reporting attribute of Sponsor and the reporting attribute value of DOE. When defining your column sets, you select the Accounting Flexfield segment of Project, and the reporting attribute of Research type.

Monthly Project Status Report Example

Content Set	[Monthly Project Status Report Sponsor: DOE					
Column Set	[PROJECT	RESEARCH TYPE	BUDGET	ACTUAL	ENCUMBRANCE	FUNDS AVAILABLE
Row Set	[10000	Nuclear	\$80,000	\$0	\$60,000	\$20,000
		40000	Applied	\$120,000	\$45,000	\$62,000	\$13,000
		70000	Nuclear	\$450,000	\$114,000	\$275,000	\$61,000
		FUNDS AVAILABLE = (Budget – Actual – Encumbrance)					

For a text description of this figure, see Text Description of the Project Status Report Example, *Oracle General Ledger Online Help*.

Related Topics

Setting Up Reporting Attributes, page 6-73

Defining Reporting Attributes Value Sets and Values, page 6-75

Defining Context-Sensitive Descriptive Flexfields for Reporting Attributes, page 6-76

Assigning Reporting Attribute Values to Account Segment Values, page 6-77

Specifying Descriptive Flexfield Segments to Use as Reporting Attributes, page 6-78

Running the Reporting Attribute Preparation Program, page 6-79

Running the Reporting Attribute Historical Program, page 6-79

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>.

Tip: We recommend that you delete ad hoc reports periodically to improve system performance.

Prerequisite

- Define a row set.
- Define a column set.

Define Ad Hoc Report Window

Define Ad Hoc Report

Title:

Row Set: Column Set:

Budgets

Control Value	Budget	[]
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Encumbrances

Control Value	Encumbrance Type	[]
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Currencies

Control Value	Currency	Currency Type	[]
<input type="text"/>	<input type="text"/>	<input type="text" value="Entered"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Note: If you specified control values in the Balance Control options of your Row Set or Column Set, you will be required to assign the control values to specific budgets, encumbrances, or currencies.

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.

Related Topics

Running Financial Reports, page 6-66

Deleting Ad Hoc Reports, page 6-85

Defining Financial Reports, page 6-58

Running FSG Reports from Standard Request Submission, page 6-69

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.

Related Topics

Defining Ad Hoc Reports, page 6-83

Running Reports and Programs, *Oracle Applications User's Guide*

Defining Financial Reports, page 6-58

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

- 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.

Related Topics

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 6-86

Downloading Financial Reports, page 6-85

Row Set Display Types, page 6-87

Content Set Display Types, page 6-88

Standard Column Sets, page 6-88

Amount Types, page 6-89

Column Set Builder Toolbar, page 6-90

Format Masks, page 6-91

Balance Control Options, page 6-94

Row Set Advanced Options, page 6-95

Column Set Advanced Options, page 6-96

Display Options, page 6-96

Relative Headings, page 6-97

Row and Column Overrides, page 6-98

FSG Report Parameters, page 6-99

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.

Note: This option is not supported for published FSG reports.

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.

Note: This option is not supported for published FSG reports.

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. 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.

Note: For XBRL output, choose Total only. If you choose Expand or Both while linking XBRL elements to the rows and then generate XBRL output, the process will ignore the E or B and process those rows as if they were T. The log file will contain a warning listing the rows that were processed as T instead of E or B.

Related Topics

Display Types, page 6-5

Setting General Ledger Profile Options, page B-1

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.

Tip: 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.

Related Topics

Copying Report Objects, page 6-57

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

PJTD: Project-to-date

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-Actual (FY End): Fiscal Year-end 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)

Column Set Builder Toolbar



The Column Set Builder toolbar provides pushbutton shortcuts for various layout commands, as follows:

Pushbutton Shortcuts for Layout Commands

Pushbutton	Description
	Increase column width
	Decrease column width
	Add column
	Delete column
	Move column left
	Move column right

Related Topics

Using the Column Set Builder, page 6-46

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 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: The actual symbol used for the decimal point is controlled by Oracle Applications. If you want to use a different symbol in FSG and Forms, contact your system administrator.

Currency 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.

Thousands Separator Symbol: There are two elements that influence the thousands separator symbol:

- The AOL profile option, Currency: Thousands Separator. Set this profile option to Yes to display the thousands separator symbol (999,999,999.99), No to not display the thousands separator symbol (999999999.99).
- The thousands separator symbol. The actual symbol used as the thousands separator is controlled by Oracle Applications. For example the symbol might be commas (999,999.99), periods (999.999.99), asterisks (999*999.99), etc. If you want to use a different symbol in FSG and Forms, contact your system administrator.

Example Format Masks

The table below shows how the number 4234941 would be displayed using different format masks:

Example Format Masks

Other	Format Mask	Displayed As . . .
Profile Option Currency: Thousands Separator set to No.	9999999	4234941
Profile Option Currency: Thousands Separator set to Yes.	99,999,999	4,234,941
Profile Option Currency: Thousands Separator set to Yes.	\$ 99,999,999	\$ 4,234,941
Profile Option Currency: Thousands Separator set to Yes.	GBP 99,999,999.99	GBP 4,234,941.00
Profile Option Currency: Thousands Separator set to Yes. Thousands separator symbol and decimal symbol changed at the Oracle Applications level.	99.999.999,99	4.234.941,00
Profile Option Currency: Thousands Separator set to Yes. Fractional amounts not displayed as part of format mask.	DM 99,999,999 (translated)	DM 4,234,941 (translated)

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.

Related Topics

Setting General Ledger Profile Options, page B-1

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.

Note: 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.

Amount Type, Period Offset, Control Value, and Currency must all share the same column or row.

If you assign an amount type to a row or column, you must also assign an offset.

Tip: Use the amount type, YTD-Actual (FY End) to report on fiscal year-end actual balances. Calculate the offset in relation to your accounting calendar and enter the offset value in the Balance Control Region (for example, -12 for a 12 period calendar). Label the column directly (for example, June-1999) instead of using the Period of Interest (&POI) token. Re-use this column set definition indefinitely. Update the column label when your fiscal year changes.

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.

Tip: 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.

Related Topics

Amount Types, page 6-89

Assigning Control Values, page 6-60

Overview of Average Balance Processing, page 4-1

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.

Row	Column 10 Sales	Column 20 % of Total Sales
Row 10	100	10
Row 20	400	40
Row 30	<u>500</u>	<u>50</u>
Row 40 (Total)	1000	100

XBRL Element: If applicable, choose an XBRL Element for the row. Rows without an assigned XBRL element are not present in XBRL output.

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.

Related Topics

Column Set Advanced Options, page 6-96

Defining Row Sets, page 6-36

Defining Report Calculations, page 6-40

Assigning Control Values, page 6-60

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 6-14.

Tip: 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.

Related Topics

Row Set Advanced Options, page 6-95

Defining Column Sets, page 6-42

Defining Report Calculations, page 6-40

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:

Row Set vs. Column Set Override Summary

Option	Row Overrides Column	Column Overrides Row	Comments
Amount Type	N/A	N/A	Period Offset, Control Value, and Currency must be set at the same row or column level as the amount type. When you specify an amount type, you must also specify the period offset and any control values.
Offset	N/A	N/A	Amount Type, Control Value, and Currency must be set at the same row or column level as the Period Offset.
Control Value	N/A	N/A	Amount Type, Period Offset, and Currency must be set at the same row or column level as the Control Value.
Format	Yes	No	
Factor	Yes	No	
Display Zero	Yes	No	
Level of Detail	Yes	No	

Option	Row Overrides Column	Column Overrides Row	Comments
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	Amount Type, Period Offset, and Control Value must be set at the same row or column level as the Currency.
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.

Note: 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 your report output.

Text: Produces a report in standard format for printing or viewing online.

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 Microsoft Excel and can be used with Applications Desktop Integrator.

XBRL: Generates XBRL output and creates an XBRL instance document. At least one XBRL Taxonomy must be loaded for this option to appear.

XML: Generates an XML output file used as input to XML Publisher so the report formatting of a report template is applied to the FSG report.

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.

Related Topics

Running Financial Reports, page 6-66

Running FSG Reports from Standard Request Submission, page 6-69

XBRL

eXtensible Business Reporting Language (XBRL) is an open specification for software that uses Extensible Markup Language (XML) data tags, together with a taxonomy, to describe business reporting, including financial information. An XBRL taxonomy is a standard description and classification system for the contents of accounting reports.

You can load taxonomies by launching the Submit Request Window and choosing the XBRL - Load Taxonomy program. See: Loading/Removing XBRL Taxonomies, page 6-102.

When you create a row set in FSG, you can choose a taxonomy from a list of loaded XBRL taxonomies in the Row Set window. When you create a row definition, you can specify an XBRL element for that definition in the Rows window.

To create reports as XBRL report output, specify XBRL as the report output. This option does not appear unless at least one XBRL taxonomy has been loaded. You can still run the same report with any of the output options.

Note: XBRL output is produced in the code set of the database instance.

Using Autocopy and FSG Transfer

When you use FSG Autocopy, the XBRL taxonomy links are copied with the row set.

If you are using FSG Transfer to transfer a Row Set to a database instance of the same code set and that Row Set is linked to an XBRL taxonomy and elements, the Row Set and the linked taxonomy and elements will all be transferred. If the taxonomy has imports, taxonomies linked to the main taxonomy, they will also be transferred.

Transferring Row Sets linked to an XBRL taxonomy to a database instance of a difference code set is not supported.

Troubleshooting

Please note the following when you are creating XBRL output.

XBRL Elements

XBRL Element Item Types affect how data is characterized in report output. Be sure to use the appropriate item type for the data in your report. For example, if you use the incorrect item type for the data, the XBRL report will be generated but analysis tools downstream may not recognize the data due to incorrect characterization.

- `stringItemType`: For any character string. Avoid using special characters such as `&`, `#`, `[`, `]`.
- `dateTimeItemType`: For date/time data
- `monetaryItemType`: For numeric monetary data
- `urlItemType`: For url data such as `http://www.oracle.com`
- `decimalItemType`: For numeric data with a decimal. For example, version .01, .562, 25, 101. Not 1.01, 201.35.

Other

- The XBRL output option and other XBRL fields do not appear in General Ledger until at least one XBRL Taxonomy has been loaded.
- XBRL output cannot be generated when a content set is used. The process will error.
- XBRL output cannot be generated when a row set is not mapped to an XBRL taxonomy. You must map an XBRL taxonomy to a row set then assign XBRL elements to rows.
- When a column contains a calculation that operates on other columns, the XBRL output will be generated but the calculation results will not be present.
- When a column contains a variance calculation, the XBRL output will be generated but the calculation results will not be present.

- If the divisor is zero for a calculated row with divide operations, the report will be generated but the result of this calculation will not be present.
- For XBRL output, when assigning display types to account segments in an account assignment, choose Total only. If you choose Expand or Both while linking XBRL elements to the rows and then generate XBRL output, the process will ignore the E or B and process those rows as if they were T. The log file will contain a warning listing the rows that were processed as T instead of E or B.

Loading/Removing XBRL Taxonomies

To generate XBRL output with the Financial Statement Generator, you must load one or more taxonomies into your Oracle instance. Once loaded, you select the taxonomy to use for a row set then assign XBRL elements to FSG row definitions.

Taxonomies are available from a number of sources, for example at www.xbrl.org.

To Download a Taxonomy to Your Oracle Instance

1. Create a new directory on the same server where the database is to be used for storing taxonomy files. The directory can be an existing directory but it is recommended you create a new one.

Using SQL*PLUS, run:

```
create directory xmldir as <directory name>.
```

2. Make the directory public for read access.

Using SQL*PLUS run:

```
grant read on directory xmldir to public with grant option.
```

3. Place the taxonomy files (usually there are six) in the directory. You can transfer them using FTP, copy, or download from a url.
4. Determine if the codeset of the taxonomy files are in the same codeset as that used in the database. If they are not the same, you must convert the taxonomy files so that they use the same codeset as the database instance. For example, run the Unix utility 'iconv' or other utility.

Loading XBRL Taxonomies

Launch the XBRL - Load Taxonomy program from the Submit Request window. The program has three parameters:

Taxonomy Name: Enter a unique name for the taxonomy.

Taxonomy xsd File Name: Enter the file name, with or without the .xsd extension.

Taxonomy Description: Enter a description for the taxonomy.

If a taxonomy has imports (links to other taxonomies), you must load the imports first then load the parent taxonomy.

Removing XBRL Taxonomies

To remove an XBRL taxonomy, launch the XBRL - Remove Taxonomy program from the Submit Request window. The program has one parameter:

Taxonomy Name: Enter the taxonomy name or choose from the List of Values.

Remove a parent taxonomy before you remove its imports (links to other taxonomies).

If you remove a taxonomy already linked to a row set, the program will complete with a warning and the log file will list the relevant row sets. You must manually remove all links to the row sets first then rerun the program to remove the taxonomy.

Tip: If you are loading a new version of an existing taxonomy, consider removing the old taxonomy before loading the new version to avoid user confusion.

XML Publisher Basic Report Template

General Ledger provides a basic report template, FSG: Basic Template, for you to use for your FSG reports. You may use the formatting provided in this report template for your FSG reports or you can modify the template and save it as a new template or create a completely new one. The FSG: Basic Template is formatted for a dynamic number of columns, since the number of columns will vary for every FSG report.

Note: The FSG: Basic Template uses the Arial font. If your FSG reports use the Arial font and they use row orders or the display types of Expand or Both, the row descriptions may be misaligned. To avoid misalignment, create a template that uses a fixed width font, such as Courier.

The figure below shows an example of an XML output file that is created when you generate an FSG report with the XML output option.

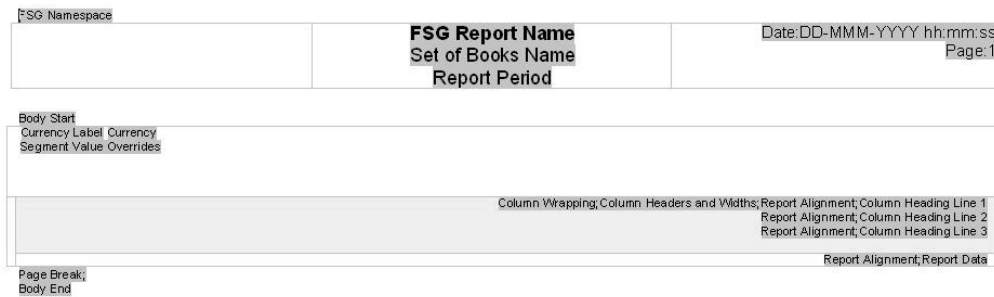
Example of XML Output that is fed into XML Publisher

```
<?xml version="1.0" ?>
- <MasterReport xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:fsg="http://www.oracle.com/fsg/2002-03-20/"
  xsi:schemaLocation="http://www.oracle.com/2002-03-20/fsg.xsd">
  <fsg:SOBName>Vision Operations (USA)</fsg:SOBName>
  <fsg:ReportName>XML Publisher Balance Sheet</fsg:ReportName>
  <fsg:RowSetName>Balance Sheet</fsg:RowSetName>
  <fsg:ColSetName>IT Monthly Actual</fsg:ColSetName>
  <fsg:RowSetId>1000</fsg:RowSetId>
  <fsg:ColSetId>2108</fsg:ColSetId>
  <fsg:ContSetId>0</fsg:ContSetId>
  <fsg:ParamSetId>3425</fsg:ParamSetId>
  <fsg:ReportCurr>USD</fsg:ReportCurr>
  <fsg:ReportDate>2002/02/28</fsg:ReportDate>
  <fsg:RepCurPeriod>Feb-02</fsg:RepCurPeriod>
  <fsg:RepSysDate>10-FEB-2004 23:04:26</fsg:RepSysDate>
  <fsg:PeriodLabel>Current Period</fsg:PeriodLabel>
  <fsg:DateLabel>Date</fsg:DateLabel>
  <fsg:CurrencyLabel>currency</fsg:CurrencyLabel>
  <fsg:PageLabel>Page</fsg:PageLabel>
  <fsg:RowContext RowId="r100001">
    <fsg:RowName>ASSETS</fsg:RowName>
    <fsg:RowChngSign>0</fsg:RowChngSign>
    <fsg:RowSeq>5.00000000000000</fsg:RowSeq>
  </fsg:RowContext>
  <fsg:RowContext RowId="r100002">
    <fsg:RowName>Current Assets</fsg:RowName>
    <fsg:RowChngSign>0</fsg:RowChngSign>
    <fsg:RowSeq>10.00000000000000</fsg:RowSeq>
  </fsg:RowContext>
  <fsg:RowContext RowId="r100003">
    <fsg:RowName>Cash and Short Term Investments</fsg:RowName>
    <fsg:RowChngSign>0</fsg:RowChngSign>
    <fsg:RowSeq>15.00000000000000</fsg:RowSeq>
  </fsg:RowContext>
  <fsg:RowContext RowId="r100004">.. .. ..
```

XML output files are composed of elements. Each tag set is an element. For example, in the figure above, <fsg:SOBName></fsg:SOBName> is the Set of Books Name element. The data between the brackets is the value of the element. In the figure above, the value for the Set of Books Name element is Vision Operations (USA).

When a report template is designed, you define placeholders for the elements. The placeholder maps the data field to an element in the XML output file. The figure below shows the layout of the FSG: Basic Template that General Ledger provides for a FSG report.

Layout of the FSG: Basic Template



Placeholder Syntaxes Provided in FSG: Basic Template

The table below lists the placeholder syntaxes provided in the FSG: Basic Template.

Placeholder Syntaxes Provided in the FSG: Basic Template

Placeholder	Syntax	Meaning
FSG Namespace	<?namespace:fsg=http://www.oracle.com/fsg/2002-03-20/?>	Identifies the elements associated with FSG. This placeholder does not display anything on the published report.
FSG Report Name	<?fsg:ReportName?>	Inserts the FSG report name.
Set of Books Name	<?fsg:SOBName?>	Inserts the set of books name.
Report Period	<?concat(MasterReport/fsg:PeriodLabel,'')?> <?fsg:RepCurPeriod?>	Inserts the Current Period label and the period.
Date:	<?MasterReport/fsg:DateLabel?>	Inserts the Date label.
DD-MMM-YYYY hh:mm:ss	<?MasterReport/fsg:RepSysDate?>	Inserts the system date and time when the report was created.
Page:	<?MasterReport/fsg:PageLabel?>	Inserts the Page label.

Placeholder	Syntax	Meaning
Body Start	<?start:body?>	Indicates the beginning of the body area of your report. Anything above this tag is considered the header and is repeated on every page.
	<?for-each:fsg:RptDef?>	Loops through the elements of the RptDef group, which is a group of elements in the XML output file representing report data.
Currency Label	<?/MasterReport/fsg:CurrencyLabel?>	Inserts the Currency label.
Currency	<?/MasterReport/fsg:ReportCurr?>	Inserts the currency code of the report.
Segment Value Overrides	<?./@RptDetName?>	Inserts the specified segment value overrides (segment name, value, and description). RptDetName is an attribute of the RptDef group.
Column Wrapping	<?horizontal-break-table:1?>	Indicates that if the number of columns exceeds the page width, then repeat the next column on the next page. This enables the template to handle a dynamic number of columns since the number of columns can vary between reports.
Column Headers and Widths	<?split-column-header://fsg:ColContext?> <?split-column-width:fsg:ColWidth?> <?split-column-width-unit:number(6)?>	Determines the column headers and the width of each column.
Report Alignment	<xsl:if test="position()=1" xdofo:ctx="inblock"><xsl:attribute name="text-align">start</xsl:attribute></xsl:if>	Aligns the report based on the language. For example, English reports read from left to right, while Arabic reports read from right to left. Note: Be sure that if you plan to modify the syntax for a new template, that you do it for all the placeholders with this placeholder name.
Column Heading Line 1	<?value-of:fsg:ColHeadLine1?>	Inserts column heading line 1.
Column Heading Line 2	<?value-of:fsg:ColHeadLine2?>	Inserts column heading line 2.

Placeholder	Syntax	Meaning
Column Heading Line 3	<?value-of:fsg:ColHeadLine3?>	Inserts column heading line 3.
Report Data	<?for-each:fsg:RptLine?> <?split-column-data:fsg:RptCell[3]?> <?value-of:?.?>	Inserts report data.
Page Break;	<?xsl:if xdofo:ctx="inblock" test="position()<count(//fsg:RptDef)"><xsl:attribute name="break before">page</xsl:attribute></xsl:if>	Inserts a page break.
Body End	<?end for-each?><?end body?>	Indicates the end of the body area of your report. Anything below this tag is considered the footer and is repeated on every page.

For detailed information on defining template layout, please see Designing the Template Layout, *Oracle XML Publisher User's Guide*.

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, page 7-1
- Planning and Installation, page 7-18
- Setting Up General Ledger, page 7-2
- Related Product Setup Steps, page 7-3
- Setup Checklist, page 7-5
- General Ledger Setup Steps, page 7-9

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.

Related Topics

Choosing Single vs. Multiple Sets of Books for Multi-Company Accounting, page 7-2

Accounting for Multiple Companies Using a Single Set of Books, page 9-1

Accounting for Multiple Companies Using Separate Sets of Books, page 10-1

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.

Related Topics

Accounting for Multiple Companies Using a Single Set of Books, page 9-1

Accounting for Multiple Companies Using Separate Sets of Books, page 10-1

Setting Up General Ledger

Oracle iSetup

If you are implementing a new instance of the Oracle e-Business Suite and have relatively standard implementation requirements, you can use Oracle iSetup to rapidly configure the following applications:

- Oracle General Ledger

- Oracle Payables
- Oracle Receivables
- Oracle Cash Management
- Oracle Assets
- Oracle Purchasing

Oracle iSetup simplifies the setup process by providing templates and predefined setup steps that may or may not apply to your enterprise. For example, iSetup assumes a 12 period accounting calendar. If your business has unique requirements, such as a fiscal calendar with more than 12 periods, or a specific chart of accounts structure, you should not use iSetup for implementing Oracle General Ledger.

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 the steps and the Applications area to which each step relates.

Set Up Underlying Oracle Applications Technology

During GL setup, you need to complete several steps related to other products:

- performing system-wide 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

System Administration Setup Steps

Use the *Oracle Applications System Administrator's Guide* and *Oracle Applications Flexfields Guide* for help in completing the following setup steps.

Step	Reference
Set up printers, security, and audit trails. See: <i>Oracle Applications System Administrator's Guide</i>	Common Applications
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	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, *Oracle Human Resources Guide*.

Related Topics

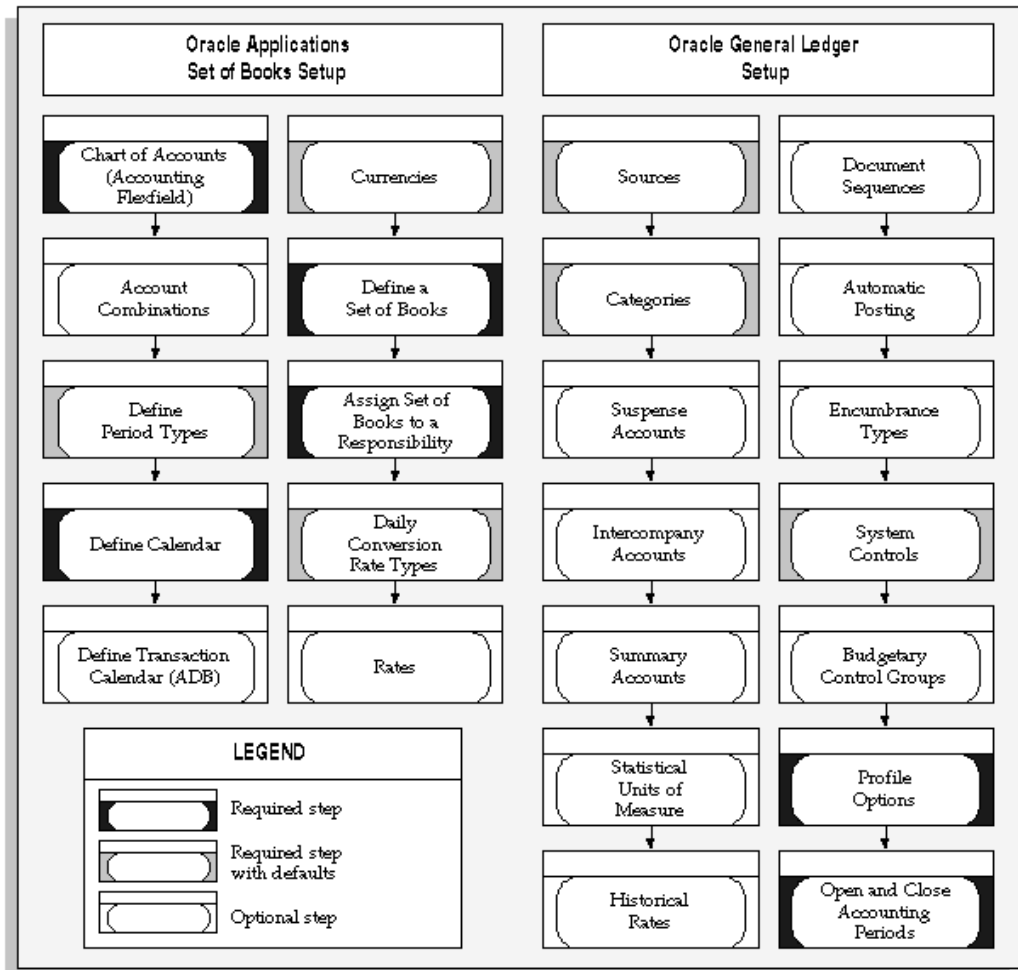
Oracle Applications System Administrator's Guide

Oracle Workflow Guide

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, the Applications area to which each step relates, and whether the step is optional or required. After you log on to Oracle Applications, complete these steps to implement Oracle General Ledger:

Step No.	Required	Step	Reference
Step 1	Required	Define your chart of accounts. See: Defining Your Chart of Accounts, page 7-18.	Common Applications
Step 2	Optional	Define Your Descriptive Flexfields, page 7-10	Common Applications

Step No.	Required	Step	Reference
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 7-47.	Common Applications
Step 4	Required	Define your accounting calendar. Review the Calendar Validation report to note common setup errors. See: Defining Calendars, page 7-48.	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 7-51.	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 13-6	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 7-54.	Common Applications
Step 8	Optional	Define Your Employees.	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 7-61.	Oracle General Ledger

Step No.	Required	Step	Reference
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 13-1.	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 13-1.	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 7-90 and Defining Journal Categories, page 7-93.	Oracle General Ledger
Step 14	Optional	Define suspense accounts. See: Defining Suspense Accounts, page 7-96.	Oracle General Ledger
Step 15	Required	Define transaction codes if you have a public sector installation. See Transaction Codes, page 7-98.	Public Sector Applications

Step No.	Required	Step	Reference
Step 16	Optional	<p>To use automatic intercompany balancing, define intercompany accounts. See: Defining Intercompany Accounts, page 7-104.</p> <p>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 7-22</p> <p>See Also: Key Flexfields in Oracle Applications <i>Oracle Applications Flexfields Guide</i></p>	Oracle General Ledger
Step 17	Optional	Create summary accounts. See: Defining Summary Accounts, page 7-119.	Oracle General Ledger
Step 18	Optional	Define statistical units of measure. See: Defining Statistical Units of Measure, page 7-124.	Oracle General Ledger
Step 19	Optional	Define Journal Reversal criteria. See: Automatic Journal Reversal, page 1-145.	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 7-133.	Oracle General Ledger
Step 21	Optional	Define your automatic posting criteria. See: Posting Journal Batches Automatically, page 1-137.	Oracle General Ledger

Step No.	Required	Step	Reference
Step 22	Optional	Define encumbrance types. See: Defining Encumbrance Types, page 3-4.	Oracle General Ledger
Step 23	Optional	Set your system controls. See: Setting Concurrent Program Controls, page 7-174 and Setting the Storage Parameters, page 7-176.	Oracle General Ledger
Step 24	Optional	Set your General Ledger profile options. See: Overview of Setting User Profiles, page B-1.	Oracle General Ledger
Step 25	Required	Open an accounting period. See: Opening and Closing Periods, page 7-177.	Oracle General Ledger
Step 26	Optional	Setup Budgets. See: Defining Budgets, page 2-13.	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 2-91.	Oracle General Ledger
Step 28	Optional	Set up the Global Consolidation System (GCS). See: Global Consolidation System, page 11-2.	Oracle General Ledger
Step 29	Optional	Set up the Global Intercompany System. See: Global Intercompany System, page 12-1, See: Setting Up the Global Intercompany System, page 7-142.	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*

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 7-18. See: Defining Accounts, page 7-39.

See: Oracle Applications Flexfields Guide

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.

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 7-21

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 7-47

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 the following types of Accounting Calendars based on your set of books:

- **Standard Set of Books:** Create an accounting calendar with two adjusting periods, one on the last day of the year and one on the first day of the year.
- **Average Balance Set of Books:** Create an accounting calendar with two adjusting periods that are both at the end of the year. The first adjusting period, representing the last day of the fiscal year, is used to generate the Create Balance Sheet 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 the average balance calculation is unaffected in the following year.

Default - If you skip this step, will not function properly.

Context: You can perform this step multiple times depending on your business requirements.

See: Defining Calendars, page 7-48

5. Define Your Transaction Calendar (optional)

Each set of books for which average balance 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 7-51

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 13-6.

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 13-6.

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 7-54.

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 7-41.

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 7-2.

See: Defining Sets of Books, page 7-54.

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.

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, *Oracle Applications HRMS User's Guide*

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.

Note: 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*.

10. Set Up 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 7-61

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 13-8.

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 13-9.

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.

Context: Perform this step for as many conversion rate types as required.

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.

Enter period rates for running foreign currency revaluation or translation. See: Entering Period Rates, page 13-17.

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.

See: Overview of Multi-Currency Accounting, page 13-1.

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 13-1.

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 7-90 and Defining Journal Categories, page 7-93

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: Defining Suspense Accounts, page 7-96.

15. Define Transaction Codes (Public Sector Installations Only)

If you are a government customer, 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 Transaction Codes, page 7-98.

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 7-22.

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 7-104.

See: Designing Your Accounting Flexfield, page 7-22.

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 7-119.

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 7-124.

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 1-145.

20. Set Up 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 7-133.

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 1-137.

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 3-4

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 7-174 and Setting the Storage Parameters, page 7-176.

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-1

See: Overview of User Profiles and Setting User Profile Options (*Oracle Applications System Administrator's Guide*).

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 7-177

26. Set Up 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.

Important: 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 set 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 2-13.

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.

Important: 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 2-91.

28. Set Up 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 11-2.

29. Set Up 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 your organization.

Context: Perform this step once for your organization.

See: Global Intercompany System, page 12-1

See: Setting Up the Global Intercompany System, page 7-142

Related Topics

Project Tracking in General Ledger, page 7-44

Multiple Reporting Currencies Overview, page 13-42

Accounting for Multiple Companies Using a Single Set of Books, page 9-1

Accounting for Multiple Companies Using Separate Sets of Books, page 10-1

Using Budgetary Control and Online Funds Checking, page 2-61

Overview of Average Balance Processing, page 4-1

The Global Consolidation System (GCS), page 11-2

The Global Intercompany System (GIS), page 12-1

Overview of Flexfield Value Security, *Oracle Applications Flexfields Guide*

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.

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.

Note: Read about planning and setting up summary accounts before you set up your chart of accounts. See: Planning Your Summary Accounts, page 7-111.

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.

Warning: Plan your account segment order carefully. Once you freeze your account structure in the Key Flexfield Segments window and begin using account numbers in data entry, you should not modify the flexfield definition. Changing the existing flexfield structure after flexfield data has been created can cause serious data inconsistencies. Modifying your existing structures may also adversely affect the behavior of cross-validation rules and shorthand aliases.

- Designate one of your segments as the natural account segment and another as the balancing segment. You can optionally designate a cost center segment and/or intercompany segment. If you are using Oracle Assets, Oracle Projects, or want to run revaluations by cost center, it is highly recommended that you specify a cost center 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. Assign the Secondary Tracking Segment qualifier to one of the segments in your chart of accounts. You cannot use the primary balancing, intercompany, or natural account as the secondary segment. See: Secondary Tracking Segment., page 1-165
- 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 7-22

Note: If you plan to use General Ledger for basic project tracking, define a project segment. See: Project Tracking in General Ledger, page 7-44.

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.

See: Defining Security Rules, *Oracle Applications Flexfields Guide*

6. Define cross-validation rules to control the account combinations that can be created during data entry. For example, you may decide that your sales cost centers, 600 to 699, should only enter amounts to product sales accounts, 4000 to 4999. If you have dynamic insertion enabled, it is recommended that you also define cross-validation

rules to provide additional security to prevent invalid combinations from being created during data entry.

See: Defining Your Cross-Validation Rules, *Oracle Applications Flexfields Guide*

7. Define or enable descriptive flexfields.

See: Defining Descriptive Flexfields for General Ledger, page 7-21

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 of summarized balances.

See: Defining Summary Accounts, page 7-119

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 7-39

Related Topics

Designing Your Accounting Flexfield, page 7-22

Defining Accounts, page 7-39

Defining Descriptive Flexfields for Oracle General Ledger, page 7-21

Defining Summary Accounts, page 7-119

Defining Value Sets, *Oracle Applications Flexfields Guide*

Defining Key Flexfields, *Oracle Applications Flexfields Guide*

Defining Segment Values, *Oracle Applications Flexfields Guide*

Defining Rollup Groups, *Oracle Applications Flexfields Guide*

Defining Your Cross-Validation Rules, *Oracle Applications Flexfields Guide*

Defining Shorthand Aliases, *Oracle Applications Flexfields Guide*

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.

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:

Field Name	Value
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.

Related Topics

Entering Journal Lines, page 1-9

Planning Your Descriptive Flexfields, *Oracle Applications Flexfields Guide*

Descriptive Flexfield Concepts, *Oracle Applications Flexfields Guide*

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.

Warning: Plan your key flexfield structures carefully, including segment information such as segment order and field lengths. Once you define your key flexfields and enter flexfield values, you cannot change your structures. Attempting to do so may create data inconsistencies that impact the behavior of your application or require a complex conversion program. Changing your existing structures may also adversely affect the behavior of items that reference your present flexfield structure, such as financial statements, recurring journal

entries, allocations, consolidations, cross-validation rules and shorthand aliases.

Major Features

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.

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.

Multiple Rollups

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.

Financial Statement Generator

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

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.

Related Topics

Determining Your Account Needs, page 7-24

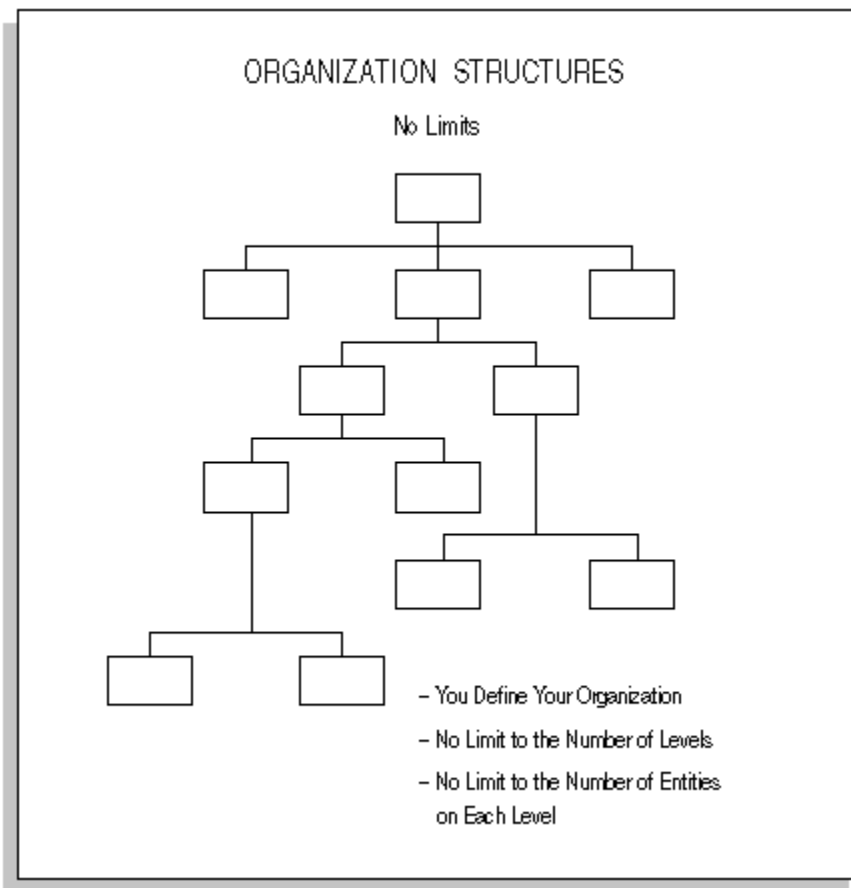
Designing Your Account Segments, page 7-25

Defining Your Account Structure, page 7-29

Defining Accounting Flexfield Segment Qualifiers, page 7-33

Key Flexfields in Oracle Applications, *Oracle Applications Flexfields Guide*

Determining Your Account Needs



To make effective decisions about your account structure, consider the structure and dimensions of your organization. Remember as you analyze your account needs, there is no limit to the number of levels you can define in your organization. There is also no limit to the number of entries at each level.

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 are currently difficult to prepare?
 - What reports do you need, that are provided by other financial information systems such as a revenue tracking system?
 - 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?

Related Topics

Accounting for Multiple Companies in Oracle General Ledger, page 7-1

Defining Your Chart of Accounts, page 7-18

Designing Your Account Segments, page 7-25

Defining Accounts, page 7-39

Planning Your Summary Accounts, page 7-111

Designing Your Accounting Flexfield, page 7-22

Designing Your Account Segments, page 7-25

Defining Your Account Structure, page 7-29

Key Flexfields in Oracle Applications, *Oracle Applications Flexfields Guide*

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.

Below are some common entities that many organization define with separate account segments. You can also identify one of these as a secondary tracking segment except the primary balancing, intercompany, and natural 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 intercompany entities. If your subsidiaries share the same set of books, you can use an intercompany segment to identify subsidiaries involved in intercompany transactions. This segment usually mirrors your company segment.

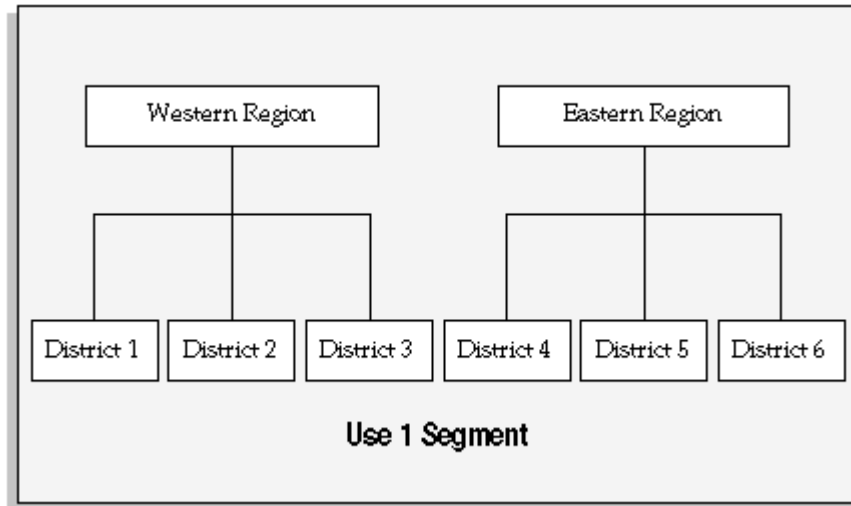
To determine your account segment needs:

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.



For a text description of this figure, see Text Description of Use 1 Segment, *Oracle General Ledger Online Help*

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 your organization to cover multiple regions. See: *Defining and Accounting Flexfield Segment for Future Use.*, page 7-28

Remember, once you define your account structure and begin using it, you should not modify it. Try to build flexibility for future needs into your account structure during setup.

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 primary balancing segment. You must define one and only one primary 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. Identify a secondary tracking segment in your chart of accounts. General Ledger will track retained earnings, cumulative translation adjustment account, and revaluation gain/loss by primary balancing segment and the secondary segment to provide you with more accounting detail. The secondary tracking segment cannot be the primary balancing, intercompany, or natural account segment. Assign the Secondary Tracking Segment Qualifier to your secondary tracking segment.
9. 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.
10. 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 your 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.

Related Topics

Defining Your Chart of Accounts, page 7-18

Accounting for Multiple Companies in Oracle General Ledger, page 7-1

Defining Your Account Structure, page 7-29

Defining Accounts, page 7-39

Planning Your Summary Accounts, page 7-111

Designing Your Accounting Flexfield, page 7-22

Determining Your Account Needs, page 7-24

Defining Your Account Structure, page 7-29

Defining Accounting Flexfield Segment Qualifiers, page 7-33

Key Flexfields in Oracle Applications, *Oracle Applications Flexfields Guide*

Defining an Accounting Flexfield Segment for Future Use

When you define your segments, you can define additional segments for future use. Otherwise, once you have defined your segments, you would need to create a new set of books to add additional segments.

To define a future use segment:

1. Navigate to the Key Flexfield Segments window.
2. Place your cursor in the Application field and select Oracle General Ledger from your list of values.
3. Place your cursor on the desired Accounting Structure and choose the Segments button.
4. Define your future use segment.
5. Verify the Displayed and Enabled boxes have been checked.
6. Choose the Open button.
7. In the validation region of the window, verify that the Required check box has also been enabled.
8. For zeros to default in the segment, enter the correct number of zeros for that segment in the Default Value field.
9. Save your changes.

Note: The future use segment(s) must be displayed and enabled when you define them.

Defining Your Account Structure

Follow these guidelines, *in addition* to generic flexfield definition instructions, when defining your Accounting Flexfield structure.

Note: 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 each segment value. The Accounting Flexfield supports only the Char format type because the alpha character T is used by Summary Template values and dependent segments. If you want to limit your segment values to numbers only, choose the Char format type, then enter only numeric values for your segment values. You should not select the Numbers Only check box for the Accounting Flexfield.

Note: By defining alphanumeric segment values instead of all numbers, you have more flexibility when designing segment value hierarchies. For example, you can use numbers for child segment values and characters for parent segment values. This allows you to quickly distinguish between child and parent segment values.

- 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 define security rules. Using parent and child values increases the productivity of General Ledger.
 - You can define three types of security for value sets.
 - No Security - All security is disabled for your value set.
 - Hierarchical Security - Any security rule defined for a parent value also applies to its child values.
 - Non-Hierarchical Security - Any security rule defined for a parent value does not apply to its child values.
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.

Important: 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 check box for the Optimization feature. Mark this option if you want the database column that stores this key segment in the combinations table to have a single-column index. You should create indexes for 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.
 - 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 Accounting Flexfield requires that all segments be displayed. Hiding segments will adversely affect your application features, such as MassAllocations.
 - You *must* check the Required check box for each segment.
 - When defining a segment for future use, you must adhere to all the rules listed above. It is recommended you define a default value for the segment, such as zeros. See: *Defining an Accounting Flexfield Segment for Future Use.*, page 7-28
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*.
 - Identify a secondary tracking segment in your chart of accounts and assign the Secondary Tracking Segment qualifier to it. General Ledger will track retained earnings, cumulative translation adjustment account, and revaluation gain/loss by primary balancing segment and the secondary tracking segment to provide you with more accounting detail. The secondary tracking segment cannot be the primary balancing, intercompany, or natural account segment. See: *Secondary Tracking Segment*, page 1-165.
 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. In the Flexfield Qualifiers window, select the Enabled check box for the Natural Account Segment to indicate that the segment you are defining is your natural account segment. You can define only one natural account segment in your account.
 6. Define the primary balancing segment. General Ledger uses your primary balancing segment to ensure that all journals balance for each value of your primary balancing segment. General Ledger also uses your primary 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 primary balancing segment. You can define only one primary balancing segment for an account. The segment you use as a primary 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 primary balancing segment.
 7. Define the Cost Center segment. Cost centers indicate functional areas of your organization, such as Accounting, Facilities, Shipping, and so on. In the Flexfield

Qualifiers window, select the Enabled check box to indicate that 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 and among multiple sets of books (GIS only). 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 independent 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. When specifying a parent value, be sure to mark the Parent check box and enter the rollup group level information and hierarchy details. Be sure you do not assign overlapping ranges of child values to the same parent value. For multi-level hierarchies, be sure that grandparents do not share the same child ranges as their lower level parent values. This causes looping and will affect your summary accounts.

You use rollup groups to create summary accounts. Decide your segment hierarchy before you create parent and child segment values.

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. Freeze and compile your account structure in the Key Flexfield Segments form when you are ready to begin using it. You must recompile your flexfield *every time* you make changes to your structure and segments, including enabling or disabling cross-validation rules and enabling or disabling shorthand entries using the Shorthand Aliases window.

You will see your flexfield changes immediately after you freeze and recompile your flexfield. Other users will see the changes after they change responsibilities or exit the application and log back in.

Warning: Plan your key flexfield structures carefully. Once you freeze your structure and begin using it, you should not modify your structure. Attempting to do so may create data inconsistencies that can seriously impact your application or require a complex conversion program.

13. 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.
14. Define Flexfield security rules for a responsibility to restrict access to specific segment values or ranges of segment values. Security rules can be applied to

hierarchies. Security rules defined for a parent in a hierarchy can extend to all its children.

Security rules restrict access to specific segment values or ranges of segment values:

- When you enter data in General Ledger windows. For example, you cannot enter an account code combination in the Enter Journals window that contains a restricted segment value.
- When you perform online inquiries
- When you run FSG reports
- When you run Standard Reports for Account Analysis, Journals, General Ledger, and Trial Balance.

Related Topics

Defining Segment Qualifiers, page 7-33

Defining Accounts, page 7-39

Defining Summary Accounts, page 7-119

Designing Your Accounting Flexfield, page 7-22

Determining Your Account Needs, page 7-24

Designing Your Account Segments, page 7-25

Defining Value Sets, *Oracle Applications Flexfields Guide*

Defining Key Flexfield Segments, *Oracle Applications Flexfields Guide*

Defining Security Rules, *Oracle Applications Flexfields Guide*

Cross-Validation Rules, *Oracle Applications Flexfields Guide*

Defining Segment Qualifiers

When you define a segment value for your natural account segment in the Segment Values window, you must also assign qualifiers which determine the account type (asset, liability, expense, revenue, or equity), whether budgeting is allowed, whether posting is allowed and other information specific to the segment value. For segments other than the natural account segment, you must specify if budgeting or posting are allowed for each value.

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 7-41.

Note: Segment qualifiers can be defined for other Oracle Applications. These are listed in each Oracle Applications User's Guide. Additional segment qualifiers can be defined for use by your custom programs.

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.
- **Reconciliation Flag:** Indicates whether General Ledger should allow reconciliation for natural accounts that should balance to zero. You can enable or disable reconciliation for an account segment value or for specific accounting code combinations.
- **Control Account:** Control accounts are General Ledger accounts accessed from Oracle Payables, Receivables, and Inventory, for which the Global Accounting Engine automatically creates detailed balances. The control account segment qualifier lets you indicate which account segment values represent control accounts. You must define the control account segment qualifier before you can define accounting segments as control accounts.
- **Other Segment Qualifiers:** You can define additional segment qualifiers that are used by other Oracle Applications and your custom programs.

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. Account code combinations 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 is a parent of other detail 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 by marking the Parent check box, you automatically will not be able to post or budget to parent values.

To set the Third Party Control Account segment qualifier:

Enter Payables, Receivables, or Yes for the Third Party Control Account to designate the account as a Control Account. Access to this account will be restricted to Oracle Payables, Receivables, and Inventory, for which the Global Accounting Engine automatically creates detailed balances.

If you do not specify the account as a control account, you will be able to use the account for all Oracle Applications.

To set the Reconciliation Flag segment qualifier:

Enter Yes for Reconciliation Flag to allow reconciliation for natural accounts that should balance to zero.

Related Topics

Designing Your Account Segments, page 7-25

Defining Summary Accounts, page 7-119

Correcting Misclassified Account Types, page 8-13

Defining Accounts, page 7-39

Designing Your Accounting Flexfield, page 7-22

Determining Your Account Needs, page 7-24

Designing Your Account Segments, page 7-25

Segment Value Inheritance, page 7-41

Defining Your Account Structure, page 7-29

Defining Hierarchy and Qualifiers Information, *Oracle Applications Flexfields Guide*

Key Flexfields in Oracle Applications, *Oracle Applications Flexfields Guide*

Oracle Applications Global Accounting Engine User Guide

Oracle Financials for European Localizations User Guides

Parent and Child Values and Rollup Groups

You can create parent-child relationships for account segments with a validation type of Independent or Table. 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.

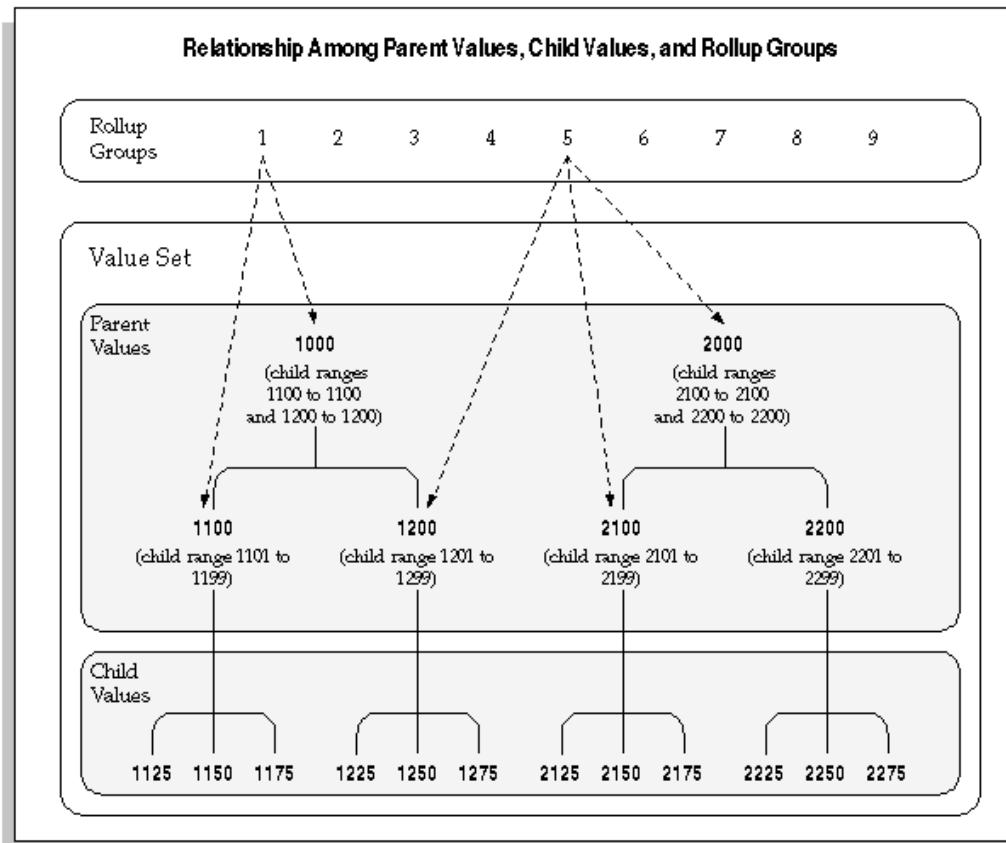
Note: Only Oracle General Ledger and Oracle Public Sector General Ledger use these features, and only with the Accounting Flexfield.

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 7-22

See: Planning Your Summary Accounts, page 7-111

The following figure shows an example of rollup groups with a value set that has parent and child values.



For a text description of the preceding figure, see Text Description of Relationship Among Parent Values, Child Values, and Rollup Groups, *Oracle General Ledger Online Help*.

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. In the figure above, account 1000 is a parent value with child values 1100 and 1200. Account 1100 is a parent value with child values 1125, 1150, and 1175.

Child Value

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. In the figure above, accounts 1125, 1150, and 1175 are child values of parent value 1100.

Rollup Group

A rollup group is a collection of parent values. Only parent values can 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 balances 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. Then, you assign your parent values to the rollup groups when you define the parent values.

See: Rollup Groups Window, *Oracle Applications Flexfields Guide*

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 position in a value hierarchy you might create. In the previous figure, rollup group 5 is composed of parent values 2000, 2100, and 1200. In this case the parent values in the rollup group are from different branches in the value set hierarchy.

Creating Parent-Child relationships and Rollup Groups

Oracle Applications provides you with windows to define relationships between parent and child values. You create these relationships by defining a parent value and assigning a range of values to become the children of the parent value.

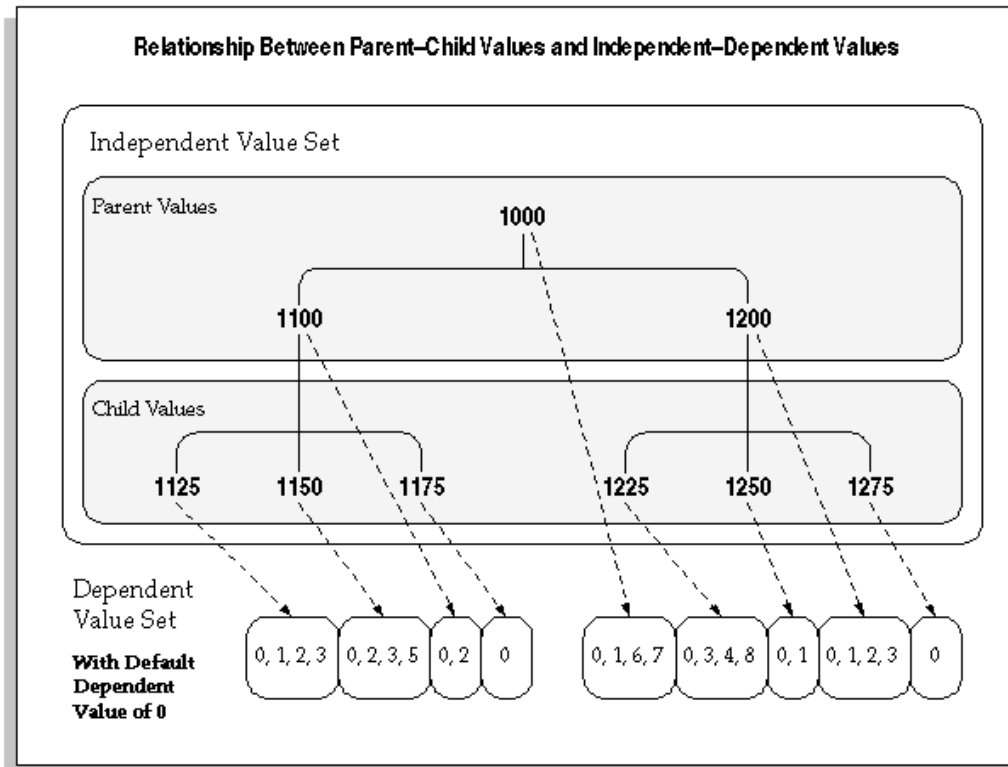
For instructions on how to define rollup groups, see *Oracle Applications Flexfields Guide*.

You can also use the Account Hierarchy Manager or Applications Desktop Integrator's Account Hierarchy Editor to define new rollup groups then graphically create parent-child relationships and assign parent values to rollup groups.

For information on the Account Hierarchy Manager, see: The Account Hierarchy Manager, page 7-63.

For information on the Account Hierarchy Editor, see: Using Account Hierarchy Editor, *Oracle Applications Desktop Integrator User's Guide*

An Independent value set provides a predefined list of values for a segment. A Dependent value set is also a list of values, but the list of available values and their associated meanings depends on which independent value is selected for the previous flexfield segment. You can see the relationship between independent and dependent value sets and parent values and child values in the following diagram:



For a text description of this figure, see Text Description of Relationship Between Parent-Child Values and Independent-Dependent Values, *Oracle General Ledger Online Help*

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: Do not use the Value Sets form to enter parent values that already exist as values in your validation table. Doing so can cause data corruption issues. If two different descriptions for the same value exist, you will not be able to choose values from the list of values on that segment.

Related Topics

Overview of Values and Value Sets, *Oracle Applications Flexfields Guide*

Rollup Groups Window, *Oracle Applications Flexfields Guide*

Value Set Windows, *Oracle Applications Flexfields Guide*

Validation Table Information Window, *Oracle Applications Flexfields Guide*

Segment Values Window, *Oracle Applications Flexfields Guide*

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.

GL Accounts Window

Enabled	Preserved	Account	Type	Effective Dates	Allow Budgeting	Allow Posting	
				From	To		[]
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02.000.1001.0000.000	Asset	01/JAN/2000		<input checked="" type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02.000.1101.0000.000	Asset	01/JAN/2000		<input checked="" type="checkbox"/>	No
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02.000.2370.0000.000	Liability	01/JAN/2000		<input checked="" type="checkbox"/>	No
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02.410.4161.0000.000	Revenue	01/JAN/2000		<input checked="" type="checkbox"/>	No
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02.740.6150.0000.000	Expense	01/JAN/2000		<input checked="" type="checkbox"/>	No
<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.

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:

Prerequisites

Verify that all subledger transactions that use this account are complete. For example, in Payables, complete the Payables Transfer to General Ledger process before disabling an account that would be updated by the transfer.

1. Navigate to the GL Accounts window.
2. Query the Account you want to disable.
3. De-select Enabled.
4. Save your work.

Note: The Oracle Workflow Business Event System, introduced in Release 2.6, allows products to seed business events and event subscriptions.

Disabling an account is a seeded business event. See: Business Events, page F-1.

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 7-39.

You can assign attributes at two levels:

- The individual segment value in the Segment Values window. See: Defining Segment Value Qualifiers, page 7-33.
- The account combination in the GL Accounts window.

For example, you can disable the 200 cost center segment in the Segment Values window, but retain existing account combinations using cost center 200 by marking the Preserve check box for each combination in the GL Accounts window. Then, when you run the Segment Value Inheritance program, all account combinations that contain the 200 cost center will be disabled except for those you preserved and no new combinations will be created during data entry. 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.

How Segment Value Attributes Override Account Code Combination

Segment Value Attribute	Account combination attribute in GL Accounts window	Result When Running the Segment Value Inheritance program and the Account Combination is not Preserved
Segment Value Disabled	Account combination enabled	All account combinations that contain that segment value will be disabled.
Segment Value Enabled	Account combination disabled	All account combinations that contain that segment value will be enabled.
Budgeting Not Allowed	Budgeting Allowed	All the account combinations that contain that segment value will not allow budgeting.
Budgeting Allowed	Budgeting Not Allowed	All account combinations that contain that segment value will allow budgeting.
Posting Not Allowed	Posting Allowed	All account combinations that contain that segment value will not allow posting.
Posting Allowed	Posting Not Allowed	All the account combinations that contain that segment value will allow posting.

Segment Value Attribute	Account combination attribute in GL Accounts window	Result When Running the Segment Value Inheritance program and the Account Combination is not Preserved
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.
Control Account: No	N/A	All the account combinations that contain that segment value will not become control accounts.
Control Account: Yes	N/A	All the account combinations that contain that segment value will become control accounts.
Control Account: Payables	N/A	All the account combinations that contain that segment value will become Payables control accounts.
Control Account: Receivables	N/A	All the account combinations that contain that segment value will become Receivables control accounts.
Global Reconciliation: Yes	No	All the account combinations that contain that segment value will allow Global Reconciliation.
Global Reconciliation: No	Yes	All the account combinations that contain that segment value will not allow Global Reconciliation.

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 protect from changes and check the Preserve check box.
3. Save your work.

4. Navigate to the Key Flexfield Segments window.
5. Query your Accounting Flexfield structure.
6. Save your work.
7. Navigate to the Segment Values window.
8. Change the attributes associated with your chosen segment value.
9. Save your work.
10. Navigate to the Key Flexfield Segment window.
11. Check the Freeze Flexfield Definition check box to freeze your accounting flexfield structure.
12. Navigate to the Submit Requests window.
13. From the List of Values, choose Program - Inherit Segment Value Attributes. In the parameters window, choose Yes or No to automatically generate the Segment Value Inheritance Execution Report. The program automatically updates the accounting flexfield structure assigned to the Data Access Set for your responsibility. If you want to update another accounting flexfield structure, you must use the responsibility for that structure.
14. Submit your request.
15. (Optional) If you choose to generate the Segment Value Inheritance Execution Report, note the concurrent request ID. The report lists all account combinations that have been updated and details which attributes were changed.

Warning: Check the Freeze Flexfield Definition check box to protect your accounting flexfield structure after you change attributes associated with your segment value.

Tip: 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.

Note: The Oracle Workflow Business Event System, introduced in Release 2.6, allows products to seed business events and event subscriptions.

A General Ledger account disabled by the Inherit Segment Value Attributes program is a seeded business event. See: Business Events, page F-1

Table Validated Chart of Accounts

If you run the Inherit Segment Value Attributes 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 contain values; they cannot be Null. If the table does not have these columns, the Inherit Segment Value Attributes 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 Inherit Segment Value Attributes program issues a warning upon completion.

Related Topics

Designing Your Accounting Flexfield, page 7-22
Defining Accounting Flexfield Segment Qualifiers, page 7-33
Defining Key Flexfields, *Oracle Applications Flexfields Guide*
Defining Segment Values, *Oracle Applications Flexfields Guide*
Creating Summary Accounts, page 7-119
Overview of Average Balance Processing, page 4-1
Segment Value Inheritance Execution Report, page 14-82

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.

Related Topics

Overview of Setting Up, page 7-1

Defining Your Cross-Validation Rules, *Oracle Applications Flexfields Guide*

Defining Segment Values, *Oracle Applications Flexfields Guide*

Defining Key Flexfield Segments, *Oracle Applications Flexfields Guide*

Defining Summary Accounts, page 7-119

Defining Accounts, page 7-39

Defining Budget Organizations, page 2-15

Defining Budgets, page 2-13

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.

Related Topics

Creating Journal Batches, page 1-3

About Recurring Journals, page 1-44

Creating Recurring Journal Formula Batches, page 1-45

Creating Allocation Entries, page 1-41

About MassAllocations, page 1-57

Importing Journals, page 1-124

Posting Journals, page 1-133

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.

Related Topics

Overview of Financial Statement Generator, page 6-1

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 1-154.

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.

Related Topics

Defining Calendars, page 7-48

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.

Related Topics

Defining Calendars, page 7-48

Adding Periods to a Calendar, page 7-49

Changing a Calendar, page 7-51

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.

Accounting Calendar

The screenshot shows the 'Accounting Calendar' window. At the top, there are fields for 'Calendar' (01_Calendar) and 'Description' (Standard Accounting Calendar). Below this is a section titled 'Periods' which contains a table. The table has columns for Prefix, Type, Year, Quarter, Num, From, To, Name, and Adjusting. The data in the table represents the months of the year 2000, from January to September.

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.

Related Topics

Adding Periods to a Calendar, page 7-49

Changing a Calendar, page 7-51

Defining Period Types, page 7-47

Defining Transaction Calendars, page 7-51

Calendar Validation Execution Report, page 14-74

Year-End Closing Journals, page 1-154

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:

- 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 and 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 1-154.

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.
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.

Related Topics

Defining Calendars, page 7-48
Changing a Calendar, page 7-51
Defining Period Types, page 7-47
Calendar Validation Execution Report, page 14-74
Year-End Closing Journals, page 1-154

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.

Related Topics

Defining Calendars, page 7-48
Adding Periods to a Calendar, page 7-49

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.

Transaction Calendar Window

The screenshot shows the 'Transaction Calendar' window. At the top, there are two text fields: 'Calendar' with the value 'Five Day Week' and 'Description' with the value 'Standard Five Day Work Week'. To the right of these fields is a button labeled 'Defaults...'. Below the fields, there is a table with two columns: 'Date' and 'Day of Week'. The table lists dates from 01/JAN/1994 to 08/JAN/1994. To the right of the table is a 'Business Day' column with checkboxes. The checkboxes for Monday through Friday are checked, while the checkboxes for Saturday and Sunday are unchecked.

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.

To establish the first transaction day, General Ledger looks at all calendars in the system to determine which calendar has the earliest period. January 1st for the year in which this earliest period occurs is the first transaction day.

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.

Related Topics

Business Day Defaults, page 7-53

Defining Calendars, page 7-48

Overview (of Average Balance Processing), page 4-1

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.

Creation Defaults Window



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.

Related Topics

Defining Transaction Calendars, page 7-51

Overview (of Average Balance Processing), page 4-1

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.

Note: 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*

Set of Books Window

Set of Books Window

Set of Books: **ADS Book** Short Name: **ADS**

Description: **Set of Book for ADS**

Chart of Accounts: **ADS_AFF** Functional Currency: **RUP**

Calendar

Name: **ADS_MON** Future Periods: **2**

Period Type: **MON**

Budgetary Control

Secondary Segment Tracking

☐ Closing and Translation ☐ Revaluation

Account: **IDC.L001.1790**

Retained Earnings: **IDC.L001.1790**

Translation Adjustment:

Account Description

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 13-42.

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.

Tip: 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 under the Closing Tab.
10. Complete the remaining options for your set of books under the Closing, Journalling, Average Balances, Budgetary Control, and Multiple Reporting Currencies tabs.
11. Save your work.

Related Topics

Closing Tab, page 7-56

Journalling Tab, page 7-57

Average Balances Tab, page 7-59

Budgetary Control Tab, page 7-59

Multiple Reporting Currencies Tab, page 7-60

Defining Calendars, page 7-48

Defining Currencies, page 13-6

Defining Accounts, page 7-39

Opening and Closing Periods, page 7-177

GL Set of Books Name, page B-18

Responsibilities Window, *Oracle Applications System Administrator's Guide*

Closing Tab

Identifies closing options and accounts for your Set of Books. Complete the following as necessary:

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.

The Balancing Segment and the nominated secondary tracking segment act as placeholders in this field. General Ledger automatically inserts the appropriate value when transactions are posted.

Translation Adjustment: 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.

The Balancing Segment and the nominated secondary tracking segment act as placeholders in this field. General Ledger automatically inserts the appropriate value when transactions are posted.

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.

Secondary Segment Tracking Region: If you have assigned the Secondary Tracking Segment qualifier to a segment in your chart of accounts, you can enable these options. We recommend you review the documentation. See: Secondary Tracking Segment, page 1-165.

Note: If the Closing and Translation option for a set of books has already been enabled, you cannot disable it. You can enable/disable the Revaluation option at will.

Related Topics

Journalling Tab, page 7-57

Average Balances Tab, page 7-59

Budgetary Control Tab, page 7-59

Multiple Reporting Currencies Tab, page 7-60

Defining Sets of Books, page 7-54

Translating Balances, page 13-28

Journalling Tab

Enable Standard Options for your Set of Books. Each set of books has a number of flags that indicate the accounting practices you want to follow for that set of books.

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).

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.

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.

Suspense: 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.

If you do not allow suspense posting, you can only post journal entries that balance.

You can also define additional suspense accounts to balance journal entries from specific sources and categories using the Suspense Accounts window.

Note: 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: 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 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.

Related Topics

Closing Tab, page 7-56

Average Balances Tab, page 7-59

Budgetary Control Tab, page 7-59

Multiple Reporting Currencies Tab, page 7-60

Defining Sets of Books, page 7-54

Defining Suspense Accounts, page 7-96

Defining Intercompany Accounts, page 7-104

Defining Accounts, page 7-39

Overview of Average Balance Processing, page 4-1

Journal Approval Overview, page 1-23

Automatic Tax on Journal Entries, page 7-135

Average Balance Processing Tab

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.

Assign the default Net Income account for your average balance set of books.

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.

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.

Related Topics

Closing Tab, page 7-56

Journalling Tab, page 7-57

Budgetary Control Tab, page 7-59

Multiple Reporting Currencies Tab, page 7-60

Defining Sets of Books, page 7-54

Overview of Average Balance Processing, page 4-1

Budgetary Control Tab

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 2-70 for further information.

Note: Oracle Receivables does not use the Enable Budgetary Control or Require Budget Journals options.

(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.

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.

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.

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 funds or balancing entities within a set of books, General Ledger automatically creates a reserve for encumbrance account for each balancing entity.

Related Topics

Closing Tab, page 7-56

Journalling Tab, page 7-57

Average Balances Tab, page 7-59

Multiple Reporting Currencies Tab, page 7-60

Defining Sets of Books, page 7-54

Using Budgetary Control and Online Funds Checking, page 2-61

Overview of Encumbrance Accounting, page 3-1

Defining Budgets, page 2-13

Multiple Reporting Currencies Tab

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.

Define a set of books, as noted above.

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.

Related Topics

Closing Tab, page 7-56

Journalling Tab, page 7-57

Average Balances Tab, page 7-59

Budgetary Control Tab, page 7-59

Multiple Reporting Currencies Overview, page 13-42

Defining Sets of Books, page 7-54

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 1-23.

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-1.
- 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 1-23.

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 7-54

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 7-90

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, *Oracle Human Resources User's Guide*

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: Oracle Human Resources User's Guide, *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.

Journal Authorization Limits Window

Employee	Employee ID	Authorization Limit []
Adams, Mr. Brian	92	250,000.00
Manley, Ms. Elaine	97	125,000.00
Green, Ms. Suzanne	102	1,000.00
Rodman, Mr. Dennis	1657	10,000.00
	...	

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.

To restrict the notification reassignment approval list:

To restrict the notification reassignment list to employees who have journal authorization limits in your Oracle Applications instance, run the program Maintain Authorized Users for Journal Approval Reassignment. Run the program as needed to implement changes to employees' statuses, application users, or journal authorization limits. The reassignment list will display effective employees associated with valid application users who have journal authorization limits.

Related Topics

Journal Approval Overview, page 1-23
Defining Sets of Books, page 7-54
Defining Journal Sources, page 7-90
Entering a New Employee, page 7-131

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 1-83.

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 1-23.

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-1.
- 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 1-84.

Related Topics

AutoAllocations Overview, page 1-75
Step-Down AutoAllocations Approval Process, page 1-83
Customizing Step-Down AutoAllocation, page 1-84

The Account Hierarchy Manager

Account Hierarchy Manager Overview

With the Account Hierarchy Manager you can graphically create, maintain, and review account structure hierarchies. You can define new parent and child segment values, as

well as change parent/child dependencies. You can also create new rollup groups from the Account Hierarchy Manager and have your changes reflected automatically in both the Key Segment Values and Rollup Groups windows.

Note: When you change parent/child relationships that affect existing summary accounts, run the Incremental Add/Delete Summary Templates program to update your summary account balances.

See: Maintaining Summary Accounts, page 7-121

Note: You can only use the Account Hierarchy Manager for segments with value sets using Independent validation.

Note: There are two applications that allow you to graphically create and modify account hierarchies and related information stored in General Ledger. The Account Hierarchy Manager is accessed through the General Ledger Navigator. Applications Desktop Integrator's Account Hierarchy Editor is a client server application accessed from your desktop.

See: The Account Hierarchy Editor, *Oracle Applications Desktop Integrator User's Guide*

Prerequisites

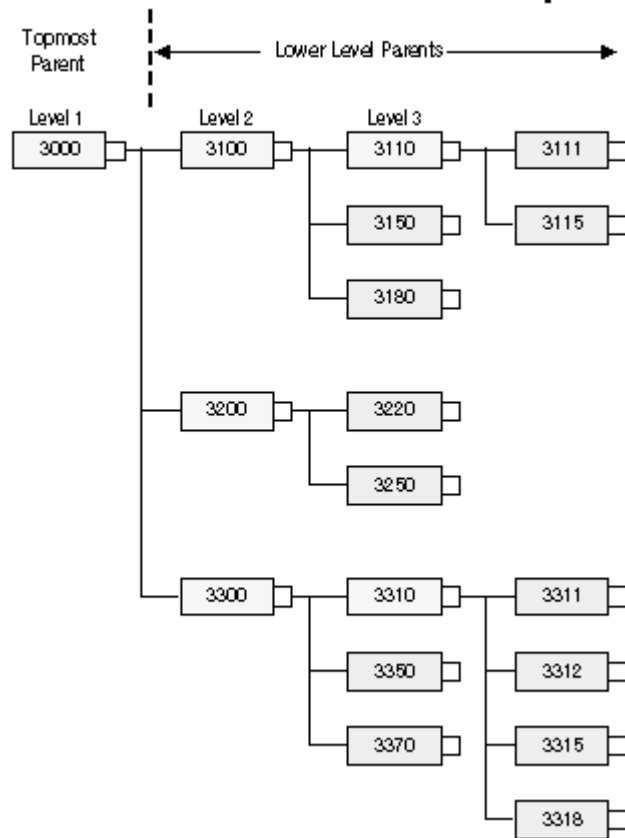
- Define the profile option TCF: Host, *Oracle Applications System Administrator's Guide - Maintenance*.
- Define the profile option TCF: Port, *Oracle Applications System Administrator's Guide - Maintenance*.
- (Optional) Define the profile option GL AHM: Allow User to Modify Hierarchy, page B-13.

Parent Levels in an Account Hierarchy

The diagram below illustrates the concept of parent levels in an account hierarchy. This concept is used throughout the remainder of this chapter.

A parent level contains a parent segment value that has one or more child segment values associated with it. Parent levels are displayed in Account Hierarchy Manager in a top-down fashion. The level 1 parent is always the topmost parent, as shown in the diagram. The remaining parent levels, starting with level 2, are referred to as lower level parents.

Parent Levels in an Account Hierarchy



As illustrated in the diagram, a parent value can be a child of a higher level parent. For example, in the diagram, parent value 3110 has two child segment values, 3111 and 3115. The parent is itself a child of the higher level parent value 3100, which also includes the child values 3150 and 3180. Parent value 3100 is, in turn, a child of the topmost parent value, 3000, which also includes the lower level parent values 3200 and 3300, as well as all of their child values.

When you select a parent level in the Account Hierarchy Manager, you are selecting the parent segment value plus all of its child values, which include lower level parents and their associated child values. For example, if you select the parent value 3300 from the hierarchy shown in the diagram above, you are selecting the values 3300, 3310, 3311, 3312, 3315, 3318, 3350, and 3370.

Related Topics

Planning Your Hierarchies, page 7-66

Security, page 7-66

The Account Hierarchy Manager Interface, page 7-68

The Account Hierarchy Manager Menu, page 7-76

Adding or Changing Account Hierarchies, page 7-78

Adding or Changing Parent Values, page 7-80

Adding or Changing Child Values, page 7-84
Adding or Changing Rollup Groups, page 7-86
Closing the Account Hierarchy Manager, page 7-90

Planning Your Hierarchies

Plan your hierarchies carefully. When you create and save Parent and Child segment values, they become permanent. You cannot change or delete Parent or Child segment values using the Account Hierarchy Manager or Oracle General Ledger. You can only disable them. Disabled segment values are displayed in the Account Hierarchy Manager as greyed out.

Related Topics

Security, page 7-66
The Account Hierarchy Manager Interface, page 7-68
The Account Hierarchy Manager Menu, page 7-76
Adding or Changing Account Hierarchies, page 7-78
Adding or Changing Parent Values, page 7-80
Adding or Changing Child Values, page 7-84
Adding or Changing Rollup Groups, page 7-86
Closing the Account Hierarchy Manager, page 7-90

Security

The Account Hierarchy Manager has security rules that work together. You can control read only or read/write access and control access to hierarchies, segment values, and charts of accounts. The security rules are outlined below:

- **Read Only, Read/Write Security**

Read Only - Disables you from modifying or saving hierarchies or segment values and parameters. You can only query, view hierarchy, view details, and export to a tab delimited files. Read Only is displayed in the title bar of the Account Hierarchy Manager.

Read/Write Security - Gives you read/write access to all segment values in the Chart of Accounts. Segment Value Security may limit the segment values you can access.

Set the profile option GL AHM: Allow Users to Modify Hierarchy to No for Read Only, Yes for Read/Write access. You can set this profile option at the site, responsibility or user level. See: Setting General Ledger Profile Options, page B-1
- **Segment Value Security** - An Oracle Applications feature that lets you exclude a segment value or ranges of segment values for a specific user responsibility.
- **Chart of Accounts Security** - You have access to those charts of accounts associated with your user responsibility(s). If you need access to charts of accounts not available to you, see your system administrator.

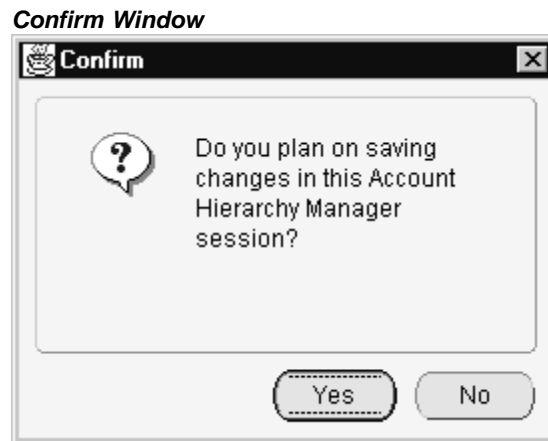
The Account Hierarchy Manager, page 7-63

Planning Your Hierarchies, page 7-66
The Account Hierarchy Manager Interface, page 7-68
The Account Hierarchy Manager Menu, page 7-76
Adding or Changing Account Hierarchies, page 7-78
Adding or Changing Parent Values, page 7-80
Adding or Changing Child Values, page 7-84
Adding or Changing Rollup Groups, page 7-86
Closing the Account Hierarchy Manager, page 7-90

Starting the Account Hierarchy Manager

To start the Account Hierarchy Manager, choose Setup > Accounts > Manager from the Navigator.

The following dialog box appears.



Choose:

- Yes - to use the Account Hierarchy Manager to edit existing hierarchies or create new hierarchies. You can save your changes.
- No - to use the Account Hierarchy Manager only to view account hierarchies.

Note: The profile option GL AHM: Allow Users to Modify Hierarchy governs your ability to modify charts of accounts. See: Security, page 7-66

Related Topics

Security, page 7-66
The Account Hierarchy Manager Interface, page 7-68
The Account Hierarchy Manager Menu, page 7-76
Adding or Changing Account Hierarchies, page 7-78
Adding or Changing Parent Values, page 7-80

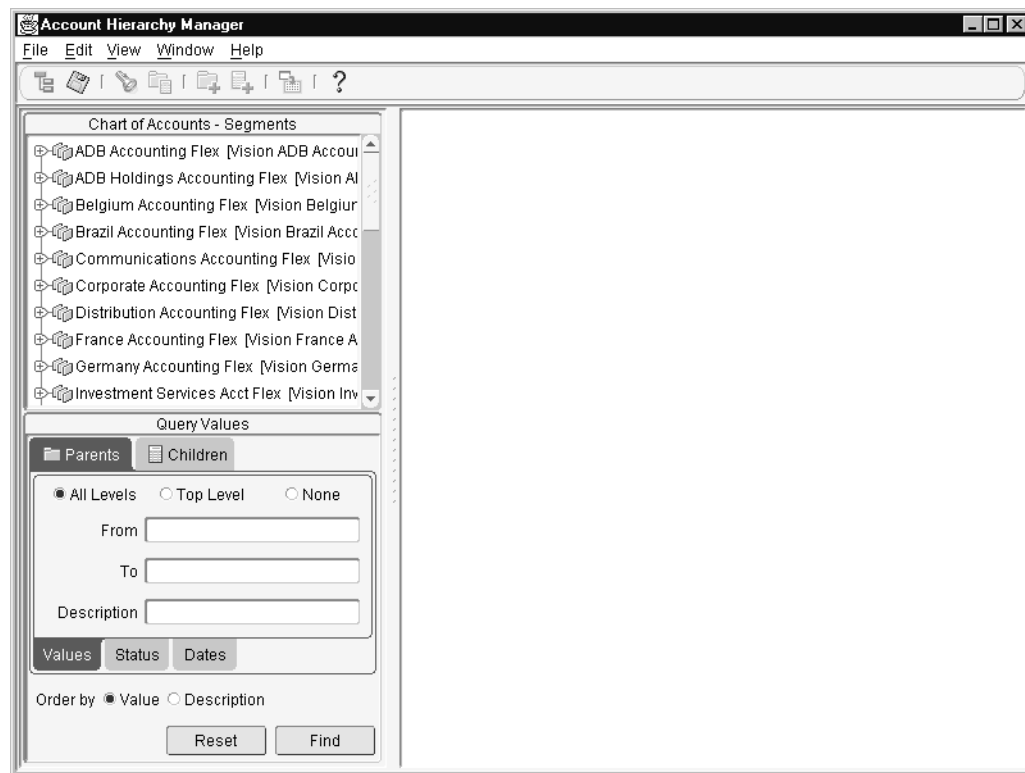
Adding or Changing Child Values, page 7-84

Adding or Changing Rollup Groups, page 7-86

Closing the Account Hierarchy Manager, page 7-90

The Account Hierarchy Manager Interface

Account Hierarchy Manager Window



The Account Hierarchy Manager interface consists of multiple windows to help you find, manage, and create hierarchies.

- **Chart of Accounts- Segments window:** Lists all the Charts of Accounts you can access subject to security rules, page 7-66. For example, you can see US Operations Chart of Accounts and the corresponding segments of Company, Department, Account, Sub-Account, and Product.
- **Query Values window:** Helps you find existing segment values using a variety of search criteria.
- **Values List window:** Lists segment values returned from search criteria specified in the Query Values window.
- **Hierarchy window:** Graphically displays all parents and children belonging to a segment selected in the Values List window.
- **Attributes window:** Displays all attributes for parent and child values listed in the Hierarch window.

The Account Hierarchy Manager displays the following icons to represent hierarchy relationships in many of the windows.





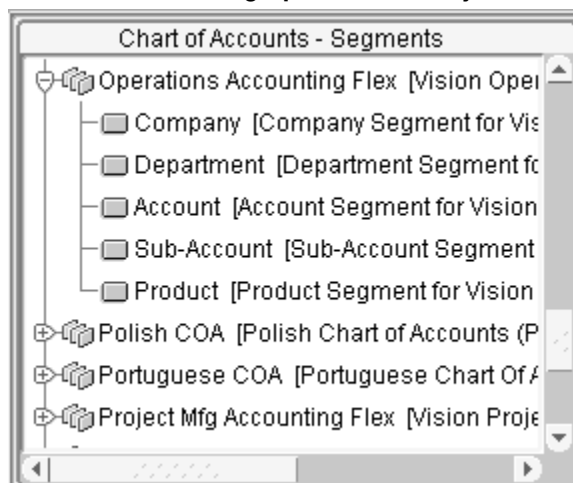
Icon	Level
	Top Parent Level - Represents an entire charts of accounts structure.
	Charts of Accounts Segment - Represents an individual segment of a particular chart of accounts structure.
	Parent Level - Represents a parent segment value.
	Child - Represents a child segment value.

Chart of Accounts - Segments Window

The Chart of Accounts-Segments window lists all the Chart of Accounts you can access subject to Chart of Accounts Security, page 7-66

To display Parents and Children in a graphical hierarchy:



1. Expand any Chart of Accounts folder to view the individual segments, such as Company, Department, Account, etc.
2. Highlight a specific segment and choose Find in the Query Values window.
The window changes to the Values List window and displays all the Parent and Child values for that segment.
3. Highlight any parent value and choose the View Hierarchy button.
The Hierarchy window appears. Parent and Child values are displayed in a graphical hierarchy.

Query Values Window

Enter search criteria in the The Query Values window to search for existing segment values. Values you can access are subject to Segment Value Security (page , page 7-66). Criteria entered in the Parent and Child tabs work together in your search. The Parent and Child tabs have Values, Status, and Dates tabs to help you limit your query. You can sort the results of your search by Value or Description.

The image displays three side-by-side screenshots of the 'Query Values' window, each showing a different tab selected for the 'Parents' category.

- Parents/Values Tab:** This tab is active. It shows options for 'All Levels', 'Top Level', and 'None'. There are input fields for 'From' and 'To' dates, and a 'Description' field. Below these are tabs for 'Values', 'Status', and 'Dates'. At the bottom, there are 'Order by' options for 'Value' (selected) and 'Description', and 'Reset' and 'Find' buttons.
- Parents/Status Tab:** This tab is active. It shows radio button options for 'All', 'Enabled', and 'Disabled'. Below these are tabs for 'Values', 'Status', and 'Dates'. At the bottom, there are 'Order by' options for 'Value' (selected) and 'Description', and 'Reset' and 'Find' buttons.
- Parents/Dates Tab:** This tab is active. It shows a checked option for 'All Dates'. There are date pickers for 'From' and 'To' (both set to 11-21-2001). Below these are tabs for 'Values', 'Status', and 'Dates'. At the bottom, there are 'Order by' options for 'Value' (selected) and 'Description', and 'Reset' and 'Find' buttons.

Only the Values tab lists options that are different for the Parent or Child tabs.

Parents /Values Tab

- All Levels - Includes all levels of parent values.
- Top level - Includes only top level parents.
- None - Omits all parents from the search.
- From - Defines the beginning range of values.
- To - Defines the ending range of values.
- Description - Limits your search to values with descriptions that match the description or partial description you enter. Use % to enter partial descriptions.

Children/Values Tab

- All - Includes all child values.
- None - Includes no child values. Check this option if you do not want to find any child values in your search.
- Unassigned - Includes those child values that have not been assigned to parents.
- From - Defines the beginning range of values.
- To - Defines the ending range of values.
- Description - Limits your search to values with descriptions that match the description or partial description you enter. Use % to enter partial descriptions.

The following options apply both to Parent and Child tabs:

Status Tab

- All - Finds enabled and disabled segment values
- Enabled - Finds enabled segment values only
- Disabled - Finds disabled segment values only

Dates Tab

- All - Finds segment values without any effective date limitation.
- From/To - Finds segment values for a specified effective date range. You must enter the specific From and To dates for your query.

Note: You must clear the All Dates check box to enter date ranges. Use the format MM-DD-YYYY when entering dates.

Note: When you are specifying your search criteria, be sure to search using both the Parent tab and Child tab. Both of these tabs work in conjunction. For example, if you want to find only parent values ranging from 1000-2000, enter the range 1000-2000 in the Parent/Values tab. Select the Child/Values tab and specify that no child values should be displayed. Otherwise, the query will return parent values between 1000-2000 and all child values.

Query Examples

The examples below demonstrate two ways to use the Query Values window.

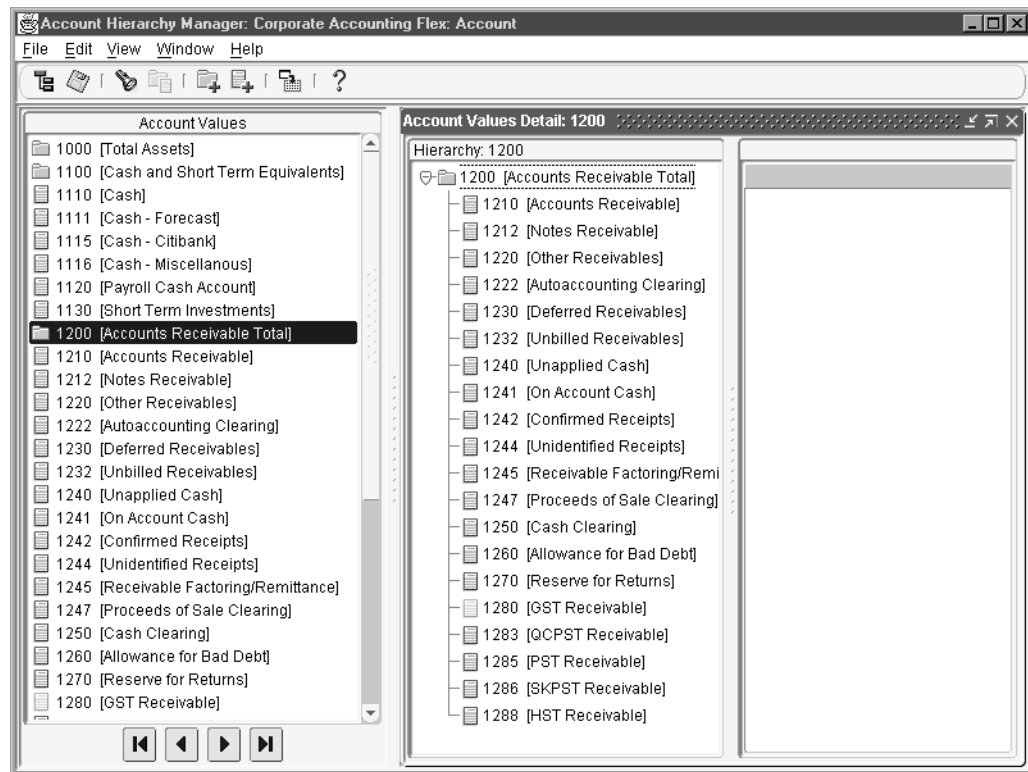
Example 1: To find only parent values that are enabled and contain the word Total in their description, you would enter the following:

1. Select the Parent/Values tab, and enter %Total% in the Description field.
2. Select the Parent/Status tab and check the enabled check box.
3. Select the Child/Values tab and check the None check box to indicate no child values.
4. Select the Find button to launch your query.

Example 2: To find only unassigned child values ordered by Description, enter the following:

1. Select the Parent/Values tab and check the None check box to indicate no parent values.
2. Select the Child/Values tab and check the Unassigned check box to find child values that have not been assigned to parents.
3. Leave the status for both parent and child to All.
4. Leave the dates for both parent and child to All Dates.
5. In the Order By field, enable the Description check box to order your query results by Description.
6. Select the Find button to launch your query.

Account Hierarchy Manager Window



Values List Window

Expand a Chart of Accounts, select a Segment and choose Find in the Query Values window. The Account Hierarchy Manager displays 100 segment values at a time in the Values Detail window. You can choose the arrows to scroll through the list.

Arrows

Description



displays the first 100 segment values in your list



displays the previous 100 segment values in your list



displays the next 100 segment values in your list

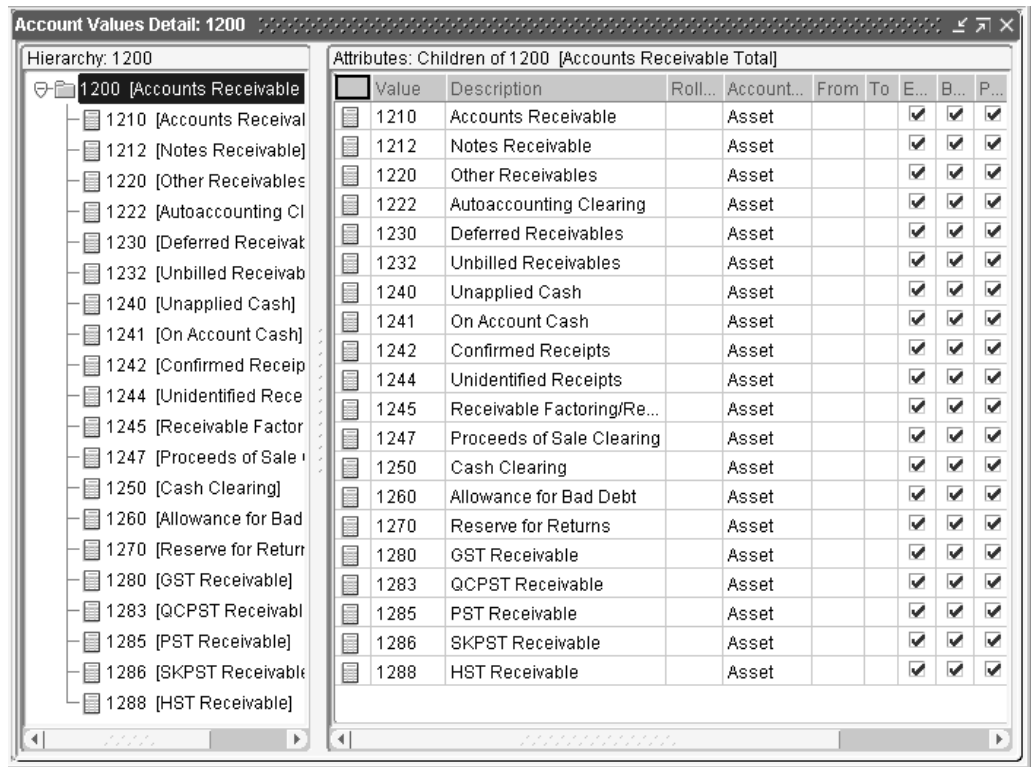


displays the last 100 segment values in your list

Values Detail Window

The Account Hierarchy Manager displays your hierarchies and attributes in two windows:

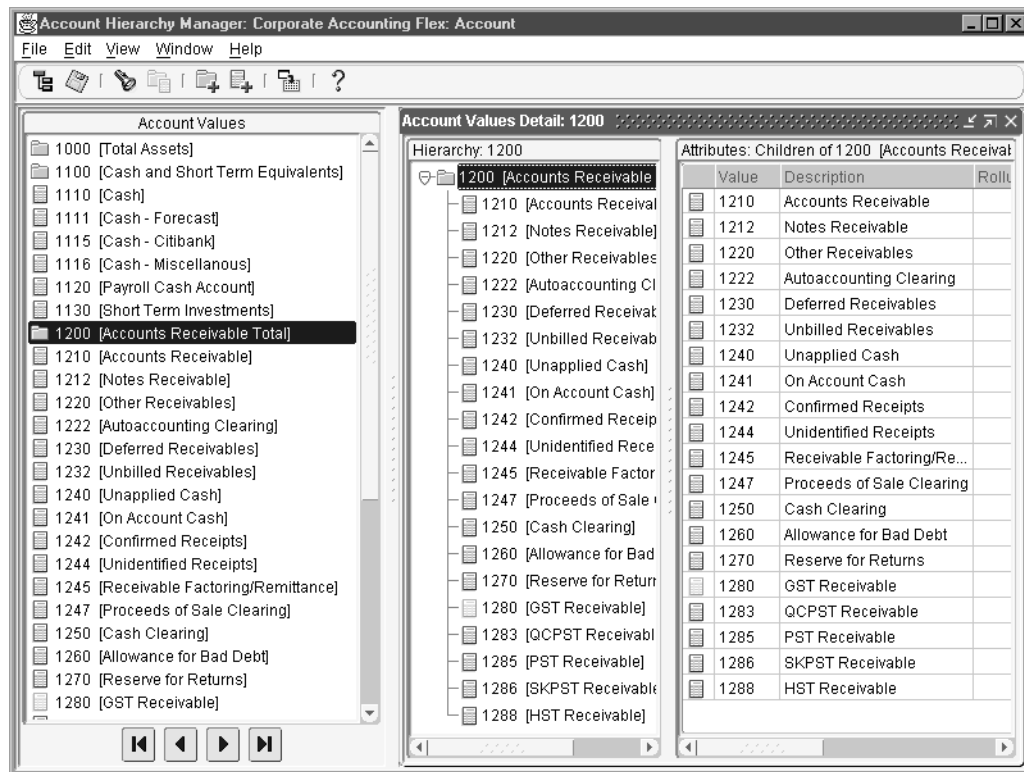
Account Values Detail Window



Note: The title of the Values Detail window is dynamic to reflect the segment you are working with. For example, highlight a parent value for the account segment in the Account Values window and choose the View Hierarchy button from the toolbar. The parent and its children are displayed in the Hierarchy and Attributes sub windows of the *Account Values Detail* window. The displayed title of the Values Detail window, in this case, is *Account Values Detail*.

Hierarchy window: Displays your hierarchies graphically. From a Hierarchy window, you can build, modify, and view account hierarchies.

Account Hierarchy Manager Window



To build a hierarchy, select a parent value from the Values List window and choose the View Hierarchy button from the toolbar. The parent value and all its children are displayed in the Hierarchy window.

To continue building a hierarchy, select additional values from the Values List window, then drag and drop them in the Hierarchy window. Any new values must be added to existing parent values in the hierarchy window. For example, you can select a child value, drag it to the Hierarchy window, then drop it onto any parent value. You can also select a parent value, drag it to the Hierarchy window, and drop it on any parent value.

However, there are instances when you cannot drop a selected value onto an existing value in the hierarchy diagram. For example, you cannot drop a child value onto another child value. The Account Hierarchy Manager will prevent you from completing the drag and drop in these instances.

To remove a value from a hierarchy, select it and choose Remove from the right-click mouse menu.

Attributes window: Lists the attributes of segment values displayed in the Hierarchy window. Attributes are: Description, Rollup Group, Account Type, Effective Date Ranges, Enabled, Budgeting Allowed, and Posting Allowed.

Attributes: Children of 1200 [Accounts Receivable Total]									
<input type="checkbox"/>	Value	Description	Rollup ...	Account...	From	To	E...	B...	P...
<input type="checkbox"/>	1210	Accounts Receivable		Asset			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1212	Notes Receivable		Asset			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1220	Other Receivables		Asset			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1222	Autoaccounting Clearing		Asset			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1230	Deferred Receivables		Asset			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1232	Unbilled Receivables		Asset			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1240	Unapplied Cash		Asset			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1241	On Account Cash		Asset			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1242	Confirmed Receipts		Asset			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1244	Unidentified Receipts		Asset			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1245	Receivable Factoring/Re...		Asset			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1247	Proceeds of Sale Clearing		Asset			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1250	Cash Clearing		Asset			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Related Topics

Security, page 7-66

Displaying Multiple Hierarchies, page 7-75

Displaying Segment Value Details, page 7-75

The Account Hierarchy Manager Menu, page 7-76

Adding or Changing Account Hierarchies, page 7-78

Adding or Changing Parent Values, page 7-80

Adding or Changing Child Values, page 7-84

Adding or Changing Rollup Groups, page 7-86

Closing the Account Hierarchy Manager, page 7-90

Displaying Multiple Hierarchies

To display multiple hierarchies simultaneously, you must create a new Hierarchy window for each hierarchy. From the Values List window, select the value to use as the parent value of the new hierarchy, then choose View Hierarchy from the View menu.

Displaying Segment Value Details

Segment value details can be displayed in the Parent Attributes window, Child Attributes window or the Attributes window. These windows can be accessed in a variety of ways.

Related Topics

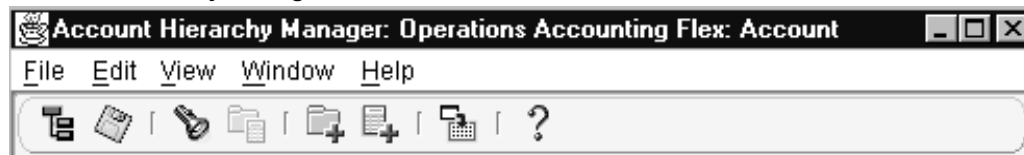
The Account Hierarchy Manager Toolbar, page 7-76

The Account Hierarchy Manager Menu, page 7-76









Mouse Activated Menus, page 7-77

The Account Hierarchy Manager Toolbar

Account Hierarchy Manager Toolbar



The Account Hierarchy Manager toolbar provides pushbutton shortcuts for various menu commands, as follows:

Pushbutton Shortcut	Description	Pushbutton Shortcut	Description
	View Hierarchy		Save
	View Query		View Values List
	New Parent		New Child
	Export Hierarchy		Help

Related Topics

The Account Hierarchy Manager Menu, page 7-76

Mouse Activated Menus, page 7-77

The Account Hierarchy Manager Menu

File Menu

The File Menu includes the following selections:

Close Window: Closes the active hierarchy window. Only affects the hierarchy window, not the underlying data.

Close All Windows: Closes all active windows.

Save: Launches a concurrent process to apply any changes you have made to the account hierarchy since you last saved it. There is a toolbar icon for this menu selection.

Revert: Discards all changes made since you last performed a Save operation. Reverts to the previously saved version.

Export Hierarchy: Exports a selected hierarchy to a delimited file.

Exit: Exit the Account Hierarchy Manager.

Edit Menu

The Edit Menu includes the following selections:

New Parent: Opens the Parent Attributes window. Complete the Account Value, Description, and Account Type fields to create a new parent value.

New Child: Opens the Child Attributes window. Complete the Account Value, Description, and Account Type fields to create a new child value.

Rollup Groups: Opens the Rollup Groups window, where you can create a new rollup group or edit an existing rollup group.

View Menu

The View Menu includes the following selections:

Hierarchy: Displays the hierarchy of the segment you select in the Values List window.

Values List: Displays the Values List window if it is closed.

Query: Displays the Query Values window.

Description: Enable to display the segment value descriptions.

Window Menu

The Window Menu includes the following options:

Tile Vertically: Tiles Multiple Hierarchies vertically.

Tile Horizontally: Tiles Multiple Hierarchies horizontally.

Related Topics

Mouse Activated Menus, page 7-77

Mouse Activated Menus

Use your right mouse button to access the toolbar pushbutton shortcuts or the commands listed in the Account Hierarchy menus. The right-click menus that appear depend on the window you are working in.

Values List Window

Right-click to use the following options:

Menu Option	Description	Menu Option	Description
View Hierarchy	Displays the hierarchy of the selected segment.	New Child	Opens a blank child attributes window.
New Parent	Opens a blank Parent Attributes window.	View Attributes	Opens the Parent Attributes or Child Attributes window.

You can double-click on any parent or child value to activate the Parent Attributes or Child Attributes window.

Hierarchy Window

Right-click to use the following options:

Menu Option	Description	Menu Option	Description
Remove	Removes the selected segment from the hierarchy.	View Attributes	Opens the Parent Attributes or Child Attributes window.
New Parent	Opens a blank Parent Attributes window.	Export Hierarchy	Allows you to export a selected hierarchy to a delimited file.
New Child	Opens a blank child attributes window.		

Attributes Window

Right-click to use the following options:

Menu Option	Description	Menu Option	Description
Remove	Removes the selected segment from the hierarchy.	Edit Ranges	Allows you to merge, delete, edit, and create new child ranges assigned to a parent.
New Parent	Opens a blank Parent Attributes window.	Delete Row	Allows you to delete a selected row if you have not performed the Save action.
New Child	Opens a blank child attributes window.		

Related Topics

Planning Your Hierarchies, page 7-66
The Account Hierarchy Manager Interface, page 7-68
The Account Hierarchy Manager Menu, page 7-76
Adding or Changing Account Hierarchies, page 7-78
Adding or Changing Parent Values, page 7-80
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Adding or Changing Rollup Groups, page 7-86
Closing the Account Hierarchy Manager, page 7-90

Adding or Changing Account Hierarchies with the Account Hierarchy Manager

You can use the Account Hierarchy Manager, instead of the Key Segment Values window in General Ledger, to define a hierarchy for a segment of your chart of accounts. In addition to building new hierarchies, you can use the Account Hierarchy Manager to change existing hierarchies, regardless of where you defined them.

Tip: When you create a new hierarchy, start from the top of the hierarchy organization and build down. In other words, start with a top level grandparent, then add parent nodes and child entries.

You change a hierarchy by:

- Adding child and parent segment values
- Moving child or parent values within a hierarchy
- Removing values

Prerequisite

- Define the Accounting Flexfield structure that represents your chart of accounts.
See: Defining Your Account Structure, page 7-29

To create a new hierarchy:

1. Start the Account Hierarchy Manager by navigating to Setup > Accounts > Manager.
2. In the Chart of Accounts - Segments window, select the Chart of Accounts and Segment for which you want to create a hierarchy. Choose Find in the Query window.
3. From the resulting Value List, select the segment value representing the parent value of your hierarchy. Optionally, you can create a new parent segment value.
See: Adding or Changing Parent Values with the Account Hierarchy Manager, page 7-80
4. Choose New Parent from the File menu.
Complete the fields in the Parent Attributes window.
5. Choose the new parent value from the Values List and select Hierarchy from the View menu.
6. Add values to your hierarchy, as needed, working down from the topmost node.
7. Save your work.

To add values to an existing hierarchy:

1. Select the Chart of Accounts and Segment for the existing hierarchy.
2. Select the segment value that represents the parent value of your hierarchy, and choose Hierarchy from the View menu. The Account Hierarchy Manager displays the parent value and all of its child values.
3. From the Values List window, select the value you want to add to your hierarchy.
4. Drag the selected value to the intended parent value in the Hierarchy window, then drop it.

Note: You can add a parent segment value between existing parent and child values. Drop the new parent value on one of the lines connecting existing parent and child values. The Account Hierarchy Manager inserts the new parent value.

Important: When you change parent/child relationships that affect existing summary accounts run the Incremental Add/Delete

Summary Templates program to update your summary account balances.

See: Maintaining Summary Accounts, page 7-121

5. Save your work.

To move values within an existing hierarchy:

1. Display the hierarchy you want to modify in the Hierarchy window.
2. Select the value you want to move and drag it to the new intended parent value.

Note: If you are using multiple hierarchy diagram windows, you can move values between the windows just as you would move values within a single window. Simply select the value and drag it to its new location.

3. Save your work.

To remove values from an existing hierarchy:

1. Display the hierarchy you want to modify in the Hierarchy window.
2. Select the value you want to remove in the Hierarchy window. Choose Remove from the right-click mouse menu.

Note: You are not deleting the value, you are simply removing it from the hierarchy.

3. Save your work.

Related Topics

Planning Your Hierarchies, page 7-66

The Account Hierarchy Manager Interface, page 7-68

The Account Hierarchy Manager Menu, page 7-76

Adding or Changing Parent Values, page 7-80

Adding or Changing Child Values, page 7-84

Adding or Changing Rollup Groups, page 7-86

Closing the Account Hierarchy Manager, page 7-90

Adding or Changing Parent Values with the Account Hierarchy Manager

You can use the Account Hierarchy Manager to add new parent segment values, assign child ranges for a parent segment value, change parent attributes, and merge child ranges.

To create a new parent segment value:

1. Start the Account Hierarchy Manager by navigating to Setup > Accounts > Manager.

2. In the Chart of Accounts - Segment window, select the Chart of Accounts and Segment for the existing hierarchy. Choose Find in the Query Values window.
3. Choose New Parent Value from the Edit menu. The Parent Attributes window appears.

Parent Attributes Window

Parent Attributes

Value

Description

Effective Dates

From To

☒ Enabled

Hierarchy, Qualifiers

Rollup Group

Account Type

Ranges

Merge Delete Edit New...

OK Cancel

4. Enter a new Segment Value. The segment value must comply with the security rules you defined for the value set associated with the segment. The Account Hierarchy Manager validates the value when you close the Parent Attributes window.
5. Optionally, enter a Description, assign a Rollup Group, and specify a range of Effective Dates.
6. If you are creating a new parent value for the natural account segment, specify an Account Type.
7. Review the Enable checkbox. For, example, if you do not want to use this segment value in the Enter Journals window, uncheck the Enable checkbox.

Note: Once you create and save a new parent segment value, you cannot delete it. You can, however, disable the segment value at any time, by unchecking the Enable check box in the Parent Attributes window.

8. Optionally, assign child value ranges to your parent value (See the next task). You must first save a new Parent Segment before you can assign child value ranges to that parent.
9. Choose OK, then save your work.

To assign child value ranges to a parent value:

1. In the Values List window, select the parent value to which you want to assign child value ranges. Choose View Attributes from the right-click mouse menu.

The Parent Attributes window opens.

2. Choose New. The Range window appears.
3. Select Parent Range or Child Range as the range type.

Note: A parent range includes only the parent segment values falling within the range. A child range includes all child values falling within the range.

4. Enter a segment value range. Values are validated when you close the Parent Attributes window.

Note: You can not enter overlapping child ranges for a parent segment value. The Account Hierarchy Manager prevents you from making an overlapping range selection.

Important: If you change parent/child relationships that affect existing summary accounts, run the Incremental Add/Delete Summary Templates program to update your summary account balances.

See: Maintaining Summary Accounts, page 7-121

5. Choose OK to close the Range window. The newly defined Child or Parent range appears in the Ranges region of the Parent Attributes window.
6. Choose OK when you are finished assigning child ranges.
7. Save your work.

To change the attributes for a parent segment value:

1. In the Values List window, double-click on the parent node whose attributes you want to change.

The Parent Attributes window opens.

Parent Attributes Window

The screenshot shows the 'Parent Attributes' window with the following fields and controls:

- Value:** A text box containing '1000'.
- Description:** A text box containing 'Total Assets'.
- Effective Dates:** A section containing 'From' and 'To' text boxes, and a checked 'Enabled' checkbox.
- Hierarchy, Qualifiers:** A section containing a 'Rollup Group' dropdown menu set to 'Assets' and an 'Account Type' dropdown menu set to 'Asset'.
- Ranges:** A list box containing a folder icon and the text '1001 -- 1999'. Below the list box are four buttons: 'Merge', 'Delete', 'Edit', and 'New...'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right of the window.

2. Make any changes in the Parent Attributes window, then save your work.

Note: If you edit a node that appears more than once in a hierarchy, the Account Hierarchy Manager changes all occurrences of that node to keep the attributes consistent.

Warning: When you save segment value attribute changes to General Ledger, you can also change General Ledger account code combination attributes.

See: Segment Value Inheritance, page 7-41

Merging Ranges

When you create hierarchies using the drag and drop feature of the Account Hierarchy Manager, the system automatically updates parent segment attributes as you build your hierarchies. For example, if you drag the child segment value "1100-Accounts Receivable" to the parent segment value "1000-Assets", the Account Hierarchy Manager changes the attributes of 1000-Assets to include the child range 1100-1100.

If you do this repeatedly for multiple child values, a parent segment can accumulate many entries for child ranges-ranges which are actually adjacent in your chart of accounts. You can use the Account Hierarchy Manager to consolidate adjacent child ranges into a single entry in the Parent Attributes window. For example, separate entries

for child ranges 1100-1100, 1200-1200, 1300-1300, and 1400-1400, are combined into one range, 1100-1400.

Note: The character set of the General Ledger database can affect how ranges are merged. For more information, see: *Oracle Applications Flexfields Guide*.

To merge child ranges for a parent segment value:

1. In the Values List window, double-click on the parent value whose ranges you want to merge.
The Parent Attributes window appears.
2. Choose Merge.
The Preview Merged Ranges window appears. The left region shows the current child ranges. The right region shows the merged ranges as they will appear if you confirm the merge operation.
3. Choose Accept Merge to confirm the merge operation or choose Cancel to abort.

Related Topics

Planning Your Hierarchies, page 7-66
The Account Hierarchy Manager Interface, page 7-68
The Account Hierarchy Manager Menu, page 7-76
Adding or Changing Account Hierarchies, page 7-78
Adding or Changing Child Values, page 7-84
Adding or Changing Rollup Groups, page 7-86
Closing the Account Hierarchy Manager, page 7-90

Adding or Changing Child Values with the Account Hierarchy Manager

You can use the Account Hierarchy Manager to add new child segment values or modify existing child values.

To create a new child segment value for your hierarchy:

1. Start the Account Hierarchy Manager by navigating to Setup > Accounts > Manager.
2. From the Chart of Accounts - Segments window, select the Chart of Accounts and Segment for the existing hierarchy you want to work with.
3. Choose Find in the Query Values window.
4. Choose New Child from the Edit menu.
The Child Attributes window appears.

Child Attributes Window

The screenshot shows the 'Child Attributes' window. It has a title bar with the text 'Child Attributes' and a close button. The window contains the following fields and controls:

- Value:** A text box containing '1115'.
- Description:** A text box containing 'Cash - Citibank'.
- Effective Dates:** A section containing 'From' and 'To' text boxes, and a checked checkbox labeled 'Enabled'.
- Hierarchy, Qualifiers:** A section containing a dropdown menu for 'Account Type' set to 'Asset', and two checked checkboxes labeled 'Budgeting Allowed' and 'Posting Allowed'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

5. Enter a new Segment Value. The Account Hierarchy Manager validates the value when you close the Child Attributes window.
6. Optionally, enter a Description and specify a range of Effective Dates.
7. If you are creating a new child value for the natural account segment, specify an Account Type. The default is Expense.
8. Mark the Enable check box if you want to use this segment value-for example, in the Enter Journals window in General Ledger.

Note: Once you create and save a new child segment value, you cannot delete it. To disable the segment value at any time, uncheck the Enable check box in the Child Attributes window.

9. Determine whether you want the Allow Posting and Allow Budgeting check boxes enabled or disabled. The defaults are enabled.
10. Choose OK to close the Child Attributes window.
11. Save your work.

To change the attributes for a child segment value:

1. In the Values List window, double-click on the child value whose attributes you want to change.
The Child Attributes window opens.

Child Attributes

Value: 1115

Description: Cash - Citibank

Effective Dates

From: [] To: []

☒ Enabled

Hierarchy, Qualifiers

Account Type: Asset

☒ Budgeting Allowed

☒ Posting Allowed

OK Cancel

2. Make any changes in the Child Attributes window, then save your work.

Note: If you edit a child value that appears more than once in a hierarchy, the Account Hierarchy Manager changes all occurrences of that value to keep the attributes consistent.

Warning: When you upload segment value attribute changes to General Ledger, you can also change General Ledger account code combination attributes.

See: Segment Value Inheritance, page 7-41

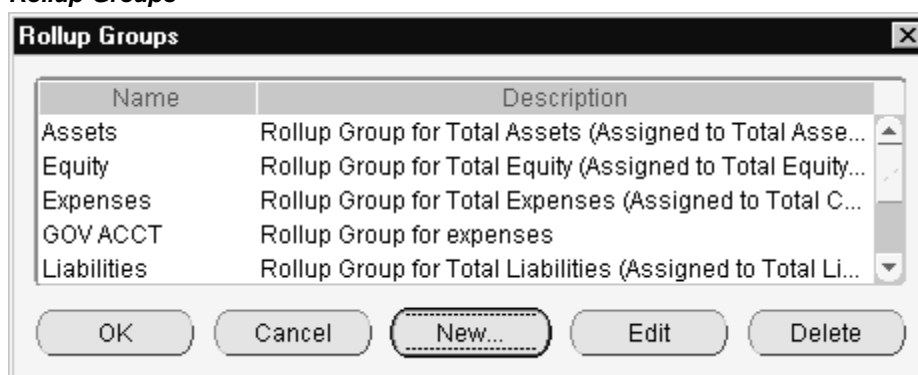
Related Topics

- Planning Your Hierarchies, page 7-66
- The Account Hierarchy Manager Interface, page 7-68
- The Account Hierarchy Manager Menu, page 7-76
- Adding or Changing Account Hierarchies, page 7-78
- Adding or Changing Parent Values, page 7-80
- Adding or Changing Rollup Groups, page 7-86
- Closing the Account Hierarchy Manager, page 7-90

Adding and Changing Rollup Groups with the Account Hierarchy Manager

You can create new rollup groups or edit existing rollup groups using the Account Hierarchy Manager. Rollup groups are groups of parent segment values you use to create summary accounts.

Rollup Groups



Important: When you change the contents of a rollup group that is used in a summary template, run the Incremental Add/Delete Summary Templates program to update your summary account balances.

- Rollup groups must be unfrozen for the current chart of accounts. See: Defining Key Flexfields, *Oracle Applications Flexfields Guide*.

To create a new rollup group:

1. Start the Account Hierarchy Manager by navigating to Setup > Accounts > Manager.
2. Choose Rollup Groups from the Edit menu. The Rollup Groups window appears.
3. Choose New. The Rollup Group window appears.

Rollup Group Window

The screenshot shows a window titled "Rollup Group" with two input fields: "Name" and "Description". Below the fields are two buttons: OK and Cancel.

4. Enter a name and description for the new rollup group.
5. Choose OK to close the Rollup Group window.
6. Repeat steps 3 through 6 for each rollup group you want to create. When you are finished, choose OK to close the Rollup Groups window.
7. Save your work.

To change an existing rollup group:

1. Choose the existing hierarchy whose rollup groups you want to change.
2. Choose Rollup Groups from the Edit menu.
3. Select the rollup group you want to change.

4. Choose Edit.
5. After making your changes, choose OK.
6. Repeat steps 3 through 5 for each rollup group you want to change. When you are finished, choose OK.
7. Save your work.

To delete an existing rollup group:

1. Choose the existing hierarchy whose rollup groups you want to delete.
2. Choose Rollup Groups from the Edit menu.
3. Select the rollup group you want to change.
4. Choose Delete.
5. After making your changes, choose OK.
6. Repeat steps 3 through 5 for each rollup group you want to delete. When you are finished, choose OK.
7. Save your work.

Related Topics

Planning Your Hierarchies, page 7-66
The Account Hierarchy Manager Interface, page 7-68
The Account Hierarchy Manager Menu, page 7-76
Adding or Changing Account Hierarchies, page 7-78
Adding or Changing Parent Values, page 7-80
Adding or Changing Child Values, page 7-84
Closing the Account Hierarchy Manager, page 7-90
Defining Rollup Groups, *Oracle Applications Flexfields Guide*

Exporting From the Account Hierarchy Manager

You can export your hierarchies to a delimited file that can be opened and printed in other applications.

Export File Window

Export File

Export File Format

☒ Comma delimited

☐ Tab delimited

☐ Custom delimiter

Field separator: ,

Quote character: "

File: Browse

OK Cancel

To export a hierarchy:

1. Display the hierarchy you want to export in the Hierarchy subwindow of the Values Detail window.
2. Choose the Export Hierarchy icon from the toolbar.
The Export File window opens.
3. Complete the fields in the Export File window.
 - Choose the delimiter you want to use for the export file.
 - In the File field, enter the path and filename for your export file.
Alternatively, you can choose the browse button to explore alternative paths. Once you select a path and filename using Browse, you can edit the path and filename that appear in the File field. Choose Save.
 - Choose OK to export your file.

Related Topics

Planning Your Hierarchies, page 7-66

The Account Hierarchy Manager Interface, page 7-68

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Closing the Account Hierarchy Manager

To close the Account Hierarchy Manager:

1. Choose File > Exit from the Account Hierarchy Manager menu.
2. If you have not already done so, the system asks if you want to save any changes you've made. Choose Yes to save your work, or No to abandon your changes.

Related Topics

Planning Your Hierarchies, page 7-66

The Account Hierarchy Manager Interface, page 7-68

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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 choose:

- To import detail reference information for summary journals you import from your feeder systems. If you choose this option, you can also use the Account Inquiry window to drilldown to subledger transactions, transferred from subledgers in summary or detail, for a specified source.
- To freeze the journal source, preventing users from making changes to any unposted journals from that source.
- To require that journals with a specific journal source be approved by higher management levels before the journal can be posted. Journal Approval must be enabled for your set of books.
- 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 predefined journal entry sources, listed in the table below:

Name	Description
AX Inventory	AX Inventory Entry
AX Payables	AX Payables Entry
AX Receivables	AX Receivables Entry
Assets	Fixed Asset System
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

Name	Description
Revaluation	Revaluation Journal Entry
Revenue	Revenue Accounting System
Spreadsheet	Spreadsheet
Statistical	Statistical Journal Entry
Transfer	Budget Transfer

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. Enable/Disable the following check boxes for this journal source:

Import Journal References

Enabled:

- In the Account Inquiry window, you can drilldown to subledger transactions, transferred from subledgers in summary or detail, for this source.
- Journal References will be imported from your feeder systems to maintain a mapping of summarized transactions when you run Journal Import and choose to create summary journals. 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.

Disabled:

- In the Account Inquiry window, you cannot drilldown to subledger transactions, transferred from subledgers in summary or detail, for this source.

Freeze Journals

If you enable this checkbox, journals from this source cannot be changed in the Enter Journals window. If you subsequently disable this checkbox, you can make changes to journals from this source.

Require Journal Approval

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.

4. (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.

5. 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.

Related Topics

Integrating Oracle General Ledger Using Journal Import, page 1-95

Importing Journals, page 1-124

Overview of Average Balance Processing, page 4-1

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 predefined journal categories shown in the following table:

Name	Description
Accrual	Month End Accrual Entry
Adjustment	Adjusting Journal Entry
Allocation	Allocation
Bank Charges	Bank Charges
Bank Receipts	Bank Receipts

Name	Description
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
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

Name	Description
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. (Optional) Specify the Reversal Method you want to use for this category in the Reversal Criteria window. See: Assigning Journal Reversal Criteria, page 1-146
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.

Related Topics

Importing Journals, page 1-124

Assigning Journal Reversal Criteria, page 1-146

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

- 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.

Related Topics

Defining Sets of Books, page 7-54

Defining Journal Sources, page 7-90

Defining Journal Categories, page 7-93

Setting Up Interface Data Transformer (IDT)

To set up Interface Data Transformer, perform the following steps.

Using the IDT

1. Load data into the GL_INTERFACE table.
2. Create PL/SQL functions, if any, that you want to use in an IDT transformation rule set and register the functions in the meta-data structure.

To register a PL/SQL function in the meta-data structure, see the section in this chapter entitled Registering a PL/SQL Function in Meta-Data Structure.

3. Create value sets, if any, that you want to use in an IDT Transformation Rule Set.
4. Create lookup tables, if any, that you want to use in an IDT Transformation Rule Set and register the tables in the meta-data structure.

To register a lookup table in the meta-data structure, see the following section entitled Registering a Lookup Table in Meta-Data Structure.

5. Define Transformation Rule Sets.

Note: We recommend that you save your Transformation Rule Set before using the Reorder functionality. In some cases, derivation details may be lost when sequences are reordered.

6. Run Transformation Rule Sets by launching the Program, GL Interface Data Transformer, either stand-alone or along with Journal Import.
7. If errors occur, correct data in the Correct Journal Import form in General Ledger.

Registering a Lookup Table in Meta-Data Structure

To optionally register a lookup table in meta-data structure, perform the following steps.

1. Insert a row into GCS_LEX_MAP_STRUCTS for the lookup table as follows:

```
INSERT INTO GCS_LEX_MAP_STRUCTS (STRUCTURE_ID, STRUCTURE_NAME,
TABLE_USE_TYPE_CODE, DESCRIPTION, CREATION_DATE, CREATED_BY,
LAST_UPDATE_DATE, LAST_UPDATED_BY, LAST_UPDATE_LOGIN)
VALUES (GCS_LEX_MAP_STRUCTS.S.NEXTVAL, :STRUCTURE_NAME, 'L',
:DESCRIPTION, SYSDATE, -1, SYSDATE, -1, -1);
```

2. Insert a row into GCS_LEX_MAP_COLUMNS for each column in the lookup table as follows:

Note: Only those columns that you intend to reference need to be registered.

```
INSERT INTO GCS_LEX_MAP_COLUMNS (COLUMN_ID, STRUCTURE_ID,
COLUMN_NAME, COLUMN_TYPE_CODE, WRITE_FLAG, ERROR_CODE_COLUMN_FLAG,
CREATION_DATE, CREATED_BY, LAST_UPDATE_DATE, LAST_UPDATED_BY,
LAST_UPDATE_LOGIN) VALUES (GCS_LEX_MAP_COLUMNS_S.NEXTVAL,
:STRUCTURE_ID, :COLUMN_NAME, <'V' or 'N' or 'D' FOR VARCHAR2,
NUMBER, OR DATE>, 'N', 'N', SYSDATE, -1, SYSDATE, -1, -1);
```

3. Repeat Step 2, as necessary, depending on the number of columns in the lookup table.

Registering a PL/SQL Function in Meta-Data Structure

To register your PL/SQL functions, perform the following steps.

1. Insert a row into GCS_LEX_MAP_PLSQL_FUNCS for the PL/SQL functions as follows:

```
INSERT INTO GCS_LEX_MAP_PLSQL_FUNCS (FUNCTION_NAME, DESCRIPTION,
CREATION_DATE, CREATED_BY, LAST_UPDATE_DATE, LAST_UPDATED_BY,
LAST_UPDATE_LOGIN) VALUES (:FUNCTION_NAME, :DESCRIPTION, SYSDATE,
-1, SYSDATE, -1, -1)
```

2. Repeat Step 1, as necessary, for each PL/SQL function you are registering.

Transaction Codes

Important: The following section is applicable to customers who need to create additional journal lines for subledger transactions or manual journals. This feature will generate additional debit/credit pairs for any transaction line that is also tagged with a transaction code. Transaction codes are typically used by U.S. federal government customers to produce both proprietary and budgetary accounting entries for a given transaction. This feature is currently only available in public sector installations.

Using transaction codes, you can 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.

In addition to entering transaction codes in General Ledger, you can enter transaction codes in some Purchasing, Payables and Receivables windows.

Transaction Codes and Budgetary Control

If you are using budgetary control and your Enable Transaction Code profile option is set to Yes, then General Ledger automatically generates budgetary transactions for proprietary transactions that have transaction codes and performs funds checking and funds reservation on both the proprietary and the budgetary accounts.

To use transaction codes, you must enable budgetary control. However, if you want to use transaction codes but do not want to perform budgetary control, do not set up a funding budget and turn off encumbrance accounting for your entire range of accounts.

Listing Your Transaction Codes

Use the Transaction Code Listing to view transaction codes and their associated account pairs. See: Transaction Code Listing, page 14-71.

When to Use Transaction Codes

Use transaction codes whenever you need to create additional debit and credit pairs for a transaction.

Example:

You operate in compliance with the United States Standard General Ledger (USSGL), and you want to record goods or services received. You record the following proprietary entry upon receipt of goods:

DR 6100 Operating Program Expense CR 2110 Accounts Payable

And you record an additional entry to budgetary accounts to record the movement of funds as required by the USSGL:

DR 4800 Undelivered Orders CR 4900 Expended Appropriation

Example:

Your agency purchases computer equipment, and you want to set aside money to cover its replacement. You record the following proprietary entry to record receiving the computer equipment:

DR 1000 Asset For Computer Equipment CR 2110 Accounts Payable

And you record an additional proprietary entry to reserve money for future replacement:

DR 3100 Fund Balance CR 3120 Reserve For Capital Equipment

In such cases you can set up the system to generate the additional entries automatically.

Defining Transaction Codes

Use the Define Transaction Code window in General Ledger to define your transaction codes and to assign them additional accounting entries.

Example:

You define transaction code T1 with the following account pair:

DR 4800 Undelivered Orders CR 4900 Expended Appropriation

Whenever you enter Transaction Code T1 on a data entry window, General Ledger creates the additional pair of entries you specified using the Accounting Flexfield information from the original transaction.

Entering Transaction Codes

You can enter transaction codes in some windows in General Ledger, Payables, Purchasing and Receivables. The system defaults the transaction code entered to each succeeding level, such as line, shipment, and distribution. You can always override the transaction code at lower levels.

After you transfer your transactions to General Ledger, the system verifies that you have a valid enabled transaction code on each transaction. General Ledger then creates additional journal entries based on what you defined in the Define Transaction Code setup window.

Example:

Consider the following example in which a budgetary transaction is created from a proprietary transaction. The following setup is in effect:

- Accounting Flexfield structure: Appropriation--Account--Organization--Project
- The accounts listed in the table below are part of your chart of accounts.

Some accounts in your chart of accounts

ACCOUNT NAME	ACCOUNT NUMBER	ACCOUNT TYPE
Accounts Payable	2100	Liability
Undelivered Orders	4800	Budgetary
Expended Appropriation	4900	Budgetary
Operating Expense	6100	Expense

- Transaction code TC1 is defined with the pair of associated accounts as shown in the table below.

The definition of transaction code TC1.

TRANSACTION CODE	DEBIT ACCOUNT	CREDIT ACCOUNT
TC1	4800	4900

In Purchasing, you approve a purchase order and enter transaction code TC1 as shown in the table below.

The definition of transaction code TC1.

ACCOUNTING FLEXFIELD	DEBIT	CREDIT	TRANS CODE
2010804-6100-1200-700	150		TC1

The table below shows how General Ledger automatically generates the additional lines against your budgetary accounts when you check and reserve funds for the transaction, or when you post your transactions.

To create the new Accounting Flexfields, General Ledger takes the original transaction Accounting Flexfield from the shipment or distribution and substitutes the required account segment values as defined by the transaction code. General Ledger derives the dollar amounts from the original transaction.

Additional lines automatically generated by General Ledger.

ACCOUNTING FLEXFIELD	DEBIT	CREDIT
2010804-4800-1200-700	150	
2010804-4900-1200-700		150

Changing the Transaction Code on a Transaction

When you modify the transaction code at the header level of a transaction, the new transaction code defaults to any new lines or distributions you create. You cannot, therefore, change the transaction code on the lines, shipments, or distributions level by changing the transaction code at the header level.

When encumbrance accounting is on, you can modify the transaction code for an individual line, shipment or distribution only if that line, shipment or distribution has not yet been approved.

When encumbrance accounting is off, you can modify the transaction code only if the transaction has not yet been posted. If the transaction has already been approved or posted, then you must reverse or cancel the transaction.

Reversing a Transaction with a Transaction Code

When you reverse or cancel a transaction, the system copies the transaction codes from the original lines to the reversing lines.

Example:

You enter and approve a purchase order for \$150 with a transaction code of TC1 and then you later cancel the purchase order. The table below shows the original entry for the purchase order; the table that follows the table below shows the negative entry Purchasing creates when you cancel the purchase order.

Original entry for purchase order.

ACCOUNTING FLEXFIELD	DEBIT	CREDIT	TRANS CODE
2010804-6100-1200-700	150		TC1

Reversed entry created when you cancel the purchase order.

ACCOUNTING FLEXFIELD	DEBIT	CREDIT	TRANS CODE
2010804-6100-1200-700	-150		TC1

The reversed entry also has the same transaction code. Initially when you transfer your transactions from Purchasing to General Ledger, General Ledger creates the additional entries associated with the original transaction as shown in the table below. Later when

you cancel the purchase order, General Ledger creates the necessary reversing entries as shown in the table following the table below.

Original additional entries created for purchase order with transaction code TC1.

ACCOUNTING FLEXFIELD	DEBIT	CREDIT
2010804-4800-1200-700	150	
2010804-4900-1200-700		150

Additional entries created to cancel purchase order with transaction code TC1.

ACCOUNTING FLEXFIELD	DEBIT	CREDIT
2010804-4800-1200-700	-150	
2010804-4900-1200-700		-150

Related Topics

Defining Preferences with User Profile Options, *Oracle Applications User's Guide*

Using Budgetary Control and Online Funds Checking, page 2-61

Setting Up Transaction Codes, page 7-102

Defining Transaction Codes, page 7-103

Setting Up Transaction Codes

For transactions to generate the additional debit and credit pairs, you must install General Ledger, enable the Transaction Code profile option, and define your transaction codes. You must also enable budgetary control in your set of books.

If you want to use transaction codes but do not want to perform budgetary control, do not set up a funding budget, and turn off encumbrance accounting for your entire range of accounts.

Prerequisites

- Define your Accounting Flexfields and budgetary accounts, according to the requirements of your agency.

To set up transaction codes in your set of books:

1. Enable Budgetary Control on budgetary accounts to control expenditures against your appropriation limits. See: Defining Sets of Books, page 7-54

Note: To use transaction codes, you must enable budgetary control, even if you do not implement budgetary control. If you do not implement budgetary control, do not set up a funding budget and turn off Encumbrance Accounting for your entire range of proprietary and budgetary accounts.

2. Enable the Enable Transaction Code profile option. See: Setting General Ledger Profile Options, page B-1

Enabling this option lets you enter transaction codes in General Ledger, Oracle Purchasing, Oracle Payables, and Oracle Receivables. You can set this value at the site, application, or responsibility level.

3. Define your transaction codes by assigning them to account pairs of any type, budgetary and proprietary or both. See: Defining Transaction Codes, page 7-103
4. If you are subject to the Prompt Payment Act and want to associate a transaction code with interest payments, assign a transaction code to your Interest Invoices in the Define System Options and Defaults window in Payables.

When you confirm payment of interest invoices, Payables automatically creates additional transactions for your interest invoices using the transaction code you define as a system option.

Related Topics

Using Budgetary Control and Online Funds Checking, page 2-61

Setting Your Personal User Profile, *Oracle Applications User's Guide*

Confirming Payment Batches, *Oracle Payables User's Guide*

Prompt Payment Support, *Oracle Payables User's Guide*

Defining Transaction Codes

Define transaction codes to assign additional debit and credit pairs to a single transaction. The system creates these additional entries automatically. When you enter actual or encumbrance journals, you can enter transaction codes at the batch, header and line level.

You cannot delete or change your transaction code once you save your work. Rather, you restrict the use of your transaction code by assigning start and end dates. Note that you can delete or modify the transaction pairs associated with a code.

You can use transaction codes across your sets of books that share the same chart of accounts.

Prerequisites

- Define your set of books.
- Set the Enable Transaction Code profile option for your set of books.

To define transaction codes:

1. Navigate to the Transaction Codes window.
2. Enter the name of your transaction Code. Optionally enter the Start and End Dates for which you want this transaction code to be enabled.
3. Enter the Debit and Credit Account segment values that you want automatically debited or credited when you associate this transaction code with a journal. You can enter any number of account segment value pairs for each transaction code.

When you enter a journal, General Ledger will generate additional journal lines that debit your debit accounts and credit your credit accounts for the amounts in your journal entry.

4. Save your work.

Related Topics

Setting Up Transaction Codes, page 7-102

Transaction Code Listing, page 14-71

Defining Sets of Books, page 7-54

Defining Preferences with User Profile Options, *Oracle Applications User's Guide*

Setting General Ledger Profile Options, page B-1

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 templates 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: Designing Your Accounting Flexfield, page 7-22.

The intercompany accounts and balancing options you define in the Intercompany Accounts window can have the following results when you create intercompany transactions:

- Require a user to specify a clearing company when entering an intercompany transaction in the Journals window.
- Require all intercompany transactions to balance with the company clearing the intercompany transaction.
- Require all intercompany transactions to balance against a specific 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 9-1. 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

- 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 Window

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	01.000-1601.0000.000	01.000-2601.0000.000
02	02.000-1602.0000.000	02.000-2602.0000.000
All Other	01.000-1600.0000.000	01.000-2600.0000.000
...		

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.

Note: When the posting program applies intercompany balancing, it will search for the intercompany account template that matches the source and category of your journal entry.

If the program cannot find an intercompany template with a matching source and category, the program searches for the intercompany account template for the journal source and category Other.

If the program cannot find an intercompany template with a matching journal source and category Other, the program will search for the intercompany template with the journal source Other, and the category Other.

3. Select Summary or Detail Balance from the Balance by poplist.

Transaction examples for Summary or Detail balance are listed below.

Example transaction lines

Account	Debit	Credit
01.000.1000	2000	
02.000.1000	3000	
01.000.1000		4000
02.000.1000		1000

Summary: balance by journal

Summary example balancing lines

Account	Debit	Credit
01.000.1600	2000	
02.000.1600		2000

Detail: balance by journal lines

Detail example balancing lines

Account	Debit	Credit
01.000.1600		2000
02.000.1600		3000
01.000.1600	4000	
02.000.1600	1000	

4. Complete the Clearing Company Usage and Default Options tabs. See: Multi Company Balancing Options, page 7-107.
5. Save your work.

Related Topics

Defining Sets of Books, page 7-54

Defining Journal Sources, page 7-90

Defining Journal Categories, page 7-93

Accounting for Multiple Companies Using the Same Set of Books, page 9-1

Balancing Options

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 each from the Clearing Company Usage tab and Default Options tab per source and category combination of intercompany account definitions.

The Always Use Clearing Company option lets you define how clearing companies are applied to all types of transactions as described below. The relationship refers to how many companies are involved on the debit and credit side of the 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.
- **Many to Single:** If one company charges many companies for engineering services in a single transaction, you create a single to many transaction that debits multiple companies and credits a single company.
- **Single to Many:** If many companies transfer inventory items to one company, you create a many to single transaction that debits a single company and credits many companies.
- **Many to Many:** If many companies are cross charging one another, you create one many to many transaction that reflects all the business transactions between the many companies. A single transaction debits many companies and credits many companies.

Note: General Ledger determines whether a transaction is a single to many or many to many before applying the associated balancing

options. General Ledger will net multiple journal entry lines for the same balancing segment value before the determination is made. See the example in the tables below:

Example transaction lines that appear to be a many to many type

Account	Debit	Credit
01.000.1000	200	
02.000.1000	300	
01.000.2000		300
03.000.2000		200

Net effect of this transaction shows this to be a single to many transaction

Company	Debit	Credit
02	300	
01		100
03		200

The Many to Many Intercompany Transactions Only option lets you define how clearing companies are applied to many to many transactions only.

The following table shows the Intercompany Accounts window tab combinations.

Intercompany Accounts window tab combinations

Clearing Company Usage Tab	Default Options	Result
Always Use Clearing Company	Error Out	If you create any type of intercompany journal and do not specify the clearing company in the More Criteria window, the transaction will error out upon posting.
	Use Default Clearing Company	If you create any type of intercompany journal and do not specify the clearing company in the More Criteria window, the transaction balances against the clearing company you specify in the default clearing company field.
	Use Default Balancing Account	This choice is not available in combination with the Always Use Clearing Company.
Many to Many Intercompany Transactions Only	Error Out	If you create a many to many intercompany journal and do not specify the clearing company in the More Criteria window, the transaction will error out upon posting.
	Use Default Clearing Company	If you create a many to many intercompany journal and do not specify the clearing company in the More Criteria window, the transaction balances against the clearing company you specify in the default clearing company field.
	Use Default Balancing Account	If you create a many to many intercompany journal and do not specify the clearing company in the More Criteria window, the transaction posts against the default Due From and Due To accounts you specify for the Balancing Segment Value All Other in the Intercompany Detail Region.

Clearing Company Usage Tab

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 Clearing Company Usage option applies to any intercompany transaction you enter whether it involves 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 clearing company usage option 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 clearing company. This company does not have to be a party to a transaction, but is the company against which all trading partners will balance.

You must specify the default clearing company in the field to the right (enabled only when you choose this option).

Use Default Balancing Account: Choose this option to apply the default Due From and Due To balancing accounts defined for the All Other Balancing Segment in the region below. For more information, see: Intercompany Detail Region, page 7-110.

Intercompany Detail Region

You can record your intercompany transactions in detail by defining specific balancing segments and Due From and Due To 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 press the Tab key and All Other appears. All Other includes all balancing segment values not explicitly defined.

For example, suppose your balancing segment is defined as your company segment. You have 7 companies in your multicompany organization and you want specific Due From and Due To account when balancing intercompany transactions against companies 1 and 2. In rows 1 and 2, specify the Balancing Segment Values for companies 1 and 2 in the Company field and the corresponding accounts in the Due From and Due To fields.

Complete row three for your remaining five companies. Press the Tab key to specify All Other in the Company 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.

Important: You are required to specify a corresponding Due From Account and Due To Account when All Other is specified in the Company column.

Important: For each source and category combination you choose to define intercompany accounts, you must, at minimum, specify All Other in the Company field and complete the Due From and Due To fields in the intercompany detail region. If you specify one or more balancing segment values and corresponding Due From and Due To

Accounts, you are still required to specify All Other in the Company field and corresponding Due From and Due To accounts.

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.

The accounts you define in the Due From and Due To fields for each Balancing Segment Value represent the template that will be applied when an intercompany transaction balances against that company.

Your intercompany account template is an account code combination that includes a value for the balancing segment as well as the intercompany segment if applicable.

Both of these segments in the template are treated dynamically when the template is applied. Posting will substitute the appropriate balancing segment value in the account code combination to represent the company recording the intercompany transaction. In the case of the intercompany segment, posting will substitute the appropriate intercompany segment value in the account code combination to represent the company that is the trading partner.

When you post intercompany journals for a particular balancing segment value, General Ledger dynamically substitutes the appropriate balancing segment value, or intercompany segment value in your intercompany account definition to create the correct account code combination.

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.

Related Topics

Determining Your Summary Account Needs, page 7-112

Planning the Summary Account Structure, page 7-113

Planning Parent Values and Rollup Groups, page 7-116

Planning Summary Account Templates, page 7-117

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.

Related Topics

Planning the Summary Account Structure, page 7-113

Planning Parent Values and Rollup Groups, page 7-116

Planning Summary Account Templates, page 7-117

Creating Recurring Journal Entries, page 1-46

Creating Budget Formula Entries, page 2-25

Defining MassBudgets, page 2-29

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.

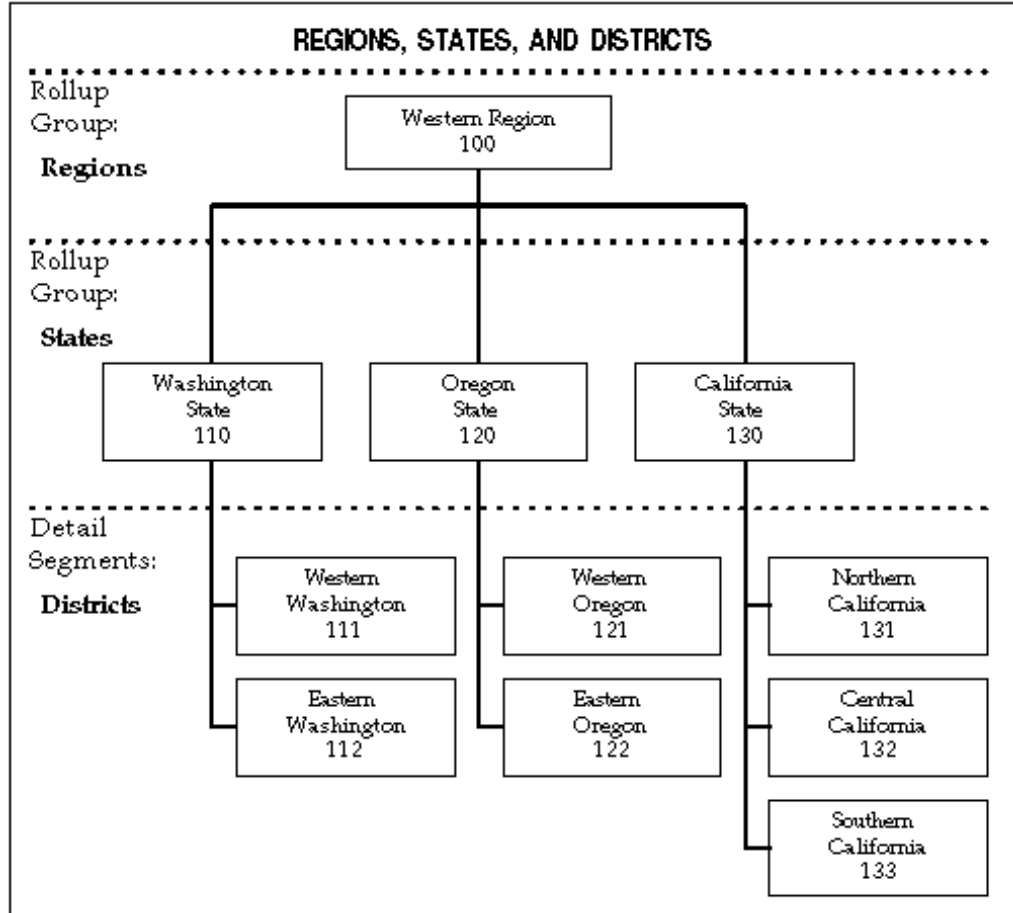
2. For any organizational dimension you want to summarize, determine how many summarization levels you want within that dimension.

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:



For a text description of this illustration, see Text Description of Regions, States, and Districts, *Oracle General Ledger Online Help*.

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.

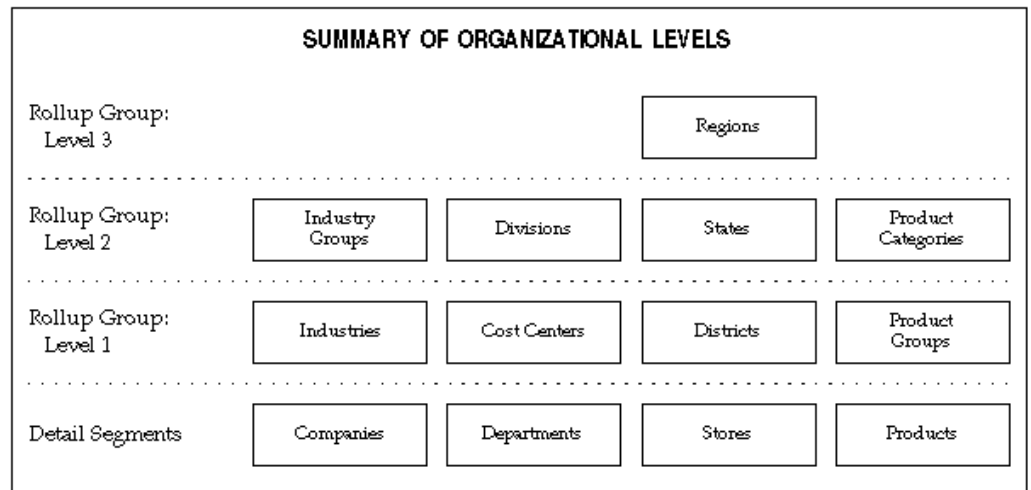
You can define multiple summary levels by assigning children that are parents themselves (grandparenting). For example, you can assign cost centers or departments 110, 120 and 130 as the children for cost center or department 100 - Western Region. General Ledger automatically maintains rollup relationships 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:



For a text description of this illustration, see Text Description of Summary of Organizational Levels, *Oracle General Ledger Online Help*

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.

Related Topics

Determining Your Summary Account Needs, page 7-112

Planning Parent Values and Rollup Groups, page 7-116

Planning Summary Account Templates, page 7-117

Defining Summary Accounts, page 7-119

Entering Summary Account Templates, page 7-120

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: You can use the Account Hierarchy Manager or the Account Hierarchy Editor, if Applications Desktop Integrator is installed, to create and edit your account hierarchies graphically. You can use the Account Hierarchy Manager or the Account Hierarchy Editor to define parent and child segment values, as well as rollup groups.

For information on the Account Hierarchy Manager, see: *The Account Hierarchy Manager*, page 7-63

For information on the Account Hierarchy Editor, see: *Using Account Hierarchy Editor, Oracle Applications Desktop Integrator User's Guide*

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.

Related Topics

Determining Your Summary Account Needs, page 7-112

Planning the Summary Account Structure, page 7-113

Planning Summary Account Templates, page 7-117

Entering Summary Account Templates, page 7-120

Designing Your Accounting Flexfield, page 7-22

Parent and Child Values and Rollup Groups, page 7-35

Defining Segment Values, *Oracle Applications Flexfields Guide*

Defining Rollup Groups, *Oracle Applications Flexfields Guide*

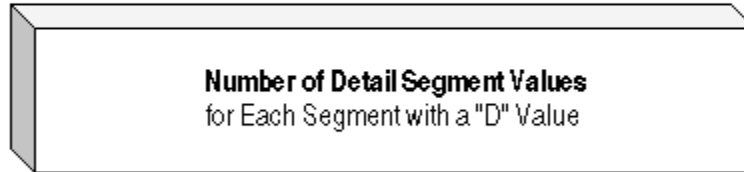
Planning Summary Account Templates

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

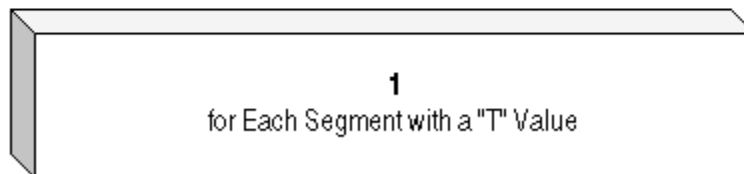
=



X



X



For a text description of the formula, see: Text Description of the Number of Summary Accounts Created Formula, *Oracle General Ledger Online Help*

Consider the following example for a 3-segment account:

Template: D - T - States

Description	Value
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

Related Topics

Determining Your Summary Account Needs, page 7-112

Planning the Summary Account Structure, page 7-113

Planning Parent Values and Rollup Groups, page 7-116

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.

Tip: To improve performance when deleting large volumes of summary templates, see GL: Summarization Profile Options, page B-18

Summary Accounts Window

Summary Accounts (Vision Operations)					
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.

Related Topics

Planning your Summary Accounts, page 7-111

Defining Summary Accounts, page 7-119

Entering Summary Account Templates, page 7-120

Maintaining Summary Accounts, page 7-121

Setting the Summary Account Budgetary Control Options, page 7-122

Defining Sets of Books, page 7-54

Defining Key Flexfields, *Oracle Applications Flexfields Guide*

Defining Rollup Groups, *Oracle Applications Flexfields Guide*

Defining Segment Values, *Oracle Applications Flexfields Guide*

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.

Related Topics

Planning your Summary Accounts, page 7-111

Planning Summary Account Templates, page 7-117

Defining Summary Accounts, page 7-119

Maintaining Summary Accounts, page 7-121

Setting the Summary Account Budgetary Control Options, page 7-122

Defining Rollup Groups, *Oracle Applications Flexfields Guide*

Maintaining Summary Accounts

If you make changes to your flexfield hierarchies that affect summary accounts, run the Incremental Add/Delete Summary Templates program to update your summary account balances. This program lets you make changes to account hierarchies without having to drop and recreate the summary template.

The following actions cause changes in the summary account reporting structure:

- Addition of child ranges assigned to a parent value.
- Removal of child ranges assigned to a parent value.
- Assigning a new parent segment value to a rollup group.
- Removing a rollup group assignment from a parent segment value.
- Changing rollup group assignment for a parent segment value.

Changes to the account hierarchies and rollup group assignments are ignored until the Incremental Add/Delete Summary Templates Program is run.

Choose the Incremental Add/Delete Summary Templates from the Submit Request window.

Note: You also need to run the program, Maintain Summary Templates to update summary accounts for non-flexfield hierarchy related changes.

Incremental Add/Delete Summary Template Program Performance

The amount of time it takes the Incremental Add/Delete Summary Template Program to complete depends on several factors, such as:

- Degree of complexity of the summary account template.
- Number of parents assigned to each affected rollup group.
- Number of detail child values that are assigned to the affected parent values.
- Number of periods for which summary account balances have to be maintained.
- Maintenance of average daily balances for summary accounts.
- Extent of changes made to the account hierarchies.

Maintain Summary Templates Program

Use this program to ensure that summary account balances reflect new detail accounts that may have been added to that summary account. The posting process automatically maintains summary accounts but running this program is beneficial if many new detail account combinations have been created since the last posting. Run this program when you make changes to detail accounts to improve the performance of the posting program.

Related Topics

Planning your Summary Accounts, page 7-111

Defining Summary Accounts, page 7-119

Entering Summary Account Templates, page 7-120

Setting the Summary Account Budgetary Control Options, page 7-122

Setting the Summary Account Budgetary Control Options

You can set various budgetary control options for a summary account template, such as the funds check level and the funding budget.

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 2-63.

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 2-64
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 2-64

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.

Related Topics

Planning your Summary Accounts, page 7-111

Defining Summary Accounts, page 7-119

Entering Summary Account Templates, page 7-120

Maintaining Summary Accounts, page 7-121

Defining Budgets, page 2-13

Online Budgetary Control and Online Funds Checking, page 2-61

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.

Related Topics

Defining Accounts, page 7-39

Defining Cross-Validation Rules, *Oracle Applications Flexfields Guide*

Defining Row Sets, page 6-36

Running Financial Reports, page 6-66

Running Financial Report Sets, page 6-69

Finding Journals and Journal Batches, page 5-13

Performing an Account Inquiry, page 5-7

Running Reports and Programs, *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.

Related Topics

Defining Sets of Books, page 7-54

Entering Statistical Journals, page 1-14

Unit of Measure Report, page 14-71

Document Sequences

Document Sequences are used in General Ledger, but discussed in the *Oracle System Administrator's Guide*. For convenience, we have reproduced the related section of that guide here.

For more information, please see the *Oracle System Administrator's Guide*.

Defining a Document Sequence

To define a sequence, you select a sequence name and an application to "own" the sequence.

- A sequence can number documents stored in database tables belonging to its owning application.
- Audit records for a sequence are stored in the application's audit table, titled *Application Short Name_DOC_SEQUENCE_AUDIT*. For example, the audit table for a sequence owned by Oracle Payables is AP_DOC_SEQUENCE_AUDIT.

Important: Your database administrator must grant access to an application's audit table for all ORACLE usernames associated with responsibilities that will use the sequence (responsibilities that access forms using the sequence).

You can set start and end dates for when the sequence is available. The start date defaults to the current date. By default, there is no end date, so the sequence definition does not expire.

You can choose whether a sequence numbers documents automatically, or accepts numbers manually entered by a user.

Automatic, Gapless, and Manual Numbering

Automatic numbering assigns a unique number to each document as it is generated. Automatic numbering is sequential by date and time of creation.

Gapless numbering also automatically generates a unique number for each document, but ensures that the document was successfully generated before assigning the number. With Gapless numbering, no sequence numbers are lost due to incomplete or failed document creation.

Important: We recommend that you choose this type only when gapless numbering is essential, as it may affect the performance of your system.

Manual numbering requires a user to assign a unique number to each document before it is generated. With manual numbering, numerical ordering and completeness is not enforced. Users can skip or omit numbers when entering the sequence value.

Automatic Numbering - Initial Value and Message Display

If you define a sequence to automatically number documents, you can:

- Enter an initial value for your sequence. The default is "1".
- Choose whether you want to display a message when a document is generated, telling the user the name of the sequence, and the sequence value (document number).

Two examples of sequence definitions, one with automatic numbering and the other with manual numbering, are represented in the table below.

Field in Document Sequences form	EXAMPLE 1 Sequence with Automatic Numbering	EXAMPLE 2 Sequence with Manual Numbering
(Sequence) NAME	AUTOPAY	ADJUSTMENTS
(Owning) APPLICATION	ORACLE PAYABLES - Sequence can number documents stored in an Oracle Payables database table.	ORACLE RECEIVABLES - Sequence can number documents stored in an Oracle Receivables database table.
EFFECTIVE DATE - START	CURRENT DATE & TIME (Default value)	OCT-01-94 User defines sequence "Adjustments" not to be available until Oct 1, 1994.
EFFECTIVE DATE - END	Field left blank. Sequence does not expire.	DEC-31-94 User defines sequence "Adjustments" to no longer be available after Dec 31, 1994.
(Numbering) TYPE	AUTOMATIC - Unique numbers are automatically generated in sequence. GA PLESS No omissions or gaps in numbers are possible, due to a rollback if the document creation is unsuccessful.	MANUAL - User must enter a unique number before transaction can be completed, and document is generated. User may skip or omit numbers.
INITIAL VALUE	1 (Default value) User could enter their own initial value, for example, 5700.	Not Available when numbering type is Manual.
MESSAGE	YES - When a document that is automatically numbered is created, a message displays the sequence name and the sequence value (document number).	Not Available when numbering type is Manual.

Related Topics

What is a Document Sequence?, page 7-125

Defining Document Categories, page 7-125

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.

Sequencing Assignments Window

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.

Note: You should not assign a manual sequence to an Automatic method.

Prerequisite

- 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. If you enter an end date and define your sequence assignment, the end date cannot be modified later. If you leave this field blank, your sequence assignment does not expire.

Note: 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.

Related Topics

Planning Your Descriptive Flexfields, *Oracle Applications Flexfields Guide*

Assigning Document Sequences by Set of Books and Entry Method, page 7-129

Defining Descriptive Flexfield Segments, *Oracle Applications Flexfields Guide*

Defining Document Sequences, *Oracle Applications User's Guide*

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.

Related Topics

Assigning Document Sequences, page 7-127

Defining Descriptive Flexfield Segments, *Oracle Applications Flexfields Guide*

Defining Document Sequences, *Oracle Applications User's Guide*

Entering Employees

Some GL features, such as Journal Approval, require setting up employees in Oracle Human Resources Management System. This setup can be performed whether or not Oracle HRMS is installed in your environment. For convenience, the related section of the Oracle HRMS documentation is included here.

If you want to read the entire HRMS chapter, please see the *Oracle Human Resources Management User's Guide*.

Enter Person

Use the Enter Employee window to enter, maintain, and view basic personal information and addresses for employees and external contacts. For your employees, you can also enter work assignment information, which includes organization, job, position, work location, and supervisor's name.

Note: In Oracle Training Administration this form is called the Enter Person window.

The following Oracle applications use this form:

- Assets
- Engineering
- Inventory
- MRP
- Payables

- Project Accounting
- Purchasing
- Training: You can use this form to enter training resources.
- Work in Process: You must enter an employee if you want to define and charge an employee rate to a job or repetitive schedule.

Important:

Tasks

Entering a New Employee, page 7-131

Recording Employment Termination and Rehiring Ex-employees, page 7-130

Setting Up Training Resources, *Oracle Learning Management User Guide*

Viewing Person Information, page 7-130

Entering a New Employee

Use the Enter Employee 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 form if Oracle Human Resources is installed at your site. You must use the HR People window, which maintains a datetracked history of any changes you make to employee records.

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 Lookups for the Lookup 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.

Important:

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.

Note: Default address styles are predefined for many countries. You can create address styles for other countries

Note: See: *Oracle HRMS Technical Reference Manual*

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, page 7-130
 - See: Defining Jobs, page 7-130
 - See: Defining Positions, page 7-130
- Enter the work address of the assignment in the Location window.
 - See: Setting Up Locations, page 7-130
- Set up your Accounting key flexfield.

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.

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 7-137

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 Payables Users' Guide* and Defining Tax Codes and Rates., *Oracle Receivables 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 7-57

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 7-137

5. Update your standard operating procedures for entering journals for taxable transactions.

See: Entering Journals for Taxable Transactions, page 1-10

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

Tax Options Window

Tax Calculation Options

Tax Reporting Currency: Precision:
Minimum Accountable Unit: Calculation Level:
☒ Allow Rounding Rule Override

Set of Books Level | Account Level

Input Tax Defaults

Tax Code:
Rounding Rule:
☐ Amount Includes Tax

Output Tax Defaults

Tax Code:
Rounding Rule:
☐ 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

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.

Related Topics

Calculating Tax (output taxes), *Oracle Receivables User's Guide*

Implementing Value Added Tax, *Oracle Receivables User's Guide*

Automatic Tax Calculation (input taxes), *Oracle Payables User's Guide*

Tax Calculation Rules, page 7-136

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 Options Window

Tax Options (Vision Operations, Vision Operations)

Tax Calculation Options

Tax Reporting Currency: Precision:
Minimum Accountable Unit: Calculation Level:
☒ Allow Rounding Rule Override

Set of Books Level | Account Level

Input Tax Defaults

Tax Code: Rounding Rule:
☐ Amount Includes Tax

Output Tax Defaults

Tax Code: Rounding Rule:
☐ Amount Includes Tax

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.

Note: 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.

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:

Calculated tax amount = entered amount × tax rate

Net amount = 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:

Calculated tax amount = entered amount × (tax rate / (100 + tax rate))

Net amount = entered amount - 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 information shown in the following table:

Line	Description	Amount	Tax	Gross Amount
1	Hotel fee	40	1	41
2	Travel expense	57 (tax included)	-	57
	Total			98

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:

Parameter	Value
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, as shown in the table below:

Line	Account	Debit	Credit	Desc	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).

After you calculate tax, the journal looks like information in the following table:

Line	Account	Debit	Credit	Desc	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, as shown in the table below.

Line	Account	Debit	Credit	Desc	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.

Related Topics

Multiple Organizations in Oracle Applications

Setting up Automatic Tax Calculation, page 7-133

Tax Calculation Rules, page 7-136

Automatic Tax on Journal Entries, page 7-135

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.

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. For example, selecting 5 for run day sets your request to run on the 5th day of the period.

If you want to run the schedule on the last day of every period, enter a number greater than the maximum number of days in any period, such as 32 for a monthly period containing 31 days. Any number that exceeds the maximum number of days for any period automatically sets the system to run the schedule on the last day of that period.

6. Enter the time in 24 hour format HH:MM:SS. This is the time you want your program to run on the day specified above.
7. Check the enabled check box to allow scheduling to be applied from the Standard Report Submission Form.
8. Save your work.

Note: In order to use this feature, The Scheduler/PreReleaser concurrent manager must be running. This is a separate concurrent manager used for advanced scheduling purposes.

Related Topics

Defining Calendars, page 7-48

Defining Period Types, page 7-47

Automatic Journal Scheduling, page 1-150

Setting Up the Cross Instance Data Transfer

The Global Consolidation System supports the transfer of subsidiary data to your remote parent instance over your corporate intranet.

For security purposes, the following instructions tell you how to set up a database username with only limited access to specific objects in the central consolidation

database instance. Use this database username when defining a database link from the remote subsidiary to the central consolidation database instance.

To create the database username:

1. On the central consolidation database instance, login to SQL Plus as the System Administrator to create the database username and to grant the following rights to the database username:

```
SQL>CONNECT system/manager@target_databasename
SQL>CREATE user IDENTIFIED BY password;
SQL>GRANT CREATE SESSION TO user;
SQL>GRANT CREATE TABLE TO user;
SQL>GRANT CREATE SYNONYM TO user;
SQL>COMMIT;
SQL>EXIT;
```

2. On the central consolidation database instance, login to SQL Plus as the database user and create a synonym for the `fnd_oracle_userid` table in the APPLSYS schema:

```
SQL>CONNECT user/user@target_databasename
SQL>CREATE SYNONYM fnd_oracle_userid FOR
      applsys.fnd_oracle_userid;
SQL>COMMIT;
SQL>EXIT;
```

3. On the central consolidation database instance, login to SQL Plus as the APPS user and grant the following rights to the database username:

```
SQL>CONNECT apps/apps@target_databasename
SQL>GRANT EXECUTE ON GL_CI_REMOTE_INVOKE_PKG TO user;
SQL>GRANT EXECUTE ON GL_JOURNAL_IMPORT_PKG TO user;
SQL>GRANT SELECT ON gl_je_batches TO user;
SQL>GRANT SELECT ON fnd_oracle_userid TO user;
SQL>COMMIT;
SQL>EXIT;
```

4. On the remote subsidiary database instance, login to Oracle Applications as an Oracle Applications user and define a database link to your central consolidation database instance with the database username you just created.

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.

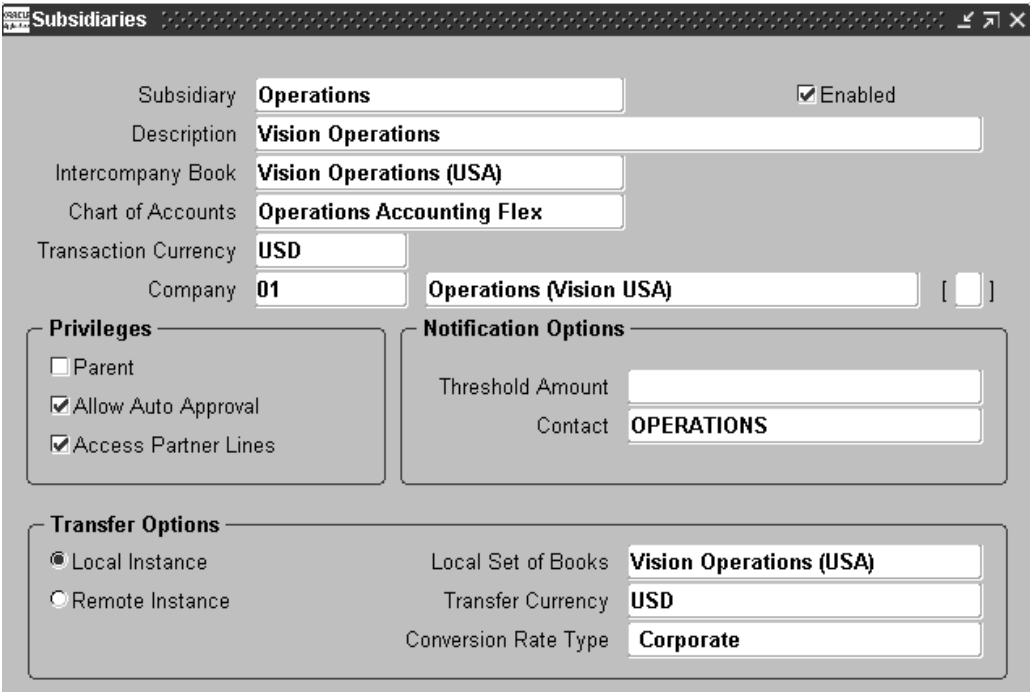
Intercompany Transaction Security

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.

You can also prevent a user responsibility from rejecting transactions. To do so, exclude the function Intercompany: Allow Reject from the user responsibility. See Function Security in General Ledger, page E-1.

See: Setting General Ledger Profile Options, page B-1

Subsidiaries Window



Subsidiary	Operations	<input checked="" type="checkbox"/> Enabled
Description	Vision Operations	
Intercompany Book	Vision Operations (USA)	
Chart of Accounts	Operations Accounting Flex	
Transaction Currency	USD	
Company	01	Operations (Vision USA) []
Privileges		
<input type="checkbox"/> Parent		
<input checked="" type="checkbox"/> Allow Auto Approval		
<input checked="" type="checkbox"/> Access Partner Lines		
Notification Options		
Threshold Amount		
Contact OPERATIONS		
Transfer Options		
<input checked="" type="radio"/> Local Instance		
<input type="radio"/> Remote Instance		
Local Set of Books Vision Operations (USA)		
Transfer Currency USD		
Conversion Rate Type Corporate		

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 7-145.
10. Complete the fields in the Subsidiary Notifications Options regions. See: Subsidiary Notification Options, page 7-145.
11. Enter the GIS subsidiary's Transfer Options by completing the fields in this region. See: Subsidiary Transfer Options, page 7-146
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.

Related Topics

GIS Overview, page 12-1

GIS Implementation, page 12-4

Subsidiary Privileges, page 7-145

Defining Intercompany Transaction Types, page 7-147

Specifying Intercompany Clearing Accounts, page 7-148

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.

Note: 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 or Receiver region in the Enter Intercompany Transactions window.

- **Enabled:** A GIS subsidiary can view sender and receiver transaction lines.
- **Disabled (default):** A GIS subsidiary can only view its own transaction lines.

Note: Any GIS subsidiary with Parent Privileges automatically has Access Partner Line privileges.

Related Topics

Setting Up Global Intercompany System (GIS), page 7-143

Defining Intercompany Transaction Types, page 7-147

Specifying Intercompany Clearing Accounts, page 7-148

GIS Overview, page 12-1

GIS Implementation, page 12-4

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.

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 13-8.

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.

Intercompany Transaction Types Window

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"/>

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.

Note: 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.

Related Topics

Setting Up Global Intercompany System (GIS), page 7-143
Specifying Intercompany Clearing Accounts, page 7-148
GIS Overview, page 12-1
GIS Implementation, page 12-4
Entering Intercompany Transactions, page 12-8
Defining Recurring Intercompany Transactions, page 12-20
Generating Recurring Intercompany Transactions, page 12-23

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.

Intercompany Clearing Accounts Window

Account	Description	[]
1101	Bank	
1115	Cash - Citibank	
1125	Payroll Cash Account	
	...	

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.

Related Topics

Setting Up Global Intercompany System (GIS), page 7-143
Defining Intercompany Transaction Types, page 7-147

GIS Overview, page 12-1

Entering Intercompany Transactions, page 12-8

Defining Recurring Intercompany Transactions, page 12-20

Generating Recurring Intercompany Transactions, page 12-23

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.

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.

AutoAccounting Rules Window

Chart of Accounts

Sender **Operations Accounting Flex**

Receiver **Services Accounting Flex**

Sender

☒ Enable Clearing Rules Clearing Rules

Receiver

☐ Enable Distribution Rules Distribution Rules

☐ Enable Clearing Rules Clearing Rules

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 7-151.

Receiver Distribution Rules: Rules for automatically generating the receiver distribution transaction line(s) for an intercompany transaction. See: Defining Receiver Distribution Rules, page 7-153.

Receiver Clearing Rules: Rules for automatically generating the receiver clearing transaction line for an intercompany transaction. See: Defining Receiver Clearing Rules, page 7-155

5. Save your work.

Sender Clearing Rules

Define mapping rules to automatically generate the sender clearing transaction line for an intercompany transaction.

Sender Clearing Rules Window

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	

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 7-18, 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 7-147.

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 7-148

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.

Note: 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.

Receiver Distribution Rules Window

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

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.

Tip: 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 two rules are defined as shown in the following table:

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

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.

Receiver Clearing Rules Window

Receiver Clearing Rules (Operations Accounting Flex, Services Accounting Flex)

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	

Rules

Transaction Type	Sender	Receiver	Sender Segment Value	Receiver Segment Value
I/C Chargebacks	Operations	Services	1101	1251

Sender Segment Value Description: **Bank**

Receiver Segment Value Description: **GL Recon/Cash Clearing**

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.

Important: 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 7-148

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.

Tip: 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 two rules are defined as shown in the following table:

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

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.

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

- 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 7-164.
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 7-159

Assigning Values for Accounts, page 7-161

Assigning Values to Required Columns, page 7-162

Assigning Values to Optional Columns, page 7-163

Required Null Columns, page 7-164

Applying AutoAccounting Rules with GIS Import, page 7-164

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Importing Transactions, page 7-166

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 following table shows the columns of the GL_IEA_INTERFACE table:

GL_IEA_INTERFACE Table Column Descriptions

Column Name	Null/Not Null	Type
GROUP_ID	NOT NULL	NUMBER(15)
TRANSACTION_TYPE_ID	NOT NULL	NUMBER(15)
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)

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 shown in the table below, we find that:

Assigning Segment Values, example

this segment	corresponds to this column segment
Segment 1	SEGMENT1
Segment 2	SEGMENT2
Segment 3	SEGMENT4
Segment 4	SEGMENT5

Note: The column SEGMENT3 is not used.

Given the information above, you should load the data as shown in the following table:

Assigning Sender Segment Values, example

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

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 shown in the following table:

Assigning Receiver Segment Values, example

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

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.

Important: 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_CREDIT: The credit amount for a distribution line. Leave blank for a clearing line.

LINE_DEBIT: The debit 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.

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.

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

- 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.

BIS Setup and Maintenance

The Oracle Business Intelligence System (BIS) provides high level business information to executives and managers. BIS information is delivered three ways:

- **Web browser** - You use a standard web browser to access the BIS reports from a client machine. There are no end-user installation and configuration tasks that need to be completed to use BIS 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 BIS 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 BIS are maintained on professionally managed, centralized servers.

BIS uses much of the standard Oracle Applications Release 11i technology stack. In addition, BIS requires a new technology component that is not a part of Release 11 - the Oracle Developer/2000 - Report Server and Oracle Discoverer. BIS uses the Report Server to publish the fast answers (in HTML format) to the tough questions your users ask.

BIS and General Ledger - Overview

BIS 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

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: BIS 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 BIS releases.

BIS Analysis Workbook for General Ledger Reports

BIS 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.

BIS Security/General Ledger and Discoverer

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.

Related Topics

Oracle Business Intelligence User's Guide

Oracle Business Intelligence Implementation Guide

Oracle Discoverer User's Guide

Defining Security Rules, Oracle Applications Flexfields Guide

Setting Up General Ledger to Support BIS

To set up your General Ledger to support BIS reporting you:

- Setup your GL company and GL secondary measure
- Define the natural accounts that roll up into specific BIS *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 BIS 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 BIS 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 BIS reports. BIS 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 BIS 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.

Financial Item Window

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 BIS 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

BIS uses information about common stock and dividends to calculate earnings per share and diluted earnings per share in the BIS Earnings Per Share report. The numbers of shares outstanding are also displayed in the report.

Common Stock Window

Year	Share Measure	Measure Type	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 the Outstanding Shares tab.
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 BIS 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.

Common Stock Window

Date	Activity	Split Ratio	Dividend % []
30/SEP/1999	Split	2	1

To enter stock splits and dividends:

1. Navigate to the Common Stock window.
2. Choose the Stock Splits/Dividends tab.
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

BIS 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 2-13

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 BIS 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 BIS 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 BIS 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.

System Controls and Resources

Setting Concurrent Program Controls

You can set the concurrent program controls to improve the performance of the Journal Import and MassAllocation/ MassBudgeting programs. For example, you can speed Journal Import by increasing the number of journal lines it holds in memory.

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

- 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.

Concurrent Program Controls Window

Concurrent Program Controls (Vision Operations)

Control Segment: Account

Number of Accounts in Memory: 1000

Number of Journal Lines to Process at Once: 1000

☐ Archive Journal Import Data

Rollback Segment: RBS4

Applicable 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/MassEncumbrance, Journal Import
- *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.

Related Topics

Running the Optimizer Program, page D-2

Defining Key Flexfields, *Oracle Applications Flexfields Guide*

Importing Journals, page 1-124

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 P 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.

Tip: 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.

Related Topics

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.

Open and Close Periods Window

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).

If you are using the secondary tracking segment with the Closing and Translation option enabled, General Ledger processing is affected. See: Secondary Tracking Segment, page 1-165

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.

Note: 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.

Note: The Oracle Workflow Business Event System, introduced in Release 2.6, allows products to seed business events and event subscriptions.

Period Opened, Period Closed, and Period Re-Opened are seeded business events. See: Business Events, page F-1.

Prerequisite

- 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.

Tip: 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.

Related Topics

Opening an Encumbrance Year, page 7-179

Defining Calendars, page 7-48

Defining Sets of Books, page 7-54

Entering Journals, page 1-6

Posting Journal Batches, page 1-133

Multiple Reporting Currencies Overview, page 13-42

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.

Related Topics

Overview of Encumbrance Accounting, page 3-1

Entering Encumbrances, page 3-4

Opening and Closing Accounting Periods, page 7-177

Setting Up Oracle Purchasing and Oracle Public Sector Purchasing (*Oracle Applications User's Guide*)
Setting Up Oracle Purchasing and Oracle Public Sector Purchasing (*Oracle Applications User's Guide*)

Maintenance

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.

Note: 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.

Related Topics

Moving or Merging Account Balances, page 8-1

Defining a Move/Merge Request, page 8-5

Reversing a Move/Merge, page 8-9

Purging Move/Merge Tables, page 8-9

Creating New Accounts with Mass Creation, page 8-11

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.

Mass Maintenance Workbench Window

Mass Maintenance Workbench (Vision Operations)

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

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 . .

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 13-42

- 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.
- If you have secondary tracking segment support for the Closing and Translation option enabled, running the Mass Maintenance Move/Merge option inappropriately may cause your retained earnings accounts balances to be incorrect. We recommend that you only move balances within the same balancing segment value and secondary tracking segment value during Move/Merge to maintain the accuracy of the retained earnings account. Otherwise, you should use manual journal adjustments when crossing balancing segment and secondary tracking segment values in your reclassifications. The Move/Merge program bypasses the Posting program, updating General Ledger balances directly. The Posting program correctly updates the retained earnings accounts.

See: Secondary Tracking Segment, page 1-165

- 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.

Note: 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 8-8)
- 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

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.

Related Topics

Defining a Move/Merge Request, page 8-5

Reversing a Move/Merge, page 8-9

Purging Move/Merge Tables, page 8-9

Defining a Move/Merge Request

Mass Maintenance Workbench Window

Mass Maintenance Workbench (Vision Operations)

Request: Status:

Description:

Request Type

☒ Move/Merge ☐ Mass Creation []

Accounts

Line	Source	Target	[]
10	01.140.1230..	01.850.7100.000000.000	...

Descriptions

Source:

Target:

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.

Note: 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.

Note: 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 8-8

Note: 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.

Related Topics

Submitting a Move/Merge Request, page 8-6

Mass Maintenance Statuses, page 8-7

Validation and Prevalidation, page 8-8

Reversing a Move/Merge, page 8-9

Purging Move/Merge Tables, page 8-9

Creating New Accounts with Mass Creation, page 8-11

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.

Note: 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.

Note: 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.

Related Topics

Defining a Move/Merge Request, page 8-5

Mass Maintenance Statuses, page 8-7

Validation and Prevalidation, page 8-8

Reversing a Move/Merge, page 8-9

Purging Move/Merge Tables, page 8-9

Creating New Accounts with Mass Creation, page 8-11

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.

Related Topics

- Moving or Merging Account Balances, page 8-1
- Defining a Move/Merge Request, page 8-5
- Validation and Prevalidation, page 8-8
- Reversing a Move/Merge, page 8-9
- Purging Move/Merge Tables, page 8-9
- Creating New Accounts with Mass Creation, page 8-11

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.

Related Topics

- Moving or Merging Account Balances, page 8-1
- Defining a Move/Merge Request, page 8-5
- Mass Maintenance Statuses, page 8-7

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.

Note: 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.

Note: 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.

Related Topics

Moving or Merging Account Balances, page 8-1

Defining a Move/Merge Request, page 8-5

Mass Maintenance Statutes, page 8-7

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.*

Note: 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.

Related Topics

Moving or Merging Account Balances, page 8-1

Defining a Move/Merge Request, page 8-5

Mass Maintenance Statuses, page 8-7

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].

The parameter values for the batch name are shown in the table below:

Parameter	Value
<i>[request type]</i>	Move/Merge or Move/Merge Reversal
<i>[request name]</i>	name of the move/merge request
<i>[request id]</i>	move/merge concurrent request ID
<i>[balance type]</i>	Standard or Average
<i>[period]</i>	accounting period of moved balances
<i>[batch date and time]</i>	date/time audit journal was created

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 5-13.

Tip: 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.

Note: 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.

Related Topics

Moving or Merging Account Balances, page 8-1

Defining a Move/Merge Request, page 8-5

Reversing a Move/Merge, page 8-9

Finding Journals and Journal Batches, page 5-13

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.

Note: 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.

Note: Newly created account code combinations do not inherit attributes from the original account code combination. Instead, the newly created account segments inherit the attributes from the segments in the new account code combination. The attributes for the new account code combination are governed by the most restrictive segment attribute.

In the example shown in the tables below, the original account code combination allowed posting. The 01 segment did not allow posting. The new 01 segment inherits

the no posting allowed attribute. Therefore, the account code combination will not allow posting.

Original Account

Original Account	Enabled	Posting Allowed	Budget Entry Allowed
01-000-1000	yes	yes	yes
01	yes	NO	yes
000	yes	yes	yes
100	yes	yes	yes

New Account

New Account	Enabled	Posting Allowed	Budget Entry Allowed
01-100-1000	yes	NO	yes
01	yes	NO	yes
100	yes	yes	yes
100	yes	yes	yes

Prerequisites

- All target account segment values must exist and be enabled. If a target segment value is disabled, new accounts will not be created.
- Dynamic Insertion must be enabled. See: *Dynamic Insertion, Oracle Applications Flexfields Guide*.

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.

Note: 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.

Note: 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.

Related Topics

Moving or Merging Account Balances, page 8-1

Defining a Move/Merge Request, page 8-5

Mass Maintenance Statuses, page 8-7

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.

Note: 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.

Note: If you have multiple currencies in the account balance, create journal entries to zero out entries in your functional currency and to zero out entries for each foreign currency.

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.
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, page 8-14 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.

Average Daily Balance Installations

If you have a misclassified account type, and the account type is misclassified to be an income statement account instead of a balance sheet account, or a balance sheet account instead of an income statement account, reverse all journals in all periods that have been posted to that account. Once you have posted the reversals, you can correct the account type, reverse the reversals, and then post.

You do not have to follow this procedure if have a misclassified account type, and the account type is misclassified to be within the income statement group or within the balance sheet group of accounts.

Historical Rates

If, for example, you are reclassifying an account from an equity account to an expense account, and this account has an entry in the GL_HISTORICAL_RATES table, delete the historical rate information for this account if it is inappropriate. Re-enter the appropriate rates. The balances will be marked for re-translation.

Related Topics

Designing Your Accounting Flexfield, page 7-22

Opening and Closing Periods, page 7-177

Entering Journals, page 1-6

Posting Journals, page 1-133

Reversing Journals, page 1-142

Performing an Account Inquiry, page 5-7

Finding Journals and Journal Batches, page 5-13

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.

Oracle 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.

Note: 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.

Archive and Purge Window

The screenshot shows the 'Archive and Purge (Vision Operations)' window. It features three tabs: 'Balances', 'Journals', and 'Translated Balances'. The 'Balances' tab is active. Within this tab, there are two checkboxes: 'Archive Balances' and 'Purge Balances'. Below the 'Archive Balances' checkbox, there is a 'Balance Type' dropdown menu currently set to 'Actual', and a 'Budget' text field. To the right of these, there is a 'Periods' section containing 'From' and 'To' text fields. 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 the Balances tab.

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 the Journals tab.

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.

Related Topics

Creating a Tablespace for Archived Data, page 8-18

Exporting Archived Data, page 8-21

Purging Archived Account Balances and Journal Detail, page 8-22

Opening and Closing Periods, page 7-177

Submitting a Request, *Oracle Applications User's Guide*

Archive and Purge Audit Report, page 14-73

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.

Note: 'A' is for Actuals, 'B' is for Budgets, 'E' is for Encumbrances.

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' or 'E']
and SET_OF_BOOKS_ID =
(select SET_OF_BOOKS_ID
from GL_SETS_OF_BOOKS
where NAME=[your set of books name]);
```

For Budgets:

```
select count(*)
from GL_BALANCES
where PERIOD_YEAR = [your archive year]
and ACTUAL_FLAG = 'B'
and BUDGET_VERSION_ID =
(select BUDGET_VERSION_ID from GL_BUDGET_VERSION
where BUDGET_NAME = [your budget name])
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' or 'E']
and SET_OF_BOOKS_ID =
(select SET_OF_BOOKS_ID
from GL_SETS_OF_BOOKS
where NAME=[your set of books name]);
```

For Budgets:

```

select count(*)
from GL_JE_BATCHES jeb
where DEFAULT_PERIOD_NAME in [list of periods]
and ACTUAL_FLAG = 'B'
and SET_OF_BOOKS_ID =
(select SET_OF_BOOKS_ID
from GL_SETS_OF BOOKS
where NAME = [your set of books name])
and not exists
(select 'Has wrong budget'
from GL_JE_HEADERS jeh
where JEH.JE_BATCH_ID = JEB.JE_BATCH_ID
and BUDGET_VERSION_ID!=
(select BUDGET_VERSION_ID from GL_BUDGET_VERSIONS
where BUDGET_NAME = [your budget name]))

```

3. Determine how many rows are in the GL_JE_HEADERS table for the fiscal year you want to archive using the following SQL statement:

```

select count(*)
from GL_JE_HEADERS
where PERIOD_NAME in [list of periods]
and ACTUAL_FLAG = ['A' or 'E']
and SET_OF_BOOKS_ID =
(select SET_OF_BOOKS_ID
from GL_SETS_OF BOOKS
where NAME = [your set of books name]);

```

For Budgets:

```

select count(*)
from GL_JE_HEADERS
where PERIOD_NAME in [list of periods]
and ACTUAL_FLAG = 'B'
and BUDGET_VERSION_ID =
(select BUDGET_VERSION_ID from GL_BUDGET_VERSIONS
where BUDGET_NAME = [your budget name]
and SET_OF_BOOKS_ID =
(select SET_OF_BOOKS_ID
from GL_SETS_OF BOOKS
where NAME = [your set of books name]))

```

4. To determine how many rows are in the GL_JE_LINES table for the fiscal year you want to archive, use the following SQL statement:

```

select count(*)
from GL_JE_LINES
where JE_HEADER_ID in
(select JE_HEADER_ID from GL_JE_HEADERS
where PERIOD_NAME in [list of periods]
and ACTUAL_FLAG = ['A' or 'E']
and SET_OF_BOOKS_ID in
(select SET_OF_BOOKS_ID from GL_SETS_OF BOOKS
where NAME = [your set of books name']));

```

For Budgets:

```

select count(*)
from GL_JE_LINES
where JE_HEADER_ID in
(select JE_HEADER_ID from GL_JE_HEADERS
where PERIOD_NAME in [list of periods]
and ACTUAL_FLAG = 'B'
and BUDGET_VERSION_ID =
(select BUDGET_VERSION_ID
from GL_BUDGET_VERSIONS
where BUDGET_NAME = [your budget name]
and SET_OF_BOOKS_ID in
(select SET_OF_BOOKS_ID from GL_SETS_OF_BOOKS
where NAME = [your set of books name])));

```

5. 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' or 'E']
and SET_OF_BOOKS_ID =
(select SET_OF_BOOKS_ID
from GL_SETS_OF_BOOKS
where NAME=[your set of books name]));

```

For Budgets:

```

select count(*)
from GL_IMPORT_REFERENCES
where JE_HEADER_ID in
(select JE_HEADER_ID
from GL_JE_HEADERS
where DEFAULT_PERIOD_NAME in [list of periods]
and ACTUAL_FLAG = 'B'
and BUDGET_VERSION_ID =
(select BUDGET_VERSION_ID from GL_BUDGET_VERSIONS
where BUDGET_NAME = [your budget name])
and SET_OF_BOOKS_ID =
(select SET_OF_BOOKS_ID
from GL_SETS_OF_BOOKS
where NAME=[your set of books name]));

```

6. 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]

```

7. 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.

Note: Contact your Database Administrator if your tablespace is not large enough to store your archive data.

8. 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

Related Topics

Setting the Storage Parameters, page 7-176

Archiving Account Balances and Journal Detail, page 8-15

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.

Note: 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.

Related Topics

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.

Note: To improve journal purge performance, see the following profile options, page B-12

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 the Balances tab.
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 that you want to purge. General Ledger will purge balances for 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_JE_BATCHES, 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 the Journals tab.

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 that you want to purge. General Ledger will only purge journals for one fiscal year at a time. To purge journals for multiple fiscal years, you must repeat the process for every fiscal year that you want to purge.

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 the Translated Balances tab.
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.

Related Topics

Running Reports and Programs, *Oracle Applications User's Guide*

Archiving Account Balances and Journal Detail, page 8-15

Creating a Tablespace for Archived Data, page 8-18

Exporting Archived Data, page 8-21

Opening and Closing Periods, page 7-177

Archive and Purge Audit Report, page 14-73

Accounting for Multiple Companies Using a Single Set of Books

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.).

Note: 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 (e.g. P-T-D) not average balances (e.g. P-A-T-D). See: Automatic Eliminations, page 11-43, Global Consolidation System chapter.

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 7-1.

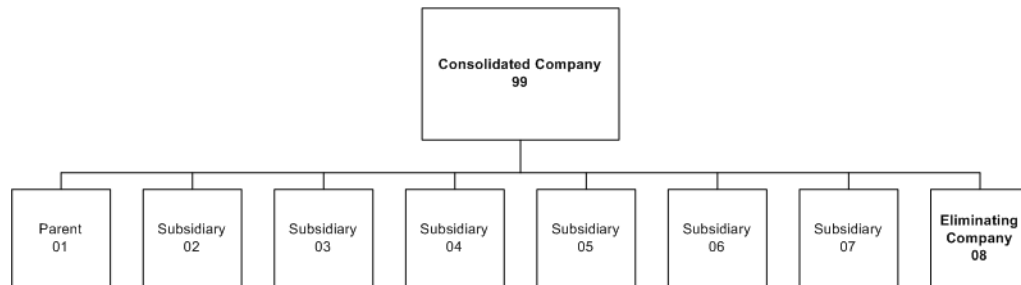
- When you define the account structure, identify your company segment as the balancing segment.
- (Optional), Define an intercompany segment to help you track intercompany transactions during period end reconciliations.

See: Intercompany Accounting, page 9-3.

See: Defining Intercompany Accounts, page 7-104.

See: Designing Your Accounting Flexfield, page 7-22.

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 rollup 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

Related Topics

Defining Sets of Books, page 7-54

Defining Summary Accounts, page 7-119

Defining Intercompany Accounts, page 7-104

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 7-22.

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 specific trading subsidiaries.

Assume you define the intercompany accounts shown in the table below for a specific source and category:

Standard Intercompany Balancing setup

Company Balancing Segment Value	Due From Account	Due To Account
All Other	xx.000.1600	xx.000.2600

You post the following transaction, shown in the table below, using the same source and category, to transfer an asset from company 1 to companies 2 and 3.

Standard Intercompany Balancing, transaction

Transaction	Debit	Credit
02.000.1725	300	
03.000.1725	400	
01.000.1725		700

General Ledger creates the journal lines shown in the table below, to record intercompany receivables for company 01 and intercompany payables for companies 02 and 03.

Standard Intercompany Balancing, results

Transaction	Debit	Credit
01.000.1600	300	
01.000.1600	400	
02.000.2600		300
03.000.2600		400

To set up standard intercompany balancing:

1. Navigate to the Intercompany Accounts window.
2. Specify the Source and Category for 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, tab through the balancing segment column. 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 companies that are involved with intercompany transactions.

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 this intercompany account definition.

2. Enhanced Intercompany Balancing

You can define separate intercompany account templates to record more detail for your intercompany journals and track intercompany balances by trading subsidiary.

In the detail region below, you define the accounts shown in the following table:

Enhanced Intercompany Balancing setup

Company Balancing Segment Value	Due From Account	Due To Account
01	xx.100.1601	xx.100.2601
02	xx.200.1602	xx.200.2602
03	xx.300.1603	xx.300.2603
All Other	xx.000.1600	xx.000.2600

Note: The balancing segment value you define in the template behaves dynamically in the resulting balancing lines. It will change based on the balancing segment value of the trading partner. The other segments in the template remain unchanged in the resulting balancing lines.

These account templates are used when a transaction is balancing against a specific company. For example, if a transaction is balancing against company 01, then the accounts defined for Company 01 in the Due From and Due To Account fields are used.

You post the following transaction as shown in the table below:

Enhanced Intercompany Balancing, transaction

Account	Debit	Credit
02.000.1725	300	
03.000.1725	400	
01.000.1725		700

General Ledger creates the following journal lines shown in the table below. These are based on the intercompany template you defined.

Enhanced Intercompany Balancing, results

Account	Debit	Credit
01.200.1602	300	
01.300.1603	400	
02.100.2601		300
03.100.2601		400

This method illustrates that company 01 has intercompany receivables of 700: 300 from company 02 and 400 from company 03. It also indicates that company 02 has an

intercompany payable to company 01 of 300 and company 03 has an intercompany payable to company 01 of 400.

You may require this level of detail for your business operation.

To set up enhanced intercompany balancing

1. Navigate to the Intercompany Accounts window.
2. Specify the Source and Category for the intercompany accounts 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.
6. In the detail region below, set up individual Due From and Due To account templates for each trading partner you wish to track separately. For trading partners you don't want to track separately, tab through the balancing segment column to define All Other and complete the Due From and Due To account fields.
7. Save your work.

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 the enhanced intercompany balancing described above.

To set up the intercompany balancing segment in your chart of accounts, see: Designing Your Accounting Flexfield, page 7-22.

Assume your chart of accounts has the following structure:

CO - CC - ACCT - IC, where...

CO - is the balancing segment

CC - is the cost center segment

ACCT - is the natural account segment

IC - is the intercompany segment

Assume you define the accounts shown in the table below:

Intercompany Segment Balancing, setup

Company Balancing Segment Value	Due From Account	Due To Account
All Other	xx.000.1600	xx.000.2600

You post the following transaction, shown in the next table:

Intercompany Segment Balancing, transaction

Transaction	Debit	Credit
02.000.1725.00	300	
03.000.1725.00	400	
01.000.1725.00		700

General Ledger creates the following journal lines, shown in the table below:

Intercompany Segment Balancing, results

Transaction	Debit	Credit
01.000.1600.02	300	
01.000.1600.03	400	
02.000.2600.01		300
03.000.2600.01		400

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 01 has intercompany receivables of 700: 300 from company 02 and 400 from company 03. We can also tell that company 02 has an intercompany payable to company 01 of 300 and company 03 has an intercompany payable to company 01 of 400.

To set up enhanced intercompany balancing using the intercompany segment:**Prerequisite**

The intercompany segment is enabled in your chart of accounts.

1. Navigate to the Intercompany Accounts window.
2. Specify the Source and Category for the intercompany accounts 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.
6. In the detail region below, tab through the balancing segment column. General Ledger completes this field with All Other. Define Due From and Due To accounts.

Since you are using the intercompany segment, you do not have to define individual intercompany account templates for each trading partner's balancing segment

value. The intercompany segment value will be dynamically substituted for the appropriate trading partner when intercompany transactions are processed.

7. Save your work.

4. Enhanced Intercompany Balancing - Intercompany Transactions with many companies to many companies

The following example shows how General Ledger treats intercompany transactions when many companies are trading with many companies.

Assume you create the accounts listed in the following table:

Company setup

Company Balancing Segment Value	Due From Account	Due To Account
01	xx.000.1601	xx.000.2601
02	xx.000.1602	xx.000.2602
03	xx.000.1603	xx.000.2603
04	xx.000.1604	xx.000.2604
All Other	xx.000.1600	xx.000.2600

You post the transaction listed in the table below:

Company transaction

Account	Debit	Credit
01.000.1000	200	
02.000.1000	300	
03.000.1000		400
04.000.1000		100

General Ledger creates the following journal lines shown in the table below:

Company result

Account	Debit	Credit
03.000.1600	400	
04.000.1600	100	
01.000.2600		200
02.000.2600		300

The result tells us that company 01 has intercompany receivables of 200, company 02 has intercompany receivables of 300, company 03 has intercompany payables of 400 and company 04 has intercompany payables of 100. This result does not track from which companies the receivables are due or to which companies the payables are due.

To track receivable and payable relationships among many companies trading with one another, see the clearing company models below.

Set up for a company using enhanced intercompany balancing for many company to many company transactions:

1. Navigate to the Intercompany Accounts window.
2. Specify the Source and Category for the intercompany accounts 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, select Use Balancing Account.
6. In the Intercompany Detail region, complete the Company, Due From and Due To columns for the companies you want to participate in this intercompany model.
7. Save your work.

5. Clearing 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 clear through company 01. When you create a clearing 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

You can use enhanced intercompany accounting or the intercompany segment to implement the clearing company model.

Using enhanced intercompany accounting for the clearing company model:

The following example details how transactions are created using the clearing company model:

Assume you define the accounts, listed in the table below, in the detail region of the Intercompany Accounts window. You designate company 04 as the clearing company.

Clearing Company, setup

Company Balancing Segment Value	Due From Account	Due To Account
01	xx.000.1601	xx.000.2601
02	xx.000.1602	xx.000.2602
03	xx.000.1603	xx.000.2603
04	xx.000.1604	xx.000.2604
All Other	xx.000.1600	xx.000.2600

You post the following transaction.

Clearing Company, transaction

Account	Debit	Credit
02.000.1725	300	
03.000.1725	400	
01.000.1725		700

General Ledger creates the following journal lines shown in the table below:

Clearing Company, result

Account	Debit	Credit
04.000.1602	300	
04.000.1603	400	
01.000.1604	700	
02.000.2604		300
03.000.2604		400
04.000.2601		700

The result tells us that company 04 has intercompany receivables of 700: 300 from company 02 and 400 from company 03. It also tells us that company 02 has an intercompany payable to company 04 of 300 and company 03 has an intercompany payable to company 04 of 400. Company 01 has intercompany receivables of 700 from company 04. Company 04 has an intercompany payable to company 01 of 700. Companies 01 through 03 balance against the clearing 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 balancing segment value you specify in the default clearing company field.

To set up a clearing company using enhanced intercompany accounting:

1. Navigate to the Intercompany Accounts window.
2. Specify the Source and Category for the intercompany accounts you are defining.
3. Select Summary or Detail Balancing
4. In the Clearing Company Usage tab, select Always Use Clearing Company.
5. In the Default Options tab, select Use Default Clearing Company. Enter the balancing segment value for the default clearing company.
6. In the Intercompany Detail region, complete the Company, Due From and Due To columns for the intercompany accounts you want to define.
7. Save your work.

Using the intercompany segment in the clearing company model:

Assume you define the accounts, listed in the table below, in the detail region of the Intercompany Accounts window. You choose company 06 as the clearing company.

Clearing Company, intercompany segment setup

Company Balancing Segment Value	Due From Account	Due To Account
All Other	01.100.1600.00	01.100.2600.00

You create multiple debit entries for multiple companies and multiple credit entries for multiple companies as listed in the following table:

Clearing Company Using Intercompany Segment, transaction

Account	Debit	Credit
02.000.5300.00	500	
03.000.2400.00	100	
04.000.3500.00	300	
01.000.1000.000		700
05.000.1000.000		200

When you post the transaction, General Ledger automatically creates the additional balancing entries, shown in the table below, with the following account code combinations:

Clearing Company using intercompany segment, results

Account	Debit	Credit
06.000.1600.02	500	
06.000.1600.03	100	
06.000.1600.04	300	
01.000.1600.06	700	
05.000.1600.06	200	
02.000.2600.06		500
03.000.2600.06		100
04.000.2600.06		300
06.000.2600.01		700
06.000.2600.05		200

If you create an intercompany journal involving many companies and you do not specify the clearing company in the Enter Journals > More Criteria window, the transaction posts against the default company you specified in the Default Clearing Company field. General Ledger automatically uses the intercompany segment in the account code combination to track balances by trading subsidiary.

You can override the default clearing company in the intercompany account definition by specifying a clearing company in the Enter Journals window.

To set up a clearing 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. Specify a Source and Category for the intercompany accounts 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, select Use Default Clearing Company. Enter the balancing segment value for the default clearing company.
6. In the detail region below, tab through the Company column. All Other appears. Enter Due From and Due to accounts.

All Other includes all balancing segments not defined in the Company column. You do not need to enter any other values in the Company column since they are represented in the intercompany segment.

7. Save your work.

Note: Assume you follow the above procedures, except, in step 5, choose the Default Balancing Account. Assume you define the following All Other Accounts in the detail region:

Clearing Company, intercompany segment setup

Company Balancing Segment Value	Due From Account	Due To Account
All Other	01.100.1600.01	01.100.2600.02

You process the transactions detailed in the following table:

Many to Many transaction

Account	Debit	Credit
01.000.1110.00	200	
02.000.1110.00	300	
03.000.1100.00		100
04.000.1100.00		400

In this many to many transaction, no clearing company usage is specified. It is not possible to track a specific trading partner. The clearing lines will not indicate the correct trading partner for the Due To and Due From accounts. The intercompany segment will remain the same as that defined in the template.

Many to Many Clearing Lines

Account	Debit	Credit
04.000.1600.01	400	
03.000.1600.01	100	
01.000.2600.02		200
02.000.2600.02		300

Intercompany Transactions

When you establish how you want your intercompany journal lines to be automatically balanced, you can easily enter intercompany transactions and track receivables and payables by trading subsidiary.

To enter intercompany transactions:

Navigate to the Enter Journals window. Enter your intercompany journals. An intercompany journal has journal lines where the accounts cross multiple balancing segment values. 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 as defined in the intercompany accounts window.

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 9-1.

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

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 11-43.

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 9-14.

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.

Recurring Journals

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 1-45.

Note: You must use this method to eliminate average balances.

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. This example is shown in the following table:

Sample Consolidating Report. U.S. Dollars.

	U.S. Operations	U.K. Operations	Japan Operations	Eliminating Entries	Consolidated Total
Cash	\$ 1,250,000	\$ 750,253	\$ 1,345,253	-	\$ 3,345,506
Investments	2,725,000	1,152,750	856,253	\$350,425	4,383,578
Receivables	4,523,795	885,952	1,648,253	25,000	7,033,000
Fixed Assets	24,354,253	2,425,253	8,152,425	854,125	34,077,806
....
....
Retained Earnings	115,895,452	12,752,200	22,452,887	1,758,665	149,341,874

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

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.

Related Topics

Creating Consolidating Reports, page 9-15

Eliminating Entries, page 11-43

Applications Desktop Integrator User's Guide

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.

Related Topics

Defining Sets of Books, page 7-54

Defining Summary Accounts, page 7-119

Defining Intercompany Accounts, page 7-104

Creating Recurring Journal Formula Batches, page 1-45

Overview of the Financial Statement Generator, page 6-1

Overview of Average Balance Processing, page 4-1

Designing Your Accounting Flexfield, page 7-22

Defining Segment Values (*Oracle Applications Flexfields Guide*)

Accounting for Multiple Companies Using Multiple Sets of Books

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.

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 the Global Consolidation System Overview, page 11-1 section and the Global Intercompany System Overview, page 12-1 section 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 7-54.

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.

Tip: 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 13-42.

4. Complete your setup tasks.

See: Overview of Setting Up, page 7-1.

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 12-1.

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 entries shown in the next two tables:

Company A's set of books:

Account	Debit	Credit
Cash	25,000	
Intercompany Sales		25,000

Company B's set of books:

Account	Debit	Credit
Intercompany Purchase	25,000	
Cash		25,000

The intercompany accounts should be eliminated during the consolidation process.

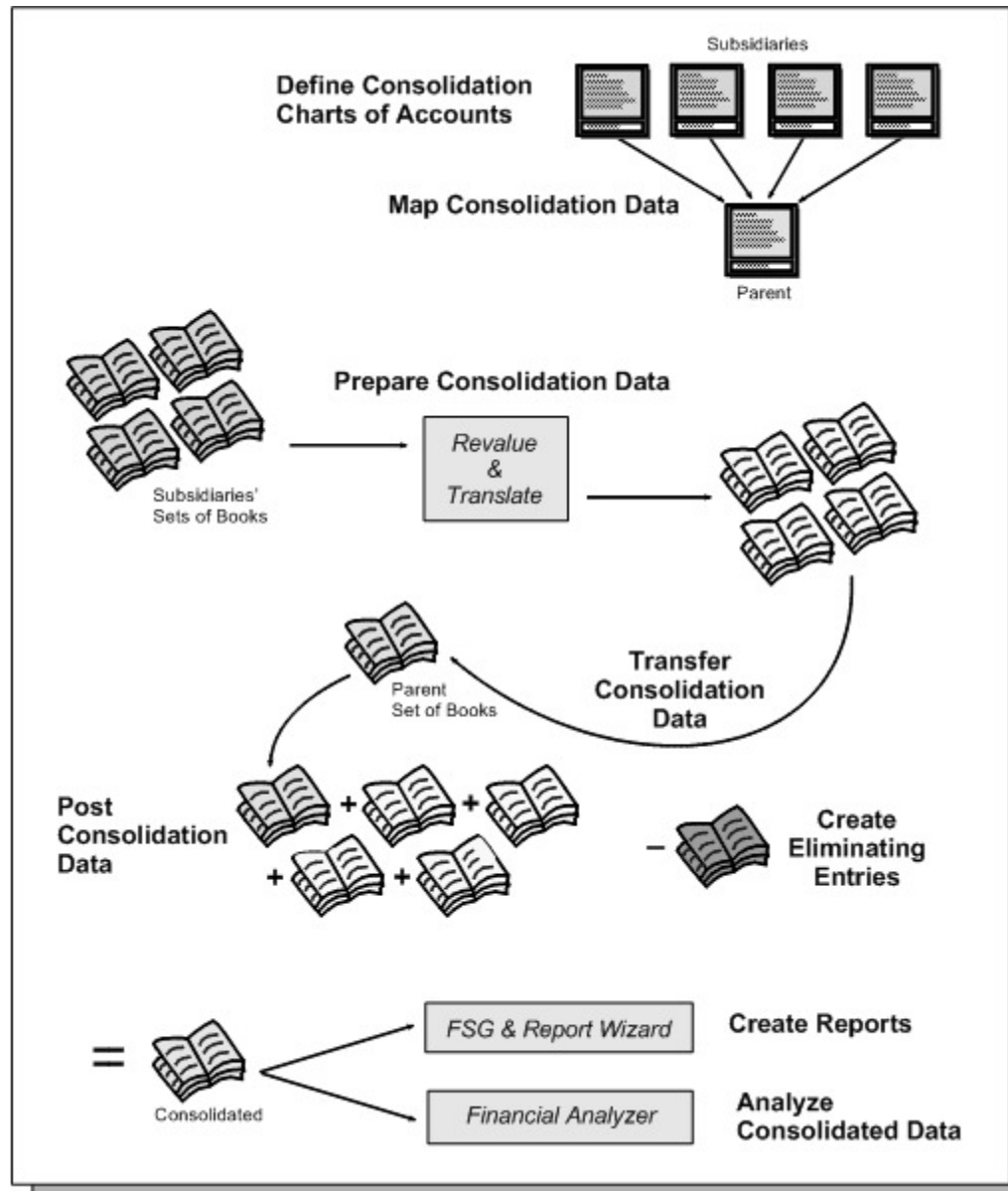
Note: You can only consolidate subsidiary account balances or journal batches to your parent set of books. See: Posting Journal Batches, page 1-133.

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). You can also use the Global Consolidation System if you maintain multiple sets of books in multiple Applications instances.

See: Global Consolidation System., page 11-1

Consolidation Process



Consolidation Process

To consolidate your financial results in an orderly manner, the table below lists our recommended consolidation steps. For detailed information on consolidating multiple Oracle Applications and Non-Oracle Applications instances, carefully review the Global Consolidation System., page 11-1

Consolidation Process

Consolidation Step	Description
Define a Consolidation Chart of Accounts: Define and maintain flexible charts of accounts to accommodate your unique business needs.	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.
Map Data: Define how your subsidiaries' accounts map to the parent set of books.	Mapping determines how your subsidiary balances roll up into the consolidated parent ledger.
Gather Data: Collect data from disparate systems into the GCS application.	<p>If using multiple database instances:</p> <p>Oracle Applications - Use Cross Instance Data Transfer. See: Gathering Subsidiary Data from Multiple Instances Using Oracle Applications, page 11-17.</p> <p>Non-Oracle Applications - Use SQL Loader or the customizable spreadsheet front-end to load data from diverse sources into the GCS open interface. See Gathering Subsidiary Data from Multiple Instances Using Non-Oracle Applications, page 11-18.</p>
Prepare Subsidiary Data: Prepare your subsidiary balances before you transfer them to the parent.	<p>Revalue and translate foreign subsidiaries' account balances to update functional currency equivalents before you transfer balances to the parent.</p> <p>Note: 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 11-32.</p>
Transfer Data: Transfer subsidiary financial information to the consolidated parent set of books.	Simplify transfer balances or transactions from your subsidiaries to the consolidated parent set of books.
Post Consolidated Data: Post the consolidation journals in the parent set of books to update consolidated balances.	Each consolidation journal submitted by each of the subsidiaries needs to be posted to the parent set of books to update its balances.
Eliminate Balances: Eliminate intercompany balances and minority interests related to internal transactions.	Use automatic intercompany eliminations to generate elimination sets. For formula-based eliminations, you can also use recurring journals.

Consolidation Step	Description
Report: Deliver consolidated financial information throughout the enterprise.	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. 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.
Analyze: Review and analyze your consolidated reports to assess the effectiveness of your company's global strategies.	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. 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.

Note: 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 9-1.

Related Topics

Consolidation Workbench, page 11-10

Accounting for Multiple Companies Using a Single Set of Books, page 9-1

Multiple Reporting Currencies Overview, page 13-42

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 13-46.

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

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 7-59.

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 properties shown in the following table:

Consolidation Journal Entries

Property	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

Consolidating QATD and YATD Balances

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:

Consolidating Average Balances

Affected Item	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.

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.

Related Topics

GIS Overview, page 12-1

Global Consolidation System, page 11-1

Defining Sets of Books, page 7-54

Defining Consolidations, page 11-20

Consolidating Sets of Books, page 11-34

Overview of Average Balance Processing, page 4-1

Overview of Flexfield Value Security, *Oracle Applications Flexfields Guide*

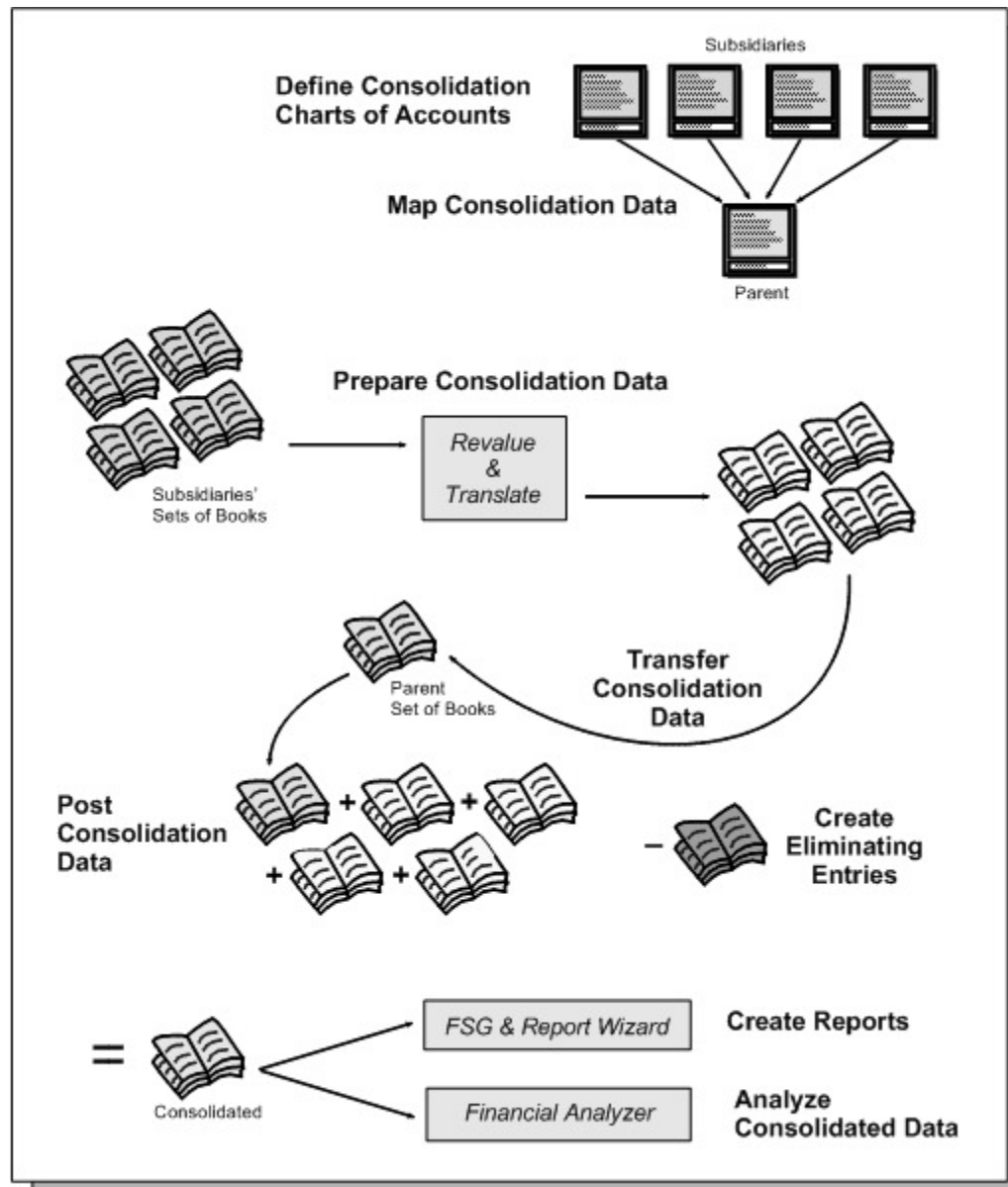
Defining Value Sets, *Oracle Applications Flexfields Guide*

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.

Global Consolidation System



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. You can consolidate budget and actual balances.

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 9-1.

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 7-54.

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.

Consolidating Budgets

Like Actuals, you can consolidate budget periods one period at a time. You can also consolidate budgets that do not share the same calendar and/or beginning and ending periods. The following restrictions apply to consolidating budget balances:

- If the source and target budgets do not share the same calendar, you must consolidate a specific period to a specific period.
- If the source and target budgets do not share the same start period, you must consolidate a specific period to a specific period.
- If the source and target budgets share the same calendar and start period, you can consolidate all periods or a specific period to a specific period.

Feature for Alternative Accounting Representations

These consolidation features complement the Global Accounting Engine Dual Posting solution. The Global Accounting Engine Dual Posting solution enables you to transfer a single Payables or Receivables transaction to two sets of books using different accounting rules. These features are also available to users who do not use Global Accounting Engine Dual Posting, but want to create alternative accounting representations of their accounting data using the standard consolidation functionality. These features apply to the journal batches created in the target set of books after running a transfer using the transactions method.

For more information, see General Ledger profile options:

GL Consolidation: Preserve Journal Batching, page B-14

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, Oracle and non-Oracle applications can be consolidated with GCS. For Oracle Applications, use Cross Instance Data Transfer to transfer consolidation data to your parent on a remote instance. For non-Oracle applications use a 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.

Special Considerations for Average Daily Balance Sets of Books

When consolidating average balances, you will need to reverse the prior period's consolidation in the current period to avoid double counting. Period average balances represent standalone balances for each period, and is the same balance for every day within the same period. Without a reversal adjustment, the prior period's average balance will be incorrectly included in the current period's average balance.

For example, you are performing periodic average consolidation using PATD balances for Jan-01 and Feb-01. After consolidating Jan-01, and before consolidating Feb-01, you will need to reverse the Jan-01 PATD average consolidation journal as of Feb-01. This will set the Feb-01 PATD balance back to zero. You can then perform a PATD average consolidation for Feb-01.

This same reversal adjustment is required for quarterly QATD consolidations and year YATD consolidations. You will need to reverse the prior quarter's QATD average consolidation in the first day of the current quarter before running the current consolidation. For year YATD average consolidations, you will need to reverse the prior

year's YATD average consolidation in the first day of the current year before running the current consolidation.

If you perform average consolidations on the most frequent basis, as in doing periodic PATD average consolidations, you will automatically have available to you QATD and YATD average consolidation balances. To review the correct QATD and YATD information will be derived from the PATD balances. To review the correct QATD and YATD balances under this method, you need to select the date for the last day of the quarter or the year. For all other dates within the range, the balances will not be accurate.

Implementation Options

The consolidation you choose depends upon how many sets of books you use to satisfy 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 Multiple Sets of Books

Accounting operations using multiple sets of books include the following scenarios:

- single applications instance
- multiple applications instances

Single Applications Instance

If you have some subsidiaries that use their own set of books, you must perform a data transfer consolidation using the Global Consolidation System to manage your consolidation process.

Multiple Applications Instances

If your subsidiaries manage their accounting operations using Oracle applications and different sets of books on separate instances, you can transfer consolidation data using the Global Consolidation System to manage your consolidation process. You do this through your corporate intranet using Cross Instance Data Transfer. See: Gathering Subsidiary Data for Multiple Instances using Oracle Applications., page 11-17

Note: If some of your subsidiaries manage their accounting using non-Oracle applications, you can import consolidation data using Interface Data Transformer, Applications Desktop Integrator, or SQL Loader. See: Gathering Subsidiary Data for Multiple Instances Using Non-Oracle Applications., page 11-18

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
1. Define Sets of Books	All subsidiaries share a single set of books which has the same chart of accounts, accounting calendar, and currency.	Multiple subsidiaries and the parent company can share the same set of books if they are consolidating to a common chart of accounts, accounting calendar, and currency. The subsidiaries and parent company can retain their individual identities using different balancing segment values. Alternatively, each subsidiary and the parent company can have their own set of books to meet their operational or local accounting needs.	Same as single instance. Additionally, for data transfers from another Oracle Application instance, create a set of books on the source instance that shares the same currency, calendar, and chart of accounts as the target parent set of books.
2. Prepare Your Subsidiary Data	Revalue foreign currency balances. Optionally, translate your functional currency amounts to foreign currencies for reporting.	Revalue foreign currency balances. If necessary, translate account balances to the parent's functional currency before you transfer balances to the parent. Note: 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.	Same as single instance.

Consolidation Step	Reporting Only (Single Set of Books)	Data Transfer (Multiple Sets of Books) Single Instance	Data Transfer (Multiple Sets of Books) Multiple Instances
3. Create Consolidation Mapping	<p>No Action Required</p> <p>The account mappings are already implicit in your chart of accounts.</p> <p>Note: Because this method does not require the use of mapping sets, you will not be able to use the Consolidation Hierarchy Viewer.</p>	<p>Required</p> <p>For those subsidiaries that have their own set of books, create a consolidation mapping to map your subsidiaries' account values to the consolidated parent values to determine how your subsidiary balances roll up into the parent.</p> <p>Note: Use mapping sets to group your mapping rules in order to utilize the Consolidation Hierarchy Viewer.</p>	<p>Same as single instance.</p>

Consolidation Step	Reporting Only (Single Set of Books)	Data Transfer (Multiple Sets of Books) Single Instance	Data Transfer (Multiple Sets of Books) Multiple Instances
4. Transfer Data	<p>No Action Required</p> <p>All subsidiary transactions and balances are already maintained in the same set of books.</p>	<p>Required</p> <p>For those subsidiaries that have data in non-Oracle systems, you can use the Interface Data Transformer, Application Desktop Integrator, or SQL Loader to import the data directly into the parent company set of books (if the data is in the same currency as the parent set of books) or into a subsidiary set of books. For those subsidiaries that have their own set of books, run the Transfer program to 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. Note: you can modify consolidation run options to automatically import and post your consolidation journals.</p>	<p>Required</p> <p>Same as single instance. In addition, define a database link to your parent database instance using the Database links window. In the Transfer Data or Transfer Data Set window, use the Run Options window to enter and validate your remote instance signon parameters.</p>
5. Eliminate Balances	<p>Use the automatic intercompany eliminations functionality to generate elimination sets. For formula-based eliminations, you can also use recurring journals.</p>	<p>Same as Reporting Only method.</p>	<p>Same as Reporting Only method.</p>

Consolidation Step	Reporting Only (Single Set of Books)	Data Transfer (Multiple Sets of Books) Single Instance	Data Transfer (Multiple Sets of Books) Multiple Instances
6. Report	<p>Use the Financial Statement Generator (FSG) as the mechanism to sum up the subsidiaries to produce consolidated results.</p> <p>Use 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.</p>	<p>Use FSG reports to report on consolidated results.</p> <p>Use 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.</p>	Same as Single Instance.
7. Analyze	<p>Use full drilldown capabilities to drill from consolidated balances down to subsidiary journal lines and subledger detail.</p> <p>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.</p>	<p>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.</p> <p>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.</p>	Use online inquiry to review balances for any account, journal entry, or consolidation. Use Applications Desktop Integrator or Oracle Financial Analyzer to further analyze your data. Use the same methods in your subsidiary set of books instance to analyze subsidiary data.

Related Topics

Accounting for Multiple Companies Using a Single Set of Books, page 9-1.

Accounting for Multiple Companies Using Multiple Sets of Books, page 10-1.

Consolidation Workbench, page 11-10

Multiple Reporting Currencies Overview, page 13-42

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.

Find Consolidation Processes Window

Find Consolidation Processes

Parent

Parent Period Balance Type

Preparation/Transfer

Mapping Set

Mapping

Subsidiary

Status

Elimination

Elimination Set

Status

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.

Consolidation Workbench Window

Consolidation Workbench (Vision Operations)

Preparation/Transfer Elimination

Parent: Vision Operations (USA)

Parent Period: Mar-02

Subsidiary	Mapping	Status	Subsidiary I	Req I
Vision Project Mfg (MRC)	Project Mfg To Operations (USD)	Not Transferred		
Vision Project Mfg (MRC)	Project Mfg to Operations (Stat)	Not Transferred		

State Controller

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.
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.

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

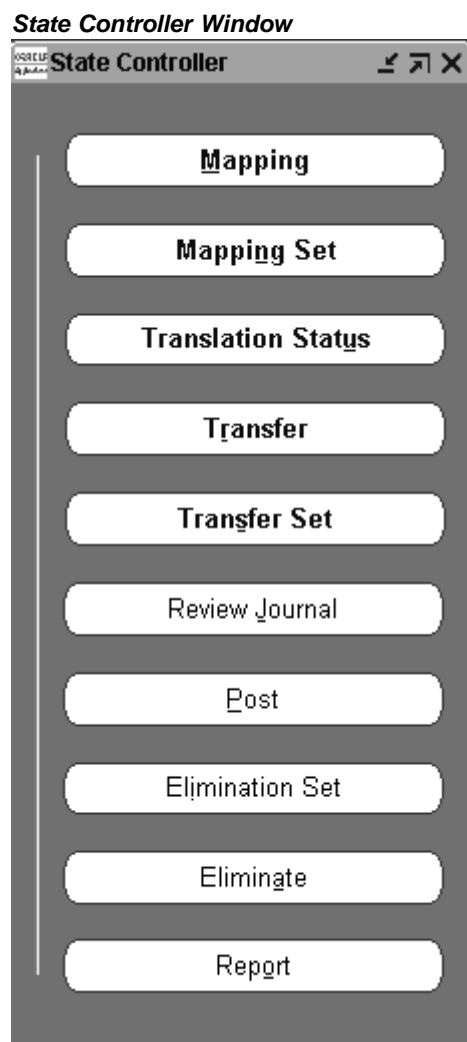
If you reverse a subsidiary consolidation process, the Status column displays Reversed for that process if all the following conditions have been met:

- 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, listed in the table below:

Functional Step	State Controller Buttons
Define Consolidation Chart of Accounts	None
Map Data	Mapping; Mapping Set
Prepare Subsidiary Data	Translation Status
Transfer Data	Transfer; Transfer Set
Combine Consolidation Data	Review Journal; Post
Create Eliminating Entries	Eliminate; Elimination Set
Report on Consolidated Balances	Report
Analyze Consolidated Data	None

Related Topics

Global Consolidation System, page 11-1

Using the State Controller, page 11-14

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.

State Controller Button Colors

To help guide you in completing your consolidation steps, the State Controller buttons are displayed in one of three colors.

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 labels on 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

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 10-1.

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 11-20.

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 11-22.
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.

Tip: 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.

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 11-32.
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 11-32.

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)

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 7-177.

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 11-40.

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 11-34.
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 11-53.

Note: If you are importing your subsidiary data directly into the consolidated parent set of books from non-Oracle applications, transferring data is not required for that subsidiary.

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 11-41.
2. Choose the State Controller's Post button to post your consolidation batch to your parent set of books. See: Posting Subsidiary Data, page 11-41.
3. Review the results of your consolidation.
 - Request standard listings and accounting reports or run FSG reports to review the consolidated results.

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 11-43.
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 6-1.

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, page 11-53.

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: Financial Analyzer Integration, *Integrating Financial Analyzer with Oracle General Ledger*.

Related Topics

Running Standard Reports and Listings, page 14-1

Defining Financial Reports, page 6-58

Running Financial Reports, page 6-66

Gathering Subsidiary Data from Multiple Instances Using Oracle Applications

GCS lets you transfer subsidiary data to your remote parent instance over your corporate intranet. Optionally, the system can notify a user on the remote instance of transfer results. You can also choose to import and post your consolidation journals automatically. You can enhance security by setting up a user with only limited access to specific objects in the central consolidation database instance. See: Setting Up Cross Instance Data Transfer, page 7-141.

To Transfer Subsidiary Data

Note: If you use the Global Consolidation System Cross Instance Data Transfer feature and you are transferring consolidation data to a target database that is not implemented with Oracle RDBMS 9iR2 or higher, you must set the MO: Distributed Environment profile option to Yes and the FND:Debug Log Enabled profile option to No for the target responsibilities. If you transfer consolidation data to a target database that is not implemented with Oracle RDBMS 9iR2 or higher, you will be unable to automatically import or post journals to the target instance.

1. On the source instance, define a Database Link to your remote parent database using the Define Database Link window.
(N) Setup > System > Database Links
2. On the target instance, create an application user who has a user name and password that are identical to the user on the source instance who will initiate the cross instance transfer process. Assign to the target instance user the responsibility that includes the parent set of books.
3. (Optional) On the source instance, navigate to the System Profile Values window. In the Profile field, query the profile option GL Consolidation: Workflow Notification Contact. In the Application, Responsibility, or Site fields, enter the target instance user name entered in Step 2 and save your work.

On the target instance, verify that a valid e-mail address exists in the Users window for the user name entered in Step 2.
4. Define a parent set of books on the source instance that shares the same currency, calendar, and chart of accounts as the parent set of books on the target instance.
5. Navigate to the Transfer Consolidation Data or the Transfer Consolidation Data Set window. Complete the parameters in the window.
6. Choose the Consolidation Run Options button.
7. Enable the options you want to use: Run Journal Import, Audit Mode, Create Summary Journals, and AutoPost.
8. Select the database for your remote instance parent.
9. Enter the responsibility for your remote instance parent. This field is case sensitive.
10. Choose the Validate button to verify that the parent set of books on the source and target databases share the same currency, calendar and chart of accounts.
11. Choose OK.

Gathering Subsidiary Data from Multiple Instances Using Non-Oracle Applications

GCS provides a convenient interface to allow you to import subsidiary data from any external source, such as an entirely separate non-Oracle accounting system. There are three options available for gathering data from non-Oracle sources:

- You can use the Interface Data Transformer feature to transform the raw data from the non-Oracle system into a format that can be imported into the GCS system. The IDT option is feasible if the source data is in the same currency as the target set of books.

For information on transforming data loaded in the GL_INTERFACE table, see Interface Data Transformer, page 1-119.

- 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 a Non-Oracle 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 1-133.

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 a Non-Oracle 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 1-124.
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.

Related Topics

Global Consolidation System, page 11-1

Consolidation Workbench, page 11-10

Mapping Subsidiaries to Your Parent, page 11-20

Preparing Subsidiary Data, page 11-32

Transferring Subsidiary Data to Your Parent, page 11-34

Transferring Consolidation Sets, page 11-40

Creating Eliminating Entries, page 11-43

Purging Consolidation Audit Data, page 11-53

Posting Journals, page 1-133

Importing Journals, page 1-124

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.

Note: 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 11-30.

Consolidation Mappings Window

Consolidation Mappings (Project Mfg EURO)

Mapping: Method:

Description:

Set of Books

Subsidiary:
 Parent:
 Currency:

Effective Dates

From:
 To:

Usage:

Run Options

☒ Run Journal Import ☒ Create Summary Journals ☐ Audit Mode

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.

Note: 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 11-28. 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.

Tip: 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 Window

Segment Rules (Services to Corporate) - Vision Corporation <-- Vision Services

Parent:		Subsidiary:	
Vision Corporation (UK)		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

4. 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. General Ledger also prevents you from copying larger subsidiary segments to smaller parent segments. For example, you cannot copy the subsidiary value 101 to a parent value set with a maximum length of 2.

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.

Tip: 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.

5. 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 11-25.

6. Save your work.

Note: 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.

Account Rules Window

Account Rules (Services to Corporate) - Vision Corporation <- Vision Services

Subsidiary Accounts

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.

Related Topics

Rollup Rules, page 11-25

Using Summary Accounts, page 11-27

Consolidation Run Options, page 11-28

Global Consolidation System, page 11-1

Consolidation Workbench, page 11-10

Transferring Subsidiary Data to Your Parent, page 11-34

Transferring Consolidation Sets, page 11-40

Posting Subsidiary Data, page 11-41

Creating Eliminating Entries, page 11-43

Defining Sets of Books, page 7-54

Notes on Consolidating Average Balances, page 10-6

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:

Rollup Rules

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. Note: 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. Note: 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 a summary account associated with the subsidiary segment parent value. Note: 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. Note: This rollup rule can only be used with the balances consolidation method.

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.

Note: An overlap occurs when two or more rollup rules map the same detail source accounts to the same target account. The matching detail source accounts in the different rollup rules may be a partial or complete match.

Related Topics

Using Summary Accounts, page 11-27
 Consolidation Run Options, page 11-28
 Global Consolidation System, page 11-1
 Consolidation Workbench, page 11-10
 Transferring Subsidiary Data to Your Parent, page 11-34
 Transferring Consolidation Sets, page 11-40
 Posting Subsidiary Data, page 11-41
 Creating Eliminating Entries, page 11-43
 Defining Sets of Books, page 7-54
 Notes on Consolidating Average Balances, page 10-6

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.

Tip: Map summary accounts first before mapping the entire chart of accounts.

Related Topics

Rollup Rules, page 11-25

Mapping Subsidiaries to Your Parent, page 11-20

Global Consolidation System, page 11-1

Consolidation Workbench, page 11-10

Consolidation Run Options

Run Options Window

Run Options

☒ Run Journal Import ☒ Create Summary Journals

☐ Audit Mode ☒ AutoPost

Remote Instance Signon

Database:

Responsibility:

Validate

OK Cancel

When you create a consolidation mapping or mapping set you can select any of four run options listed below and transfer your consolidation journals to the parent set of books. You can override these selections when you transfer subsidiary data to your parent.

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 Mapping 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.

Note: If you are utilizing the Feature for Alternative Accounting Representations, General Ledger preserves up to 50 characters of the source batch name plus batch ID in the format <original batch name>:<batch ID>. If applicable, the following information is added after the first 50 characters: <Source><Request ID>:<Actual Flag><Group ID>; for example, Travel Summary:7708 Consolidation 1677754: A 3822.

For more information, see: Feature for Alternative Accounting Representations., page 11-3

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.

Tip: 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 code combination into one line in the parent set of books. Since this is a summary action, General Ledger creates one journal entry line showing debits and credits for each account code combination.

AutoPost: Check this option to automatically post your consolidation journals in the parent set of books. For more information, see: AutoPost., page 1-137

Remote Instance Signon Region

Complete the following fields and choose the Validate button to verify that you can transfer consolidation data from your source instance to your parent instance. Note your parent instance must be on the same corporate intranet.

Database: Select the remote instance database.

Responsibility: Enter the remote instance responsibility that allows you to transfer consolidation data to the remote parent instance.

Choose the Validate button to verify that the parent set of books on the source and target instances share the same calendar, currency, and chart of accounts.

Related Topics

Global Consolidation System, page 11-1

Consolidation Workbench, page 11-10
 Mapping Subsidiaries to Your Parent, page 11-20
 Preparing Subsidiary Data, page 11-32
 Transferring Subsidiary Data to Your Parent, page 11-34
 Posting Subsidiary Data, page 11-41
 Creating Eliminating Entries, page 11-43
 Importing Journals, page 1-124
 Purging Consolidation Audit Data, page 11-53

Creating Mapping Sets

Create a mapping set to transfer consolidation data for multiple subsidiaries simultaneously.

Consolidation Mappings Sets Window

Consolidation Mapping Sets (Vision Corporation)

Mapping Set: **Vision Corporate Mapping** Parent: **Vision Corporation (UK)**

Description: **This Mapping Set groups the three Consolidations together for Vision Corporate**

Method: **Balances** []

Run Options

☒ Run Journal Import ☒ Create Summary Journals ☒ Audit Mode ☐ AutoPost

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)	

[Mapping View Consolidation Hierarchy Transfer Set]

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.
 For cross instance data transfers, complete the Remote Instance Signon parameters and choose the validate button. See: Remote Instance Signon., page 11-29
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 11-20.
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.

Related Topics

Consolidation Run Options, page 11-28
Global Consolidation System, page 11-1
Consolidation Workbench, page 11-10
Mapping Subsidiaries to Your Parent, page 11-20
Preparing Subsidiary Data, page 11-32
Transferring Subsidiary Data to Your Parent, page 11-34
Posting Subsidiary Data, page 11-41
Creating Eliminating Entries, page 11-43
Importing Journals, page 1-124
Purging Consolidation Audit Data, page 11-53

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 three display options in the table below:

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.

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.

Related Topics

Global Consolidation System, page 11-1

Consolidation Workbench, page 11-10

Mapping Subsidiaries to Your Parent, page 11-20

Preparing Subsidiary Data, page 11-32

Transferring Subsidiary Data to Your Parent, page 11-34

Posting Subsidiary Data, page 11-41

Creating Eliminating Entries, page 11-43

Importing Journals, page 1-124

Purging Consolidation Audit Data, page 11-53

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 13-21.

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 13-28.

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 Window

Translation Statuses (Project Mfg To Operations (USD))

Subsidiary			Parent		
Set of Books	Vision Project Mfg (A		Set of Books	Vision Operations (U	
Currency	ANY		Currency	USD	
Period	DEC-98		Period	Jan-02	

Translate	Balance Type	Usage	Balancing Segment Value	Translation Status	Date Last Run	Source	Target	Req ID
<input type="checkbox"/>	Actual	Standard	101	Current	08-JAN-01			
<input type="checkbox"/>								
<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.

Related Topics

Revaluing Balances, page 13-21

Translating Balances, page 13-28

Consolidation Workbench, page 11-10

Mapping Subsidiaries to Your Parent, page 11-20

Transferring Subsidiary Data to Your Parent, page 11-34

Posting Subsidiary Data, page 11-41

Creating Eliminating Entries, page 11-43

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.

Choose the Run Options button to define consolidation run options and enter remote instance signon parameters if applicable. For example, you can run Journal Import and AutoPost automatically at the time you transfer your subsidiary data.

Note: You can initiate a subsidiary-to-parent transfer from the subsidiary set of books or from the parent set of books only when transferring within the same instance. The source instance must initiate a cross instance data transfer.

Transfer Consolidation Data Window

Transfer Consolidation Data (Vision Corporation)

Mapping: Services to Corporate, Balance Type: Actual, Usage: Standard

Method: Balances, Currency: GBP, Amount Type: PTD

Subsidiary

Set of Books: Vision Services (USA), Budget: , Period: DEC-98, Date:

Parent

Set of Books: Vision Corporation (UK), Budget: , Standard Period: December-98, Average Period:

Mapping, Run Options...

Eliminate, Select Accounts, Transfer

Related Topics

- Consolidating Balances, page 11-35
- Consolidating Transactions, page 11-38
- Global Consolidation System, page 11-1
- Consolidation Workbench, page 11-10
- Mapping Subsidiaries to Your Parent, page 11-20
- Preparing Subsidiary Data, page 11-32
- Transferring Consolidation Sets, page 11-40
- Combining Parent and Subsidiary Data, page 11-41
- Creating Eliminating Entries, page 11-43
- Importing Journals, page 1-124
- Notes on Consolidating Average Balances, page 10-6
- Overview of Average Balance Processing, page 4-1

Consolidating Balances

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.

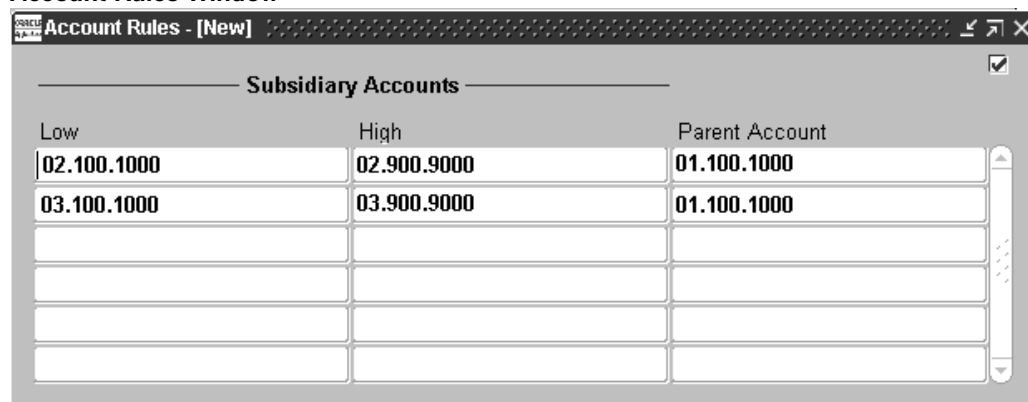
Consolidating Balances

To consolidate actual balances, perform the following steps:

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) Choose the Run Options button to change your consolidation run options. If you are transferring data to a remote instance parent, complete the Remote Instance Signon parameters. See: Gathering Subsidiary Data from Multiple Instances Using Oracle Applications., page 11-17

Account Rules Window



The screenshot shows the 'Account Rules - [New]' window. It features a table titled 'Subsidiary Accounts' with three columns: 'Low', 'High', and 'Parent Account'. The table contains two rows of data, with the first row highlighted. The 'Low' column contains '02.100.1000' and '03.100.1000'. The 'High' column contains '02.900.9000' and '03.900.9000'. The 'Parent Account' column contains '01.100.1000' for both rows. There are empty rows below the data, and a vertical scrollbar is visible on the right side of the table.

Low	High	Parent Account
02.100.1000	02.900.9000	01.100.1000
03.100.1000	03.900.9000	01.100.1000

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.

Note: If your subsidiary set of books has summary accounts defined that are used in the consolidation mapping, you should not transfer account ranges. The summary accounts will not be consolidated.

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. If you are transferring data to a remote instance parent, complete the Remote Instance Signon parameters. See: Gathering Subsidiary Data from Multiple Instances Using Oracle Applications., page 11-17

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.

Note: If your subsidiary set of books has summary accounts defined that are used in the consolidation mapping, you should not transfer account ranges. The summary accounts will not be consolidated.

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.

Related Topics

Consolidating Transactions, page 11-38

Global Consolidation System, page 11-1

Consolidation Workbench, page 11-10

Mapping Subsidiaries to Your Parent, page 11-20

Preparing Subsidiary Data, page 11-32

Transferring Consolidation Sets, page 11-40

Posting Subsidiary Data, page 11-41

Creating Eliminating Entries, page 11-43

Importing Journals, page 1-124

Notes on Consolidating Average Balances, page 10-6

Overview of Average Balance Processing, page 4-1

Consolidating Transactions

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. If you are transferring data to a remote instance parent, complete the Remote Instance Signon parameters. See: Gathering Subsidiary Data from Multiple Instances Using Oracle Applications., page 11-17
7. Choose the Select Batches button to specify which journal batches you want to consolidate.

Consolidation Batches Window

Batch	Description
<input checked="" type="checkbox"/> 12833 Receivables 216667: A 2	Journal Import Receivables 216667:
<input checked="" type="checkbox"/> ADI: 14-DEC-97 17:49:38	Created by recurring journal entry program
<input checked="" type="checkbox"/> AR 2104 Receivables 216667: A 2	Journal Import Receivables 216667:
<input checked="" type="checkbox"/> AR 2124 Receivables 215708: A 2	Journal Import Receivables 215708:
<input checked="" type="checkbox"/> AR 2204 Receivables 216393: A 2	Journal Import Receivables 216393:
<input checked="" type="checkbox"/> AR 2224 Receivables 216532: A 2	Journal Import Receivables 216532:

☒ Select All Batches

Transfer

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.

Related Topics

- Consolidating Balances, page 11-35
- Consolidation Run Options, page 11-28
- Global Consolidation System, page 11-1

- Consolidation Workbench, page 11-10
- Mapping Subsidiaries to Your Parent, page 11-20
- Preparing Subsidiary Data, page 11-32
- Transferring Consolidation Sets, page 11-40
- Posting Subsidiary Data, page 11-41
- Creating Eliminating Entries, page 11-43
- Notes on Consolidating Average Balances, page 10-6
- Overview of Average Balance Processing, page 4-1

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 Window

Transfer Consolidation Data Set (Vision Corporation)

Mapping Set: **Vision Corporate Mapping** Balance Type: **Actual**
Usage: **Standard** Currency: **GBP**
Method: **Balances**

Subsidiary **Parent**
Amount Type: **PTD** Set of Books: **Vision Corporation (l**
Default Parameters **Period**
Period: **Dec-00** Standard: **December-01**
Date: Average:

Apply Defaults **Run Options...**

Mapping	Subsidiary	Subsidiary Period	Subsidiary Date
<input checked="" type="checkbox"/> Operations to Corporate	Vision Operations (USA)		
<input checked="" type="checkbox"/> Services to Corporate	Vision Services (USA)		
<input checked="" type="checkbox"/> Distribution to Corporate	Vision Distribution (SNG)		
<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 Run Options button to modify your consolidation Run Options. If you are transferring data to a remote instance parent, complete the Remote Instance Signon parameters. See: Gathering Subsidiary Data from Multiple Instances Using Oracle Applications, page 11-17.
10. Choose the Transfer button to launch a concurrent program to transfer your subsidiary data.

Related Topics

Global Consolidation System, page 11-1
Consolidation Workbench, page 11-10
Mapping Subsidiaries to Your Parent, page 11-20
Preparing Subsidiary Data, page 11-32
Transferring Subsidiary Data to Your Parent, page 11-34
Posting Subsidiary Data, page 11-41
Creating Eliminating Entries, page 11-43
Importing Journals, page 1-124
Notes on Consolidating Average Balances, page 10-6

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.

Average Daily Balance Parent Set of Books: The entry for the previous month must be reversed when consolidating PATD/PTD amount types from an ADB subsidiary to a ADB parent for the average daily balances to be correct in the parent. For example, reverse June's average consolidation journal before consolidating July's average consolidation data.

To import your consolidation journals:

On the Import Journals window, specify Consolidation as the source.

See: Importing Journals, page 1-124.

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 1-3 and Entering Journals, page 1-6.

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.

Note: 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.

Related Topics

Posting Journal Batches, page 1-133

Global Consolidation System, page 11-1

Consolidation Workbench, page 11-10

Mapping Subsidiaries to Your Parent, page 11-20

Preparing Subsidiary Data, page 11-32

Transferring Subsidiary Data to Your Parent, page 11-34

Creating Eliminating Entries, page 11-43

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 1-45.

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.

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.

Elimination Sets Window

Elimination Set **ADA**

Description **ADA**

Elimination Company **03** **Project Mfg (Vision MRC)**

☒ Track Elimination Status

Effective Dates

From **01/APR/2000** To **30/APR/2000**

Period Last Run []

Accounts **Balancing Options** **Generate**

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 11-45.
9. Save your work.
10. Choose the Generate button to generate your elimination set and create your elimination entries. See: Generating Eliminations, page 11-47.

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.

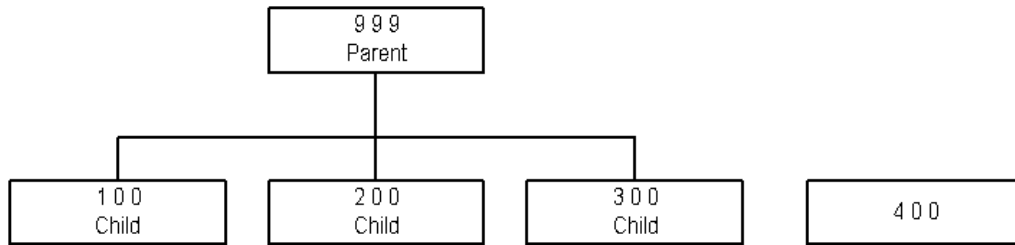
Note: If you specify an elimination company in the Elimination Sets form, the balancing segment value is set for you. You cannot override this default.

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.

Eliminations Segment Value Diagram



The table below describes the outcome of the mapping rules for the cost center segment:

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.

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 shown in the table below:

Threshold Rule table

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. Note: 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.

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.

Generate Eliminations Window

Elimination Set	Period Last Run	Request ID
<input type="checkbox"/> Intercompany Revenue	Dec-99	
<input type="checkbox"/> Intercompany Receivables	Dec-99	
<input type="checkbox"/> Intercompany Expense	Dec-99	
<input type="checkbox"/> Intercompany Payables	Dec-99	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Prerequisite

- 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.

Consolidation Workbench Window

The screenshot shows the 'Consolidation Workbench (Vision Operations)' window. The 'Elimination' tab is selected. The 'Parent' field is 'Vision Operations (USA)' and the 'Parent Period' is 'May-98'. The 'Overall Status' is 'Confirmed'. A 'Cancel Confirmation' button is present. Below these fields is a table with columns: 'Elimination Set', 'Status', 'Date Last Run', and 'Req'. The table contains four rows of data, all with a status of 'Not Generated'.

Elimination Set	Status	Date Last Run	Req
all null now	Not Generated		
all of 01 to 02	Not Generated		
another all null	Not Generated		
test 2	Not Generated		

The following table shows the statuses that 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.
Posted	Your elimination set has successfully posted.
Failed	Posting for your elimination set has failed.

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, as shown in the table below. 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.
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>

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.

Related Topics

About Recurring Journals, page 1-44

Overview of Average Balance Processing, page 4-1

Global Consolidation System, page 11-1

Consolidation Workbench, page 11-10

Mapping Subsidiaries to Your Parent, page 11-20

Preparing Subsidiary Data, page 11-32

Transferring Subsidiary Data to Your Parent, page 11-34

Transferring Consolidation Sets, page 11-40

Posting Subsidiary Data, page 11-41

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

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 5-31

Performing an Account Inquiry, page 5-7

Drilling Down to Journal Detail, page 5-12

Drilling Down to Oracle Subledger Detail, page 5-17

Performing an Average Balance Inquiry, page 5-21

Using FSG and ADI

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 14-1 and Overview of the Financial Statement Generator, page 6-1.

Financial Analyzer Integration

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: Financial Analyzer Integration, *Integrating Oracle Financial Analyzer with Oracle General Ledger*.

Related Topics

Global Consolidation System, page 11-1

Consolidation Workbench, page 11-10

Mapping Subsidiaries to Your Parent, page 11-20

Preparing Subsidiary Data, page 11-32

Transferring Subsidiary Data to Your Parent, page 11-34

Transferring Consolidation Sets, page 11-40

Posting Subsidiary Data, page 11-41

Creating Eliminating Entries, page 11-43

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

- 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.

Related Topics

Global Consolidation System, page 11-1
Consolidation Workbench, page 11-10
Mapping Subsidiaries to Your Parent, page 11-20
Preparing Subsidiary Data, page 11-32
Transferring Subsidiary Data to Your Parent, page 11-34
Transferring Consolidation Sets, page 11-40
Posting Subsidiary Data, page 11-41
Creating Eliminating Entries, page 11-43
Consolidation Audit Report, page 14-36
Unmapped Subsidiary Accounts Report, page 14-37
Disabled Parent Accounts Report, page 14-36

Global Intercompany System

Global Intercompany System (GIS)

The Global Intercompany System manages intercompany transactions between multiple subsidiaries within a global organization.

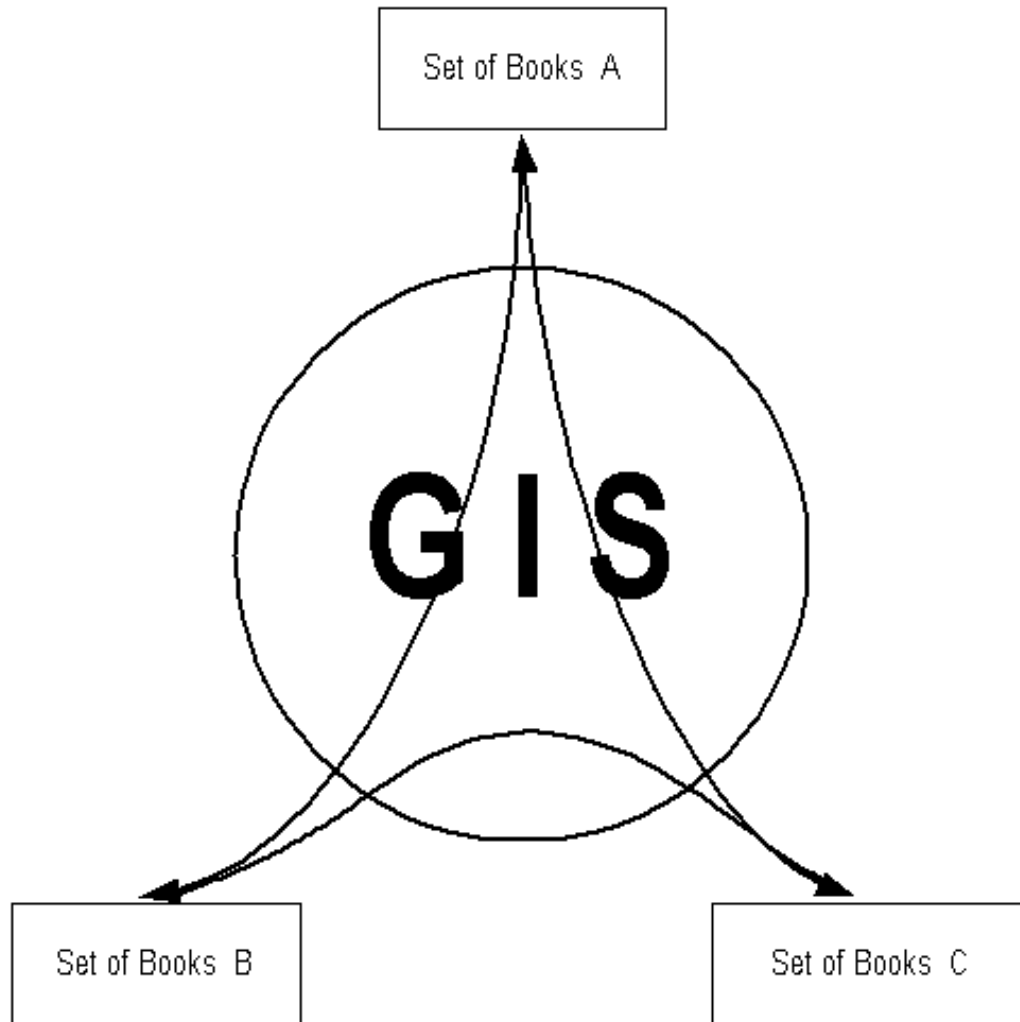
This chapter discusses the following topics:

- 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 7-142.

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 example in the next table, 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

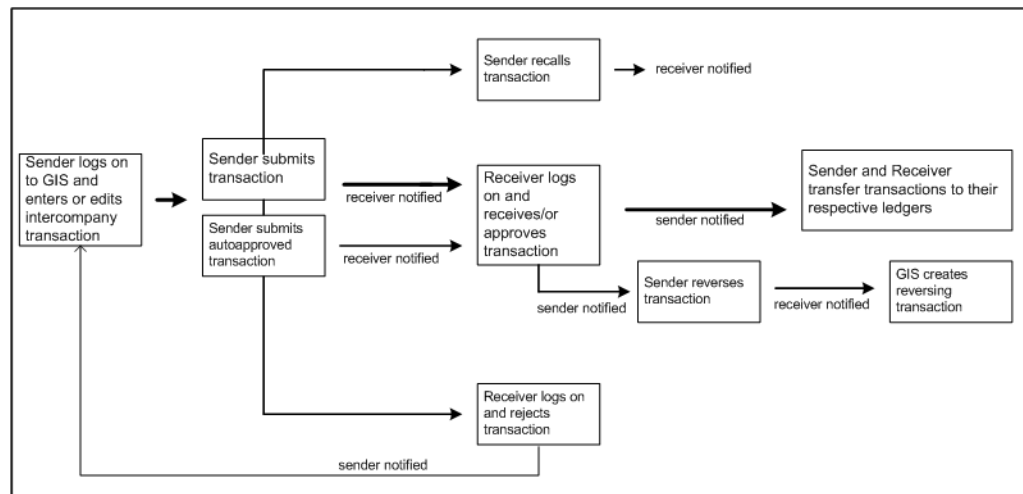
Each subsidiary has a unique name and is associated with a detail balancing segment value.

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.

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.

You can exclude the option of Reject by excluding the user responsibility. See: Function Security in General Ledger., page E-1

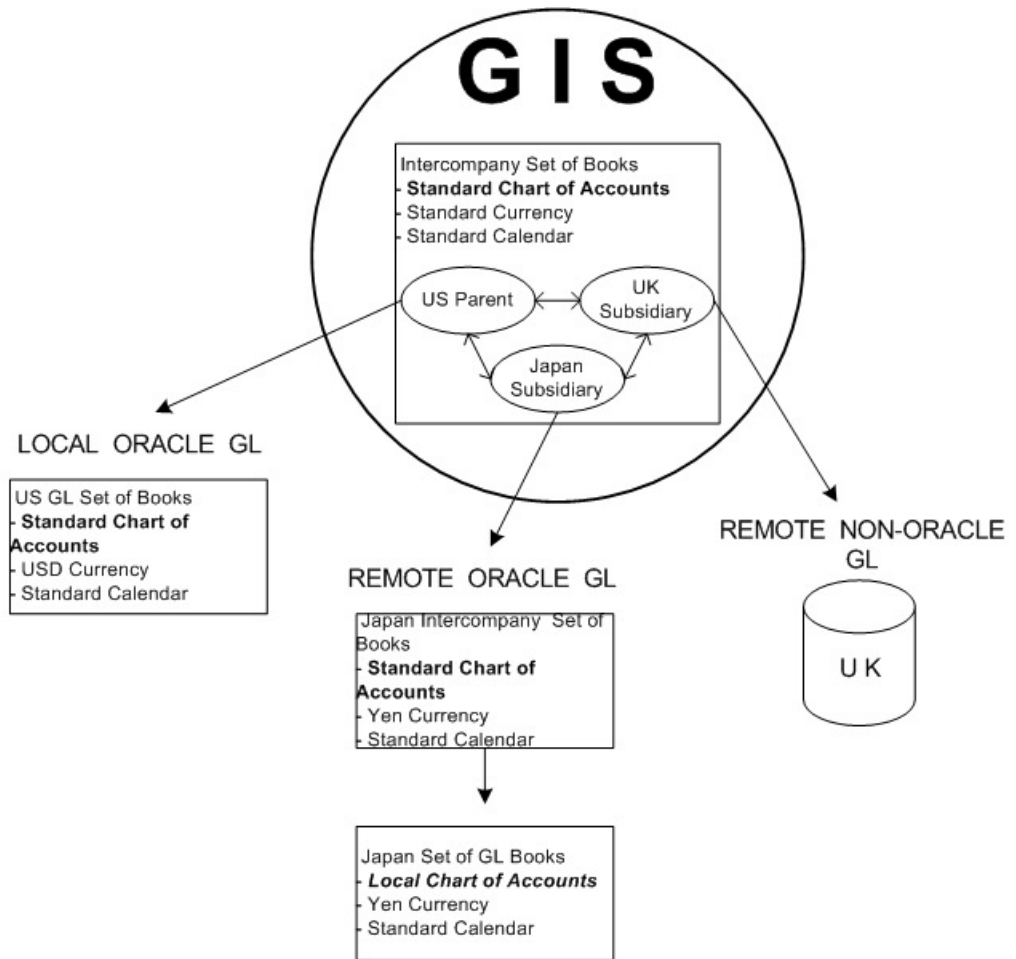
- **Currency Conversion:** GIS maintains a transaction in the entered currency. When the transaction is approved and transferred to a subsidiary set of books, a journal entry is created in the same entered currency. This journal entry is then automatically converted to the functional currency for the subsidiary's set of books.
- **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.

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.

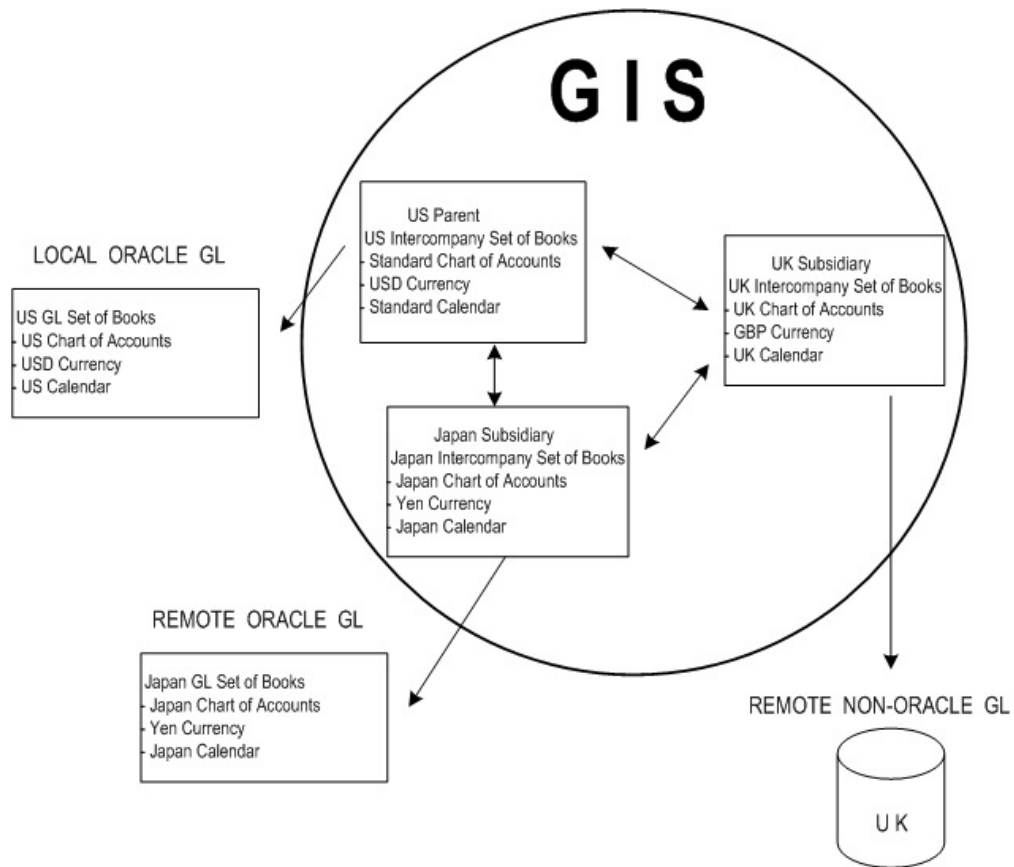
If a subsidiary also maintains financial data in a local set of books using a non-standard chart of accounts, your subsidiary can transfer GIS intercompany account balances to its local set of books. In this case, it is recommended your subsidiary create a separate intercompany set of books with the 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.

Related Topics

Setting Up the Global Intercompany System (GIS), page 7-142

Defining GIS Subsidiaries, page 7-143

Defining AutoAccounting Rules, page 7-149

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 12-25. 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.

Important: 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.

Tip: 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 12-26.

Related Topics

Setting Up the Global Intercompany System (GIS), page 7-142

Defining GIS Subsidiaries, page 7-143

Defining AutoAccounting Rules, page 7-149

Defining Intercompany Transaction Types, page 7-147

Specifying Intercompany Clearing Accounts, page 7-148

Entering Intercompany Transactions, page 7-148

Defining Recurring Intercompany Transactions, page 12-20

Generating Recurring Intercompany Transactions, page 12-23

Reversing Approved Intercompany Transactions, page 12-24

Deleting Approved Intercompany Transactions, page 12-26

Running the Intercompany Transfer Program, page 12-25

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

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.

Enter Intercompany Transactions Window

Enter Intercompany Transactions (Operations)

Number: CT00000009 Status: Approved

Sender: Operations Receiver: Distribution GL Date: 25/FEB/1998

Period: Feb-98 Period: Feb-98 Entered Date: 24/DEC/1997

Type: I/C Chargebacks Currency: USD Approved Date: 24/DEC/1997

Description: Chargeback of Entertainment Expenses Control:

Note:

Transferred to: Sender No Receiver Yes Reversed No

Sender Receiver

Line	Account	Debit	Credit []
10	01.404.7695.0000.000		5,000.00

Intercompany Clearing Account

Account	Debit	Credit
01.404.7753.0000.000	5,000.00	

Generate Submit Reverse Delete

(Sender) To enter an intercompany transaction:

- Choose the General Ledger responsibility of the GIS subsidiary for which you want to enter intercompany transactions.

Note: You can enter intercompany transactions for a subsidiary only if your system administrator has set up access to the subsidiary for your responsibility.

You can submit transactions only for the subsidiary that is associated with your responsibility.
- Navigate to the Find Transactions window and choose New. The Enter Intercompany Transaction window appears and GIS automatically sets the status to New.
- (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.
- Enter or select the receiver. This is the name of the GIS subsidiary that is the other party to your intercompany transaction.

Note: GIS automatically enters your subsidiary name in the Sender field.
- Enter the GL transaction date. The system 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 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-1.
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.

Important: Values in the Transferred To fields in the Enter Intercompany Transactions window change when you run the Intercompany Transfer Program or if you have reversed a GIS transaction.

Transferred to Sender:

No - the transaction has not been transferred to the sender's GL operating set of books.

Yes - the transaction has been transferred to the sender's GL operating set of books.

Transferred to Receiver:

No - the transaction has not been transferred to the receiver's GL operating set of books.

Yes - the transaction has not been transferred to the receiver's GL operating set of books.

Reversed:

The transaction has been reversed in GIS. No transfers to the sender's or receiver's GL operating set of books.

To update a previously submitted intercompany transaction:

1. Navigate to the Find Transactions window.

Find Transactions Window

Find Transactions

Number Status

Sender Receiver

Type Currency

Periods

Sender Receiver

GL Dates

From To

Approved Dates

From To

Control

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.

Note: 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.

Note: 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:

1. Select the Receiver from tab, then enter your subsidiary's intercompany transaction journal lines.
2. Choose Approve.

To reject the intercompany transaction:

Choose Reject.

Tip: 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.

Note: If the Reject button is not displayed, the function, Intercompany: Allow Reject has been excluded from your responsibility. See your System Administrator or Function Security in General Ledger, page E-1

(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 12-26.

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.

Related Topics

Defining AutoAccounting Rules, page 7-149

Defining Intercompany Transaction Types, page 7-147

Specifying Intercompany Clearing Accounts, page 7-148

Entering Intercompany Transactions, page 12-8

Defining Recurring Intercompany Transactions, page 12-20

Reversing Approved Intercompany Transactions, page 12-24

Deleting Approved Intercompany Transactions, page 12-26

Running the Intercompany Transfer Program, page 12-25

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 the Sender Receiver tab.
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.

Related Topics

Entering Intercompany Transactions, page 12-8
Defining Recurring Intercompany Transactions, page 12-20
Reversing Approved Intercompany Transactions, page 12-24
Deleting Approved Intercompany Transactions, page 12-26
Running the Intercompany Transfer Program, page 12-25
Defining Intercompany Transaction Types, page 7-147

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.

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 your subsidiaries' intercompany clearing accounts.
- Define transaction types.
- Define AutoAccounting Rules.

Enter Intercompany Window

Enter Intercompany Transactions (Operations)

Number: CT00000009 Status: Approved

Sender: Operations Receiver: Distribution GL Date: 25/FEB/1998

Period: Feb-98 Period: Feb-98 Entered Date: 24/DEC/1997

Type: I/C Chargebacks Currency: USD Approved Date: 24/DEC/1997

Description: Chargeback of Entertainment Expenses Control:

Note:

Transferred to: Sender ☐ No Receiver ☒ Yes Reversed ☐ No

Sender ☒ Receiver ☐

Line	Account	Debit	Credit
10	01.404.7695.0000.000		5,000.00

Intercompany Clearing Account

Account	Debit	Credit
01.404.7753.0000.000	5,000.00	

Generate Submit Reverse Delete

(Sender) To enter an intercompany transaction:

- Choose the General Ledger responsibility of the GIS subsidiary for which you want to enter intercompany transactions.

Note: You can enter intercompany transactions for a subsidiary only if your system administrator has set up the proper transaction security for your responsibility.

You can submit transactions only for the subsidiary that is associated with your responsibility.
- Navigate to the Find Transactions window, and then choose New. The Enter Intercompany Transaction window appears. GIS automatically sets the status to New.
- (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.
- Enter or select the receiver.

Note: GIS automatically enters your subsidiary name in the Sender field.
- 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.
- 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.

Note: 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.

Note: 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-1.
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, as shown in the table below:

GIS Transaction Generation Guidelines, Example 1

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

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, as shown in the table below:

GIS Transaction Generation Guidelines, Example 2

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

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, as shown in the table below:

GIS Transaction Generation Guidelines, Examples 3, 4, and 5

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

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 12-8 to:

- Query an intercompany transaction
- Update a previously submitted intercompany transaction
- Approve or reject an intercompany transaction
- Mark an intercompany transaction for deletion

Related Topics

Defining AutoAccounting Rules, page 7-149

Defining Intercompany Transaction Types, page 7-147

Specifying Intercompany Clearing Accounts, page 7-148

Defining Recurring Intercompany Transactions, page 12-20

Generating Recurring Intercompany Transactions, page 12-23

Reversing Approved Intercompany Transactions, page 12-24

Deleting Approved Intercompany Transactions, page 12-26

Running the Intercompany Transfer Program, page 12-25

Importing Intercompany Transactions

To import GIS transactions, see: Importing Intercompany Transactions Using the Open Interface, page 7-158. 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.

Define Recurring Intercompany Transaction Batches Window

Batch **Overhead** Sender **Operations**

Description **Monthly Overhead Allocation**

Effective Dates

From **01/JAN/1999** To **31/JAN/1999** ☐ AutoSelect []

AutoCopy **Transactions**

(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.

Define Recurring Intercompany Transactions

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:

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			
	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 12-13.
11. (Optional) Select the Receiver tab, 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.

Related Topics

Entering Intercompany Transactions, page 12-8

Generating Recurring Intercompany Transactions, page 12-23

Defining Intercompany Transaction Types, page 7-147

Specifying Intercompany Clearing Accounts, page 7-148

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.

Generating Recurring Transactions Window

Batch	Last Run Date	Last Run By
Legal Expenses	20/NOV/2000	VISION

— Description —

allocation of Legal expenses across SoB's

Generate 1

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-enterable 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.

Related Topics

Entering Intercompany Transactions, page 12-8
Defining Recurring Intercompany Transactions, page 12-20
Defining Intercompany Transaction Types, page 7-147
Specifying Intercompany Clearing Accounts, page 7-148

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.

Related Topics

Deleting Approved Intercompany Transactions, page 12-26

Entering Intercompany Transactions, page 12-8

Defining Recurring Intercompany Transactions, page 12-20

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.

Tip: 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 12-7.

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.

Values in the Transferred To Sender and Transferred to Receiver fields in the Enter Intercompany Transactions window change when you run this program.

Transferred to Sender:

No - the transaction has not been transferred to the sender's GL operating set of books.

Yes - the transaction has been transferred to the sender's GL operating set of books.

Transferred to Receiver:

No - the transaction has not been transferred to the receiver's GL operating set of books.

Yes - the transaction has not been transferred to the receiver's GL operating set of books.

Related Topics

Intercompany Transfer Program Parameters, page 12-26

Entering Intercompany Transactions, page 12-8

Defining Recurring Intercompany Transactions, page 12-20

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.

Related Topics

Entering Intercompany Transactions, page 12-8

Running the Intercompany Transfer Program, page 12-25

Defining Recurring Intercompany Transactions, page 12-20

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.

Related Topics

Entering Intercompany Transactions, page 12-8

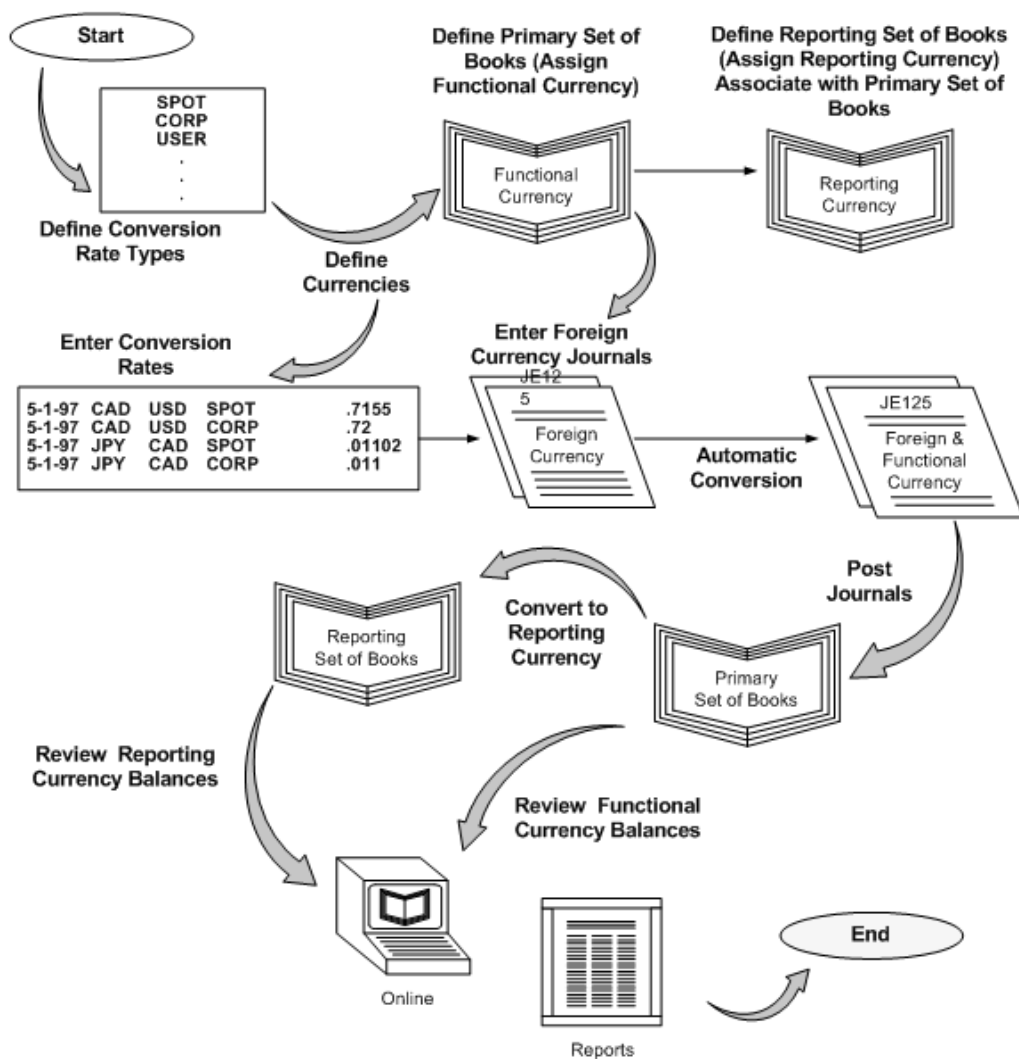
Defining Recurring Intercompany Transactions, page 12-20

Reversing Approved Intercompany Transactions, page 12-24

Multi-Currency

Overview of Multi-Currency Accounting

Overview of Multi-Currency Accounting



Overview

Oracle General Ledger provides full multi-currency functionality to meet the needs of global companies. This chapter introduces multi-currency concepts as they apply to General Ledger, particularly in lieu of SFAS #52 (U.S.) requirements.

To use multi-currency accounting, you must first define Currencies and Conversion Rate Types. Currency processes perform translation, revaluation, and remeasurement using rates stored in the GL_DAILY_RATES table or historical rates you enter. Daily rates can be entered manually, by using a spreadsheet interface (see: Currency Rates Manager, page 13-48) or loaded in the the GL_DAILY_RATES table using SQL instructions.

General Ledger conforms to multiple national accounting standards, including SFAS #52 (U.S.) regarding translation revaluation, and reporting of foreign currency denominated balances.

You can optionally identify a secondary tracking segment to produce more detail for year-end processes that adjust retained earnings, cumulative translation account, and revaluation gain/loss accounts by a primary balancing and secondary tracking segment. You must first assign the Secondary Tracking Segment Qualifier to a segment in your accounting flexfield other than the primary balancing, intercompany, and natural account segments. Enable secondary segment tracking support for Closing and Translation and Revaluation in the Set of Books window. See: Secondary Tracking Segment, page 1-165.

Concepts

Throughout this chapter, we discuss the following concepts relating to multi-currency accounting in Oracle General Ledger.

Processes

There are three key processes in the multi-currency world:

- **Conversion:** refers to foreign currency transactions that are immediately converted at the time of entry to the functional currency of the set of books in which the transaction takes place.
- **Revaluation:** adjusts asset or liability accounts that may be materially understated or overstated due to a significant fluctuation in the exchange rate between the time the transaction was entered and the time revaluation takes place.
- **Translation:** restates an entire set of books or balances for a company from the functional currency to a foreign currency.

Determining Functional Currency

Your organization's accounting functional currency can be 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 the accounting purposes of your integrated business group is actually US Dollars (USD). The determination of the accounting functional currency is based on a number of factors, discussed in SFAS #52. Functional currency as defined for your set of books represents the base currency that General Ledger will maintain for your set of books.

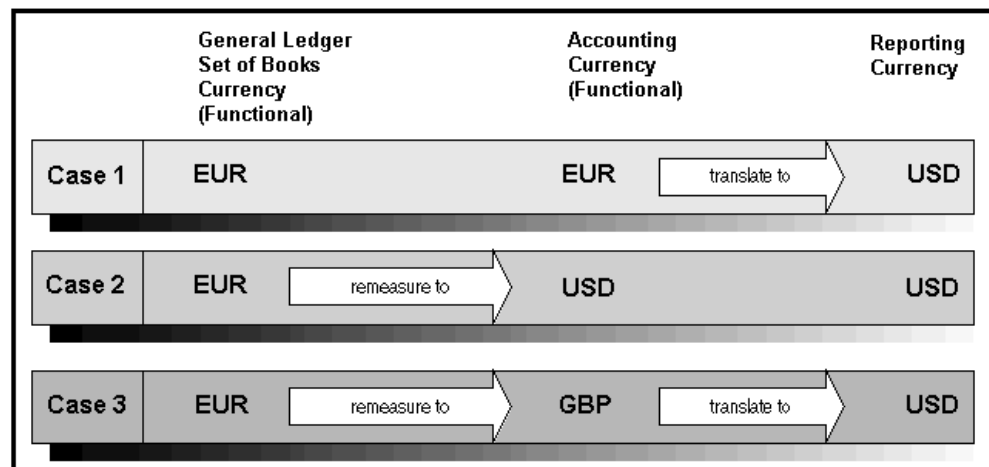
Translation vs. Remeasurement

General Ledger performs translation in compliance with multiple national accounting standards, in particular SFAS #52 (U.S.). General Ledger can perform two types of translation stipulated in SFAS #52: translation (the equity translation method) and remeasurement (the temporal method of translation). The translation method you use depends on your General Ledger set of books functional currency:

- If the General Ledger set of books functional currency is different from the accounting functional currency, books of record must be remeasured into the accounting functional currency before being translated into the reporting currency. If the accounting functional currency is the reporting currency, remeasurement eliminates the need for translation.
- If the General Ledger set of books functional currency is the same as the accounting functional currency, books of record can be directly translated into the reporting currency without remeasurement.

The example and table, below, illustrates when translation and remeasurement are required:

Consider U.S. company A has a wholly owned subsidiary, company B, that operates in Europe. The reporting currency is USD. The translation-remeasurement possibilities for company B are listed horizontally by case example in the following diagram:



In Case 1, Company B's accounting functional currency and set of books functional currency is the same. Company B's accounting functional currency is not the same as the parent's accounting functional or reporting currency. However, this usually arises when the subsidiary is not integral to the parent's business. In order to meet the reporting requirements of the parent, Company B has to perform translation from EUR to USD.

In Case 2, Company B's set of books currency is different from its accounting functional currency. However, Company B's accounting functional currency is the same as the parent's accounting functional or reporting currency. This usually arises when the subsidiary is integral to the parent's business and cannot be sold without a severe impact to the parent. Company B remeasures its accounts from EUR to USD, which is also the reporting currency. In this case, remeasurement into the reporting currency eliminates the need for translation.

In Case 3, Company B's accounting functional currency is GBP. Company B's accounting functional currency is neither its set of books functional currency nor the reporting currency. This is a rare case and could arise if the subsidiary is a holding company for operations in England. In this case, both remeasurement and translation are required. Company B first remeasures its accounts from EUR to GBP, then translates the accounts from GBP to USD.

Setting Up Multi-Currency Accounting in Oracle General Ledger

To implement multi-currency accounting in General Ledger, follow the recommended setup steps listed below.

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 three predefined conversion rate types: Spot, Corporate, and User. See: Defining Conversion Rate Types, page 13-8.
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 13-6.
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 7-54.
4. If you use Multiple Reporting Currencies, assign reporting currencies to your reporting sets of books. See: Multiple Reporting Currencies Overview, page 13-42.
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 if you perform translation.
 - **Revenue or Expense:** to create a translation gain/loss on your income statement if you perform remeasurement.

General Ledger automatically posts any net adjustments resulting from currency translation to the Cumulative Translation Adjustment 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 7-39 and Revaluing Balances, page 13-21.
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 13-9.

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 13-17.
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 13-18.
10. (Optional) Enable secondary segment tracking for your Set of Books. See: Secondary Tracking Segment, page 1-165.

Using Multi-Currency Accounting in Oracle General Ledger

To use multi-currency accounting in General Ledger, review the steps detailed below.

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 1-12.
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 1-133.
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 13-21.
5. Post the revaluation journal batch to adjust your unrealized gain/loss account for exchange rate fluctuations. See: Posting Journals, page 1-133.
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 13-28.

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 13-42.

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 5-7.

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.
9. See: Running Standard Reports and Listings, page 14-1.
 10. 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 6-1.

Related Topics

Defining Currencies, page 13-6

Entering Daily Rates, page 13-9

Loading Daily Rates Automatically, page 13-13

Entering Foreign Currency Journals, page 1-12

Defining Conversion Rate Types, page 13-8

Translating Balances, page 13-28

Revaluing Balances, page 13-21

Overview of Multi-Currency Accounting, page 13-1

Multiple Reporting Currencies Overview, page 13-42

Currency Rates Manager, page 13-48

Setting General Ledger Profile Options, page B-1

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.

Currencies Window

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. (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.

10. Enable your currency.
11. 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.

Related Topics

Defining Currencies, page 13-6

Overview of Multi-Currency Accounting, page 13-1

Conversion Rates

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.

Note: 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.

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.

Related Topics

Entering Foreign Currency Journals, page 1-12

Entering Daily Rates, page 13-9

Defining Currencies, page 13-6

Overview of Multi-Currency Accounting, page 13-1

Entering Daily Rates

General Ledger uses daily rates to perform foreign currency journal conversions. You can maintain daily conversion rates between any two currencies that you have enabled in your applications instance.

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.

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.

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.

You can use the Currency Rates Manager to enter: daily rates, daily rates by date range, and daily rates using a spreadsheet. See: Currency Rates Manager, page 13-48.

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 1-12.

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.

Daily Rates Window

Currency		Conversion				
From	To	Date	Type	AUD To USD	USD To AUD	[]
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.

Note: 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 13-8.

- 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.

Note: If your functional currency is an EMU currency, the to-currency defaults to the euro.

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.

Enter Rates by Date Range Window

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

OK Apply Cancel

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.

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.

Related Topics

Multiple Reporting Currencies Overview, page 13-42

Loading Daily Rates Automatically, page 13-13

Entering Foreign Currency Journals, page 1-12

Defining Currencies, page 13-6
 Defining Conversion Rate Types, page 13-8
 Translating Balances, page 13-28
 Revaluing Balances, page 13-21
 Overview of Multi-Currency Accounting, page 13-1
 Setting General Ledger Profile Options, page B-1
 Currency Rates Manager, page 13-48

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

With the introduction of the Currency Rates Manager, the GL_DAILY_RATES_INTERFACE.AL trigger is disabled upon upgrade to this feature. To continue using the trigger logic, set the GL_CRM_UTILITIES_PKG.ENABLE_TRIGGER:=TRUE.

To enable cross rates logic either call the public Application Program Interface (API) GL_CRM_UTILITIES_PKG.DAILY_RATES_INPUT or run the Daily Rates Import and Calculation program from the Submit Request window.

See: Currency Rates Manager, page 13-48.

The columns in GL_DAILY_RATES_INTERFACE are described in the table below.

GL_DAILY_RATES_INTERFACE Table

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)

Column Name	Null?	Type
ATTRIBUTE11		VARCHAR2 (150)
ATTRIBUTE12		VARCHAR2 (150)
ATTRIBUTE13		VARCHAR2 (150)
ATTRIBUTE14		VARCHAR2 (150)
ATTRIBUTE15		VARCHAR2 (150)
USED_FOR_AB_TRANSLATION		VARCHAR2 (1)

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.

Note: 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.

Note: 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.

Note: If you specify 'I' 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.

Note: 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.

Related Topics

Entering Daily Rates, page 13-9

Defining Currencies, page 13-6

Defining Conversion Rate Types, page 13-8

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.

Period Rates Window

Currency		Balance Type	Period	Period Exchange Rates		
From	To			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.

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.

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.

General Ledger uses the revaluation rate when you run revaluation.

Related Topics

Translating Balances, page 13-28

Revaluing Balances, page 13-21

Defining Calendars, page 7-48

Defining Currencies, page 13-6

Overview of Multi-Currency Accounting, page 13-1

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.

Note: Usually, if you are performing translation, enter historical rates only for owner's equity accounts. If you are performing remeasurement, enter historical rates for owner's equity accounts as well as for non-monetary balance sheet accounts and income statement accounts related to non-monetary items.

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.

You can use the Currency Rates Manager to review, create, and download/update historical rates using a spreadsheet. See: Currency Rates Manager, page 13-48.

Historical Rates Window

Functional Currency: **USD** Target Currency: **GBP**

Assign by Ranges...

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.

Note: If a historical amount is assigned to an asset, liability, or owner's equity account (assuming Owner's Equity Translation Rule is set to YTD) then, the historical amount will appear in the rate adjustment column in a Translation Trial Balance report.

If a historical amount is assigned to a revenue, expense, or owner's equity account (assuming Owner's Equity Translation Rule is set to PTD) then, the historical amount will appear in the corresponding debit or credit activity columns of a translation trial balance report.

See: Translating Balances, page 13-28 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 historical amounts in 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.

Note: 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.

Note: General Ledger does not automatically roll forward historical rates for the income statement accounts.

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 retained earnings account in the first period of each fiscal year. General Ledger calculates a historical rate for the retained earnings account and assigns it the rate type Calculated. This happens regardless of whether a historical rate has been previously defined for the retained earnings account.

Related Topics

Defining Sets of Books, page 7-54

Historical Rates Listing, page 14-40

Overview of Multi-Currency Accounting, page 13-1

Overview of Average Balance Processing, page 4-1

Revaluing Balances

Use the Revaluation window to define, run, update, and delete revaluations for foreign currency-denominated balances. Revaluation 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 accounts you specify and balanced by balancing segment values. This process creates a revaluation batch containing separate journal entries for each revalued foreign currency.

For MRC installations using this feature, see: *Revaluation, Multiple Reporting Currencies in Oracle Applications*.

You can revalue a single account or ranges of accounts, for both income statement and balance sheet accounts. 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-1). 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.*

Secondary Tracking Segment

You can use the secondary tracking segment to track revaluation results using the primary balancing segment and secondary tracking segment. Revaluation gain or loss amounts will be posted to the gain/loss or cumulative translation adjustment account you specify and balanced by each balancing segment value and secondary tracking segment value pair. See: *Secondary Segment Tracking*, page 1-165.

For MRC installations using this feature, see: *Multiple Reporting Currencies in Oracle Applications*.

Defining, Saving, and Running Revaluations

You can define new revaluations, update existing revaluations and delete revaluations. You can launch any revaluation from the Revaluation window or you can launch saved revaluations and revaluations grouped into Request Sets from the Submit Request window.

- To define a new revaluation, complete the fields in the revaluation window and save your work.
- To update an existing revaluation, query a revaluation, change the fields in the window as necessary and save your work.
- To delete a revaluation, query a revaluation and choose View>Delete from the menu.
- To run a revaluation from the Revaluation window, enter a new revaluation or query a revaluation and choose the Revalue button. Complete the Period, Effective Date, and Rate Date fields in the Submit Request window.
- To run a revaluation or group of revaluations from the Submit Request Window, choose the Revaluation program. In the Parameters window that appears, specify the Revaluation Name or Request Set Name for a group of revaluations, Period, Effective Date, and Rate Date.

Grouping Revaluations into Request Sets/Scheduling

You can group revaluations into Request Sets. For example, you can group revaluations into a set to run sequentially or in parallel. You can also schedule revaluations and revaluation sets to run periodically or daily.

- To schedule a revaluation or Request Set, run your revaluation or Request set. In the Parameters window choose the Schedule button. If you select Periodically or Specific Days in the Schedule window, you must enable the Increment checkbox. This will increment the Effective Date and Rate Date. The period will increment only at the end of the period. If you do not enable the Increment checkbox, the Effective Date and Rate Date will not change.

See: *Oracle Applications User Guide* for more information on creating Request Sets and for scheduling options.

PTD Revaluation for Income Statement Accounts

You can use the profile option, GL Income Statement Accounts Revaluation Rule, to specify whether you want to revalue income statement accounts using period-to-date (PTD) or year-to-date (Y-T-D) balances. If you choose to revalue PTD balances for income statement accounts, the program continues to appropriately revalue YTD balances for balance sheet accounts. Revaluing the PTD balance of your income statement accounts creates weighted average YTD balances using period rates from each corresponding period against the PTD account balance and produces more accurate results in compliance with SFAS No. 52 standards.

When you select the PTD option for revaluing your income statement accounts, Revaluation produces two separate journal entries; one that revalues your balance sheet accounts and another for your income statement accounts. You will not need to reverse the PTD revaluation journal entry for your income statement accounts in the subsequent period since that revaluation only applied to last period's activity.

Revaluation Window

Revaluation (Vision Operations)

Revaluation: **Balance Sheet Revaluation** ☐ AutoPost Revaluation

Description: **Revalue all balance sheet accounts**

Currency Options

☐ All Currencies

☒ Single Currency Currency:

Rate Options

☐ Period Rates

☒ Daily Rates Type: Rate:

☐ One-Time

Gain/Loss Accounts

Unrealized Gain: **010-1670-0000-**

Unrealized Loss: **010-1670-0000-**

Revaluation Ranges

Account Low	Account High	Expand Parent Natural Account	Expand Parent Balancing Segment
97.000-1000.0000.000	97.999-1000.9999.999	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
98.000-2000.0000.000	98.999-2000.9999.999	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
97.000-3000.0000.000	98.000-3000.9999.999	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Revalue...

Prerequisites

- Define accounts for unrealized gains and unrealized losses. You can use the same account for both.
- Define a revaluation rate for each currency for each period or date for which you want to run revaluation.
- For MRC installations, define a Cumulative Translation Adjustment account for your set of books.

To revalue your account balances:

- Navigate to the Revaluation window.
- Enter the Revaluation Name.
If you do not specify a Revaluation Name, revaluation creates the following name: <Revaluation> <Date> <Time>. For example, Revaluation 14-Oct-2002 10:54:26.
- (Optional) Enter a Description for your revaluation.
- (Optional) Enable AutoPost Revaluation. If enabled, the revaluation journal is automatically posted when the revaluation process completes.
- Choose a Currency Option.
 - All Currencies*: all balances for which the appropriate conversion rates are defined will be revalued.
 - Single Currency*: only balances for the specified currency will be translated. You must choose a currency from the List of Values in the Currency field.

6. Choose Rate Options.

- *Period Rates:* Revaluation will use period-end rates to revalue all balances.
- *Daily Rates:* Revaluation will use daily rates of the specified Type to revalue balances. You must choose a type from the Type field.

Type: Revaluation will use this type when you select Daily Rates. The List of Values includes all defined conversion rate types other than User and EMU Fixed.

- *One-Time:* Revaluation uses the specified rate to revalue balances. You must specify a rate in the Rate field. One-Time is only available if you choose Single Currency in the Currency Options region.

Rate: Revaluation will use this rate when you select One-Time. Enter a rate greater than 0.

Note: If different rates are required for different ranges of accounts, for example spot rates for balance sheet accounts and average rates for income statement accounts, define separate revaluations for each class of accounts, using a different rate type for each.

7. Enter accounts for the Unrealized Gain and Unrealized Loss accounts. The account can be the same for both fields. The company segment appears blank and is not required. If the secondary tracking segment for Revaluation is enabled, the secondary tracking segment field appears blank and is not required.

All debit revaluation adjustments are offset against the unrealized gain account and all credit adjustments are offset against the unrealized loss account. If the same account is specified in both fields, the net of the revaluation adjustments is derived.

8. Complete the fields in the Revaluation Ranges region. For an example, see: Revaluation Example., page 13-27

- *Account Low:* specify the low end of the range of accounts you want to revalue.
- *Account High:* specify the high end of the range of accounts you want to revalue.

Note: Expand Parent Company and Expand Natural Account fields are automatically checked when you specify the same parent account in the low and high account ranges. These are display only fields. See: Revaluation Example., page 13-27

9. Choose Revalue. Your revaluation is automatically saved and the Submit Request window appears. Complete the following fields:

- *Period:* choose a period from the List of Values. Only open periods appear in the List of Values.
- *Effective Date:* the default effective date that appears is based on the Period specified. You can change this to any date. The default effective date used is based on the following rules as compared against the system date.

Previous Period: the date will default to the last day of that period.

Current Period: the date will default to the current system date.

Future Period: the date will default to the first day of the period.

If you enter an effective date outside the Period, the effective date will be adjusted to match the specified period when you run Revaluation.

- Rate Date: the default date that appears is the same as the effective date.

Changes to the Rate Date field have no effect if you previously specified a rate type of Period or One-Time. If you are using daily rates, you can specify any date.

Note: The profile option GL Revaluation: Days to Roll Forward Daily Rates will roll the daily rate forward for revaluation if you do not define a Daily Rate. See: GL Profile Options., page B-8. Revaluation will only use rates defined for the specified rate date. If a rate is used in this manner, revaluation completes with a warning and the rate is detailed on the Revaluation Execution report.

10. Choose Submit. General Ledger launches a concurrent process to revalue your account balances. The process names your revaluation batch in the following format: Revalues <Period Name> <Concurrent Request Date> <Unique Identifier Number>; for example, Revalues SEP-02 30-SEP-2002 8884.
11. Use the Revaluation Execution Report to review the status of your revaluation. General Ledger automatically generates this report when you run Revaluation.
12. Post the revaluation journal batch if you do not have AutoPost enabled.

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: Revaluation, *Multiple Reporting Currencies in Oracle Applications*.

Note: General Ledger conforms to multiple national accounting standards, including SFAS #52 (U.S.)--regarding translation, revaluation, and reporting of foreign currency-denominated balances.

Summary of Revaluation Program

The following summarizes revaluation results, depending on your functional currency's currency derivation and the currency option you choose from the Revaluation window.

Single Currency - Revalues standard balances denominated in the selected currency for the selected period and range of accounts. Currency is revalued using the rate defined in the Revaluation window.

All Currencies - Revalues all standard balances denominated in a currency other than your functional currency, for the selected period and range of accounts. Currencies are revalued using the rate defined in the Revaluation window.

Revaluation Example

The tables below illustrate Revaluation results based on:

- How you enter the range of accounts to be processed
- The parent/child relationships in the range of accounts specified

The examples also illustrate when the Expand Parent Company and Expand Natural Account fields are enabled by the system (when the checks appear in the checkboxes).

Assume the following accounts contain foreign currency journal entries. The first segment represents the company balancing segment. The third segment represents the natural account segment.

01.010.1110.0000.100

02.010.1110.0000.100

04.020.1520.0000.000

06.020.3310.0000.000

01.020.2370.0000.000

03.010.2370.0000.000

04.020.2450.0000.000

07.020.3100.0000.000

Parent company value 97 contains child values 01, 02, and 03.

Parent company value 98 contains child values 04, 05, 06, 07, 08, and 09.

Natural Accounts 1000, 2000, and 3000 are parent accounts.

The following revaluation ranges are specified in the Revaluation window:

Specified Revaluation Ranges

Account Low	Account High	Expand Parent Balancing Segment	Expand Natural Account
97.000.1000.0000.000	97.999.1000.9999.999	Yes	Yes
98.000.2000.0000.000	98.999.2000.9999.999	Yes	Yes
97.000.3000.0000.000	98.000.3000.9999.999	No	Yes

Note: A check appears in the Expand Parent Balancing Segment and Expand Natural Account checkboxes when the same values are specified for the Account Low and High. A check will not appear when different parent or natural account ranges are specified for the Account Low and High.

The following accounts will be revalued:

01.010.1110.0000.100

02.010.1110.0000.000

04.020.2450.0000.000

No revaluation results will be created for the 3000 account range because different parent company values are used in the Account Low and Account High ranges. When the low and high parent values are not the same, they are treated as child account ranges.

Assume the following revaluation ranges are specified in the Revaluation window:

Specified Revaluation Ranges, natural account

Account Low	Account High	Expand Parent Balancing Segment	Expand Natural Account
01.000.1000.0000.000	99.999.2000.9999.999	No	No
01.000.3000.0000.000	99.999.3000.9999.999	No	Yes

Note: Note: A check appears in the Expand Parent Balancing Segment and Expand Natural Account checkboxes when the same values are specified for the Account Low and High. A check will not appear when different parent or natural account ranges are specified for the Account Low and High.

The following accounts will be revalued:

01.010.1110.0000.100

02.010.1110.0000.000

04.020.1520.0000.000

06.020.3310.0000.000

07.020.3100.0000.000

No revaluation results will be created for the 2000 parent account because different parent account values were specified in the Account Low and Account High ranges. When the low and high parent values are not the same, they are treated as child account ranges. Only child accounts 1000 through 1999 were considered for revaluation.

Related Topics

Entering Period Rates, page 13-17

Posting Journal Batches, page 1-133

Overview of Multi-Currency Accounting, page 13-1

Overview of Average Balance Processing, page 4-1

Multiple Reporting Currencies Overview, page 13-42

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.

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 may need to purge past translations, change the account type assignment, then run translation.

Important: When you first translate a balancing segment value, you establish the initial translation period. You cannot translate a period before the initial translation period for that balancing segment.

If you mark the All checkbox in the Translate Balances window and attempt to translate new balancing segment values, the program will not process any new balancing segments to prevent you from accidentally establishing the wrong initial translation period. If you add one or more new balancing segments, their first translation must be performed independently. After this first translation, you can mark the All checkbox to translate balances for all balancing segment values that have established initial translation periods.

Translation and the Secondary Tracking Segment

When secondary tracking segment support is enabled for Closing and Translation in the Set of Books window, translation will calculate translated retained earnings by summing the translated revenue and expense accounts by a combination of primary segment value and secondary tracking segment value pair. This amount is closed to the matching detailed retained earnings account. The system also calculates a historical rate for the detail retained earnings account in the case of the YTD equity method of translation.

This behavior assumes you did not define a historical amount for the retained earnings account. Otherwise, translation will use the user-defined rate or amount.

When a cumulative translation adjustment is required to balance the translation, the cumulative translation adjustment account will be tracked by a combination of primary balancing segment value and secondary tracking segment value pair.

Note: We recommend you translate each period sequentially

Note: Secondary tracking segment support with the Closing and Translation option enabled does not apply to an average translation.

Period-to-Date vs. Year-to-Date Translation Rules

General Ledger uses one of two translation rules shown in the table below, depending on the account type being translated:

- For Asset and Liability accounts, General Ledger always uses the Year-to-Date rule.
- For owner's equity accounts, you can choose to use either of these two rules. If you do not choose a rule, General Ledger uses the Period-to-Date rule.
- For income statement accounts, you can choose to use either of these two rules. If you do not choose a rule, General Ledger uses the Period-to-Date rule.

Note: If Historical Rates or Historical Amounts are used, they will override the period-average or period-end rates for all account types.

Translation Rules

Translation Rule	Translation Period Amount
Period-to-Date (PTD) Rule	Translated Period Amount = Period Average Rate X PTD Functional Balance
Year-to-Date (YTD) Rule	Translated Period Amount = Period-End Rate X YTD Functional Balance - Beginning Translated Balance

Rates Used for (Equity Method) Translation

For equity method translation SFAS #52 requires you use the translation rates in accordance with the following table:

Note: Income statement items related to non-monetary items include cost of goods sold, depreciation on property, and amortization of intangible items.

Rates Used for (Equity Method) Translation

GL Account Type	Period-End	Period Average	Historic
Monetary Assets, Liabilities	X		
Non-monetary Assets, Liabilities	X		
Revenue, Expense Related to Monetary Items	X (YTD rule)	X (PTD rule)	
Revenue, Expense Related to Non- monetary Items*	X (YTD rule)	X (PTD rule)	
Equity			X

Rates Used for Remeasurement

For remeasurement SFAS #52 requires you use the translation rates in accordance with the following table:

Rates Used for Remeasurement

GL Account Type	Period-End	Period Average	Historic
Monetary Assets, Liabilities	X		
Non-monetary Assets, Liabilities			X
Revenue, Expense Related to Monetary Items	X (YTD rule)	X (PTD rule)	
Revenue, Expense Related to Non- monetary Items*			X
Equity			X

Important: Historical rates or amounts override period-end and period average rates for all account types. You should not define a historical rate or amount for an account in the Historical Rates window if you want General Ledger to select the period-end or period average rate for the account according to the above tables.

Translation vs. Remeasurement

The following table summarizes the major differences in General Ledger setup steps for translation and remeasurement.

Note: The two steps below are the only places in the multi-currency setup flow where translation and remeasurement differ. The other steps are the same for the two translation methods and are omitted below.

Translation vs. Remeasurement

Setup Steps	Translation	Remeasurement
1. Setup Cumulative Translation Adjustment Account	The account type must be owners' equity. (SFAS #52, U.S.)	The account type must be revenue or expense. (SFAS #52, U.S.).
2. Enter Historical Rates in Historical Rates Table	Derive and enter historical rates or amounts for owners' equity accounts only. See the Account Balances table in the Mass Allocation Examples section of the Journal Entry chapter.	Derive and enter historical rates for owners' equity accounts, non-monetary assets and liability accounts, and income statement accounts related to non-monetary items. See: See the Journal Entry for Rent Decrease Allocation table in the Mass Allocation Examples section of the Journal Entry chapter.

Cumulative Translation Adjustment Account

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. If secondary tracking segment is enabled for closing translation, the Cumulative Translation Adjustment will be calculated by unique pairs of balancing segments and secondary tracking segment values. General Ledger does not make adjustments to this account when you translate budget balances.

Translate Balances Window

Balance Type	Value	Target Currency	Period	Source	Target	Req ID
Actual	<input checked="" type="checkbox"/>	GBP	Aug-97			
Actual	<input checked="" type="checkbox"/>	DEM	Aug-97			
Actual	<input checked="" type="checkbox"/>	CAD	Dec-98			
Actual	<input type="checkbox"/>	00	...			
	<input type="checkbox"/>					
	<input type="checkbox"/>					

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 13-35.
- Review the setting of the profile option GL Translation: Revenue/Expense Translation Rule. The default is PTD. If necessary, have your system administrator change the setting. See: Notes on Translating Revenue/Expense Accounts, page 13-36.
- Review the setting for the Set of Books Secondary Tracking Segment for Closing and Translation option.
- 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.

Important: Marking the All checkbox translates balances for all balancing segment values that have been previously translated. If you add one or more new balancing segments, their first translation must be performed independently. After this first translation, you can mark the All checkbox to translate balances for all balancing segment values.

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.

Important: 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).

Note: 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.

Important: 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.

Note: You can only translate budget amounts that are entered in the functional currency.

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).

Note: Secondary Tracking with the Closing and Translation option enabled does not apply to translation of budget and average balances.

Related Topics

Defining Calendars, page 7-48

Entering Period Rates, page 13-17

Entering Historical Rates, page 13-18

Assigning the Set of Books Accounts, page 7-56

Defining Budgets, page 2-13

Overview of Multi-Currency Accounting, page 13-1

Notes on Translating Average Balances, page 13-38

Multiple Reporting Currencies Overview, page 13-42

Overview of Average Balance Processing, page 4-1

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 calculation used depends on whether the account to which the historical rate or amount applies is a revenue/expense, asset/liability, or owners' equity account as well as the translation rule selected.

Asset/Liability: The historical amount becomes the YTD translated balance for the account. If historical rate is used, it is applied against the YTD functional balance.

Owners' Equity: If the profile option GL: Owners Equity Translation Rule is set to PTD, the historical amount is treated as translated net activity for the period. If historical rate is used, it is applied against the functional period net activity. If the profile option is set to YTD, the historical amount becomes the YTD translated balance for the owners' equity account. If historical rate is used, it is applied against the functional period net activity.

Revenue/Expense: If the profile option GL Translation: Revenue/Expense Translation Rule is set to PTD, the historical amount is treated as translated net activity for the period. If historical rate is used, it is applied against the functional period net activity. If the profile option is set to YTD, the historical amount becomes the YTD translated balance for all revenue and expense accounts. If historical rate is used, it is applied against the YTD functional balance.

Related Topics

Entering Historical Rates, page 13-18

Notes on Translating Owners' Equity Accounts

General Ledger translates owners' equity accounts in accordance with SFAS #52 (U.S.), using historical rates or amounts.

Tip: 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 creates a message in the log file stating it used a calculated or period-end rate to perform translation. If this message is created in your log file, we suggest that you define a historical rate and retranslate your balances using that rate.

See: Automatically Assigned Rate Types, page 13-21.

Translating Retained Earnings Account

The retained earnings account at the beginning of a fiscal year is not translated like other accounts in GL. It is translated using the following formula:

Beginning translated retained earnings balance in new fiscal year =

Sum of all translated revenue balance at the end of prior year -

Sum of all translated expense balance at the end of prior year +

Translated ending retained earnings balance at the end of prior year.

If you translate owners' equity accounts using the YTD rule, then in the first period of each new fiscal year, General Ledger populates a historical rate with rate type Calculated for the retained earnings account in the historical rates table. It is the ratio of the beginning translated retained earnings account balance to the beginning functional retained earnings account balance. In the case of the YTD rule, user-defined historical rates are not rolled forward across fiscal years for the retained earnings account.

If you translate owners' equity accounts using the PTD rule, General Ledger does not calculate the historical rate for the retained earnings account.

Restating Previously Translated Balances

Older versions of General Ledger always translated owner's equity accounts using the YTD rule. If you subsequently switch rules, owner's equity accounts will be translated using the new rule for new translations only. Previously translated equity account balances will not change. If you change the translation rule, you should restate your previously translated balances.

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.

To restate your previously translated owner's 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 Type Rates.
 - **Other Owners' Equity accounts:** Delete any Period Type rates.
4. Run translation. Your owners' equity balances will be translated using the Period-to-Date rule.

Note: Review the historical rates and amounts you have defined to determine if these are still applicable with the change in equity translation rule.

Notes on Translating Revenue/Expense Accounts

The profile option GL: Translation: Revenue/Expense Translation Rule lets you use two translation methods when translating revenue and expense accounts.

When the profile option is set to PTD, the PTD translation rule is applied.

When the profile option is set to YTD, the YTD translation rule is applied.

If you have a business requirement to use both translation methods throughout the year, such as the PTD method during the year for managerial reporting and the YTD method at year-end for legal reporting, you should define additional currencies used solely for translation purposes.

For example, if you must translate balances to Japanese Yen using both PTD and YTD translation methods, define an additional JPY currency called JPYTRANS. The additional currency represents the Japanese Yen Translation currency used as an alternative currency representation of translation.

When you run translation each period, set the profile option to PTD, and run translation for the JPY currency only to use the PTD rule. Then, change the profile option to YTD and re-run translation for the same period using the JPYTRANS currency. This allows you to maintain both types of balances of both currencies that use different translation methods.

Note: You must remember to change the profile option *before* running translation.

To choose the translation rule used for revenue and expense accounts:

1. Review the setting for the profile option GL Translation: Revenue/Expense Translation Rule. There are two settings:

PTD: Revenue and expense accounts are translated using the Period-to-Date rule and period-average rates.

YTD: Revenue and expense accounts are translated using the Year-to-Date rule and period-end rates.

2. Have your system administrator set the profile option to the method your organization uses for translating revenue and expense accounts.

Restating Previously Translated Balances

Older versions of General Ledger always translated revenue and expense accounts using the Period-to-Date rule. If you subsequently switch rules, revenue and expense accounts will be translated using the new rule for new translations only. Previously translated revenue and expense balances will not change. If you change the translation rule, you should restate your previously translated balances.

To restate your previously translated revenue and expense balances using the Year-to-Date rule:

1. Purge the old translated balances for each period to be restated.
2. Change the GL Translation: Revenue/Expense Translation Rule profile option to YTD.
3. For each period to be restated, update the period-end rates in the Period Rates window.
4. For each period to be restated, update any rates defined in the Historical Rates window for revenue and expense accounts.
5. Run translation for every period starting with the earliest period to have your revenue and expense accounts translated using the YTD rule.

Related Topics

Setting General Ledger Profile Options, page B-1

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 7-59), 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

General Ledger will use averages of daily rates for the rate type specified in the Set of Books window, as shown in the example in the following table:

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

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

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:

Calculations

Description	Rate	Operand	Days in Month	Rate X Days
January calculation	1.25	X	31	38.75
February calculation	1.40	X	29	40.60
March calculation	1.45	X	16	23.20
column sum total			76	102.55

Average Result

Total Rate X Days	Operand	Sum of Days in Month	Rate to Translate March 16th Average Balances
102.55	/	76	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.

Related Topics

Translating Balances, page 13-28

Entering Daily Rates, page 13-9

Entering Historical Rates, page 13-18

Overview of Multi-Currency Accounting, page 13-1

Overview of Average Balance Processing, page 4-1

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*, page 13-41), you can report directly from your reporting sets 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 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 13-42.
- The country-specific accounting rules and regulations that govern your parent and subsidiary companies.

Budget Balances

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

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 by running the General Ledger Reporting Balance Initialization Utility. This MRC upgrade utility converts account balances in the primary set of books to your reporting set of books for a specified range of accounts.

See: *Implementation Considerations, Multiple Reporting Currencies in Oracle Applications*.

Related Topics

Translating Balances, page 13-28

Accounting for Multiple Companies Using a Single Set of Books, page 9-1

Accounting for Multiple Companies Using Multiple Sets of Books, page 10-1

Multiple Reporting Currencies Overview, page 13-42

Multiple Reporting Currencies in General Ledger

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), GBP (British Pound), 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.

Guidelines for Using MRC

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.

Note: 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 transaction level.

Note: Choosing remeasurement vs. translation is independent from choosing General Ledger's translation vs. MRC.

The choice of remeasurement vs. translation is dictated by the company's choice of its accounting functional currency, which is determined by the company's compliance with SFAS #52.

The choice of General Ledger's translation vs. MRC depends on whether a company wants to track transaction or balance level detail in the reporting currency.

The following table summarizes these choices:

Choice of General Ledger translation vs. MRC

	GL Translation	MRC
Remeasurement	Set of books functional currency is different from accounting functional currency. Balance-level translation information suffices.	Set of books functional currency is different from accounting functional currency. Transaction-level translation is needed.
Translation	Set of books functional currency is the same as accounting functional currency but reporting currency is different. Balance-level translation information suffices.	Set of books functional currency is the same as accounting functional currency but reporting currency is different. Transaction-level translation information is needed.

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.

Using the Secondary Tracking Segment in MRC

Secondary Tracking Segment support for Closing and Translation and Revaluation is also supported for an MRC reporting set of books. It is recommended that consistent settings be applied to these options between related primary and reporting sets of books.

See: Revaluation and SFAS #52 Support, *Multiple Reporting Currencies in Oracle Applications*.

Related Topics

Understanding MRC, page 13-43

Using MRC with General Ledger, page 13-46

Overview of Multiple Reporting Currencies, *Multiple Reporting Currencies in Oracle Applications*

Overview of Financial Statement Generator, page 6-1

Overview of Multi-Currency Accounting, page 13-1

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.

Note: 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:** Since your organization's *accounting functional currency* can be different from the General Ledger set of books functional currency, you can define your primary set of books using a local currency and a reporting set of books using your accounting functional currency. Alternatively, you can define your primary set of books using your accounting functional currency and a reporting set of books using a local currency.

Tip: 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.

- **Translation vs. Remeasurement:** When books of record are denominated in a currency other than the accounting functional currency, they must be remeasured into the accounting functional currency (SFAS #52) before being translated into the reporting currency. MRC makes it easy for you to perform remeasurement if you keep a reporting set of books in the accounting functional currency. 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. However, additional adjustments are needed on certain types of accounts. The Remeasurement column in the table below lists the adjustments you need to make.

When books of record are denominated in the accounting functional currency, they can be directly translated into the reporting currency (SFAS #52) without remeasurement. MRC automatically propagates accounting functional currency transactions to the currency of the reporting set of books. However, additional adjustments are needed on certain types of accounts. The Translation column in the table below lists the adjustments you need to make.

Using the profile option GL/MRC Revaluation: Use Primary Currency instead of Entered Currency.

When the profile option is set to Yes: the revaluation program uses the *functional currency balances of the primary book* to create the revaluation entries for the reporting set of books. This complies with the FAS #52 Translation method.

When the profile option is set to No: the revaluation program uses the *entered foreign currency balances in the reporting set of books* to create the revaluation entries for the reporting set of books. This complies with the SFAS #52 Temporal Method.

Translation vs. Remeasurement in MRC

Task	Translation	Remeasurement
Adjusting Monetary Balance Sheet Accounts	Run revaluation in the primary set of books if necessary, then run revaluation in the reporting set of books so that all these balances are restated at the period-end rate.*	Run revaluation in the primary set of books if necessary, then run revaluation in the reporting set of books so that all these balances are restated at the period-end rate.*
Adjusting Non-monetary Balance Sheet Accounts	<p>Run Revaluation in the reporting set of books to restate <i>entered foreign currency balances in the reporting set of books</i> using the period end rate. The profile option GL/MRC Revaluation: Use Primary Currency instead of Entered Currency is set to No.</p> <p>Run Revaluation in the primary set of books to generate revaluation journal entries that restate <i>functional foreign currency balances in the reporting set of books</i> using the period end rate. The profile option GL/MRC Revaluation: Use Primary Currency instead of Entered Currency is set to Yes.</p>	<p>Make adjustments for transactions that are associated with earlier dates, such as relief of inventory, disposal of fixed assets, depreciation, etc. Adjust accounts affected by these transactions to reflect their historical amounts.</p> <p>A manual adjustment journal entry is usually the simplest way to correct the balances for these accounts in the reporting set of books.</p>
Adjusting Income Statement Accounts related to Monetary Items	No adjustments needed.	No adjustments needed.
Adjusting Income Statement Accounts related to Non-monetary Items	No adjustments needed.	<p>Make special adjustments to income statement accounts related to non-monetary items, such as cost of goods sold, depreciation on property, amortization of intangible items, etc.</p> <p>A manual adjustment journal entry is usually the simplest way to correct the balances for these accounts in reporting set of books.</p>
Adjusting Owner's Equity	No adjustments needed.	No adjustments needed.

Note: When the foreign-entered currency is the reporting currency, the balance does not need to be revalued in the reporting set of books.

Related Topics

Multiple Reporting Currencies Overview, page 13-42

Using MRC with General Ledger, page 13-46

Overview of Multiple Reporting Currencies, *Multiple Reporting Currencies in Oracle Applications*

Overview of Financial Statement Generator, page 6-1

Overview of Multi-Currency Accounting, page 13-1

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: Multiple Reporting Currencies, *Multiple Reporting Currencies in Oracle Applications*.

Initializing Reporting Set of Book's Balances

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 by running the General Ledger Reporting Balance Initialization Utility. This MRC upgrade utility converts account balances in the primary set of books to your reporting set of books for a specified range of accounts.

See: Implementation Considerations, *Multiple Reporting Currencies in Oracle Applications*.

General Ledger Activities and Processes

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 7-177.
- **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 13-9.
- **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 1-133.
- **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 1-141.
- **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 1-124.
- **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. See: 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 2-1.
- **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 3-4.
- **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 13-40. See also the profile option GL/MRC Revaluation: Use Primary Currency instead of Entered Currency in General Ledger Profile Options, page B-8.
- **Revaluation** - If you use MRC, make adjustments in your reporting set of books according to the table at Understanding MRC, page 13-43. See: Notes on Using Translation with Multiple Reporting Currencies, page 13-40.
- **Remeasurement** - If you use MRC, make adjustments in your reporting set of books according to the table at Understanding MRC, page 13-43.
- **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 11-32.
- **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-beginning tasks, day-to-day accounting tasks, and period-closing tasks in the correct order. Some guidelines are presented below.

Period-Beginning Tasks

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

- Enter the daily exchange rates to convert your journals to each of your reporting currencies.
- 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.

Period-End Tasks

- Complete entering all regular and adjusting journals for the period in your primary set of books.
- 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.

Related Topics

Multiple Reporting Currencies Overview, page 13-42

Understanding MRC, page 13-43

Multiple Reporting Currencies, *Multiple Reporting Currencies in Oracle Applications*

Overview of Financial Statement Generator, page 6-1

Overview of Multi-Currency Accounting, page 13-1

Currency Rates Manager

The Currency Rates Manager allows you to manage all your currency rate information in one place. You can:

- Enter Daily Rates.
- Upload Daily Rates or Historical Rates from a spreadsheet to Oracle General Ledger.
- Download Historical Rates to a spreadsheet. You can download for review only or update. If you update, you modify the Historical Rates in the spreadsheet and upload to Oracle General Ledger.
- Review Period Rates and historical rates using a web interface.
- Create Cross Rates. Cross rates are calculated conversion rates based on defined currency rate relationships. General Ledger will calculate cross rates based on a Cross Rate Rule you define.

From the General Ledger Navigator choose Setup > Currencies > Currency Rates Manager. Select one of the following tabs: Daily Rates, Historical Rates, Period Rates, or Rate Types.

It is recommended you use the Microsoft Internet Explorer web browser to utilize the full functionality of the Currency Rates Manager.

Related Topics

Cross Rates, page 13-49

Using the Daily Rates Spreadsheet Interface, page 13-51

Using the Historical Rates Spreadsheet Interface, page 13-53

Multi-Currency Overview, page 13-2

Defining Currencies, page 13-6

Entering Daily Rates, page 13-9

Entering Historical Rates, page 13-18

Cross Rates

Cross rates are calculated conversion rates based on defined currency rate relationships. General Ledger will calculate cross rates based on a Cross Rate Rule you define.

A Cross Rate Rule is associated with a conversion rate type and consists of a Rate Type, Pivot Currency, and Contra Currencies.

Conversion Rate Type: A parameter that associates contra currencies with the pivot currency.

Pivot Currency: The central currency that interacts with Contra Currencies.

Contra Currencies: Currencies that have a rate relationship with the Pivot Currency.

How Cross Rates are Generated

The following text and tables explain how General Ledger generates cross rates or calculated conversion rates. For the examples below, calculations are rounded to five decimal places.

Establish a Cross Rate Rule:

- Enter a Rate Type.
- Assign a Pivot Currency (USD) to the Rate Type.
- Associate one or more contra currencies with the pivot currency (GBP, CAD, EURO).

Enter daily rates between the pivot currency and the contra currency.

You can also accomplish this using a spreadsheet or SQL*LOADER to populate the GL_DAILY_RATES_INTERFACE table.

Entered Daily Rates

To Contra Currencies	From USD Pivot Currency
To USD Pivot Currency	
To GBP	0.65000
To CAD	1.50000
To EURO	0.90000

When daily rates are entered, the inverse conversion rate is automatically created by the system (see table below).

Inverse Rates

Contra Currencies	From USD Pivot Currency	From GBP	From CAD	From Euro
To USD Pivot Currency		1.53846	0.66667	1.11111
To GBP	0.65000			
To CAD	1.50000			
To EURO	0.90000			

Run the Daily Rates Import and Calculation program.

The Daily Rates Import and Calculation program is automatically run when daily rates updates are applied and saved. When the program is launched, the Currency Rates Manager calculates conversion rates between the contra currencies based on contra currency rate relationships with the pivot currency (see table below).

System Generated Cross Rates

To Contra Currencies	From USD Pivot Currency	From GBP	From CAD	From Euro
To USD Pivot Currency		1.53846	0.66667	1.11111
To GBP	0.65000		0.43333	0.72222
To CAD	1.50000	2.30769		1.66667
To EURO	0.90000	1.38462	0.60000	

Display the results.

You can display all rate relationships for a Conversion Rate Type. Navigate to the Currency Rates Manager's Daily Rates window and perform a query on the Rate Type used in your Cross Rate Rule. The query results list all the rates. By selecting a rate and using the update action, more details about the record will be displayed, including the identification of system generated cross rates.

When Cross Rates are Automatically Generated

Cross Rates are automatically updated when the Import and Calculation program is run:

- When you enter or delete daily rates in the Currency Rates Manager's Create Daily Rates page.
- When you use a spreadsheet to upload daily rates to the GL_DAILY_RATES table.
- When you upload rates or load daily rates from the GL_DAILY_RATES_INTERFACE table to the GL_DAILY_RATES table.

Note: Cross rates are not updated when you enter or delete daily rates in General Ledger windows.

Updating Cross Rate Rules

You can update a Cross Rate Rule at any time, by adding or removing contra currency assignments. When you add a contra currency to a Cross Rate Rule, cross rates are generated only when the Daily Rates Import and Calculation program is subsequently run.

If you remove a contra currency from a Cross Rate Rule, any cross rates generated previously for that contra currency will remain unless you manually delete them.

Once you create a cross rate rule, you cannot revise the pivot currency. Instead, delete the cross rate rule and create a new rule for the rate type and appropriate pivot currency.

When you delete a cross rate rule, any cross rates generated previously for contra currencies associated with the rule will remain unless you manually delete them.

When you delete cross rate rules, or when contra currencies are removed from or added to a cross rate rules after the rule has already been in use, users should review the generated cross rates for the rate type. Changes to the rule are not retroactive and will not affect previously stored cross rates.

Note: The GL Daily Rates: Cross Rates Override profile option governs the behavior of generated cross rates. See: GL Daily Rates: Cross Rates Override, page B-16.

Using Custom Rate Loading Programs

The GL_DAILY_RATES_INTERFACE.AL trigger is disabled upon upgrade to this feature. To continue using the trigger logic, set the GL_CRM_UTILITIES_PKG.ENABLE_TRIGGER:=TRUE.

To enable cross rates logic either call the public Application Program Interface (API) GL_CRM_UTILITIES_PKG.DAILY_RATES_INPUT or run the Daily Rates Import and Calculation program from the Submit Request window.

See Also: Daily Rates, page 13-9.

Related Topics

Currency Rates Manager, page 13-48

Using the Daily Rates Spreadsheet Interface, page 13-51

Using the Historical Rates Spreadsheet Interface, page 13-53

Multi-Currency Overview, page 13-2

Defining Currencies, page 13-6

Entering Daily Rates, page 13-9

Entering Historical Rates, page 13-18

Using the Daily Rates Spreadsheet Interface

In the Currency Rates Manager, navigate to the Daily Rates tab and choose the Create in Excel button.

Web ADI is launched. Click through the Integrator page. In the Content page, select none to create a blank spreadsheet or select Text to populate the spreadsheet with values from a text file. The format of the spreadsheet is fixed due to mapping requirements between the spreadsheet and the GL_DAILY_RATES_INTERFACE table.

Details on using the spreadsheet are listed below:

Header Region

Action cell: Enter an Action or use the List of Values. **

Delete: Delete the rows in your spreadsheet from the GL_DAILY_RATES table.

Insert: Insert/Update the rows in your spreadsheet into the GL_DAILY_RATES table.

Spreadsheet Region

All columns in your spreadsheet marked by an asterisk (*) are required fields.

From Currency and To Currency columns: Enter or use the List of Values. **

From Date and To Date columns: Use the date format for your installation.

Rate Type column: Enter or use the List of Values. **

Rate column: Enter a rate.

Inverse Rate: Automatically calculated by the system but updatable.

**To display a List of Values, double-click in the cell or place your cursor in the cell and choose Oracle > List of Values from the toolbar menu.

When the data in your spreadsheet is complete and you are ready to upload, choose Oracle > Upload from the menu. Choose the Parameters button to modify the upload parameters or choose the Upload button.

In the Parameters window, you can choose Automatically Submit Daily Rates Import which automatically runs the Daily Rates Import and Calculation program. This will transfer daily rates from the GL_DAILY_RATES_INTERFACE table to the GL_DAILY_RATES table and automatically generate cross rates.

If you don't choose Automatically Submit Daily Rates Import, run the Daily Rates Import and Calculation program to update the GL_DAILY_RATES table and generate cross rates.

To monitor the status of your upload and daily rates import, choose Oracle > Monitor from the menu.

Related Topics

Currency Rates Manager, page 13-48

Cross Rates, page 13-49

Using the Historical Rates Spreadsheet Interface, page 13-53

Multi-Currency Overview, page 13-2

Defining Currencies, page 13-6

Entering Daily Rates, page 13-9

Entering Historical Rates, page 13-18

Using the Historical Rates Spreadsheet Interface

In the Currency Rates Manager, navigate to the Historical Rates tab. Select Create in Excel Spreadsheet from the Actions poplist. Click on the Go button.

Web ADI is launched. Click through the Integrator page. In the Content page, select none to create a blank spreadsheet or select Text to populate the spreadsheet with values from a text file. The format of the spreadsheet is fixed due to mapping requirements between the spreadsheet and the GL_HISTORICAL_RATES table.

Details on using the spreadsheet are listed below:

All fields in your spreadsheet marked by an asterisk (*) are required fields.

Header Region

Target Currency: Enter or use the List of Values. **

Period: Enter or use the List of Values. **

Spreadsheet Region

Account Columns: Enter account information.

Value Type: Enter Amount or Rate or choose from the List of Values.**

Value: Enter the amount or rate.**

Rate Type: Enter Historical. You can only upload historical rates with the rate type Historical.

Usage: Defaults to a value of Standard. You can select Average for an Average Daily Balance Set of Books.

**To display a List of Values, double-click in the cell or place your cursor in the cell and choose Oracle > List of Values from the toolbar menu.

Enter account and historical rate information in the spreadsheet. You can also cut and paste accounts and historical rate information from another spreadsheet.

When your spreadsheet is complete and you are ready to upload, choose Oracle > Upload from the menu. Choose the Parameters button to modify the upload parameters or choose the Upload button.

To monitor the status of your upload and daily rates import, choose Oracle > Monitor from the menu.

Downloading Historical Rates

In the Currency Rates Manager, navigate to the Historical Rates tab. Select Review or Update from the Action poplist. Review allows you to view the data only. Update allows you to modify the data. Click on the Go button.

Web ADI is launched. In the Mapping window that appears, make your selections for:

Target Currency: Enter a target currency or choose from the List of Values.

Period: Enter or choose a period from the List of Values.

Rate Type: Enter the Rate Type or use wild cards to return a search list. You can specify Historical, Period, Calculated or Prior rate types.

Balancing Segment Low: Specify

Balancing Segment High: Specify

Exclude Historical Rate or Historical Amount of Zero: Select Yes to exclude historical rates or historical amounts of zero.

Choose next to launch your spreadsheet. The format of the spreadsheet is fixed due to mapping requirements between the spreadsheet and the GL_HISTORICAL_RATES table.

Modify the spreadsheet as you desire.

Enter account and historical rate information in the spreadsheet. You can also cut and paste accounts and historical rate information from another spreadsheet..

Note: Updated historical rates with rate types of Period, Calculated, or Prior must be modified to a rate type of Historical. You can only upload historical rates with the rate type Historical.

When your spreadsheet is complete and you are ready to upload, choose Oracle > Upload from the menu. Choose the Parameters button to modify the upload parameters or choose the Upload button.

Related Topics

Currency Rates Manager, page 13-48

Cross Rates, page 13-49

Using the Daily Rates Spreadsheet Interface, page 13-51

Multi-Currency Overview, page 13-2

Defining Currencies, page 13-6

Entering Daily Rates, page 13-9

Entering Historical Rates, page 13-18

Standard Reports and Listings

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 Financial'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. The same segment security rules defined for your chart of accounts extend to general ledger reports.
- **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. The same segment security rules defined for your chart of accounts extend to journals reports.
- **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 trial balance 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.

Note: General Ledger only supports text format for any of the standard report output. No other format is supported.

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.

Related Topics

Overview of Execution Reports, page 14-72

Oracle General Ledger Standard Reports and Listings, page 14-19

Defining Request Sets, *Oracle Applications User's Guide*

Running Reports and Programs, *Oracle Applications User's Guide*

Changing Request Options, *Oracle Applications User's Guide*

Generating Standard Reports Using XML Publisher

Overview

General Ledger integrates with Oracle XML Publisher to generate custom formatted standard General Ledger reports. Users design and control report presentation using report templates. When users generate a report, XML Publisher merges report data with the report template to create a document that supports numerous formatting options, including color, images, font styles, headers, and footers.

General Ledger provides XML Publisher templates for these standard reports:

- Account Analysis - (132 Char)
- Journals - General (132 Char)
- Trial Balance - Detail

Prerequisites

- Install XML Publisher 4.5 or higher.
- The System Administrator must set the output format of the applicable reports to XML. The System Administrator can also optionally assign a default template to the concurrent program. The default template will be used to publish the report unless the user selects a different template when submitting the report.

See: Using the Concurrent Manager to Generate Your Custom Output, *Oracle XML Publisher User's Guide*.

To Generate a Standard Report Using XML Publisher

1. Choose a single request on the Submit Request window.
2. Select the report Name.

Note: Make sure that the selected report matches the displayed default template.

3. Enter the report parameters, then submit the request.

Related Topics

Running Reports and Programs, *Oracle Applications User's Guide*

XML Publisher Introduction, *Oracle XML Publisher User's Guide*

XML Output File

When users generate a standard report using a report template, they first generate an XML output file of the report. XML Publisher applies the requested report template to the XML output file to generate a formatted report file. The figure below shows an example XML output file.

```

<?xml version="1.0" ?>
- <!--
Generated by Oracle Reports version 6.0.8.22.0
-->
_ <GLRTBD>
_   <G_PAGEBREAK>
_     <G_DETAIL>
_       <BEGIN_BALANCE>-388650</BEGIN_BALANCE>
_       <ACTIVITY>0</ACTIVITY>
_       <END_BALANCE>-388650</END_BALANCE>
_       <ACCT_VALUE>2925</ACCT_VALUE>
_       <ACCT_VALUE_DESC>Revenue Clearing</ACCT_VALUE_DESC>
_       <ACCT>01-600-2925-0000-700</ACCT>
_     </G_DETAIL>
_     <PAGEBREAK_NAME>Product</PAGEBREAK_NAME>
_     <PAGEBREAK_VALUE>700</PAGEBREAK_VALUE>
_     <ACTIVITY_TOTAL>0</ACTIVITY_TOTAL>
_     <BEGIN_BALANCE_TOTAL>-388650</BEGIN_BALANCE_TOTAL>
_     <END_BALANCE_TOTAL>-388650</END_BALANCE_TOTAL>
_     <PAGEBREAK_VALUE_DESC>Direct Finance Lease</PAGEBREAK_VALUE_DESC>
_     <PAGEBREAK_ROW_COUNT>1</PAGEBREAK_ROW_COUNT>
_   </G_PAGEBREAK>
_   <LEDGER_NAME_PARAM>Vision Operations (USA)</LEDGER_NAME_PARAM>
_   <ACCOUNT_NAME_COLUMN>Acct</ACCOUNT_NAME_COLUMN>
_   <PAGEBREAK_LEFTPROMPT_DSP>Product</PAGEBREAK_LEFTPROMPT_DSP>
_   <ROW_COUNT>1</ROW_COUNT>
_   <PERIOD_NAME_PARAM>Feb-03</PERIOD_NAME_PARAM>
_   <CURRENCY_PARAM>USD</CURRENCY_PARAM>
_   <PAGEBREAK_VALUE_FROM_PARAM>000</PAGEBREAK_VALUE_FROM_PARAM>
_   <PAGEBREAK_VALUE_TO_PARAM>999</PAGEBREAK_VALUE_TO_PARAM>
_   <AMOUNT_TYPE_PARAM>Period to Date</AMOUNT_TYPE_PARAM>
_ </GLRTBD>

```

XML output files are composed of tag set elements. For example, in the figure above, <BEGIN_BALANCE>-388650</BEGIN_BALANCE> is the beginning balance element, which consists of a starting and ending tag. The data between the tags is the value of the element. In the figure above, the value for the beginning balance element is -388650.

Placeholder Syntax for Standard Report Templates

Each data field in a report template must correspond to an element in the XML output file. When users design or modify a report template in XML Publisher, they define placeholders for the XML elements. The placeholder maps the template report field to an element in the XML output file. When users generate the formatted reports using XML Publisher, the placeholder is replaced by the value of the element of the same name in the XML output file.

For example, suppose that the Ledger Name field in the Trial Balance - Detail Report template, as seen in the figure shown in the Example of Report Template Layout section, corresponds to the XML element LEDGER_NAME_PARAM. When the formatted report is generated using XML Publisher, this placeholder is replaced by the value of the element from the XML output file. The value for Ledger Name, as seen in the figure in the XML Output File section, is Vision Operations (USA).

Users can employ the formatting provided by General Ledger in the Standard Report templates or they can modify the templates in XML Publisher.

To modify templates in XML Publisher, see *Creating an RTF Template, Oracle XML Publisher User's Guide*

Account Analysis Report Template

The table below indicates the placeholder syntaxes provided in the Account Analysis Report template.

Placeholder Syntaxes Provided in the Account Analysis Report Template

Placeholder	Syntax	Meaning
<?call:Header?>	<?call:Header?>	References the Header layout. Anything between the Header Start and Header End is repeated on every page.
Header Start	<?template:Header?>	Identifies the beginning of the header area of the report.
Ledger Name	<?LEDGER_NAME_PARAM?>	Inserts the set of books name.
Item Type	<?REFERENCE_TYPE_PARAM?>	Inserts the specified item type (line, source or entry).
Period From	<?PERIOD_FROM_PARAM?>	Inserts the specified starting period.
Period To	<?PERIOD_TO_PARAM?>	Inserts the specified ending period.
Report Date	N/A	Inserts the current system date.
Page	N/A	Inserts the page numbers.
Account From	<?ACCT_FROM_PARAM?>	Inserts the specified from account code combination.
To	<?ACCT_TO_PARAM?>	Inserts the specified to account code combination.
Balance Type	<?BALANCE_TYPE?>	Inserts the balance type (actual, budget, or encumbrance).
If Bud	<?if:BALANCE_TYPE="Budget"?>	Determines if the balance type is Budget; the label Budget Name is displayed.
Budget Name	<?BUDGETNAME_ENCUMBRANCETYPE?>	Inserts the budget name.
End Bud	<?end if?>	Indicates the end of the If Bud.

Placeholder	Syntax	Meaning
If Enc	<?if:BALANCE_TYPE="Encumbrance"?>	Determines if the balance type is Encumbrance; the label Encumbrance Type is displayed.
Encumbrance Type	<?BUDGETNAME_ENCUMBRANCETYPE?>	Inserts the encumbrance type.
End Enc	<?end if?>	Indicates the end of the If Enc.
Currency	<?CURRENCY_PARAM?>	Inserts the specified currency code.
Header End	<?end template?>	Identifies the end of the header area of the report.
If Data Found	<?choose:?><?when:GLRJED/TOTAL_NUMBER_PERIODS!="0"?>	Determines if one or more rows of data exists before report is generated.
Group1	<?for-each:G_BALANCES?>	Loops through the elements in the GL_BALANCES group, which is a group of elements in the XML output file representing report data.
Beginning Balance for Period	<?choose:?><?when:BEGIN_BALANCE!=""?><?format-number(BEGIN_BALANCE,'###,##0.00')?><?concat(" ",BEGIN_BALANCE_DR_CR_SIGN)?><?end when?><?otherwise:?>0.00<?end otherwise?><?end choose?>	Formats and inserts beginning balance, or inserts 0.00 if no balance exists.
Period	<?PERIOD_NAME?>	Inserts the period name.
Item Type column header	<?../REFERENCE_TYPE_PARAM?>	Inserts specified item type in column header (line, source, or entry).
Group2	<?for-each:G_MAIN?>	Loops through the elements in the GL_MAIN group, which is a group of elements in the XML output file representing report data.
Source	<?JRNL_SOURCE?>	Inserts the journal source name.
Category	<?JRNL_CATEGORY?>	Inserts the journal category name.
Batch	<?BATCH_NAME?>	Inserts the batch name.
Journal	<?JRNL_NAME?>	Inserts the journal name.

Placeholder	Syntax	Meaning
Line Description	<?JRNL_LINE_DESC?>	Inserts the journal line description.
Item Type	<?REFERENCE_VALUE?>	Inserts the item type.
Journal Debit	<?choose:?> <?when:JRNL_LINE_DR!=""?> ><?format-number(JRNL_LINE_DR, '##,##0.00')?><?end when?><?end choose?>	Formats and inserts journal debit, or inserts 0.00 if no balance exists.
Journal Credit	< ?choose:?><?when:JRNL_LINE_CR!=""?> <?format-number(JRNL_LINE_CR, '##,##0.00')?><?end when?><?end choose?>	Formats and inserts journal credit, or inserts 0.00 if no balance exists.
End Group2	<?end for-each?>	Indicates the end of the GL_MAIN group.
Total Activity Debit	<?choose:?><?when:PERIOD_TOTAL_DR!=""?><?format-number(PERIOD_TOTAL_DR, '##,##0.00')?><?end when?> ><?otherwise:?>0.00<?end otherwise?><?end choose?>	Formats and inserts total activity debit, or inserts 0.00 if no balance exists.
Total Activity Credit	<?choose:?><?when:PERIOD_TOTAL_CR!=""?><?format-number(PERIOD_TOTAL_CR, '##,##0.00')?><?end when?> ><?otherwise:?>0.00<?end otherwise?><?end choose?>	Formats and inserts total activity credit, or inserts 0.00 if no balance exists.
Ending Balance for Period	<?choose:?><?when:END_BALANCE!=""?><?format-number(END_BALANCE, '##,##0.00')?><?concat(" ", END_BALANCE_DR_CR_SIGN)?><?end when?> ><?otherwise:?>0.00<?end otherwise?><?end choose?>	Formats and inserts ending balance, or inserts 0.00 if no balance exists.
Period	<?PERIOD_NAME?>	Inserts the period name.
Break Before	<xsl:if xdofo:ctx="inblock" test="position()<count(/ /G_BALANCES)"><xsl:attribute name="break-before">page</xsl:attribute></xsl:if>	Determines if there is more data before inserting a new page.
End Group1	<?end for-each?>	Indicates the end of the GL_BALANCES group.

Placeholder	Syntax	Meaning
Total Report Activity Debit	<?choose:?><?when: GLRJED/REPT_TOTAL_ DR!=""?><?format- number(GLRJED/REPT_ TOTAL_DR,'###0.00')?><? end when?><?otherwise:?>0. 00<?end otherwise?><?end choose?>	Formats and inserts total report activity debit, or inserts 0.00 if no balance exists.
Total Report Activity Credit	<?choose:?><?when: GLRJED/REPT_TOTAL_ CR!=""?><?format- number(GLRJED/REPT_ TOTAL_CR,'###0.00')?><? end when?><?otherwise:?>0. 00<?end otherwise?><?end choose?>	Formats and inserts total report activity credit, or inserts 0.00 if no balance exists.
Else When No Data Found	<?end when?><?otherwise:?>	Indicates the end of the If Data Found group. If no data exists, display the "No Data Found" warning message.
End Data Found	<?end otherwise?><?end choose?>	Indicates the end of the When No Data Found.

Journals - General Report Template

The table below indicates the placeholder syntaxes provided in the Journal - General Report template.

Placeholder Syntaxes Provided in the Journals - General Report Template

Placeholder	Syntax	Meaning
<?call:Header?>	<?call:Header?>	References the Header layout. Anything between the Header Start and Header End is repeated on every page.
Header Start	<?template:Header?>	Identifies the beginning of the header area of the report.
Ledger Name	<?LEDGER_NAME_PARAM? >	Inserts the set of books name.
Posting Status	<?POSTING_STATUS_ PARAM?>	Inserts the specified batch posting status (posted, unposted, or error).

Placeholder	Syntax	Meaning
From Date	<pre> <?choose@inlines:?> <?when@inlines:PERIOD_ NAME_PARAM!=""?> <?PERIOD_NAME_PARAM? > <?end when?> <?when@inlines:START_ DATE_P ARAM!=""?> <?START_DATE_PARAM?> <?end when?> <?otherwise@inlines:?> <?FIRST_OPEN_PERIOD?> <?end otherwise?><?end choose?> </pre>	Inserts the specified period name, start date, or first open period.
To Date	<pre> <?choose@inlines:?> <?when@inlines:PERIOD_ NAME_PARAM!=""?> <?PERIOD_NAME_PARAM? ><?end when?> <?when@inlines:END_DATE_ PARAM!=""?> <?END_DATE_PARAM?><? end when?> <?otherwise@inlines:?> <?LAST_ENTER_PERIOD?> <?end otherwise?> <?end choose?> </pre>	Inserts the specified period name, end date, or latest open period.
Report Date	N/A	Inserts the system date.
Page	N/A	Inserts the page numbers.
Currency	<?CURRENCY_PARAM?>	Inserts the specified currency code.
Source	<?JRNL_SOURCE_PARAM?>	Inserts the specified journal source name.
Header End	<?end template?>	Identifies the end of the header area of the report. Anything in-between the Header Start and End is repeated on every page.
If Data Found	<pre> <?choose:?> <?when: GLRGNJ/ROW_COUNT!= "0"?> </pre>	Determines if one or more rows of data exists before report is generated.
Group1	<?for-each:G_SOURCE?>	Loops through the elements in the GL_SOURCE group, which is a group of elements in the XML output file representing report data.
Source	<?JRNL_SOURCE?>	Inserts the journal source name.

Placeholder	Syntax	Meaning
Group2	<?for-each:G_BATCHES?>	Loops through the elements in the GL_BATCHES group, which is a group of elements in the XML output file representing report data.
Batch	<?BATCH_NAME?>	Inserts the batch name.
Balance	<?BALANCE_TYPE?>	Inserts the balance type (actual, budget, or encumbrance).
Posted Date	<?BATCH_POSTED_DATE?>	Inserts the batch posted date.
Group3	<?for-each:G_HEADERS?>	Loops through the elements in the GL_HEADERS group, which is a group of elements in the XML output file representing report data.
Journal	<?JRNL_NAME?>	Inserts the journal name.
Category	<?JRNL_CATEGORY?>	Inserts the journal category.
Effective Date	<?JRNL_EFFECTIVE_DATE?>	Inserts the journal effective date.
Reference	<?JRNL_REFERENCE?>	Inserts the journal reference.
Currency	<?JRNL_CURRENCY_CODE?>	Inserts the journal currency code.
Item Type Column Header	<?../ ../ /REFERENCE_TY PE_PARAM ?>	Inserts the item type column header (line or source).
Group4	<?for-each:G_LINES ?>	Loops through the elements in the GL_LINES group, which is a group of elements in the XML output file representing report data.
Line	<?JRNL_LINE_NUMBER?>	Inserts journal line number.
Account	<?ACCT?>	Inserts the journal account.
Transaction Date	<?JRNL_LINE_TRANSACT ION_DATE ?>	Inserts the journal transaction date.
Line Description	<?JRNL_LINE_DESC?>	Inserts the journal line description.
Item Type	<?JRNL_REFERENCE_ VALUE?>	Inserts the item type (line or source).

Placeholder	Syntax	Meaning
Journal Line Debit	<pre><?choose:?>< ?when:JRNL_L INE_DR!=""?> <?format-number(JRNL_L INE_DR,'##,##0.00')?> <?end when?><?end choose?></pre>	Formats and inserts the journal line debit.
Journal Line Credit	<pre><?choose:?><?when:JRNL_L INE_CR!=""?> <?format-number(JRNL_L INE_CR,'##,##0.00')?> <?end when?><?end choose?></pre>	Formats and inserts the journal line credit.
Journal Line Unit	<pre><?choose:?><?when:JRNL_L INE_STAT!=""?> <?format-number(JRNL_L INE_STAT,'##,##0.00')?> <?end when?><?end choose?></pre>	Formats and inserts the journal line unit.
End Group4	<pre><?end for-each?></pre>	Indicates the end of the GL_LINES group.
Journal Total Debit	<pre><?choose:?><?when:JRNL_ DR!=""?> <?format-number(JRNL_DR, '##,##0.00')?> <?end when?><?end choose?></pre>	Inserts and formats the total journal debit.
Journal Total Credit	<pre><?choose:?><?when:JRNL_ CR!=""?> <?format-number(JRNL_CR, '##,##0.00')?> <?end when ?><?end choose? ></pre>	Inserts and formats the total journal credit.
Journal Total Unit	<pre><?choose:?><?when:JRNL_ STAT!=""?> <?format-number(JRNL_ STAT,'##,##0.00')?> <?end when ?><?end choose? ></pre>	Inserts and formats the total journal unit.
Batch Total Debit	<pre><?choose:?><?when:BATCH_ DR! =""?> <?format-number(BATCH_ DR,'##,##0.00')?> <?end when ?><?end choose? ></pre>	Inserts and formats the total batch debit.
Batch Total Credit	<pre><?choose:?><?when:BATCH_ CR! =""?> <?format-number(BATCH_ CR,'##,##0.00')?> <?end when ?><?end choose? ></pre>	Inserts and formats the total batch credit.

Placeholder	Syntax	Meaning
Batch Total Unit	<pre><?choose:?><?when:BATCH_ STAT!= ""?> <?format-number(BATCH_ STAT,'##,##0.00')?> <?end when?><?end choose?></pre>	Inserts and formats the total batch unit.
Source	<pre><?JRNL_SOURCE? ></pre>	Inserts the journal source name.
Source Total Debit	<pre><?choose:?> <?when: SOURCE_TOTAL_DR!= ""?> <?format-number(SOURCE_ TOTAL_DR,'##,##0.00')?> <?end when?><?end choose?></pre>	Formats and inserts the total source debit.
Source Total Credit	<pre><?choose:?> <?when:SOURCE_TOTAL_ CR!= ""?> <?format-number(SOURCE_ TOTAL_CR,'##,##0.00')?> <?end when?><?end choose?></pre>	Formats and inserts the total source credit.
Source Total Unit	<pre><?choose:?> <?when:SOURCE_TOTAL_ STAT!= ""?> <?format-number(SOURCE_ TOTAL_STAT,'##,##0.00')?> <?end when?><?end choose?></pre>	Formats and inserts the total source unit.
Grand Total Debit	<pre><?choose:?> <?when:GLRGNJ/REPT_ TOTAL_DR!= ""?> <?format-number(GLRGNJ/ REPT_TOTAL_DR,'##,##0. 00')?><?end when?><?end choose?></pre>	Formats and inserts the grand total debit.
Grand Total Credit	<pre><?choose:?> <?when:GLRGNJ/REPT_ TOTAL_CR!= ""?> <?format-number(GLRGNJ/ REPT_TOTAL_CR,'##,##0. 00')?> <?end when?><?end choose?></pre>	Formats and inserts the grand total credit.
Grand Total Unit	<pre><?choose:?> <?when:GLRGNJ/REPT_ TOTAL_STAT!= ""?> <?format-number(GLRGNJ/ REPT_TOTAL_STAT,'##,##0. 00')?> <?end when?><?end choose?></pre>	Formats and inserts the grand total unit.

Placeholder	Syntax	Meaning
Else When No Data Found	<?end when?><?otherwise:?>	Indicates the end of the If Data Found group. If no data exists, display the "No Data Found" warning message.
End Data Found	<?end otherwise?><?end choose?>	Indicates the end of the When No Data Found.

Trial Balance - Detail Report Template

The table below indicates the placeholder syntaxes provided in the Trial Balance - Detail Report template.

Placeholder Syntaxes Provided in the Trial Balance - Detail Report Template

Placeholder	Syntax	Meaning
<?call:Header?>	<?call:Header?>	References the Header layout. Anything between the Header Start and Header End is repeated on every page.
Header Start	<?template:Header?>	Identifies the beginning of the header area of the report.
Report Date	N/A	Inserts the system date.
Ledger Name	<?LEDGER_NAME_PARAM?>	Inserts the set of books name.
Period	<?PERIOD_NAME_PARAM?>	Inserts the specified period name.
Page	N/A	Inserts the page numbers.
Currency	<?CURRENCY_PARAM?>	Inserts the specified currency code.
Amount Type	<?AMOUNT_TYPE_PARAM?>	Inserts the specified amount type (Period To Date, Project To Date, Year To Date).
Page Break Segment Range	<?PAGEBREAK_LEFTFROM_PT_DSP?>	Populates Page break Segment with the specified segment name.
Segment From	<?PAGEBREAK_VALUE_FROM_PARAM?>	Inserts the specified from page break segment value.
Segment To	<?PAGEBREAK_VALUE_TO_PARAM?>	Inserts the specified to page break segment value.

Placeholder	Syntax	Meaning
Header End	<?end template?>	Identifies the end of the header area of the report. Anything in-between the Header Start and End is repeated on every page.
If Data Found	<?choose:?><?when: GLRTBD/ROW_COUNT!="0"?>	Determines if one or more rows of data exists before report is generated.
Group1	<?for-each:G_PAGEBREAK?><?if:PAGEBREAK_ROW_COUNT!='0'?>	Loops through the elements in the GL_PAGEBREAK group, which is a group of elements in the XML output file representing report data.
Page Break Segment	<?PAGEBREAK_NAME?>	Inserts page break segment name, i.e. company, account, etc.
Page Break Value	<?PAGEBREAK_VALUE?>	Inserts page break value.
Page Break Description	<?PAGEBREAK_VALUE_DESC?>	Inserts page break value description.
Account Name	<?../ACCOUNT_NAME_COLUMN?>	Inserts the chart of account natural account's name.
Group2	<?for-each:G_DETAIL?>	Loops through the elements in the GL_DETAIL group, which is a group of elements in the XML output file representing report data.
Account Value	<?ACCT_VALUE?>	Inserts the natural account value.
Description	<?ACCT_VALUE_DESC?>	Inserts the natural account value description.
Account	<?ACCT?>	Inserts the account code combination.
Beginning Balance	<?BEGIN_BALANCE?>	Inserts the beginning balance.
Activity	<?ACTIVITY?>	Inserts the activity balance.
Ending Balance	<?END_BALANCE?>	Inserts the ending balance.
End Group2	<?end for-each?>	Indicates the end of the G_DETAIL group.
Total for Page Break Segment	<?PAGEBREAK_NAME?>	Inserts the page break segment name.
Page break Value	<?PAGEBREAK_VALUE?>	Inserts the page break value.

Placeholder	Syntax	Meaning
Total Beginning Balance	<pre> <?choose:?> <?when:BEGIN_BALANCE_ TOTAL!=""?> <?format-number(BEGIN_ BALANCE_TOTAL,'###,##0. 00')?> <?end when?><?otherwise:? >0.00<?end otherwise?><?end choose?> </pre>	Formats and inserts the beginning balance, or inserts 0.00 if balance does not exist.
Total Activity	<pre> <?choose:?> <?when:ACTIVITY_TOTAL!= ""?> <?format-number(ACTIVITY_ TOTAL,'###,##0.00')?> <?end when?><?otherwise:? >0.00<?end otherwise?><?end choose?> </pre>	Formats and inserts the activity balance, or inserts 0.00 if balance does not exist.
Total Ending Balance	<pre> <?choose:?> <?when:END_BALANCE_ TOTAL!=""?> <?format-number(END_ BALANCE_TOAL,'###,##0. 00')?> <?end when?><?otherwise:? >0.00<?end otherwise?><?end choose?> </pre>	Formats and inserts the ending balance, or inserts 0.00 if balance does not exist.
End Group1	<pre> <xsl:if xdofo:ctx="inblock" test="position()<count(/G_ PAGEBREAK)"> <xsl:attribute name= "break-before">page<xsl: attribute></xsl:if> <?end if?><?end for-each?> </pre>	Indicates the end of the GL_PAGEBREAK group.
Else When No Data Found	<pre> <?end when?><?otherwise:?> </pre>	Indicates the end of the If Data Found group. If no data exists, display the "No Data Found" warning message.
End Data Found	<pre> <?end otherwise?><?end choose?> </pre>	Indicates the end of the When No Data Found.

Example of Report Template Layout

The figure below shows the layout of the Detail Trial Balance Report for which General Ledger provides a template.

Header Start		ORACLE General Ledger		Detail Trial Balance		Report Date: 28-Oct-04	
Ledger Name				Period		Page: 1 of 1	
Currency		Currency					
Amount Type		Amount Type					
PageBreak Segment Range		Segment From - Segment To					
Header End							
If Data Found Group1							
Pagebreak Segment: Pagebreak Value Pagebreak Description							
Account Name		Description		Account		Beginning Balance	
Group2Account Value		Description		Account		0.00	
						Activity	
						0.00	
						Ending Balance	
						0.00EndGroup2	
Total for Pagebreak Segment: Pagebreak Value				0.00		0.00	
End Group1							
Else When No Data Found							
***** NO DATA FOUND *****							
End Data Found							

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).

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 - Check
 The Parameters window opens.
2. Complete the fields listed in the following table:

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

Note: Not all fields are required for each report. See the Parameters listed under the description for each report.

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 - Check
The Parameters window opens.
2. Complete the fields shown in the following table.

Parameter Window Fields	Description
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

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 an 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.

Related Topics

Oracle Financials RXi Report Administration Tool User's Guide

Oracle Applications Desktop Integrator User's Guide

Journals General, page 14-55

Journals Day Book, page 14-56

Journals Voucher, page 14-56

Journals Check, page 14-58

General Ledger Standard Reports and Listings

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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 to restrict user access to segment values in your accounting flexfield are extended to these reports.

Account Analysis - Contra Account, page 14-19

Account Analysis Report, page 14-21

Account Analysis Report with Payables Detail, page 14-22

Account Analysis Report with Subledger Detail, page 14-23

Average Balance Audit Report, page 14-23

Foreign Account Analysis Report, page 14-24

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Account Analysis - Contra Account

Use this report to print balances by account segment and a secondary segment, list the contra account for each journal entry, and list the subledger document number for transactions imported from subledgers. You can print this report by date range, accounting flexfield range, contra account, and amount range.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Posting Status: (optional) Choose a status.

Start/End Date: (required) Enter the date range for your report. Date range selection will be done using the line effective 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.

Accounting From/To: Enter the accounting flexfield range for your report.

Secondary Segment: (optional) Select the segment which will be used for grouping and page break. If you do not define this value, only the balance and account segment will be used as the grouping segment.

Debit/Credit: (optional) Choose Debit or Credit by which to select an amount.

Amount From/To: (optional) Enter the amount range for your report.

Contra Account Name: (optional) Enter the Contra Account Name for which you want to report.

Subledger Document Sequence: (optional) Enter the subledger document sequence name for which you want to report.

Subledger Sequence Number: (optional) Enter the subledger document sequence number for which you want to report.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Accounting Date: accounting date of the journal line.

Sequence: the document name associated with the document number below.

Number: the document number for each journal entry associated with the document sequence you specified.

Line: the line number for each line of the journal entry.

Cost Center/Description: the cost center name (displayed only if you are using the cost center segment as one of the report parameters).

Subledger Sequence: the subledger document sequence name of the journal entry lines.

Contra Account Name: the contra account name of the journal entry lines.

Debit/Credit: the amount of the journal lines.

Explanatory Notes

Beginning/End Balance

The beginning balance is the balance as of the starting accounting date for the specified balance, natural account, and secondary segment value. The beginning balance will only be calculated if you specify a Posting Status of Posted. Otherwise, the beginning balance will be displayed as 0.

Note: Note: Line and ending balances are based on user set parameters and may not be equal to what balances are stored in the database.

Contra Account

For debit lines, the contra accounts are all other lines in the journal which have a credit amount, and for credit lines, the contra accounts are all lines which have a debit amount.

For example,

Line 1: Accounts Payable (CR) 1,050

Line 2: Travel Expense (DR) 1,000

Line 3: Tax (DR) 50

The contra account for both line 2 and 3 is Accounts Payable. Line 1 has two contra accounts in this example, so line 1 will print Multiple as the contra account.

By using the subledger document sequences and detail method of import, this report will present more accurate contra account information.

For example, Subledger Document Name = AP Invoices

Line 1: Accounts Payable (1) (CR) 1,050

Line 3: Travel Expense (1) (DR) 1,000

Line 4: Tax (1) (DR) 50

Line 2: Accounts Payable (2) (CR) 1,000

Line 5: Meals (2) (DR) 1,000

If you do not specify a document sequence in the subledgers, the contra account for line 2 will be Multiple since there is no way to distinguish the contra account line 5 from line 3, 4. If you specify a subledger document sequence, the report will select the contra account with the same subledger document sequence number. In the above example, the contra account for line 2 is Meals.

Exception

1. When a line has both debits and credits (<>0)
The report will not display the contra account for that line.
2. When a line has only debits and negative debits, or credits and negative credits.
The report will display No Contra Account for both lines.

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.

Related Topics

Overview (of Average Balance Processing), page 4-1

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.

Encumbrance - Encumbrance Account Details Report

Use this report to display account details for encumbrance types.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Period From/To: General Ledger defaults with the latest open period.

Account From/To: (optional) Enter the starting and ending account range. The range can span multiple balancing segments and include your entire chart of accounts listing.

Encumbrance Type: (optional) Choose an encumbrance type.

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, page 14-26

Budget Journals by Flexfield Report, page 14-27

Budget Organization Listing, page 14-27

Budget Organization Range Listing, page 14-28

Budgetary Control Transactions Report, page 14-29

Frozen Budget Accounts Listing , page 14-29

Funds Available Analysis Report, page 14-29

Master/Detail Budget Report, page 14-31

Summary/Detail Budget Report, page 14-31

Unbudgeted Master/Detail Accounts Report, page 14-31

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).

Related Topics

Reviewing Budgetary Control Transactions, page 1-21

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, page 14-32

Chart of Accounts Listing, page 14-32

Rollup Detail Listing, page 14-33

Rollup Range Listing, page 14-34

Segment Values Listing , page 14-34

Suspense Accounts Listing, page 14-35

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.

Important: 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: The report displays '*' if your account is enabled or ' ' 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:

Account: specify an account.

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.

Posting Allowed: Yes or No to indicate if detail posting is allowed.

Budgeting Allowed: Yes or No to indicate if budgeting is allowed.

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, page 14-36

Consolidation Exception Report: Disabled Parent Accounts, page 14-36

Consolidation Exception Report: Unmapped Subsidiary Accounts, page 14-37

Consolidation Journals Report, page 14-38

Consolidation Rules Report, page 14-38

Intercompany Transactions Detail Report, page 14-39

Intercompany Transaction Trial Balance, page 14-39

Unapproved Intercompany Transactions Listing, page 14-39

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.

Note: This report produces output only for actual amounts. This report does not produce output for budget amount type consolidations.

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.

Usage: If you are using a standard set of books, only the Standard option is available. If you are using an average balance set of books, you can choose the Standard or Average option.

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.

Related Topics

Transferring Subsidiary Data to Your Parent, page 11-34

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.

Related Topics

Transferring Subsidiary Data to Your Parent, page 11-34

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.

Note: This report produces output only for actual amounts. This report does not produce output for budget amount type consolidations.

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.

Related Topics

Transferring Subsidiary Data to Your Parent, page 11-34

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.

Related Topics

Mapping Subsidiaries to Your Parent, page 11-20

Transferring Subsidiary Data to Your Parent, page 11-34

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.

Related Topics

Mapping Subsidiaries to Your Parent, page 11-20

Transferring Subsidiary Data to Your Parent, page 11-34

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, page 14-40

Historical Rates Listing, page 14-40

Period Rates Listing, page 14-41

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, page 14-42

Column Set Summary Listing, page 14-43

Content Set Detail Listing, page 14-43

Content Set Summary Listing, page 14-43

Report Detail Listing, page 14-44

Report Set Detail Listing, page 14-44

Report Set Summary Listing, page 14-44

Report Summary Listing, page 14-44

Row Order Detail Listing, page 14-45

Row Set Detail Listing, page 14-45

Row Set Summary Listing, page 14-45

Where Used Report, page 14-46

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.

Related Topics

Defining Column Sets, page 6-42

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.

Related Topics

Defining Column Sets, page 6-42

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.

Related Topics

Defining Content Sets, page 6-50

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.

Related Topics

Defining Content Sets, page 6-50

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.

Related Topics

Defining Financial Reports, page 6-58

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.

Related Topics

Defining Financial Report Sets, page 6-61

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.

Related Topics

Defining Financial Report Sets, page 6-61

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.

Related Topics

Defining Financial Reports, page 6-58

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.

Related Topics

Defining Row Orders, page 6-52

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.

Related Topics

Defining Row Sets, page 6-36

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.

Related Topics

Defining Row Sets, page 6-36

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)

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. The same segment security rules defined to restrict user access to segment values in your accounting flexfield are extended to these reports.

Foreign Currency General Ledger Report, page 14-46

General Ledger Report, page 14-47

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. The same segment security rules defined to restrict user access to segment values in your accounting flexfield are extended to these reports.

Foreign Currency Journals Report, page 14-48

Posted Journals Report, page 14-49

Unposted Journals Report, page 14-50

Error Journals Report, page 14-51

Journal Batch Summary Report, page 14-52

Journal Entry Report, page 14-53

Journal Line Report, page 14-54

Journals by Document Number Report, page 14-55

Tax Journals Report, page 14-58

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.

Note: Segment security rules defined to restrict user access to segment values in your accounting flexfield are not extended to any of these reports.

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 on 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.

Note: Segment security rules defined to restrict user access to segment values in your accounting flexfield are not extended to this report.

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.

Publish 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 14-16.

Attribute Set: Accept the default or choose from the List of Values.

Output Format: Choose an output format; CSV, HTML, TAB Delimited, or Text.

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.

Note: For the report to run successfully, you must enter a value for the Period parameter or the Start/End Date parameter.

Publish 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.

Note: Segment security rules defined to restrict user access to segment values in your accounting flexfield are not extended to this report.

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 14-16.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Attribute Set: Accept the default or choose from the List of Values.

Output Format: Choose an output format; CSV, HTML, TAB Delimited, or Text.

Start/End Accounting Date: (optional) The starting and ending accounting dates for which you want to print journals and journal details.

Journal Source: (optional) Choose the journal entry source for your report output. If you leave this field blank, your report output will include posted journal batches from all sources.

Balancing Segment: Enter a balancing segment value.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Publish 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.

Note: Segment security rules defined to restrict user access to segment values in your accounting flexfield are not extended to this report.

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.

Note: This is a variable format report. For more information, see: Variable Format Reports, page 14-16.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Attribute Set: Accept the default or choose from the List of Values.

Output Format: Choose an output format; CSV, HTML, TAB Delimited, or Text.

Start/End Date: (required) The Posted Date will be used for date range selection if you specify a Posting Status of Posted. Otherwise, the Effective Date will be used for the selection.

Document 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.

Basis: Choose Journals or Lines

Line: the report returns only the lines that satisfy the user defined Accounting Flexfield and amount condition.

Line: the report returns only the lines that satisfy the user defined Accounting Flexfield and amount condition.

Journals: the report returns all lines in the document if the document with the same subledger document number includes at least one line that satisfies the Accounting Flexfield and amount condition. Using this option, we recommend users to set other criteria in parameters such as the batch name to improve performance.

Accounting From/To: (optional) Enter the Accounting Flexfield range for your report.

Secondary Segment: (optional) Enter the secondary segment on which you want your report to run.

Debit/Credit: (optional) Choose whether you want to use debit or credit for the amount selection.

Amount Low/High: (optional) Enter the amount range for your report.

Publish Journals - 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 - Check.

Note: Segment security rules defined to restrict user access to segment values in your accounting flexfield are not extended to this report.

Note: This is a variable format report. For more information, see: Variable Format Report, page 14-16.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Attribute Set: Accept the default or choose from the List of Values.

Output Format: Choose an output format; CSV, HTML, TAB Delimited, or Text.

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.

Batch Name

Start/End Date Updated Date: (optional) Enter the starting and ending update dates for which you want to print journals and journal details.

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.

Related Topics

Automatic Tax on Journal Entries, page 7-135

Encumbrance - Encumbrance Document Details Report

If you use encumbrance accounting, use this report to display journal information for encumbrance journals by encumbrance document type and number.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Document Type: Choose a Document Type of Invoice, Purchase Order, or Requisition.

Document Number: Enter a Document Number.

Selected Headings

Batch: batch name.

Journal: journal name.

Line: line number.

Encumbrance Type: encumbrance type.

Account: accounting flexfield.

Amount: journal line amount.

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 to restrict user access to segment values in your accounting flexfield are extended to these reports.

Average Trial Balance Report, page 14-60

Budget Trial Balance Report, page 14-61

Detail Trial Balance Report, page 14-62

Encumbrance Trial Balance Report, page 14-62

Expanded Trial Balance Report, page 14-63

Foreign Currency Detail Trial Balance Report, page 14-64

Foreign Currency Summary 1 Trial Balance Report, page 14-65

Summary 1 Trial Balance Report, page 14-65

Summary 2 Trial Balance Report, page 14-66

Translation Trial Balance Report , page 14-67

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.

Related Topics

Overview of Average Balance Processing, page 4-1

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.

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.

When run in YTD mode, the Begin Balance column lists begin balances for accounts in the first period of the fiscal year irrespective of the period for which the report is run. When run in PTD mode, the Begin Balance column lists begin balances for accounts in the target period for which the report is run.

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. If you choose a foreign currency, account balances shown depict net activity for the period, not debit and credit activity.

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.

When run in YTD mode, the Begin Balance column lists begin balances for accounts in the first period of the fiscal year irrespective of the period for which the report is run. When run in PTD mode, the Begin Balance column lists begin balances for accounts in the target period for which the report is run.

Note: Prior to Release 10, General Ledger sorted this report by secondary segment within account segment.

Tip: 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:

Symbol	Account Type
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 , page 14-69

Open Encumbrance Balance with Transaction Detail Report, page 14-69

Recurring Formula Listing, page 14-70

Transaction Code Listing, page 14-71

Units of Measure Report, page 14-71

Value-Added Tax Report, page 14-71

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.)

Important: This report was designed specifically for government installations. You may use this report for commercial installations but you must verify its accuracy as it was not designed for this purpose.

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.

Related Topics

Creating Recurring Journal Formula Batches, page 1-45

Creating Budget Formula Batches, page 2-23

Transaction Code Listing

Note: The following section is applicable to customers who wish to review the debit/credit account pairs they have used to define their transaction codes. Transaction codes are typically used by U.S. federal government customers to produce both proprietary and budgetary accounting entries for a given transaction. This feature is currently only available in public sector installations.

Review the transaction codes you defined and the account pairs associated with each transaction code.

This report prints each transaction code name with its associated start and end dates and debit and credit account segment value pairs. Additionally, the report prints the description of each account segment value.

Parameters

When you request this listing, General Ledger prompts you to enter the following:

Transaction Code: Choose any transaction code you have defined or choose ALL to report on all defined transaction codes.

Chart of Accounts: name of the chart of accounts for your current set of books

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.

Related Topics

Defining Statistical Units of Measure, page 7-124

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.

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.

Related Topics

Creating Journal Batches, page 1-3

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.

- Archive and Purge Audit Report, page 14-73
- Assign Budget Account Ranges Execution Report, page 14-73
- AutoPost Execution Report, page 14-73
- Budget Assignments AutoCopy Execution Report, page 14-74
- Budget Spreadsheet Upload Execution Report, page 14-74
- Calendar Validation Execution Report, page 14-74
- Carry Forward Execution Report, page 14-76
- Create Journal Entries Execution Report, page 14-76
- Delete Journal Import Data Execution Report, page 14-77
- Historical Rates Execution Report, page 14-77
- Intercompany Transfer Program Execution Report, page 14-77

- Journal Import Execution Report, page 14-78
- MassAllocations/MassBudgeting Validation Report, page 14-79
- MassAllocations/MassBudgeting Execution Report, page 14-79
- Mass Funds Check/Reservation Journal Execution Report, page 14-80
- Posting Execution Report, page 14-80
- Recurring Intercompany Transactions Execution Report, page 14-81
- Revaluation Execution Report, page 14-82
- Segment Value Inheritance Execution Report:, page 14-82

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.

Related Topics

Archiving Account Balances and Journal Detail, page 8-15

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.

Related Topics

Defining Budget Organizations, page 2-15

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.

Related Topics

Posting Journal Batches Automatically, page 1-137

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.

Related Topics

Copying Account Ranges from an Existing Budget Organization, page 2-21

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.

Related Topics

Uploading Budgets, page 2-56

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:

Calendar Validation Report Errors

Description	Typical printed errors
Non-adjusting periods with date gaps Adjusting periods that do not overlap non-adjusting periods	The following periods have date gaps:
Non-adjusting periods whose dates overlap each other	The following periods overlap:
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:

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.

Related Topics

Carrying Forward Year-End Encumbrances, page 3-11

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.

Related Topics

Using Budgetary Control and Online Funds Checking, page 2-61

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.

Related Topics

Deleting Journal Import Data, page 1-132

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.

Related Topics

Entering Historical Rates, page 13-18

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).

Related Topics

Running the Intercompany Transfer Program, page 12-25

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

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

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.

Related Topics

Importing Journals, page 1-124

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.

Related Topics

About MassAllocations, page 1-57

Defining MassBudgets, page 2-29

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.

Related Topics

Generating MassAllocation Journals, page 1-65

Generating MassBudget Journals, page 2-33

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.

Related Topics

Using Budgetary Control and Online Funds Checking, page 2-61

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.

Related Topics

Posting Journal Batches, page 1-133

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).

Related Topics

Generating Recurring Intercompany Transactions, page 12-23

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.

Related Topics

Revaluing Balances, page 13-21

Segment Value Inheritance Execution Report

This report prints the results of the Inherit Segment Value Attributes 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.

When you request the Inherit Segment Value Attributes program, General Ledger prompts you to enter the following:

Create Execution Report: Choose Yes or No.

Parameters

Create Execution Report: Choose Yes or No.

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.

General Ledger Navigator Paths

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.

The following table shows you the navigation path for each General Ledger window. In addition, we provide a link to the description of each window in this manual, or to the descriptions of windows that are located in other manuals.

If you have upgraded from a Character Mode version of Oracle Applications and want to view the upgraded navigation paths, see: Oracle General Ledger Character Mode Forms and Corresponding Release 11i GUI Windows, page A-6.

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*.

Window Name	Navigator Path
Account Inquiry, page 5-7	Inquiry > Account
Account Rules, page 11-20	See: Consolidation Mappings window
Accounting Calendar, page 7-48	Setup > Financials > Calendar > Accounting
Archive and Purge, page 8-15	Setup > System > Purge
Assign Reporting Sets of Books, <i>Multiple Reporting Currencies in Oracle Applications</i>	Setup > Financials > Books > Assign
Assign Security Rules, <i>Oracle Applications Flexfields Guide</i>	Setup > Financials > Flexfields > Descriptive > Security > Assign Setup > Financials > Flexfields > Key > Security > Assign Setup > Financials > Flexfields > Validation > Security > Assign
AutoAccounting Rules, page 7-149	Log In as GIS User > Setup > Intercompany > AutoAccounting Rules
AutoAllocation Workbench, page 1-75	Journals > AutoAllocation

Window Name	Navigator Path
AutoCopy, page 6-57	Reports > AutoCopy
AutoPost Criteria Sets, page 1-137	Setup > Journal > AutoPost
Average Balance Inquiry Page, page 5-21	Inquiry > Average
Budget Inquiry, page 5-25	Inquiry > Budget
Budget Transfer, page 2-46	Budgets > Enter > Transfer
Budgetary Control Group, page 2-91	Budgets > Define > Controls
Calculate Budget Amounts, page 2-27	Budgets > Generate > Formulas
Column Set, page 6-42	Reports > Define > ColumnSet
Common Stock, page 7-171	Setup > Other > Common Stock
Completed Requests	Other > Report > View
Concurrent Program Controls, page 7-174	Setup > System > Control
Concurrent Requests Summary, <i>Oracle Applications User's Guide</i>	Other > Requests
Consolidation Mappings, page 11-20	Consolidation > Define > Mapping
Consolidation Mapping Sets, page 11-30	Consolidation > Define > Mapping Set
Consolidation Workbench, page 11-10	Consolidation > Workbench
Content Set, page 6-50	Reports > Define > ContentSet
Conversion Rate Types, page 13-8	Setup > Currencies > Rates > Types
Correct Journal Import Data, page 1-129	Journals > Import > Correct
Cross-Validation Rules, <i>Oracle Applications Flexfields Guide</i>	Setup > Financials > Flexfields > Key > Rules
Currencies, page 13-6	Setup > Currencies > Define
Daily Rates, page 13-9	Setup > Currencies > Rates > Daily
Define Budget, page 2-13	Budgets > Define > Budget
Define Budget Formula, page 2-23	Budgets > Define > Formula
Define Budget Organization, page 2-15	Budgets > Define > Organization
Define Database Links, page 6-65	Setup > System > Database > Links

Window Name	Navigator Path
Define Security Rules, <i>Oracle Applications Flexfields Guide</i>	Setup > Financials > Flexfields > Descriptive > Security > Define Setup > Financials > Flexfields > Key > Security > Define Setup > Financials > Flexfields > Validation > Security > Define
Define Financial Report, page 6-58	Reports > Define > Report
Define MassAllocations, page 1-58	Journals > Define > Allocation
Define MassBudgets, page 2-29	Budgets > Define > MassBudget
Define Recurring Intercompany Transaction Batches, page 12-20	Log In as GIS User > Transactions > Define Recurring
Define Recurring Journal Formula, page 1-45	Journals > Define > Recurring
Delete Journal Import Data, page 1-132	Journals > Import > Delete
Dimension, <i>Integrating Oracle Financial Analyser with Oracle General Ledger</i>	Setup > Analyzer > Dimension
Descriptive Flexfield Segments, <i>Oracle Applications Flexfields Guide</i>	Setup > Financials > Flexfields > Descriptive > Segments
Display Group, page 6-57	Reports > Define > Display > Group
Display Set, page 6-55	Reports Define Display > Set
Document Sequences, <i>Oracle Applications System Administrator's Guide - Configuration</i>	Setup > Financials > Sequences > Define
Elimination Sets, page 11-14	See: State Controller window
Encumbrance Types, page 3-4	Setup > Journal > Encumbrances
Enter Budget Amounts, page 2-35	Budgets > Enter > Amounts
Enter Budget Journals, page 2-42	Budgets > Enter > Journals
Enter Encumbrances, page 3-4	Journals > Encumbrance
Enter Intercompany Transaction, page 12-8	Log In as GIS User > Transactions > Enter
Enter Journals, page 1-3	Journals > Enter, then choose New
Enter Person, <i>Oracle HRMS</i>	Setup > Employees > Enter
Filter, <i>Integrating Oracle Financial Analyzer with Oracle General Ledger</i>	Setup > Analyzer > Filter
Financial Data, <i>Integrating Oracle Financial Analyzer with Oracle General Ledger</i>	Setup > Analyzer > Financial Data

Window Name	Navigator Path
Financial Data Set, <i>Integrating Oracle Financial Analyzer with Oracle General Ledger</i>	Setup > Analyzer > Financial Data Set
Financial Item, page 7-167	Setup > Financials > Accounts
Financial Report Set, page 6-61	Reports > Define > ReportSet
Find Transactions, page 12-8	Log In as GIS User > Transactions > Enter
Freeze Budget, page 2-58	Budgets > Freeze
Funds Available Inquiry, page 3-7	Inquiry > Funds
Generate MassAllocation Journals, page 1-65	Journals > Generate > Allocation
Generate MassBudget Journals, page 2-33	Budgets > Generate > Massbudgets
Generate Recurring Journals, page 1-54	Journals > Generate > Recurring
Generate Recurring Intercompany Transactions, page 12-23	Log In as GIS User > Transactions > Generate Recurring
GL Accounts, page 7-39	Setup > Accounts > Combinations
Hierarchy, <i>Integrating Oracle Financial Analyzer with Oracle General Ledger</i>	Setup > Analyzer > Hierarchy
Historical Rates, page 13-18	Setup > Currencies > Rates > Historical
Import Journals, page 1-124	Journals > Import > Run
Intercompany Accounts, page 7-104	Setup > Accounts > Intercompany
Intercompany Clearing Accounts, page 7-148	Log In as GIS User > Setup > Intercompany > Clearing Accounts
Intercompany Transaction Types, page 7-147	Log In as GIS User > Setup > Intercompany > Transactions Types
Journal Authorization Limits, page 7-61	Setup > Employees > Limits
Journal Categories, page 7-93	Setup > Journal > Categories
Journal Reversal Criteria, page 1-145	Setup > Journal > AutoReverse
Journal Sources, page 7-90	Setup > Journal > Sources
Key Flexfield Segments, <i>Oracle Applications Flexfields Guide</i>	Setup > Financials > Flexfields > Key > Segments
Mass Maintenance Workbench, page 8-1	Setup > Other > Mass Maintenance
Open and Close Periods, page 7-177	Setup > Open/Close

Window Name	Navigator Path
Period Rates, page 13-17	Setup > Currencies > Rates > Period
Period Types, page 7-47	Setup > Financials > Calendar > Types
Personal Profile Values, <i>Oracle Applications User's Guide</i>	Other > Profile
Post Journals, page 1-133	Journals > Post
Purge Consolidation Audit Data, page 11-53	Consolidation > Purge
Request Set, <i>Oracle Applications User's Guide</i>	Other > Report > Set
Revalue Balances, page 13-21	Currency > Revaluation
Reverse Journals, page 1-142	Journals > Generate > Reversal
Rollup Groups, <i>Oracle Applications Flexfields Guide</i>	Setup > Financials > Flexfields > Key > Groups
Row Order, page 6-52	Reports > Define > Order
Row Set, page 6-36	Reports > Define > RowSet
Run Financial Reports, page 6-66	Reports > Request > Financial
Segment Rules, page 11-20	See: Consolidation Mappings window
Segment Values, <i>Oracle Applications Flexfields Guide</i>	Setup > Financials > Flexfields > Descriptive > Values Setup > Financials > Flexfields > Key > Values Setup > Financials > Flexfields > Validation > Values
Sequence Assignments, page 7-127	Setup > Financials > Sequences > Assign
Set of Books, page 7-54	Setup > Financials > Books > Define
Shorthand Aliases, <i>Oracle Applications Flexfields Guide</i>	Setup > Financials > Flexfields > Key > Aliases
State Controller, page 11-14	Consolidation > Workbench
Statistical Units of Measure, page 7-124	Setup > Accounts > Units
Storage Parameters, page 7-176	Setup > System > Storage
Submit Requests, <i>Oracle Applications User's Guide</i>	Reports > Request > Standard Other > Report > Run
Subsidiaries, page 7-143	Log In as GIS User > Setup > Intercompany > Subsidiaries

Window Name	Navigator Path
Summary Accounts, page 7-119	Setup > Accounts > Summary
Suspense Accounts, page 7-96	Setup > Accounts > Suspense
Tax Codes and Rates, <i>Oracle Receivables User's Guide</i>	Setup > Tax > Output Tax Codes
Tax Names, <i>Oracle Payables User's Guide</i>	Setup > Tax > Input Tax Codes
Tax Options, page 7-133	Setup > Tax > Options
Transaction Calendar, page 7-51	Setup > Financials > Calendar > Transaction
Transfer Consolidation Data, page 11-34	Consolidation > Transfer > Data
Transfer Consolidation Data Set, page 11-40	Consolidation > Transfer > Data Set
Transfer Requests, <i>Integrating Oracle Financial Analyzer with Oracle General Ledger</i>	Reports > Request > Analyzer
Translate Balances, page 13-28	Currency > Translation
Translation Statuses, page 11-14	See: State Controller window
Upload Budgets, page 2-56	Budgets > Enter > Upload
Value Sets, <i>Oracle Applications Flexfields Guide</i>	Setup > Financials > Flexfields > Validation > Sets
Year-End Carry Forward, page 3-11	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	Account Inquiry window
\ Navigate Inquiry Account	See: Performing an Account Inquiry Navigator: Inquiry > Account

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
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 (Oracle Applications Flexfields Guide) 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 (Oracle Applications System Administrator's Guide) 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 (Oracle Applications Flexfields Guide) Navigator: Setup > Financials > Flexfields > Validation > Security > Assign. Enable Key Flexfield, enter search criteria and choose the Find button.
Assign Security Rules \ Navigate Setup Financials Flexfields Validation Security Assign	Assign Security Rules window See: Assigning Security Rules (Oracle Applications Flexfields Guide) 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

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
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
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

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
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
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 Structure (<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.

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Define Document Sequences \ Navigate Setup Financials Sequences Define	Document Sequences window See: Defining Document Sequences (Oracle Applications System Administrator's Guide) 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
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 (Oracle Applications Flexfields Guide) Navigator: Setup > Financials > Flexfields > Validation > Security > Define. Enable Key Flexfield, enter search criteria, and choose Find.

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
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
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

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
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
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

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
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
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

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
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
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

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Run Journal Import \ Navigate Journals Import Run	Import Journals window See: Importing Journals Navigator: Journals > Import > Run
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

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 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

Related Topics

General Ledger Navigator Paths, page A-1

General Ledger Applications Profile Options

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.

For information on MRC profile options, see: Multiple Reporting Currencies, *Multiple Reporting Currencies in Oracle Applications*.

Profile Options

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

This table indicates whether you can view or update profile options and at which levels your system administrator can update these profile options: the user, responsibility, application, or site levels.

A *Required* profile option requires you to provide a value. An *Optional* profile option already provides a default value which you can change.

The key for this table is:

- SysAdm - System Administrator
 - Resp - Responsibility
 - App - Application
- Update - You can update the profile option
- View Only - You can view the profile option, but cannot change it
- No Access - You cannot view or change the profile option value

Profile Option	Value	Default	User Access	SysAdm: User	SysAdm: Resp	SysAdm: App	SysAdm: Site
Budgetary Control Group	Optional	No default	View Only	Update	Update	Update	Update
Currency: Allow Direct EMU and Non-EMU User Rates	Optional	Yes	Update	Update	Update	Update	Update
Daily Rates Window: Enforce Inverse Relationship During Entry	Optional	No	View Only	No Access	Update	Update	Update
Enter Journals: Validate Reference Date	Optional	No	View Only	Update	Update	Update	Update
FSG: Accounting Flexfield	Optional	Account	No Access	No Access	No Access	Update	Update

Profile Option	Value	Default	User Access	SysAdm: User	SysAdm: Resp	SysAdm: App	SysAdm: Site
FSG: Allow Portrait Print Style	Optional	No	Update	Update	Update	Update	Update
FSG: Enforce Segment Value Security	Optional	No	No Access	Update	Update	Update	Update
FSG: Expand Parent Value	Optional	No	Update	Update	Update	Update	Update
FSG: Message Detail	Optional	Minimal	Update	Update	Update	Update	Update
GL: AutoAllocation Rollback Allowed	Optional	Yes	Update	Update	Update	Update	Update
GL: Debug Mode	Optional	No	Update	Update	Update	Update	Update
GL: Income Statement Accounts Revaluation Rule	Optional	YTD	View Only	View Only	Update	Update	Update
GL: Journal Review Required	Optional	No	Update	Update	Update	Update	Update
GL: Launch AutoReverse After Open Period	Optional	Yes	View Only	No Access	Update	Update	Update
GL: Owners Equity Translation Rule	Optional	PTD	View Only	No Access	Update	Update	Update

Profile Option	Value	Default	User Access	SysAdm: User	SysAdm: Resp	SysAdm: App	SysAdm: Site
GL: Number of Purge Workers	Optional	No	No Access	No Access	Update	Update	Update
GL: Set of Books ID	System Defined	System Defined	View Only	No Access	View Only	View Only	View Only
GL: Set of Books Name	Required	No default	No Access	No Access	Update	Update	Update
GL Account Analysis Report: Enable Segment Value Security on Beginning/Ending Balances	Optional	No	No Access	No Access	Update	Update	Update
GL AHM: Allow User to Modify Hierarchy	Optional	No	No Access	View Only	Update	Update	Update
GL AutoAllocation: Continue to Next Step if No Journal Created	Optional	No	Update	Update	Update	Update	Update
GL Consolidation: Exclude Journal Category During Transfer	Optional	No	No Access	No Access	Update	No Access	Update
GL Consolidation: Preserve Journal Batching	Optional	No	No Access	No Access	Update	No Access	Update

Profile Option	Value	Default	User Access	SysAdm: User	SysAdm: Resp	SysAdm: App	SysAdm: Site
GL Consolidation: Preserve Journal Effective Date	Optional	No	No Access	No Access	Update	No Access	Update
GL Consolidation: Cross Instance Workflow Notification Contact	Optional	No default	No Access	No Access	Update	Update	Update
GL Consolidation: Separate Rows for Debit and Credit Account Balances in Consolidation Journal	Optional	No	No Access	No Access	Update	No Access	Update
GL Daily Rates: Cross Rates Override	Optional	User Entered Rate Overrides	View Only	Update	Update	Update	Update
GL Journal Import: Separate Journals by Accounting Date	Optional	No	View Only	Update	Update	Update	Update
GL/MRC Journals: Inherit the Journal Creator from the Primary Book's Journal	Optional	Blank	View Only	No Access	Update	Update	Update

Profile Option	Value	Default	User Access	SysAdm: User	SysAdm: Resp	SysAdm: App	SysAdm: Site
GL/MRC Revaluation: Use Primary Currency instead of Entered Currency	Optional	No	View Only	No Access	Update	Update	Update
GL Revaluation: Autoquery Last Run Ranges	Optional	No	View Only	View Only	Update	Update	Update
GL Revaluation: Days to Roll Forward Daily Rates	Optional	0	View Only	No Access	Update	Update	Update
GL Revaluation: Tracking by Cost Center	Optional	No	View Only	No Access	Update	Update	Update
GL Revaluation: Validate Gain/Loss Accounts	Optional	Yes	View Only	No Access	Update	Update	Update
GL Summarization: Number of Delete Workers	Optional	3	View Only	No Access	Update	Update	Update
GL Summarization: Accounts Processed at a time per Delete Worker	Optional	5000	No Access	No Access	Update	Update	Update
GL Summarization: Rows Deleted Per Commit	Optional	5000	No Access	No Access	Update	Update	Update

Profile Option	Value	Default	User Access	SysAdm: User	SysAdm: Resp	SysAdm: App	SysAdm: Site
GL Translation: Revenue/Expense Translation Rule	Optional	PTD	View Only	No Access	Update	Update	Update
Intercompany Subsidiary	Optional	No default	No Access	No Access	Update	Update	Update
Intercompany Use Automatic Transaction Numbering	Optional	Yes	No Access	No Access	No Access	Update	Update
Journals: Allow Multiple Exchange Rates	Optional	No	Update	Update	Update	Update	Update
Journals: Allow Non-Business Day Transactions	Optional	No	View Only	Update	Update	Update	Update
Journals: Allow Preparer Approval	Optional	No	View Only	Update	Update	Update	Update
Journals: Default Category	Optional	No default	Update	Update	Update	Update	Update
Journals: Display Inverse Rate	Optional	No	Update	Update	Update	Update	Update
Journals: Enable Prior Period Notification	Optional	No	View Only	Update	Update	Update	Update
Journals: Find Approver Method	Optional	Go Up Mgt Chain	No Access	No Access	Update	Update	Update

Profile Option	Value	Default	User Access	SysAdm: User	SysAdm: Resp	SysAdm: App	SysAdm: Site
Journals: Mix Statistical and Monetary	Optional	No	Update	Update	Update	Update	Update
Use Performance Module	Optional	Yes	No Access	No Access	No Access	Update	Update

GL Profile Options

The following are GL Profile Options:

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.

Enter Journals: Validate Reference Date

This profile option controls whether the reference date is validated using Italian Libro Giornale rules. If this profile option is set to Yes, the value entered in the Reference Date field will be validated to ensure the date falls into an open or future enterable period.

The following values are available:

Yes: Reference date is validated.

No: Reference date is not validated.

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 level, or user level.

FSG: Accounting Flexfield

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 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: Enable Search Optimization

Enable this profile option to enhance the performance of FSG reports that retrieve a large number of rows which meet the report definition criteria by optimizing the search process for detail child values associated with each parent account value. The following values are available to you:

Yes: The FSG Performance Enhancement is applied.

No: The FSG Performance Enhancement is not applied.

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 run.

Note: If the profile option is set to Yes and the segment is independent, the security rule applies. If the profile option is set to Yes and the segment is dependent, the security rule does not apply.

No: Defined security rules are not used for FSG reporting purposes.

You cannot view this profile option. Your System Administrator can set this profile option at the site, application, responsibility, or user level.

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 Mode

Allow features in General Ledger to run in Debug Mode where additional messages are detailed in the log file. Debug Mode operates for the following features: Posting, Translation, Revaluation, Consolidation, and Mass Allocation. The following values are available:

Yes: General Ledger will run in Debug Mode.

No: General Ledger will not run in Debug Mode.

The default value for this profile option is No.

You can view and set this profile option at the Site, Application, Responsibility, or User level.

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 default value for this profile option is 1.

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: 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 opened.

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 Account Analysis Report: Enable Segment Value Security on Beginning/Ending Balances

This profile option applies segment value security rules to the beginning and ending balances of the following Account Analysis reports:

- Account Analysis - (132 Char)
- Account Analysis (180 Char)
- Account Analysis - Foreign Currency (132 Char)
- Account Analysis - Foreign Currency (180 Char)

The following values are available:

No: Segment Value Security rules will only apply to the period activity, not the beginning and ending balances of the reports listed above. Thus, the above reports will display the beginning and ending balances for any secured segment values, but hide the period activity from view.

YES: Segment Value Security rules will be applied to both the period activity and the beginning and ending balances of the reports listed above.

The default value for this profile option is No.

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 AHM: Allow User to Modify Hierarchy

Specify whether users can use the Account Hierarchy Manager to modify and save account hierarchies.

Yes: Users can modify and save account hierarchies.

No: Users cannot modify and save account hierarchies. Users will have read-only access to view account hierarchies.

The default value for this profile option is No.

You can view this profile option at the site, application, responsibility, and user levels. This profile option can be set at the site, application, responsibility, and user levels.

GL AutoAllocation: Continue to Next Step if No Journal Created

Specify whether a Step-Down AutoAllocation process stops or continues to the next step if a journal batch is not generated by the previous step in the AutoAllocation set.

For example, assume a journal batch is not created because a step in a Step-Down AutoAllocation Set processes an account with no activity. In this case, the Step-Down AutoAllocation process stops when the profile option is set to No, or continues to the next step when set to Yes.

The following options are available:

Yes: The Step-Down AutoAllocation process will continue to the next step.

No: The Step-Down AutoAllocation process will not continue to the next step.

The default value for this profile option is No.

This profile option can be set at the site, application, responsibility, and user levels.

GL Consolidation: Exclude Journal Category During Transfer

Background: This profile option complements the Global Accounting Dual Posting solution by allowing you to select journal categories to be excluded during consolidation. To exclude the transactions that are already transferred using Global Accounting Engine Dual Posting or to exclude transactions not included in a particular accounting representation, you can set specific journal categories to be excluded during the transfer. This allows you to exclude any transaction in your source set of books from being included in your target set of books.

This profile option can also work in conjunction with the profile option GL Consolidation: Preserve Journal Batching.

Set this profile option to **Yes** to:

- Prevent the transfer of journals that contain categories which have been selected for exclusion.

In addition, you must manually select the categories to exclude by following the steps below:

1. Navigate to the Journal Categories window.
2. Query and highlight the category you want to exclude.
3. Navigate to the menu Help > Diagnostics > Examine. If you do not have access to the Diagnostics menu, see your System Administrator.
4. Select the Block value of CATEGORY and the Field value of CONSOLIDATION_FLAG.
5. Enter the value N to flag this category for filtering during the transfer process.

The default value for this profile option is No.

The System Administrator must set this profile option at the Site or Responsibility level. If you set the profile option at the responsibility level to filter categories, that responsibility level must be the same responsibility from which you initiate the consolidation transfer.

GL Consolidation: Preserve Journal Batching

Background: This profile option complements the Global Accounting Dual Posting solution by allowing you to preserve journal details transferred from the source set of books to the target set of books during consolidation.

This profile option can also work in conjunction with the profile options GL Consolidation: Exclude Journal Category During Transfer and GL Consolidation: Preserve Journal Effective Date.

Set this profile option to **Yes** to:

- Retain originating journal and batch groupings from the source set of books to the target set of books.
- Preserve up to 50 characters of the original batch name plus batch ID in the source set of books to the target set of books.
- Preserve up to 25 characters of the original journal name and journal ID from the source set of books to the target set of books.

- Retain the batch and journal header descriptions from the source set of books to the target set of books.
- Preserve the category name of the journal in the source set of books to the journal in the target set of books.
- Preserve the Reference Date entered in the Journals window.

The default value for this profile option is No.

The System Administrator must set this profile option at the Site or Responsibility level. If you set the profile option at the responsibility level to preserve the journal batches and header details, that responsibility must be the same responsibility from which you initiate the consolidation transfer.

GL Consolidation: Preserve Journal Effective Date

This profile option instructs General Ledger how to handle the effective date of the consolidation journal generated under the Transaction method of consolidation.

The following options are available:

Yes: The effective date of the individual journal being consolidated will be preserved in the generated consolidation journal. This profile option setting has to be used in conjunction with the profile option GL Consolidation: Preserve Journal Batching. This second profile must also be set to Yes to preserve the consolidation journal effective date.

No: The effective date of the generated consolidation journal is based on the target consolidation period for the parent set of books.

The default value for this profile option is No.

The System Administrator must set this profile option at the Site or Responsibility level. If you set the profile option at the responsibility level to preserve the journal batches and header details, that responsibility must be the same responsibility from which you initiate the consolidation transfer.

GL Consolidation: Cross Instance Workflow Notification Contact

When a cross instance data transfer is complete, this profile option allows you to activate a workflow process that sends an e-mail containing transfer results to a designated user on the target instance.

In the System Profile Values window in the source instance, query this profile option then enter a user name in the Responsibility, Application, or Site fields.

Ensure the user you defined has an e-mail address entered in the Users window on the target instance.

The default value for this profile option has no user defined.

You can set this profile option at the responsibility, application, or site level.

GL Consolidation: Separate Rows for Debit and Credit Account Balances in Consolidation Journal

This profile option controls whether a consolidation or elimination journal is created with the debit and credit account balances in separate journal lines, or with the debit and credit account balances in a single journal line.

Consolidation program and Elimination program will generate journals with separate lines for debit and credit account balances if the profile option is set to Yes. When the

profile option has no value, or if the value is set to No, then the journals that are generated by the respective programs may contain lines that have both debit and credit balances.

The default value for this profile option is No.

Your System Administrator must set this profile option at the site or responsibility level.

GL Daily Rates: Cross Rates Override

The GL Daily Rates: Cross Rates Override profile option governs the behavior of generated cross rates according to the table below.

GL Daily Rates: Cross Rates Override profile option

Value	Insert/Update	Delete
User Entered Rate Overrides	A user-entered rate can override a system generated rate, if one already exists.	System generated cross rates can be deleted by the user.
System Generated Rate Overrides	System generated rate can override a user entered rate, if one already exists.	User defined rates that fall within the cross rate definition set may be deleted by the cross rate generation program. System generated rates cannot be deleted by the user.
No Overrides	The first defined rate, whether it be user entered or system generated, remains.	System generated cross rates are never deleted but overwritten by the same method used to create the cross rates. User can delete user created rates.

The default value for this profile option is User Entered Rate Overrides.

The system administrator must set this profile option at the site, application, responsibility, or user levels.

GL Journal Import: Separate Journals by Accounting Date

Specify how Journal Import will group journal lines by accounting date. The following values are available to you:

Yes: Journal Import will always place journal lines with different accounting dates into separate journals.

No: Journals Import will group all journal lines with different accounting dates that fall into the same period into the same journal, unless average balancing processing is enabled for the set of books.

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.

GL/MRC Journals: Inherit the Journal Creator from the Primary Book's Journal

Specify how the username is created for the reporting book when a journal is posted in the primary book. The following values are available to you:

Yes: The primary book's journal creator information will be retained in the reporting book's journal.

No: The primary books' journal creator information will not be retained. The user who posted the journal will be used as the creator of the reporting book's journal.

There is no default information for this profile option. When the value is not specified, General Ledger will behave as if this profile option is set to 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 level. If the profile option is set at the responsibility level, it should be the responsibility of the primary General Ledger.

GL/MRC Revaluation: Use Primary Currency Instead of Entered Currency

Specify the method of revaluation for the reporting set of books. The following values are available to you:

Yes: The Revaluation program will use the functional currency balances of the primary book to create revaluation entries for the reporting set of books.

No: The Revaluation program will use the entered currency balances in the reporting set of books to create the revaluation entries for the reporting set of books.

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 level.

GL Revaluation: Days to Roll Forward Daily Rates

If a revaluation rate is not defined for a specified revaluation rate date, the revaluation program will search prior days to find a rate, up to the value set for this profile option. The revaluation process completes with a warning and the rate is detailed on the Revaluation Execution report. This setting affects all currencies.

The default value for this profile option is 0. If, for example, you want the revaluation program to search up to 5 days prior to find a revaluation rate, set this profile option to 5. There is no maximum value.

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 Revaluation: Tracking by Cost Center

This profile option determines whether the Revaluation process balances unrealized gain/loss using the balancing segment only, or using both the balancing and cost center segments.

If you set this profile option to Yes, you must assign the cost center segment qualifier to an accounting segment.

MRC users must set this profile option consistently in the primary set of books and for each of the reporting sets of books. If the profile option is set at the site or application level, no additional setup is required. If the profile option is set at the responsibility

level, ensure that each responsibility assigned to a related MRC set of books has the profile option set to Yes.

The default value for this profile option is No.

You can view this profile option at the User level. Your System Administrator can set this profile option at the site, application, or responsibility level.

GL Revaluation: Validate Gain/Loss Accounts

This profile option controls whether the revaluation program validates that the unrealized gain/loss accounts are enabled.

If this profile option is set to No, then the revaluation program will not validate whether the unrealized gain/loss account is disabled. The program will still end in error if the necessary gain/loss accounts do not exist and cannot be created. When the user attempts to post the revaluation journal, the Posting program will then validate that the accounts are enabled before posting. If this profile option is set to Yes, then the revaluation program will validate the unrealized gain/loss accounts and end in error if any account is disabled.

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 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.

GL Translation: Revenue/Expense Translation Rule

This profile options lets you specify the translation method you want to use when translating revenue and expense accounts. The default setting is PTD. For more information, see: Translating Balances, page 13-28.

PTD: The Period-to-Date translation method is used.

YTD: The Year-to-Date translation method is used.

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.

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: 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 ADI profile options are present in General Ledger, Release 11.0 are shown in the following table.

The key for this table is:

- SysAdm - System Administrator
 - Resp - Responsibility
 - App - Application
- Update - You can update the profile option
- View Only - You can view the profile option, but cannot change it
- No Access - You cannot view or change the profile option value

Profile Option	Value	Default	User Access	SysAdm: User	SysAdm: Resp	SysAdm: App	SysAdm: Site
GL AHE: Saving Allowed	Optional	Yes	View Only	Update	Update	Update	Update
GLDI: Analysis Wizard Privileges	Optional	No	View Only	Update	Update	Update	Update
GLDI: AutoCopy Enforcement Level	Optional	None	View Only	Update	Update	Update	Update
GLDI: Enforce Budget Wizard Segment Security	Optional	Entry Upload Submit	View Only	Update	Update	Update	Update
GLDI: Budget Wizard Privileges	Optional	Entry Upload Submit	View Only	Update	Update	Update	Update
GLDI: Journal Wizard Privileges	Optional	Define, Submit	View Only	Update	Update	Update	Update

Profile Options

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 table shows ADI profile options that may or may not appear in this Release of General Ledger.

The key for this table is:

- SysAdm - System Administrator
 - Resp - Responsibility
 - App - Application
- Update - You can update the profile option
- View Only - You can view the profile option, but cannot change it
- No Access - You cannot view or change the profile option value

Profile Option	Value	Default	User Access	SysAdm: User	SysAdm: Resp	SysAdm: App	SysAdm: Site
ADI: Allow Sysadmin to View All Output	Optional	No	View Only	Update	Update	Update	Update
ADI: Use Function Security Model	Optional	No	View Only	Update	Update	Update	Update
GLDI: AHE Privileges	Optional	None	View Only	Update	Update	Update	Update
GLDI: Allow Drilldown Across Books	Optional	None	View Only	Update	Update	Update	Update

Profile Option	Value	Default	User Access	SysAdm: User	SysAdm: Resp	SysAdm: App	SysAdm: Site
GLDI: Balance by Accounting Date	Optional	None	View Only	Update	Update	Update	Update
GLDI: Converted Entry Threshold	Optional	None	View Only	Update	Update	Update	Update
GLDI: Create Group ID	Optional	None	View Only	Update	Update	Update	Update
GLDI: Enforce Budget Wizard Segment Security	Optional	None	View Only	Update	Update	Update	Update
GLDI: Force Full Validation	Optional	None	View Only	Update	Update	Update	Update
GLDI: Journal Source	Optional	None	View Only	Update	Update	Update	Update
GLDI: Force Journal to Balance	Optional	None	View Only	Update	Update	Update	Update
GLDI: Maximum Effective Ranges for Drilldown	Optional	None	View Only	Update	Update	Update	Update

See Using Account Hierarchy Editor, *Applications Desktop Integrator User Guide*.

Profile Options

ADI: Allow Sysadmin to View All Output

Specify whether the System Administrator can view all output generated by the Request Center in ADI. If this profile option is set to Yes, ADI users can only view and publish report set outputs that they have submitted. 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.

Related Topics

Using Budgetary Control and Online Funds Checking, page 2-61

Creating a Budgetary Control Group, page 2-91

Overview of Financial Statement Generator, page 6-1

Creating Journal Batches, page 1-3

Journal Approval Overview, page 1-23

Overview of Applications Desktop Integrator, *Oracle Applications Desktop Integrator Users' Guide*

Common User Profile Options, *Oracle Applications User's Guide*

Profile Options in Oracle Application Object Library, *Oracle Applications System Administrator's Guide*

Overview (of Average Balance Processing), page 4-1

Account Hierarchy Editor, *Oracle Applications Desktop Integrator User's Guide*

Using Attachments in General Ledger

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.

Related Topics

General Ledger Windows with the Attachments Feature, page C-1

Creating an Attachment, page C-3

Types of Attachments, page C-3

Attachments Security, page C-4

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.

General Ledger Windows with Attachments

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

Name of Window	Form Level Security	Attachment	Method
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
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

Name of Window	Form Level Security	Attachment	Method
Enter Budget Amounts	Budget Organization	Budget Amounts	Change
Enter Budget Journals	Budget Organization	Budget Amounts	Change

Related Topics

Creating an Attachment, page C-3

Types of Attachments, page C-3

Attachments Security, page C-4

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.

Related Topics

General Ledger Windows with the Attachments Feature, page C-1

Types of Attachments, page C-3

Attachments Security, page C-4

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.

Related Topics

General Ledger Windows with the Attachments Feature, page C-1

Creating an Attachment, page C-3

Attachments Security, page C-4

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

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.

Related Topics

General Ledger Windows with the Attachments Feature, page C-1

Creating an Attachment, page C-3

Deleting an Attachment, page C-3

Types of Attachments, page C-3

Improving General Ledger Performance

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.

Related Topics

Running the Maintain Summary Templates Program, page D-1

Running the Optimizer Program, page D-2

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

- Define summary account templates. See: Defining Summary Accounts, page 7-119.

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.

Related Topics

Running Reports and Programs, *Oracle Applications User's Guide*

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

- 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.
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.

Related Topics

Running Reports and Programs, *Oracle Applications User's Guide*

Defining Key Flexfields, *Oracle Applications Flexfields Guide*

Defining Segment Values, *Oracle Applications Flexfields Guide*

Defining Summary Accounts, page 7-119

Function Security

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 or tab region is hidden

Use function security to control any of the General Ledger functions shown in the table below:

Function Security

User Function Name	Restrictions
Journal Batches and Journal Entries:	
AutoAllocation Workbench: General Ledger	Creating and changing Oracle General Ledger allocation definitions.
AutoAllocation Workbench: Projects	Creating and changing Oracle Projects allocation definitions.
AutoPost Criteria	Entering or changing AutoPost criteria sets.
Define Recurring Journal Formula	Defining recurring journal entry formulas.
Define MassAllocations	Defining MassAllocation formulas.
Define Transformation Rules	Defining Interface Data Transformer rules.
Enter Encumbrances	Entering and updating encumbrance entries.

User Function Name	Restrictions
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 Inquiry	Inquire on journals and journal batches.
Enter Journals: Reverse	Reversing journal entries and journal batches from the Enter Journals window.
Generate AutoAllocation	Generating AutoAllocation sets.
Generate AutoAllocation: Run Budget Formula Request	Generating budget formulas in AutoAllocation sets.
Generate AutoAllocation: Run MassAllocation Request	Generating MassAllocation formulas in AutoAllocation sets.
Generate AutoAllocation: Run Recurring Journal Request	Generating recurring journal formulas in AutoAllocation sets.
Generate AutoAllocation: Run AutoAllocation Request	Generating AutoAllocation sets.
Generate AutoAllocation: Schedule MassAllocation Requests	Scheduling MassAllocation formulas in AutoAllocation sets.
Generate AutoAllocation: Schedule MassBudget Requests	Scheduling MassBudget formulas in AutoAllocation sets.
Generate AutoAllocation: Schedule Budget Formula Requests	Scheduling budget formulas in AutoAllocation sets.
Generate AutoAllocation: Schedule Recurring Journal Requests	Scheduling recurring journal formulas in AutoAllocation sets.
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.
Reversal Criteria	Entering or changing journal reversal criteria sets.
View AutoAllocation Status	Viewing and monitoring the status of Oracle General Ledger AutoAllocation definitions.
View PA AutoAllocation Status	Viewing and monitoring the status of Oracle Projects AutoAllocation definitions.
Post Journals	Posting journal entries and journal batches.

User Function Name	Restrictions
Reverse Journals	Reversing journal entries and journal batches.
Journal Import:	
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.
Budgets:	
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.
Define MassBudgets	Defining MassBudget formulas.
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.
Budgetary Control:	
Budgetary Control Transactions	Entering budgetary control transactions.
Budgetary Control Group	Creating or modifying budgetary control groups.
Consolidations:	
Consolidation Mappings	Creating or changing consolidation mappings.
Consolidation Mappings: Allow Any Mapping	Creating or changing consolidation mappings for any subsidiary.

User Function Name	Restrictions
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.
Elimination Sets	Creating or changing elimination formulas.
Generate Eliminations	Generating elimination formulas.
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.
Global Intercompany System (GIS):	
AutoAccounting Rules	Define AutoAccounting Rules for intercompany transactions.
Enter Intercompany Transactions	Entering or changing intercompany transactions.
Generate Intercompany Transactions	Generating recurring intercompany transactions.
Intercompany: Allow Reject	Allowing a receiver to reject GIS 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.
Multiple Currencies:	
Conversion Rate Types	Creating or changing conversion rate types.
Daily Rates	Entering or changing daily exchange rates.

User Function Name	Restrictions
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.
Online Inquiry and Reporting:	
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.
Revaluation: Submit	Submitting revaluation from Standard Request Submission window.
Run Requests	Running standard programs and reports, and scheduling FSG reports.
Financial Statement Generator (FSG):	
Autocopy	Autocopying FSG components.
Column Set	Creating and changing column sets.
Content Set	Creating and changing content sets.
Database Links	Creating and changing database links.
Display Group	Creating and changing display groups.
Display Set	Creating and changing display sets.
Financial Report	Creating and changing FSG reports.
Financial Report Set	Creating and changing FSG report sets.
Row Order	Creating and changing row orders.
Row Set	Creating and changing row sets.

User Function Name	Restrictions
Run Financial Reports	Generating FSG reports.
Setting Up General Ledger:	
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.
Common Stock	Creating and changing common stock data.
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.
Government Transaction Codes	Defining or changing government transaction codes.
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.
Submission Schedules	Creating or changing GL submission schedules.
Set 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.

User Function Name	Restrictions
Transaction Calendars	Defining or changing transaction calendars used for average balance processing.
Maintaining General Ledger:	
Account Hierarchy Manager	Creating or changing segment values and their attributes.
Account Hierarchy Manager Super User	Creating or changing segment values and their attributes for all charts of accounts in the system.
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.
Mass Maintenance Workbench:	
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.
Mass Maintenance Workbench: Submit	Submitting a Move/Merge or Mass Creation operation.
Mass Maintenance Workbench: Validate	Prevalidating Move/Merge accounts.
Oracle Financial Analyzer (OFA) Integration:	
Dimension	Creating and changing dimensions.
Filter	Creating and changing filters.
Financial Data	Creating and changing financial data items.
Financial Data Set	Creating and changing a financial data set.
Hierarchy	Creating and changing hierarchies.
View Transfer Requests	Viewing and monitoring status of OFA requests.

Related Topics

Overview of Function Security, *Oracle Applications System Administrator's Guide*

How Function Security Works, *Oracle Applications System Administrator's Guide*

Implementing Function Security, *Oracle Applications System Administrator's Guide*

Defining a New Menu Structure, *Oracle Applications System Administrator's Guide*

Business Events

Business Event System Seed Data for Oracle General Ledger

The Oracle Workflow Business Event System, introduced in Release 2.6, allows products to seed business events and event subscriptions. The seeded business events in General Ledger are listed below.

You can define subscriptions to seeded events that specify the processing to perform when these events occur.

See Also: To View and Maintain Event Subscriptions, *Oracle Workflow Developer's Guide*.

Seeded Business Events

The following are General Ledger seeded business events:

- account disabled
- period opened
- period closed
- period re-opened
- journal import started
- journal import completed
- posting completed

Account Disabled

A General Ledger account is disabled in the GL Accounts window or by the Inherit Segment Value Attributes program.

- Internal Name: oracle.apps.gl.Maintenance.account.disable
- Generate Function: None
- Product Name: General Ledger
- Product Short Name: GL

Period Opened

A period is opened for the first time.

- Internal Name: oracle.apps.gl.CloseProcess.period.open

- Generate Function: None
- Product Name: General Ledger
- Product Short Name: GL

Period Closed

A period is closed.

- Internal Name: oracle.apps.gl.CloseProcess.period.close
- Generate Function: None
- Product Name: General Ledger
- Product Short Name: GL

Period Re-Opened

A period is re-opened after it was previously closed.

- Internal Name: oracle.apps.gl.CloseProcess.period.reopen
- Generate Function: None
- Product Name: General Ledger
- Product Short Name: GL

Journal Import Started

The journal import process has been initiated.

- Internal Name: oracle.apps.gl.Journals.journal.startImport
- Generate Function: None
- Product Name: General Ledger
- Product Short Name: GL

Journal Import Completed

The journal import process has completed.

- Internal Name: oracle.apps.gl.Journals.journal.completeImport
- Generate Function: None
- Product Name: General Ledger
- Product Short Name: GL

Posting Completed

Posting has completed.

- Internal Name: oracle.apps.Journals.journal.post
- Generate Function: None
- Product Name: General Ledger

- Product Short Name: GL

Image Reference

Introduction

This appendix includes text descriptions of some of the most complex diagrams in *Oracle General Ledger User's Guide*. Some users may find these descriptions helpful in understanding the related diagrams.

- Budget Hierarchy Diagram, page G-1
- Boundary and Amount Types, page G-2
- Online Inquiries Overview Flowchart, page G-2
- Basic FSG Report Objects Figure, page G-3
- Row and Column Conflicts, page G-4
- Funds Available Report Example, page G-4
- Project Status Report Example, page G-5
- Use 1 Segment, page G-6
- Relationship Among Parent Values, Child Values, and Rollup Groups, page G-6
- Relationship Between Parent-Child Values and Independent-Dependent Values, page G-7
- Regions, States and Districts, page G-7
- Summary of Organizational Levels, page G-8
- Number of Summary Accounts Created Formula, page G-8

Budget Hierarchy Diagram

The budget hierarchy in this example consists of three levels, the Corporate level, the Division level and the Region/Department Level.

At the Corporate level is the Corporate Budget. This budget is a master budget and is at the top of the hierarchy. The Division level is the second tier in the budget hierarchy and is tied to the Corporate Budget. At this level are two budgets, the Sales Division budget and the Marketing Division budget. The budgets at this level are detail budgets. The third level of the hierarchy has six budgets, three connected to the Sales Division budget and three connected to the Marketing Division budget.

Branching off from the Sales Division Budget are the Western Region Budget, the Central Region Budget, and the Eastern Region Budget. Underneath the Marketing Division

budget are the Publications budget, the Public Relations budget and the Trade Shows budget. From the point of the Division level, the six regions are detail budgets.

In a budget hierarchy, each budget is either classified as a master budget or a detail budget. Depending on the level in the hierarchy, a budget can be either a master budget, a detail budget, or act as both. A budget that acts as both a master and a detail budget is a detail budget that also has detail budgets of its own. In this example, the Sales budget is a subsidiary of the Corporate budget which makes it a detail budget. It is also the master budget to the Regional budgets, the Western budget, the Central budget, and the Eastern budget.

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Boundary and Amount Types

The combinations of amount types and boundaries that the system supports are as follows:

If the amount type is PTD, boundary can be Period.

If the amount type is QTD, boundary can be Period or Quarter.

If the amount type is YTD, boundary can be Period, Quarter or Year.

If the amount type is PJTD, boundary can be Period, Quarter, Year, or Project.

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Text Description of the Online Inquiries Overview Flowchart

The Online Inquiries Overview Flowchart consists of two flowchart diagrams that illustrate the online account and journal inquiry features and related drilldown capabilities. The following table describes these flowcharts.

From this window...	You can navigate to the following windows...
Account Inquiry	Detail Balances, Journals (Inq.), Variance
Detail Balances	Summary Balances, Journals (Inq.)
Journals (Inq.)	Journals, Summary Balances, drilldown to Subledger Accounting windows
Variance	Summary Balances,
Journals	Tools menu, select T Accounts and go Subledger Accounting windows. Or select a detail line and then go to Tools menu. Select T Accounts to T Accounts and Activity Summary. Or select a detail line and then go to Tools menu. Select Drilldown and go to Subledger Accounting Windows
Subledger Accounting	Subledger Transaction windows, Subledger View Accounting windows

[Return to Topic: First Diagram, page 5-4](#)

[Return to Topic: Second Diagram, page 5-5](#)

Text Description of the Basic FSG Report Objects Figure

The heading information in this report is as follows:

Title: US Global Operations Comparative Expense Listing.

Date: JAN-20-1996

Time: 13:32:55

Current Period: DEC-95

Page: 2

Currency: USD

No specific Company requested

The body of the report is composed of the following columns and rows:

- Ten Columns: The first six columns are Co, Ctr, Acct, Prod, P/L, Sub, which are account code combination segments. The last four columns are defined as a column set. The columns are ATD-Actual DEC-95, ATD-Actual DEC-94, Difference, and Variance.
- Nineteen rows display data for various accounts in company 01. These rows are followed by a row which calculates the total for the ATD-Actual DEC-95, ATD-Actual DEC-94, Difference and Variance columns. These twenty rows are defined as a row set.

One row is described below as an example of the data presented in this report.

Description	Value
Co:	01
Ctr:	000
Acct:	5640
Prod:	000
P/L:	00
Sub:	00
ATD-Actual DEC-95:	42,350
ATD-Actual DEC-94:	39,742
DIFFERENCE:	2,608
VARIANCE:	6.56%

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Text Description for Row and Column Conflicts

This figure shows a sample report titled US Global Operations Year-to-Date Sales Report for JUN-96. This report compares the sales performance information for five regional sales divisions for the first and second quarters of the year. It shows the variance amount between the two quarters in dollars and the percent change. The body of the report contains the data shown in the following table:

Region	1st Quarter	2nd Quarter	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%
Totals	\$49,550	\$50,630	\$1,080	2.180%

Note the following about the calculations for this report:

Variance: The five cells in the Variance column need a column calculation defined to subtract the 1st Quarter column from the 2nd Quarter column. This calculation will apply to the entire column.

Percent Change: The five cells in this column need a column calculation defined to divide the variance column by the 1st Quarter column. The calculation will apply to the entire row.

Totals for 1st Quarter and 2nd Quarter columns: These cells need a row calculation defined to add the five data rows above them. The calculation will apply across the entire row.

Variance Total: The row calculation, which adds up the numbers in the column, conflicts with the column calculation, which calculates the difference between the numbers in the first and second columns. However, both will yield the same result, so no action is necessary.

Percent Change Total: The row calculation, which adds up the percentages in the column (total), conflicts with the column calculation, which computes the ratio between the third and first columns (division). The calculations will yield different results. You must specify which calculation takes precedence. In this case, the column calculation should override the row calculation.

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Text Description of Funds Available Report Example

This image is a graphical representation of the Funds Available Report used in the example. At the top of the report is the title "Funds Available Report, Fund Source: Revenue." This title is labelled as the Content Set of the FSG report definition.

Below the title is a five-column report consisting of the following headings: Fund, Budget, Actual, Encumbrance, Funds Available. These headings are labelled as the Column Set of the FSG report definition.

The body of the report is labelled as the Row Set of the FSG report definition. At the very bottom of the report is a legend stating, "Funds Available = (Budget - Actual - Encumbrance)." The body of the report example contains the text in the following table:

Fund	Budget	Actual	Encumbrance	Funds Available
2	\$93,000	\$22,000	\$50,000	\$21,000
5	\$38,000	\$13,000	\$1,450	\$23,550
7	\$10,000	\$3,800	\$900	\$5,300
8	\$50,000	\$6,300	\$31,000	\$12,700
10	\$67,000	\$11,000	\$17,000	\$39,000
Total	\$258,000	\$56,100	\$100,350	\$101,500

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Text Description of Project Status Report Example

This image is a graphical representation of the Project Status Report used in the example. At the top of the report is the title "Monthly Project Status Report, Sponsor: DOE." This title is labelled as the Content Set of the FSG report definition.

Below the title is a six-column report consisting of the following headings: Project, Research Type, Budget, Actual, Encumbrance, Funds Available. These headings are labelled as the Column Set of the FSG report definition.

The body of the report is labelled as the Row Set of the FSG report definition. At the very bottom of the report is a legend stating, "Funds Available = (Budget - Actual - Encumbrance)." The body of the report example contains the text in the following table:

Project	Research Type	Budget	Actual	Encumbrance	Funds Available
10000	Nuclear	\$80,000	\$0	\$60,000	\$20,000
40000	Applied	\$120,000	\$45,000	\$62,000	\$13,000
70000	Nuclear	\$450,000	\$114,000	\$275,000	\$61,000

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Text Description of Use 1 Segment

This graphic illustrates a typical organization structure using one segment to group similar business entities. There are two regions at the parent level, the Western Region and the Eastern Region. The Western Region has three districts: District 1, District 2, and District 3. They are defined as children of the Western Region. The Eastern Region is composed of District 4, District 5, and District 6. These districts are defined as children of the Eastern Region.

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Text Description of Relationship Among Parent Values, Child Values, and Rollup Groups

This figure shows an example of a value set with a hierarchy of two levels of parent-child relationships and two related rollup groups.

The value set is described in the following table:

Parent Value	Child Range	Children Defined
1000	1100-1100	1100
	1200-1200	1200
1100	1101-1199	1125, 1150, 1175
1200	1201-1299	1225, 1250, 1275
2000	2100-2100	2100
	2200-2200	2200
2100	2101-2199	2125, 2150, 2175
2200	2201-2299	2225, 2250, 2275

Note: Since we are talking about two levels of parent values in this hierarchy, some accounts are defined as both parents and children. Account 1100 is a parent of accounts 1125, 1150, and 1175, and it is a child of account 1000. Account 1200 is a parent to accounts 1225, 1250, and 1275. It is a child of account 1000. Account 2100 is a parent of accounts 2125, 2150, and 2175. It is a child of account 2000. Account 2200 is a parent of accounts 2225, 2250, and 2275. It is a child of account 2000.

There are two rollup groups illustrated for this value set.

Account 1000 and account 1100 are assigned to Rollup Group 1. These accounts are from different levels of the hierarchy.

Accounts 2000, 2100, and 1200 are assigned to Rollup Group 5. Note that the parent accounts assigned this rollup group are from different branches of the value set hierarchy.

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Text Description of Relationship Between Parent-Child Values and Independent-Dependent Values

The following table describes the independent and dependent values for a parent/child value set with a three level hierarchy.

Independent Value Set: Level 1	Independent Value Set: Level 2	Independent Value Set: Level 3	Independent Value Set: Type	Dependent Value Set
1000			Parent	0, 1, 6, 7
	1100		Parent/Child	0, 2
		1125	Child	0, 1, 2, 3
		1150	Child	0, 2, 3, 5
		1175	Child	0
	1200		Parent/Child	0, 1, 2, 3
		1225	Child	0, 3, 4, 8
		1250	Child	0,1
		1275	Child	0

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Text Description of Regions, States and Districts

The Regions, States, and Districts illustration is a graphical representation of a multi-level account structure. The following table describes the rollup groups used to summarize districts into states and regions:

District:	Rolls up into State:	Rolls up into Region:
111-Western Washington and 112-Eastern Washington	110-Washington State	100-Western Region
121-Western Oregon and 122-Eastern Oregon	120-Oregon State	100-Western Region
131-Northern California, 132-Central California, and 133-Southern California	130-California State	100-Western Region

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Text Description of Summary of Organizational Levels

This figure is a graphical representation of an organization structure where account segments roll up into several levels. The lowest level is composed of detail segments Companies, Departments, Stores, and Products, which forms the base tier for the rollup groups identified in the following table:

Rollup Group...	Is composed of....
Rollup Group Level 1:	Industries, Cost Centers, Districts, Product Groups
Rollup Group Level 2:	Industry Groups, Divisions, States, Product Categories
Rollup Group Level 3:	Regions

The Detail Segments aggregate up to Rollup Group 1. Rollup Group 1 aggregates up to Rollup Group 2. Rollup Group 2 aggregates up to Rollup Group 3.

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Text Description of the Number of Summary Accounts Created Formula

This illustration is a graphical representation of the formula you can use to determine the number of summary accounts any given template will create.

The number of summary accounts created equals the number of detail segment values for each segment with a "D" value times the number of parent segment values in the rollup group for each segment with a rollup group name times one for each segment with a "T" value.

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Glossary

This glossary includes terms that are shared by all Oracle Financial Applications products.

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.

See also: Oracle Projects Glossary, *Oracle Projects documentation set*

1099 form

The forms the United States Internal Revenue Service supplies to record a particular category of payment or receipt.

1099 number

The tax identification number for a supplier. According to IRS rules in the United States, lack of a valid tax identification number may result in tax withholding. Payables stores the tax identification number for each supplier. Payables also lets you to enter a withholding status for each supplier.

1099 types

A 1099 classification scheme used in the United States for types of payments. Each 1099 form has one or more payment types. A 1099 supplier may receive payments from more than one type. The 1099-MISC form has the following types: rents, royalties, prizes and awards, federal income tax withheld, fishing boat proceeds, medical and health care payments, non-employee compensation, and substitute payments in lieu of dividends or interest. Payables records 1099 payments by type so that you can report them according to IRS requirements.

2-way matching

The process of verifying that purchase order and invoice information matches within accepted tolerance levels. Payables uses the following criteria to verify two-way matching: Invoice price <= Order price Quantity billed <= Quantity ordered

See also: matching, page Glossary-63

24-hour format

A time format that uses a 24 hour clock instead of am and pm, so that 3:30 would be 3:30 am, 16:15 would be 4:15 pm, 19:42 would be 7:42 pm, etc.

3-way matching

The process of verifying that purchase order, invoice, and receiving information matches within accepted tolerance levels. Payables uses the following criteria to verify three-way matching: Invoice price <= Purchase Order price Quantity billed <= Quantity ordered Quantity billed <= Quantity received

See also: matching, page Glossary-63

4-4-5 calendar

A calendar with 12 uneven periods: typically two four-week periods followed by one five week period in a quarter. Calendars are defined in General Ledger and Oracle subledger applications.

Depreciation is usually divided by days for a 4-4-5 calendar. Since a 4-4-5 calendar has 364 days per year, it has different start and end dates for the fiscal year each year.

4-way matching

The process of verifying that purchase order, invoice, and receiving information matches within accepted tolerance levels. Payables uses the following criteria to verify four-way matching: Invoice price <= Order price Quantity billed <= Quantity ordered Quantity billed <= Quantity received Quantity billed <= Quantity accepted

See also: matching, page Glossary-63

account

The business relationship that a party can enter into with another party. The account has information about the terms and conditions of doing business with the party.

account combination

A unique combination of segment values that records accounting transactions. A typical account combination contains the following segments: company, division, department, account and product.

Account Generator

A feature that uses Oracle Workflow to provide various Oracle Applications with the ability to construct Accounting Flexfield combinations automatically using custom construction criteria. You define a group of steps that determine how to fill in your Accounting Flexfield segments. You can define additional processes and/or modify the default process(es), depending on the application.

See also: activity, page Glossary-5, function, page Glossary-46, item type, page Glossary-56, lookup type, page Glossary-61, node, page Glossary-66, process, page Glossary-78, protection level, page Glossary-79, result type, page Glossary-88, transition, page Glossary-104, Workflow Engine, page Glossary-108

account groups

Fixed asset or long-term liabilities for which governments usually maintain separate accountability. Governments usually maintain these transactions in account groups known as the general fixed assets account group and the general long-term debt account group.

account hierarchy

A hierarchical account structure containing parent and child accounts, where a range of child values roll up to parent accounts. A multi-level parent hierarchy can exist where higher level parents are parents of lower level parents. Parent hierarchies let you define reports using parent values instead of individual child values in Oracle General Ledger. Parent values also facilitate summary account creation to allow you to view summarized account balances online.

account relationship

A relationship that implies financial responsibility between the owners of the accounts. For example, a customer account relationship lets you apply payments to and create invoices for related customers, as well as apply invoices to related customers' commitments.

Account segment

One of up to 30 different sections of your Accounting Flexfield, which together make up your general ledger account combination. In a commercial context, 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 site

A site that is used within the context of an account, for example, for billing or shipping purposes.

account structure

See: Accounting Flexfield structure, page Glossary-3

accounting calendar

The calendar that defines your accounting periods and fiscal years in Oracle General Ledger and subledger applications. Oracle Financial Analyzer will automatically create a Time dimension using your accounting calendar.

accounting classification code structure

The data elements a government activity uses to classify the financial aspects of a transaction.

accounting currency

In some financial contexts, a term used to refer to the currency in which accounting data is maintained. In this manual, this currency is called functional currency.

See also: functional currency, page Glossary-46

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, in a commercial context, 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.

accounting method

The method you select for recording accounts payable transactions. You can choose between accrual basis, cash basis, or combined basis of accounting.

See also: accrual basis accounting, page Glossary-4, cash basis accounting, page Glossary-19, combined basis accounting, page Glossary-22

accounting model

A set of selected individual accounts and account ranges. You can assign a name to an accounting model. Once an accounting model is defined for a particular group of accounts, you can reuse that accounting model whenever you want to work on that group of accounts. Use your accounting models to choose the accounts that you want to adjust when you run the inflation adjustment process. Although there are no rules for grouping accounts, you may want to define different accounting models for different kinds of accounts. For example, you can define one accounting model for all of your asset accounts and another accounting model for all of your liability accounts.

accounting period

A time period that, when grouped, comprises your fiscal year. Periods can be of any length but are usually a month, quarter, or year. Periods are defined in Oracle General Ledger.

Accounting Program

See: AX Program, page Glossary-12

accounting rule start date

The date Oracle Receivables uses for the first accounting entry it creates when you use an accounting rule to recognize revenue. If you choose a variable accounting rule, you need to specify a rule duration to let Receivables know how many accounting periods to use for this accounting rule.

accounting rules

Rules that you can use for imported and manually entered transactions to specify revenue recognition schedules. You can define an accounting rule in which revenue is recognized over a fixed or variable period of time. For example, you can define a fixed duration accounting rule with monthly revenue recognition for a period of 12 months.

accounting scheme

A set of instructions that tell the translation program how to create accounting entries from an event. The accounting scheme contains information about how to identify a transaction and the data that is transferred from the subledger to Global Accounting Engine and General Ledger.

accrual basis accounting

A method of accounting in which you recognize revenues in the accounting period in which you earn revenues and recognize expenses in the accounting period in which you incur the expense. Both revenues and expenses need to be measurable to be reportable.

accumulated depreciation

The total depreciation taken for an asset since it was placed in service. Also known as **life-to-date depreciation** and **depreciation reserve**.

ACE

See: adjusted current earnings, page Glossary-5

ACE book

A tax book for Adjusted Current Earnings ("ACE") tax calculations.

activity

In Oracle Workflow, a unit of work performed during a business process.

activity

In Oracle Receivables, a name that you use to refer to a receivables activity such as a payment, credit memo, or adjustment.

See also: activity attribute, page Glossary-5, function activity, page Glossary-46, receivables activity name, page Glossary-83

activity attribute

A parameter for an Oracle Workflow function activity that controls how the function activity operates. You define an activity attribute by displaying the activity's Attributes properties page in the Activities window of Oracle Workflow Builder. You assign a value to an activity attribute by displaying the activity node's Attribute Values properties page in the Process window.

ad hoc

An unplanned event created for a specific purpose. For example, an ad hoc tax code, report submission, or database query.

address validation

The type of validation you want Receivables to use for your address, if you are not using a flexible address format for validation. You can implement address validation at three levels: Error, No Validation, or Warning. 'Error' ensures that all locations exist for your address before it can be saved. 'Warning' displays a warning message if a tax rate does not exist for this address (allows you to save the record). 'No Validation' does not validate the address.

adjusted current earnings ("ACE")

A set of depreciation rules defined by United States tax law. Oracle Assets supports the Adjusted Current Earnings tax rules.

adjustment

A Receivables feature that allows you to increase or decrease the amount due of your invoice, debit memo, chargeback, deposit, or guarantee. Receivables lets you create manual or automatic adjustments.

Adjustments

In the Global Accounting Engine, a feature that lets you enter transactions directly into subledger tables. Global Accounting Engine requires you to enter a third party for

control accounts. Your control account balances for your control accounts are updated in sync in both the subledger system and General Ledger.

advance

An amount of money prepaid in anticipation of receipt of goods, services, obligations or expenditures.

advance

In Oracle Payables, an advance is a prepayment paid to an employee. You can apply an advance to an employee expense report during expense report entry, once you fully pay the advance.

agency

An administrative division of a government or international institutional body; an office or business that provides a particular service, authorized to act for others.

agent

In Oracle Payables, Receivables and General Ledger, an individual responsible for providing goods or services or authorizing their provision to another government entity or recipient.

agent

In Oracle Cash Management, the customer name or supplier name on a bank statement line.

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.

aging buckets

In Oracle Receivables and Oracle Payables, time periods you define to age your debit items. Aging buckets are used in the Aging reports to see both current and outstanding debit items. For example, you can define an aging bucket that includes all debit items that are 1 to 30 days past due. Applications Desktop Integrator uses the aging buckets you define for its Invoice Aging Report.

aging buckets

In Oracle Cash Management, aging buckets are used to define time periods represented in the forecast. Examples of aging buckets are date ranges or accounting periods.

agreement

A contract with a customer that serves as the basis for work authorization. An agreement may represent a legally binding contract, such as a purchase order, or a verbal authorization. An agreement sets the terms of payment for invoices generated against the agreement, and affects whether there are limits to the amount of revenue you can accrue or bill against the agreement. An agreement can fund the work of one or more projects.

agreement type

An implementation-defined classification of agreements. Typical agreement types include purchase order and service agreement.

alert

An entity you define that checks your database for a specific condition and sends or prints messages based on the information found in your database.

alert input

A parameter that determines the exact definition of the alert condition. You can set the input to different values depending upon when and to whom you are sending the alert. For example, an alert testing for users to change their passwords uses the number of days between password changes as an input. Oracle Alert does not require inputs when you define an alert.

alert output

A value that changes based on the outcome at the time Oracle Alert checks the alert condition. Oracle Alert uses outputs in the message sent to the alert recipient, although you do not have to display all outputs in the alert message.

allocation

A method for distributing existing amounts between and within projects and tasks. The allocation feature uses existing project amounts to generate expenditure items for specified projects.

allocation entry

A journal entry you use to allocate revenues or costs.

allocation method

An attribute of an allocation rule that specifies how the rule collects and allocates the amounts in the source pool. There are two allocation methods, full allocation and incremental allocation.

See also: full allocation, page Glossary-46, incremental allocation, page Glossary-51

allocation rule

A set of attributes that describes how you want to allocate amounts in a source pool to specified target projects and tasks.

allocation run

The results of the PRC: Generate Allocation Transactions process.

alternative region

An alternative region is one of a collection of regions that occupy the same space in a window where only one region can be displayed at any time. You identify an alternative region by a poplist icon that displays the region title, which sits on top of a horizontal line that spans the region. This display method has been replaced by tabs in Release 11i and higher.

Always Take Discount

A Payables feature you use to always take a discount on a supplier's invoice if the payment terms for the invoice include a discount. You define Always Take Discount as a Payables option that Payables assigns to new suppliers you enter. When Always Take Discount is enabled for a supplier site, you take a discount on that supplier's invoice site regardless of when you pay the invoice. When Always Take Discount is disabled, you only take a discount if you pay the invoice on or before the discount date.

amount class

For allocations, the period or periods during which the source pool accumulates amounts.

API (Application Programming Interface)

A program that verifies data before importing it into an application

applied

Payment in which you record the entire amount as settlement for one or more debit items.

appropriation

An authorization by a legislative body that permits a government to incur obligations and make payments for specified purposes. An appropriation usually follows enactment of authorizing legislation. Appropriations are limitations on the amounts agencies can obligate during the time specified in the appropriation act.

approval limits

Limits you assign to users for creating adjustments and approving credit memo requests. Receivables enforces the limits that you define here when users enter receivables adjustments or approve credit memo requests initiated from iReceivables. When users enter adjustments that are within their approval limit, Receivables automatically approves the adjustment. When users enter adjustments outside their approval limit, Receivables assigns a status of pending to the adjustment.

approved date

The date on which an invoice is approved.

archive

To archive a fiscal year is to copy the depreciation expense and adjustment transaction data for that year to a storage device.

archive

To store historical transaction data outside your database.

archive table

A temporary table to which Oracle General Ledger copies your account balances from the Balances Table.

archive table

A temporary table to which Oracle Assets copies depreciation expense and adjustment transaction data for a fiscal year.

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.

asset

An object of value owned by a corporation or business.

See also: fixed asset, page Glossary-43

asset account

A general ledger account to which you charge the cost of an asset when you purchase it. You must define an account as an asset account.

Asset Key Flexfield

Oracle Assets lets you define additional ways to sort and categorize your assets without any financial impact. You use your Asset Key Flexfield to define how you want to keep the information.

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.

attribute

See: activity attribute, page Glossary-5, item type attribute, page Glossary-56

attribute

In TCA, corresponds to a column in a TCA registry table, and the attribute value is the value that is stored in the column. For example, party name is an attribute and the actual values of party names are stored in a column in the HZ_PARTIES table.

attribute group

A group of closely related attributes within the same entity. The values for each attribute in a group must come from the same data source.

AutoAccounting

In Oracle Receivables, a feature that lets you determine how the Accounting Flexfields for your revenue, receivable, freight, tax, unbilled receivable and unearned revenue account types are created.

AutoAccounting Lookup Set

An implementation-defined list of intermediate values and corresponding Accounting Flexfield segment values. AutoAccounting lookup sets are used to translate intermediate values such as organization names into account codes.

AutoAccounting Rule

An implementation-defined formula for deriving Accounting Flexfield segment values. AutoAccounting rules may use a combination of AutoAccounting parameters, AutoAccounting lookup sets, SQL statements, and constants to determine segment values.

AutoAccounting Rule

Rules you define for the Global Intercompany System (GIS) in Oracle General Ledger to generate intercompany transactions automatically.

AutoAdjustment

A feature used to automatically adjust the remaining balances of your invoices, debit memos, and chargebacks that meet the criteria that you define.

autoallocation set

A group of allocation rules that you can run in sequence that you specify (step-down allocations) or at the same time (parallel allocations).

See also: step-down allocation, page Glossary-98, parallel allocation, page Glossary-70

Autoallocations

A feature in Oracle General Ledger that automates journal batch validation and generation for MassAllocations, Recurring Journals, MassBudgets, Project Allocations and MassEncumbrances. You can create parallel and step-down autoallocation sets.

AutoAssociate

An option that allows you to specify whether you want Oracle Receivables to determine the customer using invoice numbers if the customer cannot be identified from either the magnetic ink character recognition (MICR) number or the customer number. Receivables checks the invoice numbers until it finds a unique invoice number for a customer. Receivables then uses this invoice number to identify the customer. You can only use this feature if your bank transmits invoice numbers and if the AutoLockbox Validation program can identify a unique customer for a payment using an invoice number. Otherwise, Receivables treats the payment as unidentified.

See also: MICR number, page Glossary-64

AutoCash Rule

A feature that Post QuickCash uses to automatically apply receipts to a customer's open items. AutoCash Rules include: Apply to the Oldest Invoice First, Clear the Account, Clear Past Due Invoices, Clear Past Due Invoices Grouped by Payment Term, and Match Payment with Invoice.

See also: AutoCash Rule Set, page Glossary-10, Post QuickCash, page Glossary-75

AutoCash Rule Set

A feature that determines the order of the AutoCash Rules that the Post QuickCash program will use when automatically applying receipts to a customer's open items. You can choose to include discounts, finance charges, and items in dispute when calculating your customer's open balance.

AutoClear

Formerly an Oracle Payables feature, this was replaced by Oracle Cash Management features.

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.

AutoInvoice

A program that imports invoices, credit memos, and on-account credits from other systems to Oracle Receivables.

AutoLockbox

See: lockbox, page Glossary-60

automatic asset numbering

A feature that automatically numbers your assets if you do not enter an asset number.

automatic event

An event with an event type classification of Automatic. Billing extensions create automatic events to account for the revenue and invoice amounts calculated by the billing extensions.

automatic receipt

In addition to standard check processing, you can use the automatic receipt feature to automatically generate receipts for customers with whom you have predefined agreements. These agreements let you transfer funds from the customer's bank account to yours on the receipt maturity date.

automatic reconciliation

See: AutoReconciliation, page Glossary-11

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.

AutoReconciliation

An Oracle Cash Management feature that allows you to reconcile bank statements automatically. This process automatically reconciles bank statement details with the appropriate batch, journal entry, or transaction, based on user-defined system parameters and setup. Oracle Cash Management generates all necessary accounting entries.

See also: reconciliation tolerance, page Glossary-83

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.

available transactions

Receivables and payables transactions that are available to be reconciled by Cash Management.

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**.

Average Costing

An average costing method is used to cost transactions in both inventory and manufacturing environments. As you perform your transactions, Oracle Cost Management uses the transaction price or cost and automatically recalculates the average cost of your items.

AX Accounting Number Sequences

A feature that numbers all accounting entries with the document sequences mechanism.

AX Balance

A balance maintained by the Global Accounting Engine for each account that is marked as a control account or third party subidentification per period. The balance reports print balances summed by period (range), third party, balancing segment, and accounting segment/accounting flexfield combination.

AX Compiler

A program that creates the master template for future translation processes. This compilation is a one-time setup step and is not a part of the actual accounting.

AX Posting Manager

A program that lets you submit a process or a series of processes to run translations, the transfer to General Ledger, the Journal Import, and the Journal Post from one place in your system.

AX Program

A compilation of event types and sequence assignments. The AX Program is a PL/SQL package that handles events.

B-record

A summary record of all 1099 payments made to a supplier for one tax region.

back-value transactions

Transactions whose effective date is prior to the current accounting date. Also known as *value-dated transactions*.

BACS

See: Bankers Automated Clearing System, page Glossary-14

BAI

An acronym for the Banking Administration Institute. This organization has recommended a common format that is widely accepted for sending lockbox data. If your bank provides you with this type of statement, you can use Bank Statement Open Interface to load your bank statement information into Oracle Cash Management.

See also: Bank Statement Open Interface, page Glossary-14, bank statement, page Glossary-13

balance

See: AX Balance, page Glossary-12

balance reports

Reports that print a balance summed by period (range), third party, balancing segment, and accounting segment. A balance report only reports within a fiscal year. A balance is only printed for accounts that are marked as control accounts.

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 file

In Oracle Receivables and Oracle Payables, the data file you receive from the bank containing all of the payment information that the bank has deposited in your bank account.

bank file

In Oracle Cash Management, the electronic statement file you receive from your bank (for example, BAI format or SWIFT940). It contains all transaction information that the bank has processed through your bank account.

bank identification code

Formerly known as SWIFT code, identifies a bank or bank branch for electronic funds and wire transfers.

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.

Bank Statement Open Interface

The database interface tables that must be populated when you automatically load an electronic bank file into Oracle Cash Management. The Bank Statement Open Interface consists of one header and multiple detail lines for each bank statement.

bank statement tables

The primary database tables Oracle Cash Management works with for each bank statement. Bank statement tables are populated manually or by importing data from Bank Statement Open Interface. There are two tables for each bank statement—a bank statement headers table and a bank statement lines table. See also

See also: bank statement, page Glossary-13

bank transaction code

The transaction code used by a bank to identify types of transactions on a bank statement, such as debits, credits, bank charges, and interest. You define these codes for each bank account using the Cash Management Bank Transaction Codes window.

Bankers Automated Clearing System (BACS)

The standard format of electronic funds transfer used in the United Kingdom. You can refer to the BACS User Manual, Part III: Input Media Specifications, published by the Bankers Automated Clearing System, for the exact specifications for BACS electronic payments.

base amount

The amount that represents the denominator for the ratio used to determine the amount due. You specify your base amount when you define your payment terms.

$\text{Amount Due} = \text{Relative Amount} / \text{Base Amount} * \text{Invoice Amount}$

base model

The model item from which a configuration item was created.

baseline

To approve a budget for use in reporting and accounting.

baseline budget

The authorized budget for a project or task which is used for performance reporting and revenue calculation.

basis method

How an allocation rule is used to allocate the amounts from a source pool to target projects. The basis methods include options to spread the amounts evenly, allocate by percentage, or prorate amounts based on criteria you specify. Also referred to as the "basis."

See also: source pool, page Glossary-95

basis reduction rate

Each Investment Tax Credit Rate has a basis reduction rate associated with it. Oracle Assets applies the basis reduction rate to the ITC basis to determine the amount by which it will reduce the depreciable basis. Oracle Assets displays the basis reduction rate with its corresponding investment tax credit rate in the Assign Investment Tax Credit

form so you can easily see whether the rate you choose will reduce the depreciable basis of the asset.

batch source

A source you define in Oracle Receivables to identify where your invoicing activity originates. The batch source also controls invoice defaults and invoice numbering. Also known as a **transaction batch source**.

beginning balance

The beginning balance is the balance of the transaction item as of the beginning GL Date that you specified. This amount should be the same as the Outstanding Balance amount of the Aging - 7 Buckets Report where the As Of Date is the same as the beginning GL Date.

BIC

See: bank identification code, page Glossary-13

bill in advance

An invoicing rule that enables you to record the receivable at the beginning of the revenue recognition schedule for invoices that span more than one accounting period.

See also: invoicing rules, page Glossary-55, bill in arrears, page Glossary-15

bill in arrears

An invoicing rule that records the receivable at the end of the revenue recognition schedule for invoices that span more than one accounting period.

See also: invoicing rules, page Glossary-55, bill in advance, page Glossary-15

Bill of Exchange

In Oracle Payables, a method of payment. Also known as a **future dated payment** in some countries, including France.

Bill of Exchange

In Oracle Receivables, an agreement made with your customer in which they promise to pay a specified amount on a specific date (called the maturity date) for goods or services. This process involves the transfer of funds from your customer's bank account to your bank account.

In Oracle Cash Management, a method of payment involving the transfer of funds between bank accounts, where one party promises to pay another a specified amount on a specified date.

Bill To Address

The address of the customer who is to receive the invoice. Equivalent to **Invoice To Address** in Oracle Order Management.

Bill To Site

A customer location to which you have assigned a Bill-To business purpose. You can define your customer's bill-to sites in the Customers windows.

billing

The functions of revenue accrual and invoicing.

billing cycle

The billing period for a project. Examples of billing cycles you can define are: a set number of days, the same day each week or month, or the project completion date. You can optionally use a client extension to define a billing cycle.

billing invoice number

A system-generated number assigned to a consolidated billing invoice when you print draft or final versions of these invoices. This number appears in some Receivables windows (next to the transaction number) and reports if the profile option AR: Show Billing Number is set to Yes.

See also: consolidated billing invoice, page Glossary-24

block

Every Oracle Applications window (except root and modal windows) consists of one or more blocks. A block contains information pertaining to a specific business entity. Generally, the first or only block in a window assumes the name of the window. Otherwise, a block name appears across the top of the block with a horizontal line marking the beginning of the block.

book

See: depreciation book, page Glossary-33

bridging account

An inventory bridging account is an offset account used to balance your accounting entries. In some European countries, a bridging account is a legal requirement.

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.

See also: budget line, page Glossary-17, resource, page Glossary-87

budget book

A book that you use to track planned capital expenditures.

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.

In Oracle Assets, the interface table from which Assets uploads budget information.

budget line

Estimated cost, revenue, labor hours, or other quantity for a project or task categorized by a resource.

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

The ability to transfer budget information from a spreadsheet or flat file to the GL_INTERFACE table in Oracle 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 Interface table.

budget worksheet

Oracle Assets holds your budget in the budget worksheet so that you can review and change it before you load it into your budget book. Your budget must be in a budget book before you can run depreciation projections or reports.

budget worksheet

A worksheet that contains budget data. In the Enter Budget Amounts window in Oracle General Ledger, you can choose the Worksheet mode to enter budgets for several accounts at once. You can also use Applications Desktop Integrator to upload budget data from an Excel worksheet to Oracle General Ledger.

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 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.

burden cost code

An implementation-defined classification of overhead costs. A burden cost code represents the type of burden cost you want to apply to raw cost. For example, you can define a burden cost code of G&A to burden specific types of raw costs with General and Administrative overhead costs.

burden costs

Burden costs are legitimate costs of doing business that support raw costs and cannot be directly attributed to work performed. Examples of burden costs are fringe benefits, office space, and general and administrative costs.

burden multiplier

A numeric multiplier associated with an organization for burden schedule revisions, or with burden cost codes for projects or tasks. This multiplier is applied to raw cost to calculate burden cost amounts. For example, you can assign a multiplier of 95% to the burden cost code of Overhead

burden structure

A burden structure determines how cost bases are grouped and what types of burden costs are applied to the cost bases. A burden structure defines relationships between cost bases and burden cost codes and between cost bases and expenditure types.

burdened cost

The cost of an expenditure item, including raw cost and burden costs.

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 entity

A person, place, or thing that is tracked by your business. For example, a business entity can be an account, a customer, or a part.

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. Each installation of Oracle Projects uses one business group with one hierarchy

business purpose

The business reason you have for communicating with a customer's address. For example, you would assign the business purpose of Ship To to an address if you ship products to that address. If you also send invoices to that address, you could also assign the business purpose Bill To.

button

You choose a button to initiate a predefined action. Buttons do not store values. A button is usually labeled with text to describe its action or it can be an icon whose image illustrates its action.

cache

A temporary storage area for holding information during processing.

calculated depreciation method

A depreciation method that uses the straight-line method to calculate depreciation based on the asset life and the recoverable cost.

call actions

Actions that you record and plan to take as a result of a call with a customer. Examples of actions that you might note for future reference include creating a credit memo, excluding a customer from dunning, or alerting another member of your staff about an escalated issue.

call topics

Each call can have many points or topics of discussion. Examples include invoice, debit memo, invoice lines, and customer problems.

candidate

A record that Payables selects to purge based on the last activity date you specify. Payables only selects records that you have not updated since the last activity date you specify. Payables does not purge a candidate until you confirm a purge.

capital gain threshold

The minimum time you must hold an asset for Oracle Assets to report it as a capital gain when you retire it. If you hold an asset for at least as long as the capital gain threshold, Oracle Assets reports it as a capital gain when you retire it. If you hold the asset for less than the threshold, Oracle Assets reports it as an ordinary income from the retirement.

capital project

A project in which you build one or more depreciable fixed assets.

capitalized assets

Assets that you depreciate (spread the cost expense over time). The Asset Type for these assets is "Capitalized".

cash activity date

The date that the cash flow from the source transaction is expected to affect your cash position. When Cash Management generates a forecast, it includes source transactions whose cash activity date falls within the time period you defined.

cash basis accounting

In Oracle Receivables, an accounting method that lets you recognize revenue at the time payment is received for an invoice.

In Oracle Payables, an accounting method in which you only recognize an expense when you incur the expense. With the Cash Basis Accounting, Payables only creates accounting entries for invoice payments

Cash Clearing Account

The cash clearing account you associate with a payment document. You use this account if you account for payments at clearing time. Oracle Payables credits this account instead of your Asset (Cash) account and debits your Liability account when you create accounting entries for uncleared payments. Oracle Payables debits this account and credits your Asset (Cash) account once you clear your payments in Oracle Cash Management.

cash flow

Cash receipts minus cash disbursements from a given operation or asset for a given period.

cash forecast

Projection or estimate of cash position based on estimated future sales, revenue, earnings, or costs.

category

In Global Accounting Engine, a category is a code used to group similar items, such as plastics or metals.

category flexfield

Oracle Assets lets you group your assets and define what descriptive and financial information you want to keep about your asset categories. You use your Category Flexfield to define how you want to keep the information.

category use

Controls which object can use a given class category. For example, the SIC code 1977 can be used only by parties of type Organization.

chargeable project

For each expenditure, a project to which the expenditure can be charged or transferred.

chargebacks

A new debit item that you assign to your customer when closing an existing, outstanding debit item.

chart of accounts

The account structure your organization uses to record transactions and maintain account balances.

chart of accounts security

Restricts user access to those charts of accounts associated with that user's responsibility.

chart of accounts structure

See: Accounting Flexfield Structure, page Glossary-3

check

A bill of exchange drawn on a bank and payable on demand. Or, a written order on a bank to pay on demand a specified sum of money to a named person, to his or her order, or to the bearer out of money on deposit to the credit of the maker. A check differs from a warrant in that a warrant is not necessarily payable on demand and may not be negotiable. It differs from a voucher in that a voucher is not an order to pay.

check box

You can indicate an on/off or yes/no state for a value by checking or unchecking its check box. One or more check boxes can be checked since each check box is independent of other check boxes.

check overflow

A check printing situation where there are more invoices paid by a check than can fit on the remittance advice of the check.

child request

A concurrent request submitted by another concurrent request (a parent request.) For example, each of the reports and/or programs in a report set are child requests of that report set.

child segment value

A value that lies in a range of values belonging to one or more parent values. You can budget, enter, and post transactions to child values only.

CIP assets

See: construction-in-process assets, page Glossary-25

circular relationship

Circular relationships participate in a circle of relationships between entities. For example, Party A is related to Party B, who is related to Party C, who is related to Party A.

claim

A discrepancy between the billed amount and the paid amount. Claims are often referred to as deductions, but a claim can be positive or negative.

class category

Consists of multiple classification codes that allow for broad grouping of entities. Categories can have rules pertaining to a set of class codes, for example, Multiple Parent, Multiple Assignment, and Leaf Node Assignment rules.

class code

Provides a specific value for a class category.

classification

A means of categorizing different objects in Oracle Applications. Classifications are not limited to parties but can include projects, tasks, orders, and so on. Classifications can be user defined or based on external standards.

clear

A payment status when the bank has disbursed funds for the payment, and the payment has been cleared but not matched to a bank statement within Oracle Cash Management.

clearing

A process that assigns a cleared date and status to a transaction and creates accounting entries for the cash clearing account.

See also: manual clearing, page Glossary-61, reconciliation, page Glossary-83, reconciliation, page Glossary-83

clearing account

An account used to ensure that both sides of an accounting transaction are recorded. For example, Oracle General Ledger uses clearing accounts to balance intercompany transactions.

When you purchase an asset, your payables group creates a journal entry to the asset clearing account. When your fixed assets group records the asset, they create an offset journal entry to the asset clearing account to balance the entry from the payables group.

column set

A Financial Statement Generator report component you build within Oracle 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. You can also define a column set with each column representing a different company to enhance consolidation reporting.

columns

Oracle database tables consist of columns. Each column contains one type of information. The format to indicate tables and columns is: (TABLE_NAME.COLUMN_NAME).

combination block

A combination block displays the fields of a record in both multi-record (summary) and single-record (detail) formats. Each format appears in its own separate window that you can easily navigate between.

combination query

See: Existing Combinations, page Glossary-39

combined basis accounting

A method of accounting that combines both Accrual Basis Accounting and Cash Basis Accounting. With Combined Basis of Accounting, you use two separate sets of books, one for the accrual basis accounting method and the other for the cash basis accounting method. Payables creates journal entries for invoices and payments to post to your accrual set of books and creates journal entries for payments to post to your cash set of books.

comment alias

A user-defined name for a frequently used line of comment text, which can be used to facilitate online entry of timecards and expense reports.

commitment

In Oracle Receivables and Oracle Payables, a contractual guarantee with a customer for future purchases, usually involving deposits or prepayments. You can create invoices against the commitment to absorb the deposit or prepayment. Receivables automatically records all necessary accounting entries for your commitments.

In Oracle General Ledger, an encumbrance type typically associated with purchase requisitions to track expenditures. You can view funds available and report on commitments. Oracle Order Management allows you to enter order lines against commitments.

compensation rule

An implementation-defined name for an employee compensation method. Also known as pay type. Typical compensation rules include *Hourly* and *Exempt*.

compiler

See: AX Compiler, page Glossary-12

Compiling Schemes

A process performed during setup that generates the accounting program. A scheme is linked to your set of books.

complete invoice

An invoice with a status of Complete. When you enter a new invoice, the status remains incomplete until you actually choose to complete it. To have a status of Complete, the invoice total must be greater than or equal to zero, the invoice must have at least one invoice line, revenue records must exist for each line, revenue records for each line must add up to the line amount, and a tax and revenue credit record must exist for each line.

complete matching

A condition where the invoice quantity matches the quantity originally ordered, and you approve the entire quantity.

See also: matching, page Glossary-63, partial matching, page Glossary-70

component item

An item associated with a parent item on a bill of material.

compound tax

A method of calculating tax on top of other tax charges. You can create compound taxes in the Transactions window or with AutoInvoice.

concurrent manager

A unique facility that manages many time-consuming, non-interactive tasks within Oracle Applications. When you submit a request that does not require your interaction, such as releasing shipments or running a report, the Concurrent Manager does the work for you, letting you 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 processing

Allows a single processor to switch back and forth between different programs.

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, such as releasing a shipment, posting a journal entry, or running a report. Once you submit a request, Oracle Applications automatically completes your request.

consolidated billing invoice

An invoice that you send to a customer to provide a summary of their receivables activity for the month. This invoice includes a beginning balance, the total amount of any payments received since the prior consolidated billing invoice, an itemized list of new charges (for example, invoices, credit memos, and adjustments) in either summary or detail format, a separate reporting of consumption tax, and the total balance due for this customer.

consolidation

The process of combining the financial results of multiple companies into one financial statement. See: Global Consolidation System in the *Oracle General Ledger User Guide*.

consolidation

The Consolidate Billing Invoice program lets you print a single, monthly invoice that includes all of your customer's transactions for the period.

consolidation of balances

Recalculating the balances for a third party is sometimes called consolidation or consolidation of balances. This consolidation is not related to the General Ledger consolidation functionality.

consolidation set of books

A set of books into which you consolidate the financial results of multiple companies. You can consolidate actual, average, translated, budget, and statistical balances.

A field in Oracle General Ledger's Set of Books window that must be enabled in order to consolidate average balances

constant unit of money

A constant unit of money represents the real value of money at the end of a period. Financial statements must be prepared using the constant unit of money. The constant unit of money is independent of any methods used to evaluate a company's assets.

construction-in-process (CIP) asset

A depreciable fixed asset you plan to build during a capital project. The costs associated with building CIP assets are referred to as CIP costs. You construct CIP assets over a period of time rather than buying a finished asset. Oracle Assets lets you create, maintain, and add to your CIP assets as you spend money for material and labor to construct them. When you finish the assets and place them in service (capitalize them), Oracle Assets begins depreciating them.

See also: capital project, page Glossary-19

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).

contact

In Oracle Receivables, a representative who is responsible for communication between you and a specific part of your customer's company. For example, your customer may have a shipping contact person who handles all questions regarding orders shipped to that address. Receivables lets you enter contacts for your customers, addresses, and business purposes.

contact point

A means of contacting a party other than postal mail, for example, a phone number, e-mail address, fax number, and so on.

contact role

A responsibility that you associate to a specific contact. Oracle Receivables provides 'Bill To', 'Ship To', and 'Statements,' but you can enter additional responsibilities.

contact type

An implementation-defined classification of project contacts according to their role in the project. Typical contact types are Billing and Shipping.

content set

A Financial Statement Generator report component you build within General Ledger that lets you generate hundreds of similar reports in a single run. For example, you can define one departmental content set that prints 50 reports, one report for each department in your organization.

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, page Glossary-25

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.

control account

An accounting segment status for an account combination. This type of account is used in subledgers such as Payables or Receivables. Control accounts are used to maintain special balances for third parties per period. You should not change control accounts from a General Ledger responsibility; define and use security to protect your control accounts.

control amount

A feature you use to specify the total amount available for payment of a recurring payment. When you generate invoices for a recurring payment, Oracle Payables uses the control amount and the total number of payments to determine the invoice amount.

control book

A tax book, used for mass depreciation adjustments, that holds the minimum accumulated depreciation for each asset.

control file

A file used by SQL*Loader to map the data in your bank file to tables and columns in the Oracle database. You must create one control file for each different bank file you receive, unless some or all of your banks use the exact same format.

conversion

A process that converts foreign currency transactions to your functional currency.

See also: foreign currency conversion, page Glossary-44

Corporate book

A depreciation book that you use to track financial information for your balance sheet.

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.

cost base

A cost base refers to the grouping of raw costs to which burden costs are applied. Examples of cost bases are Labor and Materials.

cost budget

The estimated cost amounts at completion of a project. Cost budget amounts can be summary or detail, and can be burdened or unburdened.

cost burden schedule

A burden schedule used for costing to derive the total cost amount. You assign the cost burden schedule to a project type that is burdened; this default cost burden schedule defaults to projects that use the project type; and then from the project to the tasks below the project. You may override the cost burden schedule for a project or a task if you have defined the project type option to allow overrides of the cost burden schedule.

cost distribution

The act of calculating the cost and determining the cost accounting for an expenditure item.

cost group

An attribute that is used to hold item unit costs at a level below the inventory organization. Within an organization, an item might have more than one cost if the item belongs to multiple cost groups.

cost rate

The monetary cost per unit of an employee, expenditure type, or resource.

cost-to-cost

A revenue accrual method that calculates project revenue as budgeted revenue multiplied by the ratio of actual cost to budgeted cost. Also known as **percentage of completion method or percentage spent method**.

credit check

An Oracle Order Management feature that automatically checks a customer order total against predefined order and total order limits. If an order exceeds the limit, Oracle Order Management places the order on hold for review by your finance group.

credit invoice

An invoice you receive from a supplier representing a credit amount that the supplier owes to you. A credit invoice can represent a quantity credit or a price reduction.

You can create a mass addition line from a credit invoice and apply it to an asset.

credit items

Any item you can apply to an open debit item to reduce the balance due for a customer. Oracle Receivables includes credit memos, on-account credits, and unapplied and on-account cash as credit items. Credit items remain open until you apply the full amount to debit items.

credit memo

In Oracle Payables and Oracle Projects, a document that partially or fully reverses an original invoice.

In Oracle Receivables, a document that partially or fully reverses an original invoice. You can create credit memos in the Receivables Credit Transactions window or with AutoInvoice.

credit memo reasons

Standard explanations as to why you credit your customers. (Receivables Lookup)

See also: return reason, page Glossary-88

credit receiver

A person receiving credit for project or task revenue. One project or task may have many credit receivers for one or many credit types.

credit type

An implementation-defined classification of the credit received by a person for revenue a project earns. Typical credit types include Quota Credit and Marketing Credit.

cross charge

To charge a resource to a project owned by a different operating unit.

cross currency receipt

A receipt that is applied to a transaction denominated in a currency different than that of the receipt. Cross currency receipt applications usually generate a foreign exchange gain or loss due to fluctuating exchange rates between currencies.

cross instance data transfer

A feature in the General Ledger's Global Consolidation System that lets you transfer subsidiary data to your remote parent instance over your corporate intranet.

cross rate

An exchange rate you use to convert one foreign currency amount to another foreign currency amount. In Oracle Payables, you use a cross rate to convert your invoice currency to your payment currency.

cross site and cross customer receipts

Receipts that you apply across customers and sites and are fully applied. Each of these receipts appears on the statements of the customer site that owns the receipt. The invoice(s) to which you have applied a cross receipt appear on the statement of the customer or site that owns the invoice.

cross-validation rules

Rules that restrict the user from entering invalid key flexfield segment value combinations during data entry. For example, you may set up a cross-validation rule that disallows using department segments with balance sheet accounts.

Cumulative Translation Adjustment

A balance sheet account included in stockholder's equity in which Oracle 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 budget

The most recently baselined budget version of the budget.

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.

current record indicator

Multi-record blocks often display a current record indicator to the left of each record. A current record indicator is a one character field that when filled in, identifies a record as being currently selected.

customer address

A location where your customer can be reached. A customer can have many addresses. You can also associate business purposes with addresses.

customer agreement

See: agreement, page Glossary-6

customer bank

A bank account you define when entering customer information to allow funds to be transferred from these accounts to your remittance bank accounts as payment for goods or services provided.

See also: remittance bank, page Glossary-86

customer business purpose

See: business purpose, page Glossary-18

customer class

A method to classify your customers by their business type, size, or location. You can create an unlimited number of customer classes. (Receivables Lookup)

customer contact

A specific customer employee with whom you communicate. Oracle Receivables lets you define as many contacts as you wish for each customer. You can also define contacts for an address and assign previously defined contacts to each business purpose.

customer interface

A program that transfers customer data from foreign systems into Receivables.

customer interface tables

A series of two Oracle Receivables database tables from which Customer Interface inserts and updates valid customer data into your customer database.

customer merge

A program that merges business purposes and all transactions associated to that business purpose for different sites of the same customer or for unrelated customers.

customer number

In Oracle Payables, the number a supplier assigns to your organization.

customer number

In Oracle Receivables, a number assigned to your customers to uniquely identify them. A customer number can be assigned manually or automatically, depending on how you set up your system.

customer phone

A phone number that is associated with a customer. You can also assign phone numbers to your customer contacts.

customer profile

A method used to categorize your customers based on credit information. Receivables uses credit profiles to assign statement cycles, dunning letter cycles, salespersons, and collectors to your customers. You can also decide whether you want to charge your customers interest. Oracle Order Management uses the order and total order limits when performing credit checking.

customer profile class

A category for your customers based on credit information, payment terms, currency limits, and correspondence types.

customer relationship

An association that exists between customers which lets you apply payments to related customers, apply invoices to related customer's commitments, and create invoices for related customers.

customer response

Explanations, comments, or claims that customers make during conversation with a collector regarding the call reason.

customer site

A site where a customer is located. A customer can have more than one site. Site names can more easily identify a customer address, facilitating invoice and order entry.

See also: location, page Glossary-60

customer status

The Active/Inactive flag you use to inactivate customers with whom you no longer do business. If you are using Oracle Order Management, you can only enter orders, agreements, and returns for active customers, but you can continue to process

returns for inactive customers. If you are using Receivables, you can only create invoices for active customers, but you can continue collections activities for inactive customers.

cutoff day

The day of the month that determines when an invoice with proxima payment terms is due. For example, if it is January and the cutoff day is the 10th, invoices dated before or on January 10 are due in the next billing period; invoices dated after the 10th are due in the following period.

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.

Data Quality Management (DQM)

A TCA feature that provides a set of tools to keep the TCA registry clean and accurate, with matching, duplicate identification, and merging functionality.

data sharing group

Groups information about business entities such as parties, their addresses, contact points, relationships, and the like based on criteria such as classifications, relationship types, or created by modules. For example, one Data Sharing Group might be created for patients, another for employees, and another for parties classified as both patients and employees. A security administrator may then assign privileged access to create, update, or delete information secured by this Data Sharing Group based on the applicable business policy.

data source

The source of the records in the TCA Registry; for example user entered or third party.

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.

See also: customer interface table, page Glossary-30

date placed in service

The calendar date on which you start using an asset.

debit invoice

An invoice you generate to send to a supplier representing a credit amount that the supplier owes to you. A debit invoice can represent a quantity credit or a price reduction.

debit items

Any item that increases your customer's balance. Oracle Receivables includes invoices, debit memos, and chargebacks as debit items. Debit items remain open until the balance due is zero.

debit memo reversal

A reversal of a payment that generates a new debit memo, instead of reopening old invoices and debit memos.

debit memos

Debits that you assign to a customer to collect additional charges. For example, you may want to charge a customer for unearned discounts taken, additional freight charges, taxes, or finance charges.

deduction

See: claim, page Glossary-21

deferred depreciation

The difference between the depreciation expense for an asset in a tax book and its depreciation expense in the associated corporate book.

deferred revenue

An event type classification that generates an invoice for the amount of the event, and has no immediate effect on revenue. The invoice amount is accounted for in an unearned revenue account that will be offset as the project accrues revenue.

delete group

A set of items, bills, and routings you choose to delete.

deleting the rules

Purging the rules tables. After you have loaded the rules into the accounting scheme, you can delete them.

Deleting TP

The Deleting TP program deletes your translation program. If you delete your translation program, however, you risk the integrity of your entries.

demand class

A category you can use to segregate scheduled demand and supply into groups, so that you can track and consume the groups independently. You can define a demand class for a very important customer or a group of customers. (Manufacturing Lookup)

demand management

The function of recognizing and managing all demands for products, to ensure the master scheduler is aware of them. This encompasses forecasting, order entry, order promising (available to promise), branch warehouse requirements, and other sources of demand.

demand time fence

A date within which the planning process does not consider forecast demand when calculating actual demand. Within the demand time fence, sales orders are the only source of demand. Outside the demand time fence, the planning process considers forecast entries.

denomination currency

In some financial contexts, a term used to refer to the currency in which a transaction takes place. In this manual, this currency is called transaction currency.

See also: transaction currency, page Glossary-103

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.

deposit

A type of commitment whereby a customer agrees to deposit or prepay a sum of money for the future purchase of goods and services.

depreciable basis

The amount of your asset that is subject to depreciation, generally the cost minus the salvage value. Also known as **recoverable cost**.

depreciate

To depreciate an asset is to spread its cost over the time you use it. You charge depreciation expense for the asset each period. The total depreciation taken for an asset is stored in the accumulated depreciation account.

depreciation book

A book to store financial information for a group of assets. A depreciation book can be corporate, tax, or budget. Also known as **book**.

depreciation calendar

The depreciation calendar determines the number of accounting periods in a fiscal year. It also determines, with the divide depreciation flag, what fraction of the annual depreciation amount to take each period. You must specify a depreciation calendar for each book.

depreciation projection

The expected depreciation expense for specified future periods.

depreciation reserve

See: accumulated depreciation, page Glossary-5

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 lower level budget whose authority is controlled by a Master 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.

direct debit

An agreement made with your customer to allow the transfer of funds from their bank account to your bank account. The transfer of funds occurs when the bank receives a document or tape containing the invoices to be paid.

disbursement type

A feature you use to determine the type of payment for which a payment document is used. For example, computer-generated payments and recorded checks or wire transfers.

discount

The amount or percentage that you allow a customer to decrease the balance due for a debit item. In Oracle Receivables, you use Payment Terms to define customer discounts and can choose whether to allow earned and unearned discounts.

See also: earned discounts, page Glossary-36, unearned discounts, page Glossary-104, payment terms, page Glossary-74

discrete job

A production order for the manufacture of a specific (discrete) quantity of an assembly, using specific materials and resources, within a limited range of time. A discrete job collects the costs of production and allows you to report those costs -- including variances -- by job. Also known as **work order** or **assembly order**.

display group

An optional report component in Oracle General Ledger's Financial Statement Generator. Display groups determine the range of rows in a row set or columns in a column set that will be displayed or hidden in a financial report. Display groups are assigned to Display Sets.

display set

A Financial Statement Generator report component that includes one or more display groups 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.

distribution line

In Oracle Payables and Oracle Projects, a line corresponding to an accounting transaction for an expenditure item on an invoice, or a liability on a payment.

distribution line

In Oracle Assets, information such as employee, general ledger depreciation expense account, and location to which you have assigned an asset. You can create any number of distribution lines for each asset. Oracle Assets uses distribution lines to allocate depreciation expense and to produce your Property Tax and Responsibility Reports.

distribution set

In Oracle Receivables, a predefined group of general ledger accounting codes that determine the debit accounts for other receipt payments. Receivables lets you relate distribution sets to receivables activities to speed data entry.

distribution set

In Oracle Payables, a feature you use to assign a name to a predefined expense distribution or combination of distributions (by percentage). Payables displays on a list of values the list of Distributions Sets you define. With Distribution Sets, you can enter routine invoices into Payables without having to enter accounting information.

distribution total

The total amount of the distribution lines of an invoice. The distribution total must equal the invoice amount before you can pay or post an invoice.

document

The physical base of a transaction, such as an invoice, a receipt, or a payment.

document category

A document category is used to split transactions into logical groups. You can assign a different sequence to each category and, by doing so, separately number each logical group. Each category is associated with a table. When you assign a sequence to a category, the sequence numbers the transactions in that table. Oracle Receivables lets you set up categories for each type of transaction, receipt, and adjustment.

document sequence

A unique number that is manually or automatically assigned to documents such as bank statements in Oracle Cash Management, invoices in Oracle Receivables, or journal entries in Oracle General Ledger. Also used to provide an audit trail. Many countries require all documents to be sequentially numbered. Document sequencing can also be used in Public Sector implementations to comply with reporting and audit requirements.

domestic transaction

Transactions between registered traders in the same EU (European Union) country. Domestic transactions have VAT charged on goods and services with different countries applying different VAT rates to specific goods and services.

See also: external transaction, page Glossary-41, EU, page Glossary-38

drilldown

A software feature that allows you to view the details of an item in the current window via a window in a different application.

DTD (Document Type Definition)

The statement of rules for an XML document that specifies which elements (markup tags) and attributes (values associated with the tag) are allowed in your document.

due from

A liability account you use to record noncurrent portions of a long-term debt, owed by one fund to another fund, within the same reporting entity.

due to

An asset account you use to record the noncurrent portion of a long-term loan, from one fund to another fund, within the same reporting entity.

dunning letter set

A group of dunning letters that you can assign to your customer's credit profile.

dunning letters

A letter that you send to customers to inform them of past due debit items. Receivables lets you specify the text and format of each letter and whether to include unapplied and on-account payments.

DUNS (Data Universal Numbering System) number

The nine-digit identification number assigned by Dun & Broadstreet to each commercial entity in its database. For businesses with multiple locations, each location is assigned a unique DUNS number.

duplicate

An exception that Oracle Alert has previously sent to the same distribution list. You can choose to suppress duplicates completely for detail messages, or to identify them with asterisks (*) in summary messages. For example, if on Monday Oracle Alert notifies a purchasing agent that a supplier shipment is overdue, then on Tuesday Oracle Alert finds that the shipment is still overdue, you can choose whether Oracle Alert should renotify the purchasing agent or suppress the message.

dynamic distribution

A distribution that includes at least one recipient whose electronic mail ID is represented by an alert output. Oracle Alert locates the actual electronic mail ID in one of the application tables, and substitutes it into the distribution before sending the alert message.

dynamic insertion

An optional Accounting Flexfields feature that allows you to create new account combinations during data entry in Oracle Applications. By enabling this feature, it prevents having to define every possible account combination that can exist. Define cross-validation rules when using this feature.

earned discounts

Discounts your customers are allowed to take if they remit payment for their invoices on or before the discount date. The discount date is determined by the payment terms assigned to an invoice. Oracle Receivables takes into account any discount grace days you assign to this customer's credit profile. For example, if the discount due date is the 15th of each month, but discount grace days is 5, your customer must pay on or before the 20th to receive the earned discount. Discounts are determined by the terms you assign to an invoice during invoice entry.

See also: unearned discounts, page Glossary-104

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*.

EFT

See: Electronic Funds Transfer (EFT), page Glossary-37

Electronic Funds Transfer (EFT)

A method of payment in which your bank transfers funds electronically from your bank account into another bank account. In Payables your bank transfers funds from your bank account into the bank account of a supplier you pay with the Electronic payment method.

employee organization

The organization to which an employee is assigned.

encumbrance

An entry you make to record anticipated expenditures of any type. Oracle Financials create requisition encumbrances and purchase order encumbrances automatically when encumbrance accounting or budgetary control is enabled. You can also record other encumbrances manually. For example, you can record encumbrances for your payroll.

See also: encumbrance journal entry, page Glossary-37

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, page Glossary-17

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 validate an invoice matched to an encumbered purchase order, Oracle 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 validate 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.

end of period's unit of money

The end of period's unit of money is the value that represents money's acquiring power as of period end.

ending balance

The ending balance represents the balance of the transaction as of the ending GL Date that you have specified. This column should be the same as the Outstanding Balance of the Aging - 7 Buckets Report for this item.

engineer-to-order

An environment where customers order unique configurations that engineering must define and release custom bills for material and routings that specify how to build them. Oracle Manufacturing Release 10 does not provide special support for this environment beyond the support it provides for assemble-to-order manufacturing.

engineering change order (ECO)

A record of revisions to one or more items usually released by engineering.

entity

A group of related attributes in the TCA Registry; for example Organization Profile, Person Profile, Address, and Contact Point.

escheatment

The legal process of remitting unclaimed property to the required authority. In the United States, escheatment laws are at the state level. Under these laws, accounts payable departments are required to perform due diligence to contact and remit the funds to the payee. Organizations must then remit to the state of last known address of the owner all unpaid items once they have been outstanding for a set time period.

estimated index value

In some countries, if the index value for a period is not known, you can use an estimated index value. The inflation adjustment process operates the same way as when the exact index value is known.

See also: index value, page Glossary-51

EU

European Union. A single European market in which custom and tariff barriers do not exist between member states. Member states share a single currency, the Euro.

euro

A single currency adopted by the member states of the European Union. The official abbreviation, EUR, is used for all commercial, business, and financial purposes, and has been registered with the International Standards Organization (ISO).

event

In Global Accounting Engine, an event associates a document's accounting entries with a transaction. These entries were already created or must be created in the next posting process. An example of an event is an adjustment to an invoice. If a second adjustment is needed for the same document, a second event is created. Events can be of different event types, which causes different accounting entries.

event alert

An alert that runs when a specific event that you define occurs.

For example, you can define an event alert to send a message to the Accounts Payable Supervisor when an Accounts Payable Clerk enters an invoice that exceeds your maximum invoice amount for that supplier.

event type

An implementation-defined classification of events that determines the revenue and invoice effect of an event. Typical event types include Milestones, Scheduled Payments, and Write-Offs.

exception reporting

Exception reporting is an integrated system of alerts, messages and distribution lists to focus attention on time-sensitive or critical information, streamline your communication channels, shorten your reaction time, and eliminate your information clutter. Exception reporting communicates information by either electronic mail or paper reports.

exchange rate

A rate that represents the amount one currency can be exchanged for another at a specific point in time. Oracle Applications can access daily, periodic, and historical rates. These rates are used for foreign currency conversion, revaluation, and translation.

exchange rate type

The source of an exchange rate. For example, user defined, spot, or corporate rate.

See also: corporate exchange rate, page Glossary-26, spot exchange rate, page Glossary-96

exchange rate variance

The difference between the exchange rate for a foreign-currency invoice and its matched purchase order. Payables tracks any exchange rate variances for your foreign-currency invoices.

exemption certificate

A document obtained from a taxing authority which certifies that a customer or item is either partially or fully exempt from tax. The document details the reason for the exemption and the effective and expiration dates of the certificate.

Existing Combinations

A feature specific to key flexfields in data entry mode that allows you to enter query criteria in the flexfield to bring up a list of matching predefined combinations of segment values to select from.

expenditure

A group of expenditure items incurred by an employee or an organization for an expenditure period. Typical expenditures include Timecards and Expense Reports.

expenditure category

An implementation- defined grouping of expenditure types by type of cost. For example, an expenditure category with a name such as *Labor* refers to the cost of labor.

expenditure comment

Free text that can be entered for any expenditure item to explain or describe it in further detail.

expenditure cost rate

The monetary cost per unit of a non-labor expenditure type.

expenditure cycle

A weekly period for grouping and entering expenditures.

expenditure group

A user-defined name used to track a group of pre-approved expenditures, such as Timecards, or Expense Reports.

expenditure item

The smallest logical unit of expenditure you can charge to a project and task. For example, an expenditure item can be a timecard item or an expense report item.

expenditure item date

The date on which work is performed and is charged to a project and task.

expenditure operating unit

For an expenditure, the operating unit where the expenditure item was incurred against a project.

expenditure organization

For timecards and expense reports, the organization to which the incurring employee is assigned, unless overridden by organization overrides. For usage, supplier invoices, and purchasing commitments, the incurring organization entered on the expenditure.

expenditure type

An implementation-defined classification of cost that you assign to each expenditure item. Expenditure types are grouped into cost groups (expenditure categories) and revenue groups (revenue categories).

expenditure (week) ending date

The last day of an expenditure week period. All expenditure items associated with an expenditure must be on or before the expenditure ending date, and must fall within the expenditure week identified by the expenditure week ending date.

expenditures

Activities that represent payments, repayments, or receipts for goods or services provided. For some governments, expenditures include anticipated expenses, such as

encumbrances, in addition to activity that directly leads to an outlay of cash, such as an invoice. In Oracle Public Sector Financials, the term *expenditures* includes actual expenses and accrued liabilities. Expenditures do not include anticipated expenses, such as encumbrances.

expense report

In Oracle Payables, a document that details expenses incurred by an employee for the purpose of reimbursement. You can enter expense reports online in Payables, or employees enter them online in Internet Expenses. You can then submit Expense Report Import to import these expense reports and expense reports from Projects. The import program creates invoices in Payables from the expense report data.

Expense Report Import

An Oracle Payables process you use to create invoices from Payables expense reports. You can also use Expense Report Import to create invoices from expense reports in Oracle Projects.

When you initiate Expense Report Import, Payables imports the expense report information and automatically creates invoices with invoice distribution lines from the information. Payables also produces a report for all expense reports it could not import.

expensed asset

An asset that you do not depreciate, but charge the entire cost in a single period. Oracle Assets does not depreciate an expensed asset, or create any journal entries for it. You can, however, use Oracle Assets to track expensed assets. The Asset Type for these assets is "Expensed".

expensed item

Items that do NOT depreciate; the entire cost is charged in a single period to an expense account. Oracle Assets tracks expensed items, but does not create journal entries for them.

export

The process of creating a file from selected data in an applications. Typically, archived account balances and journal data are exported or archived to backup media for storage.

export file

A file that contains data to be exported such as archived account balances and journal data copied to backup media for storage. Export files must have the extension .dmp. It is useful to name an export file so it identifies the archived data. For example, if you are saving fiscal year 1998 for your San Francisco set of books, name your export file FY98SF.dmp.

external organization

See: organization, page Glossary-69

external transaction

Transactions between an EU (European Union) trader and a supplier or customer located in a non-EU country. Customers and sites in non-EU countries are tax exempt and should have a zero tax code assigned to all invoices.

See also: domestic transaction, page Glossary-35, EU, page Glossary-38

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 financial institution or factor.

factoring

The process by which you sell your accounts receivable to a financial institution (such as a bank) in return for cash. Financial institutions usually charge a fee for factoring.

FASB 52 (U.S.)

See: SFAS 52, page Glossary-94

Federal Identification Number

See: Tax Identification Number, page Glossary-100

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.

feeder system

A non-Oracle system from which you can pass information into Oracle Assets. For example, you can pass budget or production information from a spreadsheet into Oracle Assets.

fiduciary funds

A fund type for which the accounting and reporting techniques depend on whether the fund is expendable or nonexpendable. Examples of fiduciary funds include Trust and Agency funds.

field

A position on a window that you use to enter, view, update, or delete information. A field prompt describes each field by telling you what kind of information appears in the field, or alternatively, what kind of information you should enter in the field.

field type

Each record you import is divided into regions and each region holds a different piece of information. Oracle Receivables calls these regions "fields" and provides you with a list of the types of fields that can be interfaced through AutoLockbox.

finance charges

Additional charges that you assign to customers for past due items. You specify whether you want to charge your customers finance charges in their customer profiles. Finance charges can be included on your customer's statements and dunning letters.

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 report building tool for Oracle General Ledger. You can design and generate financial reports, apply security rules to control access to data via reports, and use specific features to improve reporting productivity.

firm schedule

A burden schedule of burden multipliers that will not change over time. This is compared to provisional schedules in which actual multipliers are mapped to provisional multipliers after an audit.

first bill offset days

The number of days that elapse between a project start date and the date that the project's first invoice is issued.

fiscal year

Any yearly accounting period without regard to its relationship to a calendar year.

fixed asset

An item owned by your business and used for operations. Fixed assets generally have a life of more than one year, are acquired for use in the operation of the business, and are not intended for resale to customers. Assets differ from inventory items since you use them rather than sell them.

fixed assets unit

A measure for the number of asset parts tracked in Oracle Assets. You can assign one or more units to a distribution line.

fixed date

See: schedule fixed date, page Glossary-92

fixed rate currencies

Currencies with fixed exchange rates. No longer applicable to EU member states.

flat file

A file where the data is unformatted for a specific application.

flat tax

A specific amount of tax, regardless of the amount of the item. There is no rate associated with flat taxes. Flat taxes are charged on items such as cigarettes, gasoline, and insurance.

flat-rate depreciation method

A depreciation method that calculates the depreciation for an asset based on a fixed rate each year. This method uses a constant rate which Oracle Assets multiplies by an asset's recoverable cost or net book value as of the beginning of each fiscal year.

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.

flexfield segment

One of the sections of your key flexfield, separated from the other sections by a symbol that you define (such as -, /, or \). Each segment typically represents an element of your business, such as cost center, product, or account.

flexible address format

Oracle Applications allows you to enter an address in the format most relevant for the country of your customer, supplier, bank, or remit-to site. This is done by using descriptive flexfields to enter and display address information in the appropriate formats. The descriptive flexfield opens if the country you enter has a flexible address style assigned to it, allowing you to enter an address in the layout associated with that country.

FOB

(Free On Board) The point or location where the ownership title of goods is transferred from the seller to the buyer. This indicates that delivery of a shipment will be made on board or into a carrier by the shipper without charge, and is usually followed by a shipping point or destination (e.g. 'FOB Our warehouse in New York'). The FOB code is currently available only for reference purposes. Revenue and cost recognition is not currently determined by the value entered in this field. (Receivables Lookup)

folder

Customizable windows located throughout Oracle Applications. Folders allow you to: change the display of a window by resizing or reordering columns, hide or display columns, and change field names to best fit the needs of each user's working style.

follow up date

The date when you plan to perform a subsequent action. Examples include a date that you specify for verifying that you have received payment or a date that you note for calling the customer again.

foreign currency

In Oracle Applications, a currency that is different from the functional currency you defined for your set of books in Oracle General Ledger. When you enter and pay a foreign currency invoice, Payables automatically converts the foreign currency into your functional currency at the rate you define. General Ledger automatically converts foreign currency journal entries into your functional currency at the rate you define.

See also: exchange rate, page Glossary-39, functional currency, page Glossary-46

foreign currency conversion

A process in Oracle Applications that converts a foreign currency transaction into your functional currency using an exchange rate you specify.

See also: foreign currency exchange gain or loss, page Glossary-45

foreign currency journal entry

A journal entry in which you record transactions in a foreign currency. Oracle General Ledger automatically converts foreign currency amounts into your functional currency using an exchange rate you specify

See also: foreign currency, page Glossary-44, functional currency, page Glossary-46

foreign currency realized gain/loss

Gains or losses on foreign currency transactions due to foreign currency fluctuations. Typically, the gain or loss is tracked for assets or liabilities for a period of time. Oracle General Ledger posts all foreign currency gains or losses resulting from revaluations to the Cumulative Translation Adjustment account defined in your set of books. Oracle Payables determines the foreign currency gain or loss as the difference between the invoiced amount and the payment amount due to changes in exchange rates.

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. Oracle 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. Oracle 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.).

form

A window that contains a logical collection of fields, regions, and blocks that appear on a single screen. You enter data into forms.

See also: window, page Glossary-107

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 Oracle 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.

Free On Board (FOB)

See: FOB, page Glossary-44

freight carrier

A commercial company used to send product shipments to your customers.

freight charges

A shipment-related charge added during ship confirmation (in Oracle Order Management) and billed to your customer.

full allocation

An allocation method that distributes all the amounts in the specified projects in the specified amount class. The full allocation method is generally suitable if you want to process an allocation rule only once in a run period.

See also: incremental allocation, page Glossary-51

function

A PL/SQL stored procedure referenced by an Oracle Workflow function activity that can enforce business rules, perform automated tasks within an application, or retrieve application information. The stored procedure accepts standard arguments and returns a completion result.

See also: function activity, page Glossary-46

function activity

An automated Oracle Workflow unit of work that is defined by a PL/SQL stored procedure.

See also: function, page Glossary-46

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

The principal currency you use to record transactions and maintain accounting data for your set of books.

fund

A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities or balances and changes to these balances are recorded. A fund is segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions, or limitations. When you implement Oracle Public Sector Financials, Fund is typically the balancing segment of your Accounting Flexfield.

fund balance

Fund balance is the equity portion of a fund balance sheet. Fund balance may contain one or more of the following subdivisions: **reserved** - A portion of the fund balance not available for expenditure or legally segregated for a specific future use. For example, Reserve for Encumbrances and Reserve for Inventory are reserved portions of fund balance. **Unreserved, designated** - A portion of the fund balance established to indicate tentative plans for the future use of current resources. **Unreserved, undesignated** - Fund balance available for use without predefined restrictions.

fund group

A general category of funds for which you report fund activity as a whole. Plant funds, restricted funds, and general operating funds are examples of fund groups. Each fund group can have one or more funds associated with it. In Oracle Public Sector Financials, you can summarize funds into fund groups using rollup groups.

fund segment

The segment of your Accounting Flexfield that you use to record fund, appropriation, or other information relating to a fiscal entity. In Oracle Public Sector Financials, *fund segment* is a generic term for the balancing segment you specify when you implement Oracle Public Sector Financials.

fund type

A classification of funds for specifying accounting attributes. GAAP and other accounting authorities specify the fund types in general use and the appropriate accounting method, use of encumbrance, use of budgetary or proprietary accounts, and other attributes. For example, governmental units typically use the following fund types: General, Special Revenue, Capital Projects, Debt Service, Internal Service, Enterprise, and Trust & Agency.

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 Financial Applications, the amount budgeted less actual expenses and encumbrances of all types. Oracle Financials lets you check funds available through online inquiries or generated reports.

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.

In Oracle Payables, you can check funds when you enter a requisition, purchase order, or invoice.

In Oracle General Ledger, 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. Payables reserves funds for your invoice when you validate the invoice. Invoice Validation 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. Payables 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.

gain

See: realized gain or loss, page Glossary-82, unrealized gain or loss, page Glossary-105

gain / loss

The profit or loss resulting from the retirement of an asset.

general ledger

A record of a business entity's accounts. Contains the accounts that make up the entity's financial statements. Journal entries, in Oracle General Ledger or subledger applications, update account balances.

general ledger date

The date used to determine the correct accounting period for your transactions. The Oracle Receivables posting program uses this date when posting transactions to your general ledger.

GL Date

The date, referenced from Oracle General Ledger, used to determine the correct accounting period for your transactions.

In Oracle Payables and Receivables, you assign a GL Date to your invoices and payments when they are created.

In Oracle Projects, the end date of the GL Period in which costs or revenue are transferred to Oracle General Ledger. This date is determined from the open or future GL Period on or after the Project Accounting Date of a cost distribution line or revenue. For invoices, the date within the GL Period on which an invoice is transferred to Oracle Receivables.

GL Date range

An accounting cycle that is defined by a beginning and ending GL Date.

global segment prompt

A non-context-sensitive descriptive flexfield segment. Each global segment typically prompts you for one item of information related to the zone or form in which you are working.

global segment value

A response to your global segment prompt. Your response is composed of a series of characters and a description. The response and description together provide a unique value for your global segment, such as J. Smith, Financial Analyst, or 210, Building C.

governmental funds

A type of fund whose objective is to provide services to the public. Governmental funds are concerned with the availability of resources to provide services. Examples of governmental funds are General, Special Revenue, Capital Projects, and Debt Service.

grace period

See: Receipt Acceptance Period, page Glossary-82

grant

Assistance awards in which a government agency provides funding to another government agency or other recipient, and in which the granting agency does not have substantial involvement with the receiving agency or recipient during the performance of the grant activity. For example, a state government might give grants to regional and local governments for various purposes. The regional and local governments administer the grant for the state government.

grouping rule

A rule set you define that AutoInvoice uses to group revenue and credit transactions into invoices, debit, and credit memos.

See also: line ordering rules, page Glossary-60

GSA

An acronym for the General Services Administration. In Oracle Receivables, you can indicate whether a customer is a government agency that orders against GSA agreements in Oracle Order Management.

guarantee

A contractual obligation to purchase a specified amount of goods or services over a predefined period of time.

hierarchical relationship

A relationship in which a party is ranked above the other. The rank is determined by the role that they are taking in a relationship.

historical balances

Historical balances are composed of journal entry line amounts expressed in the units of money that were current when the transactions took place. Historical balances are the opposite of inflation-adjusted balances.

historical exchange rate

A weighted-average rate for transactions that occur at different times. Oracle 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.

hold

In Oracle Payables, an Oracle Applications feature that prevents a transaction from occurring or completing until the hold has been released. You can place a hold on an invoice or an invoice scheduled payment line. All holds in Payables prevent payment; some holds also prevent accounting.

hold

In Oracle Receivables, a feature that prevents an order or order line from progressing through the order cycle. If you place a customer on credit hold in Receivables, you cannot create new orders for this customer in Oracle Order Management. However, you can still create transactions for this customer in Receivables.

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.

IBAN

See: international bank account number, page Glossary-53

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

See: Journal Import, page Glossary-58

import program

A program that imports data from an external system to an Oracle application. You can use SQL*Loader as the import program to import data into the open interface tables.

imported invoice

In Oracle Receivables, an invoice that is imported into Receivables from an external system (for example, Oracle Order Management) using the AutoInvoice program.

imported invoice

In Oracle Payables, an invoice that is imported into Payables using the Payables Open Interface Import program.

income tax region

The region or state you assign to paid invoice distribution lines for a 1099 supplier. If you participate in the Combined Filing Program, Payables produces K records for all income tax regions participating in the Combined Filing Program that have qualifying payments.

income tax type

A type of payment you make to 1099 suppliers. With Payables you can assign an income tax type to each paid invoice distribution line for a supplier. The Internal Revenue Service (IRS) requires that you report, by income tax type, payments made to 1099 suppliers.

incomplete invoice

An invoice whose status has not been changed to Complete or that has failed validation. To complete an invoice, several conditions must be met. For example, the invoice must have at least one line and the GL date must be in an Open or Future period.

incremental allocation

An allocation method that creates expenditure items based on the difference between the transactions processed from one allocation to the next. This method is generally suitable if you want to use an allocation rule in allocation runs several times in a given run period.

See also: full allocation, *ERROR: linkend not in current document and TARGET_BOOK_TITLE missing*

index values

An index value represents the price level for the period that the value applies to in relation to a fixed base level. Index values are used to calculate the correction factor that represents the inflation rate in the inflation adjustment process.

See also: estimated index value, page Glossary-38

inflation-adjusted balances

Inflation-adjusted balances are composed of the original journal entry line amounts and the inflation adjustment journal entry line amounts. If you use the historical/adjusted option, you maintain inflation-adjusted balances in a separate inflation-adjusted set of books in Oracle General Ledger. If you use the adjusted-only option, you maintain inflation-adjusted balances in your primary set of books.

inflation adjustment date

The inflation adjustment date (Fecha Valor) is the date that each journal entry must be adjusted from, which can be different than the journal entry's effective date. Every journal entry must be adjusted for the period from the inflation adjustment date until the present time. The default value for the inflation adjustment date is the journal entry's effective date.

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.

installment

One of many successive payments of a debt. You specify a payment schedule when defining your payment terms.

installment number

A number that identifies the installment for a specific transaction.

intangible asset

A long term asset with no physical substance, such as a patent, copyright, trademark, leasehold, and formula. You can depreciate intangible assets using Oracle Assets.

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.

intercompany account

A general ledger account that you define in an Accounting Flexfield to balance intercompany transactions. You can define multiple intercompany accounts for use with different types of accounts payable journal entries.

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.

intercompany segment

A segment you define in your chart of accounts to track intercompany transactions by company or trading partner.

interest invoice

An invoice that Oracle Payables creates to pay interest on a past-due invoice. Payables automatically creates an expense distribution line for an interest invoice using an account you specify.

interface table

A temporary database table used for transferring data between applications or from an external application.

See also: database table, page Glossary-31

interfund account

A general ledger account you define in an Accounting Flexfield to balance interfund transactions. You can define multiple interfund accounts for use with different types of journal entries. You can define multiple interfund accounts and link them with balancing segment values so each fund can have multiple interfund accounts. For example, fund A can have an interfund payable account for fund B and an interfund receivable account for fund B. Fund A can have an interfund payable account for fund C and an interfund receivable account for fund C.

interfund entry

A transaction between two or more funds. For example, an activity funded out of the General Fund that is to be reimbursed by the Plant Fund is an interfund transaction. Oracle Public Sector Financials can automatically create basic interfund entries when you post a journal entry that does not balance by balancing segment value or fund.

interfund journal entry

A journal entry that records transactions between affiliates. Oracle General Ledger keeps your accounting records in balance for each fund by automatically creating offsetting entries to an interfund account you define.

interfund transfer

All interfund transactions except for loans, advances, quasi-external transactions, and reimbursements.

intermediate value

The parameter value, constant, or SQL statement result that is determined during the first step in the execution of an AutoAccounting rule.

internal organization

See: organization, page Glossary-69

internal requisition

See: internal sales order, page Glossary-53, purchase requisition, page Glossary-80

internal sales order

A request within your company for goods or services. An internal sales order originates from an employee or from another process as a requisition, such as inventory or manufacturing, and becomes an internal sales order when the information is transferred from Purchasing to Order Management. Also known as **internal requisition** or **purchase requisition**.

International Bank Account Number

Uniquely identifies the account number of a bank's customer in euro-zone countries to help ensure error free cross-border payments.

intraEU, taxed transaction

Transactions between non-registered traders in different EU (European Union) countries. VAT must be charged to customers within the EU if you do not know their VAT registration number. The destination country and inventory item controls which VAT rate to use.

intraEU, zero rated transactions

Transactions between registered traders in different EU (European Union) countries. An Intra-EU transaction is zero rated if and only if you know the customer's VAT registration number; otherwise, VAT must be charged on the invoice.

intransit inventory

Items being shipped from one inventory organization to another. While items are intransit you can view and update arrival date, freight charges, and so on.

inventory controls

Parameter settings that control how Oracle Inventory will function, such as lot, locator, and serial number control.

investment tax credit (ITC)

A United States tax credit that is based on asset cost.

invoice

In Oracle Receivables and Oracle Cash Management, a document that you create in Receivables that lists amounts owed for the purchases of goods or services. This document also lists any tax, freight charges, and payment terms.

invoice

In Oracle Payables and Oracle Assets, a document you receive from a supplier that lists amounts owed to the supplier for purchased goods or services. In Payables, you create

an invoice online using the information your supplier provides on the document, or you import an invoice from a supplier. Payments, inquiries, adjustments and any other transactions relating to a supplier's invoice are based upon the invoice information you enter.

invoice batch

In Oracle Receivables, a group of invoices you enter together to ensure accurate invoice entry. Invoices within the same batch share the same batch source and batch name. Receivables displays any differences between the control and actual counts and amounts. An invoice batch can contain invoices in different currencies.

invoice batch

In Oracle Payables, a feature that allows you to enter multiple invoices together in a group. You enter the batch count, or number of invoices in the batch, and the total batch amount, which is the sum of the invoice amounts in the batch, for each batch of invoices you create. You can also optionally enter batch defaults for each invoice in a batch. When you use the Invoice Batch Controls profile option, Payables automatically creates invoice batches for Payables expense reports, prepayments, and recurring invoices, as well as all standard invoices. In addition, you can specify a batch name when you import invoices.

invoice burden schedule

A burden schedule used for invoicing to derive the bill amount of an expenditure item. This schedule may be different from your revenue burden schedule, if you want to invoice at a different rate at which you want to accrue.

invoice date

In Oracle Assets and Oracle Projects, the date that appears on a customer invoice. This date is used to calculate the invoice due date, according to the customer's payment terms.

In Oracle Receivables, the date an invoice is created. This is also the date that Receivables prints on each invoice. Receivables also uses this date to determine the payment due date based on the payment terms you specify on the invoice.

In Oracle Payables, the date you assign to an invoice you enter in Payables. Payables uses this date to calculate the invoice due date, according to the payment terms for the invoice. The invoice date can be the date the invoice was entered or it can be a different date you specify.

invoice distribution line

A line representing an expenditure item on an invoice. A single expenditure item may have multiple distribution lines for cost and revenue. An invoice distribution line holds an amount, account code, and accounting date.

invoice distribution line types

A feature that classifies every invoice distribution line as an item, tax, freight, or miscellaneous distribution.

invoice format

The columns, text, and layout of invoice lines on an invoice.

invoice number

A number or combination of numbers and characters that uniquely identifies an invoice within your system. Usually generated automatically by your receivables system to avoid assigning duplicate numbers.

invoice price variance

The difference between the item price for an invoice and its matched purchase order. For your inventory items, Payables tracks any invoice price variances.

invoice quantity variance

The difference between the quantity-billed for an invoice and the quantity-ordered (or received/accepted, depending on the level of matching you use) for its matched purchase order. Payables distributes invoice quantity variances to the Accounting Flexfield for your invoice distribution lines.

invoice related claim

A claim that is due to a discrepancy between the billed amount and the paid amount for a specific transaction

invoice split amount

See: split amount, page Glossary-96

invoice transaction type

An Oracle Receivables transaction type that is assigned to invoices and credit memos that are created from Oracle Projects draft invoices.

invoice write-off

A transaction that reduces the amount outstanding on an invoice by a given amount and credits a bad debt account.

invoicing

The function of preparing a client invoice. Invoice generation refers to the function of creating the invoice. Invoicing is broader in the terms of creating, adjusting, and approving an invoice.

invoicing rules

Rules that Receivables uses to determine when you will bill your customer and the accounting period in which the receivable amount is recorded. You can bill In Advance or In Arrears.

See also: bill in advance, page Glossary-15, bill in arrears, page Glossary-15

ITC

See: investment tax credit, page Glossary-53

ITC amount

The investment tax credit allowed on an asset. The ITC amount is based on a percentage of the asset cost. When you change an asset's cost in the accounting period you enter it, Oracle Assets automatically recalculates the ITC amount.

ITC basis

The maximum cost that Oracle Assets can use to calculate an investment tax credit amount for your asset. If you enabled ITC ceilings for the asset category you assigned to an asset, the ITC basis is the lesser of the asset's original cost or the ITC ceiling.

ITC ceiling

A limit on the maximum cost that Oracle Assets can use to calculate investment tax credit for an asset. You can use different ceilings depending on the asset's date placed in service.

ITC rate

A rate used to calculate the investment tax credit amount. This percentage varies according to the expected life of the asset and the tax year.

ITC recapture

If you retire an asset before the end of its useful life, Oracle Assets automatically calculates what fraction of the original investment tax credit must be repaid to the government. This amount is called the investment tax credit recapture.

item

Anything you buy, sell, or handle in your business. An item may be a tangible item in your warehouse, such as a wrench or tractor, or an intangible item, such as a service.

Item Flexfield

See: System Items Flexfield, page Glossary-99

item type

A term used by Oracle Workflow to refer to a grouping of all items of a particular category that share the same set of item attributes, used as a high level grouping for processes. For example, each Account Generator item type (e.g. FA Account Generator) contains a group of processes for determining how an Accounting Flexfield code combination is created.

See also: item type attribute, page Glossary-56

item type attribute

A feature of a particular Oracle Workflow item type, also known as an item attribute. An item type attribute is defined as a variable whose value can be looked up and set by the application that maintains the item. An item type attribute and its value is available to all activities in a process.

Item Validation Organization

The organization that contains your master list of items.

You must define all items and bills in your Item Validation Organization, but you also need to maintain your items and bills in separate organizations if you want to ship them from other warehouses. Oracle Order Management refers to organizations as warehouses on all Order Management forms and reports.

See also: organization, page Glossary-69

Item Validation Organization

The organization that contains your master list of items.

See also: organization, page Glossary-69

Japanese consumption tax

The Value Added Tax (VAT) paid on any expense (Input VAT) is usually recoverable against the VAT charged on revenue (Output VAT). This ensures that VAT is not inflationary within a supply chain.

job discipline

A categorization of job vocation, used with Job Level to create a job title. For example, a job discipline may be Engineer, or Consultant.

job level

A categorization of job rank, used with Job Discipline to create a job title. For example, a job level may be Staff, or Principal.

job title

In Oracle Receivables, a brief description of your customer contact's role within their 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, page Glossary-61

journal entry batch

A method used to group journal entries according to your set of books and accounting period. When you initiate the transfer of invoice or payment accounting entries to your general ledger for posting, Payables transfers the necessary information to create journal entry batches for the information you transfer. Journal Import in General Ledger uses the information to create a journal entry batch for each set of books and accounting period. You can name your journal entry batches the way you want for easy identification in your general ledger. General Ledger attaches the journal entry category, date, and time of transfer to your batch name so that each name is unique. If you choose not to enter your own batch name when you transfer posting information, General Ledger uses the journal entry category, date, and time of transfer.

journal entry category

A category to indicate the purpose or nature of a journal entry, such as Adjustment or Addition. Oracle General Ledger associates each of your journal entry headers with a journal category. You can use one of General Ledger's pre-defined journal categories or define your own.

For Oracle Payables, there are three journal entry categories in Oracle Projects if you use the accrual basis accounting method: Invoices, Payments, and All (both Invoices and Payments). If you use the cash basis accounting method, Oracle Projects only assigns the Payment journal entry category to your journal entries.

journal entry header

A method used to group journal entries by currency and journal entry category within a journal entry batch. When you initiate the transfer of invoices or payments to your general ledger for posting, Oracle Payables transfers the necessary information to create journal entry headers for the information you transfer. Journal Import in General Ledger uses the information to create a journal entry header for each currency and journal entry category in a journal entry batch. A journal entry batch can have multiple journal entry headers.

journal entry lines

Each journal entry header contains one or more journal entry lines. The lines are the actual journal entries that your general ledger posts to update account balances. The number and type of lines in a journal entry header depend on the volume of transactions, frequency of transfer from Oracle Payables, and your method of summarizing journal entries from Oracle Payables.

journal entry source

Identifies the origin of journal entries from Oracle and non-Oracle feeder systems. General Ledger supplies predefined journal sources or you can create your own.

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.

K-record

A summary record of all 1099 payments made to suppliers for a single tax region that participates in the Combined Filing Program.

key flexfield

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 following application uses the listed Key Flexfields:

Oracle General Ledger - Accounting

Oracle Projects - Accounting, Category Flexfield, Location, Asset Key.

Oracle Payables - Accounting, System Items.

Oracle Receivables - Accounting, Sales Tax Location, Systems Items, Territory.

key flexfield segment

One of up to 30 different sections of your key flexfield. You separate segments from each other by a symbol you choose (such as -, / or \.). Each segment can be up to 25 characters long. Each key flexfield segment typically captures one element of your

business or operations structure, such as company, division, region, or product for the Accounting Flexfield and item, version number, or color code for the Item Flexfield.

key flexfield segment value

A series of characters and a description that provide a unique value for this element, such as 0100, Eastern region, or V20, Version 2.0.

key indicators

A report that lists statistical receivables and collections information that lets you review trends and projections.

Also an Oracle Applications feature you can use to gather and retain information about your productivity, such as the number of invoices paid. You define key indicator periods and Oracle Receivables provides a report that shows productivity indicators for your current and prior period activity.

labor cost

The cost of labor expenditure items.

labor cost multiplier

A multiplier that is assigned to an indirect project task and applied to labor costs to determine the premium cost for overtime or other factors.

labor cost rate

The hourly raw cost rate for an employee. This cost rate does not include overhead or premium costs.

labor invoice burden schedule

A burden schedule used to derive invoice amounts for labor items.

labor multiplier

A multiplier that is assigned to a project or task, and is used to calculate the revenue and/or bill amount for labor items by applying the multiplier to the raw cost of the labor items.

labor revenue burden schedule

A burden schedule used to derive revenue amounts for labor items.

leasehold improvement

An improvement to leased property or leasehold. Leasehold improvements are normally amortized over the service life or the life of the lease, whichever is shorter.

legal document

A paper document sent to or sent by the customer or supplier. Many countries require that legal documents are stored for up to ten years.

See also: document, page Glossary-35

legal entity

An organization that represents a legal company for which you prepare fiscal or tax reports. You assign tax identifiers and other relevant information to this entity.

legal journals

Journals that print all journal entries according to your legal requirements. Entries might include period balances for customers or suppliers. Legal journals vary from country to country.

lien

See: commitment, page Glossary-23, obligation, page Glossary-67

life-based depreciation method

A depreciation method that spreads out the depreciation for an asset over a fixed life, usually using rates from a table.

life-to-date depreciation

The total depreciation taken for an asset since it was placed in service. Also known as **accumulated depreciation**.

line ordering rules

You define line ordering rules for invoice lines that you import into Receivables using AutoInvoice. AutoInvoice uses these rules to order invoice lines when it groups the transactions it creates into invoices, debit memos, and credit memos.

listing

An organized display of Oracle Applications information, similar to a report, but usually showing setup data as opposed to transaction data.

loading rules

The process of copying information from the rules tables into the accounting scheme tables.

location

In Oracle Receivables, a shorthand name for an address. Location appears in address list of values to let you select the correct address based on an intuitive name. For example, you may want to give the location name of 'Receiving Dock' to the Ship To business purpose of 100 Main Street.

location

In Oracle Assets, a key flexfield combination specifying a particular place. You assign each asset to a location. Oracle Assets uses location information to produce Responsibility and Property Tax Reports.

location

In TCA, a point in geographical space described by an address.

Location Flexfield

Oracle Assets lets you define what information you want to keep about the locations you use. You use your Location Flexfield to define how you want to keep the information.

lockbox

A service that commercial banks offer corporate customers to enable them to outsource their accounts receivable payment processing. Lockbox processors set up special postal

codes to receive payments, deposit funds and provide electronic account receivable input to corporate customers.

lookup code

The internal name of a value defined in an Oracle Workflow lookup type.

See also: lookup type, page Glossary-61

lookup type

An Oracle Workflow predefined list of values. Each value in a lookup type has an internal and a display name.

See also: lookup code, page Glossary-61

Lookups

In Oracle Receivables, codes that you define for the activities and terminology you use in your business. These codes appear in lists of values in many Receivables windows. For example, you can define Lookups for personal titles, such as 'Sales Manager', so you can refer to people using these titles.

Lookups

In Oracle Payables, a feature you use to create reference information you use in your business. This reference information appears in lists of values for many of the fields in Payables windows. There are three basic kinds of Lookups: supplier, payables, and employee. With Lookups you can create Pay Groups, supplier types, and other references used in Payables.

loss

See: realized gain or loss, page Glossary-82, unrealized gain or loss, page Glossary-105

manual clearing

The process in which, prior to receiving their bank statement, users mark transactions that are known to be cleared through the bank, which creates an up-to-date cash position. These cleared transactions are still available for the actual reconciliation process. Once the bank statement is received, Oracle Cash Management can automatically perform all appropriate reconciliation steps.

See also: clearing, page Glossary-22

manual invoice

An invoice that you enter using either the Transactions or Transactions Summary window.

manual journal entry

A journal entry you create in the Enter Journals window in Oracle General Ledger. Manual journal entries can include regular, statistical, intercompany and foreign currency entries.

manual reconciliation

The process where you manually reconcile bank statement details with the appropriate batch or detail transaction. Oracle Cash Management generates all necessary accounting entries.

See also: AutoReconciliation, page Glossary-11, reconciliation, page Glossary-83, reconciliation, page Glossary-83

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.

Mass Additions

In Oracle Assets, a feature that allows you to copy asset information from another system, such as Oracle Payables. Create Mass Additions for Oracle Assets creates mass addition lines for potential assets. You can review these mass addition lines in the Prepare Mass Additions window, and actually create an asset from the mass addition line by posting it to Oracle Assets.

Mass Additions

In Oracle Payables, invoice distribution lines that you transfer to Oracle Assets for creating assets. Oracle Payables only creates mass additions for invoice distribution lines that are marked for asset tracking. Invoice distribution lines distributed to Asset Accounting Flexfields are automatically marked for asset tracking. Oracle Assets does not convert the mass additions to assets until you complete all of the required information about the asset and post it in Oracle Assets.

Mass Change

A feature that allows you to change the prorate convention, depreciation method, life, rate, or capacity for a group of assets in a single transaction.

Mass Copy

A feature that allows you to copy a group of asset transactions from your corporate book to a tax book. Use Initial Mass Copy to create a new tax book. Then use Periodic Mass Copy each period to update the tax book with new assets and transactions.

Mass Depreciation Adjustment

A feature that allows you to adjust the depreciation expense in the previous fiscal year for all assets in a tax book. Oracle Assets adjusts the depreciation expense between the minimum and maximum depreciation amounts by a depreciation adjustment factor you specify.

Mass Purge

See: archive, page Glossary-8, purge, page Glossary-81, restore, page Glossary-88

Mass Revaluation

See: revaluation, page Glossary-88

Mass Transfers

A feature that allows you to transfer a group of assets between locations, employees, and general ledger depreciation expense accounts.

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.

master-detail relationship

A master-detail relationship is an association between two blocks—a master block and its detail block. When two blocks are linked by a master-detail relationship, the detail block displays only those records that are associated with the current (master) record in the master block, and querying between the two blocks is always coordinated. Master and detail blocks can often appear in the same window or they can each appear in separate windows.

match rule

A set of rules that determines which records are matches for an input record. A match rule consists of an acquisition portion to determine potential matches, a scoring portion to score the potential matches, and thresholds that the scores are compared against to determine actual matches.

matching

In Oracle Cash Management, the process where batches or detailed transactions are associated with a statement line based on the transaction number, amount, currency and other variables, taking Cash Management system parameters into consideration. In Cash Management, matching can be done manually or automatically.

See also: clearing, page Glossary-22, reconciliation, page Glossary-83

matching

In Oracle Payables and Oracle Assets, the process of comparing purchase order, invoice, and receiving information to verify that ordering, billing, and receiving information is consistent within accepted tolerance levels. Payables uses matching to control payments to suppliers. You can use the matching feature in Payables if you have Purchasing or another purchasing system. Payables supports two-, three-, and four-way matching.

matching tolerances

The acceptable degrees of variance you define for matched invoices and purchase orders. Payables measures variance between quantities and item prices for invoices and purchase orders. You can define tolerances for order quantities, including Maximum Quantity Ordered and Maximum Quantity Received. You can also define tolerances for price variances, including exchange rate amounts, shipment amounts, and total

amounts. If any of the variances between a matched invoice and purchase order exceed the tolerances you specify, Validation places the invoice on hold.

maturity date

In Oracle Receivables, a date that determines when funds for an automatic receipt can be transferred from your customer's bank account to your bank account.

See also: Bill of Exchange, page Glossary-15

maturity date

In Oracle Payables and Oracle Cash Management, the date your bank disburses funds to a supplier for a future dated payment. Payables displays the maturity date on the future dated payment document to inform your supplier and bank when the bank should transfer funds to the supplier's bank. You can update the payment status from Issued to Negotiable on or after the maturity date.

maximum depreciation expense

The maximum possible depreciation expense for an asset in a mass depreciation adjustment. The maximum depreciation expense for an asset is the greatest of the depreciation actually taken in the tax book, the amount needed to bring the accumulated depreciation up to the accumulated depreciation in the corporate book, or the amount needed to bring the accumulated depreciation up to the accumulated depreciation in the control book.

memo pad

An area where you write as many notes as you need regarding your conversation with a customer.

merchant ID

A unique identification number used for credit card processing. The merchant ID identifies your business to iPayment, to your customer's electronic payment system and credit card vendor, and to your remittance bank.

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.

MICR number

(Magnetic Ink Character Recognition number) A number that appears on a receipt and associates your customer with a bank. This number consists of two segments. The first segment is the Transit Routing number, which identifies the bank from which your

customer draws their check. The second segment identifies your customer's account at that bank. These segments correspond to the Bank Branch Number and the Bank Account Number fields in the Banks and Bank Accounts windows.

minimum accountable unit

The smallest meaningful denomination of a currency (this might not correspond to the standard precision). While a currency may require a precision of three places to the right of the decimal point, for example, .001 (one thousandth), the lowest denomination of the currency may represent 0.025 (twenty-five thousandths). Under this example, the Minimum Accountable Unit would be .025. Calculations in this currency would be rounded to .025 (the Minimum Accountable Unit), not .001 (the precision).

minimum depreciation expense

The minimum possible depreciation expense for an asset in a mass depreciation adjustment. The minimum depreciation expense for an asset in a tax book is the amount needed to bring the accumulated depreciation up to the accumulated depreciation in the corporate book or control book, or zero, whichever is greater.

minimum interest amount

The amount below which Payables does not pay interest on an overdue invoice. Payables automatically compares the interest amount it calculates on past due invoices with the minimum interest amount you have defined, and does not create an interest invoice unless the amount of interest exceeds the minimum interest amount.

miscellaneous receipts

A feature that lets you record payments that you do not apply to debit items, such as refunds and interest income.

model

A set of interrelated equations for calculating data in Oracle Financial Analyzer.

model invoice

An invoice used as a template that you copy to create new invoices.

monetary account

Monetary accounts, such as the Cash, Banks, Receivables, or Payables accounts, are accounts that remain the same through different periods. Monetary accounts are not adjusted for inflation, but these accounts do generate inflation gain or loss.

See also: non-monetary account, page Glossary-67

multi-org

See: multiple organizations, page Glossary-65

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

A unique set of features embedded in Oracle Applications that allows you to maintain and report accounting records at the transaction level in more than one functional currency.

NACHA

National Automated Clearing House Association. Payment format that allows users to make electronic payments within the Automated Clearing House (ACH), the largest standardized electronic payment system in the United States.

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.

Natural Application Only

A Transaction Type parameter that, if enabled, does not let you apply a transaction to a debit item if the application will reverse the sign of the debit item (for example, from a positive to a negative balance). Natural Application does not apply to chargebacks and adjustments.

See also: Overapplication, page Glossary-69

nesting

The act of grouping calculations to express the sequence of routines in a formula. Traditional mathematical nesting uses parenthesis and brackets. Oracle 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.

node

An instance of an activity in an Oracle Workflow process diagram as shown in the Process window of Oracle Workflow Builder.

See also: process, page Glossary-78

non-invoice related claim

A claim that is due to a discrepancy between the billed amount and the paid amount, and cannot be identified with a particular transaction.

non-labor invoice burden schedule

A burden schedule used to derive invoice amounts for non-labor items.

non-labor resource

An implementation-defined asset or pool of assets. For example, you can define a non-labor resource with a name such as *PC* to represent multiple personal computers your business owns.

non-labor revenue burden schedule

A burden schedule used to derive revenue amounts for non-labor items.

non-monetary account

Non-monetary accounts, such as fixed assets and most expense and revenue accounts, are accounts that are revalued due to inflation or deflation effects. Non-monetary accounts must be adjusted at each period-end to reflect balance changes.

See also: monetary account, page Glossary-65

non-revenue credit

Revenue credit you assign to your agents that is not associated with your invoice lines. This is revenue credit given in excess of your revenue credit.

See also: revenue credit, page Glossary-89

non-revenue sales credit

Sales credit you assign to your salespeople that is not associated with your invoice lines. This is sales credit given in excess of your revenue sales credit.

See also: revenue sales credit, page Glossary-90

object or object classification

A means of identifying transactions by the nature of the goods or services purchased, such as personnel compensation, supplies and material, or equipment. Typically, Object is a segment of your Accounting Flexfield when you implement Oracle Public Sector Financials. Many agencies have standard object classification codes. Objects are also known as "Detail" in some governments.

obligation

An encumbrance you record when you turn a requisition into a purchase order.

A transaction representing a legally binding purchase.

See also: commitment, page Glossary-23, purchase order encumbrance, page Glossary-80, encumbrance, page Glossary-37

offset account

An offset account is used to balance journal entries in your General Ledger. For example, offsetting accounts for a guarantee are the Unbilled Receivables and the Unbilled Revenue accounts.

offsets

Reversing transactions used to balance allocation transactions with the source or other project.

on-account

Payments where you intentionally apply all or part of the payment amount to a customer without reference to a debit item. On-account examples include prepayments and deposits.

on-account credits

Credits that you assign to your customer's account that are not related to a specific invoice. You can create on-account credits in the Transactions window or using AutoInvoice.

on-account payment

The status of a payment of which you apply all or part of its amount to a customer without reference to a specific debit item. Examples of these are prepayments and deposits.

one time billing hold

A type of hold that places expenditure items and events on billing hold for a particular invoice; when you release that invoice, the items are billed on the next invoice.

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.

open batch

Status of a batch that is in balance, but contains unapplied or unidentified payments.

open interface transaction

Any transaction not created by an Oracle Financial Applications system.

See also: Reconciliation Open Interface, page Glossary-83

open items

Any item, such as an invoice, debit memo, credit memo, chargeback, on-account credit, on-account payment, or unapplied payment, whose balance due is not yet zero.

operating unit

An organization that partitions data for subledger products (AP, AR, PA, PO, OE). It is roughly equivalent to a single pre-Multi-Org installation.

operator

A mathematical symbol you use to indicate the mathematical operation in your calculation.

option group

An option group is a set of option buttons. You can choose only one option button in an option group at a time, and the option group takes on that button's value after you choose it. An option button or option group is also referred to as a radio button or radio group, respectively.

order date

The date upon which an order for goods or services is entered.

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.

A government or public sector entity or sub-entity. Organization can refer to an entire agency or to divisions within an agency. For example, an agency might be composed of several bureaus, each of which has several departments. Each department is an organization, as is each bureau and the agency itself. A state university system is an organization, as is each campus within the university system, and each department within each campus. Typically, you define organization or a similar term as part of your Accounting Flexfield when you implement Oracle Public Sector Financials.

Internal organizations are divisions, groups, cost centers or other organizational units in a company. External organizations can include the contractors your company employs. Organizations can be used to demonstrate ownership or management of functions such as projects and tasks, non-labor resources, and bill rate schedules.

See also: business group, page Glossary-18, Item Validation Organization, page Glossary-56

organization hierarchy

An organizational hierarchy illustrates the relationships between your organizations. A hierarchy determines which organizations are subordinate to other organizations. The topmost organization of an organization hierarchy is generally the business group.

organization structure

See: organization hierarchy, page Glossary-69

original budget

The budget amounts for a project at the first successful baselining of the project.

other receipts

See: miscellaneous receipts, page Glossary-65

out of balance batch

The status of a batch when the control count or amount does not equal the actual count or amount.

Overapplication

A Transaction Type parameter that, if enabled, lets you apply a transaction to a debit item even if it will reverse the sign of the debit item (for example, from a positive to a negative balance). Overapplication applies to debit items such as debit memos, deposits, guarantees, credit memos, and on-account credits.

See also: Natural Application Only, page Glossary-66

overflow record

A type of bank file record that stores additional payment information that could not fit on the payment record. Each overflow record must have a payment record as a parent. Typically, an overflow record will store additional invoice numbers and the amount of the payment to apply to each invoice.

overtime cost

The currency amount over straight time cost that an employee is paid for overtime hours worked. Also referred to as Premium Cost.

parallel allocation

A set of allocation rules that carries out the rules in an autoallocation set without regard to the outcome of the other rules in the set.

See also: autoallocation set, page Glossary-10, step-down allocation, page Glossary-98

parallel processing

Allows segments of a program to be processed by different processors at the same time to reduce the overall time to complete the program.

parameter (report)

See: report parameter, page Glossary-86

parent asset

A parent asset has one or more subcomponent assets. First you add the parent asset. Then, you add the subcomponent asset and assign it to the parent asset in the Additions form. You can change parent/subcomponent relationships at any time.

parent request

A concurrent request that submits other concurrent requests (child requests). For example, a report set is a parent request that submits reports and/or programs (child requests).

parent segment value

An account segment value that references a number of other segment values, called child segment values. Oracle General Ledger uses parent segment values to create summary accounts, to report 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, page Glossary-21

partial matching

A condition where the invoice quantity is less than the quantity originally ordered, in which case you are matching only part of a purchase order shipment line.

See also: matching, page Glossary-63, complete matching, page Glossary-23

partial retirement

A transaction that retires part of an asset. You can retire any number of units of a multiple unit asset or you can retire part of an asset cost. If you retire by units, Oracle Assets automatically calculates the cost retired.

party

A person, organization, relationship, or collection of parties that can enter into business relationships with other parties.

party relationship

A binary relationship between two parties, for example a partnership.

party site

A location used by a party.

party type

The type of party; Person, Organization, Group, or Relationship.

Pay Date Basis

A feature you assign to suppliers to determine when AutoSelect selects invoices for payment in a payment batch. Pay Date Basis (Due or Discount) defaults from the system level when you enter a new supplier, but you can override it. When Pay Date Basis is Due for a supplier site, Oracle Payables selects that supplier's sites invoices for payment only when the invoice due date falls on or before the Pay-Through-Date for the payment batch. If Pay Date Basis is Discount, Payables selects the supplier's sites invoices for payment if the discount date or due date is before the pay-through-date.

Pay Group

A feature you use to select invoices for payment in a payment batch. You can define a Pay Group and assign it to one or more suppliers. You can override the supplier's Pay Group on individual invoices. For example, you can create an Employee Pay Group to pay your employee expenses separately from other invoices.

pay on receipt

A Financials feature that allows you to automatically create supplier invoices in Payables based on receipts and purchase orders you enter in Purchasing.

Pay Only When Due

A feature you use to determine whether to pay invoices in a payment batch during the discount period. If you Pay Only When Due (Yes), Payables only selects invoices for which payment is due; it postpones payment of invoices still in the discount period until another payment batch, or until they are due. If you do not Pay Only When Due (No), Payables also selects those invoices in the discount period for which the pay date basis is Discount.

pay site

A supplier site that is able to receive payments.

A supplier must have at least one supplier site defined as a pay site before Payables allows payments to be issued to that supplier. You cannot enter an invoice for a supplier site that is not defined as a pay site.

See also: purchasing site, page Glossary-81, RFQ Only Site, page Glossary-90

pay type

See: compensation rule, page Glossary-23

Pay-Through-Date

A feature you use during automatic payment processing. You define a payment cycle (the number of days between regular payment batches), and Payables calculates the Pay-Through-Date by adding the number of days in the payment cycle to the payment

date. Payables selects an invoice for payment if either the due date or discount date is before the Pay-Through-Date.

PayGroup

See: Pay Group, page Glossary-71

payment

A document that includes the amount disbursed to any supplier/pay site combination as the result of a payment batch. A payment can pay one or more invoices.

Any form of remittance, including checks, cash, money orders, credit cards, and Electronic Funds Transfer.

payment application

This report column represents the payments that were applied to the item within the GL Date range that you specified. If the transaction number corresponds to the item the payment was applied to, then the amount should be positive. If the transaction number is the payment itself, then the amount should be negative. The amount in this column should match the sum of the amounts in the Applied Amount, Earned Discount, and Unearned Discount columns of the Applied Receipts Register Report.

payment batch

In Oracle Payables, a group of invoices selected for automatic payment processing. Payables creates a payment batch when you initiate AutoSelect. Payables builds and formats payments for the invoices in the batch according to the payment method and format you specify for a chosen bank account.

See also: Payment Batch Processing, page Glossary-72

payment batch

See: Receipt Batch, page Glossary-82

payment batch processing

A Payables process that produces payments for groups of invoices. The complete process includes: invoice selection, payment building, manual modification/addition to invoice payments in the payment batch, payment formatting, and confirmation of results. You can modify a payment batch up until the time you format payments for the payment batch. You can cancel a payment batch up until the time you confirm the payment batch.

payment distribution line

A line representing the liability transaction on a payment. Each payment has at least one liability distribution line, but may have additional lines to record discounts taken and realized gains and losses (foreign currency payments only).

payment document

A medium you use to instruct your bank to disburse funds from your bank account to the bank account or site location of a supplier. With Oracle Payables you can make payments using several types of payment documents. You can send your supplier a check that you manually create or computer-generate. You can instruct your bank to transfer funds to the bank account of a supplier. For each payment document, you can generate a separate remittance advice. Payables updates your invoice scheduled payment the same way regardless of which payment document you use to pay an invoice. Payables also allows you to instruct your bank to pay in a currency different

from your functional currency, if you enable the multiple currency system option and define a multi-currency payment format.

payment format

In Oracle Payables, a definition that determines your payment creation and remittance advice programs for a given payment document. When you define a payment format, you do so for a particular payment method.

payment format

In Oracle Receivables, a feature that allows you to make invoice payments using a variety of methods. You can then assign one or more payment formats to a bank account. You can have multiple payment formats for each payment method. Receivables associates receipt class, remittance bank, and receipt account information with your receipt entries.

See also: payment method, page Glossary-73

payment method

In Oracle Payables, a feature that allows you to make invoice payments using a variety of methods. You can disburse funds using checks, electronic funds transfers, and wire transfers. Oracle Payables updates your payment schedules the same way regardless of which payment method you use. You can assign a payment method to suppliers, supplier sites, invoice payment schedule lines, and payment formats. You can then assign one or more payment formats to a bank account. You can have multiple payment formats for each payment method.

payment method

In Oracle Receivables, an attribute that associates receipt class, remittance bank and receipt account information with your receipts. You can define payment methods for both manual and automatic receipts.

payment method

In Oracle Cash Management, you can assign a payment method to suppliers, supplier sites, invoice payment schedule lines, and payment formats. You can then assign one or more payment formats to a bank account. You can have multiple payment formats for each payment method. Receivables payment methods let you associate receipt class, remittance bank and receipt account information with your receipt entries. You can define payment methods for both manual and automatic receipts. In Payroll, there are three standard payment types for paying employees: check, cash and direct deposit. You can also define your own payment methods corresponding to these types.

payment priority

A value, ranging from 1 (high) to 99 (low), assigned to an invoice that determines how Payables selects invoices for payment in a payment batch.

You can assign default payment priorities to suppliers, supplier sites, and invoice scheduled payments in Oracle Payables.

payment program

A program you use to build and format your payment. Oracle Payables provides several payment programs. You can define as many additional programs as you need. Oracle Payables recognizes three payment program types: Build, Format, and Remittance Advice.

payment schedules

The due date and discount date for payment of an invoice. For example, the payment term '2% 10, Net 30' lets a customer take a two percent discount if payment is received within 10 days with the full invoice amount due within 30 days of the invoice date.

See also: scheduled payment, page Glossary-92, payment terms, page Glossary-74

payment terms

The due date and discount date for payment of a transaction. For example, the payment term '2% 10, Net 30' lets a customer take a two percent discount if payment is received within 10 days; after 10 days, the entire balance is due within 30 days of the invoice date with no applicable discount.

See also: discount, page Glossary-34, scheduled payment, page Glossary-92

payroll

A group of employees that Oracle Payroll processes together with the same processing frequency, for example, weekly, monthly or bimonthly. Within a Business Group, you can set up as many payrolls as you need.

See also: payroll run, page Glossary-74

payroll run

The process that performs all of the payroll calculations. You can set payrolls to run at any interval you want.

See also: payroll, page Glossary-74

period-average exchange rate

See: average exchange rate, page Glossary-12

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.

period type

Used when you define your accounting calendar. General Ledger has predefined period types of Month, Quarter, and Year. You can also define your own period types.

periodic alert

An alert that periodically checks for the occurrence of your alert condition, according to a schedule you define. For example, you can define a periodic alert to send a message to the Accounts Payable Supervisor once a week to report on the number of held invoices.

periodic key indicator alert

A message Oracle Alert sends after scanning your database to notify you of current productivity levels. The number of invoices you have entered during a period is an example of a periodic key indicator alert.

periodic troubleshooting alert

A message Oracle Alert sends after scanning your database to notify you of discrepancies from goals or standards you have set. Invoices on hold is an example of a periodic troubleshooting alert.

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.

poplist

A poplist, when selected by your mouse, lets you choose a single value from a predefined list.

Positive Pay Program

Third party or custom software that formats the output file of the Payables Positive Pay Report into the format required by your bank, and transmits it electronically to your bank. This prevents check fraud by informing the bank which checks are negotiable or non-negotiable and for what amount.

Post QuickCash

Receipts entered through the QuickCash window or using AutoLockbox are stored in interim tables; this lets you review them to ensure that all receipt and application information is correct. After verifying that all information is correct, you can run Post QuickCash to update your customer's account balances.

See also: QuickCash, page Glossary-81

posting

The process of updating account balances in Oracle General Ledger from journal entries. Payables uses the term posting to describe the process of transferring accounting entries to General Ledger. Payables transfers your invoice and payment accounting entries and sets the status of the payments and invoices to posted. You must then complete the process by creating and posting the journal entries in General Ledger..

Note that Oracle Applications sometimes use the term posting to describe the process of transferring posting information to your general ledger.

See also: Journal Import, page Glossary-58

posting date

The date a journal entry is posted to the general ledger.

Posting Manager

See: AX Posting Manager, page Glossary-12

pre-commitment

See: commitment, page Glossary-23

pre-encumbrance

See: commitment, page Glossary-23

pre-lien

See: commitment, page Glossary-23

precedence numbers

Numbers used to determine how Receivables will compound taxes. The tax line with the highest precedence number will calculate tax on all tax lines with a lower precedence number.

premium cost

See: overtime cost, page Glossary-70

prepayment

A payment you make to a supplier in anticipation of his provision of goods or services. A prepayment may also be an advance you pay to an employee for anticipated expenses.

In Payables a prepayment is a type of invoice that you can apply to an outstanding invoice or employee expense report to reduce the amount of the invoice or expense report. You must validate the prepayment and fully pay the prepayment before you can apply the prepayment.

price correction

An invoice you receive from a supplier that is an adjustment to the unit price of an invoice you previously matched to a purchase order shipment. You can match the price correction to specific purchase order distribution lines or you can have Payables prorate the price correction across all previously matched purchase order distributions. If you receive a price correction that represents a price reduction, you enter the price correction as a Credit invoice. If you receive a price correction that represents a price increase, you enter the price correction as a Standard invoice.

price index

A price index is a measure of the overall cost of goods and services bought by various entities. The base value of the index represents the cost level in a particular period. The index values for other periods represent the cost levels for those periods as proportions of the base value. The difference between the index value for a certain period and the base value represents the inflation rate between that period and the base period. The Consumer Price Index (CPI) measures the cost of goods and services bought by a typical consumer. The Producer Price Index (PPI) measures the cost of goods and services bought by companies.

primary accounting method

The accounting method you choose for your primary set of books. You can choose either the cash or accrual method. You must choose a primary accounting method before you can choose a secondary accounting method and before you submit journal entries for posting to the general ledger.

primary agent

The default agent that receives 100% of the revenue credits when you first enter an invoice or commitment.

primary customer information

Address and contact information for your customer's headquarters or principal place of business. Primary addresses and contacts can provide defaults during order entry.

primary role

Your customer contact's principle business function according to your company's terminology. For example, people in your company may refer to accounting responsibilities such as Controller or Receivables Supervisor.

primary salesperson

The salesperson that receives 100% of the sales credits when you first enter an invoice or commitment.

primary set of books

The set of books you use to manage your business. You can choose accrual or cash basis as the accounting method for your primary set of books.

print lead days

The number of days you subtract from the payment due date to determine the invoice date for each installment. You can only specify Print Lead Days when you are defining split payment terms.

prior period addition

An addition is a prior period addition if you enter it in an accounting period that is after the period in which you placed the asset in service. Also known as **retroactive addition**.

prior period reinstatement

A reinstatement is a prior period reinstatement if you enter it in an accounting period that is after the period in which the retirement took place. Also known as **retroactive reinstatement**.

prior period retirement

A retirement is a prior period retirement if you enter it in an accounting period that is after the period in which you entered the retirement. Also known as **retroactive retirement**.

prior period transfer

A transfer is a prior period transfer if you enter it in an accounting period that is after the period in which the transfer took place. Also known as **retroactive transfer**.

process

A set of Oracle Workflow activities that need to be performed to accomplish a business goal.

See also: Account Generator, page Glossary-2, process activity, page Glossary-78, process definition, page Glossary-78

process activity

An Oracle Workflow process modelled as an activity so that it can be referenced by other processes; also known as a subprocess.

See also: process, page Glossary-78

process definition

An Oracle Workflow process as defined in the Oracle Workflow Builder.

See also: process, page Glossary-78

production depreciation method

See: units of production depreciation method, page Glossary-105

production interface table

The table in which Oracle Assets stores the information you need to use the Production Interface. Information in the Production Interface table is stored in columns.

production upload

The process by which Oracle Assets loads production information from the Production Interface table into Oracle Assets. You can use the Production Information Upload process to transfer production information from a feeder system, such as a spreadsheet, to Oracle Assets.

profile option

A set of options that control access to certain features throughout Oracle Applications and determines how data is processed. Generally, profile options can be set at the Site, Application, Responsibility, and User levels. For more information, see the user guide for your specific Oracle Application.

program

An organized set of objectives directed towards a common purpose or goal, undertaken or proposed by an agency to carry out its responsibilities. Program can also mean an agency's mission, programs, functions, activities, services, projects, and processes. You can define a segment of your Accounting Flexfield to capture program information when you implement Oracle Public Sector Financials.

promise date

The date on which a customer promises to pay for products or services.

The date on which you agree you can ship the products to your customer, or that your customer will receive the products.

prompt payment act

A law applying to U.S. Federal government agencies requiring them to pay interest on overdue invoices. Oracle Public Sector Payables supports recalculation of scheduled

payments and payment of interest on overdue invoices in accordance with the U.S. Federal Prompt Payment Act. Many states have enacted their own prompt payment laws. Have your Oracle consultant review this function for applicability to your state.

prompt payment act due date

The date by which you must pay an invoice to comply with United States Prompt Payment Act regulations. Oracle Payables automatically revises your scheduled payment in accordance with Prompt Payment Act requirements when you validate an invoice.

proprietary account

An account segment value (such as 3500) assigned one of the five proprietary account types: Asset, Liability, Owner's Equity, Revenue, and Expense.

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.

prorate calendar

The prorate calendar determines the number of prorate periods in your fiscal year. It also determines, with the prorate or retirement convention, which depreciation rate to select from the rate table for your table-based depreciation methods. You must specify a prorate calendar for each book.

prorate convention

Oracle Assets uses the prorate convention to determine how much depreciation to take in the first and last year of an asset's life based on when you place the asset in service. If you retire an asset before it is fully reserved, Oracle Assets uses the retirement convention to determine how much depreciation to take in the last year of life based on the retirement date. Your tax department determines your prorate and retirement conventions.

prorate date

Oracle Assets uses the prorate date to calculate depreciation expense for the first and last year of an asset's life.

prospect

A person or organization that a party has a potential selling relationship with. A prospect might or might not become a customer.

protection level

In Oracle Workflow, a numeric value ranging from 0 to 1000 that represents who the data is protected from for modification. When workflow data is defined, it can either be set to customizable (1000), meaning anyone can modify it, or it can be assigned a protection level that is equal to the access level of the user defining the data. In the latter case, only users operating at an access level equal to or lower than the data's protection level can modify the data.

See also: Account Generator, page Glossary-2

proxima payment terms

A payment term you define for invoices due on the same day each period, such as your credit card or telephone bills. When you define a proxima payment term, you specify a cutoff day and the day of month due. This type of payment term is also used with consolidated billing invoices.

See also: cutoff day, page Glossary-31, consolidated billing invoice, page Glossary-24

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 distribution

Each purchase order shipment consists of one or more purchase order distributions. A purchase order distribution consists of the Accounting Flexfield information Payables uses to create invoice distributions.

purchase order encumbrance

A transaction representing a legally binding purchase. Purchasing subtracts purchase order encumbrances from funds available when you approve a purchase order. If you cancel a purchase order, Purchasing creates appropriate reversing encumbrances entries in your general ledger. Also known as **obligation, encumbrance** or **lien**.

purchase order line

An order for a specific quantity of a particular item at a negotiated price. Each purchase order in Purchasing can consist of one or more purchase order lines.

purchase order requisition line

Each purchase order line is created from one or more purchase order requisition lines. Purchasing creates purchase order requisition lines from individual requisitions.

purchase order shipment

A scheduled delivery of goods or services from a purchase order line to a specified location. Each purchase order line can have one or more purchase order shipments.

Purchasing defines a purchase order shipment by a purchase order line location you enter in Purchasing. When you perform matching during invoice entry, you can match an invoice to one or more shipments.

purchase requisition

An internal request for goods or services. A requisition can originate from an employee or from another process, such as inventory or manufacturing. Each requisition can include many lines, generally with a distinct item on each requisition line. Each requisition line includes at least a description of the item, the unit of measure, the quantity needed, the price per item, and the Accounting Flexfield you are charging for the item. Also known as **internal requisition**.

See also: internal sales order, page Glossary-53

purchasing site

A supplier site from which you order goods or services. You must enter at least one purchasing site before Purchasing will allow you to enter a purchase order.

purge

To purge a fiscal year is to remove the depreciation expense and adjustment transaction records for that year from Oracle Assets. You must archive and purge all earlier fiscal years and archive this fiscal year before you can purge it.

An Oracle Receivables process where you identify a group of records for Receivables to delete from the database. Receivables purges each record and its related records. Receivables maintains summary data for each record it purges.

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.

Quick Check

See: Quick payment, page Glossary-81

Quick payment

A feature you use to create an automatic payment on demand. With Quick payment, you choose the invoices you want to pay, and Payables creates a single payment. You can also void and reissue a Quick payment if your printer spoils it while printing.

Quick Release

A feature you can use to release all user-assigned and many system-assigned invoice holds. You can define and apply unlimited validation criteria to an invoice, and you can then use QuickRelease to release all holds for a particular invoice, batch, or supplier with a single keystroke.

QuickCash

A feature that lets you enter receipts quickly by providing only minimal information. After using QuickCash to enter your receipts, you can post your payment batches to your customer accounts by running Post QuickCash.

See also: Post QuickCash, page Glossary-75

QuickCodes

An Oracle Assets feature that allows you to enter standard descriptions for your business. You can enter QuickCode values for your Property Types, Retirement Types, Asset Descriptions, Journal Entries, and Mass Additions Queue Names.

quota sales credits

See: revenue sales credit, page Glossary-90, non-revenue sales credit, page Glossary-67

raw costs

Costs that are directly attributable to work performed. Examples of raw costs are salaries and travel expenses.

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: foreign currency realized gain/loss, page Glossary-44

reasons

Standard definitions that you can customize to clarify your adjustment entries, debit memos, customer responses, invoices, credit memos, payment reversals and on-account credits. Use reasons to improve the quality of your reporting.

receipt acceptance period

The number of days you allow for acceptance or rejection of goods. Oracle Payables uses this to recalculate invoice scheduled payments. You specify receipt acceptance days when you define your Financials options.

receipt batch

In Oracle Receivables a group of payments that you enter together to reduce data entry errors, share various default values, and to group them according to a common attribute. For example, you might add all payments from the same customer to a batch. Payments within the same batch share the same batch source and batch name. Receivables displays any differences between the control and actual counts and amounts.

receipt batch source

A name that you use to refer to how your company accounts for receipts. Receipt batch sources relate your receipt batches to both the bank and the accounting information required for recording and posting your receipts.

receipt class

Automatic receipt processing steps that you relate to your payment methods. You can choose whether to confirm, remit, and clear automatic receipts.

receipt currency

The currency in which an expense report item originates.

receipt grace days

A specific number of days that you assign to your customers and sites to effectively extend the due dates for their outstanding debit items.

receipt source

Your name for a source from which your company receives cash. Your receipt sources determine the accounting for payments that are associated with them. Receipts that you deposit in different banks belong in different payment sources.

receipts

Payment received in exchange for goods or services. These include applied and unapplied receipts entered within the GL date range that you specified.

If the receipt is applied within the GL date range that you specified, it will appear in the Applied Receipts register; otherwise it will appear in the Unapplied Receipt Register.

See also: cross site and cross customer receipts, page Glossary-28, cross currency receipt, page Glossary-28

receivable activities

Predefined Receivables activities used to define the general ledger accounts with which you associate your receivables activities.

receivables activity name

A name that you use to refer to a receivables activity. You use receivables activities during the setup process to create accounting distributions for cash and miscellaneous receipt payments, receivables adjustments, discounts, receivables accounts, and finance charges.

reciprocal customer relationship

An equal relationship shared between two customers. Both customers can enter invoices against each others commitments as well as pay each others debit items.

reconciliation

In Oracle Receivables, an analysis that explains the difference between two balances. If you are using Cash Management to reconcile receipts, payments are reconciled when they are matched to a bank statement line.

reconciliation

In Oracle Payables, the process of matching and clearing your bank account statement lines with payments and receipts entered in Payables and Receivables. A reconciled document has been matched to a bank statement line in Cash Management. Oracle Payables inserts a cleared date and amount for all payments that your bank reports as cleared.

reconciliation

The process of matching bank statement lines to appropriate batches and detail transactions and creating all necessary accounting entries.

See also: reconciliation tolerance, page Glossary-83, AutoReconciliation, page Glossary-11

Reconciliation Open Interface

This interface lets you reconcile with payments and receipts from external systems.

reconciliation tolerance

A variance amount used by Cash Management's AutoReconciliation program to match bank statement lines with receivables and payables transactions. If a transaction amount falls within the range of amounts defined by a bank statement line amount, plus/minus the reconciliation tolerance, a match is made.

See also: AutoReconciliation, page Glossary-11

record

A record is one occurrence of data stored in all the fields of a block. A record is also referred to as a row or a transaction, since one record corresponds to one row of data in a database table or one database transaction.

record type

A bank file is made up of many different rows or records. Each record must have a type. For example, a record may store information about a payment record or a batch record. Record types help Oracle Receivables determine where different types of data are stored in your bank file.

recoverable cost

The lesser of the cost ceiling or the current asset cost less the salvage value and ITC basis reduction amount. Recoverable cost is the total amount of depreciation you are allowed to take on an asset throughout its life.

recurring formula

See: recurring journal entry, page Glossary-84

recurring invoice

A feature that lets you create invoices for an expense that occurs regularly and is not usually invoiced. Monthly rents and lease payments are examples of typical recurring payments. You define recurring invoice templates and Payables lets you define recurring invoices using these templates.

See also: recurring rule, page Glossary-84

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**.

recurring rule

A rule that is applied to the model invoice to determine the invoice dates of the recurring invoices. You can choose Annually, Bi-Monthly, Days, Monthly, Quarterly, Semi-Annually, Single Copy, and Weekly.

recurring schedule

A schedule used to determine the number of recurring invoices created. You specify the recurring rule and number of recurring invoices you want to create.

reexpression coefficient

The reexpression coefficient (revaluation rate or correction factor) is the factor used to adjust cost, accumulated depreciation, and depreciation expense amounts for inflation. Historical amounts are multiplied by the reexpression coefficient to calculate the inflation-adjusted amounts.

reference field

A field from which you can obtain the default context field value for your context prompt. The reference field you use for a particular descriptive flexfield is always located in the zone or form that contains the descriptive flexfield.

region

A collection of logically-related fields set apart from other fields by a dashed line that spans a block. Regions help to organize a block so that it is easier to understand. Regions in Release 11i and higher are defined by Tabs.

R.E.I. account

The R.E.I. account (Resultado por Exposición a la Inflación or Result of Exposure to Inflation) is the inflation adjustment gain or loss account. The balance of this account shows the net gain or loss from inflation adjustment journal entries.

reimbursement

A transaction you reflect once for the government as a whole, such as expenditures you make from a fund that are properly applicable to another fund. For example, if you charge an expenditure to the special revenue fund that is properly chargeable to the general fund, you reimburse the special revenue fund by recording the expenditure in the general fund and reducing the expenditure in the special revenue fund to be reimbursed.

reimbursement currency

The currency in which an employee chooses to be reimbursed for an expense report.

See also: transaction currency, page Glossary-103

related transaction

Additional transactions that are created for labor transactions using the Labor Transaction Extension. All related transactions are associated with a *source transaction* and are attached to the expenditure item ID of the source transaction. You can identify and process the related transactions by referring to the expenditure item ID of the source transaction. Using labor transaction extensions, you can create, identify, and process the related transactions along with the source transaction.

relationship

An association you can create between two or more customers in Receivables to make payment applications easier.

See also: reciprocal customer relationship, page Glossary-83

relationship group

A mechanism for grouping similar relationship roles and phrases together. As a general rule, this grouping is used to determine which relationship roles and phrases are displayed in application user interfaces but can also be used to group roles and phrases for other functional uses.

relationship phrase

Defines the role of the subject of a relationship. For example, if an organization is an employer of a person, the Employer Of role describes the subject.

relationship type

A categorization that defines the rules and characteristics of a relationship.

relative amount

The amount that represents the numerator for the ratio used to determine the amount due. You specify your relative amount when you define your payment terms.

Amount Due = Relative Amount / Base Amount x Invoice Amount

release

An actual order of goods or services you issue against a blanket purchase order. The blanket purchase order determines the characteristics and prices of the items. The release

specifies the actual quantities and dates ordered for the items. You identify a release by the combination of blanket purchase order number and release number.

release code

The release name Oracle Payables or you assign when releasing a hold from an invoice.

released date

The date on which an invoice and its associated revenue is released.

remit to addresses

The address to which your customers remit their payments.

remittance advice

A document that lists the invoices being paid with a particular payment document. You can create and define remittance advices which you can use with any payment format or you can use a standard remittance advice that Oracle Payables provides.

remittance bank

The bank in which you deposit your receipts.

report

an organized display of information drawn from Oracle Applications that can be viewed online or printed. Most applications provide standard and customizable reports. Oracle General Ledger's Financial Statement Generator lets you build detailed financial reports and statements based on your business needs.

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

A descriptive section found at the top of each report detailing general information about the report such as set of books, date, etc.

report option

See: report parameter, page Glossary-86

report parameter

Submission options in Oracle Applications that allow you to enter date and account ranges. You can also sort, format, select, and summarize the information displayed in your reports. Most standard reports require you enter report parameters.

report security group

A feature that helps your system administrator control your access to reports and programs. Your system administrator defines a report security group which consists of a group of reports and/or programs and assigns a report security group to each responsibility that has access to run reports using Standard Report Submission. When you submit reports using Standard Report Submission, you can only choose from those reports and programs in the report security group assigned to your responsibility.

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 or Multiple Reporting Currencies to restate your account balances in your reporting currency.

reporting entity

The oversight unit and all related component units that combine to form a governmental reporting entity.

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. Purchasing subtracts requisition encumbrances from funds available when you reserve funds for a requisition. If you cancel a requisition, 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. When you create and post encumbrances automatically in Oracle Financials, General Ledger automatically creates a balancing entry to your Reserve for Encumbrance account.

Reserve for Encumbrance account

The account you use to record your encumbrance liability. You define your Reserve for Encumbrance Account when you define your set of books.

resource

A user-defined group of employees, organizations, jobs, suppliers, expenditure categories, revenue categories, expenditure types, or event types for purposes of defining budgets or summarizing actuals.

responsibility

A level of authority set up by your system administrator in Oracle Applications. A responsibility lets you access a specific set of windows, menus, set of books, reports, and data in an Oracle application. Several users can share the same responsibility, and a single user can have multiple responsibilities.

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.

restore

To restore a fiscal year is to reload the depreciation expense and adjustment transaction records for that fiscal year into Oracle Assets from a storage device. You can only restore the most recently purged fiscal year.

result code

In Oracle Workflow, the internal name of a result value, as defined by the result type.

See also: result type, page Glossary-88, result value, *ERROR: linkend not in current document and TARGET_BOOK_TITLE missing*

result type

In Oracle Workflow, the name of the lookup type that contains an activity's possible result values.

See also: result code, page Glossary-88, result value, page Glossary-88

result value

In Oracle Workflow, the value returned by a completed activity, such as *Approved*.

See also: result code, page Glossary-88, result type, page Glossary-88

retroactive addition

See: prior period addition, page Glossary-77

retroactive reinstatement

See: prior period reinstatement, page Glossary-77

retroactive retirement

See: prior period retirement, page Glossary-77

retroactive transfer

See: prior period transfer, page Glossary-77

return reason

Justification for a return of product. Many companies have standard reasons that are assigned to returns to be used to analyze the quantity and types of returns.

See also: credit memo reasons, page Glossary-28

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.

See also: foreign currency revaluation, page Glossary-45

revaluation

In Oracle Receivables and Oracle General Ledger, a process that restates assets or liabilities denominated in a foreign currency using exchange rates that you enter. Changes 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. Oracle 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 Oracle General Ledger and journal batches and entries that were created because of the revaluation.

revenue accrual

The function of calculating and distributing revenue.

revenue budget

The estimated revenue amounts at completion of a project. Revenue budget amounts can be summary or detail.

revenue burden schedule

A burden schedule used for revenue accrual to derive the revenue amount for an expenditure item. This schedule may be different from your invoice burden schedule, if you want to accrue revenue at a different rate than you want to invoice.

revenue category

An implementation-defined grouping of expenditure types by type of revenue. For example, a revenue category with a name such as *Labor* refers to labor revenue.

revenue credit

Credit that an employee receives for project revenue.

Revenue credit you assign to your agents that is from your invoice lines. The total amount of all revenue credit must be equal to your invoice lines amount.

See also: revenue sales credit, page Glossary-90

revenue recognition

The point at which revenue is recorded. The concept of revenue recognition is central to accrual-basis accounting. Revenue recognition schedules detail the points at which percent amounts of a sale are recognized as revenue.

revenue sales credit

Sales credit you assign to your salespeople that is based on your invoice lines. The total percentage of all revenue sales credit must be equal to 100% of your invoice lines amount. Also known as **quota sales credits**.

See also: non-revenue sales credit, page Glossary-67, sales credit, page Glossary-91

revenue write-off

An event type classification that reduces revenue by the amount of the write-off. You cannot write-off an amount that exceeds the current unbilled receivables balance on a project.

See also: invoice write-off, page Glossary-55

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.

RFQ Only Site

A supplier site from which you receive quotations.

rollforward

The process of taking the beginning balance of a period and then accounting for the transactions within that period by attempting to equate the beginning balance with the ending balance for the 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 Account Hierarchy Manager or Applications Desktop Integrators Account Hierarchy Editor, 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, page Glossary-70

root window

The root window displays the main menu bar and tool bar for every session of Oracle Applications. In Microsoft Windows, the root window is titled "Oracle Applications" and contains all the Oracle Applications windows you run. In the Motif environment, the root window is titled "Toolbar" because it displays just the toolbar and main menu bar.

row

One occurrence of the information displayed in the fields of a block. A block may show only one row of information at a time, or it may display several rows of information at once, depending on its layout. The term "row" is synonymous with the term "record".

row order

An optional Financial Statement Generator report component that lets you control how the order of rows and account segments appear in a report.

row set

A Financial Statement Generator tool that lets you define the format and content of the rows in an FSG 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.

rule numbers

A sequential step in a calculation. You use rule numbers to specify the order in which you want Oracle General Ledger to process the factors you use in your budget and actual formulas.

rules

A concept that provides an easy way to export, import, or update translation schemes. Rules let you store the entire translation scheme information in one place. Rules are not needed for the compilation. They are also not needed for the translation or transfer to General Ledger tables.

rules tables

See: rules, page Glossary-91

Run Journal Import

A step that imports accounting entries into General Ledger. Run Journal Import is the same as a manual Journal Import and lets you query entries in the Journal Entry window.

Run Post Journal

A step that is the same as the Journal Post in General Ledger.

sales credit

Credits that you assign to your salespeople when you enter orders, invoices, and commitments. Credits can be either quota or non-quota and can be used in determining commissions.

See also: non-revenue sales credit, page Glossary-67, revenue sales credit, page Glossary-90

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. Oracle Receivables

adds together the tax rates for all of these components to determine a customer's total tax liability for a transaction.

salesperson

A person who is responsible for the sale of products or services. Salespeople are associated with orders, returns, invoices, commitments, and customers. You can also assign sales credits to your salespeople.

schedule fixed date

The date used to freeze bill rate or burden schedules for a project or task. You enter a fixed date to specify that you want to use particular rates or multipliers as of that date. You do not use schedule fixed dates if you want to use the current effective rates or multipliers for a particular schedule.

scheduled payment

A schedule used to determine the amount and date of payment due. You use payment terms to determine your scheduled payment as well as any discounts offered.

See also: payment terms, page Glossary-74

scrollable region

A region whose contents are not entirely visible in a window. A scrollable region contains a horizontal or vertical scroll bar so that you can scroll horizontally or vertically to view additional fields hidden in the region.

secondary accounting method

The accounting method you choose for your secondary set of books. You can choose either the cash basis or accrual basis accounting methods. Your secondary accounting method cannot be the same as your primary accounting method. You do not need a secondary accounting method if you do not use a secondary set of books.

secondary set of books

The set of books you maintain for reporting purposes. You can run your business using accrual accounting and report on a cash basis, or run your business on a cash basis and report on an accrual basis.

Secure Posting

A feature that enforces the default parameters of the Posting Manager. You cannot override any values other than Submit: Yes/No. For example, you can ensure that Translate Events, Transfer to General Ledger, Run Journal Import, and Run Post Journal are done in one step.

security rules

(Order Management) The control over the steps in the order process where you no longer allow users to add, delete or cancel order or return lines or change order or return information.

segment

A single sub-field within a flexfield. You define the structure and meaning of individual segments when customizing a flexfield.

segments

The building blocks of your chart of accounts in Oracle General Ledger. You define the structure and meaning of individual segments when customizing a flexfield. Each account is comprised of multiple segments. Commonly used segments include company, cost center, department, account, and product.

See also: Account Combination, page Glossary-2

segment value security

An Oracle Applications feature that lets you exclude a segment value or ranges of segments values for a specific user responsibility.

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 options

For each report, Oracle Receivables provides you with parameters you can choose to make your report as brief as possible. For example, on the Aging - 4 Buckets report, you can specify that you want to review the report for a range of customers or only the aging information for one customer. This feature saves time and lets you retrieve data in different ways.

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.

senior tax authority

The first tax location in your sales tax structure. This segment does not have a parent location. For example, in the sales tax structure 'State.County.City', State is the senior tax authority.

sequence type

Receivables provides two types of sequences: Automatic and Manual. Automatic numbering sequentially assigns a unique number to each transaction as it is created. Manual numbering requires that you manually assign a unique number to each transaction when you create it. You can skip or omit numbers if desired.

sequencing

A parameter you can set when defining your dunning letter sets to ensure that your customers and sites receive proper notification of past due debit items. Sequencing ensures that a customer receives each of the dunning letters in their dunning letter set in the proper order.

See also: document sequence, page Glossary-35

serial number

A number assigned to each unit of an item and used to track the item.

serial number control

A system technique for enforcing use of serial numbers during a material transaction, such as receipt or shipment.

service type

An implementation-defined classification of the type of work performed on a task.

set of books

Defined in Oracle General Ledger, an organization or group of organizations that share a common chart of accounts, calendar, and currency. A set of books is associated with one or more responsibilities.

To use Multiple Reporting Currencies, you must create a primary set of books and separate reporting sets of books for each reporting currency.

Settlement Date

The date before which you cannot apply a prepayment to an invoice. Oracle Payables prevents you from applying a temporary prepayment to an invoice until on or after the Settlement Date of the prepayment.

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. Oracle 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.

Shared use assets

When your accounting entities in the same corporate book share the use of an asset, you can apportion depreciation expense to each by percentage or units used.

ship date

The date upon which a shippable item is shipped.

Ship To Address

The address of the customer who is to receive products or services listed on the invoice or order.

ship via

See: freight carrier, page Glossary-45

shortdecimal data type

Oracle Financial Analyzer variables with a shortdecimal data type contain decimal numbers with up to 7 significant digits.

shorthand alias

A user-defined code or character string that represents a complete or partial flexfield value. You can define as many aliases as you need for each key flexfield.

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.

shorthand window

A single-segment customizable field that appears in a pop-up window when you enter a key flexfield. The shorthand flexfield pop-up window only appears if you enable shorthand entry for that particular key flexfield.

shortinteger data type

Oracle Financial Analyzer variables with a shortinteger data type contain whole numbers with values between -32768 and +32768.

SIC code

(Standard Industry Classification Code) A standard classification created by the government that is used to categorize your customers by industry.

sign-on

An Oracle Applications user name and password that allows you to gain access to Oracle Applications. Each sign-on is assigned one or more responsibilities.

site use

See: business purpose, page Glossary-18

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.

source

The origin of imported invoices. Import sources for the Payables Open Interface include Invoice Gateway, Oracle Assets, Oracle Property Manager, Credit Card, EDI Gateway (e-Commerce Gateway), ERS, RTS (Return to Supplier), and Internet Supplier Portal. You can define other sources in Payables for invoices you import from other accounting systems. Import sources for the Expense Report Open Interface are Payables Expense Report for invoices you enter in Payables or Internet Expenses, and Oracle Projects for invoices from Oracle Projects.

source pool

The combination of all the source amounts defined by an allocation rule.

See also: allocation rule, page Glossary-7

source transaction

For related transactions, the identifying source transaction from which the related items are created.

split amount

A dollar amount that determines the number of invoices over and under this amount, as well as the total amounts remaining. For example, your company generates invoices that are either \$300 or \$500. You choose \$400 as your split amount so that you can review how much of your open receivables are comprised of your \$300 business and how much corresponds to your \$500 business. The split amount appears in the Collection Effectiveness Indicators Report.

split payment terms

A feature used to automatically schedule multiple payments for an invoice. You can split payments using either a flat amount or a percentage of the total amount due.

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 Oracle General Ledger.

staged dunning

A dunning method in which letters are based on the dunning levels of past due debit items. This method lets you send dunning letters based on the number of days since the last letter was sent, rather than the number of days items are past due. For each dunning letter, you specify the minimum number of days that must pass before Receivables can increment an item's dunning level and include this item in the next dunning letter.

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 Costing

A standard costing method uses a predetermined standard cost for charging material, resources, overhead, period close, job close, and cost update transactions as well as valuing inventory. Any deviation in actual costs from the predetermined standard is recorded as a variance.

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 memo lines

A type of line that you assign to an invoice when the item is not an inventory item (for example, 'Consulting Services'). You define standard memo lines to speed data entry when creating your transactions.

Standard Request Submission

A standard interface in Oracle Applications in which you run and monitor your application's reports and other processes.

standard reversal

A payment reversal where Oracle Receivables automatically updates your general ledger and re-opens the debit items you closed by reversing the original payment.

start organization

An organization that defines a set which includes itself and all subordinate organizations in the organization hierarchy. When you choose a start organization as a report parameter, all organizations below the start organization are included in the report.

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.

statements

Printed documents you send to your customers to communicate their invoice, debit memo, chargeback, deposit, payment, on-account credit, credit memo, and adjustment activity.

statistical journal entry

A journal entry in which you enter nonfinancial information such as headcount, production units, and sales units.

statistical quantity

Statistical information relating to the unit of measure for an invoice distribution line. For example, when you enter invoices for office rent, you can enter Square Feet (or whatever Unit of Measure you define in General Ledger) in the Unit field for an invoice distribution, and the number of square feet in the Statistical Quantity field for an invoice distribution. Oracle Payables includes the statistical quantity in the journal entries it creates for General Ledger during posting. You must use General Ledger in order to define a unit of measure and to be able to enter statistical quantities.

statistics

Accounting information (other than currency amounts) you use to manage your business operations. With Oracle General Ledger, you can maintain budget and actual statistics and use these statistics with budget rules and formulas.

status

See: customer status, page Glossary-30

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, a group of allocations that are ordered so that the posted results of one step are used in the next step of the AutoAllocation set. 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.

straight time cost

The monetary amount that an employee is paid for straight time (regular) hours worked.

structure

A structure is a specific combination of segments for a key flexfield. If you add or remove segments, or rearrange the order of segments in a key flexfield, you get a different structure.

subinventory

A subinventory is a subdivision of an organization that represents either a physical area or a logical grouping of items, such as a storeroom or receiving dock.

subledger

A subledger is an application other than General Ledger where accounting entries can originate.

subledger accounting entries

The Global Accounting Engine keeps its own accounting entries and reference information in the subledger tables. The accounting entries along with the reference information are needed for legal requirements, such as daily journals or customer/supplier balances.

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.

supplier

A business or individual that provides goods or services or both in return for payment.

supplier invoice

An external supplier's invoice entered into Oracle Payables.

supplier number

A number or combination of numbers and characters that uniquely identifies a supplier within your system.

supplier site

A facility maintained by a supplier for the purpose of conducting business. A supplier may have one or many supplier sites.

Payables maintains supplier information regarding each supplier site you define for a supplier. You may define a supplier site as a pay site only, a purchasing site only, both a pay site and a purchasing site, or as an RFQ only site, in which case it may not have purchase orders entered against it. You can also select one pay site as your primary pay site.

See also: pay site, page Glossary-71, purchasing site, page Glossary-81, RFQ only site, page Glossary-90

SWIFT940

A common format used by many banks to provide institutional customers with electronic bank statements. If your bank provides you with this type of statement, you can use Bank Statement Open Interface to load your bank statement information into Oracle Cash Management.

See also: Bank Statement Open Interface, page Glossary-14, bank statement, page Glossary-13

System Items Flexfield

A flexfield that allows you to define the structure of your item identifier according to your business requirements. You can choose the number and order of segments (such as product and product line), the length of each segment, and other characteristics. You can define up to twenty segments for your item. Also known as **Item Flexfield**.

table-based depreciation method

A depreciation method that uses the table-based method (rates) to calculate depreciation based on the asset life and the recoverable cost or net book value.

tablespace

The area in which an Oracle database is divided to hold tables.

target

A project, task, or both that receives allocation amounts, as specified by an allocation rule.

See also: source pool, page Glossary-95

task organization

The organization that is assigned to manage the work on a task.

task service type

See: service type, page Glossary-94

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 U.S.), while in others there may be only one. Each authority may charge a different tax rate. You can define a unique tax name for each tax authority. If you have only one tax authority, you can define a unique tax name for each tax rate that it charges.

Within Oracle Receivables, tax authority consists of all components of your tax structure. For example: California.San Mateo.Redwood Shores for State.County.City. Oracle Receivables adds together the tax rates for all of these locations to determine a customer's total tax liability for an invoice

Tax book

A depreciation book that you use to track financial information for your reporting authorities.

tax codes

Codes to which you assign sales tax or value-added tax rates, tax type, taxable basis, tax controls, and tax accounting. You can define a tax code for inclusive or exclusive tax calculation. Oracle Receivables lets you choose state codes as the tax code when you define sales tax rates for the United States. (Receivables Lookup)

tax distribution

A distribution line used to record a sales or VAT tax charge on an invoice.

See also: invoice distribution line, page Glossary-54

tax engine

A collection of programs, user defined system parameters, and hierarchical flows used by Oracle Receivables to calculate tax.

tax exempt

A customer, business purpose, or item to which tax charges do not apply.

See also: exemption certificate, page Glossary-39

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. In some countries this value is called a NIF.

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 on Assets

The Tax on Assets (Impuesto al Activo or IMPAC) is a special tax that is paid in Mexico. The amount to be paid is calculated from inflation-adjusted amounts for cost, accumulated depreciation, and depreciation expense, and from Tax on Income amounts.

Tax on Income

The Tax on Income (Impuesto Sobre la Renta or ISR) is a special tax that is paid in Mexico. The amount to be paid is calculated from the inflation-adjusted amounts for cost, accumulated depreciation, and depreciation expense.

tax tolerances

The acceptable degrees of variance you define for the differences between the calculated tax amount on an invoice and the actual tax amount on the invoice. The calculated tax amount is the amount of tax on the invoice as determined by the tax name for the invoice (which has a defined tax rate) and the amount of the invoice. The actual tax amount is the sum of all the tax distribution lines. If the variance between these two amounts exceeds the tolerances you specify, Invoice Validation places the invoice on hold.

tax type

A feature you use to indicate the type of tax charged by a tax authority when you define a tax name. Receivables uses the tax type during invoice entry to determine the financial impact of the tax. When you enter a tax of type Sales, Receivables creates a separate invoice distribution line for the tax amount. When you enter a tax of type Use, Receivables does not create the invoice distribution line.

TCA registry

The central repository of party information for all Oracle applications. The party information includes details about organizations and people, the relationship among the parties, and the places where the parties do business.

template

A pattern that Oracle General Ledger uses to create and maintain summary accounts. For each template you specify, General Ledger automatically creates the appropriate summary accounts.

Terms Date Basis

The method that determines the date from which Oracle Payables calculates an invoice scheduled payment. The terms date basis can be Current, Goods Received, Invoice, or Invoice Received.

territory

A feature that lets you categorize your customers or salespeople. For example, you can categorize your customers by geographic region or industry type.

Territory Flexfield

A key flexfield you can use to categorize customers and salespersons.

third party

A generic term for supplier, customer, or an inventory organization.

third party subidentification

A generic term for a customer address, a supplier site, or a subinventory.

Time and Materials (T&M)

A revenue accrual and billing method that calculates revenue and billings as the sum of the amounts from each individual expenditure item. The expenditure item amounts are calculated by applying a rate or markup to each item.

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.

timecard

A weekly submission of labor expenditure items. You can enter timecards online, or as part of a pre-approved batch.

TIN

See: Tax Identification Number, page Glossary-100

tolerance

A feature you use to specify acceptable matching and tax variances. You can specify either percentage-based or amount-based tolerances or both for quantity and item price variances between matched invoices and purchase orders. You can also specify percentage-based or amount-based tolerances for your tax variances. Invoice Validation uses the tolerance levels you define to determine whether to hold or validate invoices for payment.

See also: Matching Tolerances, page Glossary-63, Tax Tolerances, page Glossary-101, reconciliation tolerance, page Glossary-83

tolerance percentage

The percentage amount by which customers are allowed to exceed their credit limit and still pass the credit check.

toolbar

The toolbar is a collection of iconic buttons that each perform a specific action when you choose it. Each toolbar button replicates a commonly-used menu item. Depending on the context of the current field or window, a toolbar button can be enabled or disabled. You can display a hint for an enabled toolbar button on the message line by holding your mouse steadily over the button. The toolbar generally appears below the main menu bar in the root window.

TP

Translation Program.

See also: AX Program, page Glossary-12

transaction batch sources

See: batch source, page Glossary-15, foreign currency translation, page Glossary-45

transaction code

In Oracle Payables, a feature you use to describe bank transactions prior to initiating automatic reconciliation from a bank tape. You define transaction codes based on those your bank provides, and Oracle Payables uses them to load information from your bank

tape. For example, your bank may use transaction codes T01, T02, and T03 to represent debit, credit, and stop payment.

transaction code

In Oracle Cash Management, you define transaction codes that your bank uses to identify different types of transactions on its statements. For example, your bank may use transaction codes T01, T02, and T03 to represent debit, credit, and stop payment.

transaction currency

The currency in which a transaction originally takes place. For processing purposes, the reimbursement currency in an expense report is the transaction currency.

transaction type

In Oracle Receivables, an invoice control feature that lets you specify default values for invoice printing, posting to the general ledger, and updating open receivable balances.

transaction type

In Oracle Assets, the kind of action performed on an asset. Transaction types include addition, adjustment, transfer, and retirement.

transaction type

In Oracle Cash Management, transaction types determine how Cash Management matches and accounts for transactions. Cash Management transaction types include Miscellaneous Receipt, Miscellaneous Payment, Non-Sufficient Funds (NSF), Payment, Receipt, Rejected, and Stopped.

transactions

These include invoices, debit memos, credit memos, deposits, guarantees and chargebacks entered with a GL date that is between the beginning and ending GL dates. The transactions are displayed in the Transaction Register in the Functional Currency column.

See also: batch source, page Glossary-15

transfer to GL

The process of transferring accounting entries from Oracle subledger applications to the GL_INTERFACE table in General Ledger. When entries are transferred from the subledgers, the subledger system marks the entries in the subledger tables as posted, even though they have not been posted in General Ledger. Entries modify General Ledger balances only when Journal Import is run and the subsequent entries are posted.

transferred date

The date on which you transfer costs, revenue, and invoices to other Oracle Applications.

transformation function

A seeded or user-defined rule that transforms and standardizes TCA attribute values into representations that can assist in the identification of potential matches.

transition

In Oracle Workflow, the relationship that defines the completion of one activity and the activation of another activity within a process. In a process diagram, the arrow drawn between two activities represents a transition.

See also: activity, page Glossary-5, Workflow Engine, page Glossary-108

Translate Events

A program that transfers accounting entries into subledger tables.

translation

See: revaluation, page Glossary-88, foreign currency translation, page Glossary-45

transmission format

A transmission format defines what data your bank is sending in the bank file, and how that data is organized. In Oracle Receivables, you define a transmission format that identifies what types of records you want to import, what data is in each type of record, and the position in which that data is located on the record.

unapplied payment

The status of a payment for which you can identify the customer, but you have not applied or placed on account all or part of the payment. For example, you receive a check for \$1200.00 and you apply it to an open debit item for \$1000.00. The remaining \$200.00 is unapplied until you either apply the payment to a debit item or place the amount On Account.

unclaimed property

In Payables, payments that have not cleared an internal bank account. Usually this happens when a payee did not receive a check payment, or received it and never deposited it.

unearned discounts

Discounts your customers are allowed to take if they pay for their invoices after the discount date. (The discount date is determined by the payment terms.) You can specify at the system level whether you want to allow customers to take unearned discounts.

See also: payment terms, page Glossary-74

unearned revenue

Revenue received and recorded as a liability or revenue before the revenue has been earned by providing goods or services to a customer.

unidentified payment

The status of a payment for which the customer is unknown. Oracle Receivables retains unidentified payments for you to process further.

unit of measure

A classification created in Oracle General Ledger that you assign to transactions in General Ledger and subledger applications. Each unit of measure belongs to a unit of measure class.

For example, if you specify the unit of measure Miles when you define an expenditure type for personal car use, Oracle Projects calculates the cost of using a personal car by

mileage. Or, in Oracle Payables, you define square feet as a unit of measure. When you enter invoices for office rent, you can track the square footage addition to the dollar amount of the invoice.

In Oracle Assets, a label for the production quantities for a units of production asset. The unit used to measure production amounts.

See also: statistical quantity, page Glossary-97

unit of measure classes

Groups of units of measure with similar characteristics. Typical units of measure classes are Volume and Length.

units of production depreciation method

A depreciation method that calculates the depreciation for an asset based on the actual production or use for that period. This method uses the asset's actual production for the period divided by the capacity of the asset to determine depreciation. Oracle Assets multiplies this fraction by the asset's recoverable cost.

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, page Glossary-82

UOM

See: unit of measure, page Glossary-104

US Sales and Use tax

Levied on the end consumer, prior stages of supply are exempt by certificate awarded by the state of the recipient. Government and other organizations are exempt by statute. Many taxes may apply to a single transaction, including state, County, City, Transit, and Muni tax. Monthly returns to each state are required only if the operating company is registered for business within that state. Monthly reporting of Sales and Use tax can be on an accrual or cash basis.

usage

See: non-labor resource, page Glossary-66

usage cost rate override

The cost rate assigned to a particular non-labor resource and non-labor organization which overrides the rate assigned to its expenditure type.

usage logs

Usage logs record the utilization of company assets on projects as the asset is used.

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, Oracle General Ledger does not create an invoice distribution or general ledger journal entry for the tax.

user profile

A set of changeable options that affect the way your applications run. You can change the value of a user profile option at any time.

See also: profile option, page Glossary-78

Validation

Invoice Validation is a feature that prevents you from paying an invoice when your supplier overcharges you or bills you for items you have not received, ordered or accepted. Validation also validates tax, period, currency, budgetary, and other information. If you use budgetary control and encumbrance accounting, Validation also creates encumbrances for unmatched invoices or for invoice variances. Validation prevents payment or accounting of invoices that do not meet defined validation criteria by placing holds on the invoice. Validation also releases holds when you resolve invoice exceptions. You must submit Validation for each invoice to pay and account for the invoice. Validation was called Payables Approval in previous releases.

value

Data you enter in a parameter. A value can be a date, a name, or a code, depending on the parameter.

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 Oracle 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.

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.

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.

VAT

See: value added tax, page Glossary-106

vendor

See: supplier, page Glossary-98

View Transactions

A feature used to look at translated transactions, even before these transactions are transferred to General Ledger. You can search by account, third party, or third party subidentifier.

void check stock

A feature you use to void a range of blank check stock.

voucher

A generic term for accounting entries created from a transaction for a document, such as an invoice or credit memo.

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.

warehouse

To store approved invoices for payment by a central Treasury or a central accounts payable department.

warrant

In government accounting, an order drawn authorizing payment to a designated payee. Not to be confused with a stock warrant.

weighted-average exchange rate

An exchange rate that Oracle 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.

weighted-average translation rate

The rate General Ledger uses to translate your functional currency into a foreign currency for your transactions. Oracle Payables provides transaction information based on daily rates you enter in the system and rate exceptions you define for individual transactions. This transaction information allows General Ledger to calculate an accurate weighted-average translation rate.

window

A box around a set of related information on your screen. Many windows can appear on your screen simultaneously and can overlap or appear adjacent to each other. Windows can also appear embedded in other windows. You can move a window to a different location on your screen.

window title

A window title at the top of each window indicates the name of the window, and occasionally, context information pertinent to the content of the window. The context information, contained in parenthesis, can include the organization, set of books, or business group that the window contents is associated with.

WIP

See: work in process, page Glossary-108

withholding

In some cases, the Internal Revenue Service requires companies to withhold a portion of payments to 1099 suppliers who meet specific criteria. These payments are for federal income tax. Before withholding any payments, you need to inform the supplier in writing. You then send the accumulated withholding amount, with another window, to the Internal Revenue Service once per quarter.

withholding tax group

You can assign one or more Withholding Tax type tax names to a withholding tax group. Assign a withholding tax group to an invoice or distribution line and use Oracle Payables to automatically withhold tax for expense reports and supplier invoices.

withholding tax rate

The rate at which Payables withholds tax for an invoice distribution line that has a Withholding Tax type tax name assigned to it.

word replacement

A word mapping that is used to create synonyms which are treated as equivalents for searching and matching.

work in process

An item in various phases of production in a manufacturing plant. This includes raw material awaiting processing up to final assemblies ready to be received into inventory.

work site

The customer site where project or task work is performed.

Workflow Engine

The Oracle Workflow component that implements a workflow process definition. The Workflow Engine manages the state of all activities, automatically executes functions, maintains a history of completed activities, and detects error conditions and starts error processes. The Workflow Engine is implemented in server PL/SQL and activated when a call to an engine API is made.

See also: Account Generator, page Glossary-2, activity, page Glossary-5, function, page Glossary-46, item type, page Glossary-56

write-off

See: invoice write-off, page Glossary-55, revenue write-off, page Glossary-90

Write-off Limits

Limits that you set at the system and user levels for creating receipt write-offs. Oracle Receivables enforces the limits that you define when users write-off receipts. Users can only write off receipt balances within their user limit for a given currency and the total cumulative write-off amount cannot exceed the system level write-off limit.

write-on

An event type classification that causes revenue to accrue and generates an invoice for the amount of the write-on.

XML

Extensible Markup Language. A system for defining, validating, and sharing document formats.

XpenseXpress

See: expense report, page Glossary-41

year average-to-date

The average of the end-of-day balances for a related range of days within a year.

year-to-date depreciation

The depreciation taken for an asset so far this fiscal year.

Zengin

The standard file format for bank transfers in Japan. You can transfer this type of bank file into Receivables using AutoLockbox. If you want to import bank files in the Japanese Zengin format into Receivables using AutoLockbox, specify in the Transmission Formats window the character set that you will use.

Zoom

A forms feature that is obsolete in GUI versions of Oracle Applications.

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