PeopleSoft®

PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook

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About This PeopleBook Preface

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

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

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

You might also want to complete at least one PeopleSoft introductory training course, if applicable.

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

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

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications. For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

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

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

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplesoftpress@mmapartner.com.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction

Resource	Navigation
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
`Monospace font`	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

If the note is preceded by *Important!,* the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See.* Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: “(FRA) Hiring an Employee”

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

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

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

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements Used in PeopleBooks

Address Book Number Enter a unique number that identifies the master record for the entity. An address book number can be the identifier for a customer, supplier, company, employee, applicant, participant, tenant, location, and so on. Depending on the application, the field on the form might refer to the address book number as the customer number, supplier number, or company number, employee or applicant id, participant number, and so on.

As If Currency Code Enter the three-character code to specify the currency that you want to use to view transaction amounts. This code allows you to view the transaction amounts as if they were entered in the specified currency rather than the foreign or domestic currency that was used when the transaction was originally entered.

Batch Number Displays a number that identifies a group of transactions to be processed by the system. On entry forms, you can assign the batch number or the system can assign it through the Next Numbers program (P0002).

Batch Date Enter the date in which a batch is created. If you leave this field blank, the system supplies the system date as the batch date.

Batch Status Displays a code from user-defined code (UDC) table 98/IC that indicates the posting status of a batch. Values are:

Blank: Batch is unposted and pending approval.

A: The batch is approved for posting, has no errors and is in balance, but it has not yet been posted.

D: The batch posted successfully.

E: The batch is in error. You must correct the batch before it can post.

P: The system is in the process of posting the batch. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status changes to E.

U: The batch is temporarily unavailable because someone is working with it, or the batch appears to be in use because a power failure occurred while the batch was open.

Branch/Plant Enter a code that identifies a separate entity as a warehouse location, job, project, work center, branch, or plant in which distribution and manufacturing activities occur. In some systems, this is called a business unit.

Business Unit Enter the alphanumeric code that identifies a separate entity within a business for which you want to track costs. In some systems, this is called a branch/plant.

Category Code Enter the code that represents a specific category code. Category codes are user-defined codes that you customize to handle the tracking and reporting requirements of your organization.

Company Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet.

Currency Code Enter the three-character code that represents the currency of the transaction. PeopleSoft EnterpriseOne provides currency codes that are recognized by the International Organization for Standardization (ISO). The system stores currency codes in the F0013 table.

Document Company Enter the company number associated with the document. This number, used in conjunction with the document number, document type, and general ledger date, uniquely identifies an original document.

If you assign next numbers by company and fiscal year, the system uses the document company to retrieve the correct next number for that company.

If two or more original documents have the same document number and document type, you can use the document company to display the document that you want.

Document Number — Displays a number that identifies the original document, which can be a voucher, invoice, journal entry, or time sheet, and so on. On entry forms, you can assign the original document number or the system can assign it through the Next Numbers program.

Document Type — Enter the two-character UDC, from UDC table 00/DT, that identifies the origin and purpose of the transaction, such as a voucher, invoice, journal entry, or time sheet. PeopleSoft EnterpriseOne reserves these prefixes for the document types indicated:

P: Accounts payable documents.

R: Accounts receivable documents.

T: Time and pay documents.

I: Inventory documents.

O: Purchase order documents.

S: Sales order documents.

Effective Date — Enter the date on which an address, item, transaction, or record becomes active. The meaning of this field differs, depending on the program. For example, the effective date can represent any of these dates:

- The date on which a change of address becomes effective.
- The date on which a lease becomes effective.
- The date on which a price becomes effective.
- The date on which the currency exchange rate becomes effective.
- The date on which a tax rate becomes effective.

Fiscal Period and **Fiscal Year** — Enter a number that identifies the general ledger period and year. For many programs, you can leave these fields blank to use the current fiscal period and year defined in the Company Names & Number program (P0010).

G/L Date (general ledger date) — Enter the date that identifies the financial period to which a transaction will be posted. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number and year, as well as to perform date validations.

PeopleSoft EnterpriseOne General Accounting Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft application fundamentals.
- Common elements used in this PeopleBook.

PeopleSoft Products

This PeopleBook refers to these PeopleSoft products:

- PeopleSoft EnterpriseOne Accounts Payable
- PeopleSoft EnterpriseOne Accounts Receivable

PeopleSoft Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBooks.*

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Getting Started with PeopleSoft EnterpriseOne Financial Management Solutions Fundamentals," FMS Fundamentals Implementation

Common Elements Used in This PeopleBook

Bank Transit	Enter the number that is assigned to a particular bank by the Federal Reserve. This number facilitates the clearing of funds.
Budget Pattern	Enter a three-character code that identifies a season pattern. The system uses this code to calculate budget amounts for an accounting period.
Ledger Type 1 and **Ledger Type 2**	Enter codes that identify two ledger types in UDC table 09/LT. For example, enter *AA* in the Ledger Type 1 field and *BA* in the Ledger Type 2 field to display all AA ledger type records in the F0911 table and any matching records with a BA ledger type.

	To display the Ledger Type 2 field on certain forms, you must set a processing option for the program.
Net Postings	Displays an accumulated amount that shows the net postings for a period or year.
Transaction Code	Enter a code that identifies the type of transaction that appears on a bank statement. The code must exist in UDC table 09/BJ and is used to identify a journal entry, customer payment, and so on.

CHAPTER 1

Getting Started with PeopleSoft EnterpriseOne General Accounting

This chapter discusses:

- General Accounting overview
- General Accounting business processes
- General Accounting integrations
- General Accounting implementation

General Accounting Overview

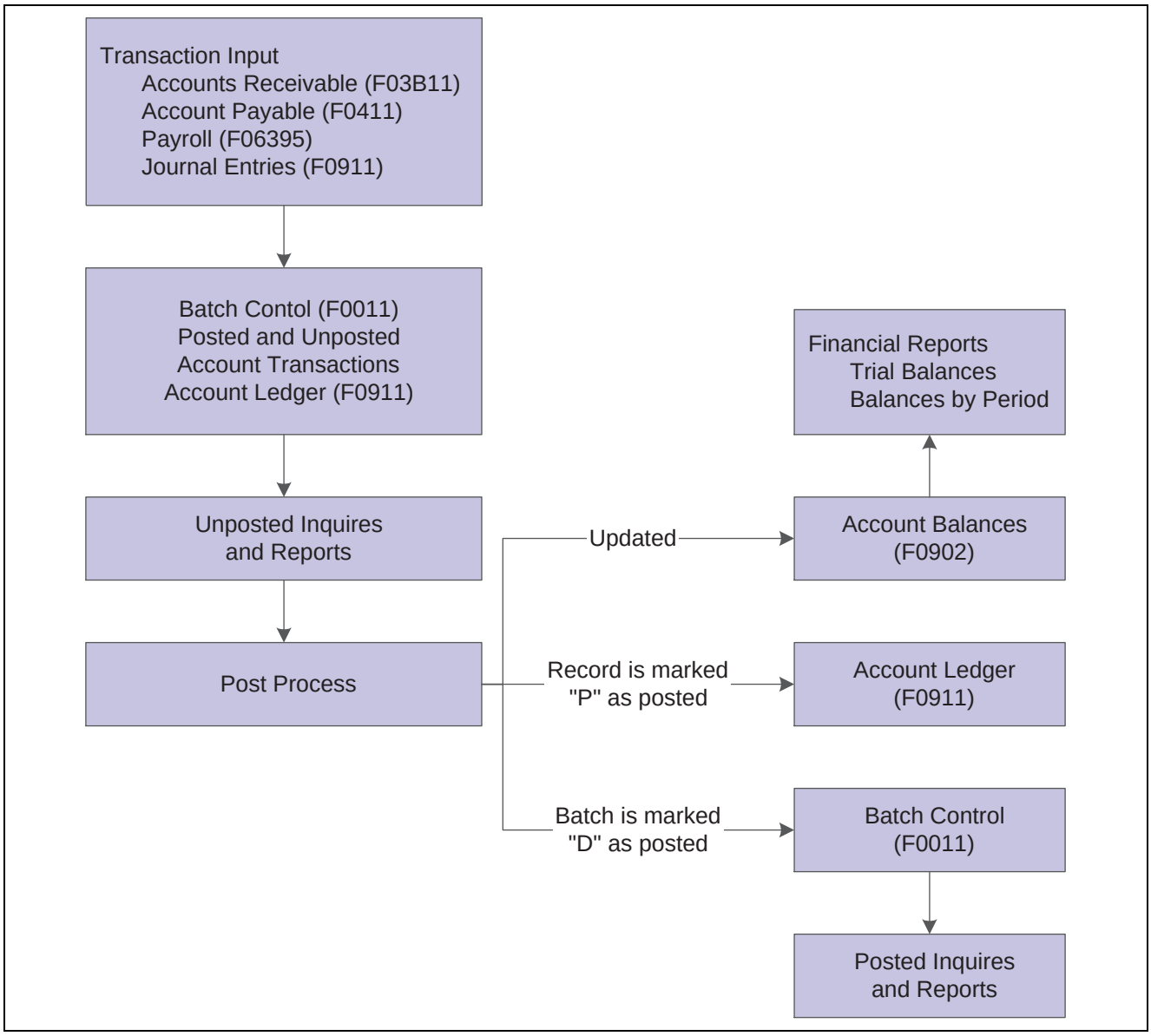
Typically, a company uses some type of general ledger application to successfully manage its financial activities. The financial activities might include allocating revenue and expenses among various departments within the company, eliminating intercompany transactions, reconciling account balances, and projecting budgets for future periods and reviewing them against the actual activity.

With the General Accounting system, you can organize, maintain, record, and analyze financial information. For example, you can:

- Access account balances and consolidated information at any time during an accounting period.
- Create high-level budget projections or detail-level budgets and compare your budget-to-actual figures online by using any time frame.
- Forecast revenue and expense budget amounts up to 15 years in the future.
- Project future cash requirements and effectively manage your cash accounts.
- Produce cash flow statements that show the historical changes in cash and cash equivalents during a specified period of operations.
- Create intercompany settlements automatically for transactions between companies.

General Accounting Business Processes

This process flow illustrates the General Accounting business processes:

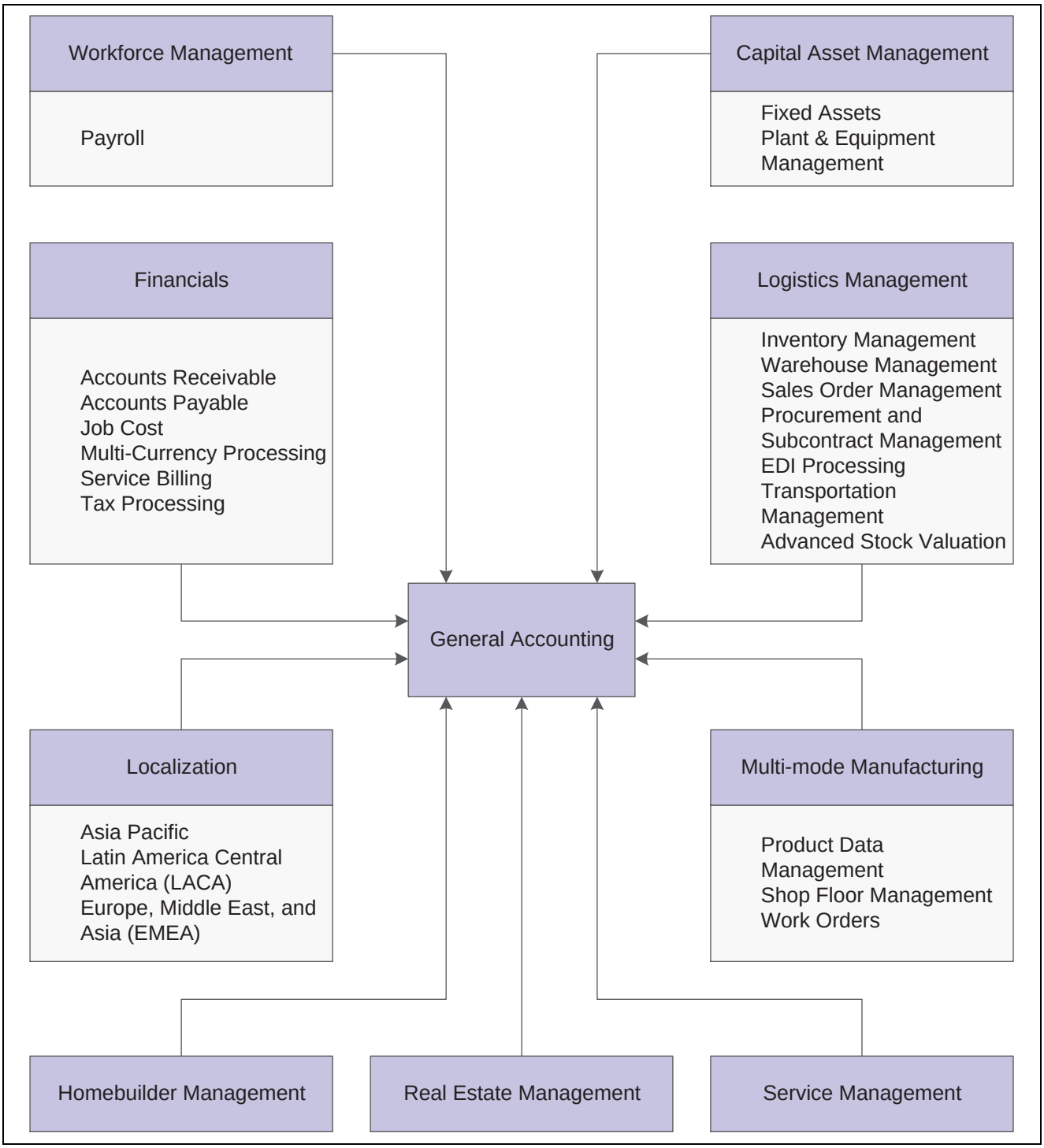


General Accounting process flow

We discuss these business processes in the business process chapters in this PeopleBook.

General Accounting Integrations

The General Accounting system integrates with these EnterpriseOne systems:



Systems that integrate with General Accounting

The General Accounting system works with other PeopleSoft EnterpriseOne systems to ensure that all information is fully integrated into the general ledger. We discuss integration considerations in the implementation chapters in this PeopleBook. Supplemental information about third-party application integrations is located on the PeopleSoft Customer Connection website.

Workforce Management

The Payroll system creates general ledger transactions for labor, labor billing distribution, disbursements, and so on during the payroll cycle.

Financials

The Financials systems create general ledger transactions for invoices and vouchers, receipt and payment processing, and so on.

Localization

The Localization systems create general ledger transactions for journal entries with taxes, used by certain countries.

Capital Asset Management

The Capital Asset Management systems create general ledger transactions for depreciation, asset transfers, vouchers, equipment, billing, and so on.

Logistics Management

The Logistics Management systems create general ledger transactions during the processes for sales order update, purchase order receipt, voucher match, and so on.

Multi-mode Manufacturing

The Multi-mode Manufacturing systems create general ledger transactions for material issues, completions, labor hours, variances, and so on during the manufacturing accounting process.

Homebuilder Management

The Homebuilder Management system creates general ledger transactions for lot closes and progress payments.

Real Estate Management

The Real Estate Management system creates general ledger transactions during invoice and voucher entry.

Service Management

The Service Management system creates general ledger transactions for inventory costs.

General Accounting Implementation

This section provides an overview of the steps that are required to implement the General Accounting system.

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and troubleshooting information. A complete list of these resources appears in the preface in *About These PeopleBooks* with information about where to find the most current version of each.

Global Implementation Steps

This table lists the suggested implementation steps for the PeopleSoft EnterpriseOne General Accounting system:

Step	Reference
1. Set up fiscal date patterns, companies, and business units.	*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up an Organization"
2. Create the chart of accounts and set up accounts and subledgers.	*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Accounts"
3. Set up the General Accounting constants.	Chapter 3, "Setting Up the General Accounting System," Setting Up Constants for General Accounting, page 10
4. Set up multicurrency processing.	*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Setting Up Your System for Multicurrency Processing"
5. Set up ledger type rules.	*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Ledger Type Rules for General Accounting"
6. Enter address book records.	*PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook*, "Entering Address Book Records"

General Accounting Implementation Steps

This table lists the suggested application-specific implementation steps for General Accounting:

Step	Reference
1. Set up user-defined codes (UDCs), ledger types, automatic accounting instructions (AAIs), and business unit supplemental data.	• Chapter 3, "Setting Up the General Accounting System," Setting Up User-Defined Codes for General Accounting, page 14 • Chapter 3, "Setting Up the General Accounting System," page 9 • Chapter 3, "Setting Up the General Accounting System," Setting Up AAIs for General Accounting, page 20 • Chapter 3, "Setting Up the General Accounting System," Setting Up Business Unit Supplemental Data, page 25
2. Set up next numbers by system and by company and fiscal year.	*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up System Next Numbers"
3. Set up batch approval and post security for journal entries. Set up approved and secured users.	*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Batch Approval and Post Security"
4. Set up AAIs for account reconciliation and reconciliation codes.	Chapter 4, "Setting Up Account Reconciliation," page 27
5. Set up UDCs, bank account cross-references, automatic bank statement accounts, and automatic reconciliation rules and groups.	Chapter 5, "Setting Up Automatic Bank Statement Processing," page 29

Step	Reference
6. Set up growth patterns and assign them to business units.	Chapter 6, "Setting Up Budget Forecasting and Planning," Setting Up Growth Patterns, page 43
7. Set up cash type rules for the Accounts Receivable, Accounts Payable, and General Accounting systems and define a cash forecast report structure.	Chapter 7, "Setting Up Cash Forecasting," page 47
8. Set up cash flow activity codes, normal balance codes, and cash flow rules.	Chapter 8, "Setting Up Statements of Cash Flow," page 59
9. Set up document types for cash basis entries, assign the document types to the actual amounts (AA) ledger, and set up AAIs for unapplied receipts and accounts payable and accounts receivable balance accounts.	Chapter 10, "Setting Up Cash Basis Accounting," page 75
10. Set up 52-period fiscal date patterns and assign the dates to a company.	Chapter 11, "Setting Up 52 Period Accounting," page 79
11. Set up sales tax using Vertex Sales Tax Q Series.	*PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "Mapping Fields from Vertex Sales Tax Q Series System to PeopleSoft EnterpriseOne Software"

CHAPTER 2

Understanding the General Accounting Features

This chapter provides an overview of the features in the General Accounting system.

General Accounting Features

This table describes some of the features available in the General Accounting system:

Feature	Description
Reporting	The General Accounting system provides standard reports to supplement online summary information. Managers often use these reports to perform detailed analysis. For additional reporting and analysis, you can create one or more organizational structures that are based on category codes that you assign to business units to simulate a parent-child relationship. A graphical interface is available for reviewing the structure, expanding and collapsing the nodes of the structure, and dragging the components to reorganize the structure. You can maintain a chart of accounts according to the requirements of both a parent company and its subsidiaries. Various reports are provided to satisfy the statutory reporting requirements of a country.
Account Balance Consolidations	At any time during the accounting period, you can access account balances and consolidated information. Whether you review your financial information online or print reports, you can review information at the level of detail that is most meaningful to you. While reviewing account balances online, you can easily access the detail of the originating transactions. This feature provides timely resolution when questions about a transaction arise. You can review your consolidated financial reports online at any time and across multiple currencies and languages. You can consolidate account balances from multiple locations, including locations that do not use PeopleSoft EnterpriseOne software.
Multiple Ledger Flexibility	Multiple ledgers provide flexibility without requiring you to enter unnecessary and redundant data. With multiple ledgers, you can: • Define any number of unit or monetary ledger types, such as actual or budgeted. • Retrieve data about anything from global revenue by product to an individual employee's expenses, without creating separate account numbers. • Maintain transactions in the appropriate ledger and post to the general ledger by summary or detailed transaction. • View two ledgers simultaneously. For example, you can view budget and actual ledgers, with the variance calculated online.

Feature	Description
Budgeting	The amount of detail to include in your budgets is determined by you. For example, you can create budgets at the project or business unit level, or by major account category or specific account. You can also create journal entries for each account and budget amount. This detailed method provides a formal audit trail and is used by construction companies and government agencies that need to record supplemental appropriations for an original budget. You can compare your budget-to-actual figures online using year-to-date, period-to-date, or any other time frame. This comparison allows you to respond to variances in a timely manner. If your budget changes, you can create journal entries that explain the reason for the change to ensure that next year's budgets are more accurate. Managers can create their department budgets using a PC spreadsheet and then upload the figures into the General Accounting system and produce a final budget.
Allocations	Allocations can be defined for many purposes, such as to distribute expenses and to create annual or period budgets. Using one simple allocation, you can create budgets that reflect an increase or decrease over last year's budget or actual amounts. You can allocate from one account to another account based on values in a third account. For example, you can allocate your monthly utilities expense from an overhead account to individual departments based on their percentage of square footage. You can also create allocations based on other allocations and process them together. The three types of allocations in the General Accounting system are recurring journal entries, indexed allocations, and variable numerator allocations.
Account Reconciliation	After you perform the initial setup requirements, you can reconcile your accounts on a periodic basis. You can reconcile selected expense accounts and bank accounts as well as bank statements. The General Accounting system has both manual and automatic bank statement reconciliation programs. Some countries have banking practices that rely heavily on magnetic media processing, electronic fund transfers, and direct bank involvement in the settlement of outstanding debts. For these countries, the bank statement serves as a source document for all banking activity.
Intercompany Settlements	Intercompany settlements ensure that each company's net balance equals zero (that is, debits equal credits). If your business enters transactions between companies, the companies will be out of balance unless you create and post intercompany balancing entries. You can either create these settlements yourself or choose a method of intercompany settlements to use and have the system create them automatically.
Reorganization Flexibility	Traditionally, when organizations have changed their reporting structure, the process has entailed reworking the chart of accounts, followed by a time-consuming data conversion to get the historical data into the new account coding design. With the General Accounting system, when you change an account number, the associated transaction detail and balance histories are transferred automatically by the system, eliminating the need for data conversions. A free-form account number that can be used as a cross-reference to an old account number is available for the initial conversion to the General Accounting system.

CHAPTER 3

Setting Up the General Accounting System

This chapter provides an overview of the General Accounting system setup and discusses how to set up:

- Constants.
- User-defined codes.
- (RUS) User-defined codes for Russia.
- Ledger types.
- AAIs.
- Business unit supplemental data.
- Vertex sales tax.

Understanding General Accounting System Setup

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

This table describes the setup features in the General Accounting system:

Feature	Description
Constants	Constants establish system basics, such as: • Whether the system verifies that the amount and number of documents in a batch of journal entries balance to the totals that you enter separately. • Whether you require management to approve batches of documents before posting. • Whether the system allows you to post batches to a prior accounting period within the current year. • How the system manages invalid account numbers on journal entries. • What symbols you use to identify the format of the account numbers that you enter during data entry. • Whether you use multiple currencies. • How the system processes journal entries that cross company boundaries (intercompany settlements).

Feature	Description
User-defined codes	User-defined codes are codes that you can customize for your business needs. Various programs throughout the General Accounting system and other PeopleSoft EnterpriseOne systems use these codes.
Next numbers	Next numbers establish an automatic numbering system for the documents that you enter in the system. See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up System Next Numbers".
AAIs	Automatic accounting instructions (AAIs) define the rules for the chart of accounts and establish how the system creates automatic entries. If you work in a multilingual environment, you can translate the descriptions of your AAIs.

Prerequisite

Set up your companies, fiscal patterns, business units, and accounts.

See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up an Organization".

Setting Up Constants for General Accounting

This section provides an overview of general accounting constants and discusses how to set up general accounting constants.

Understanding General Accounting Constants

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

Constants are cached information. If you change settings for any of the constants, contact your system administrator to determine what additional steps you must perform in order for the changes to take effect.

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

Constant	Description
Batch Control Required	When you create a batch of documents, such as journal entries, you might want to verify the total number of documents and total currency amount for the batch. Doing this enables you to verify the total amount expected against the total amount entered immediately after you enter a batch.
Manager Approval of Input	The Manager Approval of Input constant enables you to specify whether management approval of batches is required before batches can be posted.

Constant	Description
Allow PBCO Postings (allow posted before cut off postings)	Circumstances might occur, especially during implementation, when you need to post batches to prior accounting periods. A constant controls whether the system allows you to do this. If the constant is not set to allow prior period posting, another approach is to change the current period for the company to a prior period and then post to that period. In either case, you need to close the prior period again and process updated period-end financial reports for that period and subsequent periods.
Allow Invalid Accounts	You control whether you allow journal entries to be entered with invalid account numbers. Invalid account numbers are account numbers that have not yet been set up in the system for a business unit that already exists in the Business Unit Master table (F0006). By entering an invalid account number, you can complete a batch without exiting and losing your entries. If you allow an invalid account number, the system either: • Leaves the batch in an error status and unposted until you correct the invalid account number. • Creates a new account dynamically if you have set up the system to do so.
Intercompany Settlements	If your organization has transactions between companies, the companies will be out of balance unless you create and post intercompany balancing entries. You create intercompany settlements to ensure that each company's net balance equals zero (that is, debits equal credits). You can either create these settlements yourself or have the system create them automatically. You can select one of these intercompany settlement methods to use: • Hub method • Detail method • Configured Hub method
Account Symbols	When you enter an account number during data entry, you can use any of these formats: • Business unit.object.subsidiary • Short ID (8-digit, system-assigned number) • Third account number You specify the format that you are using by preceding the account number with a symbol that identifies the format. Normally, you do not specify an account symbol for the most commonly used format to allow for quicker data entry. You can also define the symbol that separates the different components of the business unit.object.subsidiary account format.

Prerequisite

Ensure that only authorized personnel can access and change the general accounting constants.

See Also

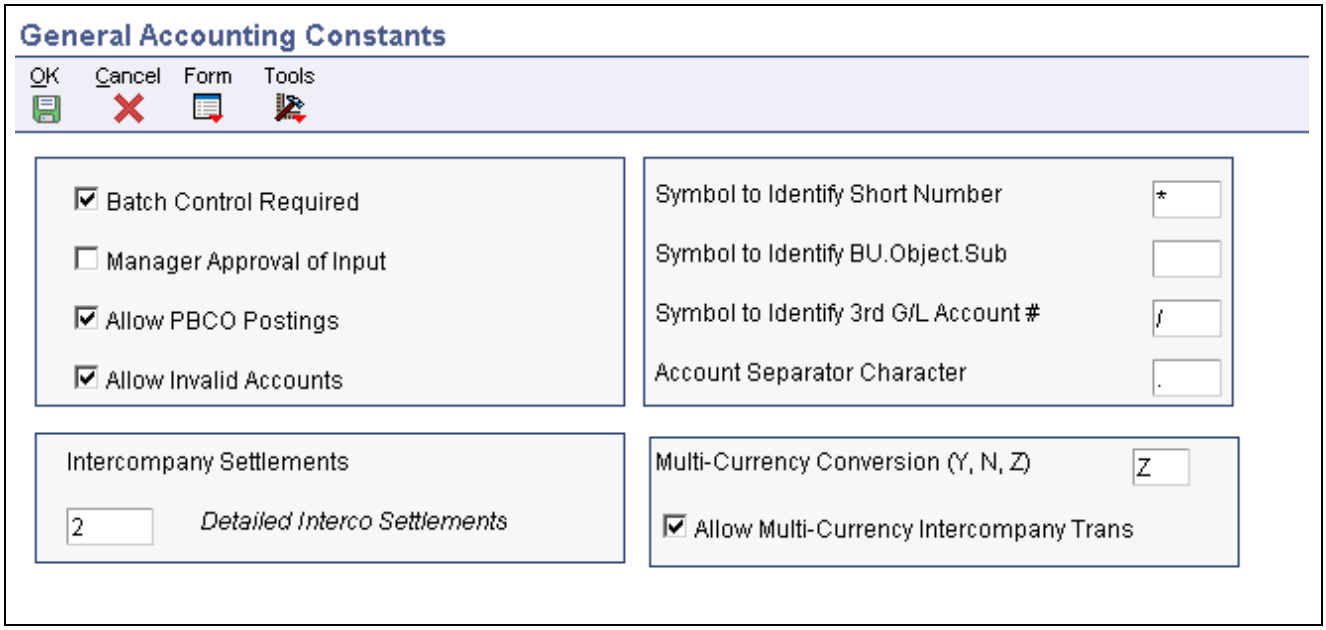
PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, "Setting Up General Accounting for Multicurrency Processing"

Forms Used to Set Up General Accounting Constants

Form Name	Form ID	Navigation	Usage
System Setup	W0000A	General Accounting System Setup (G0941), General Accounting Constants	Access constants for the General Accounting system, or other systems.
General Accounting Constants	W0000B	On the System Setup form, click General Accounting Constants.	Set up constants for the General Accounting system.

Setting Up General Accounting Constants

Access the General Accounting Constants form.



General Accounting Constants form

Batch Control Required Specify whether batch control is required.

If you select this check box, the system displays an additional form when you enter a batch. You enter the total number of documents and the total amount that you expect the batch to contain. When you finish entering each batch and close the program, the system displays the difference, if any, between the totals that you expected to enter and the totals that you actually entered.

Manager Approval of Input Specify whether the manager is required to approve General Accounting batches before they can be posted.

If you select this check box, the manager must approve batches. The system assigns a Pending status to the batch, and a manager must approve it before it can be posted.

If you clear this check box, the system assigns an Approved status to the batch, and it does not require manager approval.

Allow PBCO Postings (allow post before cutoff postings)

Specify whether to allow posting to prior accounting periods. If you allow posting to prior periods, the system generates a warning message to prevent accidental postings to a prior period.

Allow Invalid Accounts

Specify whether to allow entry of invalid account numbers for the distribution of vouchers, invoices, and journal entries. If you select this option, you can enter invalid account numbers if the number is preceded by the invalid account symbol, which is #.

If you allow entries with invalid account numbers, you must either change the number to a valid account number or set up a new account number before the batch will post.

The system verifies the account number against the Account Master table (F0901).

Symbol to Identify Short Number

Enter a code, such as * or /, that precedes the short account number (the eight-digit code) during data entry.

If the short account number is the one that you typically use, leave this field blank. If it is seldom used, enter a symbol to identify it to the system.

Only one of the three fields used for account symbols can be blank. Use blank for the type of account number that you typically use. The other two fields must each be unique. Be sure that no symbol (period, comma, and so on) is used for another purpose in the system.

Symbol to Identify BU.Object.Sub (symbol to identify business unit.object.subsidiary)

Enter a code, such as * or / that precedes the business unit.object.sub (long) account number during data entry.

The business unit.object.sub account number is most commonly used. If it is the one that you typically use, leave this field blank. If it is seldom used, enter a symbol to identify it to the system.

Only one of the three fields used for account symbols can be blank. The other two must each be unique. Be sure that no symbol (period, comma, and so on) is used for another purpose in the system.

Symbol to Identify 3rd G/L Account # (symbol to identify 3rd general ledger account number)

Enter a code, such as * or / that precedes the third, or unstructured, account number during data entry.

If the third account number is the one that you typically use, leave this field blank. If it is seldom used, enter a symbol to identify it to the system.

Only one of the three fields used for account symbols can be blank. The other two must each be unique. Be sure that no symbol (period, comma, and so on) is used for another purpose in the system.

Account Separator Character

Enter a character that divides the business unit, object, and subsidiary elements or the flex account code elements of an account number on forms and reports. Enter any special character except #, which is the invalid account symbol or \, which is the work order prefix, as a separator character. Do not use alphabetic characters or numbers. If you leave this field blank, the system uses the default character, which is a period (.).

Intercompany Settlements

Specify the method that the system uses to automatically create journal entries between companies within an organization (intercompany settlements). Values are:

1: Hub method. Create intercompany settlements using a hub company.

2: Detail method. Create intercompany settlements without a hub company.

This method is valid for multicurrency processing.

3: Configured hub method. Create intercompany settlements using a configured hub.

This method is valid for multicurrency processing.

N: Do not create intercompany settlements. The system does not post a batch if it contains intercompany settlements.

*: Do not create intercompany settlements. The system posts a batch even if it contains intercompany settlements.

See Also

PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, "Setting Up General Accounting for Multicurrency Processing," Setting Up Multicurrency Constants

Setting Up User-Defined Codes for General Accounting

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

In addition to ledger type codes, these user-defined codes are used by the General Accounting system:

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

Business Unit Category Codes (00/01–30)

You can classify your business units into groups for financial reporting purposes. You determine the groups and the business units that belong to each group. For each group, you set up a business unit category code in UDC table 00/01–30. Depending on the number of characters needed for business units:

- Use code types 01–20 for 3-character codes.
- Use code types 21–30 for 10-character codes.

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

Account Category Codes (09/01–43)

You can combine object accounts into groups for financial reporting purposes. For each group, you set up an account category code in UDC table 09/01–43. These codes describe your organizational structure for higher level or selective reporting.

Account category codes are commonly used to provide a second chart of accounts. For example, you might need a chart of regulatory accounts for government reporting as well as your internal chart of accounts. The system provides 43 category codes; 23 of them can accommodate secondary account numbers.

Depending on the number of characters needed for accounts:

- Use types 01–20 for 3-character codes.
- Use types 21–43 for 10-character codes.

  Some countries use the 10-character category codes for statutory reporting. (CHL and PERU) Chili and Peru use category codes 21–23 for statutory reporting.

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

Business Unit Type Codes (00/MC)

You can organize similar business units into groups by assigning them business unit type codes in UDC table 00/MC. These codes are useful when you create accounts dynamically or duplicate business units. For example, accounts that have the same business unit type codes can be duplicated automatically from a model business unit to a group of new business units.

You can also use the business unit type code to specify whether a business unit is billable by entering *10* in the Special Handling field for the code.

The Expense Management system uses billable business unit types to determine policy rules, expense account mapping, and tax mapping.

Subledger Type Codes (00/ST)

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

Reconciliation Codes (09/RC)

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

Transaction Codes (09/BJ)

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

See Also

PeopleSoft EnterpriseOne Tools 8.94 PeopleBook: Foundation

(RUS) Setting Up User-Defined Codes for Russia

These user-defined codes in the General Accounting system are used by Russia:

- Amount Difference Document Type
- Amount Correspondences
- Account Type
- Correspondence Batch Status
- Code Type
- Factor Row
- Formula Type
- Correspondence Methods
- Correspondence Print Options
- Correspondence Result Code
- Record Type
- Section Number
- Scale Factor
- Visible Row

Amount Difference Document Type (74R/AD)

The General Accounting system provides hard-coded values for this UDC. Additionally, you must add the code PD to this UDC table for returned good for which payments have been received. You use these values when you set up amount difference accounting. Verify that these values exist in your system:

- *CI:* Credit Invoice
- *CV:* Credit Voucher
- *DI:* Debit Invoice
- *DV:* Debit Voucher

Amount Correspondences (74R/AG)

The General Accounting system provides hard-coded values for this UDC. You use these values when you set up account correspondence in the Correspondence Account Setup (P74R9001) program. Verify that these values exist in your system:

- – Minus Amount
- + Plus Amount

Account Type (74R/AT)

The General Accounting system provides hard-coded values that the system uses when you set up general ledger report formats by using the G/L Reports Setup program (P74R9020). The system uses the values in the 74R/AT UDC table to determine if the account is an object/subsidiary account, or if the account is set up in a category code.

Correspondence Batch Status (74R/CS)

The General Accounting system provides hard-coded values for this UDC. You use these values when you change batch statuses in the Review Correspondence Batches (P74R0011) program. Verify that these values exist in your system:

- Blank: Generating Corresp. Pending
- *GE:* Corresp. Generated Successfully
- *PO:* Correspondence Posted
- *EG:* Error Generating Correspondence

Code Type (74R/CT)

The General Accounting system provides hard-coded values that the system uses when you set up general ledger report formats by using the G/L Reports Setup program (P74R9020). The system uses these values to determine the type of row. Some row types determine the tables the system reads to obtain balances. Other row types specify whether the system calculates values or prints a title for the row.

Factor Row (74R/FA)

The General Accounting system provides hard-coded values that the system uses when you set up general ledger report formats by using the G/L Reports Setup program (P74R9020). The system uses the values in the 74R/FA UDC table to determine whether the system changes the sign of the amount from positive to negative, negative to positive, or leaves the original sign.

Formula Type (74R/FT)

The General Accounting system provides hard-coded values that the system uses when you set up Changes in Equity report formats by using the G/L Reports Setup program (P74R9020). The system uses the values in the 74R/FT UDC table to determine the time period for which to report.

Correspondence Methods (74R/MH)

The General Accounting system provides hard-coded values for this UDC. You use these values when you associate batch types to correspondence methods in the Correspondence Account Setup (P74R9001) program. Verify that these values exist in your system:

Code	Description
01	Direct between two concurrent lines.
02	Direct between debit and credit.
03	One debit, multiple credits.
04	Several debits, several credits.

Correspondence Print Options (74R/PO)

The General Accounting system provides hard-coded values for this UDC. You use these values when you set up accounts in the Correspondence Account Setup (P74R9001) program. Verify that these values exist in your system:

Code	Description
Blank	.
HI	Hide
RV	Red void

Correspondence Result Code (74R/RC)

Use this UDC to set up values that the system displays in the Correspondence Batch Revision program to specify the status of the correspondence record. For example, you might set up these values:

- *E:* Error
- *G:* Generated
- *I:* Ignore
- *P*: Posted

Record Type (74R/RT)

The General Accounting system provides hard-coded values that the system uses when you set up general ledger reports by using the G/L Reports Setup program (P74R9020). The system uses these values to determine what types of rows, accounts, and other criteria are applicable for the reports you create.

Section Number (74R/SE)

The General Accounting system provides hard-coded values that the system uses when you set up general ledger reports by using the G/L Reports Setup program (P74R9020). The system uses these values to determine the section in which to print the rows.

Scale Factor (74R/SF)

The system uses the Scale Factor UDC table (74R/SF) to determine how to print numerical values on general ledger reports. You specify in a processing option the scaling factor, if any, that you want the system to use.

When you choose to scale numerical values, the system divides the numerical values on the report by the scaling amount that you specify. For example, suppose that the amount in an account is 23,929. If you choose to scale the amount by a factor of 1000, the system divides 23,929 by 1000, rounds to the nearest whole number, and prints 24 on the report.

Visible Row (74R/VI)

The General Accounting system provides hard-coded values that the system uses when you set up general ledger report formats by using the G/L Reports Setup program (P74R9020). The system uses the values in the 74R/VI UDC table to determine whether the row you define is printed on the report. Generally, you indicate that rows that contain formulas do not print on the report.

Setting Up Ledger Types for General Accounting

You define the ledgers that you maintain in the general ledger in UDC table 09/LT. Ledgers contain management and control information for:

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

Some of the ledger types in the General Accounting system include:

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

The system associates a units ledger with each primary amount ledger. For example, the AU ledger is the units ledger that is associated with the AA ledger and the BU ledger is the units ledger that is associated with the BA ledger.

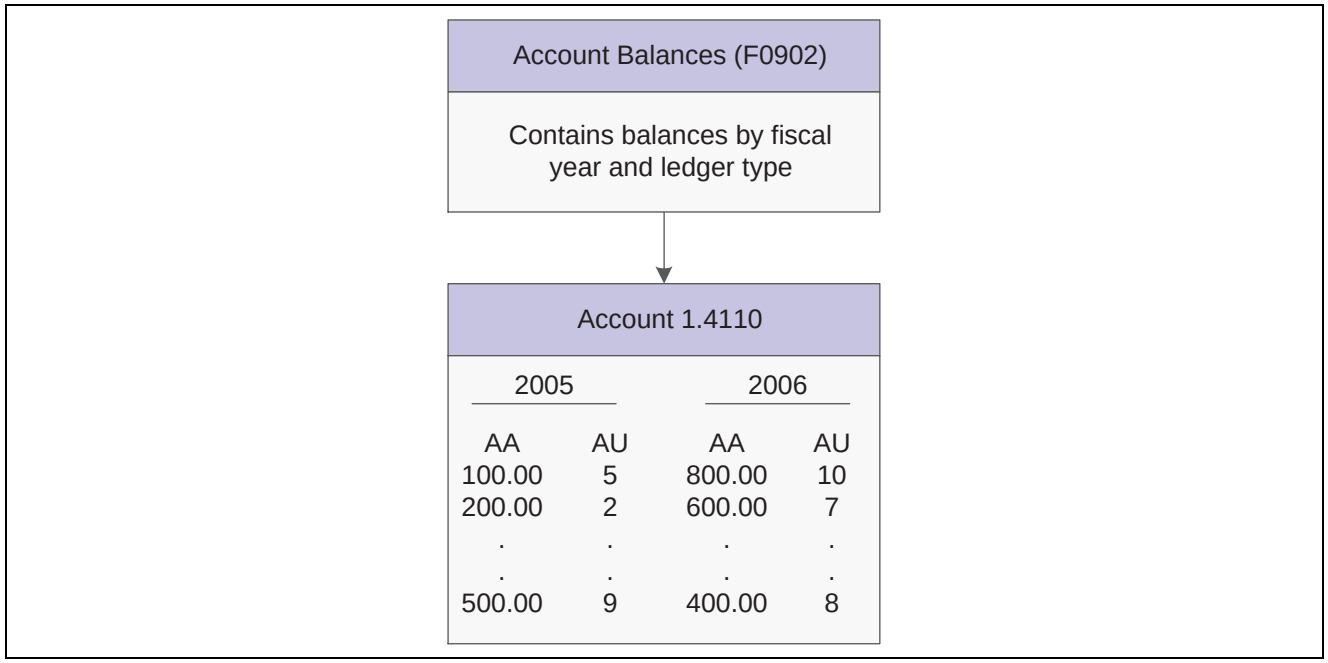
When you enter a journal entry that has units, the system does not create an additional record in the F0911 table, it merely stores the units in a separate field. However, when you post a journal entry that has units, the system creates a separate F0902 record that it uses to record the units in the units ledger that is associated with the amount ledger. For example, the system posts the amounts to the AA ledger and posts units to the AU ledger.

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

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

Example: Ledger Types

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



AA and AU ledgers

(CHL and PER) Ledger Types for Chile and Peru Reporting

For Chile and Peru reporting, you must set up UDCs for product code 76H and associate each UDC with one or more ledger types. For example, UDC table 76H/LL can be associated with ledger type AA and UDC table 76H/L1 can be associated with ledger type AA and ledger type A1, which stores actual values plus tax general ledger adjustments.

Set up your report versions by ledger type to allow for efficient reporting.

Setting Up AAIs for General Accounting

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

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

- General purpose accounts, including retained earnings.
- Financial statement totals.
- Speed codes.
- Account summarization.
- Reconcilable ranges.
- Prior year account purges.

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

General Purpose Accounts

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

This table shows the information needed to set up AAI item GLG1*:*

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

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

This table contains the setup considerations for AAI items GLGx:

AAI	Setup Considerations
GLG2	The beginning account range for assets. Enter the object account only.
GLG3	The beginning account range for liabilities and equities. Enter the object account only. You can use this AAI item to reverse the sign on financial reports.
GLG4	The account number for retained earnings. Enter the object account. The business unit is optional.

AAI	Setup Considerations
GLG5	The ending account number for year-to-date income and loss. Enter the object account only. This account number should indicate the last balance sheet account, which must be a nonposting account. The system uses this AAI item in the balance sheet to ensure that assets are equal to liabilities plus equity (a calculated figure).
GLG6	The beginning account range for revenue. Enter the object account only. The system uses this AAI item for automatic sign reversal on reports and to calculate the percentage of revenue on some reports and the retained earnings for the general ledger annual close.
GLG7	The ending account range for revenue. Enter the object account and, if applicable, the subsidiary. The system uses this AAI item for automatic sign reversal and to calculate the percentage of revenue on some reports.
GLG8	The beginning account range for cost of goods. Enter the object account only. You can use this AAI item to reverse the sign of expense accounts on some financial reports.
GLG9	The ending account range for cost of goods. Enter the object account and, if applicable, the subsidiary.
GLG11	The beginning account range for other income. Enter the object account only. You can use this item to reverse the sign of income accounts on some financial reports.
GLG12	The account for ending profit and loss (income statement), which is used to calculate retained earnings for the general ledger annual close. Enter the object account and, if applicable, the subsidiary. If you do not enter an object account, the system uses account 999999. Revenues (GLG6) + Expenses (GLG12) = Retained Earnings (GLG4)
GLG13	The beginning account range for other expenses. Enter the object account only. You can use this AAI item to reverse the sign of other expense accounts on some financial reports.

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

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

Retained Earnings

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

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

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

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

Financial Statement Totals

When you produce financial statements, the system creates report subtotals based on AAI items FS*xx*. These AAI items, which are used for profit and loss accounts only, are optional. Do not use AAI items FS*xx* for accounts other than profit and loss accounts or your financial statement results will be unpredictable. Your account numbers must be consistent across all companies for your reports to be meaningful.

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

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

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

This table shows the information needed to set up AAI item FS01:

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

Follow these guidelines when setting up AAI item FS*xx*:

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

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

AAI Item FS99

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

Note. Financial statements provide a processing option that allows you to specify whether the system calculates net income. If you calculate net income and you also set up AAI item FS99, the system prints two net income lines on the financial statement. To prevent two net income lines from printing on the financial statement, either set up AAI item FS99 or do not specify to calculate net income in the processing option.

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

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

Speed Codes

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

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

This table shows the information needed to set up AAI item SP*x*:

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

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

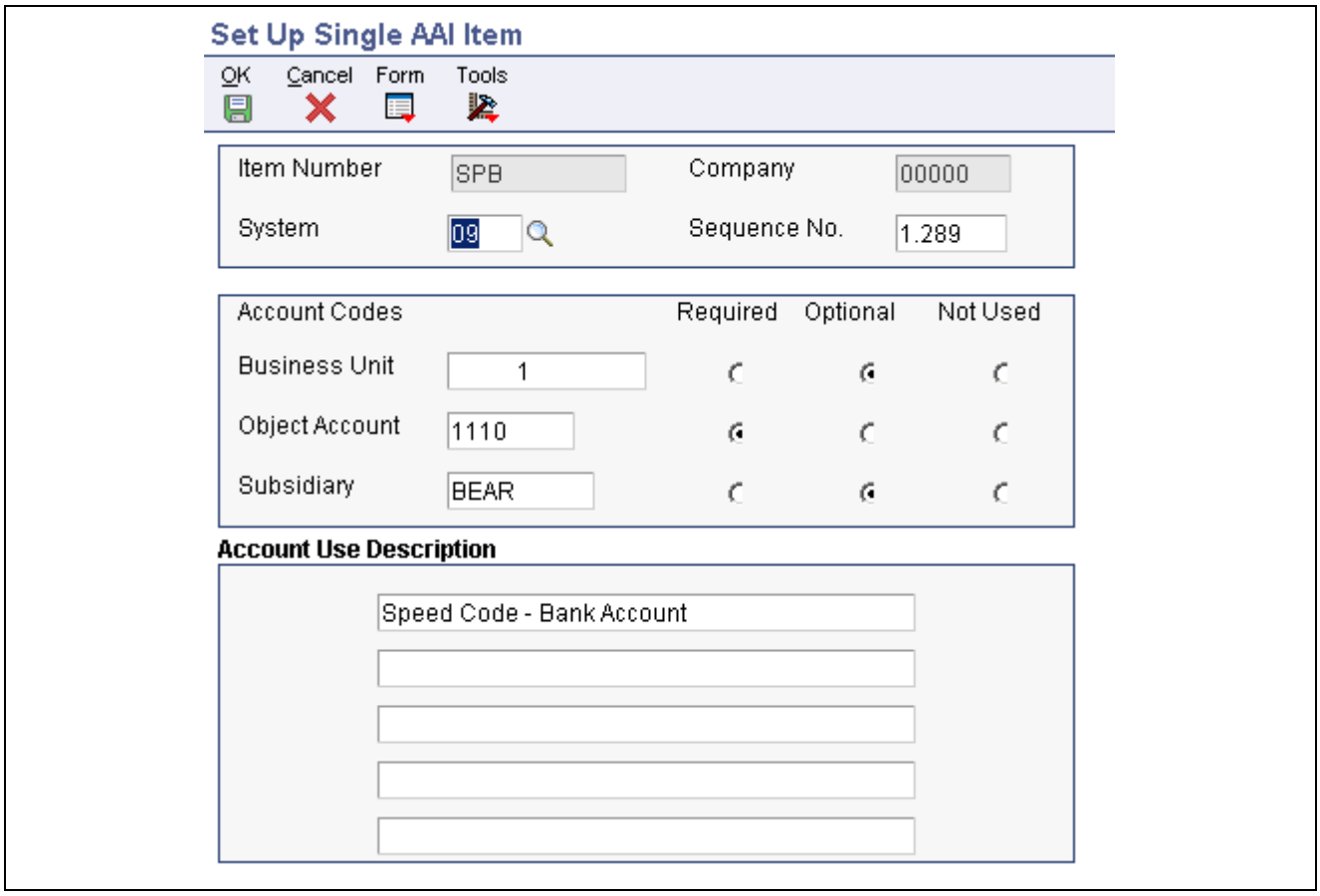
The*x*in the speed code item is a user-defined single character. We recommend that you use only alphabetic characters (letters A - Z) if your business units are numeric.

After you set up speed codes, you must exit and then restart your PeopleSoft EnterpriseOne system before you can enter speed codes instead of account numbers.

If you use a flexible format for your chart of accounts, you cannot use speed codes.

Example: Speed Codes

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



Set Up Single AAI Item form

Account Summarization

The AAI items GLSM*xx* define account ranges that you do not want to summarize. For example, if you do not want liquid asset accounts summarized, you might set up this account range:

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

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

This table shows the information needed to set up AAI item GLSM*xx*:

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

Reconcilable Ranges

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

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

This table shows the information needed to set up AAI item GLRC*xx*:

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

Prior Year Account Purges

The AAI items for GLPR*xx* define account ranges that you do not want to purge.

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

This table shows the information needed to set up AAI item GLPR*xx*:

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

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Working with Automatic Accounting Instructions," Working with AAIs

PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, "Setting Up General Accounting for Multicurrency Processing," Setting Up Multicurrency AAIs for General Accounting

Setting Up Business Unit Supplemental Data

You might need to review, track, and report on information about a business unit that is not included in the standard master tables. This type of information is referred to as supplemental data. Supplemental data can include information that is unique to your business. For example, a construction company might use supplemental data to track the progress of each job (business unit). The supplemental data could include the legal description of the job site, the ground conditions, daily job logs, and so on.

After you set up the supplemental database, which includes setting up supplemental data types and specifying formats, you can enter the data that you will use and customize it for your specific business. To track information that is not available in the standard master tables, use narrative data types and data type codes.

Prerequisite

Set up the business units for which you want to track supplemental data.

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Understanding Supplemental Data"

Setting Up Vertex Sales Tax

If your company wants to apply sales taxes automatically, you can use the Vertex Sales Tax Q Series system with the General Accounting system, as well as with other PeopleSoft EnterpriseOne systems.

See Also

PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook, "Setting Up the Interface to Vertex Sales Tax Q Series"

CHAPTER 4

Setting Up Account Reconciliation

This chapter provide an overview of account reconciliation and discusses how to set up:

- AAIs for account reconciliation
- Reconciliation codes

Understanding Account Reconciliation

As part of your period-end processes, you might need to reconcile certain types of accounts in your system. For example, you might need to reconcile the balances in your bank accounts with your bank statement. Or you might want to reconcile debits to credits within a trade or suspense account.

The General Accounting system provides four methods of account reconciliation:

- Bank Account Reconciliation

  Use this method to manually reconcile your bank accounts.

- Debit/Credit Match

  Use this method to manually reconcile debits and credits for accounts such as clearing or suspense accounts.

- Bank Tape Reconciliation

  Use this method if you want the system to automatically reconcile your bank account. You can use this method only if your bank provides magnetic media with transaction information.

- Bank Statement Processing

  Use this method to enter transaction information from your bank statement directly into EnterpriseOne software. Countries whose banking processes rely heavily on magnetic media processing, electronic funds transfers, and direct bank involvement in settling outstanding debts typically use this method.

Setting Up AAIs for Account Reconciliation

Before you begin the account reconciliation process, you must set up AAI item GLRC*xx*. These AAIs define the range of accounts that you want to reconcile and are required for all four methods of account reconciliation. If the account that you want to reconcile is not included in any of your GLRC*xx* AAI ranges, the Refresh Reconciliation File program (R09130) does not build the WF - Account Ledger Reconciliation worktable (F0911R) for the account and you will not be able to reconcile the account.

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

This example shows how you might set up your GLRC*xx* AAIs:

Item Number	Description Line 1	Description Line 2	Company	Business Unit	Object Account	Subsidiary
GLRC01	Reconcilable Range	Begin Range 1	00000		1110	
GLRC02	Reconcilable Range	End Range 1	00000		1110	99999999
GLRC03	Reconcilable Range	Begin Range 2	00000		4110	
GLRC04	Reconcilable Range	End Range 2	00000		4110	99999999

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Working with Automatic Accounting Instructions," Working with AAIs

Setting Up Reconciliation Codes

As part of the setup for the Bank Account Reconciliation and the Debit/Credit Match methods of account reconciliation, you can change the reconciliation code that the system uses to indicate the reconciliation status of a transaction. The system updates the transactions in the WF - Account Ledger Reconciliation worktable (F0911R) and the Account Ledger table (F0911) with this reconciliation code when you reconcile transactions within your accounts. The Refresh Reconciliation File program (R09130) uses the reconciliation code to determine which transactions have already been reconciled when refreshing the F0911R worktable. The default reconciliation code is R. However, if your organization has a different term for reconciliation and would like to make the code more applicable, you can add a new reconciliation code.

If you want to add a new reconciliation code, you must define the new code in UDC table 09/RC. You can enter any alphanumeric value. The field length is 1. However, if you are using bank statement processing, you cannot use values A or D because they are used by the Bank Statement programs.

Note. The Auto Reconcile Void Payment (R09551) and Auto Reconcile Void Receipt (R09552) programs use the default reconciliation code of R. You cannot change the reconciliation code for these programs.

CHAPTER 5

Setting Up Automatic Bank Statement Processing

The chapter provides an overview of the automatic bank statement process and discusses how to:

- Set up UDCs for automatic bank statement processing.
- Set up bank account cross references.
- Set up automatic bank account reconciliation.

See Also

Chapter 20, "Processing Bank Statements Automatically," page 189

Setting Up UDCs for Automatic Bank Statement Processing

The automatic bank statement process is an efficient way in which to reconcile your bank statement transactions against the transactions in the General Accounting system.

This section provides an overview of the user-defined codes (UDCs) used by the automatic bank statement process.

Understanding UDCs for Automatic Bank Statement Processing

You set up user-defined codes to facilitate the entry and reconciliation of transactions for automatic bank statement processing. The UDCs minimize the amount of exception processing and maximize the ability to automatically create and reconcile transactions for your bank accounts. The automatic bank statement process uses nine UDC tables.

Warning! Do not add codes to the UDC tables. The program logic for the automatic bank statement programs depends on certain codes and special handling code values to process information correctly. You can change the description and codes for UDCs that are not hard coded; however, you cannot change what the code represents nor can you change the special handling code value, if one exists.

For example, the code 2 in UDC table 09/DT is not hard coded but it has a special handling code of 20. You can change the code from 2 to 4 and the description from *Today's Date* to *Current Date*, but you cannot change the date that the code represents nor can you change the special handling code (20).

09/TT - Auto Bank Statement Trans Types

UDC table 09/TT contains codes for transaction types. Each transaction type that you import from your electronic bank statements must have a transaction type code. For example, the transaction type for a deposit might have the code CR.

These codes are hard coded in UDC table 09/TT:

Code	Description	Special Handling Code
CK	Payment Clear	08
CR	Cash Receipt Clear	04
DP	Draft Paid Clear	07
JE	Journal Entry	01

09/DT - Default Date

UDC table 09/DT contains these codes to specify the default date to use for types of transactions:

Code	Description	Special Handling Code
1	Bank Statement Date	10
2	Today's Date	20
3	Cleared Date	30

09/FT - E Bank Statement Format

UDC table 09/FT contains the codes for acceptable electronic bank statement formats. EnterpriseOne supports two formats.

These codes are hard coded in UDC table 09/FT:

Code	Description	Special Handling Code
SWIFT	Swift MT 940	1
BAI2 (Bank Administration Institute)	BAI2	2

09/TD - Trans Debit/Credit Indicator

UDC table 09/TD contains debit and credit indicators, which are required by SWIFT. The indicators specify the sign for transaction amounts and are used by the Revise SWIFT Electronic Bank Statement Staging program (P09610).

These codes are hard coded in UDC table 09/TD:

Code	Description
C	Credit
D	Debit
RC	Cancellation Credit
RD	Cancellation Debit

09/RU - Reconciled Code

UDC table 09/RU contains codes that indicate whether a transaction is reconciled. You can specify which transactions to view in the Manual Reconciliation program by using one of these codes:

Code	Description	Special Handling Code
1	Unreconciled	10
2	Reconciled	20
3	All	30

09/RR - Reconciled Reason Code

UDC table 09/RR contains reason codes that explain why certain transactions were reconciled. For example, the system uses reason code VWT if an amount is different than expected, but falls within the tolerance limit. The system displays the description of these codes on the Revise Auto Bank Statement and Reconcile Bank Statement Detail to Account Ledger form.

These codes are hard coded in UDC table 09/RR:

Code	Description	Special Handling Code
ABR	Auto Batch Receipts Created	10
DPC	Draft Paid Clear	20
CR	Consolidated Receipts	30
VWT	Variance Within Tolerance	40

09/UR - Unreconciled Reason Code

UDC table 09/UR contains reason codes that explain why certain transactions were not reconciled. The system displays these codes and their descriptions on the Revise Auto Bank Statement and Reconcile Bank Statement Detail to Account Ledger forms. The codes are stored in the F09617 table.

These codes are hard coded in UDC table 09/UR:

Code	Description	Special Handling Code
ANC	Auto Batch Rec Not Created	20
ANE	Amounts Not Equal	30
CLD	Cleared Date Prior to G/L Date	40
CNV	Customer/Supplier Not Valid	50
DPN	Draft Paid Not Found in F0411	120
IAC	Invalid Account	60
ICA	Invalid Variance Account	150

Code	Description	Special Handling Code
IGO	Invalid G/L Offset Account	160
JE	JE Creation Not Successful	70
NMP	No Matching Payment in G/L	90
NMR	No Matching Receipt in G/L	100
OEN	Offsetting Entries Not Created	140
PEC	Posting Edit Code Invalid	110
VNT	Variance Not Within Tolerance	130

09/ST - SWIFT Transaction Types

UDC table 09/ST contains the transaction types that are defined by SWIFT, which is the European format for electronic banking. These transaction types are populated in the F09611 table, which is a staging table. You use the Bank Account Cross Reference program (P09621) to map the SWIFT transaction types to the transaction types in UDC table 09/TT.

All codes in UDC table 09/ST are hard coded. You can view a complete list of the codes in documents that are provided by SWIFT. Your PeopleSoft EnterpriseOne software also contains the codes. Ensure that you update the UDC table manually if SWIFT makes changes to the transaction types.

This table includes some examples:

Code	Description 01	Description 02
BOE	Bill of Exchange	None
COL	Collections	Used with principal amount
SEC	Securities	Used with principal amount
001	Personal Cheque	Other than euro cheque
076	Telephone Order	None
204	Letter of Credit	None

09/BA - BAI2 Transaction Types

UDC table 09/BA contains the transaction types that are defined by BAI, which is the North American format for electronic banking. These transaction types are populated in the F09611 table, which is a staging table. You use the Bank Account Cross Reference program to map the BAI transaction types to the EnterpriseOne transaction types in UDC table 09/TT.

These ranges identify the types of BAI transactions:

Transaction Type Range	Description
001–099	Account level status codes
100	Total credits summary
101–399	Credit summary and detail codes
400	Total debits summary
401–699	Debit summary and detail codes
700–899	Range not used by BAI
900–919	Account level status codes (customized UDCs)
920–959	Credit summary and detail codes (customized UDCs)
960–999	Debit summary and detail codes (customized UDCs)

All codes in UDC table 09/BA are hard coded. You can view a complete list of the codes in documents that are provided by BAI. Your PeopleSoft EnterpriseOne software also contains the codes. Ensure that you update the UDC table manually if BAI makes changes to the transaction types.

This table includes some examples:

Code	Description 01	Description 02	Special Handling Code
010	Opening Ledger	Status	None
105	Credits Not Detailed	Summary	CR
224	Commission	Detail	CR
400	Total Debits	Summary	DB
506	Book Transfer Debit	Detail	DB
622	Broker Debit	Detail	DB

Setting Up Bank Account Cross References

This section provides an overview of bank account cross references and discusses how to set up cross references for bank accounts.

Understanding Bank Account Cross References

You use the Bank Account Cross Reference program to add and revise information for the bank account that is on your electronic bank statement.

For each bank account, you cross reference (or map) the account number and transaction type on the electronic bank statement to the account number and transaction type in the General Accounting system. Each unique combination of electronic bank account number and transaction type should be mapped to a general ledger bank account and transaction type.

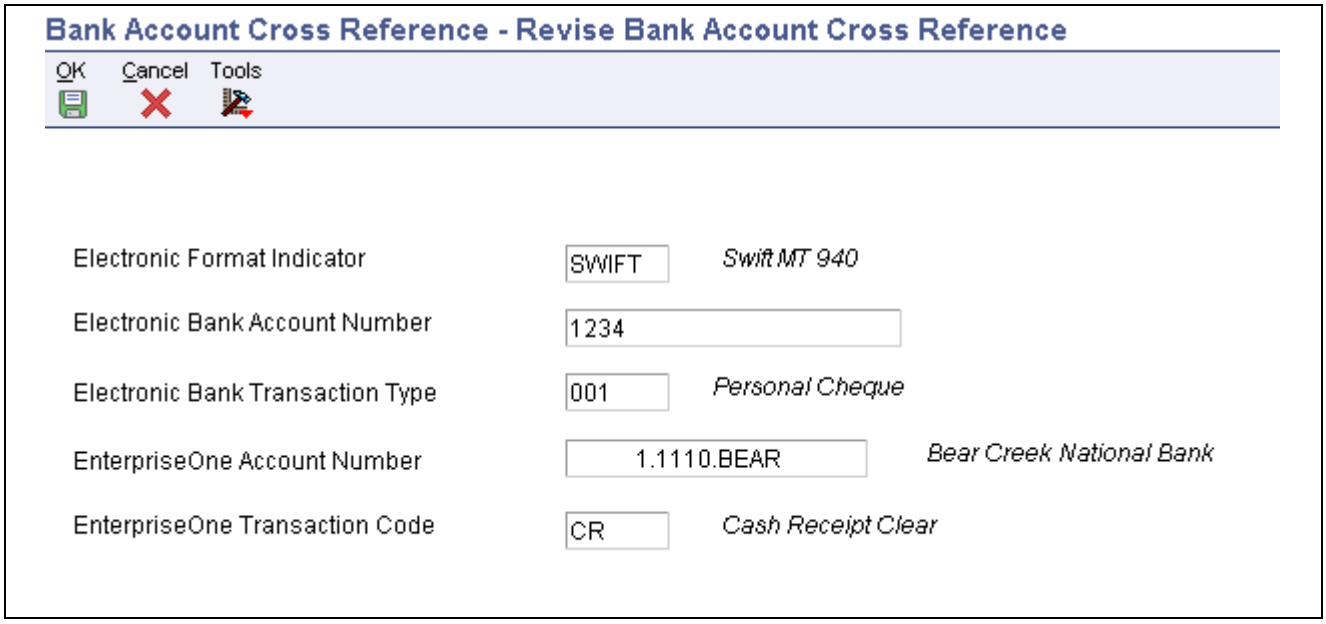
When you add or revise information, the system updates bank account cross reference information in the F09621 table. This table includes audit fields used for tracking and security purposes.

Forms Used to Set Up Bank Account Cross References

Form Name	Form ID	Navigation	Usage
Work With Bank Account Cross Reference	W09621A	Automatic Bank Statement Setup (G09214), Bank Account Cross Reference	Review electronic bank information for your bank accounts, select a bank account to revise or delete a bank account.
Revise Bank Account Cross Reference	W09621B	Click Add on the Work With Bank Account Cross Reference form.	Add or revise electronic bank information for each bank account number and transaction type.

Setting Up Cross References for Bank Accounts

Access the Revise Bank Account Cross Reference form.



Revise Bank Account Cross Reference form

Electronic Format Indicator Enter one of these bank statement format codes from UDC table 09/FT:

BAI2

SWIFT

Electronic Bank Account Number Enter the bank account number as it appears on the electronic bank statement.

Electronic Bank Transaction Type	Enter the BAI2 or SWIFT code for the transaction type. This field works in conjunction with the Electronic Format Indicator field. The codes for electronic bank transaction types are stored in UDC table 09/ST (SWIFT) and 09/BA (BAI2).
EnterpriseOne Account Number	Enter the general ledger account number that is associated with the bank account on the electronic bank statement.
EnterpriseOne Transaction Code	Enter one of these transaction type codes from UDC table 09/TT: *CR*: Payment Clear *CK*: Cash Receipt Clear *DP*: Draft Paid Clear *JE*: Journal Entry

Setting Up Automatic Bank Account Reconciliation

This section provides an overview of reconciliation rules for bank accounts and discusses how to:

1. Set up automatic reconciliation rules.
2. Assign automatic reconciliation rules to groups.
3. Assign groups to automatic bank statement accounts (optional).

Understanding Automatic Bank Account Reconciliation

To automatically reconcile electronic bank statements, the automatic bank statement process uses:

- Reconciliation rules
- Reconciliation groups
- Bank statement accounts

Reconciliation Rules

The automatic bank statement process uses reconciliation rules to maximize the number of transactions that can be automatically reconciled and minimize any manual reconciliation. The automatic bank statement process uses these default rules to reconcile receipts, payments, and drafts in the F0911 table that have cleared your bank account.

You can assign a reconciliation code from UDC table 09/RC to each transaction type within a reconciliation rule or leave the code blank to assign the default value *R* (Reconciled One for One Match).

The transaction types that appear as tabs on the Revise Auto Reconciliation Rules form are:

- Payment Clear
- Receipt Clear
- Journal Entry
- Draft Paid

Transaction types also include additional information such as variance account, tolerance limit, and offset account.

The system stores reconciliation rules in the F09626 table.

Reconciliation Groups

After you set up the reconciliation rules, you set up reconciliation groups and assign rules to the groups. You can assign only one reconciliation rule to a group; however, you can use the same reconciliation rule for multiple groups.

The automatic bank statement process accesses the reconciliation rule assigned to the group to retrieve the bank statement account.

The system stores reconciliation groups in the F09627 table.

Automatic Bank Statements

Next, you can assign a reconciliation group to the general ledger bank account that the automatic bank statement process reconciles. This step is optional and is based on whether you want detailed information at the account level.

You can assign only one group to an account; however, you can use the same group for multiple accounts. The account follows the reconciliation rule of the group, unless you override that information when you set up the automatic bank statement account.

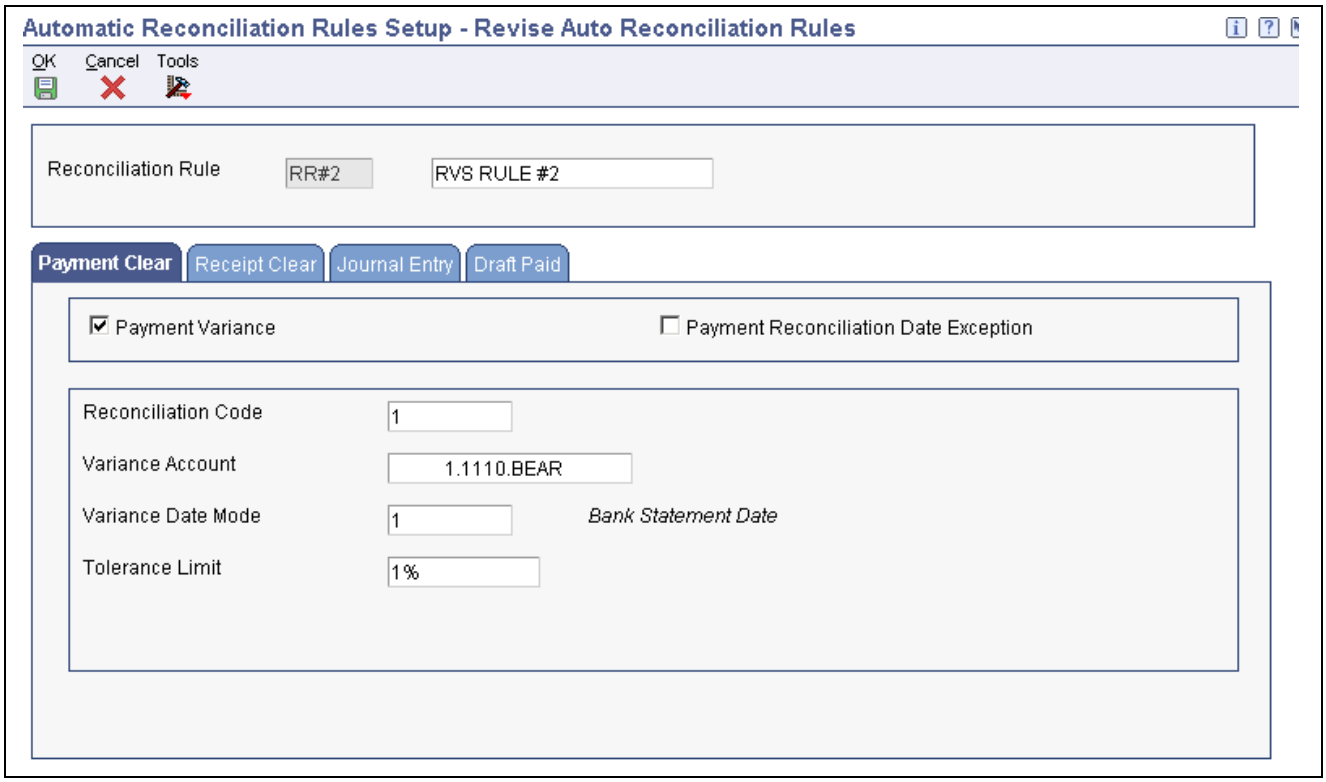
The system stores automatic bank statement accounts in the F09628 table.

Forms Used to Set Up Bank Account Reconciliation Rules

Form Name	Form ID	Navigation	Usage
Work With Auto Reconciliation Rules	W09626A	Automatic Bank Statement Setup (G09214), Automatic Reconciliation Rules Setup	Review reconciliation rules, select an existing rule to revise, or copy or delete an existing rule.
Revise Auto Reconciliation Rules	W09626D	Click Add on Work With Auto Reconciliation Rules or select an existing rule to revise.	Add or revise a reconciliation rule.
Work With Auto Reconciliation Groups	W09627A	Automatic Bank Statement Setup (G09214), Automatic Reconciliation Group	Review reconciliation groups, select an existing group to revise, or copy or delete an existing group.
Revise Auto Reconciliation Group	W09627B	Click Add on Work With Auto Reconciliation Groups or select an existing group to revise.	Add or revise a reconciliation group.
Work With Auto Bank Statement Setup	W09628A	Automatic Bank Statement Setup (G09214), Automatic Bank Statement Account Setup	Review automatic bank statement accounts, select an existing account to revise, or copy or delete an existing account.
Revise Auto Bank Statement Account Setup	W09628B	Click Add on the Work With Auto Bank Statement Setup form or select an existing account to revise.	Add or revise an automatic bank statement account.

Setting Up Automatic Reconciliation Rules

Access the Revise Auto Reconciliation Rules form.



Revise Auto Reconciliation Rules

Reconciliation Rule Enter the name of the reconciliation rule for which you want to assign transaction type rules.

Payment Clear

Select the Payment Clear tab if the reconciliation rule applies to payments that have cleared the bank.

Payment Variance Select this check box to display the Variance Account, Variance Date Mode, and Tolerance Limit fields. If selected, these three fields are required.

Payment Reconciliation Date Exception Select this check box for the system to reconcile payments if the cleared date in the F09617 table is before the general ledger date in the F0911 table.

Reconciliation Code Enter a value from UDC table 09/RC. This value is used by the automatic bank statement process to indicate that a bank statement has been approved or processed, a payment was voided, and so on. If you leave this field blank, the system uses *R* (Reconciled One for One Match) as the default value.

Variance Account Enter the general ledger account that the system uses to record any variance amounts for this transaction type and reconciliation rule. This field and the remaining fields on this form appear only if the Payment Variance check box on the Payment Clear tab is selected.

Variance Date Mode Enter a value from UDC table 09/DT to specify the default date for the system to use when it automatically creates journal entries for variances. Values are:

1: Bank statement date

2: Today's date

3: Cleared date

Tolerance Limit Enter the maximum amount or highest percentage allowed for the system to create an automatic write-off record.

Receipt Clear

Select the Receipt Clear tab if the reconciliation rule applies to receipts that clear the bank. Many of the fields on this tab function the same as those on the Payment Clear tab.

Receipt Variance Select this check box to display the Variance Account, Variance Date Mode, and Tolerance Limit fields. These three fields are required if you select the Receipt Variance check box.

Receipt Reconciliation Date Exception Select this check box for the system to reconcile receipts if the cleared date in the F09617 table is before the general ledger date in the F0911 table.

Create Auto Batch Receipts Select this check box if you want the system to automatically create batch receipts. If selected, the system displays the Auto Batch Receipt Date Mode field, which is required. The system creates automatic batch receipts and applies them to invoices only for transactions with a customer number. If the customer number is blank, the system creates a logged receipt, which is not applied to invoices.

The system creates automatic batch receipts only if the receipt and invoice currency is the same. You cannot apply an alternate currency to an automatic batch receipt.

Document Type Enter a value from UDC table 00/DT. This document type is used for automatic batch receipts only. If you leave this field blank, the system uses RC (Receipts) as the default value.

Auto Batch Receipt Date Mode Enter a value from UDC table 09/DT to specify the default date for the system to use when it automatically creates batch receipts. Values are the same as those for the Variance Date Mode field. This field is required if you select the Create Auto Batch Receipts check box.

Journal Entry

Select the Journal Entry tab if the reconciliation rule applies to journal entries, such as those for bank fees.

Document Type Enter a value from UDC table 00/DT. If you leave this field blank, the system uses *JE* (Journal Entry) as the default value.

G/L Date Mode (general ledger date mode) Enter a value from UDC table 09/DT to specify the default date for the system to use when it automatically creates journal entries. Values are the same as those for the Variance Date Mode field. This field is required.

G/L Offset Account (general ledger offset account Enter a value that identifies the general ledger account to use for offsetting entries. This field is required.

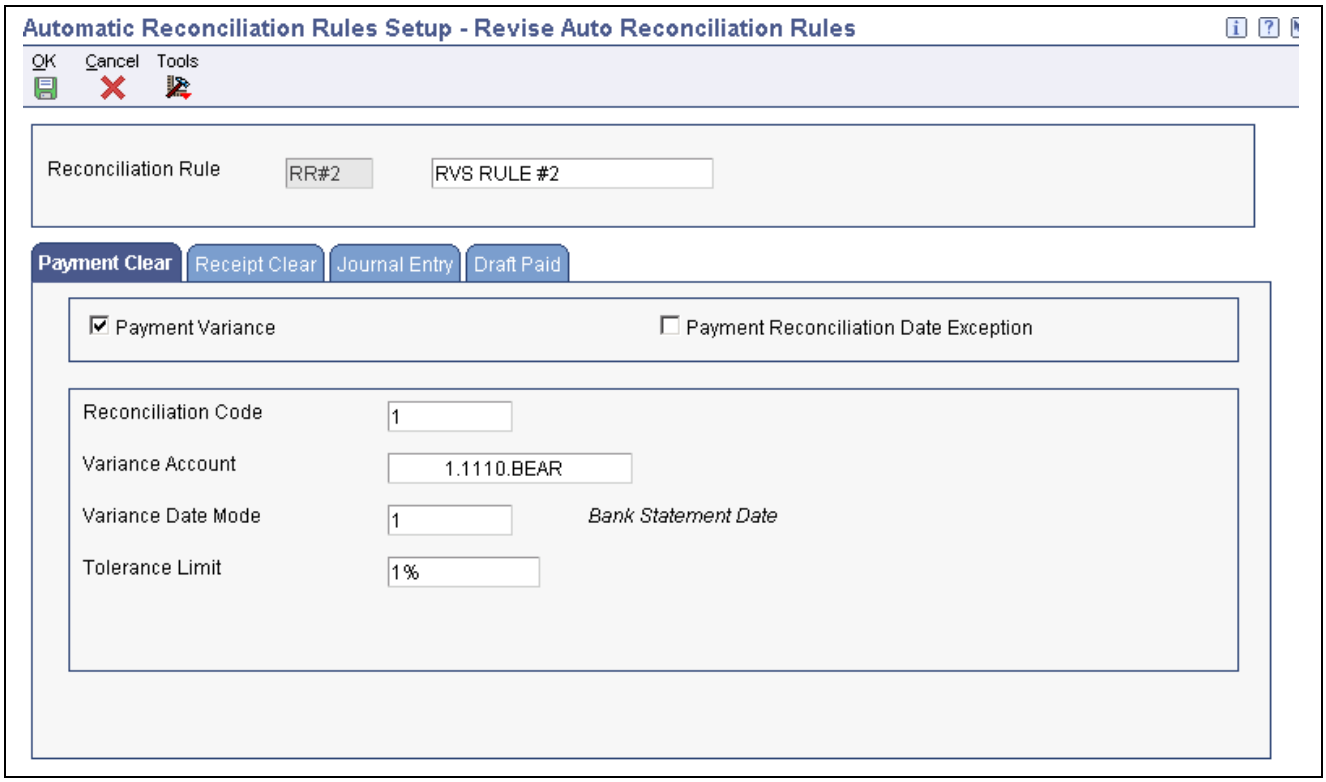
Draft Paid

Select the Draft Paid tab if a reconciliation rule applies to drafts paid by the bank.

G/L Date Mode (general ledger date mode Enter a value from UDC table 09/DT to specify the default date for the system to use when it automatically creates an entry between the general ledger bank account and the drafts payable account. This field is required.

Assigning Automatic Reconciliation Rules to Groups

Access the Revise Auto Reconciliation Group form.



Revise Auto Reconciliation Rules

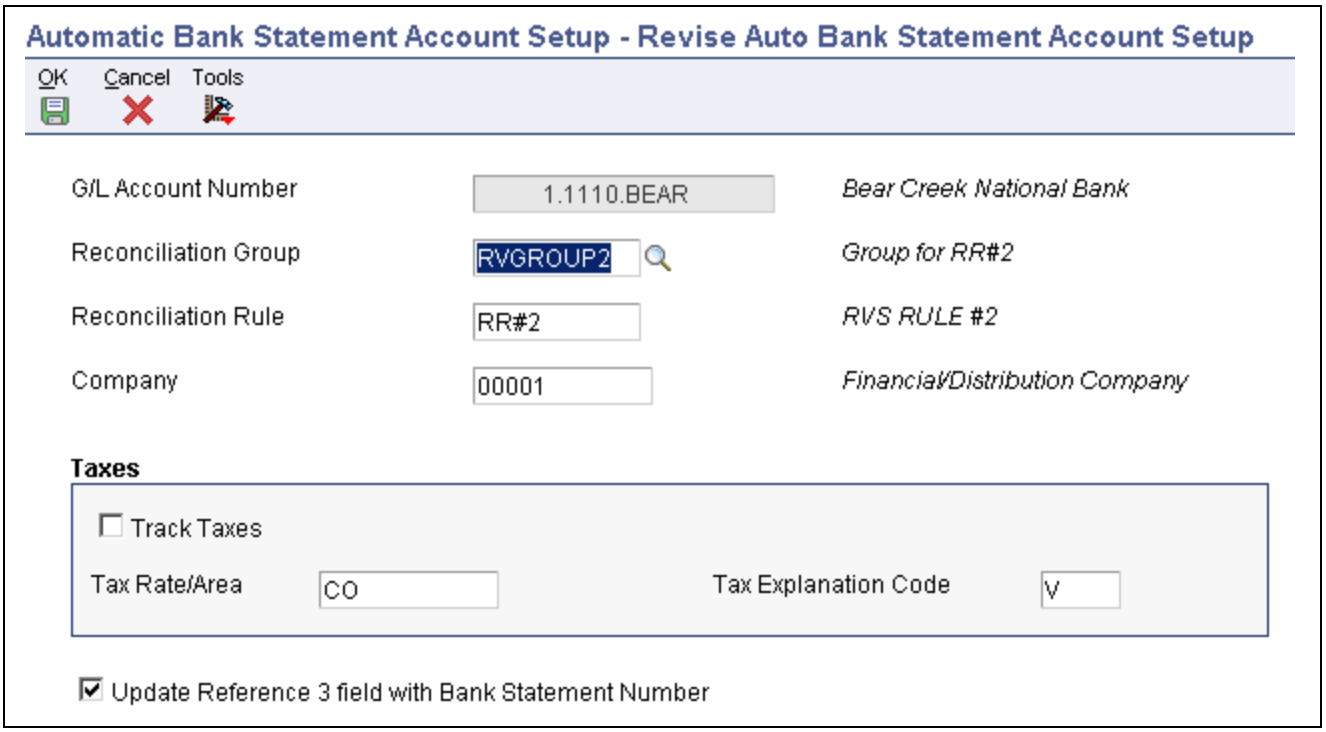
Reconciliation Group Enter a name to identify the reconciliation group.

Reconciliation Rule Enter the name of the reconciliation rule.

Update Reference 3 field with Bank Statement Number Select this check box for the system to populate the GLR3 field in the F0911 table with the bank statement number. The default value is from the reconciliation group.

Assigning Groups to Automatic Bank Statement Accounts

Access the Revise Auto Bank Statement Account Setup form.



Revise Auto Bank Statement form

G/L Account Number (general ledger account number)
Enter the general ledger account number for the bank.

Reconciliation Group
Enter the code that identifies the reconciliation group that you want the system to use when it processes automatic bank statements for this bank account.

Reconciliation Rule
Enter the code that identifies the reconciliation rule for the system to use when it processes automatic bank statements for this bank account. The rule that you enter in this field must be part of the group that you entered in the previous field. The Reconciliation Group and Reconciliation Rule fields work in conjunction with one another.

If you leave this field blank, the system uses the reconciliation rule assigned to the group that you entered in the previous field.

Track Taxes
Select this check box for the system to track taxes for this bank account. To update the Tax Explanation Code, Tax Rate Area, and Tax Item Number fields in the F0911 table, you must select this check box as well as enter values in the two remaining tax fields.

Tax Rate/Area
If you select the Track Taxes check box, this field is required.

Enter the code for the tax rate area for this bank account. This code must exist in the F4008 table. The general ledger date of all transactions for this bank account must be greater than or equal to the effective date and less than or equal to the expiration date of the tax rate/area that you enter in this field.

If you select the Track Taxes check box, this field is required.

If you leave this field blank, the system uses the tax rate area specified for the general ledger account number in the F0901 table. If there is none, the system issues an error message.

Tax Explanation Code If you select the Track Taxes check box, this field is required.

Enter a code from UDC table 00/EX that begins with the letter *V* (value added tax). The system uses this code in conjunction with the tax rate area and tax rules to determine how to calculate a tax. This field is always required if the Tax Rate/Area field is not blank.

CHAPTER 6

Setting Up Budget Forecasting and Planning

This chapter provides an overview of budget forecasting and planning and discusses how to set up growth patterns.

Understanding Budget Forecasting and Planning

You can forecast revenue and expense budget amounts up to 15 years in the future with the forecasting and planning programs. Before you can forecast budget amounts for profit and loss accounts, you must complete these setup requirements:

- Set up growth patterns.

  Growth patterns can be either fixed amounts or percentages.

- Assign growth patterns to business units.

  Growth patterns can be changed at the account level, if necessary.

To forecast budget amounts, the system applies a growth pattern to the basis amounts that it retrieves from the net posting amounts in the Account Balances table (F0902).

See Also

Chapter 24, "Forecasting and Planning Budgets," page 255

Setting Up Growth Patterns

This section provides an overview of growth patterns and discusses how to:

- Set up growth patterns.
- Assign growth patterns to business units.

Understanding Growth Patterns

You use growth patterns to specify the amount or percent of increase that you want the system to apply to revenue and expense accounts when it calculates budget amounts.

You assign growth pattern types (UDC table 14/GP) to growth pattern codes to identify budget amounts as fixed amounts or percentages. For example, if you enter a growth amount of 1.00, the system:

- Adds 1 to the account balance, if you use a growth pattern type of FIX (fixed amounts).

- Multiplies the account balance by 1.01, which is equivalent to multiplying the account balance by one percent and adding that result to the account balance, if you use a growth pattern type of PCT (percentage).

You can specify different fixed amounts or percentage amounts for each year for up to 15 years for a growth pattern. The system compounds the growth amounts that you enter for each year. For example, if you enter a percentage growth pattern and specify 1.0 for year 1 and 2.0 for year 2, the system multiplies the account balance by 1.01 the first year and then multiples that amount by 1.02 the following year (for a total of 3.02 percent).

After you set up growth pattern codes, you assign them to business units and specify a revision number. Using a revision number enables you to generate multiple budgets for the same business unit.

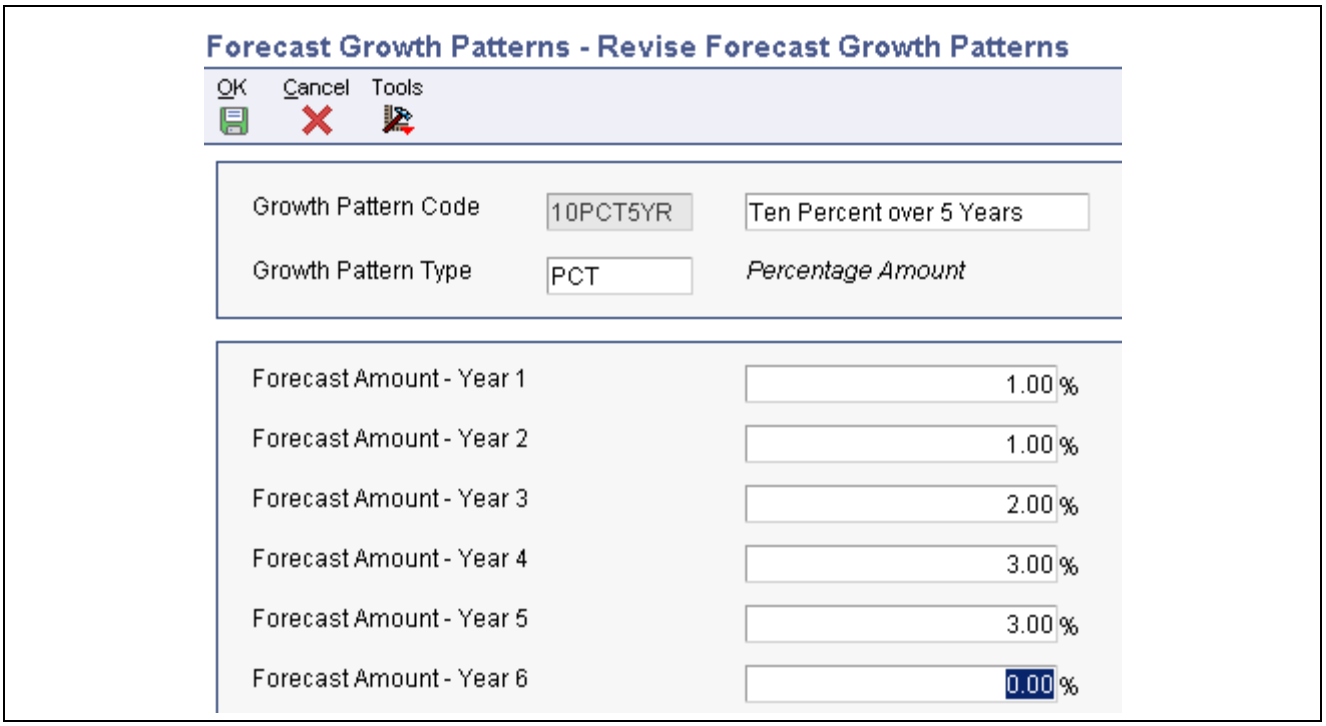
Growth pattern information is stored in the Forecast Growth Patterns table (F1406).

Forms Used to Set Up and Assign Growth Patterns

Form Name	Form ID	Navigation	Usage
Work With Forecast Growth Patterns	W1406A	Forecasting and Planning (G1411), Forecast Growth Patterns	Review existing growth patterns.
Revise Forecast Growth Patterns	W1406B	On the Work With Forecast Growth Patterns form, click Add.	Add and revise growth patterns.
Work With Business Unit Growth Patterns	W1405A	Forecasting and Planning (G1411), Business Unit Growth Patterns	Review growth patterns assigned to business units.
Revise Business Unit Growth Patterns	W1405C	On the Work With Business Unit Growth Patterns form, click Add.	Assign growth pattern codes and revision numbers to business units, and revise them.

Setting Up Growth Patterns

Access the Revise Forecast Growth Patterns form.



Revise Forecast Growth Patterns form

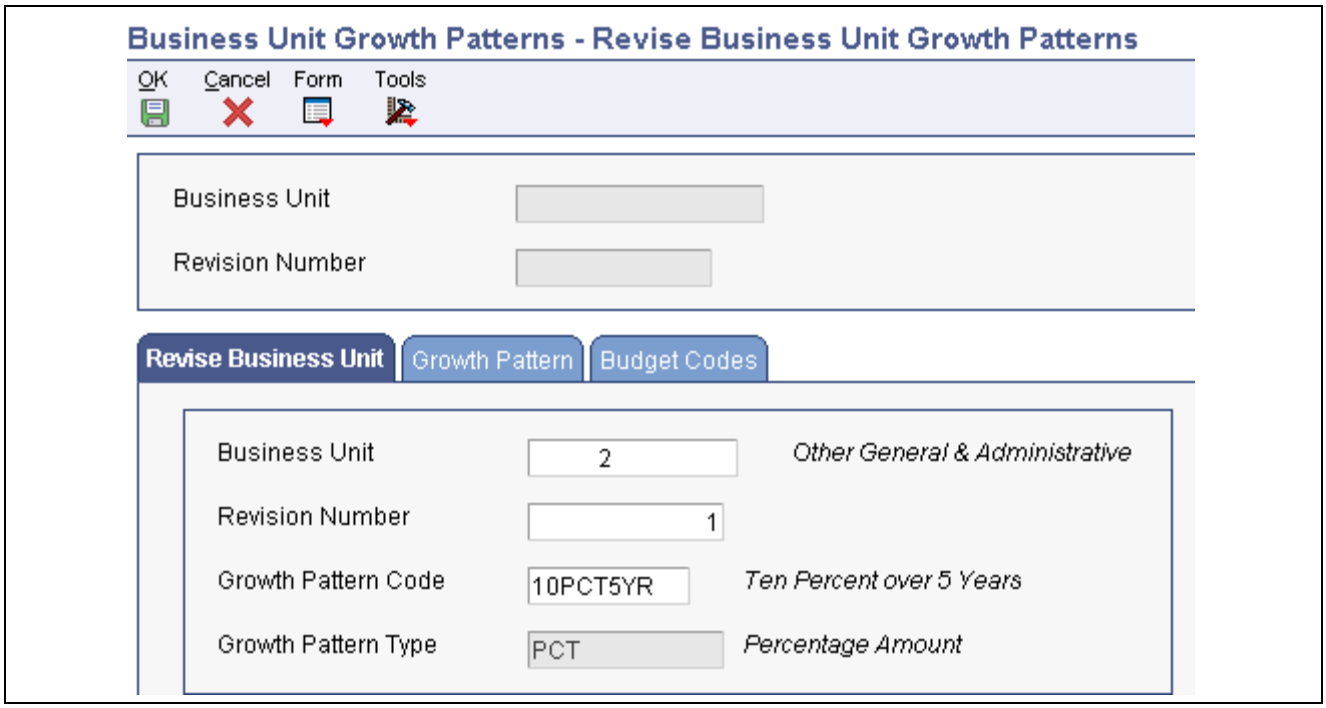
Growth Pattern Code Enter a code to specify the amount or percent of increase that you want the system to apply to revenue and expense accounts when it calculates budget amounts.

Growth Pattern Type Assign a user-defined code from UDC table 14/GP to specify whether the budget amounts that you forecast are fixed amounts (FIX) or percentages (PCT).

Forecast Amount - Year 1 through **Forecast Amount - Year 15** Enter the anticipated growth rate for each year in which you want to forecast budget amounts.

Assigning Growth Patterns to Business Units

Access the Revise Business Unit Growth Patterns form.



Revise Business Unit Growth Pattern form

Revise Business Unit

Select the Revise Business Unit tab.

Revision Number Enter a number that identifies the budget revision. You can create an unlimited number of budget revisions for different what-if scenarios in which to forecast budgets.

Growth Pattern Type Displays the code (PCT or FIX) that is assigned to the growth pattern code.

Growth Patterns

Select the Growth Patterns tab.

Forecast Amount - Year 1 through **Forecast Amount - Year 15** Displays the amounts that were set up for the budget pattern.

Budget Codes

The Budget Codes tab and corresponding fields are reserved for future use.

CHAPTER 7

Setting Up Cash Forecasting

This chapter provides an overview of cash forecasting setup and cash type codes and discusses how to:

- Set up cash type rules.
- Define a cash forecast report structure.

Understanding Cash Forecasting Setup

The PeopleSoft EnterpriseOne cash forecasting programs can help your company project, or forecast, future cash requirements and effectively manage your cash accounts. With cash forecasting, you can analyze one or more bank accounts and forecast your cash position daily or periodically based on a date horizon.

The initial setup for cash forecasting includes setting up:

- Cash type codes
- Cash type rules
- Cash type forecast structures

After the initial setup, you extract data from the Accounts Receivable, Accounts Payable, and General Accounting systems and then refresh the data to update the Cash Forecast Data table (F09522). With your data refreshed, you then use inquiry and report programs to analyze and forecast your cash position. Before you repeat the process again and refresh your data, you might need to purge the existing data in the F09522 table.

See Also

PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, "Running the Cash Forecasting Programs in a Multicurrency Environment"

Understanding Cash Type Codes

You set up cash type codes in UDC table 09/CT for the headings and detail row descriptions that you want to appear on the Cash Forecast Analysis form and the Cash Forecast Report (R095221).

Your General Accounting software contains five heading cash type codes. You cannot change the code for these headings, but you can change the description. The number 10 in the Special Handling field of a cash type code designates the code as a heading.

This table shows the heading cash type codes included in your software:

Code	Description of Code	Special Handling
1_TOTCF	Cash Forecast	10
1_BAL	Opening Balances	10
1_NETOP	Net Operating	10
1_IN	Incoming Cash	10
1_OUT	Outgoing Cash	10

You can set up additional cash type codes for headings. For example, you might set up a heading code for INVOPN (Open Invoices) to appear under the heading Incoming Cash.

You must set up cash type codes for the detail row descriptions and the amounts that *roll up* into the headings. For example, for the heading Open Invoices, you might set up a detail code for INVCK (Open Invoices by Check) or INVEFT (Open Invoices by EFT).

Using the previous example, the Cash Forecast Analysis form and the Cash Forecast Report would appear as follows:

Incoming Cash

Open Invoices

Invoices by EFT

1.1110.FIB

Invoices by Check

1.1110.BEAR

You must set up rules for detail cash type codes, which include information such as bank account numbers, but not for heading cash type codes.

Setting Up Cash Type Rules

This section provides an overview of cash type rules and discusses how to set up:

- Cash type rules for accounts receivable and accounts payable.
- Cash type rules for general ledger.

Understanding Cash Type Rules

After you set up cash type codes, you must set up rules that correspond to the cash type codes for detail row descriptions in UDC table 09/CT. You do not set up rules for the cash type codes for headings. The system uses the detail cash type rules to retrieve data from your Accounts Receivable, Accounts Payable, and General Accounting systems to use for cash forecast analysis.

For each detail code, you specify the system in which the cash type rule applies. The requirements for a rule depend on the system. For example, cash type rules for detail codes in the General Accounting system require multiple bank accounts, whereas rules for detail codes in the Accounts Receivable and Accounts Payable systems require a single bank account. The system uses these rules to select records from the appropriate detail tables when you refresh your cash flow data.

For each detail code, you can specify a weight factor so that amounts are adjusted for more realistic expectations. For example, for the detail code for open invoices, you would set a weight factor of 80 percent if you expect about 80 percent of your open invoices to be paid by the due date. You can also designate a cash type code as active or inactive. When you refresh your cash flow data, the system includes only amounts associated with codes that are active.

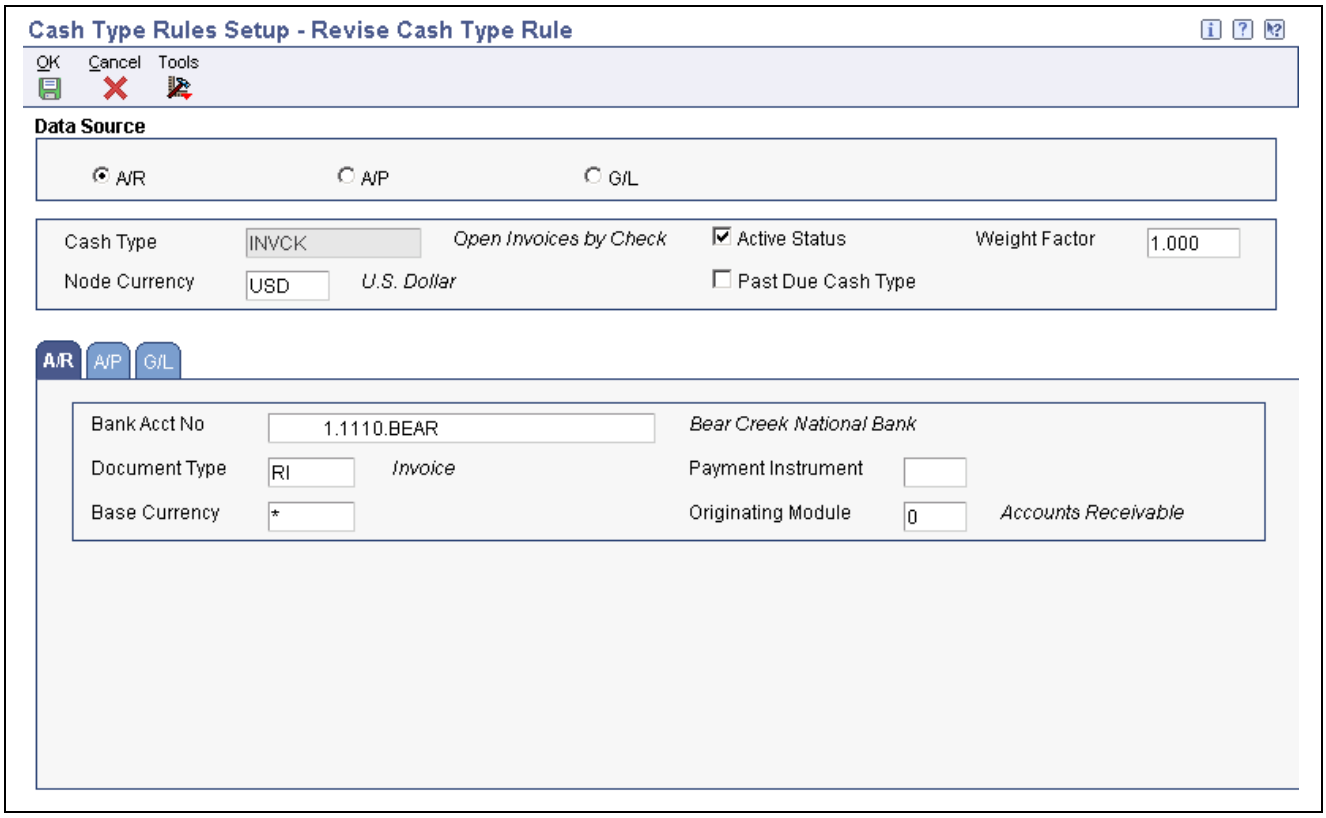
Cash type rules are stored in the F09521 table.

Forms Used to Set Up Cash Type Forecasting

Form Name	Form ID	Navigation	Usage
Work with Cash Type Rules	W09521A	Cash Forecasting (G09319), Cash Type Rules Setup	Review a list of cash type rules.
Revise Cash Type Rule	W09521B	Click Add on the Work with Cash Type Rules form	Set up cash type rules for the Accounts Receivable, Accounts Payable, and General Accounting systems.

Setting Up Cash Type Rules for Accounts Receivable and Accounts Payable

Access the Revise Cash Type Rule form. Select the A/R or A/P tab.



Revise Cash Type Rule form - A/R tab

The fields that appear in the header area of the Revise Cash Type Rule form and on the A/R and A/P tabs are the same.

Header Area Fields

A/R or **A/P**
Select the A/R or A/P option under the Data Source heading.

Cash Type
Enter a code from UDC table 09/CT that identifies a source of cash inflow or outflow, such as open invoices, open vouchers, or bank accounts.

If you enter a cash type that is specifically for a heading (a code with the special handling field of 10 in UDC table 09/CT), the system issues an error message. You do not set up rules for headings.

Active Status
Select this option to designate that a cash type rule is active. Only cash type rules with an active status are used to refresh cash forecast data for this cash type.

Past Due Cash Type
Select this option to designate that a cash type is past due.

If this option is selected and you refresh cash forecast data, the system selects a net due date range that is prior to the date on which you refresh the data. The date is based on the beginning and ending past due days specified for this cash type rule.

If this option is not selected and you refresh cash forecast data, the system selects a net due date that is greater than or equal to the date on which you refresh the data.

Weight Factor Enter a multiplier by which to measure the confidence level of receiving the actual amount for a transaction. For example, if you expect about 80 percent of open invoices to be paid by a due date, enter *0.80* in this field. To adjust for unexpected events, you can increase the amount by a certain percent. For example, enter *1.10* in this field to increase the amount of open vouchers by 10 percent. The default value is *1* (no weight factor).

Node Currency Enter the common currency in which to revalue amounts from multiple detail records. If you leave this field blank, the system uses the currency assigned to company 0.

A/R or A/P

Select the A/R or A/P tab.

Bank Acct No (bank account number) Enter a value that identifies the bank account number (not the account ID) in the general ledger.

For an accounts receivable cash type, enter a specific bank account number. Because the bank account cannot be determined until a receipt is entered, you must specify the bank account number to use for the invoices specified. You cannot enter * for all bank accounts. When you refresh cash forecast data, the system updates the bank account number in the F09522 table with the value that you enter in this field and creates cash forecast records from the F03B11 detail records that match the other criteria for the cash type rule.

For an accounts payable cash type, enter a specific bank account number to select only vouchers associated with the bank account. When you refresh cash forecast data, the system uses this bank account number to select F0411 detail records with the same number and creates cash forecast records for the same account for the cash type rule. Alternatively, you can enter * for all bank accounts.

Document Type Enter a specific document type from UDC table 00/DT or * for all document types.

Note. For the Base Currency, Payment Instrument, and Originating Module fields, you can enter * to include all values. If you leave any of these three fields blank, the system selects only detail records with blanks to create cash forecast data for the cash type rule.

Original Module For accounts receivable, enter a system code of *0*, *1*, *2*, *3*, or *4* from UDC table 03B/OS in this field.

For accounts payable, enter a software module code of *P*, *R*, *C*, *M*, or *L* in this field.

The Originating Module fields for AR and AP have different aliases (OMOD and RP3, respectively).

Days Past Due - From Enter the beginning number of days prior to the date on which you refresh your cash forecast data. This number is used to select a net due date range so that you can include certain past due amounts for cash forecasting. For example, you can enter *1* in this field and *7* in the Days Past Due - To field to review cash forecast amounts that are up to one week past due.

Days Past Due - To Enter the ending number of days prior to the date on which you refresh your cash forecast data. This number is used to select a net due date range so that

you can include certain past due amounts for cash forecasting. For example, you can enter *7* in this field and *1* in the Days Past Due - From field to view cash forecast amounts that are up to one week past due.

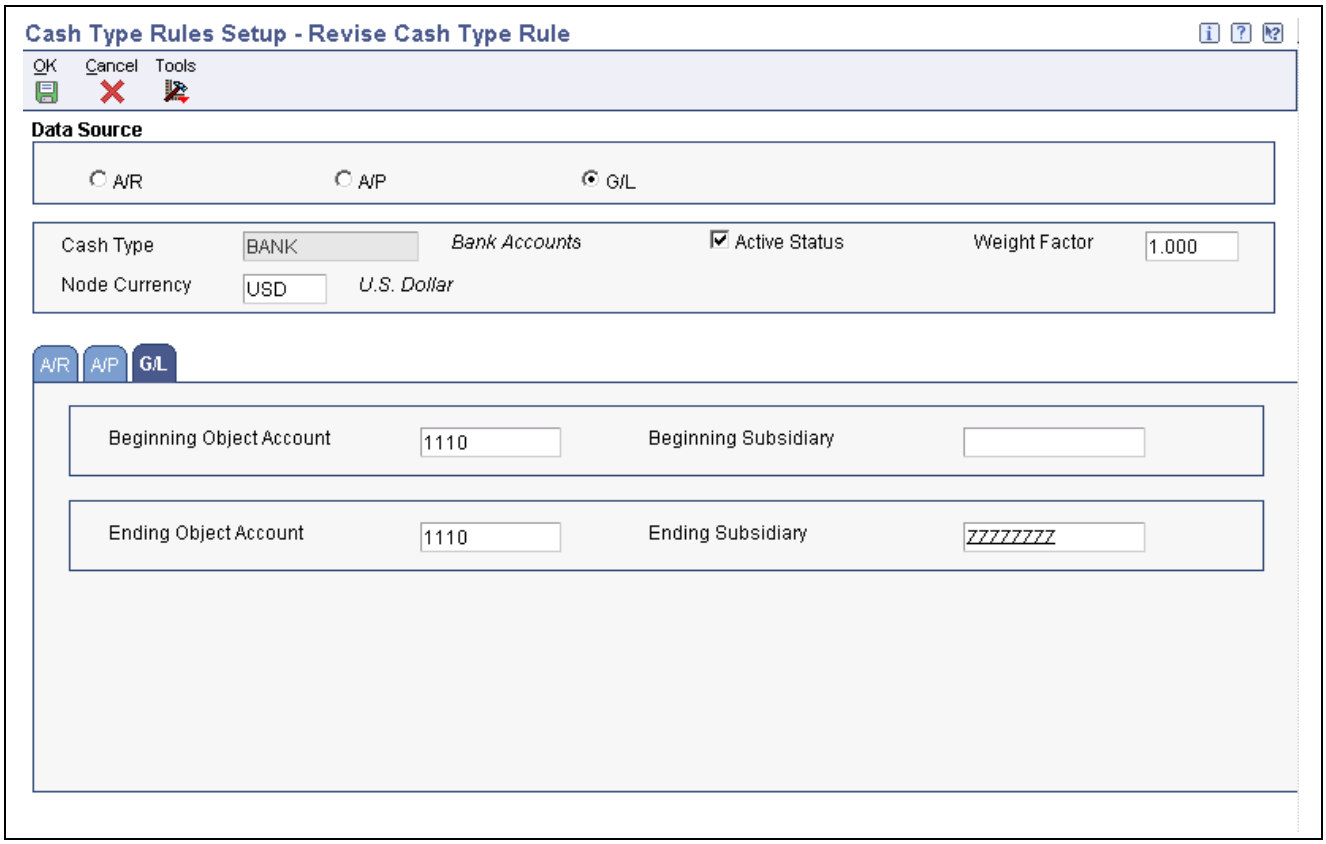
Show Past Due Amount in First Date Column or **Show Past Due Amount in Past Due Column**

Select one of these options only if this is a past due cash type. These options designate the column in which you want past due amounts for this cash type rule to appear on the Cash Forecast Analysis form.

If selected, past due amounts appear in the first date period column. If not selected, past due amounts appear in a separate past due column.

Setting Up Cash Type Rules for General Ledger

Access the Revise Cash Type Rule form. Select the G/L tab.



Revise Cash Type Rule form - G/L tab

Header Fields

G/L (general ledger) Select this option under the Data Source heading.

Cash Type If you enter a cash type that is specifically for a heading (a code with the Special Handling field equal to *10* in UDC table 09/CT), the system issues an error message. You do not set up rules for headings.

Beginning and Ending Object Account and Subsidiary Fields

Select the G/L tab to access these fields.

Make sure that you include all bank accounts that apply to a given general ledger cash type. If you omit a bank account, the net operating forecast amount for that cash type, which appears on the Cash Forecast Analysis form, will not include that bank account and subsequent opening balances will be incorrect.

Beginning Object Account Enter the beginning object account in a range of accounts. The beginning object account is combined with the beginning subsidiary account to specify a bank account. The beginning object account must be less than or equal to the ending object account.

Beginning Subsidiary Enter the beginning subsidiary account in a range of accounts. The beginning subsidiary is combined with the beginning object account to specify a bank account. The beginning subsidiary account must be less than or equal to the ending subsidiary account.

Ending Object Account Enter the ending object account in a range of accounts. The ending object account is combined with the ending subsidiary account to specify a bank account. The ending object account must be greater than or equal to the beginning object account.

Ending Subsidiary Enter the ending subsidiary account in a range of accounts. The ending subsidiary is combined with the ending object account to specify a bank account. The ending subsidiary account must be greater than or equal to the beginning subsidiary account.

Note. To enter values in the Beginning Subsidiary and Ending Subsidiary fields:

To enter specific subsidiaries, enter a valid subsidiary in both the Beginning Subsidiary and the Ending Subsidiary fields. For example, 1110.BEAR - 1110.FIB include only the subsidiaries BEAR through FIB.

To include all subsidiaries as of a specific beginning subsidiary, enter a valid subsidiary in the Beginning Subsidiary field and * in the Ending Subsidiary field. For example, 1110.BEAR - 1110.* include all subsidiaries beginning with BEAR.

To include all subsidiaries through a specific subsidiary, enter * in the Beginning Subsidiary field and a valid subsidiary in the Ending Subsidiary field. For example, 1110.*- 1.1110.FIB include all subsidiaries through FIB.

To include every subsidiary within an object account, enter * in both the Beginning Subsidiary and *Ending Subsidiary* fields. For example, 1110.* - 1110.* include all subsidiaries for object account 1110.

Defining a Cash Forecast Report Structure

This section provides an overview of cash forecast report structures and discusses how to:

- Set processing options for the Cash Forecast Report Structures Setup program.
- Define a cash forecast report structure.

Understanding Cash Forecast Report Structures

After you set up cash type codes and their corresponding rules, you must define the reporting structure, or format, for your cash forecasts. You define a reporting structure by arranging cash type codes into reporting hierarchies within a parent/child tree structure.

The system uses reporting structures to format the Cash Forecast Analysis form and the Cash Forecast Report (R095221).

You can set a processing option in the Cash Forecast Report Structures Setup program (P09523) to automatically include these standard report headings from UDC table 09/CT in your report structure:

- Cash Forecast (1_TOTCF)
- Opening Balances (1_BAL)
- Net Operating Forecast (1_NETOP)
- Incoming Cash (1_IN)
- Outgoing Cash (1_OUT)

By including these default headings, you provide a framework in which to add other user-defined heading and detail cash type codes when you define your parent/child tree structure.

Each row in the tree structure corresponds to a heading or detail cash type code in UDC table 09/CT, and each cash type code that is not a heading has a cash type rule associated with it. You can add and move cash type codes within the tree structure to define your reporting structure. You can define multiple reporting structures.

Detail cash type codes, which show detail row descriptions such as Checking Accounts, appear under the cash type code in the tree structure. When you expand the tree structure, account data that is selected for the detail cash type code appears under the detail row description. The amounts from detail rows *roll up* into heading rows. For example, amounts from the detail row Checking Accounts might *roll up* into the heading Opening Balances.

If you add or move a cash type code to a place within the parent/child tree structure that is not allowed, the system issues a detailed error message. If you revise a cash type rule associated with a detail cash type code, the system issues a warning that the revision will affect all reporting structures that use the rule.

Prerequisites

Before you complete the tasks in this section:

- Set up detail cash type codes and, optionally, heading cash type codes in UDC table 09/CT.
- Set up cash type rules for detail cash type codes.
- Set the processing option for the Cash Forecast Report Structures Setup program to include standard report sections.

Forms Used to Define Cash Forecast Reports

Form Name	Form ID	Navigation	Usage
Work with Cash Forecast Reporting Structures	W09523E	Cash Forecasting (G09319), Cash Forecast Rp Structures Setup	Review a list of reporting structures.
Revise Reporting Structure Name	W09523C	On Work with Cash Forecast Reporting Structures, click Add.	Enter the report structure and its description.
Revise Cash Forecast Reporting Structure	W09523A	On Revise Cash Forecast Reporting Structure, click OK.	Define the structure of the report.

Setting Processing Options for the Cash Forecast Report Structures Setup Program (P09523)

Use this processing option to specify whether to include reports headings as the default in the cash forecasting reporting structure.

Default Tab

1. Standard Report Sections

Specify whether the system includes these report headings from UDC table 09/CT in the cash forecast reporting structure:

Cash Forecast (1_TOTCF)

Opening Balances (1_BAL)

Net Operating Forecast (1_NETOP)

Incoming Cash (1_IN)

Outgoing Cash (1_OUT)

Values are:

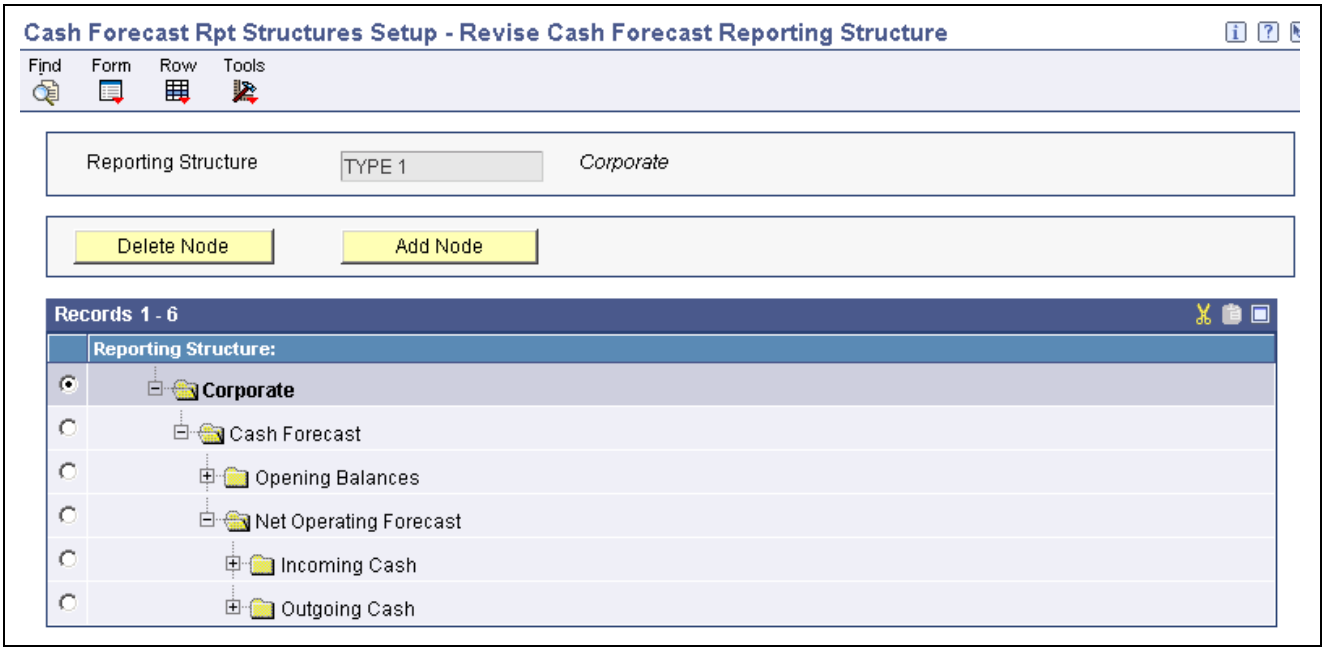
Blank or *0*: Omit report headings.

1: Add report headings.

You can add detail cash type codes to these headings when you define your cash forecast reporting structure.

Defining a Cash Forecast Report Structure

Access the Revise Cash Forecast Reporting Structure form.



Revise Cash Forecast Reporting Structure form

To define a cash forecast report structure:

1. On Revise Reporting Structure Name, enter a name that uniquely identifies the hierarchical reporting structure. The reporting structure specifies how the system displays data for cash forecasting and must exist in the F09523 table.
2. Expand the tree structure.

   If you set the processing option to include standard report selections, the system displays the cash type codes for headings (UDC table 09/CT) in hierarchical order.
3. To add a detail cash type code to the existing report structure, select the node where you want the code to exist and click Add Node.

   For example, to add the cash type code for Open Invoices by Check to the heading code for Incoming Cash, select Incoming Cash.
4. On Select Cash Type UDC, select one of these options and click Find:
   - Detail
   - Heading
5. In the detail area, scroll down, if necessary, and select the row that corresponds to the code that you want to add.
6. Click OK to update the database.
7. To move (cut and paste) a node, select the node and click Cut (scissors button).
8. Select the node where you want to place the node from the previous step and click Paste.
9. Expand the tree structure to view the node that you moved and its children.
10. Click Save to update the database.
11. On Revise Cash Forecast Reporting Structure, continue to add, delete, or move nodes until your structure is complete.

    If you add or move a cash type code to a place within the parent/child tree structure that is not allowed, the system issues an error message.
12. To review or revise cash type rules without exiting the form, continue to step 13; otherwise, click Cancel.

    Important! After you click Cancel to exit the Revise Cash Forecast Reporting Structure form, a window appears with the message *Do you wish to automatically be connected to cash type rules to validate the changes made within this reporting structure?*

    Click Yes to validate the cash type rules that you specified in the reporting structure and to ensure that no overlapping account ranges or values exist. You cannot verify that account ranges and values are valid when you add cash type rules. Instead, you must validate the rules when you create or revise a reporting structure. If the ranges and values are not correct, the cash forecast data that displays in the analysis could produce incorrect results.

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13. To review or revise a cash type rule, complete these steps:
    - To revise a cash type rule without exiting the program, complete steps 14–15.
    - To review multiple cash type rules within a reporting structure, complete steps 16–17.
    - To revise multiple cash type rules within a reporting structure, complete steps 16–19.
14. On Revise Cash Forecast Reporting Structure, select a detail cash type and then choose Cash Type Rule from the Row menu.
15. On Revise Cash Type Rule, change the fields as necessary and click OK.

16. On Revise Cash Forecast Reporting Structure, select Rules for Rpt Struc from the Form menu.
17. On Revise Reporting Structure Cash Type Rules, select the Data Source option for one of these groups of cash types and click Find:
    - All
    - A/R
    - A/P
    - G/L

    Use the Revise Reporting Structure Cash Type Rules form to review multiple cash type rules for a group within a reporting structure and to verify that the rules do not have overlapping general ledger accounts, that the bank account numbers are accurate, and so on.
18. To revise multiple cash type codes for a group within a specific reporting structure, enter a new value in the query-by-example (QBE) row and click OK.
19. On the Message form, click OK to accept the revision.

Important! If you change criteria for a cash type rule in this reporting structure, the criteria is changed for all reporting structures that use this cash type rule.

CHAPTER 8

Setting Up Statements of Cash Flow

This chapter provides an overview of cash flow statements and discusses how to:

- Set up cash flow activity codes.
- Set up normal balance codes.
- Set up cash flow rules.

Understanding Cash Flow Statements

International Accounting Standard (IAS) 7 requires European Union (EU) companies to present a cash flow statement that shows the historical changes in cash and cash equivalents during a specified period of operations for a company. IAS 7 requires that you classify cash flows that result from these types of activities:

- Operating - Cash flow from principal revenue-producing activities, such as cash receipts from the sale of goods and services, and other activities that are not investing or financing activities.
- Investing - Cash flow from the acquisition and disposal of long term assets and other investments that are not included in cash equivalents.
- Financing - Cash flow from changes in the size and composition of the equity capital and borrowings.

A cash flow statement provides:

- An overview of the major sources of cash flow for your business.
- An assessment of the current liquidity of your business.
- A way in which to estimate future cash flow, based on historical changes.
- Information about cash flows generated from trading, as well as other financial activities.

You can use cash flow statements to analyze your cash flow and produce reports by fiscal period over one or more bank accounts for a company. Before you can produce cash flow statements, you must set up cash flow rules for each activity code in UDC table 10/CF.

Setting Up Cash Flow Activity Codes

The activity codes available in user-defined code (UDC) table 10/CF are hard-coded and are based on the requirements for International Accounting Standards (IAS) 7.

Review this table for a list of activity codes and the types of accounts associated with them:

Code	Description of Code	Explanation
10	Net Income Before Tax	Includes the account assigned to AAI item FS*xx*
20	Operating Profit Before Working Capital	Includes adjustments to the operating profit before working capital, such as accumulated depreciation, profit or losses on the sale of non-current assets, and interest paid
30	Cash Generated from Operations	Includes working capital, such as inventories, receivables, and payables
40	Cash Flow from Operating Activities	Includes outflows, such as interest paid, dividends paid, and tax paid
50	Cash Flow from Investing Activities	Includes non-current assets and proceeds on the sale of assets
60	Cash Flow from Financing Activities	Includes proceeds on the issue of shares and loans and the redemption of certain shares and loan amounts
70	Cash and Cash Equivalents	Includes cash and bank accounts

The activity code description does not print on the cash flow report; it is informational only. You can change the description of an activity code, but you cannot change its purpose. For example, you can change the description for activity code 10 from Net Income Before Tax to Net Profit/Loss, but you cannot change how the activity code is used on the cash flow report.

You assign accounts to an activity code on the Statement of Cash Flow Activity form. The activity code and description appear in the header area of the form so that you can easily keep track of which activity you are assigning accounts to.

Setting Up Normal Balance Codes

The codes for UDC table 10/NB (Normal Balance) identify these types of account balances:

- Debit
- Credit

The Special Handling field for each of these codes is hard coded and contains either *D* (debit) or *C* (credit). When you set up cash flow rules, you assign a value of *D* or *C* to each row to specify whether the normal balance for the accounts in the row is a debit or credit. When you print the cash flow statement, the system inserts *Increase in* or *Decrease in* before the account description, based on the normal balance.

Setting Up Cash Flow Rules

This section provides an overview of cash flow rules and discusses how to set up cash flow rules.

Understanding Cash Flow Rules

After you verify the activity codes in UDC table 10/CF, you must set up cash flow rules. These rules specify the accounts that are associated with each activity code, the order in which the accounts appear on the cash flow statement, and description.

For example, on the cash flow statement, activity code 30 represents all accounts included in the subtotal for *Cash Generated from Operations*. When you set up cash flow rules for activity code 30, you create a separate line and description for each of the different accounts. For example, you might create these lines for activity code 30:

- Trade and Other Receivables
- Inventory
- Trade Payables

You use the Statement of Cash Flow Rules program (P10520) to set up cash flow rules for activity codes 20 through 70 and assign accounts and a description to each line that you want to appear on the Statement of Cash Flow report (R10521). You also specify whether the accounts for a line normally have a debit or credit balance. For activity code 10 only, you use the same program, but assign the AAI item FS*xx* for net income before tax, and the system retrieves the amount.

The subtotal descriptions that print on the report correspond to the different activity codes. The subtotal descriptions are hard-coded in the report and are based on IAS 7.

The rules for cash flow statements are stored in the Statement of Cash Flow Rule table (F10520).

Forms Used to Set Up Cash Flow Rules

Form Name	Form ID	Navigation	Usage
Work With Statement of Cash Flow Rules	W10520A	Statement of Cash Flow (G1031), Statement of Cash Flow Rules	Review a list of cash flow activity codes.
Statement of Cash Flows Activity	W10520D	On the Work With Statement of Cash Flow Rules form, click Add.	Set up cash flow rules.
Statement of Cash Flows Account Selection	W10520E	On the Statement of Cash Flows Activity form, click the Select Accounts link in the Account Selection field.	Assign accounts to cash flow activity codes.

Setting Up Cash Flow Rules

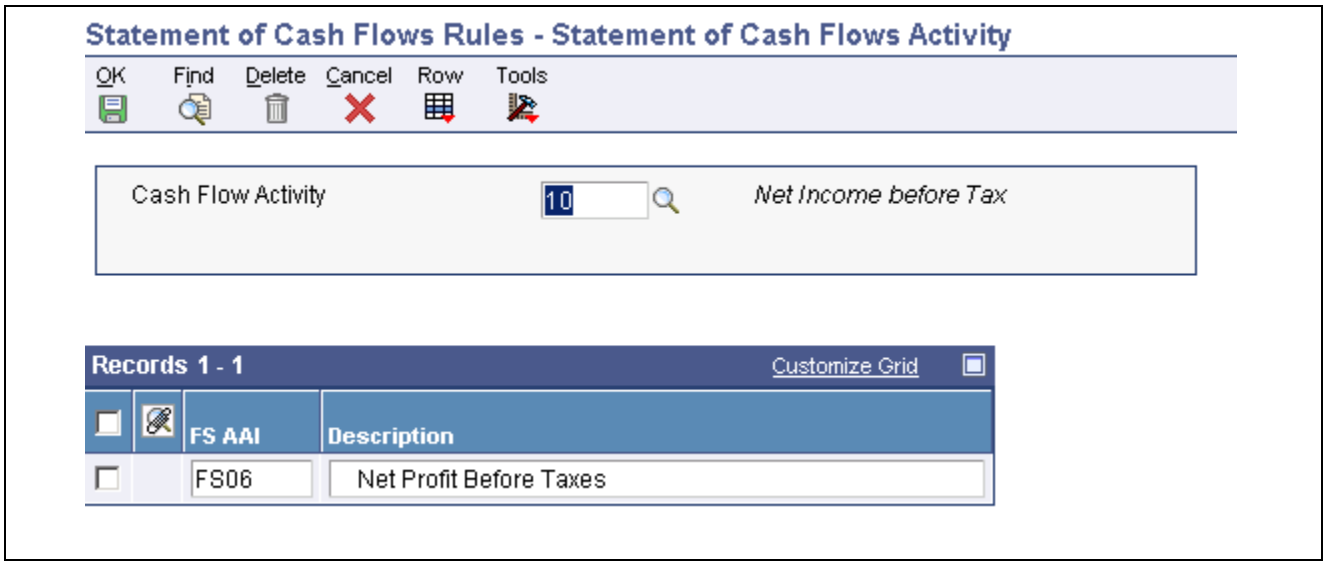
Access the Statement of Cash Flows Activity form.

Cash Flow Activity Enter an activity code from UDC table 10/CF that identifies a specific activity on the Statement of Cash Flow report. The values in this UDC table are hard-coded and are based on the requirements for IAS 7.

This task describes how to set up cash flow rules for activity code 10 and for activity codes 20–70. The fields that appear on the Statement of Cash Flows Activity form are different for activity code 10.

Activity Code 10

Enter *10* in the Cash Flow Activity field.



Statement of Cash Flows Activity form

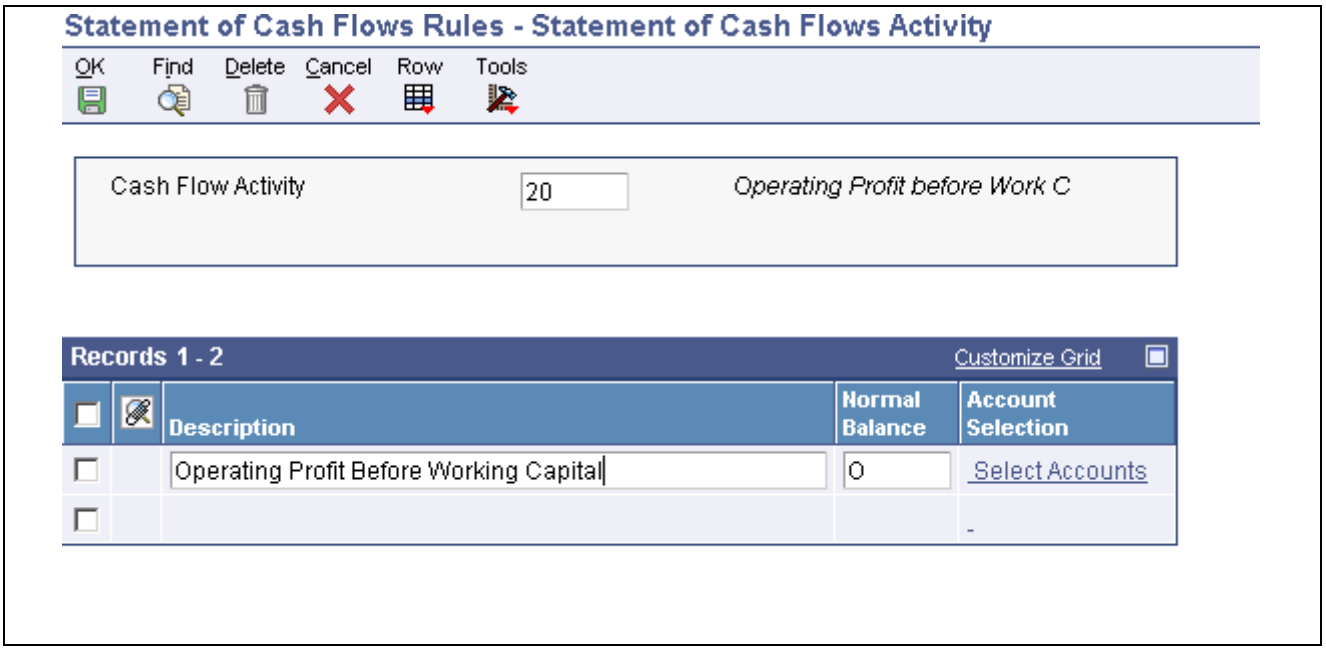
FS AAI Enter the AAI item FS*xx* for Net Income Before Taxes for the company.

Description Enter a description, if applicable.

This description prints on the cash flow statement. The default value is the description from the AAI item entered in the previous step. If you override the description, the system updates the F10520 table and prints the description on the cash flow statement only.

Activity Codes 20–70

Enter a value from *20–70* in the Cash Flow Activity field.



Statement of Cash Flows Activity form

For activity code 20 and the row for depreciation, enter the accounts for accumulated depreciation, and not the accounts for depreciation expense. Accumulated depreciation is a credit account. Amounts for this account are reversed and are added to the Net Income Before Tax line.

You can enter multiple lines, descriptions, and accounts for activity codes 20–70.

Description Enter the description that you want to print as one line on the cash flow statement.

Normal Balance Enter *C* or *D* in this field to specify whether the normal balance for the account on this line is a credit or debit. These values are hard-coded in UDC table 10/NB.

Account Selection Click the Select Accounts link to assign a range of object and subsidiary accounts.

From Object Account and **From Subsidiary Account** Enter an account in the From Object Account field.

To designate all subsidiaries for the object account, enter * in the From Subsidiary Account field. If you leave this field blank, the system uses the first blank subsidiary associated with the "from" object account or the range of accounts.

Thru Object Account and **Thru Subsidiary Account** The values in these fields must be equal to or greater than the values in the From Object Account and From Subsidiary Account fields. Accounts that overlap from one line to the next line are not allowed. The system issues the error message *Invalid From and Thru values*.

CHAPTER 9

(RUS) Setting Up Your System for General Ledger Reports

This section discusses how to:

- Set up general ledger report formats.
- Set up correspondence of accounts.

Setting Up General Ledger Report Formats

This section provides an overview of general ledger reports set up and discusses how to:

- Add report formats.
- Add row details for sections.
- Specify columns for changes in equity reports.
- Associate accounts with rows in the reports.

Understanding General Ledger Report Setup

Before you run the general ledger reports, such as the Profit and Loss statement, you must set up the formats required for the reports. The system produces reports to the specifications you set up. You use the reports generated to complete the general ledger reports that you send to the government.

When you use the Setup G/L Reports program (P74R9020) to set up general ledger reports, you:

- Define the rows and columns that the system prints on the reports.
- Define the account or group of accounts that the system prints.
- Define formulas that the system uses to calculate sums based on amounts in certain rows or columns.
- Define the title of the reports.

You must set up a one or more report formats for these reports:

- Profit and Loss
- Balance Sheet
- Changes in Equity
- Cash Flow

When you complete the setup for general ledger reports, the system populates the tables that are accessed as the system generates the reports. The tables populated are:

Table ID	Description
F74R9020	Includes data about the report format, such as the report name, type, and the source of the accounts. The system reads this table when you generate general ledger reports to determine the format of the report.
F74R9021	Includes data about the sequence of the rows, the row definitions that print on the report, and whether the rows are visible. The system reads this table to determine the sequence of rows and the row descriptions when you generate general ledger reports.
F74R9022	Includes data about the accounts or range of accounts for which the system prints balances or calculates amounts. The system reads this table when you generate general ledger reports to determine the source of the amounts to print.
F74R9023	Includes data about columns for the Changes in Equity report. The system reads this table when you run the Changes in Equity program (R74R9030) to determine the report name, and row and column definitions.

To set up general ledger reports, complete these steps:

Step	Description
Add report formats.	You add report formats to identify the type of report and the source of the records that the system reads. For example, some reports might read records in F0902 table, and some reports read records in the F74R9002 table.
Add row details.	Select an existing format on the Setup G/L Reports form, then click Add to access the Report Row Detail Definition form. Click Add to access the Add/Update Detail row form, which is where you specify the type of rows for each section of the report, the sequence of the rows and the description for the row that prints on the report.
Associate accounts, or a range of accounts, to the rows.	After you define rows, you specify the account or range of accounts from which the system reads amounts.
Define columns for Changes in Equity reports.	After you define rows for Changes in Equity reports, you define the columns for the report.

Forms Used to Set Up General Ledger Reports

Form Name	Form ID	Navigation	Usage
Setup G/L Reports	W74R9020A	General Ledger (G74R09), GL Reports Setup	Select existing reports.
Add/Update Setup GL Reports	W74R9020C	Click Add on the Setup G/L Reports form.	Add report formats to which you can add detail row definitions.
Add/Update Detail Row	W74R9020B	Click Add on the Report Detail Row Definition form.	Select existing row, or add a new detail row.
Report Detail Row Definition	W74R9020D	After adding new rows, click OK on the Add/Update Detail Row form. Select a record and click Select on the Setup G/L Reports form.	Add the row sequence numbers and descriptions that the system uses as it prints rows on the report, or select an existing row to add account information.
Accounts Groups Definition	W74R9020E	Select a record on the Report Detail Row Definition form. Select a record on the Report Detail Column Definition form.	Define the accounts for the row.
Add/Update Column Detail	W74R9020F	Click Add on the Report Detail Column Definition form.	Add a new column definition.
Report Detail Column Definition	W74R9020G	When working with a Changes in Equity report, select a record on the Report Detail Row Definition form.	Select an existing record or access the Add/Update Column Detail form.
Copy of Report Definition	W74R9020H	Select a record and click Copy on the Add/Update Setup GL Reports form.	Copy a report and all of its details.

Adding Report Formats

Access the Add/Update Setup GL Reports form.

Report Name Enter the name that the system will use to identify the report format. When you generate the general ledger reports, you will specify this name in the processing options to specify the format that the system uses to print the report.

Report Type Enter the type of report for which you create a format. The Report Type determines the rows, accounts, and other criteria that are applicable to the format. The value that you enter must exist in the UDC table 74R/RT. The values in 74R/RT are hard-coded.

Account Type Enter the source of the accounts, or groups of accounts, for which you set up the format. The value that you enter must exist in the Account Type (74R/AT) UDC table.

Adding Row Details for Sections

Access the Add/Update Detail Row form.

Report Section Enter the section for which you specify row definitions. The value that you enter must exist in the UDC 74R/SE table.

You must research the sections that the government requires for each report. PeopleSoft EnterpriseOne reads section one (01) for the Balance Sheet and the Cash Flow, and sections one and two (01 and 02) for Profit and Loss Report and Changes in Equity. If you enter a different section number, the system will not show it on the reports.

Report Row Section Enter a sequence in which the row appears in the section. You can enter up to four characters.

Each sequence number must be unique for the entire report, not just the section. Consider beginning your sequence numbers with the number of the section so that you do not repeat the sequence number. Additionally, consider leaving unused numbers in the sequencing so that you can add additional rows if needed. For example, consider sequencing rows in section one as: 1010, 1020, 1030, and so on, and sequence rows in section two as 2010, 2020, 2030, and so on.

Code Type Enter the code that represents the type of row. The code that you enter must exist in the UDC table 74R/CT. Enter one of these codes:

Code Enter the code provided by the Russian government that corresponds to the information for the line. For example, if the code for a row for Other Income is 050, enter 050. This field is optional.

Visible Row Enter *Y* to make the row visible. Enter N to hide the row. Generally, you enter N for rows that contain formula information.

Factor Row Specify whether the system changes the sign of an account from positive to negative, or negative to positive. Enter 1 to leave the sign unchanged. Enter -1 to reverse the sign.

Correspondence Flag This field appears for Cash Flow reports. The system completes the field with *S* if the system will read the F0902 table for the amounts, and completes the field with C if the system will read the F74R9002 table for the amounts.

The value that you enter in the Code Type field determines which table the system reads for amounts.

Specifying Columns for Changes in Equity Reports

Access the Add/Update Column Detail form.

Report Section Column Enter the column number. For Section 01, you set up Column 3, Column 4, Column 5, and Column 6. For Section 02, you set up Columns 3, 4, and 5.

Formula Type Enter the type of amounts that print on the report. The value that you enter must exist in the Formula Type (74R/FT) UDC table. Values are:

AA: Current audit activity from periods 13 and 14

AA1: Audit activity one year before the current period, from periods 13 and 14

AA2: Audit activity two years before the current period, from periods 13 and 14

AB: Current account balance for the current period

AB1: Account balance for the period one year prior

AB2: Account balance for the period two years prior

PA: Current period activity months 01–12 of the current year

PA1: Period activity, months 01–12 of one year prior

PA2: Period activity, months 01–12 of two years prior

PY: Prior year end balance for the current period

PY1: Prior year end balance for the period one year prior

PY2: Prior year end balance for the period two years prior

Factor Row Specify whether the system changes the sign of an account from positive to negative, or negative to positive. Enter *1* to leave the sign unchanged. Enter *1* to reverse the sign.

Associating Accounts with Rows in the Reports

Access the Account Group Definition form.

The fields that appear on the Account Group Definition form differ depending on the value in the Code Type field on the Report Detail Row Definition form. If the value in the Code Type field is TLT (Title), the Account Group Definition form does not appear when click Select on the Report Detail Row Definition form.

Account Number Enter the account from which the system prints the amount on the report. This field appears when the Code Type is ACC (accounts only).

From Object/Subsidiary Enter the beginning of a range of accounts from which the system prints the amount on the report. This field appears when the Code Type is AGR (Accounts Group).

Thru Object/Subsidiary Enter the end of a range of accounts from which the system prints the amount on the report. This field appears when the Code Type is AGR (Accounts Group).

Codes Formula Description Enter the formula that the system uses to calculate an amount that appears on the report. You enter the formula by entering the Code for the row inside of brackets. For example, to sum the amounts of rows with row Codes 010, 020, and 030, enter: [010] + [020] + [030]. This field appears when the Code Type is FRM (Code Formulate).

The rows that you use in the formula must be sequenced before the row that contains the formula.

Setting Up Correspondence of Accounts

This section provides an overview of correspondence of accounts set up, and discusses how to:

- Set processing options for Correspondence Account Setup (P74R9001).

- Set up accounts.
- Set up correspondence methods.
- Set up correspondence rules.

Understanding Correspondence of Accounts Setup

You set up the correspondence accounts, rules, and methods for all accounts in your chart of accounts for which you must have corresponding accounts.

Note. This document describes how to set up and use correspondence accounts within the PeopleSoft EnterpriseOne system. It does not provide legal advise on the legal requirements. You must verify the requirements for these accounts with the government office responsible for publishing the requirements.

To set up correspondence of accounts, you use the Correspondence Account Setup (P74R9001) program to:

- Specify how the system generates correspondence accounts.
- Associate batch types and document types to the method by which the system processes corresponding accounts.
- Define correspondence rules by associating debit accounts to credit accounts.

When you set up your chart of accounts for correspondence, you:

- Must have the chart of accounts for all companies defined in the same way, such as all companies using the standard account setup, or all using the same statutory category code.

  You can use the standard account setup of object.subsidiary, or use account category codes 21, 22, or 23 to set up your chart of accounts.
- Must have the same fiscal date pattern set up for all companies.

Correspondence Accounts

You use the Account Setup option in the Correspondence Account Setup program to specify how the system generates correspondence accounts. For each account that you identify, you specify whether the system changes the sign of the amounts from the F0911 table as it writes the amounts to the F74R9011 table. For example, you might specify that the system change negative amounts to positive amounts, and leave positive amounts as positive amounts. If you do not specify that the system change the sign, the sign remains unchanged.

You can specify the correspondence of accounts at various levels of detail. The system searches for the setup from the lowest level of detail to the highest level.

Correspondence Processing Methods

You set up correspondence methods to associate batch types and document types with predefined methods by which the system processes account transactions. The predefined methods that you associate to batch types and document types are:

Method Number	Method Description	Use
01	Direct correspondence between two concurrent lines in the F0911 table.	Assign this method for fixed asset transactions, such as depreciation records.

Method Number	Method Description	Use
02	Direct correspondence between a debit line and a credit line in the F0911 table by amount.	Assign this method for inventory transactions when there is one debit line for each credit line with the same amount, but the lines are not necessarily concurrent.
03	Correspondence between one debit line and several credit lines, or between several debit lines and one credit line in table F0911.	Assign this method to have the system process transactions using the lowest level of detail. If a transaction to which you assign this method has multiple debits and credits, the system first matches debit and credits which have the same amount, and then applies a percentage to the remaining lines.
04	Correspondence between several debit lines and several credit lines	Assign this method to document types for which the system writes multiple debit and credit lines to table F0911. The system determines a percentage to apply to the credit and debit lines.

If the system cannot identify the correspondence method to use for a transaction because there is no association between a document type and a method, the system uses method 04 for the transaction.

Correspondence Rules

You set up the correspondence accounts, rules, and methods for all accounts in your chart of accounts for which you must have corresponding accounts.

You set up correspondence rules to determine the allowed relations between debit and credit accounts. The system uses the rules that you define to determine how it searches for corresponding accounts when you run the Correspondence Transaction Generation (R74R9801) program. To improve system performance, you can also specify the batch type and document type for the accounts.

You can set up or modify correspondence rules one at a time, or you can access a form that lets you enter or import multiple rules.

Form Used to Set Up Correspondence of Accounts

Form Name	Form ID	Navigation	Usage
Correspondence Setup	W74R9001E	Correspondence (G74R09COR), Correspondence Setup	Choose to set up accounts, methods, or rules.
Work With Correspondence Account Setup	W74R9001A	Click Account Setup on the Correspondence Setup form.	View, copy, or delete account setups.
Edit Correspondence Account Setup	W74R9001B	Click Add on the Work With Correspondence Account Setup from, or choose a record and click Select	Add a new account setup or modify an existing account setup.
Work with Correspondence Rules	W74R9001C	Click Correspondence Rules on the Correspondence Setup form.	View, copy, or delete account rules.
Work with Correspondence Method	W74R9001E	Click Correspondence Method on the Correspondence Setup form.	View, copy, or delete account methods.
Edit Correspondence Method	W74R9001F	Click Add on the Work with Correspondence Method form, or choose a record and click Select	Add a new correspondence method or modify an existing method.
Edit Correspondence Rules	W74R9001G	Click Add on the Work with Correspondence Rules form, or choose a record and click Select.	Add a new account rule or modify an existing account rule.
Edit Correspondence Rules	W74R9001H	Choose Form, Multiple Rules on the Work with Correspondence Rules form.	Add or modify multiple rules. For example, you can import rules from a spreadsheet.

Setting Processing Options for Correspondence Account Setup (P74R9001)

Processing options enable you to specify the default processing for programs and reports.

General

1. Account Type Specify the type of account that the system displays in the Edit Correspondence Account Setup form. Enter 21 to allow access to the values in the G/L Reporting Code 21 (09/21) UDC table in the Edit Correspondence Account Setup form. Enter 22 to allow access to the values in the G/L Reporting Code 22 (09/22) UDC table. Enter 23 to allow access to the values in the G/L Reporting Code 23 (09/23) UDC table. Enter OS or leave this processing option blank to allow entry of a specific object and subsidiary.

Setting Up Accounts

Access the Edit Correspondence Account Setup form.

Category Code General Enter the category code value that identifies the account for which you specify the account setup. The system displays this field only when you set the Account Type processing option to display category code 21, 22, or 23, and lets you choose a value from the corresponding UDC table, such as the G/L Reporting Code 21 (09/21) UDC table.

Object Account Enter the object portion of the account for which you specify the account setup. The system displays this field only when you set the Account Type processing option to OS (object subsidiary).

Subsidiary Enter the subsidiary portion of the account for which you specify the account setup. The system displays this field only when you set the Account Type processing option to OS (object subsidiary).

Plus Amount Enter a value from the Amount Correspondences (74R/AG) UDC table to specify the sign that the system assigns to the amounts that it writes to the F74R9011 table when it writes positive amounts from the F0911 table to the F74R9011 table.

Minus Amount Enter a value from the Amount Correspondences (74R/AG) UDC table to specify the sign that the system assigns to the amounts that it writes to table F74R9011 when it writes negative amounts from table F0911 to table F74R9011.

Plus Void Amount Enter a value from the Amount Correspondences (74R/AG) UDC table to specify the sign that the system assigns to the amounts that it writes to table F74R9011 when it writes positive amounts that have been voided in table F0911 to table F74R9011.

Minus Void Amount Enter a value from the Amount Correspondences (74R/AG) UDC table to specify the sign that the system assigns to the amounts that it writes to table F74R9011 when it writes negative amounts that have been voided in table F0911 to table F74R9011.

Setting Up Correspondence Methods

Access the Edit Correspondence Method form.

Batch Type Enter the batch type to which you assign a correspondence method. The value that you enter must exist in the Batch Type (98/IT) UDC table. If you leave this processing option blank, the system uses all batch types.

Document Type Enter the document type to which you assign a correspondence method. The value that you enter must exist in UDC table 00/DT. If you leave this processing option blank, the system uses all document types.

Correspondence Method Enter the correspondence method to associate with the batch and document types. The value that you enter must exist in the Correspondence Methods (74R/MH) UDC table.

Correspondence Print Options Enter a code that the system writes to the F74R9011 table for the specified document type / batch type combination. The value that you enter must exist in the Correspondence Print Options (74R/PO) UDC table.

Setting Up Correspondence Rules

Access the Edit Correspondence Rules form.

Correspondence Rule ID Enter a numeric value that identifies the correspondence rule. You can enter up to six characters.

Batch Type Enter the batch type to which you assign a correspondence rule. The value that you enter must exist in the Batch Type (98/IT) UDC table. If you leave this processing option blank, the system uses all batch types.

Document Type Enter the document type to which you assign a correspondence rule. The value that you enter must exist in the Document Type (00/DT) UDC table. If you leave this processing option blank, the system uses all batch types.

Debit Legal Account Enter the portion of the debit account that you assign to the correspondence rule. You can enter up to 14 characters, but the system displays only 10 characters. The system does not validate that the account number that you enter is a valid account in your chart of accounts.

Credit Legal Account Enter the portion of the credit account that you assign to the correspondence rule. You can enter up to 14 characters, but the system displays only 10 characters. The system does not validate that the account number that you enter is a valid account in your chart of accounts.

CHAPTER 10

Setting Up Cash Basis Accounting

This chapter provides an overview of cash basis accounting setup and discusses how to:

- Set up cash basis document types.
- Set up AAIs for cash basis accounting.

Understanding Cash Basis Accounting Setup

When you use cash basis accounting, the system creates cash basis entries in the AZ ledger based on the accrual entry in the AA (actual amount) ledger. To set up your system for cash basis accounting, you determine the document type that you want the system to use for cash basis entries and, if necessary, set up the document type and assign it to a UDC table. Additionally, you must specify which document types to exclude from creating cash basis entries.

When you set up your system for cash basis accounting, ensure that cash basis AAIs are set up properly. Cash basis accounting uses AAI items to track rounding differences that might occur in the Accounts Payable and Accounts Receivable systems as a result of using taxes, multiple currencies, or discounts. Cash basis accounting also uses an AAI item to provide a suspense revenue account for the cash basis entry for unapplied receipts.

Setting Up Cash Basis Document Types

This section discusses how to:

- Set up document types for cash basis entries.
- Set up document types to exclude for cash basis entries.
- Assign cash basis document types to the AA ledger.

Forms Used to Set Up Cash Basis Document Types

Form Name	Form ID	Navigation	Usage
Work With User Defined Codes	W0004AA	Cash Basis Accounting (G09314), Valid Document Types or Document Types to be Excluded	Verify that the document types that you want to include for cash basis entries appear in UDC table 00/DT. Verify that the document types that you want to exclude from cash basis entries appear in the UDC table 00/DX.
User Defined Codes	W0004A1	Click Add on the Work With User Defined Codes form.	Add a document type to include with cash basis entries in UDC table 00/DT and add a document type to exclude from cash basis entries in UDC table 00/DX.

Setting Up Document Types for Cash Basis Entries

You must decide which document types you want the system to use when it creates cash basis entries. Do not use the same document type in both the AZ and AA ledgers. Using the same document type could cause confusion when you locate a journal entry because both the AA and AZ ledger records would appear, suggesting that the record had been entered twice. Using the same document type would also increase processing time because the system would need to distinguish between the two records in the F0911 table.

If you do not set up cash basis document types, the system assigns them based on the document type of the originating entry. The system uses the first character of the document type in the AA ledger entry and the letter Z for the second character. For example, if an entry in the AA ledger has a document type of PT and you do not set up a cash basis document type, the system uses the document type PZ for the cash basis entry.

Because all of the Accounts Payable document types for payments begin with the letter P (PK, PN, and PT), all cash basis entries for the Accounts Payable system are assigned a document type of PZ unless you set up a different document type. You might want to set up different document types to differentiate automatic, manual, and electronic payment transactions for cash basis entries. For example, you might set up the document type PZ for automatic payments, MZ for manual payments, and TZ for electronic payments.

Each document type that you use for cash basis entries must exist in UDC table 00/DT.

Setting Up Document Types to Exclude for Cash Basis Entries

You must identify the document types in the AA ledger that you want the system to exclude when creating cash basis entries in the AZ ledger. The system creates an entry in the AZ ledger for every entry in the AA ledger with a document type that does not appear in UDC table 00/DX.

You should exclude voucher (PV) and invoice (RI) document types because cash basis entries for these document types should not be created until they are paid. You should also exclude document types that do not represent cash transactions, such as:

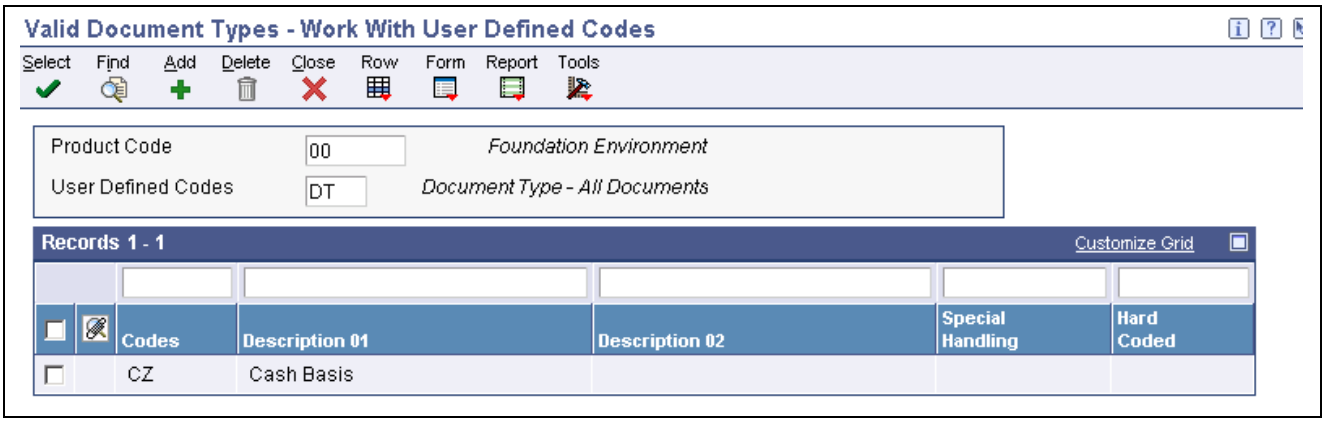
- Automatic entries (AE)
- Credit memos (PM)
- Debit memos (RM)

- Adjustments (RA)
- Recurring documents (PR and RR)
- Finance charges (RF)
- Accrued property taxes (JT)
- Depreciation entries (DP)

Ensure that any custom document types are analyzed for exclusion of cash basis entries. Do not exclude document types that represent the void for accounts payable payments (PO) or accounts receivable receipts (RO).

Assigning Cash Basis Document Types to the AA Ledger

Access the User Defined Codes form.



Work With User Defined Codes form

After you set up the document types that you want the system to use for cash basis entries, you must assign them to the AA ledger document type from which the system creates cash basis entries.

Description 02

Enter the two-character code for the cash basis document type in the first two positions.

You are not required to complete this field if you use a system-assigned document type, such as PZ, RZ, or JZ.

Setting Up AAIs for Cash Basis Accounting

This section discusses how to set up:

- AAIs for unapplied receipts
- AAIs for balancing accounts

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Working with Automatic Accounting Instructions," Working with AAIs

Setting Up AAIs for Unapplied Receipts

When the system creates cash basis entries for receipts, it debits the bank account from the receipt and credits the revenue accounts from the invoices that the receipt pays.

When you enter an unapplied receipt, however, you record the receipt without applying it to an invoice. Later, you match the unapplied receipt to the appropriate invoice. When the system creates a cash basis entry for an unapplied receipt, it debits the bank account and credits a suspense revenue account. Later, when you apply the receipt to the invoice, the system creates cash basis entries that debit the suspense revenue account and credit the invoice revenue accounts.

When you set up the AAI item for the suspense revenue account, you must designate a business unit.

If you enter unapplied receipts, you must set up an AAI item for the suspense revenue account. To retrieve the suspense revenue account for unapplied receipts, the system uses one of these AAI items based on the hierarchy indicated:

- CB*yyyy*. The system first searches for CB*yyyy* (where *yyyy* is the general ledger offset from the unapplied receipt). You can enter the general ledger offset when you enter the receipt or, by setting a processing option, allow the value to be supplied from the customer master record.
- CBUC. If CB*yyyy* is not set up or if you do not use a general ledger offset, the system then searches for CBUC. The system supplies UC as the default value for the G/L Offset field when you enter unapplied receipts without an offset.
- RC*yyyy*. If the system cannot locate CBUC, the system next searches for RC*yyyy* (where *yyyy* is the general ledger offset entered on the receipt).
- RCUC. If RC*yyyy* is not set up or if you do not use a general ledger offset, the system finally searches for RCUC. The system supplies UC as the default value for the G/L Offset field in which you enter unapplied receipts without an offset. If the system cannot locate RCUC, it issues an error.

Note. If you use the Real Estate Management system, the Unapplied Bill Code field (GLC) is the same as the G/L Offset field that is used in the standard, speed, and draft entry programs. The system searches for CB*yyyy* (where *yyyy* is the unapplied bill code).

Setting Up AAIs for Balancing Accounts

The system uses balancing accounts when calculations for multiple pay items, discounts, and taxes create slight rounding differences. To track rounding differences, you must set up these AAI items:

- CBAP - Cash Basis A/P Balancing
- CBAR - Cash Basis A/R Balancing

CHAPTER 11

Setting Up 52 Period Accounting

This chapter provides an overview of 52 period accounting and discusses how to:

- Set up 52 period fiscal date patterns.
- Set up 52 period reporting dates.
- Change to 52 period accounting.

Setting Up 52 Period Fiscal Date Patterns

This section provides an overview of fiscal date patterns and discusses how to define fiscal data patterns for 52 period accounting.

Understanding 52 Period Fiscal Date Patterns

You set up your system for 52 period accounting using fiscal date patterns with weekly period-ending dates. You can use periods 53 and 54 for audit adjustments.

If you have multiple companies that use the same fiscal date pattern, set up the fiscal date pattern one time for all of the companies.

The system stores 52 period dates in the F0008B table.

Add a date pattern for the current, prior, and future year. When you set up the date pattern for the future year, the system accepts transactions for dates within that pattern and warns you if they are PACO (Post After Cutoff) or WACO (Way After Cutoff).

Each period must have at least one day on which to post. You cannot set up periods with the same ending dates or overlapping dates.

Dates must be in the proper format. For example, 09/01/07 is the proper format for September 1, 2007. Each date must correspond to a standard date pattern with the same pattern name.

You must set a fiscal date pattern with:

- Dates for each period.

  If you receive an error message when you enter a date, verify the date pattern. The system considers any date that is not set up to be invalid during data entry.
- Periods in sequential order and with the same beginning and ending dates as the standard fiscal year pattern.

  If you do not do this, the system uses the standard fiscal year pattern to determine the correct fiscal year.
- Fiscal years in sequential order.

  Gaps in the date pattern for period and fiscal years prevent the system from posting properly.

Forms Used to Set Up 52 Period Fiscal Date Patterns

Form Name	Form ID	Navigation	Usage
Work With 52 Periods	W0008BG	52 Period Accounting (G09313), Set 52 Period Dates	Review a list of 52 period fiscal date patterns.
Set Up 52 Periods	W0008BF	On Work With 52 Periods: Click Add. Select Print 52 Periods from the Reports menu.	Set up a fiscal date pattern. Print a report of the fiscal date patterns that you have set up

Defining 52 Period Fiscal Date Patterns

Access the Set Up 52 Periods form.

Fiscal Date Pattern Enter a code to identify the date pattern. You can use one of 15 codes. You must set up a special code (letters A through N) for 52 period accounting or any other date pattern unique to your environment. The default code *R*, identifies a regular calendar pattern.

Date Fiscal Year Begins Enter the first day of the fiscal year.

Period End Date Enter the period end date for 52-period accounting.

Setting Up 52 Period Reporting Dates

This section provides an overview of financial reporting dates for a company with 52 period accounting and discusses how to assign 52 period reporting dates to a company.

Understanding 52 Period Reporting Dates

The system does not supply the current period as the default for a company. Therefore, you must set up the current 52 period accounting period and year for each company. This information is used by your financial reports. If the period is incorrect on your financial reports, verify the reporting period and year, and correct them.

Forms Used to Set Up 52 Period Reporting Dates

Form Name	Form ID	Navigation	Usage
Work With Companies	W0010C	Organization & Account Setup (G09411), Company Names & Numbers	Review a list of companies.
Company Setup	W0010B	Select a company on the Work With Companies form.	Assign 52 period reporting dates to a company.

Assigning 52 Period Reporting Dates to a Company

Access the Company Setup form.

52 Period Accounting

Select the 52 Period Accounting tab.

52 Period Normal Number of Periods Enter the actual number of accounting periods, not including adjustment periods.

52 Period Financial Reporting Period Enter a period number to specify a 52-period financial reporting date. This reporting period is used by several EnterpriseOne financial reports.

The period number is not the same as the current period that you specify as the accounting period for a company.

52 Period Financial Reporting Year Enter the year in which financial statements are to be prepared.

Note. A fiscal year spanning 2006–2007 would be expressed as 06.

Changing to 52 Period Accounting

This section provides an overview of the Repost for 52 Period program (R0902B), lists a prerequisite, and discusses how to:

- Run the Repost for 52 Period program.
- Set data selection for the Repost for 52 Period program.

Understanding the Repost for 52 Period Program (R0902B)

You can change amounts in the account balances for periods 12–14 to account balances for 52 period accounting. To do this, first post the transactions to the F0902 table and then run the Repost for 52 Period program (R0902B).

The Repost for 52 Period program reposts the F0911 table to the F0902B table. This program uses the F0008B table with 54 period ending dates to determine the period number. After you run this program, you can design a report to verify the balances using Report Design Aid (RDA).

If the general ledger date or fiscal date do not exist in the F0008B table, the system does not update the F0902 table with transactions from the F0911 table.

The system reposts only posted, non-summarized records.

Prerequisite

Post transactions to the F0902 table, Set the processing option in the General Ledger Post program (R09801) to submit the post for 52 periods. The system updates the F0902 and F0902B tables.

See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Posting Financial Transactions," Posting Financial Batches.

Running the Repost for 52 Period Program

Select 52 Period Accounting (G09313), Repost for 52 Period.

Setting Data Selection for the Repost for 52 Period Program

Do not enter a fiscal period in the data selection. Instead, enter the fiscal year.

CHAPTER 12

Processing Journal Entries

Journal entries are used to adjust or add transactions to accounts in your general ledger.

This chapter provides overviews of the journal entry process and other methods of entering journal entries, and discusses how to:

- Work with journal entries.
- Work with reversing journal entries.
- Work with model journal entries.
- (TWN) Process journal entries for Taiwan.
- (TWN) Generate GUI/VAT information for individual journal entries.
- Review unposted journal entries.
- Post journal entries.
- Revise and void posted journal entries.

Understanding the Journal Entry Process

All PeopleSoft EnterpriseOne systems use three-tier processing to manage batches of transactions. Journal entry processing is an example of three-tier processing.

The term *three-tier* refers to the three steps that you perform to process journal entries:

1. Enter journal entries.

   The system creates a record in the Batch Control Records table (F0011) and creates records in the F0911 table.

   Note. For multiple currencies prior to release 8.11, the system created domestic amounts as well as foreign amounts in the F0911 and F0902 tables. Domestic amounts were stored in the Amount field of the AA (actual amounts) ledger record whereas foreign amounts were stored in the Amount field of the CA (foreign currency) ledger record for both tables.

   As of release 8.11, the system stores both the domestic and foreign amounts on a single record in the F0911 table. The foreign amounts are stored in the Foreign Amount field of the F0911 record as well as the Amounts field of the CA (foreign currency) ledger. These two fields contain the same amounts.

   In a future release of PeopleSoft EnterpriseOne, the F0911 record that contains the foreign amount in the CA ledger will be eliminated. All systems will populate and retrieve foreign amounts from the single, shared AA ledger record which contains both the domestic and foreign amounts. These changes will not affect how balances are stored in the F0902 table.

2. Review and approve batches.

   If you have the general accounting constants set to require management approval, the system creates the batch record in a pending status. You must approve the batch before you can post it. When you approve batches that are in a pending status, the system updates the batch status only on the batch control record.

3. Post journal entries.

   When you post journal entries, the system updates the status on the batch control record to *D* (posted), generates records in the F0902 table, and updates the posted status on the journal entries in the F0911 table to *P* (posted).

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Using Batch Control to Manage the Entry Process"

Understanding Other Methods of Entering Journal Entries

In addition to journal entries that you manually enter for accruals, adjustments, reclassification of transactions, and so on, the system creates journal entries based on transactions from other systems, such as Accounts Payable, Accounts Receivable, and Payroll.

Other ways in which you can create journal entries are:

- Upload journal entries from an external system or third-party software package through batch processing.

  See Chapter 13, "Processing Batch Journal Entries," page 115.

- Create journal entries in a local environment on your PC and then upload them to the server using store-and-forward journal entry processing.

  See Chapter 14, "Processing Store-and-Forward Journal Entries," Downloading Master Tables for Store-and-Forward Processing, page 121.

- Import journal entries directly into the F0911 table, if you create journal entries using a spreadsheet.

  See *PeopleSoft EnterpriseOne Tools 8.94 PeopleBook: Foundation*

- Use the Financial Report Writing tool to design a report that creates journal entries.

  See *EnterpriseOne Tools 8.94 PeopleBook: Development Tools: Report Design Aid and Report Printing Administration Technologies*

- Create allocations:
  - Recurring journal entries
  - Indexed allocations
  - Variable numerator allocations

  See Chapter 15, "Processing Allocations," page 127.

Working with Journal Entries

This section provides an overview of types of journal entries and journal entry features and discusses how to:

- Set processing options for Journal Entry.
- Set processing options for Journal Entry Master Business Function.
- Enter basic journal entries.
- Add an attachment to a journal entry
- Enter a percent journal entry.
- Revise an unposted journal entry.
- Copy a journal entry.
- Delete an unposted journal entry.

Understanding Types of Journal Entries

When you enter a journal entry to a ledger type that is required to balance, the debit and credit amounts must balance.

You can use journal entries to enter these types of transactions:

- Basic journal entries.

  Use the Journal Entry (P0911) or the Journal Entries with Debit/Credit Format (P0911) program to enter basic journal entries. The Journal Entries with Debit/Credit Format program has separate columns for debit and credit amounts so that you do not have to enter the minus sign for credit amounts.

- Reversing journal entries.

  Reversing journal entries are used most often for periodic accruals.

- Percent journal entries.

  Allocate amounts to different accounts in your general ledger based on the percentage that is entered for each transaction item.

- Model journal entries.

  Reduce data entry time by creating a set of templates for frequently used journal entries.

You can enter journal entries for the various ledgers that you have set up for budgets, statistical information, units, and so on. The system uses ledger type codes to separate balance amounts and units for each ledger. These are some examples of ledger type codes and their corresponding ledgers:

- AA - Actual amounts
- BA - Budget amounts
- AU - Actual units
- BU - Budget units

You can also enter journal entries to record a taxable entry, such as value-added tax (VAT) or similar taxes, and journal entries with foreign currencies.

The system provides a processing option for a debit and credit format, as well as a separate menu selection for that format. The debit and credit format allows you to enter an amount into a debit or a credit field. In this format, you do not need to include the minus sign for credit amounts.

Journal entries provide unlimited detail lines for you to distribute amounts to various accounts. When you enter a journal entry, the General Accounting system validates the information in certain fields to ensure that the integrity of your financial data remains intact. When you complete a journal entry, the system displays the assigned batch and document numbers. You can use these numbers to facilitate locating and reviewing a journal entry. The system marks the journal entry as unposted and adds it to the F0911 table. When you post a batch of journal entries, the system updates the F0902 table and marks the journal entry as posted in the F0911 table.

See Also

PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook, "Entering Tax Information on Orders and Transactions," Entering Journal Entries with VAT

Understanding Journal Entry Features

The Journal Entry program provides features that can increase your efficiency and speed when entering journal entries. These features allow you to:

- Duplicate account number segments.
- Use speed account entry for journal entries for work orders.
- Temporarily accept invalid account numbers.

Duplicating Account Number Segments

When you enter journal entries, you can duplicate account numbers from one detail line to another to save time and reduce entry errors.

This table shows how duplication works for a single journal entry. It shows a series of account numbers that you might enter, followed by the corresponding account numbers that the system will use.

Account Number Entered	System Result
1.1110.FIB	1.1110.FIB
..BEAR	1.1110.BEAR
200..	200.1110.BEAR
1..	1.1110.BEAR
.1810	1.1810

The system replaces each separator character with the missing part of the account number by copying the same part from the preceding account number.

To duplicate account number segments, enter a separator character in the account number field for each segment (business unit, object account, and subsidiary account) that you want to duplicate for each subsequent line in your journal entry.

For example, if you entered 9.8720 for the account number in the first line of a journal entry and you want to duplicate the business unit for the second line, enter .8730 and the system completes the account number field with 9.8730.

Using Speed Account Entry for Journal Entries for Work Orders

When you enter journal entries for work orders, you can use speed account entry to save time and reduce entry errors. In the Account Number field, you enter \ (backslash), the work order number, a period, and the object account number. The system locates the business unit for the work order and:

- Replaces the work order number with the business unit. The object account number remains in the Account Number field.
- Updates the Subledger field with the work order number.
- Updates the Subledger Type field with *W*.
- Updates the Subsidiary field with the cost code from the work order.
- Updates the Phase field with the phase from the work order.
- Updates the Asset Number field with the equipment number from the work order.

Temporarily Accepting Invalid Account Numbers

Depending on your general accounting constants, you might be able to accept an invalid account number temporarily, which is useful in these situations:

- You are not sure what the correct account number is.
- You are not authorized to add new accounts.

See Chapter 3, "Setting Up the General Accounting System," Setting Up Constants for General Accounting, page 10.

When you enter a journal entry with an account number that is not set up in your chart of accounts, the system displays an error message and does not accept the entry. You must either correct the entry so that the account number is valid or temporarily accept the invalid account number by preceding the account number with #.

If you temporarily accept an invalid account number, the system sets the status of the batch to error. Unless you set up the system to create accounts dynamically, you cannot post the batch, even if it is approved. Account numbers must be in the F0901 table, or you must set up the system to create accounts dynamically before the batch can successfully be posted.

See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Accounts," Creating Accounts Dynamically.

Depending on your setup, you can correct invalid account numbers in three ways:

- Change the account number on the Journal Entry form.
- Add the account number to the chart of accounts.

  Then you can approve the batch and post as usual. You do not have to remove the # symbol from the Account Number field on the Journal Entry form.
- Let the post program create the account number dynamically.

To temporarily accept an invalid account number, precede the account number with # in the Account Number field. For example, enter #9.1107 to temporarily accept object account 1107 in business unit 9. The business unit portion of the account number that you enter must exist in the Business Unit Master table (F0006). For example, to temporarily accept object account 1107 in business unit 9, business unit 9 must exist in the F0006 table.

Forms Used to Work with Journal Entries

Form Name	Form ID	Navigation	Usage
Work With Journal Entries	W0911I	Journal Entry, Reports, & Inquiries (G0911), Journal Entry	Review summarized journal entries by document number. To review all journal entries in a batch, use the General Journal Review program (P0011).
Journal Entry	W0911A	On Work With Journal Entries, click Add. If you are using batch control, the Batch Control form appears. On the Batch Control form, enter the date and expected totals and continue to the next form.	Add and revise journal entries.

Setting Processing Options for Journal Entry (P0911)

Processing options enable you to specify the default processing for programs.

Defaults Tab

1. Batch Type

Specify the system and type of entries for the batch. Examples of batch types include:

G: General ledger entries.

V: Vouchers.

IB: Invoices.

If you leave this processing option blank, the system processes all batch types.

Display Tab

1. Debit/Credit Format

Specify whether to display journal entries in a debit and credit format.

Versions Tab

1. Journal Entry MBF Version (P0900049)

Specify whether to override the journal entry MBF version for journal entry processing. You must specify a valid version for P0900049. If you leave this processing option blank, the system uses version ZJDE0001.

This processing option should be changed only by personnel responsible for your system setup.

Edits Tab

1. Fixed Asset ID

Specify whether to require an Asset ID if an account is in the AAI account range for assets.

Values are:

Blank: Do not require an asset ID in the journal entry.

1: Require an Asset ID in the journal entry.

Setting Processing Options for Journal Entry Master Business Function (P0900049)

The master business function (MBF) provides a central location for standard business rules about entering documents such as journal entries, vouchers, and invoices.

The master business function is composed of processing options that are shared by certain programs. The processing options for the Journal Entry MBF are used by these journal entry programs:

- Journal Entries (P0911).
- Journal Entries with VAT (P09106).
- Journal Entry Batch Processor (R09110Z).
- Store and Forward JE Batch Processor (R09110ZS).
- Recurring Journal Entry Compute & Print (R09302).
- Indexed Comps Compute And Print Report (R093021).
- Variable Numerator Compute and Print (R093022).

Each program that uses the Journal Entry MBF must specify which version of the MBF is used. If no version is specified, the system uses version ZJDE0001.

Defaults Tab

1. Ledger Type Specify the ledger type to use as the default value. Ledger types are stored in UDC table 09/LT.

Currency Tab

1. Effective Date Specify whether to edit the exchange rate effective date against the general ledger period of the transaction. The effective date is used to calculate currency amounts. Values are:

Blank: Do not compare the exchange rate effective date to the general ledger period of the transaction.

1: Compare the exchange rate effective date to the general ledger period of the transaction.

2. Tolerance Specify a tolerance limit that triggers a warning if you enter a currency exchange rate that is over or under the limit. For example, 15.00 indicates over or under 15.00 percent.

Zero Amounts Tab

1. Zero Amounts Specify whether to create journal entry line items with zero amounts and no units. This might be useful when creating journal entries from models. Values are:

Blank: Create journal entry line items with zero amounts and no units.

1: Do not create journal entry line items with zero amounts and no units.

2. Audit Information Specify whether to bypass updating the audit information when a change is made to a posted account ledger.

Blank: Update audit information.

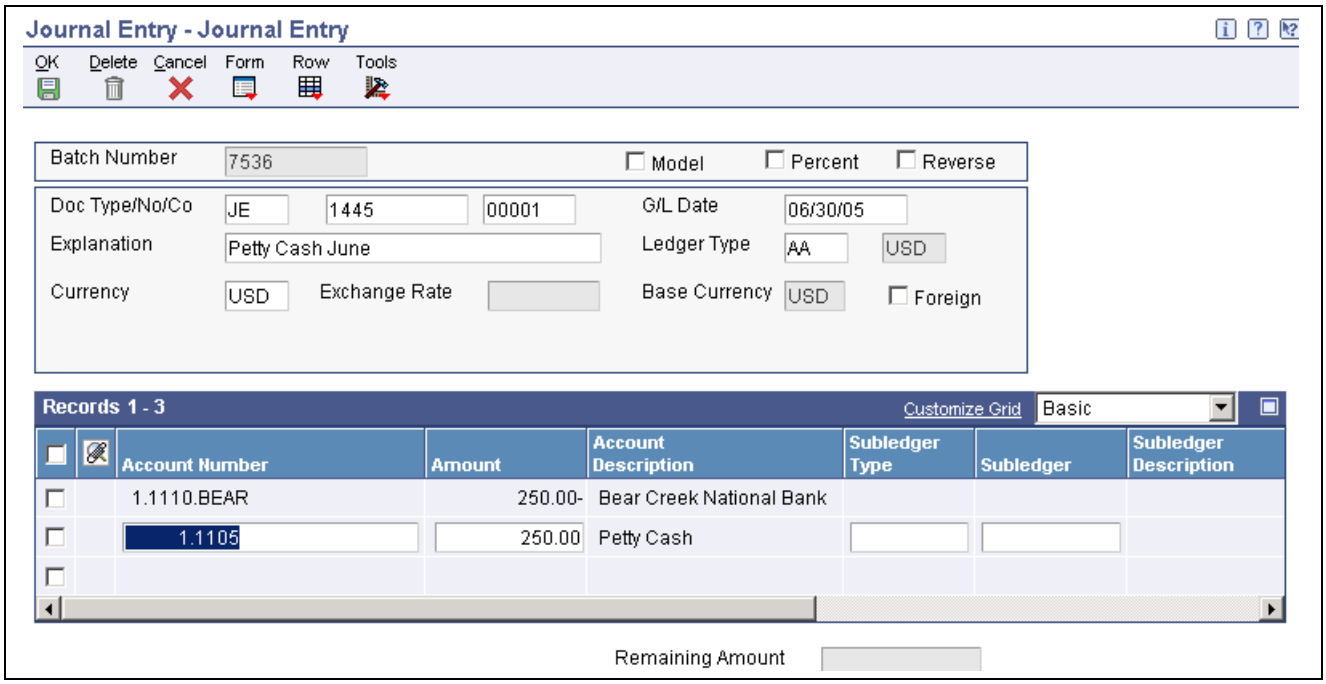
1: Do not update audit information.

Interop Tab

1. Interoperability Version Specify a version of F0911 Interoperability Processing Options (P0900160). If you specify a version, outbound records will be written. If you leave this processing option blank, ZJDE0001 will be used.

Entering Basic Journal Entries

Access the Journal Entry form.



Journal Entry form

Header Area

These fields in the header area are required.

Explanation Enter a description for the journal entry.

G/L Date (general ledger date) Enter the general ledger date for the journal entry. If you leave this field blank, the system uses today's date.

Detail Area

To enter the general ledger distribution, complete these required fields for each general ledger account to which amounts will be distributed:

Account Number

Enter the general ledger account number.

To temporarily accept an invalid account number, insert a # (hash mark) as the first character in front of the invalid account number. For example, #90.1107. Your general accounting constants must be set up to allow invalid account numbers.

When you enter an account number, the system validates it against the chart of accounts in the F0901 table. If an account number is not set up in your chart of accounts, the system displays an error message and does not accept the entry.

After you enter the account number, the system fills in the account description. The system uses the business unit in the account number on the first line of the detail area to fill in other information in the header area, such as document company and base currency code.

The first line of the journal entry provides the default base currency code for the entry. Therefore, you cannot delete the first line of the entry. You can, however, change the account number as long as the new account resides in the same company as that of the original account.

base currency code

Amount

Enter the number that identifies the amount that the system will add to the account balance of the associated account number. Enter credits with – (minus sign) either before or after the amount.

Error Message: Amount Does Not Balance to Gross

If, after you click OK to accept a journal entry, the remaining amount has a balance, you will receive the message *Amount Does Not Balance to Gross*. You can either correct or accept the out-of-balance journal entry:

- To correct an out-of-balance journal entry, review the Remaining Amount field to determine the amount that needs to be adjusted. Correct the journal entry so that the debits balance to the credits, and then click OK. If you want to delete the entry instead, click Cancel.
- To accept an out-of-balance journal entry, select Features from the Form menu. On Features, select the Out of Balance JE Mode check box and click OK. On Journal Entry, click OK.

  Situations in which you might need to accept an out-of-balance journal entry include:

  - If the General Ledger Post program (R09801) terminated abnormally and the system posted only part of an original journal entry.
  - You are entering a journal entry with multiple detail lines and need to leave your workstation, but you want to save your work-in-process before you exit the program.

Adding an Attachment to a Journal Entry

After you enter a journal entry and click OK to accept it, the system assigns a document number if you did not manually enter a number. You can add an attachment, such as a comment or memo, to a specific transaction or to the entire journal entry as long as it has a document number, document type, document company, and general ledger date. The system needs this information to associate the attachment with the entry. The attachment is for internal reference only.

To add an attachment:

- To a specific transaction, select the transaction on the Journal Entry form and then select Attachment from the Row menu.

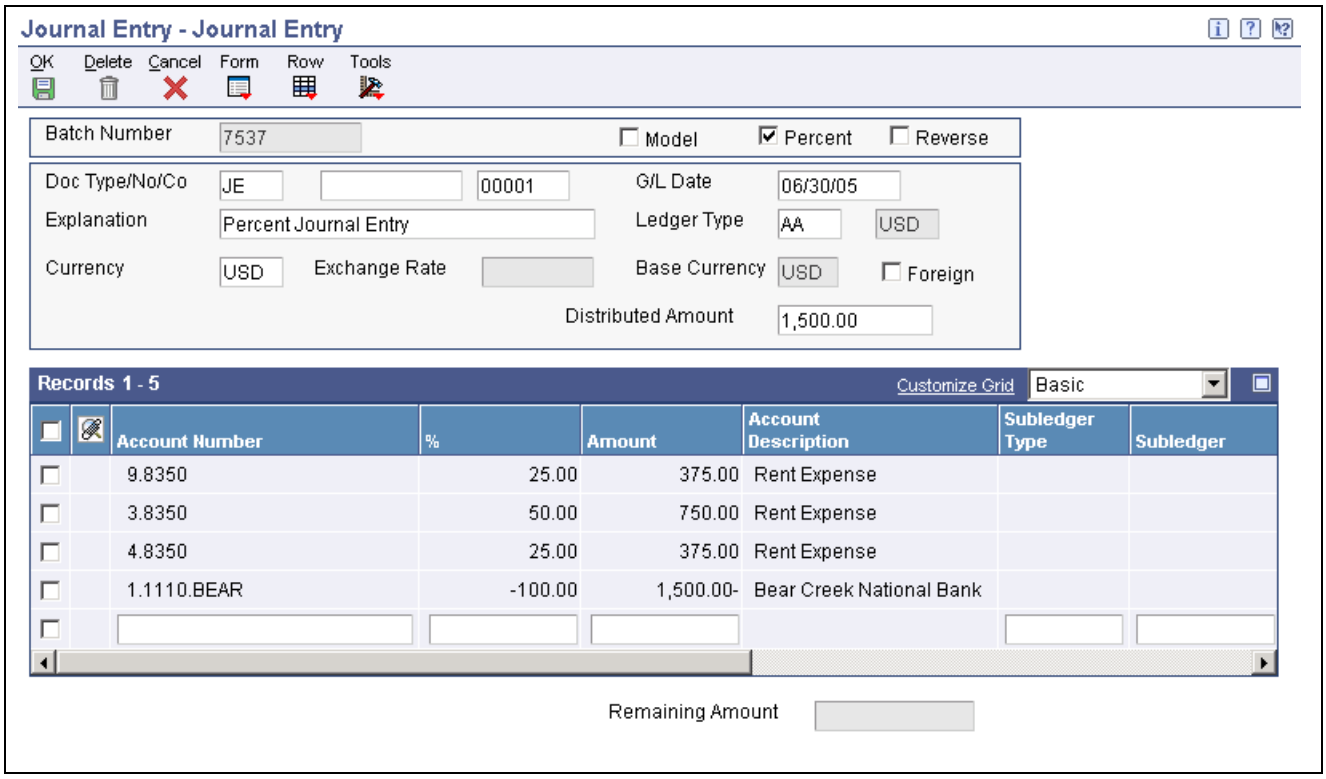
- To the entire journal entry, exit to the Work With Journal Entries form and from the Row menu, select Attachment.

For performance reasons, the paper clip button does not subsequently appear on the Journal entry form unless you click the Attachments button in the far left column of the row heading. The system displays a paper clip button to the left of the journal entry:

- On the Work With Journal Entries form, when you add text or another attachment to the entire journal entry.
- On the Journal Entry form, when you add text or another attachment to a specific transaction.

Entering a Percent Journal Entry

Access the Journal Entry form.



Journal Entry form

The total debit percentages for balanced journal entries must equal the total credit percentages. The total debit or credit percentages do not have to equal 100 percent.

Document Type Leave this field blank for the system to assign *JE* (journal entry). This code is from UDC table 00/DT.

Percent Select the Percent check box to distribute the total amount of a journal entry among accounts based on percentages.

The system displays the Distributed Amount field in the header area and the % field in the detail area.

Distributed Amount Enter the total amount of the journal entry in this field. For percent journal entries, the system calculates the detailed amounts to distribute based-on percentages entered in the % fields.

% Enter the percentage of the total amount that the system should distribute to the account number.

The system does not assume decimal places in the number that you enter. If you want to specify a percentage that includes a decimal, you must enter the decimal. For example, enter 12 for 12 percent, and enter 42.5 for 42.5 percent.

Revising an Unposted Journal Entry

After you enter a journal entry, you might need to revise it. Although you can revise most fields on the Journal Entry form, you cannot change these fields on an unposted journal entry:

- Document Type, Document Number, and Document Company.
- G/L Date(general ledger date)
- Ledger Type
- Currency and Exchange Rate.

To change any of these fields, you must either:

- Delete and re-enter the journal entry.
- Copy the journal entry and change the fields on the new journal entry before you click OK. Then delete the incorrect journal entry.

Copying a Journal Entry

Access the Work With Journal Entries form.

- You can create a journal entry by copying an existing journal entry and then revising the copy. This is useful when you need to:
  - Correct errors in fields that you cannot change on an existing journal entry, such as the general ledger date. In this example, you can use the copy to replace the existing journal entry.
  - Enter a journal entry that is similar to an existing journal entry with multiple distribution lines.
- You can copy a posted or an unposted journal entry. If you need similar journal entries on an ongoing basis, consider creating a model journal entry or a recurring journal entry.

To copy a journal entry:

1. On Work With Journal Entries, select the journal entry that you want to copy and click Copy.

   The system displays a copy of the journal entry. The Document Number, G/L Date, and Exchange Rate fields are set to zero or blank.
2. On Journal Entry, enter the document type and general ledger date and values for other fields, as necessary.
3. For each general ledger distribution line, change account numbers, amounts, and other information as needed, and then click OK.
4. On the Work With Journal Entries form, if you want the new journal entry to replace the original one, select the original journal entry and delete or void it.

Deleting an Unposted Journal Entry

Access the Work With Journal Entries form.

To delete an unposted journal entry:

1. On the Work With Journal Entries form, select the journal entry, click Delete, and then click OK to confirm the deletion.
2. To delete a detail line from the journal entry, complete the remaining steps.
3. Select the journal entry.
4. On Journal Entry, select the detail line and click Delete.
5. Click OK to confirm the deletion.
6. Change or add detail lines to adjust the journal entry for the detail line that you deleted.

Working with Reversing Journal Entries

Reversing journal entries are used most often for periodic accruals. When you enter reversing journal entries, you mark the accrual journal entries to be reversed. After you post the entries, the system creates and posts the reversing entries to the first day of the next period.

This section discusses how to:

- Enter a reversing entry.
- Review a reversing journal entry.
- Change a posted journal entry to a reversing entry.

Entering a Reversing Entry

Access the Journal Entry form.

Reverse Select the Reverse check box for the system to automatically create a reversing entry for a transaction. The system creates reversing entries when you post the original transaction. For the reversing entry, it uses the first day of the next period for the general ledger date

After you post a journal entry, you cannot change it to a reversing journal entry.

Reviewing a Reversing Journal Entry

When you locate an unposted journal entry to review, the system displays only the original journal entry. Reversing entries do not appear because the system does not create them until you post the original journal entries.

After posting the journal entry, access the Work With Journal Entries form:

- To review only the original journal entry, enter the original general ledger date.
- To review only the reversing entry, enter the general ledger date as the first day of the next period.

Changing a Posted Journal Entry to a Reversing Entry

After you post a journal entry, you cannot change it to a reversing journal entry on the Journal Entry form. Instead, you must do this in sequential order:

- Void the entry.
- Resubmit the batch to post.
- Re-enter the journal entry as a reversing journal entry.

Working with Model Journal Entries

This section provides an overview of model journal entries and discusses how to:

- Create a model journal entry.
- Create a model journal entry from an existing journal entry.
- Enter a journal entry based on a model by copying the model.
- Enter a journal entry based on a model by selecting the model.

Understanding Model Journal Entries

You can set up model journal entries as reusable templates to predefine, store, and retrieve regular or recurring transactions, such as monthly accruals. Use models as the basis for journal entries to save time and reduce the potential for error.

You can enter the general ledger distribution information in the model journal entry. When you reuse the model journal entry, the distribution has already been entered, thereby saving you data entry time. If you are creating a model journal entry for vouchers or invoices, you can assign the model to either a supplier or customer record.

You can vary the information included in the model to fit the situation. For example, you might include:

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

The system stores model journal entries in the F0911 table with a model posted code (*M*) and without a general ledger date. Actual journal entries contain a general ledger date and a posted code of *P* (posted) or blank (unposted).

In addition to creating a model journal entry, you can:

- Enter a model for a percent journal entry.

  You can create models for journal entries that have fixed percentages of a variable amount. When you subsequently enter an amount based on the model, the system uses the percentages to distribute the gross amount.

- Create a model journal entry from an existing journal entry.

  You can create a model journal entry from an existing journal entry. If you want to create a model journal entry from an existing journal entry, you must copy the existing journal entry and then select the Model option on the Journal Entry form.

- Enter a journal entry based on a model journal entry.

  After you create a model journal entry, you can use it as a template for an actual journal entry. Choosing a model journal entry saves time if you are adding basic journal entries and a journal entry based on a model at the same time.

Creating a Model Journal Entry

Access the Journal Entry form.

After you create a model journal entry, you can revise any fields except:

- Doc Type/No/Co (document type, number, company)
- Ledger Type

In addition, you cannot revise the Model or % check boxes.

Model Select this check box for a model journal entry, as well as a percent model journal entry.

The system removes the G/L Date field from the header area. You enter that date on the journal entry that you create from a model.

Document Type For a model journal entry, leave this field blank for the system to assign *JE*

For a model percent journal entry, enter *%*. The % field appears in the detail area.

See Chapter 12, "Processing Journal Entries," Entering a Percent Journal Entry, page 92.

Creating a Model Journal Entry from an Existing Journal Entry

Access the Work With Journal Entries form.

To create a model journal entry from an existing journal entry:

1. On the Work With Journal Entries form, select the journal entry that you want to change to a model journal entry and click Copy.
2. On Journal Entry, select the Model check box.
3. Revise the journal entry, as necessary.

Entering a Journal Entry Based on a Model by Copying the Model

Access the Work With Journal Entries form.

To enter a journal entry based on a model by copying the model:

1. On Work With Journal Entries, enter *JE* in the Document Type field and select the Models check box.

   Optionally, you can enter *%* in this field to copy a percent model.
2. Select the model and click Copy.

   On the Journal Entry form, enter a date in the G/L Date field.
3. For all journal entries except percent journal entries, enter an amount in the Amount field for each general ledger distribution.
4. For a percent journal entry based on a percent model, enter an amount in the Distributed Amount field.

   This field appears only if you selected a percent model.
5. Replace or clear information in other fields as necessary.

Entering a Journal Entry Based on a Model by Selecting the Model

Access the Journal Entry form.

To enter a journal entry based on a model by selecting the model:

1. On Journal Entry, select Models from the Form menu.
2. On Search & Select a Model JE, select a model and then click Select.

   The Journal Entry form displays the model journal entry.
3. Enter a general ledger date for the journal entry.
4. For all journal entries except percent journal entries, complete the Amount field for each general ledger distribution.
5. For a percent journal entry based on a percent model, complete the Distributed Amount field.
6. Replace or clear information in other fields as necessary.

(TWN) Processing Journal Entries for Taiwan

This section provides an overview of journal entry processing for Taiwan and discusses how to:

- Enter a journal entry for sales.
- Enter journal entries for sales returns or allowances.
- Enter journal entries for purchases.
- Enter journal entries for purchase returns or allowances.
- Enter journal entries for VAT prepaid through customs.

Understanding Journal Entry Processing for Taiwan

Your company might have tax-related transactions that can be entered as journal entries, including:

- Tax only adjustment transactions - output and input tax
- Tax only transactions for import goods - input tax
- Cash receipts - output tax
- Cash vouchers - input tax

These types of transactions can also be entered through Accounts Payable or Accounts Receivable to supply the required GUI information for tax reporting. However, entering these transactions using the Journal Entries with VAT program (P09106) is simpler and faster.

When you create a journal entry using the Journal Entries with VAT program, the system displays the GUI/VAT Multiple Transaction Revisions form. For sales (output tax) transactions, you use this form to enter information that is used to generate a government uniform invoice (GUI). For purchase (input tax) transactions, you use this form to enter information from the supplier's GUI, as well as information about the purchase. The GUI information is stored in the GUI/VAT Transaction Header table (F75T004) and the GUI/VAT Transaction Detail table (F75T005).

Note. The system displays the GUI/VAT Multiple Transaction Revisions form only when you add an invoice. If you change or delete an existing invoice, or add a new pay item to an existing invoice, the system does not update the F75T004 and F75T005 tables. You must make corresponding changes to these tables using the GUI/VAT Transaction program.

You can also use journal entries to enter sales return and purchase return transactions.

Prerequisites

Before you complete the tasks in this section:

- Set up your user preferences with a Localization country code of TW (Taiwan).
- Specify *Y* in the Link GL To GUI field on the GUI/VAT Declaration Site form for the declaration site for which you are entering transactions.
- Set up the GUI/VAT GL Account Mapping (P75T012) and verify that the account ID for each account set up in the GUI/VAT GL Account Mapping is the same as the account ID for the same accounts in the F0901 table.

  See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "(TWN) Setting Up Your System for GUI/VAT Processing," Setting Up GUI/VAT GL Mapping.
- Set up the AAI item GT*xxxx* for journal entries with VAT for each account that is set up in the GUI/VAT GL Account Mapping.

  See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "(TWN) Setting Up Your System for GUI/VAT Processing," Setting Up AAIs for Taiwan.
- Set up and activate a user/declaration site mapping for the user who will enter journal entries.

  See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "(TWN) Setting Up Your System for GUI/VAT Processing," Setting Up GUI/VAT Declaration Sites.
- Review the steps for entering journal entries with tax.

  See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "Entering Tax Information on Orders and Transactions," Entering Journal Entries with VAT.
- If you will add VAT payment documents, set up a tax rate area named F28 with the appropriate tax rate for Taiwan import tax.

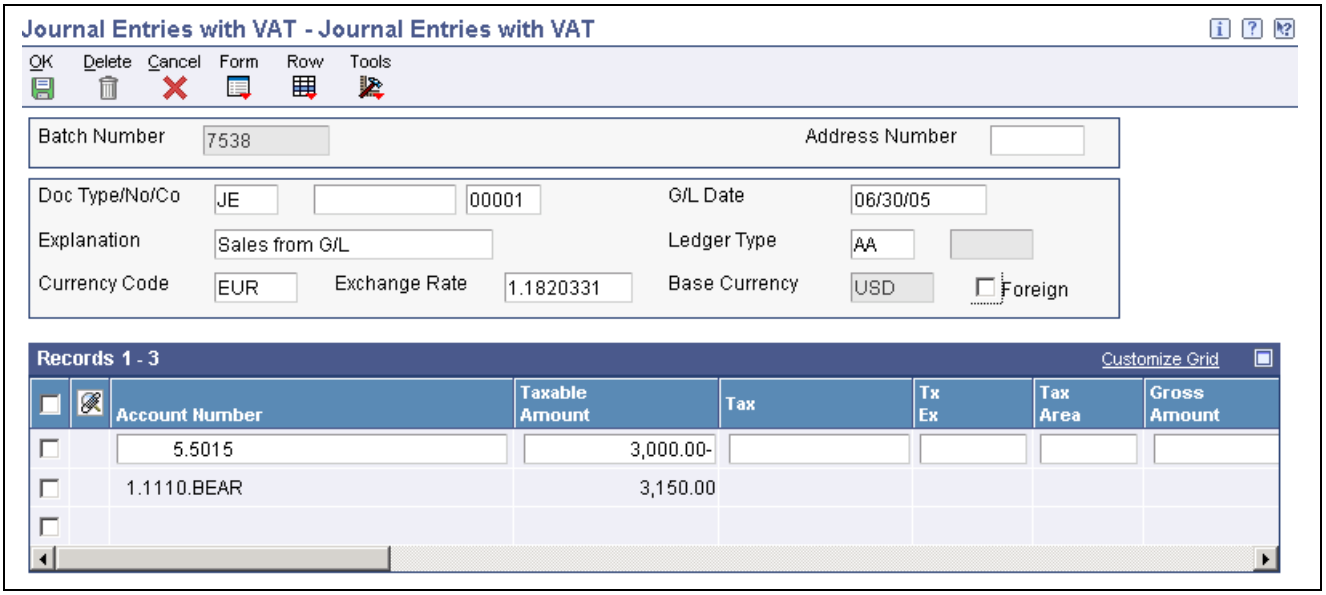
  See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "Setting Up Tax Information," Setting Up Tax Rate Areas.

Forms Used to Enter Journal Entries for Taiwan

Form Name	Form ID	Navigation	Usage
Work with Journal Entries with VAT	W09106C	GUI/VAT Daily Processing (G75T110), Journal Entries with VAT	Review summarized journal entries by document number.
Journal Entries with VAT	W09106A	On the Work with Journal Entries with VAT form, click Add. If you use batch control, the Batch Control form appears. On Batch Control, enter the date and expected totals and then click OK.	Add and revise journal entries with VAT.

Entering Journal Entries for Sales

Access the Journal Entries with VAT form.



Journal Entries with VAT form

To enter journal entries for sales:

1. On Journal Entries with VAT, complete the Address Number field and the Tx Ex (Tax Expl. Code 1) and Tax Area fields for the taxable transaction line, as well as all other necessary fields and click OK.
2. On the GUI/VAT GL Data Update form, update the value in these fields, if necessary, and click OK:
   - GUI Doc Type
   - Tax Expl Code
   - Tax Rate/Area
   - Sold-To Number

     The system uses the address book number from the Journal Entries with VAT form in the Sold-To Number field.

- Invoice-To Number
- Ship-To Number

The system displays the GUI/VAT Multiple Transaction Revisions form with various fields completed, based on information that has been entered.

3. On the GUI/VAT Multiple Transaction Revisions form, verify the values in these fields:
   - Trs Typ (transaction type)
   - Doc Typ (document type)
   - Fm Cd (format code)
   - T T (tax type)
4. Select a row in the detail area and from the Row menu, select Get GUI Number.

   The system displays the active GUI/VAT sales number segments for the declaration year and month of the transaction.
5. On the GUI/VAT Sales Number Segment - Search & Select form, select a number segment in the detail area and click Select.

   The system completes these fields on the GUI/VAT Multiple Transaction Revisions form by using the next available GUI number from the segment that you selected:
   - UI PF
   - GUI/VAT No. From
   - GUI/VAT No. To
   - Trans. No. From
   - Trans. No. To
   - Register No. From
   - Segment No. From
6. To adjust the declaration amounts, clear the Amount Check check box in the header area, and then revise either of these fields in the detail area:
   - Taxable Amount
   - Tax Amount

   Note. If you change the accumulated amounts, the system does not make a corresponding adjustment to the amounts on the original journal entry. Review the journal entry and update the amounts, if necessary.
7. On the GUI/VAT Multiple Transaction Revisions form, complete any of the fields and click OK.

GUI Doc Type (GUI document type)	Enter the code that specifies the type of GUI/VAT document. The value that you enter must exist in UDC table 75T/DT.
Tax Expl Code (tax explanation code)	Enter the hard-coded user-defined code from UDC table 00/EX that controls the algorithm that the system uses to calculate tax and general ledger distribution amounts. The system uses the tax explanation code in conjunction with the tax rate area and tax rules to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code.

Tax Rate/Area — Enter the code that identifies a tax or geographic area that has common tax rates and tax authorities. The system validates the code you enter against the Tax Areas table (F4008). The system uses the tax rate area in conjunction with the tax explanation code and tax rules to calculate tax and general ledger distribution amounts when you create an invoice or voucher.

Trs Typ (transaction type) — Enter the code that specifies the transaction type of the GUI/VAT. The code that you enter must exist in UDC table 75T/TT.

Doc Typ (document type) — Enter the code that specifies the type of GUI/VAT document. The value that you enter must exist in UDC table 75T/DT.

Fm Cd (format code) — Enter the code that specifies the GUI format code for the transaction. The code that you enter must exist in UDC table 75T/FC.

T T (tax type) — Enter the code that identifies the tax type of the VAT. The code that you enter must exist in UDC table 75T/TX.

UI PF (GUI prefix) — Enter the prefix of the GUI number.

GUI/VAT No. From (GUI/VAT number from) and **GUI/VAT No. To** (GUI/VAT number to) — Enter the beginning and ending numbers in a range of GUI numbers.

Trans. No. From (transaction number from) and **Trans. No. To** (transaction number to) — Enter the beginning and ending numbers in the range of GUI/VAT transaction numbers. If the transactions use a GUI number or a receipt number that is issued by Customs, the transaction number is the GUI or receipt prefix followed by the GUI or receipt number.

Register No. From (register number from) — Enter the beginning number of a range of receipt register numbers.

Segment No. From (segment number from) — Enter the beginning number of a range of segment numbers.

Taxable Amount — Enter the amount on which taxes are assessed.

Tax Amount — Enter the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST).

S N (summary) — Enter a code that indicates whether a record is a summary. Values are:

Blank. The record is not a summary.

The values in the GUI/VAT No. From and GUI/VAT No. To fields are the same.

A: The record is a summary.

The values in the GUI/VAT No. From and GUI/VAT No. To fields might be different.

Item Quantity — Enter the quantity of units affected by this transaction.

C W (cigarette or wine) — Select the check box to indicate whether the item is a foreign cigarette or wine.

Sal Itm (sales item) — Enter the code that indicates the type of item sold. The code that you enter must exist in UDC table 75T/ST.

Rev Typ (revenue type)	Enter a code that indicates the revenue type of a sales transaction. The code that you enter must exist in UDC table 75T/RT.
CC 1 - CC6 (category code 1 through category code 6)	Enter the category code that classifies the GUI/VAT number segment. Values are stored in UDC tables 75T/C1 - C6.

Entering Journal Entries for Sales Returns or Allowances

Access the Journal Entries with VAT form.

To enter journal entries for sales returns or allowances:

1. Complete steps 1 and 2 of the task to enter a journal entry for sales.
2. On the GUI/VAT Multiple Transaction Revisions form, specify the GUI number from the original invoice in the Trans. No. From field.
3. To adjust the declaration amounts, clear the Amount Checkcheck box in the header area, and then revise either of these fields in the detail area:
   - Taxable Amount
   - Tax Amount

   Note. If you change the accumulated amounts, the system does not make a corresponding adjustment to the amounts on the original journal entry. Review the journal entry and update the amounts, if necessary.
4. Complete any of the remaining fields.

Entering Journal Entries for Purchases

Access the Journal Entries with VAT form.

To enter journal entries for purchases:

1. On the Journal Entries with VAT form, enter the GUI number from the supplier's invoice in the Explanation field, enter the address number, and complete the Tx Ex (Tax Expl. Code 1) and Tax Area fields for the taxable transaction line in the detail area.
2. Click OK.
3. On the GUI/VAT GL Data Update form, update the value in these fields, if necessary:
   - GUI Doc Type
   - Tax Expl Code
   - Tax Rate/Area
   - Supplier Number

   The system displays the GUI/VAT Multiple Transaction Revisions form and populates the GUI Number and Transaction Number fields with the GUI number that you entered in the Explanation field on the Journal Entries with VAT form. The system also completes various other fields, based on information that has been entered.

   The system uses the number from the Explanation field on the Journal Entries with VAT form to complete several fields on the GUI/VAT Multiple Transaction Revisions form.
4. On the GUI/VAT Multiple Transaction Revisions form, complete these fields for each item in the detail area:
   - D C (deduction code)

- Pur Itm (purchased item)

5. To adjust the declaration amounts, clear the Amount Check check box in the header area, and then revise either of these fields in the detail area:
   - Taxable Amount
   - Tax Amount

   Note. If you change the accumulated amounts, the system does not make a corresponding adjustment to the amounts on the original journal entry. Review the journal entry and update the amounts, if necessary.

6. On the GUI/VAT Multiple Transaction Revisions form, complete any of the remaining fields.

D C (deduction code)	Enter the code that indicates that a purchased item is deductible. The code that you enter must exist in UDC table 75T/DC.
Pur Itm (purchased item)	Enter the code that indicates the type of item that is purchased. The code that you enter must exist in UDC table 75T/PT.

Entering Journal Entries for Purchase Returns or Allowances

Access the Journal Entries with VAT form.

To enter journal entries for purchase returns or allowances:

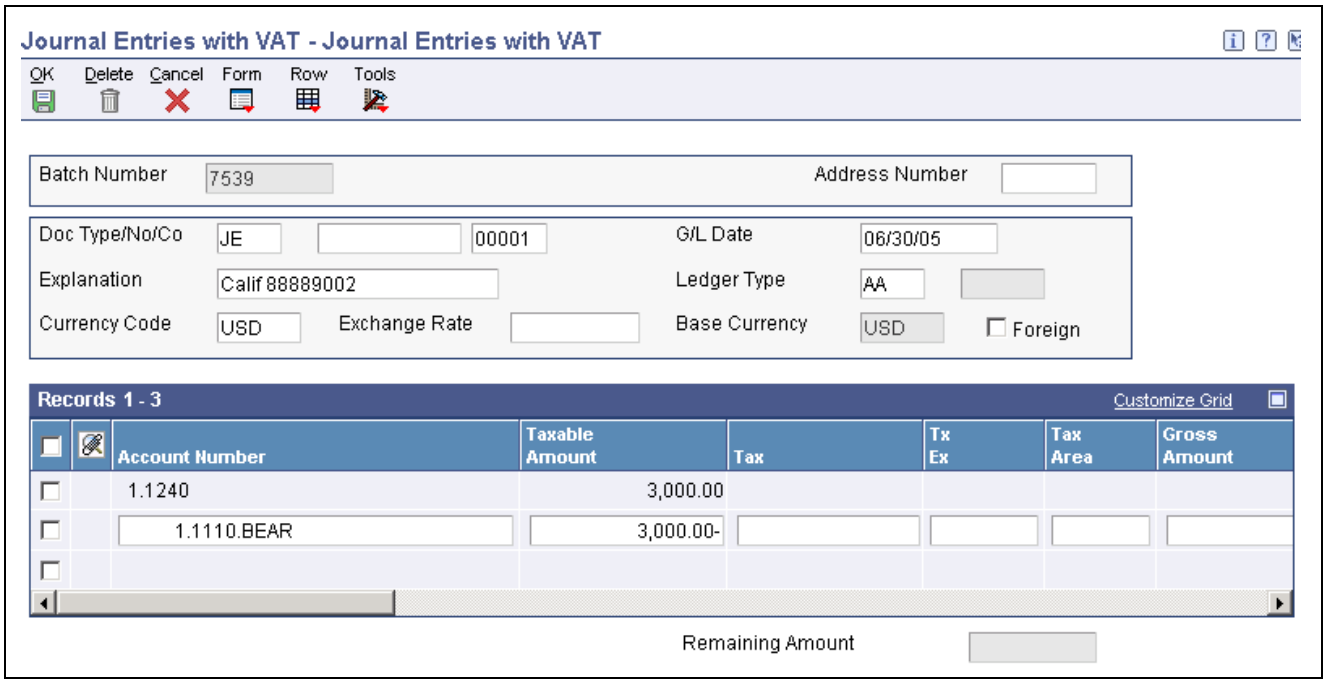
1. On the Journal Entries with VAT form, enter the journal entry and click OK.
2. On the GUI/VAT GL Data Update form, update the value in these fields, if necessary:
   - Tax Expl Code
   - Tax Rate/Area
   - Supplier Number
3. On the GUI/VAT Multiple Transaction Revisions form, specify the GUI number from the original invoice in the Trans. No. From field.
4. Complete these fields for each item in the detail area:
   - D C
   - Pur Itm
5. To adjust the declaration amounts, clear the Amount Check check box in the header area, and then revise either of these fields in the detail area:
   - Taxable Amount
   - Tax Amount

   Note. If you change the accumulated amounts, the system does not make a corresponding adjustment to the amounts on the original journal entry. Review the journal entry and update the amounts, if necessary.

6. On the GUI/VAT Multiple Transaction Revisions form, complete any remaining fields.

Entering Journal Entries for VAT Prepaid Through Customs

Access the Journal Entries with VAT form.



Journal Entries with VAT form

To enter journal entries for VAT prepaid through customs:

1. On the Journal Entries with VAT form, enter values in the fields as described and click OK:
   - Specify *PV* in the Document Type field.
   - Specify the VAT payment document number in the Explanation field.
   - Leave the Tax Expl and Tax Area fields blank.
   - Specify the address number of a supplier for whom F28 is specified in the Cat. Cd 7 - Supplier field in GUI/VAT Supplier Constants (P75T0091).
2. On the GUI/VAT GL Data Update form:
   - Enter *VPD* (VAT Payment Document) in the GUI Doc Type field.
   - Enter *V* (Value Added (Input) Tax) in the Tax Expl Code field.
   - Enter *F28* (Taiwan Import Tax) in the Tax Rate/Area field.
   - Enter a value in the Supplier Number field.

     The system displays the GUI/VAT Multiple Transaction Revisions form and populates several of the fields based on information that you entered on the Journal Entries with VAT form.

     The system populates the tax fields based on the tax rate area F28.

     The system populates the transaction number based on the VAT payment document number that you specified in the Explanation field. The system also populates the VAT Payment Doc field by using this number.
3. On the GUI/VAT Multiple Transaction Revisions, to adjust the declaration amounts, clear the Amount Check check box, and then revise either of these fields in the detail area:
   - Taxable Amount

- Tax Amount

Note. If you change the accumulated amounts, the system does not make a corresponding adjustment to the amounts on the original journal entry. Review the journal entry and update the amounts, if necessary.

4. On the GUI/VAT Multiple Transaction Revisions, complete any of the remaining fields.

Gross Amount Enter the amount of an invoice or voucher pay item that is unpaid.

CC 7 (category code 7) Enter the category code that classifies the supplier. Values are stored in UDC table 75T/C7.

(TWN) Generating GUI/VAT Information for Individual Journal Entries

This section provides an overview of GUI/VAT generation for individual journal entries and discusses how to generate GUI/VAT information for individual journal entries.

Understanding GUI/VAT Generation for Individual Journal Entries

The GUI/VAT GL Inquiry program (P75T004L) displays records from the F0911 table and associated GUI/VAT information from the GUI/VAT Transaction Header table (F75T004) if GUI/VAT information exists.

You use the GUI/VAT GL Inquiry program to generate GUI/VAT information for individual records in the F0911 table that have not yet had GUI/VAT information assigned and for which these conditions are met:

- The GUI Number field is blank.
- The DC (deduction code) field is not blank.

Note. A blank value in the DC field indicates that the journal entry line includes a general ledger posting account that is not set up in the GUI/VAT GL Account Mapping program (P75T012).

- The LT (ledger types) field contains a value of *AA* or *CA*.

Form Used to Enter Journal Entries for Taiwan

Form Name	Form ID	Navigation	Usage
Work With GUI/VAT GL Inquiry	W75T004LA	GUI/VAT Daily Processing (G75T110), GUI/VAT GL Inquiry	Review records in the F0911 table and the associated records in the F75T004 table.

Generating GUI/VAT Information for Individual Journal Entries

To generate GUI/VAT information for individual journal entries:

1. On the Work With GUI/VAT GL Inquiry form, locate the record for which you want to generate GUI/VAT information.

2. Select the record in the detail area for which the GUI Number field is blank, the DC field is not blank, and the ledger type is *AA* or *CA*.
3. Select Create GUI/VAT from the Row menu.
4. On the GUI/VAT GL Data Update form, update the value in any blank field.

   Note. The fields that appear on the GUI/VAT GL Data Update form depend on whether the selected transaction is a sales transaction or a purchase transaction.

   The system displays the GUI/VAT Multiple Transaction Revisions form with various fields completed, based on information already entered.
5. Based on the type of transaction that you selected in step 2, do one of these:
   - For a sales transaction, select a row in the detail area, select Get GUI Number from the Row menu, select a GUI number segment, and click Select.
   - For a sales return or allowance transaction, specify the GUI number from the original invoice in the Trans. No. From field.
   - For a purchase transaction, enter values in the UI PF (GUI prefix) and GUI/VAT No. From fields to specify the GUI number:
   - For a purchase return or allowance transaction, specify the GUI number from the original invoice in the Trans. No. From field.
   - For purchase transactions, or purchase return or allowance transactions, complete the D C (deduction code) and Pur Itm (purchased item) fields for each item in the detail area:
6. To adjust the declaration amounts, clear the Amount Check check box in the header area, and then revise the Taxable Amount or Tax Amount field in the detail area.

   Note. If you change the accumulated amounts, note that the system does not make corresponding adjustment to the amounts on the original journal entry. You should review the journal entry and update the amounts, if necessary.
7. Click OK.
8. On the Work With GUI/VAT GL Inquiry form, click Find to refresh the data on the form and display the processed record.

   Notice that the record now has a GUI number.

Reviewing Unposted Journal Entries

This section discusses how to:

- Set processing options for General Journal Review.
- Review journal entries.

See Also

Chapter 37, “Maintaining Batch Headers,” Adding and Revising Batch Headers, page 508

Forms Used to Review Journal Entries

Form Name	Form ID	Navigation	Usage
Work With Batches	W0011A	Journal Entry, Reports, & Inquiries (G0911), General Journal Review	Review, approve, and post journal entries in a batch.
General Journal Review	W0911BA	Select the batch that you want to review on Work With Batches and click Select.	Review journal entry information. You can also delete an unposted journal entry or void a posted journal entry.
Journal Entry	W0911A	Select the batch that you want to revise on General Journal Review. Enter any changes on Journal Entry.	Revise a journal entry.

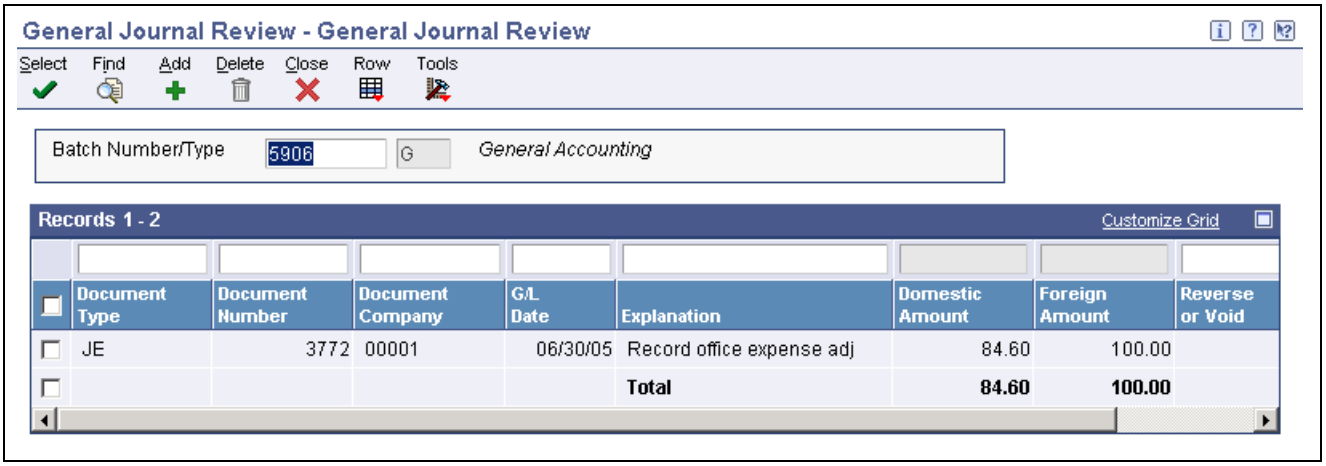
Setting Processing Options for General Journal Review (P0011)

Processing options enable you to specify the default processing for programs and reports.

Batch Type Specify the default batch type that the system displays on the General Journal Review form. For general journal, enter *G*.

Reviewing Journal Entries

Access the General Journal Review form.



General Journal Review form

The amount fields appear blank on the General Journal Review form if the journal entries are in balance.

Posting Journal Entries

This section provides an overview of the general ledger post process and revisions to batches and discusses how to:

- Set processing options for General Ledger Post.
- Post journal entries.

See Also

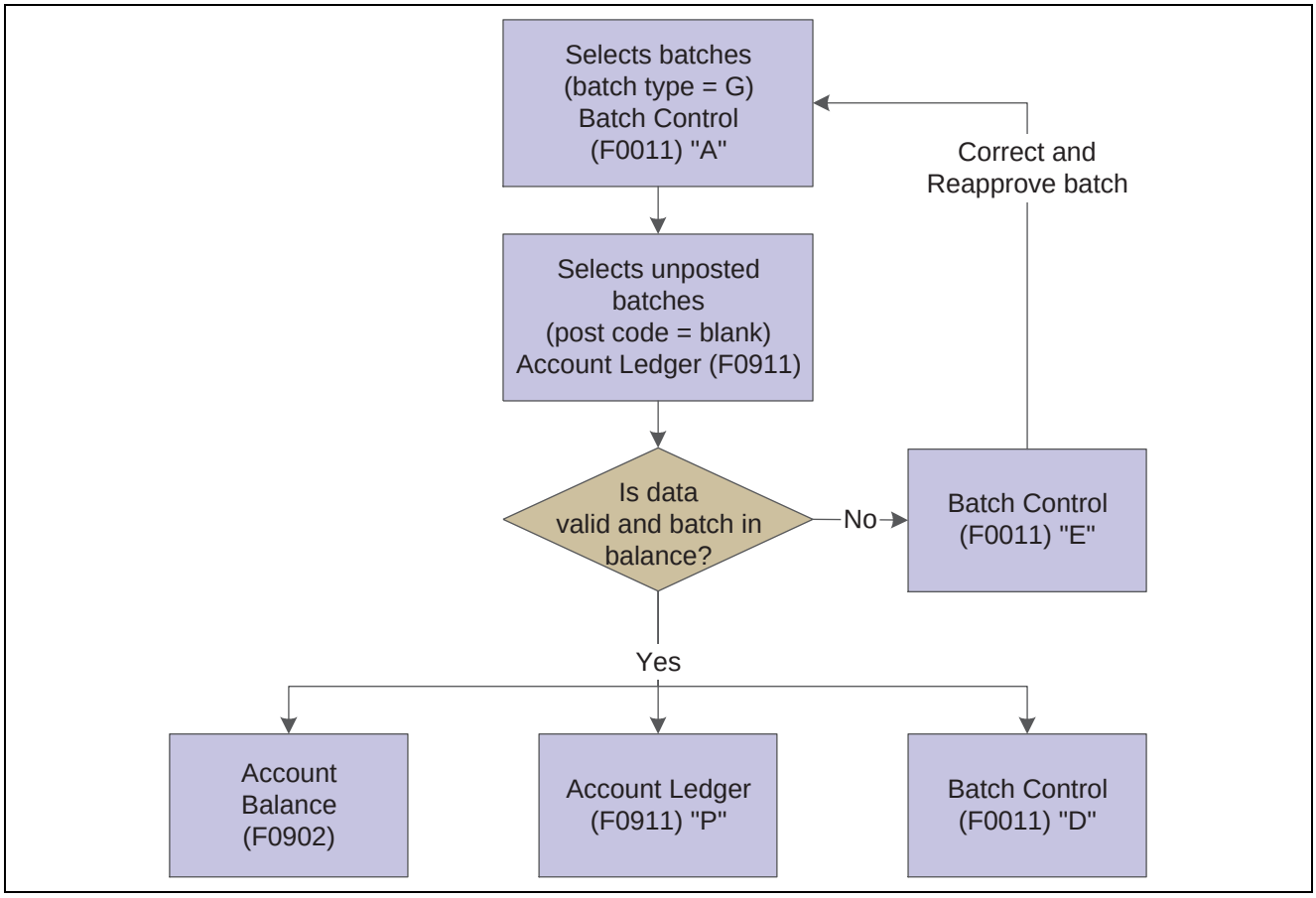
Chapter 37, “Maintaining Batch Headers,” Adding and Revising Batch Headers, page 508

Understanding the General Ledger Post Process

After you review and approve journal entries, you post them to the general ledger. The General Ledger Post program (R09801):

- Selects unposted, approved batches of journal entries and validates each transaction.
- Posts accepted transactions to the F0902 table.
- Changes the status of the journal entry batch to posted.
- Marks the detail lines of the journal entry as posted in the F0911 table.
- Sends electronic mail messages for transactions that are in error.
- Produces a General Ledger Post report, which lists details about successfully posted batches.

This graphic illustrates the post process for journal entries in the General Accounting system:



Journal entry post process

Setting Processing Options for General Ledger Post (R09801)

Processing options enable you to specify the default processing for programs.

Print Tab

1. Account Format Specify the account format that you want to print on the General Ledger Post report.

2. Print Error Messages Specify whether to print error messages on the General Ledger Post report. If you leave this processing option blank and an error is detected, the error message still appears in the work center. Values are:

Blank: Do not print error messages.

1: Print error messages.

Versions Tab

1. Detail Currency Restatement Version Specify the version of the Detailed Currency Restatement program (R11411) that you want to run to create entries. If you leave this field blank, the program does not run and detailed currency restatement entries are not created.

2. Fixed Asset Post Version Specify the version of the Fixed Asset Post program (R12800) that you want the system to run to create fixed asset entries. If you leave this field blank, the program does not run and fixed asset entries are not created.

3. 52 Period Post Version Specify the version of the 52 Period Accounting Post program (R098011) to use to update the F0902 table and the Account Balances - 52 Period Accounting table (F0902B). If you leave this processing option blank, the program does not run and tables are not updated.

Edits Tab

1. Update Transaction Specify whether to update the account ID, company, fiscal year, period number, century, and fiscal quarter on unposted records in the F0911 table. You might need to update these fields if you have records in the F0911 table that were created by a custom program and do not contain the correct values.

The system uses the value in the G/L Account Number field of the unposted record in the F0911 table to update the Account ID and Company fields.

The system calculates the correct values for the Fiscal Year, Period Number, and Century fields using the value in the G/L Date field of the unposted record in the F0911 table.

The system will update the Fiscal Quarter field on the unposted record in the F0911 table to blank.

Taxes Tab

1. Update Tax File Specify whether and how to update the Taxes table (F0018) when you post transactions with tax information to the general ledger. Values are:

Blank: Do not update the F0018 table.

1: Update the F0018 table for these tax explanation codes only: V, VT, V+, U, and UT.

2: Update the F0018 table for all tax amounts. The system does not update the F0018 table for transactions with tax explanation code E (exempt).

3: Update the F0018 table for all tax explanation codes including E (exempt).

2. Update VAT Discounts

Specify whether to adjust the tax amount fields, which fields to adjust, and when discounts are taken. The system adjusts the tax amount fields only for transactions with tax explanation code V.

To use this processing option, tax rules must be set up for tax on gross including discount and discount on gross including tax.

Values are:

Blank: Do not adjust tax amounts for discounts taken.

1: Update only the Tax Amount field (STAM).

2: Update the STAM (tax amount), ATXA (taxable amount), and AEXP (extended price) fields.

The system uses these algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for discounts taken:

Adjustment to the gross amount (extended price) = discount taken

Adjustment to the taxable amount = (taxable amount / gross amount) x discount taken

Adjustment to the tax amount = (tax amount / gross amount) x discount taken

For example:

Tax rate = 25 percent

Discount taken = 12.50 USD

Gross amount (extended price) = 1,250.00 USD

Taxable amount = 1,000.00 USD

Tax amount = 250.00 USD

Based on the example, using the adjustment algorithms, the system calculates these adjustment amounts:

Adjustment to the gross amount = 12.50

Adjustment to the taxable amount = 10.00

Adjustment to the tax amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

Adjusted gross amount: 1,250.00–12.50 = 1,237.50

Adjusted Taxable Amount: 1,000.00–10.00 = 990.00

Adjusted Tax Amount: 250.00–2.50 = 247.50

3. Update VAT Receipts and W/O

Specify whether to adjust the tax fields, which fields to adjust, and when the receipt has a write-off. The system adjusts the tax amount fields only for transactions with tax explanation code V. Values are:

Blank: Do not adjust tax amounts for write-offs.

1: Updates the STAM field only.

2: Updates the STAM, ATXA, and AEXP amount fields.

The system uses these algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for write-off amounts:

Adjustment to the gross amount (extended price) = write-off amount

Adjustment to the taxable amount = (taxable amount / gross amount) x write-off amount

Adjustment to the tax amount = (tax amount / gross amount) x write-off amount

For example:

Tax rate = 25 percent

Write-off amount = 12.50 USD

Gross amount (extended price) = 1,250.00 USD

Taxable amount = 1,000.00 USD

Tax amount = 250.00 USD

Based on the example, using the adjustment algorithms, the system calculates these adjustment amounts:

Adjustment to the gross amount = 12.50

Adjustment to the taxable amount = 10.00

Adjustment to the tax amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

Adjusted gross amount: 1,250.00–12.50 = 1,237.50

Adjusted taxable amount: 1,000.00–10.00 = 990.00

Adjusted Tax Amount: 250.00–2.50 = 247.50

Process Tab

1. Explode parent item time

Specify whether the system explodes the time entries for a parent asset down to the children of the parent asset.

This processing option applies only to batch type T entries. Values are:

Blank: Do not explode the time entries for a parent asset.

1: Explode the time entries for a parent asset.

The General Ledger Post program creates time entries for the parent asset's children. The system uses the unit of time from the parent asset entries and the rates from the child asset to calculate the appropriate entries.

Cash Basis Tab

1. Units Ledger Type

Specify the units ledger type for the system to use for cash basis entries. You must enter a valid ledger type from the UDC table 09/LT. If you leave this processing option blank, the system uses the default ledger type *ZU*.

2. Create Cash Basis Entries Version

Specify which version of the Create Cash Basis Entries program (R11C850) to run. The system runs the Create Cash Basis Entries program after the post program finishes.

If you leave this processing option, the program does not run and cash basis entries are not created.

Posting Journal Entries

Select Journal Entry, Reports, & Inquiries (G0911), General Ledger Post.

When you post a batch of journal entries, the system updates the F0902 table and marks the journal entries as posted in the F0911 table. The post also updates the batch header records in the F0011 to a posted status.

Revising and Voiding Posted Journal Entries

This section provides overviews of revisions to posted journal entries and the void of a posted reversing journal entry and discusses how to:

- Revise a posted journal entry.
- Void a posted journal entry.
- Void a posted reversing journal entry.

Understanding Revisions to Posted Journal Entries

After you post a journal entry, you can revise a limited amount of information, including information in these fields:

- Explanation
- Remark
- Reference 2
- Purchase Order
- Purchase Order Suffix
- Service/ Tax Date

You can add additional general ledger distribution lines, but you cannot revise existing distribution lines.

When you revise a posted journal entry, the system maintains an audit trail. The system changes the batch status on the original batch from posted to pending or approved (depending on general accounting constants). If the batch status is pending, you must approve the batch before you can post it. If the batch status is approved, the batch is eligible to post.

To correct information that you cannot change or to remove a posted journal entry, you must void the existing journal entry and then enter a new one. For a change or void to be reflected in both the F0911 and F0902 tables, you must post the batch again.

You can void a posted journal entry in any open fiscal period. The system creates a reversing journal entry as of the general ledger date that you specify. After you void the journal entry, you must post it to update the account balances.

You cannot delete a posted journal entry.

Understanding the Void of a Posted Reversing Journal Entry

You can void reversing journal entries that are posted if both of the applicable fiscal periods are open. This process has two parts. You must void each of these journal entries individually to keep the periods in balance:

- The original journal entry that you marked for reversing.
- The reversing journal entry that the system generated for the next period.

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

Journal Entry	Date
Original journal entry	May 15
Void of original	May 15
System-generated reversing journal entry	June 1
Void of reversing	June 1

Forms Used to Revise and Void Posted Journal Entries

Form Name	Form ID	Navigation	Usage
Work With Journal Entries	W0911I	Journal Entry, Reports, & Inquiries (G0911), Journal Entry	Review summarized journal entries by document number.
Journal Entry	W0911A	On Work With Journal Entries, select the journal entry that you want to revise.	Revise journal entries.
Void Journal Entry	W0911F	On Work With Journal Entries, select the journal entry that you want to void and then select Void from the Row menu. Alternatively, you can void posted journal entries on the General Journal Review form. Voiding on this form is similar to voiding on the Work With Journal Entries form.	Void posted journal entries.

Revising a Posted Journal Entry

Access the Journal Entry form.

Voiding a Posted Journal Entry

Access the Void Journal Entry form.

To void a posted journal entry:

1. On the Void Journal Entry form, change the G/L Date field, if necessary, and click OK to proceed with the void.
2. To verify the void, select the voided journal entry on the Work With Journal Entries form.
3. On Journal Entry, review the R V field in the detail area to verify that it contains *V* (void).
4. Review the lines for the reversing journal entry that the system created as a result of the void.

G/L Date (general ledger date) To keep the periods in balance when you void a reversing journal entry, enter the same date for the voiding entry as you enter for the corresponding journal entry you are voiding.

Voiding a Posted Reversing Journal Entry

Access the Work With Journal Entries form.

To void a posted reversing journal entry:

1. On the Work With Journal Entries form, select the original journal entry and follow the steps to void a journal entry.
2. Select the reversing journal entry, which is dated the first of the month following the date of the original journal entry and follow the steps to void a posted journal entry.

CHAPTER 13

Processing Batch Journal Entries

This chapter provides an overview of batch processing and discusses how to:

- Upload batch journal entries.
- Work with batch journal entries.
- Post processed batch journal entries.
- Purge processed batch journal entries.

Understanding Journal Entry Batch Processing

If you maintain journal entries in a system that is external to PeopleSoft EnterpriseOne software, you can convert them so that they can be processed as EnterpriseOne transactions. You can upload batch journal entries from external sources, such as PC data entry, third-party or customer systems, or electronic data interchanges (EDI). The batch journal entry process includes these steps:

- Mapping journal entry transactions to batch input tables.

  Create a custom program that provides proper data to fields in the Journal Entry Transactions - Batch File table (F0911Z1).

- Processing batch journal entries.

  Run the Journal Entries Batch Processor program (R09110Z) to upload the journal entries from the F0911Z1 table to the F0911 table. The Journal Entries Batch Processor program verifies that the information in the F0911Z1 table is formatted correctly before you transfer it to the F0911 table.

- Revising batch journal entries.

  Use Journal Entry Revisions (P0911Z1) to revise batch journal entry records if any of your records were not processed successfully.

- Posting batch journal entries.

  Post successfully processed batch journal entries to the F0902 table using the General Ledger Post program (R09801).

- Purging successfully processed batch journal entries.

  After posting your batch journal entries, purge the F0911Z1 table so that it does not become unmanageable. Use the Purge Batch Journal Entries program (R0911Z1P).

Note. If you attempt to update the F0911 table without using the journal entry batch process, your data could be compromised.

Uploading Batch Journal Entry

This section provides an overview of the journal entry batch upload process and discusses how to run the Journal Entries Batch Processor.

Understanding the Journal Entry Batch Upload Process

After your custom program loads the transaction information into the F0911Z1 table, run the Journal Entries Batch Processor program (R09110Z) to process the information in the F0911Z1 table and load it into F0911 table.

Any additional information that is necessary for a completed transaction is loaded from other sources or calculated from existing information. For example, the system uses these sources:

- The document number originates from the Next Numbers program (P0002) if a document number is not provided.
- The Journal Entry MBF Processing Options (P0900049) provide the default ledger type.
- The fiscal year and period are calculated from the general ledger date and the Company Names & Numbers program (P0010).
- The document company number in the F0911 table is assigned based on the business unit from the first line of the account distribution.

You can run the Journal Entries Batch Processor program in either proof or final mode.

In proof mode, the system:

- Verifies the data and identifies errors.

  The system prints a report that shows the number of transactions with errors. These errors are also written to a workflow message in the work center. Processing in proof mode does not affect your ledgers.
- Allows you to correct errors before you process them in final mode.

In final mode, the system:

- Creates journal entries in the F0911 table.
- Assigns document and batch numbers if you leave them blank in the F0911Z1 table.
- Supplies information for the fields that you leave blank.
- Produces a report that shows the number of correct and incorrect transactions.

  Specific errors are written to workflow messages in the work center.
- Purges journal entries that have been processed, if you set the appropriate processing option.

  If you decide not to purge the batch journal entries, then they are marked as processed

Errors in Processing

If any errors occur during processing, they appear on the edit report. You can correct the errors and reprocess the batch. If one or more transactions in the batch are in error, the batch does not process. After the batch has been successfully processed, the system updates the value in the VNEDSP field from *0* to *1*. These records remain in the F0911Z1 table until they are purged. Alternatively, you can set a processing option to purge this table automatically.

These tips might help you to reduce the number of error messages or identify and resolve them when they occur:

- Initially process a small number of records in a batch.

  Most errors that occur on one record also occur on all records. Correct the errors on the smaller number of records and then follow the same sequence of steps when you process a larger number of records in a batch.

- Remember that only errors prevent a batch from processing.

  Warning messages alert you to nonstandard entries but do not prevent processing. You control whether you receive warning messages with a processing option.

- Remember that you might not need to run the batch in proof mode because you have the option to review and delete transactions before you post them.

  Additionally, any error prevents the batch from processing.

- Review error messages to help you identify the cause and the resolution of errors.

- If errors exist that you cannot resolve, enter a transaction manually using the Journal Entry- Revision program (P0911Z1) and process it successfully.

  Then compare the F0911Z1 transaction that you converted to the F0911Z1 transaction that you entered through the Journal Entry Revisions program (P0911Z1). Comparing the differences assists you in locating discrepancies and resolving the errors.

Running the Journal Entries Batch Processor

Select Batch Journal Entry Processing (G09311), Journal Entries Batch Processor.

Setting Processing Options for Journal Entries Batch Processor (R09110Z)

Processing options enable you to specify the default processing for programs.

Version Tab

1. Journal Entry Version Specify a version of Journal Entry MBF Processing Options (P0900049). If you leave this processing option blank, the system runs the standard version (ZJDExxxxx).

If the system runs the standard version, it posts all approved G type batches, not just the batches that were created by the Journal Entries Batch Processor program. This is because data selection is set up to select Batch Type G and Batch Status A. You can create a new version of the post program that includes additional data selection (for example, user ID, batch date, and so on), but this may not ensure the results you want.

2. Post Version Specify a version of the General Ledger Post program (R09801) to use to automatically post to the F0902 table. If you leave this processing option blank, the post will not be submitted.

Process Tab

1. Process Mode Specify whether to process the batch in proof or final mode. Values are:

Blank: Proof mode.

1: Final mode.

2. Out of Balance Specify whether to allow general ledger transactions that are out of balance to process. (Amounts do not net to zero.) Values are:

Blank: Do not allow out-of-balance transactions to process.

1: Allow out-of-balance transactions to process.

3. Purge Specify whether to automatically purge processed transactions from the F0911Z1 table. Values are:

Blank: Processed transactions are marked as processed, but are not purged.

1: Processed transactions are automatically purged.

Messages Tab

1. Warning Message Specify whether to suppress the creation of warning messages in the work center. Values are:

Blank: Create warning messages.

1: Do not create warning messages.

2. Electronic Message Specify a user to receive electronic messages. If you leave this processing option blank, the user who entered the transactions receives the message in the work center.

Edits Tab

1. Batch Approval Specify whether to update the status on all batches created to a status of approved. Values are:

Blank: Update the batch status according to the general accounting constants.

1: Update all batches to a status of approved.

Working with Batch Journal Entries

This section provides an overview of the Journal Entry Revisions program and discusses how to work with journal entry batches.

Understanding the Journal Entry Revisions Program

After you upload data from your external system to the F0911Z1 table, you can use the Journal Entry Revisions program (P0911Z1) to:

- Add records to a new batch.

  Typically, you should not need to add batch journal entries. An exception is when you experience difficulties processing transactions. To correct a discrepancy, you can add a journal entry manually and process the transaction. If it processes successfully, compare it with the other records that you are trying to process.

- Review unprocessed and processed records.
- Revise unprocessed records.

You can revise unprocessed records, such as records that ended in error, but it is recommended that you make the revisions in your spreadsheet instead because the Journal Entry Revisions program does not perform the same edits as the Journal Entry program (P0911).

- Delete unprocessed batch journal entries.

After you add journal entries or revise unprocessed journal entries on the Journal Entry Revision program, you must run the Journal Entries Batch Processor program again.

Note. You cannot use the Journal Entry Revisions program to revise successfully processed records. You must use the Journal Entry program to revise them because they have been processed in the F0911 table.

You cannot use the Journal Entry Revisions program to delete successfully processed batch journal entries. Instead, you must purge them using the Purge Batch Journal Entries program (R0911Z1P).

Forms Used to Work with Batch Journal Entries

Form Name	Form ID	Navigation	Usage
Work with Store & Forward Journal Entries	W0911Z1B	Batch Journal Entry Processing (G09311), Journal Entry Revisions	Review and delete unprocessed journal entry batches.
Store & Forward Journal Entry Revisions	W0911Z1A	On Work with Store & Forward Journal Entries: Click Add to add a journal entry batch. Select the batch and click Select to add a record to an unprocessed batch, and review or delete specific journal entries in an unprocessed batch.	Add records to the F0911Z1 table, add records to an unprocessed batch, review unprocessed journal entries, and delete unprocessed journal entries. Although you can revise unprocessed records on the Store & Forward Journal Entry Revisions form, it is recommended that you revise your spreadsheet instead because this form does not perform all edits.
Journal Entry	W0911A	Journal Entry, Reports, & Inquiries, Journal Entry	Revise successfully processed records.

Setting Processing Options for Journal Entry Revisions (P0911Z1)

Processing options enable you to specify the default processing for programs.

Entry Type Tab

1. Entry Type Specify whether the system writes control records to the F0041Z1 table for store-and-forward transactions. Values are:

Blank: Write transaction control records.

1: Do not write transaction control records.

Posting Processed Batch Journal Entries

Select Journal Entry, Reports, & Inquiries (G0911), General Ledger Post.

After you successfully process journal entry batches, you must post them. The General Ledger Post program updates the posted code of each batch journal entry in the F0911 table with *P* (posted) and updates the F0902 table with the batch journal entries.

Purging Processed Batch Journal Entries

Select Batch Journal Entry Processing (G09311), Purge Batch Journal Entries.

After you successfully process and post batch journal entries, you should purge them from the F0911Z1 table. When you run the Purge Batch Journal Entries program (R0911Z1P), the system purges successfully processed journal entries from the F0911Z1 table, but only from the environment in which you run the program.

Alternatively, you can set a processing option in the Journal Entries Batch Processor program to purge processed journal entries automatically after they are processed by the program.

CHAPTER 14

Processing Store-and-Forward Journal Entries

This section provides an overview of the store-and-forward process and discusses how to:

- Download master tables for store-and-forward processing.
- Create journal entries for store-and-forward processing.
- Upload store-and-forward journal entries.
- Process store-and-forward journal entries.
- Update transaction control records.
- Purge processed store-and-forward journal entries.

Understanding Store-and-Forward Processing

Store-and-forward journal entry processing provides an efficient way to enter and manage a high volume of journal entries before processing them in the General Accounting system. For example, if you are at a remote site and are not using a dedicated line to access the server, you could create journal entries in a local environment on your PC during normal business hours and then upload them to the server for processing during off-peak hours.

To process store-and-forward journal entries, you must first download master tables from the server. Then you can use store-and-forward processing to create PeopleSoft EnterpriseOne journal entries on the client and later upload them to the server for processing. After you process the entries in proof mode, you can revise or delete them, as necessary. After you process them in final mode, update the transaction control status for each journal entry on the PC so it matches the status on the server. Then you can post the journal entries in the F0911 table to the F0902 table.

Downloading Master Tables for Store-and-Forward Processing

This section provides an overview of the download of master tables for processing and discusses how to download store-and-forward master tables.

Understanding the Download of Master Tables for Processing

Before processing store-and-forward journal entries on the client, you must download tables from the server. These tables are necessary to create and validate transactions. For example, you must download the F0101 and F0901 tables to provide the account information that you need to create journal entries.

You must download each table separately. You can use data selection or category codes to limit the information that the system downloads from each table. Each version of the Master Table Download program (P00140) represents a table and its associated tables or a group of tables.

Each table is associated with one version. Not all versions must be present for all tables. You can create new versions for these tables in the Store & Forward Journal Entry - Revision program (P0911Z1).

The business data tables must reside on the local machine that you use for store-and-forward processing of journal entries:

- F0004 - User-Defined Code Types
- F0005 - User-Defined Codes
- F0006 - Business Unit Master
- F0008 - Date Fiscal Patterns
- F0009 - General Constants
- F0010 - Company Constants
- F0013 - Currency Codes
- F0014 - Payment Terms
- F0022 - Tax Rules
- F0041Z1 - Transaction Control File
- F0101 - Address Book Master
- F0111 - Address Book - Who's Who
- F0116 - Address by Date
- F0901 - Account Master
- F0907 - Chart of Accounts Format
- F0911Z1 - Journal Entry Transactions - Batch File
- F4008 - Tax Areas
- F4801 - Work Order Master File

In addition to the business data tables, you must also download the technical data tables, such as Next Numbers - Automatic (F0002) and Next Numbers by Company/Fiscal Year - Automatic (F00021).

The system creates a download report for each table that you download. Use this report to verify the number of records that the system downloads to your PC. After you download the master tables, you can enter your transactions using the store-and-forward process.

Prerequisites

Before you complete the tasks in this section:

- Download the necessary master tables.
- Verify that you are connected to the server and signed on to your normal production environment.

Downloading Store-and-Forward Master Tables

Select Store and Forward Journal Entries (G09318), Master Table Download.

Creating Journal Entries for Store-and-Forward Processing

This section provides an overview of journal entry creation and discusses how to add store-and-forward journal entries.

Understanding Journal Entry Creation

After you download the master tables, you can use store-and-forward processing to create journal entries. Using the Store and Forward Journal Entry - Revisions program, you create and store the journal entries until you are ready to upload (or transfer) them to the server for processing.

When you create journal entries that you store and forward, the system:

- Edits and validates each journal entry, based on the information that you downloaded from the tables.
- Creates a transaction control record for each journal entry, assigns it a status of *1* (ready to process), and stores it in the Transaction Control File table (F0041Z1).

When you create journal entries that you store and forward, the system assigns a transaction number to each journal entry. It does not assign document numbers until you upload and process the journal entries.

You can store and forward these types of journal entries:

- Basic journal entries
- Models for percent journal entries
- Percent journal entries
- Model journal entries

Forms Used to Create Store-and-Forward Journal Entries

Form Name	Form ID	Navigation	Usage
Work With Store & Forward Journal Entries	W0911Z1B	Store and Forward Journal Entries (G09318), Store & Forward Journal Entry - Revision	Review a list of batches of store-and-forward journal entries.
Store & Forward Journal Entry Revisions	W0911Z1A	On the Work With Store & Forward Journal Entries form, click Add.	Add a batch of store-and-forward journal entries. You can also use this form to revise or delete store-and-forward journal entries prior to processing them in final mode. Alternatively, you can correct the data in the batch table at its external source and upload the batch again to the General Accounting system.

Adding Store-and-Forward Journal Entries

Access the Store & Forward Journal Entry Revisions form.

Uploading Store-and-Forward Journal Entries

This section provides an overview of the store-and-forward upload process and discusses how to upload store-and-forward journal entries to the server.

Understanding the Store-and-Forward Upload Process

After creating journal entries on your personal computer, you must upload them to the server for processing. To do this task, you must be connected to the server and signed on to your normal production environment.

When you upload journal entries, the system:

- Creates records in the Journal Entry Transactions - Batch File table (F0911Z1).
- Updates the transaction control status of each journal entry to *5* (uploaded) on the PC.

  After a journal entry is updated to status *5*, you cannot change it on the PC. You can change it only on the server.

  When a journal entry on the PC has a status of *1* (ready to process) or *2* (errors), you can change it on the PC.
- Creates a transaction control record for each journal entry on the server and assigns it a status of *1* (ready to process).
- Prints a transmission upload report for all of the journal entries that you upload.

  Use this report to verify that the journal entries have been uploaded correctly.

To maximize system performance, upload the journal entries during off-peak hours.

Uploading Store-and-Forward Journal Entries to the Server

Select Store and Forward Journal Entries (G09318), Store & Forward Journal Entry Upload.

Processing Store-and-Forward Journal Entries

This section provides an overview of the store-and-forward processor and discusses how to:

- Run the Store & Forward JE Batch Processor.
- Set processing options for Store & Forward JE Batch Processor.

Understanding the Store-and-Forward Processor

After you upload journal entries, you must process them to create transactions in the F0911 table. The system sends error messages to the employee work center.

The program that you use to process store-and-forward journal entries is different from the program that you use to process batch journal entries, although the results are similar. Verify that you are using the batch processor for store-and-forward journal entries.

After you process the journal entries, you must update the transaction control status of the journal entries on the PC to match the status of those on the server.

Running the Store & Forward JE Batch Processor

Select Store and Forward Journal Entries (G09318), Store & Forward JE Batch Processor.

Setting Processing Options for the Store & Forward JE Batch Processor (R09110ZS)

Processing options enable you to specify the default processing for programs and reports.

Version Tab

1. Journal Entry Version Specify a version of Journal Entry MBF Processing Options (P0900049). If you leave this processing option blank, the standard version is run.

2. Post Version Specify a version of the General Ledger Post program (R09801) to use to automatically post journal entries to the F0902 table. If you specify a version of the General Ledger Post program, the version must exist on the server. If you leave this processing option blank, the post is not submitted.

Process Tab

1. Process Mode Specify whether to process the batch in proof or final mode. Values are:

Blank: Proof mode. Tables are not updated.

1: Final mode. Tables are updated.

2. Out of Balance Specify whether to allow general ledger transactions that are out of balance (amounts do not net to zero) to process. Values are:

Blank: Do not allow out-of-balance transactions to process.

1: Allow out-of-balance transactions to process.

3. Purge Specify whether to automatically purge processed transactions from the batch file. Values are:

Blank: Do not purge processed transactions.

1: Purge processed transactions.

Messages Tab

1. Warning Message Specify whether to suppress the creation of warning messages in the work center. Values are:

Blank: Do not suppress warning messages

1: Suppress warning messages.

2. Electronic Message Specify a user to receive electronic messages in the work center. Values are:

Blank: The user who entered the transactions receives the messages.

User ID: The user specified receives the messages.

Edits Tab

1. Batch Approval Specify whether to have the status on all batches set to approved. Values are:

Blank: The system sets all batch statuses according to the General Accounting constants.

1: The system sets all batch status to approved.

Updating Transaction Control Records

This section provides an overview of the Update Transaction Control Record program and discusses how to update control records.

Understanding the Update Transaction Control Record Program

After you process store-and-forward journal entries, the transaction control status for each journal entry on the PC is different from the status of the journal entry on the server. You need to update the status on the PC so that it matches the status on the server. To perform this task, run the Update Transaction Control Record program (R0041Z1).

You can also run this update program to identify any PC journal entries that were in error when they were uploaded to the server. The system updates the journal entry on the PC with the error status of the journal entry on the server. You can then identify the journal entries that are in error on the PC, correct them, and upload them again to the server. Alternatively, you can correct them on the server.

You can also use the Update Transaction Control Record program to purge processed transactions from the F0911Z1 table in your local environment.

Updating Control Records

Select Store and Forward Journal Entries (G09318), Update Transaction Control Record.

Purging Store-and-Forward Journal Entries

When you run the Purge Store and Forward Transactions program (R0041Z1P), the system purges processed journal entries and deletes the records in the F0911Z1 and F0041Z1 table, but only from the environment in which you are running the program.

This section discusses how to purge processed store-and-forward journal entries.

Purging Processed Store-and-Forward Journal Entries

Select Store and Forward Journal Entries (G09318), Purge Store and Forward Transactions.

CHAPTER 15

Processing Allocations

This chapter provides overviews of allocations, the process for creating allocations, and multitiered allocations and discusses how to:

- Process recurring journal entries.
- Process indexed allocations.
- Process variable numerator allocations.

Understanding Allocations

Allocations can serve many purposes, such as distributing expenses, creating annual or periodic budgets, and calculating currency conversions. Use allocations to redistribute amounts from one or more business units to accounts in other business units, or from one ledger type to another.

You can create model journal entries to work as allocations, regardless of whether the amounts change, or create recurring journal entries if the amounts never change.

The General Accounting system provides three types of allocations:

- Recurring journal entries

  Create a recurring journal entry when you have an entry that recurs on a regular basis.

- Indexed allocations

  Create an indexed allocation when you want to allocate amounts from one company or business unit to another or create annual or monthly budgets.

- Variable numerator allocations

  Create a variable numerator allocation when you want to allocate amounts from one business unit to other business units with a common category code value and to base an allocation on a variable, such as head count.

These frequency intervals can be used with all three types of allocations:

- Weekly
- Monthly
- Quarterly
- Semiannually
- Annually

You can create reversing journal entries for accrual accounting or year-to-date performance calculations for all allocations. Companies often reverse allocations to create estimated distributions that will be reversed on the first day of the next period. When you reverse an allocation and process it in final mode, the system reverses the journal entry that was created initially. When you post the allocation journal entry, the system creates the reversing journal entry on the first day of the next accounting period.

For all three types of allocations, the system uses the original document number of an allocation for the journal entries that are created each time that you run the allocation. Even though the journal entries have the same document number, they are not considered duplicates because each journal entry has a different general ledger date. You can use the document number to follow the audit trail back to the original allocation.

When you create allocations, these dates affect the allocation types:

Date	Description
General ledger date	The date that determines the accounting period to which the journal entry posts.
Special period/year	The date that determines the source balances for the allocation. The system selects amounts from the F0902 table based on this date if the based-on period or year is different from the current period or year.
Stop date	The date when the allocation becomes ineligible for processing by the computations programs.

Understanding the Process for Creating Allocations

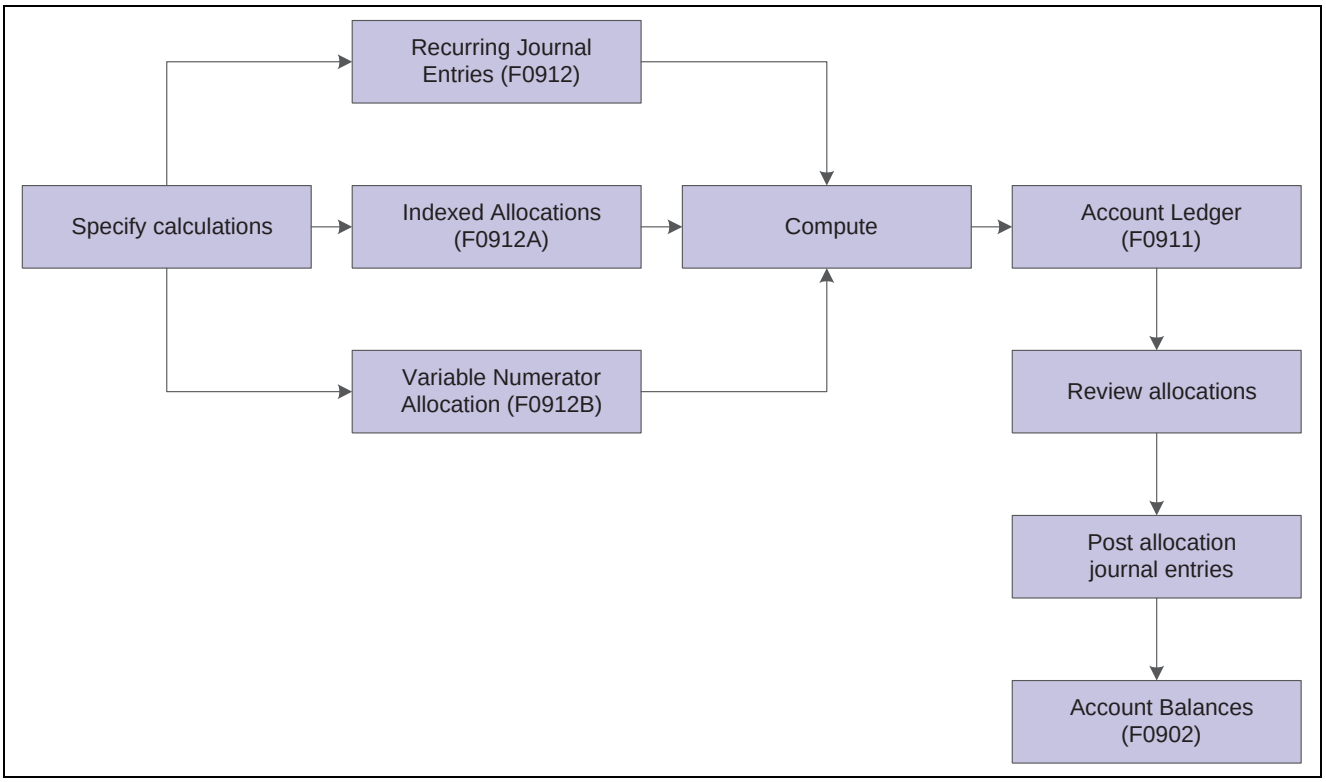
These steps are required for each type of allocation:

- Enter allocations
- Review allocations
- Calculate allocations

After calculating allocations, review and post the journal entries that the allocation creates. You should review the journal entries that are created by the allocations programs for accuracy and to correct any errors. The General Ledger Post program updates the appropriate tables and creates the necessary journal entries. It also creates reversing journal entries if your allocation was set up as a reversing allocation.

You should use document type JA for allocations. All allocations use batch type D.

This graphic illustrates how calculating allocations creates journal entries for the AA (actual amounts) ledger:



Journal entries for AA ledger created by allocation

Understanding Multitiered Allocations

All allocations can create multiple tiers of allocations if you define the calculation sequence. Multiple tiers are also known as compound or cascading allocations. Subsequent calculations use the allocation amounts from previous tiers. You can have up to nine tiers.

This multitiered allocation sequence is necessary when both of these conditions exist:

- All of the corporate costs are passed through the warehouses to the business units.
- Warehouse costs (not just corporate costs) are allocated to the business units.

The system can perform calculations sequentially only if all of the calculations in the sequence use the same type of allocation. For example, if you use an indexed allocation and a variable numerator allocation, the system cannot perform calculations sequentially. If you want to use different types for sequential calculations, you must compute each calculation separately and in the correct sequence. You must also post each calculation separately prior to computing the next sequential allocation.

Note. You cannot use recurring journal entries for multitiered allocations.

Common Elements Used in This Chapter

Posting Sequence Enter a number that controls the sequence for multi-tiered allocations. Enter a number if you have several related specifications and the result of one specification is to be included in subsequent specifications in the same batch.

For example, if the telephone company sends monthly bills to your corporation for all long distance calls, you could set up tiers to allocate the bill to the departments in your regional offices:

Tier 1: Regional offices. This tier could identify the rates or percentages to allocate the bill among regions A, B, and C.

Tier 2: Departments in Region A. This tier could identify rates or percentages to allocate the bill for region A among departments X, Y, and Z.

Leave this field blank for stand-alone allocations.

Rate Factor

Enter a number that identifies the index or rate for calculations. The system multiplies the from amounts by this factor to calculate the amounts to distribute. You can specify either positive or negative numbers and no more than 8 decimals. If you specify more than eight decimal positions, the system rounds to eight positions.

If you specify a large whole number and a large number of decimal positions, the system might not be able to display the entire number. Even though all decimal positions cannot be displayed, they are stored (up to eight) correctly in the table.

If you leave this field blank, the default rate factor is 1.00000000.

For annual budgets, you can specify zero to remove all balances and start over.

Recur Frequency (recurring frequency)

Enter a code to specify the time interval between transactions that the system creates. Values are:

Blank: Not recurring. This frequency is valid only for annual budget allocations.

MO: Monthly.

AN: Annually.

WK: Weekly.

QT: Quarterly.

SA: Semiannually.

BW: Biweekly.

Note. For annual budgets, only blank or *AN* are valid.

Reverse

Select this check box for the system to create reversing entries when you post the original transaction. The system uses the first date of the next period for the general ledger date.

Special Period and **Fiscal Year**

Enter a number that identifies the general ledger period to use for based-on amounts. If you leave this field blank, the system uses the current period of the company for the based-on amounts.

Enter the fiscal year from which the system extracts based-on amounts. If you leave this field blank, the system uses the current fiscal year of the company.

Status Code

Select the Approved or On Hold check box. The system creates journal entries and updates accounts for approved transactions only.

Stop Date Enter a date that indicates when the allocation becomes inactive. If the general ledger date is less than this date or if you leave this field blank, the allocation is active. If the general ledger date is greater than or equal to this date, the allocation is inactive.

Processing Recurring Journal Entries

This section provides overviews of recurring journal entries and recurring journal entry calculations and discusses how to:

- Create recurring journal entries.
- Run the Recurring JE Compute & Print program.
- Set data selection for Recurring JE Compute & Print.
- Set processing options for Recurring JE Compute & Print.

Understanding Recurring Journal Entries

Recurring journal entries allow you to redistribute amounts in one or more business units to accounts in other business units. You can redistribute amounts based on a fixed amount, percentage, or units. For example, you can distribute expenses that are categorized as overhead to individual departments.

You can create a recurring journal entry using the fixed amount method if you know that the amount of the journal entry will not change. You enter the journal entry once, and then each month (or other desired frequency) the system will create another entry with the new general ledger date.

You can also set up a recurring journal entry that is based on percentages rather than a fixed amount. For example, if you know that a piece of equipment is used by several business units, you can distribute the expenses associated with the equipment, such as repairs and depreciation to each business unit, based on the percentage of time that the business unit used the equipment. Each month, the system will calculate the distribution of the repairs and depreciation expenses based on the percentages that you set up.

A third method of setting up a recurring journal entry is the units method. If you know how many units to specify for an account, you can set up each account with the number of units and the system will distribute the amount that you specify based on the units entered. For example, if you want to allocate the administrative costs for the payroll department to various departments based on head count in each department, you can set up a recurring entry with units of head count in each account. When the system calculates the distribution, it will calculate a percentage based on the head count in a business unit divided by the total head count and multiply that percentage by the amount in the account to be allocated.

Note. You should not change the method of allocation for an existing recurring journal entry from amount to percent or unit. If you need to do so, delete the existing recurring journal entry and add a new one, choosing the percent or unit method of allocation.

Understanding the Recurring JE Compute & Print Program

After you review the recurring journal entries and determine that they are correct, run the Recurring JE Compute & Print program (R09302) to process the recurring journal entries.

When you run the program in proof mode, the system generates a report but does not create journal entries. This report lists the journal entries that the system will create in the F0911 when you run the program in final mode. The report also lists error messages for recurring journal entries that contain errors. Invalid accounts appear with *** on the report. Review the report to determine whether you need to make any changes to the journal entries before running the program in final mode.

In final mode, the system creates journal entries in the F0911 table and advances the general ledger date according to the recurring frequency and stop date. The recurring journal entry is ready for future processing. Batch type D is assigned to recurring journal entries.

You should create different versions of the Recurring JE Compute & Print program for recurring frequencies, specific companies, and specific document types. This approach enables you to include specific groups of recurring journal entries.

After you run this program in final mode, review and post the journal entries.

Prerequisite

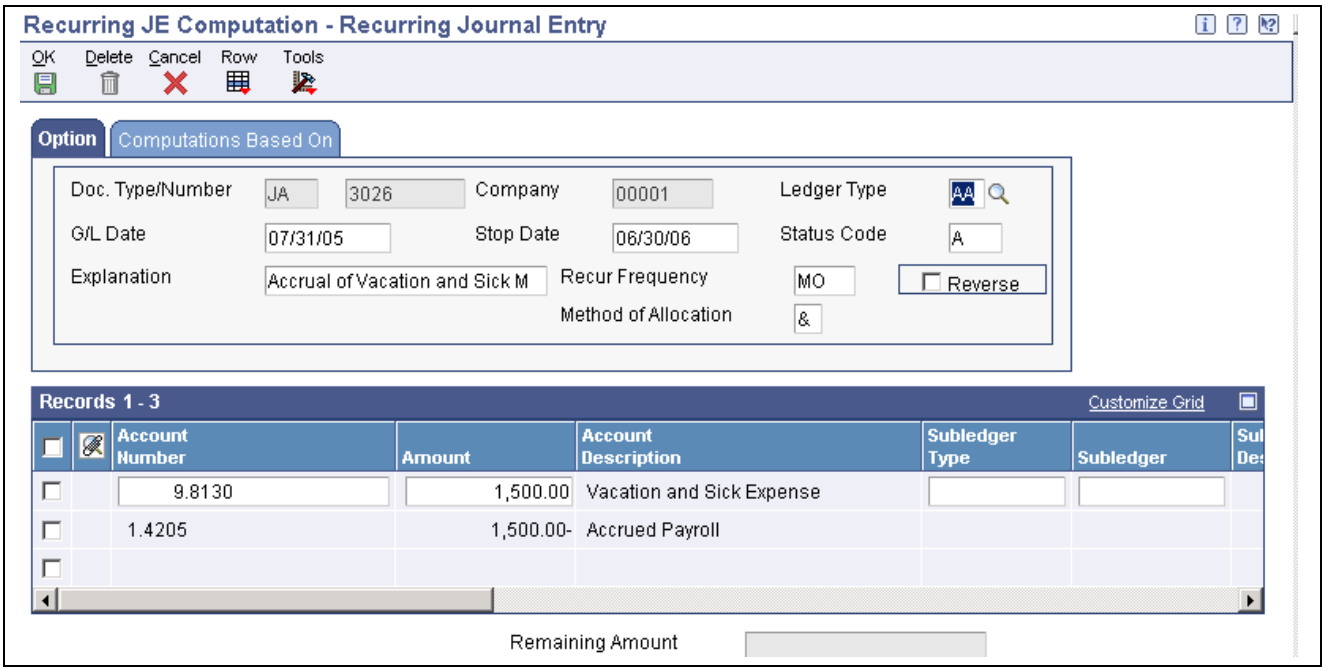
Ensure that the date pattern for next year is set up so that the Recurring JE Compute & Print program advances the dates correctly.

Forms Used to Process Recurring Journal Entries

Form Name	Form ID	Navigation	Usage
Work With Recurring Journal Entries	W0912D	Allocations (G0923), Recurring JE Computation	Locate and review existing recurring journal entries.
Recurring Journal Entry	W0912A	On the Work With Recurring Journal Entries form, click Add.	Create recurring journal entries.

Creating Recurring Journal Entries

Access the Recurring Journal Entry form.



Recurring Journal Entry form

Explanation Enter the text that appears in the first of two description lines for each journal entry that the allocation creates. This field is required.

Method of Allocation Enter a code that indicates how the system is to calculate the allocation journal entries. The system uses this code in conjunction with the values in the Amount field. Values are:

&: Fixed amount method.

The system allocates the amount that you specify in the Amount field. You can use this method to create recurring journal entries.

%: Percentage method.

The system uses the percentage that you specify in the Amount field to perform the allocation.

U: Unit method.

The system creates a percentage from the units that you specify in the Amount field to perform the allocation. It then allocates the amount in the from and through account range according to the percentages. Examples include square feet and number of employees.

Note. If you specify the percentage or unit allocation method, the Computations Based On tab is activated. In this case, the currency for the ledger type or account from which the amount will be distributed must be the same as the currency for the ledger type or business unit company on which the computation is based.

From Obj/Sub and **Thru Obj/Sub** Enter the beginning account and ending account in a range of accounts. Only amounts posted to accounts in this range are allocated.

Using MTD, YTD, or Budget (M/Y/B)

Enter a code that controls whether the allocation is based on month-to-date, year-to-date, or final budget amounts. For the percentage and unit methods, this field is required. Values are:

M: Month-to-date.

The basis is period activity for the month (net monthly posting for the month).

Month-to-date allocations do not include prior month corrections in the allocation base, while year-to-date allocations do.

Y: Year-to-date for recurring allocations.

The basis is the period-end balance. For profit and loss accounts, this is the sum of all net postings for the year. For balance sheet accounts, this is the cumulative (inception-to-date) balance. For accrual recurring allocations, select the Reverse option.

B: Final budget.

This is also known as original budget in the General Accounting and Job Cost systems. No journal entries are created. Use only with budget ledger types.

Period

Enter a number that identifies the general ledger period to use for based-on amounts. If you leave this field blank, the system will use the current period of the company for the based-on amounts.

Amount

Enter a number that identifies the amount that the system will add to the account balance of the associated account number. Enter credits with a minus sign (–) either before or after the amount.

If you use the percentage allocation method, enter the percentage that you want to allocate to a specific account in this field. The percentages do not have to equal 100, but the debits and credits must balance if the option to require ledgers to balance is selected in the Ledger Type Master Setup program (P0025).

If you use the unit allocation method, enter the number of units for the account in this field. The amount will be allocated based on a percentage of the number of units of the account over the total number of units.

Running the Recurring JE Compute & Print Program

Select Allocations (G0923), Recurring JE Compute & Print.

Setting Data Selection for Recurring JE Compute & Print

Specify the journal entries that you want to include by document numbers and recurring frequencies in the data selection.

Setting Processing Options for Recurring JE Compute & Print (R09302)

Processing options enable you to specify the default processing for programs and reports.

Thru Date

1. Thru Date Enter the through date in which to include allocations. If you leave this processing option blank, the current date is used.

Mode

1. Process Mode Enter the processing mode. Values are:

1: Proof mode with report.

2: Final mode to create transactions.

Processing Indexed Allocations

This section provides an overview of indexed allocations and the Indexed Computations Compute & Print program and discusses how to:

- Create indexed allocations.
- Run the Indexed Computations Compute & Print program.
- Set data selection and sequence for Indexed Computations Compute & Print.
- Set processing options for Indexed Computations Compute & Print.

Understanding Indexed Allocations

Indexed allocations allow you to redistribute amounts from one business unit or range of business units to another business unit or range of business units. Indexed allocations are the most flexible and most commonly used allocation method because of their copy feature. For example, you can copy this year's actual amounts to next year's budget. You can also use indexed allocations for these purposes:

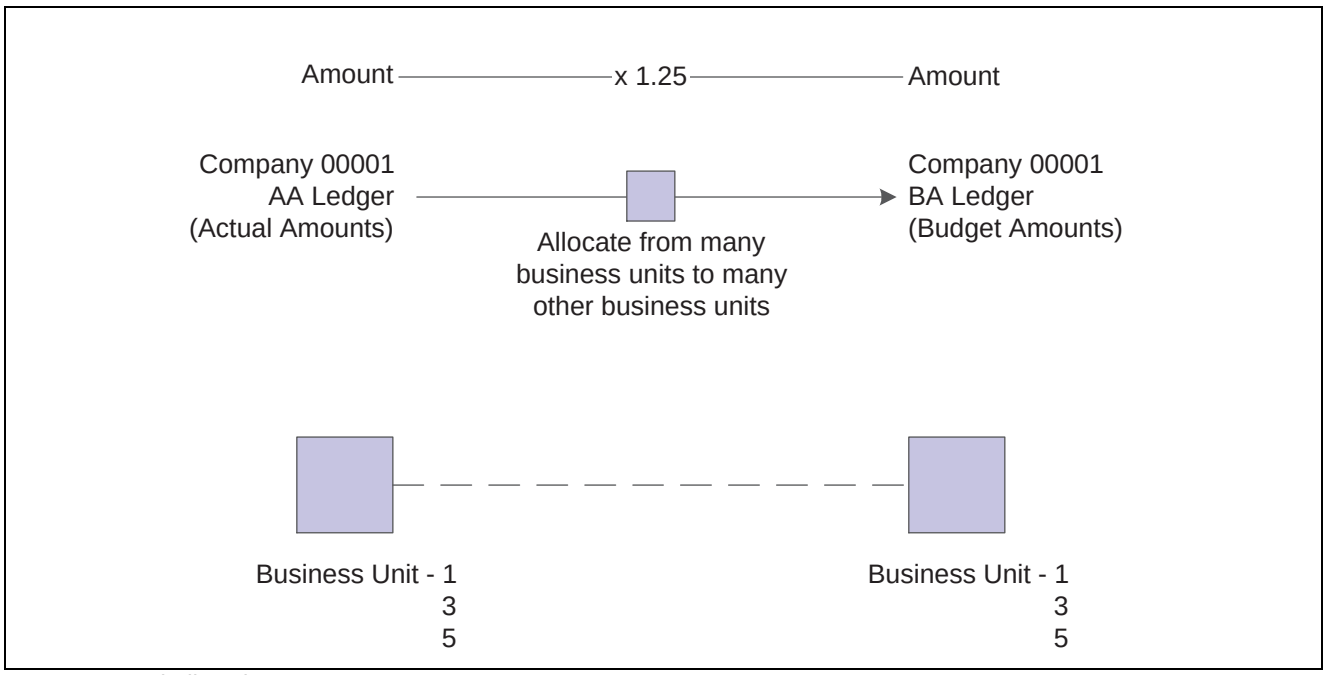
- To distribute expenses categorized as overhead among business units or companies in your organization.
- To allocate from one company to another.
- To multiply by a positive or negative factor before allocating.
- To take actual amounts, multiply by a certain percentage, and allocate the amounts to the budget ledger.
- To allocate a budget amount to another account.
- To allocate to or zero out the budget fields (BORG, BREQ, BAPR).
- To set up either annual or monthly budgets.
- To zero out accounts.
- To create allocations transaction-by-transaction in the F0911 table or directly update account balances in the F0902 table.

The system maintains indexed computations in the Index Computation Entry File table (F0912A).

You can apply an index, or rate, to the balance of an account or a range of accounts. The system distributes the resulting balance to another account, period, and ledger or to a range of accounts, periods, and ledgers.

To create a budget using indexed allocations, use the balance method and complete the budget fields in the detail area of the Allocations - Index Computations form.

This graphic shows how you can use indexed allocations to allocate amounts from the AA ledger to the BA ledger to create a budget:



Using indexed allocations

Example: Indexed Allocations

In this example, the system takes the end-of-year balances in the AA ledger in accounts 6110– 6320 and multiplies each by 1.1 (a 10 percent increase over the current year's balance). The results are placed in the same account numbers in the BA ledger for the next year:

Description	Values
Year-to-date account balance	50,000
Index or rate	1.1
Budget to be distributed for next year	55,000

Understanding the Indexed Computations Compute & Print Program

After you review the indexed allocations and determine that they are correct, run the Indexed Computations Compute & Print program (R093021).

When you run this program in proof mode, the system prints a report that shows the entries that it will create in final mode. Review the report to determine whether you need to make any changes to the allocation before running the program in final mode.

In final mode, the system:

- Depending on the allocation method, reads balances or transactions from one or more accounts.
- Multiplies each balance or transaction by the specified rate index.
- Creates journal entries in the F0911 with batch type D.

  For the balance allocation method, the journal entries distribute the results to another account or range of accounts. For the transaction allocation method, the system creates journal entries in a one-to-one ratio with the transactions that it reads.
- Calculates an offset to balance the resulting journal entries, if needed, and distributes it to a contra/clearing account.
- Increases the general ledger date incrementally according to the recurring frequency for the allocation, which ensures that the allocation is ready for future processing.
- For the unit allocation method, updates balances only in the F0902 table for ledger types other than AA.
- Prints the Indexed Computations Journal report.

  This report lists detailed allocation information and errors, such as invalid accounts and entries posted before cutoff (PBCO). Invalid accounts appear with *** on the report.

You should create different versions of the Indexed Computations Compute & Print program for various recurring frequencies and for specific companies and specific document types. This allows you to include specific groups of allocations.

After you run this program in final mode, review and post the journal entries.

Prerequisites

Before you complete the tasks in this section:

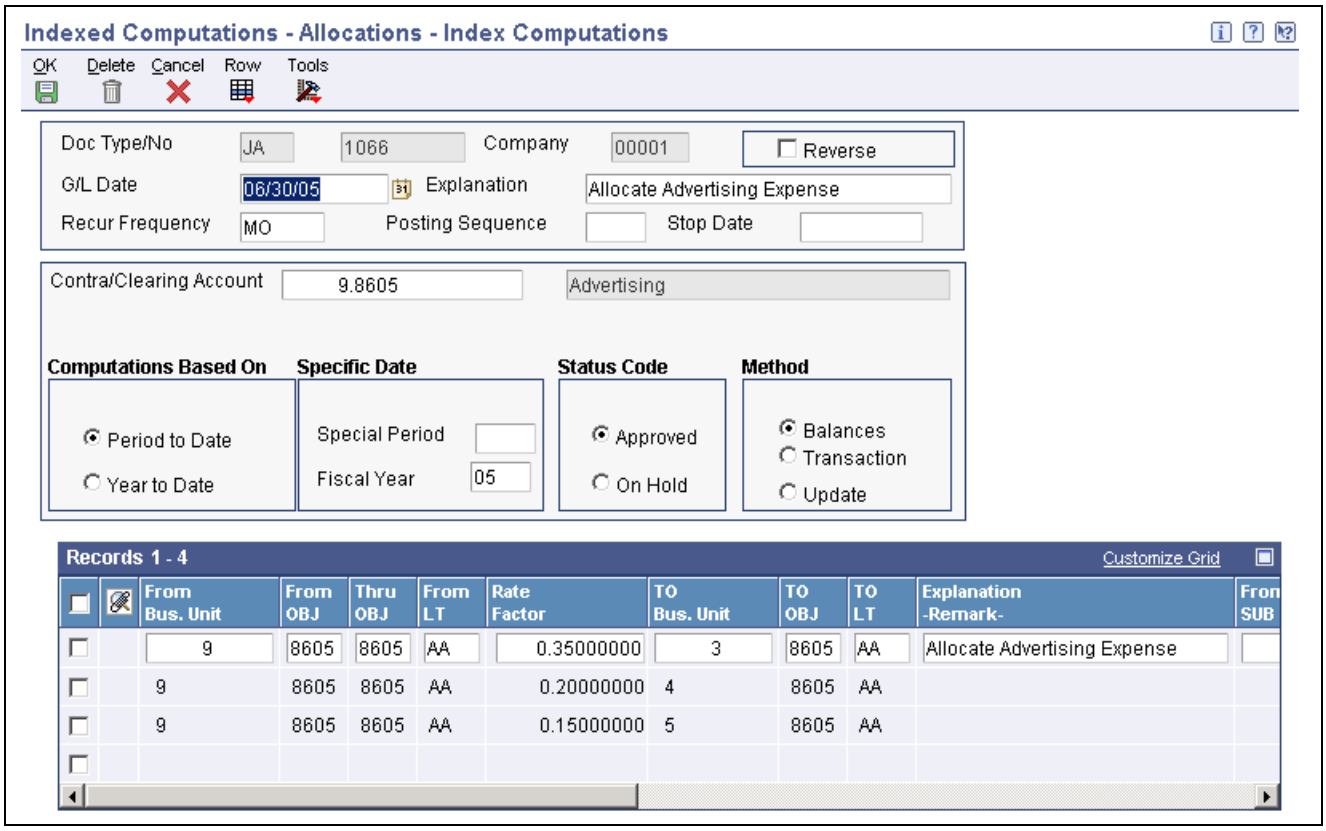
- Ensure that the fiscal date pattern for next month or next year is set so that the program correctly increases the dates incrementally.
- Before you run the program with multitiered calculations, verify that the posting sequence numbers on the Allocations - Index Computations form are correct so that the allocations run in the required order.

Forms Used to Create Indexed Allocations

Form Name	Form ID	Navigation	Usage
Work With Indexed Computations	W09121C	Allocations (G0923), Indexed Computations	Locate and review existing indexed allocations.
Allocations - Index Computations	W09121A	On the Work With Indexed Computations form, click Add.	Create indexed allocations.

Creating Indexed Allocations

Access the Allocations - Index Computations form.



allocations - Index Computations form

Company Enter the company number. The system uses the current period, fiscal year, and general ledger date of the company for calculations and for identifying errors based on the General Ledger Date field. The number in this field does not affect the journal entries created.

Explanation Enter text that describes the allocation. The text appears in the first of two description lines for each journal entry that the computation creates. This field is required.

Contra/Clearing Account Enter the account to use for a balancing or offsetting journal entry. This field is required for all ledger types that are required to balance. You must enter the account in the business unit.object.subsidiary format.

Leave this field blank for non-balancing ledger types, such as budgets, and use the annual budget fields in the detail area of the Allocations - Index Computations form.

Period to Date and **Year to Date** Enter a code that controls whether the allocation is based on month-to-date or year-to-date amounts. Values are:

M: Month-to-date.

The basis is period activity for the month (net monthly postings). These do not include prior month corrections in the allocation base.

Y: Year-to-date.

The basis is the period-end balance. For profit and loss accounts, this is the sum of all net postings for the year. For balance sheet accounts, this is the cumulative (inception-to-date) balance. These include prior month corrections

in the allocation base. If you have recurring annual allocations, set them up as automatically reversing entries by selecting the Reverse check box.

Balances, Transaction, and **Update**

Select one of these options to specify how the system creates allocation journal entries or updates:

Balance Method. Create journal entries based on the balance of an account or the balance of a range of accounts in the F0902 table. For annual budgets, you must use this method; journal entries will not be created.

Transaction Method. Create journal entries on a one-for-one basis for each posted transaction in the F0911 table for the account range specified.

Update Method. Update the account balance for non-AA ledger types in the F0902 table and do not create any journal entries.

From Bus. Unit (from business unit)

Enter a specific business unit or *xxxxx (asterisk and the company number) to specify all business units for the company. If you enter *xxxxx, the system uses all business units for that company and bypasses any business unit security that is set up. For example, if you specify an allocation for **00001*, the allocation will be for all business units in company 00001. Even if your access is normally restricted to business unit 3, the allocation will bypass business unit security.

You cannot enter **00000* to specify all business units in all companies.

To Business Unit

Enter a specific business unit or * to post to the business unit entered in the From Business Unit field.

From Budget Code

Enter a value in this field only for annual budgets. Values are:

1: Requested budget amount.

2: Approved budget amount.

3: Final budget amount.

Note. These three codes are valid only when you specify the Balances method and have the recurring frequency set to AN (annual).

Blank is not a value.

TO OBJ

Enter a specific account or * to post to the same account indicated in the From Object field.

To SUB (to subsidiary)

Enter * in this field to carry the subledger in the From OBJ (from object) field to the Thru OBJ (thru object) field. The TO OBJ field must also contain *.

TO LT

Enter the ledger type. If you leave this field blank for annual budgets, the default is BA. If you leave this field blank for other ledger types, the default is AA.

Explanation -Remark-

Enter text that describes the allocation. The text appears in the second of two description lines for each journal entry that the computation creates.

Running the Indexed Computations Compute & Print Program

Select Allocations (G0923), Indexed Computations Compute & Print.

Setting Data Selection and Sequence for Indexed Computations Compute & Print

Specify the allocations that you want to include by document numbers.

For multitiered allocations, specify all allocation document numbers that are part of the tiers. For example, if documents JA 1000, JA 1001, and JA 1002 compose the tiers of a multitiered allocation, include documents 1000, 1001, and 1002 in the data selection.

Do not change the data sequence provided in the demo version of this program.

Setting Processing Options for Indexed Computations Compute & Print (R093021)

Processing options enable you to specify the default processing for programs and reports.

Mode

1. Process Mode

Enter the processing mode. Values are:

1: Proof mode with report.

2: Final mode to create transactions.

Audit Trail

1. Print Audit Trail

Specify whether to print an audit trail. Values are:

Blank: Print the journal entries only.

1: Print an audit trail of all transactions or accounts that support each journal entry.

Include Alloc

1. Thru Date

Enter the through date in which to include allocations. If you leave this processing option blank, the date that the allocation is processed is used.

Multi-tier

1. Multi-Tier Processing

Specify whether to include multi-tiered entries. Values are:

Blank: Include only posted transactions created before this batch.

R: Include the amounts from transactions created in this batch in the totals for multi-tiered entries.

Explanations

1. Journal Entry Explanations

Specify how to handle explanations for journal entries. Values are:

Blank: Move the specification first description.

1: Move the first description on new transactions from the detail transaction that the calculation is based on.

This processing option applies to transaction method allocations only.

Errors

1. Error Processing Specify where to distribute error messages.

Blank: Send errors to the work center.

1: Print errors on a report.

Log Warnings

1. Warning Processing Specify whether to log errors and warnings. Values are:

Blank: Log all errors and warnings.

1: Suppress warnings.

Processing Variable Numerator Allocations

This section provides an overview of variable numerator allocations and calculations and discusses how to:

- Create variable numerator allocations.
- Run the Variable Numerator Compute & Print program.
- Set data selection for Variable Numerator Compute & Print.
- Set processing options for Variable Numerator Compute & Print.

Understanding Variable Numerator Allocations

Variable numerator allocations are the least flexible but the most dynamic method of allocations. With variable numerator allocations, you can:

- Allocate amounts from one business unit to other business units with a common category code value.

  This feature is unique to variable numerator allocations.

- Base an allocation on a variable, such as head count, square footage, or percentage of use.

  The allocation percentages change automatically as the variable changes. This feature is also unique to variable numerator allocations.

- Set up budget amounts.

The system calculates variable numerator allocations by computing percentages that are applied to the balance of an account or a range of accounts. The system allocates amounts to only one specific object account. However, you can allocate to a range of subsidiaries and subledgers for that object account if you set up the Based On definition appropriately. You can specify accounts by business unit category code instead of by business unit and account range. The percentages represent fractions of the total of the balances in the accounts that you specify. The balance total is the denominator, and the individual account balances are the numerators of the fractions.

The system performs these steps when it calculates variable numerator allocations:

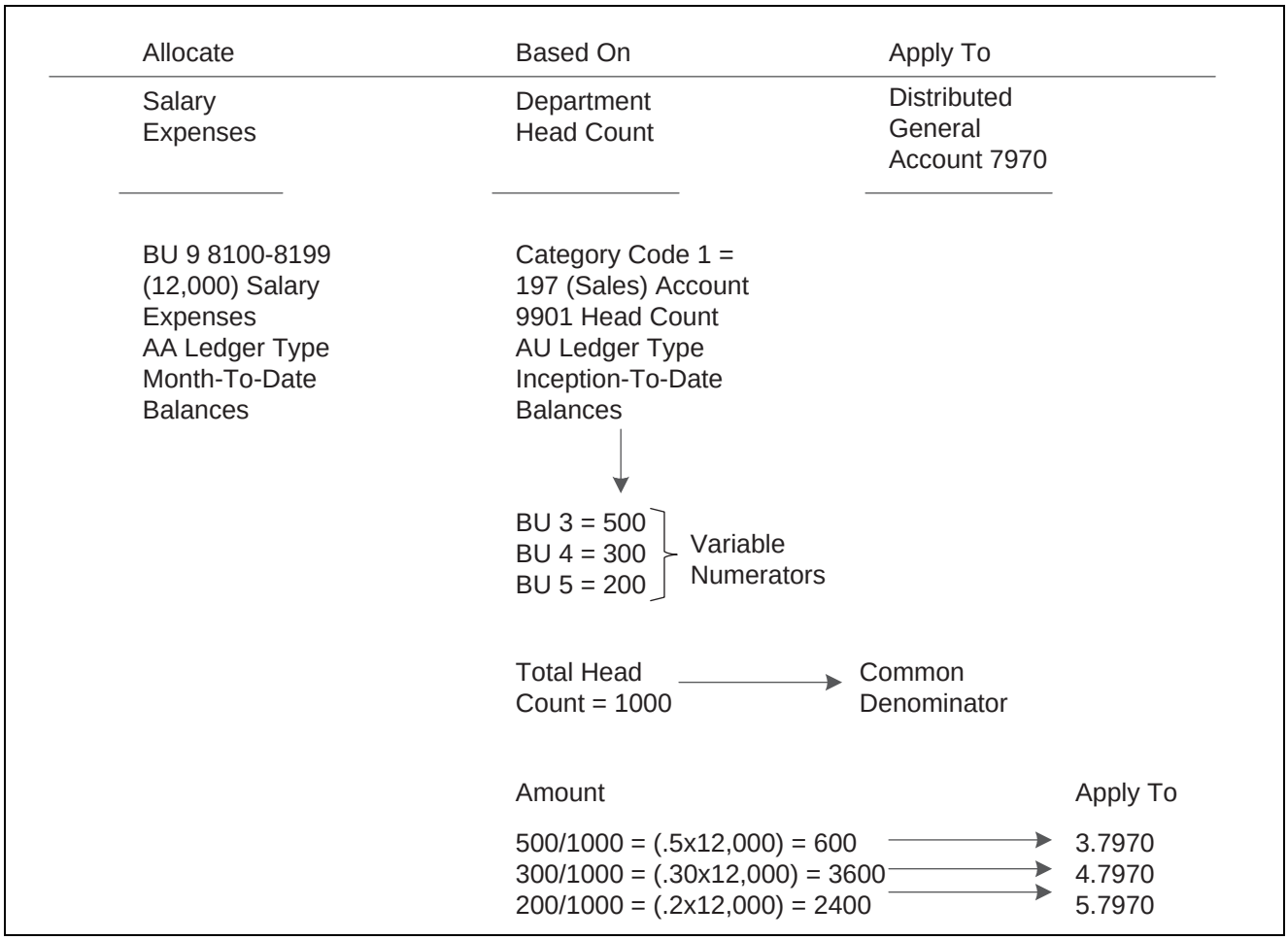
1. Gathers balances from a range of accounts (the Based Upon accounts).
2. Computes the percentage of the total for each account balance.

3. Applies the appropriate percentage to the balance of an account or range of accounts (the Allocate accounts).
4. Creates journal entries to distribute the resulting amounts to a specific account (the Apply To account) within multiple business units
5. Calculates an offset amount, if needed, to balance the resulting journal entries and distributes it to the contra/clearing account that you specify

The system assigns batch type D to variable numerator allocations and stores the computation specifications in the Variable Allocation File table (F0912B).

Example: Variable Numerator Allocations

In this example, you allocate a year-to-date salary expense amount (12,000) to several business units (ledger type BU). You want to base the allocation amount for each business unit on the number of people in the business unit compared with the total number of people in the department.



Allocating an expense account

Understanding Variable Numerator Allocation Calculations

After you review the variable numerator allocations and determine that they are correct, run the Variable Numerator Compute & Print program (R093022) to process the allocations and to print the Variable Allocations Journal report.

When you run this program in proof mode, the system prints a report that shows the entries that it will create when you run it in final mode. Review this report and make any necessary corrections before running the program in final mode.

In final mode, the system:

- Creates journal entries in the F0911 table.
- Incrementally increases the general ledger date on the allocation according to the recurring frequency in the allocation.

  This process ensures that the allocation is ready for future processing.
- Prints the Variable Allocations Journal report.

  This information appears on the report:

  - The total amount to allocate is next to the Total To Be Allocated.
  - The amounts in the Basis Amount column are the numerators, which are the amounts on which the calculation is based.
  - The amount next to the Basis Total is the denominator in the calculation.
  - The results of the calculation are under the allocation amount at the bottom of the report.
  - The contra/clearing account is also located at the end of the report.

This report also lists detailed allocation information and errors, such as invalid accounts and entries posted before cutoff (PBCO). You should create different versions of this program for recurring frequencies, specific companies, and specific document types. Doing this allows you to include specific groups of allocations.

After you run this program in final mode, you must review and post the journal entries.

Prerequisite

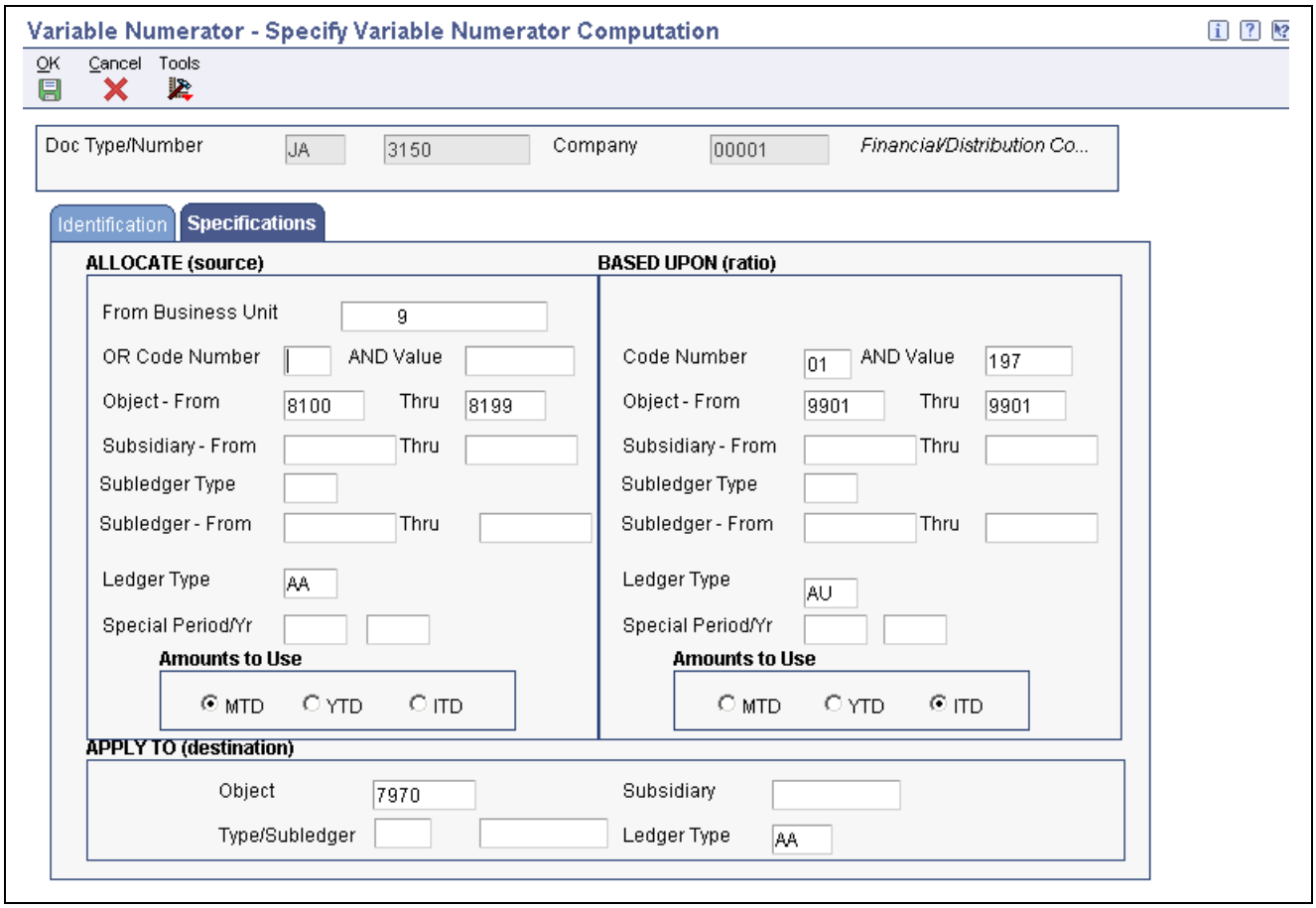
Before you run a version with multitiered calculations, verify that the posting-sequence numbers on the Specify Variable Numerator Computation form are correct.

Forms Used to Process Variable Numerator Allocations

Form Name	Form ID	Navigation	Usage
Work With Variable Numerator	W09122B	Allocations (G0923), Variable Numerator	Locate and review existing variable numerator allocations.
Specify Variable Numerator Computation	W09122C	On the Work With Variable Numerator form, click Add.	Create variable numerator allocations.

Creating Variable Numerator Allocations

Access the Specify Variable Numerator Computation form.



Specify Variable Numerator Computation form

Identification

Select the Identification tab.

Explanation Enter text that describes the allocation. This text appears in the first of two description lines for each journal entry that the allocation creates.

Contra/Clearing Account No. Enter the account number associated with a contra/clearing account if the ledger is required to balance.

Type/Subledger Enter * to specify all subledgers. If you leave this field blank, the system only includes posted transactions with a blank subledger.

Specifications

Select the Specifications tab.

From Business Unit OR **Code Number** AND **Value** Enter the first business unit in a range of business unit numbers or enter a number from 1–30 that identifies a business unit category code. Category codes group several business units and allocate the total amount in all of them. For example, 01 could indicate regions. Enter a specific value for the business unit category code. For example, the value WES for category code 01 could indicate only those business units in the western regions.

Subsidiary Enter a subsidiary account or * to post to the same subsidiary account indicated in the based upon field, even though the object in the apply to field is different.

MTD, YTD, ITD Select one of these options to control whether the allocation is based on month-to-date, year-to-date, or inception-to-date amounts.

For month-to-date, the basis is the net posting balance for the month (the fiscal period). These allocations do not include prior month corrections in the allocation base.

For year-to-date, the basis is the period-end balance. For profit and loss accounts, this is the sum of all net postings for the year through the end of the month that you specify. For balance sheet accounts, this is the cumulative balance through the end of the month you specify. These allocations do include prior month corrections in the allocation base.

For inception-to-date, the basis is the cumulative balance through the end of the month you specify. These allocations include prior month corrections and all postings from prior years.

Type/Subledger Enter a number that specifies the subledger account to which amounts are to be posted.

The Subsidiary Account, Based Upon Business Unit, Apply To Object Account, Apply To Subledger, Apply To Ledger Type, and Subledger Type fields for the Contra/Clearing Account identify the account that posts the allocation.

Running the Variable Numerator Compute & Print Program

Select Allocations (G0923), Variable Numerator Compute & Print.

Setting Data Selection for Variable Numerator Compute & Print

Specify the allocations that you want to include by document numbers.

For multitiered allocations, specify all allocation document numbers that are part of the tiers. For example, if documents JA 1000, JA 1001, and JA 1002 compose the tiers of a multitiered allocation, include documents 1000, 1001, and 1002 in the data selection.

Setting Processing Options for Variable Numerator Compute & Print (R093022)

Processing options enable you to specify the default processing for programs and reports.

Effective Date

1. Effective Date Enter the through date in which to include allocations. If you leave this processing option blank, the current date is used.

Mode

1. Process Mode Enter the processing mode. Values are:

1: Proof mode with report.

2: Final mode to create transactions.

Multi-Tier

1. Multi-Tier Processing Specify whether to include multi-tiered entries. Values are:

Blank: Include only posted transactions created before this batch.

1: Include the amounts from transactions created in this batch in the totals for multi-tiered entries.

Omit Zeros

1. Suppress Zero Amounts Specify whether to print zero amounts.

Blank: Print zero amounts.

1: Do not print allocate from and based upon amounts, which are zero.

Errors

1. Print Errors on Report Specify where to distribute error messages.

Blank: Send errors to the work center.

1: Print errors on a report.

CHAPTER 16

Reconciling Bank Account Transactions

This chapter provides overviews of bank account reconciliation and voided payment and receipt reconciliation and discusses how to:

- Reconcile voided payments and receipts.
- Refresh account reconciliation information.
- Reconcile bank account transactions manually.
- Change a reconciled transaction to unreconciled.

Understanding Bank Account Reconciliation

As part of your period-end processes, you might need to reconcile the balances in your bank accounts with your bank statements.

After you perform the initial setup tasks, you can easily reconcile bank accounts on a monthly basis using the Manual Reconciliation program (P09131).

See Also

Chapter 4, "Setting Up Account Reconciliation," page 27

Reconciling Voided Payments and Receipts

This section provides an overview of the auto reconciliation void programs and discusses how to:

- Reconcile voided payments.
- Reconcile voided receipts.

Understanding the Auto Reconciliation Void Programs

Instead of manually reconciling voided payments and receipts, you can save time during account reconciliation by running these programs:

- Automatic Reconcile Void Payment (R09551)
- Automatic Reconcile Void Receipt (R09552)

These programs automatically reconcile voided payments and receipts (and those with zero amounts) by updating the GLRCND field with the default reconciliation code R on the transactions in the F0911 table. When reconciling payments, the Automatic Reconcile Void Payment program selects payments that were voided manually and those voided during automatic payment processing.

You should run these programs before you run the Refresh Reconciliation File program (R09130) so that voided and zero amount payments and receipts are not included in the F0911R workfile.

The Automatic Reconcile Void Payments and Automatic Reconcile Void Receipts programs do not have processing options.

Reconciling Voided Payments

Select Bank Tape Reconciliation (G09213), Automatic Reconcile Void Payment.

Reconciling Voided Receipts

Select Bank Tape Reconciliation (G09213), Automatic Reconcile Void Receipt.

Refreshing Account Reconciliation Information

This section provides an overview of the Refresh Reconciliation File program and discusses how to:

- Run the Refresh Reconciliation File program.
- Set data selection for Refresh Reconciliation File.
- Set processing options for Refresh Reconciliation File.

Understanding the Refresh Reconciliation File Program

Before you reconcile your accounts, you must run the Refresh Reconciliation File program (R09130). Typically, you run this program at the end of each period to reconcile transactions for the period. The Refresh Reconciliation File program copies the unreconciled transaction detail for all reconcilable accounts from the F0911 table into the F0911R reconciliation workfile.

Each time that you refresh the F0911R workfile, the system removes all previously reconciled transactions in the table and replaces them with new transactions that meet the processing option and data selection criteria for the Refresh Reconciliation File program. For example, if you run this program for the month of January and reconcile all transactions for that month, and then run the program again for February, the program removes all the reconciled transactions for January from the F0911R workfile and replaces them with the unreconciled transactions for February.

Transactions must meet these criteria for the Refresh Reconciliation File program to select records:

- The account that you are trying to reconcile must be within the AAI range for GLRC*xx*.
- The general ledger date for the transaction must be within the date range specified in the Beginning Date and Ending Date processing options.
- The GLRCND field for the transaction must be blank (unreconciled).

When you run the Refresh Reconciliation File program, you can refresh the information for all accounts in the AAI ranges for GLRC*xx* at one time, or you can use data selection to refresh a specific account.

The Refresh Reconciliation File program is designed to build only one F0911R workfile. However, you can allow separate workfiles for specific accounts by using the Configured Network Computing function to point to the F0911R workfile locally.

Prerequisite

Before you complete the tasks in this section:

- Set up the AAI ranges for GLRC*xx* AAIs to identify account ranges that must be reconciled.
- Set up a reconciliation code in UDC table 09/RC if you do not want to use the default reconciliation code R.

Running the Refresh Reconciliation File Program (R09130)

Select Manual Reconciliation (G09209), Refresh Reconciliation File.

Setting Data Selection for Refresh Reconciliation File

For faster processing, use data selection to specify the accounts to be reconciled.

To create a F0911R workfile for only one account, enter the short account ID number in the data selection. If you run the Refresh Reconciliation File program for a specific account and then run the program again for a different account, the system does not remove the previously reconciled transactions for the first account. Instead, it adds the records for the second account to the previously reconciled transactions of the first account. The Refresh Reconciliation File program only removes all previously reconciled transactions in the F0911R workfile when you run the program subsequently for the same account.

Setting Processing Options for Refresh Reconciliation File (R09130)

Use these processing options to select dates, reconciliation status, ledger type, transactions with an AE document type, and messages to print.

Select Tab

1. Beginning Date and **2. Ending Date**
Specify the dates that you want the system to use as the beginning and ending dates when selecting records from the F0911 table.

3. Reconciled Status
Values are:

Blank: Select only reconciled records.

1: Select both reconciled and unreconciled records.

The F0911R can become unmanageable if you select both reconciled and unreconciled transactions on a regular basis. This can impact processing time. Include reconciled items only when it is necessary to correct a previous reconciliation.

Default Tab

1. Ledger Type
Specify the ledger type (UDC table 09/LT) for the system to use when selecting records from the F0911 table. If you leave this processing option blank, the system selects all ledger types.

Display Tab

1. Document Type Filter Specify whether the system includes AE document type transactions when it selects records from the F0911 table. Values are:

Blank: Do not include AE transactions.

1: Include AE transactions.

Print Tab

1. Messages Specify which messages to print on the Refresh Reconciliation File report (R09130). Values are:

Blank: Print messages only for accounts that are refreshed.

1: Print messages for all accounts.

Reconciling Bank Account Transactions Manually

This section provides overviews of manual bank account reconciliation and the reconciliation report and discusses how to:

- Set processing options for the Manual Reconciliation program.
- Reconcile bank account transactions manually.

Understanding Manual Bank Account Reconciliation

When you reconcile your accounts on the Bank Account Reconciliation form, the system marks the transactions on the form with the default reconciliation code *R* or the code that you selected. As you reconcile transactions, the system updates the amounts in the Outstanding Debits and Outstanding Credits fields. The system also updates the Amt to Reconcile field using this formula:

(Bank Balance + Outstanding Debits + Outstanding Credits)–Book Balance = Amount to Reconcile

- Bank Balance = the amount on your bank statement.
- Outstanding Debits and Credits = the records in the F0911 workfile that have not been marked as reconciled.
- Book Balance = the account balance in the F0902 table. The system includes balance forward amounts for balance sheet accounts.

Understanding the Reconciliation Report

After you reconcile your bank account transactions, run the Print Reconciliation Report (R09132P) for a list of any outstanding items that are unreconciled.

The date range used for the report is the same as the range entered in the processing options for the Refresh Reconciliation File program. To run the Print Reconciliation Report over a different date range, you must change the date range in the processing options and run the Refresh Reconciliation File program again.

Forms Used to Reconcile Bank Account Transactions Manually

Form Name	Form ID	Navigation	Usage
Reconciliations	W09131D	Manual Reconciliation (G09209), Manual Reconciliation	Use this form to select the type of reconciliation.
Bank Account Reconciliation	W09131A	Select Bank Account Reconciliation on the Reconciliations form.	Manually reconcile or unreconcile bank account transactions.

Setting Processing Options for Manual Reconciliation (P09131)

Use these processing options to select default values.

Defaults Tab

1. Ledger Type Specify a ledger type from the UDC table 09/LT for processing. If you leave this processing option blank, the system uses the default ledger type AA.

2. Reference 3 Specify whether the system updates the Reference 3 field on the record in the F0911 table with a reconciliation number. The system uses the Next Number Revisions program (P0002) to assign the reconciliation number. This reconciliation number can be overridden at the time of reconciliation. If you leave this processing option blank, the system will not update the Reference 3 field.

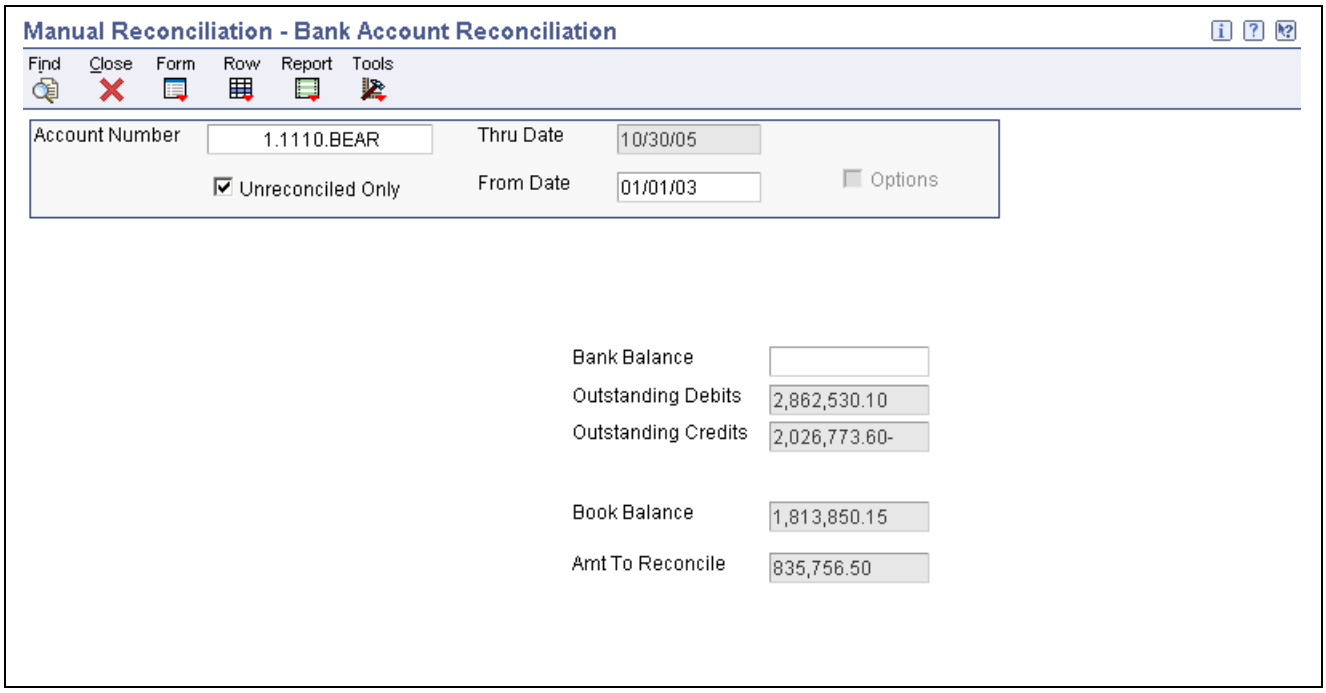
Debit/Credit Edits Tab

The processing options on this tab are used only by the Debit/Credit Match program.

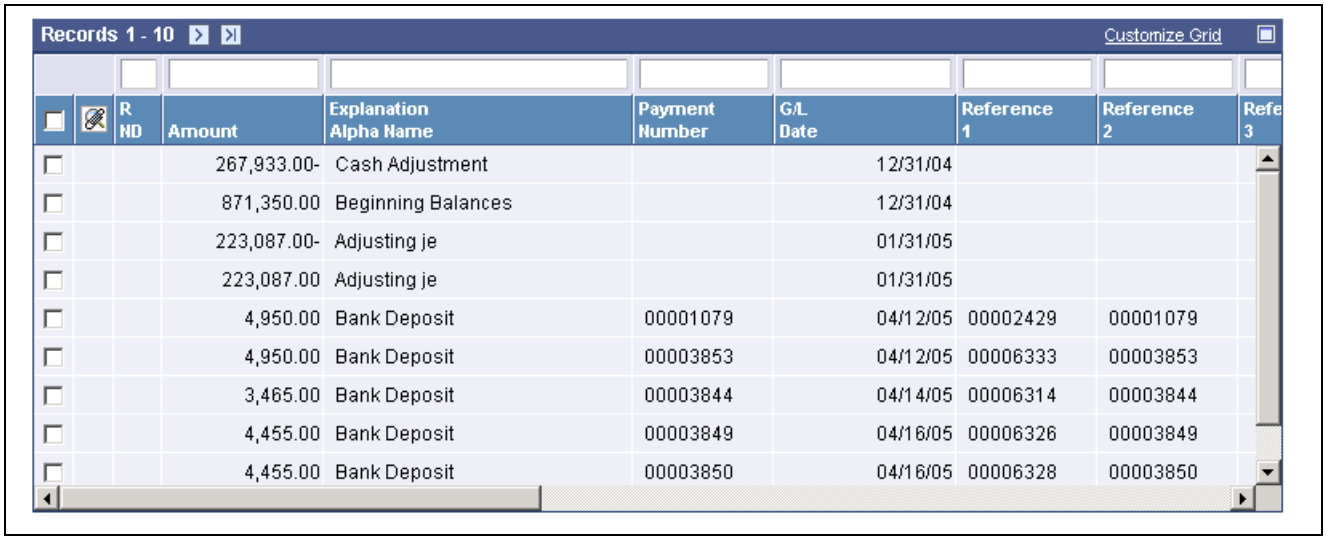
See Chapter 4, "Setting Up Account Reconciliation," page 27.

Reconciling Bank Account Transactions Manually

Access the Bank Account Reconciliation form.



Bank Account Reconciliation form (1 of 2)



Bank Account Reconciliation form (2 of 2)

To reconcile bank account transactions manually:

1. Enter the bank account number of the account for which you ran the Refresh Reconciliation File program in the Account Number field.

   If you want to reconcile transactions for a different bank account, you must run the Refresh Reconciliation File program again for that account number.

2. To view both unreconciled and reconciled items, do not select the Unreconciled Only option.

   You can view reconciled items only if you entered *1* for the Reconciled Status processing option of the Refresh Reconciliation File program.

3. Enter a general ledger date in the From Date field to limit the transactions that you view for the account.

You must enter a date that is within the date range that you entered for the Beginning Date and Ending Date processing options of the Refresh Reconciliation File program. To view transactions from a date prior to the date entered for the Beginning Date processing option, you must run the Refresh Reconciliation File program again with different dates.

4. Enter the balance that appears on your bank statement in the Bank Balance field and click Find.
5. To further limit the transactions that you can view for an account, select Options from the Form menu.
6. On Options, enter a value in any of the fields.

   For example, if you enter a number in the Document Number field, only documents with that number will appear. This is helpful if you are trying to search for a particular transaction.

   - Reference 1

     For receipts, this field contains the batch number of the receipt.

     For payments, this field contains the payment number.

   - Reference 2

     For receipts, this field contains the document number of the receipt.

     For payments, this field contains the supplier number of the payment.

7. On Bank Account Reconciliation, click Find.

   The Options option is now selected. This is a reminder that you are viewing only transactions that meet the criteria that you specified on the Options form.

8. To mark a transaction as reconciled, double-click the transaction or select the transaction and then select Reconcile Toggle from the Row menu.
9. To mark more than one transaction (or all transactions) as reconciled, select the transactions and then select Reconcile Toggle from the Row menu.

   When you mark transactions as reconciled:

   - If the Reference 3 processing option for the Manual Reconciliation program is set to *1*, the Reference 3 Selection form appears and displays the next available number from next numbers. If you do not want all transactions to have the same reconciliation number, select Update Single from the form menu on the Reference 3 Selection form. The system displays this form each time you reconcile a transaction so that you can enter a new number for each transaction.
   - The system enters R (or the reconciliation code that you selected) in the R ND field on the Bank Account Reconciliation form.

10. To unreconcile a reconciled transaction, double-click the transaction or select the transaction and then select Reconcile Toggle from the Row menu.
11. To complete the reconciliation process, select Update F0911 from the Form menu for the system to:
    - Update the GLR3 field in the F0911R workfile with the reconciliation number.
    - Update the GLRCND field in the F0911 table with the information in the F0911R workfile for all reconciled transactions.
    - Update the GLR3 field in the F0911 table with the reconciliation number from the F0911R workfile if the Reference 3 processing option for the Manual Reconciliation program is set to *1*.
12. To print a report, select Reconciliation Print from the Report menu.

Changing a Reconciled Transaction to Unreconciled

After you finish the reconciliation process, you might need to change a reconciled transaction to unreconciled. When you change a transaction to unreconciled, the system removes the R (or the reconciliation code that you selected) from F0911R workfile. If you set the Reference 3 processing option to *1* for the Manual Reconciliation program, the system also deletes the assigned reconciliation number from the transaction. After you change a reconciled transaction to unreconciled, remember to update the F0911 table to remove the reconciliation code from the transaction.

If you ran the Refresh Reconciliation File program since you reconciled the transaction, you must run the program again and set the Reconciled Status processing option to *1* to include reconciled transactions.

If you need to change a reconciled transaction to unreconciled for a period that is different from the current period, you must run the Refresh Reconciliation File program again:

- Set the Reconciled Status processing option to *1* to include reconciled transactions.
- Change the Beginning Date and Ending Date processing options to include the general ledger date of the transaction that you want to change.

CHAPTER 17

Reconciling Debit and Credit Amounts

This chapter provides an overview of the debit and credit reconciliation process and discusses how to reconcile debit and credit transactions manually.

Understanding the Debit and Credit Reconciliation Process

You can use the Debit/Credit Match program (P09131) to reconcile debits and credits within a particular account, such as a trade or suspense account. For example, if a trade account is out of balance, you would use this program to match debit transactions to credit transactions to locate the transaction that is causing the account to be out of balance.

The process to reconcile debit and credit transactions consists of these steps:

1. Reconcile voided payments and receipts.

   See Chapter 16, "Reconciling Bank Account Transactions," Reconciling Voided Payments and Receipts, page 147.

2. Refresh account information.

   See Chapter 16, "Reconciling Bank Account Transactions," Refreshing Account Reconciliation Information, page 148.

3. Reconcile or unreconcile debit and credit transactions.

Prerequisites

Before you complete the tasks in this section:

- Run the Auto Reconcile Void Payment program.
- Run the Auto Reconcile Void Receipt program.
- Run the Refresh Reconciliation File program.

Reconciling Debit and Credit Transactions

This section discusses how to:

- Set processing options for the Debit/Credit Match program

- Reconcile debit and credit transactions manually.

Forms Used to Reconcile Debit and Credit Transactions

Form Name	Form ID	Navigation	Usage
Reconciliations	W09131D	Manual Reconciliation (G09209), Manual Reconciliation	Use this form to select the type of reconciliation.
Bank Account Reconciliation	W09131A	Select Debit Credit/Match on the Reconciliations form.	Manually reconcile and unreconcile debit and credit amounts.

Setting Processing Options for Manual Reconciliation (P09131)

The processing options for the Debit/Credit Match program appear on the Debit/Credit Edits tab of the Manual Reconciliation program. Use these processing options to specify whether a debit and credit transaction must balance before you can continue the manual reconciliation process.

Debit/Credit Edits

The processing options on this tab are used only by the Debit/Credit Match program.

1. Debit/Credit Balance Specify whether debits and credits are required to balance. Values are:

Blank: Debits and credits are not required to balance.

1: Debits and credits are required to balance.

If you enter *1* for this processing option and you leave the Tolerance Limit processing option blank, the debit and credit transactions must balance exactly; otherwise the system issues an error message.

2. Tolerance Limit Specify the tolerance amount by which debit and credit transactions can be out of balance. This processing option is used only when you enter *1* in the Debit/Credit Balance processing option.

If you enter *1* in the Debit/Credit Balance processing option and you leave this processing option blank, debits and credits must balance exactly or the system generates an error.

If you enter *1* in the Debit/Credit Balance processing option and you specify an amount for this processing option, the difference between the debit and credit transactions must be less than or equal to the tolerance amount. If the debit and credit transactions are out of balance by the tolerance amount, they are considered reconciled and the system does not generate an error message. For example, if you enter *5.00* in this processing option, debits and credits can be out of balance by 5.00. If debits and credits are greater than the tolerance amount, the system generates an error message.

3. Sort By Specify how the system should sort transactions. Values are:

Blank: Sort transactions by general ledger date.

1: Sort transactions by amount. The system sorts the transactions by amount, regardless of whether they are debits or credits. You will be able to see an

amount with the debit and credit together as opposed to searching for the offset of the amount by the general ledger date.

Reconciling Debit and Credit Transactions Manually

Access the Bank Account Reconciliation form.

The steps to reconcile debit and credit transactions manually are the same as those for reconciling bank account transactions manually with the exceptions described in these steps.

To reconcile debit/credit transactions manually:

1. To mark the transactions as reconciled in the F0911R worktable, double-click the transaction or select the transaction and then select DB/CR Recon/Unrecon from the Form menu.

   As you mark transactions as reconciled, the system updates the Total Debits and Total Credits fields.

2. To unreconcile a reconciled transaction, double- click the transaction or select the transaction and select DB/CR Recon/Unrecon from the Form menu.

   See Chapter 16, “Reconciling Bank Account Transactions,” Changing a Reconciled Transaction to Unreconciled , page 154.

3. To complete the reconciliation process, select Update F0911 from the Form menu.

   The system updates the GLRCND field in the F0911R workfile with an R (or the reconciliation code that you selected) only if these conditions are met:

   - You entered *1* for the Debit/Credit Balance processing option in the Manual Reconciliation program and the debit and credit transactions net to zero or the difference between the two transactions is within the tolerance limit that you entered in the Tolerance Limit processing option.
   - You left the Debit/Credit Balance processing option blank in the Manual Reconciliation program.

     If these conditions are not met, the system displays an error message and does not update the transactions as reconciled in the F0911R workfile.

4. To print a report that lists outstanding items that have not been reconciled, select Reconciliation Print from the Report menu.

CHAPTER 18

Reconciling Bank Tapes

This chapter provides an overview of the bank tape reconciliation process and discusses how to:

1. Reformat the bank tape.
2. Reconcile voided payments and receipts.
3. Refresh account reconciliation information.
4. Match the bank tape to the reconciliation workfile.
5. Verify the bank tape reconciliation.

See Also

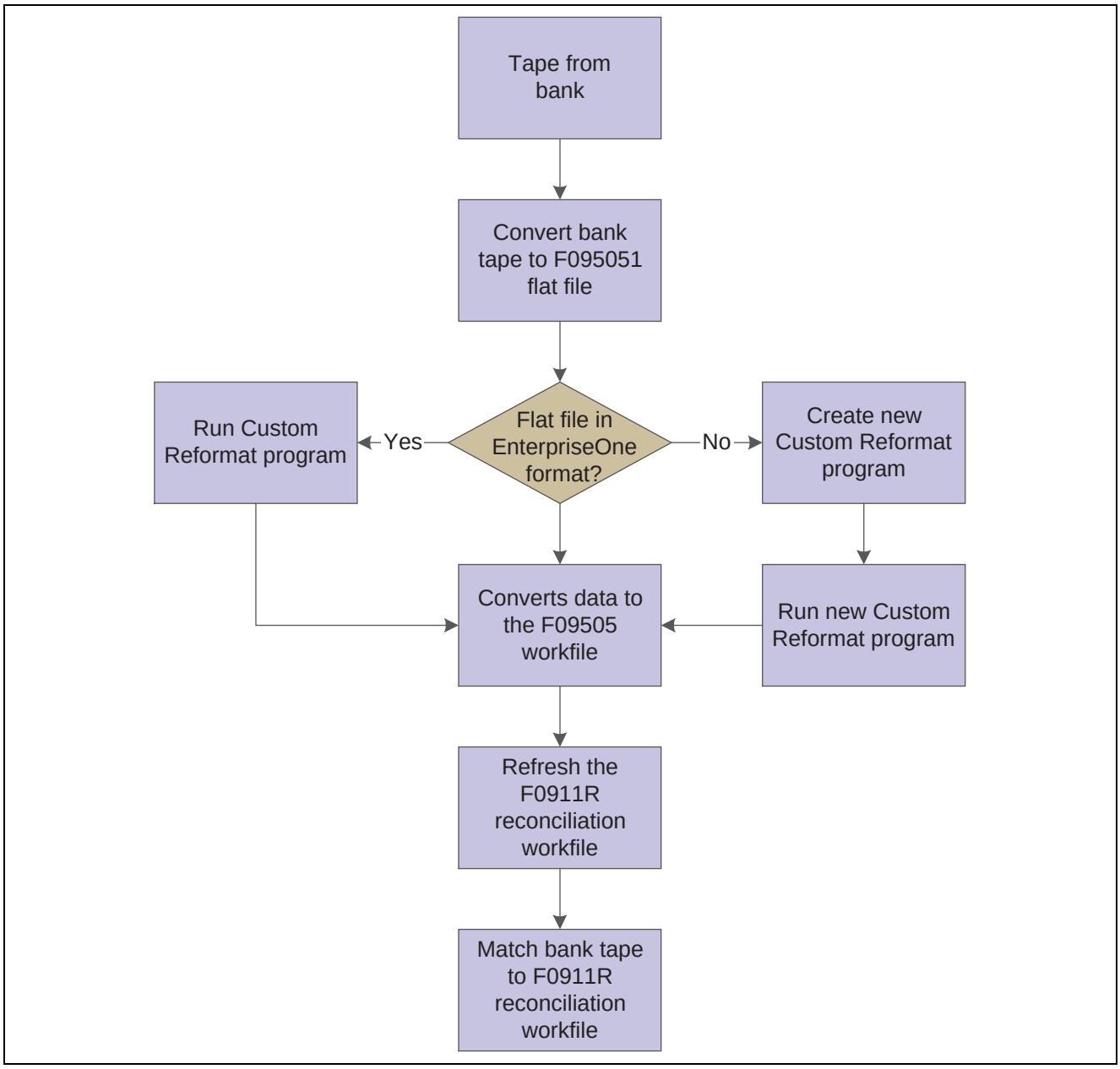
Chapter 16, "Reconciling Bank Account Transactions," Reconciling Voided Payments and Receipts, page 147

Understanding the Bank Tape Reconciliation Process

If your bank provides you with a tape of the transactions that have cleared your bank account, you can have the General Accounting system automatically reconcile the account for you. Your bank must provide magnetic media.

Before the system can automatically reconcile transactions, you must convert the data from the bank tape into a flat file called F095051. Then you can run the Custom Reformat UBE program (R09501), which converts the data in the F095051 to the F09505 workfile. For this program to convert the data, it must be in certain positions in the F095051 workfile. If it is not, you must create a new custom reformat program.

This graphic illustrates the bank tape reconciliation process:



Reconciliation process

Reformatting the Bank Tape

This section provides an overview of the program used to reformat bank tapes and discusses how to:

- Run the Custom Reformat UBE program.
- Set processing options for Custom Reformat UBE.

Understanding the Program Used to Reformat Bank Tapes

After you convert the bank tape into the F095051 flat file, run the Custom Reformat UBE program to convert the information to the F09505 workfile.

For the Custom Reformat UBE program to convert the data to the F09505 workfile, the data must be in these positions in the F095051 workfile:

Positions	Information	Specifications
Positions 1–8	Account ID	Enter the ID with or without leading zeros, right or left justified.
Positions 9–16	Payment number	Enter the payment number right justified with leading zeros.
Positions 17–46	Explanation	Enter the explanation for the payment.
Positions 47–61	Amount	If you are working with a decimal currency, enter the decimal or the whole monetary amount. For example, enter 200.00 CAD as either 200 or 200.00. If you enter the amount as 200000, the program tries to match the amount as 200000.00.
Positions 62–67	Payment date	Gregorian format

If data in the F095051 workfile is not in the positions specified, you must create a new custom reformat program. Use the Custom Reformat UBE program as a template for creating your custom program.

Running the Custom Reformat UBE Program

Select Account Reconciliation (G0921), Custom Reformat UBE.

Setting Processing Options for Custom Reformat UBE (R09501)

Use these processing option to specify when to purge workfiles.

Purge Tab

1. Purge F09505 table before processing.

Specify whether the system purges the F09505 workfile before it runs the Custom Reformat UBE program. Values are:

Blank: Do not purge the F09505 workfile.

1: Purge the F09505 workfile. The system purges this workfile before it updates the F095051 workfile.

2. Purge F095051 table before processing.

Specify whether the system purges the F095051 workfile after it runs the Custom Reformat UBE program. Values are:

Blank: Do not purge the F095051 workfile.

1: Purge the F095051 workfile.

Refreshing Account Reconciliation Information

Before the system can match the data from the bank tape to your general ledger and reconcile your bank account, you must run the Refresh Reconciliation File program (R09130). Typically, you run this program at the end of each fiscal period to reconcile transactions for the period. The Refresh Reconciliation File program copies the unreconciled transaction detail for all reconcilable accounts from the F0911 table to the F0911R reconciliation workfile.

See Also

Chapter 16, "Reconciling Bank Account Transactions," Understanding the Refresh Reconciliation File Program , page 148

Matching the Bank Tape to the Reconciliation Workfile

This section provides an overview of the program used to reconcile transactions and discusses how to:

- Run the Match Tape File to Recon File program.
- Set processing options for Match Tape File to Recon File.

Understanding the Program Used to Reconcile Transactions

After you run the Custom Reformat UBE program to convert the bank tape data from the F095015 workfile to the F09505 workfile, run the Match Tape File To Recon File program (R09510) to have the system reconcile the transactions that have cleared your bank account.

The Match Tape File To Recon File program reconciles the transactions by performing these steps:

1. Compares cleared transactions from the bank tape in the F09505 to unreconciled transactions in the F0911R reconciliation workfile.
2. Marks as reconciled all transactions with matching document numbers and amounts, and cleared dates greater than the document date in the F0911R workfile and F0911 table.
3. Prints four reports that show the results of the comparison and list any errors that occurred during the automatic reconciliation.

Running the Match Tape File To Recon File Program

Select Account Reconciliation (G0921), Match Tape File To Recon File.

Setting Processing Options for Match Tape File To Recon File (R09510)

Use these processing options specify an account ID and assign a reconciliation number, if applicable.

Select Tab

1. Account ID Specify an account ID to automatically assigns to each general ledger account to maintain an audit trail. The account ID is a unique identification number

(account key) and a self-check digit. This number is also called the account serial number, the short account number, the pseudo account number, and the ID number.

2. Reference 3

Specify whether to automatically assign a reconciliation number to the Reference 3 field. Values are:

Blank: Do not update the Reference 3 field.

1: Update the Reference 3 field with a reconciliation number.

3. Reference 3 Value

Specify the reconciliation number to update in the Reference 3 field. If you leave this processing option blank, the system uses the Next Number Revisions program (P0002) to assign the reconciliation number.

Verifying the Bank Tape Reconciliation

Use reports to verify the accuracy of the bank tape reconciliation and, if applicable, to determine the cause of any errors. If errors occur, the system does not mark the transactions as reconciled. You must manually reconcile them using the Manual Reconciliation program (P09131).

When you run the Match Tape File To Recon File program, the system generates these four reports:

Report	Description
Reconciliation Report (R09510)	Prints a detail line for every transaction and, if errors occurred, prints a message such as: • A payment cleared but was not issued. • A payment cleared before it was issued. • The payment cleared amount is not the same as the payment issued amount.
Cleared Not Issued Report (R09511)	Summarizes any payments that cleared the bank but do not exist in the F0911 table. Payments appear on this report if: • A manual payment number was entered in error. • A manual payment was issued but not entered in the system. • A MICR (magnetic ink character recognition) code on a payment was damaged and misrepresented on the bank tape.

Report	Description
Cleared Before Issued Report (R09512)	Summarizes payments that have a cleared date prior to the payment date. Payments appear on this report if: • A date was entered in error. • The bank cashed a post-dated payment. • The payment was released before it was supposed to be released.
Amounts Not Equal Report (R09513)	Summarizes payments that have cleared the bank, but the cleared amount is not the same as the actual payment amount. Payments appear on this report if: • An amount was entered in error. • A bank error allowed the payment to be cashed for an amount that was different from the actual amount.

CHAPTER 19

Processing Bank Statements Manually

This chapter provides overviews of bank statement processing, transaction codes, and transit accounts, and discusses how to:

1. Enter bank statement transactions.
2. Refresh account reconciliation information.
3. Run the Bank Journal Statement Process program.

Understanding Bank Statement Processing

If banking practices in your country rely heavily on magnetic media processing, electronic fund transfers, and direct bank involvement for settling outstanding debts, you can use the bank statement process to reconcile your bank account by entering transaction information from your bank statement directly into EnterpriseOne software.

For each transaction, you enter a transaction code that specifies how the system reconciles the transaction. You can use the transaction codes that EnterpriseOne provides, or you can set up your own codes.

Depending on the types of transactions that you enter, you might need to perform additional tasks, such as posting receipts, payments, and journal entries, before you run the Refresh Reconciliation File program (R09130). You must post batches before running this program so that the WF - Account Ledger Reconciliation workfile (F0911R) contains all records.

If your banking process involves clearing all transactions through one bank account and then applying them to specific accounts during bank statement processing, you can use a transit account.

Note. You can process bank statement information by using electronic data interchange (EDI) media. You can receive information regarding specific bank accounts through EDI and reconcile the bank statements that are stored in EnterpriseOne.

See Also

PeopleSoft EnterpriseOne Data Interface for Electronic Data Interchange 8.11 PeopleBook, "Processing EDI Documents," Receiving EDI Standard Business Documents

Common Elements Used in This Chapter

Customer Bank Account Number The number assigned by a bank to identify the account for a company.

Note. For users in Nordic countries, this is the bank, Bankgiro, or Postgiro account number.

Bank Transit The number assigned to a particular bank by the Federal Reserve to facilitate the clearing of funds.

Understanding Transaction Codes

You must assign a transaction code to each item that appears on a bank statement. This code identifies the type of transaction, such as a journal entry or customer payment, and specifies the detail information that the system requires to reconcile the entry.

For the system to identify your transactions correctly, you must associate each transaction with a transaction code from user-defined code (UDC) 09/BJ. You can change the codes provided by EnterpriseOne to make them more suitable for your organization. You can change the code and the description for each code, but you cannot change the function of a transaction type or the first two characters in the Description 02 field. For example, you can change the transaction code and the description of transaction type 02 (Cash Receipt - Batch). You cannot change the function to be a journal entry transaction and you cannot change the first two characters of the Description 02 field to, for example, 03.

The transactions that you enter are grouped into these two categories:

- Transactions that cleared your bank account and have been entered in the system.
- Transactions that cleared your bank account and have not been entered in the system.

Transactions That Cleared Your Bank Account and Have Been Entered in the System

This table shows setup information for transaction types that cleared your bank account and have been entered in the system:

Transaction Code	Description 01	Description 02	Description
CR (or the code that you have defined)	Cash Receipt Clear	04 Cash Receipt Clear	Enter CR transactions to record deposits or other receipts that you previously entered in the system.
CK	Payment Clear	08 Payment Clear	Enter CK transactions to record canceled checks or payments that you previously entered in the system.

Transactions That Cleared Your Bank Account and Have Not Been Entered in the System

This table shows setup information for transactions that cleared your bank account and have not been entered in the system:

Transaction Code	Description 01	Description 02	Description
JE	Journal Entry	01 Journal Entry	Enter JE transactions to record an adjustment that was made by the bank, such as a service charge or a wire transfer fee. You can also enter a journal entry that has associated value-added tax (VAT).

Transaction Code	Description 01	Description 02	Description
CRE	Cash Receipt - Batch	02 Cash Receipt - Batch	Enter CRE transactions to record payments that a customer made directly to your bank account, such as a wire transfer, that you have not previously entered in Accounts Receivable. When you run the Bank Journal Statement Process program, the system automatically applies the receipt to invoices by running the Update Receipts Header program (R03B551) and the Apply Receipts to Invoices program (R03B50).
CRI	Cash Receipt - Interactive	03 Cash Receipt - Interactive	Enter CRI transactions to record payments that a customer made directly to your bank account, such as a wire transfer, that you have not previously entered in Accounts Receivable. When you enter a CRI transaction, the Bank Statement Entry program (P09160) launches the Standard Receipts Entry program (P03B102) so that you can apply the receipt manually to the correct invoices.
DP	Draft Paid to Supplier	07 Draft Paid	Enter DP transactions to record drafts that have been submitted by your suppliers to your bank for payment.
PWM	Manual Payments with Match	10 Manual Payments with Match	Enter PWM transactions to record payments. When you enter a PWM transaction, the system launches the Payment With Voucher Match program (P0413M).
PWO	Manual Payments without Match	11 Manual Payments without Match	Enter PWO transactions to record payments. When you enter a PWO transaction, the system launches the Payment Without Voucher Match program (P0411).
BK	Self Reconciling	09 Self Reconciling	Enter BK transactions to record self-reconciling items. A self-reconciling item does not require reconciliation and does not launch a program.

Understanding Transit Accounts

To clear all payments and receipts through one bank account and then apply them to a specific bank account during bank statement processing, you can use a transit account. To use a transit account, you specify the transit account in the processing options for the Bank Statement Entry program (P09160). When you run the Bank Journal Statement Process program, the system creates a journal entry to reallocate the amounts from the transit account to the bank account. You can use a transit account with these transaction codes only:

- CR
- CRE
- CRI
- CK

When you use transit accounts, you do not need to run the Refresh Reconciliation File program (R09130) to update the F0911R table. However, because you do not update the F0911R table, the Bank Journal Statement Process program cannot compare information between the F0911R and F0917 tables to determine whether an item should be reconciled. The system assumes that the information that you entered into the F0917 table is correct. Therefore, you must reconcile the transit account to ensure the accuracy of the information entered for the bank statement.

When the system reconciles the transaction, it marks the bank account as reconciled but does not mark the transit account.

Entering Bank Statement Transactions

This section provides an overview of bank statement transactions and discusses how to:

- Set processing options for Bank Statement Entry.
- Enter bank statement transactions.
- Add detail for a cleared cash receipt.
- Add detail for a cleared payment.
- Add detail for a journal entry.
- Add detail for a batch cash receipt.

Understanding Bank Statement Transactions

Entering bank statement information involves entering header information, such as the statement date and the beginning balance, and then entering information that is specific to each transaction on your statement, such as the transaction code and the amount. Depending on the transaction code, you also need to enter detailed information about the transaction, such as an account number or a payment number.

When you enter each transaction into the system using the Bank Statement Entry program, the system creates records in the Bank Statement Header (F0916) and F0917 tables. The F0917 table contains a record for each transaction that you enter for the bank statement. The F0916 table usually contains one header record for each bank statement. This header record includes information such as the bank statement number, bank account number, and beginning balance. Depending on how your bank creates statements, you might have more than one header record in the F0916 table for each statement. For example, if your bank issues one statement for multiple bank accounts, the F0916 table would contain a header record for each account.

When you enter a transaction code and amount, the system displays the corresponding detail form for the transaction if you set the Editing Mode processing option for the Bank Statement Entry program appropriately.

As you enter transactions, the system updates the Remaining Amount field on the Enter Statement form. When the remaining amount is zero, the statement is in balance. The system also updates the total number of transactions (lines), the number of incomplete transactions, the total withdrawal amount, and the total deposit amount as you enter transactions. If a statement is out of balance, you can display only the incomplete lines to correct the missing information.

The system displays the word *Processed* next to transactions that have been processed in the system.

Forms Used to Enter Bank Statement Transactions

Form Name	Form ID	Navigation	Usage
Work With Bank Statements	W09160B	Manual Bank Statement Processing (G09211), Bank Statement Entry	Review a list of bank statements for a specific bank account. You can delete an entire bank statement on this form only if all transactions are unprocessed.
Enter Statement	W09160A	Do one of the these on the Work With Bank Statements form: Click Add to enter transactions. Select the statement and click Select to access transactions for an existing statement.	Enter bank statement transactions in the system and access transactions to review. You can add transactions to and revise transactions for unprocessed bank statements only.
Clear Receipts	W09160J	Enter *CR* in the Transaction Code field on the Enter Statement form and click OK.	Add detailed information for a cleared cash receipt.
Journal Entry	W09160E	Enter *JE* in the Transaction Code field on the Enter Statement form and click OK.	Add detailed information for a journal entry.
Clear Payment	W09160G	Enter *CK* in the Transaction Code field on the Enter Statement form and click OK.	Add detailed information for a cleared payment.

Page Name	Object Name	Navigation	Usage
Auto Receipts Entry	W09160I	Enter *CRE* in the Transaction Code field on the Enter Statement form and click OK.	Add detailed information for a batch cash receipt.
Receipt Entry	W03B102E	Enter *CRI* in the Transaction Code field on the Enter Statement form and click OK.	Add detailed information for an interactive cash receipt.
Clear Draft Payment	W09160H	Enter *DP* in the Transaction Code field on the Enter Statement form and click OK.	Add detailed information for a draft that is paid to a supplier.
Enter Voucher - Payment Information	W0411A	Enter *PWO* in the Transaction Code field on the Enter Statement form and click OK.	Add detailed information for a manual payment without a matching voucher.
Manual Payment Entry	W0413MA	Enter *PWM* in the Transaction Code field on the Enter Statement form and click OK.	Add detailed information for a manual payment with a matching voucher.
Options	W09160D	Select Options from the Form menu on the Enter Statement form. Enter search criteria values to display specific transactions on the Enter Statement form.	Specify search criteria for the transactions that you want to review or revise.

Setting Processing Options for Bank Statement Entry (P09160)

Use these processing options to set default values for the Bank Statement Entry program.

Criteria Tab

These processing options specify whether to preload values on the Work With Bank Statement form.

1. Short account ID for the default bank account Specify whether the system should preload a bank account in the query-by-example (QBE) row. You must enter the short account ID of the bank account. If you leave this field blank, the system will not preload a bank account.

2. User ID preload Specify whether the system should preload a user ID in the QBE row. Values are:

Blank: Do not preload the user ID.

1: Preload the user ID.

3. Posted Code Specify whether the system should preload a specific posted code in the QBE row. Values are:

A: Preload a posted code of A (approved).

D: Preload a posted code of D (processed).

4. Pre-load records Specify whether the system should preload all records. Values are:

Blank: Do not preload all records. If the system does not preload all records, you must click Find on the Work With Bank Statements form to load the records.

1: Preload all records.

Defaults Tab

These processing options supply default values for transaction types and transit accounts on the Enter Statements form.

1. Default Deposit Transaction Type Specify a default transaction type for deposit amounts. Enter a valid transaction type from UDC 09/BJ.

2. Default Withdrawal Transaction Type Specify a default transaction type for withdrawal amounts. Enter a valid transaction type from UDC 09/BJ.

3. Default Transit Accounts (Short account ID) Enter the short account ID for the types of transactions specified.

Automatic Receipts Entry Enter the short account ID for the default transit account for automatic receipts.

Receipts Clear Enter the short account ID for the default transit account for cleared receipts.

Manual Receipts Entry Enter the short account ID for the default transit account for manual receipts.

Payment Clear Enter the short account ID for the default transit account for cleared payments.

Journal Entry Tab

1. Default short account ID for Journal Entry transactions Enter the short account ID for the default account for journal entries.

Dates Tab

1. Value Date (GDVLDT) Specify the default date to use for the value date. The value date is the date that the payment amount was debited or credited to the bank account. Values are:

0: Use the G/L date.

1: Use the statement date.

2. G/L Date (GDDGJ) Specify the default date to use for the G/L date. The G/L date identifies the financial period to which the transaction is posted. Values are:

0: Use the G/L date.

1: Use the statement date.

Document Type Tab

These processing options specify the default document types for the system to use for transactions codes. You must enter a document type from UDC 00/DT.

1. Default Document Types for Transaction CodesBK - Self-Reconciling	Specify the default document type for BK.
CK - Payment - Clear	Specify the default document type for CK.
CR - Cash Receipt - Clear	Specify the default document type for CR.
CRE - Cash Receipt - Batch	Specify the default document type for CRE.
CRI - Cash Receipt - Interactive	Specify the default document type for CRI.
DP - Draft Paid to Supplier	Specify the default document type for DP.
JE - Journal Entry	Specify the default document type for JE.
PWM - Manual Payments w/Match	Specify the default document type for PWM.
PWO - Manual Payments w/o Match	Specify the default document type for PWO.

Display 1 Tab

These processing options specify whether to restrict access to certain fields on the Enter Statement form.

1. Restrict Access Gross Amount (GDAG)	Specify whether to restrict access to the Gross Amount field. Values are: Blank: Do not restrict access. *1:* Restrict access.
Remark (GDRMK)	Specify whether to restrict access to the Remark field. Values are: Blank: Do not restrict access. *1:* Restrict access.
Bank Transit (GDTNST)	Specify whether to restrict access to the Bank Transit field. Values are: Blank: Do not restrict access. *1:* Restrict access.
Cleared/Value Date (GDVLDT)	Specify whether to restrict access to the Cleared/Value Date field. Values are: Blank: Do not restrict access. *1:* Restrict access.
Reference (GDR1)	Specify whether to restrict access to the Reference field. Values are: Blank: Do not restrict access. *1:* Restrict access.
Explanation (GDEXA)	Specify whether to restrict access to the Explanation field. Values are: Blank: Do not restrict access. *1:* Restrict access.

Display 2 Tab

These processing options specify whether to restrict access to certain fields on the Enter Statements form.

Transit Account (GDANI) Specify whether to restrict access to the Transit Account field. Values are:

Blank: Do not restrict access.

1: Restrict access.

G/L Date (GDDGJ) Specify whether to restrict access to the G/L Date field. Values are:

Blank: Do not restrict access.

1: Restrict access.

2. Home Business Unit Specify whether to restrict access to the Home Business Unit field or to remove the Home Business Unit field from the form. Values are:

Blank: Allow regular access.

1: Restrict access.

2: Remove this field from the form.

3. Default Bank Account (specified in the Criteria tab) Specify whether to allow users to change the default bank account. Values are:

Blank: Allow users to change the default bank account.

1: Do not allow users to change the default bank account.

Versions Tab

These processing options specify the versions of programs to launch from the Enter Statements form.

1. Override Manual Receipts Entry processing Specify which version of the Standard Receipts Entry program to use. If you leave this field blank, the system uses version ZJDE0001.

2. Override Manual Payments with Voucher Match processing Specify which version of the Payment With Voucher Match program to use. If you leave this field blank, the system uses version ZJDE0001.

3. Override Manual Payments without Voucher Match processing Specify which version of the Payment Without Voucher Match program to use. If you leave this field blank, the system uses version ZJDE0001

Entry Mode

These processing options specify the type of editing that the system performs on the Enter Statements form as well as whether to allow a user to exit the form out of balance.

1. Editing Mode Specify the editing mode for adding transactions to the bank statement. Values are:

0: Editing is off and windows are not displayed.

The system does not perform any editing when you enter incorrect information or leave required fields blank on the detail forms. For example, if you enter a JE transaction code and editing is set to off, no error appears on the Journal Entry form when you enter an invalid account number. When you select a row and select Detail from the Row menu, the window is not displayed.

1: Editing is off and windows are displayed.

The system does not perform any editing when you enter incorrect information or leave required fields blank on the detail forms. When you select a row and select Detail from the Row menu, the window is displayed.

2: Editing is on and windows are displayed.

The system performs editing when you enter incorrect information or leave required fields blank on the detail forms. When you select a row and select Detail from the Row menu, the window is displayed.

2. Exit Out of Balance Specify whether a user can exit the Enter Statement form out of balance. Values are:

Blank: Allow the user to exit out of balance.

1: Set an error that does not allow the user to exit out of balance.

2: Set a warning if the user attempts to exit out of balance, but still allow the user to exit out of balance.

Prev Balance Tab

These processing options specify from where the beginning balance of a bank statement originates.

1. Bank Statement Beginning Balance Specify the mode for populating the beginning balance of the bank statement. Values are:

Blank: Allow the user to manually enter the beginning balance.

1: Load the beginning balance using the ending balance from the previous bank statement. This processing option requires that bank statements be entered in sequential order and that the previous statement be completely reconciled before entering the next one.

2: Load the beginning balance using the account balance as of the bank statement date. Include posted transactions only.

3: Load the beginning balance using the account balance as of the bank statement date. Include both posted and unposted transactions.

Note. Entering a *1, 2,* or *3* in this processing option will disable the Beginning Balance field when you access the Enter Statement form.

Transaction Codes Tab

These processing options specify the transaction codes that are allowed on the Enter Statement form.

BK - Self-Reconciling Specify whether to allow transaction code BK. Values are:

Blank: Allow BK.

1: Do not allow BK.

CK - Payment -Clear Specify whether to allow transaction code CK. Values are:

Blank: Allow CK.

1: Do not allow CK.

CR - Cash Receipt - Clear Specify whether to allow transaction code CR. Values are:

	Blank: Allow CR. *1*: Do not allow CR.
CRE - Cash Receipt - Batch	Specify whether to allow transaction code CRE. Values are: Blank: Allow CRE. *1*: Do not allow CRE.
CRI - Cash Receipt - Interactive	Specify whether to allow transaction code CRI. Values are: Blank: Allow CRI. *1*: Do not allow CRI.
DP - Draft Paid to Supplier	Specify whether to allow transaction code DP. Values are: Blank: Allow DP. *1*: Do not allow DP.
JE - Journal Entry	Specify whether to allow transaction code JE. Values are: Blank: Allow JE. *1*: Do not allow JE.
PWM - Manual Payments w/Match	Specify whether to allow transaction code PWM. Values are: Blank: Allow PWM. *1*: Do not allow PWM.
PWO - Manual Payments w/o Match	Specify whether to allow transaction code PWO. Values are: Blank: Allow PWO. *1*: Do not allow PWO.

Entering Bank Statement Transactions

Access the Enter Statement form.

To enter bank statement transactions:

1. To change the editing mode, select Options from the Form menu.
2. On the Options form, select one of these check boxes to change the editing mode and click OK:
   - Editing Off / Window Not Displayed
   - Editing Off / Window Displayed
   - Editing ON / Window Displayed
3. Enter values in these fields on the Enter Statement form:
   - Bank Account
   - Statement Date
   - Statement Number
   - Default G/L Date
   - Beginning Balance

4. Enter values in these fields in the detail area for each transaction:
   - TR CD (transaction code)
   - Amount
   - Value Date

     If you entered *0* in the Value Date processing option, the system uses the date from the Default G/L Date field in the header area. If you entered *1*, the system uses the date from the Statement Date field in the header area.
   - G/L Date

     If you entered *0* in the G/L Date processing option, the system uses the date from the Default G/L Date field in the header area. If you entered *1*, the system uses the date from the Statement Date field in the header area.
   - Pmt/Rcpt Number (payment receipt number)

     For transaction code CR, enter the batch number of the receipt. The system validates this number to verify whether the receipt batch number exists.

     For transaction code CK, enter the number of the payment. The Bank Journal Statement Process program uses this number to locate the payment record in the F0911 table when reconciling the transaction.

     For transaction code JE, leave this field blank.

     For transaction code CRE or CRI, enter the number of the receipt from the bank statement. The system does not validate either number against any other tables in EnterpriseOne software.

     For transaction code DP, enter the payment number of the draft paid to the supplier.

     For transaction code PWM or PWO, leave this field blank. The system uses the number that you enter for the payment.
5. Enter values in these optional fields:
   - Ty (type)

     Enter the document type for the system to assign to the transaction. If you entered a document type in the processing option for Default Document Types for Transaction Codes, the system uses that document type as the default.
   - Remark
   - Sequence
6. Click OK.

   If you entered *1* or *2* in the Editing Mode processing option, the system displays the detail form that corresponds to the transaction code that you entered. Proceed to the task to enter detail for the type of transaction that you are entering.

   If you entered *0* in the Editing Mode processing option, the system does not display the form. The system displays the warning *Incomplete Transactions Exist.* Click OK and then Cancel. You must remember to go back and enter the detail at another time.

Reference 1 — Enter a number that provides an audit trail for specific transactions, such as a payment number for payment processing.

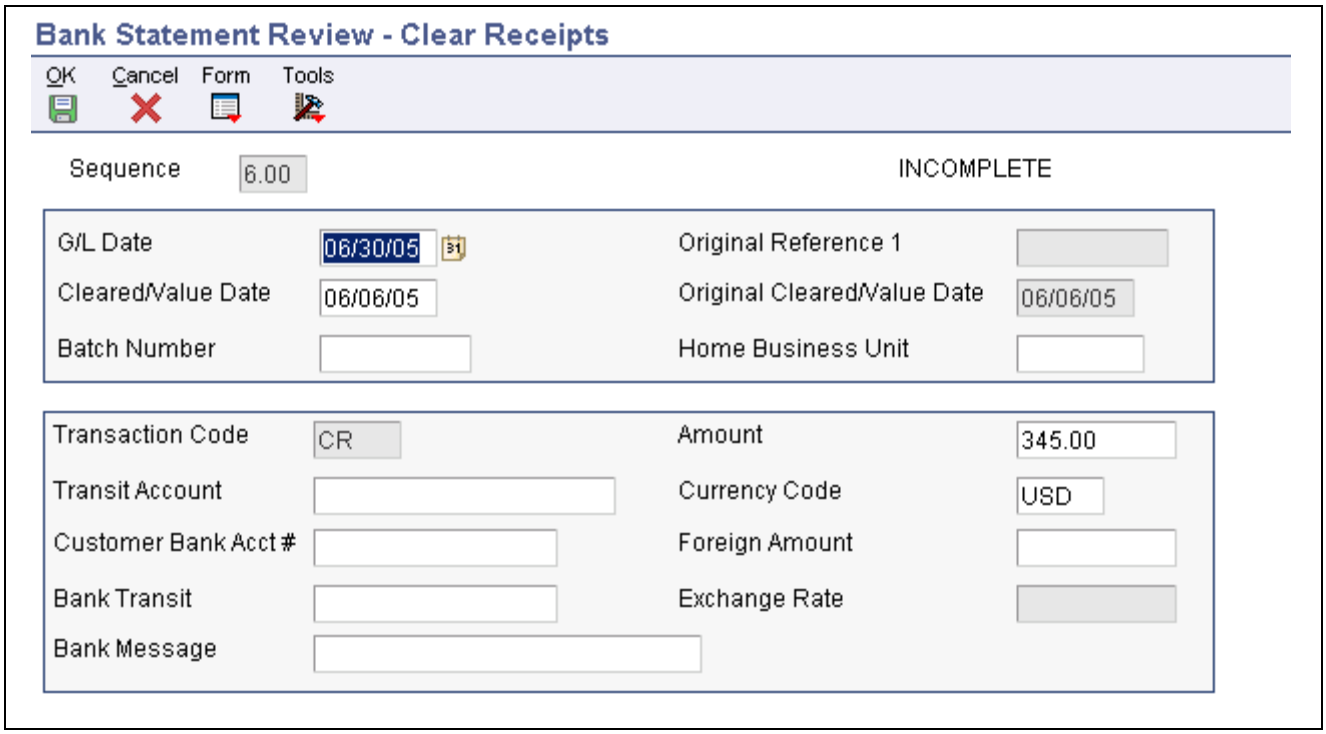
Value Date — Enter the date that the payment amount was debited or credited to the bank account. The value date is not the date that the bank reconciled the payment. Automatic payments populate this field automatically. If you

	enter a manual payment and set a processing option to display the Value Date field, you can manually enter the value date in this field.
Transaction Type	Enter a value in this field if the bank statement is loaded by tape.
Statement Date	Enter the date of the bank statement. This date is used as the general ledger date when you process bank statements.
Statement Number	Enter the statement number assigned by the bank.
TR CD (transaction code)	Enter a valid code from UDC table 09/BJ to identify the type of transaction on a bank statement.
Pmt/Rcpt Number (payment/receipt number)	Enter the number of the matching document, such as a receipt, payment, adjustment, or credit.
G/L Posted Code (general ledger posted code)	A code that designates the processed and reconciled status of a bank statement transaction. This code represents the G/L posted code status of F0917 records as well as the reconciliation status of F0917 and F0911 records. For unprocessed or unreconciled records, the G/L Posted Code field in the F0917 table is *A* and the Reconciled field is blank. For processed or reconciled records, valid codes are specified in the processing options for the Create Accounting Batches program (P09170). These codes are edited against UDC table 09/RC. For reconciled records, the code in the G/L Posted Code field is the same as the code in the Reconciled field for both the F0917 and F0911 tables.
Ty (type)	A code from UDC table 00/DT that specifies the kind of document that is used to match the original document.

Adding Detail for a Cleared Cash Receipt

If you enter transaction code CR on the Enter Statement form, the system automatically displays the Clear Receipts form.

Access the Clear Receipts form.



Clear Receipts form

Transit Account Specify an account from the general ledger. If you entered a transit account number in the Default Transit Account processing option for the Bank Statement Entry program, the system uses that account as the default value.

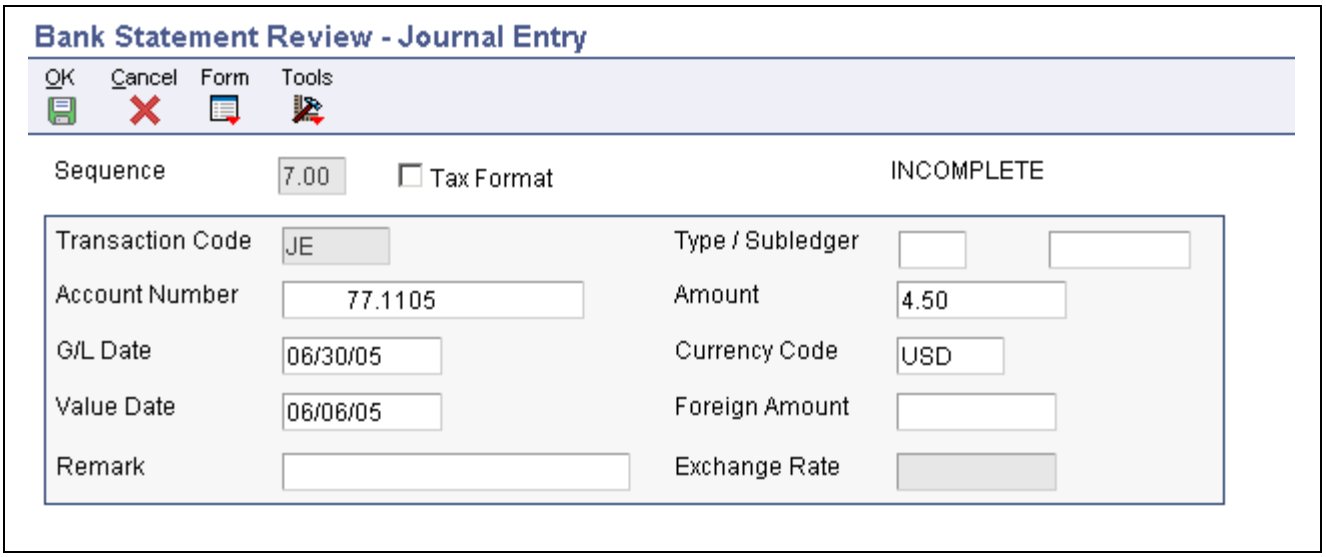
Adding Detail for a Cleared Payment

Access the Clear Payment form.

If you enter transaction code CK on the Enter Statement form, the system automatically displays the Clear Payment form.

Adding Detail for a Journal Entry

Access the Journal Entry form.



Journal Entry form

If you enter transaction code JE on the Enter Statement form, the system automatically displays the Journal Entry form.

Account Number Enter the general ledger account. If you entered an account number in the processing option for Default Short Account ID for Journal Entry Transactions, the system uses that account number as the default value.

Type / Subledger Enter a code to identify a detailed, auxiliary account within a general ledger account. If you enter a subledger, you must also specify the subledger type.

Tax Fields

To enter a journal entry with VAT, select Tax Format from the Form menu and enter values in the tax fields.

Tax Rate/Area Enter a code that identifies a tax or geographic area with common tax rates and tax authorities. The system validates the code that you enter against the Tax Areas table (F4008).

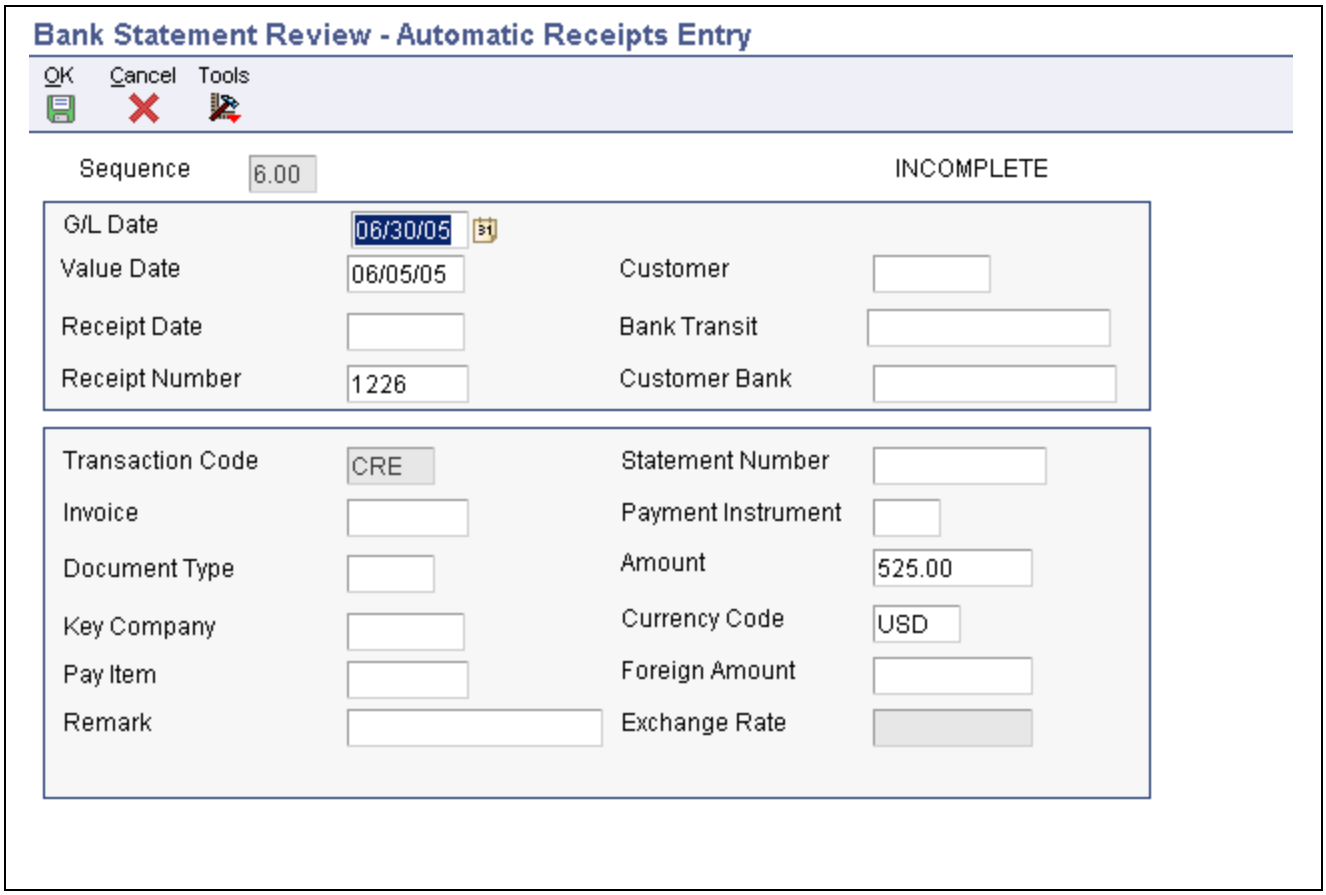
Tax Expl Code(tax explanation code) Enter a code from UDC table 00/EX. This code controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.

Tax Amount Enter the sales, use, or VAT tax amount.

Taxable Amount Enter the portion of the sale that is subject to tax.

Adding Detail for a Batch Cash Receipt

Access the Automatic Receipts Entry form.



Automatic Receipts Entry form

If you enter transaction code CRE on the Enter Statement form, the system automatically displays the Automatic Receipts Entry form.

Key Company Enter the company number of the transaction to which you want the Apply Receipts to Invoices program to match the receipt.

Pay Item For the Apply Receipts to Invoices program to match the receipt to a specific pay item for a transaction, enter the pay item number.

Payment Instrument Enter a code from UDC table 00/PY that specifies the means by which a payment is received from the customer. Examples of payment instruments include check, electronic funds transfer, lockbox, and EDI.

Refreshing Account Reconciliation Information

This section provides an overview of the Refresh Reconciliation File program, lists a prerequisite, and discusses how to:

- Run the Refresh Reconciliation File program.
- Set data selection for Refresh Reconciliation File.
- Set processing options for Refresh Reconciliation File.

Understanding the Refresh Reconciliation File Program

After you enter bank statement transactions, you must run the Refresh Reconciliation File program (R09130). This program updates the F0911R table with the transactions that you recorded prior to receiving your bank statement. When you run the Bank Journal Statement Process program, the system compares the transaction information in the F0911R table with the information that you entered in the F0917 table using the Bank Statement Entry program. If the information for the transaction in the tables matches, the system reconciles the transaction.

Note. Run this program only for transactions that do not use a transit account. If all transactions on your bank statement use a transit account, do not run this program.

Prerequisite

Post any unposted batches. The Refresh Reconciliation File program includes only posted batches in the F0911R table.

Running the Refresh Reconciliation File Program

Select Manual Bank Statement Processing (G09211), Refresh Reconciliation File.

Setting Data Selection for Refresh Reconciliation File

For faster processing, we strongly recommend that you use data selection to specify the accounts to be reconciled.

To create the F0911R table for only one account, enter the short account ID number in the data selection. If you subsequently refresh the F0911R table using a specific account number in the data selection, the system adds the new records to the previous records and does not clear the F0911R table.

Setting Processing Options for Refresh Reconciliation File (R09130)

Use these processing options to specify the records that you want to include in the F0911R table.

Select Tab

These processing options specify the beginning and ending dates for the system to use when selecting records from the F0911 table and whether to include both reconciled and unreconciled transactions. The F0911R table can become unmanageable if you choose to view both reconciled and unreconciled transactions on a regular basis. This can impact processing time. Include reconciled items only when you need to correct a previous reconciliation.

1. Beginning Date Specify the beginning date for the refresh.

2. Ending Date Specify the ending date for the refresh.

3. Reconciled Status Select both reconciled and unreconciled records. Values are:

Blank: Select only reconciled records.

1: Select both reconciled and unreconciled records.

Default Tab

This processing option specifies the ledger type for the system to use when selecting records from the F0911 table.

1. Ledger Type Specify the ledger type that will be used in the data selection for the report. If you leave this processing option blank, all ledger types are selected.

Display Tab

This processing option specifies whether the system includes records with adjusting entry (AE) document types when selecting records from the F0911 table.

1. Document Type Filter Specify whether to include document type AE transactions. Values are:

Blank: Do not include AE transactions.

1: Include AE transactions.

Print Tab

This processing option specifies whether the system prints messages on the Refresh Reconciliation File report (R09130) for all accounts or only for accounts that were refreshed.

1. Messages Specify which messages to print on the report. Values are:

Blank: Print messages for accounts that are refreshed.

1: Print all messages.

Running the Bank Journal Statement Process Program

This section provides an overview of the Bank Journal Statement Process program and discusses how to:

- Run the Bank Journal Statement Process program.
- Set data sequence for Bank Journal Statement Process.
- Set processing options for Bank Journal Statement Process.
- Review the bank statement processing reports.
- Process batch cash receipt transactions.

Understanding the Bank Journal Statement Process Program

The Bank Journal Statement Process program (R09170):

- Compares transaction information.

  The program compares each transaction in the F0911R table with the corresponding transaction information in the F0917 table to verify that information such as the amount and the date are the same in each table.

  If you used a transit account, the program does not compare the two tables; the system assumes that the information that you entered in the F0917 table is correct. You must reconcile the transit account to ensure the accuracy of the information.

- Runs the Update Receipts Header (R03B551) and Apply Receipts to Invoices (R03B50) programs.

  If you entered CRE transactions, the Bank Journal Statement Process program runs these two programs to create receipts and apply them to invoices.

- Creates journal entries.

  If you used a transit account, the program creates a journal entry to reallocate the amount from the transit account to the bank account.

  Note. You must post the journal entry batches that the system creates after you run the program.

- Generates reconciliation reports.

  The program generates these reports, which show the results of the comparison between the F0911R and F0917 tables:

  - Bank Journal Statement Processing
  - Bank Reconciliation Report
  - Cleared Not Issued
  - Cleared Before Issued
  - Amounts Not Equal
  - Unreconciled Items

- Reconciles transactions.

You specify in the processing options whether to run the program in proof or final mode. If you run the program in proof mode, the system prints reconciliation reports but does not reconcile transactions.

For each transaction with matching information in the F0911R and F0917 tables, the system updates the GLRCND (Reconciled Code) field in the Account Ledger table (F0911) with *R*. If you used a transit account, the system updates the GLRCND field without comparing the two tables. To use a reconciliation code other than R, enter a different code in the processing options for the Bank Journal Statement Process program.

You also specify in the processing options whether you want the system to update the Reference 3 field for the transaction in the F0911 table with the bank statement number. These programs display or print the information in the Reference 3 field:

- Account Ledger Inquiry (P09200).
- Account Inquiry by Category Code (P09202).
- Transaction Journal (R09321).

Prerequisite

Run the Refresh Reconciliation File program to refresh the F0911R table with updated information.

See Also

PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, "Processing Bank Statements Manually in Multiple Currencies"

Running the Bank Journal Statement Process Program

Select Manual Bank Statement Processing (G09211), Bank Journal Statement Process.

Setting Data Sequence for Bank Journal Statement Process

The data sequence for bank statements must appear in thisl order:

1. Statement number
2. Statement date
3. Bank account number

Setting Processing Options for Bank Journal Statement Process (R09170)

Use these processing options to specify the records that you want to include when you process bank statements.

Proof/Final Tab

1. Process Mode

Specify the mode in which to process bank statements. Values are:

Blank: Proof mode. Do not update the F0911 table.

1: Final mode. Update the F0911 table.

Document Type Tab

1. Document Type

Enter a code from UDC table 00/DT that begins with U. If you leave this field blank, the system uses *JE* as the default document type.

Note. If JE is the document type, the system uses the next number for journal entries to assign a document number to the transaction. If you enter a document type other than JE, the system uses the next number for bank journals.

Variance Tab

1. Variance Tolerance Limit

Specify the value for the variance tolerance limit for reporting an automatic write-off. Enter an amount for the tolerance limit. You can also enter an amount with a percent sign to indicate that the number should be used as a percentage. If you leave this field blank, this feature is not used.

2. Journal Entry Creation

Specify whether to automatically create journal entries to write off variances that are equal to or less than the tolerance limit. Values are:

Blank: Do not automatically create journal entries. Variance amounts are listed separately.

1: Automatically create journal entries.

3. Enter the date mode for the Journal Entry.

Specify the date to use for the journal entry. Values are:

0: Use the system date on which you run the program.

1: Use the general ledger date.

2: Use the value (cleared) date.

Business Unit

Enter the business unit of the general ledger account for the journal entry. If you leave this field blank, the system uses the business unit of the bank account that appears on the bank statement.

Object Account Enter the object account of the general ledger account for the journal entry.

Subsidiary Enter the subsidiary of the general ledger account for the journal entry.

Realized Gain/Loss Tab

1. Realized Gain/Loss Processing Specify whether to create realized gain and loss journal entries. Values are:

Blank: Do not create realized gain and loss entries.

1: Create realized gain and loss entries.

2. Date Mode Specify the date to use for realized gain and loss journal entries. Values are:

0: Use the system date.

1: Use the general ledger date from the F0911R table.

2: Use the value (cleared) date from the F0917 table.

Date Tab

1. Transaction Mode for Value (Cleared) Date Specify how to manage transactions if the value (cleared) date in the Bank Statement field is earlier than the general ledger date in the F0911 table. Values are:

Blank: Do not reconcile the transactions, but print them on the report.

1: Reconcile the transactions and print them on the report.

2: Reconcile the transactions, but do not print them on the report.

Reconciliation Tab

Exact One for One Match without Consolidation or Use of Tolerance Rule (Default 'R') Enter a code for an exact one-for-one match. If you leave this field blank, the system uses the value from the first condition.

Consolidated Items Where the G/L Transactions Balance to Zero and There is No Bank Record. Enter a code for consolidated items with a balance of zero and no bank record. If you leave this field blank, the system uses the value from the first condition.

Consolidated Items Where the Bank Transactions Balance to Zero and There is No G/L Amount. Enter a code for consolidated items with a balance of zero and no amount. If you leave this field blank, the system uses the value from the first condition.

The Consolidation Process was Used to Achieve the Match of the Transactions. (There are G/L and Bank Statement Transactions.) Enter a code for the consolidation process. If you leave this field blank, the system uses the value from the first condition.

The Transactions Were for Different Values But Fell Within the Tolerance Allowed. Enter a code for transactions with different values that are within the tolerance allowed. If you leave this field blank, the system uses the value from the first condition.

This Transaction Only Exists in the Bank Statement File and is a Self Reconciling Item.

Enter a code for self-reconciling items. If you leave this field blank, the system uses the value from the first condition.

Statement Tab

1. Enter the Mode for Populating the GLR3 Reference Field in the F0911 with the F0917 Bank Statement Number.

Specify whether to update the GLR3 Reference field in the F0911 table with the bank statement number in the F0917 l table for corresponding records. Values are:

Blank: Do not update the GLR3 Reference field.

1: Update the GLR3 Reference field. If you specify final mode for processing, the system overwrites any previous value in the GLR3 Reference field.

Reviewing the Bank Statement Processing Reports

The Bank Journal Statement Process program generates these reports, which provide information about the reconciliation status of bank statement transactions:

Report	Description
Bank Journal Statement Processing	Lists summary information about each batch. If the Bank Journal Statement Process program reconciled the transaction, the report prints the message *No Errors Found.* If the program was unable to reconcile the transaction, the report prints the message ***See Reconciliation Reports* **.
Bank Reconciliation	Lists detail information about each transaction on the bank statement. The report has separate columns for issued amount and date and cleared amount and date. The issued amount and date column uses information from the F0911R table. The cleared amount and date column uses information from the F0917 table. The report also includes the status of each transaction after the reconciliation process.
Cleared Not Issued	Lists transactions that are in the F0917 table but are not in the F0911R table.
Cleared Before Issued	Lists transactions that are in the F0917 table with a cleared date that is prior to the G/L date in the F0911R table.
Amounts Not Equal	Lists transactions that have different amounts in the F0917 and F0911R tables.
Unreconciled Items	Lists all unreconciled items in the F0917 table.

Note. If column C (consolidated) on a report contains an asterisk, that particular line on the report consists of multiple transactions that are consolidated together.

Processing Batch Cash Receipt Transactions

CRE transactions are not created until you run the Bank Journal Statement Process program. You must complete these additional steps to reconcile the transactions after you run the program:

1. Post the receipt batch.
2. Run the Refresh Reconciliation File program.

3. Manually reconcile the transactions using the Bank Account Reconciliation form, which you access from the Manual Reconciliation program (P09131).

CHAPTER 20

Processing Bank Statements Automatically

This chapter provides an overview of the automatic bank statement process and discusses how to:

- Revise data in the staging tables.
- Load data into the bank statement tables.
- Revise data in the bank statement tables.
- Process automatic bank statements.
- Reconcile unreconciled bank statements.
- Purge bank statement tables.

See Also

Chapter 5, "Setting Up Automatic Bank Statement Processing," page 29

Understanding the Automatic Bank Statement Process

Automatic bank statement processing is used within the cash management process to reconcile bank account information that you receive from your bank against bank account information in your General Accounting system. This automated process saves you time as it creates accounts receivable and general ledger transactions when it reconciles your bank statement against your general ledger. Specifically, the automatic bank statement process creates:

- Entries for receipts, if an item has cleared your bank but has not yet been recorded in the system.
- Journal entries for receipt and payment variances, taxes, and bank fees.
- Offsetting journal entries for drafts paid.

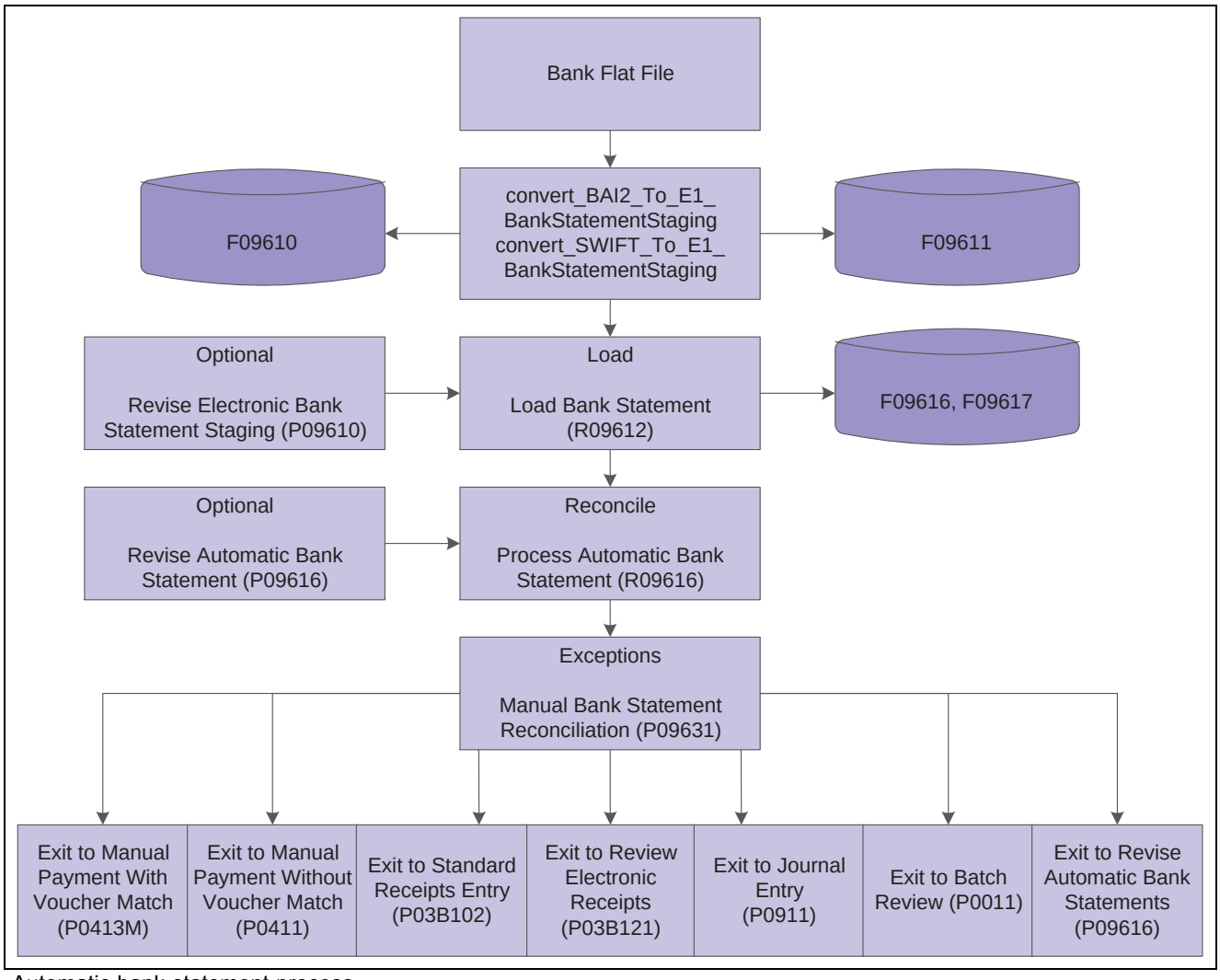
To use automatic bank statement processing, your bank must submit bank statement data electronically using flat files. To receive the data from your bank, run one of these conversion flows from the Integration Server:

- convert_BAI2_To_E1_BankStatementStaging
- convert_Swift_To_E1_BankStatementStaging

Note. These flows contain a list of standard accounts that are used to map data from the bank flat files to PeopleSoft EnterpriseOne staging tables. You must modify the program to correspond with your company account setup.

To import the data from the staging tables into the F09616 and F09617 bank statement tables in the General Accounting system, run the Load Bank Statement program (R09612). If you need to revise data, you can use the Revise Automatic Bank Statement program (P09616). Then run the Process Automatic Bank Statement program (R09616) to automatically reconcile data from the electronic bank statement against the bank account information in your general ledger. If there are transactions that do not reconcile automatically, the program prints an unreconciled report if a processing option is set accordingly. You can correct unreconciled exceptions through the Manual Bank Statement Reconciliation program (P09631).

This graphic illustrates the automatic bank statement process:



Automatic bank statement process

Forms Used to Process Bank Statements Automatically

Form Name	Form ID	Navigation	Usage
Work with Electronic Bank Statement Staging	W09610C	Automatic Bank Statement Processing (G09212), Revise Electronic Bank Statement Staging	Review a list of bank statements or limit your search to a specific bank statement.
Revise Electronic Bank Statement Staging	W09610A	Select the bank statement that you want to revise on the Work with Electronic Bank Statement Staging form.	Revise data that is in error. You cannot delete or add data on this form. Instead, you must modify the mapping for one of the conversion flows and run it again.

Revising Data in the Staging Tables

This section provides an overview of data revisions to the staging tables and discusses how to:

- Set processing options for Revise Electronic Bank Statement Staging.
- Revise staging data.

Understanding Data Revisions to the Staging Tables

If you have data that did not map correctly from the flat files to the staging tables when you ran the convert_BAI2_To_E1_BankStatementStaging or convert_Swift_To_E1_BankStatementStaging conversion flow, you can either:

- Modify the mapping for the applicable program and run it again.
- Revise data in the staging tables using the Revise Electronic Bank Statement Staging program.

  You control which fields can be revised in the processing options for the Revise Electronic Bank Statement Staging program. You can only revise data in the staging tables; you cannot add or delete records. When you revise data that is in error, the Revise Electronic Bank Statement Staging program validates the data to ensure that the beginning balance and transaction amounts equal the ending balance for a bank statement.

  Records that are revised in the staging tables are tracked in the F09610 and F09611 tables for internal audit purposes.

Setting Processing Options for Revise Electronic Bank Statement Staging (P09610)

Use these processing options to restrict users from revising certain fields on the Revise Electronic Bank Statement Staging form.

Update

For each processing option on this tab, values are:

- Blank: Do not allow the field to be revised.

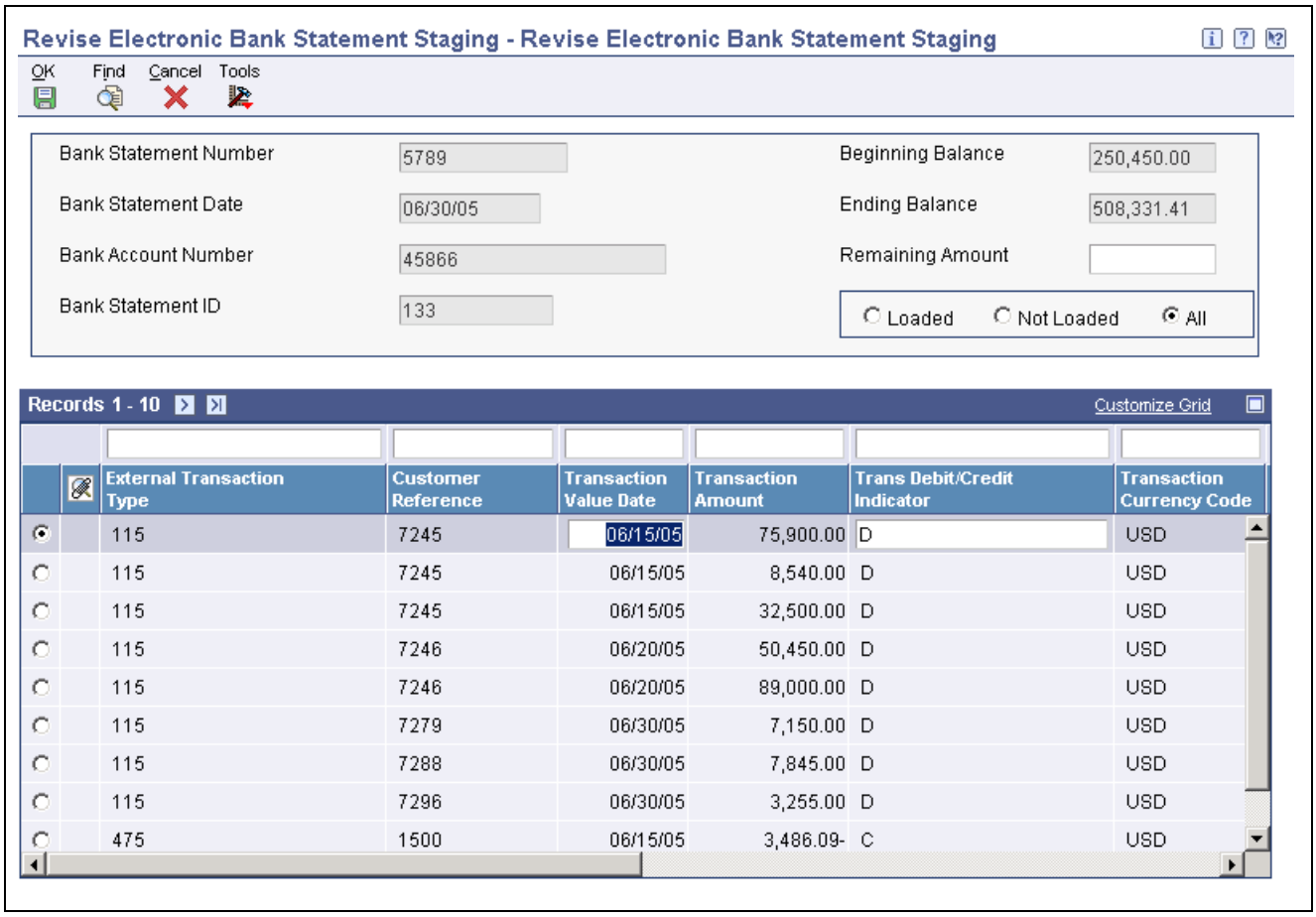
- *1*: Allow the field to be revised.

The processing options for this program correspond to these fields on the Revise Electronic Bank Statement Staging form:

- Transaction Value Date, Transaction Debit/Credit Indicator
- Transaction Amount
- Transaction Currency Code
- External Transaction Type
- Customer Reference, Bank Reference
- Subfield 9, Misc Information

Revising Staging Data

Access the Revise Electronic Bank Statement Staging form.



Revise Electronic Bank Statement form

You cannot use this form to revise reconciled records.

Header Fields

These fields identify the bank account.

Bank Statement Number Enter the statement number that the bank assigns to the bank account statement.

Bank Statement Date Enter the date of the bank statement. This date is used as the general ledger date when processing automatic bank statements.

Bank Account Number Displays the external bank account as it appears on the bank statement.

Bank Statement ID Displays a unique internal ID that is assigned to your bank statement by next numbers.

Loaded, **Not Loaded**, **All** Select one of these options to identify the transactions that you want to display.

If you revise records that have not yet been loaded from the staging tables to the bank statement tables, you must run the Load Bank Statement program again so that the bank statement tables reflect the revisions.

Detail Fields

Processing option settings control whether you can revise certain fields in the detail area of this form.

External Transaction Type Displays the transaction type assigned by the SWIFT or BAI2 format.

Customer Reference Identifies the reference that appears on the electronic bank statement. The reference in this field links the bank statement transaction to the General Accounting system. This could be a deposit number for receipts or a check number for payments.

Transaction Value Date Displays the date that the payment amount was debited or credited to the bank account. The transaction value date is not the date the bank reconciled the payment.

Trans Debit/Credit Indicator (transaction debit/credit indicator) Indicates if a transaction is a debit or credit. Values are:

D: Debit

C: Credit

RC: Cancellation credit

RD: Cancellation debit

Transaction Currency Code Displays the transaction currency code of the bank account. In a multicurrency environment, if the bank account currency is foreign, the foreign currency is the transaction currency.

Bank Reference Identifies a reference that the bank assigns to electronic bank statements.

Reconciliation Code Displays the code from UDC table 09/RC that identifies whether a transaction has been reconciled. This field is always disabled.

Subfield 9 Displays information that appears on the electronic bank statement.

Misc Information (miscellaneous information) Displays miscellaneous information that appears on the electronic bank statement.

Loading Data into the Bank Statement Tables

This section provides an overview of the Load Bank Statement program and discusses how to:

- Run the Load Bank Statement program.
- Set processing options for Load Bank Statement.

Understanding the Load Bank Statement Program

The Load Bank Statement program loads data from the F09610 and F09611 staging tables to the F0916 and F0917 bank statement tables in the General Accounting system. This program formats data according to the type of electronic format used and edits values to ensure that they are valid in the bank statement tables. This program prints the Load Bank Statement report (R09612), which shows the number of records loaded and, if applicable, not loaded.

If data was successfully mapped to the bank statement tables, the system sets a flag in the header record in the F09610 table that allows the record to be purged. You can set a processing option to purge the data from the staging tables when you run the Load Bank Statement program or purge them at a later time.

Running the Load Bank Statement Program

Select Automatic Bank Statement Processing (G09212), Load Bank Statement.

Setting Processing Options for Load Bank Statement (R09612)

Use this processing option to specify whether to purge records after running the Load Bank Statement program.

Process

Purge Staging Tables Specify whether to purge staging records that have been loaded successfully into the bank statement tables. Values are:

Blank: Do not purge.

1: Purge.

The system runs the Purge Electronic Bank Statement Staging program after it successfully loads the staging records into the bank statement tables.

Revising Data in the Bank Statement Tables

This section provides an overview of data revisions to the bank statement tables and discusses how to:

- Set processing options for the Revise Automatic Bank Statement program (P09616).
- Revise bank statement data.
- Revise transactions without a customer number.

Understanding Data Revisions to the Bank Statement Tables

If errors occurred when you ran the Load Bank Statement program, you can use the Revise Automatic Bank Statement program to correct the errors in the bank statement tables. You control which fields can be revised in the processing options for this program. You can revise data only; you cannot add or delete records.

The Revise Automatic Bank Statement program validates the data that you revise to ensure that the beginning balance and the total debit and credit amounts equal the ending balance for a bank statement. If there is a discrepancy in the amounts, the program displays a warning message, such as *Ending balance is incorrect*.

Forms Used to Revise Data in the Bank Statement Tables

Form Name	Form ID	Navigation	Usage
Work With Auto Bank Statement	W09616A	Automatic Bank Statement Processing (G09212), Revise Automatic Bank Statement Select Customer/Supplier from the Form menu to revise transactions without a customer number, if applicable.	Review a list of bank statements or limit your search to a specific bank statement. If a bank statement appears highlighted on this form, the statement contains a data error.
Revise Auto Bank Statement	W09616C	Select the bank statement that you want to revise on the Work With Auto Bank Statement form. Select Bank Stmt Staging from the Row menu to revise data in the staging tables, if applicable.	Correct data that is in error. You cannot delete or add records on this form.
Work With Bank Statement Customer/Supplier Entry	W09617A	Automatic Bank Statement Processing (G09212), Automatic Bank Statement Customer/Supplier Entry	Identify automatic batch receipt transactions that are missing a customer number.
Revise Bank Statement Customer/Supplier Entry	W09617B	Select a transaction on the Work With Bank Statement Customer/Supplier Entry form.	Enter a missing customer number for an automatic batch receipt transaction. This form contains detailed information associated with the bank statement transaction. All fields except the Customer/Supplier Number field are for reference purposes only and cannot be changed.

Setting Processing Options for Revise Automatic Bank Statement (P09616)

Use these processing options to restrict users from revising certain fields on the Revise Auto Bank Statement form. This form accesses records in the bank statement tables.

Revise Fields

For each processing option on this tab, values are:

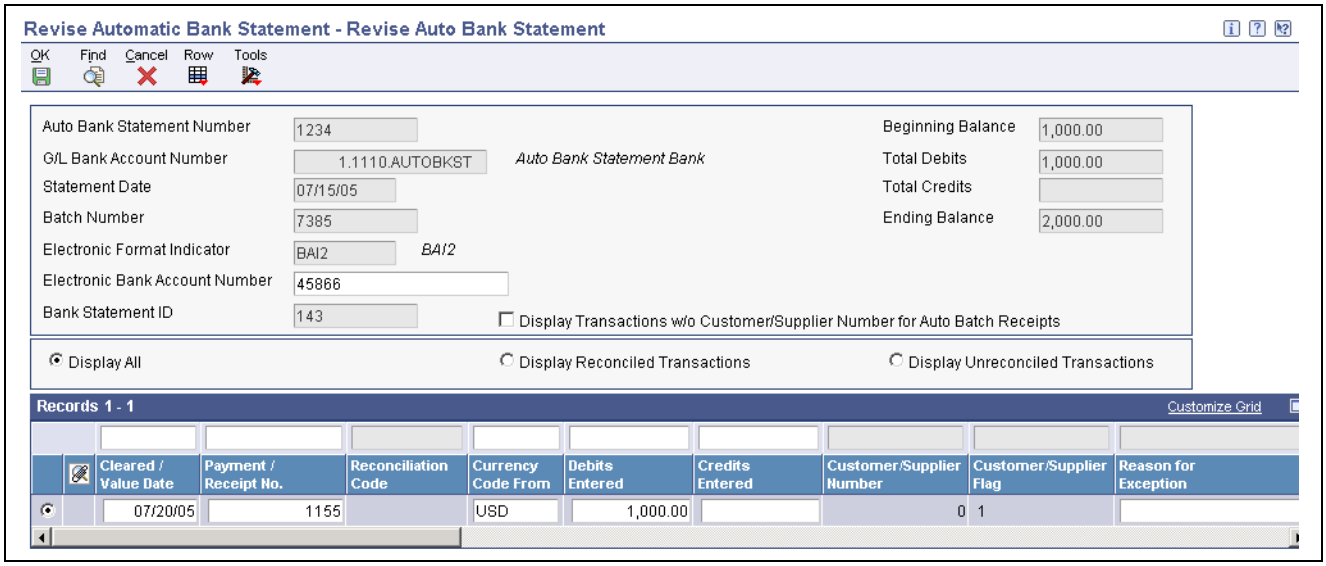
- Blank: Do not allow the field to be revised.
- *1*: Allow the field to be revised.

The processing options for this program correspond to these fields on the Revise Auto Bank Statement form:

- Electronic Bank Transaction Type, Bank Statement Transaction Code
- Remark
- Payment/Receipt Number
- Cleared/Value Date
- Currency Code From
- SWIFT Subfield 9, SWIFT Miscellaneous Information

Revising Bank Statement Data

Access the Revise Auto Bank Statement form.



Revise Auto Bank Statement form

The system displays transactions by the date they cleared the bank in descending order, with the most recent transaction first. If a data error exists, the system displays a warning message at the top of this form.

Header Fields

Electronic Bank Account Number Displays the bank account number from the F09610 staging table. You can revise this field, if necessary.

Display Transactions w/o Customer/Supplier Number for Auto Batch Receipts Select this check box to display CR transactions that are missing a customer number. When the system processes automatic bank statements, it requires a customer number to create automatic batch receipts and apply them to invoices. If the customer number is blank, the system creates the automatic batch receipts as logged receipts. These receipts are not applied to invoices.

Display All, **Display Reconciled Transactions**, **Display Unreconciled Transactions**

Select one of these options to display only reconciled or unreconciled transactions, or both.

Detail Fields

Processing option settings control whether you can revise certain fields in the detail area of this form.

Cleared/Value Date

Displays the date that the payment amount was debited or credited to the bank account. The value date is not the date the bank reconciled the payment.

Electronic Bank Transaction Type

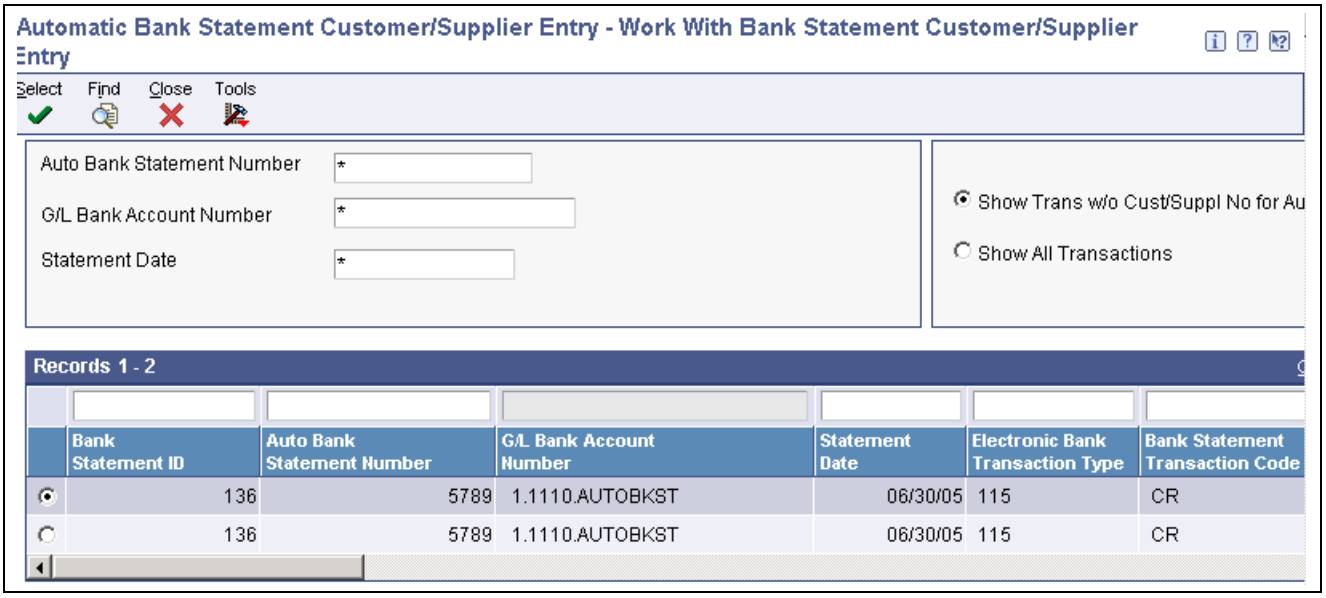
Displays a user-defined code from UDC table 09/BA or 09/ST that identifies the transaction type code assigned by the BAI2 or SWIFT bank format.

Bank Statement Transaction Code

Displays a transaction type of CK, CR, DP, or JE.

Revising Transactions without a Customer Number

Access the Work With Bank Statement Customer/Supplier Entry form.



Work With Bank Statement Customer/Supplier Entry form

This form displays only CR transactions. The customer number is required to create automatic batch receipts and apply them to invoices; it is not required for all CR transactions. If the customer number is blank and the reconciliation rules are set up to create automatic batch receipts, the system creates a logged receipt and does not apply it to invoices.

Show Trans w/o Cust/Suppl No for Auto Batch Receipts (show transactions without customer/supplier number for automatic batch receipts)

Select this option to display CR transactions in which the customer number is missing. If a number is missing for a transaction and the transaction is marked as an automatic batch receipt, the Customer/Supplier Flag field on this form is *1*.

Show All Transactions

Select this option to display CR transactions with and without customer numbers.

If the number exists for a transaction and the transaction is marked as an automatic batch receipt, the Customer/Supplier Flag field on this form is blank.

Processing Automatic Bank Statements

This section provides an overview of the Process Automatic Bank Statement program and discusses how to:

- Set processing options for Process Automatic Bank Statement.
- Run the Process Automatic Bank Statement program.

Understanding the Process Automatic Bank Statement Program

After you run the Load Bank Statement program and, if necessary, revise data in the bank statement tables, you can run the Process Automatic Bank Statement program. This program reconciles data that has cleared your bank against data that has been entered in the General Accounting system. Specifically, the Process Automatic Bank Statement program:

- Reconciles data based on the reconciliation rules that you set up for transaction types CK, CR, DP, and JE.
- Processes the transactions in the F09616 and F09617 tables and reconciles them to the transactions in the F0911 table.
- Runs the Automatic Batch Receipt program (R03B551) to create batch receipts for CR transactions that are marked for automatic batch receipts.

  The system creates automatic batch receipts and attempts to apply the receipts to invoices if a customer number is assigned to a transaction. If the customer number is blank, the system creates a logged receipt, which is not applied to invoices.

  This program populates the GLR1 (Reference 1) field in the F0911 table with the batch number of the bank statement, not the batch number of the receipt or deposit number. If you want the bank statement number to appear on CR transactions, you must set a processing option for the Manual Bank Statement Reconciliation program to update the GLR3 (Reference 3) field in the F0911 table.

  Note. For multicurrency processing, the program creates batch receipts only if the receipt and invoice currencies are the same.

- For transactions with customer numbers, runs the Apply Receipts to Invoices program (R03B50) to apply the batch receipts to invoices.

  If there is no matching invoice, the program creates an invoice with type RU.
- Updates records in the staging tables as reconciled, unless the records were purged earlier in the process.

  Note. In a multicurrency environment, the bank account format uses the transaction currency of the bank account. If the bank account currency is foreign (not in the base currency of the company), the foreign currency is the transaction currency. The Process Automatic Bank Statement program cannot calculate gains and losses on foreign currency bank accounts because there are no domestic amounts on the transactions.

Do not use data selection for the Process Automatic Bank Statement program. Instead, use the processing options to select data by bank statement number, general ledger bank account number, and date range.

After you run the Process Automatic Bank Statement program, you can review transactions on the Reconcile Bank Statement Detail to Account Ledger form and manually reconcile any exceptions that did not reconcile and, if applicable, unreconcile reconciled transactions.

Reports

Based on processing option settings, the Process Automatic Bank Statement program produces an Auto Bank Statement Processing report (R09616) that includes these reports:

- Summary Report - a summary report that shows the number of reconciled and unreconciled transactions as well as summary information about any new batches created.
- Reconciled Transactions report - a detailed report that shows the total amount of reconciled transactions as well as each reconciled transaction.
- Unreconciled Transactions report - a detailed report that shows the total amount of unreconciled transactions as well as each unreconciled transaction.

Messages

The reason codes and corresponding text for unreconciled messages are set up in UDC table 09/UR.

This list shows examples of unreconciled messages that might appear on the Reconcile Bank Statement Detail to Account Ledger form or on the Unreconciled Transactions report that is generated by the Process Automatic Bank Statement program:

Message	Description
Amt Not Equal (amount not equal)	This message appears if the program detects a difference between the bank statement and general ledger amounts and either of these applies: • A tolerance limit was not set up for the reconciliation rule. • The amount set up for the reconciliation rule is not within the tolerance limit set up.
No Matching Payment in GL (no matching payment in general ledger)	This message appears if there is no matching payment in the F0911 table. You must create a manual payment and post it to the general ledger.
No Matching Receipt in GL (no matching receipt in general ledger)	This message appears if there is no matching receipt in the F0911 table and the reconciliation rule is not set to create automatic batch receipts. Do one of these: • Create a manual receipt, post it to the general ledger, and run the Process Automatic Bank Statement Program again. • Revise the reconciliation rule to create auto batch receipts and run the Process Automatic Bank Statement program again.
Invalid G/L Offset Account (invalid general ledger offset account)	This message appears if the offsetting account for a transaction is not valid.
Auto Batch Rec Not Created (automatic batch receipt not created)	This message appears if the reconciliation rule for a CR transaction was not set to automatically create a batch receipt.

Running the Process Automatic Bank Statements Program

Select Automatic Bank Statement Processing (G09212), Process Automatic Bank Statement.

Setting Processing Options for Process Automatic Bank Statements (R09616)

Use these processing options to select the bank statement to reconcile and the reports to print.

Select

Bank Statement Number Specify the bank statement number to reconcile. If you leave this processing option blank, the program processes all bank statements in the F09616 table.

G/L Bank Account Number (general ledger bank account number) Specify the general ledger bank account number to reconcile. If you leave this processing option blank, the program processes all general ledger bank accounts in the F09616 table.

Beginning Date Specify the beginning date in which to reconcile records. If you leave this field blank, the program processes all records in the F09616 table through the ending date. If you leave the Ending Date processing option blank, the program processes all records in the table.

Ending Date Specify the ending date in which to reconcile records. If you leave this field blank, the program processes all records in the F09616 as of the beginning date. If you leave the Beginning Date processing option blank, the program processes all records in the table.

Print

For these processing options, values are:

Blank: Print

1: Do not print

Suppress Printing Unreconciled Report, **Suppress Printing Reconciled Report**, and **Suppress Printing Summary Report** Specify whether to print the report. To print all reports, leave these processing options blank.

Reconciling Unreconciled Bank Statement Transactions

This section provides an overview of the Manual Bank Statement Reconciliation program and discusses how to:

- Set processing options for Manual Bank Statement Reconciliation.
- Reconcile unreconciled bank transactions.

Understanding the Manual Bank Statement Reconciliation Program

After you run the Process Automatic Bank Statement program, you can use the Manual Bank Statement Reconciliation program (P09631) to revise unreconciled as well as reconciled transactions. This program accesses the Reconcile Bank Statement Detail to Account Ledger form. Within this form, you can reconcile bank statement detail information from the F09617 table in the Bank Statement region of the form. You can also view and reconcile the corresponding general ledger information from the F0911 table in the Account Ledger region. This region displays posted transactions only.

If the Process Automatic Bank Statement program was unable to process a transaction, the transaction appears as unreconciled (the Recon Code field is blank) in the Bank Statement Detail region with the reason why it was not reconciled.

See Chapter 20, "Processing Bank Statements Automatically," Understanding the Process Automatic Bank Statement Program, page 198.

To correct unreconciled transactions, you can exit to various forms from the Reconcile Bank Statement Detail to Account Ledger form. From these forms, you can:

- Create manual receipts as well as manual payments with or without vouchers.

  When you create a manual receipt or payment, the Payment ID is stored in the F09617 table and the corresponding bank statement transaction is marked as reconciled. The system assigns the batch number of the bank statement to the manual payment and receipt batches. When you post the receipt or payment, the system updates the RCND and GLR3 fields in the F0911 table.
- Revise automatic receipts created by the Process Automatic Bank Statement program.
- Create journal entries.

  When you create a journal entry, the system assigns a batch number that is different from the bank statement.
- Post unposted transactions.

After you correct the unreconciled transaction, you can either manually reconcile the bank statement transaction in the Bank Statement Detail region of the Reconcile Bank Statement Detail to Account Ledger form or rerun the Process Automatic Bank Statements program to have the system automatically reconcile it. When a transaction is reconciled, the corresponding F0911 transaction appears as reconciled, if applicable, in the Account Ledger region.

You can use the Bank Statement Detail region to reconcile unreconciled transactions as well as unreconcile reconciled transactions, if necessary.

After all transactions for a bank statement are reconciled in the F09617 table, the system marks the corresponding staging records as reconciled in the F09611 staging detail table unless either of these conditions exist:

- The records were purged from the F09610 and F09611 staging tables.
- The records were in error and did not get loaded to the F09611 staging detail table.

After all transactions in the F09611 table are reconciled, the system updates the header record in the F09610 table as reconciled.

Form Used to Manually Reconcile Bank Statement Transactions

Form Name	Form ID	Navigation	Usage
Reconcile Bank Statement Detail to Account Ledger	W09631A	Automatic Bank Statement Processing (G09212), Manual Bank Statement Reconciliation	Reconcile unreconciled transactions for a bank account and, if applicable, unreconcile reconciled transactions.

Setting Processing Options for Manual Bank Statement Reconciliation (P09631)

Use these processing options to specify default values on the Reconcile Bank Statement Detail to Account Ledger form.

Defaults

Suppress Reference 3 Update Specify whether update the Reference 3 field in the F0911 table with a number from next numbers. To update this field with the bank statement number instead, you must override the next number. Values are:

Blank: Allow an update to the Reference 3 field.

1: Do not allow an update to the Reference 3 field.

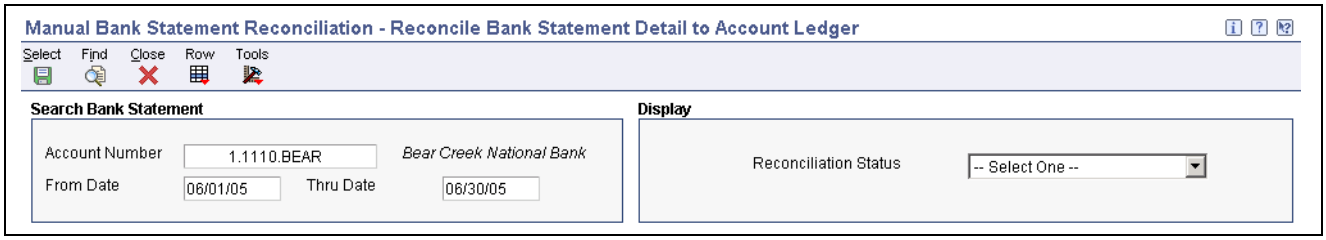
Reconciled Code Specify the reconciliation code from UDC table 09/RC to use as the default value on the Reconcile Bank Statement Detail to Account Ledger form. If you leave this processing option blank, the system uses *R* (Reconciled One for One Match) as the default value.

Reconciling Unreconciled Bank Transactions

Access the Reconcile Bank Statement Detail to Account Ledger form.

Search Bank Statement

Access the Search Bank Statement region.



Reconcile Bank Statement Detail to Account Ledger form - Search Bank Statement region

Account Number Enter the general ledger number for the bank account.

From Date and **Thru Date** Enter the beginning and ending dates in which to see transactions for the bank account.

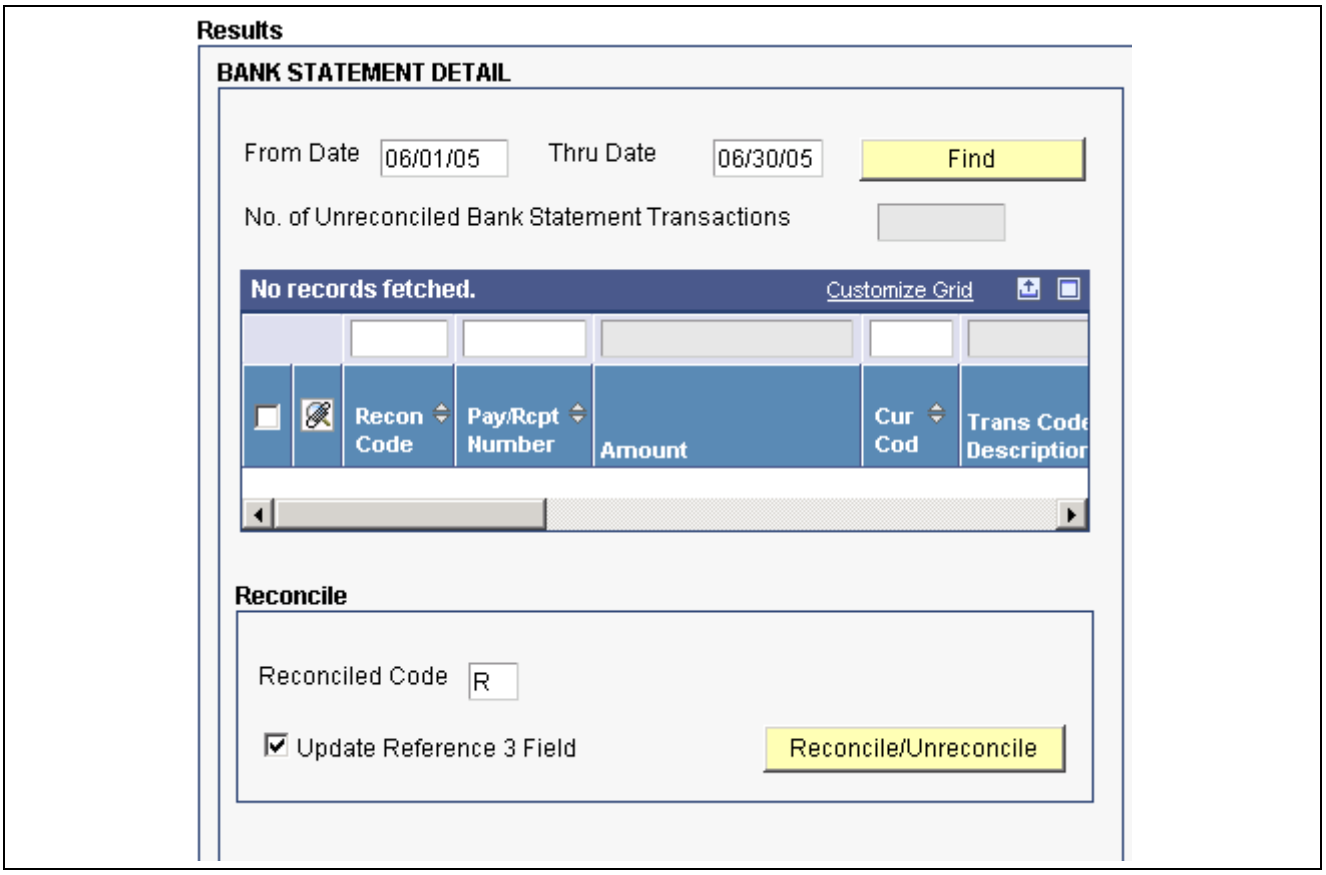
Display

Access the Display region in the header area of the form.

Reconciliation Status Select Reconciled, Unreconciled, or All from the dropdown menu to display the transactions that meet your criteria.

Bank Statement Detail

Access the Bank Statement Detail region.



Reconcile Bank Statement Detail to Account Ledger form - Bank Statement Detail region

The system displays bank statement transactions from the F09617 table that correspond to the account number and date range specified in the header area of the form.

Note. For receipts and payments, the batch number that appears in the Bank Statement Detail region is the same as the bank statement batch number. For journal entries, the batch number that appears is not the bank statement batch number; instead, it is a new batch number created by the system.

To correct an unreconciled transaction:

1. Select the transaction in the Bank Statement Detail region.
2. Scroll up to the Reconcile Bank Statement Detail to Account Ledger form.
3. Select the Row menu, and then select the appropriate program.

For example, to correct a transaction in which the payment has not been posted, select the transaction in the Bank Statement Detail region and then select Batch Review from the Row menu. On the Work With Batches form, select the unposted batch and then select Post by Batch from the Row menu.

From Date and **Thru Date**

Displays bank statement transactions based on the criteria that you entered in the header area of the form.

To override the dates in the header area, enter dates in these fields and click Find. The system displays transactions in the F09617 table that correspond to the statement dates that fall within the date or range of dates that you enter. To further limit the transactions that the system displays, enter values in the query-by-example (QBE) row.

To display the corresponding F0911 information, which is based on the general ledger date, leave the From Date and Thru Date fields blank in the Account Ledger region, or broaden the date range if necessary, and click Find.

No. of Unreconciled Bank Statement Transactions (number of unreconciled bank statement transactions)

Displays the number of unreconciled transactions in the F09617 table that meet the criteria that you specified.

Recon Code (reconciliation code)

Displays the code from UDC table 09/RC that is used when you manually reconcile a transaction. The default value for this field is set in a processing option for the Manual Bank Statement Reconciliation program. You can override the default value.

Update Reference 3 Field

Select this check box to update the Reference 3 field on the general ledger transactions that you manually reconcile. When you click the Reconcile/Unreconcile button to update general ledger transactions, the Reference 3 form appears with a reference number generated by next numbers. You can override the number with the bank statement number or any other number. Then, you can choose to update each selected F0911 record with the same reference number or with a different reference number. If you choose a different reference number, the system displays the Reference 3 form for each transaction.

You can set a processing option in the Manual Bank Statement Reconciliation program to have the Update Reference 3 check box selected as the default value.

Reconcile/Unreconcile

Select the transactions to reconcile and click the Reconcile/Unreconcile button, which is a toggle. For transactions that you manually reconcile, the system updates either or both of these tables:

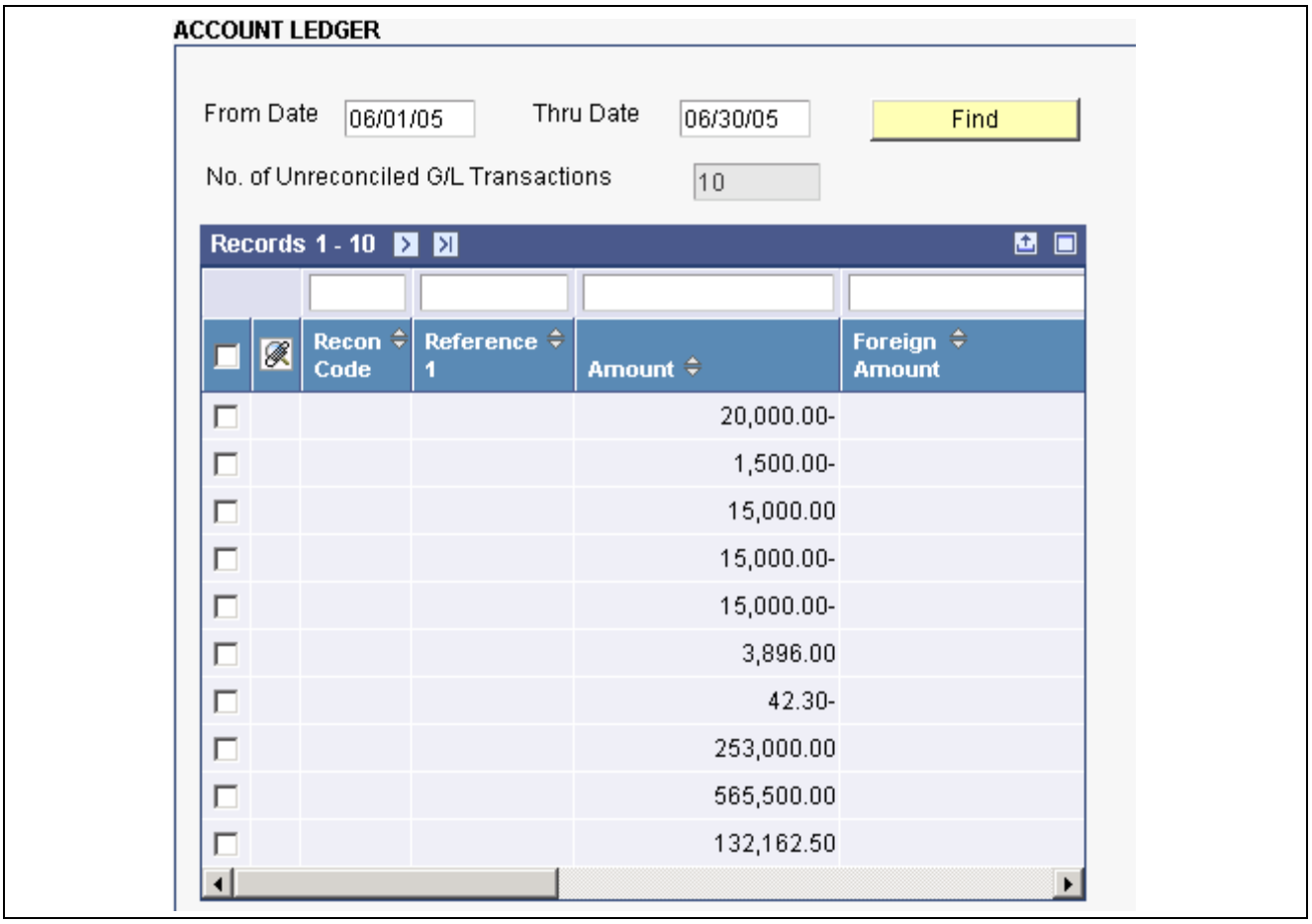
F09617 - Updates the reconciliation code and displays the reconciled transactions in the Bank Statement Detail region of the form. If the transactions remain in the F09611 staging tables, they are updated as reconciled.

F0911 - Updates the reconciliation code and, if applicable, the Reference 3 field and displays the reconciled transactions in the Account Ledger region of the form.

After you reconcile all unreconciled transactions in the F09617 and F09611 tables, the system marks the header record in the F09616 table with *D* (reconciled). If all transactions in the F09611 table are reconciled, the system updates the header record in the F09610 table with *D*.

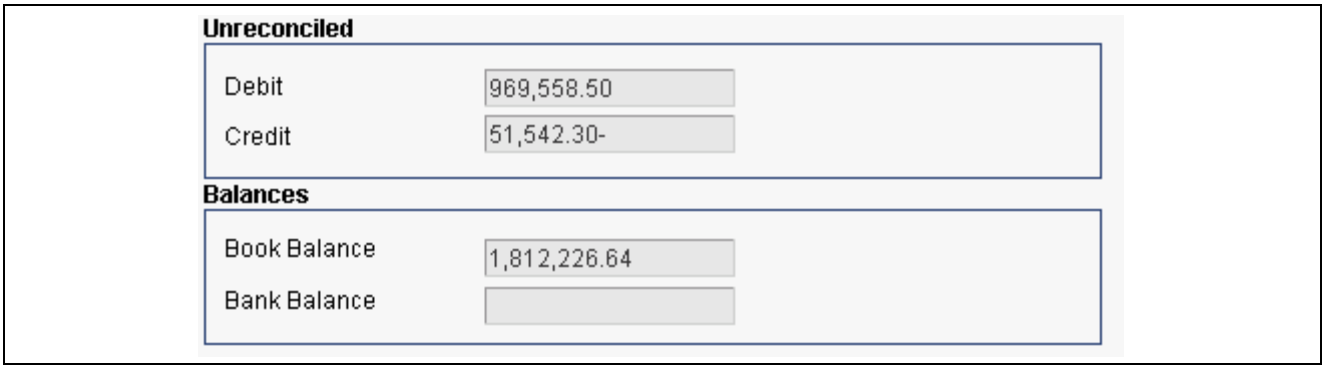
Account Ledger

Access the Account Ledger region.



Reconcile Bank Statement Detail to Account Ledger form - Account Ledger region (1 of 2)

The system displays general ledger transactions from the F0911 table that correspond to the account number and date range specified in the header area of the form.



Reconcile Bank Statement Detail to Account Ledger form - Account Ledger region (2 of 2)

From Date and **Thru Date** Displays general ledger transactions based on the criteria you entered in the header area of the form.

To override the dates in the header, enter dates in these fields and click Find. The system displays transactions in the F0911 table that correspond to the general ledger dates that fall within the date or range of dates that you enter.

To further limit the transactions that the system displays, enter values in the QBE row.

No. of Unreconciled G/L Transactions (number of unreconciled general ledger transactions)	Displays the number of unreconciled transactions in the F0911 table that meet the criteria that you specified.
Debit and **Credit**	Displays the unreconciled debit and credit amounts from the F0911 table for the bank account.
Book Balance	Displays the year-to-date balance amount from the F0902 table.
Bank Balance	Displays the ending balance amount of the latest bank statement for the account from the F09616 table. This ending balance is used as the bank account opening balance by the Cash Forecast Analysis program when calculating cash forecast amounts for an account, if a processing option is set accordingly. See Chapter 25, "Processing Cash Forecast Data," Understanding Bank Account Opening Balances, page 273.

Purging Bank Statement Tables

This section provides an overview of the bank statement purge programs and discusses how to:

- Purge staging tables.
- Set processing options for Purge Staging Tables.
- Purge automatic bank statement tables.
- Set processing options for Purge Automatic Bank Statement Tables.

Understanding the Bank Statement Purge Programs

After bank statement records are reconciled, you can purge the records by running these programs:

- Purge Staging Tables (R09610).
- Purge Automatic Bank Statement Tables (R09615).

Purge Staging Tables

The Purge Staging Table program purges data in the F09160 and F09611 staging tables. If the data was successfully mapped to the bank statement tables, the Load Bank Statement program sets a flag in the header record in the F09610 table that allows the record to be deleted in both tables. Alternatively, you can set a processing option for the Load Bank Statement program to purge these tables.

Purge Automatic Bank Statement Tables

The Purge Automatic Bank Statement Tables program purges data in the F09616 and F09617 bank statement tables. If the data was successfully reconciled, the RECCODE field in the header record in the F09616 table is set to *D* (reconciled), which allows the record to be deleted in both tables.

Purging Staging Tables

Select Purges (G09215), Purge Staging Tables.

Setting Processing Options for Purge Staging Tables (R09610)

Use these processing options to select the date range and whether to print detailed record information on the report.

Select

Bank Statement Beginning Date and **Bank Statement Ending Date**

Specify the date range in which to purge records from the F09610 and F09611 staging tables. The system uses these processing options to locate the available records.

If you leave the beginning date blank, all records with a statement date that is on or before the ending date will be purged. If you leave the ending date blank, all records with a statement date that is on or after the beginning date will be purged. If you leave both the beginning and ending dates blank, all records will be purged.

Print

Report Output

Specify whether to print the purged records on the Purge Staging tables report (R09610). Values are:

Blank: Do not print records. The report prints the bank statement number, general ledger bank account number, statement date, number of detail records, and the total number of records purged.

1: Print records. The report prints detailed information about the records purged.

Purging Automatic Bank Statement Tables Program

Select Purges (G09215), Purge Automatic Bank Statement Tables.

Setting Processing Options for Purge Automatic Bank Statement Tables (R09615)

Use these processing options to select the date range and the type of information to print on the purge report.

Select

Bank Statement Beginning Date and **Bank Statement Ending Date**

Specify the date range in which to purge records from the F09616 and F09617 bank statement tables. The system uses these processing options to locate the available records.

If you leave the beginning date blank, all records with a statement date that is on or before the ending date will be purged. If you leave the ending date blank, all records with a statement date that is on or after the beginning date will be purged. If you leave both the beginning and ending dates blank, all records will be purged.

Report Output

Report Output

Specify whether to print the purged records on the Purge Auto Bank Statement Tables report (R09615). Values are:

Blank: Do not print records. The report prints the bank statement number, general ledger bank account number, statement date, number of detail records, and the total number of records purged.

1: Print records. The report prints detailed information about the records purged.

CHAPTER 21

(FIN) Uploading Electronic Bank Statements

This chapter provides an overview of electronic bank statements and discusses how to upload electronic bank statements.

Understanding Electronic Bank Statements

Finnish banks can support their corporate customers with electronic account statements. Electronic account statements are obtained from the bank's information system. You receive the statements by using a bank transfer program that is separate from the PeopleSoft EnterpriseOne system. The bank transfer program enables you to add account information to transactions, such as bank charges, that are created in the bank's information system.

You can use the Automatic Debit Statements Input Finland program (R74V002) to upload transactions from the electronic account statement to the text processor header F007101 and detail F007111 tables and to transfer journal entries from these tables to the F0911Z1 batch table.

Alternatively, you can use the Copy Bank File to Interface file A/R - Sweden program (R74W0010) to load the electronic account statement to the F007101 and F007111 tables, and then use the Automatic Debit Statements Input Finland program only to transfer journal entries from the F007101 and F007111 tables to the F0911Z1 table.

You set a processing option to specify whether the Automatic Debit Statements Input Finland program should upload data to the F007101 and F007111 tables before it transfers journal entries from those tables to the F03B13Z1 electronic receipts table. Uploading the data into the text file processing system allows the system to maintain the processing status of each tape record, including its purge capability.

When you upload the journal entries to the General Accounting system, the transactions are stored in batch tables. You can review and revise the transactions prior to processing them.

Note. All transactions in the bank file are uploaded to one document in the General Accounting system. Therefore, the bank file should contain only transactions with the same currency.

If the bank file contains transactions for different companies, the system creates a journal entry for each company.

Bank File Format

This table describes the format of the bank file:

Description	Length	Position
Transaction type	2	1–2

Description	Length	Position
Document number	8	3–10
G/L date	6	11–16
Business unit	11	17–27
Object account	6	28–33
Subsidiary	8	34–41
Subledger	8	42–49
Account type	1	50–50
Not in use	7	51–57
Not in use	2	58–59
Name alpha explanation	30	60–89
Debit/credit	1	90–90
Amount	14	91–104
Currency code	3	105–108
Currency amount	14	109–122
Not in use	14	123–136
Company number	4	137–140
Not in use	11	141–151

Uploading Electronic Bank Statements

This section discusses how to:

- Upload transactions from electronic bank statements.
- Set processing options for the Automatic Debit Statements Input Finland program.

Uploading Transactions from Electronic Bank Statements

Access the Automatic Debit Statements Input Finland program (R74V002) using Batch Versions (P98305).

Setting Processing Options for the Automatic Debit Statements Input Finland Program (R74V002)

Use these processing options to specify settings that are used during the processing of the bank file.

Defaults Tab

1. Company

Specify the company number to use to select payments. The system loads only payments for this company into the F03B13Z1 table and matches only transactions for this company.

If you leave this processing option blank, the system matches transactions for all companies in the environment. You might leave this processing option blank if customers are paying to the wrong company in a group.

2. Document Type, if left blank 'JE' is used.

Specify the document type, such as RI, of the invoices to be paid. If you leave this processing option blank, the system uses the document type JE.

3. Enter the Subledger Type to use, if left blank 'X' is used.

Enter the subledger type that the system uses for the transactions. If you use subledgers, you must enter a value for this processing option. If you leave this processing option blank, the system uses subledger type X.

4. Path to the Bank File

Specify the location of the bank file.

If you run this program on an NT server, enter the path in this format: c:\\bankdata\\bankfile.txt.

If you run this program on a UNIX server, enter the path in this format: c//bankdata//bankfile.txt.

If you are run this program on an AS/400 server, enter the path in this format: bankdata/bankfile.

5. Bank File

Specify whether the bank file has already been loaded to the F007101 and F007111 table. Values are:

Blank: The bank file has been loaded.

Leave this processing option blank only if payment information has already been loaded to the F007101 and F007111 tables. The system populates the F03B13Z1 table with information in the F007101 and F007111 tables.

1: The bank file has not been loaded.

The system loads the bank file to the F007101 and F007111 tables, and then populates the F03B13Z1 with information from the F007101 and F007111 tables.

Process Tab

1. Interface Files (F007101 and F007111)

Specify whether the system should purge the F007101 and F007111 text processor tables after loading the information from these tables to the F03B13Z1 table. Values are:

Blank: Do not purge the F007101 and F00711 tables.

1: Purge the F007101 and F00711 tables.

CHAPTER 22

Creating Budgets

This chapter provides overviews of budgets and budget patterns and discusses how to:

- Create budget pattern codes.
- Change budget pattern codes for a group of accounts.
- Enter annual budgets.
- Spread annual budget amounts to periods.
- Generate budget worksheets.
- Review budget comparisons online.
- Manage budget overages.
- Enter detailed budget amounts.
- Enter journalized budgets.
- Import budget data from a spreadsheet.
- Revise imported budget data.
- Upload imported budget data to the F0902 table.
- Purge the F0902Z1 table.

See Also

Chapter 24, "Forecasting and Planning Budgets," page 255

Understanding Budgets

Budgeting provides a projection of future expenses and revenues. Using budget history, you can compare actual amounts to your projections and use the information to improve your budgeting process.

You can enter annual budget amounts by business unit or account. Entering amounts by business units creates a budget by department, location, project, and so on. Entering amounts by account creates a budget that crosses business unit boundaries.

You can use these three cycles for your budget entries so that an audit trail is produced:

- Requested (cycle 1)
- Approved (cycle 2)
- Final (cycle 3)

You can use each cycle or only the final cycle.

To review budgets, use an online review or a printed budget worksheet. With an online review, you can compare budget amounts with actual amounts. With the budget worksheet report, you can:

- Review your requested, approved, and final budgets for the next year.
- Compare budget amounts against actual amounts and projected amounts for the current year, and against actual amounts from the previous year.
- Show a projected amount and the percentage that the budget amount varies from the projected amount.

Budget Methods

You can use one of these methods to create a budget:

Method	Description
Annual budgets by business unit or account	Enter annual budget amounts. Using the spread program, the system allocates budget amounts to periods, based on budget pattern codes that you assign. This method directly updates the Account Balances table (F0902).
Detailed budgets by account	Enter a budget amount for each period for selected accounts, or for selected periods and accounts. This method does not provide a formal audit trail, but it directly updates each period budget in the F0902 table.
Journalized budgets	Enter journal entries to a budget ledger to provide a formal audit trail. This method updates the F0911. You must post entries to update the F0902 table. Construction companies that use cost accounting and government agencies that record supplemental appropriations for the original budget typically need a formal audit trail. Journalized budgeting consists of entering, reviewing, and posting the journalized budget entries.
Import from spreadsheet	Use a spreadsheet program to create budgets and then transfer them to the F0902 table. Then use General Accounting programs to process your budget data. For example, you can spread annual budget amounts to your fiscal periods.
Allocations	Create budgets using allocations. See Chapter 16, "Reconciling Bank Account Transactions," Reconciling Voided Payments and Receipts, page 147.

See Also

Chapter 42, "Closing a Fiscal Year," Understanding the Fiscal Year Close for Budget Ledger Types, page 550

Understanding Budget Patterns

When a group of accounts have budgets that follow a predictable pattern, budget pattern codes can be used to define the percentages for spreading annual budget amounts among periods. For each business year, you can use the Revise Seasonal Patterns program (P09001) to:

- Spread amounts equally across the number of periods.

- Create an unlimited number of seasonal pattern codes.
- Bypass spreading amounts.

This table describes the three budget patterns:

Budget Pattern	Description
Equal spread	If your revenues and expenses occur evenly through the fiscal year, you can spread the annual budget equally among the periods.
Seasonal pattern spread	If your revenues and expenses occur in a predictable pattern, you can set up seasonal pattern codes to describe each pattern. For each code, enter the percent of the total annual budget to be spread to each period.
No spread	If you do not want to spread an annual amount to periods for an account, you can bypass spreading amounts for that account.

If your company rarely needs to spread an annual budget equally among the months, you can use the budget pattern code blank to identify a seasonal pattern code that you frequently use, which speeds data entry of that code.

You do not need to define budget pattern codes if your company performs any of these tasks:

- Creates only annual budgets (no monthly budgets).
- Manually creates monthly budgets for all accounts.
- Creates annual budgets for all accounts with the annual amount being spread equally among the periods.

These examples illustrate three budget patterns and the codes that are used to spread annual budget amounts.

Example: Default Pattern

A coffee shop sells its products evenly throughout the year. It does not need to create a seasonal pattern code to identify percentages for revenues and expenses. The default budget pattern code (blank) spreads the annual budget evenly across periods.

The coffee shop enters an annual budget amount of 120,000 for an account and leaves the budget pattern code blank and then runs the program to spread the amounts among the periods. The program identifies the total number of accounting periods set up for the company as 12. The program assigns a budget amount of 10,000 (1/12 or 8.33 percent) to each period.

Example: Seasonal Pattern

A sports shop creates a seasonal pattern code called WIN to identify percents for revenues and expenses for its winter ski equipment. The shop allocates budget amounts to the winter months because little activity occurs for ski equipment in the summer months. The shop identifies these percentages for the winter months:

- November - 10 percent
- December and January - 25 percent each
- February and March - 20 percent each

The sports shop creates an annual budget amount for each applicable account and assigns the seasonal pattern code WIN to the accounts. The shop enters 120,000 to an account with a WIN pattern code and then runs the program to spread the amounts among the periods. Based on the percentages in the WIN budget pattern code, the system spreads 12,000 to November, 30,000 each to December and January, and 24,000 each to February and March.

Example: Do Not Spread Pattern

A company has an account with no predictable budget pattern, although the company spreads amounts for other accounts. The company enters an annual budget for the unpredictable account and assigns a budget pattern code of DNS (Do Not Spread) to that account. When the company runs the program to spread annual amounts among the periods, the program bypasses the account coded DNS.

Creating Budget Pattern Codes

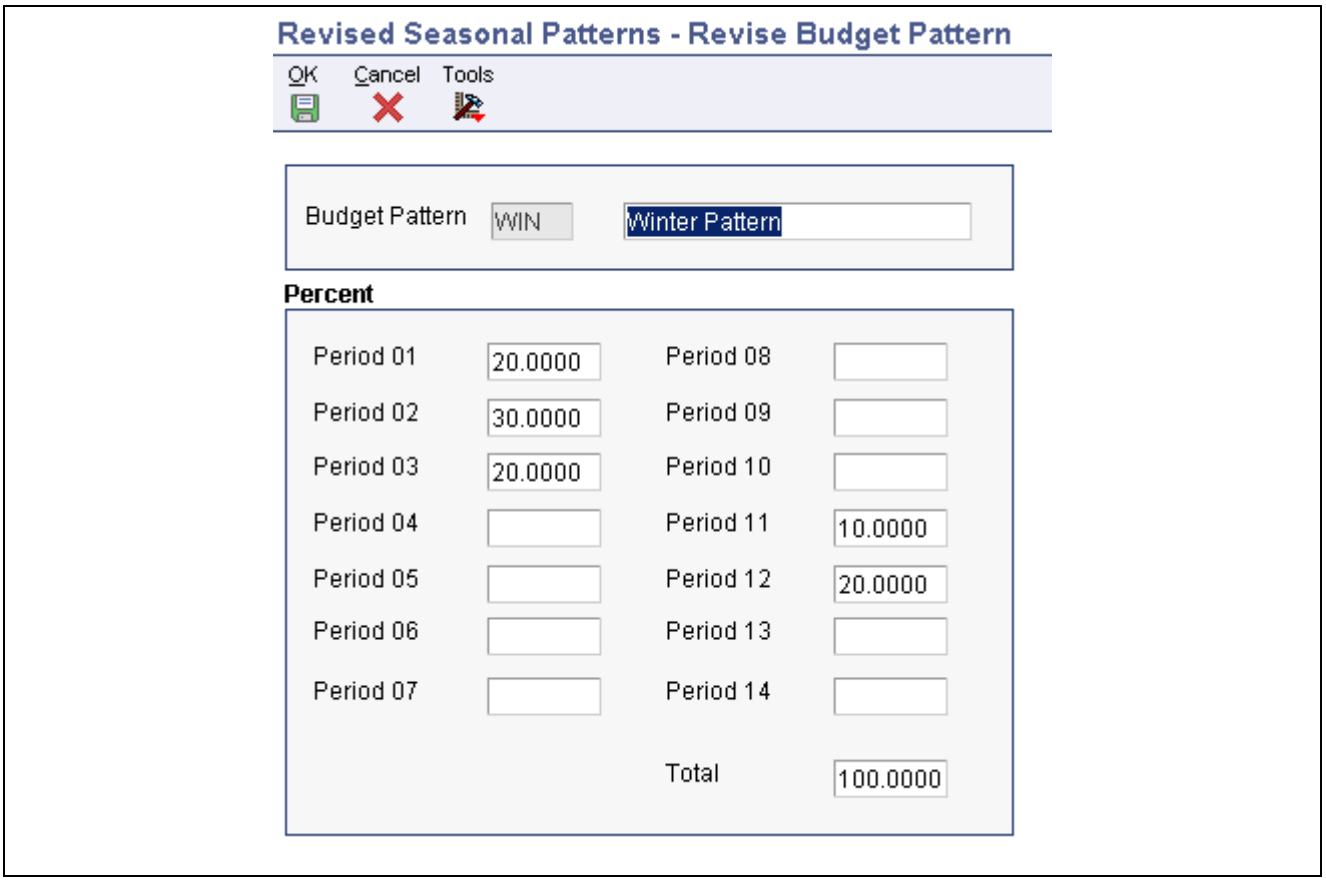
This section discusses how to create a budget pattern code.

Forms Used to Create Budget Pattern Codes

Form Name	Form ID	Navigation	Usage
Work with Budget Patterns	W09001B	Budgeting (G1412), Revised Seasonal Patterns	Locate existing budget pattern codes.
Revise Budget Pattern	W09001A	On Work with Budget Patterns, click Addor select an existing code to revise.	Add and revise budget pattern codes.

Creating a Budget Pattern Code

Access the Revise Budget Pattern form.



Revise Budget Pattern form

Budget Pattern Enter a unique three-character code that identifies a seasonal budget pattern. The system uses this code to calculate budget amounts for an accounting period. For example, you could enter SUM or WIN to identify a seasonal pattern code.

Period 01–Period 14 For a seasonal pattern code or the DNS budget pattern code, enter a number that identifies the percentage of the total annual budget assigned to the period. You can enter:

Whole numbers. For example, 20 for 20 percent.

Decimal numbers up to four decimals. For example, .3333 for 33.33 percent. The system rounds more than four decimals to four decimals.

Zero (no percentage for the period).

For the DNS budget pattern code and each seasonal pattern code, the total of all percentages must equal 100 percent.

Note. The default periods for the fiscal year are set up for company 00000 on the Date Pattern Revisions form.

Changing Budget Pattern Codes for a Group of Accounts

This section provides an overview of budget pattern code changes and discusses how to change a budget pattern code for a group of accounts.

Budget Pattern Code Changes

To change the existing budget pattern code assigned to a company, business unit, or group of accounts, use the Budget Pattern Code Change program (P1441) and observe these guidelines:

- Change the code before you enter the annual budget amounts.
- Plan to spread your annual budget amounts among the periods.

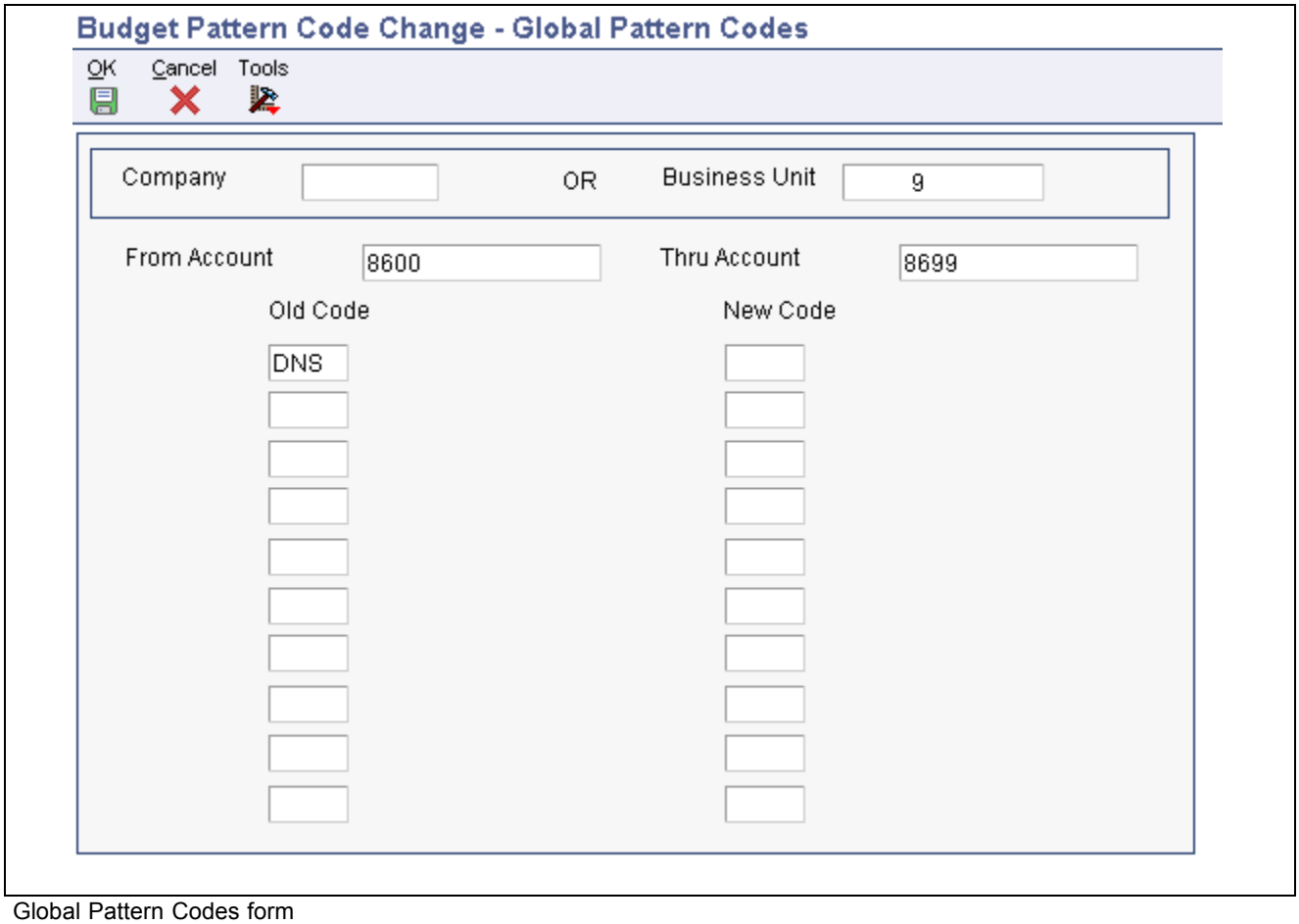
The new code that you assign overrides the previous (old) code that was assigned. The system updates assigned codes in the Account Master table (F0901).

Form Used to Change Budget Pattern Codes for a Group of Accounts

Form Name	Form ID	Navigation	Usage
Global Pattern Codes	W1441A	Budgeting (G1412), Budget Pattern Code Change	Change an existing budget pattern code for a group of accounts within a business unit or company.

Changing a Budget Pattern Code for a Group of Accounts

Access the Global Pattern Codes form.



Global Pattern Codes form

From Account and **Thru Account**

The From Account and Thru Account fields identify a range of object accounts.

If you specify an account in the From Account field, you must also specify an account in the Thru Account field.

If you leave the From Account field blank, the default is 0000. If you leave the Thru Account field blank, the default is 9999.

Old Code and **New Code**

In the Old Code field, enter the three-character code that identifies the seasonal pattern that you want to change.

In the New Code field, enter the three-character code that identifies the seasonal pattern that replaces the code in the Old Code field.

Three asterisks (***) represent a blank value. To change a blank value to a new value, enter *** in the Old Code field. You can also enter *** in the New Code field to change an existing value to a blank value.

Enter * in the Old Code field to change all of the old budget pattern codes to the value that you enter in the New Code field.

Enter *DNS* in the Old Code field to change budget pattern codes from do not spread or in the New Code field to change to do not spread.

Entering Annual Budgets

This section provides overviews of annual budgets and budget cycles and discusses how to:

- Enter annual budget amounts by business unit.
- Enter annual budget amounts by account.

Understanding Annual Budgets

Using the annual budget method saves time when you enter budget amounts for each accounting period but still provides detailed amounts by period. The system distributes or spreads the annual amounts among accounting periods according to the budget pattern codes that you assign. You can assign budget pattern codes during any cycle of the annual budget process. You can enter annual budgets for amounts as well as units.

Organize your annual budget by one of these types of entries:

Type of Entry	Description
Business unit	This type of entry creates a budget for accounts that are associated with a specific organizational unit, such as a department or warehouse.
Account	This type of entry crosses business units and company boundaries. For example, use this type of entry to create a budget for salary and wage accounts across all business units.

Understanding Budget Cycles

Depending on your business needs, use can use one or a combination of these budget cycles:

- Requested budget (cycle 1). You enter the initial budget amount, which the system copies to the approved and final amount.
- Approved budget (cycle 2). You enter or change the approved budget amount, which the system copies to the final amount. The requested amount, if one exists, remains unchanged.
- Final budget (cycle 3). You enter or change the final amount. Any requested and approved amounts remain unchanged.

Using different cycles provides an informal audit trail. Because the system carries amounts forward to the next cycle, using more than one cycle might require little or no additional time.

You set a processing option to define the cycle to use for current entries. Then during budget entry, you can override the processing option and change to a different cycle, as needed.

The system updates these fields in the F0902 table:

- BREQ - Updates with the requested budget amount
- BAPR - Updates with the approved budget amount
- BORG - Updates with the final budget amount

Example: Using Annual Budget Cycles

The budget in this example uses all three cycles:

Cycle	Updates
Requested (cycle 1)	Update requested budget, approved budget, and final budget.
Approved (cycle 2)	Update approved budget and final budget.
Final (cycle 3)	Update final budget.

The table shows how the system updates amounts in the F0902 during each cycle:

Cycle	Requested (BREQ)	Approved (BAPR)	Final (BORG)	Description of Update
Cycle 1	7000	7000	7000	The system updates the requested, approved, and final amounts.
Cycle 2	not applicable	6000	6000	The system updates the approved and final amounts.
Cycle 3	not applicable	not applicable	5000	The system updates the final amount, which represents the annual amount to be spread.

Prerequisite

Decide whether to enter budget amounts by business unit or by account across all business units.

Forms Used to Enter Annual Budget Amounts

Form Name	Form ID	Navigation	Usage
Work with Budgets	W14102A	Budgeting (G1412), Requested by Business Unit, Approved by Business Unit, or Final by Business Unit	Locate business units for a company.
Budget by Business Unit	W14102B	On the Work with Budgets form, select the business unit.	Enter and revise budgets by business unit, assign budget pattern codes to individual accounts, and interactively spread annual budget amounts to periods.
Work with Budget Accounts	W14103B	Budgeting (G1412), Requested by Account, Approved by Account, or Final by AccountOn the Work with Budgets Accounts, select the account.	Locate accounts by company.
Budget by Account	W14103A	On the Work with Budget Accounts form, select the account.	Enter and revise budgets by account, assign budget pattern codes to individual accounts, and interactively spread annual budget amounts to periods.

Setting Processing Options for Requested by Business Unit (P14102) and Requested by Account (P14103)

The processing options for the Requested, Approved, and Final by Business Unit and the Requested, Approved, and Final by Account programs are the same, with the exception of the name of the first tab.

Budget by Business Unit

1. Ledger Type Specify the budget ledger type from UDC table 09/LT. Values are:

BA: Budget Amounts

BU: Budget Units

2. Fiscal Year Enter the last two digits of the fiscal year.

3. Budget Cycle Specify the budget cycle to update. Values are:

1: Requested

2: Approved

3: Final

Spread Budget

4. Rounding Increment Specify the rounding increment to use for amounts. For example:

Blank: Round amounts to the smallest currency unit for the company.

1.00: Round amounts to the nearest 1.00

10.00: Round amounts to the nearest 10.00

The results of rounding will be exactly divisible by the value you enter for this processing option.

5. Balancing Method Specify the balancing method. Values are:

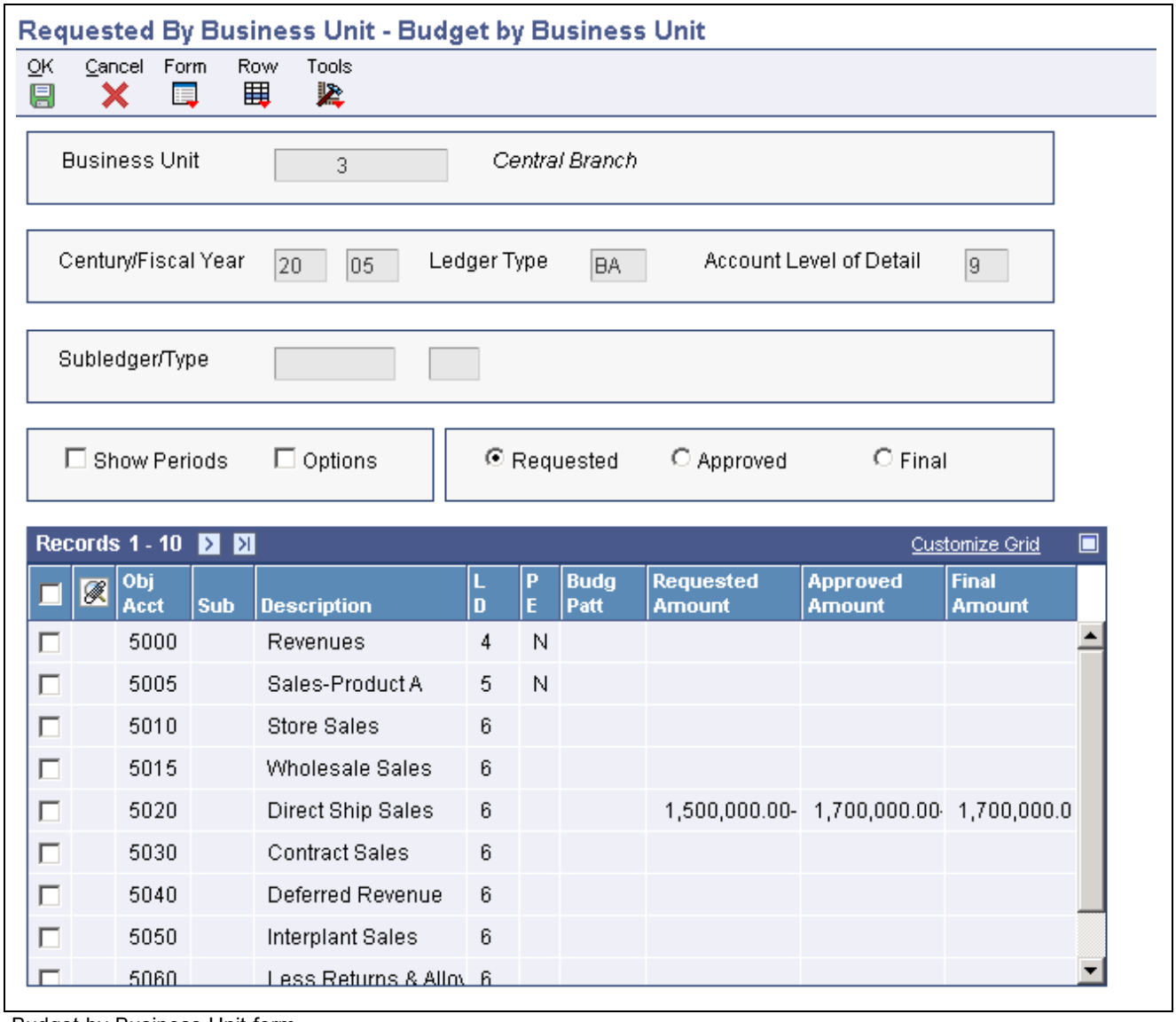
Blank: Do not force the total of the rounded period amounts to be equal to the annual budget amount.

1: Force a balanced spread by rounding the final budget amount.

2: Force a balanced spread by not rounding the last calculated period amount.

Entering Annual Budget Amounts by Business Unit

Access the Budget by Business Unit form.

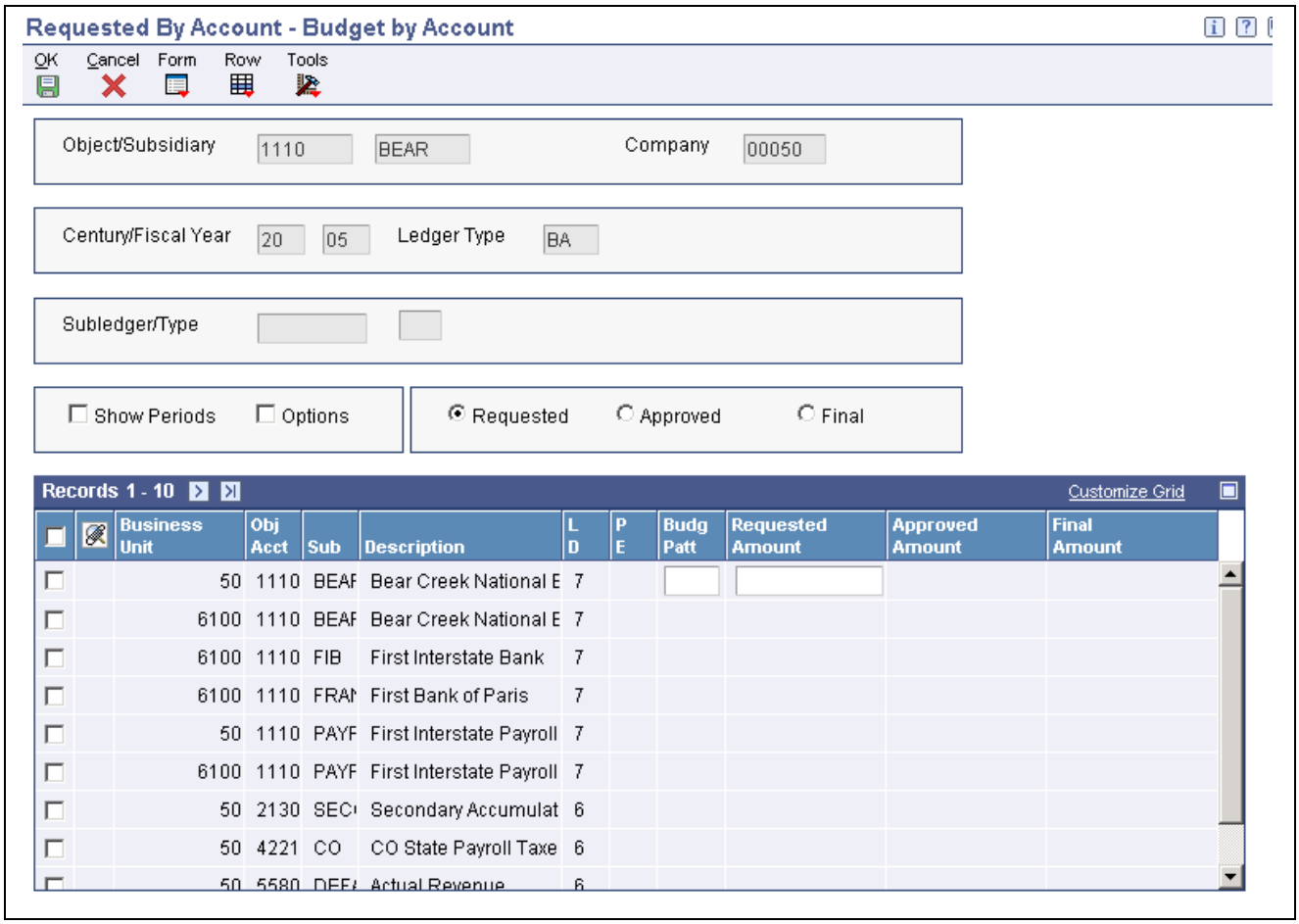


Budget by Business Unit form

Budg Patt (budget pattern)	Enter the three-character budget pattern code.
Show Periods	Select this check box to display the period amount fields. This allows you to enter budget amounts on a period-by-period basis. If you do not select this check box, when you move the cursor to the next row the system spreads the amount among the fields for the accounting periods.
Options	Select this check box to interactively change the Spread Budget processing options. Then from the Form menu, select Options.
Requested, **Approved**, and **Final**	Select one of these options based on whether you want to enter or update a value in the Requested Amount, Approved Amount, or Final Amount field. If you select the Requested option, the system updates the BREQ field and, to expedite entry of the final budget, the BAPR and BORG fields in the F0902 table. If you select the Approved option, the system updates the BAPR field and, to expedite entry of the final budget, the BORG field in the F0902 table.
Requested Amount, **Approved Amount**, and **Final Amount**	Enter a value in one of these fields. The field that is input capable depends on whether you selected the Requested, Approved, or Final option.

Entering Annual Budget Amounts by Account

Access the Budget by Account form.



Budget by Account form

Spreading Annual Budget Amounts to Periods

This section provides overviews of the methods for annual budget spreads and how the system spreads annual budget amounts and discusses how to:

- Spread annual budget amounts to periods during budget entry.
- Run the Spread Annual to Periods program.
- Set processing options for Spread Annual to Periods.
- Set data sequence for Spread Annual to Periods.

Understanding the Methods for Annual Budget Spreads

You can spread annual budget amounts using either of these methods:

- Interactively during budget entry.
- Automatically by running a program.

Interactively During Budget Entry

While you enter the annual budget amounts, you can have the system spread the amounts to period amounts based on the budget pattern code for each account.

Spreading amounts during budget entry also allows you to:

- Vary the results. You can make changes without leaving budget entry.
- Change the rounding increment and balancing methods that are specified in the processing options.
- Change the annual amounts for the same cycle or a different cycle.
- Recalculate spread amounts as many times as necessary.

Automatically by Running a Program

An alternative to spreading annual amounts during budget entry is to run the Spread Annual to Periods program (R14801) to spread the amounts automatically. This might be a faster or more efficient approach.

You might choose the Spread Annual to Periods program if you have many amounts to spread and one of these situations applies:

- You upload annual budget amounts from one or more spreadsheets.
- You set up a blank budget pattern code with percentages or you change the existing percentages, and you want to update the spread for all accounts.

Understanding How the System Spreads Annual Budget Amounts

When you spread annual amounts to periods during budget entry or when you run the Spread Annual to Periods program, the system uses the budget pattern code that is assigned to each account to determine how to spread the amount.

This table describes how the system spreads the amounts:

Budget Pattern Code	How the System Spreads Annual Budget Amounts
Seasonal	The system spreads the annual amount according to the percentages and periods that you specified for a seasonal budget pattern code.
Blank	The system spreads the annual budget amount for the account equally among the periods. For a 12-month calendar year, the program assigns 1/12 (8.33 percent) to each period. If your company changes the meaning of the blank budget pattern code, the system divides the annual amount by the percentages that you specify.
DNS	The system does not spread the annual budget amount for the accounts. The system searches the Ledger Type Master File (F0025) for the spreading instructions for the ledger type. If you change one or more of the fields for period amounts during budget entry, the system automatically changes the budget pattern code to DNS.

When you spread annual amounts to periods, the system uses information from the Budget Patterns (F1401), Account Master (F0901), and Account Balances (F0902) tables.

Forms Used to Spread Annual Budget Amounts to Periods During Budget Entry

Form Name	Form ID	Navigation	Usage
Work with Budgets	W14102A	Budgeting (G1412), Requested by Business Unit, Approved by Business Unit, or Final by Business Unit	Locate budgets by business unit.
Budget by Business Unit	W14102B	On the Work with Budgets form, select the business unit.	Interactively spread annual budget amounts to periods.
Work with Budget Accounts	W14103B	Budgeting (G1412), Requested by Account, Approved by Account, or Final by Account	Locate budgets by account.
Budget by Account	W14103A	On the Work with Budget Accounts form, select a company.	Interactively spread annual budget amounts to periods.

Spreading Annual Budget Amounts to Periods During Budget Entry

Access the Budget by Business Unit or the Budget by Account form.

Note. You cannot enter an annual budget amount for an account if the posting edit code is *N* (no posting) or *I* (inactive).

To spread annual amounts to periods during budget entry:

1. Select the Show Periods check box.
2. Enter the budget pattern code.

   If you enter DNS, manually enter the amounts in each period. Alternatively, select Detail from the Row menu to access the Detailed Budget by Account form and manually enter the amounts.
3. Enter amounts in one of these fields:
   - Requested Amount
   - Approved Amount
   - Final Amount
4. Select Spread from the Row menu.
5. To change the amounts that the system spread, select Detail from the Row menu to access the Detailed Budget by Account form.
6. To change the rounding increment or balancing method in the processing options, select the Options check box. Then from the Form menu, select Options.
7. Click OK to save your budget entries.

Running the Spread Annual to Periods Program

Select Budgeting (G1412), Spread Annual to Periods.

This program does not produce a report. To review the amounts that the system has spread, access the Detailed Budget By Account form.

Setting Processing Options for Spread Annual to Periods (R14801)

Use these processing options to specify how to spread budget amounts.

Budget Spread

1. Rounding Increment Specify the rounding increment to use for amounts. For example:

Blank: Round amounts to the smallest currency unit for the company.

1.00: Round amounts to the nearest 1.00

10.00: Round amounts to the nearest 10.00

The results of rounding will be exactly divisible by the value you enter for this processing option.

2. Balancing Method Specify the balancing method. Values are:

Blank: Do not force the total of the rounded period amounts to be equal to the annual budget amount.

1: Force a balanced spread by rounding the final budget amount.

2: Force a balanced spread by not rounding the last calculated period amount.

Setting Data Sequence for Spread Annual to Periods

Do not change the data sequence.

Generating Budget Worksheets

This section provides overviews of budget worksheets and discusses how to:

- Run the Budget Worksheet.
- Set data selection and sequence for Budget Worksheet.
- Set processing options for Budget Worksheet.

Understanding Budget Worksheets

The Budget Worksheet is a report that shows your requested, approved, and final budgets. When you generate the Budget Worksheet, you can:

- Specify the level of detail, fiscal years to compare, report format, and how the system performs the calculations and totals the amounts.

- Print the report for selected companies, business units, and business unit category codes.
- Consolidate information if you have a consistent account structure and level of detail across all companies and business units.

The Budget Worksheet program uses AAI items FS*xx* to determine where to print interim total. Some examples are:

- FS04 - Gross margin
- FS05 - Operating income
- FS99 - Net income (loss)

Depending on how you set the processing options, the Budget Worksheet provides this type of information:

Type of Report	Information on the Report
Comparisons	Comparisons of amounts for any level of detail, such as: • Ledger type AA (actual amounts) for the prior year. • Actual and projected amounts for the current year. • Actual and budget year-to-date amounts for the current year and actual year-to-date amounts for prior years.
Projections	Calculated balances for the year end, such as: • Actual amounts plus the remaining budget. • Remaining budgets. • Actual amounts divided by the percentage complete (Job Cost). In addition, use the Budget Worksheet to estimate the annual budget for the next year. For example, you can print the actual amounts from the previous year and the projected amounts for the current year, and leave the annual budget amount columns blank to make manual entries.
Variances	Percentages of difference or change between actual amounts and budget amounts with the calculation based on projected budget amounts.

Running the Budget Worksheet

Select Budgeting (G1412), Budget Worksheet.

Setting Data Selection and Sequence for Budget Worksheet

You must specify the range of object accounts in the data selection. If you post to the F0902 table by currency, select a specific currency code or all currency codes.

This report prints totals and starts new pages based on the data item immediately preceding the object account in the data sequence. You can use these data items in the data sequence:

- Company

  For the reporting date to be company-specific, you must sequence your report by company.
- Business unit category codes 1–30
- Account master category codes 1–23

- Business unit
- Object account (required)
- Subsidiary account (required)

Always include the object account and subsidiary account. If you do not specify a company or business unit as the first item in the sequence, the system uses the current fiscal period for company 00000.

To print a report for a business unit, or one that consolidates all business units or companies, enter one of these data sequences:

Type of Report	Data Sequence
Business unit report	Business unit, object account, subsidiary account
Business unit consolidation	Company, object account, subsidiary account
Company consolidation	Object account, subsidiary account

Important! If you change the data sequence, a sequence other than one of the previous sequences can produce undesirable results.

Setting Processing Options for Budget Worksheet (R14113)

Use these processing options to specify dates, ledger types, level of detail, and so on.

Date

1. Period Number and **Fiscal Year**

Enter the fiscal period and year. If you leave these processing options blank, the financial reporting date for the company is used. For the reporting date to be company-specific, you must use the data sequence to sequence your report by company.

Ledger Types

1. Actual Ledger Type

Specify the ledger type from UDC table 09/LT to use for the actual columns. If you leave this processing option blank, the system uses ledger type *AA*.

2. Budget Ledger Type

Specify the ledger type from UDC table 09/LT to use for the budget columns. If you leave this processing option blank, the system uses ledger type *BA*.

LOD

1. Level of Detail

Specify the lowest account level of detail (3–9) that you want to print. If you leave this processing option blank, the system uses 9.

Signs

1. Reverse Sign

Specify how to print amounts. Values are:

0: Print amounts in their original debit and credit format.

1: Reverse the signs on amounts for income statement accounts. Revenues print as positive and expenses print as negative.

2: Reverse the sign on amounts for balance sheet accounts. All accounts print as positive.

3: Reverse the sign on amounts for revenue and expenses. Revenues and expenses print as positive.

The program uses AAI item GLG*x* to determine whether liabilities and expense accounts print with a negative sign.

Computations

1. Net Income Computation Specify how to compute net income:

Blank: Do not compute.

1: Compute balance sheet net income.

2: Compute profit/loss net income.

2. Projected Calculation Specify how to calculate projected budget:

Blank: Do not calculate.

1: Actual + Remaining Budget.

2: Actual / Percent Complete.

3: Remaining Budget.

Headings

Print Headings Specify how to print headings on the worksheet. Values are:

blank: Print headings on first page only.

1: Print page headings with page number and run date on each page.

2: Print page headings without page number and run date on each page.

Date Title Type Enter the date title type to print in the page headings. If you leave this processing option blank, no date title prints.

Reviewing Budget Comparisons Online

This section provides an overview of the Online Budget Comparison program (P09210A) and discusses how to:

- Set processing options for the Online Budget Comparison program.
- Review budget comparisons online.

Understanding the Online Budget Comparison Program

After you spread annual budget amounts to the fiscal periods, you can compare budget amounts with amounts from other ledgers. Comparing amounts from two ledgers is especially helpful when you need to review budget (BA ledger) and actual amounts (AA ledger), and analyze budget variances.

Online comparisons show information from the F0902 table.

AAIs Used by Online Budget Comparison

The Online Budget Comparison program uses these two AAIs:

- GLG6 - Beginning Revenue
- GLG12 - Ending Profit and Loss

These AAIs are used to distinguish balance sheet accounts from income statement accounts so that the correct cumulative balance is calculated. Balance sheet accounts include the prior year cumulative amount in the cumulative balance. Income statement accounts do not include a beginning balance amount.

See Also

Chapter 32, "Reviewing Balances and Transactions," Reviewing Trial Balances, Ledgers, and Subledgers, page 356

Form Used to Review Budget Comparisons Online

Form Name	Form ID	Navigation	Usage
Trial Balance / Ledger Comparison	W09210AA	Budgeting (G1412), Online Budget Comparison	Review summarized trial balance information for two different ledgers and for a specific account or for all accounts within a business unit.

Setting Processing Options for Online Budget Comparison (P09210A)

Use these processing options to specify the default values, such as the ledger types and the calculation method to use to compare budgets.

Default

1. Ledger Type 1 and **2. Ledger Type 2**
Specify which two ledger types you want to compare online. If you leave the Ledger Type 1 processing option blank, the system displays BA. If you leave the Ledger Type 2 processing option blank, the system displays AA.

3. Exit with Ledger Type
Values are:

Blank or *1*: Ledger type 1.

2: Ledger type 2.

Display

1. Suppress Zero Balances
Specify whether to display zero balances. Values are:

Blank or *N*: Display accounts with zero balances.

Y: Do not display accounts with zero balances.

2. Calculation Method
Specify the method to use to calculate the differences between the two subledgers:

Blank or *S*: Subtraction

A: Addition

M: Multiplication

D: Division

3. Additional Ledger Type 1 and **4. Additional Ledger Type 2** — Specify additional ledgers for ledger type 1 and ledger type 2. If you leave these processing options blank, the system does not display additional ledger types.

5. Subledger and **6. Subledger Type** — Specify a specific subledger and subledger type in which to display balances. If you leave these processing options blank, the system uses the blank subledger and type.

7. Account Level Of Detail — Specify the lowest account level of detail (3–9) that you want to display. If you leave this processing option blank, the system uses 9.

Currency

1. Currency Code — Specify the default currency code to display. If you leave this processing option blank, the system displays all currencies.

Select

1. Date Effective Balances — Specify which dates to use for the date effective balances: Values are:

Blank or *N*: Use period end dates.

Y: Calculate date effective balances.

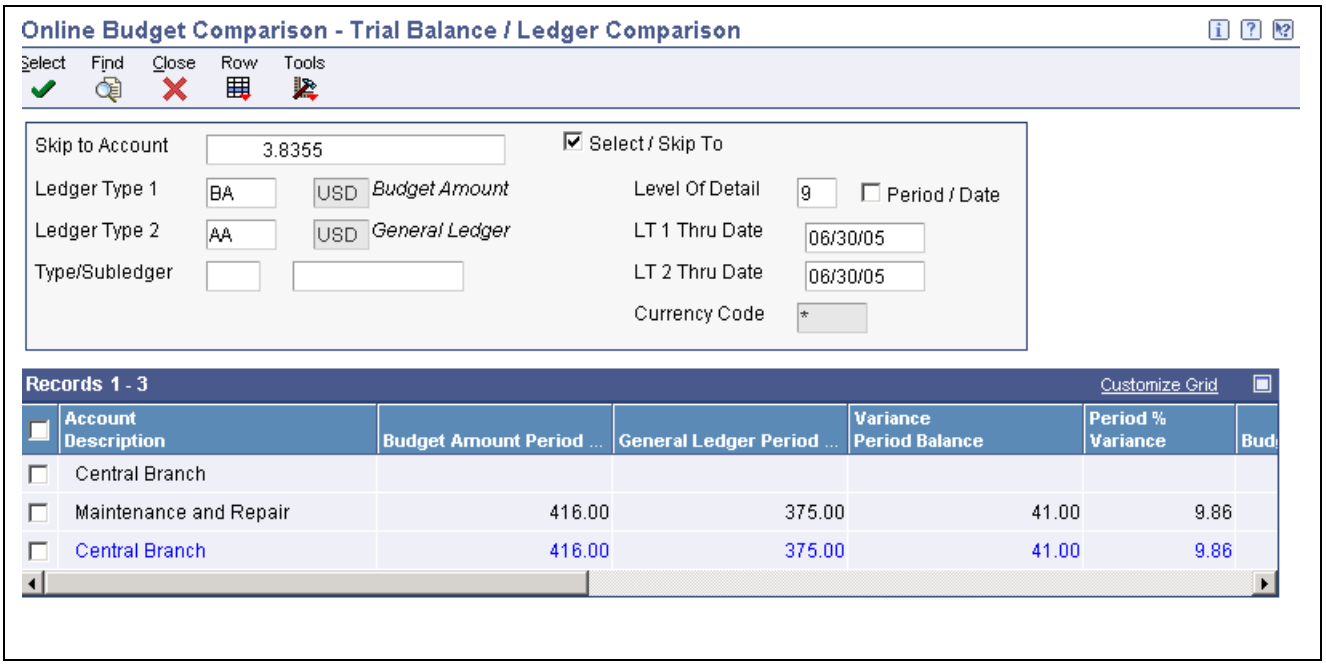
2. Default Thru Period Display — Specify whether to display a date or a period.

Blank or *N*: Display thru dates.

Y: Display thru periods.

Reviewing Budget Comparisons Online

Access the Trial Balance / Ledger Comparison form.



Trial Balance / Ledger Comparison form

Managing Budget Overages

This section provides overviews of the management of budget overages, the budget checking calculation, and amounts and encumbrances and discusses how to:

- Run the G/L Budget Checking Report.
- Set processing options for G/L Budget Checking Report.

Understanding the Management of Budget Overages

Before you post transactions to an account, you might want to verify that the actual and planned expenditures are within budget. For example, assume that you have entered a batch of vouchers. Before posting the batch, you want to see whether the totals in the affected accounts exceed the budget.

You can use the G/L Budget Checking Report (R14115) to identify transactions that will create budget overages. The appropriate person in your organization can then approve the expenditures or notify the affected departments to change or delete transactions for these accounts before posting.

The G/L Budget Checking Report selects unposted records from the F0911 table. It bases calculations on information in the F0902 table. Using a predefined calculation, the report:

- Calculates the available budget for each specified account or level of detail.
- Adds new, unposted transactions to posted totals.
- Determines whether posting new transactions creates a total that exceeds the budget.
- Generates an exception report that lists the unposted transactions in the F0911 table that will cause budget overages.

  The exception report is for information only and is sequenced by company, account, and detail.

The G/L Budget Checking Report does not update any tables.

Understanding the Budget Checking Calculation

The report uses this predefined calculation:

Primary ledger–(second ledger + third ledger) = available budget amount

Example: Budget Checking Calculation

For account 3.8605, these default ledgers contain the totals indicated:

- BA (budget amount) for the year: 1,000
- PA (encumbered amount) balance to date: 320
- AA (actual amount) balance to date: 420

Using the totals for the ledgers, the calculation is:

1,000–(320 + 420) = 260

If any unposted transactions in the F0911 table cause the account to exceed the available budget amount of 260, the transaction appears on the report.

You can substitute other ledgers for the default ledgers in the processing options. You also choose the level of detail that is used for accumulating the balances and the calculation method that is used to determine the total budget amount.

The calculation for the budget variance includes any vouchered amounts already encumbered by purchase orders. If a vouchered amount that is encumbered by a purchase order appears in the AA ledger as an unposted amount, the system does not count it twice.

Note. Run this program during off-peak hours, if possible. The number of records in the F0911 table might require significant processing time.

Understanding Amounts and Encumbrances

This table describes how the G/L Budget Checking Report processes amounts and encumbrances:

Item	Description
No budget amount	If an account has no record in the budget (primary) ledger, the report assumes that the budget is zero. It subtracts the amounts from the second and third ledgers, resulting in a negative amount on the exception report.
Encumbrances	These budgeted amounts have commitments or contracts (such as purchase orders). Encumbrances are also called commitments.
Foreign currency amounts	Budgeted amounts are in the domestic currency only. Therefore, the report does not select transactions from the CA (foreign currency) ledger in the F0911 table.

Running the G/L Budget Checking Report

Select Budgeting (G1412), G/L Budget Checking Report.

Setting Processing Options for G/L Budget Checking Report (R14115)

Use these processing options to specify the ledgers to use for calculations, the calculation method, and so on.

Ledger Type

1. Primary Ledger Enter the budget or primary ledger to use for calculations. If you leave this processing option blank, the system uses *BA*.

2. Secondary Ledger Enter the second ledger to use for calculations. If you leave this processing option blank, the system uses *PA*.

3. Third Ledger Enter the third ledger to use for calculations. If you leave this processing option blank, the system uses *AA*.

Budget Year

1. Fiscal Year Enter the budget year. If you leave this processing option blank, the system uses the current fiscal year.

Calculation Methods

1. Budget Totaling Method Specify the budget totaling method to use.

Blank: uses method 1.

1: The total original budget, period amounts for the year, and prior year end posting amounts.

2: The total period amounts for the year.

3: The total original budget and period amounts through the current period.

Specify method *1* or *3* only if the original budget has not been spread to periods.

LOD

1. Level of Detail Specify the lowest account level of detail (3–9). If you leave this processing option blank, the system uses *9*.

The analysis of accounts occurs at a level no higher than the designated level of detail. For example, if you specify the level of detail *5*, the report assumes that all of the budgets are at a level no higher than 5. The exception is level 9. If you specify level *9*, the analysis of accounts includes all accounts.

Subledger

1. Subledger and **2. Subledger Type** Enter a specific subledger or * for all subledgers. If you enter a specific subledger, enter the subledger type.

Entering Detailed Budget Amounts

This section provides an overview of the Detailed Budget by Account program and discusses how to enter detailed budget amounts.

Understanding the Detailed Budget by Account Program

Even if you do most of your budgeting on an annual basis, you might need to use the Detailed Budget by Account program (P14101) for any of these reasons:

- To set up budgets by periods for specific accounts that have no predictable seasonal pattern.
- To change the results that the Spread Annual to Periods program created.
- To review budget amounts by period both before and after annual budgets are spread.

You can also use the Detailed Budget by Account program to enter budget amounts for each period and account. When you use this program to enter budget amounts, the system does not create records in the F0911 table. Instead, it updates:

- Final budget and net posting amounts in the BA records in the F0902 table.
- Budget pattern code in the F0901 table to DNS.

  This code ensures that the spread program does not overwrite the amounts that you enter.

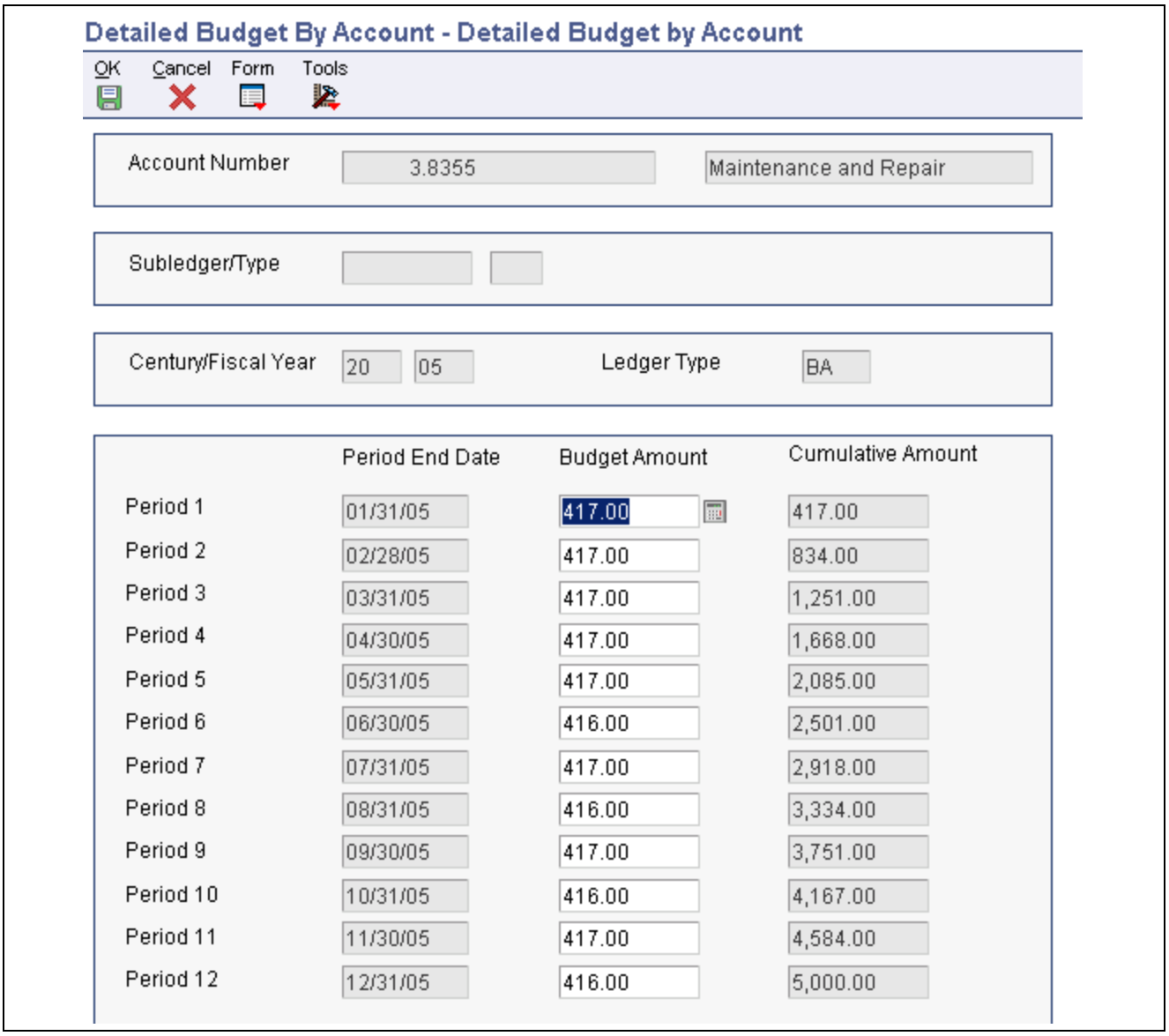
Note. You can enter monthly amounts on the Budget by Business Unit form instead of using the Detailed Budget by Account form. With the Show Periods option selected, each period appears as a column in the detail area.

Forms Used to Enter Detailed Budget Amounts

Form Name	Form ID	Navigation	Usage
Work With Budget Accounts	W14101C	Budgeting (G1412), Detailed Budget By Account	Locate budgets by account.
Detailed Budget by Account	W14101A	On the Work With Budget Accounts form, select the account number.	Enter and revise detailed budgets by account. Revise existing budgets that were created using other budgeting methods.

Entering Detailed Budget Amounts

Access the Detailed Budget by Account form.



Detailed Budget by Account form

Entering Journalized Budgets

This section provides overviews of journalized budgets and discusses how to enter budget journal entries.

Understanding Journalized Budgets

Although most organizations do not need a formal audit trail for budgeting, some do. For example, construction companies use cost accounting, and governmental agencies record supplemental appropriations for the original budget. For these organizations, journalized budgets provide a formal audit trail.

Budget entries for a journalized budget are the same as journal entries, but you assign a budget ledger type. You create the budget by entering budget amounts as journal entries, which you then review and post like other journal entries. Budget batches have the same batch type (G) as other journal entries. The system updates journalized budgets in the F0911 table. When you post the batch, the system updates the F0902 table. However, the system does not update the budget amount fields BREQ, BAPR, and BORG in the F0902 table.

To change a budget that you entered as a journalized budget, you must use the Journal Entry form. Do not use the annual or detailed budget method to change a journalized budget entry. Budget journal entries typically do not have to be in balance. You determine whether your budget ledgers are required to balance in the Ledger Type Master Setup program (P0025).

Prerequisites

Before you complete the tasks in this section:

- Specify a budget ledger type, such as BA, in the processing options.
- Verify that you have set up your fiscal date patterns.
- (Recommended) Set up a document type, such as BX for budget journal entries, instead of using document type JE.

See Also

Chapter 12, “Processing Journal Entries,” Entering Basic Journal Entries, page 90

Forms Used to Enter Journalized Budgets

Form Name	Form ID	Navigation	Usage
Work With Journal Entries	W0911I	Other Budgeting Methods (G1421), Budget Entry	Locate existing batches of budget journal entries.
Journal Entry	W0911A	On the Work With Journal Entries form, click Add.	Add journal entries for budget amounts.

Entering Budget Journal Entries

Access the Journal Entry form.

Importing Budget Data from a Spreadsheet

This section provides a overviews of the import budget process and guidelines for creating a spreadsheet and discusses how to:

- Set processing options for Upload/Conversion Revisions.
- Import budget data from a spreadsheet.

Understanding the Import Budget Process

If you create budgets using a spreadsheet program, you can import the budget data directly into the Account Balances - Batch File table (F0902Z1) and then use the Upload/Conversion program (R14110) to upload it into the F0902 table.

Before you upload your budget data into the F0902 table, however, you should review the records to verify that they are correct. You can use the Upload/Conversion Revisions program to review and revise your data.

When you have determined that your budget data is correct, run the Upload/Conversion (P0902Z1) program to upload the data into the F0902 table. If the system finds any problems with the records, it sends a message to the work center notifying you of the problem. It does not update the F0902 with that record. You can use the Upload/Conversion Revisions program to revise the record and then rerun the Upload/Conversion program.

After the budget data is loaded successfully into the F0902 table, you can purge records from the F0902Z1 table using the Processed Upload Purge program (R0902ZP).

Understanding Guidelines for Creating a Spreadsheet

Before you import your records into the F0902Z1 table, you should compare the columns in your spreadsheet to those in the grid of the Upload/Conversion Revisions program. You can then rearrange the columns in the grid so that they match your spreadsheet.

Your spreadsheet must contain at least an account number for every record. No other fields are required. You can use the Account Number processing option in the Upload/Conversion Revisions program to determine which format to use for the account number. You will notice that as you change the Account Number processing option, different fields will appear in the grid to accommodate each account number format.

See Appendix C, “Mapping Fields for Budget Data Import,” page 585.

Prerequisites

Before you complete the tasks in this section:

- Create a spreadsheet with your budget information.
- Arrange the columns in the Upload/Conversion Revisions program so that they match the columns on your spreadsheet.

Forms Used to Import Budget Data From a Spreadsheet

Form Name	Form ID	Navigation	Usage
Work With Batch Account Balances	W0902Z1A	Other Budgeting Methods (G1421), Upload/Conversion Revisions	Locate and review existing budget data records in the F0902Z1 table.
Upload Records to F0902Z1	W0902Z1D	On the Work With Batch Account Balances form, select Upload Records from the Form menu.	Add and revise records in the F0902Z1 table.

Setting Processing Options for Upload/Conversion Revisions (P0902Z1)

Use these processing options to specify the default values on the Upload Records to F0902Z1 form.

Default

1. Ledger Type Specify the ledger type from UDC table 09/LT to use for the budget amounts.

2. User ID Field Specify whether to enable the User ID field. Values are:

Blank: Disable the User ID field.

1: Enable the User ID field.

Account Number

1. Account Number Specify the format to use for the account number: Values are:

1: Short account ID

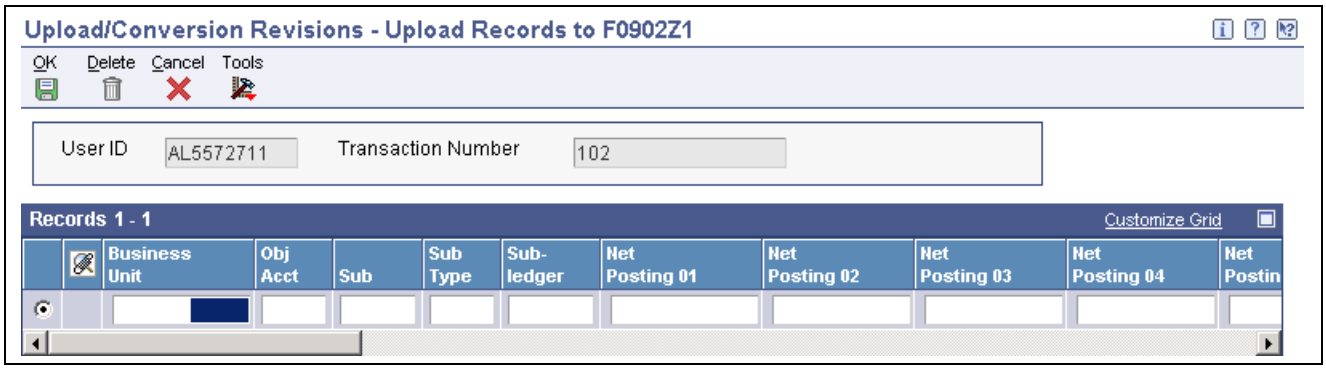
2: 3rd account number

3: Long account number

4 or Blank: Business unit, object, and subsidiary

Importing Budget Data From a Spreadsheet

Access the Upload Records to F0902Z1 form.



Upload Records to F0902Z1 form

To import budget data from a spreadsheet:

1. On Upload Records to F0902Z1, right-click in the detail area.
2. Select Import and then select one of these:
   - Microsoft Excel
   - Lotus 1-2-3
3. In the Open window, select your budget spreadsheet.

   The system displays your spreadsheet name in the File Name field.
4. Under the Import Options heading:
   - Specify a range of cells from which to import data (for example, A1:B10)
   - Specify a worksheet name from which to import data
5. Click Open.

Revising Imported Budget Data

This section provides an overview of revisions to imported budget data and discusses how to revise the imported data.

Understanding Revisions to Imported Budget Data

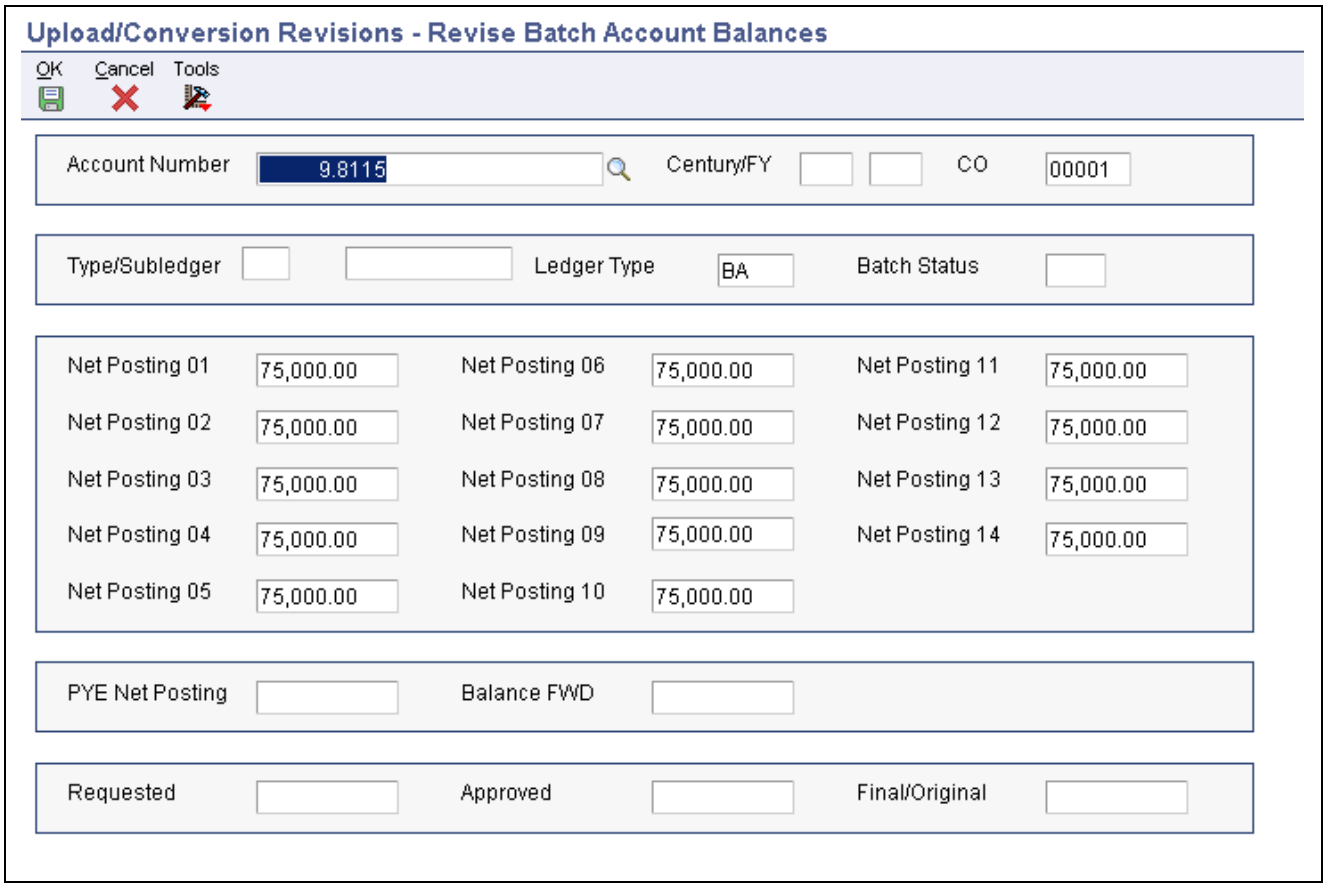
After you import your budget data from your spreadsheet into the F0902Z1 table, review the records for accuracy before uploading them to the F0902 table. When you run the Upload/Conversion program to upload the records to the F0902 table, some records might end in error. For example, you might have records with invalid account numbers. To ensure the integrity of your F0902 table, correct any errors using the Upload/Conversion Revisions program. You can also use this program to verify that records contain the correct amounts and delete records from the F0902Z1 table, regardless of whether the records have been successfully processed.

Forms Used to Revise Imported Budget Data

Form Name	Form ID	Navigation	Usage
Work With Batch Account Balances	W0902Z1A	Other Budgeting Methods (G1421), Upload/Conversion Revisions	Locate imported budget data and, if necessary, delete imported budget data.
Revise Batch Account Balances	W0902Z1B	On the Work With Batch Account Balances form, select the record to revise.	Review and revise budget data imported that has been into the F0902Z1 table.

Revising the Imported Data

Access the Revise Batch Account Balances form.



Revise Batch Account Balances form

Uploading Imported Budget Data to the F0902 Table

This section provides an overview of the Upload/Conversion program and discusses how to:

- Run the Upload/Conversion program.
- Set processing options for Upload/Conversion.

Understanding the Upload/Conversion Program

After you review and, if necessary, revise your budget data on the Revise Batch Account Balances form, run the Upload/Conversion program (R14110) in proof mode. In proof mode, the system identifies any errors that might occur. You must correct the errors before you run the program in final mode.

Examples of possible errors include:

- Account numbers not set up in the F0901 table.
- Invalid subledgers or subledger types.
- Fiscal date patterns not set up for the fiscal year.
- Invalid ledger types.

Use the Upload/Conversion Revisions program to correct errors in the F0902Z1 table. Then rerun the Upload/Conversion program in proof mode. When the resulting report is free of errors, run the program in final mode.

In final mode, the program prints a report and uploads the budget data to the F0902 table. For each record that the program successfully uploads, it updates the Batch Status field to *D* (posted) in the F0902Z1 table. The program bypasses any records that contain errors.

For detailed budgets by period, final mode sets the budget pattern code to DNS (Do Not Spread) for the corresponding accounts in the F0901 table.

You set processing options to control the upload process. For example, you can:

- Specify an annual budget upload instead of uploading the periodic amounts (the default value). If you do this, also specify the type of budget (requested, approved, or final) to which the system will add all periodic amounts.
- Add uploaded amounts to the existing amounts in the Account Balances table (F0902). The default option replaces the amounts in the Account Balances table with the uploaded amounts for all matching account numbers.
- Reverse the sign of the amounts in all revenue accounts.
- Specify that the system automatically purge the records from the Account Balances - Batch File table after processing.

Running the Upload/Conversion Program

Select Other Budgeting Methods (G1421), Upload/Conversion.

Setting Processing Options for Upload/Conversion (R14110)

Use these processing options to specify the budget cycles to update, whether to upload monthly or annual amounts, and so on.

Period Tab

1. Century and **2. Fiscal Year**

Use these processing options to identify the century and fiscal year that apply to the budget that you are uploading to the F0902 table. For example, if the budget is for fiscal year 2005, you enter 20 for the century and 05 for the fiscal year.

Budget Cycle Tab

You can update one, two, or all three of these budget cycles.

1. Requested Budget

Specify whether to update the Requested Budget field (BREQ) in the F0902 from the budget that you are uploading. Values are:

Blank: Do not update the field.

1: Update the field.

If you enter 1 for this processing option and also enter 1 for the Annual/Monthly processing option, the system enters the requested budget amount from the budget that you are uploading in the BREQ field.

If you enter 1 for this processing option and leave the Annual/Monthly processing option blank, the system totals the monthly budget amounts in the budget that you are uploading and enters the total in the BREQ field.

2. Approved Budget

Specify whether update the Approved Budget field (BAPR) in the F0902 table from the budget that you are uploading. Values are:

Blank: Do not update the field.

1: Update the field.

If you enter 1 for this processing option and also enter 1 for the Annual/Monthly processing option, the system enters the approved budget amount from the budget that you are uploading in the BAPR field.

If you enter 1 for this processing option and leave the Annual/Monthly processing option blank, the system totals the monthly budget amounts in the budget that you are uploading and enters the total in the BAPR field.

3. Final Budget

Specify whether to update the Final Budget field (BORG) in F0902 table from the budget that you are uploading. Values are:

Blank: Do not update the field.

1: Update the field.

If you enter 1 for this processing option and also enter 1 for the Annual/Monthly processing option, the system enters the final budget amount from the budget that you are uploading into the BORG field.

If you enter 1 for this processing option and leave the Annual/Monthly processing option blank, the system totals the monthly budget amounts in the budget that you are uploading and enters the total in the BORG field.

4. Annual/Monthly

Specify whether you want to upload annual budget amounts (requested, approved, and final) or monthly budget amounts (periods 1–14) to the F0902 table. Values are:

Blank: Upload monthly budget amounts.

1: Upload annual budget amounts

If you enter 1 for this processing option, the system uploads only the annual budget amounts for which you entered 1 in the corresponding processing options for the Budget Cycle tab.

If you leave this field blank, the system uploads the monthly budget amounts. The system also totals the monthly budget amounts and enters the total in each annual budget field for which you entered 1 in the corresponding processing options for the Budget Cycle tab.

Replace Entries Tab

1. Replace Entries

Specify whether to replace the existing entries in the F0902 table with the entries from the budget that you are uploading, or add them. Values are:

Blank: Replace existing entries.

1: Add uploaded entries.

Reverse Sign Tab

1. Reverse Sign

Specify whether to reverse the sign on the amounts in the revenue accounts for the budget that you are uploading. Reversing the sign means that negative numbers become positive numbers, and positive numbers become negative numbers. Values are:

Blank: Reverse the sign on the amounts.

If the amounts in the revenue accounts in the budget that you are uploading are positive numbers, you must leave this processing option blank. The system will change the positive numbers to negative numbers during the upload.

1: Do not reverse the sign on the amounts; keep it as is.

Amounts for revenue accounts in the F0902 table are negative numbers (credits). If the amounts in the revenue accounts in the budget that you are uploading are negative numbers, you must enter 1 in this processing option to keep them as negative numbers.

Job Cost Tab

1. Job Cost

Specify whether to update only the monthly budget amounts (periods 1–14) in the F0902 table from the budget that you are uploading, regardless of how you set the processing options on the Budget Cycle tab. Values are:

Blank: Update the budget amounts that are specified in the Budget Cycle processing options.

1: Update only the monthly budget amounts.

Enter 1 for Job Cost budgeting.

Mode Tab

1. Mode

Specify whether run the program in proof or final mode. In proof mode, the system prints a report of the changes that would be made to the amounts in the F0902 table. In final mode, the system updates the F0902 table and prints a report. Values are:

Blank: Proof mode.

1: Final mode.

Purge Tab

1. Purge

Specify whether to automatically purge processed transactions from the F0902Z1 table. Values are:

Blank: Do not purge processed transactions.

1: Purge processed transactions.

Purging the F0902Z1 Table

This section provides an overview of the Processed Upload Purge program (R0902ZP) and discusses how to run the program.

Understanding the Processed Upload Purge Program

If you upload multiple spreadsheets to the F0902Z1 table, the table might become very large. To manage the size of this table, you can run the Processed Upload Purge program.

Before you run this program, ensure that you do not want to revise and upload any records that you previously uploaded. The Processed Upload Purge program deletes all records that have a batch status of *D*, which indicates that the records were successfully uploaded to the F0902 table. This program also prints a report that lists the records that have been deleted from the table.

Running the Processed Upload Purge program regularly ensures that the F0902ZP table contains only budget data that is waiting to be uploaded.

Running the Processed Upload Purge Program

Select Other Budgeting Methods (G1421), Processed Upload Purge.

CHAPTER 23

Uploading PC Budgets

This chapter provides overviews of PC budget upload, how to copy budget data into the F0902Z2 text file, and the import folder and discusses how to:

- Run the Budget Import Field Mapping program.
- Run the Upload/Conversion program.
- Purge PC budget upload records.

Understanding PC Budget Upload

If you maintain budget data in a spreadsheet, you can copy the data into a text file and use the PC budget upload process to convert the text file into EnterpriseOne tables. To use the PC budget upload process, you must complete these steps in sequential order:

- Create a folder called Import in the B9/PROD directory, or wherever your EnterpriseOne directory resides.
- Copy your budget data into the F0902Z2 text file.
- Run the Budget Import Field Mapping program (R14110M). This program converts the budget data from the F0902Z2 text file into the Account Balances - Batch File table (F0902Z1).
- Run the Upload/Conversion program (R14110). This program copies the budget data from the F0902Z1 table to the Account Balances table (F0902).

Note. You can also import data directly from a spreadsheet by selecting Import Grid Data from the Tools menu on the Upload Records to F0902Z1 form. Access this form from the Upload/Conversion Revisions program (P0902Z1).

Understanding the Import Folder

Before you enter or copy your budget data into a text file, you must create a folder called Import in the EnterpriseOne directory where your EnterpriseOne software and data resides, for example, B9/PROD. After you enter or copy your budget data, you save it in a text file in the Import folder. When you run the Budget Import Field Mapping program (R14110M), the system searches for the text file in this folder.

Understanding How to Copy Budget Data into the F0902Z2 Text File

After you create the Import folder, enter or copy your budget data into a text file called F0902Z2.txt using one of these methods:

- Create a text file and then enter your budget data directly into the file.

  To create a text file from your PC, go to Start > Programs > Accessories and choose Notepad. Enter your budget data and save the text file as F0902Z2.txt in the Import folder.

- Save the spreadsheet and then copy the data into a text file.

  Save the spreadsheet in .csv format. Open a text file using Notepad and then copy the data into the text file. Save the text file as F0902Z2.txt in the Import folder.

For the system to read your budget data correctly, you must add column headings to your text file as shown in this example:

```
F0902Z2.txt
Account Number,Subledger,Subledger Type,Net Posting 1,Net Posting
2,Net Posting 3,Net Posting 4,Net Posting 5,Net Posting 6,Net Posting
7,Net Posting 8,Net Posting 9,Net Posting 10,Net Posting 11,Net
Posting 12, Net Posting 13,Net Posting 14,Requested,Approved,Final
1.1110.Bear,1,A,1000,100,10,1,0,0,0,0,0,0,0,0,0,0,1110,0
1.1110.Fib,1,A,2000,200,20,2,0,0,0,0,0,0,0,0,0,0,200,0
1.1110.France,,,3000,300,30,3,0,0,0,0,0,0,0,0,0,5000,0,0
1.1105,,,0,52,12313,13213,0,0,0,0,0,0,0,0,0,6589
```

The budget data appears after the column headings in the text file.

Running the Budget Import Field Mapping Program

This section provides an overview of the Budget Import Field Mapping program and discusses how to:

- Run the Budget Import Field Mapping program.
- Set processing options for Budget Import Field Mapping.

Understanding the Budget Import Field Mapping Program

The Budget Import Field Mapping program (R14110M) is a table conversion program that:

- Converts data from the F0902Z2.txt file into fields in the format that is used by the Account Balances table (F0902).
- Uploads the fields to the Account Balances - Batch File table (F0902Z1).

You can use processing options to change the default ledger type (BA) and the default account number format (business unit.object.subsidiary).

Running the Budget Import Field Mapping Program

Select Other Budgeting Methods (G1421), Budget Import Field Mapping.

To run the Budget Import Field Mapping program:

1. On Work With Batch Versions - Available Versions, choose a version of Budget Import Field Mapping and click Select.
2. On Table Conversion Prompting:
   - If you are working in a local environment, select the Properties option and click Submit.
   - If you are working in a server environment, select the Properties option and the Override Location option, and click Submit. On JDE Data Sources, choose the local data source so that the table conversion program can access the data that you entered or copied into the F0902Z2.txt file, and click Select.
3. On PC Budget Upload Field Definition, access the tabs described in this table and follow the instructions:

Tab	Instruction
Select Environments	Under Input Environment, choose the environment that has the F0902Z2.txt file mapped to your local drive. The input environment corresponds to the local database on the client machine. Under Output Environment, choose the environment that has the Account Balances - Batch File (F0902Z1) mapped to the server. The output environment corresponds to the target database that contains the F0902 table.
Table Options	Select the Run Currency Triggers option only if you use multicurrency processing. The system converts decimal places and other currency fields based on your multicurrency setup. Do not select the Clear Output Tables option. If you do, the system deletes all data in the F0902Z1 table, regardless of the user status or processing status. The data in the F0902Z1 table gets uploaded to the F0902 table later in the PC budget upload process. Do not select the Force Row by Row Processing option. The system ignores this option.
Debug Logging	Do not clear the option for Use ini settings for trace level and number of rows to process unless this applies: You want to generate a log during the upload process. Change the Trace Level field to a number between 1 and 10, with 10 providing the most detailed log. You do not want to process all input rows. Therefore, change the Number of Rows field to a number other than 0 (zero).

4. Click OK.

   The system submits the program for batch processing. When the program finishes, it sends a message to the work center that indicates whether the program completed successfully.

Setting Processing Options for Budget Import Field Mapping (R14110M)

Processing options enable you to specify the default processing for programs and reports.

Ledger Type Tab

1. Ledger Type Use this processing option to specify the ledger type for the system to assign to the budget records. Enter a valid ledger type from the Ledger Type Master Setup program (P0025). If you leave this processing option blank, the system uses ledger type BA.

Account Number Tab

1. Account Number Format Specify the account number format that you used in the budget text file. Values are:

blank or *3*: Long account number.

1: Short account ID.

2: 3rd account number.

Running the Upload/Conversion Program

This section provides an overview of the Upload/Conversion Program and discusses how to:

- Run the Upload/Conversion Program.
- Set processing options for Upload/Conversion.

Understanding the Upload/Conversion Program

After you run the Budget Import Field Mapping program, run the Upload/Conversion program (R14110) to upload your budget data from the Account Balance - Batch File (F0902Z1) to the Account Balances table (F0902).

You can set processing options for the Upload/Conversion program to:

- Specify an annual budget upload. If you do this, specify the type of budget (requested, approved, or final) to which the system will add all periodic amounts. The default value uploads the periodic amounts.
- Add uploaded amounts to the existing amounts in the F0902 table. The default value replaces the amounts in the F0902 table with the uploaded amounts for all matching account numbers.
- Reverse the sign of the amounts for all revenue accounts.
- Specify that the system automatically purge the records from the F0902Z1 table after processing.

When you run the Upload/Conversion program in proof mode, the system identifies errors that might occur and sends a workflow message to the work center. Examples of possible errors include:

- Account numbers not set up in the Account Master table (F0901).
- Invalid subledgers or subledger types.
- Fiscal date patterns not set up for the fiscal year.
- Invalid ledger types.

Use the Upload/Conversion Revisions program (P0902Z1) to correct any errors in the F0902Z1 table. Then rerun the Upload/Conversion program in proof mode. When the resulting report is free of errors, run the Upload/Conversion program in final mode.

In final mode, the system prints a report and uploads the fields to the F0902 table. For each record that the system successfully uploads, it updates the Batch Status field to D (done or posted) in the F0902Z1 table. For detailed budgets by period, final mode sets the budget pattern code to DNS (do not spread) for the corresponding accounts in the F0901 table.

Running the Upload/Conversion Program

Select Other Budgeting Methods (G1421), Upload/Conversion.

Setting Processing Options for Upload/Conversion (R14110)

Processing options enable you to specify the default processing for programs and reports.

Period Tab

1. Century (Required) and **2. Fiscal Year (Required)**

Specify the century and fiscal year that applies to the budget that you are uploading to the F0902 table. For example, for 2005, enter 20 for the century and 05 for the fiscal year.

Budget Cycle Tab

1. Requested Budget

Specify whether to update the Requested Budget field (BREQ) in the F0902 table from the budget that you are uploading. Values are:

Blank: Do not update the Requested Budget field in the Account Balances table

1: Update the Requested Budget field in the F0902 table.

If you enter *1* for both this processing option and the Annual/Monthly processing option (to designate an annual budget), the system enters the Requested Budget amount from the budget that you are uploading into the Requested Budget field in the F0902 table.

If you enter *1* in this processing option and leave the Annual/Monthly processing option blank (to designate a monthly budget), the system totals the monthly budget amounts in the budget that you are uploading and enters the total in the Requested Budget field in the F0902 table.

2. Approved Budget

Specify whether to update the Approved Budget field (BAPR) in the F0902 table from the budget that you are uploading. Values are:

Blank: Do not update the Approved Budget field in the F0902 table.

1: Update the Approved Budget field in the F0902 table.

If you enter *1* for both this processing option and also the Annual/Monthly processing option (to designate an annual budget), the system enters the Approved Budget amount from the budget that you are uploading into the Approved Budget field in the F0902 table.

If you enter *1* for this processing option and leave the Annual/Monthly processing option blank (to designate a monthly budget), the system totals the monthly budget amounts in the budget that you are uploading and enters the total in the Approved Budget field in the F0902 table.

3. Final Budget

Specify whether to update the Final Budget field (BORG) in the F0902 table from the budget that you are uploading. Values are:

Blank: Do not update the Final Budget field.

1: Update the Final Budget field.

If you enter *1* for both this processing option and the Annual/Monthly processing option (to designate an annual budget), the system enters the Final Budget amount from the budget that you are uploading into the Final Budget field in the F0902 table.

If you enter *1* for this processing option and leave the Annual/Monthly processing option blank (to designate a monthly budget), the system totals the monthly budget amounts in the budget that you are uploading and enters the total in the Final Budget field in the F0902 table.

4. Annual/Monthly

Specify whether you are uploading annual budget amounts (Requested, Approved, and Final) or monthly budget amounts (Periods 1–14) to the F0902 table. Values are:

Blank: Upload monthly budget amounts

1: Upload annual budget amounts

If you enter *1* in this field, the system uploads only the annual budget amounts (Requested, Approved, and Final) for which you entered *1* in the corresponding Budget Cycle processing option.

If you leave this field blank, the system uploads the monthly budget amounts (Periods 1–14). The system also totals the monthly budget amounts and enters the total in each annual budget field (Requested, Approved, and Final) for which you entered 1 in the corresponding Budget Cycle processing option (Requested, Approved, and Final).

Replace Entries Tab

1. Replace Entries

Specify whether to replace the existing entries in the F0902 table with the entries that you are uploading or to add the entries from the budget that you are uploading to the F0902 table. Values are:

Blank: Replace the existing entries in the F0902 table with the entries from the budget that you are uploading.

1: Add the entries from the budget that you are uploading to the existing entries in the Account Balances table

Reverse Sign Tab

1. Reverse Sign

Specify whether to reverse the sign on the amounts in the revenue accounts in the budget that you are uploading. Reversing the sign means that negative numbers become positive numbers, and positive numbers become negative numbers.

If the amounts in the revenue accounts in the budget that you are uploading are positive numbers, you must leave this processing option blank. The system will change the positive numbers to negative numbers during the upload.

If the amounts in the revenue accounts in the budget that you are uploading are negative numbers, you must enter *1* in this processing option to keep them as negative numbers. Values are:

Blank: Reverse the sign on the amounts in the revenue accounts in the budget that you are uploading.

1: Keep the sign as it is.

Job Cost Tab

1. Job Cost

Specify whether to update only the monthly budget amounts (Periods 1–14) in the F0902 table from the budget that you are uploading, regardless of how you set the processing options on the Budget Cycle tab. Values are:

Blank: Update the budget amounts that are specified by the Budget Cycle processing options.

1: Update only the monthly budget amounts (Periods 1–14).

Enter *1* in this processing option for Job Cost budgeting.

Mode Tab

1. Mode

Specify whether to run the program in proof or final mode. In proof mode, the system prints a report of the changes that would be made to the amounts in the F0902 table but does not update the table. In final mode, the system updates the F0902 table and prints a report. Values are:

Blank: Proof mode.

1: Final mode.

Purge Tab

1. Purge

Specify whether to automatically purge processed transactions from the Account Balances - Batch File table (F0902Z1). Enter *1* to automatically purge the transactions. If you leave this field blank, the system indicates that the transactions are processed, and they remain in the F0902Z1 table.

Purging PC Budget Upload Records

This section discusses how to run the Processed Upload Purge program.

Running the Processed Upload Purge Program

Select Other Budgeting Methods (G1421), Processed Upload Purge.

Alternatively, you can set the Purge processing option to purge processed records from the F0902Z1 table when you run the Upload/Conversion program (R14110).

CHAPTER 24

Forecasting and Planning Budgets

This chapter provides an overview of budget forecasting and planning and discusses how to:

- Define accounts and retrieve basis amounts.
- Revise accounts and basis amounts.
- Generate budget forecast amounts.
- Revise budget forecast amounts.
- Update budget forecast records.
- Purge budget forecast records.

Understanding Budget Forecasting and Planning

With the General Accounting programs for forecasting and planning, you can:

- Create fixed or percentage growth patterns.
- Assign growth patters to business units.
- Generate and review the basis for the forecast.
- Automatically generate the forecast budget amounts.
- Revise and adjust the forecast to achieve the desired results.
- Upload the finalized forecast to any user-defined ledger.

The General Accounting programs for forecasting and planning integrate with the standard budget programs. This integration allows you to streamline the entire budgeting process and generate detailed short-term and long-term budgets. You can customize your budgets to reflect your business and maintain multiple versions of a forecast to evaluate different scenarios. After you modify and finalize the forecasts, you can upload them to an user-defined budget or forecast ledger.

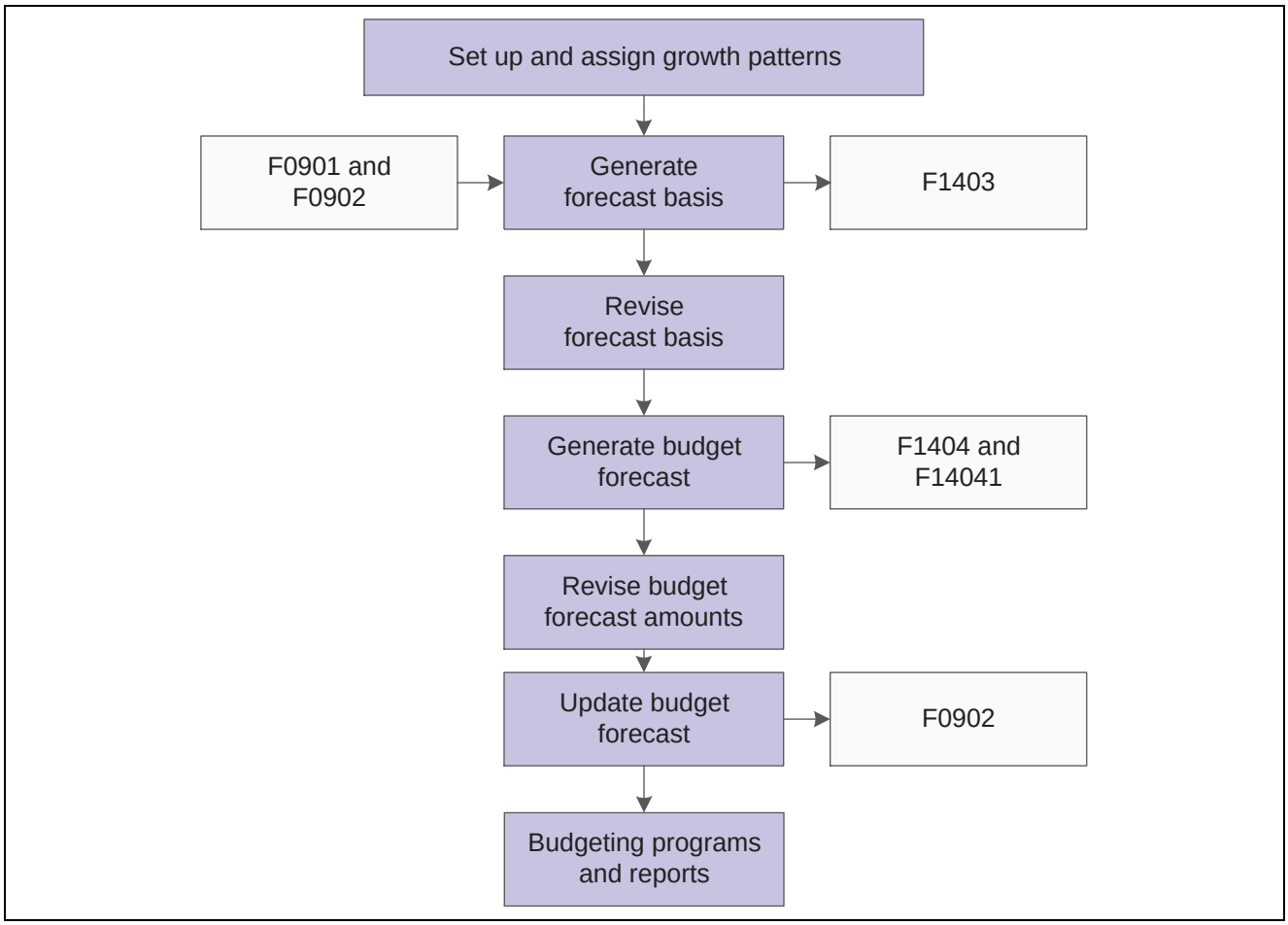
But first, you must set up growth patterns and assign them to business units. You can then create an unlimited number of revisions with different growth patterns. Revision numbers enable you to generate multiple budgets for the same business unit so that you can perform what-if analyses before you commit to a forecast. For each revision, you complete these tasks:

- Define the revenue and expense accounts to include in your budget forecast.
- Retrieve the amounts for each account.
- Review and revise the accounts and basis amounts for each revision.

See Chapter 6, "Setting Up Budget Forecasting and Planning," Setting Up Growth Patterns, page 43.

After you complete these tasks, you generate the budget amounts for a revision and then revise the amounts as necessary to achieve the desired results. When you are satisfied with the results, you copy the finalized budget amounts to the F0902 table for each revision. From the F0902 table, the records can be incorporated with budgets from other systems for reporting purposes. You must forecast budgets using the forecasting and planning programs before you can use the standard budget programs.

This graphic illustrates the forecasting and planning process and the tables that the system uses during the process:



Forecasting and planning process

Defining Accounts and Retrieving Basis Amounts

This section provides overviews of account definition and basis amounts and discusses how to:

- Define accounts and retrieve basis amounts manually.
- Generate accounts and basis amounts automatically.

Understanding Account Definition and Basis Amounts

To forecast budget amounts for your revenue and expense accounts, you must define the accounts to include in the forecast and retrieve the basis amounts for those accounts.

You can do this manually with a search and select program or automatically with a batch program using one of these programs:

- Revise Forecast Basis (P1403)
- Generate Forecast Basis (R1403)

Regardless of whether you define accounts and retrieve basis amounts manually or generate them automatically, the system copies account information from the F0901 table and net posting amounts from the F0902 table and updates the Forecast Basis table (F1403).

Manual Account and Basis Amount Retrieval

An alternative to having the system generate your accounts and basis amounts is to use the Revise Forecast Basis program and manually account information and have the system retrieve the basis amounts. You might prefer to manually enter account information if you have an insignificant number of accounts to define.

With the Revise Forecast Basis program, you manually enter a range of accounts, ledger type, fiscal year, and range of periods associated with a business unit and revision number. The system retrieves the basis amounts from the F0902 table. You can retrieve account balances for up to 14 consecutive periods using two fiscal years and two ledger types. For example, you could retrieve balances from periods 01 through 06 for fiscal year 05 and ledger type AA, and periods 07 through 12 for fiscal year 06 and ledger type BA. Alternatively, you could retrieve balances for fiscal years 05 and 06 for the same ledger type.

You can also use the Revise Forecast Basis program to revise basis amounts and add or delete accounts.

Automatic Account and Basis Amount Generation

Depending on the number of accounts for which you forecast budget amounts, running the Generate Forecast Basis program (R1403) might be more efficient than using the Revise Forecast Basis program to manually enter account information.

The Generate Forecast Basis program automatically updates the F1403 table with a range of accounts, based on AAI item GLG*xx* for expense and revenue, and basis amounts from the F0902 table. In the processing options, you specify the revision number, the ledger type, the fiscal year, the range of periods, and whether to roll up subledger balances.

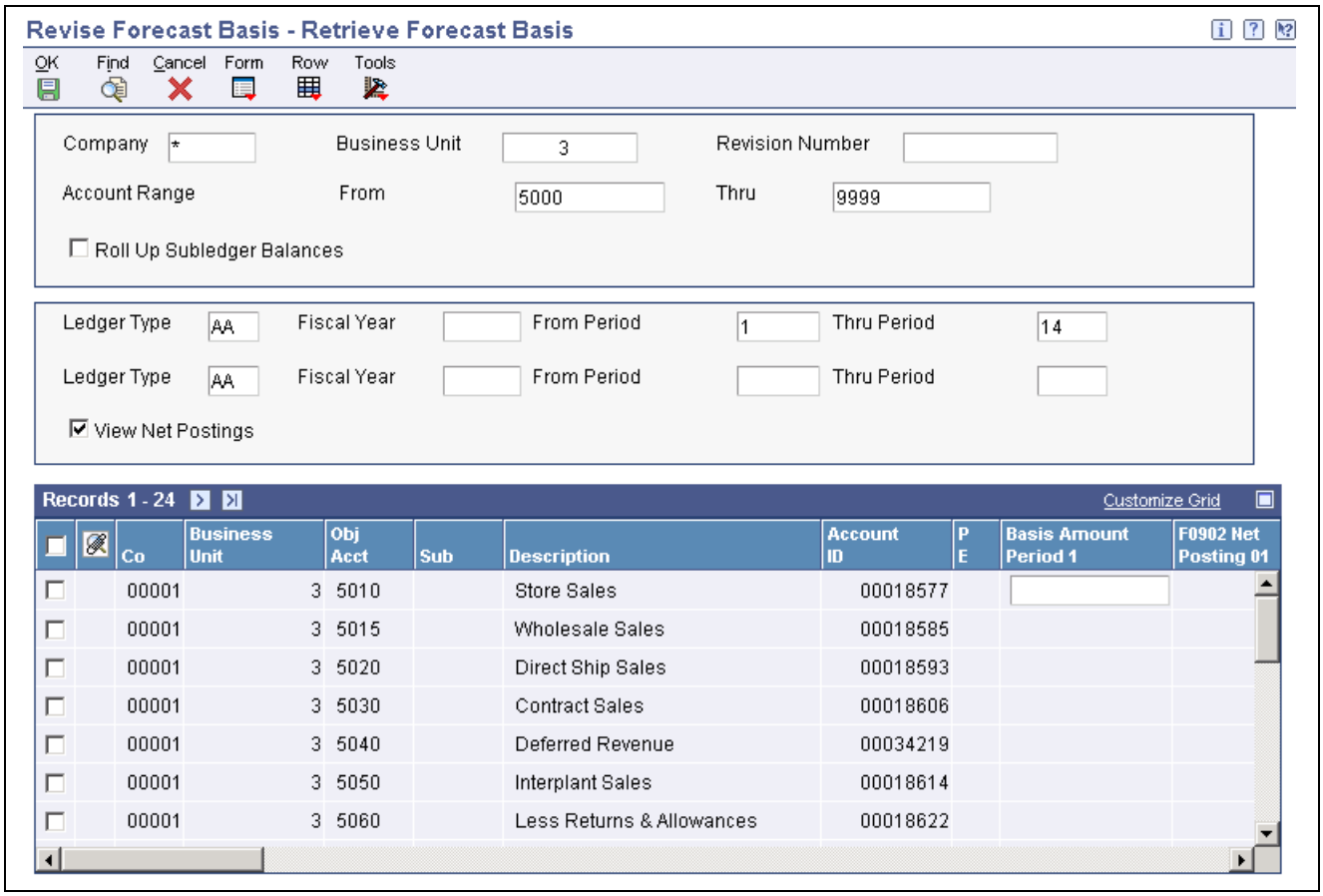
You can also retrieve account balances for up to 12 or 14 consecutive periods for one or two fiscal years and ledger types. For example, you could retrieve balances from periods 01 through 06 for fiscal year 05 and ledger type AA, and periods 07 through 12 for fiscal year 06 and ledger type BA. Alternatively, you could retrieve balances for fiscal years 05 and 06 for the same ledger type.

Forms Used to Manually Define Accounts and Retrieve Basis Amounts

Form Name	Form ID	Navigation	Usage
Work With Forecast Basis	W1403E	Forecasting and Planning (G1411), Revise Forecast Basis	Locate and select existing forecast basis records.
Retrieve Forecast Basis	W1403B	On the Work With Forecast Basis form, click Add.	Define accounts and retrieve basis amounts.

Defining Accounts and Retrieving Basis Amounts Manually

Access the Retrieve Forecast Basis form.



Retrieve Forecast Basis form

To manually define accounts and retrieve basis amounts:

1. On Retrieve Forecast Basis, complete the header fields.
2. Select the Roll Up Subledger Balances option to roll up subledger balances into the object account total.
3. To retrieve accounts for the same ledger type or a different ledger type and different fiscal year, enter values in these fields:
   - Ledger Type
   - Fiscal Year
   - From Period
   - Thru Period

   Note. The From Period and Thru Period fields for the two ledger types cannot overlap. For example, assume the first ledger type is AA, the fiscal year is 05, and the from and thru periods are 7–12. The second ledger type must be for a different range of periods. For example, you could enter 1–6 for the from and thru periods. This flexibility enables you to retrieve amounts for the last six months of one year and the first six months of the next year, the last three months of one year and the next nine months of the next year, and so on.
4. Click Find.

   The system retrieves the accounts and displays the balances for each period in the detail area of the form.
5. Select the View Net Postings option to view the net period postings for each period.

6. Revise any basis amounts in the detail area.
7. To save individual records, select the records and then select Save from the Row menu.
8. To save all records, select Save All from the Form menu.
9. On the Message form, click OK to replace existing unlocked accounts in the F1403 table.

Generating Accounts and Basis Amounts Automatically

Select Forecasting and Planning (G1411), Generate Forecast Basis.

Setting Processing Options for Generate Forecast Basis (R1403)

Processing options enable you to specify the default processing for programs and reports.

Process

1. Revision Number — Specify the revision number in which to generate forecast basis amounts. The system copies account information from the F0901 table and net posting amounts from the F0902 table and updates the F1403 table for the revision number.

2. Ledger Type 1, 3. Fiscal Year 1, 4. From Period 1, and **5. Thru Period 1.** — Specify the ledger type in which the system retrieves net posting amounts in the Ledger Type 1 processing option. This processing option works in conjunction with the Fiscal Year 1, From Period 1, and Thru Period 1 processing options.

6. Ledger Type 2, 7. Fiscal Year 2, 8. From Period 2, and **9. Thru Period 2** — Optionally specify a second ledger type in which the system retrieves net posting amounts in the Ledger Type 2 processing options. This processing option works in conjunction with the Fiscal Year 2, From Period 2, and Thru Period 2 processing options.

10. Roll Up Subledger — Specify whether to roll up subledger balances into the object account. Values are:

Blank: Do not roll up subledger balances.

1: Roll up subledger balances.

For example, if you specify 1 for this processing option and you use subledgers to track travel expenses by employee, the system will roll up the travel expenses for all employees into the object account.

Revising Accounts and Basis Amounts

This section provides an overview of account and basis amount revisions and discusses how to revise accounts and basis amounts.

Understanding Account and Basis Amount Revisions

After you define the accounts and retrieve the basis amounts for your revenue and expense accounts, you can use the Revise Forecast Basis program to:

- Add or change basis amounts for periods by account.

- Spread an amount over an account using a budget pattern code.

  If you have budget pattern codes set up, you can assign the code and an override amount and the system will spread the override amount to the amount field for each period, according to the percentages defined for the budget pattern code.

- Assign override growth pattern codes to individual accounts.
- Lock records.

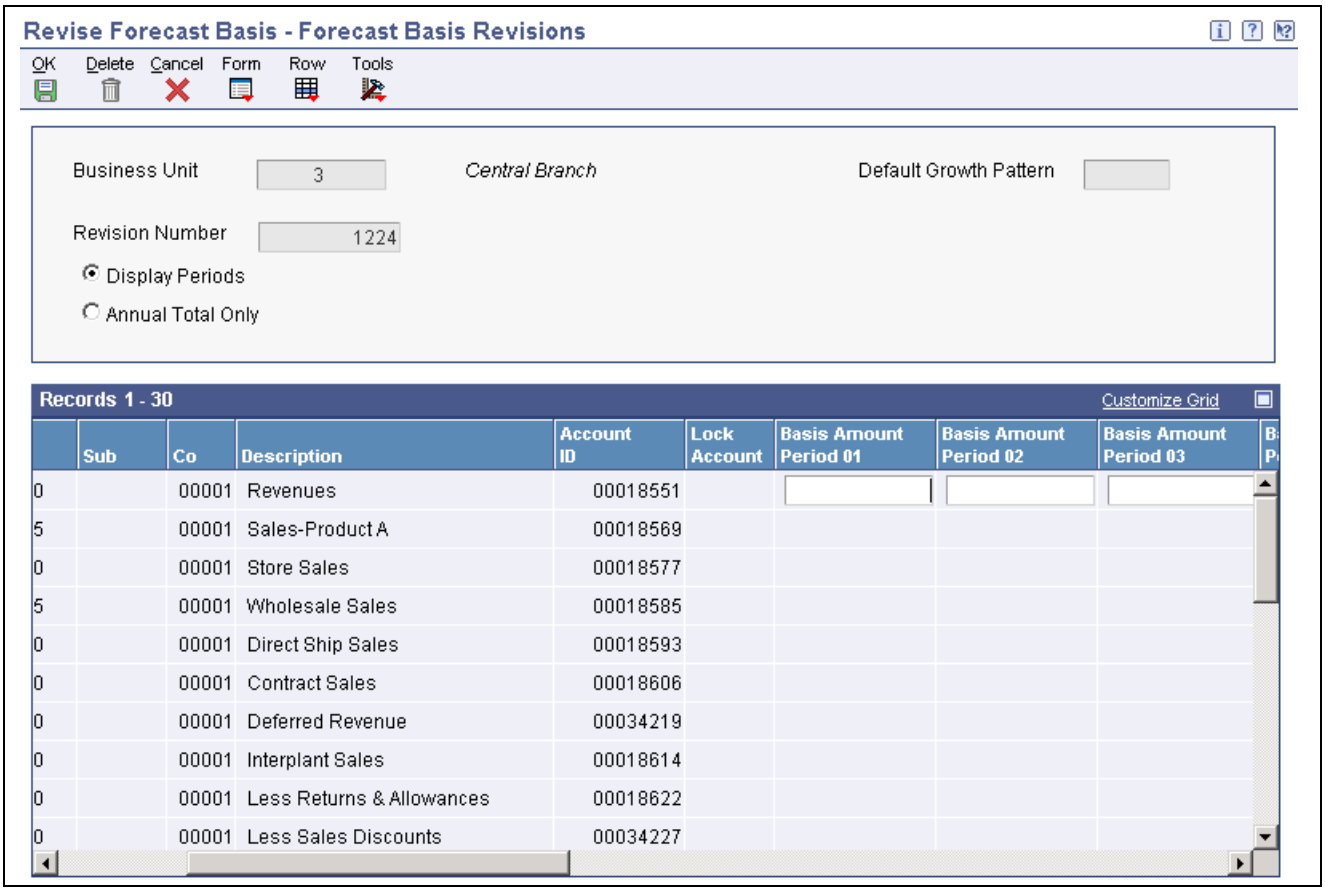
  The Generate Forecast Results program forecasts amounts for locked records only. The Lock Account flag (LOCKFLG) must equal *1* in the F1403 table.

Forms Used to Revise Accounts and Basis Amounts

Form Name	Form ID	Navigation	Usage
Work With Forecast Basis	W1403E	Forecasting and Planning (G1411), Revise Forecast Basis	Locate and select existing forecast basis records.
Forecast Basis Revisions	W1403D	On the Work With Forecast Basis form, select the business unit and revision number that you want to revise.	Review, add, revise, and lock forecast basis amounts.

Revising Accounts and Basis Amounts

Access the Forecast Basis Revisions form.



Forecast Basis Revisions form

To revise accounts and basis amounts:

1. On the Forecast Basis Revisions form, select one of these options:
   - Display Periods
   - Annual Total Only
2. To change the period basis amounts for an account, select the Display Periods option and complete the Basis Amount Period fields for the applicable periods.

   The system updates the amount in the Basis Amount Year Total field accordingly.
3. To spread an amount over an account using a specific budget pattern and amount, complete these fields in the detail area:
   - Budg Patt

     If you leave this field blank, the system spreads annual budget amounts evenly across all months.
   - Override Amount

     Enter a value in this field only if you entered a non-blank value in the Budg Patt field.
4. To override the growth pattern for an account, complete the Override Growth Pattern Code field in the detail area.

   Enter a value in this field for an account only if you do not want the system to use the default growth pattern.

   The system applies the growth pattern when you run the Generate Forecast Results program.
5. To lock an account record, select the record and then select Lock from the Row menu.

The number *1* appears in the Lock Account field to identify the account as locked. To toggle between locking and unlocking an account, select Lock again from the Row menu.

6. To lock all account records, select Lock All from the Form menu.

   To toggle between locking and unlocking all accounts, select Lock All again from the Form menu.

7. Click OK to accept all revisions.

Note. The Generate Forecast Results program generates budget forecast amounts only for locked records in the F1403 table.

Generating Budget Forecast Amounts

This section provides an overview of budget forecast amount generation and discusses how to:

- Run the Generate Forecast Results program.
- Set data selection for Generate Forecast Results.
- Set processing options for Generate Forecast Results.

Understanding Budget Forecast Amount Generation

After you revise your accounts and basis amounts and are satisfied with the revisions, you run the Generate Forecast Results program (R1404). The system retrieves locked records in the F1403 and generates budget forecast amounts in these tables:

- Forecast Results - Header (F1404)
- Forecast Results - Detail (F14041)

You can generate budget forecast amounts up to fifteen years in the future. You specify the fiscal year to begin generating the amounts and the revision number in the processing options. You use data selection to specify the account ranges and business units in which to generate the budget forecast records.

The Generate Forecast Results program:

- Uses the basis amounts that were retrieved and updated in the F1403 table.
- Applies the growth pattern to the basis amounts for accounts with any posting edit code except *N* (non-posting).

  The growth pattern includes the default pattern associated with the business unit and revision number and any override growth patterns associated with individual accounts.

- Generates forecast amounts only for accounts in the F1403 table that are locked.

  The Lock Account flag (LOCKFLG) in the F1403 table must equal *1*. The data selection for the program is hard coded to select only locked records.

This program produces a report that shows the revision number, fiscal year, and number of years to forecast, as well as the number of records that were added and updated in the F1404 and F14041 tables. The report also includes the number of records that failed, if applicable, and sends error messages to the work center. The report does not identify any accounts that are unlocked. Unlocked accounts are not included in the forecast amounts.

After you run the Generate Forecast Results program, you can either:

- Revise the accounts and basis amounts in the F1403 table, if necessary. You must unlock the records using the Revise Forecast Basis program, change the records, and lock the records again. Then, rerun the Generate Forecast Results program to override existing unlocked records in the F1404 and F14041 tables.
- Review and revise the budget forecast amounts in the F1404 and F14041 tables using the Revise Forecast Results program.

Prerequisite

Ensure that all accounts associated with the business unit and revision number are locked.

Running the Generate Forecast Results Program

Select Forecasting and Planning (G1411), Generate Forecast Results.

Setting Data Selection for Generate Forecast Basis

If you do not want to forecast amounts for all business units and accounts associated with a revision number, you can use data selection to select specific ones. You can also use data selection to select a specific growth pattern if you have multiple growth patterns assigned at the account level and do not want to forecast amounts for all of them.

Setting Processing Options for Generate Forecast Results (R1404)

Processing options enable you to specify the default processing for programs and reports.

Process

1. Revision Number Specify the revision number in which to generate budget forecast amounts. The system applies a growth pattern to the basis amounts and updates the header and detail records in the F1404 and F14041 tables.

2. Start Fiscal Year Specify the first fiscal year in which to generate budget forecast amounts. For example, to generate amounts beginning with the year 2005, enter *05*.

3. Number of Years to Forecast Specify the number of years in which to generate budget forecast amounts. This processing option is used in conjunction with the Start Fiscal Year processing option.

For example, if you enter *05* in the Start Fiscal Year processing option and enter *10* in this processing option, the system generates forecast amounts for 2005–2015. You can forecast amounts up to 15 years in the future.

Revising Budget Forecast Amounts

This section provides an overview of budget forecast amount revisions and discusses how to revise budget forecast amounts.

Understanding Budget Forecast Amount Revisions

After you generate your budget forecast amounts, you can review and revise them for any account, year, or period using the Revise Forecast Results program. You can also use this program to:

- Spread an amount over a forecast year using a budget pattern code.
- Navigate to an account to review the account detail.
- Lock an account after it is finalized (optional).

  Unlike the Generate Forecast Results program, you do not have to lock accounts before you run the Apply Forecast to Budget program (R1407). However, you might choose to lock an account for one of these reasons:

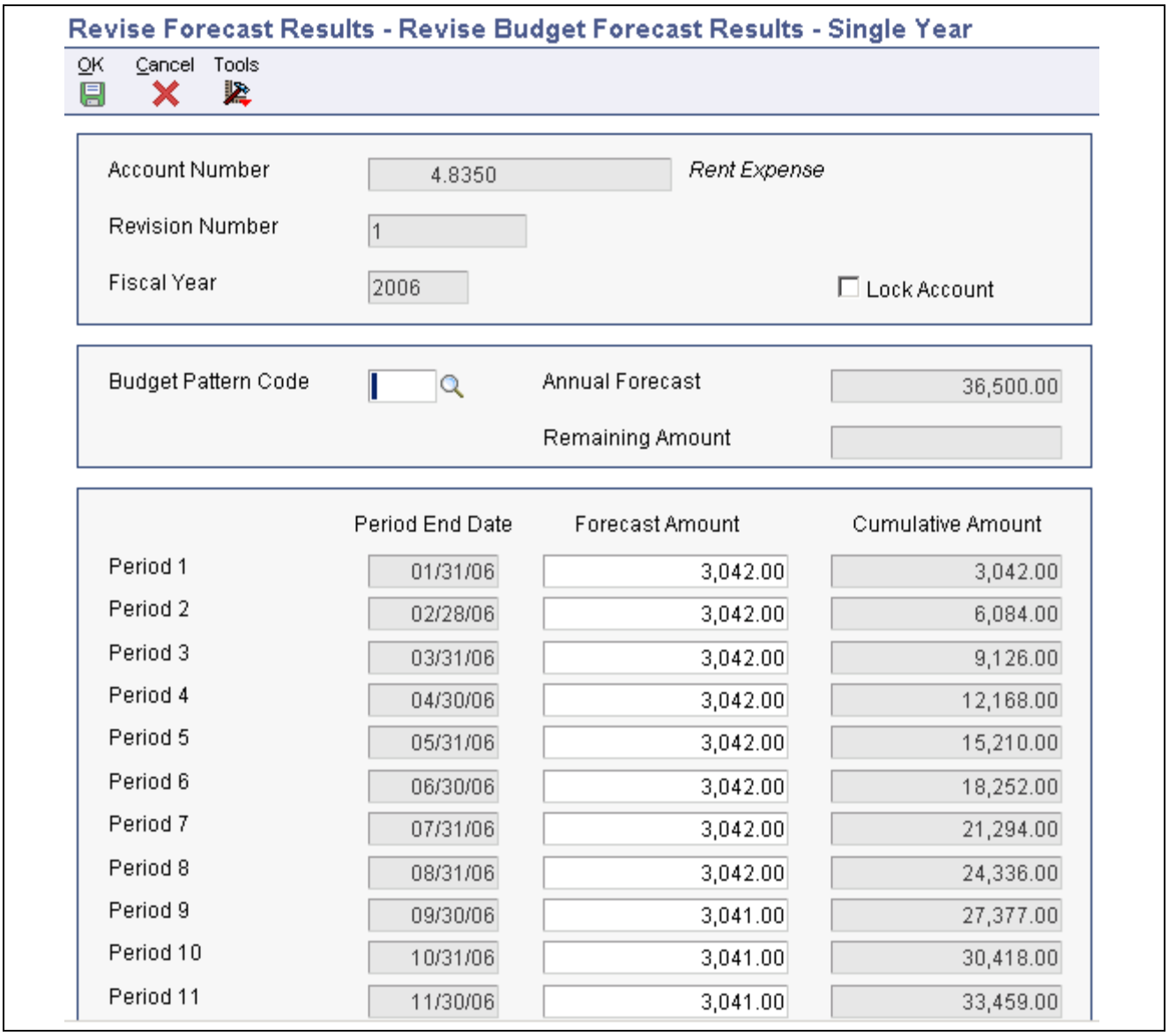
  - To prevent accidentally changing a forecast amount on the Revise Budget Forecast Results form.
  - To prevent overriding existing records in the F1404 tables if you rerun the Generate Forecast Results program.

Forms Used to Revise Budget Forecast Amounts

Form Name	Form ID	Navigation	Usage
Work With Budget Forecast Revisions	W1404D	Forecasting and Planning (G1411), Revise Forecast Results	Review existing budget forecast records.
Work With Budget Forecast Results	W1404A	On the Work With Budget Forecast Revisions form, select the business unit and revision number that you want to revise.	Review summary budget forecast amounts.
Revise Budget Forecast Results - Single Year	W1404B	On the Work With Budget Forecast Results form, click the link in the Year column for the account.	Revise, lock, and unlock budget forecast amounts for an account for a single year.
Revise Budget Forecast Results - Multiple Years	W1404C	On the Work With Budget Forecast Results form, select the account that you want to revise.	Revise, lock, and unlock budget forecast amounts for an account for multiple years.

Revising Budget Forecast Amounts

Access the Revise Budget Forecast Results - Single Year or the Revise Budget Forecast Results - Multiple Years form.



Revise Budget Forecast Results - Single Year form

You might need to replace or delete a record if you add new records for a range that includes the account number on an existing record.

Forecast Amount Period 1 through **Forecast Amount Period 12**

Change amounts in these fields, as necessary. When you change amounts, the system automatically completes the Budget Pattern Code field with *DNS* (do not spread).

The amounts in the Forecast Amount Period 1–12 fields must equal the total amount in the Annual Forecast field. If they are not equal, the system issues the error message *Amounts Not Equal.* Review the Remaining Amount field and correct the amounts accordingly.

Lock All Fiscal Years

Select this option to lock all fiscal years. You can click this option to toggle between locking and unlocking an account.

If the option is selected (Lock Account field is *1*), the record is locked and you cannot revise it.

If the option is not selected (the Lock Account field is *0*), the record is not locked and you can revise it.

Updating Budget Forecast Records

This section provides an overview of the budget forecast update and discusses how to:

- Run the Apply Forecast to Budget program.
- Set data selection for Apply Forecast to Budget.
- Set processing options for Apply Forecast to Budget.

Understanding the Budget Forecast Update Program

When you are satisfied with the budget forecast records for a specific revision number, you can run the Apply Forecast to Budget program (R1407) to copy the finalized amounts from the F1404 and F14041 tables and update the BREQ, BAPR, and BORG fields in the F0902 table. After you update this table, you can combine the records from the F0902 with budgets from standard budgeting programs or other systems for reporting purposes. Unlike the Generate Forecast Results program, you do not have to lock accounts before you run the Apply Forecast to Budget program.

The system updates budget forecast records by revision number and copies the records for that revision number to a user-defined ledger type that you specify in a processing option. The ledger type must exist in UDC table 09/LT and the F0025 table or the system will not update the budget forecast records in the F0902 table.

To verify that the Apply Forecast to Budget program successfully copied the budget forecast records and updated the F0902 table, review the report that the system generates. The report shows the number of records updated in the F0902 table and, if applicable, the number of records in error. For information about the records in error, review the message in the work center. If the budget ledger type or revision number that you entered in the processing options is not valid, an error message appears on the report and no processing occurs.

Note. If you run the Apply Forecast to Budget program more than one time for a revision number, the system copies amounts from the F1404 and F14041 tables to the F0902 table and adds new records, if applicable. If an amount on a record changed, the F0902 table reflects the changed amount. It does not double amounts or otherwise inflate balances in the F0902 table.

Prerequisite

Verify that the ledger type to which you want budget forecast records copied is set up in UDC table 09/LT and in the F0025 table.

Running the Apply Forecast to Budget Program

Select Forecasting and Planning (G1411), Apply Forecast to Budget.

Setting Data Selection for Apply Forecast to Budget

If you do not want to forecast amounts for all business units and accounts associated with a revision number, you can use data selection to specify certain business units and accounts.

Setting Processing Options for Apply Forecast to Budget (R1407)

Processing options enable you to specify the default processing for programs and reports.

Budget Ledger

1. Budget Ledger Type Specify the ledger type in which to update budget forecast records. This ledger type must exist in UDC table 09/LT and the F0025 table. The system copies finalized amounts from the F1404 and F14041 tables and updates the F0902 table for the ledger specified in this processing option.

2. Target Budget Field Specify a code from UDC table H00/BC. Values are:

1: Update Requested Budget Ledger.

2: Update Approved Budget Ledger.

3: Update Final Budget Ledger.

Purging Budget Forecast Records

This section provides an overview of the budget forecast purge programs and discusses how to:

- Run the Purge Forecast Basis and Purge Forecast Results programs.
- Set data selection for Purge Forecast Basis and Purge Forecast Results.

Understanding the Budget Forecast Purge Programs

Because you can create multiple revisions of the same budget for different business units, you might want to manage the size of the tables that contain budget forecast data by running these programs:

- Purge Forecast Basis (R1403P).

  Purges all cash forecast basis records in the F1403.

- Purge Forecast Results (R1404P).

  Purges all header and detail results records in the F1404 and F14041 tables.

Running the Purge Forecast Basis and Purge Forecast Results Programs

Select Advanced and Technical (G14111), Purge Forecast Basis or Purge Forecast Results.

Setting Data Selection for Purge Forecast Basis and Purge Forecast Results

If you do not want to purge all records, use data selection to select a specific revision number, business unit, and so on. These purge programs does not have process options. There is no proof or final mode.

CHAPTER 25

Processing Cash Forecast Data

This chapter discusses how to:

- Refresh cash forecast data.
- Analyze cash forecast information.
- Purge cash forecast data.

See Also

Chapter 7, "Setting Up Cash Forecasting," page 47

PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, "Running the Cash Forecasting Programs in a Multicurrency Environment"

Refreshing Cash Forecast Data

This section provides an overview of the Refresh Cash Forecast Data program and discusses how to:

- Refresh cash forecast data.
- Set processing options for Refresh Cash Forecast Data.

Understanding the Refresh Cash Forecast Data Program

You must refresh the data in the Cash Forecast Data table (F09522) so that you have the most current information available when you analyze and forecast amounts for your cash accounts using the Cash Forecast Analysis program (P09522). You can refresh your data for a fiscal period, as well as daily or weekly.

When you run the Refresh Cash Forecast Data program (R00522), you specify in the processing options a based-on date and the future number of days in which to create cash forecast data. The system then calculates the ending date. To refresh data from the Accounts Receivable, Accounts Payable, and General Accounting systems in the F09522 table, you specify a version for each of these programs:

- Extract A/R Cash Forecast Data (R03B522).
- Extract A/P Cash Forecast Data (R04522).
- Extract G/L Cash Forecast Data (R09522).

The extraction programs perform these tasks:

- Retrieve active cash type rules for AR, AP, and GL from the F09521 table.
- Extract cash forecast detail from the F03B11, F0411, and F0911 tables.
- Refresh the F09522 table with new cash forecast records.

For each cash type, the Refresh Cash Forecast Data program refreshes the F09522 table with summarized amounts for active cash types by bank account and due date. If more than one bank account or due date meets the selection criteria for a cash type, the program produces multiple summarized amounts. For each unique bank account ID in the F09522 table, the Refresh Cash Forecast Data program creates a bank account record in the F09525 table. The system accesses information in the F09525 table if you use the Search button to locate a bank account number on the Cash Forecast Analysis form. If no bank accounts exist in the F09525 table, the system accesses account master information in the F0901 table instead.

You can set a processing option to purge existing cash forecast records for prior based-on dates. The system purges the data in the F09522 table before it refreshes the table with the new cash forecast data.

The Cash Forecast Data Refresh program refreshes the F09525 table with bank accounts from all GL cash type rules, and not only for cash type rules in the reporting structure.

Note. If you make changes to your data and need to run the Refresh Cash Forecast Data program more than one time in a given day, you must run the Purge Cash Forecast Data program (R09522B) from the menu only before you run the refresh program again.

See Chapter 25, "Processing Cash Forecast Data," Understanding the Cash Forecast Purge, page 275.

Extract A/R Cash Forecast Data and Extract A/P Cash Forecast Data Programs

The Extract A/R Cash Forecast Data program extracts open invoices with amounts that are not equal to *0*, pay status *A* (approved), and a posted code *D* (posted) for active AR cash type rules from the F03B11 table. The Extract A/P Cash Forecast Data program extracts open vouchers with amounts that are not equal to *0* and a pay status that is not equal to *P* (paid) for active AP cash type rules from the F0411 table.

To determine which open invoices and vouchers to include in your cash forecast data, you specify a based-on date and a future number of days in the processing options. Invoices and vouchers with due dates that are between the beginning and ending dates are included in your cash forecast data.

Depending on whether a cash type has the Past Due option selected, one of these situations applies:

- If a cash type has the Past Due option selected, the program chooses due dates that are less than the based-on date specified in a processing option:

  The program adjusts the based-on date by the negative beginning number and the negative ending number of past due days to derive the most recent past due date and the oldest past due date, respectively. The program selects transactions with due dates that are less than or equal to the most recent past due date as well as transactions that are greater than or equal to the oldest past due date and writes new AR and AP cash forecast records to the F09522.

- If a cash type does not have the Past Due option selected, the program chooses due dates that are greater than or equal to the based-on date specified in a processing option and less than or equal to the ending date and writes new AR and AP cash forecast records to the F09522.

Extract G/L Cash Forecast Data Program

The Extract G/L Cash Forecast Data program extracts posted account balances from the F0911 and F0902 tables for each account that is associated with an active GL cash type rule for the based-on date balance. It does not include non-posting accounts or inactive accounts. The program increases the based-on date in a processing option by one day to derive an adjusted date and then retrieves posted F0911 transactions for the cash type rules using that adjusted date. Then the program refreshes the F09522 table with new GL cash forecast records using the adjusted date.

The program repeats this process until it has written records for the bank accounts for all days greater than or equal to the based-on date and all days less than or equal to the ending date. Then, it resets the adjusted date to the based-on date and repeats the process for the next GL cash type. If the program finds an account with a zero balance, it writes the zero balance to the F09522 table for the based-on date.

The program always writes the based-on date balance for each bank account to the F09522 table. This balance is used as the beginning book balance for the bank account, even if it is zero. However, for subsequent adjusted dates after the based-on date, the program does not write records to the F09522 table for an adjusted date if the F0911 transactions are not posted. The program writes net F0911 amounts for adjusted dates to the F09522 table only if there are posted F0911 transactions for that specific date. When you access the Cash Forecast Analysis program, any F0911 net amounts on adjusted dates are accumulated and applied to one of these balances:

- The based-on date book balance in the F09522
- The based-on date bank statement balance in the F09616 and F09617 tables.

You specify the based-on date to use for the opening balance in a processing option for the Cash Forecast Analysis program.

Refreshing Cash Forecast Data

Select Cash Forecasting (G09319), Refresh Cash Forecast Data.

Setting Processing Options for Refresh Cash Forecast Data (R00522)

Processing options enable you to specify the default processing for programs and reports.

Process

1. Based On Date — Specify the based-on date, or beginning date, for which to create cash forecast data in the F09522 table. If data for the based-on date already exists in the F09522 table, use the Purge Cash Forecast Data program (R09522B) to purge the existing data before you create new cash forecast data. If you leave this processing option blank, the system uses today's date for the based-on date.

2. Future Number of Days — Specify the future number of days in which to create cash forecast data. For example, if you specify *10*, the system creates cash forecast data from (and including) the based-on date through the next 9 calendar days. If you leave this processing option blank or specify *0*, the system creates cash forecast data from (and including) the based-on date through the next 6 calendar days.

Version

1. A/R Cash Forecast Data Extraction Version (R03B522), 2. A/P Cash Forecast Data Extraction Version (R04522), and **3. G/L Cash Forecast Data Extraction Version (R09522)** — Specify the versions to use for the Extract A/R Cash Forecast Data, Extract A/P Cash Forecast Data, and Extract G/L Cash Forecast Data programs. If you leave any of these processing options blank, the system uses version ZJDE0001.

Purge

1. Prior Number of Days Specify the prior number of days in which to begin purging cash forecast records. If you specify *10*, all cash forecast records with based-on dates prior to 10 days from the based-on date will be purged. For example, if the based-on date is June 14, all cash forecast records with based-on dates June 4 and before will be purged. If you specify *1*, all records with based-on dates prior to today will be purged. If you leave this processing option blank or specify *0*, no records will be purged.

Analyzing Cash Forecast Information

This section provides overviews of cash forecast information and bank account opening balances, lists prerequisites, and discusses how to:

- Set processing options for Cash Forecast Analysis.
- Analyze cash forecast information.

Understanding Cash Forecast Information

After you refresh the F09522, you can view cash forecast amounts for one bank account or all bank accounts using the Cash Forecast Analysis program (P09522). This program provides both an online inquiry and a report that uses the refreshed data in the F09522 table, as well as this information:

- The report structure that you defined in the F09523 table.
- The rules that you set up for active cash types F09521 table.
- The bank account number in the F09525 table.

  The system accesses information in the F09525 table if you use the Search button to locate a bank account number on the Cash Forecast Analysis form. If no bank accounts exist in the F09525 table, the system accesses account master information in the F0901 table instead.

The summarized amounts that appear on the Cash Forecast Analysis form and Cash Forecast Report (R095221) correspond to the based-on date that you refreshed your data. You can view the summarized amounts by day, week, or period.

If you set up cash type rules for past-due items, the system displays the past-due amounts in a separate column or combined with the amounts in the first date column, according to the rules. If you choose, you can hide the column and amounts. If you specify a weight factor for cash type rules, you can optionally view amounts with the weight factor adjustments applied to the actual amounts.

The contents of the Cash Forecast Analysis form and the Cash Forecast Report are basically the same. The report prints all detail information as if the tree structure on the Cash Forecast Analysis form is expanded at all levels, regardless of whether all levels are expanded. If the form is set to hide past due amounts, the report does not include past due cash types. You can print the report from the Cash Forecast Analysis form by selecting Print from the Report menu. The report retrieves information from the Cash Forecast Detail table (F09UI017). This table is not populated with cash forecast data until you actually select Print from the Report menu. Because of this, there might be a delay between the time you select Print and the time the report processes. The report prints data from the F09U1017 table and then subsequently deletes the table when the report finishes processing.

Understanding Bank Account Opening Balances

If you use the automatic bank statement process to process and reconcile your bank statements, you can use the ending balance from the statement as the opening balance for a bank account when you analyze cash forecast amounts on the Cash Forecast Analysis form.

To use the bank statement balance as the opening balance for the cash forecast amount for an account, you must:

- Run the Load Bank Statement program (R09612) to upload a current automatic bank statement for the account.

  This program is part of the automatic bank statement process.

  See Chapter 20, "Processing Bank Statements Automatically," Loading Data into the Bank Statement Tables, page 194.

- Set the processing option for the opening balance method to *1* for the Cash Forecast Analysis program.

Prerequisites

Before you complete the tasks in this section:

- Run the Refresh Cash Forecast Data program to update the F09522 table.
- In the processing option for the Cash Forecast Analysis program, specify the name of the reporting structure in which you want to view cash analysis information.

Form Used to Analyze Cash Forecast Information

Form Name	Form ID	Navigation	Usage
Cash Forecast Analysis	W09522A	Cash Forecasting (G09319), Cash Forecast Analysis To print the Cash Forecast Analysis report, select Print from the Report menu.	Review and analyze cash forecast amounts.

Setting Processing Options for Cash Forecast Analysis (P09522)

Processing options enable you to specify the default processing for programs.

Display

1. Reporting Structure Specify the reporting structure that the system uses to display information in the Cash Forecast Analysis program. The reporting structure must exist in the F09523 table. A value for this processing option is required; do not leave it blank.

2. Number of Columns Specify the number of date period columns (up to a maximum of seven, the default) to display on the Cash Forecast Analysis form. If specified in the Setup Cash Type Rules program, the system displays a Past Due column for past due items.

3. Revaluation Currency Specify the revaluation currency to use to display amounts on the Cash Forecast Analysis form. The currency code must exist in the F0013 table. If you leave this processing option blank, the system uses the currency code for company 00000 from the F0010 table.

4. Company for Fiscal Date Patterns Specify the company to use to retrieve the fiscal date pattern to calculate cash forecast amounts when the Time Period option in the Cash Forecast Analysis program is set to accounting period. If you leave this processing option blank, the system uses the fiscal date pattern and the fiscal year beginning date of company 00000.

Options

1. Bank Acct Opening Balance Method (bank account opening balance method) Specify the method to use for the opening balance of a bank account:

Blank: Book balance.

The system uses the book balance from the F0911 and F0902 tables for the opening balance.

1: Bank statement balance.

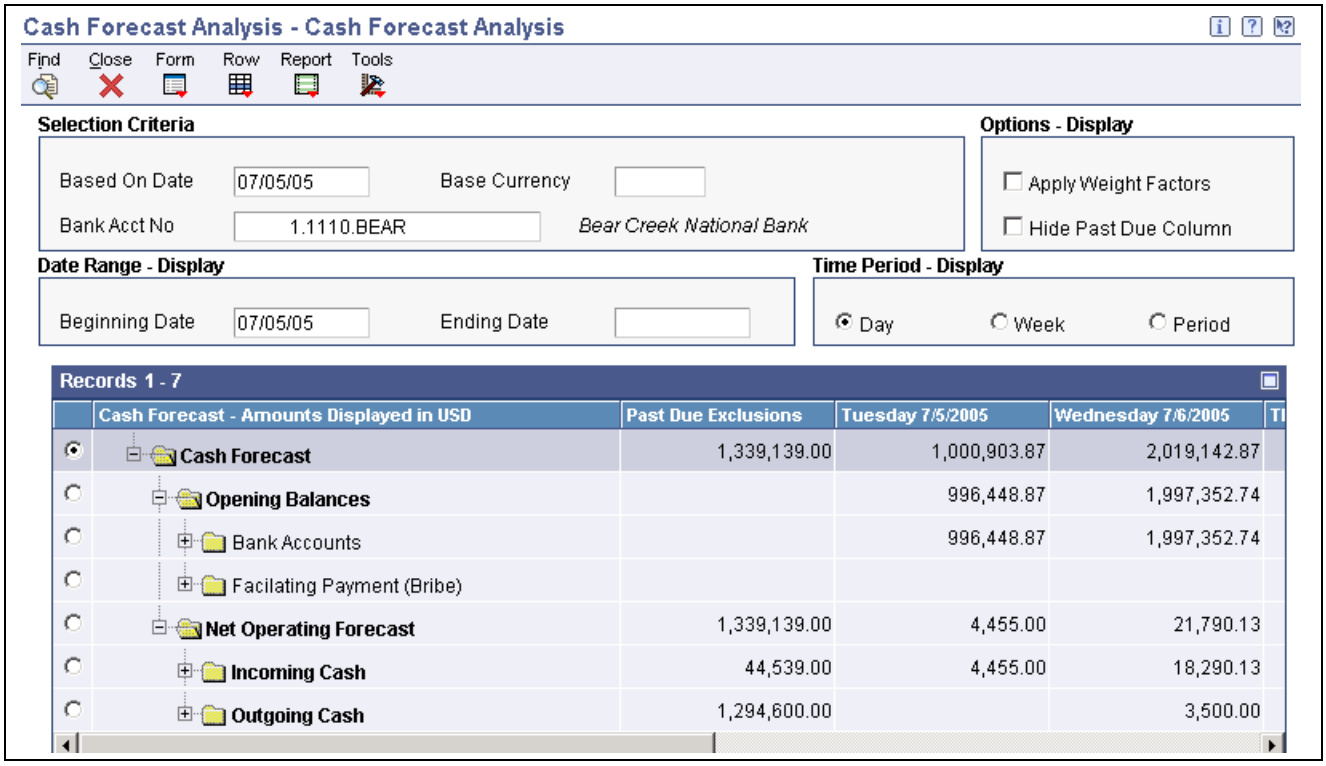
The system uses the bank statement balance from the F09616 table for the opening balance.

Version

1. Cash Forecast Reporting Structures (P09523) and **2. Cash Forecast Report (R095221)** Specify the version to use for the Setup Cash Forecast Reporting Structures program and the Cash Forecast Report. If you leave these processing options blank, the system uses ZJDE0001.

Analyzing Cash Forecast Information

Access the Cash Forecast Analysis form.



Cash Forecast Analysis form

The processing time required to display information on this form depends on the amount of data in the F09522 table.

Based On Date	Enter the date on which cash forecasting data was refreshed.
Bank Acct No (bank account number)	Enter a value that identifies the bank account number (not the account ID) in the general ledger. If you use the Search button to locate an account, the system accesses the bank accounts associated with all GL cash type rules in the F09252 table. If no bank accounts exist in the F09525 table, the system accesses the account information in the F0901 table instead.
Beginning Date and **Ending Date**	Enter the beginning and ending dates in which to display cash forecast information.
Apply Weight Factors	If this option is selected, the weight factors defined in the F09521 table are applied to the actual amounts you view on the Cash Forecast Analysis form.
Hide Past Due Column	If this option is selected, the past due column does not appear on the Cash Forecast Analysis form. If this option is not selected, a separate past due column appears on the form.
Day, Week, and **Period**	Specify the segment or interval of time during which to view cash forecast amounts.

Error Message: G/L Cash Type Rule Not Found for [Account]

If a bank account is not assigned to an active GL cash type rule and you refresh the F09522 table, you will receive the warning message on the Cash Forecast Analysis form: *G/L Cash Type Rule Not Found for [Account]*. The net operating carryover amount for that cash type will not include the bank account, and subsequent opening balances on the Cash Forecast Analysis form will be incorrect.

To correct the problem, use the Cash Type Rules Setup program and either add the bank account to the account range for an existing GL cash type rule or set up a new GL cash type rule for the bank account. Then rerun the Refresh Cash Forecast Data program. Access the Cash Forecast Analysis form again. The net operating carryover amount will include the bank account, and subsequent opening balances will be correct.

Purging Forecast Data

This section provides an overview of the Cash Forecast Purge program and discusses how to:

- Purge cash forecast data.
- Set processing options for Purge Cash Forecast Data.

Understanding the Cash Forecast Purge

You can run the Purge Cash Forecast Data program (R09522B) in one of two ways:

- From the Purge Cash Forecast Data menu selection.

  Use the processing options to specify the beginning and ending based-on dates on which to purge records.
- From the Refresh Cash Forecast Data program.

Use a processing option to specify the prior number of days in which to purge records. The purge program runs before the Refresh Cash Forecast Data program refreshes the data in the table. When you run the purge program from the refresh program, you can purge records up to one day before the based-on date, but not including the based-on date.

Note. If you make changes to your data and need to run the Refresh Cash Forecast Data program more than one time in a given day, you must run the Purge Cash Forecast Data program from menu G09319 before you run the refresh program again. If you do not, the program issues this error message:

Record already exists in F09522 for based on date. Please purge the records for this date using Purge Cash Forecast Data (R09522B) and then run the refresh.

The purge program that you run from the menu enables you to specify an ending based-on date, whereas the purge program that runs from the Refresh Cash Forecast Data program enables you to purge records only up to one day before the based-on date.

Purging Cash Forecast Data

Select Cash Forecasting (G09319), Purge Cash Forecast Data.

Setting Processing Options for Purge Cash Forecast Data (R09522B)

Processing options enable you to specify the default processing for programs and reports.

Select

1. Beginning Date to Purge Specify the beginning based-on date in which to purge records in the F09522 table. If you leave this processing option blank, the system purges all records with a based-on date prior to the date that you specify in the Ending Date processing option.

2. Ending Date to Purge Specify the ending based-on date in which to purge records in the F09522 table. If you leave both this processing option and the Beginning Date processing option blank, the system purges all records with a based-on date through yesterday.

CHAPTER 26

Creating Cash Basis Entries

This section provides overviews of cash basis accounting, accrual entries, and cash basis entries, and discusses how to:

- Run the cash basis program from the menu.
- Run the cash basis program from the Post.
- Review exception reports.
- Review cash basis entries.
- Post cash basis entries.

Understanding Cash Basis Accounting

Cash basis accounting is an accounting method that recognizes revenue when monies are received and expenses when monies are paid out. This accounting method shows only cash that is actually received or disbursed during a particular accounting period. You might be required to use cash basis accounting due to a requirement in an oil well lease, venture capital, or partnership.

The timing of receipts and disbursements might differ from the period of operating activities. Therefore, the period during which cash basis transactions are recorded might differ from the period during which transactions are recorded for accrual accounting.

The system maintains accrual entries in the AA (actual amount) ledger. When you use cash basis accounting, the system generates parallel transactions from the AA ledger and updates the AZ (cash basis) ledger.

You create cash basis entries by running the Create Cash Basis Entries program (R11C850) or by activating the cash basis processing option in the General Ledger Post program (R09801). You must understand how the system creates cash basis entries for the General Accounting, Accounts Payable, and Accounts Receivable systems to determine the best business practice for running the program.

Understanding Accrual Entries

When you use cash basis accounting, you create transactions in the AZ ledger at the time that you receive and disburse money. Transactions involving the receipt and disbursement of money occur as receipts and payments in the Accounts Receivable and Accounts Payable systems.

For accrual entries, the system creates debits and credits to the bank account in the F0911 table for these batch types:

- K - Automatic payments

- M - Manual payments with match
- W - Manual payments without match
- RB - Receipts

The system creates the entry as one sided with a document type of PK, PN, or PT for Accounts Payable and RC or RK for Accounts Receivable. It then creates a balancing entry in the accounts payable and accounts receivable trade accounts with a document type of AE (automatic entry). Because the system creates both documents in the same batch, the batch is in balance and can be posted without error.

Understanding Cash Basis Entries

The Create Cash Basis Entries program always creates cash basis entries for Account Ledger transactions first, and then launches additional programs to create accounts payable and accounts receivable balancing entries for batches K, M, W, and RB.

Cash Basis Entries for Account Ledger Records

The Create Cash Basis Entries program creates cash basis entries that are based on accrual transactions in the F0911 table, regardless of batch type. The system locates transactions in the F0911 table that meet these criteria:

- The document type is not in UDC table 00/DX (Excluded Document Types).
- The ledger type is *AA*.
- The posted code is *P*.
- The GLALT6 (Cash Basis Posting Code) field is blank.

  The transaction has not been processed for cash basis.

Every time that you run the Create Cash Basis Entries program, the system creates cash basis entries with ledger type AZ and batch type G in a single batch in the F0911 table. The system uses the general ledger date from the originating AA ledger transaction as the general ledger date for the cash basis entry.

To prevent the system from creating cash basis entries multiple times for the same transactions, the system updates the GLALT6 field to *P* on the F0911 accrual records. If you delete cash basis entries before you post them, the system does not create new cash basis entries for the same records; you must manually enter AZ journal entries to re-create the cash basis entry.

When the system creates cash basis entries based on journal entries, it copies the entire transaction to the AZ ledger and assigns it a cash basis document type. As long as you create the original journal entry in balance, the system creates the cash basis entry in balance.

Cash Basis Entries for Units

If you work with units, the system creates unit entries in the ZU (cash basis unit) ledger unless you designate a different ledger type in the processing option of the General Ledger Post program. Units for accrual transactions are created in the AU (actual units) ledger. The unit ledgers exist only in the F0902 table, not in the F0911 table. The system updates unit ledgers when you post accrual and cash basis entries.

Cash Basis Entries for Accounts Payable and Accounts Receivable

The Create Cash Basis Entries program launches additional programs to create balancing entries for batch types K, M, W, and RB. The program does not create balancing entries for document types AE, DP, JT, PM, PR, PV, RA, RI, RM, and RR.

For payments and receipts, the system first processes the F0911 record for the bank account. The system excludes general ledger transactions for the corresponding expense and revenue accounts because those document types (such as PV and RI) are in UDC 00/DX. To balance the cash basis entry, the system automatically runs the Create Cash Basis Entries - A/P (R11C854) and Create Cash Basis Entries - A/R (R11C853) programs to retrieve the expense and revenue accounts.

The system locates paid vouchers from the F0414 table and paid invoices from the F03B14 table that meet these criteria:

- The posted code is *D*.
- The RNALT6 and RZALT6 fields are blank in the F0414 and F03B14 tables.

When the system locates eligible transactions, it:

- Locates records in the F0411 and F03B11 tables to retrieve the expense and revenue accounts.
- If the RPOBJ (Object) field has a value, uses the values in the RPMCU (Business Unit), RPOBJ, and RPSUB (Subsidiary) fields from the invoice or voucher record.
- If the RPOBJ field is blank, locates the expense and revenue accounts from the associated F0911 record.
- Adds the expense and revenue account information to the cash basis entry that was previously generated for the bank account, based on the F0911 payment and receipt records.
- Uses the general ledger date from the receipt or payment as the general ledger date for the cash basis document.

Payment and receipt amounts are prorated under these conditions:

- The payment or receipt does not fully pay the voucher or invoice.
- The payment or receipt is for multiple vouchers or invoices.
- The payment of receipt is for vouchers or invoices with multiple expense accounts.

To prevent the system from creating cash basis entries multiple times for the same vouchers and invoices, the system updates the RNALT6 and RZALT6 fields to *P* in the F0414 and F03B14 tables.

If you delete cash basis entries before you post them, the system does not create new cash basis entries for the same records; you must manually enter AZ journal entries to re-create the cash basis entry.

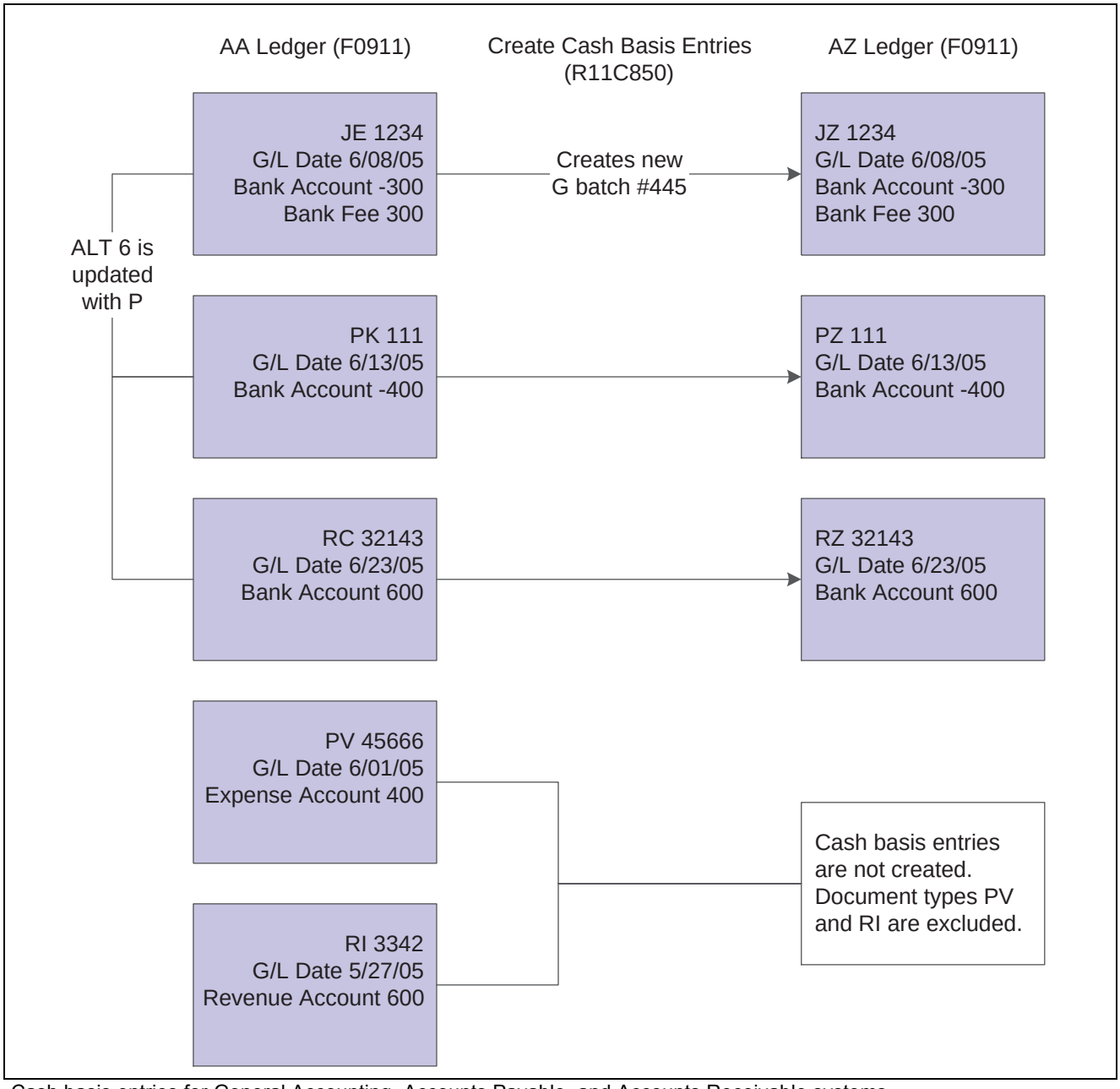
This table describes the differences between the Accounts Payable and Accounts Receivable cash basis entry programs:

Create Cash Basis Entries - A/P	Create Cash Basis Entries - A/R
The system uses the F0414 table to locate all paid vouchers that have not been updated for cash basis. The system uses the payment number (DOCM) from the F0413 table as the cash basis document number.	The system uses the F03B14 table to locate all paid invoices that have not been updated for cash basis. The system uses the general ledger document number (DOCG) as the cash basis document number.
The system uses the voucher number to locate the document in the F0411 table, and then uses the values from the OBJ and SUB fields for the expense account.	The system uses the invoice number to locate the document in the F03B11 table, and uses the values from the OBJ and SUB fields for the revenue account.
If the OBJ and SUB fields are blank, the system searches the F0911 record to locate expense accounts.	If the OBJ and SUB fields are blank, the system looks at the F0911 record to locate revenue accounts.

Create Cash Basis Entries - A/P	Create Cash Basis Entries - A/R
The system updates the F0911 record in the batch with expense account information from the voucher.	The system updates the F0911 record in the batch with revenue account information from the invoice.
The system updates the RNALT6 field to P in the F0414 table.	The system updates the RZALT6 field to P in the F03B14 table.

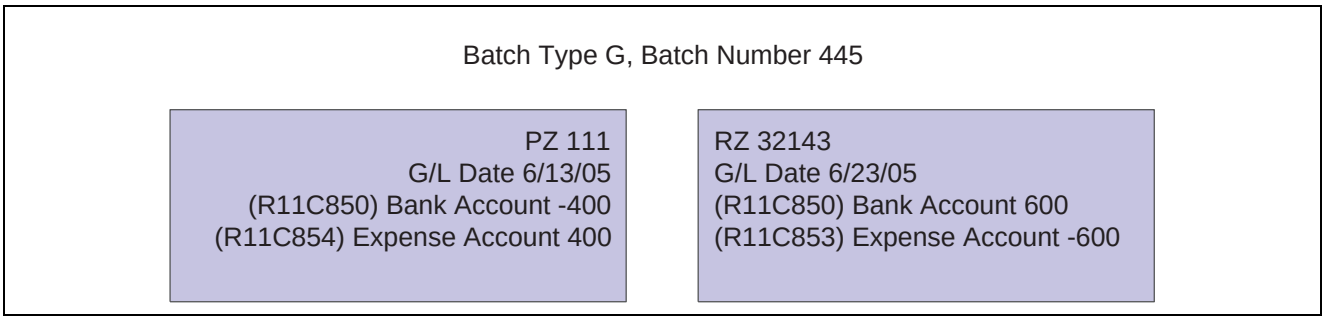
Example: How Cash Basis Entries Are Created

This graphic illustrates how cash basis entries are created for the General Accounting, Accounts Payable, and the Accounts Receivable systems:



Cash basis entries for General Accounting, Accounts Payable, and Accounts Receivable systems

This graphic illustrates the cash basis entries created for Accounts Payable and Accounts Receivable, based on the previous example:



Cash basis entries for Accounts Payable and Accounts Receivable systems

Running the Cash Basis Program from the Menu

This section provides overviews of when to run the cash basis program from the menu and of multithreaded job queues and discusses how to:

- Run the Create Cash Basis Entries program from the menu.
- Set processing options for Create Cash Basis Entries.

Understanding When to Run the Cash Basis Program from the Menu

When you first use cash basis accounting, you should run the Create Cash Basis Entries program from the menu instead of from the General Ledger Post program. All transactions that were previously entered must be processed for cash basis accounting; therefore, the program requires additional processing time and might run more efficiently during off-peak hours.

If you create cash basis entries periodically, such as weekly, monthly, or quarterly, you can control when to create cash basis entries by running the Create Cash Basis Entries program from the menu.

Understanding Multithreaded Job Queues

If your system is set up for multithreaded job queues, you can simultaneously run more than one job for the Create Cash Basis Entries program. Subsequent jobs can be the same version or different versions of the same program. Running multiple jobs enables you to process a high volume of transactions more efficiently.

When you run multiple jobs, the Create Cash Basis Entries program checks the Cash Basis Status field (CBP) in the F0011 table for each batch to ensure that no batch is processed more than one time. Therefore, it is not necessary for each job to have unique data selection.

A batch can have one of these statuses:

- blank: The batch has not been reserved or processed by the Create Cash Basis program. The system selects the batch and sets the flag to *1*. Subsequent jobs ignore batches with status *1*.
- The batch has been reserved or processed by the Create Cash Basis program. The system skips the batch and moves on to the next one.

Running the Create Cash Basis Entries Program from the Menu

Select Cash Basis Accounting (G09314), Create Cash Basis Entries.

Setting Processing Options for the Create Cash Basis Entries Program (R11C850)

Use these processing options to create cash basis entries.

Process Tab

This processing option specifies whether to post the cash basis entries.

1. G/L Post (general ledger post) Specify whether to post cash basis entries to the F0911 table.

Defaults Tab

This processing option specifies whether to use journal entry or audit information for the cash basis entries.

1. 'AZ' Journal Entry Explanation Specify whether to use the journal entry explanation from the AA ledger record for the AZ ledger entries. If you leave this processing option blank, the system uses audit information.

Versions Tab

This processing option specifies the post version for the cash basis entries.

1. G/L Post (R09801) Version Specify the version of the General Ledger Post program in which to process cash basis entries. If you leave this processing option blank, the system uses version ZJDE0001.

Running the Cash Basis Program from the Post

This section provides an overview of when to run the cash basis program from the General Ledger Post program and discusses how to:

- Run the Cash Basis Entries program from the General Ledger Post program.
- Set processing options for General Ledger Post.

Understanding When to Run the Cash Basis Program from the Post

After you create cash basis entries, you can ensure that your AZ ledger has the most up-to-date information as cash is received or disbursed by activating a processing option in the General Ledger Post program. To activate the cash basis processing option, you designate the version of the Create Cash Basis Entries program that you want to run.

You can activate the cash basis processing option in versions of the General Ledger Post program for these batch types only:

- G - general ledger
- K - automatic payments
- M - manual payments with match
- W - manual payments without match
- RB - receipts

Running the Cash Basis Entries Program from the General Ledger Post Program (R09801)

Select Journal Entry, Inquiries, & Reports (G0911), General Ledger Post.

Setting Processing Options for General Ledger Post (R09801)

The section discusses the processing options for the General Ledger Post program that are specific to cash basis accounting.

Cash Basis Tab

1. Units Ledger Type Specify the units ledger type for the system to use for cash basis entries. You must enter a valid ledger type from the Ledger Type Master Setup program (P0025). If you leave this processing option blank, the system uses a default ledger type of ZU.

2. Create Cash Basis Entries Version Specify which version of the Create Cash Basis Entries program to run. If you leave this processing option blank, the system does not create cash basis entries.

Reviewing Exception Reports

When the system creates cash basis entries, it can generate up to three exception reports for the General Accounting, Accounts Payable, and Accounts Receivable systems. If an exception report does not contain detail information under the heading, no errors occurred when cash basis entries were created. Examples of errors include:

Applicable System	Description
General Accounting, Accounts Payable, Accounts Receivable	A cash basis document type is not defined. A message appears on the report, but it does not prevent the system from creating the cash basis entry.

Applicable System	Description
Accounts Payable only	These errors prevent the system from creating cash basis entries: • The original voucher record is not found. • The voucher distribution record is not found.
Accounts Receivable only	These errors prevent the system from creating cash basis entries: • The original invoice record is not found. • The invoice distribution record is not found.

If an accounts payable or accounts receivable error occurs, the system does not update the cash basis posting code and the message *No records written* appears on the report. Errors continue to appear on subsequent exception reports until you correct them.

In most cases, errors that prevent the system from creating cash basis entries for the revenue or expense accounts do not prevent the system from creating the entry for the bank account. When the system creates the entry for the bank account but not the revenue or expense account, the transaction and batch are out of balance. When you correct errors and create cash basis entries again, the next batch for the expense and revenue accounts will be out of balance by the same amount, with the opposite sign. The net effect is that the two batches combined are in balance; however, you must post each of them out of balance.

Reviewing Cash Basis Entries

This section describes how to review cash basis entries by printing the Unposted Cash Basis Report.

Setting Data Selection for Unposted Cash Basis Report

To print a report that shows only cash basis batches, set the data selection for ledger type to AZ.

Printing the Unposted Cash Basis Report

Select Cash Basis Accounting (G09314), Unposted Cash Basis Report.

If you do not post cash basis entries automatically when you run the Create Cash Basis Entries program, you can print this report and review, revise, and approve your cash basis batches before you post them.

Posting Cash Basis Entries

After you create cash basis entries, you must post them to the F0902 table. You can post cash basis entries in one of two ways:

- Post cash basis entries as a separate process by *not* setting the processing option for the Create Cash Basis Entries program.

If you choose to review cash basis batches prior to posting them, you must run the General Ledger Post program to post cash basis batches as a final step. You post cash basis batches exactly as you would post general ledger batches.

- Post cash basis entries as an automatic process by setting a processing option for the Create Cash Basis Entries program.

  Regardless of whether you create cash basis entries by setting a processing option in the General Ledger Post program or by running the Create Cash Basis Entries program from the menu, you must set the G/L Post processing option in the Create Cash Basis Entries program. It must be set for the system to launch the General Ledger Post program automatically after it creates cash basis entries. You also specify the version of the post program in a processing option.

Note. Any cash basis entries that are created out of balance (one sided) must be posted out of balance.

CHAPTER 27

Using 52 Period Accounting

52 period accounting helps businesses track perishable items in weekly accounting intervals. For example, grocery stores typically use 52 period accounting to report their financial status on a weekly basis. You can establish 52 accounting periods per year, plus two extra periods for adjustments.

This chapter discusses how to:

- Post 52 period accounting entries.
- Close a 52 period year.
- Produce a 52 period income statement.

Posting 52 Period Accounting Entries

This section provides an overview of the 52 Period Accounting Post program and discusses how to:

- Set processing options for 52 Period Accounting Post.
- Run the 52 Period Accounting Post program.

Understanding the 52 Period Accounting Post Program

The 52 Period Accounting Post program (R098011) selects transactions from the F0911 table and creates records in the F0902B table. You can run the 52 Period Accounting Post program from the General Ledger Post program (R09801) and use a processing option to specify which version to run.

Understanding Multithreaded Job Queues

If your system is set up for multithreaded job queues, you can simultaneously run more than one job for the 52 Period Accounting Post program. Subsequent jobs can be the same version or different versions of the same program. Running multiple jobs enables you to process a high volume of transactions more efficiently.

When you run multiple jobs, the 52 Period Accounting Post program checks the 52 Period Status field (52PP) in the F0011 table for each batch to ensure that no batch is processed more than one time. Therefore, it is not necessary for each job to have unique data selection.

A batch can have one of these statuses:

- blank: The batch has not been reserved or processed by the 52 Period Accounting Post program. The system selects the batch and sets the flag to *1*. Subsequent jobs ignore batches with status *1*.
- *1*: The batch has been reserved or processed by the 52 Period Accounting Post program. The system skips the batch and moves on to the next one.

Setting the Processing Options for 52 Period Accounting Post (R098011)

Enter a version of the 52 Period Accounting Post program in the Versions processing option.

Versions Tab

This processing option specifies the version to run. If a version is specified, the system runs the program after the post program finishes.

52 Period Post Version Specify the version of the 52 Period Accounting Post program to use to update the F0902 and F0902B tables. If you leave this processing option blank, the 52 Period Accounting Post program does not run and does not update the tables.

Running the 52 Period Accounting Post Program

Select Journal Entry, Reports, & Inquiries (G0911), General Ledger Post.

To run a single version of the 52 Period Accounting Post program, run the General Ledger Post program.

Closing a 52 Period Year

This section provides an overview of the Annual Close for 52 Period program and discusses how to:

- Set data selection for Annual Close for 52 Period.
- Run the Annual Close for 52 Period program.

Understanding the Annual Close for 52 Period Program

After you run the Annual Close program (R098201) at the end of a fiscal year, run the Annual Close for 52 Period program (R09820B). The Annual Close for 52 Period program updates the F0902B table with balances from the F0902 table. Specifically, the program updates these amounts:

- Prior year-end net
- Prior year-end cumulative
- Beginning budget
- Projected over/under
- Percent complete
- Projected final
- Budget requested
- Budget approved
- Week-to-date

Prerequisite

Update the F0902 table by running the Annual Close program.

See Chapter 42, “Closing a Fiscal Year,” page 545.

Setting Data Selection for Annual Close for 52 Period (R09820B)

For the data selection, set the fiscal year equal to the *next* fiscal year, not the fiscal year that you are closing. For example, if your current fiscal year is 07 (2007) and you want to close fiscal year 04 (2004), set the data selection for fiscal year to 07.

If the selection criteria for the Annual Close for 52 Period program and Repost for 52 Period (R0902B) program are the same, the results are the same, except that the Repost for 52 Period program also updates the 54 amount categories from the F0911 table.

Running the Annual Close for 52 Period Program

52 Period Accounting (G09313), select Annual Close for 52 Period.

Producing a 52 Period Income Statement

This section discusses how to:

- Set data selection and data sequence for 52 Period Income Statement.
- Set processing options for 52 Period Income Statement.
- Generate the 52 Period Income Statement.

Prerequisites

Before you complete the tasks in this section:

- Verify that you have set up automatic accounting instruction (AAI) items FS*xx*. These items establish the optimal interim totals on the income statement.
- Verify that your 52-period financial reporting dates are set correctly.

Setting Data Selection and Sequence for 52 Period Income Statement

For the data selection, select the object accounts that you want to include on the report. For example, if your profit and loss accounts begin with object account 5000, select Object Account GE (greater than or equal to) 5000. You must also specify a ledger type. If you do not, the system combines all of the ledger types, which will not provide the expected results.

The 52 Period Income Statement is designed to print in this sequence:

- Company
- Business unit report codes
- Account master report codes
- Business unit
- Object account

- Subsidiary

The data selection and data sequencing for the 52 Period Income Statement are the same as those for the Simple Income Statement for 12- to 14-period accounting.

See Chapter 34, "Generating Financial Reports," Setting Data Selection and Sequence for Simple Income Statement, page 389.

Setting Processing Options for 52 Period Income Statement (R10252)

Processing options enable you to specify the default processing for programs and reports. For the 52 period reporting date to be for a specific company, you must set the data sequence for this program by company or by business unit.

Period Number Enter the period number the report is to be based on. If you leave this processing option blank, the 52 period financial reporting period is used.

Fiscal Year Enter the fiscal year the report is to be based on. If you leave this processing option blank, the 52 period financial reporting period is used.

Account Level of Detail Enter the account level of detail to be used when the option for level of detail processing is selected.

Generating the 52 Period Income Statement

52 Period Accounting (G09313), select 52 Period Income Statement.

Print the 52 Period Income Statement program (R10252) to produce an income statement and compare current period and year-to-date amounts with amounts for the same period in the prior year.

CHAPTER 28

Understanding Account Consolidations

This chapter provides an overview account consolidations and methods.

Account Consolidations

The account consolidation programs enable you to group, or consolidate, business unit account balances for online review and reports, provided that the balances are in the same currency and all of the companies use the same fiscal date pattern.

The General Accounting system provides these methods of account consolidation:

- Online consolidations
- High-volume consolidations
- Multisite consolidations

The method that you choose depends on the availability of disk space. All methods use AAI items GLG6 (beginning revenue account) and GLG12 (ending income statement account) to distinguish between balance sheet and income statement accounts. When the system calculates cumulative balances, it adds the prior year-end cumulative balance to the year-to-date amount for accounts that are not income statement accounts.

Online Consolidation Method

With online consolidations, you can compare budget amounts to actual amounts for a group of business units for a specific company; you can also compare different budget ledgers, unit ledgers, and so on.

When you use online consolidations, you can consolidate business units and review account balances by:

- Category code, such as branch, office, or geographical region.
- Company, category code, and value.

  For example, you can review types of expenses by department, product type, and geographical region.
- Organizational report structure within parent/child business units.

By grouping business units, you can create consolidated trial balances, balance sheets, and income statements.

The advantages of the online consolidation method are:

- Enables you to consolidate small numbers of companies or business units.
- Includes realtime information for up-to-the-minute consolidations.
- Enables you to store criteria for future consolidations.

- Controls the calculation method for ledger comparison. For example, you can subtract budgeted amounts from actual amounts to calculate budget variances or divide budgeted amounts by actual amounts to show a budget-to-actual ratio. Four calculation options are available.
- Accesses the ledger for reviewing detail information for business units, down to the account level.
- Requires less additional disk space than the high-volume method because it creates fewer new records. Instead, it uses the existing account balance records.
- Enables you to consolidate balances that are based on multiple business unit category codes.
- Enables you to use the parent/child relationships that you create in organization report structures.

The disadvantages of the online consolidation method are:

- Provides reviewing capability only, although you can export the information to a spreadsheet for analysis.
- Causes increased processing time, based on the number of business units.

High-Volume Consolidation Method

Use high-volume consolidations to combine balances for online review and financial reporting. To use high-volume consolidations, you combine balances under a fictitious company that you create solely for this purpose. For example, you can use a fictitious company to consolidate actual balances for each region or division of your company.

Advantages of the high-volume consolidation method are:

- Enables you to consolidate large balances and numbers of companies or business units.
- Enables you to use the results in financial reporting.
- enables you to use batch mode for running consolidations overnight.

  Processing in batch mode is useful for consolidating a large number of business units or accounts, or both.

Disadvantages of the high-volume consolidation method are:

- Requires additional disk space because several programs add records to tables and build a new database that contains consolidation information.
- Prevents realtime access, due to batch mode.
- Requires you to delete the prior consolidation and then refresh the consolidation to update a consolidation with new account balance information.
- Is limited to one category code per consolidation.

Example: High-Volume Consolidation

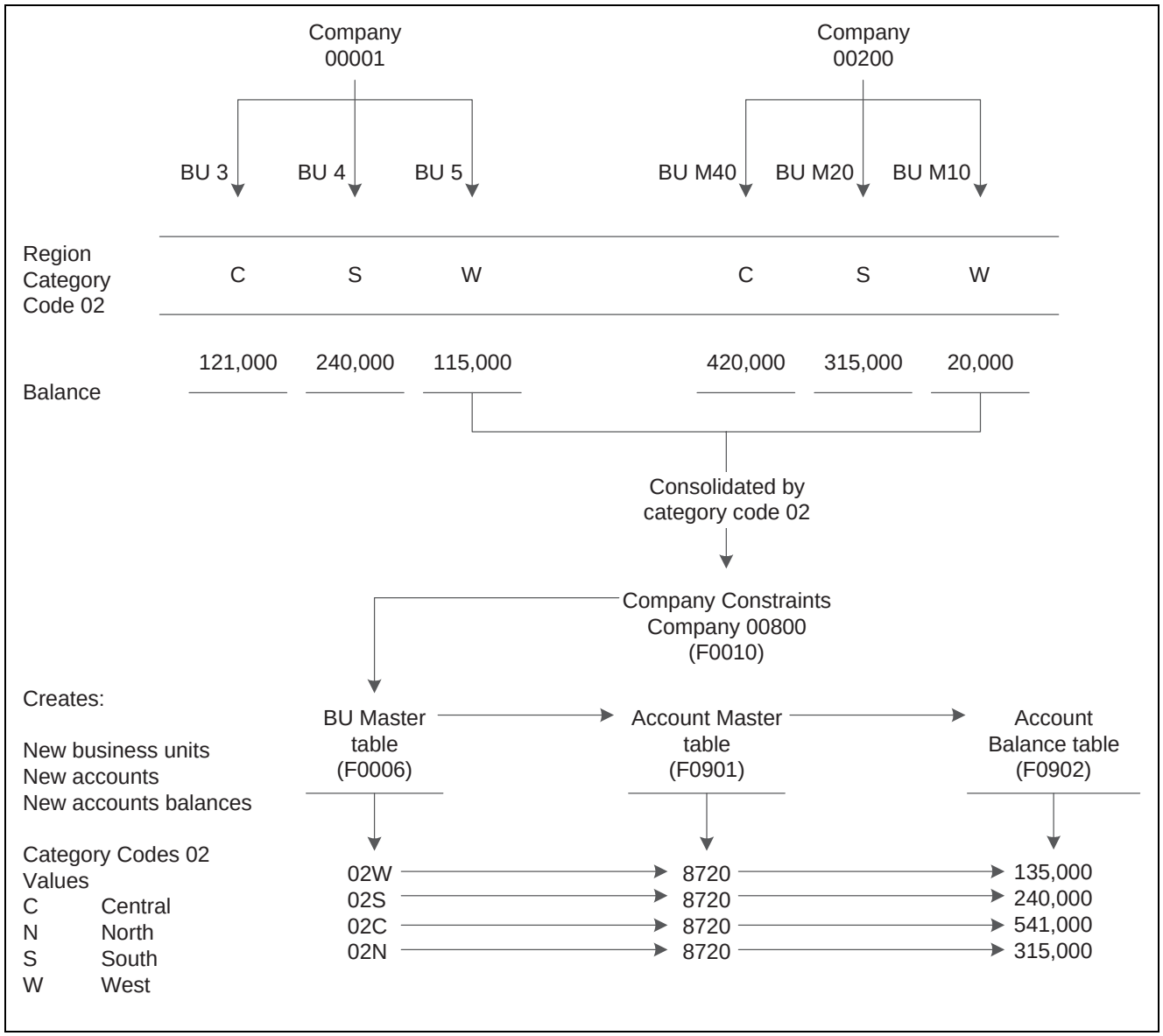
In this example, these business units are grouped together under the West Region:

- Business unit 5, which is associated with company 1.
- Business unit M10, which is associated with company 200.

During high-volume consolidation, these two business units are consolidated into a fictitious business unit named 02W, where:

- 02 represents category code 02.
- W represents the category code value for West Region.

This graphic illustrates a high-volume consolidation that consolidates data by region using business unit category code 02:



High-volume consolidation by region

Multisite Consolidation Method

Many organizations with subsidiary or branch operations have PeopleSoft EnterpriseOne systems running in multiple locations. Most of these organizations consolidate general ledger information at the headquarters level for statutory and management reporting. In many instances, organizations specify the account ranges in the corporate chart of accounts where information from subsidiary or branch operations must be consolidated. In other instances, organizations might have different charts of accounts for different subsidiaries or branches.

Multisite consolidations enable you to consolidate account balances at multiple locations so that you can send the information to a central location. At the central location, you process the resulting journal entries into the general ledger using batch journal entry processing. You can also process consolidated balances from non-EnterpriseOne sites.

The information that you consolidate at the central location is accessible to all standard PeopleSoft EnterpriseOne programs.

CHAPTER 29

Processing Online Consolidations

This chapter provides an overview of organization report structures and discusses how to:

- Create hierarchical organization report structures.
- Add organization report structures without using category codes.
- Review and rearrange organization report structure.
- Create additional business units and copy report structures.
- Create online consolidations.
- Review online consolidations.

See Also

Chapter 28, "Understanding Account Consolidations," Online Consolidation Method, page 291

Understanding Organization Report Structures

An organization report structure is a method of grouping business units for reporting purposes. It provides more flexibility in using online consolidations and reporting, which enables you to display summary-to-detail income statement information. It also facilitates printing subtotals and roll-up totals.

Hierarchical Organization Report Structures

You can create hierarchical structures for each business unit and across companies. Each structure can contain multiple levels of parent, child, and grandchild relationships.

For reporting purposes, you can organize the parent/child hierarchies based on structures that you define for financial, geographical, or responsibility reporting. Parent/child hierarchies can be as simple or complex as you require.

To create organization report structures, you create parent/child relationships for business units. Any business unit that is designated as a parent must be associated with a complete chart of accounts. A parent business unit does not have to be a posting business unit.

With organization report structures, you can:

- Organize business units into multiple levels of parents and children.

  A business unit can be both a parent and a child, and each business unit can have multiple children. However, a business unit cannot have a parent that is also a child of the same business unit.

- Add or revise parent-child structures at any time.

  For example, you can add children to an existing parent/child structure.

Organization Report Structures Without Category Codes

Alternatively, you can create an organization report structure by directly selecting business units for the structure. This method does not use category codes to create parent/child relationships for the business units.

Prerequisites

Before you complete the tasks in this section:

- Determine the organization report structures to use for your business.
- Set up the structure codes in UDC table 00/TS.
- Determine the business unit that is associated with each structure level.
- For each organization report structure that you want to create, create a pseudo consolidation company and determine the hierarchy to use for the category codes.

Creating Hierarchical Organization Report Structures

This section provides an overview of how to define and build organization report structures and discusses how to:

- Define organization report structures.
- Build organization report structures.
- Set processing options for Business Unit Structure Build.

Understanding How to Define and Build Organization Report Structures

To define an organization report structure, you assign category codes to business units using the Organization Structure Definition program (P0050B). The values of the category codes that you assign determine where the business unit appears in the hierarchy. This program updates the Business Unit Structure Build File table (F0050B).

After you define your organization report structure, run the Organization Structure Build program (R10450) to build it.

You can run the Organization Structure Build program in proof or final mode. In proof mode, the system prints a report that shows the changes that will occur when you run the report in final mode. In proof mode, any business units that are dynamically created appear on the report as a concatenation of category codes, regardless of the setting of the BU Creation processing options.

In final mode, the system dynamically creates business units either by using next numbers or by concatenating category codes, depending on the setting of the BU Creation processing options. In final mode, the system updates the Organization Structure Master File table (F0050).

Forms Used to Create Hierarchical Organization Report Structures

Form Name	Form ID	Navigation	Usage
Work With Structure	W0050BB	Advanced Organization Setup (G094111), Organization Structure Definition.	Locate organization report structures.
Structure Setup	W0050BA	On Work With Structure, click Add.	Define a hierarchical organization report structure.

Defining Organization Report Structures

Access the Structure Setup form.

Type Structure Enter a structure from UDC table 00/TS that identifies the type of organization structure, such as financial or responsibility. Each type of organization structure can have a separate hierarchy.

Sequence Number Enter the order in which the child business units appear when listed under their parent.

If you leave this field blank when you set up the organization structure, the system assigns the sequence number.

Building Organization Report Structures

Select Advanced Organization Setup (G094111), Organization Structure Build.

Setting Processing Options for Business Unit Structure Build (R10450)

Processing options enable you to specify the default processing for programs and reports.

Mode

1. Mode Specify the mode in which to process the consolidations:

0: Proof mode with report.

1: Final mode with update and report

2: Final mode with update and no report

Structure Name

1. Structure Name Enter the name of the business unit structure type.

BU Creation

1. Business Unit Creation Specify whether to dynamically create business units. Values are:

Blank: No dynamic business unit creation.

1: Dynamic business unit creation with concatenation of category code values to determine the new business unit.

2: Dynamic business unit creation with next numbering to determine the new business unit.

2. Business Unit Type Enter the business unity type to use to create business units.

3. Pseudo Consolidation Company Enter the pseudo consolidation company to use for business unit creation.

Adding Organization Report Structures Without Using Category Codes

This section provides an overview of organization report structures without category codes and discusses how to add an organization report structure without using category codes.

Understanding Organization Report Structures Without Category Codes

You can add an organization report structure by selecting the structure type and then selecting the business units that appear in the structure. When you select a business unit for the structure, the system assigns a display sequence that you can change. This approach does not use category codes for sequencing and, therefore, does not require that you run the Organization Structure Build program to build the structure.

The Organization Structure Inquiry/Revision. program updates the F0050 table.

Forms Used to Add Organization Report Structures Without Category Codes

Form Name	Form ID	Navigation	Usage
Parent/Child Browse	W0050C	Advanced Organization Setup (G094111), Organization Structure Inquiry/Revision	Review and rearrange organization report structures.
Headerless Detail	W0050B	On Parent/Child Browse, click Add.	Add an organization report structure by selecting business units.

Adding an Organization Report Structure Without Using Category Codes

Access the Headerless Detail form.

Dspl Seq. (display sequence) Enter the order in which the child business units appear when listed under their parent.

If you leave this field blank when you set up the organization structure, the system assigns the sequence number.

Reviewing and Rearranging Organization Report Structures

This section provides an overview of organization report structure revisions and discusses how to review and rearrange organization report structure components.

Understanding Organization Report Structure Revisions

When you use the Organization Structure Inquiry/Revision program to review your report structure, the system displays your organizational structures in a tree format that you can expand or collapse at each level. Folder and document icons represent the levels of the structure. A folder can contain folders or documents. Documents are the lowest level of the structure.

You can revise an organizational structure by moving components of the structure to different locations within the hierarchy. You can move individual business units by dragging the corresponding documents and dropping them under a different parent. You can also move higher levels of the structure by dragging the folder that represents a parent business unit and its children.

When you move a component of the structure, the system updates the F0050 table.

Form Used to Review and Rearrange Organization Report Structures

Form Name	Form ID	Navigation	Usage
Parent/Child Browse	W0050C	Advanced Organization Setup (G094111), Organization Structure Inquiry/Revision	Review and rearrange organization report structures.

Reviewing and Rearranging Organization Report Structure Components

Access the Parent/Child Browse form.

Creating Additional Business Units and Copying Report Structures

After reviewing your organizational structure, you might decide to create additional business units or copy organizational report structures. Use the Organization Structure Inquiry/Revision program (P0050) to perform these tasks and update the F0050 table.

This section discusses how to:

- Set processing options for Organization Structure Inquiry/Revisions.
- Create additional child business units.
- Copy report structures.

Forms Used to Create Additional Business Units and Copy Report Structures

Form Name	Form ID	Navigation	Usage
Parent/Child Browse	W0050C	Advanced Organization Setup (G094111), Organization Structure Inquiry/Revision	Review and rearrange organization report structures.
Headerless Detail	W0050B	From the Parent/Child Browse form, select the business unit to which you want to add a child business unit.	Create additional business units.
Copy Organizational Structure	W0050F	From the Parent/Child Browse form, select the business unit that you want to copy and then click Copy.	Copy all or a portion of an existing organization report structure into a new organization report structure.

Setting Processing Options for Organization Structure Inquiry/Revisions (P0050)

Processing options enable you to specify the default processing for programs.

Structure Type

1. Initial Selection Values Enter values in the processing options to preload the corresponding fields on the Headerless Detail form.

Manager Name

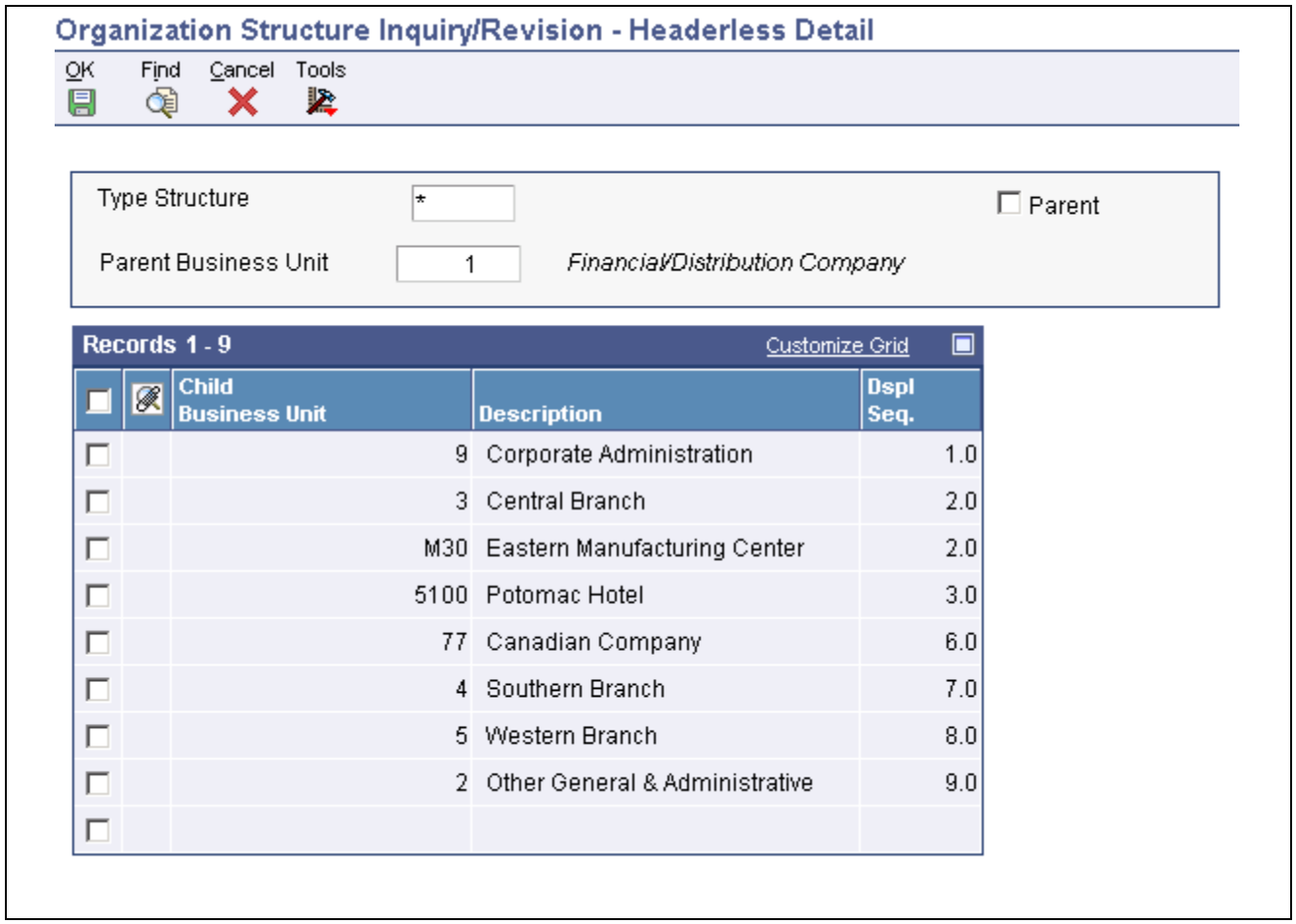
1. Display Manager's Name Specify whether to display the manager's name in the organizational structure tree. Values are:

0: Do not display the manager's name.

1: Display the manager's name.

Creating Additional Child Business Units

Access the Headerless Detail form.



Headerless Detail form

When you add child business units, the system verifies that the parent and the child are not the same, and ensures that the business unit child is not also the parent.

Parent Select this check box to see the parent of the business unit to which you are adding children. The parent business unit appears in the detail area. Select the Parent check box again to continue adding children.

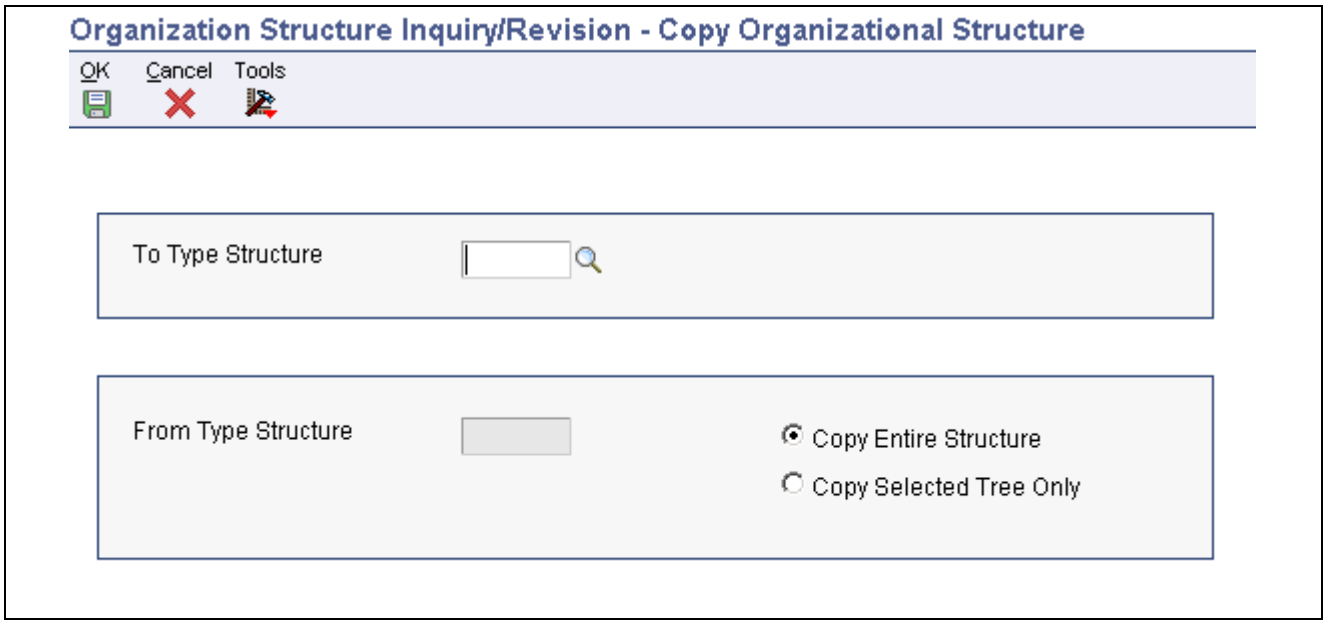
Child Business Unit Enter the business unit of the child.

Dspl Seq. (display sequence) Enter a number that represents the order in which the child business unit appears when listed under their parent.

If you leave this field blank when you set up the organization structure, the system assigns the sequence number.

Copying Organization Report Structures

Access the Copy Organizational Structure form.



Copy Organizational Structure form

Ensure that the organization report structure to which you are copying exists UDC table 00/TS but does not exist as a structure in the F0050 table.

To Type Structure A code from UDC table 00/TS that identifies the type of organization structure, such as financial or responsibility. Each type of organization structure can have a separate hierarchy.

Copy Entire Structureor **Copy Selected Tree Only** Specify whether to copy an entire organization report structure or only a portion of the structure.

Select the *Copy Entire Structure* option to copy every level of the From Type Structure value to the To Type Structure value, regardless of the level that you selected on the Parent/Child Browse form.

Select the Copy Selected Tree Only option to copy only the selected parent business unit and its children from the From Type Structure value to the To Type Structure value.

Creating Online Consolidations

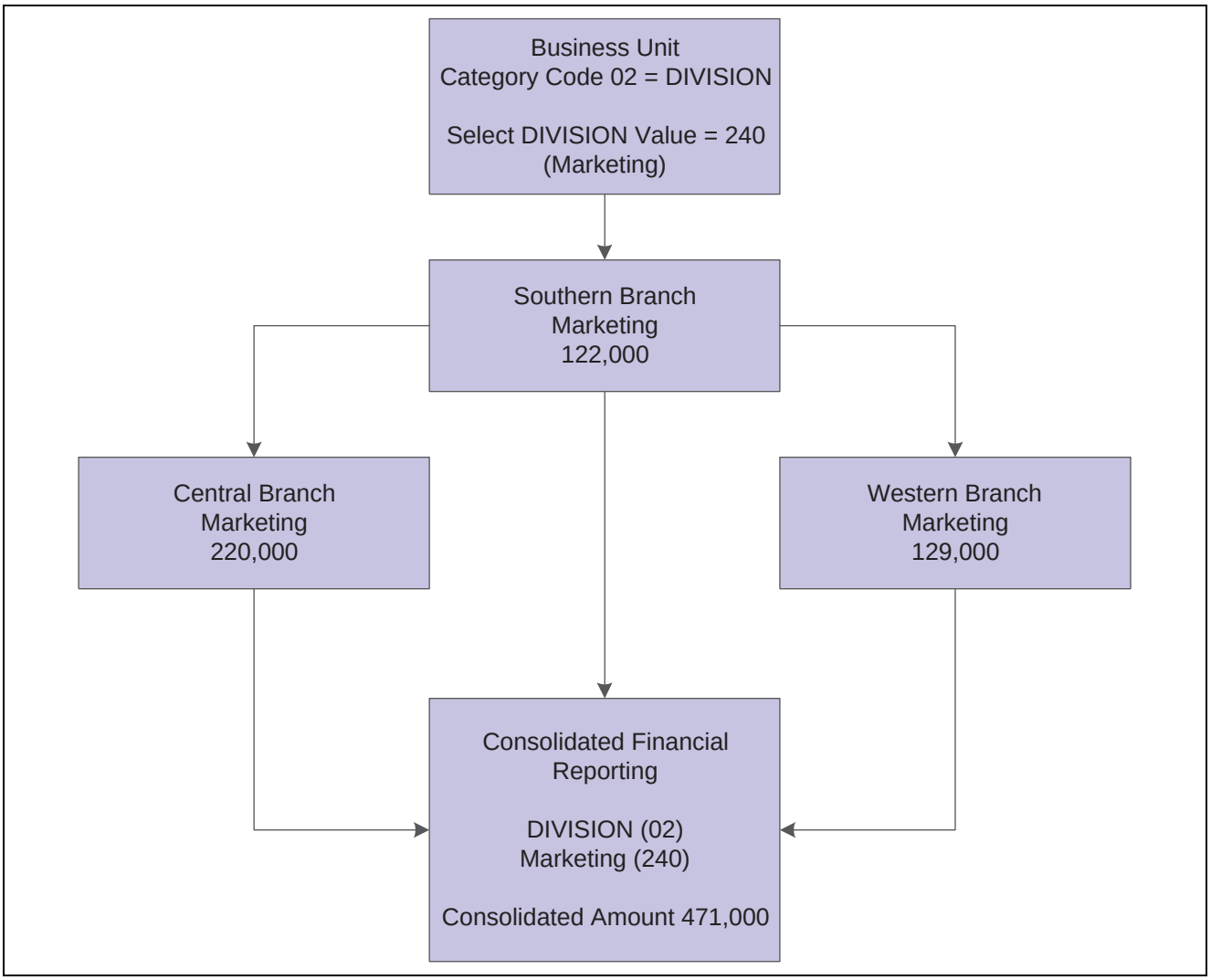
This section provides an overview of online consolidations creation and discusses how to consolidate business units.

Understanding Online Consolidation Creation

After creating your organization report structures, you can create your online consolidation. In addition to creating an online consolidation based on an organization report structure (parent business unit method), you can also create one using the category code method. The category code method enables you to consolidate business units by company, category code, and value. However, this method enables you to use only 4 category codes for the structure.

Example: Consolidating Business Units by Category Code

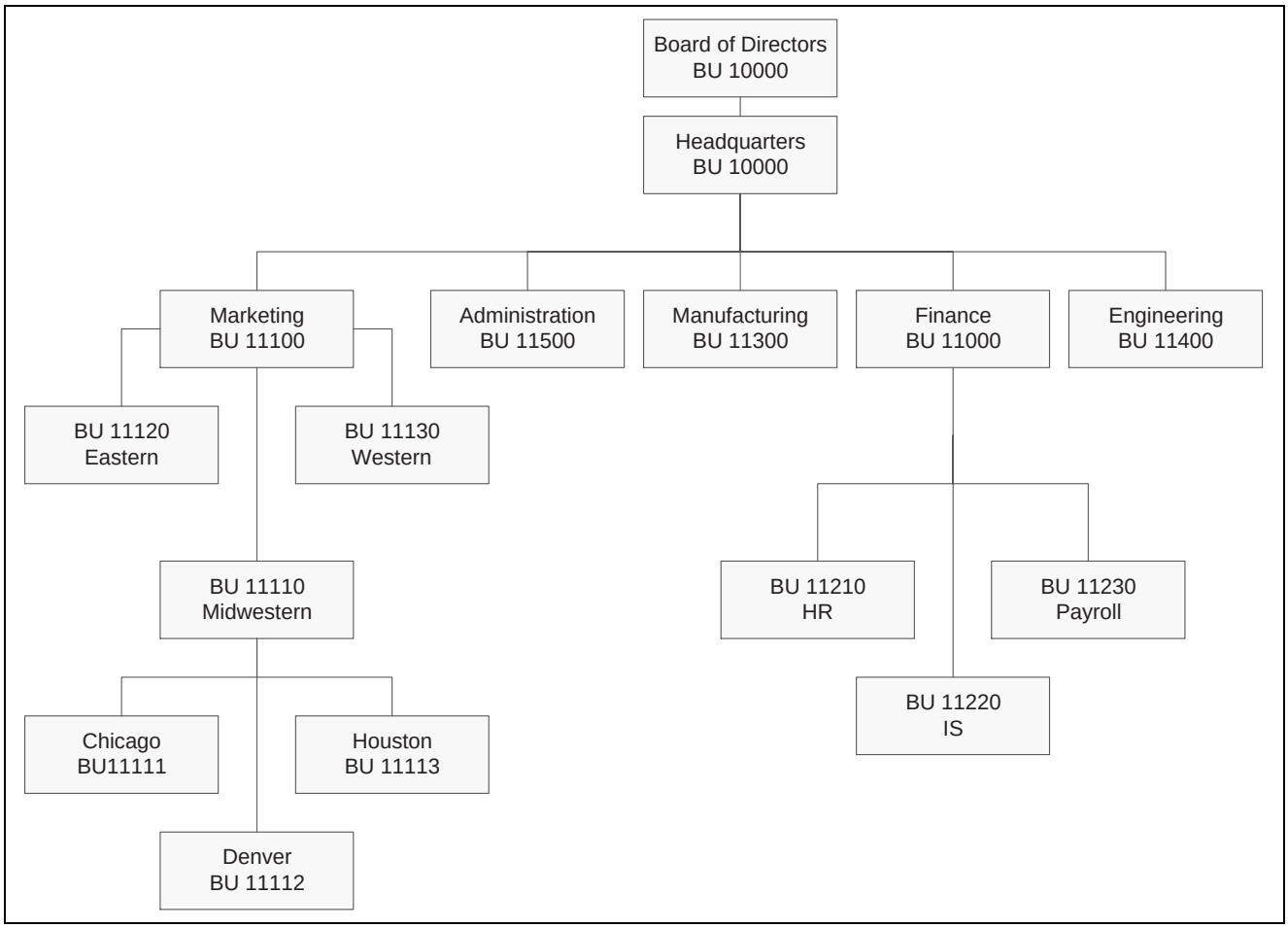
This graphic illustrates how you can consolidate business units by category code:



Consolidation by category code

Example: Consolidating Business Units by Organization Report Structure

This graphic illustrates how you can consolidate business units by organization report structure:



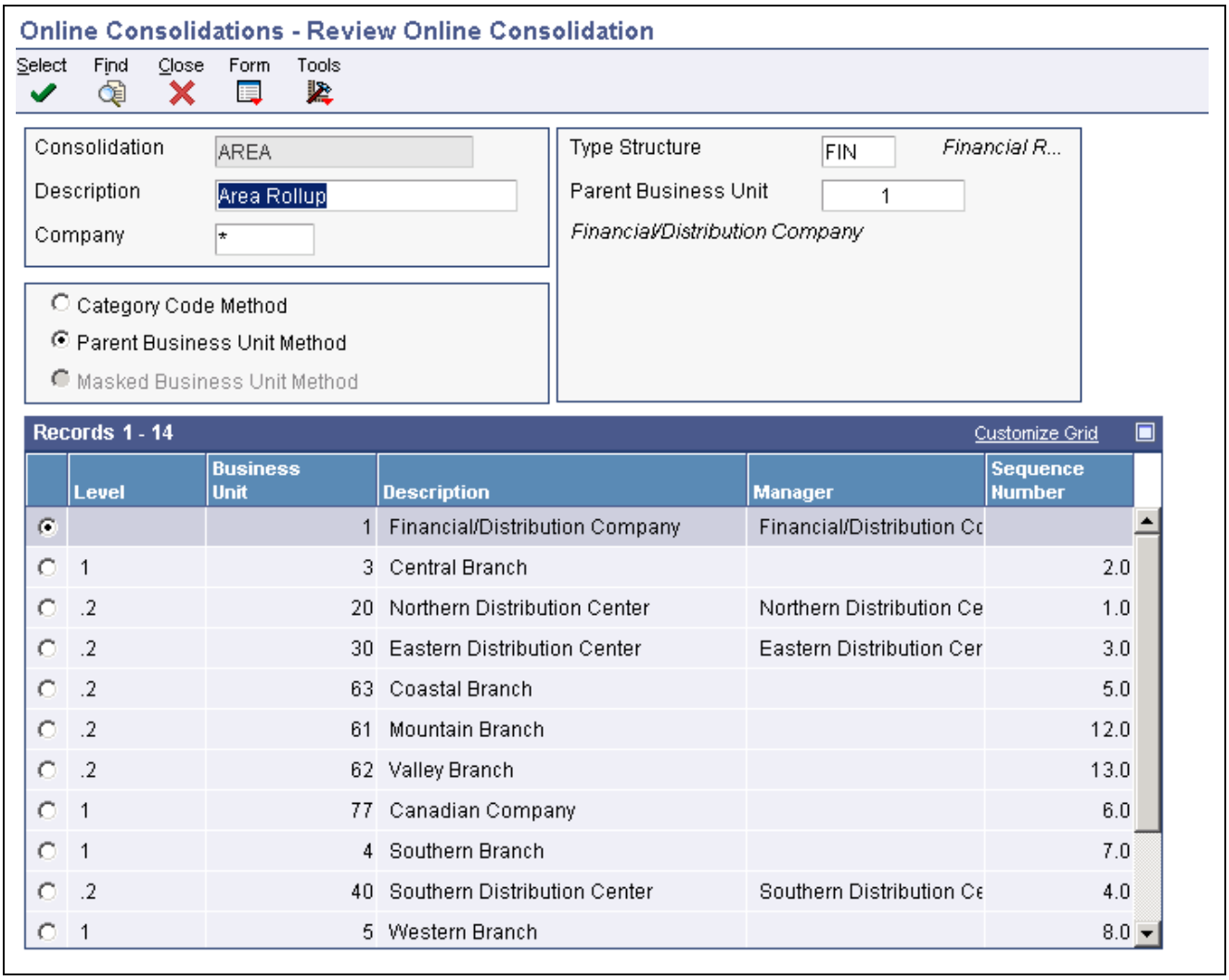
Consolidation by report structure

Forms Used to Create Online Consolidations

Form Name	Form ID	Navigation	Usage
Work With Online Consolidations	W09218D	Consolidations (G1011), Online Consolidations.	Locate and review online consolidations.
Review Online Consolidation	W09218B	On the Work With Online Consolidations form, click Add.	Create online consolidations.

Consolidating Business Units

Access the Review Online Consolidation form.



Review Online Consolidation form

Consolidation

Enter the name that corresponds to the consolidated business unit (up to 10 characters).

To consolidate business units by organization report structure, enter values in the Type Structure and Parent Business Unit fields.

Company and **Category Code**

(optional) Enter a company and a category code (01–30) in these fields to consolidate business units by company and category code.

Type Structure and **Parent Business Unit**

Enter the type structure from UDC table 00/TS and the primary business unit in the hierarchy to consolidate business units by organization report structure.

Category Code Method, Parent Business Unit Method, or **Masked Business Unit Method**

Select one of these options:

Category Code Method. This method consolidates based on business unit category codes.

Parent Business Unit Method. This method consolidates based on organization type structure and a parent business unit.

Masked Business Unit Method. This method consolidates based on business units that match character position values.

Menu Selections

After you determine your choices for consolidation, access these menu selections from the Form menu:

Store Inquiry Save your criteria. This information is stored in the Online Consolidations Set-up table (F09218).

Refresh BU (refresh business units) Process account balances. The processing time depends on the number of business units and associated accounts that you are consolidating. This information is stored in the F09218 table.

Online Statements Create consolidated financial statements.

See Chapter 29, "Processing Online Consolidations," Reviewing Online Consolidations, page 306.

Reviewing Online Consolidations

After a consolidation has been created, you can review consolidated information online without recreating the consolidation criteria. Using the consolidations that you created, you can review consolidated information for a trial balance, balance sheet, or income statement.

This section provides discusses how to:

- Set processing options for Online Consolidations.
- Review consolidated financial statements online.

Forms Used to Review Online Consolidations

Form Name	Form ID	Navigation	Usage
Work With Online Consolidations	W09218D	Consolidations (G1011), Online Consolidations.	Locate online consolidations.
Online Consolidated Financial Statements	W09218J	On the Work With Online Consolidations form, select the consolidation that you want to review and then select Online Statements from the Row menu.	Review online financial statements for consolidations.

Setting Processing Options for Online Consolidations (P09218)

Processing options enable you to specify the default processing for programs.

Ledger Type

1. Ledger Types Enter the default ledger types in these processing options.

Ledger Type - Column 1. If you leave this processing option blank, ledger type BA is used.

Ledger Type - Column 2. If you leave this processing option blank, ledger type AA is used.

2. Exit With Ledger Type Specify the ledger type to use when exiting to another application:

Blank or *1*: Ledger Type 1.

2: Ledger Type 2.

Balances

1. Suppress Zero Balances Specify whether to display accounts with zero balances if the Business Unit Detail option is not selected. Values are:

Blank or *N*: Display accounts with zero balances.

Y: Do not display accounts with zero balances.

2. Calculation Method Specify the calculation method to use for calculating variances. Values are:

A: Addition

Blank or *S*: Subtraction

M: Multiplication

D: Division.

Additional LT

1. Additional Ledger Types Specify additional ledger types to use for calculating account balances for Ledger Types 1 and 2. If you leave these processing options blank, no additional ledger types are used.

Subledger

Subledger and Subledger Type Enter the subledger and subledger type to use for calculating account balances. If you leave these processing options blank, the system uses a subledger and subledger type of blank.

Account LOD

Account Level of Detail Enter the account level of detail (3–9) to use. If you leave this processing option blank, 9 is used.

Currency Code

1. Currency Code Enter the currency code to use for calculating account balances. If you leave this processing option blank, all currencies are used.

Use this processing option only if you use multicurrency processing.

BU Detail

1. Business Unit Detail Specify whether to display business unit detail. Values are:

Blank or *N*: Do not display business unit detail. Instead, combine business units.

Y: Display business unit detail.

Process Mode

1. Financial Statement Processing Mode Specify the processing mode for the consolidated financial reports. Values are:

Blank or *T*: Trial Balance.

B: Balance Sheet.

I: Income Statement

Date Effective

1. Date Effective and and **2. Date Effectivity** For future use.

Job Cost

1. Exclude Blank Object Account Specify whether to exclude blank object accounts: Values are:

Blank or *0*: Exclude blank object accounts from the consolidation. This value should improve processing time.

1: Include blank object accounts in the consolidation.

Reviewing Consolidated Financial Statements Online

Access the Online Consolidated Financial Statements form.

Trial Balance, Balance Sheet, and **Income Statement** Select the type of online statement to review and click Find to perform the calculation.

For the balance sheet, the system calculates net income or loss based on AAI item GLG5 and includes the description for that item on the form.

For the income statement, interim totals for gross margin, operating income, and so on the system uses AAI item FS*xx*.

Level of Detail or **Business Unit Detail** Enter a value in one of these fields to review detail or summary amounts or to review a different level of detail. If you select Business Unit Detail, you can access additional detail fields from the Row menu.

CHAPTER 30

Processing High-Volume Consolidations

This chapter provides overviews of high-volume consolidation processing and discusses how to:

- Delete prior high-volume consolidations.
- Create high-volume consolidations.
- Review high-volume consolidations.

See Also

Chapter 28, "Understanding Account Consolidations," High-Volume Consolidation Method, page 292

Understanding High-Volume Consolidation Processing

High-volume consolidations include these two programs:

- Refresh Consolidation program (R10862).

  Creates records in the F0006, F0901, and F0902 tables, where account balances are available for online review and reporting purposes.

- Delete Prior Consolidation program (R10861)

  Clears the account balances from the F0902 and F0902 tables so that when you run subsequent consolidations, the balances do not include amounts from previous consolidations. This program also deletes prior consolidation records from the F0911 table if journal entries were created to consolidated accounts.

The system consolidates the account balances using one of these category codes:

- Business unit category codes (RP01 - RP30) in the F0006 table for review by organizational structure.
- Account master category codes (R001 - R023) in the F0901 table for review by an alternate chart of accounts.

Deleting Prior High-Volume Consolidations

This section provides an overview of the Delete Prior Consolidation program and discusses how to:

- Deleting prior consolidations.
- Set processing options for Delete Prior Consolidation.

Understanding the Delete Prior Consolidation Program

If you do not delete the information in the consolidation database before you run a new consolidation, the system displays an error message that balances exist, and you must run the Delete Prior Consolidation program (R10861).

The Delete Prior Consolidation program deletes prior consolidation records for the fictitious company from these tables:

- F0901.
- F0902.
- F0911 (if journal entries were made to consolidated accounts).

Fictitious companies and business units are designed for consolidation purposes. The Delete Prior Consolidation program does not delete these items:

- Fictitious business units in the F0006 table.
- Fictitious companies in the F0010 table.

Important! Delete only the fictitious consolidation company. Be very careful not to delete any actual companies.

Deleting Prior Consolidations

Select Consolidations (G1011), Delete Prior Consolidation.

Do not use data selection for this program. The system deletes all prior consolidation records for the fictitious company.

Setting Processing Options for Delete Prior Consolidations (R10861)

Processing options enable you to specify the default processing for programs and reports.

Default PO

Pseudo Company — Enter the pseudo company number to which to delete records. Enter leading zeros for the pseudo company number. For example, enter 00001 for company 1

This deletes all prior consolidation records for the fictitious pseudo company from the F0901, F0902 and F0911 tables.

High Volume Consolidations Account ID — Enter the next number to use when refreshing the consolidation accounts. You should enter a number high enough to avoid your normal account numbers. If you leave this processing option blank, the system uses the 90000000.

Creating High-Volume Consolidations

This section provides overviews of the Refresh Consolidation program, the structure of fictitious business units and records created by the Refresh Consolidation program and discusses how to:

- Run the Refresh Consolidation program.
- Set data selection and sequence for Refresh Consolidation.
- Set processing options for Refresh Consolidation (R10862).

Understanding the Refresh Consolidation Program

To create a new consolidation with current balances, you must run the Refresh Consolidation program (R10862). This program creates additional records in the F0902 table for the fictitious business units, accounts, and account balances within the fictitious company that you specify in the processing options. This fictitious company is used specifically for high-volume consolidations. The system copies all of the balances in the accounts to be consolidated into the fictitious company, regardless of fiscal year. The system updates the Model/Consolidated field with *C* in the F0006 and F0901 tables for the fictitious business units and accounts to indicate that the fictitious business units and accounts were created as a result of the consolidation.

Note. The Refresh Consolidation program does not create a fictitious account if the corresponding actual account has no balance.

High-volume consolidations are based on category codes. You can use either account or business unit category codes. You must set up a separate version for each category code that you use for consolidating. After you refresh consolidations using one category code, you can choose another category code and run the program again. This process creates additional records for the fictitious company.

You can have more than one consolidation at any given time. To do this, set up a separate fictitious company for each consolidation.

Understanding the Structure of Fictitious Business Units

A business unit number can contain up to 12 characters. The structure of the fictitious business unit number is AABBB, where:

- AA represents the category code number that you designated in data selection, such as 02.
- BBB represents the category code value for the selected category code, such as 260 for East region or 270 for West region.

Example: Fictitious Business Units

If you run the consolidation for business unit category code 2 (RP02), and the values for category code 2 are 210, 220, and 230, the system creates these three fictitious business units:

- 02210
- 02220
- 02230

Understanding Records Created by the Refresh Consolidation Program

Refreshing consolidations creates records that are based on your setup. The records include this information:

- Prior year-end net (APYN), prior year-end cumulative (APYC), and monthly posting information.
- All accounts with consolidated balances.

- Header and nonposting title accounts for reports, such as Assets.

Important! You must choose a fictitious company for the consolidation. Refreshing consolidations adds records to the F0006, F0901, and F0902 tables for an entire company. If you choose an actual company for the consolidation, the system creates consolidated records for that company. Separating valid records from those created by the consolidation program is very difficult.

After you create a consolidation, you can make adjusting entries directly to the fictitious accounts using the Journal Entry program (P0911). You must also make eliminating entries to handle intercompany settlements. When you delete a prior consolidation, adjusting entries are deleted along with consolidated balances.

Prerequisites

Before you complete the tasks in this section:

- Restrict access to the Refresh Consolidation program by placing security on the program.
- Set up a fictitious company for each consolidation that you plan to run.
- Verify the category codes that you want to use for consolidations.
- Delete any prior consolidations.
- Ensure that enough disk space exists on your computer for this process to run.

Form Used to Review High-Volume Consolidations

Form Name	Form ID	Navigation	Usage
Trial Balance / Ledger Comparison	W09210AA	Consolidations (G1011), Consolidation Review	Review high-volume consolidations.

Running the Refresh Consolidation Program

Select Consolidations (G1011), Refresh Consolidation.

Setting Data Selection and Sequence for Refresh Consolidations

You can use only one category code for each consolidation. Set up the category code data selection so that it is not equal to blanks.

To exclude other fictitious companies from the consolidation, use the data selection for company. Otherwise, the system consolidates previously consolidated information.

The category code that you use must be on the first line of the data sequence. The data sequence for refreshing a consolidation should be:

1. Selected category code
2. Object account
3. Subsidiary

Setting Processing Options for Refresh Consolidation (R10862)

Processing options enable you to specify the default processing for programs and reports.

Default PO

1. Pseudo Company Enter the number of the pseudo company for consolidations.

2. Reporting Code Enter the reporting category code used in the data selection. Use RP*xx* for business unit and R0*xx* for account master category codes. For example, category code 02, the region would be RP02.

Performance

1. Fiscal Year and **2. Ledger Type** Enter the fiscal year to consolidate. Enter a value for the fiscal year to reduce the number of F0902 records that the system processes.

Enter the ledger type to consolidate.

3. Process Non-Posting Accounts Enter *1* to retrieve account balances for non-posting accounts. For better performance, leave this processing option blank so that the program does not attempt to retrieve account balances for accounts that do not have account balances.

Reviewing High-Volume Consolidations

This section provides an overview of high-volume consolidation review and discusses how to:

- Set processing options for Consolidation Review.
- Review high-volume consolidations.

Understanding High-Volume Consolidation Review

After you create high-volume consolidations, you can review them using the Consolidation Review program (P09210A). You can review account balances by business unit or account number and you can compare the amounts in two types of ledgers for the fictitious company. For example, for budget-to-actual ratios, you compare actual amounts (AA) to budgeted amounts (BA).

Setting Processing Options for Consolidation Review (P09210A)

Processing options enable you to specify the default processing for programs.

Default Tab

1. Ledger Type 1 and **2. Ledger Type 2** Specify the two default ledger types. For example, you can enter ledger types AA and BA, or AA and CA.

If you leave the processing option ledger type 1 blank, BA is used. If you leave ledger type 2 blank, AA is used.

3. Exit with Ledger Type Specify the ledger type that the called application should use when exiting to another application. Values are:

Blank or *1*: Ledger type 1.

2: Ledger type 2.

Display

1. Suppress Zero Balances Specify whether to display posting accounts with zero balances. Values are:

Blank or *N*: Display posting accounts with zero balances.

Y: Do not display posting accounts with zero balances.

This processing option applies only to posting accounts. Nonposting header accounts will appear on the Trial Balance/ Ledger Comparison form (P09210A) regardless of this processing option.

2. Calculation Method Specify the calculation method to use to calculate variances. Values are:

Blank or *S*: Subtraction.

A: Addition.

M: Multiplication.

D: Division.

3. Additional Ledger Type 1 Specify an additional ledger type to use to calculate account balances for ledger type 1. For example, you can use ledger types AA or C. If you leave this processing option blank, no additional ledger type is used.

4. Additional Ledger Type 2 Specify an additional ledger type to use to calculate account balances for ledger type 2. For example, you can use ledger types AA or CA. If you leave this processing option blank, no additional ledger type is used.

5. Subledger and **6. Subledger Type** Specify the subledger and subledger type that the system uses to calculate account balances.

Enter * to select all transactions with subledgers. If you leave the Subledger processing option blank, the system selects transactions with no subledgers.

Enter a subledger type such as A or C. If you leave this processing option blank, the system selects a blank subledger type.

7. Account Level Of Detail Specify the account level of detail (*3–9*) to use. If you leave this processing option blank, the system uses *9*.

Currency

1. Currency Code Specify the currency code to be used for calculating account balances. If you leave this processing option blank, the system uses all currencies.

Select

1. Date Effective Balances Specify whether to use period-end dates or calculate date-effective balances. Values are:

Blank or *N*: Period End Dates.

Y: Calculate date effective balances.

2. Default Thru Period Display Specify whether to display through dates or through periods. Values are:

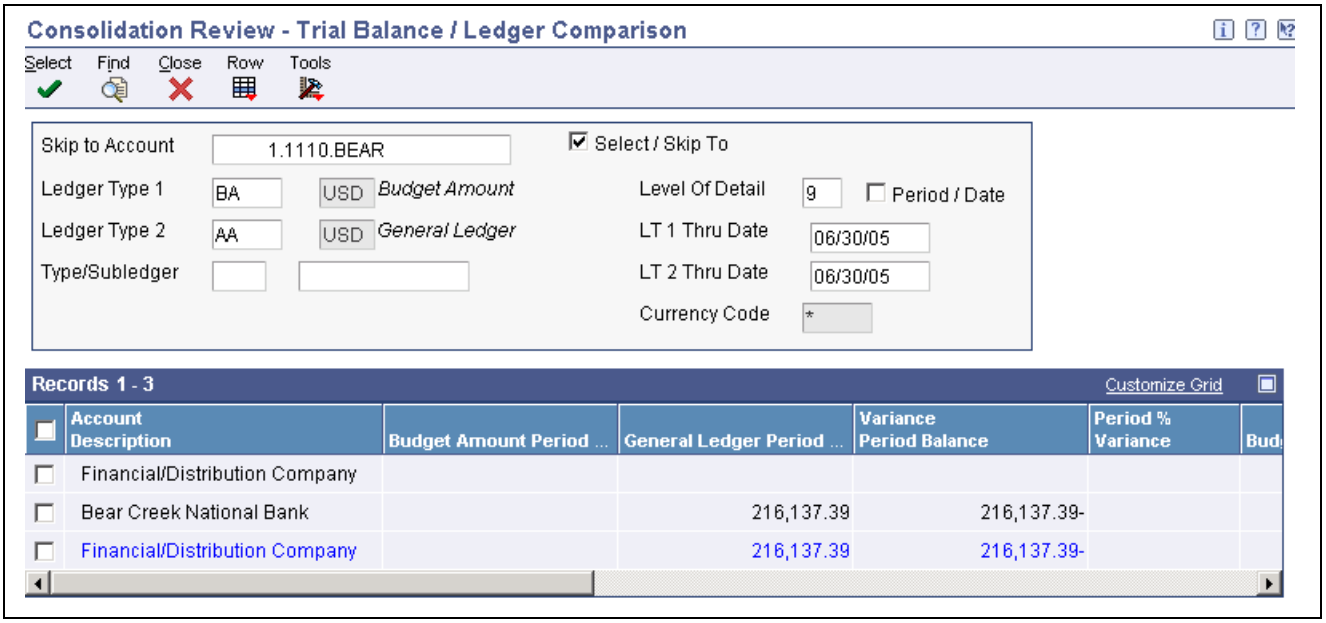
Blank or *N*: Display thru dates.

Display

Y: Display thru periods.

Reviewing High-Volume Consolidations

Access the Trial Balance / Ledger Comparison form.



Trial Balance / Ledger Comparison

Only journal entries that are made directly to the fictitious business unit appear because refreshing consolidations creates only balances, not transactions.

CHAPTER 31

Processing Multisite Consolidations

This chapter provides overviews of tasks for source and target sites tasks, multiple consolidation tiers, and multisite consolidation structures and tables and discusses how to:

- Run control file reports.
- Create organizational structures.
- Create account structures.
- Revise and print account structures.
- Define multisite consolidation rules.
- Create consolidated balances.
- Run the multisite consolidations reports.
- Review consolidation statuses.
- Send consolidated balances by batch to the target company.
- Send consolidated balances interactively to the target company.
- Process consolidated balances from non-EnterpriseOne source sites.
- Revise inbound consolidations.
- Purge inbound consolidations.
- Generate multisite batch journal entries.
- Process and purge multisite batch journal entries.

See Also

Chapter 28, “Understanding Account Consolidations,” Multisite Consolidation Method, page 293

Understanding Source and Target Site Tasks

The two types of sites involved in multisite consolidations are:

- Source.

  Any of the sites where consolidated account balances originate.

- Target.

  The central site (headquarters) that receives the consolidated account balances.

Source Site Tasks

At each source site, the multisite consolidation process consists of these sequential steps:

1. Define the organizational structure.
2. Define the account structure.
3. Define the multisite consolidation rules.
4. Create the consolidated balances.
5. Run the integrity reports.
6. Send the consolidated balances to the target company.

Each source site defines its own consolidation rules, but all of the consolidations must meet the requirements of the target site.

Note. When the target and source sites have different currencies, the target site must use multicurrency processing.

Target Site Tasks

At the target site, the multisite consolidation process consists of these sequential steps:

1. Process consolidated balances received from external sites, if necessary.
2. Run the integrity reports.
3. Generate the batch journal entries.
4. Process the batch journal entries.

Understanding Multiple Consolidation Tiers

You can have more than one tier of consolidation. After you consolidate account balances at multiple source sites and send them to a single target site, you can consolidate balances at that target site and at other target sites. These sites become source sites that can send consolidated balances to a new target site.

Understanding Multisite Consolidation Structures and Tables

Before you can consolidate account balances, you must define the structure of the consolidation. For multisite consolidations, you define the organizational structure separately from the account structure. The combination of the organizational structure and the account structure represents the multisite consolidation structure.

Multisite consolidations use the standard format (business unit.object.subsidiary) for account numbers.

The system uses the organizational structure in conjunction with the account structure to create these tables, which contain consolidated balances that are sent to the target company:

- Multi-Site Consolidation Transfer File Header (F1001).
- Multi-Site Consolidation Transfer File (F1002).

- Multi-Site Consolidation Transfer File - Category Codes (F1003).

Running Control File Reports

This section provides an overview of control file reports and discusses how to:

- Run the Create UDC Control File report.
- Set processing options for Create UDC Control File (R10005).
- Run the Create Obj/Sub Control File report.
- Set processing options for Create Obj/Sub Control File.

Understanding Control File Reports

Usually, the target company specifies the account ranges in the corporate chart of accounts where information from sources must be consolidated. The target specifies the business unit category codes that each source can use to create its organizational structure. If a source defines its account structure by sequencing account category codes, the target also specifies the account category codes. If the source defines its account structure by object and subsidiary, the target specifies the valid object and subsidiaries that the source can use.

At the target company, you run two control file reports. Each source can use only the values that are shown in the reports to create its organizational structure and account structure.

- Create UDC Control File report (R10005).

  This report identifies the user-defined codes that the source can use when consolidating multisite information. The source can use only category codes from this report to define its organizational structure and its account structure. Usually, the target company defines valid user-defined codes and their values.

- Create Obj/Sub Control File report (R10909).

  This report identifies each of the objects and subsidiaries that the source can use when consolidating multisite information. Usually, the target company defines these objects and subsidiaries.

Prerequisites

Before you complete the tasks in this section:

- At both the source and the target, set up a pseudo company in the Company Names & Numbers program (P0010) for the consolidated account balances.
- Set up the structure codes in UDC table 00/TS.
- Ensure that your business unit category codes are assigned.
- Determine the organizational structures to use for your business.
- For each organizational structure that you want to create, determine the sequence to use for the business unit category codes.
- At the target, ensure that a model chart of accounts is set up if you want the system to dynamically create business units or accounts.

Running the Create UDC Control File Report

Select Integrity Reports (G1022), Create UDC Control File.

Setting Processing Options for Create UDC Control File (R10005)

Processing options enable you to specify the default processing for programs and reports.

Version

1. UDC Control File Version Enter a unique name for the UDC Control File version that you are creating. If you leave this processing option blank, the system uses a report name of blank.

Running the Create Obj/Sub Control File Report

Select Integrity Reports (G1022), Create Obj/Sub Control File.

Setting Processing Options for Create Obj/Sub Control File (R10909)

Processing options enable you to specify the default processing for programs and reports.

Data Selection

1. Object/Subsidiary Control File Version Enter a unique name for the Object/Subsidiary Control File version that you are creating. you would like to create. If you leave this processing option blank, the system uses a report name of blank.

2. File Data Selection Enter *1* to select a unique object and subsidiary. If you leave this processing option blank, only a unique object is selected.

Creating Organizational Structures

This section provides an overview of organizational structures and discusses how to define organizational structures.

Understanding Organizational Structures

An organizational structure is a method of grouping business units for reporting and analysis. You can create one or more organizational structures for multisite consolidations. Each structure can be as simple or as complex as you require. You can also create organizational structures for other purposes, such as financial, geographic, and responsibility reporting at a single site.

Forms Used to Create Organizational Structures

Form Name	Form ID	Navigation	Usage
Work With Structure	W0050AB	Multi-Site Consolidation Setup (G1042), Business Unit Structure Definition	Locate and review organization report structures.
Structure Setup	W0050AA	On the Work With Structure form, click Add.	Define an organization report structure.

Defining Organizational Structures

Access the Structure Setup form.

Type Structure Enter a code from UDC table 00/TS that identifies the type of organization structure, such as financial or responsibility. Each type of organization structure can have a separate hierarchy.

Sequence Number Enter the order in which the child business units appear when listed under their parent.

If you leave this field blank when you set up the organization structure, the system assigns the sequence number.

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up an Organization," Revising Business Units Within an Organizational Structure

Creating Account Structures

This section provides an overview of account structure components and discusses how to:

- Define an account structure.
- Build account structures.
- Set data sequence for Account Structure Build.
- Set processing options for Account Structure Build.

Understanding Account Structure Components

You must define an account structure and build the consolidation chart of accounts based on the account structure. For example, if the target company requires you to send balances for your bank accounts, you can define an account structure called Bank and Cash Rollup and then run the Account Structure Build program to include all bank accounts.

The system creates an initial account structure based on the F0901 table. You can review and revise this structure.

Account Structure Definition

You can define an account structure either by sequencing up to seven of the 23 account category codes or by object and subsidiary. If you choose to sequence by category codes, the values of the category codes determine where the account appears in the hierarchy. The last two items that you sequence must be the object and the subsidiary.

The Account Structure Definition program (P10430A) updates the Account Structure Definition table (F10430A).

Account Structure Build

Before you can consolidate account balances, you must build the account structure that the system uses for the consolidation.

The Account Structure Build program (R10430) reads the F0901 table and creates the account structure that is based on the sequence that you define in the account structure. The system creates one record in the structure for each unique object and subsidiary combination.

The Account Structure Build program can add records to an existing account structure, or it can create a new account structure. The system deletes the existing structure if you set the corresponding processing option to create a new account structure that has an existing structure name.

If you entered target object and subsidiary information in category codes, you can specify the codes in the corresponding processing option. The system uses the values to create the target object and subsidiary account information.

If you entered level of detail information in a category code, you can specify the code in the corresponding processing option. The system uses the value for the level of detail of the account structure.

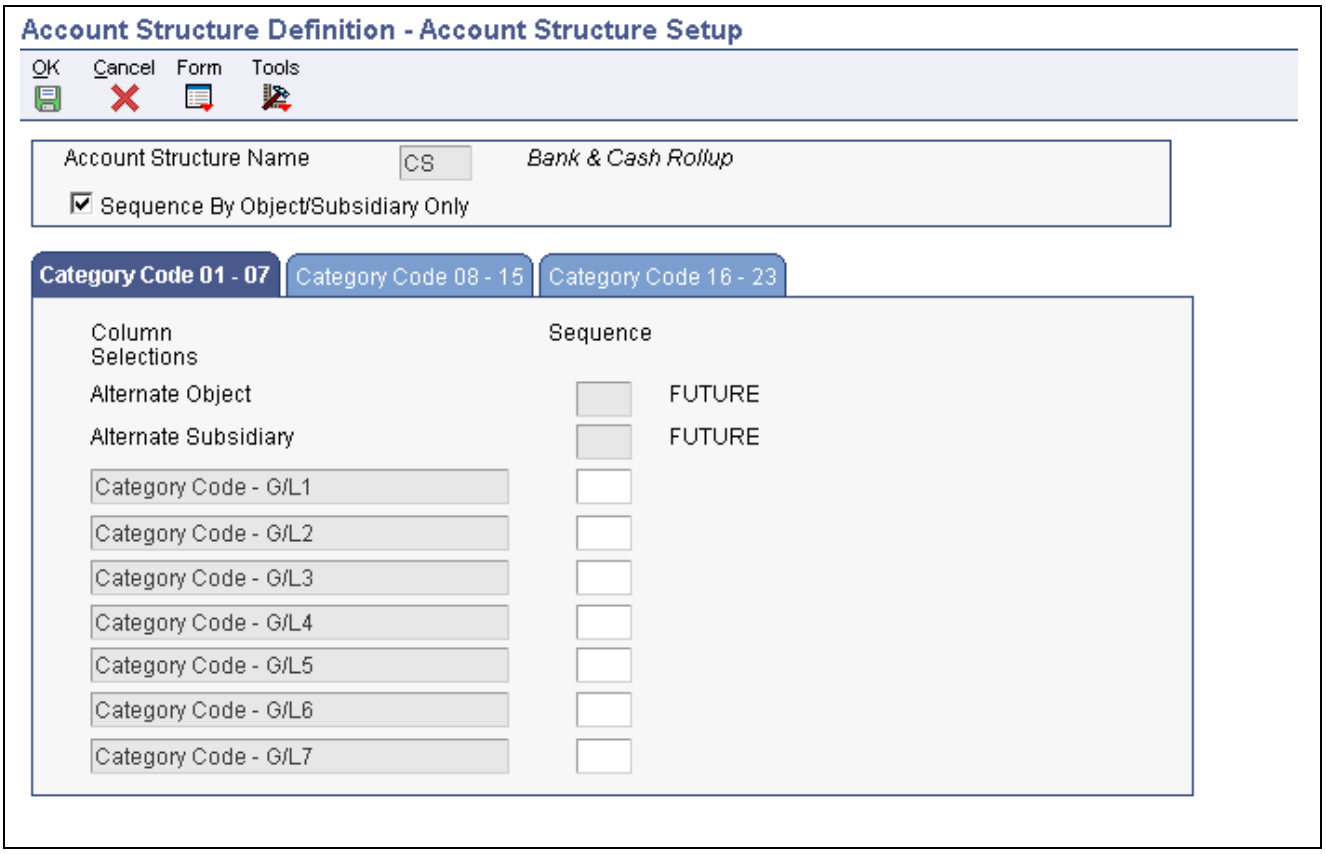
You can run the Account Structure Build program in proof or final mode. Both modes produce a report of the account structure. In proof mode, the system prints a report that shows the changes that will occur when you run the report in final mode. In final mode, the system updates the Multi-Site Consolidation - Account Structure table (F10430).

Forms Used to Define an Account Structure

Form Name	Form ID	Navigation	Usage
Work With Account Structures	W10430AA	Multi-Site Consolidation Setup (G1042), Account Structure Definition.	Locate and review account structures.
Account Structure Setup	W10430AB	On the Work With Account Structures form, click Add.	Define account structures.

Defining an Account Structure

Access the Account Structure Setup form.



Account Structure Setup form

Account Structure Name Enter a code from UDC table 00/TS that identifies the type of account structure, such as financial or responsibility. Each type structure can have a different hierarchy.

Sequence By Object/Subsidiary Only Select this check box to sequence your accounts by object and then subsidiary. The program will ignore category code sequencing.

Building Account Structures

Select Multi-Site Consolidation Setup (G1042), Account Structure Build.

Setting Data Sequence for Account Structure Build

Do not change the data sequence for this program.

Setting Processing Options for Account Structure Build (R10430)

Processing options enable you to specify the default processing for programs.

Process

1. Mode Enter the mode in which to process and update calculations. Values are:

0: Proof mode with report (default).

1: Final mode with report.

2: Final mode without report.

2. Type of Build Enter *1* to add records to an existing structure. If you leave this processing option blank, the system builds a new structure.

Structure Name

1. Structure Name Enter a code from UDC table 00/TS that represents the name of the structure.

Target Object

1. Target Object Enter the fields (Fields 1–3) to use to load the target object. If you use multiple fields, their values will be concatenated together to form the target object. If you leave this processing option blank, the target object is left blank.

Valid fields are OBJA (alternate object) and R001–R023 (category codes 1–23).

Target Sub

1. Target Subsidiary Enter the fields (Fields 1–3) to use to load the target subsidiary. If you use multiple fields, their values will be concatenated together to form the target subsidiary. If you leave this processing option blank, the target subsidiary is left blank.

Valid fields are SUBA (alternate subsidiary) and *R001–R023* (category codes 1–23).

LOD

Level of Detail Enter the field that contains the account level of detail. If you leave this processing option blank, the level of detail field LDA is used.

Valid fields are *R001–R023* (category codes 1–23).

Revising and Printing Account Structures

This section provides an overview of account structure revisions and discusses how to:

- Revise account structures.
- Print the Account Structure report.

Understanding Account Structure Revisions

After creating and reviewing account structures, you can revise them. Revising account structures involves moving components of the structure to different sites in the hierarchy and revising detail information about the account structure.

When you move components of the structure to other sites in the hierarchy, you can move individual accounts or higher levels of the structure. When you move a component of the structure, the system updates the F10430 table.

You might need to revise the account structure detail information before consolidating balances if the target object or subsidiary of an account differs from the source object or subsidiary of an account.

Use the Account Structure Inquiry/Revision program (P10440) to rearrange components of the structure and to revise detail information about the account structure.

After you create or revise the account structure, you can print the Account Structure report (R10445) to show the complete hierarchy of the structure.

Forms Used to Revise Account Structures

Form Name	Form ID	Navigation	Usage
Account Structure Revisions	W10440B	Multi-Site Consolidation Setup (G1042), Account Structure Inquiry/Revision	Locate and review account structures.
Account Structure Revisions (Detail)	W10440A	On the Account Structure Revisions form, select the account that you want to revise.	Revise and rearrange account structures.

Revising Account Structures

Access the Account Structure Revisions (Detail) form.

Target Object Account Enter the object account that the system uses for mapping in multisite consolidations when the target object is different from the source object.

Target Subsidiary Enter the subsidiary account that the system uses for mapping in multisite consolidations when the target subsidiary is different from the source subsidiary.

Object Account Enter the portion of a general ledger account that refers to the division of the cost code (for example, labor, materials, and equipment) into subcategories.

Note. If you use a flexible chart of accounts and the object account is set to 6 digits, you should use all 6 digits. For example, entering 000456 is not the same as entering 456 because if you enter 456 the system enters three blank spaces to fill a 6-digit object.

Subsidiary Enter a subset of the object account. Subsidiary accounts include detailed records of the accounting activity for an object account.

Posting Edit Enter *N* in the Posting Edit field for summary accounts. Doing this improves the performance of the Process Consolidations program because the system does not search for account balances during processing.

Printing the Account Structure Report

Select Multi-Site Consolidation Setup (G1042), Account Structure Report.

Setting Processing Options for Account Structure Report (R10445)

Processing options enable you to specify the default processing for and reports.

LOD

1. Account Level of Detail Enter the account level of detail (3– 9) to print. If you leave this processing option blank, the system uses *9*.

Defining Multisite Consolidation Rules

This section provides an overviews of multisite consolidation rules and elimination rules and discusses how to:

- Define consolidation rules
- Define elimination rules

Understanding Components of Multisite Consolidation Rules

After you define the account and organizational structures at a source site, you define:

- The rules by which the system consolidates account balances for use by the target site.
- The rules by which the system eliminates intercompany transactions when consolidating the account balances.

Understanding Consolidation Rules

You must define the rules by which the system consolidates the account balances at your source site. For example, you might want to consolidate accounts for one business unit in one way and the same accounts for another business unit in another way. You might want to summarize different accounts to different levels of detail. Use the Consolidation Specifications program (P10470) to define consolidation rules.

Using the Consolidation Specifications program, you define each parent business unit in the consolidation by specifying a sequence level and a sequence value. The sequence level is the level within the organizational structure at which the system consolidates the account balances. For example, if you want to consolidate balances at the highest level of the organizational structure, enter a sequence level of 1.

The sequence value indicates the business unit category code at the level of the consolidation. For example, if you want to consolidate at the region level and you are defining the parent business unit in the Central region, enter the value of the category code that represents the Central region.

You can choose to work with a live business unit category code structure or a date-effective snapshot of a business unit category code structure.

You can choose not to consolidate business units. If you choose not to consolidate business units, the system sends account balances for all business units.

The Consolidation Specifications program updates the Consolidation Specifications table (F10470).

Understanding Elimination Rules

You can define how the system eliminates intercompany transactions at your source site. You define an elimination group of accounts by indicating a combination of company, business unit, object, subsidiary, subledger, and subledger type. Each elimination group can have multiple elimination rules that the system uses to determine whether the balance of an account should be eliminated when consolidating. The account balances within an elimination group should net to zero.

The system uses elimination rules to automatically eliminate intercompany transactions within the elimination group when you run the Process Consolidations program (R10550). Alternatively, you can specify an elimination account number to which the system enters the eliminating amount for the elimination group.

You also must specify a variance account to which the system enters the variance (write-off) amount for the elimination group if the account balances in the group do not net to zero. In addition, you can specify an elimination percentage for each elimination group if you do not want to eliminate 100 percent of an account balance.

When you run the Process Consolidations program, the system prints a report of the accounts and balances that were eliminated from the consolidation. The report also shows any variance amounts and the accounts where they were entered.

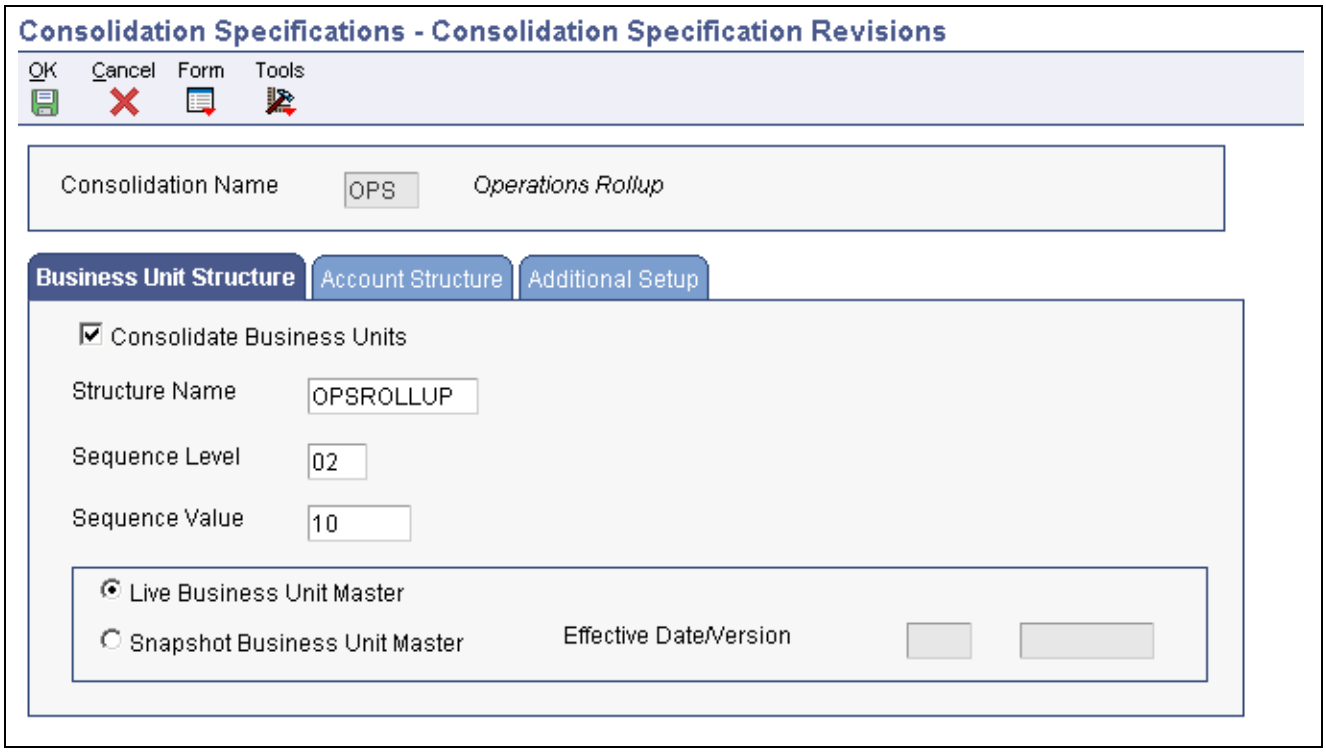
The system stores elimination rules and elimination groups in the Elimination Rules table (F10471).

Forms Used to Define Consolidation and Elimination Rules

Form Name	Form ID	Navigation	Usage
Work With Consolidation Specification Revisions	W10470C	Multi-Site Consolidation (G1021), Consolidation Specifications	Locate and review existing multisite consolidation rules.
Consolidation Specification Revisions	W10470D	On the Work With Consolidation Specification Revisions form, click Add.	Define consolidation rules and revise existing consolidation rules.
Work with Elimination Rules	W10471A	Multi-Site Consolidation (G1021), Elimination Rules.	Locate and review existing elimination rules.
Elimination Rules Setup	W10471B	On the Work With Elimination Rules form, click Add.	Add elimination rules.

Defining Consolidation Rules

Access the Consolidation Specification Revisions form.



Consolidation Specification Revisions form

Business Unit Structure Tab

Consolidate Business Units Select this option to consolidate business units. The system will consolidate business units by using the business unit structure definition to create business unit parent/child relationships. If you clear this option instead, the system will not consolidate business units, but instead will transmit account balances for each individual business unit.

Consolidation Name Enter the name of a saved consolidation.

Sequence Level Enter a number that indicates the level of the organizational structure at which the system will consolidate account balances. For example, 01 indicates that the system will consolidate at the highest level of the organizational structure, and 03 indicates that the system will consolidate at the third highest level of the organizational structure.

This field is used in conjunction with the Sequence Value field. If you use the Search button to complete the Structure Name field, the system completes the Sequence Level field.

Sequence Value Enter the value of the category code that represents the level of the consolidation. For example, to consolidate at the region level and to define the parent business unit in the Central region, enter the value of the category code for the Central region. To define parent business units in all category codes at the level of the consolidation, enter *.

The system will not define any business unit as a parent business unit if it has a blank category code at the level of the consolidation.

This field is used in conjunction with the Sequence Level field.

Live Business Unit Master Select this option to use a live business unit category code structure from the Business Unit Maser table (F0006).

Snapshot Business Unit Master Select this option to use a date-effective snapshot of a business unit category code structure from the Date Effective Business Unit Master table (F0006S).

Effective Date/Version Enter the date that was assigned to a date-effective snapshot of a business unit category code structure when the snapshot was created and the number of the version.

Additional Setup

Rounding Factor Enter a code that controls how amounts are to be rounded, that is, whether amounts are rounded to 100s, 1000s, and so on. Codes are:

Blank: No rounding

0: Round decimals

1: Round to the nearest 10

2: Round to the nearest 100

3: Round to the nearest 1000

4: Round to the nearest 10000

5: Round to the nearest 100000

6: Round to the nearest 1000000

For example, the number 987,654,321.91 would be appear as follows for each of the rounding factors:

Blank: 987,654,321.91

0: 987,654,322.00

1 : 987,654,320.00

2: 987,654,300.00

3: 987,654,000.00

4: 987,650,000.00

5: 987,700,000.00

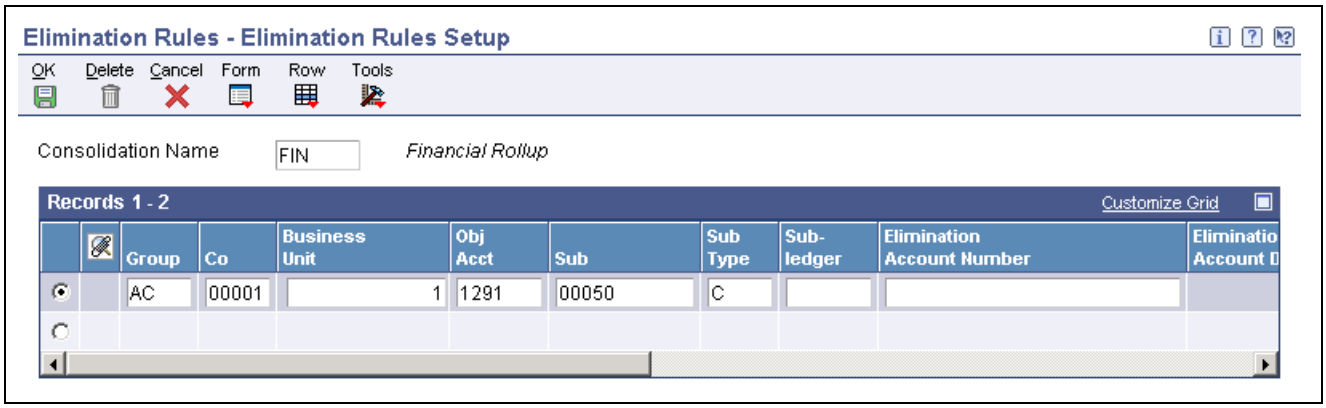
6: 988,000,000.00

Subledger Detail Select this check box for subledger detail to be carried forward in the consolidation.

Balances by Currency Select this check box if you post F0902 records by currency for this company.

Defining Elimination Rules

Access the Elimination Rules Setup form.



Elimination Rules Setup form

Group Enter a two-character value that you use to group accounts that eliminate one another. The account balances within an elimination group should net to zero.

Elimination Account Number Enter the account to which the system enters the elimination. Leave this field blank to enter the elimination to the account that is being eliminated.

Elimination Subledger Enter the subledger to which the system enters the elimination. If you specify the subledger, you must also specify the subledger type.

Leave this field blank to enter the elimination to the subledger that is being eliminated.

Elimination Sub Type Enter the subledger type to which the system enters the elimination. If you specify a subledger type, you must also specify the subledger.

Leave this field blank to enter the elimination to the subledger type that is being eliminated.

Write Off Account Number Enter the account to which the system records variance write-off amounts for the specified elimination group.

Pcnt (percent) Specify an elimination percentage for the elimination group.

Creating Consolidated Balances

This section provides an overview of the Process Consolidations program and discusses how to:

- Process consolidations.
- Set processing options for Process Consolidations.

Understanding the Process Consolidations Program

After you define the account and organizational structures and the rules for multisite consolidations for the source company, you are ready to create the consolidated balances.

When you run the Process Consolidations program (R10550) to create consolidated balances, the system reads the account and organizational structures that you defined in the sequence that you specified. The system then processes these structures, based on the rules that you defined for multisite consolidations and eliminations, and based on the processing options. The system reads account balances from the F0902 and:

- Omits zero balance accounts.
- Consolidates year-to-date balances.
- Matches up fiscal date patterns for account balances.
- Ignores balances after the as of period.
- Performs rounding.
- Maintains the specified subledger and currency detail.
- Creates account balances at the specified levels of detail.
- Writes off variances within the specified limits.
- Eliminates intercompany balances.

The Process Consolidations program writes the consolidated balances to these tables:

- Multi-Site Consolidation Transfer File Header (F1001)
- Multi-Site Consolidation Transfer (F1002)
- Multi-Site Consolidation Transfer - Category Codes (F1003)

Reports Created by the Process Consolidations Program

The Process Consolidations program creates a report that displays the summarized account balances. The first part of the report shows the summarized account balance data that was written to the Multi-Site Transfer tables for periods 1–6. The second part of the report shows the same information for periods 7–14.

The Process Consolidations program also produces the Eliminated Account Balances report. This report shows the accounts and balances for which the system created eliminating entries for each elimination group. This report also shows any variance amounts and the accounts where they were entered.

Note. Regardless of the type of account, the Process Consolidations program always updates the Balance Forward field in the F0902 table. Usually, the system does not print balance-forward amounts for income statement accounts. However, to enable inception-to-date reporting for multisite consolidations, the system prints beginning balances for income statement accounts.

Processing Consolidations

Select Multi-Site Consolidation (G1021), Process Consolidations.

Setting Processing Options for Process Consolidations (R10550)

Processing options enable you to specify the default processing for programs and reports.

Process

1. Mode Specify the mode in which to run this program. Values are:

0: Proof mode with report (default).

1: Final mode with report.

2: Final mode without report.

2. Pseudo Company Enter the company number of the pseudo consolidation company.

3. Period Number and **Period Number**

Enter the period and fiscal year through which the consolidation is to be prepared. If you leave this processing option blank, the financial reporting year and period for the company are used.

4. Ledger Type

Enter the target ledger type to be used for consolidation or leave this processing option blank to use ledger type AA.

5. Save Category Codes

Specify which category codes to save for transmission. Values are:

Blank: Do not save category code values.

1: Save business unit category codes.

2: Save account category codes.

3: Save both business unit and account category codes.

6. Process Non-Posting Accounts

Enter *1* to retrieve account balances for non-posting accounts. The designation of non-posting accounts is in the F10430 table, not the F0901 table.

Leave this processing option blank for better performance. The program does not attempt to retrieve account balances for accounts that do not have account balances.

BU Creation

1. Dynamic Business Unit Flag

Specify how to dynamically create business units. Values are:

Blank: Do not use dynamic business unit creation.

1: Use dynamic business unit creation with concatenation of category code values. If you included company in your organizational structure sequence, you must enter *1* for this processing option.

2: Use dynamic business unit creation with next numbering.

Business Unit Type

1. Business Unit Type

Enter the business unit type to use when creating business units.

Site ID

1. Site ID

Enter the site ID associated with the source of the data.

Variance

1. Variance Threshold

Enter a variance threshold for creating an automatic write-off amount for consolidations. If a variance exists in the consolidations that were created and the variance is within the tolerance, an automatic write-off is created. Leave this processing option blank if you do not want to use this feature.

Note. If the variance entered is a percentage, use the % character. For example, 3 percent would be entered as 3%.

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2. Consolidation Variance Threshold

Enter the object and subsidiary accounts to use for the automatic write-off amount.

Eliminations

1. Eliminations Ledger Type

Enter the target ledger type to be used for elimination entries. If you created rules for the elimination of intercompany transactions, you must enter *1* for this processing option to indicate the ledger type where the system records the eliminated amounts.

If you leave this processing option blank, the system does not create eliminating entries.

2. Elimination Variance Threshold

Enter a variance threshold for creating an automatic write-off amount for eliminations. If a variance exists in the elimination entries that were created and the variance is within the tolerance, an automatic write-off amount is created. Leave this processing option blank if you do not want to use this feature.

Note. If the variance entered is a percentage, use the % character. For example, 3 percent would be entered as 3%.

Currency

Currency Code - Multi-Currency Off

If the target site uses multiple currencies but your source site uses a single currency, you can set a processing option to designate the currency code for your consolidated account balances. The system does not perform any currency conversion; it simply assigns the currency code to the account balances. The system ignores this processing option if your site uses multicurrency processing.

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up an Organization"

Running the Multisite Consolidations Reports

This section provides overviews of multisite consolidation reports and the BU/Accounts Monthly Comparison Report and discusses how to:

- Run the Prior Period Balance Integrity report.
- Set processing options for Prior Period Balance Integrity.
- Run the UDC Value Control Exceptions report.
- Set processing options for UDC Value Control Exceptions.
- Run the Object/Subsidiary Value Control Exceptions Report.
- Set processing options for Object/Subsidiary Value Control Exceptions Report.
- Run the BU/Accounts Monthly Comparison report.
- Set data selection and data sequence for BU/Accounts Monthly Comparison.
- Set processing options for BU/Accounts Monthly Comparison.

- Run the Consolidated Balance Sheet report.
- Set processing options for Consolidated Balance Sheet.
- Run the Consolidated Income Statement report.
- Set processing options for Consolidated Income Statement.

Understanding Multisite Consolidation Integrity Reports

After you create the consolidated balances, you should run integrity reports to verify the information. Integrity reports supplement your internal balancing procedures. Integrity reports also help you locate potential balancing problems and data inconsistencies before you send the information to the target site.

Note. In addition to integrity reports, you can also generate a consolidated balance sheet and a consolidated income statement.

This table lists the available multisite consolidations integrity reports and a description of each:

Integrity Report	Description
Prior Period Balance Integrity (R10700)	Identifies any consolidated balances from the prior period that have changed since the previous consolidation.
UDC Value Control Exceptions (R107011)	Identifies user-defined code values in the consolidation that are not recognized by the target company. You can run the UDC Value Control report to review a list of valid user-defined code values.
Object/Subsidiary Value Control (R107021)	Identifies objects and subsidiaries in the consolidation that are not recognized by the target company.
BU/Accounts Monthly Comparison (R10701)	Compares the business units and accounts in the source to those in the target. Run this report either at the source site prior to sending a consolidation or at the target site after you receive a consolidation.
Consolidated Balance Sheet (R10150)	Shows the assets, liabilities, and stockholders' equity of the consolidation that you are sending to the target company.
Consolidated Income Statement (R10250)	Shows the revenues and expenses of the consolidation that you are sending to the target company.

Understanding the BU/Accounts Monthly Comparison Report

There are multiple versions of the BU/Accounts Monthly Comparison report. Depending on the version that you choose, the report identifies one of these:

- At the source site, business units and accounts that appear in the current consolidation, but did not appear in the previous consolidation.
- At the target site, business units and accounts that appear in the current consolidation, but did not appear in the previous consolidation
- At the source site, business units and accounts that appeared in the previous consolidation, but do not appear in the current consolidation
- At the target site, business units and accounts that appeared in the previous consolidation, but do not appear in the current consolidation

You must set a processing option to indicate whether you are running the report at a source site or a target site.

If the integrity report fails, the system updates one of these fields in the F1001 table. Each of these fields indicates a specific error condition:

Field	Description of error
GPIN07	Accounts appear in the current consolidation, but not in the previous consolidation. This error applies to the first two versions listed previously.
GPIN08	Business units appear in the current consolidation, but not in the previous consolidation. This error applies to the first two versions listed previously.
GPIN05	Accounts appear in the previous consolidation, but not in the current consolidation. This error applies to the last two versions listed previously.
GPIN06	Business units appear in the previous consolidation, but not in the current consolidation. This error applies to the last two versions listed previously.

Running the Prior Period Balance Integrity Report

Select Integrity Reports (G1022), Prior Period Balance Integrity.

Setting Processing Options for Prior Period Balance Integrity (R10700)

Processing options enable you to specify the default processing for reports.

Status

1. Integrity Status

Enter *1* to force the integrity to fail if the system does not find previous consolidation balances. Do not set the processing option to *1* for the first period in which you create consolidations because the system will not find previous balances for comparison.

If you leave this processing option blank, a message prints on the report if a previous balance is not found, but it will not cause an error condition or integrity failure.

Running the UDC Value Control Exceptions Report

Select Integrity Reports (G1022), UDC Value Control.

Setting Processing Options for UDC Value Control Exceptions (R107011)

Processing options enable you to specify the default processing for reports.

Version

1. UDC Control File Version

Enter the unique name of the UDC Control File version to validate. If you leave this processing option, the name of blank is used.

Running the Object/Subsidiary Value Control Exceptions Report

Select Integrity Reports (G1022), Obj/Sub Value Control.

Setting Processing Options for Object/Subsidiary Value Control Exceptions Report (R107021)

Processing options enable you to specify the default processing for reports.

Data Selection

1. Object/Subsidiary Control File Version Enter the unique name of the Object/Subsidiary Control File version to validate. If you leave this processing option, the name of blank is used.

2. File Data Selection Enter *1* to select a unique object and subsidiary account. if you leave this processing option blank, only a unique object is selected.

Running the BU/Accounts Monthly Comparison Report (R10701)

Select Integrity Reports (G1022), BU/Accounts Monthly Comparison.

Setting Data Selection and Sequence for BU/Accounts Monthly Comparison Report

Do not change the data selection or data sequence. Each version of the report has the appropriate data selection and data sequence.

Setting Processing Options for BU/Accounts Monthly Comparison Report (R10701)

Processing options enable you to specify the default processing for reports.

Process

1. Integrity Location Enter the site at which the integrity is being run. Values are:

1: Source site.

2: Target site.

2. Integrity Status Enter *1* to force the integrity to fail if the system does not find previous consolidation balances. Do not set the processing option to *1* for the first period in which you create consolidations because the system will not find previous balances for comparison.

If you leave this processing option blank, a message prints on the report if a previous balance is not found, but it will not cause an error condition or integrity failure.

Running the Consolidated Balance Sheet Report

Select Integrity Reports (G1022), Consolidated Balance Sheet.

Setting Processing Options for Consolidated Balance Sheet (R10150)

Processing options enable you to specify the default processing for reports.

Signs

1. Reverse Sign Enter *1* to print the liability accounts as negative amounts. If you leave this processing option blank, the accounts print as positive amounts.

Accounts

Enter the beginning object account for each of these processing options.

1. Beginning Stockholders Equity (Required) Enter the beginning object account that represents stockholders equity. The report does not run if you do not complete this processing option.

2. Automatic Accounting Instructions (Optional) Enter the beginning object account for each of these:

Beginning Assets

Beginning Liabilities

Operating Income

If you leave this processing option blank, the system uses accounts for AAI items GLG2, GLG3, and GLG respectively.

Running the Consolidated Income Statement Report

Select Integrity Reports (G1022), Consolidated Income Statement.

Setting Processing Options for Consolidated Income Statement (R10250)

Processing options enable you to specify the default processing for programs and reports.

Signs

1. Reverse Sign Enter 1 to print expense and liability accounts as negative amounts. If you leave this processing option blank, the accounts print as positive amounts.

Accounts

1. Beginning Object Enter the beginning object account for each of these:

Beginning Revenue

Beginning Cost of Goods Sold

Beginning Other Income

Beginning Other Expense

If you leave this processing option blank, the system uses accounts for AAI items GLG6, GLG8, GLG11, and GLG13 respectively.

Reviewing Consolidation Statuses

This section provides an overview of the Consolidation Console program and discusses how to review consolidation statuses.

Understanding the Consolidation Console Program

Whether you are sending a consolidation to a target company or receiving a consolidation from a source company, you need to monitor the consolidation's status. The Consolidation Console program (P10610) enables you to:

- Monitor the transmission status of the consolidation.
- Monitor integrity reports.
- Send consolidated balances to the target company.
- Delete previously processed consolidations.

Both the source company and the target company need to track the consolidations that have been sent from source to target and the consolidations that have been processed at the target. The system maintains the status of each consolidation name and batch in the F1001, F1002, and F1003 tables. These tables exist at both the source and target sites.

The status in the Transmission File Status field can have these values:

Transmission File Status	Description of Status
Blank	Not transmitted.
P	Pending. The system is in the process of transmitting.
1	In the source table: Transmitted In the target table: Received.
2	Processed.
3	Previously processed.

The system updates the consolidation status during these processes:

Process	Updates to Status
MSC Data Transmission (R10610)	At the source, the system copies consolidation records to the target. The system changes the transmission status of the records at the source to 1. The records are created at the target with a status of 1.
Journalize Consolidated Balances (R10480)	At the target, the system updates the transmission status of the consolidation records to 2 when it creates journal entries. It also updates previously processed records with a status of 2 to 3 at the target site.

The target is responsible for communicating with the source after the target runs the batch process to create journal entries at the target. The source must manually update the corresponding records from transmission status 1 to transmission status 2. If a previously processed batch of corresponding records has a transmission status 2, the system updates that batch to transmission status 3.

The Consolidation Console program also identifies the integrity reports that you are required to run at the source and target sites, based on the processing options that you set. The program indicates whether integrity reports have been run, and whether the integrity reports passed or failed. This information appears in the Integrity Status fields in the detail area.

The Integrity Status fields can have these values:

Integrity Status	Description of Status
Blank	Integrity not run.
0	Integrity not run.
1	Integrity passed.
2	Integrity failed.
9	Override; transmit regardless of integrity status.

When you are ready to send the consolidated balances to the target company, the Consolidation Console program enables you to send the information.

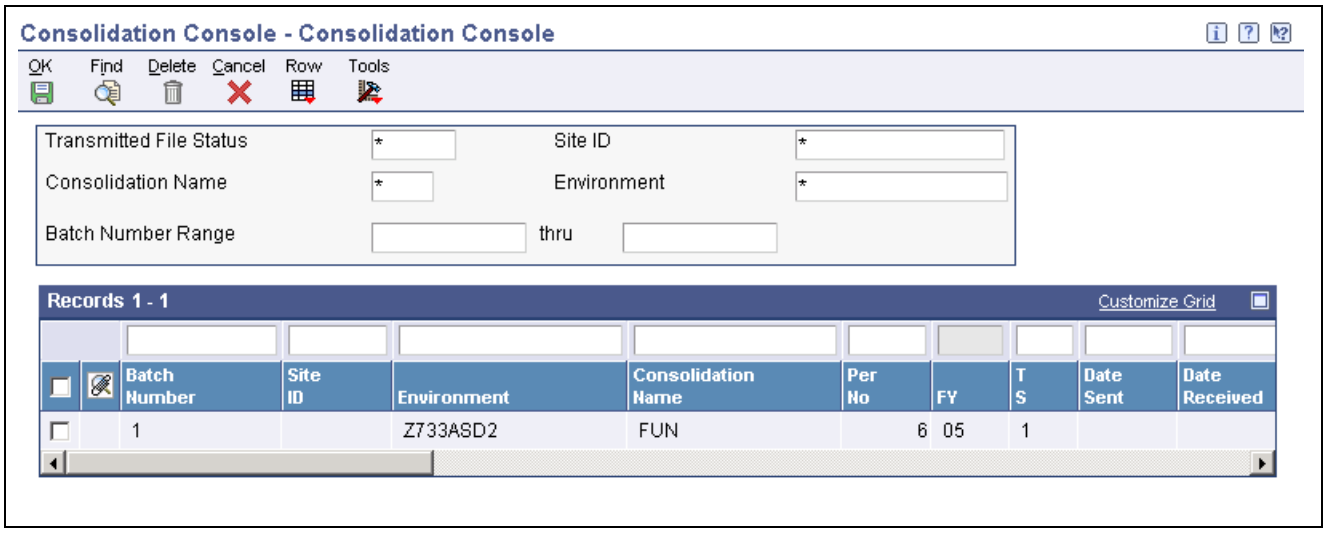
The system holds the consolidated account balances in the F1001, F1002, and F1003 tables until you delete them. Whether you are at a source or target site, you should delete these records periodically.

Form Used to Review Consolidation Statuses

Form Name	Form ID	Navigation	Usage
Consolidation Console	W10610A	Multi-Site Consolidation (G1021), Consolidation Console	Review consolidation statuses, monitor integrity reports, send consolidated balances to the target company, and delete processed consolidations.

Reviewing Consolidation Statuses

Access the Consolidation Console form.



Consolidation Console form

Sending Consolidated Balances by Batch to the Target Company

This section provides overviews of the process to send consolidated balances to the target company and the MSC Data Transmission program and discusses how to:

- Run the MSC Data Transmission program.
- Set processing options for MSC Data Transmission.

Understanding the Process to Send Consolidated Balances to the Target Company

After you run integrity reports and verify the status of your consolidation, you are ready to send your consolidated balances to the target company.

You can send consolidated balances to the target company either by batch or interactively using these two programs:

- MSC Data Transmission batch program (R10610).
- Consolidation Console interactive program (P10610).

Either program enables the source or the target to initiate the transmission. The batch program enables you to choose and send multiple consolidations at one time.

After the target company receives the consolidated balances, the target company generates and processes batch journal entries.

Understanding the MSC Data Transmission Program

You can use the MSC Data Transmission batch program (R10610) to send to the target company the consolidated balances in the Transmission File Status field in the F1001, F1002, and F1003 tables. You can select and send multiple consolidations at one time.

You software includes two versions of this program. Do not change version XJDE0001. You can change version XJDE0002.

The system prompts you for the names of the source and target environments. You can use the browse function to locate either environment. If you leave the source environment blank, the system uses your environment as the source environment. If you leave the target environment blank, the system uses your environment as the target environment.

You can set a processing option to prevent the transmission of the consolidated balances if one or more integrity reports fail.

Prerequisites

Before you complete the tasks in this section:

- Verify that the F1001, F1002, and F1003 tables exist on your local drive or that you have access to the tables on the server.
- Use the Object Configuration Manager program (P986110) to map the MSC Data Transmission program (R10610) to a local drive.

Running the MSC Data Transmission Program

Select Multi-Site Consolidation (G1021), MSC Data Transmission.

Setting Processing Options for MSC Data Transmission (R10610)

Processing options enable you to specify the default processing for programs.

Integrities

If you do not run the specified integrity report for each of the processing options, the transmission is not affected.

Prior Period Adjustments Specify whether the Prior Period Balance Integrity report must pass before data can be transmitted. The system considers the integrity report as passing if it does not find any consolidated balances from the prior period that have changed since the previous consolidation. Values are:

Blank: This report does not have to pass before data can be transmitted.

1: This report must pass before data can be transmitted.

Credits = Debits Specify whether the integrity process that verifies that debits equal credits must pass before data can be transmitted. This integrity process is an internal process that the system runs before writing records to the F1001 and F1002 tables. Values are:

Blank: The integrity process that verifies that debits equal credits does not have to pass before data can be transmitted.

1: The integrity process that verifies that debits equal credits must pass before data can be transmitted.

Source UDC = Target UDC Specify whether the UDC Value Control integrity report (R107011) must pass before data can be transmitted. The system considers the report as passing

when the consolidation does not contain any instances of user-defined code values that are unrecognized by the target company. Values are:

Blank: This report does not have to pass before data can be transmitted.

1: This report must pass before data can be transmitted.

Source Obj/Sub = Target Obj/Sub

Specify whether the Obj/Sub Value Control integrity report must pass before data can be transmitted. The system considers the integrity report as passing when the consolidation does not contain any instances of object accounts and subsidiaries that are unrecognized by the target company. Values are:

Blank: This report does not have to pass before data can be transmitted.

1: This report must pass before data can be transmitted.

Accounts Last Month Not This

Specify whether the Accounts Last Month Not This Month version of the BU/Accounts Monthly Comparison report must pass before data can be transmitted. The system considers the report as passing when all of the accounts that appeared in last month's consolidation appear in this month's consolidation. Values are:

Blank: This report does not have to pass before data can be transmitted.

1: This report must pass before data can be transmitted.

BU Last Month Not This Month

Specify whether the Business Units Last Month Not This Month version of the BU/Accounts Monthly Comparison report must pass before data can be transmitted. The system considers the report as passing when all of the business units that appeared in last month's consolidation appear in this month's consolidation. Values are:

Blank: This report does not have to pass before data can be transmitted.

1: This report must pass before data can be transmitted.

Accounts This Month Not Last

Specify whether the Accounts This Month Not Last Month version of the BU/Accounts Monthly Comparison report must pass before data can be transmitted. The system considers the report as passing when all of the accounts in this month's consolidation also appeared in last month's consolidation. Values are:

Blank: This report does not have to pass before data can be transmitted.

1: This report must pass before data can be transmitted.

BU This Month Not Last Month

Specify whether the Business Units This Month Not Last Month version of the BU/Accounts Monthly Comparison report must pass before data can be transmitted. The system considers the report as passing when all of the business units in this month's consolidation also appeared in last month's consolidation. Values are:

Blank: This report does not have to pass before data can be transmitted.

1: This report must pass before data can be transmitted.

Sending Consolidated Balances Interactively to the Target Company

This section provides overviews of the process to send consolidated balances to the target company and the Consolidation Console program and discusses how to:

- Set processing options for Consolidation Console.
- Send consolidated balances interactively to the target company.

Understanding the Process to Send Consolidated Balances to the Target Company

After you run integrity reports and verify the status of your consolidation, you are ready to send your consolidated balances to the target company.

You can send consolidated balances to the target company either by batch or interactively using these two programs, respectively:

- MSC Data Transmission batch program (R10610).
- Consolidation Console interactive program (P10610).

Either program enables the source or the target to initiate the transmission. The batch program enables you to choose and send multiple consolidations at one time.

After the target company receives the consolidated balances, the target company generates and processes batch journal entries.

Understanding the Consolidation Console Program

You can use the Consolidation Console program (P10610) to interactively send to the target company the consolidated balances in the F1001, F1002, and F1003 tables.

You can set a processing option to prevent the transmission of the consolidated balances if one or more integrity reports fail. The Consolidation Console form indicates whether each integrity report has been run, and whether it passed or failed.

Form Used to Send Consolidated Balances Interactively to the Target Company

Form Name	Form ID	Navigation	Usage
Consolidation Console	W10610A	Multi-Site Consolidation (G1021), Consolidation Console. On Consolidation Console, select the consolidation for which you want to send consolidated balances to the target company and then select Transmit from the Row menu.	Review consolidation statuses, monitor integrity reports, send consolidated balances to the target company, and delete processed consolidations.

Setting Processing Options for Consolidation Console (P10610)

Processing options enable you to specify the default processing for programs.

Integrities

1. Integrities Enter *1* for each integrity report that is required to pass before the consolidation batch may be transmitted. Transmission is not affected by integrity failure or not running the report. The integrity reports for these processing options are:

Prior Period Adjustments

Credits = Debits

Source UDC = Target UDC

Source Obj/Sub = Target Obj/Sub

Accounts Last Month Not This

BU Last Month Not This Month

Accounts This Month Not Last

BU This Month Not Last

Sending Consolidated Balances Interactively to the Target Company

Access the Consolidation Console form.

The system prompts you for the names of the source and target environments. You can use the browse function to locate either environment. If you leave the source environment blank, the system uses your environment as the source environment. If you leave the target environment blank, the system uses your environment as the target environment.

Transmitted File Status Enter the status of records in the F1001 table. Values are:

Blank: Not transmitted.

P: Pending. The system is in the process of transmitting.

1: Transmitted.

2: Most recently processed record.

3: Previously processed record.

Site ID Enter the source of the transaction. This can be a user ID, a workstation, the address of an external system, a node on a network, and so on. This field helps identify both the transaction and its point of origin.

Environment Enter the number that an Electronic Data Interchange (EDI) transmitter assigned to a transaction.

In a non-EDI environment, you can assign any number that is meaningful to you to identify a transaction within a batch. It can be the same as a document number.

Batch Number Range Enter the number that the transmitter assigned to the batch. During batch processing, the system assigns a new batch number to the transactions for each control (user) batch number it finds.

Processing Consolidated Balances From Non-EnterpriseOne Source Sites

This section provides overviews of inbound multisite consolidations and the inbound multisite consolidation process and discusses how to:

- Process inbound consolidations data.
- Set processing options for Process Inbound Consolidations Data.

Understanding Inbound Multisite Consolidations

A target site might want to process multisite consolidations from a source site that does not use the General Accounting system. The source must enter the consolidation information into two tables in the format that is specified and then send the tables to the target. The two tables are the Unedited MSC Interoperability Header table (F1001Z1) and the Unedited MSC Interoperability Table (F1002Z1).

Understanding the Inbound Multisite Consolidations Process

To successfully upload multisite consolidation information from a non-EnterpriseOne source site to EnterpriseOne, you must create a custom program that provides proper data to fields in the F1001Z1 and F1002Z1 tables. The system processes these tables to create consolidation information in the F1001 and F1002 tables. The field names in these tables correspond to the field names on interactive forms in the General Accounting system.

See Appendix D, "Mapping Fields for Inbound Multisite Consolidations," page 589.

At the target site, when you process the tables by running the Process Inbound Consolidations Data program (R1002Z1), the system reads the F1001Z and F1002Z1 tables and creates records in the F1001 and F1002 tables. If necessary, you can revise existing transactions or add new transactions. You can also purge the F1001Z1 and F1002Z1 tables.

You can run the Process Inbound Consolidations Data program in proof or final mode. In proof mode, the system prints a report that displays the transactions that will be written to the F1001 and F1002 tables. In final mode, the system prints the report and writes the transactions to the tables. The system writes error messages to either the work center.

After processing the inbound data, you should run these reports:

- Prior Period Balance Integrity
- UDC Value Control
- Obj/Sub Value Control
- BU/Accounts Monthly Comparison
- Consolidated Balance Sheet
- Consolidated Income Statement

After you process the inbound consolidations and revise them, if necessary, you can generate journal entries for the summarized account balances, verify that they are accurate, and process them.

Processing Inbound Consolidations Data

Select Inbound Multi-Site Consolidations Data (G1023), Process Inbound Consolidations Data.

Setting Processing Options for Process Inbound Consolidations Data (R1002Z1)

Processing options enable you to specify the default processing for programs and reports.

Mode

1. Mode Enter the mode in which to run the inbound consolidations process. Values are:

1: Proof mode with report.

2: Final mode. This mode processes F1001Z1 and F1002Z1 records to the F1001 and F1002 respectively.

JE Processing

1. JE Processing Enter the version of the Journalize Consolidation Balances report to run. If you leave this processing option blank, the report does not run.

Purge Data

1. Purge Data Enter *1* to purge all data from the F1001Z1 and F1002Z1 tables after all processing has completed. If you leave this processing option blank, data is not purged from these tables.

Revising Inbound Consolidations

This section provides an overview of inbound consolidations revisions and discusses how to revise an inbound consolidation.

Understanding Inbound Consolidations Revisions

After you run the integrity reports, you might need to revise the inbound consolidations or add inbound consolidation records before you generate the corresponding journal entries. You use the Revise Inbound Consolidations Data program (P1002Z1) to revise your inbound consolidations data.

Forms Used to Revise Inbound Consolidations

Form Name	Form ID	Navigation	Usage
Work With Multi-Site Consolidation Unedited Transactions	W1002Z1A	Inbound Multi-Site Consolidations Data (G1023), Revise Inbound Consolidations Data	Review inbound multisite consolidations.
Multi-Site Consolidation Unedited Transactions Revisions	W1002Z1B	On the Work With Multi-Site Consolidation Unedited Transactions form, select the record that you want to revise. To add inbound multisite consolidation records, on the Work With Multi-Site Consolidation Unedited Transactions form, click Add.	Add and revise inbound multisite consolidation records.

Revising an Inbound Consolidation

Access the Multi-Site Consolidation Unedited Transactions Revisions form.

Purging Inbound Consolidations Data

This section discusses how to purge inbound consolidations.

Purging Inbound Consolidations

Select Inbound Multi-Site Consolidations Data (G1023), Purge Inbound Consolidations Data.

The system retains processed multisite consolidations in the F1001Z1 and F1002Z1 tables until you purge them. You should purge the consolidations after they have been successfully processed.

Note. You can set a processing option for the Process Inbound Consolidations Data program to automatically purge the tables when processing is complete.

Generating Multisite Batch Journal Entries

This section provides an overview of the Journalize Consolidation Balances program and discusses how to:

- Generate multisite batch journal entries.
- Set data selection for Journalize Consol. Balances.
- Set processing options for Journalize Consol. Balances.

Understanding the Journalize Consolidation Balances Program

After you receive the multisite consolidations at the target company, you should run integrity reports to ensure that the data that you received is accurate. Then you must run the Journalize Consolidation Balances program (R10480) to create journal entries for the summarized account balances that were received from the source company. These journal entries are based on the difference from one consolidation batch to another.

When you run the Journalize Consolidations Balances program, the system reads the F1001, F1002, and F1003 tables and creates journal entries in the Journal Entry Transactions - Batch File table (F0911Z1).

You can run this batch program in proof or final mode. In proof mode, the system prints a report of the journal entries, but does not update the F0911Z1 table. In final mode, the system creates the journal entries in the F0911Z1 table and, based on a processing option, prints a report of the journal entries.

The report shows the journal entries that were created for the summarized balances from the source company by source system ID and batch number. It also shows batch totals.

The BU (Business Units) and AC (Accounts) columns contain information about dynamically created business units and accounts. Values that you might see in these columns include:

Value	Description
Blank	The business unit or account already existed.
1	The business unit or account was not dynamically created because an error occurred during processing.
2	The business unit or account was dynamically created.

When the system creates journal entries in the F0911Z1 table, it does this for each journal entry:

- Places a concatenation of the source system ID, the batch number, and the transmission date in the Explanation field.
- Places the consolidation name in the Transaction Number field.
- Places the last day of the corresponding accounting period in the G/L Date field.
- Places the source system ID in the User ID field.

Note. Regardless of the type of account, the system always updates the Balance Forward field in the F0902 table. Usually, the system does not print balance-forward amounts for income statement accounts. However, to enable inception-to-date reporting for multisite consolidations, the system prints beginning balances for income statement accounts.

If the Journalize Consolidation Balances program dynamically creates business units or accounts, it generates reports that show the new information.

Prerequisites

Run these reports at the target company:

- Prior Period Balance Integrity
- UDC Value Control
- Obj/Sub Value Control

- BU/Accounts Monthly Comparison
- Consolidated Balance Sheet
- Consolidated Income Statement

Generating Multisite Batch Journal Entries

Select Multi-Site Consolidation (G1021), Journalize Consol. Balances.

Setting Data Selection for Journalize Consol. Balances

You must set the transmitted file status in the data selection to *1*.

Setting Processing Options for Journalize Consol. Balances (R10480)

Processing options enable you to specify the default processing for programs and reports.

Mode

1. Mode

Specify the mode in which to run the program:

0: Proof mode with report (default).

1: Final mode with report.

2: Final mode without report.

Company

1. Consolidation Company

Enter the number of the consolidation company to update. If you leave this processing option blank, the company defined in the F1001 table is used.

Ledger Type

1. Ledger Type

Enter the ledger type from UDC table 09/LT to update. If you leave this processing option blank, the ledger type defined in the F1001 table is used.

Prior Period

1. Prior Period Adjustments

Specify create adjusting entries. Values are:

Blank: Do not create adjusting entries. The record will not be processed and an error will be written to the report.

1: Create adjusting entries to prior periods for differences between the current and previous consolidation.

2: Create the adjusting entries in the current period.

3: Ignore prior period differences.

2. Directly Update F0902

Enter *1* to directly update F0902 table for Balance Forward differences between the current and previous consolidation. If you leave this processing option blank, the F0902 is not updated.

Business Unit

1. Dynamic Business Units Creation

Enter 1 to dynamically create business units that exist in the Consolidation table but do not exist in the F0006 table. If a business unit in the F1002 does not exist in the target, the program creates it.

If you leave this processing option blank, business units are not created.

2. Business Unit Type

Enter the business unit type to use when creating business units.

Account Number

1. Dynamic Account Creation

Specify the dynamic account creation. Values are:

Blank: Do not dynamically create accounts.

1: Dynamically create accounts that exist in the consolidation table but do not exist in the F0901 table.

2: Dynamically create accounts that exist in the consolidation table but do not exist in the F0901 table by editing the object only. If the object exists in the account master, the account will be created regardless of the subsidiary.

If an account in the F1002 table does not exist in the target, the program creates it.

JE Processing

1. Automatic Batch Journal Entry Processing

Enter *1* to automatically submit the Process Batch Journal Entry program (R09110Z) after creating batch journal entries. If you leave this processing option blank, the program is not automatically submitted.

2. Version

Enter the version of Process Batch Journal Entry program to run. If you leave this processing option blank, version ZJDE0002 is used.

Processing and Purging Multisite Batch Journal Entries

This section provides an overview of multisite batch journal entry processing and purging and discusses how to:

- Process multisite batch journal entries.
- Purge multisite batch journal entries.

Understanding Multisite Batch Journal Entry Processing and Purging

Before you process a batch, you can review and correct journal entries for multisite consolidations using the Journal Entry Review program (P0911Z1). You can review individual journal entries that have been created in the F0911Z1 table. You can also use the Journal Entry Review program to revise your journal entries. For example, you might need to make additions or corrections before you process them.

After you review and revise journal entries for multisite consolidations, run the Process Batch Journal Entry program (R09110Z) to process the journal entries from the F0911Z1 table and move them to the F0911 table.

After you run the Process Batch Journal Entry program, you must post the batch so that F0902 table reflects the amounts from the consolidation.

The system holds processed journal entries in the batch table until you globally purge them. You should purge batches after they have been successfully processed.

Processing Batch Journal Entries

Select Multi-Site Consolidation (G1021), Process Batch Journal Entry.

See Also

Chapter 13, “Processing Batch Journal Entries,” page 115

Purging Processed Multisite Journal Entries

Select Multi-Site Consolidation (G1021), Processed Journal Entry Purge.

See Also

Chapter 13, “Processing Batch Journal Entries,” Purging Processed Batch Journal Entries, page 120

CHAPTER 32

Reviewing Balances and Transactions

This chapter provides overviews of online inquiries, statutory inquiries, trial balance, and account ledger and account balance inquiries and discusses how to:

- Review trial balances, ledgers, and subledgers.
- Review trial balances by object account.
- Review trial balances by company.
- Review trial balances by subledger.
- Review account ledgers.
- Review account ledgers by object account.
- Review account ledgers by category code.
- (CHL and PER) Review ledgers by legal number.
- Review account balances by month.
- Review account balances by subledger.
- (CHL and PER) Review account balances by account and category code.
- (CHL and PER) Review debit and credit balances by month.

Understanding Online Inquiries

You can access the most current general ledger information that is available in your system by using online inquiry programs.

In general, online inquiries use information from the F0902 and F0911 tables. Trial Balance and Account Balance inquiries use information from the F0902 table and Account Ledger inquiries information from the F0911 table.

When displaying information for online inquiries, the system uses these two automatic accounting instructions (AAIs) to determine income statement accounts:

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

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

For each online inquiry, you can summarize accounting information at different levels of detail, depending on your needs.

See Also

PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, "Using Multicurrency Inquiries for the General Accounting System," Reviewing Accounts in Domestic, Foreign, and As If Currencies

Understanding Statutory Inquiries

Statutory inquiry programs provide information used for government reporting. To review statutory information, you can use these online inquiry programs:

- Account Inquiry by Category Code (P09202).
- Balance Inquiry by Account/Category Code (P76H9006).
- Statutory Account Inquiry (P09218A).

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up Accounts," Working with an Alternate Chart of Accounts

Understanding Trial Balance Inquiries

To review trial balances for accounts quickly and in a variety of sequences, use the trial balance inquiry programs in the General Accounting system. These inquiry programs display summarized information from the F0902 table and provide access to more detailed information.

The inquiry program that you choose depends on how you want to review the account and what information you want to see. These are the trial balance inquiry programs:

- T/B/ Ledger Comparison (P09210A)

  This program displays account balances within a specific business unit or balances for a specific account.

- T/B by Object Account (P09214)

  This program displays account balances across all business units and displays any account numbering discrepancies. For the program to be useful, accounts must be numbered consistently across all business units.

- T/B by Company (P09216)

  This program displays account balance information across business units for a single company.

- T/B by Subledger (P09215)

  This program displays account balance information by subledger.

All four programs have a processing option that enables you to review account balances as of a specific date, instead of viewing balances only as of the ending date for a period.

If you do not specify a date for the review, the programs identify the current (open) period for the company in the Company Constants table (F0010) and use the period-ending date for that period as recorded in the Date Fiscal Patterns table (F0008).

The cumulative balance for balance sheet accounts includes the cumulative balance forward for the prior year. The cumulative balance for income statement accounts does not include this amount.

Understanding Account Ledger and Balance Inquiries

You might need to review detailed transactions and balances for your accounts in different formats and sequences. The online ledger and balance inquiry programs provide information for specific accounts. These programs access either the F0911 table, which contains detailed transactions or the F0902 table, which contains posted balances, or both of these tables. The inquiry program that you choose depends on what you want to review and how you want to see information displayed. These are the account ledger and account balance inquiry programs:

- Account Ledger Inquiry (P09200).

  Displays detailed transactions from the F0911 table.

- Account Inquiry by Object Account (P09201).

  Displays detailed transactions from the F0911 table using a selected object account, across all business units.

- Account Inquiry by Category Code (P09202).

  Displays detailed transactions from the F0911 table using one of the category codes that are set up for a government-defined (alternate) chart of accounts.

- (CHL and PER) Journal Entries Inquiry by Legal Number (P76H9002).

  Displays the entire journal entry transaction and the internal document number associated with a legal number, or vice versa.

- Account Balance by Month (P0902P1).

  Displays monthly net changes and cumulative monthly balances from the F0902 table for each period of the fiscal year. The system includes net posting totals for income statement accounts and balances forward for balance sheet accounts.

- Account Balances by Subledger (P092131).

  Displays balances and posted amounts from the F0902 table for the current period and for the year-to-date in sequence by subledger and subledger type.

- Statutory Account Inquiry (P09218A).

  Displays balances from the F0902 table by company or organization structure using one of the category codes that are set up for a government-defined (alternate) chart of accounts.

  See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Accounts," Working with an Alternate Chart of Accounts.

- (CHL and PER) Balance Inquiry by Account/Category Code (P76H9006).

  Displays credits and debits by legal company. Debit and credit amounts are from the F76H902T table, which is updated automatically when you update the F0902 table.

- (CHL and PER) Debit/Credit Inquiry by Month (P76H9007).

  Displays debits and credits by account for each period and a total for each period. Amounts are from the F76H902T table.

- T/B / Ledger Comparison (P09210A).

Displays balances from two different ledgers in the F0902 table. You can display the calculated comparison or the cumulative balances for each ledger. This program is helpful in comparing budgets to actual amounts.

Reviewing Trial Balances, Ledgers, and Subledgers

This section provides overviews of trial balances and ledger comparisons and discusses how to:

- Set processing options for Trial Balance/Ledger Comparison.
- Review trial balances and ledger comparisons.
- Review trial balance subledger information.

Understanding Trial Balance and Ledger Comparisons

Use the T/B / Ledger Comparison program (P09210A) to review account balances for a specific account or to review balances for all accounts within a business unit. You might also need to analyze account balances between two different ledgers. This is especially helpful when comparing budget amounts to actual amounts or when analyzing budget variances.

You control the level of detail in which to review information. You can compare ledger types from different fiscal years or specific general ledger dates. You can define the type of format that you use to view your account balances by rearranging the columns in the detail area.

Using processing options, you define how the program calculates the balances and variances. The system calculates the variance using the ledger types and calculation method that you specify in the processing options. If you change the ledger types or calculation method, the variance also changes.

Forms Used to Review Balances, Ledgers, and Subledgers

Form Name	Form ID	Navigation	Usage
Trial Balance/Ledger Comparison	W09210AA	Accounting Reports & Inquiries (G0912), T/B / Ledger Comparison	Review summarized trial balance information for a specific account or for all accounts within a business unit and for two ledgers.
Account Balance by Subledger	W092131A	Accounting Reports & Inquiries (G0912), Account Balance by Subledger Alternatively, select the account to review and then select Subledger Detail from the Row menu on the Trial Balance / Ledger Comparison form.	Review subledger information for an account.

Setting Processing Options for Trial Balance/Ledger Comparison (P09210A)

Processing options enable you to specify the default processing for programs and reports.

Default Tab

1. Ledger Type 1 Specify the default ledger for the first ledger type. If you leave this processing option blank, the system uses ledger type BA.

2. Ledger Type 2 Specify the default ledger for the second ledger type. If you leave this processing option blank, the system uses ledger type AA.

3. Exit with Ledger Type Specify the ledger type for the system to use when accessing another program. Values are:

Blank or *1*: Ledger Type 1. When accessing another program, the system will use the value in this field.

2: Ledger Type 2. When accessing another program, the system will use the value in this field.

Display Tab

1. Suppress Zero Balances Specify whether to display posting accounts with zero balances. Values are:

Blank or *N*: Display zero balances.

Y: Do not display zero balances.

This processing option applies only to posting accounts. Nonposting header accounts will appear on the inquiry form.

2. Calculation Method Specify the calculation method to use when calculating variances. Values are:

Blank or *S*: Subtraction

A: Addition.

M: Multiplication.

D: Division.

3. Additional Ledger Type 1 and **4. Additional Ledger Type 2** Specify an additional ledger type to use when calculating account balances for Ledger Type 1 and ledger Type 2. If you leave these processing options blank, the system does not use additional ledger types to calculate balances for Ledger Type 1 and Ledger Type 2.

5. Subledger Specify the subledger to use for calculating account balances. Enter * to display all transactions with subledgers. If you leave this processing option blank, the system selects transactions without subledgers.

6. Subledger Type Specify the subledger type to use for calculating account balances. Enter a valid subledger type from UDC table 00/ST. If you leave this processing option blank, the system uses blank for the subledger type.

7. Account Level Of Detail Specify the account level of detail to use (*3*–*9*). If you leave this processing option blank, the system uses *9*.

Currency Tab

1. Currency Code Use this processing option only if use multicurrency processing.

Specify the currency code to use for calculating account balances. If you leave this processing option blank, the system uses all currency codes.

Select Tab

1. Date Effective Balances Specify whether to calculate date-effective balances or to use period-end dates. Values are:

Blank or *N*: Use period-end dates.

Y: Calculate date effective balances.

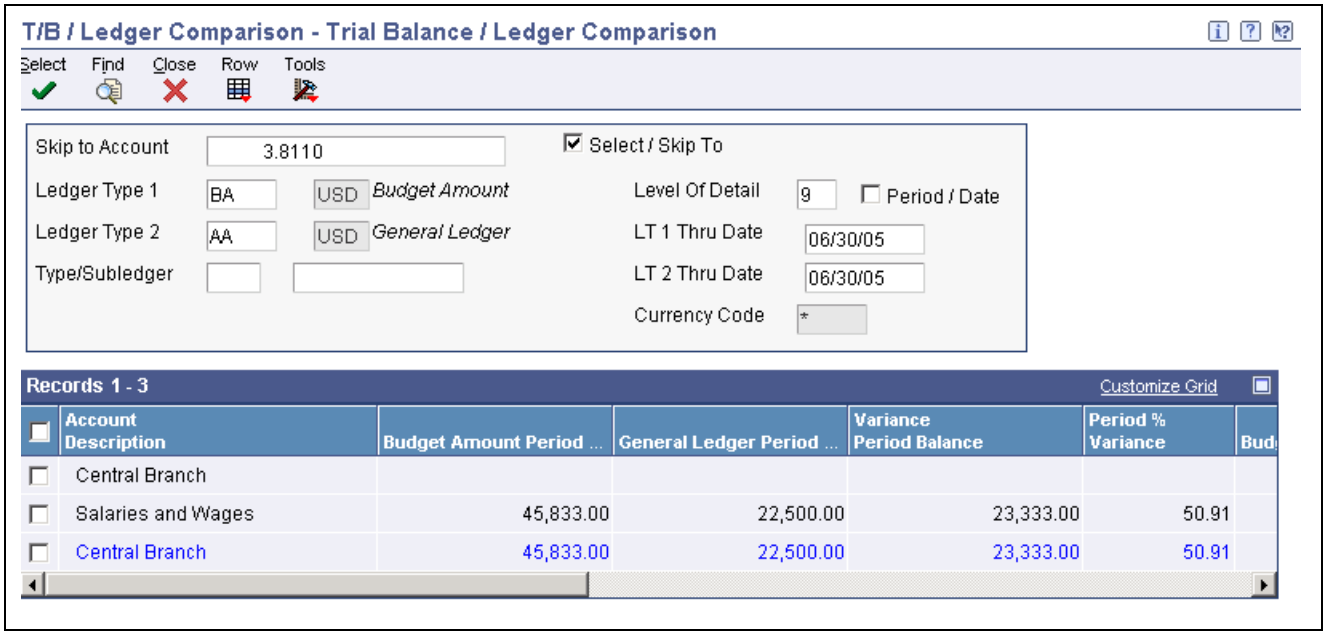
2. Default Thru Period Display Specify whether to display thru periods or thru dates. Values are:

Blank or *N*: Display thru dates.

Y: Display thru periods.

Reviewing Trial Balances and Ledger Comparisons

Access the Trial Balance / Ledger Comparison form.



Trial Balance / Ledger Comparison

Skip to Account Enter an account number to review account balances for a specific account or enter a business unit number to review account balances for all accounts in a business unit.

Select / Skip To To review account balances for a specific account, select this check box.

To review account balances for all accounts in the business unit specified in the Skip to Account field, clear this check box.

Ledger Type 1, Ledger Type 2, Type/Subledger, and **Level of Detail** Change the default information in these fields, if necessary.

To display all subledger information posted to accounts, enter * in the Subledger field. If you leave this field blank, the system displays only posted amounts without subledgers.

Period / Date To review account balances through the ending date of a specific period, select this check box.

To review account balances through a specific date within a period, clear this check box.

LT 1 Thru Date and **LT2 Thru Date**

Change the values in these fields, if necessary. If you leave the LT 1 Thru Date and LT 2 Thru Date fields blank, the system uses the current date for the company in which the business unit belongs.

To review account balances through a specific date within a period, enter the date in the LT 1 Thru Date and LT 2 Thru Date fields and clear the Period / Date check box.

You must set the Date Effective Balances processing option for this program to *Y* to review account balances through a specific date.

Access to Other Programs from the Row Menu

You can access several other programs from within the T/B / Ledger Comparison program. Selections from the Row menu enable you to access these forms:

- Work with Account Ledger
- Account Balances
- Account Balance by Currency Code
- Account Balance by Subledger
- Work With Order Details
- Work With Commitment Inquiry

Reviewing Trial Balance Subledger Information

Access the Account Balance by Subledger form.

Reviewing Trial Balances by Object Account

You can use the Trial Balance by Object Account program (P09214) to review account balances across all business units. You can also review balances for two ledger types at the same time, which enables you to review actual amounts and currency or budget amounts side by side and so on.

This section discusses how to:

- Set processing options for T/B by Object Account.
- Review balances by object account.

Form Used to Review Trial Balances by Object Account

Form Name	Form ID	Navigation	Usage
Trial Balance by Object	W09214A	Accounting Reports & Inquiries (G0912), T/B by Object Account	Review account balance information across all business units.

Setting Processing Options for T/B by Object Account (R09214)

The processing options for the T/B by Object Account program are the same as those for the Trial Balance / Ledger Comparison program except for the processing options described in this section.

See Appendix F, "PeopleSoft EnterpriseOne General Accounting Reports," Processing Options for Trial Balance By Object Report (R094121), page 614.

Default Tab

3. Exit Ledger Type

Specify the ledger type for the system to use when accessing another program. Values are:

Blank or *1*: Ledger Type 1. When accessing another program, the system will use the value in this field.

2: Ledger Type 2. When accessing another program, the system will use the value in this field.

Note. This processing option applies only when accessing programs that have one ledger type, such as Account Balances by Month (P0902P1).

For programs with two ledger types, such as Account Ledger Inquiry (P09200), ledger type 1 will always be the same as ledger type 1 of the originating program, and ledger type 2 will be blank.

Display Tab

7. Model Accounts

Specify whether to display model accounts with a company other than 00000 or with all companies (*). Values are:

Blank or *N*: Do not display model accounts.

Y: Display model accounts.

Select Tab

1. Date Effective Balances

Specify whether to calculate date-effective balances or to use period-end dates. Values are:

Blank or *N*: Use period-end dates.

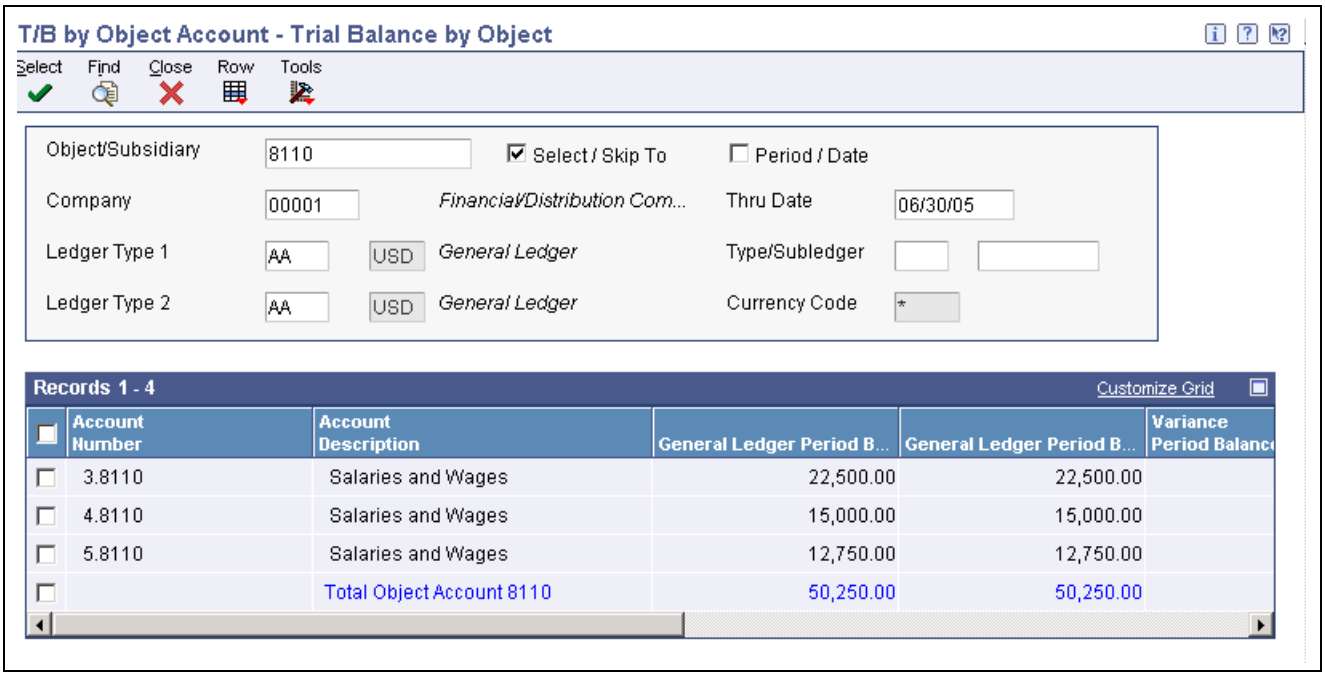
The system only allows you to use a period-end date in the Thru Date field. The system calculates totals using the F0902 table.

Y: Calculate date effective balances.

The system allows you to enter any valid date within a period in the Thru Date field and the totals will be calculated up to that date. The system calculates totals using the F0911 table instead of the F0902 table.

Reviewing Balances by Object Account

Access the Trial Balance by Object form.



Trial Balance by Object form

Select / Skip To To review balances only for the account number in the Object/Subsidiary field, select this check box.

To begin the list of accounts that display with the account number in the Object/Subsidiary field and include all account numbers greater than the account, do not select this check box.

Period / Date To specify a period, select this check box and enter the period number in the Thru Period field.

Thru Period Enter the period number. This field appears only if you select the Period / Date check box.

Thru Date To specify a through date, enter the date in this field. If you leave this field blank, the system uses the ending date of the current period for the company.

Access to Other Programs from the Row Menu

You can access several other programs from within the Trial Balance by Object Account program. Selections from the Row menu enable you to access these forms:

- Work with Account Ledger.
- Account Balances.
- Account Balance by Currency Code.
- Account Balance by Subledger.

Reviewing Trial Balances by Company

Use the T/B by Company program (P09216) to review balance information for a specific account across business units for a single company.

This section discusses how to:

- Set processing options for T/B by Company.
- Review balances by company.

Form Used to Review Balances by Company

Form Name	Form ID	Navigation	Usage
Trial Balance by Company	W09216A	Accounting Reports & Inquiries (G0912), T/B by Company	Review account balance information for a specific account across business units for a single company.

Setting Processing Options for T/B by Company (P09216)

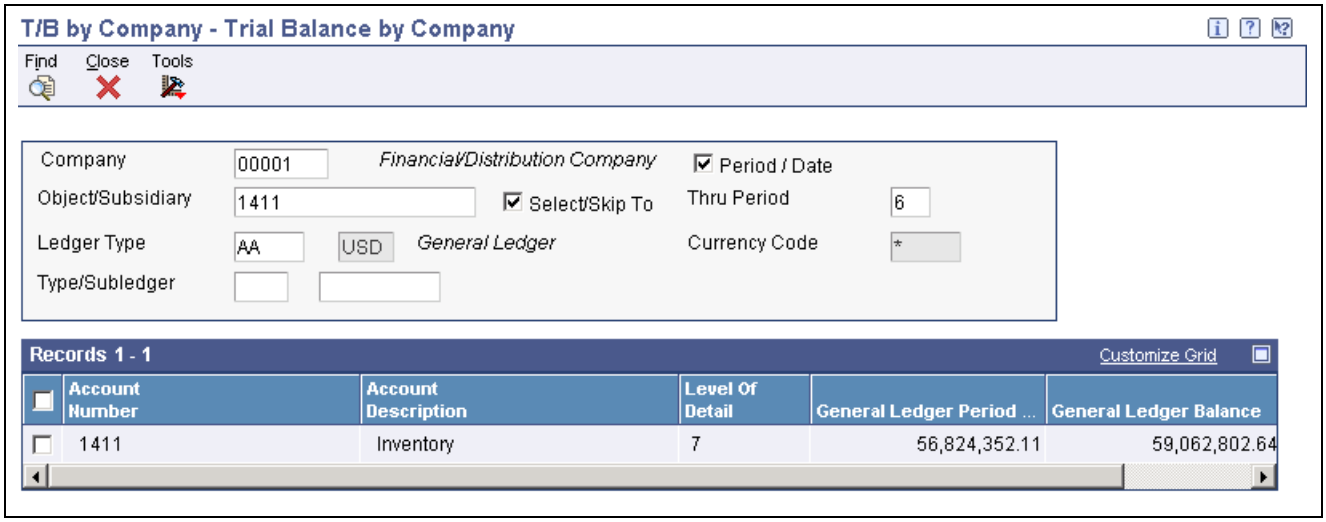
The processing options for the T/B by Company program are the same as those for the Trial Balance / Ledger Comparison program except for the processing option described in this section.

Display Tab

3. Ledger Type Specify the ledger type to use when displaying records. Enter a ledger type from UDC table 09/LT. If you leave this processing option blank, the system uses ledger type AA.

Reviewing Balances by Company

Access the Trial Balance by Company form.



Trial Balance by Company form

The fields that appear on this form are similar to those on the Trial Balance by Object Account form.

See Chapter 32, “Reviewing Balances and Transactions,” Reviewing Balances by Object Account, page 360.

Reviewing Trial Balances by Subledger

Use the T/B by Subledger program (P09215) to review account balances for a one subledger or all subledgers. You can review balances for one ledger type only.

This section discusses how to:

- Set processing options for T/B by Subledger.
- Review trial balances by subledger.

Form Used to Review Balances by Subledger

Form Name	Form ID	Navigation	Usage
Trial Balance by Subledger	W09215B	Accounting Reports & Inquiries (G0912), T/B by Subledger	Review account balances for a specific subledger or for all subledgers.

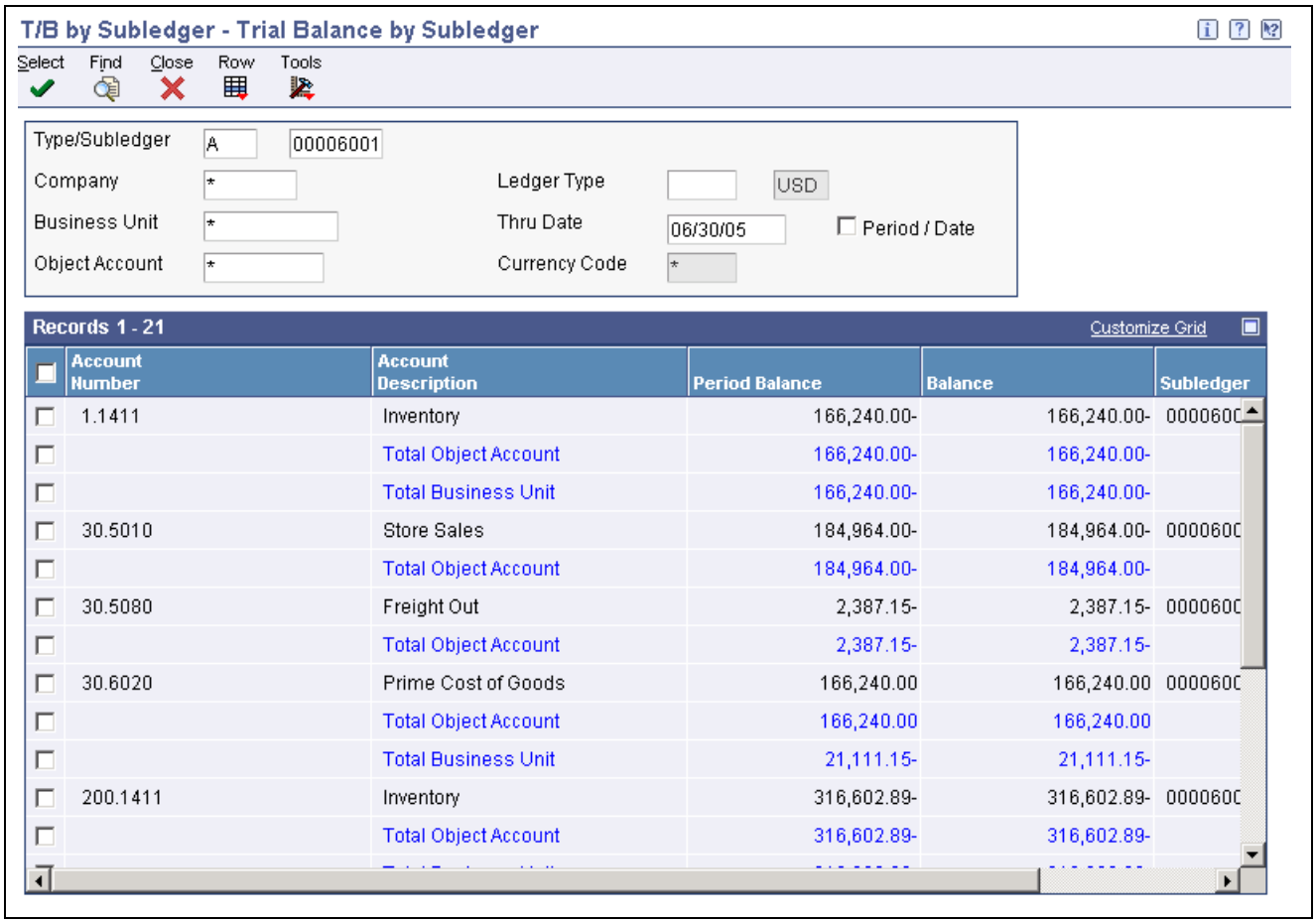
Setting Processing Options for T/B by Subledger (P09215)

The processing options for the T/B by Subledger program are a subset of those used by the Trial Balance / Ledger Comparison program.

See Chapter 32, “Reviewing Balances and Transactions,” Setting Processing Options for Trial Balance/Ledger Comparison (P09210A), page 356.

Reviewing Balances by Subledger

Access the Trial Balance by Subledger form.



Trial Balance by Subledger form

Access to Other Programs from the Row Menu

You can access several other programs from within the T/B by Subledger program. Selections from the Row menu enable you to access these forms:

- Work with Account Ledger
- Account Balances

Reviewing Account Ledgers

This section provides an overview of account ledger inquiry and discusses how to:

- Set processing options for Account Ledger Inquiry.
- Review account ledger transactions.

Understanding Account Ledger Inquiry

Use the Account Ledger Inquiry program (P09200) to review detailed transactions for an account by date range, subledger, and ledger type. The system displays both posted and unposted transactions from the F0911 table and provides a ledger total (posted and unposted amounts) and an unposted total. The difference between these totals is the posted total.

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

- The From Date is the first day of the fiscal year.
- The Thru Date is the last day of the month specified.
- The From Date and the Thru Date are in the same fiscal year.

The year-to-date and cumulative-period amounts might not equal the posted ledger total if you cross over a fiscal year or if you display only part of the current fiscal year.

If you are reviewing an income statement account, the year-to-date and cumulative period amounts are equal. The cumulative period amount does not appear for an income statement account.

If you set the Second Ledger processing option accordingly, you can review amounts for two ledger types, such as actual and currency restatement ledgers, at the same time. A second ledger type is especially beneficial in multicurrency environments because you can see transactions for foreign and domestic currencies at the same time.

Forms Used to Review Account Ledger Transactions, Source Information, and Details

Form Name	Form ID	Navigation	Usage
Work With Account Ledger	W09200A	Accounting Reports & Inquiries (G0912), Account Ledger Inquiry	Review account ledger transaction information for an account. To print the account ledger, select Print Ledger from the Report menu.
Journal Entry	W0911A	On the Work With Account Ledger form, select the transaction for which you want to review the source information and then either click Select or select Original Entry LT1 from the Row menu. To review the source information for a transaction in ledger type 2, select the transaction and then select Original Entry LT 2 from the Row menu.	Review source information for account ledger transactions in ledger type 1 and ledger type 2. Depending on the original transaction, the system access various forms. For example, if the original transaction is a journal entry, the system accesses the Journal Entry form or if the original transaction is an accounts receivable invoice, the system accesses the Standard Invoice Entry form.
Account Ledger Detail	W09200F	On the Work With Account Ledger form, select Details from the Row menu.	Review detailed information about the document.
Account Ledger Additional Details	W09200G	On the Account Ledger Details form, select Additional Details from the Form menu.	Review additional details about the document including number and date and the user ID of the person who created the batch.

Setting Processing Options for Account Ledger Inquiry (P09200)

These processing options specify the default values that the system uses on the Work with Account Ledger form.

Defaults Tab

1. Account Number, 2. From Date, 3. Through Date, 4. Ledger Type, 5. Subledger, 6. Subledger Type, and **7. Currency Code**

For each processing, specify the default value for the system to display in the corresponding fields on the inquiry form.

Select Tab

1. From Date Method

When the From Date field is left blank, specify the date the system should use on the inquiry form. Values are:

1: Use the beginning date of the current fiscal year as the from date.

2: Use the beginning date of the current period as the from date.

Display Tab

1. Second Ledger Type

Specify whether to display a second ledger type, which enables you to view two ledger types at one time. Values are:

Blank: Display one ledger type.

1: Display two ledger types.

The system uses ledger type 1 as the basis when it calculates the amount for ledger type 2; therefore, the system displays only records with ledger type 1 amounts on the inquiry form.

For example, if you enter AA for ledger type 1 and CA for ledger type 2, the system displays all records with AA ledger type amounts in the F0911 table (F0911) and any matching records with a CA ledger type. The matching records must have the same document number, document type, document company, general ledger date, and journal entry line number. If the system does not find AA ledger type amounts for an account, there is no corresponding CA ledger type amounts.

2. Ledger Type

Specify the ledger type to display in the Ledger Type 2 field. The Second Ledger Type processing option must be set to display two ledger types.

Process Tab

1. Exit for PK or PN document type

Specify whether to exit to Journal Entries or to Manual Payments when exiting to the source document. Values are:

Blank: Exit to Manual Payments.

1: Exit to Journal Entries.

Currency Tab

1. As-If Currency

Specify the currency code to use as the default for the as if currency. field. To display the As If field, you must select As-If Currency from the Form menu on the Work With Account Ledger form. This processing option enables amounts to appear in a currency other than the currency in which they were originally entered.

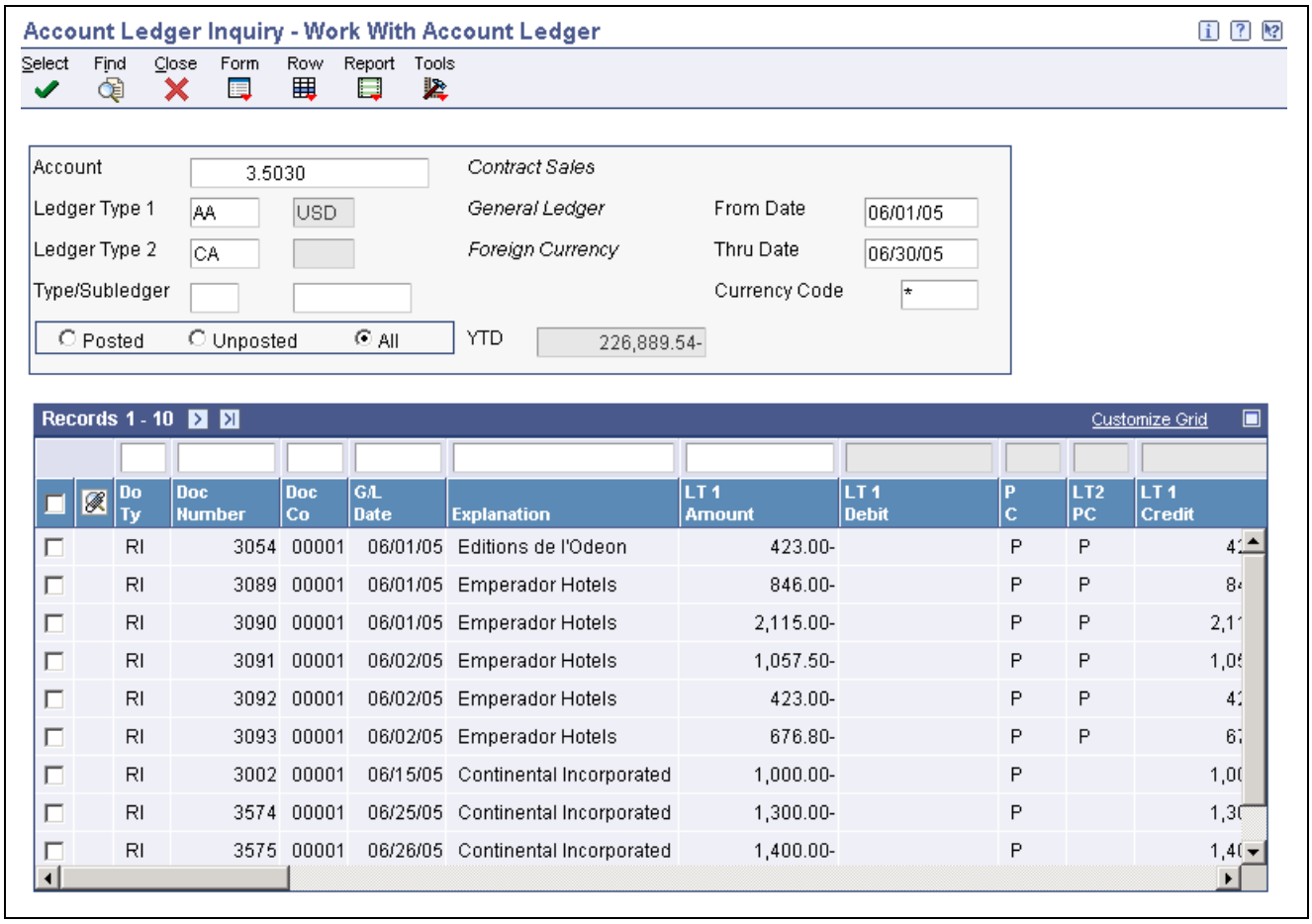
Only the amounts associated with Ledger Type 1 are converted to the as if currency. If you leave this processing option blank, amounts appear in the database currency of the transaction.

2. Exchange Rate Date

Specify the date to use for the exchange rate to display amounts in the as if currency. If you leave this processing option blank, the system uses the date in the Thru Date field on the Work With Account Ledger form.

Reviewing Account Ledger Transactions

Access the Work With Account Ledger form.



Work With Account Ledger form

Ledger Type 1 Change the value in this field to review a ledger other than AA (actual amounts) ledger. The program uses AA as the default ledger type.

Ledger Type 2 Change the value in this field, if necessary. This field appears only if a processing option is set to display a second ledger type.

Reviewing Account Ledgers by Object Account

This section provides an overview of account ledger by object account and discusses how to:

- Set processing options for Account Inquiry by Object Account.
- Review ledgers by object account.

Understanding Account Ledger by Object Account

Use the Account Inquiry by Object Account program (P09201) to review detailed transactions for an object account across all business units. The system displays both posted and unposted transactions from the Account Ledger table (F0911). To limit your search for transactions to review, you can use the same criteria that is available in the Account Ledger Inquiry program (P09200).

If you set the Second Ledger processing option accordingly, you can review amounts for two ledger types, such as actual and budget ledgers, at the same time.

Form Used to Review Account Ledgers by Object Account

Form Name	Form ID	Navigation	Usage
Work With Account Ledger by Object Account	W09201A	Accounting Reports & Inquiries (G0912), Account Inquiry by Object Account	Review account ledger transactions for an object account across business units. To print the account ledger, select Print Ledger from the Report menu.

Setting Processing Options for Account Inquiry by Object Account (P09201)

The processing options for the Account Inquiry by Object Account program are the same as those for the Account Ledger Inquiry program except for the processing option described in this section.

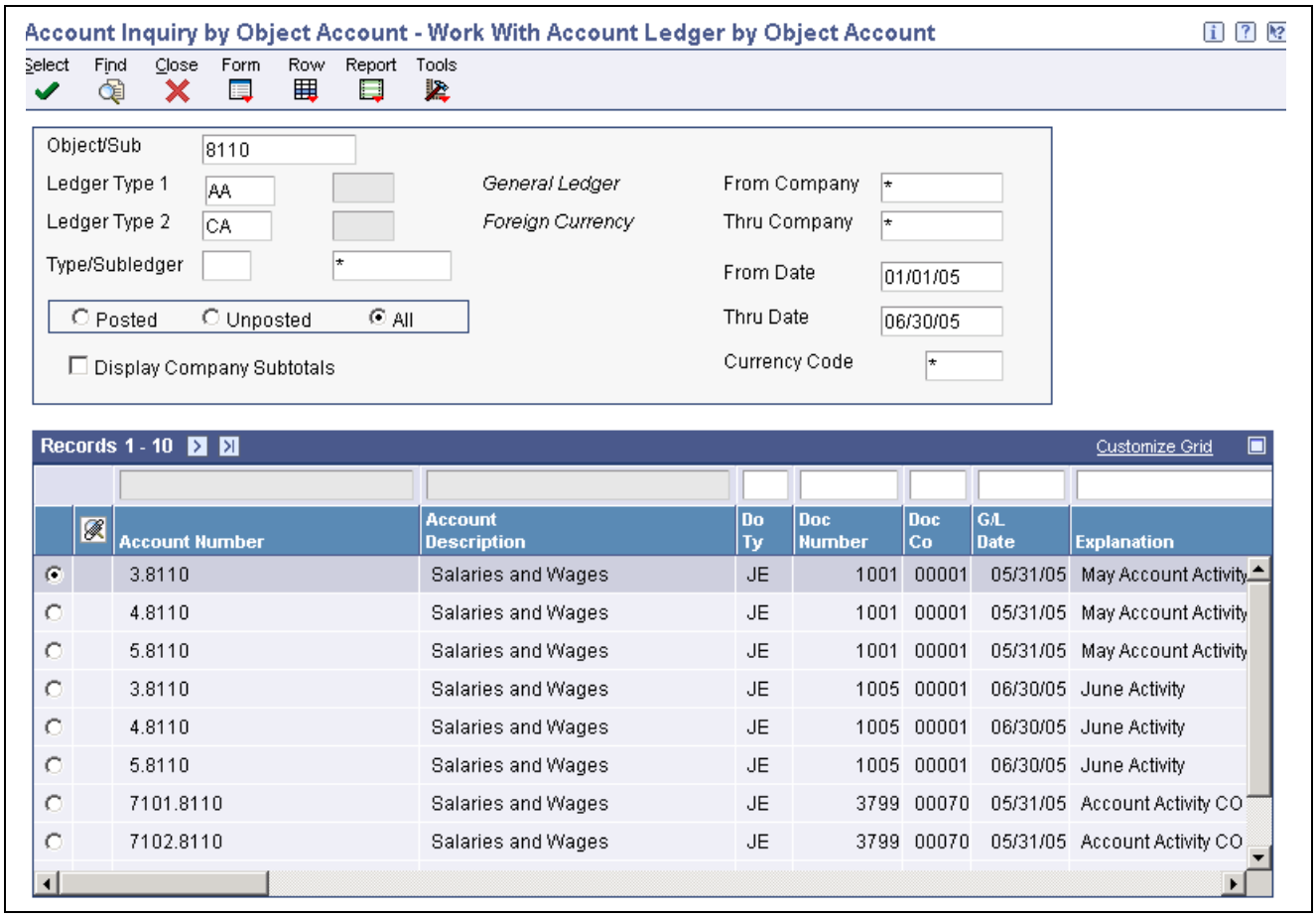
See Chapter 32, "Reviewing Balances and Transactions," Setting Processing Options for Account Ledger Inquiry (P09200), page 366.

Defaults

Object/Subsidiary Account Number Specify the default value that the system displays in the Obj/Sub field on the Work With Account Ledger by Object Account form.

Reviewing Ledgers by Object Account

Access the Work With Account Ledger by Object Account form.



Work With Account Ledger by Object Account form

Reviewing Account Ledgers by Category Code

This section provides an overview of account ledgers by category code and discusses how to:

- Set processing options for Account Inquiry by Category Code.
- Review account ledgers by category code online.

Understanding Account Ledgers by Category Code

Use the Account Inquiry by Category Code program (P09202) to review detailed transactions for any of the category codes that are set up for an alternate (statutory) chart of accounts. You specify the category code (21, 22, or 23) in the Category Code processing option for this program. The system displays both posted and unposted transactions from the F0911 table. To limit your search, you can use the same criteria that is available in the Account Ledger Inquiry program.

If you set the Second Ledger processing option accordingly, you can review amounts for two ledger types, such as actual and budget ledgers, at the same time.

Form Used to Review Account Ledgers by Category Code

Form Name	Form ID	Navigation	Usage
Work With Account Ledger by Category Code	W09202A	Accounting Reports & Inquiries (G0912), Account Inquiry by Category Code	Review account ledger transactions for a statutory chart of accounts. To print the account ledger for an account, select the account and then select Print Ledger from the Row menu.

Setting Processing Options for Account Inquiry by Category Code (P09202)

The processing options for the Account Inquiry by Category Code program are the same as those for the Account Ledger Inquiry program except for the processing options described in this section.

See Chapter 32, "Reviewing Balances and Transactions," Setting Processing Options for Account Ledger Inquiry (P09200), page 366.

Category Code

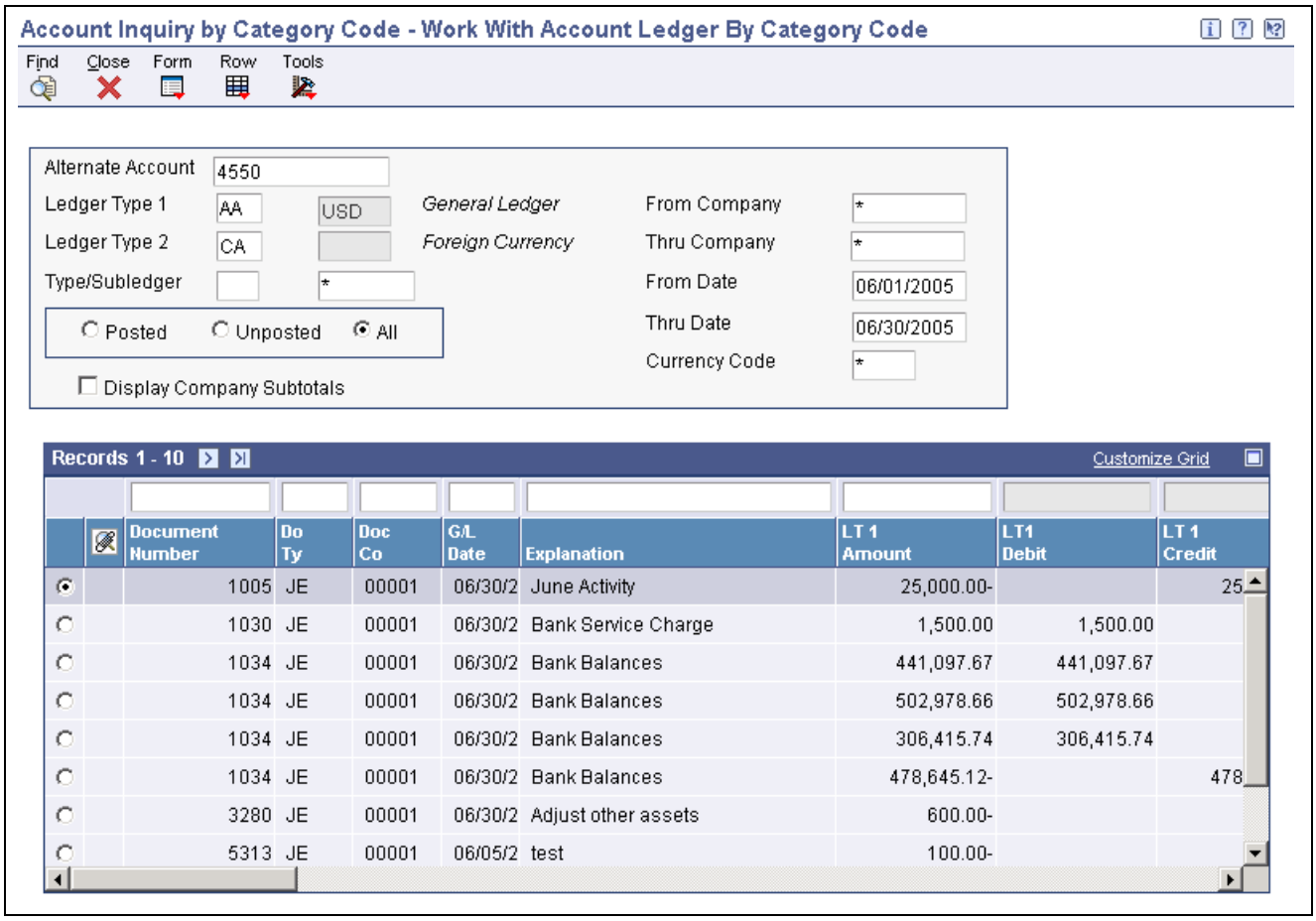
Category Code (21–23) Enter the account category code from UDC table 09/21–23. The default value is category *21*.

Defaults

Alternate Account Enter the number that identifies the alternate account number in the category code you specified in the Category Code (21–23) processing option.

Reviewing Ledgers by Category Code

Access the Work With Account Ledger By Category Code form.



Work With Account Ledger By Category Code form

Alternate Account Displays the account assigned to a user-defined code in UDC table 09/21–23. The Category Code and Alternate Account processing options work in combination to supply the value that appears in this field.

Display Company Subtotals Select this option to display company subtotals for the range of companies specified in the From Company and Thru Company fields.

(CHL and PER) Reviewing Ledgers by Legal Number

This section discusses how to:

- Set processing options for Journal Entries Inquiry by Legal Number.
- Review ledgers by legal number.

Form Used to Review Ledgers by Legal Number

Form Name	Form ID	Navigation	Usage
Journal Entries Inquiry by Legal Number	W76H9002A	General Accounting (G76H09) or General Accounting (G76P09)	Review journal entries by legal number.

Setting Processing Options for Journal Entries Inquiry by Legal Number (P76H9002)

Use this processing option to specify the default ledger type code.

General

Ledger Type Specify the ledger type code to display from the UDC table 76H/XX (76H is the product code, and XX is the user-defined code). The system uses LL (Ledger types to process) as the default value.

Reviewing Ledgers by Legal Number

Access the Journal Entries Inquiry by Legal Number form.

Reviewing Account Balances by Month

This section provides an overview of account balances by month and discusses how to:

- Set processing options for Account Balance by Month.
- Review monthly account balances.

Understanding Account Balances by Month

Use the Account Balance by Month program (P0902P1) to review account balances for a general ledger period including:

- Monthly net changes (net postings) and cumulative monthly balances for each period of the fiscal year for a single account.
- Prior year-end net posting amounts for profit-and-loss accounts.
- Prior year-end balance forwards for balance-sheet accounts.

This online inquiry displays information from the F0902 table. It is especially helpful after you run the Annual Close program (R098201) because you can quickly review amounts for balance-forward and prior-year-ending net postings to verify that the closing was successful.

Form Used to Review Account Balances by Month

Form Name	Form ID	Navigation	Usage
Account Balances	W0902P1D	Accounting Reports & Inquiries (G0912), Account Balance by Month	Review balances for a general ledger period in your accounts.

Setting Processing Options for Account Balance by Month (P0902P1)

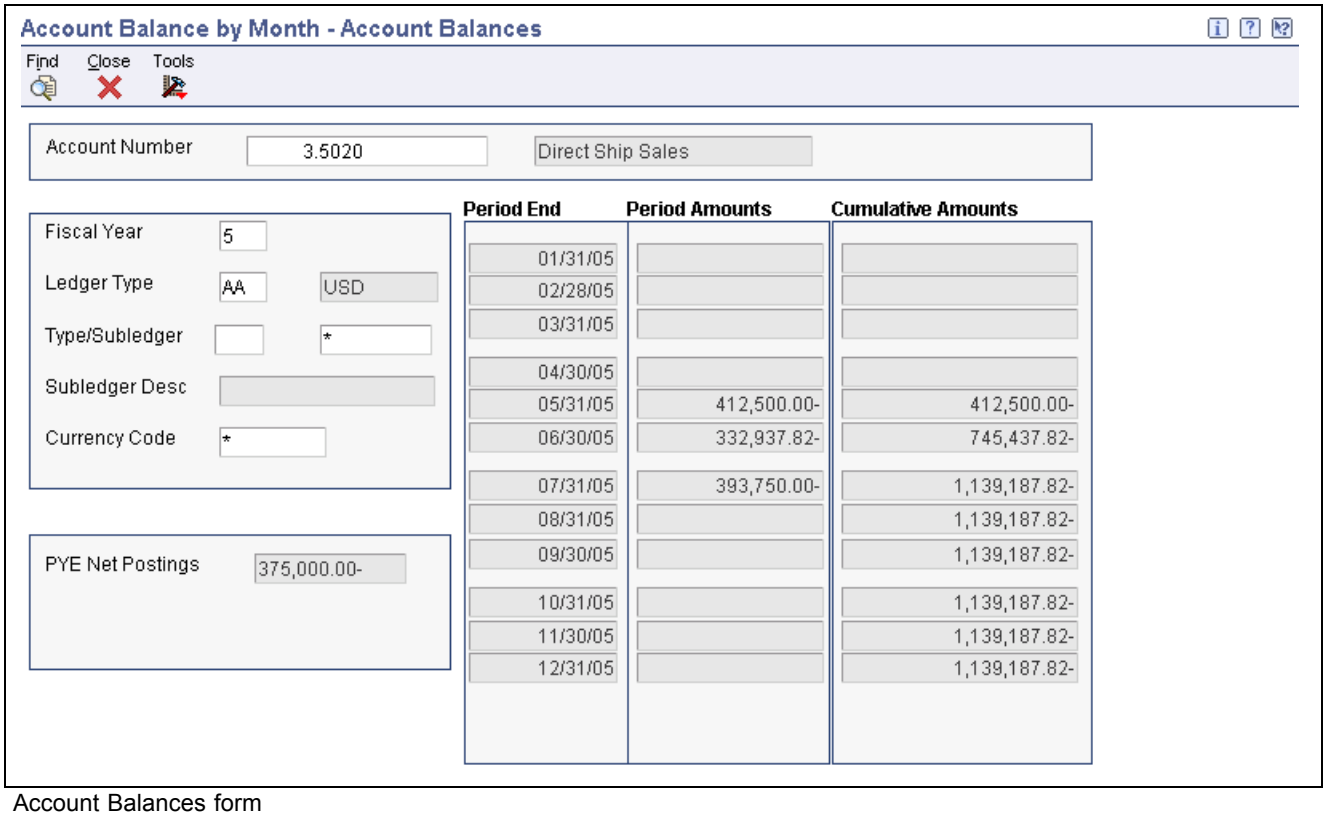
Processing options enable you to specify the default processing for programs.

Defaults

Fiscal Year, Ledger Type, Subledger, Subledger Type, and **Currency Code** — For each processing, specify the default value for the system to display in the corresponding fields on the Account Balances form.

Reviewing Monthly Account Balances

Access the Account Balances form.



Account Balances form

Balance Forward — Displays the cumulative prior year-end balance. The system uses this amount as the beginning balance for balance sheet and job cost carry-forward accounts.

Note. Do not confuse this amount with the prior year-end net posting amount. The prior year-end net posting amount includes only the postings from the prior year. It does not include the ending balance of the previous year. The prior year-end net postings are typically used for profit and loss statement comparisons.

PYE Net Postings (prior year-end net postings) Displays the prior year-end net postings. The system uses this number for profit and loss statement comparisons.

Reviewing Account Balances by Subledger

This section provides an overview of account balances by subledger and discusses how to review balances by subledger.

Understanding Account Balances by Subledger

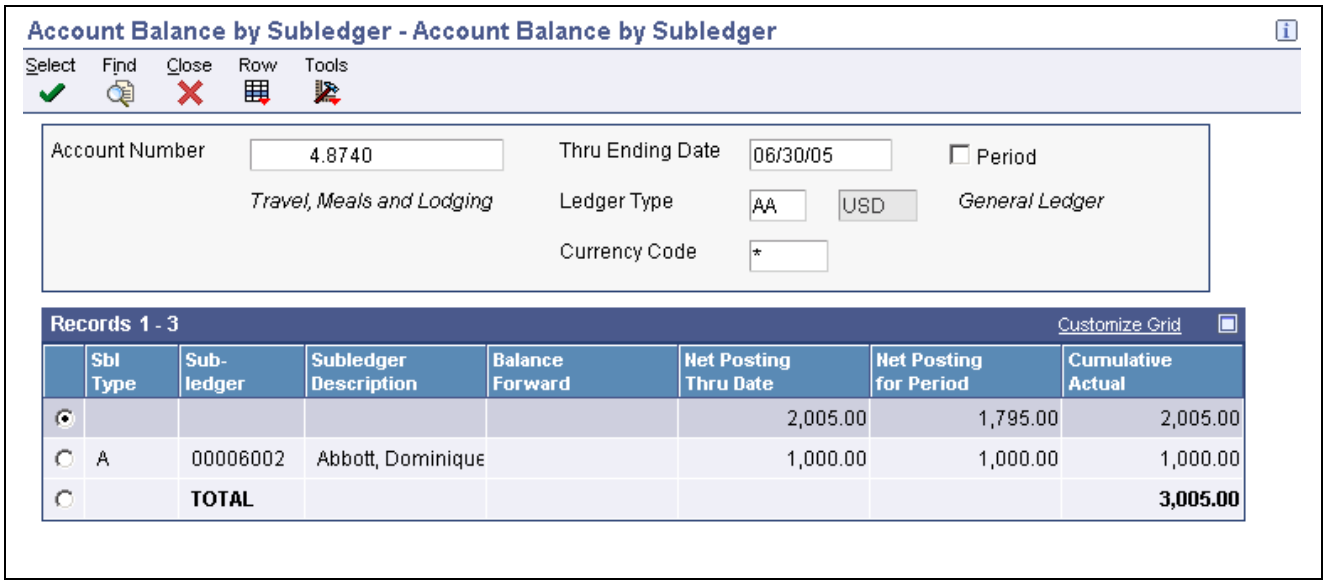
Use the Account Balance by Subledger program (P092131) to review account balance information by subledger and subledger type for a particular account. This program displays posted amounts and balances for the current period and year to date from the F0902 table. It does not have processing options.

Form Used to Review Account Balances by Subledger

Form Name	Form ID	Navigation	Usage
Account Balance by Subledger	W092131A	Accounting Reports & Inquiries (G0912), Account Balance by Subledger	Review balances by subledger for a specific account.

Reviewing Balances by Subledger

Access the Account Balance by Subledger form.



Account Balance by Subledger form

The system displays subledger detail information on this form only if the posting edit code is not S.

The Net Posting Thru Date field shows the net balance posted year-to-date while the Net Posting for Period field shows the net balance for the current period.

Period Select this check box to limit your search to a specific accounting period.

To limit your search to a specific ending date, clear this check box.

Thru Period If the Period check box is selected, enter a fiscal period number in this field. If you leave this field blank, the system uses the ending date of the current period.

Thru Ending Date If the Period check box is not selected, enter a date in this field.

(CHL and PER) Reviewing Account Balances by Account and Category Code

This section discusses how to:

- Set processing options for Balance Inquiry by Account/Category Code.
- Review balances by account and category code.

Form Used to Review Account Balances by Account and Category Code

Form Name	Form ID	Navigation	Usage
Account Balance Inquire	W76H9006A	General Accounting (G76H09) or General Accounting (G76P09), Balance Inquiry by Account/Cat. Code	Display balances by account and subsidiary or by category code, as well as by business unit, with detail or summary information.

Setting Processing Options for Balance Inquiry by Account/Category Code (P76H9006)

Use these processing options to specify how to display cost centers, the level of detail in which to summarize balances, the process method, and so on.

Process

1. Cost Center Specify how to display cost centers. Values are:

Blank: Display detail by cost center.

1: Display all of the cost centers for a legal company and display summary information for the object and subsidiary account.

2. Level of Detail Specify the level of detail. The system summarizes all general ledger balances by the account level of detail specified. Values are 3–9. The default value is 9.

3. Legal Company Specify the company number in which to retrieve general ledger balances.

4. Process Method Specify the process method. Values are:

Blank: Display asset and liabilities according to the operation sign. Asset accounts appear with a positive sign in the Asset column and liabilities appear with a negative sign in the Liability column.

A: Display asset accounts in the Asset column and liability accounts in the Liability column according to AAI items GLG2 (Beginning Assets) and GLG3 (Beginning Liabilities).

5. Business Unit Specify the business unit in which to display object and subsidiary accounts.

6. Ledger Type Specify the ledger type code from the UDC table 76H/XX (76H is the product code, and XX is the user-defined code). The system uses LL (Ledger types to process) as the default value.

7. Category Code Specify the category code (UDC table 09/21–09/23) in which to group the general ledger accounts. The system displays the category code description instead of the general ledger account.

If you leave this processing option blank, balances are grouped and displayed by object and subsidiary account.

Print Options

Accounts with Zero Amounts Specify whether to display accounts with zero amounts.

Blank: Do not display accounts with zero amounts.

1: Display accounts with zero amounts.

2: Do not display accounts with zero amounts and with the same level of detail that is specified in the Level of Detail processing option.

Dates

Period Number Specify the tax period to display on the form.

Fiscal Year Specify the fiscal year to display on the form.

Reviewing Balances by Account and Category Code

Access the Account Balance Inquire form.

(CHL and PER) Reviewing Debit and Credit Balances by Month

This section discusses how to:

- Set processing options for Debit/Credit Inquiry by Month.
- Review debit and credit account monthly balances.

Form Used to Review Debit and Credit Balances by Month

Form Name	Form ID	Navigation	Usage
Account Balances	W76H9007A	General Accounting (G76H09) or General Accounting (G76P09), Debit/Credit Inquiry by Month	Display debit and credit balances by account number and month.

Setting Processing Options for Debit/Credit Inquiry by Month (P76H9007)

Use these processing options to set default values for the Account Balances form.

Defaults

Fiscal Year Specify the fiscal year to display on the form.

Ledger Type Specify the ledger type code to display from the UDC table 76H/XX (76H is the product code, and XX is the user-defined code). The system uses LL (Ledger types to process) as the default value.

Subledger and **Subledger Type**	Specify the subledger and subledger type to display. To display account balances for all subledgers, enter *.
Currency Code	Specify the currency code in which to display debit and credit amounts. To display accounts balances for all currency codes, enter *.

Reviewing Debit and Credit Monthly Balances

Access the Account Balances form.

CHAPTER 33

(RUS) Working with Correspondence of Accounts

This chapter provides an overview of correspondence accounts, lists prerequisites, and discusses how to:

- Generate correspondence transaction records
- Modify correspondence accounts
- Post correspondence batches
- Repost correspondence records

Understanding Correspondence of Accounts

Correspondence is the relationship between accounts used to process certain types of transactions. The Russian government defines rules for the accounts to which transactions can be credited and debited. For example, if you debit an account for an asset under construction, you can credit only an account for materials, stock, accounts payable, future period expenses, or other payables. The rules for correspondence also specify the naming conventions for the accounts. For example, accounts used for fixed asset transactions must begin with the characters 01.

When you generate reports to meet legal requirements, you can produce the reports only from accounts that are enabled under the rules of correspondence. These reports include the balance sheet, income statement, and cash flow reports.

To work with correspondence of accounts, you:

- Run the General Ledger Post program (R09801).
- Run the Generate Correspondence program (R74R9801) to write detail correspondence information to the Correspondence Relation With Amount (F74R9011) table.
- Use the Review Correspondence Batches program (P74R0011) to create batch headers for correspondence batches and change batch statuses.
- Run the Post Correspondence program (R74R9002) to post correspondence transactions to the F74R9002 table.
- Use the Review Correspondence program (P74R9011) to modify or add correspondence records in table F74R9011, as necessary.
- Run the Repost Correspondence program (R74R9003) to post the changes you make to posted records in table F74R9011.

Prerequisites

Before you work with correspondence of accounts, you must:

- Verify that the accounts, methods, and rules that you need to report on correspondence accounts are set up.

  See Chapter 9, "(RUS) Setting Up Your System for General Ledger Reports," Setting Up Correspondence of Accounts, page 69.

- Verify that the Zero Amounts processing options for the version of the Journal Entry MBF Processing Options that is associated with voucher and invoice entry programs is set up to allow zero amounts.

Generating Correspondence Transaction Records

This section provides an overview of the Correspondence Transaction Generation program and discusses how to:

- Generate correspondence records.
- Set processing options for Correspondence Transaction Generation.

Understanding the Correspondence Transaction Generation Program

When you run the Correspondence Transaction Generation program (R74R9801), the system reads records for posted batches in the F0911 table and generates transaction records in the F74R9011 table. The transaction records in the F74R9011 table relate debits with credits.

When you run the program in final mode, the system writes lines which are processed without error to table F74R9011, and assigns G to the post status and GE to the correspondence batch header status. If there are errors for any lines when you run the program in final mode, the system assigns E (error) as the post status and writes GE (error generated) for the status of the correspondence batch header, and sends a message to the work center. Errors exist when:

- No valid rule exists in the correspondence rules setup for the account relation.
- The amount does not balance.
- The sum of the correspondence generated amounts for an account is not equal to the account amount in table F0911 for that journal entry.

You run the Generate Correspondence program after you run the General Ledger Post program, and before you run the Post Correspondence program.

Generating Correspondence Records

Select Correspondence (G74R09COR), Correspondence Transaction Generation.

Setting Processing Options for Correspondence Transaction Generation (R74R9801)

Processing options enable you to specify the default processing for programs and reports.

General

1. Final Mode Specify whether the system runs the program in proof or final mode. When you run the program in proof mode, the system generates a report and does not update records. When you run the program in final mode, the system generates a report and updates table F74R9011.

2. Account Type Specify the account type setup for correspondence accounts. The value that you enter must exist in the Account Type (74R/AT) UDC table.

3. Ledger Types Specify the ledger types that the system uses to select records to process. You can enter up to three ledger types. The values that you enter must exist in the Ledger Types (09/LT) UDC table.

4. Print Processed Lines Enter *1* to print only the lines with errors on the report. Leave this processing option blank to print all lines on the report.

5. Tolerance Margin Specify the tolerance margin allowed for differences between the debit amount and the credit amount when the journal entries use correspondence method 01 or correspondence method 02.

Modifying Correspondence Records

This section provides an overview of correspondence records and discusses how to:

- Set processing options for Correspondence Batch Revision.
- Change the status of a batch.

Understanding Correspondence Records

The Correspondence Revision (P74R9011) program lets you:

- Manually redistribute amount for transactions with a batch header status that is not equal to P (posted).
- Delete lines for transactions with a batch header status that is not equal to P (posted).
- Modify lines for transactions with a batch header status that is not equal to P (posted).
- Add correspondence transactions to table F74R9011.

The Correspondence Batch Revision (P74R0011) program lets you:

- Create correspondence batch headers.
- Review or change the status.
- Run the Correspondence Transaction Generation (R74R9801) program.
- Run the Post Correspondence (R74R9002) program.

Forms Used to Review and Modify Correspondence Account Transactions

Form Name	Form ID	Navigation	Usage
Work With Correspondence Batches	W74R0011A	Correspondence (G74R09COR), Correspondence Batch Revision	Review and modify the batches in table F0011, and run the R74R9801 or R74R9002 programs.
Edit Batch Header	W74R0011B	Choose a record, then click Select on the Work With Correspondence Batches form. Choose a record, then choose Row, Review Status on the Work With Correspondence Batches form. Choose a record, then choose Row, Create Batch Header on the Work with Batches Without Correspondence Header form.	Change the status of the batch when you access this form from the Work With Correspondence Batches. Create a batch header record in table F74R0011 when you access this form from the Work with Batches Without Correspondence Header form.
Work with Batches Without Correspondence Header	W74R0011C	On the Work With Correspondence Batches form, select Form, Create Batch Header. Select a record and then choose Create Batch Header from the Row menu.	View all batches in F0011 that do not have corresponding records in the F74R0011 table. Create a correspondence batch header record.
Work With Batch	W74R9011A	Correspondence (G74R09COR), Correspondence Maintenance Application	View batches for which a record exists in the Correspondence Relation With Amount (F74R9011) table.
Display Batch Correspondence	W74R9011B	Choose a record, then click Select on the Work With Batch form.	Review detail of records that exist in table F74R9011
Work With Correspondence	W74R9011D	Choose a record, then click Select on the Display Batch Correspondence form. Choose a record, then choose Row, Review Corresp. on the Work With Correspondence Batches form.	Modify the correspondence record.
Select Documents	W74R9011C	On the Work With Correspondence from, select Form, Documents.	Choose a document that exists for the batch

Setting Processing Options for Correspondence Batch Revision (P74R0011)

Processing options enable you to specify the default processing for programs and reports.

General

1. Batch Type Specify the default value for the batch type that the system displays in the Work With Correspondence Batches form.

Changing the Status of a Batch

Access the Edit Batch Header form.

Correspondence Status Enter the status of the batch. The value that you enter must exist in the Correspondence Batch Status (74R/CS) UDC table.

Posting Correspondence Records

This section provides an overview of the Post Correspondence program and discusses how to:

- Post correspondence records
- Set processing options for Post Correspondence

Understanding the Post Correspondence Program

Balances for correspondences accounts must exist in the F74R9002 table before you can generate the Cash Flow report. You run the Post Correspondence program (R74R9002) to populate the F74R9002 table after you run the Correspondence Transaction Generation program to generate records.

When you run the Post Correspondence program, the system:

- Selects all correspondence transactions with a status of G and a correspondence batch header status of GE.
- Updates the F74R9002 table, if run in final mode.
- Updates the posted code for each correspondence transaction to *P* in the F74R9011 table.
- Prints a report showing the processed records.
- Updates the status of the correspondence batch header to PO (posted).

Posting Correspondence Records

Select Correspondence (G74R09COR), Post Correspondence.

Setting Processing Options for Post Correspondence (R74R9002)

Processing options enable you to specify the default processing for programs and reports.

Mode

1. Mode Leave this processing option blank to print the report in proof mode. Enter *1* to print the report and update the Correspondence Balance table (F74R9002) to match the Correspondence With Relation Amount table (F74R9011).

2. Missing Entries Specify whether the system verifies if a record for the batch exists in the F74R9011 table. Enter *1* to validate the entries. The system uses this processing option when you run the Repost Correspondence program.

Reposting Correspondence Records

This section provides an overview of the Repost Correspondence program and discusses how to:

- Reposting correspondence records.
- Set processing options for Repost Correspondence.

Understanding the Repost Correspondence Program

You use the Repost Correspondence program (R74R9003) to post changes that you made to posted records in the F74R9011 table. The Repost Correspondence program updates the F74R9002 table with the posted amounts from the F74R9011 table.

When you run the Repost Correspondence program, the system:

- Selects records from the F74R9011 table that have a correspondence results code *P*.
- Updates, deletes or adds balances to the F74R9002 table when records are processed in final mode.

Reposting Correspondence Records

Select Correspondence (G74R09COR), Repost Correspondence.

Setting Processing Options for Repost Correspondence (R74R9003)

Processing options enable you to specify the default processing for programs and reports.

Mode

1. Mode Leave this processing option blank to print the report in proof mode. Enter *1* to print the report in final mode and update the F74R9002 table.

2. Missing Entries Specify whether the system verifies if a record for the batch exists in the F74R9011 table. Enter *1* to validate the entries and delete records in table F74R9002 that do not have transactions in the F74R9011 table.

CHAPTER 34

Generating Financial Reports

This chapter provides an overview of financial reports and discusses how to:

- Generate a simple income statement.
- Generate a simple balance sheet.
- (RUS) Generate a balance sheet.
- (CHN) Print a sample balance sheet and sample income statement.
- (RUS) Generate the profit and loss report.
- Generate a statement of cash flow.
- (RUS) Generate a cash flow statement.
- (RUS) Generate a changes in equity report.
- Generate consolidated financial reports.
- Generate monthly spreadsheets
- Generate variance analysis reports.
- (RUS) Generate the Petty Cash Book report.
- (ITA) Verify account balances.

Understanding Financial Reports

In most businesses, the accounting department or controller's office is required to produce certain financial reports on a regular basis. Typically, these reports are produced at the end of a period or fiscal year. To compare current period and year-to-date amounts to amounts for the same period in the prior year, you can print an income statement. To assess your company's financial position, you can print a balance sheet.

Financial reports combine information from the Business Unit Master (F0006), Account Master (F0901), and Account Balances (F0902) tables.

Features of Financial Reports

This table describes the features of financial reports:

Feature	Description
Standard reports	You can use any of the standard templates that are provided with the General Accounting system. A report template contains a fixed format for your data and predefines the number of columns, their order, and their headings.
Custom reports	You can create your own version using any report template. A single report version can contain amounts for individual companies or consolidated totals for several companies. You can design additional, customized financial reports using the Financial Reporting feature.
Detail and summary information on reports	You can print different levels of summarization on financial reports by specifying a level of detail in which to show accounts. Through AAIs, you assign the account ranges and subtotals that the system uses for the reports.

Generating a Simple Income Statement

This section provides an overview of the simple income statement, lists prerequisites, and discusses how to:

- Print a simple income statement.
- Set data selection and data sequence for Simple Income Statement.
- Set processing options for Simple Income Statement.

Understanding the Simple Income Statement

The Simple Income Statement (R10211B) tracks revenues and expenses and the net income or loss for a specific period of time. To print a simple income statement, all of your profit and loss accounts must be grouped together in your chart of accounts and cannot be interrupted by any balance sheet accounts.

The system uses AAI item FS*xx* to establish the optimal interim totals on the income statement. Some examples of special interim totals include:

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

Prerequisites

Before you complete the tasks in this section:

- Verify that you have set up AAI items FS*xx*.
- Verify that your financial reporting period is set correctly.

  See Chapter 41, "Changing Financial Reporting Dates," Changing a Financial Reporting Date, page 541.

Printing a Simple Income Statement

Select Financial Reports (G10), Simple Income Statement.

Setting Data Selection and Sequence for Simple Income Statement

You must select the object accounts that you want to include on the report. For example, if your profit and loss accounts begin with object account 5000, select an object account greater than or equal to 5000.

You must also specify a ledger type. If you do not, the system combines all ledger types, which could produce inaccurate results.

Financial reports are designed to print in this sequence:

- Company
- Business unit report codes
- Account master report codes
- Business unit
- Object account
- Subsidiary

If you do not use company as your first sequence, the system uses the information for company 00000 to determine the financial reporting date.

You must always use a sequence by object account and subsidiary to protect the integrity of your data and ensure that the level of detail subtotals are accurate. To print a report across many business units or companies, use a sequence by object account and subsidiary only.

The data sequence item that immediately precedes the object account determines page breaks and totals for all financial reports. For example, if the data sequence is by company, object account, and subsidiary, page breaks and totals occur when the company number changes. If the object account is the first data sequence item, the report has no page breaks and totals are displayed only at the end.

You can change the subtotals by changing the sequence and level breaks. For example, you could create subtotals by specifying category codes for level breaks.

This table shows the data sequence that is required for specific types of reports:

Report Type	Data Sequence Setup
Business unit report	The data sequence should be: • Business Unit • Object Account • Subsidiary
Business unit consolidation report	The data sequence should be: • Company • Object Account • Subsidiary
Company consolidation report	The data sequence should be: • Object • Subsidiary

Setting Processing Options for Simple Income Statement (R10211B)

Processing options enable you to specify the default processing for reports.

1. Calculate Net Income Specify whether to calculate net income. Values are:

Blank: Do not calculate net income.

1: Calculate net income.

Date

1. Period Number and **2. Fiscal Year** Enter the period number and fiscal year the report should be based on. If you leave these processing options blank, the system uses the financial reporting date of the company.

LOD

1. Level of Detail Enter the lowest level of account detail to print on the report.

Signs

1. Reverse Sign Specify how to print amounts. Values are:

0 (zero): Print amounts in their original debit and credit format.

1: Reverse the sign for all account types (revenues will print as positive and expenses as negative).

2: Reverse the sign of revenue accounts only (revenues and expenses will print as positive).

Calculations

1. Calculate Net Income Specify whether to calculate net income. Values are:

Blank: Do not calculate net income.

1: Calculate net income.

Headings

1. Print Heading Specify how to print headings. Values are:

Blank: Headings print on the first page only.

1: Headings print with page number and run date on each page.

2: Headings print without page number and run date.

2. Date Title Type Enter the date title type to print in the page heading. If you leave this processing option blank, a date title does not print.

Generating a Simple Balance Sheet

This section provides an overview of the simple balance sheet, lists prerequisites, and discusses how to:

- Print a simple balance sheet.
- Set data selection and data sequence for Simple Balance Sheet.
- Set processing options for Simple Balance Sheet.

Understanding the Simple Balance Sheet

The Simple Balance Sheet (R10111B) tracks assets, liabilities, and equity by business unit or company. To print a simple balance sheet, all of your balance sheet accounts must be grouped in your chart of accounts, and cannot be interrupted by any profit and loss accounts.

You can use a balance sheet to track financial information for:

- Current period.
- Prior period end.
- Prior year end.
- Net change for the period and year.

AAI items GLG2, GLG3, and GLG5 establish the beginning and ending ranges for balance sheet accounts.

How Net Income Is Calculated

The system does not perform calculations on the actual revenue and expense accounts (5000–9999) to derive a net income amount. Instead, it uses this equation:

Assets–(Liabilities + Equity) = Net Income

This method of calculating the net income saves a considerable amount of processing time when you produce a balance sheet.

Example: Net Income Calculation

The system uses this computed total in the net income calculation.

Assets 6,966,772.54

Liabilities + Equity: –6,592,393.31

Net Income: 374,379.23

This calculation is based on:

Assets = 6,966,772.54

Liabilities + Equity:

- Current Liabilities: 755,755.74
- Long-Term Liabilities: 2,027,576.49
- Common Stock: 267,500.00
- Paid-in-Capital: 1,535,017.77

- Retained Earnings: 2,006,543.31
- Total Liabilities + Equity: 6,592,393.31

Prerequisites

Before you complete the tasks in this section:

- Validate the net income amount on your income statement.

  This amount is the year-to-date income (loss) on the balance sheet.
- Verify that AAI items GLG2, GLG3, and GLG5 are set up.
- Verify that your financial reporting period is set correctly.

  See Chapter 41, "Changing Financial Reporting Dates," Changing a Financial Reporting Date, page 541.
- For reports that cross over to a new year, verify that the Annual Close Report (R098201) ran successfully.

  Balance forward amounts are not created until the close process is complete.

  See Chapter 42, "Closing a Fiscal Year," page 545.

Printing a Simple Balance Sheet

Select Financial Reports (G10), Simple Balance Sheet.

Setting Data Selection and Sequence for Simple Balance Sheet

You must select the object accounts that you want to include on the report. For example, if your profit and loss accounts begin with object account 5000, you could select an object account that is less than or equal to 4999.

You must also specify a ledger type. If you do not, the system combines all ledger types, which could produce inaccurate results.

Financial reports are designed to print in this sequence:

- Company
- Object account
- Subsidiary

If you do not use company as your first sequence, the system uses the information for company 00000 to determine the financial reporting date.

You must always use a sequence by object account and subsidiary to protect the integrity of your data and to ensure that the level-of-detail subtotals are accurate. To print a report across many business units or companies, use a sequence by object account and subsidiary only.

The data sequence item that immediately precedes the object account determines page breaks and totals for all financial reports. For example, if the data sequence is by company, object account, and subsidiary, page breaks and totals occur when the company number changes. If the object account is the first data sequence item, the report has no page breaks and totals only at the end of the report.

Setting Processing Options for Simple Balance Sheet (R10111B)

The processing options for the Simple Balance Sheet are the same as those for the Simple Income Statement with these exceptions.

See Chapter 34, "Generating Financial Reports," Setting Processing Options for Simple Income Statement (R10211B), page 390.

Signs

Reverse Sign Specify how to print amounts. Values are:

0 (zero): Print amounts in their original debit and credit format.

1: Reverse the sign for liability and equity accounts.

Computations

Calculate YTD Net Income Specify whether to calculate and print a year-to-date net income amount. Values are:

Blank: Do not print a year-to-date net income amount.

1: Print a year-to-date net income amount.

(RUS) Generating a Balance Sheet

This section provides an overview of the balance sheet for Russia, lists prerequisites, and discusses how to:

- Print a balance sheet.
- Set processing options for Balance Sheet.

Understanding the Balance Sheet

The Russian government requires that you produce a balance sheet report at the end of each accounting period. PeopleSoft EnterpriseOne provides the Balance Sheet (R74R9030) to generate a report in PDF format. The system also populates the F74R9030 table when you run the Balance Sheet program.

The report can show amounts for one account, a group of accounts, or a formula based on previous rows. You determine the amounts that appear on the report when you use the G/L Report Setup program (P74R9020) to create the format for the report.

When you run the Balance Sheet program, the system reads the F0902 table and populates the first column of the report with the balance forward amount of the current year, and populates the second column with the balance for the account as of the end of the accounting period specified in the processing options.

The system accesses the values in processing options to determine whether to scale the amounts that it prints, the ledgers and subledgers to use, and whether to print the report title the was defined in the Setup G/L Reports program.

Prerequisite

Verify that the report format, row descriptions, and other information that the system uses to print the report exist in the F74R9020, F74R9021, F74R9022, and F74R9023 tables.

Printing a Balance Sheet

Select General Ledger (G74R09), Balance Sheet.

Setting Processing Options for Balance Sheet (R74R9030)

Processing options enable you to specify the default processing for programs and reports.

Defaults

1. Fiscal Year Enter the year for which you run the report. If you leave this processing option blank, the system uses the current year for the company specified in the Company Number processing option.

2. Period Number Enter the period number for which you run the report. If you leave this processing option blank, the system uses the current period for the company specified in the Company Number processing option.

3. Company Number Specify the number of the company for which you run the report. If you leave this processing option blank, the system uses company 00000.

4. Ledger Types (LT1, LT2, LT3) Enter up to three ledger types for which you run the report. The values that you enter must exist in the Ledger Type (09/LT) UDC table.

5. Subledger Specify the subledger for which you run the report. Enter * to run the report for all subledgers. Enter a specific subledger to run the report for the specific subledger. Leave the processing option blank to suppress subledger information.

6. Subledger Type Specify the subledger type for which you run the report. The value that you enter must exist in the Subledger Type (00/ST) UDC table.

7. Scale Factor Specify the scaling factor that the system uses when printing numerical values on the report. The value that you enter must exist in the Scale Factor (74R/SF) UDC table.

When you choose to scale numerical values, the system divides the numerical values on the report by the scaling amount that you specify. For example, suppose that the amount for an account in the Accounts Balances table (F0902) is 23,929. If you choose to scale the amount by a factor of 1000, the system divides 23,929 by 1000, rounds to the nearest whole number, and prints 24 on the report.

Print

1. Report Name Specify the format that the system uses to print the report. The format you specify must exist in the F74R9020 table.

2. Report Title Specify the title that prints on the report.

3. Report Title Continuation Specify additional text that prints as the title of the report.

(CHN) Printing a Sample Balance Sheet and a Sample Income Statement

Select Financial Reports (G75C09), Balance Sheet or Income Statement.

The Balance Sheet (R75C111) and Income Statement (R75C211) reports create a sample balance sheet and a sample income statement for China. You can customize the balance sheet and income statements according to your specific needs. These reports retrieves information from the F0901, F0902, and F0006 tables.

Prerequisite

Set up category code 21 in UDC table 09/21 with the appropriate value for each account.

(RUS) Generating the Profit and Loss Report

This section provides an overview of the Profit and Loss report, lists a prerequisite, and discusses how to:

- Print the profit and loss report.
- Set processing options for Profit and Loss.

Understanding the Profit and Loss Report

The Russian government requires that you produce a Profit and Loss report (R74R9010) at the end of each accounting period. The Profit and Loss report is generated in PDF format. The report shows year-to-date balances of groups of accounts as well as previous year balances.

When you run the Profit and Loss report, the system reads the F0902 table to obtain the balances to print on the report and reads tables F74R9020, F74R2021, F74R2022, and F74R2023 to obtain information about the report column and row names to print, as well as other information about the layout of the report. The system produces a report and writes records to the F74R9010 table.

The Profit and Loss report has two sections:

- Profit and Loss Statement.
- Explanation of Incomes and Losses.

The Profit and Loss Statement section of the report has two columns. The first column contains the sum of each period of the current year's balances. For example, if you run the report for the accounting period ending June, 2006, the first column shows the sums of the accounts from January, 2006 through June, 2006. The second column shows the sum of the same periods balances of the previous year.

The Explanation of Incomes and Losses section of the report contains four columns. There is a column for Income and a column for Expenses for the current year and for the previous year. Accounts with negative balances appear in the Expenses column. Accounts with a positive balance appear in the Income column.

The system accesses the values in processing options to determine whether to scale the amounts that it prints, the ledger and subledgers to use, and the title to print on the report.

Prerequisite

Verify that the report format, row descriptions, and other information that the system uses to print the report exist in tables F74R9020, F74R9021, F74R9022, and F74R9023.

Printing the Profit and Loss Report

Select General Accounting (G74R09), Profit and Loss.

Setting Processing Options for Profit and Loss (R74R9010)

Processing options enable you to specify the default processing for programs and reports.

Defaults

1. Fiscal Year — Enter the year for which you run the report. If you leave this processing option blank, the system uses the current year for the company specified in the Company Number processing option.

2. Period Number — Enter the period number for which you run the report. If you leave this processing option blank, the system uses the current period for the company specified in the Company Number processing option.

3. Company Number — Specify the number of the company for which you run the report. If you leave this processing option blank, the system uses company 00000.

4. Ledger Types (LT1, LT2, LT3) — Enter up to three ledger types for which you run the report. The values that you enter must exist in the Ledger Type (09/LT) UDC table.

5. Subledger and **6. Subledger Type** — Specify the subledger and a code from UDC table 00/ST that identifies the subledger type. Enter * to run the report for all subledgers. Leave the processing option blank to suppress subledger information.

7. Scale Factor — Specify the scaling factor that the system uses when printing numerical values on the report. The value that you enter must exist in the Scale Factor (74R/SF) UDC table.

When you choose to scale numerical values, the system divides the numerical values on the report by the scaling amount that you specify. For example, suppose that the amount for an account in F0902 table is 23,929. If you choose to scale the amount by a factor of 1000, the system divides 23,929 by 1000, rounds to the nearest whole number, and prints 24 on the report.

Print

1. Report Name — Specify the format that the system uses to print the report. The format you specify must exist in the Set Up G/L Reports table (F74R9020).

2. Report Title — Specify the title that prints on the report.

3. Report Title Continuation — Specify additional text that prints as the title of the report.

Generating a Statement of Cash Flow

This section provides an overview of the statement of cash flow, lists prerequisites, and discusses how to:

- Print the statement of cash flow.
- Set data selection for Statement of Cash Flow.
- Set processing options for Statement of Cash Flow.

See Also

Chapter 8, "Setting Up Statements of Cash Flow," page 59

Understanding the Statement of Cash Flow

The Statement of Cash Flows Report (R10521), which reports on the cash flows of a reporting entity, meets International Accounting Standards (IAS) requirements for financial reporting. The statement of cash flow consists of accounts that are part of a company's operating, investing, and financing activities and provides information about how cash and cash equivalents are generated and used by a company.

The system retrieves information for cash flow statements from these tables:

- Statement of Cash Flow Rules (F10520).

  This table contains the descriptions that appear on the report, the accounts associated with each description, and an indication of whether the accounts normally have a debit or credit balance.

  This table does not include the subtotal descriptions. The subtotal descriptions are hard coded in the Statement of Cash Flow Report and are based on International Accounting Standards (IAS) 7.

- Account Balances (F0902)

  This table contains the account balances for the accounts in the F10520 table. The system calculates the net year-to-date postings for the period, based on the F0902 table and the fiscal period specified in a processing option.

On the Statement of Cash Flow Report, the system inserts the words *Increase in* or *Decrease in* before the account descriptions for each line as follows:

- If the accounts associated with the description normally have a debit balance (as specified in the F10520 table) and the balances in the F0902 table are positive (zero or greater), the system concatenates the text *Increase in* before the description. If the balances are negative (less than zero), it concatenates the text *Decrease in*.
- If the accounts associated with the description normally have a credit balance (as specified in the F10520 table) and the balances in the F0902 table are positive, the system concatenates the text *Decrease in* before the description. If the balances are negative, it concatenates the text *Increase in*.

If amounts on the Statement of Cash Flow Report are out of balance, an error message prints at the end of the report. An out-of-balance condition occurs when the difference between beginning and ending cash and cash equivalents is not equal to the net increase or decrease in cash and cash equivalents.

Example: Statement of Cash Flow

This example shows the contents of a statement of cash flow. The left column shows the description as it appears on the report, the middle column shows the activity code and line item that correspond to that description, and the right column shows amounts, which are typically subtotal amounts.

You define line items for activity codes 20–70 (UDC table 10/CF) and assign accounts to each line item. The system uses those account numbers to calculate the amounts that appear on your report. For most activity codes, the system summarizes the line item amounts into a subtotal. For example, the subtotal description for activity code 20 is Operating Profit Before Working Capital Changes and the subtotal amount is 100.

For activity code 10, you do not assign an account. Instead, you assign AAI item FS*xx*, which you use for Net Profit Before Tax, and the system locates the corresponding amount. This amount is from the Simple Income Statement (R10211B), which is generated when you run the Statement of Cash Flow Report.

For the Depreciation line item, you use accumulated depreciation accounts, which are credit accounts, so that when the amounts are reversed for the report they are added to the Net Income Before Tax line item.

Name of Company
Statement of Cash Flows
For the Period Ending day/month/year

Cash Flows from Operating Activities			
Net Profit Before Tax	Activity code 10		1,000
Adjustment for:			
Depreciation and Amortization	Activity code 20, line 1	50	
Profit/Loss on Sale of Fixed Assets	Activity code 20, line 2	100	
Decrease in Interest Expense	Activity code 20, line 3	-25	
Decrease in Other Expense	Activity code 20, line 4	-25	
Operating Profit Before Working Capital Changes	Subtotal activity code 20, lines 1-4		100
Decrease in Inventory	Activity code 30, line 1	25	
Increase in Receivables	Activity code 30, line 2	-25	
Decrease in Payables	Activity code 30, line 3	-25	
Cash Generated from Operations	Subtotal activity code 30, lines 1-3		-25
Increase in Taxes Paid	Activity code 40, line 1	25	
Increase in Dividends Paid	Activity code 40, line 2	25	
Increase in Other Non-Operating Income	Activity code 40, line 3	-50	
Increase in Other Non-Operating Expense	Activity code 40, line 4	50	
Net Cash Flow from Operating Activities	Subtotal activity codes 10+20+30+activity code 40, lines 1-4		1,125
Increase in Purchase of Fixed Assets	Activity code 50, line 1	-50	
Decrease in Proceeds of Sale of Fixed Assets	Activity code 50, line 2	25	
Increase in Purchase of Other Assets	Activity code 50, line 3	-25	
Net Cash Flow from Investing Activities	Subtotal activity code 50, lines 1-3		-50
Decrease in Non-Current Liabilities	Activity code 60, line 1	-50	
Increase in Capital Stock (excluding Retained Earnings)	Activity code 60, line 2	-50	
Net Cash Flow from Financing Activities	Subtotal activity code 60, lines 1-2		-100
Net Increase/Decrease in Cash and Cash Equivalents			**975
Cash and Cash Equivalents (beginning balance)			350
Cash and Cash Equivalents (ending balance)			1,325

Statement of Cash Flows

** This amount equals the difference between the beginning balance and ending balance of cash and cash equivalents.

Prerequisites

Before you complete the tasks in this section:

- Ensure that all financial statements for the fiscal period have been generated.
- Ensure that you have access to the programs in the Financial Reports system (system code 10).

Printing the Statement of Cash Flow

Select Statement of Cash Flow (G1031), Statement of Cash Flow Report.

Setting Data Selection for Statement of Cash Flow Report

To generate a Statement of Cash Flow Report that includes more than one company, the currency, the fiscal date pattern and account structure must be the same for the companies that you specify in the data selection.

Setting Processing Options for Statement of Cash Flow Report (R10521)

Processing options enable you to specify the default processing for programs.

Select

1. Fiscal Date Pattern Company

Specify which company fiscal date pattern you want to use to print the date on the report. If you leave this processing option blank, the system uses the current period for company 00000 and prints the corresponding date.

2. Thru Period Number and **3. Fiscal Year**

Specify the through period number and fiscal year n which to run the Statement of Cash Flow Report. If you leave these processing options blank, the system uses the current period number and current fiscal year of the company in the Fiscal Date Pattern Company processing option. If that processing option is blank, the system uses the current period number and fiscal year of company 00000.

4. Ledger Type

Specify the ledger type to use for the Statement of Cash Flow Report. If you leave this processing option blank, the system uses ledger type *AA*. If you work in a multicurrency environment, the currency of the ledger type must be the same as the currency of the company on the report.

Display

1. Scaling

Specify the value in which to scale amounts on the report. Values are 1, 10, 100, 1000, 10000, 100000, 1000000, 10000000, 100000000, and 1000000000. The system performs rounding when it scales amounts. If you leave this processing option blank, the system does not scale amounts.

(RUS) Generating a Cash Flow Statement

This section provides an overview of the Cash Flow report, lists prerequisites, and discusses how to:

- Print the cash flow statement.
- Set processing options for Cash Flow (R74R9050).

Understanding the Cash Flow Report

The Russian government requires that you produce a cash flow report at the end of each accounting period. The Cash Flow statement (R74R9050) shows the starting balances of a group of accounts as well as the activity in the correspondence accounts. When you generate the Cash Flow statement, the system prints a report in PDF format and populates the F74R9050 table.

The report can show amounts for one account, a group of accounts, or a formula based on previous rows. You determine the amounts that appear on the report when you use the G/L Report Setup program (P74R9020) to create the format for the report. If, when you create the report format, you define a row type as ACC (Accounts Only) or as AGR (Accounts Group), the system writes balances from the Account Balances table (F0902) to populate the starting balances on the report. The first column of the report shows the amount for the current fiscal year, and the second column shows the amount of the previous fiscal year. If you define a row type as AC2 (Correspondence - Account), the system populates the report with Period activity amounts (Periods 01 through 12) from the F74R9002 table.

The system accesses the values in processing options to determine whether to scale the amounts that it prints, the ledger and subledgers to use, and whether to print the report title the was defined in the Setup G/L Reports program.

Prerequisite

Verify that the report format, row descriptions, and other information that the system uses to print the report exist in tables F74R9020, F74R9021, F74R9022, and F74R9023.

Printing the Cash Flow Statement

Select General Ledger (G74R09), Cash Flow.

Setting Processing Options for Cash Flow (R74R9050)

Processing options enable you to specify the default processing for programs and reports.

Defaults

1. Fiscal Year Enter the year for which you run the report. If you leave this processing option blank, the system uses the current year for the company specified in the Company Number processing option.

2. Period Number Enter the period number for which you run the report. If you leave this processing option blank, the system uses the current period for the company specified in the Company Number processing option.

3. Company Number Specify the number of the company for which you run the report. If you leave this processing option blank, the system uses company 00000.

4. Ledger Types (LT1, LT2, LT3) Enter up to three ledger types for which you run the report. The values that you enter must exist in UDC table 09/LT.

5. Subledger Specify the subledger for which you run the report. Enter * to run the report for all subledgers. Enter a specific subledger to run the report for the specific subledger. Leave the processing option blank to suppress subledger information.

6. Subledger Type Specify the subledger type for which you run the report. The value that you enter must exist in UDC table 00/ST.

7. Scale Factor Specify the scaling factor that the system uses when printing numerical values on the report. The value that you enter must exist in UDC table 74R/SF.

When you choose to scale numerical values, the system divides the numerical values on the report by the scaling amount that you specify. For example, suppose that the amount for an account in the F0902 table is 23,929. If you choose to scale the amount by a factor of 1000, the system divides 23,929 by 1000, rounds to the nearest whole number, and prints 24 on the report.

Print

1. Report Name Specify the format that the system uses to print the report. The format that you specify must exist in the F74R9020 table.

2. Report Title Specify the title that prints on the report.

3. Report Title Continuation Specify additional text that prints as the title of the report.

(RUS) Generating the Changes in Equity Report

This section provides an overview of the Changes in Equity report, lists prerequisites, and discusses how to:

- Print the Changes in Equity report.
- Set processing options for Changes in Equity.

Understanding the Changes in Equity Report

The Russian government requires that you produce a changes in equity report at the end of each accounting period. The Changes in Equity report (R74R9040) shows the progress of several equity accounts. The report shows the balance, period activity, year-end adjustments as shown in accounting periods 13 and 14, and the starting balances for current and previous year.

When you generate the Changes in Equity report, the system prints a report in PDF format and populates the F74R9040 table.

Prerequisite

Verify that the report format, row descriptions, and other information exists in the F74R9020, F74R9021, F74R9022, and F74R9023 tables.

Printing the Changes in Equity Report

Select General Ledger (G74R09), Changes in Equity.

Setting Processing Options for Changes in Equity (R74R9040)

Processing options enable you to specify the default processing for programs and reports.

Defaults

1. Fiscal Year

Enter the year for which you run the report. If you leave this processing option blank, the system uses the current year for the company specified in the Company Number processing option.

2. Period Number

Enter the period number for which you run the report. If you leave this processing option blank, the system uses the current period for the company specified in the Company Number processing option.

3. Company Number

Specify the number of the company for which you run the report. If you leave this processing option blank, the system uses company 00000.

4. Ledger Types (LT1, LT2, LT3)

Enter up to three ledger types for which you run the report. The values that you enter must exist in the Ledger Type (09/LT) UDC table.

5. Subledger

Specify the subledger for which you run the report. Enter * to run the report for all subledgers. Enter a specific subledger to run the report for the specific subledger. Leave the processing option blank to suppress subledger information.

6. Subledger Type

Specify the subledger type for which you run the report. The value that you enter must exist in the Subledger Type (00/ST) UDC table.

7. Scale Factor

Specify the scaling factor that the system uses when printing numerical values on the report. The value that you enter must exist in the Scale Factor (74R/SF) UDC table.

When you choose to scale numerical values, the system divides the numerical values on the report by the scaling amount that you specify. For example, suppose that the amount for an account in F0902 table is 23,929. If you choose to scale the amount by a factor of 1000, the system divides 23,929 by 1000, rounds to the nearest whole number, and prints 24 on the report.

Print

1. Report Name

Specify the format that the system uses to print the report. The format you specify must exist in the Set Up G/L Reports table (F74R9020).

2. Report Title

Specify the title that prints on the report.

3. Report Title Continuation

Specify additional text that prints as the title of the report.

Generate Consolidated Financial Reports

This section provides an overview of consolidated financial reports, lists a prerequisite and discusses how to:

- Print a Consolidated Income- 7 Column statement.
- Set data selection and data sequence for Consolidated Income- 7 Column.
- Set processing options for Consolidated Income- 7 Column.
- Print a consolidated balance sheet.
- Set data selection and data sequence for Consolidated Balance Sheet.
- Set processing options for Consolidated Balance Sheet (R10311A).

Understanding Consolidated Financial Reports

At the end of each financial period, most companies produce financial reports. To combine income or balance sheet information across companies or business units, you can print consolidated financial reports. These reports use information that is stored in the F0006, F0901, and F0902 tables.

The General Accounting system provides several sample versions of consolidated financial reports. Before you print them, you must first define the column headings and data that you want to appear in each column of the report. This also applies to consolidate financial reports:

- Each report includes a consolidated column.

  The system calculates the consolidated column based on the amounts in the other columns.
- Amounts on the report appear as whole currency amounts.

  Decimal amounts are omitted.
- You can define as many columns as fit on the printed report.

Prerequisite

Define the column headings and data that you want to appear in each column of the consolidated financial report.

See *EnterpriseOne Tools 8.94 PeopleBook: Development Tools: Report Design Aid and Report Printing Administration Technologies*

Printing a Consolidated Income- 7 Column Statement

Select Financial Reports (G10), Consolidated Income- Column.

To see income (profit and loss) information that is combined for companies or business units, print the Consolidated Income-7 Column statement (R103121A). Amounts on consolidated income statements include a maximum of 999 million with separators and 999 billion without separators. You can include information for the current period or year to date.

Setting Data Selection and Sequence for Consolidated Income- 7 Column

The first data selection must be the object account range for your profit and loss accounts. The DEMO versions have predefined columns for specific companies. To create a report for companies other than those that are defined in the DEMO versions, you must use the Report Design Aid tool to set up data selection and column titles.

See *EnterpriseOne Tools 8.94 PeopleBook: Development Tools: Report Design Aid and Report Printing Administration Technologies*

You must sequence only by object and subsidiary account. If you do not, your column data will spread over many pages.

Setting Processing Options for Consolidated Income- 7 Column (R103121A)

The processing options for the Consolidated Income- 7 Column statements are the same as those for the Simple Income Statement with these exceptions.

See Chapter 34, "Generating Financial Reports," Setting Processing Options for Simple Income Statement (R10211B), page 390.

Dates

Period Number and **Fiscal Year**

Enter the period number and fiscal year that the report should be based on. If you leave these processing options blank, the system uses the financial reporting date of company 00000.

Amounts

Period/YTD

Specify the account balances to appear on the report. Values are:

Blank: Print year-to-date account balances.

1: Print account balances for a single period.

Calculations

Calculate Net Income

Specify whether to calculate net income. Values are:

Blank: Do not calculate net income.

If the version uses AAI subtotaling, leave this processing option blank. The system will automatically calculate and print net income.

1: Calculate net income.

Signs

Reverse Sign

Specify how to print amounts. Values are:

0 (zero): Print amounts in their original debit and credit format.

1: Reverse the sign for revenue and expense accounts.

2: Reverse the sign for revenue accounts only (revenues and expenses will print as positive).

Printing a Consolidated Balance Sheet

Select Financial Reports (G10), Consolidated Balance Sheet.

To make balance sheet comparisons using combined totals for companies or business units, print the Consolidated Balance Sheet (R10311A) for the current period or the year to date. You can consolidate up to seven different reporting entities on the consolidated balance sheet.

Setting Data Selection and Sequence for Consolidated Balance Sheet

The first data selection must be the object account range for the balance sheet accounts. The DEMO versions have predefined columns for specific companies. To create a report for companies other than those that are defined in the DEMO versions, you must use the Report Design Aid tool to set up data selection and column titles.

See *EnterpriseOne Tools 8.94 PeopleBook: Development Tools: Report Design Aid and Report Printing Administration Technologies*

You must sequence only by object and subsidiary account. If you do not, the column data will spread over many pages.

Setting Processing Options for Consolidated Balance Sheet (R10311A)

The processing options for the Consolidated Income- 7 Column statements are the same as those for the Simple Income Statement with this exception.

See Chapter 34, "Generating Financial Reports," Setting Processing Options for Simple Income Statement (R10211B), page 390.

Dates

Period Number and **Fiscal Year** — Enter the period number and fiscal year that the report should be based on. If you leave these processing options blank, the system uses the financial reporting date for company 00000.

Calculations

Compute YTD Income — Specify whether to calculate year-to-date income. Values are:

Blank: Do not calculate year-to-date income.

1: Calculate year-to-date income.

Signs

Reverse Sign — Specify how to print amounts. Values are:

0 (zero): Print amounts in their original debit and credit format.

1: Reverse the sign for liability and equity accounts.

Generating Monthly Spreadsheets

This section provides an overview of monthly spreadsheets, lists a prerequisite, and discusses how to:

- Print the monthly spreadsheet.
- Set processing options for Monthly Spreadsheet.

Understanding Monthly Spreadsheets

To examine trends in your company's financial activity, print the Monthly Spreadsheet (R10412A). You can analyze actual and budget amounts for period-to-date, as well as year-to-date. You can also show current period amounts with budget amounts for future periods.

The monthly spreadsheet rounds to the thousands. For example, if the amount is 2700, it rounds to 3000 and prints as 3. If you want a spreadsheet with different specifications, you can design your own by using the Report Writer.

Note. You must use version XJDE0006 or create a copy of the version if you want AAI subtotals to appear on your report. XJDE0006 contains additional event rules for AAI subtotaling; therefore, you cannot add a version and achieve the desired results.

The monthly spreadsheet uses information stored in the F0902 table.

Prerequisite

Verify that the financial reporting period is set correctly.

See Chapter 41, "Changing Financial Reporting Dates," Changing a Financial Reporting Date, page 541.

Printing the Monthly Spreadsheet

Select Financial Reports (G10), Monthly Spreadsheet.

Setting Processing Options for Monthly Spreadsheet (R10412A)

The processing options for the Monthly Spreadsheet are the same as those for the Simple Income Statement with the exceptions described in this section.

See Chapter 34, "Generating Financial Reports," Setting Processing Options for Simple Income Statement (R10211B), page 390.

Dates

1. Period Number and **Fiscal Year** — Enter the period number and fiscal year that the report should be based on. If you leave these processing options blank, the system uses the financial reporting date for company 00000.

LOD

1. Level of Detail — Enter the lowest level of account detail to print on the spreadsheet.

Signs

1. Reverse Sign Specify how to print amounts. Values are:

0 (zero): Print amounts in their original debit and credit format.

1: Reverse the sign for income statement accounts (revenues print as positive and expenses print as negative).

2: Reverse the sign for liability and equity accounts.

3: Reverse the sign for revenue accounts only (revenues and expenses print as positive).

Calculations

1. Calculate Net Income Specify the type of net income to calculate. Values are:

1: Calculate balance sheet net income.

2: Calculate profit and loss net income.

3: Do not calculate net income (default)

Headings

1. Print Heading Specify how to print headings. Values are:

Blank: Headings print on the first page only.

1: Headings print with page number and run date on each page.

2: Headings print without page number and run date.

2. Date Title Type Enter the date title type to print in the page heading. If you leave this processing option blank, a date title does not print.

Columns

1. Column Format Specify the format of the twelve columns that print on the spreadsheet:

1: Last 12 Months Actual (default)

2: Year-to-Date Actual

3: Year-to-Date Actual plus Remaining Budget.

2. Budget Ledger Type If the Column Format processing option is set to *3*, enter the ledger type for the remaining budget. If you leave this processing option blank, the system uses ledger type *BA*.

3. Ledger Type Enter the ledger type in which to base the spreadsheet. If you leave this processing option blank, the system uses ledger type *AA*.

Generating Variance Analysis Reports

To compare actual to budget amounts and compute current period and year-to-date variances, use the variance analysis reports.

This section discusses how to:

- Print the Variance Analysis report.
- Set processing options for Variance Analysis.
- Print the Variance Analysis with Five Months report.
- Set processing options for Variance Analysis with Five Months.

Printing the Variance Analysis Report

Select Financial Reports (G10), Variance Analysis.

The Variance Analysis report (R10212A) lists budget and actual amounts, and shows the difference (variance) between the two amounts. In addition, the percentage that is associated with each line item reflects the percentage of revenues. The percentage of budget that is associated with each line item is equal to the variance divided by the budget for the current period or year-to-date.

Setting Processing Options for Variance Analysis (R10212A)

The processing options for the Variance Analysis are the same as those for the Monthly Spreadsheet with the exception described in this section.

See Chapter 34, "Generating Financial Reports," Setting Processing Options for Monthly Spreadsheet (R10412A), page 407.

Dates

Period Number and **Fiscal Year** Enter the period number and fiscal year that the report should be based on. If you leave these processing options blank, the system uses the financial reporting date of the company.

Printing the Variance Analysis with Five Months Report

Select Financial Reports (G10), Variance Analysis w/5 Months.

The Variance Analysis with Five Months Actual report (R10411A) lists annual and year-to-date budget amounts, year-to-date actual amounts, and the year-to-date variance. The report also lists actual amounts for the period that is specified in the processing option and the four preceding periods.

Setting Processing Options for Variance Analysis with 5 Months (R10411A)

The processing options for Variance Analysis with 5 Months are the same as those for the Monthly Spreadsheet with the exception described in this section.

See Chapter 34, "Generating Financial Reports," Setting Processing Options for Monthly Spreadsheet (R10412A), page 407.

Date

Period Number and **Fiscal Year** Enter the period number and fiscal year in which to print the report. If you leave this processing option blank, the financial report date of the company

is used. For the reporting date to be company- specific, you must set the data sequence by company.

(RUS) Generating the Petty Cash Book Report

This section provides an overview of the Petty Cash Book report and discusses how to:

- Run the Petty Cash Book report.
- Set processing options for Petty Cash Book.

Understanding the Petty Cash Book Report

Many transactions in Russia, including payroll and reimbursement for expenses, are paid in cash. Because of the transitory nature of cash, the Russian government requires additional steps to assure accurate accounting of cash transactions.

The Petty Cash Book report contains one or more page for each day of the year in which petty cash transactions take place. The pages list the transactions for the day. All pages are numbered consecutively by date; there may be no skipped numbers. This report satisfies the legal need for printing Russian Petty Cash Book. Transactions which are posted to the General Ledger and transactions for which you have printed a cash issue note or a cash receipt note appear in the Petty Cash Book report.

When you run the Petty Cash Book report, the system reads records in F74R0100 table, the F0901 table, and the F0911 table and summarizes the data by the G/L Date of the records.

The Petty Cash Book report lists:

- Document number of the cash issue and cash receipt documents.
- Name of person who received or issued the cash.
- Corresponding account.
- Issue amount.
- Beginning balance of the account.
- Ending balance of the account.
- Cash payroll transaction.

You use the Cash Book report to reconcile the Petty Cash Issue and Petty Cash Receipt documents against petty cash accounts.

Running the Petty Cash Book Report

Select Cash Desk Transactions (G74RCASH), Cash Book Report.

Setting Processing Options for Petty Cash Book (R74R5001)

Processing options enable you to specify the default processing for programs and reports.

Selection

Company Specify the company for which you run the report. If you leave this processing option blank, the system searches records for company 00000.

Business Unit Specify the business unit for which you run the report. If you leave this processing option blank, the system selects records for all business units associated with the company that you specify in the Company processing option.

Start Date Specify the beginning of the date range that the system uses when selecting records to process.

Through Date Specify the end of the date range that the system uses when selecting records to process.

Accounting

Petty Cash Account Number Specify the account number of petty cash transactions.

Russian Account Analysis Category Specify the petty cash account.

Petty Cash Book Document Type Specify the document type of the outbound petty cash transactions you want to process. The value that you enter must exist in the Petty Cash Document Type (74R/CD) UDC table.

Detail Lines per Page Specify the number of detail lines that print on each page. The maximum number of lines that you can use is determined by the page size. For example, for a standard letter size page, you can print up to 47 lines.

Ledger Type Specify the ledger type that the system uses to select records to process. The value that you enter must exist in the Ledger Type (00/LT) UDC table.

Print Fields

Cashier Full Name Specify the name of the cashier responsible for the Cash Book.

Accountant Full Name Specify the name of the accountant responsible for the Cash Book.

Print Header Page Specify whether the system prints a header page. Enter Y to print the header page. Leave this option blank or enter N to suppress printing the page.

Print Footer Page Specify whether the system prints a footer page. Enter Y to print the footer page. Leave this option blank or enter N to suppress printing the page.

Number Leaf for Month Specify the month that prints in the footer of the report, when you set the Print Footer Page option to Y.

Start Page Number Specify the starting page number that the system prints on the report.

Report Name Specify the title that the system prints on the report. Leave this processing option blank to append the text that you enter to the text "Petty Cash for". For example, if you enter March 31, 2007, the system prints Petty Cash for

March 31, 2007 on the report. Enter *1* to have the system print the text "Loose Leaf of Cash Book" on the report.

Foreign Currency Enter Y to print the foreign currency specified for the account in the F0901 table. Leave this processing option blank or enter N to print the report in domestic currency.

Print Voided Documents Enter *Y* to include voided documents in the report. Leave this option blank or enter *N* to exclude voided documents.

Language

Report Language Preference Specify the language in which the system prints the report. The value that you enter must exist in UDC table 01/LP.

(ITA) Verifying Account Balances

This table lists the standard procedures that companies in Italy should perform before month-end reporting is completed. The table represents a series of control reports and balance verification programs with a brief description of each, and the frequency with which you should perform the procedure.

Procedure	Program	Description	Frequency
Verify that document numbers are in sequence.	Sequential Number Report (R74099A, R74099B, R74099C, and R74099D)	This report shows any interruption in the document number sequence and in the registration date sequence.	Daily
Print a list of all unposted batches.	Unposted Batches Integrity Test (R007011)	This report shows any unposted batches. Post all batches before you verify balances.	Weekly
Verify that batch detail and batch header information match.	Transactions to Batch Headers Integrity Test (R007021)	This report shows mismatches between batch headers and the individual transactions within the batch. Mismatches might include transactions for which no batch header or posted transactions exist.	Weekly
Balance the AR and GL ledgers.	A/R to G/L by Batch Integrity Test (R03B701)	This report checks the balance between the F03B11 and F0911 tables by batch number. The report also shows anomalous situations regarding the payment status. If the F03B11 and F0911 ledgers are out of balance, use the Supplier/Customer Totals by Account report (R09450) as an additional verification tool.	Weekly
Balance the AR and GL ledgers by accounting class.	A/R to G/L by Accounting Class Integrity Test (R03B7001A)	This report matches the F03B11 to the F0902 table by accounting class.	Weekly

Procedure	Program	Description	Frequency
Balance the AP and GL ledgers.	A/P Original Documents to G/L by Batch Integrity Test (R04701)	This report checks the balance between the F0411 and F0911 tables by batch number. The program also shows anomalous situations regarding the payment status. If the F0411 and F0911 tables are out of balance, use the Supplier/Customer Totals by Account report (R09450) as an additional verification tool. **Note.** If the *Bolle Doganali* are entered as prepaid documents, the ledger and the Customs debit account might be out of balance.	Weekly
Balance the AP and GL ledgers by accounting class.	A/P Originals to G/L by Batch Integrity Test (R047001A)	This report matches the F0411 and F0902 tables by offset account.	Weekly
Print trial balance reports.	Trial Balance by Object and Subsidiary (R7409C3) Trial Balance by category code 21, 22, 23 (R70472)	These trial balance reports print by object.subsidiary and by category code 21, 22, and 23.	Monthly
Print monthly VAT reports.	A/R - A/P IVA Tax Report - Italy (R004051)	Print a version of this report for EU VAT purchases to show the currency amounts of your invoices. Print other versions of the report to show the rest of the VAT ledgers.	Per tax regulations

CHAPTER 35

(CHN) Generating Financial Reports for Beijing, Guangzhou, and Shanghai

This chapter provides an overview of the financial reports for Beijing, Guangzhou, and Shanghai, lists prerequisites, and discusses how to:

- Generate Beijing financial reports
- Generate Guangzhou financial reports
- Generate Shanghai financial reports

Understanding Financial Reports for Beijing, Guangzhou, and Shanghai

China has a standardized chart of accounts, which is used to create balance sheets and income statements. The country has different balance sheets and income statement formats for different businesses, as well as different formats for state-owned and foreign-invested businesses.

The cities of Beijing, Guangzhou, and Shanghai require that you report financial data according to the Chinese reporting formats for each city. The chart of accounts for your organization might not correlate to the codes that each city requires. To produce the financial reports in the layout that is required by each city, you must link your chart of accounts to the Chinese reporting codes that are provided by the cities of Beijing, Guangzhou, and Shanghai.

To link your chart of accounts to the Chinese reporting codes, you can use account category codes 21–43 in system 09. The values for these category codes are stored in the F0901 table.

The Chinese reporting codes and layout details for financial reports are in separate UDC tables for system 75C. These UDC tables contain layout information, such as line numbers and headings for section totals, and the reporting code information, such as descriptions of accounts. The values in the UDC tables for system 75C exist merely as a method to deliver the reporting codes and layout information to you; the system does not read the values from system 75C when you run the reports.

Before the system can read the values for the Chinese reporting codes and layout details, you must copy the values from the UDC tables in system 75C to category codes 21–43 in system 09 by running the Copy UDC from F0005 and F0005D program (R090005). The values must be copied to system 09 because they must be associated with your chart of accounts.

After you copy the reporting codes and layout detail values to system 09, you can use the Accounts program (P0901) to link the values to accounts in your chart of accounts if your user display preference is set to China (CN). The system prints the amounts from your chart of accounts in the correct place on the financial reports, according to the appropriate layout. After you link your chart of accounts to the reporting codes, you can verify that the accounts are correctly associated by running the Account Master reports.

See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Accounts," Understanding Category Reporting Codes.

When you run a financial report for Beijing, Guangzhou, or Shanghai, the system reads the Account Master (F0901) and Account Balances (F0902) tables and writes the summarized data to the China Financial Report Staging Work File table (F75CUI2). The system reads the data in table F75CUI2, reads the appropriate UDC table, performs calculations, and formats the data as it writes the data to the China Financial Report Work File table (F75CUI1). The system then writes the formatted data to the report, according to the processing option settings.

In addition to specifying the category codes value to use for the report layout, you complete processing options to specify how the system scales the numerical values on the report, whether the reports shows decimals, how the report displays negative numbers, and whether the system produces the report in English or Chinese. Some reports let you specify that the system prints the report in English or Chinese, or both.

You can produce the Chinese financial reports in Simplified Chinese or in English. Some reports can also be produced in both Simplified Chinese and English. You should verify with the Chinese government of each province the language in which you must submit the reports for that province.

Note. PeopleSoft EnterpriseOne does not support all of the formats that are accepted in Chinese business practice, but it does provide sample reports that you can customize to your specific reporting needs.

Example

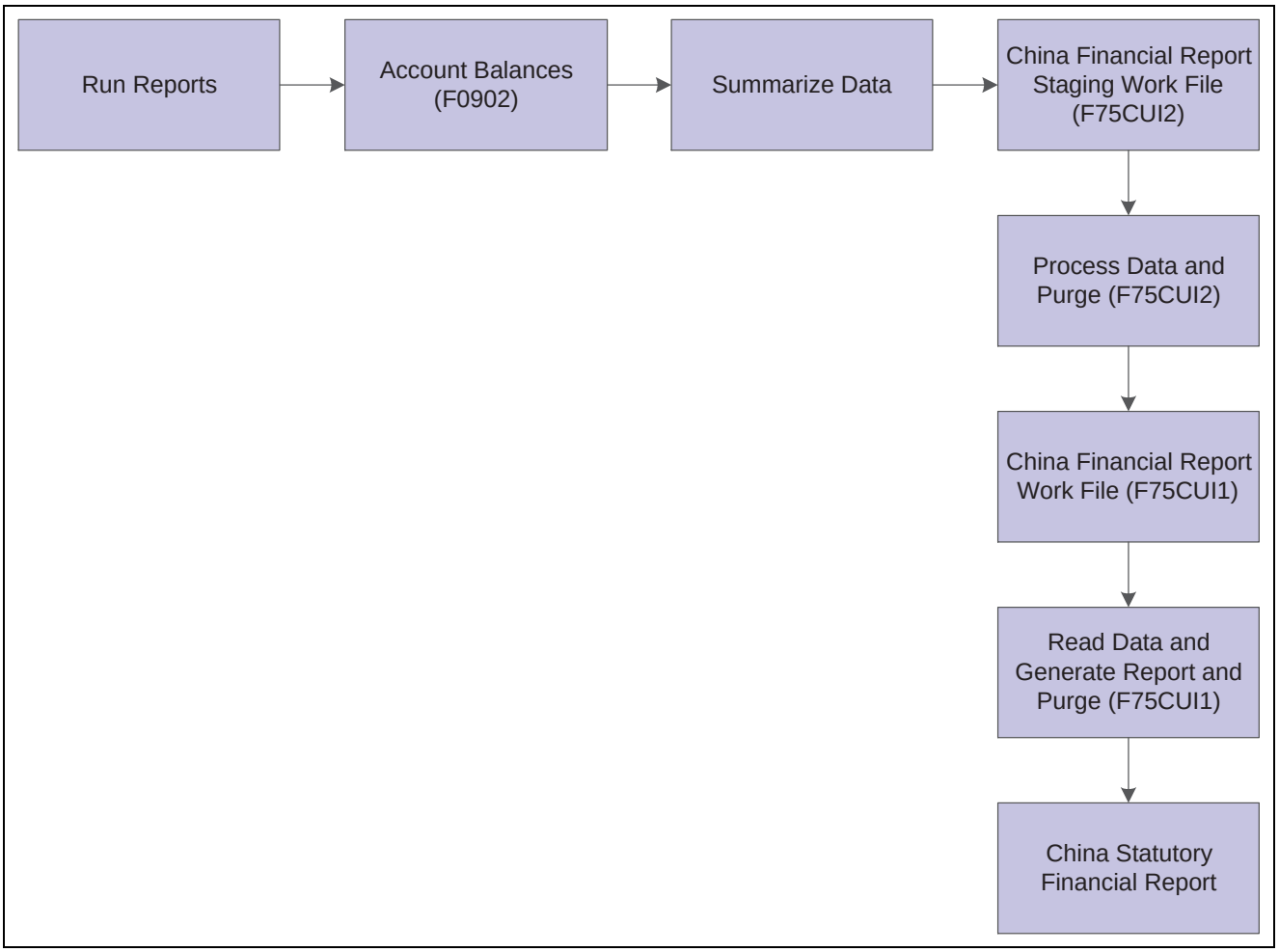
Suppose you need to submit Beijing financial reports. You decide to use account category code 09/24 for the Statement of Value Added Tax Payable report, 09/25 for the Beijing Balance Sheet Yearly report, and 09/26 for the Beijing Income Statement (Industrial) report.

For the Beijing Balance Sheet Yearly report, you would complete these steps:

1. Using R090005, copy the values in UDC 75C/B1 to 09/24, copy the values in UDC 75C/B2 to 09/25, and copy the values from UDC 75C/B4 to 09/26.
2. Use the Review and Revise Accounts program (P0901) to assign the category reporting codes to accounts in your chart of accounts for each of the reports.
3. Assign BJ02–0060 to category code 25 for accounts receivable accounts. BJ02–0060 is the value for Accounts Receivable in the Chinese reporting codes. To assign a category code, select an accounts receivable account on the Work with Accounts form. On the Revise Single Account form, select the Category Codes 21–30 tab and enter *BJ02–0060* in the Category Code 25 field.
4. Assign category code values to the remaining accounts in your chart of accounts.

Process Flow

This graphic shows the system process flow for the Chinese financial reports:



Chinese financial reports process

Prerequisites

Before you complete the tasks in this section:

- Verify that your user display preference is set to China (CN).
- Verify that the values which are needed for a specific report exist in a system 09 account category code. To generate the report in English, the values must exist in English in the F0005 table for system 09. To generate the report in Chinese, the values must exist in the F0005D table for system 09.
- Use the Accounts program to link your chart of accounts to the Chinese reporting codes for a specific report.

Generating Beijing Financial Reports

This section provides overviews of the Beiing Statement of Value Added Tax Payable report, the Beijing Balance Sheet Yearly report, and the Beijing Income Statement (Industrial) report, and discusses how to:

- Print the Beijing Statement of Value Added Tax Payable report.
- Set processing options for Beijing Statement of Value Added Tax Payable.
- Print the Beijing Balance Sheet Yearly report.
- Set processing options for Beijing Balance Sheet Yearly.
- Run the Beijing Income Statement (Industrial) report.
- Set processing options for Beijing Income Statement (Industrial).

Understanding the Beijing Statement of Value Added Tax Payable Report

The Beijing Statement of Value Added Tax Payable report (R75C1000) generates a balance sheet that companies doing business in Beijing, China, are required to give to the local authorities each accounting period. The report includes data about value-added tax (VAT) payable on sales and purchases, and VAT that has been paid on sales and purchases.

You complete the Category Code (21–43) processing option with the system 09 account category code to which you copied the values from the BJ-01 Statement of Tax Payable UDC table (75C/B1).

The maximum length of the description column is 85 characters. The system truncates longer descriptions.

Report Rows and Columns

For lines 1–10 (UDC values BJ01–020 through BJ01–0110) and lines 12–14 (UDC values BJ01–0140 through BJ01–0160), the system prints these amounts:

- For the Current Month column, prints the sum of the accounts from the first accounting period through the accounting period that precedes the period that you specify in the Period Number processing option. For example, if you specify period 6, the system prints the sum of the accounts for periods 1–5.
- For the Current Year Cumulative column, prints the sum of the accounts for the appropriate UDC value for the period that you specify in the Period Number processing option. For example, if you specify period 6, the system prints the sum of the accounts for periods 1– 6.

This table shows how the system prints amounts in the rows and columns on the Beijing Statement of Value Added Tax Payable report:

UDC Value	Row Title	Line	Explanation
BJ01–0010	VAT payable	Title	Prints this title on the report. You do not associate any accounts to this UDC value.
BJ01–0020	Amount unpaid at beginning of year	1	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ01–0030	VAT on sales	2	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ01–0040	VAT refund for exported goods	3	Prints the sum of the accounts that you associated with this UDC.

UDC Value	Row Title	Line	Explanation
BJ01–0050	Amount transfer out from VAT on purchase	4	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ01–0060	Transfer out overpaid VAT	5	Prints the sum of the accounts that you associated with this UDC.
BJ01–0070	VAT on purchase	6	Prints the sum of the accounts that you associated with this UDC.
BJ01–0080	VAT paid	7	Prints the sum of the accounts that you associated with this UDC.
BJ01–0090	Tax reduced and exempted	8	Prints the sum of the accounts that you associated with this UDC.
BJ01–0100	VAT payable on domestic sales	9	Prints the sum of the accounts that you associated with this UDC.
BJ01–0110	Transfer out unpaid VAT	10	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ01–0120	Amount not yet deducted at end of period	11	Prints the sum of lines 1–10 for each column.
BJ01–0130	VAT unpaid:	Title	Prints this title on the report. You do not associate any accounts to this UDC value.
BJ01–0140	Amount unpaid at beginning of year	12	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ01–0150	Amount transfer in at current period	13	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ01–0160	Amount paid at current period	14	Prints this title on the report. You do not associate any accounts to this UDC value.
BJ01–0170	Amount unpaid at end of period	15	Prints the sum of lines 12, 13, and 14 for each column as a reversed number.

Print the Beijing Statement of Value Added Tax Payable Report

Select Financial Reports (G75C09), Beijing Statement of Value Added Tax Payable.

Setting Processing Options for Beijing Statement of Value Added Tax Payable (R75C10001)

Processing options enable you to specify the default processing for reports.

Selection

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Company Specify the company for which the system runs the report. The company that you enter must exist in the F0010 table. You must complete this processing option.

2. Fiscal Year Specify the year of the fiscal period for which the system runs the report. Enter a two-digit year. If you leave this processing option blank, the system uses the current fiscal year.

3. Period Number Specify the code for the ledger that is assigned to the records that you want to process. If you leave this processing option blank, the system uses the current accounting period.

4. Ledger Type Specify the code for the ledger that is assigned to the records that you want to process. If you leave this processing option blank, the system processes records with a ledger type of AA.

5. Category Code (24–43) Specify the system 09 account category code to which you copied the values from system 75C. Values are category codes 24 through 43. The system uses the values in the category code that you specify to determine the layout of the report.

Display

Although processing option are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Scaling Specify the factor by which the system divides the amounts in the F0902 table before the system prints the amounts on the report. The factor that you specify must exist in the Scaling UDC table 75C/SC. For example, suppose that the amount for an account in table F0902 is 23,929. If you complete this processing option with *1000*, the system divides 23,929 by 1000, rounds to the nearest whole number, and prints 24 on the report. You can set the Display Decimal processing option to make the system display the scales amount with decimals.

If you leave this processing option blank, the system prints the amounts from table F0902 as they appear in the table.

2. Decimal Display Specify whether the system prints the amounts on the report with a decimal. If you complete the Scaling processing option, the system divides the amount in the F0902 table by the amount that you specify, rounds the amount, and then places the decimal as you specify in this processing option. For example, suppose that the amount for an account in table F0902 is 23,929. You complete the Scaling processing option with *1000* and this processing option with *1*. The system divides 23,929 by 1000, rounds the amount, and prints the amount

with two decimal places. In this example, the amount printed on the report would be 23.93. Values are:

Blank: Do not print the amounts with decimals.

1: Print the amounts with two decimals.

3. Negative Sign

Specify how negative numbers appear on the report. Values are:

Blank: Print a minus sign (–) before the number.

1: Print parentheses around the number. For example, for the number 10 to appear as a negative number, the report prints (10).

4. Language

Specify the language in which the system prints the report. Values are:

Blank or *1:* Print the report in Chinese.

2: Print the report in English.

3: Print the report in both Chinese and English.

5. Language Code for Chinese

Specify the language code for Chinese when you complete the Language processing option with a value that causes the system to print the report in Chinese. The code that you specify must exist in the language UDC table 01/LP. If you leave this processing option blank, the system prints this report in English only, even if the Language processing option specifies that the system prints the report in Chinese, or both English and Chinese.

Understanding the Beijing Balance Sheet Yearly Report

The Beijing Balance Sheet Yearly report (R75C10002) generates a balance sheet that companies doing business in Beijing, China, are required to give to the local authorities each accounting period. The report includes data about assets, liabilities, and owners' equity.

You complete the Category Code (21–43) processing option with the system 09 account category code to which you copied the values from the BJ–02 Yearly Balance Sheet UDC table 75C/B2.

The maximum length of the description columns is 55 and 61 characters. The system truncates longer descriptions.

Report Rows and Columns

The system completes the amounts in the Beginning of Year column with the amount from the Balance Forward field in the F0902 table, and completes the At End of Period column with the amount in the Balance Forward field plus the sum of the period ending amounts for the periods up to and including the period that you specify in the Period Number processing option. For example, if you specify period 4 in the Period Number processing option, the system prints the sum of the Balance Forward field plus the amounts for periods 1, 2, 3, and 4 on the report.

This table shows how the system prints amounts in the rows and columns on the Beijing Balance Sheet Yearly report:

UDC Value	Row Title	Line	Explanation
BJ02–0010	CURRENT ASSETS	Title	Prints this title on the report. You do not associate any accounts to this UDC value.

UDC Value	Row Title	Line	Explanation
BJ02–0020	Cash on hand	1	Prints the sum of the accounts that you associated with this UDC.
BJ02–0030	Cash in bank	2	Prints the sum of the accounts that you associated with this UDC.
BJ02–0040	Marketable securities	4	Prints the sum of the accounts that you associated with this UDC.
BJ02–0050	Notes receivable	5	Prints the sum of the accounts that you associated with this UDC.
BJ02–0060	Accounts receivable	6	Prints the sum of the accounts that you associated with this UDC.
BJ02–0070	Less: Provision for bad debts	7	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0080	Advances to suppliers	8	Prints the sum of the accounts that you associated with this UDC.
BJ02–0090	Other receivables	10	Prints the sum of the accounts that you associated with this UDC.
BJ02–0100	Prepaid expense	11	Prints the sum of the accounts that you associated with this UDC.
BJ02–0110	Inventories	12	Prints the sum of the accounts that you associated with this UDC.
BJ02–0120	Less: Provision for loss on realization of inventories	13	Prints the sum of the accounts that you associated with this UDC.
BJ02–0130	Long-term investments maturing within one year	15	Prints the sum of the accounts that you associated with this UDC.
BJ02–0140	Other current assets	16	Prints the sum of the accounts that you associated with this UDC.
BJ02–0150	TOTAL CURRENT ASSETS	17	Prints the sum of lines 1–16.
BJ02–0160	LONG-TERM INVESTMENTS	Title	Prints this title on the report. You do not associate any accounts to this UDC value.
BJ02–0170	Long-term investments	18	Prints the sum of the accounts that you associated with this UDC.
BJ02–0180	Receivables collectible after one year	20	Prints the sum of the accounts that you associated with this UDC.

UDC Value	Row Title	Line	Explanation
BJ02–0190	FIXED ASSETS:	Title	Prints this title on the report. You do not associate any accounts to this UDC value.
BJ02–0200	Fixed assets-cost	21	Prints the sum of the accounts that you associated with this UDC.
BJ02–0210	Less: Accumulated depreciation	22	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0220	Fixed assets-net value	24	Prints the sum of lines 21–22.
BJ02–0230	Disposal of fixed asset	27	Prints the sum of the accounts that you associated with this UDC.
BJ02–0240	CURRENT LIABILITIES	Title	Prints this title on the report. You do not associate any accounts to this UDC value.
BJ02–0250	Short-term loans	42	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0260	Notes payable	43	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0270	Accounts payable	44	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0280	Accrued payroll	45	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0290	Taxes payable	46	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0300	Dividends payable	47	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0310	Advances from customers	48	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0320	Other payables	50	Prints the sum of the accounts that you associated with this UDC as a reversed number.

UDC Value	Row Title	Line	Explanation
BJ02–0330	Accrued expenses	51	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0340	Staff and workers' bonus and welfare fund	52	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0350	Long-term liabilities due within one year	53	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0360	Other current liabilities	54	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0370	Total current liabilities	55	Prints the sum of lines 42–54 as a reversed number.
BJ02–0380	LONG-TERM LIABILITIES	Title	Prints this title on the report. You do not associate any accounts to this UDC value.
BJ02–0390	Long-term loans	56	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0400	Debentures payable	57	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0410	Premium (Discount) on debentures payable	58	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0420	Payables due after one year	59	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0430	TOTAL LONG-TERM LIABILITIES	60	Prints the sum of lines 56–59 as a reversed number.
BJ02–0440	CONSTRUCTION IN PROGRESS	Title	Prints this title on the report. You do not associate any accounts to this UDC value.
BJ02–0450	Construction in progress	28	Prints the sum of the accounts that you associated with this UDC.
BJ02–0460	INTANGIBLE ASSETS	Title	Prints this title on the report. You do not associate any accounts to this UDC value.

UDC Value	Row Title	Line	Explanation
BJ02–0470	Land occupancy right	29	Prints the sum of the accounts that you associated with this UDC.
BJ02–0480	Industry property rights and proprietary technology	30	Prints the sum of the accounts that you associated with this UDC.
BJ02–0490	Other intangible assets	31	Prints the sum of the accounts that you associated with this UDC.
BJ02–0500	TOTAL INTANGIBLE ASSETS	32	Prints the sum of lines 29–31.
BJ02–0510	OTHER ASSETS	Title	Prints this title on the report. You do not associate any accounts to this UDC value.
BJ02–0520	Organization expenses	33	Prints the sum of the accounts that you associated with this UDC.
BJ02–0530	Exchange loss during start-up period	34	Prints the sum of the accounts that you associated with this UDC.
BJ02–0540	Deferred loss on investments	35	Prints the sum of the accounts that you associated with this UDC.
BJ02–0550	Deferred tax charges	36	Prints the sum of the accounts that you associated with this UDC.
BJ02–0560	Other deferred expenses	37	Prints the sum of the accounts that you associated with this UDC.
BJ02–0570	Unamortized exchange losses	38	Prints the sum of the accounts that you associated with this UDC.
BJ02–0580	TOTAL OTHER ASSETS	40	Prints the sum of lines 33–38.
BJ02–0590	TOTAL ASSETS	41	Prints the sum of lines 17, 18, 20, 24, 27, 28, 32, and 40 as a reversed number.
BJ02–0600	OTHER LIABILITIES	Title	Prints this title on the report. You do not associate any accounts to this UDC value.
BJ02–0610	Exchange gain during start-up period	61	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0620	Deferred gain on investments	62	Prints the sum of the accounts that you associated with this UDC as a reversed number.

UDC Value	Row Title	Line	Explanation
BJ02–0630	Deferred tax credits	63	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0640	Other deferred credits	64	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0650	Unamortized exchange gain	65	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0660	TOTAL OTHER LIABILITIES	66	Prints the sum of lines 61– 65 as a reversed number.
BJ02–0670	TOTAL LIABILITIES	67	Prints the sum of lines 55, 60, and 66 as a reversed number.
BJ02–0680	OWNER'S EQUITY	Title	Prints this title on the report. You do not associate any accounts to this UDC value.
BJ02–0690	Registered capital	Title	Prints this title on the report. You do not associate any accounts to this UDC value.
BJ02–0700	Paid-in capital	68	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0710	Including:	Title	Prints this title on the report. You do not associate any accounts to this UDC value.
BJ02–0720	Including: Chinese investment	69	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included on line 68.
BJ02–0730	Foreign investment	70	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included on line 68.
BJ02–0740	Less: Investment returned	71	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0750	Capital surplus	72	Prints the sum of the accounts that you associated with this UDC as a reversed number.

UDC Value	Row Title	Line	Explanation
BJ02–0760	Reserve fund	74	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0770	Enterprise expansion fund	75	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0780	Profits capitalized on return of investments	76	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0790	Current year net income	77	Prints the total of the current year net income, plus the sum of the accounts that you associated with this UDC, as a reversed number. This report calculates the current year net income by subtracting liabilities and owners equity from assets.
BJ02–0800	Undistributed profits	78	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ02–0810	TOTAL OWNERS EQUITY	80	Prints the sum of lines 68 and 71–78 as a reversed number.
BJ02–0820	TOTAL LIABILITIES AND OWNER'S EQUITY	81	Prints the sum of lines 67–80 as a reversed number.

Printing the Beijing Balance Sheet Yearly Report

Select Financial Reports (G75C09), Beijing Balance Sheet Yearly.

Setting Processing Option for Beijing Balance Sheet Yearly (R75C10002)

Processing options enable you to specify the default processing for reports.

Selection

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Company Specify the company for which the system runs the report. The company that you enter must exist in the F0010 table. You must complete this processing option.

2. Fiscal Year Specify the year of the fiscal period for which the system runs the report. Enter a two-digit year. If you leave this processing option blank, the system uses the current fiscal year.

3. Period Number Specify the code for the ledger that is assigned to the records that you want to process. If you leave this processing option blank, the system uses the current accounting period.

4. Ledger Type Specify the code for the ledger that is assigned to the records that you want to process. If you leave this processing option blank, the system processes records with ledger type AA.

5. Category Code (24–43) Use this processing option to specify the system 09 account category code to which you copied the values from system 75C. Value are category codes 24 through 43. The system uses the values in the category code that you specify to determine the layout of the report.

Display

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Scaling Specify the factor by which the system divides the amounts in the F0902 table before the system prints the amounts on the report. The factor that you specify must exist in the scaling UDC table 75C/SC.

For example, suppose that the amount for an account in table F0902 is 23,929. If you enter *1000* for this processing option, the system divides 23,929 by 1000, rounds to the nearest whole number, and prints 24 on the report. You can set the Display Decimal processing option to print scale amounts with decimals.

If you leave this processing option blank, the system prints the amounts from table F0902 as they appear in the table.

2. Display Decimal Specify whether the system prints the amounts on the report with a decimal. If you complete the Scaling processing option, the system divides the amount in the F0902 table by the amount that you specify, rounds the amount, and then places the decimal as you specify in this processing option.

For example, suppose that the amount for an account in table F0902 is 23,929; you enter 1000 for the Scaling processing option and *1* for this processing option. The system divides 23,929 by 1000, rounds the amount, and prints the amount with two decimal places. In this example, the amount printed on the report would be 23.93. Values are:

Blank: Do not print amounts with decimals.

1: Print amounts with two decimals.

3. Negative Sign Specify how negative numbers print on the report. Values are:

Blank: Print minus sign (–) before the number.

1: Print parentheses around the number. For example, the number 10 prints as (10).

4. Language Specify the language in which the system prints the report. Values are:

Blank or *1:*Print the report in Chinese.

2: Print the report in English.

3: Print the report in both Chinese and English.

5. Language Code for Chinese

Specify the language code for Chinese when you complete the Language processing option with a value that causes the system to print the report in Chinese. The code that you specify must exist in the language UDC table 01/LP. If you leave this processing option blank, the system prints this report in English only, even if the Language processing option specifies that the system prints the report in Chinese, or both English and Chinese.

Understanding the Beijing Income Statement (Industrial) Report

The Beijing Income Statement (Industrial) report (R75C10004) generates an industry-specific profit and loss report that companies doing business in Beijing, China, are required to give to the local authorities each accounting period. The report includes data about sales, income, and profits.

You complete the Category Code (21–43) processing option with the system 09 account category code to which you copied the values from the BJ–04 Income Statement (Ind.) UDC table 75C/B4.

The maximum length of the description column is 120 characters. The system truncates longer descriptions.

Report Rows and Columns

The system completes the amounts in the Current Period column with the amount for the period that you specify in the Period Number processing option.

The system completes the Current Year Cumulative column with the sum of the amounts from Period 1 through the period that you specify in the Period Number processing option. For example, if you specify 4 in the Period Number processing option, the system prints the sum of period 1, 2, 3, and 4 in the column.

The system completes the Last Year Cumulative column with the amount from the Balance Forward field from the F0902 table.

This table shows how the system prints amounts in the rows and columns on the Beijing Income Statement (Industrial) report:

UDC Value	Row Title	Line	Explanation
BJ04–0010	Sales	1	Prints the sum of the accounts that you associated with this UDC as a reversed number.
BJ04–0020	Including: Export sales	2	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is also included in line 1.
BJ04–0030	Less: Sales discounts and allowances	3	Prints the sum of the accounts that you associated with this UDC.
BJ04–0040	NET SALES	4	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is also the sum of lines 1–3.
BJ04–0050	Less: Sales tax	5	Prints the sum of the accounts that you associated with this UDC.

UDC Value	Row Title	Line	Explanation
BJ04–0060	Cost of sales	6	Prints the sum of the accounts that you associated with this UDC.
BJ04–0070	Including: Cost of export sales	7	Prints the sum of the accounts that you associated with this UDC. This amount is also included in line 6.
BJ04–0080	GROSS PROFIT	8	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is also the sum of lines 4– 6.
BJ04–0090	Less: Selling expenses	9	Prints the sum of the accounts that you associated with this UDC.
BJ04–0100	General & administrative expenses	10	Prints the sum of the accounts that you associated with this UDC.
BJ04–0110	Financial expenses	11	Prints the sum of the accounts that you associated with this UDC.
BJ04–0120	Including: Interest expenses (less interest income)	12	Prints the sum of the accounts that you associated with this UDC. This amount is also included in line 11.
BJ04–0130	Exchange loss (less exchange gains)	13	Prints the sum of the accounts that you associated with this UDC. This amount is also included in line 11.
BJ04–0140	INCOME FROM MAIN OPERATION	14	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is also the sum of lines 8–11.
BJ04–0150	Add: Income from other operations	15	Prints the sum of the accounts that you associated with this UDC as a reversed number. A positive number denotes income. A negative number denotes expenses.
BJ04–0160	OPERATING INCOME	16	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is also the sum of lines 14 and 15.
BJ04–0170	Add: Investments income	17	Prints the sum of the accounts that you associated with this UDC as a reversed number. Is the sum is equal to zero, the system does not print an amount.

UDC Value	Row Title	Line	Explanation
BJ04–0180	Non-operating income	18	Prints the sum of the accounts that you associated with this UDC as a reversed number. A positive number denotes income. A negative number denotes expenses.
BJ04–0190	Less: Non-operating expenses	19	Prints the sum of the accounts that you associated with this UDC.
BJ04–0200	Add: Adjustment to prior year's income and expense	20	Prints the sum of the accounts that you associated with this UDC as a reversed number. A positive number denotes income. A negative number denotes expenses.
BJ04–0210	INCOME BEFORE TAX	21	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is also the sum of lines 16–20.
BJ04–0220	Less: Income tax	22	Prints the sum of the accounts that you associated with this UDC.
BJ04–0230	NET INCOME	23	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is also the sum of lines 21–23.

Printing the Beijing Income Statement (Industrial) Report

Select Financial Reports (G75C09), Beijing Income Statement (Industrial).

Setting Processing Options for Beijing Income Statement (Industrial) (R75C10004)

Processing options enable you to specify the default processing for reports.

Selection

1. Company Specify the company for which the system runs the report. The company that you enter must exist in the F0010 table You must complete this processing option.

2. Fiscal Year Specify the year of the fiscal period for which the system runs the report. Enter a two-digit year. If you leave this processing option blank, the system uses the current fiscal year.

3. Period Number Specify the code for the ledger that is assigned to the records that you want to process. If you leave this processing option blank, the system uses the current accounting period.

4. Ledger Type Specify the code for the ledger that is assigned to the records that you want to process. If you leave this processing option blank, the system processes records with ledger type AA.

5. Category Code (24–43) Use this processing option to specify the system 09 account category code to which you copied the values from system 75C. Value are category codes 24 through 43. The system uses the values in the category code that you specify to determine the layout of the report.

Display

1. Scaling Specify the factor by which the system divides the amounts in the F0902 table before the system prints the amounts on the report. The factor that you specify must exist in the scaling UDC table 75C/SC. For example, suppose that the amount for an account in table F0902 is 23,929. If you enter *1000* for this processing option, the system divides 23,929 by 1000, rounds to the nearest whole number, and prints 24 on the report. You can set the Display Decimal processing option to print the scaling amounts with decimals.

If you leave this processing option blank, the system prints the amounts from table F0902 as they appear in the table.

2. Display Decimal Specify whether the system prints the amounts on the report with a decimal. If you complete the Scaling processing option, the system divides the amount in the F0902 table by the amount that you specify, rounds the amount, and then places the decimal as you specify in this processing option.

For example, suppose that the amount for an account in table F0902 is 23,929. You enter *1000* for the Scaling processing option and *1* for this processing option. The system divides 23,929 by 1000, rounds the amount, and prints the amount with two decimal places. In this example, the amount printed on the report would be 23.93. Values are:

Blank: Print the amounts with decimals.

1: Print the amounts with two decimals.

3. Negative Sign Specify how negative numbers print on the report. Values are:

Blank: Print a minus sign (–) before the number.

1: Print parentheses around the number. For example, to print the number 10 as a negative number, the system prints (10).

4. Language Specify the language in which the system prints the report. Values are:

Blank or *1:*Print the report in Chinese.

*2:*Print the report in English.

*3:*Print the report in both Chinese and English.

5. Language Code for Chinese Specify the language code for Chinese when you complete the Language processing option with a value that causes the system to print the report in Chinese. The code that you specify must exist in the language UDC table 01/LP. If you leave this processing option blank, the system prints this report in English only, even if the Language processing option specifies that the system prints the report in Chinese, or both English and Chinese.

Generating the Guangzhou Financial Reports

This section provides overviews of the Guangzhou Balance Sheet, Guangzhou Income Statement, and Guangzhou Supplemental Statement, and discusses how to:

- Run the Guangzhou balance sheet.
- Set processing options for Guangzhou Balance Sheet.
- Run the Guangzhou income statement.
- Set processing options for Guangzhou Income Statement.
- Run the Guangzhou supplemental statement.
- Set processing options for Guangzhou Supplemental Statement.

Understanding the Guangzhou Balance Sheet

The Guangzhou Balance Sheet (R75C10005) generates a report that companies that conduct business in Guangzhou, China, are required to give to the local authorities each accounting period. The report includes data about assets, liabilities, and owners' equity.

You complete the Category Code (21–43) processing option with the system 09 account category code to which you copied the values from the GZ-01 Balance Sheet UDC table 75C/G1.

The maximum length of the description columns is 50 characters for each column. The system truncates longer descriptions.

Report Rows and Columns

This table shows how the system prints amounts in the rows and columns on the Guangzhou Balance Sheet report:

UDC Value	Row Title	Line	Explanation
GZ01–0010	Current Asset	Title	Prints this title on the report. You do not associate any accounts to this UDC value.
GZ01–0020	Cash	1	Prints the sum of the accounts that you associated with this UDC.
GZ01–0030	Short-Term Investments	2	Prints the sum of the accounts that you associated with this UDC.
GZ01–0040	Notes Receivable	3	Prints the sum of the accounts that you associated with this UDC.
GZ01–0050	Dividend Receivable	4	Prints the sum of the accounts that you associated with this UDC.
GZ01–0060	Interest Receivable	5	Prints the sum of the accounts that you associated with this UDC.
GZ01–0070	Accounts Receivable	6	Prints the sum of the accounts that you associated with this UDC.

UDC Value	Row Title	Line	Explanation
GZ01–0080	Other Receivable	7	Prints the sum of the accounts that you associated with this UDC.
GZ01–0090	Pre-payment	8	Prints the sum of the accounts that you associated with this UDC.
GZ01–0100	Advances to Suppliers	9	Prints the sum of the accounts that you associated with this UDC.
GZ01–0110	Refund Receivable	10	Prints the sum of the accounts that you associated with this UDC.
GZ01–0120	Import/Export Tax Refund Receivable	11	Prints the sum of the accounts that you associated with this UDC.
GZ01–0130	Inventories	12	Prints the sum of the accounts that you associated with this UDC.
GZ01–0140	Include: Material	13	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 12.
GZ01–0150	Finished Goods	14	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 12.
GZ01–0160	Pre-Paid Expenses	15	Prints the sum of the accounts that you associated with this UDC.
GZ01–0170	Unallocated Current Asset Gain or Loss	16	Prints the sum of the accounts that you associated with this UDC.
GZ01–0180	Long-term Investments Collectible within One Year	17	Prints the sum of the accounts that you associated with this UDC.
GZ01–0190	Other Current Assets	18	Prints the sum of the accounts that you associated with this UDC.
GZ01–0200	Total Current Assets	19	Prints the sum of lines 1–18, excluding lines 13 and 14.
GZ01–0210	Long-term Investments	Title	Prints this title on the report. You do not associate any accounts to this UDC value.
GZ01–0220	Long-term Equity Investments	20	Prints the sum of the accounts that you associated with this UDC.
GZ01–0230	Long-term Debt Investments	21	Prints the sum of the accounts that you associated with this UDC.
GZ01–0240	Combination Gain/Loss	22	Prints the sum of the accounts that you associated with this UDC.

UDC Value	Row Title	Line	Explanation
GZ01–0250	Total Long-Term Investments	23	Prints the sum of lines 20–22.
GZ01–0260	Fixed Assets	Title	Prints this title on the report. You do not associate any accounts to this UDC value.
GZ01–0270	Fixed Assets Cost	24	Prints the sum of the accounts that you associated with this UDC.
GZ01–0280	Less: Accumulated Depreciation	25	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0290	Net Fixed Assets before Provision for Depreciation	26	Prints the total of lines 24 and 25.
GZ01–0300	Less: Provision for Depreciation	27	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0310	Net Fixed Assets	28	Prints the sum of lines 26 and 27.
GZ01–0320	Construction Material	29	Prints the sum of the accounts that you associated with this UDC.
GZ01–0330	Construction in Progress	30	Prints the sum of the accounts that you associated with this UDC.
GZ01–0340	Disposal of Fixed Assets	31	Prints the sum of the accounts that you associated with this UDC.
GZ01–0350	Unallocated Fixed Asset Gain/Loss	32	Prints the sum of the accounts that you associated with this UDC.
GZ01–0360	Total Fixed Assets	33	Prints the sum of lines 28–32.
GZ01–0370	Intangible and Other Assets	Title	Prints this title on the report. You do not associate any accounts to this UDC value.
GZ01–0380	Intangible Assets	34	Prints the sum of the accounts that you associated with this UDC.
GZ01–0390	Included: Land Occupancy Right	35	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 34.
GZ01–0400	Deferred Liabilities (long-term deferred expenses)	36	Prints the sum of the accounts that you associated with this UDC.

UDC Value	Row Title	Line	Explanation
GZ01–0410	Including: Fix Asset Repair	37	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 36.
GZ01–0420	Fix Asset Improvement	38	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 36.
GZ01–0430	Other Long-term Assets	39	Prints the sum of the accounts that you associated with this UDC.
GZ01–0440	Included: Stored Assets	40	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 39.
GZ01–0450	Total Intangible and Other Assets	41	Prints the sum of lines 34, 36, and 39.
GZ01–0460	Blank	42	Blank
GZ01–0470	Deferred Tax	Title	Prints this title on the report. You do not associate any accounts to this UDC value.
GZ01–0480	Deferred Tax Charges	43	Prints the sum of the accounts that you associated with this UDC.
GZ01–0490	Total Assets	44	Prints the sum of lines 19. 23, 33, 41, and 43.
GZ01–0500	Current Liabilities	Title	Prints this title on the report. You do not associate any accounts to this UDC value.
GZ01–0510	Short-term Loans	45	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0520	Notes Payable	46	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0530	Accounts Payable	47	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0540	Advances from Customer	48	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0550	Accrued Payroll	49	Prints the sum of the accounts that you associated with this UDC as a reversed number.

UDC Value	Row Title	Line	Explanation
GZ01–0560	Accrued Benefits	50	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0570	Dividend Payable (profit)	51	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0580	Taxes Payable	52	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0590	Other Payables	53	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0600	Other Advances	54	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0610	Accrued Expenses	55	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0620	Projected Loans	56	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0630	Long-term Liabilities due within One Year	57	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0640	Other Current Liabilities	58	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0650	Total Current Liabilities	59	Prints the sum of lines 45–58 as a reversed number.
GZ01–0660	Long-term Liabilities	Title	Prints this title on the report. You do not associate any accounts to this UDC value.
GZ01–0670	Long-term Loans	60	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0680	Debentures Payable	61	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0690	Long-term Payable	62	Prints the sum of the accounts that you associated with this UDC as a reversed number.

UDC Value	Row Title	Line	Explanation
GZ01–0700	Special Payable	63	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0710	Other Long-term Liabilities	64	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0720	Included: Required Reserved Fund	65	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 64.
GZ01–0730	Total Long-term Liabilities	66	Prints the sum of lines 60– 64 as a reversed number.
GZ01–0740	Deferred Tax Payable	Title	Prints this title on the report. You do not associate any accounts to this UDC value.
GZ01–0750	Deferred Tax Charges	67	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0760	Total Liabilities	68	Prints the sum of lines 59, 66, and 67 as a reversed number.
GZ01–0770	Owners Equity	Title	Prints this title on the report. You do not associate any accounts to this UDC value.
GZ01–0780	Minority Stock Holder's Interest	69	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0790	Paid-in Capital	70	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0800	Government Investment	71	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 70.
GZ01–0810	Local Government Investment	72	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 70.
GZ01–0820	Corporate Investment	73	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 70.

UDC Value	Row Title	Line	Explanation
GZ01–0830	Including: Government Owned Corporate Investment	74	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 73.
GZ01–0840	Local Government Owned Corporate Investment	75	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 73.
GZ01–0850	Private Investment	76	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 70.
GZ01–0860	Foreign Investment	77	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 70.
GZ01–0870	Minus: Investment Returned (for join venture only)	78	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0880	Net Investments (for joint ventures only)	79	Prints the sum of lines 70 and 78 as a reversed number.
GZ01–0890	Reserved Fund	80	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0900	Retained Earnings	81	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0910	Including: Required Retained Earnings	82	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included on line 81.
GZ01–0920	Reserved for Public Benefits	83	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included on line 81.
GZ01–0930	Added to Working Capital	84	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included on line 81.
GZ01–0940	Unrealized Investment Loss (use '-')	85	Prints the sum of the accounts that you associated with this UDC as a reversed number.

UDC Value	Row Title	Line	Explanation
GZ01–0950	Undistributed Profits	86	Prints the total of the current year net income, plus the sum of the accounts that you associated with this UDC, as a reversed number. The system calculates the current year net income by subtracting liabilities and owners' equity from assets.
GZ01–0960	Foreign Exchange Gain/Loss	87	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ01–0970	Total Owners' equity	88	Prints the sum of lines 69, 79–81, and 85–87 as a reversed number.
GZ01–0980	Total Liabilities and Owners' Equity	89	Prints the sum of lines 68 and 88 as a reversed number.

Understanding the Guangzhou Income Statement

The Guangzhou Income Statement (R75C10006) generates a profit and loss statement that companies that conduct business in Guangzhou, China, are required to give to the local authorities each accounting period. The report includes data about sales, income, and profits.

You complete the Category Code (21–43) processing option with the system 09 account category code to which you copied the values from the GZ-02 Income Statement UDC table 75C/G2.

The maximum length of the description column is 80 characters. The system truncates longer descriptions.

Report Rows and Columns

This table shows how the system prints amounts in the rows and columns on the Guangzhou Income Statement report:

UDC Value	Row Title	Line	Explanation
GZ02–0010	1. Revenue From Main Operation	1	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ02–0020	Including: Export Products (Merchandise) Sales	2	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 1.
GZ02–0030	Import Products (Merchandise) Sales	3	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 1.
GZ02–0040	Less: Sales discounts and allowance	4	Prints the sum of the accounts that you associated with this UDC.

UDC Value	Row Title	Line	Explanation
GZ02–0050	2. Net Revenue from Main Operation	5	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is also the sum of lines 1 and 4.
GZ02–0060	Less: Costs for Main Operation	6	Prints the sum of the accounts that you associated with this UDC.
GZ02–0070	Including: Cost of good sold for export products (merchandise)	7	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 6.
GZ02–0080	Main Operation Taxes and Fees	8	Prints the sum of the accounts that you associated with this UDC.
GZ02–0090	Operation Expenses	9	Prints the sum of the accounts that you associated with this UDC.
GZ02–0100	Other Expenses	10	Prints the sum of the accounts that you associated with this UDC.
GZ02–0110	Plus: Deferred Income	11	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ02–0120	Income from purchase and sales commission	12	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ02–0130	Other Income	13	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ02–0140	3. Net profit from main operation (use '-' for loss)	14	Prints the sum of lines 5 and 6, and lines 8–13 as a reversed number.
GZ02–0150	Plus: Net profit from other operations	15	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ02–0160	Less: Operation Expenses	16	Prints the sum of the accounts that you associated with this UDC.
GZ02–0170	General and Administrative expenses	17	Prints the sum of the accounts that you associated with this UDC.
GZ02–0180	Financial expenses	18	Prints the sum of the accounts that you associated with this UDC.
GZ02–0190	Other Expenses	19	Prints the sum of the accounts that you associated with this UDC.
GZ02–0200	4. Total Operation Profit (Use '-' for loss)	20	Prints the sum of lines 14–19 as a reversed number.

UDC Value	Row Title	Line	Explanation
GZ02–0210	Plus: Investment Income (use '-' for loss)	21	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ02–0220	Income from futures	22	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ02–0230	Subsidies	23	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ02–0240	Including: Subsidies for prior year unprofitable business	24	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 23.
GZ02–0250	Income from other operations	25	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ02–0260	Other Income	26	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ02–0270	Including: Adjustments to prior year payroll	27	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 26.
GZ02–0280	Less: Non-operational Expense	28	Prints the sum of the accounts that you associated with this UDC.
GZ02–0290	Other Expenses	29	Prints the sum of the accounts that you associated with this UDC.
GZ02–0300	Including: Adjustments to Payroll	30	Prints the sum of the accounts that you associated with this UDC. This amount is included on line 29.
GZ02–0310	Plus: Adjustment to prior year's income and expenses	31	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ02–0320	5. Total Profit (Use '-' for loss)	32	Prints the sums of the amounts on lines 20–23, lines 25 and 26, lines 28 and 29, and line 31 as a reversed number.
GZ02–0330	Less: Income Tax	33	Prints the sum of the accounts that you associated with this UDC.
GZ02–0340	Minority Stock Holder's profit or loss	34	Prints the sum of the accounts that you associated with this UDC.

UDC Value	Row Title	Line	Explanation
GZ02–0350	Plus: Recognized Investment Loss (use '+')	35	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ02–0360	6. Net Profit	36	Prints the sum of lines 32–35 as a reversed number.
GZ02–0370	1. Profit to Sales or Subsidiary or Invested Business Unit	N/A	Prints the sum of the accounts that you associated with this UDC at the bottom of the report.
GZ02–0380	2. Loss due to nature disasters	N/A	Prints the sum of the accounts that you associated with this UDC at the bottom of the report.
GZ02–0390	3. Gain/Loss due to changes in accounting principles	N/A	Prints the sum of the accounts that you associated with this UDC at the bottom of the report.
GZ02–0400	4. Gain/Loss due to changes in Accounting Estimates	Not applicable.	Prints the sum of the accounts that you associated with this UDC at the bottom of the report.
GZ02–0410	5. Gain/Loss on Debt Restructuring	Not applicable.	Prints the sum of the accounts that you associated with this UDC at the bottom of the report.
GZ02–0420	6. Other	Not applicable.	Prints the sum of the accounts that you associated with this UDC at the bottom of the report.

Understanding the Guangzhou Supplemental Statement

The Guangzhou Supplemental Statement (R75C10007) generates a financial report that companies that conduct business in Guangzhou, China, are required to give to the local authorities each accounting period. The report includes data about production, employees, VAT taxes, and general and administrative expenses.

You complete the Category Code (21–43) processing option with the system 09 account category code to which you copied the values from the GZ–03 Supplemental Form UDC table 75C/G3.

The maximum length of the description columns is 52 characters for each column. The system truncates longer descriptions.

Report Rows and Columns

For the Current Period column, prints the sum of the accounts from the first accounting period through the accounting period that precedes the period that you specify in the Period Number processing option. For example, if you specify period 6, the system prints the sum of the accounts for periods 1–5.

For the Current Year Cumulative Amount column, prints the sum of the accounts for the appropriate UDC value for the period that you specify in the Period Number processing option. For example, if you specify period 6, the system prints the sum of the accounts for periods 1 though 6.

This table shows how the system prints amounts in the rows and columns on the Guangzhou Supplemental Statement report:

UDC Value	Row Title	Line	Explanation
GZ03–0010	1. Industrial Gross Production (Based on 90 pricing)	1	Prints the sum of the accounts that you associated with this UDC.
GZ03–0020	Including: Export Production (Based on 90 pricing)	2	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 1.
GZ03–0030	Industrial Gross Production (current pricing)	3	Prints the sum of the accounts that you associated with this UDC.
GZ03–0040	Increase In Industrial Gross Production (Previous Pricing)	4	Prints the sum of the accounts that you associated with this UDC.
GZ03–0050	Industrial Sales (Previous Pricing)	5	Prints the sum of the accounts that you associated with this UDC.
GZ03–0060	2. Number of Employees at the end of period	6	Prints the sum of the accounts that you associated with this UDC. This amount is from the unit ledger record in the F0902 table.
GZ03–0070	Average number of employees	7	Prints the sum of the accounts that you associated with this UDC. This amount is from the unit ledger record in the F0902 table.
GZ03–0080	Number of employees in furlough	8	Prints the sum of the accounts that you associated with this UDC. This amount is from the unit ledger record in the F0902 table.
GZ03–0090	Total Payroll	9	Prints the sum of the accounts that you associated with this UDC.
GZ03–0100	3. Total Payroll Loan Amount	10	Prints the sum of the accounts that you associated with this UDC.
GZ03–0110	I. Manually transferred amounts	11	Prints the sum of the accounts that you associated with this UDC.
GZ03–0120	II. Transferred from manufacturing fund	12	Prints the sum of the accounts that you associated with this UDC.
GZ03–0130	III. Transferred from Administrative fund	13	Prints the sum of the accounts that you associated with this UDC.
GZ03–0140	IV. Transferred from Sales fund	14	Prints the sum of the accounts that you associated with this UDC.

UDC Value	Row Title	Line	Explanation
GZ03–0150	V. Other transfers	15	Prints the sum of the accounts that you associated with this UDC.
GZ03–0160	4. Payment of long-term loan	16	Prints the sum of the accounts that you associated with this UDC.
GZ03–0170	Blank	17	
GZ03–0180	5. Total employee benefit expense	18	Prints the sum of the accounts that you associated with this UDC.
GZ03–0190	Including: From items in cost of good sold	19	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 18.
GZ03–0200	From items in manufacturing (operating) expenses	20	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 18.
GZ03–0210	From items in administrative expensive	21	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 18.
GZ03–0220	6. General and administrative expense	Title	Prints this heading. You do not associate any accounts with this UDC value.
GZ03–0230	Entertainment expenses	22	Prints the sum of the accounts that you associated with this UDC.
GZ03–0240	Union expenses	23	Prints the sum of the accounts that you associated with this UDC.
GZ03–0250	Employee Education fund expenses	24	Prints the sum of the accounts that you associated with this UDC.
GZ03–0260	Research and Development expenses	25	Prints the sum of the accounts that you associated with this UDC.
GZ03–0270	Real estate taxes	26	Prints the sum of the accounts that you associated with this UDC.
GZ03–0280	Vehicle Use tax	27	Prints the sum of the accounts that you associated with this UDC.
GZ03–0290	Land property tax	28	Prints the sum of the accounts that you associated with this UDC.
GZ03–0300	Additional tax	29	Prints the sum of the accounts that you associated with this UDC.
GZ03–0310	Employee bonus	30	Prints the sum of the accounts that you associated with this UDC.

UDC Value	Row Title	Line	Explanation
GZ03–0320	Employment insurance	31	Prints the sum of the accounts that you associated with this UDC.
GZ03–0330	Including: Wages to retired employees	32	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 31.
GZ03–0340	7. net interest expense included in financial expenses	33	Prints the sum of the accounts that you associated with this UDC.
GZ03–0350	8. Income tax payable	34	Prints the sum of the accounts that you associated with this UDC.
GZ03–0360	9. VAT taxes	Title	Prints this heading. You do not associate any accounts with this UDC value.
GZ03–0370	(-) Reported by individual	Title	Prints this heading. You do not associate any accounts with this UDC value.
GZ03–0380	1. VAT payable	Title	Prints this heading. You do not associate any accounts with this UDC value.
GZ03–0390	(1) Withholding at the beginning of year (use '-')	35	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ03–0400	(2) VAT on Sales	36	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ03–0410	VAT Refund for exported goods	37	Prints the sum of the accounts that you associated with this UDC.
GZ03–0420	Amount Transfer our from VAT on Purchase	38	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ03–0430	Amount Transfer out on overpaid VAT	39	Prints the sum of the accounts that you associated with this UDC.
GZ03–0440	(3) VAT on purchase	40	Prints the sum of the accounts that you associated with this UDC.
GZ03–0450	VAT Paid	41	Prints the sum of the accounts that you associated with this UDC.
GZ03–0460	Tax Reduction and exemption	42	Prints the sum of the accounts that you associated with this UDC.

UDC Value	Row Title	Line	Explanation
GZ03–0470	VAT payable on domestic sales	43	Prints the sum of the accounts that you associated with this UDC.
GZ03–0480	Unpaid VAT tax transfer out	44	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ03–0490	(4) Year end amount payable (use '-')	45	Prints the sum of lines 35–44 as a reversed number.
GZ03–0500	(5) VAT Payable this period (= 36-37+38-40-42-43+35)	46	Prints the sum of lines 35–38, 40, 42, 43, and 44.
GZ03–0510	2. Vat payable	Title	Prints this heading. You do not associate any accounts with this UDC value.
GZ03–0520	Payable at the beginning of year (use '-' for over payment)	47	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ03–0530	Current Year Addition (use '-' for over payment)	48	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ03–0540	Paid in current year	49	Prints the sum of the accounts that you associated with this UDC.
GZ03–0550	Payable at then end of year (use '-' for over payment)	50	Prints the sum of lines 47–49 as a reversed number.
GZ03–0560	(2) Reported by Small Business	Title	Prints this heading. You do not associate any accounts with this UDC value.
GZ03–0570	Payable at the beginning of year	51	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ03–0580	Current Year Addition	52	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ03–0590	Paid in Current Year	53	Prints the sum of the accounts that you associated with this UDC.
GZ03–0600	Payable at the end of year	54	Prints the sum of lines 51–53 as a reversed number.
GZ03–0610	10. Sales Tax	Title	Prints this heading. You do not associate any accounts with this UDC value.

UDC Value	Row Title	Line	Explanation
GZ03–0620	Payable at the beginning of year	55	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ03–0630	Current Year Addition	56	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ03–0640	Paid in current year	57	Prints the sum of the accounts that you associated with this UDC.
GZ03–0650	Payable at the end of year	58	Prints the sum of lines 55–57 as a reversed number.
GZ03–0660	(11) Use tax	Title	Prints this heading. You do not associate any accounts with this UDC value.
GZ03–0670	Payable at the beginning of year	59	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ03–0680	Current Year Addition	60	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ03–0690	Paid in current year	61	Prints the sum of the accounts that you associated with this UDC.
GZ03–0700	Payable at the end of year	62	Prints the sum of lines 59–61 as a reversed number.
GZ03–0710	(12) City Tax	Title	Prints this heading. You do not associate any accounts with this UDC value.
GZ03–0720	Payable at the beginning of year	63	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ03–0730	Current Year Addition	64	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ03–0740	Paid in current year	65	Prints the sum of the accounts that you associated with this UDC.
GZ03–0750	Payable at the end of year	66	Prints the sum of lines 63–65 as a reversed number.
GZ03–0760	(13) Income Tax	Title	Prints this heading. You do not associate any accounts with this UDC value.

UDC Value	Row Title	Line	Explanation
GZ03–0770	Payable at the beginning of year	67	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ03–0780	Current Year Addition	68	Prints the sum of the accounts that you associated with this UDC as a reversed number.
GZ03–0790	Paid in current year	69	Prints the sum of the accounts that you associated with this UDC.
GZ03–0800	Payable at the end of year	70	Prints the sum of lines 67– 69 as a reversed number.
GZ03–0810	Quarterly Information (reported in March, June, September)	Title	Prints this heading. You do not associate any accounts with this UDC value.
GZ03–0820	1. Disbursement to retirement fund	71	Prints the sum of the accounts that you associated with this UDC.
GZ03–0830	2. Total current year Medical and drug expense	72	Prints the sum of the accounts that you associated with this UDC.
GZ03–0840	Including: paid for retired employee	73	Prints the sum of the accounts that you associated with this UDC. This amount is from the unit ledger record in the F0902 table.
GZ03–0850	3. Total retired employee at the end of period	74	Prints the sum of the accounts that you associated with this UDC. This amount is from the unit ledger record in the F0902 table.
GZ03–0860	Including: retired employees	75	Prints the sum of the accounts that you associated with this UDC. This amount is from the unit ledger record in table F0902. This amount is included in line 74.
GZ03–0870	4. Current year bad debt expense	76	Prints the sum of the accounts that you associated with this UDC.
GZ03–0880	5. Bank waived interest payments	77	Prints the sum of the accounts that you associated with this UDC.
GZ03–0890	Including: Waived interest payments due to a merger or combination	78	Prints the sum of the accounts that you associated with this UDC. This amount is included on line 77.
GZ03–0900	Due to business head count and cost reduction	79	Prints the sum of the accounts that you associated with this UDC. This amount is included on line 77.

Running the Guangzhou Balance Sheet

Select Financial Reports (G75C09), Guangzhou Balance Sheet.

Setting Processing Options for Guangzhou Balance Sheet (R75C10005)

The processing options for this report are the same as those for the Beijing Statement of Value Added Tax Payable report.

See Chapter 35, "(CHN) Generating Financial Reports for Beijing, Guangzhou, and Shanghai," Setting Processing Options for Beijing Statement of Value Added Tax Payable (R75C10001), page 420.

Running the Guangzhou Income Statement

Select Financial Reports (G75C09), Guangzhou Income Statement.

Setting Processing Options for Guangzhou Income Statement (R75C10006)

The processing options for this report are the same as those for the Beijing Statement of Value Added Tax Payable report with one exception. You can print this report in Chinese or English, but not both.

See Chapter 35, "(CHN) Generating Financial Reports for Beijing, Guangzhou, and Shanghai," Setting Processing Options for Beijing Statement of Value Added Tax Payable (R75C10001), page 420.

Running the Guangzhou Supplemental Statement

Select Financial Reports (G75C09), Guangzhou Supplemental Statement.

Setting Processing Options for Guangzhou Supplemental Statement (R75C10007)

The processing options for this report are the same as those for the Beijing Statement of Value Added Tax Payable report with the exceptions described in this section.

See Chapter 35, "(CHN) Generating Financial Reports for Beijing, Guangzhou, and Shanghai," Setting Processing Options for Beijing Statement of Value Added Tax Payable (R75C10001), page 420.

Display Tab

The Language processing option on this tab does not allow you to print the report in both Chinese and English.

Selection Tab

This tab includes an additional processing option.

5. Unit Ledger Type Specify the code for the unit ledger that is assigned to the records which you want to process. If you leave this processing option blank, the system processes records with a ledger type of AU (actual units).

Display Tab

This tab includes an additional processing option.

6. Quarterly Report Specify whether the system prints quarterly information on the report. Values are:

Blank: Do not print quarterly information.

1: Print quarterly information.

See Also

Chapter 35, "(CHN) Generating Financial Reports for Beijing, Guangzhou, and Shanghai," Setting Processing Options for Beijing Statement of Value Added Tax Payable (R75C10001), page 420

Generating Shanghai Financial Reports

This section provides overviews of the Shanghai reports for Balance Sheet Monthly, Detail Statement of Main Tax Payable Monthly, Income Statement Monthly, Income Statement (Commercial), Balance Sheet Yearly, Income Statement (Industrial), and Income Statement (Service), and discusses how to:

- Run the Shanghai Balance Sheet Monthly report.
- Set processing options for Shanghai Balance Sheet Monthly.
- Run the Shanghai Detail Statement of Main Tax Payable Monthly report.
- Set processing options for Shanghai Detail Statement of Main Tax Payable Monthly.
- Run the Shanghai Income Statement Monthly report.
- Set the processing options for Shanghai Income Statement Monthly.
- Run the Shanghai Income Statement (Commercial) report.
- Set processing options for Shanghai Income Statement (Commercial).
- Run the Shanghai Balance Sheet Yearly report.
- Set processing options for Shanghai Balance Sheet Yearly.
- Run the Shanghai Income Statement (Industrial) report.
- Set processing options for Shanghai Income Statement (Industrial).
- Run the Shanghai Income Statement (Service) report.
- Set processing options for Shanghai Income Statement (Service).

Understanding the Shanghai Balance Sheet Monthly

The Shanghai Balance Sheet Monthly report (R75C10008) generates a balance sheet that companies that conduct business in Shanghai, China, are required to give to the local authorities each accounting period. The report includes data about assets, liabilities, and owners' equity.

You complete the Category Code (21–43) processing option with the system 09 account category code to which you copied the values from the SH-01 Balance Sheet Monthly UDC table 75C/S1.

The maximum length of the description columns is 54 characters for each column. The system truncates longer descriptions.

Report Rows and Columns

This table shows how the system prints amounts to the rows and columns on the Shanghai Balance Sheet Monthly report:

UDC Value	Row Title	Line	Explanation
SH01–0010	Current assets	Title	Prints this heading. You do not associate any accounts with this UDC value.
SH01–0020	Cash	1	Prints the sum of the accounts that you associated with this UDC.
SH01–0030	Short-term investment	2	Prints the sum of the accounts that you associated with this UDC.
SH01–0040	Notes receivable	3	Prints the sum of the accounts that you associated with this UDC.
SH01–0050	Dividend receivable	4	Prints the sum of the accounts that you associated with this UDC.
SH01–0060	Interest receivable	5	Prints the sum of the accounts that you associated with this UDC.
SH01–0070	Accounts receivable	6	Prints the sum of the accounts that you associated with this UDC.
SH01–0080	Other receivable	7	Prints the sum of the accounts that you associated with this UDC.
SH01–0090	Advances to suppliers	8	Prints the sum of the accounts that you associated with this UDC.
SH01–0100	Subsidies receivable	9	Prints the sum of the accounts that you associated with this UDC.
SH01–0110	Inventories	10	Prints the sum of the accounts that you associated with this UDC.
SH01–0120	Prepaid Expenses	11	Prints the sum of the accounts that you associated with this UDC.
SH01–0130	Long-term debt investment maturing within one year	21	Prints the sum of the accounts that you associated with this UDC.
SH01–0140	Other current assets	24	Prints the sum of the accounts that you associated with this UDC.
SH01–0150	Total current assets	30	Prints the sum of lines 1–24.

UDC Value	Row Title	Line	Explanation
SH01–0160	Long-term investments	Title	Prints this heading. You do not associate any accounts with this UDC value.
SH01–0170	Long-term stock investments	31	Prints the sum of the accounts that you associated with this UDC.
SH01–0180	Long-term debt investments	32	Prints the sum of the accounts that you associated with this UDC.
SH01–0190	Total long-term investment	33	Prints the sum of lines 31 and 32.
SH01–0200	Including: Gain/Loss on business combination (use '-' for negative amount, consolidated)	34	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 31.
SH01–0210	Including: Gain/Loss on Stock Investment (use '-' for negative amount, consolidated)	35	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 31.
SH01–0220	Fixed Assets	Title	Prints this heading. You do not associate any accounts with this UDC value.
SH01–0230	Fixed Assets at Original Cost	39	Prints the sum of the accounts that you associated with this UDC.
SH01–0240	Less: Accumulated depreciation	40	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0250	Fixed Assets after Accumulated depreciation	41	Prints the sum of lines 39 and 40.
SH01–0260	Less: Provision for asset impairments	42	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0270	Net Fixed Assets	43	Prints the sum of lines 41 and 42.
SH01–0280	Construction Material	44	Prints the sum of the accounts that you associated with this UDC.
SH01–0290	Construction in progress	45	Prints the sum of the accounts that you associated with this UDC.
SH01–0300	Disposal of fixed assets	46	Prints the sum of the accounts that you associated with this UDC.
SH01–0310	Total fixed assets	50	Prints the sum of lines 43–46.

UDC Value	Row Title	Line	Explanation
SH01–0320	Intangible and other assets	Title	Prints this heading. You do not associate any accounts with this UDC value.
SH01–0330	Intangible assets	51	Prints the sum of the accounts that you associated with this UDC.
SH01–0340	Long-term pre-paid expenses	52	Prints the sum of the accounts that you associated with this UDC.
SH01–0350	Other long-term assets	53	Prints the sum of the accounts that you associated with this UDC.
SH01–0360	Total intangible and other assets	54	Prints the sum of lines 51–53.
SH01–0370	Deferred Taxes	Title	Prints this heading. You do not associate any accounts with this UDC value.
SH01–0380	Deferred Tax Charges	55	Prints the sum of the accounts that you associated with this UDC.
SH01–0390	Total Assets	60	Prints the sum of line 30, 33, 50, 54, and 55.
SH01–0400	Current Liabilities	Title	Prints this heading. You do not associate any accounts with this UDC value.
SH01–0410	Short-term loan	61	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0420	Notes payable	62	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0430	Accounts payable	63	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0440	Advances from Customer	64	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0450	Accrued Payroll	65	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0460	Accrued Benefits and Bonus	66	Prints the sum of the accounts that you associated with this UDC as a reversed number.

UDC Value	Row Title	Line	Explanation
SH01–0470	Dividend payable	67	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0480	Tax payable	68	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0490	Other Payable	69	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0500	Other Accruals	70	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0510	Accrued expenses	71	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0520	Provision for short-term loan	72	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0530	Long-term liabilities due within one year	78	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0540	Other current liabilities	79	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0550	Total current Liabilities	80	Prints the sum of lines 61–79 as a reversed number.
SH01–0560	Long-term Liabilities	Title	Prints this heading. You do not associate any accounts with this UDC value.
SH01–0570	Long-term loans	81	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0580	Debentures payable	82	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0590	Long-term payables	83	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0600	Special Item payables	84	Prints the sum of the accounts that you associated with this UDC as a reversed number.

UDC Value	Row Title	Line	Explanation
SH01–0610	Other long-term liabilities	85	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0620	Total Long-term liabilities	87	Prints the sum of lines 81–85 as a reversed number.
SH01–0630	Deferred taxes	88	Prints this heading. You do not associate any accounts with this UDC value.
SH01–0640	Deferred production item	89	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0650	Total Liabilities	90	Prints the sum of lines 80, 87, and 89 as a reversed number.
SH01–0660	Minority Stock Holders' interests (consolidated)	91	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0670	Owners' equity	Title	Prints this heading. You do not associate any accounts with this UDC value.
SH01–0680	Paid-in capital	92	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0690	Less: capital refunded	93	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0700	Net paid-in capital	94	Prints the sum of lines 92 and 93 as a reversed number.
SH01–0710	Capital Surplus	95	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0720	Capitalized Profits	96	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0730	Including: Mandatory Capitalized profits	97	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included on line 96.
SH01–0740	Less: Unrecognized Investment loss (consolidated)	98	Prints the sum of the accounts that you associated with this UDC as a reversed number.

UDC Value	Row Title	Line	Explanation
SH01–0750	Undistributed profit	99	Print the total of the current year net income, plus the sum of the accounts that you associated with this UDC, as a reversed number. The system calculates the current year net income by subtracting liabilities and owners' equity from assets.
SH01–0760	Gain/Loss from currency translation (consolidated)	100	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH01–0770	Total Owners' equity	101	Prints the sum of lines 91, 94–96, and 98–100 as a reversed number.
SH01–0780	Total liabilities and owners' equity (or share owners' equity)	102	Prints the sum of lines 90 and 101 as a reversed number.

Understanding the Shanghai Detail Statement of Main Tax Payable Monthly Report

The Shanghai Detail Statement of Main Tax Payable Monthly (R75C10009) generates a report that companies that conduct business in Shanghai, China, are required to give to the local authorities each accounting period. The report includes data about VAT, sales, city, and income taxes.

You complete the Category Code (21–43) processing option with the system 09 account category code to which you copied the values from the SH-02 Statement of Tax Payable UDC table 75C/S2.

The maximum length of the description column is 150 characters. The system truncates longer descriptions.

Report Rows and Columns

For the Month to Date column, the system prints the sum of the accounts from the first accounting period through the accounting period that precedes the period that you specify in the Period Number processing option. For example, if you specify period 6, the system prints the sum of the accounts for periods 1–5.

For the Year to Date column, the system prints the sum of the accounts for the appropriate UDC value for the period that you specify in the Period Number processing option. For example, if you specify period 6, the system prints the sum of the accounts for periods 1– 6.

This table shows how the system prints amounts in the rows and columns on the Shanghai Detail Statement of Main Tax Payable Monthly report:

UDC Value	Row Title	Line	Explanation
SH02–0010	1. VAT	Title	Prints this heading. You do not associate any accounts with this UDC value.

UDC Value	Row Title	Line	Explanation
SH02–0020	1. VAT Payable	Title	Prints this heading. You do not associate any accounts with this UDC value.
SH02–0030	(1) Amount not yet deducted at the beginning of period (use '-')	1	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is the balance at the beginning of the period.
SH02–0040	(2) VAT on Sales	2	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH02–0050	VAT refund for exported goods	3	Prints the sum of the accounts that you associated with this UDC.
SH02–0060	Amount Transfer out from VAT on purchase	4	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH02–0070	Amount transfer out on overpaid VAT	5	Prints the sum of the accounts that you associated with this UDC.
SH02–0080	(3) VAT on Purchase	6	Prints the sum of the accounts that you associated with this UDC.
SH02–0090	VAT Paid	7	Prints the sum of the accounts that you associated with this UDC.
SH02–0100	Blank	8	Blank.
SH02–0110	Blank	9	Blank.
SH02–0120	Transfer out unpaid VAT	10	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH02–0130	(4) Amount not yet deducted at the end of period (use '-')	11	Prints the sum of lines 1–10 as a reversed number.
SH02–0140	2. VAT unpaid	Title	Prints this heading. You do not associate any accounts with this UDC value.
SH02–0150	(1) Amount unpaid at the beginning of period (use '-' for overpayment)	12	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is the beginning balance for the period.
SH02–0160	(2) Current period amount transfer in (use '-' for overpayment)	13	Prints the sum of lines 5 and 10 as a reversed number.

UDC Value	Row Title	Line	Explanation
SH02–0170	(3) Amount paid in current period	14	Prints the sum of the accounts that you associated with this UDC.
SH02–0180	(4) Amount unpaid at the end of period	15	Prints the sum of lines 12– 14 as a reversed number.
SH02–0190	2. Use Tax	Title	Prints this heading. You do not associate any accounts with this UDC value.
SH02–0200	1. Amount unpaid at the beginning of period (use '-' for overpayment)	16	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH02–0210	2. Additional Amount payable	17	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH02–0220	3. Amount paid	18	Prints the sum of the accounts that you associated with this UDC.
SH02–0230	4. Amount unpaid at the end of period (use '-' for overpayment)	19	Prints the sum of lines 12–14 as a reversed number.
SH02–0240	3. Sales Tax	Title	Prints this heading. You do not associate any accounts with this UDC value.
SH02–0250	1. Amount unpaid at the beginning of period (use '-' for overpayment)	20	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH02–0260	2. Additional Amount payable	21	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH02–0270	3. Amount paid	22	Prints the sum of the accounts that you associated with this UDC.
SH02–0280	4. Amount unpaid at the end of period (use '-' for overpayment)	23	Prints the sum of lines 20–22 as a reversed number.
SH02–0290	4. City Tax	Title	Prints this heading. You do not associate any accounts with this UDC value.
SH02–0300	1. Amount unpaid at the beginning of period (use '-' for overpayment)	24	Prints the sum of the accounts that you associated with this UDC as a reversed number.

UDC Value	Row Title	Line	Explanation
SH02–0310	2. Additional Amount payable	25	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH02–0320	3. Amount paid	26	Prints the sum of the accounts that you associated with this UDC.
SH02–0330	4. Amount unpaid at the end of period (use '-' for overpayment)	27	Prints the sum of lines 24–26 as a reversed number.
SH02–0340	5. Income Tax	Title	Prints this heading. You do not associate any accounts with this UDC value.
SH02–0350	1. Amount unpaid at the beginning of period (use '-' for overpayment)	28	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH02–0360	2. Additional Amount payable	29	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH02–0370	3. Amount paid	30	Prints the sum of the accounts that you associated with this UDC.
SH02–0380	4. Amount unpaid at the end of period (use '-' for overpayment)	31	Prints the sum of lines 28–30 as a reversed number.

Understanding the Shanghai Income Statement Monthly Report

The Shanghai Income Statement Monthly (R75C10010) generates a profit and loss statement that companies that conduct business in Shanghai, China, are required to give to the local authorities each accounting period. The report includes data about sales, income, and profits.

You complete the Category Code (21–43) processing option with the system 09 account category code to which you copied the values from the SH-03 Income Statement Monthly UDC table 75C/S3.

The maximum length of the description column is 96 characters. The system truncates longer descriptions.

Report Rows and Columns

This table shows how the system prints amounts in the rows and columns on the Shanghai Income Statement Monthly report:

UDC Value	Row Title	Line	Explanation
SH03–0010	1. Main Operation Revenue	1	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH03–0020	Minus: Cost of Main Operations	2	Prints the sum of the accounts that you associated with this UDC.

UDC Value	Row Title	Line	Explanation
SH03–0030	Main Operation and Sales Taxes	3	Prints the sum of the accounts that you associated with this UDC.
SH03–0040	2. Main Operation Profit (Use '-' for Loss)	4	Prints the sum of lines 1–3.
SH03–0050	Plus: Other Operation Profit (Use '-' for Loss)	5	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH03–0060	Minus: Operation Expenses	6	Prints the sum of the accounts that you associated with this UDC.
SH03–0070	Administrative Expenses	7	Prints the sum of the accounts that you associated with this UDC.
SH03–0080	Accounting Expenses	8	Prints the sum of the accounts that you associated with this UDC.
SH03–0090	Blank	9	Blank
SH03–0100	3. Operation Profit	10	Prints the sum of lines 4–8.
SH03–0110	Plus: Investment Profit (Use '-' for Loss)	11	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH03–0120	Reimbursed Income	12	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH03–0130	Non-operational Income	13	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH03–0140	Less: Non-Operational Expenses	14	Prints the sum of the accounts that you associated with this UDC.
SH03–0150	4. Total Profit	15	Prints the sum of lines 10–14 as a reversed number.
SH03–0160	Less: Income Tax	16	Prints the sum of the accounts that you associated with this UDC.
SH03–0170	Minority Share Holders Gain and Loss (Total)	17	Prints the sum of the accounts that you associated with this UDC.
SH03–0180	Plus: Unrecognized Investment Loss (Total)	18	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH03–0190	5. Net Profit (Use '-' for Loss)	20	Prints the sum of lines 15–18 as a reversed number.

Understanding the Shanghai Income Statement (Commercial)

The Shanghai Income Statement (Commercial) (R75C10011) generates an industry-specific profit and loss statement that companies that conduct business in Shanghai, China, are required to give to the local authorities each accounting period. The report includes data about sales, income, and profits.

You complete the Category Code (21–43) processing option with the system 09 account category code to which you copied the values from the SH-04 Income Statement UDC table 75C/S4.

The maximum length of the description column is 96 characters. The system truncates longer descriptions.

Report Rows and Columns

This table shows how the system prints amounts in the rows and columns on the Shanghai Income Statement (Commercial) report:

UDC Value	Row Title	Line	Explanation
SH04–0010	Sales	1	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH04–0020	Less: Sales discounts and allowances	2	Prints the sum of the accounts that you associated with this UDC.
SH04–0030	NET SALES	3	Prints the sum of lines 1 and 2 as a reversed number.
SH04–0040	Less: Cost of sales	4	Prints the sum of the accounts that you associated with this UDC.
SH04–0050	Purchasing expenses	5	Prints the sum of the accounts that you associated with this UDC.
SH04–0060	Blank	6	Blank.
SH04–0070	Blank	7	Blank.
SH04–0080	GROSS PROFIT	8	Prints the sum of lines 3–7 as a reversed number.
SH04–0090	Add: Income from purchase and sales commission	9	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH04–0100	GROSS PROFIT FROM MAIN OPERATION	10	Prints the sum of lines 8 and 9 as a reversed number.
SH04–0110	Less: Selling expenses	11	Prints the sum of the accounts that you associated with this UDC.
SH04–0120	General & administrative expenses	12	Prints the sum of the accounts that you associated with this UDC.
SH04–0130	Financial expenses	13	Prints the sum of the accounts that you associated with this UDC.

UDC Value	Row Title	Line	Explanation
SH04–0140	Including: Interest expenses (less interest income)	14	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 13.
SH04–0150	Exchange loss (less exchange gains	15	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 13.
SH04–0160	Blank	16	Blank.
SH04–0170	Blank	17	Blank.
SH04–0180	Blank	18	Blank.
SH04–0190	INCOME FROM MAIN OPERATION	19	Prints the sum of lines 10–13 as a reversed number.
SH04–0200	Add: Income from other operations	20	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH04–0210	Blank	21	Prints the sum of the accounts that you associated with this UDC.
SH04–0220	OPERATING INCOME	22	Prints the sum of lines 19–21 as a reversed number.
SH04–0230	Add: Investments income	23	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH04–0240	Gains or losses from futures	24	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH04–0250	Non-operating income	25	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH04–0260	Gains from disposal of fixed assets	26	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 25.
SH04–0270	Income from non-monetary transactions	27	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 25.
SH04–0280	Fines received	28	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 25.

UDC Value	Row Title	Line	Explanation
SH04–0290	Subsidies	29	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH04–0300	Less: Non-operating expenses	30	Prints the sum of the accounts that you associated with this UDC.
SH04–0310	Losses on disposal of fixed assets	31	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 30.
SH04–0320	Losses on debt restructuring	32	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 30.
SH04–0330	Fines paid	33	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 30.
SH04–0340	Donations	34	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 30.
SH04–0350	Add: Adjustment to prior year's income and expense	35	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH04–0360	Blank	36	Blank.
SH04–0370	INCOME BEFORE TAX	37	Prints the sum of lines 22–36 as a reversed number.
SH04–0380	Less: Income tax	38	Prints the sum of the accounts that you associated with this UDC.
SH04–0390	NET INCOME	39	Prints the sum of lines 37 and 38 as a reversed number.
SH04–0400	Blank description	40	Blank.
SH04–0410	Blank description	41	Prints the sum of the accounts that you associated with this UDC.
SH04–0420	Blank description	42	Prints the sum of the accounts that you associated with this UDC.
SH04–0430	Blank description	43	Prints the sum of the accounts that you associated with this UDC.

Understanding the Shanghai Balance Sheet Yearly

The Shanghai Balance Sheet Yearly (R75C10012) generates a balance sheet that companies doing business in Shanghai, China, are required to give to the local authorities each accounting period. The report includes data about assets, liabilities, and owners' equity.

You complete the Category Code (21–43) processing option with the system 09 account category code to which you copied the values from the SH-06 Balance Sheet Yearly UDC table 75C/S6.

The maximum length of the description columns is 96 characters for each column. The system truncates longer descriptions.

Report Rows and Columns

This table shows how the system prints amounts in the rows and columns on the Shanghai Balance Sheet Yearly report:

UDC Value	Row Title	Line	Explanation
SH06–0010	Cash on Hand	1	Prints the sum of the accounts that you associated with this UDC.
SH06–0020	Short-term Investment	2	Prints the sum of the accounts that you associated with this UDC.
SH06–0030	Notes Receivable	3	Prints the sum of the accounts that you associated with this UDC.
SH06–0040	Dividend Receivable	4	Prints the sum of the accounts that you associated with this UDC.
SH06–0050	Interest Receivable	5	Prints the sum of the accounts that you associated with this UDC.
SH06–0060	Account Receivable	6	Prints the sum of the accounts that you associated with this UDC.
SH06–0070	Other Receivables	7	Prints the sum of the accounts that you associated with this UDC.
SH06–0080	Prepayments	8	Prints the sum of the accounts that you associated with this UDC.
SH06–0090	Advances to Suppliers	9	Prints the sum of the accounts that you associated with this UDC.
SH06–0100	Refund Receivable	10	Prints the sum of the accounts that you associated with this UDC.
SH06–0110	Export Tax Refund Receivable	11	Prints the sum of the accounts that you associated with this UDC.
SH06–0120	Inventories	12	Prints the sum of the accounts that you associated with this UDC.

UDC Value	Row Title	Line	Explanation
SH06–0130	Including: Material	13	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 12.
SH06–0140	Finished Goods (in Warehouse)	14	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 12.
SH06–0150	Prepaid Expenses	15	Prints the sum of the accounts that you associated with this UDC.
SH06–0160	Deferred Loss on Current Asset	16	Prints the sum of the accounts that you associated with this UDC.
SH06–0170	Long-Term Bond maturing in one year	17	Prints the sum of the accounts that you associated with this UDC.
SH06–0180	Other Current Assets	18	Prints the sum of the accounts that you associated with this UDC.
SH06–0190	Total Current Assets	19	Prints the sum of lines 1–18, excluding lines 13 and 14.
SH06–0200	Long-Term Investment	20	Prints the sum of the accounts that you associated with this UDC.
SH06–0210	Including: Long-term Investment in Stock	21	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 20.
SH06–0220	Long-term Investment in Bonds	22	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 20.
SH06–0230	Goodwill from Merger	23	Prints the sum of the accounts that you associated with this UDC.
SH06–0240	Total Long-term investment	24	Prints the sum of lines 20 and 23.
SH06–0250	Fixed Assets at cost	25	Prints the sum of the accounts that you associated with this UDC.
SH06–0260	Less: Accumulated Depreciation	26	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0270	Fixed Assets	27	Prints the sum of lines 25 and 26.
SH06–0280	Less: Provision for asset impairment	28	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0290	Net Fixed Asset	29	Prints the sum of lines 27 and 28.

UDC Value	Row Title	Line	Explanation
SH06–0300	Disposal of Fixed Assets	30	Prints the sum of the accounts that you associated with this UDC.
SH06–0310	Construction Material	31	Prints the sum of the accounts that you associated with this UDC.
SH06–0320	Construction in Progress	32	Prints the sum of the accounts that you associated with this UDC.
SH06–0330	Unamortized Loss on Fixed Asset	33	Prints the sum of the accounts that you associated with this UDC.
SH06–0340	Total Net Fixed Asset	34	Prints the sum of lines 29–33.
SH06–0350	Intangible Asset	35	Prints the sum of the accounts that you associated with this UDC.
SH06–0360	Including: Right to Use Land	36	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 35.
SH06–0370	Deferred Liabilities (Long-term Deferred Expenses)	37	Prints the sum of the accounts that you associated with this UDC.
SH06–0380	Including: Fixed Asset Repairs	38	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 37.
SH06–0390	Fixed Asset Improvements	39	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 37.
SH06–0400	Other Long-Term Asset	40	Prints the sum of the accounts that you associated with this UDC.
SH06–0410	Blank	41	Prints the sum of the accounts that you associated with this UDC.
SH06–0420	Total Intangible and Other Assets	42	Prints the sum of lines 35, 37, and 40.
SH06–0430	Deferred Taxes Receivable	43	Prints the sum of the accounts that you associated with this UDC.
SH06–0440	Total Assets	44	Prints the sum of lines 19, 24, 34, 42, and 43.
SH06–0450	Short-term debt	45	Prints the sum of the accounts that you associated with this UDC as a reversed number.

UDC Value	Row Title	Line	Explanation
SH06–0460	Notes Payable	46	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0470	Accounts Payable	47	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0480	Advances from Customers	48	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0490	Accrued Payroll	49	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0500	Employee Benefit and bonus Payable	50	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0510	Dividend Payable (Dividend)	51	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0520	Tax Payable	52	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0530	Other Payables	53	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0540	Other accruals	54	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0550	Accrued Expenses	55	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0560	Provision for debt	56	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0570	Deferred Income	57	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0580	Long-term debt maturing in one year	58	Prints the sum of the accounts that you associated with this UDC as a reversed number.

UDC Value	Row Title	Line	Explanation
SH06–0590	Other Liabilities	59	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0600	Blank	60	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0610	Blank	61	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0620	Total current liability	62	Prints the sum of lines 45–61 as a reversed number.
SH06–0630	Long-term loan	63	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0640	Debenture Payable	64	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0650	Long-term Payable	65	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0660	Special long-term Payable	66	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0670	Other Long-term debt	67	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0680	Total Long-term debts	68	Prints the sum of lines 63–67 as a reversed number.
SH06–0690	Deferred Taxes Payable	69	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0700	Total Liabilities	70	Prints the sum of lines 62, 68, and 69 as a reversed number.
SH06–0710	Blank	71	Blank
SH06–0720	Minority Stock Holder’s Interests	72	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0730	Paid-in Capitals	73	Prints the sum of the accounts that you associated with this UDC as a reversed number.

UDC Value	Row Title	Line	Explanation
SH06–0740	Including: Chinese Investment (non-RMB net amount)	74	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 73.
SH06–0500	Foreign Investment (non-RMB net amount)	75	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 73.
SH06–0760	Blank	76	Blank
SH06–0770	minus: Returned Investment	77	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0780	Capital Reserve	78	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0790	Reserved Profit	79	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0800	Including: Reserve fund	80	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 79.
SH06–0810	Enterprise Expansion fund	81	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 79.
SH06–830	Retrained Earnings	83	Print the total of the current year net income, plus the sum of the accounts that you associated with this UDC, as a reversed number. The system calculates net income by subtracting liabilities and owners' equity from assets.
SH06–0840	Gain/Loss on Currency Exchange	84	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH06–0850	Total Stock Holder's Equity	85	Prints the sum of lines 72–73, 77–79, and 82–84 as a reversed number.
SH06–0860	Blank	86	Blank

UDC Value	Row Title	Line	Explanation
SH06–0870	Blank	87	Blank
SH06–0880	Total Liabilities and Stock Holder's Equity	88	Prints the sum of lines 62, 68, 70, and 85 as a reversed number.

Understanding the Shanghai Income Statement (Industrial)

The Shanghai Income Statement (Industrial) (R75C10013) generates an industry-specific profit and loss statement that companies doing business in Shanghai, China, are required to give to the local authorities each accounting period. The report includes data about sales, income, and profits.

You complete the Category Code (21–43) processing option with the system 09 account category code to which you copied the values from the SH-08 Income Statement (Ind.) UDC table 75C/S8.

The maximum length of the description columns is 96 characters for each column. The system truncates longer descriptions

Report Rows and Columns

This table shows how the system prints amounts in the rows and columns on the Shanghai Income Statement (Industrial) report:

UDC Value	Row Title	Line	Explanation
SH08–0010	1. Main Operating Revenue	1	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH08–0020	Including: Export Product (Merchandise) Sales	2	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 1.
SH08–0030	Import Product (Merchandise) Sales	3	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 1.
SH08–0050	2. Main Operating Gross Profit	5	Prints the sum of lines 1 and 4 as a reversed number.
SH08–0060	Less: (1) Cost for the Main Operation	6	Prints the sum of the accounts that you associated with this UDC.
SH08–0070	Including: Cost for Exported Product Sales	7	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 6.
SH08–0080	(2) Main Operating Taxes and Fees	8	Prints the sum of the accounts that you associated with this UDC.
SH08–0090	(3) Other Operation Expenses	9	Prints the sum of the accounts that you associated with this UDC.

UDC Value	Row Title	Line	Explanation
SH08–0100	(4) Other Expenses	10	Prints the sum of the accounts that you associated with this UDC.
SH08–0110	Plus: (1) Accrued Revenue	11	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH08–0120	Plus: (1) Accrued Revenue	12	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH08–0130	(3) Other Revenue	13	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH08–0140	3. Main Operating Income (use '-' for Loss)	14	Prints the sum of lines 5–13, excluding line 7 as a reversed number.
SH08–0150	Plus: Income from other Operation	15	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH08–0160	Minus: (1) Operation Expenses	16	Prints the sum of the accounts that you associated with this UDC.
SH08–0170	(2) General and Administrative Expenses	17	Prints the sum of the accounts that you associated with this UDC.
SH08–0180	(3) Financial Expenses	18	Prints the sum of the accounts that you associated with this UDC.
SH08–0190	(4) Other Expenses	19	Prints the sum of the accounts that you associated with this UDC.
SH08–0200	4. Total Income (use '-' for Loss)	20	Prints the sum of lines 14–19 as a reversed number.
SH08–0210	Plus: (1) Investment Income (use '-' for loss	21	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH08–0220	(2) Income from Futures	22	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH08–0230	(3) Refund from Government	23	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH08–0240	Including: Previous Refund on unprofitable Businesses	24	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 23.

UDC Value	Row Title	Line	Explanation
SH08–0250	(4) Non-operating Income	25	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH08–0260	Including: Income from disposal of fixed assets	26	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 25.
SH08–0270	Income from non-currency transaction	27	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 25.
SH08–0280	Income from disposal of intangible assets	28	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 25.
SH08–0290	Income from fine	29	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 25.
SH08–0300	(5) Other	30	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH08–0310	Including: Last year adjustment to Payroll Expense	31	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 30.
SH08–0320	Minus: (1) non-operating Expenses	32	Prints the sum of the accounts that you associated with this UDC.
SH08–0330	including: Loss from disposal of fixed asset	33	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 32.
SH08–0340	Loss from Debt Restructuring	34	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 32.
SH08–0350	Fine	35	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 32.
SH08–0360	Donations	36	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 32.
SH08–0370	(2) Other Expenses	37	Prints the sum of the accounts that you associated with this UDC.

UDC Value	Row Title	Line	Explanation
SH08–0380	Including: Additional Payroll Expense	38	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 37.
SH08–0390	5. Total Profit (use '-' for net loss)	39	Prints the sum of lines 20-23, 25, 30, 32, and 37 as a reversed number.
SH08–0400	minus: income tax	40	Prints the sum of the accounts that you associated with this UDC.
SH08–0410	Minority Stock Holder's Interest	41	Prints the sum of the accounts that you associated with this UDC.
SH08–0420	Plus: *unrealized Investment Loss (use '+')	42	Prints the sum of the accounts that you associated with this UDC.
SH08–0430	6. Net Profit (use '-' for loss)	43	Prints the sum of lines 39–42 as a reversed number.
SH08–0440	Plus: (1) Retained Earning at the beginning of year	44	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH08–0450	(2) Add to/Withdraw from Mandatory Reserved Fund	45	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH08–0460	(3) Other Adjustments	46	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH08–0470	7. Disposable Profit	47	Prints the sum of lines 43–46 as a reversed number.
SH08–0480	Less: (1) Mandatory Retained Earnings	48	Prints the sum of the accounts that you associated with this UDC.
SH08–0490	(2) Add to Working Capital	49	Prints the sum of the accounts that you associated with this UDC.
SH08–0500	(3) Accrued Mandatory Reserved Fund	50	Prints the sum of the accounts that you associated with this UDC.
SH08–0510	(4) Accrued Mandatory Public Fund	51	Prints the sum of the accounts that you associated with this UDC.
SH08–0520	(5) Accrued Reserved for Payroll and Employee Benefits	52	Prints the sum of the accounts that you associated with this UDC.
SH08–0530	(6) Accrued for Saving Funds	53	Prints the sum of the accounts that you associated with this UDC.

UDC Value	Row Title	Line	Explanation
SH08–0540	(7) Accrued Reserved Business Development Fund	54	Prints the sum of the accounts that you associated with this UDC.
SH08–0550	(8) Return to Investors	55	Prints the sum of the accounts that you associated with this UDC.
SH08–0560	(9) Other	56	Prints the sum of the accounts that you associated with this UDC.
SH08–0570	8. Net Income available to Stock Holders	57	Prints the sum of lines 47–56 as a reversed number.
SH08–0580	minus: (1) Preferred Dividend	58	Prints the sum of the accounts that you associated with this UDC.
SH08–0590	(2) Reserved for Public Fund	59	Prints the sum of the accounts that you associated with this UDC.
SH08–0600	(3) Ordinary Dividend Payable	60	Prints the sum of the accounts that you associated with this UDC.
SH08–0610	(4) Ordinary Dividend Convertible to Equity	61	Prints the sum of the accounts that you associated with this UDC.
SH08–0620	(5) Other	62	Prints the sum of the accounts that you associated with this UDC.
SH08–0630	9. Undistributed net Income	63	Prints the sum of lines 57–62 as a reversed number.
SH08–0640	Including: net loss can be carried over to the next year (use + sign)	64	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 63.

Understanding the Shanghai Income Statement (Service)

The Shanghai Income Statement (Service) (R75C10014) generates an industry-specific profit and loss statement that companies doing business in Shanghai, China, are required to give to the local authorities each accounting period. The report includes data about sales, income, and profits.

You complete the Category Code (21–43) processing option with the system 09 account category code to which you copied the values from the SH-09 Income Statement (Serv.) UDC table 75C/S9.

The maximum length of the description column is 150 characters. The system truncates longer descriptions.

Report Rows and Columns

This table shows how the system prints amounts in the rows and columns on the Shanghai Income Statement (Service) report:

UDC Value	Row Title	Line	Explanation
SH09–0010	Revenues	1	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH09–0020	Less: Sales tax	2	Prints the sum of the accounts that you associated with this UDC.
SH09–0030	Operating cost	3	Prints the sum of the accounts that you associated with this UDC.
SH09–0040	Operating expense	4	Prints the sum of the accounts that you associated with this UDC.
SH09–0050	Blank	5	Blank.
SH09–0060	GROSS PROFIT	6	Prints the sum of lines 1–4 as a reversed number.
SH09–0070	Less: General and administrative expenses	7	Prints the sum of the accounts that you associated with this UDC.
SH09–0080	Financial expenses	8	Prints the sum of the accounts that you associated with this UDC.
SH09–0090	Including: Interest expenses (less interest income)	9	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 8.
SH09–0100	Exchange loss less exchange gains)	10	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 8.
SH09–0110	Blank	11	Blank
SH09–0120	OPERATING INCOME	12	Prints the sum of lines 6–8 as a reversed number.
SH09–0130	Add: Investments income	13	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH09–0140	Gains or losses from futures	14	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH09–0150	Subsidies	15	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH09–0160	Non-operating income	16	Prints the sum of the accounts that you associated with this UDC as a reversed number.

UDC Value	Row Title	Line	Explanation
SH09–0170	Gains on disposal of fixed assets	17	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 16.
SH09–0180	Income from non-monetary transactions	18	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 16.
SH09–0190	Fines received	19	Prints the sum of the accounts that you associated with this UDC as a reversed number. This amount is included in line 16.
SH09–0200	Blank	20	Blank.
SH09–0210	Less: on-operating expenses	21	Prints the sum of the accounts that you associated with this UDC.
SH09–0220	Losses on disposal of fixed assets	22	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 21.
SH09–0230	Losses on debt restructuring	23	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 21.
SH09–0240	Fines paid	24	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 21.
SH09–0250	Donations	25	Prints the sum of the accounts that you associated with this UDC. This amount is included in line 21.
SH09–0260	Add: Adjustment to prior year's income and expense	26	Prints the sum of the accounts that you associated with this UDC as a reversed number.
SH09–0270	Blank	27	Blank
SH09–0280	INCOME BEFORE TAX	28	Print the sum of lines 12–16, plus line 21 and line 26, as a reversed number.
SH09–0290	Less: Income tax	29	Prints this sum of the accounts that you associated with this UDC.
SH09–0300	NET INCOME	30	Prints the sum of lines 28 and 29 as a reversed number.

Running the Shanghai Balance Sheet Monthly Report

Select Financial Reports (G75C09), Shanghai Balance Sheet Monthly.

Setting Processing Options for Shanghai Balance Sheet Monthly (R75C10008)

The processing options for this report are the same as those for the Beijing Statement of Value Added Tax Payable report with one exception. You can print this report in Chinese or English, but not both.

See Chapter 35, "(CHN) Generating Financial Reports for Beijing, Guangzhou, and Shanghai," Setting Processing Options for Beijing Statement of Value Added Tax Payable (R75C10001), page 420.

Running the Shanghai Detail Statement of Main Tax Payable Monthly Report

Select Financial Reports (G75C09), Shanghai Detail Statement of Main Tax Payable Monthly.

Setting Processing Options for Shanghai Detail Statement of Main Tax Payable Monthly (R75C10009)

The processing options for this report are the same as those for the Beijing Statement of Value Added Tax Payable report.

See Chapter 35, "(CHN) Generating Financial Reports for Beijing, Guangzhou, and Shanghai," Setting Processing Options for Beijing Statement of Value Added Tax Payable (R75C10001), page 420.

Running the Shanghai Income Statement Monthly Report

Select Financial Reports (G75C09), Shanghai Income Statement Monthly.

Setting Processing Options for the Shanghai Income Statement Monthly (R75C10010)

The processing options for this report are the same as those for the Beijing Statement of Value Added Tax Payable report.

See Chapter 35, "(CHN) Generating Financial Reports for Beijing, Guangzhou, and Shanghai," Setting Processing Options for Beijing Statement of Value Added Tax Payable (R75C10001), page 420.

Running the Shanghai Income Statement (Commercial) Report

Select Financial Reports (G75C09), Shanghai Income Statement (Commercial).

Setting Processing Options for Shanghai Income Statement (Commercial) (R75C10011)

The processing options for this report are the same as those for the Beijing Statement of Value Added Tax Payable report, except that there is no processing option for period number.

See Chapter 35, "(CHN) Generating Financial Reports for Beijing, Guangzhou, and Shanghai," Setting Processing Options for Beijing Statement of Value Added Tax Payable (R75C10001), page 420.

Running the Shanghai Balance Sheet Yearly Report

Select Financial Reports (G75C09), Shanghai Balance Sheet Yearly.

Setting Processing Options for the Shanghai Balance Sheet Yearly

The processing options for this report are the same as those for the Beijing Statement of Value Added Tax Payable report, except that there is no processing option for period number.

See Chapter 35, "(CHN) Generating Financial Reports for Beijing, Guangzhou, and Shanghai," Setting Processing Options for Beijing Statement of Value Added Tax Payable (R75C10001), page 420.

Running the Shanghai Income Statement (Industrial) Report

Select Financial Reports (G75C09), Shanghai Income Statement (Industrial).

Setting Processing Options for Shanghai Income Statement (Industrial) (R75C10013)

The processing options for this report are the same as those for the Beijing Statement of Value Added Tax Payable report, except that there is no processing option for period number.

See Chapter 35, "(CHN) Generating Financial Reports for Beijing, Guangzhou, and Shanghai," Setting Processing Options for Beijing Statement of Value Added Tax Payable (R75C10001), page 420.

Running the Shanghai Income Statement (Service) Report

Select Financial Reports (G75C09), Shanghai Balance Sheet Yearly.

Setting Processing Options for Shanghai Income Statement (Service) (R75C10014)

The processing options for this report are the same as those for the Beijing Statement of Value Added Tax Payable report, except that there is no processing option for period number.

See Chapter 35, "(CHN) Generating Financial Reports for Beijing, Guangzhou, and Shanghai," Setting Processing Options for Beijing Statement of Value Added Tax Payable (R75C10001), page 420.

CHAPTER 36

Running Integrity Reports for General Accounting

This chapter provides an overview of General Accounting integrity reports and abbreviated column headings on reports and discusses how to:

- Print unposted batches.
- Correct transactions to batch records.
- Compare batch header records with transactions.
- Correct out-of-balance batches.
- Correct out-of-balance batches by company.
- Correct company imbalances.
- Correct intercompany account imbalances.
- Correct chart of account discrepancies.
- Correct account balances to transactions.

Understanding General Accounting Integrity Reports

Use integrity reports to supplement your internal balancing procedures and to locate potential balancing problems and data inconsistencies.

Integrity reports are an integral part of the General Accounting system. Running integrity reports helps you to ensure that your system functions correctly and that tables remain in balance. It also enables you to correct any problems in a timely and efficient manner.

You should run integrity reports at these times:

- During installation
- During conversion
- Daily, if necessary

Integrity reports provide information that is current at the time you run them. That is, they have no *as of* capability. Consequently, the more often you run them, the easier it is to determine when a problem occurred.

Some integrity reports are exception reports that list only discrepancies, alerting you to discrepancies in data among tables.

Two types of integrity reports are available:

- Batch header reports.

  Run these to identify discrepancies between the Batch Control Records table (F0011) and the F0911 table.

- General ledger integrity reports and updates.

  Run these reports and updates to verify that:

  - Transactions within a company are in balance.
  - Intercompany settlement accounts are in balance.
  - Accounts balance on a period-by-period basis.
  - Company number in the F0901 matches the company number in the Business Unit Master (F0006) and the F0902 and F0911 tables.

To decide which integrity report you should run, review this list of reports and descriptions:

Report	Description
Unposted Batches (R007011)	Prints a list of unposted batches based on the batch control records in the F0011 table.
Transactions to Batch Headers (R007021)	Provides transaction level information: • Transactions without a batch header record in the F0011 table. • Unposted transactions with a batch status of *D* (posted).
Batch to Detail (R007031)	Provides batch level information: • Deletes batch header records with no detail records. • Updates the batch status of a batch header record in the F0011 table to *D* (posted) if the detail records in the F03B11, F0411, and F0911 tables are posted, but the header record is unposted.
Batches Out of Balance (R007032)	Locates batches that are out of balance.
Batch and Company Within Batch Out of Balance (R09706)	Locates out-of-balance amounts by company within each batch.
Companies in Balance (R097001)	Prints the net balance of each company. Identifies missed intercompany settlements or adjustments posted to a prior year that are not included in the balance forward amounts for an account.
Intercompany Account Balance Integrity Report (R097011)	Locates imbalances between corresponding intercompany accounts.
Accounts without Business Units (R097041)	Provides business unit information in the F0901 table: • Locates company and business unit discrepancies in the F0901 table. Updates the F0901 table from the business unit master in the F0006 table. • Locates accounts with missing levels of detail.
Account Balance w/o Account Master (R097031)	Locates company and account discrepancies between the F0901 and F0902 tables.
Transaction w/o Account Master (R097021)	Locates company and account discrepancies between the F0911 and F0901 tables.
Compare Account Balances to Transactions (R09705)	Locates imbalances on a period-by-period basis between the F0902 and F0911 tables.

Note. If a batch has the Exclude Batch from Integrity Report option selected in Batch Header Revisions program (P0011) and the batch contains an out-of-balance entry, the batch will not be included in some integrity reports. The batch will not appear on the integrity reports even though it is out of balance.

Understanding Abbreviated Column Headings on Reports

This list includes examples of abbreviated column names that appear on some integrity reports and an explanation of the abbreviation:

- A/B Co - Account Balances Company
- A/M Co - Account Master Company
- App - Batch Approved for Posting
- Balanced B - Balanced Batch
- Balanced J - Balanced Journal Entry
- B/M Co - Business Unit Master Company
- Bt Ty - Batch Type
- Do Ty or Ty - Document Type
- Doc Co - Document Company
- Invalid MCU - Invalid Business Unit
- Invalid LOD - Invalid Level of Detail
- L T - Ledger Type
- P C - Posted Code
- ST - Subledger Type
- T/L Co - Account Ledger Company Number
- Ty - Batch Type

Printing Unposted Batches

This section provides an overview of the Unposted Batches report and discusses how to run the Unposted Batches report.

Understanding the Unposted Batches Report

To review unposted batch transactions, print the Unposted Batches report (R007011). You should print this report on a weekly basis or prior to period-end procedures. Use this report as a reminder to:

- Post batches that have an approved status.
- Review and approve batches that are still pending.
- Research batches that are in error.

This report prints batch control information from the F0011 table only. Thus, unposted batch transactions do not appear on this report if the batch header does not exist.

This report sorts information by batch type and then batch number.

Running the Unposted Batches Report

Select Integrity Reports and Updates (G0922), Unposted Batches.

Correcting Transactions to Batch Records

This section provides an overview of the Transactions To Batch Headers report and discusses how to:

- Run the Transactions To Batch Headers report.
- Set processing options for Transactions To Batch Headers.
- Correct discrepancies on the Transactions To Batch Headers report.

Understanding the Transactions To Batch Headers Report

To identify discrepancies between a batch record and its associated ledger transactions, run the Transactions To Batch Headers report (R007021). After you identify discrepancies, you should correct them. You should run this report on a weekly basis.

After you run the report and correct any discrepancies, you can prevent future discrepancies by:

- Assigning responsibility for batch revisions to one user.
- Verifying validity of conversion or interface programs.

This report compares batches in the F0011 table with transactions in these tables:

- F0911
- F0411, F0413, and F0414
- F03B11, F03B13, and F03B14

The Transactions to Batch Headers report lists discrepancies, if any are found, and adds missing information. Specifically, the report lists unposted transactions with a batch header record that is marked as posted (*D*), as well as unposted and posted transactions without matching batch header records. For transactions without matching batch header records, you can set a processing option to create matching records in the F0011 table.

You can create different versions of this report to compare general ledger, accounts payable, or accounts receivable transactions with the batch records and set the corresponding processing options. You must set at least one of the general ledger, accounts payable, or accounts receivable processing options for the system to process records. Otherwise, the system prints the message *No Data Selected* on the report.

Note. This report can be lengthy. For example, if a 500-line journal entry has a integrity issue, the system prints all 500 lines.

Running the Transactions to Batch Headers Report

Select Integrity Reports and Updates (G0922), Transactions to Batch Headers.

Do not enter data selection criteria for this report.

Setting Processing Options for Transactions to Batch Headers (R007021)

Processing options enable you to specify the default processing for reports.

Post/Unposted

1. Posted/Unposted Transactions

Specify the records the system selects for processing. Values are:

Blank: The system selects both posted and unposted transactions.

1: The system selects only unposted transactions.

Select

Because this is a batch header report, the system uses the batch date, not the general ledger date, to select records.

1. Date Range

Complete the two processing options for batch type range.

From Date and **Thru Date**

Specify a beginning and an ending date for a range of dates to limit the records that the system selects for processing.

If you leave these processing options blank, the system selects all records unless you enter a value for the Prior Days processing option.

2. Prior Days

Specify the number of days prior to the current date that the system uses to select records for processing. The system selects records with a batch date equal to the calculated date through the current date. For example, if you specify *30* for this processing option, the system selects records starting 30 days ago through today. If you leave this processing option blank, the system uses the dates specified in the From Date and Thru Date processing options.

3. Batch Type Range

Complete the two processing options for batch type range.

From Batch Type and **Thru Batch Type**

Specify the beginning and ending batch types for a range of batch types that the system uses to select records for processing. Enter a value from UDC table 98/IT. If you leave these processing options blank, the system selects all batch types.

4. Batch Number Range

Complete the two processing options for batch number range.

From Batch Number and **Thru Batch Number**

Specify the beginning and ending batch numbers for a range of batch numbers that the system uses to select records for processing. If you leave these processing options blank, the system selects all batch numbers.

5. User ID Range

Complete these processing options for user ID range:

From User ID and **Thru User ID**

Specify the beginning and ending user IDs for a range of user IDs that the system uses for selecting records for processing. If you leave these processing option blanks, the system selects all user IDs.

G/L

1. G/L Integrity Check Flag Specify whether the system includes records from the F0911 table for comparison with the batch control records in the F0011 table. Values are:

Blank: Do not records from the F0911 table.

1: Include records from the F0911 table.

A/R

Values for these processing options are:

Blank: Do not include records from the specified table.

1: Include records from the specified table.

1. A/R Ledger File F03B11 Flag Specify whether the system includes customer ledger records in the F03B11 table for comparison with batch control records in the F0011.

2. A/R Receipts Header File F03B13 Flag Specify whether the system includes receipt header records in the F03B13 for comparison with the batch control records in the F0011 table.

3. Compare Receipts Header and Detail Flag Specify whether the system includes receipt header records in the F03B13 and receipts detail records in the F03B14 tables for comparison with batch control records in the F0011 table.

A/P

Values for these processing options are:

Blank: Do not include records from the specified table.

1: Include records from the specified table.

1. A/P Ledger File F0411 Flag Specify whether the system includes ledger records in the F0411 table for comparison with the batch control records in the F0011 table.

2. A/P Matching Document File F0413 Flag Specify whether the system includes matching document records in the F0413 table for comparison with the batch control records in the F0011 table.

3. Compare A/P Header and Detail Flag Specify whether the system includes matching document records in F0413 and matching document detail records from the F0414 tables for comparison with the batch control records in the F0011 table.

Options

1. Rebuild Missing Batch Header F0011 Flag Specify whether the system rebuilds missing batch header records in the F0011 table. Values are:

Blank: Do not rebuild missing batch header records. A message will appear on the report that there is no batch header record.

1: Rebuild missing batch header records. A message will appear on the report that the missing batch header record was added.

2. Manager Approval Flag Specify whether manager approval is required to rebuild missing batch header records in the F0011 table. Values are:

Blank: Manager approval is not required to rebuild missing batch header records. The batch status will be set to *A* (approved).

1: Manager approval is required to rebuild missing batch header records. The batch status will be set to *P* (pending).

Correcting Discrepancies on the Transactions To Batch Headers

After running the Transactions to Batch Headers integrity report, you should correct any discrepancies that the system detects.

Missing Batch Header Records

Reasons for this error to appear on the report include:

- The computer fails at any time.
- The conversion or interface programs create a batch header improperly.
- The user creates a batch header improperly.
- The user did not enter the actual number of documents on the Batch Header Revisions form.

To correct the error:

On the Batch Header Revisions form, add the batch header record again. Enter information in all fields except Input Total, Batch Status, and Number of Documents Expected.

Enter at least *100* in the Amount Entered field. If the actual number of documents is unknown, enter at least *10* in the Documents Entered field. For example, if you enter only *1* and later delete a single document, the system updates the Documents Entered field to *0* and deletes the batch header when you run the Correcting Out-of-Balance integrity report.

Posted Batch Header Record, No Posted Detail

This error appears on the report if a user changes a batch header record improperly to a posted status. To resolve this issue, change the status of the batch header record to *A* (approved) on the Batch Header Revisions form, and post the batch.

See Also

Chapter 37, "Maintaining Batch Headers," Adding and Revising Batch Headers, page 508

Comparing Batch Header Records with Transactions

This section provides an overview of the Batch to Detail report and discusses how to:

- Run the Batch to Detail report.
- Set processing options for Batch to Detail.

Understanding the Batch to Detail Report

For each batch, the Batch to Detail report (R007031) compares the status of the batch header records in the F0011 table with the status of the corresponding transactions in these tables:

- F0911
- F0411, F0413, and F0414
- F03B11, F03B13, and F03B14

For each batch, the report does either of these:

- Updates the status of the batch header to *D* in the F0011 table if all corresponding transaction records in the batch are marked as posted.

  For example, if all F0911 records for batch type G are posted, but the batch header record for the batch in the F0011 table is not posted, the report changes the status of the F0011 record to *D* (posted).
- Deletes the batch header and prints a message on the report indicating that the batch was deleted if one of these situations apply:
  - No records exist for batch type G in the F0911 table.
  - No records exist in either the F03B11 table or the F03B13 and F03B14 tables and the A/R Integrity Check Flag processing option is set to *1*.
  - No records exist in either the F0411 table or the F0413 and F0414 tables and the A/P Integrity Check Flag processing option is set to *1*.
- Ignores the batch regardless of whether unposted records exist in the accounts receivable or accounts payable tables if the A/R or A/P Integrity Check Flag processing option is blank. A blank processing option indicates that the batch is not eligible for the integrity batch.

You can use the From Date and Thru Date processing options to limit the integrity check to a specific range of dates. Or use the Prior Days processing option to enter a number of days prior to the current date to determine which records are included in the integrity check.

Running the Batch to Detail Report

Select Integrity Reports and Updates (G0922), Batch to Detail.

Setting Processing Options for Batch to Detail (R007031)

Processing options enable you to specify the default processing for reports.

Date Range

Because this is a batch level report, the system uses the batch date, not the general ledger transaction date, when selecting records.

From Date and **Thru Date** Specify a beginning and an ending date for a range of dates to limit the records that the system selects for processing.

If you leave these processing options blank, the system selects all records unless you enter a value for the Prior Days processing option.

3. Prior Days Specify the number of days prior to the current date that the system uses to select records for processing. The system selects records with a batch date equal to the calculated date through the current date. For example, if you specify *30* for this processing option, the system selects records starting 30 days ago through today. If you leave this processing option blank, the system uses the dates specified in the From Date and Thru Date processing options.

A/R

1. A/R Integrity Check Flag

Specify which tables the integrity check should include. Values are:

Blank: Limit the integrity check to include only batch control records in the F0011 table and ledger records in the F0911 table.

If you leave this processing option blank and no F0911 records exist, the batch header in the F0011 table is not deleted because the integrity check does not include the accounts receivable tables. Therefore, the batch does not appear on the report.

1: Expand the integrity check to include the F03B11, F03B13, F03B14, and F03B11Z1 table.

If you set this processing option to *1*, and no F0911 records exist and no records exist in the accounts receivable tables, the batch header is deleted and a message prints on the report notifying you that it was deleted. If posted detail records exist in the accounts receivable tables, but no corresponding F0911 records exist, the batch is ignored and it does not appear on the report.

A/P

1. A/P Integrity Check Flag

Specify which tables the integrity check should include. Values are:

Blank: Limit the integrity check to include only batch control records in the F0011 table and ledger records in the F0911 table.

If you leave this processing option blank and no F0911 records exist, the batch header in the F0011 table is not deleted because the integrity check does not include the accounts receivable tables. Therefore, the batch does not appear on the report.

1: Expand the integrity check to include the F0411, F0413, and F0414 tables.

If you set this processing option to *1*, and no F0911 records exist and no records exist in the accounts receivable tables, the batch header is deleted and a message prints on the report notifying you that it was deleted. If posted detail records exist in the accounts payable tables, but no corresponding F0911 records exist, the batch is ignored and it does not appear on the report.

Batch

1. Batch Type

Specify which batch type the integrity check should include. If you leave this processing option blank, the system includes all batch types.

2. Starting Range Of Batch Numbers and **3. Ending Range Of Batch Numbers**

Specify a starting-range batch number and an ending-range batch number for the system to include in the integrity check.

If you leave the Starting Range of Batch Numbers processing option blank, the system includes all batch numbers through the batch number specified in the Ending Range of Batch Numbers processing option.

If you leave the Ending Range of Batch Numbers processing option blank, the system includes all batch numbers from the batch number specified in the Starting Range of Batch Numbers processing option.

If you leave both processing options blank, the system includes all batch numbers.

Correcting Out-of-Balance Batches

This section provides an overview of the Batches Out of Balance report and discusses how to:

- Run the Batches Out of Balance report.
- Set data selection for Batches Out of Balance.
- Set processing options for Batches Out of Balance.
- Correct discrepancies.

Understanding the Batches Out of Balance Report

As part of your period-end procedures, you should look for any batches that are out of balance. You might have intentionally posted some batches out of balance or you might have batches that posted out of balance due to system problems.

After you run the report and correct any discrepancies, you can prevent future out-of-balance postings by:

- Assigning security to the Work With Batch Versions - Available Versions form to prevent improper changes.
- Assigning responsibility for out-of-balance posting to one user.

The Batches Out of Balance report (R007032) reviews the net amount in each batch. If the net amount is not zero, the net difference - not the batch amount - prints on the report. If the amounts net to zero, the batch is in balance and does not print.

To analyze batch detail, run the General Journal by Batch report (R09301).

See Also

Appendix F, "PeopleSoft EnterpriseOne General Accounting Reports," R09301 - Unposted General Journal, Unposted Cash Basis Report, page 608

Running the Batches Out of Balance Report

Select Integrity Reports and Updates (G0922), Batches Out of Balance.

Setting Data Selection for Batches Out of Balance Report

Enter a batch number, batch type, and company number in data selection, if possible, to improve processing time for the report.

Setting Processing Options for Batches Out of Balance (R007032)

Processing options enable you to specify the default processing for reports.

Date Range

Because this is a batch level report, the system uses the batch date, not the general ledger transaction date, when selecting records.

1. From Date and **2. Thru Date** Specify a beginning and an ending date for a range of dates to limit the records that the system selects for processing.

If you leave these processing options blank, the system selects all records unless you enter a value for the Prior Days processing option.

3. Prior Days Specify the number of days prior to the current date that the system uses to select records for processing. The system selects records with a batch date equal to the calculated date through the current date. For example, if you specify *30* for this processing option, the system selects records starting 30 days ago through today. If you leave this processing option blank, the system uses the dates specified in the From Date and Thru Date processing options.

Ledger Type

1. Ledger Types Specify additional ledger types for the system to include in the integrity check. If you leave this processing option blank, the system selects only records with ledger type AA.

Correcting Discrepancies

After running the Batches Out of Balance report, you should correct any discrepancies that the system detects.

Batches Posted Out of Balance

The reasons for this error to appear on the report and possible resolutions include:

- The batch was purposely posted out-of-balance.

  To correct this error, select the Exclude Batch from Integrity Report check box on the Batch Overrides form to remove the batch from the report. Maintain documentation for this batch.

- The intercompany settlement constant is set to *.

  To correct this error:

  - Enter journal entries manually if intercompany settlements are necessary.
  - Post the batch.
  - Change the intercompany settlement constant to *1* or *2* so that the system automatically creates intercompany settlements.

Batch is Partially Posted

The reason for this error to appear on the report and possible resolution includes:

A computer failure or job cancellation. To correct this error:

- Select the Allow Batch to Post Out of Balance check box on the Batch Overrides form.
- Post the partially posted batch again.
- Enter journal entries manually if intercompany settlements are necessary.

Note. To prevent the system from deleting an empty batch header, enter *x* in the Description 02 field of the batch type in UDC table 98/IT.

Correcting Out-of-Balance Batches by Company

This section provides an overview of the Company by Batch Out of Balance report, lists a prerequisite, and discusses how to:

- Run the Company by Batch Out of Balance report.
- Set processing options for Company by Batch Out of Balance.
- Correct discrepancies on the Company by Batch Out of Balance report.

Understanding the Company by Batch Out of Balance Report

During the conversion process at a new software installation site, you should run the Company by Batch Out of Balance report (R09706) on a weekly basis. Thereafter, you should run the report on a periodic basis.

The Company by Batch Out of Balance report uses only posted information in the F0911 table. This report is an exception report. If no discrepancies exist, the report is blank.

Prerequisite

To ensure accuracy, run the Company by Batch Out of Balance report when users are not accessing the system.

Running the Company by Batch Out of Balance Report

Select Integrity Reports and Updates (G0922), Company by Batch Out of Bal.

Setting Processing Options for Company by Batch Out of Balance (R09706)

Processing options enable you to specify the default processing for reports.

Additional Ledger

Ledger Type Enter an additional ledger to edit batch and company within the batch in balance condition. If you leave this processing option blank, the system edits ledger type AA only.

Correcting Discrepancies on the Company by Batch Out of Balance Report

After running the integrity report, you should correct any discrepancies that the system detects.

A Batch is Out of Balance by Batch and Company

The reasons for this error to appear on the report include:

- The batch was posted out of balance with the general accounting constants, or batch overrides are set to allow out-of-balance postings.
- A computer failure or job cancellation occurred.

To correct the error:

- Select the Allow Batch to Post Out of Balance check box on the Batch Overrides form to allow for out-of-balance posting and change the Intercompany Settlements field to * in the general accounting constants.
- Post the batch.
- Change the value in the Intercompany Settlements field back to *1* or *2* so that the system automatically creates intercompany settlements.

Correcting Company Imbalances

This section provides an overview of the Companies in Balance report and discusses how to:

- Run the Companies in Balance report.
- Locate out-of-balance conditions.
- Correct discrepancies on the Companies in Balance report.

Understanding the Companies in Balance Report

All transactions within each company balance should net to zero. You should run the Companies in Balance report (R097001) to review each company's balance. Run this report as often as possible. If you use automatic intercompany settlements, run this report and then run the Intercompany Accounts in Balance report (R097011) immediately to ensure that intercompany accounts are in balance.

After you run the report and correct any discrepancies, you can prevent future out-of-balance conditions by:

- Placing security on the Work With Batches form and in the general accounting constants to prevent improper changes.
- Assigning responsibility for correcting out-of-balance conditions to one user.
- Routinely running this report and then the Intercompany Accounts in Balance report.

The Companies in Balance report uses information from the F0902 table to determine whether a company is in balance.

The report provides three columns. Each company's balance should be zero in each column. If a summarized amount shows in column, the company is out of balance.

Column	Description
FY (fiscal year)	This column shows the fiscal year that is out of balance, using these guidelines: • If only one year is out of balance, the fiscal year will show all years out of balance by the same amount because the out-of-balance condition carries forward to each succeeding year until the condition is corrected. All the years that follow will display out-of-balance conditions even if a specific year is in balance. • If more than one year is out of balance, then the amounts for the fiscal years will be different, and the earliest year on the report with an amount is the first out-of-balance condition.

Column	Description
Amount	This column shows the amount by which the company is out of balance. This field is cumulative. For example, if fiscal year 2006 was out of balance, that amount is added to the amount column for fiscal year 2007.
PACO (Post After Cut Off)	This column shows an amount if an entry was posted to a future period or to a future year and it is out of balance.

Note. The Intercompany Settlements field in the general accounting constants controls the automatic generation of intercompany entries. To automatically create intercompany entries for new journal entries, this constant must be set to *1* or *2*.

Running the Companies in Balance Report

Select Integrity Reports and Updates (G0922), Companies in Balance.

Locating Out-of-Balance Conditions

After reviewing the Companies in Balance report, select any of these methods to locate out-of-balance conditions:

- Run any of these reports:
  - Intercompany Accounts in Balance (R097011)
  - Batch to Detail (R007031)
  - Account Balance to Transactions (R09705)
- Select batches or batch types to review in the General Journal Review program (P0011).
- Run the Trial Balance Report (R09410) to determine which periods are out of balance for each company. Select level of detail 5 for a summarized report.
- Verify that data in the F0911 table is correct.

  Run the Repost Account Ledger program (R099102) with the appropriate processing option set to print a report only. If discrepancies are identified on the report, run the Repost Account Ledger program in final mode to correct the discrepancies. In final mode, the Repost Account Ledger program overwrites balances in the F0902 with balances in the F0911 table.

See Also

Chapter 38, “Reposting the Account Ledger,” page 511

Correcting Discrepancies on the Companies in Balance Report

After running the Companies in Balance report, you should correct any discrepancies that the system detects.

Company is Out of Balance in YTD

The reasons for this error to appear on the report and possible resolutions include:

- The batch was posted out of balance.

Run the Batch to Detail report and the Company by Batch Out of Balance report to locate out-of-balance postings. Additionally, run the Account Balance to Transactions report to determine whether an account does not balance and the period for which it does not balance. Create an out-of-balance entry to correct the original entry.

- The F0902 table contains erroneous data that does not equal the transactions in the F0911 table.

  Enter a balancing journal entry. If necessary, run the Repost Account Ledger program with the processing option set to update the F0902 table so that the F0902 table will match the total of posted records in the F0911 table.

Two Companies are Out of Balance by the Same Amount in the YTD Column

This error appears on the report if the intercompany settlements were not set up properly, and therefore, were not created for some batches during posting. To locate the cause of this error:

- Research and correct the automatic accounting instructions (AAIs) that control intercompany settlements.
- Restrict the intercompany accounts to automatic journal entries (posting edit code M).
- Verify that the Intercompany Settlements field in the general accounting constants is set to *1* or *2*.

Possible resolutions include:

- Run the Intercompany Accounts in Balance report to locate any imbalances.
- Use the Trial Balance by Object form or report to determine the period in which the out-of-balance condition occurs.
- Create a balancing intercompany journal entry and post with the Intercompany Settlements field set to * in the general accounting constants. If this field is not set to *, the batch creates intercompany settlements, which causes the transaction for each company to net to zero and does not eliminate the out-of-balance condition. When you are finished, you must change this field back to its original setting.

Amount in PACO (Post After Cut Off) Column

This error appears on the report if a journal entry was posted to the next fiscal period or year and it does not net to zero. To correct this error, do either of these:

- Run the Trial Balance Report for future fiscal periods and years to locate the entry.

  Research the data on the report to determine whether you need to enter two one-sided journal entries to move the amounts to the proper periods. Post these entries out of balance.
- Run the Company by Batch Out of Balance report to identify batches that posted out of balance for the company with the PACO amount. Create balancing journal entries as necessary.

Prior Year Total for a Company that is Out of Balance

The reasons for this error to appear on the report include:

- An entry was created in the prior year reclassifying an amount between a balance sheet and an income statement account without reclosing the year.
- A batch was posted out of balance in the prior year.
- The F0902 table from the prior year contains erroneous data that does not equal the transactions in the F0911 table.

To correct the error:

- If the prior year entry is a reclassification between a balance sheet and an income statement account, reclose the year to recalculate retained earnings.
- Verify that the AAI item GLG4 for retained earnings is correct.
- If an out-of-balance condition exists in the prior year, run the Batch to Detail report and the Company by Batch Out of Balance report to locate out-of-balance postings.

  Additionally, run the Account Balance to Transactions report to determine whether an account does not balance and the period for which it does not balance. Create an out-of-balance entry in the prior year to correct the original entry, and then run the Annual Close program (R098201) to recalculate retained earnings.
- If the F0902 table contains erroneous data in the prior year that does not equal the transactions in the F0911 table, enter a balancing journal entry. If necessary, run the Repost Account Ledger program with the processing option set to update the F0902 table. The F0902 table will match the total of posted records in the F0911 table.

Missing Company Error

This error appears on the report if a company was deleted after journal entries were posted. To correct the error:

- Re-create the missing company in the F0010 table.
- Transfer the amounts from the missing company to another company.

Correcting Intercompany Account Imbalances

This section provides an overview of the Intercompany Accounts in Balance report, lists a prerequisite, and discusses how to:

- Run the Intercompany Accounts in Balance report.
- Set processing options for Intercompany Accounts in Balance.
- Locate out-of-balance conditions.
- Correct discrepancies on the Intercompany Accounts in Balance Report.

Understanding the Intercompany Accounts in Balance Report

If you have multiple companies set up for hub or detail intercompany settlements, you can verify that all intercompany accounts are in balance by running the Intercompany Accounts in Balance report (R097011).

After you run the report and correct any discrepancies, you can prevent future out-of-balance conditions by assigning the posting edit code M to intercompany accounts to allow only machine-generated transactions.

The Intercompany Accounts in Balance report is not based on any financial period. This report:

- Uses information from the F0902 table to compare the balances among the company's various intercompany settlement accounts.
- Determines whether AAI items and the associated intercompany accounts are set up correctly.
- Includes all of the periods in the current year, previous year, and next year.

The intercompany accounts for your companies should be in balance. If they are not, the report lists the intercompany accounts, their balances, and the amount required to balance each account.

Transactions posted with the intercompany settlement code * do not appear on this report. This code is automatically set when batches are posted out of balance. The Intercompany Accounts in Balance report does not list any missed intercompany settlements. To locate these imbalances, print the Companies in Balance report.

A message appears on the report only if these conditions occur:

- All intercompany accounts are in balance.
- The intercompany accounts are not set up in the AAIs.

Note. If you have multiple companies with different base currencies, do not run this integrity report.

See *PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "PeopleSoft EnterpriseOne Multicurrency Reports," Intercompany Accounts in Balance (R097011).

Prerequisite

Run the Companies in Balance integrity report.

Running the Intercompany Accounts in Balance Report

Select Integrity Reports and Updates (G0922), Intercompany Accts in Balance.

Setting Processing Options for Intercompany Accounts in Balance (R097011)

Processing options enable you to specify the default processing for reports.

Ledger Type

Ledger type Enter a specific ledger type or leave this processing option blank to process all ledger types.

Locating Out-of-Balance Conditions

After reviewing the Intercompany Accounts in Balance report, select any of these methods to locate out-of-balance conditions:

- Run the Batch to Detail report.
- Run the Companies in Balance report.
- Review batches or batch types using the General Journal Review program.
- Run the Monthly Spreadsheet report (R10412A) or the Trial Balance By Object Report (R094121) to determine which period is out of balance.

Correcting Discrepancies on the Intercompany Accounts in Balance Report

After running the Intercompany Accounts in Balance report, you should correct any discrepancies that the system detects.

Intercompany Accounts Do Not Balance

The reasons for this error to appear on the report include:

- The intercompany AAI items were set up improperly.
- Manual journal entries were improperly posted to accounts that should allow only automatic entries.
- Intercompany accounts allow for manual posting, and an intercompany entry was made without the offsetting entries.

Possible resolutions include:

- Verify that AAI items ICH and ICCC are correct.
- Void or correct improper journal entries to intercompany clearing accounts.

Correcting Chart of Accounts Discrepancies

This section provides overviews of chart of accounts integrity reports, the Accounts without Business Units report, the Account Balance without Account Master report, and the Transactions without Account Master report, lists a prerequisite, and discusses how to:

- Run the Accounts without Business Units report.
- Set processing options for Accounts without Business Units.
- Run the Account Balance without Account Master report.
- Set processing options for Account Balance without Account Master.
- Run the Transactions without Account Master report.
- Set processing options for Transactions without Account Master.
- Correct discrepancies on the Transactions without Account Master report.

Understanding Chart of Accounts Integrity Reports

Run the chart of accounts integrity reports:

- To ensure that the matching account and company information are among your account structure tables.
- To automatically update the tables with the correct company information.
- When you move one or more business units to another company.

You should run these integrity reports in this sequence:

1. Accounts without Business Units
2. Account Balance without Account Master
3. Transactions without Account Master

This sequence ensures that the company number always originates from the F0006 table.

Understanding the Accounts without Business Units Report

The Accounts without Business Units integrity report (R097041) verifies that a business unit or valid company number exists for each record in the F0901 table. If the business unit or company number does not exist, the program prints the business unit, object account, subsidiary, and company for each account in the missing business unit. A missing business unit is identified by * in the Invalid MCU column on the report. If you run the report in final mode, this program updates the company number in the F0901 table with the company number in the F0006 table.

This report also identifies accounts that are missing level of detail assignments. Accounts should be assigned a level of detail 3–9. An account with a blank level of detail is identified by * in the Invalid LOD column on the report. If the level of detail for an account is missing and you display levels of detail on a form or print them on a report, the amounts that appear might be overstated or understated.

Note. If your company recently converted its chart of accounts to the PeopleSoft EnterpriseOne General Accounting system, ensure that you run this report to identify and correct accounts with missing level of detail information.

Understanding the Account Balance without Account Master Report

The Account Balance without Account Master integrity report (R097031) verifies whether an account master number or a valid company number exists for each transaction in the F0902 table. If the account master or company numbers do not exist, the report prints the account balance information. This report also updates the company number in the F0902 table with the company number in the F0901 table.

You should correct any discrepancies identified on the Account Balance without Account Master report before running the Transactions without Account Master report. Typically, if an account is not on the Account Balance without Account Master report, it is not on the Transactions without Account Master report.

Understanding the Transactions without Account Master Report

The Transactions without Account Master integrity report (R097021) verifies that for each record in the F0911 table, an account master number or valid company number exists in the F0901 table. If the account master information or company number do not exist in the F0901 table, the report prints every account transaction from the F0911 table. This report also updates the company number in the F0911 table with the company number in the F0901 table.

Prerequisite

Update the company number, if appropriate.

See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Accounts," Revising Accounts by Business Unit.

Running the Accounts without Business Units Report

Select Integrity Reports and Updates (G0922), Accounts w/o Business Units.

Setting Processing Options for Accounts w/o Business Units (R097041)

Processing options enable you to specify the default processing for reports.

Update

1. Company Number Update Specify whether to print the report and update the company number. Values are:

1: Print only the report.

2: Print the report and update the company number.

Running the Account Balance without Account Master Report

Select Integrity Reports and Updates (G0922), Account Balance w/o Account Master.

Setting Processing Options for Account Balance without Account Master (R097031)

Processing options enable you to specify the default processing for reports.

Update

1. Company Update Specify whether to print the report and update the company number. Values are:

1: Print only the report.

2: Print the report and update the company number.

Running the Transactions without Account Master Report

Select Integrity Reports and Updates (G0922), Transactions w/o Acct Master.

Before you run the Transactions without Account Master report, correct any discrepancies identified on the Account Balance without Account Master report.

Setting Processing Options for Transactions without Account Master (R097021)

Processing options enable you to specify the default processing for reports.

Update

1. Company Number Update Specify whether to print the report and update the company number. Values are:

1: Print only the report.

2: Print the report and update the company number.

Correcting Discrepancies on the Transactions without Account Master Report

After running these reports, you should correct any discrepancies that the system detects.

Account Master Company Column is Blank on the Report

This error appears on the report if the account is not set up. To correct the error, add the account using the Review and Revise Accounts program (P0901) by entering the short account ID from the report.

The Company Number is not in the Account Balances Table

This error appears on the report if the company number is not in the F0902 table. To correct the error, set the processing option for the Account Balance without Account Master report to update the company number in the F0902 table. This is helpful if you change the company number in the account master record and want to globally update the F0902 table.

The Company Number is not in the Account Ledger Table

This error appears on the report if the company is not in the F0911 table. To correct the error, set the processing option for the Transaction without Account Master report to update the company number in the F0911 table. This is helpful if you change the company number in the F0901 record and want to globally update the F0911 table.

Correcting Account Balances to Transactions

This section provides an overview of the Account Balance to Transactions report and discusses how to:

- Run the Account Balance to Transactions report.
- Set processing options for Account Balance to Transactions.
- Correct discrepancies on the Account Balance to Transactions report.

Understanding the Account Balance to Transactions Report

You can locate discrepancies between account balances and posted transactions by period.

After running the Account Balance to Transactions integrity report (R09705) and correcting discrepancies, you can prevent future out-of-balance conditions by:

- Placing security on the Work With Batches form to prevent improper changes.
- Assigning responsibility for out-of-balance posting to one individual.
- Allowing only one user to void, change, or delete entries.

The Account Balance to Transactions report reads balances in the F0902 table, verifies the amounts against the posted transactions in the F0911 table, and prints any out-of-balance conditions. If this integrity report does not find F0911 records with the same account number, period number, fiscal year, and ledger type as the F0902 records, it deletes the invalid period balance from the F0902 table as long as these apply:

- A processing option is set to clear invalid period balances
- The affected ledger type has the Prevent Direct Balance Update check box selected in the Ledger Type Master Setup program (P0025).

If the Account Balance to Transactions report finds F0911 records with corresponding F0902 records, the system does not delete invalid period balances from the F0902 table, regardless of the processing option and ledger type master setup.

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up Ledger Type Rules for General Accounting," Setting Up Ledger Type Rules

Running the Account Balance to Transactions Report

Select Integrity Reports and Updates (G0922), Acct Balance to Transactions.

Setting Processing Options for Account Balance to Transactions (R09705)

Processing options enable you to specify the default processing for reports.

Select

1. Company

Specify the company number that the system uses to select records from the F0902 table. If you leave this processing option blank, the system selects all companies.

2. Ledger Type

Specify the ledger type that the system uses to select records from the F0902 table. Enter a ledger type code from UDC table 09/LT.

If you leave this processing option blank, the system selects all amount ledger types in the F0902 table and excludes all unit ledger types in the same table. To process records for unit ledger types, submit the report for each unit ledger type individually. Enter a specific unit ledger type in this processing option and enter the associated amount ledger type in the Amount Ledger Type processing option. For example, if you want to process unit ledger type records from the AU ledger and the associated amount ledger is the AA ledger, specify *AU* for the Ledger Type processing option and *AA* for the Amount Ledger Type processing option.

3. Fiscal Year

Specify the fiscal year that the system uses when selecting records from the F0902 table. Enter the last two digits of the fiscal year. For example, enter 06 for 2006. If you leave this processing option blank, the system selects all fiscal years.

4. Beginning Period Number and **5. Ending Period Number**

Specify the beginning and ending periods that the system uses to select records from the F0902 table.

If the Beginning Period Number processing option is blank, the system selects all records with a period number prior to the period specified in the Ending Period Number processing option.

If the Ending Period Number is blank, the system selects all records with a period number after the period specified in the Beginning Period Number processing option.

If both processing options are blank, the system selects all period numbers.

6. Business Unit

Specify the business unit that the system uses to select records from the F0902 table. Enter a valid business unit number. If you leave this processing option blank, the system selects all business units for the company specified in the Company processing option.

7. Beginning Object Account

Specify the beginning and ending object account numbers in a range of object accounts that the system uses to select records from the F0902 table.

If the Beginning Object Account processing option is blank, the system selects all records with an object account preceding the object account specified in the Ending Object Account processing option.

If the Ending Object Account is processing option is blank, the system selects all records with an object account after the account specified in the Beginning Object Account processing option.

If both processing options are blank, the system selects all object accounts.

Options

1. Clear invalid period balances

Specify whether the system deletes period amounts in the F0902 table that have no corresponding records in the F0911 table. Values are:

Blank: The system does not delete period amounts for invalid records in the F0902 table and prints the invalid records on the report.

1: Delete period amounts for invalid records in the F0902 table and prints the invalid records on the report. The system deletes period amounts for invalid records only if no records exist in the F0911 table and the corresponding ledger type has the Prevent Direct Balance Update option selected in the Ledger Type Master Setup program (P0025).

For example, if an account has a balance of 600 in period 6 of fiscal year 2007 for ledger type AA in the F0902 table and no records for the account exist in the F0911 table for the same period, fiscal year and ledger type, the system deletes the F0902 amount only if the AA ledger type has the Prevent Direct Balance Update check box selected. In this situation, the system deletes the period balance from the F0902 and prints the out-of-balance amount and the message *Balance Cleared* on the report.

If, for example, an account has a balance of 600 in period 6 of fiscal year 2007 for ledger type AA in the F0902 table and the same account has a balance of 400 in the same period, fiscal year and ledger type in the F0911 table, the system does not delete the amount from the F0902 table due to the account having a balance in the F0911 table for the same period number, fiscal year and ledger type, regardless of whether the Prevent Direct Balance Update option is selected.

2. Exclude inactive accounts.

Specify whether the system excludes inactive accounts when comparing period balances in the F0902 table to corresponding records in the F00911 table. Values are:

Blank: Include active accounts.

1: Excludes inactive accounts.

Units

1. Amount Ledger Type

Use this processing option in conjunction with the Ledger Type processing option to specify the amount ledger type that the system uses to select records from the F0902 table. Specify the amount ledger type that is associated with the unit ledger type identified in the Ledger Type processing option. Enter a

code from UDC table 09/LT. If you leave this processing option blank, the system uses ledger type *AA*.

Correcting Discrepancies on the Account Balance to Transactions Report

After running the Account Balance to Transactions report, you should correct any discrepancies that the system detects.

Important! To prevent inaccurately deleting records from the F0902 table, ensure that you select the Prevent Direct Balance Update check box in the Ledger Type Master Setup program only for those ledger types that should not allow data entries directly to the F0902 table. Certain ledger types might allow direct updates to the F0902 table, such as the BA ledger or other budgeting ledger types.

Some typical discrepancies, their causes, and possible resolutions are as follows:

The Account Balance and Detail Columns are Out of Balance

The reasons for this error to appear on the report include:

- Data entries were damaged by improper void or change processes.
- An entry was not properly created by the conversion/interface programs.

Possible resolutions include:

- If data entries are damaged in the F0911 table, run a data utility program. If data entries are damaged in the F0902 table, run the Repost Account Ledger program.
- If an entry was improperly created by the conversion/interface programs, research the error and add the missing entries. Verify the validity of F0911 records and correct the conversion/interface programs.

The Balance Column has an Amount and the Detail Column does not have an Amount

This error appears if entries were made directly to the F0902 table. To correct this error, select on the Prevent Direct Balance Update option in the Ledger Type Master Setup program for any ledger type that should not allow data entries directly to the F0902 table. Then run the Account Balance to Transactions report with the Clear Invalid Period Balances processing option set to *1* to delete invalid balances from the F0902 table.

The Date Pattern is Incorrect

This error appears if changes were made to the fiscal date pattern after journal entries were entered into the system. If the date pattern of the prior company is different from the new company, run the Repost Account Ledger program with the processing option set to print only the report. After reviewing the report, run the Repost Account Ledger program with the processing option set to recalculate the amounts to correct the fiscal period and year balances.

CHAPTER 37

Maintaining Batch Headers

This chapter provides an overview of batch header revisions, lists a prerequisite, and discusses how to work with batch headers.

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Using the Batch Review Program"

Understanding Batch Header Revisions

Typically, you revise a batch if you need to repair damaged or incorrect batch header records. Revising a batch can include deleting a batch header record, allowing a batch to post out of balance, preventing a batch from appearing on an integrity report, or changing the batch or processing status. You use the Batch Header Revisions program (P0011) to revise, add, or delete batch header records. The system updates the F0011 table.

Important! If you revise batch header records with the Batch Header Revisions program, be aware that you might affect the audit trail. This program allows you to revise any field on a batch header record; however, it was not designed for general use and should not be used regularly to update batch statuses.

You can use the Create/Revise Batch Header form to change the status of a batch. Depending on the type of change that you make, you might also need to post the batch after you revise it. For example, if the General Ledger Post program (R09801) ends abnormally, the system might leave the batch header at a status of In Use. To correct this problem, you must change the batch status to Pending so that you can access the batch detail or to Approved so that you can post the batch.

The Create/Revise Batch Header form also displays the processing status for detailed currency restatement, 52 period accounting, and cash basis batches. If one of these types of batches was previously processed (status equals 1) and you add entries to the batch, the system resets the processing status to blank. Then, when you post the batch again, the Detailed Currency Restatement (R11C850), 52 Period Accounting Post (R098011), or Create Cash Basis Entries (R11411) program select only detail records for posting.

You can use the Batch Overrides form to revise a batch to post or not post out of balance and, if necessary, exclude that batch from an integrity report. For example, you might need to post a batch out of balance to correct an integrity report. These are other situations in which you might need to post a batch out of balance:

- A power failure occurred during entry or posting.
- A valid, one-sided journal entry was entered to correct a conversion error that was made during setup.

If the Transactions to Batch Headers integrity report indicates that one or more batches is missing a batch header, you must add a batch header record.

Typically, you should run the Batch to Detail integrity report to delete any empty batch headers. However, you can delete a batch header manually. Before you delete an empty batch header, ensure that no entries exist in the batch.

Prerequisite

Restrict user access to these programs to prevent unauthorized changes.

Working with Batch Headers

This section discusses how to:

- Review batch headers.
- Add and revise batch headers.
- Revise batches to post out of balance.

Forms Used to Work with Batch Headers

Form Name	Form ID	Navigation	Usage
Work With Batches	W0011A	G/L Advanced & Technical Operations (G0931), Batch Header Revisions	Review summarized journal entries by document number. Approve and post journal entry batches. Review the batch processing status stored in the F0011 table for detailed restatement, 52 period, and cash basis batches.
Batch Approval	W0011C	Select Batch Approval from the Form menu on the Work With Batches form.	Change the status of a batch to approved or pending.
Work With Batch Versions - Available Versions	W98305WA	On the Work With Batches form, select Post by Batch from the Form menu.	Post a batch.
Create/Revise Batch Header	W0011D	To create a batch header, select Create from the Form menu on the Work With Batch Headers form. To revise a batch header, select Revise from the Row menu on the Work With Batch Headers form. To delete the batch, select Delete from the Form menu on the Create/Revise Batch Header form. Confirm the deletion.	Add new batch headers and revise and delete existing batch headers.
Batch Overrides	W0011E	Select Overrides from the Form menu on the Create/Revise Batch Header form.	Specify whether to post a batch out of balance and whether to exclude a batch from appearing on an integrity report.

Reviewing Batch Headers

Access the Work With Batches form.

The Work With Batches form is used by many systems. Because of this, the field listed might not apply to batch types created in some systems.

Difference Amount If you use the batch control feature, the system displays an amount in this field if the amount you entered for a batch was different than the amount you expected to enter. For example:

Total Expected = 10,052

Total Entered = 10,000

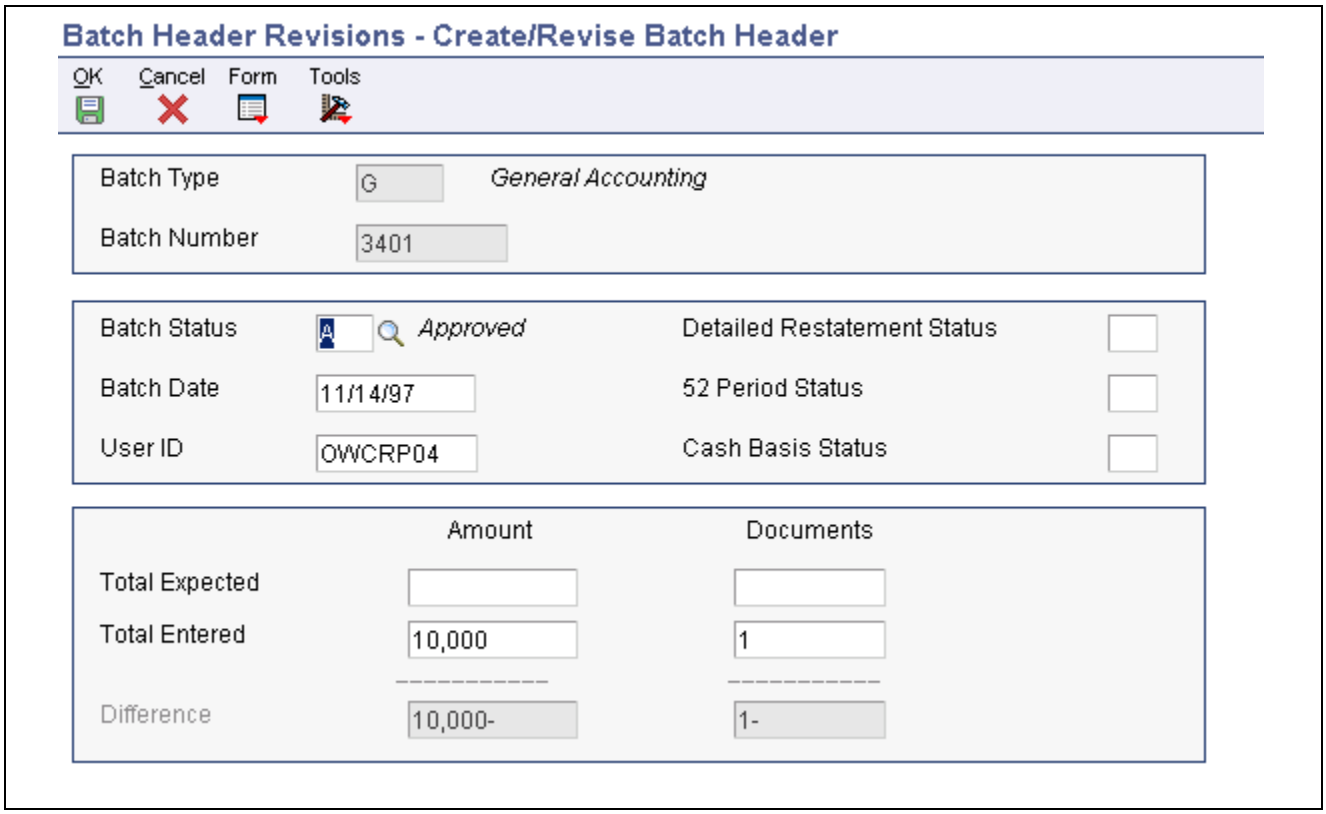
Difference = 52

If you do not use batch control, or if you did not enter a total expected amount, the system compares the total amount of the transactions you enter to zero and displays the difference as a negative number in this field.

Difference Documents If you use the batch control feature, the system displays the number of transactions entered in the batch. If you do not use batch control, the system displays the number as negative.

Adding and Revising Batch Headers

Access the Create/Revise Batch Header form.



Create/Revise Batch Header

The Create/Revise Batch Header form is used by many systems. Because of this, the fields listed might not apply to batch types created in some systems.

Detailed Restatement Status, 52 Period Status, and **Cash Basis Status** Change the value in this field to change the processing status of a batch. Values are:

Blank. Batch has not been reserved or processed by this particular program.

You should only have to change this field to blank if a batch ended abnormally and you would like to process it again. If you add entries to a processed batch, the system automatically resets the processing status to blank.

1: Batch has been reserved or processed by this particular program.

This field applies to amounts and documents:

Total Entered If you use the batch control feature, the total amount entered should equal the total amount expected. This applies to both monetary amounts and the total number of documents.

Revising Batches to Post Out of Balance

Access the Batch Overrides form.

Allow batch to post out of balance Specify whether the batch can be posted out-of-balance. If you do not require a batch to balance for posting, ensure that you exclude the batch from integrity reports.

Exclude batch from integrity report Specify whether to exclude an out-of-balance batch from integrity reports.

CHAPTER 38

Reposting the Account Ledger

This chapter provides an overview of the repost programs, lists prerequisites, and discusses how to:

- Repost the account ledger.
- (CHL and PER) Repost the account ledger tag file.
- (POL) Repost the Account Ledger Tag File.
- Recalculate the fiscal year and period.

Understanding the Repost Programs

The General Accounting system has three repost programs:

- Repost Account Ledger.
- (CHL) Localization Account Repost.
- Calculate Fiscal Year and Period (R099103)

Repost Account Ledger Program

Use the Repost Account Ledger program (R099102) to:

- Correct damaged account balances in the F0902 table. This program updates account balances with the posted amounts from the F0911 table.
- Post by currency when it becomes an organizational requirement.

  You must update the F0902 table to reflect the currency information.

(CHL and PER) Localization Account Repost

Use the Localization Account Repost program (R76H9102) to update records in the localized F76H902T table based on records in the F0911 table. This repost program supplements the standard integrity reports.

Calculate Fiscal Year and Period Program

Use the Calculate Fiscal Year and Period program to restate account balances to a new fiscal year or period. This program recalculates the fiscal year and period in the F0911 table using a revised fiscal pattern that is specified in the Date Fiscal Patterns table (F0008). This program also maintains an audit trail of account ledger transactions that transfer account balances to new periods or fiscal years.

If you run this program, you must also run the Repost Account Ledger program to update the F0902 table.

Prerequisites

Before you complete the tasks in this section:

- Back up the F0901, F0902), and F0911 tables.
- Place security on the repost program.
- Update fiscal date patterns for the company, if necessary.
- Post all transactions to avoid creating automatic offsets to the incorrect period.

Reposting the Account Ledger

This section provides an overview of when to repost the account ledger, lists a prerequisite, and discusses how to:

- Run the Repost Account Ledger program.
- Set data selection and sequence for Repost Account Ledger.
- Set processing options for Repost Account Ledger.

Understanding When to Repost the Account Ledger

These examples describe situations in which you might run the Repost Account Ledger (R099102) program. Possible solutions are provided for each situation.

Example: The F0911 and F0902 Tables Are Out of Balance

You post all of the account ledger transactions, and the amount in the F0911 table appears to be correct. You compare the amounts in the F0911 and F0902 tables and note that the amounts are out of balance.

Possible solution:

- Run the Repost Account Ledger program with the processing option set to print the report only.
- Review the report and compare the amounts in the Old Balance (current F0902) and Detail Amount (current F0911) columns to verify that the amount in the F0911 table is correct.
- Update the F0902 table with the amount from the F0911 table.

  To do this, run the Repost Account Ledger program in final mode to print the report and update the F0902 table.

Example: The Batch Is Partially Posted

A post program ends abnormally, and the batch is only partially posted.

Possible solution:

- Change the Intercompany Settlements field to * in the general accounting constants.

  Post the specific batch as out of balance.
- Run the General Journal by Batch report (R09301) to locate the automatic entries that were created for the batch during the post program.

- Manually create any missing balancing entries for the batch using the Journal Entry program (P0911).
- Change the Intercompany Settlements field to * in the general accounting constants. Post the batch of manually created entries as out of balance.
- Run the Repost Account Ledger program in print mode to print the report only.
- Review the report, and compare the amounts in the Old Balance and Detail Amount columns to verify that the amount in the F0911 table is correct.
- If necessary, update the F0902 table with the amount from the F0911 table.

  To do this, run the Repost Account Ledger program with the processing option set to print the report and update the F0902 table.

Example: After Fiscal Year and Period Recalculation

After you run the Calculate Fiscal Year and Period program (R099103) to recalculate the fiscal year and period, you must run the Repost Account Ledger program to:

- Update account balances with the posted amounts from the F0911 table.
- Maintain an audit trail of account ledger transactions that transfer account balances to new periods or fiscal years.

If you purge the transaction detail for one or more years, the processing options enable you to specify the beginning balance forward for one fiscal year to be carried forward to the first fiscal year under the new date pattern.

Prerequisite

Run the Repost Account Ledger program during non-business hours when no users are on the system because it can take a considerable amount of processing time.

Running the Repost Account Ledger Program (R099102)

Select Global Updates (G09316), Repost Account Ledger.

Setting Data Selection and Sequence for Repost Account Ledger

If you have recalculated the fiscal year and period, you must use the same data selection that you used when you ran the Calculate Fiscal Year and Period program (R099103).

If a period needs to be reposted, do not specify the period. Instead, specify the entire fiscal year in the data selection. Otherwise, only information for that period exists in the F0902 table and all other period information is cleared.

The system does not repost ledger type BA because budget amounts do not require transaction support in the F0911 table. If you have defined ledger types that do not have complete transaction support, change the data selection to bypass these ledgers.

The system automatically reposts unit ledgers with the amount information. For example, to repost an actual amounts ledger (AA) with units (AU), enter ledger type AA in the data selection. The system reposts both the amount and unit ledgers.

Do not change the data sequence.

Setting Processing Options for Repost Account Ledger (R099102)

Processing options enable you to specify the default processing for programs and reports.

Mode Tab

1. Process Mode Specify the mode in which you want to run this report. Values are:

1: Proof mode.

The system prints a report that shows the changes to the F0911 table that will occur if you run the report in final mode.

2: Final mode.

The system prints a report that shows the changes made to the F0911 table and updates the F0902 table to match the F0911 table.

(CHL and PER) Reposting the Account Ledger Tag File

This section discusses how to:

- Run the Localization Account Repost.
- Set processing options for the Localization Account Repost.

Running the Localization Account Repost Program

Select General Accounting (G76H09) or General Accounting (G76P09), Localization Account Repost.

Setting Processing Options for Localization Account Repost (R76H9102)

Use these processing options to specify the processing mode as well as comparison between tables.

Mode

1. Process Mode Specify the processing mode:

1: Proof mode.

Prints the report and shows the differences between the F0911 and F76H902T tables.

2: Final mode.

Prints the report and updates the F0902 table. Shows the differences between the F0911 and F76H902T tables and updates the F76H902T table.

2. F0902 Balance Specify whether to compare the balances in the F76H902T table to the F0902 table:

Blank: Do not compare the balances.

1: Compare the balances.

3. F0911 Entries Specify whether to check for records that are in the F76H0902T table and are missing in the F0911 table:

Blank: Do not check for missing entries.

1: Check for missing entries.

(POL) Reposting the Account Ledger Tag File

This section provides an overview of the Repost Account Ledger Tag File program and discusses how to:

- Run the Repost Account Ledger Tag File program.
- Set processing options for Repost Account Ledger Tag File

Understanding the Repost Account Ledger Tag File Program (R749102)

You run the Repost Account Ledger Tag File program (R749102) to populate the F74902T table if you have never run the trial balance reports, or if the data in the F74902T table becomes corrupted. The F74902T table stores information about the debit and credit amounts in the F0911 table.

After the initial running of the Repost Account Ledger Tag File program, the system updates the values in the F74902T table when it updates the F0902 table.

Running the Repost Account Ledger Tag File Program

Select General Ledger (G74P09), Repost Account Ledger Tag File.

Setting Processing Options for Repost Account Ledger Tag File (R749102)

Processing options enable you to specify the default processing for programs and reports.

Mode

Process Mode Enter *1* to run the program in proof mode. Enter 2 to run the program in final mode. In final mode, the system updates the F74902T table.

Check F0902 Balance Enter *1* to validate the existence of balances in the F0902 table before writing balances to the F74902T table. Leave this processing option blank to suppress validation.

Check F0911 Missing Entries Enter *1* to validate the existence of entries in the F0911 table. Leave this processing option blank to suppress validation.

Recalculating the Fiscal Year and Period

This section provides an overview of when to recalculate the fiscal year and period and discusses how to:

- Run the Calculate Fiscal Year and Period program.
- Set data selection and sequence for Calculate Fiscal Year and Period.
- Set processing options for Calculate Fiscal Year and Period.

Understanding When to Recalculate the Fiscal Year and Period

These examples illustrate situations in which you might run Calculate Fiscal Year and Period program (R099103). Possible solutions are provided for each situation.

Example: The Fiscal Date Pattern Changes to a Calendar Date Pattern

Your company has been operating under a July through June fiscal date pattern. Due to a merger, you must change to a January through December calendar date pattern.

The current fiscal year is 2006. Your current fiscal year pattern is July 2006 through June 2007. The next calendar year will be January through December 2008.

Possible solution:

- Set up the new fiscal date pattern and pattern code for July 2007 through December 2007. Using the new fiscal date pattern and pattern code, set up the new fiscal date pattern and pattern code for January through December 2008.
- Run the Calculate Fiscal Year and Period program in proof mode to print only the report.
- Review the report and compare, on a line-by-line basis, the old and new century (CT), fiscal quarter (FQ), fiscal year (FY), and period number (PN) columns for accuracy.
- Update the F0911 table to reflect the new fiscal date pattern.

  To do this, run the Calculate Fiscal Year and Period program in final mode. If you want to calculate a new balance forward amount in the F0902 table, complete the processing options on the Balance Forward tab.
- Restate the account balances to reflect the new fiscal date pattern.

  To do this, run the Repost Account Ledger program. Use the same data selection that you used when you ran the Calculate Fiscal Year and Period program. This updates the F0902 table with amounts that are based on the new period number and fiscal year that were previously assigned to the F0911 records.
- Close the year for 2006, or set the Balance Forward processing option to recalculate balance forward amounts.
- Close the year for 2007, or set the Balance Forward processing option to recalculate balance forward amounts.

Important! For the fiscal year 2006, your current fiscal year pattern is July 2006 through June 2007. For the fiscal year 2007, your current fiscal year pattern is July 2007 through December 2007. For the fiscal year 2008, your calendar year is January through December 2008. Be aware that when comparing period 1 amounts for different fiscal years, you are viewing amounts for different months.

Example: The Calendar Date Pattern Changes to a Fiscal Date Pattern

Your company has been operating under a calendar year and now needs to convert to a November through October fiscal year pattern.

The fiscal year is 2006. Your current calendar year is January through December 2006. The new fiscal year pattern is November 2006 through October 2007.

Possible solution:

- Set up a new fiscal date pattern and pattern code for all of the existing years to be restated to the November through October pattern.
- Run the Calculate Fiscal Year and Period program in proof mode to print the report only.
- Review the report and compare, on a line-by-line basis, the old and new century (Ct), fiscal quarter (FQ), fiscal year (FY), and period number (PN) columns for accuracy.
- Update the F0911 table to reflect the new fiscal date pattern.

  To do this, run the Calculate Fiscal Year and Period program in final mode. If you want to calculate a new balance forward amount in the F0902 table, complete the processing options on the Balance Forward tab.
- Restate the account balances to reflect the new fiscal date pattern.

  To do this, run the Repost Account Ledger program. Use the same data selection that you used when you ran the Calculate Fiscal Year and Period program. This updates the F0902 table with amounts based on the new period number and fiscal year that were previously assigned to the F0911 records.
- If you did not complete the processing options on the Balance Forward tab, run the Annual Close program (R098201) one year at a time for all of the existing fiscal years.

Note. None of the financial reports processed under the old fiscal date pattern will match the information on the financial reports for the restated years.

See Also

Chapter 42, "Closing a Fiscal Year," page 545

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up an Organization," Setting Up Fiscal Date Patterns

Running the Calculate Fiscal Year and Period Program

Select Global Updates (G09316), Calculate Fiscal Year and Period.

Setting Data Selection and Sequence for Calculate Fiscal Year and Period

Enter a value for Company, Ledger Type, Fiscal Year, or any combination of the three. If you are changing fiscal periods, do not specify a fiscal year.

Do not change the data sequence.

Setting Processing Options for Calculate Fiscal Year and Period (R099103)

Processing options enable you to specify the default processing for programs and reports.

Mode Tab

1. Process Mode Specify the mode in which to run the Calculate Fiscal Year and Period program. Values are:

1: Proof mode.

The system prints a report that shows the updates that will occur to the F0911 table if you run the report in final mode.

2: Final mode.

The system updates the F0911 table and prints a report that shows the updates made to the F0911 so that you have an audit trail.

2. Version Name For R099102

Specify the version of the Repost program (R099102). Values are:

Blank: Do not run the Repost program.

XJDE0001: Proof mode.

The system prints a report that shows the updates that will occur to the F0902 table if you run the report in final mode.

XJDE0002: Final mode.

The system updates the F0902 table and prints a report that shows the updates made to the F0902 table so that you have an audit trail.

CHAPTER 39

Revising an Organization

This chapter provides overviews of organization revisions, account structure revisions, and tables affected by account structure revisions, lists a prerequisite, and discusses how to:

- Change a business unit on multiple accounts.
- Change accounts by object.
- Change accounts by subsidiary.
- Update the F0911 and F0902 tables.
- Change the company number on a business unit.
- Change account information.
- Update the Model/Consolidated field.
- Update category codes for business units.

Understanding Organization Revisions

If your company has recently expanded or merged with another company, you might need to change the company account structures in the chart of accounts.

You can change your chart of accounts without manually creating journal entries to transfer your account transactions and balances to new accounts. The system assigns a unique account ID to each new account. The account ID is used to maintain an audit trail of account ledger transactions and balances.

You can change the business unit.object.subsidiary, but you cannot change the account ID.

In addition to changing the structure of your accounts, you can also run programs that change:

- Account information.

  Run the Change Account Information program (R09813) to change information such as account description or posting edit code for several accounts at one time.

- Model/Consolidation field.

  Run the Update Model/Consol Field program (R0006QD) if you change the value of the Model/Consolidation field on a business unit. This program updates the Model/Consolidation field on all accounts in the business unit to match the value for the field for the business unit.

- Category Codes.

  Run the Update Cat Codes F0101>F0006 program (R098021) to ensure that the category code information for a business unit in the F0101 table matches the category code information for the business unit in the Business Unit Master table (F0006).

Understanding Account Structure Revisions

Due to an increase in the volume of transactions to particular accounts, a company merger, or a management decision to change financial reporting, you might need to change the chart of accounts for your company. This task might involve:

- Creating new business units and moving existing account detail and balances to the new business units.
- Creating new object or object.subsidiary accounts under an existing or new business unit, and moving existing account detail and balances to the new object.subsidiary or business unit.object.subsidiary.
- Moving existing business units from one company to another.

If you decide to change your company account structures, you might need to set up new business units or revise the current ones. When you restructure your accounts, you can change the business unit, object, or subsidiary number in any of these ways:

- You can change a single account within a business unit. For example, if you need to change an account, you can change the object and subsidiary only. You can use the Business Unit and Account fields to locate information.
- You can change a single account by object. For example, assume that for all business units, you need to change object account 5010 to 5015. You can change an object account to a new object or object.subsidiary. You can also change the business unit, object, or subsidiary for one or many business units, objects, or subsidiaries at one time.
- When you need to change a single account number, you can change the business unit, object, and subsidiary for an account at one time.

You can also globally change any of this information:

- Business units, from one business unit to another.
- Object accounts, from one object account to another.
- Subsidiaries, from one subsidiary to another.

Understanding Tables Affected by Account Structure Revisions

Three general ledger tables are affected by a change to account numbers:

- Account Master (F0901)
- Account Balances (F0902)
- Account Ledger (F0911)

The account ID is the key to all three of the tables. All three tables contain these fields:

- Account ID
- Business Unit
- Object
- Subsidiary

The Business Unit Master table (F0006) might also be affected.

For each account ID, the system posts these items in the F0902 table in sequential order:

- Account ID
- Fiscal year
- Ledger type
- Subledger
- Subledger type
- Currency code (denominated)

Prerequisite

Back up the F0901, F0902, and F0911 tables.

Changing a Business Unit on Multiple Accounts

This section provides an overview of changes to a business unit, lists a prerequisite, and discusses how to change a business unit on multiple accounts.

Understanding Changes to a Business Unit

You can change the business unit portion of the account number on many accounts at once by globally changing the business units. For example, you can change business unit 3 to business unit 4 for all object and object.subsidiary accounts.

To change the business unit on multiple accounts, the current business unit and the future business unit must exist in the F0006 table and must belong to the same company. If they do not, the system displays the company for the old business unit and for the new one, but it does not update them.

Accounts that already exist in the new business unit are not updated with the new business unit number because this action would cause duplicate accounts. For example, if you are renumbering business unit 1 to business unit 10, and account 10.1110.BEAR already exists in the F0901 table, the system does not update account 1.1110.BEAR to business unit 10.

The Change Business Units program (P09812) updates the F0901 table with each account.

Important! Do not delete the old business unit from the F0006 table before you run the Update BU.Obj.Sub to Jrnl Ent program (R09806). If the old business unit does not exist in the F0006 table, the system cannot update records that have the old business unit number.

Prerequisite

Create new business units, if applicable.

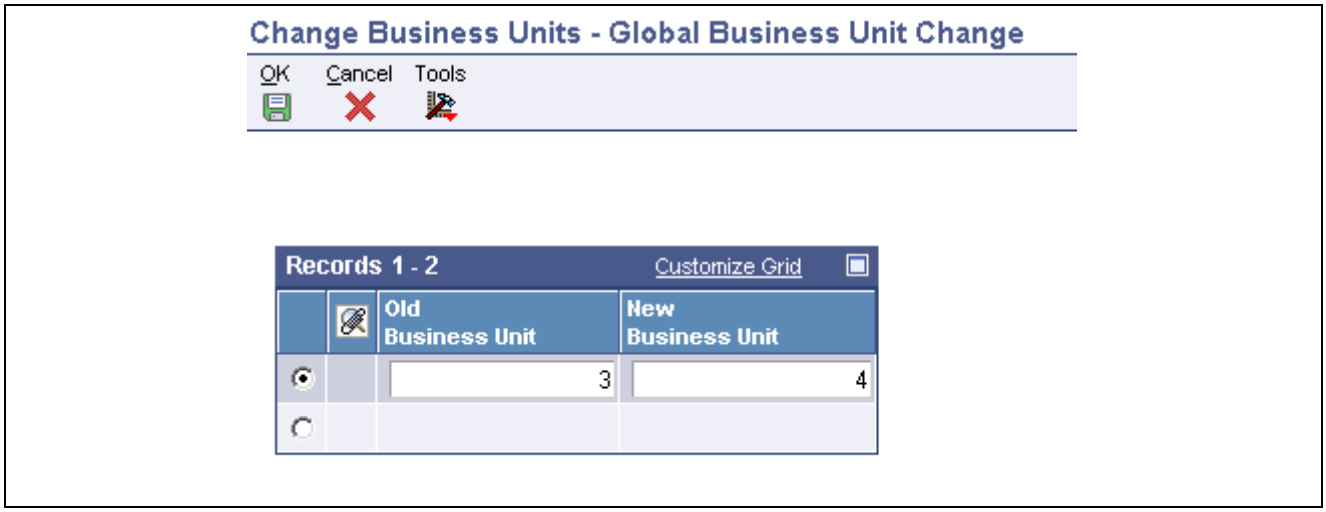
See Chapter 42, “Closing a Fiscal Year,” page 545.

Form Used to Change a Business Unit on Multiple Accounts

Form Name	Form ID	Navigation	Usage
Global Business Unit Change	W09812A	Global Updates (G09316), Change Business Units	Change a business unit on multiple accounts.

Changing a Business Unit on Multiple Accounts

Access the Global Business Unit Change form.



Global Business Unit Change form

After you complete this task, complete the additional tasks necessary to update the F0911 and F0902 tables.

Old Business Unit and **New Business Unit** Enter the number of the old business unit that you want to change and the number of the new business unit. The new business unit must exist in the F0006 table.

Changing Accounts by Object

This section provides an overview of changes to accounts by object and discusses how to change accounts by object.

Understanding Changes to Accounts by Object

You can globally change object account numbers. For example, you can change object account 1131 to 1132 for all business units in company 1. When you globally change object account numbers, the old object account must already exist, and the new object account cannot exist in the system.

Run the Change Object Account program (P09803) to change object accounts for one company or for all companies. If you need to change the object account for more than one company (but not all companies), you must run the Change Object Account program for each company.

The Change Object Account program updates the F0901 table. This program does not produce a report.

Form Used to Change Accounts by Object

Form Name	Form ID	Navigation	Usage
Global Account Number Update	W09803A	Global Updates (G09316), Change Object Account	Change accounts by object.

Changing Accounts by Object

Access the Global Account Number Update form.

After you complete this task, complete the additional tasks necessary to update the F0911 and F0902 tables.

Company and **Subsidiary** To update all companies and subsidiaries, leave these two fields blank.

If you do not specify a company or a subsidiary in these fields, the program will change all instances of the old object account in your chart of accounts to the new object account.

If you specify a company or subsidiary or both, the program will change only the object accounts for either the company or subsidiary or both the company and subsidiary.

Old Object and **New Object** Enter the number of the old object account that you want to change and the number of the new object account. The new object account cannot already exist in the F0006 table.

Changing Accounts by Subsidiary

This section provides an overview of changes to accounts by subsidiary and discusses how to change subsidiary accounts.

Understanding Changes to Accounts by Subsidiary

You can globally change a subsidiary. For example, you might change the subsidiary portion of account 1.1110.BEAR to 2220 for data entry efficiency. This global change affects all of the companies for object account 1110 only.

When you restructure your accounts, you can change subsidiaries within a company, within an object range, or both. If you need to do this restructuring for selected companies or object account ranges, you must change the subsidiary for each company or object account range.

If you globally change a subsidiary, the old subsidiary must already exist and the new subsidiary cannot exist in the system.

The Change Subsidiaries program (P09805) updates the F0901 table.

Form Used to Change Accounts by Subsidiary

Form Name	Form ID	Navigation	Usage
Global Subsidiary Update	W09805A	Global Updates (G09316), Change Subsidiaries	Change accounts by subsidiary.

Changing Subsidiary Accounts

Access the Global Subsidiary Update form.

After you complete this task, complete the additional tasks necessary to update the F0911 and F0902 tables.

Company, Object From, and **Object Thru**

To update all companies and object accounts, leave these fields blank.

To change the subsidiary on a range of accounts, enter object account numbers for the beginning and the ending of the account range.

If you do not specify a company or an object account range in these fields, the program will change all instances of the old subsidiary in your chart of accounts to the new subsidiary.

If you specify a company, range of object accounts, or both, the program will change only the subsidiary with that company, object account range, or both.

Old Subsidiary

Enter the number of the old subsidiary that you want to change and the number of the new subsidiary account. The new subsidiary account cannot already exist in the F0006 table.

Updating the F0911 and F0902 Tables

This section provides an overview of the process to update the F0911 and F0902 tables, lists prerequisites, and discusses:

- How to run the Update BU.Obj.Sub to Jrnl Ent program.
- After you run the Update BU.Obj.Sub to Jrnl Ent program.

Understanding the Process to Update the F0911 and F0902 Tables

After you change business units, object account numbers, or subsidiaries, you must update the F0911 and F0902 tables with the revised information. To do this, you run the Update BU.Obj.Sub to Jrnl Ent program (R09806). This program compares the business unit, object, and subsidiary for each account ID in the F0911 and F0902 tables to the account master records in the F0901 table and updates the F0911 and F0902 tables, based on the F0901 table.

Prerequisites

Before you complete the task in this section:

- Verify that your account numbers are correct.
- Run this program during off-business hours.

Running the Update BU.Obj.Sub to Jrnl Ent Program

Select Global Updates (G09316), Update BU. Obj.Sub to Jrnl Ent.

When you select this program, the system immediately submits it for processing.

After Running the Update BU.Obj.Sub to Jrnl Ent Program

After you run the Update BU.Obj.Sub to Jrnl Ent program, complete these tasks:

1. Run these integrity reports:
   - Accounts w/o Business Units (R097041)
   - Account Balance w/o Acct Master (R097031)
   - Transactions w/o Acct Master (R097021)
2. Update the AAI items to reflect changes to the business unit, object, and subsidiary numbers.
3. Review your business unit information.

   If you created a new business unit, you can revise old business unit information. You can change the old business unit to be inactive or delete it. You might also want to enter the new business unit number of the old business unit as a cross-reference. You can do this in the Project Number field on the Revise Business Units - More Detail tab.
4. Update your reporting versions, allocations, and model journal entries, if necessary, to reflect the changes in your chart of accounts.

Changing the Company Number on a Business Unit

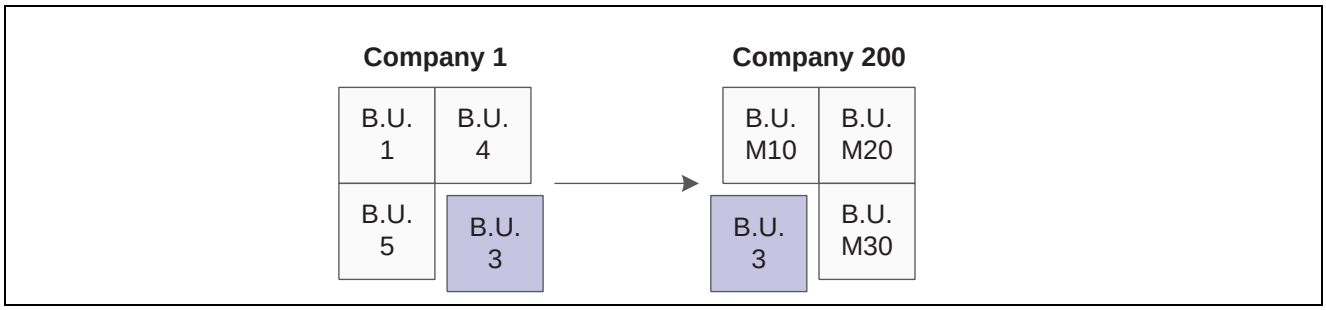
This section provides an overview of changes to the company number on a business unit and discusses how to move a business unit to a different company.

Understanding Changes to the Company Number on a Business Unit

If your company reorganizes or acquires another business, you might need to move an existing business unit to a different company. You complete this move by changing the company number on the business unit and then updating the F0901, F0911, and F0902 tables with the new company number.

Example: Moving a Business Unit

This graphic illustrates the process of moving Business Unit 3 from Company 1 to Company 200:



Moving a business unit

Moving a Business Unit to a Different Company

To change the company number for one or more business units, complete these tasks:

1. Run these integrity reports in sequential order and verify that each company is in balance:
   - Companies in Balance (R097001)
   - Acct Balance to Transactions (R09705)
   - Intercompany Accts in Balance (R097011)
2. Change the company number on the business unit master.
3. Run the Accounts w/o Business Units integrity report (R097041) and set the processing option mode to update.

   This program updates the company number in the F0901 table.
4. Run the Update BU.Obj.Sub to Jrnl Ent program (R09806).

   This program updates the company number for all transactions for the business unit in the F0911 and F0902 tables.

   Alternatively, run these integrity reports in update mode in sequential order:
   - Account Balance w/o Account Master (R097031)
   - Transactions w/o Acct Master (R097021)
5. Update all necessary AAI items.
6. Verify row security by business unit security.
7. Run the Companies in Balance and the Intercompany Accts in Balance integrity reports again to determine which intercompany transactions to enter.
8. Enter any necessary intercompany transactions.
9. Post the intercompany transactions, if necessary.

   The Intercompany Settlements field must be set to * in the general accounting constants for the system to post transactions to the intercompany settlement account.
10. If you changed the Intercompany Settlements field in the previous step, change it back to its original value.

See Also

Chapter 36, “Running Integrity Reports for General Accounting,” Correcting Company Imbalances , page 493

Chapter 36, “Running Integrity Reports for General Accounting,” Correcting Account Balances to Transactions, page 501

Chapter 36, “Running Integrity Reports for General Accounting,” Correcting Intercompany Account Imbalances , page 496

Chapter 36, “Running Integrity Reports for General Accounting,” Running the Accounts without Business Units Report , page 499

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, “Working with Automatic Accounting Instructions,” Setting Up or Revising a Single AAI

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, “Setting Up an Organization,” Setting Up Business Units

Changing Account Information

This section provides an overview of account information changes and discusses how to:

- Run the Change Account Information program.
- Set data selection for Change Account Information.
- Set processing options for Change Account Information.

Understanding Account Information Changes

If you make changes to account information that is attached to a particular business unit, you should globally change the information for the same accounts that are attached to other business units. You can change account information throughout all business units or companies.

You can run the Change Account Information program (R09813) in proof or final mode. When you select proof mode, the system prints a report and does not update the information. In final mode, the system updates the information in the F0901 table and, optionally, prints a report that contains the changes that it made.

When you run this program in final mode, the system updates selected fields for all similar accounts. Set the Account Information processing option to update these fields:

- Account Description
- Alternate Description
- Posting Edit Code
- Level of Detail
- Billable
- Budget Pattern Code
- Unit of Measure
- Alternate Object.Subsidiary
- Account Category Codes 1–23

- Model Account

Important! The system updates all of the fields that you select in the processing option. To exclude fields such as Category Codes 21–23 that might represent your statutory chart of accounts, verify that the fields are *not* selected in the processing options. You should restrict access to these processing options so that your statutory chart of accounts is not inadvertently changed.

The system does not update the Object.Subsidiary field. To update this field, you can change object accounts or subsidiaries, or you can run the Update BU. Obj. Sub to Jrnl Ent. program.

Running the Change Account Information Program

Select Global Updates (G09316), Change Account Information.

Setting Data Selection for Change Account Information

Select only the business units that you want to change.

Setting Processing Options for Change Account Information (R09813)

Processing options enable you to specify the default processing for programs.

Global Update

1. From Business Unit

Specify the business unit number from which account information will be copied. Enter a valid business unit from the F0006 table.

When you run the Change Account Information program, the system copies values from accounts within this business unit to equivalent accounts in other business units.

Note. You must enter a value for this processing option.

2. Processing Mode

Specify the mode in which to run the Change Account Information program. Values are:

Blank or *0*: Proof mode.

This mode generates a report, but does not update the F0901 table.

1: Final mode.

This mode generates a report and updates the F0901 table.

2: Final mode.

Updates the F0901 table, but does not generate a report.

Account Info Tab

1. Fields to be included in the Global Update

Select the fields to update: Account Description, Posting Edit Code, Level of Detail, Billable, Budget Pattern Code, Unit of Measure, Alternate Object/Subsidiary, Model Account, Account Category Code 1–23.

ACA Tab

1. Advanced Cost Accounting fields to be included in the Global Update: Select the fields to update: Cost Object Edit Code 1–4 and Item Edit Code.

Alt Desc Tab

1. Update Alternative Descriptions Specify whether the system updates account descriptions in the Account Master - Alternate Description table (F0901D) that have been translated into alternate languages. Values are:

Blank: Do not update alternate language account descriptions.

1: Update alternate language account descriptions.

The system copies alternate language account descriptions that correspond to language preferences in the F0901D table for accounts within the business unit specified in the From Business Unit processing option to the F0901D table for equivalent accounts in other business units.

2. Specific Alternate Description language code. Specify a language code for the system to use when copying the alternate language account descriptions to the F0901D table.

To update a specific language code, enter a code from UDC table 01/LP in this processing option and enter *1* in the Update Alternative Descriptions processing option.

To update all language codes, leave this processing option blank and enter *1* in the Update Alternative Description processing option.

3. Include Alternative Descriptions on the report. Specify whether the system prints detail for the alternate language account descriptions that were copied to the F0901D table on the report. Values are:

Blank: Do not print detail.

1: Print detail.

Updating the Model/Consolidated Field

This section provides an overview of Model/Consolidated field updates and discusses how to run the Update Model/Consolidation Field program.

Understanding Model/Consolidated Field Updates

If a business unit is a model, all of the accounts in the business unit contain an *M* in the Model/Consolidated field in the F0901 table. Otherwise, the Model/Consolidated field is blank.

If you change a model business unit to a business unit that is not a model, you must run the Update Model/Consolidated Field program (R0006QD) to update the F0901 table. The system changes the Model/Consolidated field to blank for all of the accounts within the business unit.

Likewise, if you change a business unit that is not a model to a model business unit, you must run the Update Model/Consolidated Field program to update the F0901 table. The system changes the Model/Consolidated field to *M* for all of the accounts within the business unit.

Note. If records exist for the business unit in the F0911 or F0902 table or both, you cannot change a business unit that is not a model to a model business unit

The Update Model/Consolidated Field program does not update the Model/Consolidated field in the F0901 table for accounts that belong to a consolidation business unit. Instead, those accounts are updated with a value of C in the Model/Consolidated field by the Refresh Consolidation program (R10862).

Running the Update Model/Consolidated Field Program

Select Global Updates (G09316), Update Model/Consol Field.

This program does not have any processing options.

See Also

Chapter 30, "Processing High-Volume Consolidations," Understanding the Refresh Consolidation Program, page 311

Updating Category Codes for Business Units

This section provides an overview of category code updates, lists a prerequisite, and discusses how to run the Update Category Codes F0101>F0006 program.

Understanding Category Code Updates

If your company has business units that must be maintained as address book entries, you might want to ensure that the category code information for the business unit in the F0006 matches the information in the address book. To eliminate re-entering category code information in the F0006 table, run the Update Category Codes F0101>F0006 program (R098021) to update this information. This program globally updates all category code values for business units.

When you run the Update Cat Codes F0101>F0006 program, the system compares the business unit information in the F0006 and F0101 tables. When the system finds a match, it copies this information from the F0101 table to the F0006 table:

- Category codes 1 through 4.
- Alpha Name field to the Description Line 1 field.
- Compressed description (alpha name without spaces between words).

The Business Unit field is 12-characters in the F0006 table and address book numbers are eight characters. The system updates only business units that contain a numeric value and are eight characters or less. If the business unit is more than eight characters, it is not updated.

Prerequisite

Before you complete the task in this section:

- Set up numeric-value business units as address book numbers using the Address Book Revisions program (P01012).

  See *PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook*, “Entering Address Book Records”.

- Back up the F0006 table.

Running the Update Cat Codes F0101>F0006 Program

Select Global Updates (G09316), Update Cat Codes F0101>F0006.

When you select this program, the system automatically submits it for processing and the update is complete when the report is finished. No output of the update is printed.

There are no processing options or data selection for this program.

CHAPTER 40

Closing an Accounting Period

This chapter provides an overview of the period-end close tasks and verification of account balances and discusses how to close an accounting period.

Understanding Period-End Close Tasks

As part of a period-end, you must close the accounting period. The specific process for closing is unique to every company. Your organization should develop its own detailed closing tasks and include them in your internal documentation. These are some tasks that are common to most companies, but your tasks might not be limited to these tasks:

- Enter period-end accruals.
- Review and post all batches.
- Run integrity reports and correct errors.

  This is one of the tasks that every company should include in their period-end closing process. Integrity reports supplement your internal balancing procedures and locate any data inconsistencies. You should run these reports before you close an accounting period as well as between closings so that you can correct problems in a timely and efficient manner. If you do not run integrity reports on a periodic basis, you risk compromising your accounting data.
- Reconcile general ledger and bank accounts.
- Close the accounting period for Accounts Payable and Accounts Receivable.
- Change the financial reporting period to the next period.
- Run financial reports.

See Also

Chapter 36, "Running Integrity Reports for General Accounting," page 481

Understanding Verification of Account Balances

This table includes integrity reports that you should use to verify account balances before month-end reporting is completed. Each of these reports should be run weekly. This table lists the integrity reports and a brief description of each.

Task	Integrity Report	Description
Print a list of all unposted accounting batches.	R007011	The Unposted Batches integrity report identifies any unposted batches. The posting of all accounting batches is a prerequisite for the subsequent balance verifications.
Verify that batch detail and batch header information match.	R007021	The Transactions to Batch Headers integrity report identifies any mismatch between batch headers and the individual transactions within the batch. Mismatches might include transactions for which no batch header or posted transactions that belong to unposted batches exist.
Balance accounts receivable against the general ledger by batch number.	R03B701	The A/R to G/L by Batch integrity report checks the balances between the F03B11 and F0911 table by batch number. The report also identifies unusual situations regarding the payment status against open amounts. If the F03B11 and F0911 tables are out of balance, use the Supplier/Customer Totals by Account report (R09450) as an additional verification tool.
Balance open amounts in each general ledger account against each offsetting trade account.	R03B707	The A/R to Account Balance by Account ID integrity report summarizes open amounts in each general ledger account in the F03B11 table and compares the total with the balance amount in each offsetting accounts receivable trade account in the F0902 table.
Balance accounts payable against the general ledger by batch number.	R04701	The A/P Original Documents to G/L by Batch integrity rest checks the balances between the F0411 and F0911 tables by batch number. The report also identifies unusual situations regarding the payment status against open amounts. If the F0411 and F0911 tables are out of balance, use the Supplier/Customer Totals by Account report (R09450) as an additional verification tool. **Note.** (ITA) If the Bolle Doganali are entered as prepaid documents, the ledger and the Customs debit account might be out of balance.
Balance accounts payable against the general ledger by accounting class.	R047001A	The A/P Originals to G/L by Batch integrity report matches the F0411 table to the F0902 table by offset account.

(ESP) Understanding Verification of Account Balances

This table lists an additional report that should be run by Spanish companies before month-end reporting is completed:

Task	Report	Description
Verify that document numbers are in sequence.	R74099A, R74099B, R74099C, and R74099D	The Sequential Number report identifies any interruption in the document number sequence and general accounting registration date sequence. You should run this report daily as well as at month end.

(FRA and ITA) Understanding Verification of Account Balances

This table lists additional reports that should be run by French and Italian companies before month-end reporting is completed:

Task	Report	Description
Verify that document numbers are in sequence.	R74099A, R74099B, R74099C, and R74099D	The Sequential Number report identifies any interruption in the document number sequence and general accounting registration date sequence. You should run these reports daily as well as at month end.
Print trial balance reports.	R7409C3 and R70472	R7409C3 prints trial balances by object.subsidiary and R70472 prints trial balances by category code 21, 22, or 23.

Closing an Accounting Period

This section provides overviews of how to close an accounting period and the affect of closing an accounting period and discusses how to:

- Close an accounting period for one company.
- Close an accounting period for multiple companies.

Understanding How to Close an Accounting Period

No special processing is required to close an accounting period. You simply increase the current period by one.

The current period for the Accounts Receivable and Accounts Payable systems can be later, but not earlier, than the current period for General Accounting. This means that you can:

- Close Accounts Receivable and Accounts Payable separately from General Accounting so that each system can be using a different period for the current period.

  However, if all three of the systems are in the same period, closing General Accounting alone closes and increases the current period incrementally for all three of the systems.

- Reopen a General Accounting period without reopening that period for Accounts Receivable and Accounts Payable.

  For example, you might reopen a period if you do not allow entries to a prior period in the general accounting constants and you need to create entries in a prior period.

Systems are usually closed in this order, although this order is not mandatory:

- Accounts Payable
- Accounts Receivable
- General Accounting

Closing an accounting period before you print financial reports for that period is common. You can print financial reports for any prior period.

To reopen a period, you decrease the period by one for a specific company. For example, if the company is currently operating in period 6, you can change to period 5.

Understanding the Affect of Closing an Accounting Period

When you close an accounting period, the system resets the date that it uses for date editing purposes. If you create entries outside the current period, you receive one of these warnings or errors:

- Post Before Cut Off (PBCO) for entries in a prior closed period.
- Post After Cut Off (PACO) for entries in a future period.
- Post Way After Cut Off (WACO) for entries in a future year.
- Prior Year-End Balance (PYEB) for entries in a prior closed year.

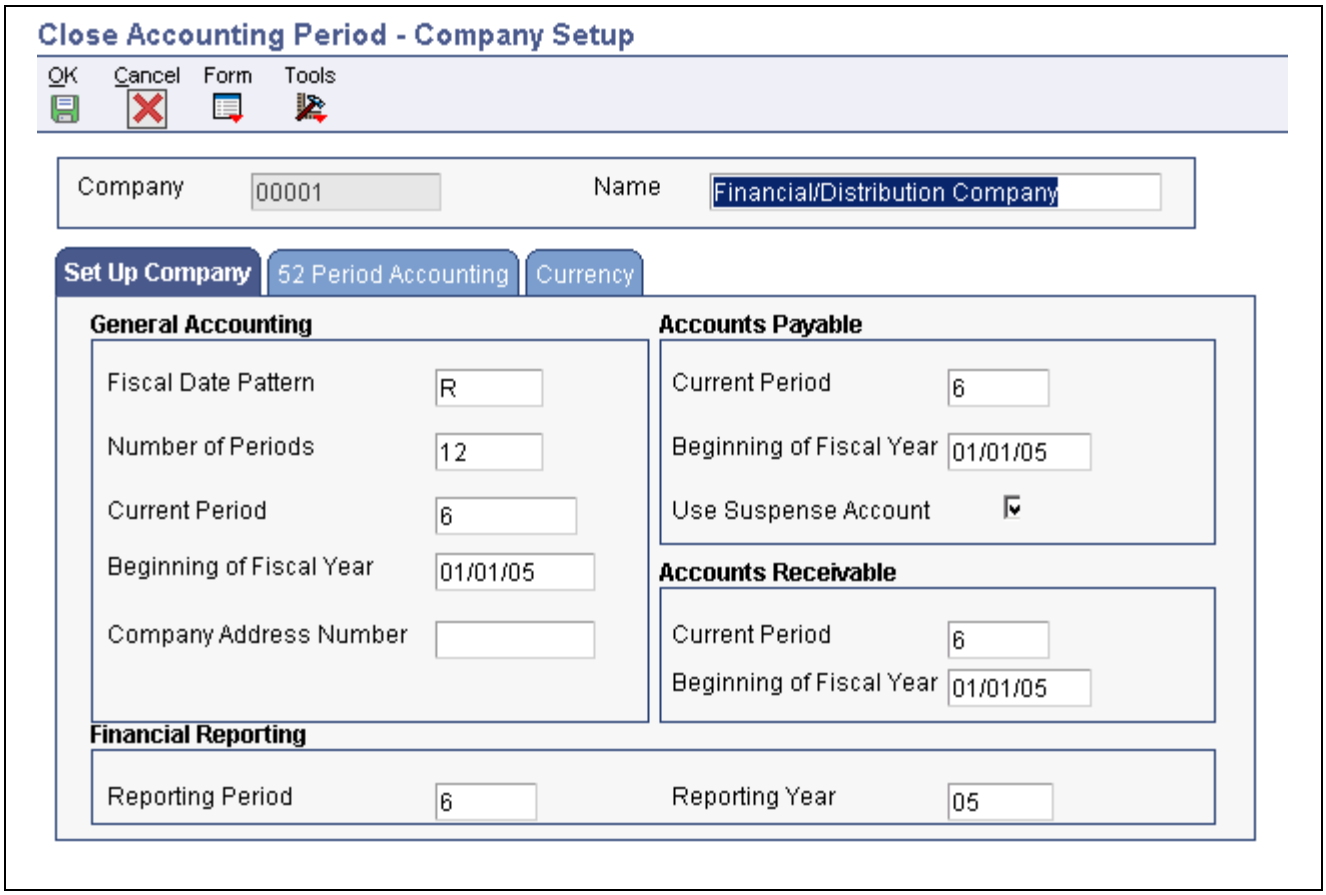
The system updates the Company Constants table (F0010) with any additions, changes, or deletions that you make on the Work With Companies, Global Period Close, and Company Setup forms.

Forms Used to Close an Accounting Period for One or Multiple Companies

Form Name	Form ID	Navigation	Usage
Work With Companies	W0010C	Periodic and Annual Processes (G0924), Close Accounting Period	Locate and review company information.
Company Setup	W0010B	On the Work With Companies form, select the company for which you want to close the accounting period.	Review and revise the current period, fiscal year, and financial reporting date for a single company.
Work With Companies	W0010C	Periodic and Annual Processes (G0924), Close Period - Multiple Comp.	Locate and review company information. After you close a period, review information on this form to ensure that the current period has been increased by one.
Multiple Comp - Global Period Close	W0010D	From the Work With Companies form, select companies that have the same current period and fiscal year and for which you want to close the accounting period and then select Global Close from the Row menu.	Revise the current period, fiscal year, and financial reporting date for multiple companies.

Closing an Accounting Period for One Company

Access the Company Setup form.



Company Setup form

To close an accounting period for one company, increase the current period and click OK. Exit the PeopleSoft EnterpriseOne system and then restart it. The change to the current period takes effect when you restart the system.

General Accounting Area of Form

Current Period Increase by one the value in the Current Period field to close the period for General Accounting. The system also closes Accounts Payable and Accounts Receivable if these systems have the same current period as General Accounting.

Accounts Payable Area of Form

Current Period Increase by one the value in the Current Period field to close the period for Accounts Payable without closing the period for General Accounting and Accounts Receivables.

If you close Accounts Payable and Accounts Receivable separately, you leave General Accounting open for final reporting for that period.

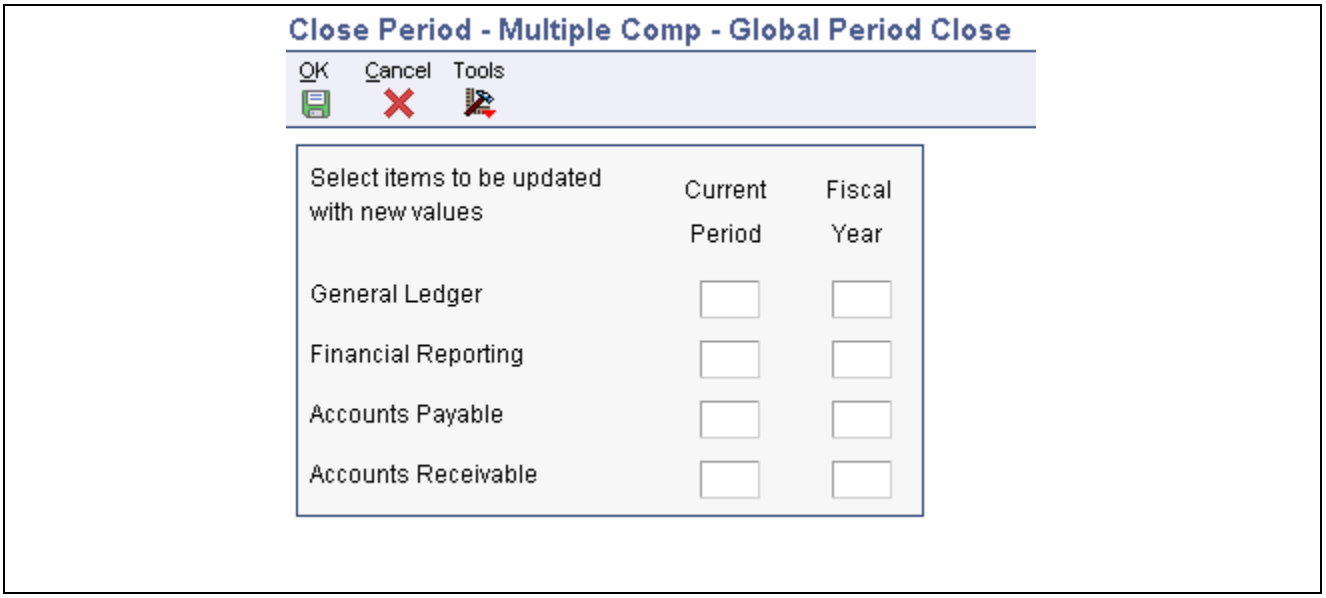
Accounts Receivable Area of Form

Current Period Increase by one the value in the Current Period field to close the period for Accounts Receivable without closing the period for General Accounting and Accounts Payable.

If you close Accounts Receivable and Accounts Payable separately, you leave General Accounting open for final reporting for that period.

Closing an Accounting Period for Multiple Companies

Access the Multiple Comp - Global Period Close form.



Global Period Close form

You can close the accounting period for many companies at the same time if the companies have the same current period and fiscal year.

Current Period Enter a value in the Current Period field for each of these systems and click OK:

General Ledger

Financial Reporting

Accounts Payable

Accounts Receivable

CHAPTER 41

Changing Financial Reporting Dates

This chapter provides an overview of financial reporting dates and discusses how to change a financial reporting date.

Understanding Financial Reporting Dates

As part of your period-end and year-end procedures, you must change a financial reporting date. To change the financial reporting date, you use the Company Names & Numbers program (P0010).

The financial reporting date is used by all financial reports. You can override this date in the report version by specifying a period and fiscal year.

When you add a company, the system sets the financial reporting date for that company to the current accounting period and fiscal year. This date is updated only when you manually change it.

The financial reporting date for company 00000 should be the same date that is used for other companies. These reports use the reporting date for company 00000 (unless the first data sequence is company or business unit):

- Simple Income Statement (R10211B)
- Simple Balance Sheet (R10111B)

When you change a financial reporting date, the system updates the company record in the F0010 table.

Changing a Financial Reporting Date

This section discusses how to:

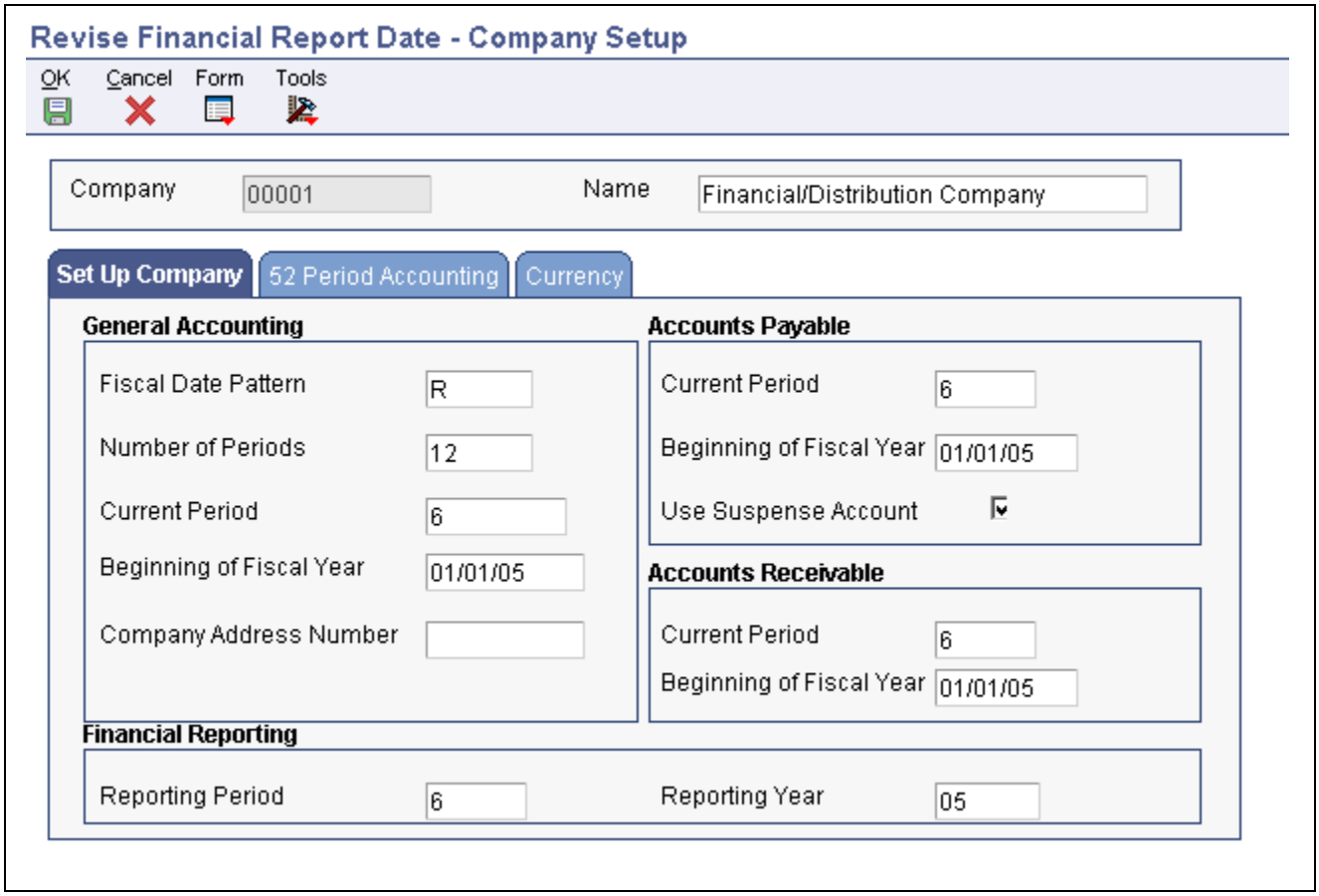
- Change a financial reporting date for one company.
- Change a financial reporting date for multiple companies.

Forms Used to Change a Financial Reporting Date

Form Name	Form ID	Navigation	Usage
Work With Companies	W0010C	Periodic and Annual Processes (G0924), Revise Financial Report Date	Locate and review company information.
Company Setup	W0010B	On the Work With Companies form, select the company for which you want to change the financial reporting date.	Revise the financial reporting date for a single company. You can also change the current period and fiscal year on this form.
Global Period Close	W0010D	On the Work With Companies form, select the companies for which you want to change the reporting date and then select Global Close from the Row menu.	Revise the financial reporting date for multiple companies.

Changing a Financial Reporting Date for One Company

Access the Company Setup form.



Company Setup form

Reporting Period and **Reporting Year**

Specify the fiscal period to use for the reporting period. This field allows you to specify a default financial reporting date different from the actual accounting period. Because financial report preparation often lags behind the actual closing of books, you can close a month without having to finish all financial statements. By changing the Reporting Period field, you can generate any prior period financial statements.

Specify the reporting year. Values are:

Blank: Designate the current fiscal year (financial reporting date).

00 through *99*: Designate a specific fiscal year.

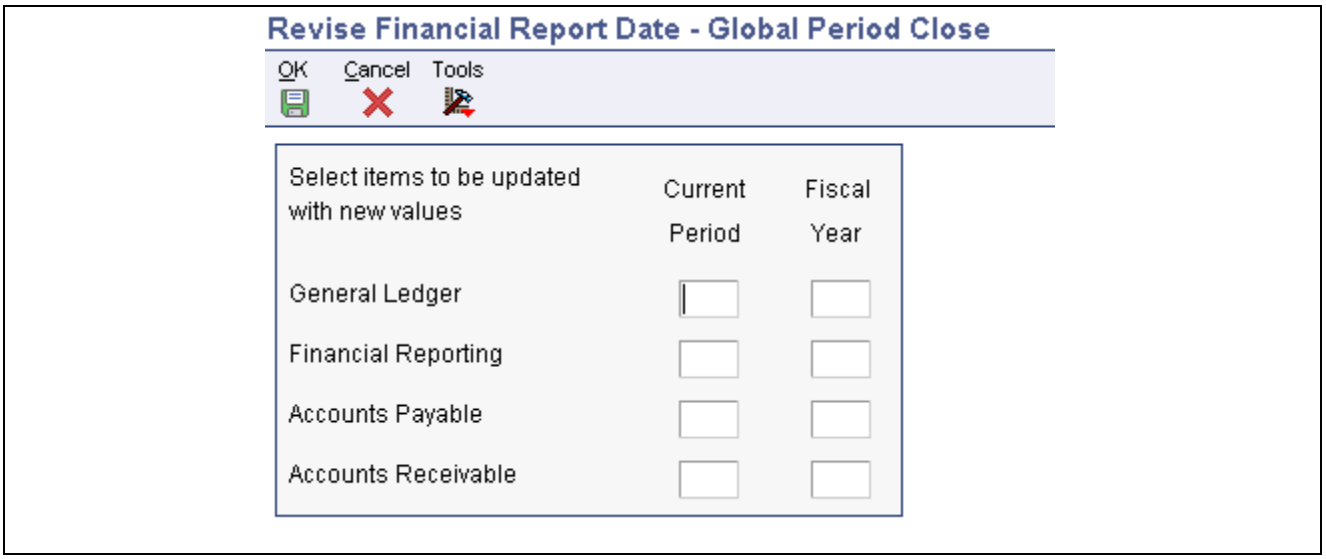
*: Designate all fiscal years.

–9 through *–1*: Designate a previous fiscal year (relative to the financial reporting date).

+1 through *+9*: Designate a future fiscal year (relative to the financial reporting date).

Changing a Financial Reporting Date for Multiple Companies

Access the Global Period Close form.



Global Period Close form

CHAPTER 42

Closing a Fiscal Year

This chapter provides overviews of the fiscal year close, when to close a fiscal year, preparation for the fiscal year close, preparation for the fiscal year close for Italy, tasks for closing a fiscal year, tasks for closing a fiscal year for Italy, tasks for closing a fiscal year for France, the fiscal year close for budget ledger types, lists a prerequisite, and discusses how to close a fiscal year.

Understanding the Fiscal Year Close

As part of year-end procedures, you must close your books for a fiscal year. When you close a fiscal year, the system:

- Calculates and posts retained earnings.
- Includes entries that are posted to the retained earnings account in the final retained earnings figure.
- Updates balance forward fields and prior year-end net posting fields in the F0902 table.

  Regardless of the type of account, the system always updates the Balance Forward field in the F0902 table. However, the system does not show the balance-forward amounts for profit-and-loss accounts in online inquiries or on reports that use AAI items GLG6 and GLG12. The system updates the Balance Forward field in the F0902 table to allow inception-to-date reporting, which is commonly used for job costing.
- Prints the Retained Earnings report.

You should close the Accounts Receivable and Accounts Payable systems for a company for year-end reconciliations to the general ledger. You should also close the General Accounting system so that the system can calculate the retained earnings correctly.

The system calculates retained earnings for the ledger types based on the information that you set up in the F0025 table, which includes:

- Whether the ledger type is required to balance.
- Whether retained earnings are calculated for the ledger.

Note. If you need to make adjustments to the retained earnings account, do not enter the adjustments to the retained earnings account. You must create a new account, using the same business unit and object of your retained earnings account, but using a new subsidiary. Entering amounts to the retained earnings account can cause undesirable results.

Understanding When to Close a Fiscal Year

You can close a year as often as needed. For example, you can:

- Close the year immediately to move the financial reporting period forward, and then close the year again after you enter audit adjustments.
- Close the fiscal year at any time during the year to update inception-to-date amounts for reporting purposes.

  If you run the Annual Close program (R098201) multiple times, the program calculates and posts the correct balances without doubling or otherwise inflating balances. For example, if you run the program twice, balances are not doubled. If you run the program three times, balances are not tripled.

Understanding Preparation for the Fiscal Year Close

This table lists different items that must be set up in preparation for the annual close:

Setup Item	Preparation for the Annual Close
Automatic Accounting Instructions (AAIs)	These AAI items must be set up: • GLG4 • GLG6 • GLG12 **Important!** If you close the year, change any of these AAI items, and then rerun the close, you might get different results.
User-Defined Codes	These user-defined codes (UDCs) must be set up: • 09/LP • 09/LT • 00/LT
Ledger Types	These ledger types must be set up: • UX • UY
Document Types	These document types must be set up: • ## • UX
Chart of Accounts	These accounts must be defined in the chart of accounts: • Beginning balance sheet account. • Final balance sheet account. • Profit and loss account for the sum of all closing entries.

(ITA) Understanding Preparation for the Fiscal Year Close for Italy

In Italy, in addition to the standard AAI items, these AAI items must be set up in preparation for the annual close:

AAI Item	Description
GLG2	Identifies the first asset account.
GLG3	Identifies the first liability account.
GLG5	Identifies the last balance sheet account. The last balance sheet account is a non-posting account.

Understanding Tasks for Closing a Fiscal Year

Before closing a fiscal year, you should perform tasks that are appropriate for your company. This list includes some tasks that are common to most companies. In addition to these tasks, your organization should develop its own detailed closing tasks and include them in your internal documentation.

- Close the current accounting period.

  Optionally, you can close the current accounting period when you change the year-end period.

- Review and post all batches.
- Enter and post audit adjustments.

  Many companies reserve an accounting period for audit adjustments. You can make audit adjustments without changing the current period back to the prior year ending period. To do this, create an entry using document type ## (prior-year transactions). The system generates a warning message but accepts the transaction. You can create this document type only in the Journal Entry program (P0911).

- Run year-end financial reports, trial balances, and any other reports that you require.
- Run the integrity reports.

  This is one of the tasks that every company should include in their closing processes. Integrity reports supplement your internal balancing procedures and locate any data inconsistencies. You should run these reports before you close an accounting period or fiscal year, as well as between closings, so that you can correct problems in a timely and efficient manner. If you do not run integrity reports on a periodic basis, you risk compromising your accounting data.

- Verify that no users are accessing the F0902 table. This could cause records to be skipped during the retained-earnings calculations.
- Close the fiscal year to calculate retained earnings and create account records in the F0902 table for the new fiscal year.
- Change the year-end period.

  The system does not change the fiscal year or current accounting period automatically. You must perform this task manually.

A fiscal year is considered active for a company when its beginning date is defined in the company setup. For example, if the beginning date of a fiscal year for a company is January 1, 2006, fiscal year 06 is *active* on January 1, 2006.

To change the active fiscal year, you must change the beginning date of the year. For example, to activate fiscal year 2006, the beginning date of the fiscal year must start on January 1, 2006 if the first month of the fiscal year is January.

Important! You cannot record entries from the previous fiscal year for the active fiscal year.

Example: Annual Close Procedure

In this example, a company is closing fiscal year 2006.

Phase 1: Activate the New Accounting Period

To complete the first phase, fiscal year 2006 must be active if you want to record entries for the previous fiscal year 2006 and the new fiscal year 2007. You should activate fiscal year 2007 with the closing of the last period of fiscal year 2006.

You should also run a fiscal year closing procedure, called period pre-closing, to set up the balance forward amounts to carry over to the first period of fiscal year 2007. Balance forward amounts are carried over to the first period of fiscal year 2007 if the final fiscal year closing has not been run before reporting the first period of the new fiscal year.

Phase 2: Create Adjusting Entries for the Period Close

During the second phase, you must record the last adjusting entries for fiscal year 2006 to proceed with the final closing of fiscal year 2006. To do this, you can do either of these:

- Re-open fiscal year 2006.

  If you use this approach, you must re-activate fiscal year 2006 by using the start date for fiscal year 2006 and setting up the last period as the active year and period for General Accounting only.

  You should use a specific document type, for example J9, for year closing entries. After you post the last adjusting entries for fiscal year 2006, you must reactivate fiscal year 2007 and the current period.

  Consider ensuring that the last adjusting entries for fiscal year N be made by the same person and that the entries are protected from other General Accounting system users. This prevents others from entering records for the previous fiscal year 2006.

- Do not re-open fiscal year 2006.

  This approach allows records to be entered on the last day of fiscal year 2006 with the specific document type of ## without reopening fiscal year 2006. If you choose this approach, post these entries as usual.

  Important! Setting up security on record entry for the previous fiscal year using this approach is difficult.

Phase 3: Run the Final Period Close

Before running the final period closing, verify that these steps are completed:

1. Print the reports required by your company.
2. Print the Trial Balance, the General Ledger, and the General Journal reports in final mode.

This identifies the transactions as already printed in final mode for the fiscal year that you are closing and prevents the reports from being run again in final mode for the same fiscal year. You can run these reports only once in final mode. However, you can run the reports as many times as required in proof mode, even after you run them in final mode.

3. Back up all data tables.

   At this point in the annual close procedure, you should back up your entire environment for fiscal auditing purposes. The backup is very important because you might be asked to provide reproductions of your reports as well as your electronic data files during a tax audit of your information system.

4. After you verify that the preliminary steps have been completed, run the final period close.

   When you run the final period close, the program computes the year's income and updates the balance forward amounts for fiscal year 2007.

Note. The new fiscal year (2007) beginning balance date must be active.

(ITA) Understanding Tasks for Closing a Fiscal Year for Italy

In Italy, businesses complete these phases at the close of the fiscal year to prepare the year-end balance sheet:

- Adjust and integrate journal entries.
- Close profit and loss accounts for revenues and expenses that were recorded during the year without carrying over the balance.
- Calculate retained earnings.
- Close balance sheet accounts on a summary account ending balance sheet and reopen the same balance sheet accounts for the next fiscal year.

During the close of the fiscal year and the preparation of the balance sheet, Italian businesses run these control reports:

- Trial Balance by Object report (R7409C3) or T/B by Category Code (R70472)
- G/L Registration Report - Italy (R09404)
- G/L by Object and Subsidiary (R7409C1)
- G/L by Category Code (R70470)

You must run the Trial Balance report in final mode to perform a final annual close as well as to prevent users from entering transactions after a year-end close. When you run the report in final mode, the records included in the report are flagged in the F0911 table to indicate that they have been printed in final mode. This prevents the records from being printed in final mode again. An error message is printed on the report if any records have been printed in a previous final mode report. New transactions are visible on the report because they are not flagged with the same date as older transactions, which have the date when the report was run in final mode for the closed year. The word *Final* is printed on every page of a report that is run in final mode.

Note. Because running the Trial Balance report in final mode flags the records as having been printed, you should run the Trial Balance report before the General Ledger and General Journal reports.

Businesses print the General Ledger report at least once a year for all accounts, typically at the end of the fiscal year.

See Also

Appendix F, “PeopleSoft EnterpriseOne General Accounting Reports,” Trial Balance Reports, page 599

Appendix F, “PeopleSoft EnterpriseOne General Accounting Reports,” General Journal Reports, page 599

(FRA) Understanding Tasks for Closing a Fiscal Year

In France, in addition to performing the tasks to close a fiscal year, businesses must run the General Journal report in final mode to perform a final annual close. When you run the report in final mode, the system includes records that have been flagged by the Trial Balance report to indicate that they have been printed in final mode. Flagging the records prevents the records from being printed again in final mode. An error message is printed on the report if any records have been printed in a previous final mode report. The word *Final* is printed on every page of a report run in final mode.

See Also

Appendix F, “PeopleSoft EnterpriseOne General Accounting Reports,” Trial Balance Reports, page 599

Appendix F, “PeopleSoft EnterpriseOne General Accounting Reports,” General Journal Reports, page 599

Understanding the Fiscal Year Close for Budget Ledger Types

When you close a fiscal year, the system calculates the balance forward for all accounts, including those accounts with budget ledger types. Budget ledgers are typically used for job costing. Because a job might not be finished within a year, you should roll the original budget to the next year for these job cost ledger types:

- JA (job cost budget amounts)
- JU (job cost budgeted units)
- PA (job cost commitments for amounts)
- PU (job cost commitments for units)

You control how to process the original budget amount with a processing option and with the ledger type setup in the F0025 table. These rules apply to budget ledger types:

- To update budget amounts, you must set up each budget ledger type in UDC table 09/LT and in the F0025 table. If you do not set up a ledger type, the system does not roll amounts to the new fiscal year.
- If a record for next year already exists in the F0902 table, you can use a processing option to control whether the system updates the original budget amount.
- If a record for next year does not exist in the F0902 table, the system ignores the processing option. Instead, it uses the budget ledger type to determine whether to roll forward the original budget amount.

Prerequisite

Before you complete the tasks in this section:

- Verify that AAI items and ledger types are set up correctly.
- For each ledger type that you want to include in the annual close and for which you want to calculate retained earnings, verify that the Close to Retained Earnings Account check box on the Setup Ledger Type Rules form is selected.

  See Chapter 3, "Setting Up the General Accounting System," Setting Up Ledger Types for General Accounting, page 18.

Closing a Fiscal Year

This section provides overviews of the annual close program and error messages on the annual close report and discusses how to:

- Run the Annual Close program.
- Set data selection and sequence for Annual Close.
- Set processing options for Annual Close.

Understanding the Annual Close Program

When you run the Annual Close program (R098201) to close a fiscal year, the system produces an annual close report that lists the company that was closed, and the retained earnings account and amount. Use this report to verify that a company closed successfully.

You can close more than one company to a single retained earnings account. This is necessary if corporate divisions are set up as companies. You would close these divisions to a single retained earnings account to consolidate reporting for the legal corporate entity.

By setting the corresponding processing option, you can print a detailed list of the accounts and balance amounts that are used in the retained earnings calculation. This is useful if you need to research potential problems or an incorrect retained earnings amount. The detailed list for retained earnings can be lengthy. Do not print it unless you need to research your retained earnings calculation.

After closing, you might need to create journal entries for intercompany settlements to keep the companies in balance. The Annual Close program posts retained earnings to a retained earnings account for a single company but does not create automatic entries for intercompany settlements.

Error Messages on the Annual Close Report

If any errors prevent a company from closing, the errors are listed on the annual close report. Examples of errors and resolutions include:

Error Message	Resolution
The retained earnings account is not set up in the Account Master.	Set up the retained earnings account for AAI item GLG4.
The close program could not find AAI item GLG6.	Set up AAI item GLG6 to define beginning revenue account.

If AAI item GLG12 is not set up, an error message does not appear on the annual close report. The system uses account 999999.99999999 as the default.

Running the Annual Close Program

Select Periodic and Annual Processes (G0924), Annual Close.

Setting Data Selection and Sequence for Annual Close

To help ensure a successful close, observe these rules for data selection and sequence:

- You cannot close multiple years at the same time. Instead, you must close them consecutively, one year at a time.
- If you are closing multiple companies to the same retained earnings account:
  - You must use a single version that selects all of the companies that are being closed together.
  - You must have the same fiscal date pattern for companies that are being closed together.
  - You must select a fiscal year.
  - You should not specify any other data selections.
  - The data sequence must be by fiscal year, company, and ledger type. Do not change it.

Setting Processing Options for Annual Close (R098201)

Processing options enable you to specify the default processing for programs.

Profit/Loss

Profit/Loss

This processing option is used by Job Cost clients.

Specify whether to create profit/loss account records for next year if the net posting for this year has a zero balance. Values are:

Blank: Do not create profit/loss records.

1: Create profit/loss records.

Note. Job cost accounts can be set up as balance sheet or profit-and-loss accounts, depending on the nature of your business. If they are set up as profit-and-loss accounts, then the job will probably not be completed within the year. In this case, you should roll the account balances to the next year.

Orig Budget

Original Budget

This processing option is used by Job Cost clients.

Specify whether to override the original budget regardless of whether record for next year already exists. Values are:

Blank: Do not override the original budget.

1: Override the original budget.

Note. With job cost accounts, you enter an original budget and then make changes using change orders. For example, you have a job in 2006 that you budgeted for and expect to complete in 2009. You added budgetary information to the original budget in 2006. To override the original budget with new information, enter *1* for this processing option.

Print

Print Specify whether to print detail information for the retained earnings calculation. Values are:

Blank: Do not print supporting detail.

1: Print supporting detail.

CHAPTER 43

Summarizing Records and Purging Records

This chapter provides an overview of summarizations, deletions, and purges and discusses how to:

- Summarize account ledger records.
- Purge prior-year records.
- Purge prior-year account balances.
- Delete account master records.
- Delete business units and companies.

Understanding Summarizations, Deletions and Purges

To increase disk space, you can summarize, delete, or purge information from the system.

Programs that summarize records create a single record to replace numerous detail records. Programs that delete records remove information from the system. And programs that purge information do one of these tasks, depending on the program:

- Copy records to a purge table.

  The system marks the original records as purged and then deletes them from the system.
- Remove information from the system.

Summarizing Account Ledger Records

This section provides an overview of the Summarize Transactions program, lists prerequisites, and discusses how to:

- Summarizing transactions.
- Set processing options for the Summarize Transactions.

Understanding the Summarize Transactions Program

Ensure that you run the Summarize Transactions program (R09811) before you purge the records:

- For the current year.

Summarized records are required to support the F0902 table. Unsummarized records for the current year are bypassed when the system purges prior-year journal entries. For prior-year records, summarization is optional.

- For the prior year.

  Account balances can be set to zero by the Repost Account Ledger program (R099102) if any purged prior-year records are left unsummarized.

You can use the Summarize Transactions program (R09811) to summarize journal entries and replace numerous detailed records with a single record. Specifically, the Summarize Transactions program:

- Creates a summarized record for each accounting period, ledger type, subledger, or subledger type that contains:
  - A document type of BF.
  - A document number that is the system Julian date when you summarize transactions
  - A general ledger date for the period-ending dates
- Marks the summarized detail records in the F0911 table with *Y* (summarized) or blank (not summarized).

Three AAI items control the account ranges that are summarized or bypassed:

- GLRC*xx*: Defines a range of accounts that must be reconciled before they are summarized.

  The Reconciled field in the record must have a value from UDC table 09/RC to allow summarization.
- GLSM*xx*: Defines the range of accounts not to be summarized.
- GLPR*xx*: Defines a range of accounts that are not purged.

After the system creates summarized records, you can:

- Restate prior fiscal years, if necessary.
- Delete or purge records for that year from the F0911 table.

  Summarization adds records. You must purge and reorganize to make more disk space available.

You do not have to summarize transactions for summarized reporting. You can summarize general ledger reports by setting a processing option to include a specific object account range.

The Summarize Transactions program does not include data selection. To specify which transactions the system summarizes, you use processing options in conjunction with AAI items GLSM*xx*, GLRC*xx*, and GLPR*xx*.

Prerequisites

Before you complete the tasks in this section:

- Back up the F0911 table.
- Determine the fiscal year, companies, and ledger types that you want to summarize.
- To ensure adequate processing time, summarize transactions after business hours.
- For each ledger type that you want to summarize, verify that the Summarize Ledger Types option is selected in the Ledger Type Rules program (P0025).

  See Chapter 3, “Setting Up the General Accounting System,” Setting Up Ledger Types for General Accounting, page 18.
- Reconcile accounts, if necessary.

Summarizing Transactions

Select Summarize & Purge Data (G09317), Summarize Transactions.

Setting Processing Options for Summarize Transactions (R09811)

Processing options enable you to specify the default processing for programs and reports.

Select Tab

1. Number of Periods to Retain

Specify the number of periods that you want the system to retain in detail.

If you enter *01*, the system retains only the current period.

The system uses the 14 period net posting amounts from the F0902 table to determine which periods to retain.

If you have a 12-period fiscal year, you might want to add two to the number of periods to retain, which allows you to retain information from a prior fiscal year. Assume that you are in the third period of a fiscal year, and you want to retain information from the last two periods of the prior fiscal year. Enter *07* in this processing option as the number of periods to retain.

If you want to retain information only for the current fiscal year, do not increase the number of periods by two. Assume that you are in the fourth period of a fiscal year and you want to retain information from periods 2, 3, and 4 of the current fiscal year. Enter *03* in the processing option as the number of periods to retain.

2. Company

Specify the company number of the records that you want the system to summarize. Enter a valid company number from the F0010 table.

3. Business Unit

Specify the business unit of the records that you want the system to summarize. Enter a valid business unit from the F0006 table.

4. Starting Account ID Range

Specify a starting account ID for the range of accounts that you want the system to summarize. Enter a valid account ID from the F0902 table.

5. Ending Account ID Range

Specify the ending account ID for the range of accounts that you want the system to summarize. Enter a valid account ID from the F0901 table.

6. Subledger

Use this processing option to specify the subledger of the records that you want the system to summarize.

7. Subledger Type

Specify the subledger type of the records that you want the system to summarize. Enter a valid subledger type from UDC table 00/ST.

8. Ledger Type

Specify the ledger type of the records that you want the system to summarize. Enter a valid ledger type from the F0025 table.

Purging Prior-Year Records

This section provides an overview of the Purge Prior Year JEs, lists prerequisites, and discusses how to:

- Purge prior-year records.
- Set data selection for Purge Prior Year JEs.
- Set processing options for Purge Prior Year JEs.

Understanding the Purge Prior Year JEs Program

If you create a summarized record or you want to increase disk space, you can purge journal entries using the Purge Prior Year JE's program (R09911). This program:

- Copies prior year journal entries in the F0911 table to the purge F0911P table.
- Marks the copied records in the F0911 table as purged.
- Deletes purged records from the F0911 table when certain conditions are met.
- Prints a report that lists the number of records purged by company.

The Purge Prior Year JE's program purges only:

- Prior-year transactions.
- Summarized transactions for the current year.
- Summarized transactions for the prior-year.

  You can purge these transactions only one year at a time.

When you run the Purge Prior Year JE's program, prior-year transactions can be purged and deleted, purged but not deleted, deleted, or completely bypassed.

When the system identifies and marks a record as eligible to purge, the record must then meet all of these conditions before the system deletes it:

- The account number cannot be within the bypass purge ranges for AAI item GLPR*xx*.
- For accounts within the reconcilable ranges in AAI item GLRC*xx* to be purged, the reconciled code must be a value other than blank.
- The record must not have * in the Payment Number field. The * denotes a partial payment, retainage, or discount.
- For Service Billing clients, if the account is billable, the bill code of the transaction must be *X* (direct charge allocated or billed) or *Y* (manually allocated and billed).

Do not purge summary records (document type BF) unless you no longer need them to support the F0902 table.

Three AAI items control the account ranges that are to be purged or bypassed:

- GLSM*xx*: Defines the range of accounts not to be summarized.

  Current-year transactions must contain a Summarized Code *Y* to be deleted from the F0911 table. Prior-year transactions in these ranges can be deleted, regardless of summarization.
- GLRC*xx*: Defines a range of accounts that must be reconciled before they are deleted.

  The Reconciled field must contain a code from UDC table 09/RC to be deleted.

- GLPR*xx* : Defines a range of accounts that are not to be deleted.

  These accounts are written to the purge table with a purge code set to Y, but are not deleted.

After the purge process is complete, you should copy the F0911P table to another medium. If you keep this table on your system and you purge again, the system adds newly purged records to the F0911P table, which will decrease available disk space.

You also might want to defragment the F0911 table and rebuild the table indices. Contact your database administrator for more information about this process.

Note. The Purge Prior Year JE's program purges only records from the F0911 table. This program does not purge corresponding records in other systems, such as Accounts Payable or Accounts Receivable. To avoid integrity issues between General Accounting and other systems, contact your system administrator to develop a plan to purge corresponding records.

Prerequisites

Before you complete the tasks in this section:

- Back up the F0911 table.
- Set up purge parameters in the AAIs.

  See Chapter 3, "Setting Up the General Accounting System," Setting Up AAIs for General Accounting, page 20.
- Summarize transactions.

Purging Prior-Year Records

Select Summarize & Purge Data (G09317), Purge Prior Year JE's.

Setting Data Selection for Purge Prior Year JEs

Enter the fiscal year of the records that you want to purge.

Setting Processing Options for Purge Prior Year JEs (R09911)

Processing options enable you to specify the default processing for programs and reports.

Delete Options

1. Purge and Delete

Enter *1* to purge and delete 1099 transactions that are more than three fiscal years old (current and previous two fiscal years). If you partially pay transactions, you might have 1099 transactions that are paid in separate years. These transactions are identified by * in the Payment Number. If you set this processing option to *1*, the system purges and deletes these types of transactions only if they are more than three years old.

Leave this processing option blank to purge but not delete any questionable 1099 transactions.

2. Delete and Purge Billable Transactions

This processing option is for Service Billing clients.

Enter 1 to delete and purge billable transactions that have a valid bill code. If you leave this processing option blank, any bill code other than *X* or *Y*

will be purged but not deleted. However, all *X* and *Y* billable transactions will be purged and deleted.

Purging Prior-Year Account Balances

This section provides an overview of the Purge Prior Year Account Balances program, lists a prerequisite, and discusses purge account balances for prior years.

Understanding the Purge Prior Year Account Balances Program

To increase disk space, you can purge account balance records using the Purge Prior Year Account Balances program (R09912). This program:

- Copies records with a date that is prior to the current fiscal year from the F0902 table to the purge F0902P table.
- Deletes records that have a date that is prior to the current fiscal year.
- Prints a report that lists the number of records that were purged by company, date, and time that the F0902P table was created.

You can purge records only one year at a time. After the purge process is complete, you should copy the F0902P table to another medium. If you keep this table on your system and you purge again, the system adds newly purged records to the existing F0902P table which decreases available disk space.

You also might want to defragment the F0902 table and rebuild the table indices. Contact your database administrator for more information about this process.

Prerequisite

Back up the F0902 table.

Purging Account Balances for Prior Years

Select Summarize & Purge Data (G09317), Purge Prior Year Account Balances.

Deleting Account Master Records

This section provides an overview of the Delete Account Master Records program, lists a prerequisite, and discusses how to:

- Run the Delete Account Master Records program.
- Set processing options for Delete Account Master Records.

Understanding the Delete Account Master Records

To increase disk space, you can delete accounts that do not contain transactions by running the Delete Account Master Records program (R09814). This program searches certain tables for transactions for an account and, if none are found, it does not copy accounts to a purge table. Instead, it deletes the account from the F0901 table.

The program searches for transactions in these tables:

- Customer Ledger (F03B11)
- Accounts Payable Ledger (F0411)
- Employee Transaction History (F0618)
- Employee Pay Instructions (F06106)
- Burden Distribution File (F0724)
- Account Master - Alternate Description (F0901D)
- Account Balances (F0902)
- Account Ledger (F0911)
- Cost Allocations/Flex Budgeting (F0912)
- Asset Account Balances File (F1202)
- Purchase Order Detail (F4311)
- Draw Reporting Master (F51911)

You can run the Delete Account Master Records program in proof or final mode.

Prerequisite

Back up the F0901 table.

Running the Delete Account Master Records Program

Select Summarize & Purge Data (G09317), Delete Account Master Records.

Setting Processing Options for Delete Account Master Records (R09814)

Processing options enable you to specify the default processing for programs and reports.

Mode

Delete Account Specify the processing mode for deleting account master records. Values are:

Blank: Proof mode. Prints a report that lists the accounts to be deleted, but does not delete them

1: Final mode. Deletes the accounts and prints a report that lists the accounts that were deleted.

Deleting Business Units and Companies

This section provides an overview of the Delete Business Unit/Company program, lists prerequisites, and discusses how to:

- Run the Delete Business Unit/Company program.

- Set processing options for Delete Business Unit/Company.

Understanding the Delete Business Unit/Company Program

Your organization might have business units or companies that are obsolete because the structure of the organization has changed. Or you might have business units or companies from a test data environment that you no longer need. The Delete Business Unit/Company program (R09925) deletes records for the business unit or company that is obsolete. You can delete records for a single business unit or for all of the business units within a single company.

If you specify a company in the processing option, the system deletes records for all of the business units in the company. If you specify a business unit, the system deletes records for the business unit. If you specify both a business unit and a company, the system deletes records for the business unit only.

When you delete a business unit or company, the system *does not*copy information to a purge table nor does it search for open balances. It deletes records for the business unit or company regardless of whether open balances exist.

The Delete Business Unit/Company program deletes records from these tables:

- F0006
- F0901
- F0901D
- F0902
- F0911

The system does not print a report.

After the process is complete, you must:

- Delete the company on the Work With Companies form.
- Delete the business unit or company on the Work With Addresses form.

Important! If you are signed on to two environments, such as a test and an active environment, the system deletes the records from both environments.

Prerequisites

Before you complete the tasks in this section:

- Back up the F0006, F0901, F0901D, F0902, and F0911 tables.
- Verify that there are no transactions for the business unit or company that you are going to delete.

Running the Delete Business Unit/Company Program

Select Summarize & Purge Data (G09317), Delete Business Unit/Company.

Setting Processing Options for Delete Business Unit/Company (R09925)

Processing options enable you to specify the default processing for programs and reports.

Delete Records

1. Delete Records

Enter either the company in which to delete business units or enter a business unit to delete.

If you specify a company in this processing option, the system deletes records for all of the business units in the company.

If you specify a business unit, the system deletes records for the business unit.

If you specify both a business unit and a company, the system deletes records for the business unit only.

APPENDIX A

General Accounting Tables

The General Accounting system uses these types of tables:

- Primary tables
- Supplemental tables

Primary Tables

The General Account system uses these primary tables:

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

Supplemental Tables

The General Accounting system uses these supplemental tables:

Table Name (Number)	Description
Next Numbers - Automatic (F0002)	Stores the next available number for all automatically assigned numbers in the system, such as batch numbers and transaction numbers.
User-Defined Codes (F0005)	Stores user-defined codes and their descriptions.
Business Unit Master (F0006)	Stores business unit definitions, including name and number, company, and category codes.

Table Name (Number)	Description
Date Effective Business Unit Master (F0006S)	Stores business unit definitions including name and number, company, and category codes by effective date.
Date Fiscal Patterns (F0008)	Stores each company's fiscal date pattern.
General Constants (F0009)	Stores the rules that control system-wide functions, such as account coding, batch control, batch approval, date validation, intercompany settlements, and batch balancing.
Company Constants (F0010)	Stores company definitions, including number and name, fiscal date pattern, and current period.
Batch Control Records (F0011)	Stores identification header records for each batch.
Automatic Accounting Instructions Master (F0012)	Stores the rules that control how the system creates automatic balancing entries, special interim totals for reports, and general information about the chart of accounts.
Taxes (F0018)	Stores the transaction detail for each item that is subject to tax.
Tax Reconciliation Repository (F0018R)	Stores tax information by general ledger account.
Ledger Type Master File (F0025)	Stores rules for specific ledger types, such as: Attached ledger types for units Financial rules, such as balancing required Column titles for ledger comparisons
Organization Structure Master File (F0050)	Stores parent/child relationships for business units by structure type.
Structure Definition File (F0050A)	Stores the organization structures that you define for grouping business units by category codes.
Supplemental Database Data Types (F00091)	Stores the definitions of the data types that you use to track additional information about business units.
Supplemental Data (F00092)	Stores additional information that you enter about business units, categorized by data types.
Address Book Master (F0101)	Stores address book information, including companies, suppliers, and customers.
WF - Account Ledger Reconciliation (F0911R)	Stores unreconciled transaction detail. The system replaces the contents of this table after each reconciliation.
Cost Allocations/Flex Budgeting (F0912)	Stores information about recurring journal entries (allocations).
Index Computation Entry File (F0912A)	Stores information about indexed allocations.

Table Name (Number)	Description
Variable Allocation File (F0912B)	Stores information about variable numerator allocations.
Bank Statement Header (F0916)	Stores header information about bank statements.
Bank Statement Detail (F0917)	Stores detail information about the transactions on bank statements.
Inter/Intra Company Account Relationships (F09190)	Stores information about configured hubs for intercompany settlements.

APPENDIX B

Mapping Fields for Journal Entry Batch Processing

This appendix discusses:

- Mapping fields in the F0911Z1 table.
- Mapping fields in the F0911Z1 table for Advanced Cost Accounting.
- Mapping fields in the F0911Z1 table for externally reconciled transactions.

Mapping Fields in the F0911Z1 Table

This section contains a list of the fields in the Journal Entry Transactions - Batch File (F0911Z1). Some of the fields are required to run the Journal Entries Batch Processor program (R09110Z), while others are not. For some fields, blank is a value. Not all fields are displayed on General Accounting forms or used by the General Accounting system.

Required Fields

These fields in the F0911Z1 table are required:

Field Name	Alias	Type	Length	Definition
EDI - User ID	VNEDUS	Alpha	10	Enter the user ID of the person who is running the process or the person who is to receive messages in the Employee Queue Manager program (P012501). This field, in conjunction with VNEDTN, VNEDBT, and VNEDLN, uniquely identifies a specific journal entry.
EDI - Transaction Number	VNEDTN	Alpha	22	Enter a value that, in conjunction with VNEDLN, identifies each transaction. Each new transaction number indicates a new journal entry. You can have only one transaction with the same number in a batch unless VNEDLN is different. This field normally contains the document number of the source system so that the transaction can be readily identified.
EDI - Line Number	VNEDLN	Number	7	Enter a value that, in conjunction with VNEDTN, identifies each line of the journal entry.
EDI - Successfully Processed	VNEDSP	Alpha	1	Enter a value that indicates whether a record has been processed successfully. Update this field with a value of *0*. If the record is processed successfully, the system updates this field to a value of *1*. If an error occurs, the system leaves *0* in the field. Do not leave this field blank.

Field Name	Alias	Type	Length	Definition
EDI - Transaction Action	VNEDTC	Alpha	1	Enter *A* for transactions to be processed. No other values are valid.
EDI - Transaction Type	VNEDTR	Alpha	1	Enter *J* for journal entries. You cannot leave this field blank.
EDI - Batch Number	VNEDBT	Alpha	15	Enter a value that, in conjunction with VNEDTN, VNEDUS, and VNEDLN, uniquely identifies a transaction within a specific batch. This field also acts as a level break and causes the assignment of a new batch number each time that the value changes. You can greatly increase performance by assigning one batch number for each group of transactions that is being processed at one time.
G/L Date	VNDGJ	Date	6	Enter a value that indicates the date of the transaction. This field is part of the header section of the journal entry; therefore, you can enter only one value for each document. Enter the general ledger date in the format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (*mmddyy*), while others might require a Julian date format (*cyyddd*, where *c*= century). Enter *0* for transactions in the 20th century and enter *1* for transactions in the 21st century. For example, the date June 1, 2007 corresponds to the Julian date 107152 and the date June 1, 2008 corresponds to the Julian date 108153 (because the year 2008 has a leap day, February 29). Alternatively, you can leave this field blank and complete VNDGM (*mm*), VNDGD (*dd*), VNDGY (*yy*), and VNDG# in the month/day/year/century format. Enter the prefix of the year in VNDG#. For example, enter 20 for 2007.

Field Name	Alias	Type	Length	Definition
Account Number	VNANI	Alpha	29	A value that represents the account number that you want to update when you process the transaction. Complete either VNANI or VNAID, or VNMCU, VNOBJ, and VNSUB to designate the account number. The first character in the VNANI field must correspond to the Symbol to Identify the Account Number in the F0009 table. For example, if the Symbol to Identify the Short Number is * and you want to enter the Short Number in VNANI, you must precede it with *. Otherwise, leave VNANI blank and enter the Short Number in VNAID. The system populates the fields that you leave blank, based on the account information that you enter. For example, if you complete the Business Unit, Object, and Subsidiary fields, the system updates the Account ID and Account Number fields when the transaction is processed. If you complete the Account Number field, the system updates the Business Unit, Object, Subsidiary, and Account ID fields when the transaction is processed.
Account ID	VNAID	Alpha	8	Enter a value that represents the identifier of the account that you want to update when you process the transaction. Complete either VNANI or VNAID, or VNMCU, VNOBJ, and VNSUB to designate the account number.
Business Unit	VNMCU	Alpha	12	Enter a value that helps identify the account number that you want to update when you process the transaction. Complete either VNANI or VNAID, or VNMCU, VNOBJ, and VNSUB to designate the account number.
Object Account	VNOBJ	Alpha	6	Enter a value that helps identify the account number that you want to update when you process the transaction. Complete either VNANI or VNAID, or VNMCU, VNOBJ, and VNSUB to designate the account number.
Amount - Tax	VNSTAM	Number	15	Enter the tax amount for journal entries with VAT. This amount is passed to the tax calculator for validation and calculation. If the Rate/Rate Area and Tax Explanation Code fields are not passed, this field is ignored.
Amount - Gross	VNAG	Number	15	Enter the gross amount for journal entries with VAT. This amount is passed to the tax calculator for validation and calculation. If the Rate/Rate Area and Tax Explanation Code fields are not passed, this field is ignored.
Track Taxes Flag	VNTKTX	Character	1	Specify whether to update tax information for the account taxed in the F0911. The value *1* updates tax explanation code, tax rate/area and tax item.
Distribution Line Number	VNDLNID	Number	6	Enter a value for the GLDLNID field in the F0911 table. The system does not perform any validation or formatting on the value in this field.

Field Name	Alias	Type	Length	Definition
Check/Receipt Number	VNCKNU	String	25	Enter a value for the GLCKNU field in the F)911 table. The system does not perform any validation or formatting on the value in this field.
Subsidiary	VNSUB	Alpha	8	A value that helps identify the account number that you want to update when you process the transaction. Complete either VNANI or VNAID, or VNMCU, VNOBJ, and VNSUB to designate the account number.
Account Mode	VNAM	Alpha	1	Enter a value that directs the system to read a specific field to locate the account number. Values are: *1*: Use the value in the VNAID field. *2*: Use the value in the VNANI field. *3*: Use the value in the VNANI field, but this value must be the third account number, as defined in the general accounting constants. *4*: Use the values assigned in VNMCU, VNOBJ, and VNSUB. *7*: Use the value in VNANI, but use the character in the first position of the VNANI field to identify the format in which the account number was entered, as defined in the general accounting constants. For example, if the value in VNANI is #123, the system uses the account number format that is represented by # in the general accounting constants.
Amount	VNAA	Number	15	Enter a value that represents the amount of the transaction. Enter the amount in the format that your database accepts. Some databases accept a decimal identifier, while others do not. If you are entering a foreign currency amount, leave this field blank and enter an amount in VNACR.
Explanation	VNEXA	Alpha	30	Enter a description of the transaction. This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Company	VNCO	Alpha	5	Enter the number of the company for which you are processing the transaction. This is required for multicurrency processing.

See *PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Mapping Requirements for Processing Multicurrency Batch Journal Entries," Multicurrency Fields Required in the F0911Z1 Table.

Mapping Fields in the F0911Z1 Table for Advanced Cost Accounting

This section discusses how to map fields in the F0911Z1 table for the Advanced Cost Accounting system.

Required Fields for the Advanced Cost Accounting System

If you use the Advanced Cost Accounting system, these fields in the F0911Z1 table are required:

Field Name	Alias	Type	Length	Information
Cost Object Type 1– 4	VNABT1 VNABT2 VNABT3 VNABT4	Alpha	1	Enter up to four cost object types. The system uses these fields to edit the values entered in the corresponding VNABR1 - VNABR4. If you enter a value in one of the Cost Object Type fields, you must enter a value in the corresponding Cost Object field. The values in the Cost Object Type fields must exist in the F1620 table.
Cost Object 1–4	VNABR1 VNABR2 VNABR3 VNABR4	Alpha	12	Enter up to four cost objects. The value in each Cost Object field must follow the edit rules for the corresponding VNABT1 - VNABT4.
Posting Code 1–10	VNPM01– VNPM10	Alpha	1	Leave these fields blank.
Item Number	VNITM	Number	8	If you enter a value in this field, the system verifies that the item exists in the F4101 table.

Optional Fields

You can use optional fields to provide additional information about the journal entries. These fields in the F0911Z1 table are optional:

Field Name	Alias	Type	Length	Definition
EDI - Detail Lines Processed	VNEDDL	Number	5	Enter the number of detail lines that are included in a specific transaction. For user verification only.
EDI - Transaction Type	VNEDTR	Alpha	1	Enter *J* for journal entry transactions or leave this field blank.

Field Name	Alias	Type	Length	Definition
Document Company	VNKCO	Alpha	5	Enter a number that identifies the company of the transaction. This field is used only to differentiate transaction numbers by company. If you leave this field blank, the value is determined by the company that is associated with the business unit of the first journal entry line. If you enter a value in this field, the value must exist in the F0010 table. This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Document Type	VNDCT	Alpha	2	Enter a code that identifies the type of transaction. If you leave this field blank, the system uses *JE*. If you enter a value in this field, the value must exist in user-defined code (UDC) table 00/DT. This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Document Number	VNDOC	Number	8	Enter a number that identifies the transaction in the F0911 table. If you leave this field blank, the system uses next numbers for System 09 to generate a document number. If you enter a value in this field, the value cannot exist in the F0911 table with the same general ledger and document type, or the transaction is considered a duplicate and is not processed. This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Journal Entry Line Number	VNJELN	Number	7	Enter a value that you use to track the number of lines in a journal entry. If you leave this field blank, the system updates it when it processes the transactions. The maximum number of journal entry lines in a transaction is 9999.
Line Extension Code	VNEXTL	Alpha	2	Enter a code that indicates the line extension. If you leave this field blank, the General Ledger Post program (R09801) updates it if multicurrency intercompany settlements exist.
G/L Posted Code	VNPOST	Alpha	1	Enter a value that indicates whether the transaction has been posted. If you leave this field blank, the General Ledger Post program updates it. If the transaction represents a model journal entry, enter *M*.

Field Name	Alias	Type	Length	Definition
Batch Number	VNICU	Number	8	Enter a number used to group journal entries that are processed simultaneously. If you leave this field blank, the system uses next numbers for System 00 to generate a batch number. This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Batch Type	VNICUT	Alpha	2	Enter a code that designates the type of transaction being processed (invoice, voucher, and so on). If you enter a value in this field, the value must exist in UDC table 98/IT. If you leave this field blank, the system populates the field with *G* when it processes the journal entries. This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Batch Date	VNDICJ	Date	6	Enter the date of the batch. If you leave this field blank, the system uses the date on which the batch program is executed. If you complete this field, enter the date in a format that your database accepts. Review the field definition for VNDGJ for more information. This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Batch System Date	VNDSYJ	Date	6	Enter the date on which the batch was entered into the system. If you leave this field blank, the system uses the date on which the batch program is processed. If you complete this field, enter the date in a format that your database accepts. Review the field definition for VNDGJ for more information. This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Batch Time	VNTICU	Number	6	Enter the time when the batch was entered into the system. If you leave this field blank, the system uses the time that the batch program is processed. This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Subledger	VNSBL	Alpha	8	Enter a code that identifies an auxiliary account for the transaction. If you complete this field, you must also enter a value in VNSBLT.
Subledger Type	VNSBLT	Alpha	1	Enter a code that identifies a category within a subledger. If you complete this field, the value must exist in UDC table 00/ST.

Field Name	Alias	Type	Length	Definition
Ledger Type	VNLT	Alpha	2	Enter a code that identifies the type of ledger. You can leave this field blank, or enter *AA* or any other valid ledger type in UDC table 09/LT except CA. Never enter CA in this field. This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Period Number	VNPN	Number	2	A code that indicates the accounting period. We recommend that you leave these fields blank. The system populates them, based on the general ledger date and company.
Century	VNCTRY	Number	2	The century in which the transaction takes place. if you leave this field blank, the system populates it based on the general ledger date and company.
Fiscal Year	VNFY	Number	2	The year in which the transaction takes place. If you leave this field blank, the system populates it based on the general ledger date and company.
Historical Exchange Rate	VNHCRR	Number	15	A previous exchange rate. Any value that you enter in this field is passed. The system does not validate it. This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Historical Date	VNHDGJ	Date	6	Any value that you enter in this field is passed. The system does not validate it. If you complete this field, enter the date in a format that your database accepts. Review the field definition for VNDGJ for more information. This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Units	VNU	Number	15	Enter the number of units in the transaction. If you complete this field, the system updates the Amount field with the value in the AU ledger when you run the Post General Journal Batches program (R09801).
Unit of Measure	VNUM	Alpha	2	Enter a value that describes the type of units entered. If you enter a value in this field, the value must exist in UDC table 00/UM. If you leave this field blank and a unit of measure is assigned to the account in the F0901 table, the system updates this field with that unit of measure.
G/L Offset	VNGLC	Alpha	4	Any value that you enter in this field is passed. The system does not validate it.

Field Name	Alias	Type	Length	Definition
Reverse or Void (R/V)	VNRE	Alpha	1	Enter a value that indicates whether you want to reverse accrual entries. If you enter *R* (reverse) in this field, when the entry is posted, the system generates another journal entry with a general ledger date that is the first day of the next period. The transaction amount is reversed from the original entry. Voided transactions are not eligible for this process. You must use the Journal Entry program (P0911) to void journal entries. This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Remark/ Explanation	VNEXR	Alpha	30	Enter a description for a specific journal entry line.
Reference 1	VNR1	Alpha	8	Any value that you enter in this field is passed. The system does not validate it. This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Reference 2	VNR2	Alpha	8	Any value that you enter in this field is passed. The system does not validate it.
Document Pay Item	VNSFX	Alpha	3	Any value that you enter in this field is passed. The system does not validate it.
Document - Original	VNODOC	Number	8	Any value that you enter in this field is passed. The system does not validate it.
Document Company (Purchase Order)	VNPKCO	Alpha	5	Any value that you enter in this field is passed. The system does not validate it.
Document Company (Original Order)	VNOKCO	Alpha	5	Any value that you enter in this field is passed. The system does not validate it.
Document Type - Purchase Order	VNPDCT	Alpha	2	Any value that you enter in this field is passed. The system does not validate it.
Address Number	VNAN8	Number	8	Enter the address book number of the customer or supplier who is associated with a voucher or invoice transaction. If you enter a value in this field, it must exist in the F0101 table.
Payment Number	VNCN	Alpha	8	Enter the payment number for the transaction.

Field Name	Alias	Type	Length	Definition
Check Date	VNDKJ	Date	6	Enter the payment date that is associated with the payment number. Use a format that your database accepts. Review the field definition for VNDGJ for more information.
Check Cleared Date	VNDKC	Date	6	Enter the date on which the payment cleared the bank. Use a format that your database accepts. Review the field definition for VNDGJ for more information.
Serial Number	VNASID	Alpha	25	The asset ID that is associated with a fixed asset. The system verifies that this field exists in the F1201 table.
Batch Rear End Posted Code	VNBRE	Alpha	1	Any value that you enter in this field is passed. The system does not validate it.
Reconciled Code	VNRCND	Alpha	1	Enter a value that indicates whether the record is reconciled. You can enter *R* in this field to indicate that the record is reconciled. Any value that you enter in this field is passed. The system does not validate it.
Summarized Code	VNSUMM	Alpha	1	Any value that you enter in this field is passed. The system does not validate it.
Purge Code	VNPRGE	Alpha	1	Any value that you enter in this field is passed. The system does not validate it.
Flag for 1099	VNTNN	Alpha	1	Any value that you enter in this field is passed. The system does not validate it.
G/L Posting Code - Alternate 1	VNALT1	Alpha	1	Any value that you enter in this field is passed. The system does not validate it.
G/L Posting Code - Alternate 2	VNALT2	Alpha	1	Any value that you enter in this field is passed. The system does not validate it.
G/L Posting Code - Alternate 3	VNALT3	Alpha	1	Any value that you enter in this field is passed. The system does not validate it.
G/L Posting Code - Alternate 4	VNALT4	Alpha	1	Any value that you enter in this field is passed. The system does not validate it.
G/L Posting Code - Alternate 5	VNALT5	Alpha	1	Any value that you enter in this field is passed. The system does not validate it.

Field Name	Alias	Type	Length	Definition
G/L Posting Code - Cash Basis Account	VNALT6	Alpha	1	Any value that you enter in this field is passed. The system does not validate it.
Commitment Relief Flag	VNALT7	Alpha	1	Any value that you enter in this field is passed. The system does not validate it.
Billing Control	VNALT8	Alpha	1	Any value that you enter in this field is passed. The system does not validate it.
Currency Update	VNALT9	Alpha	1	Any value that you enter in this field is passed. The system does not validate it.
G/L Posting Code - Alternate 0	VNALT0	Alpha	1	Any value that you enter in this field is passed. The system does not validate it. We recommend that you leave this field blank.
Consumption Tax Cross Reference	VNALTX	Alpha	1	Any value that you enter in this field is passed. The system does not validate it.
Delete Not Allowed	VNDLNA	Alpha	1	Any value that you enter in this field is passed. The system does not validate it.
Client Free Form - Alternate 1	VNCFF1	Alpha	1	Any value that you enter in this field is passed. The system does not validate it.
Client Free Form - Alternate 2	VNCFF2	Alpha	1	Any value that you enter in this field is passed. The system does not validate it.
Lease Cost Ledger Posted Code	VNASM	Alpha	1	Any value that you enter in this field is passed. The system does not validate it.
Bill Code	VNBC	Alpha	1	If you enter a value in this field, the value must exist in UDC table 98/BC.
Supplier Invoice Number	VNVINV	Alpha	25	An invoice number for the transaction. Any value that you enter in this field is passed. The system does not validate it. This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.

Field Name	Alias	Type	Length	Definition
Invoice Date	VNIVD	Date	6	The invoice date for the transaction. Use a format that your database accepts. Review the field definition for VNDGJ for more information. This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Categories - Work Order 01	VNWR01	Alpha	4	Any value that you enter in this field is passed. The system does not validate it.
Purchase Order	VNPO	Alpha	8	Any value that you enter in this field is passed. The system does not validate it.
Purchase Order Suffix	VNPSFX	Alpha	3	Any value that you enter in this field is passed. The system does not validate it.
Order Type	VNDCTO	Alpha	2	If you enter a value in this field, the value must exist in UDC table 00/DT.
Line Number	VNLNID	Number	6	Any value that you enter in this field is passed. The system does not validate it.
Fiscal Year - Weekly	VNWY	Number	2	Any value that you enter in this field is passed. The system does not validate it.
Fiscal Period - Weekly	VNWN	Number	2	Any value that you enter in this field is passed. The system does not validate it.
Closed Item - As Of Processing	VNFNLP	Alpha	1	Any value that you enter in this field is passed. The system does not validate it.
Sequence Number - Operations	VNOPSQ	Number	5	Any value that you enter in this field is passed. The system does not validate it.
Job Type (Craft) Code	VNJBCD	Alpha	6	Any value that you enter in this field is passed. The system does not validate it.
Job Step	VNJBST	Alpha	4	Any value that you enter in this field is passed. The system does not validate it.
Business Unit - Home	VNHMCU	Alpha	12	A value that indicates the business unit for the transaction. If you enter a value in this field, the system verifies that it exists in the F0006 table. This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
DOI Stub	VNDOI	Number	2	Any value that you enter in this field is passed. The system does not validate it.

Field Name	Alias	Type	Length	Definition
Outsider Lease or Well ID	VNALID	Alpha	25	Any value that you enter in this field is passed. The system does not validate it.
ID Type	VNALTY	Alpha	2	Any value that you enter in this field is passed. The system does not validate it.
Service/Tax Date	VNDSVJ	Date	6	The service or tax date of the transaction. Use a format that your database accepts. If you leave this field blank, the system uses the value from VNDGJ. Review the field definition for VNDGJ for more information.

Ignored Fields

The system does not use values in ignored fields. The fields in this table are ignored by the system.

Field Name	Alias	Type	Length
Type Record	VNEDTY	Alpha	1
Record Sequence	VNEDSQ	Number	2
EDI - Document Type	VNEDCT	Alpha	2
EDI - Transaction Set Number	VNEDTS	Alpha	6
EDI - Translation Format	VNEDFT	Alpha	10
EDI - Transmission Date	VNEDDT	Date	6
EDI - Send/Receive Indicator	VNEDER	Alpha	1
Batch File Create G/L Record	VNEDGL	Alpha	1
User Address Number	VNEDAN	Number	8
Fiscal Quarter (Obsolete)	VNFQ	Number	2
Reference 3 - Account Reconciliation	VNR3	Alpha	8
Document Type - Original	VNODCT	Alpha	2
Document Pay Item - Original	VNOSFX	Alpha	3
G/L Posting Code - Alternate T	VNALTT	Alpha	1

Field Name	Alias	Type	Length
G/L Posting Code - Alternate U	VNALTU	Alpha	1
Stock Inventory Commitment	VNALTV	Alpha	1
G/L Posting Code - Alternate W	VNALTW	Alpha	1
G/L Posting Code - Alternate Z	VNALTZ	Alpha	1
Registration Number	VNREG#	Number	8
Payment ID	VNPYID	Number	15
Transaction Originator	VNTORG	Alpha	10
User ID	VNUSER	Alpha	10
Program ID	VNPID	Alpha	10
Work Station ID	VNJOBN	Alpha	10
Date Updated	VNUPMJ	Date	6
Time Last Updated	VNUPMT	Number	6

Mapping Fields in the F0911Z1 Table for Externally Reconciled Transactions

If you use outbound interoperability to send bank account information to a third-party software package for bank statement reconciliation, you can import the reconciliation information back into the General Accounting system to complete the reconciliation process.

Required Fields

You must populate these fields in the F0911Z1 table for each transaction that you want to update in the General Accounting system:

- VNEDUS (EDI - User ID).
- VNEDBT (EDI - Batch Number).
- VNEDTN (EDI - Transaction Number).
- VNEDLN (EDI - Line Number).
- VNEDSP (EDI - Processed Flag) - The value in this field must be *2*.
- VNDOC (Document Number).

The values in these fields must match the records that you want to update in the F0911 table:

- VNDCT (Document Type)
- VNKCO (Document Company)
- VNDGJ (G/L Date)
- VNJELN (Journal Entry Line Number)
- VNEXTL (Line Extension Code)
- VNRCND (Reconciled Code)
- VNDKC (Check Cleared Date)

After you populate the F0911Z1 table, you run the Update Externally Reconciled Transaction program to update the transactions from the F0911Z1 table to the General Accounting system.

Updating Reconciled Transactions in EnterpriseOne

Select Batch Journal Entry Processing (G09311), Update Externally Reconciled Transaction.

You run the Update Externally Reconciled Transaction program to update the reconciliation information from the F0911Z1 table to the General Accounting system. The program also updates the Processed Flag field (VNEDSP) to *1* (successfully processed) in the F0911Z1 table for each transaction to prevent the transaction from being processed again by the Update Externally Reconciled Transaction program or by the Journal Entry Batch Processor program (R09110Z).

APPENDIX C

Mapping Fields for Budget Data Import

This appendix discusses how to map fields in the Account Balances - Batch File table (F0902Z1).

Mapping Fields in the F0902Z1 Table

This section contains a list of the fields contained in the F0902Z1 table. The fields are categorized as follows:

- Fields updated by the spreadsheet.
- Fields updated by the system.

Fields Updated by the Spreadsheet

Review these guidelines for information about fields in the spreadsheet:

- Each field in the spreadsheet should not exceed the maximum number of characters shown in the previous table, but it can contain fewer.
- Amount fields can include decimal points.
- If you use a minus sign, it must be the first character to the left of the left-most number.

This table describes each of the fields in the detail area of the Upload Records to F0902Z1 form and how to complete the corresponding cell in your spreadsheet:

F0902Z1 Field	Complete Corresponding Cell in Spreadsheet
Account ID (AID)	Enter a value in this field only if you entered *1* for the Account Number processing option for the Upload/Conversion Revisions program (P0902Z1). Enter the 8-digit system-assigned short account ID. Ensure that you enter all 8 digits, using the leading zeros if applicable.
Free Form Account Number (ANS)	Enter a value in this field only if you entered *2* for the Account Number processing option for the Upload/Conversion Revisions program. This is commonly referred to as the third account number and is typically used to enter the account number from a prior system. No limitations exist for the characters that you can use.
Account Number (ANI)	Enter the entire account number, including business unit, object account, and subsidiary (if applicable). Enter a value in this field only if you entered *3* for the Account Number processing option for the Upload/Conversion Revisions program.
Business Unit (MCU)	Enter the number of the business unit. Use this field in conjunction with the Object Account and Subsidiary fields) only if you entered *4* for the Account Number processing option for the Upload/Conversion Revisions program.

F0902Z1 Field	Complete Corresponding Cell in Spreadsheet
Object Account (OBJ)	Enter the object account number. Use this field in conjunction with the Business Unit and Subsidiary fields only if you entered *4* for the Account Number processing option for the Upload/Conversion Revisions program.
Subsidiary	Enter the subsidiary of the account. Use this field in conjunction with the Business Unit and Object Account fields only if you entered *4* for the Account Number processing option for the Upload/Conversion Revisions program.
Subledger (SBL)	Enter the value of the subledger for the account. This value is 8 alphanumeric characters.
Subledger Type (SBLT)	Enter the value of the subledger type for the account. This value is one alphanumeric character.
Net Posting 01 (AN01) – Net Posting 14 (AN14)	Enter the budget amount for periods 1–14. Use these fields to import budgets by period. This value is 15 numeric characters.
Original/Beg Budget (BORG)	Use this field to import annual budgets. This value is 15 numeric characters.
Prior Year Net Postings (APYN)	Use this field to enter a prior year posting for this account. This value is 15 numeric characters.
Week to Date Net Postings (AWTD)	Enter a value in this field if you use 52 period accounting. This value is 15 numeric characters.
Approved Budget (BAPR)	Use this field to import annual budget that are approved. This value is 15 numeric characters.
Requested Budget (BREQ)	Use this field to import annual budgets that are requested. This value is 15 numeric characters.
Beg Balance/PYE Forward (APYC)	Use this field to enter a beginning balance for this account. This value is 15 numeric characters.

Fields Updated by the System

These fields are completed by the system and, therefore, do not need to exist in your spreadsheet:

- Century (CTRY)
- Fiscal Year (FY)

  The CTRY and FY fields are populated by the system when you run the Upload/Conversion program (R14110), based on the values you enter in the Century and Fiscal Year processing options for that program.

  To load more than one year of budget data, complete these fields for each year you want to load, and then use the Century and Fiscal Year processing options and data selection for the Upload/Conversion program to upload one year at a time.

  For example, if you want to upload budget data for 2006 and 2007, run the Upload/Conversion program once with the Century processing option set to 20, the fiscal year processing option set to 06, and data selection set to Century is equal to 20 and Fiscal Year is equal to 06. Then, run the Upload/Conversion program again with the specifications set to the appropriate values for the year 2007.

  If you do not use data selection, the system overwrites the fiscal year and century from your spreadsheet with the values from the processing options.

- Company (CO)
- Date Updated (UPMJ)
- Budget Memo Change (POU)
- Commitment Memo Changes (TKER)
- % Cmp (PC)

Note. The system completes the Currency Code Denominated field (CRCX) with the currency of the company to which the accounts belong. The Currency Code From field (CRCD) is typically left blank for budget ledgers.

APPENDIX D

Mapping Fields for Inbound Multisite Consolidations

This appendix discusses how to map fields in these multisite consolidation inbound tables:

- Unedited MSC Interoperability Header table (F1001Z1).
- Unedited MSC Interoperability Detail table (F1002Z1).

Mapping Fields in the F1001Z1 Table

This section contains lists of the fields in the F1001Z1 table. The lists are group by required, optional, and ignored fields.

Required Fields for F1001Z1

These fields are required in the F1001Z1) In some fields, blank is a value.

Some of these fields are used to identify or control the transfer of consolidation information from the F1001Z1 table to the Multi-Site Consolidation Transfer File Header table (F1001). Values in the other fields are written to the F1001 table.

Field Name	Alias	Type	Length	Definition
EDI - User ID	IAEDUS	Alpha	10	Enter the user ID of the person who is running the process or the person who is to receive workflow messages about the transfer. This field, in conjunction with IAEDBT and IAEDTN, uniquely identifies a specific transaction.
EDI - Batch Number	IAEDBT	Alpha	15	Enter a number that is used to group transactions for processing. This field, in conjunction with IAEDUS and IAEDTN, uniquely identifies a specific transaction.
EDI - Transaction Number	IAEDTN	Alpha	22	Enter a number that identifies a transaction. This field, in conjunction with the SZRC5 from the F1002Z1, uniquely identifies a specific line of a specific transaction. This field, in conjunction with IAEDUS and IAEDBT, uniquely identifies a specific transaction.
Direction Indicator	IADRIN	Alpha	1	Enter a value that indicates that the record was written by an external system. The value in this field must be *1* for inbound transactions.

Field Name	Alias	Type	Length	Definition
Transaction Action	IATNAC	Alpha	1	Enter *A* for transactions to be processed. No other values are valid.
EDI - Successfully Processed	IAEDSP	Alpha	1	Leave this field blank because the system populates it. The value *N* indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value in this field to *Y*.
Consolidation Name	IACNAM	Alpha	3	Enter the name of the consolidation. This value must exist in UDC table.
Period Number - General Ledger	IAPN	Number	2	Enter the general ledger period number of the transaction.
Fiscal Year	IAFY	Number	2	Enter the last two digits of the fiscal year.
Century	IACTRY	Number	2	The first two digits of the fiscal year.
Ledger Type	IALT	Alpha	2	Enter the ledger type of the transaction. This ledger type must exist in UDC 09/LT. If you leave this field blank, the system uses ledger type AA.
Document Company	IACO	Alpha	5	Enter the company of the transaction. This company must exist in the F0010 table.

Optional Fields for F1001Z1

These fields are optional in the F1001Z1 table. They are not required to process multisite consolidations. The values in these fields are written to the F1001 table, but they are not used by the multisite consolidations programs.

Field Name	Alias	Type	Length	Definition
Category Code File Sent	IACCSE	Alpha	1	Enter a value indicates whether the Multi-Site Consolidation Transfer File - Category Codes table (F1003) was created for this consolidation. Values are: Blank or *0*: The table was not created *1*: The table was created.
EDI - Line Number	IAEDLN	Number	7	Not used to process consolidations.
EDI - Document Type	IAEDCT	Alpha	2	Not used to process consolidations.
Type Transaction	IATYTN	Alpha	8	Not used to process consolidations.
EDI - Translation Format	IAEDFT	Alpha	10	Not used to process consolidations.

Field Name	Alias	Type	Length	Definition
EDI - Transmission Date	IAEDDT	Date	6	Not used to process consolidations.
EDI - Detail Lines Processed	IAEDDL	Number	5	Not used to process consolidations.
Trading Partner ID	IAPNID	Alpha	15	Not used to process consolidations.
Transmission File Status	IATRFG	Alpha	1	Not used to process consolidations.
Number of Records Transmitted	IATRSE	Number	15	Not used to process consolidations.
Date - Sent	IADTSE	Date	6	Not used to process consolidations.
Number of Records Received	IATRRC	Number	15	Not used to process consolidations.
Date - Received	IADTRI	Date	6	Not used to process consolidations.
Prior Period Adjustments	IAIN01	Alpha	1	Not used to process consolidations.
Debits = Credits	IAIN02	Alpha	1	Not used to process consolidations.
Source UDC = Target UDC	IAIN03	Alpha	1	Not used to process consolidations.
Source OBJ/Sub = Target OBJ/Sub	IAIN04	Alpha	1	Not used to process consolidations.
Accounts Last Month Not This Month	IAIN05	Alpha	1	Not used to process consolidations.
Business Units Last Month Not This Month	IAIN06	Alpha	1	Not used to process consolidations.
Accounts This Month Not Last Month	IAIN07	Alpha	1	Not used to process consolidations.
Business Units This Month Not Last Month	IAIN08	Alpha	1	Not used to process consolidations.
Integrity Control Status 9	IAIN09	Alpha	1	Not used to process consolidations.

Field Name	Alias	Type	Length	Definition
Integrity Control Status 10	IAIN10	Alpha	1	Not used to process consolidations.
Integrity Control Status 11	IAIN11	Alpha	1	Not used to process consolidations.
Integrity Control Status 12	IAIN12	Alpha	1	Not used to process consolidations.

Ignored Fields for F1001Z1

The fields in this table are ignored by the system. The system does not use the or write the values in these fields to the 1001 table.

Field Name	Alias	Type	Length
User Reserved Reference	IAURRF	Alpha	15
User Reserved Code	IAURCD	Alpha	2
User Reserved Code	IAURC1	Alpha	3
User Reserved Code	IAURC2	Alpha	10
User Reserved Amount	IAURAT	Number	15
User Reserved Number	IAURAB	Number	8
Transaction Originator	IATORG	Alpha	10

Mapping Fields in the F1002Z1 Table

This section contains lists of the fields in the F1001Z1 table. The lists are group by required, optional, and ignored fields.

Required Fields for F1002Z1

These fields are required in the F1002Z1 table. In some fields, blank is a value. Some of these fields are used to identify or control the transfer of consolidation information from the F1002Z1 table to the F1002 table. Values in the other fields are written to the F1002 table.

Field Name	Alias	Type	Length	Definition
EDI - User ID	SZEDUS	Alpha	10	Enter the user ID of the person who is running the process or the person who is to receive workflow messages about the transfer. This field, in conjunction with SZEDBT and SZEDTN, uniquely identifies a specific transaction.

Field Name	Alias	Type	Length	Definition
EDI - Batch Number	SZEDBT	Alpha	15	Enter a number used to group transactions for processing. This field, in conjunction with SZEDUS and SZEDTN, uniquely identifies a specific transaction.
EDI - Transaction Number	SZEDTN	Alpha	22	Enter a number that identifies a transaction. This field, in conjunction with SZRC5), uniquely identifies each transaction. This field, in conjunction with SZEDUS and SZEDBT, also uniquely identifies a specific transaction.
File Line Identifier	SZRC5	Number	5	Enter a number that, in conjunction with SZEDTN, identifies each line of the transaction.
Direction Indicator	SZDRIN	Alpha	1	Enter *1* in for inbound transactions. this indicates that the record was written by an external system.
Transaction Action	SZTNAC	Alpha	1	Enter *A* for transactions to be processed. No other values are valid.
EDI - Successfully Processed	SZEDSP	Alpha	1	Leave this field blank because the system populates it. The number *0* indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value in the field to *1*.
Business Unit	SZMCU	Alpha	12	Enter the business unit of the transaction. This value must be entered in the format that is defined in the account structure.
Object Account	SZOBJ	Alpha	6	Enter the object account of the transaction. This value must be entered in the format that is defined in the account structure.
Subsidiary	SZSUB	Alpha	8	Enter the subsidiary account of the transaction. This value must be entered in the format that is defined in the account structure.
Description	SZDL01	Alpha	30	Enter a description of the account.

Optional Fields for F1002Z1

These fields are optional in the F1002Z1 table. They are not required to process multisite consolidations. The values in these fields are written to the F1002 table, but they are not used by the multisite consolidations programs.

Field Name	Alias	Type	Length	Definition
Subledger - G/L	SZSBL	Alpha	8	Enter a value that indicates the subledger for the transaction. If you complete this field, you must also enter a value in SZSBLT.
Subledger Type	SZSBLT	Alpha	1	Enter a value that indicates the subledger type for the transaction. If you enter a value in this field, the value must exist in UDC table 00/ST.

Field Name	Alias	Type	Length	Definition
Currency Code - From	SZCRCD	Alpha	3	Enter a code that identifies the currency of the transaction. The value in this field must exist in the F0013 table.
Currency Code - Denominated In	SZCRCX	Alpha	3	Enter a code that identifies the currency in which the transaction was denominated. The value in this field must exist in the F0013 table.
Amount Beginning Balance/PYE Forward	SZAPYC	Number	15	Enter the cumulative prior year-end balance. The system uses this amount as the beginning balance for balance sheet and job cost accounts.
Amount - Net Posting 01 - Amount - Net Posting 14	SZAN01 - SZAN14	Number	15	Enter the net amount that is posted during the specified accounting period. These fields represents accounting period 01–14. The system uses the accounting periods from the F0010 table. For each period, the net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Prior Year Net Postings	SZAPYN	Number	15	Enter the prior year-end net postings. The system uses this number for profit and loss statement comparisons.
Amount - Week to Date	SZAWTD	Number	15	Not used to process consolidations.
Amount - Original/ Beginning Budget	SZBORG	Number	15	Not used to process consolidations.
Budget Requested	SZBREQ	Number	15	Not used to process consolidations.
Budget Approved	SZBAPR	Number	15	Not used to process consolidations.

Ignored Fields for F1002Z1

The fields in this table are ignored by the system. The system does not use or write values in these fields to the F1002 table.

Field Name	Alias	Type	Length
User Reserved Reference	SZURRF	Alpha	15
User Reserved Code	SZURCD	Alpha	2
User Reserved Code	SZURC1	Alpha	3
User Reserved Code	SZURC2	Alpha	10

Field Name	Alias	Type	Length
User Reserved Amount	SZURAT	Number	15
User Reserved Number	SZURAB	Number	8
Transaction Originator	SZTORG	Alpha	10

APPENDIX E

Delivered Workflow for PeopleSoft EnterpriseOne General Accounting

This appendix discusses the delivered workflow for PeopleSoft EnterpriseOne General Accounting.

See Also

EnterpriseOne Tools 8.94 PeopleBook: Workflow Tools

Delivered Workflow for PeopleSoft EnterpriseOne General Accounting

This section discusses the PeopleSoft EnterpriseOne General Accounting workflow.

Journal Entry Batch Approval

This section discusses the Journal Entry Batch Approval workflow.

Description

Workflow Description	The system sends a workflow message to a specified batch approver when a secured user creates a journal entry. The batch remains at a status of P (pending) and cannot be posted until the approver changes the batch status to A (approved).
Workflow Trigger	A secured user creates a journal entry batch.
Workflow Action	The approver for the secured user receives a workflow message to approve the batch. When the approver selects the message in the Work center, the system displays the Work With Batches form. The approver can review the batch and then select Batch Approval from the Row menu to approve the batch.

Workflow Objects

System	09
Workflow Object Name	JDEBCHAPPR
Object ID	W0911A
Event Description / Function Name	Post Button Clicked
Sequence / Line Number	140

Route Expense Report

This section discusses the Route Expense Report workflow.

Description

Workflow Description	The system sends a workflow message to an auditor or manager when a secured user submits an expense report. The auditor or manager is specified as the approver in the routing rules for the expense report.
Workflow Trigger	A secured user submits an expense report.
Workflow Action	The approver for the secured user receives a workflow message to approve the expense report. When the approver selects the message in the work center, the system displays the Expense Report Approval form. The approver can review and approve the expense report on the form.

Workflow Objects

System	09
Workflow Object Name	EXPROUTING
Object ID	N09E0008
Event Description / Function Name	StartWorkflowProcess
Sequence / Line Number	61

APPENDIX F

PeopleSoft EnterpriseOne General Accounting Reports

This appendix provides an overview of the general accounting reports and allows you to:

- View summary tables of all reports.
- View details for selected reports

General Accounting Reports

This section provides overviews for:

- General journal reports
- Trial balance reports
- Category code reports
- General ledger reports

Most of the General Accounting reports in this appendix fall into one of these categories of reports.

General Journal Reports

Normally, you review the general journal online. However, if you need to perform a detailed analysis, a printed general journal might provide a more workable format. Printed reports are especially helpful when you are resolving out-of-balance conditions. You can print a general journal that shows unposted journal entries or both posted and unposted entries. All the general journals print transactions from the F0911 table.

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

The processing time for these reports is related to the number of F0911 records in your system.

Trial Balance Reports

Trial balance reports are useful when you need to verify the accuracy of individual ledger account balances and your overall ledger. If a balancing problem occurs, you can review these reports to locate the problem. For example, you can use a trial balance report to locate which period is out of balance. You can also use the report to analyze the debit and credit totals that make up your trial balance. Trial balance reports use information from the F0902 table.

You can use the trial balance reports to review cumulative balance information. You can use the debit/credit trial balance to review totals for debits and credits. All of the reports provide information through the current period or any previous period or fiscal year that has been retained in your Account Balances table.

Category Code Reports

If you assign category codes 21–43 to the accounts in your chart of accounts, you can print data for all accounts associated with a specific category code.

European and Chinese governments have guidelines that dictate the account numbers that businesses must use. To accommodate these guidelines, you can assign one or more alternate account numbers to category codes 21-43. These category codes are used because the code value (in this case, the statutory account number) allows up to ten characters. You can assign the same category code to multiple accounts, if necessary.

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

General Ledger Reports

General ledger reports provide detailed information about account transactions. Use these reports when you need to review transactions within individual accounts, to research problems, or to verify account accuracy.

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

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

PeopleSoft General Accounting Reports: A to Z

Report ID and Report Name	Description	Navigation
R00650 Data by Business Unit	Prints the supplemental data that is set up for the business units.	Business Unit Supplemental Data (G09312), Data by Business Unit
R09205P Account Master Report Cat. Code 01–23	Prints the accounts in your chart of accounts that are associated with category codes 01–23.	Financial Reports (G75C09), Account Master Report Cat. Code 01–23
R09206 Account Master Report Cat. Code 24–33	Prints the accounts in your chart of accounts that are associated with category codes 24–33.	Financial Reports (G75C09), Account Master Report Cat. Code 24–33
R09207 Account Master Report Cat. Code 34–43	Prints the accounts in your chart of accounts that are associated with category codes 34–43.	Financial Reports (G75C09), Account Master Report Cat. Code 34-43

Report ID and Report Name	Description	Navigation
R09301 Unposted General Journal Unposted Cash Basis Report	Prints unposted transactions.	Journal Entry, Reports, & Inquiries (G0911), Unposted General Journal Cash Basis Accounting (G09314), Unposted Cash Basis Report (R09301)
R09301 General Journal by Batch	Prints posted and unposted journal entries in batch number sequence.	Journal Entry, Reports, & Inquiries (G0911), General Journal by Batch
R09311 General Journal by Account	Prints posted and unposted transactions by account. The report provides totals by account number.	Journal Entry, Reports, & Inquiries (G0911), General Journal by Account
R09321 Transaction Journal	Prints transactions within a general ledger date range. This report prints the debit and credit amounts that comprise balanced entries for invoices and vouchers.	Accounting Reports & Inquiries (G0912), Transaction Journal
R09410 Trial Balance Report	Prints account balances by business unit. Use this report to analyze account balances by business unit and to obtain business unit totals. This report includes a processing option for level-of-detail summarization.	Accounting Reports & Inquiries (G0912), Trial Balance Report
R094121 Trial Balance by Object Report	Prints account balances across all business units. Use this report to review specific like object accounts, such as all cash accounts, and to obtain account totals for each group.	Accounting Reports & Inquiries (G0912), Trial Balance By Object Report.
R09420 G/L by Business Unit	Prints transactions by object account within a specific business unit.	Accounting Reports & Inquiries (G0912), G/L by Business Unit
R09421 G/L by Object Account	Prints transactions across all or several business units. This report lists transactions by account. Use this report to review specific accounts across all or several business units, and to obtain account totals for each group.	Accounting Reports & Inquiries (G0912), G/L by Object Account
R09422 G/L with Subledger Totals	Prints transaction totals by subledger. This report includes the same information that you can view online with the T/B by Subledger program.	Accounting Reports & Inquiries (G0912), G/L with Subledger Totals
R09423 Transaction by Object	Prints the account balances and posted transactions for each object account of a specified company over the period selected.	Accounting Reports & Inquiries (G0912), Transactions by Object

Report ID and Report Name	Description	Navigation
R09424 Transactions by Subsidiary	Prints the account balances and posted transactions for every object account and subsidiary over the period that you select.	Accounting Reports & Inquiries (G0912), Transactions by Subsidiary
R09451 Account Totals by Supplier/Customer	Prints the balance for each customer and supplier by object account.	Accounting Reports & Inquiries (G0912), Account Totals by Supplier/Customer
R09470 G/L by Category Code	Prints account balances for accounts assigned to category codes 21–43.	Accounting Reports & Inquiries (G0912), G/L by Category Code
R09472 Debit/Credit T/B by Category Code	Prints a trial balance that includes the account balances for accounts assigned to category codes 21–43. Use this report to obtain debit and credit totals, and to supplement your chart of accounts reporting for multinational companies and for statutory accounting.	Accounting Reports & Inquiries (G0912), Debit/Credit T/B by Category Code
R09473 Debit/Credit T/B by Object	Prints the total debit and credit amounts for each account in any given ledger. Current balances for income statement accounts do not include the prior-year balance. To calculate an inception-to-date total for income statement accounts, add the year-end balances for all prior years to the current balance.	Accounting Reports & Inquiries (G0912), Debit/Credit T/B by Object
R11C750 Cash Basis Integrity Test	Prints the cash basis entries for a specified time period. This program produces an exception report that shows the accounts that are out of balance. Only cash accounts can be expected to balance between the two ledgers (AA and AZ).	Cash Basis Accounting (G09314), Cash Basis Integrity Test
R11C760 Cash Basis Audit Report	Prints information about the cash basis entries at the transaction level. This report is a powerful research tool that allows you to quickly determine which documents are balanced, as well as which documents are posted. Cash basis entries that do not balance are identified by the message *Document Not Balanced*.	Cash Basis Accounting (G09314), Cash Basis Audit Report

Localizations Reports

Report ID and Report Name	Description	Navigation
R09404 (ITA) G/L Registration Report	Prints a list of the general ledger transactions for each month in chronological and sequential order	Italian Reports (G093152), G/L Registration Report
R09473 (FRA, ITA, USA) Debit/Credit T/B by Object	Verifies the accuracy of transactions in individual account ledgers. When all of the transactions are accurate, the totals in this report equal the totals in the G/L reports and the G/L Registration report (R09404).	Accounting Reports & Inquiries (G0912), Debit/Credit T/B by Object French Reports (G093151), T/B by Object and Subsidiary Italian Reports (G093152), T/B by Object & Subsidiary.
R70470 (ESP, FRA, ITA) G/L by Category Code	Validates information in legal reports and can be used as the basis for internal auditing. You can also use the report as a basis for external auditing by a third-party, such as a fiscal authority or auditing firm.	Spanish Reports (G74S09), G/L by Category Code French Reports (G093151), G/L by Category Code Italian Reports (G093152), G/L by Category Code
R70472 (FRA, ITA) T/B by Category Code	Verifies the accuracy of transactions in individual account ledgers. When all of the transactions are accurate, the totals in this report equal the totals in the General Ledger report and the General Ledger Registration report.	French Reports (G093151), T/B by Category Code Italian Reports (G093152), T/B by Category Code
R7409C1 (ESP, FRA, ITA) G/L by Object and Subsidiary	Validates information in legal reports and can be used as the basis for internal auditing. You can also use this report as a basis for external auditing by a third-party, such as a fiscal authority or auditing firm.	Spanish Reports (G74S09), G/L by Object and Subsidiary French Reports (G093151), G/L by Object and Subsidiary. Italian Reports (G093152), G/L by Object and Subsidiary.
R7409C3 (FRA, ITA) T/B by Object and Susidiary	Verifies the accuracy of transactions in individual account ledgers. When all of the transactions are accurate, the totals in this report equal the totals in the General Ledger report and the General Ledger Registration report.	French Reports (G093151), T/B by Object and Subsidiary. Italian Reports (G093152), T/B by Object and Subsidiary.

R7409C5 (FRA) General Journal	Prints transactions chronologically by the date when the entries were posted to the general ledger. Within the same date, the entries are ordered by: • Time when the entries are entered or posted • Type of transaction, such as purchase, sale, and miscellaneous expense • Account number order	French Reports (G093151), General Journal.
R74P9010 (POL) GL Trial Balance by Object	Lists information about transaction posted to the general ledger.	General Ledger (G74P09), GL Trial Balance by Obj
R74P9015 (POL) GL Trial Balance by Category Code	Prints the same information as the General Ledger by Object report, but it presents information by category code instead of object account.	General Accounting (G74P09), GL Trial Balance by Category Code
R74P9020 (POL) Transaction Journal	Lists all journal entries and assigns a register number to them by company and fiscal year.	General Ledger (G74P09), GL Transaction Journal
R74P9030 (POL) Bank Register	Lists bank transactions.	General Ledger (G74P09), Bank Register
R74S490 (ESP) G/J by Obj. Account or Cat. Code - Spain	Prints a general journal of all transactions to submit to the Mercantile Registration at the close of each fiscal year. The transactions are marked with a register number and are reported chronologically. The summarized report includes credit and debit totals for each object and subledger account and period. The detail report includes credit and debit amounts for each transaction.	Spanish Reports (G74S09), G/J by Obj. Account or Cat. Code - Spain
R74S560 (ESP) G/L by Obj. Account - Spain	Prints detailed information about account transactions. You can use the report to: • Review transactions within individual accounts. • Research accounts that are out of balance. • Verify account accuracy.	G/L Reports - Spain (G74S09), G/L by Obj. Account - Spain
R74S570 (ESP) T/B by Obj. Account	Prints total debit and credit amounts for each account in any given ledger.	Spanish Reports (G74S09), T/B by Obj. Account

R74U0137 (GBR) End of Year Return CIS36	Generates an annual report that summarizes payments and deductions made during the tax year to all CIS subcontractors, regardless of the card or certificate that they hold. You can use the data selection to select subcontractors who hold specific cards or certificates, or you can select all subcontractors.	Periodic Processing (G74U0220), End of Year Return CIS36
R74U137A (GBR) End of Year Return CIS36 - CIS4	Generates an annual report that summarizes payments and deductions made during the tax year to CIS subcontractors who hold CIS4 registration cards.	Periodic Processing (G74U0220), End of Year Return CIS36 - CIS4
R74U0137B (GBR) End of Year Return CIS36 - CIS5	Generates an annual report that summarizes payments and deductions made during the tax year to CIS subcontractors who hold CIS5 construction tax certificates.	Periodic Processing (G74U0220), End of Year Return CIS36 - CIS5
R74U0137C (GBR) End of Year Return CIS36 - CIS6	Generates an annual report that summarizes payments and deductions made during the tax year to CIS subcontractors who hold CIS6 subcontractor tax certificates.	Periodic Processing (G74U0220), End of Year Return CIS36 - CIS6
R76321B (BRA) Transaction Journal	Lists and totals all of the journal entries in the Journal Entry Book by company, day, and accounting period. The system prints an ending balance for each page and carries that balance forward to the next page so that each page of the journal can stand alone.	G/L Report - Brazil (G76B09), Transaction Journal
R76B09410 (BRA) Four Columns Trial Balance	Prints a trial balance report that shows total debits and credits for each account.	G/L Reports - Brazil (G76B09), Four Columns Trial Balance
R76B420 (BRA) General Ledger	Lists all transactions by company and general ledger account for a specific accounting period. The report includes all general ledger accounts with a post edit code, even if the amount for the account is zero.	G/L Reports - Brazil (G76B09), General Ledger
R76C0911 (COL) General Journal by Category Code 21, 22, 23	Prints balance information for category 21, 22, or 23. This report is useful for statutory accounting.	Fiscal Books by Category Code (G76C15), General Journal by Category Code 21, General Journal by Category Code 22, or General Journal by Category Code 23
R76C0911A (COL) General Ledger by with Total by Object Account	Prints a daily book that has been developed according to the DIAN reports requirements.	Fiscal Books without Category Code (G76C152), G/L with Total by Object Account

R76C094 (COL) Inventory and Balance Sheet by Category Code	Generates the inventory and balance fiscal book by category code.	Fiscal Books by Category Code (G76C15), Inventory and Balance by Category Code
R76C094B (COL) Inventory and Balance Sheet by Object Account	Generates the inventory and balance fiscal book by account.	Fiscal Books without Category Code (G76C152), Inventory and Balance by Object Account
R76C0941 (COL) Trial Balance by Category Code	Prints a report if the PUC is assigned category code 21, 22, or 23 in the chart of accounts.	Fiscal Books by Category Code (G76C15), Trial Balance by Category Code
R76C09411 (COL) Debits and Credits T/B by Object Account	Prints a general ledger report by account and has been developed according to DIAN reports requirements.	Fiscal Books without Category Code (G76C152), Debits and Credits T/B by Object Account
R76C094211 (COL) G/L with Subledger Totals	Prints only subledgers with activity during the specified period.	Fiscal Books by Category Code (G76C15), G/L with Subledger Totals
R76C9422 (COL) G/L by Object Account with Subledger Total	Prints a general ledger report with subledger totals and has been developed according to the DIAN reports requirements.	Fiscal Books without Category Code (G76C152), G/L by Object Account with Subledger Total
R76H9001 (CHL and PER) Account Balance by Object Account	Lists all accumulated balances for a fiscal period by object account.	General Accounting (G76H09) or General Accounting (G76P09), Account Balance by Object Account
R76H9003 (CHL and PER) Print G/L Journal and Assign Legal Number	Lists all journal entries for a specific period and assigns the legal number to each entry.	General Accounting (G76H09) or General Accounting (G76P09), General Journal
R76H9005 (CHL and PER) Print Number (folio) Blank Pages	Prints legal company information, report heading titles, and page numbers, based on processing option settings.	General Accounting (G76H09) or General Accounting (G76P09), Print Number (folio) Blank Pages
R76H9421 (CHL and PER) Account Ledger by Object Account	Lists all transactions for a specific period by object account.	General Ledger (G76H09) or General Accounting (G76P09), Account Ledger by Object Account
R76P9470 (CHL and PER) Account Ledger by Category Code	Lists all transactions for a specific period by category code.	General Ledger (G76H09) or General Accounting (G76P09), Account Ledger by Category Code

PeopleSoft General Accounting Reports: Selected Reports

Some reports include a more detailed descriptions, as well as information about processing options. These reports are listed alphanumerically by report ID in this appendix.

R00650 - Data by Business Unit

This report prints the supplemental data that is set up for business units.

Processing Options for Data by Business Unit (R00650)

Processing options enable you to specify the default processing for reports.

Generic Text

Generic Text Option Specify whether to print generic text on the report. Values are:

Blank: Print the text.

1: Do not print the text.

SDB Code

Supplemental Database Code Enter the supplemental database code in which to print records. If you leave this processing option blank, the system prints records for BU (business unit).

R09205P, R09206, R09207- Account Master Reports

Use these reports to determine if the appropriate accounts are associated with the appropriate category reporting codes:

- R09205P - Account Master Report Cat. Code 01–23
- R09206 - Account Master Report Cat. Code 24–33
- R09207 - Account Master Report Cat. Code 34–43

Processing Options for the Account Master Reports (R09205P, R09206, R09207)

The processing options are the same for Account Master Report Cat. Code 01-23 (R09205P), Account Master Report Cat. Code 24-33 (R09206), and Account Master Report Cat. Code 34-43 (R09207).

Print

These processing options specify how information prints on the report.

1. Unstructured Account Number Specify whether the system prints the 3rd account number (data item ANS) on the report. Values are:

Blank: Do not print the 3rd account number (unstructured account number).

1: Print the 3rd account number.

2. Business Unit Description Specify whether the system prints the description of the business unit associated with the accounts when the system changes from printing the accounts for one business unit to printing the accounts for another business unit. Values are:

Blank: Do not print the business unit description.

1: Print the business unit description.

R09301 - Unposted General Journal, Unposted Cash Basis Report

The Unposted General Journal and Unposted Cash Basis reports print a general journal report to analyze journal entry transactions before you post them to the general ledger. You can print both posted and unposted transactions by batch. The totals printed on this report are by document number and document type within each batch.

Unposted Cash Basis Report

Run the DEMO version General Journal: Cash Basis Entries. This version has the data selection set for ledger type equal to AZ and general ledger posted code equal to Blank.

The processing time for the Unposted Cash Basis Report depends on the number of unposted batches in the system. Alternatively, you can review cash basis transactions online. Reviewing transactions online provides a quicker, more flexible review. However, if you require an audit trail for proofing or if a balancing problem exists, the report is more useful for detailed analysis.

Data Selection and Sequence for the Unposted Cash Basis Report

You can enter additional data selection, but you should not change the data sequence. The report calculates totals, and changing the data sequence produces unpredictable totaling results.

Processing Options for Unposted General Journal and Unposted Cash Basis Report (R09301)

Processing options enable you to specify the default processing for reports.

Account Mode

Account Specify the format in which to print accounts. Values are:

1: Account number

2: Short account ID

3: Unstructured account

4: Number entered

Units

Units Specify whether to print units. Values are:

Blank: Do not print units.

1: Print units.

R09311 - General Journal by Account

You can print both posted and unposted transactions by account. The General Journal by Account provides totals by account number.

Processing Options for General Journal by Account (R09311)

The processing options for the General Journal by Account are the same as those for the Unposted General Journal.

See Appendix F, "PeopleSoft EnterpriseOne General Accounting Reports," Processing Options for Unposted General Journal and Unposted Cash Basis Report (R09301), page 608.

R09321 - Transaction Journal

To review transactions within a general ledger date range, print the Transaction Journal. This report prints the debit and credit amounts that make up balanced entries for invoices and vouchers. It uses the logic in the post program to print the original journal entry and the corresponding offsets for the Accounts Receivable and Accounts Payable systems, and for taxes.

Multiple offsets for a single journal entry appear on the Transaction Journal as a single amount, as if you were using offset method S (Summary) in the accounts receivable and accounts payable constants. This report includes only the AA ledger amounts and does not include intercompany settlements.

Processing Options for Transaction Journal (R09321)

Processing options enable you to specify the default processing for reports.

Display

1. Date From and **2. Date Thru**

Specify a beginning and an ending general ledger date in a range of dates for the system to use when selecting records from the F0911 to print on the report.

Print

1. GLR3 Reference Number

Specify whether the system prints the Reference 3 (GLR3) field on the report. The GLR3 field contains either the reconciliation number that is assigned during the manual bank reconciliation process or the bank statement number that is assigned during the bank statement process. Values are:

Blank: Do not print the GLR3 field on the report.

1: Print the GLR3 field on the report.

2. Category Code 21-23

Specify which alternate chart of accounts to use to print account numbers. Values are:

Blank: Print the BU.Object.Subsidiary account format.

21: Print the alternate chart of accounts using Category Code 21.

22: Print the alternate chart of accounts using Category Code 22.

23: Print the alternate chart of accounts using Category Code 23.

R09404 - (ITA) G/L Registration Report

Businesses in Italy are required to print a general journal report that lists all of the general ledger transactions for each month in chronological and sequential order. To do this task, you can print the G/L Registration Report-Italy.

You can print the G/L Registration Report-Italy in proof or final mode. You can reprint the G/L Registration Report in proof mode to review transactions for which registration numbers are already assigned. When you select final mode, the system assigns a chronological and sequential registration number to each general ledger transaction in the F0911 table. The system stores the registration number for each transaction in a dedicated field (REG#). You can use a processing option to control whether the system assigns registration numbers to journal entries or to each individual journal entry line.

To ensure that the registration number for each transaction is sequential by date, run the G/L Registration Report program in final mode only after you perform these tasks:

- Enter all of the transactions for the month.
- Review the G/L Registration report generated in proof mode.

Note. If your company implements PeopleSoft EnterpriseOne software in the middle of a fiscal year, you need to indicate the continuing registration number from your previous numbering system (manual or automated). To do this task, access the Revise G/L Registration File form.

You can also print the G/L Registration report for multicompany environments where general ledger transactions are entered for different document companies that belong to the same legal entity. To do this task, set the processing options so that you can enter the legal company that you want to print on the header of the report. Then use data selection to identify the document companies that belong to the legal company.

To number the pages of the report progressively by calendar year, specify the year and number for the first page in the processing options. The pages are numbered on the report by using the year and beginning with the number that you specify. For example, if you print two 1000-page reports during the year 2007, the pages should be numbered as follows:

- First report of 1000 pages - First page number 2007/1 and last page number 2007/1000
- Second report of 1000 pages - First page number 2007/1001 and last page number 2007/2000

In this example, you would specify a year of 07 and a first page number of 1 when you print the first report, and a year of 07 and a first page number of 1001 when you print the second report.

Registration Numbers for Adjusting Journal Entries

After the year end, you might need to enter general ledger transactions to record adjustments for the previous fiscal year. You can enter these adjusting journal entries with a special document type (##) and the general ledger date for the end of the fiscal year, such as January 31, 2007.

Italian law requires that the date on which you actually enter the adjustment also be included in the journal entry record. To satisfy this requirement, the system records both the general ledger date that you specify for the end of the fiscal year and the actual date when you enter the adjusting entry. You can use a processing option to control the actual date of the adjustment entry that prints on the G/L Registration report. In addition, adjusting entries must include a chronological and sequential registration number, as would any other general ledger transaction.

Print the G/L Registration Report to assign registration numbers to adjusting journal entries for the previous fiscal year. You can specify registration numbers for adjusting journal entries, based on these numbering patterns:

- Start with the next available number for the previous fiscal year.
- Start with the next available number for the current fiscal year.

Important! The practice of numbering adjustments by using the next available number for the previous fiscal year can be disputed by the Italian fiscal authority. The option of using the next available number for the current fiscal year is legally acceptable and should be adopted by all Italian customers. To select a numbering pattern, use the corresponding processing option on the Adjustments tab for the G/L Registration Report.

When you print the G/L Registration Report for the adjusting entries in final mode, the system:

- Updates the Adjustments Registration Date with the date that you specify in the processing option for adjusting entries
- Assigns chronological and sequential registration numbers to each transaction

See Also

Chapter 42, "Closing a Fiscal Year," (ITA) Understanding Preparation for the Fiscal Year Close for Italy, page 547

Processing Options for G/L Registration Report-Italy (R09404)

Processing options enable you to specify the default processing for reports.

Default

1. Processing Mode Specify the mode in which you want to run the report. Values are:

Blank: Run the report in proof mode.

1: Run the report in final mode without headings and titles.

2: Run the report in final mode with headings and titles.

2. Registration Number Specify how the system assigns registration numbers. Values are:

Blank: Assign a registration number to each document.

1: Assign a registration number to each individual journal entry line.

3. Adjustment Registration Date Specify the adjustment registration date. Enter any specific registration date. If you leave this processing option blank, the system assigns the general ledger date of the adjustment.

4. Next Available Registration Number for Adjustments Specify how the system assigns the next available registration number for adjustments entered in the prior year. Values are:

Blank: Use the next available registration number from the current fiscal year.

1: Use the next available registration number from the fiscal year of the adjustment general ledger date, which would be for the previous fiscal year. This option is not recommended.

Select

1. From Date and **2. Thru Date** Specify the beginning date and ending date for the system to use when selecting records for the report.

3. Enter the company number to be used to store and retrieve G/L balance values

Specify the company number for which the report is printed. If you leave this processing option blank, the system prints the report for company 00000.

Print

1. Enter the Year that should be printed with the page numbers of the report

Enter the year that you want to print on the page numbers of the report. If you leave this processing blank, runtime page numbers are printed in proof mode and no page numbers are printed in final mode.

2. Enter the Number to be used as the first page number of the report

Specify the number from which you want to start the page numbering for the report. If you leave this processing option blank, runtime page numbers are generated in proof mode and no page numbers are generated in final mode.

3. Enter the Account Number to print on the report

Specify whether the system includes account numbers from the alternate chart of accounts on the report. Enter the category code that contains the alternate chart of accounts. Values are:

Blank: Do not include account numbers from the alternate chart of accounts. Use the regular account number (BU.Obj.Sub).

21: Include account numbers from the chart of accounts in category code 21.

22: Include account numbers from the chart of accounts in category code 22.

23: Include account numbers from the chart of accounts in category code 23.

Currency

1. Enter the Currency Code for as-if currency reporting.

Specify the currency for *as if* currency reporting. This processing option allows amounts to print in a currency other than the currency in which they were originally entered. Enter a currency code from F0013 table. If you leave this processing option blank, the system prints amounts in the currency in which they were originally entered.

2. Enter the As-Of date for processing the exchange rate for the as-if currency.

Specify the effective date for processing the exchange rate for the *as if* currency. If you leave this processing option blank, the system uses the exchange rate associated with the system date.

R09410 - Trial Balance Report

To review balances for business units, print the Trial Balance Report. You can specify summarization at any level of detail without printing lower levels. This report provides subtotals at all higher levels, and a grand total and report for the company.

Note. This report page breaks on each company. Do not remove the company page break because the report will become difficult to read.

Processing Options for Trial Balance Report (R09410)

Processing options enable you to specify the default processing for reports.

Period

Fiscal Year and **Period Number**

Specify the last two digits of the fiscal year and the period for which the trial balance will be printed. For example, enter 07 for 2007.

If you complete one of these processing options, you must also complete the other. If you leave these processing options blank, the program uses the fiscal year and current period defined for the General Accounting system on the Company Setup form and recorded in the F0010 table.

Print

1. Account Number Format

Specify the format for printed account numbers. Values are:

Blank: Standard account number.

1: Standard account number. The default is business unit.object.subsidiary.

2: Short account ID. The system assigns this number.

3: Third G/L number. You assign this number during account setup.

2. Accounts with Zero Balances

Specify whether the system includes or omits accounts with zero balances for the specified period. Values are:

Blank: Include accounts with zero balances.

1: Omit accounts with zero balances.

Note. Accounts that are assigned a posting edit code N print even if you set this processing option to *1*. Accounts that are assigned a posting edit code N are header accounts, which do not have balances.

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3. Page Breaks

Enter *1* to skip to a new page when the business unit number changes. Leave this processing option blank if you do not want page breaks.

LOD

For rollup from one level of detail to the next to occur accurately, you cannot skip levels of detail when you set up the chart of accounts. Skipping a level of detail produces unpredictable results.

1. Lowest Level of Detail

Specify the lowest level of detail to print on the report. You can enter a value between 3 and 9. For example, if you specify level 7 as the lowest level and the chart of accounts includes levels 8 and 9, level 7 will include the totals for accounts with level 8 and 9 amounts, but the system will not print the detail for levels 8 and 9.

If you leave this processing option blank, the system prints all levels of detail on the report.

Ledger

1. Ledger Type

Specify the type of ledger that the report uses. The value that you specify must exist in UDC table 09/LT. If you leave this processing option, the system prints amounts for the AA (actual amounts) ledger type.

Note. If you specify the CA (foreign currency) ledger type, and the CA ledger type includes amounts for multiple currencies, the totals will be meaningless.

Subledger

1. Subledger Specify whether to print amounts for accounts with subledgers. Values are:

Enter a specific subledger number. If you enter a value in this processing option, you must also enter a value in the Subledger Type processing option.

Enter * to include all subledgers

Leave this processing option blank to include only accounts without subledgers.

2. Subledger Type Specify a code in UDC table 00/ ST that specifies the table containing the subledger numbers. For example, subledger type A for address book subledgers identifies the F0101 table.

If you enter a value in this processing option, you must also enter a value for the Subledger processing option.

Currency

This processing option applies only if you post account balances by currency.

1. Currency Code Specify the currency that the system includes in the report to limit the report to amounts for a specific currency code. The code that you enter must exist in the F0013 table. To include amounts for all currencies, enter * . Leave this processing option blank if you do not post balances by currency.

Note. If you specify ledger type CA in the Ledger Type processing option, and the CA ledger type includes amounts for multiple currencies, the totals will be meaningless unless you enter a specific currency code for this processing option.

R094121 - Trial Balance by Object Report

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

Processing Options for Trial Balance By Object Report (R094121)

Processing options enable you to specify the default processing for reports.

Select

1. Fiscal Year and **2. Period** Specify the fiscal year and fiscal period for the system to use when printing the report. If you leave these processing options blank, the system uses the reporting year specified in the Company Names & Numbers program (P0010).

3. Ledger Type Specify the ledger type for the system to use when printing the report. Enter a valid ledger type from the Ledger Type Master Setup program (P0025). If you leave this processing option blank, the system uses ledger type AA.

4. Subledger Specify a subledger for the system to use when printing the report. Enter * for all subledgers.

5. Subledger Type Specify a subledger type for the system to use when printing the report. If you entered a subledger in the Subledger processing option, you must enter a value in this processing option.

6. Non Posting Account Specify whether the system includes non-posting accounts from the F0902 table on the report. Values are:

Blank: Do not include non-posting accounts.

1: Include non-posting accounts. If you changed an account from posting to non-posting and the account still has a balance, the balance is included on the report.

Print

1. Zero Balances Specify whether the system prints accounts with zero balances. Values are:

Blank: The system prints accounts with zero balances.

1: The system does not print accounts with zero balances.

2. Account Number Format Specify the format in which the system prints the account number. Values are:

1: Print the account number in business unit.object.subsidiary format.

2: Print the short account ID.

3: Print the third (unstructured) account number.

Currency

1. Currency Code Specify the currency code that the system uses to select records for processing. Enter * to include all currency codes.

Summarize

1. Beginning Range Object Account Summarization and **2. Ending Range Object Account Summarization** Enter the beginning object and ending object account in a range of accounts for the system to use when selecting records for this report. In a summarized report, detailed transactions appear as a single, summarized balance for each account in the range that you specify. If you leave these processing options blank, the program prints a detailed report for all accounts in the chart of accounts.

R09421 - G/L by Object Account

To review transactions across all or several business units, run the G/L by Object Account report. This report lists information from the F0911 and F0902 tables.

The Account Inquiry by Object Account program (P09201) provides a quicker, more flexible review of the same information.

Processing Options for G/L by Object Account (R09421)

Processing options enable you to specify the default processing for reports.

Select

1. From Period Specify the balances that the system includes in the report. Values are:

0: Use the first period of the current fiscal year as the beginning period. This is the default. The report prints all current year transactions for all accounts plus debit and credit totals by period for the current fiscal year. The balance forward totals for balance sheet accounts are from inception through the end of the previous fiscal year.

1: Use the current period as the beginning period. The report prints a balance forward total of the previous activity for the current fiscal year and transactions for the current period only for each account. The report does not print all account activity for the year. The balance forward total reflects the year-to-date amounts through the end of the previous period for profit-and-loss accounts. For balance sheet accounts, the report reflects the inception-to-date amounts through the end of the previous period.

2: Use the first period of the first fiscal year (when you first used the General Accounting system) as the beginning period. The report prints transaction information from the date when you began processing for General Accounting through the current period. This report can be lengthy, depending on the amount of data that you have.

2. From Date Specify a beginning date in a range of dates for the system to use when selecting records to print on this report. If you leave this processing option blank, the system uses the value specified in the From Period processing option.

3. Thru Fiscal Year Specify the ending fiscal year in a range of years that the system uses to select records for this report. Enter the last two digits of the fiscal year. For example, enter 07 for the year 2007.

If you enter *0* (for year-to-date balances) for the From Period processing option and you enter a year for this processing option, the year must be the same as the year specified in the Beginning of Fiscal Year field in the Company Names & Numbers program (P0010). Otherwise, the report does not include a line item for balance forward amounts.

4. Period Number Specify a period number for the system to use when selecting records for this report.

5. Thru Date Specify an ending date in a range of dates for the system to use when selecting records to print on this report. If you leave this processing option blank, the system uses the value specified in the From Period processing option.

6. Subledger Specify a subledger that the system uses to select records for this report. Enter the subledger or one of these values:

Blank: Process records without subledgers.

*: Process records for all subledgers, including blank subledgers.

7. Subledger Type Specify a subledger type for the system to use when selecting records for this report. Enter a valid subledger type from UDC table 00/ST. If you specify a value in the Subledger processing option, you must enter a subledger type for this processing option.

8. Ledger Type Specify the ledger type that the system uses to select records for this report. Enter a code from UDC table 09/LT. If you leave this processing option blank, the system uses ledger type AA.

9. Document Type Use this processing option in conjunction with the Ledger Type processing option to specify a document type that the system uses to select records for this report. Enter a document type code from UDC table 00/DT. If you leave this processing option blank, the system selects all document types.

If you do not specify a ledger type for the Ledger Type processing option, the system ignores the value in this processing option.

Print

1. Account Number Format Specify the format in which the system prints the account number. Values are:

1: Print the account number in business unit.object.subsidiary format.

2: Print the short account ID.

3: Print the third (unstructured) account number

2. Units Specify whether the system prints amounts only or amounts and units. Values are:

Blank: Print amounts only.

1: Print amounts and units

3. Accounts with zero balance Specify whether the system prints accounts with zero balances. Values are:

Blank: Print accounts with zero balances.

1: Print accounts with zero balances.

4. Posted Transactions Specify whether the system prints both posted and unposted transactions on the report. Values are:

Blank: Print posted transactions only.

1: Print both posted and unposted transactions

Summarize

Beginning and **Ending** Enter the beginning object and ending object account in a range of accounts for the system to use when selecting records for this report. In a summarized report, detailed transactions appear as a single, summarized balance for each account in the range that you specify. If you leave these processing options blank, the program prints a detailed report for all accounts in the chart of accounts.

You cannot enter * to summarize all object accounts. Instead, enter the first and last object accounts from your chart of accounts in these processing options, respectively.

Currency

1. Currency Code Specify the currency code that the system uses to process this report. Enter a specific currency code or * for all currency codes.

2. Currency Code From Specify a currency code for *as if* reporting. This processing option allows amounts to print in a currency other than the currency in which they are originally entered. Enter a valid currency F0013 table. If you leave this processing option blank, the system prints amounts in the currency in which they were originally entered.

3. As-of-date Specify the *as of* date that the system uses when processing the current exchange rate for the *as if* currency. If you leave this processing option blank, the system uses the value specified in the Thru Date processing option.

R09422 - G/L with Subledger Totals

To review transaction totals by subledger, run the G/L with Subledger Totals report. This report lists information from the F0911 and F0902 tables. It prints information in business unit, object, and subsidiary sequence, and calculates totals by general ledger period, subledger, general ledger account, business unit, and company.

Processing Options for G/L with Subledger Totals (R09422)

Processing options enable you to specify the default processing for reports.

Display

1. Report Content Specify the balances that the system includes in the report. Values are:

0: Use specify the first period of the current fiscal year as the beginning period. This is the default. The report prints current year transactions for all accounts plus debit and credit totals by period for the current fiscal year. The balance forward totals for balance sheet accounts are from inception through the end of the previous fiscal year.

1: Use the current period as the beginning period. The report prints a balance forward total of the previous activity for the current fiscal year and transactions for the current period only for each account. The report does not print all account activity for the year. The balance forward total reflects the year-to-date amounts through the end of the previous period for profit-and-loss accounts. For balance sheet accounts, the report reflects the inception-to-date amounts through the end of the previous period.

2: Use the first period of the first fiscal year (when you began General Accounting processing) as the beginning period. The report prints transaction information from the date when you began General Accounting processing through the current period. This report can be lengthy, depending on the amount of data that you have.

2. Fiscal Year Enter the fiscal year in which the system processes the report.

If you enter *0* for the Report Content processing option (for year-to-date balances) and you enter a year in this processing option, the year that you specify must be the same as the year that is specified in the Beginning of Fiscal Year field in the Company Names & Numbers program (P0010). Otherwise, the report does not include a line item amount for the balance forward.

3. Period Enter the period in which the system processes the report. If you leave this processing option blank, the system uses the financial reporting period.

4. Ledger Type Specify the ledger type that the system uses to select records for this report. Enter a l code from UDC table 09/LT. If you leave this processing option blank, the system uses ledger type AA.

5. Document Type Use this processing option in conjunction with the Ledger Type processing option to specify a document type that the system uses to select records for this report. Enter a code from UDC table 00/DT. If you leave this processing option blank, the system selects records for all document types.

If you do not enter a value for the Ledger Type processing option, the system ignores the value entered for this processing option.

6. Transaction Status Specify whether the system prints both posted and unposted transactions. Values are:

Blank: Print only posted transactions.

1: Print both posted and unposted transactions.

Print

1. Account Number Format Specify the format in which the system prints account numbers. Values are:

Blank or *1*: Standard account number (business unit.object.subsidiary).

2: Short account ID.

3: Third general ledger number.

2. Print Units Specify whether the system prints amounts only or amounts and units. Values are:

Blank: Print amounts only.

1: Print amounts and units.

3. Zero Balances Specify whether the system prints accounts with zero balances. Values are:

Blank: Print accounts with zero balances.

1: Omit accounts with zero balances.

Summarization

1. Business Unit Type Specify a business unit type for subledger summarization. Enter a specific business unit type or one of these values:

+: Include all types

*: Include all non-blank types.

2. Subledger Summarization Beginning Object and **3. Subledger Summarization Ending Object** Specify the beginning and ending object accounts in a range of object accounts for subledger summarization.

Currency

1. Currency Code Specify a currency code to use when printing the report. Enter a valid currency code from the F0013 table or * for all currency codes.

R09423 - Transactions by Object

The Transactions by Object report shows the account balances and posted transactions for each object account of a specified company over the period selected. It displays all of the posted transactions and account balances for each account in the debit/credit format.

All posted transactions for the period and object account selected are printed in the debit, credit, and total columns. If no transactions were posted for an account during the period selected, only the totals for the account appear.

This list describes each of the total amounts that appear at the end of the Transaction by Object report:

- Total Transactions: Sum of all transactions for the current period.
- Prior Period Transaction Total: Sum of all transactions from previous periods in the fiscal year up to the current period.
- Column Total: Sum of the Total Transactions plus the Prior Period Transaction Total.
- Prior Year End Balance: Balance of the object account from the previous year.
- Prior Period End Balance. Sum of all prior period transactions and the prior year end balance.
- Ending Balance: Sum of the Prior Year End Balance and the Column Total balance.

Note. If you use the CA ledger type, the subtotals and totals might be meaningless because of mixed currencies. If so, the totals will indicate N/A.

Data Selection for the Transactions by Object

The system ignores data selection for a specific business unit for this report.

Processing Options for Transactions by Object (R09423) and Transactions by Subsidiary (R09424)

Processing options enable you to specify the default processing for reports.

Period

1. Period From and **2. Period To**

Specify the first and last periods from which the system retrieves transactions for the report.

If you leave the Period From processing option blank, the system uses the current period of the company that is specified in the data selection.

If you leave the Period To processing option blank, the system uses the period specified in the Period From field.

3. Fiscal Year

Enter the last two digits of the fiscal year for which you want the report to print. For example, enter *07* to print the report for the year 2007.

Ledger

1. Ledger Type

Specify the ledger type for the report. If you leave this processing option blank, the system uses ledger type AA.

Note. If you enter CA for the ledger type, subtotals and totals may be meaningless.

Print

1. Suppress Zero Amounts Specify whether to suppress printing transactions with zero amounts. Values are:

Blank: Print transactions with zero amounts.

1: Do not print transactions with zero amounts.

2. Suppress Print Total Specify whether to suppress printing period totals. Values are:

Blank: Print period totals.

1: Do not print period totals.

R09424 - Transactions by Subsidiary

The Transactions by Subsidiary report shows the account balances and posted transactions for every object account and subsidiary over the period that you select. It displays all the posted transactions for each account and subsidiary in the debit/credit format.

All posted transactions for the period, object account, and subsidiary selected are printed in the debit, credit, and total columns. If no transactions were posted for an account and subsidiary during the period selected, only the totals for the account and subsidiary appear.

This list describes each of the total amounts that appear at the end of the Transactions by Subsidiary report:

- Total Transactions: Sum of all transactions for the current period.
- Prior Period Transaction Total: Sum of all transactions from previous periods in the fiscal year up to the current period.
- Column Total: Sum of the Total Transactions plus the Prior Period Transaction Total from the F0902 table.
- Prior Year End Balance: Balance of the object account from the previous year from the F0902 table.
- Prior Period End Balance: Sum of all prior period transactions and the prior year-end balance.
- Ending Balance: Sum of the Prior Year End Balance and the Column Total balance.

Data Selection for the Transactions by Subsidiary

The system ignores data selection for a specific business unit for this report.

Processing Options Transactions by Subsidiary (R09424)

The processing options for the Transactions by Subsidiary report are the same as those for the Transactions by Object report.

See Appendix F, "PeopleSoft EnterpriseOne General Accounting Reports," Processing Options for Transactions by Object (R09423) and Transactions by Subsidiary (R09424), page 620.

R09451 - Account Totals by Supplier/Customer

The Account Totals by Supplier/Customer report shows the balance for each customer or supplier by object account. The report lists the balance for each account for which the customer or supplier has transactions, as well as a total of all account balances for each customer or supplier. You can include only posted transactions or both posted and unposted transactions.

Processing Options for Account Totals by Supplier/Customer (R09451)

Processing options enable you to specify the default processing for reports.

Report Detail

1. From Period or From Date Enter either the period or from date in which to begin the report.

2. Thru Fiscal Year and Period or Thru Date Enter the two-digit fiscal year and the period or thru date in which to end the report.

Document

1. Document Enter a specific ledger type. If you leave this processing blank, the system uses ledger type AA.

2. Document Type Enter a specific document type. If you leave this processing option blank, the system uses all document types.

3. Unposted Transactions Specify whether to print posted or both posted and unposted transactions. Values are:

Blank: Print posted transactions only.

1: Print posted and unposted transactions.

Currency

1. As if Currency Enter the currency code in which to print *as if* currency amounts. If you leave this processing option blank, the system uses the company currency.

2. As of Date Enter the date in which to retrieve the exchange rate for the as if currency. If you leave this processing option blank, the system uses the date in the Thru Date processing option.

R09470 - G/L by Category Code

To use a statutory account number instead of business.object.subsidiary, print the G/L by Category Code report. The category code indicates the account number, and the category code description indicates the account description.

This report provides balance information useful for statutory accounting and uses information from the F0901, F0911, F0902, and F0006 tables.

Processing Options for G/L by Category Code (R09470)

Processing options enable you to specify the default processing for reports.

Select

1. From Period

Specify the beginning fiscal period for the system to use when selecting account balances for this report. Values are:

0: Year to date. Use the first period of the current fiscal year as the beginning period. The report prints all current year transactions for all accounts plus debit and credit totals by period for the current fiscal year. The balance forward totals for balance sheet accounts are from inception through the end of the previous fiscal year.

1: Current period. Use the current period as the beginning period. The report prints a balance forward total for the current fiscal year and transactions for the current period for each account. It does not print all account activity for the year. The balance forward total reflects the year-to-date amounts through the end of the previous period for profit-and-loss accounts. For balance sheet accounts, the report reflects the inception-to-date amounts through the end of the previous period.

2: Inception to date. Use the first period of the first fiscal year in which you began using the General Accounting system as the beginning period. The report prints transaction information from the date when you began using the General Accounting system through the current period. This report can be lengthy, depending on the amount of data that you have.

2. From Date

Specify a beginning date in a range of general ledger dates for the system to use when selecting records to print on this report. If you leave this processing option blank, the system uses the value specified in the From Period processing option.

3. Fiscal Year

Specify a thru fiscal year for the system to use when selecting records for this report. Enter the last two digits of the fiscal year, for example, 07 for 2007.

4. Period

Specify a period for the system to use when selecting records for this report.

5. Thru Date

Specify an ending date in a range of general ledger dates for the system to use when selecting records for this report. If you leave this processing option blank, the system uses the value specified in the From Period processing option.

Print

1. Ledger Type

Specify the ledger type for the system to use when selecting records to print on this report. Enter a valid ledger type from the F0025 table. If you leave this processing option blank, the system uses ledger type AA.

2. Document Type

Use this processing option in conjunction with the Ledger Type processing option to specify the document type that the system uses to select records for this report. Enter a document type code from UDC table 00/DT. If you leave this processing option blank, the system selects all document types.

Note. If you do not enter a value in the Ledger Type processing option, the system ignores the value for this processing option.

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3. Transaction Type Specify whether the system prints only posted transactions. Values are:

Blank: Print only posted transactions.

1: Print both posted and unposted transactions.

4. Account Category Code (1–23) Specify the account category code (1–23) that the system prints on the report. If you leave this processing option blank, the system prints category code 21.

The value you enter in this field is used only to print the category codes on the report. It is not used for data selection.

5. Units Specify whether the system prints units as well as amounts. Values are:

Blank: Print amounts only.

1: Print both amounts and units.

6. Zero Balances Specify whether the system prints accounts with zero balances. Values are:

Blank: Print accounts with zero balances.

1: Do not print accounts with zero balances.

7. Date Order Specify whether the system prints information in ascending or descending order by date. Values are:

Blank: Print information in descending order by date.

1: Print information in ascending order by date.

Currency

1. As-If Currency Code Specify an *as if* currency code in which to print amounts for this report. This processing option allows you to review amounts in a currency other than the currency in which they are stored. Only amounts associated with the AA ledger type are converted to the *as if* currency. If you leave this processing option blank, amounts do not print in an *as if* currency.

2. Exchange Rate Date Specify the date on which to retrieve the exchange rate for the *as if* currency from the F0015 table. If you enter a value for the As If Currency Code processing option and leave this processing option blank, the system uses the date specified in the Thru Date processing option for the exchange rate.

R09472 - Debit/Credit T/B by Category Code

Use the Debit/Credit T/B by Category Code report to print a statutory account (category code value) on a trial balance instead of the business unit.object.subsidiary account code. The category code indicates the account number, and the category code description indicates the account description.

Processing Options for Debit/Credit T/B by Category Code (R09472)

Processing options enable you to specify the default processing for reports.

Select

1. Fiscal Year Specify the fiscal year for the system to use when selecting records to print on this report. If you leave this processing option blank, the system uses the current fiscal year.

2. Period Specify the period number for the system to use when selecting records to print on this report. If you leave this processing option blank, the system uses the current period number.

3. Ledger Type Specify the ledger type for the system to use when selecting records to print on this report. Enter a valid ledger type from the F0025 table. If you leave this processing option blank, the system uses ledger type AA.

4. Category Code (21–23) Use this processing option to specify the account category code (21–23) that the system prints on the report. If you leave this processing option blank, the system prints category code 21.

The value you enter for this processing option is used only to print the category codes on the report. It is not used for data selection.

R09473 - (FRA, ITA, USA) Debit/Credit T/B by Object

Use the Debit/Credit T/B by Object report to verify the accuracy of transactions in individual account ledgers. When all of the transactions are accurate, the totals for this report equal the totals in the general ledger reports and the G/L Registration report.

Businesses often print the Debit/Credit T/B by Object report to facilitate internal audits by verifying one or more accounts. Businesses also use this report for external audits, as required by a fiscal authority or auditing firm.

You can print the Debit/Credit T/B by Object report to review the total debit and credit amounts for each account in any given ledger. You can also find errors that cause the general ledger to be out of balance. Possible errors include incorrect entries or missing transactions.

The report provides the current balances from the F0902 table and compares these totals with the YTD transaction information from the F0911 table.

You can also total groups of accounts, such as assets, liabilities, year-to-date income, revenues, cost of goods sold, other income, or other expenses, depending on the account ranges that you set up in your AAIs.

Processing Options for Debit/Credit T/B by Object (R09473)

Processing options enable you to specify the default processing for reports.

Select

Period Number Specify the period for which the trial balance prints. If you complete this processing option, you must also specify the fiscal year for the period in the Fiscal Year processing option. If you leave this processing option blank, the program uses the current period defined on the Set Up Company form and recorded in the F0010 table.

Fiscal Year Specify the last two digits of the fiscal year for which the trial balance prints, for example, enter 07 for 2007. If you complete this processing option, you must also complete the Period Number processing option.

If you leave this processing option blank, the program uses the current fiscal year defined for the General Accounting system and recorded in the F0010 table.

Ledger Type 1, Ledger Type 2, and **Ledger Type 3** — Specify the first , second, and third ledger type on which you want to report. Enter a value from UDC table 09/LT.

Print

1. Accounts with Zero Balances — Specify whether to include accounts with zero balances in the selected period.

2. Balance and Difference Columns — Specify if you want a Balance and a Difference column print on the report. The Balance column prints the account's current balance, calculated from the table. This Balance column is then compared to the Cumulative YTD Total column on the report, which is calculated from the F0911 table. Any differences found between the Cumulative YTD Total column and the Balance column are printed in the Difference column on the report.

3. Summarize Subsidiary Accounts — Specify whether the system summarizes all subsidiary accounts into one object account.

4. Total by GLG AAI Account Ranges — Specify if you want totals for the GLG*x* AAI ranges to print on the report. These totals print after the appropriate object account, according to the account ranges set up for the default company (company 00000) in AAI item GLG*x*. Totals are printed for these account ranges:

GLG2 - GLG3: Assets.

GLG3 - GLG5: Liabilities.

GLG5: YTD Income.

GLG6 - GLG7: Revenues.

GLG8 - GLG9: Cost of Goods Sold (COGS).

GLG11 - GLG13: Other Income.

GLG13 - GLG12: Other Expenses.

5. Class Total Level — Specify how the system classifies accounts for purposes of subtotaling. The report classifies accounts by account number. You can classify by one, two, three, or four digits of the account number. The report includes a class total for each classification.

For example, if you classify accounts by two digits, the report includes a class total for accounts 1000 through 1099, another class total for accounts 1100 through 1199, and so on. If you classify accounts by three digits, the report includes a class total for accounts 1100 through 1110, another class total for accounts 1111 through 1119, and so on.

If you classify accounts by all four digits, each object account has its own class total; subsidiary accounts to a single object are included in the class total.

The system includes class totals at the level that you specify and at lower levels. For example, if you classify accounts by two digits, the report includes a class total for accounts 1000 through 1999, in addition to the class totals for accounts 1000 through 1099, 1100 through 1199, and so on.

Process

1. Mode Specify the mode in which you want to run this report.

Note. You can run this report in final mode only once for the selected period and fiscal year. The transactions that are printed in final mode do not appear if you run the report again.

Currency

1. As-If Currency Specify an *as if* currency code in which to print amounts for this report. This processing option allows you to review amounts in a currency other than the currency in which they are stored. Only amounts associated with the AA ledger type are converted to the *as if* currency. If you leave this processing option blank, amounts do not print in an *as if* currency.

If you leave this processing option blank, the As If Currency column does not appear on the report.

2. As-Of Date Specify the date on which to retrieve the exchange rate for the *as if* currency from the F0015 table. If you enter a value for the As If Currency Code processing option and leave this processing option blank, the system uses the date specified in the Thru Date processing option for the exchange rate.

R11C750 - Cash Basis Integrity Test

The Cash Basis Integrity Test reviews all of the cash basis entries for a specified time period and produces an exception report that shows the accounts that are out of balance. Only cash accounts can be expected to balance between the two ledgers (AA and AZ).

The report prints summary or detail information. The integrity test with transaction detail can be lengthy. You might want to run the report without detail first to see how many accounts within the selected range are out of balance.

If you specify the detail format in the processing option, all of the posted detail records in the AA and AZ ledgers appear above the ledger balances for each period that is out of balance. If you do not specify the detail format, the two ledger balances appear side by side for each period that is out of balance.

Information on the report appears in reverse chronological order, beginning with the as of date that you specify in the processing option and going back through all years that you specify in the data selection.

The Cash Basis Integrity Test shows transactions from the F0911 and F0902 tables.

Data Selection and Sequence for the Cash Basis Integrity Report

Enter the prior fiscal years that you want to view. You must specify ledger type AA. The integrity test and report run more efficiently when you sequence by company.

Processing Options for the Cash Basis Integrity Test (R11C750)

Processing options enable you to specify the default processing for reports.

Select

1. As Of Date Specify the as of date in which to run the integrity test. If you leave this processing option blank, the system uses the current date.

Process

1. Transaction Detail Specify whether to print transaction detail. Values are:

Blank: Print summarized information.

1: Print transaction details.

R11C760 - Cash Basis Audit Report

The Cash Basis Audit Report (R11C760) provides you with information about the cash basis entries at the transaction level. This report is a powerful research tool that allows you to quickly determine which documents are balanced, as well as which documents are posted. Cash basis entries that do not balance are identified by the message *Document Not Balanced*.

There are three DEMO versions of this report for AR, AP, and GL entries.

The Cash Basis Audit Report uses information from the F0911 table.

Data Selection and Data Sequencing for the Cash Basis Audit Report

Do not change the data selection for Ledger Type equal to AZ (cash basis). You can enter additional data selection to select posted records, a specific batch, or general ledger dates.

Do not change the data sequencing. The report calculates totals, and changing the data sequencing produces unpredictable totaling results.

Processing Options for Cash Basis Audit Report (R11C760)

Processing options enable you to specify the default processing for reports.

Display

1. Account Number Specify which account number format to print on the report. Values are:

Blank: Number specified during data entry

1: Long account number

2: Short account number

3: Unstructured account number

R70470 - (ESP, FRA, ITA) G/L by Category Code

You can use the G/L by Category Code report as a basis for internal auditing to validate information in legal reports. You can also use this report as a basis for external auditing by a third-party, such as a fiscal authority or auditing firm.

The G/L by Category Code report includes detailed information about account transactions. You can use the report to:

- Review transactions within individual accounts.
- Research accounts that are out-of-balance.
- Verify account accuracy.
- Open and audit accounts with the same control totals as the journal report.

The report includes this information:

- All of the transactions that are printed on the General Journal report (R7409C5).
- A period debit and credit total for each account.
- A total balance in debit and credit format.
- Beginning and ending balances for each account.
- A balance forward for each account.
- Accumulation of amounts from different ledger types for the same account.
- Transactions that are based on a period selection or a date range selection.
- General ledger registration numbers for each transaction.
- Currency codes for each transaction.
- Company codes and names on the header of the report.
- Business units (optional).
- Accounts with zero balances (optional).

You can print the G/L by category report by object and subsidiary, or by category code, depending on whether accounts are defined in the F0901 table by object and subsidiary, or in category codes 21, 22, or 23.

Note. If you print this report by object and subsidiary, you can review the accumulation of up to three ledger types for the same account. You specify which ledger types to include on the report in the processing options. The Ledger Type processing option replaces the code from UDC table 74/LT.

Processing Options for G/L by Category Code (R70470)

Processing options enable you to specify the default processing for reports.

Select

1. Fiscal Dates	Specify the fiscal dates in which to print the report in four processing options.
Beginning Period Number, Beginning Fiscal Year, Ending Period Number, and **Ending Fiscal Year**	Use these processing options to specify: The first period and the fiscal year of the first period in which to print the report. The last period and the fiscal year of the last period in which to print the report.
2. Ledger Types	Specify the ledger types to include on the report in three processing options.
Ledger Type 1, Ledger Type 2, and **Ledger Type 3**	Specify the first, second, and third ledger type to include in the report. Enter valid ledger types from UDC table 09/LT.

Print

1. Account Category Code (21–43) Use this processing option to include account numbers from an alternate chart of accounts on the report. Enter the category code that contains the alternate chart of accounts as R0*xx*, where *xx* is the category code number. If you leave this processing option blank, the system uses R021.

2. Subledger/Type Specify whether you want to print the Subledger and Subledger Type columns on the report.

3. Business Unit Specify whether you want the report to include a column that lists the business unit for each account.

4. Accounts with Zero Balances Specify whether to include accounts with zero balances in the selected period. Values are:

Blank: Do not include accounts with zero balances.

1: Include accounts with zero balances.

5. Unposted Transactions Specify whether to print unposted transactions on the report.

6. Total for Posted and Unposted Transactions Specify whether separate totals for posted and unposted transactions should print on the report.

You can print totals for posted and unposted transactions only if you have set the Unposted Transactions processing option accordingly.

7. First Profit and Loss Account Specify where the balance sheet accounts end and the profit and loss accounts begin in the alternate chart of accounts.

If you complete this processing option, the report includes subtotals for balance sheet and profit and loss accounts.

8. Column Format Specify which optional columns to include on the report.

9. Report Sequence Specify the data sequencing for the system to use when processing this report. All options include category code as the first item of sequencing. Values are:

Blank: Sequence by next number. Records are sorted in order of general ledger date and assigned a next number for each Account ID. Period totals do not print on the report.

1: Sequence by period. Records are printed on the report in ascending order by general ledger date. Period totals and period end balances print on the report.

Process

1. Mode Specify the mode in which you want to run the report.

When you run this report in final mode, only those records that have been printed in final mode on a trial balance report (R7409C3 or R70472) print.

R70472 - (FRA, ITA) T/B by Category Code

Use the T/B by Category Code report to verify the accuracy of transactions in individual account ledgers. When all of the transactions are accurate, the totals in this report equal the totals in the G/L by Category Code and G/L Registration reports.

Businesses often print the trial balance report to facilitate internal audits by verifying one or more accounts. Businesses also use the T/B by Category Code report for external audits, as required by a fiscal authority or auditing firm.

You can print this report to review the total debit and credit amounts for each account in any given ledger. You can also find errors that cause the general ledger to be out of balance. Possible errors might include incorrect entries or missing transactions.

The format and contents of the localized trial balance report differs from the base software trial balance reports for system 09. For example, the localized trial balance reports include this information that the base trial balance reports do not include:

- A total for each account and subtotals for account classes.
- Transaction detail in debit and credit format.
- Accumulation of different ledger types for the same account.
- Information that is specific to a period (month and year) selection.

Note. The T/B by Category Code report (R70472) includes balance forward amounts only for balance sheet accounts, not for profit and loss accounts.

You can print the French T/B by Category Code report by object and subsidiary, or by category code, depending on whether accounts are defined in the object.subsidiary or in category codes 21, 22, or 23.

Note. If you print the T/B by Category Code report by object and subsidiary, you can review the accumulation of up to three ledger types for the same account. To do this review, specify which ledger types to include on the report in the processing options. The Ledger Type processing option replaces the code in UDC table 74/LT.

Processing Options for T/B by Category Code (R70472)

Processing options enable you to specify the default processing for reports.

Select

1. Period Number and **2. Fiscal Year**

Specify the period and the two-digit fiscal year for which the trial balance is printed.

If you leave these processing option blanks, the program uses the current period and current fiscal year that is defined for the General Accounting system on the Set Up Company form and recorded in the F0010 table.

3. Ledger Type 1, 4. Ledger Type 2, and **5. Ledger Type 3**

Specify the first, second, and third ledger type to include in the report. Enter a valid code from UDC table 09/LT. If you leave all three of the ledger types blank, the system includes only ledger type AA.

Print

1. Account Category Code

Use this processing option to include account numbers from an alternate chart of accounts. Specify the category code that contains the alternate chart of accounts. Values are:

R021: Category code 21.

R022: Category code 22.

R023: Category code 23.

2. Accounts with Zero Balances

Specify whether to include accounts with zero balances. Values are:

Blank: Include accounts with zero balances.

1: Do not include accounts with zero balances.

3. Class Total Level

Specify how the system should classify accounts for purposes of subtotaling. The report classifies accounts by account number.

Enter a number that corresponds to the number of account number digits you want to use to classify accounts. You can classify by one, two, three, or four digits of the account number. The report includes a class total for each classification. Values are:

1: Classify by the first digit of the account number.

2: Classify by the first two digits of the account number.

3: Classify by the first three digits of the account number.

4: Classify by all four digits of the account number.

If you leave this processing option blank, the report will not include any class totals.

You can use this processing option in conjunction with the Last Balance Sheet Account processing option to include subtotals for balance sheet and profit-and-loss accounts. If you do not specify a Class Total Level, the report will not include subtotals for balance sheet and profit-and-loss accounts.

For example, if you classify accounts by two digits, the report will include a class total for accounts 1000 through 1099, and another class total for accounts 1100 through 1199, and so on. If you classify accounts by three digits, the report will include a class total for accounts 1100 through 1110, and another class total for accounts 1111 through 1119, and so on. If you classify accounts by all four digits, each object account will have its own class total; subsidiary accounts to a single object will be included in the class total.

The system includes class totals at the level you specify and at lower levels.

For example, if you classify accounts by two digits, the report will include a class total for accounts 1000 through 1999 in addition to the class totals for accounts 1000 through 1099, 1100 through 1199, and so on.

4. Last Balance Sheet Account

Specify where the balance sheet accounts end and the profit and loss accounts begin in the alternate chart of accounts.

This processing option works in conjunction with the Class Total Level processing option. The system ends the balance sheet accounts and begins the profit and loss accounts at the end of the class that contains the account number you specify. For example, if you specify account number 622000 with Class Total Level 1, the system ends the balance sheet accounts with class 6 (the first digit of 622000). If you specify account number 622000 with Class Total Level 2, the system ends the balance sheet accounts with class 62 (the first two digits of 622000).

If you do not specify a Class Total Level the report will not include subtotals for balance sheet and profit-and-loss accounts.

Process

1. Mode Specify the mode in which to run this report. Values are:

0: Proof mode.

1: Final mode.

Note. You can run this report in final mode only once for the selected period and fiscal year. The transactions that are printed in final mode will not print appear if you run the report again.

R7409C1 - (ESP, FRA, ITA) G/L by Object and Subsidiary

You can use the G/L by Object and Subsidiary report as a basis for internal auditing to validate information in legal reports. You can also use this report as a basis for external auditing by a third-party, such as a fiscal authority or auditing firm.

The G/L by Object and Subsidiary report includes detailed information about account transactions. You can use the report to:

- Review transactions within individual accounts.
- Research accounts that are out-of-balance.
- Verify account accuracy.
- Open and audit accounts with the same control totals as the journal report.

The report includes this information:

- All of the transactions that are printed on the General Journal report (R7409C5).
- A period debit and credit total for each account.
- A total balance in debit and credit format.
- Beginning and ending balances for each account.
- A balance forward for each account.
- Accumulation of amounts from different ledger types for the same account.
- Transactions that are based on a period selection or a date range selection.
- General ledger registration numbers for each transaction.
- Currency codes for each transaction.
- Company codes and names on the header of the report.
- Business units (optional).
- Accounts with zero balances (optional).

You can print the G/L by Object and Subsidiary report by object and subsidiary, or by category code, depending on whether accounts are defined in the F0901 table by object and subsidiary, or in category codes 21, 22, or 23. If you print this report by object and subsidiary, you can review the accumulation of up to three ledger types for the same account. You specify which ledger types to include on the report in the processing options. The Ledger Type processing option replaces the code from the UDC table 74/LT.

Processing Options for G/L by Object and Subsidiary (R7409C1)

The processing options for the G/L by Object and Subsidiary report are the same as those for the G/L by Category Code report, except for those described in this section.

See Appendix F, "PeopleSoft EnterpriseOne General Accounting Reports," Processing Options for G/L by Category Code (R09470), page 623.

Print

3. Level Break on Business Unit Specify whether to begin a new business unit on a new page.

4. Model Business Unit Specify the model business unit that contains the account descriptions you want to use. If you leave this processing option blank, the transaction account descriptions will be used.

5. Accounts with Zero Balances Specify whether the system should include accounts with zero balances. Values are:

Blank: Include accounts with zero balances.

1: Do not include accounts with zero balances.

Versions

1. Version Specify either the French or Italian version of the G/L by Object and Subsidiary report. Values are:

Blank: French version. Lists the batch number and batch type for each transaction.

1: Omits the batch number and batch type columns and instead lists the general ledger registration number and currency code for each transaction.

Process

1. Mode Specify the mode in which to run the report. Values are:

Blank: Proof mode.

1: Final mode.

Note. When you run this report in final mode, only those records that have been printed in final mode on a trial balance report (R7409C3 or R70472) will be printed.

Currency

1. As-If Currency Specify an *as if* currency code in which to print amounts for this report. This processing option allows you to review amounts in a currency other than the currency in which they are stored. Only amounts associated with the AA ledger type are converted to the *as if* currency. If you leave this processing option blank, amounts do not print in an *as if* currency.

If you leave this processing option blank, the As If Currency column does not appear on the report.

2. As-Of Date Specify the date on which to retrieve the exchange rate for the *as if* currency from the F0015 table. If you enter a value for the As If Currency Code processing option and leave this processing option blank, the system uses the system date.

R7409C3 - (FRA, ITA) T/B by Object and Subsidiary

Use the T/B by Object and Subsidiary report to verify the accuracy of transactions in individual account ledgers. When all of the transactions are accurate, the totals in this report equal the totals in the G/L by Category Code and the G/L Registration report.

Businesses often print the trial balance report to facilitate internal audits by verifying one or more accounts. Businesses also use this report for external audits, as required by a fiscal authority or auditing firm.

You can print the T/B by Object and Subsidiary report to review the total debit and credit amounts for each account in any given ledger. You can also find errors that cause the general ledger to be out of balance. Possible errors might include incorrect entries or missing transactions.

The format and contents of the localized trial balance report differs from the base trial balance reports in system 09. For example, the localized trial balance reports include this information that the base trial balance reports do not include:

- A total for each account and subtotals for account classes.
- Transaction detail in debit and credit format.
- Accumulation of different ledger types for the same account.
- Information that is specific to a period (month and year) selection.

Note. The T/B by Category Code report includes balance forward amounts only for balance sheet accounts, not for profit and loss accounts.

You can run the French T/B by Object and Subsidiary report by object and subsidiary, or by category code, depending on whether accounts are defined in the object.subsidiary or in category codes 21, 22, or 23. If you print Trial Balance reports by object and subsidiary, you can review the accumulation of up to three ledger types for the same account. To do this review, specify which ledger types to include on the report in the processing options. The Ledger Type processing option replaces the code in UDC table 74/LT.

Processing Options for T/B by Object and Subsidiary (R7409C3)

The processing options for T/B by Object and Subsidiary are the same as those for T/B by Category Code, except for those described in this section

Print

1. Model Business Unit Specify the model business unit that contains the account descriptions you want to use. If you leave this processing option blank, the transaction account descriptions will be used.

3. Summarize Subsidiary Accounts Specify whether to summarize all subsidiary accounts into one object account. Values are:

Blank: Do not summarize subsidiary accounts.

1: Summarize subsidiary accounts.

4. Class Total Level

Specify how the system should classify accounts for purposes of subtotaling. The report classifies accounts by account number.

Enter a number that corresponds to the number of account number digits you want to use to classify accounts. You can classify by one, two, three, or four digits of the account number. The report includes a class total for each classification. Values are:

1: Classify by the first digit of the account number.

2: Classify by the first two digits of the account number.

3: Classify by the first three digits of the account number.

4: Classify by all four digits of the account number.

If you leave this processing option blank, the report will not include any class totals.

You can use this processing option in conjunction with the Last Balance Sheet Account processing option to include subtotals for balance sheet and profit-and-loss accounts. If you do not specify a Class Total Level, the report will not include subtotals for balance sheet and profit-and-loss accounts.

For example, if you classify accounts by two digits, the report will include a class total for accounts 1000 through 1099, and another class total for accounts 1100 through 1199, and so on. If you classify accounts by three digits, the report will include a class total for accounts 1100 through 1110, and another class total for accounts 1111 through 1119, and so on. If you classify accounts by all four digits, each object account will have its own class total; subsidiary accounts to a single object will be included in the class total.

The system includes class totals at the level you specify and at lower levels.

For example, if you classify accounts by two digits, the report will include a class total for accounts 1000 through 1999 in addition to the class totals for accounts 1000 through 1099, 1100 through 1199, and so on.

Currency

1. As-If Currency

Specify an *as if* currency code in which to print amounts for this report. This processing option allows you to review amounts in a currency other than the currency in which they are stored. Only amounts associated with the AA ledger type are converted to the *as if* currency. If you leave this processing option blank, amounts do not print in an *as if* currency.

If you leave this processing option blank, the As If Currency column does not appear on the report.

2. As-Of Date

Specify the date on which to retrieve the exchange rate for the *as if* currency from the F0015 table. If you enter a value for the As If Currency Code processing option and leave this processing option blank, the system uses the system date.

R7409C5 - (FRA) General Journal

According to commercial law and the French 1982 Chart of Accounts, businesses in France are required to maintain a record of all accounting entries in the General Journal. These entries must be recorded in the General Journal chronologically by the date when the entries are posted to the general ledger. Within the same date, the entries must be ordered by:

- Time when the entries are entered or posted.
- Type of transaction, such as purchase, sale, and miscellaneous expense.
- Account number order.

Businesses also have the option to use the General Journal to centralize all of the accounting entries that are recorded in auxiliary journals. In this case, the entries in the General Journal are a monthly summary of the detailed entries in the auxiliary journals. The requirement for recording accounting entries in the auxiliary journals is the same as for the General Journal, that is, all entries must be chronological. The General Journal can be divided into as many auxiliary journals as the business requires. You define auxiliary journals according to data selection on batch type and document type. For example:

- Purchases Auxiliary Journal (journal des achats)
- Sales Auxiliary Journal (journal des ventes)
- Cash Auxiliary Journal (journal de banque)

Based on the legislation of the General Chart of Accounts, the summary of the General Journal program should be presented in debit and credit format, and not on a cumulative balance. In addition, businesses can summarize the journal under the condition that all documents which are required to verify the daily entries are kept on file.

The format of the General Journal has not been completely defined by the law. However, for an information system, the General Journal should be in the form of electronic documents that are printed on a report. The electronic documents should offer all of the guarantees in terms of disallowing the modification or deletion of the accounting entries once the entries have been validated. The General Journal must be kept in French.

When you run the General Journal program, the system:

- Prints a report of all the entries in the F0911 table in chronological order.

  The entries are the same entries that are printed on the General Ledger report, but they are sorted by general ledger date rather than by account.
- Prints the entries in detail, with one line for each account, and one line for each document number and type.

Additional features of the General Journal report include:

- Option to print by period and fiscal year, or by date range.
- Ability to accumulate multiple ledger types.
- Inclusion of the company in the header.
- Option to print by object and subsidiary, or category code.
- User-defined report totals, including:
  - General total
  - Total by company
  - Total by period
  - Total by batch type

- User-defined date sequencing, including:
  - Sequence by G/L date, document number, and document type.
  - Sequence by batch, document number, and document type.

Processing Options for General Journal (R7409C5)

Processing options enable you to specify the default processing for reports.

Select

Beginning Period Number, Beginning Fiscal Year, Ending Period Number, and **Ending Fiscal Year**

Specify the first period and the fiscal year of the first period in which to print the general journal.

Specify the last period and the fiscal year of the last period in which to print the general journal.

You can leave these processing options blank and complete the Beginning Date and Ending Date processing options instead.

Beginning Date and **Ending Date**

Specify the beginning date and ending date of the time period in which to print the general journal.

You can leave these processing options blank and complete the four processing options for fiscal dates instead.

3. Ledger Type 1, 4. Ledger Type 2, and **5. Ledger Type 3**

Specify the first, second, and third ledger type to include in the report. Enter a valid code from UDC table 09/LT. If you leave all three of the ledger types blank, the system includes only ledger type AA.

Print

1. Account Category Code

Specify whether to print account numbers from an alternate chart of accounts on the report. Enter the number of the category code that contains the alternate chart of accounts. The system uses the account descriptions from the category code table.

Leave this processing option blank to use default account numbers. You can specify a model business unit that contains the account descriptions you want to appear on the report.

2. Model Business Unit

If you use default account numbers, use this processing option to specify the model business unit that contains the account descriptions to print on the report. If you use default account numbers and you leave this processing option blank, the transaction account descriptions will print.

If you use an alternate chart of accounts, you do not have to complete this processing option. The system uses the account descriptions from the category code table.

3. Multiple Account Summarization

Specify whether to summarize entries to the same account in multiple business units. Regardless of whether you summarize accounts, debits and credits will not be summarized. Values are:

Blank: Print entries in detail.

Y: Summarize entries to the same account in multiple business units.

4. Business Unit Specify whether the report includes a column that lists the business unit for each account. Values are:

Blank: Do not include the Business Unit column.

Y: Include the Business Unit column.

5. Subledger/Type Specify whether to print the Subledger and Subledger Type columns on the report. Values are:

Blank: Do not print the columns.

Y: Print the columns.

Process

1. Mode Specify the mode in which you want to run the report. Values are:

0: Proof mode.

1: Final mode. Only those records that have been printed in final mode on the Trial Balance report (R7409C3 or R7409C4) will be printed.

Currency

1. As-If Currency Specify an *as if* currency code in which to print amounts for this report. This processing option allows you to review amounts in a currency other than the currency in which they are stored. Only amounts associated with the AA ledger type are converted to the *as if* currency. If you leave this processing option blank, amounts do not print in an *as if* currency.

If you leave this processing option blank, the As If Currency column does not appear on the report.

2. As-Of Date Specify the date on which to retrieve the exchange rate for the *as if* currency from the F0015 table. If you enter a value for the As If Currency Code processing option and leave this processing option blank, the system uses the system date.

R74P9010 - (POL) Trial Balance by Object

The GL Trial Balance by Object report (R74P9010) lists information about transaction posted to the general ledger. This report reads the F0901 table, the F0911 table, and the F0006 table, and prints the transactions for the specified reporting period by object account.

The GL Trial Balance by Object report contains:

- Account transactions (detail).
- Account balances (summary).
- Account numbers and names.
- Columns for open balances, period and year-to-date turnover, and period closing balance.
- Totals for each open balance, period and year-to-date turnover, and period closing balance.

Processing Options for GL Trial Balance by Obj (R74P9010)

Processing options enable you to specify the default processing for reports.

Select

1. From Period

Specify how the system determines the balances included in the report.

Enter *0* or leave this option blank to use the first period of the current fiscal year as the beginning period for balances. The system prints all current year transactions for all accounts plus debit and credit totals by period for the current fiscal year. The balance forward totals for balance sheet accounts are from inception through the end of the previous fiscal year.

Enter *1* to use the current period as the beginning period. The system prints a balance forward total of the previous activity for the current fiscal year and transactions for the current period only for each account. The report does not print all account activity for the year. The balance forward total reflects the year-to-date amounts through the end of the previous period for profit-and-loss accounts. For balance sheet accounts, the report reflects the inception-to-date amounts through the end of the previous period.

2. From Date

Specify the beginning date in a range of dates that the system uses to select records to process. If you leave this processing option blank, the system uses the date of the period specified in the From Period processing option.

3. Thru Fiscal Year

Specify the ending fiscal year in a range of years. The system uses the range to select records for the report. Enter the last two digits of the fiscal year, for example, enter 07 for the year 2007.

If you enter *0* for the From Period processing option, the year that you enter for this processing option must be the same as the year specified for the Beginning of Fiscal Year field in the Company Names & Numbers program (P0010). If the year you specify is not the same, the report does not include a line item for balance forward amounts.

4. Period Number

Specify the period number that the system uses to select records to process.

5. Thru Date

Specify the end date in a range of dates that the system uses to select records to process. If you leave this processing option blank, the system uses the date of the period specified in the From Period processing option.

6. Subledger

Specify the subledger for which the system processes records. Enter a specific subledger, or enter * to processes records for all subledgers. Leave this processing option blank to process records that do not have subledgers.

7. Subledger Type

Specify the subledger type that the system uses when selecting records to process. The value that you enter must exist in UDC table 00/ST. You must complete this processing option if you entered a specific subledger in the Subledger processing option.

8. Ledger Type

Specify the ledger type that the system uses to select records to process. The value that you enter must exist in UDC table 09/LT. If you leave this processing option blank, the system selects records with a ledger type of AA.

Print

1. Account Number Format

Specify the format in which the system prints account numbers on the report. Values are:

1: Account number.

2: Short account ID.

3: Unstructured account.

2. Accounts with Zero Balances Leave this processing option blank to print information for all accounts. Enter *1* to omit accounts with a zero balance.

Currency

1. Currency Code Specify the currency code of the records that the system selects for processing. Enter a specific currency codes to select only records with the specified currency code. Leave this processing option blank to select records for all currency codes.

2. Currency Code From Specify an *as if* currency code. The currency code must exist in the F0013 table. The system prints amounts on the report in the currency you specify, instead of the currency in which the records are stored.

Leave this processing option blank to print amounts in the currency in which they are stored.

3. As-of Date Specify the date that the system uses when processing records in an as-if currency. If you leave this processing option blank, the system uses the date in the Thru Date processing option.

Localization

1. Report Title Enter a title that the system prints on the report. You can enter as many as 60 characters. If you leave this processing option blank, the system does not print a title.

2. Report Title Continuation Enter additional text for the title of the report. You can enter as many as 60 characters.

3. Company Number Specify a company number to print the company name and number on the report.

4. Accounts Detail Leave this processing option blank to print all detail lines for the account. Enter 1 to print a summary with a total for the account.

R74P9015 - (POL) GL Trial Balance by Category Code

The General Ledger by Category Code report includes the same information as the General Ledger by Object report, but it presents the information by category code instead of by object account. For example, the General Ledger by Category Code report has three level breaks (one for each category code) instead of one level break like the General Ledger by Object report.

The system prints the information for account category codes 21, 22, and 23, as applicable.

Processing Options for GL Trial Balance by Category Code (R74P9015)

The processing options for the GL Trial Balance by Category Code report are the same as those for GL Trial Balance by Object Report, with one additional processing option.

See Appendix F, "PeopleSoft EnterpriseOne General Accounting Reports," R74P9010 - (POL) Trial Balance by Object, page 639.

Localization

5. Category Code for Trial Balance Specify the category code that the system uses to select records to process. Values are 21, 22, or 23.

R74P9020 - (POL) Transaction Journal

The Transaction Journal lists all journal entries and assigns a register number to them by company and fiscal year. It consolidates all of the information for a company. The report includes:

- Report name.
- Company name.
- Code and name of the transaction ledger.
- Name of the program producing the report.
- Reporting period.
- Date and time report was printed.
- User who printed the report.

Processing Options for Transaction Journal (R74P9020)

Processing options enable you to specify the default processing for reports.

Default

Processing Mode Leave this processing option blank to run the report in proof mode. Enter 1 to run the report in final mode without titles and headers. Enter 2 to run the report in final mode and print titles and headers.

Registration Number Enter 1 to have the system assign a registration number to each individual line entry. Leave this processing option blank to have the system assign a registration number to each document.

Adjustment Registration Date Specify the adjustment registration date. If you leave this processing option blank, the system assigns the GL date of the adjustment.

Next Available Registration Number Specify how the system assigns the next available registration number for adjustments entered in the prior year. Enter *1* to use the next available registration number from the fiscal year of the general ledger adjustment date, which is the next available registration number from the previous year.

Note. You should not use this processing option. Instead, leave this processing option blank to use the next available registration number from the current year.

Select

From Date Specify the first date of a range of dates that the system uses to select records for the report.

Thru Date Specify the end date for a range of dates that the system uses to select records for the report.

Company Number Specify the company for which the system retrieves general ledger records. If you leave this processing option blank, the system uses company 00000.

Print

Account Number Specify whether the system includes account numbers from an alternate chart of accounts on the report. Values are:

Blank: Use account numbers from the standard chart of accounts and prints them in the BU.OBJ.SUB format.

21: Use account numbers from the chart of accounts set up in category code 21.

22: Use account numbers from the chart of accounts set up in category code 22.

23: Use account numbers from the chart of accounts set up in category code 23.

Currency

Currency Code Specify a currency code for *as if* processing. Enter a valid currency code from the F0013 table. The system processes all records in the currency you specify instead of in the currency in which the records are stored.

If you leave this processing option blank, the system uses the currency code in which the records are stored.

As-of Date Specify the date that the system uses to retrieve the exchange rate for *as if* processing. If you leave this processing option blank, the system uses the date in the Thru Date processing option.

Localization

Report Title Enter the title that you want the system to print on the report. The maximum number of characters you can enter is 60. If you need additional characters, complete the Report Title (continuation) processing option.

Report Title (continuation) Enter additional text for the report title. You can enter as many as 60 characters.

Ledger Type Specify a ledger type that the system uses to select records. Enter a valid code from UDC table 09/LT. If you leave this processing option blank, the system uses the AA ledger type.

R74P9030 - (POL) Bank Register

The Bank Register program produces a report that lists the bank transactions for a specified time period.

Processing Options for Bank Register (R74P9030)

Processing options enable you to specify the default processing for reports.

Select

1. From Period Specify the balances that the system includes in the report.

0: Use the first period of the current fiscal year as the beginning period. This is the default value. The report prints all current year transactions for all accounts plus debit and credit totals by period for the current fiscal year. The balance forward totals for balance sheet accounts are from inception through the end of the previous fiscal year.

1: Use the current period as the beginning period. The report prints a balance forward total of the previous activity for the current fiscal year and transactions for the current period only for each account. The report does not print all account activity for the year. The balance forward total reflects the year-to-date amounts through the end of the previous period for profit and loss accounts. For balance sheet accounts, the report reflects the inception-to-date amounts through the end of the previous period.

2: Use the first period of the first fiscal year (when General Accounting processing began) as the beginning period. If you enter *2*, the report prints transaction information from the date when General Accounting processing began through the current period.

2. From Date

Specify a beginning date in a range of dates for the system to use when selecting records to print on this report. If you leave this processing option blank, the system uses the value specified in the From Period processing option.

3. Thru Fiscal Year

Specify the ending fiscal year in a range of years that the system uses to select records for this report. Enter the last two digits of the fiscal year. For example, enter 07 for the year 2007.

If you enter *0* (for year-to-date balances) for the From Period processing option and you enter a year for this processing option, the year must be the same as the year specified in the Beginning of Fiscal Year field in the Company Names & Numbers program (P0010). Otherwise, the report does not include a line item for balance forward amounts.

4. Period Number

Specify a period number for the system to use to select records for this report.

5. Thru Date

Specify an ending date in a range of dates for the system to use to select records to print on this report. If you leave this processing option blank, the system uses the value specified in the From Period processing option.

6. Subledger and **7. Subledger Type**

Specify the subledger for which the system processes records. Enter a specific subledger or enter ***** to process records for all subledgers, including blank subledgers. Leave this processing option blank to process records that do not have subledgers.

Specify a subledger type from UDC table 00/ST. If you specify a value in the Subledger processing option, you must enter a subledger type for this processing option.

8. Ledger Type

Specify a ledger type from UDC table 09/LT. If you leave this processing option blank, the system uses ledger type AA.

9. Document Type

Complete this processing option in conjunction with the Ledger Type processing option to specify a document type from UDC table 00/DT. If you leave this processing option blank, the system selects all document types.

If you do not specify a ledger type for the Ledger Type processing option, the system ignores the value in this processing option.

Print

1. Account Number Format Specify the format in which the system prints the account number. Values are:

1: Print the account number in business unit.object.subsidiary format.

2: Print the short account ID.

3: Print the third (unstructured) account number.

2. Accounts with zero balance Leave this processing option blank to print information for all accounts. Enter *1* to suppress printing for accounts with a zero balance.

3. Posted Transactions Leave this processing option blank to print posted transactions only. Enter *1* to print both posted and unposted transactions.

Currency

1. Currency Code Specify the currency code of the records that the system selects for processing. Enter a specific currency codes to select only records with the specified currency code. Leave this processing option blank to select records for all currency codes.

2. Currency Code From Specify an *as if* currency code. The system prints amounts on the report in the currency you specify, instead of the currency in which the records are stored. Leave this processing option blank to print amounts in the currency in which they are stored.

3. As-of date Specify the date that the system uses when processing records in an *as if* currency. If you leave this processing option blank, the system uses the date in the Thru Date processing option.

Localization Options

1. Report Title Enter a title that the system prints on the report. You can enter as many as 60 characters. If you leave this processing option blank, the system does not print a title.

2. Report Title (continuation) Enter additional text for the title of the report. You can enter as many as 60 characters.

3. Bank Register Number Specify the bank register number that the system prints in the header area of the report. If you leave this processing option blank, the system does not print a register number.

R74S490 - (ESP) G/J by Cat. Code - Spain

Businesses in Spain must submit a general journal of all transactions to the Mercantile Registration at the close of each fiscal year. The transactions must be marked with a register number and must be reported chronologically. Businesses can report individual transactions or transactions summarized by account for each month. The summarized report includes credit and debit totals for each object and subledger account and period. The detail report includes credit and debit amounts for each transaction.

You can run the G/J by Cat. Code by object and subsidiary, or by category code, depending on whether accounts are defined in the object and subsidiary or in category code 21, 22, or 23.

This information is included on the general journal report:

- Register number.
- General ledger date.
- Object account and subsidiary.
- Account description.
- Transaction description.
- Credit and debit totals for each period.
- At the end of each page, debit and credit totals for the page.
- At the beginning of each page except the first page, debit and credit totals from the preceding pages.

For the G/J by Cat. Code report, these features apply:

- You can use processing options to specify which general ledger date the system uses.

  If the processing option is set to print summarized transactions, the general ledger date is the end date of the period. If the processing option is set to print detail transactions, the general ledger date is the general ledger date of the transaction.
- Accounts with the same object account and subsidiary, but with different business units, appear as the same account.
- You can display information for multiple accounting periods.
- Every record on the general journal is numbered sequentially.

  You use the processing options to enter a specific starting number.

The sequence of information on the general journal report depends on whether the report is run in detail or summary mode, and whether the report is run by object account or by category code. To meet statutory requirements, information on the general journal is sequenced as follows:

General Journal	Report Sequence
Detail mode, by object account	Report sequence: • Company • Period • G/L date • Object and subsidiary
Detail mode, by category code	Report sequence: • Company • Period • General ledger date • Category code value

Summary mode, by object account	Report sequence: • Company • Period • Object and subsidiary
Summary mode, by category code	Report sequence: • Company • Period • Category code value

Processing Options for G/J by Obj. Account or Cat. Code - Spain (R74S490)

Processing options enable you to specify the default processing for reports.

Report Detail

1. From Number Enter the from number to begin numbering the lines of the report. If you leave this processing option blank, the numbering will begin with 1.

2. From and To Fiscal Period/Year Specify the *from* period and fiscal year and the *to* period and fiscal year in which to show account balances in detail.

3. Summarized Transactions Specify whether to print summarized transaction. Values are:

Blank: Print detail transactions.

1: Print summarized transactions.

Category Code

1. Category Code Specify the category code that contains the alternate chart of accounts. The report prints the corresponding accounts. Valid category codes are 21–23. If you leave this processing option blank, the accounts that print on the report are based on the object.account.subsidiary values.

Currency

1. As-If Currency Specify an *as if* currency code in which to print amounts for this report. This processing option allows you to review amounts in a currency other than the currency in which they are stored. Only amounts associated with the AA ledger type are converted to the *as if* currency. If you enter an *as if* currency code, the decimal point for the journal entry currency must be the same as the decimal point for the *as if* currency.

If you leave this processing option blank, use the data selection to select only ledger types that use the same currency. Amounts do not print in an *as if* currency and the As If Currency column does not appear on the report.

2. As-Of Date Specify the date on which to retrieve the exchange rate for the *as if* currency from the F0015 table. If you enter a value for the As If Currency Code

processing option and leave this processing option blank, the system uses the current date.

R74S560 - (ESP) G/L by Obj. Account - Spain

The G/L by Obj. Account - Spain report includes detailed information about account transactions. You can use the report to:

- Review transactions within individual accounts.
- Research accounts that are out of balance.
- Verify account accuracy.

You also use this report to open and audit accounts with the same control totals as the journal report. The accounts and the totals are the basis of the trial balance.

In Spain, businesses use the G/L by Obj. Account - Spain report as a basis for:

- Internal auditing, as a control of account accuracy.
- External auditing by a third-party, such as a fiscal authority or auditing firm.

The report includes this information:

- Beginning and ending balances for each account.
- Transactions that are based on a period selection or a date range selection.
- Prior year-end balance or previous-period balance, depending on the transaction types that you select.
- Balance forward amount printed at the bottom of the page when a page break occurs within an account.
- Previous balance amount printed after a page break within an account.
- Option to omit account with zero balances.
- Option to print posted and unposted transactions.
- Detail information by subsidiary or by object account only.
- Totals by period and by account.

Accounts with the same object account but different business units are recognized as the same account for the report.

Businesses print the G/L by Obj. Account - Spain report at least once a year for all accounts, typically, at the end of the fiscal year. The total debits and credits that print on the report should equal the total debits and credits of the Trial Balance and G/L Registration reports.

Processing Options for G/L by Obj. Account - Spain (R74S560)

Processing options enable you to specify the default processing for reports.

Report Detail

1. From Period or Date Specify a from period or enter a from date to show account balances. For the from period, values are:

Blank: Year to date

1: Current period

2: Inception to date.

2. Thru Period Number/Fiscal Year or Date Specify a through period and fiscal year or enter or a through date.

Print

3. Units Enter *1* to print units or leave this processing option blank to print amounts only.

4. Balances Enter *1* to omit accounts without balances or leave this processing option blank to include accounts with balances.

5. Detail Information Enter *1* to show detail information by subsidiary or leave this processing option blank to show detail information by object account only.

6. Totals Enter *1* to create totals by company or leave this processing option to not create totals by company.

7. Model Business Unit Enter the model business unit to use for descriptions of the accounts. If you leave this processing option blank, the system uses the descriptions of the first account found.

Document

8. Ledger Type Enter a ledger type code or leave this processing option blank to specify ledger type AA (actual amounts).

9. Document Type Enter a document type to use if you entered a specific ledger type code or leave this processing option blank to include all document types.

10. Transactions Enter *1* to print posted and unposted transactions or leave this processing option blank to print only posted transactions.

Subledger

11. Subledger Enter a specific subledger or enter * to include all subledgers.

12. Subledger Type Enter a subledger type if you entered a specific subledger in the Subledger processing option.

Currency

13. Currency Code Enter a specific currency code or enter * for all currency codes.

Alternatively, specify an *as if* currency code in which to print amounts for this report. This processing option allows you to review amounts in a currency other than the currency in which they are stored. Only amounts associated with the AA ledger type are converted to the *as if* currency. Specify the date on which to retrieve the exchange rate for the *as if* currency from the F0015 table. If you enter a value for the As If Currency Code processing option and leave this processing option blank, the system uses the current date.

R74S570 - (ESP) T/B by Obj. Account

Businesses in Spain are required to submit a trial balance to the Spanish tax authority. The statutory trial balance must be organized and summarized by object account. Businesses often print the T/B by Obj. Account report to facilitate:

- Internal audits and verify one or more accounts.
- External audits as required by a fiscal authority or auditing firm.

You can print the T/B by Obj. Account report to review the total debit and credit amounts for each account in any given ledger. You can also find errors that cause the general ledger to be out of balance. Possible errors might include incorrect entries or missing transactions.

The T/B by Obj. Account report for Spain includes these features:

- Recognition of accounts with the same object account but different business units as the same account in the report.
- Information selection by a specific period and fiscal year, and for a specific level of detail.
- Ledger type selection.
- Selection of a specific business unit to retrieve the account descriptions.
- Optional totals by company.
- Option to include accounts with zero balances.

Processing Options for T/B by Obj. Account (R74S570)

Processing options enable you to specify the default processing for reports.

Report Period

1. Accounting Period and Fiscal Year Enter the accounting period and the fiscal year. If you leave these processing options blank, the system uses the period and fiscal year of the financial reporting date of the company.

Ledger Type

1. Ledger Type Enter up to three ledger types. If you leave all three processing options blank, the system uses ledger type AA.

Business Unit

1. Model Business Unit Enter the model business unit to be use for the account descriptions. If you leave this processing option blank, the transaction descriptions are used.

Zero Balance

1. Zero Balance Enter *1* to print accounts with zero balances or leave this processing option to not print them.

Totaling Level

Totaling Level Enter the 1–4 character totaling level for the account. For example, Totaling Level 2 = Class Total (1) and Sub-class Total (10).

If you leave this processing option blank, the system uses totaling level 2.

Mode

1. Report Mode Enter *1* to run the report in final mode or leave this processing option to run it in proof mode.

Note. You can run this report in final mode only once for the selected period and fiscal year. If you run the report again in final mode, the transactions will not appear.

Summarization

1. Summarization Enter *1* to summarize all subsidiary accounts into one object account. If you leave this processing option blank, subsidiary accounts are not summarized.

Currency

1. As-If Currency Specify an *as if* currency code in which to print amounts for this report. This processing option allows you to review amounts in a currency other than the currency in which they are stored.

If you leave this processing option blank, the company or transaction currency is used.

2. As-Of Date Specify the date on which to retrieve the exchange rate for the *as if* currency from the F0015 table. If you enter a value for the As If Currency Code processing option and leave this processing option blank, the system uses the current date.

R74U0137 - (GBR) End of Year Return CIS36

The End of Year Return CIS36 program generates an annual report that summarizes payments and deductions made during the tax year to all CIS subcontractors, regardless of the card or certificate that they hold. You can use the data selection to select subcontractors who hold specific cards or certificates, or you can select all subcontractors.

R74U137A - (GBR) End of Year Return CIS36 - CIS4

The End of Year Return CIS36 - CIS4 program generates an annual report that summarizes payments and deductions made during the tax year to CIS subcontractors who hold CIS4 registration cards.

R74U0137B - (GBR) End of Year Return CIS36 - CIS5

The End of Year Return CIS36 - CIS5 program generates an annual report that summarizes payments and deductions made during the tax year to CIS subcontractors who hold CIS5 construction tax certificates.

R74U0137C - (GBR) End of Year Return CIS36 - CIS6

The End of Year Return CIS36 - CIS6 program generates an annual report that summarizes payments and deductions made during the tax year to CIS subcontractors who hold CIS6 subcontractor tax certificates.

Processing Options for End of Year Return CIS36 (R74U0137, R74U0137A, R74U0137B, and R74U0137C)

Processing options enable you to specify the default processing for programs and reports.

Dates

1. Date - From and **2. Date - Thru** — Enter the beginning and ending dates in which to include data for the report in these processing options.

Process

1. Mode — Enter *1* to print the report in final mode or leave this processing option blank to print it in proof mode.

2. CIS Voucher Status — Enter the CIS voucher status.

R76321B - (BRA) Transaction Journal

To comply with specific Brazilian legal requirements and business practices, companies must keep detailed records of all transactions. The Brazilian government can audit companies at any time to verify that commercial transactions are being performed within legal requirements.

The General Ledger (Livro Razo) and the Transaction Journal (Dirio Geral da Contabilidade) are two of the basic elements that companies are required to maintain and submit for auditing.

You print the Brazilian Transaction Journal to list and total all of the journal entries in the Journal Entry Book by company, day, and accounting period. The system prints an ending balance for each page and carries that balance forward to the next page so that each page of the journal can stand alone.

The Brazilian Transaction Journal report includes an opening statement (Termo de Abertura) for the first page and a closing statement (Termo de Encerramento) for the last page. The opening and closing statements include this company information:

- Purpose of the book.
- Number of the book.
- Number of pages.
- Business to which the book pertains.
- Business name.
- Business address.
- Number assigned to the business by the Junta Comercial.
- Taxpayer identification number.
- Company administrator and accountant authorization of the closing of the accounting period.

The statements also include information about the journal, such as the fiscal book number and the total number of pages.

Processing Options for Transaction Journal (R76321B)

Processing options enable you to specify the default processing for reports.

Print Options

1. Mode Enter 1 to run the report in final mode. The system updates the next number of the fiscal book that is based on the next numbers which you have set up for the company.

If you leave this processing option blank, the report does not update the page number.

2. Opening and Closing Statement Enter *1* to print Opening Statement and Closing Statement on the report. If you are running the report in final mode, you must enter *1* for this processing option.

3. Subledgers Enter *1* to print subledgers on the report.

4. JE Explanation Specify one of these values:

1: Print JE explanation 1

2: Print JE explanation 2

If you leave this processing option blank, both explanation 1 and explanation 2 print on the report.

5. Pages Enter the number of pages to include between the last page and Closing Statement.

6. Statement Codes Enter statement codes in the Opening and Closing processing options. Values are:

A: Opening statement codes (default).

E: Closing statement codes.

Dates

1. Report Date Enter the report (issue) date. If you leave this processing option blank, the system date is used. This date will be updated in the next numbers table if you run the report in final mode.

2. Beginning Date and **3. Ending Date** Enter the beginning and ending date to use for the transactions.

4. Reference Month and **5. Reference Year** Enter the reference month and year to print in the report header.

6. Suppress Printing Enter *1* to not print the transaction date in the report header or leave this processing option blank to print the transaction date.

Company

1. Company Enter the company to print in the report header. This processing option is required.

Book Code

1. Book Code Enter the book code or leave this processing option blank for DG.

R76B09410 - (BRA) Four Columns Trial Balance

The Four Column Trial Balance report is a balance report that prints debit and credit total amounts for each account. The debit/credit format is a legal requirement in Brazil and allows accountants and auditors to quickly locate the source of any discrepancies within a company's accounts.

The Four Column Trial Balance report uses information from the F0902 table, which includes fields for Amount Net Debit Posting 01 - Amount Net Debit Posting 14. The report includes these columns:

- Beginning Balance
- Total Debits
- Total Credits
- Actual Balance

You cannot change the data sequencing for this program.

Note. If you recently installed PeopleSoft EnterpriseOne 8.11 and you have not yet run the Four Column Trial Balance report, run the Repost Account Ledger program (R099102) to copy the existing debit amounts from the F0911 table to the F0902 table.

Processing Options for the Four Columns Trial Balance Report (R76B09410)

The processing options for the Four Column Trial Balance report are similar to those for other trial balance reports.

Period

1. Fiscal Year and **Period Number** For the fiscal year, specify the last two digits of the fiscal year, for example, enter 07 for 2007. If you complete the Fiscal Year processing option, you must also complete the Period Number processing option.

For the period number, specify the period. If you complete the Period Number processing option, you must also complete the Fiscal Year processing option.

Print

Print Specify whether to include accounts with zero balances for the specified period. Values are:

Blank. Include accounts with zero balances.

1: Do not include accounts with zero balances.

Accounts that are assigned a posting edit code N print even when you set this processing option to *1*. Accounts that are assigned a posting edit code N are header accounts, which do not have balances.

LOD

Level of Detail Specify the lowest level of detail (3–9) to print on the report. For example, if you specify level 7 as the lowest level and your chart of accounts includes levels 8 and 9, level 7 will include the totals for accounts with level 8 and 9 amounts, but the system will not print the detail for levels 8 and 9. If your chart of accounts skips levels, the system might produce inaccurate results when it rolls up detail levels.

Alternatively, you can leave this processing option blank to print all levels of detail on the report.

Ledger

Ledger Type Specify the type of ledger. Enter a value from UDC table 09/LT. If you do not complete this processing option, the system prints amounts for ledger type AA.

If you specify the CA ledger type and the CA ledger type includes amounts for multiple currencies, the totals will be meaningless.

Currency

Currency Code Specify the currency that the system includes in the report when you post account balances by currency. To limit the report to amounts for a specific currency code, enter the code for the currency. The value that you enter must exist in the F0013 table. To include amounts for all currencies, enter *.

Leave this processing option blank if you do not post balances by currency.

R76B420 - (BRA) General Ledger

To comply with specific Brazilian legal requirements and business practices, companies must keep detailed records of all transactions. The Brazilian government can audit companies at any time to verify that commercial transactions are being performed within legal requirements.

The General Ledger (Livro Razo) and the Transaction Journal (Dirio Geral da Contabilidade) are two of the basic elements that companies are required to maintain and submit for auditing.

You can print the General Ledger report to list all transactions by company and general ledger account for a specific accounting period. The report includes all general ledger accounts with a posting edit code, even if the amount for the account is zero. In addition, the report includes totals by transaction, period, account, and company. If the list of transactions for an account is interrupted by a page break, the system prints an ending balance on the page and continues on the next page with a balance carried forward amount.

Processing Options for G/L by Business Unit (R76B420)

Processing options enable you to specify the default processing for reports.

From/Thru Date

1. From Period/Date Specify a from period or enter a from date in which to begin printing account balances in detail. For a from period, values are:

0: Year to date.

1: Current period.

2: Inception to date.

2. Thru Fiscal Year/Period or Thru Date Specify a through fiscal year and fiscal period or enter a through date in which to print account balances in detail. for which the account balances are to be shown in detail.

Print

1. Account Number Specify one of these account formats to use to print account numbers on the report:

1: Account number (default).

2: Short account ID.

3: Unstructured account.

2. Print Units (FUTURE) Reserved for future use.

3. New Page Enter *1* to skip to a new page when a new business unit is printed or leave this processing option blank to print without page breaks.

4. Omit Accounts Enter *1* omit accounts that have no balance or detail for the selected period to print on the report.

Document

1. Ledger Type Enter a ledger type code from UDC table 09/LT or leave this processing option blank to include ledger type AA.

2. Document Type (FUTURE) Reserved for future use.

3. Posted/Unposted Enter *1* to print both posted and unposted transactions or leave this processing option blank to print only posted transactions.

Subledger

1. Subledger and **2. Subledger Type** Enter a specific subledger or enter * to print include all subledgers. If you enter a specific subledger, you must also enter a subledger type.

3. Print Subledger Enter *1* to print the subledger on the report or leave this processing option blank if you do not want subledger to print.

Currency

1. Currency Code (FUTURE) Reserved for future use.

Summary

1. Summary Specify a specific business unit type for object range summarization or enter + to include all types or * to include all non-blank types.

2. Business Unit Type Enter a beginning and an ending object for the object account range for account summarization.

Date Order

1. Date Order Enter *1* to print detail information in ascending date order or leave this processing option blank to print in descending date order.

Company

1. Company Number Enter a company number to print for each page heading.

R76H9001 - (CHL and PER) Balance by Object Account

This report shows debit and credit balances from the F76H902T table. Information in this table is updated when you update the F0902 table.

Processing Options for Balance by Object Account (R76H9001)

Use these processing options to specify how to print cost centers, the level of detail in which to summarize balances, the process method, and so on.

Process

1. Cost Center Specify how to print cost centers. Values are:

Blank: Print detail by cost center.

1: Print all of the cost centers for a legal company and print summary information for the object and subsidiary account.

2. Level of Detail Specify the level of detail. The system summarizes all general ledger balances by the account level of detail specified. Values are 3–9. The default value is 9.

3. Legal Company Specify the company number in which to retrieve general ledger balances.

4. Process Method Specify the process method. Values are:

Blank: Print asset and liabilities according to the operation sign. Asset accounts appear with a positive sign in the Asset column and liabilities appear with a negative sign in the Liability column.

A: Print asset accounts in the Asset column and liability accounts in the Liability column according to AAI items GLG2 (Beginning Assets) and GLG3 (Beginning Liabilities).

5. Mode Specify the processing mode in which to run the report. Values are:

Blank: Proof (trial) mode.

1: Final mode.

6. Business Unit Specify the business unit in which to print object and subsidiary accounts.

Ledger Type Specify the ledger type code from the UDC table 76H/XX (76H is the product code, and XX is the user-defined code). The system uses LL (ledger types to process) as the default value.

Category Code Specify the category code (UDC table 09/21–09/23) in which to group the general ledger accounts. The category code description appears on the report instead of the general ledger account.

If you leave this processing option blank, balances are grouped by object and subsidiary account.

Print Options

Document Type Specify the document type to use to retrieve the next number by company. The document type must exist in UDC table 00/DT. The system uses next numbers by company and document type to assign the page number on the report.

If you leave this processing option blank, no page number is assigned.

Print Report Title Specify whether to print the report title.

Blank: Print the report title. The system uses the titles from the Report Title and Report Title Continuation processing options.

1: Do not print the report title.

Report Title Enter the report title that you want to appear in the report heading.

Report Title Continuation Enter the remainder of the report title, if applicable.

Legal Company Information Specify whether to print legal company information.

Blank: Print the legal company information on the report. The system uses the legal company information from the Address Book system, which includes registered name, address, company's line of business, agents, and representatives.

1: Do not print the legal company information on the report.

Accounts with Zero Amounts Specify whether to print accounts with zero amounts.

Blank: Do not print accounts with zero amounts.

1: Print accounts with zero amounts.

2: Do not print accounts with zero amounts and with the same level of detail that is specified in the Level of Detail processing option.

Dates

Period Number Specify the tax period to print on the report.

Fiscal Year Specify the fiscal year to print on the report.

R76C0911 - (COL) General Journal by Category Code 21, 22, 23

These reports print balance information for category 21, 22, and 23, which are useful for statutory accounting.

Processing Options for General Journal by Category Code 21, 22, 23 (R76C0911)

Set the processing options for the General Journal by Category Code 21, General Journal by Category Code 22, or General Journal by Category Code 23.

Dates

Dates From and **Dates To** Enter the date range in which to print transactions.

Cat. Code

Category Code Enter the category code *21*, *22*, or *23*in which the PUC is specified.

R76C0911A - (COL) General Ledger with Total by Object Account

This report prints a daily book that has been developed according to the DIAN reports requirements.

Processing Options for General Ledger with Total by Object Account (R76C0911A)

Set these processing options for the General Ledger with Total by Object Account.

Dates

Dates From and **Dates To** Enter the date range in which to print transactions.

R76C094 - (COL) Inventory and Balance Sheet by Category Code

To ensure that accounts without balances do not print on the Inventory and Balance Sheet by Object Account report, enter *N*(inactive PUC accounts) in the Description 02 field of the code in UDC table 09/21.

Before you run this report, run these required programs from Fiscal Books by Category Code (G76C151):

- Update Level in Category Code program (R76C0907) from Fiscal Books by Category Code (G76C151).

  This program updates the detail level of the accounts in category code 13 from UDC table 09/13 to generate reports by category code. Running the update program makes the Inventory and Balance Sheet by Object Account report process faster. This update program might take several hours to process records.

- Data File Generation A/P program (R04901A).

  In the processing options, enter the as of date in which you will run the Inventory and Balance Sheet by Object Account report.

- Data File Generation A/R program (R76C03B11).

  In the processing options, enter the as of date in which you will run the Inventory and Balance Sheet by Object Account report.

Processing Options for Inventory and Balance Sheet by Category Code (R76C094)

Set these processing options for the Inventory and Balance Sheet by Object Account report.

Period

1. Period Enter the fiscal year and period number to generate the report. These dates must match the dates entered for the Data File Generation A/R and Data File Generation A/P programs.

Print Options

For these processing options, values are:

Blank: Print.

1: Do not print.

1. Zero Accounts Specify whether to print active accounts with zero amounts.

2. A/P Third Party (accounts payable third party) Specify whether to generate detailed balances by accounts payable subledger. Values are:

Blank: Generate.

1: Do not generate.

3. A/R Third Party Specify whether to generate detailed balances by accounts receivable subledger. Values are

Blank: Generate.

1: Do not generate.

4. Other Third Party Specify whether to print the subledger for accounts different from accounts payable and accounts receivable. If you leave this field blank, the system generates detailed information by subledger.

Level

1. Level of Detail Enter the detail level for category code 21 for which inventory and balance report generation is required. If you leave this processing option blank, the system prints all levels.

Ledger

1. Ledger Type Enter the ledger type from UDC table 09/LT in which to generate the report. If you generate more than one ledger type (book), separate the ledgers with a comma.

If you leave this processing option blank, the system uses ledger type AA.

Cat Code

PUC Category Code - Colombia Enter the category code (*21*) from which information is retrieved for the report.

Category Code used for PUC levels - Colombia Enter *13* for this processing option. This value is required. It corresponds to category code 09/13 and contains PUC level accounts, which are updated by the Update Level in Category Code programs.

R76C094B - (COL) Inventory and Balance Sheet by Object Account

This report generates the inventory and balance fiscal book by object account.

Processing Options for Inventory and Balance Sheet by Object Account (R76C094B)

The processing options for this report are the same as those for the Inventory and Balance Sheet by Category Code report.

See Appendix F, "PeopleSoft EnterpriseOne General Accounting Reports," Processing Options for Inventory and Balance Sheet by Category Code (R76C094), page 659.

R76C0941 - (COL) Trial Balance by Category Code

This report prints if the PUC is assigned category code 21, 22, or 23 in the chart of accounts.

Processing Options for Trial Balance by Category Code (R76C0941)

Set these processing options for the Trial Balance by Category Code report.

Period

1. Fiscal Year and Period Number Enter the fiscal year and period number in which to generate the report.

1. Level

Printing Level Specify the account level of detail for category code 21. Ensure that you associate a level to the category code to print header and total lines.

If you leave this processing option blank, the system prints all levels.

Ledger

1. Ledger Types Enter the ledger type from UDC table 09/LT in which to generate the report. If you generate more than one ledger type (book), separate the ledgers with a comma.

If you leave this processing option blank, the system uses ledger type AA.

Cat Code

PUC Category Code - Colombia Enter the category code (*21*) from which information is retrieved for the report.

Category Code used for PUC levels - Colombia Enter *13* for this processing option. This value is required. It corresponds to category code 09/13 and contains PUC level accounts, which are updated by the Update Level in Category Code programs.

R76C09411 - (COL) Debits and Credits T/B by Object Account

This general ledger report is organized by object account and has been developed according to DIAN reports requirements. The PUC is specified in the object account.

Review the data selection for this report to ensure that it corresponds to the processing options that you set for the report. For the process number, specify the next number from UDC table 76C/02.

Processing Options for Debits and Credits T/B by Object Account (R76C09411)

The processing options for this report are the same as those for the Trial Balance Report (R09410), except for the additional processing options described in this section.

See Appendix F, "PeopleSoft EnterpriseOne General Accounting Reports," Processing Options for Trial Balance Report (R09410), page 612.

Process

1. Regenerate F76C0902 Enter *1* to regenerate the F76C0902 table and print the report with a new data selection. If you enter any other value, the report does not regenerate the table.

2. Company Specify the company in which to generate the report. If you leave this processing option blank, the report includes all companies (consolidation).

3. Purge Files Specify whether to purge tables for the company specified in the Company processing option. Values are:

Blank: Do not purge tables

1: Purge tables.

Group

1. Group Specify how to group the report. Values are:

1: Group by business unit

2: Group by company

3: Group all companies

Title

1. Optional Report Title Enter a title for the report in the processing options for Line 1 and Line 2.

Version

1. Version Enter the version for the R76C0902A

R76C094211 - (COL) G/L with Subledger Totals

This report prints only subledgers with activity during the period you specify in the processing options.

Processing Options for G/L with Subledger Totals (R76C094211)

Set these processing options for the G/L with Subledger Totals report.

Ledger Type

Ledger Type I, Ledger Type II, Ledger Type III, and **Ledger Type IV** Specify a ledger type from UDC table 09/LT. You can specify up to four ledger types.

Subledger

Subledger Specify the general ledger subledger. If you leave this processing option blank, the system uses * for all subledgers.

R76C9422 - (COL) G/L by Object Account with Subledger Total

This report prints a general ledger with subledger totals for active subledgers for the period specified in the processing options. The report includes previous balances by subledger. The report has been developed according to the DIAN reports requirements.

Processing Options for G/L by Object Account with Subledger Total (R76C9422)

Set these processing options for the G/L by Object Account with Subledger Total report.

Content

1. Report Content Specify the transactions to show in detail (not summarized as a balance forward). Values are:

0: Year to date.

1: Current period.

2: Inception to date.

3: Period Range. (You must enter dates in the second processing on the Dates tab.

Dates

1. Fiscal Year and Period Enter the fiscal year and period for which the general ledger is to be prepared. If you leave this processing option blank, the system uses the financial reporting year and period for the company.

2. Fiscal Year and Period Enter the fiscal year and period number if the Report Content processing option is *3*.

Print

1. Account Format Specify the account number to print.

1: Account number.

2: Short account ID.

3: Unstructured account.

2. Print Units Specify whether to print units. Values are:

Blank: Do not print units. (Print amounts only.)

1: Print units.

3. Omit Zero Balance Specify whether to include accounts that have no balance and no detail for the specified period. Values are:

Blank: Include accounts.

1: Omit accounts.

Document

1. Document Type Specify whether to include a document type if a specific ledger is used. If you leave this processing option blank, all document types are included.

2. Subledger Enter a specific subledger or enter * for all subledgers.

3. Subledger Type Enter the subledger type if you entered a specific subledger in the Subledger processing option.

Currency

1. Currency Code Enter a specific currency code or enter * for all currency codes.

Ledger Type

1. Ledger Types Enter the ledger types to print on the report. If you leave the first processing option blank, the system uses ledger type AA.

Enter values for the three remaining Ledger Type processing options, if applicable.

R76H9003 - (CHL and PER) Print G/L Journal and Assign Legal Number

Before you print this report, you can access the information online. Select General Accounting (G76H09) or General Accounting (G76P09), Journal Entries Inquiry by Legal. Number.

This form displays the initial legal number for the company by fiscal year. When you run the Print G/L Journal and Assign Legal Number report, this number appears on the report. The Debit and Credit balances that appear on the form are the accumulated balances for the corresponding period. When you run the Print G/L Journal and Assign Legal Number report, these amounts appear on the report. You can modify them manually on the form, if necessary.

Processing Options for Print G/L Journal and Assign Legal Number (R76H9003)

Use these processing options to specify the processing mode, the document type to use for page numbers on the report, and so on.

Mode

Mode Specify the processing mode in which to run the report. Values are:

Blank: Proof mode. The system starts the page numbering with 1.

1: Final mode. The system uses the next number of the company and document type for the page number

Print Options

1. Document Type Specify the document type to use to retrieve the next number by company. The document type must exist in UDC table 00/DT. The system uses next numbers by company and document type to assign the page number on the report.

If you leave this processing option blank, no page number is assigned.

2. Print Report Title Specify whether to print the report title.

Blank: Print the report title. The system uses the titles from the Report Title and Report Title Continuation processing options.

1: Do not print the report title.

3. Report Title Enter the report title that you want to appear in the report heading.

4. Report Title Continuation Enter the remainder of the report title, if applicable.

Dates

1. From Date and **2. Thru Date** Specify the beginning and ending dates in which to print detailed journal entries for this report.

Company

1. Legal Company Specify the company number in which to retrieve general ledger balances. If you leave this processing option blank, the system uses company 00000.

2. Ledger Type Specify the ledger type code from the UDC table 76H/XX (76H is the product code, and XX is the user-defined code). The system uses LL (Ledger types to process) as the default value.

Options

1. Account Number Category Code Specify the account number category code to print on the report. Values are *21*, *22*, and *23*.

If you leave this processing option blank, the system prints the account number.

Adjustments

1. Adjustment Registration Date Specify a registration date to use for the report. If you leave this processing option blank, the system uses the general ledger date of the adjustment.

2. Registration Entry Specify how the system determines the next available registration number for adjustments. Values are:

Blank: Use the fiscal year from the registration date in the Adjustment Registration Date processing option.

1: Use the fiscal year from the general ledger date of the adjustment. This value is not recommended.

Currency

1. As if Currency Specify the currency code to use for *as if* currency reporting. Use this processing option to convert and print amounts in a currency different from the currency in which they were originally entered. If you leave this processing option blank, amounts print in the domestic currency of the company.

2. As if Date Enter the *as if* date to use to retrieve the exchange rate for the currency specified in the As if Currency processing option.

If you leave this processing option blank, the system uses the system date to retrieve the exchange rate.

R76H9005 - (CHL and PER) Print Number (folio) Blank Pages

The decimal position for amounts that appear on this general ledger legal report are defined for each currency in the Designate Currency Codes program (P0013). You can print unique page numbers for all reports or unique page numbers for individual reports and, if necessary, you can print page numbers on blank pages. Do not enter data selection.

Processing Options for Print Number (folio) Blank Pages (R76H9005)

Use these processing options to specify information such as company, from where to retrieve the initial page number, and information to include in the report heading.

General

1. Legal Company Specify the company number in which to retrieve the transactions.

2. Document Type Specify the document type to use to retrieve the next number by company. The document type must exist in UDC table 00/DT. The system uses next numbers by company and document type to assign the page number on the report.

If you leave this processing option blank, the number specified in the Initial Number processing option is used as the initial page number.

3. Initial Number Enter the initial page number to use. Ensure that the Document Type processing option is blank.

If you leave this processing option blank, the system uses next numbers by company for the document type specified in the Document Type processing option.

Printing

1. Pages Quantity Specify the number of pages to print.

2. Titles Specify whether to print the report title.

Blank: Print the report title. The system uses the titles from the Legal Company Information and Report Title processing options.

1: Do not print the report title.

3. Legal Company Information

Specify whether to print legal company information.

Blank: Print the legal company information on the report. The system uses the legal company information from the Address Book system, which includes registered name, address, company's line of business, agents, and representatives.

1: Do not print the legal company information on the report.

4. Report Title

Enter the report title to appear in the report heading.

5. Report Title Continuation

Enter the remainder of the report title, if applicable.

R76H9421 - (CHL and PER) Account Ledger by Object Account

This report uses the standard processing options available for the General Ledger by Object Account report as well as specific processing options for localization. Versions exist for each category code (21–23).

Data Selection and Sequence for Account Ledger by Object Account (R76H9421)

Data selection is by general ledger accounts with the category code specified in the version. Data sequence is by legal company, category code, and general ledger account ID.

Processing Options for Account Ledger by Object Account (R76H9421)

These processing options are specific for localizations.

Localization options

1. Document Type

Specify the document type to use to retrieve the next number by company. The document type must exist in UDC table 00/DT. The system uses next numbers by company and document type to assign the page number on the report.

If you leave this processing option blank, no page number is assigned.

2. Print Report Title

Specify whether to print the report title.

Blank: Print the report title. The system uses the titles from the Report Title and Report Title Continuation processing options.

1: Do not print the report title.

3. Report Title

Enter the report title that you want to appear in the report heading.

4. Report Title Continuation

Enter the remainder of the report title, if applicable.

5. Legal Company Information

Specify whether to print the legal company information in the heading of the report.

Blank: Print the legal company information in the heading of the report. The system uses the legal company information from the Address Book system, which includes registered name, address, company's line of business, agents, and representatives.

1: Do not print the legal company information in the heading on the report.

Legal Company Specify the company number in which to retrieve the transactions.

Mode Specify the processing mode in which to run the report. Values are:

Blank: Proof mode. The system starts the page numbering with 1.

1: Final mode. The system uses the next number of the company and document type for the page number

R76P9470 - (CHL and PER) Account Ledger by Category Code

This report uses the standard processing options available for the General Ledger by Object Account report as well as specific processing options for localization.

Processing Options for Account Ledger by Category Code (R76P9470)

These processing options are specific for localizations.

Localization

1. Document Type Specify the document type to use to retrieve the next number by company. The document type must exist in UDC table 00/DT. The system uses next numbers by company and document type to assign the page number on the report.

If you leave this processing option blank, no page number is assigned.

2. Print Report Title Specify whether to print the report title.

Blank: Print the report title. The system uses the titles from the Report Title and Report Title Continuation processing options.

1: Do not print the report title.

3. Report Title Enter the report title that you want to appear in the report heading.

4. Report Title Continuation Enter the remainder of the report title, if applicable.

5. Legal Company Information Enter the legal company.

6. Legal Company Specify whether to print the legal company information in the heading of the report.

Blank: Print the legal company information in the heading of the report. The system uses the legal company information from the Address Book system, which includes registered name, address, company's line of business, agents, and representatives.

1: Do not print the legal company information in the heading on the report.

Glossary of PeopleSoft Terms

activity A scheduling entity in PeopleSoft EnterpriseOne Form Design Aid that represents a designated amount of time on a calendar.

activity rule The criteria by which an object progresses from one given point to the next in a flow.

add mode A condition of a form that enables users to input data.

Advanced Planning Agent (APAg) A PeopleSoft EnterpriseOne tool that can be used to extract, transform, and load enterprise data. APAg supports access to data sources in the form of rational databases, flat file format, and other data or message encoding, such as XML.

application server A server in a local area network that contains applications shared by network clients.

as if processing A process that enables you to view currency amounts as if they were entered in a currency different from the domestic and foreign currency of the transaction.

alternate currency A currency that is different from the domestic currency (when dealing with a domestic-only transaction) or the domestic and foreign currency of a transaction.

In PeopleSoft EnterpriseOne Financial Management, alternate currency processing enables you to enter receipts and payments in a currency other than the one in which they were issued.

as of processing A process that is run as of a specific point in time to summarize transactions up to that date. For example, you can run various PeopleSoft EnterpriseOne reports as of a specific date to determine balances and amounts of accounts, units, and so on as of that date.

back-to-back process A process in PeopleSoft EnterpriseOne Workflow Management that contains the same keys that are used in another process.

batch processing A process of transferring records from a third-party system to PeopleSoft EnterpriseOne.

In PeopleSoft EnterpriseOne Financial Management, batch processing enables you to transfer invoices and vouchers that are entered in a system other than EnterpriseOne to PeopleSoft EnterpriseOne Accounts Receivable and PeopleSoft EnterpriseOne Accounts Payable, respectively. In addition, you can transfer address book information, including customer and supplier records, to PeopleSoft EnterpriseOne.

batch server A server that is designated for running batch processing requests. A batch server typically does not contain a database nor does it run interactive applications.

batch-of-one immediate A transaction method that enables a client application to perform work on a client workstation, then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks.

See also direct connect and store-and-forward.

business function A named set of user-created, reusable business rules and logs that can be called through event rules. Business functions can run a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the application programming interfaces (APIs) that enable them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through

	event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.
business function event rule	See named event rule (NER).
business view	A means for selecting specific columns from one or more PeopleSoft EnterpriseOne tables whose data is used in an application or report. A business view does not select specific rows, nor does it contain any actual data. It is strictly a view through which you can manipulate data.
central objects merge	A process that blends a customer's modifications to the objects in a current release with objects in a new release.
central server	A server that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers. In a typical PeopleSoft EnterpriseOne installation, the software is loaded on to one machine—the central server. Then, copies of the software are pushed out or downloaded to various workstations attached to it. That way, if the software is altered or corrupted through its use on workstations, an original set of objects (central objects) is always available on the central server.
charts	Tables of information in PeopleSoft EnterpriseOne that appear on forms in the software.
connector	Component-based interoperability model that enables third-party applications and PeopleSoft EnterpriseOne to share logic and data. The PeopleSoft EnterpriseOne connector architecture includes Java and COM connectors.
contra/clearing account	A general ledger account in PeopleSoft EnterpriseOne Financial Management that is used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations in PeopleSoft EnterpriseOne General Accounting.
Control Table Workbench	An application that, during the installation Workbench processing, runs the batch applications for the planned merges that update the data dictionary, user-defined codes, menus, and user override tables.
control tables merge	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
cost assignment	The process in PeopleSoft EnterpriseOne Advanced Cost Accounting of tracing or allocating resources to activities or cost objects.
cost component	In PeopleSoft EnterpriseOne Manufacturing Management, an element of an item's cost (for example, material, labor, or overhead).
cross segment edit	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
currency restatement	The process of converting amounts from one currency into another currency, generally for reporting purposes. You can use the currency restatement process, for example, when many currencies must be restated into a single currency for consolidated reporting.
database server	A server in a local area network that maintains a database and performs searches for client computers.
Data Source Workbench	An application that, during the Installation Workbench process, copies all data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System-release number data source. It also updates the Data Source Plan detail record to reflect completion.

date pattern A calendar that represents the beginning date for the fiscal year and the ending date for each period in that year in standard and 52-period accounting.

denominated-in currency The company currency in which financial reports are based.

deployment server A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.

detail information Information that relates to individual lines in PeopleSoft EnterpriseOne transactions (for example, voucher pay items and sales order detail lines).

direct connect A transaction method in which a client application communicates interactively and directly with a server application.

See also batch-of-one immediate and store-and-forward.

Do Not Translate (DNT) A type of data source that must exist on the iSeries because of BLOB restrictions.

dual pricing The process of providing prices for goods and services in two currencies.

edit code A code that indicates how a specific value for a report or a form should appear or be formatted. The default edit codes that pertain to reporting require particular attention because they account for a substantial amount of information.

edit mode A condition of a form that enables users to change data.

edit rule A method used for formatting and validating user entries against a predefined rule or set of rules.

Electronic Data Interchange (EDI) An interoperability model that enables paperless computer-to-computer exchange of business transactions between PeopleSoft EnterpriseOne and third-party systems. Companies that use EDI must have translator software to convert data from the EDI standard format to the formats of their computer systems.

embedded event rule An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field based on a processing option value, and calling a business function. Contrast with the business function event rule.

Employee Work Center A central location for sending and receiving all PeopleSoft EnterpriseOne messages (system and user generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages.

enterprise server A server that contains the database and the logic for PeopleSoft EnterpriseOne or PeopleSoft World.

EnterpriseOne object A reusable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects.

EnterpriseOne process A software process that enables PeopleSoft EnterpriseOne clients and servers to handle processing requests and run transactions. A client runs one process, and servers can have multiple instances of a process. PeopleSoft EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes don't have to wait if the server is particularly busy.

Environment Workbench An application that, during the Installation Workbench process, copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System-release number data source. It also updates the Environment Plan detail record to reflect completion.

escalation monitor A batch process that monitors pending requests or activities and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.

event rule A logic statement that instructs the system to perform one or more operations based on an activity that can occur in a specific application, such as entering a form or exiting a field.

facility An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. A facility is sometimes referred to as a *business unit* .

fast path A command prompt that enables the user to move quickly among menus and applications by using specific commands.

file server A server that stores files to be accessed by other computers on the network. Unlike a disk server, which appears to the user as a remote disk drive, a file server is a sophisticated device that not only stores files, but also manages them and maintains order as network user request files and make changes to these files.

final mode The report processing mode of a processing mode of a program that updates or creates data records.

FTP server A server that responds to requests for files via file transfer protocol.

header information Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.

interface table See Z tables.

integration server A server that facilitates interaction between diverse operating systems and applications across internal and external networked computer systems.

integrity test A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interoperability model A method for third-party systems to connect to or access PeopleSoft EnterpriseOne.

in-your-face-error In PeopleSoft EnterpriseOne, a form-level property which, when enabled, causes the text of application errors to appear on the form.

IServer service Developed by PeopleSoft, this internet server service resides on the web server and is used to speed up delivery of the Java class files from the database to the client.

jargon An alternative data dictionary item description that PeopleSoft EnterpriseOne or People World displays based on the product code of the current object.

Java application server A component-based server that resides in the middle-tier of a server-centric architecture. This server provides middleware services for security and state maintenance, along with data access and persistence.

JDBNET A database driver that enables heterogeneous servers to access each other's data.

JDEBASE Database Middleware A PeopleSoft proprietary database middleware package that provides platform-independent APIs, along with client-to-server access.

JDECallObject An API used by business functions to invoke other business functions.

jde.ini A PeopleSoft file (or member for iSeries) that provides the runtime settings required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine running PeopleSoft EnterpriseOne. This includes workstations and servers.

JDEIPC Communications programming tools used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.

jde.log The main diagnostic log file of PeopleSoft EnterpriseOne. This file is always located in the root directory on the primary drive and contains status and error messages from the startup and operation of PeopleSoft EnterpriseOne.

JDENET PeopleSoft proprietary communications middleware package. This package is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all PeopleSoft EnterpriseOne supported platforms.

Location Workbench An application that, during the Installation Workbench process, copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the System data source.

logic server A server in a distributed network that provides the business logic for an application program. In a typical configuration, pristine objects are replicated on to the logic server from the central server. The logic server, in conjunction with workstations, actually performs the processing required when PeopleSoft EnterpriseOne and World software runs.

MailMerge Workbench An application that merges Microsoft Word 6.0 (or higher) word-processing documents with PeopleSoft EnterpriseOne records to automatically print business documents. You can use MailMerge Workbench to print documents, such as form letters about verification of employment.

master business function (MBF) An interactive master file that serves as a central location for adding, changing, and updating information in a database. Master business functions pass information between data entry forms and the appropriate tables. These master functions provide a common set of functions that contain all of the necessary default and editing rules for related programs. MBFs contain logic that ensures the integrity of adding, updating, and deleting information from databases.

master table See published table.

matching document A document associated with an original document to complete or change a transaction. For example, in PeopleSoft EnterpriseOne Financial Management, a receipt is the matching document of an invoice, and a payment is the matching document of a voucher.

media storage object Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.

message center A central location for sending and receiving all PeopleSoft EnterpriseOne messages (system and user generated), regardless of the originating application or user.

messaging adapter An interoperability model that enables third-party systems to connect to PeopleSoft EnterpriseOne to exchange information through the use of messaging queues.

messaging server A server that handles messages that are sent for use by other programs using a messaging API. Messaging servers typically employ a middleware program to perform their functions.

named event rule (NER) Encapsulated, reusable business logic created using event rules, rather that C programming. NERs are also called business function event rules. NERs can be reused in multiple places by multiple programs. This modularity lends itself to streamlining, reusability of code, and less work.

nota fiscal In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.

nota fiscal factura In Brazil, a nota fiscal with invoice information.

See also *nota fiscal.*

Object Configuration Manager (OCM) In PeopleSoft EnterpriseOne, the object request broker and control center for the runtime environment. OCM keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, OCM directs access to it using defaults and overrides for a given environment and user.

Object Librarian A repository of all versions, applications, and business functions reusable in building applications. Object Librarian provides check-out and check-in capabilities for developers, and it controls the creation, modification, and use of PeopleSoft EnterpriseOne objects. Object Librarian supports multiple environments (such as production and development) and enables objects to be easily moved from one environment to another.

Object Librarian merge A process that blends any modifications to the Object Librarian in a previous release into the Object Librarian in a new release.

Open Data Access (ODA) An interoperability model that enables you to use SQL statements to extract PeopleSoft EnterpriseOne data for summarization and report generation.

Output Stream Access (OSA) An interoperability model that enables you to set up an interface for PeopleSoft EnterpriseOne to pass data to another software package, such as Microsoft Excel, for processing.

package EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where on the deployment server the installation program can find them. It is point-in-time snap shot of the central objects on the deployment server.

package build A software application that facilitates the deployment of software changes and new applications to existing users. Additionally, in PeopleSoft EnterpriseOne, a package build can be a compiled version of the software. When you upgrade your version of the ERP software, for example, you are said to take a package build.

Consider the following context: “Also, do not transfer business functions into the production path code until you are ready to deploy, because a global build of business functions done during a package build will automatically include the new functions.” The process of creating a package build is often referred to, as it is in this example, simply as “a package build.”

package location The directory structure location for the package and its set of replicated objects. This is usually \\deployment server\release\path_code\package\package name. The subdirectories under this path are where the replicated objects for the package are placed. This is also referred to as where the package is built or stored.

Package Workbench An application that, during the Installation Workbench process, transfers the package information tables from the Planner data source to the System-release number data source. It also updates the Package Plan detail record to reflect completion.

PeopleSoft Database See JDEBASE Database Middleware.

planning family A means of grouping end items whose similarity of design and manufacture facilitates being planned in aggregate.

preference profile The ability to define default values for specified fields for a user-defined hierarchy of items, item groups, customers, and customer groups.

print server The interface between a printer and a network that enables network clients to connect to the printer and send their print jobs to it. A print server can be a computer, separate hardware device, or even hardware that resides inside of the printer itself.

pristine environment A PeopleSoft EnterpriseOne environment used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so that you can compare pristine objects that you modify.

processing option A data structure that enables users to supply parameters that regulate the running of a batch program or report. For example, you can use processing options to specify default values for certain fields, to determine how information appears or is printed, to specify date ranges, to supply runtime values that regulate program execution, and so on.

production environment A PeopleSoft EnterpriseOne environment in which users operate EnterpriseOne software.

production-grade file server A file server that has been quality assurance tested and commercialized and that is usually provided in conjunction with user support services.

program temporary fix (PTF) A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or disks.

project In PeopleSoft EnterpriseOne, a virtual container for objects being developed in Object Management Workbench.

promotion path The designated path for advancing objects or projects in a workflow. The following is the normal promotion cycle (path):

11>21>26>28>38>01

In this path, *11* equals new project pending review, *21* equals programming, *26* equals QA test/review, *28* equals QA test/review complete, *38* equals in production, *01* equals complete. During the normal project promotion cycle, developers check objects out of and into the development path code and then promote them to the prototype path code. The objects are then moved to the productions path code before declaring them complete.

proxy server A server that acts as a barrier between a workstation and the internet so that the enterprise can ensure security, administrative control, and caching service.

published table Also called a master table, this is the central copy to be replicated to other machines. Residing on the publisher machine, the F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.

publisher The server that is responsible for the published table. The F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.

pull replication One of the PeopleSoft methods for replicating data to individual workstations. Such machines are set up as pull subscribers using PeopleSoft EnterpriseOne data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the F98DRPCN table.

QBE An abbreviation for query by example. In PeopleSoft EnterpriseOne, the QBE line is the top line on a detail area that is used for filtering data.

real-time event A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and to provide notification to third-party software, end users, and other PeopleSoft systems that have requested notification when certain transactions occur.

refresh A function used to modify PeopleSoft EnterpriseOne software, or subset of it, such as a table or business data, so that it functions at a new release or cumulative update level, such as B73.2 or B73.2.1.

replication server A server that is responsible for replicating central objects to client machines.

quote order In PeopleSoft EnterpriseOne Procurement and Subcontract Management, a request from a supplier for item and price information from which you can create a purchase order.

	In PeopleSoft EnterpriseOne Sales Order Management, item and price information for a customer who has not yet committed to a sales order.
selection	Found on PeopleSoft menus, a selection represents functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
Server Workbench	An application that, during the Installation Workbench process, copies the server configuration files from the Planner data source to the System-release number data source. It also updates the Server Plan detail record to reflect completion.
spot rate	An exchange rate entered at the transaction level. This rate overrides the exchange rate that is set up between two currencies.
Specification merge	A merge that comprises three merges: Object Librarian merge, Versions List merge, and Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification	A complete description of a PeopleSoft EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
Specification Table Merge Workbench	An application that, during the Installation Workbench process, runs the batch applications that update the specification tables.
store-and-forward	The mode of processing that enables users who are disconnected from a server to enter transactions and then later connect to the server to upload those transactions.
subscriber table	Table F98DRSUB, which is stored on the publisher server with the F98DRPUB table and identifies all of the subscriber machines for each published table.
supplemental data	Any type of information that is not maintained in a master file. Supplemental data is usually additional information about employees, applicants, requisitions, and jobs (such as an employee's job skills, degrees, or foreign languages spoken). You can track virtually any type of information that your organization needs. For example, in addition to the data in the standard master tables (the Address Book Master, Customer Master, and Supplier Master tables), you can maintain other kinds of data in separate, generic databases. These generic databases enable a standard approach to entering and maintaining supplemental data across PeopleSoft EnterpiseOne systems.
table access management (TAM)	The PeopleSoft EnterpriseOne component that handles the storage and retrieval of use-defined data. TAM stores information, such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
Table Conversion Workbench	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
table conversion	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
table event rules	Logic that is attached to database triggers that runs whenever the action specified by the trigger occurs against the table. Although PeopleSoft EnterpriseOne enables event rules to be attached to application events, this functionality is application specific. Table event rules provide embedded logic at the table level.
terminal server	A server that enables terminals, microcomputers, and other devices to connect to a network or host computer or to devices attached to that particular computer.

three-tier processing The task of entering, reviewing and approving, and posting batches of transactions in PeopleSoft EnterpriseOne.

three-way voucher match In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records to create vouchers.

transaction processing (TP) monitor A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and may include programs that validate data and format terminal screens.

transaction set An electronic business transaction (electronic data interchange standard document) made up of segments.

trigger One of several events specific to data dictionary items. You can attach logic to a data dictionary item that the system processes automatically when the event occurs.

triggering event A specific workflow event that requires special action or has defined consequences or resulting actions.

two-way voucher match In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.

User Overrides merge Adds new user override records into a customer's user override table.

variance In Capital Asset Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment.

In EnterpriseOne Project Costing and EnterpriseOne Manufacturing Management, the difference between two methods of costing the same item (for example, the difference between the frozen standard cost and the current cost is an engineering variance). Frozen standard costs come from the Cost Components table, and the current costs are calculated using the current bill of material, routing, and overhead rates.

Version List merge The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release, as well as their processing options data.

visual assist Forms that can be invoked from a control via a trigger to assist the user in determining what data belongs in the control.

vocabulary override An alternate description for a data dictionary item that appears on a specific PeopleSoft EnterpriseOne or World form or report.

wchar_t An internal type of a wide character. It is used for writing portable programs for international markets.

web application server A web server that enables web applications to exchange data with the back-end systems and databases used in eBusiness transactions.

web server A server that sends information as requested by a browser, using the TCP/IP set of protocols. A web server can do more than just coordination of requests from browsers; it can do anything a normal server can do, such as house applications or data. Any computer can be turned into a web server by installing server software and connecting the machine to the internet.

Windows terminal server A multiuser server that enables terminals and minimally configured computers to display Windows applications even if they are not capable of running Windows software themselves. All client processing is performed centrally at the Windows terminal server and only display, keystroke, and mouse commands are transmitted over the network to the client terminal device.

work day calendar In EnterpriseOne Manufacturing Management, a calendar that is used in planning functions that consecutively lists only working days so that component and work order scheduling can be done based on the actual number of work days available. A work day calendar is sometimes referred to as planning calendar, manufacturing calendar, or shop floor calendar.

workflow The automation of a business process, in whole or in part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.

workgroup server A server that usually contains subsets of data replicated from a master network server. A workgroup server does not perform application or batch processing.

XAPI events A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and then calls third-party software, end users, and other PeopleSoft systems that have requested notification when the specified transactions occur to return a response.

XML CallObject An interoperability capability that enables you to call business functions.

XML Dispatch An interoperability capability that provides a single point of entry for all XML documents coming into PeopleSoft EnterpriseOne for responses.

XML List An interoperability capability that enables you to request and receive PeopleSoft EnterpriseOne database information in chunks.

XML Service An interoperability capability that enables you to request events from one PeopleSoft EnterpriseOne system and receive a response from another PeopleSoft EnterpriseOne system.

XML Transaction An interoperability capability that enables you to use a predefined transaction type to send information to or request information from PeopleSoft EnterpriseOne. XML transaction uses interface table functionality.

XML Transaction Service (XTS) Transforms an XML document that is not in the PeopleSoft EnterpriseOne format into an XML document that can be processed by PeopleSoft EnterpriseOne. XTS then transforms the response back to the request originator XML format.

Z event A service that uses interface table functionality to capture PeopleSoft EnterpriseOne transactions and provide notification to third-party software, end users, and other PeopleSoft systems that have requested to be notified when certain transactions occur.

Z table A working table where non-PeopleSoft EnterpriseOne information can be stored and then processed into PeopleSoft EnterpriseOne. Interface tables also can be used to retrieve PeopleSoft EnterpriseOne data. Interface tables are also known as interface tables.

Z transaction Third-party data that is properly formatted in interface tables for updating to the PeopleSoft EnterpriseOne database.

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PeopleSoft®

PeopleSoft EnterpriseOne General Accounting 8.11 Reports

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About This PeopleBook Preface

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

This preface discusses:

- Related documentation.
- Comments and suggestions.

Documentation Updates and Printed Documentation

This section discusses how to:

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While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

CHAPTER 1

PeopleSoft EnterpriseOne General Accounting Reports

This appendix provides an overview of the general accounting reports and allows you to view summary tables of all reports.

PeopleSoft General Accounting Reports: A to Z

Report ID and Report Name	Description	Navigation
R00650 Data by Business Unit	Prints the supplemental data that is set up for the business units.	Business Unit Supplemental Data (G09312), Data by Business Unit
R09205P Account Master Report Cat. Code 01–23	Prints the accounts in your chart of accounts that are associated with category codes 01–23.	Financial Reports (G75C09), Account Master Report Cat. Code 01–23
R09206 Account Master Report Cat. Code 24–33	Prints the accounts in your chart of accounts that are associated with category codes 24–33.	Financial Reports (G75C09), Account Master Report Cat. Code 24–33
R09207 Account Master Report Cat. Code 34–43	Prints the accounts in your chart of accounts that are associated with category codes 34–43.	Financial Reports (G75C09), Account Master Report Cat. Code 34-43
R09301 Unposted General Journal Unposted Cash Basis Report	Prints unposted transactions.	Journal Entry, Reports, & Inquiries (G0911), Unposted General Journal Cash Basis Accounting (G09314), Unposted Cash Basis Report (R09301)
R09301 General Journal by Batch	Prints posted and unposted journal entries in batch number sequence.	Journal Entry, Reports, & Inquiries (G0911), General Journal by Batch
R09311 General Journal by Account	Prints posted and unposted transactions by account. The report provides totals by account number.	Journal Entry, Reports, & Inquiries (G0911), General Journal by Account

Report ID and Report Name	Description	Navigation
R09321 Transaction Journal	Prints transactions within a general ledger date range. This report prints the debit and credit amounts that comprise balanced entries for invoices and vouchers.	Accounting Reports & Inquiries (G0912), Transaction Journal
R09410 Trial Balance Report	Prints account balances by business unit. Use this report to analyze account balances by business unit and to obtain business unit totals. This report includes a processing option for level-of-detail summarization.	Accounting Reports & Inquiries (G0912), Trial Balance Report
R094121 Trial Balance by Object Report	Prints account balances across all business units. Use this report to review specific like object accounts, such as all cash accounts, and to obtain account totals for each group.	Accounting Reports & Inquiries (G0912), Trial Balance By Object Report.
R09420 G/L by Business Unit	Prints transactions by object account within a specific business unit.	Accounting Reports & Inquiries (G0912), G/L by Business Unit
R09421 G/L by Object Account	Prints transactions across all or several business units. This report lists transactions by account. Use this report to review specific accounts across all or several business units, and to obtain account totals for each group.	Accounting Reports & Inquiries (G0912), G/L by Object Account
R09422 G/L with Subledger Totals	Prints transaction totals by subledger. This report includes the same information that you can view online with the T/B by Subledger program.	Accounting Reports & Inquiries (G0912), G/L with Subledger Totals
R09423 Transaction by Object	Prints the account balances and posted transactions for each object account of a specified company over the period selected.	Accounting Reports & Inquiries (G0912), Transactions by Object
R09424 Transactions by Subsidiary	Prints the account balances and posted transactions for every object account and subsidiary over the period that you select.	Accounting Reports & Inquiries (G0912), Transactions by Subsidiary
R09451 Account Totals by Supplier/Customer	Prints the balance for each customer and supplier by object account.	Accounting Reports & Inquiries (G0912), Account Totals by Supplier/Customer
R09470 G/L by Category Code	Prints account balances for accounts assigned to category codes 21–43.	Accounting Reports & Inquiries (G0912), G/L by Category Code

Report ID and Report Name	Description	Navigation
R09472 Debit/Credit T/B by Category Code	Prints a trial balance that includes the account balances for accounts assigned to category codes 21–43. Use this report to obtain debit and credit totals, and to supplement your chart of accounts reporting for multinational companies and for statutory accounting.	Accounting Reports & Inquiries (G0912), Debit/Credit T/B by Category Code
R09473 Debit/Credit T/B by Object	Prints the total debit and credit amounts for each account in any given ledger. Current balances for income statement accounts do not include the prior-year balance. To calculate an inception-to-date total for income statement accounts, add the year-end balances for all prior years to the current balance.	Accounting Reports & Inquiries (G0912), Debit/Credit T/B by Object
R11C750 Cash Basis Integrity Test	Prints the cash basis entries for a specified time period. This program produces an exception report that shows the accounts that are out of balance. Only cash accounts can be expected to balance between the two ledgers (AA and AZ).	Cash Basis Accounting (G09314), Cash Basis Integrity Test
R11C760 Cash Basis Audit Report	Prints information about the cash basis entries at the transaction level. This report is a powerful research tool that allows you to quickly determine which documents are balanced, as well as which documents are posted. Cash basis entries that do not balance are identified by the message *Document Not Balanced*.	Cash Basis Accounting (G09314), Cash Basis Audit Report

Localizations Reports

Report ID and Report Name	Description	Navigation
R09404 (ITA) G/L Registration Report	Prints a list of the general ledger transactions for each month in chronological and sequential order	Italian Reports (G093152), G/L Registration Report
R09473 (FRA, ITA, USA) Debit/Credit T/B by Object	Verifies the accuracy of transactions in individual account ledgers. When all of the transactions are accurate, the totals in this report equal the totals in the G/L reports and the G/L Registration report (R09404).	Accounting Reports & Inquiries (G0912), Debit/Credit T/B by Object French Reports (G093151), T/B by Object and Subsidiary Italian Reports (G093152), T/B by Object & Subsidiary.

Report ID and Report Name	Description	Navigation
R70470 (ESP, FRA, ITA) G/L by Category Code	Validates information in legal reports and can be used as the basis for internal auditing. You can also use the report as a basis for external auditing by a third-party, such as a fiscal authority or auditing firm.	Spanish Reports (G74S09), G/L by Category Code French Reports (G093151), G/L by Category Code Italian Reports (G093152), G/L by Category Code
R70472 (FRA, ITA) T/B by Category Code	Verifies the accuracy of transactions in individual account ledgers. When all of the transactions are accurate, the totals in this report equal the totals in the General Ledger report and the General Ledger Registration report.	French Reports (G093151), T/B by Category Code Italian Reports (G093152), T/B by Category Code
R7409C1 (ESP, FRA, ITA) G/L by Object and Subsidiary	Validates information in legal reports and can be used as the basis for internal auditing. You can also use this report as a basis for external auditing by a third-party, such as a fiscal authority or auditing firm.	Spanish Reports (G74S09), G/L by Object and Subsidiary French Reports (G093151), G/L by Object and Subsidiary. Italian Reports (G093152), G/L by Object and Subsidiary.
R7409C3 (FRA, ITA) T/B by Object and Susidiary	Verifies the accuracy of transactions in individual account ledgers. When all of the transactions are accurate, the totals in this report equal the totals in the General Ledger report and the General Ledger Registration report.	French Reports (G093151), T/B by Object and Subsidiary. Italian Reports (G093152), T/B by Object and Subsidiary.
R7409C5 (FRA) General Journal	Prints transactions chronologically by the date when the entries were posted to the general ledger. Within the same date, the entries are ordered by: • Time when the entries are entered or posted • Type of transaction, such as purchase, sale, and miscellaneous expense • Account number order	French Reports (G093151), General Journal.
R74P9010 (POL) GL Trial Balance by Object	Lists information about transaction posted to the general ledger.	General Ledger (G74P09), GL Trial Balance by Obj
R74P9015 (POL) GL Trial Balance by Category Code	Prints the same information as the General Ledger by Object report, but it presents information by category code instead of object account.	General Accounting (G74P09), GL Trial Balance by Category Code
R74P9020 (POL) Transaction Journal	Lists all journal entries and assigns a register number to them by company and fiscal year.	General Ledger (G74P09), GL Transaction Journal

Report ID and Report Name	Description	Navigation
R74P9030 (POL) Bank Register	Lists bank transactions.	General Ledger (G74P09), Bank Register
R74S490 (ESP) G/J by Obj. Account or Cat. Code - Spain	Prints a general journal of all transactions to submit to the Mercantile Registration at the close of each fiscal year. The transactions are marked with a register number and are reported chronologically. The summarized report includes credit and debit totals for each object and subledger account and period. The detail report includes credit and debit amounts for each transaction.	Spanish Reports (G74S09), G/J by Obj. Account or Cat. Code - Spain
R74S560 (ESP) G/L by Obj. Account - Spain	Prints detailed information about account transactions. You can use the report to: • Review transactions within individual accounts. • Research accounts that are out of balance. • Verify account accuracy.	G/L Reports - Spain (G74S09), G/L by Obj. Account - Spain
R74S570 (ESP) T/B by Obj. Account	Prints total debit and credit amounts for each account in any given ledger.	Spanish Reports (G74S09), T/B by Obj. Account
R74U0137 (GBR) End of Year Return CIS36	Generates an annual report that summarizes payments and deductions made during the tax year to all CIS subcontractors, regardless of the card or certificate that they hold. You can use the data selection to select subcontractors who hold specific cards or certificates, or you can select all subcontractors.	Periodic Processing (G74U0220), End of Year Return CIS36
R74U137A (GBR) End of Year Return CIS36 - CIS4	Generates an annual report that summarizes payments and deductions made during the tax year to CIS subcontractors who hold CIS4 registration cards.	Periodic Processing (G74U0220), End of Year Return CIS36 - CIS4
R74U0137B (GBR) End of Year Return CIS36 - CIS5	Generates an annual report that summarizes payments and deductions made during the tax year to CIS subcontractors who hold CIS5 construction tax certificates.	Periodic Processing (G74U0220), End of Year Return CIS36 - CIS5

Report ID and Report Name	Description	Navigation
R74U0137C (GBR) End of Year Return CIS36 - CIS6	Generates an annual report that summarizes payments and deductions made during the tax year to CIS subcontractors who hold CIS6 subcontractor tax certificates.	Periodic Processing (G74U0220), End of Year Return CIS36 - CIS6
R76321B (BRA) Transaction Journal	Lists and totals all of the journal entries in the Journal Entry Book by company, day, and accounting period. The system prints an ending balance for each page and carries that balance forward to the next page so that each page of the journal can stand alone.	G/L Report - Brazil (G76B09), Transaction Journal
R76B09410 (BRA) Four Columns Trial Balance	Prints a trial balance report that shows total debits and credits for each account.	G/L Reports - Brazil (G76B09), Four Columns Trial Balance
R76B420 (BRA) General Ledger	Lists all transactions by company and general ledger account for a specific accounting period. The report includes all general ledger accounts with a post edit code, even if the amount for the account is zero.	G/L Reports - Brazil (G76B09), General Ledger
R76C0911 (COL) General Journal by Category Code 21, 22, 23	Prints balance information for category 21, 22, or 23. This report is useful for statutory accounting.	Fiscal Books by Category Code (G76C15), General Journal by Category Code 21, General Journal by Category Code 22, or General Journal by Category Code 23
R76C0911A (COL) General Ledger by with Total by Object Account	Prints a daily book that has been developed according to the DIAN reports requirements.	Fiscal Books without Category Code (G76C152), G/L with Total by Object Account
R76C094 (COL) Inventory and Balance Sheet by Category Code	Generates the inventory and balance fiscal book by category code.	Fiscal Books by Category Code (G76C15), Inventory and Balance by Category Code
R76C094B (COL) Inventory and Balance Sheet by Object Account	Generates the inventory and balance fiscal book by account.	Fiscal Books without Category Code (G76C152), Inventory and Balance by Object Account
R76C0941 (COL) Trial Balance by Category Code	Prints a report if the PUC is assigned category code 21, 22, or 23 in the chart of accounts.	Fiscal Books by Category Code (G76C15), Trial Balance by Category Code
R76C09411 (COL) Debits and Credits T/B by Object Account	Prints a general ledger report by account and has been developed according to DIAN reports requirements.	Fiscal Books without Category Code (G76C152), Debits and Credits T/B by Object Account

Report ID and Report Name	Description	Navigation
R76C094211 (COL) G/L with Subledger Totals	Prints only subledgers with activity during the specified period.	Fiscal Books by Category Code (G76C15), G/L with Subledger Totals
R76C9422 (COL) G/L by Object Account with Subledger Total	Prints a general ledger report with subledger totals and has been developed according to the DIAN reports requirements.	Fiscal Books without Category Code (G76C152), G/L by Object Account with Subledger Total
R76H9001 (CHL and PER) Account Balance by Object Account	Lists all accumulated balances for a fiscal period by object account.	General Accounting (G76H09) or General Accounting (G76P09), Account Balance by Object Account
R76H9003 (CHL and PER) Print G/L Journal and Assign Legal Number	Lists all journal entries for a specific period and assigns the legal number to each entry.	General Accounting (G76H09) or General Accounting (G76P09), General Journal
R76H9005 (CHL and PER) Print Number (folio) Blank Pages	Prints legal company information, report heading titles, and page numbers, based on processing option settings.	General Accounting (G76H09) or General Accounting (G76P09), Print Number (folio) Blank Pages
R76H9421 (CHL and PER) Account Ledger by Object Account	Lists all transactions for a specific period by object account.	General Ledger (G76H09) or General Accounting (G76P09), Account Ledger by Object Account
R76P9470 (CHL and PER) Account Ledger by Category Code	Lists all transactions for a specific period by category code.	General Ledger (G76H09) or General Accounting (G76P09), Account Ledger by Category Code

CHAPTER 2

Report Samples

This chapter provides report samples.

For the online samples of these reports, see the PDF files that are published on CD-ROM with your online documentation.

App	Batch Ty	Batch Number	Batch Date	Difference Total	Difference Documents	Bal B	Bal J	Batch	User
A	51	6029	6/30/2005			N	N	Error	KH5970524
A	51	6030	6/30/2005	2,694.62-	2-	N	N	Error	KH5970524

Batch Type	Batch Number	Batch Status	Batch Date	Amount Out of Balance	Error Message
7	5185	D	12/16/1999	77.50-	Batch is out of balance
G	3274	D	11/7/1997	11,875.00-	Batch is out of balance
G	3642	D	12/7/1997	207,051.30-	Batch is out of balance
G	4360	D	1/28/1999	267,933.00-	Batch is out of balance
G	6274	D	2/27/2003	5,000.00	Batch is out of balance
G	6452	D	4/15/2003	50,000.00	Batch is out of balance
IB	2007	D	3/9/1999	4,100.00	Batch is out of balance
IB	6478	D	4/23/2003	1,000.00-	Batch is out of balance
M	6485	D	4/24/2003	750.00-	Batch is out of balance
RB	6481	D	4/23/2003	5,000.00	Batch is out of balance
V	1160	D	4/14/1997	21,954.36-	Batch is out of balance
V	3259	D	11/6/1997	489.75-	Batch is out of balance
V	3263	D	11/6/1997	1,680.15-	Batch is out of balance

Batch Number - 7555
Batch Date - 11/5/2004
J.E. Number/Type 3150 / JA
G/L Date 7/31/2005 Explanation: Salary and Benefits Allocation

ALLOCATE Month to Date Thru Period/Year: 6 / 5

Business Unit	Object	Subsidiary	Subledger / Type	LT	J.E. No.	Description	Allocate Amount
9	8115			AA		Regular Pay	90,000.00
9	8120			AA		Employee Benefits	9,000.00
9	8125			AA		Burden-Fringe	22,500.00
9	8130			AA		Vacation and Sick Expense	1,800.00
9	8135			AA		FICA/Medicare	4,500.00
9	8136			AA		401K Contribution	12,700.00
9	8140			AA		Insurance-Health & Disability	6,700.00
9	8155			AA		Training Expenses	3,000.00
9	8191			AA		Sick Expense	900.00
9						**Corporate Administration**	151,100.00
						Total to be Allocated	151,100.00

BASED UPON Inception to Date Thru Period/Year: 6 / 5 CC Code No & Code: 01 / 197

Business Unit	Object	Subsidiary	Subledger / Type	LT	J.E. No.	Description	Basis Amount
3	9901			AU		Central Headcount	500.00
3						**Central Branch**	500.00
4	9901			AU		Southern Headcount	300.00
4						**Southern Branch**	300.00
5	9901			AU		Western Headcount	200.00
5						**Western Branch**	200.00
						Basis Total (Denominator)	1,000.00

ALLOCATE At Index or Rate of: 1.00000000

Business Unit	Object	Subsidiary	Subledger / Type	LT	J.E. No.	Description	Basis Amount	* * Allocation * * Percent	Amount
9	8799			AA	3150	General Contra/Clearing Acct	1,000.00-	100.000000000-	151,100.00-
3	7970			AA	3150	Distributed General Expense	500.00	50.000000000	75,550.00
4	7970			AA	3150	Distributed General Expense	300.00	30.000000000	45,330.00
5	7970			AA	3150	Distributed General Expense	200.00	20.000000000	30,220.00

Co	Name	FY	Amount	PACO
00001	Financial/Distribution Company	05	349.61	
		04	10,000.00-	
		01		
00020	Marketing Company - Inactive	05		
00050	Project Management Company	05	9,854.73-	489.75-
		04	13,879.19	
		03		
00060	Financial Reporting Company	05		
		04		
00070	Luxe de France	05		
		04		
00075	Cascades, Ltd	05		
		04		
00077	Canadian Company	05		
00080	Colombian ECS Company	05	9,870,833	
		04	9,870,833	
00104	A U.K. Sales Company	05	213,566.20-	53,353.52
		04	367,388.58-	
00105	A French Sales Company	05	197,071.07-	125,184.63-
		04	322,601.19-	
00150	Real Estate Management Company	05		
00200	Manufacturing/Distribution Co.	05		
		04		
		03		
		02		
		01		
		00		
		99		
61000	Financial Integrities Company	05	500.00	3,500.00
		04		
	Total Difference		9,451,190.61	68,820.86-

Hub Company Balance						Sub Company Balance					
Ledger	Business Unit	Object	Subsidiary	Subledger/Ty	Total	Business Unit	Object	Subsidiary	Subledger/Ty	Total	Difference
AA	1	1291		00000077 A	7,919.45-	77	1291		00000001 A	12,294.45	4,375.00
AA	1	1291		00061000 A	95,300.00	61000	1291		00000001 A	45,300.00-	50,000.00
AA	70	1291		00000077 A	1,152.48-	77	1291		00000070 A	1,500.00	347.52

Bt Ty	Batch Number	Doc Ty	Doc Number	Doc Co	G/L Date	T/L Co	A/M Co	Description / Explanation	Account Number	Amounts Debit	Amounts Credit	LT	PC
G	3420	JE	3067	00001	6/30/2005	00001		Reclass expenses	#30.8350			AA	

Account Number	Account ID	LT	Ct	FY	Sub-ledger	Sub Type	Cur Cod	A/B Co	A/M Co	Year to Date	Beg Balance/ PYE Forward
	00092700	BA	20	5				00060			

Company	Account	Description	CT	FY	LT	Subledger/Type	Cur Code	PN	Detail (F0911)	Balance (F0902)
00001	1.1110.BEAR	Bear Creek National Bank	20	5	AA			4	28,908.00	52,371.00
			20	5	AA			5	33,906.00	71,812.00
			20	5	AA			6	195,648.39	216,137.39
			20	5	AA			7	10,558.54-	10,108.54-
			20	5	AA			8	4,435.65	8,871.30
00001	1.1210	Trade Accounts Receivable	20	5	AA			4	134,522.88	196,717.88
			20	5	AA			5	1,049,888.41	1,064,848.41
			20	5	AA			6	8,042,477.76	8,027,242.27
			20	5	AA			7	4,267,276.43	4,266,435.07
			20	5	AA			8	4,560.19-	9,120.38-
00001	1.1215	Allow for Doubtful Accounts	20	5	AA			5	200.00	400.00
			20	5	AA			6	836.00	1,672.00
			20	5	AA			7	16.36	32.72
			20	5	AA			8	122.04	244.08
00001	1.1222	Drafts Receivable	20	5	AA			7		375.00
00001	3.5010	Store Sales	20	5	AA			4	115,800.00-	151,200.00-
			20	5	AA			5	39,257.89-	70,957.89-
			20	5	AA			6	353,861.05-	354,011.05-
00001	3.5020	Direct Ship Sales	20	5	AA			6	331,650.32-	332,937.82-
00001	3.5030	Contract Sales	20	5	AA			5	49,252.00-	54,752.00-
00001	3.5070	Less Sales Discounts	20	5	AA			4	292.00	484.00
			20	5	AA			5	953.52-	719.52-
00001	3.5080	Freight Out	20	5	AA			6	47.78-	64.14-
00001	3.5090	Service Sales	20	5	AA			6	21,146.50-	24,917.15-
00001	3.5204	Training Revenue	20	5	AA			6	77,071.00-	77,796.00-
00001	3.5210	Other Revenue	20	5	AA			6	36,322.00-	36,462.00-
00001	3.6250	Minor Amount Writeoff	20	5	AA			8	2.50	5.00
00001	5.5010	Store Sales	20	5	AA			4	2,900.00-	27,300.00-
00001	5.5030	Contract Sales	20	5	AA			4	26,050.00-	52,100.00-
			20	5	AA			5	21,265.00-	37,365.00-
00001	9.9142.LOSS	Realized Loss	20	5	AA			6	823.99	936.86
00050	50.2160	Accum Depr-Furn. & Equip.	20	5	AA			1	1,194.80-	
			20	5	AA			2	1,194.82-	
			20	5	AA			3	1,194.80-	
			20	5	AA			4	1,194.80-	
			20	5	AA			5	1,194.82-	
			20	5	AA			6	1,194.80-	4,515.01-
00050	5200.1342.310	Equipment	20	5	AA			6		600.00
00050	5200.1342.320	Equipment	20	5	AA			6		65.00
00050	5200.2040.02200	Vehicles	20	5	AA	00000123 E		6		11,725.00
00050	5200.2090.02200	Other Assets	20	5	AA			6		150.00

Batch Type	Batch Number	Ledger Type	Company	Amount per Company
7	5185	AA	00050	77.50-
			Batch Amount	77.50-
7	6137	AA	00001	979.34-
		AA	00050	979.34
			Batch Amount	
G	3252	AA	00001	179.92-
		AA	00050	179.92
			Batch Amount	
G	3274	AA	00050	11,875.00-
			Batch Amount	11,875.00-
G	3642	AA	00104	207,051.30-
			Batch Amount	207,051.30-
G	4360	AA	00001	267,933.00-
			Batch Amount	267,933.00-
G	6274	AA	61000	5,000.00
			Batch Amount	5,000.00
G	6452	AA	61000	50,000.00
			Batch Amount	50,000.00
IB	6478	AA	61000	1,000.00-
			Batch Amount	1,000.00-
M	6485	AA	61000	750.00-
			Batch Amount	750.00-
RB	6481	AA	61000	5,000.00
			Batch Amount	5,000.00
V	1160	AA	00050	21,954.36-
			Batch Amount	21,954.36-
V	3259	AA	00050	489.75-
			Batch Amount	489.75-
V	3263	AA	00050	1,680.15-
			Batch Amount	1,680.15-