

Oracle® General Ledger

User's Guide

Release 12.1

Part No. E13627-02

April 2009

Oracle General Ledger User's Guide, Release 12.1

Part No. E13627-02

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Send Us Your Comments

Oracle General Ledger User's Guide, Release 12.1

Part No. E13627-02

Oracle welcomes customers' comments and suggestions on the quality and usefulness of this document. Your feedback is important, and helps us to best meet your needs as a user of our products. For example:

- Are the implementation steps correct and complete?
- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
- Are the examples correct? Do you need more examples?

If you find any errors or have any other suggestions for improvement, then please tell us your name, the name of the company who has licensed our products, the title and part number of the documentation and the chapter, section, and page number (if available).

Note: Before sending us your comments, you might like to check that you have the latest version of the document and if any concerns are already addressed. To do this, access the new Applications Release Online Documentation CD available on My Oracle Support and www.oracle.com. It contains the most current Documentation Library plus all documents revised or released recently.

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If you require training or instruction in using Oracle software, then please contact your Oracle local office and inquire about our Oracle University offerings. A list of Oracle offices is available on our Web site at www.oracle.com.

Preface

Intended Audience

Welcome to Release 12.1 of the *Oracle General Ledger User's Guide*.

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

- The principles and customary practices of your business area.
- Computer desktop application usage and terminology

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

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

TTY Relay Access to Oracle Support Services

To reach AT&T Customer Assistants, dial 711 or 1.800.855.2880. An AT&T Customer Assistant will relay information between the customer and Oracle Support Services at 1.800.223.1711. Complete instructions for using the AT&T relay services are available at <http://www.consumer.att.com/relay/tty/standard2.html>. After the AT&T Customer Assistant contacts Oracle Support Services, an Oracle Support Services engineer will handle technical issues and provide customer support according to the Oracle service request process.

Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible to all users, including users that are disabled. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by

the disabled community. Accessibility standards will continue to evolve over time, and Oracle is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For more information, visit the Oracle Accessibility Program Web site at <http://www.oracle.com/accessibility/>.

Accessibility of Code Examples in Documentation

Screen readers may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, some screen readers may not always read a line of text that consists solely of a bracket or brace.

Accessibility of Links to External Web Sites in Documentation

This documentation may contain links to Web sites of other companies or organizations that Oracle does not own or control. Oracle neither evaluates nor makes any representations regarding the accessibility of these Web sites.

Structure

- 1 Journal Entry**
- 2 Budgeting**
- 3 Encumbrance Accounting**
- 4 Average Balance Processing**
- 5 Online Inquiries**
- 6 Financial Reporting**
- 7 Maintenance**
- 8 Global Consolidation System**
- 9 Multi-Currency**
- 10 Standard Reports and Listings**
- 11 Journal or Subledger-Level Reporting Currencies**
- A Using Attachments in General Ledger**

Related Information Sources

This document is included on the Oracle Applications Document Library, which is supplied in the Release 12 DVD Pack. You can download soft-copy documentation as PDF files from the Oracle Technology Network at <http://otn.oracle.com/documentation>, or you can purchase hard-copy documentation from the Oracle Store at <http://oraclestore.oracle.com>. The Oracle E-Business Suite Documentation Library Release 12 contains the latest information, including any documents that have changed significantly between releases. If substantial changes to this book are necessary, a revised version will be made available on the online documentation CD on My Oracle Support.

If this guide refers you to other Oracle Applications documentation, use only the

Release 12 versions of those guides.

For a full list of documentation resources for Oracle Applications Release 12, see Oracle Applications Documentation Resources, Release 12, My Oracle Support Document 394692.1.

Online Documentation

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

- **PDF** - PDF documentation is available for download from the Oracle Technology Network at <http://otn.oracle.com/documentation>.
- **Online Help** - Online help patches (HTML) are available on My Oracle Support.
- **About Documents** - Refer to the About Document for the mini-pack or family pack that you have installed to learn about new documentation or documentation patches that you can download. About Documents are available on My Oracle Support.
- **My Oracle Support Knowledge Browser** - The My Oracle Support Knowledge Browser lets you browse the knowledge base, from a single product page, to find all documents for that product area. Use the Knowledge Browser to search for release-specific information, such as FAQs, recent patches, alerts, white papers, troubleshooting tips, and other archived documents.
- **Oracle eBusiness Suite Electronic Technical Reference Manuals** - Each Electronic Technical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications and integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on My Oracle Support.

Related Guides

You should have the following related books on hand. Depending on the requirements of your particular installation, you may also need additional manuals or guides.

Oracle Applications Installation Guide: Using Rapid Install:

This book is intended for use by anyone who is responsible for installing or upgrading Oracle Applications. It provides instructions for running Rapid Install either to carry out a fresh installation of Oracle Applications Release 12, or as part of an upgrade from Release 11i to Release 12. The book also describes the steps needed to install the technology stack components only, for the special situations where this is applicable.

Oracle Applications Upgrade Guide: Release 11i to Release 12:

This guide provides information for DBAs and Applications Specialists who are responsible for upgrading a Release 11i Oracle Applications system (techstack and products) to Release 12. In addition to information about applying the upgrade driver,

it outlines pre-upgrade steps and post-upgrade steps, and provides descriptions of product-specific functional changes and suggestions for verifying the upgrade and reducing downtime.

Oracle Applications Patching Procedures:

This guide describes how to patch the Oracle Applications file system and database using AutoPatch, and how to use other patching-related tools like AD Merge Patch, OAM Patch Wizard, and OAM Registered Flagged Files. Describes patch types and structure, and outlines some of the most commonly used patching procedures. Part of Maintaining Oracle Applications, a 3-book set that also includes Oracle Applications Maintenance Utilities and Oracle Applications Maintenance Procedures.

Oracle Applications Maintenance Utilities:

This guide describes how to run utilities, such as AD Administration and AD Controller, used to maintain the Oracle Applications file system and database. Outlines the actions performed by these utilities, such as monitoring parallel processes, generating Applications files, and maintaining Applications database entities. Part of Maintaining Oracle Applications, a 3-book set that also includes Oracle Applications Patching Procedures and Oracle Applications Maintenance Procedures.

Oracle Applications Maintenance Procedures:

This guide describes how to use AD maintenance utilities to complete tasks such as compiling invalid objects, managing parallel processing jobs, and maintaining snapshot information. Part of Maintaining Oracle Applications, a 3-book set that also includes Oracle Applications Patching Procedures and Oracle Applications Maintenance Utilities.

Oracle Applications Concepts:

This book is intended for all those planning to deploy Oracle E-Business Suite Release 12, or contemplating significant changes to a configuration. After describing the Oracle Applications architecture and technology stack, it focuses on strategic topics, giving a broad outline of the actions needed to achieve a particular goal, plus the installation and configuration choices that may be available.

Oracle Advanced Global Intercompany System User's Guide:

This guide describes the self service application pages available for Intercompany users. It includes information on setting up intercompany, entering intercompany transactions, importing transactions from external sources and generating reports.

Oracle Advanced Collections User Guide:

This guide describes how to use the features of Oracle Advanced Collections to manage your collections activities. It describes how collections agents and managers can use Oracle Advanced Collections to identify delinquent customers, review payment history and aging data, process payments, use strategies and dunning plans to automate the collections process, manage work assignments, and handle later-stage delinquencies.

Oracle Advanced Collections Implementation Guide:

This guide describes how to configure Oracle Advanced Collections and its integrated products. It contains the steps required to set up and verify your implementation of Oracle Advanced Collections.

Oracle Applications Multiple Organizations Implementation Guide:

This guide describes the multiple organizations concepts in Oracle Applications. It describes in detail on setting up and working effectively with multiple organizations in Oracle Applications.

Oracle Assets User Guide:

This guide provides you with information on how to implement and use Oracle Assets. Use this guide to understand the implementation steps required for application use, including defining depreciation books, depreciation method, and asset categories. It also contains information on setting up assets in the system, maintaining assets, retiring and reinstating assets, depreciation, group depreciation, accounting and tax accounting, budgeting, online inquiries, impairment processing, and Oracle Assets reporting. The guide explains using Oracle Assets with Multiple Reporting Currencies (MRC). This guide also includes a comprehensive list of profile options that you can set to customize application behavior.

Oracle Balanced Scorecard User Guide:

This guide describes how to use Oracle Balanced Scorecard to manage performance. It contains information on how to use scorecard views and objective reports.

Oracle Balanced Scorecard Administrator Guide:

This guide describes how to set up and administer Oracle Balanced Scorecard and scorecard systems. For scorecard designers, this guide explains how to design and prototype scorecards and measures. It also explains how to move scorecards into production. For administrators, this guide explains how to generate the database schema; load data; manage user and scorecard security; and migrate scorecards to other instances.

Oracle Balanced Scorecard Install Guide:

This guide describes how to how to install the Balanced Scorecard Architect components.

Oracle Bill Presentment Architecture User Guide:

This guide provides you information on using Oracle Bill Presentment Architecture. Consult this guide to create and customize billing templates, assign a template to a rule and submit print requests. This guide also provides detailed information on page references, seeded content items and template assignment attributes.

Oracle Cash Management User Guide:

This guide describes how to use Oracle Cash Management to clear your receipts, as well as reconcile bank statements with your outstanding balances and transactions. This manual also explains how to effectively manage and control your cash cycle. It provides comprehensive bank reconciliation and flexible cash forecasting.

Oracle Credit Management User Guide:

This guide provides you with information on how to use Oracle Credit Management. This guide includes implementation steps, such as how to set up credit policies, as well as details on how to use the credit review process to derive credit recommendations that comply with your credit policies. This guide also includes detailed information about the public application programming interfaces (APIs) that you can use to extend Oracle Credit Management functionality.

Oracle Customers Online User Guide:

This guide describes how to use Oracle Customers Online to view, create, and maintain your customer information. Oracle Customers Online is based on Oracle Trading Community Architecture data model and functionality, and is also part of the Oracle Customer Data Management product family.

Oracle Customers Online Implementation Guide:

This guide describes how to implement Oracle Customers Online.

Oracle Daily Business Intelligence Implementation Guide:

This guide describes how to implement Oracle Daily Business Intelligence, including information on how to create custom dashboards, reports, and key performance indicators.

Oracle Daily Business Intelligence User Guide:

This guide describes how to use the preseeded Daily Business Intelligence dashboards, reports, and key performance indicators.

Oracle Data Librarian User Guide:

This guide describes how to use Oracle Data Librarian to establish and maintain the quality of the Trading Community Architecture Registry, focusing on consolidation, cleanliness, and completeness. Oracle Customer Data Librarian has all of the features in Oracle Customers Online, and is also part of the Oracle Customer Data Management product family.

Oracle Data Librarian Implementation Guide:

This guide describes how to implement Oracle Data Librarian. As part of implementing Data Librarian, you must also complete all the implementation steps for Oracle Customers Online.

Oracle E-Business Tax User Guide:

This guide describes the entire process of setting up and maintaining tax configuration data, as well as applying tax data to the transaction line. It describes the entire regime-to-rate setup flow of tax regimes, taxes, statuses, rates, recovery rates, tax jurisdictions, and tax rules. It also describes setting up and maintaining tax reporting codes, fiscal classifications, tax profiles, tax registrations, configuration options, and third party service provider subscriptions. You also use this manual to maintain migrated tax data for use with E-Business Tax.

Oracle E-Business Tax Implementation Guide:

This guide provides a conceptual overview of the E-Business Tax tax engine, and describes the prerequisite implementation steps to complete in other applications in order to set up and use E-Business Tax. The guide also includes extensive examples of setting up country-specific tax requirements.

Oracle E-Business Tax Reporting Guide:

This guide explains how to run all tax reports that make use of the E-Business Tax data extract. This includes the Tax Reporting Ledger and other core tax reports, country-specific VAT reports, and Latin Tax Engine reports.

Oracle E-Business Tax: Vertex Q-Series and Taxware Sales/Use Tax System Implementation Guide

This guide explains how to setup and use the services of third party tax service providers for US Sales and Use tax. The tax service providers are Vertex Q-Series and Taxware Sales/Use Tax System. When implemented, the Oracle E-Business Tax service subscription calls one of these tax service providers to return a tax rate or amount whenever US Sales and Use tax is calculated by the Oracle E-Business Tax tax engine. This guide provides setup steps, information about day-to-day business processes, and a technical reference section.

Oracle Embedded Data Warehouse User Guide:

This guide describes how to use Embedded Data Warehouse reports and workbooks to analyze performance.

Oracle Embedded Data Warehouse Implementation Guide:

This guide describes how to implement Embedded Data Warehouse, including how to set up the intelligence areas.

Oracle Embedded Data Warehouse Install Guide:

This guide describes how to install Embedded Data Warehouse, including how to create database links and create the end user layer (EUL).

Oracle Enterprise Performance Foundation User's Guide:

This guide describes Oracle Enterprise Performance Foundation, an open and shared repository of data and business rules that provides the framework for all of the applications in the Corporate Performance Management set of products. It describes the product features that allow you to manage repository metadata and enable you to generate management reports and perform analyses.

Oracle Enterprise Planning and Budgeting User's Guide:

This guide describes Enterprise Planning and Budgeting, which is an enterprise application that provides rich functionality to control the business processes of planning, budgeting, and forecasting. Enterprise Planning and Budgeting is deployed as a Web based solution using the power of Oracle relational technology to deliver scalable, multi-dimensional analysis and monitoring.

Oracle Financial Consolidation Hub User Guide:

This guide describes how to set up, maintain, and troubleshoot Oracle Financial Consolidation Hub. It describes setting up entities, categories, consolidation methods, consolidation rules, intercompany rules, calendar maps, translation, consolidation hierarchies, analytical reporting, and the Excel add-in. The guide also includes chapters on submitting data, running consolidations, accounting for acquisitions and disposals, integrating with Internal Controls Manager and WebADI spreadsheets.

Oracle Financial Services Reference Guide:

This guide provides reference material for Oracle Financial Services applications in Release 12, such as Oracle Transfer Pricing, and includes technical details about application use as well as general concepts, equations, and calculations.

Oracle Financial Services Implementation Guide:

This guide describes how to set up Oracle Financial Services applications in Release 12.

Oracle Financial Services Reporting Administration Guide:

This guide describes the reporting architecture of Oracle Financial Services applications in Release 12, and provides information on how to view these reports.

Oracle Financials and Oracle Procurement Functional Upgrade Guide: Release 11i to Release 12:

This guides provides detailed information about the functional impacts of upgrading Oracle Financials and Oracle Procurement products from Release 11i to Release 12. This guide supplements the Oracle Applications Upgrade Guide: Release 11i to Release 12.

Oracle Financials Concepts Guide:

This guide describes the fundamental concepts of Oracle Financials. The guide is intended to introduce readers to the concepts used in the applications, and help them compare their real world business, organization, and processes to those used in the applications.

Oracle Financials Country-Specific Installation Supplement:

This guide provides general country information, such as responsibilities and report security groups, as well as any post-install steps required by some countries.

Oracle Financials for the Americas User Guide:

This guide describes functionality developed to meet specific business practices in countries belonging to the Americas region. Consult this user guide along with your financial product user guides to effectively use Oracle Financials in your country.

For a list of country-specific General Ledger reports that are documented in this guide, see Country-Specific Reports, page 6-134

Oracle Financials for Asia/Pacific User Guide:

This guide describes functionality developed to meet specific business practices in countries belonging to the Asia/Pacific region. Consult this user guide along with your

financial product user guides to effectively use Oracle Financials in your country.

For a list of country-specific General Ledger reports that are documented in this guide, see Country-Specific Reports, page 6-134

Oracle Financials for Europe User Guide:

This guide describes functionality developed to meet specific business practices in countries belonging to the European region. Consult this user guide along with your financial product user guides to effectively use Oracle Financials in your country.

For a list of country-specific General Ledger reports that are documented in this guide, see Country-Specific Reports, page 6-134

Oracle Financials for India User Guide:

This guide provides information on how to use Oracle Financials for India. Use this guide to learn how to create and maintain setup related to India taxes, defaulting and calculation of taxes on transactions. This guide also includes information about accounting and reporting of taxes related to India.

Oracle Financials for India Implementation Guide:

This guide provides information on how to implement Oracle Financials for India. Use this guide to understand the implementation steps required for application use, including how to set up taxes, tax defaulting hierarchies, set up different tax regimes, organization and transactions.

Oracle Financials Implementation Guide:

This guide provides information on how to implement the Oracle Financials E-Business Suite. It guides you through setting up your organizations, including legal entities, and their accounting, using the Accounting Setup Manager. It covers intercompany accounting and sequencing of accounting entries, and it provides examples.

Oracle Financials RXi Reports Administration Tool User Guide:

This guide describes how to use the RXi reports administration tool to design the content and layout of RXi reports. RXi reports let you order, edit, and present report information to better meet your company's reporting needs.

Oracle General Ledger Implementation Guide:

This guide provides information on how to implement Oracle General Ledger. Use this guide to understand the implementation steps required for application use, including how to set up Accounting Flexfields, Accounts, and Calendars.

Oracle General Ledger Reference Guide

This guide provides detailed information about setting up General Ledger Profile Options and Applications Desktop Integrator (ADI) Profile Options.

Oracle Incentive Compensation Implementation Guide:

This guide provides Compensation Administrators with guidance during implementation of Oracle Incentive Compensation. The procedures are presented in the

recommended order that they should be performed for successful implementation. Appendixes are included that describe system profiles, lookups, and other useful information.

Oracle Incentive Compensation User Guide:

This guide helps Compensation Managers, Compensation Analysts, and Plan administrators to manage Oracle Incentive Compensation on a day-to-day basis. Learn how to create and manage rules hierarchies, create compensation plans, collect transactions, calculate and pay commission, and use Sales Credit Allocation.

Oracle Internal Controls Manager Implementation Guide:

This guide describes implementation information for Oracle Internal Controls Manager, a comprehensive tool for executives, controllers, internal audit departments, and public accounting firms to document and test internal controls and monitor ongoing compliance. It is based on COSO (Committee of Sponsoring Organizations) standards.

Oracle Internet Expenses Implementation and Administration Guide:

This book explains in detail how to configure Oracle Internet Expenses and describes its integration with other applications in the E-Business Suite, such as Oracle Payables and Oracle Projects. Use this guide to understand the implementation steps required for application use, including how to set up policy and rate schedules, credit card policies, audit automation, and the expenses spreadsheet. This guide also includes detailed information about the client extensions that you can use to extend Oracle Internet Expenses functionality.

Oracle iAssets User Guide

This guide provides information on how to implement and use Oracle iAssets. Use this guide to understand the implementation steps required for application use, including setting up Oracle iAssets rules and related product setup steps. It explains how to define approval rules to facilitate the approval process. It also includes information on using the Oracle iAssets user interface to search for assets, create self-service transfer requests and view notifications.

Oracle iProcurement Implementation and Administration Guide:

This manual describes how to set up and administer Oracle iProcurement. Oracle iProcurement enables employees to requisition items through a self-service, Web interface.

Oracle iReceivables Implementation Guide:

This guide provides information on how to implement Oracle iReceivables. Use this guide to understand the implementation steps required for application use, including how to set up and configure iReceivables, and how to set up the Credit Memo Request workflow. There is also a chapter that provides an overview of major features available in iReceivables.

Oracle iSupplier Portal User Guide:

This guide contains information on how to use Oracle iSupplier Portal to enable secure

transactions between buyers and suppliers using the Internet. Using Oracle iSupplier Portal, suppliers can monitor and respond to events in the procure-to-pay cycle.

Oracle iSupplier Portal Implementation Guide:

This guide contains information on how to implement Oracle iSupplier Portal and enable secure transactions between buyers and suppliers using the Internet.

Oracle Loans User Guide:

This guide describes how to set up and use Oracle Loans. It includes information on how to create, approve, fund, amortize, bill, and service extended repayment plan and direct loans.

Oracle Partner Management Implementation and Administration Guide:

This guide helps Vendor administrators to set up and maintain relationships and programs in the Partner Management application. The main areas include setting up the partner and channel manager dashboards, partner setup, partner programs and enrollment, opportunity and referral management, deal registration, special pricing management, and partner fund management.

Oracle Partner Management Vendor User Guide:

This guide assists vendor users in using Partner Management on a daily basis. This includes interaction with the partner and channel manager dashboards, working with partners and partner programs, managing opportunities and referrals, registering deals, and working with special pricing and partner funds.

Oracle Payables User Guide:

This guide describes how to use Oracle Payables to create invoices and make payments. In addition, it describes how to enter and manage suppliers, import invoices using the Payables open interface, manage purchase order and receipt matching, apply holds to invoices, and validate invoices. It contains information on managing expense reporting, procurement cards, and credit cards. This guide also explains the accounting for Payables transactions.

Oracle Payables Implementation Guide:

This guide provides you with information on how to implement Oracle Payables. Use this guide to understand the implementation steps required for how to set up suppliers, payments, accounting, and tax.

Oracle Payables Reference Guide:

This guide provides you with detailed information about the Oracle Payables open interfaces, such as the Invoice open interface, which lets you import invoices. It also includes reference information on purchase order matching and purging purchasing information.

Oracle Payments Implementation Guide:

This guide describes how Oracle Payments, as the central payment engine for the Oracle E-Business Suite, processes transactions, such as invoice payments from Oracle

Payables, bank account transfers from Oracle Cash Management, and settlements against credit cards and bank accounts from Oracle Receivables. This guide also describes how Oracle Payments is integrated with financial institutions and payment systems for receipt and payment processing, known as funds capture and funds disbursement, respectively. Additionally, the guide explains to the implementer how to plan the implementation of Oracle Payments, how to configure it, set it up, test transactions, and how use it with external payment systems.

Oracle Payments User Guide:

This guide describes how Oracle Payments, as the central payment engine for the Oracle E-Business Suite, processes transactions, such as invoice payments from Oracle Payables, bank account transfers from Oracle Cash Management, and settlements against credit cards and bank accounts from Oracle Receivables. This guide also describes to the Payment Administrator how to monitor the funds capture and funds disbursement processes, as well as how to remedy any errors that may arise.

Oracle Procurement Buyer's Guide to Punchout and Transparent Punchout:

This guide contains necessary information for customers implementing remote catalog content on a supplier's Web site or on Oracle Exchange.

Oracle Procurement Contracts Online Help:

This guide is provided as online help only from the Oracle Procurement Contracts application and includes information about creating and managing your contract terms library.

Oracle Procurement Contracts Implementation and Administration Guide:

This guide describes how to set up and administer Oracle Procurement Contracts. Oracle Procurement Contracts enables employees to author and maintain complex contracts through a self-service, Web interface.

Oracle Profitability Manager User's Guide:

This guide describes Profitability Manager, which provides a rich set of features that support complex models to analyze your business. These features include a powerful allocation engine that supports many allocation methodologies, Activity-Based Management calculations that provide activity costs, rolled up costs and statistics, activity rates, and cost object unit costs, and customer profitability calculations to consolidate customer accounts, aggregate customer data, and determine profitability results.

Oracle Public Sector Advanced Features User's Guide:

This guide describes how to set up and administer Oracle Public Sector Advanced Features. It describes Encumbrance Reconciliation Reports, GASB 34/35 Asset Accounting, and Funds Available Enhancements.

Oracle Purchasing User's Guide:

This guide describes how to create and approve purchasing documents, including requisitions, different types of purchase orders, quotations, RFQs, and receipts. This

guide also describes how to manage your supply base through agreements, sourcing rules, and approved supplier lists. In addition, this guide explains how you can automatically create purchasing documents based on business rules through integration with Oracle Workflow technology, which automates many of the key procurement processes.

Oracle Receivables User Guide:

This guide provides you with information on how to use Oracle Receivables. Use this guide to learn how to create and maintain transactions and bills receivable, enter and apply receipts, enter customer information, and manage revenue. This guide also includes information about accounting in Receivables. Use the Standard Navigation Paths appendix to find out how to access each Receivables window.

Oracle Receivables Implementation Guide:

This guide provides you with information on how to implement Oracle Receivables. Use this guide to understand the implementation steps required for application use, including how to set up customers, transactions, receipts, accounting, tax, and collections. This guide also includes a comprehensive list of profile options that you can set to customize application behavior.

Oracle Receivables Reference Guide:

This guide provides you with detailed information about all public application programming interfaces (APIs) that you can use to extend Oracle Receivables functionality. This guide also describes the Oracle Receivables open interfaces, such as AutoLockbox which lets you create and apply receipts and AutoInvoice which you can use to import and validate transactions from other systems. Archiving and purging Receivables data is also discussed in this guide.

Oracle Sourcing Implementation and Administration Guide:

This guide contains information on how to implement Oracle Sourcing to enable participants from multiple organizations to exchange information, conduct bid and auction processes, and create and implement buying agreements. This allows professional buyers, business experts, and suppliers to participate in a more agile and accurate sourcing process.

Oracle Subledger Accounting Implementation Guide:

This guide provides setup information for Oracle Subledger Accounting features, including the Accounting Methods Builder. You can use the Accounting Methods Builder to create and modify the setup for subledger journal lines and application accounting definitions for Oracle subledger applications. This guide also discusses the reports available in Oracle Subledger Accounting and describes how to inquire on subledger journal entries.

Oracle Supplier Scheduling User's Guide:

This guide describes how you can use Oracle Supplier Scheduling to calculate and maintain planning and shipping schedules and communicate them to your suppliers.

Oracle iProcurement Implementation and Administration Guide:

This manual describes how to set up and administer Oracle iProcurement. Oracle iProcurement enables employees to requisition items through a self-service, Web interface.

Oracle Procurement Contracts Implementation and Administration Guide:

This manual describes how to set up and administer Oracle Procurement Contracts. Oracle Procurement Contracts enables employees to author and maintain complex contracts through a self-service, Web interface.

Oracle Trading Community Architecture User Guide:

This guide describes the Oracle Trading Community Architecture (TCA) and how to use features from the Trading Community Manager responsibility to create, update, enrich, and cleanse the data in the TCA Registry. It also describes how to use Resource Manager to define and manage resources.

Oracle Trading Community Architecture Administration Guide:

This guide describes how to administer and implement Oracle Trading Community Architecture (TCA). You set up, control, and manage functionality that affects data in the TCA Registry. It also describes how to set up and use Resource Manager to manage resources.

Oracle Trading Community Architecture Reference Guide:

This guide contains seeded relationship types, seeded Data Quality Management data, D and B data elements, Bulk Import interface table fields and validations, and a comprehensive glossary. This guide supplements the documentation for Oracle Trading Community Architecture and all products in the Oracle Customer Data Management family.

Oracle Trading Community Architecture Technical Implementation Guide:

This guide explains how to use the public Oracle Trading Community Architecture application programming interfaces (APIs) and develop callouts based on Oracle Workflow Business Events System (BES). For each API, this guide provides a description of the API, the PL/SQL procedure, and the Java method, as well as a table of the parameter descriptions and validations. For each BES callout, this guide provides the name of the logical entity, its description, and the ID parameter name. Also included are setup instructions and sample code.

Oracle Transfer Pricing User Guide:

This guide contains the information you need to understand and use Oracle Transfer Pricing, including how to generate transfer rates and option costs for your product portfolio and determine account level match-funded spreads.

Oracle U.S. Federal Financials User Guide:

This guide describes the common concepts for an integrated financial management solution for federal agencies to comply with the requirements of the U.S. Federal government. It describes the product architecture and provides information on Budget

Execution, Prompt Payment, Treasury payments, Third party payments, Interagency transactions, Receivables management, Federal reports, CCR Integration, and Year End Closing.

Oracle U.S. Federal Financials Implementation Guide:

This guide describes the common concepts for an integrated financial management solution for federal agencies. It includes a consolidated setup checklist by page and provides detailed information on how to set up, maintain, and troubleshoot the Federal Financial application for the following functional areas: Sub Ledger Accounting, Budget Execution, Prompt Payment, Treasury payments, Third party payments, Interagency transactions, Receivables management, Federal reports, CCR Integration, and Year End Closing.

Oracle Projects Documentation Set

Oracle Projects Implementation Guide:

Use this manual as a guide for implementing Oracle Projects. This manual also includes appendixes covering security functions, menus and responsibilities, and profile options.

Oracle Projects Fundamentals:

Oracle Project Fundamentals provides the common foundation shared across the Oracle Projects products (Project Costing, Project Billing, Project Resource Management, Project Management, and Project Portfolio Analysis). Use this guide to learn fundamental information about the Oracle Projects solution. This guide includes a Navigation Paths appendix. Use this appendix to find out how to access each window in the Oracle Projects solution.

Oracle Project Costing User Guide:

Use this guide to learn detailed information about Oracle Project Costing. Oracle Project Costing provides the tools for processing project expenditures, including calculating their cost to each project and determining the GL accounts to which the costs are posted.

Oracle Project Billing User Guide:

This guide shows you how to use Oracle Project Billing to define revenue and invoicing rules for your projects, generate revenue, create invoices, and integrate with other Oracle Applications to process revenue and invoices, process client invoicing, and measure the profitability of your contract projects.

Oracle Project Management User Guide:

This guide shows you how to use Oracle Project Management to manage projects through their lifecycles -- from planning, through execution, to completion.

Oracle Project Portfolio Analysis User Guide:

This guide contains the information you need to understand and use Oracle Project Portfolio Analysis. It includes information about project portfolios, planning cycles, and metrics for ranking and selecting projects for a project portfolio.

Oracle Project Resource Management User Guide:

This guide provides you with information on how to use Oracle Project Resource Management. It includes information about staffing, scheduling, and reporting on project resources.

Oracle Projects Glossary:

This glossary provides definitions of terms that are shared by all Oracle Projects applications. If you are unsure of the meaning of a term you see in an Oracle Projects guide, please refer to the glossary for clarification. You can find the glossary in the online help for Oracle Projects, and in the Oracle Projects Fundamentals book.

Oracle Grants Accounting Documentation**Oracle Grants Accounting User Guide:**

This guide provides you with information about how to implement and use Oracle Grants Accounting. Use this guide to understand the implementation steps required for application use, including defining award types, award templates, allowed cost schedules, and burden set up. This guide also explains how to use Oracle Grants Accounting to track grants and funded projects from inception to final reporting.

Oracle Property Manager Documentation**Oracle Property Manager User Guide:**

Use this guide to learn how to use Oracle Property Manager to create and administer properties, space assignments, and lease agreements.

Oracle Property Manager Implementation Guide:

Use this guide to learn how to implement Oracle Property Manager and perform basic setup steps such as setting system options and creating lookup codes, contacts, milestones, grouping rules, term templates, and a location hierarchy. This guide also describes the setup steps that you must complete in other Oracle applications before you can use Oracle Property Manager.

Integration Repository

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

The Oracle Integration Repository is shipped as part of the E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate for the precise revisions of interfaces in your environment.

Do Not Use Database Tools to Modify Oracle Applications Data

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

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

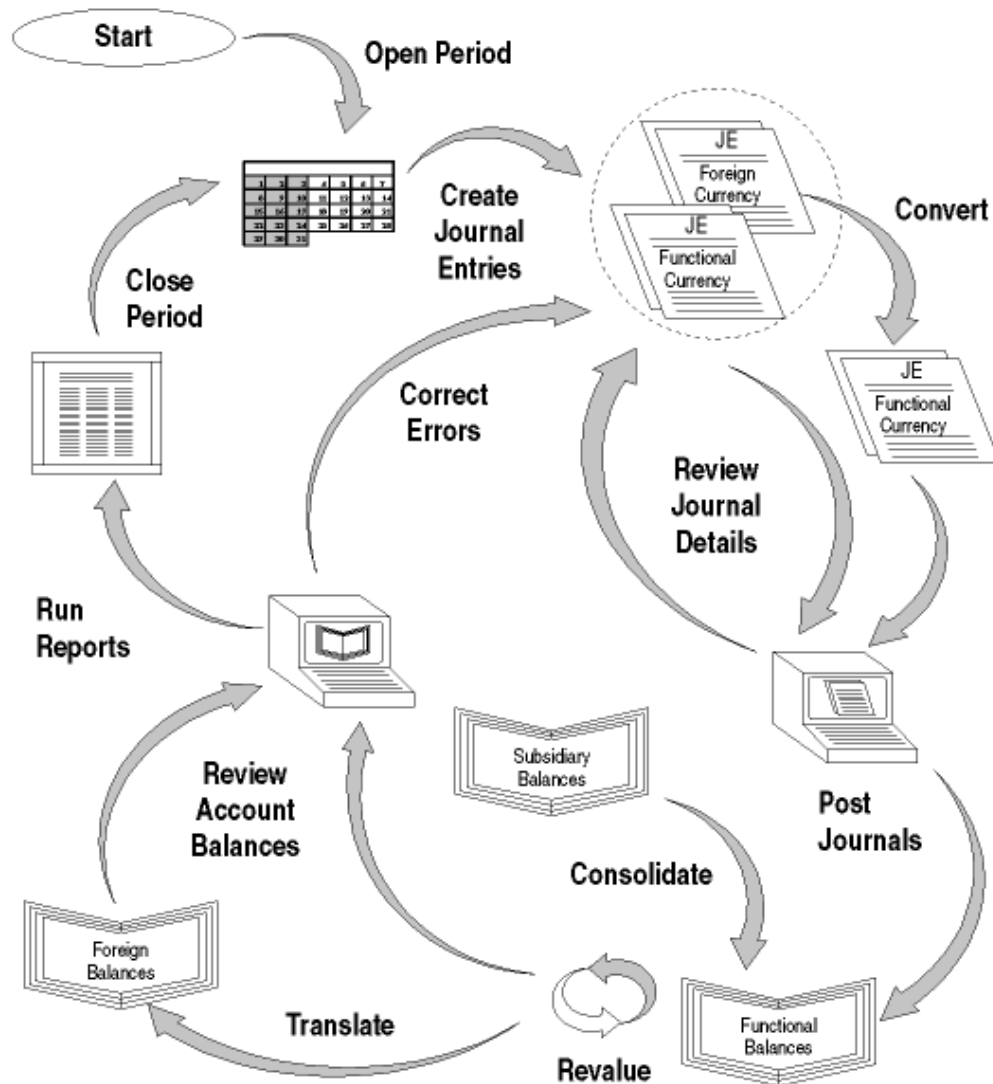
Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes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

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

Journal Entry

The General Ledger Accounting Cycle

General Ledger Accounting Cycle



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

1. Open an accounting period. See: Opening and Closing Accounting Periods, *Oracle General Ledger Implementation Guide*.
2. Enter manual journal entries, including:
 - Standard journal entries. See: Creating Journal Batches, page 1-5.

- Entered currency journal entries. See: Entering Entered Currency Journals, page 1-17.
 - Statistical journal entries. See: Entering Statistical Journals, page 1-18.
 - Intercompany and Intracompany Balancing
3. Import journals from subledgers. If you encounter an error when trying to import a subledger journal, you can correct the import data and rerun journal import. See: Importing Journals, page 1-176.
 4. Define recurring journal formulas for transactions that have a common format or that you enter frequently. You can also create recurring journal formulas to create allocation entries. See: Creating Recurring Journal Formula Batches, page 1-67.
You can use recurring journals to create three types of journal entries:
 - Skeleton entries affect the same accounts each period, but have different posting amounts. See: Creating Skeleton Journal Entries, page 1-78.
 - Standard recurring journal entries use the same accounts and amounts each period. See: Creating Standard Recurring Journal Entries, page 1-79.
 - Formula entries use formulas to calculate journal amounts that vary from period to period. Entering Recurring Journal, Budget, and Elimination Entry Formulas, page 1-72.
 5. Define MassAllocation formulas to allocate a cost pool across a group of departments, companies, ledgers, etc. See: Creating MassAllocation Formulas, page 1-91.
 6. Generate recurring journal and MassAllocation journal batches based on formulas you defined. See: Generating Recurring Journal Batches, page 1-83 and Generating MassAllocation Journals, page 1-101.
 7. Review the details of your unposted journal batches.
 - To view and optionally change unposted journal batches online, use the Enter Journals window.
 - To view unposted journal batch detail online, use the Journal Inquiry window.
 - To print a report showing unposted batch detail, produce a Journals - General report (set the Posting Status parameter to unposted).
 8. Edit unposted journals to change information about an unposted batch or its journal detail, including the batch period and the journal currency.

9. Post your journal batches manually or automatically. See: Posting Journal Batches, page 1-188.
10. Check for posting errors. General Ledger automatically produces a Posting Execution Report so you can check the results of your posting. This report notifies you of any errors.
11. Reverse journals. You can reverse a posted or unposted journal entry. Once you assign a reversing period to the journal, generate and post the reversing batch. See: Defining Reverse Journal Entries, page 1-200.
12. Revalue your foreign-denominated assets and liabilities to reflect exchange rate fluctuations at the end of each accounting period. See: Revaluing Balances, page 9-26.
13. Translate your actual account balances to any foreign currency for reporting purposes. See: Translating Balances, page 9-34.
14. Consolidate ledgers by defining and running a consolidation. You can consolidate ledgers that have different charts of accounts and calendars. See: Global Consolidation System, page 8-1.
15. Produce financial reports and perform online inquiries to review current account balances.
 - Review account balances online using the Account Inquiry window. See: Performing an Account Inquiry, page 5-9.
 - Review posted journal details in the Posted Journals Report, as well as in the General Ledger and Account Analysis reports.
 - You can also define an unlimited variety of custom reports using the Financial Statement Generator to review account balances in the format of your choice. See: Overview of the Financial Statement Generator, page 6-1.
16. Enter journals to clear suspense account balances. Examine General Ledger and Account Analysis reports to identify the source of suspense account entries.
17. Close the current accounting period. See: Opening and Closing Accounting Periods, *Oracle General Ledger Implementation Guide*.

For Year-End Closing information, see: Year-End Closing Journals, page 1-226 and Year-End Close Checklist, page 1-247.
18. Open the next accounting period.

Entering Journals

This section discusses various topics related to entering journals, including journal batches, journal and journal lines, taxable journals, entered currency journals, statistical journals, automatically copying journals, checking or reserving funds, and approving journals.

Creating Journal Batches

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

A batch can contain multiple journals, each of which can belong to a different ledger, but all of the ledgers within a batch must have the same calendar, period type, and chart of accounts.

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

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

Note: If budgetary control is enabled, all journals in a batch must be entered for the same ledger.

Data Access Set

The data access set assigned to your user responsibility controls whether or not you can enter, modify, delete, post, and view journal batches for your ledger.

- **Full Read and Write Access:** You can enter, modify, delete, post, and view journal batches for your ledger if your data access set provides full read and write access. The following lists the three types of full access:
 - Full data access type that provides read and write access to the full ledger
 - Balancing segment value data access type that provides read and write access to all balancing segment values for a ledger using the All Values check box
 - Management segment value data access type that provides read and write access to all management segment values for a ledger using the All Values check box
- **Partial Read and Write Access:** If you have read and write access to some balancing

segment values and management segment values, you have the following access:

- Read and write access to specific balancing segment values or management segment values allows you to enter and view journal lines for those balancing segment values or management segment values. You can modify journal lines if you have read and write access to all of the balancing segment values or management segment values in the journal. You can post the journal batch if you have read and write access to all of the balancing segment values or management segment values in the journal batch.
- Read Only Access: If you have read only access to a ledger, balancing segment values, or management segment values, you have view privileges only.
- Read only access to the ledger allows you to view that journal.
- Read only access to specific balancing segment values or management segment values enables you to view the journal lines with those balancing segment values or management segment values in the journal batch.

Note: The lines generated for intercompany balancing may include balancing segment values or management segment values that are not included in your Data Access Set. If this occurs, you will not be able to view the generated lines. Hence, first review the intercompany balancing rules to determine their set up. Then review your Data Access Set to determine if it must be updated to obtain view access to the generated lines.

Reporting Currencies

If you use Reporting Currencies, (Journal or Subledger Level), when you post the original journals in your source ledger, General Ledger automatically generates journals in your reporting currencies where the entered currency amounts have been converted to the reporting currency amounts.

If budgetary control is enabled, all journals in a batch must be entered for the same ledger. When the budgetary control batch is posted, however, posting may generate additional journals for reporting currencies within the same batch.

You may occasionally want to manually enter a journal directly into your reporting currency. If you do find it necessary to manually enter a journal batch in your reporting currency (journal or subledger level), use the Enter Journals window. Select the journal or subledger level reporting currency from the ledger's list of values and continue in the same manner as entering journals for a ledger.

Caution: Be careful when changing amounts in a reporting currency, since the changes will not be reflected in your source ledger. Making

changes to a reporting currency's journals may also make it more difficult to reconcile your reporting currency to your source ledger.

Tip: In general, we suggest that you only enter or change your journals in your source ledger, and then allow posting to create the associated journals in your reporting currencies.

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

Prerequisites

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

To create a new batch with multiple journal entries:

1. Navigate to the Enter Journals window.
The Find Journals window appears.
2. From the Find Journals window, choose New Batch.
The Batch window appears.

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

3. Enter an optional Batch name to identify the batch in General Ledger and journal entry reports. The batch name must be unique for the combination of chart of accounts, accounting calendar, and period type level.

If you do not enter a batch name, General Ledger creates a default name from the

source, combined with a unique batch ID and the system date.

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

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

Balance Type is a display-only field. It displays Actual when you are entering actual journals.

5. (Optional) Enter a Description for the journal batch.
6. If you have average balance enabled and your ledger is a consolidation ledger, select Standard or Average as the Journal Type.

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

Note: The Journal Type field is displayed only when a consolidation ledger is defined in the application.

7. (Optional) Enter a Control Total if you want to verify the total debits for your journal batch against the batch control total. You can also enter a control total at the journal entry level.
8. Choose Journals to add journals to the batch.

Related Topics

Entering Journals for a Prior Period, page 1-33

Entering Journals for a Future Period, page 1-34

Changing a Batch Period, page 1-20

Submitting Journal Batches for Approval, page 1-24

Approving Journal Batches, page 1-25

Opening and Closing Accounting Periods, *Oracle General Ledger Implementation Guide*

Defining Conversion Rate Types, page 9-10

Entering Daily Rates, page 9-11

Setting General Ledger Profile Options, *Oracle General Ledger Reference Guide*

Overview of Reporting Currencies, page 11-1

Entering and Posting Journals, page 11-17

Data Access Sets, *Oracle General Ledger Implementation Guide*

Entering Journals

In Enter Journals, an account is considered valid if it satisfies all of the following rules:

1. The account itself is enabled.
2. All of the individual segment values used in the account are enabled.
3. The effective date of the journal line (or the journal if this is a manual journal) is within the start and end date range specified for the account, if any.
4. The effective date of the journal line (or the journal if this is a manual journal) is within the start and end date range specified for each of the individual segment values used in the account.
5. The account itself is not a summary account.
6. None of the individual segment values used in the account are parent values
7. The account exists OR if the account does not exist, it satisfies all of the following:
 - The individual segment values used in the account are all defined and in the appropriate value sets.
 - Dynamic insertion is turned on.
 - The account does not violate cross validation rules.
8. For actual or encumbrance journals, detailed posting is on for the account.
9. For budget journals, detailed budgeting is on for the account.
10. For actual or encumbrance journals, detailed posting is on for all of the individual segments used in the account
11. For budget journals, detailed budgeting is on for all of the individual segments used in the account.
12. Security rules don't deny the current user access to any of the individual segments used in the account.

For Journal Import, if the account being processed is a NEW account (in other words,

hasn't ever been used before), then the rules followed are exactly the same as for the Enter Journals form.

If the account being processed is an existing account, then only rules 1, 3, 5, 8, and 9 are enforced for performance reasons. Specifically only the account rules are enforced. All of the rules that deal with individual segment values are not enforced.

To enter a journal:

1. Navigate to the Enter Journals window.

The Find Journals window appears.

2. Enter or query the batch for which you are entering journals. To enter a journal without entering batch information, choose New Journal from the Find Journals window and proceed to Step 4.

- To enter journals for a new batch, choose New Batch from the Find Journals window and enter the batch information.
- To add journals to an existing batch, query the batch from the Find Journals window and choose Review Batch in the Enter Journals window.

The Batch window appears.

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

3. Choose Journals.

The Journals window appears.

4. In the Journals window, enter a unique Journal name for the entry. If you do not enter a journal name, General Ledger automatically assigns a name using the following format: *Source Journal ID Date*.
5. (Optional) Enter a Description for the journal entry. General Ledger uses this as the default description for each journal entry line. You can change the journal entry description as necessary.
6. Select a ledger for your journal. Your data access set must provide read and write access to the ledger, or read and write access to one or more of the balancing segment values or management segment values to select the ledger from the list of values.

If you use reporting currencies (journal or subledger level), you can select a reporting currency for your journal.

7. Enter a Category to describe the purpose of your journal entry, such as accrual, payments, or receipts. All lines in a journal entry share the same journal category.
General Ledger defaults the journal category if you defined the profile option Journals: Default Category.
8. Enter the Period for the journal entry. If you entered a period at the batch level, you must use the same period for each journal entry in the batch. If you did not enter a period at the batch level, choose any Open or Future Enterable period for your journal entry. Note that you can only post journals in Open periods.

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

9. Accept or change the default Effective Date for the journal entry.
10. Balance Type is a display-only field. It displays Actual when you are entering actual journals and Budget when you are entering budget journals.
11. If you use document sequences with manual numbering, enter a unique Document number. This field is only available if the Sequential Numbering profile option is set to Always Used or Partially Used.

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

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

12. If you are entering an intracompany journal that includes multiple balancing segment values where the total debits and credits for each balancing segment value do not net to zero, you can specify the clearing company to balance the journal.

Note: You can also define balancing rules and a clearing company in the Intercompany Accounting Module, which General Ledger then uses to automatically balance the journal. The clearing company you manually enter in the More Details window may not override the rules defined in the Intercompany Accounts window.

13. If you use automatic tax on journal entries, enter Required in the Tax field to

indicate that you want to enter additional tax information. Otherwise, enter Not Required. This field only appears if you have automatic tax enabled for your ledger.

See: Entering Taxable Journal Entries, page 1-14

14. (Optional) If you have average balance processing enabled and your ledger is a consolidation ledger, select Standard or Average as the Journal Type.

In a consolidation ledger, you can create journal entries that affect either standard or average balances. The balances are not linked. In a non-consolidation ledger, you can only create journal entries that directly affect standard balances. Average balances are calculated automatically from your standard balances.
15. (Optional) Enter a Control Total if you want to verify the total debits for the journal lines against the journal control total.
16. Accept the default Currency or change the journal currency to an entered currency or statistical journal.
17. Enter a reversal Period and Method. You can then generate a reversing journal entry for that period. You can also reverse a journal entry without assigning a reversal period. Reversal Method can be either:
 - **Switch Dr/Cr:** General Ledger creates your reversing journal by switching the debit and credit amounts of the original journal entry. This method is often used when reversing accruals.
 - **Change Sign:** General Ledger creates your reversing journal by changing the sign of your original journal amounts from positive to negative. This reversal method is often used when reversing journals to correct data entry mistakes.

If you have average balances enabled, enter a reversal Date, Period, and Method. You can then generate a reversing journal entry for that effective date and period.

18. (Optional) Select the Other Information tab to enter optional reference information about the journal entry.
 1. Enter a Reference description to further identify the journal entry on general ledger and journal entry reports.
 2. Enter a Journal Reference Date. The primary function of this field is to satisfy Libro Giornale Requirements in Italy, but it can be used for any other date information that you want to store at the journal header level.

If you are using Reporting Currencies (Journal or Subledger Level) and you enter the Reference Date in the journal in your source ledger, it is also transferred to the journals of the reporting currencies.

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

enterable period.

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

19. Select the Lines tab and enter the journal lines.

20. Save your work.

Related Topics

Entering Journal Lines, page 1-13

Entering Entered Currency Journals, page 1-17

Entering Statistical Journals, page 1-18

Entering Journals for a Prior Period, page 1-33

Entering Journals for a Future Period, page 1-34

Posting Journal Batches, page 1-188

Defining Reverse Journal Entries, page 1-200

Overview of Average Balance Processing, page 4-1

Data Access Sets, *Oracle General Ledger Implementation Guide*

The Intercompany Segment and Use of Security Rules, *Oracle General Ledger Implementation Guide*

Entering Journal Lines

To enter journal lines:

1. Navigate to the Enter Journals window.
2. Enter your journal information. Alternatively, you can set up a default category, default ledger and accept all default batch and journal information to enter lines directly.
3. Enter a Line number for each journal line to control the sequence in which the journal entry lines appear online and in reports. After you enter the first journal entry line number, General Ledger automatically increments the numbers for the following lines. You can change the line numbers as necessary.
4. Enter an Account for the journal line. Your data access set must provide read and write access to the ledger, or read and write access to the account's balancing segment value or management segment value.

5. Enter the Debit or Credit amount for the designated account.

Note: If needed, you can enter debits and credits as negative amounts.

6. If you enabled the General Ledger descriptive flexfields, enter additional descriptive information about the journal line.
 - Use Journals - Journal Entry Line to enter any additional information related to your journal lines.
 - Use Journals - Captured Information to enter additional information about journal lines with certain natural account segment values.
 - Use Value-Added Tax to incorporate tax information into your accounting transactions. You cannot change the definition of this descriptive flexfield in General Ledger.
7. Save your work.

Related Topics

Creating Journal Batches, page 1-5

Entering Journals, page 1-9

Entering Taxable Journal Entries, page 1-14

Entering Entered Currency Journals, page 1-17

Entering Statistical Journals, page 1-18

Posting Journal Batches, page 1-188

Generating Reversing Journal Batches, page 1-202

Defining Descriptive Flexfields for General Ledger, *Oracle General Ledger Implementation Guide*

Data Access Sets, *Oracle General Ledger Implementation Guide*

Entering Taxable Journal Entries

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

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

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

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

To calculate tax information during manual journal entry:

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

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

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

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

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

Tax Information Fields

Tax Type: Input or Output

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

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

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

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

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

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

Reversing Taxable Journal Entries

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

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

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

Note: If you are using Currencies (Journal or Subledger Level), you must post your primary or secondary ledger's journal before you can reverse the journal.

Posting Taxable Journal Entries

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

You cannot post a taxable journal until you have calculated tax for that journal. Your data access set must provide read and write access to the ledger, or read and write access to the balancing segment values or management values in the batch to post.

Related Topics

Setting Up Automatic Tax Calculation, *Oracle General Ledger Implementation Guide*

Tax Calculation Rules, *Oracle General Ledger Implementation Guide*

Creating Journal Batches, page 1-5

Entering Journals, page 1-9

Entering Entered Currency Journals, page 1-17

Entering Statistical Journals, page 1-18

Posting Journal Batches, page 1-188

Generating Reversing Journal Batches, page 1-202

Defining Descriptive Flexfields for General Ledger, *Oracle General Ledger Implementation*

Entering Entered Currency Journals

You can enter manual journal entries using an entered currency. An entered currency is a currency that is not the ledger currency.

If you use reporting currencies (journal or subledger level), an entered currency is a currency that is not the currency of the reporting currency.

Note: Review entered currency account balances using the Trial Balance Report. See: Trial Balance Report, page 10-90.

Use the Revalue Balances window to revalue entered currency-denominated accounts. See: Revaluing Balances, page 9-26.

To enter an entered currency journal:

1. Navigate to the Enter Journals window.
The Find Journals window appears.
2. Enter or query a batch from the Find Journals window or choose New Batch.
The Batch window appears.
3. Enter optional batch information in the Batch window and choose Journals.
4. In the Journals window, enter journal information, specifying the entered Currency you want to use for your journal entry.
5. Enter the journal currency conversion information.
 - The conversion Date should be within the accounting period you defined for the journal entry but the Date field allows other entries in case you want to use a different period's daily rate. The conversion date is the posting date for the journal entry.
 - If you don't choose a conversion date, General Ledger uses the default effective date of the journal.
 - The conversion Type can be the Spot, Corporate, or User type, or any conversion type you defined. If your conversion rate type is assigned to a definition access set, you must have Use privilege to select it.
 - You must enter a conversion Rate if you enter User as the conversion type. If you specify a conversion type other than User, General Ledger automatically

enters the daily conversion rate based on the rates you entered in the Daily Rates window.

6. Enter your journal lines, using debit and credit amounts in the entered currency. General Ledger automatically converts the entered amounts into your ledger's currency based on the designated conversion rate.
7. Use the scrolling region to review the results of your currency conversion. You can override the Converted Debit and Converted Credit amounts if you enable the user profile option Journals: Allow Multiple Exchange Rates.

Related Topics

Overview of Multi-Currency Accounting, page 9-2

Entering Journals, page 1-9

Entering Journal Lines, page 1-13

Setting General Ledger Profile Options, *Oracle General Ledger Reference Guide*

Overview of Average Balance Processing, page 4-1

Data Access Sets, *Oracle General Ledger Implementation Guide*

Entering Statistical Journals

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

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

Note: If you use Reporting Currencies (Journal or Subledger Level), statistical journals will be generated for your reporting currencies, but the journals are not affected by the currency conversion process.

To enter a statistical journal:

1. Navigate to the Enter Journals window.
2. Enter optional batch information.
3. Enter your journal information, specifying STAT for the journal Currency.
4. Enter your journal lines, using statistical debit and credit amounts. The debits do

not need to equal credits for a statistical journal.

5. Save your work.

To enter a combined statistical and monetary journal:

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

Related Topics

Setting General Ledger Profile Options, *Oracle General Ledger Reference Guide*

Defining Statistical Units of Measure, *Oracle General Ledger Implementation Guide*

Creating Journal Batches, page 1-5

Entering Journals, page 1-9

Entering Journal Lines, page 1-13

Posting Journal Batches, page 1-188

Overview of Reporting Currencies, page 11-1

Data Access Sets, *Oracle General Ledger Implementation Guide*

Autocopying Journal Batches

You can create a new journal batch by copying and modifying an existing journal batch. Use Autocopy to copy a journal batch from the Journals window, the Batch window or the Enter Journals window.

Note: If you have multiple journals contained in a journal batch, using

Autocopy will copy the entire batch. You cannot copy a single journal in the batch.

Special Note for Reporting Currencies

If you copy journal batches that contain journals for both the source ledger and its reporting currencies, Autocopy will not copy the reporting currency journals. Posting will automatically create the reporting currency journals when you post the autocopied journals in the source ledger. Autocopied Journals will show the seeded source as AutoCopy.

To copy a journal batch:

To copy a journal batch, perform the following steps.

1. Navigate to the Enter Journals window.
2. Query and select the journal batch you want to copy.
3. Select Autocopy to copy the batch. You can also choose to review the batch or review the journal before autocopying.
4. Enter the batch name, period, and effective date for the new journal batch.
5. Choose OK.

General Ledger submits a concurrent process to create an unposted journal batch.

Changing a Batch Period

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

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

To change the period for a journal batch:

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

The Batch window appears.

4. Choose Change Period.

The Change Period window appears.

Your data access set must provide read and write access to the ledger, or read and write access to all of the balancing or management segment values in the batch in order to update the period.

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

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

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

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

7. Choose OK to save the revised batch.

Related Topics

Creating Journal Batches, page 1-5

Entering Journals, page 1-9

Entering Journals for a Prior Period, page 1-33

Entering Journals for a Future Period, page 1-34

Posting Journal Batches, page 1-188

Data Access Sets, *Oracle General Ledger Implementation Guide*

Changing the Journal Entry Currency

You can change the currency for any unposted journal entry.

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

To change the currency of an unposted journal entry:

1. Navigate to the Enter Journals window.

2. Query the batch and journal within the batch that you want to change.
The Enter Journals window appears.
3. Choose **Review Journal**.
The Journals window appears.
4. Choose Change Currency.
The Change Currency window appears.

Your data access set must provide read and write access to the ledger, or read and write access to all of the balancing or management segment values in the batch in order to change the currency.
5. Enter the journal currency conversion information.
 - The conversion Date must be within the accounting period you defined for the journal entry. The conversion date is the posting date for the journal entry.
 - The conversion Type can be the Spot, Corporate, or User type, or any conversion type you defined. If your conversion rate type is assigned to a definition access set, you must have Use privilege to select it.
 - You must enter a conversion Rate if you enter User as the conversion type. If you specify a conversion type other than User, General Ledger automatically enters the daily conversion rate based on the rates you entered in the Daily Rates window.
6. Save your work.

Related Topics

Creating Journal Batches, page 1-5

Entering Entered Currency Journals, page 1-9

Posting Journal Batches, page 1-188

Data Access Sets, *Oracle General Ledger Implementation Guide*

Checking or Reserving Funds for a Journal Batch

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

Note: Funds are checked or reserved for the entire batch, whether you perform the fund check or reservation at the journal or batch level.

To check or reserve funds for a journal batch:

1. Navigate to the Enter Journals window.
2. Query the batch for which you want to check or reserve funds.

The Batch window appears.

3. Enter optional batch information.

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

4. Choose Journals.

The Journals window appears.

5. Enter journal information.

6. Enter journal lines and save your work.

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

A message indicates whether funds are available.

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

A message indicates whether funds are reserved.

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

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

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

To unreserve funds:

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

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

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

Related Topics

Using Budgetary Control and Online Funds Checking, page 2-89

Reviewing Budgetary Control Transactions, page 1-35

Creating Journal Batches, page 1-5

Entering Journals, page 1-9

Entering Journal Lines, page 1-13

Reviewing the Batch Posting Status, page 1-193

Submitting Journal Batches for Approval

If Journal Approval is enabled for your ledger, journal batches whose journal source requires approval must be approved by a manager whose authorization limit is high enough to allow approval. You will not be able to post your batch to the general ledger until you receive this approval. Approval is also required in a multi-ledger journal batch where one of the ledgers has Journal Approval enabled.

Note: The approval limit is compared against the maximum net journal line value for each ledger that requires approval. The approver must have sufficient read and write access to the ledger, balancing segment values, or management segment values access to all of the journal lines in the batch that require approval. For entered currency journal entries, the limit is applied against the converted amount.

If you use reporting currencies (journal or subledger level), you can enable journal approval for your reporting currencies in Accounting Setup Manager.

To submit a journal batch for approval:

1. Navigate to the Find Journals window.
2. Query the journal batch you want to submit for approval.

The Enter Journals window appears.

Your data access set must provide read and write access to the ledger, or read and write access to all balancing or management segment values in the batch to submit the batch for approval.

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

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

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

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

- batch was self-approved, if you are authorized to approve your own journal batches
- batch has been sent to an approver
- batch was invalid

Invalid batches must be corrected and resubmitted for approval. If your journal batch was sent to an approver, periodically check your notifications for a response.

Related Topics

Journal Approval Overview, page 1-38

Setting Up Journal Approval, *Oracle General Ledger Implementation Guide*

Creating Journal Batches, page 1-5

Approving Journal Batches

If Journal Approval is enabled for your ledger, journal batches whose journal source requires approval must be approved by a manager whose authorization limit is high enough to allow approval. When the journal batch is submitted for approval, it will move through your organization's approval hierarchy, based on the approver method specified by the Journals: Find Approver Method profile option. Approval is also required in a multi-ledger journal batch where at least one of the ledgers in the batch has Journal Approval enabled.

If you have secondary ledgers, secondary ledger journal batches created from a posted

primary ledger journal batch do not need to be approved if they are posted from the AutoPost feature or if they are manually posted from the Post Journals window or from the Enter Journals window. However, if a user at least views the secondary ledger journal details in the Journals window before posting the journal batch, the journal batch will require journal approval if the secondary ledger has Journal Approval enabled. This is so the secondary ledger journal batches created from a posted primary ledger journal batch will require approval if any modifications are made to the journal batch.

If you enter a journal batch directly into a secondary ledger that has Journal Approval enabled, the journal batch will require journal approval.

When the journal batch is submitted for approval, it moves through your organization's approval hierarchy, based on the approver method specified by the Journals: Find Approver Method profile option.

Each approver receives a notification when approval is required. The approver must have sufficient read and write access to the ledger, balancing segment values, or management segment values access to all of the journal lines in the batch that requires approval.

To review and approve or reject a journal batch:

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

`Journal batch <batch name> submitted by <user name> requires your approval.`
2. Open the notification that requests your approval.
3. (Optional) Review the batch information or journal details before you approve or reject it. If your current responsibility allows you access to the journal batch's ledgers, you can drill down from the Notifications window to the Enter Journals window to review the batch. Otherwise, you can query journal or journal batches in the Enter Journals window to review the batch.

See: Performing a Journal Entry Inquiry, page 5-25

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

4. With the journal batch approval request displayed in the Notifications window, choose the Respond button.
5. Select Approve or Reject from the Action poplist.

6. (Optional) Enter a Comment.
7. Choose OK to save your work.

Related Topics

Journal Approval Overview, page 1-38

Setting Up Journal Approval, *Oracle General Ledger Implementation Guide*

Performing a Journal Entry Inquiry, page 5-25

Journal Wizard

Journal Wizard is a spreadsheet based extension to the Oracle E-Business Suite. By enabling interaction with a spreadsheet interface where familiar data entry and modeling techniques can be used, Journal Wizard enables you to enter journals for, budgets, and encumbrances quickly and easily.

Oracle General Ledger integrates with the spreadsheet interface through the following extensions:

- Journal Wizard
- Budget Wizard
- Currency Rates Manager

Journal Wizard Overview

Journal Wizard enables you to define and create journal entries through formatted Excel spreadsheets on your desktop. With the Journal Wizard you can:

- Use the powerful spreadsheet features of Excel for journal entry. For example, you can use formulas to calculate amounts. You can also customize spreadsheets by defining "layouts" and default values for appropriate journal worksheet fields.
- Save a journal worksheet to a file, which can then be transferred to another PC for sharing. You can subsequently make edits to the spreadsheet even while being disconnected from the network.
- Users can enter recurring journal entries by saving a journal spreadsheet and then uploading it whenever appropriate, such as every month

Once you are done editing the spreadsheet, Journal Wizard can validate the data before uploading it to the Oracle E-Business Suite. Journal Wizard validates journal data against the accounts, security rules, and reference information defined in GL. After validating the data, you can automatically upload your journals to GL.

Prerequisites

Before you can use Journal Wizard to enter journals using formatted spreadsheets, the following steps must be completed:

- Define a ledger.
- Open one or more accounting periods.
- The following profile options are mandatory and must be set before using Journal Wizard:

GL: Data Access Set - To view and interact with ledger data, the appropriate Data Access Set must be assigned to the responsibility.

GL: Default Desktop Viewer - Set up according to the version of Excel being used.

Note: A number of profile options impact journal wizard functionality. These profile options are detailed in the Oracle General Ledger Reference Guide.

Creating Journal Entries with the Journal Wizard

To create a journal entry with the Journal Wizard, navigate to the Journal Wizard window.

Select a Layout and Content (optional) to create your spreadsheet. These structures are described below.

Working with Web ADI Layout

Layouts in Web ADI provide a spreadsheet interface for journal entry. If you choose not to use one of the pre-formatted layouts (discussed below), then you are required to define one before you can create a spreadsheet document. The layout determines the fields in the spreadsheet, their position, and any default values that automatically populate the fields.

Seeded Layouts

Oracle General Ledger provides eight seeded layouts for your use as follows:

1. Functional Actuals - Single
2. Functional Actuals - Multiple
3. Foreign Actuals - Single
4. Foreign Actuals - Multiple

5. Budgets - Single
6. Budgets - Multiple
7. Encumbrances - Single
8. Encumbrances - Multiple

You can use or modify these eight seeded layouts or create your own.

Layout Details - Single vs. Multiple

Single Layouts are used to create an individual journal entry worksheet. These layouts contain two sections, a "header" section along with an associated "lines" section. Information common to all lines in the journal entry is reflected in the journal worksheet header and includes the Ledger, Category, Source, Currency, and Accounting Date. For each line of the actual entry, you can enter information such as account, debit amount, and credit amount.

Multiple Layouts are used to prepare multiple journal entries. All information pertaining to a journal entry, even that which is common to more than one line, is entered on each line of the worksheet. With the Multiple Layouts option, you can combine journal entries that have different categories, sources, and currencies in a single journal worksheet and then upload these different journal entries at the same time. When GL imports the entries from the GL interface table, it separates the lines into appropriate entries and batches.

Note: The context for a "single" layout is determined by factors like the Balance Type and Access Set Name. These values cannot be changed.

Layout Details - Balance Type

There are four types of journal entries that can be entered through a Layout:

- Functional Actuals create actual journal entries using the functional currency for your ledger.
- Foreign Actuals create actual journal entries using a currency which is different from the functional currency for your ledger.
- Budgets create journal entries that are to be posted against a budget.
- Encumbrances create journal entries to update encumbrance balances.

Customizing the Layout

Instead of using a seeded layout to enter your journals, you may update one of the predefined layouts or create your own. Creating or updating a layout includes determining the fields to be included in the layout, their placement (Header, Line, or

Context sections), and default values. Once the customized layout is defined, return to the Journal Wizard window to complete your data entry.

See Oracle Web Applications Desktop Integrator.

Header Sections

While customizing a layout, you can opt to have multiple header blocks or sections. Each of these sections appear as a separate cluster of header fields and you select which fields are displayed in each of them.

Example

For example, if you decide on two Headers, then you can place some fields in the header under "Header 1," and some items in the header under "Header 2."

Required vs. Optional Fields

Required Fields - These fields include the Balance Type, Database, Ledger, Category, Source, Currency, Accounting Date, Debit, and Credit.

Depending on the type of layout being modified, other fields may be required. For example, Budget, Budget Period, and Organization are usually optional during journal entry. However, they are mandatory when creating Budget Journals.

Optional Fields - Select the optional fields to include in your document and their placement. These include all other fields that can be entered in a journal entry like Conversion Type/ Date/ Rate, Batch Name/ Description, Journal Name/ Description, Descriptive Flexfield Information fields, Tax Code, etc.

Choose the placement for required and optional fields in your document. All these fields match up with the fields in the GL Interface table. Note that you can place these fields in the Header, Line, Or Context sections of the Layout.

Note: Once the layout is saved, you can select this layout when creating Journal Entries with the Journal Wizard.

The table that follows provides additional information on values you should use when creating custom layouts for various journal types.

Journal Type	Balance Type and Default Type	Default Value for Balance Type	Other Values
Functional Actuals Journals	Add Balance Type to the context region and enter 'Constant' for default type.	Enter 'Actual'	<p>Add the following optional fields to your layout if you want to create a reversing journal: Reverse Journal and Reversal Period.</p> <p>The following fields are necessary if you want to include VAT information in the journal entry: VAT Context, Invoice Date, Tax Code, Invoice Identifier, and Invoice Amount.</p>
Foreign Actuals Journals	Add Balance Type to the context region and enter 'Constant' for default type.	Enter 'Actual'	<p>Add Conversion Type, Conversion Rate, and Conversion Date to the layout. (Conversion Rate and Conversion Date must both be in the lines or header region.)</p> <p>In addition, the Reverse Journal and Reversal Period fields are necessary for a reversing foreign journal. The VAT information fields can also be added as listed against Functional Actuals Journals.</p> <p>Optionally you can add converted debit and converted credit columns.</p>

Journal Type	Balance Type and Default Type	Default Value for Balance Type	Other Values
Budget Journals	Add Balance Type to the context region and enter 'Constant' for default type	Enter 'Budget'	<p>Add Organization, Budget Name, and Period to the layout. The Organization field must be added to the header region.</p> <p>Reversal fields can also be added as appropriate.</p>
Encumbrance Journals	Add Balance Type to the context region and enter 'Constant' for default type.	Enter 'Encumbrance'	<p>Add Encumbrance Type to the layout.</p> <p>Reversal fields can also be added as appropriate.</p>

Uploading Data

Upload your spreadsheet to Oracle General Ledger by selecting Oracle > Upload. The following table describes select parameters in the Upload window:

Upload Parameter	Description
All Rows vs. Flagged Rows	<p>You can upload all rows in your worksheet, regardless of whether changes have been made.</p> <p>You can upload only those rows that are marked with a flag character in the upload column. Note that you can create a new flag character on the Upload column by simply clicking in the column field. This is particularly useful when working with saved worksheets.</p>

Upload Parameter	Description
Automatically Submit Journal Import	<p>If selected, starts the journal import process automatically after the upload completes. The system will then do the following:</p> <ul style="list-style-type: none"> • Submits your journal import request as well as a watch request to monitor the journal import • Displays the journal import request ID and any errors in the upload • Displays a message indicating that a watch request has been submitted for the Journal Import Request ID
Create Summary Journals	If selected, GL summarizes all transactions that share the same account, period, and currency. Else, GL creates a journal line for every row in your journal worksheet.
Upload Unbalanced Journals	<p>Posted to a predefined suspense account.</p> <p>Note: To use this function, suspense posting must first be enabled in GL.</p>

Importing Data using Web ADI Content

Content functionality can be used to automatically import data from a text file into the spreadsheet. This import takes place when the layout is built during the Create Document flow. Before you can execute an import, you will need to define a default, text import "Mapping."

Web ADI requires a mapping in order to determine where imported data should be placed in the spreadsheet. A mapping associates columns in the imported data text file with columns in the spreadsheet layout. Once the default mapping is created, you can use it to import data by selecting the appropriate layout with the content as a "Text File" in the Journal Wizard.

Entering Journals for a Prior Period

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

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

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

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

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

Related Topics

Creating Journal Batches, page 1-5

Entering Journals, page 1-9

Opening and Closing Accounting Periods, *Oracle General Ledger Implementation Guide*

Entering Journals for a Future Period

You can enter journal entries for as many future periods as you want. For example, you might want to enter journal entries for the following month while you are closing the books for the current month. You control the number of future accounting periods for which you want to allow journal entry when you define your ledger. General Ledger automatically assigns a status of "Future-Entry" to the appropriate number of accounting periods following the latest open accounting period in your calendar.

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

Related Topics

Creating Journal Batches, page 1-5

Entering Journals, page 1-9

Defining Ledgers, *Oracle General Ledger Implementation Guide*

Reviewing Budgetary Control Transactions

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

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

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

Budgetary control transactions can have the following statuses:

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

To review the results of a funds check or funds reservation:

1. Check or reserve funds for a journal, encumbrance, budget journal, or budget transfer.
2. Choose **View Results** to review the budgetary control transactions resulting from your funds action request.
3. Scroll through the displayed transactions in the Budgetary Control Transactions window. General Ledger displays transactions with funds failure followed by those transactions which passed funds check and reservation.

4. Review the Status for each transaction line.
General Ledger displays A (actual), B (budget) or E (encumbrance) for your balance type.
5. Select a transaction line to review its transaction detail.
6. Print a Budgetary Control Transactions report to keep a record of the current transactions and their status, or any errors and warnings you encountered.
7. Choose Done to return to the window in which you entered your budgetary control transactions.

Related Topics

Reviewing Budgetary Control Transaction Detail, page 1-36

Printing a Budgetary Control Transactions Report, page 1-37

Using Budgetary Control and Online Funds Checking, page 2-89

Creating Journal Batches, page 1-5

Entering Journals, page 1-9

Entering Journal Lines, page 1-13

Entering Budget Journals, page 2-60

Transferring Budget Amounts, page 2-71

Entering Encumbrances, page 3-5

Reviewing Budgetary Control Transaction Detail

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

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

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

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

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

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

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

Printing a Budgetary Control Transactions Report

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

To print a Budgetary Control Transaction report:

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

Related Topics

Budgetary Control Transactions Report, page 10-41

Reviewing Budgetary Control Transaction Detail, page 1-36

Using Budgetary Control and Online Funds Checking, page 2-89

Entering Journal Lines, page 1-13

Entering Budget Journals, page 2-60

Journal Approval

Journal Approval Overview

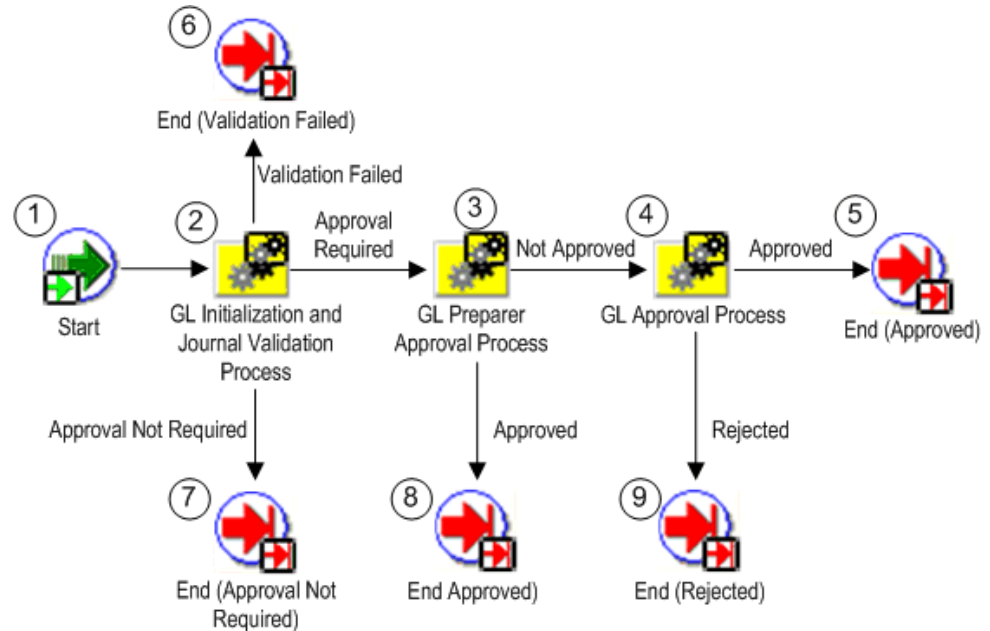
The GL Journal Approval Process obtains the necessary management approvals for manual journal batches. The process validates the journal batch, determines if approval is required, submits the batch to approvers (if required), then notifies appropriate individuals of the approval results.

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

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

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

General Ledger Journal Approval Process



Customizing Journal Approval

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

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

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

See: Setting General Ledger Profile Options, *Oracle General Ledger Reference Guide*

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

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

Note: If you decide to change these settings, be careful when

selecting your new values, since the settings work together with a compounding effect. Specifically, the approver timeout is processed for each manager notification sent.

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

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

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

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

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

GL Journal Approval Process Activities

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

GL Journal Approval Process Activities

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

Journal Approval process is:

`GL_WF_JE_APPROVAL_PKG.<PROCEDURE>`

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

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

Start (Node 1)

This activity marks the start of the process.

Function `WF_STANDARD.NOOP`

Result Type None

GL Initialization & Validation Process (Node 2)

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

Result Type GL Initialization & Validation Process Result

GL Preparer Approval Process (Node 3)

This activity is a subprocess that determines if the journal batch preparer is authorized to approve his/her own journal batch. If so, the batch is approved, the approver name is set, and notifications are sent. To view the subprocess, choose GL Preparer Approval Process under the Processes branch of the Workflow Builder navigator tree. See: GL Preparer Approval Process, page 1-46.

Result Type GL Preparer Approval Process Result

Prerequisite Activities GL Initialization & Validation Process

GL Approval Process (Node 4)

This activity is a subprocess that finds all necessary approvers, seeks journal batch approval, and sends notifications of approval or rejection. To view the subprocess, choose GL Approval Process under the Processes branch of the Workflow Builder navigator tree. See: GL Approval Process, page 1-49.

Result Type GL Approval Process Result

End (Nodes 5 through 9)

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

Function `WF_STANDARD.NOOP`

Result Type None

Related Topics

Setting Up Journal Approval, *Oracle General Ledger Implementation Guide*

GL Preparer Approval Process, page 1-46

GL Approval Process, page 1-49

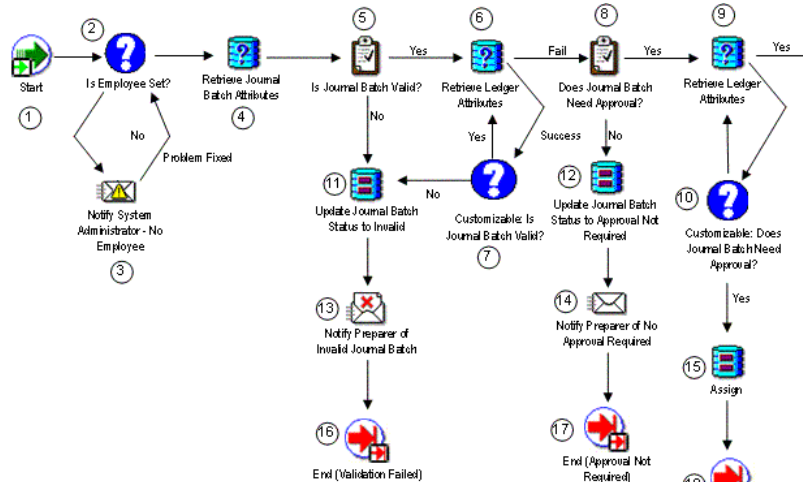
GL Initialization & Validation Process

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

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

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

The process consists of 15 unique activities, some of which are reused, to comprise the 18 activity nodes that appear in the workflow diagram:



Start (Node 1)

This standard activity marks the start of the process.

Function *WF_STANDARD.NOOP*

Result Type None

Is Employee Set (Node 2)

This function activity determines whether an employee is associated with the user who created the journal batch.

Function *GL_WF_JE_APPROVAL_PKG.IS_EMPLOYEE_SET*

Result Type Yes/No

Notify System Administrator - No Employee (Node 3)

This activity notifies the system administrator that there is no employee associated with the user who submitted the journal approval.

Message No Employee Found

Result Type None

Retrieve Journal Batch Attributes (Node 4)

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

Function	<i>GL_WF_JE_APPROVAL_PKG.GET_JEB_ATTRIBUTES</i>
Result Type	None

Is Journal Batch Valid (Node 5)

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

Function	<i>GL_WF_JE_APPROVAL_PKG.IS_JE_VALID</i>
Result Type	Yes/No

Retrieve Ledger Attributes (Nodes 6 and 9)

This function activity retrieves various attributes of the ledgers in the journal batch.

Function	<i>GL_WF_JE_APPROVAL_PKG.GET SOB ATTRIBUTES</i>
Result Type	Success/Fail

Customizable: Is Journal Batch Valid (Node 7)

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

Function	<i>GL_WF_CUSTOMIZATION_PKG.IS_JE_VALID</i>
Result Type	Yes/No

Does Journal Batch Need Approval (Node 8)

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

Function	<i>GL_WF_JE_APPROVAL_PKG.DOES_JE_NEED_APPROVAL</i>
Result Type	Yes/No

Customizable: Does Journal Batch Need Approval (Node 10)

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

Function	<i>GL_WF_CUSTOMIZATION_PKG.DOES_JE_NEED_APPR OVAL</i>
Result Type	Yes/No

Update Journal Batch Status to Invalid (Node 11)

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

Function	<i>GL_WF_JE_APPROVAL_PKG.SET_JE_INVALID</i>
Result Type	None

Update Journal Batch Status to Approval Not Required (Node 12)

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

Function	<i>GL_WF_JE_APPROVAL_PKG.SET_APPROVAL_NOT_REQ UIRED</i>
Result Type	None

Notify Preparer of Invalid Journal Batch (Node 13)

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

Message	Notify Preparer of Invalid Journal Batch
Result Type	None

Notify Preparer of No Approval Required (Node 14)

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

Message	Notify Preparer of No Approval Required
Result Type	None

Assign (Node 15)

This function activity resets the Ledger ID attribute value.

Function	<i>WF_STANDARD.ASSIGN</i>
-----------------	---------------------------

Result Type	None
-------------	------

End (Nodes 16 through 18)

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

Function	<i>WF_STANDARD.NOOP</i>
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Result Type	None
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Related Topics

Journal Approval Overview, page 1-38

GL Preparer Approval Process, page 1-46

GL Approval Process, page 1-49

GL Preparer Approval Process

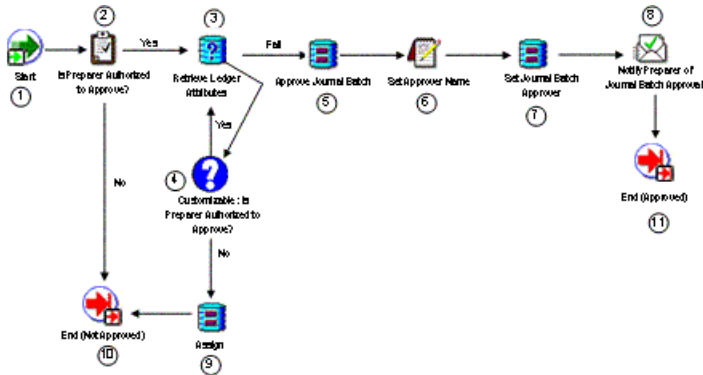
The GL Preparer Approval Process determines whether the preparer is authorized to approve his/her own journal batch. If so, the batch is approved, the approver name is set, and notifications are sent.

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

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

The process consists of 10 unique activities, some of which are reused, to comprise the 11 activity nodes that appear in the workflow diagram:

General Ledger Preparer Approval Process



Start (Node 1)

This standard activity marks the start of the process.

Function `WF_STANDARD.NOOP`

Result Type None

Is Preparer Authorized to Approve (Node 2)

This function activity determines whether the preparer is authorized to approve his/her own journal batch. If the preparer can approve, the procedure returns a value of 'Yes'. If the preparer cannot approve, the procedure returns a value of 'No'.

Function `GL_WF_JE_APPROVAL_PKG.CAN_PREPARER_APPROVE`

Result Type Yes/No

Retrieve Ledger Attributes (Node 3)

This function activity retrieves various attributes of the ledgers in the journal batch.

Function `GL_WF_JE_APPROVAL_PKG.GET_SOB_ATTRIBUTES`

Result Type Success/Fail

Customizable: Is Preparer Authorized to Approve (Node 4)

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

Function `GL_WF_CUSTOMIZATION_PKG.CAN_PREPARER_APPR`

OVE

Result Type Yes/No

Approve Journal Batch (Node 5)

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

Function *GL_WF_JE_APPROVAL_PKG.APPROVE_JE*

Result Type None

Set Approver Name (Node 6)

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

Function *GL_WF_JE_APPROVAL_PKG.SET_APPROVER_NAME*

Result Type None

Set Journal Batch Approver (Node 7)

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

Function *GL_WF_JE_APPROVAL_PKG.SET_JE_APPROVER*

Result Type None

Notify Preparer of Journal Batch Approval (Node 8)

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

Message Notify Preparer of Approval

Result Type None

Assign (Node 9)

This function activity resets the SET_OF_BOOKS_ID attribute value.

Function *WF_STANDARD.ASSIGN*

Result Type None

End (Nodes 10 through 11)

This function activity marks the end of the process. Although the activity itself does not

have a result type, each node of this activity in the process must have a process result assigned to it. The process result is assigned in the property page of the activity node. Since the GL Preparer Approval process activity has a result type of GL Preparer Approval Process Result, each End activity node must have a process result matching one of the lookup codes in the GL Preparer Approval Process Result lookup type.

Function	WF_STANDARD.NOOP
Result Type	None

Related Topics

Journal Approval Overview, page 1-38

GL Approval Process, page 1-49

GL Approval Process

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

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

Ledger A and Ledger C have journal approval enabled.

Ledger B does not have journal approval enabled.

Ledger A:

Journal #1 (Misc Cash Receipt)

Debit 10 Cash 10,000

Credit 20 Misc. Revenue 10,000

Ledger B:

Journal #2 (Accrual Adjustment)

Debit 10 Deferred Income 20,000

Debit 10 Rent Expense 15,000

Credit 30 Misc. Revenue 20,000

Credit 40 Prepaid Expenses 15,000

Ledger C:

Journal #3 (Consolidation Entry)

10 Intercompany Payables 80,000 40,000

20 Intercompany Receivables 15,000 35,000

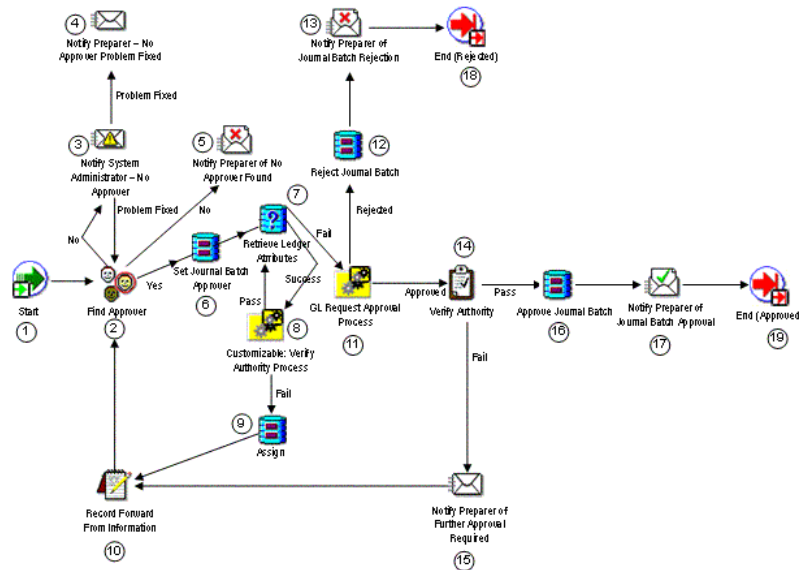
The largest net absolute amounts for each ledger requiring journal approval are 10,000 for Ledger A and 40,000 for Ledger C. Forty-thousand is the net of the intercompany payables amounts. Therefore, 10,000 and 40,000 are the amounts that will be compared to each potential approver's authorization limit for Ledger A and Ledger C respectively. Authorization limits will not be compared for Ledger B since this ledger does not require approval. The potential approver must have sufficient authorization limits for Ledger A and Ledger C to approve the journal batch.

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

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

The process consists of 18 unique activities, some of which are reused, to comprise the 19 activity nodes that appear in the workflow diagram:

General Ledger Approval Process



Start (Node 1)

This standard activity marks the start of the process.

Function `WF_STANDARD.NOOP`

Result Type None

Find Approver (Node 2)

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

Function *GL_WF_JE_APPROVAL_PKG.FIND_APPROVER*

Result Type Yes/No

Notify System Administrator - No Approver (Node 3)

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

Message No Approver Found

Result Type GL Problem Has Been Fixed

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

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

Notify Preparer - No Approver Problem Fixed (Node 4)

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

Message Notify Preparer - No Approver Problem Fixed

Result Type None

Notify Preparer of No Approver Found (Node 5)

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

Message	Notify Preparer That No Approver was Found
Result Type	None

Set Journal Batch Approver (Node 6)

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

Function	<i>GL_WF_JE_APPROVAL_PKG.SET_JE_APPROVER</i>
Result Type	None

Retrieve Ledger Attributes (Node 7)

This function activity retrieves various attributes of the ledgers in the journal batch.

Function	<i>GL_WF_JE_APPROVAL_PKG.GET_SOB_ATTRIBUTES</i>
Result Type	Success/Fail

Customizable: Verify Authority Process (Node 8)

This activity is a subprocess. If your organization has unique needs, use this activity to customize the process of verifying an approver's authority to approve the journal batch. To view the subprocess, choose Customizable: Verify Authority Process under the Processes branch of the Workflow Builder navigator tree. See: Customizable: Verify Authority Process, page 1-60.

Result Type	GL Pass or Fail Result Type
--------------------	-----------------------------

Assign (Node 9)

This function activity resets the SET_OF_BOOKS_ID attribute value.

Function	<i>WF_STANDARD.ASSIGN</i>
Result Type	None

Record Forward From Information (Node 10)

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

Function	<i>GL_WF_JE_APPROVAL_PKG.RECORD_FORWARD_FROM_INFO</i>
Result Type	None

GL Request Approval Process (Node 11)

This activity is a subprocess that seeks journal batch approval from the selected approver. To view the subprocess, choose GL Request Approval Process under the Processes branch of the Workflow Builder navigator tree. See: GL Request Approval Process, page 1-54.

Result Type	Approval
--------------------	----------

Reject Journal Batch (Node 12)

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

Function	<i>GL_WF_JE_APPROVAL_PKG.REJECT_JE</i>
Result Type	None

Notify Preparer of Journal Batch Rejection (Node 13)

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

Message	Notify Preparer of Rejection of Journal Batch
Result Type	None

Verify Authority (Node 14)

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

Function	<i>GL_WF_JE_APPROVAL_PKG.VERIFY_AUTHORITY</i>
Result Type	GL Pass or Fail Result Type

Notify Preparer of Further Approval Required (Node 15)

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

Message	Verification of approval authority failure
Result Type	None

Approve Journal Batch (Node 16)

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

Function	<i>GL_WF_JE_APPROVAL_PKG.APPROVE_JE</i>
Result Type	None

Notify Preparer of Journal Batch Approval (Node 17)

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

Message	Notify Preparer of Approval
Result Type	None

End (Nodes 18 through 19)

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

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None

Related Topics

- Journal Approval Overview, page 1-38
- GL Preparer Approval Process, page 1-46
- GL Request Approval Process, page 1-54
- Customizable: Verify Authority Process, page 1-60

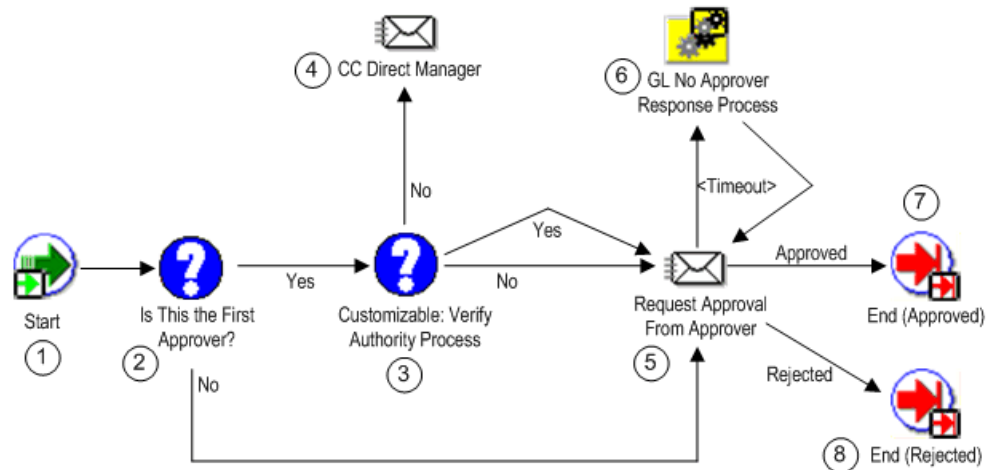
GL Request Approval Process

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

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

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

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



Start (Node 1)

This standard activity marks the start of the process.

Function *WF_STANDARD.NOOP*

Result Type None

Is This the First Approver (Node 2)

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

Function *GL_WF_JE_APPROVAL_PKG.FIRST_APPROVER*

Result Type Yes/No

Is Approver the Direct Manager (Node 3)

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

Function	<i>GL_WF_JE_APPROVAL_PKG.MGR_EQUALTO_APRV</i>
Result Type	Yes/No

CC Direct Manager (Node 4)

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

Message	CC Direct Manager
Result Type	None

Request Approval From Approver (Node 5)

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

Message	Request Approval from Approver
Result Type	Approval

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

GL No Approver Response Process (Node 6)

This activity is a subprocess that provides handling options and actions to take when the approving manager has not responded to a journal batch approval request. To view the subprocess, choose GL No Approver Response Process under the Processes branch of the Workflow Builder navigator tree. See: GL No Approver Response Process, page 1-57.

Result Type	None
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End (Nodes 7 through 8)

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

Approval lookup type.

Function *WF_STANDARD.NOOP*

Result Type None

Related Topics

Journal Approval Overview, page 1-38

GL Approval Process, page 1-49

GL No Approver Response Process, page 1-57

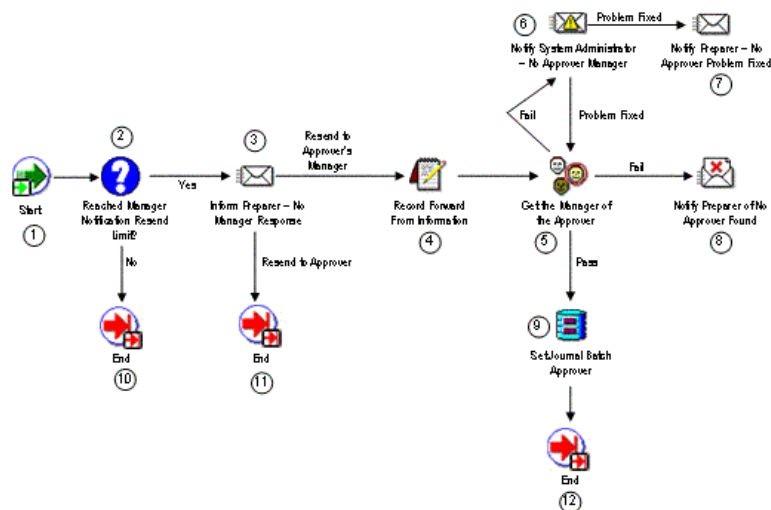
GL No Approver Response Process

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

The process has no result type.

The process consists of 10 unique activities, some of which are reused, to comprise the 12 activity nodes that appear in the workflow diagram:

General Ledger No Approver Response Process



Start (Node 1)

This standard activity that marks the start of the process.

Function	<i>WF_STANDARD.NOOP</i>
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Result Type	None
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Reached Manager Notification Resend Limit (Node 2)

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

Function	<i>GL_WF_JE_APPROVAL_PKG.NOTIFYPREP_NOAPRVRESP</i>
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Result Type	Yes/No
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Note: The default resend limit for this activity is 1 notification. You can customize this value to meet your organization's specific needs. Use Oracle Workflow Builder to open to activity's property sheet, then select the Node Attributes tab. Choose the 'Number of times to notify manager' attribute, then change the Value as needed.

Notify Preparer - No Manager Response (Node 3)

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

Message	No Manager Response
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Result Type	Employee Action For Manager
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Record Forward From Information (Node 4)

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

Function	<i>GL_WF_JE_APPROVAL_PKG.RECORD_FORWARD_FROM_INFO</i>
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Result Type	None
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Get The Manager of The Approver (Node 5)

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

Function	<i>GL_WF_JE_APPROVAL_PKG.GET_APPROVER_MANAGER</i>
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Result Type	GL Pass or Fail Result Type
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Notify System Administrator - No Approver Manager (Node 6)

This activity notifies your system administrator if the approver's manager cannot be found. The message includes 'Send' or 'Respond' attributes that display the batch name, the approver's name, the monitor URL, and any note by the system administrator that the problem has been resolved.

Message	Approver's Manager Not Found
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Result Type	GL Problem Has Been Fixed
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Note: This activity's performer is set to the SYSADMIN user when you first install Journal Approval. You can change this to any other user as follows:

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

Notify Preparer - No Approver Problem Fixed (Node 7)

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

Message	Notify Preparer - No Approver Problem Fixed
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Result Type	None
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Notify Preparer of No Approver Found (Node 8)

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

Message	Notify Preparer That No Approver was Found
Result Type	None

Set Journal Batch Approver (Node 9)

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

Function	<i>GL_WF_JE_APPROVAL_PKG.SET_JE_APPROVER</i>
Result Type	None

End (Nodes 10 through 12)

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

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None

Related Topics

Journal Approval Overview, page 1-38
 GL Request Approval Process, page 1-54

Customizable: Verify Authority Process

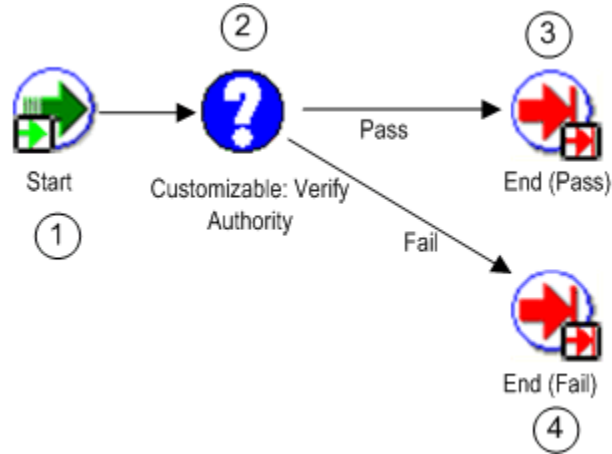
This process verifies an approver's authority to approve journal batches. If your organization has unique needs for verifying approver authority, you can customize the process.

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

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

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

Customizable: Verify Authority Process



Start (Node 1)

This standard activity that marks the start of the process.

Function *WF_STANDARD.NOOP*

Result Type None

Customizable: Verify Authority (Node 2)

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

Function *GL_WF_CUSTOMIZATION_PKG.*
VERIFY_AUTHORITY

Result Type GL Pass or Fail Result Type

End (Nodes 3 through 4)

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

Function *WF_STANDARD.NOOP*

Result Type None

Related Topics

Setting Up Journal Approval, *Oracle General Ledger Implementation Guide*

Journal Approval Overview, page 1-38

GL Approval Process, page 1-49

Allocating Amounts with Recurring Journals and MassAllocations

Creating Allocation Entries

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

With a recurring journal entry formula, you define a separate journal entry for each allocation. You can group related allocation entries together in a recurring journal batch even if they are for different ledgers.

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

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

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

Related Topics

Creating Allocations Using Recurring Journal Formulas, page 1-63

About MassAllocations, page 1-88

Creating Net Allocations, page 1-63

Creating Step-Down Allocations, page 1-64

Creating Rate-Based Allocations, page 1-64

Creating Usage-Based Allocations, page 1-65

Creating Allocations Using Recurring Journal Formulas

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

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

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

Related Topics

Creating Recurring Journal Formula Batches, page 1-67

Creating Recurring Journal Entries, page 1-69

Entering Recurring Journal Entry Lines, page 1-71

Entering Formulas with EasyCalc, page 1-75

Generating Recurring Journal Batches, page 1-83

Creating Net Allocations, page 1-63

Creating Step-Down Allocations, page 1-64

Creating Rate-Based Allocations, page 1-64

Creating Usage-Based Allocations, page 1-65

Using Allocations for Standard Costing, page 1-65

Creating Net Allocations

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

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

Related Topics

- About MassAllocations, page 1-88
- Allocation Formula Rules, page 1-99
- Generating MassAllocation Journals, page 1-101
- Choosing an Allocation Method, page 1-105

Creating Step-Down Allocations

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

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

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

Related Topics

- Creating Allocations Using Recurring Journal Formulas, page 1-63
- About MassAllocations, page 1-88
- Creating Recurring Journal Formula Batches, page 1-67
- Generating Recurring Journal Batches, page 1-83
- Generating MassAllocation Journals, page 1-101

Creating Rate-Based Allocations

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

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

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

Related Topics

- Creating Allocations Using Recurring Journal Formulas, page 1-63

About MassAllocations, page 1-88
Creating Recurring Journal Formula Batches, page 1-67
Generating Recurring Journal Batches, page 1-83
Generating MassAllocation Journals, page 1-101

Creating Usage-Based Allocations

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

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

Related Topics

Creating Allocations Using Recurring Journal Formulas, page 1-63
About MassAllocations, page 1-88
Creating Recurring Journal Formula Batches, page 1-67
Generating Recurring Journal Batches, page 1-83
Generating MassAllocation Journals, page 1-101

Using Allocations for Standard Costing

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

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

Related Topics

Creating Allocations Using Recurring Journal Formulas, page 1-63
Creating Recurring Journal Formula Batches, page 1-67
Generating Recurring Journal Batches, page 1-83

Recurring Journals

About Recurring Journals

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

You can define single ledger or multiple ledger recurring journal formula batches. For the multiple ledger batch type, you can create a recurring journal formula batch that contains recurring journal entries for different ledgers.

You can define recurring journal formulas for your ledger currencies, entered currencies, and statistical currency.

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

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

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

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

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

Related Topics

Creating Recurring Journal Formula Batches, page 1-67

Creating Recurring Journal Entries, page 1-69

Entering Recurring Journal Entry Lines, page 1-71

Creating Recurring Journal Formula Batches

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

You can create two types of recurring journal formula batches as follows:

- **Single Ledger Recurring Journal Formula Batch:** Single ledger batches affect only one ledger in the batch.
- **Multiple Ledger Recurring Journal Formula Batch:** Multiple ledger batches can affect multiple ledgers in the batch. You can define recurring journal formulas across ledgers.

Note: You can only define single ledger batch types for budget formulas.

You can create recurring journal formula batches that include ledgers that have the same chart of accounts, calendar, and period type as the data access set of your current responsibility. When you generate the recurring journal formula batches, you must have read or read and write access to the ledger and balancing segment value or management segment value to generate recurring journals. See *Generating Recurring Journal Batches*, page 1-83.

If you use reporting currencies (journal or subledger level), you can create recurring journal formula batches for single reporting currencies or multiple reporting currencies.

To create a recurring journal batch:

1. Navigate to the Define Recurring Journal Formula window.
2. Enter a Name and optional Description for the recurring journal batch.
3. Choose a Recurring Batch Type.

Note: You can only choose the single ledger batch type for budget formulas.

4. If you chose a single ledger recurring batch type, enter the name of the ledger. For a multiple ledger batch type, the Ledger field is disabled. You can define recurring journal formulas for ledgers that have the same chart of accounts, calendar, and period type as your current responsibility's data access set. See Data Access Sets, *Oracle General Ledger Implementation Guide*.

If you use reporting currencies (journal or subledger level), and you chose a single ledger recurring batch type, you can enter the name of the ledger.

5. If you want to copy entries from an existing recurring journal batch to your new batch, choose AutoCopy Batch.
6. Create recurring journal entries for the batch. If you copied entries, modify them, if necessary.
7. (Optional) Select the Enable Security checkbox to apply Definition Access Set security to your recurring journal definition. Definition Access Sets are an optional security feature that allows you to control access to your General Ledger definitions. For example, you can prevent certain users from viewing, making changes, or using your recurring journal. If you do not enable security, all users will be able to use, view, and modify your recurring journal.

If the Assign Access function is available for your responsibility, the Assign Access button is enabled once you check the Enable Security checkbox. Choose the Assign Access button to assign the definition to one or more Definition Access Sets with the desired privileges. For more information, see Definition Access Sets, *Oracle General Ledger Implementation Guide*.

If the Assign Access function has been excluded from your responsibility, you will not be able to view the Assign Access button in the Define Recurring Journal Formula window. You can still secure the recurring journal by checking the Enable Security check box, but only Definition Access Sets that are AutoAssigned will be automatically assigned to this recurring journal. See your System Administrator for more information on Function Security.

8. Save your work.
9. Generate recurring journals.
10. Review and post your generated recurring journal batches.

Tip: You can use Automatic Journal Scheduling to generate your recurring journals according to a specific schedule you define. See: Automatic Journal Scheduling, page 1-221.

Related Topics

- About Recurring Journals, page 1-66
- Copying Entries from an Existing Recurring Journal Batch, page 1-82
- Creating Recurring Journal Entries, page 1-69
- Entering Formulas with EasyCalc, page 1-75
- Creating Skeleton Journal Entries, page 1-78
- Creating Standard Recurring Journal Entries, page 1-79
- Defining Summary Accounts, *Oracle General Ledger Implementation Guide*
- Changing a Recurring Journal Entry, page 1-82
- Creating Allocations Using Recurring Journal Formulas, page 1-63
- Generating Recurring Journal Batches, page 1-83

Securing Recurring Journals

You can secure your recurring journal definition using definition access sets. Definition access sets are an optional security feature that allows you to control use, view, and modify access to your General Ledger definitions.

The following describes what Use, View, and Modify access mean as it pertains to recurring journals:

- **Use Access:** Allows specific users to generate the recurring journal and assign them to AutoAllocation Sets. They can also schedule recurring journals from the Define Recurring Journal window if they also have View access. If you have Use privileges only, you will not be able to view or make changes to the recurring journal definition.
- **View Access:** Allows you to view the recurring journal definition from the Define Recurring Journal window. You will not be able to generate or make changes to the recurring journal definition.
- **Modify Access:** Allows you to view and make changes to the recurring journal definition from the Define Recurring Journal window. You will not be able to generate the recurring journal definition.

Creating Recurring Journal Entries

To create a recurring journal formula entry for a batch:

1. Navigate to the Define Recurring Journal Formula window.

2. Enter or query the batch name.
3. Enter a Name for the recurring journal entry.
4. If you chose a multiple ledger recurring batch type, enter the name of the ledger. If you chose a single ledger recurring batch, the ledger name from the batch header is defaulted in and cannot be changed. You can define recurring journal formulas for ledgers that have the same chart of accounts, calendar, and period type as your current responsibility's data access set. See *Data Access Sets, Oracle General Ledger Implementation Guide*.

If you use reporting currencies (journal or subledger level), and you chose a multiple ledger recurring batch type, you can enter the name of the reporting currency.
5. Enter the Category.
6. Enter the Currency. You can choose STAT, a ledger currency, or an entered currency.
7. If you entered a foreign currency, enter a Conversion Type, except for User. This information is used to convert foreign currency recurring journals.
8. Enter a range of Effective Dates that includes only those periods for which you want the recurring journal entry to be used.

Note: Recurring journal entries will only be created when you choose to generate them for a date that falls within the Effective Dates range.

9. Choose Lines to enter the account you want General Ledger to update when you generate your recurring journals, as well as the formula to use.

Related Topics

Entering Recurring Journal Entry Lines, page 1-71
Entering Formulas with EasyCalc, page 1-75
Creating Skeleton Journal Entries, page 1-78
Creating Standard Recurring Journal Entries, page 1-79
Defining Summary Accounts, *Oracle General Ledger Implementation Guide*
Changing a Recurring Journal Entry, page 1-82
Creating Entered Currency Recurring Journal Entries, page 1-80

Entering Recurring Journal Entry Lines

You can define an unlimited number of journal entry lines for each recurring journal entry. The journal entry lines specify the accounts to update with the recurring journals. Each line also contains the amount to post to the designated account, or a formula to calculate the journal amounts.

To enter a recurring journal entry line:

1. Navigate to the Define Recurring Journal Formula window.
2. Enter or query the batch name and the journal entry name.
3. Choose Lines.
4. Enter a Line number to set the order of your recurring journal entry lines. You can indicate an automatic offsetting line for your recurring journal entry by entering the line number 9999.

Note: When using the 9999 automatic offsetting line, the offsetting entry plugs the number to balance the entire journal and not to balance the journal by balancing segment value. If you enter account lines across balancing segment values, the 9999 automatic offset will not create offsets per balancing segment value.

5. Enter the Account you want General Ledger to update when you generate and post your recurring journals.
6. Enter an optional Line Description for the recurring entry line.
7. Enter a Formula for the line.
8. Enter the remaining lines for the recurring journal entry. Remember that you can use line number 9999 as the automatic offsetting line for each recurring journal entry.
9. Save your work.

To enter an automatic offsetting line:

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

1. Enter one or more lines for the recurring journal entry.

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

Related Topics

Creating Recurring Journal Formula Batches, page 1-67

Creating Recurring Journal Entries, page 1-69

Entering Formulas with EasyCalc, page 1-75

Creating Skeleton Journal Entries, page 1-78

Creating Standard Recurring Journal Entries, page 1-79

Defining Summary Accounts, *Oracle General Ledger Implementation Guide*

Generating Recurring Journal Batches, page 1-83

Entering Recurring Journal, Budget, and Eliminating Entry Formulas

To enter a formula:

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

To use an account balance in your formula:

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

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

If your batch is a multiple ledger batch type, there will be a ledger segment for the Account. Enter a ledger for the ledger segment to reference the ledger for the account. This can be any ledger that has the same chart of accounts as your current responsibility's data access set. See *Data Access Sets, Oracle General Ledger Implementation Guide*.

If you use reporting currencies (journal or subledger level), you can enter a reporting currency for the ledger segment.

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

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

4. Choose a Ledger Currency to determine which balances to retrieve. If the recurring batch type is for a single ledger, the ledger currency can be the currency of the ledger or an associated balance-level reporting currency. If the recurring batch type is for multiple ledgers, the ledger currency is automatically defaulted to the currency of the ledger specified in the account's ledger segment and cannot be changed.

If you use reporting currencies (journal or subledger level), you can choose the currency of a reporting currency.

5. Choose a Currency Type of Entered, Statistical, or Total. If the balance type is Budget, you can only choose Total or Statistical. If the ledger currency is for a balance-level currency, you can only choose Total. See *Balance-Level Reporting Currencies*.
6. Choose an Entered Currency. If the specified currency type is Statistical, the entered currency default is the statistical currency and cannot be changed. If the specified currency type is Total, the entered currency field is disabled. If the specified currency type is Entered, the entered currency can be any currency.

The Ledger Currency, combined with Currency Type and Entered Currency fields, determines what type of currency account balance is retrieved for your formula. The following table shows the currency account balance types for each combination of the ledger currency, currency type, and entered currency.

Currency Account Balance Types for each Combination of Ledger Currency, Currency Type, and Entered Currency

Ledger Currency	Currency Type	Entered Currency	Meaning
Ledger Currency	Entered	Any	Entered balance of the entered currency for the ledger referenced from the ledger currency.
	Statistical	STAT	Statistical balance of the ledger of referenced from the ledger currency.
	Total	N/A	Cumulative balance of the ledger currency from the ledger referenced from the ledger currency.
Balance Level Currency	Total	N/A	Cumulative balance of the balance-level reporting currency

7. Choose the relative Period balance you want to use in your formula (Current Period, Same Period a Year Ago, or Previous Period). The relative period, combined with the amount type, determines the type of account balance your formula uses. The following table shows the account balance types for each combination of amount type and period.

Amount Type	Period	Meaning
PTD	Current Period	Net activity of current period
YTD	Current Period	Ending balance of current period
PTD	Previous Period	Net activity of previous period

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

8. Save your work.

Related Topics

Entering Formulas with EasyCalc, page 1-75

Defining Summary Accounts, *Oracle General Ledger Implementation Guide*

Generating Recurring Journal Batches, page 1-83

Calculating Budget Amounts, page 2-36

Reporting Currencies

If you are using Currencies (Journal or Subledger Transaction Level), you can create formulas to include reporting currencies that have the same chart of accounts, calendar, and period type as the data access set of your current responsibility. When you generate the recurring journal formulas, you must have at least read access to the reporting currencies you are allocating amounts from and read and write access to the reporting currencies for which you are creating journals.

Entering Formulas with EasyCalc

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

To enter an EasyCalc formula:

1. Enter the first factor to use in your calculation. The factor can be a fixed amount, or an account balance.
2. Use the EasyCalc operator *Enter* to save the value of the first factor in memory. *Enter* identifies the first factor of each calculation, and separates it from previous calculations in the formula. Using *Enter* enables you to create a logical sequence of

formula steps, and enter nested calculations in a formula.

3. Enter the next factor to use in your calculation.
4. Enter the EasyCalc operator to specify the calculation involving the previous two factors. The following are the valid mathematical operators you can use in an entry formula:

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

For example, to enter this calculation:

A * B,

Enter the information as shown in the following table:

EasyCalc Formula for a Simple Formula

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

5. Save your work.

To enter a complex formula:

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

For example, to enter this formula:

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

Enter the formula information as shown in the table below:

EasyCalc Formula for a Complex Formula

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

Factor	Operator	Explanation
	/	Specify the division operator to perform the final calculation.

Creating Skeleton Journal Entries

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

To create a skeleton journal entry:

1. Navigate to the Define Recurring Journal Formula window.
2. Enter or query the batch name and the journal entry name.
3. Choose Lines.
4. Enter a Line number to set the order of your recurring journal entry lines.
5. Enter the Account you want General Ledger to update when you generate and post your recurring journals. Do not enter a formula.
6. Enter the remaining lines and accounts for the recurring journal entry.
7. Save your work.

To enter amounts for a skeleton entry:

1. Generate the recurring journal batch that contains your skeleton entry.

Note: You can only generate recurring journals if you have the appropriate data access set privileges. You must have at least read-only access to the ledger and balancing and management segment values in the entry formulas and read and write access to the ledger and balancing and management segment values to the recurring journal entry line.

2. Edit the unposted journal batch using the Enter Journals window, and enter the journal line amounts.

3. Save the revised journals.
4. Post the batch.

Related Topics

About Recurring Journals, page 1-66
Creating Recurring Journal Formula Batches, page 1-67
Creating Recurring Journal Entries, page 1-69
Entering Recurring Journal Entry Lines, page 1-71
Generating Recurring Journal Batches, page 1-83
Entering Journals, page 1-9

Creating Standard Recurring Journal Entries

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

To create a standard recurring journal entry:

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

Note: You can only generate recurring journals if you have the appropriate data access set privileges. You must have at least read-only access to the ledger and balancing and management segment values in the entry formulas and read and write access to the ledger and balancing and management segment values to the

recurring journal entry line.

Related Topics

About Recurring Journals, page 1-66

Creating Recurring Journal Formula Batches, page 1-67

Creating Recurring Journal Entries, page 1-69

Entering Recurring Journal Entry Lines, page 1-71

Entering Formulas with EasyCalc, page 1-75

Generating Recurring Journal Batches, page 1-83

Creating Allocations Using Recurring Journal Formulas, page 1-63

Creating Entered Currency Recurring Journal Entries

Create entered currency recurring journal entries for journals that have a different currency than the ledger currency. After you generate entered currency recurring journal entries, the resulting journals are converted based on the conversion information provided in the recurring journal definition and the rate at generation time.

You can specify a conversion rate type for each foreign currency formula. The conversion rate type you enter can be any conversion rate except for the User rate type.

When you generate the recurring journal entries, the conversion rate type and the journal effective date are used to obtain the appropriate rate to convert the generated entered currency recurring journal entries.

Entered Currency Recurring Journal Entry Example

Assume that you have access to the USD ledger and that for this ledger, you have a balance of 1000 Canadian dollars entered for account 01.110.1110.

You also have the following daily rate defined for the Corporate rate type for the Jan-2004 period: CAD to USD: 0.755.

Suppose you create a multiple ledger recurring journal formula batch with the following journal entry defined:

- Ledger: US Ledger
- Journal Currency : CAD
- Conversion Type: Corporate

Line 10: 01.110.1410

Step	Operator	Amount	Account	Ledger Currency	Currency Type	Entered Currency
1			USD Ledger.01.1 10.1110	USD	Entered	CAD
2	x	2				

Line 20: 01.110.1510

Step	Operator	Amount	Account	Ledger Currency	Currency Type	Entered Currency
1	Enter		USD Ledger.01.1 10.1110	USD	Entered	CAD
2	x	-2				

When you generate this journal batch with a journal effective date of 05-Jan-2004, the following journal is generated for the US Ledger: Journal Entry:

Resulting Journal for the US Ledger: Journal Entry

Line	Account	Dr Entered (CAD)	Cr Entered (CAD)	Dr Converted (USD)	Cr Converted (USD)
10	01.110.1410	2000		1510	
20	01.110.1510		2000		1510

For the USD Ledger, the CAD journal was converted by multiplying it by the CAD to USD daily rate. The calculation is as follows:

$$2000 \text{ CAD} \times 0.755 = 1510 \text{ USD}$$

The journal entry is converted to the ledger currency using the conversion type and the journal effective date information.

Copying Entries from an Existing Recurring Journal Batch

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

To copy entries from an existing recurring journal batch:

1. Navigate to the Define Recurring Journal Formula window.
2. Enter a Name and Description for the new recurring journal formula batch.
3. Choose AutoCopy Batch.
4. Enter the Source Batch whose recurring journal entries you want to copy.
5. After copying the entries, you can enter or change the recurring journal formulas.
6. (Optional) Select the Enable Security checkbox to apply Definition Access Set security to your recurring journal formula.
7. Save your work.

Related Topics

Creating Recurring Journal Formula Batches, page 1-67

Creating Recurring Journal Entries, page 1-69

Changing a Recurring Journal Entry, page 1-82

Changing a Recurring Journal Entry

To change a recurring journal entry:

If the recurring journal entry does not have security enabled, you can modify the recurring journal entry. However, if the recurring journal entry has security enabled, you can only modify recurring journal entries for which you have modify privileges through your definition access sets.

1. Navigate to the Define Recurring Journal Formula window.
2. Query the name of the recurring journal formula batch you want to change.
3. If you have already generated journals using the batch, General Ledger automatically displays the Period and Date on which you Last Executed the batch.
4. Query the name of the recurring journal entry you want to change.

5. Choose Lines to review or change the recurring journal entry lines.
6. Edit the recurring journal lines.
7. Save your work.

Related Topics

Creating Recurring Journal Formula Batches, page 1-67

Creating Recurring Journal Entries, page 1-69

Entering Recurring Journal Entry Lines, page 1-71

Entering Formulas with EasyCalc, page 1-75

Generating Recurring Journal Batches, page 1-83

Performing Standard Costing with Recurring Journals

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

To create a formula for standard costing:

1. Define a recurring journal formula using the balance of the appropriate statistical account and a fixed amount for standard cost.

Alternately, you can maintain the standard cost as a statistic in a different account.
2. Each accounting period, adjust the balance of your statistics.
3. Generate your standard cost recurring journal just like any other recurring journal batch.

Generating Recurring Journal Batches

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

You must have read-only or read and write access to the ledger and the balancing segment value or management segment value used in the recurring journal formula to generate recurring journals. Even though, you defined a recurring journal formula, recurring journals can only be generated for ledgers, balancing, or management segment values you have access to through your current responsibility's data access set. If you have insufficient access to the ledger or segment value, the recurring journal formula will not generate journals. See *Data Access Sets, Oracle General Ledger*

Implementation Guide.

When you generate recurring journals from the recurring journal definition or from the Generate Recurring Journals window for average daily balance ledgers, you can set the profile option, GL: Number of Formulas to Validate for each Recurring Journal Batch, to validate your recurring journal batch before running the generation program for any average balancing processing violations with the calculation effective date or average balance usage. The window checks the number of formulas in the batch based on your profile option setting and displays an error message if any violations are found. The default value for the profile option is 5. Any other violations are detected during the generation program. For additional information, see Setting General Ledger Profile Options, *Oracle General Ledger Reference Guide*.

Prerequisite

- Define your recurring journal entry formulas.

Set the profile option, GL: Number of formulas, to validate for each Recurring Journal batch if you are using average daily balance ledgers. See Setting General Ledger Profile Options, *Oracle General Ledger Reference Guide*.

To generate unposted batches from recurring journal formulas:

1. Navigate to the Generate Recurring Journals window.
2. (Optional) If you have average balance processing enabled and your ledger is a consolidation ledger, select a Usage. Select Standard Balances to create recurring journals that update standard balances only. Select Average Balances to create recurring journals that update average balances only.
3. Choose the Submission Details tab to enter values for the recurring journals you want to generate. Choose the Last Run Details tab to see the values that you used the last time you generated the recurring journals.
4. Select the Recurring Batches you want to generate. You can only select to generate recurring batches that you have Use privileges to through your definition access sets.
5. Enter the accounting Period for which you want to create an unposted journal batch.
6. Enter a Journal Effective Date. General Ledger automatically enters the nearest day of the period. You could enter any date within the specified period for a standard ledger. If you have average balance processing enabled for your ledger, you can enter any valid business day, unless your ledger is a consolidation ledger. In this case, General Ledger automatically enters the first day of the period if and you cannot change the value.

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

7. Enter a Calculation Effective Date. General Ledger automatically enters the nearest day of the period. You can change this to any day in any open, closed, future enterable, or permanently closed period. If you don't have average balance processing enabled, the calculation effective date is ignored for a standard ledger.
8. (Optional) Choose the Recurring Journal button to review the batch definition. You can generate your recurring journal batch from this window.
9. If you have a recurring journal entry formula that uses budget balances to calculate journal amounts, enter the Budget name.
10. (Optional) Schedule your Recurring Journal batch. See: Scheduling your Recurring Journal batch, page 1-86.
11. Choose **Generate**. General Ledger submits a concurrent process to create unposted journal batches based on the selected recurring journal formula batches. Note the Request ID assigned to the concurrent process.

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

You can only generate recurring journals for recurring journals formulas that you have read only or read and write access to through your current responsibility's data access set. For the recurring journal line formulas, you must have at least read-only access to the ledger value or balancing and management segment values specified to retrieve its balances. For the ledger value specified at the batch-level or journal line-level or the balancing or management segment value specified at the journal line-level, you must have read and write access to generate recurring journals for the ledgers.

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

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

Currency Recurring Journals

Currency	Type	Rate	Description
Ledger currency	User	1	Journals are based on the ledger currency balances. No conversion is necessary.
STAT	User	1	No conversion necessary.
Entered currency	Conversion rate specified	The daily rate between the entered transaction currency and the ledger currency for the journal effective date and the conversion rate type	The conversion rate used to calculate the accounted amount is the daily rate between the entered transaction currency and the ledger currency.

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

Related Topics

Creating Recurring Journal Formula Batches, page 1-67

Creating Recurring Journal Entries, page 1-69

Creating Journal Batches, page 1-5

Posting Journal Batches, page 1-188

Overview of Average Balance Processing, page 4-1

Scheduling Your Recurring Journal Batch

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

To schedule your Recurring Journal Batch:

1. Navigate to the Recurring Journal Parameters window.

2. Complete the following fields:

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

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

- **Journal Effective Date:** Enter a journal effective date.

Note: General Ledger automatically enters the nearest day of the period. You can enter any date within the specified period for a standard ledger. If you have average balance processing enabled for your ledger, you can enter any valid business day unless your ledger is a consolidation ledger. In this case, General Ledger automatically enters the first day of the period and you cannot change the value.

- **Calculation Effective Date:** Enter a calculation effective date.

Note: General Ledger automatically enters the nearest day of the period. You can change this to any day in any open, closed, future enterable, or permanently closed period. If you don't have average balance processing enabled, the calculation effective date is ignored for a standard ledger.

- (Optional) **Usage:** Select a usage if you have average balance processing enabled and the ledger is a consolidation ledger.

The Ledger and Balancing Segment Value fields are disabled for the recurring journals feature. These fields are only applicable to the MassAllocations feature.

3. Choose the Schedule button.

The Oracle Applications Submit Request window opens.

4. Choose the Schedule button.

The Schedule window opens.

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

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

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

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

Related Topics

Defining Financial Schedules, *Oracle General Ledger Implementation Guide*

Automatic Journal Scheduling, page 1-221

MassAllocations

About MassAllocations

Use a MassAllocation formula to create journals that allocate financial amounts across a group of cost centers, departments, divisions, ledgers, and so on. By including parent values in allocation formulas, you can allocate to the child values referenced by the parent without having to enumerate each child separately. By including ledgers or ledger sets in the formulas, you can allocate amounts from one ledger to another ledger. Hence, a single formula can perform multiple allocations across ledgers. Alternatively, you can create a MassAllocation formula to be reused for more than one ledger set, ledger, or balancing segment value.

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

You can create MassAllocations in your ledger currency, an entered currency, or statistical currency.

Related Topics

Creating MassAllocation Batches, page 1-88

Creating Allocation Entries, page 1-62

Creating MassAllocation Batches

You can create MassAllocation batches that include ledgers that have the same chart of accounts as the data access set of your current responsibility. When you generate the

MassAllocation batches, you must have read-only or read and write access to the ledger and balancing segment value or management segment value to generate MassAllocation journals. For information on generating MassAllocation batches, see *Creating MassAllocation Batches*, page 1-88.

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

Prerequisites

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

To create a MassAllocation batch:

1. Navigate to the Define MassAllocations window.
2. Enter a Name for the MassAllocation batch.
3. Choose Actual or Encumbrance from the Balance Type poplist, for the types of balances to use in your mass allocation batch.
4. Enter a Description for the MassAllocation batch.
5. Choose Formulas to enter MassAllocation formulas.
6. (Optional) Select the Enable Security checkbox to apply Definition Access Set security to your MassAllocation formula. Definition Access Sets are an optional security feature that enables you to control access to your General Ledger definitions. For example, you can prevent certain users from viewing, making changes, or using your MassAllocation formula. If you do not enable security, all users will be able to use, view, and modify your MassAllocation formula.

If the Assign Access function is available for your responsibility, the Assign Access button is enabled once you check the Enable Security checkbox. Choose the Assign Access button to assign the definition to one or more Definition Access Sets with the desired privileges. For information on defining access sets, see *Definition Access Sets, Oracle General Ledger Implementation Guide*.

If the Assign Access function has been excluded from your responsibility, you will not be able to view the Assign Access button in the Define MassAllocation window. You can still secure the MassAllocation formula by checking the Enable Security checkbox, but only Definition Access Sets that are AutoAssigned will be automatically assigned to this MassAllocation formula. See your System Administrator for more information on Function Security.

7. After entering the formulas, save your work.
8. Generate unposted journal batches from your MassAllocation formulas.

To copy an existing MassAllocation batch:

1. Navigate to the Define MassAllocations window.
2. Enter a Name for the new MassAllocation batch.
3. Choose the AutoCopy button, then choose the MassAllocation batch that you want to copy.
4. Change the Balance Type as needed.
5. Enter a Description for the new MassAllocation batch.
6. Choose Formulas to modify the MassAllocation formulas that you copied.
7. (Optional) Select the Enable Security checkbox to apply Definition Access Set security to your MassAllocation formula.
8. After modifying the formulas, save your work.
9. Generate unposted journal batches from your MassAllocation formulas.

Securing MassAllocations

You can secure your MassAllocation definition using definition access sets. Definition access sets are an optional security feature that enables you to control use, view, and modify access to your General Ledger definitions.

The following describes what Use, View, and Modify access mean as it pertains to MassAllocations:

- **Use Access:** Enables you to generate the MassAllocation and assign them to AutoAllocation Sets. You can also schedule MassAllocations from the Define MassAllocation window if you also have View access. If you have Use privileges only, you will not be able to view or make changes to the MassAllocation definition.
- **View Access:** Enables you to view the MassAllocation definition from the Define MassAllocation window. You will not be able to generate or make changes to the MassAllocation definition.
- **Modify Access:** Enables you to view and make changes to the MassAllocation definition from the Define MassAllocation window. You will not be able to generate the MassAllocation definition.

Related Topics

About MassAllocations, page 1-88

MassAllocation Example, page 1-106
Creating Allocation Entries, page 1-62
Generating MassAllocation Journals, page 1-101
Creating Journal Batches, page 1-5
Entering Journals, page 1-9
Creating MassAllocation Formulas, page 1-91
Validation Business Rules, page 1-100
Posting Journal Batches, page 1-188

Creating MassAllocation Formulas

To enter a MassAllocation formula:

1. Navigate to the Define MassAllocations window.
2. Enter or query the name of the MassAllocation batch to which you want to add the formula.
3. Choose Formulas.
4. Enter the Name, Category, and Description of the MassAllocation formula. Categories help you group journal entries in a convenient manner for reporting and analysis.
5. Enter the Currency for the MassAllocation journal entry. You can choose a ledger currency, or an entered or STAT currency.
6. Choose your Foreign Currency Allocation method to determine how you want entered currency balances converted.
 - If you choose Converted Amount, General Ledger allocates the full balance for the account for both the entered and converted amounts for foreign currency allocations.
 - If you choose Calculated Amount, enter a Conversion Type, except for the User rate type. General Ledger uses the entered conversion method, conversion type, and journal effective date to determine the rate to use to convert the generated MassAllocation journal.
7. Choose Full Cost Pool Allocation to have any rounding difference resulting from the MassAllocation computation added to the allocations with the largest relative balance. If you do not choose this option, any rounding differences will remain in the original account.

8. Enter the formula lines.
9. Save your work.

Related Topics

Entering MassAllocation Formula Lines, page 1-92

Validation Business Rules, page 1-100

Entering MassAllocation Formula Lines

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

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

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

$$A * B / C$$

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

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

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

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

To enter an account in a MassAllocation formula line:

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

Optionally, enter a ledger, ledger set, or balance-level reporting currency in the Ledger segment or a balancing segment value in the balancing segment for the accounts for lines A, B, or C. By leaving these segments blank, you can use the MassAllocation formula for different ledger sets, ledgers, or balancing segment values by indicating them at generation time. The values are the corresponding short names.

You can also enter accounts with parent segment values to create a formula that references accounts with the corresponding child segment values.

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

and enabled. For the ledger segment value, you can define formulas with ledgers or ledgers sets that have the same chart of accounts as your current responsibility's data access set.

You can specify a ledger set in the formula line that contains accounts with the Encumbrance balance type if all the ledgers in the ledger set have the same ledger currency.

If you use reporting currencies (journal or subledger level), you can enter a reporting currency in the Ledger segment.

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

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

Looping (L): Assign this type to a ledger set segment value. The allocation program runs each formula once for each ledger in the ledger set. You can only loop on ledger set segment values.

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

Summing (S):

Assign this type to a ledger set segment value to sum the account balances of all the ledgers in the ledger set. You can only sum on ledger set segment values.

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

Constant (C): Assign this type to a single ledger segment value. You can only use this segment type for a single ledger for the ledger segment.

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

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

3. Enter a Ledger Currency to determine which ledger should be used to retrieve balances. If you specified a single ledger or balance-level reporting currency in the account's ledger segment, the ledger currency automatically defaults to the ledger currency or the balance-level reporting currency and cannot be changed. If you

specified a ledger set, the ledger currency can be the currency of a ledger or an associated balance-level reporting currency based on the ledger set. If you left the ledger segment blank, you may specify any currency. The following table summarizes this:

Ledger Segment	Ledger Currency
Single Ledger or Balance-Level Reporting Currency	Defaults to the currency of the ledger currency or balance-level reporting currency and cannot be changed.
Ledger Set	Can be a currency of a ledger or an associated balance-level reporting currency within the ledger set.
Blank	Can be any currency.

The ledger currency for formula lines that use the Encumbrance balance type should be the ledger currency of the specified ledger set or ledger.

4. Enter a Currency Type of Entered, Statistical, or Total.

If the balance type of the formula line is Encumbrance, you can only select the Total currency type since only total balances is supported for encumbrance balances.

5. Choose an Entered Currency. If the specified currency type is Statistical, the entered currency default is the statistical currency and cannot be changed. If the specified currency type is Total, the entered currency field is disabled. If the specified currency type is Entered, the entered currency can be any currency.

The Ledger Currency, combined with Currency Type and Entered Currency fields, determines what type of currency account balance is retrieved for your formula. The following table shows the currency account balance types for each combination of the ledger currency, currency type, and entered currency.

Ledger Currency	Currency Type	Entered Currency	Type of Account Balance Retrieved
Ledger Currency	Entered	Any	Entered balance of the entered currency for the ledger referenced from the ledger currency.

Ledger Currency	Currency Type	Entered Currency	Type of Account Balance Retrieved
	Statistical	STAT	Statistical balance of the ledger referenced from the ledger currency.
	Total	N/A	Total balance of the ledger currency for the ledger referenced from the ledger currency.
Balance Level Reporting Currency	Entered	Any	Entered balance of the entered currency for the reporting currency referenced from the ledger currency.
	Total	N/A	Total balance of the balance level reporting currency.
Any (when ledger segment is left blank)	Entered	Any	<p>Entered balance of the entered currency for the ledger referenced from the ledger currency.</p> <p>The ledger currency of the ledger or of the ledgers in a ledger set indicated at generation time must be the same as the specified ledger currency to have a MassAllocation journal generated. The ledger cannot be a balance-level reporting currency.</p>

Ledger Currency	Currency Type	Entered Currency	Type of Account Balance Retrieved
	Statistical	STAT	<p>Statistical balance of the ledger referenced from the ledger currency.</p> <p>The ledger currency of the ledger or of the ledgers in a ledger set indicated at generation time must be the same as the specified ledger currency to have a MassAllocation journal generated. The ledger cannot be a balance-level reporting currency.</p>
	Total	N/A	<p>Total balance of the ledger currency or balance-level reporting currency from the ledger or balance level reporting currency referenced from the ledger currency.</p> <p>The ledger currency of the ledger, the ledgers in a ledger set, or the balance-level reporting currency indicated at generation time must be the same as the specified ledger currency to have a MassAllocation journal generated.</p>

6. Enter the Amount Type you want to use:

- Period-to-Date
- Quarter-to-Date
- Year-to-Date
- Project-to-Date

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

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

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

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

Related Topics

Defining Segment Values, *Oracle Applications Flexfields Guide*

Assigning Segment Types, page 2-47

Entering a Target Account, page 1-98

Entering an Offsetting Account, page 1-98

Entering a Target Account

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

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

Note: The target account must conform to the allocation formula rules for target accounts. Be sure to also follow the account segment cross-validation rules.

If you are specifying a ledger set or ledger in the ledger segment of the target account, you can specify any ledger or ledger set that has the same chart of accounts as the data access set assigned to the current responsibility.

Related Topics

Allocation Formula Rules, page 1-99

Entering MassAllocation Formula Lines, page 1-92

Validation Business Rules, page 1-100

Entering an Offsetting Account

Enter an account in the Offset line to specify the account to use for the offsetting debit or credit from your allocation. The ledger set or ledger of the Offset line must be the same as the ledger set or ledger specified in the target account. Also, the Offset account is *usually* the same account as formula line A to reduce the cost pool by the allocated amount.

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

Note: The offset account must conform to the allocation formula rules for offsetting accounts. Be sure to also follow the account segment cross-validation rules.

Related Topics

Allocation Formula Rules, page 1-99

Allocation Formula Rules

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

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

- You can enter either an amount or an account in lines A, B and C.
- If you enter an account and enter a ledger or balance-level reporting currency in the ledger segment, you must have a Constant segment type. If you enter a ledger set in the ledger segment, you can use either the Looping or Summing segment type.
- If you enter an account, child values must have a Constant segment type.
- Parent values may have a Constant, Looping or Summing segment type.
- You can use a Constant segment type with a parent value only if it references a summary account.
- If you use a Looping segment type on the same segment in more than one of the operand lines, you must use the same parent.
- If you use a Looping segment type in your Target line, you must use a Looping segment type on the same segment using the same parent in lines A, B or C.
- To use summary accounts, all segments in your formula must be assigned a segment type of Constant.
- You must have at least read access to the ledger, ledger set, balancing or management segment values in the lines A, B, and C to allocate those amounts. If you do not have read access, zero amounts are generated.
- If you enter an entered currency as the transaction currency with the Converted Option, the currency of line A must be the same as the transaction currency.

For target and offset lines (lines T and O)

- You must enter an account in the Target and Offset lines.
- You must enter valid account code combinations to generate MassAllocation journals.
- Ledger, balance-level reporting currencies, and detail values must have a Constant

segment type.

- Ledger set and parent values must have a Looping segment type.
- Your Target account must be different from your Offset account.
- Your Target account's ledger segment value must be the same as the Offset account's ledger segment. If you leave this segment blank, then it must be blank for the Target and Offset lines.
- If you enter a ledger or balance level reporting currency in the target or offset lines' ledger segment, you must have a Constant segment type. If you enter a ledger set in the ledger segment, you can use the Looping or Summing segment type.
- You must have read and write access to the ledger, ledger set, balancing, or management segment values in the Target and Offset lines to generate MassAllocation journals.

For the target line only (line T)

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

For the offset line only (line O)

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

Validation Business Rules

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

1. Line A is account or constant based.
2. Line B is account based.
3. Line B has at least one looping segment.
4. Line C is account based and has the same segment values as line B.

5. Line C uses Constant or Summing segment type if line B uses Constant or Summing segment type.
6. At least one Summing or Constant segment in line C corresponds to a looping segment in line B.

Related Topics

Entering MassAllocation Formula Lines, page 1-92

Assigning Segment Types, page 2-47

Entering a Target Account, page 1-98

Entering an Offsetting Account, page 1-98

Reporting Currencies

If you are using Currencies (Journal or Subledger Transaction Level), you can create formulas to include additional level currencies that have the same chart of accounts, calendar, and period type as the data access set of your current responsibility. When you generate the MassAllocation formulas, you must have at least read access to the reporting currencies you are allocating amounts from and read and write access to the reporting currencies for which you are creating journals.

Generating MassAllocation Journals

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

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

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

You must have read-only or read and write access to the ledger, the balancing segment value, or management segment value used in the MassAllocation formula to generate MassAllocation journals. Even though you were able to define a MassAllocation formula, MassAllocation journals are only generated for the ledgers, balancing, or management segment values to which you have access through your current responsibility's data access set. If you have insufficient access to the ledger or segment value, the MassAllocation will not generate journals. See *Data Access Sets, Oracle General Ledger Implementation Guide*.

When you generate MassAllocation journals from the MassAllocation definition window or from the Generate MassAllocation Journals window for average daily balance ledgers, you can set profile option, GL: Number of Formulas to Validate for each MassAllocation Batch, to validate your MassAllocation batch before running the generation program for any average balancing processing violations such as calculation effective date and average balance usage business rules. The windows only check a certain number of formulas in the batch based on your profile option setting and show an error message if any violations are found. The default value for the profile option is 5. Any other violations are detected during the generation program. For additional information, see Setting General Ledger Applications Profile Options, *Oracle General Ledger Reference Guide*.

Prerequisite

- Define MassAllocation formulas.
- Set the profile option, GL: Number of formulas, to validate for each MassAllocation batch if you are using average daily balance ledgers.

To generate a journal batch from a MassAllocation formula:

1. Navigate to the Generate MassAllocation Journals window.
2. Enter a Ledger Set or Ledger. If you have a default ledger assigned for your data access set, it is automatically defaulted. If the MassAllocation formula does not have any unspecified ledger segment values in the formula, the ledger or ledger set value you enter is ignored. This entry is only applicable when the ledger segment value is left unspecified in the MassAllocation formula.
3. Enter a Balancing Segment Value. If the MassAllocation formula does not have any unspecified balancing segment values in the formula, the balancing segment value you enter is ignored. This entry is only applicable when the balancing segment value is left unspecified in the MassAllocation formula.
4. (Optional) If you have average balance processing enabled and your ledger is a consolidation ledger, select a Usage. Select Standard Balances to create MassAllocation journals that update standard balances only. Select Average Balances to create MassAllocation journals that update average balances only.
5. Specify the Allocation Method for the MassAllocation batches you are generating. Choose Full to reverse previous allocation batches or to post new allocation amounts. Choose Incremental to generate journals that increment the existing balances to match the current allocation amount.
6. (Optional) If you have average balance processing enabled, choose Submission Details from the poplist to enter values for the MassAllocation journals you want to generate. Choose the Last Run Details tab to see the values that you used the last

time you generated the MassAllocation journals.

7. Enter the Batch Name for each validated MassAllocation formula batch you want to generate.
8. Enter the Period for which you want to generate MassAllocation journals.
9. Enter a Journal Effective Date. General Ledger automatically enters the nearest day of the chosen period. You can enter any date within the specified period for a standard ledger. If you have average balance processing enabled, you can enter any valid business day, unless your ledger is a consolidation ledger. In this case, General Ledger automatically enters the first day of the period and you cannot change the value.

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

10. Enter a Calculation Effective Date. General Ledger automatically enters the nearest day of the period. You can change this to any day in any open, closed, future enterable, or permanently closed period. If you do not have average balancing processing enabled, the calculation effective date is ignored.
11. (Optional) Schedule your Allocation or MassAllocation batch.
12. Choose Generate to submit a concurrent process that creates an unposted journal batch for the period you specify.

Review the MassAllocations Execution Report.

General Ledger names your MassAllocation journal batches as follows: MA: <Request ID><MassAllocation Batch Name><Period>. The following is an example of a MassAllocation journal batch name: MA: 47566 Rent Budget Allocation JAN-95.

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

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

Currency MassAllocations

Currency	Type	Rate	Description
Ledger currency	User	1	No conversion required.
Entered currency	Conversion rate specified	The daily rate between the entered transaction currency and the ledger currency for the journal effective date and conversion rate type.	The conversion rate used to calculate the accounted amount is the daily rate between the entered transaction currency and the ledger currency.
STAT	User	1	No conversion required.

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

Related Topics

- Choosing an Allocation Method, page 1-105
- MassAllocation Examples, page 1-106
- Creating MassAllocation Batches, page 1-88
- Creating MassAllocation Formulas, page 1-91
- Creating Journal Batches, page 1-5
- Posting Journal Batches, page 1-188
- Overview of Average Balance Processing, page 4-1

Reusing MassAllocation Formulas for Different Ledgers and Balancing Segment Values

You can use the same MassAllocation formula for different ledger sets, ledgers, balance-level reporting currencies, and even balancing segment values. You can allocate amounts from different ledger sets, ledgers, balance-level reporting currencies, and balancing segment values, or allocate amounts to different ledger sets, ledgers, balance level reporting currencies, and balancing segment values by specifying them at generation time rather than specifying them in the formula.

To use this feature, do not enter a ledger segment or balancing segment value when defining your MassAllocation formula for lines A, B, C, T, or O. Then, at generation

time, specify the ledger set, ledger, balance-level reporting currency, or balancing segment value in the ledger and balancing segment value fields. The ledger or balancing segment value you specify is applied to the formula where the ledger or balancing segment value fields are unspecified.

Choosing an Allocation Method

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

Generating Journals Using the Full Allocation Method

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

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

Generating Journals Using the Incremental Allocation Method

Choose the Incremental allocation method when you want to update allocated balances without reversing the previous allocation batches. Using this method, you can generate allocation journals as many times as you wish, provided there is no activity against the target accounts between runs. Note the Offset account is usually the same account as formula line A to reduce the cost pool by the allocated amount.

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

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

If you rerun your incremental batches, General Ledger uses cumulative period-to-date, quarter-to-date, year-to-date or project-to-date balances for the accounting period you specify. The first amount type General Ledger encounters in the $A*B/C$ formula is the amount type used for the target account when calculating the incremental allocation amount ($A*B/C$).

Related Topics

Creating Allocation Entries, page 1-62

MassAllocation Examples, page 1-106

MassAllocation Examples

The following are MassAllocation examples.

Single Ledger Usage-Based Allocation Example

Suppose you want to redistribute your total US dollars (USD) monthly rent expense from department 100 to each department based on the amount of space each department occupies within a single ledger, Vision US. Your account is composed of three segments: Company, Department, and Account.

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

Usage-Based Allocation Example

The MassAllocation formula transaction currency is USD using the Converted Amount entered currency allocation. Therefore, no currency conversion is required.

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

MassAllocation Formula to Allocate Monthly Rent Expense for Company 01

Factor	Operator	Account	Ledger Currency	Currency Type	Entered Currency	Amount Type	Relative Period	Balance Type
A	E	VisionUS-01-100-5740	USD	Total		PTD	Current Period	A
	Type	C-C-C-C						
B	*	VisionUS-01-999-SQFT	USD	Statistical	STAT	YTD	Current Period	A
	Type	C-C-L-C						

Factor	Operator	Account	Ledger Currency	Currency Type	Entered Currency	Amount Type	Relative Period	Balance Type
C	/	VisionUS-01-999-SQFT	USD	Statistical	STAT	YTD	Current Period	A
	Type	C-C-S-C						
T	E	VisionUS-01-999-5740				PTD	Current Period	A
	Type	C-C-L-C						
O	E	VisionUS-01-100-5740				PTD	Current Period	A
	Type	C-C-C-C						

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

Assume there are three other departments besides 100 in the company, 101, 102 and 103 that occupy 45%, 30% and 25% of the company's floor space, respectively. These departments are children to the parent department 999. When you run this MassAllocation formula for an accounting period with \$100,000 of rent expense, you produce a journal entry for the Vision US ledger as shown in the table below:

Journal Entry for Monthly Rent Expense

Account	Entered Debit (USD)	Entered Credit (USD)	Converted Debit (USD)	Converted Credit (USD)	Description
01-101-5740	45,000.00		45,000.00		Rent Expense - Dept 101

Account	Entered Debit (USD)	Entered Credit (USD)	Converted Debit (USD)	Converted Credit (USD)	Description
01-102-5740	30,000.00		30,000.00		Rent Expense - Dept 102
01-103-5740	25,000.00		25,000.00		Rent Expense - Dept 103
01-100-5740		100,000.00		100,000.00	Rent Expense - Dept 100

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

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

MassAllocation Formula to Allocate Monthly Rent Expense Across All Companies

Factor	Operator	Account	Ledger Currency	Currency Type	Entered Currency	Amount Type	Relative Period	Balance Type
A	E	VisionUS-99-100-5740	USD	Total		PTD	Current Period	A
	Type	C-L-C-C						
B	*	VisionUS-99-999-SQFT	USD	Statistical	STAT	YTD	Current Period	A
	Type	C-L-L-C						
C	/	VisionUS-99-999-SQFT	USD	Statistical	STAT	YTD	Current Period	A
	Type	C-S-S-C						

Factor	Operator	Account	Ledger Currency	Currency Type	Entered Currency	Amount Type	Relative Period	Balance Type
T	E	VisionUS-99-999-5740				PTD	Current Period	A
	Type	C-L-L-C						
O	E	VisionUS-99-100-5740				PTD	Current Period	A
	Type	C-C-C-C						

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

Entered Currency Allocation Example

The previous example was a non-entered currency allocation example. Let's take the same example and have the MassAllocation formula transaction currency be Canadian dollars (CAD) using the Calculated Amount entered currency allocation. Therefore, currency conversion is required.

Suppose you want to redistribute your entered Canadian dollars (CAD) monthly rent expense from department 100 to each department based on the amount of space each department occupies within a single ledger, Vision US. Your entered Canadian dollar for the account is the amount entered in CAD and excludes amounts entered in any other currency.

The table below shows the MassAllocation formula you can define to allocate the monthly rent expense for company 01 for Vision US ledger in CAD currency.

The transaction currency of CAD uses the Corporate rate type to convert the MassAllocation formula to CAD. The Corporate rate between the USD and CAD currencies for the journal effective date entered at generation time is 0.7566.

MassAllocation Formula to Allocate Entered Currency Amounts

Factor	Operat or	Accoun t	Ledger Curren cy	Curren cy Type	Entered Curren cy	Amount Type	Relativ e Period	Balanc e Type
A	E	VisionU S-01-100 -5740	USD	Entered	CAD	PTD	Current Period	A
	Type	C-C-C- C						
B	*	VisionU S-01-999 -SQFT	USD	Statistic al	STAT	YTD	Current Period	A
	Type	C-C-L-C						
C	/	VisionU S-01-999 -SQFT	USD	Statistic al	STAT	YTD	Current Period	A
	Type	C-C-S-C						
T	E	VisionU S-01-999 -5740				PTD	Current Period	A
	Type	C-C-L-C						
O	E	VisionU S-01-100 -5740				PTD	Current Period	A
	Type	C-C-C- C						

Row A represents the cost pool that you want to allocate to all Departments for the Vision US ledger. It only retrieves the amount entered in CAD for that account. Rows B and C compute the relative amount of floor space occupied by each department. These rows access statistical accounts of the form 01-101-SQFT, 01-102-SQFT, and so on. Row B loops through all department segment values. Row C computes the total of all floor space occupied.

For the three other departments besides 100 in the company, 101, 102 and 103, they occupy 45%, 30%, and 25% of the company's floor space, respectively. These departments are children to the parent department 999. When you run this MassAllocation formula for an accounting period with 100,000 of rent expense where 10,000 of that amount was entered in CAD, you produce a journal entry for the Vision US ledger as shown in the table below:

Journal Generated from MassAllocation Formula to Allocate Entered Currency Amounts

Account	Entered Debit (CAD)	Entered Credit (CAD)	Converted Debit (USD)	Converted Credit (USD)	Description
01-101-5740	4,500.00		3,404.70		Rent Expense - Dept 101
01-102-5740	3,000.00		2,269.80		Rent Expense - Dept 102
01-103-5740	2,500.00		1,891.50		Rent Expense - Dept 103
01-100-5740		10,000.00		7,566.00	Rent Expense - Dept 100

The rent expense distributed to the different departments is converted based on the corporate rate type and the journal effective date.

Ledger Set Allocation Example

Suppose you have a ledger set, US Ledger Set, comprised of two ledgers: East US Ledger and West US Ledger. You want to distribute the 600 US dollars to each ledger in the ledger set based on the fraction of the amount they comprise for account 1200.

Your account is composed of three segments: Company, Department, and Account. Department 110 is the department that stores cash for all the ledgers. Account 1120 is the miscellaneous cash account.

Since the MassAllocation formula transaction currency is USD, no currency conversion is required.

The table below shows the MassAllocation formula you can define to allocate the cash for the US Ledger Set. In this table, the account segment type is identified in the next row following each account segment row, where L stands for looping, S for summing, and C for constant.

MassAllocation Formula to Allocate Amounts in a Ledger Set

Factor	Operat or	Accoun t	Ledger Curren cy	Curren cy Type	Entered Curren cy	Amount Type	Relativ e Period	Balanc e Type
A	E	600					Current Period	A
B	*	USLedg erSet-01 -110-120 0	USD	Total		PTD	Current Period	A
	Type	L-C-C-C						
C	/	USLedg erSet-01 -110-120 0	USD	Total		PTD	Current Period	A
	Type	S-C-C-C						
T	E	USLedg erSet-01 -110-112 0				PTD	Current Period	A
	Type	L-C-C-C						
O	E	USLedg erSet-01 -110-574 0				PTD	Current Period	A
	Type	L-C-C-C						

If both the ledgers in the ledger set have \$200 USD total for account 1120, when you run this MassAllocation formula, you produce a journal batch with the following journal entries for the US Ledger Set as shown in the table below:

MassAllocation Batch:

Journal 1 (East US Ledger):

Account	Entered Debit (USD)	Entered Credit (USD)
01-110-1120	300.00	
01-110-5740		300.00

Journal 2 (West US Ledger):

Account	Entered Debit (USD)	Entered Credit (USD)
01-110-1120	300.00	
01-110-5740		300.00

Incremental MassAllocation Example

Now assume that you want to reallocate an adjusted cost pool without reversing the posted journal batches created by the previous MassAllocations. You define your MassAllocation with a different offset account from your cost pool, as shown in the following table:

MassAllocation Formula to Allocate Incremental Allocation Amounts

Factor	Operator	Account	Ledger Currency	Currency Type	Entered Currency	Amount Type	Relative Period	Balance Type
A	E	VisionUS-01-100-5740	USD	Total		PTD	Current Period	A
	Type	C-C-C-C						
B	*	VisionUS-01-999-SQFT	USD	Statistical		YTD	Current Period	A
	Type	C-C-L-C						

Factor	Operator	Account	Ledger Currency	Currency Type	Entered Currency	Amount Type	Relative Period	Balance Type
C	/	VisionUS-01-999-SQFT	USD	Statistical		YTD	Current Period	A
	Type	C-C-S-C						
T	E	VisionUS-01-999-5740				PTD	Current Period	A
	Type	L-C-C-C						
O	E	VisionUS-01-100-5840				PTD	Current Period	A
	Type	C-C-C-C						

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

Journal Entry for Monthly Rent Expense Allocation

Account	Entered Debit (USD)	Entered Credit (USD)	Description
01-101-5740	45,000.00		Rent Expense - Dept 101
01-102-5740	30,000.00		Rent Expense - Dept 102
01-103-5740	25,000.00		Rent Expense - Dept 103

Account	Entered Debit (USD)	Entered Credit (USD)	Description
01-100-5840		100,000.00	Allocated Rent

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

Journal Entry for Rent Increase

Account	Entered Debit (USD)	Entered Credit (USD)	Description
01-101-5740	4,500.00		Rent Expense - Dept 101
01-102-5740	3,000.00		Rent Expense - Dept 102
01-103-5740	2,500.00		Rent Expense - Dept 103
01-100-5840		10,000.00	Rent Expense - Dept 100

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

Account Balances

Account	Amount (USD)	Description
01-101-5740	49,500.00	Rent Expense - Dept 101
01-102-5740	33,000.00	Rent Expense - Dept 102
01-103-5740	27,500.00	Rent Expense - Dept 103

Account	Amount (USD)	Description
01-100-5740	110,000.00	Rent Expense - Dept 100
01-100-5840	(110,000.00)	Allocated Rent

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

Journal Entry for Rent Decrease Allocation

Account	Entered Debit (USD)	Entered Credit (USD)	Description
01-100-5740		13,500.00	Rent Expense - Dept 102
01-101-5740		9,000.00	Rent Expense - Dept 102
01-102-5740		7,500.00	Rent Expense - Dept 103
01-100-5840	30,000.00		Allocated Rent

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

Account Balances

Account	Amount	Description
01-101-5740	36,000.00	Rent Expense - Dept 101
01-102-5740	24,000.00	Rent Expense - Dept 102
01-103-5740	20,000.00	Rent Expense - Dept 103

Account	Amount	Description
01-100-5740	80,000.00	Rent Expense - Dept 100
01-100-5840	(80,000.00)	Allocated Rent

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

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

Reusable MassAllocation for Different Ledgers Example

Let's take one of the previous examples and define the MassAllocation formula so that we can reuse the same formula every time for different ledgers. Suppose you want to redistribute your total US dollars (USD) monthly rent expense for a ledger from department 100 to each department based on the amount of space each department occupies for a single ledger.

Your account is composed of three segments: Company, Department, and Account. Department 999 is a parent that includes all departments except 100. Department 100 is the department that stores all rent expenses. Account 5740 is the rent expense account. SQFT is the statistical account used to record square footage for each department.

The table below shows the MassAllocation formula you can define so that you can reuse the same formula for different ledgers.

MassAllocation Formula that is Reusable Across Ledgers

Factor	Operator	Account	Ledger Currency	Currency Type	Entered Currency	Amount Type	Relative Period	Balance Type
A	E	<blank> -01-100- 5740	USD	Total		PTD	Current Period	A
	Type	C-C-C- C						

Factor	Operator	Account	Ledger Currency	Currency Type	Entered Currency	Amount Type	Relative Period	Balance Type
B	*	<blank> -01-999-SQFT	USD	Statistical	STAT	YTD	Current Period	A
	Type	C-C-L-C						
C	/	<blank> -01-999-SQFT	USD	Statistical	STAT	YTD	Current Period	A
	Type	C-C-S-C						
T	E	<blank> -01-999-5740				PTD	Current Period	A
	Type	C-C-L-C						
O	E	<blank> -01-100-5740				PTD	Current Period	A
	Type	C-C-C-C						

Notice that the ledger segments are left unspecified in the MassAllocation formula. When you generate the MassAllocation formula, you specify a ledger set or ledger in the ledger segment field on the Generate MassAllocation Journals window. The ledger set or ledger you specify is applied to the unspecified ledger segments in the formula.

Suppose in the Generate MassAllocation Journals window, you specify ledger, West US Ledger. When the formula is generated, it generates the formula by applying the West US Ledger as the value for the unspecified ledger segments in the formula.

Suppose you want to use the same MassAllocation formula for a different ledger, East US Ledger. In the Generate MassAllocation Journals window, you specify ledger, East US Ledger. When the formula is generated, it applies the East US Ledger as the value for the unspecified ledger segments in the formula.

Note: The same behavior occurs when you unspecify the balancing segment value in the formula. General Ledger takes the balancing

segment value you enter at generation time and applies it where it is left unspecified in the formula.

AutoAllocations

AutoAllocations Overview

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

You can create two types of AutoAllocation Sets:

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

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

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

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

Note: Journal Approval, which also uses Oracle Workflow for notifications and approvals, is an independent subprocess that can be launched by AutoAllocations. The contact you specify for a step in the AutoAllocation Workbench is the Journal Approval contact.

For more information, see *Journal Approval Overview*, page 1-38.

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

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

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

- Secure access to your AutoAllocation set definition with definition access set security. This excludes Oracle Projects Allocations.
- Query defined Allocations or Recurring Journals batches to use in your Parallel or Step-Down AutoAllocation set if you have view access to the AutoAllocation set through your definition access sets or if the AutoAllocation set does not have definition access set security enabled.
- Define your AutoAllocation set with allocations that contain multiple ledgers, as long as they share the same chart of accounts, calendar, and period type as your current data access set.
- Drill down to view any batch definition form and create new journal batches to use in your AutoAllocation set.
- Submit your AutoAllocation set.
- Schedule your AutoAllocation set.
- View the process status of your submitted AutoAllocation sets.

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

Related Topics

Parallel Allocation Sets, page 1-121

Step-Down AutoAllocation Sets, page 1-125

Recurring Journals, page 1-66

Creating Recurring Journal Formula Batches, page 1-67

Creating Recurring Journal Entries, page 1-69

Entering Recurring Journal Entry Lines, page 1-71

MassAllocations, page 1-88

Creating MassAllocation Batches, page 1-88

Creating Allocation Entries, page 1-62

Journal Approval, page 1-38

Definition Access Sets, *Oracle General Ledger Implementation Guide*

Data Access Sets, *Oracle General Ledger Implementation Guide*

Oracle Projects and Oracle General Ledger

Please note the following constraints when using AutoAllocations:

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

Parallel Allocation Sets

Create Parallel Allocation sets in the AutoAllocation Workbench window.

AutoAllocation Workbench (Vision Operations (USA))

Allocation Set: MONTH END CLOSING ENTRY
 Description: Fixed allocation spreads
 Default Contact:
☐ Enable Security

Set Type
☐ Step-Down
☒ Parallel

Line	Type	Batch	Contact	Allocation Method
10	Recurring Journal	Recurring Expenses Journal		N/A
20	Recurring Journal	Eliminate Intercompany Profit		N/A

Recurring Journal Assign Access

Submit Schedule View Status

To Create a Parallel AutoAllocation Set:

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

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

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

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

You can only drill down to those definitions that you have at least view privileges to through your definition access sets or definitions that do not have definition

access set security enabled.

7. In the Batch column, enter a batch or choose from the list of values. Batches are predefined and are derived from the Type of allocation you specified in the Type column.

For recurring journals, you can only select from recurring journal definitions that have ledgers that have the same chart of accounts, calendar, and period type as your current data access set and that you have at least use privileges to through your definition access sets or that do not have definition access set security enabled.

For MassAllocations, including MassBudgets and MassEncumbrances, you can only select from allocations that have ledgers with the same chart of accounts as your current data access set and that you have at least use privileges to through your definition access sets or that do not have definition access set security enabled.

8. Choose the Allocation Method.

The default method of recurring batches is N/A. Your choices are Full, Incremental, or N/A.

9. (Optional) Select the Enable Security checkbox to apply Definition Access Set security to your AutoAllocation set definition. Definition Access Sets are an optional security feature that enables you to control access to your General Ledger definitions. For example, you can prevent certain users from viewing, making changes, or using your AutoAllocation set. If you do not enable security, all users will be able to use, view, and modify your AutoAllocation set.

If the Assign Access function is available for your responsibility, the Assign Access button is enabled once you check the Enable Security checkbox. Choose the Assign Access button to assign the definition to one or more Definition Access Sets with the desired privileges. For more information, see *Definition Access Sets, Oracle General Ledger Implementation Guide*.

If the Assign Access function has been excluded from your responsibility, you will not be able to view the Assign Access button in the AutoAllocation Workbench window. You can still secure the AutoAllocation set by checking the Enable Security check box, but only Definition Access Sets that are AutoAssigned will be automatically assigned to this AutoAllocation set. See your System Administrator for more information on Function Security.

See *Securing AutoAllocation Sets*, page 1-127

10. Save your work.
11. When you have entered all your lines, choose any of the three buttons at the bottom of the window: Submit, Schedule, or View Status. See the table below for a list of these buttons and their corresponding actions.

Note:

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

AutoAllocation Definition Drilldown Button

Button	Type	Dependency	Label	Action
Definition Drilldown	Dynamic	Batch Type: MassAllocation	MassAllocation	Define MassAllocation window, page 1-88
Definition Drilldown		Batch Type: MassBudget	MassBudget	Define MassBudgets window, page 2-41
Definition Drilldown		Batch Type: MassEncumbrances	MassEncumbrances	Define MassAllocation window, page 1-88
Definition Drilldown		Batch Type: Recurring Journals	Recurring Journals	Define Recurring Journal Formula window, page 1-67

AutoAllocation Workbench Buttons

Button	Action
Assign Access	When definition access set security is enabled, displays the Assign Definition Access Sets window.
Submit	Navigate to submission parameter window
Schedule	Navigate to SRS form to schedule Step-Down or Parallel AutoAllocation

Button	Action
View Status	Navigate to view status window. If more than one request exists for an allocation set, data for latest request is queried.

Step-Down AutoAllocation Sets

Create Step-Down AutoAllocation sets in the AutoAllocation Workbench window. For more information see: Step-Down AutoAllocation Approval Process, page 1-131

AutoAllocation Workbench (Vision Operations (USA))

Allocation Set:

Description:

Default Contact:

☐ Enable Security

Set Type

☒ Step-Down

☐ Parallel

Step	Type	Batch	Contact	Allocation Method
1	Recurring Journal	Recurring Rent Re-Allocation	OPERATIONS	N/A
2	MassAllocation	Variable Allocation example (2)	OPERATIONS	Full
3	MassAllocation	Fixed Allocation example (3)	OPERATIONS	Full
4	MassAllocation	Variable Alloc (4 based on 1 to 3)	OPERATIONS	Full
5	MassAllocation	Allocation example (5 posting er	OPERATIONS	Full

To Create a Step-Down AutoAllocation Set:

1. Navigate to the AutoAllocation Workbench window.
2. Enter an AutoAllocation set name.
3. Enter a description for the AutoAllocation set.
4. Define the Default Contact. Specify the person or responsibility to be notified by Workflow in the event of process error or process completion, or if approval is required. You can choose from the list of values or enter the user ID. The default contact appears below in the contact field for each Type you specify.

5. Choose Step-Down as the Allocation Set Type

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

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

Note: The Definition Drilldown button (lower left) is a dynamic button. The label changes with your choice of Type. Use this button to query and edit existing or create new MassAllocations, MassBudgets, Recurring Journals, or MassEncumbrances. You can drill down to the Batch Definition Form to view the details of your batch. See the table titled AutoAllocation Definition Drilldown Button under Parallel Allocation Sets, page 1-121.

You can only drill down to those definitions that you have at least view privileges to through your definition access sets or definitions that do not have definition access set security enabled.

8. In the Batch column, enter a batch or choose from the list of values. Batches are predefined and are derived from the Type of allocation you specified in the Type column.

For recurring journals, you can only select from recurring journal definitions that have ledgers that have the same chart of accounts, calendar, and period type as your current data access set and that you have at least use privileges to through your definition access sets or that do not have definition access set security enabled.

For MassAllocations, including MassBudgets and MassEncumbrances, you can only select from allocations that have ledgers with the same chart of accounts as your current data access set and that you have at least use privileges to through your definition access sets or that do not have definition access set security enabled.

9. Choose a contact from the List of Values if you do not want the Default Contact. Workflow notifications and approvals are sent to the user ID or responsibility you specify when the AutoAllocation program processes this step. If Workflow fails to reach this contact, Workflow attempts to notify or gain approval from the Default Contact, if different.

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

10. Choose the Allocation Method. The default method of recurring batches is N/A. Your choices are: Full, Incremental, or N/A.
11. (Optional) Select the Enable Security checkbox to apply Definition Access Set security to your AutoAllocation set definition. Definition Access Sets are an optional security feature that enables you to control access to your General Ledger definitions. For example, you can prevent certain users from viewing, making changes, or using your AutoAllocation set. If you do not enable security, all users will be able to use, view, and modify your AutoAllocation set.

If the Assign Access function is available for your responsibility, the Assign Access button is enabled once you check the Enable Security checkbox. Choose the Assign Access button to assign the definition to one or more Definition Access Sets with the desired privileges. For more information, see Definition Access Sets, *Oracle General Ledger Implementation Guide*.

If the Assign Access function has been excluded from your responsibility, you will not be able to view the Assign Access button in the AutoAllocation Workbench window. You can still secure the AutoAllocation set by checking the Enable Security check box, but only Definition Access Sets that are AutoAssigned will be automatically assigned to this AutoAllocation set. See your System Administrator for more information on Function Security.

For more information, see Securing AutoAllocation Sets, page 1-127.

12. Save your work.
13. When all of your lines are entered, choose any of the three buttons at the bottom of the window: Submit, Schedule, or View Status. See the table titled AutoAllocation Workbench Buttons under Parallel Allocation Sets, page 1-121 for a list of these buttons and their corresponding actions.

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

Securing AutoAllocation Sets

You can secure your AutoAllocation Set definition using definition access sets. Definition access sets are an optional security feature that enables you to control use, view, and modify access to your General Ledger definitions.

The following describes what Use, View, and Modify access mean as it pertains to AutoAllocation Sets:

- **Use Access:** Enables you to generate and schedule AutoAllocation Sets. With Use privileges only, you will not be able to view or make changes to the AutoAllocation Set definition.
- **View Access:** Enables you to view the AutoAllocation Set definition in the AutoAllocation Workbench window. You will not be able to generate or make changes to the AutoAllocation Set definition.
- **Modify Access:** Enables you to view and make changes to the AutoAllocation Set definition in the AutoAllocation Workbench window. You will not be able to generate the AutoAllocation Set definition.

Submitting AutoAllocation Set Requests

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

You can submit requests two ways:

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

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

When you submit AutoAllocation sets that have definition access set security enabled and if you have at least use privileges to the AutoAllocation set, it does not matter what privileges you have to the allocation definitions assigned to the AutoAllocation set. The definition access set privileges you have for an AutoAllocation set takes precedence over the privileges you have for the individual allocation definitions assigned to the AutoAllocation set.

To schedule your AutoAllocation set:

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

The Parameters window appears.

2. Complete the following fields:

- **Name:** The AutoAllocation set name defaults from the workbench window.
- **Ledger/Ledger Set:** If the AutoAllocation set contains any MassAllocation or MassEncumbrance formulas, enter a ledger or ledger set to be applied to the formulas if the ledger segment value was not defined. If the allocation formula does not have any undefined ledger segment values in the formula, the ledger or ledger set is ignored. This entry is only applicable to where the ledger segment value is undefined in the formula.

This is not supported for MassBudgets, Recurring Journals, and Project Allocations. The AutoAllocation set ignores the ledger/ledger set value for these batches.

- **Balancing Segment Value:** If the AutoAllocation set contains any MassAllocation or MassEncumbrance formulas, enter a balancing segment value to be applied to the formulas if the balancing segment value was not defined. If the allocation formula does not have any undefined balancing segment values in the formula, the balancing segment value you enter is ignored. This entry is only applicable to where the balancing segment value is undefined in the formula.

This is not supported for MassBudgets, Recurring Journals, and Project Allocations. The AutoAllocation set ignores the ledger/ledger set value for these batches.

- **Period:** Enter an accounting period or choose from the list of values.
- **Budget:** Enter a budget or choose from the list of values.

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

- **Journal Effective Date:** Enter a journal effective date. General Ledger defaults the nearest day of the chosen period. You can enter any date within the specified period for a standard ledger. If you have average balance processing enabled for your ledger, you can enter any valid business day, unless your ledger is a consolidation ledger. In this case, General Ledger automatically enters the first day of the period and you cannot change the value.

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

- **Calculation Effective Date:** Enter a calculation effective date. General Ledger automatically enters the nearest day of the chosen period. You can change this to any day in any open, closed, or permanently closed period. If you don't have average balance processing enabled, the calculation effective date is ignored for a standard ledger.

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

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

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

5. Choose the Schedule button.

The Oracle Applications Submit Request window appears.

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

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

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

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

Note: Scheduled AutoAllocation sets are governed by Workflow processes. You are not required to post generated journals to

update General Ledger balances.

Related Topics

Oracle Applications User's Guide

Defining Financial Schedules, Oracle General Ledger Implementation Guide

Reviewing the status of your AutoAllocation Sets

To review the status of your AutoAllocation set, choose the View Status button in the AutoAllocation Workbench window. If more than one AutoAllocation set is pending, you can query the set you want to find. You can only query AutoAllocation sets that you have view privileges to through your definition access sets or definitions that do not have definition access set security enabled.

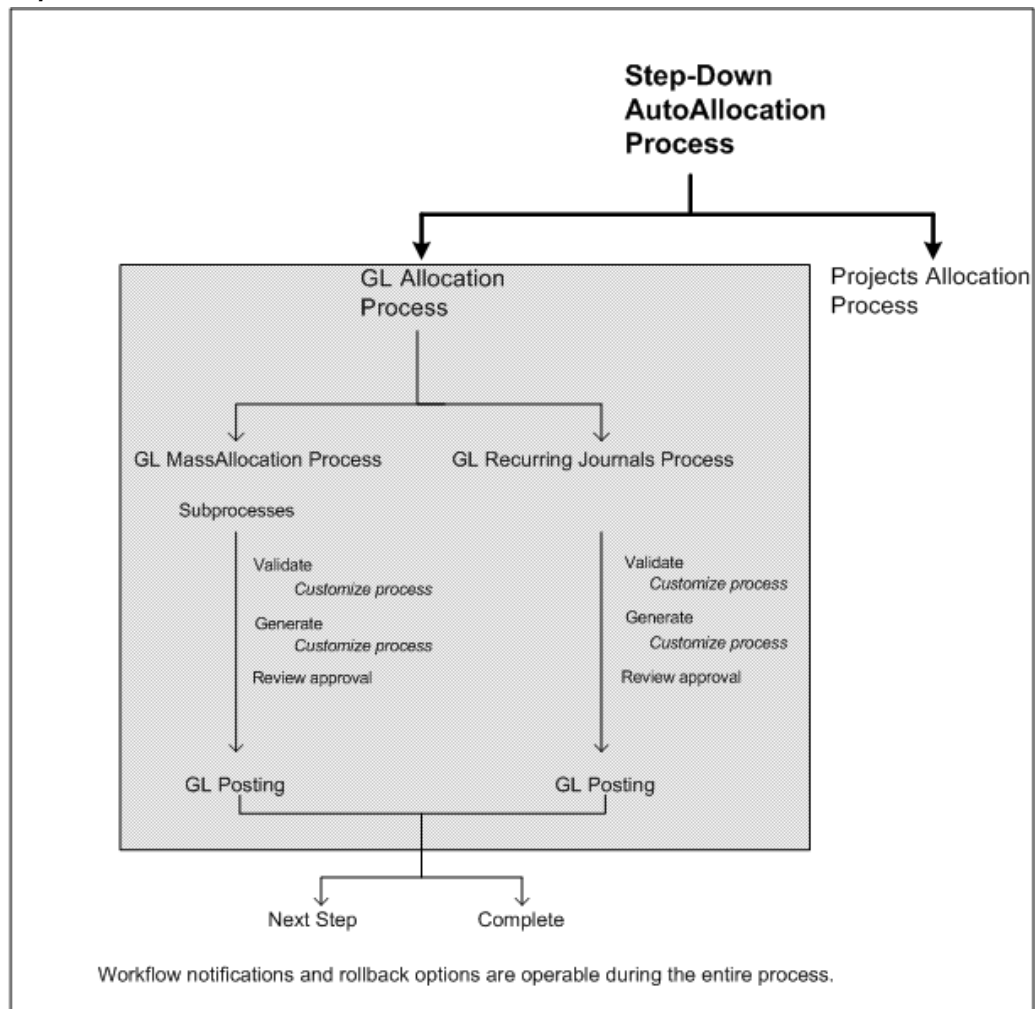
Step-Down AutoAllocation Approval Process

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

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

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

Step-Down AutoAllocation Process



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

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

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

If Journal Approval is required for a generated batch before posting, AutoAllocations

launches Journal Approval and sends two notifications: an advisory notification to the AutoAllocation step contact and a notification to the Journal Approval contact. Once the journal is approved, the AutoAllocation process proceeds. For more information, see *Journal Approval Overview*, page 1-38.

Customizing Step-Down AutoAllocations

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

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

- **AutoAllocation Rollback Allowed:** Enables the contact, when notified, to roll back the AutoAllocation set, reversing all journal entries. Rollback is available only for General Ledger AutoAllocation sets. When this profile option is enabled, the rollback option is not available to AutoAllocation sets containing Projects Allocation Rules. For more information, see: *Oracle Projects*.
- **GL AutoAllocation: Continue to Next Step if No Journal Created:** Allows the Step-Down AutoAllocation process to continue to the next step if a previous step fails to generate a journal batch. See: *General Ledger Profile Options, Oracle General Ledger Reference Guide*.
- **Journal Review Required:** Requires the contact to review a generated journal batch before posting.
- **Debug Directory:** Enables the database to create a Workflow debug file in a specified directory.

To set these profile options, See: *Setting General Ledger Profile Options, Oracle General Ledger Reference Guide*.

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

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

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

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

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

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

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

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

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

Additional Information:

Include all customizations in the GL_AUTO_ALLOC_WF_CUST_PKG defined in the file admin/sql/glcwfals/pls.

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

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

Result types for the customizable processes are:

COMPLETE:PASS indicates the process completed.

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

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

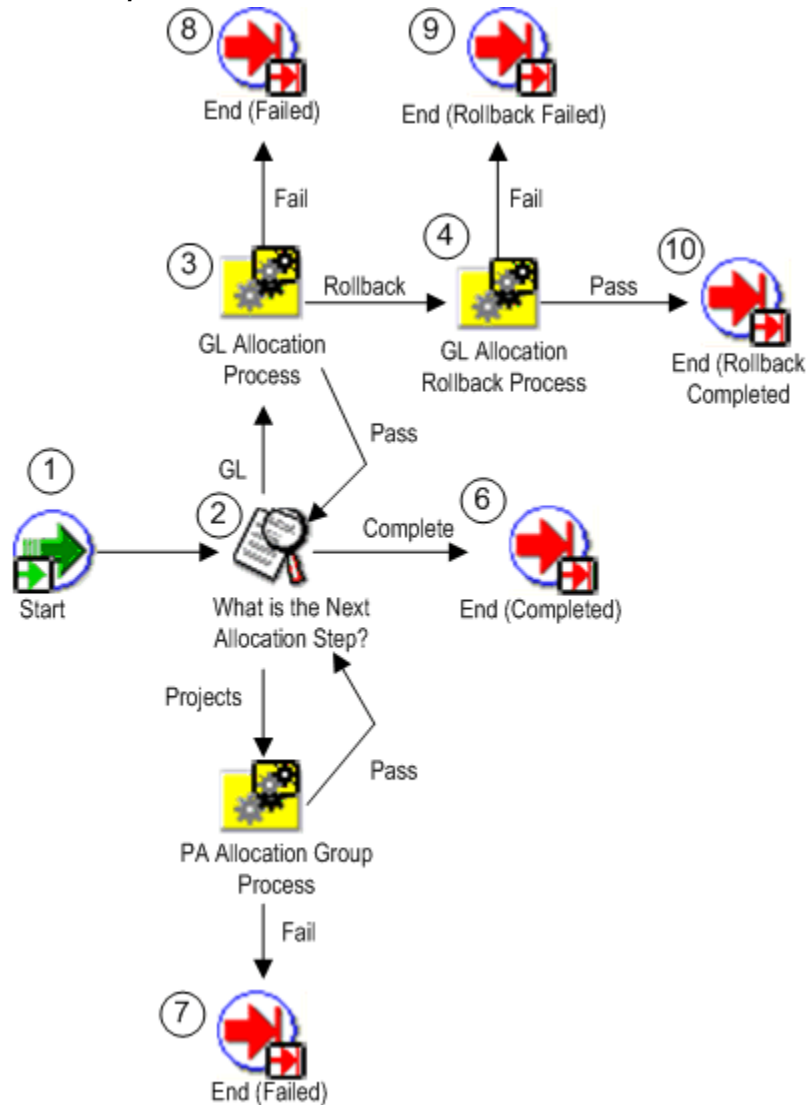
AutoAllocation Processes

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

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

Automatic Step-Down Allocation Process

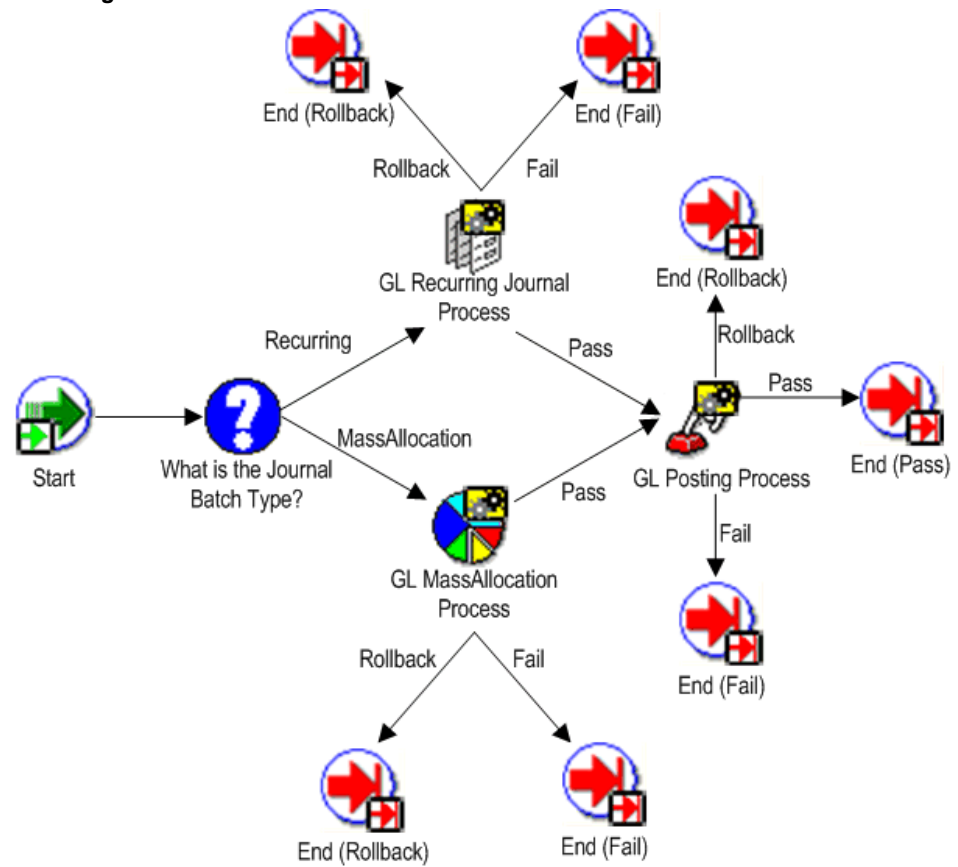
Automatic Step-Down Allocation Process



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

GL Allocation Process

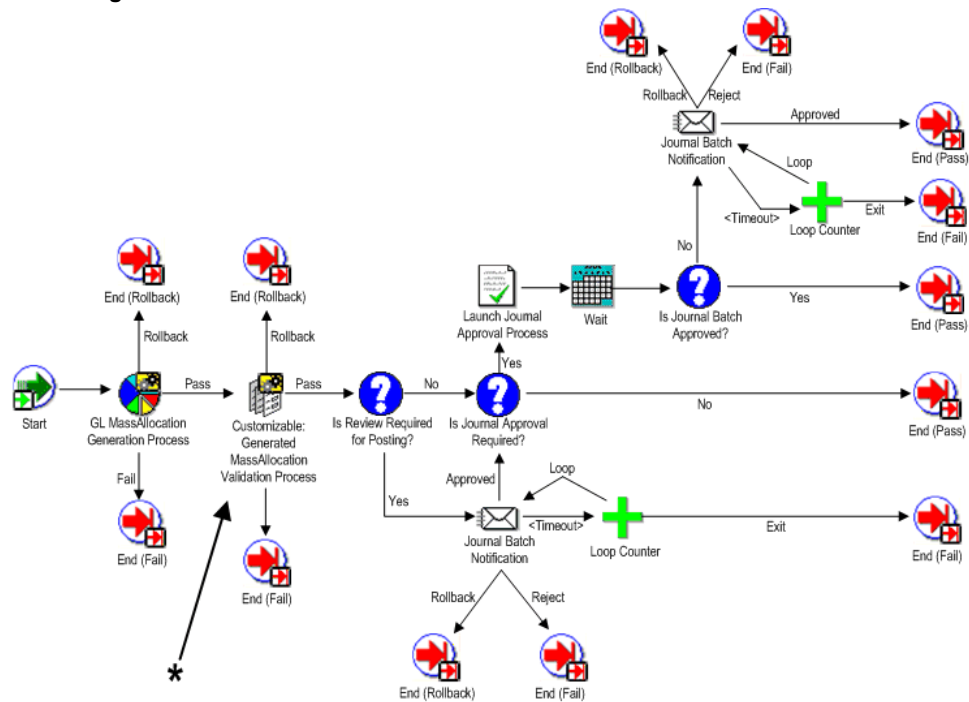
General Ledger Allocation Process



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

GL MassAllocation Process

General Ledger MassAllocation Process



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

*Customizable: Generated MassAllocation Batch Validation Process

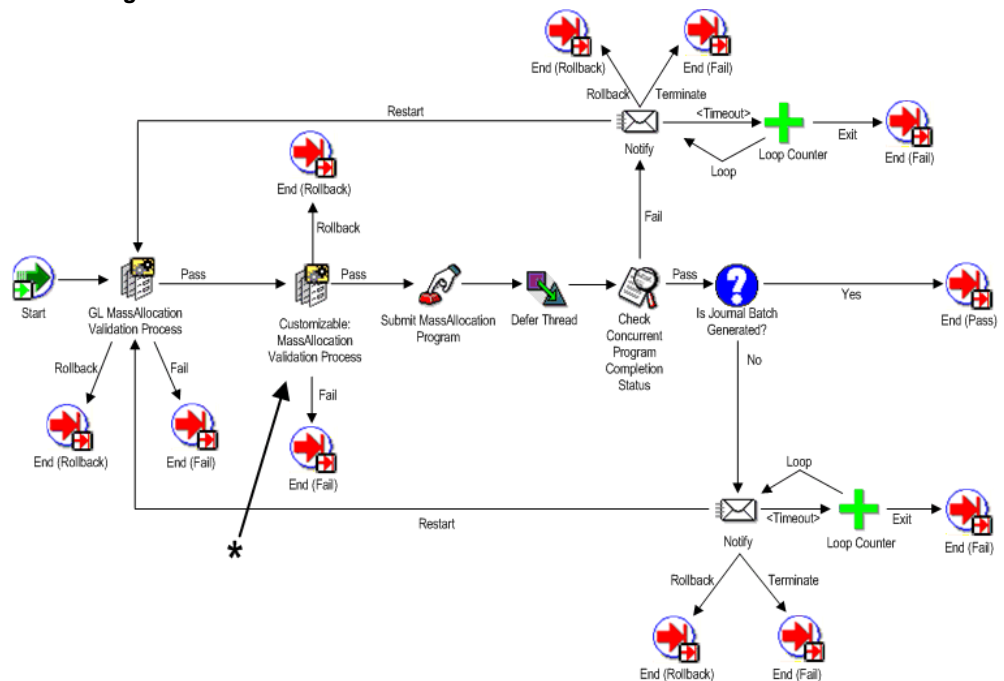
You can design your own process to perform additional validation to generated MassAllocation batches.

Function *GL_GEN_BATCH_VAL_CUST_PROCESS*

Result Type GL Process Result
Pass, Fail, Rollback

GL MassAllocation Generation Process

General Ledger MassAllocation Generation Process



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

*Customizable: MassAllocation Validation Process

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

Function *GL_MA_BATCH_VAL_CUST_PROCESS*

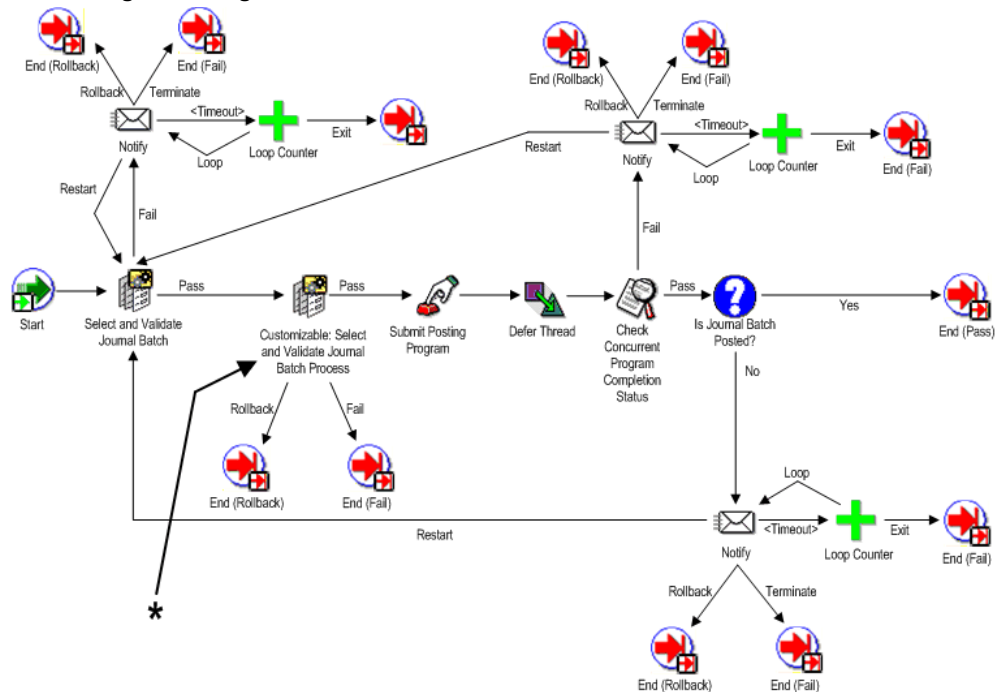
Result Type GL Process Result
Pass, Fail, Rollback

Function *WF_STANDARD.NOOP*

Result Type None

GL Posting Process

General Ledger Posting Process



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

*Customizable: Select and Validate Journal Batch Process

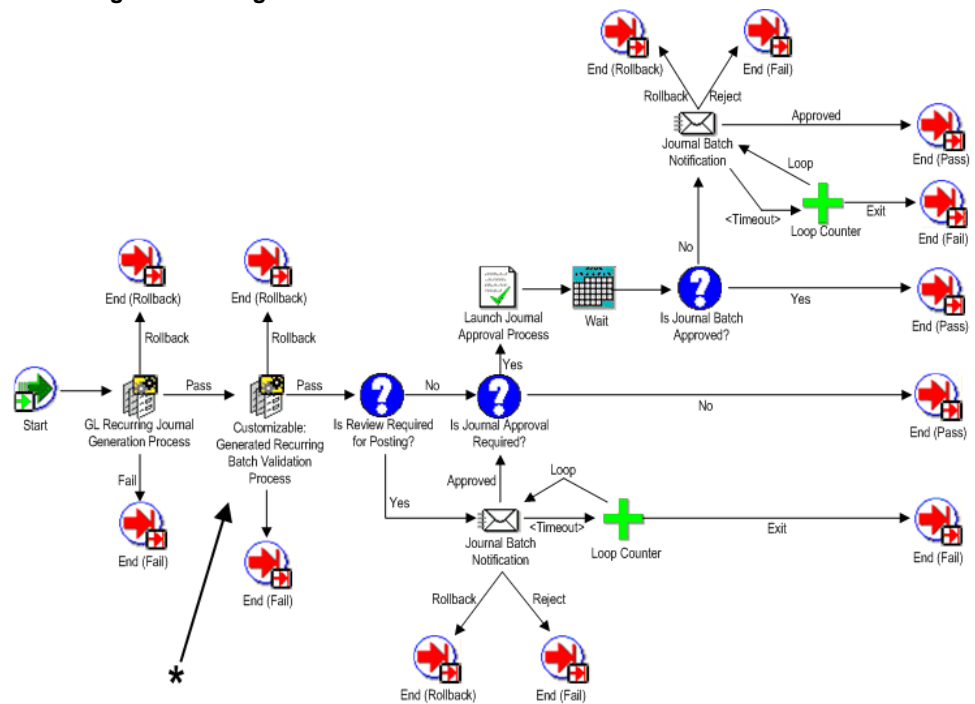
You can design your own additional processes to select and validate batch status before posting.

Function *GL_SEL_AND_VAL_CUST_PROCESS*

Result Type GL Process Result
Pass, Fail, Rollback

GL Recurring Journal Process

General Ledger Recurring Journal Process



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

*Customizable: Generated Recurring Journal Batch Validation Process

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

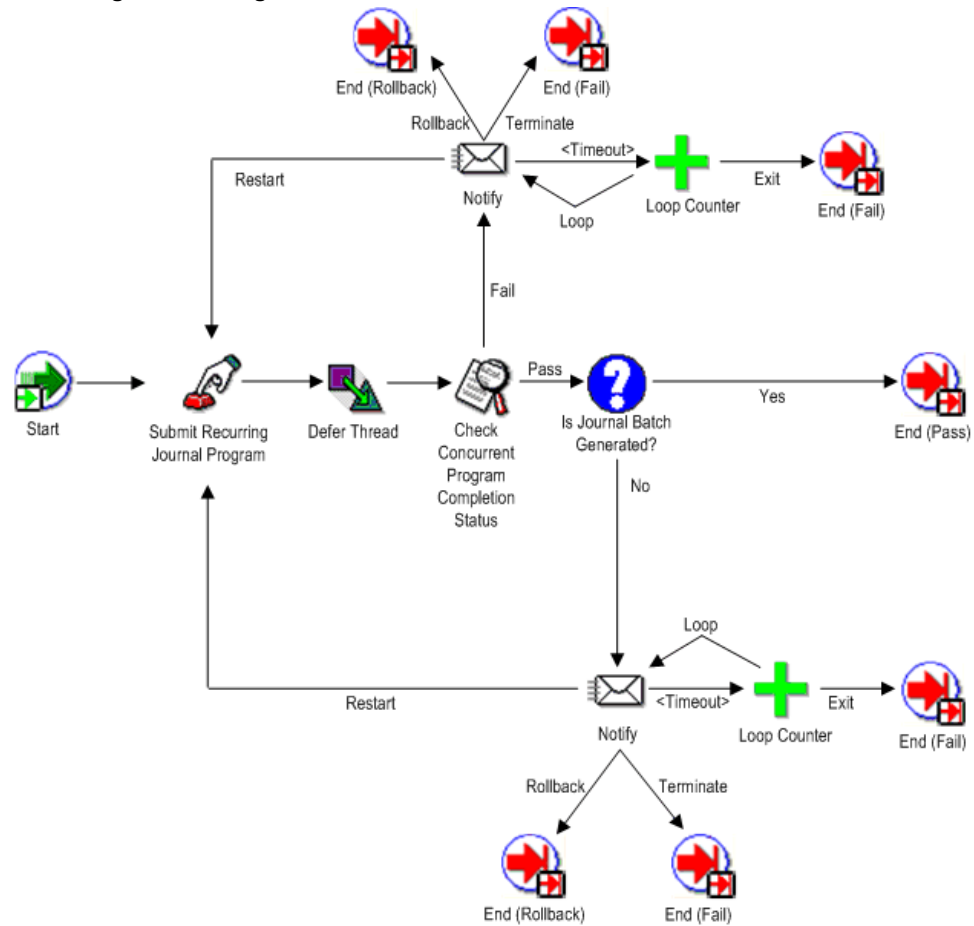
Function *GL_GEN_BATCH_VAL_CUST_PROCESS*

Result Type GL Process Result

Pass, Fail, Rollback

GL Recurring Journal Generation Process

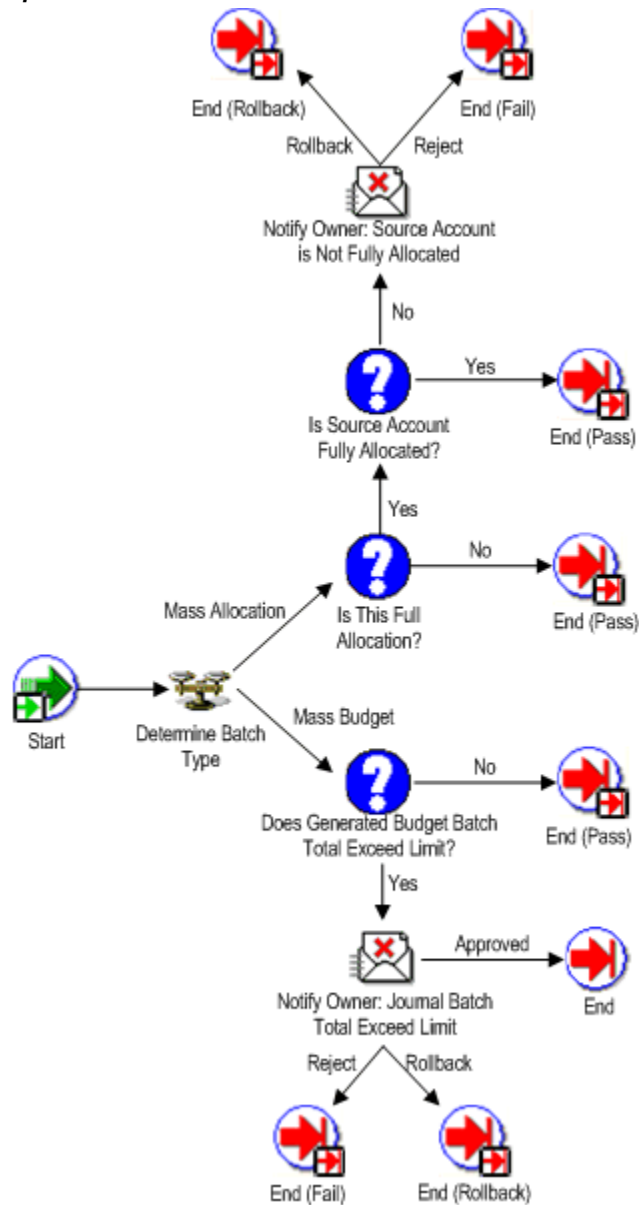
General Ledger Recurring Journal Generation Process



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

Example of Customizable Process

Example of Customizable Process



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

Journal Import

The following sections describe how to import journals.

Integrating General Ledger Using Journal Import

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

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

Data Access Set

The data access set assigned to your user responsibility controls what journal data you can import into your ledger as follows:

- **Full Read and Write Access:** You can import all valid journal lines into your ledger if your data access set provides full read and write access. The types of full access are as follows:
 - Full Ledger data access set type that provides read and write access to the full ledger.
 - Balancing Segment Value data access type that provides read and write access to all balancing segment values for the ledger using the All Values checkbox.
 - Management Segment Value data access type that provides read and write access to all management segment values for the ledger using the All Values checkbox.
- **Partial Read and Write Access:** If you have read and write access to some balancing segment values and management segment values, your access is as follows:
 - Partial read and write access to specific balancing segment values or management segment values allows you to import journal lines for those balancing segment values or management segment values.
- **Read Only Access:** If you have read-only access to a ledger, balancing segment values, or management segment values, you cannot import journal data for that ledger.
 - Read-only access to the ledger prevents you from importing data for that ledger.
 - Read-only access to balancing segment values or management segment values

prevents you from importing data for that ledger. Journal import completes with an error message.

To import subledger and feeder system data to General Ledger:

1. Set up General Ledger to accept Journal Import data by defining your ledger, currencies, accounts, journal sources, and categories. You should also run the Optimizer program, and define your concurrent program controls.
2. Export data from your feeder system and populate the GL_INTERFACE table.
3. Run Journal Import.

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

You must have read and write access to the ledger, or read and write access to the balancing or management segment values in the interface table to run import.

Note: If you are importing from subledgers that are integrated with Subledger Accounting and have chosen not to run Journal Import automatically when transferring amounts to General Ledger from your subledgers, you must run Journal Import manually in your ledgers and in each of your subledger level reporting currencies if you use subledger level reporting currencies.

4. Use the Journal Import Execution Report to review the status of all import journal entries. The Journal Import Execution Report prints a line for each journal entry source from which you are importing journal entries.
5. If you encounter relatively few Journal Import errors, you can correct the data in the GL_INTERFACE table.
6. If you encounter several Journal Import errors, you should delete the Journal Import data from the GL_INTERFACE table, and correct the information in your feeder system before rerunning Journal Import.
7. Review the journal entries created by Journal Import before you post them.
8. Post your Journal Import journal entries. You must have read and write access to the ledger or read and write access to the balancing segment values or management segment values in the journal lines to post the journal batch.

Note: If you use subledger level reporting currencies or subledger level secondary ledgers, make sure the Journal Conversion rules have been correctly defined in Accounting Setup Manager. General Ledger Posting uses the Journal Conversion rules to determine the journals that match a particular source and category combination to be replicated to the reporting currencies and secondary ledgers during posting. The Journal Conversion rules must not allow subledger sources that integrate with Subledger Accounting to be converted to subledger level reporting currencies or transferred to subledger level secondary ledgers. This prevents the double counting of subledger journals; once by Subledger Accounting and again by General Ledger Posting.

Note: You can only import data from a single ledger for a single journal import run.

Related Topics

Preparing to Import Journals, page 1-146
Exporting Data from Your Feeder System, page 1-148
Running the Optimizer Program, *Oracle General Ledger Implementation Guide*
Multi-Table Journal Import, page 1-168.
GL: Archive Journal Import Data, *Oracle General Ledger Reference Guide*
GL: Number of Records to Process at Once, *Oracle General Ledger Reference Guide*
Importing Journals, page 1-176
Setting the Journal Import Run Options, page 1-182
Correcting Journal Import Data, page 1-184
Deleting Journal Import Data, page 1-187
Running Reports and Programs, *Oracle Applications User's Guide*
Creating Journal Batches, page 1-5
Posting Journal Batches, page 1-188

Preparing to Import Journals

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

To prepare for importing journals:

1. Define all account segment values used in your feeder systems.
2. Define your ledger using Accounting Setup Manager. The accounting setup must have a Complete status to use its ledgers.
3. Define or enable all currencies used in your feeder systems.
4. Define the journal entry sources used in your feeder systems. You can also specify whether you want General Ledger to store journal reference information from your feeder systems for a particular source.
5. Define journal entry categories used in your feeder systems.
6. If you want Journal Import to assign sequential numbers to your journal entries, enable sequential numbering, specifying Automatic as both your numbering and document generation method.
7. Open periods used in your feeder system. You can only import journals into Open or Future-Enterable periods in General Ledger.
8. Run the Optimizer program to create indexes on your account segments.
9. Define the concurrent program controls to improve the performance of Journal Import by setting the amount of disk space and memory it uses. The Journal Import program requires approximately 1.4 megabytes of memory to run.

You can also specify whether to save your Journal Import data each time you run Journal Import. Journal Import runs faster if you do not archive your data.
10. Disable dynamic insertion. Journal Import runs much faster when it does not have to create new account combinations dynamically.
11. Define any accounts used in your feeder systems that you have not yet defined in General Ledger.

Related Topics

Overview of Setting Up, *Oracle General Ledger Implementation Guide*

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

Defining Ledgers, *Oracle General Ledger Implementation Guide*

Defining Currencies, page 9-8

Defining Journal Sources, *Oracle General Ledger Implementation Guide*

Defining Journal Categories, *Oracle General Ledger Implementation Guide*

Exporting Data From Your Feeder System

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

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

Related Topics

The GL_INTERFACE Table, page 1-148

Assigning Values for Accounts, page 1-153

Assigning Values for Additional Required and Conditionally Required Columns, page 1-154

Assigning Values for Currency Conversion, page 1-157

Assigning Values to Optional Columns, page 1-158

Required NULL Columns in the GL_INTERFACE Table, page 1-162

Importing Specialized Data, page 1-164

About Journal Import Validation, page 1-165

The GL_INTERFACE Table

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

Column Name	Null?	Type
STATUS	NOT NULL	VARCHAR2 (50)
LEDGER_ID	NOT NULL	NUMBER (15)
USER_JE_SOURCE_NAME	NOT NULL	VARCHAR2 (25)
USER_JE_CATEGORY_NAME	NOT NULL	VARCHAR2 (25)
ACCOUNTING_DATE	NOT NULL	DATE
CURRENCY_CODE	NOT NULL	VARCHAR2 (15)
DATE_CREATED	NOT NULL	DATE
CREATED_BY	NOT NULL	NUMBER (15)
ACTUAL_FLAG	NOT NULL	VARCHAR2 (1)
ENCUMBRANCE_TYPE_ID		NUMBER
BUDGET_VERSION_ID		NUMBER
CURRENCY_CONVERSION_DATE		DATE
USER_CURRENCY_CONVERSION_TYPE		VARCHAR2 (30)
CURRENCY_CONVERSION_RATE		NUMBER
SEGMENT1 through SEGMENT30		VARCHAR (25)
ENTERED_DR		NUMBER
ENTERED_CR		NUMBER
ACCOUNTED_DR		NUMBER

Column Name	Null?	Type
ACCOUNTED_CR		NUMBER
TRANSACTION_DATE		DATE
REFERENCE1		VARCHAR2 (100)
REFERENCE2		VARCHAR2 (240)
REFERENCE3		VARCHAR2 (100)
REFERENCE4		VARCHAR2 (100)
REFERENCE5		VARCHAR2 (240)
REFERENCE6 through REFERENCE9		VARCHAR2 (100)
REFERENCE10		VARCHAR2 (240)
REFERENCE11 through REFERENCE20		VARCHAR2 (100)
REFERENCE21 through REFERENCE30		VARCHAR2 (240)
GROUP_ID		NUMBER (15)
JE_BATCH_ID		NUMBER (15)
PERIOD_NAME		VARCHAR2 (15)
JE_HEADER_ID		NUMBER (15)
JE_LINE_NUM		NUMBER (15)
CHART_OF_ACCOUNTS_ID		NUMBER (15)
FUNCTIONAL_CURRENCY _CODE		VARCHAR2 (15)

Column Name	Null?	Type
CODE_COMBINATION_ID		NUMBER (15)
DATE_CREATED_IN_GL		DATE
WARNING_CODE		VARCHAR2 (4)
STATUS_DESCRIPTION		VARCHAR2 (240)
DESCR_FLEX_ERROR_MESSAGE		VARCHAR2 (240)
STAT_AMOUNT		NUMBER
REQUEST_ID		NUMBER (15)
SUBLEDGER_DOC_SEQUENCE_ID		NUMBER
SUBLEDGER_DOC_SEQUENCE_VALUE		NUMBER
USSGL_TRANSACTION_CODE		VARCHAR2 (30)
ATTRIBUTE1 through ATTRIBUTE20		VARCHAR2 (150)
CONTEXT		VARCHAR2 (150)
CONTEXT2		VARCHAR2 (150)
CONTEXT3		VARCHAR2 (150)
INVOICE_DATE		DATE
INVOICE_AMOUNT		NUMBER
INVOICE_IDENTIFIER		VARCHAR2 (20)
TAX_CODE		VARCHAR2 (15)

Column Name	Null?	Type
JGZZ_RECON_REF		VARCHAR2(240)
AVERAGE_JOURNAL_FLAG		VARCHAR2(1)
ORIGINATING_BAL_SEG_VALUE		VARCHAR2(25)
GL_SL_LINK_ID		NUMBER
GL_SL_LINK_TABLE		VARCHAR2(30)
REFERENCE_DATE		DATE
SET_OF_BOOKS_ID		NUMBER(15)
BALANCING_SEGMENT_VALUE		VARCHAR2(25)
MANAGEMENT_SEGMENT_VALUE		VARCHAR2(25)
FUNDS_RESERVED_FLAG		VARCHAR2(1)

Note: The FUNDS_RESERVED_FLAG column is optional

Related Topics

Assigning Values for Accounts, page 1-153

Assigning Values for Additional Required and Conditionally Required Columns, page 1-154

Assigning Values for Currency Conversion, page 1-157

Assigning Values to Optional Columns, page 1-158

Required NULL Columns in the GL_INTERFACE Table, page 1-162

Importing Specialized Data, page 1-164

About Journal Import Validation, page 1-165

Assigning Values for Accounts

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

Segment Specification

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

- Segment 1 corresponds to the column SEGMENT1
- Segment 2 corresponds to the column SEGMENT2
- Segment 3 corresponds to the column SEGMENT4
- Segment 4 corresponds to the column SEGMENT5

Note: The column named SEGMENT3 is not used.

Given the above information above, you should load the data as shown in the following table:

Data for Flexfield	Load Into:
Segment 1	GL_INTERFACE.SEGMENT1
Segment 2	GL_INTERFACE.SEGMENT2
Segment 3	GL_INTERFACE.SEGMENT4
Segment 4	GL_INTERFACE.SEGMENT5

Load valid enabled segment values for your enabled segments into the GL_INTERFACE table. The segment values must already be defined in your General Ledger application.

For example, value 01 is not the same as value 1. You can specify Maximum Size and Right-justify Zero-fill Numbers when you define your value sets in the Value Sets form. Maximum Size indicates the maximum width of each segment value that Journal Import expects. Right-justify Zero-fill Numbers indicates whether your account should right justify and zero-fill numbers when you enter values for a particular value set. If

you have the Right-justify Zero-fill Numbers option enabled, and your Maximum Size is three, then your segment value would be 001. However, if your Maximum Size is four, then your segment value would be 0001. Journal Import does not allow null values in enabled segments.

Code Combination ID Specification

Alternatively, you can enter a code combination ID to identify your account segments. You can find a list of valid account code combinations and their corresponding code combination IDs in the `GL_CODE_COMBINATIONS` table. If you want Journal Import to use the code combination ID to create your journal entries, enter the appropriate code combination ID in the `CODE_COMBINATION_ID` column of the `GL_INTERFACE` table and do not enter values in the `SEGMENT1` through `SEGMENT30` columns.

If you enter values for your account segments in the `SEGMENT1` through `SEGMENT30` columns and enter a value in the `CODE_COMBINATION_ID` column, Journal Import uses the Segment column values to create your journal entries.

If you enter segment values for an invalid account in the `GL_INTERFACE` table, General Ledger prints the invalid account in your Journal Import Execution Report. If you enter a code combination ID and if suspense posting is disabled, General Ledger prints the invalid code combination ID in your Journal Import Execution Report. If you enter a code combination ID and if suspense posting is enabled, General Ledger prints only the segment value separators in your Journal Import Execution Report. Therefore, we recommend that you disable suspense posting if entering code combination IDs.

Related Topics

Overview of Setting Up, *Oracle General Ledger Implementation Guide*

Defining Accounts, *Oracle General Ledger Implementation Guide*

The `GL_INTERFACE` Table, page 1-148

Assigning Values for Additional Required and Conditionally Required Columns, page 1-154

Assigning Values for Currency Conversion, page 1-157

Assigning Values to Optional Columns, page 1-158

Required NULL Columns in the `GL_INTERFACE` Table, page 1-162

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About Journal Import Validation, page 1-165

Assigning Values for Additional Required and Conditionally Required Columns

You must enter values in all columns of the `GL_INTERFACE` table that require values, which includes all of the not null columns, in order for Journal Import to successfully convert your import data into journal entries.

Enter values in the following required columns of the GL_INTERFACE table:

STATUS: Enter the value NEW to indicate that you are bringing new data into your General Ledger application.

LEDGER_ID: Enter the appropriate ledger ID for your transaction. You define your ledger using Accounting Setup Manager. You can find a list of valid values in the LEDGER_ID column of the Ledgers table (GL_LEDGERS.LEDGER_ID).

Tip: You may use the following SQL*Statement to access the appropriate ledger ID:

```
SELECT LEDGER_ID, NAME
FROM GL_LEDGERS;
```

USER_JE_SOURCE_NAME: Enter the journal entry source name for your transaction. You define journal sources in the Journal Sources form of your General Ledger application. You can find a list of valid values in the USER_JE_SOURCE_NAME column of the Journal Entry Sources table (GL_JE_SOURCES.USER_JE_SOURCE_NAME).

If you have the Import Using Key option enabled for the journal source, enter the journal source key instead of the journal source name. You can find a list of valid values in the JE_SOURCE_KEY column of the Journal Entry Sources table (GL_JE_SOURCES.JE_SOURCE_KEY).

USER_JE_CATEGORY_NAME: Enter the journal category name for your transaction. You define journal categories in the Journal Categories form of your General Ledger application. You can find a list of valid values in the USER_JE_CATEGORY_NAME column of the Journal Entry Categories table (GL_JE_CATEGORIES.USER_JE_CATEGORY_NAME).

If you have the Import Using Key option enabled for the journal source, enter the journal category key instead of the journal category name. You can find a list of valid values in the JE_CATEGORY_KEY column of the Journal Entry Categories table (GL_JE_CATEGORIES.JE_CATEGORY_KEY).

ACCOUNTING_DATE: Enter the accounting date on which your transaction occurred. Your General Ledger application automatically assigns your journal batch to the non-adjusting accounting period that includes your accounting date. If you have average balance processing enabled, General Ledger uses your defined Effective Date Rules to validate the accounting date against your transaction calendar to determine the transaction's effective date.

CURRENCY_CODE: Enter the currency code for your transaction. You define new currency codes in the Currencies form of your General Ledger application. You can find a list of valid values in the CURRENCY_CODE column of the Currencies table (FND_CURRENCIES.CURRENCY_CODE).

DATE_CREATED: Enter the date your import journal entry line was created. The information you enter here is for your own records, and does not appear in your

General Ledger application.

CREATED_BY: Enter an ID that you can use to identify the data coming from your feeder system. The ID you enter provides you with an audit trail from Journal Import data to your feeder system. However, your Journal Import data will be removed from the GL_INTERFACE table after it is successfully imported, and this ID will not appear in your General Ledger application.

ACTUAL_FLAG: Enter the value A for actual amounts, B for Budget amounts, or E for encumbrance amounts.

ENCUMBRANCE_TYPE_ID: If you entered the value E in the ACTUAL_FLAG column of the GL_INTERFACE table, you must enter the appropriate encumbrance ID. You define new encumbrance types in the Encumbrance Types form of your General Ledger application. You can find a list of valid values in the ENCUMBRANCE_TYPE_ID column of the Encumbrance Types table (GL_ENCUMBRANCE_TYPES. ENCUMBRANCE_TYPE_ID).

Tip: We recommend you use the following SQL*Statement to identify the appropriate encumbrance type ID:

```
SELECT ENCUMBRANCE_TYPE_ID,  
       ENCUMBRANCE_TYPE  
FROM GL_ENCUMBRANCE_TYPES  
WHERE ENABLED_FLAG = 'Y';
```

BUDGET_VERSION_ID: If you entered the value B in the ACTUAL_FLAG column of the GL_INTERFACE table, you must enter the appropriate budget ID. You define new budget versions in the Define Budget form of your General Ledger application. You can find a list of valid values in the BUDGET_VERSION_ID column of the Budget Versions table (GL_BUDGET_VERSIONS.BUDGET_VERSION_ID).

Tip: We recommend you use the following SQL*Statement to identify the appropriate budget version ID:

```
SELECT BUDGET_VERSION_ID,  
       BUDGET_NAME  
FROM GL_BUDGET_VERSIONS  
WHERE STATUS IN ('C','O');
```

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

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

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

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

Related Topics

Defining Ledgers, *Oracle General Ledger Implementation Guide*

Defining Budgets, page 2-15

Defining Currencies, page 9-8

Defining Encumbrance Types, page 3-4

Defining Journal Sources, *Oracle General Ledger Implementation Guide*

Defining Journal Categories, *Oracle General Ledger Implementation Guide*

The GL_INTERFACE Table, page 1-148

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Overview of Average Balance Processing, page 4-1

Assigning Values for Currency Conversion

You can enter values for your actual entered currency data in one of two ways. You can specify the entered amount along with a conversion rate type and date and let your General Ledger application calculate the converted amount for you. Or, you can directly specify the entered and converted amounts and not specify the conversion rate, type and date.

Do not enter values in the following columns for encumbrance and budget entered currency data. Enter values for your actual entered currency data only in the following columns of the GL_INTERFACE table:

System-Calculated Conversion

USER_CURRENCY_CONVERSION_TYPE: Enter a currency conversion *type* for your actual entered currency transactions. Acceptable values are User, Spot, Corporate, or any other type you define in the Conversion Rate Types form. If you enter a rate type of User, then you must also enter a conversion rate in the CURRENCY_CONVERSION_RATE column. For all other conversion types you must enter a conversion date in the

CURRENCY_CONVERSION_DATE column.

You can find a list of valid values in the USER_CURRENCY_CONVERSION_TYPE column of the Conversion Types table (GL_DAILY_CONVERSION_TYPES.USER_CURRENCY_CONVERSION_TYPE).

CURRENCY_CONVERSION_DATE: Enter a currency conversion *date* for your actual entered currency transactions. If you enter a conversion type other than User in the USER_CURRENCY_CONVERSION_TYPE column, you must enter a value in this column. If your conversion type is User, the default value for this column is the accounting date.

CURRENCY_CONVERSION_RATE: Enter a currency conversion *rate* for your actual entered currency transactions. If you enter a conversion type of User in the USER_CURRENCY_CONVERSION_TYPE column, you must enter a value in this column. If you enter a conversion type other than USER, do not enter anything in this column.

User-Entered Conversion

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

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

Related Topics

The GL_INTERFACE Table, page 1-148

Assigning Values for Accounts, page 1-153

Assigning Values to Optional Columns, page 1-158

Required NULL Columns in the GL_INTERFACE Table, page 1-162

Importing Specialized Data, page 1-164

About Journal Import Validation, page 1-165

Assigning Values to Optional Columns

You can enter values for many optional columns in the GL_INTERFACE table. Enter values in these columns for maximum control over the way Journal Import groups the journal entry lines it creates into journal entries.

If you have enabled average balance processing, Journal Import will group transactions by Accounting Date. Transactions are grouped before they are validated and, if the

Effective Date Rule is Roll Date, rolled to the nearest valid business day within the period.

If you do not enter a value in an optional column and a default value exists for that particular column, Journal Import automatically enters the default value.

Enter values in the following optional columns of the GL_INTERFACE table:

REFERENCE1 (Batch Name): Enter a batch name for your import batch. Journal Import creates a default batch name using the following format. Take the first 85 characters of: (Source) (Balance type- A, B, or E) (Group ID) then add a space followed by the concurrent request ID. If the above results in multiple batches in same Journal Import run with the same name, then additional characters are chopped off, and a 2, 3, 4, and so on, is added for the second, third, fourth, batches with the same name.

The batch name must be unique for each combination of charts of accounts, accounting calendar, and period type.

REFERENCE2 (Batch Description): Enter a description for your batch. If you do not enter a batch description, Journal Import automatically gives your batch a description using the format: Journal Import (Source) (Request Id).

REFERENCE4 (Journal entry name): Enter a journal entry name for your journal entry. Journal Import creates a default journal entry name using the following format: (Category Name) (Currency) (Encumbrance Type ID, if applicable) (Currency Conversion Rate, if applicable) (Currency Conversion Date, if applicable) (Originating Balancing Segment Value), chopped to the first 100 characters. If the above results in multiple journals in the same batch with the same name, then additional characters are chopped off, and a 2, 3, 4, and so on, is added for the second, third, fourth, journals with the same name.

REFERENCE5 (Journal entry description): Enter a description for your journal entry. If you do not enter a journal entry description, Journal Import automatically gives your journal entry a description using the format: Journal Import - Concurrent Request ID.

REFERENCE6 (Journal entry reference): Enter a reference name or number for your journal entry. If you do not enter a journal entry reference, Journal Import automatically creates a journal entry reference called Journal Import Created.

REFERENCE7 (Journal entry reversal flag): Enter Yes to mark your journal entry for reversal. If you do not enter Yes, Journal Import automatically defaults to No.

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

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

You can specify adjustment and non-adjustment reversal periods.

Note: The effective date only applies to Actual balances, not Budget or Encumbrance balances.

Note: If you enter Yes in the REFERENCE7 column, you must enter a value in this column.

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

REFERENCE10 (Journal entry line description): Enter a description for your journal entry line. If you do not enter a journal entry line description, Journal Import uses the subledger document sequence value. If there is no document sequence value, Journal Import creates a journal entry description called Journal Import Created.

REFERENCE21 through REFERENCE30: Enter a reference name or number to further identify your import journal entry lines. Columns REFERENCE21 through REFERENCE30 map into columns REFERENCE_1 through REFERENCE_10, respectively, of the GL_JE_LINES table.

Once in the GL_JE_LINES table, your General Ledger application prints the value stored in REFERENCE_1 in standard reports run with Line detail, and prints the value stored in REFERENCE_4 in standard reports run with Source detail. The other reference columns are for descriptive or tracking purposes only. The values in these columns are not used in your General Ledger application.

GROUP_ID: Enter a unique group number to distinguish import data within a source. You can run Journal Import in parallel for the same source if you specify a unique group number for each request.

STAT_AMOUNT: Enter the statistical amount associated with your journal entry line data. You define statistical units of measure in the Statistical Units of Measure form of your General Ledger application. You must use this column when you want to see statistical and monetary amounts in the same journal entry line.

USSGL_TRANSACTION_CODE: Enter a valid USSGL transaction code for your journal entry line. Journal Import validates and imports the USSGL transaction codes when you have the profile option Enable Transaction Code set to Yes, and you have defined your USSGL transaction codes using the Public Sector Transaction Codes window.

Note: This column is ignored for commercial installations of General Ledger.

ATTRIBUTE1 through ATTRIBUTE 10: Enter values for your descriptive flexfield "Journals - Journal Entry Line". The values you enter depend on how you defined your descriptive flexfield in the Descriptive Flexfield Segments form.

ATTRIBUTE11 through ATTRIBUTE 20: Enter values for your descriptive flexfield

"Journals - Captured Information". The values you enter depend on how you defined your descriptive flexfield in the Descriptive Flexfield Segments form. The context for Journals - Captured Information is the natural account value of the account used on each line.

CONTEXT: Enter the context field value for the descriptive flexfield "Journals - Journal Entry Line" that identifies the structure of your descriptive flexfield. If you enter a value, you can also enter some combination of values in the columns ATTRIBUTE1 through ATTRIBUTE10.

CONTEXT2: Enter Yes to identify your Value Added Tax Descriptive Flexfield structure. You must use this column if you import data for the Value Added Tax Descriptive Flexfield. Enter No to indicate that your journal entry line is not a tax item. If you enter No, the four Value Added Tax Descriptive Flexfield related columns must be null.

CONTEXT3: Enter the context field value (natural account) for the descriptive flexfield "Journals - Captured Information" that identifies the structure of your descriptive flexfield. Enter a value only if you are importing the descriptive flexfield "Journals - Captured Information" without validation. If you enter a value, you can also enter some combination of values in the columns ATTRIBUTE11 through ATTRIBUTE20.

INVOICE_DATE: Enter the date on which you paid or collected tax on your tax journal entry line. Enter the date in the format DD-MON-YY or the default date format for your language. Your invoice date should correspond to the date when tax amounts were paid or received for this invoice. You must use this column if you import data for the Value Added Tax Descriptive Flexfield.

INVOICE_AMOUNT: Enter an invoice amount. Enter the net invoice amount that relates to your tax journal entry line amount. You must use this column if you import data for the Value Added Tax Descriptive Flexfield.

TAX_CODE: Enter a valid tax code that identifies the type of tax paid for this invoice. You define a list of valid tax codes for this field when you define your descriptive flexfield values. You must use this column if you import data for the Value Added Tax Descriptive Flexfield.

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

JGZZ_RECON_REF: Enter a reconciliation reference to identify a group of journal lines that need to net to zero.

AVERAGE_JOURNAL_FLAG: Set to Y (Yes) when importing average balance journals into an average balances consolidation ledger. The flag indicates whether this journal affects the average balances and not the standard balances.

ORIGINATING_BAL_SEG_VAL: Enter a clearing balancing segment value. You can use this column if you are entering an intercompany transaction and want to override the default clearing balancing segment.

INVOICE_IDENTIFIER: Enter an invoice identifier. Enter reference information about the source document or invoice upon which you paid or collected tax. You must use this column if you import data for the Value Added Tax Descriptive Flexfield.

LEDGER_ID: Enter the appropriate ledger ID for your transaction. Use this column if you need to import data from applications on Release 11*i* or earlier that use the set of books ID.

Related Topics

The GL_INTERFACE Table, page 1-148

Assigning Values for Accounts, page 1-153

Assigning Values for Currency Conversion, page 1-157

Required NULL Columns in the GL_INTERFACE Table, page 1-162

Importing Specialized Data, page 1-164

About Journal Import Validation, page 1-165

Overview of Average Balance Processing, page 4-1

Required NULL Columns in the GL_INTERFACE Table

Some columns in the GL_INTERFACE table must be NULL as Journal Import uses them for internal processing or does not use them in the current release. The following columns must be NULL in your General Ledger application:

- **REFERENCE3:** Do not enter a value in this column.
- **REFERENCE11 through REFERENCE20:** Do not enter a value in this column.
- **TRANSACTION_DATE:** Do not enter a value in this column.
- **JE_BATCH_ID:** Do not enter a value in this column.
- **JE_HEADER_ID:** Do not enter a value in this column.
- **JE_LINE_NUM:** Do not enter a value in this column.
- **CHART_OF_ACCOUNTS_ID:** Do not enter a value in this column.
- **FUNCTIONAL_CURRENCY_CODE:** Do not enter a value in this column.
- **DATE_CREATED_IN_GL:** Do not enter a value in this column.

- **WARNING_CODE:** Do not enter a value in this column.
- **STATUS_DESCRIPTION:** Do not enter a value in this column.
- **DESC_FLEX_ERROR_MESSAGE:** Do not enter a value in this column.
- **REQUEST_ID:** Do not enter a value in this column.
- **SUBLEDGER_DOC_SEQUENCE_ID:** Do not enter a value in this column.
- **SUBLEDGER_DOC_SEQUENCE_VALUE:** Used for communication between General Ledger and the subledgers. Do not populate with your own data.
- **GL_SL_LINK_ID:** Populated by Oracle Subledger Accounting (SLA) to indicate the link to the subledger transaction.
- **GL_SL_LINK_TABLE:** Populated by Oracle Subledger Accounting (SLA) to indicate the subledger table that contains the originating transaction.
- **BALANCING_SEGMENT_VALUE:** Used internally for Journal Import. Do not enter a value in this column.
- **MANAGEMENT_SEGMENT_VALUE:** Used internally for Journal Import. Do not enter a value in this column.
- **FUNDS_RESERVED_FLAG:** Used internally for Journal Import. Do not enter a value in this column.

Related Topics

Overview of Setting Up, *Oracle General Ledger Implementation Guide*

Overview of Multi-Currency Accounting, page 9-2

The General Ledger Accounting Cycle, page 1-1

Defining Conversion Rate Types, page 9-10

Defining Statistical Units of Measure, *Oracle General Ledger Implementation Guide*

Defining Descriptive Flexfield Segments, *Oracle Applications Flexfields Guide*

Defining Segment Values, *Oracle Applications Flexfields Guide*

The GL_INTERFACE Table, page 1-148

Assigning Values for Accounts, page 1-153

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Importing Specialized Data, page 1-164

Importing Specialized Data

To import multi-currency data:

Load multi-currency data into the GL_INTERFACE table the same way you load regular data. If you want your General Ledger application to calculate your conversion, you must enter a value in the CURRENCY_CODE, CURRENCY_CONVERSION_DATE and USER_CURRENCY_CONVERSION_TYPE columns of the GL_INTERFACE table. If the conversion type is User, you must also enter a value in the CURRENCY_CONVERSION_RATE column of the GL_INTERFACE table. Or, you can directly specify the converted amounts by entering values in the ACCOUNTED_DR and ACCOUNTED_CR columns. If you choose to enter your converted amounts, do not specify the conversion rate, type and date.

To import intercompany data:

Load intercompany data into the GL_INTERFACE table the same way you load regular data. Journal Import creates intercompany journal entries from the data you import. And, if you want, your General Ledger application automatically balances your intercompany journal entries during posting to an intercompany account you specify when you define your ledger.

To import statistical data:

Load statistical data into the GL_INTERFACE table the same way you load regular data. The only difference is that you enter the value STAT in the CURRENCY_CODE column of the GL_INTERFACE table. Do not enter values in the STAT_AMOUNT column.

Alternatively, if you choose to use units of measure, you can enter a positive amount for a debit or a negative amount for a credit in the STAT_AMOUNT column of the GL_INTERFACE table for each monetary journal entry line amount. In this case, enter a monetary currency, not STAT, in the CURRENCY_CODE column.

To import encumbrance data:

Load encumbrance data into the GL_INTERFACE table the same way you load regular data. The only difference is that you must enter the value E in the ACTUAL_FLAG column and the appropriate encumbrance type ID in the ENCUMBRANCE_TYPE_ID column of the GL_INTERFACE table.

Note: All encumbrance journals in a batch must have the same ledger.

To import budget data:

Load budget data into the GL_INTERFACE table the same way you load regular data. The only difference is that you must enter the value B in the ACTUAL_FLAG column and the appropriate budget version ID in the BUDGET_VERSION_ID column of the GL_INTERFACE table.

- You must enter a valid period name for budget journal batches created by Journal Import. Use the PERIOD_NAME column to enter a valid batch period whenever you specify the value B in the ACTUAL_FLAG column of the GL_INTERFACE table.

Note: All budget journals in a batch must have the same ledger.

Related Topics

The GL_INTERFACE Table, page 1-148

Assigning Values for Accounts, page 1-153

Assigning Values for Currency Conversion, page 1-157

Assigning Values for Optional Columns, page 1-158

About Journal Import Validation, page 1-165

About Journal Import Validation

Journal Import validates all of your data before it creates journal entries in your General Ledger application. If you allow suspense posting for your ledger, Journal Import will assign lines with invalid accounts to that account. Journal Import rejects all other invalid lines, and they remain in the GL_INTERFACE table where you can correct them online in the Correct Journal Import Data form or in your feeder system. Journal Import also prints your error lines in the Journal Import Execution Report.

Batch Level Validation

Journal Import validates to ensure that a batch with the same name does not already exist for the same period in the same ledger in your General Ledger application.

Journal Import also checks to ensure that more than one journal entry with the same name does not exist for a batch.

Journal Level Validation

Journal Import validates the following attributes to ensure that your journals contain the appropriate accounting data and adheres to the data access set security:

- Ledger

- Period name
- Source name
- Journal entry name
- Currency code
- Category name
- Actual flag
- Encumbrance type ID
- User conversion type
- Accounting date
- Budget version ID
- Reversal period (GL_INTERFACE.REFERENCE8)

You must have read and write access to the ledger or to the balancing or management segment values for all of the journal lines for that ledger.

Journal Entry Line Level Validation

Journal Import validates the following attributes to ensure that your journal entry lines contain the appropriate accounting data and adheres to the data access set security.

Account Validation

Journal Import validates your account code combinations in a number of ways. Journal Import will successfully import your accounting data if your code combinations meet the following validation requirements:

- You allow detail posting to segment combinations.
- You have enabled your code combinations for the accounting date you specify.
- Your code combinations do not include summary accounts.
- You have read and write access to the ledger or read and write access to the balancing or management segment values for all of the journal lines.

Effective Date Validation (Average Balance Processing only)

Journal Import validates each transaction's Accounting Date to be sure it is a valid business day. If the date is a valid business day, General Ledger uses it as the

transaction's effective date. If the Accounting Date is not a valid business day, Journal Import uses your defined Effective Date Rules to determine how to handle the transaction. If the Effective Date Rule is:

- **Fail:** Journal Import will reject transactions when the Accounting Date is not a valid business day (no posting takes place). The Accounting Date is considered the effective date.
- **Leave Alone:** Journal import will accept all transactions regardless of the Accounting Date. The Accounting Date is considered the effective date.
- **Roll Date:** Journal Import will accept the transaction, but roll the Accounting Date back to the nearest valid business day (within the same period) to determine the transaction's effective date. If there is no prior valid business day within the same period, the Accounting Date is rolled forward to determine the effective date.

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

Effective Date Rules are defined in the Journal Sources window.
See: Defining Journal Sources, *Oracle General Ledger Implementation Guide*.

Descriptive Flexfield Validation

Journal Import validates your descriptive flexfield segments in a number of ways depending on the particular descriptive flexfield. If any one of the descriptive flexfield segments is populated, then Journal Import will validate the entire descriptive flexfield. Journal Import will successfully import your descriptive flexfield data if your descriptive flexfield segments meet the following validation requirements:

Journals - Journal Entry Line Descriptive Flexfield

- The descriptive flexfield global segments have valid values.
- The descriptive flexfield context is a valid value.
- The descriptive flexfield context dependent segments have valid values.

Journals - Captured Information Descriptive Flexfield

- The descriptive flexfield global segments have valid values.
- The descriptive flexfield context dependent segments have valid values.

Value Added Tax Descriptive Flexfield

- The descriptive flexfield context is set to Yes or No.

- The descriptive flexfield context dependent segments have valid values.

USSGL Transaction Code

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

Multi-Table Journal Import

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

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

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

Prerequisites

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

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

To use Multi-Table Journal Import

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

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

1. Create a new interface table. New interface tables must have the same columns as the GL_INTERFACE table but you can add more if your needs require.

2. Populate the new interface table with data.
3. Populate the GL_INTERFACE_CONTROL table with one record for each source/group ID combination that was put into the interface. Specify a tablename that the data is to be retrieved from for each combination. Specify what should be done with the data once it has been processed.
4. Start Journal Import using the Import Journals window. Specify each of the source/group ID combinations for the ledgers that you want to import. If there are multiple tables, Journal Import will be launched multiple times.
5. If Journal Import indicates that the data is erroneous, then correct the data using the Correct Journal Import Data window or delete it using the Delete Journal Import Data program. If you choose to correct it, then start Journal Import again using the Import Journals window.

See the following pertinent references:

How to Import Journals, page 1-179

Correcting Journal Import Data, page 1-184

Deleting Journal Import Data, page 1-187

Creating Tables

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

CREATE_TABLE parameters

Parameter Name	Required Y/N	Example	Comments
table_name	Y	GL_CUSTOM_INTER FACE	Name to use for new table
tablespace	N	USER_TAB	Tablespace the table should use. If none is specified, defaults to default tablespace.

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

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

Drop_Table parameters

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

Populate your Newly Created Table with Data

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

Populate the GL_INTERFACE_CONTROL table

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

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

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

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

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

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

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

data.

Note:

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

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

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

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

GL_INTERFACE_CONTROL parameters

Parameter Name	Required Y/N	Example	Comments
user_je_source_name	Y	Payables	Journal entry source name of data in interface table.
group_id	Y	group_id	Group ID of data in interface table. This parameter must be a variable of type number. If this variable has a value other than null, then that value will be used as the group ID. Otherwise, a group ID will be automatically generated and stored in this variable.

Parameter Name	Required Y/N	Example	Comments
ledger_id	Y	2	Ledger ID of data in interface table.
interface_run_id	Y	run_id	<p>Interface run id for the new created gl_interface_control record.</p> <p>This parameter must be a variable of type number. If this variable has a value other than null, then that value will be used as the interface run ID. Otherwise, an interface ID will be automatically generated and stored in this variable.</p>
table_name	N	GL_INTERFACE	Name of table that contains the data. If a null value is specified, then Journal Import will assume the data is in the GL_INTERFACE table.

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

Start Journal Import

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

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

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

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

Caution: Avoid using start and end dates when importing journals. If the data in the interface table uses different dates, then importing

using start and end dates could result in only importing a subset of the data thereby creating out of balance journals.

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

See the following pertinent references:

Importing Journals, page 1-176

Correcting Journal Import Data, page 1-184

Deleting Journal Import Data, page 1-187

Correcting Journal Import Data

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

The Correct Journal Import window verifies your data access set at the ledger level only. Your data access set must minimally provide read and write access to the ledger or read and write access to one or more of the balancing segment values or management segment values.

Related Topics

How to Import Journals, page 1-179

Interface Data Transformer

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

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

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

Related Topics

Lookup Table, *Oracle General Ledger Implementation Guide*

Journal Import, page 1-143

Importing Journals

Journal Import creates journal entries from accounting data you import from Oracle and non-Oracle feeder systems. You can review, change, and post imported journal entries the same as any other journal entry. Journal Import supports multiple charts of accounts, as well as foreign currency, intercompany, statistical, budget, and encumbrance journals.

Journal Import creates journal entries from data in the GL_INTERFACE table. Oracle feeder systems automatically populate this table. If you are using a non-Oracle feeder system, you must populate this table yourself.

General Ledger validates all data in the interface table before creating journal entries.

Note: For increased security and faster processing, Journal Import only processes accounting data when you have read and write access to the entire ledger or read and write access to all of the import data's balancing segment values, or management segment values when you submit your request.

Caution: Make sure that you have the correct access rights for a particular journal before making any modifications using Journal Import. If you do not have adequate access rights, any modifications you make using Journal Import will be lost.

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

Journal Import Started and Journal Import Completed are seeded business events. See: *Business Events, Oracle General Ledger Implementation Guide*.

Data Access Set

The data access set assigned to your user responsibility controls what journal data you can import into your ledger as follows:

- **Full Read and Write Access:** You can import all valid journal lines into your ledger if your data access set provides full read and write access. The types of full access are as follows:
 - Full Ledger data access set type that provides read and write access to the full

ledger.

- Balancing Segment Value data access type that provides read and write access to all of the balancing segment values for the ledger using the All Values checkbox.
- Management Segment Value data access type that provides read and write access to all of the management segment values for the ledger using the All Values checkbox.
- **Partial Read and Write Access:** If you have read and write access to some of its balancing segment values and management segment values, you have the following privileges:
 - Read and write access to specific balancing segment values or management segment values allows you to import journal lines for those balancing segment values or management segment values.
- **Read-Only Access:** If you have read-only access to a ledger, balancing segment values, or management segment values, you cannot import journal data for that ledger.
 - Read-only access to the ledger prevents you from importing data for that ledger.
 - Read-only access to balancing segment values or management segment values prevents you from importing data for that ledger. Journal import completes with an error message.

Importing by Accounting Date

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

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

Reporting Currencies

If you use Subledger level Reporting Currencies and you have chosen not to run Journal Import automatically when transferring amounts to General Ledger from your subledgers that are integrated with Subledger Accounting, you must run Journal Import manually in your source ledger and in each subledger level reporting currency.

Note: Make sure the Journal Conversion rules have been defined correctly in Accounting Setup Manager. General Ledger Posting uses the Journal Conversion rules to determine the journals that match a particular source and category combination to be replicated to reporting currencies. The Journal Conversion rules must not allow subledger sources that integrate with Subledger Accounting to be converted to subledger level reporting currencies. This prevents double counting of subledger journals; once by Subledger Accounting and again by General Ledger Posting.

Journal Import Currency End Date Bypass

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

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

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

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

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

1. Sign on to Oracle Applications as an Application Developer.
2. Navigate to the Define User Profile Option window.
3. Complete the following:
 - **Name:** GL_JI_IGNORE_CURRENCY_DATE

- **Applications:** Oracle General Ledger
 - **User Profile Name:** GL Journal Import: Bypass Currency End Date
 - **Description:** To bypass journal import's currency end date validation.
 - **SQL:**

```
SQL="select meaning IGNORE_DATE, lookup_code
into :visible_option_value,
:profile_option_value
from fnd_lookups
where lookup_types='YES_NO' "COLUMN="IGNORE_DATE(*) "
```
4. Set the profile option, GL Journal Import: Bypass Currency End Date to Yes at the site, application, responsibility, or user level.
 5. Save your work.
- Note:** The default value of this profile option is Null. You must set it to Yes to enable the Journal Import Currency End Date Bypass feature.

How to Import Journals

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

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

To import journal entries using the Import Journals window, see the procedure entitled To import journal entries to General Ledger, page 1-179.

To import journal entries by running the Journal Import program from Standard Report Submission (SRS), see the section in this chapter entitled Running the Journal Import Program from Standard Report Submission (SRS), page 1-183.

Prerequisites

- Populate the interface table if you are importing from non-Oracle feeder systems.
- Define the Journal Import setup options to optimize performance for each ledger.

To import journal entries to General Ledger:

1. Navigate to the Import Journals window.

2. Enter the Source from which you want Journal Import to create journal entries.
3. Select a ledger in the ledger field.

You must have read and write access to the ledger, or read and write access to the balancing or management segment values for all of the journal lines.

If you do not have adequate access rights, any modifications you make using Journal Import will be lost.

If you use reporting currencies (journal or subledger level), then you may choose a reporting currency.

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

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

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

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

Caution: Do not specify more than 20 Source/Group ID combinations per import. Journal Import cannot process more than 20 Source/Group ID combinations at once.

Caution: Avoid using start and end dates when importing journals. If the data in the interface table uses different dates, then importing using start and end dates could result in only importing a subset of the data thereby creating out of balance journals.

5. (Optional) Define the Journal Import Run Options.

Choose Post Errors to Suspense if you have suspense posting enabled for your ledger and you want to replace any erroneous accounts in the data with suspense accounts. This will allow data with erroneous accounts to be imported and posted successfully. You can then later move the data from the suspense accounts to whatever account should have been used instead of the erroneous account.

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

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

For more information on creating summary import journals, see: Setting the Journal Import Run Options, page 1-182.

6. Enter a Date Range to have General Ledger import only journals with accounting dates in that range. If you do not specify a date range, General Ledger imports all journals data.

7. Choose whether to Import Descriptive Flexfields, and whether to import them with validation.

If you choose not to create summary journals, you can Import Descriptive Flexfields along with your journal information. You can import descriptive flexfields With Validation and generate journals only when validation succeeds. Or, you can import descriptive flexfields Without Validation and generate all journals.

Note: Importing descriptive flexfields without validation may cause problems when modifying journal lines. If you import descriptive flexfields with errors, you may corrupt the journal lines to which they refer.

8. Choose Import to submit a concurrent process to import journals. General Ledger names the resulting batch as follows: <REFERENCE1> <Source> <Request ID>: <Actual Flag> <Group ID>; for example, 587-C Payables 18944: A 347.

9. Review the Journal Import Execution Report to determine the number of errors in the import data, and how to correct any Journal Import errors.

- If you have only a few Journal Import errors, correct the errors from the Correct Journal Import Data window, then rerun Journal Import on the corrected data.
- If the number of Journal Import errors is high, delete all of the import data for your journal entry source and group ID from the interface table. Correct the

errors then repopulate the GL_INTERFACE table before rerunning Journal Import.

- You must have read and write access to the ledger, or read and write access to the import data's balancing or management segment values to import the journals.
- Only data for ledgers in your data access set can be imported.

Related Topics

Integrating General Ledger Using Journal Import, page 1-144

Setting the Journal Import Run Options, page 1-182

Journal Sources, *Oracle General Ledger Implementation Guide*

Journal Import Execution Report, page 10-117

Correcting Journal Import Data, page 1-184

Deleting Journal Import Data, page 1-187

GL: Archive Journal Import Data, *Oracle General Ledger Reference Guide*

GL: Number of records to Process at Once, *Oracle General Ledger Reference Guide*

Setting the Journal Import Run Options

To post account errors to a suspense account:

If you allow suspense posting in your ledger, you can Post Errors to Suspense. With this option, Journal Import creates journal entries with suspense journal lines for account errors in the source data. If you choose not to post errors to suspense, Journal Import rejects any source/group ID combination that contains account errors.

If you define suspense accounts for each journal source and category, Journal Import assigns the appropriate suspense account to unbalanced journal line amounts or journal lines containing account errors. Journal Import assigns suspense accounts based on the journal source and category for the suspense journal line.

If you allow suspense posting, Journal Import creates a suspense line for the following errors:

EF01: This account is disabled for this accounting date.

EF02: Detail posting is not allowed for this account.

EF03: Disabled account.

EF04: These segment values are not a valid account. Check your cross validation rules.

EF05: You provided a code combination ID, but there is no account with this ID.

Note: With regard to errors EF01 and EF03, if you specify an alternate account for an account combination that is disabled or end-dated in the GL Accounts window, Journal Import will use the alternate account to replace the original account combination instead of the suspense account. The suspense account is only used if you choose to post errors to suspense and the alternate account is not specified or invalid (i.e. error EF02, EF04, EF05)

Also refer to Defining Accounts, *Oracle General Ledger Implementation Guide*

To create summary import journals:

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

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

This makes your reports more manageable in size, but you lose the one-to-one mapping of your detail transactions to the summary journal lines created by Journal Import.

- If you create summary journals, you can still maintain a mapping of how Journal Import summarizes your detail transactions from your feeder systems into journal lines. The journal source definition contains a setting to keep import journal references.

Note: If you choose to create summary journals, you cannot import descriptive flexfields.

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

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

To run the Journal Import program from SRS:

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

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

- select a specific Group ID
- leave the field empty to import data for a source that has no group ID. Note that if the import is from an Oracle Subledger, the Group ID will be automatically populated and therefore no data will be imported.

3. Choose OK.

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

Related Topics

Integrating General Ledger Using Journal Import, page 1-144

Defining Journal Sources, *Oracle General Ledger Implementation Guide*

Correcting Journal Import Data

If your Journal Import run resulted in relatively few errors, you can correct the data that was rejected by Journal Import. After making your corrections, you can rerun Journal Import to create journals from your corrected accounting data.

If you encountered a high number of Journal Import errors, you should instead delete all of the import data for your journal entry source and group ID, correct the errors, and repopulate the GL_INTERFACE table before rerunning Journal Import.

Prerequisite

- Review the Journal Import Execution Report and note the Request ID and Group ID of the Journal Import process that encountered invalid import data

To correct Journal Import data:

1. Navigate to the Correct Journal Import Data window.

Each of the fields in this window corresponds to a column in the GL_INTERFACE table.

2. Query journal import data that you want to correct. You can only query journal import lines that have a Status of *Error* or *Corrected*. You must enter a Source name to locate your journal import error lines. You can also enter a Category, Accounting Date, Group ID, or Currency to help filter your search.

The Correct Journal Import window verifies your data access set at the ledger level only. Your data access set must minimally provides read and write access to the ledger, or read and write access to one or more of the balancing segment values or management segment values.

3. Use the tabs to choose the type of information in the journal import line you want to correct.
 - Choose Batches/Journals to correct journal batch and journal entry data.
 - Choose Accounts to correct the segment values for your account segments.
 - Choose Journal Lines to correct journal entry line data, including the Value-Added Tax descriptive flexfield.
 - Choose Descriptive Flexfields to correct segment values for the descriptive flexfields Journals - Journal Entry Line and Journals - Captured Information.
 - Choose References to correct reference information for your Journal Import data.
4. Correct the invalid accounting data.
5. Save your changes. After you correct an error journal line and save your changes, the Status changes to Corrected.
6. Choose Import Journals to return to the Import Journals window.

Related Topics

Correcting Accounts in Journal Import Data, page 1-185

Integrating General Ledger Using Journal Import, page 1-144

Importing Journals, page 1-176

Deleting Journal Import Data, page 1-187

Correcting Accounts in Journal Import Data

To correct accounts in Journal Import data:

1. Navigate to the Correct Journal Import Data window.
2. Query the journal import data you want to correct. You must enter a Source to perform the search.
3. Select the Accounts tab.

4. Correct the data for account Segment1 through Segment30. You must enter an account segment value for each enabled segment. You can also enter a valid Code Combination ID. However, segment values override a code combination ID, so you must first erase all displayed segment values before changing the displayed code combination ID.

Account segment values are not necessarily stored in the first segment columns of the GL_INTERFACE table. For more information on Journal Import account data, see: *Integrating General Ledger Using Journal Import*, page 1-144.

The Correct Journal Import window verifies that your data access set provides read and write access to the ledger only. You must have at least read and write access to the ledger, or read and write access to one or more of the balancing segment values or management segment values.

5. If you want, choose another information type by selecting one of the tabs, to correct other journal import data.
6. Save your changes. Once you correct an error journal line and save your changes, the Status changes to Corrected.
7. Choose Import Journals to return to the Import Journals window.

Related Topics

Integrating General Ledger Using Journal Import, page 1-144

Correcting Journal Import Data, page 1-184

Importing Journals, page 1-176

Troubleshooting

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

1. If this is not a subledger journal, navigate to Setup > Journal > Source. Uncheck Freeze Journals and save your work. Navigate to Journal > Import Correct. Query the journal batch and correct the imbalance.
2. If this is a subledger journal, determine why the imbalance was created. Correct the problem in the subledger.
3. If you enabled Rounding Differences Tracking by assigning a Rounding Differences Tracking Account to your ledger, rounding imbalances are automatically balanced against the account you specified. See: *Defining Ledgers, Oracle General Ledger Implementation Guide*.
4. To avoid some unbalanced journal entries, enable suspense posting in your ledger.

See: Defining Ledgers, *Oracle General Ledger Implementation Guide*.

Deleting Journal Import Data

If you have many Journal Import errors for a specific journal entry source and group ID, you can delete all erroneous data for the source and group ID from the journal import table, `GL_INTERFACE`. You can then repopulate the import table with corrected data and rerun Journal Import.

If you reserved funds for any transaction in a feeder system, you cannot delete the incorrect data. Instead, you must correct each Journal Import error using the Correct Journal Import Data window.

Prerequisite

- Review your Journal Import Execution Report and note the Request ID and Group ID of the Journal Import process that encountered invalid import data

To delete journal import data from the Submit Request window:

1. Navigate to the Submit Request window.
2. Choose to run a Single Request.
3. Select Program – Delete Journal Import Data. Provide the following parameters:
 - **Source:** Identify the data you want to delete from the General Ledger import table by entering a journal entry Source for which you have imported data.
 - **Request ID:** Enter the Request ID corresponding to the Journal Import run.
 - **Group ID:** Enter a Group ID to delete all Journal Import data that corresponds to the specified source and group ID.

Leave the Group ID blank to delete all Journal Import data that corresponds to the specified source, but has no corresponding Group ID.

4. Submit your request.

Note: You must have read and write access to the ledger or read and write access to all of the import data's balancing segment values or management segment values to delete the journal import data.

Note: Do not delete subledger data from the `GL_INTERFACE` table. If you do, your subledger and General Ledger will not reconcile. Instead,

correct the data in your subledger, repopulate the GL_INTERFACE table and rerun journal import.

Related Topics

Integrating General Ledger Using Journal Import, page 1-144

Defining Journal Sources, *Oracle General Ledger Implementation Guide*

Importing Journals, page 1-176

Correcting Journal Import Data, page 1-184

Journal Import Execution Report, page 10-117

Posting Journals

Posting Journal Batches

Post journal batches to update the account balances of your detail and summary accounts. You can post actual, budget, or encumbrance journal batches.

In the Enter Journals window, select a batch row and choose the Review Batch button to view, update, or create journal batches. In the Batch window, choose the Journals button to view the journal lines in the Journals window.

You can select and post journal batches from the Post Journals window. In addition, you can post a journal batch by choosing the Post button from the Enter Journals, Batch, or Journals window when you are entering or reviewing journal batches or journal entries.

Note: If you have added detail accounts to your summary accounts since your last posting operation, run the Maintain Summary Templates program before you post your journal batches. This can improve performance of the posting program. See: Running the Maintain Summary Templates Program, *Oracle General Ledger Implementation Guide*

When you post an encumbrance batch imported from Oracle Payables or Oracle Purchasing, General Ledger automatically balances the encumbrance entries to the Reserve for Encumbrance account.

When you post to an earlier open period, actual balances roll forward through the latest open period; budget balances roll forward through the end of the latest open budget year; and encumbrance balances roll forward through the end of the latest open encumbrance year.

If you post a journal entry into a prior year, General Ledger adjusts your retained

earnings balance for the effect on your revenue and expense accounts.

Tip: Run a Trial Balance Report whenever you post to a previous fiscal year to ensure that your Retained Earnings account is properly reconciled.

You can automate your posting process by scheduling the Automatic Posting program to periodically select and post batches.

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

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

Posting is a seeded business event. See: Business Events, *Oracle General Ledger Implementation Guide*.

Reporting Currencies

If you use Reporting Currencies (Journal or Subledger Level), General Ledger automatically generates converted journals for your reporting currencies when you post the original journals in the source ledger if you have set up the appropriate journal conversion rules in Accounting Setup Manager.

Note: You must define appropriate daily rates for the currencies assigned to your reporting currencies before you post journals in your source ledger.

Suspense, rounding imbalances, and intracompany balancing lines are generated independently for each reporting currency (journal and subledger level).

Secondary Ledgers

If you use secondary ledgers (Journal or Subledger Level), General Ledger automatically generates converted journals for your secondary ledgers when you post the original journals in the source ledger or source reporting currency if you have setup the appropriate journal conversion rules in Accounting Setup Manager.

Note: You must define appropriate daily rates for the currencies assigned to your secondary ledgers before you post journals in your source ledger or reporting currency.

Suspense, rounding imbalances, and intracompany balancing lines are generated independently for each secondary ledger.

See: Generating Reporting Currency Journals, page 1-200

Posting and the Secondary Tracking Segment

If you enabled the Track by Secondary Segment option for the ledger, posting to revenue and expense accounts will update the retained earnings account specific to each primary balancing segment value and secondary tracking segment value pair. This applies to the entered amount balance, as well as its corresponding converted balance in the ledger currency.

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

For a full discussion of this feature, see: Secondary Tracking Segment., page 1-241

Prerequisites

- Enter or generate actual journal batches.
- Enter or generate budget journal batches.
- Import journal batches from subledgers.
- Enter or generate encumbrance journal batches.

To post journal batches:

1. Navigate to the Post Journals window.

Note: You can also post a journal batch by choosing the Post button from the Enter Journals, Batch, or Journals window when you are entering or reviewing journal batches or journal entries. This will post the entire batch containing the journal you are entering or reviewing.

2. From the Find Journal Batches window, query the journal Batch you want to post. You can only query unposted journal batches where you have sufficient read and write access to the ledger or to all of the balancing segment values or management segment values.

From the Post Journals window, you see the Batch name and the posting Period, as well as the Balance Type indicating whether your batch affects Budget, Actual, or Encumbrance balances.

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

The Batch widow appears.

4. Review the Period Status and Post Status to determine if a batch is available for posting.

You can post actual batches to open periods, budget batches to periods in an open budget year, and encumbrance batches to any period up to the last period in the latest open encumbrance year.

5. Check the Control Total for the journal entry batch, if you entered one. If the control total does not equal Total Entered Debits and Total Entered Credits, you cannot post the batch.
6. Choose Post to return to the Post Journals window.
7. Select the journal batches you want to post by checking the box next to each batch.
8. Choose Post to submit a concurrent request to post the selected journal batches.

You must have read and write access to the ledger or read and write access to all of the balancing or management segment values to post the selected batches.

If you are using budgetary control and have not approved a journal batch before posting, the Posting program will attempt to reserve funds and if successful, post the batch. If the funds reservation is unsuccessful, the Posting program will mark the batch with an appropriate error.

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

Note: Posting will end in a warning if any one of the requested batches were not successfully posted.

Related Topics

Reviewing the Batch Posting Status, page 1-193

Cancelling a Batch Posting, page 1-192

Posting to a Suspense Account, page 1-192

Using Budgetary Control and Online Funds Checking, page 2-89

Posting Execution Report, page 10-119

Opening and Closing Accounting Periods, *Oracle General Ledger Implementation Guide*

Creating Journal Batches, page 1-5

Entering Journals, page 1-9

Entering Budget Journals, page 2-60

Entering Encumbrances, page 3-5
Importing Journals, page 1-176
Generating Recurring Journal Batches, page 1-83
Generating MassAllocation Journals, page 1-101
Calculating Budget Amounts, page 2-36
Generating MassBudget Journals, page 2-48
Posting Journal Batches Automatically, page 1-194
Overview of Reporting Currencies, page 11-1
Generating Reporting Currency Journals, page 1-200

Cancelling a Batch Posting

To cancel a journal batch posting request:

Verify that the concurrent request for the batch has a Status of Pending, then cancel the concurrent request. The batch status resets to Postable.

Related Topics

Posting Journal Batches, page 1-188

Posting to a Suspense Account

You can decide whether to allow posting of any journal entry when its total debits do not equal the total credits. If you enabled suspense posting when you defined the ledger or any time after the creation of the ledger, General Ledger automatically balances each out-of-balance journal entry against a suspense account you specify for your ledger.

You can define additional suspense accounts if you want to balance journal entries with specific sources and categories to corresponding suspense accounts automatically.

Note: If you are using Reporting Currencies (Journal or Subledger Level), General Ledger independently calculates the suspense lines for each of your reporting currencies.

Related Topics

Defining Ledgers, *Oracle General Ledger Implementation Guide*

Defining Suspense Accounts, *Oracle General Ledger Implementation Guide*

Reviewing the Batch Posting Status

Review the batch posting status to determine whether your batch has posted successfully. If a batch is not posted, you can make changes to the batch and its entries. Once a batch is posted, you cannot change any information that affects your balances, such as accounts or debit and credit amounts. You can, however, change the reversal period for entries in the batch.

To review the batch posting status:

1. Navigate to the Enter Journals window.
2. Query the batch whose status you want to review. You must minimally have read access to the ledger or read access to one or more of the balancing segment values or management segment values to query the batch. You can only view the journal lines to which you have read access.
3. Choose Review Batch.
4. General Ledger automatically displays the Posting Status for your journal batch. Batches can remain Unposted for a number of reasons, including control total violations and posting to closed periods. General Ledger may also indicate that your batch is Processing, or has been Selected for posting but has not yet run.
5. Your batch may not have posted due to an Error, such as an invalid journal entry line.

Correcting Batch Posting Errors

Follow the steps below to correct batch posting errors.

To correct batch posting errors:

1. Navigate to the Enter Journals window.
2. Query the batch whose status you want to review.
3. Select the batch you want to review and choose Review Batch.
The Batch window appears.
4. Identify the error using the Posting Execution Report. See: Reviewing the Batch Posting Status, page 1-193.
For information on the Posting Execution Report, see Posting Execution Report, page 10-119.

5. Correct the specific error.

Note: When you correct the error, the error status and error number do not change until you post the batch. If you eliminate all your errors, the status changes to Posted after the batch is successfully posted.

You need read and write access to the ledger or read and write access to all the balancing segment values or management segment values in the journal batch to make corrections to the journal batch.

6. Post the batch by choosing the Post button.

You need read and write access to the ledger or read and write access to the balancing segment values or management segment values in the journal batch to post.

Note: If your system administrator did not assign the function security, Enter Journals: Post, to your responsibility, you cannot post your journals from the Enter Journals window or Enter Encumbrances window.

Posting Journal Batches Automatically (AutoPost)

You can automatically post journal batches that meet specific criteria that you defined in an AutoPost criteria set. You can define multiple criteria sets that include a range of journal effective dates and multiple AutoPost priorities. AutoPost priorities include combinations of ledger or ledger set, journal source, journal category, balance type, and period.

AutoPost criteria sets are defined for combinations of chart of accounts and calendar. The data access set that is assigned to your responsibility determines the combination of chart of accounts and calendar that you can define for your criteria set.

Once you define an AutoPost criteria set, run the AutoPost program to select and post any journal batches that meet the criteria defined by the criteria set. You can also schedule the AutoPost program to run at specific times and submission intervals. You can submit the AutoPost program or schedule AutoPost runs directly from the AutoPost Criteria Sets window. Alternatively, you can use the Submit Request window.

When you enter the AutoPost priorities for a criteria set, you can enter All for one or more of the selection fields. Use this feature to select all ledgers and/or ledger sets in your data access set, journal sources or categories, all balance types, or all accounting periods. For example, suppose you enter journals every period that adjust your budget balances for subsequent periods. You can define a criteria set that selects all unposted journal batches with a source of Manual and a balance type of Budget for all periods.

You can then schedule the AutoPost program to run at the beginning of every period, automatically post your budget adjustments, and update your budget balances.

If you use budgetary control, you can define a criteria set that posts the encumbrance journal batches that are created after the funds have been successfully reserved.

Note: If you recently upgraded from a version of General Ledger earlier than Release 11, any AutoPost criteria you had previously defined will be grouped together and saved in a new criteria set named Standard.

Prerequisites

- Define your ledgers and ledger sets.
- Define your journal sources and categories.
- Define your calendar periods.

To define an AutoPost criteria set:

1. Navigate to the AutoPost Criteria Set window.
2. Enter a Criteria Set name and Description.
3. Mark the Enabled check box if you want to enable the criteria set now. Otherwise, leave the check box unmarked.
4. (Optional) Select the Enable Security checkbox to secure the AutoPost criteria set to prevent some users from viewing, making changes, or submitting it. See: *Definition Access Sets, Oracle General Ledger Implementation Guide*.

If you do not enable security, all users who have access to this criteria set will be able to use, view, and modify the criteria set.

If the Assign Access function is available for your responsibility, the Assign Access button is enabled once you check the Enable Security check box. Choose the Assign Access button to assign the criteria set to one or more Definition Access Sets with the desired privileges. For more information, see *Definition Access Sets, Oracle General Ledger Implementation Guide*.

If the Assign Access function has been excluded from your responsibility, you will not be able to view the Assign Access button in the AutoPost Criteria Set window. You can still secure the criteria set by checking the Enable Security check box, but only Definition Access Sets that are AutoAssigned will be automatically assigned to this criteria set. See your System Administrator for more information on Function Security.

5. Set your Posting Submission Options, page 1-198. If you choose the Submit Only

Priorities with Batches in Order option, be sure to also enter the Number of Priorities.

6. Enter the range of Journal Effective Dates:

From: starting effective date of the range, entered as the number of days before the AutoPost submission date. This must be a number from 0 to 1000.

To: ending effective date of the range, entered as the number of days after the AutoPost submission date. This must be a number from 0 to 1000.

AutoPost will only select journals whose effective date is within the range of days before and after the AutoPost submission date.

7. Enter your AutoPost priorities for this criteria set. Each priority includes a Priority number, ledger or ledger set, journal Source, journal Category, Balance Type, and Period. For each criteria set, you can only select ledgers and ledger sets that share the same chart of accounts and calendar. The data access set of your responsibility determines which batches are selected for automatic posting when the criteria set is submitted. See: Ledger and Ledger Set Options and Balance Types.

Note: The priority number must be a value from 1 to 99, where 1 is the highest priority and 99 is the lowest. Batches with higher priorities are posted first. You can use the same priority number more than once.

You can enter All in any field (except Priority number) to select all ledgers and ledger sets, journal sources or categories, balance types, or accounting periods.

Note: If you are using Reporting Currencies (Journal or Subledger Level), you can define AutoPost priorities for your reporting currencies by selecting your reporting currency or selecting a ledger set that includes your reporting currency in the Ledger/Ledger Set field.

8. Save your work.

To run the AutoPost program:

1. Navigate to the AutoPost Criteria Set window.
2. Query the AutoPost criteria set for which you want to run the AutoPost program. You can query on any AutoPost criteria set that has the same chart of accounts and calendar as your data access set and that is not secured using Definition Access Sets or for which you have been granted View privilege.

3. Choose the Submit AutoPost button. You can submit any AutoPost criteria set that is not secured using Definition Access Sets or for which you have been granted Use privilege.

Note: Optionally, you can submit the AutoPost program from the Submit Request window. Enter the AutoPost criteria set name in the Parameters window. You can submit any AutoPost criteria set that is not secured using Definition Access Sets or for which you have been granted Use privilege.

4. Review the AutoPost Execution Report after the program completes successfully. Use this report to review the journal batches selected for posting.

To schedule an AutoPost run:

1. Navigate to the AutoPost Criteria Set window.
2. Query the AutoPost criteria set for which you want to schedule the AutoPost program. You can query on any AutoPost criteria set that has the same chart of accounts and calendar as your data access set and that is not secured using Definition Access Sets or for which you have been granted View privilege.
3. Choose the Schedule AutoPost button. The Submit Request window displays.
You can schedule any AutoPost criteria set that is not secured using Definition Access Sets or for which you have been granted Use privilege.

Note: Optionally, you can submit the AutoPost program from the Submit Request window. Enter the AutoPost criteria set name in the Parameters window. You can submit any AutoPost criteria set that is not secured using Definition Access Sets or for which you have been granted Use privilege.

4. Set the scheduling options on the Submit Request window.
See: Running Reports and Programs, *Oracle Applications User's Guide*
5. Select the Submit button.

Definition Access Sets

The following describes what Use, View, and Modify access mean as it pertains to AutoPost Criteria Sets:

Use Access: Allows you to submit criteria sets from the AutoPost Criteria Set window or Standard Requests Submission window. Also enables you to schedule criteria sets

from the Standard Requests Submission window. You cannot view or modify criteria sets from the AutoPost Criteria Set window.

Note: To schedule criteria sets from the AutoPost Criteria Set window, you must have both View and Use privileges to the AutoPost Criteria Set.

View Access: Allows you to only view the AutoPost Criteria Set from the AutoPost Criteria Set window.

Modify Access: Allows you to view and make changes to the AutoPost Criteria Set from the AutoPost Criteria Set window. This includes making changes to the definition access set security assigned if the Assign Access button is available. You cannot submit or schedule the AutoPost Criteria Set from the AutoPost Criteria Set window.

Use, View, and Modify Access: Allows unlimited access to the AutoPost Criteria Set from the AutoPost Criteria Set window.

See Definition Access Sets, *Oracle General Ledger Implementation Guide*.

Posting Submission Options

Submit All Priorities in Order: Select this option to submit the batches for all of your AutoPost priorities in the same AutoPost run. Note that priorities are processed in order, based on the Priority number.

Submit Only Priorities with Batches in Order: Select this option to submit batches only from the specified Number of Priorities in the same AutoPost run. If a priority results in no selected batches it is not included in the count of the number of priorities whose batches are processed. For example, if the number of priorities is 2 and your first priority has no selected batches, AutoPost will process priorities 2 and 3. If you submit AutoPost again, it will process priorities 4 and 5, and so on for each priority that has selected batches.

Note: Use this option when you need to balance the load on your concurrent manager. This may be necessary since a single AutoPost request that contains multiple priorities can result in numerous instances of the Posting program running concurrently. The load on the concurrent manager is increased further if a large number of journal batches are selected by your AutoPost priorities.

Ledger and Ledger Set Options

The Ledger/Ledger Set field determines the ledger or ledger set from which you want AutoPost to select journal batches for posting.

If the AutoPost criteria set priority has a specific ledger defined, AutoPost only considers those journal batches in which all journals in the batch belong to that ledger.

If the AutoPost criteria set priority has a specific ledger set defined, AutoPost only considers those journal batches in which all journals in the batch belong to the ledgers in that ledger set.

If the AutoPost criteria set priority has All defined in the Ledger/Ledger Set field, AutoPost considers those journal batches in which all journals in the batch belong to the ledgers and ledgers sets of your data access set.

The data access set of your responsibility determines which batches are selected for automatic posting when the criteria set is submitted.

If you use reporting currencies (journal or subledger level), you can specify your reporting currency in the Ledger/Ledger Set field.

Balance Types

Actual: Journal batches with actual balance type are only available for selection by AutoPost if the following are true:

- The periods for the ledgers of all journals in the journal batch are open.
- The batch control amount is equal to the sum of all debit and credit amounts of all journals in the journal batch if the batch control amount is entered.
- The journal batch is taxed if tax is required.
- The journal batch is approved if journal approval is required.

Budget: Journal batches with budget balance type are only available for selection by AutoPost if the following are true:

- The batch control amount is equal to the sum of all debit and credit amounts of all journals in the journal batch if the batch control amount is entered.
- The journal batch is approved if journal approval is required.

Encumbrance: Journal batches with encumbrance balance type are only available for selection by AutoPost if the following are true:

- The batch control amount is equal to the sum of all debit and credit amounts of all journals in the journal batch if the batch control amount is entered.
- The journal batch is approved if journal approval is required.

Related Topics

Defining Calendars, *Oracle General Ledger Implementation Guide*

Defining Journal Sources, *Oracle General Ledger Implementation Guide*

AutoPost Execution Report, page 10-112

Generating Reporting Currency Journals

If you use Reporting Currencies (Journal or Subledger Level), General Ledger will generate converted journal batches in your reporting currencies automatically. You must define appropriate daily rates for the currencies of your reporting currencies before you can post the journals in your source ledger.

Related Topics

Overview of Reporting Currencies, page 11-1

Entering Daily Rates, page 9-11

Posting Journal Batches, page 1-188

Reversing Journals

Defining Reverse Journal Entries

Use reversing journal entries to reverse accruals, estimates, errors, or temporary adjustments and reclassifications.

Assign a reversal period and, if average balances is enabled, a reversal effective date to a journal entry if you want to generate a reversing entry from the Enter Journals window, or later from the Reverse Journals window. You can enter a reversal period and effective date at any time, even after the journal is posted. However, you cannot reverse batches and journals that you have already reversed.

You can also reverse a journal or batch from the Enter Journals window, even if you have not assigned a reversal period and effective date.

Reporting Currencies

If you use Reporting Currencies (Journal or Subledger Level) and reverse a journal entry in your source ledger, General Ledger also reverses the corresponding entry in your reporting currencies if they are in the same batch as the source ledger's journal entry. The journal in your reporting currency is reversed using the same conversion rate that was used to create the original journal entry.

Ledgers with reporting currencies (journal and subledger level) assigned must post the original journal in the ledger before the journal can be reversed.

The reversing journals for the reporting currencies are created in the same batch as the reversed primary ledger's batch.

To assign a reversal period and effective date to a journal entry:

1. Navigate to the Enter Journals window.
2. Query the batch and journal within the batch for which you want to assign a reversal period.

You must have read and write access to the ledger or read and write access to the journal's balancing segment values or management segment values.

3. From the Enter Journals window, choose Review Journal.

The Journals window appears.

4. In the Reverse region, select a period from the Period list of values for the reversing entry. If average balances is enabled, you must also enter the Effective Date.

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

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

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

Once you enter the effective date, reversing period, and reversal method, the journal entry is marked for reversal and will appear in the Reverse Journals window.

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

Note: You must have read and write access to the ledger or read and write access to all of the journal's balancing segment values or management segment values to reverse the journal.

Related Topics

Creating Journal Batches, page 1-5

Entering Journals, page 1-9

Generating Reversing Journal Batches, page 1-202

Overview of Average Balance Processing, page 4-1

Overview of Reporting Currencies, page 11-1

Generating Reversing Journal Batches

You can generate reversing entries from the Enter Journals window, or you can use the Reverse Journals window to reverse any unreversed journals. The unreversed journals must have an assigned reversing period and reversal method. Also, if average balances are enabled, the unreversed journals must have an assigned reversing effective date.

You can reverse a single journal or an entire batch from the Enter Journals window. You can even reverse a journal entry or batch if you have not assigned it a reversal period and, if average balances are enabled, a reversal effective date.

If you reverse a journal batch, General Ledger creates a reversing journal entry for each journal entry in your batch. Note that this also generates a separate reversal batch for each reversed journal. General Ledger automatically names the reversal batch `Reverses [Original Journal Entry Name] [Date] [Time]`.

Prerequisites

- Enter journals.

You must post the journal in the ledger before you can reverse the journal.

If the journal has a Subledger Accounting (SLA) source and the journal source is frozen, you must unfreeze the source before you can reverse the journal.

- If you want to reverse journals from the Reverse Journals window, assign a reversing period to the journals. If average balances are enabled, you must also assign a reversing effective date.

To reverse a journal entry from the Enter Journals window when the journal entry has a defined reversal period, effective date (average balances enabled), and reversal method:

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

The Enter Journals window appears.

You must have read and write access to the ledger, or read and write access to the journal's balancing segment values or management segment values.

3. Choose **Review Journal**.

The Journals window appears.

4. Choose Reverse.

Note: The Reverse button is enabled only if the journal batch has been posted.

General Ledger names the reversal batch Reverses [Original Journal Entry Name]
[Date] [Time]

5. Review the unposted reversing journal batch.
6. Post the reversing journal batch.

You must have read and write access to the ledger or read and write access to all of the journal's balancing segment values or management segment values to reverse the journal.

To reverse a journal entry that does not have a defined reversal period, effective date (average balances enabled), and reversal method:

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

The Enter Journals window appears.

You must have read and write access to the ledger or read and write access to the journal's balancing segment values or management segment values.

3. Choose Review Journal.

The Journals window appears.

4. In the Reverse region, select a period from the Period list of values.

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

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

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

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

General Ledger will display your concurrent request ID. The reversal batch will be named Reverses [Original Journal Entry Name] [Date] [Time].

6. Review the unposted reversing journal batch.
7. Post the journal batch.
8. Requery the journal.

9. Choose Reverse.
10. Post the reversing journal batch.

You must have read and write access to the ledger or read and write access to all of the journal's balancing segment values or management segment values to reverse the journal.

To reverse an entire journal batch:

1. Navigate to the Enter Journals window.
2. Query the batch you want to reverse.

You must have read and write access to the ledger or read and write access to the journal's balancing segment values or management segment values.

3. Choose Review Batch.

The Batch window appears.

4. Select the batch you wish to reverse.
5. Choose Reverse Batch to generate unposted reversal batches for each entry.

Note: The Reverse Batch button is enabled only if the journal batch has been posted.

If you did not assign a reversal period (and effective date, if average balances are enabled) for one or more journal entries, General Ledger prompts you for a default reversal period (and effective date).

6. Choose OK.

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

7. Review the unposted reversing journal batch.
8. Post the reversing journal batches.

You must have read and write access to the ledger or read and write access to all of the journal's balancing segment values or management segment values to reverse the journal.

To generate reversing journals from the Reverse Journals window:

1. Navigate to the Reverse Journals window.

2. Query the journals you want to reverse. Only posted journal batches can be retrieved. For each journal, you see the Period Entered and Period Reversing which indicate the accounting period of the original journal entry and the accounting period you specified as the reversing period.

If you have enabled average balances, there is an Effective Dates tab. This tab displays Effective Dates, and for each journal you see the effective date Entered and Reversing, which indicate the effective dates of the original journal entry and the specified reversing period. Optionally, select the Periods tab to see the Period Entered and Period Reversing.

3. Select each Journal Entry you want to reverse. Note that even though a journal may have a reversing period and effective date (average balances enabled), it may not be reversible for several reasons, such as the reversal period or effective date is closed or General Ledger is checking funds.

4. Choose Reverse to generate an unposted reversing batch for each selected journal. This launches the Reverse Journal program.

General Ledger names the reversal journal batch as follows: Reverses [Original Journal Entry Name] [Date] [Time]. For example, Reverse Accruals 01-JAN-95 12:00:00 55379.

You must have read and write access to the ledger or read and write access to all of the journal's balancing segment values or management segment values to reverse the journal.

5. Post the reversing journal batches.

Related Topics

Creating Journal Batches, page 1-5

Entering Journals, page 1-9

Defining Reverse Journal Entries, page 1-200

Posting Journal Batches, page 1-188

Overview of Average Balance Processing, page 4-1

Automatic Journal Reversal

This section discusses how to use automatic reversing journals.

Automatic Journal Reversal Overview

If you routinely generate and post large numbers of journal reversals as part of your month end closing and opening procedures, you can save time and reduce entry errors by using Automatic Journal Reversal to automatically generate and post your journal

reversals.

You define journal reversal criteria sets for journal categories. Journal reversal criteria lets you specify the reversal period, date, and method for each journal category. You assign journal reversal criteria sets to ledgers. The same journal reversal criteria set can be shared and assigned to multiple ledgers. A ledger that does not have a journal reversal criteria set assigned to it will not be able to automatically reverse journals. You can assign and change the journal reversal criteria set assignment to a ledger at any time. Changes only impact journals that are created after the change.

You can also choose to enable automatic posting of reversed journals.

In a ledger that has a journal reversal criteria set assigned, once you have posted journals using journal categories that have AutoReverse enabled, you can:

- automatically generate reversals when a new period is opened.
- manually launch a reversal program which finds and generates all journals marked for reversal for a specific period, including any journals that were manually selected for reversal.
- automatically post any reversal journals including reversals that were not automatically generated.

Note: Automatic Journal Reversal reverses posted journals of the balance type Actual. You cannot use this feature to automate budget or encumbrance journal reversals.

Prerequisites

General Ledger generates and posts reversals for journals that satisfy the following conditions:

- The journal balance type is Actual.
- The journal category is enabled to be Autoreversed.
- The journal is posted but not yet reversed.
- The journal reversal period is open or future enterable.

To create a Journal Reversal Criteria Set:

To create a Journal Reversal Criteria Set, perform the following steps.

1. Navigate to the Journal Reversal Criteria Set window.
2. Enter a Criteria Set name and Description.

3. (Optional) Select the Enable Security checkbox to secure the Journal Reversal Criteria Set to prevent some users from viewing or making changes to it. For information on definition access sets, see: Definition Access Sets, *Oracle General Ledger Implementation Guide*.

If you do not enable security, all users who have access to this journal reversal criteria set will be able to use, view, and modify the criteria set.

If the Assign Access function is available for your responsibility, the Assign Access button is enabled once you check the Enable Security check box. Choose the Assign Access button to assign the journal reversal criteria set to one or more Definition Access Sets with the desired privileges. For information on definition access sets, see Definition Access Sets, *Oracle General Ledger Implementation Guide*.

If the Assign Access function has been excluded from your responsibility, you will not be able to view the Assign Access button in the Journal Reversal Criteria Set window. You can still secure the Journal Reversal Criteria Set by checking the Enable Security check box, but only Definition Access Sets that are AutoAssigned will be automatically assigned to this Journal Reversal Criteria Set. See your System Administrator for more information on Function Security.

4. Save the new journal reversal criteria set. This automatically displays all of the journal categories with their default values in the Journal Reversal Criteria region. For information on journal reversal criteria sets, see: Default Reversal Criteria for Seeded Journal Categories, page 1-213.
5. Select a journal category for which you want to modify the reversal criteria. For each journal category defined in General Ledger, you can select journal reversal criteria to control how and when your journals are reversed.

Note: You can query and modify the AutoReverse attributes for existing categories, but you cannot create new journal categories in this window. For information on defining journal categories, see: Defining Journal Categories, *Oracle General Ledger Implementation Guide*.

6. Select a Reversal Period from the poplist. Choose from No Default, Same Period, Next Period, Next Non-Adjusting, or Next Day.

Note: The Next Day option is only applicable to average daily balance ledgers. Non-average daily balance ledgers and consolidation average daily balance ledgers with a journal reversal criteria set that includes the Next Day option will ignore the reversal period information and treat the Next Day option in the same manner as the No Default option.

Use the following table as a guide for selecting an appropriate reversal period.

Periods with Corresponding Reversal Periods

When you select this period...	The reversal period is...
No Default	the reversal period you define when you manually enter your original journal entry
Same Period	the same period of the original journal entry
Next Period	the period following the period of the original journal entry
Next Non-Adjusting	the non-adjusting period following the period of the original journal entry
Next Day	the period into which the effective date of the journal entry falls; this option is only applicable for average daily balance ledgers

7. Select a Reversal Date from the poplist if you have an average daily balance ledger. The Reversal Date is only applicable to average daily balance ledgers. Non-average daily balance ledgers and consolidation average daily balance ledgers with a journal reversal criteria set that includes a Reversal Date will ignore the Reversal Date information

Note: The available choices in the Reversal Date field are dependant on the Reversal Period selected. See the table below for available options and exception cases for non-consolidation ledgers with average daily balance enabled.

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

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

Journal Reversal - Average Daily Balance Non-Consolidated Ledger

When you select this reversal period	and this reversal date	the period of your journal reversal is	the date of your journal reversal is	if the Effective Date Rule in the Journal Sources form is set to	<i>and the reversal date is not a business day....</i> the following action will take place
Same Period	Next Day	same as the journal's period	the day after the journal's effective day	Fail	no default will be provided for the reversal date
				Leave Alone	the reversal date will remain as is
				Roll	the reversal date will roll forward to the next business day within the reversal period
	Last Day	same as the journal's period	the last day of the reversal period	Fail	no default will be provided for the reversal date
				Leave Alone	the reversal date will remain as is

When you select this reversal period	and this reversal date	the period of your journal reversal is	the date of your journal reversal is	if the Effective Date Rule in the Journal Sources form is set to	<i>and the reversal date is not a business day....</i> the following action will take place
				Roll	the reversal date will roll backward from the last day of the reversal period to find a valid business day
Next Period/Next Non-Adjusting Period	First Day	the period (or non-adjusting period) after the journal's period	the first day of the reversal period	Fail	no default will be provided for the reversal date
				Leave Alone	the reversal date will remain as is
				Roll	the reversal date will roll forward to find the next business day within the reversal period

When you select this reversal period	and this reversal date	the period of your journal reversal is	the date of your journal reversal is	if the Effective Date Rule in the Journal Sources form is set to	<i>and the reversal date is not a business day....</i> the following action will take place
	Last Day	The period (or non-adjusting period) after the journal's period	the last day of the reversal period	Fail	no default will be provided as the reversal date
				Leave Alone	the reversal date will remain as is
				Roll	the reversal date will roll backward from the last day of the reversal period to find a valid business day
Next Day	N/A	refer to last column	the day after the journal's effective date	Fail	no default will be provided for the reversal date
				Leave Alone	the reversal date will remain as is

When you select this reversal period	and this reversal date	the period of your journal reversal is	the date of your journal reversal is	if the Effective Date Rule in the Journal Sources form is set to	<i>and the reversal date is not a business day....</i> the following action will take place
				Roll	the reversal date will roll forward to find the next business day (may go into the next period)

8. Select a reversal method from the poplist:
 - **Switch DR/CR:** reverses journals by changing the debits and credits of your originating journals.
 - **Change Sign:** reverses journals by changing the sign of your originating journals.
9. Mark the AutoReverse checkbox to enable AutoReversal for this category. The default is disabled.
10. Mark the AutoPost checkbox to enable AutoPost for this category. The default is disabled.

Note: AutoPost will operate only if AutoReverse is enabled. Even reversal journals that were manually reversed (not automatically generated) are selected for automatic posting when this option is selected.

11. Save your work.

Definition Access Sets

The following describes what Use, View, and Modify access mean as it pertains to Journal Reversal Criteria Sets:

- **Use Access:** The use privilege is not enforced for Journal Reversal Criteria Sets.
- **View Access:** Allows you to only view the Journal Reversal Criteria Set from the Journal Reversal Criteria Set window.
- **Modify Access:** Allows you to view and make changes to the Journal Reversal Criteria Set from the Journal Reversal Criteria Set window. This includes making changes to the definition access set security assigned if the Assign Access button is available.
- **Use, View, and Modify Access:** Allows you unlimited access to the Journal Reversal Criteria Set from the Journal Reversal Criteria Set window.

For information on setting up definition access sets, see Definition Access Sets, *Oracle General Ledger Implementation Guide*.

Default Reversal Criteria for Seeded Journal Categories

The following are the default reversal criteria for the seeded journal categories:

Seeded Journal Categories	Reversal Period	Reversal Date	Method	AutoPost Reversal/ AutoReverse
Balance Sheet Close	Next Period	First Day	Switch Dr/Cr	
Income Offset	Same Period	Last Day	Change Sign	
Income Statement Close	Same Period	Last Day	Change Sign	
MRC Open Balances	No Default		Change Sign	
Revalue Profit/Loss	No Default		Change Sign	
For all the other seeded Journal Categories	No Default		Switch Dr/Cr	

For new journal categories defined in the system, the default journal reversal criteria are as follows:

- Reversal Period: No Default

- Method: Switch Dr/Cr

You can modify journal reversal criteria at any time. Non-average daily balance ledgers, average daily balance consolidation ledgers, and average daily balance non-consolidation ledgers share the same seeded journal category reversal criteria defaults. If a journal reversal criteria set containing only the seeded journal category reversal defaults is used by a non-average daily balance ledger or an average daily balance non-consolidation ledger, the ledgers will do the following:

- Treat the Reversal Period value of Next Day as No Default
- Ignore values under the Reversal Date column

This occurs because these options are only applicable to average daily balance ledgers.

To assign a Journal Reversal Criteria Set:

To assign a Journal Reversal Criteria Set, perform the following steps:

1. Navigate to the Ledger page in the Accounting Setup Manager.
2. Create a new ledger or query an existing ledger.
3. In the Journal Reversal Criteria Set field, enter the Journal Reversal Criteria Set that you want to assign to the ledger. The list of values includes the Journal Reversal Criteria Sets that are not secured by definition access sets or that have been assigned to the definition access sets belonging to your responsibilities.

Note: You can unassign or change the Journal Reversal Criteria Set that is assigned to a ledger at any time. Only journals that are created after the change are affected.

Note: If you are using Reporting Currencies (Journal or Subledger Level), you can assign a Journal Reversal Criteria Set to your reporting currency in the Accounting Setup Manager.

To automatically reverse journals:

To automatically reverse journals, perform the following steps.

1. Enter and post Actual journals in a ledger that has a journal reversal criteria set assigned. Ensure that the journal category is enabled for AutoReverse.
2. Choose one of the following to reverse your journals:
 - Run the Open Period program to launch the Automatic Reversal program.

- Navigate to the Submit Request window and select the program, Automatic Reversal. You can submit the Automatic Reversal program for a ledger if you have read and write access to some or all of the balancing or management segment values assigned to the ledger and if the ledger has a Journal Reversal Criteria Set assigned.

All reversal journals with AutoReverse enabled are generated according to the reversal criteria you defined if the reversal period is open or future enterable, and if you have read and write access to all of the balancing segment or management segment values in the journal. All reversal journals with AutoPost enabled are posted if the reversal period is open.

Note: General Ledger automatically submits the AutoReverse program when a new period is first opened in the Open and Close Periods window. You can also launch AutoReverse at any time through the Submit Request window. If you do not want reversals generated when a period is opened, set the Profile Option, GL: Launch AutoReverse After Open Period, to No.

3. Review the AutoReverse Execution Report after the program completes successfully. Use this report to review the journal batches selected for reversal.

To schedule an AutoReverse run:

To schedule an AutoReverse run, perform the following steps.

1. Navigate to the Submit Request window and select the program, Automatic Reversal. You can schedule the Automatic Reversal program for a ledger if you have read and write access to some or all of the balancing or management segment values assigned to the ledger and if the ledger has a Journal Reversal Criteria Set assigned.
2. Choose the Schedule button and set the scheduling options. For information on submitting a request, see: Submitting a Request.
3. Select the Submit button.

Overview of Journal Reconciliation

General Ledger Entry Reconciliation lets you reconcile transactions in General Ledger accounts that should balance to zero, such as a VAT control account. You can enable reconciliation either for natural account segment values or for complete accounting code combinations. Journal reconciliation is available for journals of the balance type of Actual, and journal type of Standard.

With General Ledger Entry Reconciliation, you can selectively cross-reference transactions in General Ledger with each other by entering reconciliation reference information at journal line level. When the balance for a group of transactions is zero, you can mark the transactions as reconciled.

You can perform account reconciliation either automatically with the General Ledger Automatic Reconciliation report, or manually in the Reconciliation Lines window.

- Use automatic reconciliation to reconcile journal lines that have matching balancing segments, account segments, and reconciliation references, or optionally where the reconciliation reference is blank.
- Use manual reconciliation to reconcile journal lines with different code combinations (including different balancing segments or account segments) or different reconciliation references.

For both automatic and manual reconciliation, the balance for the journal lines that you want to reconcile must be zero. Reconciliations can be performed between transactions entered in the same or different currencies.

The Reconciliation Lines window also lets you reverse a reconciliation to disassociate transactions that you previously reconciled with each other. You can reverse both automatic and manual reconciliations.

Entering Reconciliation References

You can enter a reconciliation reference for a journal line with an account that has reconciliation enabled. Use the Reconciliation Reference column in the Journals window to enter reconciliation references. Enter the same reconciliation reference for all the transactions that you want to group together in one reconciliation.

Alternatively, use the Reconciliation Reference at the journal header level under the Other Information tab in the Journals window to apply the same reference to all journal lines that include a reconciliation account.

You can also import reconciliation references from Subledger Accounting.

Oracle General Ledger uses the reconciliation references to determine which transactions to reconcile with each other when you perform automatic reconciliation with the General Ledger Automatic Reconciliation report. For more information, see Automatic Reconciliation Report, page 10-83.

You can also use the reconciliation references to help you decide which transactions to reconcile with each other when you perform manual reconciliation in the Reconciliation Lines window. For more information, see Performing Manual Account Reconciliation, page 1-218.

To enter reconciliation references for journal lines at journal line level:

1. Navigate to the Enter Journals window.

2. Query an existing, unposted journal and press the Review Journals button, or press the New Journals button to open a new journal. The Journals window appears.
3. Query or enter the journal lines that you want.
4. Navigate to the Reconciliation Reference field for the first journal line.
5. Enter a reference in the Reconciliation Reference field.
6. Repeat steps 4 through 5 for each journal line that you want.
7. Save your work.

To enter reconciliation references for journal lines at journal header level:

1. Navigate to the Enter Journals window.
2. Select the New Journals button to open a new journal. The Journals window appears. Complete the header information for your journal.
3. Select the Other Information tab in the Journals window.
4. Enter the value in the Reconciliation Reference field that you wish to assign to all lines in the JE that are for reconciliation accounts.
5. Enter a reference in the Reconciliation Reference field. This reference will be assigned to all lines in the journal that use a reconciliation account.

Note: The header level reconciliation reference must already be provided before the reconciliation journal line is created for the reference value to apply to the line. Changing this header level reconciliation reference will not automatically update existing reconciliation JE lines, but will apply to new journal lines added after the change. You can manually update the reconciliation reference of the individual journal lines anytime before the journal is posted.

Performing Automatic Account Reconciliation

Perform automatic account reconciliation when you want to reconcile transactions that have matching balancing segments, account segments, and reconciliation references, or optionally where the reconciliation reference is blank. You also have the option to run the process in a preliminary mode to preview the reconciliation matching, or have the automatic reconciliation matching completed and the reconciliation ID assigned.

Submit the request by selecting the program named Reconciliation - Automatic Reconciliation. Selections can be made for the following parameters:

Ledger- Name of the ledger for which you wish to perform automatic reconciliation.

Currency- Select a specific entered currency or All Currencies. All Currencies does not include STAT.

Reconciliation Rule- Choose from the following options:

- By Account and Reference- to match reconciliation transactions that share the same account code combination and reconciliation reference
- By Balancing Segment and Reference- to match reconciliation transactions that share the same balancing segment value and reconciliation reference
- By Balancing Segment, Natural Account and Blank Reference- to match transactions that share the same balancing segment value, natural account and have no reconciliation reference
- By Balancing Segment, Natural Account and Reference- to match transactions that share the same balancing segment value, natural account and have no reconciliation reference

Perform Reconciliation- Choose from the following options:

- Yes- to complete the reconciliation matching
- No- to get a preview of the reconciliation matching

Period From- Earliest accounting period for transactions to be included in the reconciliation

Period To- Latest accounting period for transactions to be included in the reconciliation

Start Date- Earliest accounting date for transactions to be included in the reconciliation

End Date- Latest accounting date for transactions to be included in the reconciliation

Flexfield From/Low- First accounting flexfield in the accounting flexfield range for transactions to be included in the reconciliation

Flexfield To/High- Last accounting flexfield in the accounting flexfield range for transactions to be included in the reconciliation

Performing Manual Account Reconciliation

Perform manual account reconciliation when you want to reconcile transactions with different balancing segments, account segments, or reconciliation references. Use the Reconciliation Lines window to perform manual account reconciliation.

In the Reconciliation Lines window, you can query the transactions that are available for reconciliation and select the transactions that you want to reconcile with each other. If the sum total of the selected transactions is equal to zero when you save the reconciliation, then General Ledger marks the journal lines as reconciled.

You can reconcile transactions by the entered debit or credit amounts.

General Ledger assigns a unique ID to each reconciliation that you perform. You can use the reconciliation ID to query the reconciliation in the Reverse Reconciled Lines window, or to identify the reconciliation on the Reconciled Transactions report.

To perform a manual reconciliation:

Choose from the following selection criteria to retrieve the unreconciled records in the Reconcile Journal Lines window:

- Accounting Period - an accounting period or accounting period range
- Date - a date or date range
- Journal Category - a journal category
- Reference - a journal reference
- Sequence Name - a document sequence name
- Sequence Number - a document sequence number or document sequence number range

Note: If you do not specify any accounts, General Ledger displays all accounts that have reconciliation enabled. It is recommended that you provide an account filter to narrow your search to improve the query performance.

Select the Find button. The Reconciliation Lines window displays the transactions that meet your selection criteria, including the journal, account, currency, debit or credit amount, and reconciliation reference for each transaction.

Use folder tools to display additional information for the current transaction.

Select the transactions that you want to reconcile by checking the Reconcile check box for each transaction. In the Totals region, General Ledger displays the total debits, total credits, and total balance for the transactions you have selected.

When you have selected all the transactions that you want to include in this reconciliation, save your work.

If the sum total of the selected transactions is equal to zero, General Ledger marks the journal lines as reconciled and displays the reconciliation ID for this reconciliation.

If the sum total of the selected transactions is not equal to zero, General Ledger displays an error message and prevents these transactions from being reconciled.

Performing Manual Account Reconciliation Reversal

Perform manual account reconciliation reversal to disassociate transactions that you previously reconciled with each other. Use the Reverse Reconciliations window to perform manual account reconciliation reversal.

In the Reverse Reconciliations window, you can query transactions that you previously reconciled and select the transactions that you want to disassociate from each other. If the sum total of the selected transactions is equal to zero when you save the reconciliation reversal, then General Ledger marks the journal lines as unreconciled. These transactions then become available for reconciliation again.

To perform a manual reconciliation reversal:

Choose from the following selection criteria to retrieve the reconciled records in the Reverse Reconciliation window:

- Reconciliation ID - the reconciliation ID assigned by General Ledger
- Reconciliation Reference - the reconciliation reference you entered in the journal
- Reconciliation Date - the date range when you performed the reconciliation

Select the Find button. The Reconciliation Lines window displays the transactions for the reconciliations you selected, including the journal, account, currency, debit or credit amount, reconciliation reference, and reconciliation ID for each transaction.

Use folder tools to display additional information for the current transaction.

Select the transactions for which you want to reverse reconciliation by checking the Unreconcile check box for each transaction. In the Totals region, General Ledger displays the total debits, total credits, and total balance for the transactions you have selected.

When you have selected all the transactions that you want to include in this reconciliation reversal, save your work.

If the sum total of the selected transactions is equal to zero, then General Ledger marks the journal lines as reversed.

If the sum total of the selected transactions is not equal to zero, General Ledger displays an error message and prevents the reconciliations from being reversed.

Reconciliation of Transactions with Single or Multiple Currencies

When reconciling transactions, users have the ability to match transactions that are only of a specific currency, or match transactions of different currency.

When reconciling transactions in a single currency, the amounts that are matched to determine if the reconciliation lines net to zero are based on the entered currency amounts.

When reconciling transactions in multiple currencies, the amounts that are matched to determine if the lines net to zero are based on the converted currency amounts in the ledger's functional currency.

Automatic Journal Scheduling

Automatic Journal Scheduling lets you generate Recurring Journals, AutoAllocation sets, MassAllocations, MassBudgets and Budget Formulas according to a schedule you define. For example, you can schedule the same journal and allocation sets to be generated every month as part of your month-end closing procedures.

If you have business cycles that do not coincide with monthly calendars, you can define your own schedule in General Ledger. General Ledger schedules are based on your General Ledger calendar.

You can also choose any defined schedule in the Application Object Library (AOL). AOL schedules are based on a standard monthly calendar. You can define a new AOL schedule or re-use a schedule you previously defined and saved. You can define your AOL schedule to run a request as soon as possible, at a specific time, or repeatedly at specific intervals, on a specific day and time of the week or month.

Create or define recurring journals, autoallocation sets, massallocations, budget formulas, or massbudgets, enter submission parameters, and select a schedule to automate the generation of your journals.

You then review and post your generated journals.

Prerequisites

- Creating Recurring Journal Formula Batches, page 1-67
- Creating MassAllocation Batches, page 1-88.
- Creating Budget Formulas Batches, page 2-30.
- Define MassBudgets, page 2-41.
- AutoAllocations Overview, page 1-119
- Defining Financial Schedules, *Oracle General Ledger Implementation Guide*.

To use Automatic Journal Scheduling:

1. Navigate to any one of the following definition windows:
 - AutoAllocation Workbench
 - Define Recurring Journal Formula
 - Define MassAllocation

Define Budget Formula

Define MassBudgets

2. Create a new entry or query a definition you previously defined.

Note: If using Definition Access Sets to secure your General Ledger definitions, you must have Use and View privileges to the definition to use Automatic Journal Scheduling.

3. Choose the submit or generate button. For AutoAllocation Sets, choose the Schedule button. For Budget Formulas, choose the Calculate button.

A Decision window displays.

4. Choose the Schedule button.

The Oracle Applications standard submission Parameter window appears.

5. Complete the window according to your specific requirements.

Name: enter the name of your definition.

Ledger: enter the name of your ledger. This field is not required for Budget Formulas or MassBudgets.

Balancing Segment Value: enter the balancing segment value. This field is not required for Budget Formulas or MassBudgets.

Period: enter the period you wish to first submit your definition.

Budget: Applies only to Budget Formulas and MassBudgets.

Note: If you are using a ledger with average balance processing enabled, the following fields are displayed:

Journal Effective Date: This must be a business day if the profile option, Journals: Allow Non-Business Day Transactions is set to No.

Calculation Effective Date: The calculation effective date used by Recurring Journals and Allocation formulas. This must be a business day if you plan to increment your submissions.

Usage: Select Standard or Average.

Note: If you are scheduling an autoallocation set from a Projects responsibility, the following fields are displayed:

GL Period:

PA Period:

Expenditure Item Date:

See: Submitting an AutoAllocation Set, *Oracle Project Costing User Guide* for more information.

You can choose the Submit button to submit your request immediately.

6. Choose the Schedule button on the Parameter window.

The Submit Request window appears.

7. Choose the Schedule button to open the Schedule window.

8. Choose the Apply a Saved Schedule button and select one of the following:

- A General Ledger or AOL defined schedule
- A new AOL schedule

See: Defining Financial Schedules, *Oracle General Ledger Implementation Guide*

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

9. (Optional) You can choose to automatically increment the General Ledger period and date parameters for resubmissions. To enable, check the Increment Date Parameters Each Run check box. See: Incrementing Submissions, page 1-224.
10. Choose OK to confirm your selections in the Schedule window then choose Submit to submit your scheduled request.

Related Topics

Posting Journal Batches, page 1-194

AutoAllocations, page 1-119

Recurring Journals, page 1-66

MassAllocations, page 1-88

Budget Formulas, page 2-30

MassBudgets, page 2-41

Defining Financial Schedules, *Oracle General Ledger Implementation Guide*

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

Incrementing Submissions

You can choose to increment your scheduled submissions. General Ledger increments the period and date parameters for subsequent submissions based on the definitions below.

Prerequisites

- Your ledger calendar must include all the schedule start dates for the schedule you are using.
- You must enter a non-adjusting period when you first submit your scheduled request.
- You must enter a business day for both journal and calculation effective dates when you submit a request in an Average Daily Balance, Non-Consolidation ledger .

Note: If you are incrementing submissions, the ledger Accounting Calendar and Period Type should match the GL Schedule Calendar and Period Type.

Incrementing the Journal Period for Non Average Daily Balance Ledgers

General Ledger calculates the journal period for subsequent scheduled submissions based on the initial period offset for Non-ADB ledgers. General Ledger assigns the date closest to the start date as the journal effective date.

The initial period offset is the number of non-adjusting periods between the journal period and the initial run period.

Suppose you want to establish a monthly schedule to book month end rent allocation entries for calendar year 1999. You schedule General Ledger to run a rent allocation on the 1st of every month from January 1999 to December 1999. You submit your rent allocation on the start date of February 1, 1999 and enter January 1999 as the Journal Period. The period offset is calculated to be -1.

When the rent allocation set is automatically resubmitted on March 1, 1999, General Ledger sets the Journal Period to February 1999. Each subsequent submission has a journal date of the prior month.

Incrementing the Journal Period for Average Daily Balance Non-Consolidation Ledgers

General Ledger calculates the journal effective date based on the initial business date offset for ADB Non-Consolidation Ledgers. The journal effective date determines the journal period. The initial business date offset is the number of business days between the schedule start date and the journal effective date at the time of your program submission.

For example, you schedule a recurring journal to run every business day, effective the prior business day. You submit your first request on Monday and specify the previous Friday as the effective date. The initial business date offset is -1.

When recurring journals is automatically submitted on Tuesday, journals are generated with a journal effective date of Monday.

The calculation effective date is determined in a similar manner. General Ledger determines an offset based on the number of business days between the journal effective date and the calculation effective date. The offset is then used to determine the calculation effective date in subsequent submissions.

Incrementing the Journal Period for Average Daily Balance Consolidation Ledgers

General Ledger always assigns the first day of the period as the journal and calculation effective date for ADB Consolidation Ledgers.

Suppose you want to schedule month end closing entries for the 1999 calendar year. For example, you choose to submit a recurring journal on the 1st of every month from January 1, 1999 to December 31, 1999. You submit your recurring journal on February 1, 1999 and enter January 15, 1999 as the journal effective date, and January 20, 1999 as the calculation effective date.

When General Ledger automatically submits your scheduled recurring journal on March 1, 1999, the journal period is set to February 1999 and the calculation and journal effective dates are set to February 1, 1999.

Reviewing Your Submission Results

Navigate to the View Requests window to view the results of your scheduled submission.

Your initial scheduled submission has two results. The submission is complete with a status of normal. General Ledger schedules the next submission automatically. This has a phase of pending with a status of scheduled.

Note: If your initial scheduled submission fails, the scheduled journal submission will complete with an error status. General Ledger does not schedule and generate the next submission in the event of an error.

Related Topics

Posting Journal Batches Automatically, page 1-194

AutoAllocations, page 1-119

Recurring Journals, page 1-66

MassAllocations, page 1-88

Budget Formulas, page 2-30

Year-End Closing Journals

Many organizations follow specific procedures to generate special journal entries to close and open fiscal years. These closing entries apply to both the income statement and balance sheet. Auditable closing procedures vary considerably, depending on country reporting requirements, generally accepted accounting practices in a country, and organization business needs.

General Ledger is equipped to create actual closing journals for year-end and other closing periods. If your organization has multiple legal entities, you can create closing journals for multiple ledgers simultaneously with ledger sets. You also have added security through data access sets because you can only run the closing journals programs against ledgers you have full read and write access to through your data access set. To process year-end closing journals, we recommend you:

- Set up the last day of your fiscal year as an adjusting period.
- Set up the first day of your new fiscal year as an adjusting period.
- Ensure the period you are closing is an Open period.
- Complete your routine accounting before the last day of the year.
- Post your adjustments and closing entries in the adjusting period.
- Define your ledger set if you plan to submit the closing journals programs for multiple ledgers simultaneously.

In the last adjusting period of the fiscal year you want to close:

- Run the Create Income Statement Closing Journals process to transfer income statement year-end account balances of your revenue and expense accounts to the retained earnings account.
- Run the Create Balance Sheet Closing Journals process to close and zero out the year-to-date balances of all balance sheet accounts: assets, liabilities, and owner's equity.

In the first adjusting period of your new fiscal year:

- Run the Open Period program to open the first period of the new year.
- Reverse and post the balance sheet closing journals to reopen those balances.

Note: You are closing actual journals. You cannot close budget or encumbrance balances.

Data Access Sets

The Data Access Set assigned to your responsibility controls whether or not you can run the closing journals programs against a ledger.

1. **Full Ledger Access:** You must have Read and Write access to the ledger and all of its balancing segment values or management segment values in order to run the closing journals programs for a ledger.

To obtain full ledger access, your data access set must be one of the following types:

1. The Full Ledger data access set type that provides read and write access to the ledger.
 2. The Balancing Segment Value data access set type that provides read and write access to all balancing segment values for a ledger using the All Values checkbox.
 3. The Management Segment Value data access set type that provides read and write access to all management segment values for a ledger using the All Values checkbox.
2. **Partial Access:** If you have Read Only access to a ledger or read and write access to some of its balancing segment values and management segment values, you will not be able to run the closing journals programs against a ledger.

If you use reporting currencies (journal or subledger level), be sure to include the proper access to your reporting currencies in your data access set to be able to run the closing journals programs.

Related Topics

Year End Close Checklist, page 1-247

Income Statement Closing Journals

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

- The Income Statement Closing Journals program generates journals to close out the

year-to-date (YTD) actual balances of a range of revenue and expense accounts. This program can be submitted for any open period for a single ledger, or ledgers in a ledger set, so long as you have read and write access the entire ledger through your data access set.

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

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

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

Option 1: Income Statement Close

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

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

Stat account balances are not processed by the program.

Option 2: Income Statement Offset

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

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

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

Examples

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

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

Transaction 1

Currency: GBP

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

Transaction 2

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

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

Transaction 3

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

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

Balance Summary

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

Scenario A - Income Statement Mode

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

Scenario A, Journal 1

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

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

Scenario A, Journal 2

Source: Closing Journals, Category: Income Statement Close, Currency: CAD, Rate

Type: User, Exchange Rate: 1

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

Scenario B - Income Offset

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

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

Scenario B, Journal 1

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

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

Scenario B, Journal 2

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

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

Running the Create Income Statement Closing Journals Program

Before running the process, Create Income Statement Closing Journals, review the

following activities for the ledgers you plan to close. If you use reporting currencies (journal and subledger level), review the following activities for the reporting currencies you plan to close.

1. Post all revenue and expense adjustment entries to the appropriate periods.
2. Print General Ledger accounting and analysis reports.
3. Ensure the period you are closing is an Open period.
4. If you have accounts you want to process that have any of the following attributes:
 - Enabled flag was disabled
 - Allow Posting flag was disabled
 - Effective date is out of range

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

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

Note: If you want to run the close process for your primary ledger and the associated secondary ledgers simultaneously, create a ledger set that contains all of the ledgers. Then run the close program for the ledger set so that all of the ledgers are processed from a single submission

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

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

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

Note: Should you need to make adjustments for your ledger after their income statement closing journals are posted, reverse and post

the original closing entries, make your adjustments, then rerun the closing process to capture the new adjustments for that ledger .

7. Run the Open Period program to open the first period of the new fiscal year. This program closes out all revenue and expense accounts to the Retained Earnings account. However, because posting of the closing journals has already zeroed out the revenue and expense accounts to the Retained Earnings account, there are no balances to transfer and no further effect on Retained Earnings.
8. If revenue and expense adjustments need to be made after opening the new fiscal year for your ledger, posting those back-dated adjustments will automatically update the beginning balances of the Retained Earnings account for all open periods in the new year. However, amounts in the closing journal will not reflect the adjustments. For accuracy, you must reverse the closing journals, post, enter your adjustments, run the Create Income Statement Closing Journals, and post for your ledger.

Income Statement Closing Journal Attributes

- General Ledger automatically creates a separate journal batch for each ledger in a ledger set if the closing program is submitted for that ledger set.
- The effective date of your closing journal entries is the last day of the period you specify in the parameters window, typically the adjusting period on the last day of your fiscal year.
- The closing journals you generate are marked for reversal in the same period the journals were generated. The reversal method defaults to Change Sign. To change the default reversal method, see *Changing The Default Reversal Method*, below.
- General Ledger closes the ledger currency and entered currency balances with different journal entries within a ledger's journal batch:
- *Ledger Currency*: Journal entries reflect only entered amounts. Journal entries do not address entered converted or accounted amounts. General Ledger closes functional and foreign currency balances with different journal entries:
- *Foreign Currency*: Journal entries reflect both entered amounts as well as the converted amounts. Your journal will display a conversion Type of User and a Rate of 1.

Capturing Changes

If you experience accounting changes you want to capture after you have run the Create Income Statement Closing Journals program for a particular ledger, consider the

following options:

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

Changing the Default Reversal Method

Choose the reversal method you want to use for your journal category before you run the Create Income Statement Closing Journals process.

If you are using a journal reversal criteria set, choose the reversal method in the Journal Criteria Set window. If you are using the default reversal method for your category, you can change the reversal method by creating a journal reversal criteria set with the reversal method you want and assign it to your ledger.

OR

After you run the Create Income Statement Closing Journals process, navigate to the Journal Entry window, query your generated journals and change the reversal method.

Additional Information:

Journal and Subledger Transaction Level Reporting Currencies: You need to run the Create Income Statement Closing Journals program separately for the ledger and for each of the reporting currencies (journal or subledger level). However, you can run the program simultaneously for a ledger and its associated reporting currencies (journal or subledger level) by grouping them together in a ledger set and running the program for the ledger set. This results in a journal batch for each ledger and for each reporting currency (journal or subledger level) and entered currency. You need to post your generated closing journals separately as well.

Average Balance Ledgers: The Create Income Statement Closing Journals program creates journal entries for standard account balances for ledgers with average balancing enabled. Companies using average balance processing should create an accounting calendar with two adjusting periods at the end of the fiscal year you want to close. The first adjusting period, representing the last day of the fiscal year, is used to generate the Closing Journals program. The second adjusting period, also representing the last day

of the fiscal year, is used to reverse the closing journal. This ensures that average balance calculation is unaffected.

- *Non-Consolidating Ledger:* The effective date of the closing journal entries is the last day of the specified period unless you assign effective date rules for the journal source called Closing Journals in the Journal sources window. See: Journal Sources, *Oracle General Ledger Implementation Guide*. When the closing journals are posted, the standard and average balances are both updated.
- If the closing account is specified as an income statement account, the revenue and expense account balances are transferred to this closing account. There is no effect on average balances.
- If the closing account is specified as a balance sheet account, and the defined period is the last period of the fiscal year, the average balance of the closing account is updated. The average balance of the Net Income account and the net average of all income statement accounts is also updated.
- *Consolidating Ledger:* The Create Income Statement Closing Journals will only create closing journals for standard account balances, not average account balances.

To create income statement closing journals:

1. Navigate to the Submit Request window.

2. Choose to Submit a single request.

The Submit Request Window appears.

3. In the Request Name field, select Close Process: Create Income Statement Closing Journals program.

4. Complete the following parameters:

Ledger/Ledger Set: Enter a ledger or ledger set. If your data access set has a default ledger and you have full access to the default ledger, this ledger is defaulted. You can only select from ledgers or ledger sets where you have read and write access to the entire ledger through the responsibility's data access set.

If you use reporting currencies (journal or subledger level), you can enter a reporting currency in the Ledger/Ledger Set field.

Period: General Ledger defaults with the latest open period when a ledger is specified. You can only select from periods that are open for your ledger or ledger set. Typically, you specify an adjustment period that represents the last day of your fiscal year.

Account From: Enter the starting account range.

Account To Range: Enter the ending account range.

The range can span multiple balancing segments and include your entire chart of accounts listing. General Ledger only extracts balances of revenue and expense accounts within the range you specify.

Closing Account: Specify a closing account, typically the retained earnings account on the balance sheet. If you are closing multiple balancing segments, General Ledger creates separate closing accounts for each balancing segment.

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

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

Category: Two default categories can be displayed:

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

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

You can change the default category setting displayed.

5. Choose OK to close the Parameters window.
6. Submit the program.

The process generates journal entries that you can view in the Enter Journals and Post Journals windows. The journal source, Closing Journals, and the journal category, Income Statement Offset, are assigned to this closing journal. You can specify different names in the Journal Sources and Journal Categories windows.

When the program is submitted for a single ledger, a single request is submitted and a single journal batch is created.

When the program is submitted for a ledger set, a parent request is submitted and a child request is submitted for every ledger in the ledger set. A journal batch is created for every ledger and entered currency. You may review the Ledger Set Submission Report of the parent request to see what ledgers or reporting currencies (journal or subledger level) were submitted or not submitted.

If you use reporting currencies (journal or subledger level), and you submit the program for a reporting currency or a ledger set that includes reporting currencies, a separate request is submitted for every reporting currency and a journal batch is created for every reporting currency.

7. Post your generated closing journals to update balances before closing the period.

New Fiscal Year Income Statement Account Balances

If you do not need to close your balance sheet, you can close the current period and open the new fiscal year.

To populate new fiscal year income statement account balances:

1. Navigate to the Open and Close Period window.
General Ledger displays the Latest Open accounting period.
2. Change the Latest Open accounting period if necessary.
3. Choose the Open Next Period button to open the new year. Or you can alternatively run the Open Period program from the Submit Request window to open periods.
The Open Period program automatically transfers the Y-T-D income statement balances to Retained Earnings.

Related Topics

Opening and Closing Accounting Periods, *Oracle General Ledger Implementation Guide*

Balance Sheet Closing Journals

When you run Create Balance Sheet Closing Journals, journal entries are created to reverse debits and credits of ending year-to-date actual balances for the period you want to close. The balance, which is the net of the reversed asset and liability accounts, is transferred to the closing account you specify.

Note: Your balance sheet should be balanced if you completed the Close Process: Create Income Statement Closing Journals to update the retained earnings account. If the range of balance sheet accounts is balanced, then there is no transfer of balances.

Before running this program, review the following activities for the ledgers you plan to close.

If you use reporting currencies (journal or subledger level), review the following activities for the reporting currencies you plan to close.

1. Create an accounting calendar that includes two adjusting periods: one for the last day of the fiscal year you are closing, and one for the first day of the new fiscal year. This does not affect account balances in periods used for reporting.
2. Post any adjustment entries to the appropriate periods.
3. Print General Ledger accounting and analysis reports.

4. Ensure the period you are closing is an Open period.
5. Run the close process, Create Balance Sheet Closing Journals in the last adjusting period of the fiscal year you want to close for your ledger or ledger set.

Note: If you want to run the close process for your primary ledger and the associated secondary ledgers simultaneously, create a ledger set that contains all of the ledgers . Then run the close process for the ledger set so that they can all be processed from a single submission.

6. Post the balance sheet closing journals to zero-out balance sheet account balances.

Note: Should you need to make adjustments for your ledger after their balance sheet closing journals are posted, reverse and post the original closing entries, make your adjustments, then rerun the closing process to capture the new adjustments for that ledger .

7. In the first adjusting period of the new fiscal year, reverse the balance sheet closing journals to repopulate the balance sheet accounts.
8. Post the generated reversing journals.

Balance Sheet Closing Journal Attributes

The journal entry that closes the balance sheet has the following attributes:

- Only actual balance types are closed out. Budget or encumbrance balances are ignored.
- The effective date of your closing entries is the last day of the period you select in the Parameters window, typically an adjusting period representing the last day of the fiscal year.
- General Ledger automatically creates a separate journal batch for each ledger in a ledger set if the closing program is submitted for that ledger set.
- General Ledger automatically creates a separate closing account for each balancing segment if you specify an account range that includes multiple balancing segments.
- Closing journals are marked for reversal in the period following the period the closing journals were generated. To change the reversal method default, see Changing The Default Reversal Method, below.
- General Ledger closes the ledger currency balances only. Foreign currency balances

are ignored.

Changing the Default Reversal Method

To change the default reversal method:

Choose the reversal method you want to use in the Journal Reversal Criteria window before you run the Create Balance Sheet Closing Journals process.

OR

After you run the Create Balance Sheet Closing Journals process, navigate to the Journal Entry window, query your generated journals and change the reversal method.

Additional Information:

Journal and Subledger Transaction Level Reporting Currencies: You need to run the Create Balance Sheet Closing Journals program separately for the ledger, and for each of the reporting currencies (journal or subledger level). However, you can run the program simultaneously for a ledger and its associated reporting currencies (journal or subledger level) by grouping them together in a ledger set and running the program for the ledger set. This results in a journal batch for each ledger and for each reporting currency (journal or subledger level) and entered currency. You need to post your generated closing journals separately as well.

Average Balance Ledgers: The Create Balance Sheet Closing Journals program creates journal entries for standard account balances for ledgers with average balancing enabled. Companies using average balance processing should create an accounting calendar with two adjusting periods at the end of the fiscal year you want to close. The first adjusting period, representing the last day of the fiscal year, is used to generate the Closing Journals program. The second adjusting period, also representing the last day of the fiscal year, is used to reverse the closing journal. This ensures that average balance calculation is unaffected.

To create balance sheet closing journals:

1. Navigate to the Submit Request window.
2. Choose to Submit a Single Request.
The Submit Request window appears.
3. In the Request Name field, select Close Process: Create Balance Sheet Closing Journals program.
4. Complete the following parameters:

Ledger/ Ledger Set: Enter a ledger or ledger set. If your data access set has a default ledger and you have full access to the default ledger, this ledger is defaulted. You can only select from ledgers or ledger sets where you have read and

write access to the entire ledger through the responsibility's data access set.

If you use reporting currencies (journal or subledger level), you can enter a reporting currency in the Ledger/Ledger Set field.

Period: General Ledger defaults with the latest open period when a ledger is specified. You can only select from periods that are open for your ledger or ledger set. Typically, you specify an adjustment period that represents the last day of your fiscal year.

Account From: Enter the starting account range.

Account To Range: Enter the ending account range. The range can span multiple balancing segments and include your entire chart of accounts listing. General Ledger only extracts balance sheet account balances within the range you specify.

Closing Account: You must specify a balance sheet closing account. If you are closing multiple balancing segments, General Ledger creates a separate closing account for each balancing segment.

Category: Balance Sheet Close appears automatically in this field.

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

5. Choose OK to close the Parameters window.

6. Submit the program.

The process generates journal entries that you can view in the Enter Journals and Post Journals windows. The journal source, Closing Journals, and the journal category, Balance Sheet Close, are assigned to this closing journal. You can specify different names in the Journal Sources and Journal Categories windows.

When the program is submitted for a single ledger, a single request is submitted and a single journal batch is created.

When the program is submitted for a ledger set, a parent request is submitted and a child request is submitted for every ledger in the ledger set. A journal batch is created for every ledger and entered currency. You may review the Ledger Set Submission report of the parent request to see what ledgers or reporting currencies (journal or subledger-level) were submitted or not submitted.

If you use reporting currencies (journal or subledger level), and you submit the program for a reporting currency or a ledger set that includes reporting currencies, a separate request is submitted for every reporting currency and a journal batch is created for every reporting currency.

7. Post the generated closing journals to update balances before closing the period.

New Fiscal Year Balance Sheet Account Balances

If you do not need to close your balance sheet, you can close the current period and open the new fiscal year.

To populate new fiscal year balance sheet accounts:

1. Navigate to the Open and Close period window.

General Ledger displays the Latest Open accounting period.

2. Change the Latest Open accounting period if necessary to close the last period of the year.

3. Choose the Open Next Period button to open the new year or you can alternatively run the Open Period program from the Submit Request window to open periods.

The Open Period program automatically transfers the Y-T-D income statement balances to Retained Earnings.

4. Navigate to the Enter Journals window.

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

6. Reverse the closing journals in the first period of the new fiscal year.

7. Post the generated reversing journals.

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

Secondary Tracking Segment

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

To use the secondary tracking segment, identify one of your flexfield segments in your chart of accounts as the secondary tracking segment.

The balancing, intercompany, and natural account segment cannot be used as the secondary tracking segment. In the Ledger Options page in Accounting Setup Manager, enable the Track by Secondary Segment option. General Ledger tracks retained earnings, cumulative translation adjustment, and revaluation unrealized gain/loss specific to the balancing segment and secondary tracking segment value pair.

Note: Secondary tracking segment support does not apply to suspense adjustments, intercompany segment values balancing, and rounding

imbalance processing. Posting balances suspense, intercompany, and rounding imbalance adjustments using the primary balancing segment value only. Secondary tracking segment support also does not apply to average balance enabled ledger.

Below is a summary of the GL processes affected for each secondary tracking segment option in the Ledger Options page.

Closing and Translation

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

Revaluation

- **Revaluation:** Revaluation gain or loss amounts will be posted to the balancing segment value and secondary tracking segment value pair.

Note: Previously, secondary tracking segment support is enabled with two options. One option controlled closing and translation and another option controlled revaluation. The present secondary tracking option enables all these features together.

For information on revaluation for average balance-enabled ledgers, see Revaluation, page 4-22.

For information on upgraded ledgers, see Overview of Reporting Currencies, page 11-1.

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

- *Chart of Accounts Structure:* Company . Cost Center . Natural Account

- *Primary Balancing Segment:* Company
- *Secondary Tracking Segment:* Cost Center
- *YTD Equity Translation Method*

Year-End PD 12/04 P/L Balances

Year-End Account Balances

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

Year Beginning PD 1-05, closing of P/L to main retained earnings account: without Secondary Tracking Segment.

01.100.4000	Revenue
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Example with Secondary Tracking Segment not Enabled

Account	Account Name	USD Func Curr DR	USD Func Curr CR	Rate	YEN Trans DR	YEN Trans CR	Comments
01.000.4000	Revenue						

Account	Account Name	USD Func Curr DR	USD Func Curr CR	Rate	YEN Trans DR	YEN Trans CR	Comments
01.000.50 00	Expense						
01.100.50 00	Expense						
01.000.30 00	Retained Earnings		600	153.33		92,000	Calculated Historical Rate

Year Beginning PD 1-05, closing of P/L to detail retained earnings account: Secondary Tracking Segment enabled.

Example with Secondary Tracking Segment Enabled

Account	Account Name	USD Func Curr DR	USD Func Curr CR	Rate	YEN Trans DR	YEN Trans CR	Comments
01.000.40 00	Revenue						
01.000.50 00	Expense						
01.100.40 00	Revenue						
01.100.50 00	Expense						
01.000.30 00	Retained Earnings		500	150		75,000	Calculated Historical Rate

Account	Account Name	USD Func Curr DR	USD Func Curr CR	Rate	YEN Trans DR	YEN Trans CR	Comments
01.100.30 00	Retained Earnings		100	170		17,000	Calculate d Historical Rate

To activate tracking by secondary segment:

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

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

2. Update the Ledger in Accounting Setup Manager and open the Ledger Options page. Enable the Track by Secondary Segment option.

Note: Secondary tracking segment support is not available for average daily balance enabled ledgers. To track revaluation using the cost center segment as the secondary tracking segment in an average balance enabled ledger, set the profile option GL Revaluation: Tracking by Cost Center to Yes.

Below are the descriptions of the related General Ledger processing behaviors when secondary tracking segment option is enabled for your ledger.

Warning: If secondary segment tracking support is enabled for your ledger and the profile option GL: Revaluation by Cost Center Tracking is set to Yes or No, the profile option may produce unexpected results and your revaluation process will end with a warning. To properly use the secondary tracking segment functionality, ensure that no value is set for this profile option at every profile option security level.

Closing and Translation

Retained Earnings/Open Period: The open period program subtotals revenue and expense accounts to update the detailed retained earnings account maintained for each primary balancing and secondary tracking segment value pair at the beginning of each fiscal

year. This applies to the entered amount balance for each transacted currency, as well as its corresponding ledger currency accounted amount.

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

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

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

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

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

We recommend that you translate each period sequentially when using the Track by Secondary Segment option for your ledger.

Note: The detailed CTA account represents a granular breakdown of the CTA by balancing segment value. Note that while the translated currency trial balance report indicates a balanced subtotal by balancing segment/secondary tracking segment pair because of the CTA account, the ledger currency trial balance report will not indicate a balanced subtotal by balancing segment/secondary tracking segment pair, since there is no such balancing account for the ledger currency balance.

Warning: Once you have enabled the Track by Secondary Segment option for your ledger, you can no longer enable the Average Balances option. However, you can use the profile option GL Revaluation: Tracking by Cost Center to enable tracking revaluation gains and losses by the cost center segment.

To enable tracking revaluation gain and losses by the cost center segment.

Warning: Once enabled for a ledger, the Track by Secondary Segment option cannot be disabled.

Note: If you wish to enable the Track by Secondary Segment option, we recommend that you enable the option when you create a new ledger. To upgrade this functionality for an existing ledger, see: Documentation on My Oracle Support.

Revaluation

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

Note: The profile option, GL: Revaluation by Cost Center Tracking, must only be used where revaluation is the only aspect that requires secondary segment tracking. You will be limited to using the cost center segment as the secondary tracking segment. This applies to standard ledgers that do not have the Track by Secondary Segment option enabled, as well as average balance ledgers, which are not eligible for the Track by Secondary Segment option.

Year-End Close Checklist

Use the following checklist as a guideline to perform year-end processing in Oracle General Ledger for your ledgers.

Note: If using Encumbrances, additional steps are required. See: Year End-Encumbrance Processing, page 3-11.

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

Note: It is advisable not to open the first period of the new fiscal year until all of the year-end processing for the last period of the current year has completed.

2. *(Optional)* If your business rules require you to create reversing entries at the beginning of every period, generate and post accruals from the prior period now.
3. Transfer data from all of your subledgers and feeder systems to the GL_INTERFACE table.
4. Run the Journal Import process to populate the GL_JE_BATCHES, GL_JE_HEADERS, and the GL_JE_LINES tables. This can be done automatically from the subledger systems, or manually from Oracle General Ledger.

Note: If you allow suspense posting in your ledger, you can choose a Journal Import Run Option that will post any journal import errors to a suspense account. If you do not choose this run option, Journal Import will reject any source/group ID combination that contains account errors. See: Setting the Journal Import Run Options, page 1-182

Note: Posting from the sub-ledger systems transfers data to the general ledger interface and journal entry tables but does not update general ledger balances. You must run the posting process from General Ledger to update the GL_BALANCES table.

- Review the Journal Import Execution Report to check the status of all imported journal entries. See: Importing Journals, page 1-176.
 - Delete any error journal entry batches. Determine the source(s) for these error batches, and retrieve the run ID from the Journal Import Execution Report.
 - if you encounter a small number of errors, make the necessary corrections in the GL_INTERFACE table using the Correct Journal Import Data window. Run Journal Import.
 - If you encounter a large number of errors, delete the Journal Import data from the GL_Interface table, correct the information in the feeder or subledger system and run Journal Import. See: Importing Journals, page 1-144
5. Close the period for each subledger. This prevents future subledger transactions from being posted to General Ledger in the same period.
 6. Review the imported journal entries in Oracle General Ledger. You can review them online or in reports. Reviewing journal entries before posting minimizes the number of corrections and changes that need to be made after posting.

Below is a list of useful reports:

- Journal Batch Summary Report
- General Journals Reports
- Journal Entry Reports
- Journal Line Report
- Journal Source Report

- Journals Document Number Report (when document sequencing is used)
 - Unposted Journals Report.
7. Post the imported journal entries.
 8. Perform reconciliations of subsidiary ledgers by reviewing and correcting balances. The following reports are useful to help you reconcile:
 - General Ledger Report
 - Posted Journals Report
 - Other Reports
 9. Generate all recurring journals and step-down allocations.
 10. *(Optional)* If you did not generate and post your prior period reversals at the beginning of this period, be sure to generate reversals now.

Note: Although it is customary to post reversing entries at the beginning of a new period, many companies will leave this step as a period-end procedure.
 11. Revalue balances to update foreign currency journals to your ledger currency equivalents.
 12. Post all journal entries, including: manual, recurring, step-down allocations, and reversals.

Note: Be sure to generate and post the step-down allocations in the correct order.
 13. Review your posting results. The following reports are helpful:
 - Posting Execution Report
 - Error Journals Report
 14. Update any unpostable journal entries and then post them again. Common reasons for unpostable batches include:
 - Control total violations
 - Posting to unopened periods

- Unbalanced journal entries
15. Run General Ledger reports, such as the Trial Balance reports, Account Analysis reports, and Journal reports. It is recommended you create standard report sets that are run at the end of every period. This will help you maintain a consistent audit trail.
 16. Translate balances to any defined currency if you need to report in foreign currencies.
 17. Consolidate your subsidiary ledgers if you have multiple companies.
 To consolidate entities sharing the same ledger, see: Accounting Operations Using a Single Ledger, page 8-5.
 To consolidate entities using multiple ledgers, see: The Global Consolidation System, page 8-1.
 18. If using a calendar with an adjusting period that represent the last day of the fiscal year, close the current period and open the adjusting period. See: Opening and Closing Accounting Periods, *Oracle General Ledger Implementation Guide*.
 19. Create and post adjusting entries and accruals in the adjusting period.
 20. Run Trial Balance reports and other General Ledger Reports in the adjusting period after adjustments are made.
 21. (Optional) If you are required to have an actual closing journal entry that shows the closing of your income statement accounts to retained earnings, submit the Create Income Statements Closing Journals program. This program creates an auditable closing journal entry. See: Income Statement Closing Journals, page 1-227.
 22. (Optional) If you submitted the Create Income Statement Closing Journals program, post the closing journals to update account balances. Your income statement will reflect zero balances.
 23. (Optional) If your local accounting rules require you to close your balance sheet, submit the Create Balance Sheet Closing Journals program. See: Balance Sheet Closing Journals, page 1-237.
 24. Post the Balance Sheet Closing Journal by submitting the Create Balance Sheet Closing Journals program. Your balance sheet will now reflect zero balances.
 25. Close the last period of the fiscal year using the Open and Close Periods window.

Note: If you need to track retained earnings as well as the CTA account with more detail, enable the Track by Secondary Segment

option for your ledger. See: Secondary Tracking Segment, page 1-241.

26. Open the first period of the new fiscal year to launch a concurrent process to update account balances. Opening the first period of a new year automatically closes out your income statement and posts the difference to your retained earnings account specified for your ledger in the Accounting Setup Manager.

Note: If you have already run the Create Income Statement Closing Journals program, where the closing account specified was the retained earnings account, opening the new fiscal year has no further impact on retained earnings because the income statement accounts now have zero balances.

27. *(Optional)* Perform Year-End Encumbrance Procedures. See: Year-End Encumbrance Processing, page 3-11.
28. Run FSG reports for the last period of the year.
29. *(Optional)* If you closed your balance sheet at year-end, reverse the Balance Sheet Closing Journals or repopulate balances of your balance sheet accounts for the new year.

To consolidate entities sharing the same ledger:

1. Enter eliminating journal entries.
2. Post eliminating journal entries.
3. Define a reporting hierarchy that consolidates all your companies.
4. Define financial statements with the reporting hierarchy.
5. Use the automatic intercompany eliminations to generate elimination sets. If your elimination entries require complex formula calculations, use recurring journal entry formulas to generate eliminating journal entries.
6. Use the Financial Statement Generator (FSG) to produce financial reports that show consolidated totals. Enter the eliminating entries to a separate company and build reports with a separate column for consolidating entries. See: Accounting Operations Using a Single Ledger, page 8-5.

To consolidate entities using multiple ledgers:

1. Use the Global Consolidation System (GCS) to transfer data from subsidiaries into the consolidated parent.
2. From the parent ledger, post the consolidation journals for each subsidiary to update balances.
3. Use automatic intercompany eliminations to generate elimination sets. If your eliminating entries require complex formula calculations, use recurring journal entry formulas to generate eliminating journal entries.
4. Use the Financial Statement Generator (FSG) to create a consolidated report in the parent ledger. See: The Global Consolidation System, page 8-1.

Budgeting

Overview of Budgeting

Use budgeting to enter estimated account balances for a specified range of periods. You can use these estimated amounts to compare actual balances with projected results, or to control actual and anticipated expenditures.

General Ledger gives you a variety of tools to create, maintain, and track your budgets, including the ability to upload budget amounts from your spreadsheet software.

To use General Ledger budgeting:

1. Define a budget to represent specific estimated cost and revenue amounts for a range of accounting periods. You can create as many budget versions as you need for a ledger. See: Defining Budgets, page 2-15.

You can create budget hierarchies by assigning a master budget to lower-level budgets. This enables you to track budgeted amounts against a control budget. See: Creating Master/Detail Budgets, page 2-7.
2. Define budget organizations to represent the departments, cost centers, divisions, or other groups for which you enter and maintain budget data. You can also define one general budget organization that includes all accounts. If you are using budgetary control, you set the budgetary control requirements for an account within its budget organization. Assign a password to each budget organization to restrict access to budget account balances. See: Defining Budget Organizations, page 2-20.
3. Enter the budget amounts. There are several methods you can use to enter your budget amounts:
 - Copy budget amounts from an existing budget. See: Copying Budget Amounts from an Existing Budget, page 2-19.

- Enter amounts directly into the budget, replacing any existing budget amounts. You can also use budget rules to calculate and distribute amounts automatically across several periods. See: *Entering Budget Amounts*, page 2-52.
 - Create and post budget journal entries to maintain an audit trail of your budget entries. You can use budget rules to calculate budget journal amounts automatically. After generating budget journal entries, you can review, change, and delete them using the Enter Journals window. See: *Entering Budget Journals*, page 2-60.
 - Define budget formulas to calculate budgets based on other budget amounts or on actual account balances. You can use statistical amounts in your formulas. See: *Creating Budget Formula Batches*, page 2-30.
 - Define MassBudget formulas to allocate revenues and expenses across a group of cost centers, departments, or divisions. See: *Defining MassBudgets*, page 2-41.
 - Transfer budget amounts from one account to another. See: *Transferring Budget Amounts*, page 2-71.
 - Create a Microsoft Excel budget spreadsheet using the Applications Desktop Integrator's Budget Wizard, and upload the budget information into General Ledger.
See: *Oracle Applications Desktop Integrator Users' Guide*
 - Upload budget amounts from the budget interface table. See: *Uploading Budgets*, page 2-83.
4. Calculate budget amounts to update budget balances from your budget and MassBudget formulas. You should calculate budgets after you revise existing formulas, or whenever the balance of any account you use in a budget formula changes. See: *Calculating Budget Amounts*, page 2-36 and *Generating MassBudget Journals*, page 2-48.
 5. Perform online inquiries to review budget information. Use the Account Inquiry window to display complete budget balances, as well as actual or encumbrance balances. Use the Budget Inquiry window to compare summary balances between your master and detail budgets, and check for budget violations. See: *Performing a Budget Inquiry*, page 5-35.
 6. Use the Financial Statement Generator to design a wide variety of reports that include budget information. These reports can include budget, actual, variance and variance percentage amounts. See: *Overview of the Financial Statement Generator*, page 6-1.

7. Define and run a consolidation to consolidate budget balances between ledgers. See: Defining Consolidation Definitions, page 8-26.
8. Freeze your budgets to prevent accidental or unauthorized changes. You can freeze all or part of a budget. See: Freezing Budgets, page 2-85.
9. Translate budget balances to create budget versus actual reports in your reporting currency using the Financial Statement Generator. You can also generate reports comparing different versions of your budgets in your reporting currency. See: Translating Balances, page 9-34.

Reporting Currencies

If you are using Reporting Currencies (Journal or Subledger Transaction Level), you can define budgets and budget organizations in your reporting currency and enter budget amounts or journals directly in the reporting currency budget. Budget amounts and budget journals entered in your source ledger, such as your primary or secondary ledger, are not automatically converted in your reporting currency (journal or subledger transaction level).

Related Topics

Budgeting Methods, page 2-3
Opening a Budget Year, page 2-18
Protecting a Budget Organization with a Password, page 2-25
Using Budgetary Control and Online Funds Checking, page 2-89
Budget Reports and Listings, page 10-37

Budgeting Methods

General Ledger supports a variety of budgeting methods that facilitate budget entry and reporting. You can plan your budget setup according to the method that best meets your budgeting needs.

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

- [Uploading Budgets from a Spreadsheet](#), page 2-13

Creating Budget Formulas to Allocate Budget Amounts

You can allocate budget amounts automatically using budget formulas and statistical amounts. This is useful if you use recurring journal formulas to allocate actual amounts from your operating results. In this case, you define similar recurring formulas for allocating budget and actual amounts, helping you track budget versus actual variances.

To allocate budget amounts using a budget formula:

1. Enter amounts for the budget accounts from which you want to allocate.
2. Define budget formulas the same way you define recurring journal formulas.
3. Calculate budget amounts using the budget formula batches you defined to allocate amounts.

Related Topics

[Creating Budget Formula Batches](#), page 2-30

[Entering Budget Amounts](#), page 2-52

[Calculating Budget Amounts](#), page 2-36

Creating a Flexible Budget

You can create a flexible budget that you can easily update to reflect current operating results or statistics. This is useful if you want to see revised budget amounts based on actual amounts, rather than on other projected amounts.

For example, assume you want to "flex" your budget based on the number of production units in a particular accounting period. You can define the budget to reflect actual production units instead of planned production units to eliminate volume variances. You would define the following formula:

$$\text{BUDGET} = \text{COST} * (\text{ACTUAL UNITS} / \text{PLANNED UNITS})$$

You can maintain the number of actual production units in a statistical account that you adjust each accounting period. Once you have recorded the actual production units, you can calculate your flexible budget for the month and generate the appropriate reports.

To create a flexible budget:

1. Enter and post journals to update the actual balances in the source account.

2. Define a budget formula, specifying the account on which the flexible budget is based.
3. Calculate budget amounts using the budget formula batches you defined for the flexible budget.

Related Topics

Creating a Budget Formula Entry, page 2-31

Calculating Budget Amounts, page 2-36

Using Top-Down, Bottom-Up, and Middle-Out Budgeting

Top-down, bottom-up, and middle-out budgeting are methods for allocating and reporting budget amounts, depending on the level of detail by which you enter budget amounts.

You can use one of these methods for your entire business, or you can use a combination of these methods by choosing the method that is most appropriate for each part of your organization.

Top-Down Budgeting

With top-down budgeting, you enter budget amounts to key accounts at the top level, then distribute those amounts among lower-level accounts. For example, you can enter a budget for the entire company based on goals established by top management, then assign budget amounts to each division or cost center.

There are two ways to perform top-down budgeting:

- Use budget formulas and MassBudgets to calculate budget amounts for lower-level accounts.
- Create a master budget and link to it all related division-level budgets. You limit the amount that you can budget to your lower-level budgets based on the amounts you budget to your master budget.

Bottom-Up Budgeting

For bottom-up budgeting, you enter detailed budget information at the lowest level, then use the Financial Statement Generator to review summarized budget information at higher levels.

For example, you could define budget organizations for the lowest level within your company, such as by cost center. Then, after each manager enters their cost center budget, you can summarize these budgets at the division and company level using the Financial Statement Generator.

Middle-Out Budgeting

Middle-out budgeting is a combination of the top-down and bottom-up methods.

You enter budget amounts for each division based on goals established by middle management. You then use budget formulas and MassBudgets to calculate budgets for cost centers within each division. You can also summarize your budgets for all divisions using the Financial Statement Generator.

Related Topics

Creating Master/Detail Budgets, page 2-7

Defining Budget Organizations, page 2-20

Overview of Financial Statement Generator, page 6-1

Using MassBudgeting

MassBudgeting gives you the flexibility to allocate budget amounts to ranges of accounts throughout your organization using simple formulas.

You define a MassBudget formula using parent segment values to allocate budget amounts to accounts with child segment values. This enables you to allocate budget amounts to multiple accounts without having to specify each account separately in the formula.

All MassBudget formulas use the following equation:

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

When you generate MassBudget formulas, General Ledger creates budget journal entries. You can use the Enter Journals window to review and change any unposted MassBudget journal batches. Post the batches to update your budget balances.

MassBudgeting Example

With a simple MassBudgeting formula, you can calculate new budget amounts based on the previous year actuals, or on other budgets.

To illustrate MassBudgeting, assume you have a total 1995 budget that you want to distribute based on each department's contribution to the total 1994 revenue. The budget formula would be as follows:

1995 DEPT. BUDGET =

TOTAL 1995 BUDGET *(DEPT. REVENUE/TOTAL 1994 REVENUE)

When you generate this MassBudgeting formula, General Ledger calculates the percentage of revenue for which the department was responsible, then allocates that percentage of the total 1995 budget to the department.

Related Topics

Defining MassBudgets, page 2-41

Generating MassBudget Journals, page 2-48

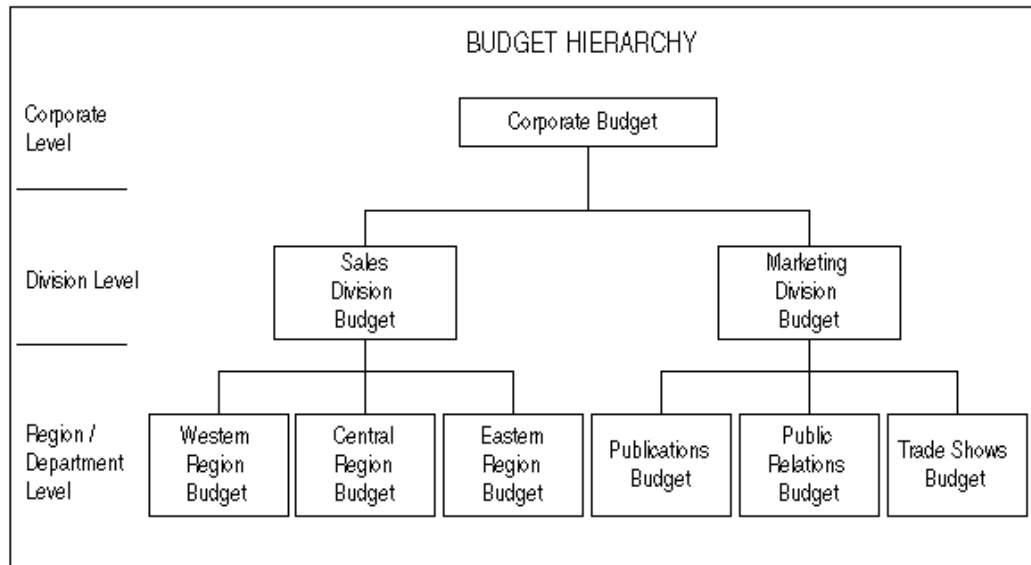
Posting Journal Batches, page 1-188

Creating Master/Detail Budgets

Use master and detail budgets to create budgeting hierarchies for your business. Budgeting hierarchies enable you to control budgeting authority, and easily identify budgets that exceed control limits.

Note: Master budgets are informational only when used with budgetary control. Master budgets do not affect funds checking, budgetary control options, or the relationships between detail and summary accounts used for budgetary control.

The diagram below illustrates three levels of budgets which create a two-level budget hierarchy. The first hierarchy level is between the corporate and division level budgets. In this hierarchy, the corporate-level budget is the master budget and the division-level budgets are the detail budgets. The second hierarchy level is between the division-level and the region or department-level budgets. In this hierarchy, the division-level budgets are now the master budgets and the region or department-level budgets are the detail budgets.



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

To create master and detail budgets:

1. Define your master budgets using the Define Budget window. Enter a name, ledger and period range, then open the budget year.
2. Define your detail budgets using the Define Budget window. Assign the appropriate master budget to each detail budget by entering its name in the Master Budget field. You can assign the same master budget to one or more detail budgets.

Note: The ledger and period range must be the same for the master and detail budgets

3. Define a budget organization for each master budget. The master budget organization should include only the accounts that represent your higher-level budgeting.
4. If you have master budgets at different hierarchy levels, define a separate budget organization for each level of master budgets. This also allows you to use password protection for each master budget.
5. Define a budget organization for each detail budget. The detail budget organization should include only accounts that represent lower-level budgeting. Do not associate the same budget organization with your master and detail budgets.

Note: Be sure to create a separate budget organization for each of your budgets. If you share a budget organization between budgets, you run the risk of increasing both your master and detail budget balances when you budget to a detail budget. In this case, detail budgets will never exceed their controlling master budgets.

6. Define summary accounts to correspond to your budget hierarchy. General Ledger uses summary accounts to maintain master/detail budget relationships between hierarchy levels. Define summary templates so that accounts in your lower-level detail budgets roll up into the same summary accounts as the detail accounts in your controlling master budget.
7. Enter budget amounts in your master and detail budgets using any one of the General Ledger budget entry methods.
8. Produce reports, or run a Budget Inquiry, to review master and detail budget information.

Related Topics

Master/Detail Budget Example, page 2-9

Overview of Budgeting, page 2-1

Defining Budgets, page 2-15

Defining Budget Organizations, page 2-20

Protecting a Budget with a Password, page 2-25

Entering Budget Amounts, page 2-52

Entering Budget Journals, page 2-60

Creating Budget Formula Batches, page 2-30

Defining MassBudgets, page 2-41

Defining Summary Accounts, *Oracle General Ledger Implementation Guide*

Master/Detail Budget Example

As Vice President of Finance, you are responsible for creating Travel and Entertainment Expense budgets for the entire company.

The President has authorized a Travel and Entertainment expense budget of \$600,000 to the Sales Division and \$300,000 to the Marketing Division. The Vice President of Sales has approved a budget of \$200,000 for each region: Western, Central and Eastern.

Assume that your account structure contains three segments: Company, Cost Center and Account. Account 5000 is your Travel and Entertainment Expense account, and

your company value is 01. The cost center values are defined as shown in the following table:

Value	Name	Children	Rollup Group
600	Corporate		
500	Sales Division		
510	Marketing Division		
599	Total Divisions	500-598, 600	Divisions
100	Western Region		
110	Central Region		
120	Eastern Region		
199	Total Sales Regions	100-198, 500	Regions
200	Publications		
210	Public Relations		
220	Trade Shows		
299	Total Marketing	200-298, 510	Marketing

Define the First-Level Budget - Corporate Budget

- Define a Corporate Budget.
- Create a Corporate budget organization and assign to it the following detail account:
01-600-5000
- Budget \$900,000 to your Corporate budget using the Corporate budget organization.

- Define the summary template: D - Divisions - D. General Ledger summarizes the balance of your Corporate budget (master budget) and calculates the following summary account balance:

01-599-5000 \$900,000

This summary account balance serves as the controlling amount for the lower-level division budgets.

Define the Second-Level Budgets - Division Budgets

- Define budgets for Sales and Marketing. Assign the Corporate budget as the master budget for both the division-level budgets.
- Create a Sales budget organization and assign to it the following detail account:

01-500-5000

- Create a Marketing budget organization and assign to it the following detail account:

01-510-5000

- Budget \$600,000 to the Sales budget using the Sales budget organization. Budget \$300,000 to the Marketing budget using the Marketing budget organization.
- General Ledger summarizes the balance of your Sales and Marketing budgets (detail budgets) using the summary template, D - Divisions - D, and calculates the following summary account balance:

01-599-5000 \$900,000

Note that the division (detail) and corporate (master) cost centers are included in the same parent cost center and rollup group (Divisions). This ensures that General Ledger calculates the appropriate master and detail budget summary balances.

- General Ledger compares the summary balances between your master and detail budgets and checks for budget variances and violations.
- You can inquire on your master and detail budgets online using the Budget Inquiry window, or you can request standard reports such as the Master/Detail Budget Report.
- In this example, there is no budget variance or violation since the detail budget summary balance equals the master budget summary balance.

Define the Third-Level Budgets - Regional Budgets

- Define budgets for the Western, Central and Eastern Regions. Assign the Sales budget as the master budget for each of your regional budgets.

- Define the summary template: D - Regions - D. General Ledger summarizes the balance of your Sales budget (master budget) and calculates the following summary account balance:

01-199-5000 \$600,000

This summary account balance serves as the controlling amount for the regional budgets.

- Create a Western Region budget organization and assign to it the following detail account:

01-100-5000

- Create a Central Region budget organization and assign to it the following detail account:

01-110-5000

- Create an Eastern Region budget organization and assign to it the following detail account:

01-120-5000

- Budget \$200,000 to the Western Region budget using the Western Region budget organization. Budget \$200,000 to the Central Region budget using the Central Region budget organization.

Due to having a larger sales force than other regions, the Eastern Region sales manager argues for a \$300,000 Travel and Entertainment Expense budget. Lastly, budget \$300,000 to the Eastern Region budget using the Eastern Region budget organization.

- General Ledger summarizes the balance of your Western, Central and Eastern Region budgets (detail budgets) using the summary template, D - Regions - D, and calculates the following summary account balance: 01-199-5000 \$700,000

Note that the region (detail) and sales division (master) cost centers are included in the same parent cost center and rollup group, Regions. This ensures that General Ledger calculates the appropriate master and detail budget summary balances.

- General Ledger compares the summary balances between your master and detail budgets and checks for budget variances and violations.
- You can inquire on your master and detail budgets online using the Budget Inquiry window or you can request standard reports such as Master/Detail Budget Report.
- In this example, a budget variance or violation exists since the detail budget summary balance exceeds the master budget summary balance by \$100,000 (\$700,000 - \$600,000).

Master/Detail Budget Reports

Use the Submit Requests window to request the following standard reports and listings to review your master/detail budget relationships and budget organization details.

- **Budget Hierarchy Listing**
Lists master/detail budget relationships.
- **Master/Detail Budget Report**
Compares budgeted amounts between master and detail budgets and highlights exceptions when detail budgets exceed their master budgets.
- **Summary/Detail Budget Report**
Lists the detail accounts that roll up into a summary account for a particular budget and currency.
- **Unbudgeted Master/Detail Accounts Report**
Lists the transactions in the detail budget for which there are no corresponding budgeted amounts in the master budget.
- **Budget Organization Range Listing**
Lists details including budgetary control options of budget organizations by account range.

Uploading Budgets from a Spreadsheet

If you prefer to do your budgeting and analysis with spreadsheet software, you can use Budget Upload to transfer your budget data into General Ledger.

Caution: Your data access set controls which ledger and balancing segment values or management segment values you can upload. You can only upload budget amounts for those ledgers and balancing segment values that you have Read and Write access. Any ledgers and segment values that you do not have Read and Write access to will not be uploaded. See Data Access Sets, *Oracle General Ledger Implementation Guide*.

If you have Microsoft Excel, you can use Applications Desktop Integrator to create budget spreadsheets in Excel, view and modify your budget information, then upload revised budget information to General Ledger automatically from those spreadsheets.

If you use a spreadsheet software other than Excel, create your budgeting spreadsheets using a different spreadsheet for each budget organization. The spreadsheet must contain all information required by General Ledger; budget name, budget organization

name, account segment values, accounting periods and budget amounts.

To transfer your budget information from a spreadsheet other than Excel, save the budget spreadsheet in ASCII format. Use a file transfer program to move the file from your PC to the host (where Oracle is running), then use SQL*Loader to move information from the file to GL_BUDGET_INTERFACE table.

Optionally, you can use a spreadsheet application to create your budget, then use Oracle Glue or Dynamic Data Exchange (DDE) to populate GL_BUDGET_INTERFACE.

At your request, General Ledger uploads your spreadsheet data and automatically updates your account balances to include this budget information. General Ledger validates uploaded data and reports errors in the Budget Spreadsheet Upload Execution Report.

periods. You can use AutoCopy to create a new budget from an existing budget.

You can create budget hierarchies by assigning lower-level budgets to a master budget. This enables you to track budgeted amounts against your control budget.

Data Access Sets

You can only create or copy budgets if your data access set provides read and write access to the ledger and all of its balancing segment values or management segment values. You will not be able to create budgets if you only have read access to the ledger or read and write access to just a portion of its balancing segment values or management segment values. See *Data Access Sets, Oracle General Ledger Implementation Guide*.

Define Budget (VisionUSA_DATA_Access_Set)

Budget

Description

Ledger

Status

☐ Require Budget Journals

Dates

Created

Frozen

Budget Periods

First

Latest Open Year

Last

Master Budget

Prerequisite

- Define your ledger.

To create a budget:

1. Navigate to the Define Budget window.
2. Enter a Name and Description for your budget.

Note: Budget Names must be unique in the system.

3. Select the ledger for this budget. If you use reporting currencies (journal or subledger level), you can select a reporting currency
4. Enter the Status of your budget.

Open: The budget is available for update and budget entry.

Current: The budget is open, and it is the default budget when you use most budgeting and inquiry forms. You can have only one Current budget at a time for

each ledger.

Frozen: The budget is unavailable for update or budget entry.

General Ledger displays the Created Date and Frozen Date, if applicable, for the budget.

5. Choose whether to Require Budget Journals for your budget. If you enabled the Require Budget Journals flag for your ledger, this option will already be selected and cannot be changed.

When you require budget journals, you can only use budget entry methods that create journals, namely budget journals, budget transfers, MassBudgets, consolidation of budget balances, and the Applications Desktop Integrator's Journal Wizard.

Important: Use budget journals to maintain an audit trail for your budget balances. Other budget entry methods update budget balances directly.

Note: If you use budgetary control, you must use budget journals to enter amounts in your funding budget (i.e., the budget you use to enforce budgetary control).

6. Enter the First and Last period for your budget.
7. Assign a Master Budget if you want to track your budget amounts against a control budget. You can choose any budget that has the same ledger and period range to be the Master Budget.
8. To open the first fiscal year of your budget, choose Open Next Year, page 2-18. General Ledger launches a concurrent request to open the next year.

Related Topics

Assigning Budget Periods, page 2-18

Copying Budget Amounts from an Existing Budget, page 2-19

Creating Master/Detail Budgets, page 2-7

Freezing Budgets, page 2-85

Assigning Budget Periods

To assign budget periods:

1. In the Define Budget window, enter the First period of your budget. Once you save the budget, you cannot change the first period.
2. If you want to copy budget amounts from an existing budget, the first and last periods must be the same as the first and last periods of the budget you are copying from, although the year can be different.
3. Enter the Last period for your budget. Your budget can include up to sixty periods per year, and can span an unlimited number of fiscal years.
4. Save your work. General Ledger displays the Latest Open Year in your budget. This is blank until you open the first year of your budget by choosing the Open Next Year button.

To change the last budget period:

- You can change the last period to a later period only if the period you are changing from corresponds to the last period of your fiscal year as defined in your accounting calendar.

For example, if the last period defined in your accounting calendar is Dec-05 (a future period that has not been opened) and your budget period ranges from Jan-03 through Dec-05, you can change the budget's last period to a later year, such as Dec-06. To do this, you must first define the entire 2006 fiscal year in your accounting calendar, then open the 2005 budget year. If you open your 2005 budget year before adding the accounting periods for 2006, you will not be able to update the last budget period.

Related Topics

Opening a Budget Year, page 2-18

Opening a Budget Year

You can enter and update budget amounts only for open budget years. Once you open a new fiscal year for your budget, it remains open. For best performance, do not open a budget year until you are ready to use it.

Note: If you want to use AutoCopy to create a new budget, do not open any budget years before copying your budget information. You cannot use AutoCopy if your destination budget has any open years.

To open the next budget year:

1. Navigate to the Define Budget window.
2. Enter or query a budget.
3. Choose Open Next Year.

Related Topics

Copying Budget Amounts from an Existing Budget, page 2-19

Copying Budget Amounts from an Existing Budget**To copy budget amounts from an existing budget:**

Caution: You can only copy budget amounts if you have read and write access to the ledger and all of its balancing segment values or management segment values as defined by your data access set.

1. Navigate to the Define Budget window.
2. Enter or query the name of the budget you want to copy budget amounts to.
3. Check the budget periods. The first period must be the same as the first period of the budget you are copying from, although the year can be different. For example, if the budget you are copying from begins in MAY-93, you can enter MAY-95 as your first period, but not JUN-95. In addition, both budgets must span the same number of periods and belong to the same ledger.
4. Check to make sure the budget does not have any open budget years (Latest Open Year must be blank). You cannot use AutoCopy if the budget has any open years.
5. Choose AutoCopy.
6. Enter the name of the Source Budget whose amounts you want to copy to your new budget.
7. Choose **OK**. Your budget will have the status Running Copy while AutoCopy is running. You will not be able to modify your budget until AutoCopy completes and your budget status changes to Open.

Budget Organizations

Defining Budget Organizations

Use this window to define budget organizations or update existing budget organizations. You can review, assign, delete or copy ranges of Accounting Flexfields to your budget organizations. You must define at least one budget organization before you can enter budget amounts. If you have one or more budget organizations defined already, you can define an "All" budget organization that contains all of the Accounting Flexfields from all of the budget organizations you define. This all-inclusive budget organization is useful if you want one budget organization for budgeting to all accounts, or if you do not need specialized budget organizations now, but may want to add them later.

Prerequisites

- Define your ledger using Accounting Setup Manager.
- Your ledger must be assigned to an Accounting Setup that has a status of Confirmed using Accounting Setup Manager.
- (Optional) Define definition access sets and assign them to Responsibilities if you want to secure use, view, or modify access to your Budget Organization

To create a budget organization:

1. Navigate to the Define Budget Organization window.
2. Enter a Name and Description for your budget organization.
 - To define a new budget organization that includes only specific ranges of accounts, enter a unique name. Budget Organization names must be unique for a ledger. You can only have duplicate names across different ledgers.
 - If you have one or more budget organizations defined already, you can create a budget organization named "ALL" that automatically includes all accounts that are assigned to any budget organization. To do this, enter "ALL" as the budget organization Name.
3. Choose the ledger for your budget organization. You can choose any ledger that shares the same chart of accounts as your current data access set.

If you use reporting currencies (journal or subledger level), you can choose a reporting currency.
4. Enter the sort and display options.

The Ordering Segment is the account segment General Ledger uses to sort accounts when you review the budget organization assignments, and when you use the Enter Budget Amounts and Enter Budget Journals windows.

Specify the Display Sequence for your account segments. You can use this sequence to change the order of your account segments on the Enter Budget Amounts and Enter Budget Journals windows. For each segment, enter a unique sequence number from 1 to n, where n is the number of segments in your account.

5. Enter Effective From and To Dates if you want to set a specific range of time when you can use this budget organization.
6. Assign accounts to the budget organization.
 - To assign ranges of accounts to the budget organization, choose Ranges. See *Assigning Account Ranges to a Budget Organization*, page 2-22.
 - To copy account ranges from an existing budget organization for the same ledger, choose AutoCopy. See *Copying Account Ranges from an Existing Budget Organization*, page 2-27.

If you are creating an "ALL" budget organization, you do not need to assign accounts.

7. (Optional) Select the Enable Security checkbox to apply definition access set security to your Budget Organization.

Definition access sets are an optional security feature that allows you to control access to your General Ledger definitions. For example, you can prevent certain users from viewing, making changes, or using your Budget Organization for budget entry

If you do not enable security, all users will be able to use, view, modify, and delete your Budget Organization.

If the Assign Access function is available for your responsibility, the Assign Access button will be enabled once you check the Enable Security check box. Choose the Assign Access button to assign the definition to one or more definition access sets with the desired privileges.

For more information, see *Definition Access Sets, Oracle General Ledger Implementation Guide*.

If the Assign Access function has been excluded from your responsibility, you will not be able to view the Assign Access button in the Define Budget Organization window. You can still secure the Budget Organization by checking the Enable Security check box, but only definition access sets that are AutoAssigned will be automatically assigned to this Organization. See your System Administrator for more information on Function Security.

8. Save your work. General Ledger launches a concurrent process to assign the accounts.
9. After the concurrent process finishes, run the Budget Organization Listing report to check your work.

Related Topics

Protecting a Budget with a Password, page 2-25

Assigning Account Ranges to a Budget Organization, page 2-22

Adding or Changing Individual Accounts, page 2-28

Setting Budgetary Control Options for an Account Range, page 2-26

Budget Organization Listing, page 10-39

Assigning Account Ranges to a Budget Organization

This section describes the functionality available through the Account Ranges window.

To assign a range of accounts to a budget organization:

1. Navigate to the Define Budget Organization window.
2. Query the budget organization.

Caution: If your Budget Organization has been secured using definition access sets, you must have Modify access to assign accounts.

3. Choose Ranges.
4. Enter a Line number and an account Low and High for each range you want to assign to your budget organization. The ranges cannot overlap other account ranges with the same currency for any budget organization ledger.
5. Select the budget entry Type for the account range:
Entered: You enter budget amounts, enter budget journals, upload budgets, create MassBudget journals, or transfer budget amounts. Use this entry type if you want to use budgetary control.
Calculated: You use budget formulas or MassBudget journals to enter budget amounts. You cannot use this entry type if you are using budgetary control.
6. Enter the Currency for each account range. For accounts with a budget entry type of Calculated, you must enter either the ledger's currency or STAT.

To enter only statistical budget amounts for the account range, enter *STAT*

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

7. You can review, add, or temporarily delete individual accounts assigned to your budget organization by choosing Range Assignments.
8. Save your work. General Ledger launches a concurrent program to assign all the existing accounts within the designated ranges to the budget organization. You can review the Status of each range.

Adding: The concurrent request to add accounts from a range is pending.

In Process: The concurrent request to add accounts from a range is running.

Reporting: The concurrent request to add accounts from a range is generating an execution report of all the accounts it created.

Current: The concurrent request to add accounts from a range has completed.

To assign ranges using budgetary control:

1. Assign the account range as described above.
2. If your funds check level is set to None, you can assign any Currency and a budget entry Type of Entered to the account range.

If your funds check level is set to Absolute or Advisory, you must assign your ledger's primary currency and a budget entry Type of Entered to the account range.
3. Setting Budgetary Control Options for an Account Range, page 2-26.

To delete an account range:

- Select the range you want to delete and delete the record. You can also remove individual accounts within the range by choosing Assignments.

To delete an account assignment temporarily:

1. Navigate to the Define Budget Organization window.
2. Query the budget organization.
3. If you know the account you want to delete, choose the Assignments button to see all the accounts assigned to your budget organization.
4. If you want to specify an account range to limit the display to accounts within that range, choose the Ranges button, select the range, then choose Range Assignments.
5. Select the account you want to remove and delete the record. The account assignment is only deleted from the budget organization until you run the Maintain Budget Organization program.

To delete an account assignment permanently:

1. Delete the range that includes that account.
2. Create a new range, or combination of ranges, that excludes the account.

Related Topics

Budgetary Control and Online Funds Checking, page 2-89

Budgetary Control Options for Accounts, page 2-96

Entering Budget Amounts, page 2-52

Entering Budget Journals, page 2-60

Protecting a Budget Organization with a Password

When a budget organization has password protection, you must enter the password before reviewing, entering, or changing budget information for any account within that budget organization.

By assigning passwords to different budget organizations within your enterprise, you can distribute budgeting responsibilities among your various organization managers.

To enable password protection for a budget organization:

1. Open the Define Budget Organization window.
2. Query the budget organization name.

Important: If your Budget Organization has been secured using definition access sets, you must have Modify access to set passwords

3. Choose the Set Password button. This button only appears if your budget organization does not use passwords currently.
4. Enter the New Password, which must be at least five characters. General Ledger does not display your password as you enter it.
5. Choose OK, then reenter the New Password to confirm it.
6. Choose OK again to close the Password window.
7. Save your work.

To change an existing password:

1. Open the Define Budget Organization window.
2. Query the budget organization name.
3. Choose the Change Password button. This button only appears if your budget organization has a password assigned.
4. Enter the Old Password.
5. Enter the New Password.
6. Choose OK.
7. Save your work.

To disable password protection:

1. Open the Define Budget Organization window.
2. Query the budget organization name.
3. Choose the Change Password button. This button only appears if your budget organization has a password assigned.
4. Choose the Disable Password-tab.
5. Enter the Old Password.
6. Choose OK.
7. Save your work.

Setting Budgetary Control Options for an Account Range

If you are using budgetary control for your ledger, you can set budgetary control options for an assigned account range or account. You can only assign budgetary control options to account ranges for your ledger currency and a budget entry type of Entered.

To set budgetary control options for an account range:

1. Select the Budgetary Control button.
2. See: Funds Check Level, page 2-92.

3. If you select an Advisory or Absolute funds check level, enter the Amount Type and Boundary to determine the time interval over which to perform funds checking. See: Amount Type and Boundary, page 2-93.
4. If you select an Advisory or Absolute funds check level, enter the name of the Funding Budget against which you want General Ledger to check or reserve funds. You must enter a budget which requires budget journals.

If you use summary accounts, you can also define same budgetary control options for summary templates.

If an account range has an Advisory or Absolute funds check level assigned to it for a budget, it is possible to set up the same account range to have a different funds check level for different budgets.

You can define budgetary control options such as Funds Check Level, Tolerance Amounts, and Override Amounts for journal entry sources and categories using the Budgetary Control Groups window.

Related Topics

Budgetary Control Options for Accounts, page 2-96

Copying Account Ranges from an Existing Budget Organization

If you have not assigned account ranges to a budget organization, you can copy the range assignments from another budget organization using AutoCopy. If you are using dynamic insertion for the chart of accounts assigned to your ledger, General Ledger creates new accounts for your budget organization when necessary, provided the accounts do not violate any enabled cross-validation rules.

After using AutoCopy, you can add other account ranges to the budget organization, or delete copied ranges from your budget organization.

To copy account ranges from an existing budget organization:

1. Enter the name of the budget organization you want to Copy From. You can only copy budget organizations for the same ledger.
2. Enter Segment Overrides to tell General Ledger which account segment values you want to change for the new budget organization. You must designate at least one segment override because you cannot assign identical accounts to multiple budget organizations for the same ledger.

Enter the Override Segment Value next to the segment(s) you wish to override. For example, if you want to copy the accounts in department 100 (the source budget organization) to department 200, enter the value 200 as the department segment override. General Ledger will then copy all of the accounts for department 100, but will change all department values to 200.

If you specify a segment override for a dependent segment, you must enter an override segment for the segments (if any) on which it depends.

3. Choose OK.

Related Topics

Assigning Account Ranges to a Budget Organization (to add more account ranges to your budget organization), page 2-22

Adding or Changing Individual Accounts (to review, add, or change specific account assignments within a range), page 2-28

Adding or Changing Individual Accounts

You can display each account within a specific range you assigned to your budget organization. General Ledger sorts the accounts in ascending order by ordering segment value. You can add new accounts to your budget organization that fall within the designated range, or you can temporarily delete accounts from the budget organization.

Note: Note: If your Budget Organization has been secured using definition access sets, you must have Modify access to make changes.

To add another account in an existing range:

1. Navigate to the Budget Organization window.
2. Query the budget organization.
3. Choose the Ranges button.
4. Choose the range in which the account falls.
5. Choose the Range Assignments button.
6. Find the next available Line, and enter the new Account. The account must fall within the range displayed at the top of the window. If you are using dynamic insertion for the chart of accounts assigned to your ledger, you can enter an undefined account.

To delete an account assignment temporarily:

1. Navigate to the Define Budget Organization window.
2. Query the budget organization.

3. If you know the account you want to delete, choose the Assignments button to see all the accounts assigned to your budget organization.

If you want to specify an account range to limit the display to accounts within that range, choose the Ranges button, select the range, then choose Range Assignments.

4. Select the account you want to remove and delete the record. The account assignment is only deleted from the budget organization until you run the Maintain Budget Organization program.

To delete an account assignment permanently:

1. Delete the range that includes that account.
2. Create a new range, or combination of ranges, that excludes the account.

To add and delete accounts automatically:

- To add any newly created accounts automatically, or to remove reference to any inactive accounts, choose Maintain from the Define Budget Organization window. General Ledger runs a concurrent process to add any new accounts to your budget organization that fall within its account ranges. It also deletes disabled accounts that fall within those ranges.

You can also run the Maintain Budget Organization program from the Submit Requests window. This enables you to schedule the program to run automatically.

If you are using budgetary control, and assign your ranges a funds check level of Advisory or Absolute, you do not need to add new accounts to your budget organizations automatically. However, you must still use this option to delete disabled accounts from your budget organizations.

Tip: Even if you enable budgetary control and assign your ranges a funds check level of Advisory or Absolute, we recommend that you run the Maintain program periodically to update your budget organization ranges.

Changing a Budget Organization

You can modify a budget organization after you have defined it. Your changes can include:

- Changing a Budget Organization with a Password, page 2-25
- Assigning Account Ranges to a Budget Organization, page 2-22
- Adding or Changing Individual Accounts, page 2-28

Note: If your budget organization has been secured using definition access sets, you must have Modify access to the budget organization to make changes.

Deleting a Budget Organization

To delete a budget organization:

1. Open the Define Budget Organization window.
2. Query the Name of the budget organization you want to delete.
3. Choose Delete to launch a concurrent process to eliminate all references to the budget organization.

Note: If your Budget Organization has been secured using definition access sets, you must have Modify access to the Budget Organization to delete it.

4. After deleting the budget organization, you can reassign the accounts from the deleted budget organization to another budget organization.

Budget Formulas

Creating Budget Formula Batches

You define budget formulas to calculate budget amounts. Your budget formulas can be simple or complex. You can use any combination of fixed amounts and account balances, including actual or budget amounts, statistics, and period-to-date or year-to-date balances from the current period, prior period or same period last year.

When you define budget formulas, you create a budget formula batch. The batch contains one or more budget entries, and each entry contains one or more formulas. Use budget batches and entries to group your budget formulas. For example, you might combine all formulas for a single department or division into one batch, or group all formulas for certain types of calculations into separate entries.

When you calculate budgets using a budget formula, General Ledger replaces any existing budget amounts directly; it does not create a budget journal.

Data Access Sets

You must have Read and Write access to the ledger and the balancing segment value or management segment value used in the Budget Formula to update budget amounts. If

you have insufficient access, such as Read Only access to the ledger and segment value, your Budget Formula will complete with an error status and no budget amounts will be updated. See Data Access Sets, *Oracle General Ledger Implementation Guide*.

Prerequisites

- Define your budget organizations and assign the budget entry type "Calculated" to the accounts to which you want to budget.
- Define your budgets.

To create a budget formula batch:

1. Navigate to the Define Budget Formula window.
2. Enter a Name and Description for the budget formula batch.
3. Choose a ledger for this batch.
If you use reporting currencies (journal or subledger level), you can choose reporting currency.
4. If you want to copy budget formula entries from an existing batch to your new batch, choose AutoCopy.
5. Create budget formula entries for the batch.

Related Topics

Creating a Budget Formula Entry, page 2-31

Copying Existing Budget Formulas, page 2-35

Defining Budgets, page 2-15

Defining Budget Organizations, page 2-20

Calculating Budget Amounts, page 2-36

Creating a Budget Formula Entry

To create a budget formula entry:

1. Navigate to the Define Budget Formula window.
2. Enter the budget formula batch information.
3. Enter a Name for the formula entry.
4. The ledger you specified for the batch defaults for the formula entry.

5. Enter the formula entry Category.
6. Enter the formula entry Currency. You can only choose your ledger currency or STAT because foreign currencies cannot be used for budget formulas.

Note: If you use reporting currencies (journal or subledger level), and you have specified a reporting currency in the Ledger field for the batch, then you can only choose the currency of the reporting currency or STAT.

7. Enter a range of Effective Dates to limit use of the budget formula to a specific time interval.

Note: Effective Dates are based on the system date. Users will be prevented from generating budget formulas if the system date falls outside the effective date range.

8. Choose Lines to enter the formulas.

Tip: You can use Automatic Journal Scheduling to generate your budget formulas according to a specific schedule you define. See: Automatic Journal Scheduling, page 1-221.

9. (Optional) Select the Enable Security checkbox to apply definition access set security to your Budget Formula.

Definition access sets are an optional security feature that allows you to control access to your General Ledger definitions. For example, you can prevent certain users from viewing, making changes, or calculating your Budget Formula.

If you do not enable security, all users will be able to use (calculate), view, and modify your Budget Formula.

If the Assign Access function is available for your responsibility, the Assign Access button will be enabled once you check the Enable Security check box. Choose the Assign Access button to assign the definition to one or more definition access sets with the desired privileges. For more information, see Definition Access Sets, *Oracle General Ledger Implementation Guide*.

If the Assign Access function has been excluded from your responsibility, you will not be able to view the Assign Access button in the Define Budget Formula window. You can still secure the Budget Formula by checking the Enable Security check box, but only definition access sets that are AutoAssigned will be automatically assigned to this Formula. See your System Administrator for more information on Function Security.

Related Topics

Entering Budget Formula Entry Lines, page 2-34

Securing Budget Formulas

The following describes what Use, View, and Modify access mean as it pertains to Budget Formulas

Use Access: Allows specific users to calculate budget amounts from the Calculate Budget Amounts window. They will not be able to view, modify or calculate the Budget Formula from the Define Budget Formula window.

Note: To calculate budget amounts from the Define Budget Formula window or use Automatic Journal Scheduling, users must have both View and Use privileges to the Budget Formula.

View Access: Allows specific users to only view the Budget Formula from the Define Budget Formula window. They can also use AutoCopy to create a copy of a budget formula that they can View.

Modify Access: Allows specific users to view and make changes to the Budget Formula from the Define Budget Formula window. This includes being able to make changes to the definition access set security assigned, if the Assign Access button is available. They will not be able to calculate the Budget Formula from the Define Budget Formula window or the Calculate Budget Amounts window.

Use, View and Modify Access: Allows specific users unlimited access to the definition from the Define Budget Formula and Calculate Budget Amounts forms.

Entering Budget Formula Entry Lines

Journal Entry Line Window

The screenshot shows the 'Journal Entry Line Window' with the following details:

- Line:** 1
- Account:** 01-110-6100-0000-000
- Line Description:** (Empty text box)
- Account Description:** Operations-Facilities Resources-Miscellaneous Employee Ex-No Sub Account-No Product
- Formula:**

Step	Operator	Amount	Account	Balance Type	Amount Type
3	Enter	1500			
- Account Description:** (Empty text box)

To enter a budget formula entry line:

1. Navigate to the Define Budget Formula window.
2. Enter or query the name of the budget formula batch and the budget formula entry in the batch.
3. Choose Lines.
4. Enter a Line number to set the order of your budget formula entry lines.
5. Enter the Account whose budget amount you want to calculate with a formula.
6. Enter a formula for the line. See *Entering Recurring Journal, Budget, and Eliminating Entry Formulas*, page 1-72.
7. Save your work.

Related Topics

Calculating Budget Amounts, page 2-36

Copying Existing Budget Formulas

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

To copy budget formulas from an existing batch:

1. Navigate to the Define Budget Formula window.
2. Enter a Name, Description, and Ledger for the new budget formula batch.

Note: If you use reporting currencies (journal or subledger level), you can enter a reporting currency instead of a ledger

3. Choose AutoCopy.

Note: You can only copy budget formula batches for the same ledger or reporting currency.

4. Enter the Source Batch whose formulas you want to copy.
5. Modify the budget formula entries you copied, if you wish.
6. Save your work.

Note: If definition access set security has been applied to your Budget Formulas, you must have View access to the Budget Formula you want to copy.

Related Topics

[Creating a Budget Formula Entry, page 2-31](#)

[Changing a Budget Formula Entry, page 2-35](#)

Changing a Budget Formula Entry

To change a budget formula entry:

1. Navigate to the Define Budget Formula window.
2. Query the name of the budget formula batch you want to change.

Note: If your Budget Formula has been secured using definition access sets, you must have Modify access to the Budget Formula to make changes.

3. If you have already calculated budgets using the batch, General Ledger automatically displays the Period and Date on which you Last Executed the batch.
4. Query the name of the budget formula entry you want to change.
5. Choose Lines to review or change the formula entry lines.
6. Save your work.

Related Topics

Creating a Budget Formula Entry, page 2-31

Creating Budget Formula Batches, page 2-30

Entering Budget Formula Entry Lines, page 2-34

Calculating Budget Amounts

You must calculate budget amounts whenever you define or revise your budget formulas, or if you change the accounts you use in your formulas.

Calculating budget amounts from budget formulas does not create journal entries; rather, it updates budget balances directly. General Ledger replaces, rather than increments, the account balances with the calculated amounts.

Data Access Sets

You must have Read and Write access to the ledger and the balancing segment value or management segment value used in the Budget Formula to update budget amounts. If you have insufficient access to the ledger and segment value, your Budget Formula will complete with an error status and no budget amounts will be updated. See Data Access Sets, *Oracle General Ledger Implementation Guide*.

Prerequisites

- Open a budget year.
- Define a budget formula batch.

To calculate budget amounts from budget formulas:

1. Navigate to the Calculate Budget Amounts window.

2. Enter the name of the Budget for which you want to calculate budget amounts. You cannot choose a frozen budget or a budget with no open years. General Ledger displays the Latest Open Year for your budget.
3. General Ledger displays the name of each Recurring Batch you have defined for this budget, including frozen batches. Select the unfrozen formula batches you want to use to calculate budgets amounts.

Note: If your Budget Formula has been secured using definition access sets, you must have Use access to the Budget Formula to calculate budget amounts.

4. Enter the accounting Period From and To which you want to calculate budget amounts. General Ledger displays the Last Run Date for each chosen formula batch.
5. Choose Calculate.

General Ledger submits a concurrent process to validate your Budget Formula, calculate budget amounts, and update account balances. General Ledger automatically produces the Budget Formula Execution Report to display the status of your Budget Formula and notifies you of any errors. Refer to the Request ID of the concurrent process to view the output of this report.

Budget Formula Execution Report Errors

The following table lists the common errors detected by the Budget Formula Execution Report:

Error Code	Description	Possible Causes
EA01	You do not have write access to all of the lines in this formula.	<p>Your data access set does not provide Read and Write access to the ledger and balancing segment value or management segment value used in the Budget Formula entry lines.</p> <p>Check your data access set security to verify which ledger and balancing segment value or management segment value you can write to.</p> <p>If you use reporting currencies (journal or subledger level), then check your data access level for the reporting currency.</p>
EA02	The balancing segment or management segment value specified is not assigned to this ledger.	<p>Your Budget Formula entry lines contain balancing segment values or management segment values that have not been assigned to your ledger.</p> <p>Check your balancing segment value assignments or management segment value assignments in Accounting Setup Flow Manager to ensure that the segment values have been assigned to your Legal Entity and Ledger.</p>

Error Code	Description	Possible Causes
WA01	You do not have read access to all of the calculation lines in this formula.	<p>Your data access set does not provide read access to one or more accounts listed as a step in your Formula.</p> <p>In order to read a balance from an account that is used in a step in your formula, you must have at least Read access as defined by your data access set.</p>
EB01	Budget Organization is frozen.	This formula is using a budget that has been frozen. You cannot update or write to budgets that have been frozen.
EB02	Account is frozen for this budget organization.	This formula is using an account that has been frozen. You cannot update budget balances to frozen budget accounts.
EB03	The budget is invalid for this ledger.	The budget entered at calculation time is not a budget defined for the ledger you are writing budgets to.

Related Topics

Defining Budget Organizations, page 2-20

Assigning Account Ranges to a Budget Organization, page 2-22

Opening a Budget Year, page 2-18

Creating Budget Formula Batches, page 2-30

Changing a Budget Formula Entry, page 2-35

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

Freezing Budgets, page 2-85

Scheduling Your Budget Formula Batch

You can generate your Budget Formula batch according to schedules in Oracle Applications, schedules you define in Oracle Applications, or schedules you define in General Ledger.

If your Budget Formula has been secured using definition access sets, you must have Use and View access to the Budget Formula you want to schedule.

To schedule your Budget Formula Batch:

1. Navigate to the Budget Formula Parameters window.
2. Complete the following fields:
 - **Name:** Enter or choose a name from the list of values for the Budget Formula batch you want to schedule.
 - **Period:** Enter an accounting period or choose from the list of values.
 - **Budget:** Enter a budget or choose from the list of values.

3. Choose the Schedule button.

The Oracle Applications Submit Request window opens.

4. Choose the Schedule button.

The Schedule window opens.

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

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

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

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

Related Topics

Defining Financial Schedules, *Oracle General Ledger Implementation Guide*

Automatic Journal Scheduling, page 1-221

MassBudgets

Overview

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

To define MassBudget formulas, you create a MassBudget batch that contains one or more MassBudget formulas. You can also copy an existing MassBudget batch then modify it as needed.

You can create MassBudget batches in your ledger's currency or statistical currency.

Security

Data access sets control which ledgers and balancing segment values or management segment values can be accessed by different responsibilities. This includes being able to write data, such as creating budget journals to certain ledgers and balancing segment values or management segment values.

Definition access sets secure who can use, view and modify a definition, such as your MassBudget definition.

To successfully generate MassBudget Journals, the following security requirements must be met:

- Your definition access set must provide Use access to the definition.
- Your data access set must provide Read access to the ledger and balancing segment value or management segment value used in the A, B, and C lines to allow you to read data from those lines.
- Your data access set must provide Read and Write access to the ledger and the balancing segment value or management segment value used as the Target and Offset lines to allow you to update balances for them.

If you have insufficient access, your MassBudget batch will complete with an error status and no budget journal will be created.

See Definition Access Sets, *Oracle General Ledger Implementation Guide*.

See Data Access Sets, *Oracle General Ledger Implementation Guide*.

Defining MassBudgets

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

Prerequisite

- Define your budget organizations.
- Define your budgets.
- Enter or calculate budgets to ensure that the existing budget amounts for your allocation accounts are current.
- (Optional) Define definition access sets and assign them to Responsibilities if you want to secure use, view, or modify access to your MassBudget batch. See *Definition Access Sets, Oracle General Ledger Implementation Guide*.

To create a MassBudget batch:

1. Navigate to the Define MassBudgets window.
2. Enter a Name and Description for the MassBudget batch.
3. Choose Formulas to enter MassBudget formulas.
4. After entering the formulas, save your work.
5. (Optional) Select the Enable Security checkbox to apply definition access set security to your MassBudget.

Definition access sets are an optional security feature that allows you to control access to your General Ledger definitions. For example, you can prevent certain users from viewing, making changes, or generating your MassBudget

If you do not enable security, all users will be able to use (generate), view, and modify your MassBudget.

If the Assign Access function is available for your responsibility, the Assign Access button will be enabled once you check the Enable Security check box. Choose the Assign Access button to assign the definition to one or more definition access sets with the desired privileges. For more information, see *Definition Access Sets, Oracle General Ledger Implementation Guide*.

If the Assign Access function has been excluded from your responsibility, you will not be able to view the Assign Access button in the Define MassBudgets window. You can still secure the MassBudget by checking the Enable Security check box, but only definition access sets that are AutoAssigned will be automatically assigned to this MassBudget. See your System Administrator for more information on Function Security.

Securing MassBudgets

The following describes what Use, View, and Modify access mean as it pertains to

MassBudgets:

Use Access: Allows specific users to generate the MassBudget from the Generate MassBudget Journals window. They will not be able to view, modify or generate the MassBudget from the Define MassBudgets window.

Note: To generate the MassBudget from the Define MassBudgets window or use Automatic Journal Scheduling, users must have both View and Use privileges to the MassBudget.

View Access: Allows specific users to only view the MassBudget from the Define MassBudgets window. They can also use AutoCopy to create a copy of the MassBudget.

Modify Access: Allows specific users to view and make changes to the MassBudget from the Define MassBudgets window. This includes being able to make changes to the definition access set security assigned, if the Assign Access button is available. They will not be able to generate the MassBudget with Modify access.

Use, View and Modify Access: Allows specific users unlimited access to the definition from the Define MassBudget and Generate MassBudget Journals forms.

To copy an existing MassBudget:

1. Navigate to the Define MassBudgets window.
2. Enter a Name for the new MassBudget.
3. Choose the AutoCopy button, then choose the MassBudget that you want to copy.

Note: If you assigned definition access set security to your MassBudgets, you must have View access to the MassBudgets you want to copy.

4. Enter a Description for the new MassBudget.
5. Choose Formulas to modify the MassBudget formulas that you copied.
6. After modifying the formulas, save your work.

Related Topics

Using MassBudgeting, page 2-6

Defining a MassBudget Formula, page 2-44

Generating MassBudget Journals, page 2-48

Defining a MassBudget Formula

To enter a MassBudget formula:

1. Navigate to the Define MassBudgets window.
2. Enter or query the name of the MassBudget batch to which you want to add the formula.
3. Choose Formulas.
4. Enter the Name and Description of the MassBudget formula.
5. Enter the Category and Currency for your MassBudget formula.

Caution: You cannot enter foreign currency MassBudget formulas. Choose your ledger currency or STAT in the Currency field.

6. For the Foreign Currency Allocation region, Converted Amount is defaulted and cannot be changed.
7. Choose Full Cost Pool Allocation to have any rounding difference resulting from the MassBudget computation added to the allocations with the largest relative balance. If you do not choose this option, any rounding differences will remain in the original account.

Note: If you choose to use Full Cost Pool Allocation, you must adhere to Validation Business Rules for lines A, B, and C. See Validation Business Rules, page 1-100.

8. Enter the formula lines.
9. Save your work.

Tip: You can use Automatic Journal Scheduling to generate your Massbudget according to a specific schedule you define. If using definition access sets, you must have Use and View access to the MassBudget to schedule it. See: Automatic Journal Scheduling, page 1-221.

Related Topics

Entering MassBudget Formula Lines, page 2-45

Entering MassBudget Formula Lines

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

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

General Ledger uses the following format to represent the equation.

$$A * B / C$$

Each factor in this equation relates to a separate formula line. Follow the Allocation Formula Rules to enter combinations of fixed amounts and accounts in formula lines A, B, and C.

To enter an account in a MassBudget formula line:

Attention: You must have at least Read Only access to the ledger and balancing segment value or management segment value used in the A, B, and C lines to allow you to read the data in those lines when you generate your MassBudget.

1. Enter the ledger and account for the A, B, or C line of your formula. You can specify a ledger for the Ledger field.

Note: Ledger Sets cannot be used for MassBudgets because budgets are ledger-specific.

To allocate translated budget amounts, specify a balance level reporting currency that was used as the target ledger during Budget Translation.

If you use reporting currencies (journal or subledger level), you can enter a reporting currency for these lines.

Enter accounts with parent segment values to create a formula that references accounts with the corresponding child segment values. When you enter an account, General Ledger ensures that segment values are valid and enabled.

2. Assign a segment Type "C" for Constant for the ledger segment. Then assign a segment Type for each account segment. The combination of parent/child segment values and types tells General Ledger which related accounts are used by that portion of the formula.
3. The Ledger Currency displays the currency of the ledger.

Note: If a reporting currency was specified, its currency will be shown

4. Choose the Currency Type you want to allocate. For MassBudgets, you can only choose Total or Statistical.

1. **Statistical:** To allocate just the Statistical budget amounts entered for the ledger. When you choose this Currency Type, the Entered Currency field defaults to STAT and cannot be changed.
2. **Total:** To allocate the total amounts for the ledger currency.
If you use reporting currencies (journal or subledger level), selecting Total will allocate the total amounts for the currency of the reporting currency.
5. Enter the Amount Type you want to use. You can choose from the following amount types:
 1. Period-to-Date
 2. Project-to-Date
 3. Quarter-to-Date
 4. Year-to-DateIf your ledger has average balance processing enabled, you can also choose Period Average-to-Date, Quarter Average-to-Date, Year Average-to-date, and End-of-Day.
6. Enter the Relative Period for the account balance you want to use. You can choose from the following relative periods:
 1. Current Period
 2. Previous Period
 3. Year Ago, Same Period
7. Enter the account Balance Type to use for the formula line. If you enter the Budget balance type, you must also enter a Budget name. If you enter the Encumbrance balance type, you must also enter an Encumbrance Type.
8. Once you have entered your A, B, and C formula lines, enter the Target account.
9. You can enter an Offset account if you want to generate balanced MassBudget journals. The offset formula line is optional for MassBudgets, since budgets do not have to balance.

Related Topics

Defining Segment Values, *Oracle Applications Flexfields Guide*

Entering a Target Account, page 2-47

Entering an Offsetting Account, page 2-48

Assigning Segment Types

When you enter a ledger and account in a formula line, you must assign one of the following segment types to each segment:

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

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

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

Note: You must always use the Constant segment type for the ledger segment.

Related Topics

Entering a Target Account, page 2-47

Entering an Offset Account, page 2-48

Entering a Target Account

Enter a ledger and account in the Target line to specify the destination accounts for your allocations.

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

Caution: You must have Read and Write access to the ledger and balancing segment value or management segment value used in the Target and Offset lines to successfully generate the MassBudget.

Related Topics

Allocation Formula Rules, page 1-99

Entering MassBudget Formula Lines, page 2-45

Entering an Offset Account

Enter an account in the Offset line to specify the account to use for the offsetting debit or credit from your allocation. When you enter an offset account, be sure that it conforms to the allocation formula rules for offsetting accounts. Be sure to also follow the account segment cross-validation rules. The form does not check for account cross-validation rule violations. If you enter an offset account that violates a cross-validation rule General Ledger creates invalid journal lines when you generate the formula. You must correct the resulting journals in the Enter Journals window before you post.

Caution: You must have Read and Write access to the ledger and balancing segment value or management segment value used in the Target and Offset lines to successfully generate the MassBudget.

Related Topics

Allocation Formula Rules, page 1-99

Entering MassBudget Formula Lines, page 2-45

Generating MassBudget Journals

Generate MassBudget Journals to create unposted budget journal batches based on your MassBudget formulas. The generated journal batch contains an entry for every allocation formula in the batch.

You can generate MassBudget journals that reverse existing budget balances and post new budget allocation amounts, or generate journals that increment the existing budget balances to match the current budget allocation amount.

You can generate MassBudget journal batches for any period range if the range falls within an open budget year. General Ledger creates an unposted budget journal batch for each period in the range.

Security

The combination of data access sets and definition access sets control the generation of MassBudget journals.

Data access sets control which ledgers and balancing segment values or management segment values can be accessed by different responsibilities. This includes being able to write data, such as creating budget journals to certain ledgers and balancing segment

values or management segment values.

Definition access sets secure who can use, view and modify a definition, such as your MassBudget definition.

To successfully generate MassBudget Journals, the following security requirements must be met:

1. Your definition access set must provide Use access to the definition.
2. Your data access set must provide Read access to the ledger and balancing segment value or management segment value used in the A, B, and C lines to allow you to read data from those lines.
3. Your data access set must provide Read and Write access to the ledger and the balancing segment value or management segment value used as the Target and Offset lines to allow you to update balances for them.

If you have insufficient access, your MassBudget batch will complete with an error status and no budget journal will be created.

See Definition Access Sets, *Oracle General Ledger Implementation Guide*.

See Data Access Sets, *Oracle General Ledger Implementation Guide*.

Prerequisite

- Define your budget organizations and assign the budget entry type "Calculated" to the accounts to which you want to budget.
- Define your budgets.
- Open a budget year.
- Define MassBudget formulas.

To generate a MassBudget journal batch:

1. Navigate to the Generate MassBudget Journals window.
2. Enter the MassBudget batch you want to generate.

Note: If you assigned definition access set security to your MassBudgets, you must have Use access to generate MassBudgets from the Generate MassBudget Journals window.

3. Enter the From Period and the To Period for which you want to generate MassBudget journals. General Ledger automatically displays the Period Last Run if you have generated the batch previously.

4. Specify the Allocation Method for the MassBudget batches you are generating. You can generate journals that reverse existing budget balances and post new budget allocation amounts, or generate journals that increment the existing budget balances with the current budget allocation amount.
5. Choose Generate. General Ledger submits a concurrent process that validates your MassBudget and creates an unposted journal batch for each period in the range you specify. General Ledger automatically produces the MassBudgeting Execution Report to display the status of your MassBudget and notifies you of any errors. Refer to the Request ID of the concurrent process to view the output of this report.
6. Review the generated MassBudget journal batches using the Enter Journals window. General Ledger names your MassBudget journal batches as follows:

MB: <Request ID> <MassBudget Batch Name> <Period><Ledger>

For example, MB: 47566 Rent Budget Allocation JAN-05 <Corporate>.

Note: Journals will only be created if your data access set allows Read and Write access to the ledger and balancing segment value or management segment value specified in the Target and Offset lines.

7. Post the MassBudget journal batches.

Related Topics

Choosing an Allocation Method, page 2-50

Entering Journals, page 1-9

Defining MassBudgets, page 2-41

Defining a MassBudget Formula, page 2-44

Posting Journal Batches, page 1-188

Choosing an Allocation Method

You can generate journals from allocation formulas using a full or incremental allocation method. The method you choose determines whether the generated journals will replace or increment existing account balances.

Using the Full Allocation Method

Choose the Full allocation method to generate journals that reverse previous allocations and post new allocation amounts. When you post the generated allocation journals, the net effect is the same as replacing the existing target balance with the new allocated amounts from your formula.

Use this method only if you are allocating amounts for the first time, or only once.

Using the Incremental Allocation Method

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

Important: Do not use the incremental method the first time you generate a MassAllocation or MassBudgeting formula.

Before generating incremental allocation journals, post all batches you previously generated from the same formula batch. The first amount type General Ledger encounters in the A*B/C formula is the amount type used for the target account when calculating the incremental allocation amount (A*B/C).

Related Topics

MassAllocation Examples (for an illustration of generating allocated amounts in incremental mode), page 1-106

Scheduling Your MassBudget Journal Batch

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

Note: If your MassBudget Journal Batch has been secured using definition access sets, you must have both Use and View access to the MassBudget you want to schedule.

To schedule your MassBudget Journal Batch:

1. Navigate to the MassBudget Parameters window.
2. Complete the following fields:
 - **Name:** Enter or choose a name for the Allocation or MassAllocation batch you want to schedule from the list of values.
 - **Period:** Enter an accounting period or choose from the list of values.
 - **Allocation Method:** Enter an allocation method or choose from the list of values.

3. Choose the Schedule button.
The Oracle Applications Submit Request window opens.
4. Choose the Schedule button.
The Schedule window opens.
5. You can create your own schedule by completing the regions in this window. For more information, see: *Oracle Applications User's Guide*.

Or, choose the Apply a Saved Schedule button to select from a set of pre-defined Oracle Applications or General Ledger schedules.
6. Return to the Submit Request window and submit your request.

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

Related Topics

Defining Financial Schedules, *Oracle General Ledger Implementation Guide*
Automatic Journal Scheduling, page 1-221

Entering Budget Amounts

Enter budget amounts for your accounts to replace any existing budget balances. You can enter budget amounts for each account in the budget organization one-by-one, or you can use worksheet mode to enter budgets for several accounts at once. Budget rules enable you to distribute budget amounts for all periods.

General Ledger does not create journal entries when you use the Enter Budget Amounts window. Use the Enter Budget Journals window if you want to create journal entries to maintain an audit trail for your budget amounts.

Caution: You can only enter budget amounts to those ledgers and balancing segment values or management segment values that you have read and write access as defined by your data access set. See Data Access Sets, *Oracle General Ledger Implementation Guide*.

Prerequisites

- Define a budget.
- Open one or more years for your budget.
- Define a budget organization.

- Assign the "Entered" budget entry type to the accounts for which you want to enter budget amounts.
- Assign the currencies you want to use for budgeting to the appropriate accounts.

To enter budget amounts while viewing a single account:

1. Navigate to the Enter Budget Amounts window.

2. Enter the Budget for the amounts you are entering.

Note: You cannot enter amounts for a budget that is frozen. If the budget requires journals, you must use the Enter Budget Journals window.

3. Specify the Budget Organization for the accounts to which you want to budget. If the budget organization is password-protected, you must enter the password before you can enter budget amounts.

Note: If your Budget Organization has been secured using definition access sets, you must have Use access to the Budget Organization to be able to use it for budget entry.

4. Enter the range of Accounting Periods to which you want to budget.
5. Enter the Currency of the budget amounts you are entering. The accounts must be assigned to the budget organization for this currency.
6. Choose the Single Row Mode tab to review and enter budget information for one account at a time. You will also see a total for all budget periods when you use Single Row mode.
7. Query the Account to which you want to budget by specifying one or more segment values (or wildcards).

Note: If you rearranged the display sequence of your account segments when you defined your budget organization, you still enter your account query criteria in numerical segment order.

8. Enter budget amounts for periods in the designated range, or use budget rules to calculate and distribute budget amounts for all periods.
9. Choose Post to submit a concurrent request that updates your account budget

balances.

Related Topics

Entering Budget Amounts for Multiple Accounts, page 2-54

Entering Statistical Budget Amounts, page 2-59

Defining Budget Organizations, page 2-20

Protecting a Budget Organization with a Password, page 2-25

Assigning Account Ranges to a Budget Organization, page 2-22

Defining Budgets, page 2-15

Using Budget Rules to Distribute Budget Amounts, page 2-56

Entering Budget Amounts for Multiple Accounts

To enter budget amounts while viewing multiple accounts:

1. Navigate to the Enter Budget Amounts window.
2. Enter the Budget for the amounts you are entering.

Note: You cannot enter amounts for a budget that is frozen. If the budget requires journals, you must use the Enter Budget Journals window.

3. Specify the Budget Organization for the accounts to which you want to budget. If the budget organization is password-protected, you must enter the password before you can enter budget amounts.

Note: If your Budget Organization has been secured using definition access sets, you must have Use access to the Budget Organization to be able to use it for budget entry.

4. Enter the range of Accounting Periods to which you want to budget.
5. Enter the Currency of the budget amounts you are entering. The accounts must be assigned to the budget organization for this currency.
6. Choose the Worksheet Mode tab to review and enter budget amounts for several accounts at once.
7. Query the accounts within the chosen budget organization for which you want to

enter budgets. You can specify one or more segment values (or wildcards) to restrict the query. General Ledger retrieves each account with a budget entry type of "Entered" that meets your criteria. If you do not restrict the query, General Ledger retrieves all accounts in the budget organization with a budget entry type of "Entered".

Note: If you rearranged the display sequence of your account segments when you defined your budget organization, you still enter your account query criteria in the original segment order.

Caution: Your data access set controls which balancing segment values and management segment values will be retrieved. You will only be able to update budget amounts if you have Read and Write access to the ledger and balancing segment value or management segment value. See *Data Access Sets, Oracle General Ledger Implementation Guide*.

Account segment values appear in the display sequence you specified in your budget organization. General Ledger also displays any amounts you have previously entered for the accounts.

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

8. Enter budget amounts for accounts and periods in the designated range. You can also use budget rules to calculate and distribute budget amounts for all periods.
9. Choose Show Total to see the total of all current budget amounts for the displayed accounts.
10. Choose Post to submit a concurrent request that updates your account budget balances.

Related Topics

Entering Statistical Budget Amounts, page 2-59

Defining Budget Organizations, page 2-20

Protecting a Budget Organization with a Password, page 2-25

Assigning Account Ranges to a Budget Organization, page 2-22

Defining Budgets, page 2-15

Using Budget Rules to Distribute Budget Amounts, page 2-56

Using Budget Rules to Distribute Budget Amounts

Budget rules are predefined methods for calculating and distributing budget amounts to all periods for an account. You can use budget rules to help you enter budgets quickly and easily.

Note: You cannot use budget rules for disabled, outdated or frozen accounts, or accounts for which budgeting is not allowed.

To calculate and distribute budget amounts using budget rules:

1. Navigate to the Enter Budget Amounts or Enter Budget Journals window.
2. Specify the budget, budget organization, accounting periods, currency, and budget entry mode.
3. Query the account for which you are entering budgets.
4. Choose Budget Rules. See Budget Rules, page 2-57.
5. Choose the Rule you want to use to calculate and distribute budget amounts for the account.
6. Enter the Amount you want to use with your budget rule.
7. If you choose the Divide Evenly, 4/4/5, 4/5/4, or 5/4/4 rule, choose the Options button to set the rounding options.

Check the Apply Rules to Adjusting Periods if you want your budget rules applied to adjusting periods as well as to regular periods.

8. If you choose a budget rule that multiplies the amount by the balance of an account, enter the Account you want to use in the budget rule calculation.

Note: If you want to reference budget balances that include budget amounts you entered in the current session, save your work.
Choose Apply or OK to apply the budget rule. You do not need to post the amounts.

9. For a budget rule that multiplies the amount by the budget balance of an account, enter the Budget.
10. To enter budget rules for the next account in the budget organization account range, press the down arrow in the Budget Rules window. To enter rules for the preceding account, press the up arrow.

Budget Rules

Budget Rules

You can use these budget rules:

Divide Evenly: Evenly distribute the amount you enter across all accounting periods. You can set rounding options to handle any undistributed amount resulting from rounding calculations.

Repeat Per Period: Repeat the amount you enter in each accounting period.

Prior Year Budget Monetary*: Multiply the amount you enter by the prior year budget monetary balance of the account you enter.

Current Year Budget Monetary*: Multiply the amount you enter by the current year budget monetary balance of the account you enter. To include budget amounts you entered in the current session, save your entries before choosing this budget rule. You do not have to post the entries.

Prior Year Budget Statistical*: Multiply the amount you enter by the prior year budget statistical balance of the account you enter.

Current Year Budget Statistical*: Multiply the amount you enter by the current year budget statistical balance of the account you enter. To include budget amounts you entered in the current session, save your entries before choosing this budget rule. You do not have to post the entries.

Prior Year Actual Monetary*: Multiply the amount you enter by the prior year actual monetary balance of the account you enter.

Current Year Actual Monetary*: Multiply the amount you enter by the current year actual monetary balance of the account you enter.

Prior Year Actual Statistical*: Multiply the amount you enter by the prior year actual statistical balance of the account you enter.

Current Year Actual Statistical*: Multiply the amount you enter by the current year actual statistical balance of the account you enter.

If your calendar contains 12 or 13 periods per year:

You can only use the following budget rules if your calendar contains 12 or 13 periods per year. If you use one of these rules, you can set rounding options to handle any undistributed amount resulting from rounding calculations.

4/4/5: Enter 4/52 of your amount in the first period, 4/52 in the second period and 5/52 in the third period. This sequence is repeated for the entire period range. If you are using a 13 period year, no amount is entered in the thirteenth period.

4/5/4: Enter 4/52 of your amount in the first period, 5/52 in the second period and 4/52 in the third period. This sequence is repeated for the entire period range. If you are

using a 13 period year, no amount is entered in the thirteenth period.

5/4/4: Enter 5/52 of your amount in the first period, 4/52 in the second period and 4/52 in the third period. This sequence is repeated for the entire period range. If you are using a 13 period year, no amount is entered in the thirteenth period.

Related Topics

Setting the Budget Rule Rounding Options, page 2-58

Entering Budget Amounts, page 2-60

Entering Budget Amounts for Multiple Accounts, page 2-54

Entering Statistical Budget Amounts, page 2-59

Setting the Budget Rule Rounding Options

If you choose the Divide Evenly, 4/4/5, 4/5/4, or 5/4/4 budget rule, General Ledger divides the base amount among your budgeting periods and rounds the distribution amounts to the minimum accountable unit of the budget currency. In some cases, the rounding calculation may result in total distribution amounts that do not equal the base amount. Set the rounding options to handle differences resulting from amounts that cannot be divided exactly. You can either choose to ignore any rounding errors, or you can post the difference to a specific budget period.

If you choose to distribute the rounding difference, General Ledger will attempt to post the difference to the period you specify, unless the rounding difference is less than the minimum accountable unit of currency. When you specify a rounding distribution period, it remains in effect until you change the rounding options, or until you change the start period for distributing the base amount.

The default rounding option is to ignore any rounding errors.

To post the difference from a rounding calculation to a specific period:

1. Navigate to the Enter Budget Amounts or Enter Budget Journals window.
2. Specify the budget, budget organization, accounting periods, currency, and budget entry mode.
3. Query the account for which you are entering budgets.
4. Choose Budget Rules.
5. Choose the Divide Evenly, 4/4/5, 4/5/4, or 5/4/4 Rule.
6. Choose the Options button to set the rounding options.
7. Select Distribute Difference To.

8. Enter the Period to post the rounding difference.
9. Choose OK to return to the Budget Rules window.

To change the rounding option to ignore rounding differences:

1. Navigate to the Enter Budget Amounts or Enter Budget Journals window.
2. Specify the budget, budget organization, accounting periods, currency, and budget entry mode.
3. Query the account for which you are entering budgets.
4. Choose Budget Rules.
5. Choose the Divide Evenly, 4/4/5, 4/5/4, or 5/4/4 Rule.
6. Choose the Options button to set the rounding options.
7. Select Ignore Rounding Error.
8. Choose OK to return to the Budget Rules window.

Entering Statistical Budget Amounts

Prerequisite

- Assign accounts to your budget organization with a currency of STAT, and a budget type of Entered.

To enter statistical budget amounts:

1. Open the Enter Budget Amounts window.
2. Choose the budget and budget organization for your statistical accounts, as well as the budgeting periods.
3. Enter a Currency of STAT.
4. Choose to view and enter budget amounts for one account at a time using Single Row Mode, or enter amounts while viewing multiple accounts in Worksheet Mode.
5. Enter your statistical budget amounts, or use budget rules to distribute amounts to all periods.
6. Choose Postto submit a concurrent request to update your statistical budget balances.

Related Topics

Assigning Account Ranges to a Budget Organization, page 2-22

Entering Budget Amounts, page 2-52

Entering Budget Amounts for Multiple Accounts, page 2-54

Using Budget Rules to Distribute Budget Amounts, page 2-56

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

Entering Budget Journals

Enter budget journals to maintain an audit trail for your budget balances. You can use budget rules to calculate budget journal amounts automatically.

Caution: You can only enter budget journals to those ledgers and balancing segment values or management segment values that you have read and write access as defined by your data access set. See *Data Access Sets, Oracle General Ledger Implementation Guide*.

When you post budget journals, the journal amounts update existing budget balances. You can review and change your budget journals before posting them.

Important: When you use budget rules in Journal Mode, General Ledger calculates the appropriate debit or credit needed to achieve the balance you enter for the account type.

Prerequisites

- Define a budget
- Open one or more years for your budget
- Define a budget organization
- Assign the "Entered" budget entry type to the accounts for which you want to enter budget journals

To enter budget journals for a single account:

1. Navigate to the Enter Budget Journals window.
2. Enter the Budget you want to update. You cannot use a budget that is frozen.

3. Specify the Budget Organization for the account to which you want to budget. If the budget organization is password-protected, you must enter the password before you can enter budget journals.

Note: If your Budget Organization has been secured using definition access sets, you must have Use access to the Budget Organization to be able to use it for budget entry.

4. Enter the range of Accounting Periods to which you want to budget.
5. Enter the Currency of the budget amounts you are entering. The accounts must be assigned to the budget organization for this currency.
6. Choose the Journal Mode tab to enter budget amounts in a journal format.
You can also use Single Row Mode or Worksheet Mode to enter budget journal amounts. However, you can only generate budget journals from these entry modes when you use the Enter Budget Journals window.
7. Enter or query the Account to which you want to budget. You can also switch to Worksheet Mode to easily query accounts, then return to Journal Mode to enter budget journals.
8. Enter a Debit or Credit amount for each period. Do not enter journal amounts if you want to use budget rules to calculate and distribute budget amounts.
9. Choose Create Journals to create a budget journal batch. If you are using budgetary control, you specify a funds action when you create the batch.

Related Topics

Entering Statistical Budget Amounts, page 2-59

Defining Budget Organizations, page 2-20

Protecting a Budget Organization with a Password, page 2-25

Assigning Account Ranges to a Budget Organization, page 2-22

Defining Budgets, page 2-15

Using Budget Rules to Distribute Budget Amounts, page 2-56

Entering Budget Amounts, page 2-52

Creating Unposted Budget Journal Batches, page 2-63

Entering Statistical Budget Journals

You can enter statistical budget journals for accounts that have a currency of STAT in

their budget organization assignment. You can enter budget journals that only contain statistical amounts, or, depending on the Journals:Mix Statistical and Monetary profile option, you can combine monetary and statistical budget amounts in your budget journals. The latter option is not available if budgetary control is enabled for your ledger.

Prerequisites

- For statistical-only budget journals, assign accounts to your budget organization with a currency of STAT.
- For combined monetary and statistical journals, enable the profile option Journals:Mix Statistical and Monetary.
- For combined monetary and statistical journals, associate a unit of measure with each account segment value for which you want to enter statistical amounts.
- For combined monetary and statistical journals, assign accounts to your budget organization using the appropriate currency.

To enter a statistical budget journal:

1. Navigate to the Enter Budget Journals window.
2. Choose the budget and budget organization for your statistical accounts, as well as the budgeting periods.
3. Enter a Currency of STAT.
4. Query the account.
5. Choose the Journal Mode tab.
6. Enter your statistical amounts as a Debit or Credit for each period. Do not enter journal amounts if you want to use budget rules to calculate and distribute budget amounts.
7. Choose Create Journals to create a budget journal batch. If you are using budgetary control, you specify a funds action when you create the batch.

To enter a combined monetary and statistical budget journal:

1. Navigate to the Enter Budget Journals window.
2. Choose the budget and budget organization for your statistical accounts, as well as the budgeting periods.
3. Enter the monetary Currency.

4. Query the account.
5. Choose the Journal Mode tab.
6. Enter your monetary amounts as a Debit or Credit for each period. Do not enter journal amounts if you want to use budget rules to calculate and distribute budget amounts.
7. Enter the statistical Quantity associated with the monetary debit or credit amount for each period.
8. Choose Create Journals to create a budget journal batch.

Related Topics

Setting General Ledger Profile Options, *Oracle General Ledger Reference Guide*

Defining Statistical Units of Measure, *Oracle General Ledger Implementation Guide*

Entering Budget Journals, page 2-60

Creating Unposted Budget Journal Batches

After entering budget journals, you must run Journal Import to create unposted journal batches. If you are using budgetary control, you must check and reserve funds for the budget journal batches.

To create unposted budget journal batches:

1. Navigate to the Enter Budget Journals window.
2. Enter your budget journal information, including the budget debit and credit amounts.
3. Choose Create Journals.
4. Enter a unique Journal Batch Name.
5. Enter a Category for your budget journal batch.
6. Choose Run Journal Import to create unposted budget journal batches. General Ledger submits a concurrent request, and displays the Journal Import Group Number for your reference.
7. Choose Done after you have started Journal Import.

To create unposted budget journal batches using budgetary control:

1. Navigate to the Enter Budget Journals window.
2. Enter your budget journal information, including the budget debit and credit amounts.
3. Choose Create Journals.
4. Enter a unique Journal Batch Name.
5. Enter a Category for your budget journal batch. General Ledger automatically displays a Funds Status of Required.
6. Choose Check Funds to verify available funds for the budget journal batch.
7. Choose Reserve Funds to reserve funds for the budget journal batches. The Funds Status changes to In Process after you choose either Check Funds or Reserve Funds. After the funds check or reservation process completes, your funds status will change to Passed or Failed.

Note: Once your funds reservation has passed, you cannot change your budget journal amounts unless you first unreserve the funds.

8. Choose View Results to open the Budgetary Control Transactions window and review the results of your funds action request.
9. Choose Done to launch a concurrent process that creates unposted budget journal batches.

Related Topics

Using Budgetary Control and Online Funds Checking, page 2-89

Reviewing Budgetary Control Transactions, page 1-35

Budget Wizard

With the Budget Wizard you can download an existing budget from Oracle General Ledger into Microsoft Excel, modify it in Excel, and then automatically upload your revised budget amounts to General Ledger. You can also analyze budgets by downloading both actual and budget balances from General Ledger, then using Excel to perform comparisons between the actual and budget values.

By using Excel to create budget worksheets, you can easily save your worksheets to your local hard disk or floppy disk, making it possible to edit them later, or perform

budget analysis work on a different PC, even when you are disconnected from your corporate database.

Prerequisites:

- Define a budget
- Open one or more years of your budget
- Define a budget organization, then assign a budget entry type of Entered to the accounts for which you want to enter budget amounts

Note: Before you can use Budget Wizard you must set the profile option Budget Wizard: GL: Default Desktop Viewer. Set value according to the version of Excel being used.

Creating a Budget Worksheet

To create a budget worksheet:

1. Select Launch Budget Wizard from General Ledger menu.
2. Select a layout. You can modify or create a new layout from the Desktop Integration responsibility.
3. Enter the selection criteria parameters:
 - Budget : Budgets you have defined in General Ledger.
 - Organization: Budget organizations you have defined in General Ledger. Your budget organization determines the accounts against which you can budget.
 - Account From: Starting account range for your selected budget organization.
 - Account To: Ending account range for your selected budget organization.
 - : Currencies defined for your selected budget organization.
 - From Period: Starting period for your selected budget.
 - To Period: Ending period for your selected budget.
 - Include Actual: If you select this option, two Excel worksheets will be created. One sheet contains the budget values and the other contain actual values. You can update your budget balances, but the actual balances are view-only.
4. . Select Create Document. Budget Wizard creates your budget worksheet and

downloads any existing budget balances from General Ledger.

To save a budget worksheet to disk:

1. Select File > Save As from the Excel menu.
2. Enter a name and specify a path for the budget worksheet file.
3. Select OK to save the file, or Cancel to abandon the operation.

To open a saved budget worksheet:

1. Select File > Open from the Excel menu.
2. Select the path where the budget worksheet is located. Excel displays the names of the files in a separate list.
3. Select the budget worksheet name from the list of values.
4. Select OK to open the file, or Cancel to abort.

To refresh budget worksheet values with existing General Ledger budget balances, view a budget worksheet, select Download from the Oracle Menu.

Budget Wizard replaces the worksheet budget values with the existing budget balances from General Ledger, based on the current edited budget worksheet parameters. The system asks you before replacing any worksheet budget values that have changed since you last uploaded amounts to General Ledger.

Note: If your budget organization is password-protected, the system prompts you to enter the password. Enter the password, then choose OK.

Changing the Budget Worksheet View

While working on a budget worksheet, you can change the information that is displayed in the worksheet. For example, you can choose to hide or display the context information that normally appears at the top of a budget worksheet. This gives you more room to work with your budget numbers.

To hide or display budget worksheet context information:

1. Choose the Show Filters option from the Oracle menu. A poplist appears beside each column description.
2. When you choose the poplist button for a column, a list appears showing all the values for that column, plus the options All, Blanks, NonBlanks, Top 10, Custom, Sort Ascending, and Sort Descending.

3. Choose filter values for selected columns. For example, to view only account 4110 for company 01 in the above example, choose 01 for the Co filter value and 4110 for the Acct filter value. Your budget worksheet display immediately changes to show only those rows with matching filter values.
4. Save your work.

To turn off your budget worksheet filters, select the Filter > Hide Filter option from the Oracle menu.

To reset all of your budget worksheet filters to their default values, select the Reset Filter option.

Updating Budget Balances Using Budget Wizard

You can use Excel functions, such as copy and paste values and formulas, to update the values in your budget worksheet. You can easily insert new budget accounts into your budget worksheet.

If you manually replace existing values in a budget worksheet, the system flags modified rows by placing a flag character in the Upload column. When you upload your budget worksheet to General Ledger, you can choose to upload all rows in the worksheet, or only those marked with the flag character.

To update budget balance manually:

- While viewing a budget worksheet, edit your budget balances by entering new values, by copying and pasting values from other cells, or by entering Excel formulas
- If you copy and paste values from other cells, remember to manually enter a flag character in the Upload column.

Adding Budget Notes to a Budget Worksheet

You can add notes or comments to the amounts and accounts in your budget worksheet. You can also add a note for the entire budget. Use notes and comments to annotate budget amounts, explain how an amount is calculated, or describe accounts.

Budget Notes uses the cell note feature of Microsoft Excel. For more information about cell notes, refer to your Excel User Guide or online help.

To add budget notes to a budget worksheet:

1. Position your cursor within the budget worksheet, at one of these locations:
 - On a budget amount cell: To add a budget note to a specific amount in your budget worksheet.

- On any cell within an account row: To add a budget note for a specific account in your budget worksheet.
 - Anywhere: To add a budget note for the entire budget worksheet.
2. Select Budget Notes from the Oracle menu.
 3. Select Budget, Account, or Amount from the Add Budget Note window, then choose OK. Excel's Cell Note window appears
 4. Enter the text of your budget note in the Text Note region.
 5. Choose OK to attach the note or Close to cancel. If you choose OK, a small red square appears at the upper right corner of the cell where the budget note is attached.

To see the note indicator in your budget worksheet, you must enable the View Note Indicator option in Excel (Tools > Options > View).

To edit or delete budget notes:

1. Choose the worksheet cell where the note is attached.
2. Choose Insert > Note from the Excel menu.
3. To edit the note, make your changes in the Text Note region, then choose OK to save your changes.
4. To delete the note, choose Delete from the Cell Note window, then choose OK. Choose OK or Close to return to your budget worksheet.

Graphing Budgets

You can view your budget balances as area charts, bar graphs, column graphs, line graphs, or pie charts. If you download both budget and actual balances from General Ledger, you can plot both values on your graph.

To create and display a graph of your budget values:

1. Select the contiguous range of cells you want to view as a graph. Select only those worksheet cells that contain or could contain budget values. Do not select column headings and row labels when you specify the range. Budget Wizard automatically uses the column headings and row labels from your budget worksheet as labels in your graphs.
2. Choose Create Graph from the Oracle menu.

The system creates your graph in a new worksheet in your Excel workbook. The

appearance of the graph depends on your budget worksheet parameters, as well as the default settings you defined for graphs.

The system gives the graph a name relative to the budget worksheet. For example, if the worksheet is named Budget1, the graph is named Chart1A. A second graph for the same budget worksheet is named Chart1B, and so on. There is a limit of 26 graphs for any one budget worksheet.

Note: You can have the graph automatically created and displayed when the worksheet is created by modifying the layout and enable the option 'include graphs of lines data'.

To change the appearance of your graph, modify the default settings for graphs, then create the graph again, or consult the Excel User's Guide and online Help for further information about Excel's chart formatting functions.

To delete a graph:

1. With the graph displayed on your screen, select Edit > Delete Sheet from the Excel menu.
2. Choose OK to delete the graph, or Cancel to keep it.

Uploading Budgets from Budget Wizard to General Ledger

After entering or modifying budget balances in a worksheet, you must upload the amounts to General Ledger for posting. You can choose to replace or increment the existing General Ledger budget balances. Uploading budgets is a two-step process. First, you must upload your worksheet budget balances to the interface table. Second, you must import the balances from the interface table to General Ledger. illustrates this process.

Caution: If any user-defined information, such as your budget or budget organization, includes an apostrophe in the name, you cannot upload budget changes to General Ledger. To successfully upload, rename any user-defined information in General Ledger so it does not include apostrophes.

To upload budget balances from a budget worksheet to the interface table:

1. While viewing a budget worksheet that has been modified, select Upload from Oracle menu.
2. Enter your budget upload options. You can select four options to control uploading and importing your budgets:
 - Rows to Upload: Controls which rows in the budget worksheet to upload.

Select Flagged Rows to upload only those rows that are marked with a flag character in the upload column of your worksheet. Select All Rows to upload all values in your worksheet, regardless of whether changes have been made.

- **Validate Before Upload:** You can pre-validate your budget data before you upload it to General Ledger. Pre-validating can minimize the possibility that the General Ledger budget import process will fail because of a validation error. Pre-validating is useful when you expect that the budget import process will be quite lengthy or when you plan to run it unattended, such as overnight.

Regardless of whether you choose to pre-validate your budget data, the General Ledger budget import process still performs its usual validation activities.

If the General Ledger profile option GLDI: Force Full Validation is set to yes, Budget Wizard performs full validation of your budget data. You cannot change this option from Upload window.

- **Determines what the system does if it finds duplicate values in the rows in the GL Budget Interface table.** Select

Do Not Upload Any Rows to have the system not upload any rows if duplicate rows are found

Replace Existing Duplicate Rows in the interface table with rows from the document to have the system upload all the rows in the document and replace the existing duplicate rows with the new rows

Do Not Upload Duplicate Rows to have the system upload all the rows except for the duplicate rows

- **Automatically Submit Import:** Check this box to automatically start the budget import concurrent request after uploading your budget amounts. If you do not check this box or if there are errors in the budget upload, the budget import process will not start.

Once the budget upload completes, the system displays a window showing:

- Number of rows successfully uploaded.
- Number of errors in the upload to the GL Budget Interface table.
- Budget import request ID (if no errors in upload).
- Message indicating that a watch request has been submitted for the budget post request ID (if no errors in upload).

If there were no errors in the budget upload, the system will:

- Submits your budget import concurrent request.

- Submits a watch request to monitor your concurrent request.
- Budget Update Mode: Determines whether the values in General Ledger are replaced or increased by the values in your budget worksheet. Select Replace to replace the General Ledger amounts; select Increment to increase them.

Note: Segment security checking is only performed if you have defined segment security rules.

3. Choose Upload to initiate the upload process, or Close to abandon.

When the process completes, the system notifies you of the completion status. For budget lines which do not upload successfully, the system provides an explanation in the Messages section of the budget worksheet. If you selected Show Upload Success Indicator from the general options window, the system also displays status indicators in the Messages section for each budget line.

Transferring Budget Amounts

You can transfer budget amounts from one account to another within any budget. The accounts may belong to the same or different budget organizations. You can transfer fixed amounts or a percentage of an account's budget balance.

General Ledger automatically runs Journal Import when you leave the Budget Transfer form to create an unposted budget journal batch. Post the budget journal batch to update your budget balances.

Definition Access Set

If using definition access sets to secure who can use, view, and modify your Budget Organizations, you must have Use access to the Budget Organizations you are trying to transfer from and transfer to.

Data Access Sets

You must have Read and Write access to the ledger and balancing segment values or management segment values specified in the accounts you are trying to transfer from and transfer to in order to successfully transfer budget amounts.

Prerequisite

- Enter budget amounts or budget journals

To transfer budget amounts when not using budgetary control:

1. Navigate to the Budget Transfer window.
2. Enter the Budget for the amounts you want to transfer. You must choose an open or

current budget.

3. You can enter an optional Batch Name to identify the resulting budget transfer journal.
4. Enter the Currency for the amounts you want to transfer. To transfer statistical amounts, enter STAT.
5. Enter the Budget Organization From which you want to transfer amounts. If the budget organization is password protected, you must enter the password before you can transfer budget amounts.

Note: If using Definition Access sets to secure your budget organization, you must have Use access to the budget organization you want to transfer from.

6. Enter the Account From which you want to transfer amounts. The account must be assigned to the budget organization for this currency and you must have Read and Write access to the account as specified by your data access set.
7. Enter the Budget Organization To which you want to transfer amounts. It can be the same or different from your From Budget Organization. If the budget organization is password protected, you must enter the password before you can transfer budget amounts.

Note: If using Definition Access sets to secure your budget organization, you must have Use access to the budget organization you want to transfer to.

8. Enter the Account To which you want to transfer amounts. You can only choose accounts that are denominated in the currency specified, and assigned to the budget organization you specified. You also must have Read and Write access to the account as specified by your data access set.
9. Choose Transfer Amounts and specify the fixed amounts or percentages of account balances you want to transfer.
10. Save your work.
11. Leave the window. General Ledger automatically runs Journal Import to create an unposted budget journal batch.
12. Post the budget transfer batch.

Related Topics

Defining Budgets, page 2-15

Defining Budget Organizations, page 2-20

Protecting a Budget with a Password, page 2-25

Transferring Budget Amounts Using Budgetary Control, page 2-73

Entering Budget Transfer Amounts, page 2-74

Transferring Budget Amounts Using Budgetary Control

To transfer budget amounts using budgetary control:

1. Navigate to the Budget Transfer window.
2. Enter the Budget for the amounts you want to transfer. You must choose an open or current budget.
3. Enter a Batch Name to identify the resulting budget transfer journal.
4. Enter the Currency for the amounts you want to transfer. To transfer statistical amounts, enter STAT.
5. Enter the Budget Organization From which you want to transfer amounts. If the budget organization is password protected, you must enter the password before you can transfer budget amounts.
6. Enter the Account From which you want to transfer amounts. You can only choose accounts that are denominated in the currency specified, and assigned to the budget organization you specified.
7. Enter the Budget Organization To which you want to transfer amounts. It can be the same or different from your From Budget Organization. If the budget organization is password protected, you must enter the password before you can transfer budget amounts.
8. Enter the Account To which you want to transfer amounts. You can only choose accounts that are denominated in the currency specified.
9. Choose Transfer Amounts and specify the fixed amounts or percentages of account balances you want to transfer.
10. Choose the Check Funds button to verify available funds for your budget journal batch.

11. Choose the Reserve Funds button to reserve funds for your budget journal batch.
12. Review the Funds Status for your batch:
 - Required:** Budgetary control is enabled for this ledger. You must reserve funds for your batch.
 - In Process:** General Ledger is currently checking or reserving funds for your batch.
 - Passed:** Your batch has successfully passed funds reservation. General Ledger has reserved funds for your batch. You cannot use this form to modify a batch that has passed funds reservation.
 - Failed:** Your batch failed funds reservation. General Ledger could not reserve funds for your batch.
13. Choose View Results to review the budgetary control transactions resulting from your funds action request.
14. Leave the window. General Ledger automatically runs the Create Journals program to create an approved budget journal after a successful funds reservation.
15. Post the budget transfer batch.

Related Topics

Using Budgetary Control and Online Funds Checking, page 2-89

Creating a Budgetary Control Group, page 2-125

Reviewing Budgetary Control Transactions, page 1-35

Entering Budget Transfer Amounts

You can transfer fixed amounts or percentages of account balances for each accounting period.

To transfer amounts for individual periods:

1. Navigate to the Budget Transfer window.
2. Enter the Budget, Currency, Batch Name, Budget Organizations, and Accounts for the budget transfer.
3. Choose Transfer Amounts.
4. Enter the Period for which you want to transfer budget amounts. The period you choose must be in an open budget year. General Ledger automatically displays the Old Balances for the accounts from and to which you want to transfer amounts. These balances are the year-to-date budget balances for the budget, accounts and

period you specify.

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

5. Choose Show PTD Balances if you want to see period-to-date budget balances instead of year-to-date balances. Note that balances for each record are calculated independently.
6. Enter a Percent or a fixed Amount to transfer between accounts. General Ledger automatically calculates and displays the New Balances for the accounts from and to which you are transferring.
7. Enter another transfer line to transfer an amount or percentage.
8. Save your work.

To transfer amounts for a range of periods:

1. Navigate to the Budget Transfer window.
2. Enter the Budget, Currency, Budget Organizations, and Accounts for the budget transfer.
3. Choose Transfer Amounts.
4. Choose Transfer by Period Range.
5. Enter the range of periods for which you want to transfer budget amounts.
6. Enter a Transfer Percent or a fixed Transfer Amount for the range of periods.
7. Choose Apply to transfer the amounts, but remain in the window to transfer amounts for another range of periods.
8. Choose OK to transfer the amounts and return to the Transfer Amounts window.
9. Save your work.

Uploading Budgets

Integrating General Ledger Using Budget Upload

Budget Upload lets you prepare and analyze your budget outside of General Ledger, such as on a personal computer using a spreadsheet program, and then transfer your

budget information into General Ledger. This enables you to perform your budgeting in the environment you choose, and still maintain the integrity of your database.

Related Topics

Understanding the Budget Interface Table, page 2-76

Creating Your Budget Spreadsheet, page 2-77

Loading Data into the Budget Interface Table, page 2-80

About Budget Upload Validation, page 2-81

Correcting Budget Upload Errors, page 2-82

Understanding the Budget Interface Table

Understanding the Budget Interface Table

The first step in transferring your budget data from an outside source to your General Ledger application is to load your data into your General Ledger application Budget Interface table. Once you load your budget information into the Budget Interface table, you can run Budget Upload to post your budget data into your General Ledger application.

Budget Upload uses the Budget Interface table `GL_BUDGET_INTERFACE` to upload budget information. The Budget Interface table is organized into columns in which your General Ledger application categorizes and stores specific budget information. For example, the name of your budget is stored in the column called `Budget_Name`. You must specify valid values for each of the required columns in this table to successfully complete a Budget Upload. You may specify values for the optional columns within this table. These values are validated before your General Ledger application updates budget balances. The Budget Interface table contains the columns shown in the table below:

Column Name	Null?	Type
<code>BUDGET_NAME</code>	NOT NULL	<code>VARCHAR2 (15)</code>
<code>BUDGET_ENTITY_NAME</code>	NOT NULL	<code>VARCHAR2 (25)</code>
<code>CURRENCY_CODE</code>	NOT NULL	<code>VARCHAR2 (15)</code>
<code>FISCAL_YEAR</code>	NOT NULL	<code>NUMBER (15)</code>
<code>UPDATE_LOGIC_TYPE</code>	NOT NULL	<code>VARCHAR2 (1)</code>

Column Name	Null?	Type
BUDGET_ENTITY_ID		NUMBER (15)
CODE_COMBINATION_ID		NUMBER (15)
BUDGET_VERSION_ID		NUMBER (15)
PERIOD_TYPE		VARCHAR2 (15)
DR_FLAG		VARCHAR2 (1)
STATUS		VARCHAR2 (1)
ACCOUNT_TYPE		VARCHAR2 (1)
LAST_UPDATE_DATE		DATE
LAST_UPDATED_BY		NUMBER (15)
REQUEST_ID		NUMBER (15)
PERIOD1_AMOUNT through PERIOD60_AMOUNT		NUMBER
SEGMENT1 through SEGMENT30		VARCHAR2 (25)
LEDGER_ID		NUMBER (15)

Related Topics

[Creating Your Budget Spreadsheet, page 2-77](#)

[Loading Data into the Budget Interface Table, page 2-80](#)

[Uploading Budgets, page 2-83](#)

Creating Your Budget Spreadsheet

If you plan to import budget information from a spreadsheet, you should use a separate spreadsheet for each budget organization. Your budget spreadsheet should contain all of the budget information you need for your company or agency. However, before you can upload your budgets from a spreadsheet you must organize your budget

information according to the structure of the Budget Interface table. Therefore, each column of your spreadsheet should correspond to a column in the Budget Interface table.

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

You can also organize your budget information in any way you want in the working section, and then automatically copy the information in your working section to an interface section that corresponds to the Budget Interface table.

Tip: Choose a spreadsheet that provides the most flexibility for your organization, and that can store data in ASCII format.

To enter required budget information in your spreadsheet:

Define columns that correspond to the required columns in the Budget Interface table. The following is a list of required columns and the values you must enter:

Currency_Code: Enter the currency for your account.

Budget_Name: Enter the name of the budget to which you want to budget amounts. You can only upload budgets for current or open budgets.

Budget_Entity_Name: Enter the budget organization to which you want to budget amounts.

Fiscal_Year: Enter the fiscal year to which you want to budget. You can only upload budget amounts for open budget fiscal years within a budget. You can open a new budget fiscal year in the Define Budget window.

Update_Logic_Type: Enter the value R or A. Enter the value R if you want the amounts you enter to replace existing amounts. Enter the value A if you want the amounts you enter to add to existing amounts.

Period1_Amount through Period60_Amount: Enter an amount for each budget period in your open fiscal year. You can enter amounts for up to 60 periods for each open fiscal year.

Segment1 through Segment30: Enter existing or new valid account segment values in your spreadsheet for each account segment you enabled in your General Ledger application.

To enter budget amounts for each period in your spreadsheet:

Assign a column of your spreadsheet for each budget period in your General Ledger application. You can enter amounts for up to 60 periods per fiscal year. Budget Upload assumes that you enter period amounts for each account in the sequence that the period falls in the fiscal year. For example, if your fiscal year ranges from January to December and you want to upload budget amounts for the months April, May and June, then you

need to enter amounts for columns Period4_Amount through Period6_Amount.

When you enter a period amount for an account, Budget Upload updates the account balance according to the update logic you specify. If you enter R (Replace), Budget Upload replaces the existing account balance with the period amount you specify. If you enter A (Add), Budget Upload adds the period amount to the existing account balance. If you do not enter a period amount for an account, your General Ledger application does not update the account balance, regardless of update logic.

To specify accounts in your spreadsheet:

1. Before you enter account segment values into the segment columns of your spreadsheet and Budget Interface table, determine to which column you assigned each account segment using the Key Flexfield Segments window.

Budget Upload assumes you enter values for account segments into your spreadsheet in the same order as you store them in General Ledger. To determine the order in which your General Ledger application stores your account segments, you need to reference the GL_CODE_COMBINATIONS table.

2. Make sure you specify segment values correctly. For example, value '01' is not the same as value '1'. Display size tells you how wide Budget Upload expects each segment value to be. For example, if display size is three, then your segment value would be '100,' but if your display size is four, then your segment value would be '0100'. You can determine the correct display size and attributes (alphabetic, numeric, right-justify zero-fill, and so on) for each segment in your account using the Value Sets window.
3. Enter the accounts for which you want to upload budget information from your spreadsheet. You can upload budget amounts to your budget organization for an existing account that falls within the account ranges assigned to your budget organization. You can also upload a new account that falls within the account ranges assigned to your budget organization.

To create a budget spreadsheet for multiple ledgers:

You can upload budgets for multiple ledgers at the same time, even if each of your ledgers can has a different chart of accounts structure. You indicate which ledger is associated to the budget amounts by entering the identification number for the ledger in the LEDGER_ID column of the Budget Interface table. To determine the identification number of your ledger, you need to reference the GL_LEDGERS table.

For each ledger and associated account structure, the Code Combinations table stores every account you use. The Code Combinations table maintains these accounts by storing segment value information in columns Segment1 through Segment30 in the table. For instance, if you have two ledgers where the first ledger uses a six-segment account structure and the second ledger uses a five-segment account structure, your General Ledger application maintains account information for the first structure using

six segment columns in the Code Combinations table and maintains account information for the second structure using five segment columns.

Related Topics

Defining Budgets, page 2-15
Defining Key Flexfields, *Oracle Applications Flexfields Guide*
Defining Value Sets, *Oracle Applications Flexfields Guide*
Defining Accounts, *Oracle General Ledger Implementation Guide*
Uploading Budget Amounts to Undefined Accounts, page 2-85
Understanding the Budget Interface Table, page 2-76
Loading Data into the Budget Interface Table, page 2-80
About Budget Upload Validation, page 2-81
Uploading Budgets, page 2-83

Loading Data into the Budget Interface Table

Before you run Budget Upload, you must first transfer your spreadsheet to your server. The procedure to follow depends on the software you use.

Optionally, you can use a spreadsheet application to create your budget, then use Oracle Glue or Dynamic Data Exchange (DDE) to populate GL_BUDGET_INTERFACE.

To transfer budget information from your spreadsheet:

1. Save the budget spreadsheet in ASCII format.
For example, if you work with Microsoft Excel (version 5.0), choose File>>Save As from the main menu to create an ASCII file (Formatted Text, Space Delimited) from your spreadsheet. Your file will have .PRN as its extension.
2. Use a file transfer program to move the file from your PC to the server (where Oracle is installed).
3. Use SQL*Loader to move information from file to the Budget Interface table (GL_BUDGET_INTERFACE). SQL*Loader is provided as part of the Oracle RDBMS. You need to create a control file (e.g. budget.ctl) and use it with SQL*Loader to load the data from your .PRN file to the Budget Interface Table. Use the following command to run SQL*Loader:

```
sqlload <username/password> <control_file>.ctl <log_file>.log
```

where <username/password> are the username and password of the database where you are loading the data, <control_file>.ctl is the control file you created (e.g. budget.ctl) and <log>.ctl is a log file that contains any messages of

the SQL*Loader process.

4. Once you have successfully loaded the Budget Interface table, use Budget Upload to update budget balances.

For information on SQL*Loader, see the *Oracle Database Utilities Manual*.

Related Topics

Uploading Budget Amounts to Undefined Accounts, page 2-85

Understanding the Budget Interface Table, page 2-76

About Budget Upload Validation, page 2-81

Uploading Budgets, page 2-83

About Budget Upload Validation

Budget Upload validates all of your budget information for compatibility with General Ledger. Budget Upload validates your data by ensuring that the columns of the Budget Interface table reference the appropriate values and columns in your spreadsheet. Budget Upload also checks to make sure that the following conditions are true:

- Your account is assigned to a budget organization
- The budget entry type for your account is Entered
- Your budget is not Frozen
- Your budget organization is not Frozen
- Your budget fiscal year is open for your budget
- Your data access set provides read and write access to the balancing segment value and management segment value for the ledger.
- The balancing segment values are valid for your ledger. They have been assigned to your Legal Entity and/or Ledger in Accounting Setup Manager.

See Implementing Oracle Financials Using Accounting Setup Manager.

General Ledger automatically deletes budget records in the Budget Interface table for all accounts it can successfully update. General Ledger does not delete budget records in the Budget Interface table or update budget balances for accounts containing errors. If Budget Upload encounters any problems, such as invalid data during the upload process, it lists the accounts containing errors as well as the associated budget and budget organization in the Budget Spreadsheet Upload Execution report.

Related Topics

- Understanding the Budget Interface Table, page 2-76
- About Budget Upload Validation, page 2-81
- Uploading Budgets, page 2-83
- Budget Spreadsheet Upload Execution Report, page 10-113
- Correcting Budget Upload Errors, page 2-82

Correcting Budget Upload Errors

Correct errors based on the error code you receive on the Budget Spreadsheet Upload Execution report. You may need to make changes in General Ledger or in your spreadsheet. For example, if you receive an error code indicating that an account is unposted because the budget for this account has a status of Frozen, you can change the status of the budget in your General Ledger application. If you receive an error code indicating that an account is unposted because you specified an incorrect update logic type, you can enter the correct update logic type in the Update_Logic_Type column of your spreadsheet.

The following errors may occur if you violate budget upload validation rules:

- This account has not been assigned to any budget organization.
- The budget is frozen.
- The budget organization is frozen for this budget.
- The budget organization's effective dates are invalid.
- The account is not assigned to the given organization.
- The account is not assigned to the given organization as 'Entered'.
- The account has an invalid currency code.
- The account's update logic was not specified as Add ('A') or Replace ('R').
- The account appeared more than once in a specified budget and organization.
- The organization specified does not exist.
- The fiscal year specified for the budget is not open or does not exist.
- The ledger and balancing segment value combination is invalid.

Related Topics

Understanding the Budget Interface Table, page 2-76

Loading Data into the Budget Interface Table, page 2-80

About Budget Upload Validation, page 2-81

Uploading Budgets, page 2-83

Budget Spreadsheet Upload Execution Report, page 10-113

Uploading Budgets to Undefined Accounts

You can upload amounts from budgets you developed from an outside source and transferred to the GL_BUDGET_INTERFACE table.

You can upload budget amounts to your budget organization for any existing account that falls within the account ranges assigned to your budget organization. If you allow dynamic insertion, you can also upload budget amounts to your budget organization for a previously undefined account.

At your request, General Ledger uploads your budget interface data and automatically updates your financial records to include this budget information. Once you upload your budget data, you can review the Budget Spreadsheet Upload Execution Report for the status of your uploaded budget information.

Definition Access Set

If using definition access sets to secure who can use, view, and modify your Budget Organizations, you must have Use access to the Budget Organization to upload budget amounts.

Data Access Sets

To upload budget amounts, you must have read and write access to at least one balancing segment value or management segment value for a ledger that is assigned to a budget.

For those accounts residing in the Budget Interface, you can only upload budget amounts for those accounts that you have Read and Write access. For example, if the Budget Interface table contains budget data for balancing segment values 01, 02, and 03, but your data access set only allows read and write access to balancing segment value 01, Budget Upload will upload budget amounts for balancing segment value 01 only. The budget data associated with balancing segment value 02 and 03 will not be uploaded and will remain in the GL_BUDGET_INTERFACE table.

Prerequisites

- Define a budget
- Open one or more years of your budget

- Define a budget organization
- Create your budget information using your spreadsheet software.
- Transfer your budget information into the General Ledger GL_BUDGET_INTERFACE table.

To upload a budget:

1. Navigate to the Upload Budget window.
2. Enter the Budget.

Note: Your data access set must provide read and write access to some portions of the ledger that is assigned to this budget. For example, you must have read and write access to at least one balancing segment value or management segment value.

3. Enter the Budget Organization that will receive the uploaded budget amounts. You can upload budgets for all of your budget organizations by entering the name of your general, all-inclusive budget organization ALL.

Note: If using definition access sets to secure use, view, and modify access to your budget organization, you must have Use access to the budget organization in order to use it to upload budget amounts

4. If the budget organization you specify is password-protected, you must enter the password before you can upload budget amounts.
5. Choose Upload. General Ledger submits a concurrent process to upload budget information from the GL_BUDGET_INTERFACE table.
6. Review the Budget Spreadsheet Upload Execution Report for the status of your uploaded budget information.

Note: The Budget Spreadsheet Upload Execution Report will not report accounts that were not uploaded due to data access set security issues. For example, if you did not have read and write access to all of the data in the interface table, the data will remain in the interface table and will not be reported in the Execution Report. Another user with sufficient access will need to upload the remaining data.

Related Topics

Uploading Budgets from a Spreadsheet, page 2-13

Defining Budgets, page 2-15

Defining Budget Organizations, page 2-20

Protecting a Budget Organization with a Password, page 2-25

Budget Spreadsheet Upload Execution Report, page 10-113

Integrating General Ledger Using Budget Upload, page 2-75

Uploading Budget Amounts to Undefined Accounts

If you have dynamic insertion enabled for the chart of accounts assigned to your ledger, you can upload budget amounts to previously undefined accounts.

If the account is in the budget organization range:

When you upload amounts for a new account that falls within the ranges assigned to your budget organization General Ledger dynamically creates the new account if budgeting is allowed for each segment value, and assigns the account to your budget organization. General Ledger then uploads the budget data and updates the budget account balance.

If the account is not in the budget organization range:

If the new account does not fall within the ranges assigned to your budget organization, General Ledger dynamically creates the new account if budgeting is allowed for each segment value but does not assign the account to your budget organization.

Freezing Budgets

Freeze a budget, budget organization, budget formula batch or range of budget accounts to prevent accidental or unauthorized changes. You can also unfreeze a budget, budget organization, budget formula batch or range of budget accounts that is currently frozen.

You can also freeze or unfreeze an entire budget by changing the budget status in the Define Budget window.

Prerequisites

- Define a budget
- Define budget formulas
- Define a budget organization

To freeze a budget:

1. Navigate to the Freeze Budgets window.
2. Query the Ledger and Budget you want to freeze.
3. Change the Status of your budget to Frozen.
4. Save your work.

To unfreeze a budget:

1. Navigate to the Freeze Budgets window.
2. Query the frozen Budget.
3. Change the Status of your budget to Open or Current. You can only change a budget status to Current if no other budget has that status in your ledger.
4. Save your work.

Related Topics

Defining Budgets, page 2-15

Freezing Budget Formula Batches, page 2-86

Freezing Budget Organizations, page 2-87

Freezing Budgets for a Range of Accounts, page 2-88

Freezing Budget Formula Batches

You can freeze or unfreeze budget formula batches. When you freeze a budget formula, you cannot use the formulas to calculate budget amounts for the specified budget. However, you can still use the formulas for budgets for which the formula batch is not frozen.

To freeze a budget formula batch:

1. Navigate to the Freeze Budgets window.
2. Query the Ledger and Budget for the budget formula you want to freeze. When you freeze the formula batch, you freeze it only for the budget you specify here.
3. Choose the Batches tab.

4. Select the Frozen checkbox next to each Formula Batch you want to freeze.
5. Save your work.

To unfreeze a budget formula batch:

1. Navigate to the Freeze Budgets window.
2. Query the Ledger and Budget for the budget formula you want to unfreeze.
3. Choose the Batches tab.
4. Select the Frozen checkbox next to each Formula Batch you want to unfreeze.
5. Save your work.

Related Topics

Creating Budget Formula Batches, page 2-30

Calculating Budget Amounts, page 2-36

Freezing Budget Organizations

You can freeze or unfreeze budget organizations. When you freeze a budget organization, you cannot budget to the accounts belonging to that budget organization for the budget specified. However, you can still enter budget amounts for budgets for which the budget organization is not frozen.

To freeze a budget organization:

1. Navigate to the Freeze Budgets window.
2. Query the Ledger and Budget for the budget organization you want to freeze.
3. Choose the Organizations tab.
4. Select the Frozen checkbox next to each Budget Organization you want to freeze.
5. If you want, choose Account Ranges to freeze only a specific range of accounts within a selected budget organization.
6. Save your work.

To unfreeze a budget organization:

1. Navigate to the Freeze Budgets window.

2. Query the Ledger and Budget for the budget organization you want to unfreeze.
3. Choose the Organizations tab.
4. Select the Frozen checkbox next to each Budget Organization you want to unfreeze.
5. Save your work.

Related Topics

Defining Budget Organizations, page 2-20

Assigning Account Ranges to a Budget Organization, page 2-22

Freezing Budgets for a Range of Accounts, page 2-88

Freezing Budgets for a Range of Accounts

You can freeze or unfreeze ranges of budget accounts. When you freeze a range of budget accounts, you cannot budget to those accounts for the budget specified. However, you can still enter budget amounts for budgets for which the range of accounts is not frozen.

To freeze budgets for a range of accounts:

1. Navigate to the Freeze Budgets window.
2. Query the Ledger and Budget for the accounts you want to freeze.
3. Choose Organizations.
4. Select the Budget Organization for the account range you want to freeze.
5. Choose Account Ranges.
6. Enter the Low and High accounts for the range. You can enter an unlimited number of non-overlapping ranges as long as they fall within the designated budget organization.
7. Save your work.

To unfreeze budgets for a range of accounts:

1. Navigate to the Freeze Budgets window.
2. Query the Ledger and Budget for the accounts you want to unfreeze.
3. Choose Organizations.

4. Select the Budget Organization for the account range you want to unfreeze.
5. Choose Account Ranges.
6. Select the account range you want to unfreeze.
7. Delete the record.
8. Save your work.

Related Topics

Defining Budget Organizations, page 2-20

Assigning Account Ranges to a Budget Organization, page 2-22

Using Budgetary Control and Online Funds Checking

Overview

Budgetary control refers to the process of recording budget data and tracking encumbrance and actual data against a budget. You can track budget or encumbrance data using one of two methods: encumbrance accounting or budgetary accounts.

Funds checking is the feature of budgetary control that helps prevent overspending budgets by verifying available funds online before processing a transaction. With funds checking, you can verify transactions online against available budget, immediately update funds available for approved transactions, and control expenditures at the detail or summary level.

If you use funds checking, you must use either encumbrance accounting or the budgetary accounts method of tracking budget data.

Funds Checking and Encumbrance Accounting, page 2-89

Prerequisites

You must install General Ledger to use budgetary control, encumbrance accounting, budgetary accounts, and funds checking. Full use of these features also requires installing Purchasing and Payables. To use the internal requisition feature of Purchasing and Inventory, General Ledger must also be installed.

Funds Checking and Encumbrance Accounting

You can elect to do funds checking with encumbrance accounting. You can post encumbrances to individual line item accounts and to summary accounts. However, used alone, encumbrance accounting does not automatically verify that there is sufficient funding in these accounts.

Funds checking used with encumbrance accounting immediately updates the accounts and verifies that funds are available.

Tip: To use funds checking, enable budgetary control when you create a ledger. If you enable budgetary control later, you might overspend budgets, since the system does not retroactively create encumbrances for transactions approved before you enabled the budgetary control flag.

Notes for Public Sector Customers

Funds Checking and Funding Budgets

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

Funds Checking and Budgetary Accounts

Public sector entities may elect to use funds checking with budgetary accounts rather than with encumbrance accounting. Agencies using budgetary accounting, record appropriations and encumbrances as actual entries, not as budget entries. When you check funds in budgetary accounts, the system calculates the funds available in one of two ways:

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

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

Defining an Account

Balancing Segment

When you define an account, you must make one of the segments a balancing segment. The system ensures that journal entries are balanced--debits equal credits--for each value of the balancing segment. You should make the company segment the balancing segment, so that journal entries always balance by company.

Dynamic Insertion with Budgetary Control

When you define an account, you can either specifically enumerate each valid combination of segments, or you can allow users to create valid accounts as they enter transactions.

If you are using **detail budgetary control** on an account, you presumably control expenses at the detail level, so you might also budget to every detail account for which you perform budgetary control. If you create a new account with no budget, the new account's budget is treated as zero when you check funds. Your transaction passes funds checking if you are using Advisory budgetary control or if you have a large enough tolerance.

If you are using **summary budgetary control** and you dynamically create a new account, the system automatically includes the new account in your summary accounts. Usually, you do not have to budget to the new account as long as summarized budget is available.

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

Important: When you use dynamic insertion, the system maintains budgetary control relationships, including summary relationships when you create new accounts. Thus with dynamic insertion turned on, General Ledger might take longer to process transactions that create new account combinations.

Related Topics

Designing Your Accounting Flexfield, *Oracle General Ledger Implementation Guide*
Dynamic Insertion, *Oracle Applications Flexfields Guide*

Budgetary Control Options

You can define budgetary control options such as Funds Check Level for individual accounts or ranges of accounts in budget organizations. You can also define budgetary control options such as Funds Check Level, Tolerance Amounts and Override Amounts for journal entry sources and categories. If you use summary budgetary control, you define budgetary control options for summary templates.

Related Topics

Creating a Budgetary Control Group, page 2-125
Defining Budget Organizations, page 2-20

Assigning Account Ranges to a Budget Organization, page 2-22

Setting Budgetary Control Options for an Account Range, page 2-26

Adding or Changing Individual Accounts, page 2-28

Setting the Summary Account Budgetary Control Options, *Oracle General Ledger Implementation Guide*

Funds Check Level

Enter a Funds Check Level to control the severity of budgetary control checks. You use a Funds Check level when setting budgetary control options for account ranges, for source and category combinations in budgetary control groups, and for summary account templates in budget organizations.

Choose:

- **None:** for no funds checking or funds reservation.
- **Advisory:** for online notification when transactions fail funds checking. The system still reserves funds for transactions even when no funds are available.
- **Absolute:** to prohibit you from reserving funds for a transaction unless funds are available.

Important: Advisory budgetary control makes it easy for you to overspend a budget by an unlimited amount. You might want to use Absolute budgetary control with tolerances or overrides to allow you to approve selected transactions for which no funds are available.

Tolerance Percent and Tolerance Amount

You can enter a **Tolerance Percent** and a **Tolerance Amount** to allow transactions to exceed budget within certain tolerances. For each distribution in a transaction, you can exceed a budget by the smaller of the tolerance amount and tolerance percent.

You can enter zero for both Tolerance Percent and Tolerance Amount to prevent transactions from exceeding a budget.

Tolerances apply to individual distribution amounts by transaction. Use caution in setting up tolerances. When funds available go negative because of tolerances, the system uses only tolerance amounts to calculate funds available.

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

Tip: Tolerances apply on a per distribution, per transaction basis for funds reservation, not for funds checking. So you might enter a small tolerance and use Oracle Alert to notify you when you are actually over budget. Then you can change the tolerances or perform a budget transfer to cover the shortfall.

Override Amount

You can allow the system to override budgetary control transactions that fail absolute budgetary control. You enter an **Override Amount**, which is the maximum amount per transaction per account for which you can override funds. You can exercise override only on funds reservation, not on funds checking.

You cannot override a transaction that fails absolute budgetary control unless you can override each individual distribution that fails budgetary control.

Example

You enter a purchase order and distribute it to three programs. Two of the programs have insufficient funds. You set up budgetary control options to allow override on only one program. Therefore, you cannot approve the purchase order.

Tip: Set up one set of budgetary control options that allows liberal override and another set that allows limited override or no override. Assign the first set of budgetary control options to a user or responsibility who has the most authority for making override decisions. Assign the second set to all other responsibilities or users.

Amount Type and Boundary

To check funds, you must define a funds checking time interval. You enter an **Amount Type** to determine the cumulative balance to use for the funds checking interval. You enter a **Boundary** to define the end point of the interval.

The table below shows the possible values for Amount Type.

Amount Type	Type of Funds Checking
PTD	Period-to-date
QTD	Quarter-to-date
YTD	Year-to-date
PJTD	Project-to-date

The figure below shows the combinations of Amount Type and Boundary that the system supports.

BOUNDARY					
A M O U N T T Y P E		PERIOD	QUARTER	YEAR	PROJECT
	PTD	Yes	No	No	No
	QTD	Yes	Yes	No	No
	YTD	Yes	Yes	Yes	No
	FJTD	Yes	Yes	Yes	Yes

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

The following examples show the relationship between Amount Type and Boundary.

Example 1

You operate under a yearly calendar (Jan-Dec) using monthly periods. You do not want to exceed the total budget for the quarter, but you do not care if any individual month's budget within the quarter is exceeded. You choose the budgetary control options QTD (Amount Type) and Quarter (Boundary). You enter a second-quarter transaction for May-93. The system checks the transaction against the funds available balance as of June-93, the end of the second quarter.

Note: In this example, any available funds from the first quarter of the year would not be available for spending in the second quarter (April-93-May-93-June-93). You can transfer available funds by creating a budget journal entry transferring budget amounts to the second quarter.

Example 2

You operate under a yearly calendar (Jan-Dec) using monthly periods. You choose the budgetary control options YTD (Amount Type) and Period (Boundary). You enter a transaction for May-93. The system checks the transaction against the funds available balance as of May-93. In this example, you can exceed the budget for May-93 only if the periods Jan-93 through April-93 were below budget, that is, only if you have available funds left at the end of April-93. Since you chose a year-to-date amount type, you have access to available funds from prior periods. However, since you have a period boundary, you do not have access to balances for periods after May-93: June-93, July-93,

August-93, and so on.

Latest Encumbrance Year

You can enter and post encumbrances in any open, future-enterable, or never-opened period in General Ledger. Therefore, you enter a Latest Encumbrance Year in a ledger to indicate how far into the future you can enter encumbrances for budgetary control.

The system uses the Latest Encumbrance Year when you use a Project boundary. When you check available funds using a project boundary, the system selects balance amounts as of the end of the current project. For budgets, this is the budget at the end of the last period in the latest open budget. For actuals, the system uses balance amounts at the end of the last opened period. For encumbrances, the system uses encumbrances as of the end of the latest encumbrance year since the system considers the end of the Latest Encumbrance Year to be the end of the project period.

Important: When entering transactions in General Ledger using encumbrance accounting, you must enter a GL Date in a period that precedes the end of the latest encumbrance year. General Ledger prohibits you from entering a GL Date in a period after the latest open encumbrance year.

Example

In the figure below assume that a budget is open and spans June 1993 to May 1994. The Fiscal Year is January 1993 to December 1993. You specify the Latest Encumbrance Year of 1994, which includes January 1994 to December 1994. When you check funds on a project-to-date basis against the project budget, the system uses the budgeted amount as of the end of the budget (May 31, 1994), the actuals balance as of the end of the fiscal year (December 31, 1993), and encumbrances as of the end of the latest encumbrance year (December 31, 1994).

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

Budgetary Control Options for Accounts

Before you can budget in General Ledger, you must assign accounts to a budget organization. If you are using budgetary control, you also assign budgetary control options to a range of accounts using the Define Budget Organizations window. You must set a Funds Check Level, Amount Type, Boundary, Funding Budget and an Automatic Encumbrance flag.

Budgetary control options for accounts determine the level of detail for funds checking. For example, you might not want to check funds or create encumbrances for transactions associated with accrual accounts, retained earnings or fund balance, accounts payable, accounts receivable, and so forth. Or you might choose not to check funds on transactions you post to the Long-Term Debt Group. In each case, these restrictions can be implemented as particular segment values or ranges of accounts.

When you import journal entries, General Ledger automatically assigns the budgetary control options for the range of accounts in which each account falls. The Profile Option: PSA :Default for Missing Budget controls the default budgetary control options assignment. If the PSA :Default for Missing Budget is set to None and if an account does not fall within a budget organization, General Ledger assumes the budgetary control option is **None** for the account. If the PSA :Default for Missing Budget is set to Absolute and if an account does not fall within a budget organization, General Ledger assumes the budgetary control option is Absolute for the account.

When you create new accounts that fall within account range assignments that have a funds check level of **Advisory** or **Absolute**, General Ledger automatically maintains budget organizations. Therefore, you need not run the Maintain Budget Organization program to add new accounts to budget organizations as you must do with budgetary control disabled.

Tip: Even if you enable budgetary control and assign account ranges a funds check level of **Advisory** or **Absolute**, periodically run the Maintain Budget Organization program to add and delete accounts from budget organization ranges. You must also run this program when adding accounts to an account range with a Funds Check Level of **None**

Budgetary Control Options for Journal Sources and Categories

In addition to enforcing budgetary control options by account, you can enforce options by type of transaction. You can set budgetary control options for journal entry source and category as a way of organizing resulting encumbrances. For example, you might want to import payroll transactions through Journal Import and always perform advisory budgetary control on these transactions. You might also want to avoid checking funds on journal entry batches called *Month-End Adjustments*.

To enforce budgetary control options by transaction type, you must define a budgetary control group and then assign options to combinations of source and category. See:

Creating a Budgetary Control Group, page 2-125

Depending on how you define budgetary control options, conflicts might arise that the funds checker must resolve. For example, you enter absolute budgetary control for all transactions affecting Company 01, and advisory budgetary control for journal entry source Project Management and category Work Orders. If you use Journal Import to import a Project Management Work Order charged to Company 01 into General Ledger, the funds checker must resolve the conflict between budgetary control options.

The table below shows the type of funds checking the system performs if the budgetary control options you have defined by journal entry source, category, and user conflict with those for a particular account.

JE Source, Category, or User Funds Checking Option	Summary or Detail Account Funds Check Option Set to None	Summary or Detail Account Funds Check Option Set to Advisory	Summary or Detail Account Funds Check Option Set to Absolute
None	None	None	Absolute
Advisory	None	Advisory	Absolute
Absolute	None	Absolute	Absolute

For example, suppose you use absolute budgetary control for all transactions affecting Company 01 and uses advisory budgetary control for journal entry source Product Management and category Work Orders, the system checks funds for Company 01 transactions using absolute budgetary control.

Tip: Consider implementing Advisory budgetary control for individual accounts or ranges of accounts, Advisory budgetary control at the journal entry source and category level, and Advisory budgetary control on all summary templates except the summary template that creates the highest level of summarization. Absolute budgetary control is recommended for this template only.

Related Topics

Setting Budgetary Control Options for Journal Sources and Categories, page 2-126

Detail and Summary Level Budgetary Control

Detail Level Budgetary Control

Use **detail budgetary control** to control expenditures against a budget amount for a particular account. When you use detail budgetary control, you must budget to every

account for which you enable budgetary control. If you dynamically create accounts (dynamic insertion), we recommend you budget to the new account before you check funds or reserve funds for a transaction using the account. Otherwise, the funds checker treats the lack of budget as a zero amount (or a zero ledger currency amount). If you are using absolute budgetary control on the account, the transaction will fail funds reservation.

Example

You receive funding for a new product, Product X. You enter a purchase order that you charge to Company1-Expense-Product X. Account Company1-Expense-Product X inherits the budgetary control options of the budget organization in which it falls. If you enabled detail budgetary control on a range of accounts that includes Company1-Expense-Product X, then you must create a budget for Company1-Expense-Product X. Otherwise, the funds checker assumes a budget of zero.

You can define absolute or advisory budgetary control at the individual account level. However, if you have budgetary control options defined at another level, such as by source and category, or for a summary template that includes the detail account, the budgetary control options for the account might override any other options.

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

Summary Level Budgetary Control

Use **summary budgetary control** for less detailed control over expenses. For example, you might want to control expenses at a department or cost center level, or by category of expense rather than individual expense items. You might also want to check funds at different levels within a cost center and disallow a transaction only if a cost center budget does not have available funds.

The major advantage of summary budgetary control is that you need not budget to each detailed account you use for budgetary control. For example, you can control expenses by checking available funds for all expenses of all types within a department. As long as a budget amount is available for at least one account that you summarize to the department level budget, you can check available funds and reserve them.

Another advantage of summary budgetary control is that when you create an account, you can check funds on it and reserve funds for it without budgeting to the detail account, once summary relationships are properly defined.

To perform summary level budgetary control, you must define rollup groups before you can assign them to segment values. For example, if you have three departments (Acquisition, Planning, and Maintenance) within a division (Facilities), and you perform budgetary control at the division level, you define a rollup group. The rollup group is used to summarize budget, actual, and encumbrance amounts for each department and to roll up these amounts to create a division amount.

After you define rollup groups, you must define summary accounts and assign budgetary control options for each summary template. You must define summary accounts to perform funds checking at a summary level or at both summary and detail levels.

Example

You budget \$10,000 for all equipment expenses for the department to account Company01-Any Equipment-Dept01. You define a rollup group that includes other equipment expenses and the Any Equipment account segment value, and you create a summary template that summarizes equipment expenses by department. Now when you enter a purchase order which you charge to Company01-Other Equipment-Dept01, the system automatically checks funds against the budget amount you entered for Company01-Any Equipment-Dept01 and any other accounts which belong in the summary level department budget.

Since you can enter budgetary control options for summary templates and detail accounts, define these options carefully. While the system prevents you from defining options for overlapping ranges of detail accounts, the system does not prevent you from defining options that might result in budgetary control at a lower level than you intended. For example, if you define Absolute budgetary control at the department level and Advisory budgetary control for the company, then any transaction for which the department has insufficient funds fails funds checking and funds reservation, even if the company has available funds for the transaction.

Tip: Specify **Absolute** budgetary control for the summary template or templates that have the highest level of summarization. *If you define multiple summary templates that include an account, any transaction using that account must pass budgetary control checks at all levels.* Usually, you disallow only transactions that fail at the highest level of summarization.

Related Topics

Defining Summary Accounts, *Oracle General Ledger Implementation Guide*

Entering Summary Account Templates, *Oracle General Ledger Implementation Guide*

Setting the Summary Account Budgetary Control Options, *Oracle General Ledger Implementation Guide*

Assigning Account Ranges to a Budget Organization, page 2-22

Setting Budgetary Control Options for an Account Range, page 2-26

Changing Budgetary Control Options

Enabling and Disabling Budgetary Control

If you enable budgetary control for a ledger after you have entered transactions, you

might have already overspent some budgets. The system cannot encumber approved transactions, so funds available might be overstated. We recommend that you create manual encumbrances for approved transactions so that funds available are correct.

Note: If you disable budgetary control for a ledger, existing encumbrances are not cleared from the feeder systems. Therefore, we do not recommend that you turn off either budgetary control or encumbrance accounting once you have it enabled.

Important: If you change the budgetary control option for an existing ledger, you must do two things for the change to be reflected:

- Run the Period Map maintenance concurrent request. This request must run successfully.
- Exit Oracle Applications and restart. You must completely exit the application-it is not sufficient to select Sign On Again from the Oracle Applications Special menu.

Changing a Budget

You can change the budget you use for budgetary control. For example, you might be operating under a temporary budget called FY93-TEMP until your organization receives its budget allocation. You then want to operate under a budget called FY93-OPERATING. However, you might have already created encumbrances or you might have incurred actual expenses against the funding budget that exceed the amounts allocated in the new budget. You might not be able to enter new transactions if you do not have adequate funds in the new budget.

You might find it easier to add funds to the budget you are currently using to perform budgetary control instead of using another budget.

We recommend that you run a Funds Available Analysis report for the funding budget before you select a new budget. Verify that you have enough funds in the new budget to cover existing expenditures and encumbrances. You can define reports in the Financial Statement Generator to compare amounts in two budgets.

Changing Budgetary Control Budget Amounts

You can add or transfer funds to alter budget amounts. For example, if you have a transaction using an account that fails funds checking, you might want to transfer funds from an account that has available funds into the account that has inadequate funds.

The system performs funds checking on budget transfers and budget journal entries to prevent you from transferring funds that you have already spent or committed to spend.

Changing Budgetary Control Options for a Summary Template

You cannot change budgetary control options associated with a summary template.

You can, however, drop the summary template and create a new one with new options.

Changing Budgetary Control Options for a Budget Organization

You cannot change budgetary control options associated with a budget organization.

You can, however, delete a range of accounts within the budget organization. You can then add a new range of accounts whose budgetary control options you can change.

Changing Funds Check Level

You can change the Funds Check Level from absolute to advisory and from advisory to absolute.

If you change from absolute to advisory, you can complete transactions that exceed available funds.

If you change from advisory budgetary control to absolute budgetary control, the system prohibits transactions exceeding available funds.

Important: If you change the Funds Check Level from advisory to absolute, you might have already overspent the budget.

Changing Amount Type and Boundary

You can change the Amount Type for checking available funds from **PTD** to **QTD**, from **QTD** to **YTD**, and so forth. However, if you change from a larger Amount Type to a smaller Amount Type (**YTD** to **PTD**, for example), you might have a smaller pool of available funds against which you can certify transactions. You should not change the Amount Type and Boundary for budgetary control to circumvent a lack of available funds.

If you change Amount Type from a smaller period to a greater period (**PTD** to **QTD**, for example), you will generally have a greater pool of available funds to check funds against.

Related Topics

Amount Type and Boundary, page 2-93

Setting Budgetary Control Options for an Account Range, page 2-26

Setting the Summary Account Budgetary Control Options, *Oracle General Ledger Implementation Guide*

Setting Budgetary Control Options for Journal Sources and Categories, page 2-126

Funds Check Level, page 2-92

Assigning Account Ranges to a Budget Organization, page 2-22

Defining Summary Accounts, *Oracle General Ledger Implementation Guide*

Transferring Budget Amounts Using Budgetary Control, page 2-73

Entering Budget Amounts, page 2-52

Entering Budget Journals, page 2-60

Defining Budgets, page 2-15

Funds Available Analysis Report, page 10-42

Setting up Budgetary Control, page 2-103

About Funds Checking

When you enable budgetary control in a ledger, the Oracle feeder systems (Payables and Purchasing) can check funds and reserve them for transactions. You can also funds check manual journal entry batches in General Ledger.

Passing and Failing Funds Checking

Suppose you enter a requisition and want to check funds on a distribution line. The system checks funds on the transaction, updates the status of the lines to Passed Funds Check or Failed Funds Check, and immediately displays the result.

Reserving Funds

After a requisition passes funds checking, you will want to reserve funds. Before you reserve funds, the distribution lines on the requisition have a status of Pending. After you submit the lines for funds reservation, the status changes either to Accepted or Rejected.

For transactions from Payables and Purchasing, the system might partially reserve funds. For example, if you have three distribution lines on a requisition and only two have sufficient funds, the system reserves funds for the two lines and marks them as Accepted. Since no funds are available for the third line, the system marks it as Rejected.

Approving Manual Journal Batches

General Ledger approves a journal entry batch only if it can approve all lines in the batch. For example, you enter a journal entry batch with three journal entries, each containing four lines. If General Ledger cannot approve all lines in a journal entry, it does not approve any lines in the batch.

Immediate Update of Funds Available

The system updates available funds immediately when you reserve funds, whether you reserve funds for an invoice, purchase order, requisition, or other document.

Information the system needs to calculate funds available is therefore always current regardless of when you post.

Example

You are approaching year end and you want to spend available funds before you lose the funding. The online inquiry of funds available tells you that you have \$6000 available in Company 01-Product Expense. You enter a purchase order for \$5000 which you charge to Company 01 - Product Expenses. You approve the purchase order online. Purchasing notifies you that the purchase order is approved. Another buyer then enters a purchase order for \$2000 to Company-01 Product Expenses and attempts to approve it. The approval process fails because sufficient funds are not available.

You need not post an encumbrance batch immediately to see what effect the approved transactions had on available funds. However, you must post an encumbrance batch in General Ledger to accurately reflect funds available in reports and trial balances. (The Funds Available Analysis Report and the View Funds Available window do include the effect of approved but unposted transactions in calculating funds available.)

Example

Tip: We recommend you implement AutoPost to post encumbrance entries automatically.

Setting Up Budgetary Control

Before you can use budgetary control, you must complete all set up steps. You perform most of the steps in General Ledger.

To set up budgetary control:

1. Define an account structure.
2. Define rollup groups and assign them to segment values.
See: Rollup Groups Window, *Oracle Applications Flexfields Guide*
3. Enable budgetary control for the ledger.

Tip: Define a ledger before enabling budgetary control for the ledger. Leave the enable budgetary control option set to No for the ledger until you are ready to complete all setup steps for budgetary control.

4. Define the Reserve for Encumbrance account. See: Accounting Setup Manager Prerequisites Checklist.
5. Create a funding budget to use for budgetary control. See: Defining Budgets, page 2-15
6. Define latest open encumbrance year, *Oracle General Ledger Implementation Guide*
7. Define a budget organization, page 2-20
8. Assign account ranges to the budget organization, page 2-22.
9. Set budgetary control options for each account range, page 2-26
10. Define encumbrance types, page 3-4
11. Define summary accounts, *Oracle General Ledger Implementation Guide*
12. Set budgetary control options for each summary template, *ORacle General Ledger Implementation Guide*
13. Define journal sources, *Oracle General Ledger Implementation Guide*
14. Define journal categories, *Oracle General Ledger Implementation Guide*
15. Define AutoPost options, page 1-194
16. Define system level budgetary control groups. See: Creating a Budgetary Control Group, page 2-125
17. Assign system level budgetary control options to a profile level. See: Setting General Ledger Profile Options, *Oracle General Ledger Reference Guide*
18. Do the following steps in Purchasing:
 - Define a document approval hierarchy, page 2-106
 - Define financial encumbrance options, page 2-106
 - Implement internal requisitioning, page 2-106
19. Enter budget journals for the funding budget, page 2-60
20. Start the Create Journals Program, page 2-127

Related Topics

Overview of Encumbrance Accounting, page 3-1

Reports

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

Encumbrance Trial Balance Report, page 10-96

Open Encumbrance Balance with Transaction Detail Report, page 10-106

Funds Available Analysis Report, page 10-42

Budgetary Control Transactions Report, page 10-41

Related Topics

Creating Your Own Funds Available Reports, page 2-105

Creating Your Own Funds Available Reports

You can use the Financial Statement Generator to design custom reports that report on encumbrances and funds available.

For example, you can prepare a funds available report to measure budgets against expenses and encumbrances to determine the balance of funds available for future expenses. To define an encumbrance report, first define each of the report component parts: a row set, a column set, and an optional content set. When you define the column set, you can use the Funds Available column set, which includes columns for budget, encumbrance, expenditure, and funds available, plus the percentage of budget available.

To request encumbrance reports you define with the Financial Statement Generator, follow the same procedure as you would for any other report. Indicate the report you want to run or request an ad hoc report by specifying a row set, column set, and optional content set. Indicate the budget version and the encumbrance types to use in the report.

Related Topics

Overview of Financial Statement Generator, page 6-1

Defining Column Sets, page 6-50

Defining Row Sets, page 6-43

Running Standard Reports and Listings, page 10-1

Printing a Budgetary Control Transactions Report, page 1-37

General Ledger Standard Reports and Listings, page 10-33

Inquiry

You can review encumbrance balances, funds available, and budgetary control

transactions. Refer to the following sections:

Reviewing Encumbrances, page 3-7

Viewing Funds Available, page 3-9

Reviewing Budgetary Control Transactions, page 1-35

Reviewing Budgetary Control Transaction Detail, page 1-36

Setting Up Budgetary Control in Purchasing and Payables

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

Define a Document Hierarchy

You must set up a document approval hierarchy in Oracle Purchasing before you can approve documents in Oracle Purchasing. A document approval hierarchy is not specifically required for budgetary control, but you cannot approve a document without some type of approval hierarchy. In some cases the approval options and document controls affect when you can reserve funds for a transaction. For example, if you are using requisition budgetary control, a requisition is not available to create a purchase order until it is fully approved (someone with enough monetary authority has approved it) and you have fully reserved funds for it.

Implement Internal Requisitioning

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

Define Financials Encumbrance Options

Using the Define Financials Options window, you must define the following encumbrance options in Oracle Payables or Oracle Purchasing:

Use Requisition Encumbrance	Enter Yes for Oracle Purchasing to create encumbrances for requisitions automatically. Enter No if you do not want Oracle Purchasing to create encumbrances for requisitions automatically. <i>If you encumber requisitions, you must also encumber purchase orders.</i>
Requisition Encumbrance Type	Enter the name of the encumbrance type to associate with requisitions. Typical requisition encumbrance types are Commitment, Pre-Commitment, or Pre-encumbrance. The Encumbrance Type you enter here becomes a dynamic field prompt on the View Funds Available window for requisition encumbrances.
Reserve at Requisition Completion	Enter Yes to allow requestors to reserve funds for

requisitions before submitting them or obtaining approval of them. Enter No to prohibit requestors from reserving funds for their own requisitions unless they can also approve them.

Use Purchase Order Encumbrance

Enter Yes for Oracle Purchasing to automatically create encumbrances for purchase orders. Enter No to prevent Oracle Purchasing from automatically creating encumbrances for purchase orders. *If you encumber requisitions, you must also encumber purchase orders.* If you encumber purchase orders, you automatically encumber direct invoices and encumber variances between invoices and their matched purchase orders.

Purchase Order Encumbrance Type

Enter the name of the encumbrance type to associate with purchase orders. Typical purchase orders encumbrance types are Obligation, Commitment, or Encumbrance. The Encumbrance Type you enter becomes a dynamic field prompt on the View Funds Available window for purchase order encumbrances.

Invoice Encumbrance Type

Enter the name of the encumbrance type to associate with direct invoices and variances between invoices and their matched purchase orders. To keep purchase order encumbrances separate from encumbrances for direct invoices and variances, enter a different encumbrance type here. Otherwise, enter the name of the purchase order encumbrance type.

Important: To create encumbrances for accounts in Purchasing or Payables, you must enable encumbrance accounting on accounts in the Define Budget Organizations window in General Ledger.

Related Topics

Overview of Encumbrance Accounting, page 3-1

Budgetary Control in Purchasing

Checking Funds on Purchasing Documents

You can check funds on the following different types of purchasing documents:

- Purchase requisitions, which are requisitions you create through Enter Express Requisitions or Enter Requisitions

- Internal requisitions
- Purchase or Internal requisitions you import through Requisition Import
- AutoCreated Purchase Orders
- Standard Purchase Orders
- Releases of Blanket Purchase Agreements
- Planned Purchase Orders

You can check funds at any level of a purchasing document. For example, you can check funds for an entire purchase order, a purchase order line, a purchase order shipment, or a purchase order distribution. Purchasing notifies you whether funds are available for a purchasing document, or for part of the purchasing document for which you are checking funds. However, Purchasing does not reserve funds for a purchasing document or any part of a purchasing document until you take an action that includes reserving funds.

Failing Funds Checking

If a document fails funds checking, you can still attempt to approve it, forward it to another approver, or perform other actions you would normally take on the document.

However, to change a document so that it passes funds checking, you have the following options for each account that fails funds checking:

- Change the distribution of the account to one that has adequate funds
- Cancel the lines containing the account
- Change the quantity of items on the line including the distribution
- Change the price of the item on the purchasing document line
- Transfer funds (increase the budgeted amount for the account)

Note: There are limits on the modifications you can make to an encumbered purchase order.

Document Approvals

Oracle Purchasing has a flexible approval hierarchy for purchasing documents. While approvals are not directly tied to budgetary control or encumbrance accounting, actions you take on a document might have a budgetary control or encumbrance accounting effect. For example, you can take an action to approve and reserve a purchase order (submit a document for approval and funds reservation).

Note: You can only reserve funds for requisitions and purchase orders.

The table below describes actions you can take on a purchasing document and the budgetary control/encumbrance effect the action might have.

Action	Budgetary Control Impact
Approve	None
Accept	None
Cancel	Submits cancellation. Cancellation creates negative debit entries for encumbrances rather than encumbrance reversals.
Import	None
Forward	None
Reject	Creates reversals (credit entries) for encumbrances if any distributions of the document have funds reserved or are encumbered.
Return	Creates reversals (credit entries) for all encumbrances associated with the document.
Reserve	Attempts to reserve funds for the document.
Submit	None
Check Funds	Checks funds for document only; does not reserve funds for document.
Approve and Reserve	Attempts to reserve funds in addition to submitting for approval.

Note: The actions that you can take on a purchasing document are determined by the type of document and the current status of the document.

Reserving Funds for a Purchasing Document

Oracle Purchasing **allows you to reserve funds for a document at any point in the approval cycle.**

Requisitions

If you specify Reserve at Requisition Completion as a purchasing option, you can reserve funds for a requisition as a preparer. Otherwise, only approvers can act to reserve funds for a requisition. If you modify a requisition, you can also reserve funds for it again. For example, you might reserve funds for a requisition and forward the requisition for approval. The approver might modify the requisition and re-reserve funds for it. Oracle Purchasing immediately updates funds available to reflect the modified requisition, reversing encumbrances associated with modified distributions and creating new encumbrances for the modified requisition.

Purchase Orders

Any approver or any buyer can take action that includes reserving funds for a purchase order. However, once you reserve funds for a purchase order, you cannot modify the purchase order. When you take action to reserve funds for a purchase order (standard purchase order, planned purchase order or release against a blanket purchase agreement), Oracle Purchasing reserves funds for all the distributions for which it can, immediately updating funds available.

Funds Reservation Status of Purchasing Documents

Oracle Purchasing **displays the status of purchasing documents in the Status field of the document (purchase order or requisition) and for each line of the document. Document statuses imply funds reservation status as shown in the table below:**

Document or Document Line Status	Funds Reservation Implication
Incomplete	No funds reserved.
In Process	No funds reserved.
Approved	You have reserved funds for the entire document and the document has completed the approval cycle.
Pre-approved	You have reserved funds for the entire document.
Returned	You have reversed any encumbrances associated with the document; no funds are reserved.

Document or Document Line Status	Funds Reservation Implication
Rejected	No funds are reserved for the document.

When you use budgetary control, Oracle Purchasing also displays a separate Reserved status for each shipment (purchase orders only) and for each distribution. Oracle Purchasing does not display a value in the Reserved field when you only use encumbrance accounting.

Requisitions and Budgetary Control

Creating a Requisition

You can quickly create a requisition using ReqExpress or the Enter Requisitions window by entering one or more requisition lines and basic accounting information. Depending on how you set up Oracle Purchasing, you might be able to approve a requisition and reserve funds for it.

When you create distributions for a requisition, you must enter the following accounts:

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

You can use FlexBuilder to create these accounts automatically.

Oracle Purchasing **makes a requisition available for creating purchase orders when the following occurs:**

- A preparer or approver with sufficient monetary authority approves the requisition and does not forward it to another individual *and*
- A preparer or approver has reserved funds for the entire requisition

Importing Approved Requisitions

You can import requisitions that are either unapproved, approved, or pre-approved

from other Oracle or non-Oracle systems. You import requisitions through the Standard Report Submission window using the Requisition Import process. If you have enabled budgetary control or encumbrance accounting, requisitions that you import as **Approved** are actually loaded with a status of **Pre-approved**. That is, an approver has authorized the requisition but you need to take action to reserve funds for a requisition. You must use the Approve Documents window to reserve funds for imported requisitions.

If you load requisitions with a status of Unapproved, you must go through the complete approval and funds reservation cycle for these requisitions.

Important: If you have created encumbrances for a requisition in a non-Oracle system and you import a requisition into Oracle Purchasing, and you are using requisition encumbrance or requisition budgetary control, you will create a second encumbrance for the requisition. You should either import requisitions using accounts which you do not encumber, or not use requisitions encumbrance or requisition budgetary control, or not create encumbrances in the feeder system. You submit Requisition Import through the Run Reports window.

Cancelling a Requisition

You can cancel any line in a requisition or the entire requisition provided that it has not already been included in a purchase order. Oracle Purchasing creates negative debit encumbrance entries for cancelled requisitions. Oracle Purchasing immediately updates funds available when you cancel a requisition or part of a requisition.

Related Topics

Internal Requisitions, *Oracle Purchasing Reference Manual*

About Funds Checking, page 2-102

Internal Requisitions

If you install Oracle Purchasing, Oracle Inventory, and Oracle Order Entry, you can source requisitions either from inventory or from an outside vendor. When you enter a requisition, you can enter a source of Purchasing or Internal.

A purchase requisition is one that is filled by an external vendor through a purchase order. For example, you order a software package for a personal computer. A buyer then creates a purchase order from the requisition. The buyer groups a number of requisition lines to create a large purchase order for the software package.

An internal requisition is one sourced from inventory. For example, you might have a central supplies area from which employees can requisition standard items you keep on hand. Or you might have a large central warehouse with various satellite supply areas. You replenish the local supply areas from a central warehouse.

When you source a requisition from inventory, the requisition must go through the same approval and funds reservation cycle as a requisition you source from a vendor. Once the requisition has been fully approved and Oracle Purchasing has reserved funds for it, the requisition is available for sourcing from inventory.

You initiate the Create Internal Sales order process in Oracle Purchasing and then Oracle Order Entry's Order Import process creates internal sales orders from the requisition lines that you source from inventory. Order Import creates internal sales orders and imports them into Oracle Order Entry. The internal sales order then goes through the pick release process, creating picking documents. Then the shipment is confirmed and packing documents are created.

If you cancel an internal sales order, you must cancel the associated requisition manually in Oracle Purchasing. You cannot recreate requisition encumbrances once you cancel an internal sales order. Cancelling the requisition--or requisition lines--automatically creates negative debit entries that relieve the requisition encumbrance. You can then create new requisition lines and reserve funds for them.

When you reserve funds for an internal requisition, the cost Oracle Purchasing uses to encumber the requisition is the unburdened cost available from the item master when you enter the requisition. The cost Oracle Purchasing uses to reverse the encumbrance when you record the actual expense for the filled requisition is the cost of the item when you issue it from Oracle Inventory. This cost might be different from the cost you used to encumber the original requisition. Oracle Purchasing reverses the amount of the original requisition encumbrance, regardless of what the actual costs are.

Oracle Purchasing relieves encumbrances on an internal requisition when you issue goods and deliver them from Oracle Inventory. When you issue goods from Oracle Inventory, they are immediately received in Oracle Purchasing.

Closing a Requisition

You can *close* a requisition to halt activity on the document temporarily. You can always reopen a closed requisition for further activity.

You can *finally close* a requisition if you do not want additional activity. You cannot reopen a finally closed requisition for further activity. When you finally close a requisition, Oracle Purchasing automatically liquidates excess encumbrances for requisition lines that are not placed on a purchase order. Oracle Purchasing creates credit entries that reverse encumbrances. You can close or finally close a requisition line or an entire requisition.

Purchase Orders and Budgetary Control

Creating a Purchase Order

You can quickly create purchase orders from online requisitions using AutoCreate. You can create purchase orders based on any combination of available requisition lines.

You can also create purchase orders online by entering a vendor name, vendor site, bill

to location, ship to location, requestor, item, unit, quantity, price, and accounting information.

When you create distributions for a purchase order, you must enter the following accounts:

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

You can use FlexBuilder to create these accounts automatically.

Exploding Requisition Lines

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

Multi-Sourcing Requisition Lines

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

Planned Purchase Orders

You use a planned purchase order to define specific shipments of goods or services. You approve and reserve funds for a planned purchase order just as for any other purchase order. You then release shipments against the planned purchase order.

When you release a planned purchase order shipment, you can change the distributions on the shipment in the Enter Releases window if the destination type is Expense. If the destination type is Inventory or Shop Floor, you cannot modify the distributions. When you reserve funds for the release, Oracle Purchasing automatically reverses the encumbrances associated with the planned purchase order and creates encumbrances for the shipments you are releasing. You must approve and reserve funds for a release of a planned purchase order just as you do for a blanket purchase agreement release.

You can use a planned purchase order to create encumbrances for shipments well before you need the items. You can also encumber the planned purchase order to a general account until you know the specific cost centers, projects, funds, or other account segment values to which you want to charge the shipments.

Blanket Purchase Agreements

You can use a blanket purchase agreement to purchase specific items between the effective date and the expiration date of the blanket purchase agreement. You cannot create encumbrances for a blanket purchase agreement. However, you can create encumbrances for releases against a blanket purchase agreement.

To encumber a release of a blanket purchase agreement, you must do the following:

- Create the release
- Reserve funds for the release

Once you have created a release against a blanket purchase agreement, you must approve it just as you approve any other purchasing document.

Reserving Funds for a Purchase Order

Purchasing attempts to reserve funds for a purchase order when you take an action such as Reserve or Approve and Reserve. If you create a purchase order from one or more requisitions and then reserve funds for the purchase order, Purchasing creates reversing entries for the encumbrances associated with the selected requisition lines.

Reservation Options

If a purchase order distribution fails funds reservation, you can take different actions depending on how you created the purchase order.

1. If a purchase order was created from a requisition using the AutoCreate Purchase Orders window, you can do one or more of the following:
 - Change the quantity of items on the purchase order line containing the account
 - Transfer funds (increase the budgeted amount for the account) from other accounts in the same budget organization
 - Increase the budget amount for the account on the purchase order distribution
 - Change the unit price on the purchase order line, if all the distributions corresponding to that line fail funds reservation
2. If a purchase order was created from a paper requisition using the Enter Purchase Orders window, or is a release of a blanket purchase agreement or planned purchase order, then, in addition to the above options, you can also do the following:
 - Delete the distributions failing funds reservation
 - Change the account of the distribution failing funds reservation to one that has

adequate funds

Purchasing does not approve a purchase order until you have fully reserved funds for it and fully approved it. Purchasing also notifies the buyer who created it that the purchase order failed approval because of insufficient funds.

Modifying a Purchase Order

When you use budgetary control, you cannot change the accounts of a purchase order created from a requisition. However, you can change the line price, GL Date, quantity and amount. You can also add distributions to a purchase order.

If you have already attempted to approve the purchase order, you cannot modify the distributions for which funds have been reserved. For example, you cannot modify the line price of a purchase order if one of the distributions associated with that line has already had funds reserved.

If the purchase order has been approved, you can modify it with some restrictions.

Tip: Reserve funds for a purchase order only after you have made all the changes, since you cannot modify an encumbered purchase order after you have reserved funds for it. To modify a purchase order or part of a purchase order, you must cancel the shipment, line, or entire purchase order, then recreate the shipment, line or purchase order with the modifications and resubmit it through the approval cycle. If you have a one shipment, one line purchase order you can cancel just the shipment without cancelling the entire purchase order.

Cancelling a Purchase Order

When you use budgetary control, you cannot change the price, shipment distribution, shipment quantity, accounts or currency on a purchase order after Oracle Purchasing approves it and reserves funds for it. You can cancel the purchase order and resubmit a similar one, in which case Oracle Purchasing updates funds available to reflect the cancelled amount.

When you cancel an approved purchase order, Oracle Purchasing automatically creates negative debit entries for encumbrances associated with the purchase order. Requisition lines you used in the purchase order return to the requisition pool. Oracle Purchasing also recreates requisition encumbrances for the requisition lines used to create the purchase order. Oracle Purchasing uses the distributions from the cancelled purchase order to recreate the encumbrance for the requisition.

Receiving

When you record accounting entries at receipt or during receipt accruals, Oracle Purchasing reverses any encumbrances associated with a purchase order as you record the receipt accrual.

If you allow over receipt of goods, Oracle Purchasing reverses only encumbrances associated with the original purchase order, not encumbrances associated with any additional goods you have received.

Example

You order 5 items at \$4.00 each. Oracle Purchasing creates encumbrances for \$20.00. You receive an extra item. While you record actual expenses of \$24.00 upon receipt, Oracle Purchasing creates encumbrance reversals of \$20.00, since that was the amount of encumbrance associated with the original order.

Closing a Purchase Order

You can *close* a purchase order to temporarily halt activity on the document with the option to reopen it for further activity. You can *finally close* a purchase order if you do not want additional activity. You cannot reopen a finally closed purchase order for further activity. When you finally close a purchase order, purchase order line, or purchase order shipment, Oracle Purchasing automatically liquidates excess encumbrances for the purchase order, purchase order line, or purchase order shipment, respectively. Oracle Purchasing creates credit entries that reverse encumbrances.

Oracle Payables finally closes purchase order shipments under certain conditions. When you enter an invoice and match it to one or more purchase order shipments, you can indicate that it is a final match. Oracle Payables automatically marks for closure the purchase order shipments to which you final match. When you approve the invoice using AutoApproval, AutoApproval calls the final close process in Oracle Purchasing. The purchase order close process creates reversing entries (credit entries) for all outstanding encumbrances associated with the purchase order distributions on the shipment. The purchase order close process also updates the closed status of the purchase order.

Example

You enter a purchase order with two shipments. One shipment is for five Item A at \$100 each. The second shipment is for 3 Item A at \$100 each. You receive all of the first shipment and you pay the vendor. You receive 1 item in the second shipment, and a note from the vendor explaining that the item has been discontinued and he will not ship the remaining items. You match the invoice you receive from the vendor for \$100 to the second purchase order shipment, indicating it is a final match. When you approve the invoice, the system creates reversing encumbrances (credit entries) for \$200. When you post the invoice, Oracle Payables creates a journal entry reversing the encumbrance for \$100 and another journal entry recording actual expenses of \$100.

Reports and Inquiries in Oracle Purchasing

You can request the Requisition Distribution Detail report that gives detailed information about requisition distributions. You can review requisitions failing funds checking by entering Yes for the Failed Funds Option. The report then lists only purchase order distributions that fail funds checking.

You can request the Purchase Order Distribution Detail report that gives detailed

information about purchase orders. You can review purchase order distributions failing funds checking by entering Yes for the Failed Funds Option. The report then lists only purchase order distributions that fail funds checking.

You can review requisition encumbrances behind accounts by using the View Requisition Distributions window. You can also use the View Purchase Order Distributions window to view encumbrances behind purchase orders.

You can review problems associated with requisitions or purchase orders in the View Action History window.

Budgetary Control in Oracle Payables

Entering an Invoice

You can check funds available online when you enter an invoice. You can also check funds at the invoice level, or you can check funds for each expense distribution line for an invoice. When you check funds for an invoice or invoice distribution, Oracle Payables does not attempt to reserve funds for the invoice.

You can create distribution lines for an invoice by matching to a purchase order, by using a Distribution Set, or by manually entering distribution lines for an invoice. If you create multiple distribution lines, you might want to check funds for the entire invoice first.

When you check funds for an invoice, Oracle Payables sums up invoice distribution amounts by account and checks if any of these amounts exceeds available funds. If any account fails funds checking, the entire invoice fails funds checking.

When you check funds for an invoice distribution, Oracle Payables checks whether the amount of the distribution exceeds available funds. For each account that fails funds checking, you can do the following:

- Change the account of the distribution to one that has adequate funds (you can do this only when the invoice is not matched to a purchase order)
- Transfer funds (increase the budgeted amount for the account)

You can then approve the invoice using Approval. Approval checks funds for the invoice the same way as online approval.

Cancelling Invoices

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

Final Match

When you enter an invoice and match it to a purchase order, you can indicate that it is a final match. A final match is one in which you do not expect any more invoices from a

supplier against a particular purchase order shipment. A supplier might indicate that an invoice is final or you might decide that an invoice is final.

The advantage of using a final match is that you can automatically liquidate excess encumbrances and therefore increase available funds. Especially for service contracts where actual expenses might be less than the purchase order amount, you can now easily close the purchase order.

You can indicate that an invoice is a final match when you match it to a purchase order shipment. Oracle Payables defaults the *final match* designation to the invoice distributions Oracle Payables creates from the match. You can overwrite the final match designation at the distribution level. When you indicate that a shipment is final, Oracle Payables marks the shipment in Oracle Purchasing for closure. You can change a final match designation until you approve the invoice using Approval.

When you approve an invoice that includes a final match, in addition to verifying matching information, currency information, and other tasks, Approval calls a process that automatically closes purchase orders that you marked earlier through the final match. The close process closes all purchase order shipments that contain distributions that were final matched, liquidates any encumbrances associated with the shipment, and updates the closed status of the shipment.

Example

You issue a purchase order for documentation publication services for \$15,000 based on estimated print quantities. You receive an invoice from the supplier for \$11,000 in actual services provided. You enter an invoice for \$11,000, match it to a purchase order, and indicate that this is a final match. When you approve the invoice, Oracle Payables automatically closes the purchase order (in this case there is only one shipment) and creates a reversing encumbrance entry for \$4,000. When you post the invoice, Oracle Payables creates a reversing encumbrance entry for \$11,000 and actual journal entry for \$11,000.

Related Topics

Final Matching Purchase Orders, *Oracle Payables User's Guide*

Prepayments

When you enter a prepayment, you can associate it with a purchase order. If you associate a prepayment with a purchase order, you can only apply the prepayment to an invoice that you match to the purchase order. For such prepayments, usually you do not need to encumber the prepayment, as you have already encumbered the purchase order. However, Oracle Payables does not prevent you from encumbering a prepayment in addition to its purchase order.

Tip: To avoid encumbering both a prepayment and its purchase order, define a separate prepayment account that you only use for prepayments associated with purchase orders. When you define budgetary control options for a budget organization, specify Automatic

Encumbrance option of None for all accounts that use this prepayment account.

You might have a second prepayment account or an account for advances, which you enter directly into Oracle Payables.

Approval and Online Invoice Validation

After you enter an invoice, you must validate it before you can pay or post it. You can validate an invoice online, or you can validate an invoice by submitting Payables Validation. Both methods perform two-way, three-way, or four-way matching of invoices to purchase orders. Validation verifies tax information (if applicable), foreign currency information (if applicable), and that the invoice is correctly distributed.

Both methods place matching holds on invoices that do not pass matching within your tolerances. Validation also places other types of holds on invoices that do not pass tax, currency, and distribution checks. Some types of holds prevent you from posting an invoice. If an invoice has a hold on it that prevents posting, Oracle Payables does not check funds for the invoice or attempt to reserve funds. You can manually release holds that Oracle Payables places on invoices that fail funds reservation because of insufficient funds. You cannot manually release holds on invoices that fail funds reservation because the system was unable to perform the funds check.

See: Approval, *Oracle Payables User's Guide*

If you are using budgetary control, Validation treats matched and unmatched invoices as follows:

Matched Invoices

If an invoice passes matching conditions and has no other holds that prevent its posting, Oracle Payables automatically checks funds. If the invoice has a quantity or price variance with the purchase order, Oracle Payables automatically checks that you have enough funds for the variance. If you use absolute budgetary control, Oracle Payables places a funds hold on invoices that have distributions not passing funds checking. If you use advisory budgetary control, Oracle Payables reserves funds for the invoice variance, whether it is a quantity or a price variance. For either absolute or advisory budgetary control, Oracle Payables creates a negative encumbrance entry for negative variances. Oracle Payables creates any additional encumbrance using the invoice encumbrance type.

Unmatched Invoices

If an invoice passes tax, currency, and distribution checks, and has no other holds that prevent its posting, Oracle Payables automatically performs funds checking during approval. If you use advisory budgetary control, Oracle Payables reserves funds for the invoice, whether funds are available for each distribution of the invoice. If you use absolute budgetary control, Oracle Payables places a funds hold on invoices that have distributions not passing funds checking. Oracle Payables also does not reserve funds for the invoice, since funds are not available for it. Oracle Payables creates encumbrances using the invoice encumbrance type.

Releasing Funds Holds

If Oracle Payables places a funds hold on an invoice, you cannot manually release the hold. You can do the following:

- Change the account of the distribution to one that has adequate funds (only if the invoice is not matched to a purchase order)
- Cancel the lines containing the account
- Transfer funds (increase the budgeted amount for the account)
- Roll up the account to a summary account that has adequate funds, if you are using summary level funds checking

Maintaining a Matched Invoice

When you use budgetary control, you cannot change the expense distributions on an invoice matched to a purchase order. However, you can do the following:

- Add distributions to the invoice to adjust for quantity variance. You cannot change the quantities for the distributions on the invoice that are matched to the purchase order.
- Create a manual journal entry in General Ledger to adjust actual expenses, and create a manual encumbrance entry to adjust the encumbrance.
- Change the accounting information in Oracle Purchasing.

To change the accounting information in Purchasing:

1. Reverse the match in Payables.
2. Reject the goods in Oracle Purchasing (if you required acceptance), or adjust the quantity received to zero.
3. Cancel the purchase order shipment to which you matched the invoice.
4. Recreate the shipment with the correct accounts.
5. Reapprove the purchase order.
6. Record receipt of the goods and acceptance.
7. Match the invoice to the new shipment.

Relieving Encumbrance Entries

When you submit the Payables Transfer to General Ledger program and choose to submit the Journal Import program automatically, Oracle Payables creates a detailed journal entry of invoice activity for posting to the general ledger. Oracle Payables also creates journal entries to relieve purchase order encumbrances.

For matched invoices, Oracle Payables creates encumbrance reversals in the amount of the original purchase order encumbrances. These reversals are created using the purchase order encumbrance type. Oracle Payables creates encumbrance reversals in the amount of the invoice variance using the invoice order encumbrance type.

For direct invoices, Oracle Payables creates encumbrance reversals in the amount of the invoice using the invoice encumbrance type.

Example

The purchase order encumbrance type is called Commitment and the invoice encumbrance type is called Post-Commitment. You enter a purchase order for 5 items at \$10 each. When you receive an invoice for these items, the price is \$10.50 each. You allow the variance under the matching tolerances. During Approval, Oracle Payables creates an encumbrance journal entry for \$2.50 and assigns it the encumbrance type of Post-Commitment. When you post the invoice, Oracle Payables creates a reversing encumbrance entry for \$50 (encumbrance type Commitment) and a reversing encumbrance entry of \$2.50 (encumbrance type Post-Commitment).

Accrual Basis Accounting

If you are using accrual basis accounting as a Payables option, Oracle Payables relieves encumbrances when you initiate posting of invoices. Oracle Payables prorates the encumbrance reversal based on the amount of the invoice.

Example

You are using accrual basis accounting in Oracle Payables. You create a purchase order for one item for \$500. You charge the purchase order to 1089-6100-1000-350-2120. When you approve the purchase order, Oracle Purchasing creates a purchase order encumbrance for \$500. You receive an invoice for the item for \$510. Approval creates an additional encumbrance for \$10 charged to 1089-6100-1000-350-2120. When you post the invoice, Oracle Payables creates a reversing encumbrance entry for \$510 to 1089-6100-1000-350-2120, and a journal entry of invoice expenses to account 1089-6100-1000-350-2120 for \$510.

Cash Basis Accounting

If you are using cash basis accounting as a Payables option, Oracle Payables relieves encumbrances when you initiate posting of invoice payments. Oracle Payables prorates the encumbrance reversal based on the amount of the invoice payment.

Important: When using cash basis accounting, you will not normally run the Receipt Accrual - Period End process. However, you must use the Define Purchasing Options window and set the Accrue Expense Items field to **Period End**.

Example

You are using cash basis accounting in Oracle Payables, and you enter an unmatched invoice for \$450, charged to 1089-6100-2000-100-2120. When you approve the invoice, Oracle Payables creates an encumbrance journal entry in the amount of \$450 for the account 1089-6100-2000-100-2120. You pay \$200 of the invoice through a manual check. When you post the invoice payment, Oracle Payables creates an encumbrance reversal for \$200 to account 1089-6100-2000-100-2120, an entry recording expenses in 1089-6100-200-100-7120, and an equal amount to cash.

Combined Basis Accounting

If you use combined basis accounting, Oracle Payables posts encumbrance entries to the primary ledger only.

Before you post, you can review these encumbrance journal entries, and journal entries of actual expenditures in General Ledger.

Multiple Currency Transactions

Overview

You can control expenses regardless of the currency. You can enter purchase orders and invoices in a foreign currency and check funds for them. However, you must enter the exchange rate to convert foreign currency amounts to their equivalents in the ledger currency.

Before entering foreign currency transactions, you must define currencies and rates of exchange in General Ledger.

The exchange rate defined in General Ledger is the rate you multiply by the ledger currency to obtain the equivalent foreign currency amount. For example, if the ledger currency is USD (U.S. Dollar) and the chosen foreign currency is FFR (French Franc), enter 5 if the exchange rate is 5 francs per dollar.

Note: The exchange rate in Purchasing and Payables is the reciprocal of the rate defined in General Ledger.

Purchase Orders

When creating a foreign currency purchase order using the Enter Purchase Orders window, you must enter an exchange rate before entering purchase order price information. Enter exchange rate information in the Foreign Currency Information region of the Enter Purchase Orders window. You can navigate to this region from the Additional Purchase Order Header Information field in the Purchase Order Header region.

Matched Purchase Orders

When you create a requisition, enter the line prices in the ledger currency. To match the

requisition to a foreign currency purchase order, using the AutoCreate Purchase Orders window, you must change the line prices on the purchase order from the ledger currency to the foreign currency. You must also enter the exchange rate information in the Purchase Order Distributions zone before approving the purchase order. If you do not enter an exchange rate, you cannot approve a foreign currency purchase order.

Oracle Purchasing converts all foreign currency amounts to their equivalents in ledger currency before checking and reserving funds. Oracle Purchasing creates encumbrance journal entries in the ledger currency.

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

Invoices

Before entering foreign currency invoices, you must enable the Use Multiple Currencies Payables option. You must enter exchange rate information when you enter a foreign currency invoice. Enter exchange rate information in the Invoices Summary or detail window.

Enter all invoice information in the foreign currency and then approve the invoice. When you approve the invoice or check funds for it, Payables converts all foreign currency amounts to their equivalents in the ledger currency before checking and reserving funds.

If you match an invoice to a purchase order, you can enter the invoice only in the same currency as the purchase order.

Payments

You must pay a foreign currency invoice in the same currency in which you entered the invoice. Choose a rate type in the Rate Type field of the Payments Summary or detail window.

You must also use a bank account you have defined for the invoice currency to pay a foreign currency invoice.

Payables automatically calculates and posts any gains or losses from foreign currency transactions to Realized Gains or Realized Losses accounts.

Payables creates journal entries in the foreign currency. When you post these journal entries, General Ledger maintains balances in both the ledger currency and foreign currencies.

Manual Encumbrances

You can enter encumbrances only in the ledger currency.

Foreign Currency Journal Reports

You can run foreign currency journal reports the same way you run other journal

reports. When you request the report, enter a currency other than the ledger currency. You can review trial balances for account amounts *entered* in a foreign currency.

Funds Available Inquiry

You can view available funds only in the ledger currency.

Related Topics

Entering Encumbrances, page 3-5

General Ledger Standard Reports and Listings, page 10-33

Running Standard Reports and Listings, page 10-1

Creating a Budgetary Control Group

You define one or more budgetary control groups to attach to sites or users. You can create a budgetary control group by specifying funds check level (absolute, advisory, or none) by journal entry source and category, together with tolerance percent and tolerance amount, and an override amount allowed for insufficient funds transactions. You must define at least one budgetary control group to assign to a site through a profile option. You might also create additional budgetary control groups to give people different budgetary control tolerances and abilities to override insufficient funds transactions.

Example

Your company manages a large product budget for developing secure systems. You want your product manager to override budgetary control transactions from Oracle Payables which fail absolute budgetary control checks, but you do not want invoice entry personnel using Oracle Payables to have this ability. You define one budgetary control group that allows override for journal entry source Payables and category Purchase Invoices. You define another budgetary control group which does not include override. Your system administrator assigns the first budgetary control group to the product manager, and the second budgetary control group to invoice entry personnel.

Prerequisites

- Enable Budgetary Control for the ledger
- Define the journal sources
- Define the journal categories

To create a budgetary control group:

1. Navigate to the Define Budgetary Control Group window.

2. Enter a Name for the budgetary control group.
3. Set budgetary control options for journal sources and categories, page 2-126
4. Save your work.
5. In the Profile Values window, assign the budgetary control group name to a profile level, using the System Administrator responsibility. You can assign a Budgetary Control Group to a site, application, responsibility or user level.

Related Topics

Budgetary Control Options for Journal Sources and Category, page 2-96

Setting Budgetary Control Options for Journal Sources and Categories

You must define transaction source and category combinations for a budgetary control group. For each transaction source and category combination, you must assign funds checking options.

You can assign different budgetary control options for different types of documents, such as for purchase requisitions and purchase orders, based on source and category. For example, you can assign a funds check level of Advisory to purchase requisitions and a funds check level of Absolute to purchase orders.

To set budgetary control options for journal sources and categories:

1. Navigate to the Define Budgetary Control Group window.
2. Enter or Query the budgetary control group.
3. Enter a Source and Category combination. Sources identify the origin of journal entry transactions, such as Purchasing or Payables. Categories describe the purpose of journal entries, such as purchase requisitions or purchase orders.

You can enter Other to denote all sources or categories other than those you explicitly define.

If General Ledger cannot find the budgetary control rule for a source and category combination, it applies the default budgetary control rule.

4. Choose a Funds Check Level, page 2-92.

Important: You also define a Funds Check Level for the detail and summary accounts for which you enforce budgetary control. When the summary account's Funds Check Level conflicts with the Funds Check Level for the account's journal source and category, General

Ledger resolves the conflict according to certain rules. See:
Budgetary Control Options for Journal Sources and Category, page 2-96

5. Enter a Tolerance Percent, page 2-92.
6. Enter a Tolerance Amount, page 2-92.
7. If you are using Absolute budgetary control, enter an Override Amount, page 2-93.

Note: You can exceed a summary or a detail Accounting Flexfield budget by entering transactions for which there are insufficient funds available, but are for an amount less than the override amount. Leave this field blank to prevent the budget from being exceeded for this source and category combination.

8. Define as many budgetary control rules as necessary for a budgetary control group.
9. Save your work.

Related Topics

Creating a Budgetary Control Group, page 2-125

Budgetary Control Options for Journal Sources and Category, page 2-96

Budgetary Control Options, page 2-91

Journal Sources, *Oracle General Ledger Implementation Guide*

Journal Categories, *Oracle General Ledger Implementation Guide*

Running the Create Journals Program

Run the Create Journals program to create the journal batches from transactions that pass funds reservation in Purchasing and Payables. You set how often you want this program to run. We recommend that you set the Create Journals Program to run at regular intervals.

General Ledger automatically prints the Create Journal Entries Execution Report after the program completes successfully.

Important: When the Create Journals Program (GLSWPR) is run in summary mode, the drill down from encumbrance journals works correctly when the Create Journals Program (GLSWPR) is run in detail, but not when it is run in summary. When run in summary and multiple

PO charge accounts are summarized into one row in the journal, the drill down returns only one of the POs comprising the summarized journal line.

Prerequisites

- Approve transactions in Purchasing and Payables.

To run the Create Journals Program:

1. Navigate to the Run Requests window.
2. Select the Create Journals Program.
3. Enter the Minimum Save Time. This is the minimum number of hours that General Ledger waits before deleting funds checking details. Once these details are deleted, you cannot view them online or through reports.
4. In the Create Summary Journals field, enter *Yes* to summarize all activity for the same Accounting Flexfield within each journal entry in a batch into one debit and one credit journal line.
5. Enter the Run Options. You can set the Create Journal Program to run once, or you can set it to run at regular intervals.
6. Submit the request.

Related Topics

Budgetary Control Options, page 2-91

Using Budgetary Control and Online Funds Checking, page 2-89

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

Running the Mass Funds Check/Reservation Program

Run the Mass Funds Check/Reservation program to check or reserve funds for unposted journal batches. You can set how often General Ledger searches for unposted journal batches to approve. General Ledger uses the Automatic Posting options to prioritize the funds check and reservation of the unapproved journal entry batches.

General Ledger automatically prints the Mass Funds Check/Reservation Journal Execution Report after the program completes successfully. Use this report to review the results of a funds check or funds reservation.

Prerequisites

- Define the journal batches.

To run the Mass Funds Check/Reservation program:

1. Navigate to the Run Requests window.
2. Select the Mass Funds Check/Reservation Program.
3. Choose a value for Funds Action.
Enter *Check Funds* to verify available funds for unapproved journal batches. Enter *Reserve Funds* to reserve funds for unapproved journal batches.
4. Enter the Run Options. You can set the Mass Funds Check/Reservation program to run once, or you can set it to run at regular intervals.
5. Submit the request.

Related Topics

Budgetary Control Options, page 2-91

Using Budgetary Control and Online Funds Checking, page 2-89

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

Encumbrance Accounting

Overview of Encumbrance Accounting

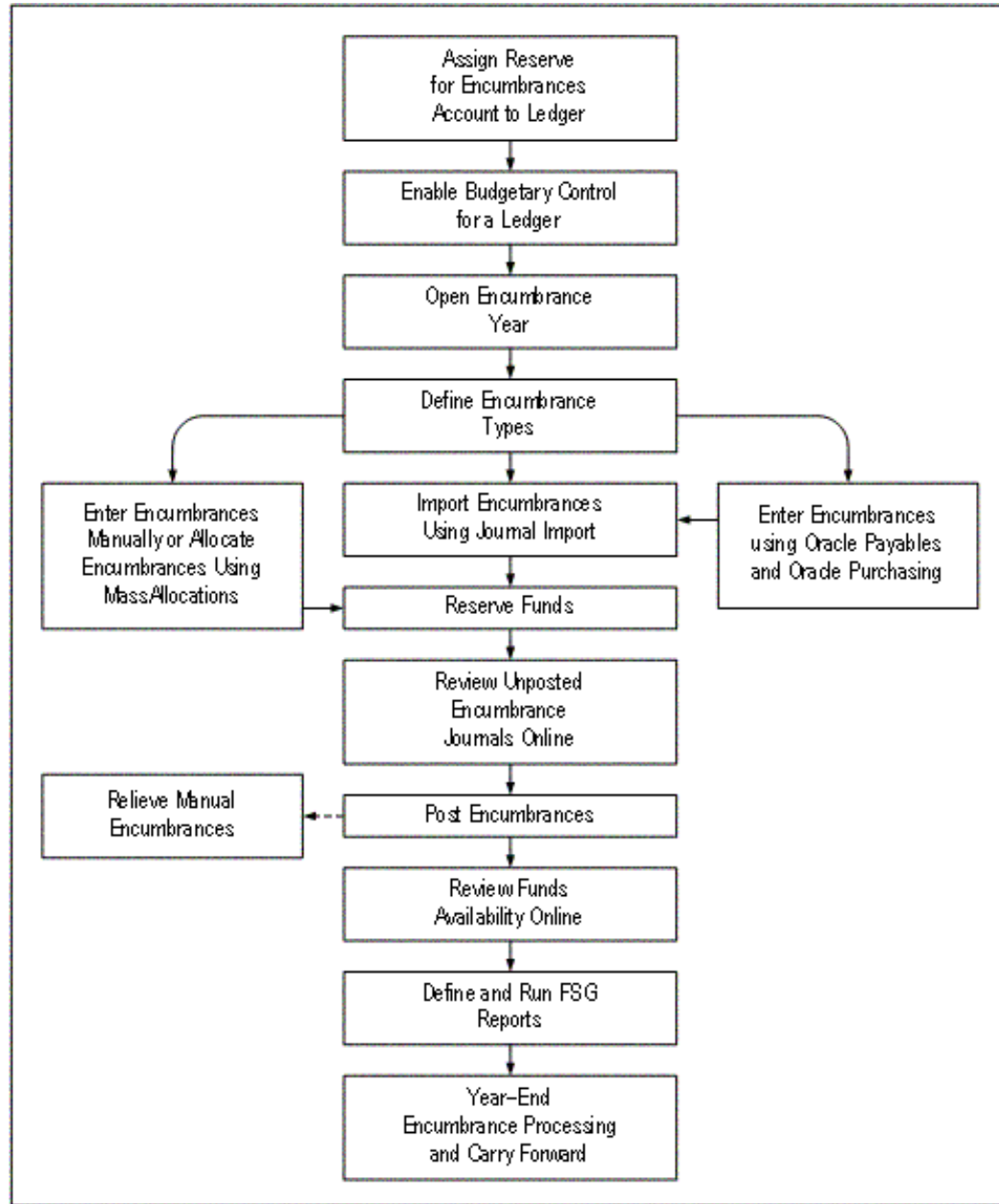
With General Ledger you can record pre-expenditures commonly known as encumbrances. The primary purpose of tracking encumbrances is to avoid overspending a budget. Encumbrances can also be used to predict cash outflow and as a general planning tool.

To use the full capabilities of encumbrance accounting, you must enable the budgetary control flag for a ledger. When you enable the budgetary control flag, the system automatically creates encumbrances from requisitions, purchase orders and other transactions originating in feeder systems such as Purchasing and Payables.

When you do not enable the budgetary control flag, you can still enter manual encumbrances via journal entry, but you cannot generate encumbrances from requisitions and purchase orders.

You have two options for using encumbrance data to monitor over-expenditure of a budget: After actuals and encumbrances have been posted, you can generate reports to show over-expenditures. You can also use funds checking to prevent over-expenditures before they occur. See: Using Budgetary Control and Online Funds Checking, page 2-89

The following figure shows the encumbrance accounting process with the budgetary control flag enabled.



To use General Ledger encumbrance accounting:

1. Define Reserve for Encumbrance account for each ledger. See: Ledger Options.
When you post encumbrance transactions, General Ledger automatically posts offset amounts to this account.
2. Enable Budgetary Control for your ledger to automatically create encumbrance entries from Oracle Purchasing and Oracle Payables. See: Defining Ledgers, *Oracle*

General Ledger Implementation Guide.

However, you need not define budgetary control options for your detail or summary accounts nor must you define budgetary control groups.

3. Open encumbrance years to enter and post encumbrance entries to future periods. Your initial encumbrance year is opened automatically when you open the first period for your ledger. See: *Opening an Encumbrance Year, Oracle General Ledger Implementation Guide*

General Ledger uses the last period of your latest open encumbrance year to determine how far to calculate your project-to-date encumbrance balances.

Your data access set must provide full read and write access to your ledger, or read and write access to all balancing segment values or management segment values to open the encumbrance year for the ledger.

4. See: *Defining Encumbrance Types*, page 3-4.
5. See: *Define Financials Encumbrance Options*, page 2-106
6. *Entering Encumbrances*, page 3-5.
7. Import encumbrances using Journal Import. See: *Importing Journals*, page 1-176.
8. Enter encumbrances via Purchasing and Payables.

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

Payables automatically creates unposted encumbrance entries for General Ledger to encumber funds for purchase order variances and unmatched invoices.

See: *Encumbrance Entries in Payables, Oracle Payables User's Guide*

General Ledger immediately updates your funds available when you reserve funds for your transactions in Purchasing and Payables. However, you must post your encumbrance entries to review funds available in Financial Statement Generator reports.

9. Reserve funds for encumbrance entries to allow posting of encumbrances. To do so, do one of the following:
 - Reserve funds online in the Enter Encumbrances window. See: *Entering Encumbrances*, page 3-5.
 - Reserve funds in batch mode by running the Mass Funds Check/Reservation program. See: *Running the Mass Funds Check/Reservation Program*, page 2-128
 - Have the Posting program automatically reserve funds when you post your

encumbrance batch. See: Posting Journals, page 1-188.

Note: We recommend that you let the Posting program automatically reserve funds. Since reserving funds for encumbrance entries independent of budgetary control is always successful, this method requires no user intervention.

10. Review unposted encumbrance journal entries online. See: Reviewing Encumbrances, page 3-7.
11. Posting Journal Batches, page 1-188.
12. Relieving Encumbrances, page 3-8.
13. Viewing Funds Available, page 3-9.
14. Define and submit encumbrance reports using the Financial Statement Generator. For example, you might define a Funds Available report to measure budgets against expenditures and encumbrances. See: Overview of the Financial Statement Generator, page 6-1.

You can also use standard reports to review your encumbrance balances and activity. Standard reports include the following:
 - Encumbrance Trial Balance Report, page 10-96.
 - General Ledger Report, page 10-65
 - Account Analysis Report, page 10-37.
15. Perform Year-End Encumbrance Processing, page 3-11.
16. Carry Forward Year-End Encumbrances and Budget Balances, page 3-12.

Related Topics

Using Budgetary Control and Online Funds Checking, page 2-89

Defining Encumbrance Types

Encumbrance types let you classify and track expenditures according to the purchasing approval process. You can define encumbrance types in addition to the General Ledger standard encumbrance types or disable existing encumbrance types.

General Ledger has the following predefined encumbrance types:

Commitment	An encumbrance you record when you complete a purchase requisition.
Obligation	An encumbrance you record when you turn a requisition into a purchase order.

You can define as many additional encumbrance types as you want or change the names of the standard encumbrance types to reflect the terminology you use within your organization. You specify an encumbrance type when you enter an encumbrance and when you perform inquiries.

To define an encumbrance type:

1. Navigate to the Encumbrance Types window.
2. Enter a name and description.
3. Enable the encumbrance type.
4. Save your work.

Related Topics

Using Budgetary Control and Online Funds Checking, page 2-89

Entering Encumbrances, page 3-5

Overview of Encumbrance Accounting, page 3-1

Entering Encumbrances

Enter and update encumbrance entries, as well as review and update encumbrance entries imported to General Ledger from feeder systems such as Purchasing and Payables.

Entering encumbrances is similar to entering actual journals. Before entering encumbrances manually, organize them into batches. For example, group your encumbrances by encumbrance type, date, and preparer.

You can enter encumbrances only in your ledger currency. The batch can only have journals for only one primary or secondary ledger.

Data Access Sets

You can select a ledger for your encumbrance journal if your data access set provides read and write access to the ledger, or read and write access to one or more of the balancing segment values or management segment values in the ledger. You will not be able to select a ledger if your data access set provides read access to the ledger, balancing segment values or management segment values.

You can enter encumbrance journal lines if your data access set provides read and write access to the ledger, balancing segment values or management segment values. You will not be able to enter encumbrance journal lines if you only have read access to the ledger, balancing segment values or management segment values. See *Data Access Sets, Oracle General Ledger Implementation Guide*.

Note: If you use Reporting Currencies (Journal or Subledger Transaction Level), General Ledger automatically creates and posts a converted encumbrance entry in your journal or subledger transaction level reporting currency when you post the associated encumbrance entry in your primary ledger. The reporting currencies journals are contained in the same encumbrance batch.

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

Prerequisites

- Define your ledger using Accounting Setup Manager.
- Define your encumbrance types.
- Open an encumbrance year.

To enter an encumbrance batch:

1. Navigate to the Enter Encumbrances window.
2. Choose New Batch.
3. Enter a batch Name, an appropriate Accounting Period, and an optional Control Total. You can enter encumbrances up to the last period of your latest open encumbrance year.
4. Choose Journals to enter your encumbrance journals.
5. Create your encumbrance journal by entering a name, ledger, category, encumbrance type, and optional description, reference and control total.
6. Enter encumbrance lines, specifying an account and debit or credit amount for each. General Ledger automatically validates each segment value as well as the combination of segments you enter.

If the debit amounts do not equal the credit amounts in either your manual or

imported encumbrance entries, General Ledger automatically enters a balancing amount to the Reserve for Encumbrances account at posting. Your encumbrance entries always balance by balancing segment value.

7. Save your work.

Related Topics

Overview of Encumbrance Accounting, page 3-1

Defining Encumbrance Types, page 3-4

Viewing Funds Available, page 3-9

Using Budgetary Control and Online Funds Checking, page 2-89

Defining Ledgers, *Oracle General Ledger Implementation Guide*

Opening and Closing Accounting Periods, *Oracle General Ledger Implementation Guide*

Entering Journals, page 1-9

Overview of Reporting Currencies, page 11-1

Reviewing Encumbrances

You can review your posted or unposted encumbrance journal batches, such as those created manually or those imported from Payables or Purchasing.

Data Access Sets

You can review your encumbrance journal batches if your data access set provides read access to the ledger, and all of the journal's balancing segment values or management segment values. If you have partial read access to the balancing segment values or management segment values, you can only view journal lines that you have read access to. See Data Access Sets, *Oracle General Ledger Implementation Guide*.

To review your encumbrances:

1. Navigate to the Enter Encumbrances window.
2. Enter or query your encumbrance batch.
3. Choose Review Batch to review batch information or choose Review Journal to review journal information.

Related Topics

Using Budgetary Control and Online Funds Checking, page 2-89

Overview of Encumbrance Accounting, page 3-1

Relieving Encumbrances

Requisition encumbrances are automatically relieved when requisitions become purchase orders.

Whether the system accrues expenses on receipt of goods or on processing of invoices, the system creates expense distribution lines from purchase order lines at the appropriate time and automatically relieves the purchase order encumbrance.

You can also relieve encumbrances manually in General Ledger. To do so, you must make an encumbrance entry.

Data Access Sets

You can relieve your encumbrance journal batches manually if your data access set provides read and write access to the ledger, or read and write access to all of the journal's balancing segment values or management segment values. See *Data Access Sets, Oracle General Ledger Implementation Guide*.

To relieve encumbrances manually:

1. Navigate to the Enter Encumbrances window.

The Find Journals window appears.

2. Enter or query an encumbrance batch.

The Enter Encumbrances window appears.

3. Choose Reverse Batch.

The Default Reversal Period window appears.

4. Select a reversal period and choose OK.

Note: The default period is the current accounting period.

The system submits the appropriate concurrent request.

5. Post the reversal batch to relieve the encumbrances.

Related Topics

Posting Journal Batches, page 1-188

Entering Journals, page 1-9

Using Budgetary Control and Online Funds Checking, page 2-89

Viewing Funds Available

You can review funds available and compare encumbrances and expenditures with budgets. You can review primary ledger currency budget, actual and encumbrance balances, and funds available for any detail or summary account. General Ledger calculates funds available by subtracting expenditures and encumbrances from budgets.

When you inquire on funds available, the amount type you specify determines how General Ledger calculates funds available.

Amount Type How the System Calculates Funds Available

Period-to-Date	Calculates funds available as the budgeted amount for the period, less actuals and encumbrances for the period.
Quarter-to-Date Extended	Calculates funds available as the budgeted amount to date for the quarter, less actuals and encumbrances to date for the quarter. For example, you budget \$100 to an account for each of the three months in a quarter. The available amount for the second month of the quarter is \$200.
Year-to-Date Extended	Calculates funds available as the budgeted amount to date for the year, less actuals and encumbrances to date for the year. For example, you budget \$100 to an account for each of the 12 months. The available amount for the first half of the year is \$600.
Project-to-Date	Calculates funds available as the budgeted amount to date, less actuals and encumbrances to date.

You can review the cumulative funds available total only by selecting Year-to-Date Extended (or Project-to-Date) as the amount type. For example, if you budget \$100 for January, spend \$50 and have \$10 in encumbrances, the funds available for January is \$40. If you view funds available for the amount type PTD for February, the February balances will not include the \$40 available at the end of January. When you choose an amount type of YTDE, you can view cumulative amounts so the February balances will include the \$40 available for January.

Prerequisites

- Enter budget amounts or journals.
- Post actual, budget, and encumbrance journals.

To view funds available:

1. Navigate to the Funds Available Inquiry window.
2. Enter the Budget Name for the inquiry. General Ledger defaults the current budget, if you have one.
3. Enter the Period Name for the inquiry.
General Ledger defaults to the first period for the current budget. General Ledger uses the period name along with the amount type to determine funds available.
4. Select an Amount Type.
5. Enter an Encumbrance Type. You can view all encumbrances types by entering ALL.
6. Do one of the following:
 - Choose the Find button to query all accounts that meet your selection criteria.
 - Navigate to the Funds Available region and query a partial or complete account.
7. General Ledger displays the functional Budget, Encumbrance and Actual Amounts for each account. The displayed amounts are the posted balances plus reserved funds. General Ledger displays debit balances as positive amounts and credit balances as negative amounts.

General Ledger automatically displays Funds Available as:

- Budget Amount for Period Interval
- Actual Amount for Period Interval
- Encumbrance Amount for Period Interval

If you chose the encumbrance type ALL and you have budgetary control enabled and Purchasing installed, General Ledger displays the encumbered amounts for purchase order and requisition encumbrance types and all other encumbrance types in the Encumbrance Amount region.

Related Topics

Overview of Encumbrance Accounting, page 3-1

Using Budgetary Control and Online Funds Checking, page 2-89

Entering Budget Amounts, page 2-52

Year-End Encumbrance Processing

Performing Year-End Encumbrance Processing

Perform year-end processing to identify outstanding purchase order and requisition encumbrances, to cancel some or all of these encumbrances, and to carry forward encumbrance, budget, and funds available balances into the new fiscal year.

You can carry forward encumbrances into the next fiscal year. If you do not carry forward encumbrances, you might want to cancel existing requisitions and purchase orders behind the encumbrances. You can easily identify purchase orders and requisitions behind encumbrances.

Prerequisites

- Run receipt accruals in Purchasing if installed.

To perform year-end encumbrance processing:

1. Identify outstanding encumbrances in Oracle Purchasing to determine which encumbrances to cancel or to carry forward.
2. Review purchase order and requisition encumbrances by requesting the following reports:
 - Encumbrance Details Report in Oracle Purchasing
 - Open Encumbrance Balance with Transaction Detail Report, page 10-106

Tip: In addition to using these reports to identify outstanding encumbrances, request these reports before year-end carry-forward to create an audit trail of encumbrance balances.

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

3. Define the MassCancel criteria in Oracle Purchasing to select the encumbrances you want to cancel.

4. Run MassCancel in Oracle Purchasing to cancel selected outstanding purchase order and requisition encumbrances.
5. Post all encumbrance, budget, and actual journal entries. See: Posting Journal Batches, page 1-188.
6. Request the Encumbrance Trial Balance Report in General Ledger to review in detail encumbrance balances and activity for the general ledger accounts before year-end carry forward. See: Encumbrance Trial Balance Report, page 10-96
7. Close the last period of the current fiscal year. See: Opening and Closing Accounting Periods, *Oracle General Ledger Implementation Guide*
8. Open the first period of the next fiscal year.
9. See: Opening an Encumbrance Year, *Oracle General Ledger Implementation Guide*
10. See: Opening a Budget Year, page 2-18
11. See: Carry Forward Year-End Encumbrance and Budget Balances, page 3-12
12. Request the Encumbrance Trial Balance Report, page 10-96 in General Ledger to review the year-end carry forward balances.

Note: Requesting the Encumbrance Trial Balance report before and after year-end carry-forward creates an audit trail of encumbrance balances.

Related Topics

Run MassCancel (*Oracle Purchasing Reference Manual*)

Define MassCancel (*Oracle Purchasing Reference Manual*)

Carrying Forward Year-End Encumbrance and Budget Balances

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

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

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

You can choose from the following Carry Forward rules:

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

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

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

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

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

to zero at the beginning of the next year.

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

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

Prerequisites

- Run receipt accruals in Oracle Purchasing.
- Post all budget, actual, and encumbrance journal entries.
- Close the last period of the fiscal year.
- Open the first period of the next fiscal year.
- Open the next encumbrance year.
- Open the next budget year.

To carry forward year-end encumbrances:

1. Navigate to the Year-End Carry Forward window.
2. Select the ledger to carry forward year-end encumbrances.
3. Enter a General Ledger Carry Forward Rule.
4. If you are using the Encumbrances Only rule or the Encumbrances and Encumbered Budget rule, enter the Encumbrance Type you want to carry forward. Select ALL to carry forward amounts for all encumbrance types.
5. If you are using the Funds Available rule, enter the From Budget to use to determine the year-to-date funds available. This budget must include the From Period.
6. If you are using the Encumbrances and Encumbered Budget or the Funds Available rule, enter the To Budget for the carry forward. This budget must include the To Period.
7. Enter the Budget Organization for which to carry forward balances or ALL for all budget organizations.

If you choose ALL, General Ledger carries forward balances for all the accounts you

enter in the Carry Forward Ranges region, regardless of the budget organization.

If you specify a budget organization other than ALL, General Ledger carries forward balances only for those accounts that are included in this budget organization and in the ranges you specify in the Carry Forward Ranges region.

8. Enter the From/To Period information.

General Ledger automatically defaults the From/To Period pair when the last period of the fiscal year for which you are carrying forward balances is Closed or Permanently Closed (From Period), and the period following the closed period is Open or Future Enterable (To Period).

The period that follows the closed period must also be in one of the following:

- An open encumbrance year if you are using the Encumbrances Only, or the Encumbrances and Encumbered Budget rule.
- An open budget year if you are using the Encumbrances and Encumbered Budget rule, or the Funds available rule.

If the carry forward periods meet these conditions, General Ledger defaults the earliest pair meeting this criteria; you can choose a period pair from a later fiscal year if all of the same conditions are met. General Ledger then calculates year-to-date amounts based on the From Period but does not update existing From Period balances.

9. Enter the Carry Forward account Ranges.

The values you enter need not be valid segment values. You cannot enter overlapping ranges of accounts.

General Ledger carries forward balances for only those accounts that are included in the ranges you enter and that are assigned to the budget organization you specify.

10. Choose Preview to print a preview report that shows the effects of the year-end carry forward before you initiate it.

11. Choose Carry Forward to initiate the carry forward process and to print an audit report.

General Ledger carries forward the encumbrance and budget balances into the beginning balance of the first period of the next fiscal year. General Ledger does not roll forward encumbrance and budget balances as period activity in the next month.

Related Topics

Overview of Encumbrance Accounting, page 3-1

Performing Year-End Encumbrance Processing, page 3-11

Posting Journal Batches, page 1-188

Opening and Closing Accounting Periods, *Oracle General Ledger Implementation Guide*

Defining Budgets, page 2-15

Average Balance Processing

Overview of Average Balance Processing

The Average Balance feature of Oracle General Ledger provides organizations with the ability to track average and end-of-day balances, report average balance sheets, and create custom reports using both standard and average balances. Average balance processing is particularly important for financial institutions, since average balance sheets are required, in addition to standard balance sheets, by many regulatory agencies. Many organizations also use average balances for internal management reporting and profitability analysis.

The difference between an average and standard balance sheet is that balances are expressed as average amounts rather than actual period-end amounts. An average balance is computed as the sum of the actual daily closing balance for a balance sheet account, divided by the number of calendar days in the reporting period.

With General Ledger you can maintain and report average balances daily, quarterly, and yearly. General Ledger tracks average balances using effective dates which you enter for each of your transactions.

General Ledger stores both average and end-of-day balance amounts. These amounts can be used with many other General Ledger features, such as translation, consolidation, multi-currency accounting, and formula journals.

You can use General Ledger's on-line inquiry features to display information about average balances for specified effective dates. You can also request standard average balance reports, as well as create your own custom reports.

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

- *Oracle General Ledger User Guide*
- *Oracle General Ledger Technical Reference Manual (e-TRM)*

- *Oracle Applications User's Guide*
- *Oracle Applications System Administrator's Guide*

Related Topics

Basic Business Needs, page 4-2

Average Balance Examples, page 4-3

Major Features, page 4-11

Effective Date Handling, page 4-14

Set Up and Maintenance, page 4-17

Multi-Currency Processing, page 4-21

Consolidation, page 4-24

Online Inquiry, page 4-28

Reporting, page 4-29

Basic Business Needs

General Ledger provides you with the features you need to satisfy the following basic average balance needs:

- Use average balance processing only in those ledgers which require it.
- Maintain average balances for all balance sheet accounts automatically.
- Create and maintain a transaction calendar to ensure that all postings have effective dates which are valid business days.
- Ensure that input is balanced by effective date, as well as by period.
- Calculate average balances based on the effective date of transactions, not the posting or accounting date.
- Calculate period, quarter, and year averages-to-date based on the balances for each day within the period, quarter, or year.
- Calculate the impact of net income on the average balance for retained earnings.
- Retrieve average and ending balances for any effective date, via on-line inquiry and reports.
- Translate average balances from your ledger currency into any reporting currency.

- Consolidate average balances from one accounting entity into another.
- Calculate allocations and other formula journals, using average balances as the basis.
- Archive and purge average and end-of-day balances, as well as actual journal batches, entries, lines, and associated journal references for one or more fiscal years.

Related Topics

Average Balance Examples, page 4-3

Major Features, page 4-11

Effective Date Handling, page 4-14

Set Up and Maintenance, page 4-17

Multi-Currency Processing, page 4-21

Consolidation, page 4-24

Online Inquiry, page 4-28

Reporting, page 4-29

Average Balance Examples

The next few pages present several examples which illustrate the concepts of average balance processing. We start with a general example, then move on to illustrate period, quarter, and year average-to-date balances. Throughout the examples, we will explain how average balance processing takes place in General Ledger.

Related Topics

General Example, page 4-3

Relationship Between Aggregate and Average Balances, page 4-6

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

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

Example: Year Average-to-Date Balance, page 4-9

General Example

Assume that you have three balance sheet accounts (Account A, Account B, and Account C). Each has an opening period balance of \$0.00.

Day One

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

Day One Activity

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

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

Day One Account Balances

Account	Activity	End-of-Day Balance	Aggregate Balance	Average Balance
Account A	1,000	1,000	1,000	1,000
Account B	(1,000)	(1,000)	(1,000)	(1,000)

Note that on day one the aggregate balance for each account is the same as the end-of-day balance. The average balance equals the aggregate balance divided by 1, the number of days in the period.

Day Two

On day 2, the following transaction takes place, as shown in the table below:

Day Two Activity

Account	Debit	Credit
Account A	100	
Account C		100

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

Day Two Account Balances

Account	Activity	End-of-Day Balance	Aggregate Balance	Average Balance
Account A	100	1,100	2,100	1,050
Account B	0	(1,000)	(2,000)	(1,000)
Account C	(100)	(100)	(100)	(50)

Note that the aggregate balance for each account equals the end-of-day balance for day 1, plus the end-of-day balance for day 2. Another way to state this is: aggregate balance equals the previous aggregate balance plus the current day's end-of-day balance.

The average balance for each account equals the aggregate balance divided by 2, the number of days in the period-to-date.

Day Three

On day 3, the transaction, shown in the table below, takes place:

Day Three Activity

Account	Debit	Credit
Account B	200	
Account C		200

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

Day Three Account Balances

Account	Activity	End-of-Day Balance	Aggregate Balance	Average Balance
Account A	0	1,100	3,200	1,066.66
Account B	200	(800)	(2,800)	(933.33)
Account C	(200)	(300)	(400)	(133.33)

Note that the aggregate balance for each account equals the sum of the end-of-day balances for days 1 through 3. The average balance for each account equals the aggregate balance divided by 3, the number of days in the period-to-date.

Related Topics

Relationship Between Aggregate and Average Balances, page 4-6

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

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

Example: Year Average-to-Date Balance, page 4-9

Relationship Between Aggregate and Average Balances

When you enable average balance processing in General Ledger, the system calculates and stores three aggregate balances for each balance sheet account in your ledger, for every calendar day. The three amounts are the period-to-date, quarter-to-date, and year-to-date aggregate balances. Every time you post a transaction, General Ledger updates the standard period-end balances, as well as the three aggregate balances.

Note that General Ledger does not actually store average or end-of-day balances. Instead, the system performs a quick and simple calculation whenever you need one of these balances. For example, when you perform an on-line inquiry or run a report, the required average balances are quickly calculated from the aggregate balances, using the following simple formulas:

Average balance = aggregate balance divided by number of days in the range.

End-of-day balance = current day's aggregate balance minus previous day's aggregate balance.

This relationship between aggregate and average balances is a key concept in General Ledger average balance processing. Throughout the remainder of this document, whenever we refer to tracking average balances, average balance processing, or maintaining average balances, we are implicitly referring to the relationship described above.

Types of Average Balances

To satisfy different reporting and analysis requirements, General Ledger can track three types of average balances:

- Period average-to-date
- Quarter average-to-date
- Year average-to-date

Note: General Ledger tracks average balances for actual

transactions only. You cannot track average balances for budget or encumbrance balances.

Related Topics

General Example, page 4-3

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

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

Example: Year Average-to-Date Balance, page 4-9

Example: Period Average-to-Date Balance

The following table illustrates how period average-to-date balances are calculated by General Ledger.

This example assumes that we are looking at the activity and balances for one account in a ledger. The ending balance for May 31st was \$100,000.

Example: Period Average-to-Date Calculation

Day	Activity	Ending Balance	PTD Aggregate Balance	PTD Range
June 1	\$5,000	\$105,000	\$105,000	1
June 2	\$8,000	\$113,000	\$218,000	2
June 3	\$4,000	\$117,000	\$335,000	3

The period average-to-date balance for June 3rd:

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

= \$335,000 / 3 days

= \$111,666.67

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

Related Topics

General Example, page 4-3

Relationship Between Aggregate and Average Balances, page 4-6

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

Example: Year Average-to-Date Balance, page 4-9

Example: Quarter Average-to-Date Balance

Expanding on the period average-to-date example, the following table illustrates how quarter average-to-date balances are calculated by General Ledger.

In this example, the ending balance for March 31st was \$70,000.

Example: Quarter Average-to-Date Balance

Day	Daily Activity	Ending Balance	PTD Aggregate Balance	QTD Aggregate Balance	QTD Range
April 1	\$2,000	\$72,000	\$72,000	\$72,000	1
April 2	\$3,000	\$75,000	\$147,000	\$147,000	2
April 3	(\$1,000)	\$74,000	\$221,000	\$221,000	3
:	:	:	:	:	:
:	:	:	:	:	:
June 1	\$5,000	\$105,000	\$105,000	\$5,145,000	62
June 2	\$8,000	\$113,000	\$218,000	\$5,258,000	63
June 3	\$4,000	\$117,000	\$335,000	\$5,375,000	64

The quarter average-to-date balance for June 3rd:

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

= \$5,375,000 / 64 days

= \$83,984.38

Note: The QTD aggregate balance is reset to zero at the beginning of each quarter. Accordingly, throughout the first period of a quarter, the PTD and QTD aggregate balances for any day are the same.

Note: Some financial institutions calculate quarter average-to-date balances by summing the three period ending averages-to-date for the quarter and dividing by three. You can use General Ledger's Financial Statement Generator to create a custom report using this calculation method for quarter average-to-date.

Related Topics

General Example, page 4-3

Relationship Between Aggregate and Average Balances, page 4-6

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

Example: Year Average-to-Date Balance, page 4-9

Example: Year Average-to-Date Balance

Expanding on the previous two examples, the following table illustrates how year average-to-date balances are calculated by General Ledger.

In this example, the ending balance for December 31st of the previous year was \$50,000.

Example: Year Average-to-Date Calculation

Day	Daily Activity	Ending Balance	PTD Aggregate Balance	QTD Aggregate Balance	YTD Aggregate Balance	YTD Range
Jan. 1	\$4,000	\$54,000	\$54,000	\$54,000	\$54,000	1
Jan. 2	\$2,000	\$56,000	\$110,000	\$110,000	\$110,000	2
Jan. 3	\$0	\$56,000	\$166,000	\$166,000	\$166,000	3
:	:	:	:	:	:	:
:	:	:	:	:	:	:
April 1	\$2,000	\$72,000	\$72,000	\$72,000	\$5,711,000	91
April 2	\$3,000	\$75,000	\$147,000	\$147,000	\$5,786,000	92
April 3	(\$1,000)	\$74,000	\$221,000	\$221,000	\$5,860,000	93
:	:	:	:	:	:	:

Day	Daily Activity	Ending Balance	PTD Aggregate Balance	QTD Aggregate Balance	YTD Aggregate Balance	YTD Range
:	:	:	:	:	:	:
June 1	\$5,000	\$105,000	\$105,000	\$5,145,000	\$10,784,000	152
June 2	\$8,000	\$113,000	\$218,000	\$5,258,000	\$10,897,000	153
June 3	\$4,000	\$117,000	\$335,000	\$5,375,000	\$11,014,000	154

The year average-to-date balance for June 3rd:

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

= \$11,014,000 / 154 days

= \$71,519.48

Note: The YTD aggregate balance is reset to zero at the beginning of each year. Accordingly, for every day in the first period of a year, the PTD, QTD, and YTD aggregate balances are the same.

Also note that all three aggregate balances, for all asset, liability, and equity accounts, are reset to zero at the beginning of a new year.

Note: Some financial institutions calculate year average-to-date by summing all the period ending averages-to-date within the year and dividing by the number of periods, excluding any adjusting periods. Another alternative is to sum the four quarter averages-to-date and divide by four. You can use General Ledger's Financial Statement Generator to create a custom report using either of these calculation methods for year average-to-date.

Related Topics

General Example, page 4-3

Relationship Between Aggregate and Average Balances, page 4-6

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

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

Overview of Average Balance Processing, page 4-1

Basic Business Needs, page 4-2
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Online Inquiry, page 4-28
Reporting, page 4-29

Major Features

Enable Average Balance Processing for Specified Ledgers

If you want to use average balance processing in General Ledger, you must enable the functionality for a specific ledger using Accounting Setup Manager. With this feature, you can enable average balance processing only for those ledgers that require it. This ensures that you incur no additional overhead unless you need average balance processing.

Capture Average Balances

General Ledger calculates and stores the necessary aggregate balance information needed to compute average balance amounts as of any day in the year.

Effective-Date Transaction Processing

A transaction's effective date determines which end-of-day and aggregate balances are updated by General Ledger. These balances, in turn, determine the calculated values of your average balances.

Transaction Calendar Control

Certain organizations that need average balance processing, such as financial institutions, are required to post transactions only on business days. Posting on weekends or holidays is not allowed, although some organizations do post period-end accruals on non-business days.

In General Ledger, you control transaction posting with a transaction calendar. When you define a transaction calendar, you choose which days of the week will be business days. You also specify the holidays, using a form provided for maintaining the transaction calendar.

Each ledger, for which average balance processing is enabled, is assigned a transaction calendar. When transactions are posted, General Ledger checks the effective dates against the transaction calendar. If the dates are valid, the transaction is posted. For

invalid dates, you can tell the system how you want the transaction handled.

Other features of transaction calendar control are as follows:

- Multiple ledgers may share a transaction calendar.
- You can combine multiple ledgers in a ledger set to take advantage of processing efficiencies, such as opening and closing periods across multiple ledgers. All ledgers in a ledger set must share the same chart of accounts and accounting calendar, but can use different Transaction Calendars.
- You can set a profile option to allow certain individuals to post transactions on non-business days.
- Controls are applied to imported journals, as well as manual journals.

Control Transaction Balancing by Effective Date

Normally, General Ledger requires that total transactions balance for an entire period. When average balance processing is enabled, the system checks total transactions for each effective date to ensure that debits and credits balance. When they do not, General Ledger rejects the transactions, or, if you have enabled suspense posting, the system creates a balancing entry to the suspense account.

- Manual journals are balanced directly, since the effective date is entered at the journal level, not for individual journal lines.
- Imported journals are sorted and must be in balance by effective date within each source.

Allowing Back-Value Transactions

The back-value date is not limited to the current period. It can be in the prior period or even in a period from a prior year as long as the effective date is posted in an open period.

When you post a Back-Value Transaction:

- The change to average balances is calculated using the effective date, rather than the system or current accounting date.
- General Ledger adjusts the ending and aggregate balances as of the effective date and all subsequent dates.
- General Ledger adjusts both standard and average balances based on the same effective (back-value) date.

See: Back-Value Transactions, page 4-15 for a transaction example.

Maintain Averages for Summary Accounts

If you use summary accounts, and choose to enable average balance processing, General Ledger will maintain average, as well as standard, balances for your summary accounts. General Ledger automatically updates your summary average balances, as well as the standard average balances. You can use summary average balances in allocations and financial reports.

On-line Inquiry

You can use the Average Balance Inquiry form to review on-line information about the average or end-of-day balance of any balance sheet account for ledgers or ledger sets. You can view summary or detail balances, as well as drill down from your summary balances to see the detail. Also, you can customize your view of the average and end-of-day balances to show only the information you want, in the order you want it.

Standard Reports

General Ledger provides two standard average balance reports:

- Average Balance Trial Balance-displays standard and average balances for selected ledgers and accounts, as well as period, quarter, and year average-to-date balances, for any as-of date you specify.
- Average Balance Audit Report-displays the detail account activity used to create aggregate balances and related average balances maintained by General Ledger.

Custom Average Balance Reports

With General Ledger's Financial Statement Generator, you can design custom reports that use average balances. You can even create reports which include average and standard balances.

Financial Statement Generator allows you to define the complex financial statements you need to analyze your business, including responsibility reports for business units, profit centers, and cost centers. You may also need to prepare consolidated and consolidating reports, funds statements, and cash flow reports. With Financial Statement Generator, you can do all of this, using average balances and standard balances.

Allocations and Recurring Journal Formulas

With average balance processing enabled, you can use average balances as input to any formulas you use to create MassAllocations, MassBudgets, and recurring journals. You can use any of the three average balance types (Period, Quarter, or Year Average-to-date), as well as end-of-day balances.

Multi-Currency Accounting

General Ledger fully supports using average balances for foreign currency conversion, revaluation, and translation. General Ledger maintains average and end-of-day balances for all of your transaction currencies, as well as your ledger currency. Using these features, you can:

- Convert foreign currency amounts in journal entries to your ledger currency at the time of entry. Converted values are factored into the computation of average balances.
- Revalue accounts which are recorded on your books in a foreign currency. Revalued balances, as well as the unrealized exchange gain or loss, are factored into the computation of average balances.
- Translate average balances from the ledger currency to reporting currency (balance level), making it possible to consolidate average balances for ledgers that do not use the same ledger currency.

Consolidation

General Ledger fully supports using average balances for consolidations, including both the transactions consolidation method and the balances consolidation method. You can consolidate average balances from different ledgers, using different currencies, calendars, and charts of accounts.

Related Topics

Overview of Average Balance Processing, page 4-1

Basic Business Needs, page 4-2

Average Balance Examples, page 4-3

Effective Date Handling, page 4-14

Set Up and Maintenance, page 4-17

Multi-Currency Processing, page 4-21

Consolidation, page 4-24

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Effective Date Handling

The effective date on which transactions are posted has a direct impact on average balance computations. Effective dates are equally important when selecting inquiry or reporting criteria, since your report will display average balance amounts as of your

specified effective date.

Back-Value Transactions

As noted earlier, when you post a back-value transaction, General Ledger adjusts the end-of-day and aggregate balances of the affected accounts, as of the effective date and all subsequent dates. The example below continues our general example (see: Average Balance Examples, page 4-3) and illustrates what happens when you post a back-value transaction.

Back-Value Transaction Example

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

Daily Account Balances

Day	Account A End-of-Day Balance	Account A Aggregate Balance	Account B End-of- Day Balance	Account B Aggregate Balance	Account C End-of- Day Balance	Account C Aggregate Balance
Day 1	1,000	1,000	(1,000)	(1,000)	0	0
Day 2	1,100	2,100	(1,000)	(2,000)	(100)	(100)
Day 3	1,100	3,200	(800)	(2,800)	(300)	(400)

The average balance, as of Day 3, for each account is:

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

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

Account	Debit	Credit
Account A	500	
Account B		500

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

Daily Account Balances After Back-Value Transaction

Day	Account A End-of-Day Balance	Account A Aggregate Balance	Account B End-of- Day Balance	Account B Aggregate Balance	Account C End-of- Day Balance	Account C Aggregate Balance
Day 1	1,500	1,500	(1,500)	(1,500)	0	0
Day 2	1,600	3,100	(1,500)	(3,000)	(100)	(100)
Day 3	1,600	4,700	(1,300)	(4,300)	(300)	(400)

The average balance, as of Day 3, for each account is now:

Account	Calculation	Average Balance
Account A	4,700 / 3 =	1,566.66
Account B	(4,300) / 3 =	(1,433.33)
Account C	(400) / 3 =	(133.33)

Weekends and Holidays

You use the transaction calendar to tell General Ledger which days in the accounting calendar are business days versus non-business days. Non-business days:

- May not be used for posting transactions, unless you explicitly tell General Ledger to allow this.
- Are included when determining the number of days in the range.

Even though transactions are generally not posted to accounts on non-business days,

General Ledger still maintains and stores aggregate balances for non-business days, as well as business days.

Related Topics

Overview of Average Balance Processing, page 4-1

Basic Business Needs, page 4-2

Average Balance Examples, page 4-3

Major Features, page 4-11

Set Up and Maintenance, page 4-17

Multi-Currency Processing, page 4-21

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Set Up and Maintenance

Enabling Average Balance Processing

Average balance processing is enabled by selecting the Enable Average Balances option when defining the Ledger in Accounting Setup Manager. Once the accounting setup is complete, General Ledger automatically begins to store the aggregate balances which are used to calculate average and end-of-day balances for your ledger.

Transaction Calendar

A transaction calendar is defined using the Transaction Calendar form. When you first define a transaction calendar, you specify a name and an optional description. Using this information, General Ledger creates a transaction calendar which includes an entry for every calendar day in the range of dates which exist in your General Ledger. Each entry includes three items:

- **Date:** the actual calendar date.
- **Day of Week:** the day of the week.
- **Business Day indicator:** shows whether the entry is defined as a business day. The indicator defaults to Yes for Monday through Friday and No for Saturday and Sunday. You can change the initial default values to suit your own needs.

After the transaction calendar is created, you should specify your holidays by changing the Business Day indicator to non-business day.

Transaction calendars and accounting calendars are completely independent of each other. For example, you might have one accounting calendar, shared by your parent

company and all its subsidiaries. However, each subsidiary might use a separate transaction calendar to accommodate their different Holiday schedules.

Ledger

You define the attributes of a ledger, such as Accounting Calendar, Ledger Currency, Chart of Accounts and Subledger Accounting Method in Accounting Setup Manager. You can define a ledger with average balance processing enabled or you can define a consolidation ledger that will be used to consolidate average balances. In a typical ledger where average balance processing is enabled, the standard and average balances are linked, since the average balances are derived from the standard balances. To enforce this linkage, General Ledger prevents you from creating journal entries that directly manipulate average balances

In an average balance consolidation ledger, the links between standard and average balances are not enforced. As a result, you can create and post journal entries, such as eliminating entries, directly against your average balances.

See: Ledger Average Balance Options

If you choose to enable average balance processing, you must specify additional information when defining the Ledger, such as:

- **Transaction Calendar:** A calendar used to ensure that transactions are posted only to valid business days.

Note: Average balance consolidation ledgers do not use Transaction Calendars.

- **Non-Postable Net Income Account:** An account General Ledger uses to capture the net activity of all revenue and expense accounts when calculating the average balance for retained earnings.
- (Optional) **Rate Type:** The conversion rate type you want to use for translating average balances. General Ledger comes with four predefined conversion rate types: Spot, Corporate, and User.

Note: You only need to specify a rate type if you plan to translate average balances.

- (Optional) **Maintain Translated Average Balances in Additional Amount Types:** Period-Average-to-Date amount types are automatically maintained when translating average balances. Optionally, you can choose to maintain additional amount types, such as End-of-Day, Quarter Average-to-Date, and Year Average-to-Date Amounts.

Important: Each additional amount type you choose will slow processing time and increase storage requirements.

Non-Postable Net Income Account

Retained earnings contains two components for any interim accounting period:

- Current account balance, which is equal to the final closing balance from the previous year.
- Net income, which is the net of all revenue and expense accounts.

General Ledger calculates the average balance for retained earnings the same way that it computes average balances for any other account. However, since the system does not maintain average balances for revenue and expense accounts, some special processing takes place to handle this particular component of retained earnings.

General Ledger uses a special non-postable net income account (similar to a summary account) to capture the net activity of all revenue and expense accounts. The account is treated as a balance sheet account, with account type of Owners' Equity. Its three stored aggregate balances are used to compute the net income impact on the retained earnings average balance for any given period, quarter, or year.

Note: You can also use the non-postable net income account in your reports and on-line inquiries.

Note: The primary difference between the non-postable net income account and other balance sheet accounts, is that its balance does not roll forward when you open a new year. Instead, General Ledger resets the account to zero when revenues and expenses are closed out to retained earnings at the end of the year.

Processing Options for Non-Business Days

There are two methods you can use to control transaction processing when effective dates fall on non-business days:

- **By User:** Your system administrator can set up your system so that General Ledger allows transactions to be posted on non-business days. This option can be set at the Site, Application, Responsibility, or User level.

You use this method to control non-business day processing for manually entered journals.

- **By Source:** You can specify an effective date rule for each journal source when average balance processing is enabled. You can select one of three options which

tell General Ledger how to handle transactions whose effective dates are non-business days:

- **Leave Alone**- accept transaction dates and complete posting.
- **Fail**- reject transactions; no posting.
- **Roll Date**- roll transactions to the previous valid business day, within the same period, and complete posting.

Note: The roll date cannot cross periods to find a valid business day. The following example illustrates the behavior when the effective date is close to a period boundary.

If April 3 is a Monday and a transaction has an effective date of April 2 (Sunday), the effective date will be rolled to April 3 (Monday), not to March 31 (Friday) .

Use this method to control non-business day processing of automated journals from your subledger systems, such as Oracle Receivables and Oracle Payables.

Opening a New Period

When you open a new accounting period, General Ledger prepares the new period for journal entry. If you open a new period when average balance processing is enabled, the system also:

- **Populates the aggregates table.** PTD, QTD, and YTD aggregate balances are created for each balance sheet account. As transactions are posted throughout the period, General Ledger updates these aggregates, using the transaction effective date to determine which daily balances to update.
- **Initializes aggregate balances.** PTD aggregates are set to zero. QTD and YTD aggregates are only initialized if the new period is the beginning of a quarter or a year, respectively. Otherwise, the ending QTD and YTD aggregates from the previous period are carried forward as the beginning balance of the new period.

When you open a new year, General Ledger sets the non-postable income account back to zero. The beginning balance of retained earnings is set to the sum of the prior year's ending balance, plus the ending balance of the non-postable net income account (zero).

Archiving and Purging

When you use average balance processing, a large volume of data accumulates in your General Ledger database. You can archive and purge any information you no longer need. General Ledger also provides some related safety and security features. For example, the system:

- Produces reports you can review to verify that your archiving and purging processes complete successfully.
- Ensures that only archived data can be purged.

Related Topics

Overview of Average Balance Processing, page 4-1

Basic Business Needs, page 4-2

Average Balance Examples, page 4-3

Major Features, page 4-11

Effective Date Handling, page 4-14

Multi-Currency Processing, page 4-21

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Multi-Currency Processing

For each ledger, General Ledger maintains average balances in your selected ledger currency. The system also maintains separate average balances for each foreign currency you've used to enter transactions. The following section explains how General Ledger performs foreign currency conversion, revaluation, and translation when average balance processing is enabled.

Caution: It is not recommended to enable average balance processing for journal-level and subledger-level reporting currencies. Doing so will incur additional overhead to maintain average balances in both the source ledger and its reporting currencies.

If you enable average balance processing for your journal-level and subledger-level reporting currencies, average balances will be maintained similarly to how they are maintained for your primary or secondary ledgers. Each time a standard journal is posted in the source ledger, another journal will be created and posted for the reporting currency. General Ledger will then update the corresponding aggregate balances for both your source ledger and its reporting currency. For more information on Reporting Currencies, see: Overview of Reporting Currencies, page 11-1.

Conversion

When you enter a journal, General Ledger automatically converts any foreign currency amounts to your ledger currency. When you post journals, the converted amounts update your accounts' standard balances. At the same time, General Ledger updates the corresponding aggregate balances for both your entered (foreign) and converted (ledger) currencies. These balances are used to compute your average balances.

Revaluation

When you revalue a balance sheet account that is denominated in a foreign currency, General Ledger automatically creates a journal entry to record the unrealized foreign exchange gain or loss. When this journal entry is posted, General Ledger updates both the standard balance and the corresponding aggregate balance of the revalued account. These updated balances are factored into the calculation of the account's average balance.

Translation

If you have average balance processing enabled, and choose to translate your accounts for consolidation or reporting purposes, General Ledger will translate both standard and average account balances to a balance-level reporting currency you specify as the reporting currency during Translation. You can translate both balances separately or in a single translation run, as part of the month-end cycle.

General Ledger maintains translated balances in your balance-level reporting currencies for each day of an accounting period. When translating each day's average balances, the system multiplies the ledger currency average by the average of the daily conversion rates for the period, up to and including the current day. The table below shows an example:

Averages of Daily Conversion Rates Example

Day	Daily Rate	Average of Daily Rates	Primary Ledger Currency Average	Translated Average Balance Maintained by the Balance-Level Reporting Currency
1	1.10	1.100	1,000	1,100
2	1.12	1.110	1,000	1,110

Day	Daily Rate	Average of Daily Rates	Primary Ledger Currency Average	Translated Average Balance Maintained by the Balance-Level Reporting Currency
3	1.15	1.123	1,000	1,123
:	:	:	:	:
:	:	:	:	:
31	1.17	1.148	1,000	1,148

Where necessary for specific accounts, you can use historical rates or amounts, rather than the averages of daily conversion rates. When you enter historical rates or amounts for an account:

- You can specify separate values for standard and average balances, or you can use the same value for both.
- General Ledger uses the specified value to translate the related balances.
- The same historical rate or amount will be used to translate average balances for each day of the period.

Quarter and Year Average-to-Date Translations

General Ledger translates an account's quarter and year averages-to-date differently, depending on whether the daily average balances are translated using averages of daily conversion rates, or historical rates or amounts.

- **Averages of daily conversion rates-** translate quarter and year averages-to-date using averages of daily rates for all days in the quarter or year. For example, if the first quarter of a year includes January, February, and March, General Ledger will translate the quarter average-to-date balance for March 16th by multiplying the quarter average-to-date ledger balance by the average of all of the daily rates between January 1 and March 16.
- **Historical rates or amounts-** translate quarter and year averages-to-date using the average of the historical rates or amounts for the appropriate periods, weighted by the number of days in each period.

Related Topics

Overview of Average Balance Processing, page 4-1

Basic Business Needs, page 4-2

Average Balance Examples, page 4-3

Major Features, page 4-11

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Consolidation

You can use General Ledger's consolidation features to combine the financial results of multiple companies, even if their ledgers use different currencies, accounting calendars, and charts of accounts. General Ledger supports consolidating average balances using either the transactions or balances consolidation methods.

Standard and average balances can be consolidated at the same or different levels of detail. For example, you might want to consolidate standard balances at the detail level, but average balances at a summarized level.

If you consolidate standard and average balances at the same level of detail, you can apply the same chart of accounts mapping rules and consolidation definitions to both. If you consolidate at different levels of detail, you must define appropriate chart of accounts mapping rules and consolidation definitions for each.

Consolidating Transactions

When you consolidate transactions, you can only use the Standard Usage type. General Ledger creates a single consolidation journal batch, consisting of your subsidiary's transactions and their corresponding effective dates. When you post the consolidating journal entries in the parent ledger, General Ledger updates the standard balances and the corresponding average balances automatically (as they are when you post non-consolidation journal batches).

Note: To consolidate transactions, both your parent and subsidiary ledger must use the same ledger currency.

Consolidating Balances

To consolidate average balances when you are using the balances consolidation

method, you must use an "average balance consolidation ledger." You specify whether a ledger can be used for average balance consolidation purposes at the same time that you define your ledger.

Average Balance Consolidation ledgers, unlike other ledgers where average balance processing is enabled, do not enforce a link between standard and average balances. As a result, you can update standard and average balances independently. In ledgers that are not defined as average balance consolidation ledgers, both standard and average balances are updated automatically whenever transactions are posted

You can consolidate standard or average balances independently into an average balance consolidation ledger. You can also consolidate standard and average balances in a single consolidation run. When you run your consolidation, General Ledger will create two consolidation journal batches:

- Standard-updates standard balances without affecting average balances.
- Average-updates average balances without affecting standard balances.

The effective date of the journal entries in an average consolidation journal batch will always be the first day of an accounting period. When you post the batch, the journal amounts will be posted as average balances on the first day of the period, and will then roll forward through the remaining days. As a result, each day of the period will reflect average balances as of the end of the period in the subsidiary ledger.

Eliminations

You can use manual journal entries, recurring journals, and MassAllocations to create eliminating entries in an average balance consolidation ledger. You can eliminate standard and/or average balances, but the respective eliminating entries will be independent of each other. For example, if you eliminate an account's standard balance, the related average balance is not eliminated. Likewise, if you eliminate an average balance, there is no effect on the related standard balance. The effective date of eliminating entries is always the first day of the period.

Consolidation Hierarchies

With General Ledger, you can run multilevel consolidations of standard and average balances, as long as each ledger into which you consolidate is defined as an average balance consolidation ledger. Note that the consolidation process is the same as single-level consolidation. In both, General Ledger transfers subsidiary standard balances into parent standard balances, and subsidiary average balances into parent average balances.

Special Considerations for Average Daily Balance Ledgers

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

balance will be incorrectly included in the current period's average balance.

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

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

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

Special Considerations for Average Balance Consolidation Ledgers

Consolidation Journal Entries

When you consolidate average balances into a consolidation ledger, General Ledger creates separate consolidation journal entries for standard and average balances, with the properties shown in the following table:

	Standard Balance Consolidation Journal Entry	Average Balance Consolidation Journal Entry
Journal Source:	Consolidation	Average Consolidation
Effective Date:	Period	First day of the period
Updates When Posted:	Standard balances in table GL_BALANCES	Average balances in table GL_DAILY_BALANCES

Consolidating QATD and YATD Balances

Quarter average-to-date balances are always consolidated into the first period of a quarter. Year average-to-date balances are always consolidated into the first period of a year. Balances roll forward through the entire quarter or year, so every day in the quarter or year will show the same average balances.

Usage Types, Amount Types, Dates, and Periods

You can choose to consolidate standard balances only, average balances only, or both standard & average balances. These three options are referred to as the Usage type. The Usage type you select will also affect amount types, dates, and periods, as noted in the table below:

	Standard Usage Type	Average Usage Type	Standard & Average Usage Type
Amount Type	PTD, QTD, YTD, PJTD, EOD	PATD, QATD, YATD	PTD/PATD, QTD/QATD, YTD/YATD, EOD/PATD
Date	Disabled unless amount type is EOD, then date is closest business day in the subsidiary Period	Closest business day in the subsidiary Period.	Closest business day in the subsidiary Period.
Period	Standard Period can be any open or future enterable period in parent ledger. Average Period is disabled.	Standard Period is disabled. Average Period depends on the amount type: . PATD — any open or future enterable period in parent ledger. QATD — first non-adjusting period of a quarter in parent ledger. Must be open or future enterable. YATD — first non-adjusting period of a year in the parent ledger. Must be open or future enterable.	Standard Period can be any open or future enterable period in the parent ledger. Average Period is display only, must be open or future enterable, and depends on the amount type: PTD/PATD — same as the Standard Period. QTD/QATD — the first non-adjusting period of the quarter containing the Standard Period. YTD/YATD — the first non-adjusting period of the year containing the Standard Period.

Note: Consolidation uses the standard balances for the subsidiary Period specified on the Transfer Consolidation Data window. Consolidation uses average balances for the specified subsidiary Date.

Standard balances are consolidated into the parent ledger in the Standard Period specified on the Transfer Consolidation Data window. Average balances are consolidated into the specified Average Period.

Note also that EOD balances are stored as standard balances within a consolidation ledger, rather than as average balances.

Related Topics

Overview of Average Balance Processing, page 4-1
Basic Business Needs, page 4-2
Average Balance Examples, page 4-3
Major Features, page 4-11
Effective Date Handling, page 4-14
Set Up and Maintenance, page 4-17
Multi-Currency Processing, page 4-21
Online Inquiry, page 4-28
Reporting, page 4-29
Global Consolidation System, page 8-1
Defining Ledgers, *Oracle General Ledger Implementation Guide*
Defining Consolidation Definitions, page 8-26
Transferring Consolidation Sets, page 8-41

Online Inquiry

With General Ledger, you can perform on-line inquiries for both standard and average balances. You can enter any of the following criteria to control the information General Ledger displays:

- Ledgers/Ledger Sets
- Ledger Currencies
- Date Ranges
- Currency Types and Entered Currencies
- Precision (Units, Thousands, etc.)

- [Accounts](#)

To review translated average balances, you choose the balance-level reporting currency that was used as the target ledger during average balance translation with the Total Currency Type.

If you have defined summary accounts in your Oracle General Ledger, you can also select a summary account to use for your on-line inquiries. From the summary-level inquiry, you can drill down to see the average balances of the individual accounts that make up a summary average balance.

Related Topics

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

[Basic Business Needs, page 4-2](#)

[Average Balance Examples, page 4-3](#)

[Major Features, page 4-11](#)

[Effective Date Handling, page 4-14](#)

[Set Up and Maintenance, page 4-17](#)

[Multi-Currency Processing, page 4-21](#)

[Consolidation, page 4-24](#)

[Reporting, page 4-29](#)

Reporting

With General Ledger, you can request standard reports, as well as create custom reports using Financial Statement Generator. These features are fully supported for both standard and average balances. You can also use Applications Desktop Integrator to submit and publish reports in a variety of formats.

Standard Reports

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

Average Balance Trial Balance

This report provides a listing of standard and average balances for selected accounts based on an as-of date you specify. In addition, the report displays period, quarter, and year average-to-date balances. You can also request additional information on this report by specifying parameters such as balancing segments and account ranges.

Average Balance Audit Report

This report displays the detail account activity which created the aggregate balances and related average balances maintained by General Ledger. You use this report when you need to research how General Ledger calculated the average balances for an account.

The report also displays daily average balance information for the selected accounts for the specified range of dates. You can also request additional information on this report by specifying parameters such as the as-of reporting date, average balance type (period, quarter, or year average-to-date), and account ranges.

Financial Statement Generator

With the Financial Statement Generator, you can easily design custom average balance reports. For example, you can:

- Report average, as well as standard average balances.
- Use average or standard balances in formulas.
- Report standard and average consolidated balances together on the same report.

Related Topics

Overview of Average Balance Processing, page 4-1

Basic Business Needs, page 4-2

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Online Inquiries

Introduction

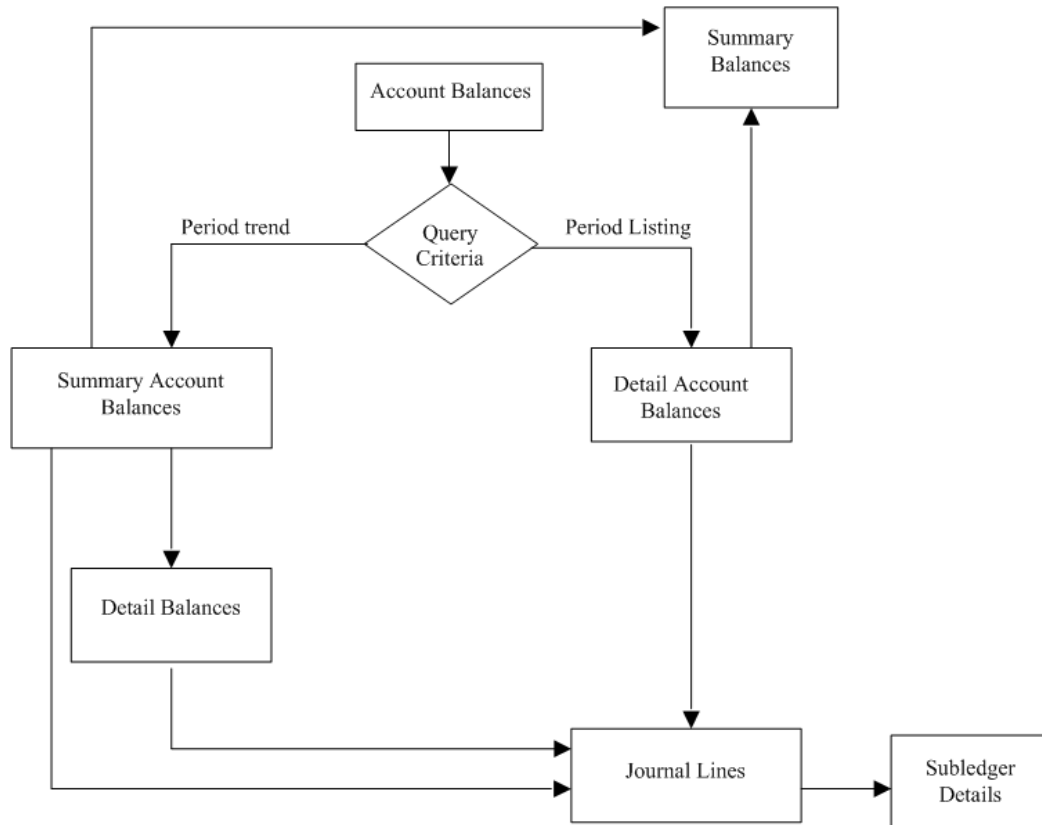
General Ledger provides you with both web-based and forms-based account inquiry functionality as follows:

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

Overview of Account Analysis and Drilldown

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

Account Analysis and Drilldown Flow



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

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

Common applications of Account Analysis and Drilldown include:

- quickly view account balances online without running a report
- research discrepancies

Selecting a Format to Display Inquiry Search Results

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

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

From the displayed search results you can:

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

Drilling Down to Subledgers from Journal Lines

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

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

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

Conducting a Search

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

In the Search region, the Currency Type drop-down list displays two options: Entered and Translated. If you are performing the inquiry for a single foreign currency using the Entered currency type, the PTD and YTD balances displayed include only amounts from journals entered in the foreign currency. Search results also show the Converted PTD and YTD amounts, which are the ledger currency equivalents of the foreign

currency amounts.

If you are performing the inquiry for a single foreign currency using the Translated currency type, search results display PTD and YTD balances translated from your ledger currency to the foreign currency. Note that there are no Converted PTD or YTD balances.

Creating, Selecting, and Updating Views

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

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

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

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

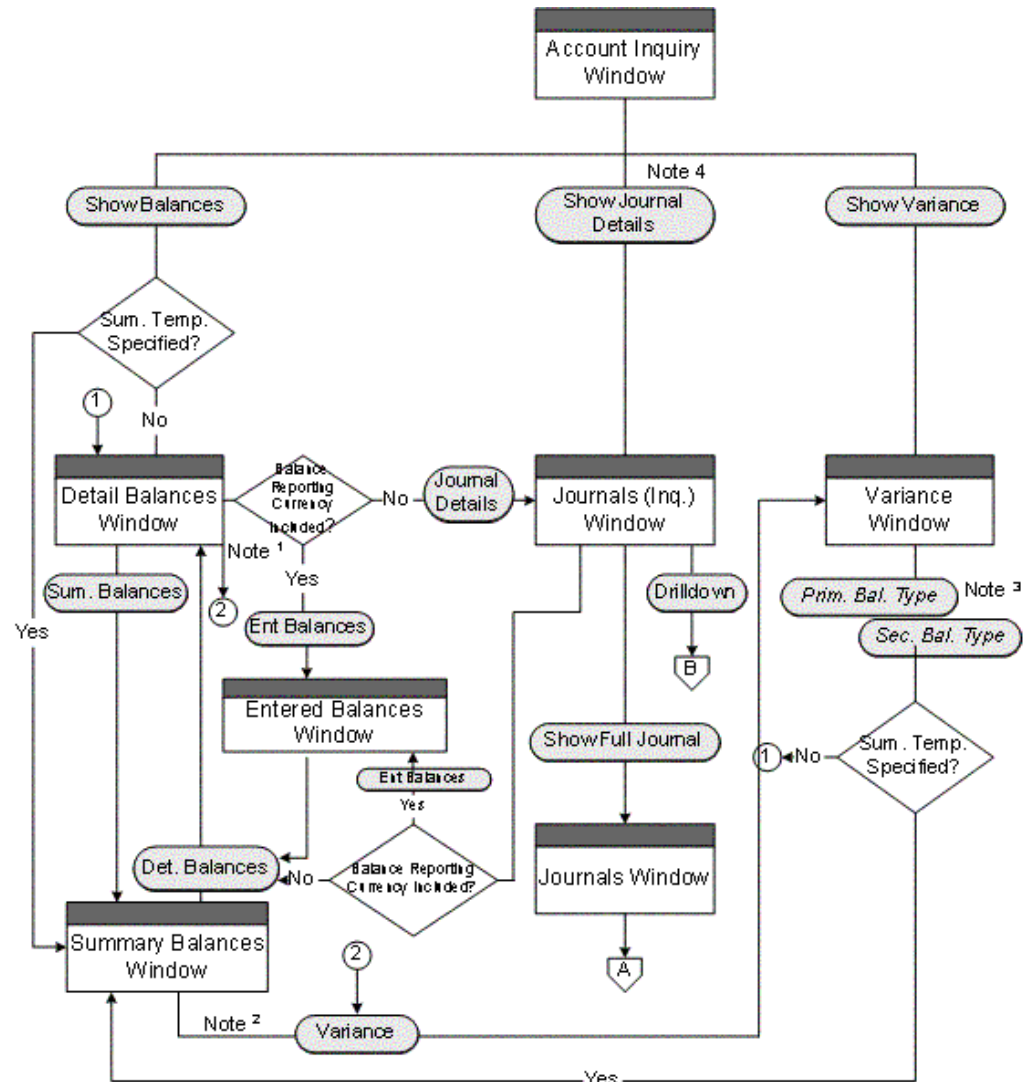
For information on creating, saving, displaying, and updating views, see: *Oracle Applications Framework Guide*.

Exporting Search Results

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

Overview of Account Inquiry

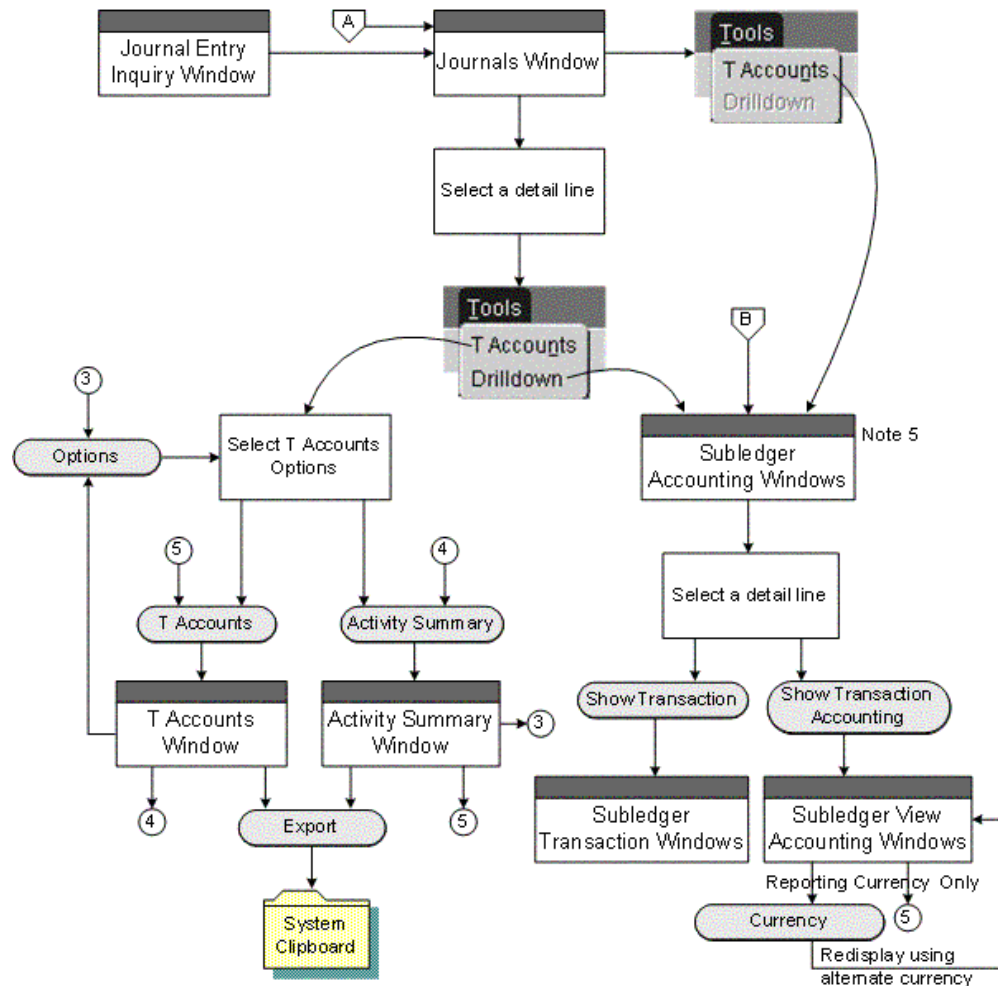
The following diagrams illustrate General Ledger's online account and journal inquiry features:



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

Notes:

1. The Variance button appears on the Detail Balances window only when you enter the process flow via the Show Variance button.
2. The Variance button appears on the Summary Balances window only when you enter the process flow via the Show Variance button *after* first specifying a summary template.



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

3. The button names will vary depending on the primary and secondary balance types you select for the account inquiry operation
4. Show Journal Details button is hidden from the Account Inquiry window if querying Total balances for a balance-level reporting currency.
5. Drilling down to subledger transactions is supported for those Oracle subledgers that use Oracle Subledger Accounting (SLA), such as Oracle Receivables, Payables, Assets, Projects, Purchasing, Inventory, Work in Process (WIP), Property Manager, and Lease Management if you have installed these products.

Note: To find all Oracle subledgers that integrate with Subledger Accounting, you can query each subledger source in the Subledger

Application window from the Subledger Accounting Setup menu.

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

- **Account:** review specific account balances and compute variances from a secondary balance type
- **Journal:** review information about specific journal batches and journal entries

You can also perform the following types of online inquiries with General Ledger:

- **Average Balance:** review information about the average or end-of-day summary or detail balances of any balance sheet account, if you have enabled average balance processing in your ledger
- **Budget:** review master and detail budgets, compare summary balances between your master and detail budgets, and check for budget variances and violations
- **Consolidation:** review specific consolidated account balances in your parent ledger
- **Reporting Currency:** review balances that have been converted to your journal-level or subledger-level reporting currency when you posted balances in the source ledger, such as the primary or secondary ledger

For more information on reporting currencies, see *Overview of Reporting Currencies*, page 11-1.

- **Secondary Ledger:** review balances and journals that have been transferred to your secondary ledger

For more information on secondary ledgers, see *Secondary Ledgers*.

- **Translated Balance:** review balances that have been translated to your balance-level reporting currency

After performing an online query, you can drill down to see additional details. For example:

- **Summary to Detail:** after querying a summary account, drill down to the detail balances that comprise the summary account balance for a ledger. For budgets, drill down from master budgets to detail budgets.
- **Detail Balances to Journals:** from any detail account balance you can drill down to the journals that contribute to the balance. If you drill down to summary journals, you can drill down further to detail journals.
- **Journals to Subledger Detail:** from detail journals you can drill down further to see the Oracle subledger transactions that comprise the journal. You can also view subledger transactions as balanced journal entries or in the form of T-accounts.

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

Note: To find all Oracle subledgers that integrate with Subledger Accounting, you can query each subledger source in the Subledger Application window from the Subledger Accounting Setup menu.

- **Parent to Subsidiary:** after querying a parent account balance, you can drill down to the subsidiary balances that comprise the parent balance.
- **Reporting Currency to Source Ledger:** after querying an account balance from the journal-level or subledger-level reporting currency, you can drill down to the full journal entry of the source ledger, such as the original journal that was posted in the primary or secondary ledger.

For more information on reporting currencies, see Overview of Reporting Currencies, page 11-1.

- **Secondary Ledger to Primary Ledger:** after querying an account balance from the secondary ledger, you can drill down to the original journal that was posted in the primary ledger.

For more information on secondary ledgers, see Secondary Ledgers.

- **Translated Balance to Source Ledger:** after querying a translated account balance using the balance-level reporting currency, you can drill down to the journal details and original journal entry of the source ledger.

Notes for Performing Inquiries

- Most inquiry windows are *folders*. You can customize folders to show the account or journal information you need.
- When you perform an inquiry, you use the button on the left side of most inquiry windows to drill down to more detailed information. You use the button on the right side to drill up to summarized information.
- All of the inquiry windows follow segment value security rules and data access set security that restrict user access to specific ledgers, balancing segment values, management segment values, and other segment values in your accounting flexfield as follows.

- For segment value security rules, you cannot view balances for secured values.
- For data access sets, you must have read access to the ledger and balancing segment value or management segment value to view account balances.

Note: To view summary account balances, you must have read access to the parent value, such as "T", used in the summary account.

- Entered Ledger Currency Balances are only available if you have upgraded your system to track balances entered in the ledger currency. See *Upgrading Balances to Track Balances Entered in the Ledger Currency, Oracle General Ledger Implementation Guide*.

Related Topics

Performing an Account Inquiry, page 5-9

Performing a Journal Entry Inquiry, page 5-25

Drilling Down to Subledger Details, page 5-27

Performing an Average Balance Inquiry, page 5-31

Performing a Budget Inquiry, page 5-35

Performing Consolidated Balance Inquiries, page 5-42

Account Inquiry

Performing an Account Inquiry

Perform an account inquiry to view actual, budget, and encumbrance account balances for summary and detail accounts. You can also:

- Compute variances between two balance types, for both summary and detail accounts when querying on balances for a specific ledger
- View account balances for multiple ledgers in a single view by querying on ledger sets
- Drill down to see the journal entries that comprise your account balances
- Drill down to Subledger Accounting and then to subledger transactions that comprise the journals that comprise your account balances
- View journal and subledger transaction information as balanced accounting entries

(i.e., debits equal to credits) or in the form of T-accounts

- If you are using Reporting Currencies and are drilling down on an account balance from a journal-level or subledger-level reporting currency, you can drill down to the journal detail. If the journal detail is a converted journal, that is, one that was converted automatically when the original journal was posted in the source ledger, you can drill down further to see the journal amounts entered in the source ledger, such as the primary or secondary ledger.

Note: To drill down from the journal-level or subledger-level reporting currency to its source ledger, the Import Journal Reference flag must be enabled for the journal source.

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

To find all Oracle subledgers that integrate with Subledger Accounting, you can query each subledger source in the Subledger Application window from the Subledger Accounting Setup menu.

Account Inquiry (VisionUSA_DATA_Access_Set)

Ledger/Ledger Set Name: Vision Operations (USA) Currency: USD		Accounting Periods From: Jan-08 To: Jan-08	Currency Type: Total Entered:
----------------------------------------------------------------------------	--	---------------------------------------------------------	--------------------------------------------

Primary Balance Type <input checked="" type="radio"/> Actual <input type="radio"/> Budget <input type="radio"/> Encumbrance	Secondary Balance Type Budget: <input type="text"/> Encumbrance Type: <input type="text"/>	Factor <input checked="" type="radio"/> Units <input type="radio"/> Thousands <input type="radio"/> Millions <input type="radio"/> Billions
---------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------

Summary Template:

Accounts

<input checked="" type="checkbox"/>	01-110-1520-0000-000
<input type="checkbox"/>	01-110-1540-0000-000
<input type="checkbox"/>	
<input type="checkbox"/>	

Description

Operations-Facilities Resources-Building and Improvements-No Sub Account-No Product

Related Topics

Reviewing Balances in an Account Inquiry, page 5-18

Drilling Down to Journal Detail, page 5-23

Reviewing Variances Between Account Balance Types, page 5-22

Drilling Down to Subledger Detail, page 5-27

Account Inquiry Example

Assume your company has one primary ledger and two reporting currencies (RCs) assigned to a ledger set called Operations Set. RC (EUR) is a journal-level reporting currency and RC (JPY) is a balance-level reporting currency used solely for translation purposes.

The following table shows the ledgers and reporting currencies assigned to the Operations Set:

Operations Set

Ledger/RC	Ledger Currency	Ledger/RC Description
Ledger A	USD	Primary ledger

RC (EUR)	EUR	Journal-level reporting currency
RC (JPY)	JPY	Balance-level reporting currency used for Translation

Based on the Operations Set ledger set, use the following table to help you perform different types of account inquiries for ledgers, reporting currencies and ledger sets.

Inquiry Type to Perform	Ledger/RC/Ledger Set Field	Ledger Currency Field	Currency Type Field	Entered Currency Field
Retrieve Ledger A's Total Account Balance	Ledger A	USD	Total	N/A
Retrieve Ledger A's entered currency balance for JPY entered amounts	Ledger A	USD	Entered	JPY
Retrieve Ledger A's entered currency balance for amounts entered using all currencies	Ledger A	USD	Entered	All Currencies
Retrieve Statistical balances for Ledger A	Ledger A	USD	Statistical	STAT
Retrieve Total Translated Balances Only	RC (JPY) (Balance-level reporting currency)	JPY	Total	N/A

Inquiry Type to Perform	Ledger/RC/Ledger Set Field	Ledger Currency Field	Currency Type Field	Entered Currency Field
Retrieve the total account balance by ledger for all ledgers and reporting currencies in the ledger set	Operations Set	All Currencies	Total	N/A
Retrieve the total account balance only for ledgers or reporting currencies for which the currency is USD	Operations Set	USD	Total	N/A
Retrieve the CAD entered currency amounts for all ledgers and reporting currencies in the ledger set	Operations Set	All Currencies	Entered	CAD
Retrieve amounts converted to the journal-level reporting currency	RC (EUR)	EUR	Total	N/A

To perform an account inquiry for a ledger:

1. Navigate to the Account Inquiry window.
2. Specify a ledger or a reporting currency. Your data access set must provide read access to at least one balancing segment value or management segment value to view balances for a ledger.

Note: To view translated balances, specify the balance-level reporting currency that was used as the target ledger during

translation and then specify the Total Currency Type as indicated.

3. The ledger currency automatically defaults in the Currency field.
4. Enter the range of Accounting Periods to include in your inquiry.
5. Specify the currency type to include in the inquiry:
 - Choose Total to view the cumulative ledger currency balances. This includes balances that were entered using the ledger currency, as well as any foreign entered balances that were converted to the ledger currency.

Note: If you specified a balance-level reporting currency in Step 2, you must choose Total to view total translated balances. If you choose Entered or Statistical with the balance-level reporting currency, the balances are retrieved from its source ledger that was used to enter journals.

Note: If you specified a reporting currency (journal or subledger level) in Step 2, then choosing Total displays the cumulative reporting currency balances, including balances that were entered using the currency of the reporting currency, as well as any foreign entered balances that were converted to the reporting currency.

- Choose Entered and specify a Currency in the Entered field to only view balances that were entered in a specific currency. You can specify All Currencies to view balances entered in all currencies for this ledger.

Note: If you specify a balance-level reporting currency in the Ledger/Ledger Set field with the Entered Currency Type, Account Inquiry retrieves the entered balances from the reporting currency's source ledger.

Note: You cannot include variances in your Account Inquiry if you choose to inquire on all currencies.

6. Choose Statistical to only view balances entered using the Statistical currency.

Note: If you specify a balance-level reporting currency in the

Ledger/Ledger Set field with the Statistical Currency Type, Account Inquiry retrieves the statistical balances from the reporting currency's source ledger.

7. Choose the Primary Balance Type tab.
8. Specify whether you want to see Actual, Budget, or Encumbrance balances.
 - If you choose to show budget balances, specify the Budget to use.
 - If you choose to show encumbrance balances, enter an Encumbrance Type.
9. Choose a display and precision Factor:
Units: Full currency precision
Thousands: Divides balances by 1,000; rounds to three decimal places
Millions: Divides balances by 1,000,000; rounds to three decimal places
Billions: Divides balances by 1,000,000,000; rounds to three decimal places.
10. (Optional) Specify the secondary balance type if you want to compute variances. To do this, choose the Secondary Balance Type tabbed region, then repeat Step and 8, page 5-15 for the secondary balance type.

Note: The secondary balance type must be different than the primary balance type.

For more information about computing variances between two balance types, see: Reviewing Variances Between Account Balance Types, page 5-22.
11. (Optional) Enter a Summary Template name to restrict your inquiry to only those summary accounts associated with that template.
12. Specify the summary or detail Account(s) you want to query. If you entered a summary template, you can only query summary accounts associated with that template.
13. Choose the button related to the type of account information you want to see:
 - **Show Balances:** to review balances for the current account based on your inquiry criteria.
 - **Show Journal Details:** to see the journal entry activity for the current account based on your inquiry criteria. This button is not available if you choose to

inquire on translated balances by choosing a balance-level reporting currency with the Total Currency Type.

- **Show Variance:** to see a variance calculation between the primary balance type you chose for the inquiry and a secondary balance type. This button is not available if you choose to inquire on all currencies or ledger sets.

Performing an Account Inquiry for Ledger Sets

Perform an account inquiry on ledger sets to view actual or encumbrance account balances across multiple ledgers that are assigned to a ledger set. Account Inquiry retrieves balances by ledger and account to enable you to compare the same account balance across multiple ledgers and ledger currencies.

Note: When querying on ledger sets, you can view account balances by ledger. The balance is not a summation across multiple ledgers. To obtain a summation across ledgers, you must use Financial Statement Generator.

You cannot perform the following types of inquiries on ledger sets:

1. Budget balance inquiries
2. Variance inquiries
3. Summary Template and Summary Account inquiries

Prerequisite

- Ledger sets must be defined and assigned to a data access set.

To perform an account inquiry for a ledger set:

To perform an account inquiry for a ledger set, perform the following steps.

1. Navigate to the Account Inquiry window.
2. Specify a Ledger Set.

Your data access set must provide read access to at least one ledger and balancing segment value or management segment value in the ledger set.

3. Specify the Ledger Currency to include in the inquiry as follows:
 1. Choose All Currencies to view balances for all ledgers and ledger currencies assigned to this ledger set. If your ledger set contains multiple ledgers, each with a different ledger currency, All Currencies allows you to view balances

across all ledgers in the ledger set.

If you use reporting currencies, choosing All Currencies displays the balances for all reporting currencies assigned to the ledger set as well.

2. Choose a specific ledger currency if you only want to view account balances for a subset of ledgers in the ledger set. By specifying a ledger currency, Account Inquiry only retrieves balances for those ledgers in the ledger set that match the ledger currency specified.

For example, the following ledgers and ledger currencies are assigned to a ledger set:

- Ledger A (USD)
- Ledger B (EUR)
- Ledger C (JPY)

If you only want to see balances for Ledger C and ignore balances for ledger A and B, specify JPY in the Ledger/Ledger Set Currency field.

If you use reporting currencies, you can choose the currency of a reporting currency to view the account balances of the reporting currency.

4. Enter the range of Accounting Periods to include in your inquiry.
5. Specify the Currency Type to include in the inquiry as follows:
 - Choose Total to view each ledger's total ledger currency balances. This includes balances that were entered using the ledger currency, as well as any foreign entered balances that were converted to the ledger currency.

You can view total translated balances by specifying a balance-level reporting currency in the Ledger/Ledger Set field with the Total Currency Type.

If you use reporting currencies (journal or subledger level), choosing Total displays the total reporting currency balances, which includes balances that were entered using the currency of the reporting currency, as well as any foreign entered balances that were converted to the reporting currency.
 - Choose Entered and specify a Currency in the Entered field to only view balances that were entered in a specific currency. You can specify All Currencies to view balances entered in all currencies for the ledgers in the ledger set.
 - Choose Statistical to only view statistical balances.
6. Choose the Primary Balance Type tab.

Note: You cannot choose the Secondary Balance Type tab for Ledger Sets.

7. Specify whether you want to see Actual or Encumbrance balances. Budget balance inquiries cannot be performed for ledger sets.

If you choose to view encumbrance balances, enter an Encumbrance Type.

8. Choose a display and precision Factor as follows:
 - **Units:** Full currency precision
 - **Thousands:** Divides balances by 1,000; rounds to three decimal places
 - **Millions:** Divides balances by 1,000,000; rounds to three decimal places
 - **Billions:** Divides balances by 1,000,000,000; rounds to three decimal places.
9. Specify the detail Account(s) you want to query.
10. Choose the button related to the type of account information you want to see as follows:
 - **Show Balances:** to review balances for the current account and one or more ledgers based on your inquiry criteria.
 - **Show Journal Details:** to see the journal entry activity for the current account and one or more ledgers based on your inquiry criteria.

Reviewing Balances in an Account Inquiry

When you perform an inquiry on a summary account, you can drill down to the detail balances that make up the summary balance. When you perform an account inquiry on a detail account, you can review the journal entries that affect your account balances during the period you specify. You can also see the summary accounts the detail account rolls up into.

For any account inquiry, you can view account balances in their entered currency as well as converted to their ledger currency.

Note: You cannot use ledger sets for summary account inquiry.

Data Access Sets

To view summary accounts, your data access set must provide read access to the ledger and parent accounts used in the summary account. For example, you must have read

access to the T account.

Folder Tools

Most inquiry windows are folders. You can customize folders to show the account or journal information you need by Ledger, Ledger Currency, and other information. The following table lists the fields available.

Folder Tools Fields

Field	Description
Account	The accounting flexfield.
Account Description	The description of the accounting flexfield.
Converted Debit/Credit	The foreign entered debit or credit amounts that have been converted to the ledger currency
Debit/Credit	The debit or credit amounts entered in a specific currency.
Currency	The currency for a specific balance.
Ledger	The ledger name.
Ledger Currency	The currency of the ledger. If you use reporting currencies, then this is the currency of the reporting currency.
Period	The Period name.

Field	Description
PJTD, PTD, QTD, YTD	<p>If querying on the Currency Type Total, the total cumulative amounts for the ledger currency for the given amount type. This includes balances that were entered using the ledger currency, as well as any foreign entered balances that were converted to the ledger currency.</p> <p>If you use reporting currencies (journal or subledger level), then querying on the Currency Type Total displays the total cumulative amounts for the reporting currency for the given amount type. This includes balances that were entered using the currency of the reporting currency, as well as any foreign entered balances that were converted to the reporting currency.</p> <p>If querying on Currency Type Entered, the amounts entered using a specific currency for the given amount type.</p>
PJTD, PTD, QTD, YTD Converted	<p>The foreign entered amounts that were converted to the ledger currency for a given amount type.</p> <p>If you use reporting currencies (journal or subledger level), then this displays the foreign entered amounts that were converted to the currency of the reporting currency for a given amount type.</p>

Note: All of the Converted fields will be null for Budget and Encumbrance balances because those balance types are not converted to the ledger currency or reporting currency.

For information on modifying and saving folders, see the *Oracle Applications User's Guide*.

Prerequisites

- Enter your account inquiry criteria. For a summary account inquiry, make sure you specify a summary template and select a summary account for the inquiry. For a detail account inquiry, do not specify a summary template—simply select a detail account.

To review balances for an account:

Choose the Show Balances button from the Account Inquiry window.

You see information for each Ledger, accounting Period, and Currency in your selection criteria, including the PTD and YTD balances for your summary or detail account.

General Ledger displays all debit balances as positive amounts, and credit balances as negative amounts.

For a ledger currency row, the balances include amounts entered in the ledger currency, plus amounts converted from any foreign currency journals. Because the converted amounts are included in the displayed balances, there are no Converted PTD or YTD balances for your ledger currency row.

If you are performing the inquiry for a single foreign currency using the Entered currency type, the PTD and YTD balances include only amounts from journals entered in the foreign currency. You also see the Converted PTD and YTD amounts, which are the ledger currency equivalents of the foreign currency amounts.

If you are performing the inquiry for All Currencies using the Entered currency type, the PTD and YTD balances include amounts entered in all currencies. This includes the ledger currency and any foreign currencies. You will only see Converted amounts for foreign entered amounts that were converted to the ledger currency.

If you are performing the inquiry for translated balances by specifying a balance-level reporting currency using the Total currency type, you will see PTD and YTD balances translated from the source ledger currency to your reporting currency that was used as the target ledger during translation.

Note: No Converted PTD or YTD balances are retrieved.

If you are using reporting currencies (journal or subledger level), you can query on Total or Entered balances for the reporting currency, similar to a ledger.

To drill down from a summary balance to the detail balances that roll up into it:

1. From the Summary Balances window, select the summary balance row whose detail you want to review.
2. Choose the Detail Balances button to drill down to the Detail Balances window, which displays all detail balances that roll up into the selected summary balance.
3. Choose the Summary Balances button to return to the Summary Balances window. Optionally, choose the Journal Details button to drill down to the journal detail for the selected detail balance row. See: Drilling Down to Journal Detail, page 5-23

If reviewing translated balances for a balance-level reporting currency, optionally choose the Entered Balances button to view the balances and journal amounts entered in the source ledger, such as the primary or secondary ledger.

To drill up from a detail account balance to the summary account into which the detail account balance rolls up:

1. From the Detail Balances window, select a detail balance row.
2. Choose the Summary Balances button to drill up to the Summary Balance window, which displays the summary accounts into which the detail account rolls up.
3. Choose the Detail Balances button to return to the Detail Balances window.

Related Topics

Performing an Account Inquiry, page 5-9

Drilling Down to Journal Detail, page 5-23

Reviewing Variances Between Account Balance Types, page 5-22

Drilling Down to Subledger Details, page 5-27

Reviewing Variances Between Account Balance Types

When you perform an account inquiry for a single ledger, you can compare the primary account balance type (e.g., Actuals) to a secondary account balance type (e.g., Budget or Encumbrance) and compute the variance between them.

Variances are calculated as follows:

Variance = Primary Balance Type - Secondary Balance Type

For example, to see how much you've budgeted but not spent, enter a Budget primary balance type and an Actual secondary balance type.

Note: You cannot include variances in your Account Inquiry if you choose to inquire on all currencies.

Note: You cannot perform variance inquiries for ledger sets.

Prerequisites

- Enter your account inquiry criteria, making sure to specify both a Primary and Secondary Balance Type.

To review variances between two balance types:

1. From the Account Inquiry window, choose the Show Variance button.

General Ledger displays a row for each accounting Period in the range you defined in the account inquiry criteria. You see a column for the primary and secondary

balance types, and the Variance between the two balances.

2. Choose the appropriate tabbed region to view Period-to-Date, Quarter-To-Date, Year-To-Date, or Project-To-Date balances and their variances
3. Choose the lower-left button to open the Detail Balances window to review the primary balance type balances alone and without the variance calculations. Choose the lower-right button to review the secondary balance type balances alone without the variance calculations.

Note: The button labels are assigned dynamically, depending on what you select for your primary and secondary account balance types:

Actual: the label displays "Actual"

Budget: the label displays the selected budget name

Encumbrance: the label displays the selected encumbrance type

Related Topics

Performing an Account Inquiry, page 5-9

Reviewing Balances in an Account Inquiry, page 5-18

Drilling Down to Journal Detail

You can drill down from an account balance to view the details of the journals that comprise the account balance.

Subledger Drilldown: When you are reviewing balances in a ledger, you can drill down to Oracle Subledger Accounting and the original subledger transaction. The subledger source must have the Import Journal References flag enabled in the Journal Sources window when it was transferred to General Ledger.

Consolidated Balance Drilldown: When you are reviewing consolidated balances in a parent ledger, you can drill down to view your subsidiaries' General Ledger journal detail. You can even drill further to the original subledger transaction in the subsidiary ledger.

Translated Balance Drilldown: When you are reviewing translated balances by specifying a balance-level reporting currency and the Total Currency Type, you can drill down to view the journal details of the source ledger. This enables you to view the entered balances and journal amounts that were used to create the translated balances without having to requery from the source ledger directly.

Reporting Currency Drilldown: When reviewing balances that have been converted automatically to your reporting currencies, you can drill down to see the journal amounts entered and posted in the source ledger, such as the primary or secondary

ledger.

Secondary Ledger Drilldown: When reviewing balances that have been transferred to your journal-level and subledger-level secondary ledger, you can drill down to see the journal amounts entered and posted in the primary ledger.

Note: If drilling down on a journal level secondary ledger that uses a journal level reporting currency as its source representation, you can drill down from the secondary ledger to the reporting currency and then to the original journal entered in the primary ledger.

Note: Drilling down on balance-level secondary ledgers is the same as drilling down on consolidated balances because consolidation is used to transfer balances to balance-level secondary ledgers. For more information on drilling down on consolidated balances, see *Performing Consolidated Balance Inquiries*, page 5-42.

Prerequisite

- Perform an account inquiry for a ledger or ledger set, then drill down to the Detail Balances window. See: *Overview of Account Inquiry*, page 5-4

To review journal detail information for a detail balance:

1. From the Detail Balances window, select the detail balance row whose journal details you want to review.
2. Choose the Journal Details button.

You see the Batch name, Journal Entry name, Source, Currency, Line, and Entered Debits and Credits for all journals that contributed to the selected detail balance.

3. Select the journal whose detail you want to review.
4. Choose one of the following buttons:

Drilldown: Choose this button to drill down to Oracle subledger applications or to the subsidiary ledger. For Subledger drilldown, you can review the subledger transactions that comprise the journal. This button is only enabled if the following exists:

- The journal originated from an Oracle subledger application that uses Oracle Subledger Accounting (SLA).
- The subledger application is installed. See: *Drilling Down to Subledger Detail*, page 5-27.

- The Import Journal References flag is enabled for the subledger source in the Journal Sources window.

See: Drilling Down to Subledger Detail, page 5-27.

For Consolidation drilldown, you can drill down from a consolidation journal batch to your subsidiary's General Ledger. From the subsidiary's General Ledger, you can drill down further to review the subsidiary's journal details and subledger transactions.

See: Performing Consolidated Balance Inquiries, page 5-42

Show Full Journal: Choose this button to drill down to the Journals window to view the full journal entry.

Detail Balance: Choose this button to return to the Detail Balances window.

Related Topics

Drilling Down to Subledger Details, page 5-27

Performing an Account Inquiry, page 5-9

Reviewing Balances in an Account Inquiry, page 5-18

Performing Consolidated Balance Inquiries, page 5-42

Performing a Journal Entry Inquiry

Use the Find Journals window to find journal batches and journal entries. General Ledger displays search results in either the Journal Entry Inquiry or Enter Journals window, depending on how you navigated to the Find Journals window.

Your search results will include information about actual, budget, or encumbrance journal entry batches for a ledger. You can:

- Review detailed information about a batch, a journal entry within that batch, and the detail lines within that entry
- Drill down from a journal to see the subledger transactions that comprise it
- View journal and subledger transaction information as balanced accounting entries (i.e., debits equal to credits) or in the form of T-accounts

Note: Drilling down to subledger transactions is supported for subledgers that use Oracle Subledger Accounting (SLA).

Note: To find all Oracle subledgers that integrate with Subledger Accounting, you can query each subledger source in the Subledger

Application window from the Subledger Accounting Setup menu.

If you navigate to the Find Journals window via the Journals > Enter navigation path, you can perform additional actions on the batch or journal you query. For example, if you marked a journal batch for reversal, you can query that journal batch, choose the Reverse Batch button in the Batch window, and reverse the batch.

To perform a journal entry inquiry:

1. Navigate to the Journal Entry Inquiry window.

The Find Journals window appears.

Note: When you first navigate to the Journal Entry Inquiry window, the Find Journals window appears automatically. After you run the query, you can reopen the Find Journals window by selecting View > Find from the menu.

2. In the Find Journals window, enter query parameters to find the batch or journal you want to review.

Note: Choose the More button to see additional fields that you can use to refine your query. To hide these extra fields, choose the Less button.

3. Once you've entered all of your query parameters, choose Find to run the query.

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

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

4. Choose:

- **Review Batch button:** to see detailed information about the selected journal batch in the Batches window. From the Batch window, choose the Journals button to navigate to the Journals window, where you can review the journals

associated with the batch.

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

Related Topics

T-Accounts, page 5-28

Drilling Down to Subledger Details, page 5-27

Creating Journal Batches, page 1-5

Entering Journals, page 1-9

Drilling Down to Oracle Subledger Applications

Drilling Down to Subledger Detail

When you perform an account or journal inquiry in General Ledger, you can drill down to view transaction-level detail if the transactions originated in an Oracle subledger application that uses Oracle Subledger Accounting (SLA). The following supported products and associated journal entry sources and categories are listed in the table below.

Note: To find all Oracle subledgers that integrate with Subledger Accounting, you can query each subledger source in the Subledger Application window from the Subledger Accounting Setup menu.

Prerequisites

- For each related journal source, the option to Import Journal References from the Oracle subledger application must be set to Yes. See: .
- Enter transactions in your Oracle subledger applications.

- From Oracle Subledger Accounting (SLA), run each subledger's program to transfer or post transactions to General Ledger.
- Import, in either summary or detail, journals generated from your Oracle subledger activity, and post the journals in General Ledger.

To review journal detail generated from an Oracle subledger application:

1. Perform an account or journal inquiry. For an account inquiry, drill down to the journal detail (See: Drilling Down to Journal Detail, page 5-23) For account or journal inquiries, select a journal detail line whose journal source is one of the supported Oracle subledger applications.
2. Choose Tools > Line Drilldown from the menu. Optionally, when performing an account inquiry, you can choose the Drilldown button from the Journals detail window.

The View Journal Entry Lines window appears for the related subledger. From this window, you can drill down to view the original subledger transaction. You can also view the transaction accounting, as balanced accounting entries or in the form of T-accounts.

For more information about how drilldown works within the subledger applications, see the section titled "Drilling Down to {subledger name} from Oracle General Ledger," in the related subledger application's user's guide.

Related Topics

Importing Journals, page 1-176

Performing an Account Inquiry, page 5-9

Performing a Journal Entry Inquiry, page 5-25

T-Accounts

Use the T Accounts window to view General Ledger journals or subledger accounting entries in a graphical T-account format, displayed in the T Accounts window. The system displays information such as the account, the activity detail, the net activity for the entry, and the account balance.

You can also choose to view journals or subledger accounting entries as an activity summary report, displayed in the Activity Summary window. The window displays information such as the account, the net activity for the entry, and the account balance.

You can customize the T Accounts and Activity Summary windows to view exactly the information you want:

- All entries in an account or just the net total of the entries

- Accounting information by full accounting flexfield or summarized by account segment
- Account balances, from within General Ledger

T-accounts can be accessed from:

- **General Ledger:** from the Enter Journals, Journals, and Journal Entry Inquiry windows. T-accounts can also be accessed via an account inquiry, by first drilling down to the Journals window.
- **Oracle Subledger Applications:** from the related subledger's view accounting or accounting windows.

To view T-accounts:

1. Choose Tools > T Accounts from the menu. Alternatively, from some windows you can choose the T Accounts button.
2. (Conditional) The first time you access T-accounts, the T-accounts window appears. You can choose the Options button and specify the default window that will open the next time you choose to view T-accounts.

Complete the display options. For example, you can choose to view by full accounting flexfield or by segment. You can also choose whether account balances should be displayed. See: Display Options Available While Viewing T-Accounts and Activity Summary, page 5-29.

Note: Your display option selections are automatically saved and will be used the next time you view T-accounts.

3. Choose the T Accounts or Activity Summary button to open the related window.

Note: The Options, T Accounts, and Activity Summary windows are all linked. From any of these windows you can get to the other two by choosing the appropriate button.

Display Options Available While Viewing T-Accounts and Activity Summary

The following display options are available from the Options window:

Default Window: choose which of the three windows appears when you choose to view T-accounts:

- *Options:* the Options window
- *T Accounts:* the T Accounts window will be displayed

- *Activity Summary*: the Activity Summary window will be displayed

Organize By: determines how your accounts are organized in both the T Accounts and Activity Summary windows:

- *Account*: Each account is displayed as a separate T-account. The Activity Summary lists accounting activity by account.
- *Segments*: Specify a primary and secondary segment. Each unique combination of the two segments is displayed as a separate account.

Show in T Accounts:

- *Account Description*: Yes or No. Yes is the default.
- *Balances*: Yes or No. No is the default. This choice is only for General Ledger journal entries.
- *Entered Amounts*: Yes or No. Yes is the default.
- *Activity*: Yes or No. Yes is the default.

Show in Activity Summary:

- *Account Description*: Yes or No. The default is Yes.
- *Balances*: Yes or No. No is the default. This choice is only for General Ledger journal entries.
- *Entered Amounts*: Yes or No. Yes is the default.
- *Columnar display poplist*: Choose Debit/Credit Column to display debits and credits in separate columns. Choose Net Amount Column to display the net amount of debits and credits in one column.

Note: You cannot view activity detail in the Activity Summary window.

Note: You can only display the ledger currency amounts in the Activity Summary window.

Related Topics

Performing an Account Inquiry, page 5-9

Performing a Journal Entry Inquiry, page 5-25

Drilling Down to Journal Detail, page 5-23

Average Balance Inquiry

Performing an Average Balance Inquiry

You can use average balance inquiry to review information about the average or end-of-day balances of any balance sheet account for a ledger or ledger set. You can view summary and detail balances, as well as drill down from your summary balances to your detail balances. You can view ledger currency balances as well as translated balances.

All of the inquiry windows follow segment value security rules and data access set security that restrict user access to specific ledgers, balancing segment values, management segment values, and other segment values in your accounting flexfield as follows:

1. For segment value security rules, you cannot view balances for secured values.
2. For data access sets, you must have read access to the ledger and balancing segment value or management segment value to view account balances.

Note: To view summary account balances, you must have read access to the parent value, such as "T", which is used in the summary account.

To perform an average balance inquiry:

1. Navigate to the Average Balance Inquiry window
2. Enter a Ledger or Ledger Set in the Name field.

Note: To view translated average balances, specify the balance-level reporting currency that was used as the target ledger during Average Balance Translation, and then specify the Total Currency Type in Step 5.

If you use reporting currencies (journal or subledger level), you can enter a reporting currency.

3. Specify a Ledger Currency.

If you specified a single ledger or reporting currency, the ledger currency defaults and cannot be changed.

If you specified a ledger set, All Currencies default, but can be changed as follows.

- Choose All Currencies to view average balances for all ledgers and ledger

currencies assigned to this ledger set.

- Choose a specific ledger currency if you only want to view average balances for a subset of ledgers for which the ledger currencies match the currency you specified.

For example, the following ledgers and ledger currencies are assigned to a ledger set:

- Ledger A (USD)
- Ledger B (EUR)
- Ledger C (JPY)

If you only want to see balances for Ledger C and ignore balances for ledger A and B, specify JPY in the Ledger/Ledger Set Currency field.

If you use reporting currencies (journal or subledger level), and you specified a ledger set in Step 2, choosing All Currencies displays average balances for all reporting currencies assigned to the ledger set. Choosing a specific currency of a reporting currency displays balances for the reporting currencies for which the currency matches the currency you specified.

4. Enter the range of effective Dates to include in your inquiry.
5. Specify the Currency Type to include in the inquiry as follows:
 - Choose Total to view balances that have been converted to each ledger currency. This includes balances that were entered using the ledger currency, as well as any foreign entered balances that were converted to the ledger currency.

Note: If you specified a balance-level reporting currency in Step 2, you must choose Total to view total translated balances. If you choose any other Currency Type, the balances are retrieved from the source ledger that was used to enter journals.

Note: If you use reporting currencies (journal or subledger level), choosing Total will display balances that have been converted to each reporting currency. This includes balances that were entered using the currency of the reporting currency, as well as any foreign entered balances that were converted to the reporting currency.

- Choose Entered and specify a Currency in the Entered field to only view balances that were entered in a specific currency. You can specify All

Currencies to view balances entered in all currencies for the ledger.

- Choose Statistical to only view statistical balances for each ledger.
6. Choose a precision Factor:
- Units:** Full currency precision.
- Thousands:** Divides balances by 1,000; rounds to three decimal places
- Millions:** Divides balances by 1,000,000; rounds to three decimal places
- Billions:** Divides balances by 1,000,000,000; rounds to three decimal places.
7. (Optional) Enter a Summary Template name to restrict your inquiry to only those summary accounts associated with that template.
- Note:** You cannot view summary account balances for ledger sets.
8. Query the summary or detail Account(s) you want to review. If you entered a summary template, you can only query summary accounts associated with that template.
9. Choose Show Average Balances to review balances for the current account based on your inquiry criteria.

Related Topics

Detail Average Balance Inquiry, page 5-33

Summary Average Balance Inquiry, page 5-34

Overview of Average Balance Processing, page 4-1

Detail Average Balance Inquiry

When you perform an average balance inquiry for detail accounts, you can view the end-of-day and average-to-date balances for each effective date in the range you specify. You can also see the summary accounts the detail account rolls into.

Note: You can customize this folder to show only the Average Balance Inquiry information you need. Refer to the *Oracle Applications User's Guide* for more information on modifying and saving folder forms.

Prerequisites

- Enter your average balance inquiry criteria.

- Select a detail account for the inquiry.

To review average balances for a detail account:

- Choose the Show Average Balances button from the Average Balance Inquiry window.

For each day in the range of effective dates you specified, you will see the EOD (end-of-day), PATD (period average-to-date), QATD (quarter average-to-date), and YATD (year average-to-date) balances for your ledger and detail account. General Ledger displays all debit balances as positive amounts, and credit balances as negative amounts.

To review the summary accounts the detail account balance rolls into:

- Choose the Summary Balances button from the Detail Average Daily Balances window.

Choose the Detail Balances button to return to the Detail Average Daily Balances window.

Related Topics

Performing an Average Balance Inquiry, page 5-31

Summary Average Balance Inquiry, page 5-34

Overview of Average Balance Processing, page 4-1

Summary Average Balance Inquiry

When you perform an inquiry on a summary account, you can drill down to the detail average balances that make up the summary balance.

Note: To view summary account balances, your data access set must provide read access to the parent value, such as "T", which is used in the summary account.

Prerequisites

- Enter your average balance inquiry criteria.
- Select a summary account for the inquiry.

To review average balances for a summary account:

- Choose the Show Average Balances button from the Average Balance Inquiry window.

For each day in the range of effective dates you specified, you will see the EOD (end-of-day), PATD (period average-to-date), QATD (quarter average-to-date), and YATD (year average-to-date) balances for your summary account. General Ledger displays all debit balances as positive amounts, and credit balances as negative amounts.

Note: You can customize this folder to show only the Average Balance Inquiry information you need. Refer to the *Oracle Applications User's Guide* for more information on modifying and saving folder forms.

To review detail balances that roll up into a summary average balance:

1. From the Summary Average Daily Balances window, select the summary average balance row whose detail you want to review.
2. Choose the Detail Balances button to drill down to all detail balances that roll up into the selected summary average balances.
3. Choose the Summary Balances button to return to the Summary Average Daily Balances window.

Related Topics

Performing an Average Balance Inquiry, page 5-31

Detail Average Balance Inquiry, page 5-33

Overview of Average Balance Processing, page 4-1

Inquiring on Budgets

Performing a Budget Inquiry

You can perform online inquiries about your master and detail budgets. General Ledger compares summary balances between your master and detail budgets, and checks for budget variances and violations. In addition, you can drill down from summary balances to detail account balances, and then to budget journal details.

Budget Inquiry (VisionUSA_DATA_Access_Set)

Selection Criteria

Ledger: Vision Operations (USA)
 Budget: ENC BUDGET
 Currency: USD
 Inquiry Type: Drilldown this Budget

Accounting Periods
 From: Jan-06
 To: Dec-06

Factor
☒ Units
☐ Billions
☐ Thousands
☐ Millions

Summary Template: Total Revenue, Each Company and Total Departments

Summary Accounts

<input checked="" type="checkbox"/>	00-T-4000-T-T
<input type="checkbox"/>	01-T-4000-T-T
<input type="checkbox"/>	02-T-4000-T-T
<input type="checkbox"/>	03-T-4000-T-T
<input type="checkbox"/>	05-T-4000-T-T

Description
 NoIntercom-Total Department Par-Total Revenue-Total Sub\Account-Total pour Comptes de Syn

Show Balances

Prerequisites

- Define your master/detail budget relationships
- Enter budget amounts or budget journals

To perform a budget inquiry:

1. Navigate to the Budget Inquiry window.
2. Enter the Ledger and Budget you want to review. You can enter a master budget, detail budget, or a budget not associated with a master-detail relationship. However, you must enter a budget which has at least one open budget year.

Note: You can only query budgets if your data access set provides read access to the ledger and balancing segment value or management segment value assigned to the budget.

3. Enter the Currency of the budget balances you want to review. You only see budget amounts entered in the specified currency.
4. Enter the range of accounting periods to include in your inquiry. The accounting period range must be within an open budget year.
5. Choose the Inquiry Type you want to perform. Your Inquiry Type choices depend

on whether you are performing the inquiry on a master or detail budget.

- For a detail budget, you can only choose Drilldown this Budget to see detail budget balances with a drilldown to detail accounts.
- For a master budget, you can choose any of the following inquiry types:

Drilldown this Budget: Review master budget balances with a drilldown to detail accounts.

Query Detail Budgets: Review master and detail budgets together with a drilldown to detail accounts.

Query Budget Violations Only: Review only those periods for which the sum of the detail budget balances exceeds the master budget balance.

6. Select a display Factor:

Units: Full currency precision.

Thousands: Divides balances by 1,000; rounds to three decimal places.

Millions: Divides balances by 1,000,000; rounds to three decimal places.

Billions: Divides balances by 1,000,000,000; rounds to three decimal places.

7. Enter an optional Summary Template name to limit the summary accounts for your inquiry. If you do not enter a template name, you can inquire on any summary account in your ledger.
8. Query a Summary Account.
9. Choose the Show Balances button to review summary balances based on your inquiry criteria.

Note: To view summary account balances, your data access set must provide read access to the parent value, such as "T", which is used in the summary account.

Related Topics

Reviewing Budget Balances in a Master Budget Inquiry, page 5-38

Reviewing Budget Balances in a Detail Budget Inquiry, page 5-39

Reviewing Detail Account Balances, page 5-40

Reviewing Budget Journal Detail, page 5-41

Creating Master/Detail Budgets, page 2-7

Entering Budget Amounts, page 2-52

Reviewing Budget Balances in a Master Budget Inquiry

When you perform an inquiry on a master budget, you can view summary balances for the master budget, then drill down to the detail balances. You can also see master and detail budgets together, or show only those periods for which the sum of the detail budget balances exceeds the master budget balance.

Note: You can customize this folder form to show the Budget Inquiry information you need. Refer to the *Oracle Applications User's Guide* for more information on modifying and saving folder forms.

To review master budget balances:

1. Enter your budget inquiry criteria, specifying a master budget.
2. Choose Drilldown this Budget for the Inquiry Type.
3. Query a Summary Account for the inquiry.
4. Choose the Show Balances button from the Budget Inquiry window.
You see the period-to-date (PTD) Master Balance for every period in the inquiry range, for the master budget and summary account you specified.
5. Choose the Detail Accounts button to review the budget balances for the detail accounts that roll up into the summary account for the selected period.

To review master and detail budget balances together:

1. Enter your budget inquiry criteria, specifying a master budget.
2. Choose Query Detail Budgets for the Inquiry Type.
3. Query a Summary Account for the inquiry.
4. Choose the Show Balances button from the Budget Inquiry window.
You see the period-to-date (PTD) Master Balance, Detail Balance, and Available Budget for every period in the inquiry range, for the master budget and summary account you specified.

The Available Budget balance is the amount by which the master budget balance exceeds the detail budget balance. The available budget balance can be either positive or negative. General Ledger displays debit balances as positive amounts,

and credit balances as negative amounts.

5. Choose the Detail Budgets button to review the detail budgets that roll up into the master budget for the summary account for a selected period.

To review only balances where the detail budgets exceed the master budget:

1. Enter your budget inquiry criteria, specifying a master budget.
2. Choose Query Budget Violations Only for the Inquiry Type.
3. Query a Summary Account for the inquiry.
4. Choose the Show Balances button from the Budget Inquiry window.

You see the period-to-date (PTD) Master Balance, Detail Balance total, and Available Budget only for periods where the detail budget balance exceeds the master budget balance (in other words, where the available budget is negative).

5. Choose the Detail Budgets button to review the detail budgets that roll up into master budget for the summary account for a selected period.

Related Topics

Performing a Budget Inquiry, page 5-35

Reviewing Budget Balances in a Detail Budget Inquiry, page 5-39

Reviewing Detail Account Balances, page 5-40

Reviewing Budget Journal Detail, page 5-41

Reviewing Budget Balances in a Detail Budget Inquiry

When you perform a budget inquiry on a detail budget, you can view the summary balances for the specified range of periods. You can also drill down to the detail balances in the budget.

Note: You can customize this folder form to show the Budget Inquiry information you need. Refer to the *Oracle Applications User's Guide* for more information on modifying and saving folder forms.

To review balances for a detail budget:

1. Enter your budget inquiry criteria, specifying a detail budget.
2. Query a Summary Account for the inquiry.

3. Choose the Show Balances button from the Budget Inquiry window.
You see the period-to-date (PTD) Balance for every period in the inquiry range, for the detail budget and summary account you specified.
4. Choose the Detail Accounts button to review the detail balances that roll up into the summary balance for the selected period and detail budget.

Related Topics

Performing a Budget Inquiry, page 5-35

Reviewing Budget Balances in a Master Budget Inquiry, page 5-38

Reviewing Detail Account Balances, page 5-40

Reviewing Budget Journal Detail, page 5-41

Reviewing Detail Account Balances

You can drill down from a master or detail budget inquiry to view the detail account balances in the inquiry budget.

To review detail account balances in a master budget inquiry:

1. Enter your budget inquiry criteria, specifying a master budget.
2. Query a Summary Account for the inquiry.
3. Choose the Show Balances button from the Budget Inquiry window.
4. Select the budget period for the detail you want to view.
5. If you chose Query Detail Budgets, or Query Budget Violations Only for the Inquiry Type, choose the Show Budgets button, then select the budget you want to review.
6. Choose the Detail Accounts button. You see the detail accounts that roll up into the selected summary account. For each account you see the period-to-date (PTD), quarter-to-date (QTD), and year-to-date (YTD) budget balance.
7. Choose the Budget Journals button to see the journal entries for the selected detail account.

To review detail account balances in a detail budget inquiry:

1. Enter your budget inquiry criteria, specifying a detail budget.
2. Query a summary account for the inquiry.

3. Choose the Show Balances button from the Budget Inquiry window.
4. Select the budget period for the detail you want to view.
5. Choose the Detail Accounts button. You see the detail accounts that roll up into the selected summary account. For each account you see the period-to-date (PTD), quarter-to-date (QTD), and year-to-date (YTD) budget balance.
6. Choose the Budget Journals button to see the journal entries for the selected detail account.

Related Topics

Performing a Budget Inquiry, page 5-35

Reviewing Budget Balances in a Master Budget Inquiry, page 5-38

Reviewing Budget Balances in a Detail Budget Inquiry, page 5-39

Reviewing Budget Journal Detail, page 5-41

Reviewing Budget Journal Detail

You can drill down from a master or detail budget inquiry to review your budget journal detail.

To review budget journal detail:

1. Perform a master or detail budget inquiry.
2. Drill down to the detail account balances.
3. Select an account.
4. Choose the Budget Journals button. You see each Batch, Journal Entry, Line number, Entered Debit, and Entered Credit that comprised the budget balance for the selected account and period.

Related Topics

Performing a Budget Inquiry, page 5-35

Reviewing Budget Balances in a Master Budget Inquiry, page 5-38

Reviewing Budget Balances in a Detail Budget Inquiry, page 5-39

Reviewing Detail Account Balances, page 5-40

Consolidated Balance Inquiry

Performing Consolidated Balance Inquiries

From your consolidated parent ledger, you can drill down to account balances, review consolidation journal entries, drill down further to your subsidiary ledger, review subsidiary account balances, then drill down further to subsidiary journal entries and even to your subsidiaries' subledger details.

For example, while analyzing total consolidated sales, you may want to determine how much each subsidiary contributed to the total amount. Simply drill down from the consolidated sales balance to any subsidiary sales account balance. From there, you can view account details and journals. If you need still more information, drill down further to the subledger transactions that contributed to your total consolidated sales balance.

Note: Drilling down on balance level secondary ledgers is the same as drilling down on consolidated balances because consolidation is used to transfer balances to balance-level secondary ledgers.

From your balance level secondary ledger, you can drill down to account balances, review consolidation journal entries, and drill down further to your source representation's journal entries and subledger details.

To perform a consolidated balance inquiry:

1. Perform an account inquiry in your consolidated parent ledger. See: Performing an Account Inquiry, page 5-9
2. Choose the Show Journal Details button to drill down to the Journals window.
3. Select a consolidation journal batch whose details you want to review.

Note: Look for journal batches with Consolidation as the journal source.

4. Choose the Drilldown button to view the Consolidation Drilldown window. The window displays information about the subsidiary balance that was consolidated to the parent. The amount of information displayed will vary, depending on whether the balances or transactions consolidation method was used:

Balances Method - includes Subsidiary ledger name, Period, Balance Type, Budget name, Currency, Currency Type, and Factor. The Transfer Details region will display the Consolidation name and the Amount Type. The Account region will display each detail Account, Consolidated Amount, and other amount type

amounts.

Transactions Method - includes the mapped subsidiary Account, accounting Period, Balance Type, and Currency Type. The window also shows batch details, including Batch name, Journal Entry name, journal Source, Currency, journal Line number, Entered Debits, and Entered Credits.

Note: If your subsidiary ledger uses a currency different from your parent, General Ledger displays the translated account balances.

5. (Optional - Balances Method) Choose the Switch Amount Type button to change the other amount type amounts displayed in the Consolidation Drilldown window. When you choose the button, the column heading in the Account region will change to the amount type (YTD, QTD, etc.). Repeatedly choosing the button will cycle through the available amount types.

To review subsidiary detail journal information:

Choose the Journal Details button from the Consolidation Drilldown window.

You see the Batch name, Journal Entry name, Source, Currency, Line, and Entered Debits and Credits for journals that affected the selected detail balance.

Note: You can customize this folder form to show the Account Inquiry information you need. Refer to the *Oracle Applications User's Guide* for more information on modifying and saving folder forms.

Related Topics

Performing an Account Inquiry, page 5-9

Reviewing Balances in an Account Inquiry, page 5-18

Drilling Down to Journal Detail, page 5-23

Drilling Down to Oracle Subledger Detail, page 5-27

Global Consolidation System, page 8-1

Financial Reporting

Overview of Reporting in General Ledger

General Ledger provides you with a variety of reporting capabilities, including the Financial Statement Generator, online inquiries, and standard reports and listings.

- The Financial Statement Generator enables you to build your own custom reports without programming. You can define reports with complete control over the rows, columns, contents, and calculations in your report.
- You can define reports to report across ledgers in a ledger set. You can even have the same report be reusable for different ledgers, ledger sets, or reporting currencies.
- You can perform online inquiries to search for detailed information quickly. For example, you can perform an online inquiry of your account balances or journal entries for a ledger. You can also review any of your financial statements, accounting reports, or listings online.
- General Ledger's standard accounting reports and listings include trial balances, journals, general ledgers, account analysis reports, chart of account listings, and more. You can set the runtime options for detail or summary information, sort sequence, and the selection of data you want to see on the report.

See: Running Standard Reports and Listings, page 10-1.

Overview of the Financial Statement Generator

Financial Statement Generator (FSG) is a powerful report building tool for Oracle General Ledger. With FSG, you can:

- Generate financial reports, such as income statements and balance sheets, based upon data in your general ledger across a ledger set or a ledger.

Note: If you have average balance processing enabled in your ledger, you can report on total, entered currency, converted, statistical, or translated average balances.

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

Note: To apply segment value security rules, the profile option FSG: Enforce Segment Value Security must be enabled. See: FSG: Enforce Segment Value Security, *Oracle General Ledger Reference Guide*.

- Enable definition access set security to allow specific reports or report objects to only be used, viewed, or modified by certain users.
- Define your reports with reusable report objects, making it easy to create new reports from the components of reports you've already defined. You can also define your reports to be reusable for different ledgers or ledger sets by specifying the ledger or ledger set at report generation time as opposed to in the report definition.
- Design custom financial reports to meet specific business needs.
- Print as many reports as you need, simultaneously.
- Print the same report for multiple ledgers, companies, cost centers, departments, or any other segment of your account structure, in the same report request.
- Schedule reports to run automatically.
- Produce ad hoc reports whenever you need them.
- Print reports to tab-delimited files for easy import into client-based spreadsheet programs
- Create XBRL instance documents for easier exchange and analysis of your reporting information.

Related Topics

Report Building Concepts, page 6-3
Simple Reports, page 6-3
Special Format Reports, page 6-10
Report Distribution, page 6-20
Other FSG Features, page 6-23
Using Financial Statement Generator, page 6-26
Overview of Average Balance Processing, page 4-1

Report Building Concepts

In Financial Statement Generator, you build a report by defining, then combining, various reusable report objects. Some objects are required for every report you intend to build. You can use others to apply special formatting to reports. Finally, there are objects you can use to control report content, distribution, and scheduling.

The objects you need for a specific report depend on the report's complexity. In the next three sections, we discuss report objects in terms of:

- Simple reports
- Special format reports
- Report distribution

FSG features are also introduced under these section headings.

Related Topics

Simple Reports, page 6-3
Special Format Reports, page 6-10
Report Distribution, page 6-20
Other FSG Features, page 6-23
Overview of the Financial Statement Generator, page 6-1

Simple Reports

The simplest reports consist of a few headings to describe the information in the report, followed by the report data, which is often presented in tabular form as a series of intersecting rows and columns. Therefore, simple reports are two dimensional in nature, similar to what you might create in a spreadsheet.

The rows and columns determine the values which appear in the body of a simple report, by virtue of the attributes those rows and columns possess. For example, consider a row whose attribute is the balance sheet account named "Inventory" and a column whose attribute is "Sept. 1996." A report "cell" defined by the intersection of row "Inventory" and column "Sept. 1996," will contain the inventory account balance for September 1996.

Topics in This Section

Rows, Columns, Row Sets, and Column Sets, page 6-4

Typical Report Dimensions, page 6-6

Standard Reusable Column Sets, page 6-6

Defining Rows and Row Sets, and Assigning Accounts, page 6-6

Display Types, page 6-7

Basic Report Formatting, page 6-9

Defining Reports, page 6-9

Rows, Columns, Row Sets, and Column Sets

With FSG you use this fundamental row/column concept to build your own financial reports:

1. Decide which rows and columns will make up your report.
2. Define the rows and columns, then tell FSG what attributes those rows and columns have.
3. Build a report using those rows and columns.

FSG further simplifies report building by allowing you to group multiple row or column definitions into "sets." For example, suppose that you've just defined a simple report which uses two columns with the attributes "Year Ended 12/31/95" and "Year Ended 12/31/96." You realize that you might want to use these two columns for many other reports besides the one you've just defined. With FSG, you can define and save a *Column Set* which consists of these two column definitions. Then, whenever you need a new report based on these two columns, you simply tell FSG to build a report using the column set. You can do the same thing with groups of row definitions, and create *Row Sets*.

Row sets and column sets are the two primary building blocks of FSG reports. These concepts are illustrated in the report shown in the figure below.

Basic FSG Report Objects

Title Headings → US GLOBAL OPERATIONS
COMPARATIVE EXPENSE LISTING
Current Period: DEC-95
Currency: USD
No specific Company requested

Date: JAN-20-1996 13:32:55
Page: 2

Column Set → **Columns**

(Periods) (Calculated)

ATD-Actual ATD-Actual
DEC-95 DEC-94 DIFFERENCE VARIANCE

Row Definitions → **Row Set**

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

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

Notice that this simple report is built using one row set and one column set. The row set contains many row definitions while the column set contains four column definitions. Here are some other characteristics of rows and columns, as illustrated in the above example:

- You can assign accounts or calculations to a row or column. Calculations, discussed in the next section, are useful for creating totals, subtotals, variances, and percentages on your reports.
- You can assign amount types to a row or column. Amount types determine whether your report includes:
 - Actual, budget, or encumbrance amounts.
 - Period-to-date, quarter-to-date, year-to-date, or project-to-date account balances.
- Row labels, shown above as the account numbers, are printed automatically by FSG, although you can control what FSG prints. For example, you can print account descriptions in addition to or instead of account numbers, which FSG prints normally. Unlike row labels, column headings are defined by you (as part of your

column set).

- You can assign an element from an XBRL taxonomy to a row. The elements remain assigned to the row when the row is part of a row set.
- You can enable definition access set security to a row set or column set so that they can be used, viewed, or modified by certain users.

Typical Report Dimensions

The example in the figure named Basic FSG Report Objects illustrates another important FSG concept:

Generally, accounts are assigned to row definitions and amount types are assigned to column definitions.

In the example, these typical report dimensions produce an expense listing where each report line is an expense account and the two primary columns are the year-to-date actual expenses as of December 1995 and December 1994.

Standard Reusable Column Sets

You may be able to build many of your financial reports by using the fourteen standard column sets we predefine, such as monthly comparative year-to-date or period-to-date variance. For more complex reports, you can define custom column sets.

Defining Rows and Row Sets, and Assigning Accounts

Rows are subcomponents of row sets. They are defined when you create a new row set.

Each row definition for a simple report includes, at a minimum:

- A sequence number to indicate its order in the row set.
- An account assignment (a ledger specification and a range of accounts) or a description. You use a description row to display a subheading immediately above a group of related rows.

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

Example Row Set Definition

Sequence	Account Assignment Start	Account Assignment End
10	Vision US 01.100.2000.000.000.000	Vision US 01.300.2000.000.000.000

Sequence	Account Assignment Start	Account Assignment End
20	Vision US03.100.2000.000.000.000	Vision US03.300.2000.000.000.000
30	Vision US01.500.1000.000.000.000	Vision US01.900.1999.000.000.000
40	Vision US03.500.1000.000.000.000	Vision US03.500.1999.000.000.000

In this example, the report lines generated by the row definition with sequence number 10 will appear first on the report, followed by the report lines for the row with sequence 20, then 30, then 40. The data for these report lines are derived from the Vision US ledger.

Display Types

When you make an account assignment to a row definition, you also specify one of three display types for each segment of the account structure. The display type controls the level of detail FSG will show on your report for individual report lines:

Expand: Your report will include one line for each value of the account segment. For example, assume your last account segment can have one of three values and that the account balance is as follows:

Value	Balance
xx.xxx.xxxx.xxx.xxx.100	1,000
xx.xxx.xxxx.xxx.xxx.200	2,500
xx.xxx.xxxx.xxx.xxx.300	1,500

If you choose Expand for the account segment, the FSG report will include one report line for each of the account values listed above.

If you choose Expand for the ledger segment and the ledger segment value is a ledger set, the FSG report displays individual rows for the ledgers of the ledger set and shows the ledger short names. The ledgers are listed in order of their ledger short name. If the ledger segment value is a ledger, then the FSG report displays data for the ledger. For example, assume your ledger segment references a ledger set, Vision US ledger. Your ledger set contains two ledgers, Vision East US and Vision West US. When you select the Expand display type, your report includes one report line per ledger and looks

similar to the following:

Value	Balance
Vision East US xx.xxx.xxxx.xxx.xxx.xxx	2,000
Vision West US xx.xxx.xxxx.xxx.xxx.xxx	5,000

Total: Your report will include only one line for that segment, which is the total of the amounts for all values of the account segment.

Using the same example, if your row definition specifies that the last segment of your account be totaled, your FSG report will include only one report line instead of three, as follows:

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

If you choose Total for the ledger segment and the ledger segment value is a ledger set, the FSG report totals the ledgers in the ledger set and displays rows for the totals without displaying the individual ledgers. For example, using the ledger set example above, when you select the Total display type, your report includes one report line per account per ledger set total and looks similar to the following:

Value	Balance
xx.xxx.xxxx.xxx.xxx	7,000

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

Value	Balance
xx.xxx.xxxx.xxx.xxx.100	1,000
xx.xxx.xxxx.xxx.xxx.200	2,500
xx.xxx.xxxx.xxx.xxx.300	1,500
xx.xxx.xxxx.xxx.xxx.TOTAL	5,000

If you choose Both for the ledger segment and the ledger segment is a ledger set or ledger, the FSG report displays both the expanded detail and total rows for the ledger and ledger set. For example, using the ledger set example above, when you select the Both display type, your report includes one report line per ledger, as well as a report line for the ledger set total and is similar to the following:

Value	Balance
Vision East US xx.xxx.xxxx.xxx.xxx.xxx	2,000
Vision West US xx.xxx.xxxx.xxx.xxx.xxx	5,000
TOTAL xx.xxx.xxxx.xxx.xxx.xxx	7,000

If you use reporting currencies (journal or subledger level), you can specify a reporting currency in place of a ledger and have all of the functionality described above for your rowsets defined with a reporting currency.

Basic Report Formatting

In a simple report, the standard column set you choose determines the basic data item formatting, such as whether to display a currency symbol or how many decimal positions to include. Standard column sets also have predefined column headings.

Row labels, as well as the column headings above the row labels, are inserted into your report by FSG automatically. The Report Title, which you specify when you define the report's row set, is also added automatically, along with the date/time the report is printed, page numbers, and the current period. Other formatting which you control for simple reports includes indenting, line skipping between rows, underline characters (for subtotals and totals), and page breaks.

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

For additional information on generating FSG reports with XML Publisher, see FSG Reports Using XML Publisher, page 6-24.

No formatting is required for XBRL output.

Defining Reports

Defining a simple FSG report is quite easy once you've defined your rows and row set. You only have to give the report definition a name and optional description, then assign your row set and a standard column set to it.

That's all there is to it. Once defined, you can generate the report at any time by telling FSG to run it.

Related Topics

- Report Building Concepts, page 6-3
- Special Format Reports, page 6-10
- Report Distribution, page 6-20
- Other FSG Features, page 6-23
- Overview of the Financial Statement Generator, page 6-1
- Using Financial Statement Generator, page 6-26
- Defining Row Sets, page 6-43
- Defining Column Sets, page 6-50
- Standard Column Sets, page 6-109
- Assigning Accounts, page 6-46
- Row Set Display Types, page 6-107
- Defining Financial Reports, page 6-70

Special Format Reports

FSG lets you add special formatting to your reports and create custom reports which meet specific business needs. You do this by taking a simple report and adding other report definitions and report objects. For example, you can define your own column sets instead of using the standard column sets.

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

For additional information on generating FSG reports with XML Publisher, see FSG Reports Using XML Publisher, page 6-24.

Topics in This Section

- Column Set Builder, page 6-11
- Format Masks, page 6-13
- Column Headings, page 6-13
- Relative Headings, page 6-13
- Calculations, page 6-15
- Row Orders, page 6-16
- Exception Reports, page 6-17

Display Options, page 6-17

Rounding Options, page 6-18

Override Segments, page 6-19

Column Set Builder

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

The Column Set Builder displays column definitions graphically, which makes it easier to lay out your reports, and gives you a good idea of how a report will look after FSG runs it.

There are two main areas to the Column Set Builder window. The top half is used to define each column, and the bottom half is used to create custom headings and enter format masks for each column definition.

Column Definition Area

For each column definition, you enter four pieces of information; Sequence number, Name, Amount Type, and Period Offset. Unlike row sequence numbers, column sequence numbers do not control the order FSG displays report columns. Columns are displayed on your reports in exactly the order they appear in the Column Set Builder window. You refer to a column's sequence number when you define calculations in another column (more on this later).

Recall that most columns are defined using an amount type. General Ledger provides numerous amount types, which define a period type and balance type. For example, the amount type *QTD-Actual* specifies a quarterly period type and actual balances. The amount type *YTD-Encumbrance* specifies a yearly period type and encumbrance balances.

FSG uses the Period Offset to determine which specific periods' balances to include on a report. Period offsets are specified relative to the period you specify when you request that FSG run a report. For example, if you want a report of monthly cash balances for January, 1996 through December, 1996, the period-of-interest is DEC-1996. If one of your column definitions has a period offset of -6, FSG will display the cash balances for June, 1996 in that column.

Note: For the average balance processing amount types, the Period Offset control value definition returns average balances information from the last day of the period that is referenced.

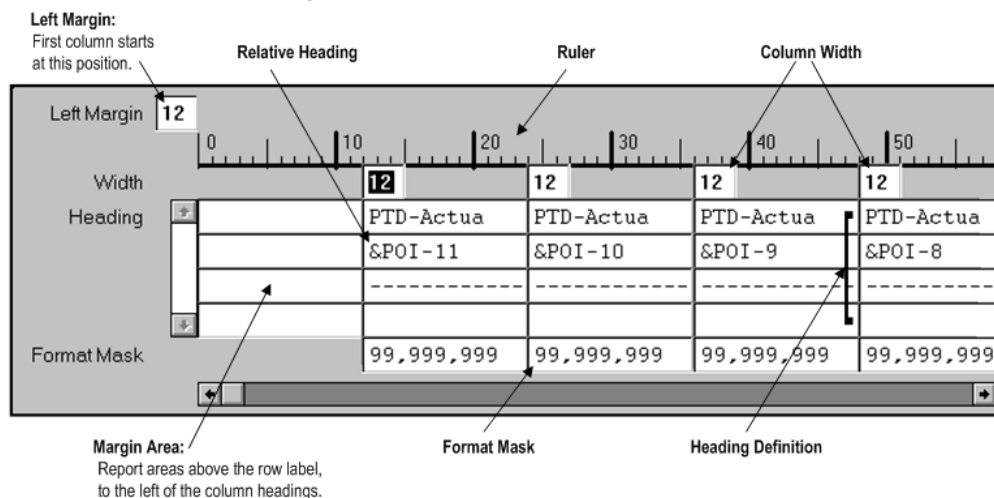
FSG uses the Constant Period of Interest control value definition to determine a specific periods' balances to include on a report. Unlike period offsets, the constant period of interest is not relative to the period you specify when you request FSG to run a report. The constant period of interest reports on the same accounting period every time you run an FSG report, regardless of the specified period at run time. This is useful for

referencing fixed periods in the report, even as the reporting period changes, avoiding the need to constantly modify the report definition.

The constant period of interest is determined by two parameters, the period number and the relative year. For example, assume you use a 12 period fiscal year based on a standard monthly calendar. For the column in the report representing the constant period of interest, you specify the period number to be 12 and the relative year to be a - 1. When you run the FSG report for any of the periods between January to December 1996, the Constant Period of Interest column displays data for December, 1995. If you run the report for period March 1997, the Constant Period of Interest column displays data for December, 1996.

Note: For the average amount types, the Constant Period of Interest control value definition returns average balances information from the last day of the constant period that is referenced.

Column Set Builder, Headings Area



Other than format masks and relative headings, which are explained in separate sections, the most important thing to note about creating column headings is the positioning of columns across the report. Two factors control this:

Left Margin: This is the starting position of the leftmost column, to reserve space for FSG to print your report's row labels.

Column Width: Each column has a specific number of print positions defined, known as the column width. The width must be large enough to hold all printable characters, including currency symbols, decimal points, and number separators.

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

Format Masks

A format mask defines how numbers are displayed in your reports. You can specify numbers, decimal places, currency symbols, and other display characters. For example, if you use a format mask of \$99,999,999, FSG will display the number 4234941 as \$4,234,941.

Note: To use all of the available formatting options, additional set up steps may be required in General Ledger.

The most important thing to remember when using format masks is to make sure you include enough space in your column definition to print all the numbers and special characters allowed by the format mask you use.

Column Headings

Headings can include any alphabetic or numeric characters. They may also include special characters, except for the ampersand symbol (&). FSG also provides a default heading option, which you can use as is or modify to build a custom heading.

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

- When positioning column headings using the Column Headings window, use character spaces by pressing the space bar or arrow keys to position your heading. You cannot use the tab key to position headings.
- Make sure that your column headings are positioned as defined for the columns. For example, if your column starting position is set to 45 character spaces, make sure that your column heading begins at 45 character spaces.
- Make sure you include enough space in your column definition to print all the numbers and special characters defined by the format mask.
 - For information on defining format masks, see Format Masks., page 6-13
- When defining your column headings, XML Publisher displays as many heading lines as your report template allows. For example, if you have a report template that allows less column heading lines than is defined for your column set, the report only displays the number of heading lines as defined by the template.

Relative Headings

You use FSG's Relative Headings feature to define dynamic headings whose content changes depending on some value you provide when you request the report.

You define relative headings by combining:

- **An ampersand (&)** - Identifies the following token and number as a relative heading.
- **A token** - Representing period of interest (POI), constant period of interest (CPOI), constant day of interest (CDOI), budget (BUDGET), encumbrance (ENCUMBRANCE), or currency (CURRENCY). The most often used token is POI.
- **A number** - For POI relative headings, the number is a period offset. For budgets, encumbrances, currencies, and constant periods of interest, the number is an associated control value.

Note: The number is expressed as a positive or negative value. For negative values, the minus sign (-) is required. For positive values, the plus sign (+) is optional.

For example, &POI-10 indicates the tenth period before the period of interest. &POI+6 or &POI6 indicates the sixth period following the period of interest. POI0 is the period of interest.

For another example, look at the Column Set Builder, Headings Area figure again, the Column Set Builder Headings Area. The example column set produces a rolling monthly report. In other words, the report has twelve columns representing monthly actual balances. The twelfth monthly column, as shown in the table below, is defined to display values for the period of interest. The first monthly column is defined to display values for the period which is eleven months before the period of interest.

For illustration purposes, the following table shows how the first and twelfth columns are defined and how the related report columns will be displayed. Note that the column definitions for &POI-10 through &POI-1 are not shown.

Period of interest: December 1996

Example Relative Headings

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

	First Monthly Column	Twelfth Monthly Column
Report Column	PTD-Actual	PTD-Actual
Heading Display	JAN-96	DEC-96
	-----	-----

Using relative headings with period offsets or constant periods of interest is a great way to create generic column sets which can be used with numerous FSG report definitions.

Calculations

You can create a row or column definition to calculate values which are then displayed on your report. This is especially useful for adding subtotals, totals, variances, and percentages to your reports. You can also create non-displayed rows or columns to hold the results of intermediate calculations, that are used in other calculations.

As with client-based spreadsheet programs, you can use other rows or columns in your calculations. For example, you can define a calculated row which adds a range of other rows to arrive at a subtotal. Or, you can define a calculated column which subtracts one column from another to yield a variance column.

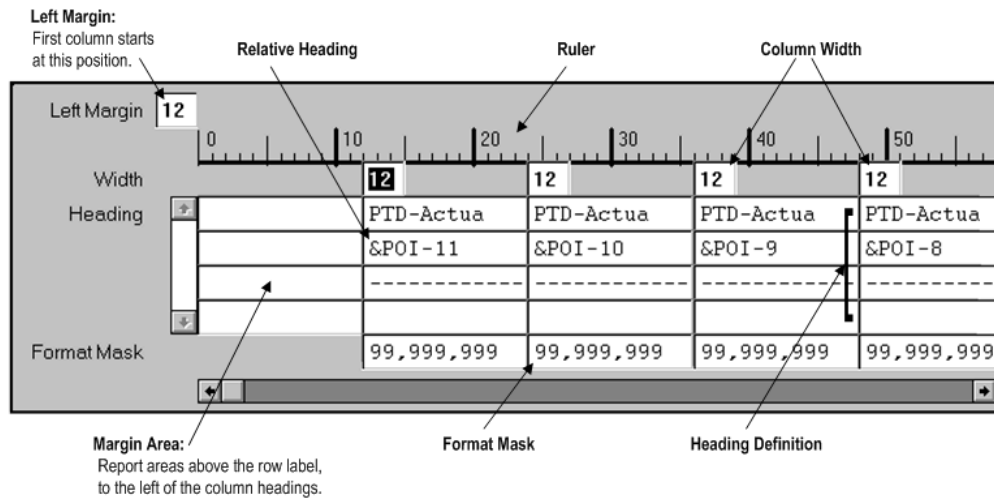
FSG provides a wide range of operators you can use in calculations, including functional operators such as Average, Median, and StdDev (standard deviation), Absolute Value, and, of course, your computations can include constant values.

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

Row and Column Conflicts

Calculations are one example of where a row definition and a column definition might conflict. For example, consider the following report:

Row and Column Conflicts



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

When there are conflicting calculations in a report, FSG will use the column calculation instead of the row calculation, unless you tell FSG (in the row definition) to override any conflicting column calculations.

There are other situations besides calculations where row and column definitions might conflict, such as format masks, period offsets, and amount types. FSG follows a set of precedence rules for all such row/column conflicts. For more information, see Row and Column Overrides, page 6-125.

Row and Column Names

When creating a calculation row which uses another row in the calculation, you refer to the row by its assigned Sequence Number. Optionally, you may give the row a Row Name when you define it, then refer to the name when building a calculation. The same rules apply to columns.

If you use the optional row and column names, the names will appear in other FSG windows, making it easier to remember what those rows or columns represent. Also note that if you use row and column names in your calculations, the names must be unique within the row set or column set. If not, your calculations may yield incorrect results.

Row Orders

There are three key things which you can do in your reports, using FSG's Row Orders feature:

- **Display account segment values and their descriptions.** There is a Display option

on the Row Order window where you can tell FSG to display the ledger short name, ledger name, or both for your ledger segment and the value, description, or both for your account segments. So, instead of Vision US West 01.200.1000, you can have FSG display Vision US West Vision Western US. 01 ABC Company. 200 Headquarters. 1000 Cash. Optionally, you can display the ledger short name, ledger name, description or account segment value by itself. If you use reporting currencies (journal or subledger level), you can specify a reporting currency in place of a ledger and have all of the functionality described above for your row orders defined with a reporting currency.

- **Change the account segment order.** There may be times when you want to change the order in which your ledger or account segments print. For example, your natural account might be defined as the third segment, but you want it to print first.
- **Sort detail rows based on values in a column.** You can tell FSG to sort your report's detail rows based on the values in one of your columns. For example, let's say you've built a sales report which displays current month sales figures for each of your 150 sales offices. If you want to sort this report from highest to lowest sales amount, you simply define a Row Order to tell FSG to sort the sales column in descending order.

Note: A row order can be saved as part of a report definition, or can be added dynamically at the time you request an FSG report.

If you use reporting currencies (journal or subledger level), you can specify a reporting currency in place of a ledger and have all of the functionality described above for your row orders defined with a reporting currency.

Exception Reports

Exception reports are very easy to build in FSG. When you define a column set, you can also define exception conditions for any or all of your column definitions. FSG will apply these exception conditions to any report which uses the column set.

For example, assume you're building a variance report and you want to flag any variance amount which exceeds \$50,000. In the variance amount column definition you simply create an exception condition which tells FSG, "if the amount in this column is greater than 50000, print an asterisk character."

Display Options

FSG provides a number of additional display options you can apply to the rows and columns in your reports. These include:

- **Display or don't display a row or column:** You can define rows or columns which are not displayed on a report. You might use such rows or columns to perform intermediate calculations which you don't want on the report itself, but which are

needed to build the values you do want.

- **Display or don't display when balance is zero:** You can choose to suppress the display of rows and columns whose balance is zero.
- **Change sign:** General Ledger stores debits as positive numbers and credits as negative numbers. FSG will print such values with their respective signs. You can choose to change the sign, printing debits with negative signs and credits with positive signs. For example, to print revenue (credit) amounts on an income statement so they appear without negative signs, set the Change Sign option for any rows or columns which use revenue accounts in an account assignment range.

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

Tip: You can also use the Absolute Value function to control the display of negative numbers. See: Defining Report Calculations., page 6-48

- **Display factors:** You can select to display amounts on your report at different precision levels, or factors, such as units, thousands, or millions. FSG will perform the appropriate rounding to arrive at the factor you've chosen.
- **Level of detail reporting:** This feature lets you indicate the level of detail so you can screen out excessively detailed information when you run reports for a high-level audience. Level of detail is indicated for each row and column, as well as for a report. When the report prints, FSG will display only those rows and columns whose level of detail are the same as or less than that of the report.

With this feature, you can use the same row set and column set definitions to define multiple versions of the same report, to serve different levels of your organization.

Rounding Options

You control how FSG performs any rounding which results from calculations you've defined for your report's columns or rows. In some cases you will want FSG to perform the calculations before any rounding is done. Other times, you may want the rounding to be done before the calculations are made. FSG lets you control this when you define your reports.

Note: The rounding option can be saved as part of a report definition, or can be added dynamically at the time you request an FSG report.

XBRL output ignores rounding options.

Override Segments

You use the override segments feature to produce "breakdown" reports. For example, let's say that you've defined a report which produces a corporate income statement. Now you want to create a breakdown version of the same report which shows income statement line items for each department, one report column per department. Department is one of your account segments, and can have one of five values (01 = Sales, 02 = Manufacturing, 03 = Finance, 04 = Administration, 05 = Corporate).

The original report definition uses a row set named Income Statement and a column set named Corporate YTD-Actual. To produce the breakdown report, you need to define a new column set with the following properties:

- Uses the Department segment as an "override segment."
- Includes one column definition for each department.
- Specifies, for each column definition, the department segment value as its override value. For example, the first column would be defined with an override value of 01, for the Sales department.
- (Optional) Define a column to total all the departments.

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

Column Set Name: Department Breakdown

Example Column Set Definition Using Segment Overrides

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

	Sales	Mfg.	Finance	Admin.	Corp.
	Column	Column	Column	Column	Column
Column	Sales	Manufact.	Finance	Admin.	Corporate
Heading	-----	-----	-----	-----	-----

Now you only need to create a new report definition using row set Income Statement and column set Department Breakdown. At this point, you will have two defined reports which produce different versions of the same report.

Related Topics

- Override Segment Assignments, page 6-122
- Report Building Concepts, page 6-3
- Simple Reports, page 6-3
- Report Distribution, page 6-20
- Other FSG Features, page 6-23
- Overview of the Financial Statement Generator, page 6-1
- Using Financial Statement Generator, page 6-26
- Using the Column Set Builder, page 6-55
- Amount Types, page 6-110
- Creating Column Headings, page 6-58
- Format Masks, page 6-112
- Relative Headings, page 6-123
- Defining Report Calculations, page 6-48
- Row and Column Overrides, page 6-125
- Defining Row Orders, page 6-63
- Defining Column Exceptions, page 6-59
- Display Options, page 6-123

Report Distribution

After you've created report-building objects and defined various reports, you can use FSG's optional report distribution features to control report production and distribution. With these features you can:

- Produce special report variations, such as separate reports for each value of an account segment or for different account ranges.
- Produce multiple reports in a specified order, from one report definition.
- Produce "breakdown" reports where the segment breakdowns are on separate reports rather than on the same report (as with the segment override feature).
- Produce report variations which omit sensitive organization information.
- Create report "sets" by grouping multiple report definitions, to run multiple reports by requesting one report set.
- Schedule reports for automatic production.
- Download reports into spreadsheet programs, for subsequent editing, formatting, and printing.

Topics in This Section

Content Sets, page 6-21

Display Sets and Display Groups, page 6-22

Report Sets, page 6-22

Scheduling Reports, page 6-22

Content Sets

By assigning a content set to a report request, you can generate hundreds of similar reports in a single run. The content set controls how the numerous reports differ from each other. For example, assume your organization has a ledger with 50 departments and that Department is one of your account segments. Also assume that you already have an FSG report for travel expenses, which you run weekly. By using a content set with your existing report definition, you can print a travel expense report for each department, in one report request. You can then distribute the reports to the 50 department managers for review purposes.

Content sets are similar to row sets and actually work their magic by overriding the row set definition of an existing report. The subtle report variations discussed in the previous paragraph are achieved by the content set altering the row set account assignments and/or display options.

Note: A content set can be saved as part of a report definition, or can be added dynamically at the time you request an FSG report.

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

Display Sets and Display Groups

With display sets and groups you can produce report variations which omit sensitive information or which include information normally not included in a report. To do this, you simply tell FSG which rows or columns should or should not be displayed.

Recall from the section on Special Format Reports, that when you define a row or column, you tell FSG whether to display that row or column. This is available because you might want to hide rows or columns which hold intermediate calculations or whose definition will produce sensitive organization data on the report. With a display set you can easily reverse these definitions when you need to print a special report.

Note: If you define a column as hidden, you cannot subsequently display it with a display set.

For example, suppose you've defined a payroll expense report that includes a row definition for executive salary detail. Under normal distribution conditions, you don't want this information printed on the payroll expense report, so you defined it as a "don't display" row.

However, once per quarter you need to give the Senior V.P. of Finance a payroll expense report which does include this detail executive payroll information. To accomplish this, you define a display set and display group which tells FSG to print the executive salary detail row.

Every quarter you simply process the Payroll Expense Report, but add the Show Exec Salaries display set to it before you submit the request.

Note: A display set can be saved as part of a report definition, or can be added dynamically at the time you request an FSG report.

Report Sets

You will probably want to run many reports at the same time, perhaps in a specific sequential order. With FSG you define a report set to accomplish this. The report set definition includes a name and description, the name of each report to include in the set, and a sequence number for each report. Once you've defined a report set, you can run all of the related reports with a single request.

Scheduling Reports

General Ledger includes a program named Run Financial Statement Generator which you can use to run your FSG reports. The primary advantage to running FSG reports this way (rather than using the Run Financial Reports window) is that you can schedule reports to run on specific dates and at specific times. You can also specify how often you want the report requests submitted. Once you set up scheduled report runs, the related reports will be processed automatically, without any further work on your part.

Related Topics

Report Building Concepts, page 6-3

Simple Reports, page 6-3

Special Format Reports, page 6-10

Other FSG Features, page 6-23

Overview of the Financial Statement Generator, page 6-1

Using Financial Statement Generator, page 6-26

Defining Content Sets, page 6-60

Defining Display Sets, page 6-67

Defining Display Groups, page 6-69

Defining Financial Report Sets, page 6-76

Running FSG Reports from Standard Request Submission, page 6-84

Other FSG Features

Ad Hoc Reports

With FSG you can create ad hoc reports to meet special reporting needs where you don't want to create a permanent report definition. For example, you might get a request from your organization's Controller to produce a one-time analysis report of travel-related expenses. When the ad hoc report is complete, you want to delete it.

From the Run Financial Reports window, you select the option to Define Ad Hoc Report. You then specify the row set and column set you want to use to build the report. Optionally, you may need to define a new row set or column set first. When defining the ad hoc report, you can also use any of the other available report objects, such as content sets, display sets, and row orders.

You run the ad hoc report the same way you run any other FSG report. You can even rerun the report later, as long as you have not yet deleted it. Once you are finished with an ad hoc report, you should delete it using the Delete Ad-Hoc Report program in FSG.

Copying Report Objects

Often, the only thing you need to do to build a new report is copy a row set and column set, make a few minor edits, then define the new report. For this reason, FSG includes a feature called AutoCopy. With AutoCopy, you can copy row and column sets, reports and report sets, row orders, display sets, and content sets.

Downloading to Spreadsheets

If you want to download a report into a spreadsheet program, FSG provides the option

to produce your output as a tab-delimited file. Such files are easily imported into a spreadsheet, where you can do additional customizing, analyze the financial information in the report, produce financial graphs, or upload the report information to some other tool.

XBRL Output

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

FSG supports XBRL and allows you to produce XBRL instance documents as output. For more information, see: XRBL, page 6-128

FSG Performance

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

Reports that benefit have account assignments with the following characteristics:

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

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

FSG Reports Using XML Publisher

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

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

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

Formatting and layout options include the following:

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

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

Overview of Publishing FSG Reports with XML Publisher

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

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

For additional information on the basic report template, see XML Publisher Basic Report Template, page 6-131.
2. For new report templates, register the template using the XML Publisher Administrator responsibility so the designed layout can be applied to a FSG report.
3. Define your FSG report. You can select the XML output option as the default or you can select it when you generate the FSG report.
4. Generate your FSG report using the XML output option.
5. Use XML Publisher to publish your FSG report using the formatting of your report template to feed the XML output into XML Publisher.

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

For additional information on generating financial reports with XML Publisher, see Running Financial Reports with XML Publisher., page 6-87

For detailed information on designing your report template in XML Publisher, see: Oracle XML Publisher User's Guide.

For detailed information on generating a customized report in XML Publisher, see

Related Topics

- Report Building Concepts, page 6-3
- Simple Reports, page 6-3
- Special Format Reports, page 6-10
- Report Distribution, page 6-20
- Overview of the Financial Statement Generator, page 6-1
- Using Financial Statement Generator, page 6-26
- Defining Ad Hoc Reports, page 6-103
- Copying Report Objects, page 6-69
- Downloading Financial Reports, page 6-105

Tips and Techniques for Using FSG

Using Financial Statement Generator

The diagram below named FSG Report Building Process, as well as the steps below, describe the FSG report building process. Please note that many of the steps are optional.

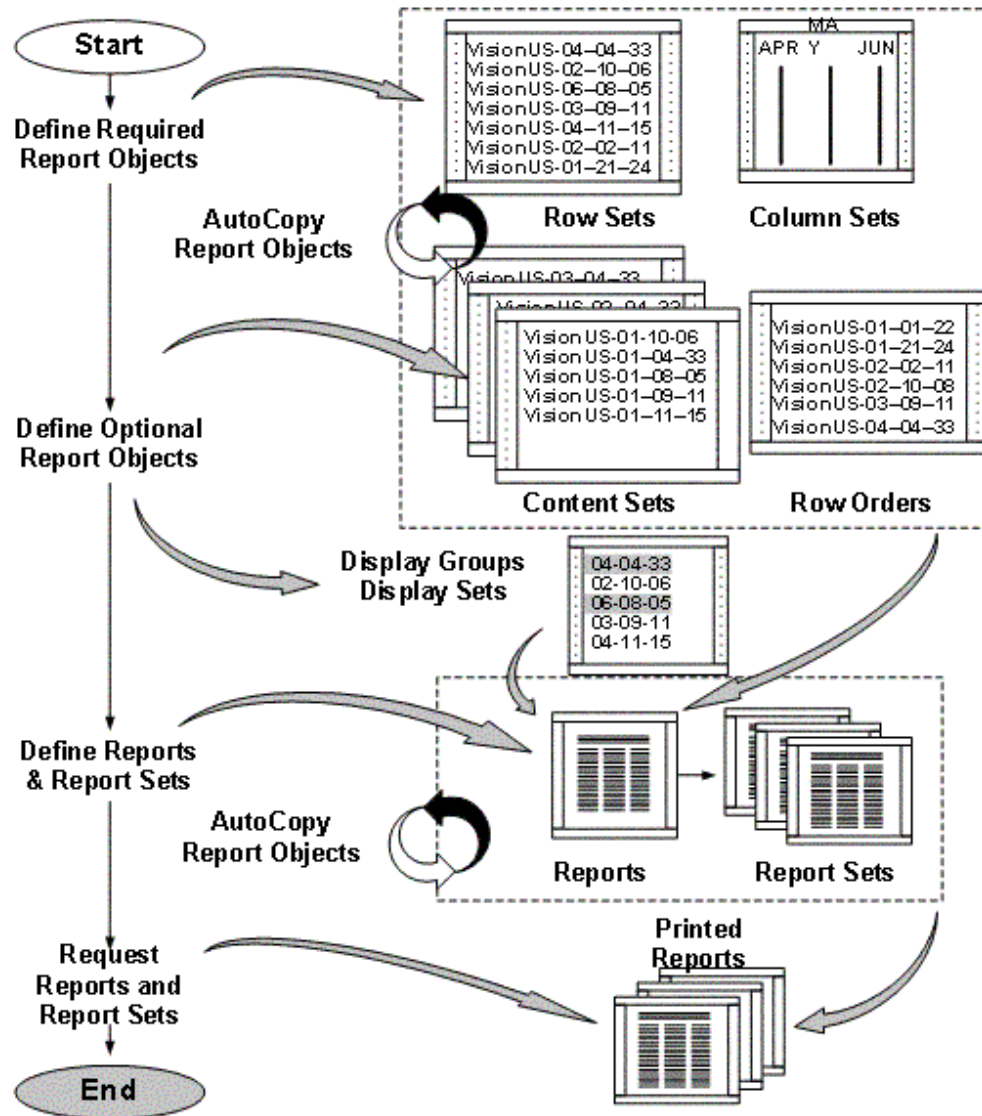
The Financial Statement Generator Report Building Process

1. Before you define a report in Financial Statement Generator, draft it on paper. This will help you plan your report's format and content and save you time later.
2. Define row sets that specify the format and content of your report rows. Typical row sets include line items, accounts, and calculation rows for totals.
See: Defining Row Sets, page 6-43.
3. Define column sets that specify the format and content of your report columns. Typical column sets include headings, currency assignments, amount types, and calculation columns for totals.
See: Defining Column Sets, page 6-50.
You can also define column sets graphically using the Column Set Builder.
See: Using the Column Set Builder, page 6-55.
4. Define any optional report objects you need for special format reports or report distribution.

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

For information on generating customized reports, see Oracle XML Publisher User's Guide.

FSG Report Building Process



5. Define financial reports by combining report objects.

If you frequently run many reports at the same time, define report sets to group those reports.

See: Defining Financial Report Sets, page 6-76.

6. Assign the Run Financial Statement Generator program to the report security group for your responsibility. You can then run predefined FSG reports from the Submit Requests form, enabling you to schedule FSG reports to run automatically. You can also combine FSG and standard reports in request sets.

See: Running FSG Reports from Standard Request Submission, page 6-84.

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

See: Running Financial Reports, page 6-81.

Note: You can copy report objects to quickly create new row sets, and column sets from existing report objects. You can also copy reports and report sets that you have defined. You can also copy report objects from one General Ledger database to another.

See: Copying Report Objects, page 6-69.

See: Copying Report Objects from Another Database, page 6-78.

Tip: We recommend that you run the General Ledger Optimizer program before you run your monthly reports. This will help your financial reporting processes run faster.

See: Running the Optimizer Program, *Oracle General Ledger Implementation Guide*.

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

For additional information on generating reports with XML Publisher, see Running Financial Reports with XML Publisher, page 6-87.

Optional Report Objects

1. Define content sets to override row set segment values and display options, and to define the order for printing multiple reports.

See: Defining Content Sets, page 6-60.

2. Define row orders to modify the order of detail rows in a report. Rank rows in ascending or descending order based on the amount in a particular column and/or by sorting segments by description or value.

See: Defining Row Orders, page 6-63.

3. Define display sets to control the display of ranges of rows and/or columns in a report. To use display sets you must also define display groups to identify the ranges of rows and/or columns whose display you want to control.

See: Defining Display Sets, page 6-67 and Defining Display Groups, page 6-69.

Note: You can copy report objects to quickly create new content

sets, display sets, and row orders from existing report objects.

See: Copying Report Objects, page 6-69.

Related Topics

Overview of the Financial Statement Generator, page 6-1

Suggestions for Specific Financial Reports, page 6-30

Tips for Designing FSG Reports, page 6-38

Frequently Asked Questions About FSG, page 6-41

FSG Tasks, page 6-43

FSG Reference Information, page 6-106

Suggestions for Specific Financial Reports

Your reporting needs depend on a number of factors, including your type of business, your business size, your organizational structure, and management preferences. Here are some suggestions for financial reports that apply to most organizations. You may want to define these same report formats for your own organization. You may also want to define custom reports which are specific to your organization or the industry in which you operate.

Income Statements

Income statements present the results of operation for an organization for specific periods of time. Income statements report revenues, expenses, net income, and earnings per share.

The most common income statement formats are:

- **Current year** - presents results of operation for the current year only.
- **Comparative time periods** - presents results of operation for two specific periods, usually quarters or years, in side-by-side columns. The report may also include one or two additional columns representing the dollar and/or percentage change from one period to another.
- **Comparative amounts** - presents actual results of operation compared to some other measure, such as budgeted revenues and expenses. The report may also include variance and variance percentage in separate columns.
- **Rolling** - presents results of operation for consecutive periods of time. For example, you might want a ten year rolling, eight quarter rolling, or twelve month rolling

income statement. The key elements of any rolling report are that the time periods are the same (years, quarters, or months) and they are consecutive.

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

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

Income Statement Type	Report Definition Considerations
Comparative Amounts	<p><i>Row Set:</i></p> <p>Use the same row set used for Current Year income statement.</p> <p><i>Column Set:</i></p> <p>Use a standard column set: choose from PTD Variance; QTD Variance; or PTD, QTD, YTD Variance. Optionally, define a custom column set.</p>
Rolling	<p><i>Row Set:</i></p> <p>Use the same row set used for Current Year income statement.</p> <p><i>Column Set:</i></p> <p>Use a standard column set: choose from Rolling Monthly or Rolling Quarterly. Optionally, define a custom column set.</p> <p>Use period offsets and relative headings to synchronize columns with reporting periods.</p>

Report Definition Considerations for all Income Statements:

- Use the level of detail feature to produce report variations for different levels of your organization. For example, use the Controller level of detail to create income statements for your executives.
- Use content sets to generate departmental income statements. You can also use content sets to create breakdown income statements for other account segments, such as cost centers, regions, and products, or for ledgers or reporting currencies.
- For consolidated income statements, perform your consolidation activities first, then run your report using the parent ledger (or parent company segment value).

Balance Sheets

Balance sheets present the financial position of an organization at a specific point in time, usually the end of a period, such as month-end, quarter-end, or year-end. Balance

sheets report assets, liabilities, and owners' equity.

The most common balance sheet formats are:

- **Current year** - presents financial position for the current year only.
- **Comparative time periods** - presents financial position for two specific periods, usually quarters or years, in side-by-side columns. The report may also include one or two additional columns representing the dollar and/or percentage change from one period to another.
- **Rolling** - presents financial position for consecutive periods of time. For example, you might want a ten year rolling, eight quarter rolling, or twelve month rolling balance sheet.

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

Balance Sheet Type	Report Definition Considerations
Current Year	<p><i>Row Set:</i></p> <p>Define account assignments to group related asset, liability, and equity accounts.</p> <p>Define calculations for subtotals and totals. Optionally, use display options for totalling account ranges.</p> <p>Use row set format options for indenting, line spacing and underscores (for subtotals and totals).</p> <p>Use the change sign feature for liability and equity accounts, so credit amounts print without negative formatting.</p> <p><i>Column Set:</i></p> <p>Use the same custom column set you defined for current year income statement. Optionally, define a new custom column set (using the amount type YTD-Actual) if you need different formatting options.</p>

Balance Sheet Type	Report Definition Considerations
Comparative	<i>Row Set:</i>
Time Periods	Use the same row set you defined for the current year balance sheet.
	<i>Column Set:</i>
	Use a standard column set: choose from Monthly Comparative YTD; Quarterly Comparative YTD; or Annual Comparative QTD, YTD. Optionally, define a custom column set.
Rolling	<i>Row Set:</i>
	Use the same row set you defined for the current year balance sheet.
	<i>Column Set:</i>
	Use a standard column set: choose from Rolling Monthly or Rolling Quarterly. Optionally, define a custom column set.
	Use period offsets and relative headings to synchronize columns with reporting periods.

Report Definition Considerations for all Balance Sheets:

- Use the level of detail feature to produce report variations for different levels of your organization. For example, use the Financial Analyst level of detail to create detailed balance sheets for your internal auditors.
- Use content sets to generate departmental balance sheets. You can also use content sets to create breakdown balance sheets for other account segments, such as cost centers, regions, and products, or for ledgers or reporting currencies.
- For consolidated balance sheets, perform your consolidation activities first, then run your report using the parent ledger (or parent company segment value).

Statement of Changes in Financial Position

A statement of changes in financial position analyzes changes in an organization's financial position between two specific points in time. Essentially, the statement

explains why an organization's balance sheet has changed from one point in time to another.

There are two different types of statements of changes:

- **Accrual basis** - identifies the sources and uses of funds. Sources of funds include such things as net income, increases in debt, reductions of assets. Uses include such things as debt retirements and depreciation.
- **Cash basis** - identifies the sources and uses of cash. Sources include such things as collections of receivables and sales of assets. Uses include such things as payments on accounts payables, debt retirement, and acquisition of fixed assets.

Either of these statements of changes might be prepared for the current year or for comparative time periods. The following table shows the row and column set considerations for these report formats:

Statement of Changes Type	Report Definition Considerations
Accrual Basis	<p><i>Row Set:</i></p> <p>Define account assignments for sources of funds. Use DR (debit) and CR (credit) activity types as needed. Apply appropriate accrual accounting rules when grouping accounts and determining what activity types to include.</p> <p>Use non-displayed row definitions for intermediate calculations.</p> <p>Define calculations for subtotals and totals.</p> <p>Use row set format options for indenting, line spacing and underscores (for subtotals and totals).</p> <p>Use the change sign feature for accounts with credit amounts.</p> <p><i>Column Set:</i></p> <p>Depending on your reporting needs, use one of the custom column sets you used for current year and comparative time period balance sheets.</p>

Statement of	Report Definition Considerations
Changes Type	
Cash Basis	<p data-bbox="873 359 959 386"><i>Row Set:</i></p> <p data-bbox="873 413 1360 600">Define account assignment ranges for sources of cash. Use DR (debit) and CR (credit) activity types as needed. Apply appropriate cash accounting rules when grouping accounts and determining what activity types to include.</p> <p data-bbox="873 627 1279 684">Use non-displayed row definitions for intermediate calculations.</p> <p data-bbox="873 711 1328 739">Define calculations for subtotals and totals.</p> <p data-bbox="873 766 1360 858">Use row set format options for indenting, line spacing and underscores (for subtotals and totals).</p> <p data-bbox="873 886 1360 942">Use the change sign feature for accounts with credit amounts.</p> <p data-bbox="873 970 992 997"><i>Column Set:</i></p> <p data-bbox="873 1024 1360 1146">Depending on your reporting needs, use one of the custom column sets you used for current year and comparative time period balance sheets.</p>

Report Definition Considerations for all Statements of Changes:

- Use the level of detail feature to produce report variations for different levels of your organization.
- Use content sets to generate departmental statements of changes. You can also use content sets to create breakdown statements of changes for other account segments, such as cost centers, regions, and products, or for ledgers or reporting currencies.
- For consolidated statements of changes in financial position, perform your consolidation activities first, then run your report using the parent ledger (or parent company segment value).

Consolidating Reports

Consolidating reports present financial statement information for each company in your consolidated entity in side-by-side columns, together with the consolidated total.

A consolidating report can be prepared for virtually any type of financial report, but is most often used for income statements, balance sheets, and statements of changes in financial position. The following table shows the row and column set considerations for consolidating reports:

Consolidating Report Type	Report Definition Considerations
Income Statement <i>and</i> Balance Sheet <i>and</i> Statement of Changes	<p><i>Row Set:</i></p> <p>Use the row set created for your standard income statement, balance sheet, or statement of changes.</p> <p><i>Column Set:</i></p> <p>Define a custom column set using segment overrides, so each column displays only one company or ledger (if company is represented by ledger). You can use this same column set for all consolidating reports.</p> <p>Define a column for intercompany eliminations.</p> <p>Define a column for your consolidated total. Create a calculation to total your separate company columns and add/subtract the intercompany eliminations, or you can use a ledger set that already includes all of the ledgers that represent your company and elimination data.</p>

Report Definition Considerations for all Consolidation Reports:

- Perform your consolidation activities before running your report.

Operational Reports

Operational reports serve many different reporting needs. Here are some of the more common operational reports:

- **Sales analysis** - provide a more detailed look at and analysis of sales than is normally available from an income statement.
- **Expense detail** - provide a more detailed look at and analysis of expenses than is normally available from an income statement.

- **Budgetary** - facilitate the process of preparing budgets or monitoring budget performance.
- **Encumbrance** - report on encumbrance types, such as commitments and obligations.
- **Variance** - measure variations of actual financial results from anticipated or budgeted amounts.
- **Exception** - highlight unusual financial results, excessive variances, abnormal account balances, unexpected transaction volumes, etc. Exception reports are primarily used by managers for operational control of an organization.

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

Related Topics

Overview of Financial Statement Generator, page 6-1

Using Financial Statement Generator, page 6-26

Tips for Designing FSG Reports, page 6-38

Frequently Asked Questions About FSG, page 6-41

Defining Row Sets, page 6-43

Defining Column Sets, page 6-50

Copying Report Objects, page 6-69

Defining Financial Reports, page 6-70

Global Consolidation System, page 8-1

Defining Consolidation Definitions, page 8-26

Overview of Encumbrance Accounting, page 3-1

Viewing Funds Available, page 3-9

Tips for Designing FSG Reports

You can define any of the financial reports we just discussed, regardless of your chart of accounts. The tips and techniques listed below will make it easier for you to plan and define your financial reports. The tips will also help you maximize FSG's flexibility and minimize your report maintenance activities.

Draft reports on paper first. Before you define a report in FSG, draft it on paper. This will help you plan the report's format and content, saving you time later.

Define a logical chart of accounts. You can significantly reduce report maintenance activities if you use account ranges and/or parent segment values in your row sets,

column sets, and content sets.

For example, say one of your rows is total salary expense and you assigned it an account range of 5500 to 5599. If you add a new salary account segment within that range, the new account is automatically included in your reports.

Define generic row sets. You can minimize report maintenance by using generic row sets with the least number of options defined. For example, suppose you need to produce detail expense reports for all of your departments, but they all use different expense accounts. You can use one row set to generate all of these reports. When you define the row set:

- Include all, or most, of your expense accounts in the account assignments.
- Leave the Display Zero option unchecked for each account assignment. This ensures that accounts with zero balances won't appear on the report.

Define reusable reports for different ledger sets, ledgers, or reporting currencies.

Rather than specifying the ledger segment value for your row set or column set, leave it undefined so that when you run the FSG report, you can specify it at runtime so that the ledger segment value applies for that report generation.

Use existing column sets. Before you define a new column set, review FSG's standard column sets and any custom column sets you've already defined to see if there is one that meets your reporting needs. You can use any existing column set as is, or make a copy then revise it.

We recommend two generic column sets that are particularly useful in managing any organization. One consists of multiple columns, defined to use actual amount types, for consecutive reporting periods (months, quarters, or years). Reports using this type of column set are very useful for determining and analyzing trends.

Another useful column set includes multiple columns defined with actual, budget, and variance amount types. Reports using this type of column set are useful for planning purposes, as well as controlling your business. The standard column sets we provide with FSG include several versions of these two column set types.

Use content sets. Content sets are a powerful and useful FSG feature, which you can use to generate hundreds of similar reports in a single report run. For example, you can use a content set to generate 50 departmental reports from one master report definition. Content sets work their magic by overriding the row set definition of an existing report, by altering the account assignments and/or display options.

Simplify row set and content set definitions. Rather than defining extremely long row sets, take advantage of the Expand and Both display types:

- **EXPAND** - creates multiple lines from a single row definition. When defining a row, enter a range for an account segment and assign it a display type of Expand. FSG creates a row for each segment value in the range. If you enter a parent segment value for your range, FSG displays all child values for that parent.

- BOTH - creates both detail lines and a total from a single row definition.

Use AutoCopy. Copy any existing row set, column set, content set, row order, report, or report set. For example, you can:

- Copy a standard column set, then modify the copy rather than modifying the original. If you modify a standard column set directly, you can unknowingly change other reports that rely on the standard column set definitions.
- Copy an existing row set that is similar to what you need, then modify the copy, rather than build a new row set from scratch.

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

For additional information on using report templates with XML, see XML Publisher Basic Report Template., page 6-131

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

Related Topics

Suggestions for Specific Financial Reports, page 6-30

Overview of the Financial Statement Generator, page 6-1

Using Financial Statement Generator, page 6-26

Frequently Asked Questions About FSG, page 6-41

Defining Row Sets, page 6-43

Defining Column Sets, page 6-50

Defining Content Sets, page 6-60

Defining Row Orders, page 6-63

Defining Display Sets, page 6-67

Copying Report Objects, page 6-69

Defining Financial Reports, page 6-70

Setting General Ledger Profile Options, *Oracle General Ledger Reference Guide*.

Frequently Asked Questions About FSG

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

Question: *Can I display account descriptions on my report in addition to the account segment values?*

Absolutely. You simply have to define a Row Order, then assign it to your report. In the Row Order, set the Account Display options of the account segments for which you want to print descriptions. Select Value and Description as your segment display method. Also, make sure that you set the printing Width so there is enough room to print both the segment value and description. Row Orders need to include all segments. For those segments you do not want displayed, set the width to 0.

Note: To print the description without the account segment values, select Description as your segment display method.

Question: *I've built a report which uses several row and column calculations. However, I'm not getting the results I expected. What might be causing this?*

There are several reasons why calculations might not yield the results you expect. Here are some areas to explore:

- Review your calculations to make sure the logic is correct.
- Make sure you used unique row and column names in your report. If you use the same name for two different rows or columns, FSG won't know which value to use.
- If you used sequence numbers in your calculations instead of row or column names, make sure you entered the correct sequence numbers in your formula.
- What rounding option did you use for the report? If you used Round Then Calculate, you might see some rounding errors in your results. This can usually be corrected by selecting the Calculate Then Round option and running your report again.

Question: *How do I print credit amounts on my report as positive instead of negative numbers?*

For the related row or column definition, check the Change Sign checkbox. Credit amounts for this row or column will now print as positive numbers. "Negative" credits will print as negative numbers.

Warning: Selecting this option will also make any debit amounts generated by this row or column print as negative values. Therefore, when using this feature, be attentive to the accounts which you assign to the row or column definition.

Question: *How do I suppress printing of "plus" signs for the numeric values in my report?*

Change the General Ledger profile option Currency:Positive Format. This option determines how General Ledger and FSG display positive numbers. For example, if your positive format profile option is currently +xxx, FSG will print a positive number with a plus sign in front of it. If you change the profile option to xxx, FSG will print the number without the plus sign.

Question: *Is there a way to suppress zero amounts on my report?*

You cannot suppress individual zero amounts in FSG. However, when all the values in a row or column are zero, you can have FSG suppress them all. To do this, make sure the Display Zero option is not checked on the appropriate Rows or Columns windows.

Question: *How do I review my reports online?*

Reports can be viewed online from the Concurrent Request Summary window. To view a report, first select it then choose Request Output from the Special menu. Your report will appear in a new window.

Note: This feature may not be available in your version of Oracle General Ledger. If it is available in your version, the feature must be enabled by your System Administrator before you can use it to view reports.

Question:*How do I download my FSG report to a file which I can then open in my PC's spreadsheet?*

First, make sure your report definition uses the Spreadsheet output option. Optionally, you can specify this option when you run the report. Second, after you run the report, view it online, as described above. While the report is displayed in the view window, select Copy File from the Special menu. You must then enter a path name and filename to store the output file. Once saved, you can open the file in your spreadsheet.

Note: This feature may not be available in your version of Oracle General Ledger.

Question: *I'm having trouble getting a complicated report definition to work correctly. Are there any tools I can use to help find the problem?*

Yes. You can review the error message log files. If there is not enough detail in the log, you can increase it by changing the user profile option FSG:Message Detail.

See: Error Message Log Files, page 6-86.

Related Topics

Overview of Financial Statement Generator, page 6-1

Using Financial Statement Generator, page 6-26

Suggestions for Specific Financial Reports, page 6-30

Tips for Designing FSG Reports, page 6-38

FSG Tasks

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

Tip: If you are not familiar with the Financial Statement Generator, it's report building concepts, and FSG terminology, we suggest you read Overview of the Financial Statement Generator, page 6-1 before you begin using the FSG tasks.

Defining Row Sets

A Row Set defines the format and content of the rows in an FSG report. In FSG, the commonly assumed attribute for a row definition is an account assignment, whereas the attribute for a column definition is a time period (amount type).

When you define a row set, you can:

- **Assign accounts** - to indicate which general ledger account balances you want to include in the row. You can assign an individual account or range of accounts to each row. Furthermore, you can specify which ledger or ledger set on which you wish to report.

Note: If you use reporting currencies, you can specify which reporting currency you want to report on using the Ledger segment in your account assignment and using the corresponding ledger name.
- **Define calculations** - to perform a variety of complex computations in your report. The calculations can refer to any previous rows in a report, including rows you choose not to display.
- **Specify formatting** - to control page breaks, indentation, line spacing, and underline characters.
- **Secure row set definitions** - to only allow specific row sets to be used, viewed, or modified by certain users.

You can define a new row set, or use FSG's AutoCopy feature to copy an existing row set, which you can then modify as needed.

To define a row set:

1. Navigate to the Row Set window.
2. Enter a Name and Description for the row set. Do not use the ampersand (&) symbol in your Row Set name.
Choose an XBRL taxonomy if you want to use the row set to generate XBRL output.

3. (Optional) Select the Enable Security checkbox to apply Definition Access Set security to your row set definition. Definition Access Sets are an optional security feature that allows you to control access to your General Ledger definitions. For example, you can prevent certain users from viewing, making changes, or using your row set. If you do not enable security, all users will be able to use, view, and modify your row set.

If the Assign Access function is available for your responsibility, the Assign Access button is enabled once you check the Enable Security checkbox. Choose the Assign Access button to assign the definition to one or more Definition Access Sets with the desired privileges. For more information, see *Definition Access Sets, Oracle General Ledger Implementation Guide*.

If the Assign Access function has been excluded from your responsibility, you will not be able to view the Assign Access button in the row set window. You can still secure the row set by checking the Enable Security check box, but only Definition Access Sets that are AutoAssigned will be automatically assigned to this row set. See your System Administrator for more information on Function Security.

4. Choose Define Rows.
The Rows window appears.
5. Enter a Line number for each row of the row set. The line number controls the order in which rows appear in a report. You also use the line number when creating a row calculation.
6. Enter a Line Item description for each row. This appears as the row label on any report you run using this row set.
7. (Optional) Enter the Format Options, Advanced Options, and Display Options for each row.

Note: If you want to create a report which reverses the commonly assumed attributes for row sets and column sets, you should also set your Balance Control Options for each row.

If you assigned an XBRL taxonomy for the row set, choose an XBRL Element for the row. If the XBRL Element field is unavailable (grey), define an XBRL taxonomy in

the Row Set window. Rows without an assigned XBRL element are not present in XBRL output.

8. To have the row generate account balances on your report, choose Account Assignments to assign accounts to the row. To create a calculation row (for report totals and subtotals), choose Calculations.

Note: A row definition can have account assignments or calculations, but not both.

9. Define additional rows for the row set (steps 4 through 7).
10. Save your work.

Related Topics

Row Set Format Options, page 6-106

Row Set Advanced Options, page 6-120

Display Options, page 6-123

Assigning Accounts, page 6-46

Defining Report Calculations, page 6-48

Defining Financial Reports, page 6-70

Copying Report Objects, page 6-69

Balance Control Options, page 6-115

Overview of the Financial Statement Generator, page 6-1

Securing Row Sets

You can secure your row set definition using definition access sets. Definition access sets are an optional security feature that allows you to control use, view, and modify access to your General Ledger definitions.

The following describes what Use, View, and Modify access mean as it pertains to row sets:

- **Use Access:** Enables you to assign the row set to reports at report definition or at report generation time. You will not be able to view the row set, make changes to the row set, or copy the row set definition.
- **View Access:** Enables you to view the row set definition from the Row Set window and copy the row set definition. You will not be able to assign the row set to reports or make changes to the row set.

- **Modify Access:** Allows you to view and make changes to the row set from the Row Set window. You will not be able to assign the row set to a report definition.

Assigning Accounts

Assign accounts to a row or column to print monetary or statistical account balances. You assign accounts by entering one or more account ranges. Optionally, enter a ledger, ledger set, or reporting currency in the ledger segment of the account assignments. You can also provide the ledger segment value at runtime.

Typically you assign accounts to rows. However, if you enter accounts for both rows and columns, FSG only reports on intersecting accounts.

Warning: You should only define ledger segment assignments on either the row set or column set. If ledger assignments exist for both, FSG can produce unexpected results.

Note: If you assign accounts to a row or column, you cannot define a calculation for that same row or column. You can do one or the other, but not both.

To assign accounts to a row or column:

1. From the Rows or Columns window, choose Account Assignments.
2. Select a mathematical Sign (+ or -) to tell FSG whether to cumulatively add or subtract the balances for each account in the specified account range. To use this feature, each segment in the range must be defined with a display type of T (Total). See step 5 below.

Note: Oracle General Ledger displays the ledger short name and description in the list of values

3. (Optional) Enter the same ledger segment value for the Low and High ledger segment range. If you do not enter a ledger or ledger set, FSG uses the ledger or ledger set you specify at run time.
4. Enter a range of accounts by specifying the Low and High accounts in the range.

Note: To specify just one account rather than a range, enter the same account as the Low and High.

If you leave an account segment blank, FSG will process all values for that segment.

5. Enter a Display type for each account segment.

Note: You must use a display type of T (Total) for each segment if you assign:

- A ledger/ledger set or accounts to a column.

Note: FSG does not support expanding across a ledger set within a single column. If you want to report on a ledger set across columns, you must explicitly specify the ledger or reporting currency to report on in each column.`

- Multiple account ranges to a row. See Rowset Display Types, page 6-107.

6. Check the Summary checkbox if you want to report only summary balances for the accounts in the specified range.

Note: The profile option, FSG:Expand Parent Value, controls the expansion of parent values when requesting summary balances.

7. Select an Activity type (Dr, Cr or Net) to specify the types of balances to use for the accounts in each account range.

For example, enter Dr or Cr if you want to define a cash flow report or a statement of changes in financial position. For these types of reports, you may need separate rows or columns for debit and credit amounts.

8. Save your work.

Related Topics

Row Set Display Types, page 6-107

Row and Column Overrides, page 6-125

Defining Row Sets, page 6-43

Overview of the Financial Statement Generator, page 6-1

Setting General Ledger Profile Options, *Oracle General Ledger Reference Guide*

Defining Report Calculations

You can define formulas to calculate row or column amounts. For example, you can define a row calculation which sums all of the rows above it in the report. Or, you can define a column calculation which calculates the difference between two previous columns.

Note: General Ledger stores credit balances as negative numbers and debit balances as positive numbers, so you should define your calculations accordingly. For example, if you want to calculate a gross margin row, add (rather than subtract) your cost of sales row to your sales row.

Use the Absolute Value function to display only positive numbers. You can apply the Absolute Value function to balances or calculation results regardless of the underlying debit or credit balance.

Note: You can assign either accounts or calculations to a row or column set, but not both.

Calculations and XBRL Output

When a column contains a calculation that operates on other columns, the XBRL output will be generated but the calculation results will not be present in the output.

For calculated rows with divide operations, ensure the divisor is not zero or determine an alternative for the row. If the divisor is zero for a calculated row with divide operations, the report will be generated but the result of this calculation will not be present in the output.

To define a calculation:

1. From the Rows or Columns window, choose Calculations.
2. Enter a sequence number for each step of your calculation. This controls the order FSG follows when performing the mathematical operations required to complete the calculation.

For example, to calculate a derived row using the formula $A(B+C)$, enter sequence numbers to perform the addition first, then multiply the result by A. The following table shows this calculation:

Sequence	Operator	Operand
10	Enter	B
20	+	C
30	*	A

3. Enter the mathematical Operator for each step of your calculation. Valid operators for row or column calculations include:

Operator	Calculation
+	Add
-	Subtract
*	Multiply
/	Divide
%	Percent
ENTER	Enter value
AVERAGE	The average of listed values
MEDIAN	The median of listed values
STDDEV	The standard deviation of listed values
Abs	The absolute value of listed values

Note: FSG calculation operators are based on EasyCalc - a General Ledger mathematical notation feature.

4. Enter a Constant, a range of sequence numbers, or the name of a row or column to use in each calculation step.
- **Constant** - Enter a number to use as a Constant value. For example, as part of

an earnings-per-share calculation, you might enter the number of outstanding common shares as the constant by which you divide net income.

- **Sequence Low and High** - Instead of a constant, you can enter the Low and High sequence numbers corresponding to the range of rows or columns to use in your calculation.

The Operator is applied to each row or column in the range. For example, if you use the + operator on a range of four rows, FSG will add all values encompassed by the four rows.

- **Row Name or Column Name** - Instead of a constant or a sequence range, you can enter the name of a specific row or column to use in a calculation.

For example, assume you have a report with three columns, representing actual, budget, and variance amounts. The first two columns are named Actual and Budget. When you define the calculation for the variance column you can instruct FSG to subtract the column named Actual from the column named Budget. The result, the variance from budget, will be displayed in the third column of your report.

Note: If you use row or column names in your calculations, make sure the names are unique within the row set or column set to which they belong.

5. Add as many steps as needed to complete the calculation.

Related Topics

Entering Formulas with EasyCalc, page 1-75

Defining Row Sets, page 6-43

Overview of the Financial Statement Generator, page 6-1

Defining Column Sets

A column set defines the format and content of the columns in an FSG report. In FSG, the commonly assumed attribute for a column definition is a time period (amount type), whereas the attribute for a row definition is an account assignment. Therefore, typical column sets include headings and subheadings, amount types, format masks, currency assignments, and calculation columns for totals.

When you define a column set, you can:

- **Specify account balance types** - to include in the column. For example, you can define a column with actual, budget, or encumbrance amounts.

- **Create Headings** - for your columns. You can also create relative headings, which change depending on the period of interest specified when you run the report.
- **Define calculations** - to perform a variety of complex computations in your report. The calculations can refer to any previous columns in the report, including rows you choose not to display.
- **Specify formatting** - using format masks, which determine how numbers in your report are displayed.
- **Secure column set definitions** - to only allow specific column sets to be used, viewed, or modified by certain users.

You can define a new column set or use FSG's AutoCopy feature to copy an existing column set, which you can then edit as needed. You can also define column sets graphically, using the Column Set Builder.

Column Sets and XBRL Reports

For XBRL output, columns are used to show the Amount Type, Period, Offset, and Currency. For the Entity (or Company Name) part of the numeric content, enter the name as a Column Description.

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

To define a column set:

1. Navigate to the Column Set window.
2. Enter a Name and Description for the column set.
3. (Optional) Enter an Override Segment.
See: Override Segments, page 6-19.
4. (Optional) Select the Enable Security checkbox to apply Definition Access Set security to your column set definition. Definition Access Sets are an optional security feature that enables you to control access to your General Ledger definitions. For example, you can prevent certain users from viewing, making changes, or using your column set. If you do not enable security, all users will be able to use, view, and modify your column set.

If the Assign Access function is available for your responsibility, the Assign Access button is enabled once you check the Enable Security checkbox. Choose the Assign Access button to assign the definition to one or more Definition Access Sets with the desired privileges. For more information, see Definition Access Sets, *Oracle General*

Ledger Implementation Guide.

If the Assign Access function has been excluded from your responsibility, you will not be able to view the Assign Access button in the column set window. You can still secure the column set by checking the Enable Security checkbox, but only Definition Access Sets that are AutoAssigned will be automatically assigned to this column set. See your System Administrator for more information on Function Security.

5. Choose Define Columns.
6. Enter the starting Position for each column. This is the number of characters from the left edge of the page that marks where each column starts. Consider the following factors when determining the starting positions of your columns:

- *Total report width* - With FSG, you can create reports with unlimited columns. This allows you to download reports of any width to an Excel spreadsheet using Applications Desktop Integrator (ADI).

FSG prints reports in landscape mode, with up to 132, 180, or 255 characters per line, depending on the printers you have installed. Optionally, you can print reports in portrait mode (80 characters) by first setting the profile option FSG:Allow Portrait Print Style to Yes.

- *Number of columns in the column set.*
- *Width of each column* - determined by the format mask and expected size of numbers to be displayed in the column.
- *Starting position and width of previous columns.*
- *Currency profile options* - determine whether you are using thousands separators, as well as positive and negative number formats. If these options are enabled, you must provide enough space in your column width.
- *Margins.*
- *Overall appearance* - balance and uniformity of spacing.

Note: Row line labels appear to the left of the first column in your report. Thus, you control the width of the row line items when you set the position of the first column in your column set.

7. Enter a unique Sequence number for each column. You can use the sequence number to define column calculations.

Note: The sequence number does not control the order of the columns on a report like it does for rows in a row set. Instead, column order is determined by the column starting positions.

8. Enter a Format Mask to control the display of values which FSG prints in the column. See: Format Masks, page 6-112.
9. Enter a Factor (Billions, Millions, Thousands, Units, or Percentiles) that determines how to display numeric values.

For example, if you use the factor Thousands with the format mask 99,999,999.99, the number 23,910 will appear as 23.91 on your report. If you use the factor Percentiles with the format mask 99.99, the number .1258 will appear as 12.58 on your report. To display amounts using no factor, choose Units.

Tip: If you assign a factor besides Units to each of your columns, put the factor name in the related column headings so you can easily identify the factors on your report.

10. (Optional) Enter the Balance Control options, Advanced Options, and Display Options for each column.

Note: If you want to create a report which reverses the commonly assumed attributes for row sets and column sets, leave the Balance Control options blank on this window and set them on the Rows window instead.

11. (Optional) To create a calculation column (for variances, percentages, totals and subtotals), choose Calculations. To assign accounts to the column, choose Account Assignments.

Note: A column definition can have calculations or account assignments, but not both.

12. (Optional) To create an exception report, choose Exceptions.
13. Define additional columns for the column set (steps 5 through 11).
14. Create the column headings. See: Creating Column Headings, page 6-58.
15. Save your work.

Securing Column Sets

You can secure your column set definition using definition access sets. Definition access sets are an optional security feature that enables you to control use, view, and modify access to your General Ledger definitions.

The following describes what Use, View, and Modify access mean as it pertains to column sets:

- **Use Access:** Allows you to assign the column set to reports at report definition or at report generation time. You will not be able to view the column set, make changes to the column set, or copy the column set definition.
- **View Access:** Allows you to view the column set definition from the Column Set window and copy the column set definition. You will not be able to assign the column set to reports or make changes to the column set.
- **Modify Access:** Allows you to view and make changes to the column set from the Column Set window. You will not be able to assign the column set to a report definition.

Report Width

FSG has no restrictions on report width. You can create a large report and use ADI to download the report to an Excel spreadsheet.

FSG uses rules to determine page width and print style depending on the width of your report. Keep these rules in mind as you create column sets which affect the overall width of your reports.

Page Width Rules

FSG sets the width of your report based on:

- the starting position of the last column + the width of the last column **Or**
- the width of the column set header

If the width of the report is less than or equal to 255 characters, FSG will match your report width to one of the pre-defined categories below.

- 80 characters wide
- 132 characters wide
- 180 characters wide
- 255 characters wide

If the width of the report exceeds 255 characters, the report width will be set to the widest of the above two factors.

Print Style Rules

If the width of your report is less than 255 characters, FSG will follow the rules below to determine print style.

- Portrait - less than 80 characters wide
- Landscape - 81 to 132 characters wide
- Landwide - 133 to 180 characters wide

Related Topics

Balance Control Options, page 6-115

Column Set Advanced Options, page 6-121

Display Options, page 6-123

Defining Report Calculations, page 6-48

Assigning Accounts to a Report, page 6-46

Defining Column Exceptions, page 6-59

Creating Column Headings, page 6-58

Standard Column Sets, page 6-109

Defining Financial Reports, page 6-70

Copying Report Objects, page 6-69

Overview of the Financial Statement Generator, page 6-1

Overview of Average Balance Processing, page 4-1

Using the Column Set Builder

With the Column Set Builder, you can define a column set by laying it out graphically. You can also modify existing column sets.

Column Set Builder is primarily a layout and design tool. It does not include all of the options available from the Columns window. As a result, you cannot assign accounts, calculations, or exceptions within the Column Set Builder. However, you can add these things from the Columns window after you've designed your column set with the Column Set Builder.

The number of columns the Column Set Builder can view depends on the character width of each column. You can view a maximum of 20 columns with a limited character

width. However, the Column Set Builder can view only one column with a character width of 500.

Tip: You can use Applications Desktop Integrator's Report Wizard to edit or build FSG reports in a spreadsheet, displaying unlimited columns.

Note: If you define a non-displayed column from the Columns window, it will not be visible in the Column Set Builder.

To define a column set using Column Set Builder:

1. Navigate to the Column Set window.
2. Enter or query a column set.
3. Choose Build Column Set.
4. Enter a Sequence number, and optional Name, Amount Type, and Offset for each column.

Tip: When defining columns, you may find it easier to define one column at a time. To do this, follow steps 4 through 9 for your first column, then repeat the same steps for each additional column.

5. Specify the Left Margin of your report, and the Width of each column.

Tip: When determining the width of your columns, you may find it helpful to consider the size of the numbers you expect to be displayed in your report, the factor you use, and the format mask you specify.

6. Enter a Heading for each column, using the ruler as a guide. You can define up to four lines of heading text. If you need additional lines, you must define them in the Columns window. However, once defined they can be edited using Column Set Builder.

Note: The scroll bar to the left of the column headings area is only active when there are more than four lines used for headings.

You can also choose Create Default Heading to have FSG generate a heading based on the amount type and period offset for each column. You can then modify the

default headings as necessary.

7. Enter the Format Mask for each column.
8. Choose More Column Options to enter additional column format and display options, such as Currency, Control Value, Override Value, Factor, and Level of Detail.
9. Choose Apply to save your headings and continue working with the Column Set Builder.
10. Choose OK to save your work and close the Column Set Builder.

To change a column set layout using the Column Set Builder:

1. Navigate to the Column Set window.
2. Query a column set.
3. Choose Build Column Set.
4. Use the buttons on the Column Set Builder toolbar to add, move, or delete columns.
5. Modify any column information as needed.
6. Choose **Apply** to save your work and continue working with the Column Set Builder.
7. Choose **OK** to save your work and close the Column Set Builder.

To undo changes to your column set:

- When working with the Column Set Builder, you can choose Revert to undo all changes since you last saved the column set definition.

Related Topics

Column Set Builder Toolbar, page 6-111

Defining Column Sets, page 6-50

Format Masks, page 6-112

Creating Column Headings, page 6-58

Defining Column Exceptions, page 6-59

Column Set Advanced Options, page 6-121

Display Options, page 6-123

Relative Headings, page 6-123

Assigning Accounts, page 6-46

Defining Report Calculations, page 6-48

Creating Column Headings

You define the column headings for a report within the related column set. You can create custom column headings or modify default headings to meet your specific reporting needs. Your column headings can be static, or you can use relative headings to create dynamic column headings whose content changes depending on the period you specify when you run the report.

Note: You can also create and edit column headings with the Column Set Builder.

To create column headings:

1. Navigate to the Column Set window.
2. Query a column set Name.
3. Choose Create Heading.
4. Optionally, choose Create Default Heading to modify the default column headings. FSG builds default headings based on the amount type and period offset defined for your columns. If no amount types or period offsets are defined, the default heading displays your runtime period.
5. Enter or change the heading for each column, using the displayed ruler as a guide. If desired, you can enter relative headings to create dynamic column headings. See: Relative Headings, page 6-123.

Note: The ruler appears above the heading, displaying X's for allocated character positions and spaces, 9's for number positions, and periods for the required minimum one space between each column. These settings are determined automatically from the starting positions and format masks of your column definitions.

Note: If you wish to publish a FSG report using XML Publisher, XML publisher displays as many heading lines as your report

template allows. If you have a report template that allows less column heading lines than is defined for your column set, the report only displays the heading lines as defined by the template.

When positioning your column headings using the Column Headings window, you must use character spaces, such as the space bar or arrow keys, to position your headings. You cannot use the tab key to position your headings. Make sure your column headings are positioned as defined for the columns. For example, if your column starting position is set to 45 character spaces, make sure your column heading begins at 45 character spaces.

Make sure you include enough space in your column definition to print all the numbers and special characters defined by the format mask.

- For information on defining format masks, see *Format Masks*, page 6-13

6. Choose **Apply** to save your heading and continue working in this window.
7. Choose **OK** to save your work and close the column headings window.

Related Topics

Using the Column Set Builder, page 6-55

Defining Column Sets, page 6-50

Overview of the Financial Statement Generator, page 6-1

Relative Headings, page 6-123

Defining Column Exceptions

Define exceptions for your column if you want to highlight information in your report that requires immediate attention. For example, you can define an exception to "flag" the rows in your report where actual expenditures exceed your budget by \$1,000 or more. When you request your report, you can choose to display only the exceptions

To define a column exception:

1. From the Columns window, choose Define Columns.
2. Choose the column you want to flag for exceptions.

3. Choose Exceptions.
4. Enter a single character to use to Flag exceptions in your report.
5. Select the Condition (< , > , = , <= , >= or <>) and enter the Constant to define your exception. You can enter as many conditions for your exception as you want. If you enter multiple conditions for your exception in this region, FSG flags only those amounts that meet all of your conditions.

To set up exceptions that flag rows that meet at least one, but not necessarily all, of the conditions you specify, you need to define as many columns as you want conditions but display only one of the columns. For example, if you want to flag amounts that meet one or more of five conditions, you must define five columns. Define the non-display columns with calculations that add the display column to itself. For example, if you display column 5, then for columns 6 to 9, define a calculation with an operator of + and a column sequence low and high of 5. Then assign each of the columns an exception flag and a condition.

Related Topics

Defining Column Sets, page 6-50

Using the Column Set Builder, page 6-55

Overview of the Financial Statement Generator, page 6-1

Defining Content Sets

By assigning a content set to a report request, you can generate hundreds of similar reports in a single run. The content set controls how the numerous reports differ from each other. For example, assume your organization has 50 departments and that Department is one of your account segments. Also assume that you already have an FSG report for travel expenses, which you run weekly. By using a content set with your existing report definition, you can print a travel expense report for each department, in one report request. You can then distribute the reports to the 50 department managers for review purposes.

Content sets are similar to row sets and actually work their magic by overriding the row set definition of an existing report. The subtle report variations discussed in the previous paragraph are achieved by the content set altering the row set account assignments and/or display options.

Note: A content set can be saved as part of a report definition, or can be added dynamically at the time you request an FSG report.

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

To define a content set:

1. Navigate to the Content Set window.
2. Enter the content set Name and Description.
3. Choose a processing Type for multiple reports:
 - Parallel - FSG processes multiple reports at the same time.
 - Sequential - FSG processes multiple reports in sequential order.

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

4. (Optional) Select the Enable Security checkbox to apply Definition Access Set security to your content set definition. Definition Access Sets are an optional security feature that enables you to control access to your General Ledger definitions. For example, you can prevent certain users from viewing, making changes, or using your content set. If you do not enable security, all users are able to use, view, and modify your content set.

If the Assign Access function is available for your responsibility, the Assign Access button is enabled once you check the Enable Security checkbox. Choose the Assign Access button to assign the definition to one or more Definition Access Sets with the desired privileges. For more information, see Definition Access Sets, *Oracle General Ledger Implementation Guide*.

If the Assign Access function has been excluded from your responsibility, you will not be able to view the Assign Access button in the content set window. You can still secure the content set by checking the Enable Security check box, but only Definition Access Sets that are AutoAssigned will be automatically assigned to this content set. See your System Administrator for more information on Function Security.

5. Enter a Sequence number for each account range.
6. Enter the Ledger and Account Range Low and High if you want to override the segment value ranges specified in your row set. If you enter a parent segment value for your flexfield low and high, FSG displays all child values for that parent.

Note: Use the profile option FSG:Expand Parent Value to control the expansion of parent values when requesting summary balances.

If you enter multiple account ranges, FSG produces a separate report for each

range. Your ranges may overlap.

7. Enter a content set Display type if you want to override the row set display type.
8. Choose Yes from the Summary poplist if you want to report only Summary account balances in your range. The parent segment values in your range must belong to a rollup group and the rollup group must be used in a summary template. Choose No if you want to report only detail account balances in your range.

If you leave this field blank, the content set will inherit the summary account reporting option from the row set or column set. If you set the option at both the row and column set level, FSG will resolve any conflicts as noted in the Row and Column Overrides table.

9. Save your work.

To define a content set that generates multiple reports:

- When you define the content set, assign the Display type PE to the segment for which you want separate reports for each segment value. Optionally, you can assign multiple account ranges to the content set.

Related Topics

Content Set Display Types, page 6-108

Row and Column Overrides, page 6-125

Copying Report Objects, page 6-69

Defining Row Sets, page 6-43

Defining Financial Reports, page 6-70

Setting General Ledger Profile Options, *Oracle General Ledger Reference Guide*

Overview of the Financial Statement Generator, page 6-1

Securing Content Sets

You can secure your content set definition using definition access sets. Definition access sets are an optional security feature that allows you to control use, view, and modify access to your General Ledger definitions.

The following describes what Use, View, and Modify access mean as it pertains to content sets:

- **Use Access:** Enables you to assign the content set to reports at report definition or at report generation time. You will not be able to view the content set, make changes to the content set, or copy the content set definition.

- **View Access:** Enables you to view the content set definition from the Content Set window and copy the content set definition. You will not be able to assign the content set to reports or make changes to the content set.
- **Modify Access:** Enables you to view and make changes to content set from the Content Set window. You will not be able to assign the content set to a report definition.

Defining Row Orders

You can use a row order to control how detail rows appear in your report. You can:

- Display ledger names in addition to or instead of ledger short names.
- Display account descriptions in addition to or instead of segment values.
- Sort detail rows by amounts displayed in a column.
- Sort detail rows by account segment values or segment value descriptions.
- Rearrange the sequence of your account segments to fit specific reporting needs. For example, you may want to see product segment values displayed before cost center values.
- Suppress header descriptions for particular account segments.

Prerequisites

- To sort detail rows by ranking, the ledger segment's ledger short name or ledger name or by an account segment's values or descriptions, the segment's display type in the related row definition must be either Expand or Both. Optionally, you can use a content set whose display type is set to Row/Expand or Row/Both.

To create a new row order:

1. Navigate to the Row Order window.
2. Enter a Name and Description for the row order.
3. (Optional) Select the Enable Security checkbox to apply Definition Access Set security to your row order definition. Definition Access Sets are an optional security feature that allows you to control access to your General Ledger definitions. For example, you can prevent certain users from viewing, making changes, or using your row order. If you do not enable security, all users will be able to use, view, and modify your row order.

If the Assign Access function is available for your responsibility, the Assign Access

button is enabled once you check the Enable Security checkbox. Choose the Assign Access button to assign the definition to one or more Definition Access Sets with the desired privileges. For more information, see Definition Access Sets, *Oracle General Ledger Implementation Guide*.

If the Assign Access function has been excluded from your responsibility, you will not be able to view the Assign Access button in the row order window. You can still secure the row order by checking the Enable Security check box, but only Definition Access Sets that are AutoAssigned are automatically assigned to this row order. See your System Administrator for more information on Function Security.

4. (Optional) Enter Rank by Column information.
5. (Optional) Enter Account Display information.
6. Save your work.

To sort detail rows by amounts displayed in a column (Rank by Column information):

1. Create a new row order or query an existing one.
2. From the Row Order window, enter the Name or the Order of the column whose values will be used to sort the detail rows.

Order corresponds to the sequence of the sorting column relative to other *displayed* columns in the column set, where the leftmost column has an Order of 1.

For example, assume you've defined the following column set:

Description	Value	Value	Value
Column Number	1	2	3
Position	50	75	100
Sequence Number	10	20	30
Displayed?	Yes	No	Yes

If you want to sort detail rows based on the amounts in Column 1, enter 1 as your Order. If you want to sort based on the amounts in Column 3, enter 2 as your Order (since Column 2 is not displayed).

3. Select a Ranking method. You can sort amounts in Ascending or Descending order
4. Save your work.

To sort detail rows by ranking, the ledger segment's ledger short name or ledger name, or by account segment values or segment value descriptions (Account Display information):

1. Create a new row order or query an existing one.
2. (Optional) Enter Rank by Column information in the Row Order window.
3. Enter the Sequence number of the segment to use for sorting detail report rows.
4. Enter the Segment name.

5. Choose an Order By method to control sorting of the detail report rows:

- Ledger Short Name — sort by the ledger short name.
- Ledger Name — sort by the ledger name.

If you use reporting currencies, then selecting order by Ledger Name also sorts by reporting currency name.

- Description - sort by the account segment description.
- Value - sort by account segment value.

Note: If you enter Description, Value, Ledger Name, or Ledger Short Name as your Order By method, FSG will ignore any information you entered in the Rank by Column region.

- Ranking - sort by the Rank by Column information.

Note: If you assign the Order By Ranking method to a segment, you must also enter Rank by Column information. If you don't, FSG will sort by account segment values. Also, when you use the Order By Ranking method, all segments following the sorting segment must have a display type of Total or Both. Otherwise, FSG cannot derive the totals needed to sort the report rows.

6. Enter a segment Display method:

- Ledger Name — will display the ledger name on your report.
- Ledger Short Name — will display the ledger short name on your report.

- Ledger Short Name and Ledger Name — will display both the ledger name and ledger short name on your report.
 - Description - will display the segment description on your report.
 - Value - will display the segment value on your report.
 - Value and Description - will display both the segment value and description on your report.
7. Enter a printing Width for your account segment. If you choose to print a segment's description, make sure the printing width is large enough to accommodate the description.
- Note:** You must also make sure that in your column set definition you have provided enough room at the left of your report to accommodate the cumulative printing widths of all the segments specified in your row order.
8. Save your work.

To rearrange the sequence of your account segments (Account Display information):

1. Create a new row order or query an existing one.
2. (Optional) Enter Rank by Column information.
3. From the Row Order window, enter the Account Display information for the segment whose account sequence you want to change when printed on your report:
 - Enter a new Sequence number for the segment.

Note: You do not have to enter a new sequence number for each of the segments in your account structure. FSG automatically adjusts the position of all segments (either left or right, as needed) when you change the sequence number of ledger or an account segment. For example, if your ledger segment and account structure is *Ledger-Company-Cost Center-Account-Product* and you enter a new sequence number of 3 for Ledger, your report is printed as *Company -Cost Center-Ledger -Account-Company-Product*.

- Enter the Segment name, Order By method, Display method, and printing Width

4. Save your work.

To suppress header descriptions for particular account segments:

- When you enter your Account Display information, set the segment printing width to zero.

Related Topics

Row Set Display Types, page 6-107

Display Options, page 6-123

Defining Content Sets, page 6-60

Defining Financial Reports, page 6-70

Copying Report Objects, page 6-69

Overview of the Financial Statement Generator, page 6-1

Securing Row Orders

You can secure your row order definition using definition access sets. Definition access sets are an optional security feature that enables you to control use, view, and modify access to your General Ledger definitions.

The following describes what Use, View, and Modify access mean as it pertains to row orders:

- **Use Access:** Enables you to assign the row order to reports at report definition or at report generation time. You will not be able to view the row order, make changes to the row order, or copy the row order definition.
- **View Access:** Enables you to view the row order definition from the Row Order window and copy the row order definition. You will not be able to assign the row order to reports or make changes to the row order.
- **Modify Access:** Enables you to view and make changes to row order from the Row Order window. You will not be able to assign the row order to a report definition.

Defining Display Sets

With display sets and groups you can produce report variations which omit sensitive information or which include information normally not included in a report. To do this, you simply tell FSG which rows or columns should or should not be displayed.

Prerequisite

- Define display groups for ranges of rows in a row set or columns in a column set.

To define a display set:

1. Navigate to the Display Set window.
2. Enter the Name and Description of the display set.
3. Enter the name of a Row Set or Column Set whose row or column display definitions you want to override with your display set.

Note: You can only select from row set or column sets that do not have security enabled or that you have use privileges to from your definition access sets.

4. Enter a Sequence number for each display group assignment. This sequence number pertains only to the display set and is not related to the row set or column set sequence number.
5. Choose a Display option for each display group assignment. If you check the Display checkbox, the values related to the row and/or column ranges specified in the assigned display groups will be shown on your report. If you do not check the Display checkbox, the row and/or column values will not be shown.

Note: Even if you choose not to display the row and/or column values, the row titles and/or column headings will still appear on the report.

6. Enter the display group names in the Row Group and Column Group fields. If desired, you can enter both a row group and a column group.

Note: If your display groups do not include all the rows and/or columns defined in the related row sets and column sets, the rows and/or columns not included in the display groups will appear on your report, just as they would if you were not using a display set.

7. (Optional) Enter a description for the display group assignment.
8. (Optional) Enter additional display group assignments.
9. Save your work.

Defining Display Groups

A display group defines a range of rows in a row set or columns in a column set. Display groups are assigned to display sets to control which rows and columns appear on a report.

To define a display group:

1. Navigate to the Display Group window.
2. Enter the Name and Description of the display group.
3. Enter the name of a Row Set or Column Set. To create a generic display group, leave these fields blank.

Note: You can only select from row set or column sets that do not have security enabled or that you have use privileges to from your definition access sets.

4. Enter the From and To Sequence numbers in your row or column display range.
For example, if you specify a row set and choose 10 through 40 as your sequence range, your display group will affect rows 10 through 40.
5. Save your work.

Related Topics

Defining Financial Reports, page 6-70

Overview of the Financial Statement Generator, page 6-1

Copying Report Objects

You can copy existing row sets, column sets, content sets, row orders, display sets, reports, and report sets to create new report objects. You can even copy report objects across multiple ledgers if they share the same account structure.

After you copy a report object, you can modify the new object to meet your reporting needs.

Note: The definition access set security of the report object is not copied. All new objects will automatically not have definition access set security enabled. You can modify this as needed.

When you use FSG Autocopy, the XBRL taxonomy links are copied with the row set.

To copy a report object:

1. Navigate to the AutoCopy window.
You can also choose the AutoCopy button from the window for the report object you want to copy.
2. From the Component field, select the type of report object you want to copy. You can only select report objects that do not have definition access set security enabled or those for which you have view or modify privileges in your definition access sets.
3. In the Source field, enter the name of the object to copy.
4. In the Target field, enter a name for the new report object.
5. Choose Copy. General Ledger launches a concurrent process to copy the report objects.
When the concurrent process is completed, you can query and modify the copied objects as necessary.

Related Topics

Defining Row Sets, page 6-43
Defining Column Sets, page 6-50
Defining Content Sets, page 6-60
Defining Row Orders, page 6-63
Defining Financial Reports, page 6-70
Defining Financial Report Sets, page 6-76
Overview of the Financial Statement Generator, page 6-1

Defining Financial Reports

A report is defined by specifying the report objects FSG should use to build the report. You can only assign report objects that you have Use privileges to through your definition access sets. The simplest reports are defined by a row set and a standard column set. Optionally, you can specify your own custom column set. Also, you can add a content set, row order, and/or display set to enhance the report or refine the information in the report. You can also specify the budget, encumbrance types, currencies, and constant periods of interest to include on a report.

Once you define and save a report, you can use it any time - to run the report, define a

report set, or copy and save it as a new report.

Note: You can also define ad hoc financial reports, as necessary, to meet one-time reporting needs. You create ad hoc reports from the Run Financial Reports window.

Prerequisites

- Define a row set.
- Optionally, define column sets, row orders, content sets, and display sets.

To define a financial report:

1. Navigate to the Define Financial Report window.
2. Enter a Name, report Title, and Description for your report. The report title is what FSG will print at the top of the report.
3. (Optional) Select the Enable Security checkbox to apply Definition Access Set security to your financial report definition. Definition Access Sets are an optional security feature that enables you to control access to your General Ledger definitions. For example, you can prevent certain users from viewing, making changes, or using your financial report. If you do not enable security, all users will be able to use, view, and modify your financial report.

If the Assign Access function is available for your responsibility, the Assign Access button is enabled once you check the Enable Security checkbox. Choose the Assign Access button to assign the definition to one or more Definition Access Sets with the desired privileges. For more information, see Definition Access Sets, *Oracle General Ledger Implementation Guide*.

If the Assign Access function has been excluded from your responsibility, you will not be able to view the Assign Access button in the financial report window. You can still secure the financial report by checking the Enable Security checkbox, but only Definition Access Sets that are AutoAssigned are automatically assigned to this financial report. See your System Administrator for more information on Function Security.

4. Enter the Row Set and Column Set to use for the report.
5. (Optional) Enter the Content Set, Row Order, and/or Display Set to use for the report.
6. (Optional) Enter Segment Override values for the account segments you want to override. When you enter a segment override value, FSG produces a report for the specific value you specify. For example, assume you have a report definition which

produces a combined assets report for four companies. If you modify the report definition to add a segment override for company 02, then FSG will print an assets report for company 02 only.

Note: If a segment you override is subsequently disabled, the Segment Override definition becomes invalid and you must redefine your report.

7. (Optional) Enter a default Currency for the report. FSG uses this currency only for those rows and columns to which you did not assign a currency when you defined row and column sets.

Note: This must be a monetary currency and cannot be STAT.

8. (Optional) Select a Rounding Option to use for calculations in the report:

Calculate Then Round: FSG performs calculations before any rounding.

Round Then Calculate: FSG rounds values before they are used in calculations.

9. (Optional) Select a Level of Detail for the report. There are three options, which correspond to the levels of detail you can assign to rows and columns. If you specify a level of detail for your report, FSG will only print those rows and columns with matching levels of detail.

Note: If you do not enter a level of detail for a report, the system will assume the level of detail is Financial Analyst.

10. Enter an Output Option for your report:

Text: Produces a report in standard format for printing or viewing online.

Tab-Delimited: Produces a report whose columns are delimited by tabs, making it easier to import the report into a spreadsheet.

Spreadsheet: Produces a report designed specifically for Microsoft Excel and can be used with Applications Desktop Integrator.

XBRL: Generates XBRL output and creates an XBRL instance document. At least one XBRL Taxonomy must be loaded in the system for this option to appear.

XML: Generates an XML output file, which is used as input to XML Publisher so the report formatting of a report template is applied to the FSG report.

11. If the row or column set has control values assigned, you can assign budgets, encumbrance types, currencies, and constant periods of interest to those values.
12. Save your work.

13. Choose Run Report.

Related Topics

- Running Financial Reports, page 6-81
- Defining Financial Report Sets, page 6-76
- Defining Row Sets, page 6-43
- Defining Column Sets, page 6-50
- Copying Report Objects, page 6-69
- Defining Ad Hoc Reports, page 6-103
- Including Budgets, Encumbrances, Currencies, and Constant Periods of Interest in an FSG Report, page 6-74
- Defining Content Sets, page 6-60
- Defining Row Orders, page 6-63
- Display Groups, page 6-69
- Defining Display Sets, page 6-67
- Standard Column Sets, page 6-109
- Overview of the Financial Statement Generator, page 6-1

Securing Reports

You can secure your report definition using definition access sets. Definition access sets are an optional security feature that allows you to control use, view, and modify access to your General Ledger definitions.

The following describes what Use, View, and Modify access mean as it pertains to reports:

- **Use Access:** Enables you to generate the report and assign the report to report sets. You will not be able to view the report, make changes to the report, or copy the report definition.
- **View Access:** Enables you to view the report definition from the Define Financial Report window and copy the report definition. You will not be able to generate the report, assign the report to report sets, or make changes to the report.
- **Modify Access:** Enables you to view and make changes to the report from the Define Financial Report window. You will not be able to generate the report or assign the report to a report set.

When you submit reports that have definition access set security enabled and if you

have at least use privileges to the report, the definition access set privileges you have for the report take precedence over the privileges you have for the individual report object definitions assigned to the report.

Including Budgets, Encumbrances, Currencies, and Constant Periods of Interest in an FSG Report

To include budgets, encumbrance types, currencies, and constant periods of interest in a report, your report definition must specify a row set or column set that has control values specified in the Balance Control options. When you use such row sets or column sets in a report definition, you assign the control values to specific budgets, encumbrances, currencies, or constant periods of interest.

When you assign a Budget to a control value number, FSG automatically prints the appropriate budget amounts in the budget-related rows or columns that are assigned that control value number. For example, if you assigned the number 1 to a column with the PTD-Budget amount type and the number 3 to a column with the PTD-Encumbrance amount type, you must assign a budget to the control value number 1 and an encumbrance to the control value number 3. Similar logic applies to encumbrances, currencies, types, and constant periods of interest.

Notes:

- You must assign the same budget, encumbrance type, or currency to intersecting row and column control values.
- You cannot enter budget, encumbrance, currency or constant period of interest control value definitions in the report definition if the report does not contain a row and/or column set with a control value.
- You must specify a budget or encumbrance when your report includes rows or columns which use related amount types, such as PTD-Budget or PTD-Encumbrance.

To assign a budget or encumbrance to a financial report:

To assign a budget or encumbrance to a financial report, perform the following steps.

1. Assign a budget, encumbrance, or control value to the row set or column set you will use for your report. Use a budget or encumbrance amount type for your balance control.
2. Define a financial report using the row set or column set.
3. From the Define Financial Report window, click Control Values.

4. Enter the Control Value number you assigned to the related rows or columns when you defined the row set and/or column set.
5. Enter the Budget name or Encumbrance Type to associate with the control value number.
6. Save your work.

To assign a currency to a financial report:

To assign a currency to a financial report, perform the following steps.

1. Assign a currency control value to the row set or column set you will use for your report.
2. Define a financial report using the row set or column set you will use for your report.
3. From the Define Financial Report window, click Control Values.
4. Enter the Control Value number you assigned to the related rows or columns when you defined the row set and/or column set.
5. Select the Currency Type for the accounts referenced in the rows or columns in the report. The currency types include:
 - Converted
 - Entered
 - Total
 - Statistical
6. If you choose Converted or Entered for your Currency Type, enter an Entered Currency.
7. If you choose any currency type, enter a Ledger Currency. For the Entered, Converted, and Statistical currency types, the Ledger Currency field is optional. If it is not specified, it defaults from the Currency parameter specified on the report or entered at run time. The ledger currency is required if you choose the Total currency type.
8. Save your work.

To assign a constant period of interest to a financial report:

To assign a constant period of interest to a financial report, perform the following steps:

1. Assign a constant period of interest control value to the row set or column set you will use for your report.
2. Define a financial report using the row set or column set you will use for your report.
3. From the Define Financial Report window, choose Control Values.
4. Enter the Control Value number you assigned to the related rows or columns when you defined the row set and/or column set.
5. Select the Period number for your constant period.
6. Select the Relative Year offset.
7. Save your work.

Related Topics

Currency Control Value Options, page 6-117

Defining Financial Reports, page 6-70

Balance Control Options, page 6-115

Row Set Advanced Options, page 6-120

Column Set Advanced Options, page 6-121

Copying Report Objects, page 6-69

Overview of the Financial Statement Generator, page 6-1

Defining Financial Report Sets

Use financial report sets to group FSG reports that you run together frequently. You can only assign predefined reports to a report set. You can only select those reports that do not have definition access set security enabled or that you have use privileges to from your definition access sets.

You can copy a financial report set that you have already defined, then modify the new report set as needed.

Note: If the Run Financial Statement Generator program is assigned to your responsibility, you can also combine predefined FSG reports with

standard reports, listings, and programs in request sets.

To define a report set:

1. Navigate to the Financial Report Set window.

You can also choose the Define Report Set button from the Define Financial Report window.

2. Enter the Name and Description of the report set.

3. (Optional) Select the Enable Security checkbox to apply Definition Access Set security to your financial report set definition. Definition Access Sets are an optional security feature that enables you to control access to your General Ledger definitions. For example, you can prevent certain users from viewing, making changes, or using your financial report set. If you do not enable security, all users will be able to use, view, and modify your financial report set.

If the Assign Access function is available for your responsibility, the Assign Access button is enabled once you check the Enable Security checkbox. Choose the Assign Access button to assign the definition to one or more Definition Access Sets with the desired privileges. For more information, see *Definition Access Sets, Oracle General Ledger Implementation Guide*.

If the Assign Access function has been excluded from your responsibility, you will not be able to view the Assign Access button in the financial report set window. You can still secure the financial report set by checking the Enable Security checkbox, but only Definition Access Sets that are AutoAssigned are automatically assigned to this financial report set. See your System Administrator for more information on Function Security.

4. Enter a Sequence number for each report you assign to the report set to control the sequence in which reports are submitted at runtime.
5. Enter the Name of each report you want to include in the report set.
6. Save your work.
7. Choose the Run Report button to navigate to the Run Financial Reports window.

Related Topics

Defining Financial Reports, page 6-70

Copying Report Objects, page 6-69

Running Financial Report Sets, page 6-85

Securing Report Sets

You can secure your report set definition using definition access sets. Definition access sets are an optional security feature that allows you to control use, view, and modify access to your General Ledger definitions.

The following describes what Use, View, and Modify access mean as it pertains to report sets:

- **Use Access:** Enables you to generate the report set. You will not be able to view the report set, make changes to the report set, or copy the report set definition.
- **View Access:** Enables you to view the report set definition from the Financial Report Set window and copy the report set definition. You will not be able to generate the report set or make changes to the report set.
- **Modify Access:** Enables you to view and make changes to report set from the Financial Report Set window. You will not be able to generate the report set.

When you submit report sets that have definition access set security enabled and if you have at least use privileges to the report set, it does not matter what definition access set privileges you have to the reports assigned to the report set definition. The definition access set privileges you have for a report set takes precedence over the privileges you have for the individual reports assigned to the report set.

Copying Report Objects From Another Database (FSG Transfer Program)

Run the FSG Transfer program to copy report objects from one General Ledger database to another. You can copy row sets, column sets, reports, report sets, content sets, row orders, display sets, and display groups.

Note: The definition access set security of the report object is not copied. All new objects will automatically not have definition access set security enabled. You can modify this as needed.

For example, when you implement General Ledger, you might also define all of your FSG objects in a test database. Once your production database is fully functional, you can easily copy the FSG objects from your test database by using the FSG Transfer program.

If you are transferring a Row Set to a database instance of the same code set and that Row Set is linked to an XBRL taxonomy and elements, the Row Set and the linked taxonomy and elements will all be transferred. If the taxonomy has imports (taxonomies

linked to the main taxonomy) they will also be transferred.

Note: Transferring Row Sets linked to an XBRL taxonomy to a database instance with a different code set is not supported.

Prerequisites

- You or your System Administrator must define database links.
- The chart of accounts in your source database must be identical to the chart of accounts in your target database.
- Any currencies and ledgers, ledger sets and reporting currencies referred to by the row sets and column sets being copied must exist in the target database.
- Report details, such as budgets and encumbrance types, referred to by copied reports must exist in the target database.
- You must be logged in to General Ledger and connected to the target database.

To run the FSG Transfer program:

1. Navigate to the Submit Request window.
2. Select the concurrent program named Program - FSG Transfer.
3. Enter the program parameters.
4. Submit the request.
5. When the concurrent request finishes, review the report for any warnings and error messages. If there are errors, correct them, then rerun the FSG Transfer program.

Troubleshooting

The report produced by the FSG Transfer concurrent request identifies any warnings and error messages which occurred when the program ran. Some of the reasons for warnings include:

- **Name collisions:** If a report object you are trying to copy already exists in your target database, you will get a warning message and the report object will not be copied.
- **Row and column set references:** If any of the copied row or column sets refer to a currency, ledgers, ledger set, or reporting currencies which doesn't exist in the target database, you will get a warning message and the reference will be excluded

from the copied row or column set.

- **Report details:** If any copied FSG reports refer to report details, such as budgets and encumbrance types, which don't exist in the target database, you will get a warning message and the reference will be excluded from the copied report.

If you submit an FSG Transfer and receive an error message in the log file indicating that maximum open cursors have been exceeded, review the following possible cause:

- One of your FSG components has a percent (%) sign as part of the name. Remove the percent (%) sign from the name.

If you submit an FSG Transfer and receive an error message indicating there is a buffer overflow, review the following possible causes:

- The profile option FSG: Message Detail is set to Full or Normal. Set this profile option to Minimal or None.
- The profile option FSG: Message Detail is correctly set to Minimal or None. You or your database administrator can comment out the SET SERVEROUTPUT ON command in the FSG Transfer script to reduce the volume of output that is generated in the log file.

If the FSG Transfer program is interrupted, you can resubmit the program with the same parameters. Note that the program will produce warning messages for any report objects that were successfully transferred during the interrupted run. You can ignore these warnings.

Related Topics

FSG Transfer Program Parameters, page 6-80

Copying Report Objects, page 6-69

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

FSG Transfer Program Parameters

When you run the FSG Transfer program, you specify the following parameters:

- **Component Type:** The type of object you want to copy. For example, select Row Set to copy a row set from the source database. Alternatively, select All to copy all report objects.
- **Component Name:** To copy a single object of the type specified, enter its name. To copy all objects of the type specified, leave this field blank. If you entered All for component type, the program ignores the Component Name field.

To copy selective multiple objects of the same type, you can enter a percent sign (%) as a wildcard character in the component name. For example, if the Component

Type is Row Set and you enter *Sales%* for the Component Name, the program will copy the row sets named Sales01, Sales02, and Sales03.

- **Source DB Chart of Accounts:** The name of the chart of accounts from which you want to copy report objects. The name must be entered exactly as it is defined in the source database, since the name will not be validated.
- **Target DB Chart of Accounts:** Enter the name of the chart of accounts to which you want to copy report objects. The chart of accounts size, data type, segment separator, and segment assignments must be identical to the source database chart of accounts.
- **Source Database:** Enter the name of the database from which you want to copy report objects. The database name is created when you define the link to the source database.

Related Topics

FSG Transfer Program, page 6-78

Copying Report Objects, page 6-69

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

Running Financial Reports

To generate FSG reports you must request that FSG run them. You can request an individual report, all or part of a report set, or several report sets. If you request an individual report, you can either run a predefined report or request that FSG run an ad hoc report. For ad hoc reports, you select report objects and other report parameters during the report submission process.

When you request a predefined report, you can either run the report with the parameters you saved in the report definition, or you can change the parameters at runtime. However, if you change the parameters at runtime, FSG will not save them in the stored report definition. You can also re-use FSG reports and components so that you can run them for different ledgers, ledger sets, or reporting currencies that share the same chart of accounts by specifying the ledger parameter at run time. The ledger value you specify fills in as the ledger parameter should this not be specified in the report definition.

You can request reports from the Run Financial Reports window or through standard request submission (Submit Requests window). The advantage of requesting reports through standard request submission is that you can schedule the reports to run automatically. You can also combine FSG reports with standard reports, listings, and programs. The disadvantage is that you cannot run report sets through standard request submission.

To publish FSG reports using XML Publisher, you must run the FSG program to

generate your FSG report in XML output and then run XML Publisher to apply the layout and formatting of a report template to your FSG report. You can do this from the Run Financial Reports window or from the Submit Requests window. You can also generate the XML output and publish your FSG report's XML output through the Submit Requests window from a single submission request. After your FSG report has been published the first time, you can republish your FSG report using a different report template to acquire a different look for the same financial report without having to run the FSG program again to create the XML output.

For additional information on generating financial reports with XML Publisher, see *Running Financial Reports with XML Publisher*, page 6-87.

To publish FSG reports using XML Publisher, you must run the FSG program to generate your FSG report in XML output and then run XML Publisher to apply the layout and formatting of a report template to your FSG report. You can do this from the Run Financial Reports window or from the Submit Requests window. You can also generate the XML output and publish your FSG report's XML output through the Submit Requests window from a single submission request. After your FSG report has been published the first time, you can republish your FSG report using a different report template to acquire a different look for the same financial report without having to run the FSG program again to create the XML output.

For additional information on generating financial reports with XML Publisher, see *Running Financial Reports with XML Publisher*, page 6-87.

Prerequisites

- To control the print orientation of reports that are less than or equal to 80 characters wide, set the user profile option FSG:Allow Portrait Print Style.
- To limit what financial information can be printed by specific users on their FSG reports, define security rules and enable them for use with FSG.
See: *Enabling FSG Security*, page 6-89.
- To run reports through standard request submission, your System Administrator must assign the Financial Statement Generator program to the report security group for your responsibility.

Tip: We recommend that you run the General Ledger Optimizer program before you run your monthly reports. This will help your financial reporting processes run faster.

See: *Running the Optimizer Program, Oracle General Ledger Implementation Guide*.

- To publish your FSG report using XML Publisher, define your report templates and register them in XML Publisher. A basic report template is provided for you to use or modify.

For additional information on using the XML Publisher basic report template, see XML Publisher Basic Report Template, page 6-131.

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

To run an individual report:

1. Navigate to the Run Financial Reports window.

You can also choose the Run Report button from the Define Financial Report window.

2. Choose the Individual Reports option from the window.

The Run Individual Reports window is displayed.

3. Enter the Report name. You can run reports that do not have definition access set security enabled or reports for which you have use privileges assigned from your definition access sets.

4. Enter required parameters as follows:

1. Enter a ledger, ledger set, or reporting currency in the Ledger field. This parameter fills in when the ledger segment is undefined in the report. This enables you to reuse your reports for different ledgers, ledger sets, and reporting currencies.
2. Enter a Period.
3. Enter a Date (if reporting on average balances).
4. Enter a Currency. FSG uses this currency only for those rows and columns to which you did not assign a currency when you defined row and column sets. This parameter refers to the total account balances in the specified currency.

Note: This must be a monetary currency and cannot be STAT.

5. Enter your Optional Components.
6. Enter your Other Options.
7. Choose the Submit button.

Note: If, when you review your report output, you find that some

of the financial information you expected to see is missing, it may be because your responsibility is excluded from accessing and viewing certain accounts. The security rules that are active when you run your reports will be listed in the FSG log file.

Note: If you choose to generate your report using the XML output option, the FSG program generates the XML output that XML Publisher uses to publish your FSG report using a report template layout.

8. Optionally, run the XML Publisher program from the Submit Requests window for your FSG report's XML output request ID.
9. Optionally, run the XML Publisher program from the Submit Requests window for your FSG report's XML output request ID.

To run an ad hoc report:

1. Define and save your ad hoc report.
2. Complete the steps for running an individual report.

Note: After running ad hoc reports, you can delete them using the Delete Ad Hoc Reports program.

Running FSG Reports from Standard Request Submission

To run a defined FSG report from the Submit Requests window, perform the following steps:

1. Navigate to the Submit Requests window.
2. Select the concurrent program named Program - Run Financial Statement Generator.
3. Select the FSG report you want to run.
4. Accept or change the report parameters FSG displays (based on the report definition).
5. To schedule the report to run later or periodically, set the run options.
6. Submit the request. When you run the Financial Statement Generator Program, it

generates a concurrent request. However, if the FSG report you submit uses a content set with the parallel option, the report submission first generates a concurrent request for the FSG Controller.

Note: If you choose to generate your report using the XML output option, the FSG program generates the XML output, which XML Publisher uses to publish your FSG report.

7. Optionally, run the XML Publisher program from the Submit Requests window for your FSG report's XML output request ID.

Running Financial Report Sets

To run all or part of a report set, perform the following steps.

1. Navigate to the Run Financial Reports window.
2. Choose the Single Report Set from the option window.
3. Enter the Report Set name. Each report in the report set appears in the main reports region.

Note: When you submit Financial Report Sets that have definition access set security enabled and you have at least use privileges to the Financial Report Set, the definition access set privileges you have for the report set take precedence over the privileges you have for the individual report definitions assigned.

4. Optionally, change the default Report Parameters including Ledger, Period, Date, and Currency, and then choose Apply. These defaults will appear for each report listing.
5. Select which reports you want to run by:
 - Checking the checkbox to the left of each report's listing.
 - Checking the Select All Reports checkbox to run all the reports.

Note: To deselect individual reports, uncheck the checkbox to the left of the report listing.

6. If any of the reports in the report set has XML as the output option, run the XML Publisher program to publish those FSG reports.

7. Enter the report parameters you need for this run of the report set.
8. Choose Submit.

To run multiple report sets:

1. Navigate to the Run Financial Reports window.
2. Choose the Multiple Report Sets option from the window.
3. Enter the Report Set names.
4. Enter the report parameters you need for the report sets.
5. Choose Submit.
6. If any of the reports in the report set has XML as the output option, run the XML Publisher program to publish those FSG reports.

Error Message Log Files

You can easily control the degree of detail which appears in the error message log file during your report runs. General Ledger divides error messages into three categories:

Catalog I: Includes all detail memory figures, detail timings, and SQL statements which are useful for report and program debugging.

Catalog II: Includes all file and function names, and all messages which give process information. This is useful for finding out where a process failed.

Catalog III: Only includes error messages and other important messages, giving the least amount of information for report and program debugging.

You specify the level of detail for your error message log file by setting the user profile option FSG:Message Detail to one of the following values:

None: No messages.

Minimal: Catalog III messages.

Normal: Catalog II and III messages.

Full: Catalog I, II, and III messages.

Related Topics

FSG Report Parameters, page 6-127

Defining Financial Reports, page 6-70

Defining Ad Hoc Reports, page 6-103

Deleting Ad Hoc Reports, page 6-104

Setting General Ledger Profile Options, *Oracle General Ledger Reference Guide*

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

Overview of Average Balance Processing, page 4-1

Running Financial Reports with XML Publisher

To generate financial reports with XML Publisher, you have several options for publishing your FSG report:

- Publish your FSG report with XML Publisher in one step. This automatically creates your FSG report in XML output and uses that output to publish your FSG report from a single submission request. You do this through the Submit Requests window.
- Generate your FSG XML output from the Run Financial Reports window or from the Submit Requests window. Then separately run the XML Publisher program from the Submit Requests window against that request to apply the layout and formatting of a report template to your FSG report.
- After the XML output of your FSG report has been generated the first time, you can republish the FSG report against a different report template to obtain a different report layout and format without having to run the FSG program again.

To publish your FSG report in one step:

1. Navigate to the Submit Requests window and select Program - Publish FSG report program.
2. Enter the name of your FSG report.
3. Enter your FSG report parameters.
4. Select your report template.
5. Submit your request. A parent request is submitted that will generate two child requests. One request generates the XML output and the other request publishes the FSG report from the XML output.
6. View your published FSG report. Your FSG report will have the report formatting of your report template.
7. Optionally, run the XML Report Publisher program with a different report template for the same FSG XML output request.

To publish your FSG report from the Run Financial Reports window:

1. Navigate to the Run Financial Reports window.
2. Enter your FSG report parameters and select XML as the output option.
3. Submit your request. Your FSG program request generates XML output.
4. Once your request completes successfully, from the Submit Requests window, select the XML Report Publisher program and enter the following parameters:

Report Request: Select the report corresponding to your FSG report's XML output request ID.

Template: Select report template.

Template Locale: Select the Language and Territory combination of the template you wish to use.

Note: If you do not select a valid language and territory combination, XML Publisher uses the template that corresponds to your session language and territory. If a valid template for this combination does not exist, XML Publisher uses the Default Template. See Oracle XML Publisher User's Guide.

Output Format: Select the output format. If your selected template is RTF, you can generate output in Excel (HTML), HTML, PDF, or RTF.

5. Submit your request.
6. View your published FSG report. Your FSG report will have the report formatting of your report template.
7. Optionally, run the XML Report Publisher program with a different report template for the same FSG XML output request.

To publish your FSG report from the Submit Requests window:

1. Navigate to the Submit Requests window and select Program - Run Financial Statement Generator program.
2. Enter the name of your FSG report.
3. Enter your FSG report parameters and select XML as the output option.
4. Submit your request. Your FSG program request generates XML output.
5. Once your request completes successfully, from the Submit Requests window,

select the XML Report Publisher program and enter the following parameters:

Report Request: Select the report corresponding to your FSG report's XML output request ID.

Template: Select report template.

Template Locale: Select the Language and Territory combination of the template you wish to use.

Note: If you do not select a valid language and territory combination, XML Publisher uses the template that corresponds to your session language and territory. If a valid template for this combination does not exist, XML Publisher uses the Default Template. See Oracle XML Publisher User's Guide.

Output Format: Select the output format. If your selected template is RTF, you can generate output in Excel (HTML), HTML, PDF, or RTF.

6. Submit your request.
7. View your published FSG report. Your FSG report will have the report formatting of your report template.
8. Optionally, run the XML Report Publisher program with a different report template for the same FSG XML output request.

FSG Security Rules

If you have System Administrator responsibility, you can define security rules to control what financial information specific users can print when they run FSG reports.

To enable FSG security rules:

1. Define security rules for specific account segment values.
2. Assign your security rules to specific responsibilities.
3. Set the profile option FSG: Enforce Segment Value Security to Yes.

Data Access Set Security

Data access sets control which ledgers, balancing segment values, or management segment values can be accessed by responsibilities. Each responsibility is assigned one data access set, which determines what privileges a responsibility allows you to have for a ledger or for parts of a ledger. The FSG report output takes into account data access set security and only shows the data accessible for your responsibility. You must have at least read access to the data to view it on the report.

To enable data access set security:

To enable data access set security, perform the following steps.

1. Define data access sets to determine data access set privileges.
2. Assign your data access sets to specific responsibilities.

Definition Access Set Security

Definition access set security enables you to secure FSG report or report object definitions so that users are allowed to use, view, or modify FSG definitions through definition access sets assigned to them. You can directly apply definition access set security to the following FSG objects:

- Row Set
- Column Set
- Content Set
- Row Order
- Report Definition
- Report Set Definition

To enable definition access set security:

To enable definition access set security, perform the following steps.

1. Define definition access sets.
2. Assign definition access sets to your responsibilities.
3. Select the Enable Security checkbox on the FSG report definition object.
Assign definition access sets to the FSG report definition object with the corresponding use, view, or modify privileges.

Related Topics

Definition Access Sets, *Oracle General Ledger Implementation Guide*

Defining Security Rules, *Oracle Applications Flexfields Guide*

Assigning Security Rules, *Oracle Applications Flexfields Guide*

Overview of Flexfield Value Security, *Oracle Applications Flexfields Guide*

Setting General Ledger Profile Options, *Oracle General Ledger Reference Guide*

FSG Report Parameters, page 6-127
Defining Financial Reports, page 6-70
Defining Ad Hoc Reports, page 6-103
Deleting Ad Hoc Reports, page 6-104
Running Reports and Programs, *Oracle Applications User's Guide*
Overview of Average Balance Processing, page 4-1

Reporting Attributes

Setting Up Reporting Attributes

Note: The following section is applicable to customers who wish to extend their Financial Statement Generator reporting capability to include the use of additional attributes associated with the individual segment values in their Accounting Flexfield. These attributes can be used to provide the additional data on a line in a report, as well as in sorting and subtotalling an FSG report. Reporting attributes are typically used by public sector customers to meet various management and regulatory reporting requirements. This feature is currently only available in public sector installations.

Set up reporting attributes in General Ledger to capture additional descriptive information with accounting flexfield segments and to report on this information using the Financial Statement Generator. For example, you might want to associate Fund Manager names with Fund values and design reports that print Fund Manager names alongside Fund segment values.

You can create reporting attributes two ways, depending on how you validate the value set of the key accounting flexfield segment in question.

If the validation type of the value set of your key Accounting Flexfield is Independent, you must define one or more context-sensitive descriptive flexfield segments to capture the additional information in the Segment Values window. For example, you might define two descriptive flexfield segments to capture Fund Manager and Fund Sponsor for the Fund segment, and two more segments to capture Project Manager and Grant Number for the Project segment.

If the validation type of the value set of your key Accounting Flexfield segment is Table, you must define the reporting attributes as additional columns in the key accounting flexfield segment table. Reporting attribute values are values in the table.

Do not add new attributes after the initial setup. Doing so invalidates all existing Financial Statement Generator definitions.

The setup steps below outline the procedure to create reporting attributes when the

validation type of value set of your key accounting flexfield is Independent. The steps include how to create a context-sensitive descriptive flexfield for the Segment Values window and how to specify descriptive flexfield segments as reporting attributes. Each general step is detailed in a step-by-step procedure.

In using value sets, reporting attribute descriptive flexfields have the same restrictions as do accounting flexfields.

Prerequisites

- Define your Accounting Flexfield structure.
- Define the value sets for each Accounting Flexfield segment.
- Determine the additional attributes to report on for each account segment.

To set up reporting attributes:

1. Enable the FSG: Enable Attribute Reporting profile option. See: Setting General Ledger Profile Options, *Oracle General Ledger Reference Guide*.
2. Define value sets for the reporting attribute descriptive flexfield segments you want to associate with each segment of your accounting flexfield. See: Defining Reporting Attribute Value Sets and Values, page 6-93.
3. Define values for your reporting attributes.
4. Define context-sensitive descriptive flexfield segments. These segments will capture reporting attributes values when you enter accounting flexfield segment values. See: Defining Context-Sensitive Descriptive Flexfields for Reporting Attributes, page 6-94.
5. Associate reporting attribute values with accounting flexfield segment values. See: Assigning Reporting Attribute Values to Account Segment Values, page 6-96.
6. Specify the descriptive segments defined in step 4 to use as reporting attributes with each accounting flexfield segment. See: Specifying Descriptive Flexfield Segments to Use as Reporting Attributes, page 6-97.
7. Run Reporting Attributes Preparation Program for the Financial Statement Generator to recognize the attributes as segments. See: Running the Reporting Attribute Preparation Program, page 6-98.

You must run the preparation program whenever a segment or segment attribute is added or disabled.

Running the preparation program creates the Reporting Attributes:Accounting key flexfield (GLAT).

8. Whenever you modify a reporting attribute value, you must run the Reporting Attributes Historical Program. See: Running the Reporting Attribute Historical Program, page 6-99.

For example, if Fund 01 had a Fund Type of Unrestricted, but then the Fund Type changed to Temporarily Restricted, you must run the Historical Program to change all Fund 01s to Temporarily Restricted.

You can run the Historical Program for one segment value and one attribute value, or you can run it for all segment values and attribute values.

Related Topics

Value Set Windows, *Oracle Applications Flexfields Guide*

Segment Values Window, *Oracle Applications Flexfields Guide*

Descriptive Flexfield Segments Window, *Oracle Applications Flexfields Guide*

Key Flexfields Segment Window, *Oracle Applications Flexfields Guide*

Reporting Attributes Examples, page 6-100

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

Defining Reporting Attribute Value Sets and Values

Before you can define a reporting attribute descriptive flexfield segment, you must define a value set and its values. Each reporting attribute name must be distinct and never repeated.

For example, you might define a value set called FUND_MANAGER_VS to capture all possible Fund Manager values or names.

To define a value set for reporting attributes:

1. Navigate to the Value Sets window.
2. Enter a value set name.
3. Enter a description for the value set.
4. If you plan to use flexfield value security with any segments that use this value set, check the Security Available box. See:

Define Security Rules Window, *Oracle Applications Flexfields Guide* and Assign Security Rules Window, *Oracle Applications Flexfields Guide*.
5. Check the Enable Longlist box if your value set should provide the Longlist feature, where a user must enter a partial segment value before retrieving available values.

6. Enter the value set Format Type, such as Char.
7. Enter a maximum size.
8. Choose a Validation Type of Independent.
9. Save your work.

To define values for a reporting attributes value set:

1. Navigate to the Segment Values window.
2. In the Find Values By region, select Value Set. In the Name field, enter the name of the value set you just created, or another for which you want to enter values.
3. In the Segment Values window, enter values for the value set.

For example, if Joe Smith is a Fund Manager, enter the name "Joe Smith" as a possible value for the FUND_MANAGER_VS value set.
4. Enter an optional description for the value.
5. Enable the value.
6. Repeat steps 3 to 5 to enter as many values as necessary.
7. Save your work.

Related Topics

Value Set Window, *Oracle Applications Flexfields Guide*

Defining Segment Values, *Oracle Applications Flexfields Guide*

Setting Up Reporting Attributes, page 6-91

Defining Context-Sensitive Descriptive Flexfields for Reporting Attributes, page 6-94

Defining Context-Sensitive Descriptive Flexfields for Reporting Attributes

Before you can enter reporting attribute values when you enter accounting flexfield segment values, you must define a context-sensitive descriptive flexfield. This flexfield captures the reporting attribute values in the Segment Values window.

For example, to enter Fund Manager values when you enter Fund segment values, you must define a context sensitive descriptive flexfield to capture the Fund Manager values in the Segment Values window.

The context for the new descriptive flexfield is the Segment Values window, and the context values are the accounting flexfield segment value set names with which

reporting attributes will be associated.

To associate reporting attributes with the Fund segment of your accounting flexfield, you must define a descriptive flexfield segment whose context value is the name of the Fund segment value set. Thus if the fund segment value set is called FUND_VS and you define a context-sensitive descriptive flex segment to capture Fund Manager, whenever you enter values for FUND_VS in the Segment Values window, you can also enter values for Fund Manager.

To define a context-sensitive descriptive flexfield for an accounting flexfield segment:

1. Navigate to the Descriptive Flexfields Segments window.
2. Query Application Object Library in the Application field and Flexfield Segment Values in the Title field. When the record is retrieved, FLEX_VALUE_SET_NAME should appear as the Reference Field.
3. If the Freeze Flexfield Definition box is checked, uncheck it.
4. In the Context Field Values region, create a new record and enter the Name of the value set for the accounting flexfield segment with which you want to associate reporting attributes, unless a record already exists with this Name. If so, select it.

For example, to associate reporting attributes with the fund segment of your accounting flexfield, enter FUND_VS as the context field value if that is the name of the fund segment's value set.

To find the name of an accounting flexfield segment's value set, navigate to the Key Flexfield Segments window and query Accounting Flexfield in the Flexfield Title field. In the Structures region, select the record containing the Title of your accounting flexfield structure and choose the Segments button. The Value Set column displays each accounting flexfield segment's value set name.

5. Choose the Segments button to define descriptive flexfield segments for this accounting flexfield segment. The descriptive flexfield segments you now define will become your reporting attribute segments.
6. In the Segments Summary window that appears, create a new record and enter the next Number in it. If this is the first record, enter 1 as the Number.
7. In the Name field, enter a name for the reporting attribute segment you want to associate with this accounting flexfield segment. For example, enter "Fund Manager" for the fund segment. You must choose a name that is not shared by another descriptive or accounting flexfield segment.
8. In the Window Prompt field, enter the name that you want to appear in prompts.
9. In the Column field, enter the next available column name. For example, if this were the first descriptive flexfield segment to be associated with this accounting flexfield

segment, you would enter ATTRIBUTE1.

You can choose the List of Values button to see the available column names. The number of descriptive flexfield segments you can associate with this accounting flexfield segment is limited to the number of column names remaining in this list.

10. Enter the Value Set name you previously defined for this reporting attribute.
For example, enter FUND_MANAGER_VS to create the Fund Manager descriptive flexfield segment.
11. Check the Displayed and Enabled boxes.
12. Save your work.
13. Repeat steps 7 to 12 to enter as many reporting attribute segments as necessary for a particular accounting flexfield segment.
14. To associate additional accounting flexfield segments with reporting attribute segments, repeat steps 4 to 13 for each accounting flexfield segment.
15. Return to the Descriptive Flexfield Segments window. Check the Freeze Flexfield Definition box and choose the Compile button to compile your context-sensitive descriptive flexfield.

Related Topics

Descriptive Flexfield Segments Window, *Oracle Applications Flexfields Guide*

Defining Reporting Attribute Value Sets and Values, page 6-93

Assigning Reporting Attribute Values to Account Segment Values, page 6-96

Specifying Descriptive Flexfield Segments to Use as Reporting Attributes, page 6-97

Assigning Reporting Attribute Values to Account Segment Values

Having defined a context-sensitive descriptive flexfield for the Segment Values window, you can now assign reporting attribute values to account segment values. For example, you might enter Joe Smith as the Fund Manager for Fund 12345.

To assign reporting attribute values to account segment values:

1. Navigate to the Segment Values window.
2. The Find... window appears. Select Value Set in the Find Values By region. Choose the List of Values button, select the Name of the value set for the accounting flexfield segment with which you want to associate reporting attributes, and choose the OK button.

For example, if the fund segment value set is called FUND_VS, select FUND_VS to assign reporting attribute values to fund segment values.

3. Choose the Find button.
4. For each Value in your accounting flexfield segment value set, click on the descriptive flexfield at the end of the record containing that value. In the window that appears, enter or use the List of Values button to select the reporting attribute value you want to assign to this accounting flexfield segment value for each reporting attribute segment you have defined.
5. Save your work.

Related Topics

Segment Values Window, *Oracle Applications Flexfields Guide*

Defining Reporting Attribute Value Sets and Values, page 6-93

Defining Context-Sensitive Descriptive Flexfields for Reporting Attributes, page 6-94

Specifying Descriptive Flexfield Segments to Use as Reporting Attributes, page 6-97

Specifying Descriptive Flexfield Segments to Use as Reporting Attributes

Once you associate reporting attribute descriptive flexfield segments with accounting flexfield segments, you must select the segments that will be reporting attributes in your key accounting flexfield.

For example, you might have associated a Fund Manager and a Fund Type descriptive flexfield segment with the Fund segment, but you want to use only Fund Manager as a reporting attribute.

When you select a segment to be a reporting attribute, you can disable it later. If you do so, you must run the Reporting Attributes Preparation program.

To enable descriptive flexfield segments as reporting attributes:

1. Navigate to the Key Flexfield Segments window.
2. In the Flexfield Title field, query Accounting Flexfield.
3. Select the appropriate accounting flexfield structure.
4. Unfreeze flex definition.
5. Choose the Segments button to get the Segments window.
6. Select a segment and open it.

For example, you might select the Fund segment to specify which fund attributes to use as reporting attributes.

7. Choose the Reporting Attributes button.
8. Enter the names of the reporting attribute segments on which you want to report. You can choose the List of Values button to view all the attribute names you associated with the accounting flexfield segment.

You can report on some or all of the possible attributes you associated with the accounting flexfield segment. For example, you can specify Fund Manager and Fund Type as reporting attributes for the Fund segment.
9. Enter a user-defined User Name for each reporting attribute segment.
10. Enable the reporting attributes you selected.
11. Save your work.
12. Repeat steps 6 to 11 to enable reporting attributes for other accounting flexfield segments.
13. Freeze and compile the accounting flexfield definition.

Related Topics

Key Flexfields Segment Window, *Oracle Applications Flexfields Guide*

Defining Reporting Attribute Value Sets and Values, page 6-93

Defining Context-Sensitive Descriptive Flexfields for Reporting Attributes, page 6-94

Assigning Reporting Attribute Values to Account Segment Values, page 6-96

Running the Reporting Attribute Preparation Program

Run the Reporting Attribute Preparation program whenever you add an account segment or segment attribute or when you disable a segment or segment attribute. When you run the preparation program, the Financial Statement Generator recognizes the new attributes as segments.

Running the Reporting Attribute Preparation program creates the Reporting Attributes:Accounting key flexfield (GLAT). We recommend that you do not try to modify this structure manually.

Prerequisites

- Define reporting attributes

To run the reporting Attribute Preparation Program:

1. Navigate to the Submit Requests window.
2. In the Name field, use the List of Values button to find and select the Program-Reporting Attribute Preparation.
3. Submit the request.

Related Topics

Setting Up Reporting Attributes, page 6-91

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

Specifying Descriptive Flexfield Segments to Use as Reporting Attributes, page 6-97

Reporting Attributes Examples, page 6-100

Running the Reporting Attribute Historical Program

This program automatically updates account segment values and reporting attribute values when you modify a reporting attribute. You can run this program for one segment and attribute value or you can run it for all segment and attribute values.

Prerequisites

- Define reporting attributes

To run the reporting Attribute Historical Program:

1. Navigate to the Submit Requests window.
2. In the Name field, use the List of Values button to select Program-Reporting Attribute Historical.
3. In the Segment Name field of the Parameters window that appears, enter the name of the accounting flexfield segment you have modified. If you want to update all segments leave this field blank.
4. In the Application Column Name field, use the List of Values button to select the new or modified reporting attribute value.
5. Submit the request.

Related Topics

Setting Up Reporting Attributes, page 6-91

Reporting Attributes Examples

This section describes examples for setting up and using reporting attributes.

You set up your Accounting Flexfield as follows:

FUND-DEPARTMENT-ACCOUNT-PROJECT

You then define your reporting attributes and associate them with your Accounting Flexfield segments as shown in the table below.

Accounting Flexfield Segment	Reporting Attributes
FUND	Fund Type
	Fund Source
DEPARTMENT	Division
	Manager
ACCOUNT	Funding
	Activity
PROJECT	Sponsor
	Research Type
	Overhead

You associate the attribute values with each segment value in your chart of accounts. The table below shows how you might associate Fund segment values with Fund Type and Fund Source values.

Fund	Fund Type	Fund Source
1	Unrestricted	Appropriation
2	Temporarily Restricted	Revenue

Fund	Fund Type	Fund Source
3	Permanently Restricted	Endowment
4	Unrestricted	Appropriation

The table below shows how you might associate Dept values with Division and Manager values.

Dept	Division	Manager
10	Finance	Jones
20	Services	Davis
30	Contracts	Garcia
40	Services	Davis

The table below shows how you might associate Account values with Funding and Activity values.

Account	Funding	Activity
1000	Reimbursable	Unexpired
2000	Direct	Unexpired
3000	Unfunded	Expired
4000	Reimbursable	Unexpired

The table below shows how you might associate Project values with Sponsor, Research Type and Overhead values.

Project	Sponsor	Research Type	Overhead
10000	DOE	Nuclear	Funded

Project	Sponsor	Research Type	Overhead
20000	NSF	Clinical	Unfunded
30000	OMB	Nuclear	Unfunded
40000	DOE	Applied	Funded

You use your reporting attributes just as you use your Accounting Flexfield segments to create custom reports with the Financial Statement Generator.

Example

Your controller needs a funds available report on all revenue funded accounts listing budget, encumbrance and actual balances. Using the Financial Statement Generator, you define the content set for your report using your reporting attribute Fund Source and your reporting attribute value Revenue.

Funds Available Report Example

Content Set	[Funds Available Report Fund Source: Revenue				
Column Set	[FUND	BUDGET	ACTUAL	ENCUMBRANCE	FUNDS AVAILABLE
Row Set]	2	\$93,000	\$22,000	\$50,000	\$21,000
		5	\$38,000	\$13,000	\$1,450	\$23,550
		7	\$10,000	\$3,800	\$900	\$5,300
		8	\$50,000	\$6,300	\$31,000	\$12,700
		10	\$67,000	\$11,000	\$17,000	\$39,000
			-----	-----	-----	-----
		TOTAL	\$258,000	\$56,100	\$100,350	\$101,550
FUNDS AVAILABLE = (Budget – Actual – Encumbrance)						

For a text description of this figure, see Text Description of the Funds Available Report Example, *Oracle General Ledger Reference Guide*.

Example

The Department of Energy (DOE) requires a monthly report of all projects related to Nuclear or Applied Research with their status by project. You want to report on original

funding, expended to date, and available funding. When defining your content set, you select the reporting attribute of Sponsor and the reporting attribute value of DOE. When defining your column sets, you select the Accounting Flexfield segment of Project, and the reporting attribute of Research type.

Monthly Project Status Report Example

Content Set	[Monthly Project Status Report Sponsor: DOE					
Column Set	[PROJECT	RESEARCH TYPE	BUDGET	ACTUAL	ENCUMBRANCE	FUNDS AVAILABLE
Row Set	[10000	Nuclear	\$80,000	\$0	\$60,000	\$20,000
		40000	Applied	\$120,000	\$45,000	\$62,000	\$13,000
		70000	Nuclear	\$450,000	\$114,000	\$275,000	\$61,000
		FUNDS AVAILABLE = (Budget – Actual – Encumbrance)					

For a text description of this figure, see Text Description of the Project Status Report Example, *Oracle General Ledger Reference Guide*.

Related Topics

Setting Up Reporting Attributes, page 6-91

Defining Reporting Attributes Value Sets and Values, page 6-93

Defining Context-Sensitive Descriptive Flexfields for Reporting Attributes, page 6-94

Assigning Reporting Attribute Values to Account Segment Values, page 6-96

Specifying Descriptive Flexfield Segments to Use as Reporting Attributes, page 6-97

Running the Reporting Attribute Preparation Program, page 6-98

Running the Reporting Attribute Historical Program, page 6-99

Defining Ad Hoc Reports

You can define ad hoc financial reports as necessary to meet special reporting needs. An ad hoc report is one you define at the time you run financial reports. You do not assign a name to an ad hoc report. Instead, General Ledger automatically names ad hoc reports as follows: FSG-AD HOC-<Sequence Generated Number>.

Tip: We recommend that you delete ad hoc reports periodically to improve system performance.

Prerequisite

- Define a row set.
- Define a column set.

To define and run an ad hoc financial report:

1. Navigate to the Run Financial Reports window.
2. Choose the Individual Reports option from the window.
3. Choose the Define Ad Hoc Report button.
4. Enter a name for your report Title. If this field is empty, the report title will default to the Row Set Description of the row set you will select. If Row Set Description is empty, the report title will default to Row Set Name.
5. Enter the Row Set and Column Set to use for the report.

Note: If you specified control values in the Balance Control options of your Row Set or Column Set, you will be required to assign the control values to specific budgets, encumbrances, currencies, or constant periods of interest.

6. Enter any additional report information, including Level of Detail and Budget, Encumbrance, Currency, and Constant Periods of Interest control values.
7. Choose OK to return to the Run Financial Reports window.

Related Topics

Running Financial Reports, page 6-81

Deleting Ad Hoc Reports, page 6-104

Defining Financial Reports, page 6-70

Running FSG Reports from Standard Request Submission, page 6-84

Deleting Ad Hoc Reports

Ad hoc reports are not deleted automatically. Therefore, it is a good idea to periodically

do so manually. When you run the Delete Ad Hoc Reports program, you instruct FSG to delete any ad hoc reports which haven't been run in a specified number of days.

If you run this program as the System Administrator, FSG deletes all specified ad hoc reports, regardless of who last requested the reports. If you run this program from a user responsibility, FSG deletes only those specified ad hoc reports that were created under your responsibility.

To delete ad hoc reports:

1. Navigate to the Submit Requests window.
2. Select Request as the request type.
3. Select the Delete Ad Hoc Reports program.
4. Enter the number of Days Old to delete reports that you have not run within that amount of time.
5. Submit the request.

Related Topics

Defining Ad Hoc Reports, page 6-103

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

Defining Financial Reports, page 6-70

Downloading Financial Reports

You can download your Financial Statement Generator reports into a spreadsheet on your personal computer. When you define the report, or when you run the report, choose Spreadsheet as the output option. FSG produces the report in a tab-delimited format, which facilitates formatting when you load the report information into a spreadsheet.

Note: This feature may not be available in your version of the Financial Statement Generator.

Prerequisite

- Install your file transfer software on your host computer.
- Define a report with the Output Option set to Spreadsheet. You can also set the Output Option when you run reports.

To download financial reports:

1. Run the reports you want to download. If you did not define the reports with the Spreadsheet output option, set the Output Option to Spreadsheet when you run the reports.
2. Use a file transfer program to transfer your report output from the host system to your PC.
3. Start your spreadsheet software, and open the output file in a spreadsheet. Set the import options to indicate that each column of report information is delimited by tabs.

FSG Reference Information

This section contains information you will want to refer to throughout the process of building FSG reports and report objects. The following reference information is included:

Row Set Format Options, page 6-106

Downloading Financial Reports, page 6-105

Row Set Display Types, page 6-107

Content Set Display Types, page 6-108

Standard Column Sets, page 6-109

Amount Types, page 6-110

Column Set Builder Toolbar, page 6-111

Format Masks, page 6-112

Balance Control Options, page 6-115

Row Set Advanced Options, page 6-120

Column Set Advanced Options, page 6-121

Display Options, page 6-123

Relative Headings, page 6-123

Row and Column Overrides, page 6-125

FSG Report Parameters, page 6-127

Row Set Format Options

With row set format options, you can set basic formatting for your report rows, including indentation, line spacing, underline characters and page breaks.

Indent: Every report line generated by the row definition will be indented this number of spaces from the left margin of your report.

Lines to Skip: Number of blank lines that FSG will place on your report Before and After the row.

Note: This applies to the entire row, not to the individual lines which are generated by the row definition.

Note: This option is not supported for published FSG reports.

Underline Character: You can specify an underline character to print on your report Before and After the row. For example, if your row definition is a calculation that sums all of the rows above it, you can specify that FSG print an underline of single dashes above the total and an underline of double dashes below the total, as follows:

```
-----  
Total    $ 3,254,000  
=====
```

Page Break: Check the Before or After checkboxes to indicate whether FSG should insert a page break before and/or after printing the row.

Note: This option is not supported for published FSG reports.

Row Set Display Types

You can assign one of three display types to your account segments in an account assignment. You can override these display types with a content set.

E: (Expand) Expand the range and display all segment values, creating multiple rows from a single row definition. If you enter a parent segment value for your range, FSG displays all child values for that parent. Do not select summary reporting to display all the child values in your report.

Note: Use the profile option FSG:Expand Parent Value to control the expansion of parent segment values when requesting summary balances.

If you choose Expand for the ledger segment and the ledger segment value is a ledger set, the FSG report displays individual rows for the ledgers of the ledger set and shows the ledger short name. The ledgers are listed in order of their ledger short name. If the ledger segment value is a ledger, then the FSG report displays data for the ledger.

T: (Total) Total the range and display only a total balance for the segment values, limiting the number of rows that appear on your report. If you enter a parent segment value for your range, FSG totals all of the child values for that parent.

If you choose Total for the ledger segment and the ledger segment value is a ledger set, the FSG report totals the ledgers in the ledger set and displays rows for the totals without displaying the individual ledgers.

Note: If you assign accounts to a column, you must use a display type of T (Total) for each segment. You must also specify a display type of T for all segments if you assign multiple account ranges to a row. Do not enter multiple account ranges for a row containing display types other than T.

B: (Both) Expand and total the range and display all segment values and a total balance for the segment values. This option lets you display both detail rows and total rows. If you enter a parent segment value for your range, FSG totals all of the child values for that parent. Do not select summary reporting to display all the child values in your report.

If you choose Both for the ledger segment and the ledger segment is a ledger set or ledger, the FSG report displays both the expanded detail and total rows for the ledger set or ledger.

Note: For XBRL output, choose Total only. If you choose Expand or Both while linking XBRL elements to the rows and then generate XBRL output, the process will ignore the E or B and process those rows as if they were T. The log file will contain a warning listing the rows that were processed as T instead of E or B.

Related Topics

Display Types, page 6-7

Setting General Ledger Profile Options, *Oracle General Ledger Reference Guide*

Content Set Display Types

Use the following content set display types to override row display types:

N: (No override) Use the display option from the row set definition.

RE: (Row/Expand) Expand the range and display all segment values, creating multiple rows from a single row definition. If the ledger segment value is a ledger set, this display type expands the ledger set and displays all ledgers, creating multiple rows from a single row definition.

RT: (Row/Total) Total the range and display only the total balance for the segment values. For example, assume you've defined a report to print project expenses, and that Project is one of your account segments. Your report definition uses a row set containing a single row definition with account assignments for all related project expense accounts. To review expenses for all projects for each department, use the

Row/Expand option for the department segment and the Row/Total option for the project segment. If the ledger segment value is a ledger set, this display type totals the ledger set and displays only the total balance for the ledger set.

RB: (Row/Both) Expand and total the range, displaying each segment value and the total balance for the segment values. Using the same example above (under RT), if you want to produce a report showing individual project revenues with a subtotal of all project revenues for each department, use the Row/Expand option for department and the Row/Both option for project. If the ledger segment value is a ledger set, this display type expands the total ledger set, displaying each ledger and the total balance for the ledger set.

CT: (Column/Total) Total the range and display only a total balance for the segment values. If the ledger segment value is a ledger set, this display type totals the ledger set and displays only the total balance for the ledger set. This result is the same as the RT display type.

PE: (Page/Expand) Expand the range and create a separate report for each segment value in the range. You can only use this option for one segment in your account, including the ledger segment, and you must enter a range of values for that segment. If you assign this option to a parent account segment value, FSG will generate a separate report for each child account value. FSG will also generate a separate report for the parent if you include a parent segment value in the child range. If the ledger segment value is for a ledger set, this display type expands the ledger set and creates a separate report for each ledger in the set.

PT: (Page/Total) Override the row set ledger or account segment value range but retain the row set Expand, Total, or Both display type for each segment. This differs from content display type N since N ignores any new range values you specify for your content set.

Standard Column Sets

You can use the following predefined standard column sets. You can also modify these column sets to meet your reporting needs.

Tip: We suggest that you do not modify standard column sets directly, since other reports may depend on the standard definitions. Instead, use AutoCopy to make a copy of the standard column set whose definition you want to change. Then, modify the copy as needed before using it in your report definition.

PTD VARIANCE: Includes actual, budget, variance, and variance percentage for the current period only.

QTD VARIANCE: Includes actual, budget, variance, and variance percentage for the current quarter only.

PTD, QTD, YTD VARIANCE: Includes actual, budget, variance, and variance

percentage for the current period, quarter-to-date, and year-to-date. Amounts are in thousands.

PTD, QTD, YTD ACTUAL: Includes actual current period, quarter-to-date, and year-to-date.

MONTHLY ACTUAL: Includes monthly actuals for each month of the fiscal year plus a year-to-date total. Amounts are in thousands.

MONTHLY BUDGET: Includes monthly budget amounts for each month of the fiscal year plus a year-to-date total. Amounts are in thousands.

QUARTERLY ACTUAL: Includes quarterly actuals for each quarter of the fiscal year plus a year-to-date total.

QUARTERLY BUDGET : Includes quarterly budget amounts for each quarter of the fiscal year plus a year-to-date total.

ROLLING MONTHLY: Includes actual amounts for the current month and the preceding 11 months. Amounts are in thousands.

ROLLING QUARTERLY: Includes actual amounts for the current quarter and the preceding 4 quarters. Amounts are in thousands.

MONTHLY COMPARATIVE YTD: Includes current year-to-date and prior period year-to-date.

QUARTERLY COMPARATIVE YTD: Includes year-to-date balance for the current quarter and the previous three quarters.

ANNUAL COMPARATIVE QTD, YTD : Includes actual amounts for the current quarter, prior year same quarter, variance, and variance percentage. Also includes actual amounts for current year-to-date, prior year-to-date, variance, and variance percentage.

FUNDS AVAILABLE: Includes year-to-date funds available based on posted actuals, budgets, and encumbrances. Also includes total budget for year and the percentage of total budget remaining. You can use this column set to show your obligations for encumbrance reports.

Related Topics

Copying Report Objects, page 6-69

Amount Types

General Ledger provides the following amount types, which can be specified in the Balance Control region of a FSG row or column definition:

BAL-Actual (FY Start): Balance sheet balance at start of fiscal year

EOD: End-of-day balances

PATD: Period Average-to-date balances

PTD-Actual: Period-to-date actual balances

PTD-Budget: Period-to-date budget balances

PTD-Encumbrance: Period-to-date encumbrance balances

PTD-Variance: Period-to-date variance (budget - actual)

PTD-Variance%: Period-to-date variance percentage (variance/budget)

Project-Actual: Project-to-date actual balances

Project-Budget: Project-to-date budget balances

Project-Encumbrance: Project-to-date encumbrance balances

Project-Variance: Project-to-date variance (budget - actual)

Project-Variance%: Project-to-date variance percentage (variance/budget)

QATD: Quarter Average-to-date balances

QTD-Actual: Quarter-to-date actual balances

QTD-Budget: Quarter-to-date budget balances

QTD-Encumbrance: Quarter-to-date encumbrance balances

QTD-Variance: Quarter-to-date variance (budget - actual)

QTD-Variance%: Quarter-to-date variance percentage (variance/budget)

YATD: Year Average-to-date balances

YTD-Actual: Year-to-date actual balances

YTD-Actual (FY End): Fiscal Year-end actual balances

YTD-Budget: Year-to-date budget balances

YTD-Budget (FY End): Budget for full fiscal year. You should first budget to all periods in your fiscal year, including an adjustment period if you have defined one.

YTD-Encumbrance: Year-to-date encumbrance balances

YTD-Encumbrance (FY End): Encumbrance balances for full fiscal year.

YTD-Variance: Year-to-date variance (budget - actual)

YTD-Variance%: Year-to-date variance percentage (variance/budget)







Column Set Builder Toolbar



The Column Set Builder toolbar provides pushbutton shortcuts for various layout

commands, as follows:

Pushbutton Shortcuts for Layout Commands

Pushbutton	Description
	Increase column width
	Decrease column width
	Add column
	Delete column
	Move column left
	Move column right

Related Topics

Using the Column Set Builder, page 6-55

Format Masks

Format masks, which are specified in your row and column definitions, define how FSG prints numerical values on your reports. With a format mask, you can control:

- Number of digits displayed on both sides of the decimal point.
- Currency symbol.
- Symbol used as the decimal indicator.
- Other information you want printed before or after your amounts.

Format Mask Control Characters

A format mask is comprised of control characters representing the various formatting features you can control. These control characters are:

Number Indicator: This is always the numeric digit "9". For each 9 which appears in the format mask, FSG will print one number of a value. For example, a format mask of 9999 will print four numbers.

Decimal Symbol: The actual symbol used for the decimal point is controlled by Oracle Applications. If you want to use a different symbol in FSG and Forms, contact your system administrator.

Currency Symbol: You can specify whatever symbol you need for currency values. For example, to display U.S. dollars, you can specify a dollar sign. To display British pounds, you can specify a pound sign.

Other Characters: You can include any other leading and/or trailing characters in a format mask. For example, you could have each number print with the phrase "(estimated)" immediately following it.

Thousands Separator Symbol: There are two elements that influence the thousands separator symbol:

- The AOL profile option, Currency: Thousands Separator. Set this profile option to Yes to display the thousands separator symbol (999,999,999.99), No to not display the thousands separator symbol (999999999.99).
- The thousands separator symbol. The actual symbol used as the thousands separator is controlled by Oracle Applications. For example the symbol might be commas (999,999.99), periods (999.999.99), asterisks (999*999.99), etc. If you want to use a different symbol in FSG and Forms, contact your system administrator.

Example Format Masks

The table below shows how the number 4234941 would be displayed using different format masks:

Example Format Masks

Other	Format Mask	Displayed As . . .
Profile Option Currency: Thousands Separator set to No.	9999999	4234941
Profile Option Currency: Thousands Separator set to Yes.	99,999,999	4,234,941
Profile Option Currency: Thousands Separator set to Yes.	\$ 99,999,999	\$ 4,234,941

Other	Format Mask	Displayed As . . .
Profile Option Currency: Thousands Separator set to Yes.	GBP 99,999,999.99	GBP 4,234,941.00
Profile Option Currency: Thousands Separator set to Yes. Thousands separator symbol and decimal symbol changed at the Oracle Applications level.	99.999.999,99	4.234.941,00
Profile Option Currency: Thousands Separator set to Yes. Fractional amounts not displayed as part of format mask.	DM 99,999,999 (translated)	DM 4,234,941 (translated)

Column Width

Since format masks affect how FSG displays values on your reports, you must take your format masks into consideration when determining the widths of the columns in your column sets.

If you define both a row and column format mask, FSG uses the smaller of the column format width or position width for printing report values. The row format width is ignored.

- **Format width** - is the total number of print positions represented by the format mask, including number indicators, decimal symbol, thousands symbol, currency symbol, and other characters.
- **Position width** - is the number of print positions you specified in your column definitions. It is computed as the difference between the starting positions of two adjacent columns, less one space, which is automatically reserved by FSG to ensure there is always at least one space between columns. For example, if you used 50 as the starting position for Column 1 and 70 as the starting position for Column 2, the position width of Column 1 is 19.

Printing Rules

If the column width is too small to accommodate a formatted amount (including any leading and trailing characters), FSG will try to alter the formatting so the value can be printed on your report. FSG follows these printing rules, in order, when trying to alter

the amount format:

- Print as many leading characters as will fit in the column.
- Print as many trailing characters as will fit in the column.

Any remaining spaces are used to print the formatted numeric value. Formatting continues to be stripped, as necessary, according to the next three rules.

- Omit thousands separators.
- Omit the positive and negative currency format characters specified in the General Ledger user profile options Currency: Negative Format and Currency: Positive Format. For example, if you specified the negative format [XXX], FSG omits the brackets and substitutes the negative format -XXX instead.
- If, after all printing rules have been applied, the column width is still too small to accommodate the number, FSG will print pound signs instead of the amount.

Note: FSG will never alter an amount by truncating it.

Currency Formats

Currency formats override any formatting options you specify in your row and/or column sets, except for precision, leading characters, and trailing characters. You specify a currency format by setting:

- Standard and extended precision in the Currencies window.
- Currency profile options in the Personal Profile Values window.

Accordingly, when you create format masks and determine column positions for your FSG reports, you should consider how you defined your currency formats.

Related Topics

Setting General Ledger Profile Options, *Oracle General Ledger Reference Guide*

Balance Control Options

Amount Type: Defines the types of values to include in a row or column. General Ledger provides numerous amount types, such as actual, end-of-day, average-to-date, budget, or encumbrance; or calculated amounts, such as variances, for single or multiple periods. The amount type is typically assigned to column definitions.

Note: If you enter a budget, encumbrance, or variance amount type,

you should enter a Control Value to assign budgets and encumbrance types to the report definition.

Amount Type, Period Offset, Control Value, and Currency must all share the same column or row.

If you assign an amount type to a row or column, you must also assign an offset.

Tip: Use the amount type, YTD-Actual (FY End) to report on fiscal year-end actual balances. Calculate the offset in relation to your accounting calendar and enter the offset value in the Balance Control Region (for example, -12 for a 12 period calendar). Label the column directly (for example, June-1999) instead of using the Period of Interest (&POI) token. Re-use this column set definition indefinitely. Update the column label when your fiscal year changes. You can also use the constant period of interest control value feature to report on a fixed reporting period for each accounting year and use the Constant Period of Interest (&CPOI) token to automatically label the column.

Currency: To report total account balances for a ledger currency, enter the balance control currency. You can also choose STAT as a balance control currency. If you want to report on converted, entered, total, or the statistical currency amounts, enter a control value number. When you define your report, assign the currency type, entered currency, and ledger currency to that control value number.

The currency you enter when you define or request a report serves as the default currency for columns without a currency in the column set definition.

If you use reporting currencies, you can select the currency of your reporting currency for this field.

Tip: For column sets, if you assign a different currency to each of your columns, put the currency code in each column heading so you can correctly identify the currencies on your report.

Control Value: Used to include budgets, encumbrance types, currencies, and constant periods of interest in a report.

Offset: Enter the relative Offset if you want to report on a period or effective date before or after your runtime period or effective date. If your specified Amount Type refers to a period, such as PTD-Actual, then the Offset will be in number of periods. However, if your specified Amount Type refers to days, such as PATD, then the Offset will be in number of days.

FSG determines the amounts to display based on the offset and the period or effective date you enter at runtime. For example, enter 0 (zero) to display amounts for the

runtime effective date or enter -1 to display amounts one day before the runtime effective date.

Note: You must specify offsets at the same level (row or column) at which you specified amount types and control value numbers.

Related Topics

Amount Types, page 6-110

Including Budgets, Encumbrances, Currencies, and Constant Periods of Interest in an FSG Report, page 6-74

Overview of Average Balance Processing, page 4-1

Currency Control Value Options

The following are currency control value options:

Control Value: The control value reference number.

Currency Type: The type of currency balance to report on, including Converted, Entered, Statistical, or Total.

Entered Currency: The applicable entered currency for the Converted or Entered currency types. For the Statistical currency type, the statistical currency is defaulted. For the Total currency type, this field is disabled.

Ledger Currency: The ledger currency for the Converted, Entered, and Statistical currency types. If it is not entered for these types, it will be defaulted from the Currency parameter specified on the report or entered at run time. This field is required for the Total currency type.

If you use reporting currencies), you can select the currency of your reporting currency for this field.

The following table describes how currency account balances are retrieved from the currency control value information.

Retrieval of Currency Account Balances from Currency Control Value Information

Currency Type	Entered Currency	Ledger Currency	Meaning
Converted	Any currency	Any currency	<p>Retrieves the converted equivalent of the entered currency from the ledger for which the assigned currency matches the ledger currency.</p> <p>If you use reporting currencies (journal or subledger level), this retrieves the converted equivalent of the entered currency from the reporting currency for which the assigned currency matches the ledger currency values. This is not available for balances level reporting currencies.</p>
Entered	Any currency	Any currency	<p>Retrieves the entered currency balance from the ledger for which the assigned currency matches the ledger currency.</p> <p>If you use reporting currencies (balances, journal or subledger level), this retrieves the entered currency balance from the reporting currency for which the assigned currency matches the ledger currency values.</p>

Currency Type	Entered Currency	Ledger Currency	Meaning
Statistical	STAT	Any currency	<p>Retrieves the statistical balance for which the assigned currency matches the ledger currency.</p> <p>If you use reporting currencies (balances, journal or subledger level), this retrieves the statistical balance from the reporting currency for which the assigned currency matches the ledger currency values.</p>
Total	N/A	Any currency	<p>Retrieves the total or translated balance in the selected ledger currency from the specified ledger.</p> <p>If you use reporting currencies (balances, journal or subledger level), this retrieves the total balance in currency of the selected reporting currency.</p>

Deriving the Currency Parameter

The currency parameter of a FSG report is derived from the currency information provided in the report definition as well as the currency information from report runtime currency parameters. The following lists the order of precedence of the currency information provided for your FSG report:

1. Currency control value options
2. Balance control currency for your report objects
3. Currency information for your report definition.

4. Currency parameter at report runtime.

The currency specification for the following play a role, along with the ledger/ledger set specified for the report, in establishing from which ledger or reporting currency (balances, journal or subledger) the report retrieves the balances:

- Ledger currency of the currency control value
- Balance control currency in row or column
- Currency information for your report definition
- Currency parameter at report runtime

Row Set Advanced Options

You can assign advanced options to a row. Note that the balance control options are typically defined in column sets.

Row Name: Use this name to reference this row when defining calculations or using other forms. This name does not appear on any reports.

Note: If you plan to use row names in calculations, make sure the row names are unique within the row set.

Percent of Row: Enter a value for a percentage column. This value is the sequence number of the row you want to use as the percentage denominator. For example, if you want to define the report below, enter the sequence number of the total sales row (40) in the Percent of Row field for every row. Then in your column set, define a calculation column which calculates percent on the sales column, using the operator % and the column sequence 10.

Row	Column 10 Sales	Column 20 % of Total Sales
Row 10	100	10
Row 20	400	40
Row 30	<u>500</u>	<u>50</u>
Row 40 (Total)	1000	100

XBRL Element: If applicable, choose an XBRL Element for the row. Rows without an assigned XBRL element are not present in XBRL output.

Override Column Calculations: Select this option if you want your row calculation to take precedence over any conflicting column calculations. For example, you may define a column that is the sum of the other columns in your column set and a row set that has a gross margin percentage row. However, since the gross margin percentage in the total column is not the sum of the percentages in each column, you should override the column calculation.

Related Topics

Column Set Advanced Options, page 6-121

Defining Row Sets, page 6-43

Defining Report Calculations, page 6-48

Including Budgets, Encumbrances, Currencies, and Constant Periods of Interest in an FSG Report, page 6-74

Column Set Advanced Options

Column Name: Use this name to reference this column when defining calculations or using other forms. This name does not appear on any reports.

Note: If you plan to use column names in calculations, make sure the column names are unique within the column set.

Description: Column descriptions appear in other FSG windows, making it easier to remember what the column represents.

Percent of Column: The sequence number of the column you want to use as the denominator for a percentage column.

Override Value: If you assigned an override segment to your column set, you enter the segment value here. For example, if you entered Department as your override segment, enter a segment value to select the specific department you want displayed in this column of your report.

See: Override Segments, page 6-19.

Tip: If you report consolidated financial results, we recommend that you define a consolidating column set. By entering Company as your override segment, you can produce a column set with a column for each company, a column for eliminating entries, and a consolidated total.

Override Row Calculations: Select this option if you want your column calculation to take precedence over any conflicting row calculations.

Related Topics

Row Set Advanced Options, page 6-120

Defining Column Sets, page 6-50

Defining Report Calculations, page 6-48

Override Segment Assignments

Use the override segments in the Column Set, Define Financial Report, and Run Financial Report windows to override account assignments on a segment basis.

The Column Set form provides a single segment level override where you choose the segment value to override with for each column. All segments are available with the exception of the Ledger segment. If any of the account segments is selected as the override segment and the override value is not defined for certain columns, then the undefined value, signifying all values, is substituted as the segment value for the override segment.

Important: You must specify an override value for each column in a column set with a segment override to produce a meaningful report.

In the Define Financial Report and Run Financial Report windows, you can override multiple segment values simultaneously by providing an override value for each and every segment. However, it is suggested that for any given report, that you limit your segment override specification to any one of these three dimensions--Column Set, Report Definition or at report runtime--to better manage the outcome of the generated report.

Should segment overrides be specified simultaneously for any combination of the Column Set, Report Definition and at report runtime, and the override segments are the same segments, the following lists the order of precedence of the override value that will be applied to your FSG report:

1. Override values specified at report runtime
2. Override values specified in Report Definition
3. Override values specified in Column Set

If the override segments are exclusively assigned to each of these three dimensions, the override values for each segment will be applied together to the report.

The Content Set feature also provides another mechanism of applying overrides to the report's account assignments and display options. The same suggestion applies to Content Sets to exclusively employ only one overriding mechanism in your report to better manage the outcome of the generated report.

Display Options

Use display options to specify how you want to display rows and columns. Since display options can affect how a number is going to appear on your report, make sure you allow enough printing positions when you define your columns.

Format Mask: Enter a format mask for displaying row values, if you want to override the column level format mask.

Factor: The factor (Billions, Millions, Thousands, Units, or Percentiles) determines how to display numeric values. The row set factor overrides the column level factor.

Level of Detail: You assign level of detail for individual rows and columns, as well as for a report. When you run the report, FSG prints only those rows and columns whose level of detail matches that specified for the report. There are three options that control the level of detail FSG prints on your report:

Financial Analyst: Includes all levels of detail.

Supervisor: Includes only rows and columns defined for Supervisor or Controller level of detail.

Controller: Includes only rows and columns defined for the Controller level of detail.

Note: If you do not enter a level of detail for a row or column, the system will assume the level of detail is Financial Analyst.

Display Row or Display Column: If a column is defined but not displayed, FSG still prints your column heading description and does not reposition other columns or their headings on your report. However, that column will not be visible in the Column Set Builder. For rows that are defined but not displayed, FSG hides the rows and repositions all other rows.

Display Zero: Use to print the row or column when it has a zero balance. If you do not choose this option, the row or column is suppressed on reports when it has a zero balance.

Change Sign: Use to change the sign on balances for display purposes only. General Ledger stores credits as negative amounts and debits as positive amounts. Therefore, change the sign for rows or columns with credit balances to print the credit balances as positive numbers. This option is typically defined for rows.

Change Sign on Variance: Use to change the sign on balances with a variance amount type for display purposes only. Note that variance is calculated as budget minus actual. This option typically applies to rows.

Relative Headings

You use relative headings to create dynamic column headings whose content changes

depending on the period you specify when you run the report. You define relative headings by combining:

- **An ampersand (&)** - Identifies the following token and number as a relative heading.
- **A token** - Representing period of interest (POI), constant period of interest (CPOI), budget (BUDGET), encumbrance (ENCUMBRANCE), or currency (CURRENCY). The most often used token is POI.
- **A number** - For POI relative headings, the number is a period offset. For budgets, encumbrances, currencies, and constant periods of interest the number is an associated control value.

Note: The number is expressed as a positive or negative value. For negative values, the minus sign (-) is required. For positive values, the plus sign (+) is optional.

Here are the relative headings you can use in a report:

&POI: Enter *&POI* (period of interest), followed by a number from -999 to +999 that refers to the relative period offset of your column. For example, enter *&POI0* to display amounts for the period you specify at runtime, enter *&POI-1* to display amounts one period before the period you specify at runtime, and so on. Generally, the relative period offset you use to define a *&POI* heading corresponds to the period offset of the column.

&CPOI: Enter *&CPOI* (constant period of interest), followed by a number that refers to a constant period of interest control value representing a period number and relative year for that column. For example, enter *&CPOI2* to refer to the constant period of interest as defined in control value number 2 to label the column with the name of the constant period selected.

&DOI: Enter *&DOI* (day of interest), followed by a number from -999 to +999 that refers to the relative offset of your column. For example, enter *&DOI0* to display amounts for the effective date you specify at runtime, enter *&DOI-1* to display amounts one day before the effective date you specify at runtime, and so on. Generally, the relative offset you use to define a *&DOI* heading corresponds to the offset of the column.

&CDOI: For average amount types, enter *&CDOI* (constant day of interest), followed by a number that refers to a constant period of interest control value representing a period number and relative year for that column. It returns the last date of the period, as opposed to just the period name. Since average amount types in the constant period context references the period, quarter, or year average at the last day of the selected constant period, this token gives users more flexibility and provides clearer labels.

&BUDGET: Enter *&BUDGET* followed by a budget control value number to print the budget name assigned to the control value number when you define your report.

&ENCUMBRANCE: Enter *&ENCUMBRANCE* followed by an encumbrance control value number to print the encumbrance type assigned to the control value number when you define your report.

&CURRENCY: Enter *&CURRENCY* followed by a currency control value number to print the currency assigned to the control value number when you define your report.

If you define multiple relative column headings and enter text for a particular column set, and there is insufficient space to print all the values, FSG applies the following rules:

- Relative column headings to the right override the one to the left.
- Relative column headings override text.

Row and Column Overrides

If you enter different values for the same option in both your row set and column set, there is a conflict. Use the following table to determine which report object takes precedence, or to determine the behavior of the objects when a conflict exists:

Row Set vs. Column Set Override Summary

Option	Row Overrides Column	Column Overrides Row	Comments
Amount Type	N/A	N/A	Period Offset, Control Value, and Currency must be set at the same row or column level as the amount type. When you specify an amount type, you must also specify the period offset and any control values.
Offset	N/A	N/A	Amount Type, Control Value, and Currency must be set at the same row or column level as the Period Offset.

Option	Row Overrides Column	Column Overrides Row	Comments
Control Value	N/A	N/A	Amount Type, Period Offset, and Currency must be set at the same row or column level as the Control Value.
Format	Yes	No	
Factor	Yes	No	
Display Zero	Yes	No	
Level of Detail	Yes	No	
Override Row/Column Calculations	No	Yes	A conflict exists only for those report cells where calculations are defined for both the intersecting row and column.
Activity (Dr, Cr, Net)	No	Yes	
Accounts	N/A	N/A	Report uses intersecting accounts
Summary	N/A	N/A	Must assign same summary option at row and column level
Currency	N/A	N/A	Amount Type, Period Offset, and Control Value must be set at the same row or column level as the Currency.
Change Sign	N/A	N/A	Yes overrides No
Change Sign on Variance	N/A	N/A	Yes overrides No

FSG Report Parameters

Report: Select your report.

Ledger: Enter a ledger, ledger set, or reporting currency. This parameter fills in when the ledger segment is undefined in the report.

Period: Enter the accounting period for which you want to run your report. FSG prints the accounting period name at the top of your report with your ledger or reporting currency name and report title. If you don't specify a period, FSG will print a report for the latest open period for your ledger or reporting currency.

Note: The period you specify has a direct effect on any relative headings and period offsets which are defined as part of your report. For example, assume your report has two columns - one defined as *&POI0* and one defined as *&POI-6*. If you enter DEC-96 as the Period, your report will include one column of values for December 1996 and one column of values for June 1996.

Currency: Enter the currency to use for the report. If you do not enter a currency, FSG uses the currency you assigned when you defined the report. If you did not assign a currency when you defined your report, FSG uses the ledger currency of the ledger selected at report runtime.

If you use reporting currencies (journal or subledger level) and if you did not assign a currency when you defined your report, FSG uses the currency of the reporting currency selected at report runtime.

Rounding Option: Choose the rounding option you want FSG to use for calculations in your report. FSG defaults in the rounding option you specified in the report definition.

Segment Override: Enter values for the account segments you want to override. When you enter an override segment value, FSG produces a report for the specific ledger, company, cost center, product or other value associated with that segment. FSG defaults in the one specified in the report definition, if any.

Content Set: Choose the content set for your report. Leave this entry blank if you want to use the content set stored with the report definition or if you don't want to use a content set.

Row Order: Choose a row order for your report. Leave this entry blank if you want to use the row order stored with the report definition or if you don't want to use a row order.

Display Set: Choose a display set for your report. Leave this entry blank if you want to use the display set stored with the report definition or if you don't want to use a display set.

Output Option: Choose your report output.

Text: Produces a report in standard format for printing or viewing online.

Tab-Delimited: Produces a report whose columns are delimited by tabs, making it easier to import the report into a spreadsheet.

Spreadsheet: Produces a report designed specifically for Microsoft Excel and can be used with Applications Desktop Integrator.

XBRL: Generates XBRL output and creates an XBRL instance document. At least one XBRL Taxonomy must be loaded in the system for this option to appear.

Exceptions: Enter Yes if you want your report to display only the rows that meet the exceptions you defined in your column set. If you enter No or leave this field blank, FSG displays a complete report with your exception rows flagged.

XML: Generates an XML output file used as input to XML Publisher so the report formatting of a report template is applied to the FSG report.

Level of Detail: Enter the display detail level you want in the report. If you enter a level of detail, only those rows and columns with that level of detail and higher appear on the report.

Note: The level of detail option only appears if you request your report by using the program named Program - Run Financial Statement Generator.

Date: Enter the effective date for your report.

Related Topics

Running Financial Reports, page 6-81

Running FSG Reports from Standard Request Submission, page 6-84

XBRL

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

You can load taxonomies by launching the Submit Request Window and choosing the XBRL - Load Taxonomy program. See: Loading/Removing XBRL Taxonomies, page 6-130.

When you create a row set in FSG, you can choose a taxonomy from a list of loaded XBRL taxonomies in the Row Set window. When you create a row definition, you can specify an XBRL element for that definition in the Rows window.

To create reports as XBRL report output, specify XBRL as the report output. This option does not appear unless at least one XBRL taxonomy has been loaded. You can still run

the same report with any of the output options.

Note: XBRL output is produced in the code set of the database instance.

Using Autocopy and FSG Transfer

When you use FSG Autocopy, the XBRL taxonomy links are copied with the row set.

If you are using FSG Transfer to transfer a Row Set to a database instance of the same code set and that Row Set is linked to an XBRL taxonomy and elements, the Row Set and the linked taxonomy and elements will all be transferred. If the taxonomy has imports, taxonomies linked to the main taxonomy, they will also be transferred.

Transferring Row Sets linked to an XBRL taxonomy to a database instance of a different code set is not supported.

Troubleshooting

Please note the following when you are creating XBRL output.

XBRL Elements

XBRL Element Item Types affect how data is characterized in report output. Be sure to use the appropriate item type for the data in your report. For example, if you use the incorrect item type for the data, the XBRL report will be generated but analysis tools downstream may not recognize the data due to incorrect characterization.

- `stringItemType`: For any character string. Avoid using special characters such as `&`, `#`, `[`, `]`.
- `dateTimeItemType`: For date/time data
- `monetaryItemType`: For numeric monetary data
- `urlItemType`: For URL data such as `http://www.oracle.com`
- `decimalItemType`: For numeric data with a decimal. For example, version .01, .562, 25, 101. Not 1.01, 201.35.

Other

- The XBRL output option and other XBRL fields do not appear in General Ledger until at least one XBRL Taxonomy has been loaded.
- XBRL output cannot be generated when a content set is used. The process will error.
- XBRL output cannot be generated when a row set is not mapped to an XBRL taxonomy. You must map an XBRL taxonomy to a row set then assign XBRL

elements to rows.

- When a column contains a calculation that operates on other columns, the XBRL output will be generated but the calculation results will not be present.
- When a column contains a variance calculation, the XBRL output will be generated but the calculation results will not be present.
- If the divisor is zero for a calculated row with divide operations, the report will be generated but the result of this calculation will not be present.
- For XBRL output, when assigning display types to account segments in an account assignment, choose Total only. If you choose Expand or Both while linking XBRL elements to the rows and then generate XBRL output, the process will ignore the E or B and process those rows as if they were T. The log file will contain a warning listing the rows that were processed as T instead of E or B.

Loading/Removing XBRL Taxonomies

To generate XBRL output with the Financial Statement Generator, you must load one or more taxonomies into your Oracle instance. Once loaded, you select the taxonomy to use for a row set then assign XBRL elements to FSG row definitions.

Taxonomies are available from a number of sources, for example at www.xbrl.org.

To Download a Taxonomy to Your Oracle Instance

1. Create a new directory on the same server where the database is to be used for storing taxonomy files. The directory can be an existing directory but it is recommended you create a new one.

Using SQL*PLUS, run:

```
create directory XMLDIR as <directory name>.
```

2. Make the directory public for read access.

Using SQL*PLUS run:

```
grant read on directory XMLDIR to public with grant option.
```

3. Place the taxonomy files (usually there are six) in the directory. You can transfer them using FTP, copy, or download from a URL.
4. Determine if the codeset of the taxonomy files are in the same codeset as that used in the database. If they are not the same, you must convert the taxonomy files so that they use the same codeset as the database instance. For example, run the Unix utility 'iconv' or other utility.

Loading XBRL Taxonomies

Launch the XBRL - Load Taxonomy program from the Submit Request window. The program has three parameters:

Taxonomy Name: Enter a unique name for the taxonomy.

Taxonomy xsd File Name: Enter the file name, with or without the .xsd extension.

Taxonomy Description: Enter a description for the taxonomy.

If a taxonomy has imports (links to other taxonomies), you must load the imports first then load the parent taxonomy.

Removing XBRL Taxonomies

To remove an XBRL taxonomy, launch the XBRL - Remove Taxonomy program from the Submit Request window. The program has one parameter:

Taxonomy Name: Enter the taxonomy name or choose from the List of Values.

Remove a parent taxonomy before you remove its imports (links to other taxonomies).

If you remove a taxonomy already linked to a row set, the program will complete with a warning and the log file will list the relevant row sets. You must manually remove all links to the row sets first then rerun the program to remove the taxonomy.

Tip: If you are loading a new version of an existing taxonomy, consider removing the old taxonomy before loading the new version to avoid user confusion.

XML Publisher Basic Report Template

General Ledger provides a basic report template, FSG: Basic Template, for you to use for your FSG reports. You may use the formatting provided in this report template for your FSG reports or you can modify the template and save it as a new template or create a completely new one. The FSG: Basic Template is formatted for a dynamic number of columns, since the number of columns will vary for every FSG report.

Note: The FSG: Basic Template uses the Arial font. If your FSG reports use the Arial font and they use row orders or the display types of Expand or Both, the row descriptions may be misaligned. To avoid misalignment, create a template that uses a fixed width font, such as Courier.

The figure below shows an example of an XML output file that is created when you generate an FSG report with the XML output option.

XML output files are composed of elements. Each tag set is an element. For example, in

the figure above, <fsg:SOBName></fsg:SOBName> is the Ledger Name element. The data between the brackets is the value of the element. In the figure above, the value for the Ledger Name element is Vision Operations (USA).

When a report template is designed, you define placeholders for the elements. The placeholder maps the data field to an element in the XML output file. The figure below shows the layout of the FSG: Basic Template that General Ledger provides for an FSG report.

Placeholder Syntaxes Provided in FSG: Basic Template

The table below lists the placeholder syntaxes provided in the FSG: Basic Template.

Placeholder Syntaxes Provided in the FSG: Basic Template

Placeholder	Syntax	Meaning
FSG Namespace	<?namespace:fsg=http://www.oracle.com/fsg/2002-03-20/?>	Identifies the elements associated with FSG. This placeholder does not display anything on the published report.
FSG Report Name	<?fsg:ReportName?>	Inserts the FSG report name.
Ledger Name	<?fsg:LDGName?>	Inserts the ledger name entered for your run-time Ledger parameter.
Report Period	<?concat(MasterReport/fsg:PeriodLabel,"")?> <?fsg:RepCurPeriod?>	Inserts the Current Period label and the period.
Date:	<?MasterReport/fsg:DateLabel?>	Inserts the Date label.
DD-MMM-YYYY hh:mm:ss	<?MasterReport/fsg:RepSysDate?>	Inserts the system date and time when the report was created.
Page:	<?MasterReport/fsg:PageLabel?>	Inserts the Page label.

Placeholder	Syntax	Meaning
Body Start	<?start:body?>	Indicates the beginning of the body area of your report. Anything above this tag is considered the header and is repeated on every page.
	<?for-each:fsg:RptDef?>	Loops through the elements of the RptDef group, which is a group of elements in the XML output file representing report data.
Currency Label	<?/MasterReport/fsg:CurrencyLabel?>	Inserts the Currency label.
Currency	<?/MasterReport/fsg:ReportCurr?>	Inserts the currency code of the report.
Segment Value Overrides	<?./@RptDetName?>	Inserts the specified segment value overrides (segment name, value, and description). RptDetName is an attribute of the RptDef group.
Column Wrapping	<?horizontal-break-table:1?>	Indicates that if the number of columns exceeds the page width, then repeat the next column on the next page. This enables the template to handle a dynamic number of columns since the number of columns can vary between reports.
Column Headers and Widths	<?split-column-header://fsg:ColContext?> <?split-column-width:fsg:ColWidth?> <?split-column-width-unit:number(6)?>	Determines the column headers and the width of each column.

Placeholder	Syntax	Meaning
Report Alignment	<pre><xsl:if test="position()=1" xdofo:ctx="inblock"><xsl:attribute name="text-align">start</xsl:attribute></xsl:if></pre>	<p>Aligns the report based on the language. For example, English reports read from left to right, while Arabic reports read from right to left.</p> <p>Note: Be sure that if you plan to modify the syntax for a new template, that you do it for all the placeholders with this placeholder name.</p>
Column Heading Line 1	<pre><?value-of:fsg:ColHeadLine1?></pre>	Inserts column heading line 1.
Column Heading Line 2	<pre><?value-of:fsg:ColHeadLine2?></pre>	Inserts column heading line 2.
Column Heading Line 3	<pre><?value-of:fsg:ColHeadLine3?></pre>	Inserts column heading line 3.
Report Data	<pre><?for-each:fsg:RptLine?> <?split-column-data:fsg:RptCell[3]?> <?value-of:?.?></pre>	Inserts report data.
Page Break;	<pre><?xsl:if xdofo:ctx="inblock" test="position()<count(//fsg:RptDef)"><xsl:attribute name="break before">page</xsl:attribute></xsl:if></pre>	Inserts a page break.
Body End	<pre><?end for-each?><?end body?></pre>	Indicates the end of the body area of your report. Anything below this tag is considered the footer and is repeated on every page.

For detailed information on defining template layout, please see Designing the Template Layout, *Oracle XML Publisher User's Guide*.

Country-Specific Reports

The following lists show which country-specific General Ledger reports are

documented in regional user's guides for Oracle Financials,

Americas - The following report is documented in the *Oracle Financials for the Americas User's Guide*:

Note: The documentation for these reports applies to Europe, as well as the Americas.

- Chilean GL Journal Entry Report
- General Ledger Journal and Balance Report (Regional Account Analysis)
- Argentine Major Book
- Chilean Major Book
- Colombian GL Daily Book Report
- Chilean General Ledger 8 Column Trial Balance Report
- Colombia Inventory and Balances Book Report
- Colombian GL Major Book Report
- Latin American General Ledger Inflation Adjustment Report
- Chilean General Ledger Cash Ledger Report
- Colombian Magnetic Media Literal Configuration Verification Report
- Colombian Magnetic Media Literals, Accounts, and Third Party Movement Report
- Colombian Magnetic Media Literals and Third Party Movement Report

Asia/Pacific - The following report is documented in the *Oracle Financials for Asia/Pacific User Guide*:

- Singaporean GST F5 Report

Europe - The following reports are documented in the *Oracle Financials for Europe User's Guide*:

Note: The documentation for these reports applies to the Americas, as well as Europe.

- Statutory Trial Balance Report
- Regional Account Analysis Report (Czech Republic and Turkey)

- Regional Cash Desk Report
- Greek Fiscal Trial Balance Report
- Greek Fiscal Trial Balance File
- Greek General Ledger Trial Balance Report
- Statutory Trial Balance Report (Greece)
- Portuguese General Ledger Trial Balance Reports
- Turkish Trial Balance Report
- Polish General Ledger Trial Balance Report
- Spanish Journal Report
- General Ledger Journal and Balance Report (Regional Account Analysis)

Maintenance

Mass Maintenance

Use Mass Maintenance to move balances by period from one account to another or merge balances by period from multiple accounts into a single account. The moved/merged balances are added to the existing balances in your target accounts. If you change your mind about a move/merge, you can reverse it and restore your account balances to their previous amounts.

If you use ledger sets, you can move/merge balances for multiple ledgers in a ledger set.

During a move/merge operation the financial integrity between General Ledger and its subledgers is maintained, so you can still drill down to your subledger details after the move/merge is complete.

Note: To drill down, perform an account inquiry from the move/merge target account. From there, you can drill down to the move/merge source account, then to the subledger detail.

You can also use Mass Maintenance's mass creation feature to create new accounts automatically based on existing accounts. For example, if you add a new cost center to your organization you can use mass creation to create all the accounts you need by modeling one of your other cost centers.

Data Access Sets

The move/merge operation adheres to data access set security. The data access set assigned to your responsibility must provide full ledger access in order to execute a move/merge operation. Full ledger access means having full read and write access to the ledger and all of its balancing segment values or management segment values.

For more information, see Data Access Sets, *Oracle General Ledger Implementation Guide*.

Related Topics

Moving or Merging Account Balances, page 7-2

Defining a Move/Merge Request, page 7-5

Reversing a Move/Merge, page 7-9

Purging Move/Merge Tables, page 7-10

Creating New Accounts with Mass Creation, page 7-13

Defining Ledger Sets, *Oracle General Ledger Implementation Guide*

Data Access Sets, *Oracle General Ledger Implementation Guide*

Moving or Merging Account Balances

A move operation transfers balances from one or more source accounts to one or more target accounts. In the Mass Maintenance Workbench window, you use one account specification each to define the source accounts and the target accounts.

For example, assume your account has a cost center segment that you use to represent operations centers. Assume also that you have just closed one of your centers (#683) and want another center (#357) to absorb center #683's inventory and operations. For accounting and reporting purposes, you now want center #683's account balances reflected in center #357's accounts. You can do this with a move operation. Assuming you use a four segment account, with cost center as the second segment, the source and target specifications in the Mass Maintenance Workbench window are:

Source specification: 01. 683 . . Target specification: 01 . 357 . .

Note that you only have to specify a value for the cost center segment and the balancing segment. You cannot leave the balancing segment blank. By leaving the other segments blank, your move/merge operation will move all account balances for all values of the other segments when the cost center value is 683.

A merge operation transfers balances from multiple source accounts into one or more target accounts. In the Mass Maintenance Workbench window, multiple account specifications are used to define the source accounts while the same account specification is used to define the target accounts.

For example, assume that you want to merge the balances from three costs centers (575, 683, and 937) into one (357). The source and target specifications in the Mass Maintenance Workbench window are:

Source specification: 01. 575 . . Target specification: 01. 357 . .

Source specification: 01. 683 . . Target specification: 01. 357 . .

Source specification: 01. 937 . . Target specification: 01. 357 . .

Business Rules

- You cannot move/merge across ledgers.
- If you submit a move/merge request for a ledger set, a parent request will be automatically submitted along with multiple child requests, one for each ledger in the ledger set.
- You cannot move/merge across balancing segment values. For example, if your balancing segment is company, you cannot move balances from one company to another.
- You cannot move/merge across financial statement categories. For example, you cannot move a balance sheet account balance to an income statement account. You can move/merge within categories, except for equity accounts. For example, you can move/merge an asset balance to a liability account.
- You cannot move/merge budget or encumbrance balances.
- You cannot move or merge the balances of purged accounting periods. However, since current balances are based on the purged periods, General Ledger will adjust the quarter-to-date, year-to-date, project-to-date, period-average-to-date, quarter-average-to-date, and year-average-to-date balances of your source and target accounts in the earliest unpurged period.
- Move/merge operations will not update the accounts and account ranges used in any General Ledger definitions, such as recurring journals, mass allocations, consolidation mappings, and summary accounts.
- If any source accounts have historical rates assigned, you must update or create the historical rates for the target accounts. The rates will not be updated or created during the move/merge.
- If you have budgetary control enabled in your ledger, funds checking and reservation does not validate move/merge adjustments to your source and target accounts.
- If you enabled the Track by Secondary Segment option for your ledger, running the Mass Maintenance Move/Merge option inappropriately may cause your retained earnings accounts balances to be incorrect. We recommend that you only move balances within the same balancing segment value and secondary tracking segment value during Move/Merge to maintain the accuracy of the retained earnings account. Otherwise, you should use manual journal adjustments when crossing balancing segment and secondary tracking segment values in your reclassifications. The Move/Merge program bypasses the Posting program, updating General Ledger balances directly. The Posting program correctly updates the retained earnings accounts.

See: Secondary Tracking Segment, page 1-241

- Special rules for net income accounts (average balance processing): Balances for the Net Income account will never be moved/merged. If a net income account is among the source/target accounts, the move/merge operation will be aborted during the Validation process.

Reporting Currencies

When you move/merge balances for a ledger, the balances for all of the ledger's reporting currencies (Journal or Subledger level) will also be moved/merged. You cannot execute a move/merge operation for a reporting currency directly. A reporting currency's balances can only be moved/merged through its source ledger, such as a primary ledger or secondary ledger.

Note: The translated balances maintained in balance level reporting currencies will not be automatically moved/merged. You will need to re-run translation for each balance level reporting currency to update its balances.

When you execute a move/merge operation for a ledger that has reporting currencies assigned (Journal or Subledger level), move/merge will be executed in each reporting currency, regardless if your data access set provides full read and write access to the reporting currency

Note: For a move/merge operation to complete successfully, the ledger and its reporting currencies must have the same last opened period. They do not have to have the same last purged periods.

What Move/Merge Does

If no errors are encountered, a move/merge will perform the following steps before it finishes processing:

- Validate accounts (See: Validation and Prevalidation, page 7-8)
- Create target accounts that don't already exist
- Calculate balances to be moved or merged
- Calculate amounts to adjust quarter-to-date, year-to-date, project-to-date, period-average-to-date, quarter-average-to-date, and year-average-to-date balances
- Move/merge the calculated balances
- Create move/merge audit journals

- Produce the Mass Maintenance Execution Report

Translated Balances

After a successful move/merge operation, translated balances will be out of date. You must run General Ledger's Translation program for each balance level reporting currency to update your translated balances.

Related Topics

Defining a Move/Merge Request, page 7-5

Reversing a Move/Merge, page 7-9

Purging Move/Merge Tables, page 7-10

Defining a Move/Merge Request

Prerequisites

- All target account segment values must exist and be enabled. If a target segment value is disabled or if detail posting is not allowed for the value, new accounts will not be created.
- Target accounts that exist before the move/merge is submitted must be enabled. Target accounts that do not exist will be created.

To move or merge account balances:

1. Navigate to the Mass Maintenance Workbench window.
2. Select Move/Merge as the Request Type.
3. Enter a Request name and Description for your move/merge.
4. In the Ledger field, select a ledger or ledger set.

Your data access set must provide full ledger access to the ledger or ledger set. Full ledger access means having full read and write access to the ledger and all of its balancing segment values or management segment values.

Submitting a move/merge request for a ledger set will automatically create a separate request for each ledger in the ledger set. These requests will have the same request name, but for different ledgers. You can track the status of the request for each ledger independently. If you need to reverse the request, you must do so separately for each ledger.

5. Enter a Line number for the source-to-target account specification.

6. Enter a unique Source account specification from which to move/merge balances. You can also select your account segment values from the list of values.

Note: If you enter values for all of the account segments, the account must exist and must be enabled. If you enter values only for some of the segments, the values you enter must exist and be enabled.

Note: Choose the Segment Values button if you want to review your segment values. This will take you to the Segment Values window. Use the menus to return to the Mass Maintenance Workbench window.

7. Enter the Target account specification to which you want to move/merge balances. You can also select your account segment values from the list of values.

Note: The format of the target account specification must be the same as the format you use for the source account. For example, if you enter values only for some of your source segments, you must enter values for the same segments of your target account specification. If you enter a complete account as your source, you must enter a complete account for your target.

Note: Target accounts that do not exist will be created if they pass segment security rules and cross-validation checking.

8. Continue entering account specifications until you are done.
9. (Optional) Choose the Prevalidate button to run the prevalidation process. Review the execution report and correct any errors before submitting the move/merge.

See: Validation and Prevalidation, page 7-8

Note: Generally, you should prevalidate your account specifications if you plan to run your move/merge unattended, such as overnight. The prevalidation process helps ensure that your move/merge request completes successfully. If you do not prevalidate, General Ledger will still validate your account specifications when you submit the move/merge.

10. Save your work.

Related Topics

- Submitting a Move/Merge Request, page 7-7
- Mass Maintenance Statuses, page 7-8
- Validation and Prevalidation, page 7-8
- Reversing a Move/Merge, page 7-9
- Purging Move/Merge Tables, page 7-10
- Creating New Accounts with Mass Creation, page 7-13

Submitting a Move/Merge Request

1. Navigate to the Mass Maintenance Workbench window.
2. Query the move/merge definition that you want to submit.
3. Choose the Submit button to start the move/merge process.
4. Review the Mass Maintenance Execution Report for any errors. If necessary, correct any errors then resubmit the move/merge request.
5. (Optional) Purge the interim move/merge tables that were created during the move/merge process.

Note: We recommend that you purge tables only after you have verified that the moved balances are correct. Once you purge the tables, you cannot reverse the move/merge operation.

Conflicts with Other Processes and Activities

You should only run move/merge operations when no conflicting activity is taking place in the same ledger. There are several categories of activities that conflict with move/merge:

Journal Creation: includes entering manual or budgetary control journals, importing journals, revaluation, MassAllocations, and recurring formulas.

Balance Processing: includes posting, translation, summarization, open period, and purge.

Account Creation: includes creating, modifying, disabling, and enabling accounts.

All concurrent processes and online activity that fall into the above categories should be completed before you initiate a move/merge operation. To minimize the chance of conflicts occurring, we recommend that you establish and enforce procedures for scheduling move/merge operations. We also recommend that you establish and enforce

procedures over account creation and modification.

Note: Consider excluding the move/merge concurrent program from the standard concurrent manager. Instead, assign the program to a special concurrent manager queue that becomes active only at specified times.

Related Topics

Defining a Move/Merge Request, page 7-5

Mass Maintenance Statuses, page 7-8

Validation and Prevalidation, page 7-8

Reversing a Move/Merge, page 7-9

Purging Move/Merge Tables, page 7-10

Creating New Accounts with Mass Creation, page 7-13

Mass Maintenance Statuses

Any Mass Maintenance process (prevalidation, move/merge, reversal, mass creation, and purge) will have one of four statuses displayed in the Status field of the Mass Maintenance Workbench window:

New: Displayed when you define a new move/merge or mass creation.

In Process: The process is currently active.

Completed: The process has completed successfully.

Failed: The process has completed unsuccessfully.

Related Topics

Moving or Merging Account Balances, page 7-2

Defining a Move/Merge Request, page 7-5

Validation and Prevalidation, page 7-8

Reversing a Move/Merge, page 7-9

Purging Move/Merge Tables, page 7-10

Creating New Accounts with Mass Creation, page 7-13

Validation and Prevalidation

During validation and prevalidation, General Ledger will determine all the accounts that are defined by your source and target account specifications, perform validation checking on those accounts, and produce a Mass Maintenance Execution Report,

showing any errors, such as:

- Overlapping accounts
- Disabled accounts or accounts for which posting is not allowed
- New target accounts to be created that violate cross-validation rules or segment value security
- Move/merge transactions that violate the move/merge prerequisites and business rules

Validation is done automatically when you submit a move/merge request. However, since it is generally a good idea to run your move/merge operations during off-peak hours, you can choose to prevalidate before you submit the move/merge.

Running move/merge during off-peak hours minimizes system performance degradation and the possibility of the move/merge conflicting with other processes. Prevalidating helps ensure that an unattended move/merge operation completes successfully.

If a prevalidation request is successful, General Ledger will create your new target accounts if they do not already exist. The status displayed in the Mass Maintenance Workbench window will be Completed.

If a prevalidation request fails, General Ledger will only create those new target accounts which passed validation. Target accounts that do not pass validation will not be created. The status will be Failed. Review the Mass Maintenance Execution report and correct any noted problems before you submit your move/merge.

Note: If you update your segment values or accounts after a successful prevalidation, your move/merge operation may fail.

Related Topics

Moving or Merging Account Balances, page 7-2

Defining a Move/Merge Request, page 7-5

Mass Maintenance Statuses, page 7-8

Reversing a Move/Merge

If you perform a move/merge operation then later change your mind, you can use Mass Maintenance to reverse the move/merge and restore your original balances.

Caution: Do not purge the interim move/merge tables until you are satisfied with the move/merge results. If you purge these tables, you

cannot reverse the move/merge later.

To reverse a move/merge:

1. Navigate to the Mass Maintenance Workbench window.
2. Query the move/merge request that you want to reverse.
3. Choose the Reverse button.

If the reverse request completes successfully your balances will be restored, the interim tables will be deleted, and new move/merge reversal audit journals will be created.

Note: Any transactions you entered and posted to your target accounts after the initial move/merge operation will not be reversed. You must reverse these separately or create a journal entry to move the totals of those transactions back to the source accounts.

Related Topics

Moving or Merging Account Balances, page 7-2

Defining a Move/Merge Request, page 7-5

Mass Maintenance Statuses, page 7-8

Purging Move/Merge Tables

A move/merge operation populates two interim tables, GL_MOVEMERGE_BAL_<move/merge request id> and GL_MOVEMERGE_DAILY_BAL_<move/merge request id>, with the balances being moved or merged. The information in these tables is retained after a successful move/merge because it is needed to reverse the move/merge.

When you are satisfied that the results of a move/merge are correct and that you want to retain the new balances, you should purge the tables. *Do not purge the tables if you think you may want to reverse the move/merge later..*

Note: If you reverse a move/merge operation, the interim tables will be purged automatically.

To purge the interim move/merge tables:

1. Navigate to the Mass Maintenance Workbench window.

2. Query the move/merge request whose interim tables you want to purge.
3. Choose the Purge button.

Related Topics

Moving or Merging Account Balances, page 7-2

Defining a Move/Merge Request, page 7-5

Mass Maintenance Statuses, page 7-8

Reviewing Move/Merge Audit Journals

When you perform a move/merge operation or a move/merge reversal, General Ledger creates an audit journal for each period for which balances are moved or merged. These journals are not used to update your target accounts. They are created only to provide an audit trail of all move/merge operations. These audit journals can be queried and included in a report.

Note: If average balance processing is enabled for your ledger, move/merge audit journals are created for each calendar day. Consolidation ledgers will have two sets of audit journals; one for standard balances and one for average balances.

You can identify move/merge audit journals by their journal source, journal category, and batch name. The journal source and category are either Move/Merge or Move/Merge Reversal. The batch name follows this format:

[request type]: [request name] [request id] [balance type] [period]: [batch date and time].

The parameter values for the batch name are shown in the table below:

Parameter	Value
<i>[request type]</i>	Move/Merge or Move/Merge Reversal
<i>[request name]</i>	name of the move/merge request
<i>[request id]</i>	move/merge concurrent request ID
<i>[balance type]</i>	Standard or Average
<i>[period]</i>	accounting period of moved balances

Parameter	Value
[<i>batch date and time</i>]	date/time audit journal was created

For example, a move/merge batch might be named:

Move/Merge: CC357Merge 1687 Standard JUN-97: JUN 30, 1997 2:35:45

To query move/merge audit journals:

Use the query capabilities in the Enter Journals window. See: Performing a Journal Entry Inquiry, page 5-25.

Tip: In the Find Journals window, narrow your query by entering Move/Merge or Move/Merge Reversal as the journal source or journal category. Narrow the query further by entering the move/merge audit journal batch name.

Note: Move/merge audit journals will not appear in the Reverse Journals window. To reverse a move/merge operation, you must use the Mass Maintenance reversal feature.

When you review the journal details, you will find that:

- The description field indicates:
 - Whether the journal line was a source or target account
 - The account
- Retained earnings accounts will not be shown unless you posted directly to them.
- The exchange rate will be displayed as 1.0 regardless of the actual exchange rate used in the original transactions.

Related Topics

Moving or Merging Account Balances, page 7-2

Defining a Move/Merge Request, page 7-5

Reversing a Move/Merge, page 7-9

Performing a Journal Entry Inquiry, page 5-25

Creating New Accounts with Mass Creation

Use Mass Maintenance's mass creation feature to create new accounts automatically based on existing accounts. For example, if you add a new cost center to your organization you can use mass creation to create all the accounts you need based upon one of your other cost centers.

Note: Mass creation does not update any accounts and account ranges used in General Ledger definitions, such as recurring journals, mass allocations, consolidation mappings, and summary accounts.

Note: Newly created account code combinations do not inherit attributes from the original account code combination. Instead, the newly created account segments inherit the attributes from the segments in the new account code combination. The attributes for the new account code combination are governed by the most restrictive segment attribute.

Note: If the original account is disabled, a new account combination will be created as long as all the target segment values are enabled.

In the example shown in the tables below, the original account code combination allowed posting. The 01 segment did not allow posting. The new 01 segment inherits the no posting allowed attribute. Therefore, the account code combination will not allow posting.

Original Account

Original Account	Enabled	Posting Allowed	Budget Entry Allowed
01-000-1000	yes	yes	yes
01	yes	NO	yes
000	yes	yes	yes
100	yes	yes	yes

New Account

New Account	Enabled	Posting Allowed	Budget Entry Allowed
01-100-1000	yes	NO	yes
01	yes	NO	yes
100	yes	yes	yes
100	yes	yes	yes

Prerequisites

- All target account segment values must exist and be enabled. If a target segment value is disabled, new accounts will not be created.
- Dynamic Insertion must be enabled. See: *Dynamic Insertion Oracle Applications Flexfields Guide*.

To create accounts using mass creation:

1. Navigate to the Mass Maintenance Workbench window.
2. Select Mass Creation as the Request Type.
3. Enter a Request name and Description for your mass creation.
4. Enter a Line number for the source-to-target account specification.
5. Enter a Source account specification to use to model your target accounts. You can also select your account segment values from the list of values.

Note: If you enter values for all of the account segments, the account must exist and must be enabled. If you enter values only for some of the segments, the values you enter must exist and be enabled. Therefore, if you need to create a new account combination from disabled accounts, you must enter a range that includes the disabled account since it is not possible to enter the disabled account.

6. Enter the Target account specification for the accounts you want to create. You can also select your account segment values from the list of values.

Note: The format of the target account specification must be the same as the format you use for the source account. For example, if you enter values only for some of your source segments, you must enter values for the same segments of your target account specification. If you enter a complete account as your source, you must enter a complete account for your target.

Note: Target accounts that do not exist will be created if they pass cross-validation checking and segment security rules. Target accounts that exist but which are disabled will remain disabled after the mass creation operation.

7. Continue entering account specifications until you are done.
8. Choose the Submit button to save your work and start the mass creation process.
9. Review the Mass Creation Execution Report for any errors. If necessary, correct any errors then resubmit the mass creation request.

Note: Errors will occur if your target accounts violate cross-validation rules and segment security rules or if your mass creation transactions violate the prerequisites.

If there are no errors, mass creation creates the new accounts and updates the status to Completed. If there are errors, no accounts are created and the status is changed to Failed.

Related Topics

Moving or Merging Account Balances, page 7-2

Defining a Move/Merge Request, page 7-5

Mass Maintenance Statuses, page 7-8

Correcting Misclassified Account Types

In the event you have an account with a misclassified account type that results in an erroneous Retained Earnings calculation, you can correct your account balances and the misclassified account type.

For example, after running a trial balance for the first period of your new fiscal year, you notice that your Cash account balance is zero. You discover that your Cash account was originally created with an account type of Expense rather than Asset. Therefore, when you opened the first period of your new fiscal year, General Ledger automatically

closed out your Cash account balance to Retained Earnings.

Note: Follow the steps below in the exact order. If you changed Account Types from incorrect to correct values before starting these steps, you must reverse any changes before following these steps or the steps will not function properly.

To correct balances for a misclassified account:

1. Reopen the last period of your prior fiscal year, if it is closed.
2. Create a journal entry that brings the misclassified account balance to zero for the last day of the last period of your prior fiscal year. Use a temporary account such as Suspense for the offsetting amount.

Note: If you have multiple currencies in the account balance, create journal entries to zero out entries in your ledger currency and to zero out entries for each foreign currency.

3. Post the journal entry on the last day of the last period of your prior fiscal year.
4. Verify that the misclassified account balance is zero by reviewing account balances online or in reports.
5. Correct the account type of the misclassified account by changing the segment value qualifiers.
6. Ask your System Administrator to correct the account type of all accounts referencing the misclassified account by updating the ACCOUNT_TYPE column in the GL_CODE_COMBINATIONS table using SQL*Plus.
7. Restore the misclassified account balance by reversing the journal entry you posted in Step 3, page 7-16 above. Reverse the journal entry into the last day of the same period that it was originally posted.
8. Post the reversing journal entry.

Using the previous example, the Cash account type is now Asset so when you post the reversing journal entry, General Ledger rolls forward your Cash and Retained Earnings balances into the first period of the new fiscal year.

9. Review the corrected account balances online or in reports.

Average Daily Balance Installations

If you have a misclassified account type, and the account type is misclassified to be an income statement account instead of a balance sheet account, or a balance sheet account instead of an income statement account, reverse all journals in all periods that have been posted to that account. Once you have posted the reversals, you can correct the account type, reverse the reversals, and then post.

You do not have to follow this procedure if you have a misclassified account type, and the account type is misclassified to be within the income statement group or within the balance sheet group of accounts.

Historical Rates

If, for example, you are reclassifying an account from an equity account to an expense account, and this account has an entry in the `GL_HISTORICAL_RATES` table, delete the historical rate information for this account if it is inappropriate. Re-enter the appropriate rates. The balances will be marked for re-translation.

Related Topics

Designing Your Accounting Flexfield, *Oracle General Ledger Implementation Guide*

Opening and Closing Accounting Periods, *Oracle General Ledger Implementation Guide*

Entering Journals, page 1-9

Posting Journals, page 1-188

Reversing Journals, page 1-202

Performing an Account Inquiry, page 5-9

Performing a Journal Entry Inquiry, page 5-25

Archiving Account Balances and Journal Detail

You can archive and purge account balances, as well as journal batches, entries, lines, and associated journal references for one or more accounting periods, provided the periods are permanently closed.

You can archive and purge actual, budget, or encumbrance balances. In addition, for translated actual and budget balances, you can purge them before you rerun your translation. Except for translated balances, you must archive balances or journals before you can purge them.

Note: If you have average balance processing enabled in your ledger, your average balances will be archived and/or purged automatically, at

the same time that you archive and purge your standard balances.

To ensure better control over your archiving and purging process, we recommend that you perform your archive and purge in separate steps. If possible, run the archive utility when no users are on the system. This avoids degrading performance and response time during business hours.

Oracle General Ledger prevents you from archiving twice for the same period and ledger. However, if your archive process does not complete successfully, you can rerun the Archive program.

Data Access Set

Your data access set must provide full ledger access to the ledger in order to archive and purge its balances and journals. Full ledger access means that you have full read and write access to the ledger and all of its balancing segment values or management segment values.

Prerequisites

- Permanently close all periods that you want to archive or purge. You do not have to permanently close periods to purge only translated balances.
- Run all of your standard accounting reports to maintain a printed record of the transactions you will archive and purge.
- Create the appropriate tablespace and set your storage parameters to hold your archived data.
- Ensure that you have exported any previously archived data to an operating system file and saved the file to tape.

To archive account balances:

1. Navigate to the Archive and Purge window.
2. Select the Balances tab.
3. Select the Archive Balances checkbox.
4. Select a ledger.

Your data access set must provide full read and write access to the ledger and all of its balancing segment values or management segment values.

5. Select the Balance Type you want to archive. You can archive Actual, Budget, or

Encumbrance balances. If you choose to archive budget balances, you must also enter a Budget name. You cannot enter All.

6. Enter the Period To which you want to archive. General Ledger will archive all periods in the range specified in the Period From and Period To fields.
7. Choose Archive/Purge. General Ledger submits a concurrent request to archive your balances. The Archive program copies account balances from the GL_BALANCES table to the GL_ARCHIVE_BALANCES table for the range of periods you requested.
8. Review the Archive and Purge Audit Report to verify that the data for all periods you requested was successfully archived. We also recommend that you keep a written confirmation of the number of records you archived. You can compare this number to the number of records purged when you run the purge utility.
9. Export the archive tables and copy the export files to tape.
10. Purge your data.

To archive journals:

1. Navigate to the Archive and Purge window.
2. Select the Journals tab.

General Ledger automatically displays (in the field, Periods From) the earliest accounting period in your ledger that has not already been successfully archived and purged. You must archive and purge data for your oldest period first.

3. Select the Archive Journals checkbox.
4. Select a ledger.

Your data access set must provide full read and write access to the ledger and all of its balancing segment values or management segment values.

5. Select the Balance Type you want to archive. You can archive Actual, Budget, or Encumbrance journals. If you choose to archive budget journals, you must also enter a Budget name. You cannot enter All.
6. Enter the Period To which you want to archive. General Ledger will archive all periods in the range specified in the Period From and Period To fields.
7. Choose Archive/Purge. General Ledger submits a concurrent request to copy journal details from the GL_JE_BATCHES, GL_JE_HEADERS and GL_JE_LINES tables to the GL_ARCHIVE_BATCHES, GL_ARCHIVE_HEADERS and GL_ARCHIVE_LINES tables for the accounting periods you requested. If you

imported journal references along with your actual journal entries, General Ledger also copies reference details from the GL_IMPORT_REFERENCES table to the GL_ARCHIVE_REFERENCES table.

8. Review the Archive and Purge Audit Report to verify that the data for all periods you requested was successfully archived. We also recommend that you keep a written confirmation of the number of records you archived. You can compare this number to the number of records purged when you run the purge utility.
9. Export the archive tables and copy the export files to tape.
10. Purge your data.

Related Topics

Creating a Tablespace for Archived Data, page 7-20

Exporting Archived Data, page 7-23

Purging Archived Account Balances and Journal Detail, page 7-25

Opening and Closing Periods, *Oracle General Ledger Implementation Guide*

Archive and Purge Audit Report, page 10-111

Creating a Tablespace for Archived Data

Before you archive data, consult your Database Administrator to create a tablespace large enough to hold the data you want to archive.

Note: 'A' is for Actuals, 'B' is for Budgets, 'E' is for Encumbrances.

To calculate the amount of space you need for archiving:

1. Determine how many actual rows for your ledger are in the GL_BALANCES table for the fiscal year you want to archive using the following SQL statement:

```
select count(*)
from GL_BALANCES
where PERIOD_YEAR = [your archive year]
and ACTUAL_FLAG = ['A' or 'E']
and LEDGER_ID =
(select LEDGER_ID
from GL_LEDGERS
where NAME=[your ledger name]);
```

For Budgets:

```

select count(*)
from GL_BALANCES
where PERIOD_YEAR = [your archive year]
and ACTUAL_FLAG = 'B'
and BUDGET_VERSION_ID =
(select BUDGET_VERSION_ID from GL_BUDGET_VERSION
where BUDGET_NAME = [your budget name])
and LEDGER_ID =
(select LEDGER_ID
from GL_LEDGERS
where NAME=[your ledger name]);

```

2. Determine how many rows are in the GL_JE_BATCHES table for the fiscal year you want to archive using the following SQL statement:

```

select count(*)
from GL_JE_BATCHES
where DEFAULT_PERIOD_NAME in [list of periods]
and ACTUAL_FLAG= ['A'or'E']
and LEDGER_ID =
(select LEDGER_ID
from GL_LEDGERS
where NAME=[your ledger name]);

```

For Budgets:

```

select count(*)
from GL_JE_BATCHES jeb
where DEFAULT_PERIOD_NAME in [list of periods]
and ACTUAL_FLAG = 'B'
and LEDGER_ID =
(select LEDGER_ID
from GL_SETS_OF BOOKS
where NAME = [your ledger name])
and not exists
(select 'Has wrong budget'
from GL_JE_HEADERS jeh
where JEH.JE_BATCH_ID = JEB.JE_BATCH_ID
and BUDGET_VERSION_ID!=
(select BUDGET_VERSION_ID from GL_BUDGET_VERSIONS
where BUDGET_NAME = [your budget name]))

```

3. Determine how many rows are in the GL_JE_HEADERS table for the fiscal year you want to archive using the following SQL statement:

```

select count(*)
from GL_JE_HEADERS
where PERIOD_NAME in [list of periods]
and ACTUAL_FLAG = ['A' or 'E']
and LEDGER_ID =
(select LEDGER_ID
from GL_SETS_OF BOOKS
where NAME = [your ledger name]);

```

For Budgets:

```

select count(*)
from GL_JE_HEADERS
where PERIOD_NAME in [list of periods]
and ACTUAL_FLAG = 'B'
and BUDGET_VERSION_ID =
(select BUDGET_VERSION_ID from GL_BUDGET_VERSIONS
where BUDGET_NAME = [your budget name]
and LEDGER_ID =
(select LEDGER_ID
from GL_SETS_OF BOOKS
where NAME = [your ledger name]))

```

4. To determine how many rows are in the GL_JE_LINES table for the fiscal year you want to archive, use the following SQL statement:

```

select count(*)
from GL_JE_LINES
where JE_HEADER_ID in
(select JE_HEADER_ID from GL_JE_HEADERS
where PERIOD_NAME in [list of periods]
and ACTUAL_FLAG = ['A' or 'E']
and LEDGER_ID in
(select LEDGER_ID from GL_LEDGERS
where NAME = [your ledger name]));

```

For Budgets:

```

select count(*)
from GL_JE_LINES
where JE_HEADER_ID in
(select JE_HEADER_ID from GL_JE_HEADERS
where PERIOD_NAME in [list of periods]
and ACTUAL_FLAG = 'B'
and BUDGET_VERSION_ID =
(select BUDGET_VERSION_ID
from GL_BUDGET_VERSIONS
where BUDGET_NAME = [your budget name]
and LEDGER_ID in
(select LEDGER_ID from GL_LEDGERS
where NAME = [your ledger name])));

```

5. Determine how many rows are in GL_IMPORT_REFERENCES table for the fiscal year you want to archive, using the following SQL statement:

```

select count(*)
from GL_IMPORT_REFERENCES
where JE_BATCH_ID in
(select JE_BATCH_ID
from GL_JE_BATCHES
where DEFAULT_PERIOD_NAME in [list of periods]
and ACTUAL_FLAG= ['A'or'E']
and LEDGER_ID =
(select LEDGER_ID
from GL_LEDGERS
where NAME=[your ledger name]));

```

For Budgets:

```

select count(*)
from GL_IMPORT_REFERENCES
where JE_HEADER_ID in
(select JE_HEADER_ID
from GL_JE_HEADERS
where DEFAULT_PERIOD_NAME in [list of periods]
and ACTUAL_FLAG = 'B'
and BUDGET_VERSION_ID =
(select BUDGET_VERSION_ID from GL_BUDGET_VERSIONS
where BUDGET_NAME = [your budget name])
and LEDGER_ID =
(select LEDGER_ID
from GL_LEDGERS
where NAME=[your ledger name]));

```

6. Determine the amount of space needed to archive the rows you want from the appropriate table(s). To do this, you must determine the average size of a row in each of those tables. First, determine the total number of rows in each table using the following SQL statement:

```

select count (*)
from [table name]

```

7. Consult your System Administrator to determine the total table size. Divide this table size by the total number of rows in the table to get the average size of a row in that table. Finally, multiply that average size by the number of rows you want to archive, as determined above.

Note: Contact your Database Administrator if your tablespace is not large enough to store your archive data.

8. Select the archive tablespace and storage parameters for which to store the following interim tables using the Storage Parameters window:

```

GL_ARCHIVE_BALANCES
GL_ARCHIVE_BATCHES
GL_ARCHIVE_HEADERS
GL_ARCHIVE_LINES
GL_ARCHIVE_REFERENCES

```

Related Topics

Setting the Storage Parameters, *Oracle General Ledger Implementation Guide*

Archiving Account Balances and Journal Detail, page 7-17

Exporting Archived Data

After archiving your account balance and journal data, your Database Administrator should export the archive tables from your database to an operating system file.

To export the archive tables:

1. Make sure there is enough disk space for your export file. You will need about 75% of the space you needed for your tables.
2. Use the ORACLE RDBMS export utility to export the archive tables.
3. Ensure your export was successful and verify that there are no errors. If you continue with the following steps without a successful export, you might lose valuable financial data. All of these conditions **MUST** be satisfied for a successful export:
 - Ensure that an export file has been created in your directory and that the file is not empty.
 - Look for normal completion of the export file (the last word of your export file should be 'EXIT').
 - Carefully monitor the export process while it is running, and look for error messages.
 - Ensure that the number of rows exported (as counted by the export program) is the same as the number of rows that you counted for the range of periods being archived.
 - Look for other errors in the log file, such as invalid parameters, errors in the export command line, not enough disk space for the export file, etc. The export process stops whenever it finds an error record.

If there are errors, correct them and rerun the export.

4. Copy the export file to tape.

Note: Verify that your backup procedure is successful. If you fail to backup the export file successfully and continue with the next step, you might lose valuable financial data.

5. After successfully completing the previous steps, delete the export file from your directory.

Related Topics

ORACLE RDBMS Utilities User's Guide

Purging Archived Account Balances and Journals

After archiving account balances and journal detail, purge the data. Except for translated balances, you can only purge data for accounting periods that have been archived. Translated balances cannot be archived; they can only be purged.

If possible, run the purge utility when there are no users on the system. This avoids degrading performance and response time during business hours.

Prerequisites

- Archive your balances, journal details and associated references.
- Use the ORACLE RDBMS export utility to export balance and journal archive tables from your database to an operating system file. Save the operating system file to tape.

To purge account balances:

1. Navigate to the Archive and Purge window.
General Ledger displays your Ledger Name. You can only purge data for the current ledger.
2. Select the Balances tab.
3. Select the Purge Balances checkbox.
4. Select a Ledger.
Your data access set must provide full read and write access to the ledger and all of its balancing segment values or management segment values.
5. Select the Balance Type you want to purge. You can purge Actual, Budget, or Encumbrance balances. If you choose to purge budget balances, you must also enter a Budget name. You cannot enter All.
6. Enter the Period To that you want to purge. General Ledger will purge balances for all periods in the range specified in the Period From and Period To fields.
7. Choose Archive/Purge. General Ledger submits a concurrent request to delete the archived records from the GL_BALANCES table for the range of periods you requested.
8. Review the Archive and Purge Audit Report to ensure that the purge process completes successfully. Compare the number of records purged to the number of records archived for each period.
9. Export, drop and reimport the new GL_BALANCES table to shrink the size of the

table on your system and reclaim disk space. You will also notice increased performance by reducing fragmentation.

- Export the purged GL_BALANCES table and verify the export.
- Drop your archive tables. To drop your GL_BALANCES table the following SQL command:

```
drop table GL_BALANCES;
```

- Import the GL_BALANCES
- In order to archive the next period you need to drop the Archive tables.

To drop your GL_ARCHIVE_BALANCES table run the following SQL command, substituting GL_JE_BATCHES, GL_ARCHIVE_HEADERS, GL_ARCHIVE_LINES, or GL_ARCHIVE_REFERENCES for the table name:

```
drop table <table name>;
```

To purge journals:

1. Navigate to the Archive and Purge window.
2. Select the Journals tab.
3. Select the Purge Journals checkbox.
4. Select a Ledger.

Your data access set must provide full read and write access to the ledger and all of its balancing segment values or management segment values
5. Select the Balance Type you want to purge. You can purge Actual, Budget, or Encumbrance journals. If you choose to purge budget journals, you must also enter a Budget name. You cannot enter All.
6. Enter the Period To that you want to purge. General Ledger will only purge journals for one fiscal year at a time. To purge journals for multiple fiscal years, you must repeat the process for every fiscal year that you want to purge.
7. Choose Archive/Purge. General Ledger submits a concurrent request to delete the archived records from the GL_JE_BATCHES, GL_JE_HEADERS, GL_JE_LINES, and GL_IMPORT_REFERENCES tables.
8. Review the Archive and Purge Audit Report to ensure that the Purge process completed successfully. Compare the number of records purged to the number of records archived for each period.

9. Export, drop and reimport the new GL_JE_BATCHES, GL_JE_HEADERS, GL_JE_LINES, and GL_IMPORT_REFERENCES tables to shrink the size of these tables and reclaim disk space. You will also notice increased performance by reducing fragmentation.
 - Export the purged GL_JE_BATCHES, GL_JE_HEADERS, GL_JE_LINES, and GL_IMPORT_REFERENCES tables and verify the export.
 - Drop your archive tables. To drop your Journal Details and References tables, run the following SQL command, substituting GL_JE_BATCHES, GL_ARCHIVE_HEADERS, GL_ARCHIVE_LINES, or GL_ARCHIVE_REFERENCES for the table name:

```
drop table [table name],
```
 - Import the GL_JE_BATCHES, GL_JE_HEADERS, GL_JE_LINES, and GL_IMPORT_REFERENCES tables.

To purge translated balances:

1. Navigate to the Archive and Purge window.
2. Select the Translated Balances tab.
3. In the Ledger field, select a balance level reporting currency.

Your data access set must provide full ledger access to the source ledger in order to purge translated balances for the ledger's balance level reporting currency. Full ledger access means that you have full read and write access to the ledger and all of its balancing segment values or management segment values.
4. Select the Balance Type you want to purge. You can purge translated Actual or Budget balances. If you choose to purge translated budget balances, you must also enter a Budget name. You cannot enter All.
5. Enter the Currency whose translated balances you want to purge.

General Ledger automatically displays (in the field, Periods To) the latest translated period for the balance type and the currency. You cannot change this value.
6. Enter the Period From which you want to purge. You change this to any earlier period, going back as far as the earliest translated period for the balance type and currency. General Ledger will purge all periods in the range specified in the Period From and Period To fields.
7. Choose Purge. General Ledger submits a concurrent request to delete the translated balances for the range of periods you requested.
8. Review the Archive and Purge Audit Report to ensure that the purge process

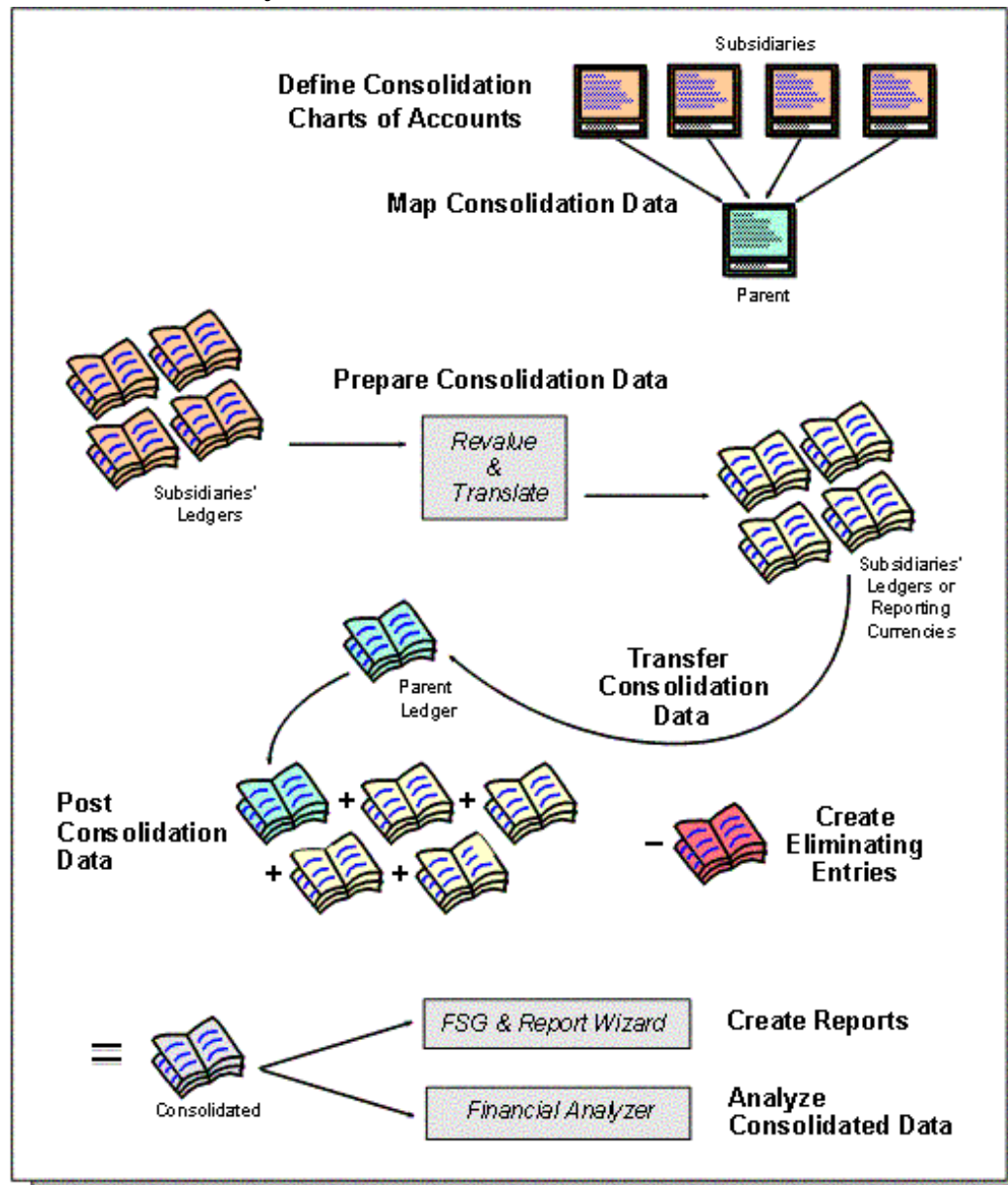
completes successfully.

Global Consolidation System

Global Consolidation System

Consolidation is the period-end process of combining the financial results of separate subsidiaries with the parent company to form a single, combined statement of financial results. The Global Consolidation System (GCS) provides the flexibility to help you manage your consolidation needs regardless of your company structure.

Global Consolidation System



Overview

The flexibility of the Global Consolidation System (GCS) allows you to manage financial information within any company structure. You can maintain multiple companies with similar or different accounting structures, and consolidate their results for meaningful financial reporting. You can consolidate budget and actual balances.

Note: If your companies are sharing a single ledger for operational accounting purposes, you do not need to use GCS. You can use the Financial Statement Generator (FSG) to create consolidated financial reports.

You should use GCS if one of the following is true in your organization:

- Your companies require different account structures. For example, one company may need a six segment chart of accounts, while another needs only a four segment chart of accounts.
- Your companies use different accounting calendars. For example, one company may use a weekly calendar and another may use a monthly calendar.
- Your companies operate in different countries requiring them to use their own local currencies.

Note: If you want to consolidate average balances across ledgers with average daily balances enabled, the parent ledgers must have the enable average balance consolidation option enabled. See: Defining Ledgers.

There are two methods you can use to achieve consolidated results with Oracle Applications:

- **Reporting Consolidations:** Define an FSG report which consolidates data stored in a single ledger or which sums data across separate ledgers on the same applications instance.
- **Data Transfer Consolidations:** Serves global enterprises with multiple ledgers or multiple applications instances. With data transfer consolidations, you move your financial data from diverse ledgers and data sources into a single consolidation ledger. You can report on and analyze consolidated financial information from this consolidated ledger.

Consolidating Budgets

Like Actuals, you can consolidate budget amounts one period at a time. You can also consolidate budgets that do not share the same calendar and/or beginning and ending periods. The following restrictions apply to consolidating budget balances:

- If the source and target budgets do not share the same calendar, you must consolidate a specific period to a specific period.
- If the source and target budgets do not share the same start period, you must consolidate a specific period to a specific period.

- If the source and target budgets share the same calendar and start period, you can consolidate all periods or a specific period to a specific period.

What You Can Consolidate

With GCS, you can consolidate any business dimension at any level of detail from any point of view:

Any Source: Data from any source system, including ledger, databases, Oracle and non-Oracle applications can be consolidated with GCS. For Oracle Applications, use Cross Instance Data Transfer to transfer consolidation data to your parent on a remote instance. For non-Oracle applications use a customizable spreadsheet front-end or the open consolidation interface to upload your data into GCS.

Any Chart of Accounts: Subsidiaries can use separate chart of accounts from the parent to address unique operational accounting practices and meet local statutory requirements. GCS enables you to consolidate across diverse charts of accounts.

Any Calendar: Subsidiaries can use different accounting calendars from the parent. GCS enables you to consolidate across calendars.

Any Currency: Subsidiaries can use a ledger currency which differs from the parent's ledger currency. GCS revalues and translates all subsidiary balances to ensure consistent consolidated results.

Any Level of Detail: Consolidate detail transactions, detail balances, and summary balances.

- Consolidate transactions when you want the convenience of accessing detailed information in the consolidated ledger and the ability to perform incremental updates to consolidated balances.
- Consolidate balances when you want the flexibility to transfer account details for only selected accounts.
- Consolidate summary balances when you only want to transfer aggregated account balances to the consolidated ledger. This method requires fewer resources and enhances processing performance.

Any Balance Type: Consolidate any balance type; including actual, average, translated, budget, and statistical balances.

Special Considerations for Average Daily Balance Ledgers

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

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

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

If you perform PATD average consolidations for each period, you will automatically have the QATD and YATD average consolidation balances available to you. To review the correct QATD and YATD balances under this method, you need to select the date for the last day of the quarter or the year. For all other dates within the range, the balances will not be accurate.

Implementation Options

The consolidation you choose depends on the number of ledgers you use to satisfy the requirements of your global accounting operation.

Ledgers

A ledger includes four components: the ledger currency, accounting calendar, chart of accounts, and accounting method.

Accounting Operations Using a Single Ledger

If your subsidiaries all share the same ledger with the parent company or they share the same chart of accounts and calendar and all reside on the same applications instance, you can consolidate financial results using the Financial Statement Generator reporting engine.

Accounting Operations Using Multiple Ledgers

Accounting operations using multiple ledgers include the following scenarios:

- single applications instance
- multiple applications instances

Single Applications Instance

If you have some subsidiaries that use their own ledgers, you must perform a data transfer consolidation using the Global Consolidation System to manage your consolidation process.

Multiple Applications Instances

If your subsidiaries manage their accounting operations using Oracle applications and different ledgers on separate instances, you can transfer consolidation data using the Global Consolidation System to manage your consolidation process. You do this through your corporate intranet using Cross Instance Data Transfer. See: Gathering Subsidiary Data for Multiple Instances using Oracle Applications, page 8-20.

Note: If some of your subsidiaries manage their accounting using non-Oracle applications, you can import consolidation data using Interface Data Transformer, Applications Desktop Integrator, or SQL Loader. See: Gathering Subsidiary Data for Multiple Instances Using Non-Oracle Applications, page 8-22.

Consolidation Process Steps

Every company must complete common consolidation steps in order to consolidate financial results. The following table details each consolidation implementation option:

Consolidation Step	Reporting Only (Single Ledgers)	Data Transfer (Multiple Ledgers) Single Instance	Data Transfer (Multiple Ledgers) Multiple Instances
1. Define Ledgers	<p>All subsidiaries share a single ledger, which has the same chart of accounts, accounting calendar, currency, and accounting method.</p> <p>It is also possible to perform a reporting consolidation for a subsidiary that shares the parent's chart of accounts and calendar for its reporting currency.</p>	<p>Multiple subsidiaries and the parent company can share the same ledger if they are consolidating to a common chart of accounts, accounting calendar, and currency. The subsidiaries and parent company can retain their individual identities using different balancing segment values.</p> <p>Alternatively, each subsidiary and the parent company can have their own ledger to meet their operational or local accounting needs.</p>	<p>Same as single instance.</p> <p>Additionally, for data transfers from another Oracle Application instance, create a ledger on the source instance that shares the same currency, calendar, and chart of accounts as the target parent ledger.</p>
2. Prepare Your Subsidiary Data	<p>Revalue foreign currency balances. Optionally, translate your ledger currency amounts to foreign currencies for reporting.</p>	<p>Revalue foreign currency balances. If necessary, translate account balances to the parent's ledger currency before you transfer balances to the parent.Note: If you use journal or subledger-level reporting currencies, you may be able to bypass the translation step by consolidating directly from a subsidiary reporting currency to your parent ledger. See: Preparing Subsidiary Data, page 8-17.</p>	<p>Same as single instance.</p>

Consolidation Step	Reporting Only (Single Ledgers)	Data Transfer (Multiple Ledgers) Single Instance	Data Transfer (Multiple Ledgers) Multiple Instances
3. Create Consolidation and Chart of Accounts Mapping	<p>No Action Required</p> <p>The account mappings are already implicit in your chart of accounts.</p>	<p>Required</p> <p>For those subsidiaries that have their own ledgers, create a consolidation definition and charts of accounts mapping to map your subsidiaries' account values to the consolidated parent values to determine how your subsidiary balances roll up into the parent.</p>	<p>Same as single instance.</p>

Consolidation Step	Reporting Only (Single Ledgers)	Data Transfer (Multiple Ledgers) Single Instance	Data Transfer (Multiple Ledgers) Multiple Instances
4. Transfer Data	<p>No Action Required</p> <p>All subsidiary transactions and balances are already maintained in the same ledger.</p>	<p>Required</p> <p>For those subsidiaries that have data in non-Oracle systems, you can use the Interface Data Transformer, Application Desktop Integrator, or SQL Loader to import the data directly into the parent ledger (if the data is in the same currency as the parent ledger) or into a subsidiary ledger. For those subsidiaries that have their own ledger, run the Consolidation Data Transfer program to transfer balances or transactions from your subsidiaries to the parent ledger. Each transfer creates a consolidation journal in the parent ledger.Note: you can modify consolidation run options to automatically import and post your consolidation journals.</p>	<p>Required</p> <p>Same as single instance. In addition, define a database link to your parent database instance using the Database links window. In the Transfer Consolidation Data or Transfer Consolidation Data Set window, use the Run Options window to enter and validate your remote instance signon parameters.</p>

Consolidation Step	Reporting Only (Single Ledgers)	Data Transfer (Multiple Ledgers) Single Instance	Data Transfer (Multiple Ledgers) Multiple Instances
5. Eliminate Balances	Use the automatic intercompany eliminations functionality to generate elimination sets. For formula-based eliminations, you can also use recurring journals.	Same as Reporting Only method.	Same as Reporting Only method.
6. Report	<p>Use the Financial Statement Generator (FSG) as the mechanism to sum up the subsidiaries to produce consolidated results.</p> <p>Use Application Desktop Integrator (ADI) to extend reporting to the spreadsheet environment. ADI allows you to create and publish consolidated reports in HTML format to the Internet or your corporate intranet.</p>	<p>Use FSG reports to report on consolidated results.</p> <p>Use Application Desktop Integrator (ADI) to extend reporting to the spreadsheet environment. ADI allows you to create and publish consolidated reports in HTML format to the Internet or your corporate intranet.</p>	Same as Single Instance.

Consolidation Step	Reporting Only (Single Ledgers)	Data Transfer (Multiple Ledgers) Single Instance	Data Transfer (Multiple Ledgers) Multiple Instances
7. Analyze	<p>Use full drilldown capabilities to drill from consolidated balances down to subsidiary journal lines and subledger detail.</p> <p>Directly link your data to Oracle Financial Analyzer, an online analytical processing (OLAP) application, to analyze consolidated balance and prepare operational and financial analyses for your management team.</p>	<p>GCS enables you to drill from consolidated balances in the parent ledger directly to the subsidiary ledger within the same instance.</p> <p>You can also drill between a subsidiary's translated balance to its original balance. GCS also provides you with the ability to drill between summary accounts, detail accounts, and the original journal entries, down to the subledger detail.</p>	<p>Use online inquiry to review balances for any account, journal entry, or consolidation. Use Applications Desktop Integrator or Oracle Financial Analyzer to further analyze your data. Use the same methods in your subsidiary ledger instance to analyze subsidiary data.</p>

Related Topics

Consolidation Workbench, page 8-11

Overview of Reporting Currencies, page 11-1

Consolidation Workbench

The Consolidation Workbench provides a central point of control for consolidating an unlimited number of subsidiaries to your parent, while keeping you informed about each subsidiary's consolidation status. The workbench also monitors subsidiary account balances for any changes that occur after the subsidiary data has already been transferred to your parent ledger.

Monitoring Consolidations

When you navigate to the Consolidation Workbench, the Find Consolidations Processes window opens. Use this window to query consolidation and elimination processes. Your query results appear in the Consolidation Workbench. You can complete as many

fields as you like to narrow your query.

Note: To query Consolidations or Eliminations from the Consolidation Workbench, your data access set must provide read access to the subsidiary or parent ledger.

After you have queried your consolidations, any subsequent actions you perform are controlled by your definition access set privileges. For example, if you only have the View privilege to the Consolidation Definition, you will not be able to transfer consolidation data from the Workbench. If you only have the Use privilege on the Consolidation, you will not be able to view the Consolidation Definition from the Workbench.

Parent: Choose a parent from the list of values. Your data access set must provide read access to this parent ledger.

Parent Period: Enter or choose a consolidation period from the list of values.

Balance Type: Choose from Actual, Budget, or Any.

Caution: Anyone with access to your parent ledger will be able to view consolidated data from your subsidiary ledgers.

Preparation/Transfer Region

Choose from the list of values for each of the following fields to query on consolidations from a subsidiary: Consolidation Set, Consolidation, Subsidiary, and Status.

Elimination Region

Complete the Elimination Set and Status fields in this region to find elimination sets.

Use the Find Consolidation Processing window in tandem with the Consolidation Workbench. When you generate, post, or reverse consolidation journals, navigate to the Find Consolidation Processing window and choose the Find button to refresh the data displayed in the Consolidation Workbench. Alternatively, choose View > Find All from the menu bar.

Consolidation Workbench (VisionUSA_DATA_Access_Set)

Preparation/Transfer Elimination

Parent Vision Operations (USA)

Parent Period Mar-02

Post

Subsidiary	Consolidation	Status	Transferred Balances	Req ID
<input type="checkbox"/> Vision Project Mfg (102 (USD)	Project Mfg To Operations	Posted	Obsolete	1935183
<input type="checkbox"/> Vision Project Mfg (102 (USD)	Project Mfg To Operations	Reversed	Obsolete	1825845
<input type="checkbox"/> Vision Project Mfg (103 (USD)	EFC: Project Mfg To Ops (Not Transferred	Current	
<input type="checkbox"/> Vision Project Mfg (ANY Rpt)	Project Mfg to Operations	Not Transferred	Current	
<input type="checkbox"/> Vision Project Mfg (EUR)	EFC: Project Mfg to Ops (Not Transferred	Current	
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

State Controller

The Consolidation Workbench monitors the activity of all your subsidiaries to display the status of each process you submit. The table below lists all possible statuses for consolidation processes displayed in the status column:

Status	Description
Journal Deleted	Your consolidation journal has been deleted.
Imported	Your consolidation journal has been imported
Import Failed	Your consolidation journal import has failed.
Importing	A consolidation journal is being imported.
No Data Transferred	There are no subsidiary balances to transfer.
No Data Imported	There are no entries in the interface table to import.
Not Transferred	Data was not transferred from the subsidiary to the parent.

Status	Description
Posted	Your consolidation journal has successfully posted.
Posting Failed	Your consolidation journal failed to post.
Posting	Your consolidation journal is posting.
Selected for Posting	Your consolidation journal is selected for posting.
Reversed	Your consolidation journal has been reversed.
Transferred	Your subsidiary balances have been transferred to the parent.
Transfer Failed	Your consolidation transfer process has failed.
Transferring	Your subsidiary balances are being transferred.
Selected for Transfer	The consolidation process is selected for transfer.

In addition, the Transferred Balances column lists the following statuses for each consolidation process you submit:

Current: The consolidated data from the subsidiary to parent is current. The status is always current before a consolidation is transferred.

Obsolete: Any account balance for your subsidiary has changed after a transfer of subsidiary data to the parent.

Note: Even if a particular consolidation is only for a partial account range of the subsidiary, any account updated in the subsidiary will result in an obsolete status for that consolidation process.

The obsolete status lets you know that subsidiary balances no longer agree with balances previously transferred to the parent. You must reverse the original consolidation process, then initiate another consolidation transfer. The status of the new transfer will be Current.

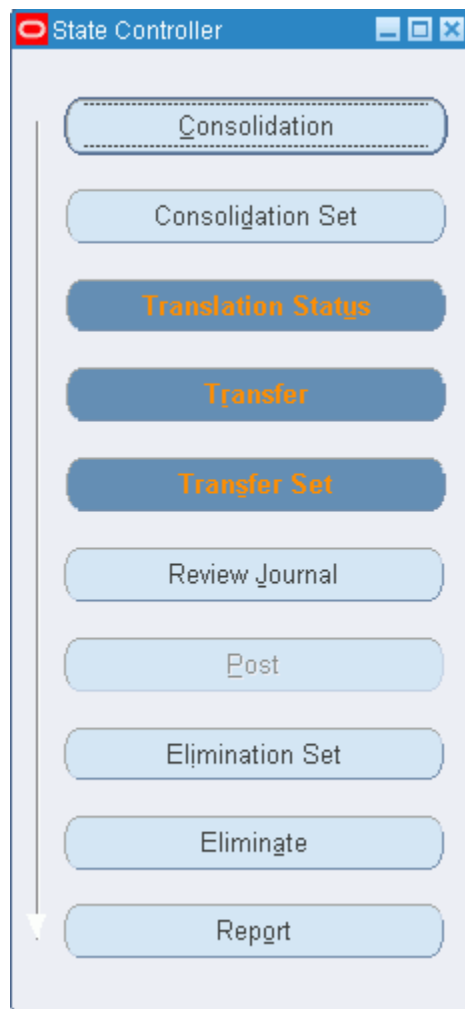
Consolidation Reversals

If you reverse a subsidiary consolidation process, the Status column displays Reversed for that process if all the following conditions have been met:

- You must post the original consolidation journal
- You must generate a reversal of the original consolidation journal
- You must post the generated reversal consolidation journal

State Controller

From the Consolidation Workbench, you access the State Controller, a navigation tool to guide you through the consolidation process.



From the State Controller, you can quickly select the consolidation step you want to

perform. Each State Controller button corresponds to one of the functional steps of a consolidation, listed in the table below:

Functional Step	State Controller Buttons
Define Consolidation Chart of Accounts	None
Map Consolidation Data	Consolidation; Consolidation Set
Prepare Subsidiary Data	Translation Status
Transfer Data	Transfer; Transfer Set
Combine Consolidation Data	Review Journal; Post
Create Eliminating Entries	Eliminate; Elimination Set
Report on Consolidated Balances	Report
Analyze Consolidated Data	None

Related Topics

Global Consolidation System, page 8-1

Using the State Controller, page 8-16

Using the State Controller

Selecting the State Controller button will open the General Ledger window related to the consolidation step you need to complete. The section below provides a functional overview of the consolidation steps, an outline of the related State Controller actions you need to perform to complete a consolidation step, and references to the detailed task descriptions for each action.

State Controller Button Colors

To help guide you in completing your consolidation steps, the State Controller buttons are displayed in one of three colors.

Blue: represents a recommended step.

Gray: represents a step that is not recommended. Optionally, the button might be disabled instead of colored gray.

Red: represents a warning. For example, a red Translation Status button indicates that

the subsidiary's translated balances are out of date.

When you select a subsidiary from the Consolidation Workbench, the labels on the State Controller's buttons change color based on which steps you've performed or need to perform for that subsidiary. After you successfully complete a consolidation step, the State Controller's buttons may change color to reflect the current status. For example, the Review Journal button is gray until you have successfully transferred your subsidiary data to your parent and imported the consolidation journal. After these steps complete successfully, the color of the Review Journal button changes to blue, to indicate that reviewing the consolidation journal is now a recommended step.

Define Your Consolidation Chart of Accounts

Carefully plan your parent and subsidiary charts of accounts. This helps simplify the consolidation process.

Map Consolidation Data (Consolidation; Consolidation Set)

1. Choose the State Controller's Consolidation button to define (or modify, as needed) a consolidation definition for each subsidiary ledger you want to consolidate to your parent. When you define the consolidation definition, choose a consolidation method. You can consolidate actual, average, translated, budget, or statistical balances. You can also consolidate actual journal entry transaction details from a subsidiary ledger. See: Mapping Chart of Accounts, page 8-23.

Note: If you have average balance processing enabled, your choice of consolidation method determines whether you should consolidate into a consolidation or non-consolidation ledger.

2. Select rules to specify how to map accounts from each subsidiary into your parent. See: Consolidating Ledgers with Different Chart of Accounts, page 8-23.
3. (Optional) After you have defined consolidation definitions and mappings for all your subsidiaries, choose the State Controller's Consolidation Set button to group them into a consolidation set. Consolidation sets allow you to transfer subsidiary data more quickly because you can transfer a group of subsidiaries simultaneously, instead of one at a time. See: Transferring Data, page 8-18 below.

Preparing Subsidiary Data (Translation Status)

1. If any of your ledgers have balance sheet accounts that are denominated in a foreign currency, revalue the balances to reflect the impact of any changes in exchange rates. Post the resulting revaluation journal. See: Preparing Subsidiary Data, page 8-33.
2. Choose the State Controller's Translation Status button to check the current status of

your subsidiary translations. Translate the account balances for any subsidiary ledger for which the ledger currency differs from the parent. Translate to the ledger currency of the parent ledger. See: *Preparing Subsidiary Data*, page 8-33.

3. Run a trial balance report for each subsidiary ledger, using the parent's ledger currency. These reports help you reconcile your subsidiaries to the parent.

Transferring Data (Transfer; Transfer Set)

1. Open the accounting period in your parent ledger that you want to use for your consolidation. See: *Opening and Closing Accounting Periods, Oracle General Ledger Implementation Guide*.

If you used consolidation sets, choose the State Controller's Transfer Set button to transfer consolidation data from multiple subsidiaries at the same time. See: *Transferring Consolidation Sets*, page 8-41.

If you did not use consolidation sets, choose the State Controller's Transfer button to transfer your consolidation data. GCS creates an unposted consolidation journal in your parent ledger. See: *Transferring Subsidiary Data to Your Parent*, page 8-35.

2. If you use the audit mode when transferring your consolidation data, review the consolidation audit reports.
3. If you use audit mode, purge the consolidation audit data to delete the audit details associated with your consolidation when they are no longer needed. See: *Purging Consolidation Audit Data*, page 8-56.

Note: If you are importing your subsidiary data directly into the consolidated parent ledger from non-Oracle applications, transferring data is not required for that subsidiary.

Posting Consolidated Data (Review Journal; Post)

1. Choose the State Controller's Review Journal button to review or modify the unposted consolidation journal batch. See: *Posting Subsidiary Data*, page 8-43.
2. Choose the State Controller's Post button to post your consolidation batch to your parent ledger. See: *Posting Subsidiary Data*, page 8-43.
3. Review the results of your consolidation.
 - Request standard listings and accounting reports or run FSG reports to review the consolidated results.

Eliminating Intercompany Balances (Elimination Set, Eliminate)

1. Choose the State Controller's Elimination Sets button to create the necessary elimination journal entries in your parent ledger for your consolidation eliminations. See: Creating Eliminating Entries, page 8-45.
2. Select Eliminate to generate the elimination entries.
3. Post the eliminating entries. The Consolidation Workbench displays the elimination status as Eliminations Posted.

Report on Consolidated Balances (Report)

1. Choose the State Controller's Report button to run your consolidated and consolidating reports. You can also run standard reports using the Financial Statement Generator or Applications Desktop Integrator's Report Definition tool to define custom consolidated reports for your parent ledger.

See: Overview of the Financial Statement Generator, page 6-1.

See: *Oracle Applications Desktop Integrator User's Guide*.

Note: You can report on multiple ledgers in the same report as long as each ledger shares the same account structure and calendar and resides in the same instance.

2. If you use audit mode, purge the consolidation audit data to delete the audit details associated with your consolidation when they are no longer needed. See: Purging Consolidation Audit Data, page 8-56.

Analyze Balances

1. Navigate to the Account Inquiry form to drill from consolidated balances directly to the subsidiary balances. If using GCS as a direct consolidation extension of an Oracle operational accounting system, you can further drill down to the subledger detail. If your subsidiaries operate in currencies different from the parent company, you can drill between translated balances and entered balances for each subsidiary as well. You can also drill between summary accounts, detail accounts, and the complete journal lines.
2. Link your consolidated data to online analytical process (OLAP) tools, such as Oracle Financial Analyzer. You can review and analyze your consolidated reports, and prepare operational and financial analyses for your management team.

Related Topics

Running Standard Reports and Listings, page 10-1

Defining Financial Reports, page 6-70

Running Financial Reports, page 6-81

Gathering Subsidiary Data from Multiple Instances Using Oracle Applications

Global Consolidation System lets you transfer subsidiary data to your remote parent instance over your corporate intranet. Optionally, the system can notify a user on the remote instance of transfer results. You can also choose to import and post your consolidation journals automatically. You can enhance security by setting up a user with only limited access to specific objects in the central consolidation database instance by setting up the Cross Instance Data Transfer.

Setting Up the Cross Instance Data Transfer

The Global Consolidation System supports the transfer of subsidiary data to your remote parent instance over your corporate intranet.

For security purposes, the following instructions tell you how to set up a database username with only limited access to specific objects in the central consolidation database instance. Use this database username when defining a database link from the remote subsidiary to the central consolidation database instance.

To create the database username:

To create the database username, perform the following steps.

1. On the central consolidation database instance, login to SQL Plus as the System Administrator to create the database username and to grant the following rights to the database username:

```
SQL>CONNECT system/manager@target_databasenameSQL>CREATE user  
IDENTIFIED BY password;SQL>GRANT CREATE SESSION TO user;SQL>GRANT  
CREATE TABLE TO user;SQL>GRANT CREATE SYNONYM TO  
user;SQL>COMMIT;SQL>EXIT;
```

2. On the central consolidation database instance, login to SQL Plus as the database user and create a synonym for the fnd_oracle_userid table in the APPLSYS schema:

```
SQL>CONNECT user/user@target_databasenameSQL>CREATE SYNONYM  
fnd_oracle_userid FORappls.fnd_oracle_userid;SQL>COMMIT;SQL>EXIT;
```

3. On the central consolidation database instance, login to SQL Plus as the APPS user and grant the following rights to the database username:


```
SQL>CONNECT apps/apps@target_databasesnameSQL>GRANT EXECUTE ON
GL_CI_REMOTE_INVOKE_PKG TO user;SQL>GRANT EXECUTE ON
GL_JOURNAL_IMPORT_PKG TO user;SQL>GRANT SELECT ON gl_je_batches TO
user;SQL>GRANT SELECT ON fnd_oracle_userid TO
user;SQL>COMMIT;SQL>EXIT;
```

4. On the remote subsidiary database instance, login to Oracle Applications as an Oracle Applications user and define a database link to your central consolidation database instance with the database username you just created.

To Transfer Subsidiary Data

Note: If you use the Global Consolidation System Cross Instance Data Transfer feature and you are transferring consolidation data to a target database that is not implemented with Oracle RDBMS 9iR2 or higher, you must set the MO: Distributed Environment profile option to Yes and the FND:Debug Log Enabled profile option to No for the target responsibilities. If you transfer consolidation data to a target database that is not implemented with Oracle RDBMS 9iR2 or higher, you will be unable to automatically import or post journals to the target instance.

1. On the source instance, define a Database Link to your remote parent database using the Define Database Link window.
(N) Setup > System > Database Links
2. On the target instance, create an application user who has a user name and password that are identical to the user on the source instance who will initiate the cross instance transfer process. Assign to the target instance user the responsibility that includes the parent ledger.
3. (Optional) On the source instance, navigate to the System Profile Values window. In the Profile field, query the profile option GL Consolidation: Cross-Instance Workflow Notification Contact. In the Application, Responsibility, or Site fields, enter the target instance user name entered in Step 2 and save your work.

On the target instance, verify that a valid e-mail address exists in the Users window for the user name entered in Step 2.

4. Define a parent ledger on the source instance that shares the same currency, calendar, and chart of accounts as the parent ledger on the target instance.
5. Navigate to the Transfer Consolidation Data or the Transfer Consolidation Data Set window. Complete the parameters in the window.
6. Choose the Consolidation Run Options button.
7. Enable the options you want to use: Run Journal Import, Audit Mode, Create

Summary Journals, and AutoPost.

8. Select the database for your remote instance parent.
9. Enter the responsibility for your remote instance parent. This field is case sensitive. The parent ledger must be the default ledger for the data access set assigned to the responsibility.
10. Choose the Validate button to verify that the parent ledger on the source and target databases share the same currency, calendar and chart of accounts.
11. Choose OK.

Gathering Subsidiary Data from Multiple Instances Using Non-Oracle Applications

General Ledger's open interface table provides a convenient interface to allow you to import GCS subsidiary data from any external source, such as an entirely separate non-Oracle accounting system. There are three options available for gathering data from non-Oracle sources:

- You can use the Interface Data Transformer feature to transform the raw data from the non-Oracle system into a format that can be imported into the GCS system. The IDT option is feasible if the source data is in the same currency as the target ledger.
- You can use Applications Desktop Integrator (ADI) to work in a spreadsheet environment. Simply transfer the subsidiary information from the external system into ADI's journal worksheet. Then upload the entries to the GCS system where it can be posted to the target instance. Depending on the format of the subsidiary data, you may need to create a dummy ledger for the subsidiary in this instance.
- You can use SQL Loader to load data from diverse sources into GL's open interface table called GL_INTERFACE.

To Use SQL Loader to Load Data from a Non-Oracle Source

1. Use SQL Loader or another Loader program to prepare your data to load into the GL_INTERFACE table.

For more information, on the GL_INTERFACE table and its columns, see: Importing Journals, page 1-176.

2. Load each system's data into the corresponding dummy ledger.
3. Run Journal Import for each subsidiary dummy ledger to import transactions. Journal import validates and converts your data into postable journal entries in the subsidiary's dummy ledger.

4. Post the journals in each subsidiary dummy ledger to update balances.

Now your data is ready for you to use consolidation definitions and mapping rules to map account values from each of your dummy ledgers into the GCS parent.

Related Topics

Global Consolidation System, page 8-1

Consolidation Workbench, page 8-11

Mapping Chart of Accounts, page 8-23

Preparing Subsidiary Data, page 8-33

Transferring Subsidiary Data to Your Parent, page 8-35

Transferring Consolidation Sets, page 8-41

Creating Eliminating Entries, page 8-45

Purging Consolidation Audit Data, page 8-56

Posting Journals, page 1-188

Importing Journals, page 1-176

Oracle Applications Desktop Integrator User's Guide

Consolidating Ledgers with Different Charts of Accounts

To consolidate multiple ledgers that have different primary currencies, accounting calendars, or charts of accounts, you must first map your subsidiaries' charts of accounts to your parents' chart of accounts.

A chart of accounts mapping is a set of instructions for mapping accounts or entire account segments from a subsidiary chart of accounts to the parent chart of accounts. The chart of accounts mapping can then be assigned to a consolidation definition that is used to transfer consolidation data from your subsidiary ledger to your parent ledger.

To define a chart of accounts mapping, see *Consolidating Ledgers with Different Charts of Accounts*, page 8-23.

Notes:

- You must define a segment rule action for each segment in your parent's chart of accounts. You cannot define more than one action per parent segment.
- Segment rules are preferable to account rules because:
 - It's fast and easy to create a consolidation by using segment rules. For example, if your parent account has only three segments, you can map a subsidiary's

entire chart of accounts with just three segment rules.

- Consolidations based on segment rules process faster.

Tip: Use account rules only for specific exceptions where a subsidiary account cannot be mapped correctly with a segment rule.

- Account rules override segment rules if there is any conflict.
- If you define segment rules for dependent segments in your chart of accounts, the list of values for the dependent segment value may appear to contain duplicate entries (if you have defined the same dependent value and description for different independent segment values). Choose any entry with the appropriate value; the Global Consolidation System does not use the description.

To enter segment rules:

1. Navigate to the Consolidation Definition window and choose the Mapping button.
2. Enter or query a chart of accounts mapping.
3. Choose the Segment Rules button.

Target:	Action	Source:
Corporate Accounting Flex		Services Accounting Flex
Company	Assign Single Value	03
Department	Use Rollup Rules From	Services Department
Account	Copy Value From	Services Account
Intercompany	Assign Single Value	00

Rollup Rules	Transfer Level	Using	Source Segment
Target Segment			Parent Value
Detail Value	Detail	Detail Ranges	

Source Segment Ranges
Low
High

- For each source segment being mapped, enter the Target segment name to which it will map, an Action, and the Source segment name. You can use only one action for each target segment. Possible Actions include:

Copy Value From: Copy all values in your source segment to the same values in your target segment. The segments do not have to use the same value set, but must use the same segment values.

Note: General Ledger prevents you from copying larger subsidiary segments to smaller parent segments. For example, you cannot copy the subsidiary value 101 to a parent value set with a maximum length of 2.

Assign Single Value: Assign one specific value that will be used for the target segment. You must enter the value that the parent chart of accounts will use.

Tip: Use this action when your parent account has more segments than your subsidiary account.

Use Rollup Rules From: Map values from your source segments to your target segments using the rule specified in the Rollup Rules region.

- If you chose the Use Rollup Rules From action in the previous step, enter the mapping rules in the Rollup Rules region.

6. Save your work.

Note: Once you save your work, you cannot modify your rollup rules, except to change the target and source segment detail values. To change a rollup rule, delete it then create a new one.

To enter account rules:

1. Navigate to the Consolidation Definition window and choose the Mapping button.
2. Enter or query a chart of accounts mapping.
3. Choose the Account Rules button.
4. Enter the Source Accounts that you want to consolidate. If you enter multiple ranges, they must not overlap.
5. Enter the Target Account to which you want to map each subsidiary account range.
6. Save your work.

Related Topics

Consolidation Run Options, page 8-29
Global Consolidation System, page 8-1
Consolidation Workbench, page 8-11
Transferring Subsidiary Data to Your Parent, page 8-35
Transferring Consolidation Sets, page 8-41
Posting Subsidiary Data, page 8-43
Creating Eliminating Entries, page 8-45
Defining Ledgers, *Oracle General Ledger Implementation Guide*
Special Considerations for Average Daily Balance Ledgers, page 8-4
Mapping Charts of Accounts, *Oracle General Ledger Implementation Guide*

Defining Consolidation Definitions

Consolidation definitions are used to transfer consolidation data from your subsidiary ledger to your parent ledger. When you create your consolidation definition, you specify a subsidiary and parent ledger and a chart of accounts mapping that maps each ledger's chart of accounts.

When you subsequently transfer amounts from a subsidiary to your parent, General Ledger creates an unposted consolidation journal batch in your parent ledger based on the consolidation definition.

Note: If you want to change how a subsidiary consolidates to your parent, change the subsidiary's chart of accounts mapping before you transfer the data.

After defining a consolidation definition, you can group multiple consolidation definitions into a consolidation set. You can then transfer the consolidation set to your parent, rather than transferring each subsidiary's data separately. See: *Creating Consolidation Sets*, page 8-31.

Prerequisites

- Define your chart of accounts mapping to map your subsidiary and parent ledger chart of accounts. For more information, see *Consolidating Ledgers with Different Charts of Accounts*, page 8-23.
- Define your parent and subsidiary ledgers. If you have average balance processing enabled, determine if the parent ledger needs to be a consolidation or non-consolidation ledger.

To define a consolidation definition:

To define a consolidation definition, perform the following steps.

1. Navigate to the Consolidation Definition window.
2. Enter a Consolidation name and Description.
3. In the Consolidation Attributes region, enter the Parent ledger name.
4. Enter the Currency to use for the consolidation as follows:
 - If you are consolidating balances, enter the parent's ledger currency. Optionally, enter STAT to consolidate statistical balances.
 - If you are consolidating transactions, enter the parent's ledger currency. This must be the same as the subsidiary's ledger currency.

Note: If your subsidiary ledger's currency is different from the parent ledger, you can use the subsidiary ledger's reporting currency (journal or subledger level) to transfer data directly from the reporting currency to the parent ledger.

5. Enter the name of the Subsidiary ledger you are consolidating.

6. Choose a chart of accounts Mapping.

7. Choose a consolidation Method.

Balances: Consolidate actual, average, translated, budget, or statistical balances. This method does not include journal entry detail. If you have average balance processing enabled, your parent should be defined as a consolidation ledger with average balances enabled. Note that you are consolidating average balances.

Transactions: Consolidate actual journal entry detail from a subsidiary ledger. You can use this method only if both ledgers have the same ledger currency. You cannot use this method for budgets. If you have average balance processing enabled, your parent should be defined as a non-consolidation ledger with average balances enabled. Note that you are averaging balances once you consolidate detail from your subsidiaries' ledgers.

8. If you have average balance processing enabled, select a default Usage type from the poplist.

Standard: Only standard balances are transferred to the parent ledger.

Only average balances are transferred to the parent ledger.

Standard & Average: Both standard and average balances are transferred to the parent ledger.

Note: You can create separate consolidation definitions for standard and average balances. This is helpful if you want to use different chart of accounts mappings to get different levels of detail. For example, you might map standard balances so you can view consolidated totals for each cost center within each company. However, you might map your average balances so you can view consolidated details for each cost center.

Note: If you choose Transactions as your consolidation method, General Ledger enters Standard as the Usage type. You cannot override this when you transfer your subsidiary data.

9. Select your consolidation run options. See: Consolidation Run Options, page 8-29. You can override these options when you transfer your subsidiary data.

10. (Optional) Select the Enable Security checkbox to apply definition access set security to your consolidation definition.

Definition access sets are an optional security feature that enable you to control access to your General Ledger definitions. For example, you can prevent certain users from viewing, making changes, or using your consolidation definition when you assign them to consolidation sets or use them to transfer consolidation data.

If you do not enable security, all users will be able to use, view, modify, and delete your consolidation definition.

If the Assign Access function is available for your responsibility, the Assign Access button is enabled once you select the Enable Security checkbox. Choose the Assign Access button to assign the definition to one or more definition access sets with the desired privileges. For more information, see Definition Access Sets, *Oracle General Ledger implementation Guide*.

11. Save your work.

Definition Access Set Security

The following describes what Use, View, and Modify access mean as it pertains to consolidation definitions:

Use Access: Enables specific users to use the consolidation definition for the following:

- Transferring consolidation data using the Transfer Consolidation Data window.
- Assigning the consolidation to a consolidation set using the Consolidation Sets window.
- Purging consolidation audit data using the Purge Consolidation Audit Data window.
- Viewing the consolidation audit data from the following reports:
Consolidation-Audit Report, Consolidation Exception Report-Disabled Parent Accounts, and the Consolidation Exception Report-Unmapped Subsidiary Accounts.

View Access: Enables specific users to only view the consolidation definition from the Consolidation Definition window. Users with View access cannot make changes to the consolidation definition, assign the definition to a consolidation set, or transfer data.

Modify Access: Enables specific users to view and make changes to the consolidation definition. This includes being able to make changes to the definition access set, if the Assign Access button is available.

Consolidation Run Options

When you create a consolidation definition or consolidation set you can select any of four run options listed below and transfer your consolidation journals to the parent ledger. You can override these selections when you transfer subsidiary data to your parent.

Run Journal Import: Checking this option launches Journal Import after your subsidiary data has been transferred. This creates an unposted consolidation batch in your parent ledger automatically. General Ledger names your batch in the following

format: <Date> <Consolidation Name> Consolidation <Request ID>: <Balance Type> <Group ID>; for example, 31-JAN-95 US to Global Consolidation 50835:A 534. You may not want to run Journal Import if you want to schedule your batch processes to run later or if you want to transfer consolidating data across different machines or databases.

If you choose not to run Journal Import, the transfer process populates the GL_INTERFACE table so that you can run Journal Import later.

Create Summary Journals: Check this option to summarize all journal lines that affect the same account code combination into one line in the parent ledger. Since this is a summary action, General Ledger creates one journal entry line showing debits and credits for each account combination.

Audit Mode: Check this option to keep a record of how accounts from your subsidiary ledger map to accounts in your parent ledger. You can then run the Consolidation Audit Report, the Disabled Parent Accounts Report, and the Unmapped Subsidiary Accounts Report to see consolidation audit information.

Tip: Use audit mode for new consolidations to ensure that your definition is correct and your ledgers' charts of accounts are mapped as you expected. Once you have verified this, you can improve performance by disabling audit mode.

After your subsidiary data has been transferred and you have requested the audit reports, purge your consolidation audit data using the Purge Consolidation Audit Data window.

AutoPost: Check this option to automatically post your consolidation journals in the parent ledger. For more information, see: AutoPost, page 1-194.

Remote Instance Signon Region

Complete the following fields and choose the Validate button to verify that you can transfer consolidation data from your source instance to your parent instance. Note your parent instance must be on the same corporate intranet.

Database: Select the remote instance database.

Responsibility: Enter the remote instance responsibility that allows you to transfer consolidation data to the remote parent instance.

Choose the Validate button to verify that the parent ledger on the source and target instances share the same calendar, currency, and chart of accounts.

Note: The run options for the Remote Instance Signon only appear in the Run Options window for the Transfer Consolidation Data and Transfer Consolidation Data Sets windows.

Related Topics

Global Consolidation System, page 8-1
Consolidation Workbench, page 8-11
Mapping Charts of Accounts, page 8-23
Preparing Subsidiary Data, page 8-33
Transferring Subsidiary Data to Your Parent, page 8-35
Posting Subsidiary Data, page 8-43
Creating Eliminating Entries, page 8-45
Importing Journals, page 1-176
Purging Consolidation Audit Data, page 8-56

Creating Consolidation Sets

Create a consolidation set to transfer consolidation data for multiple subsidiaries simultaneously.

Consolidation Set (VisionUSA_DATA_Access_Set)

Consolidation Set: **Vision Corporate Mapping** Parent: Vision Corporation (UK)

Description: This Mapping Set groups the three Consolidations together for Vision Corporate

Method: Balances

☐ Enable Security

Run Options

☒ Run Journal Import ☒ Create Summary Journals ☒ Audit Mode ☐ AutoPost

Consolidation	Subsidiary	Child Consolidation Set
Operations to Corporate	Vision Operations (USA 1 (GBP)	Vision Operations Mapping
Services to Corporate	Vision Services (USA) 62 (GBP)	
Distribution to Corporate	Vision Distribution (21 (GBP)	

Consolidation Assign Access Transfer Set

To create a consolidation set:

1. Navigate to the Consolidation Sets window.
2. Enter a Consolidation Set name, Parent ledger, and Description of the consolidation set.

3. Choose a consolidation Method.
4. Select your consolidation Run Options.
5. Enter the Consolidation definition for each subsidiary-to-parent consolidation you want to include in the set. The consolidation definitions must use the same parent ledger and consolidation method you selected above.

(Optional) To view or modify existing consolidation definitions or to create new consolidation definitions, choose the Consolidation button. See: *Defining Consolidation Definitions* , page 8-26.
6. (Optional) After you have finished entering consolidation definitions, choose the Transfer Set button to open the Transfer Consolidation Data Set window. From this window, you can enter your transfer set parameters then start the process of transferring the data from the subsidiaries to your parent ledger. If you don't want to transfer data now, go to the next step.
7. (Optional) Select the Enable Security checkbox to apply definition access set security to your consolidation set.
8. Definition access sets are an optional security feature that enables you to control access to your General Ledger definitions. For example, you can prevent certain users from viewing, making changes, or using your consolidation set to transfer consolidation data.

If you do not enable security, all users will be able to use, view, modify, and delete your consolidation set.

If the Assign Access function is available for your responsibility, the Assign Access button is enabled once you check the Enable Security check box. Choose the Assign Access button to assign the definition to one or more definition access sets with the desired privileges. For information on definition access sets, see *Definition Access Sets, Oracle General Ledger Implementation Guide*.

Save your work.

Definition Access Set Security

The following describes what Use, View, and Modify access mean as it pertains to consolidation sets:

Use Access: Enables users to transfer the consolidation set data from the Transfer Sets window. Users with Use access only will not be able to query the consolidation set from the Consolidation Set window.

View Access: Enables users to view the consolidation set definition from the Consolidation Set window.

Modify Access: Enables users to view and make changes to the consolidation set. This includes making changes to the definition access set, if the Assign Access button is

available.

Related Topics

Consolidation Run Options, page 8-29

Global Consolidation System, page 8-1

Consolidation Workbench, page 8-11

Mapping Charts of Accounts, page 8-23

Preparing Subsidiary Data, page 8-33

Transferring Subsidiary Data to Your Parent, page 8-35

Posting Subsidiary Data, page 8-43

Creating Eliminating Entries, page 8-45

Importing Journals, page 1-176

Purging Consolidation Audit Data, page 8-56

Preparing Subsidiary Data

Prepare your subsidiary data by revaluing and translating balances before you transfer the balances to your parent.

Revalue Balances

If any of your subsidiary ledgers have balance sheet accounts that are denominated in a foreign currency, revalue the balances to reflect the impact of any changes in exchange rates. Post the resulting revaluation journal.

See: Revaluing Balances, page 9-26.

Translate Balances

If any of your subsidiary ledgers use a ledger currency that is different from your parent, you should translate the account balances before you transfer the subsidiary data to your parent. You should translate into the parent's ledger currency.

You can use the Global Consolidation System to check the translation status of any subsidiary ledger. Also, from the Translation Statuses window you can submit a request to rerun a translation.

Note: From the Consolidation Workbench, you can only rerun translations that have already been run at least once for the period. You cannot submit new translations. To submit new translations, use the Translate Balances window.

See: Translating Balances, page 9-34.

Reporting Currencies

If you use Reporting Currencies (journal or subledger level), you may be able to bypass the translation step by consolidating directly from a subsidiary's reporting currency (journal or subledger level) to your parent ledger if both share the same currency. You still need to run revaluation on the subsidiary's ledger and reporting currency before you consolidate.

The primary issue to consider when deciding whether to consolidate directly from a subsidiary's reporting currency (journal or subledger level) is:

What accounting rules govern the parent's and subsidiary's business environments?

Since Reporting Currencies is modeled after multiple national accounting standards, including SFAS #52 (U.S.), consider whether any differences between such standards make it impractical to consolidate from the subsidiary's reporting currency.

To check translation status for a subsidiary ledger:

1. Navigate to the Consolidation Workbench.
2. Query the consolidation definition of the subsidiary whose translation status you want to check.
3. Choose the Translation Status button from the State Controller.
4. Review the information on the Translation Statuses window. The Translation Status column indicates whether a translation is Current or Not Current. The Date Last Run column displays the date that translation was last run.

To submit a translation:

1. From the Translation Statuses window, select the translation you want to run by marking the Translate check box.
2. Choose the Translate button.

Related Topics

Revaluing Balances, page 9-26

Translating Balances, page 9-34

Consolidation Workbench, page 8-11

Mapping Charts of Accounts, page 8-23

Transferring Subsidiary Data to Your Parent, page 8-35

Posting Subsidiary Data, page 8-43

Creating Eliminating Entries, page 8-45

Transferring Subsidiary Data to Your Parent

Transfer the balances or transactions to be consolidated from your subsidiary ledger to your parent. General Ledger accumulates your subsidiary information based on the chart of accounts mapping and consolidation rules you defined, then populates the GL_INTERFACE table with the consolidation data.

Choose the Run Options button to define consolidation run options and enter remote instance signon parameters if applicable. For example, you can run Journal Import and AutoPost automatically at the time you transfer your subsidiary data.

Note: You can initiate a subsidiary-to-parent transfer from the subsidiary ledger or from the parent ledger only when transferring within the same instance. If transferring data across instances, the source instance must initiate a cross instance data transfer.

Data Access Sets

To successfully transfer consolidation data, you must have read and write access to the ledger and the balancing segment value or management segment value used as the target for the consolidation transfer. If you have insufficient access, your Consolidation Transfer completes successfully but your Journal Import program fails and no consolidation journal is created.

Transfer Consolidation Data (VisionUSA_DATA_Access_Set)

Consolidation: Operations to Corporate

Balance Type: Actual

Usage: Standard

Subsidiary

Ledger: Vision Operations (USA 1 (GBP))

Budget:

Period: Dec-03

Date:

Method: Balances

Currency: GBP

Amount Type: PTD

Parent

Ledger: Vision Corporation (UK)

Budget:

Standard Period: Dec-04

Average Period:

Consolidation Run Options...

Eliminate Select Accounts Transfer

Related Topics

- Consolidating Balances, page 8-36
- Consolidating Transactions, page 8-40
- Global Consolidation System, page 8-1
- Consolidation Workbench, page 8-11
- Mapping Subsidiaries to Your Parent, page 8-23
- Preparing Subsidiary Data, page 8-33
- Transferring Consolidation Sets, page 8-41
- Combining Parent and Subsidiary Data, page 8-43
- Creating Eliminating Entries, page 8-45
- Importing Journals, page 1-176
- Special Considerations for Average Daily Balance Ledgers, page 8-4
- Overview of Average Balance Processing, page 4-1

Consolidating Balances

Prerequisites

- Define a consolidation definition for each subsidiary ledger you want to consolidate to your parent.
- Enter and post journals to your subsidiary ledger during the normal course of business.

- Revalue balances for any ledger with balance sheet accounts that are denominated in a foreign currency.
- If the subsidiary and parent ledgers have different ledger currencies, translate the subsidiary ledger's balances into the parent's ledger currency.

Consolidating Balances

To consolidate actual balances:

To consolidate actual balances, perform the following steps:

1. Navigate to the Consolidation Workbench window.
2. Select the consolidation definition you want to transfer. The definition must use the balances consolidation method.

Note: If using definition access sets to secure your consolidation definitions, you must have Use access to the definition to transfer balances.

3. Choose the Transfer button from the State Controller.
The Transfer Consolidation Data window appears, displaying the Method, Currency and Ledger information defined for this definition. If you have average balance processing enabled, the system also displays the default Usage type you selected.
4. Select Actual for the Balance Type.
5. If you have average balance processing enabled, select a Usage type to indicate what balances to consolidate; Standard, Average, or Standard & Average.
6. Enter the Amount Type of balances you want to consolidate, such as year-to-date (YTD) or period-to-date (PTD).
7. Enter the subsidiary's accounting Period that you want to consolidate.
8. Enter the Standard Period to which you want to consolidate in your parent ledger. You can consolidate to any period that is open or future enterable.
9. If you have average balance processing enabled, enter the Date of the subsidiary's average balances that you want to consolidate.
10. If you have average balance processing enabled, enter the Average Period to which you want to consolidate in your parent ledger.

11. (Optional) Choose the Run Options button to change your consolidation run options. If you are transferring data to a remote instance parent, complete the Remote Instance Signon parameters. See: Gathering Subsidiary Data from Multiple Instances Using Oracle Applications., page 8-20

Seq	Low	High

12. Choose the Select Accounts button to specify the account ranges you want to consolidate. Enter the Account Low and High for each range you want to consolidate.

When you submit the transfer process with the Run Journal Import option enabled, General Ledger creates an unposted consolidation journal batch in your parent ledger that includes all the valid subsidiary accounts within the range. If your consolidation range excludes some accounts from your subsidiary ledger, and your consolidation is run in audit mode, you can review any excluded accounts in the Unmapped Subsidiary Accounts Report.

The range(s) you specify for this consolidation transfer will be the default range the next time you transfer data using the selected consolidation definition.

Note: If your subsidiary ledger has summary accounts defined that are used in the consolidation definition, you should not transfer account ranges. The summary accounts will not be consolidated.

13. Choose Transfer to launch a concurrent process to transfer your subsidiary data to your parent.

14. If you did not choose the Run Journal Import option for your transfer, use the Import Journals window after the transfer completes to create the consolidation journal batch in your parent ledger.

To consolidate budget balances:

1. Navigate to the Consolidation Workbench window.
2. Select the consolidation definition you want to transfer. The definition must use the balances consolidation method.
3. Choose the Transfer button from the State Controller.
4. Select Budget for the Balance Type. The Usage type changes to Standard since General Ledger does not maintain average balance information for budgets. The Date and Average Period fields are also disabled.
5. Enter the Amount Type of budget balances you want to consolidate, such as year-to-date (YTD) or period-to-date (PTD).
6. Specify a Budget name for both your subsidiary ledger and your parent ledger. Both budgets must be open or current. Your parent and subsidiary budgets must share the same periods.
7. Enter the subsidiary's budget Period and the parent's Standard Period to which you want to consolidate.

Accept the default period ALL if you want to consolidate budget balances for all periods in the budget. You must enter a Budget Fiscal Year if you consolidate for all periods.
8. (Optional) If desired, change your consolidation Run Options. If you are transferring data to a remote instance parent, complete the Remote Instance Signon parameters. See: Gathering Subsidiary Data from Multiple Instances Using Oracle Applications, page 8-20.
9. Choose the Select Accounts button to specify the account ranges you want to consolidate. Enter the Account Low and High for each range you want to consolidate.

Note: If your subsidiary ledger has summary accounts defined that are used in the consolidation definition, you should not transfer account ranges. The summary accounts will not be consolidated.

10. Choose Transfer to launch a concurrent process to transfer your subsidiary data to your parent.

11. If you did not choose the Run Journal Import option for your transfer, use the Import Journals window after the transfer completes to create the consolidation journal batch in your parent ledger.

Related Topics

- Consolidating Transactions, page 8-40
- Global Consolidation System, page 8-1
- Consolidation Workbench, page 8-11
- Consolidating Ledgers with Different Charts of Accounts, page 8-23
- Preparing Subsidiary Data, page 8-33
- Transferring Consolidation Sets, page 8-41
- Posting Subsidiary Data, page 8-43
- Creating Eliminating Entries, page 8-45
- Importing Journals, page 1-176
- Consolidating Balances, page 4-24
- Overview of Average Balance Processing, page 4-1

Consolidating Transactions

Consolidating Transactions

You can consolidate transactions only if you use the Balance Type of Actual for the consolidation. If you have average balance processing enabled, you should consolidate into a non-consolidation ledger with average balances enabled.

To consolidate transactions:

1. Navigate to the Consolidation Workbench window.
2. Select the consolidation definition you want to transfer. The definition must use the transactions consolidation method.
3. Choose the Transfer button from the State Controller. The Transfer Consolidation Data window appears, displaying the Method, Currency and Ledger information defined for this definition.

Note: General Ledger automatically enters Actual for the Balance Type, Standard for the Usage type and PTD for the Amount Type.

4. Enter the subsidiary's accounting Period from which you want to consolidate.

5. Enter the Standard Period to which you want to consolidate in your parent ledger. You can consolidate to any period that is open or future enterable.
6. Select your consolidation Run Options. If you are transferring data to a remote instance parent, complete the Remote Instance Signon parameters. See: Gathering Subsidiary Data from Multiple Instances Using Oracle Applications., page 8-20
7. Choose the Select Batches button to specify which journal batches you want to consolidate.
8. Choose a Batch Query Option:
Unconsolidated: to query those batches in your subsidiary ledger that have not been previously consolidated.
Consolidated: to query batches that have been previously consolidated.
All: to query both previously consolidated and unconsolidated batches.
9. Choose Transfer to launch a concurrent process to transfer your subsidiary data to your parent.
10. If you did not choose the Run Journal Import option for your transfer, use the Import Journals window after the transfer completes to create the consolidation journal batch in your parent ledger.

Related Topics

Consolidating Balances, page 8-36
Consolidation Run Options, page 8-29
Global Consolidation System, page 8-1
Consolidation Workbench, page 8-11
Mapping Charts of Accounts, page 8-23
Preparing Subsidiary Data, page 8-33
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Consolidating Balances, page 4-24
Overview of Average Balance Processing, page 4-1

Transferring Consolidation Sets

You can transfer the data from some or all of the subsidiaries whose consolidation definitions you've included in a consolidation set. This is helpful when you have

numerous subsidiaries to be consolidated to your parent.

Prerequisite

- Define a consolidation set.

To transfer multiple subsidiaries' data to your parent:

1. Navigate to the Consolidation Workbench.
2. Choose the Transfer Set button from the State Controller. The Transfer Consolidation Data Set window appears.
3. Enter a Consolidation Set name or select one from the list of values.
General Ledger displays the Balance Type, Usage, Currency, Method, Amount Type, and Parent Ledger name for the consolidation set.
4. (Optional) If you have average balances enabled for your parent ledger and are using the balances consolidation method, you can change the Usage. Select Standard, Average, or Standard & Average.
5. Select the Amount Type for your consolidation.
6. If your parent and subsidiaries share the same accounting calendar, enter the default Subsidiary Period and the Parent Standard Period. If you selected a Usage type of Average or Standard & Average, also enter the default Subsidiary effective Date and the Parent Average Period.
7. Choose the Query Consolidations button to display the consolidations that are included in the consolidation set. General Ledger also displays the Subsidiary Period and Subsidiary Date, depending on the other options you selected above.
8. Select the consolidation definitions you want to transfer by marking the check box to the left of each consolidation definition name. If you want to transfer all the consolidations, mark the Select All check box.
9. (Optional) Choose the Apply Defaults button to apply a default date for those consolidations where the parent and subsidiary ledgers share the same calendar. If the calendars are different, no date will default.
10. (Optional) Choose the Run Options button to modify your consolidation Run Options. If you are transferring data to a remote instance parent, complete the Remote Instance Signon parameters. See: Gathering Subsidiary Data from Multiple Instances Using Oracle Applications, page 8-20.

Note: The Run Options defined here apply to all of the

consolidations in the consolidation set and override any run options that were defined for the individual consolidation definitions.

11. Choose the Transfer button to launch a concurrent program to transfer your subsidiary data.

Related Topics

Global Consolidation System, page 8-1
Consolidation Workbench, page 8-11
Mapping Charts of Accounts, page 8-23
Preparing Subsidiary Data, page 8-33
Transferring Subsidiary Data to Your Parent, page 8-35
Posting Subsidiary Data, page 8-43
Creating Eliminating Entries, page 8-45
Importing Journals, page 1-176
Consolidating Balances, page 4-24

Posting Subsidiary Data

Once you have transferred your subsidiary data to your parent ledger, you need to combine the subsidiary and parent data. This involves several steps:

- Run Journal Import if you did not choose it as one of your consolidation run options.
- Review the unposted journal batch created by the transfer and subsequent Journal Import.
- Post your consolidation journal in your parent ledger.

Average Daily Balance Parent Ledger: The entry for the previous month, quarter or year must be reversed when consolidating PATD/PTD, QATD/QTD, and YATD/YTD amount types from an ADB subsidiary to an ADB parent for the average daily balances to be correct in the parent. For example, reverse June's average consolidation journal before consolidating July's average consolidation data.

To import your consolidation journals:

On the Import Journals window, specify Consolidation as the source.

See: Importing Journals, page 1-176.

To review your unposted journal batches:

1. Navigate to the Consolidation Workbench.
2. Select the consolidation definition whose journal batch you want to review.
3. Choose the Review Journal button from the State Controller.

General Ledger displays the Batch window with detail information about the consolidation batch. From here you can choose to display additional detail about the journal.

See: Creating Journal Batches, page 1-5 and Entering Journals, page 1-9.

To post your consolidation journals:

1. Navigate to the Consolidation Workbench.
2. Select the consolidation definitions whose journal batches you want to post, by marking the Post check box to the left of the subsidiary associated with a consolidation definition.
3. Choose the Post button from the State Controller.

General Ledger launches a concurrent process to post your consolidation journal batches.

Note: You can check on the status of each of these process in the Consolidation Journal by choosing the Find button in the Find Consolidation Processing window. The status results are displayed in the Consolidation Workbench.

Related Topics

Posting Journal Batches, page 1-188

Global Consolidation System, page 8-1

Consolidation Workbench, page 8-11

Mapping Charts of Accounts, page 8-23

Preparing Subsidiary Data, page 8-33

Transferring Subsidiary Data to Your Parent, page 8-35

Creating Eliminating Entries, page 8-45

Eliminating Entries

The Oracle General Ledger Automatic Intercompany Eliminations program eliminates intercompany balances. Create an elimination set which is a batch of one or more elimination journal entries.

- Full Eliminations: Elimination sets can optionally use an elimination company to fully eliminate a group of intercompany elimination entries for a set of subsidiaries.
- If your elimination journals are out of balance, you can specify balancing options to either allow out of balance journals to be created or to post the net difference to an alternative account. In addition, threshold rules can be applied to prevent the creation of the balancing lines if the net difference exceeds a specific amount, a percentage of a particular account, or a percentage of the total journal.
- You generate the elimination set every period to automatically create the elimination journal entries. You have the option of automatically posting the journal now or you can wait till you review it to post.
- You can also use the Consolidation Workbench to track the elimination status of your elimination sets and post any generated elimination sets.

Note: You cannot use the Automatic Intercompany Eliminations program to eliminate average balances.

- Formula-Based Eliminations: If you have formula-based elimination entries or you want to eliminate average balances, use Oracle General Ledger's recurring journals feature. See: *Creating Recurring Journal Formula Batches*, page 1-67.

You can create eliminating entries in ADI's spreadsheet environment. See: *Oracle Applications Desktop Integrator User's Guide*.

The Automatic Intercompany Eliminations program automatically generates eliminating entries per the rules specified in the Define Elimination Account Mapping window.

Creating Eliminating Entries

Use General Ledger's standard journal entry functions to create eliminating entries in your parent ledger. You can also use Applications Desktop Integrator's Journal Wizard to create eliminating entries. See: *Oracle Applications Desktop Integrator User's Guide*.

In addition, you can use the Global Consolidation System to create elimination sets, which are a variation of General Ledger's recurring journals. With elimination sets, you define eliminating entries that repeat every accounting period.

Creating Elimination Sets

Define an eliminating entry by first creating an elimination set. Your set can contain a single elimination entry, or you can group related entries into the same elimination set. For example, you can logically group all subsidiaries which belong to a particular line of business.

To create an elimination set:

1. Navigate to the Elimination Sets window.
2. Choose a ledger.
You can define eliminations for any ledger that shares the same chart of accounts as your data access set.
3. Enter a batch name for your elimination set. This name represents a batch of one or more elimination journals for a particular ledger.
4. Enter a Description for your elimination set.
5. (Optional) Choose a balancing segment value from the list of values to represent an Elimination Company. This company is used as the target company when booking elimination entries. The description of the company is automatically provided.

Note: If you do not want to use an elimination company, leave this field blank.

6. (Optional) Check the Track Elimination Status check box if you want the elimination set to be a part of the checklist for determining which eliminations are completed for the period.

Note: An elimination set marked for tracking and generated at least once cannot be deleted.

7. (Optional) Enter effective from and to dates to specify when the elimination set is active.

The Period Last Run field is populated by General Ledger to indicate the last period in which you executed an elimination set.

8. Choose the Accounts button.
9. Enter elimination journals for this elimination set. See: Creating Eliminating Journal Entries, page 8-47.

10. (Optional) Select the Enable Security checkbox to apply definition access set security to your elimination set.

Definition access sets are an optional security feature that enables you to control access to your General Ledger definitions. For example, you can prevent certain users from viewing, making changes, or using your elimination set to create eliminating entries.

If you do not enable security, all users can use, view, modify, or delete your elimination set.

If the Assign Access function is available for your responsibility, the Assign Access button is enabled once you check the Enable Security check box. Choose the Assign Access button to assign the definition to one or more definition access sets with the desired privileges. For more information, see Definition Access Sets, *Oracle General Ledger Implementation Guide*.

11. Save your work.
12. Choose the Generate button to generate your elimination set and create your elimination entries. See: Generating Eliminating Journals, page 8-51.
13. Review and post your eliminating journals.

Definition Access Set Security

The following describes what Use, View, and Modify access mean as it pertains to elimination sets:

Use Access: Enables you to generate the elimination set from the Generate Eliminations window. Users with Use access are unable to query the elimination set from the Elimination Set window.

View Access: Enables you to view the elimination set definition from the Elimination Set window. With only View access, you cannot generate the elimination set or make changes to the definition.

Modify Access: Enables you to view and make changes to the elimination set. This includes being able to make changes to the definition access set, if the Assign Access button is available. With only Modify access, you cannot generate the elimination set.

Creating Eliminating Journal Entries

You can define an unlimited number of elimination journals for each elimination set. Elimination entries are comprised of individual lines that fully eliminate account balances from source accounts to target accounts.

To create elimination journals:

1. Navigate to the Elimination Accounts window. You can navigate to this window

from the Elimination Set window by choosing the Accounts button.

2. Enter a journal name for your elimination entry to uniquely identify an elimination journal within the elimination batch.

The Category is automatically defined as Eliminations

3. Choose a currency from the list of values. You have two choices: the consolidated parent's ledger currency or STAT. The currency you specify is for both source and target accounts.
4. In the Amount Type field, enter the balance type to derive the eliminations from. Possible values include PTD, QTD, YTD, and PJTD.

Note: Average balances cannot be used.

5. In the Accounts region, specify the Source. The source account balance will be fully eliminated into the target account. For each account segment, choose a detail account value, a parent account value, or leave the segment blank.

Note: Use parent values to reduce maintenance because the elimination set automatically accommodates changes in the children values associated with a particular parent value. Parent values save you time in defining elimination sets because you can specify one elimination line which includes the parent value, instead of multiple lines for each child value. If you use parent values, the elimination functionality automatically loops through each of the child values for those segments and creates its offset in your elimination journal.

6. Specify a target account for your elimination entry. For each account segment, choose a detail account value or leave the segment blank.

Note: If you specify an elimination company in the Elimination Sets form, the balancing segment value is set for you. You cannot override this default.

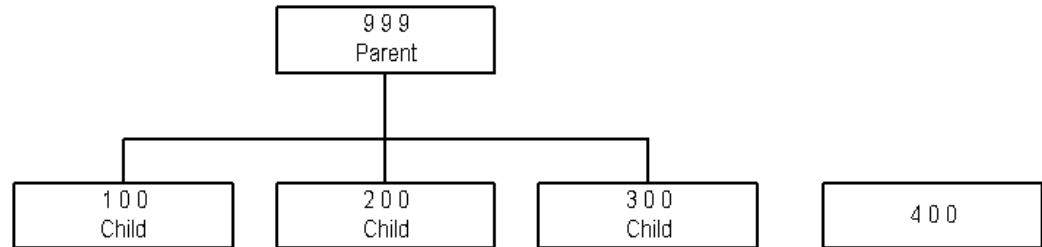
However, if you do not specify an elimination company in the Elimination Set form, the source account balancing segment value will default as the target balancing segment value. You can override this default.

7. Save your work.

The following example illustrates how the mapping rules work for a single segment, the

cost center segment. In this example, the parent cost center value 999 has three children, 100, 200, and 300. The 400 cost center value does not have a parent.

Eliminations Segment Value Diagram



The table below describes the outcome of the mapping rules for the cost center segment:

Source Account	Target Account	Outcome
Null	Null	Source accounts 100, 200, 300, and 400 eliminate into individual target accounts 100, 200, 300, and 400.
Null	100	Source accounts 100, 200, 300, and 400 eliminate into a single target account 100.
200	Null	Source account 200 eliminates into target account 200.
999	Null	Source accounts 100, 200, and 300 (the children of 999) eliminate into individual target accounts of 100, 200, and 300.
200	100	Source account 200 eliminates into target account 100.
999	100	Source accounts 100, 200, and 300 (the children of 999) eliminate into individual target account 100.

Note: Though this example used one segment value, the same concept

applies to all segments in your chart of accounts.

Balancing Eliminations

When the generated eliminations do not balance, you can define balancing options to correct imbalances. Balancing options selected for each elimination set apply to all journals created for that elimination batch.

To specify balancing options:

1. Navigate to the Balancing Options window. You can select the Balancing Options button from the Define Elimination Set window.
2. Specify the Out of Balance Options you want to use in situations where your elimination journals are out of balance. You have the following options:

Allow Out of Balance Journal: Select this option to create an unbalanced journal entry to be reviewed later. If you decide to post the unbalanced journal, or you have set up Autopost, the ledger suspense posting option applies.

Balance with Net Difference Accounts: Select this option to specify an account template to use if the difference is a net debit or a net credit. If multiple balancing segments are involved in the unbalanced journal, General Ledger groups journal lines by balancing segment values and balances each of these groups individually.

Use Threshold Rules: If you select the Use Net Difference Accounts option, you can also select this option. Use Threshold Rules allows the program to verify if the net debit and credit amount of the elimination journal exceeds the specified threshold. If the threshold is not exceeded, the program creates a balanced journal entry that you can review. If the threshold is exceeded, the program creates an unbalanced journal entry that you can review.

Note: You cannot use this option if you select Allow Out of Balance Journals.

3. If you select the option to Use Net Difference Accounts, specify the Net Difference Debit and Credit accounts to use.
4. If you select the option to Use Net Difference Accounts and Threshold Rules, assign the threshold rule to use. You have three options shown in the table below:

Threshold Rule table

Threshold Rule Option	Action
Constant Amount	Specify a fixed amount.
Percentage of Account	Enter a number and an account. The number represents a percentage of the PTD balance of the account code combination specified. Note: the account must be a detail account.
Percentage of Journal	Enter a number that represents the percentage of the lesser total debit or total credit of the unbalanced journal.

5. Save your work.

Generating Eliminating Journals

You must generate eliminating journals to create unposted journal batches from the eliminating journal formulas you define. Once generated, you can review or edit the eliminating journal batches before posting them.

Data Access Sets

To successfully generate eliminating journals, you must have read and write access to the ledger and the balancing segment value or management segment value used as the source and target for the eliminating journals.

Prerequisite

- Define elimination journals contained in an elimination set.
- Define balancing options for your elimination journals.

To generate unposted batches from eliminating journal formulas:

1. Navigate to the Generate Eliminations window. You can select the Generate button from the Elimination Sets window.
2. Choose the elimination sets you want to generate by checking the check box to the left of each set name.
3. (Optional) Choose the Elimination Set button to open the Define Elimination Set form to review or modify your elimination definitions.

Note: If your definition access set only provides Use access to the elimination set, the Elimination Set button is disabled. View access is required to enable the Elimination Set button to allow you to view the definition.

4. Select a Period to run your elimination set.

The Elimination Set field displays all the elimination sets that are active for the selected period.

Note: If using definition access sets to secure use, view, and modify access to your elimination sets, you must have Use access to the elimination set to generate it.

The Period Last Run field displays when the elimination set was last run.

When the elimination set is submitted, the request ID is displayed in the Request ID field.

5. Choose the Generate button to generate the elimination journals. General Ledger submits a concurrent process to create unposted journal batches based on the selected elimination sets. Note the Request ID assigned to the concurrent process.
6. Post the generated eliminating journal batches to update your parent account balances.

Consolidation and Elimination Workbench

To check the status of your elimination sets for a specific parent period in the Consolidation Workbench, select the Elimination tab. All active elimination sets you select to track are displayed with their status, the date they were last generated, and the request ID.

Note: Your data access set must provide read access to the parent ledger to review the status of your eliminations from the Workbench.

After you have queried your eliminations, any subsequent actions you perform will be controlled by your definition access set privileges. For example, if you only have the View privilege, you will be unable to generate the Elimination Set using the Generate button from the State Controller. If you only have the Use privilege, you will be unable to view the Elimination Set definition using the Elimination Set button from the State Controller.

The following table shows the statuses that may be displayed in the Status column for an elimination set:

Status	Description
Select for Generation	Your elimination set is selected for generation.
Generating	Your elimination set is being generated.
Generation Failed	Generation for your selected elimination set failed.
Generated	Your elimination set has been generated.
Deleted	Your elimination set has been deleted.
Select for Posting	Your elimination set has been selected for posting.
Posting	Your elimination set is posting.
Posted	Your elimination set has successfully posted.
Failed	Posting for your elimination set has failed.

Elimination Workbench

Select the Elimination tab in the workbench window. This view of the window displays the active elimination sets for the period that were checked for elimination status tracking, the elimination company, elimination set status, the date for which the elimination set was last run and the request ID. Each elimination set definition is displayed as a separate row.

The Elimination Workbench is also folder enabled to list additional information such as debit total and credit total for the elimination journal.

The Elimination Workbench indicates the Overall Status of all active elimination sets, as shown in the table below. Note this is not the status of individual elimination sets.

Status	Description
Not Generated	None of the elimination sets has been generated.

Status	Description
In Process	Generation is started but all elimination sets are not generated and posted. If any elimination set failed to generate or post, the overall status indicates In Process.
Posted	All elimination sets are generated and posted.
Confirmed	<p>Status displayed if you choose the Confirm button. When you are satisfied that the elimination process has been completed for the period, you can select the Confirm button.</p> <p>When the Overall Status is Confirmed, the Confirm button's label dynamically changes to Cancel Confirmation. Canceling the confirmation returns the Elimination Status back to the previous state or status currently appropriate.</p>

Note: If you regenerate an elimination set for the same period, the status automatically reverts to In Process.

If you choose to close the period and eliminations are not confirmed, the Confirmed status is automatically set.

If you re-open the period, the Elimination Confirmed status does not change unless you specifically cancel the confirmation.

Related Topics

About Recurring Journals, page 1-66

Overview of Average Balance Processing, page 4-1

Global Consolidation System, page 8-1

Consolidation Workbench, page 8-11

Mapping Charts of Accounts, page 8-23

Preparing Subsidiary Data, page 8-33

Transferring Subsidiary Data to Your Parent, page 8-35

Transferring Consolidation Sets, page 8-41

Posting Subsidiary Data, page 8-43

Inquiry, Reporting, and Analysis

General Ledger includes powerful online inquiry and reporting features for reviewing and reporting on your consolidated balances. The system also provides sophisticated tools for analyzing your consolidated results.

Drilling Down to Subsidiary Detail

From your consolidated parent ledger, you can drill between:

- Consolidated and subsidiary entities
- Detail accounts and journal entries
- Summary and detail account balances
- Journals and subledger transactions

General Ledger's "drill anywhere" functionality immediately provides you with a clear perspective of any subsidiary, any account, any journal, or any subledger transaction. You can drill down to account balances, review consolidation journal entries, drill down further to your subsidiary ledgers, review subsidiary account balances, then drill down further to subsidiary journal entries and even to your subsidiaries' subledger details.

For more details on General Ledger's inquiry and drilldown capabilities, see the sections listed below:

Performing a Consolidated Balance Inquiry, page 5-42

Performing an Account Inquiry, page 5-9

Drilling Down to Journal Detail, page 5-23

Drilling Down to Oracle Subledger Detail, page 5-27

Performing an Average Balance Inquiry, page 5-31

Using FSG and ADI

From the Global Consolidation System you can access General Ledger standard reports and the Financial Statement Generator. Use these tools to create and run consolidated and consolidating reports for review and analysis by your management. You can also use Applications Desktop Integrator's (ADI) Report Definition tool to create and run your reports within a spreadsheet environment.

To use GCS to run reports:

1. Navigate to the Consolidation Workbench window.

2. Select a period for which you have completed consolidation and eliminations.
3. Choose the Report button from the State Controller.
4. From the Reports window, select Financial to run FSG reports or select Standard to run standard reports and listings.
5. The Run Financial Reports window or the Submit Requests window appears, depending on your report type selection above.

See: Running Standard Reports and Listings, page 10-1 and Overview of the Financial Statement Generator, page 6-1.

Enterprise Planning and Budgeting Integration

Oracle Enterprise Planning and Budgeting (EPB) controls the business processes of enterprise-wide planning, budgeting, forecasting, monitoring, and analysis. It is based on a unified enterprise data model which brings together all types of data, including financial and operational information to provide enhanced visibility, consistency of information, and a better understanding of your business.

EPB handles organizational consolidations across multiple hierarchies and automatically performs line item and time aggregations.

General Ledger is integrated with EPB so you can analyze your consolidated parent data with the powerful analysis capabilities provided by EPB.

Related Topics

- Global Consolidation System, page 8-1
- Consolidation Workbench, page 8-11
- Mapping Charts of Accounts, page 8-23
- Preparing Subsidiary Data, page 8-33
- Transferring Subsidiary Data to Your Parent, page 8-35
- Transferring Consolidation Sets, page 8-41
- Posting Subsidiary Data, page 8-43
- Creating Eliminating Entries, page 8-45

Purging Consolidation Audit Data

When you run a consolidation in audit mode, General Ledger maintains an audit trail for the Consolidation Audit Report, the Unmapped Subsidiary Accounts Report, and the Disabled Parent Accounts Report. After you run these reports, you can purge supporting source data from the GL_CONSOLIDATION_AUDIT table.

Once you purge your consolidation audit data, you can no longer run the consolidation audit reports. However, you can still review your consolidation journal batch in your parent ledger.

Note: To purge consolidations, your definition access set must provide Use access to the consolidation.

Prerequisites

- Run a consolidation in audit mode
- Ensure the consolidation completed successfully.
- Run all necessary audit reports.

To purge consolidation audit data:

1. Navigate to the Purge Consolidation Audit Data window.
2. Select a Consolidation Name and Period to purge. You can purge any consolidation run in audit mode.

Note: If using Definition Access Sets to secure your consolidation definitions, you must have Use access to the definition to purge its consolidation data.

3. Choose the Purge button to purge consolidation audit data for the selected consolidations.

Related Topics

Global Consolidation System, page 8-1

Consolidation Workbench, page 8-11

Mapping Charts of Accounts, page 8-23

Preparing Subsidiary Data, page 8-33

Transferring Subsidiary Data to Your Parent, page 8-35

Transferring Consolidation Sets, page 8-41

Posting Subsidiary Data, page 8-43

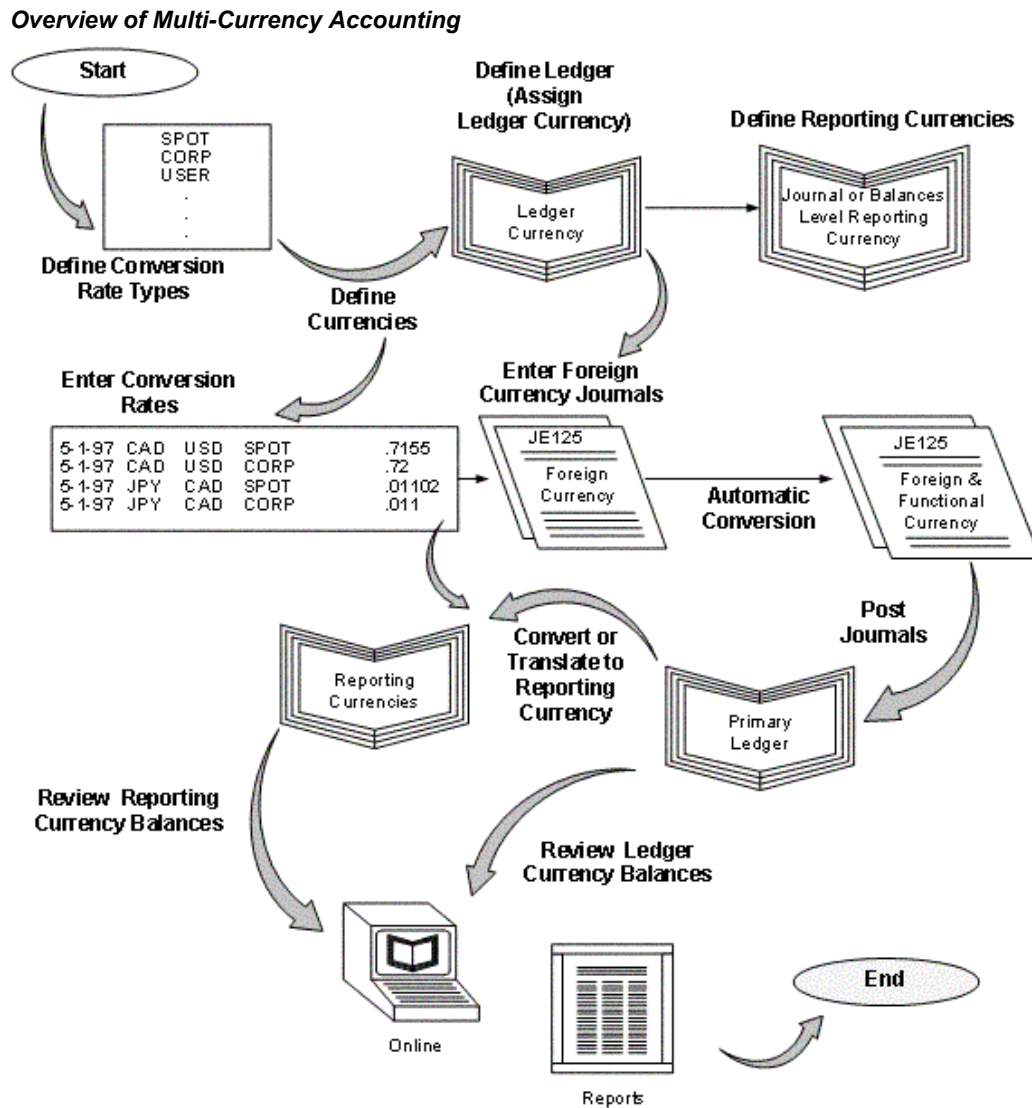
Creating Eliminating Entries, page 8-45

Consolidation Audit Report, page 10-51

Unmapped Subsidiary Accounts Report, page 10-53

Multi-Currency

Overview of Multi-Currency Accounting



Overview

Oracle General Ledger provides full multi-currency functionality to meet the needs of global companies. This chapter introduces multi-currency concepts in accordance with the United States Statement of Financial Accounting Standards 52 (SFAS #52) and International Accounting Standards 21 (IAS 21) requirements as they apply to General Ledger.

Determining the Functional and Ledger Currency

Your organization's ledger currency as discussed in SFAS #52 and IAS 21 can be different from the General Ledger ledger currency. For example, you may choose Japanese Yen (JPY) for your ledger currency when your ledger currency for the accounting purposes of your integrated business group is actually US Dollars (USD). The determination of the ledger currency is based on a number of factors, discussed in SFAS #52 and IAS 21. The ledger currency represents the base currency that Oracle General Ledger will maintain for your ledger.

Translation vs. Remeasurement

General Ledger performs translation in compliance with multiple national accounting standards, in particular SFAS #52 and IAS 21. General Ledger can perform two types of translation stipulated in SFAS #52 and IAS 21:

1. Translation or Equity Translation Method
2. Remeasurement or Temporal Method Translation

The translation method you use depends on your ledger currency (as discussed in SFAS #52 and IAS 21):

1. If the ledger currency (as discussed in SFAS #52 and IAS 21) is different from the currency assigned to the ledger, books of record must be remeasured into the ledger currency before being translated into the reporting currency. If the ledger currency (as discussed in SFAS #52 and IAS 21) is the reporting currency, remeasurement eliminates the need for translation.
2. If the ledger currency (as discussed in SFAS #52 and IAS 21) is the same as the currency assigned to the ledger, books of record can be directly translated into the reporting currency without remeasurement.

The example and table, below, illustrates when translation and remeasurement are required.

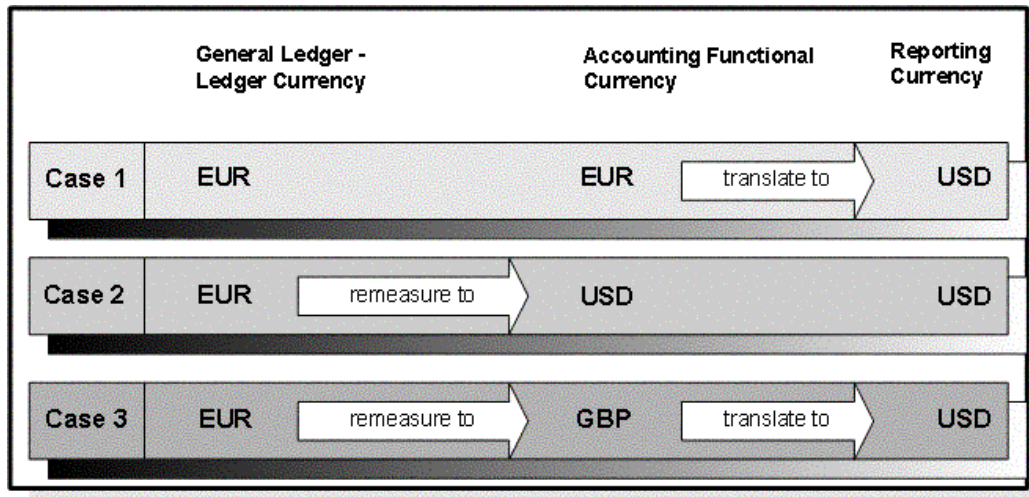
Consider U.S. company A has a wholly owned subsidiary, company B, that operates in Europe. The reporting currency is USD. The translation–remeasurement possibilities for company B are listed horizontally by case examples in the following diagram:

In Case 1, Company B's ledger currency and ledger currency are the same. Company B's ledger currency is not the same as the parent's functional or reporting currency. However, this usually arises when the subsidiary is not integral to the parent's business. In order to meet the reporting requirements of the parent, Company B has to perform translation from EUR to USD.

In Case 2, Company B's ledger currency is different from its ledger currency. However, Company B's ledger currency is the same as the parent's functional or reporting currency. This usually arises when the subsidiary is integral to the parent's business and

cannot be sold without a severe impact to the parent. Company B remeasures its accounts from EUR to USD, which is also the reporting currency. In this case, remeasurement into the reporting currency eliminates the need for translation.

In Case 3, Company B's ledger currency is GBP. Company B's ledger currency is neither its ledger currency nor the reporting currency. This is a rare case and could arise if the subsidiary is a holding company for operations in England. In this case, both remeasurement and translation are required. Company B first remeasures its accounts from EUR to GBP, then translates the accounts from GBP to USD.



For an in depth discussion on how to implement Oracle functionality to evaluate the results of overseas operations in accordance with US and International accounting standards, please refer to the Parent Currency View of Overseas Operations whitepaper on My Oracle Support.

Concepts

Throughout this chapter, we discuss the following concepts relating to multi-currency accounting in Oracle General Ledger.

Processes

There are three key processes in Oracle General Ledger to address multi-currency requirements:

- **Conversion:** refers to foreign currency transactions that are immediately converted at the time of entry to the ledger's currency in which the transaction takes place.
- **Revaluation:** adjusts asset or liability accounts that may be materially understated or overstated due to a significant fluctuation in the exchange rate between the time the transaction was entered and the time revaluation takes place.
- **Translation:** restates an entire ledger or balances for a company from the ledger

currency to another currency. The cumulative translation adjustment is typically recorded as part of equity.

Remeasurement: restates an entire ledger or balances for a company from the ledger currency to another currency. For non-monetary items, remeasurement uses historical rates. The cumulative translation adjustment is typically recorded as part of profit or loss.

To use multi-currency accounting, you must first define Currencies and Conversion Rate Types. Currency processes perform revaluation, translation, and remeasurement using daily or historical rates that you enter. Daily rates can be entered manually, using a spreadsheet interface or loaded in the GL_DAILY_RATES_INTERFACE table using SQL instructions. For more information on spreadsheet interface, see: Currency Rates Manager, page 9-55.

Setting Up Multi-Currency Accounting in Oracle General Ledger

To implement multi-currency accounting in General Ledger, follow the recommended setup steps listed below.

To set up multi-currency accounting:

1. Define the conversion rate types you want to use to maintain daily exchange rates and to enter foreign currency journals. General Ledger comes with three predefined conversion rate types: Spot, Corporate, and User. See: Defining Conversion Rate Types, page 9-10.
2. Define and enable the currencies you want to use. General Ledger predefines all ISO currencies, but you can define as many additional currencies as you need. See: Defining Currencies, page 9-8.
3. Assign a ledger currency to your ledger. General Ledger records all transactions and maintains all of your account balances in the ledger currency. See: Defining Ledgers, *Oracle General Ledger Implementation Guide*.
4. Define a Cumulative Translation Adjustment account for your ledger. Set the account type of your Cumulative Translation Adjustment account to:
 - **Owner's Equity:** to create a translation adjustment on your balance sheet if you perform translation.
 - **Revenue or Expense:** to create a translation gain/loss on your income statement if you perform remeasurement.

General Ledger automatically posts any net adjustments resulting from currency translation to the Cumulative Translation Adjustment account in accordance with SFAS #52 and IAS 21.

Note: General Ledger conforms to multiple national accounting standards, including SFAS #52 (U.S.)--with regard to the translation, revaluation, and reporting of foreign currency-denominated balances.

5. Define an account to use to record unrealized gains and losses that arise when you revalue account balances that are denominated in a foreign currency. See: *Defining Accounts, Oracle General Ledger Implementation Guide* and *Revaluing Balances*, page 9-26.
6. Enter the daily rates you will need. Typically, you will enter rates for foreign-entered journals, revaluation, translation, and remeasurement. See *Entering Daily Rates*, page 9-11.

If you do not want to predefine daily rates, you can use the conversion rate type User to enter daily rates at the time you enter journals.

Note: If you have average balance processing enabled in your ledger, you must define a daily rate on or before the first day of the first year for which you want to translate balances.

If you use reporting currencies or secondary ledgers (journal or subledger level), daily rates are used to convert journals from the source ledger to the reporting currencies or secondary ledgers.

7. Assign the rate types for your ledger to be used as your period-average and period-end rates for running foreign currency revaluation or translation.
8. Enter historical rates or amounts to translate selected balances in accordance with applicable accounting standards. General Ledger also uses historical rates and amounts to remeasure selected account balances for companies in highly inflationary economies. See: *Entering Historical Rates*, page 9-21.
9. (Optional) Enable secondary segment tracking for your ledger in Accounting Setup Manager. You can optionally identify a secondary tracking segment to produce more detail for retained earnings, unrealized gain and loss, and cumulative translation adjustment accounts by using a primary balancing and secondary tracking segment. You must first assign the Secondary Tracking Segment Qualifier to a segment in your accounting flexfield. You cannot select the primary balancing segment, intercompany segment, or natural account segment as the Secondary Tracking Segment Qualifier. See: *Secondary Tracking Segment*, page 1-241.

Using Multi-Currency Accounting in Oracle General Ledger

To use multi-currency accounting in General Ledger, review the steps detailed below.

To work with multiple currencies in General Ledger:To work with multiple currencies in General Ledger:

1. Update your daily conversion rates regularly.
2. Enter or import foreign currency journals. If you use the conversion rate type User, enter the currency conversion rate when you enter journals. See: Entering Entered Currency Journals, page 1-17.
3. Post your foreign currency journal entries to an open period. General Ledger stores the foreign currency amount associated with each journal line, in addition to the converted ledger currency equivalent. See: Posting Journal Batches, page 1-188.
4. Revalue foreign currency-denominated accounts. General Ledger creates journal entries to adjust the ledger currency balances for exchange rate fluctuations, in accordance with SFAS #52 and IAS 21. See: Revaluing Balances, page 9-26.
5. Post the revaluation journal batch to adjust your unrealized gain/loss account for exchange rate fluctuations. See: Posting Journals, page 1-188.
6. Translate account balances before consolidating ledgers with different ledger currencies, or translate to report account balances in another currency. You can translate actual or budget balances. See: Translating Balances, page 9-34.

Note: If you use Reporting Currencies, you can report account balances in another currency directly from your reporting currency (journal or subledger transaction level). See: Overview of Reporting Currencies, page 11-1.

7. Review entered and converted foreign currency balances online using the Account Inquiry window. You can also review translated amounts online using the Account Inquiry window. See: Performing an Account Inquiry, page 5-9.

Note: You must have previously translated your account balances to the foreign currency before you can perform the translated account balance inquiry.

8. Run Trial Balance reports. Use the:
 - Trial Balance, Detail, Additional Segment Detail or Translation Trial Balances to view translated account balances after you run translation.
 - Trial Balance, Detail, or Additional Segment Detail Trial Balances to view balances entered in a foreign currency.
 - Entered Currency General Ledger Report to reconcile revaluation journals after

you run revaluation.

9. See: Running Standard Reports and Listings, page 10-1.
10. Produce foreign currency financial statements. Use the Financial Statement Generator to build custom reports to report on actual and budget translated account balances, as well as amounts entered in foreign currency. See: Overview of the Financial Statement Generator, page 6-1.

Related Topics

Defining Currencies, page 9-8

Entering Daily Rates, page 9-11

Loading Daily Rates Automatically, page 9-16

Entering Entered Currency Journals, page 1-17

Defining Conversion Rate Types, page 9-10

Translating Balances, page 9-34

Revaluing Balances, page 9-26

Overview of Multi-Currency Accounting, page 9-2

Currency Rates Manager, page 9-55

Setting General Ledger Profile Options, *Oracle General Ledger Reference Guide*

Overview of Reporting Currencies, page 11-1

Currencies

Defining Currencies

Use the Currencies window to define non-ISO (International Standards Organization) currencies, and to enable/disable currencies. Oracle Applications has predefined all currencies specified in ISO standard #4217.

To use a currency other than U.S. Dollars (USD), you must enable the currency. U.S. Dollars (USD) is the only currency that is enabled initially.

To define a new currency:

1. Navigate to the Currencies window.
2. Enter a unique Code to represent your currency.

Note: You cannot change a currency code after you enable the currency, even if you later disable that currency.

3. Enter the Name and Description of the currency.
4. (Optional) Select the name of the Issuing Territory. Oracle Applications has predefined the names of countries (per ISO Standard #3166) that issue standard currencies.
5. Enter the Symbol for your currency.

Note: Some Oracle Applications use currency symbols when displaying amounts. Others, like General Ledger, do not.

6. Enter the Precision of the currency to designate the number of digits to the right of the decimal point used in regular currency transactions.
7. Enter the Extended Precision to designate the number of digits to the right of the decimal point used in calculations for this currency. The extended precision must be greater than or equal to the standard precision.

Note: Some Oracle Applications use the extended precision. Others, like General Ledger, do not.

8. Enter the Minimum Accountable Unit to designate the smallest denomination used in this currency. Note that this might not correspond to the precision.
9. (Optional) Enter Effective Dates for your currency. You can only enter transactions denominated in this currency for dates within the range. If you don't enter a start date, the currency is valid immediately. If you don't enter an end date, the currency is valid indefinitely.
10. Enable your currency.
11. Save your work.

To enable or disable a currency:

1. Navigate to the Currencies window.
2. Query the Code or Name of the currency that you want to enable or disable.
3. Mark the Enabled check box to indicate that the currency can be used to enter transactions and record balances. Clear the check box to indicate that the currency

cannot be used.

4. Save your work.

Related Topics

Defining Currencies, page 9-8

Overview of Multi-Currency Accounting, page 9-2

Conversion Rates

Defining Conversion Rate Types

Use conversion rate types to automatically assign a rate when you:

1. convert foreign currency journal amounts to your ledger currency equivalents
2. run Revaluation
3. run Translation or Remeasurement

You enter daily conversion rates for specific combinations of foreign currency, date, and conversion rate type. When you enter a foreign currency journal, General Ledger automatically displays the predefined exchange rate based on the currency, rate type (unless you are using the User rate type), and conversion date you enter. When you have a User rate type, you enter the rate directly when you enter a foreign currency journal.

Note: If you want to enter different daily rates for the same combination of from-currency, to-currency, and conversion date, you must define separate conversion rate types.

General Ledger provides the following predefined daily conversion rate types:

Spot: An exchange rate which you enter to perform conversion based on the rate on a specific date. It applies to the immediate delivery of a currency.

Corporate: An exchange rate you define to standardize rates for your company. This rate is generally a standard market rate determined by senior financial management for use throughout the organization.

User: An exchange rate you specify when you enter a foreign currency journal entry.

You can use these predefined rate types to enter exchange rates, or you can define additional conversion rate types. After defining a conversion rate type, enter daily rates using that rate type.

To define a new conversion rate type:

1. Navigate to the Conversion Rate Types window.
2. Enter a Name and Description for the new conversion rate type.
3. (Optional) Select the Enable Security checkbox to apply Definition Access Set security to your conversion rate type.

Definition Access Sets are an optional security feature that allows you to control access to your General Ledger definitions. For example, you can prevent certain users from viewing, making changes, or using your conversion rate type.

If you do not enable security, all users will be able to use, view, and modify your conversion rate type.

If the Assign Access function is available for your responsibility, the Assign Access button will be enabled once you check the Enable Security check box. Choose the Assign Access button to assign the definition to one or more Definition Access Sets with the desired privileges.

For more information, see the Definition Access Set for Conversion Rate Type table in the Definition Access Set Security section of this chapter. It explains the Use, View, and Modify privileges to the Conversion Rate Types in the Daily Rates window. Also see Definition Access Sets, *Oracle General Ledger Implementation Guide*.

If the Assign Access function has been excluded from your responsibility, you will not be able to view the Assign Access button in the Conversion Rate Types window. You can still secure the Conversion Rate Type by checking the Enable Security check box, but only Definition Access Sets that are AutoAssigned will be automatically assigned to this Conversion Rate Type. For more information on Function Security, see your System Administrator.

4. Save your work.

Related Topics

Entering Entered Currency Journals, page 1-17

Entering Daily Rates, page 9-11

Defining Currencies, page 9-8

Overview of Multi-Currency Accounting, page 9-2

Entering Daily Rates

General Ledger uses daily rates to perform foreign currency journal Conversions, revaluation, and translation/remasurement. You can maintain daily conversion rates between any two currencies that you are enabled in your applications instance. In

addition, you can enter a single exchange rate for a range of dates in the Enter Rates By Date Range window. The date range can span multiple days or periods.

If you use Reporting Currencies (journal or subledger level), your daily rates are used to convert your ledger's journals to the appropriate reporting currencies during posting. Your daily rates must be defined before you post journals in your ledger.

Entering Foreign Currency Journals

If you specify a foreign currency, conversion date, and conversion rate type when entering journals, General Ledger will automatically display the daily rate you defined to convert the foreign currency to your ledger currency, for the specified date and rate type. General Ledger calculates functional debit and credit equivalents by multiplying the debits and credits entered in a foreign currency by the retrieved daily rate.

See: Entering Entered Currency Journals, .

Using Period-End and Period-Average Rates in Translation

According to SFAS #52 and IAS 21, the period-end rate represents the rate at the balance sheet date and the period-average rate represents the average exchange rate. General Ledger uses Period - average and period-end rates when you translate your actual and budget account balances.

Typically, you use period-average rates to translate income statement accounts and period-end rates to translate balance sheet accounts. The default period-average and period-end rate types must be assigned when you create the ledger.

Oracle General Ledger enables you to assign a conversion rate type for your period-end and period-average rates to comply with the accounting standards. You can assign any conversion rate type as your period-average and period-end rates for the ledger. For example, you can assign the predefined rate type Spot to be used as your period-average rates and the predefined rate type Corporate to be used as your period-end rates. These rate types are used in translation of actual account balances.

For budget account balances, you can specify the period-end and period-average rate types when you submit the translation.

To define your period-end and period-average rates:

1. Create a new conversion rate type or use a predefined rate type in the Conversion Rate Type window.
2. Enter rates for the conversion rate type in the Daily Rates window.

If your conversion rate type is assigned to a definition access set, you must have Modify and View privileges to enter rates for the conversion rate type.
3. Assign the conversion rate type to the period-end and period-average rates for your ledger using the Accounting Setup Manager.

Note: If you change a period-average or period-end rate for a period in which you have already run translation, you must retranslate your account balances for that period.

Defining Conversion Rate Types,
Entering Daily Rates,

Average Daily Balances

If you have average balance processing enabled in your ledger, you must define a daily rate on or before the first day of the first year for which you want to translate balances.

Definition Access Set Security

General Ledger maintains one set of daily rates for all ledgers within an Applications instance. You can use Definition Access Sets to control access to your daily rates by securing the conversion rate types. For example, you can prevent certain users from viewing, updating, or creating rates using your conversion rate type.

The following table explains what Use, View, and Modify privileges mean for the Conversion Rate Type definition in the Conversion Rate Type and Daily Rates windows.

Definition Access Set for Conversion Rate Type

Window	Use Privilege	View Only Privilege	Modify Privilege (with View Privilege)
Conversion Rate Type	Use or assign the rate type when entering journals, defining MassAllocations, running Revaluations, assigning period-average and period-end rate types, etc.	View Rate Type	Update conversion rate type name or description
Daily Rates	Not Applicable	View daily rates associated with the conversion rate type	Create, update, and delete daily rates associated with the conversion rate type

Prerequisites

1. Define and enable your currencies.

2. Define your conversion rate types.

Note: If you want to enter different daily rates for the same combination of from - currency, to - currency, and conversion date, you must define separate conversion rate types.

See: Defining Conversion Rate Types, .

Have your system administrator set the profile option Daily Rates Window: Enforce Inverse Relationship During Entry.

To enter a daily conversion rate:

You can use the Daily Rates window or Currency Rates Manager to enter: daily rates, daily rates by date range, and daily rates using a spreadsheet. See: Currency Rates Manager.

1. Navigate to the Daily Rates window.
2. Enter the From-Currency - the currency you want to convert from using the rates you enter. You can choose any enabled currency except STAT.
3. Enter the To - Currency - the currency to which you want to convert. If you enter the same currency as your from - currency, you will receive an error.
4. Enter the Conversion Date and Type. When you use this date and rate type to enter journals, General Ledger automatically displays the rate you define here.

You cannot select the rate type of User. Enter User rate directly on the Enter Journal window when creating a foreign entered journal.

If your conversion rate type is assigned to a definition access set, you must have Modify and View privileges to the conversion rate type to create new rates.

5. Enter the conversion rate you want General Ledger to use to convert your from-currency amounts into your to-currency equivalents. General Ledger automatically calculates the inverse of the rate and displays it in the adjacent column.

If the profile option Daily Rates Window: Enforce Inverse Relationship During Entry is set to Yes, General Ledger ensures that the rates in both columns always have an inverse relationship. If either rate is changed, General Ledger automatically recalculates the other as the inverse of the changed rate.

If the profile option is set to No, General Ledger will not enforce the inverse relationship. You can change either of the rates independently.

- Enter a rate in the first column that converts your from-currency to your to-currency. This is the rate that you multiply your from-currency amount by to

determine the to-currency equivalent. For example, to convert AUD to USD (Australian Dollars to U.S. Dollars), enter .7793 if the rate is .7793 U.S. dollars per Australian dollar.

- Enter a rate in the second column that converts your to-currency to your from-currency. This is the rate that you multiply your to-currency amount by to determine the from-currency equivalent. For example, to convert USD to AUD (U.S. Dollars to Australian Dollars), enter 1.2832 if the rate is 1.2832 Australian dollars per U.S. dollar.

Note: If you have the profile option Journals: Display Inverse Rate set to Yes, General Ledger will display inverse exchange rates in the Enter Journals and other windows. For example, assume that the profile option is set to Yes and your ledger currency is USD. If you enter the AUD to USD rate as .7793 in the Daily Rates window, General Ledger will display the inverse rate, or 1.2832, in the Enter Journals window when you create a foreign currency journal using AUD as the foreign currency.

To enter a single rate for a date range:

1. Navigate to the Daily Rates window.
2. Choose the Enter by Date Range button.
The Enter Rates By Date Range window appears.
3. Enter the From-Currency - the currency you want to convert from using the rates you enter. You can choose any enabled currency except STAT.
4. Enter the To - Currency - the currency to which you want to convert. If you enter the same currency as your from - currency, you will receive an error.
5. Enter From Date and To Date to span your desired date range.
6. Enter the Conversion Date and Type. When you use this date and rate type to enter journals, General Ledger automatically displays the rate you define here. If your conversion rate type is assigned to a definition access set, you must have Modify and View privileges to create new rates.
7. Enter the conversion rate you want General Ledger to use to convert your from-currency amounts into your to-currency equivalents. General Ledger automatically calculates the inverse of the rate and displays it in the adjacent column.

If the profile option Daily Rates Window: Enforce Inverse Relationship During

Entry is set to Yes, General Ledger ensures that the rates in both columns always have an inverse relationship. If either rate is changed, General Ledger automatically recalculates the other as the inverse of the changed rate.

If the profile option is set to No, General Ledger will not enforce the inverse relationship. You can change either of the rates independently.

- Enter a rate in the first column that converts your from-currency to your to-currency. This is the rate that you multiply your from-currency amount by to determine the to-currency equivalent. For example, to convert AUD to USD (Australian Dollars to U.S. Dollars), enter .7793 if the rate is .7793 U.S. dollars per Australian dollar.
- Enter a rate in the second column that converts your to-currency to your from-currency. This is the rate that you multiply your to-currency amount by to determine the from-currency equivalent. For example, to convert USD to AUD (U.S. Dollars to Australian Dollars), enter 1.2832 if the rate is 1.2832 Australian dollars per U.S. dollar.

Note: If you have the profile option Journals: Display Inverse Rate set to Yes, General Ledger will display inverse exchange rates in the Enter Journals and other windows. For example, assume that the profile option is set to Yes and your ledger currency is USD. If you enter the AUD to USD rate as .7793 in the Daily Rates window, General Ledger will display the inverse rate, or 1.2832, in the Enter Journals window when you create a foreign currency journal using AUD as the foreign currency.

Note: If you run a query on a single rate that contains a range of dates, your query results list each date within your specified date range as a single row.

Loading Daily Rates Automatically

General Ledger provides the `GL_DAILY_RATES_INTERFACE` table that you can use to automatically insert, update, or delete daily rates in the `GL_DAILY_RATES` table. General Ledger validates the rows in the interface table before making changes in the `GL_DAILY_RATES` table.

Warning: Always use the interface table to load your daily rates into General Ledger. Do not load rates directly into the `GL_DAILY_RATES` table, since this can corrupt your daily rates data.

When General Ledger processes the interface table, the system follows the behavior

described below:

- If you specify a range of conversion dates, the system inserts, updates, or deletes one row in GL_DAILY_RATES for each date in your range. For example, if you specify:

```
From-currency:      JPY
To-currency:        USD
Conversion date range: 01-OCT-97 to 03-OCT-97
User conversion type: Spot
Conversion rate:     .0083
```

... and you are inserting new rates, General Ledger will insert three new rows into GL_DAILY_RATES with the following information:

```
JPY  USD  01-OCT-97  Spot  .0083
JPY  USD  02-OCT-97  Spot  .0083
JPY  USD  03-OCT-97  Spot  .0083
```

- General Ledger automatically inserts, updates, or deletes the corresponding inverse rates rows in GL_DAILY_RATES. Using the same example as above, General Ledger will insert three additional rows into GL_DAILY_RATES with the following information:

```
USD  JPY  01-OCT-97  Spot  120.482
USD  JPY  02-OCT-97  Spot  120.482
USD  JPY  03-OCT-97  Spot  120.482
```

The GL_DAILY_RATES_INTERFACE Table

With the introduction of the Currency Rates Manager, the GL_DAILY_RATES_INTERFACE.AL trigger is disabled upon upgrade to this feature. To continue using the trigger logic, set the GL_CRM_UTILITIES_PKG.ENABLE_TRIGGER:=TRUE.

To enable cross rates logic either call the public Application Program Interface (API) GL_CRM_UTILITIES_PKG.DAILY_RATES_INPUT or run the Daily Rates Import and Calculation program from the Submit Request window.

See: Currency Rates Manager, page 9-55.

The columns in GL_DAILY_RATES_INTERFACE are described in the table below.

GL_DAILY_RATES_INTERFACE Table

Column Name	Null?	Type
FROM_CURRENCY	NOT NULL	VARCHAR2 (15)
TO_CURRENCY	NOT NULL	VARCHAR2 (15)

Column Name	Null?	Type
FROM_CONVERSION_DATE	NOT NULL	DATE
TO_CONVERSION_DATE	NOT NULL	DATE
USER_CONVERSION_TYPE	NOT NULL	VARCHAR2 (30)
CONVERSION_RATE	NOT NULL	NUMBER
MODE_FLAG	NOT NULL	VARCHAR2 (1)
INVERSE_CONVERSION_RATE		NUMBER
USER_ID		NUMBER (15)
ERROR_CODE		VARCHAR2 (30)
LAUNCH_RATE_CHANGE		VARCHAR2 (1)
CONTEXT		VARCHAR2 (150)
ATTRIBUTE1		VARCHAR2 (150)
ATTRIBUTE2		VARCHAR2 (150)
ATTRIBUTE3		VARCHAR2 (150)
ATTRIBUTE4		VARCHAR2 (150)
ATTRIBUTE5		VARCHAR2 (150)
ATTRIBUTE6		VARCHAR2 (150)
ATTRIBUTE7		VARCHAR2 (150)
ATTRIBUTE8		VARCHAR2 (150)
ATTRIBUTE9		VARCHAR2 (150)

Column Name	Null?	Type
ATTRIBUTE10		VARCHAR2 (150)
ATTRIBUTE11		VARCHAR2 (150)
ATTRIBUTE12		VARCHAR2 (150)
ATTRIBUTE13		VARCHAR2 (150)
ATTRIBUTE14		VARCHAR2 (150)
ATTRIBUTE15		VARCHAR2 (150)
USED_FOR_AB_TRANSLATI ON		VARCHAR2 (1)

Required and Conditionally Required Columns

The field descriptions below are based on the example below.

FROM_CURRENCY: The source currency applicable to the conversion rate. The amount denominated in the from-currency multiplied by the conversion rate gives the amount denominated in the to-currency.

TO_CURRENCY: The target currency applicable to the conversion rate.

FROM_CONVERSION_DATE: The starting date of the range of dates for which rows will be inserted into GL_DAILY_RATES. General Ledger will insert one row for each date in the range. Each date will have the same conversion rate you specify.

TO_CONVERSION_DATE: The ending date of the range of dates for which rows will be inserted into GL_DAILY_RATES.

Note: The range of dates specified by FROM_CONVERSION_DATE and TO_CONVERSION_DATE cannot exceed 366 days.

USER_CONVERSION_TYPE: The conversion type that users see displayed in the Daily Rates window. General Ledger automatically converts the user conversion type into the conversion type ID that is stored in the GL_DAILY_RATES table.

CONVERSION_RATE: The currency conversion rate. This is the rate by which the amount denominated in the from-currency is multiplied to arrive at the amount denominated in the to-currency.

Note: If the row you are entering in the interface table is to delete rates in GL_DAILY_RATES, enter a dummy CONVERSION_RATE.

MODE_FLAG: For each row, enter 'D' if you want to delete matching rows from the GL_DAILY_RATES table. Enter 'I' if you want to insert new rows.

Note: If you specify 'I' as the MODE_FLAG and the combination of from-currency, to-currency, conversion date, and user conversion type already exist in GL_DAILY_RATES, the existing rate will be updated with the new rate you specified in the interface table.

If you specify 'D' as the MODE_FLAG, General Ledger will also delete corresponding inverse rates rows in GL_DAILY_RATES.

Note: Any rows you enter in GL_DAILY_RATES_INTERFACE that fail validation will remain in the interface table and will not be moved to GL_DAILY_RATES. Also, the mode flag will change to X and the error code column will be populated. Use a SQL*Plus SELECT statement to check if any of the rows you loaded into the interface table failed validation.

You cannot reprocess rejected rows that remain in the interface table after failing validation. To process the correct data, you must first delete the rejected rows from the interface table then enter the correct data as new rows in the table. The new data will be processed as usual.

Optional Columns

INVERSE_CONVERSION_RATE: The inverse of the conversion rate. This is the rate by which the amount denominated in the to-currency is multiplied to arrive at the amount denominated in the from-currency.

Note: If you do not provide this value, General Ledger will calculate the inverse rate from the CONVERSION_RATE column and insert the appropriate inverse rate rows into GL_DAILY_RATES.

USER_ID: The user ID of the person who is adding rows to the interface table. To determine the user ID for a specific user name, use the following SQL*Plus statement:

```
select user_id
  from fnd_user
 where user.name='<user name>'
```

LAUNCH_RATE_CHANGE: If you want the rate change program to run automatically, enter a 'Y' in the LAUNCH_RATE_CHANGE column for *one row* of the rates you are loading. Leave this column blank for the remaining rows. Otherwise,

multiple concurrent requests will be launched when only one is required to load all of your rates.

When a daily rate has changed, the rate change program will outdate average translations in those average balance ledgers that use the changed daily rate.

CONTEXT: The descriptive flexfield context.

ATTRIBUTE1 through ATTRIBUTE15: Any descriptive flexfield information associated with the daily rate.

Other Columns

ERROR_CODE: The text of the error message you receive if the row in the interface table failed validation. This column is used by the system. No user entry is needed.

USED_FOR_AB_TRANSLATION: This column is used internally by General Ledger when copying rates to GL_DAILY_RATES. Do not make any entries in this column.

Related Topics

Entering Daily Rates, page 9-11

Defining Currencies, page 9-8

Defining Conversion Rate Types, page 9-10

Entering Historical Rates

Enter historical rates or amounts for translating actual and budget account balances. You can enter rates for any foreign currency you have enabled.

You can assign historical rates to accounts, either individually or by range. Generally, you enter historical rates only for specific balance sheet accounts. For example, you can use historical rates to translate non-monetary and selected owners' equity account balances.

Note: Usually, if you are performing translation, enter historical rates only for owner's equity accounts. If you are performing remeasurement, enter historical rates for owner's equity accounts as well as for non-monetary balance sheet accounts and income statement accounts related to non-monetary items.

If you have average balance processing enabled for your ledger, you need to enter separate historical rates for standard and average balances for specific balance sheet accounts.

Note: If you change a historical rate after you've already run

translation, you must retranslate your account balances for the period whose rate has changed.

You can use the Currency Rates Manager to create, update, review, and download historical rates using a spreadsheet. See: Currency Rates Manager, page 9-55.

Data Access Sets

The Data Access Sets assigned to your responsibility controls whether or not you can create, modify, delete or view the historical rates for your ledger.

Full Read and Write Access: You can create, modify, delete and view historical rates for your ledger if your data access set provides full read and write access. The following lists the three types of full access:

1. Ledger data access set provides read and write access to the full ledger.
2. Balancing Segment Value data access set provides read and write access to all balancing segment values for a ledger using the All Values checkbox.
3. Management Segment Value data access set provides read and write access to all management segment values for a ledger using the All Values checkbox.

Partial Read and Write Access: If you have read and write access to specific balancing segment values and management segment values, you have the following type of access:

1. Partial Read and Write access to specific balancing segment values or management segment values allows you to create, modify, delete and view historical rates for those balancing segment values or management segment values.

Read Only Access: If you have Read Only access to a ledger, balancing segment values or management segment values, you can only view the historical rates for your ledger.

1. Read Only access to the ledger allows you to view all of the historical rates for your ledger.
2. Read Only access to specific balancing segment value or management segment values allows you to view those specific balancing segment values or management segment values.

Prerequisites

- Define and enable your currencies.
- Define your ledger using Accounting Setup Manager.

To enter a historical rate for a specific account:

1. Navigate to the Historical Rates window.
2. Select the ledger you want to enter historical rates for.
3. Enter the Target Currency for which you want to enter rates. You can enter any foreign currency as the Target Currency.
4. Enter the Period to which the historical rate applies.
5. Enter the Account to which the rate applies.

You must have read and write access to the ledger, balancing segment value or management segment value to enter a historical rate for the account.

6. Enter either a Rate or Amount.

Note: If a historical amount is assigned to an asset, liability, or owner's equity account (assuming Owner's Equity Translation Rule is set to YTD) then, the historical amount will appear in the rate adjustment column in a Translation Trial Balance report.

If a historical amount is assigned to a revenue, expense, or owner's equity account (assuming Owner's Equity Translation Rule is set to PTD) then, the historical amount will appear in the corresponding debit or credit activity columns of a translation trial balance report.

See: Translating Balances, page 9-34 for a discussion of how General Ledger determines the translated balance from the rate or amount you enter on the Historical Rates window.

Note: Data entry for historical amounts in this window assumes you are entering a credit amount (a positive number for a credit amount, a negative number for a negative credit amount).

7. (Optional) If you have average balance processing enabled, choose a Usage type to apply the rate to Standard or Average balances.

Note: You can use the Assign by Ranges window to define the same rate for both standard and average balances.

Note: If average balance processing is not enabled in your ledger, the usage field will not appear in the Historical Rates window.

8. Select Historical as the Rate Type. General Ledger overrides the period-end rate, if one exists, with rates associated with this type.

Note: If you have average balance processing enabled, General Ledger will automatically enter Historical as the Rate Type.

9. Save your work.
10. Produce a Historical Rates Listing to see your historical rates, amounts and weighted-average rates.

To enter a historical rate for a range of accounts:

1. Navigate to the Historical Rates window.
2. Select the ledger or reporting currency you want to enter historical rates for a range of accounts
3. Enter the Target Currency for which you want to enter rates. You can enter any foreign currency as the Target Currency.
4. Choose the Assign by Ranges button.
5. Enter the Period, Rate or Amount, and Rate Type just as you would for individual accounts. You must have read and write access to the ledger, balancing segment value or management segment value to the accounts to enter historical rates for the range of accounts.

Note: If you have average balance processing enabled, the Rate Type field will not appear.

Note: Data entry for this window assumes you are entering a credit amount (a positive number for a credit amount, a negative number for a negative credit amount).

6. (Optional) If average balance processing is enabled, select a Usage type to apply the rate to Standard, Average, or Standard & Average balances.
7. Enter an account Low and High for the range you want to assign the defined rate. You can assign the same rate to multiple account ranges.
8. Choose OK when you have entered all the ranges for the period, rate, and rate type.
9. Save your work. General Ledger runs a concurrent process to assign historical rates

to the accounts in the designated ranges.

10. Produce a Historical Rates Listing to see your historical rates, amounts and weighted-average rates.

Automatically Assigned Rate Types

If you translate an owners' equity account for which you have not entered a historical rate for the period and to-currency, or an asset or liability account for which you have entered a previous historical rate, General Ledger automatically creates a historical rate and assigns it one of the rate types listed below. The information below also describes how General Ledger derives the historical rate it uses for the period and to-currency:

Prior: General Ledger uses the most recently entered historical rate or amount for your balance sheet accounts, and assigns it the rate type Prior.

Note: General Ledger does not automatically roll forward historical rates for the income statement accounts.

Period: If you have never defined a historical rate or amount for an owners' equity account, General Ledger uses: After a period rate is defaulted in, it will be always used until it is deleted.

- The assigned period-average rate type if the profile option GL: Owners Equity Translation Rule is set to PTD.
- The assigned period-end rate type if the profile option GL: Owners Equity Translation Rule is set to YTD.

Calculated: This rate type is only used when the profile option GL: Owners Equity Translation Rule is set to YTD. It is only applicable to the retained earnings account in the first period of each fiscal year. General Ledger calculates a historical rate for the retained earnings account and assigns it the rate type Calculated. This happens regardless of whether a historical rate has been previously defined for the retained earnings account.

Related Topics

Defining Ledgers, *Oracle General Ledger Implementation Guide*

Using Period-End and Period-Average Rates in Translation, page 9-11

Historical Rates Listing, page 10-56

Overview of Multi-Currency Accounting, page 9-2

Overview of Average Balance Processing, page 4-1

Revaluing Balances

Use the Revaluation window to define, run, update, and delete revaluations for foreign currency-denominated balances. Revaluation launches a process that revalues the ledger currency equivalent balances for the accounts and currencies you select, using the appropriate current market rate for each currency. Resulting gain or loss amounts are posted to the gain/loss or cumulative translation adjustment accounts you specify and balanced by balancing segment values. This process creates a revaluation batch containing separate journal entries for each revalued foreign currency.

If you use Reporting Currencies (journal or subledger level), see: *Revaluation, Multiple Reporting Currencies in Oracle Applications*.

You can revalue a single account or ranges of accounts, for both income statement and balance sheet accounts. Income statement accounts are revalued on the basis of their period-to-date or year-to-date balances, in accordance with the Income Statement Accounts Revaluation Rule profile option (See: *Setting General Ledger Profile Options*, *Oracle General Ledger Reference Guide*). Balance sheet accounts are always revalued on the basis of their year-to-date balances.

When you revalue balances in an average balance ledger, General Ledger only revalues standard balances. When you post the revaluation journal entries to update your standard balances, the system recomputes your average balances automatically.

If you use Reporting Currencies, revaluation journal entries generated and posted in your primary ledger are automatically generated, converted, and posted to each of your reporting currencies.

Secondary Tracking Segment

You can use the secondary tracking segment to track revaluation results using the primary balancing segment and secondary tracking segment. Revaluation gain or loss amounts will be posted to the gain/loss or cumulative translation adjustment account you specify and balanced by each balancing segment value and secondary tracking segment value pair. See: *Secondary Segment Tracking*, page 1-241.

If you use Reporting Currencies, see: *Reporting Currencies User Guide*.

Note: Secondary tracking segment support is not available for average daily balance enabled ledgers. To track revaluation using the cost center segment as the secondary tracking segment in an average balance enabled ledger, set the profile option GL Revaluation: Tracking by Cost Center to Yes.

Note: For non-average daily balance ledgers that require cost center tracking for revaluation but not overall secondary segment tracking, set

this profile option to Yes. Otherwise, set this profile option to Null.

Defining, Saving, and Running Revaluations

You can define new revaluations, update existing revaluations and delete revaluations. You can launch any revaluation from the Revaluation window or you can launch saved revaluations and revaluations grouped into Request Sets from the Submit Request window.

- To define a new revaluation, complete the fields in the revaluation window and save your work.
- To update an existing revaluation, query a revaluation, change the fields in the window as necessary and save your work.
- To delete a revaluation, query a revaluation and choose View>Delete from the menu.
- To run a revaluation from the Revaluation window, enter a new revaluation or query a revaluation and choose the Revalue button. Complete the Ledger, Period, Effective Date, and Rate Date fields in the Submit Request window.

Note: Ledgers sharing a common chart of accounts can share revaluations.

- To run a revaluation or group of revaluations from the Submit Request Window, choose the Revaluation program. In the Parameters window that appears, specify the Revaluation Name or Request Set Name for a group of revaluations, Period, Effective Date, and Rate Date.

Grouping Revaluations into Request Sets/Scheduling

You can group revaluations into Request Sets. For example, you can group revaluations into a set to run sequentially or in parallel. You can also schedule revaluations and revaluation sets to run periodically or daily.

- To schedule a revaluation or Request Set, run your revaluation or Request set. In the Parameters window choose the Schedule button. If you select Periodically or Specific Days in the Schedule window, you must enable the Increment checkbox. This will increment the Effective Date and Rate Date. The period will increment only at the end of the period. If you do not enable the Increment checkbox, the Effective Date and Rate Date will not change.

See: *Oracle Applications User Guide* for more information on creating Request Sets and for scheduling options.

PTD Revaluation for Income Statement Accounts

You can use the profile option, GL Income Statement Accounts Revaluation Rule, to specify whether you want to revalue income statement accounts using period-to-date (PTD) or year-to-date (Y-T-D) balances. If you choose to revalue PTD balances for income statement accounts, the program continues to appropriately revalue YTD balances for balance sheet accounts. Revaluing the PTD balance of your income statement accounts creates weighted average YTD balances using period rates from each corresponding period against the PTD account balance and produces more accurate results in compliance with SFAS #52 standards.

When you select the PTD option for revaluing your income statement accounts, Revaluation produces two separate journal entries; one that revalues your balance sheet accounts and another for your income statement accounts. You will not need to reverse the PTD revaluation journal entry for your income statement accounts in the subsequent period since that revaluation only applied to last period's activity.

Prerequisites

- Define accounts for unrealized gains and unrealized losses. You can use the same account for both.
- Define a revaluation rate for each currency for each period or date for which you want to run revaluation.
- If you use Reporting Currencies, define a Cumulative Translation Adjustment account for your ledger.

To revalue your account balances:

1. Navigate to the Revaluation window.
2. Enter the Revaluation Name.

If you do not specify a Revaluation Name, revaluation creates the following name: <Revaluation> <Date> <Time>. For example, Revaluation 14-Oct-2002 10:54:26.
3. (Optional) Enter a Description for your revaluation.
4. (Optional) Enable AutoPost Revaluation. If enabled, the revaluation journal is automatically posted when the revaluation process completes.
5. (Optional) Select the Enable Security checkbox to apply Definition Access Set security to your revaluation definition.

Definition Access Sets are an optional security feature that allows you to control access to your General Ledger definitions. For example, you can prevent certain users from viewing, making changes, or using your revaluation definition.

If you do not enable security, all users will be able to use, view, and modify your revaluation definition.

If the Assign Access function is available for your responsibility, the Assign Access button will be enabled once you check the Enable Security check box. Choose the Assign Access button to assign the definition to one or more Definition Access Sets with the desired privileges. For more information, see Definition Access Sets, *Oracle General Ledger Implementation Guide*.

If the Assign Access function has been excluded from your responsibility, you will not be able to view the Assign Access button in Revaluation window. You can still secure the revaluation definition by checking the Enable Security check box, but only Definition Access Sets that are AutoAssigned will be automatically assigned to this revaluation definition. See your System Administrator for more information on Function Security.

6. Choose a Currency Option.

- *All Currencies*: all balances for which the appropriate conversion rates are defined will be revalued.
- *Single Currency*: only balances for the specified currency will be translated. You must choose a currency from the List of Values in the Currency field.

7. Choose Rate Options.

- *Daily Rates*: Revaluation will use daily rates of the specified Type to revalue balances. You must choose a type from the Type field.

Type: Revaluation will use this type when you select Daily Rates. The List of Values includes all defined conversion rate types, except User, that are not secured with definition access sets or that are assigned to your definition access sets with Use privilege.

- *One-Time*: Revaluation uses the specified rate to revalue balances. You must specify a rate in the Rate field. One-Time is only available if you choose Single Currency in the Currency Options region.

Rate: Revaluation will use this rate when you select One-Time. Enter a rate greater than 0.

Note: If different rates are required for different ranges of accounts, for example spot rates for balance sheet accounts and average rates for income statement accounts, define separate revaluations for each class of accounts, using a different rate type for each.

8. Enter accounts for the Unrealized Gain and Unrealized Loss accounts. The account

can be the same for both fields. The company segment appears blank and is not required.

All debit revaluation adjustments are offset against the unrealized gain account and all credit adjustments are offset against the unrealized loss account. If the same account is specified in both fields, the net of the revaluation adjustments is derived.

9. Complete the fields in the Revaluation Ranges region. For an example, see: Revaluation Example, page 9-32.

- *Account Low*: specify the low end of the range of accounts you want to revalue.
- *Account High*: specify the high end of the range of accounts you want to revalue.

Note: Expand Parent Company and Expand Natural Account fields are automatically checked when you specify the same parent account in the low and high account ranges. These are display only fields. See: Revaluation Example., page 9-32

10. Choose Revalue. Your revaluation is automatically saved and the Submit Request window appears. Complete the following fields:

- *Ledger/Ledger Set*: choose a ledger or ledger set for this revaluation.

If a ledger is selected, the ledger currency cannot be the same as the revalued currency. Revaluation is not generated if the ledger currency is the same as the revalued currency. If a ledger set is selected, revaluation submits a concurrent request for each of the ledgers in the ledger set. If the revalued currency is the same as the ledger currency, revaluation is not generated for that ledger.

If you use reporting currencies (journal or subledger level), you can choose a reporting currency for this field.

- *Revaluation*: the name defaults to the revaluation definition from the Revaluation form.
- *Period*: choose a period from the List of Values. Only open periods appear in the List of Values.
- *Effective Date*: the default effective date that appears is based on the Period specified. You can change this to any date. The default effective date used is based on the following rules as compared against the system date.

Previous Period: the date will default to the last day of that period.

Current Period: the date will default to the current system date.

Future Period: the date will default to the first day of the period.

If you enter an effective date outside the Period, the effective date will be

adjusted to match the specified period when you run Revaluation.

- **Rate Date:** the default date that appears is the same as the effective date.

Changes to the Rate Date field have no effect if you previously specified a rate type of Period or One-Time. If you are using daily rates, you can specify any date.

Note: The profile option GL Revaluation: Days to Roll Forward Daily Rates will roll the daily rate forward for revaluation if you do not define a Daily Rate. See: GL Profile Options., *Oracle General Ledger Reference Guide* Revaluation will only use rates defined for the specified rate date. If a rate is used in this manner, revaluation completes with a warning and the rate is detailed on the Revaluation Execution report.

11. Choose Submit. General Ledger launches a concurrent process to revalue your account balances. The process names your revaluation batch in the following format: Revalues <Period Name> <Concurrent Request Date> <Unique Identifier Number>; for example, Revalues SEP-02 30-SEP-2002 8884.
12. Use the Revaluation Execution Report to review the status of your revaluation. General Ledger automatically generates this report when you run Revaluation.
13. Post the revaluation journal batch if you do not have AutoPost enabled.

Note: Data Access Set security is enforced when revaluation is executed. You must have read and write access to the ledger, or read and write access to the revalued balancing segment values or management segment values. Revaluation only revalues account ranges that it has read and write access to. Accounts combinations with read only access or no access to the balancing segment values or management segment values are ignored.

You must have read and write ledger, balancing segment values or management segment values access to your unrealized gain and loss accounts, otherwise revaluation results in an error.

Note: If you use Reporting Currencies, you must revalue your ledger and each of your reporting currencies (journal or subledger transaction level). Revaluation journal entries generated and posted in your ledger are automatically generated, converted, and posted to each of your reporting currencies.

See: Revaluation, page 11-21.

Note: General Ledger conforms to multiple national accounting standards, including SFAS #52 and IAS 21--regarding translation, remeasurement, revaluation, and reporting of foreign currency-denominated balances.

Summary of Revaluation Program

The following summarizes revaluation results, depending on the currency option you choose from the Revaluation window

Single Currency - Revalues standard balances denominated in the selected currency for the selected period and range of accounts. Currency is revalued using the rate defined in the Revaluation window.

All Currencies - Revalues all standard balances denominated in a currency other than your ledger currency, for the selected period and range of accounts. Currencies are revalued using the rate defined in the Revaluation window.

Revaluation Example

The tables below illustrate Revaluation results based on:

- How you enter the range of accounts to be processed
- The parent/child relationships in the range of accounts specified

The examples also illustrate when the Expand Parent Company and Expand Natural Account fields are enabled by the system (when the checks appear in the checkboxes).

Your data access set must provide read and write access to the ledger, or read and write access to the revalued balancing segment values or management segment values.

Assume the following accounts contain foreign currency journal entries. The first segment represents the company balancing segment. The third segment represents the natural account segment.

01.010.1110.0000.100

02.010.1110.0000.100

04.020.1520.0000.000

06.020.3310.0000.000

01.020.2370.0000.000

03.010.2370.0000.000

04.020.2450.0000.000

07.020.3100.0000.000

Parent company value 97 contains child values 01, 02, and 03.

Parent company value 98 contains child values 04, 05, 06, 07, 08, and 09.

Natural Accounts 1000, 2000, and 3000 are parent accounts.

The following revaluation ranges are specified in the Revaluation window:

Specified Revaluation Ranges

Account Low	Account High	Expand Parent Balancing Segment	Expand Natural Account
97.000.1000.0000.000	97.999.1000.9999.999	Yes	Yes
98.000.2000.0000.000	98.999.2000.9999.999	Yes	Yes
97.000.3000.0000.000	98.000.3000.9999.999	No	Yes

Note: A check appears in the Expand Parent Balancing Segment and Expand Natural Account checkboxes when the same values are specified for the Account Low and High. A check will not appear when different parent or natural account ranges are specified for the Account Low and High.

The following accounts will be revalued:

01.010.1110.0000.100

02.010.1110.0000.000

04.020.2450.0000.000

No revaluation results will be created for the 3000 account range because different parent company values are used in the Account Low and Account High ranges. When the low and high parent values are not the same, they are treated as child account ranges.

Assume the following revaluation ranges are specified in the Revaluation window:

Specified Revaluation Ranges, natural account

Account Low	Account High	Expand Parent Balancing Segment	Expand Natural Account
01.000.1000.0000.000	99.999.2000.9999.999	No	No
01.000.3000.0000.000	99.999.3000.9999.999	No	Yes

Note: Note: A check appears in the Expand Parent Balancing Segment and Expand Natural Account checkboxes when the same values are specified for the Account Low and High. A check will not appear when different parent or natural account ranges are specified for the Account Low and High.

The following accounts will be revalued:

01.010.1110.0000.100

02.010.1110.0000.000

04.020.1520.0000.000

06.020.3310.0000.000

07.020.3100.0000.000

No revaluation results will be created for the 2000 parent account because different parent account values were specified in the Account Low and Account High ranges. When the low and high parent values are not the same, they are treated as child account ranges. Only child accounts 1000 through 1999 were considered for revaluation.

Related Topics

Entering Daily Rates, page 9-11

Posting Journal Batches, page 1-188

Overview of Multi-Currency Accounting, page 9-2

Overview of Average Balance Processing, page 4-1

Overview of Reporting Currencies, page 11-1

Translating Balances

You can translate your actual and budget account balances from your ledger currency to another currency. You can launch translation from the Translate Balances window or from the Standard Request Submission (SRS) window. Translated balances are stored in balance-level reporting currencies. Balance level reporting currencies are defined in the Accounting Configuration using the Accounting Setup Manager or automatically generated during translation.

If average balance processing is enabled, you can translate both average and standard balances. Run translation after you have completed all journal activity for an accounting period. If you post additional journal entries or change your translation rates after running translation for a period, you must retranslate. Additionally, if you change the account type for an account segment value and want to retranslate your actual account balances, you may need to purge past translations, change the account type assignment, then run translation.

Important: When you first translate a balancing segment value, you establish the initial translation period. You cannot translate a period before the initial translation period for that balancing segment.

If you mark the All checkbox in the Translate Balances window and attempt to translate new balancing segment values, the program will not process any new balancing segments to prevent you from accidentally establishing the wrong initial translation period. If you add one or more new balancing segments, their first translation must be performed independently. After this first translation, you can mark the All checkbox to translate balances for all balancing segment values that have established initial translation periods.

Translation and the Secondary Tracking Segment

When secondary tracking segment support is enabled for Closing and Translation in the Ledger window, translation will calculate translated retained earnings by summing the translated revenue and expense accounts associated with each unique combination of primary segment value and secondary tracking segment value pair. This amount is closed out to the matching detailed retained earnings account. The system also calculates a historical rate for each detail retained earnings account in the case of the YTD equity method of translation.

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

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

Note: We recommend you translate each period sequentially.

Note: Secondary tracking segment support does not apply to an average translation.

Period-to-Date vs. Year-to-Date Translation Rules

General Ledger uses one of two translation rules shown in the table below, depending on the account type being translated:

- For Asset and Liability accounts, General Ledger always uses the Year-to-Date rule.
- For owner's equity accounts, you can choose to use either of these two rules. If you do not choose a rule, General Ledger uses the Period-to-Date rule.

- For income statement accounts, you can choose to use either of these two rules. If you do not choose a rule, General Ledger uses the Period-to-Date rule.

Note: If Historical Rates or Historical Amounts are used, they will override the period-average or period-end rates for all account types.

Translation Rules

Translation Rule	Translation Period Amount
Period-to-Date (PTD) Rule	Translated Period Amount = Period Average Rate X PTD Ledger Currency Balance
Year-to-Date (YTD) Rule	Translated Period Amount = Period-End Rate X YTD Ledger Currency Balance - Beginning Translated Balance

Rates Used for Translation (Equity Method Translation)

For translation or equity method translation, SFAS #52 and IAS 21 require you use the translation rates in accordance with the following table:

Rates Used for (Equity Method) Translation

GL Account Type	Period-End	Period Average	Historic
Monetary Assets, Liabilities	X		
Non-monetary Assets, Liabilities	X		
Revenue, Expense Related to Monetary Items	X (YTD rule)	X (PTD rule)	

GL Account Type	Period-End	Period Average	Historic
Revenue, Expense Related to Non-monetary Items*	X (YTD rule)	X (PTD rule)	
Equity			X

Rates Used for Remeasurement (Temporal Method Translation)

For remeasurement or temporal method translation, SFAS #52 and IAS 21 require you use the translation rates in accordance with the following table:

Rates Used for Remeasurement

GL Account Type	Period-End	Period Average	Historic
Monetary Assets, Liabilities	X		
Non-monetary Assets, Liabilities			X
Revenue, Expense Related to Monetary Items	X (YTD rule)	X (PTD rule)	
Revenue, Expense Related to Non-monetary Items*			X
Equity			X

Important: Period-end and period-average rates types must be assigned when a ledger is initially created and are defaulted when balance level reporting currencies are automatically created for the ledger. However, you can change the period-end and period-average rate types assignment for the balance level reporting currencies before you run translation for the first time.

The daily rate that is defined for the last day of the period is used as the

translation rate. If the rate for the last day of the period does not exist, translation searches back within the period until a rate is found. If no rate exists for the period, translation ends in an error.

Historical rates or amounts override period-end and period average rates for all account types. You should not define a historical rate or amount for an account in the Historical Rates window if you want General Ledger to select the period-end or period average rate for the account according to the above tables.

Note: * Income statement items related to non-monetary items include cost of goods sold, depreciation on property, amortization of intangible items, etc.

Translation vs. Remeasurement

The following table summarizes the major differences in General Ledger setup steps for translation and remeasurement.

Note: The two steps below are the only places in the multi-currency setup flow where translation and remeasurement differ. The other steps are the same for the two translation methods and are omitted below.

Translation vs. Remeasurement

Setup Steps	Translation (Equity Method)	Remeasurement (Temporal Method)
1. Setup Cumulative Translation Adjustment Account	The account type must be owners' equity. (SFAS #52)	The account type must be revenue or expense. (SFAS #52).
2. Enter Historical Rates in Historical Rates Table	Derive and enter historical rates or amounts for owners' equity accounts only.	Derive and enter historical rates for owners' equity accounts, non-monetary assets and liability accounts, and income statement accounts related to non-monetary items.

Note: The above two steps are the only places in the multi-currency

setup flow where translation and remeasurement differ. The other steps are the same for the two translation methods and are omitted.

Cumulative Translation Adjustment Account

When you translate your actual balances into another currency, General Ledger automatically adjusts the balance of the Cumulative Translation Adjustment account by the net difference needed to balance your translation results. If you have multiple companies or balancing entities within a ledger, General Ledger automatically adjusts the balance of the translation adjustment accounts of each company or balancing entity. If secondary tracking segment is enabled for your ledger, the Cumulative Translation Adjustment will be calculated by each unique pair of balancing segment and secondary tracking segment values. General Ledger does not make adjustments to this account when you translate budget balances.

Data Access Set

Your data access set must provide read and write access to the ledger or to the specific balancing segment value to run translation. If you only have partial read and write balancing segment values access, you can only translate balancing segment values that you have read and write access to. If you have partial read and write or read only access to management segment values, you cannot run translation.

Reporting Currencies

If you are using Journal or Subledger Transaction Level Reporting Currencies, you cannot run translation in these types of reporting currencies.

Prerequisites

- Define a period in your calendar that precedes the first period you want to translate.
- Define a period in your calendar following the period you want to translate.
- Assign the conversion rate types for the period-average and period-end rates to your ledger using Accounting Setup Manager. Enter period-average, period-end and historical rates for your target currency.
- Enter period and historical rates for your target currency.
- Review the setting of the profile option GL: Owners Equity Translation Rule. If necessary, have your system administrator change the setting. See: Notes on Translating Owners' Equity Accounts, page 9-48.
- Review the setting of the profile option GL Translation: Revenue/Expense Translation Rule. The default is PTD. If necessary, have your system administrator change the setting. See: Notes on Translating Revenue/Expense Accounts, page 9-

- Review the setting for Secondary Tracking Segment option for your ledger.
- If you are translating budgets, define your source and target budgets.

To translate actual account balances to a foreign currency:

1. Navigate to the Translate Balances window.
2. Select a ledger or ledger set for this translation.
3. (Optional) If average balance processing is enabled in your ledger or ledger set, select a Usage:

Standard: To translate standard balances only.

Average: To translate average balances only.

Both: To translate both standard and average balances.

Usage defaults to Standard.

Note: If average balance processing is enabled, you can translate both average and standard balances. Additionally, translation cannot be run in an Adjusting period for Average Balances.

4. Mark the All checkbox to translate balances for all balancing segment values, or enter a single Balancing Segment Value for which you want to translate balances.

Your data access set must have full read and write access to the ledger, or read and write access to all of its balancing segment values or management segment values to select All Balancing Segment. If you only have partial read and write balancing segment values access, you can only translate the specific values that you have read and write access to. If you have partial read and write, or read only access to the management segment values, you cannot run translation for that ledger. The following table displays the Balancing Segment options for the different types of data access set privileges.

If you have this Data Access Type	with read and write access of	you can select the following translation balancing segment option
Ledger	All	All Values or Single Value
Balancing Segment Value	All	All Values or Single Value

If you have this Data Access Type	with read and write access of	you can select the following translation balancing segment option
Balancing Segment Value	Specific	Single Value
Management Segment Value	All	All Values or Single Value
Management Segment Value	Specific	Cannot Run Translation

Note: If you are launching translation from the Standard Request Submission (SRS) window, leave the Balancing Segment parameter empty to select all balancing segment values. The empty balancing segment parameter defaults to All.

Important: Marking the All checkbox translates balances for all balancing segment values that have been previously translated. If you add one or more new balancing segments, their first translation must be performed independently. After this first translation, you can mark the All checkbox to translate balances for all balancing segment values.

5. Select Actual for the Balance Type to translate.
6. Enter the Target Currency to which you want to translate. If you are translating a ledger, you can choose any enabled currency other than your ledger currency. If you are translating a ledger set, you can choose any enabled currency. Ledgers with a currency that is different than the target currency are submitted for translation.
The Target Ledger defaults to the reporting currency with the same target currency if a ledger is selected. The Target Ledger is disabled if a ledger set is selected.

7. Enter the Period of the balances you want to translate.

Important: The Period you enter the first time you translate actual balances will be the earliest period for which you can translate actual balances for any subsequent translations.

8. Choose the Translate button to begin a concurrent process to translate account balances. General Ledger displays the request ID (ReqID).

Note: Translating both standard and average balances generates two separate concurrent requests; one to translate standard balances and one to translate average balances.

You can launch translation for a ledger or ledger set from the Translate Balance window or the Standard Request Submission (SRS) window by running Program – Translate Balances. When you run translation from the Translate Balance window, the program checks if a balance level reporting currency is assigned to the ledger or ledgers in a ledger set, and checks if translation has been previously run for the target currency. General Ledger performs the following actions:

Launch Translation from Translate Balances window.

Note: You cannot submit an average translation using the Standard Request Submission window. Only standard translations are available.

Ledger	Ledger	Ledger
If a reporting currency is assigned	and the first-ever translation period is established	the following action will take place
Yes	Yes	Submits translation
Yes	No	Uses the entered period as the first- ever translated period and submits translation.
No	No	Creates a balance-level reporting currency that uses the entered period as the first-ever translated period and submits translation.
Ledger Set	Ledger Set	Ledger Set
Ledger Set	Ledger Set	Ledger Set

If a reporting currency is assigned to each of the ledgers in the ledger set	and the first-ever translation period for the ledger is established	the following action will take place if you select Yes to auto creating reporting currency and setting the initial translation period	the following action takes place if you select No to auto creating reporting currency and setting the initial translation period
Yes	Yes	Not Applicable *will automatically submit translation	Not Applicable *will automatically submit translation
Yes	No	Uses the entered period as the first-ever translated period and submits translation.	Submits translation only for ledgers with assigned balance level reporting currencies that has established the first-ever period for the entered currency.
No	No	Creates a reporting currency (balance level), uses the entered period as the first-ever translated period and submits translation.	Submits translation only for ledgers with assigned balance level reporting currencies that has established the first-ever period for the entered currency.

If you are launching translation from the Standard Request Submission (SRS) window, the program checks if a reporting currency is assigned to the ledger or ledgers in a ledger set, and checks if translation has been previously run for the target currency. General Ledger performs the following actions:

Launch Translation from Standard Request Submission (SRS) window.

If you select a	with a reporting currency assigned to the ledger or to each of the ledgers in the ledger set	and the first-ever translation period is established	the following action will take place
Ledger	Yes	Yes	Submit translation.
Ledger	Yes	No	Uses the entered period as the first-ever translated period and submits translation.
Ledger	No	No	Creates a balance level reporting currency and uses the entered period as the first-ever translated period and submit translation.
Ledger Set	Yes	Yes	Submits translation.
Ledger Set	Yes	No	Does not submit translation.
Ledger Set	No	No	Does not submit translation.

Note: Translation defaults the name of the balance level reporting currency to name of the ledger and appends the currency code, for example, Operations (USD). You can update the name of the reporting currency by using the Accounting Setup Manager.

The Currency Translation Options of period-average and period-end rate types assigned to the ledger is used as the default Currency Translation Options for the balance level reporting currency. You cannot update the reporting currency's Currency Translation Options after you have run translation for the ledger. You need to purge the translated balances first before updating the Currency Translation Options for the reporting currency. The Currency Translation Options for the ledger can be updated at any time.

You can only query and report against balance level reporting currencies. You cannot run translation in journal or subledger transaction level reporting currencies.

You can only translate budget for a ledger, not ledger sets.

To translate budget balances to a foreign currency:

1. Navigate to the Translate Balances window.
2. Select a ledger for this translation.
3. Select the All checkbox to translate balances for all balancing segment values, or enter a single Balancing Segment Value for which you want to translate.

Your data access set must have full read and write access to the ledger, or read and write access to all of its balancing segment values or management segment values to select All Balancing Segment. If you have partial read and write access to the balancing segment values, you can only translate balancing segment values that you have read and write access to. If you have partial read and write or read only access to the management segment values you cannot run translation for that ledger. The following table displays the Balancing Segment options for the different types of user responsibility's data access set privileges.

If you have this Data Access Type	with read and write access of	you can select the following translation balancing segment option
Ledger	All	All Values or Single Value
Balancing Segment Value	All	All Values or Single Value
Balancing Segment Value	Specific	Single Value
Management Segment Value	All	All Values or Single Value
Management Segment Value	Specific	Cannot Run Translation

Note: If you are launching translation from the Standard Request Submission (SRS) window, leave the Balancing Segment parameter empty to select all balancing segment values. The empty balancing segment parameter defaults to All.

4. Choose Budget as the Balance Type to translate.
5. Mark the All checkbox to translate balances for all balancing segment values, or enter a single Balancing Segment Value for which you want to translate balances.
6. Enter the Target Currency to which you want to translate. If you are translating a ledger, you can choose any enabled currency other than your ledger currency. If you are translating a ledger set, you can choose any enabled currency. Only ledgers with a currency that is different than the target currency are submitted for translation.

The Target Ledger defaults to the reporting currency whose currency is the same as the target currency.

7. Enter the Period of the balances you want to translate. You can translate budget balances for any period regardless of the period you choose to translate first.
8. Enter the Source budget whose account balances you want to translate, and the Target budget for which you want to calculate translated account balances. You can translate one source budget into one or more target budgets.

Important: You should not translate more than one source budget into the same target budget for the same period and currency because each source budget translation will override the balances in your target budget.

Note: You can only translate budget amounts that are entered in the ledger currency.

The budget year containing the period you are translating must be open in your source budget.

9. Enter the Period-Average and Period-End rate types you want to use to translate this budget.

Note: If your conversion rate types are assigned to definition access sets, you must have Use privilege to select a conversion rate type.

10. Choose the Translate button to begin a concurrent process to translate account balances. General Ledger displays the request ID (Req ID).

Note: Secondary Tracking with the Closing and Translation option enabled does not apply to translation of budget balances.

Related Topics

Defining Calendars, *Oracle General Ledger Implementation Guide*

Entering Daily Rates, page 9-11

Entering Historical Rates, page 9-21

Using Period-End and Period-Average Rates in Translation, page 9-11

Defining Budgets, page 2-15

Ledger Options, *Oracle General Ledger Implementation Guide*

Overview of Multi-Currency Accounting, page 9-2

Notes on Translating Average Balances, page 9-51

Overview of Reporting Currencies, page 11-1

Overview of Average Balance Processing, page 4-1

Notes on Translation with Historical Rates and Amounts

If you have defined historical rates or amounts in the Historical Rates window, General Ledger will select one of two amounts that is used to arrive at a translated balance for your account:

Account Balance: General Ledger uses the historical amount you've provided or translates the account using the historical rate you've provided, and uses the resulting amount as the YTD translated account balance.

Net Activity: General Ledger uses the historical amount you've provided or translates the account's net period activity using the historical rate you've provided, and uses the resulting amount as the translated net period activity for the account. The amount is added to the previous period's translated balance to arrive at the current period's translated balance.

The calculation used depends on whether the account to which the historical rate or amount applies is a revenue/expense, asset/liability, or owners' equity account as well as the translation rule selected.

Asset/Liability: The historical amount becomes the YTD translated balance for the account. If historical rate is used, it is applied against the ledger currency YTD balance.

Owners' Equity: If the profile option GL: Owners Equity Translation Rule is set to PTD, the historical amount is treated as translated net activity for the period. If historical rate is used, it is applied against the ledger currency period net activity. If the profile option is set to YTD, the historical amount becomes the YTD translated balance for the owners' equity account. If historical rate is used, it is applied against the ledger currency YTD balance

Revenue/Expense: If the profile option GL Translation: Revenue/Expense Translation Rule is set to PTD, the historical amount is treated as translated net activity for the

period. If historical rate is used, it is applied against the ledger currency period net activity. If the profile option is set to YTD, the historical amount becomes the YTD translated balance for revenue and expense accounts. If historical rate is used, it is applied against the ledger currency YTD balance.

Related Topics

Entering Historical Rates, page 9-21

Notes on Translating Owners' Equity Accounts

General Ledger translates owners' equity accounts in accordance with SFAS #52 and IAS 21, using historical rates or amounts.

Tip: Historical rates tend to be more precise than period-end rates with respect to owners' equity accounts. Therefore, if you translate your owners' equity accounts without defining a historical rate, General Ledger creates a message in the log file stating it used a calculated or period-end rate to perform translation. If this message is created in your log file, we suggest that you define a historical rate and retranslate your balances using that rate.

See: Automatically Assigned Rate Types, page 9-25.

Translating Retained Earnings Account

The retained earnings account at the beginning of a fiscal year is not translated like other accounts in GL. It is translated using the following formula:

Beginning translated retained earnings balance in new fiscal year =

(Sum of all translated revenue balance at the end of prior year -)

Sum of all translated expense balance at the end of prior year +

Translated ending retained earnings balance at the end of prior year.

If you translate owners' equity accounts using the YTD rule, then in the first period of each new fiscal year, General Ledger populates a historical rate with rate type Calculated for the retained earnings account in the historical rates table. It is the ratio of the beginning translated retained earnings account balance to the beginning ledger currency retained earnings account balance. In the case of the YTD rule, user-defined historical rates or amounts are not rolled forward across fiscal years for the retained earnings account. If you translate owners' equity accounts using the PTD rule, General Ledger does not calculate the historical rate for the retained earnings account.

Restating Previously Translated Balances

If you change the translation rule for your owner's equity account, you should restate

your previously translated balances. Equity accounts will be translated using the new rule for new translations only. Previously translated equity account balances will not change.

To choose the translation rule to use for owners' equity accounts:

1. Review the setting for the profile option GL: Owners Equity Translation Rule. There are two possible settings:

PTD: Owners' equity is translated using the Period-to-Date rule.

YTD: Owners' equity is translated using the Year-to-Date rule.

2. Have your system administrator set the profile option to the method your organization uses for translating owners' equity.

Note: If you do not maintain historical rates in your ledger, General Ledger will create them for each period for which you translate your owners' equity accounts, using: – The assigned Period-average rates if you use the PTD rule. – The assigned Period-end rates if you use the YTD rule.

To restate your previously translated owner's equity balances after switching the translation rule:

1. Purge the old translated balances for each period to be restated.
2. Change the GL: Owners Equity Translation Rule profile option to the desired setting.
3. For each period to be restated, use the Historical Rates window to delete the rates used to translate owners' equity accounts, as follows:
 - **Retained Earnings:** Delete any non-Historical Type Rates.
 - **Other Owners' Equity accounts:** Delete all assigned Period-Average or Period-End rates.
4. Run translation. Your owners' equity balances will now be translated using the new rule.

Note: Review the historical rates and amounts you have defined to determine if these are still applicable with the change in equity translation rule.

Notes on Translating Revenue/Expense Accounts

The profile option GL: Translation: Revenue/Expense Translation Rule lets you use two translation methods when translating revenue and expense accounts.

When the profile option is set to PTD, the PTD translation rule is applied.

When the profile option is set to YTD, the YTD translation rule is applied.

If you have a business requirement to use both translation methods throughout the year, such as the PTD method during the year for managerial reporting and the YTD method at year-end for legal reporting, you should define additional currencies used solely for translation purposes.

For example, if you must translate balances to Japanese Yen using both PTD and YTD translation methods, define an additional JPY currency called JPYTRANS. The additional currency represents the Japanese Yen Translation currency used as an alternative currency representation of translation.

When you run translation each period, set the profile option to PTD, and run translation for the JPY currency only to use the PTD rule. Then, change the profile option to YTD and re-run translation for the same period using the JPYTRANS currency. This allows you to maintain both types of balances of both currencies that use different translation methods.

Note: You must remember to change the profile option *before* running translation.

To choose the translation rule used for revenue and expense accounts:

1. Review the setting for the profile option GL Translation: Revenue/Expense Translation Rule. There are two settings:

PTD: Revenue and expense accounts are translated using the Period-to-Date rule and assigned period-average rates.

YTD: Revenue and expense accounts are translated using the Year-to-Date rule and assigned period-end rates.
2. Have your system administrator set the profile option to the method your organization uses for translating revenue and expense accounts.

Restating Previously Translated Balances

If you change translation rules for your revenue and expense accounts, you should restate your previously translated balances. Revenue and expense accounts will be translated using the new rule for new translations only. Previously translated revenue and expense balances will not change.

To restate your previously translated revenue and expense balances after switching the translation rule:

1. Purge the old translated balances for each period to be restated.
2. Change the GL Translation: Revenue/Expense Translation Rule profile option to the desired setting.
3. For each period to be restated, update the assigned period end or period average rates in the Daily Rates window as necessary.
4. For each period to be restated, update any rates defined in the Historical Rates window for revenue and expense accounts as necessary.
5. Run translation for every period starting with the earliest period to have your revenue and expense accounts translated using the new rule.

Related Topics

Setting General Ledger Profile Options, *Oracle General Ledger Reference Guide*

Purging Archived Account Balances and Journals, page 7-25

Notes on Translating Average Balances

Following are some notes about how General Ledger translates average balances, the rates used for translation, and changing rate types.

How General Ledger Translates Average Balances

When you choose to translate average balances, General Ledger will translate balances for every day in the period you choose to translate. If you subsequently retranslate, the system will retranslate balances for every day in the period you choose to retranslate.

When you translate average balances, the PATD balance type will be translated automatically, using the appropriate calculated average rates See: Rates Used for Translation, page 9-52. If you have chosen to translate optional amount types, see: Ledger Options. General Ledger also automatically translates the average balance types you have selected (i.e., QATD, YATD, and/or EOD).

The cumulative translation adjustment account is not translated directly. Instead, once all other accounts have been translated at the appropriate rates, a balancing entry is made to the cumulative translation adjustment account.

Note: Secondary Tracking with the Closing and Translation option enabled does not apply to translation of average balances.

Rates Used for Translation

When you translate average balances, General Ledger uses averages of different rates, depending on whether the system is translating a non-historical account or a historical account. A historical account is one for which you have entered a historical rate or amount for the Average usage on the Historical Rates window. Non-historical accounts are those for which you have not entered a historical rate.

Non-historical Accounts

General Ledger will use averages of daily rates for the rate type assigned to the ledger, as shown in the example in the following table:

Day	Daily Rate	Average Rate	PATD Balance	Translated PATD
1	1.250	1.250	2,500.00	3,125.00
2	1.300	1.275	3,000.00	3,825.00
3	1.280	1.277	3,250.00	4,150.25
4	1.290	1.280	3,250.00	4,160.00
5	1.320	1.288	3,300.00	4,250.40

Daily rates for all days, business and non-business, are included when General Ledger computes the average rates used to translate non-historical accounts. If there is no daily rate for a specific date, the system will use the most recently entered daily rate for the appropriate rate type.

Historical Accounts

General Ledger uses a weighted average of the historical rates across the number of periods in the specified range being translated. For example, assume the historical rate is 1.25 for January 1996, 1.40 for February, and 1.45 for March. Quarter average-to-date balances for March 16th would be translated using the following weighted-average rate:

Calculations

Description	Rate	Operand	Days in Month	Rate X Days
January calculation	1.25	X	31	38.75
February calculation	1.40	X	29	40.60
March calculation	1.45	X	16	23.20
column sum total			76	102.55

Average Result

Total Rate X Days	Operand	Sum of Days in Month	Rate to Translate March 16th Average Balances
102.55	/	76	1.349

Note: You can choose to specify historical amounts rather than rates in the Historical Rates window. General Ledger will calculate, in the same manner that historical rates are calculated, a weighted historical amount to use for translation.

If you define a historical rate or amount in one period, but not in a subsequent period, General Ledger will automatically roll forward the historical rate or amount from the previous period. This is true for all accounts; not just equity accounts.

If you have never defined a historical rate or amount for an account, General Ledger treats the account as non-historical and translates the average balances using an average of daily rates. This is also true for equity accounts, however, General Ledger will warn you in this instance.

Changing Rate Types

Under certain circumstances, you can change the rate type used to translate an account's average balances. For example, you might initially treat a particular account as

non-historical and translate its average balance using an average of daily rates. In a subsequent period, you may decide that the account should be treated as historical and translated using historical rates or amounts. Or, you may initially translate a historical account using historical rates and later decide to translate using a historical amount.

The rules you need to follow when changing rate types for translating average balances are shown in the table below. If you violate these rules, the translation process will terminate with an error.

RATE TYPE FROM:	RATE TYPE TO:	RULES FOR CHANGING
Average Daily Rate	Historical Rate or Historical Amount	After the first translated period, you can only change in the first period of a year.
Historical Rate or Historical Amount	Average Daily Rate	Delete all historical rates or amounts that have been entered since the first translated period.
Historical Rate	Historical Amount	No special considerations if the change is made in the first period of a year. To change in any period other than the first period, you must delete all historical rates entered since the first translated period, then enter your new historical amounts starting from that first period.
Historical Amount	Historical Rate	No special considerations if the change is made in the first period of a year. To change in any period other than the first period, you must delete all historical amounts entered since the first translated period, then enter your new historical rates starting from that first period.

Related Topics

Translating Balances, page 9-34

Entering Daily Rates, page 9-11

Entering Historical Rates, page 9-21

Using Period-End and Period-Average Rates in Translation, page 9-11

Overview of Multi-Currency Accounting, page 9-2

Overview of Average Balance Processing, page 4-1

Currency Rates Manager

The Currency Rates Manager allows you to manage all your currency rate information in one place. You can:

- Enter Daily Rates.
- Upload Daily Rates or Historical Rates from a spreadsheet to Oracle General Ledger.
- Download Historical Rates to a spreadsheet. You can download for review only or update. If you update, you modify the Historical Rates in the spreadsheet and upload to Oracle General Ledger.
- Review Period Rates and historical rates using a web interface.
- Create Cross Rates. Cross rates are calculated conversion rates based on defined currency rate relationships. General Ledger will calculate cross rates based on a Cross Rate Rule you define.

From the General Ledger Navigator choose Setup > Currencies > Currency Rates Manager. Select one of the following tabs: Daily Rates, Historical Rates, Period Rates, or Rate Types.

It is recommended you use the Microsoft Internet Explorer web browser to utilize the full functionality of the Currency Rates Manager.

Related Topics

Cross Rates, page 9-56

Using the Daily Rates Spreadsheet Interface, page 9-59

Using the Historical Rates Spreadsheet Interface, page 9-60

Overview of Multi-Currency Accounting, page 9-2

Defining Currencies, page 9-8

Entering Daily Rates, page 9-11

Entering Historical Rates, page 9-21

Cross Rates

Cross rates are calculated conversion rates based on defined currency rate relationships. General Ledger will calculate cross rates based on a Cross Rate Rule you define.

A Cross Rate Rule is associated with a conversion rate type and consists of a Rate Type, Pivot Currency, and Contra Currencies.

Conversion Rate Type: A parameter that associates contra currencies with the pivot currency.

Pivot Currency: The central currency that interacts with Contra Currencies.

Contra Currencies: Currencies that have a rate relationship with the Pivot Currency.

How Cross Rates are Generated

The following text and tables explain how General Ledger generates cross rates or calculated conversion rates. For the examples below, calculations are rounded to five decimal places.

Establish a Cross Rate Rule:

- Enter a Rate Type.
- Assign a Pivot Currency (USD) to the Rate Type.
- Associate one or more contra currencies with the pivot currency (GBP, CAD, EURO).

Enter daily rates between the pivot currency and the contra currency.

You can also accomplish this using a spreadsheet or SQL*LOADER to populate the GL_DAILY_RATES_INTERFACE table.

Entered Daily Rates

To Contra Currencies	From USD Pivot Currency
To USD Pivot Currency	
To GBP	0.65000
To CAD	1.50000
To EURO	0.90000

When daily rates are entered, the inverse conversion rate is automatically created by the

system (see table below).

Inverse Rates

Contra Currencies	From USD Pivot Currency	From GBP	From CAD	From Euro
To USD Pivot Currency		1.53846	0.66667	1.11111
To GBP	0.65000			
To CAD	1.50000			
To EURO	0.90000			

Run the Daily Rates Import and Calculation program.

The Daily Rates Import and Calculation program is automatically run when daily rates updates are applied and saved. When the program is launched, the Currency Rates Manager calculates conversion rates between the contra currencies based on contra currency rate relationships with the pivot currency (see table below).

System Generated Cross Rates

To Contra Currencies	From USD Pivot Currency	From GBP	From CAD	From Euro
To USD Pivot Currency		1.53846	0.66667	1.11111
To GBP	0.65000		0.43333	0.72222
To CAD	1.50000	2.30769		1.66667
To EURO	0.90000	1.38462	0.60000	

Display the results.

You can display all rate relationships for a Conversion Rate Type. Navigate to the Currency Rates Manager's Daily Rates window and perform a query on the Rate Type used in your Cross Rate Rule. The query results list all the rates. By selecting a rate and using the update action, more details about the record will be displayed, including the identification of system generated cross rates.

When Cross Rates are Automatically Generated

Cross Rates are automatically updated when the Import and Calculation program is run:

- When you enter or delete daily rates in the Currency Rates Manager's Create Daily Rates page.
- When you use a spreadsheet to upload daily rates to the GL_DAILY_RATES table.
- When you upload rates or load daily rates from the GL_DAILY_RATES_INTERFACE table to the GL_DAILY_RATES table.

Note: Cross rates are not updated when you enter or delete daily rates in General Ledger windows.

Updating Cross Rate Rules

You can update a Cross Rate Rule at any time, by adding or removing contra currency assignments. When you add a contra currency to a Cross Rate Rule, cross rates are generated only when the Daily Rates Import and Calculation program is subsequently run.

If you remove a contra currency from a Cross Rate Rule, any cross rates generated previously for that contra currency will remain unless you manually delete them.

Once you create a cross rate rule, you cannot revise the pivot currency. Instead, delete the cross rate rule and create a new rule for the rate type and appropriate pivot currency.

When you delete a cross rate rule, any cross rates generated previously for contra currencies associated with the rule will remain unless you manually delete them.

When you delete cross rate rules, or when contra currencies are removed from or added to a cross rate rules after the rule has already been in use, users should review the generated cross rates for the rate type. Changes to the rule are not retroactive and will not affect previously stored cross rates.

Note: The GL Daily Rates: Cross Rates Override profile option governs the behavior of generated cross rates. See: GL Daily Rates: Cross Rates Override, *Oracle General Ledger Reference Guide*.

Using Custom Rate Loading Programs

The GL_DAILY_RATES_INTERFACE.AL trigger is disabled upon upgrade to this feature. To continue using the trigger logic, set the GL_CRM_UTILITIES_PKG.ENABLE_TRIGGER:=TRUE.

To enable cross rates logic either call the public Application Program Interface (API)

GL_CRM_UTILITIES_PKG.DAILY_RATES_INPUT or run the Daily Rates Import and Calculation program from the Submit Request window.

See Also: Daily Rates, page 9-11.

Related Topics

Currency Rates Manager, page 9-55

Using the Daily Rates Spreadsheet Interface, page 9-59

Using the Historical Rates Spreadsheet Interface, page 9-60

Overview of Multi-Currency Accounting, page 9-2

Defining Currencies, page 9-8

Entering Daily Rates, page 9-11

Entering Historical Rates, page 9-21

Using the Daily Rates Spreadsheet Interface

In the Currency Rates Manager, navigate to the Daily Rates tab and choose the Create in Excel button.

Web ADI is launched. Click through the Integrator page. In the Content page, select none to create a blank spreadsheet or select Text to populate the spreadsheet with values from a text file. The format of the spreadsheet is fixed due to mapping requirements between the spreadsheet and the GL_DAILY_RATES_INTERFACE table.

Details on using the spreadsheet are listed below:

Header Region

Action cell: Enter an Action or use the List of Values. **

Delete: Delete the rows in your spreadsheet from the GL_DAILY_RATES table.

Insert: Insert/Update the rows in your spreadsheet into the GL_DAILY_RATES table.

Spreadsheet Region

All columns in your spreadsheet marked by an asterisk (*) are required fields.

From Currency and To Currency columns: Enter or use the List of Values. **

From Date and To Date columns: Use the date format for your installation.

Rate Type column: Enter or use the List of Values. **

Rate column: Enter a rate.

Inverse Rate: Automatically calculated by the system but updatable.

**To display a List of Values, double-click in the cell or place your cursor in the cell and choose Oracle > List of Values from the toolbar menu.

When the data in your spreadsheet is complete and you are ready to upload, choose Oracle > Upload from the menu. Choose the Parameters button to modify the upload parameters or choose the Upload button.

In the Parameters window, you can choose Automatically Submit Daily Rates Import which automatically runs the Daily Rates Import and Calculation program. This will transfer daily rates from the GL_DAILY_RATES_INTERFACE table to the GL_DAILY_RATES table and automatically generate cross rates.

If you don't choose Automatically Submit Daily Rates Import, run the Daily Rates Import and Calculation program to update the GL_DAILY_RATES table and generate cross rates.

To monitor the status of your upload and daily rates import, choose Oracle > Monitor from the menu.

Related Topics

Currency Rates Manager, page 9-55

Cross Rates, page 9-56

Using the Historical Rates Spreadsheet Interface, page 9-60

Multi-Currency Overview, page 9-2

Defining Currencies, page 9-8

Entering Daily Rates, page 9-11

Entering Historical Rates, page 9-21

Using the Historical Rates Spreadsheet Interface

In the Currency Rates Manager, navigate to the Historical Rates tab. Select Create in Excel Spreadsheet from the Actions poplist. Click on the Go button.

Web ADI is launched. Click through the Integrator page. In the Content page, select none to create a blank spreadsheet or select Text to populate the spreadsheet with values from a text file. The format of the spreadsheet is fixed due to mapping requirements between the spreadsheet and the GL_HISTORICAL_RATES table.

Details on using the spreadsheet are listed below:

All fields in your spreadsheet marked by an asterisk (*) are required fields.

Header Region

Target Currency:Enter or use the List of Values. **

Period:Enter or use the List of Values. **

Spreadsheet Region

Account Columns: Enter account information.

Value Type: Enter Amount or Rate or choose from the List of Values.**

Value: Enter the amount or rate.**

Rate Type: Enter Historical. You can only upload historical rates with the rate type Historical.

Usage: Defaults to a value of Standard. You can select Average for an Average Daily Balance Ledger.

**To display a List of Values, double-click in the cell or place your cursor in the cell and choose Oracle > List of Values from the toolbar menu.

Enter account and historical rate information in the spreadsheet. You can also cut and paste accounts and historical rate information from another spreadsheet.

When your spreadsheet is complete and you are ready to upload, choose Oracle > Upload from the menu. Choose the Parameters button to modify the upload parameters or choose the Upload button.

To monitor the status of your upload and daily rates import, choose Oracle > Monitor from the menu.

Downloading Historical Rates

In the Currency Rates Manager, navigate to the Historical Rates tab. Select Review or Update from the Action poplist. Review allows you to view the data only. Update allows you to modify the data. Click on the Go button.

Web ADI is launched. In the Mapping window that appears, make your selections for:

Target Currency: Enter a target currency or choose from the List of Values.

Period: Enter or choose a period from the List of Values.

Rate Type: Enter the Rate Type or use wild cards to return a search list. You can specify Historical, Period, Calculated or Prior rate types.

Balancing Segment Low: Specify

Balancing Segment High: Specify

Exclude Historical Rate or Historical Amount of Zero: Select Yes to exclude historical rates or historical amounts of zero.

Choose next to launch your spreadsheet. The format of the spreadsheet is fixed due to mapping requirements between the spreadsheet and the GL_HISTORICAL_RATES table.

Modify the spreadsheet as you desire.

Enter account and historical rate information in the spreadsheet. You can also cut and

paste accounts and historical rate information from another spreadsheet.

Note: Updated historical rates with rate types of Period, Calculated, or Prior must be modified to a rate type of Historical. You can only upload historical rates with the rate type Historical.

When your spreadsheet is complete and you are ready to upload, choose Oracle > Upload from the menu. Choose the Parameters button to modify the upload parameters or choose the Upload button.

Related Topics

Currency Rates Manager, page 9-55

Cross Rates, page 9-56

Using the Daily Rates Spreadsheet Interface, page 9-59

Overview of Multi-Currency Accounting, page 9-2

Defining Currencies, page 9-8

Entering Daily Rates, page 9-11

Entering Historical Rates, page 9-21

Standard Reports and Listings

Running Standard Reports and Listings

General Ledger gives you a complete set of standard reports such as journal reports, general ledgers, account analyses and trial balances. You can also request standard listings to review key non-financial information, including your chart of accounts, row sets, column sets and content sets, reporting hierarchies, consolidation definitions, recurring journal formulas, and more. All of the information in these reports and listings is also available online.

You can combine standard reports, listings and programs into a request set to submit them as a group. In addition, if the Financial Statement Generator program is assigned to your responsibility, you can include FSG reports in standard request sets.

Note: Due to the length of descriptions, account combinations, etc., information in report fields may be truncated to accommodate the report format.

Note: For those definitions that are secured using definition access sets, such as FSG components, Recurring Journals, and Budget Organizations, you must have the View privilege to the definition to view the definition in standard reports and listings.

General Ledger provides the following categories of standard reports and listings:

- **Account Analysis:** These reports list the accumulated balances of a range of accounts and all journal entry lines that affect that range. The same segment security rules defined for your chart of accounts extend to account analysis reports.
- **Budget:** These reports and listings contain information about your budgets and budget organizations, including account assignments and budget hierarchies.

- **Chart of Accounts:** These reports and listings provide information about the accounts in your chart of accounts, including segment values, rollup ranges and suspense accounts.
- **Consolidation:** These reports and listings provide information about your consolidation activities.

You can also request reports about a specific consolidation, including how your subsidiaries' accounts are mapped into your parent accounts. You must use the audit mode run option in order to request the Consolidation Audit Report and the Consolidation Exception Reports, and you can only request the Consolidation Journals Report for consolidations using the Transactions method.

Note: If you are using definition access sets to secure your consolidation definitions, you must have the Use privilege to the consolidation definition in order to view the information in reports.

- **Currency:** These listings show the daily and historical rates you defined for foreign currencies.
- **Financial Statement Generator:** These listings provide summary or detail information about the definitions of your Financial Statement Generator report components, reports and report sets.
- **General Ledger:** These reports list beginning and ending account balances, and all journal entry lines affecting each account balance in your ledger currency and foreign currencies. The same segment security rules defined for your chart of accounts extend to general ledger reports.
- **Journals:** These reports provide journal information in your ledger currency and foreign currencies, including posted, unposted and error journals. You can also review journal activity for particular periods and balancing segments. The same segment security rules defined for your chart of accounts extend to journals reports.
- **Trial Balance:** These reports list account balances and activity for your ledger currency and foreign currencies, budgets, encumbrances and actuals. You can request this information by currency, accounts, and so on. The same segment security rules defined for your chart of accounts extend to trial balance reports.
- **Other:** These reports and listings provide information about Data Access Sets, Ledger Sets, Definition Access Sets, MassAllocation/MassBudget definitions, actual or budget recurring journal formulas, statistical units of measure and value-added taxes received and paid.
- **Execution:** These reports are automatically generated when you submit and complete a concurrent process.

Note: General Ledger only supports text format for any of the standard report output. No other format is supported.

To run a standard report, listing, or request set:

1. Navigate to the Submit Requests window.
2. Choose whether to run a request or request set, then choose the request or request set you want to run.
3. Enter the necessary request parameters.
4. Submit your request.
5. Review the status of your request.

You can review all of your requests at the same time, or you can review only certain requests, based on the Request ID, phase or status you specify. General Ledger provides detailed information about your request, including request time, start time, report options, priority, status and much more.

Related Topics

Execution Reports, page 10-110

Oracle General Ledger Standard Reports and Listings, page 10-33

Defining Request Sets, *Oracle Applications User's Guide*

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

Changing Request Options, *Oracle Applications User's Guide*

Generating Standard Reports Using XML Publisher

Overview

General Ledger integrates with Oracle XML Publisher to generate custom formatted standard General Ledger reports. Users design and control report presentation using report templates. When users generate a report, XML Publisher merges report data with the report template to create a document that supports numerous formatting options, including color, images, font styles, headers, and footers.

General Ledger provides XML Publisher templates for these standard reports:

- Account Analysis - (132 Char)
- Journals - General (132 Char)

- Trial Balance - Detail
- Journals - Day Book
- Journals - Voucher
- Journals - Extended
- Journals - Check
- Account Analysis - Contra Account

Prerequisites

- Install XML Publisher 4.5 or higher.
- The System Administrator must set the output format of the applicable reports to XML. The System Administrator can also optionally assign a default template to the concurrent program. The default template will be used to publish the report unless the user selects a different template when submitting the report.

To Generate a Standard Report Using XML Publisher

1. Choose a single request on the Submit Request window.
2. Select the report Name.

Note: Make sure that the selected report matches the displayed default template.

3. Enter the report parameters, then submit the request.

Related Topics

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

XML Publisher Introduction, *Oracle XML Publisher User's Guide*

XML Output File

When users generate a standard report using a report template, they first generate an XML output file of the report. XML Publisher applies the requested report template to the XML output file to generate a formatted report file. The figure below shows an example XML output file.


```

<?xml version="1.0" ?>
- <!--
Generated by Oracle Reports version 6.0.8.22.0
-->
- <GLRTBD>
- <G_PAGEBREAK>
- <G_DETAIL>
  <BEGIN_BALANCE>-388650</BEGIN_BALANCE>
  <ACTIVITY>0</ACTIVITY>
  <END_BALANCE>-388650</END_BALANCE>
  <ACCT_VALUE>2925</ACCT_VALUE>
  <ACCT_VALUE_DESC>Revenue Clearing</ACCT_VALUE_DESC>
  <ACCT>01-600-2925-0000-700</ACCT>
</G_DETAIL>
<PAGEBREAK_NAME>Product</PAGEBREAK_NAME>
<PAGEBREAK_VALUE>700</PAGEBREAK_VALUE>
<ACTIVITY_TOTAL>0</ACTIVITY_TOTAL>
<BEGIN_BALANCE_TOTAL>-388650</BEGIN_BALANCE_TOTAL>
<END_BALANCE_TOTAL>-388650</END_BALANCE_TOTAL>
<PAGEBREAK_VALUE_DESC>Direct Finance Lease</PAGEBREAK_VALUE_DESC>
<PAGEBREAK_ROW_COUNT>1</PAGEBREAK_ROW_COUNT>
</G_PAGEBREAK>
<LEDGER_NAME_PARAM>Vision Operations (USA)</LEDGER_NAME_PARAM>
<ACCOUNT_NAME_COLUMN>Acct</ACCOUNT_NAME_COLUMN>
<PAGEBREAK_LEFTPROMPT_DSP>Product</PAGEBREAK_LEFTPROMPT_DSP>
<ROW_COUNT>1</ROW_COUNT>
<PERIOD_NAME_PARAM>Feb-03</PERIOD_NAME_PARAM>
<CURRENCY_PARAM>USD</CURRENCY_PARAM>
<PAGEBREAK_VALUE_FROM_PARAM>000</PAGEBREAK_VALUE_FROM_PARAM>
<PAGEBREAK_VALUE_TO_PARAM>999</PAGEBREAK_VALUE_TO_PARAM>
<AMOUNT_TYPE_PARAM>Period to Date</AMOUNT_TYPE_PARAM>
</GLRTBD>

```

XML output files are composed of tag set elements. For example, in the figure above, `<BEGIN_BALANCE>-388650</BEGIN_BALANCE>` is the beginning balance element, which consists of a starting and ending tag. The data between the tags is the value of the element. In the figure above, the value for the beginning balance element is -388650.

Placeholder Syntax for Standard Report Templates

Each data field in a report template must correspond to an element in the XML output file. When users design or modify a report template in XML Publisher, they define placeholders for the XML elements. The placeholder maps the template report field to an element in the XML output file. When users generate the formatted reports using XML Publisher, the placeholder is replaced by the value of the element of the same name in the XML output file.

For example, suppose that the Ledger Name field in the Trial Balance - Detail Report template, as seen in the figure shown in the Example of Report Template Layout section, corresponds to the XML element `LEDGER_NAME_PARAM`. When the formatted report is generated using XML Publisher, this placeholder is replaced by the value of the element from the XML output file. The value for Ledger Name, as seen in the figure in the XML Output File section, is Vision Operations (USA).

Users can employ the formatting provided by General Ledger in the Standard Report templates or they can modify the templates in XML Publisher.

To modify templates in XML Publisher, see *Creating an RTF Template, Oracle XML Publisher User's Guide*

Default Report Template XML Tags Available in Journals and Account Analysis Reports

The following table lists the tags in the default XML template that are available in the default XML template that are available in the following Journals and Account Analysis report templates.

- Journals - Check Report, page 10-81
- Journals - Day Book , page 10-79
- Journals - Extended, page 10-78
- Journals - Voucher, page 10-79
- Account Analysis - Contra Account, page 10-34

In the following table, an "X" in the report column indicates that the XML tag in that row is available in the default template for that report.

The other tags listed are available in the XML output but are not available in the default template for that report. However , you can modify the template or create a new template to add those tags.

XML tag name	Description	Journals - Check	Journals - Day Book	Journals - Extended	Journals - Voucher	Account Analysis - Contra Account
ACCT	Complete account combination	X	X	X	X	
ACCT_DE SC	Description of account combination	X	X		X	
ACCT_SE GMENT_N AME	the account segment name					

XML tag name	Description	Journals - Check	Journals - Day Book	Journals - Extended	Journals - Voucher	Account Analysis - Contra Account
ACCT_VA LUE	Natural Account Segment Value					X
ACCT_VA LUE_DESC	Natural Account Segment Value Description					X
ADDITIO NAL_SEG MENT_DE SC	Additional Segment description					X
ADDITIO NAL_SEG MENT_VA LUE	Additional Segment value					X
APPROVA L_STATUS	Journal Approval Status					
BALANCE _TYPE	Balance Type (Actual, Budget or Encumbran ce)					
BALANCI NG_SEGM ENT_DES C	Balancing Segment Value Description		X			X
BALANCI NG_SEGM ENT_NAM E	Balancing Segment Name					

XML tag name	Description	Journals - Check	Journals - Day Book	Journals - Extended	Journals - Voucher	Account Analysis - Contra Account
BALANCING_SEGMENT_VALUE	Balancing Segment Value		X			X
BATCH_CREDIT_AMOUNT	Batch Credit Amount					
BATCH_CREATION_DATE	Batch Creation Date					
BATCH_DESCRIPTION	Batch Description					
BATCH_DEBIT_AMOUNT	Batch Debit Amount					
BATCH_EFFECTIVE_DATE	Batch Effective Date			X		
BATCH_ENTERED_CREDIT_AMT	Batch Entered Credit amt					
BATCH_ENTERED_DEBIT_AMT	Batch Entered Debit amt					
BATCH_NAME	Batch Name	X		X	X	
BATCH_POSTED_DATE	Batch Posted Date			X		

XML tag name	Description	Journals - Check	Journals - Day Book	Journals - Extended	Journals - Voucher	Account Analysis - Contra Account
BATCH_P	Batch					
OSTED_ST	Posted					
ATUS	Status					
BEGIN_BA	Beginning					X
LANCE	Balance					
BUDGET_	Budget					
NAME	Name					
BUDGETA	Budgetary					
RY_CONT	Control					
ROL_STAT	Status					
US						
CONTRA_	Contra					X
ACCT_DE	Natural					
SC	Account description					
CONTRA_	Contra					X
ACCT_VA	Natural					
LUE	Account value					
CONVERS	Conversion					
ION_DAT	Date					
E						
CONVERS	Conversion	X	X		X	
ION_RATE	Rate					
CONVERS	Conversion	X			X	
ION_TYPE	Type					
COST_CE	Cost					X
NTER_DES	Center					
C	Segment Value Description					

XML tag name	Description	Journals - Check	Journals - Day Book	Journals - Extended	Journals - Voucher	Account Analysis - Contra Account
COST_CE NTER_VA LUE	Cost Center Segment Value		X			X
DATA_AC CESS_SET_ NAME	Data Access Set Name					
ENCUMBR ANCE_TY PE	Encumbran ce Type					
JRNL_CAT EGORY	Journal Category	X	X			X
JRNL_CR	Journal header credit total (accounted amount)					
JRNL_CUR RENCY_C ODE	Journal currency	X	X		X	
JRNL_DES C	Journal Description					
JRNL_DO C_SEQ_N AME	Journal Document Sequence Name					X
JRNL_DO C_SEQ_N UM	Journal Document Sequence Number	X	X			X

XML tag name	Description	Journals - Check	Journals - Day Book	Journals - Extended	Journals - Voucher	Account Analysis - Contra Account
JRNL_DR	Journal header debit total (accounted amount)					
JRNL_EFFECTIVE_DATE	Journal Effective Date	X	X		X	X
JRNL_ENT_CR	Journal header credit total (entered amount)					
JRNL_ENT_DR	Journal header debit total (entered amount)					
JRNL_LAST_UPDATE_DATE	Journal Last Update Date	X				
JRNL_LAST_UPDATED_BY	Journal Last Updated by	X				
JRNL_LINE_CR	Journal line credit (accounted amount)	X	X	X		X
JRNL_LINE_DESC	Journal Line Description	X	X	X	X	X

XML tag name	Description	Journals - Check	Journals - Day Book	Journals - Extended	Journals - Voucher	Account Analysis - Contra Account
JRNL_LINE_DR	Journal line debit (accounted amount)	X	X	X		X
JRNL_LINE_ENT_CR	Journal line credit (entered amount)	X			X	
JRNL_LINE_ENT_DR	Journal line debit (entered amount)	X			X	
JRNL_LINE_NUMBER	Journal Line Number	X	X	X	X	X
JRNL_LINE_STAT	Journal line STAT amount when a journal has both stat and monetary value			X		
JRNL_LINE_TRANSACTION_DATE	Journal Line Transaction Date			X		
JRNL_NAME	Journal Name	X	X	X	X	
JRNL_SOURCE	Journal Source	X	X	X	X	

XML tag name	Description	Journals - Check	Journals - Day Book	Journals - Extended	Journals - Voucher	Account Analysis - Contra Account
JRNL_TAX_STATUS	Journal Tax Status	X				
JRNL_TYPE	Journal Type					
LEDGER_CURRENCY	Ledger Currency					
LEDGER_NAME	Ledger Name	X	X	X	X	X
LINE_EFFECTIVE_DATE	Line Effective Date			X		
PERIOD_NAME	Period Name	X			X	
REFERENCE_VALUE	Journal Header External Reference					
REFERENCE1_ITEM	Journal line Reference1 (Line Item)			X		
REFERENCE10	Journal Line Reference10					
REFERENCE2	Journal Line Reference2					

XML tag name	Description	Journals - Check	Journals - Day Book	Journals - Extended	Journals - Voucher	Account Analysis - Contra Account
REFEREN CE3	Journal Line Reference3					
REFEREN CE4_SOUR CE_ITEM	Journal Line Reference4 (Source Item)					
REFEREN CE5	Journal Line Reference5					
REFEREN CE6	Journal Line Reference6					
REFEREN CE7	Journal Line Reference7					
REFEREN CE8	Journal Line Reference8					
REFEREN CE9	Journal Line Reference9					
SUBLEDG ER_DOC_S EQ_NAME	Subledger Document Sequence Name		X		X	X
SUBLEDG ER_DOC_S EQ_NUM	Subledger Document Sequence Number		X		X	X

XML tag name	Description	Journals - Check	Journals - Day Book	Journals - Extended	Journals - Voucher	Account Analysis - Contra Account
TAX_CODE	Tax Code	X				
TAX_TYPE	Tax Type					
THE PARAMETER						
ACCT_FROM_PARAM	the account combination from specified in the parameter				X	X
ACCT_TO_PARAM	the account combination to specified in the parameter				X	X
ADDITIONAL_SEGMENT_NAME_PARAM	the additional segment name specified in the parameter				X	
AMOUNT_HIGH_PARAM	the amount high specified in the parameter				X	X

XML tag name	Description	Journals - Check	Journals - Day Book	Journals - Extended	Journals - Voucher	Account Analysis - Contra Account
AMOUNT_LOW_PARAMETER	the amount low specified in the parameter				X	X
BALANCING_SEGMENT_PARAMETER	the balancing segment specified in the parameter		X			
BASIS_PARAMETER	the basis specified in the parameter				X	
BATCH_NAME_PARAMETER	The batch name specified in the parameter	X			X	
CONTRA_ACCOUNT_PARAMETER	the contra account specified in the parameter			X		X
CURRENCY_PARAMETER	The currency specified in the parameter	X		X		X

XML tag name	Description	Journals - Check	Journals - Day Book	Journals - Extended	Journals - Voucher	Account Analysis - Contra Account
DOC_SEQ_NAME_PARAMETER	the document sequence name specified in the parameter				X	X
DOC_SEQ_NUM_PARAMETER	the document sequence number specified in the parameter					X
DR_CR_PARAMETER	the debit/credit parameter				X	X
END_DATE_PARAMETER	The end date specified in the parameter	X	X	X	X	X
END_DOCUMENT_SEQUENCE_NUMBER_PARAMETER	the end document sequence number specified in the parameter				X	
JRNL_CATEGORY_PARAMETER	The journal category specified in the parameter	X	X		X	

XML tag name	Description	Journals - Check	Journals - Day Book	Journals - Extended	Journals - Voucher	Account Analysis - Contra Account
JRNL_LAST_UPDATED_BY_PARAMETER	The last updated by specified in the parameter	X				
JRNL_SOURCE_PARAMETER	The journal source specified in the parameter	X	X	X	X	
LEDGER_NAME_PARAMETER	The ledger name specified in the parameter	X	X	X	X	X
PERIOD_NAME_PARAMETER	the period name specified in the parameter			X		
POSTING_STATUS_PARAMETER	The posting status specified in the parameter	X		X	X	X
START_DATE_PARAMETER	The start date specified in the parameter	X	X	X	X	X

XML tag name	Description	Journals - Check	Journals - Day Book	Journals - Extended	Journals - Voucher	Account Analysis - Contra Account
START_DOC_SEQ_NUM_PARAM	the start document sequence number specified in the parameter				X	
SUBLEDGER_DOCUMENT_SEQUENCE_NAME_PARAM	the subledger document sequence name specified in the parameter					X
SUBLEDGER_DOCUMENT_SEQUENCE_NUMBER_PARAM	the subledger document sequence number specified in the parameter					X

For more information see:XML Publisher Introduction, *Oracle XML Publisher User's Guide*

Account Analysis Report Template

The table below indicates the placeholder syntaxes provided in the Account Analysis Report template.

Placeholder Syntaxes Provided in the Account Analysis Report Template

Placeholder	Syntax	Meaning
<?call:Header?>	<?call:Header?>	References the Header layout. Anything between the Header Start and Header End is repeated on every page.
Header Start	<?template:Header?>	Identifies the beginning of the header area of the report.
Ledger Name	<?LEDGER_NAME_PARAM?>	Inserts the ledger name.
Item Type	<?REFERENCE_TYPE_PARAM?>	Inserts the specified item type (line, source or entry).
Period From	<?PERIOD_FROM_PARAM?>	Inserts the specified starting period.
Period To	<?PERIOD_TO_PARAM?>	Inserts the specified ending period.
Report Date	N/A	Inserts the current system date.
Page	N/A	Inserts the page numbers.
Account From	<?ACCT_FROM_PARAM?>	Inserts the specified from account code combination.
To	<?ACCT_TO_PARAM?>	Inserts the specified to account code combination.
Balance Type	<?BALANCE_TYPE?>	Inserts the balance type (actual, budget, or encumbrance).
If Bud	<?if:BALANCE_TYPE="Budget"?>	Determines if the balance type is Budget; the label Budget Name is displayed.
Budget Name	<?BUDGETNAME_ENCUMBRANCE TYPE?>	Inserts the budget name.
End Bud	<?end if?>	Indicates the end of the If Bud.

Placeholder	Syntax	Meaning
If Enc	<?if:BALANCE_TYPE="Encumbrance"?>	Determines if the balance type is Encumbrance; the label Encumbrance Type is displayed.
Encumbrance Type	<?BUDGETNAME_ENCUMBRANCE_TYPE?>	Inserts the encumbrance type.
End Enc	<?end if?>	Indicates the end of the If Enc.
Currency	<?CURRENCY_PARAM?>	Inserts the specified currency code.
Header End	<?end template?>	Identifies the end of the header area of the report.
If Data Found	<?choose:?><?when:GLRJED/TOTAL_NUMBER_PERIODS!="0"?>	Determines if one or more rows of data exists before report is generated.
Group1	<?for-each:G_BALANCES?>	Loops through the elements in the GL_BALANCES group, which is a group of elements in the XML output file representing report data.
Beginning Balance for Period	<?choose:?><?when:BEGIN_BALANCE!=""?><?format-number(BEGIN_BALANCE,'###0.00')?><?concat(" ",BEGIN_BALANCE_DR_CR_SIGN)?><?end when?><?otherwise:?>0.00<?end otherwise?><?end choose?>	Formats and inserts beginning balance, or inserts 0.00 if no balance exists.
Period	<?PERIOD_NAME?>	Inserts the period name.
Item Type column header	<?../REFERENCE_TYPE_PARAM?>	Inserts specified item type in column header (line, source, or entry).
Group2	<?for-each:G_MAIN?>	Loops through the elements in the GL_MAIN group, which is a group of elements in the XML output file representing report data.

Placeholder	Syntax	Meaning
Source	<?JRNL_SOURCE?>	Inserts the journal source name.
Category	<?JRNL_CATEGORY?>	Inserts the journal category name.
Batch	<?BATCH_NAME?>	Inserts the batch name.
Journal	<?JRNL_NAME?>	Inserts the journal name.
Line Description	<?JRNL_LINE_DESC?>	Inserts the journal line description.
Item Type	<?REFERENCE_VALUE?>	Inserts the item type.
Journal Debit	<?choose:?><?when:JRNL_LINE_DR! =""?><?format-number(JRNL_LINE_ DR,'###,##0.00')?><?end when?><?end choose?>	Formats and inserts journal debit, or inserts 0.00 if no balance exists.
Journal Credit	< ?choose:?><?when:JRNL_LINE_CR!=" "?><?format-number(JRNL_LINE_CR , '###,##0.00')?><?end when?><?end choose?>	Formats and inserts journal credit, or inserts 0.00 if no balance exists.
End Group2	<?end for-each?>	Indicates the end of the GL_MAIN group.
Total Activity Debit	<?choose:?><?when:PERIOD_TOTAL _DR!=""?><?format-number(PERIOD_ TOTAL_DR,'###,##0.00')?><?end when?><?otherwise:?>0.00<?end otherwise?><?end choose?>	Formats and inserts total activity debit, or inserts 0.00 if no balance exists.
Total Activity Credit	<?choose:?><?when:PERIOD_TOTAL _CR!=""?><?format-number(PERIOD_ TOTAL_CR,'###,##0.00')?><?end when?><?otherwise:?>0.00<?end otherwise?><?end choose?>	Formats and inserts total activity credit, or inserts 0.00 if no balance exists.

Placeholder	Syntax	Meaning
Ending Balance for Period	<pre><?choose:?><?when:END_BALANCE!=""?><?format-number(END_BALANCE, '##,##0.00')?><?concat(" ", END_BALANCE_DR_CR_SIGN)?><?end when?><?otherwise:?>0.00<?end otherwise?><?end choose?></pre>	Formats and inserts ending balance, or inserts 0.00 if no balance exists.
Period	<pre><?PERIOD_NAME?></pre>	Inserts the period name.
Break Before	<pre><xsl:if xdofo:ctx="inblock" test="position()<count(//G_BALANCES)"><xsl:attribute name="break-before">page</xsl:attribute></xsl:if></pre>	Determines if there is more data before inserting a new page.
End Group1	<pre><?end for-each?></pre>	Indicates the end of the GL_BALANCES group.
Total Report Activity Debit	<pre><?choose:?><?when:GLRJED/REPT_TOTAL_DR!=""?><?format-number(GLRJED/REPT_TOTAL_DR, '##,##0.00')?><?end when?><?otherwise:?>0.00<?end otherwise?><?end choose?></pre>	Formats and inserts total report activity debit, or inserts 0.00 if no balance exists.
Total Report Activity Credit	<pre><?choose:?><?when:GLRJED/REPT_TOTAL_CR!=""?><?format-number(GLRJED/REPT_TOTAL_CR, '##,##0.00')?><?end when?><?otherwise:?>0.00<?end otherwise?><?end choose?></pre>	Formats and inserts total report activity credit, or inserts 0.00 if no balance exists.
Else When No Data Found	<pre><?end when?><?otherwise:?></pre>	Indicates the end of the If Data Found group. If no data exists, display the "No Data Found" warning message.
End Data Found	<pre><?end otherwise?><?end choose?></pre>	Indicates the end of the When No Data Found.

Journals - General Report Template

The table below indicates the placeholder syntaxes provided in the Journal - General Report template.

Placeholder Syntaxes Provided in the Journals - General Report Template

Placeholder	Syntax	Meaning
<?call:Header?>	<?call:Header?>	References the Header layout. Anything between the Header Start and Header End is repeated on every page.
Header Start	<?template:Header?>	Identifies the beginning of the header area of the report.
Ledger Name	<?LEDGER_NAME_PARAM?>	Inserts the ledger name.
Posting Status	<?POSTING_STATUS_PARAM?>	Inserts the specified batch posting status (posted, unposted, or error).
From Date	<?choose@inlines:?><?when@inlines:PERIOD_NAME_PARAM!=""?><?PERIOD_NAME_PARAM?> <?end when?><?when@inlines:START_DATE_PARAM!=""?><?START_DATE_PARAM?><?end when?><?otherwise@inlines:?><?FIRST_OPEN_PERIOD?><?end otherwise?><?end choose?>	Inserts the specified period name, start date, or first open period.
To Date	<?choose@inlines:?><?when@inlines:PERIOD_NAME_PARAM!=""?><?PERIOD_NAME_PARAM?><?end when?><?when@inlines:END_DATE_PARAM!=""?><?END_DATE_PARAM?><?end when?><?otherwise@inlines:?><?LAST_ENTER_PERIOD?><?end otherwise?><?end choose?>	Inserts the specified period name, end date, or latest open period.

Placeholder	Syntax	Meaning
Report Date	N/A	Inserts the system date.
Page	N/A	Inserts the page numbers.
Currency	<?CURRENCY_PARAM?>	Inserts the specified currency code.
Source	<?JRNL_SOURCE_PARAM?>	Inserts the specified journal source name.
Header End	<?end template?>	Identifies the end of the header area of the report. Anything in-between the Header Start and End is repeated on every page.
If Data Found	<?choose:?> <?when:GLRGNJ/ROW_COUNT!="0"?>	Determines if one or more rows of data exists before report is generated.
Group1	<?for-each:G_SOURCE?>	Loops through the elements in the GL_SOURCE group, which is a group of elements in the XML output file representing report data.
Source	<?JRNL_SOURCE?>	Inserts the journal source name.

Placeholder	Syntax	Meaning
Group2	<?for-each:G_BATCHES?>	Loops through the elements in the GL_BATCHES group, which is a group of elements in the XML output file representing report data.
Batch	<?BATCH_NAME?>	Inserts the batch name.
Balance	<?BALANCE_TYPE?>	Inserts the balance type (actual, budget, or encumbrance).
Posted Date	<?BATCH_POSTED_DATE?>	Inserts the batch posted date.
Group3	<?for-each:G_HEADERS?>	Loops through the elements in the GL_HEADERS group, which is a group of elements in the XML output file representing report data.
Journal	<?JRNL_NAME?>	Inserts the journal name.
Category	<?JRNL_CATEGORY?>	Inserts the journal category.
Effective Date	<?JRNL_EFFECTIVE_DATE?>	Inserts the journal effective date.
Reference	<?JRNL_REFERENCE?>	Inserts the journal reference.
Currency	<?JRNL_CURRENCY_CODE?>	Inserts the journal currency code.

Placeholder	Syntax	Meaning
Item Type Column Header	<?.././../REFERENCE_TYPE_PARAM ?>	Inserts the item type column header (line or source).
Group4	<?for-each:G_LINES ?>	Loops through the elements in the GL_LINES group, which is a group of elements in the XML output file representing report data.
Line	<?JRNL_LINE_NUMBER?>	Inserts journal line number.
Account	<?ACCT?>	Inserts the journal account.
Transaction Date	<?JRNL_LINE_TRANSACTION_DATE ?>	Inserts the journal transaction date.
Line Description	<?JRNL_LINE_DESC?>	Inserts the journal line description.
Item Type	<?JRNL_REFERENCE_VALUE?>	Inserts the item type (line or source).
Journal Line Debit	<?choose:?><?when:JRNL_LINE_DR!=""?><?format-number(JRNL_LINE_DR,'##,##0.00')?><?end when?><?end choose?>	Formats and inserts the journal line debit.
Journal Line Credit	<?choose:?><?when:JRNL_LINE_CR!=""?><?format-number(JRNL_LINE_CR,'##,##0.00')?><?end when?><?end choose?>	Formats and inserts the journal line credit.
Journal Line Unit	<?choose:?><?when:JRNL_LINE_STAT!=""?><?format-number(JRNL_LINE_STAT,'##,##0.00')?><?end when?><?end choose?>	Formats and inserts the journal line unit.

Placeholder	Syntax	Meaning
End Group4	<?end for-each?>	Indicates the end of the GL_LINES group.
Journal Total Debit	<?choose:?><?when:JRNL_DR!=""?><?format-number(JRNL_DR,'###,##0.00')?><?end when?><?end choose?>	Inserts and formats the total journal debit.
Journal Total Credit	<?choose:?><?when:JRNL_CR!=""?><?format-number(JRNL_CR,'###,##0.00')?><?end when?><?end choose?>	Inserts and formats the total journal credit.
Journal Total Unit	<?choose:?><?when:JRNL_STAT!=""?><?format-number(JRNL_STAT,'###,##0.00')?><?end when?><?end choose?>	Inserts and formats the total journal unit.
Batch Total Debit	<?choose:?><?when:BATCH_DR!=""?><?format-number(BATCH_DR,'###,##0.00')?><?end when?><?end choose?>	Inserts and formats the total batch debit.
Batch Total Credit	<?choose:?><?when:BATCH_CR!=""?><?format-number(BATCH_CR,'###,##0.00')?><?end when?><?end choose?>	Inserts and formats the total batch credit.
Batch Total Unit	<?choose:?><?when:BATCH_STAT!=""?><?format-number(BATCH_STAT,'###,##0.00')?><?end when?><?end choose?>	Inserts and formats the total batch unit.
Source	<?JRNL_SOURCE? >	Inserts the journal source name.
Source Total Debit	<?choose:?><?when:SOURCE_TOTAL_DR!=""?><?format-number(SOURCE_TOTAL_DR,'###,##0.00')?><?end when?><?end choose?>	Formats and inserts the total source debit.
Source Total Credit	<?choose:?><?when:SOURCE_TOTAL_CR!=""?><?format-number(SOURCE_TOTAL_CR,'###,##0.00')?><?end when?><?end choose?>	Formats and inserts the total source credit.

Placeholder	Syntax	Meaning
Source Total Unit	<?choose:?><?when:SOURCE_TOTAL_STAT!="?"><?format-number(SOURCE_TOTAL_STAT,'##,##0.00')?><?end when?><?end choose?>	Formats and inserts the total source unit.
Grand Total Debit	<?choose:?><?when:GLRGNJ/REPT_TOTAL_DEBIT!="?"><?format-number(GLRGNJ/REPT_TOTAL_DEBIT,'##,##0.00')?><?end when?><?end choose?>	Formats and inserts the grand total debit.
Grand Total Credit	<?choose:?><?when:GLRGNJ/REPT_TOTAL_CREDIT!="?"><?format-number(GLRGNJ/REPT_TOTAL_CREDIT,'##,##0.00')?><?end when?><?end choose?>	Formats and inserts the grand total credit.
Grand Total Unit	<?choose:?><?when:GLRGNJ/REPT_TOTAL_STAT!="?"><?format-number(GLRGNJ/REPT_TOTAL_STAT,'##,##0.00')?><?end when?><?end choose?>	Formats and inserts the grand total unit.
Else When No Data Found	<?end when?><otherwise:?>	Indicates the end of the If Data Found group. If no data exists, display the "No Data Found" warning message.
End Data Found	<?end otherwise?><?end choose?>	Indicates the end of the When No Data Found.

Trial Balance - Detail Report Template

The table below indicates the placeholder syntaxes provided in the Trial Balance - Detail Report template.

Placeholder Syntaxes Provided in the Trial Balance - Detail Report Template

Placeholder	Syntax	Meaning
<?call:Header?>	<?call:Header?>	References the Header layout. Anything between the Header Start and Header End is repeated on every page.
Header Start	<?template:Header?>	Identifies the beginning of the header area of the report.
Report Date	N/A	Inserts the system date.
Ledger Name	<?LEDGER_NAME_PARAM?>	Inserts the ledger name.
Period	<?PERIOD_NAME_PARAM?>	Inserts the specified period name.
Page	N/A	Inserts the page numbers.
Currency	<?CURRENCY_PARAM?>	Inserts the specified currency code.
Amount Type	<?AMOUNT_TYPE_PARAM?>	Inserts the specified amount type (Period To Date, Project To Date, Year To Date).
Page Break Segment Range	<?PAGEBREAK_LEFTPROMPT_DSP?>	Populates Page break Segment with the specified segment name.
Segment From	<?PAGEBREAK_VALUE_FROM_PARAM?>	Inserts the specified from page break segment value.
Segment To	<?PAGEBREAK_VALUE_TO_PARAM?>	Inserts the specified to page break segment value.

Placeholder	Syntax	Meaning
Header End	<?end template?>	Identifies the end of the header area of the report. Anything in-between the Header Start and End is repeated on every page.
If Data Found	<?choose:?><?when:GLRTBD/ROW_COUNT!="0"?>	Determines if one or more rows of data exists before report is generated.
Group1	<?for-each:G_PAGEBREAK?><?if:PAGEBREAK_ROW_COUNT!="0"?>	Loops through the elements in the GL_PAGEBREAK group, which is a group of elements in the XML output file representing report data.
Page Break Segment	<?PAGEBREAK_NAME?>	Inserts page break segment name, i.e. company, account, etc.
Page Break Value	<?PAGEBREAK_VALUE?>	Inserts page break value.
Page Break Description	<?PAGEBREAK_VALUE_DESC?>	Inserts page break value description.
Account Name	<?../ACCOUNT_NAME_COLUMN?>	Inserts the chart of account natural account's name.
Group2	<?for-each:G_DETAIL?>	Loops through the elements in the GL_DETAIL group, which is a group of elements in the XML output file representing report data.
Account Value	<?ACCT_VALUE?>	Inserts the natural account value.

Placeholder	Syntax	Meaning
Description	<?ACCT_VALUE_DESC?>	Inserts the natural account value description.
Account	<?ACCT?>	Inserts the account code combination.
Beginning Balance	<?BEGIN_BALANCE?>	Inserts the beginning balance.
Activity	<?ACTIVITY?>	Inserts the activity balance.
Ending Balance	<?END_BALANCE?>	Inserts the ending balance.
End Group2	<?end for-each?>	Indicates the end of the G_DETAIL group.
Total for Page Break Segment	<?PAGEBREAK_NAME?>	Inserts the page break segment name.
Page break Value	<?PAGEBREAK_VALUE?>	Inserts the page break value.
Total Beginning Balance	<?choose:?><?when:BEGIN_BALANCE_TOTAL!=""?> <?format-number(BEGIN_BALANCE_TOTAL,'###,##0.00')?> <?end when?><?otherwise:?>0.00<?end otherwise?><?end choose?>	Formats and inserts the beginning balance, or inserts 0.00 if balance does not exist.
Total Activity	<?choose:?> <?when:ACTIVITY_TOTAL!=""?><?format-number(ACTIVITY_TOTAL,'###,##0.00')?> <?end when?><?otherwise:?>0.00<?end otherwise?><?end choose?>	Formats and inserts the activity balance, or inserts 0.00 if balance does not exist.

Placeholder	Syntax	Meaning
Total Ending Balance	<pre><?choose:?><?when:END_BALANCE_ TOTAL!=""?><?format-number(END_B ALANCE_TOAL,'##,##0.00')?> <?end when?><?otherwise:?>0.00<?end otherwise?><?end choose?></pre>	Formats and inserts the ending balance, or inserts 0.00 if balance does not exist.
End Group1	<pre><xsl:if xdofo:ctx="inblock" test="position()<count(/G_PAGEBREA K)"><xsl:attribute name="break-before">page<xsl:attribut e></xsl:if><?end if?><?end for-each?></pre>	Indicates the end of the GL_PAGEBREAK group.
Else When No Data Found	<pre><?end when?><?otherwise:?></pre>	Indicates the end of the If Data Found group. If no data exists, display the "No Data Found" warning message.
End Data Found	<pre><?end otherwise?><?end choose?></pre>	Indicates the end of the When No Data Found.

Example of Report Template Layout

The figure below shows the layout of the Detail Trial Balance Report for which General Ledger provides a template.

Header Start		Header End		Detail Trial Balance		Report Date: 29-Oct-04	
ORACLE General Ledger				Period		Page: 1 of 1	
Ledger Name							
Currency		Currency					
Amount Type		Amount Type					
PageBreak Segment Range		Segment From - Segment To					
Header End							
If Data Found Group 1							
Pagebreak Segment: Pagebreak Value		Pagebreak Description					
Account Name	Description	Account	Beginning Balance	Activity	Ending Balance		
Group2Account Value	Description	Account	0.00	0.00	0.00EndGroup		
Total for Pagebreak Segment Pagebreak Value			0.00	0.00	0.00		
End Group 1							
Else When No Data Found							
End Data Found							

General Ledger Standard Reports and Listings

Running Standard Reports and Listings, page 10-1

Account Analysis Reports, page 10-34
Budget Reports and Listings, page 10-37
Chart of Accounts Reports and Listings, page 10-46
Consolidation Reports, page 10-50
Currency Listings, page 10-55
Financial Statement Generator Reports and Listings, page 10-57
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Trial Balance Reports, page 10-90
Other Reports and Listings, page 10-103
Execution Reports, page 10-110

Account Analysis Reports

These reports list the accumulated balances of a range of accounts and all journal entry lines that affect that range.

The same Data Access Set security and segment value security rules that restrict user access to specific ledgers, balancing segment values, management segment values, and other segment values in your accounting flexfield are extended to these reports as follows:

- For Data Access Sets, you must have read access to the ledger, its balancing segment value or management segment value to view data in reports.
- For Segment Value Security Rules, you cannot view data for secured values.

Account Analysis - Contra Account, page 10-34

Account Analysis Report, page 10-37

Average Balance Audit Report, page 4-29

Account Analysis - Contra Account

Use this report to print balances by account segment and a secondary segment, list the contra account for each journal entry, and list the subledger document number for transactions imported from subledgers. You can print this report by date range, accounting flexfield range, contra account, and amount range.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Ledger/Ledger Set (optional): Choose the ledger for your report output.

Currency (required): Choose the primary ledger currency for your ledger or STAT.

Posting Status (optional): Choose a status.

Start/End Date (required): Enter the date range for your report. Date range selection will be done using the line effective date.

Sequence Name (optional): Enter the document sequence name for which you want to report.

Start/End Document Number (optional): Enter the start/end document sequence number for which you want to report.

Account From/To: Enter the accounting flexfield range for your report.

Additional Segment (optional): Select the segment which will be used for grouping and page break. If you do not define this value, only the balance and account segment will be used as the grouping segment.

Debit/Credit (optional): Choose Debit or Credit by which to select an amount.

Amount Low/High (optional): Enter the amount range for your report. If you use the Debit or Credit parameter to select an amount, you must enter a value in the Amount Low/Amount High.

Contra Account Name (optional): Enter the Contra Account Name for which you want to report.

Subledger Document Sequence (optional): Enter the subledger document sequence name for which you want to report.

Subledger Sequence Number (optional): Enter the subledger document sequence number for which you want to report.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Accounting Date: accounting date of the journal line.

Sequence: the document name associated with the document number below.

Number: the document number for each journal entry associated with the document sequence you specified.

Line: the line number for each line of the journal entry.

Cost Center/Description: the cost center name (displayed only if you are using the cost center segment as one of the report parameters).

Subledger Sequence: the subledger document sequence name of the journal entry lines.

Contra Account Name: the contra account name of the journal entry lines.

Debit/Credit: the amount of the journal lines.

Explanatory Notes

Beginning/End Balance - The beginning balance is the balance as of the starting accounting date for the specified balance, natural account, and secondary segment value. The beginning balance will only be calculated if you specify a Posting Status of Posted. Otherwise, the beginning balance will be displayed as 0.

Note: Line and ending balances are based on user set parameters and may not be equal to what balances are stored in the database.

Contra Account - For debit lines, the contra accounts are all other lines in the journal which have a credit amount, and for credit lines, the contra accounts are all lines which have a debit amount.

For example,

Line 1: Accounts Payable (CR) 1,050

Line 2: Travel Expense (DR) 1,000

Line 3: Tax (DR) 50

The contra account for both line 2 and 3 is Accounts Payable. Line 1 has two contra accounts in this example, so line 1 will print Multiple as the contra account.

By using the subledger document sequences and detail method of import, this report will present more accurate contra account information.

For example, Subledger Document Name = AP Invoices

Line 1: Accounts Payable (1) (CR) 1,050

Line 3: Travel Expense (1) (DR) 1,000

Line 4: Tax (1) (DR) 50

Line 2: Accounts Payable (2) (CR) 1,000

Line 5: Meals (2) (DR) 1,000

If you do not specify a document sequence in the subledgers, the contra account for line 2 will be Multiple since there is no way to distinguish the contra account line 5 from line 3, 4. If you specify a subledger document sequence, the report will select the contra account with the same subledger document sequence number. In the above example, the contra account for line 2 is Meals.

Exceptions:

1. When a line has both debits and credits (<>0)

The report will not display the contra account for that line.

2. When a line has only debits and negative debits, or credits and negative credits.

The report will display No Contra Account for both lines.

Account Analysis Report

Review source, category and reference information to trace your ledger's currency, foreign currency, or STAT transactions back to their original source. You can run this report for a single ledger or a ledger set to view amounts that have been converted to the ledger's currency or only amounts entered using a specific currency. You can run this report with entry, line or source item reference information to help identify the origin of journals created by Journal Import.

This report prints the journal entry lines and beginning and ending balances of the accounts you request. For each journal entry line, the report prints the source, category, batch name, journal entry name, account, description, entry/line/source item reference information, and the debit or credit amount.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Type: Choose Entry Item to generate a report showing EXTERNAL_REFERENCE from the GL_JE_HEADERS table. This reference appears only if you provided one in the Enter Journals form or if you used Journal Import. Choose Line Item to generate a report showing REFERENCE_1 from the GL_JE_LINES table. Choose Source Item to generate a report showing REFERENCE_4 from the GL_JE_LINES table. These references appear only if you used Journal Import and included a journal voucher.

Not Entered: No journal was entered with this document number.

Deleted: The journal with this document number was deleted.

General Ledger only prints additional information, such as creation date, batch name, and header name, for document numbers with the Entered status.

Budget Reports and Listings

These reports and listings contain information about your budgets and budget organizations, including account range assignments and budget hierarchies.

The same Data Access Set security and segment value security rules that restrict user access to specific ledgers, balancing segment values, management segment values, and other segment values in your accounting flexfield are extended to these reports as follows:

- For Data Access Sets, you must have read access to the ledger, its balancing segment value or management segment value to view budget data in reports.
- For Segment Value Security Rules, you cannot view data for secured values.

Budget Hierarchy Listing, page 10-38

Budget Journals by Account Report, page 10-38

Budget Organization Listing, page 10-39
Budget Organization Range Listing, page 10-40
Budgetary Control Transactions Report, page 10-41
Frozen Budget Accounts Listing, page 10-42
Funds Available Analysis Report, page 10-42
Master/Detail Budget Report, page 10-43
Summary/Detail Budget Report, page 10-44
Unbudgeted Master/Detail Accounts Report, page 10-45

Budget Hierarchy Listing

Review all master budgets and their associated detail budgets for your ledgers.

Parameters

Ledger: Choose a ledger.

If you use reporting currencies (journal or subledger level), you can choose a reporting currency.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Master Budget: name of each master budget you have defined for the ledger specified.

Detail Budget: name of each detail budget assigned to this master budget.

Budget Journals by Account Report

Review the status and details of your budget journals for a particular account, currency, and fiscal year.

This report prints the status, period, batch name, journal entry name, journal entry line number, description, entered debit or credit amount, and statistical amount for each account you request.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Ledger: Choose a ledger.

If you use reporting currencies (journal or subledger level), you can choose a reporting currency.

Budget: Choose a budget defined for your ledger or reporting currency (journal or subledger level).

Accounting Flexfield: Enter the account on which you want to report.

Currency: Choose the ledger currency, reporting currency, a foreign currency, or STAT. If you choose a foreign currency, the report shows budget journal amounts entered in that currency.

Year: Choose a fiscal year for which you entered budget journals.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Debits: debit amount of each budget journal line, if any. General Ledger prints a total of all debit amounts for each posting status and for all the posting statuses in your report.

Credits: credit amount of each budget journal line, if any. General Ledger prints a total of all credit amounts for each posting status and for all the posting statuses in your report.

Stat Amount: statistical amount of each budget journal line entered against an account defined as a Statistical Unit of Measure (UOM) account. General Ledger prints a total of all statistical amounts for each posting status and for all the posting statuses in your report.

Note: No data is shown in this column unless you specified a Quantity for the Statistical UOM account using the Journal Mode tab of the Enter Budget Journals window with the Journals: Mix Statistical and Monetary profile option set to Yes.

Budget Organization Listing

Review the details of a specific budget organization.

This listing prints the start and end dates for the organization, the accounts you assigned to the organization, descriptions of these accounts, their budget entry methods, and currency.

If budgetary control is enabled for your ledger, this report also prints the budgetary control options assigned to each account range, including funds check level, amount type and boundary.

Parameters

Ledger: Choose a ledger.

If you use reporting currencies (journal or subledger level), you can choose a reporting currency.

When you request this listing, General Ledger prompts you to enter the following:

Budget Organization: Choose any budget organization you have defined for the ledger

or reporting currency.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Account: accounts you assigned to this budget organization. Accounts are sorted in ascending order by the ordering segment you entered in the Define Budget Organization form, then by the first segment in your account, the second segment, and so on.

Type: budget entry type for each of the accounts assigned to this budget organization. A type of Entered indicates that you can use any General Ledger budget entry method. A type of Calculated indicates that you can only use budget formulas or MassBudgeting.

Automatic Encumbrance: Yes or No to indicate if automatic encumbrancing is enabled for your account. If automatic encumbrancing is enabled, General Ledger creates encumbrance batches for transactions originating from a feeder systems such as Oracle Purchasing or Oracle Payables.

Note: By default, all accounts will show Yes for Automatic Encumbrance even if you are not using encumbrance accounting or budgetary control.

Budget Organization Range Listing

Review the details of the account ranges assigned to a specific budget organization. The listing prints the budget entry type and currency assigned to each account range, and indicates whether automatic encumbrancing is enabled.

If budgetary control is enabled for your ledger, this report also prints the budgetary control options assigned to each account range, including funds check level, amount type and boundary.

Parameters

When you request this listing, General Ledger prompts you to enter the following:

Ledger: Choose a ledger.

Budget Organization: Choose any budget organization you have defined for the ledger.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Account: accounts you assigned to this budget organization. General Ledger first sorts your accounts in ascending order by the ordering segment you entered in the Define Budget Organization form, then by the first segment in your account, the second

segment, and so on.

Type: budget entry type for each of the accounts assigned to this budget organization. A type of Entered indicates that you can enter budget amounts manually, enter budget journals, upload budgets, create MassBudget journals or transfer budget amounts. A type of Calculated indicates that you can use budget formulas or MassBudget journals.

Status: the status of the account range.

Adding: You are entering account range information, or if you have already saved your work, the concurrent request to create accounts from a range is pending.

In Process: The concurrent request to create accounts from a range is currently running.

Reporting: The concurrent request to create accounts from a range is generating an execution report of all the accounts it created.

Current: The concurrent request to create accounts from a range has completed.

Automatic Encumbrance: Yes or No to indicate if automatic encumbrancing is enabled for your account. If automatic encumbrancing is enabled, General Ledger creates encumbrance batches for transactions originating from your feeder systems such as Oracle Purchasing and Oracle Payables.

Note: By default, all accounts will show Yes for Automatic Encumbrance, even if you are not using encumbrance accounting or budgetary control.

Budgetary Control Transactions Report

Review the details of your funds check or reservation requests. You must be using budgetary control for your current ledger to request this report.

You can request this report from the Budgetary Control Transactions window. Choose the Print All button to generate a report showing the details of all transactions included in your funds check or reservation request. Choose the Print Errors and Warnings button to generate a report showing the details of only those transactions that contain failures and/or warning messages.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Amount Type: amount type of your account (PTD, QTD, YTD, or PJTD). Oracle Payables uses the boundary and amount type to determine the time interval over which to perform funds checking or reservation.

Boundary: boundary (Period, Quarter, Year or Project) of the funds check or funds reservation. The boundary is the endpoint for which you want Oracle Payables to check your available funds.

Amount: amount of your funds check or reservation request.

Status: status of your funds check or reservation request (Pending, Approved, Rejected, Checking, Passed Check, Failed Check or Fatal).

Related Topics

Reviewing Budgetary Control Transactions, page 1-35

Frozen Budgets Accounts Listing

Review frozen budget components, including budgets, budget organizations, and account ranges. This listing prints only budgets which are partially or completely frozen.

Parameters

Ledger: Choose a ledger.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Budget Organization: For each budget listed, the name of all associated budget organizations, regardless of their frozen status.

Frozen: Yes if all accounts or a range of accounts in a budget organization are frozen. No if none of the accounts in this budget organization are frozen.

From/To account: If a budget organization has frozen account ranges, the accounts in each range are displayed.

Funds Available Analysis Report

Use the Funds Available Analysis Report to measure budgets against expenditures and encumbrances to determine the balance of funds available for your future expenditures.

Funds Available Analysis calculates the difference between the amount you are authorized to spend and the amount of your expenditures plus commitments depending upon account type.

This report includes only the effect of approved budgetary control transaction. The report does not include the effect of pending transactions that have not yet reserved funds. For example, if you attempt to reserve funds for a purchase order online and you run a Funds Available Analysis Report, the effect of your purchase order will not be included in available funds unless two criteria are met. First, your online process must be completed successfully, and second, the system must have successfully reserved funds for your purchase order.

Parameters

When you request the Funds Available Analysis Report, General Ledger prompts you

to enter the following parameters:

Ledger: Choose a ledger or reporting currency.

Note: To view translated balances, choose a balance-level reporting currency that was used as the target ledger during Translation.

Account Segment: Choose any account segment other than your account segment and choose the range of values you would like to use to sort the pages of your report.

Secondary Account Segment: Choose any account segment, other than your account segment for your sort segment range, in order to review more detailed summary information.

Currency: Choose the ledger currency.

Budget Name: Choose a budget name within your ledger. Oracle Financials calculates your funds available using the budget amounts for this budget.

Report Type: Choose a period-to-date, year-to-date, or project-to-date report. Oracle Financials prints the description of your report type.

Accounting Period: Choose any accounting period in your calendar.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Account: account value for this line. Amounts for this line represent the sum of all accounts associated with this account and secondary segment value combination. The heading for this column is the name of the above prompt you defined for your account segment when you set up your account.

Account Description: description of your account segment value. If your account value has expired or been disabled, the column contains asterisks (**).

Budget Amount: budget amount for each line, for the Budget Name you choose as a report parameter

Encumbrance Amount: encumbrance amount for each line, for the Budget Name you choose as a report parameter

Actual Amount: actual amount for each line, for the Budget Name you choose as a report parameter

Funds Available: funds available calculated as Budget Amount - Encumbrance Amount - Actual Amount for each line of your report

Master/Detail Budget Report

Review the available funds for all detail budgets controlled by a specific master budget. View budget balances entered in your ledger currency, a foreign currency or statistical amounts. General Ledger marks accounts whose detail budget amounts exceed the

master budget with an asterisk.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Ledger: Choose a ledger.

If you use reporting currencies (journal or subledger level), you can choose a reporting currency.

Master Budget: Choose a master budget in your ledger or reporting currency.

Period: Choose any accounting period in your calendar.

Currency: Choose your ledger currency, reporting currency, a foreign currency, or STAT for statistical balances. If you choose a foreign currency, this report shows your account balances entered in that currency.

Amount Type: Choose QTD (quarter-to-date), PTD (period-to-date), YTD (year-to-date), or PJTD (project-to-date).

Selected Headings

Refer to the selected heading descriptions below for additional information.

Description: description of the account segment value for each summary **account** associated with the master budget

Master Amount: the amount budgeted to the Master Budget.

Detail Amount: the amount budgeted to the Detail Budget.

Available Budget: available budget calculated as follows:

Available Budget = **Master Amount - Detail Amount**

Note: If the Detail Amount exceeds the Master Amount, an asterisk is shown in the last column.

Summary/Detail Budget Report

Review the detail accounts that roll up into a summary account for a specific ledger, budget and currency. This report shows the period-to-date balance and journal information for each detail account for the period you specify.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Ledger: Choose a ledger.

If you use reporting currencies (journal or subledger level), you can choose a reporting

currency.

Budget: Choose a budget in your ledger or reporting currency.

Summary Account: Choose a summary account in your ledger or reporting currency.

Currency: Choose the ledger currency, reporting currency, a foreign currency or STAT. If you choose a foreign currency, this report shows the account balances entered in that currency.

Period: Choose any accounting period in your calendar.

Unbudgeted Master/Detail Accounts Report

Review the detail budget amounts for which there are no corresponding budgeted amounts in the master budget. Review budget amounts entered in your ledger currency, a foreign currency, or statistical currency.

Note: If detail budget amounts correspond to your master budget amounts, the report displays No Data Found.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Ledger: Choose a Ledger.

If you use reporting currencies (journal or subledger level), you can choose a reporting currency.

Master Budget: Choose a master budget in your ledger.

Period: Choose any accounting period in your calendar.

Currency: Choose your ledger currency, reporting currency, foreign currency, or STAT for statistical balances. If you choose a foreign currency, this report shows your account balances entered in that currency.

Amount Type: Choose PTD (period-to-date), YTD (year-to-date), or PJTD (project-to-date).

Selected Headings

Refer to the selected heading descriptions below for additional information.

Description: description of the summary account for which there are no corresponding budget amounts in the master budget.

Account: the summary account for which there are no corresponding budgeted amounts in the master budget.

Detail Budget: detail budget associated with the account.

Detail Amount: amount budgeted to the detail account for the detail budget that has

not been budgeted to the master budget.

Chart of Accounts Reports and Listings

These reports and listings provide information about the Accounting Flexfield for your chart of accounts, including segment values, rollup ranges, and suspense accounts.

Account Hierarchy Report, page 10-46

Chart of Accounts Detail Listings, page 10-46

Chart of Accounts Mapping Rules Report, page 10-47

Rollup Detail Listing, page 10-48

Rollup Range Listing, page 10-48

Inactive Accounts Listing, page 10-49

Segment Values Listing, page 10-49

Suspense Accounts Listing, page 10-50

Account Hierarchy Report

Review a list of the detail accounts that roll up into each summary account for each ledger and summary template. General Ledger displays the summary account, detail account that rolls up to the summary account, and description of each natural account segment value for your summary and detail accounts.

Parameters

Ledger: Choose a Ledger.

If you use reporting currencies (journal or subledger level), you can choose a reporting currency.

Summary Template: Specify a Summary Template that has been defined for the ledger or reporting currency.

Chart of Accounts Detail Listing

Review the detail and summary accounts defined for your chart of accounts.

This report has three sections. The first section is for your enabled detail accounts, followed by your disabled accounts, and lastly, your summary accounts. Each section is ordered by balancing segment value. You can specify a range of accounts to include in your report. You may also sort your accounts by another segment in addition to your balancing segment.

Parameters

When you request this listing, General Ledger prompts you to enter the following:

Account From/To: Enter a range of accounts. This listing prints only accounts with account segment values that fall within this range.

Important: The values that you supply for the ranges do not have to be valid segment values. For example, you can specify balancing segment values 00 to ZZ and account segment values 5000 to 5999 even if those specific values are not defined.

Order by: sort your report by a specified segment.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Account Description: description of the account segment value for the selected order by segment.

Account: The full accounting flexfield that falls within the range you specified.

Account Type: one of the following account types for each detail account: Asset, Liability, Owner's Equity, Revenue or Expense.

The account type is determined by the segment qualifier for the natural account segment of the Accounting Flexfield.

Posting Allowed: asterisk (*) if posting is allowed.

Budgeting Allowed: asterisk (*) if budgeting is allowed.

Summary Account: asterisk (*) if your account represents a summary account or No asterisk if it represents a detail account.

Enabled: asterisk (*) if your account is enabled or no asterisk if it is not enabled.

Start/End Date: start and end date, if any, for your account.

Note: Asterisks are displayed for Yes.

Chart of Accounts Mapping Rules Report

Review both the segment and account rules you defined for a specific chart of accounts mapping. If the mapping has account rules, the report prints each subsidiary account range and the parent account into which it maps. If the mapping has segment rules, the report prints the rule name and the parent and subsidiary segments. If the mapping has a rollup range rule, the report prints each subsidiary segment value range and its corresponding parent segment value.

Note: If you are using Definition Access Sets to secure use, view, and modify privileges to your chart of accounts mapping, you must have the View privilege to the mapping to view it in this report.

Report Parameters

When you request this report, General Ledger prompts you to enter the following:

Chart of Accounts Mapping: Choose the name of the chart of accounts mapping whose rules you want to review.

Related Topics

Consolidating Ledgers with Different Charts of Accounts, page 8-23

Transferring Subsidiary Data to Your Parent, page 8-35

Rollup Detail Listing

Review all valid child segment values for each parent segment value for a specific account segment. This listing includes descriptions for both the parent and child segment values and the rollup group (if any) to which your parent segment value belongs.

General Ledger sorts this listing in ascending order by parent account segment value. Within each parent segment value, General Ledger sorts the child segment values in ascending order.

Parameters

When you request this listing, General Ledger prompts you to enter the following:

Segment: Choose any independent account segment you have defined.

Active Date: Choose the calendar date for your report.

Rollup Range Listing

Review a list of all parent segment values for an account segment. This listing includes information about each parent segment value, such as the rollup group to which each parent segment value belongs, whether each parent segment value is enabled and its range of child segment values.

General Ledger sorts this listing in ascending order by parent segment value.

Parameters

When you request this listing, General Ledger prompts you to enter the following:

Segment Name: Choose any independent account segment you have defined.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Start/End Date: start and end date, if any, for each parent segment value.

Enabled: Yes if your parent segment value is enabled or No if it is not enabled.

Child Value Low/High: range of child segment values defined for each parent segment value.

Inactive Accounts Listing

Review a list of disabled and expired accounts. You can specify a date of interest and an account range. Use this report to determine why particular accounts are no longer active. Possible causes:

- account has not been enabled
- the effective start date is after the disabled date
- the effective end date is before the disabled date

Parameters

When you request this listing, General Ledger prompts you to enter the following:

From/To Account Value: Enter a range of account segment values. This listing prints only accounts with account segment values that fall within this range.

Disabled Date: specify the date of interest for your report.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Account: The full accounting flexfield.

Description: account description.

Enabled: asterisk (*) if this account is enabled.

Start/End Date: start and end date for each account.

Segment Values Listing

Review all segment values for a specific account segment. This listing includes information about each segment value, such as whether your segment value is enabled, whether it is a parent, and whether posting and budgeting are allowed. Run this listing for your account segment to verify that your accounts have been assigned the correct account type.

General Ledger sorts this listing in ascending order by segment value.

Parameters

When you request this listing, General Ledger prompts you to enter the following:

Segment Name: Choose any account segment you have defined.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Start/End Date: start and end date, if any, for each segment value.

Enabled: Yes if your segment value is enabled or No if it is not enabled.

Parent: Yes or No to indicate whether your segment value is a parent.

Rollup Group: if your segment value is a parent, the rollup group to which it belongs.

Posting Allowed: Yes or No to indicate if detail posting is allowed.

Budgeting Allowed: Yes or No to indicate if budgeting is allowed.

Account Type: if you entered the natural account for your segment name, the account type associated with this segment value: Asset, Liability, Owner's Equity, Revenue, Expense.

Suspense Accounts Listing

Review the suspense accounts for your ledger. This listing provides the suspense account for each journal entry source and category.

Parameters

Ledger: choose a ledger.

Consolidation Reports

These reports and listings provide information about your consolidation activities.

You can also request reports about a specific consolidation, including how your subsidiaries' accounts are mapped into your parent accounts. You must use the audit mode run option in order to request the Consolidation Audit Report and the Consolidation Exception Reports, and you can only request the Consolidation Journals Report for consolidations using the Transactions method.

The same Data Access Set security and segment value security rules that restrict user access to specific ledgers, balancing segment values, and management segment values in your accounting flexfield are extended to these reports. You must have read access to the ledger, its balancing segment value, or management segment value to view consolidation data in reports.

The following consolidation reports use a combination of Data Access Set Security and Definition Access Set security. You can only view data in these reports if you have the Use privilege (as defined by your Definition Access Set) as well as read access to the subsidiary or parent ledger as defined by your Data Access Set:

- Consolidation Audit Report
- Consolidation Exception Report: Disabled Parent Accounts
- Consolidation Exception Report: Unmapped Subsidiary Accounts

Consolidation Audit Report, page 10-51

Consolidation Exception Report: Disabled Parent Accounts, page 10-52

Consolidation Exception Report: Unmapped Subsidiary Accounts, page 10-53

Consolidation Journals Report, page 10-54

Chart of Accounts Mapping Rules Report, page 10-47

Consolidation Audit Report

Review the mapping of account balances from your subsidiary ledger into accounts in your parent ledger for a specific consolidation mapping. To request this report, you must use the audit mode run option when transferring your subsidiary data.

The report prints the total of all subsidiary account balances that were consolidated into each account in your parent ledger. In addition, a total is provided for all of the balances from your subsidiary ledger that were consolidated into accounts in your parent ledger.

Note: This report produces output only for actual amounts. This report does not produce output for budget amount type consolidations.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Consolidation Definition: Enter the name of a consolidation definition you have defined and have transferred in audit mode.

Note: Your data access set must provide read access to the parent or subsidiary ledger and your definition access set must provide Use access to the consolidation definition to use this report.

Period: Choose an accounting period in your parent ledger for which you transferred the specified mapping in audit mode.

Usage: If you are using a ledger that does not have average balance processing enabled, only the Standard option is available. If you are using an average balance ledger, you

can choose the Standard or Average option.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Parent Account: each parent account into which you are consolidating balances.

Subsidiary Account: a line for each subsidiary account consolidated into this parent account.

Account Balance: subsidiary account balance that was consolidated into this parent account.

Request ID: concurrent request ID associated with your consolidation.

Related Topics

Transferring Subsidiary Data to Your Parent, page 8-35

Consolidation Exception Report: Disabled Parent Accounts

Review all disabled accounts in your parent ledger for which you tried to consolidate balances or transactions. To request this report, you must use the audit mode run option when transferring your subsidiary data.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Consolidation Definition: Enter the name of a consolidation mapping you have defined and have transferred in audit mode.

Note: Your data access set must provide read access to the parent or subsidiary ledger and your definition access set must provide Use access to the consolidation definition to use this report.

Parent Period: Choose an accounting period in your parent ledger for which you transferred the specified mapping in audit mode.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Parent Account: a separate line for each disabled account in your parent ledger that is included in your mapping rules.

Description: description of the natural account segment value for each disabled parent account.

Note: If no exceptions exist, the report will display No Data Found.

Related Topics

Transferring Subsidiary Data to Your Parent, page 8-35

Consolidation Exception Report: Unmapped Subsidiary Accounts

Review any subsidiary accounts (included in the account range you specified for your consolidation transfer) with non-zero balances that were not consolidated into your parent ledger because the accounts were not mapped. This report generates data only for consolidations with a method of Balances. It does not report on consolidations with a method of Transactions.

Use this report to determine if your consolidation is complete prior to posting. To request this report, you must use the audit mode run option when transferring your subsidiary data.

General Ledger prints a line for each subsidiary account in the account range that was not consolidated into your parent ledger, and its corresponding account balance.

Note: This report produces output only for actual amounts. This report does not produce output for budget consolidations.

Note: You can only submit this report from the subsidiary ledger's responsibility.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Consolidation Definition: Enter the name of a consolidation definition you have defined and have transferred in audit mode.

Note: Your data access set must provide read access to the subsidiary ledger and your definition access set must provide the Use privilege to the consolidation definition to use this report.

Subsidiary Period: Choose the period in your subsidiary ledger that was consolidated into your parent ledger.

Amount Type: Choose the amount type (Period-to-Date, Quarter-to-Date, Year-to-Date, or Project-to-Date) used for consolidating to your parent ledger. For average balance ledgers, you can choose additional amount types (End of Day, Period-Average-to-Date, Quarter-Average-to-Date, and Year-Average-to-Date).

Selected Headings

Refer to the selected heading descriptions below for additional information.

Subsidiary Account: a line for each subsidiary account in the account range that was not consolidated into your parent ledger.

Description: description of the subsidiary natural account segment value.

Account Balance: balance for each subsidiary account in the account range that was not consolidated into your parent ledger. Each line amount refers to a Period-to-Date, Quarter-to-Date, Year-to-Date, Project-to-Date, End of Day, Period-Average-to-Date, Quarter-Average-to-Date, and Year-Average-to-Date account balance relative to the subsidiary accounting period used for consolidation.

Related Topics

Transferring Subsidiary Data to Your Parent, page 8-35

Consolidation Journals Report

Review journal batches consolidated across multiple ledgers. The report lists subsidiary journal lines and the parent accounts used for your consolidation. The report also lists your parent and subsidiary ledgers, parent batch name, and detailed information for each journal entry line consolidated from your subsidiary ledger. In addition, a total is provided for all debit and credit amounts for all of your subsidiary journal lines that were consolidated into accounts in your parent ledger.

Note that you must run this report from your parent ledger. You can only run this report if your consolidation uses the Transactions method and you did not choose the Create Summary Journals run option.

Note: Your data access set must provide read access to the parent ledger in order to use this report.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Consolidation Batch: Choose the consolidation batch (created when you transferred your subsidiary data) whose journal lines you want to review. General Ledger names consolidation batches according to the following: <Date><Consolidation Name>Consolidation<Request ID>:<Balance Type><Group ID><Request ID>.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Account: subsidiary accounts for each journal line under the parent account into which

they were consolidated.

Description: description of the account segment values for your parent and subsidiary accounts.

Related Topics

Mapping Subsidiaries to Your Parent, page 8-23

Transferring Subsidiary Data to Your Parent, page 8-35

Currency Listings

These listings show the daily and historical rates you defined for foreign currencies.

Daily Conversion Rates Listing, page 10-55

Historical Rates Listing, page 10-56

Daily Conversion Rates Listing

Review the conversion rates you have defined for any foreign currency in your system. You can request this listing for any accounting period.

This listing prints the rate type for each conversion rate as well as the date on which you defined the rate. General Ledger sorts the listing alphabetically by rate type. For each rate type, General Ledger sorts the conversion rates in ascending order by date entered.

Parameters

When you request this listing, General Ledger prompts you to enter the following:

Period: Choose any accounting period in your calendar.

From/To Currency: Choose the From Currency and To Currency.

Conversion Rate Type: Choose the Conversion rate type.

Note: If you are using Definition Access Sets to secure use, view, and modify privileges to your Conversion Rate Types, you must have View privilege to the Conversion Rate Type to view its defined rates.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Rate Type: one of the following rate types for each conversion rate in your listing: Corporate, Spot, User, or a unique rate type you defined.

Date: date for which you defined your conversion rate.

<From Currency> to <To Currency>: daily conversion rates between the two currencies you specified.

<To Currency> to <From Currency>: the inverse of the daily conversion rates from the To Currency to the From Currency you specified.

Historical Rates Listing

Review the historical rates or amounts, and weighted-average rates used in foreign currency translation.

Parameters

Ledger: Choose a ledger.

Note: You can only choose ledgers that are assigned to your Data Access Set. You must have at least read access to one ledger and balancing segment value or management segment value combination.

If you use reporting currencies (journal or subledger level), you can choose a reporting currency.

From/To Period: Choose the From and To Period to view historical rates.

Selected Headings

Refer to the selected heading descriptions below for additional information.

To Currency: each foreign currency you assigned a historical rate.

Account: each account for which you defined a weighted-average rate or a historical rate or amount.

Account Description: account segment value description for each account.

Rate Type: General Ledger prints one of the following rate types:

Historical: The rate you entered in the Historical Rates form.

Prior: General Ledger uses the most recent historical rate to translate your balance sheet accounts, and assigns them this rate type.

Calc: If you have never defined a historical rate for this account, General Ledger calculates a rate to translate your retained earnings account, and assigns it this rate type.

Weighted: General Ledger calculates weighted-average rates for accounts for which you enter a rate and choose the Weighted-Average rate type in the Historical Rates form.

Rate: translation rate, if you entered one.

Amount: translation amount, if you entered one instead of a translation rate.

Account Type: one of the following account types for each account:

A: Asset

L: Liability

O: Owner's Equity

R: Revenue

E: Expense

The account type is determined by the segment qualifier of your natural account segment.

Financial Statement Generator Reports and Listings

These listings provide summary or detail information about the definitions of your Financial Statement Generator report components, reports, and report sets.

Note: If you are using Definition Access Sets to secure use, view, and modify privileges to your FSG components, you can only view those secured FSG definitions if you have the View privilege to the FSG component.

Column Set Detail Listing, page 10-57

Column Set Summary Listing, page 10-58

Content Set Detail Listing, page 10-58

Content Set Summary Listing, page 10-59

Report Detail Listing, page 10-59

Report Set Detail Listing, page 10-60

Report Set Summary Listing, page 10-60

Report Summary Listing, page 10-61

Row Order Detail Listing, page 10-61

Row Set Detail Listing, page 10-62

Row Set Summary Listing, page 10-62

Where Used Report, page 10-62

Column Set Detail Listing

Review detailed information about a specific column set, or about all column sets defined in the system.

General Ledger first prints your column set heading, then the details of each column

definition. Display options for each column appear in a box. Finally, General Ledger prints your account assignments, and your calculation and exception definitions, if any.

Parameters

When you request this listing, General Ledger prompts you to enter the following:

Column Set Name: (Optional) Choose any column set you have defined, or leave this field blank to report on all column sets. If an account assignment was made to column sets, only those columns sets that match your ledger's chart of accounts will be displayed.

Note: If you are using definition access sets, you can only view secured FSG definitions if you have the View privilege to the FSG component.

Related Topics

Defining Column Sets, page 6-50

Column Set Summary Listing

Review the names and descriptions of all column sets defined in the system. If an account assignment was made to column sets, only those columns sets that match your ledger's chart of accounts are displayed.

Parameters

General Ledger prints this listing for all column sets defined, without prompting you for any parameters.

Note: If you are using definition access sets, you can only view secured FSG definitions if you have the View privilege to the FSG component.

Related Topics

Defining Column Sets, page 6-50

Content Set Detail Listing

Review detailed information about a specific content set, or about all content sets defined that match your chart of accounts.

For each content set, this listing provides the processing type and the account assignments. General Ledger also prints a concatenation of the display types for each segment value range and whether you chose to report on summary balances only.

Parameters

When you request this listing, General Ledger prompts you to enter the following:

Content Set Name: (Optional) Choose any content set you have defined, or leave this field blank to report on all content sets that match your chart of accounts.

Note: If you are using definition access sets, you can only view secured FSG definitions if you have the View privilege to the FSG component.

Related Topics

Defining Content Sets, page 6-60

Content Set Summary Listing

Review the names, descriptions, and processing types of all the content sets defined.

Parameters

General Ledger prints this report for all content sets that match your chart of accounts, without prompting you for any parameters.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Type: one of the following processing types that you defined for your content set:

Parallel: General Ledger processes your reports in parallel.

Sequential: General Ledger processes your reports one at a time.

Note: If you are using definition access sets, you can only view secured FSG definitions if you have the View privilege to the FSG component.

Related Topics

Defining Content Sets, page 6-60

Report Detail Listing

Review detailed information about a specific report, or about all reports defined for your current chart of accounts. For each report, this listing prints the report components, report options and report details.

Parameters

When you request this listing, General Ledger prompts you for the following:

Report Name: (Optional) Choose any report you have defined, or leave this field blank to review all reports.

Note: If you are using Definition Access Sets, you can only view secured FSG Reports if you have the View privilege to the FSG Report. You do not need to have the View privilege to the individual FSG components assigned to the report.

Related Topics

Defining Financial Reports, page 6-70

Report Set Detail Listing

Review detailed information about a specific report set, or about every report set you have defined for the chart of accounts assigned to your data access set. This listing prints the report components and report options of each report assigned to your report set, including budget and encumbrance information.

Parameters

When you request this listing, General Ledger prompts you to enter the following:

Report Set Name: (Optional) Choose any report set you have defined, or leave this field blank to review all report sets.

Note: If you are using definition access sets, you can only view secured FSG Report Sets if you have the View privilege to the FSG Report Set. You do not need to have the View privilege to the FSG reports in the Report Set.

Related Topics

Defining Financial Report Sets, page 6-76

Report Set Summary Listing

Review the names and descriptions of the report sets you have defined.

Parameters

General Ledger prints this listing without prompting you for any parameters.

Note: If you are using definition access sets, you can only view secured FSG Report Sets if you have the View privilege to the FSG Report Set.

Related Topics

Defining Financial Report Sets, page 6-76

Report Summary Listing

Review the report components and report options associated with each report that uses the chart of accounts assigned to your Data Access Set.

Parameters

General Ledger prints this report for your current ledger, without prompting you for any parameters.

Note: If you are using Definition Access Sets, you can only view secured FSG Reports if you have the View privilege to the FSG Report. You do not need to have the View privilege to the individual FSG components assigned to the report.

Related Topics

Defining Financial Reports, page 6-70

Row Order Detail Listing

Review detailed information about a specific row order, or about all row orders defined for your chart of accounts. For each row order, this listing prints the ranking and display options.

Parameters

When you request this listing, General Ledger prompts you for the following:

Row Order Name: (Optional) Choose any row order you have defined, or leave this field blank to report on all row orders.

Note: If you are using definition access sets, you can only view secured FSG definitions if you have the View privilege to the FSG component.

Related Topics

Defining Row Orders, page 6-63

Row Set Detail Listing

Review detailed information about a specific row set, or about all row sets defined for your chart of accounts.

General Ledger prints the details of each row definition, with display and format options for each row appearing in a box. General Ledger also prints your account assignments and your calculation definitions, if any.

Note: If you are using definition access sets, you can only view secured FSG definitions if you have the View privilege to the FSG component.

Parameters

When you request this listing, General Ledger prompts you to enter the following:

Row Set Name: (Optional) Choose any row set you have defined, or leave this field blank to report on all row sets.

Related Topics

Defining Row Sets, page 6-43

Row Set Summary Listing

Review the names and descriptions of all row sets defined for your chart of accounts. General Ledger displays the chart of accounts structure associated with each row set.

Parameters

General Ledger prints this listing for your current ledger, without prompting you for any parameters.

Note: If you are using definition access sets, you can only view secured FSG definitions if you have the View privilege to the FSG component.

Related Topics

Defining Row Sets, page 6-43

Where Used Report

Determine where specific segment values are used in your row sets, column sets and content sets. This report prints each report component, sequence number, description and account range that includes the segment value you request when you run your report.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Accounting Flexfield: (Optional) Enter account segment values only for the segments on which you want to report, or leave this field blank to report on all segment values.

Component Type:(Optional) Choose a report component on which you want to report: *Column Set*, *Row Set*, *Content Set*, or *Row and Column Set*. Leave this field blank to report on all three component types.

Row Set Name:(Optional) Enter the name of the row set on which you want to report. Leave this field blank to report on all row sets.

Column Set Name:(Optional) Enter the name of the column set on which you want to report. Leave this field blank to report on all column sets.

Content Set Name: (Optional)

Note: If you are using Definition Access Sets, you can only view secured FSG Row Sets, Column Sets, or Content Sets if you have the View privilege to the FSG component.

General Ledger Reports

These reports list beginning and ending account balances and all journal entry lines affecting each account balance in your ledger and foreign currencies.

The same Data Access Set security and segment value security rules that restrict user access to specific ledgers, balancing segment values, management segment values, and other segment values in your accounting flexfield are extended to the following reports:

- For Data Access Sets, you must have Read access to the ledger, its balancing segment value or management segment value to view data in reports.
- For Segment Value Security Rules, you cannot view data for secured values.

Account Balances Across Ledgers Report, page 10-63

Entered Currency General Ledger Report, page 10-64

General Ledger Report, page 10-65

General Ledger Account Balances Across Ledgers Report

This report is used in review, audit, analysis, and also meets the reconciliation requirements between two ledgers or reporting currencies.

This report can be used to resolve discrepancies between two ledgers or reporting currencies. The report provides the option of summarizing the balances by journal

sources, which helps identify the sources of variance between two related balances.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Ledger 1: Choose a ledger or reporting currency. The default value is the default ledger for the data access set.

Ledger 2: Choose a ledger or reporting currency.

Group by Balancing Segment: If Yes, the report groups the data by the balancing segment value. The default value is None.

Summarize by Natural Account: If Yes, the report summarizes the account balances by the natural account segment values. The default value is None.

Detail by Journal Source: If Yes, the report shows the output detailed by the journal source. The default value is Yes.

Period From: Enter the starting period for the selected ledgers.

Period To: Enter the ending period for the selected ledgers. This value must be greater than or equal to the Period From value.

Account From: Select a code combination start range to narrow your results.

Account To: Optionally, select a code combination end range to narrow your results. This value must be greater than or equal to the Account From value.

Entered Currency General Ledger Report

Review general ledger activity entered in a specific currency and reconcile revaluation journals. General Ledger prints a new page for each balancing segment value.

For each journal line entered in a foreign currency, the report prints the account affected, the description of the account segment value, and the journal line amount entered in the foreign currency and accounted for in your ledger currency. This report also shows the beginning and ending account balances in both your foreign and ledger currency. Additionally, for each journal line, the report prints journal details including source, category, journal name, and posted date.

For each journal line entered in your ledger currency, the entered and accounted amounts are the same.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Ledger/Ledger Set: Choose a ledger or a ledger set to run this report for multiple ledgers at once.

Note: You can only choose ledgers or ledger sets that are assigned to your Data Access Set. You must have at least read access to one ledger and balancing segment value or management segment value combination to choose the ledger.

If you use reporting currencies (journal or subledger level), you can choose a reporting currency.

Ledger Currency: If you chose a ledger set in the Ledger/Ledger Set field, choose a ledger currency of one of the ledgers in the ledger set. The Ledger Currency filters the data in the report to only report on those ledgers for which the currency matches the ledger currency specified.

If you use reporting currencies (journal or subledger level), and your ledger set includes reporting currencies, you can choose the currency of a reporting currency for this field.

If you chose a ledger or reporting currency, the currency of the ledger or reporting currency will automatically default and cannot be changed.

Entered Currency: Choose any currency or STAT. General Ledger prints only journals and account balances entered in the currency you specify.

Period: Choose any accounting period in your calendar.

Account From/To: Choose the range of accounts for your report.

General Ledger Report

Review journal information to trace each transaction back to its original source.

General Ledger prints a separate page for each balancing segment value. For each journal line, the report prints the account affected, the concatenated description, the journal line amount, and the beginning and ending account balance. Additionally, for each journal line, the report prints journal details including source, category, journal name, and effective date. The report lists accounts in ascending order by account segment value, and it prints a "CR" next to credit amounts.

Note: If you use the Enter Budget Amounts form to update budget balances, General Ledger does not generate journal entries to reflect your changes. This will cause the General Ledger Report to flag discrepancies between a budget balance and the budget journals for that period.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Ledger/Ledger Set: Choose a ledger or a ledger set to run this report for multiple ledgers at once.

Note: You can only choose ledgers or ledger sets that are assigned to your Data Access Set. You must have at least read access to one ledger and balancing segment value or management segment value to choose the ledger.

If you use reporting currencies (journal or subledger level), you can choose a reporting currency.

Ledger Currency: If you chose a ledger set in the Ledger/Ledger Set field, choose a ledger currency of one of the ledgers in the ledger set. The ledger currency filters the data in the report to only report on those ledgers for which the currency matches the ledger currency specified.

If you use reporting currencies (journal or subledger level), and your ledger set includes reporting currencies, you can choose the currency of a reporting currency for this field.

If you chose a ledger or reporting currency, the currency of the ledger or reporting currency will automatically default and cannot be changed.

Currency Type: Choose Total or Statistical.

- Choose Total to view balances that have been converted to the ledger currency. This includes balances that were entered using the ledger currency, as well as any foreign entered balances that were converted to the ledger currency.

If you use reporting currencies (journal or subledger level), choose Total to view balances that have been converted to the reporting currency. This includes balances that were entered using the currency of the reporting currency, as well as any foreign entered balances that were converted to the currency of the reporting currency.

- Choose Statistical to only view STAT balances.

Type: Choose Document Number, Entry Item, Line Item, or Source Item as follows:

- Choose Line Item to generate a report showing REFERENCE_1 from the GL_JE_LINES table.
- Choose Source Item to generate a report showing REFERENCE_4 from the GL_JE_LINES table. These references appear only if you used Journal Import.
- Choose Entry Item to generate a report showing EXTERNAL_REFERENCE from the GL_JE_HEADERS table. This reference may help you identify the origin of the journal entry and appears only if you provided one in the Enter Journals form or if you used Journal Import.
- Choose Document Number to generate a report showing the sequence number of the journal containing your journal line. A sequence number will only appear in your report if you are using sequential numbering and you have assigned a number

to the journal containing your journal line.

Balance Type: Choose Actual, Budget or Encumbrance balances.

Budget or Encumbrance Name: If you chose the Budget balance type, you must select a budget name. If you chose the Encumbrance balance type, you must select an encumbrance type. Finally, if you chose the Actual balance type, General Ledger automatically enters N/A.

Starting/Ending Period: Choose the range of accounting periods for your report.

Account From/To: Choose the range of accounts for your report.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Description/Sequence Name: If you selected the Line Item, Entry Item, or Source Item Type, General Ledger prints the journal description for each journal line. If you selected the Document Number Type, General Ledger prints the name of the sequence used to number the journal containing your line.

Line Item/Entry Item/Source Item/Document Number: If you selected the Line Item Type, General Ledger prints REFERENCE_1 from the GL_JE_LINES table. If you selected the Source Item Type, General Ledger prints REFERENCE_4 from the GL_JE_LINES table. If you selected the Entry Item type, General Ledger prints EXTERNAL_REFERENCE from the GL_JE_HEADERS table. Finally, if you selected the Document Number Type, General Ledger prints the sequence number of the journal containing your journal line.

Journals Reports

Use Journal Reports to review information relevant to your journal entries for all currencies and posting statuses.

The same Data Access Set security and segment value security rules that restrict user access to specific ledgers, balancing segment values, management segment values, and other segment values in your accounting flexfield are extended to the following reports.

- For Data Access Sets, you must have read access to the ledger, its balancing segment value or management segment value to view data in reports.
- For Segment Value Security Rules, you cannot view data for secured values.

Entered Currency Journals Report, page 10-68

Posted Journals Report, page 10-70

Unposted Journals Report, page 10-71

Error Journals Report, page 10-72

Journal Batch Summary Report, page 10-74
Journal Entry Report, page 10-75
Journals Line Report, page 10-76
Journals by Document Number Report, page 10-77
Tax Journals Report, page 10-81
Automatic Reconciliation Report, page 10-83
Unreconciled Transactions Report, page 10-88

Entered Currency Journals Report

Review journal batches and associated journals for your posted, unposted or error journals entered in any currency. You can run this report with line or source item reference information to help identify the origin of journals created by Journal Import.

This report prints the line number, account, transaction date, description, reference information, and the ledger currency, foreign currency, and statistical debit or credit amounts for each journal line. Totals are provided for all of the debit and credit amounts for each journal and for the batches. In addition, a total is provided for your journal sources, and a grand total is provided for all of the debit and credit amounts included in your report.

For foreign currency entered amounts, the report displays both the entered amount and the accounted amount (the amount accounted in your ledger currency).

For amounts entered using the ledger currency, the entered and accounted amounts are the same.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Type: Choose Line Item to generate a report showing REFERENCE_1 from the GL_JE_LINES table. Choose Source Item to generate a report showing REFERENCE_4 from the GL_JE_LINES table. These references appear only if you used Journal Import and included a journal voucher number, an invoice date and number, or some other source document information that helps you to identify the origin of this journal.

Posting Status: Choose Posted to generate the Entered Currency Posted Journals Report showing all posted journals in your batch. Choose Unposted to generate the Entered Currency Unposted Journals Report showing all journals in your batch which have not been posted. Choose Error to generate the Entered Currency Error Journals Report showing all journals that errored out during the posting process, possibly due to a control total violation or posting to a closed period. If your error is due to a code combination violation (for example, you tried to post to an account for which posting is not allowed), General Ledger prints the code combination error in place of the account.

Entered Currency: Choose any currency for which you entered journals, including

STAT.

Ledger/Ledger Set: (optional) Choose a ledger or a ledger set to run this report for multiple ledgers at once.

Note: You can only choose ledgers or ledger sets that are assigned to your Data Access Set. You must have at least read access to one ledger and balancing segment value or management segment value to choose the ledger

If you use reporting currencies (journal or subledger level), you can choose a reporting currency.

Period: (optional) Choose an accounting period in your calendar for which you entered journals. This field is optional only if you are not entering a Start/End Date.

Start/End Date: (optional) For unposted and error journals, enter the batch effective date range for which you want a report. For posted journals, enter the posting date range. This field is optional only if you are not entering a Period.

Source: (optional) Choose the journal source for your batch. Batches originating within General Ledger include manual journal batches which have a source of Manual, and formula journal batches which have a source of Recurring or MassAllocations. Journals you import have a source corresponding to your feeder system.

Batch Name: (optional) Choose any journal batch containing journals.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Transaction Date: The effective date of the journal batch.

Entered Amount: entered amount entered using the Entered Currency.

Accounted Amount: accounted amount that has been accounted in the ledger currency.

Units: statistical amount, if any, associated with your journal line.

General Journals Reports

The General Journals Report is available in three different formats. You can request a report of Posted Journals, Unposted Journals or Error Journals. Each are described below.

Note: Segment security rules defined to restrict user access to segment values in your accounting flexfield are not extended to any of these reports. However, Data Access Set security rules are enforced in these reports. You must have read access to the ledger and its balancing segment value or management segment value to view data in reports.

Posted Journals

Review your posted journal batches and the journals associated with each posted journal batch. This information allows you to trace your transactions back to the original source.

The report prints the line number, account, transaction date, description, line/source item, the debit or credit amount, and the statistical amount for each journal line. Totals are provided for all journal lines within a journal, and all journals within a journal batch. In addition, totals are provided for your journal source, and a grand total is provided for all of the debit and credit amounts included in your report.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Type: Choose Line Item to generate a report showing REFERENCE_1 from the GL_JE_LINES table. Choose Source Item to generate a report showing REFERENCE_4 from the GL_JE_LINES table. These references appear only if you used Journal Import and included a journal voucher number, an invoice date and number, or some other source document information that helps you to identify the origin of this journal.

Posting Status: Choose the Posted status.

Currency: Choose ledger currency or STAT. If you have multiple ledgers assigned to your Data Access Set, each ledger currency is displayed.

If you use reporting currencies (journal or subledger level), you can choose the currency of a reporting currency.

Note: If you choose a Ledger Set in the next field, Ledger/Ledger Set, only those ledgers will be retrieved with reporting currencies for which the currency matches the Currency specified.

Ledger/Ledger Set: (optional) Choose any ledger or ledger set contained in your Data Access Set. If you leave this field blank, the report includes posted journal batches for all ledgers in your Data Access Set that match the currency specified.

Note: To choose the ledger, you must have at least read access to one ledger and balancing segment value or management segment value.

If you use reporting currencies (journal or subledger level), you can choose a reporting currency.

Period: (optional) Choose any accounting period in your calendar. If you leave this field blank, the report will include posted journal batches for all accounting periods.

Start/End Date: (optional) Enter the posting date range for your report. If you skip these fields, the report will include journal batches posted on any date.

Source: (optional) Choose the journal entry source for your report. If you leave this field blank, the report will include posted journal batches from all sources.

Batch Name: (optional) Choose any posted journal batch. If you leave this field blank, the report will include all posted journal batches which comply with the other parameters.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Transaction Date: The effective date of the journal batch.

Balance: Actual, Budget, or Encumbrance to indicate the type of batch. General Ledger first prints your Actual batches, then your Budget batches, and finally your Encumbrance batches.

Line/Source Item: If you chose the Line Item type, prints REFERENCE_1 from the GL_JE_LINES table. If you chose the Source Item type, REFERENCE_4 from the GL_JE_LINES table.

Units: statistical amount, if any, associated with your journal line.

Unposted Journals

Review your unposted journal batches and their associated journals. This information allows you to trace your transactions back to the original source.

The report prints the line number, account, transaction date, description, line/source item, the debit or credit amount, and the statistical amount for each journal line. Totals are provided for all journal lines within a journal, and all journals within a journal batch. In addition, totals are provided for your journal source, and a grand total is provided for all of the debit and credit amounts included in your report.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Type: Choose Line Item to generate a report showing REFERENCE_1 from the GL_JE_LINES table. Choose Source Item to generate a report showing REFERENCE_4 from the GL_JE_LINES table. These references appear only if you used Journal Import and included a journal voucher number, an invoice date and number, or some other source document information that helps you to identify the origin of this journal.

Posting Status: Choose the Unposted status.

Currency: Choose a ledger currency or STAT. If you have multiple ledgers assigned to your Data Access Set, each ledger currency is displayed.

If you use reporting currencies (journal or subledger level), you can choose the currency of a reporting currency.

Note: If you choose a Ledger Set in the next field, Ledger/Ledger Set, only those ledgers or reporting currencies are retrieved for which the currency matches the Currency specified.

Ledger/Ledger Set: (optional) Choose any ledger or ledger set contained in your Data Access Set. If you leave this field blank, the report will include posted journal batches for all ledgers in your Data Access Set that match the currency specified.

Note: You must have at least read access to one ledger and balancing segment value or management segment value to choose the ledger.

If you use reporting currencies (journal or subledger level), you can choose a reporting currency.

Period: (optional) Choose any accounting period in your calendar. If you leave this field blank, the report will include unposted journal batches for all accounting periods.

Start/End Date: (optional) Enter the batch effective date range for your report. If you leave the start and end date blank, the report will include unposted journal batches from any date.

Source: (optional) Choose the journal entry source for your report. If you leave this field blank, the report will include unposted journal batches from all sources.

Batch Name: (optional) Choose any unposted journal batch. If you leave this field blank, the report will include all unposted journal batches which comply with the other parameters.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Transaction Date: The effective date of the journal batch.

Balance: Actual, Budget, or Encumbrance to indicate the type of batch. General Ledger first prints your Actual batches, then your Budget batches, and finally your Encumbrance batches.

Line/Source Item: If you chose the Line Item type, REFERENCE_1 from the GL_JE_LINES table. If you chose the Source Item type, REFERENCE_4 from the GL_JE_LINES table.

Units: statistical amount, if any, associated with each journal line.

Error Journals

Review your error journal batches and their associated journals. This information allows you to trace your transactions back to the original source. Journal batches become error journals if posting fails; they do not lose their error status until they are posted successfully.

The report prints the line number, account, transaction date, description, line/source item, the debit or credit amount, and the statistical amount for each journal line. Totals are provided for all journal lines within a journal, and all journals within a journal entry batch. In addition, totals are provided for your journal source, and a grand total is provided for all of the debit and credit amounts included in your report.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Type: Choose Line Item to generate a report showing REFERENCE_1 from the GL_JE_LINES table. Choose Source Item to generate a report showing REFERENCE_4 from the GL_JE_LINES table. These references appear only if you used Journal Import and included a journal voucher number, an invoice date and number, or some other source document information that helps you to identify the origin of this journal.

Posting Status: Choose the Error status.

Currency: Choose ledger currency or STAT. If you have multiple ledgers assigned to your Data Access Set, each ledger currency is displayed.

If you use reporting currencies (journal or subledger level), you can choose the currency of a reporting currency.

Note: If you choose a Ledger Set in the next field, Ledger/Ledger Set, only those ledgers or reporting currencies will be retrieved for which the currency matches the Currency specified.

Ledger/Ledger Set: (optional) Choose any ledger or ledger set contained in your Data Access Set. If you leave this field blank, the report will include posted journal batches for all ledgers in your Data Access Set that match the currency specified.

Note: You must have at least read access to one ledger and balancing segment value or management segment value to choose the ledger

If you use reporting currencies (journal or subledger level), you can choose a reporting currency.

Period: (optional) Choose any accounting period in your calendar. If you leave this field blank, the report will include error journal batches for all accounting periods.

Start/End Date: (optional) Enter the batch effective date range for your report. If you leave the start and end date blank, the report will include error journal batches from any date.

Source: (optional) Choose the journal source for your report. If you leave this field blank, the report will include error journal batches from all sources.

Batch Name: (optional) Choose any error journal batch. If you leave this field blank, the report will include all error journal batches which comply with the other parameters.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Batch Effective Date: For manual journals to prior periods, the last day of the period you specified in your batch. For manual journals to future periods, the first day of the period you specified in your batch. For manual journals to the current period or for journals created by feeder systems, the date on which the batch was created.

Balance: Actual, Budget, or Encumbrance to indicate the type of batch. General Ledger first prints your Actual batches, then your Budget batches, and finally your Encumbrance batches.

Line/Source Item: If you chose the Line Item type, REFERENCE_1 from the GL_JE_LINES table. If you chose the Source Item type, REFERENCE_4 from the GL_JE_LINES table.

Units: statistical amount, if any, associated with your journal line.

Journal Batch Summary Report

Review your posted journal batches for a particular ledger, balancing segment value, currency and date range.

The report provides information on Actual balances for your journal batches, source, batch and posting dates, total entered debits and credits and sorts the information by journal batch within each journal entry category. In addition, totals are provided for each journal category and a grand total for each ledger and balancing segment value combination included in your report. This report does not report on budget or encumbrance balances.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Currency: Enter ledger currency, foreign currency, or STAT to retrieve journal batch information for batches entered using a specific currency. General Ledger prints only journals entered using the currency you specify.

If you use reporting currencies (journal or subledger level), you can choose the currency of a reporting currency.

Start/End Date: Enter the effective date range for the journal lines for your report.

Balancing Segment: Enter the balancing segment value for which you want to report. Or, leave this field blank if you want to report on all balancing segment values.

Adjustment Periods: Choose whether you want the report to include transactions from adjustment periods.

Ledger/Ledger Set: (optional) Choose any ledger or ledger set contained in your Data Access Set. If you leave this field blank, the report will include all journal batches for all

ledgers in your Data Access Set that match the currency specified.

If you use reporting currencies (journal or subledger level), you can choose a reporting currency.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Total Debit/Credit: total debit and credit amounts for each ledger and journal entry category within each journal batch.

Total for <Journal Category>: total debit and credit amounts for each journal entry category included in your report.

Total for <Balancing Segment>: total debit and credit amounts for each balancing segment value included in your report.

Journal Entry Report

Review journal activity for a given period or range of periods, balancing segment value, currency, and range of account segment values.

The report prints the accounting date, category, journal name, reference, journal batch name, entered debit or credit amounts, net balance, and account total for each journal. In addition, a total is provided for each balancing segment included in your report and a grand total is provided for all the activity included in your report.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Currency: Enter a ledger currency, Stat, or foreign currency :

STAT - your report includes STAT journals only.

Foreign Currency - your report includes all journals entered in that foreign currency.

Ledger Currency - your report includes all currencies *other* than STAT

If you use reporting currencies (journal or subledger level), you can choose the currency of a reporting currency.

<Balancing Segment>: (optional) Enter the balancing segment value for which you want to report. Or, leave this field blank if you want to report on all balancing segment values.

Start/End Account: Enter the range of account segment values for your report.

Start/End Period: Enter the range of accounting periods for your report.

Ledger/Ledger Set: (optional) Choose any ledger or ledger set contained in your Data Access Set. If you leave this field blank, the report will include posted journal batches for all ledgers in your Data Access Set that match the currency specified.

If you use reporting currencies (journal or subledger level), you can choose a reporting currency.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Debit: debit amount of the journal entry.

Credit: credit amount of the journal entry.

Begin Total: beginning balance for each account segment value for each period in the range you specified.

Period Movements: debit and credit activity for each account segment value.

End Total: ending debit and credit amounts for each account segment value for each period in the range you specified.

Account Total: total debit and credit amounts for each account segment value.

<Balancing Segment> Total: total debit and credit amounts for each balancing segment value included in your report.

Grand Total: total of the accounted debit and credit amounts for your report.

Balance: net of debit and credit amounts corresponding with each period movement, end total, account total, <balancing segment> total, and grand total.

Journals Line Report

Review all of your journals, grouped by ledger and batch, for a particular journal category, currency and balancing segment value.

For each journal line, the report prints the transaction date, account, reference, journal line description, entered amounts, and accounted amounts. Totals are provided for each journal and journal batch included in your report. In addition, totals are provided for each journal category and for each balancing segment, with a grand total for all of the activity included in your report.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Currency: (optional) Choose a ledger currency, foreign currency, or STAT to retrieve journal line information for journals entered using a specific currency. If you leave this field blank, the report includes journals entered for all currencies.

If you use reporting currencies (journal or subledger level), you can choose the currency of a reporting currency.

Begin/End Date: Enter the date range for your report.

Category: (optional) Enter the journal category for your report.

<Balancing Segment>: (optional) Enter the balancing segment value for your report. If you leave this field blank, the report includes journals against all balancing segment values.

Adjustment Periods: Choose whether you want the report to include transactions from adjustment periods.

Ledger/Ledger Set: Choose any ledger or ledger set contained in your Data Access Set. If you choose a ledger set, the report will include all journals for all ledgers in the ledger set.

If you use reporting currencies (journal or subledger level), you can choose a reporting currency.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Date: the effective date of the journal.

Account: the complete account combination for each journal line.

Description: the description of your journal line.

Entered Debit/Credit: the amounts entered in a given currency.

Accounted Debit/Credit: the amounts that have been accounted for in the ledger currency or reporting currency. For journal lines entered using foreign currencies, the accounted columns represent amounts converted to the ledger currency or reporting currency.

Journals by Document Number Report

Review detailed information for each journal associated with a specific document sequence.

General Ledger prints the journals in ascending order by document number. For each journal, the report prints the creation date, batch name, journal name, category, posting status, posted date, currency, and journal amounts. The report also indicates which document numbers do not have an associated journal.

Note: Segment security rules defined to restrict user access to segment values in your accounting flexfield are not extended to this report.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Sequence Name: Choose any document sequence defined for your ledger.

If you use reporting currencies (journal or subledger level), you can choose any document sequence defined for your reporting currency.

Document Number From/To: (optional) Enter the range of document numbers for your report. If you leave these fields blank, the report will include all journals for the document sequence you choose.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Status: one of the following statuses for each document number:

Entered: There is a journal with this document number.

Not Entered: No journal was entered with this document number.

Deleted: The journal with this document number was deleted.

General Ledger only prints additional information, such as creation date, batch name, and header name, for document numbers with the Entered status.

Journals - Extended

Use this report to view data contained in each field for your journals. You can check manually entered data or data imported to General Ledger from other sources. The information allows you to trace your transactions back to the original source.

The report prints the line number, account, transaction date, description, line/source item, the debit or credit amount, and the statistical amount for each journal line. Totals are provided for all journal lines within a journal, and all journals within a journal batch. In addition, totals are provided for your journal source, and a grand total is provided for all of the debit and credit amounts included in your report.

To run this report from the Standard Submission window, select Journals - Extended.

Period: (optional) Choose any accounting period in your calendar. If you leave this field blank, the report will include posted journal batches for all accounting period.

Start/End Date: (optional) Enter the posting date range for your report. If you skip these fields, the report will include journal batches posted on any date. The Posted Date will be used for date range selection if you specify a Posting Status of Posted. Otherwise, the Effective Date will be used for the selection.

Ledger/Ledger Set (optional): Choose the ledger for your report output.

Currency (required): Choose the primary ledger currency for your ledger or STAT.

Posting Status: You can report on Posted, Unposted or Error Journals.

Journal Source (optional): Select the journal entry source for your report output.

Batch Name (optional): Choose the journal batch name for your report output. The LOV for Batch Name is populated based on the posting status and start/end date selected.

Journals - Day Book

Review posted journal entries and journal details chronologically by accounting date for a specified range of dates, journal source, and journal category.

Note: Segment security rules defined to restrict user access to segment values in your accounting flexfield are not extended to this report.

General Ledger prints journal entries in ascending order by accounting date. For each accounting date, journal entries are sorted by document number. General Ledger prints the accounting date, document number, journal entry name, journal source and category, subledger document name and number, currency, and exchange rate. For each detail journal line, General Ledger prints the line number, account segment value and description, functional debit and credit amounts, description, and cost center segment value.

To run this report from the Standard Submission window, choose Journals - Day Book.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Start/End Accounting Date: (required) The starting and ending accounting dates for which you want to print journals and journal details.

Journal Source: (optional) Choose the journal entry source for your report output. If you leave this field blank, your report output will include posted journal batches from all sources.

Balancing Segment: Enter a balancing segment value.

Ledger/Ledger Set (optional): Choose the ledger for your report output.

Currency (required): Choose the primary ledger currency for your ledger or STAT.

Category: Enter a journal category

Journals - Voucher

Use this report to produce output for journal vouchers:

- From a specified journal batch
- For all posted, unposted, or "error" journals.
- With a specified journal source, journal category, and document sequence.
- That fall within a specified range of starting and ending dates and document numbers.

Note: Segment security rules defined to restrict user access to segment values in your accounting flexfield are not extended to this report.

For each matching detail journal, General Ledger produces a voucher that includes header information such as batch name, period, journal entry name, document number, journal source, description, journal category, currency, accounting date, subledger document name, rate type, posting date, subledger document number, and exchange rate.

For each detail journal line, General Ledger produces the line number, account, account description, entered debit or credit amount, and description. At the end of the voucher, General Ledger prints the total entered debit and credit amounts.

To run this report from the Standard Submission window, select Journals - Voucher.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Start/End Date: (required) The Posted Date will be used for date range selection if you specify a Posting Status of Posted. Otherwise, the Effective Date will be used for the selection.

Ledger/Ledger Set (optional): Choose the ledger for your report output.

Posting Status (required): You can report on Posted Journals, Unposted Journals or Error Journals.

Currency (required): Select the primary ledger currency for your ledger or STAT.

Journal Source (optional): Choose the journal entry source for your report output.

Batch Name (optional): Select the journal batch name for your report output. The LOV for Batch Name is populated based on the posting status and start/end date selected.

Category (optional): Choose the journal entry category for your report output.

Document Sequence Name: (optional) Enter the document sequence name for which you want to report.

Start/End Document Number: (optional) Enter the start/end document sequence number for which you want to report.

Basis: Choose Journals or Lines

Line: The report returns only the lines that satisfy the user defined Accounting Flexfield and amount condition.

Journals: the report returns all lines in the document if the document with the same subledger document number includes at least one line that satisfies the Accounting Flexfield and amount condition. Using this option, we recommend users to set other criteria in parameters such as the batch name to improve performance.

Account From/To (optional): Enter the Accounting Flexfield range for your report.

Additional Segment (optional): Enter the additional segment on which you want your report to run.

Debit/Credit (optional): Choose whether you want to use debit or credit for the amount selection.

When you use the debit/credit parameter to do amount selection, you must enter a value for the amount low/amount high parameters.

Amount Low/High (optional): Enter the amount range for your report.

Journals - Check Report

Use the Journal Check Report to check the data entry of manually entered journals prior to posting. You can check, field by field, all data entered into the system or data imported from external sources. In the parameters window, you can order your report by the Latest Updated Date.

To run this report from the Standard Submission window, choose Journals - Check.

Note: Segment security rules defined to restrict user access to segment values in your accounting flexfield are not extended to this report.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Currency: Choose the primary ledger currency for your ledger or STAT.

Last Updated By: (optional) Enter the user name of the person who last updated the journal entries.

Ledger/Ledger Set (optional): Choose the ledger for your report output.

Journal Source: (optional): Choose the journal entry source for your report output.

Batch Name (optional): Choose the journal batch name for your report output.

Category (optional): Choose the journal entry category for your report output.

Start/End Date Updated Date: Enter the starting and ending update dates for which you want to print journals and journal details.

Tax Journals Report

Use this report to verify your manually entered General Ledger tax journals. You run this report to review the journal taxable lines and the tax lines they generated, for posted or unposted journals.

This report calculates a subtotal for each journal entry, and a grand total for all lines with a given tax code.

This report breaks on balancing segment, tax type, and tax code.

Parameters

When you request this report, General Ledger prompts you to enter the following:

From/To Balancing Segment: the range of balancing segment values on which you want to report. For example, if Company is your balancing segment, you can report on companies number 5 through 20.

Tax Type: choose to report on Input or Output tax types.

Tax Code: choose the tax code on which you want to report. This is the Oracle Receivables tax code or the Oracle Payables tax name.

From/To Effective Date: enter the range of effective dates to include in your report.

Posting Status: you can report on Posted Journals, Unposted Journals, or Error Journals.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Tax Accounting Flexfield: the account assigned to the specified tax code.

Journal Name: the name of the journal containing taxable detail lines.

Effective Date: the journal's effective date.

Taxable Accounting Flexfield: the account for the taxable journal line amount.

Dr/Cr: an indicator of whether the ledger currency amounts are debits or credits.

Primary Currency Amounts - Taxable: the journal line amount that is to be taxed, expressed in your ledger currency.

Primary Currency Amounts - Tax: the calculated tax on the journal line amount, expressed in your ledger currency.

Primary Ledger Amounts - Gross: the total of the taxable journal line amount and the calculated tax, expressed in your ledger currency.

Date: the date of the customer or vendor subledger item that contributed to the taxable journal amount.

Identifier: an identifier associated with the subledger item that contributed to the taxable journal amount.

Customer/Vendor Name: the customer or vendor name associated with the subledger item that contributed to the taxable journal amount.

Customer/Vendor Tax Num: the customer or vendor reference associated with the subledger item that contributed to the taxable journal amount.

Automatic Reconciliation Report

Use the Automatic Reconciliation report for automatic reconciliation. You can print a preliminary report by entering *No* for the Update Reconciliations parameter. The preliminary report shows all the transactions within the parameters you select that are eligible for automatic reconciliation.

General Ledger can only perform automatic reconciliation for transactions that have:

- Matching accounts and reconciliation references
- Matching balancing segment values and reconciliation references
- Matching balancing segment values and accounts
- Matching balancing segment values, accounts, and reconciliation references

To perform the automatic reconciliation, enter *Yes* for the Perform Reconciliations parameter when you submit the Automatic Reconciliation report. General Ledger reconciles all the eligible transactions within the parameters you select and prints the report for the reconciliations that were performed.

Use the Standard Request Submission windows to submit the Automatic Reconciliation report.

Report Parameters

Ledger

Enter the ledger of the transactions that you want to include in the report.

Currency Code

Enter the currency code for the currency of the transactions that you want to include on the report.

Period From

Enter the earliest accounting period for the transactions that you want to include on the report.

Period To

Enter the latest accounting period for the transactions that you want to include on the report.

Start Date

Enter the earliest date for the transactions that you want to include on the report.

If you entered a From Period, the Start Date defaults to the first day of the From Period.

End Date

Enter the latest date for the transactions that you want to include on the report.

If you entered a To Period, the End Date defaults to the last day of the To Period.

Account From

Enter the first account in the account range that you want to include on the report.

Account To

Enter the last account in the account range that you want to include on the report.

Report Headings

This table shows the report headings.

In this heading...	General Ledger prints...
<Data Access Set>	The data access set name.
<Report Title>	<i>Automatic Reconciliation Report</i> . If you print the preliminary report only, without performing automatic reconciliation, General Ledger prints <i>Preliminary Report</i> as the subtitle.
Report Date	The report date and time.
Page	The current and total page numbers.
Ledger	The ledger selected at runtime.
Reconciliation Rule	The matching attributes selected at runtime.

Column Headings

This table shows the column headings.

In this column...	General Ledger prints...
Account	The account combination for the transaction
Description	The account description

In this column...	General Ledger prints...
Batch	The batch name for the transaction
Journal	The journal entry name for the transaction
Effective Date	The effective date of the transaction
Period	The accounting period for the transaction
Currency	The transaction currency
Entered Debit	The debit amount in the entered currency, if the transaction is in an entered currency
Entered Credit	The credit amount in the entered currency, if the transaction is in an entered currency
Accounted Debit	The debit amount in your ledger currency
Accounted Credit	The credit amount in your ledger currency

Row Headings

This table shows the row headings.

In this row...	General Ledger prints...
Total	The total debit and credit amounts in your ledger currency

Reconciled Transactions Report

Use the Reconciled Transactions report to review details about the transactions that you have reconciled. The Reconciled Transactions report shows transactions from both automatic and manual reconciliations.

Use the Standard Request Submission windows to submit the Reconciled Transactions report.

Report Parameters

Ledger

Enter the ledger of the transactions that you want to include in the report.

Currency Code

Enter the currency code for the currency of the transactions that you want to include on the report.

Period From

Enter the earliest accounting period for the transactions that you want to include on the report.

Period To

Enter the latest accounting period for the transactions that you want to include on the report.

Start Date

Enter the earliest date for the transactions that you want to include on the report.
If you entered a From Period, the Start Date defaults to the first day of the From Period.

End Date

Enter the latest date for the transactions that you want to include on the report.
If you entered a To Period, the End Date defaults to the last day of the To Period.

Account From

Enter the first account in the account range that you want to include on the report.

Account To

Enter the last account in the account range that you want to include on the report.

Report Headings

This table shows the report headings.

In this heading...	General Ledger prints...
<Data Access Set>	The data access set name.
<Report Title>	<i>Reconciled Transactions Report.</i>

In this heading...	General Ledger prints...
Ledger	The ledger name.
Report Date	The report date.
Page	The page number.

Column Headings

This table shows the column headings.

In this column...	General Ledger prints...
Account	The account combination for the transaction.
Description	The accounting description.
Batch	The batch name for the transaction.
Journal	The journal entry name for the transaction.
Effective Date	The effective date of the transaction.
Period	The accounting period for the transaction.
Currency	The transaction currency.
Entered Debit	The debit amount in the entered currency, if the transaction is in an entered currency.
Entered Credit	The credit amount in the entered currency, if the transaction is in an entered currency.
Accounted Debit	The debit amount in your ledger currency.
Functional Credit	The credit amount in your ledger currency.
Reconciliation Reference	The reconciliation reference for the transaction.

Unreconciled Transactions Report

Use the Unreconciled Transactions report to list unreconciled transactions for accounts that have reconciliation enabled. You can use this information to help you decide whether to perform additional automatic or manual reconciliations for these accounts.

Use the Standard Request Submission windows to submit the Unreconciled Transactions report.

Report Parameters

Ledger

Enter the ledger of the transactions that you want to include in the report.

Currency Code

Enter the currency code for the currency of the transactions that you want to include on the report.

Period From

Enter the earliest accounting period for the transactions that you want to include on the report.

Period To

Enter the latest accounting period for the transactions that you want to include on the report.

Start Date

Enter the earliest date for the transactions that you want to include on the report.
If you entered a From Period, the Start Date defaults to the first day of the From Period.

End Date

Enter the latest date for the transactions that you want to include on the report.
If you entered a To Period, the End Date defaults to the last day of the To Period.

Account From

Enter the first account in the account range that you want to include on the report.

Account To

Enter the last account in the account range that you want to include on the report.

Report Headings

This table shows the report headings.

In this heading...	General Ledger prints...
<Data Access Set>	The data access set name
<Report Title>	<i>Unreconciled Transactions Report</i>
Report Date	The report date
Page	The page number

Column Headings

This table shows the column headings.

In this column...	General Ledger prints...
Account	The account for the transaction
Description	The account description
Batch	The batch name for the transaction
Journal	The journal entry name for the transaction
Reconciliation Reference	The reconciliation reference for the transaction
Effective Date	The effective date of the transaction
Period	The accounting period for the transaction
Currency	The transaction currency
Entered Debit	The debit amount in the entered currency, if the transaction is in an entered currency
Entered Credit	The credit amount in the entered currency, if the transaction is in an entered currency
Accounted Debit	The debit amount in your ledger currency
Accounted Credit	The credit amount in your ledger currency

Trial Balance Reports

Use Trial Balance reports to review balances for your general ledger accounts for budgets, actuals, and encumbrances for any currency.

The same Data Access Set security and segment value security that restrict user access to specific ledgers, balancing segment values, management segment values, and other segment values in your accounting flexfield are extended to the following reports:

- For Data Access Sets, you must have read access to the ledger, its balancing segment value or management segment value to view data in reports.
- For Segment Value Security Rules, you cannot view data for secured values.

Trial Balance Report, page 10-90

Average Balance Trial Balance Report, page 10-92

Budget Trial Balance Report, page 10-94

Detail Trial Balance Report, page 10-95

Encumbrance Trial Balance Report, page 10-96

Expanded Trial Balance Report, page 10-97

Trial Balance - Additional Segment Detail Report, page 10-99

Translation Trial Balance Report, page 10-101

Trial Balance Report

Review summarized actual account balances and activity by ledger, balancing segment, and account segment value. You can run this report for balances and activity entered in your ledger currency, foreign currency, or STAT. You can also view translated balances by specifying a balance-level reporting currency.

The report prints a line for each account segment value and lists them in ascending order. For each account segment value, the report prints the value, description, beginning balance, net of all debit or credit transactions, and ending balance for the period you request.

When run in YTD mode, the Beginning Balance column lists the beginning balances as of the first period of the fiscal year irrespective of the period for which the report is run. When run in PTD mode, the Beginning Balance column lists the beginning balances as of the beginning of the period for which the report is run.

The title of this report is Trial Balance – <Currency Type> where Currency Type is the Currency Type selected at run time.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Ledger/Ledger Set: Choose a single ledger, reporting currency, or a ledger set to run this report for multiple ledgers at once.

To view translated balances, choose the Balance-level reporting currency that was used as the target ledger during translation.

Ledger Currency: If you chose a ledger set in the Ledger Set field, choose a currency of one of the ledgers or reporting currencies in the ledger set. The Ledger Currency filters the data in the report to only report on those ledgers or reporting currencies for which the primary currency matches the ledger currency specified.

If you chose a ledger or reporting currency, its currency will default and cannot be changed.

Currency Type: Choose Total, Entered, or STAT. The title of the report changes depending on the Currency Type specified.

- Choose Total to view the total balances for a ledger or reporting currency (journal or subledger level) or to view translated balances that were translated to a balance-level reporting currency.

By specifying a ledger and the Currency Type Total, all balances that were entered using the ledger currency, as well as any foreign entered balances that were converted to the ledger currency will be retrieved.

By specifying a balance-level reporting currency and the Currency Type Total, you can view Translated average balances.

By specifying a reporting currency (journal or subledger level) and the Currency Type Total, all balances that were entered using the currency of the reporting currency, as well as any foreign entered balances that were converted to the reporting currency will be retrieved.

- Choose Entered and specify a currency in the Entered Currency field to report on average balances that were entered in a specific currency.
- Choose Statistical to report on Statistical average balances.

Entered Currency: If you chose the Entered Currency Type, choose a currency.

Pagebreak Segment: Choose any account segment other than your account segment. General Ledger prints a separate page for each value of the segment you choose.

Pagebreak Segment Low/High: Enter the range of Pagebreak Segment values for your report.

Period: Choose any open accounting period in your calendar.

Amount Type: Choose PTD (period-to-date), YTD (year-to-date), or PJTD (project-to-date).

Selected Headings

Refer to the selected heading descriptions below for additional information.

Account: account segment value for each account.

Description: description of your account segment value.

Average Balance Trial Balance Report

Review your General Ledger standard and average account balances. You can print your ledger currency, foreign-entered, or translated average balances.

This report provides a listing of standard and average balances for selected accounts based on an as-of date you specify. In addition, the report displays period, quarter, and year average-to-date balances. You can also request additional information on this report by specifying balancing segments and account ranges.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Ledger/Ledger Set: Choose a single ledger, reporting currency, or a ledger set to run this report for multiple ledgers at once.

To view translated average balances, choose the Balance-level reporting currency that was used as the target ledger during average balance translation.

Ledger Currency: If you chose a ledger set in the Ledger Set field, choose the currency of one of the ledgers or reporting currencies in the ledger set. The Ledger Currency filters the data in the report to only report on those ledgers or reporting currencies for which the currency matches the ledger currency specified.

If you chose a ledger or reporting currency, its currency will default and cannot be changed.

Currency Type: Choose Total, Entered, or STAT as follows:

- Choose Total to view ledger currency total balances or to view translated balances that were translated to a balance-level reporting currency.

By specifying a ledger and the Currency Type Total, all average balances that were entered using the ledger currency, as well as any foreign entered balances that were converted to the ledger currency will be retrieved.

By specifying a balance-level reporting currency and the Currency Type Total, you can view Translated average balances.

By specifying a reporting currency (journal or subledger level) and the Currency Type Total, all average balances that were entered using the reporting currency, as well as any foreign entered balances that were converted to the reporting currency will be retrieved.

- Choose Entered and specify a currency in the Entered Currency field to report on average balances that were entered in a specific currency.
- Choose Statistical to report on Statistical average balances.

Entered Currency: If you chose the Entered Currency Type, choose a currency.

Reporting Date: Enter the calendar date for which you want to see average balances. For example, if you want to review average balances as of January 31, 1996, you enter 31-JAN-1996 as the Reporting Date.

Account From/To: Enter the range of accounts you want to include in your report.

Report Titles

The title of the report changes depending on the Currency Type specified as follows:

- If the currency type is Total or Statistical, the report title is Average Balance Trial Balance.
- If the currency type is Entered, the report title is Entered Currency Average Balance Trial Balance.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Ending Balance: the standard ending balance for an account.

Period Average-to-Date: the average of the end-of-day balances for a related range of days within a period.

Quarter Average-to-Date: the average of the end-of-day balances for a related range of days within a quarter.

Year Average-to-Date: the average of the end-of-day balances for a related range of days within a year.

Note: If you are reporting on translated average balances, an asterisk will appear next to any translated balance that is out of date. This can occur if a rate has been changed or new transactions are posted after your balances are translated. You should retranslate your balances, then run the report again.

Related Topics

Overview of Average Balance Processing, page 4-1

Budget Trial Balance Report

Review your general ledger budget account balances and activity for a specific currency. You can run this report for balances and activity entered in your ledger currency, a foreign currency or STAT, or translated to a foreign currency.

General Ledger prints a page for each balancing segment value and lists your accounts in ascending order by account segment value. General Ledger reports debits as positive amounts and credits as negative amounts.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Budget: Choose the name of the budget for your report.

Ledger: Choose a ledger or reporting currency that is assigned to the Budget.

To view translated budget balances, choose the Balance-level reporting currency that was used as the target ledger during budget translation.

Currency Type: Choose Total, Entered, or STAT as follows:

- Choose Total to view budget balances that have been entered using the ledger currency or to view translated budget balances that were translated to a balance-level reporting currency.

By specifying a ledger in the Ledger field and the Currency Type Total, all budget balances that were entered using the ledger currency will be retrieved.

By specifying a balance-level reporting currency in the Ledger field and the Currency Type Total, you can view Translated budget balances.

By specifying a reporting currency (journal or subledger level) in the Ledger field and the Currency Type Total, all budget balances that were entered using the currency of the reporting currency will be retrieved.

- Choose Entered and specify a currency in the Entered Currency field to report on budget balances that were entered in a specific currency.
- Choose Statistical to report on Statistical budget balances.

Entered Currency: If you chose the Entered Currency Type, choose a currency that was used to enter budget balances.

From/To Period: Choose the accounting period range for your report.

Report Titles

The title of the report changes depending on the Currency Type specified as follows:

- If the currency type is Total or Statistical, the report title is Budget Trial Balance.

- If the currency type is Entered, the report title is Entered Budget Trial Balance.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Description: description of the account segment value associated with each account. If your account segment value has expired or been disabled, General Ledger prints asterisks instead of the description.

Account: a line for each account for which a budget balance exists.

Account Type: one of the following account types for each detail account: Asset, Liability, Owner's Equity, Revenue or Expense.

The account type is determined by the account segment of the account.

Detail Trial Balance Report

Review your general ledger actual account balances and activity in detail. You can run this report for balances and activity entered in your ledger currency, foreign currency, or STAT. You can also report on translated balances by specifying a balance-level reporting currency.

The report prints a line for each of your accounts and lists them in ascending order by account segment value. For each account, the report prints the account segment value, account segment value description, beginning balance, period activity, and ending balance for the period you specify. General Ledger reports debits as positive amounts and credits as negative amounts.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Ledger/Ledger Set: Choose a single ledger, reporting currency, or a ledger set to run this report for multiple ledgers at once.

To view translated balances, choose the Balance-level reporting currency that was used as the target ledger during translation.

Ledger Currency: If you chose a ledger set in the Ledger Set field, choose a currency of one of the ledgers or reporting currencies in the ledger set. The Ledger Currency filters the data in the report to only report on those ledgers or reporting currencies for which the currency matches the ledger currency specified.

If you chose a ledger or reporting currency, its currency will default and cannot be changed.

Currency Type: Choose Total, Entered, or STAT as follows:

- Choose Total to view the ledger currency total balances or to view translated balances that were translated to a balance-level reporting currency.

By specifying a ledger and the Currency Type Total, all balances that were entered using the ledger currency, as well as any foreign entered balances that were converted to the ledger currency will be retrieved.

By specifying a balance-level reporting currency and the Currency Type Total, you can view Translated average balances.

By specifying a reporting currency (journal or subledger level) and the Currency Type Total, all balances that were entered using the reporting currency, as well as any foreign entered balances that were converted to the reporting currency will be retrieved.

- Choose Entered and specify a currency in the Entered Currency field to report on average balances that were entered in a specific currency.
- Choose Statistical to report on Statistical average balances.

Entered Currency: If you chose the Entered Currency Type, choose a currency.

Pagebreak Segment: Choose any account segment other than your account segment. General Ledger prints a separate page for each value of the segment you choose.

Pagebreak Segment Low/High: Enter the range of Pagebreak Segment values for your report.

Period: Choose any open accounting period in your calendar.

Amount Type: Choose PTD (period-to-date), YTD (year-to-date), or PJTD (project-to-date).

Report Titles

The title of the report changes depending on the Currency Type specified:

- If the currency type is Total or Statistical, the report title is Detail Trial Balance.
- If the currency type is Entered, the report title is Entered Currency Detail Trial Balance.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Account: account segment value for each account.

Description: description of your account segment value.

Account: the full accounting flexfield.

Encumbrance Trial Balance Report

Review your general ledger encumbrance account balances and activity for a specific

encumbrance type.

General Ledger prints a page for each balancing segment value and lists your accounts in ascending order by account segment value. General Ledger reports debits as positive amounts and credits as negative amounts.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Ledger/Ledger Set: Choose a ledger or a ledger set to run this report for multiple ledgers at once.

If you use reporting currencies (journal or subledger level), you can choose a reporting currency.

Encumbrance Type: Choose a General Ledger predefined encumbrance type, or any additional encumbrance type you have defined.

Period: Choose any open accounting period in your calendar.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Description: description of the account segment value associated with each account.

Account: the full accounting flexfield.

Expanded Trial Balance Report

Review the beginning, ending and net balances as well as period activity for a set of accounts. View your actual balances and activity in your ledger currency, foreign currency, or STAT. You can also use this report to review your translated balances and activity by specifying a balance-level reporting currency.

The report prints a line for each account segment value and sorts them in ascending order. For each account segment value, the report prints the account description, beginning balances, period activity, ending activity, and ending balances for the period you request.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Ledger/Ledger Set: Choose a single ledger, reporting currency, or a ledger set to run this report for multiple ledgers at once.

To view translated balances, choose the Balance-level reporting currency that was used as the target ledger during translation.

Ledger Currency: If you chose a ledger set in the Ledger Set field, choose the currency of one of the ledgers or reporting currencies in the ledger set. The Ledger Currency

filters the data in the report to only report on those ledgers or reporting currencies for which the currency matches the ledger currency specified.

If you chose a ledger or reporting currency, its currency will default and cannot be changed.

Currency Type: Choose Total, Entered, or STAT as follows:

- Choose Total to view the ledger currency total balances or to view translated balances that were translated to a balance-level reporting currency.

By specifying a ledger and the Currency Type Total, all balances that were entered using the ledger currency, as well as any foreign entered balances that were converted to the ledger currency will be retrieved.

By specifying a balance-level reporting currency and the Currency Type Total, you can view Translated average balances.

By specifying a reporting currency and the Currency Type Total, all balances that were entered using the currency of the reporting currency, as well as any foreign entered balances that were converted to the reporting currency will be retrieved.
- Choose Entered and specify a currency in the Entered Currency field to report on average balances that were entered in a specific currency.
- Choose Statistical to report on Statistical average balances.

Entered Currency: If you chose the Entered Currency Type, choose a currency.

Period: Choose the accounting period for your report.

Account From/To: Enter the starting and ending account segment values in the range for your report.

Balancing Segment: Enter the balancing segment value for which you want to report. Or, leave this field blank if you want to report on all balancing segment values.

Precision: Choose one of the following levels of precision:

Class Level: Print a sub-total for each class, or for each value of the most significant digit of the account segment.

Class and Sub-class Level: Print sub-totals for each class and sub-class, or for each pair of values of the two most significant digits of the account segment.

Class, Sub-Class, and Group Level: Print sub-totals for each class, sub-class, and group, or for each set of values of the three most significant digits of the account segment.

For example, the account segment values 4310 and 4450 belong to the same class (4) but different sub-classes (43 and 44), while the account segment values 4520 and 4570 belong to the same sub-class (45) but different groups (452 and 457).

Selected Headings

Refer to the selected heading descriptions below for additional information.

Account: account segment value for each line of your report.

Description: description of your account segment value.

Begin Total Activity: beginning debit and credit balance for each account segment value.

Period Activity: total debit and credit activity for each account segment value.

End Activity: ending debit and credit amounts for each account segment value.

End Balance: ending balance, or the net of ending debit and credit amounts, for each account segment value.

Total/Net Group: total and net debits and credits for each group if you requested Class, Sub-Class, and Group Level precision.

Total/Net Sub-Class: total and net debits and credits for each sub-class if you requested Class and Sub-Class Level or Class, Sub-Class, and Group Level precision.

Total/Net Class: total and net debits and credits for each Class.

Total Balancing Segment: total beginning balances, period activity, end activity, and end balance for the balancing segment.

Trial Balance - Additional Segment Detail Report

Review general ledger account balances and activity for combinations of account segment values with the values of a secondary segment you specify. You also specify a range of values for a third segment, which are used to control report page breaks.

General Ledger prints a line for each combination of account and secondary segment value and sorts first by secondary segment values, then by account segment values in ascending order. Totals are provided for both your secondary segment and your pagebreak segment.

You can run this report for actual, budget and encumbrance balances for activity in your ledger currency, foreign currency or STAT. You can also use this report to review your translated balances and activity by specifying a balance-level reporting currency.

When run in YTD mode, the Beginning Balance column lists beginning balances as of the first period of the fiscal year, irrespective of the period for which the report is run. When run in PTD mode, the Beginning Balance column lists beginning balances as of the beginning of the period for which the report is run.

Tip: Use this report as an easy way to review summary amounts without having to define summary accounts.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Ledger/Ledger Set: Choose a single ledger, reporting currency, or a ledger set to run this report for multiple ledgers at once.

To view translated balances, choose the Balance-level reporting currency that was used as the target ledger during translation.

Balance Type: Choose to report on Actual, Budget, or Encumbrance balances. If you select budget balances, you must choose the Budget Name on which to report. If you select encumbrance balances, you must choose the Encumbrance Type on which to report.

Note: If you specified a ledger set, you can only report on actual or encumbrance balances. To report on budget balances, a single ledger must be specified.

Ledger Currency: If you chose a ledger set in the Ledger Set field, choose the currency of one of the ledgers or reporting currencies in the ledger set. The Ledger Currency filters the data in the report to only report on those ledgers or reporting currencies for which the currency matches the ledger currency specified.

If you chose a ledger or reporting currency, its currency will default and cannot be changed.

Currency Type: Choose Total, Entered, or STAT as follows:

- Choose Total to view the ledger currency total balances or to view translated balances that were translated to a balance-level reporting currency.

By specifying a ledger and the Currency Type Total, all balances that were entered using the ledger currency, as well as any foreign entered balances that were converted to the ledger currency will be retrieved.

By specifying a balance-level reporting currency and the Currency Type Total, you can view Translated average balances.

By specifying a reporting currency and the Currency Type Total, all balances that were entered using the currency of the reporting currency, as well as any foreign entered balances that were converted to the reporting currency will be retrieved.

- Choose Entered and specify a currency in the Entered Currency field to report on average balances that were entered in a specific currency.
- Choose Statistical to report on Statistical average balances.

Entered Currency: If you chose the Entered Currency Type, choose a currency.

Budget or Encumbrance Type: If you specified a Balance Type of Budget or

Encumbrance, specify the Budget or Encumbrance Type.

Pagebreak Segment: General Ledger starts a new page for every different value of this account segment. And, General Ledger prints a total of the balances for each segment value.

Pagebreak Segment Low/High: Enter the low and high segment values on which to report.

Secondary Segment: Choose an additional account segment for which you want to review account balance information. You cannot choose your natural account segment or your pagebreak segment.

Period Name: Choose any open accounting period in your calendar.

Budget Start Period: If you selected budget balances, choose a period within the range of periods for the budget you specified.

Amount Type: Choose QTD (quarter-to-date), PTD (period-to-date), YTD (year-to-date), or PJTD (project-to-date).

Selected Headings

Refer to the selected heading descriptions below for additional information.

Account: a line for each value of your account segment. Amounts for each line represent the sum of all accounts that have this account segment value, secondary segment value, pagebreak segment value, and ledger combination.

Account Description: description of your account segment value.

Beginning Balance: sum of the beginning balances of all accounts that have this account segment value, secondary segment value, pagebreak segment value, and ledger combination. Balances are calculated from the beginning of the time period corresponding to the amount type you specify. General Ledger reports debits as positive amounts and credits as negative amounts.

Period Activity: net of all debit and credit transactions for the time period corresponding to the amount type you specify. Note that for project-to-date reports, General Ledger prints period activity for balance sheet accounts only. The project-to-date balances for income statement accounts are the same as their year-to-date balances. General Ledger reports debits as positive amounts and credits as negative amounts.

Ending Balance: sum of the ending balances of all accounts that have this account segment value, secondary segment value, pagebreak segment value, and ledger combination. Balances are calculated to the end of the accounting period you specify. General Ledger reports debits as positive amounts and credits as negative amounts.

Translation Trial Balance Report

Review your account balances and period activity after running translation.

General Ledger prints a separate page, including totals, for each balancing segment value, listing accounts in ascending order by account segment value. For each translated account, the report prints the description of the account segment value, account type, beginning balance, debits and credits, rate adjustment, and ending balance.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Ledger: Choose a reporting currency (balance level) that was used as the target ledger during translation.

From/To Balancing Segment: Enter the range of balancing segment values for your report.

Currency: The currency will default based on the reporting currency specified. General Ledger prints account balances translated to the reporting currency.

Note: You must run translation before you can report on translated account balances.

Period: Choose any accounting period for which you ran translation.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Desc: description of your account segment value.

Account: the full accounting flexfield for each account.

Account Type: one of the following account types for each account:

Symbol	Account Type
A:	Asset
L:	Liability
O:	Owner's Equity
R:	Revenue
E:	Expense

The account type is determined by the account segment of the account.

Rate Adjustment: adjustment resulting from period rate differences between the

reporting period and the previous period.

Note: An asterisk appears next to any account balance that is out of date. This can occur if a rate has been changed or new transactions are posted after your balances are translated. You should retranslate your balances, then run the report again.

Other Reports and Listings

These reports and listings provide information about Data Access Sets, Definition Access Sets, Ledger Sets, MassAllocation/MassBudget definitions, actual or budget recurring journal formulas, statistical units of measure, and value-added taxes received and paid.

Data Access Set Listing

Review information about the ledgers and ledger sets that have been assigned to a Data Access Set. You can only run this listing for Data Access Sets that share the same charts of accounts, calendar, and period type as the Data Access Set assigned to your responsibility.

The listing prints the chart of accounts, calendar, period type, data access set type, and default ledger for the Data Access Set.

For each ledger and ledger set assigned to the Data Access Set, the listing prints the segment values and privileges assigned.

Parameters

When you request this listing, General Ledger prompts you to enter the following:

Data Access Set: Choose a Data Access Set.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Chart of Accounts: chart of accounts associated with this Data Access Set.

Calendar: accounting calendar associated with this Data Access Set.

Type: Data Access Set Type associated with this Data Access Set.

Ledger/Ledger Set: name of the ledger or ledger set assigned to this Data Access Set.

Type: specifies whether a ledger or ledger set is assigned.

Segment Values: Specifies the balancing segment values or management segment values that have been assigned to the ledger/ledger set for this Data Access Set.

Privileges: Specifies read-only or read and write privileges that have been assigned to

the segment value and ledger /ledger set combination.

Definition Access by User

Review information about the secured definitions associated with the Definition Access Sets assigned to a user. This report lists the secured definitions and their privileges that are associated with a specific user and definition type.

Parameters

When you request this listing, General Ledger prompts you to enter the following:

User Name: Enter the user name of a user.

Definition Type: Enter the type of definition that has been secured using Definition Access Set security.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Definition Name: user-defined name of the definition for the Definition Type specified at runtime.

Privileges: specifies Use, View or Modify privileges that have been assigned to the definition.

Definition Access Set Listing

Review information about secured definitions that have been assigned to a Definition Access Set. This report lists the definition type, name of the definition, and their privileges.

Parameters

When you request this listing, General Ledger prompts you to enter the following:

Definition Access Set: Enter the name of the Definition Access Set.

Definition Type: (Optional) Enter the type of definition that has assigned to the Definition Access Set to limit the listing to only definitions that match the definition type specified. If you leave this field blank, all definitions that have been assigned to the Definition Access Set will be listed.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Definition Type: type of definition that has been secured using Definition Access Set security.

Definition Name: user-defined name of the definition.

Privileges: specifies Use, View or Modify privileges that have been assigned to the definition.

Ledger Set Listing

Review information about the ledgers and ledger sets that have been assigned to a Ledger Set. You can only run this listing for Ledger Sets that share the same charts of accounts, calendar, and period type as the Data Access Set assigned to your responsibility.

Parameters

When you request this listing, General Ledger prompts you to enter the following:

Ledger Set: Choose a Ledger Set.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Chart of Accounts: chart of accounts associated with this Ledger Set.

Calendar: accounting calendar associated with this Ledger Set.

Ledger/Ledger Set: name of the ledger or ledger set assigned to this Ledger Set.

Type: specifies whether a ledger or ledger set is assigned.

Description: the user-defined description of the ledger or ledger set.

Related Topics

MassAllocation Formula Listing, page 10-105

Open Encumbrance Balance with Transaction Detail Report, page 10-106

Recurring Formula Listing, page 10-107

Transaction Code Listing, page 10-108

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Ledger Set Listing, page 10-105

MassAllocation Formula Listing

Review the formulas you defined for any MassAllocation or MassBudget batch. You can

run this listing for any defined MassAllocation or MassBudget, that match your data access set's chart of accounts, accounting calendar, and period type.

Note: If the definitions have been secured using definition access sets, you will only be able to view those batches if you have the view privilege to them.

The listing prints a line for each factor of your formula, indicating the amount or account you chose for each factor and the accounts that are updated when you generate and post this MassAllocation or MassBudget batch. For each account, the listing prints additional information, including segment types, ledger currency, currency type, amount type and relative period.

Parameters

When you request this listing, General Ledger prompts you to enter the following:

Allocation Batch Name: (Optional) Choose any MassAllocation or MassBudget batch you have defined. If you leave this field blank, the report will include all of your MassAllocation and MassBudget batches for which the chart of accounts, accounting calendar, and period type match the data access set assigned to your responsibility.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Standard Formula: standard formula used by all MassAllocation and MassBudget batches: $A * B/C$.

Open Encumbrance Balance With Transaction Detail Report

Review the transaction details, the sum of credits, debits, and their net balance of your encumbrance types. This report provides accurate requisition encumbrance (commitment) balances, purchase order encumbrance (obligation) balances, and expended balances information by account.

The report prints the batch name, source document, status, transaction date, transaction description, debits, credits, and total amount for combinations of account segment value and secondary segment value. You choose the secondary segment when you run the report. In addition, the report prints totals for each account segment value, secondary segment value, and page break segment value. (Note: The report shown above was requested with the account segment as the secondary segment, resulting in the account segment value being shown twice and the account segment value sub-total being shown twice. If you choose another segment as your secondary segment, the report will print both the secondary segment value and the account segment value, and it will print sub-totals by account segment value and by secondary segment value.)

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

Parameters

When you request this report, General Ledger prompts you to enter the following:

Page Break: Select the page break segment to list the transactions. For example, if your account is Fund-Account-Object and you want a new page to start for each Fund, select Fund as your page break segment.

Page Break Lower/Higher Range: Enter the range of page break segment values for your report. General Ledger prints a separate page for each value of this range.

Secondary Segment: Select an account segment other than your page break segment to review your more detailed summary information. (Note: The report shown above was requested with the account segment as the secondary segment, resulting in the account segment value being shown twice and the account segment value sub-total being shown twice. If you choose another segment as your secondary segment, the report will print both the secondary segment value and the account segment value, and it will print sub-totals by account segment value and by secondary segment value.)

Encumbrance Type: Enter an encumbrance type or ALL for all encumbrance types.

Period: Enter any accounting period in your calendar.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Source Document: source document of the encumbrance line. The source document may be an invoice, purchase order or requisition.

Status: status of the source document for the encumbrance line (Open, Closed or Permanently Closed).

Total: total of debits minus credits.

Recurring Formula Listing

Review the formula lines for each journal line or budget formula line in a specific recurring journal or budget formula batch or all recurring journal and budget formula batches. This report will list all recurring journals and budget formula batches that match your data access set's chart of accounts, accounting calendar, and period type.

Note: If the definitions have been secured using definition access sets, you will only be able to view those batches if you have the view privilege to them.

This report lists the formula batch and formula name followed by the account for each formula line and the corresponding formula steps for that line. For each account, the listing prints additional information, including operator, amount, amount type, balance type, ledger currency, currency type, entered currency, and period.

Parameters

When you request this listing, General Ledger prompts you to enter the following:

Batch Name: (Optional) Choose any recurring journal or budget formula batch you have defined. If you leave this field blank, the listing will include all of your formula batches for which the chart of accounts match the one assigned to your Data Access Set assigned to your responsibility.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Balance Type: For each formula batch, Actual or Budget to indicate whether this formula is a recurring journal or budget formula.

Related Topics

Creating Recurring Journal Formula Batches, page 1-67

Creating Budget Formula Batches, page 2-30

Transaction Code Listing

Note: The following section is applicable to customers who wish to review the debit/credit account pairs they have used to define their transaction codes. Transaction codes are typically used by U.S. federal government customers to produce both proprietary and budgetary accounting entries for a given transaction. This feature is currently only available in public sector installations.

Review the transaction codes you defined and the account pairs associated with each transaction code.

This report prints each transaction code name with its associated start and end dates and debit and credit account segment value pairs. Additionally, the report prints the description of each account segment value.

Parameters

When you request this listing, General Ledger prompts you to enter the following:

Transaction Code: Choose any transaction code you have defined or choose ALL to report on all defined transaction codes.

Chart of Accounts: name of the chart of accounts for your current ledger.

Units of Measure Report

Review your statistical units of measure and the account segment values to which you assigned them.

The listing prints a line for each of your account segment values for which a statistical unit of measure is defined. The listing prints additional information about each account segment value, including the description, whether the value is enabled, the start and end dates for the value, the unit of measure, and the unit of measure description.

Parameters

General Ledger prints this report for your current chart of accounts, without prompting you for any parameters.

Related Topics

Defining Statistical Units of Measure, *Oracle General Ledger Implementation Guide*

Value-Added Tax Report

Review the period-to-date tax amounts you have entered for any journal lines in General Ledger.

The report lists the accounts for which you recorded either a payment or receipt of value-added tax, the value-added tax amount, the tax code you used to classify the type of tax paid or collected, and descriptive information about the invoice which included value-added tax. You can request a tax report for any combination of tax code, ledger, accounting period and currency you want.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Ledger: Choose a ledger or reporting currency.

Period: Choose any accounting period in your calendar.

Currency: Choose any currency you have defined and used to record value-added tax transactions. If you choose a foreign currency, General Ledger prints tax information for journals entered in the currency that you choose.

Tax Code: (Optional) Choose any tax code you have defined or leave this field blank to report on all tax codes.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Invoice Number: name of the source document or invoice so you can identify the transactions involving value-added tax. General Ledger prints reference information here only if you populated the Value-Added Tax descriptive flexfield when you entered the journal line for this transaction. You can use this information to enhance your audit trail and to find tax-related source documents more easily.

Receipt Amount: amount of tax you collected for this transaction. This collected amount corresponds to the debit amount you entered in the tax journal line affecting the account listed for this transaction.

Payment Amount: amount of tax you paid for this transaction. This paid amount corresponds to the credit amount you entered in the tax journal line affecting the account listed for this transaction.

Invoice Amount: net invoice amount that relates to the tax amount you recorded for this transaction. The net invoice amount is the gross invoice amount plus or minus the amount of tax paid or collected. You enter this net invoice amount in the Value-Added Tax descriptive flexfield once you indicate that your journal line is a tax line.

Related Topics

Creating Journal Batches, page 1-5

Execution Reports

General Ledger automatically creates execution reports when certain concurrent processes complete. Use these reports to track the status of errors that occurred during your concurrent processing, or to see the results of a successful concurrent process.

- Archive and Purge Audit Report, page 10-111
- Assign Budget Account Ranges Execution Report, page 10-111
- AutoPost Execution Report, page 10-112
- AutoReverse Execution Report, page 10-112
- Budget Assignments AutoCopy Execution Report, page 10-112
- Budget Spreadsheet Upload Execution Report, page 10-113
- Calendar Validation Execution Report, page 10-113
- Carry Forward Execution Report, page 10-115
- Create Journal Entries Execution Report, page 10-116
- Delete Journal Import Data Execution Report, page 10-116

- Historical Rates Execution Report, page 10-116
- Journal Import Execution Report, page 10-117
- MassAllocations/MassBudgeting Execution Report, page 10-118
- Mass Funds Check/Reservation Journal Execution Report, page 10-119
- Posting Execution Report, page 10-119
- Revaluation Execution Report, page 10-120
- Segment Value Inheritance Execution Report:, page 10-120

Archive and Purge Audit Report

Verify that your archive and purge of account balance records or journal details is successful. The report prints the fiscal year for which you are archiving and/or purging and whether you are archiving and/or purging balances or journals. It prints a line for each accounting period in the chosen fiscal year. If you are archiving and/or purging journals, the report prints the number of archived and purged journal batches, entries, lines, and import references for each period. If you are archiving and/or purging balances, the report prints the number of archived and purged actual account balances for each period.

General Ledger automatically generates this report when you archive and/or purge account balances or journal details.

Related Topics

Archiving Account Balances and Journal Detail, page 7-17

Assign Budget Account Ranges Execution Report

Review the account ranges that you assign to a new or existing budget organization. This report also displays any new accounts that you dynamically create and assign to your budget organization.

The report prints the budget organization name, followed by the assigned ranges and then the assigned accounts. For each range, the report prints the sequence number, the currency, and whether budget amounts for the accounts in the range should be entered or calculated. Finally, for each added account, the report prints the concatenated description, the currency, and whether budget amounts should be entered or calculated.

General Ledger automatically generates this report when you assign accounts or ranges of accounts to your budget organization.

Related Topics

Defining Budget Organizations, page 2-20

AutoPost Execution Report

Review the journal batches selected for posting by the Automatic Posting Program. The report prints the batch name, accounting period, and balance type for each selected journal batch.

General Ledger automatically creates this report when the Automatic Posting Program completes successfully.

Related Topics

Posting Journal Batches Automatically, page 1-194

AutoReverse Execution Report

Review the journal batches selected for reversal by the Automatic Reversal Program. The report prints the batch name, accounting period, and error code, if applicable, for each journal batch that is selected for reversal. The report also prints the batch name and accounting period for each journal batch that is selected for posting if the AutoPost option was enabled. General Ledger automatically creates this report when the Automatic Reversal Program completes successfully.

Related Topics

Automatic Journal Reversal Overview, page 1-205

Budget Assignments AutoCopy Execution Report

Review the account ranges that you assign to a new budget organization using AutoCopy. This report also displays any new accounts that General Ledger creates if you allow dynamic insertion.

The report prints the source and destination budget organization names, followed by the copied ranges and then the newly-created accounts. For each range, the report prints the sequence number, the currency, and the budget entry type. Finally, for each added account, the report prints the concatenated description, the currency, and the budget entry type.

General Ledger automatically generates this report when you AutoCopy account ranges to a new budget organization.

Related Topics

Copying Account Ranges from an Existing Budget Organization, page 2-27

Budget Spreadsheet Upload Execution Report

Review the status of budget information you upload from a spreadsheet to General Ledger. The report lists the number of posted and unposted accounts by budget and budget organization, and provides a listing and explanation for each unposted account. General Ledger automatically generates this report when you upload budget data.

Note: The Budget Spreadsheet Upload Execution Report will not report accounts that were not uploaded due to data access set security issues. Your System Administrator must verify that there are records remaining in your Budget Interface table.

Related Topics

Uploading Budgets, page 2-83

Calendar Validation Execution Report

The Calendar Validation Report is automatically generated when you exit the Accounting Calendar window. Review this report to identify any calendar errors that would prevent General Ledger from operating correctly.

Navigate to Help > View > My Requests to view or print this report.

You can run this report at any time from the list of Standard Reports. In this event, you are requested to enter parameters for this report.

This report prints the error description, years, periods or dates that have violated the GL calendar definition when you create a calendar or add accounting periods to your calendar. Typical errors printed by this report are listed in the table below:

Calendar Validation Report Errors

Description	Typical printed errors
Non-adjusting periods with date gaps	The following periods have date gaps:
Adjusting periods that do not overlap non-adjusting periods	
Non-adjusting periods whose dates overlap each other	The following periods overlap:

Description	Typical printed errors
Exceeding the specified number of periods defined for that period type in the Period Types window	The following period numbers are greater than the maximum period number for this period type:
Skipping numbers between periods Not assigning period numbers to periods	The following period numbers are missing:
Period numbers that are out of sequence Period numbers arranged in descending order	The following periods are not in sequential order by date:
Skipping quarter numbers assigned to periods Not assigning quarter numbers to periods	The following quarters are missing:
Quarter numbers arranged in descending order Period numbers (with the assigned quarters) numbered in descending order	The following quarters are not in sequential order by period:
The starting fiscal year starting earlier than one year before the calendar year The ending fiscal year ending later than one year after the calendar year	The following period's start or end dates are more than one year before or after its fiscal year:

Selected Headings

Refer to the selected heading descriptions below for additional information.

Rule # and Description: displays the violated rule number and the rule description.

Period(s): displays the period or range of periods associated with the violated rule. This may be months, quarters, or year.

Parameters

When you request this report, General Ledger prompts you to enter the following:

Calendar: Choose a specific calendar or select All.

Period Type:*(optional)* Choose a period type from the List of Values. If none is chosen, General Ledger will validate all period types for the period set.

Starting Period Year:*(optional)* Specify starting period year.

Ending Period Year:*(optional)*Specify ending period year.

Carry Forward Execution Report

Review the results of your year-end carry forward. You can carry forward your encumbrances, encumbrances with equivalent budget amounts, or funds available balances into beginning balances of the following year. The report prints the account ranges for which you carried forward your encumbrances, budget amounts or funds available balances. The report also prints the specific accounts affected by the carry forward, along with the encumbrance type or budget name and net carry forward amount. If you choose to carry forward Funds Available or Encumbrance and Encumbered Budget balances, the report prints the source budget and target budget names.

General Ledger automatically generates this report when you run year-end carry forward. Note that you have the option to preview the effects of your carry forward before you initiate it, and that this report can represent your preview or the actual results of your carry forward.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Carry Forward Rule: the carry forward rule you specified when you defined your year-end carry forward.

Encumbrances Only: For each account you carry forward, General Ledger calculates the year-to-date encumbrance balance as of your From Period, and carries the balance forward into the beginning balance of the first period of the next fiscal year. General Ledger does not update your existing From Period balances.

Encumbrances and Encumbered Budget: For each account you carry forward, General Ledger calculates the year-to-date encumbrance balance as of your From Period, and carries forward the encumbrance balance, as well as an equivalent budget amount, into the beginning balance of the first period of the next fiscal year. General Ledger carries the budget balance into the budget you specify. General Ledger does not update your existing From Period balances.

Funds Available: For each account you carry forward, General Ledger calculates the funds available as the year-to-date budget balance in your From Budget, less year-to-date actual and encumbrance balances. General Ledger then carries forward the available amount into the beginning balance of the first period of the next fiscal year. General Ledger carries the funds available balance into the budget you specify. General Ledger does not update your existing From Period balances.

Preview Only: Yes or No to indicate whether you are previewing the effects of your carry forward or reviewing the results of your carry forward.

Related Topics

Carrying Forward Year-End Encumbrance and Budget Balances, page 3-12

Create Journal Entries Execution Report

Review the journal batches created from transactions that pass funds reservation from Oracle Purchasing and Oracle Payables when you run the Create Journals program. General Ledger also runs the Create Journals program when you enter budget journals or transfer budget amounts using budgetary control.

For each created batch, the report prints the source, balance type, batch name, accounting period, and total debits and credits.

General Ledger automatically creates this report when the Create Journals program completes successfully.

Related Topics

Using Budgetary Control and Online Funds Checking, page 2-89

Delete Journal Import Data Execution Report

Review the Journal Import accounting data deleted from the GL_INTERFACE table. The report prints the source of the Journal Import accounting data deleted from the GL_INTERFACE table, as well as the total number of deleted rows.

General Ledger automatically generates the report when you delete rows from the GL_INTERFACE table using the Delete Journal Import Data program.

Related Topics

Deleting Journal Import Data, page 1-187

Historical Rates Execution Report

Review the historical rates, amounts or weighted-average rates you assigned to individual accounts or ranges of accounts. You define rates or amounts to translate both actual and budget account balances. Generally, you enter rates only for specific balance sheet accounts. However, if you need to perform dual currency reporting, you may also need to enter rates for certain income statement accounts.

The report prints the accounting period and currency for which you defined rates or amounts. It prints the ranges of accounts and the individual accounts which have been assigned rates or amounts and it lists the assigned rates or amounts. Finally, for individual accounts, the report prints the concatenated description.

General Ledger automatically generates this report when you define historical rates, amounts or weighted-average rates.

Related Topics

Entering Historical Rates, page 9-21

Journal Import Execution Report

Review the status of accounting data you import from external feeder systems, such as accounts payable, purchasing and so on.

The report prints a line for each journal entry source from which you import accounting data. Each line includes the source name, the group ID, whether the import was successful, the total number of journal lines, batches, and entries, the number of unbalanced batches and entries, and the total number of errors. For each batch created, the report prints the batch name, period name, total lines, total entries, and total accounted debits and credits.

The report prints similar information for batches posted to suspense due to flexfield errors, unbalanced journals which were not imported, error journal lines, and invalid accounts. Each line of these Exception sections includes an error code.

General Ledger automatically generates this report when the Journal Import process completes. Note that in some cases you may not use the Import Journals form to explicitly launch the Journal Import process. For example, when entering budget journals or transferring budget amounts without budgetary control, General Ledger runs Journal Import. You may also choose to have General Ledger run Journal Import after a consolidation run.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Concurrent Request ID: request ID for this set of data. General Ledger assigns a request ID to your data when you initiate the Journal Import program.

Group ID: group identification number that you specified when you ran Journal Import. General Ledger allows you to enter a unique group number when you run Journal Import to distinguish import data within a source.

Status: status of the journal source from which you imported journals. For each journal source, the status will be one of the following:

Error: General Ledger encountered one or more errors while importing your journal batch from this source.

Success: General Ledger encountered no errors while importing your journal batch from this source

If Journal Import encounters an error in any journal line, the entire source will have the Error status.

Warning: the warning WUO1 if your batch is unbalanced and you allow suspense posting in your ledger.

Flexfield Error Code: one of the following types of account errors for each batch posted to your suspense account may appear when you choose the Post Errors to Suspense option at runtime:

EF01: Expired Account

EF02: Detail Posting Not Allowed

EF03: Disabled Account

EF04: Cross Validation Rule Violation

EF05: Invalid Code Combination ID

Accounting Flexfield: If you enter segment values for your account in the GL_INTERFACE table, the invalid account will be displayed in the report. If you enter a code combination ID instead of segment values and if suspense posting is disabled, the invalid code combination ID will be displayed. If you enter a code combination ID and if suspense posting is enabled, only the segment value separators will be displayed. Therefore, we recommend that you do not choose the Post Errors to Suspense option if entering code combination IDs to represent your accounts.

Error Key Column Headings

General Ledger prints the error codes and an explanation for all errors that could have interfered with the Journal Import process in the Error Key section of the Journal Import Execution Report.

Related Topics

Importing Journals, page 1-176

MassAllocations/MassBudgeting Execution Report

Review the validation status and result of your MassAllocation, MassEncumbrance or MassBudget generation. For each MassAllocation, MassEncumbrance, or MassBudget formula batch, General Ledger prints the batch name, description, and balance type. For each allocation formula within a batch, the report prints the formula name, description, and status. Each formula has a status of Validated or Error. If any formula in a batch has an Error status, the entire batch has an Error status and no journal is created.

For formulas with an Error status, the report prints each line of the formula, indicating the amount, account, segment types, and balance type. In addition, the report prints an error message for each formula line that fails validation, including the MassAllocation definition rules that were violated.

For formulas with a Validated status, the batch name, accounting period, journal batch name, and journal name are reported if a journal was successfully created.

General Ledger automatically generates this report when you generate actual, encumbrance or budget journals from your MassAllocation, MassEncumbrance or MassBudget batches.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Journals Created: Journal Entry Batch Name: name of the journal batch created when you run your MassAllocation, MassEncumbrance or MassBudget batch. General Ledger names your MassAllocation, MassEncumbrance and MassBudget batches, respectively, as follows:

MA: (Request ID MassAllocation Batch Name Period)

ME: (Request ID MassAllocation Batch Name Period)

MB: (Request ID MassBudget Batch Name Period)

For example, you might have a MassAllocation batch named MA: 47566 Rent Allocation JAN-94.

Created: Yes or No to indicate whether or not your MassAllocation, MassEncumbrance or MassBudget journal is created. General Ledger does not create journals with zero journal amounts.

Related Topics

Generating MassAllocation Journals, page 1-101

Generating MassBudget Journals, page 2-48

Mass Funds Check/Reservation Journal Execution Report

Review the results of your funds check or funds reservation.

The report prints the funds action you selected when you ran the MassApprovals program. Additionally, for each batch selected by the MassApprovals program, General Ledger prints the batch name, accounting period, funds check result, and journal funds status.

General Ledger automatically generates this report when you run the MassApprovals program to check or reserve funds for unposted journal batches that require funds reservation but are not yet approved.

Related Topics

Using Budgetary Control and Online Funds Checking, page 2-89

Posting Execution Report

Review the results of your journal posting. The report tells you if posting discovered errors in your journals or in your journal lines. If errors were found, the Posting program completes with a Warning status. You must fix all errors in your journal batches before resubmitting them for posting.

General Ledger automatically generates this report every time you post journal batches.

Selected Headings

Refer to the selected heading descriptions below for additional information.

Valid Journal Entry Batches: batch name and period for all journal batches that complete posting successfully.

Error Journal Entry Batches: If General Ledger discovers an error in a journal during posting, it will not post the journal batch, and it will print the batch name period name, and one of the following error explanations.

If using reporting currencies, ensure the CTA account is valid for both the source ledger, such as the primary or secondary ledger, and its Journal-level or Subledger-level.reporting currencies.

Error Journal Entries:

Error Journal Entry Lines:

Related Topics

Posting Journal Batches, page 1-188

Revaluation Execution Report

Review the details of your account balance revaluation and the journal batches created after running revaluation. The report includes the currencies and revaluation rates used to revalue your accounts, the unrealized gain/loss account in which you recorded net gains and losses, and the range of accounts revalued. The report also prints the names of the batch and journals General Ledger creates for each foreign currency when you revalue your accounts, as well as the total debits and credits of the created batch.

General Ledger automatically generates this report when you run revaluation.

Related Topics

Revaluing Balances, page 9-26

Segment Value Inheritance Execution Report

This report prints the results of the Inherit Segment Value Attributes program. The report lists each account changed by the program. Original attributes and current attributes assigned by the program are listed together for easy comparison.

When you request the Inherit Segment Value Attributes program, General Ledger prompts you to enter the following:

Create Execution Report: Choose Yes or No.

Parameters

Description: Lists the description for each segment value in the account.

Enabled: Indicates whether the account is enabled or disabled.

Detail Posting: Indicates posting status of the account.

Detail Budgeting: Indicates budgeting status of the account.

Global Reconciliation: Indicates global reconciliation status of the account.

Start Date: Indicates start date (if any) of the account.

End Date: Indicates end date (if any) of the account.

Journal or Subledger-Level Reporting Currencies

Overview of Reporting Currencies

Note: Unless otherwise specified in this chapter, the term Reporting Currency refers to subledger or journal-level reporting currency, rather than balance-level reporting currency.

Using reporting currencies, you can maintain and report accounting records in more than one currency. You do this by defining one or more reporting currencies for a ledger.

Each ledger is defined with a ledger currency that is the primary record keeping currency to record your business transactions and accounting data within General Ledger. If you also need to maintain and report accounting records in one or more other currencies, you do this by defining one or more reporting currencies for the ledger. Financial reporting can be performed using the ledger currency or any of the reporting currencies.

When you enter journals in General Ledger, they are converted into the ledger currency and each of the reporting functional currencies.

You can inquire and report on transactions and account balances in your reporting currency by logging onto a responsibility that has access to the reporting currency.

Related Topics

When to Use Reporting Currencies, page 11-2

Translation Versus Reporting Currencies, page 11-2

Reporting Currency Features, page 11-4

When to Use Reporting Currencies

Reporting currencies are intended for use by organizations that must regularly and routinely support statutory and legal reporting of *both transactions/journals and General Ledger account balances* in multiple currencies--other than the ledger currency. If you only need to report account balances in a currency other than your ledger currency, you can use General Ledger translation.

Note: Reporting currencies are not intended as a replacement for the General Ledger translation function.

Consider using reporting currencies when any of the following conditions exist:

- You operate in a country that is part of the European Economic and Monetary Union (EMU), and you choose to account for and report both the euro and your National Currency Unit (NCU).
- You operate in a country whose unstable currency makes it unsuitable for managing your business. As a consequence, you need to manage your business in a more stable currency while retaining the ability to report in the unstable local currency.

Related Topics

Overview of Reporting Currencies, page 11-1

Translation versus Reporting Currencies

General Ledger's translation feature (balance level reporting currency) is used to translate amounts from your ledger currency to another currency at the account balance level. Reporting currencies convert amounts from your transaction currency to a reporting currency at the transaction or journal level.

Reporting currencies are specifically intended for use by organizations that must regularly and routinely report their financial results in multiple currencies. Reporting currencies are not intended as a replacement for General Ledger's Translation feature. For example, an organization with a once-a-year need to translate their financial statements to their parent company's currency for consolidation purposes, but no other foreign currency reporting needs, should use General Ledger's standard translation feature instead of reporting currencies.

Another benefit of reporting currencies over General Ledger's Translation feature is that with reporting currencies, you can inquire and report on transaction amounts directly from your subledgers. Translation only applies to General Ledger - it cannot be used to translate transaction amounts in your subledgers.

If you use reporting currencies and have properly initialized your reporting currency's

balances, you can report directly from your reporting currency without running Translation. This is because the actual transaction amounts in your reporting currencies have already been converted. As a result, the account balances of your reporting currency are automatically maintained.

For example, to consolidate a subsidiary that maintains a reporting currency using your parent company's ledger currency, you might simply consolidate the reporting currency to your parent ledger, rather than translating, then consolidating the subsidiary's ledger.

Usually, when you compare the results of using amounts from your reporting currency rather than translated amounts, there will be rounding differences in your accounts. Many of these differences arise because:

- Translation converts ledger currency amounts to the designated currency. Reporting currencies convert amounts from the transaction currency to the designated currency.
- Reporting currencies uses daily rates to convert transaction amounts. Translation uses period or historical rates to translate account balances.

Before you use your currency's amounts in lieu of translating your ledger's amounts, you need to understand and carefully consider:

- How reporting currencies work
- The country-specific accounting rules and regulations that govern your parent and subsidiary companies

Note About Budget Balances

If you use reporting currencies and need to report budget amounts in your reporting currency, you will need to translate the budget amounts in your ledger to your reporting currency.

For example, after translating budget amounts to your reporting currency, you can use FSG to create a budget variance report with three columns:

- Translated budget amounts. Your FSG column set can draw these amounts directly from your balance level reporting currency.
- Reporting currency actual amounts. Your FSG column set can draw these amounts from your reporting currency.
- The variance between budget and actual, expressed in your reporting currency

Related Topics

Translating Balances, *Oracle General Ledger User's Guide*

Type of Installation, page 11-37

Defining Reporting Currencies for Fresh Install and Upgrade Scenario One, page 11-38

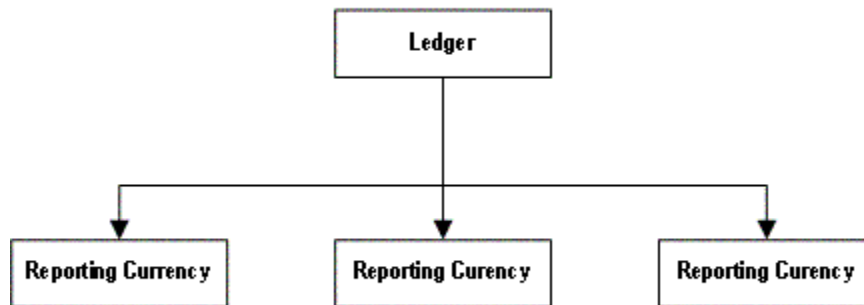
Defining Reporting Currencies for Upgrade Scenario Two, page 11-39

Reporting Currency Features

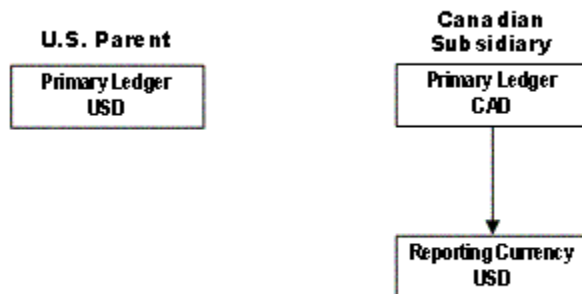
Reporting Currencies

In General Ledger, you record routine daily transactions in your organization's ledger currency, either directly in General Ledger or from your subledgers.

To use reporting currencies, you must define reporting currencies for a ledger. From the primary ledger, you can report on your account balances in your ledger currency or any of your reporting currencies.



For example, a U.S. multinational company with a Canadian subsidiary may elect to set up two primary ledgers; one for the U.S. Parent, one for the Canadian Subsidiary. One reporting currency is set up for the Canadian Subsidiary to report in US dollars.



Routine parent transactions are recorded in the parent's ledger currency, in U.S. Dollars, and routine subsidiary transactions are recorded in the subsidiary's ledger currency, in Canadian Dollars. The associated accounting entries are converted to the subsidiary's reporting currency, in U.S. Dollars. The subsidiary can thus report its transactions and General Ledger balances in both Canadian Dollars and U.S. Dollars.

Note: Many General Ledger functionalities available to a ledger are also available to a reporting currency. You can post journals, convert balances, query account balances, submit standard General Ledger reports, define custom financial reports, and perform consolidations.

General Ledger Journals

Journal entries that originate in General Ledger, such as manual journals, recurring journals, and MassAllocations, as well as journals that you import from sources other than Oracle Applications subledgers, can be converted to your reporting currencies when you post the journals to your ledger. When you post a journal in a ledger that has one or more reporting currencies defined, the posting process creates new journals converted to each of your reporting currencies and includes them in the same batch as the original journal with a status of Posted.

Inquiry and Reporting in Reporting Currencies

Each General Ledger report or inquiry that normally displays information in the ledger currency can also be displayed in any of the associated reporting currencies. To inquire or report on the account balances of a reporting currency, you log into the associated General Ledger reporting responsibility that has access to the reporting currency.

When you inquire on account balances and journals in a reporting currency, you can drill down to the subledger details (in your reporting currency), using General Ledger's integrated drilldown features to provide complete and consistent views of underlying subledger transactions.

See: Drilling Down to Journal Detail, page 5-23

See: Drilling Down to Subledger Detail, page 5-27

For reconciliation purposes, you can use the Financial Statement Generator (FSG) to create a custom comparison report that lists balances from your ledger and reporting currencies in separate columns. Use this report as the basis for reconciling your ledger and reporting currencies.

See: Overview of the Financial Statement Generator, page 6-1

Setting Up Reporting Currencies

Note: Unless otherwise specified in this chapter, the term Reporting

Currency refers to subledger or journal-level reporting currency, rather than balance-level reporting currency.

The following table provides a summary of the steps you must follow to set up reporting currencies in your applications. These steps are described in more detail in the next section.

Step Description	Window Name (Responsibility)
Step 1 - Define ledger, page 11-6	Accounting Setup Manager
Step 2 - Enable and/or define currencies, page 11-7	Currencies (General Ledger)
Step 3 - Define reporting currencies, page 11-7	Accounting Setup Manager
Step 4 - Define responsibilities, page 11-9	Responsibilities (System Administrator)
Step 5 - Assign data access sets to responsibilities, page 11-9	System Profile Values (System Administrator)

Note: Daily rates are used to convert your ledger's transactions to the appropriate reporting currencies. If you do not currently maintain daily rates, you must do so when you use reporting currencies.

See: Entering Daily Rates, page 9-11

See: Reporting Currency Conversion Rules, page 11-10

Reporting Currency Setup Steps

Step 1 - Enable or Define Ledgers

You must define your ledger.

Note: Your ledger is where you record your day-to-day business transactions in Oracle Applications. The ledger uses a specific chart of accounts, accounting calendar, and ledger currency.

Note: See: Defining the ledger in Accounting Setup Manager.

Step 2 - Enable and/or Define Currencies

To use reporting currencies, you may need to enable and/or define additional currencies if the currency you want to use for a reporting currency is not already enabled or does not appear in the list of predefined currencies.

Definitions

Throughout this chapter, we refer to currencies in one of three contexts - currency of the ledger (ledger currency), currency of the reporting currency, and transaction currency. Each is explained below:

Currency of the Ledger (Ledger Currency): the currency you use to record transactions and maintain your accounting data within Oracle Applications. The ledger currency is generally the currency in which you transact most of your business and the one you use for legal reporting.

Currency of the Reporting Currency: a currency other than your ledger currency for which you need to report accounting data. For example, as of January 1, 1999, the new pan-European currency, the euro, became effective. If you need to report in the euro currency, you will need a ledger with the euro as the ledger currency. Therefore, you need to enable the EUR currency.

Transaction Currency: the currency in which a transaction originates. For example, if you are a Canadian organization and you trade with organizations located in Japan, you must enable the Japanese Yen if you will be issuing purchase orders, generating invoices, paying bills, and receiving payments in Yen.

Step 3 - Define Reporting Currencies

To use reporting currencies, you must define reporting currencies for your ledger in Accounting Setup Manager.

Note: A reporting currency is a financial reporting entity that is associated with a ledger. The reporting currency has the same chart of accounts and accounting calendar as the ledger, but usually has a different currency.

For example, assume that your company headquarters is located in Australia and that its ledger currency is Australian Dollars (AUD). Assume also that you have one subsidiary each in Canada and Germany, both of which maintain a primary ledger in its local currency - Canadian Dollars (CAD) for the Canadian subsidiary and euro (EUR) for the German subsidiary. Each subsidiary should maintain a reporting currency in AUD, so it can analyze and report transactions using the parent's currency.

Note: See: Accounting Setup Manager.

Tracking Rounding Imbalances

When a standard foreign currency journal is created in General Ledger, the conversion to ledger currency or reporting currency may result in rounding differences (the difference between the debit and credit amounts). There are two methods in which rounding differences are handled in General Ledger when a standard foreign currency journal is created:

- If you have not specified a rounding imbalances account in the source ledger, the rounding difference is posted to the journal line with the largest amount.
- If you have specified a rounding imbalances account, the rounding difference is posted to the rounding imbalances account.

Using the Same Currency for Ledger Currency and Reporting Currency

In some circumstances, you may want to use the same currency for a reporting currency and the source ledger. For example, assume you want to create financial forecasts and budgets based on the results of operations recorded in your ledger currency, after removing the effects of any exchange rate fluctuations on your foreign currency transactions.

You can make a lot of manual calculations and adjustments to your forecast and budget amounts to achieve this, or you can use reporting currencies. You can define a reporting currency that uses the same currency as your source ledger. You then define conversion options to control how transactions and journals are converted. For example, instead of converting foreign currency transactions using fluctuating daily rates, you can set up reporting currencies to convert transactions using a more stable corporate rate that you define internally.

This approach has several benefits:

- Minimizes the effects of exchange rate fluctuations for cross-enterprise budgeting, management reporting, and worldwide financial analysis
- Increases accuracy through transaction-level conversion instead of account-level conversion
- Shortens the reporting cycle by providing immediate access to information via the reporting currency

Multi-company and Consolidation Considerations

If you have multiple companies that are accounted for in multiple ledgers, and you want a consolidated view of all of them in a single currency, you can set up reporting currencies in the following way:

For each primary ledger, define a reporting currency that uses the currency you are trying to report on. If the ledgers that represent the multiple companies have different charts of accounts or calendars, then you will need to define secondary ledgers instead

of reporting currencies. After defining your reporting currencies and/or secondary ledgers, create a ledger set that includes all of them to enable you to report across all the companies in the same currency.

Step 4 - Define Responsibilities

You or your system administrator must define your organization's responsibilities before anyone can use the reporting currencies. The purpose of these responsibilities is to provide the appropriate level of access your users need to 1) perform inquiry and reporting activities in your reporting currencies and 2) perform specific processes, such as run depreciation, post/transfer/interface to General Ledger, and run revaluation.

A responsibility is a level of authority in Oracle Applications that lets users access only those Oracle Applications functions and data appropriate to their role in an organization. Each responsibility allows access to a specific application or applications, a ledger, a restricted list of windows, a restricted list of functions, and reports in a specific application.

Notes:

- This step is generally performed by a system administrator.
- Use your standard subledger responsibilities to perform day-to-day activities, such as creating purchase orders or invoices.

You may use your standard General Ledger responsibilities, or you may set up new responsibilities to report and inquire on account balances in your reporting currencies, or enter or import journals directly in a reporting currency. For example, to comply with the accounting practices of the country in which you operate, you may need to enter adjusting journals in a reporting currency, but not in the source ledger.

Responsibilities Window

Use the Responsibilities window to define your responsibilities.

Note: See: Responsibilities Window, *Oracle Applications User's Guide*

Step 5 - Assign Data Access Sets to Responsibilities

You or your system administrator must assign a data access set to each of the responsibilities defined in the previous step. This ensures that anyone using the responsibility has access to the correct reporting currency account balances and journals. Each data access set includes the ledgers, reporting currencies, and balancing segment values to which you have access. See Data Access Sets, *Oracle General Ledger Implementation Guide*.

Note: This step is generally performed by a system administrator.

To create the association between a responsibility and a data access set, set the GL: Data Access Set profile option to the data access set name at the responsibility level for each of your responsibilities:

Note: See: Overview of User Profiles, *Oracle Applications User's Guide*

Reporting Currency Conversion Rules

Reporting currency conversion rules differ depending on whether the exchange rate relationship between a transaction and reporting currency is variable or fixed. When there is a variable relationship, the exchange rate between the two currencies fluctuates. When there is a fixed relationship, the exchange rate between the two currencies remains constant, having been fixed at a specific point in time.



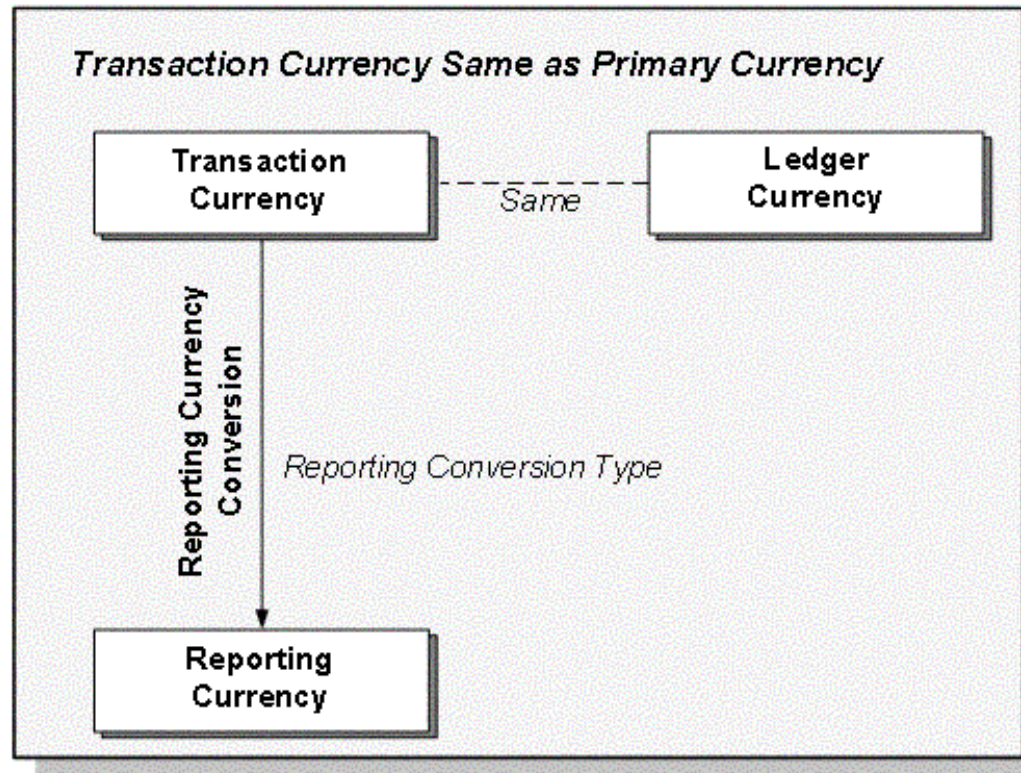
Note: As of January 1, 1999, the national currencies of countries who are members of the EMU became another denomination of the euro, the pan-European currency. Fixed exchange rates are used between the euro and each EMU currency.

Variable Exchange Rate Relationships

Conversion business rules for variable exchange rate relationships are described below.

Transaction Currency Same as Ledger Currency

The following diagram illustrates the conversion business rules that apply when the transaction currency is the same as the primary currency and a variable rate relationship exists between the transaction and reporting currencies:



When the transaction and ledger currencies are the same, no conversion is needed to your ledger currency. When a transaction is converted to your reporting currency, it uses the appropriate reporting conversion type you specified for the journal source and journal category that originated the journal.

Transaction Currency Differs from Ledger and Reporting Currency

The following example illustrates the conversion business rules that apply when the transaction currency differs from both the primary and reporting currency, and a variable rate relationship exists between the transaction and reporting currencies:

Transactions are converted to your reporting currency using the appropriate reporting conversion type you specified for the journal source and journal category that originated the journal.

Note: The only exception to the case above is when you specify your own transaction-to-primary currency conversion rate. This case is explained in the next diagram.

Example 1

You receive an invoice for 1,000.00 Australian dollars (AUD) from an Australian supplier. Your organization uses spot rates to account for the invoice in your ledger, which is maintained in Canadian dollars (CAD). You use corporate exchange rates to convert amounts to U.S. dollars (USD) for reporting purposes.

Summary of related information:

Transaction Currency: AUD

Ledger Currency: CAD

Reporting Currency: USD

Spot Exchange Rate (AUD to CAD): 0.9181

Corporate Exchange Rate (AUD to USD): 0.6409

This is how the invoice will be converted:

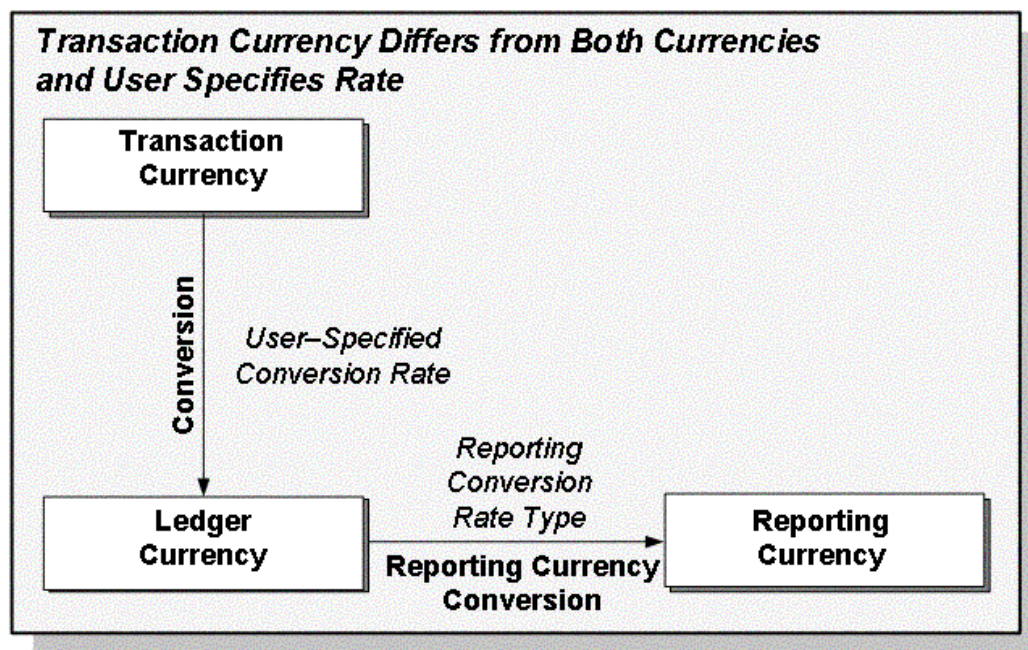
Transaction Amount: 1,000.00 AUD

Ledger Currency Amount: 918.10 CAD (0.9181 * 1,000.00 AUD)

Reporting Currency Amount: 640.90 USD (0.6409 * 1,000.00 AUD)

Transaction Currency Differs from Ledger and Reporting Currency and You Specify the Conversion Exchange Rate

The following diagram illustrates the conversion business rules that apply when the transaction currency is different from both the primary currency and the reporting currency, a variable rate relationship exists between the transaction and reporting currencies, and you specify a transaction-to-ledger currency conversion rate when you enter the transaction:



Your application converts the transaction to your ledger currency using the rate you specify. The conversion rate type will be User in both your ledger and reporting currencies.

Transactions are converted to your reporting currency using the appropriate reporting conversion type you specified for the journal source and journal category that originated the journal.

Example 2

You receive an invoice for 1,000.00 Australian dollars (AUD) from an Australian supplier. Your contract with the supplier was originally negotiated using prices in Canadian dollars. The exchange rate used at the time of the agreement was 0.8950 (1 Australian dollar = 0.8950 Canadian dollars). This is also the rate specified on the invoice. Your organization uses corporate exchange rates to convert amounts to U.S. dollars for reporting purposes.

Summary of related information:

Transaction Currency: AUD

Ledger Currency: CAD

Reporting Currency: USD

Spot Exchange Rate (AUD to CAD): 0.8950

Corporate Exchange Rate (CAD to USD): 0.6974

This is how the invoice will be converted:

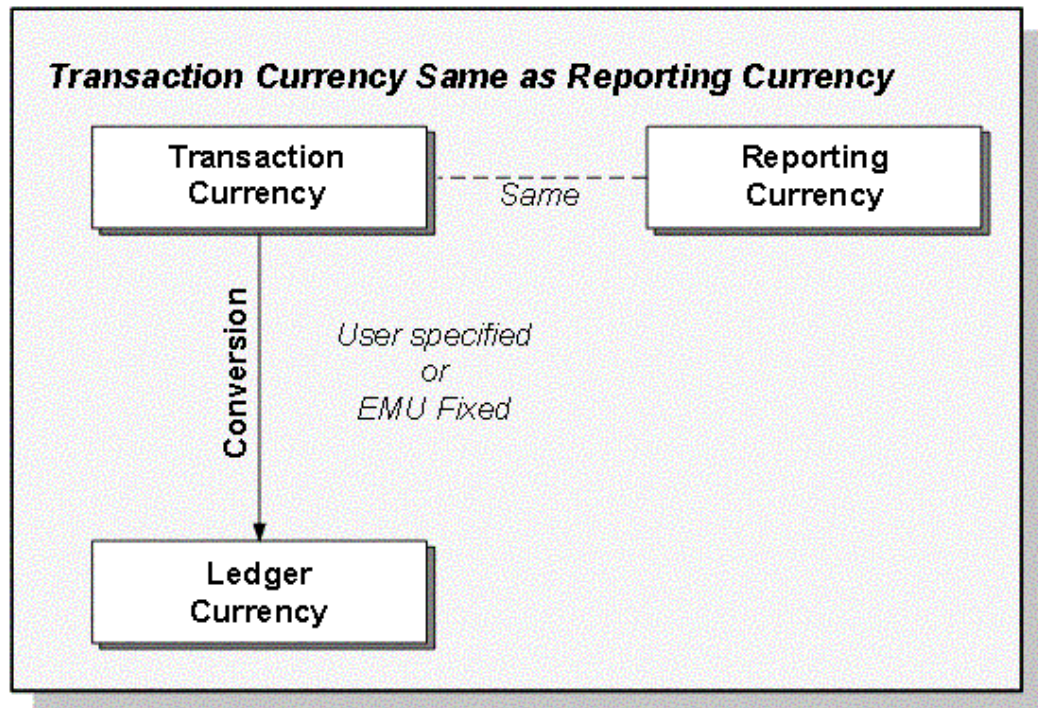
Transaction Amount: 1,000.00 AUD

Ledger Currency Amount: 895.00 CAD ($0.8950 \times 1,000.00 \text{ AUD}$)

Reporting Currency Amount: 624.17 USD ($0.6974 \times 895.00 \text{ CAD}$)

Transaction Currency Same as Reporting Currency

The following diagram illustrates the conversion business rules that apply when the transaction currency is the same as the reporting currency:



When the transaction and reporting currencies are the same, no conversion is needed to your reporting currency. Reporting currency uses the transaction or journal amount as the reporting currency amount.

Your application converts the transaction to your ledger currency using one of these conversion rate types:

- **EMU Fixed:** when both of the currencies are either an EMU currency or the euro
- **User:** when you specify a transaction-to-ledger currency conversion rate
- A conversion rate type you specify (e.g., Corporate or Spot)

Fixed Conversion Rate Relationships



When both your transaction and reporting currency is the euro or an EMU currency, the conversion rate type EMU Fixed is used when your transaction amount is converted to your reporting currency, unless the transaction and reporting currency are the same. In this case, no conversion is necessary.

Transaction amounts are converted in full compliance with European Commission guidelines that require using the fixed exchange rate between the euro and each EMU currency.

Example

In February 1999, after the transition period to the euro begins, you receive an invoice for 1,000 Belgian francs (BEF). Your ledger is still maintained in your national currency units (Belgian francs), and you are preparing to convert your operations and financial accounting to the euro. For this reason, you have created a reporting currency with a currency of euro for your ledger.

Summary of related information:

Transaction Currency (EMU): BEF

Ledger Currency (EMU): BEF

Reporting Currency: EUR

Fixed Conversion Factor (EUR to BEF): 40.3399

This is how the invoice will be converted:

Transaction Amount: 1,000.00 BEF

Ledger Currency Amount: 24.79 EUR (1,000 BEF / 40.3399)

Related Topics

Reporting Currency Conversion Rules, page 11-10

Conversion Rounding, page 11-15

Defining Conversion Rate Types, page 9-10

Overview of Multi-Currency Accounting, page 9-2

Conversion Rounding

Reporting currency rounds converted and accounted amounts using the same rounding rules used throughout Oracle Applications products. Reporting currency also considers several factors that are a part of all the currencies predefined in Oracle Applications, including:

- **Currency Precision:** the number of digits to the right of the decimal point used in regular currency transactions.
- **Extended Precision:** the number of digits to the right of the decimal point used in calculations for the currency.
- **Minimum Accountable Unit:** the smallest denomination used in the currency. Note that this might not correspond to the precision.

Note: Oracle Applications predefines all currencies specified in ISO (International Standards Organization) Standard #4217.

Related Topics

Reporting Currency Conversion Rules, page 11-10

Defining Currencies, page 9-8

Using Reporting Currencies

Note: Unless otherwise specified in this chapter, the term Reporting Currency refers to subledger or journal-level reporting currency, rather than balance-level reporting currency.

This section discusses considerations for using Reporting Currencies. We have grouped these considerations into three areas:

- **Considerations For Entering Data into Reporting Currencies:** Discusses considerations for entering data into reporting currencies.
- **Performing Standard General Ledger Activities:** Discusses how some standard General Ledger activities require new steps or additional information when Reporting Currencies are used. Also notes which activities must be performed in both your ledgers and reporting currencies.
- **Completing Reporting Currencies-related Activities in the Correct Order:** Discusses the increased importance of completing certain General Ledger activities in the correct order.
- **Applications Desktop Integrator Journal Wizard:** If you have Account Type Specific Conversion enabled, processing changes occur to ADI Journal Wizard for source ledger journals.

Related Topics

Considerations for Entering Data into Reporting Currencies, page 11-16

Performing Standard General Ledger Activities, page 11-17

Completing Reporting Currencies-Related Activities in the Correct Order, page 11-34

Considerations For Entering Data into Reporting Currencies

You should be cautious about performing any activity other than reporting when you are using a reporting currency. This is especially true of entering or importing new journals into your reporting currency, since journals are only converted and replicated from your ledger to your reporting currencies - not the other way around.

Caution: Entering new journals or changing existing journals in a reporting currency can make it very difficult to reconcile the reporting currency to the associated ledger.

Generally, you would consider entering new journals or changing an existing journal in a reporting currency when you need to adjust the balances in a reporting currency because the jurisdiction in which you report those reporting currency amounts follows different accounting rules than those you use in your ledger.

Related Topics

Using Reporting Currencies, page 11-16

Performing Standard General Ledger Activities, page 11-17

Performing Standard General Ledger Activities

Some standard General Ledger activities require new steps or additional information when Reporting Currencies are used. Also, certain activities must be performed in both your ledger and reporting currencies. These activities include opening and closing periods and running Revaluation.

Since these activities are performed separately in your ledger and reporting currencies, you can close out your ledger for a specific accounting period while keeping the period open in your reporting currencies. Holding the reporting currencies' period open provides you with more time to reconcile the reporting balances and make adjusting entries.

Opening Periods

You must open and close accounting periods in your ledger and in each of your reporting currencies separately. You may use ledger sets to enable you to open and close accounting periods simultaneously for your ledger and reporting currencies.

See: Opening and Closing Accounting Periods, *Oracle General Ledger Implementation Guide* and Defining Ledger Sets, *Oracle General Ledger Implementation Guide*.

Entering and Posting Journals

Some journals are automatically converted to reporting currencies, while others are not.

Converted Journals

GL Posting automatically generates and posts converted journals in your reporting currencies when you post the original journals in the source ledger for the following types of journals:

- Manual journals you enter on the Enter Journals window

- Recurring journals and MassAllocations
- Unposted journals from a non-Oracle feeder system
- Unposted journals from an Oracle subledger that does not support Reporting Currencies

Note: Optionally, revaluation journals may be converted. See: Revaluation, page 11-21.

Unconverted Journals

Journals from an SLA-supported subledger are not converted by General Ledger. These are converted by SLA, and SLA transfers both the original journal and the reporting currency journal to General Ledger for import and posting.

See:

Creating Journal Batches, page 1-5

Importing Journals, page 1-176

Posting Journal Batches, page 1-188

Retain Journal Creator from Source Ledger

You can specify which user is saved as the Created By person for a reporting currency journal using the profile option GL/MRC Journals: Inherit the Journal Creator from the Primary Book's Journal. The following values are available to you:

- **Yes:** When you post a journal in your ledger, the same username of the individual who created the journal will be used as the creator of the reporting currency journal.
- **No:** When you post a journal in your ledger, the username of the person posting the journal will be used as the creator of the reporting currency journal.

Reversing Journals

Notes:

- If you enter a journal directly in your reporting currency, you can only reverse it in your reporting currency.
- *When Journal Approval is Enabled:* Any reversing journals that are generated in your reporting currencies as a result of reversing an original journal in the source ledger will not require approval, regardless of whether Journal Approval has been enabled in your reporting ledgers. Once the reversal of the original journal for the source ledger is approved, the reporting currency's reversal journal will not require approval.

See: Defining Reverse Journal Entries, page 1-200

Approving Journals

As discussed earlier in this chapter, you should generally exercise caution over entering or importing new journals in a reporting currency. As a result, you may wish to use General Ledger's Journal Approval feature to ensure that a reporting currency's journals are processed through your organization's approval hierarchy.

You can enable Journal Approval separately in your source ledger and reporting currencies. Journals are approved as noted in the table below:

Ledger	Reporting Currency	Approval Processing
Enabled	Enabled	Journal entered and approved in source ledger: Approval required based on Journal Approval settings in source ledger. Approval status carried over to corresponding converted journal in reporting currency. Separate approval not needed in reporting currency. Journal entered directly in reporting currency: Approval required based on Journal Approval settings in reporting currency. No approval needed in source ledger.
Not Enabled	Enabled	Journal entered in source ledger: Associated converted journal in reporting currency not required to be approved, regardless of Journal Approval settings in reporting currency. Approval status set to N/A. Journal entered directly in reporting currency: Approval required based on Journal Approval settings in reporting currency. No approval needed in source ledger.
Enabled	Not Enabled	Journal entered and approved in source ledger: Approval required based on Journal Approval settings in source ledger. Not applicable to reporting currency. Journal entered directly in reporting SOB: No approval needed in source ledger or reporting currency.

Performing Account Inquiries in a Reporting Currency

When you perform an account balance inquiry for a reporting currency, you can drill down to the journal detail that comprises the reporting currency balance. If the journal detail is a converted journal, i.e., one that was converted automatically when the original journal was posted in the source ledger, you can drill down further to see the

source ledger currency journal amounts.

Document Numbers

When you enter a journal in your ledger, the document number assigned to the journal is determined by the ledger and the converted journal in the reporting currency is assigned the same document number. However, if you enter a journal in the reporting currency, the document number assigned to the journal is determined by the reporting currency.

See: Entering Journals, page 1-9

Assigning Document Sequences, *Oracle General Ledger Implementation Guide*

Entering Budgets

In Reporting Currencies, budget amounts or budget journals are not converted from your ledger to your reporting currency. If you need to report budget amounts in your reporting currencies, you can choose from two methods for each reporting currency:

Maintain Translated Budget Amounts in Ledger: In this case, you translate the budget amounts in your ledger to your reporting currency and maintain the converted amounts in the ledger. You can then create FSG reports using these translated budget amounts. For example, a budget variance report can take the translated budget amounts from the ledger and the reporting currency actual amounts from the related reporting currency.

Manually Enter the Reporting Currency Budget Amounts: In this case, you maintain reporting currency budget amounts in a separate budget. To use this method, you must set up a new budget and manually enter the reporting currency budget amounts.

See:

Overview of Budgeting, page 2-1

Importing Journals, page 1-176

Encumbrances and Budgetary Control

For General Ledger, you can automatically create converted encumbrance journals in your reporting currencies when you post the associated encumbrance journal in your ledger.

Note: Encumbrance journals are created in your reporting currencies as journals entered in the reporting currency, not as foreign-currency journals.

To use Reporting Currencies with encumbrance accounting and/or budgetary control, enable budgetary control for your ledger in Accounting Setup Manager, then perform the standard setup tasks in General Ledger.

Note: You cannot enable budgetary control directly for a reporting currency.

See:

Overview of Encumbrance Accounting, page 3-1

Budgetary Control and Online Funds, page 2- Checking

Setting Up Budgetary Control, page 2-103

Revaluation

When you use Multiple Reporting Currencies, you must periodically run Revaluation in your ledger and reporting currencies as necessary to satisfy the accounting regulations of the country in which your organization operates. Revaluation is a process that adjusts account balances denominated in a foreign currency using a one time, daily, or period-end exchange rate. Revaluation amounts, based on changes in conversion rates between the date of the journal entry and the revaluation date, are posted to the underlying account with the offset posted to an unrealized gain or loss account. All debit revaluation adjustments are offset against the unrealized gain account and all credit adjustments are offset against the unrealized loss account. If the same account is specified in the gain and loss fields, the net of the revaluation adjustments is derived.

Revaluation Gain/Loss Tracking by Secondary Segment

You can track Revaluation by balancing segment and a secondary tracking segment. This revalues foreign currency denominated balances for specific accounts and currencies; the resulting unrealized gain/loss amounts are balanced by the balancing segment value and secondary tracking segment value and are posted to the unrealized gain/loss account.

To enable the secondary tracking segment, assign the Secondary Tracking Segment qualifier to a segment in your chart of accounts. The secondary segment cannot be the balancing, intercompany, or natural account. Enable the Secondary Tracking Segment option in the ledger.

The ledger's revaluation journal entries will be automatically converted and balanced by balancing segment value and secondary tracking segment value pair, to the reporting currency. In the reporting currency, instead of exactly replicating each line of the revaluation journal from the ledger, the revaluation journal is modified to consist of the unrealized gain/loss journal lines from the original revaluation journal, with offsetting lines against the cumulative translation adjustment account. The offsetting cumulative translation adjustment accounts (journal lines) are also balanced by balancing segment value and secondary tracking segment value pair.

If there are exchange differences between the reporting currency and the transaction currency, run revaluation in the reporting currency on the foreign currency denominated balances. The offset applies to the cumulative translation adjustment accounts, again balanced by balancing segment value and secondary tracking segment

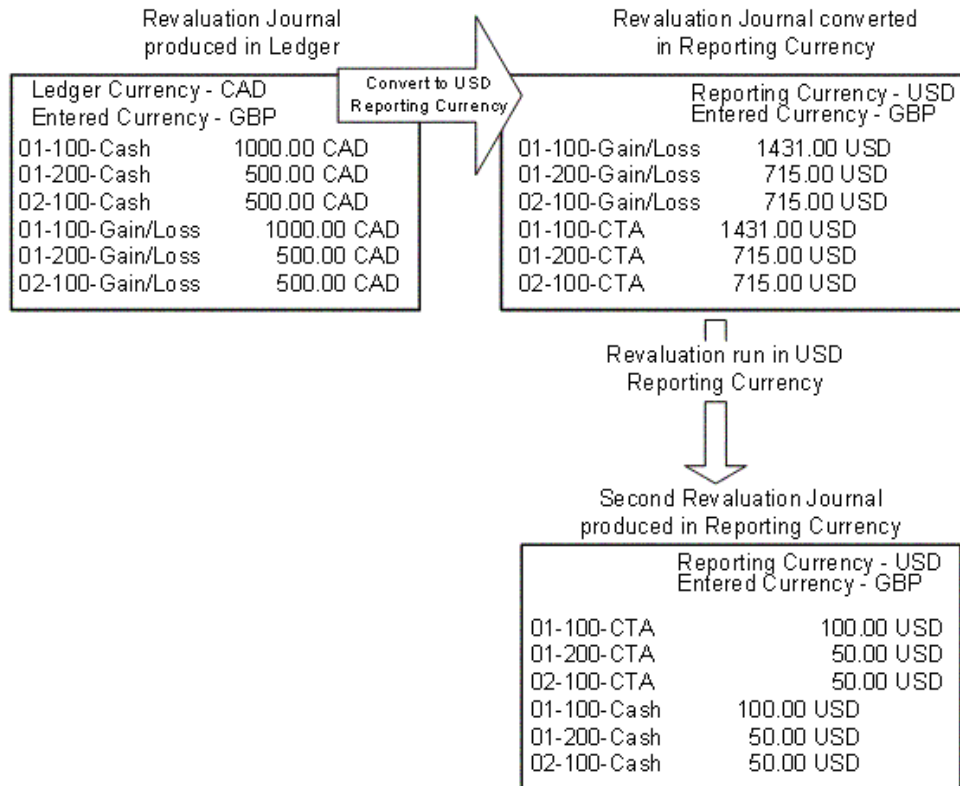
value pair. Select the cumulative translation adjustment account as the GL account for this second revaluation.

See:

Revaluing Balances, page 9-26

Secondary Tracking Segment, page 1-241

Revaluation Gain/Loss Tracking by Secondary Tracking Segment



Revaluation and SFAS #52 Support

Revaluation supports the following SFAS #52 Methods:

SFAS #52 Temporal Method

Revaluation processing supports the remeasurement standards of SFAS #52 (the Temporal translation method). Under the Temporal method, you must revalue foreign currency-denominated accounts in the currency of the statement to be translated. This process generates gains or losses that you record in your local bookkeeping currency. Consistent with SFAS#52 and other Temporal method standards, you must remeasure those gains and losses in the currency of the financial statement to which you are translating. You must also revalue the underlying asset and liability accounts in the target currency, and record the resulting gains and losses in the Cumulative Translation

Adjustment account of the reporting currencies.

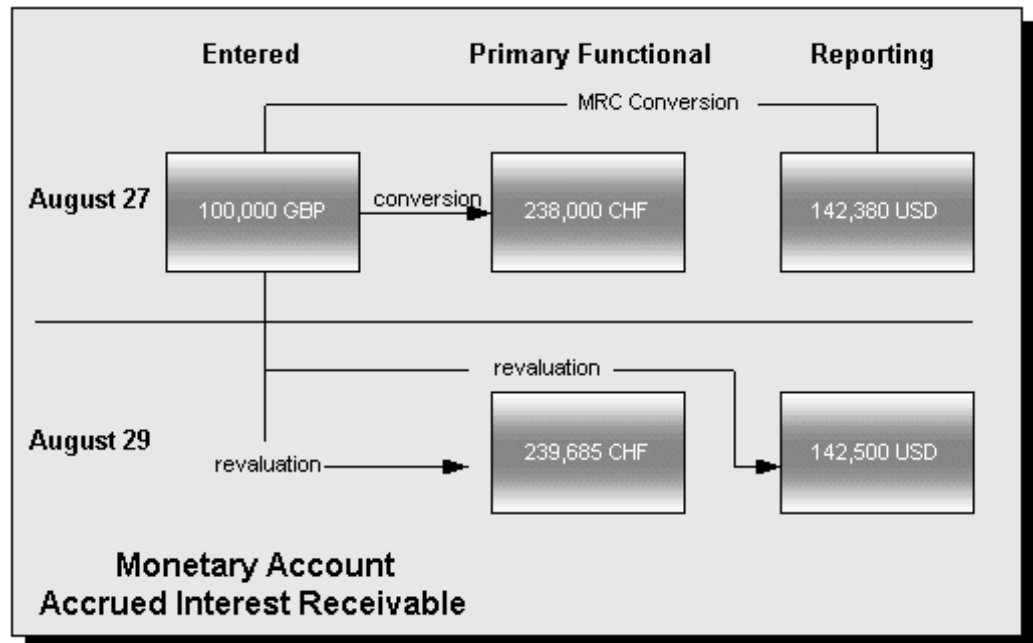
To facilitate this process, General Ledger can automatically convert and replicate your revaluation journal entries from your ledger to each of your reporting currencies, directing revaluation gains or losses to the appropriate gain/loss or cumulative translation adjustment account. This speeds the closing and consolidation process, and provides for consistent accounting treatment across multiple ledgers.

SFAS #52 Translation Method

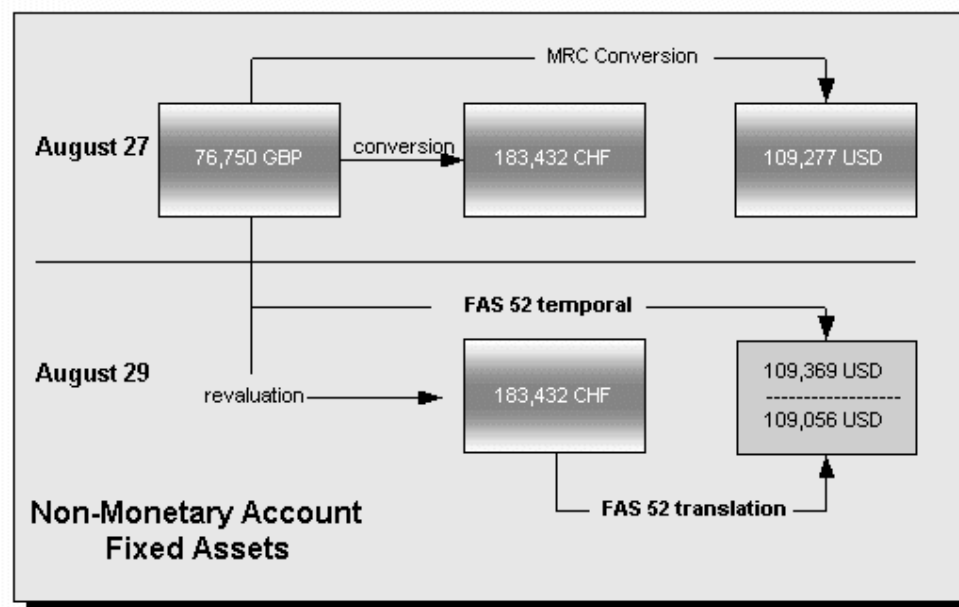
Under the SFAS #52 Translation method, you revalue both monetary and non-monetary account balances using the ledger currency balances of the ledger to create revaluation entries for the reporting currency.

Set the profile option GL/MRC Revaluation: Use Primary Currency instead of Entered Currency to Yes to comply with SFAS #52 Translation Method.

Only amounts that exist in the ledger will be processed. Any posting that has occurred directly to the reporting currency without an associated posting in the ledger will be ignored when calculating revaluation amounts.



In the monetary asset example, Accrued Interest Receivable, the entered balance is revalued to both the ledger currency and the reporting currency. Whether the reporting currency balance is revalued from the entered currency or the ledger currency results in no material difference.



In the non-monetary asset example, Fixed Assets, the ledger balance is not revalued. Revaluing the reporting currency balance against the entered balance (remeasurement) results in a material difference when compared to revaluing against the ledger currency (translation).

Setting Up General Ledger

There are two ways in which you can set up General Ledger to enhance revaluation processing and support SFAS #52:

- set up period-to-date (PTD) revaluation for income statement accounts
- set up reusable revaluation ranges

Setting Up PTD Revaluation for Income Statement Accounts

You can use the General Ledger profile option, GL Income Statement Accounts Revaluation Rule, to specify whether you want to revalue income statement accounts using period-to-date (PTD) or year-to-date (YTD) balances. If you choose to revalue PTD balances for income statement accounts, the program continues to appropriately revalue YTD balances for balance sheet accounts. Revaluing the PTD balance of your income statement accounts creates weighted average YTD balances using period rates from each corresponding period, and produces more accurate results in compliance with SFAS No. 52 standards.

When you select the PTD option for revaluing your income statement accounts, revaluation produces two separate journal entries; one that revalues your balance sheet accounts and another for your income statement accounts. You will not need to reverse

the PTD revaluation journal entry for your income statement accounts in the subsequent period since that revaluation only applied to last period's activity.

Note: Regardless of which option you choose, balance sheet accounts are revalued in accordance with their year-to-date balances. Income statement accounts are revalued using either their period-to-date or year-to-date balances, as defined by profile option set in GL: Income Statement Accounts Revaluation Rule.

You can only review this profile option at the user level. Your System Administrator can set this profile option at the site, application, or responsibility level.

See: Setting General Ledger Profile Options, *Oracle General Ledger Reference Guide*.

Defining, Saving, and Running Revaluations

You can define new revaluations, update existing revaluations and delete revaluations. You can also group revaluations into a Request Set that can be launched once or scheduled to launch periodically.

See: Revaluing Balances, page 9-26

Setting Up Reporting Currencies for Revaluation

There are two methods for revaluing in Reporting Currencies:

- **Don't Convert:** gains and losses arising from revaluation in the ledger are NOT converted to your reporting currencies.
- **Convert:** gains and losses arising from revaluation in the ledger are converted to your reporting currencies

You select the method you want to use for a reporting currency when you define your currency conversion rules during the Reporting Currency setup process in Accounting Setup Manager, as follows:

To prevent conversion of revaluation gains and losses to a reporting currency:

- Make sure there is no conversion rule that allows revaluation journals to be converted.

Caution: A conversion rule with the Convert option set to Yes, a Category of Other, and a Source of Other will result in revaluation gains and losses being converted.

Optionally, or if there is a conversion rule that will result in revaluation gains and losses being converted, create a conversion rule that specifically prevents revaluation journals from being converted, by using the following parameters:

Convert option: No

Category: Revaluation

Source: Revaluation

To convert revaluation gains and losses for a reporting currency:

- Create a conversion rule using these parameters:

Convert option: Yes

Category: Revaluation

Source: Revaluation

Note: A conversion rule with the Convert option set to Yes, a Category of Other, and a Source of Other will result in the same behavior.

Revaluation Process When Choosing Not to Convert Revaluation Journals

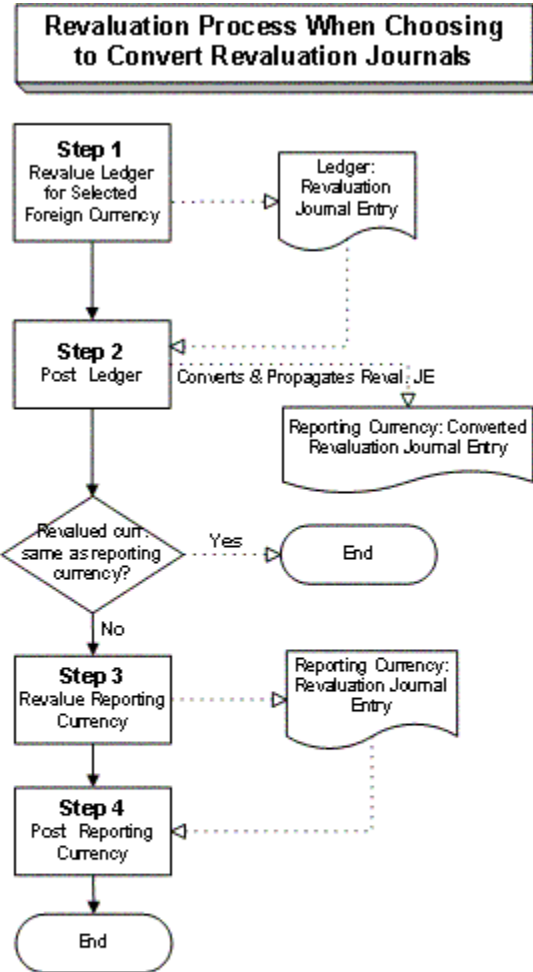
If you choose not to convert revaluation gains and losses, the process to revalue balances requires that you run Revaluation separately in your ledger and your reporting currencies. You also post the resulting revaluation journals in both your ledger and reporting currencies. When the revaluation journal is posted in the ledger, there will be no impact on the reporting currency.

This approach represents standard General Ledger functionality, operating independently in each ledger and reporting currency. You only need to run revaluation in a reporting currency if there are foreign currency entered transactions in it.

See: Revaluing Balances, page 9-26

Revaluation Process When Choosing to Convert Revaluation Journals

The second revaluation method - to convert revaluation gains and losses-is more complicated. The following flowchart depicts the revaluation process:



For a text description of the flowchart, see: Revaluation Process When Choosing to Convert Revaluation Journals, *Oracle General Ledger Reference Guide*.

The remainder of this section describes each of the steps in the flowchart in detail, including the accounting entries generated in both the ledger and reporting currency. Use this information to determine which steps to use to satisfy the accounting requirements of the country in which your organization operates.

Step 1: Revalue Ledger

- Run revaluation in your ledger for selected, foreign currencies. This process computes gains and losses from changes in exchange rates for account balances in

your ledger that are denominated in a foreign currency. There is no immediate effect in the reporting currency.

See: Revaluing Balances, page 9-26

- This process generates revaluation journal entries by currency for the ledger.

Note: If there are no foreign currency-denominated balances in the ledger, no revaluation journal entries are generated (there is nothing to revalue).

Each revaluation journal includes:

- Lines to adjust the converted amounts of the foreign currency account balances, to reflect the exchange rate as of the balance sheet date.
- The amount needed to balance the journal is recorded as an entry to the exchange gain/loss account you select.
- Entered amounts are set to zero.
- If the revaluation journal in the ledger created no gain/loss lines because the accounts being revalued offset each other, the converted revaluation journal in the reporting currency will have a header, to indicate that the conversion took place, but no journal lines.

Example:

For example, consider the following scenario:

Ledger currency: EUR

Reporting currency: USD

Foreign transactional currencies: CAD, USD

Exchange rates are as follows:

Date	CAD to EUR	CAD to USD	EUR to USD
9/5/99	.632	.670	1.06
9/20/99	.652	.678	1.04
9/30/99	.639	.680	1.06

Also assume that you defined a currency conversion rule to have revaluation journals converted using the rates for the reporting conversion type "Period-Avg". The related

Period-Avg rate for Sep-1999 is 1.053.

There are four transactions during September:

Date	Account	Entered	Accounted
9/5	AR	1000 CAD	632.00 EUR
9/20	AP	1250 CAD	822.50 EUR
9/20	AP	500 EUR	500.00 EUR
9/20	AR	500 USD	480.77 EUR

When Revaluation is run at the end of September for the foreign transactional currencies, CAD and USD, the new accounted amounts will be:

Date	Account	Entered	Accounted
9/5	AR	1000 CAD	639.00 EUR
9/20	AP	1250 CAD	798.75 EUR
9/20	AP	500 EUR	500.00 EUR
9/20	AR	500 USD	471.70 EUR

Revaluation is computed by currency.

For CAD Revaluation

When the CAD transactions are revalued in EUR, (AR 632.00 - 639.00) (AP 822.50 - 798.75) there will be an increase of 7 EUR in AR (debit), and a decrease of 23.75 in AP (debit). This will result in the following revaluation journal in the ledger:

Account	Debit	Credit
Accounts Receivable	7.00	
Accounts Payable	23.75	
Exchange Gain/Loss		30.75

For USD Revaluation

When the USD transaction is revalued in EUR (480.77-471.70), there will be a decrease of 9.07 EUR in AR (credit). This will result in the following revaluation journal in the ledger:

Account	Debit	Credit
Exchange Gain/Loss	9.07	
Accounts Receivable		9.07

If you combine the results of both journal entries, (30.75-9.07) the net exchange gain/loss for the month is a 21.68 credit to the account. We will continue to build on this example through the remaining discussion in this section.

Step 2: Post Ledger

- In the ledger, post the revaluation journals generated by Step 1.
- Upon posting, revaluation journals are converted to the currency of your reporting currency.
- For the converted revaluation journals:
 - The exchange gain or loss of the ledgers' revaluation journal is converted using the related rate for the reporting conversion type you specified for the conversion rule. Typically, you will use a period average rate.

For example, assume you use the reporting conversion type "Average" for your period average rates and you created the following conversion rule when you set up your reporting currency:

Convert option: checked Yes

Category: Revaluation

Source: Revaluation

Reporting Conversion Type: Average

If the ledger currency is EUR, the reporting currency is USD, and you run Revaluation for Sep-1999, your revaluation journals will be converted using the Average rate type you defined for Sep-1999.

- The balancing amount of the reporting currency's revaluation journal is made to the Cumulative Translation Adjustment account. No adjustments are made to other balance sheet accounts.

Example:

Continuing the example introduced in Step 1, the euro ledger's EUR revaluation journals will be converted to the USD reporting currency as follows:

For CAD Revaluation

The gain is computed as 30.75 (gain from ledger's revaluation journal) times the "Period-Avg" rate for Sep-1999 of 1.053 (EUR to USD):

$$30.75 \text{ EUR} \times 1.053 = \$ 32.38$$

This results in the following journal entry:

Account	Debit	Credit
Cumulative Translation Adjustment	32.38	
Exchange Gain/Loss		32.38

For USD Revaluation

The loss is computed as 9.07 (loss from ledger's revaluation journal) times the "Period-Avg" rate for Sep-1999 of 1.053 (EUR to USD):

$$(9.07) \text{ EUR} \times 1.053 = (\$ 9.55)$$

This results in the following journal entry:

Account	Debit	Credit
Exchange Gain/Loss	9.55	
Cumulative Translation Adjustment		9.55

The net result of both revaluations is a gain of \$22.83 in the Exchange Gain/Loss account.

Caution: Perform the remaining steps *ONLY* if the currency of the original entered amount in the ledger is *different from* the currency of the reporting currency. Otherwise, no further action is needed in the reporting currency.

Example:

In our continuing example, the currency of the original entered amounts are USD, CAD and EUR. The reporting currency is USD. Since the currencies for some transactions are different, we would proceed with the remaining steps for the CAD and EUR transactions. It is not necessary to revalue the USD transactions since the reporting currency is in USD.

Step 3: Revalue Reporting Currency

- Run Revaluation in the reporting currency *if* the currency of the original entered amount in the ledger is *different from* the currency of the reporting currency. Choose to record any exchange gains or losses to the cumulative translation adjustment account.

This process computes gains and losses from changes in exchange rates for account balances in your reporting currency that are denominated in a foreign currency (i.e., a currency other than the reporting currency).

- This process generates revaluation journal entries by currency for the reporting currency.

Each revaluation journal includes:

- Lines to adjust the converted amounts of the foreign currency account balances, to reflect the exchange rate as of the balance sheet date.
- The amount needed to balance the journal is recorded as an entry to the account you select. You should choose the cumulative translation adjustment account.
- Entered amounts are set to zero.

Example:

Continuing our example from the previous steps, we will look at the USD reporting currency. Note that the four original transactions would have been converted to USD, using daily rates as follows:

Date	Acct.	Entered	Daily Rate	USD Accounted in Reporting Currency
9/5	AR	1000 CAD	.670	\$ 670.00
9/20	AP	1250 CAD	.678	\$ 847.50
9/20	AP	500 EUR	1.04	\$ 520.00
9/20	AR	500 USD	n/a	\$ 500.00

Since the original entered currency for the first three transactions is different from USD, we must revalue these currencies as of 9/30 to compute any related translation adjustment. The last transaction was entered in USD, so it does not need to be revalued, and remains at the entered amount of 500 USD in the reporting currency.

When Revaluation is run, the new accounting amounts in the reporting currencies will

be:

Date	Acct.	Entered	Period End Rate	USD Accounted in Reporting Currency
9/5	AR	1000 CAD	.680	\$ 680.00
9/20	AP	1250 CAD	.680	\$ 850.00
9/20	AP	500 EUR	1.06	\$ 530.00
9/20	AR	500 USD	n/a	\$ 500.00

Revaluation is computed separately for each currency.

For CAD Revaluation

When the CAD transactions are revalued in USD using the period end rate, (AR 670.00 - 680.00) (AP 847.50 - 850.00) there will be a increase of \$ 10.00 in AR (debit), and a increase of \$ 2.50 in AP (credit). This will result in the following revaluation journal in the USD reporting currency:

Account	Debit	Credit
Accounts Receivable	10.00	
Accounts Payable	2.50	
Cumulative Translation Adjustment		7.50

For EUR Revaluation

When the EUR transaction is revalued in USD using the period end rate, (520.00 - 530.00), there will be a decrease of \$ 10.00 in AR (credit). This will result in the following revaluation journal in the USD reporting currency:

Account	Debit	Credit
Cumulative Translation Adjustment	10.00	

Account	Debit	Credit
Exchange Gain/Loss		10.00

The entered amounts for all three journal lines is zero.

The net effect of the revaluation for both currencies is no increase or decrease in AR, and a net credit in AP of \$ 2.50. This results in a net debit of \$2.50 to the cumulative translation adjustment account. (Note that the transaction originally entered in USD is not revalued in the USD reporting currency)

Step 4: Post Reporting Currencies

- In the reporting currency, post the revaluation journals generated by Step 4.

Translation and Consolidation

For Translation and Consolidation Information, see: Translation versus Reporting Currencies, page 11-2

Mass Maintenance

You must run Move/Merge and Move/Merge reversal in your ledger. The changes are automatically made in each of your reporting currencies.

See: Mass Maintenance, page 7-1

Sequential Numbering

If you are using sequential numbering and wish to maintain the same numbering in your reporting currency and source ledger for journals (other than those generated by Receivables, Payables, Purchasing, Projects, and Assets) do not create separate sequences for your reporting currencies. If you do, the sequence defined for the reporting currencies will be used and may cause document numbers not to be synchronized between the ledger and reporting currencies.

Related Topics

Using Reporting Currencies, page 11-16

Considerations for Entering Data into Reporting Currencies, page 11-16

Completing Reporting Currencies-Related Activities in the Correct Order, page 11-34

Completing Reporting Currencies-Related Activities in the Correct Order

There are multiple dependencies between a reporting currency and its source ledger. Therefore, it is important that you complete your period-begin tasks, day-to-day

accounting tasks, and period-closing tasks in the correct order. Some guidelines are presented below.

Period-Begin Tasks

Open the accounting period in both your ledger and reporting currencies before you create or import journals for the period. Converted journals will only be generated in your reporting currency if the period is open or future-enterable.

Day-to-Day Tasks

Enter the daily exchange rates to convert your journals to each of your reporting currencies.

Period-End Tasks

You need to be sure to complete the following period-end tasks:

- Finish entering all regular and adjusting journals for the period in your ledger.
- Post all unposted journals in your ledger if not already done in the previous step.
- Post all unposted journals in your reporting currencies if not already done in the previous step.
- Run Revaluation in both your ledger and reporting currencies. Post the resulting revaluation batches in each ledger.
See: Revaluation, page 11-21
- As needed, translate balances in your ledger.
- Generate needed reports from both your ledger and reporting currencies.
- Close your accounting period in both your ledger and reporting currencies.

Related Topics

Using Reporting Currencies, page 11-16

Considerations for Entering Data into Reporting Currencies, page 11-16

Performing Standard General Ledger Activities, page 11-17

Implementation Considerations

Note: Unless otherwise specified in this chapter, the term Reporting Currency refers to subledger or journal-level reporting currency, rather

than balance-level reporting currency.

There are important issues you should consider before you start using Reporting Currencies for your organization, including

- **Type of Installation:** Different issues arise when you implement Reporting Currencies for a new Oracle Applications installation versus enabling Reporting Currencies at any time after upgrading from an earlier version of Oracle Applications.
See: Type of Installation, page 11-37
- **Initializing Account Balances in Reporting Currencies:** Explains how to initialize the beginning account balances in your reporting currencies for the different installation types. This includes the procedures to follow whenever you need to add a new reporting currency to a new or existing ledger.
See:
Defining Reporting Currencies for Fresh Install or Upgrade Scenario One, page 11-38
Defining Reporting Currencies for Upgrade Scenario Two, page 11-39
- **How Your Choice of Periods Affects Conversion:** Discusses the importance of determining your First Historical Conversion Period and First Future Conversion Period.
See: How Does My Choice of Periods Affect Conversion?, page 11-40
See: Defining Reporting Currencies for Upgrade Scenario Two, page 11-39

Terms

Terms and their definitions used in this chapter are listed in the table below.

Term	Definition
<i>back-dated transaction</i>	A transaction whose transaction date precedes the dates included in the First Future Conversion Period.
<i>EMU</i>	European Economic and Monetary Union.
<i>first future conversion period</i>	The first period for which you want to convert transactions to your reporting currencies. The First Future Conversion Period is also the period in which account balances are initialized in your reporting currencies.

Term	Definition
<i>foreign transaction</i>	A transaction denominated in a currency other than the ledger currency. The currency can be one of your reporting currencies.
<i>initial period</i>	The accounting period that precedes the First Future Conversion Period.
<i>initializing rate</i>	Single rates you define between each transaction currency and reporting ledger currency for the conversion date and conversion type you specify when defining the Reporting Currency in the Historical Conversion region in Accounting Setup Manager. This rate is used to convert transactions and initialize monetary account balances in reporting currencies during the historical conversion process for Upgrade Scenario Two. Note: Conversions involving EMU currencies for dates after 01-JAN-1999 are not made using the initializing rate. In these cases, Reporting Currencies uses the defined fixed-rate relationships between the euro and the EMU currencies, and follows prescribed regulations pertaining to triangulation and rounding.
<i>monetary asset/liability</i>	An asset or liability whose recorded amount is fixed or determinable in the ledger or reporting currency without regard to future prices of specific goods or services. Typical monetary assets include cash, marketable securities, and accounts receivable. Accounts payable is a typical monetary liability.
<i>first historical conversion period</i>	The first period for which the account balances are to be converted by the Reporting Currency - Create Opening Balance Journals in Reporting Currency program.

Type of Installation

You can use Reporting Currencies in three specific types of installations:

- **Fresh Install:** New customers who install Oracle Applications for the first time and define Reporting Currencies.
- **Upgrade Scenario One:** Existing customers who upgrade to Oracle Applications Release 11, or later, then define Reporting Currencies for a new ledger.
- **Upgrade Scenario Two:** Existing customers who upgrade to Oracle Applications Release 11, or later, then define Reporting Currencies for an existing ledger.

Related Topics

How Does My Choice of Periods Affect Conversion?, page 11-40

Defining Reporting Currencies for Fresh Install or Upgrade Scenario One, page 11-38

Defining Reporting Currencies for Upgrade Scenario Two, page 11-39

Translation versus Reporting Currencies, page 11-2

Defining Reporting Currencies for Fresh Install or Upgrade Scenario One

You must initialize the beginning balances in your reporting currencies before you can inquire and report on account balances in your reporting currencies. The steps in this section explain how to initialize your account balances.

Important: Once you begin the initialization process outlined in the steps below, do not post any new journals in General Ledger until the initialization process has been completed successfully. For more information, see: Type of Installation, page 11-37.

Step 1: Perform Reporting Currencies Setup Steps

Perform the Reporting Currencies setup steps.

See: Setting Up Reporting Currencies, page 11-5

Step 2: Initialize Account Balances in New Ledger

Perform this step only for upgrade scenario one when you define Reporting Currencies for a new ledger. You must initialize the account balances in your new ledger for the initial period. These are the balances that are subsequently converted to your reporting currencies during Step 4.

Before you can load the initial balances to the ledger, be sure that the currency conversion rules include the appropriate journal sources and categories, so the initial journal is converted to the reporting currencies.

We suggest you use Journal Import to load the initial balances into your new ledger. These balances might come from a file that you have created manually or automatically. One way to create this file automatically is to write a SQL script to extract the year-to-date entered and accounted actual balances from your old ledger as of the end of the initial period.

Another way to initialize the balances in your new ledger is to enter them manually, using the Enter Journals window in General Ledger.

Note: If you use Translation and Consolidation to initialize your new ledger's balances, your foreign entered amounts and balances will not

be carried over.

Step 3: Open the Initial Period in Reporting Currencies

Before you initialize account balances in the next step, make sure you have opened the initial period in your reporting currencies. If you are adding a new reporting currency, choose the first General Ledger period carefully.

Step 4: Post in the Ledger and Reporting Currencies

You must post all journals created from Step 2 in your ledger at the end of the initial period.

Posting all journals ensures that the ending account balances in your ledger are up to date. It automatically creates posted journals for the reporting currencies.

Step 5: Open the First Future Conversion Period

For General Ledger, open the First Future Conversion Period in both your ledger and reporting currencies. This automatically creates your beginning account balances for the First Future Conversion period.

Related Topics

Type of Installation, page 11-37

How Does My Choice of Periods Affect Conversion?, page 11-40

Translation versus Reporting Currencies, page 11-2

Defining Reporting Currencies for Upgrade Scenario Two

After you upgrade an existing Oracle Applications installation, if you want to define reporting currencies for an existing ledger, you must initialize the account balances for each of your reporting currencies using the Reporting Currency - Create Opening Balance Journals in Reporting Currency program.

After you define a reporting currency for an existing ledger, General Ledger begins converting to your reporting currencies any new journals that you enter in the ledger. However, account balances in your reporting currencies are not automatically initialized and synchronized with the account balances in your ledger at the time you define the reporting currency. That is why you must run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program to initialize the balances.

Reporting Currency - Create Opening Balance Journals in Reporting Currency Program

What Does the Program Convert?

Reporting Currency - Create Opening Balance Journals in Reporting Currency Program

You run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program for General Ledger to initialize account balances in your reporting currency based on all of the foreign currency and ledger currency balances in your ledger. You can control the exchange rates used to convert balances to comply with appropriate accounting standards, including the specific currency conversion and rounding requirements defined by the European Commission for the euro and EMU currencies.

The Reporting Currency - Create Opening Balance Journals in Reporting Currency program converts account balances in the ledger beginning from a specified period up to the initial period. You can choose to convert a specified range of accounts in the ledger. If you do not provide a range of accounts, all balances are converted.

How Does My Choice of Periods Affect Conversion?

This section is a general discussion of the importance of determining appropriate dates and periods for initialization, in particular:

- First Future Conversion Period
- First Historical Conversion Period

Choosing a First Future Conversion Period

Choosing a first Future Conversion Period is a business decision you must make for your organization. Consider choosing a first Future Conversion Period that begins on the first day of your fiscal year. All of the balance types (daily, period-to-date, quarter-to-date, and year-to-date) are fully synchronized on the first day of your fiscal year. Also, you won't need to work with partial year balances in your reporting currencies.

In addition:

- We recommend your First Future Conversion Period to be the first period of a quarter to ensure that the quarter-to-date reporting currency balances for the quarter in which you enable Reporting Currencies are correct.
- If you use average balance processing and need to report average balances in your reporting currencies, choose a First Future Conversion Period that begins on the first day of a fiscal year. This ensures that your period-average-to-date, quarter-average-to-date, and year-average-to-date reporting currency balances will be correct.
- Your First Future Conversion Period must be the first future-enterable period or, if

you do not allow future-enterable periods, the first never opened period in General Ledger for the ledger at the time you run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program.

The diagram below illustrates the relationship between the first future conversion period and how the Reporting Currency - Create Opening Balance Journals in Reporting Currency program converts balances.

Period	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8 Initial Period	Period 9 First Future Conversion Period	Period 10	Period 11	Period 12	Period 13
Period status in ledger at the time the initialization is performed	Closed	Closed	Closed	Open	Open	Open	Open	Open	First Future-Enterable	Future-Enterable	Future-Enterable	First Never Opened	Never Opened
What Does the Program Convert?					YTD balances	PTD balances	PTD balances	PTD balances					

For a text description of the Reporting Currency Initialization diagram, see: Reporting Currency Initialization Diagram, *Oracle General Ledger Reference Guide*

What Rates are Used to Convert Transactions?

When you are running the Reporting Currency - Create Opening Balance Journals in Reporting Currency program, you decide the exchange rates to be used to convert balances by setting the Retain the Original Conversion Rate Type option in the Reporting Currency definition, Historical Conversion section in Accounting Setup Manager. If this option is set to:

- **No:** This option converts the account balances from the ledger to the reporting currency using the conversion rate determined by the Historical Conversion Rate date and type indicated in the Reporting Currency Historical Conversion section in Accounting Setup Manager.

- **Yes:** This option, only available when there is an EMU-fixed relationship between the ledger and reporting currency, derives the reporting currency amount from the original transaction conversion rate. EMU fixed rates will be used.

Retain the Original Conversion Rate Type Option Set to No

When you choose the No for the Retain the Original Conversion Rate Type Option in the Reporting Currency Historical Conversion definition in Accounting Setup Manager, you control what exchange rates are used to convert ledger account balances to your reporting currencies. For example, for General Ledger you can use appropriate period-end daily rates to convert monetary accounts and weighted average rates to convert non-monetary accounts.

If you do not specify rates at specific levels of detail, all transactions and balances will be converted using the initializing rate.

The initializing rate is a single and unique daily rate that you specify for each combination of transaction currency to reporting currency. For example, assume that the journals in your ledger are denominated in three currencies (USD, AUD, and DEM) and you are converting to two reporting currencies (EUR and CAD). Also assume that the first future conversion period falls on or after 01-JAN-1999. You must define an initializing rate for the following currency combinations:

Entered Transaction	Rate from Transaction Currency to EUR Reporting Currency	Reporting Currency Amount - EUR	Rate from Transaction Currency to CAD Reporting Currency	Reporting Currency Amount - CAD
100 USD	1.05	105.00	1.75	175.00
250 AUD	0.623	155.75	0.95	237.50
2,000 DEM	Fixed: EUR to DEM = 1.95583	1,022.58	Triangulation: EUR to DEM = 1.95583 EUR to CAD = 1.3	1,329.36



Notice in the example that the EUR to DEM rate is actually the fixed rate that is set on 01-JAN-1999 between the euro and DEM. This rate is needed by the Reporting Currency - Create Opening Balance Journals in Reporting Currency program to perform the DEM to CAD conversion since, after 01-JAN-1999, conversion involving EMU currencies must use the EMU fixed rate. The computation, Reporting Currencies, follows to perform this conversion is as follows:

$$\left(\frac{x \text{ DEM}}{\text{€} \rightarrow \text{DEM} \text{ Rate}} \right) \times \text{€} \rightarrow \text{CAD Rate}$$

The initializing rates must be defined as daily rates using a rate type that you define specifically for the historical conversion process. Once defined, this rate type is entered on the Reporting Currency definition, Historical Conversion section in Accounting Setup Manager and is used to define your initializing rates.

Note: The *Multi-Currency chapter* explains how to define conversion rate types, how to enter daily rates, and how to define EUR-to-EMU relationships and rates.

General Ledger account balances are converted as follows:

- **General Ledger Account Balances:** Monetary account balances (actuals) and asset account balances (actuals) are converted using the single initializing rate.

Non-monetary account balances (actuals) are converted using weighted average rates when available. Foreign-entered balances are carried over to your reporting currencies.

For encumbrances, amounts are converted using the initializing rate between the ledger currency and the reporting currency. Encumbrances are only entered in the reporting currency. Reporting entered encumbrance amounts will be set equal to the converted reporting accounted encumbrance amounts.

Retain the Original Conversion Rate Type Option set to Yes

You can only choose this conversion option when an EMU-fixed relationship exists between the ledger and reporting functional currencies on or before the first future conversion date. The actual calculation of the reporting currency occurs by converting the ledger currency amount using the EMU-fixed factor between ledger and reporting currencies. Unlike the Use Initialization Rate conversion option, you will not need to specify a single and unique daily rate for each combination of transaction currency to reporting currency.

To illustrate how this conversion option converts journals, assume that the General Ledger journals in your FRF ledger are denominated in three currencies (USD, EUR, and FRF) and you are converting to the EUR reporting currency. Also assume that the EMU-fixed relationship between the ledger and reporting currency exists before the first future conversion period:

Entered Transaction	Rate from Transaction Currency to Ledger Currency	Ledger Currency Amount	Rate from Ledger to Reporting Currency	Reporting Currency Amount
100 USD	6.07	607 FRF	EMU Fixed 6.55957	92.26 EUR
250 EUR	6.55957	1640 FRF	EMU Fixed 6.55957	249.28 EUR
5000 FRF		5000 FRF	EMU Fixed 6.55957	760 EUR

Notice that in this example the conversion exchange rate is the EMU fixed factor between the ledger and reporting currency where the rate used between the transaction currency and ledger currency is carried through by taking the ledger currency amount and converting that to the reporting currency.

What are the Conversion Dates for the Exchange Rates Used to Convert Transactions?

Conversion dates for the following conversion options are as follows:

- **Retain the Original Conversion Rate Type Option Set to Yes:** The same date is used in reporting currency as in the ledger since the conversion is derived from the original transaction rate. If a date does not exist, then the transaction date is used.
- **Retain the Original Conversion Rate Type Option set to No:** The date is the conversion date specified in the Reporting Currency page in ASM, Historical Conversion section.

Conversion Summary Information

The following tables summarize information for the Use Initialization Rate conversion option from the preceding sections, including what exchange rates, conversion dates, and associated conversion rate types are used by the Reporting Currency - Create Opening Balance Journals in Reporting Currency program to convert transactions.

For a text description of these tables, see: Conversion Summary Information, *Oracle General Ledger Reference Guide*

Transactions that are not Future-dated:

Application	Rate Used ¹⁰	Rate	Conversion Date	Conversion Rate Type
General Ledger	Initializing rate for monetary accounts	Daily	Initializing ³	User defined ¹
		Historical	Initializing ³	Historical ²
	Weighted average rate for non-monetary accounts			

Notes:

¹ You specify a conversion rate type for the initializing rate. We recommend you define a new conversion rate type for this purpose.

² You provide weighted average rates for initializing the non-monetary account balances in your reporting currencies by defining historical rates in GL.

³ The initializing date is the conversion date you specify on the Reporting Currency page in ASM, Historical Conversion section.

How are Reporting Account Balances Initialized?

Reporting account balances are initialized by the General Ledger's Reporting Currency - Create Opening Balance Journals in Reporting Currency program. The basic procedure this utility follows is dependent on what conversion option you choose:

- **Retain the Original Conversion Rate Type Option set to Yes**

Converts your ledger's period-to-date account balances by entered currency, to your reporting currencies beginning with the first historical conversion period you specify through the initial period and converts year-to-date account balances for the period prior to the first historical conversion period.

- **Retain the Original Conversion Rate Type Option set to No**

Converts your ledger year-to-date account balances, by entered currency, to your reporting currencies for the period prior to the first future conversion period.

For actual amounts, the journal's entered and converted currency amounts are as shown in the following table. For encumbrance amounts, see: How Are Encumbrance Balances Initialized?, page 11-47

Ledger's Entered Actual Balances Denominated in:	Reporting Currency's Entered Actual Balances	Reporting Currency's Actual Balances
Foreign currency that is NOT the same as the reporting currency	Ledger's foreign entered account balances	Ledger's foreign entered account balances converted using the initializing rate for monetary accounts and weighted average rates for non-monetary accounts OR ledger's foreign entered account balances converted using the rate derived from the original transaction rate
Foreign currency that is the same as the reporting currency	Ledger's foreign entered account balances	Ledger's foreign entered account balances
Ledger currency	Ledger's account balances minus ledger currency equivalent of all foreign entered amounts	Calculated foreign entered account balances converted using the initializing rate for monetary accounts and weighted average rates for non-monetary accounts

Note: You must manually post the initializing journals in your reporting currencies, and we recommend that you do so *before* you open the first future conversion period to ensure that your first future conversion period is clean. Posting the journals initializes the reporting account balances converted from the periods in your ledger. When you *later* open the first future conversion period, the initial period's ending balances roll forward to become the beginning reporting account balances for the first future conversion period.

Caution: We strongly recommend that you do not enter any journals in your reporting currencies until the Reporting Currency - Create Opening Balance Journals in Reporting Currency program has been completed successfully.

Retained Earnings Calculations

The Reporting Currency - Create Opening Balance Journals in Reporting Currency program balances the initializing journals against the retained earnings account in the

reporting currencies. This is necessary to account for the cumulative conversion adjustments that arise when you convert your ledger balances to your reporting currencies using different exchange rates.

How are Encumbrance Balances Initialized?

Encumbrance balances in your reporting currencies are initialized similarly to the actual account balances. The difference arises from the nature of encumbrances in Oracle Applications. When you enter encumbrances in your ledger, you can only enter the encumbrance amount in your ledger currency. The resulting entered and accounted amounts are the same.

When you run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program, the accounted encumbrance amount is converted to your reporting currency. Both the entered and accounted amount for the encumbrance in your reporting currency will be equal to this converted amount.

In both your ledger and reporting currencies, the entered and accounted amounts for encumbrances are always denominated in the respective ledger or reporting currency.

Initialization Tasks

The remainder of this section discusses the following tasks for initializing balances in a new reporting currency once you've already initialized.

- Plan the Initialization, page 11-47
- Prepare for the Initialization, page 11-52
- Perform the Pre-Initialization Tasks, page 11-56
- Perform the Initialization, page 11-60
- Perform the Post-Initialization Tasks, page 11-66
- Resume Normal Transaction Processing, page 11-67

Tip: We strongly recommend that you conduct a pilot initialization using a copy of your database before you initialize on your actual production database. This will provide you with valuable information about how long it will take to perform the actual initialization, as well as guidance on setting your rollback segment size. A pilot initialization will also help you identify potential problem areas and develop solutions before you perform the actual initialization.

Plan the Initialization

Upgrading an existing Oracle Applications installation to Release 11 or higher and

initializing Reporting Currencies for the first time requires careful planning and preparation. There are numerous interdependent steps that you must complete in the correct order to successfully perform the initialization. The initialization process can also be time consuming, especially if your organization has large volumes of transactions data and account balances that must be converted to one or more reporting currencies.

For these reasons, we highly recommend that you prepare a written initialization plan as the first task in your initialization process. In this section, we provide the minimum required steps to include in your initialization plan. We also discuss the various issues and considerations you need to account for in your plan.

- Step 1: Review Reporting Currencies related Documentation
- Step 2: Determine the Reporting Currencies to Initialize
- Step 3: Determine the First Future Conversion Period
- Step 4: Determine When to Run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program
- Step 5: Prepare Your Initialization Plan

Step 1: Review Reporting Currencies-related Documentation

Read this chapter thoroughly before you start using Reporting Currencies and run the initialization.

Step 2: Determine the Reporting Currencies to Initialize

Because of the large amount of data that needs to be converted to initialize a reporting currency, it is important that you only create reporting currencies for those currencies where you have a definite need to account and report transactions in that reporting currency. For other reporting currencies, in which you only need to occasionally report your account balances and results of operations, consider using General Ledger's translation feature.

See: Translation versus Reporting Currencies, page 11-2

Step 3: Determine the First Future Conversion Period

The first future conversion period is the first accounting period for which you want to be able to report transactions and balances in your reporting currencies.

Note: For purposes of upgrading Oracle Applications, we strongly recommend that you plan to run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program as close as possible to the end of the initial period. See: Step 4: Determine When to Run the Upgrade Utilities, page 11-50.

When determining what period to use for your first future conversion period, ask yourself these questions:

- From a business perspective, when do you want to begin reporting account balances in your reporting currencies? If the dates are different for each of your currencies, you should consider a phased implementation of reporting currencies.
- When does your accounting calendar begin? Reporting Currencies can be enabled at any time. However, it makes great sense to synchronize your first future conversion period with the first period of the year in your accounting calendar. This way, your reporting currencies will include a complete year of income and expense data rather than a partial year of data.

You should also consider synchronizing the first future conversion period with the:

- First period of a quarter. This will ensure that quarter-to-date reporting currency balances are properly stated for your first quarter.
- First day of your fiscal year if you plan to use average balance processing in your reporting currencies. This will ensure that your period-average-to-date, quarter-average-to-date, and year-average-to-date reporting currency balances are properly stated for the first period of your fiscal year.



- Are you operating in a country that is a member of the EMU? If so, coordinate your choice of the first future conversion period with your planned implementation of euro accounting and reporting.

In the euro case, where your ledger is denominated in an EMU currency and your reporting currency is denominated in the euro, if the first future conversion period does not include the first day of the fiscal year the opening year-to-date income and expense account balances in your euro reporting currency will equate to the closing balances of the previous period in your EMU ledger.

Important: The Reporting Currency - Create Opening Balance Journals in Reporting Currency program will validate that the first future conversion period is the first future-enterable period or, if you do not allow future-enterable periods, the first never opened period in General Ledger in the ledger at the time you run the program. If it is not, the program completes with error without converting any of your account balances.

This is a very important issue. To illustrate, assume you are planning to perform the Reporting Currencies implementation in March 1999, such that March 1, 1999 is the first day of your first future conversion period. You've made sure that March 1999 is the first

future-enterable period or, if you do not allow future-enterable periods, the first never opened period in General Ledger. Also assume that, before you actually run the program, you open additional accounting periods such that March 1999 is no longer the first future-enterable period or, if you do not allow future-enterable periods, the first never opened period in General Ledger.

As a result of opening the new periods, March 1999 can no longer be your first future conversion period since it is no longer the first future-enterable period or, if you do not allow future-enterable periods, the first never opened period in General Ledger. *You will not be able to run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program with March 1999 as your first future conversion period.* You must choose a new first future conversion period and date and reschedule your upgrade. You must also ensure that the new period you choose will be the first future-enterable period or, if you do not allow future-enterable periods, the first never opened period in General Ledger when you run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program.

Step 4: Determine When to Run the Reporting Currency - Create Opening Balance Journals in Reporting Currency Program

You need to allow sufficient time to complete the initialization, as detailed in these subsequent sections:

- Prepare for the Initialization, page 11-52
- Perform the Pre-Initialization Tasks, page 11-56
- Perform the Initialization Tasks, page 11-60
- Perform the Post-Initialization Tasks, page 11-66

Once you've determined when to run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program, select the date on which you plan to begin performing the initialization, and schedule sufficient time for the initialization process.

Some steps to consider when you perform the initialization process include:

- Clean up your ledger
- Determine all conversion parameters.
- Ensure that the first future conversion period meets all the necessary criteria for running the Reporting Currency - Create Opening Balance Journals in Reporting Currency program. See: Step 3: Determine the First Future Conversion Period, page 11-48.
- Back up existing data
- Define Reporting Currencies, responsibilities, and periods

When determining how much time you need to perform the initialization , remember to allow sufficient time to clean up and prepare your ledger before you run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program. Cleaning up your ledger ensures that you convert only the data you need to your reporting currencies.

When determining how much time you need to perform the initialization, you must also consider the volume of transactions you plan to convert. There is some control you can exercise.

You can specify the range of accounts to convert from your ledger. If you are using the Retain Original Conversion Rate Type option set to Yes, you can specify which periods to convert period-to-date account balances for your reporting currencies.

Important: In determining when to run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program, keep in mind these important requirements that you **MUST** observe during the process:

- Do not post any journals in your ledger or reporting currencies until you have initialized the reporting account balances.
- Do not open the first future conversion period in your ledger or reporting currencies until the initialization has been completed successfully.

For purposes of upgrading Oracle Applications, we ***strongly recommend*** that you plan to run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program as close as possible to the end of the initial period. The ideal situation is to run the program at the close of business on the last day of the initial period. However, this is not feasible for many organizations because:

- You must suspend all transactions processing during the initialization process
- The initialization process may take longer than one night for some organizations that have large volume databases.

If you are in this situation, we suggest you run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program during a weekend, when you can more easily suspend all transaction processing while you run the program. For example, assume you want your first future conversion period to start on April 1, 1999:

March 1999						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	30		

April 1999

May 1999						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				Start of First Future Conversion Period		
4	5	6	7	8	9	10

April 1st falls on a Thursday, which is probably not a good day for you to suspend all transactions processing. You may therefore decide to run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program over the weekend of March 27th or the weekend of April 3rd. See: How Does My Choice of Dates/Periods Affect Conversion?, page 11-40

Step 5: Prepare Your Initialization Plan

Prepare a written initialization plan based on the information presented in this section.

Prepare for the Initialization

In this section we discuss the steps you need to complete when preparing for the initialization:

- Step 1: Note Periods and Review Calendars
- Step 2: Determine First GL Period for Reporting Currencies
- Step 3: Determine Conversion Dimensions
- Step 4: Determine Conversion Extent
- Step 5: Determine Rollback Segment Size

Step 1: Note Periods and Review Calendars

When preparing for the initialization, make note of the first future conversion period and the initial period that you determined during the planning process. These important periods will be used when you run the initialization.

The first future conversion period:

- Must be the first future-enterable period or, if you do not allow future-enterable periods, the first never opened period in General Ledger in your ledger at the time you run the initialization
- Can be an adjustment period

You should put in place procedures to ensure that the first future conversion period will meet the above criteria on the date you run the initialization.

With respect to the initial period, please note the following:

- The initial period is the period preceding the first future conversion period.
- The initial period cannot be an adjustment period.

Note: If the first future conversion period precedes an adjustment period, in General Ledger, then we recommend that you select the adjustment period as your first Reporting Currency period for purposes of the initialization. For example, assume your accounting calendar includes the following periods and you want to begin reporting transactions and balances in your reporting currencies in January 1999:

- DEC-98
- ADJ-98
- JAN-99

You cannot choose JAN-99 as your first future conversion period for purposes of the Reporting Currency - Create Opening Balance Journals in Reporting Currency program, since that would make the initial period an adjustment period (ADJ-98). Therefore, choose ADJ-98 as the first future conversion period, which makes DEC-98 the initial period.

Run the program as close as possible to the last day of DEC-98 or the first day of JAN-99.

Step 2: Determine First GL Period for Reporting Currencies

You must determine the first-ever-opened period in General Ledger for your reporting currency. Make sure you choose a first-ever-opened period that precedes the first future conversion period, or first historical conversion period if you plan to convert data to the reporting currency in periods prior to the first future conversion period, and that is early enough to ensure proper accounting for back-dated transactions.

Step 3: Determine Conversion Dimensions

In preparing for the initialization, you must determine the conversion dimensions you will use during the initialization. First you will need to determine your conversion option:

Conversion Option: Determine the conversion option that you will use for the initialization, which will determine the rates used to convert transactions or balances. See: What Rates Are Used to Convert Transactions?, page 11-41

If you choose the Retain Original Conversion Rate Type option set to No, you will need to determine the following conversion dimensions which include conversion option, currencies, conversion date, conversion rate types, and exchange rates.

- **Currencies:** Determine all of the currencies in which your journals are denominated.

Also, determine all of the ledger currencies of all the reporting currencies for which you plan to run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program. You determined these reporting currencies during the planning process. See: Step 2: Determine the Reporting Currencies to Initialize, page 11-48.

- **Conversion Date:** Determine the conversion date to use on the Reporting Currency page in Accounting Setup Manager, Historical Conversion region. This is the currency conversion date of the initializing rate that the Reporting Currency - Create Opening Balance Journals in Reporting Currency program uses to initialize your reporting account balances.

See: What Rates are Used to Convert Transactions?, page 11-41



Note: In the case of the euro, changing the conversion date may affect how transactions and balances are converted to your reporting currencies. If you enter a conversion date of 01-JAN-1999 or later, the fixed rate relationships between the euro and EMU currencies are enforced. Also, transactions are converted using the triangulation rules prescribed by the European Commission. For example, assume your transaction currency is CAD, your reporting currency is BEF, and the conversion date is 01-JAN-1999. In this case, the transaction is converted first from CAD to the euro, using the daily rate that exists between CAD and the euro for 01-JAN-1999. Next, the euro amount is converted to BEF using the fixed rate that exists between the euro and BEF.

If you enter a conversion date that is earlier than 01-JAN-1999,

variable daily exchange rates are used to convert transactions and balances to or from EMU currencies. For example, assume your transaction currency is CAD, your reporting currency is BEF, and the conversion date is 31-DEC-1998. In this case, the transaction is converted using the daily rate that exists between CAD and BEF for 31-DEC-1998.

- **Conversion Rate Types:** During the initialization, you need to define two conversion rate types:
 - **Historical Conversion Rate Type:** This conversion rate type is specified on the Reporting Currency page in Accounting Setup Manager, Historical Conversion region. Rates with this conversion rate type are used to convert balances and transactions for the Reporting Currency - Create Opening Balance Journals in Reporting Currency program, as explained earlier. See: What Rates are Used to Convert Transactions, page 11-41.
 - **Default Rate Type:** This conversion rate type is specified on the Currency Conversion Options region. Rates with this conversion rate type are used to convert transactions once Reporting Currencies is enabled. See: What Rates are Used to Convert Transactions, page 11-41.

Important: We recommend that you define new conversion rate types to use specifically for the Reporting Currency - Create Opening Balance Journals in Reporting Currency program. Do not use the conversion rate types you use for normal transaction processing, which includes foreign currency transactions entered in your ledger and all transactions that Reporting Currencies converts after the program has completed successfully.

Using separate conversion rate types will make it easier to reconcile your primary and reporting currencies after running the Reporting Currency - Create Opening Balance Journals in Reporting Currency program, since you will be able to easily determine whether a reporting amount was converted during the initialization or during normal processing.

- **Conversion Rates:** Consider your ledger's chart of accounts and current accounting standards (for example, SFAS #52 (U.S.)). Determine what conversion rates you need to provide to ensure that all transaction amounts and account balances can be converted when you run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program.

- Determine all of the daily rates you will need for successful conversion.
- For non-monetary General Ledger accounts, determine what weighted average historical rates you want to use to convert each account. Note that you will define these rates later (during the pre-initialization) for the initial period. When you choose the Retain Original Conversion Rate Type option set to Yes option, historical rates are not used.

Step 4: Determine Conversion Extent

- Determine whether to initialize all General Ledger account balances or only a specific range of accounts. Be careful when choosing to initialize only a range of accounts, since your ledger and reporting currencies may not be synchronized and reconcilable after you run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program.

In addition, with the Retain Original Conversion Rate Type option set to Yes, you can choose a First Historical Conversion Period to determine the number of periods before the first future conversion period for which you want to convert account balances. We recommend that you select a First Historical Conversion Period based on when you want to start inquiring and reporting on period-to-date account balances in your reporting currencies.

Step 5: Determine Rollback Segment Size

To handle the large volume of data processed during the initialization process, you will need to increase the size of your rollback segments. For more information about rollback segments:

Perform the Pre-initialization Tasks

In this section we discuss the steps you need to complete when preparing for the initialization:

- Step 1: Define Ledger
- Step 2: Prepare Your Ledger
- Step 3: Enable and/or Define the Currency of Reporting Currency
- Step 4: Define Reporting Currencies
- Step 5: (Optional) Define Reporting Responsibilities
- Step 6: (Optional) Assign Data Access Sets to Reporting Responsibilities
- Step 7: Open Periods in Reporting Currencies

- Step 8: Define Conversion Rate Types
- Step 9: Enter Conversion Rates
- Step 10: Run Month End Reports
- Step 11: (Optional) Close Periods in Ledger
- Step 12: Set Your Rollback Segment Size

Step 1: Define Ledger

See: Step 1: Define Ledger, page 11-6

Step 2: Prepare Your Ledger

For the initial period in your ledger, we strongly recommend that you perform your usual month-end closing procedures so your General Ledger will be as current as possible before you run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program.

In particular, post all journal entries in your ledger for the initial period. Posting all outstanding transactions and journals ensures that the ending account balances in your ledger are up to date.

We also strongly recommend that you:

- Clear out any clearing and suspense accounts.
- Reconcile your account balances and resolve any remaining open issues.
- You must suspend all journal posting before you begin running the Reporting Currency - Create Opening Balance Journals in Reporting Currency program. Once you have finished preparing your ledger, do not post any new journals until after the Reporting Currency - Create Opening Balance Journals in Reporting Currency program has completed successfully.

Step 3: Enable and/or Define the Currency of Reporting Currency

See: Step 3: Enable and/or Define the Currency of Reporting Currency, page 11-7

Step 4: Define Reporting Currencies

See: Step 4: Define Reporting Currencies, page 11-7

Step 5: (Optional) Define Reporting Responsibilities

You define a reporting currency, it is automatically added to the system-generated data access set that is created for the ledger and its reporting currencies. If you have assigned this system-generated data access set to a responsibility, you can access the reporting currency using the same responsibility. If you choose, you can define a separate

responsibility for the reporting currency for reporting or processing.

See: Step 5: Define Reporting Responsibilities, page 11-9

Step 6: (Optional) Assign Data Access Sets to Reporting Responsibilities

Assign the General Ledger reporting responsibility you defined in the previous step to your data access set that includes your reporting currencies.

During this step, you have your system administrator set the profile option GL: Data Access Set for the General Ledger reporting responsibility.

See: Step 6: Assign Data Access Sets to Reporting Responsibilities, page 11-9

Step 7: Open Periods in Reporting Currencies

Use the Open and Close Periods window or SRS programs to open the first General Ledger period and any subsequent periods through the initial period in your reporting currencies. You determined the first General Ledger period during the initialization preparation task. See: Determine First GL Period for Reporting Currencies, page 11-53.

Important: Do not open the first future conversion period during this step.

See: Opening and Closing Accounting Periods, *Oracle General Ledger Implementation Guide*

Step 8: Define Conversion Rate Types

In your ledger, define the conversion rate types you determined during the upgrade preparation task. See: Determine Conversion Dimensions, page 11-54.

See: Defining Conversion Rate Types, page 9-10

Step 9: Enter Conversion Rates

If you are using the Retain Original Conversion Rate Type option set to No in your ledger, enter all of the rates you determined you would need for conversion during the initialization preparation task. See: Determine Conversion Dimensions, page 11-54.

- **Daily Rates:** Use the General Ledger Daily Rates window to enter the initializing rates for the Historical Conversion Date and Conversion Type you determined during the initialization preparation process. See: Determine Conversion Dimensions, page 11-54. You must enter one initializing rate for each combination of transaction currency entered in your ledger and reporting currency to which you are converting.

Also use the Daily Rates window to enter daily rates from the first day of the first future conversion period and forward. Use the conversion rate type you defined in the Reporting Currencies page in Accounting Setup Manager, in the Currency Conversion Options section.

Note: Alternatively, you can load daily rates automatically into the General Ledger Daily Rates Interface table or use the Currency Rates Manager spreadsheet upload.

See:

Entering Daily Rates, page 9-11

Loading Daily Rates Automatically, page 9-16

Currency Rates Manager, page 9-55

- **Weighted Average Rates:** Use the Historical Rates window to enter your weighted average rates for the initial period. Use the conversion type Historical.

Note: If you already have historical rates defined for some accounts for the initial period and do not want to use these rates to convert the account balances, delete the existing historical rates. Enter any weighted average rates you want to use to convert those specific account's balances.

After the Reporting Currency - Create Opening Balance Journals in Reporting Currency program has completed successfully, delete the weighted average rates you entered for the purposes of running this program, and re-enter the historical rates you deleted earlier.

See: Entering Historical Rates, page 9-21



- **EUR-to-EMU Fixed Rates:** If you've not already done so, enter the fixed rates for converting from the euro to your EMU currencies.

Step 10: Run Month-end Reports

Run your usual set of month-end reports from General Ledger for the ledger. You will use these reports later to reconcile your ledger amounts to the converted amounts in your reporting currencies. Specifically, we recommend that you run the Detail Trial Balance and Entered Currency General Ledger reports.

Note: Run the Entered Currency General Ledger report for each entered currency in your ledger.

Step 11: (Optional) Close Periods in Ledger

We recommend closing, in your ledger, any open periods that precede the first future

conversion period. While this step is not required, closing these periods for General Ledger ensures that transactions cannot be entered while the Reporting Currency - Create Opening Balance Journals in Reporting Currency program is running.

See:

Opening and Closing Accounting Periods (GL), *Oracle General Ledger Implementation Guide*

Step 12: Set Your Rollback Segment Size

Set your rollback segment size to the amount you determined during the initialization preparation task. For more information about rollback segment requirements:

See: *MRC Installation Notes*, which is available from My Oracle Support.

Perform the Initialization

Complete the steps in this section to perform the initialization.

- Step 1: Stop Journal Entry
- Step 2: Back Up Your Production Database
- Step 3: Setup Reporting Currencies
- Step 4: Open the Periods in the Reporting Currencies
- Step 5: Run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program
- Step 6: Close the Initial Period in Reporting Currencies
- Step 7: Reconcile Reporting Currencies
- Step 8: Open the First future conversion Period in General Ledger

Step 1: Stop Journal Entry

You **MUST** suspend all journal entry in the ledger before you run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program. Do not enter journals when you run the program.

Step 2: Back Up Your Production Database

Back up your production database before you begin the initialization process. In the event the historical conversion process fails, use this backup to restore your database to the point it was at before you began.

Note: The Reporting Currency - Create Opening Balance Journals in

Reporting Currency program can be restarted if it fails during processing. You only need to restore your production database if you need to change your conversion options or when you are asked to do so by Oracle Worldwide Support.

Step 3: Setup Reporting Currencies

To configure Reporting Currencies for the historical conversion, you must define your reporting currencies. Since the ledger and reporting currencies share the same calendar, the accounting periods you've set up in the ledger will be synchronized with your reporting currencies.

However, in your reporting currencies, you must open the periods you need in General Ledger, separately from opening periods in your ledger. For example, in the next step, you will be instructed to open periods in your General Ledger reporting currencies.

To define reporting currencies and convert historical data:

1. Log in to General Ledger using a responsibility with access to Accounting Setup Manager. Navigate to the Accounting Setup Manager.
2. Select your Ledger or Accounting Setup.
3. From the Accounting Options page, select the Reporting Currency setup step and complete the setup.

For those reporting currencies for which you plan to run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program now, define the following options for the reporting currency in the Historical Conversion section:

- First Future Conversion Period

Specify the first future conversion Period if you plan to run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program to initialize the selected reporting currency's account balances. You can select the first future conversion period from a list of values. Note that the list of values only displays future-enterable or never opened General Ledger periods in your ledger.

See: Determine the First Future Conversion Period, page 11-48.

Caution: If you previously ran the Reporting Currency - Create Opening Balance Journals in Reporting Currency program for a reporting currency and posted the results, and you subsequently change the associated first future conversion period, you may get unpredictable initial reporting account balances if you rerun the Reporting Currency - Create Opening

Balance Journals in Reporting Currency program for the reporting currency. Also, you risk losing journal reversal integrity between your ledger and reporting currency.

If you previously ran the Reporting Currency - Create Opening Balance Journals in Reporting Currency program for a reporting currency and you subsequently delete the associated first future conversion period, you will not be able to rerun the Reporting Currency - Create Opening Balance Journals in Reporting Currency program for the reporting currency. You will also lose journal reversal integrity between your ledger and reporting currency.

- Retain the Original Conversion Rate Type Option

Note: If the transaction currency is the same as the reporting currency, no conversion occurs and the entered transaction amount is equivalent to the converted amount in the reporting currency.

Select one of these two options:

No: converts entered transaction amounts to the reporting currency using the conversion rate determined by the historical conversion rate date and historical conversion rate type.

Yes: derives the reporting currency amount from the original transaction conversion rate. The actual calculation of the reporting currency amount occurs by converting the ledger currency amount using the EMU fixed rate between the ledger and reporting currencies. The transaction amounts are not implicitly revalued to the initialization rate. Therefore, currency adjustments will not be generated.

The option to Retain the Original Conversion Rate Type is only available when an EMU fixed rate relationship exists between the ledger currency and the reporting currency *on or before* the first Reporting Currencies date.

- **Conversion Date:** Enter the date of the conversion rate for the conversion rate type you want applied during the historical conversion process. Ensure that it is the same date for which you defined initializing conversion rates. Change the conversion date only if needed.

For a euro reporting currency, if the conversion date is 01-JAN-1999 or later, the Reporting Currency - Create Opening Balance Journals in Reporting Currency program uses the defined fixed-rate relationships between the euro and EMU currencies when converting journals that are denominated in an EMU currency.

The Reporting Currency - Create Opening Balance Journals in Reporting Currency program also uses triangulation when necessary for the conversion, as prescribed by the European Commission. The program rounds converted amounts as required by local legislative regulations.

- **Conversion Type:** Enter the conversion rate type you defined earlier for your initializing rates.

See: Determine Conversion Dimensions, page 11-54

4. Choose Apply to save the changes.
5. Repeat the Reporting Currency setup step, page 11-61 for each reporting currency you want to assign to the ledger.

Important: If you are planning a phased implementation of Reporting Currencies, with different first future conversion periods for different reporting currencies, do not define the "future" reporting currencies now. Only define those reporting currencies for which the balances you plan to initialize now with the Reporting Currency - Create Opening Balance Journals in Reporting Currency program.

Step 4: Open Periods in the Reporting Currencies

Before you run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program, make sure you have opened all the periods in General Ledger for your reporting currency from the period prior to the first historical conversion period up to the period before the first future conversion period.

Step 5: Run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program

Run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program for each combination of ledger and reporting currency.

Note: If you choose to convert a range of accounts, make sure you consider alphabetical segment values when you specify the range. For example, if you have a four-character natural account segment and want to convert all accounts above 3999, enter values from 4000 to ZZZZ, rather than 4000 to 9999.

Post the initializing journals that are created in your reporting currency.

Step 6: Close Periods in Reporting Currencies

For General Ledger, close the periods up to the initial period in your reporting currencies. This ensures that journal entries cannot be entered and posted in those

periods in your reporting currency.

Step 7: Reconcile Reporting Currencies

Reconcile reporting currency amounts with ledger amounts. Make adjusting entries to reporting currency amounts, as needed, to ensure correct reporting currency balances.

The task below explains how to reconcile General Ledger accounts whose balances are comprised of journals with multiple entered currencies. For accounts whose balance is comprised solely of journals that are denominated in the same currency, you can easily reconcile the account by simply comparing the account balance between the reports you ran before and after the historical conversion process.

To reconcile reporting currency initial account balances with the source ledger's account balances:

1. In your reporting currencies, run the same General Ledger reports that you ran during the pre-initialization tasks. See: Run Month-end Reports, page 11-59
2. Use the Entered Currency General Ledger reports you ran for your ledger to determine the portion of each account balance that is derived from journals that were entered in entered currencies. You must have run the report for each entered currency in your ledger.
3. Determine the portion of each ledger's account balance that is derived from journals that were entered in your ledger currency. To do this, subtract the amount determined in the previous step from the account ending balance shown on the Detail Trial Balance report for your ledger.

Example:

Assume your ledger's currency is USD and the currency of your reporting currency is EUR. Also assume that only three journals have been entered and posted in your ledger. The entered currencies of the journals were CAD, USD, and EUR. Each journal included a credit to Accounts Receivable (AR).

Further assume that the conversion rates you've defined for the historical conversion process include:

From Currency	To Currency	Conversion Rate
USD	EUR	.85
CAD	EUR	.5667

- The Detail Trial Balance report for the ledger (pre-historical conversion) shows an ending balance for AR of \$5,500, which is the combined accounted amount the three journals posted to AR.

- The Entered Currency General Ledger report, run in your ledger (pre-historical conversion) for CAD shows an ending balance for AR of 3,000 CAD (entered amount) and \$2,000 (accounted amount after ledger currency conversion).
 - The Entered Currency General Ledger report, run in your ledger (pre-historical conversion) for EUR shows an ending balance for AR of 2,125 EUR (entered amount) and \$2,500 (accounted amount after functional conversion).
 - To find the portion of the AR account balance that was actually entered in your ledger currency (USD), subtract the CAD and EUR accounted portions from the total AR accounted balance. The USD entered and accounted amount is \$1,000 (\$5,500 - 2,000 - 2,500).
4. Use the Entered Currency General Ledger reports you ran for your reporting currencies to determine the portion of each account balance that is derived from journals whose entered currency is not your reporting currency. You must have run the report for each entered currency in your reporting currency.
 5. Determine the portion of each reporting currency's account balance that is derived from journals whose entered currency is your reporting currency. To do this, subtract the amount determined in the previous step from the account ending balance shown on the Detail Trial Balance report for your reporting currency.

Example (continued):

- The Detail Trial Balance report for the reporting currency (post-historical conversion) shows an ending balance for AR of 4,675 EUR, which is the combined accounted amount the three journals posted to AR.
 - The Entered Currency General Ledger report, run in your reporting currency (post-historical conversion) for CAD shows an ending balance for AR of 3,000 CAD (entered amount) and 1,700 EUR (accounted amount after ledger currency conversion).
 - The Foreign Currency General Ledger report, run in your reporting currency (post-historical conversion) for USD shows an ending balance for AR of \$1,000 (entered amount) and 850 EUR (accounted amount after ledger conversion).
 - To find the portion of the AR account balance that was actually entered in your reporting currency (EUR), subtract the CAD and USD accounted portions from the total AR accounted balance. The EUR entered and accounted amount is 2,125 (4,675 EUR - 1,700 - 850).
6. Verify that the entered account balances in your ledger and reporting currencies are the same.

Example (continued): The entered amounts in both ledgers are 3,000 CAD, 2,125

EUR, and 1,000 USD.

7. Once you've determined the entered and accounted amounts for the account in your reporting currencies, recompute the converted accounted amount by multiplying the entered amounts by the appropriate conversion rates you defined for use by the Reporting Currency - Create Opening Balance Journals in Reporting Currency program.

Example (continued):

CAD: 3,000 CAD X .5667 = 1,700 EUR

USD: \$1,000 X .85 = 850 EUR

EUR: The accounted amount equals the entered amount: 2,125 EUR

8. If you note any discrepancies between your ledger and reporting currencies, try to determine the cause of the discrepancies, then determine a course of action. You may want to make adjusting entries in your reporting currencies to eliminate the discrepancies. Alternatively, you may want to restore your pre-historical database, make changes in the ledger, then rerun the Reporting Currency - Create Opening Balance Journals in Reporting Currency program using the same first future conversion period.

Step 8: Open the First Future Conversion Period in General Ledger

For General Ledger, open the first future conversion period in both your ledger and reporting currencies. This will automatically create your beginning account balances for the first future conversion period.

Perform the Post-initialization Tasks

Complete the following post-initialization steps:

- Step 1: Define Currency and Journal Conversion Rules
- Step 2: Define Reporting Responsibilities
- Step 3: Assign Reporting Currencies to Reporting Responsibilities
- Step 4: (Optional) Run Year End Carry Forward

Step 1: Define Currency Conversion Rules

The Reporting Currency - Create Opening Balance Journals in Reporting Currency program converts all account balances regardless of the source and category of the individual journals that comprise the account balances. If you reverse one of these journals after running this program, the reversal will not occur in your reporting currencies if your currency conversion rules do not encompass the journal source and category of the journal being reversed. As a result, your ledger and reporting currencies

will no longer be synchronized, because the reversal will exist in your ledger, but not in your reporting currencies.

For this reason, you must make sure you define currency conversion rules that encompass any potentially reversible journals that existed at the time you ran the Reporting Currency - Create Opening Balance Journals in Reporting Currency program.

See: Journal Source and Category Conversion, *Oracle Financials Implementation Guide*

Step 2: (Optional) Define Reporting Responsibilities

Define any reporting responsibilities that you did not define earlier.

See: Step 4: Define Responsibilities, page 11-9

Step 3: (Optional) Assign Reporting Currencies to Reporting Responsibilities

Assign any reporting currencies that you did not assign earlier to reporting responsibilities.

During this step, you have your system administrator set the profile options - GL Data Access Set for each reporting responsibility.

See: Step 5: Assign Data Access Sets to Responsibilities, page 11-9

Step 4: (Optional) Run Year End Carry Forward

For General Ledger, Year End Carry Forward will need to be run in the reporting currency if it was already run in the ledger or if your first historical conversion period crosses fiscal years.

This will only carry forward encumbrances as beginning balances in the first period of the next fiscal year, but it does not roll forward encumbrances as period activity in the next month. If you do not carry forward encumbrances at the end of the fiscal year, all encumbrances are automatically set to zero.

Resume Normal Transaction Processing

Once you successfully complete all of the preceding tasks, you are ready to resume your normal transaction processing. You can begin entering journals in your ledger and the posting program automatically converts journals to your reporting currencies as explained earlier.

Related Topics

Performing Standard General Ledger Activities, page 11-17

Using Reporting Currencies, page 11-16

Perform Historical Conversion Maintenance

To ensure the integrity and reconcilability of reporting amounts and balances, we recommend that you disable the Reporting Currency - Create Opening Balance Journals

in Reporting Currency program once the historical conversion has been completed successfully. If you subsequently need to convert transactions and initialize account balances for a new reporting currency, you can enable the program again.

To disable or enable Reporting Currency - Create Opening Balance Journals in Reporting Currency program:

1. Log in to Oracle Applications as the System Administrator.
2. Navigate to the Concurrent Programs window.
3. Query GLMRCU, the program short name of the Reporting Currency - Create Opening Balance Journals in Reporting Currency program.
4. Mark the Enabled check box to enable the program. Unmark the check box to disable the program.
5. Save your work.

Parameters for Reporting Currency - Create Opening Balance Journals in Reporting Currency Program

In this section, we describe the parameters required to run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program.

Running the Reporting Currency - Create Opening Balance Journals in Reporting Currency Program

Run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program. This program creates journals in your reporting currency to initialize actual and encumbrance account balances for the periods converted from your ledger.

After you post the initializing journals in your reporting currencies and open the first future conversion period, your actual and encumbrance reporting balances will be initialized.

Regardless of the conversion option you choose, the Reporting Currency - Create Opening Balance Journals in Reporting Currency program:

- Uses the converted amounts to create initializing journal entries in the reporting currencies.
- The initializing journals use the Journal Source and Journal Category named Reporting Currencies Open Balances. The effective date of the journals is the last day of the period it was converted from in the ledger. The journal line descriptions will display different information, as follows:
 - Journal lines of amounts that are converted using the initializing rate will have the description, Journal Import Created.
 - Journal lines of amounts from non-monetary accounts, that are converted using

a weighted average rate, will have the description, Converted using historical rate <rate>, where rate is the weighted average rate used to perform the conversion.

- The adjustment for retained earnings will have the description, Cumulative Conversion Adjustment.

Reporting Currency - Create Opening Balance Journals in Reporting Currency Program Parameters

You run the Reporting Currency - Create Opening Balance Journals in Reporting Currency program from your ledger responsibility. When you submit the program, you will be asked to provide the following parameters:

- **Ledger:** Enter the name of the ledger whose balances you want to convert.
- **Reporting Currency:** Enter the reporting currency name whose account balances you want to initialize.
- **Flexfield From/To:** (Optional) Enter a range of accounts whose balances you want to convert to your reporting currency. If you leave these parameters blank, all account balances will be converted.

Note: When you convert selected accounts, make sure you consider alphabetical segment values in the range of accounts. For example, if you have a four character natural account segment and want to convert all accounts above 3999, enter values from 4000 to ZZZZ, rather than 4000 to 9999.

- **First Historical Conversion Period:** This parameter automatically defaults to the first future conversion period. If you choose the Retain Original Conversion Rate Type option set to No, you cannot change the default. If you choose the Retain Original Conversion Rate Type option set to Yes, enter the first period whose period-to-date account balances are to be converted by entered currency in your ledger. The utility will convert account balances from the first historical conversion period through the initial period.

Validation Checking

The Reporting Currency - Create Opening Balance Journals in Reporting Currency program performs the following validation checking:

- **First future conversion Period** - Validates the first future conversion period to ensure that it is the first future-enterable period or, if you do not allow future-enterable periods, the first never opened period in General Ledger in the ledger.

- **First Historical Conversion Period** - The program validates that the first historical conversion period you choose is a valid period that precedes the first future conversion period if not the first future conversion period in the reporting currency.
- **Reporting Currency** - Ensures that the specified reporting currency is a valid reporting currency and that it is defined for the specified ledger when you choose the Retain Original Conversion Rate Type option set to Yes.
- **Journal Source and Journal Category** - Ensures that the new Journal Source and Journal Category, Reporting Currencies Open Balances, exists in your database.
- **Conversion Rates** - Checks to make sure that an initializing rate exists for each combination of entered currency to reporting currency, for all balances in your ledger.

If any of the validation checks fail, the Reporting Currency - Create Opening Balance Journals in Reporting Currency program stops with an error condition before any balances are converted. You can review the log file for any error messages.

Reporting Currency Account Type Specific Conversion

Note: Unless otherwise specified in this chapter, the term Reporting Currency refers to subledger or journal-level reporting currency, rather than balance-level reporting currency.

To report period-end activities in the reporting currency, Account Type Specific Conversion is available so you no longer have to repeatedly run revaluation and translation to get your most current reporting currency balances. This feature applies well to multi-national customers, especially in financial services, where a high volume of feeder system transactions and frequent adjustments occur during the period-end close cycle.

This streamlined process converts transactions directly using SFAS 52 remeasurement compliant period or historical rates according to the natural account type. Transactions entered in the ledger can be converted to the reporting currency using period-end rates for balance sheet accounts and period-average rates for income statement accounts. You can also supply historical rates or historical amounts for individual owner's equity items.

Reporting Currency Account Type Specific Conversion

Reporting Currency Account Type Specific Conversion simulates real-time revaluation and translation system. This eliminates the need to run revaluation and translation multiple times during the period close cycle. Revaluation runs are reduced by posting, in the ledger, all foreign currency balance sheet transactions using period-end rates and all foreign currency income statement transactions using period-average rates.

Translation is replaced by the Reporting Currency (journal and subledger level) functionality which maintains reporting currency information at both transaction and balance levels. The reporting currency amounts in the reporting journals are calculated by converting from the ledger currency instead of the transaction currency. Historical rates or historical amounts can be input for any owners' equity or other transaction. If the transaction currency and the reporting currency are the same, the reporting currency amounts may not be the same as the transaction currency amounts since the reporting currency is calculated from the accounted amount, not the entered amount. Any currency conversion differences in the ledger currency are captured in a cumulative translation adjustment account in the reporting currency.

Posting of foreign currency transactions in the ledger using different rates for balance sheet and income statement accounts is supported by ADI 7.0 and higher. Simply select multiple foreign currency journals when you create the Journal Wizard spreadsheet and do not enter any conversion type for the line. For any owners' equity or other transaction requiring an historical rate or amount, just enter the required conversion rate or conversion amount in the appropriate column of the worksheet.

Setup

To support Reporting Currency Account Type Specific Conversion, the following steps are required:

- Create currency conversion types
- Modify the Journal - Journal Entry Lines descriptive flexfield
- Set the new profile options
- Enable and set up rounding differences accounts
- Populate currency conversion rates

Each of these steps is discussed in detail below.

Note: The reporting conversion type will be ignored when the Account Type Specific Conversion feature is enabled. The conversion to the reporting currency will be from the ledger currency, not the transaction currency

Inherit Conversion Type

This determines whether Reporting Currency should inherit the conversion type used in the primary journals.

Note: This option will be ignored when the Account Type Specific

Conversion feature is enabled.

Create Currency Conversion Types

The currency conversion types to hold income statement and balance sheet conversion rates are created through the Conversion Rate Types form. These conversion types are used by ADI to convert to the ledger currency. They are also used when posting to convert from the ledger currency to the reporting currency.

Modify the Journal - Journal Entry Lines Descriptive Flexfield

You will need to define two unique segments for this descriptive flexfield:

- Rate Number
- Amount Number

These segments will be used exclusively for Reporting Currency Account Type Specific Conversion and must not be used to hold other values. For each of the segments, you will need to uncheck the Value Required field in the Descriptive Flexfield Segments window.

Rate Number Segment

This segment will an overriding historical rate to convert the source ledger currency to the reporting currency for that journal line (rate segment).

Amount Number Segment

This segment will hold the historical amount expressed in the reporting currency (amount segment).

Set the New Profile Options

Six new profile options are provided which are enabled at the site, application, and responsibility levels. If you choose to assign these profile options at the responsibility level, they must be assigned to a responsibility for the ledger.

The profile options are as follows:

GL/MRC: Income Statement Conversion Type

This option specifies the daily conversion type to convert income statement (revenue or expense) transactions from the transaction currency to the ledger currency and from the ledger currency to the reporting currency. Typically, it is the average currency exchange rate of the period. The same rate should be entered for each day in the period.

GL/MRC: Balance Sheet Conversion Type

This option specifies the daily conversion type to convert balance sheet (asset, liability,

and owners' equity) transactions from the transaction currency to the ledger currency and from the ledger currency to the reporting currency. Typically, it is the end of period currency exchange rate. The same rate should be entered for each day in the period.

GL/MRC: Reporting Book Using Overriding Historical Rates/Amounts

This option identifies the main reporting currency that overriding historical rates or amounts entered in ADI should apply to. There can be one and only one main reporting currency for each ledger. For all other reporting currencies, no overriding historical rates or amounts will be used and all amounts will be converted based on account type.

GL/MRC: Historical Rate Segment

This is a descriptive flexfield segment name indicating the segment in the journal entry line descriptive flexfield that holds overriding historical rates, typically for owners' equity lines.

Note: A value in this profile option enables this entire feature.

GL/MRC: Historical Amount Segment

This is a descriptive segment column name indicating the segment in the journal entry line descriptive flexfield that holds overriding historical amounts, typically for owners' equity lines.

If the profile options MRC/GL: Reporting Book Using Overriding Historical Rates/Amounts, GL/MRC: Historical Rate Segment, or GL/MRC: Historical Amount Segment are set at the responsibility level, you should ensure that different responsibilities for the same ledger have the same values for these options.

Enable and Set Up Rounding Differences Accounts

When foreign currency transactions are converted to ledger or reporting currency, there may be out-of-balance conditions because journal lines are converted at different currency exchange rates. The Rounding Differences feature tracks these out-of-balance amounts in a separate journal line. This feature is enabled by setting it at the source ledger. When you select this feature, you must also identify the account used to track the rounding differences.

To support FASB 52 criteria, typically the rounding difference is assigned to a gain/loss account in the ledger, and an owners' equity account (CTA) in the reporting currency.

Note: Based on the balancing segment values used in the actual journals being posted, posting will substitute the balancing segment value in the rounding differences account template to derive the actual rounding difference account combination needed.

Populate Currency Conversion Rates

For both daily conversion types, you must populate the conversion rates. Typically, these rates will be the same for every day in the period. The date range feature in the Daily Rates form or the open interface allows users to easily enter rates for all days. If the daily rates were not available when posting to the ledger or reporting currency and prior rates were used, the period-end and period-average rates must be loaded before revaluation can be performed.

Related Topics

For further information about defining descriptive flexfields, see *Oracle Applications Flexfields Guide*.

ADI Journal Wizard Entry

The processing changes to ADI Journal Wizard are for the primary journals, not the reporting journals. These changes are only effective when you have enabled the Account Type Specific Conversion functionality. The Journal Wizard changes allow you to enter the overriding historical rates or historical amounts in the new descriptive flexfield segments. The overriding rates or amounts are used to convert to the main reporting currency and are not used by Journal Wizard for processing. Journal Wizard does validate that the amounts entered in these segments are numeric.

There are a number of currency conversion options for foreign currency transactions entered using Journal Wizard. If there is an EMU Fixed Rate relationship between the transaction currency and the ledger or reporting currency, the conversion type automatically defaults to EMU Fixed and the conversion rate is derived by Journal Wizard according to the euro triangulation rules. This overrides any conversion data you have entered. For other foreign currency transactions, the potential conversion options are:

- Account Type Conversion
- Historical Rate Conversion
- Historical Amounts
- Other (Exception Processing)

Each of these is described below.

Account Type Conversion

Enter only the conversion date. Journal Wizard determines the conversion rate based on the account type, the values of the "GL/MRC: Income Statement Conversion Type" and the "GL/MRC: Balance Sheet Conversion Type" profile options, and the conversion date.

Historical Rate Conversion

Enter a historical rate in the conversion rate column. Journal Wizard uses that rate to calculate the converted amount. Typically, if you have entered a historical rate to convert to the ledger currency, you will also populate the corresponding descriptive flexfield segment column with the historical rate for converting from the ledger to the main reporting currency.

Historical Amounts

Enter an amount in the converted debit or converted credit columns. Journal Wizard uses this entered amount as the converted amount. Conversion Type, Conversion Date, and Conversion Rate should be left blank by the user in this case. Entered historical amounts override any other entered conversion data. Typically, if you have entered a historical amount for the ledger currency, you will also populate the corresponding descriptive flexfield segment column with the historical amount for the main reporting currency.

Other (Exception Processing)

Enter the conversion type and conversion date. Journal Wizard looks up the rate in the GL_DAILY_RATES table and uses that rate to calculate the converted amount.

Transaction Processing

There are some differences in the processing between transactions entered through ADI Journal Wizard and transactions from automated feeds. The processing for each is discussed below.

ADI Journal Wizard

After you finish entering journals in Journal Wizard, submit the upload to General Ledger. Once you have set up the GL/MRC: Historical Rates Segment profile option, ADI validates that all other associated profile options are assigned properly. If there are not valid values for all required profile options, ADI reports an error. In addition to the standard Journal Wizard validations, the following conditions also create errors for the journal line:

- A conversion rate needed cannot be found (see below).
- The user supplies both a historical rate and a historical amount in the descriptive flexfield segments.
- The data entered in either of the descriptive flexfield segments is not numeric.

During the upload, Journal Wizard calculates the converted amounts for the primary journals based on the data entered for that journal line as discussed above under Transaction Entry.

Conversion Rate Not Found

If conversion is based on account type, during the upload Journal Wizard looks up the conversion rate based on the conversion date. If no rate is loaded for that date and you have enabled the option when no rate is found to Use Last Rate, Journal Wizard searches back to find the last entered rate and uses that to convert the balances. The only exception is if the number of days between the conversion date and the last entered rate exceeds the value in the profile option MRC: Maximum Days to Roll Forward Conversion Rate, in which case Journal Wizard reports an error for that journal line.

If conversion is based on any other conversion type or the option when no rate is found is set to Report Error, and there is no rate loaded for the conversion date, Journal Wizard reports an error for that journal line.

Note: If up-to-date period-end and period-average rates are not available, when the rates become available, you should populate the rates(period-end and period average) and run revaluation in the ledger and all reporting currencies.

Automated Feeds

You have a number of currency conversion options for foreign currency transactions from the automated feeds. If there is an EMU Fixed Rate relationship between the transaction currency and the ledger currency, the conversion type automatically defaults to EMU Fixed and the conversion rate is derived by Journal Import according to the euro triangulation rules. This overrides any conversion rate or type information provided directly by the feeds. For other foreign currency transactions, the potential conversion options are:

- Account Type Conversion
- Historical Rate Conversion
- Historical Amounts

Each of these is described below:

Account Type Conversion

The feed provides period end rates for balancing sheet account lines and period average rates for income statement account lines, directly in the conversion rate column. Conversion type and date columns should be left blank. Alternatively, the feed can choose to provide period end rate type and period average rate type for the appropriate account class lines, and let Journal Import derive the rates accordingly.

Note: As Journal Import groups transaction lines with different

provided rates or rate types into different journal headers, the feed should ensure that lines from the same account class be balanced in their entered amounts.

In addition, the feed can choose to perform the account type based conversion and provide the converted amounts directly. This approach allows the feed to group lines from different account classes converted with different rates into the same journal header, as long as the entered amounts are in balance.

Historical Rate Conversion

The feed provides a historical rate in the conversion rate column for an owners' equity account. Journal Import uses that rate to calculate the converted amount.

Historical Amounts

The feed provides a historical amount in the converted debit or converted credit column directly for an owners' equity account. Conversion Type, Conversion Date, and Conversion Rate should be left blank in this case. Any converted amounts provided override other types of conversion information.

Note: The automated feeds can also provide overriding rates or amounts for converting to the reporting currency in the same descriptive flexfield segment columns as specified in the GL/MRC: Historical Rate/Amount Segment profile options.

Foreign Currency Primary Journals Posting

If a primary journal from any source becomes out of balance due to different currency exchange rates used for different journal lines, posting balances the journal in a new journal line with the account specified for rounding differences in the ledger definition. This account should be the income statement gain/loss account.

Reporting Journals Generation

The process to create reporting journals is the same for transactions from both automated feeds and ADI Journal Wizard. Following the same account type based rules, posting determines the conversion type to use through the corresponding profile options. It then looks up the conversion rate using the same conversion date used for the ledger's journals. This rate is multiplied by the ledger currency amount to calculate the reporting currency amount.

If an overriding historical conversion rate or converted amount was entered in the descriptive flexfield rate segment columns, conversion will not be based on account type. Instead, if a rate was entered in the rate segment, that rate is multiplied by the ledger currency amount to derive the reporting currency amount. If an amount was entered in the historical amount segment, that amount is used as the reporting currency

amount.

Any gain/loss lines generated in posting due to different exchange rates used for converting to the ledger currency will be converted into the reporting currency using the rate type for income statement accounts.

Conversion Rate Not Found

If no rate is found for a conversion date, posting follows the No Rate Action option selected for the journal source and category. If Use Last Rate was selected, posting uses the last entered rate for that conversion date. The only exception is if the number of days between the conversion date on the transaction and the date of the last entered rate exceeds the number of days in the Number of Days to Find Last Rate in the reporting currency definition. If that is the case, as well as the case where No Rate Action is set to Report Error, the reporting journal will not be created and posting in the ledger will fail.

Reporting Currency Journals Posting

If a reporting currency journal becomes out of balance due to different currency exchange rates used for the journal lines, posting balances the journal in a new journal line with the account as specified for rounding differences in the ledger definition. For compliance with FASB 52 criteria, the account for this journal line should typically be an owners' equity account (CTA).

Inquiry and Reporting

Once the ledger's journals have been created, they can be viewed using Journal Inquiry in the ledger. When you select a journal, you will be able to view the entered transaction currency and converted ledger and reporting currency amounts. Any overriding historical rates or amounts for converting to the reporting currency can also be viewed in the journal line descriptive flexfield.

In the reporting currencies, you can view the reporting journals which contain the entered transaction currency and the converted reporting currency amounts. The entered transaction currency amounts are the same as those in the ledger's journals.

Reporting

You can use the Financial Statement Generator (FSG) to create reports across both the ledger and the reporting currencies. These reports could show transaction, ledger, and reporting currency balances side-by-side on the same report. In General Ledger, you can specify the currency of each column in an FSG report and the ledger or reporting currency the balances should be derived from. The following describes how you would define columns with different currency requirements:

Transaction Currency Column (except amounts entered in the currency of the reporting currency)

Enter a control value number in the Currency field for the column. Enter the name of

the ledger in the Ledger field in the Account Assignments window. Assign the transaction currency to the control value number and select the Currency Type as Entered in the report definition.

Entered Reporting Currency Column

Enter a control value number in the Currency field for the column. Enter the name of the reporting currency in the Account Assignments window. Assign the ledger currency to the control value number and select the Currency Type as Entered in the report definition.

Ledger Currency Column

Enter the ledger currency in the Currency field. Enter the name of the ledger in the Ledger field in the Account Assignments window.

Reporting Currency Column

Enter the currency of the reporting currency in the Currency field. Enter the name of the reporting currency in the Ledger field in the Account Assignments window. You can run many standard reports in the ledger for both the transaction and the ledger currencies. In the reporting currency, the same standard reports can be run for both the transaction and the reporting currencies. The standard reports that show transaction currency data include:

- Foreign Currency Account Analysis Report
- Foreign Currency General Ledger Report
- Foreign Currency Journals Report
- Journal Entry Report
- Journal Line Report
- Trial Balance Reports

Example

Assume there is GBP ledger and a USD reporting currency. Now, suppose a user creates the following EUR journal entry in ADI with an effective date of January 10, 2000. The journal entry is summarized in the following table:

Line	Account (Account Type)	Entered Debit	Entered Credit	Ledger Curr. Conv. Debit	Ledger Curr. Conv. Credit	Ledger Curr. Hist. Conv. Rate	Rept. Curr. Hist. Conv. Rate	Rept. Curr. Hist. Conv. Amount (+DR/-C R)
10	01.1010 (Asset)	1000						
20	01.3010 (Owner's Equity)	250				.630	1.56	
30	01.3011 (Owner's Equity)	250		170				280
40	01.4002 (Revenue)		1500					

Line 20 contains an owners' equity account and the user has specified a historical rate of .630 for converting EUR to GBP (ledger currency). The user has also specified a historical rate of 1.56 to use when converting this line from GBP to USD (reporting currency) for the reporting journal. For line 30, the user has specified a converted debit of 170 in the ledger and has specified a historical amount of 280 in the reporting currency.

Assume that the "GL/MRC: Income Statement Conversion Type" profile option is set to Period-Average, and the "GL/MRC: Balance Sheet Conversion Type" profile option is set to Period-End. Suppose the daily conversion rates for January 10, 2000 are as listed in the following table:

From Currency	To Currency	Conversion Date	Conversion Type	Conversion Rate
EUR	GBP	January 10, 2000	Period-Average	.631
EUR	GBP	January 10, 2000	Period-End	.628
GBP	USA	January 10, 2000	Period-Average	1.50

From Currency	To Currency	Conversion Date	Conversion Type	Conversion Rate
GBP	USA	January 10, 2000	Period-End	1.60

The resulting journal will appear as detailed in the following table:

Line	Account (Account Type)	Entered Debit	Entered Credit	Ledger Curr. Conv. Debit	Ledger Curr. Conv. Credit	Rept. Curr. Hist. Conv. Rate	Rept. Curr. Hist. Conv. Amount (+DR/-CR)
10	01.1010 (Asset)	1000		628			
20	01.3010 (Owner's Equity)	250		158		1.56	
30	01.3011 (Owner's Equity)	250		170170			280
40	01.4002 (Revenue)		1500		947		
	TOTALS	1500	1500	956	947		

The asset account on line 10 was converted using the Period-End rate, the owner's equity account on line 20 was converted using the specified historical rate, the owner's equity account on line 30 was converted using the entered historical amount, and the revenue account on line 40 was converted using the Period-Average rate. Due to the different rates, converted debits do not equal converted credits.

Assume that a gain/loss account of 01.5100 has been identified as a rounding differences account for their ledger. Then, after the journal has been posted, it would appear in the ledger as listed in the following table:

Line	Account (Account Type)	Entered Debit	Entered Credit	Ledger Curr. Conv. Debit	Ledger Curr. Conv. Credit	Rept. Curr. Hist. Conv. Rate	Rept. Curr. Hist. Conv. Amount (+DR/-CR)
10	01.1010 (Asset)	1000		628			
20	01.3010 (Owner's Equity)	250		158		1.56	
30	01.3011 (Owner's Equity)	250		170170			280
40	01.4002 (Revenue)		1500		947		
50	01.5100 (Gain/Los s)				9	1.50	
	TOTALS	1500	1500	956	947		

Posting has automatically added the gain/loss line to balance converted debits and converted credits. Posting has also loaded the desired GBP to USD conversion rates into the Reporting Currency Historical Conversion Rate descriptive flexfield. For the asset account, the Period-End conversion type was used. For the revenue and expense accounts, the Period-Average conversion type was used. For the owner's equity account on line 20, the conversion rate was already specified, so the value of attribute5 was unchanged. For the owner's equity account on line 30, a historical amount was specified, so the value of Reporting Currency Historical Conversion Rate descriptive flexfield was left empty.

When the above journal is posted, the reporting journal will be created as listed in the following table:

Line	Account (Account Type)	Entered Debit	Entered Credit	Converted Debit	Converted Credit
10	01.1010 (Asset)	1000		1005	
20	01.3010 (Owner's Equity)	250		246	
30	01.3011 (Owner's Equity)	250		280	
40	01.4002 (Revenue)		1500		1421
50	01.5100 (Gain/Loss)	0			14
	TOTALS	1500	1500	1531	1435

Again, converted debits no longer equal converted credits due to the different exchange rates.

Assume in the reporting currency that the cumulative translation adjustment account 01.5000 has been defined as a rounding differences account. Then, after the reporting journal is posted, it will appear as listed in the following table:

Line	Account (Account Type)	Entered Debit	Entered Credit	Converted Debit	Converted Credit
10	01.1010 (Asset)	1000		1005	
20	01.3010 (Owner's Equity)	250		246	
30	01.3011 (Owner's Equity)	250		280	

Line	Account (Account Type)	Entered Debit	Entered Credit	Converted Debit	Converted Credit
40	01.4002 (Revenue)		1500		1421
50	01.5100 (Gain/Loss)		0		14
60	01.5000 (Owner's Equity)		0		96
	TOTALS	1500	1500	1531	1531

Note that a cumulative translation adjustment line (01.5000) has automatically been added by posting to balance converted debits and converted credits.

Using Attachments in General Ledger

Using Attachments in General Ledger

The Attachments feature allows users to link objects, such as images and spreadsheets, to General Ledger data. For example, you can attach spreadsheets to journal entries to support how the values for the journal entry were derived. The attachment will be linked to the journal entry, and can be referenced alongside the journal in the Enter Journals form.

Related Topics

General Ledger Windows with the Attachments Feature, page A-1

Creating an Attachment, page A-3

Deleting an Attachment, page A-4

Types of Attachments, page A-4

Attachments Security, page A-5

General Ledger Windows with the Attachments Feature

The Attachments feature in General Ledger has already been pre-seeded to be available in windows detailed in the table below. When you bring up these windows, a Paper Clip icon on the menu bar will be highlighted. Each window is assigned at least one Attachment Category. Form Level Security and Attachment Category assignments determine the ability to share attachments created in different windows via the Attachment Catalog. The Method specifies whether the attachment associated with a certain window can be changed, or if it can only be queried.

You will also have the flexibility to enable this feature in other windows where Attachments can be useful. Your System Administrator can update the seed data table to activate Attachments for additional windows.

General Ledger Windows with Attachments

Name of Window	Form Level Security	Attachment	Method
Define Budget	Ledger	Budget, Other, Organization Chart	Change
Enter Journals (Batch)	Ledger	Journal, Other	Change
Enter Journals (Header)	Ledger	Journal, Other	Change
Enter Encumbrances (Batch)	Ledger	Journal, Other	Change
Enter Encumbrances (Header)	Ledger	Journal, Other	Change
Define Consolidation	Ledger	Consolidation, Other, Organization Chart	Change
Define Recurring Journals Formula (Batch)	Ledger	Journal, Other	Change
Define Recurring Journals Formula (Header)	Ledger	Journal, Other	Change
Define Budget Formula (Batch)	Ledger	Budget, Other	Change
Define Budget Formula (Header)	Ledger	Budget, Other	Change
Define Budget Organization	Ledger	Budget, Other, Organization Chart	Change
Freeze Budget	Ledger	Budget, Other, Organization Chart	Query
Define MassAllocations (Batch)	Ledger	Journal, Other, Allocation	Change

Name of Window	Form Level Security	Attachment	Method
Define MassAllocations (Header)	Ledger	Journal, Other, Allocation	Change
Define MassBudgets (Batch)	Ledger	Budget, Other, Allocation	Change
Define MassBudgets (Header)	Ledger	Budget, Other, Allocation	Change
Define Report Set	Ledger	Report, Other	Change
Define Financial Report	Ledger	Report, Other	Change
Row Set	Ledger	Report, Other	Change
Column Set	Ledger	Report, Other	Change
Enter Budget Amounts	Budget Organization	Budget Amounts	Change
Enter Budget Journals	Budget Organization	Budget Amounts	Change

Related Topics

Creating an Attachment, page A-3

Deleting an Attachment, page A-4

Types of Attachments, page A-4

Attachments Security, page A-5

Creating an Attachment

New Attachment

When you are working on a General Ledger window where the Attachments feature is enabled, you can choose the Paperclip icon to get to the Attachment window. Specify a document sequence number, a category, provide a description, and select an attachment

type.

Document Catalog

The Document Catalog allows you to use existing documents as attachments. Whenever you create a new attachment, the Document Catalog will be updated. When you want to use an attachment from the Catalog, a list will come up that shows documents which are classified under categories that are compatible with the General Ledger window you are using. Use the find function in the Catalog to only bring up attachments that meet criteria you specify.

You can choose to attach one document, or select several by holding the control key down and attach multiple documents. Use the Preview button to view a document before attaching it.

Deleting an Attachment

Use the Delete button or the Edit >> Delete Record menu selection to delete an attachment. You can delete the attachment for the specific record or delete both the attachment and the associated document. Choose Cancel to close the Delete window without deleting any attachments.

Related Topics

General Ledger Windows with the Attachments Feature, page A-1

Creating an Attachment, page A-3

Types of Attachments, page A-4

Attachments Security, page A-5

Types of Attachments

There are three different types of attachments:

Text: Text stored in the database. For this attachment type, you can directly type information in the attachment viewing window.

File: A file of any type. Use the Browser window to select the file you want to match.

Web Page: A specified address (i.e., URL) used to refer to a document stored on a web page. Use the Web Browser profile option setting to specify the path and filename for the browser program you want to use for viewing web pages.

Related Topics

General Ledger Windows with the Attachments Feature, page A-1

Creating an Attachment, page A-3

Deleting an Attachment, page A-4

Attachments Security, page A-5

Attachment Security

Access to attachments is controlled by three types of security. These are security enabled at the window level, security based on category assignments and security based on the status of the record. In order for any attachment to be shared among the different windows, both conditions for window-based security and category-based security have to be passed. Record status security controls attachments update limitations for journals which have been posted and budgets which have been frozen.

Security enabled at window level

For a window to have access to attachments created in other windows, it needs to have the same security enabled.

Most the windows where the Attachments feature is enabled has security that is based on ledger. The exceptions are the Enter Budget Amounts and Enter Budget Journals windows, which security is based on budget organization, and the Ledger window, which has no security.

Ledger security is based on a singular value. All windows enabled with this security will be assigned the ledger that is associated with the record in which the attachment was created. All windows that share this ledger can access these attachments in the Document Catalog.

A budget organization is associated with each record in the Enter Budget Amount or Enter Budget Journal window. Budget organization security is based on this. Attachments that are created in these windows can be accessed in other Enter Budget Amount or Enter Budget Journal records with the same budget organization.

Security based on Categories

If a window has been assigned a certain Category, it can access attachments classified with that same category. All windows have one or more categories assigned to it. Different windows can use the same Category assignment.

To illustrate, attachments that are classified with the Category of Organization Chart can be accessed in the Document Catalog of the Define Budget, Define Consolidation, and Define Budget Organization windows.

All attachments are classified with a Category the creator selects. When you work with a new attachment with a particular window, your choices for Categories to classify your attachments are the ones that have been assigned to that window. For example, if you create an attachment in the Enter Journals window, you can classify your record with

the Category of Journal or Other. You can use this classification to determine in what other windows your attachment can be accessed.

The seeded Category assignments for windows generally coincides with the window's context, such as that of working with budgets, journals or reports. Your System Administrator can revise these Category assignments for you to tailor to your environment. New categories can also be created for you.

A Category called Other has been assigned to all windows whose security is based on ledgers. This broad Category enables sharing attachments among windows based on this type of security, regardless of their functional context.

Security for posted journals and frozen budgets

When a journal has been posted or a budget has been frozen, that item is only available for viewing and updates to that record is not allowed. This same constraint applies to attachments that are associated with that journal or budget.

If you select either a posted journal or a frozen budget, you cannot add attachments to that record either through creating new ones or copying one from the Document Catalog. You also cannot delete any attachments. Additionally, for attachments of type Short Text or Long Text, the document itself is protected against changes.

Related Topics

General Ledger Windows with the Attachments Feature, page A-1

Creating an Attachment, page A-3

Deleting an Attachment, page A-4

Types of Attachments, page A-4

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