General Accounting II

Release
A7.3

JDEdwards®

J.D. Edwards & Company
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Denver, CO 80237

Where Do I Look?

Online Help
- Program
- Form
- Field

CD–ROM Guides

Guides

Technical Foundation

System Administration and Environment Fundamentals

- Understanding Your Environment
- Creating and Maintaining Environments
- Setting Up Security
- Upgrading Your System

Common Foundation

Prerequisite J.D. Edwards Software Fundamentals

- Using Menus
- Getting Help
- Customizing Data
- Reporting

Important Note for Students in Training Classes

This guide is a source book for online helps, training classes, and user reference. Training classes may not cover all the topics contained here.

Welcome

About this Guide

This guide provides overviews, illustrations, procedures, and examples for release A7.3 of J.D. Edwards software. Forms (screens and windows) shown are only examples. If your company operates at a different software level, you might find discrepancies between what is shown in this guide and what you see on your screen.

This guide includes examples to help you understand how to use the system. You can access all of the information about a task using either the guide or the online help.

Before using this guide, you should have a fundamental understanding of the system, user defined codes, and category codes. You should also know how to:

- Use the menus
- Enter information in fields
- Add, change, and delete information
- Create and run report versions
- Access online documentation

Audience

This guide is intended primarily for the following audiences:

- Users
- Classroom instructors
- Client Services personnel
- Consultants and implementation team members

Organization

This guide is divided into sections for each major function. Sections contain chapters for each task or group of related tasks. Each chapter contains the information you need to accomplish the task, run the program, or print the

report. Chapters normally include an overview, form or report samples, and procedures.
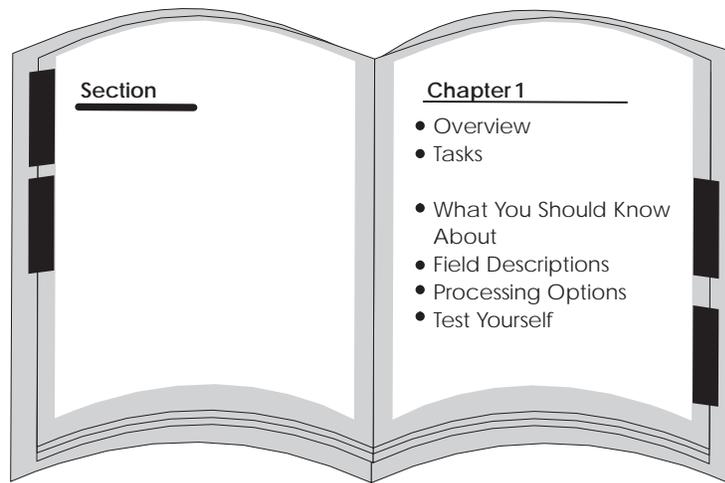
When it is appropriate, chapters also might explain automatic accounting instructions, processing options, and warnings or error situations. Some chapters include self-tests for your use outside the classroom.

This guide has a detailed table of contents and an index to help you locate information quickly.

Conventions Used in this Guide

The following terms have specific meanings when used in this guide:

- *Form* refers to a screen or a window.

- *Table* generally means "file."

We assume an "implied completion" at the end of a series of steps. That is, to complete the procedure described in the series of steps, either press Enter or click OK, except where noted.

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General Accounting II Overview

The J.D. Edwards General Accounting system helps you manage the general ledger and reporting functions for your organization.

With the General Accounting system, you can streamline the day-to-day functions of your entire accounting department. The system provides an accurate and cost-effective way of organizing, maintaining, recording, and analyzing financial information. This information, whether gathered from one site or from multiple sites around the world, provides streamlined transaction processing for timely analysis and ease of reporting.

For organizations that have offices around the world, J.D. Edwards software provides the flexibility needed to operate in multiple countries, each with unique currency, language, and statutory reporting requirements.

System Integration

The General Accounting system works with other J.D. Edwards' systems to ensure that all information is fully integrated into the general ledger. In turn, the general ledger provides flexible and accurate financial reporting.

The following graphic shows the other J.D. Edwards systems that generate transactions that must be posted to the general ledger.

Accounts Payable Path ▸

General Accounting Path ▸

Accounts Receivable Path ▸

Work Order Management

Inventory Management

Warehouse Management

Enterprise Resource Planning (ERPX)

Product Data Management

Shop Floor Control/ Manufacturing Accounting

Fixed Assets

STAR

Sales Order Management

Service Billing

Property Management

Purchase Order Management

Payroll

Contract Management

Change Management

Equipment Billing

Human Resources Management

Equipment/Plant Management

Job Cost

FASTR

ACCOUNTS RECEIVABLE

ACCOUNTS PAYABLE

GENERAL ACCOUNTING

ADDRESS BOOK

WORLD WRITER

DREAM WRITER

The following systems integrate with the General Accounting system, as described.

Manufacturing and Distribution

Sales Order Management

General ledger transactions — detail or summary — are created during the sales order update. These transactions are revenues that are associated with the accounts receivable invoice.

Purchase Order Management

General ledger transactions are created during the purchase order receipt and voucher match processes. These transactions represent the purchase receipts and vouchers, respectively. Additionally, receipt and voucher information is created at one time by the Receiver and Voucher program.

Manufacturing Accounting

General ledger transactions are created within the manufacturing accounting process. These transactions represent material issues, completions, labor hours, and variances.

General Business

Payroll

General ledger transactions — detail or summary — are created during the payroll cycle. These transactions represent labor and labor billing distribution, burden, disbursements, and equipment distribution. Journals for labor distribution, flat burden, equipment distribution, and labor billing distribution can be created outside the payroll cycle, if desired.

Fixed Assets and Equipment Management

The same detail transaction records are used by the Fixed Assets, Equipment Mangement, and General Accounting systems. A post program for fixed assets updates the information in the fixed assets balances.

Architecture, Engineering, and Construction (AEC)

Job Cost

Job cost integrates directly with the general ledger by means of the same, shared account structure.

Contract Management	Progress payments that are posted, in turn, update the general ledger.
Change Management	Transactions are created for each account on the job and are updated to the general ledger via ledger types.

General Accounting Features

Typically, you generate transactions, such as invoices, vouchers, receipts, and payments, using other J.D. Edwards systems. However, you can also enter transactions directly using the General Accounting system.

The features of the General Accounting system include:

- Multiple ledger flexibility
- Multi-national functionality
- Reporting
- Account balance consolidations
- Budgeting
- Allocations
- Reorganization flexibility

Multiple Ledger Flexibility

Multiple ledgers provide flexibility without requiring you to enter unnecessary and redundant data. They allow you to:

- Define any number of unit or monetary ledger types, such as actual, budgeted, or non-domestic currency.
- Retrieve data about anything — from global revenue by product to an individual employee's expenses — without creating separate account numbers.
- Maintain transactions in the appropriate ledger and post to the general ledger by summary or detailed transaction.
- View two ledgers simultaneously. For example, you can view the domestic and reporting currency ledgers, or the budget to actual ledgers, with the variance calculated online.

Multi-National Functionality

Multi-national functionality allows you to work with unlimited currencies that can be consolidated, restated, compared, stabilized, and processed in many ways. This guide describes the bank statement processing feature.

See Also

- *General Accounting I Guide* for information about other multi-national features in the General Accounting system

Bank Statement Processing

Some countries have banking practices that rely heavily on magnetic media processing, electronic fund transfers, and direct bank involvement in the settlement of outstanding debts. For these countries, the bank statement serves as the source document for all banking activity. To enter and reconcile the transactions that appear on your bank statement, you use bank statement processing.

Reporting

The General Accounting system provides standard reports. These reports supplement the online management summary information for detailed analysis. You can customize the presentation of information, as needed.

Account Balance Consolidations

At any time in the accounting period — not just period end — you have access to account balances and consolidated information. Whether you review your financial information online or use printed reports, you can see this information at the level of detail most meaningful to you.

While reviewing account balances online, you can easily access the detail of the originating transactions. This provides for timely resolution when questions about a transaction arise.

You can review your consolidated financial reports online, anytime, and across multiple currencies and languages.

Budgeting

Whether your organization makes long-range plans that require high-level budget projections or short-term forecasts that need detail-level budgets, the tools you use for budgeting need to be flexible to meet your needs.

You determine the amount of detail in your budgets. For example, you can create budgets at the product level, business unit level, major account category, or specific account. You can also create journal entries for each account and budget amount. This detailed method provides for a formal audit trail and is used by construction companies and government agencies that need to record supplemental appropriations for an original budget.

To create budgets using a simple method, work with allocations or seasonal pattern spreads. Or, have managers create their department budgets using a PC spreadsheet and uphold the figures into the final budget.

You can compare your budget-to-actual figures online using year-to-date, period-to-date, or any other time frame. This allows you to respond to variances in a timely manner. If your budget changes, you can create journal entries that explain the reason for the change to ensure that next year's budgets are more accurate.

Multi-national organizations can convert budgets into their functional currency for review at a department, subsidiary, country, continent, or global level.

Allocations

With allocations, you can assign and manage your costs more efficiently and accurately. You can define allocations for many purposes, such as to distribute expenses and create annual or period budgets. With one simple allocation, you can create budgets that reflect an increase or decrease over last year's budget or actual amounts.

You can allocate from one account to another account, based on values in a third account. For example, you can allocate your monthly utilities expense from an overhead account to individual departments based on their percentage of square footage. In more complicated environments, you can create allocations based on other allocations and process them together.

This guide describes the variable numerator and cost allocations.

See Also

- *General Accounting I Guide* for information about indexed allocation methods

Reorganization Flexibility

Whether you are reorganizing to meet changing market demands, adding locations to take advantage of favorable business environments, or beginning a new project, you might need to change your organizational structure.

Traditionally, when organizations have changed their reporting structure, it has entailed reworking the chart of accounts, followed by a time-consuming data conversion to get the historical data into the new account coding design. With the General Accounting system, you can change your reporting structure in an efficient, timely manner. As you change an account number, the associated transaction detail and balance histories are transferred automatically by the system, eliminating the need for data conversions.

A free-form account number (that can be used as a cross-reference to an "old" account number) is available for the initial conversion to J.D. Edwards software. The free-form account number can also be used for other purposes, such as resequencing a balance sheet. You can design a balance sheet that complies with your auditor's needs without affecting the balance sheet that is meaningful to you.

Account Numbering Concepts

This guide uses the Business Unit.Object.Subsidiary standard notation for account numbers.

<u>Where</u>	<u>What</u>	
Balance Sheet for Company 100	Cash in Bank	Bear Creek National Bank
100 Business unit	1110 Object	BEAR Subsidiary
Required Maximum 12 characters Alphanumeric	Required Maximum 6 characters Alphanumeric	Optional Maximum 8 characters Alphanumeric

The account number includes both the Where and What. You can use periods, commas, or other user defined symbols to separate the components of the account number. The period (.) separator is the default.

See Also

- *Creating a Flexible Format (P0907)* in the *General Accounting II Guide* for information about how to set up the different account numbering methods

Business Unit - The "Where"

The business unit describes where in your organization the transaction will have an impact. It represents the lowest organizational level within your business — where you record all revenues, expenses, assets, liabilities, and equities. For example, a business unit can be a department, branch office, or truck.

Business units are unique 12-character, alphanumeric fields. The following applies:

- A business unit can belong to only one company.
- A company can have several business units.
- Each company has at least one business unit for the balance sheet.

Object.Subsidiary - The "What"

The Object.Subsidiary represents what kind of transaction is being created. An object is a description of the transaction, for example, Cash in Bank. A subsidiary is an expanded description of the object account, for example, Cash in Bank.FNB (First National Bank).

There are two parts of the "what":

- Object (four, five, or six characters, depending on your organization's setup)
- Subsidiary (one to eight characters)

General Accounting System Flow

Transaction Input
- A/R
- A/P
- Payroll
- Journal Entries

F0011
Batch Control

Transaction Reporting

- Ledger Inquiry
- Transaction Batch Review

General Ledgers and Journals

F0911
Posted and Unposted Account Transactions

General Ledger Posting

F0902
Account Balances

Financial Reporting

Tables
- Account Master (F0901)
- Business Unit Master (F0006)
- Company Constants (F0010)
- G/L General Constants (F0009)
- Automatic Accounting Instructions (F0012)
- Fiscal Date Patterns (F0008)
- User Defined Codes (F0005)

System and Accounting Structure Defined

- Trial Balances
- Balance by Period

Financial Reports

FASTR

Tables Used by General Accounting

Tables and Information Flow
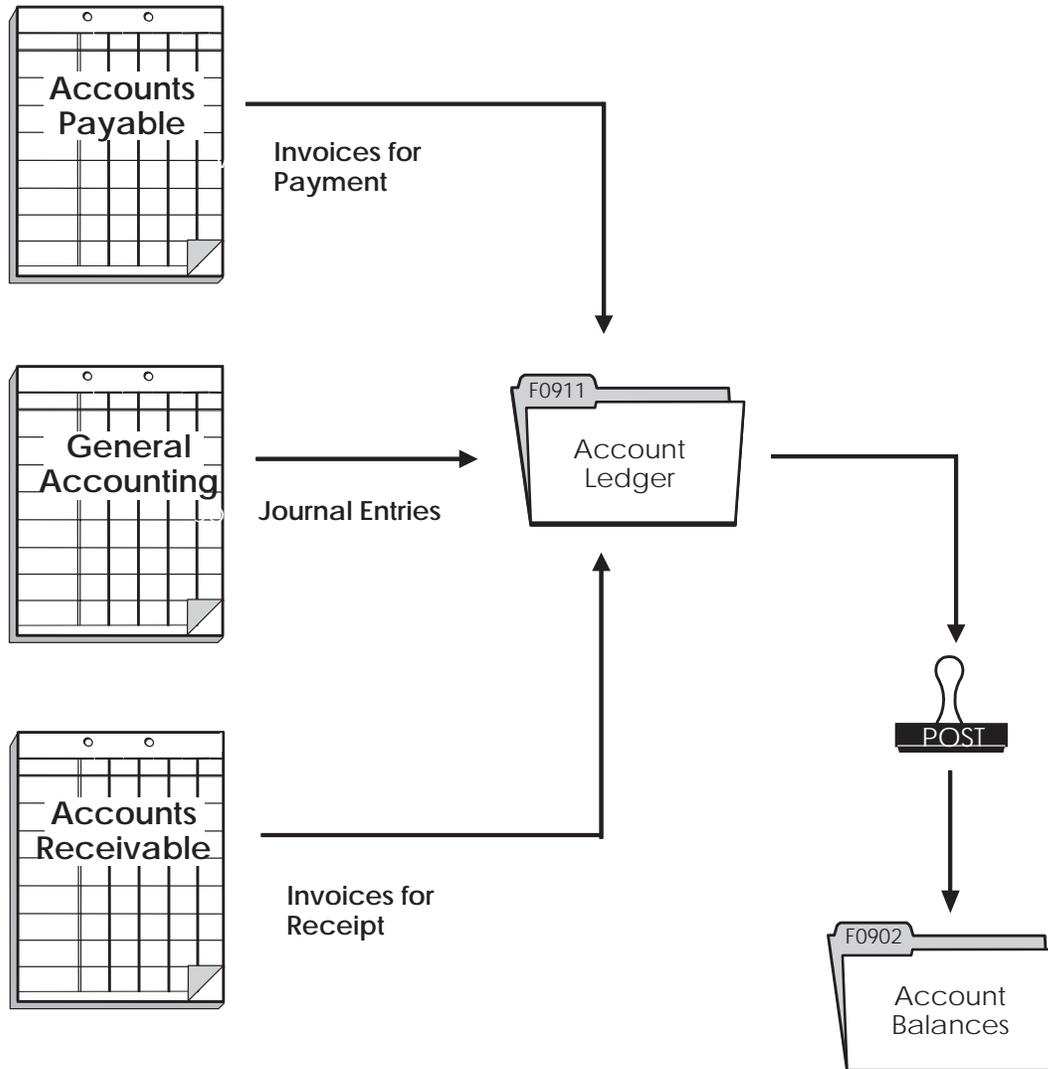
Tables and Descriptions

The General Accounting system uses the following primary tables:

Account Master (F0901)   Stores account definitions including account numbers and descriptions. There is one record per account.

Account Balances (F0902)   Stores account balances, for example, net postings for each period and prior year balances (net and cumulative). There is one record per account/ledger type/subledger/fiscal year/transaction currency (if you post by currency).

Account Ledger (F0911)   Stores detail transactions in the general ledger. There is one record per transaction.

The General Accounting system also uses the following tables:

Next Numbers (F0002)   Stores the next available number for all automatically assigned numbers in the system, such as batch numbers and transaction numbers.

User Defined Codes (F0005)   Stores user defined codes and their descriptions.

Business Unit Master (F0006)   Stores business unit definitions, including name and number, company, and category codes.

General Constants (F0009)   Stores the rules that control system-wide issues, such as account coding, batch control, batch approval, date validation, intercompany settlements, currency conversion, and batch balancing.

Company Constants (F0010)   Stores company definitions, including number and name, fiscal date pattern, and current period.

Batch Control Records (F0011)   Stores identification header records for each batch.

Automatic Accounting Instructions (F0012)   Stores the rules that control how the system creates automatic balancing entries, special interim totals for reports, and general information about the chart of accounts.

Fiscal Date Patterns (F0008) Stores each company's fiscal date pattern.

52-Period Fiscal Patterns (F0008B) Stores the ending dates of fiscal periods for 52-period accounting.

52-Period Accounting Account Balances (F0902B) Stores the 52-period version of the Account Balances table.

Sales/Use/VAT Tax (F0018) Stores the tax cullender which contains transaction detail for each item that is subject to tax.

Business Unit Data Types (F00690) Stores descriptions of supplemental data types for each business unit.

Menu Overview

The menus for General Accounting advanced features are listed below. This list does not show navigation among the menus.

General
Accounting
G09

Periodic Operations

Allocations
G0923

Integrity
Reports & Updates
G0922

Consolidations
G1011

Bank
Statement Processing
G09211

Setup Operations

Advanced Organization
Setup
G094111

Advanced and
Technical Operations

G/L Advanced &
Technical Operations
G0931

Batch Journal Entry
Processing
G09311

Business Unit
Supplemental Data
G09312

52 Period Accounting
G09313

Cash Basis
Accounting
G09314

Global Updates
G09316

Summarize & Purge Data
G09317

Training Environment Case Study

Company Structure

A Model Financial/Distribution Company (company 00100) has its corporate headquarters in Denver, Colorado. Three branch offices report to the Denver headquarters:

- Denver

- Houston

- San Francisco

Each branch office performs sales, marketing, and support functions for its regions. Administrative and accounting functions are done at corporate headquarters. Expenses and revenues are tracked by branch office.

The following illustration shows the business unit structure for company 00100. Notice that the balance sheet business unit (100) has the same identifier as company 00100. Refer to this organization when you do the training exercises.

```
                        ┌─────────────────┐
                        │    A Model      │
                        │   Financial/    │
                        │  Distribution   │
                        │    Company      │
                        └─────────────────┘
```

Business Unit 100 Corporate Balance Sheet	Business Unit 90 Corporate Administration	Business Unit 210 Denver Branch	Business Unit 400 Houston Branch	Business Unit 600 San Francisco Branch
Balance Sheet Accounts	General & Administrative Expense Accounts	Revenue & Expense Accounts	Revenue & Expense Accounts	Revenue & Expense Accounts

Chart of Accounts Structure

The chart of accounts identifies the accounts assigned to the business units within your company's reporting structure. It controls:

- How amounts are posted (Posting Edit Code)

- The level of detail (LOD) for account balances

- Accounts assigned to different business units (indicated by X)

The following is a partial chart of accounts. Refer to it when you do the training exercises.

Account	Description	Post Edit	LOD	B/S BU100	ADM BU90	DEN BU210	HOU-BU400	SFO BU600
1000	**Assets**	**N**	**3**	**X**				
1001	Current Assets	N	4	X				
1100	Cash	N	5	X				
1105	Petty Cash		6	X				
1110	Cash in Banks		6	X				
1110.BEAR	Cash in Banks/Bear Creek Bank		7	X				
1110.FIB	Cash in Banks/First Interstate		7	X				
1130	Short-Term Investments	N	6	X				
1131	Certificates of Deposit		7	X				
1133	Treasury Bills		7	X				
1137	Savings Accounts		7	X				
1200	Accounts Receivable	N	5	X				
1210	Trade Accounts Receivable	M	6	X				
1215	Allow for Doubtful Accts	M	6	X				
1218	Finance Charges Receivable		6	X				
1220	Notes Receivable		6	X				
1222	Drafts Receivable	M	6	X				
1224	Remittance Receivable	M	6	X				
1230	Employee Receivables	M	6	X				
1240	VAT Recoverable	M	6	X				
1290	Other Accounts Receivable		6	X				
1291	Intercompany Accounts	M	6	X				
1299	Credit Note Reimbursement		6	X				
1300	Work in Progress	N	5	X				
1310	Capital Projects		6	X				
1400	Inventory		5	X				
1800	Prepaid Expenses	N	5	X				
1810	Prepaid Insurance		6	X				
1890	Other Prepaid Expenses		6	X				

Account	Description	Post Edit	LOD	B/S BU100	ADM BU90	DEN BU210	HOU- BU400	SFO BU600
2000	**Fixed Assets**	N	4	X				
2001	Property and Equipment	N	5	X				
2020	Buildings		6	X				
2060	Furniture & Office Equipment		6	X				
2070	Computer		6	X				
2100	Accumulated Depreciation	N	5	X				
2120	Accum Depr - Buildings		6	X				
2160	Accum Depr - Office Furn/Equip		6	X				
2170	Accum Depr - Computer		6	X				
3900	Other Assets		5	X				
4000	**Liabilities and Equity**	N	3	X				
4010	Current Liabilities	N	4	X				
4100	Accounts Payable	N	5	X				
4110	Accounts Payable - Trade	M	6	X				
4112	A/P Voucher Logging Distrib.		7	X				
4120	Drafts Payable		6	X				
4130	Notes Payable	M	6	X				
4190	Accounts Payable - Other		6	X				
4200	**Accrued Payroll Liabilities**	N	5	X				
4400	Other Accrued Liabilities	N	5	X				
4430	Accrued Taxes	N	5	X				
4431	VAT Payable		6	X				
4433	Sales & Use Tax Payable		6	X				
4450	Withholding Taxes Payable		6	X				
4510	Income Taxes Payable		5	X				
4600	**Long Term Liabilities**	N	4	X				
4610	Notes Payable		5	X				
4690	Long Term Debt		5	X				
4900	**Stockholders' Equity**	N	4	X				
4910	Common Stock		5	X				
4920	Paid In Capital		5	X				
4930	Translation Gain/Loss		5	X				
4980	Retained Earnings	M	5	X				
4999	**YTD Income (Loss)**	N	5	X				
5000	**Revenues**	N	4			X	X	X
5005	Sales - Product A	N	5			X	X	X
5010	Store Sales		6			X	X	X
5030	Contract Sales		6			X	X	X
5060	Less Returns & Allowances		6			X	X	X
5070	Less Sales Discounts		6			X	X	X
5100	Sales - Product B	N	5			X	X	X
5110	Service Sales		6			X	X	X
5200	Sales - Other	N	5			X	X	X
5206	Finance Charge Income Credit		6			X	X	X

Account	Description	Post Edit	LOD	B/S BU100	ADM BU90	DEN BU210	HOU- BU400	SFO BU600
6000	**Direct Costs**	**N**	**4**			X	X	X
6010	Cost Of Sales - Product A	N	5			X	X	X
6020	Prime Cost of Goods		6			X	X	X
6030	Scrap		6			X	X	X
6040	Freight		6			X	X	X
6100	Cost Of Sales -Product B	N	5			X	X	X
6120	Prime Cost of Goods		6			X	X	X
6130	Scrap		6			X	X	X
6120	Shop Supplies Expense		6			X	X	X
6140	Freight		6			X	X	X
6200	Damage Credit/Writeoff		6			X	X	X
6210	Disputed Tax/Freight Writeoff		6			X	X	X
6250	Minor Amount Writeoff		6			X	X	X
6300	Cost of Sales - Other		5			X	X	X
7000	**Other Direct Expenses**	**N**	**5**			X	X	X
7900	Allocated Overhead	N	5			X	X	X
7930	Distributed Building Expense		6			X	X	X
7950	Distributed Computer Costs		6			X	X	X
7970	Distributed General Expenses		6			X	X	X
8000	**General And Administrative**	**N**	**4**		X	X	X	X
8100	Administrative Salaries	N	5		X	X	X	X
8110	Salaries and Wages		6		X	X	X	X
8300	Building Expense	N	5		X	X	X	X
8315	Dpr-Building & Improvements		6		X	X	X	X
8320	Dpr-Office Furn/Equipment		6		X	X	X	X
8350	Rent Expense		6		X	X	X	X
8355	Maintenance & Repair		6		X	X	X	X
8360	Telephone Expense		6		X	X	X	X
8370	Utilities Expense		6		X	X	X	X
8600	Supplies, Services & Other	N	5		X	X	X	X
8605	Advertising		6		X	X	X	X
8620	Bad Debt Expense		6		X	X	X	X
8665	Entertainment		6		X	X	X	X
8670	Dues & Subscriptions		6		X	X	X	X
8685	Legal, Accounting & Other		6		X	X	X	X
8720	Office Supplies Expense		6		X	X	X	X
8730	Postage and Freight		6		X	X	X	X
8740	Travel, Meals & Lodging		6		X	X	X	X
9000	**Other Income and Expenses**	**N**	**4**		X	X	X	X
9100	Other Income	N	5		X	X	X	X
9120	Interest Income		6		X	X	X	X
9150	Discounts Taken	N	6		X	X	X	X
9153	Discounts Available		7		X	X	X	X
9156	Discounts Lost		7		X	X	X	X
9200	Other Expense		5		X	X	X	X
9700	Income Taxes		5		X	X	X	X
9901	Branch Office Head Count	U	7					

Periodic

Allocations

Objectives

- To understand, at a detail level, the cost and variable numerator allocation methods
- To understand, at an overview level, the indexed allocation method
- To determine the appropriate allocation method to use
- To create a calculation for an allocation
- To compute and print an allocation
- To review and post journal entries created by an allocation

About Allocations

You define allocations for many purposes, such as distributing expenses, creating annual or periodic budgets, and calculating currency conversions. Use allocations to redistribute amounts in one or more business units to accounts in other business units.

Working with allocations consist of:

❏ Working with cost allocations

❏ Working with variable numerator allocations

❏ Reviewing and posting allocations

Why Use Allocations?

A common use of allocations is to distribute expenses that are categorized as overhead to individual departments. A simple example of this is the expense for a photocopier that is distributed to multiple departments.

Department A

Department B

Department C
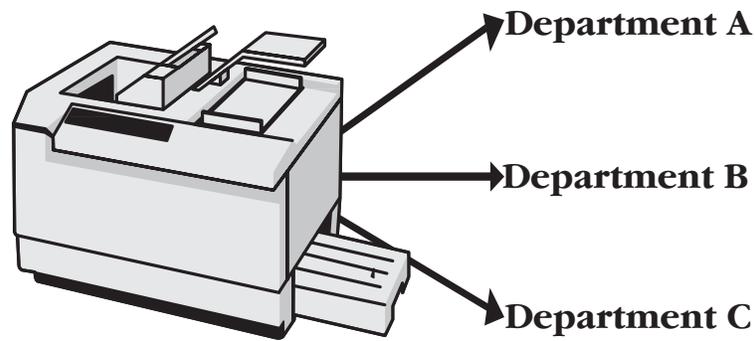
What Are The Types of Allocations?

J.D. Edwards provides three types of allocations:

- Cost allocations
- Variable numerator allocations
- Indexed allocations

Although some features are common to all three types of allocation, other features are unique.

Are There Other Methods of Setting Up Allocations?

You can set up model journal entries and FASTR reports to work as allocations. Use model journal entries or recurring vouchers or invoices if the amounts never change. Use a FASTR report rather than allocations if you have a complex set of calculations to determine the allocation.

How Can You Use Cost Allocations?

With cost allocations, you can:

- Allocate an amount from only one business unit to one or more business units.
- Allocate an amount to more than one contra/clearing account. This feature is unique to this method.
- Multiply by a positive or negative rate before allocating.
- Create recurring journal entries.
- Set up periodic budgets.

The following graphic illustrates how an amount can be allocated from one business unit to one or more business units using cost allocations.

amount ——————————————→   * .9   ——————————————→   amount

| Corporate Expense Business Unit | → | Allocate from one business unit to other business units | → | Denver Sales Business Unit |
| | | | → | Houston Sales Business Unit |

(* indicates multiplication)
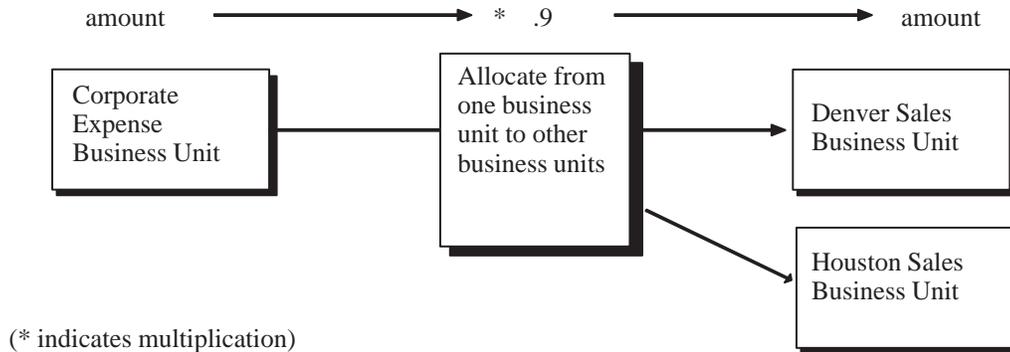
For example, to set up a cost allocation for the photocopier, you could choose to distribute the expense based on:

- The number of copies made by each department

- A fixed percentage for each department

- A fixed amount for each department

How Can You Use Variable Numerator Allocations?

This type of allocation is the least flexible, but the most dynamic. With variable numerator allocations, you can:

- Allocate amounts from one business unit to other business units with a common category code. This feature is unique to this method.

- Base an allocation on a variable, such as head count, square footage, or percentage of use. The allocation percentages change automatically as the variable changes. This feature is unique to this method.

- Set up budget amounts.

The following graphic illustrates how amounts can be allocated from one or more business units (BU) to other business units using variable numerator allocations.
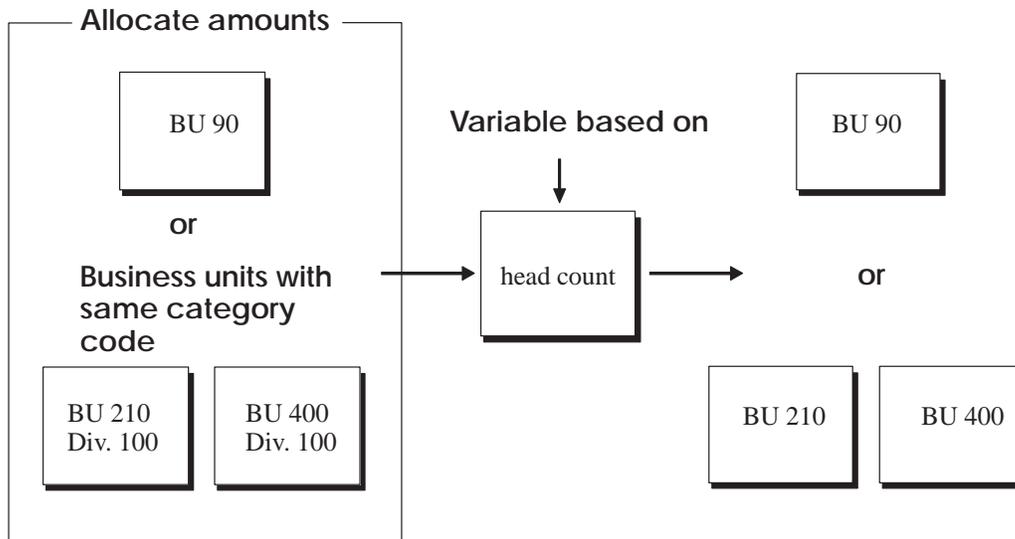
For example, to set up an allocation using the variable numerator method for the photocopier, you could distribute the expense based on the number of copies each department made during the period.

How Can You Use Indexed Allocations?

This type of allocation is the most flexible and most commonly used because of its copy feature. For example, you can copy this year's actual amounts to next year's budget. With this method, you can also:

- Allocate from one company to another.

- Multiply by a positive or negative factor before allocating.

- Set up either annual or monthly budgets.

- Convert currencies. For example, you can restate U.S. dollars to Canadian dollars for consolidated reporting with other Canadian companies.

- Create allocations transaction by transaction in the general ledger or update account balances in the Account Balances table (F0902).

You can also enter any gain or loss on the conversion to a contra/clearing account. Although the system has this capability, J.D. Edwards recommends that you use financial restatement instead of allocations to convert currencies.

The following graphic illustrates how amounts can be allocated from business units (BU) in one company to business units in the same company using indexed allocations.

amount ———————————————— * .5 ———————————————— amount

Company 00100
AA (Actual Amounts)
Ledger

Company 00100
BA (Budget Amounts)
Ledger

Allocate from many business units to many other business units

BU 400

BU 210

BU 90

BU 400

BU 210

BU 90

(* indicates multiplication)
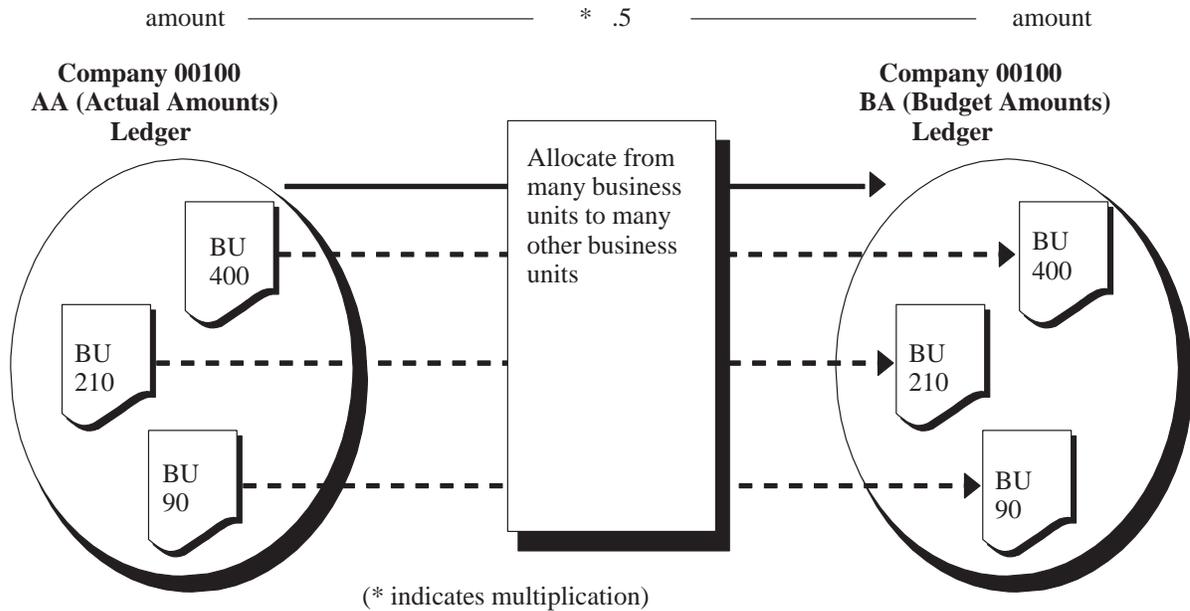
For example, to set up an allocation using the indexed method for the photocopier, you could distribute the expense based on a fixed percentage of use for each department.

What Are the Similarities Among the Different Types?

All allocations can create journal entries when the system computes the allocation. J.D. Edwards recommends that you use document type JA (budget or cost allocation) for allocations. Allocations also:

- Require that you complete the same steps to process the allocation
- Use the same three date considerations

You can also:

- Create multi-tiered allocations
- Specify recurring frequencies
- Specify rate factor
- Allocate account balances
- Create reversing journal entries

Steps to Process an Allocation

For each type of allocation, use the following process:

```
Enter          Review          Calculate      Review          Post
allocations    allocations     allocations    allocations     allocations
               (optional)                     journal
```
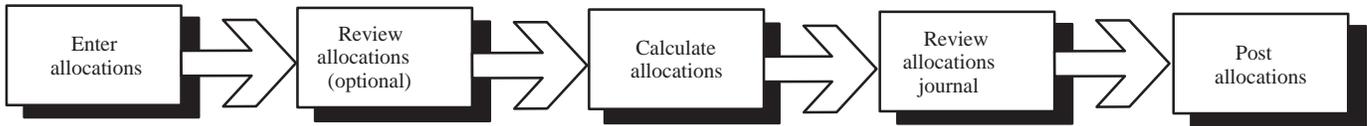
The following graphic illustrates how an allocation creates journal entries for the AA (actual amounts) ledger.
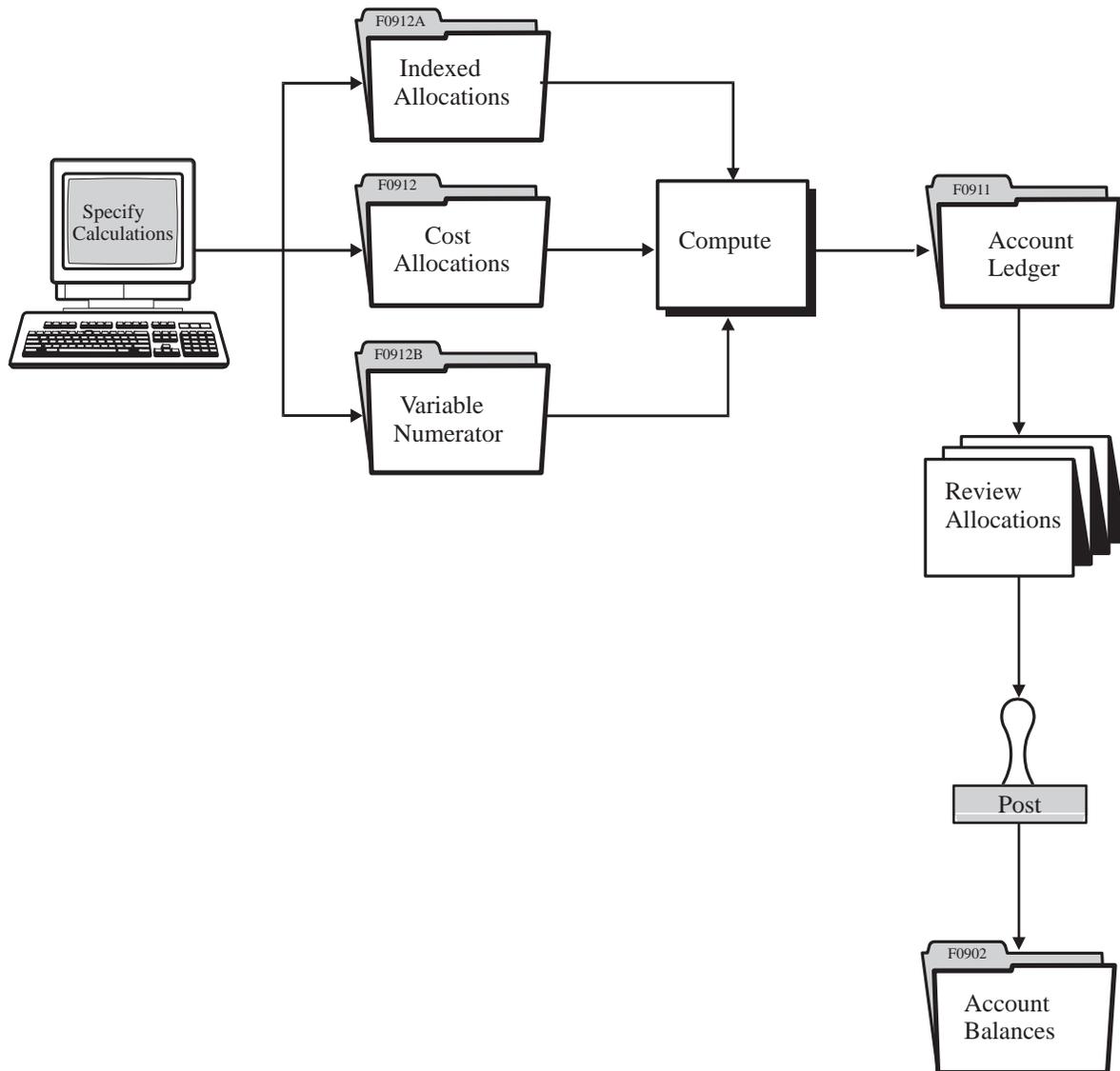
Dates

All allocation methods are affected by three dates:

G/L date	The date that determines the accounting period to which the journal entry posts.
Special period/year	The date used to determine the *source* balances for the allocation. The system extracts amounts from the Account Balances table (F0902) based on this date if the based on period or year is different from the current period or year.
Stop date	The date that the allocation becomes ineligible for processing.

Multi-Tiered Allocations

All allocations can create multiple tiers of allocations (also known as compound or cascading allocations) if you define the calculation sequence. Subsequent calculations use the allocation amounts from previous tiers. You can have up to nine tiers.

The following graphic illustrates multi-tiered allocations.
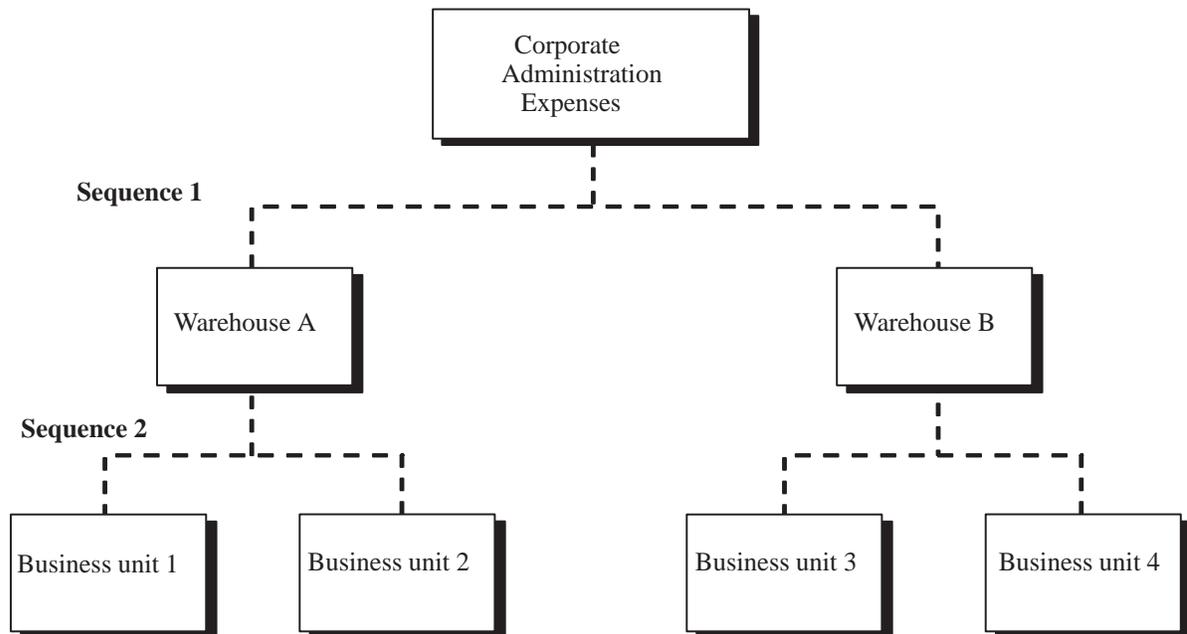
Sequencing is necessary:

- When all of the corporate costs are passed through the warehouses to the business units

- When warehouse costs (not just corporate costs) are allocated to the business units

The system can perform calculations sequentially only if all calculations in the sequence use the same type of allocation. If you want to use different types for sequential calculations, you must compute each calculation separately and in the correct sequence.

Recurring Frequencies

You can specify any of the following frequencies for all allocations:

- Weekly

- Monthly

- Quarterly

- Semi-annually

- Annually

Rate Factor

You can specify an index or rate factor for all allocations. The system multiplies by this factor before allocating amounts. For example, if inflation for the year is 5%, you can specify a factor of 1.05. When setting up next year's budget, you can multiply this year's actual amount of 100,000 by 1.05 to create a budget amount of 105,000.

Account Balances

You can allocate a period-to-date balance, year-to-date balance, or a balance for a specific period and year for all allocations.

Reversing Journal Entries

You can create reversing journal entries for accrual accounting or year-to-date performance calculations for all allocations.

See Also

- *Working with Indexed Allocations (P09121)* in the *General Accounting I Guide* for more information about indexed allocations

- *Working with Model Journal Entries (P09101)* in the *General Accounting I Guide* and *Creating FASTR Generated Journal Entries* in the *FASTR Guide* for more information about model journal entries and FASTR reports that work as allocations

Work with Cost Allocations

```
┌──────────────────────────────────────┐
│ G09      General Accounting           │
│          Choose Allocations           │
└──────────────────────────────────────┘
                │
                │
                └──────────────►┌──────────────────────────────────────┐
                                │ G0923    Allocations                  │
                                │          Choose an option under the   │
                                │          Cost Allocations heading     │
                                └──────────────────────────────────────┘
```
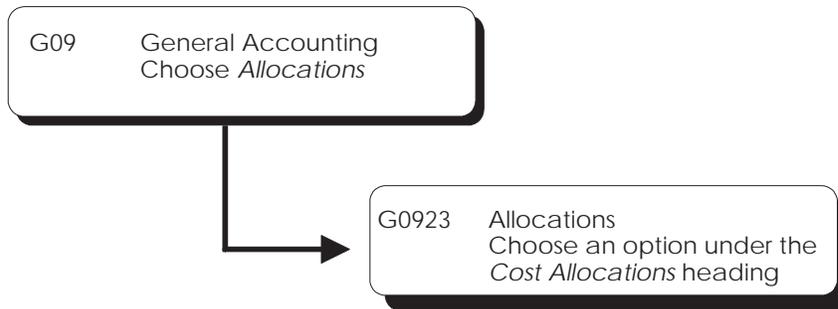
Working with Cost Allocations

Cost allocations allow you to redistribute amounts in one or more business units to accounts in other business units. For example, you can distribute expenses that are categorized as overhead to individual departments.

Working with cost allocations consists of:

❑ Setting up cost allocations

❑ Reviewing cost allocations

❑ Calculating cost allocations

Setting Up Cost Allocations

Setting up cost allocations consists of:

- Setting up the cost allocation calculation
- Setting up the cost allocation basis
- Setting up the G/L distribution

The system calculates cost allocations by applying a rate to the balance of an account or range of accounts within a single business unit. It then distributes the resulting balance to another account or to multiple accounts.

Use one of three methods to calculate the amount that is allocated:

- Fixed amount (&)
- Percentage (%)
- Units (U)

For all methods, the total of the debit and credit values that you enter for amounts must equal 0 (zero). You must specify one or more credit offset accounts (contra/clearing account) and a negative amount as an entry so that the journal entry balances to zero. All of the accounts must have the same ledger type.

For the percentage and unit methods, you can also specify G/L periods to use as a basis for the balance amounts.

The system stores cost computations in the Cost Allocations/Flex Budgeting table (F0912).

Example: The Unit Method

In this example, the system uses the period-to-date balances in accounts 90.8300 through 90.8370 and increases each by 15%.

For example:

YTD Account Balance	50,000
Rate	1.15
Amount to Distribute	57,500

The 57,500 amount is distributed as follows:

- The Denver branch, business unit 210.7970, is allocated 2500 units.
- The Houston branch, business unit 400.7970, is allocated 1250 units.
- The San Francisco branch, business unit 600.7970, is allocated 1300 units.
- The corporate office, business unit 90.8399, is allocated −5050 units.

The allocation amount is calculated by dividing units by total units and multiplying by the account balance amount. The amounts are distributed as follows:

210.7970	[(2500/5050)x57,500] = 28,465.35
400.7970	[(1250/5050)x57,500] = 14,232.68
600.7970	[(1300/5050)x57,500] = 14,801.97
90.8799	[(5050/5050)x57,500] = 57,500.00−

Example: The Percentage Method

In this example, the system uses the period-to-date balances in accounts 90.8000 through 90.8900 and increases each by 15%.

```
[0912] - Specify Cost Computations                                    _ □ ×
Functions   Tools   Help

  Document Type        JA                      Reverse or Void (R/V)  □
  J.E. Number               1905  Explanation   Allocate Admin. (Percents)
  G/L Date          06/30/98  Company          00100  Recur Freq    MO   Status   A
  Method (&,%,or U)    %      Stop Date                Sequence Number

                           Computations Based On:
  Business Unit              90   Ledger Type    AA  Subledger
  From Account      8000            Thru Account        8900
  Rate Factor          1.15000000   Using MTD, YTD, or Budget(M/Y/B)   M
  Remaining Amount                       Period      Fiscal Year

        Account No.              Amount              Explanation 2
      210.7970                 50.00000000  Denver Branch (50%)
      400.7970                 30.00000000  Houston Branch (30%)
      600.7970                 20.00000000  San Francisco Branch (20%)
      90.8799                 100.00000000- Credit Offset-Administration



  ✓   ✗                              i    ▲   ⊕   ▬     ↑
 F4=Full Details   F13=Account Master Revisions   F24=More Keys        MW  ↓
```

For example:

YTD Account Balance	20,000
Rate	1.15
Amount to Distribute	23,000

The 23,000 amount is distributed as follows:

- The Denver branch, business unit 210.7970, is allocated 50%.

- The Houston branch, business unit 400.7970, is allocated 30%.

- The San Francisco branch, business unit 600.7970, is allocated 20%

- The corporate office, business unit 90.8799, is allocated –100%.

The calculated amount and G/L distributions are as follows:

210.7970	11,500
400.7970	6,900
600.7970	4,600
90.8799	−23,000

What You Should Know About

Reversing an allocation Often, companies reverse allocations to create estimated distributions that will be reversed on the first day of the following period. When you reverse an allocation, the system reverses the journal entry that was created when you ran the computation program in final mode.

After you reverse the allocation, post the journal entry to the general ledger.

▶ **To set up the cost allocation calculation**

On Specify Cost Computations

1. Complete the following fields:
   - Document Type
   - Explanation
   - G/L Date
   - Company
   - Recurring Frequency
   - Method of Allocation
2. Complete the following optional fields:
   - Journal Entry Number
   - Status
   - Stop Date
   - Sequence Number

Field	Explanation
Document Type	A user defined code (system 00/type DT) that identifies the origin and purpose of the transaction.
	J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and time sheets.
	The reserved document type prefixes for codes are: P — Accounts payable documents R — Accounts receivable documents T — Payroll documents I — Inventory documents O — Order processing documents J — General ledger/joint interest billing documents
	The system creates offsetting entries as appropriate for these document types when you post batches.
	. . . . Form-specific information . . . .
	The reserved document type prefix for journal entries created during the Allocations program is JA.
Explanation	A description, remark, explanation, name, or address.
	. . . . Form-specific information . . . .
	This text appears in the first of two description lines for each journal entry that the allocation creates. This field is required.
G/L Date	A date that identifies the financial period to which the transaction is to be posted. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.
	. . . . Form-specific information . . . .
	The system increments this date to the next period's ending date based on the value you specify in the Recurring Frequency field.

Field	Explanation
Company	A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries. . . . . *Form-specific information* . . . . The system uses the current period, fiscal year, and general ledger date from this company for calculations and for determining errors per the G/L Date field. This number does not affect the journal entries created. You can specify company 00000.
Recurring Frequency	A code that identifies the frequency interval for the allocation. The system uses this field to determine how to increment the G/L Date field for recurring allocations. Valid codes are: WK Weekly MO Monthly QT Quarterly SA Semiannually AN Annually Blank Not recurring (only valid for annual budget allocations) NOTE: For annual budgets, only blank or AN are valid.
Method	A code that indicates how the system is to calculate the allocation journal entries. The system uses this code in conjunction with the values in the Amount field. Valid codes are: & Fixed amount method. The system allocates the amounts you specify in the Amount fields. You can use this method to create recurring journal entries. % Percentage method. The system uses the percentages you specify in the Amount fields to perform the allocation. U Unit method. The system creates percentages from the units you specify in the Amount fields to perform the allocation. It then allocates the amount in the from and through account range according to the percentages. Examples include square feet and number of employees.

Field	Explanation
J. E. Number	A number that identifies the original document, such as a voucher, an invoice, unapplied cash, or a journal entry. On entry forms, you can assign the original document number or let the system assign it through Next Numbers.
	. . . . *Form-specific information* . . . .
	When you add a new allocation, you can either type a number in this field or leave it blank and let the system assign a number from the Next Numbers facility. When you view or change an allocation, the field is required.
Status	A code that identifies the status of a transaction. Valid codes are: A Approved. The system only creates journal entries and updates accounts for approved transactions. H On hold. Blank All allocations. Generally valid only for online inquiries.
Stop Date	A date that indicates when the allocation becomes inactive. When the G/L date is less than this date, the allocation is active. When the G/L date is greater than or equal to this date, the allocation is inactive.
Sequence Number	A number that controls the sequence for multi-tiered allocations. Leave this field blank for stand-alone allocations. Use a number if you have several related specifications and the result of one specification is to be included in subsequent specifications in the same batch. For example, if the telephone company sends monthly bills to your corporation for all long distance calls, you could set up tiers to allocate the bill to the departments in your regional offices: 1 Tier 1 – Regional offices. This tier could identify the rates or percentages to allocate the bill among regions A, B, and C. 2 Tier 2 – Departments in Region A. This tier could identify rates or percentages to allocate the bill for region A among departments X, Y, and Z.

▶ **To set up the cost allocation basis**

On Specify Cost Computations

1. Complete the following fields for a percentage or unit method only:

   • Business Unit

- Ledger Type

- From Account

- Thru Account

- Rate Factor

- MTD, YTD, or Budget

2. Complete the following optional fields for a percentage or unit method only:

- From Subledger

- Subledger Type

- Period

- Fiscal Year

Field	Explanation
Business Unit	Identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric.
	You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open A/P and A/R by business units, to track equipment by responsible department.
	Business unit security can prevent you from locating business units for which you have no authority.
	NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table.
	. . . . *Form-specific information* . . . .
	Either enter a specific business unit or enter *xxxx (asterisk and a company number) to specify all business units in a company. When you use *(company number), the system uses all business units for that company, bypassing any security that is set up. For example, if you specify an allocation for *00001, the allocation will be for all business units in company 00001. Even if your access is normally restricted to business unit 3, the allocation bypasses business unit security.
Ledger Type	A user defined code (09/LT) that identifies a ledger type.
	. . . . *Form-specific information* . . . .
	You can either specify a ledger type or leave this field blank to use the default ledger type from the processing options.

Field	Explanation
From Account	Identifies the beginning object account in a range of accounts. Only amounts posted to accounts in this range are allocated.
	. . . . *Form-specific information* . . . .
	To indicate a single account, you can either type only the from account or you can type the same account in both the From and Thru fields.
Thru Account	Identifies the ending object account in a range of accounts. Only amounts posted to accounts in this range are allocated.
	. . . . *Form-specific information* . . . .
	To indicate a single account, you can either type only the from account or you can type the same account in both the From and Thru fields.
Rate Factor	A number that identifies the index or rate for calculations. The system multiplies the "from" amounts by this factor to calculate the amounts to be distributed. You can specify either positive or negative numbers and eight or fewer decimals. If you specify more than eight decimal positions, the system rounds to eight positions. If you leave this field blank, the default is 1.
	If you specify a large whole number and a large number of decimal positions, the system might not be able to display the entire number. Even though all decimal positions cannot be displayed, they are stored (up to eight) correctly in the table.
	NOTE: For annual budgets, you can specify zero to remove all balances and start over.

Field	Explanation
MTD, YTD, or Budget	A code that controls whether the allocation is based on month-to-date, year-to–date, or final budget amounts. For the percentage and unit methods, this field is required. Valid codes are: M Month-to-date. The basis is period activity for the month (net monthly posting for the month). Y Year-to-date (for recurring allocation). The basis is the period-end balance. For profit and loss accounts, this is the sum of all net postings for the year. For balance sheet accounts, this is the cumulative balance (inception-to-date balance). (For accrual recurring allocations, you need to type R in the Reverse or Void field.) B Final budget (also known as original budget in the General Accounting and Job Cost system). No journal entries are created. Use only with budget ledger types. Month-to-date allocations do not include prior month corrections in the allocation base, while year-to-date allocations do.
From Subledger	Identifies the beginning subledger account in a range of accounts. A subledger provides detailed auxiliary accounting for a general ledger account. When amounts are distributed, only amounts posted to this subledger are included. Generally, you can type @ (at sign) in this field to specify all subledgers. If you leave this field blank, the system includes only posted transactions for a blank subledger.
Subledger Type	A user defined code (system 00, type ST) that is used in conjunction with the Subledger field. It identifies the subledger type and subledger editing. On the User Defined Codes form, the 2nd line of description controls how the system performs editing. This is either hard coded in the J.D. Edwards software (as shown in the 2nd line of description) or can be user defined as shown below: A Alphanumeric field, do not edit N Numeric field, right justify and zero fill C Alphanumeric field, right justify and blank fill
Period	A number that identifies the G/L period to use for based–on amounts. The system uses this field to determine the total amount to allocate for month-to-date allocations. If you allocate month-to-date amounts and leave this field blank, the default is the current period for the company you specified. . . . . *Form-specific information* . . . . If you leave the Company field blank, the system uses the current period for company 00000.

Field	Explanation
Fiscal Year	A number that identifies the fiscal year from which the based–on amounts are extracted. If you leave this field blank, the default is the current fiscal year for the company you specified.
	. . . . *Form-specific information* . . . .
	If you leave the Company field blank, the system uses the current fiscal year for company 00000.

▶ **To set up the G/L distribution**

On Specify Cost Computations

1. Access the fold area.

2. Complete the following fields:

   - Account Number
   - Amount
   - Explanation 2
   - Ledger Type

3. Complete the following optional fields:

   - Units
   - Unit of Measure

- Subledger

- Subledger Type

- Division of Interest (DOI)

- Reference 2

- Asset ID

- Bill Code

- Service Date

- Description

4. To add the record, do one of the following:

   - In WorldSoftware, press Enter

   - In WorldVision, click Add

Field	Explanation
Account Number	Identifies an account in the general ledger. You can use one of the following formats for account numbers: 1 Structured account (business unit.object.subsidiary) 2 25-digit unstructured number 3 8-digit short account ID number 4 Speed code The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909).

Amount	A number that identifies the actual amount. Type debits with no sign or a plus sign (+). Type credits with a minus sign (-) either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores non-significant symbols.
	
	. . . . *Form-specific information* . . . .
	
	This number identifies the amount of the allocation. The number can be:
	   • A fixed amount (Method field $)
	   • A percentage (Method field %). Enter these as whole numbers with decimals. For example, enter 62.5 for 62.5% and 100 for 100%.
	   • A unit (Method field U)
	
	The amounts must balance to zero unless the ledger type is BA for budgets.

Explanation 2	A name or remark that describes an element in the J.D. Edwards systems.

Field	Explanation
Ledger Type	A user defined code (09/LT) that specifies the type of ledger, such as AA (Actual Amount), BA (Budget Amount), or FE (Field Estimate). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.
Units	The quantity of something that is identified by a unit of measure. For example, it can be the number of barrels, boxes, cubic yards, gallons, hours, and so on.
Unit of Measure	A user defined code (system 00/type UM) that identifies the unit of measurement for an amount or quantity. For example, it can be the number of barrels, boxes, cubic yards, gallons, hours, and so on.
	NOTE: In the journal entry program, the default for units of measure is derived from the Account Master unit of measure. If you enter units, the system uses the required account as the default for this field.
Subledger	A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number, an address book number, and so forth. If you enter a subledger, you must also specify the subledger type.
Subledger Type	A user defined code (00/ST) that identifies the category of subledger. The subledger type is used with the Subledger field.
Reference 2	A number that provides an audit trail for specific transactions, such as an asset, supplier number, or document number.
Asset ID	A 25-character alphanumeric number that you can use an alternate asset identification number. You can use this number to track assets by the manufacturer's serial number. You are not required to use a serial number to identify an asset. Every serial number you enter must be unique.
Service Date	A date that identifies when the service, sale, activity, or tax occurred or became effective. Generally, if you leave this field blank, the system supplies the general ledger date.
	. . . . *Form-specific information* . . . .
	The system automatically increments this date to the next period's ending date, based on the value you specify in the Recurring Frequency field.

Field	Explanation
Description	A user defined name or remark that describes a field.
	For example, the data type is Education, and you enter MA in the column you defined as Degree. The system automatically brings in the Master of Arts description linked to MA.

What You Should Know About

Stopping an allocation calculation	You can enter a stop date for an allocation making it inelligible to be computed.

Processing Options for Specify Cost Computations

```
Enter the Default Ledger type.                          _____
```

Reviewing Cost Allocations

You should review how you set up your allocations before the system calculates the allocations.

The system displays information from the Cost Allocation/Flex Budgeting table (F0912).

▶ **To review cost allocations**

On Allocations Review

```
[09220] - Allocations Review                                    _ □ ✕
Functions   Options   Tools   Help

        Cost Allocation Instructions
                   ............. Selection Criteria ...........
        O Do Document         Explanation        S  Co  Fq G/L Date  User ID
        P Ty Number                              T

          JA    1905 Allocate Admin. (Percents)    A 00100 MO 06/30/98 DEMO
          JA    1906 Alloc Janitor: Units = Sq Feet A 00100 MO 06/30/98 DEMO
          JA    1907 Computer Charge (Fixed $$)     A 00100 MO 06/30/98 DEMO




    ✔  ✖
Option:   1=Entry   F4=Details   F5=Alternate Types   F24=More Keys
```
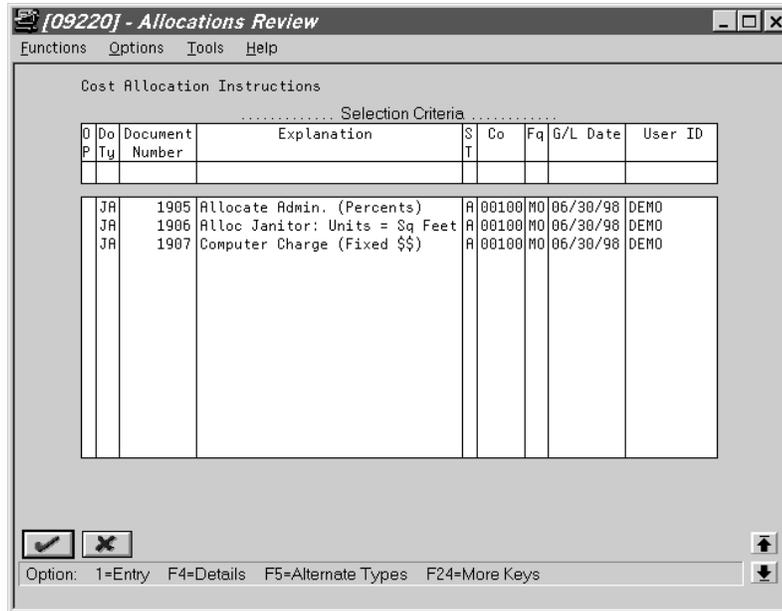
1. Do one of the following:

    -   Display all allocations

    -   Complete any of the following fields to display specific allocations:

        -   Document Type

        -   Document Number

        -   Explanation

        -   Status

        -   Company

        -   Frequency

        -   G/L Date

        -   User ID

2. Choose an allocation to view the original computation.

Field	Explanation
Explanation	A description, remark, explanation, name, or address.
	. . . . *Form-specific information* . . . .
	Type the entire text or the first few characters of the text followed by an (*) asterisk. For example, 1998 budget* shows all allocations that begin with the text "1998 budget."
User ID	The IBM-defined user profile.

Processing Options for Allocations Review

```
Record Display Option:
1. Allocation type to review:                        _____
     ' ' = Cost allocations
     '1' = Indexed computations
     '2' = Variable numerator

Selection Criteria Defaults:
2. Enter the company number to be loaded             _____
     into the selection criteria field.
     Blank (the default) will not preload
     the field.

3. Enter a "1" if the User ID is to be               _____
     loaded into the selection criteria
     field. Blank (the default) will not
     preload the field.

4. Enter a "1" if the subfile is to be               _____
     loaded with all existing data file
     records when no selection criteria
     defaults are specified. Blank (the
     default) will not load the subfile
     until enter is pressed on a blank
     selection criteria line.
```

Calculating Cost Allocations

After you review the cost allocations and determine that they are correct, the system can calculate them.

Run the Compute Cost Allocations DREAM Writer program to process allocations and print the Allocations Journal report.

Run this program in proof mode to review the report and determine whether to change any information. Run the program in final mode to:

- Print the report. This report lists detailed allocation information and errors such as invalid accounts and PBCO (posted before cutoff).

- Create journal entries in the Account Ledger table (F0911).

- Update the allocation for subsequent processing.

- Update balances in the Account Balances table (F0902) for ledger types other than AA.

When you run this program in final mode to create recurring journal entries, the system increments the G/L date according to the recurring frequency in the allocation. This ensures that the allocation is ready for future processing. J.D. Edwards recommends that you create different versions of this program for recurring frequencies, specific companies, and specific document types. This lets you include specific groups of allocations.

After you run this program in final mode, review and post the journal entries.

Before You Begin

❑ Set next year's date pattern so that the program increments the dates correctly.

❑ Before you compute cost allocations for multi-tiered calculations, verify that the sequence numbers are correct for each of the allocations.

```
 09302                                       J.D. Edwards & Company                                    Page –      2
         Batch Number      –   84604          Allocations Journal                                      Date –  5/02/98
         Batch Date        – 05/02/98

Document Do  G/L    Co  Explanation              G/L Account          . . . . . Amounts . . . . .     M Posting
         Ty  Date          Account Description                        Debit            Credit         T Sequence
-------- -- -------- ----- ------------------------ ------------------------ ----------------- ----------------- - -------
  1905 JA 06/30/98 00100 Distributed General Expense        210.7970          100,528.26                          %
                         Allocate Admin. (Percents)    SubLedger
                         Denver Branch (50%)
                   00100 Distributed General Expense        400.7970           60,316.95                          %
                         Allocate Admin. (Percents)    SubLedger
                         Houston Branch (30%)
                   00100 Distributed General Expense        600.7970           40,211.30                          %
                         Allocate Admin. (Percents)    SubLedger
                         San Francisco Branch (20%)
                   00100 General Contra/Clearing Acct         90.8799                            201,056.51–%
                         Allocate Admin. (Percents)    SubLedger
                         Credit Offset-Administration

                                                                       ---------------- ----------------
                                                      Document Total          201,056.51       201,056.51–


                                                                       ---------------- ----------------
                                                      Batch Total             201,056.51       201,056.51–
```

What You Should Know About

Standard abbreviated column headings	The report contains the following abbreviated column heading:

- Do Ty - Document Type

Optional abbreviated column headings	The report can contain the following abbreviated column headings:

- BF - Budget From
- BT - Budget To

Invalid accounts	The report lists invalid accounts with ⁂ (asterisks).

Revising or deleting a journal entry	To revise or void a posted or unposted journal entry that was created when you computed cost allocations, use the Journal Entry form.

See *Working with Basic Journal Entries* in the *General Accounting I Guide*.

See Also

- *Reviewing and Posting Allocations (P00201)*

Processing Options for Compute Cost Allocations

```
Allocations To Include:
1. Enter the "Thru Date" for the                    _____
   allocations included. If left blank,
   the current date will be used.
   Only allocations with a GL date less
   than or equal to this date and a
   stop date greater than this date
   will be selected for computation.

Mode:
2. Enter the mode the calculations and              _____
   update are to be processed in:
   '1' = Proof mode with report
   '2' = Final mode to create
         transactions.

Multi-Tier Processing:
3. Enter an 'R' to include the amounts              _____
   from transactions created in this
   batch in totals for multi-tiered
   entries.  Default of blank will
   include only posted transactions
   created previous to this batch.
```

Data Selection for Compute Cost Allocations

Specify the allocations you want to include by document numbers. For multi-tiered allocations, include all document numbers.

Exercises

See the exercises for this chapter.

Work with Variable Numerator Allocations

```
G09        General Accounting
           Choose Allocations
```

```
G0923      Allocations
           Choose an option under the
           Variable Numerator Allocations
           heading
```
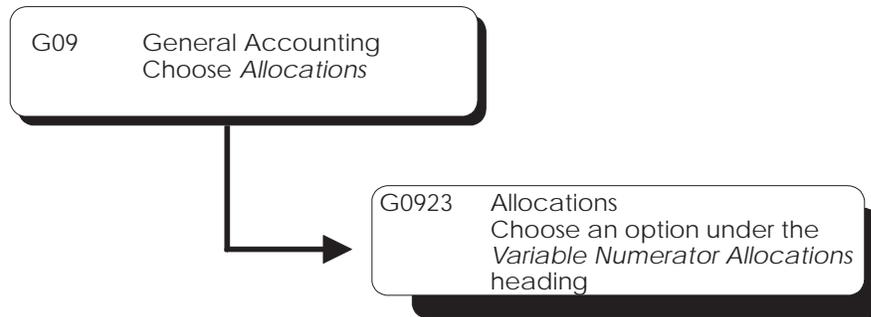
Working with Variable Numerator Allocations

Variable numerator allocations allow you to redistribute amounts from one or more business units to one or more business units with a common category code. For example, you can distribute an expense based on the number of people in a department.

Working with variable numerator allocations consists of:

❏ Setting up variable numerator allocations

❏ Reviewing variable numerator allocations

❏ Calculating variable numerator allocations

Setting Up Variable Numerator Allocations

The system calculates variable numerator allocations by computing percentages that are applied to the balance of an account or range of accounts. It then distributes the resulting balances to another account or range of accounts. You can specify accounts by business unit category code instead of by business unit/account range.

The percentages represent fractions of the total of the balances in the accounts that you specify. The balance total is the denominator and the individual account balances are the numerators of the fractions.

The system calculates variable numerator allocations as follows:

- Gathers balances from a range of accounts (the Based Upon accounts)

- Computes the percentage that each account balance is of the total

- Applies the appropriate percentage to the balance of an account or range of accounts (the Allocate accounts)

- Creates journal entries to distribute the resulting amounts to a third range of accounts (the Apply To accounts)

- Calculates an offset (if needed) to balance the resulting journal entries and distribute it to the contra/clearing account you specify

- Stores computations in the Variable Allocation table (F0912B)

Setting up variable numerator allocations consists of:

- Defining a variable numerator allocation

- Adding an allocation amount

- Identifying the calculation

- Identifying the G/L distribution

Example: The Variable Numerator Allocation

In this example, you allocate a year-to-date salary expense amount (12,000) to several business units (BU). You want to base the allocation amount for each business unit on the number of people in the business unit, compared to the total number of people in the department.

Allocate	_Based On_	_Apply To_
Salary Expenses	Department Head Count	Distributed General Account 7970
BU 90 8100–8199 (12,000) Salary Expenses Y–T–D Balances	Category Code 1 = 400 (Marketing) Acct. 9901 Head Count I–T–D Balances	

```
                        BU 210 =   40    ⎫
                        BU 400 =   60    ⎬  Variable
                        BU 600 =  100    ⎭  Numerators

          Total Head Count = 200  ⟶  Common
                                       Denominator
                                  Amount              Apply To
          40/200 = (.20 * 12,000) =   2400  ⟶  210.7970
          60/200 = (.30 * 12,000) =   3600  ⟶  400.7970
          100/200 = (.50 * 12,000) =  6000  ⟶  600.7970
```

```
[09122] - Specify Var/Num Computations                    _ □ ×
Functions   Tools   Help

                                        Reverse Only (R) □
Document Type      JA      Explanation   Alloc Salary Exp by Headcount
Document Number       1902  Company      00100    Recur Freq      MO
G/L Date           06/30/98 Stop Date    [    ]   Status          A
Index or Rate      1.00000000            Sequence Number  [    ]
Contra/Clearing Acct  90.8399            Subledger/Type   [    ]

                      (1)              (2)             (3)
                    ALLOCATE        BASED UPON      APPLY TO
                  From    Thru    From    Thru
Business Unit          90
or Code Number    [  ]           01
and Code          [    ]         MKT
Object            8100   8199    9901   9901    7970
Subsidiary        [   ]  [   ]   [   ]  [   ]   [   ]
Subledger/Type    [   ]  [   ]   [   ]  [   ]   [   ]
Ledger Type       AA             AU             AA
MTD,YTD,ITD(M/Y/I) Y             I
Special Period/Yr [  ]           [  ]

  ✓   ✗                        i  ▲  ⊕  ⚊        ⬆
                                                  ⬇
     F13=Account Master Revisions  F24=More Keys
```

▶   **To define a variable numerator allocation**

On Specify Variable Numerator Computations

1. Complete the following fields:

    - Document Type

    - Explanation

    - G/L Date

    - Company

    - Recurring Frequency

2. Complete the following optional fields:

    - Document Number

    - Status

    - Stop Date

    - Sequence Number

What You Should Know About

Reversing an allocation   You can reverse a variable numerator allocation.

See *Working with Cost Allocations*.

▶ **To add an allocation amount**

On Specify Variable Numerator Computations

1. Complete the following field:
   - Index or Rate

2. Complete one of the following:
   - From Business Unit
   - From Code Number

3. If you completed Code Number, complete the following field:
   - Code

4. Complete the following allocate fields:
   - From Object
   - Thru Object
   - Ledger Type
   - MTD, YTD, ITD

5. Complete the following optional allocate fields:
   - From Subsidiary
   - Thru Subsidiary
   - From Subledger
   - Subledger Type
   - From Ledger Type
   - Thru Subledger
   - Special Period
   - Year

Field	Explanation
Index or Rate	A number that identifies the index or rate for calculations. The system multiplies the "from" amounts by this factor to calculate the amounts to be distributed. You can specify either positive or negative numbers and eight or fewer decimals. If you specify more than eight decimal positions, the system rounds to eight positions. If you leave this field blank, the default is 1.
	If you specify a large whole number and a large number of decimal positions, the system might not be able to display the entire number. Even though all decimal positions cannot be displayed, they are stored (up to eight) correctly in the table.
	NOTE: For annual budgets, you can specify zero to remove all balances and start over.
From Business Unit	A code that identifies the first business unit in a range of business unit numbers. The system includes only amounts that are posted to accounts in the range.
	. . . . *Form-specific information* . . . .
	You can type a specific business unit in this field or leave it blank if you use category codes (the Code Number and Code fields) to define the allocation amounts.
From Code Number	Number from 1 to 30 that identifies a business unit category code. These codes group several business units and allocate the total amount in all of them. For example, 01 could indicate regions.
	This field is used in conjunction with the Code field, which identifies a specific value for the business unit category. For example, the value WES for category code 01 could indicate only those business units in the western regions.
From Object	Identifies the beginning object account in a range of accounts. Only amounts posted to accounts in this range are allocated.
	. . . . *Form-specific information* . . . .
	To indicate a single object account, you can either specify only the from account or you can specify the same account in both the From and Thru fields.

Field	Explanation
Thru Object	Identifies the ending object account in a range of accounts. . . . . *Form-specific information* . . . . To indicate a single object account, you can either specify only the from account or you can specify the same account in both the From and Thru fields.
From MTD, YTD, ITD	A code that controls whether the allocation is based on month-to-date, year-to-date, or inception-to-date amounts. Valid codes are: M Month-to-date. The basis is the net posting balance for the month (the fiscal period). Y Year-to-date. The basis is the period-end balance. For profit and loss accounts, this is the sum of all net postings for the year through the end of the month you specify. For balance sheet account, this is the cumulative balance through the end of the month you specify. I Inception-to-date. The basis is the cumulative balance through the end of the month you specify. NOTE: Month-to-date allocations do not include prior month corrections in the allocation base. Year-to-date allocations do include prior month corrections in the allocation base. Inception-to-date allocations include prior month corrections and all postings from prior years.
From Subsidiary	Identifies the beginning subsidiary account in a range of accounts. The system uses these accounts to determine the basis for the allocation. Only posted amounts in the account range are included. For example, from 00000000 to 99999999. . . . . *Form-specific information* . . . . To indicate a single object account, you can either specify only the from account or you can specify the same account in both the From and Thru fields.
Thru Subsidiary	Identifies the ending subsidiary account in a range of accounts. The system uses these accounts to determine the basis for the allocation. Only posted amounts in the account range are included. For example, from 00000000 to 99999999. . . . . *Form-specific information* . . . . To indicate a single subsidiary account, you can either specify only the from account or you can specify the same account in both the From and Thru fields.

Field	Explanation
From Subledger	Identifies the beginning subledger account in a range of accounts. A subledger provides detailed auxiliary accounting for a general ledger account. When amounts are distributed, only amounts posted to this subledger are included.
	Generally, you can type @ (at sign) in this field to specify all subledgers. If you leave this field blank, the system includes only posted transactions for a blank subledger.
Subledger Type	A user defined code (system 00, type ST) that is used in conjunction with the Subledger field. It identifies the subledger type and subledger editing. On the User Defined Codes form, the 2nd line of description controls how the system performs editing. This is either hard coded in the J.D. Edwards software (as shown in the 2nd line of description) or can be user defined as shown below: A Alphanumeric field, do not edit N Numeric field, right justify and zero fill C Alphanumeric field, right justify and blank fill
From Ledger Type	A user defined code (09/LT) that identifies a ledger type.
Special Period	A number that identifies the G/L period to use for based–on amounts. The system uses this field to determine the total amount to allocate for month-to-date allocations. If you allocate month-to-date amounts and leave this field blank, the default is the current period for the company you specified.
Year	A number that identifies the fiscal year from which the based–on amounts are extracted. If you leave this field blank, the default is the current fiscal year for the company you specified.

▶ **To identify the calculation**

On Specify Variable Numerator Computations

1. Complete the following based upon fields:

   - From Code Number

   - Code

   - From Object

   - Thru Object

   - Ledger Type

   - MTD, YTD, ITD

- Special Period/Year

2. Complete the following optional based upon fields:

- From Subsidiary
- Thru Subsidiary
- From Subledger/Type
- Thru Subledger/Type

Field	Explanation
From Code Number	A code that further defines the business unit category code. For example, WES could indicate all western offices. The system includes all business units with this code in a search or report.
From Object	Identifies the beginning object account in a range of accounts. . . . . *Form-specific information* . . . . To indicate a single object account, you can either specify only the from account or you can specify the same account in both the From and Thru fields.
Thru Object	Identifies the ending object account in a range of accounts. . . . . *Form-specific information* . . . . To indicate a single object account, you can either specify only the from account or you can specify the same account in both the From and Thru fields.
From Subsidiary	Identifies the beginning subsidiary account in a range of accounts. The system uses these accounts to determine the basis for the allocation. Only posted amounts in the account range are included. For example, from 0000 to 9999. . . . . *Form-specific information* . . . . To indicate a single subsidiary account, you can either specify only the from account or you can specify the same account in both the From and Thru fields.

Field	Explanation
Thru Subsidiary	Identifies the ending subsidiary account in a range of accounts. The system uses these accounts to determine the basis for the allocation. Only posted amounts in the account range are included. For example, from 0000 to 9999.
	. . . . *Form-specific information* . . . .
	Identifies the beginning subsidiary account in a range of accounts. The system uses these accounts to determine the basis for the allocation. Only posted amounts in the account range are included. For example, from 0000 to 9999.
Through Subledger	Identifies the ending subledger account in a range of accounts. The system uses this range to determine the amount to allocate.
	Generally, you can type @ (at sign) to indicate all subledgers. If you leave this field blank, the system includes only posted transactions for a blank subledger.
Thru Ledger Type	User defined code (system 09, type LT) that identifies a ledger type.
MTD, YTD, ITD	A code that controls whether the allocation is based on month-to-date, year- to-date, or inception-to-date amounts. Valid codes are:
	M Month-to-date. The basis is the net posting balance for the month (the fiscal period).
	Y Year-to-date. The basis is the period-end balance. For profit and loss accounts, this is the sum of all net postings for the year through the end of the month you specify. For balance sheet account, this is the cumulative balance through the end of the month you specify.
	I Inception-to-date. The basis is the cumulative balance through the end the of the month you specify.
	NOTE: Month-to-date allocations do not include prior month corrections in the allocation base. Year-to-date allocations do include prior month correction in the allocation base. Inception-to-date allocations include prior month corrections and all postings from prior years.
Special Period	A number that identifies the period to use for based–on amounts. The system uses this field to determine the total amount to allocate for month-to-date allocations. If you allocate month-to-date amounts and leave this field blank, the default is the current period for the company you specified.

Field	Explanation
Year	A number that identifies the fiscal year from which the based–on amounts are extracted. If you leave this field blank, the default is the current fiscal year for the company you specified.

► **To identify the G/L distribution**

On Specify Variable Numerator Computations

1. Complete the following fields:

   - Contra/Clearing Account

   - Subledger (optional)

   - Subledger Type (optional)

2. Complete the following apply to fields:

   - Object

   - Subsidiary (optional)

   - Subledger (optional)

   - Subledger Type (optional)

   - Ledger Type

3. To add the record, do one of the following:

   - In WorldSoftware, press Enter

   - In WorldVision, click Add

Field	Explanation
Contra Clearing Account	Identifies an account in the general ledger. You can use one of the following formats for account numbers: 1 Structured account (business unit.object.subsidiary) 2 25-digit unstructured number 3 8-digit short account ID number 4 Speed code The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909).

Field	Explanation
Subledger	A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number, an address book number, and so forth. If you enter a subledger, you must also specify the subledger type.
	. . . . *Form-specific information* . . . .
	You can type @ (at sign) or * (asterisk) to specify all subledgers. If you leave this field blank, the system only includes transactions posted with a blank subledger.
Subledger Type	A user defined code (00/ST) that identifies the category of subledger. The subledger type is used with the Subledger field.
Object	A number that identifies the object account to which amounts are to be posted. The Subsidiary Account, Based Upon Business Unit, Apply To Object Account, Apply To Subledger, Apply To Ledger Type, and Subledger Type for the Contra/Clearing Account form the account for posting the allocation.
Subsidiary	A number that identifies the subsidiary account to which amounts are to be posted. The Subsidiary Account, Based Upon Business Unit, Apply To Object Account, Apply To Subledger, Apply To Ledger Type, and Subledger Type for the Contra/Clearing Account form the account for posting the allocation.
	. . . . *Form-specific information* . . . .
	You can either specify a subsidiary account or type * (asterisk) to post to the same subsidiary account indicated in the "based upon" field, even though the object in the "apply to" field is different.
Subledger	A number that identifies the subledger account to which amounts are to be posted. The Subsidiary Account, Based Upon Business Unit, Apply To Object Account, Apply To Subledger, Apply To Ledger Type, and Subledger Type for the Contra/Clearing Account form the account for posting the allocation.
Ledger Type	A number that identifies the ledger type to which amounts are to be posted. The Subsidiary Account, Based Upon Business Unit, Apply To Object Account, Apply To Subledger, Apply To Ledger Type, and Subledger Type for the Contra/Clearing Account form the account for posting the allocation.

What You Should Know About

Stopping an allocation	You can stop an allocation.
	See *Working with Cost Allocations*.
Contra/clearing account	If you use a ledger type other than AA when you set up the G/L distribution, you do not have to complete the contra/clearing account.

Reviewing Variable Numerator Allocations

You should review how you set up the allocation before the system calculates the allocation.

The system displays information from the Variable Numerator Allocation table (F0912B).

▶   **To review a variable numerator allocation**

On Allocations Review

```
[09220] - Allocations Review                                        _ □ ✕
Functions   Options   Tools   Help

        Variable Numerator Instructions
              ............ Selection Criteria ...........
      O Do Document     Explanation        S  Co  Fq G/L Date   User ID
      P Ty Number                          T

        JA    1902 Alloc Salary Exp by Headcount A 00100 MO 06/30/98 TG602175T
        JA    1903 Building Occupancy Expenses   A 00100 MO 06/30/98 TG602175T
        JA    1904 Allocate Expense to Budget    A 00100 MO 06/30/98 DEMO




Option:  1=Entry   F4=Details   F5=Alternate Types   F24=More Keys
```

1. Do one of the following:

    •   Display all allocations

- To display specific allocations, complete any of the following fields:

  - Document Type

  - Document Number

  - Explanation

  - Status

  - Company

  - Frequency

  - G/L Date

  - User ID

2. Choose Entry to view the original computation.

Field	Explanation
Explanation	A description, remark, explanation, name, or address.
	. . . . *Form-specific information* . . . .
	This text describes the allocation. It appears in the first of two description lines for each journal entry that the allocation creates.
	Type the entire text or the first few characters of the text followed by an (*) asterisk. For example, 1998 budget* shows all allocations that begin with the text "1998 budget."
User ID	The IBM-defined user profile.

Processing Options for Allocations Review

```
Record Display Option:
1. Allocation type to review:                          _____
   ' ' = Cost allocations
   '1' = Indexed computations
   '2' = Variable numerator

Selection Criteria Defaults:
2. Enter the company number to be loaded               _____
   into the selection criteria field.
   Blank (the default) will not preload
   the field.

3. Enter a "1" if the User ID is to be                 _____
   loaded into the selection criteria
   field. Blank (the default) will not
   preload the field.

4. Enter a "1" if the subfile is to be                 _____
   loaded with all existing data file
   records when no selection criteria
   defaults are specified. Blank (the
```

```
default) will not load the subfile
until enter is pressed on a blank
selection criteria line.
```

Calculating Variable Numerator Allocations

After you review the variable numerator allocations and determine that they are correct, the system can calculate them.

Run the Compute Variable Numerator Allocations DREAM Writer program to process allocations and print an allocations journal report.

Run this program in proof mode to review the report and determine whether to change any information. Run the program in final mode to:

- Print the report.

- Create journal entries in the Account Ledger table (F0911).

- Update the allocation for subsequent processing.

- Update balances in the Account Balances table (F0902) for ledger types other than AA.

When you run this program in final mode to create recurring journal entries, the system increments the G/L date according to the recurring frequency in the allocation. This ensures that the allocation is ready for future processing. J.D. Edwards recommends that you create different versions of this program for recurring frequencies, specific companies, and specific document types. This lets you include specific groups of allocations.

After you run this program in final mode, review and post the journal entries.

The following information appears on the report:

- Total amount to allocate

- Amounts on which the allocation is based

- Amounts that are allocated

- Contra/clearing account

The following amounts can be reviewed on the report:

- Total amount to allocate is next to the Total To Be Allocated

- Amounts under the Basis Amount column are the numerators or the amounts on which the calculation is based

- Amount next to the Basis Total is the denominator in the calculation

- Results of the calculation are under the Allocation Amount at the bottom of the report

This report also lists detailed allocation information and errors, such as invalid accounts and PBCO (posted before cutoff).

Before You Begin

❑ Before you run a version with multi-tiered calculations, verify that the sequence numbers on Specify Variable Numerator Computations are correct

```
093022                                    J.D. Edwards & Company                          Page –            2
        PRELIMINARY                       Variable Allocation Journal                     Date –       5/02/98
                                          Allocate General Payroll to Marketing
        J.E. Number/Type   –    1902 / JA      Departments based on Headcounts
        G/L Date         – 06/30/98      Explanation:  Alloc Salary Exp by Headcount

  A L L O C A T E          Year To Date Thru Period/Year: 06 / 98
                                                                              Allocate
Business Unit   Obj    Sub   Subl/Type  LT J.E. No. Description                Amount
-----------  ------  -------- ---------- -- -------- ------------------------------  ----------------
          90 8110                        AA          Salaries and Wages             11,260.09
          90 8115                        AA          Regular Pay                    31,904.24
          90 8116                        AA          Overtime Pay                      250.75
          90 8118                        AA          Miscellaneous Pay               4,242.56
          90 8120                        AA          Employee Benefits              16,510.58
          90 8125                        AA          Burden – Other                  1,138.01
          90 8130                        AA          Accrued Vacation & Sick            34.15
          90 8135                        AA          FICA/Medicare                   2,742.15
          90 8136                        AA          401K Contribution                 390.47
          90 8140                        AA          Insurance-Health & Disability   3,114.64
          90 8141                        AA          Spending Account-Medical           75.00-
          90 8142                        AA          Spending Account-Dependent         70.00
          90 8145                        AA          Insurance-Workman's Comp           22.16
          90 8150                        AA          Insurance-Life                    135.36
          90 8170                        AA          Unemployment Taxes                518.12
          90 8175                        AA          Uniforms                      105,291.08
          90 8191                        AA          Sick Expense                      278.92
          90 8192                        AA          Vacation Expense                  163.46
                                                                              ----------------
          90                                         Administrative Department    177,991.74


                                                     Total To Be Allocated        177,991.74


  B A S E D  U P O N       Inception To Date Thru Period/Year: 06 / 98   CC Code No & Code: 01 /      400
                                                                              Basis
Business Unit   Obj    Sub   Subl/Type  LT J.E. No. Description                Amount
-----------  ------  -------- ---------- -- -------- ------------------------------  ----------------
           3 9901                        AU          Branch Office Head Count           75.00
                                                                              ----------------
           3                                         Denver Branch                      75.00

           4 9901                        AU          Branch Office Head Count           35.00
                                                                              ----------------
           4                                         Dallas Branch                      35.00

           5 9901                        AU          Branch Office Head Count           50.00
                                                                              ----------------
           5                                         San Francisco Branch               50.00

         210 9901                        AU          Marketing Headcount               200.00
                                                                              ----------------
         210                                         Denver Branch                     200.00

         400 9901                        AU          Marketing Headcount               150.00
                                                                              ----------------
         400                                         Houston Branch                    150.00

         600 9901                        AU          Marketing Headcount               175.00
                                                                              ----------------
         600                                         San Francisco Branch              175.00

                                                                              ----------------
         629                                         Houston Sales


                                                     Basis Total (Denominator)        685.00

  A L L O C A T I O N
                                                                              Basis     * * Allocation * *
Business Unit   Obj    Sub   Subl/Type  LT J.E. No. Description                Amount    Percent      Amount
-----------  ------  -------- ---------- -- -------- ------------------------------  ----------------  -------  ----------------
          90 8399                        AA 1902 Bldg Contra/Clearing Acct       685.00- 100.000-     177,991.74-
           3 7970                        AA 1902 Distributed General Expense       75.00  10.949       19,488.32
           4 7970                        AA 1902 Distributed General Expense       35.00   5.109        9,093.60
           5 7970                        AA 1902 Distributed General Expense       50.00   7.299       12,991.62
         210 7970                        AA 1902 Distributed General Expense      200.00  29.197       51,968.25
         400 7970                        AA 1902 Distributed General Expense      150.00  21.898       38,976.63
         600 7970                        AA 1902 Distributed General Expense      175.00  25.548       45,473.32
```

What You Should Know About

Header information	If the word PRELIMINARY appears at the top of the report, the report was run in proof mode.
Standard abbreviated column headings	The report contains the following abbreviated column headings:

- L/T - Ledger Type
- J.E. No. – Journal Entry Number

Invalid accounts	The report lists invalid accounts with ✳✳ (asterisks).
Revising or deleting a journal entry	You can revise or void a posted or unposted journal entry that was created by the Compute Variable Numerator Allocations program.
	See *Working with Basic Journal Entries* in the *General Accounting I Guide.*

See Also

- *Reviewing and Posting Allocations (P00201)*

Processing Options for Compute Variable Numerator Allocations

```
Allocations To Include:
1. Enter the "Thru Date" for the                    _____
   allocations included.  If left blank,
   the current date will be used for
   the company in the first
   specification.  Only allocations with
   a GL date less than or equal to this
   date and a stop date greater than
   this date will be selected for
   computation.

Mode:
2. Enter the mode the calculations and              _____
   update are to be processed in:
   '1' = Proof mode with report
   '2' = Final mode to create
         transactions.

Multi-Tier Processing:
3. Enter a '1' to include the amounts               _____
   from transactions created in this
   batch in totals for multi-tiered
   entries.  Default of blank will
   include only posted transactions
   created previous to this batch.
```

Omit Zeros:
4. Enter a '1' to suppress printing
   based upon amounts which are zero.

_____

Data Selection for Compute Variable Numerator Allocations

Specify the allocations you want to include by document numbers. For
multi-tiered allocations, include all document numbers.

Exercises

See the exercises for this chapter.

Review and Post Allocations

```
G09        General Accounting
           Choose Allocations
```

```
G0923      Allocations
           Choose an option under the
           Allocations Review and Post
           heading
```
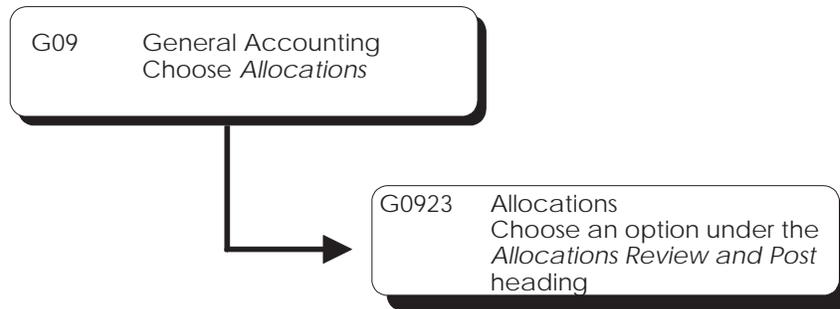
Reviewing and Posting Allocations

You should review the journal entries that were created by calculating allocations for accuracy and to correct any errors. After correcting the errors, you must post the journal entries.

This task consists of:

❑ Reviewing allocations

❑ Posting allocations

Reviewing Allocations

You should review and correct journal entries in the batches before you post them. To review allocations, run the Allocations Journal Review program. This program only displays batches with batch type D (allocations). If you make changes to a batch, the system updates the Batch Control (F0011) and Account Ledger (F0911) tables.

Posting Allocations

After you review and correct journal entries that were created by the computation programs, you must post the batches. Use the Post Allocations program to do this. This program updates the appropriate tables and creates the necessary journal entries.

What You Should Know About

Allocation journal entries	Processing options 4 through 16 do not apply to allocation journal entries.

See Also

- *Reviewing and Approving Journal Entries (P00201)* in the *General Accounting I Guide*

- *Posting Journal Entries (P09800)* in the *General Accounting I Guide* for information about the post program and processing options

Test Yourself: Working with Allocations

1.   Circle the three features that the allocation methods have in common.

a. Ability to set up sequential or cascading computations.

b. Allocation Compute and Print programs can be processed in proof or final mode.

c. Allocation computations are stored in the same table (F0912).

d. Ability to set up recurring journal entries with several contra/clearing accounts.

e. Ability to set up reversing allocations so that entries will automatically be reversed out of accounts on the first day of the next period.

2.   Each allocation has three dates associated with it. Match the date with its purpose.

Answer	Date	Purpose
	G/L Date	a. Determines how long this allocation should continue to be processed.
	Stop Date	b. Determines which period's or year's balances should be used as a basis for the allocation computation.
	Period/Year	c. Determines the period in which the created journal entries should be posted.

3.   Match the allocation method with its unique capability.

Answer	Allocation Type	Capability
	Variable numerator	a. Update next year's requested budget with a percentage of this year's final budget.
	Indexed	b. Uses category codes to define which business units will be allocated from.
	Cost	c. Provides the ability to set up a recurring journal entry.

Test Yourself: Working with Allocations (cont.)

4. List the four steps to set up and create an allocation.

a._____

b._____

c._____

d._____

The answers are in *Appendix B*.

Integrity Reports

Objectives

- To locate out-of-balance conditions
- To locate data inconsistencies
- To locate unposted batches
- To locate transactions without batch header records
- To locate unposted transactions with a posted batch status
- To delete batch header records
- To update batch header records
- To verify account balances on a period-by-period basis
- To review a company's net balance
- To locate company and business unit discrepancies
- To locate incorrect company numbers
- To update company numbers

About Integrity Reports

Use integrity reports to supplement your internal balancing procedures. Integrity reports locate potential balancing problems and data inconsistencies.

Integrity reports are DREAM Writer programs.

Working with integrity reports consists of:

- ❑ Printing unposted batches
- ❑ Correcting transactions to batch records
- ❑ Correcting out-of-balance batches
- ❑ Correcting out-of-balance batches by company
- ❑ Correcting company imbalances
- ❑ Correcting intercompany account imbalances

❏ Correcting chart of accounts discrepancies

❏ Correcting account balances to transaction records

Why Should You Run Integrity Reports?

Running integrity reports helps you:

- Ensure that your system functions correctly and tables remain in balance

- Correct any problems in a timely and efficient manner

When Should You Run Integrity Reports?

Integrity reports are an integral part of the J.D. Edwards system. You should run them:

- During installation

- During conversion

- Daily, if necessary

If you do not run integrity reports periodically, you could compromise your accounting data.

What Do Integrity Reports Provide?

These reports provide information that is current at the time that you run them. That is, they have no "as of" capability. Some integrity reports are exception reports that:

- Print only discrepancies

- Alert you to discrepancies between data tables

What Are the Types of Integrity Reports?

There are two types of integrity reports. They are:

- Batch header reports. Run these to locate problems in the Batch Control Records table (F0011).

- G/L integrity reports/updates. Run these to verify:

  - Transactions within a company are in balance

  - Intercompany settlement accounts are in balance

  - Company number in the Account Master table (F0901) matches the following:

- Business Unit (F0006)
- Account Balances (F0902)
- Account Ledger (F0911)
- Accounts balance on a period-by-period basis

Which Integrity Report Should You Run?

To decide which integrity report you should run, review the following list. It contains the report title, reasons you use the report, and where to find additional information.

Unposted Batches	Prints a list of unposted batches.
Transactions to Batch	Provides transaction level information. • Transactions without a batch header record in the Batch Control Records table. • Unposted transactions with a batch status of D (posted).
Batch to Detail and Out of Balance	Provides batch level information. • Locates batches posted out of balance. • Deletes batch header records with no detail records. • Updates the batch status of a batch header record to D (posted) if the detail records in the Accounts Receivable Ledger, Accounts Payable Ledger, and Account Ledger batches are posted, but the header record has an unposted status.
Company by Batch Out-of-Balance	Locates out-of-balance postings by company within each batch.
Companies in Balance	Prints each company's net balance.
Intercompany Accounts in Balance	Locates imbalances between corresponding intercompany accounts.
Account without Business Units	Provides business unit information in the Account Master table (F0901). • Locates company and business unit discrepancies in the Account Master table. • Updates the Account Master table from the Business Unit Master table (F0006).

Account Balance without Account Master	Locates company and account discrepancies between the Account Master and the Account Balances tables.
Transactions without Account Master	Locates company and account discrepancies between the Account Ledger and Account Master tables.
Account Balances to Transactions	Locates imbalances on a period-by-period basis between the Account Balances table and the Account Ledger table.

See Also

- *Printing Unposted Batches (P007011)*
- *Correcting Transactions to Batch Records (P007021)*
- *Correcting Out-of-Balance Batches (P007031)*
- *Correcting Out-of-Balance Batches by Company (P09706)*
- *Correcting Company Imbalances (P097001)*
- *Correcting Intercompany Account Imbalances (P097011)*
- *Correcting Chart of Accounts Discrepancies (P097041)*
- *Correcting Account Balances to Transaction Records (P097021)*

Print Unposted Batches

```
┌─────────────────────────────────────┐
│ G09      General Accounting          │
│          Choose Integrity Reports    │
│          and Updates                 │
└─────────────────────────────────────┘
            │
            │        ┌─────────────────────────────────────┐
            │        │ G0922    Integrity Reports and       │
            └───────▶│          Updates                     │
                     │          Choose Unposted Batches     │
                     └─────────────────────────────────────┘
```
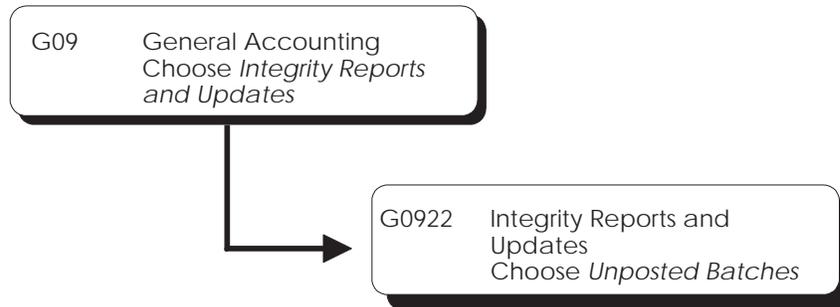
Printing Unposted Batches

To review unposted batch transactions, print the Unposted Batches report. You should print this report on a weekly basis or prior to period-end procedures. Use this report as a reminder to:

- Post batches that have an approved status

- Review and approve batches that are still pending

- Research batches that are in error

The information in this report is from the Batch Control Records table (F0011).

This DREAM Writer report prints information by batch type, then batch number.

```
   007011                          J.D. Edwards & Company                    Page        2
                                    Unposted Batches                         Date    5/08/98

          . . . Batch . . . .      . . . Difference . . .      Balanced
     App Ty  Number   Date              Total          Documents   B   J    Batch      User
     --- --  -------- -------   ---------------------  ----------- ---  ---  ---------- ----------
      A  +    74623 02/22/98           293,918.41-        11-  Y         Approved   DEMO
         #    13236 12/13/98             1,914.17-         3-  Y     Y   Approved   DEMO
      A  #    74558 02/21/98                                    Y         Pending    DEMO
      A  #    74564 02/21/98                                    Y         Pending    DEMO
         #    74977 03/01/98               311.15-         3-  Y         Approved   DEMO
         #    74985 03/01/98               370.82-         2-             Approved   DEMO
         G     2768 11/26/98            27,850.00-         1-  Y     Y   Pending    DEMO
         G     3152 06/29/98             4,226.88-         1-  Y     Y   Pending    DEMO
      A  G     3537 09/30/98           492,500.00-         1   Y         Pending    DEMO
         G     4312 11/19/98           250,000.00          1   Y     Y   Pending    DEMO
         G     4566 07/25/98            92,250.00-         1-  Y         Pending    DEMO
         G     4568 07/25/98         2,088,705.00-         1-  Y         Pending    DEMO
         G     4572 07/25/98         2,180,955.00-         1-  Y         Pending    DEMO
      A  G    74600 02/22/98                  .60-         2-  Y         Approved   DEMO
      A  G    75192 03/13/98         1,202,300.00              Y         Approved   DEMO
      A  G    78721 04/03/98            32,000.00-         1-  Y         Approved   DEMO
```

What You Should Know About

Abbreviated column headings	The report contains the following abbreviated column headings:

- App – Application
- Ty – Batch Type
- Balanced B – Balanced Batch
- Balanced J – Balanced Journal Entry

Correct Transactions to Batch Records

G092   General Accounting
        Choose *Integrity Reports
        and Update*

G0922   Integrity Reports and Updates
         Choose *Transactions to Batch*
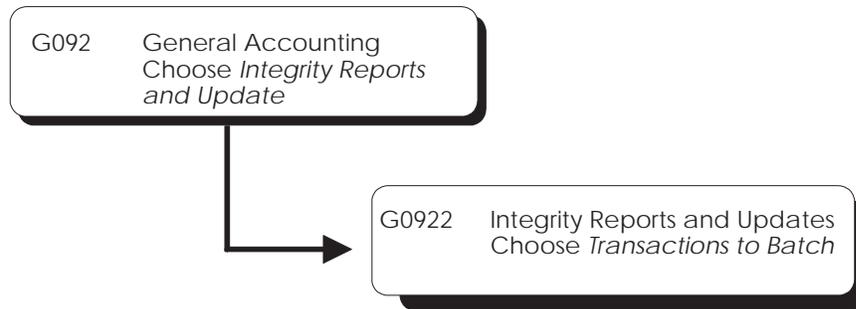
Correcting Transactions to Batch Records

To locate discrepancies between the batch record and its' associated ledger transactions, use the Transactions to Batch report. After you locate discrepancies, you should correct them. J.D. Edwards recommends that you run this report on a weekly basis.

Correcting transactions to batch records consists of:

❑ Running the report

❑ Correcting discrepancies

After you run the report and correct any discrepancies, you can prevent future discrepancies by:

- Assigning responsibility for batch revisions to one user

- Verifying validity of conversion or interface programs

Running the Report

Run the Transaction to Batch report to compare ledger transactions with batch records. The report prints exceptions only, that is unposted or posted transactions that do not have a matching batch record. It also prints unposted transactions with a batch record that is marked as posted (batch status D).

This is a DREAM Writer report.

This report evaluates the Accounts Payable Matching Document Detail, Accounts Payable Matching Document, and Accounts Receivable Ledger tables for integrity problems and prints discrepancies, if any are found.

The report includes transactions from the following tables:

- Account Ledger (F0911)

- Accounts Payable Ledger (F0411)

- Accounts Receivable Ledger (F0311)

- Accounts Payable Matching Document Detail (F0414)

- Accounts Payable Matching Document (F0413)
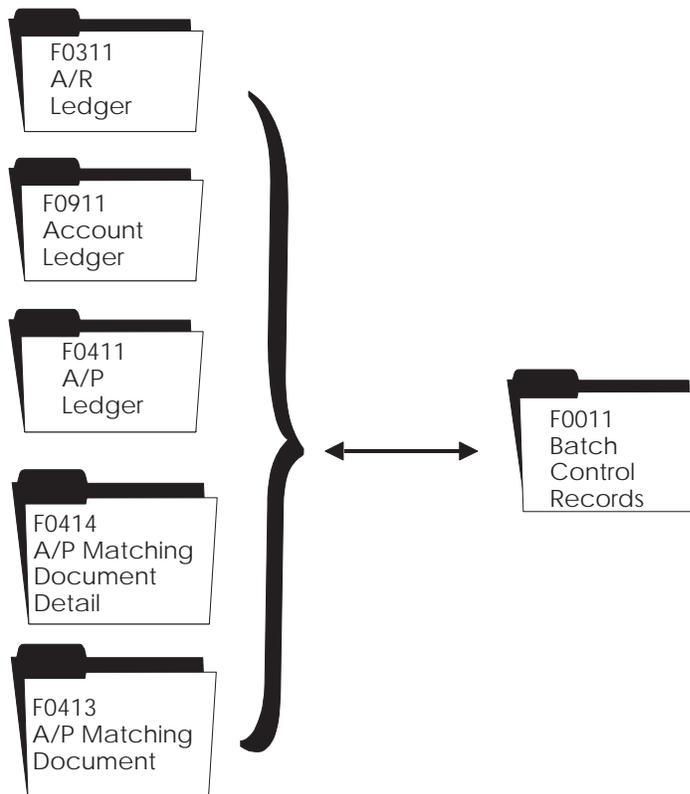
This report can be lengthy. For example, if there is a problem with a 500-line journal entry, the system prints all 500 lines.

```
   007021                              J.D. Edwards & Company                     Page       2
                                       Transactions to Batch                      Date   5/08/98
                                   Transaction without a Batch Header
   F0411


   Bt   Batch    Batch     User    P . . Document . .  Address   G/L
   Ty  Number    Date       ID     C Ty  Number   Co    Number   Date          Amount
   -- -------- -------- ---------- - -- -------- ----- -------- -------- ------------------
   V     3371 09/28/98 DEMO          PV    602 00100    5418 06/30/98          300.00- Header Rec. Posted/Detail Record Is Not
   V     3371 09/28/98 DEMO          PV    602 00100    5418 06/30/98          300.00  Header Rec. Posted/Detail Record Is Not
```

What You Should Know About

Abbreviated column headings	The report contains the following abbreviated column headings:

- BT Ty – Batch Type
- PC – Posted Code
- Ty – Document Type

Researching discrepancies	To research discrepancies, review the appropriate batches online.

See *Reviewing and Approving Journal Entries* in the *General Accounting I Guide*.

See Also

- *Working with Batch Headers (P0011)*

- *Printing General Journal (P09301)* in the *General Accounting I Guide*.

Processing Options for Transactions to Batch Headers

```
Posted/Unposted Records:
1.  Enter a '1' to limit the integrity          _____
    check to only unposted transactions.
    A default of blank will cause the
    report to evaluate both posted and
    unposted transactions.

Accounts Payable:
2. Enter a '1' to expand the integrity          _____
   check to include the Batch Header
   (F0413) and Detail (F0414) records
   for Payments. A default of blank will
   only evaluate Batch Header (F0011) to
   Batch Header (F0413) records.
```

Correcting Discrepancies

After running the integrity report, you should correct any discrepancies that the system detects. Some typical discrepancies, reasons for occurring, and possible resolutions are:

Missing batch header records

Reasons:

- The computer fails at any time.
- The conversion or interface programs create a batch header improperly.
- The user creates a batch header improperly.

Resolutions:

On Batch Header Revisions:

- Add the batch header record again. Enter information in all fields except Input Total, Batch Status, and Number of Documents Expected.
- J.E. Edwards recommends that you enter 100 or more in the Amount Entered field.
- If the actual number of documents is unknown, J.D. Edwards recommends that you enter 10 or more in the Documents Entered field. For example, if you enter only 1 and later delete a single document, the system updates the Documents Entered field to zero and deletes the batch header.

Posted batch header record, no posted detail

Reason:

The user changes a batch header record improperly to a posted status.

Resolution:

Change the batch header record's status to A (approved) on Batch Header Revisions and post the batch.

Correct Out-of-Balance Batches

```
G09        General Accounting
           Choose Integrity Reports
           and Updates
```

```
G0922      Integrity Reports and Updates
           Choose Batch to Detail and
           Out of Balance
```
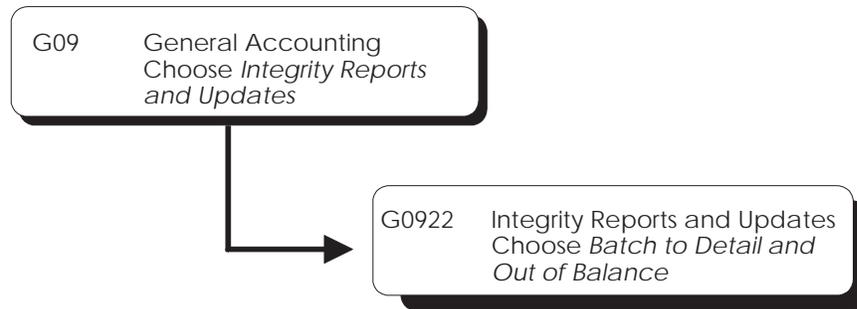
Correcting Out-of-Balance Batches

You can review batches that have posted out-of-balance and remove or update batch records.

Run the Batch to Detail and Out of Balance report:

- As part of your period-end procedures

- After you purge your tables

- If batches that have been posted appear as approved or pending

Correcting out-of-balance batches consists of:

❑ Running the report

❑ Correcting discrepancies

After you run the report and correct any discrepancies, you can prevent future out-of-balance postings by:

- Placing security on the Batch Header Revisions form to prevent improper changes

- Assigning responsibility for out-of-balance posting to one user

- Submitting posts to only one, single-threaded job queue

Running the Report

The Batch to Detail and Out of Balance report:

- Updates posted batch records to batch status D when all transactions are posted

- Deletes empty batch header records

- Prints an exception report of all batches with transactions that do not net to zero

This is a DREAM Writer report.

This report is the result of a two-part process:

- Batch to detail update

- Post out of balance verification

The batch to detail update process searches for matching transactions in the following tables:

- Account Ledger (F0911)

- Accounts Payable (F0411)

- Accounts Payable Matching Document (F0413)

- Accounts Payable Matching Document Detail (F0414)

- Batch A/R Cash Application (F0312)

- Accounts Receivable Ledger (F0311)

If no matching transactions are found, the system deletes batch header records from the Batch Control Records table (F0011). If all transactions for a batch have been posted, the system updates the batch header records to D (posted).
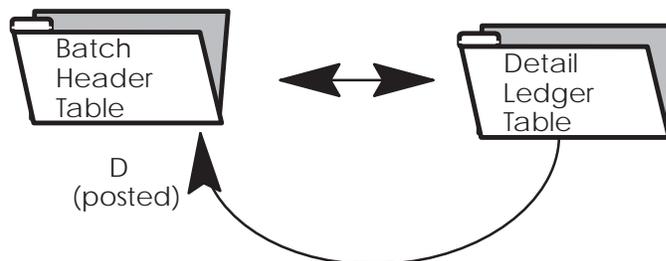
The post out of balance verification process the net amount (debits equal to credits) in each batch. If the net amount is not zero, the net difference, *not* the batch amount, prints on the report. If the amounts net to zero, the batch is in balance and does not print.

```
   007031                              J.D. Edwards & Company                      Page       1
                                     Batches Posted Out of Balance                 Date   5/08/98

      Bt    Batch    B          Amount
      Ty    Number   S          Entered
      --    -------- -    ------------------
      G      75111   D          3,616,252.46-
      V       3370   D             11,500.25-
      V       3405   D              2,000.15-
      V       3422   D              8,456.12
      W       3496   D              1,825.00-
      W       4651   D                100.00-
      0      75189   D              4,500.00-
```

What You Should Know About

Abbreviated column headings	The report contains the following abbreviated column headings:

- Bt Ty – Batch Type
- BS – Batch Status

Deleting batch header records	In order not to delete selected batch header records, enter an X in the first position of the Description-2 field for the batch type. The batch type is a user defined code (98/IT).
Analyzing batch detail	To analyze batch detail, run the General Journal by Batch report.

See *Printing General Journal by Batch* in the *General Accounting I Guide*.

Processing Options for Batch to Detail/Out of Balance

```
    Enter an additional ledger type to                      _____
     edit for batch in balance.  Default
     of blank will edit ledger type 'AA'
     only.
```

Correcting Discrepancies

After running the integrity update/report, you should correct any discrepancies the system detects. Some typical discrepancies, reasons for occurring, and possible resolutions are:

Batches posted out of balance

Reasons:

- Purposely posting a batch out-of-balance.

Resolutions:

- If the batch was purposely posted out of balance, change the Include Batch on Integrity field to N on the Batch Header Revisions form to remove the batch from the report. Maintain documentation for this batch.

Batch is partially posted

Reason:

- A computer failure or job cancelation.

Resolutions:

- Change the Post Out of Balance field on Batch Header Revisions to Y for out-of-balance posting and the Intercompany Settlements field to * (asterisk) in the general accounting constants.
- Post the partially posted batch again.
- Change the Intercompany Settlements field to its original value in the general accounting constants. The system changes the Post Out of Balance field on Batch Header Revisions to N.

No offsetting entries were made during the post

Reason:

- More than one post was active at a time.

Resolutions:

- Enter the balancing journal entries.
- Change the Post Out of Balance field on the Batch Header Revisions form to allow for out-of-balance posting and the Intercompany Settlements field to * (asterisk) in the general accounting constants.
- Post the batch.
- Change the Intercompany Settlements field to its original value in the general accounting constants.

Correct Out-of-Balance Batches by Company

```
G09        General Accounting
           Choose Integrity Reports
           and Updates
```

```
G0922      Integrity Reports and Updates
           Choose Company by Batch
           Out of Balance
```
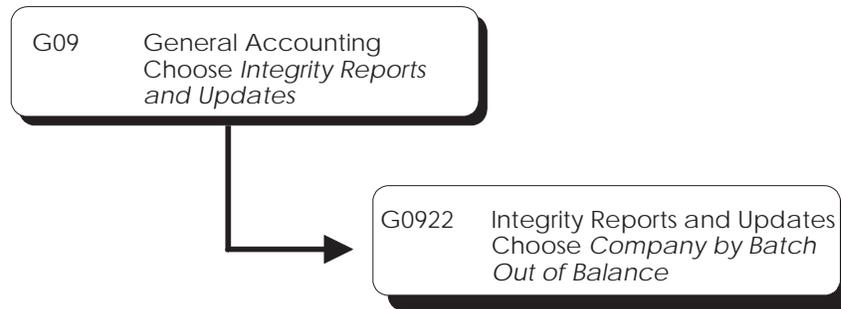
Correcting Out-of-Balance Batches by Company

You can review out-of-balance postings by company in each batch.

Correcting out-of-balance batches by company consists of:

❑ Running the report

❑ Correcting discrepancies

Running the Report

During the conversion process at a new software installation site, J.D. Edwards recommends that you run the Company by Batch Out of Balance report on a weekly basis. Thereafter, you should run this report on a periodic basis.

The Intercompany Settlements field in the general accounting constants allows the entry of out-of-balance company transactions. You can set this field to create an offsetting entry that brings your companies back into balance during the post.

The Company by Batch Out of Balance report uses only posted information in the Account Ledger table (F0911). This is an exception report. If there are no discrepancies, the report is blank.

This is a DREAM Writer report.

Submit one integrity report at a time or you can compromise the results of the report.

Before You Begin

❑ For accuracy, run the Company by Batch Out-of-Balance report when users are not accessing the J.D. Edwards system.

```
09706                                    J.D. Edwards & Company                          Page        1
                                    Batch and CO w/in Batch Out of Balance               Date    5/08/98

Bt    Batch          Batch                 Amount per
Ty    Number         Amount        Co       Company
--    --------    ----------------  -----   ----------------
G      75111       3,616,252.46-    200    3,616,252.46-

V       3370          11,500.25-    100       11,500.25-

V       3405           2,000.15-    100        2,000.15-

V       3422           8,456.12     100        8,456.12

W       3496           1,825.00-    100        1,825.00-

W       4651             100.00-    100          100.00-

0      75189           4,500.00-    200        4,500.00-
```

What You Should Know About

Abbreviated column heading	The report contains the following abbreviated column heading:
	• Bt Ty – Batch Type
Batch Amount column heading	This heading represents the amount by which the batch is out-of-balance.
Amount per Company column heading	This heading represents the amount by which each company in the batch is out-of-balance.

See Also

- *Setting Up Intercompany Settlement Constants (P000909)* in the *General Accounting I Guide*.

Processing Options for Company by Batch Out of Balance

```
Enter additional ledger to edit batch          _____
 and company within batch in balance
 condition.  Default of blank will edit
 ledger type "AA" only.
```

Correcting Discrepancies

After running the integrity report, you should correct any discrepancies that the system detects. A typical discrepancy, reason for occurring, and possible resolutions are:

A batch is out of balance by batch and company

Reasons:

- The batch was posted out-of-balance with the general accounting constants and batch revisions set to allow out-of-balance postings.
- A computer failure or job cancelation.
- More than one post was active at a time.

Resolutions:

- Change the Post Out of Balance field on the Batch Header Revisions form to allow for out-of-balance posting and the Intercompany Settlements field to * (asterisk) in the general accounting constants.
- Post the batch.
- Change the Intercompany Settlements field to its original value in the general accounting constants.

Correct Company Imbalances

G09   General Accounting
Choose *Integrity Reports
and Updates*

G0922   Integrity Reports and
Choose *Companies
in Balance*
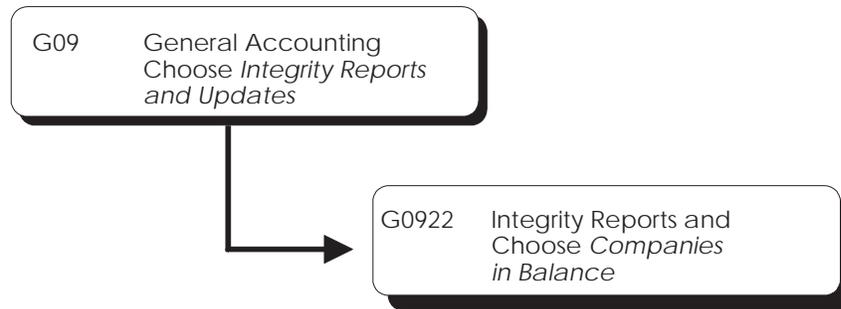
Correcting Company Imbalances

All transactions within each company should be in balance, (that is, they should net to zero). You should run the Companies in Balance report to review each company's balance.

J.D. Edwards recommends you run this report as often as possible. If you use automatic intercompany settlements, run this report and then run a report immediately thereafter that shows if intercompany accounts are in balance.

Correcting company imbalances consists of:

❑ Running the report

❑ Locating out-of-balance conditions

❑ Correcting discrepancies

After you run the report and correct any discrepancies, you can prevent future out-of-balance conditions by:

- Placing security on the Batch Header Revisions form and general accounting constants to prevent improper changes

- Assigning responsibility for correcting out-of-balance conditions to one user

- Submitting posts to only one, single-threaded job queue

- Running this report and then the Intercompany Accounts in Balance report

Running the Report

The Companies in Balance report uses information from the Account Balances table (F0902) to summarize each company's balance condition.

This is a DREAM Writer report.

The following graphic illustrates a company's balance condition.

Co	Name	Prior Year	Year to Date	PACO
100	Financial/Distrib Co.		146,700	−146,700

Updated during annual close

Reads every record in the Account Balances table for each company's current period and year

This report shows the company's net balance as of the time you run the report.

The report provides the following amounts:

Prior Year	The balance forward amount for the current year (updated during annual close)
YTD (Year to Date)	The amount at the beginning of the fiscal year through the current period
PACO (Post After Cut Off)	The amount beyond the current period into the next fiscal year

If any companies are out-of-balance, the summarized amounts are in the columns. The system accumulates a total difference amount for all companies for each of the three columns. When companies are in balance, the columns are blank.

The Intercompany Settlements field in the general accounting constants controls the automatic generation of intercompany entries. You can set this field to create an offsetting entry that brings your companies back into balance.

```
   097001                           J.D. Edwards & Company                      Page        2
                                    Companies in Balance                        Date  05/08/98


   Co        Name                    Prior Year          Year to Date              PACO
 ----- ------------------------    ------------------   ------------------    ------------------
   100 A Model Financial/Distrib Co.                       146,700.00          146,700.00-
    50 Construction Mgmt. Co.                              102,124.33
    76 Model Multi-National Singapore                       75,820.00
    77 Model Canadian Payroll Co.                           75,820.00-
    78 Model Multi-National Egypt      138,902.00
                                    _____    _____    _____
       Total Difference               138,902.00          248,824.23          146,700.00-
```

What You Should Know About

Abbreviated column headings

The report contains the following abbreviated column heading:

- PACO – Post After Cut Off

Locating Out-of-Balance Conditions

After reviewing the report, choose any of the following methods to locate out-of-balance conditions:

- Run any of the following reports:
  - Intercompany Accounts in Balance
  - Batch to Detail and Post Out of Balance
  - Company by Batch and Post Out of Balance
  - Account Balance to Transactions
  - Repost Account Ledger
- Select batches or batch types to review on General Journal Review.
- Run one of the reports listed above to determine which periods are out-of-balance in each company. Select the fifth level of detail for a summarized report.
- Verify that the Account Ledger table is correct. Then, run the Repost Account Ledger program with the appropriate processing option set to print a report and update the Account Balances table.

Correcting Discrepancies

After running the integrity report, you should correct any discrepancies that the system detects. Some typical discrepancies, causes, and possible resolutions follow, along with an example from the report.

Example 1: YTD and PACO total are out of balance by opposite amounts for the same company

YTD and PACO totals   Reason:

- Company contains an incorrect date pattern for a leap year or 4–4–5 accounting.
- Posting by batch method. This creates the AE entry on the last day of the period. All other methods create the AE with the same date as the original entry.
- Changes were made to period ending dates after posting to that period and the Repost Account Ledger was run. This moves half the entry to a different period.

Resolutions:

- Void the document and post. Change the date pattern for the new period ending dates and re-enter the document. Run the Repost Account Ledger program. A balanced entry is moved between periods and the periods remain in balance.
- Create one-sided journal entries to balance each period and then post.

Co	Name	Prior Year	Year to Date	PACO
100	Financial/Distrib Co		146,700	–146,700

This error is usually caused by a leap year. 2000 is used here because it is a leap year. The company's date pattern begins 1–01–00 and each period ends the last day of the month, as follows:

Period 01 ends 1–31–00

Period 02 ends 2–28–00

Period 03 ends 3–31–00

.....

Period 12 ends 12–31–00

When you enter a voucher for 146,700, the system creates the following journal entries:

G/L Date	Doc Type	Amount	Period
2–29–00	PV	146,700	03
3–31–00	AE	146,700–	03

The 146,700 PV document is in period 03 because of the date pattern. The –146,700 AE document is posted with a G/L date of 3–31–00, the last day of the period when posting by the batch method.

Example 2: Company is out of balance in YTD

YTD is out of balance

Reasons:

- The batch was posted out of balance.
- The Account Balances table contains erroneous data and does not equal the transactions in the Account Ledger table.

Resolutions:

- If an out-of-balance condition exists, run the Batch to Detail Post and Out of Balance report to locate out-of-balance postings.
- If the Account Balances table contains erroneous data and does not equal the transactions in the Account Ledger table, run the Repost Account Ledger program in proof mode. Enter a balancing journal entry. Run the Repost Account Ledger program with the processing options set to update the Account Balances table. The Account Balance table will match the total of posted Account Ledger records.

Co	Name	Prior Year	Year to Date	PACO
50	Construction Mgt. Co		102,124.33	

Example 3: Two companies are out of balance by the same amount in the YTD column

Two companies are out of balance

Reason:

- The intercompany settlements were not set up properly and, therefore, were not created for some batches during posting.

Resolutions:

- Run the Intercompany Accounts in Balance report to locate any imbalances.
- Use the Trial Balance by Object form or report to determine the period in which the out-of-balance condition occurs.
- Create a balancing intercompany journal entry and post with the Intercompany Settlements field set to * (asterisk). If this field is not set to *, the batch creates intercompany settlements, which causes the transaction for each company to net to zero.

Co	Name	Prior Year	Year to Date	PACO
76	Model Multi-National		75,820	
77	Model Canadian Payroll Co		75,820–	

What You Should Know About

Research tools

To locate the cause of this error, do any the following:

- Research and correct the automatic accounting instructions that control intercompany settlements.
- Restrict the intercompany accounts to automatic journal entries (posting edit code of M)
- Verify that the intercompany settlements option in the general accounting constants is activated.

Example 4: Prior year total for a company is out-of-balance

**Prior year
out-of-balance**

Reasons:

- The prior year entries were made without closing the year to update the retained earnings account.
- An abnormal entry with a document type ## might have been posted to a prior year without reclosing the year.

Resolutions:

- You can close the year for the out-of-balance company and the correct fiscal year. Rerun this integrity report.
- You can post a prior period journal entry which updates the balance forward, but does not recalculate retained earnings. If the prior year entry is a reclassification between a balance sheet and an income statement, close the year to recalculate retained earnings.
- You can check the AAI item GLG4 (retained earnings) for accuracy.

Co	Name	Prior Year	Year to Date	PACO
78	Model Multi-National Egypt	138,902		

See Also

- *Correcting Out-of-Balance Batches (P007031)*
- *Reposting Account Ledger (P099102)*

Correct Intercompany Account Imbalances

G09   General Accounting
       Choose *Integrity Reports
       and Updates*

G0922   Integrity Reports and Updates
         Choose *Intercompany
         Accounts in Balance*
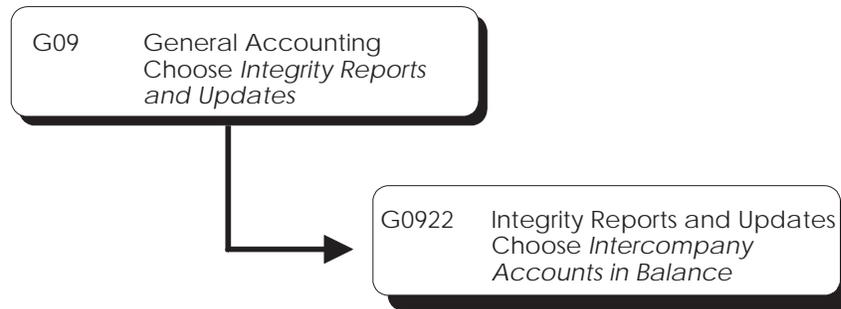
Correcting Intercompany Account Imbalances

If you have multiple companies set up for either hub or detail intercompany settlements, you can verify that all intercompany accounts are in balance by running the Intercompany Accounts in Balance report.

Correcting intercompany account imbalances consists of:

❏ Running the report

❏ Locating out-of-balance conditions

❏ Correcting discrepancies

After you run the report and correct any discrepancies, you can prevent future out-of-balance conditions by:

• Assigning a posting edit code of M to intercompany accounts to allow only machine-generated transactions

• Submitting posting jobs to only one, single-threaded job queue

Before You Begin

❏ Run the Companies in Balance integrity report. See *Correcting Company Imbalances*.

Running the Report

The Intercompany Accounts in Balance report is a DREAM Writer.

This report:

- Compares the balances among the company's various intercompany settlement accounts.

- Determines if your automatic accounting instructions (AAIs) and the associated intercompany accounts are set up correctly.

- Includes all periods in the current year, previous year, and next year. It is not based on any financial period.

- Uses information from the Account Balances table (F0902).

The intercompany accounts for these companies should be in balance (that is, they should net to zero). If they do not, the report lists the intercompany accounts, their balances, and the amount required to balance each account.

A message prints on the report only if:

- All intercompany accounts are in balance.

- The intercompany accounts are not set up in the AAIs.

The following report shows a designated hub company. The intercompany accounts used by the hub company (or designated hub company, if you use the detail intercompany settlements method) are on the left side of the report under Hub Company Balances. The associated settlement accounts used by the participating companies are on the right side under Subsidiary Company Balances.

```
097011                              J.D. Edwards & Company                        Page      1
                                   Intercompany Out of Balance                    Date   5/08/98

Hub Company. . .    100
---------------------

         . . . . . Hub Company Balances . . . .        . . . Subsidiary Company Balances . .
     Business Unit   Obj    Sub        Total        Business Unit   Obj    Sub        Total              Difference
     ----------- ------ -------- -------------------  ----------- ------ -------- ------------------  --------------------
            100 1291   00015        12,520.98            15 1291   00100                                    12,520.98
            100 1291   00048        38,752.42            48 1291   00100            12,520.98               51,273.40
            100 1291   00050        62,896.22            50 1291   00100                                    62,896.22
            100 1291   00200                            200 1291   00100            51,273.40               51,273.40
```

What You Should Know About

Multi-Currency

If you have multiple companies with different base currencies, do *not* use this integrity report to verify that all intercompany accounts are in balance. This integrity report does not accommodate different base currencies.

For example, Company 70 has a balance of 50,000 in Belgian Francs (BEF) in its intercompany settlement account. Company 71 has a balance of 8,206 in French Francs (FRF) in its intercompany settlement account. The 50,000 BEF balance is equal to the 8,206 FRF balance because of the BEF to FRF exchange rate (0.1641255). This integrity report shows the two companies are out-of-balance because it does not accommodate for the different base currencies.

Processing Options for Intercompany Accounts in Balance

```
Enter a specific ledger type to edit for          _____
 Intercompany Out of Balance.  Leave
 blank to edit for all ledger types.
```

Locating Out-of-Balance Conditions

After reviewing the report, choose any of the following methods to locate out-of-balance conditions:

- Run the Batch to Detail and Post Out of Balance integrity report

- Run the Company by Batch Out of Balance integrity report

- Review batches or batch types on General Journal Review

- Run the J.D. Edwards Monthly Spreadsheet or Trial Balance by Object to help determine which period is out of balance

Correcting Discrepancies

After running the integrity report, you should correct any discrepancies the system detects. A typical discrepancy, the reason for occurring, and possible resolutions follows:

Intercompany accounts do not balance

Reasons:

- The intercompany AAIs were setup improperly.
- Manual journal entries were improperly posted to accounts that should allow only automatic entries.

Resolutions:

- Research and correct the AAI items ICH and ICCC.
- Void or correct improper journal entries to intercompany clearing accounts.

Correct Chart of Accounts Discrepancies

```
G09        General Accounting
           Choose Integrity Reports
           and Updates
```

```
G0922      Integrity Reports and Updates
           Choose an option under the
           General Ledger Integrities
           heading
```
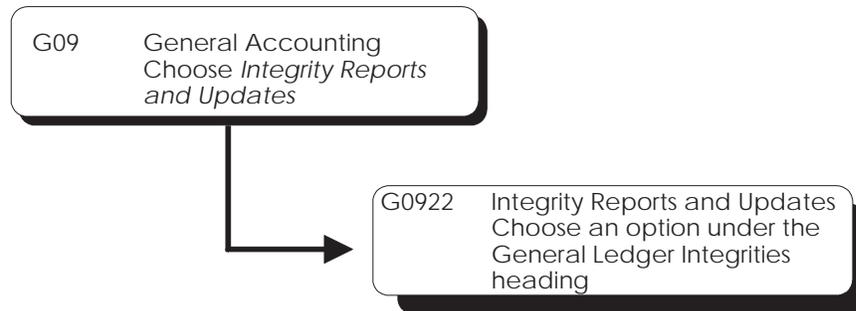
Correcting Chart of Accounts Discrepancies

You run chart of accounts integrity reports to:

- Ensure that there is matching account and company information among your account structure tables

- Automatically update the tables with the correct company information

Correcting chart of account discrepancies consists of:

❑ Running the reports

❑ Correcting discrepancies

Before You Begin

❑ Update the company number, if appropriate. See *Setting Up Business Units* in the *General Accounting I Guide*.

Running the Reports

To verify information and update your tables, you can run the following reports:

Accounts without a Business Unit

This report:

- Verifies a business unit or valid company number for each record in the Account Master table (F0901).
- Updates the company number in the Account Master table with the company number in the Business Unit Master table (F0006).

Account Balance without Account Master

This report:

- Verifies an account master number or valid company number for each transaction in the Account Balances table (F0902).
- Updates the company number in the Account Balances table with the company number in the Account Master table.

Transactions without Account Master

This report:

- Verifies an account master number or valid company number for each record in the Account Ledger table (F0911).
- Updates the company number in the Account Ledger table with the company number in the Account Master table.

J.D. Edwards recommends that you run the following integrity reports in this order:

1. Accounts without a Business Unit

2. Account Balance without Account Master

3. Transactions without Account Master

This order ensures that the company number always originates from the Business Unit Master table.

Running the reports consists of the following tasks:

❑ Running the Accounts without a Business Unit Report

❑ Running the Accounts without Account Master Report

❑ Running the Transactions without Account Master Report

Running the Accounts without a Business Unit Report

If the business unit or company number does not exist in the Account Master table, this report prints the business unit, object account, subsidiary, and company for each account in the missing business unit.

This is a DREAM Writer report.

The following is an example of the process you should follow after you move a business unit from one company to another.

Example: Moving a Business Unit
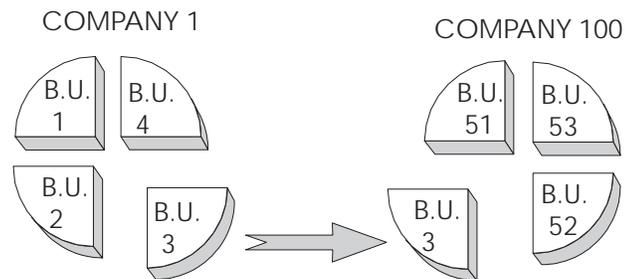
1. Run the Companies in Balance integrity report. Verify each company is in balance.

2. Change the company number on the business unit master.

3. Run the following integrity reports in this order:

    - Account without Business Units

    - Account Balance without Account Master

    - Transactions without Account Master

4. Run the Companies in Balance integrity report again to determine which intercompany transactions to enter.

5. Enter the intercompany transactions, if necessary.

6. Change the Intercompany Settlements field to * (asterisk) in the general accounting constants, if necessary.

7. Post the intercompany transactions, if necessary.

```
   097041                              J.D. Edwards & Company                    Page        2
                                Account Master w/o Business Unit Master         Date    05/08/98

              Business   Obj    Sub    A/M   B/M   Account
                Unit     Acct          Co    Co      ID
             ----------- ----  -------- ----- ----- --------
                    48   1412           1           00003295
                   300   8000           1     700   00147256
                   300   8100           1     700   00147264
                   300   8110           1     700   00147272
                   300   8118           1     700   00147281
                   300   8120           1     700   00147299
                   300   8130           1     700   00147301
                   300   8135           1     700   00147310
```

What You Should Know About

Abbreviated column headings

The report contains the following abbreviated column headings:

- A/M Co – Account Master Company
- B/M Co – Business Unit Master Company

Processing Options for Accounts without Business Units

```
Update Option:
1. Company number update option:               _____
     '1' = print the report only
     '2' = print the report and update

Note:  The report will print Account
Master records (F0901) without an
associated Business Unit Master record
(F0006) and Account Master records
(F0901) with an incorrect company number
assigned.
```

Running the Account Balance without Account Master Report

If the account master or company numbers do not exist in the Account Balances table, this report prints the account balance information.

This is a DREAM Writer report.

You should correct any discrepancies on the Account Balance without Account Master report before running the Transactions without Account Master report. Typically, if an account is not on the Account Balance without Account Master report, it is not on the Transactions without Account Master report.

See Also

- *Revising a Single Account (P09011)* in the *General Accounting I Guide*

```
097031                              J.D. Edwards & Company                      Page       1
                                  Account Balance w/o Account Master            Date    5/08/98

                       Account  L  Ct F  Sub    S Cur  A/B  A/M    Year to Date      Beg Balance/
      Account Number     ID     T  Y   Y  Ledger  T Cod  Co   Co                      PYE Forward
----------------------- -------- -- -- -- ------- - --- ----- ----- ------------------- -------------------
    750.1355.02200      00018770 PU 19 98                        50            16.00-
    750.1355.02600      00018774 PA 19 93                        50           400.00
    750.1355.02600      00018774 PU 19 93                        50             4.00
    750.1355.02600      00018774 PA 19 94                        50                                400.00
    750.1355.02600      00018774 PU 19 94                        50                                  4.00
    750.1355.02600      00018774 PA 19 95                        50                                400.00
    750.1355.02600      00018774 PU 19 95                        50                                  4.00
    750.1355.02600      00018774 PA 19 96                        50                                400.00
    750.1355.02600      00018774 PU 19 96                        50                                  4.00
    750.1355.02600      00018774 PA 19 97                        50                                400.00
    750.1355.02600      00018774 PU 19 97                        50                                  4.00
    750.1350.02800      00018777 PA 19 93                        50         23,084.80
    750.1350.02800      00018777 PU 19 93                        50          6,368.00
    750.1350.02800      00018777 PA 19 94                        50                             23,084.80
    750.1350.02800      00018777 PU 19 94                        50                              6,368.00
    750.1350.02800      00018777 PA 19 95                        50                             23,084.80
    750.1350.02800      00018777 PU 19 95                        50                              6,368.00
    750.1350.02800      00018777 PA 19 96                        50                             23,084.80
    750.1350.02800      00018777 PU 19 96                        50                              6,368.00
    750.1350.02800      00018777 PA 19 97                        50                             23,084.80
    750.1350.02800      00018777 PU 19 97                        50                              6,368.00
    750.1350.02800      00018777 PU 19 98                        50         6,090.00-           6,368.00
    400.8740            00023498 AA 19 98 00006744 A     200    100
```

What You Should Know About

Abbreviated column headings

The report contains the following abbreviated column headings:

- LT – Ledger Type
- Ct – Century
- FY – Fiscal Year
- ST – Subledger Type
- A/B Co – Account Balances Company
- A/M Co – Account Master Company
- PYE – Prior Year End Balance

Processing Options for Account Balance without Account Master

```
Update Option:
1. Company number update option:              _____
     '1' = print the report only
     '2' = print the report and update

Note:  The report will print Account
Balances (F0902) without an associated
Account Master (F0901) and Account
Balances (F0902) with an incorrect
company number.
```

Running the Transactions without Account Master Report

If the account master information or company numbers do not exist in the Account Ledger table, this report prints every account transaction from the Account Ledger table.

This is a DREAM Writer report.

Before You Begin

❑ Correct any discrepancies on the Account Balance without Account Master report

```
   097021                                    J.D. Edwards & Company                              Page –    2
                                           Transaction w/o Account Master                        Date –  5/08/98

Bt   Batch  Do Document  Doc    G/L    T/L   A/M    Description/                       . . . . . . Amounts . . . . . .   L  P
Ty   Number Ty Number    Co     Date   Co    Co     Explanation          Account Number         Debit         Credit    T  C
--  -------- -- -------- ----- -------- ----- -----  ------------------------------ -------------------------- ------------- -------------- -- -
7     4366 T2    245    50 07/06/98  50       Payroll Labor Distribution    5001.1342.01100      25.00                    AA
T     3825 TE   1895      06/30/98            Location Billing Record    *                        57.00                    AA
T     3826 TE   1899      06/30/98            Location Billing Record    *                         5.70                    AA
T     3826 TE   1903      06/30/98            Location Billing Record    *                       100.00                    AA
T     3827 TE   1908      06/30/98            Location Billing Record    *                       225.00                    AA
0     2740 IC   2073      06/01/98            Completed W.O.'s To Inventory   48.1710.D1                           201.15– AA
                                              OAK SHELF UNIT
0     2741 IV   2065      06/01/98            Variance Calculated for W.O.'s  48.1710.D1                                   AA
                                              OAK SHELF UNIT
0     2762 IC   2090      06/01/98            Completed W.O.'s To Inventory   48.1710.D1                           223.50– AA
                                              OAK SHELF UNIT
7     4086 T1    206    77 05/01/98  77       Actual Burden Journal Entries   707.1111                             42.40– AA
```

What You Should Know About

Abbreviated column headings

The report contains the following abbreviated column headings:

- BT Ty – Batch Type
- Do Ty – Document Number
- T/L – Account Ledger Company Number
- A/M Co – Account Master Company
- L T – Ledger Type
- P C – Posted Code

Processing Options for Transactions without Account Master

```
Update Option:
1. Company number update option:                    _____
     '1' = print the report only
     '2' = print the report and update

Note:  The report will print Account
Transactions (F0911) without an
associated Account Master (F0901) and
```

```
Account Transactions (F0911) with
an incorrect company number.
```

Correcting Discrepancies

After running these reports, you should correct any discrepancies that the system detects. Some typical discrepancies and possible resolutions are:

The company number is not in the Account Master table Use a processing option in the Accounts without a Business Unit report to update the company number in the Account Master table. This is helpful if you change the company number in the business unit master record and want to globally update the Account Master table.

The company number is not in the Account Balances table Use a processing option in the Account Balance without Account Master report to update the company number in the Account Balances table. This is helpful if you change the company number in the account master record and want to globally update the Account Balances table.

Account Master Company column is blank on the report Add the account on Single Account Revisions by entering the short account ID from the report.

The company number is not in the Account Ledger table Use a processing option in the Transactions without Account Master report to update the company number in the Account Ledger table. This is helpful if you change the company number in the account master record and want to globally update the Account Balances table.

Correct Account Balances to Transactions

```
G09        General Accounting
           Choose Integrity Reports
           and Updates
```

```
G0922      Integrity Reports and Updates
           Choose Account Balance
           to Transactions
```
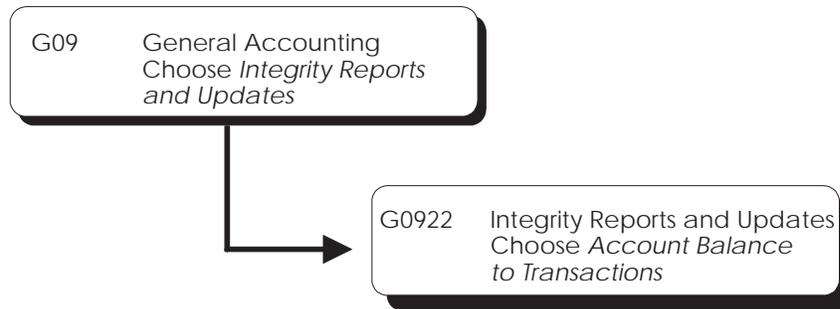
Correcting Account Balances to Transactions

You can locate discrepancies between account balances and posted transactions by period.

Correcting discrepancies between account balances and transaction records consists of:

❑ Running the report

❑ Correcting discrepancies

After running the report and correcting discrepancies, you can prevent future out-of-balance conditions by:

- Placing security on the Batch Header Revisions form to prevent improper changes

- Assigning responsibility for out-of-balance posting to one individual

- Submitting the post jobs to only one, single-threaded job queue

- Allowing only one user to void, change, or delete entries

Running the Report

The Account Balance to Transactions report prints only out-of-balance conditions and does not perform updates.

The Account Balance to Transactions is similar to the report-only version of the Repost Account Ledger program, which reads the posted transactions in the Account Ledger table (F0911) and updates the Account Balances table (F0902). For this integrity report, the system reads the Account Balances table and matches the amounts against the posted transactions in the Account Ledger table.

This is a DREAM Writer report.

You can include any of the following on this report:

- Fiscal year
- Ledger type
- Company

Example: Out-of-Balance Condition

This example illustrates an out-of-balance condition. A similar condition can exist if you change the posting edit code from blank to S (subledger required, no detail posted), or L (subledger required, detail posted) to S.

Error

Travel and expense account 90.8720 is assigned a posting edit code of S. This edit code requires that transactions in the Account Ledger table must have a subledger. When you post journal entries with subledgers, the system creates only one entry in the Account Balances table for the total amount for all subledgers.

In this example, the system posted only one summary entry to the Account Balances table. The transactions in the two tables exist as follows:

Account Ledger

	Account	Amount	Subledger	Type
JE	90.8720	500.00	1001	A
JE	90.8720	300.00	2727	A
JE	90.8720	400.00	1001	A

Account Balances

Account	Amount	Subledger	Type
90.8720	1200.00	blank	blank

You change the posting edit code on the account to L. A subledger is still required, and transactions now post in detail to the Account Balances table. This creates a separate entry for each subledger.

To resolve an integrity problem with an account, you run the Repost Account Ledger program to reevaluate the Account Balances table. The transactions in the tables are now updated as follows:

Account Ledger

Account	Amount	Subledger	Type
JE 90.8720	500.00	1001	A
JE 90.8720	300.00	2727	A
JE 90.8720	400.00	1001	A

Account Balances

Account	Amount	Subledger	Type
90.8720	1200.00	blank	blank
JE 90.8720	900.00	1001	A
JE 90.8720	300.00	2727	A

The Account Balances and Account Ledger tables are out of balance because the Repost Account Ledger program updated the Account Balances table from the Account Ledger table. The out-of-balance condition does not print on the Repost Account Ledger report, but does print on the Account Balance to Transactions integrity report.

Resolutions

Resolve this problem by doing one of the following:

- Remove the posting edit code of L from the account. Create and post a zero amount journal entry with a blank subledger. Run the Repost Account Ledger program. The 1200.00 balance record for the blank value of the subledger is updated to zero. Replace the original posting edit code. This is the preferred method.

- Remove the 1200.00 Account Balances entry using a data file utility program. Do this only if the previous procedure does not resolve the problem.

```
09705                              J.D. Edwards & Company                        Page        3
                                Compare Account Balances (F0902)                  Date    5/08/98
                                   to Transactions (F0911)


                                                          Subledger/ Cur
Co        Account            Description         CT FY LT    Type   Cod PN    Balance (F0902)     Detail (F0911)
-----  --------------------  ------------------------ -- -- --  ---------- --- --  --------------------  --------------------

  1       1.1290            Other Accounts Receivable 19 97 AA          04        68,000.00
                                                                        05        69,700.00
                                                                        06        69,720.00

  1       1.1810            Prepaid Insurance         19 96 AA          12        50,000.00

  1       1.1890            Other Prepaid Expenses    19 96 AA          12        16,000.00

  1       1.2020            Buildings                 19 96 AA          12     2,500,000.00

  1       1.2020            Buildings                 19 97 AA          04       125,000.00

  1       1.2060            Furniture & Office Equipm 19 96 AA          12       400,000.00

  1       1.2060            Furniture & Office Equipm 19 97 AA          04        20,000.00
                                                                        05        20,500.00
                                                                        06        20,520.00
  1       1.2070            Computer                  19 96 AA          12       257,000.00

  1       1.2070            Computer                  19 97 AA          04        12,850.00
                                                                        05        13,171.25
                                                                        06        13,191.25

  1       1.2120            Accum Depr - Buildings    19 96 AA          12       500,000.00-

  1       1.2120            Accum Depr - Buildings    19 97 AA          04        25,000.00-
                                                                        05        25,000.00-
                                                                        06        25,000.00-

  1       1.2160            Accum Depr - Office Furn/ 19 96 AA          12        50,000.00-

  1       1.2160            Accum Depr - Office Furn/ 19 97 AA          04         2,500.00-
                                                                        05         2,500.00-
                                                                        06         2,500.00-

  1       1.2170            Accum Depr - Computer     19 96 AA          12         7,000.00-

  1       1.2170            Accum Depr - Computer     19 97 AA          04           350.00-
                                                                        05           350.00-
                                                                        06           350.00-

  1       1.4110            Accounts Payable-Trade    19 96 AA          12     1,660,000.00-

  1       1.4110            Accounts Payable-Trade    19 97 AA          04       168,822.00-
                                                                        05       185,704.20-
                                                                        06       167,724.20-

  1       1.4112            A/P Invoice Logging Distr 19 96 AA          12        12,000.00-

  1       1.4112            A/P Invoice Logging Distr 19 97 AA          04         1,220.40-
                                                                        05         1,342.44-
                                                                        06         1,362.44-
```

What You Should Know About

Abbreviated column headings

The report contains the following abbreviated column headings:

- Ct – Century
- FY – Fiscal Year
- LT – Ledger Type
- PN – Period Number

Processing Options for Account Balance to Transactions

```
If comparing a units ledger, enter                          _____
 the amounts ledger to use to retrieve
 the transaction records.
```

Correcting Discrepancies

After running the integrity report, you should correct any discrepancies the system detects. Some typical discrepancies, reasons for occurring, and possible resolutions are:

The Account Balance and Detail columns are out of balance

Reasons:

- Data entries were damaged by improper void or change processes.
- An entry was not properly created by the conversion/interface programs.

Resolutions:

- If data entries are damaged in the Account Ledger table, run a data utility. If data entries are damaged in the Account Balances table, run the Repost Account Ledger program.
- If an entry was improperly created by the conversion/interface programs, research the error and add the missing entries. Verify the validity of Account Ledger records and correct the conversion/interface programs.

The date pattern is incorrect

Reason:

Changes were made to the fiscal date pattern after journal entries were entered into the system.

Resolution:

If the date pattern of the prior company is different from the new company, run the Repost Account Ledger program with the processing option set to print the report only. After reviewing the report, run the Repost Account Ledger program with the processing option set to recalculate, to correct the fiscal period and year balances.

Test Yourself: Correcting Account Balance to Transaction

1. Which integrity report shows each company's net balance for the prior year and year-to-date for the current year?

    a. Company by Batch Out of Balance

    b. Companies in Balance

    c. Intercompany Account in Balance

    d. Detail to Batch

2. True or False. The Intercompany Accounts in Balance report checks for out-of-balance conditions between corresponding intercompany accounts if you are using the hub method or detail method of intercompany settlements.

3. What three things does the Batch to Detail and Post Out of Balance Update/Report accomplish?

    a. Updates documents in batches so debits equal credits

    b. Prints a report of batches posted out of balance

    c. Deletes empty batch header records

    d. Updates the batch status to posted if the batch detail records are posted, but the associated header record was not updated

    e. Creates a batch header record for missing batch headers

4. Which three integrity reports update a company number in all of the necessary G/L tables?

    a. Account Balance to Transaction

    b. Account Balance without Account Master

    c. Companies in Balance

    d. Accounts without Business Units

    e. Transaction without Account Master

5. If you run the Account Balance without Account Master integrity report with the processing option set in the update mode, what is updated?

   a. The company number of all account ledger (F0911) records that have an invalid company number

   b. The company number of the account master (F0901) records with the correct business unit

   c. The company number of all account balance (F0902) records that have an invalid company number

   d. The business unit of all account ledger (F0911) records that have an invalid business unit number

The answers are in *Appendix B*.

Setup

Organization Report Structures

Objectives

- To create a parent-child organization structure for reporting purposes
- To view a complete parent-child structure
- To print a report showing parent-child structures

About Organization Report Structures

An organization report structure is a method of grouping business units for reporting purposes. It provides more flexibility in using low-volume consolidations and FASTR reporting, enabling you to display summary-to-detail income statement information. It also facilitates printing of subtotals and roll-up totals.

You can create hierarchical structures for each business unit and across companies. Each structure can contain multiple levels of parent, child, and grandchild relationships.

For reporting purposes, you can organize the parent-child hierarchies based on structures you define for financial, geographical, or responsibility reporting. Parent-child hierarchies can be as simple or complex as you require.

For example, you could have the following hierarchy:

Example 1: Parent = Business Unit 99
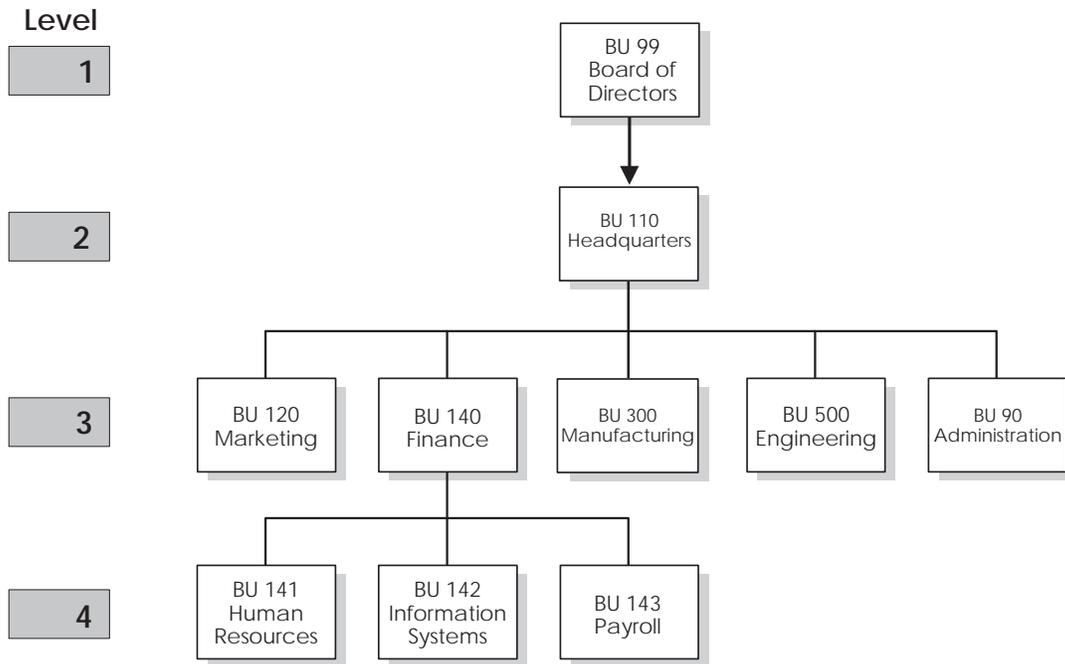
Example 2: Parent = Business Unit 140
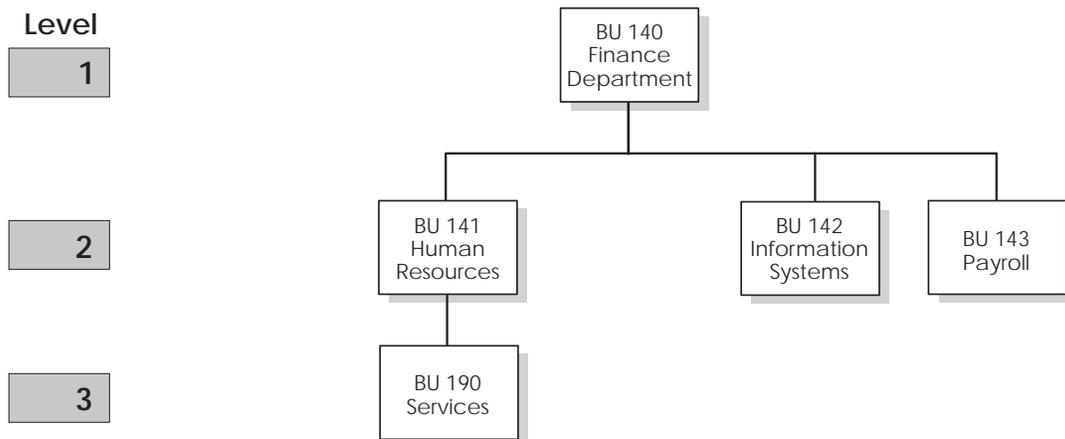
Work with Organization Report Structures
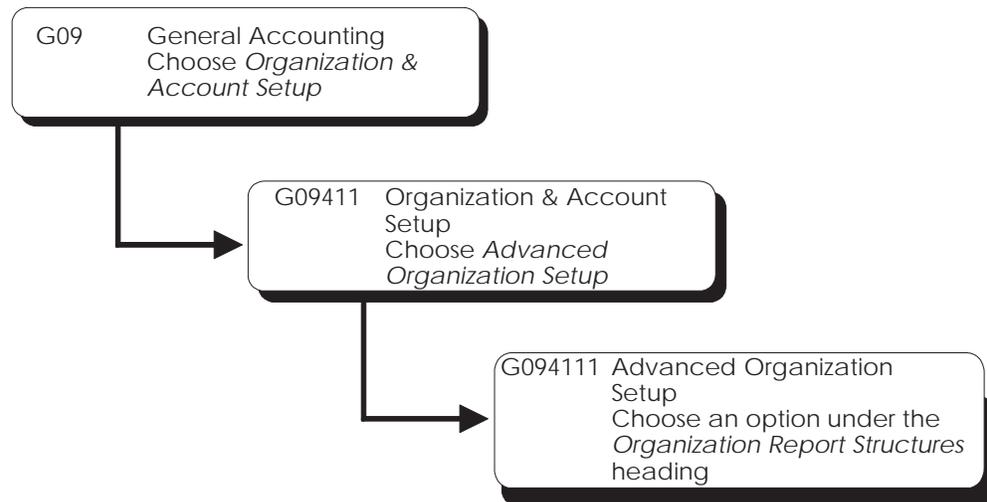
```
┌─────────────────────────────────────┐
│ G09      General Accounting          │
│          Choose Organization &       │
│          Account Setup               │
└──────┬──────────────────────────────┘
       │
       │      ┌─────────────────────────────────┐
       │      │ G09411   Organization & Account │
       └─────▶│          Setup                  │
              │          Choose Advanced        │
              │          Organization Setup     │
              └──────┬──────────────────────────┘
                     │
                     │     ┌────────────────────────────────────┐
                     │     │ G094111 Advanced Organization      │
                     └────▶│         Setup                      │
                           │         Choose an option under the │
                           │         Organization Report Structures │
                           │         heading                    │
                           └────────────────────────────────────┘
```

Working with Organization Report Structures

An organization report structure is a method of grouping business units for reporting purposes.

Working with organization report structures consists of:

❑ Creating organization report structures

❑ Reviewing organization report structures

❑ Printing organization report structures

Creating Organization Report Structures

To create organization report structures, you create parent-child hierarchies for business units. Any business unit designated as a parent must be associated with a complete chart of accounts. A parent business unit does not have to be a posting business unit.

With an organization report structure, you can:

- Create a hierarchy with up to 25 levels.

- Organize business units into multiple levels of parents and children. A business unit can be both a parent and a child, and each business unit can have multiple children. However, a business unit cannot have a parent that is also a child.

- Add or revise parent-child structures at any time. For example, you can add children to an existing parent-child structure.

This program updates the Organization Structure Master table (F0050).

Before You Begin

❑ Ensure that your chart of accounts is set up

❑ Determine the organization report structures to use for your business

❑ Set up the structure codes in user defined codes (00/TS)

❑ Determine the business unit that is associated with each structure level

What You Should Know About

Viewing the entire structure	View the entire parent-child structure by type on Structure Inquiry.
Changing business units	To change parent or child business units, follow the same steps for adding them.
Deleting business units	To delete the parent business unit and all of its children, use the Delete action. To clear information on a single line, use the Change action.

See Also

- *Reviewing Organization Report Structures (P00250)*

```
[0050] - Structure Revisions                              [_][□][X]
Functions  Tools  Help

                                      Type Structure  [    ]
                                      Parent 1/0          [ ]
        Parent Business Unit    [        99]  Board of Directors

              Child  Bus.        Description         Dspl
                Unit                                 Seq.
                    110  Headquarters                  1.0
                                                       2.0
                                                       3.0
                                                       4.0
                                                       5.0
                                                       6.0
                                                       7.0
                                                       8.0
                                                       9.0
                                                      10.0
                                                      11.0
                                                      12.0
                                                      13.0
                                                      14.0

      [✔] [✘]                          [i] [▲] [⊕] [▬]  [⬆]
      F5=Update/Resequence  F20/F19=Next/Previous Record  F24=More Keys   MW  [⬇]
```
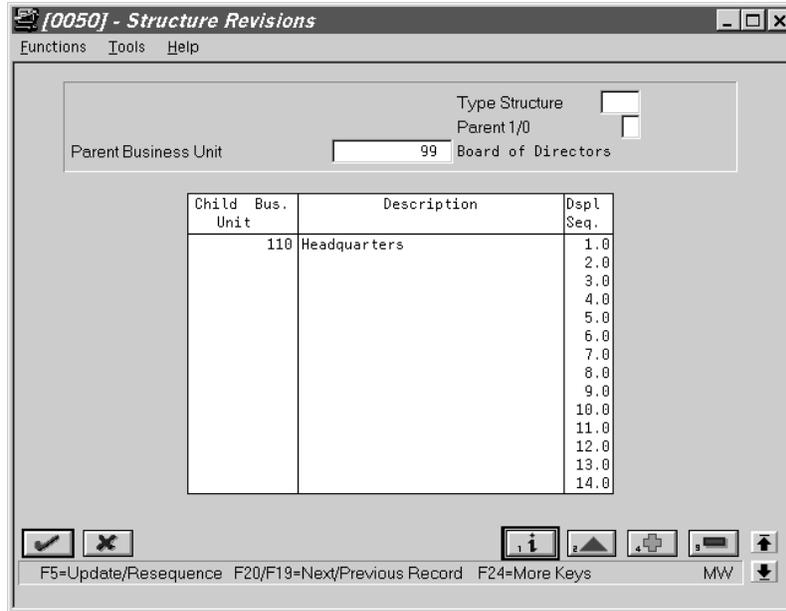
► **To add a child to a parent business unit**

On Structure Revisions

1. Enter 0 (zero) or blank in the following field to display children for a selected parent:

    - Parent 1/0

2. Complete the following field for the business unit to which you are adding a child:

    - Parent Business Unit

3. Complete the following fields:

    - Type Structure

    - Child Business Unit

4. To add the record, do one of the following:

    - In WorldSoftware, press Enter

    - In WorldVision, click Add

    The system verifies that the parent and the child are not the same and ensures that the business unit children are not also the parent.

5. To view the new information, redisplay Structure Revisions.

Organization Report Structures

Field	Explanation
Parent 1/0	A code that determines whether the system displays child business units for a parent or parent business units for a child. Valid codes are: 0 Displays children for selected parent 1 Displays parents for selected child The system will interpret a blank as 0.
Parent Business Unit	The primary level in a business unit hierarchy. A parent in one hierarchy can be a child in a different hierarchy. . . . . *Form-specific information* . . . . This could be a company or branch with several departments or jobs subordinate to it.
Type Structure	A code that identifies the type of organization structure, such as financial or responsibility, each with a different hierarchy. This is a user defined code (system 00, type TS).
Parent/Child Business Unit	Identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric. You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open A/P and A/R by business units, to track equipment by responsible department. Business unit security can prevent you from locating business units for which you have no authority. NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table. . . . . *Form-specific information* . . . . A child business unit is subordinate to a parent business unit. For example, this could be one of several departments subordinate to a branch or plant.

Processing Options for Structure Revisions

```
Initial Selection Values:
  (Any value(s) entered below will be
  preloaded into their corresponding
  fields on the screen.)

  Organization Structure Type:                    _____
```

Reviewing Organization Report Structures

You can review your organization structures online. The system displays the hierarchies for a particular business unit according to structure type, using one of three modes:

- Single-level structure
- Multi-level structure without indentation
- Multi-level structure with indentation

Before You Begin

❑ Ensure that parent-child structures exist in your system

See Also

- *Printing Organization Report Structures (P00425)*

▶ **To review organization structures**

On Structure Inquiry

```
[00250] - Structure Inquiry                                    _ □ ✕
Functions   Options   Tools   Help

                                    Type Structure   ____
                                    Mode             [3]
         Parent Business Unit      [        99]  Board of Directors

O│Level│ Child  Bus.│   Description   │   Manager Name   │Dspl
P│     │     Unit    │                │                  │Seq.
 │1    │      110│Headquarters        │                  │ 1.0
 │.2   │      120│ Marketing Department│Allen, Ray       │ 1.0
 │..3  │      121│  Eastern Marketing │Eason, Walter     │ 1.0
 │...4 │      131│   Boston           │Wright, Allen     │ 1.0
 │...4 │      130│   New York         │Hawkins, Jack     │ 3.0
 │..3  │      122│  Midwest Marketing │Walters, Annette  │ 2.0
 │...4 │      132│   Chicago          │Martin, John      │ 1.0
 │...4 │      529│   Denver Sales     │                  │ 2.0
 │...4 │      629│   Houston Sales    │                  │ 3.0
 │..3  │      123│  Western Marketing │Escalante, Jorge  │ 3.0
 │...4 │      600│   San Francisco Branch│               │ 1.0
 │.2   │      140│ Finance Department │Ellis, Jody       │ 2.0
 │..3  │      141│  Human Resources Depar│              │ 1.0
 │...4 │      190│   Services         │                  │ 1.0
 │..3  │      142│  Information Systems│Wilson, Bob      │ 2.0
 │..3  │      143│  Payroll Department│D'Angelo, Suzanne │ 3.0

 ✓  ✕                                                        ↑
Opt: 1=Org Struct Rev 2=BU Revs    F5=Org Struct Rev  F24=More Keys  ↓
```

Organization Report Structures

Complete the following fields:

- Parent Business Unit
- Mode

Field	Explanation
Mode	A code that indicates the mode or style in which you want to view the business unit structure. Valid codes are:
	1 Single-level structure – shows only the immediate children for a parent business unit, such as the Human Resources and Finance offices, which might be immediate children of the business unit Office of the President.
	2 Multi-level structure – shows all descendants for a parent business unit, displaying the numbered level of the child below the parent in a non-indented format. The display can have a maximum of 25 levels. For example, the Human Resources business unit might have child business units of Benefits or Internal Training.
	3 Multiple-level indented structure – shows all descendants for a parent business unit, displaying the numbered level of the child below the parent in an indented format with a maximum of five levels of indentation. This shows the same information as code 2, but the indented format might make the display easier to read with a complex organizational structure.
	The following codes apply to Employee/Supervisor Organization Charts only:
	4 Displays all employees reporting to a supervisor up to a maximum of two levels.
	5 Displays all employees reporting to a supervisor up to three levels.

Processing Options for Structure Inquiry

```
Initial Selection Values:
  (Any value(s) entered below will be
  preloaded into their corresponding
  fields on the screen.)

  Organization Structure Type:                    _____
```

Printing Organization Report Structures

After you create parent-child structures, you can print the Structure Report that shows the complete hierarchies. Depending on how you set the processing options, you can print a report that shows one of the following:

- All business units

- A single business unit

- The hierarchies for business units that have no parents

Before You Begin
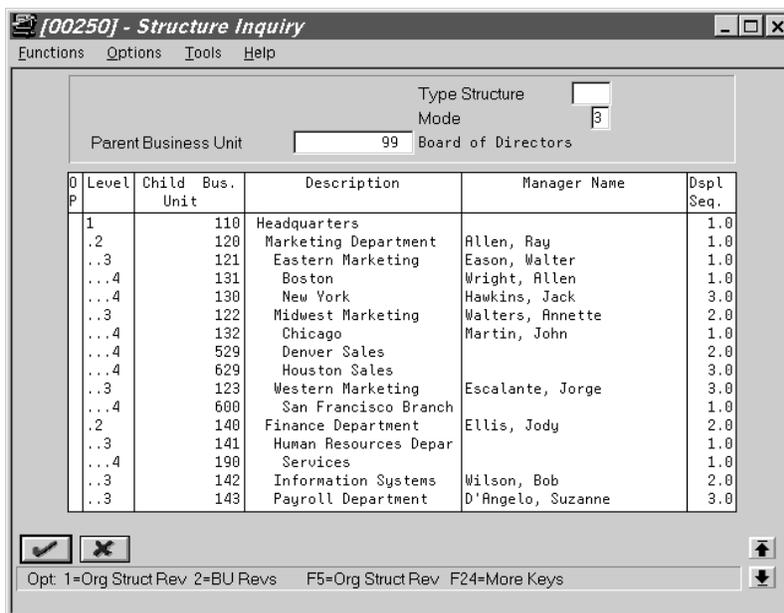
❑ Ensure that parent-child structures exist in your system

See Also

- *Reviewing Organization Report Structures (P00250)*

Organization Report Structures

```
    00425                                J.D. Edwards & Company              Page. . . .        2
                                        Organization Structure Report        Date. . . .  5/08/98
                                        Organizational Structure Type


    Parent Bus. Unit . .        7 General Accounts             Type Structure. .

    Level      Child          Description              Manager            Seq
              Bus. Unit                                 Name               No.
    ----- -----------   ------------------------   ------------------------  -----
    1          701     Corporate Administratio                              1.0
    .2          99     Board of Directors                                   1.0
    ..3        110      Headquarters                                        1.0
    ...4       120       Marketing Department    Allen, Ray                  1.0
    ....5      121        Eastern Marketing       Eason, Walter             1.0
    .....      131        Boston                  Wright, Allen             1.0
    .....      130        New York                Hawkins, Jack             3.0
    ....5      122        Midwest Marketing       Walters, Annette          2.0
    .....      132        Chicago                 Martin, John              1.0
    .....      529        Denver Sales                                      2.0
    .....      629        Houston Sales                                     3.0
    ....5      123        Western Marketing       Escalante, Jorge          3.0
    .....      600        San Francisco Branc                               1.0
    ...4       140       Finance Department      Ellis, Jody                2.0
    ....5      141        Human Resources Dep                               1.0
    .....      190        Services                                          1.0
    ....5      142        Information Systems     Wilson, Bob               2.0
    ....5      143        Payroll Department      D'Angelo, Suzanne         3.0
    ...4       300       Manufacturing Depart    Planner, Mark              3.0
    ...4       500       Engineering             Kellerman, James           4.0
    ...4        90       Administrative Depar                               5.0
    ....5      141        Human Resources Dep                               1.0
    .....      190        Services                                          1.0
    ....5      143        Payroll Department      D'Angelo, Suzanne         2.0
    ....5      451        Accounting Departme                               3.0
    1          709     Human Resources                                      2.0
    .2        7709      Human Resources                                     1.0
    1          740     Finance                                              3.0
    .2          77      General Accounts                                    1.0
    1          741     Accounting                                           4.0
    1          743     Manufacturing                                        5.0
    .2       48-200                                                         1.0
    .2    900ENG200     Buffalo Plant                                       2.0
    .2       48-201                                                         3.0
```

Processing Options for Structure Report

Print Format:
1. Enter format to print: _____
   '1' = single level structure
   '2' = multi-level structure
   '3' = multi-level indented structure

Substructure Suppression:
2. Enter a '1' to suppress printing of   _____
   structures for Business Units that
   are children of other Business Units.
   This will result in printing
   structures only for Business Unit(s)
   that have no parents.

Exercises

See the exercises for this chapter.

Advanced Chart of Accounts

Objectives

- To set up a flexible format for account numbers
- To define the segments of the flexible format
- To update the flexible account numbers
- To set up the length of the object account in the standard chart of accounts

About the Advanced Chart of Accounts

You can create your own flexible format for your chart of accounts if you do not want to use the standard J.D. Edwards format (business unit of 12 characters, object of 4, 5, or 6 characters, and subsidiary of 8 characters). You might use the flexible format to comply with a chart of accounts for a regulatory agency or parent company.

In the flexible format:

- Account numbers appear in different lengths and in a different order than the account numbers in the standard business unit.object.subsidiary format.
- You control the nature, meaning, and validation of each account number segment.

After you create a flexible format, you should not change it. Changing it can produce unexpected results.

Creating a flexible format for your chart of accounts consists of:

- ❑ Understanding the flexible format
- ❑ Creating a flexible format

What Should You Consider Before Creating a Flexible Format?

Before you create a flexible format, consider the following:

Consistent account structure	You must use the same account structure for all companies and all business units in your organization. This is necessary for multi-company consolidations and automated intercompany settlements.
Specific AAI instructions	You must be specific in the following automatic accounting instructions (AAIs):

- The annual close procedure currently uses the AAI item GLG4 to find the retained earnings account. If you use a flexible format, you must define a GLG4 for each company using the complete account number for each company.
- Verify any AAIs that specify account ranges (such as GLG7, GLG9, GLG12, GLRC, GLPR, and PX). In general, express the subsidiary on the ending range (usually as all nines). For example, AAI GLG7 is 5999 (Object), 99999999 (Subsidiary).
- If you use alphabetic characters in any of the segments of your flexible format, you must be careful in setting up account ranges. For example, the system reads alpha characters (account AAAA) as the first account and numeric characters (account 9999) as the last account in a range.

Tax rate and tax areas	The system derives tax accounts in certain situations by using the tax rate and area code as the subsidiary account. This means you must set up tax rate/area codes that conform to your flexible format.
Specific segment meaning	The flexible format restricts you to a specific meaning and order for each segment. You can still change your chart of accounts as long as you stay within the defined segments that you set up. Although you cannot change between flexible and standard formats, you can change account numbers within one format or the other.
Format of invalid accounts	You cannot enter invalid accounts (with the # prefix) in a flexible format.
Format for subledgers	You can set up a flexible format for subledgers without setting up a flexible format for the business unit.object.subsidiary segments of your standard format.

Understand Flexible Format

About Flexible Format Structure

Flexible account numbers for your chart of accounts can consist of up to 12 segments, that total to 34 characters. To create a flexible format, you define each segment of the account number. The following is one example of a flexible format:

- Business unit, in three segments:

    - Company number

    - Business unit category code, such as Engines

    - Business unit category code, such as Buffalo Plant

- General ledger object account, in one segment, such as Interplant Sales

- Subsidiary account (optional), in two segments:

    - Object account, such as Combustion Engines

    - Object account, such as Labor

- Subledger and type (optional), in one segment. This can be used to track transactions at another level, such as Valves.
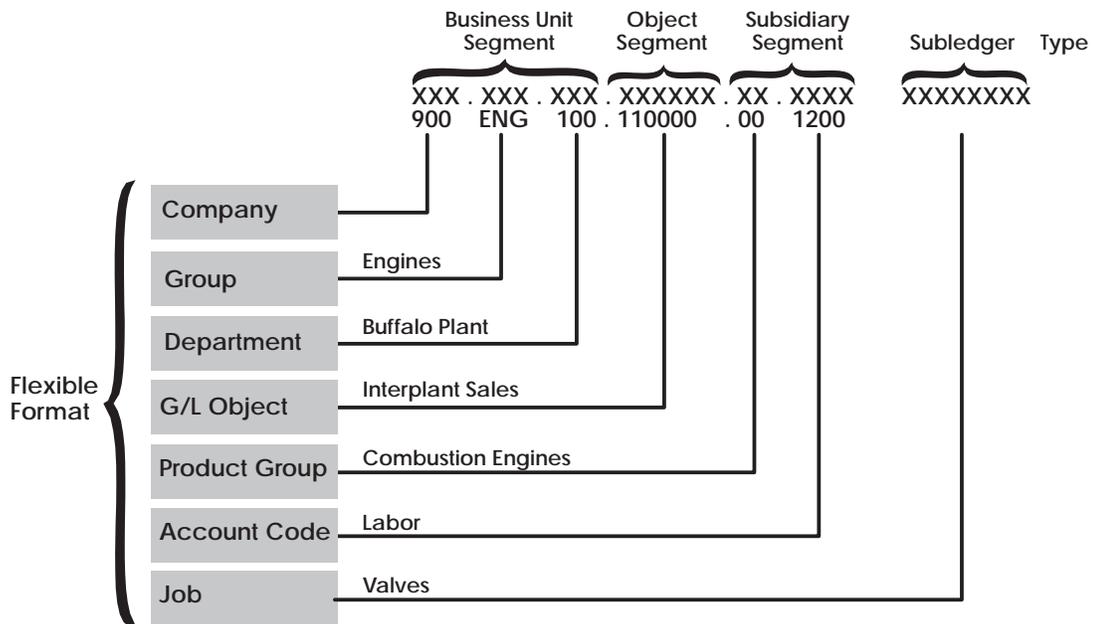
The following forms illustrate the different ways in which flexible account numbers might appear:

- Accounts by Business Unit

- Account Ledger Inquiry

What You Should Know About

Skip to Account field   This field must contain the entire business unit segment of the flexible account number.

About Flexible Format Account Segments

To create a flexible chart of accounts, you need to define account segments for the following:

- Business unit
- Object account
- Subsidiary account

You can sort and select on each segment of information. You can also define how you want to validate the account segments.

You need to understand the following rules about flexible format:

Total Length   Create account numbers, including separator characters, not to exceed 34 characters.

Numeric/alphanumeric   Define each segment of the account number as either numeric or alphanumeric.

Business Unit   Use business units or business unit category codes to define business unit segments, up to 12 characters and 6 segments.

Object   Use object accounts or object category codes to define object segments, up to 6 characters and 3 segments.

Subsidiary   Use object accounts or object category codes to define subsidiary segments, up to 8 characters and 4 segments.

Subledger   Define subledger segments for validation only, up to 8 characters and 6 segments. You cannot use separator characters in the subledger code.

Defining Business Unit Segments

The system stores the first 12 characters of a flexible account number in:

- The Business Unit field
- The fields in the Business Unit Master table that you have defined for the account segment

The following example shows:

- Segment 1 (three characters) defined as the Company field
- Segment 2 (three characters) defined as business unit category code 6
- Segment 3 (three characters) defined as business unit category code 7.

The fields in the Business Unit Master table contain the following information:

Business Unit	111BBB222
Company	111
RP06 (category code)	BBB
RP07 (category code)	222

For business unit segments 111.BBB.222, the system validates 111 against the Company Names and Numbers table, BBB against the user defined codes list, and 222 against the user-defined codes list. The entire 9-character account number is stored in the Business Unit field.

Defining Object Account Segments

The system stores up to six characters that are defined as the object account in:

- The Object field
- The Account Master table you have defined for the segment

You can define the object account number with two category codes, or with an object, but not with a combination of the two.

The following example shows:

- Segment 1 (three characters) defined as account category code R004
- Segment 2 (two characters) defined as account category code R005

- All six characters (three plus two plus a separator character) are stored in these two category codes

If the object account segments are 101.CD, the fields in the Account Master table contain the following information:

Object	101.CD
R004	101
R005	CD

Defining the Subsidiary Account Segments

The system stores up to eight characters for the subsidiary account in:

- The Subsidiary field
- The Account Master table that you have defined for the segment

The following example shows:

- Segment 1 (five characters) defined as account category code 22
- Segment 2 (two characters) defined as account category code 23
- All eight characters (five plus two plus a separator character) are stored in the account category code fields

If the subsidiary account segments are CD1234, the fields in the Account Master table contain the following information:

Subsidiary	CD12334
R0022	CD123
R0023	34

Create a Flexible Format

```
G09        General Accounting
           Choose Organization &
           Account Setup
```

```
G09411     Organization & Account
           Setup
           Choose Advanced
           Organization Setup
```

```
G094111    Advanced Organization
           Setup
           Choose an option under the
           Advanced Chart of Accounts
           heading
```
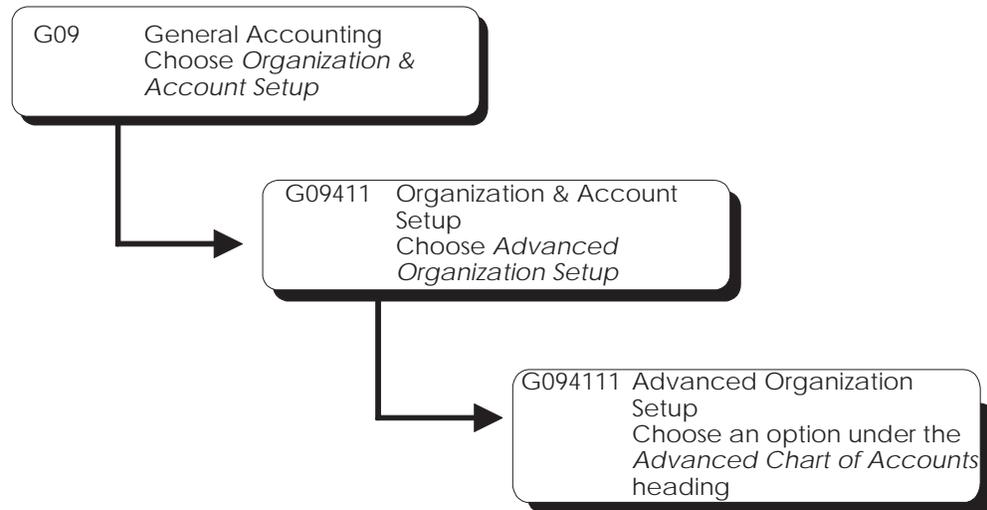
Creating a Flexible Format

You can create your own flexible format for your chart of accounts if you do not want to use the standard J.D. Edwards format (business unit.object. subsidiary). For example, you might want to use a format that includes more information, such as company, group, department, G/L object, product group, and account code.

Creating a flexible format consists of:

❑ Defining a flexible account segment

❑ Defining a subledger segment (optional)

❑ Updating business units and account numbers

❑ Entering new account numbers

⚠ After you create a flexible format, you should not change it. Changing it can produce unexpected results.

Before You Begin

❏ Determine the structure of your flexible format.

❏ Set up user defined codes. See *Setting Up User Defined Codes* in the *General Accounting I Guide*.

❏ Set up category codes for business units and accounts. See *Assigning Category Codes to Business Units* and *Revising a Single Account* in the *General Accounting I Guide*.

❏ Verify automatic accounting instructions. See *Setting Up AAIs for General Accounting* in the *General Accounting I Guide*.

❏ Verify intercompany settlements, if you are using them. See *Setting Up Intercompany Settlement Constants* and *Setting Up Companies for Intercompany Settlements* in the *General Accounting I Guide*.

Defining a Flexible Account Segment

You can define the flexible account segments so that each has a particular meaning for your business, and then arrange them in any order. The system edits and validates each segment independently.

If you are converting from the standard format to a flexible format, you must define the flexible account segments to match the lengths of the original standard segments of the account numbers. For example, if the business unit was six characters in the standard format, it must be six characters in the flexible format. However, you can add more meaning to those six characters.

You must associate each segment of the flexible format with at least one of the following in the standard format:

- Business unit
- Object account
- Subsidiary
- Subledger

When you create a flexible format, the system copies the value in each segment of the flexible format into the fields in the corresponding table:

- Business unit – Business Unit Master table (F0006)
- Object and subsidiary accounts – Account Master table (F0901)

▶ **To define a flexible account segment**

On Flex Format – BU.Obj.Sub

```
[0907] - Flex Format  - BU.Obj.Sub                                    _ □ ×
Functions   Tools   Help

   Format the JDE Account Master fields as follows:


  Seq|       Description      |B|O|S|Len|A/N|Cross Reference Fields
   1 |Company                |X|   |03 |N  |CO  |Company
   2 | Group                 |X|   |03 |A  |RP05|Department Type
   3 |Department             |X|   |03 |N  |RP07|Line of Business
   4 |G/L Object             | |X |04 |N  |OBJ |Object Account
   5 |Product Group          | | |X|02 |A  |R005|Category Code - G/L 005
   6 |Account Code           | | |X|04 |N  |R023|Category Code - G/L 023
   7 |                       | | | |   |   |    |
   8 |                       | | | |   |   |    |
   9 |                       | | | |   |   |    |
  10 |                       | | | |   |   |    |



  ✔  ✖                                                              ▲
       F6=Subledger Format   F24=More Keys                    MW    ▼
```

1. Complete the following fields (cross reference may be either a business unit or an account code):

   - Description

   - Length

   - Alpha/Numeric

   - Cross Reference

2. To indicate how to map the flexible segment to the standard format segment, complete one of the following fields:

   - Business Unit

   - Object

   - Subsidiary

Field	Explanation
Description	A user defined name or remark that describes a field.
	For example, the data type is Education, and you enter MA in the column you defined as Degree. The system automatically brings in the Master of Arts description linked to MA.
	. . . . *Form-specific information* . . . .
	You can enter the segments in any order on the form.
Business Unit	An X in this field indicates that this segment of each G/L account number is stored as part of the J.D. Edwards Business Unit field (MCU) in the database. For flex account numbers, you can define up to 6 segments, and use a total of 12 characters for the Business Unit field.
	If you define multiple segments for the business unit, the system concatenates them left to right in ascending order according to their assigned sequence numbers. The resulting number is right–justified in the database field.
Object	An X in this field indicates that this segment of each G/L account number is stored as part of the J.D. Edwards Object Account field (OBJ) in the database. For flex account numbers, you can define up to three segments, and use a total of six characters for the Object field.
	If you define multiple segments for the object, the system concatenates them left to right in ascending order according to their assigned sequence numbers. The resulting number is left–justified in the database field.
Subsidiary	An X in this field indicates that this segment of each G/L account number is stored as part of the J.D. Edwards Subsidiary Account field (SUB) in the database. For flex account numbers, you can define up to four segments and use a total of eight characters for the Sub field.
	If you define multiple segments for the subsidiary, the system concatenates them left to right in ascending order according to their assigned sequence numbers. The resulting number is left–justified in the database field.
Length	The length of the specific segment or element for the flexible chart of accounts format. The individual elements must be greater than zero and must not exceed the following number of characters:
	Business Unit – 12 (with separator characters)
	Object account – 6 (with separator characters)
	Subsidiary account – 8 (with separator characters)
	Subledger – 8 (separator characters not allowed)

Field	Explanation
Alpha/Numeric	A code of A indicates that the field is to be an alphanumeric field. A code of N indicates that the field is defined as a numeric field.
Cross Reference Business Unit	A code that identifies the field in the Business Unit Master file (F0006) that relates to the flex number segment. The system uses this cross-reference to map flex account number segments to the bu.obj.sub format. Do not add, change, or delete any cross-reference fields in the user defined codes list.
Cross Reference Account Code	The J.D. Edwards data field name from the Account Master file (F0901) which relates to the particular account format element. This item is validated against User Defined Codes 09/X2. NOTE: These fields are set up for mapping in the programs. Therefore, if other Account Master file fields are added to this user defined code, they will be accepted but information will not be mapped to these fields. Do not add new fields to this user defined code.

Defining a Subledger Segment

You can define flexible segments that correspond to the subledger. This is an optional feature. You can use flexible format for subledgers only, without setting up a flexible format for the business unit.object.subsidiary segments of your standard format.

Because there are no account master records at the subledger level, you cannot match subledger segments to other fields. The system validates these segments against user defined codes.

When defining subledger segments, note the following:

- You must use a valid user defined code for the system to validate the subledger segments.

- If you set up your own user defined code list to validate a segment, you should use install system code 55. This code allows you to set up custom codes that can never be overwritten by J.D. Edwards programs.

- The system edits only subledgers entered with a type S (Flexible), based upon the format you define.

▶ **To define a subledger segment**

On Flex Format – Subledger

```
[09071] - Flex Format  - Subledger                    _ □ ✕
Functions   Tools   Help

          The JDE Subledger is to be formatted as follows:

          Seq            Description          Len Validate.
                                                  Code Cd
            1 Segment 1                        03  00   01
            2 Segment 2                        03  00   0
            3
            4
            5
            6

      ✔   ✘                                              ⬆
      F5=User Defined Codes  F6=BU/Obj/Sub Format  F24=More Keys   ⬇
```
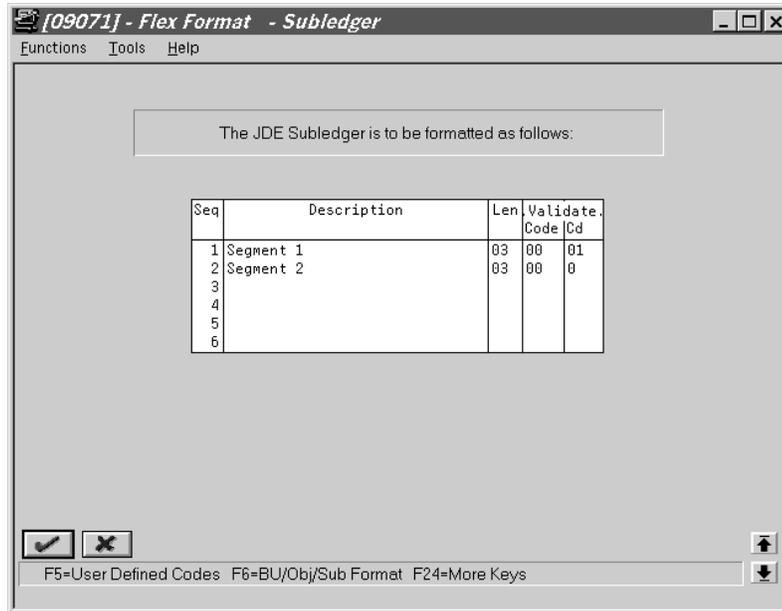
Complete the following fields:

- Description
- Length
- System Code
- User Defined Code

Field	Explanation
System Code	A user defined code (98,/SY) that identifies a J.D. Edwards system. . . . . *Form-specific information* . . . . Enter the install system code for validation. During data entry, the system validates the subledger against the user defined code table you specify (install system code and user defined code type). Leave the Validate fields blank for no validation of the subledger.

Field	Explanation
User Defined Code	Identifies the table which contains user defined codes. The table is also referred to as a code type.
	. . . . *Form-specific information* . . . .
	Enter the record type for validation. During data entry, the system validates the subledger against the user defined code table you specify (install system code and record type). Leave the Validate fields blank for no validation of the subledger.

Updating Business Units and Account Numbers

After you define flexible account numbers, you must update them. To do so, run the following two batch programs:

- Run the Refresh Index – Business Unit program

- Run the Refresh Index – Account program

These are DREAM Writer programs.

Running the Refresh Index – Business Unit Program

Run this program:

- If you matched flexible segments to the business unit after your business units were already set up

- If another update program has overlaid the segment values in the Business Unit Master table, and they no longer correspond to the flexible format

This program updates the appropriate fields in the Business Unit Master table with the flexible segments that have been mapped to the business unit in the Flexible Chart of Accounts Coding table.

Running the Refresh Index – Account Program

Run this program:

- If you defined your flexible format after you set up your accounts.

- If another update program has overlaid the segment values in the Account Master table, and they no longer correspond to the flexible format.

This program updates the appropriate fields in the Account Master table with the flexible segments that have been mapped to the object and subsidiary in the Flexible Chart of Accounts Coding table.

Data Selection and Sequence for Refresh Index – Account

Use the existing DEMO version and do not make changes to the data selection or data sequence.

Entering New Account Numbers

After you define the account segments for your flexible format, enter new account numbers using the Account Build form to ensure that the account numbers conform to the flexible format.

This form only appears if your system is set up for flexible account numbers.

Building the account separates the account segments into individual fields for easy data entry. To access this form, place your cursor in an account field on an entry form (such as Journal Entries), press F1, and then press F8.

The following example shows user-defined segments of a flexible account number 900.ENG.100.1100.00.1200:
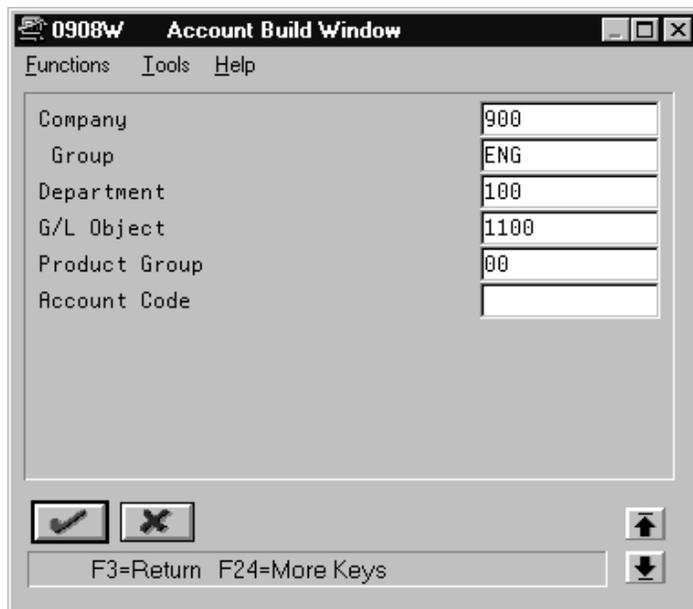
Test Yourself: Creating a Flexible Format

ABC Incorporated has decided to set up their chart of accounts so that each segment of the account number has the following meaning:

```
XXX.XX.XX.XX.XXXXXX.XXXXXXXX
   |     |  |     |       |
   |     |  |     |       |
   |     |  |     |       |
Company  Dept.  Object  Subsidiary

       Div.  Product

   Note:  Div. = Division
          Dept. = Department
```

Using this information, write in the values you would set up on the Flex Format – BU/Obj/Sub form.

Seq	Description	B	O	S	Len	A/N
1	_____	_	_	_	__	_ ___
2	_____	_	_	_	__	_ ___
3	_____	_	_	_	__	_ ___
4	_____	_	_	_	__	_ ___
5	_____	_	_	_	__	_ ___
6	_____	_	_	_	__	_ ___
7	_____	_	_	_	__	_ ___
8	_____	_	_	_	__	_ ___
9	_____	_	_	_	__	_ ___
10	_____	_	_	_	__	_ ___

The answers are in *Appendix B*.

Advanced & Technical

Consolidations

Objectives

- To create consolidated account balances for a limited number of companies (low-volume)
- To create consolidated account balances for all companies or a large number of companies (high-volume)

About Account Consolidations

Account consolidations enable you to group, or consolidate, business unit account balances for online viewing and reports. You can consolidate account balances for companies or organizational business unit structures.

Account consolidations consist of:

❑ Working with low-volume consolidations

❑ Working with high-volume consolidations

The method you choose depends on the availability of disk space.

What Are the Advantages and Disadvantages of Each Method?

Low-Volume

Advantages:

- Is useful for consolidating small numbers of companies or business units.
- Includes "real-time" information for up-to-the-minute consolidations.
- Enables you to store criteria for future consolidations.
- Controls the calculation method for ledger comparison. For example, you can have the system subtract budgets from actuals to calculate budget variances or divide budgets by actuals to show a budget-to-actual ratio. A processing option determines the calculation method.
- Accesses the ledger for viewing detail for business units, down to the account level.
- Does not require additional disk space because the program does not create new records. Instead, it uses the existing account balance records.
- Enables you to use organization report structures for viewing a parent business unit and all child business units associated with that parent.
- Enables you to use a masked business unit to search for and view all business units that share a specific pattern.
- Enables you to consolidate balances based on multiple business unit category codes.

Disadvantages:

- Provides viewing capabilities only (no hard copy).
- Causes increased processing time, based on the number of business units.

| **High-Volume:** | Advantages: |

- Is useful for consolidating large balances and numbers of companies or business units.
- Enables results to be used in FASTR reporting.
- Allows batch mode for running consolidations overnight. Processing in batch mode is useful to consolidate a large number of business units or accounts, or both.

Disadvantages:

- Does not recognize parent/child reporting structures.
- Requires additional disk space, because several programs add records to tables and build a new database that contains consolidation information (pseudo records).
- Prevents real-time access, due to batch mode.
- Requires you to refresh consolidation to update the consolidation with new account balance information.

What You Should Know About

AAI items Both methods use AAI items GLG6 (beginning revenue account) and GLG12 (ending income statement account) to distinguish between balance sheet and income statement accounts. When the system calculates cumulative balances, it adds the prior year-end cumulative balance to the year-to-date amount for accounts that are not income statement accounts.

Multi-Currency You can consolidate business units only if they have the same currency. If they have different currencies, the resulting amounts are meaningless.

Work with Low-Volume Consolidations

```
┌─────────────────────────────────────┐
│ G09      General Accounting          │
│          Choose Consolidations       │
└─────────────────────────────────────┘
                    │
                    │
                    └──────────────────┐
                                       ▼
                    ┌─────────────────────────────────────┐
                    │ G1011    Consolidations              │
                    │          Choose Low Volume           │
                    │          (Instant) Mode              │
                    └─────────────────────────────────────┘
```
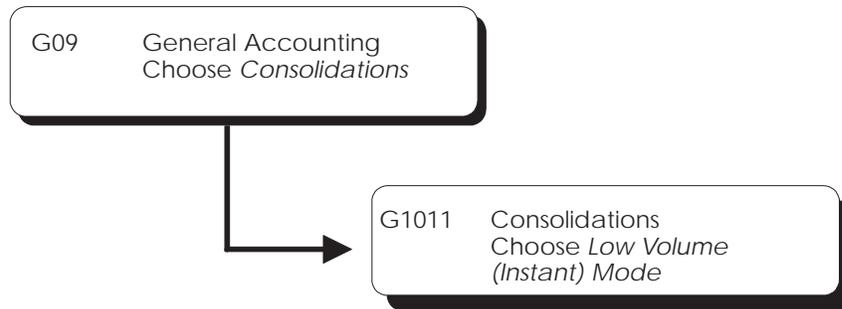
Working with Low-Volume Consolidations

With low-volume consolidations, you can compare budget amounts to actual amounts for a group of business units for a specific company, or compare different budget ledgers, unit ledgers, and so on.

When you use low-volume consolidation, you can consolidate business units by:

- Company

- Company, category code, and value

- Organizational structures, parent business unit if set up

- Masked business unit

Working with low-volume consolidations consists of:

❏ Consolidating business units

❏ Consolidating by masked business unit

❏ Reviewing income statements and balance sheets

❏ Storing online consolidation criteria

See Also

- *Reviewing Trial Balances Online (P09210)* in the *General Accounting I Guide*

Consolidating Business Units

You can consolidate and review account balances by:

- Category code, such as branch, office, geographical region
- Company, category code, and value (for example, types of expenses by department, product type, and geographical region)
- Organizational structure, within parent/child business units

Example: Consolidating Business Units by Category Code

The following diagram and forms illustrate how you can consolidate business units by category code.
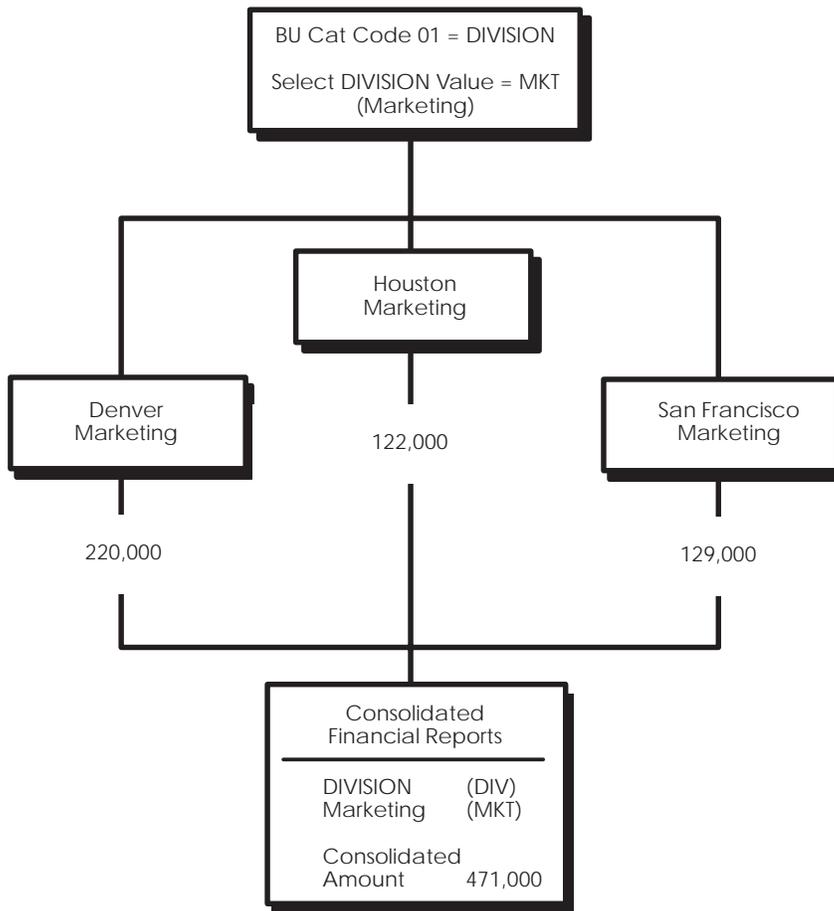
```
          ┌──────────────────────────────┐
          │  BU Cat Code 01 = DIVISION    │
          │                               │
          │  Select DIVISION Value = MKT  │
          │         (Marketing)           │
          └──────────────────────────────┘
                         │
        ┌────────────────┼────────────────┐
        │       ┌─────────────────┐       │
        │       │    Houston      │       │
        │       │    Marketing    │       │
        │       └─────────────────┘       │
┌─────────────────┐      │      ┌─────────────────┐
│     Denver      │  122,000    │  San Francisco  │
│    Marketing    │             │    Marketing    │
└─────────────────┘             └─────────────────┘
        │                                │
      220,000                         129,000
        │                                │
        └────────────────┬───────────────┘
               ┌──────────────────────────┐
               │      Consolidated        │
               │   Financial Reports      │
               │ ──────────────────────── │
               │  DIVISION      (DIV)     │
               │  Marketing     (MKT)     │
               │                          │
               │  Consolidated            │
               │  Amount       471,000    │
               └──────────────────────────┘
```

In this example, the first form contains information that has been entered for a consolidation by category code.

```
[09218] - Low Volume (Instant) Mode                              _ □ ×
Functions   Options   Tools   Help

                                          Store Inquiry (1/0)      0

Inquiry: Name          [        ]  Descr    [                        ]
Company                [00000  ]    -OR- Type Structure      [    ]
Category Code   [01] Value  [MKT    ]      Parent Business Unit  [          ]
Category Code   [  ] Value  [        ]
Category Code   [  ] Value  [        ]
Category Code   [  ] Value  [        ]    -OR- Masked Business Unit  [        ] ***

  O Level Business Unit    Description          Manager Name        Seq
                   3  Denver Branch
                   4  Dallas Branch
                   5  San Francisco Branch
                 120  Marketing Department   Allen, Ray
                 121  Eastern Marketing      Eason, Walter
                 122  Midwest Marketing      Walters, Annette
                 123  Western Marketing      Escalante, Jorge
                 130  New York               Hawkins, Jack
                 131  Boston                 Wright, Allen
                 132  Chicago                Martin, John
                 210  Denver Branch
                 400  Houston Branch
                 600  San Francisco Branch

  ✓   ✗                                                            ⬆
         F6=Consolidations   F24=More                              ⬇
```

The second form contains the results of the consolidation.

```
[092181] - Consolidated Financial Reports                        _ □ ×
Functions   Options   Tools   Help

                                          Level of Detail      9
                                          BU Detail            Y
         Thru Date/Period      06/30/98   Scaling Factor       0      1
         From Account          8400       Cum/Period(C/P)      C
         Thru Account          [        ] Subledger            *      [ ]
         -OR-  Balance Sheet/Income Statement  [ ]  Currency Code  *

Data  |I■□■|

  OP      Description        Budget Amount   Actual Amount   Dollars/Unit
        Equipment Expenses
        Supplies, Services
         Advertising
          Denver Branch          2,400-          7,587-
          Dallas Branch          6,265-          6,182-            1-
          San Francisco Bra      5,272-          5,203-            1-
          Denver Branch          6,000-          1,000-            6-
          Houston Branch                         1,500-
          San Francisco Bra                      2,500-
         Bad Debt Expense
          Denver Branch                            220-
          Dallas Branch            124-            122-            1-
          San Francisco Bra        130-            129-            1-
         Entertainment

  ✓   ✗                                                            ⬆
  Opt:  1=Acct Ldgr Inq   2=Acct Bal by Period   F2=Toggle Display Format  ⬇
```
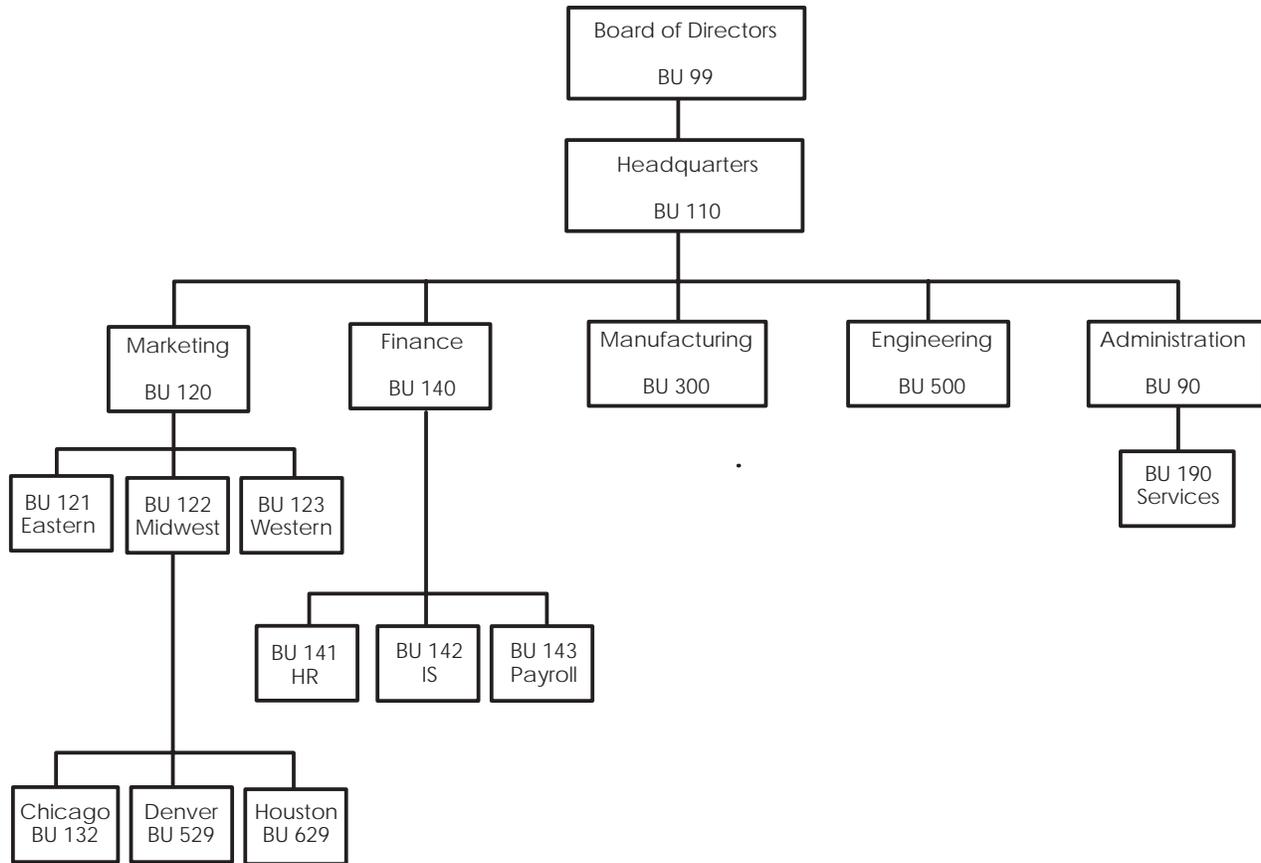
Example: Organizational Structure Consolidation

The following diagram and forms illustrate how you can consolidate business units by organizational structure.

```
                        ┌─────────────────────┐
                        │  Board of Directors │
                        │       BU 99         │
                        └──────────┬──────────┘
                        ┌──────────┴──────────┐
                        │   Headquarters      │
                        │       BU 110        │
                        └──────────┬──────────┘
   ┌──────────┬─────────┬─────────┼──────────┬──────────────┐
┌────────┐ ┌────────┐ ┌──────────────┐ ┌───────────┐ ┌────────────────┐
│Marketing│ │Finance │ │Manufacturing │ │Engineering│ │ Administration │
│ BU 120 │ │ BU 140 │ │   BU 300     │ │  BU 500   │ │     BU 90      │
└───┬────┘ └───┬────┘ └──────────────┘ └───────────┘ └───────┬────────┘
 ┌──┼──┐       │                                          ┌───────┐
┌────┐┌────┐┌────┐                                         │ BU 190│
│BU121││BU122││BU123│                                       │Services│
│East ││Mid ││West│                                         └───────┘
└────┘└─┬──┘└────┘
        │         ┌────┬────┐
     ┌──┼──┐   ┌────┐┌────┐┌────┐
   ┌────┐┌────┐┌────┐│BU141││BU142││BU143│
   │Chic││Denv││Hous││ HR  ││ IS  ││Payroll│
   │132 ││529 ││629 │└────┘└────┘└────┘
   └────┘└────┘└────┘
```

In this example, the first form contains information that has been entered for a consolidation by parent business unit.

```
[09218] - Low Volume (Instant) Mode                              _ □ ✕
Functions   Options   Tools   Help

                                    Store Inquiry (1/0)      0
Inquiry: Name          [        ]  Descr   [                        ]
Company                [00000]    -OR- Type Structure        [   ]
Category Code  [ ] Value [        ]    Parent Business Unit  [        99]
Category Code  [ ] Value [        ]    Board of Directors
Category Code  [ ] Value [        ]
Category Code  [ ] Value [        ]  -OR- Masked Business Unit [************]

┌─┬─────┬─────────────┬──────────────────┬───────────────────┬─────┐
│O│Level│Business Unit│   Description     │   Manager Name    │ Seq │
├─┼─────┼─────────────┼──────────────────┼───────────────────┼─────┤
│ │     │         99  │Board of Directors│                   │     │
│ │1    │        110  │Headquarters      │                   │ 1.0 │
│ │.2   │        120  │Marketing Department│Allen, Ray        │ 1.0 │
│ │..3  │        121  │Eastern Marketing │Eason, Walter      │ 1.0 │
│ │...4 │        131  │Boston            │Wright, Allen      │ 1.0 │
│ │...4 │        130  │New York          │Hawkins, Jack      │ 3.0 │
│ │..3  │        122  │Midwest Marketing │Walters, Annette   │ 2.0 │
│ │...4 │        132  │Chicago           │Martin, John       │ 1.0 │
│ │...4 │        529  │Denver Sales      │                   │ 2.0 │
│ │...4 │        629  │Houston Sales     │                   │ 3.0 │
│ │..3  │        123  │Western Marketing │Escalante, Jorge   │ 3.0 │
│ │...4 │        600  │San Francisco Branch│                 │ 1.0 │
│ │.2   │        140  │Finance Department│Ellis, Jody        │ 2.0 │
└─┴─────┴─────────────┴──────────────────┴───────────────────┴─────┘

[✔] [✖]                                                          [⬆]
      F6=Consolidations   F24=More                        MW    [⬇]
```

The second form contains the results of the consolidation.

```
[092181] - Consolidated Financial Reports                       _ □ ✕
Functions   Options   Tools   Help

                                    Level of Detail      9
                                    BU Detail            N
    Thru Date/Period          06/30/98  Scaling Factor   0          1
    From Account              8400     Cum/Period(C/P)    C
    Thru Account              [     ]   Subledger         *      [ ]
    -OR-   Balance Sheet/Income Statement [ ] Currency Code *

 Data |▐▐■■▐|
┌──┬──────────────────┬───────────────┬───────────────┬──────────────┐
│OP│   Description    │ Budget Amount │ Actual Amount │ Dollars/Unit │
├──┼──────────────────┼───────────────┼───────────────┼──────────────┤
│  │Supplies, Services│               │               │              │
│  │ Advertising      │       19,000- │       47,507- │              │
│  │ Bad Debt Expense │          600- │          719- │           1- │
│  │ Bank Charges     │               │        2,451- │              │
│  │ Business Licenses│        4,900- │       10,000- │           1- │
│  │ Conventions/Semina│         700- │          695- │           1- │
│  │ Contributions    │        1,200- │        3,126- │              │
│  │  Entertainment   │        5,200- │        6,470- │           1- │
│  │ Dues & Subscriptio│         100- │        1,045- │              │
│  │ Legal, Accounting│          800- │        4,383- │              │
│  │ Miscellaneous Expe│              │        2,950- │              │
│  │ Moving Expense   │        2,400- │          375- │           6- │
│  │ Office Supplies Ex│         400- │          650- │           1- │
│  │ Postage & Freight│               │          135- │              │
└──┴──────────────────┴───────────────┴───────────────┴──────────────┘

[✔] [✖]                                                          [⬆]
Opt:  1=Acct Ldgr Inq   2=Acct Bal by Period   F2=Toggle Display Format   MW   [⬇]
```

Consolidating business units consists of:

- Consolidating business units by category code
- Consolidating business units by company, category code, and value
- Consolidating business units by organizational structure

What You Should Know About

Skip to Account On the Consolidated Financial Reports form, if you enter an account number in the middle of a range for a level of detail, the information that appears might be incomplete. To see all of the data for a level of detail, enter the account number for the next higher level of detail. For example, to see complete data for level of detail 7, enter the account number for level of detail 6.

Scaling Factor The scaling factor is a code that controls how amounts are to be truncated (that is, whether amounts are expressed in 100s, 1000s, and so on)

▶ **To consolidate business units by category code**

On Low-Volume (Instant) Mode

1. Complete the following fields:

   • Company (optional)

   • Category Code

   • Value

2. Leave the following fields blank:

   • Type Structure

- • Parent Business Unit

- • Masked Business Unit

3. Verify that the business units are those that you want to consolidate.

4. Choose Consolidations to process the account balances and access Consolidated Financial Reports.

   The processing time for this step depends on the number of business units and associated accounts that you are consolidating.

```
[092181] - Consolidated Financial Reports                    _ □ x
Functions   Options   Tools   Help

                                    Level of Detail      9
                                    BU Detail            Y
   Thru Date/Period        06/30/98  Scaling Factor      0        1
   From Account            8400      Cum/Period(C/P)     C
   Thru Account                      Subledger           *
   -OR-   Balance Sheet/Income Statement    □  Currency Code  *

  Data  |█▎▪█▎|

  OP     Description      Budget Amount    Actual Amount    Dollars/Unit
       Equipment Expenses
       Supplies, Services
        Advertising
         Denver Branch         2,400-          7,587-
         Dallas Branch         6,265-          6,182-            1-
         San Francisco Bra     5,272-          5,203-            1-
         Denver Branch         6,000-          1,000-            6-
         Houston Branch                        1,500-
         San Francisco Bra                     2,500-
        Bad Debt Expense
         Denver Branch                          220-
         Dallas Branch          124-            122-             1-
         San Francisco Bra      130-            129-             1-
        Entertainment

   ✔    ✖                                                      ⬆
 Opt:  1=Acct Ldgr Inq   2=Acct Bal by Period   F2=Toggle Display Format   MW  ⬇
```

5. On Consolidated Financial Reports, complete the following fields:

   - • From Account

   - • Thru Account

6. To view a different level of detail, complete the following field (optional):

   - • Level of Detail

7. To view amounts for a different date or period, complete the following field (optional):

   - • Thru Date/Period

8. To view detail or summary amounts, complete the following field (optional):

   - • Business Unit Detail

9. To toggle between period and year-to-date formats, choose Toggle Display Format.

Field	Explanation
Company	A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries. . . . . *Form-specific information* . . . . Enter the number of the company for which you want to consolidate business unit balances, or leave this field blank to display information for all companies. You cannot select a company if you specify a parent business unit. If you select company 00000 (or if you leave this field blank), Consolidated Trial Balance displays ledger comparison information through company 00000's "thru date."
Category Code	The Category Code (01 – 30) you want to include in the consolidation.
Category Code Value	The value in a particular business unit category code that you want to use for selecting the business units to be consolidated. These codes are set up in user defined codes 00/xx, where xx corresponds to the category code (01-30) you specify.
Business Unit Detail	A code that determines whether the system displays detail or summary account information. Valid codes are: 　Y　　Yes, display detail information. The system automatically sets the Level of Detail field to 9. 　N　　No, do not display detail information. The system displays summary information. This is the default. . . . . *Form-specific information* . . . . Entering Y in this field is necessary if you want to use exit options to display inquiry forms.

▶   **To consolidate business units by company, category code, and value**

On Low-Volume (Instant) Mode

1. Complete the following fields:

   - Company

   - Category Code

   - Value

2. Verify that the business units are those that you want to consolidate.

3. Choose Consolidations to process the account balances and access Consolidated Financial Reports.

   The processing time for this step depends on the number of business units and associated accounts that you are consolidating.

4. On Consolidated Financial Reports, display all accounts, or complete the following field:

   - From Account

   - Thru Account

5. To view a different level of detail, complete the following field (optional):

   - Level of Detail

6. To view amounts for a different date or period, complete the following field (optional):

   - Thru Date/Period

7. To view detail or summary amounts, complete the following field (optional):

   - Business Unit Detail

8. To toggle between period and year-to-date formats, choose Toggle Display Format.

▶   **To consolidate business units by organizational structure**

On Low-Volume (Instant) Mode

Complete the following fields:

- Type Structure
- Parent Business Unit

What You Should Know About

Maintaining information	You can use the Structure Revisions form to maintain the information that appears for parent/child business unit.

See Also

- *Working with Organization Structures (P0050)*

Consolidating by Masked Business Unit

You can consolidate and review account balances across commonly numbered business units and companies. This is helpful if you use a flexible chart of accounts or if you do not know the entire account number.

Masking means to use wildcards for searching or consolidating. You can consolidate and review account balances by using wildcard characters, such as asterisks (*), with search characters in specific positions. You specify the wildcard character in the processing options.

You can consolidate by using portions of masked business unit numbers that represent product codes, departments, or divisions.

This program uses IBM Structured Query Language (SQL) to search for exact matches. Using SQL requires additional processing time.

Example: Consolidating by Masked Business Unit

The following diagram and forms illustrate how you can consolidate by masked business unit.
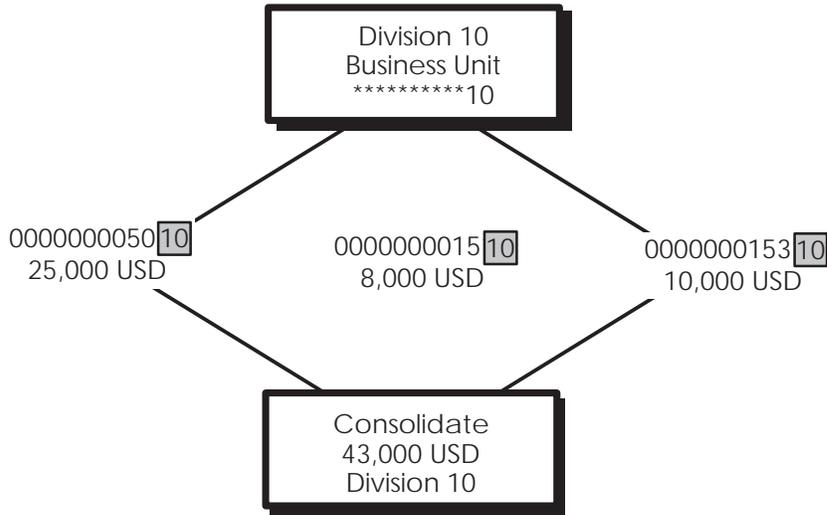
In this example, the first form contains information that has been entered for the consolidation. The masked business unit contains ten asterisks and the number 10 (**********10) to display and consolidate all business units with a 10 in the eleventh and twelfth positions of the business unit number.

The second form contains the results of the consolidation.

```
[092181] - Consolidated Financial Reports                      _ □ ✕
Functions   Options   Tools   Help
                                          Level of Detail    9
                                          BU Detail          N
        Thru Date/Period        06/30/98  Scaling Factor     0        1
        From Account            8400      Cum/Period(C/P)    C
        Thru Account                      Subledger          *
        -OR-   Balance Sheet/Income Statement  ☐ Currency Code  *

Data  |▮■▮|

OP         Description      Budget Amount   Actual Amount   Dollars/Unit
       Equipment Expenses
       Advertising             6,000-          1,000-             6-
       Bad Checks
       Bad Debt Expense
       Bank Expenses
       Business Licenses
       Entertainment          12,600-          2,845-             4-
       Dues & Subscriptio                        119-
       General Taxes, Fee
       Legal, Accounting
         Equipment Expens     18,600-          3,964-             5-
       Miscellaneous Expe
       Office Supplies Ex        600-            208-             3-
       Postage & Freight

 ✓   ✕                                                              ⬆
Opt:  1=Acct Ldgr Inq   2=Acct Bal by Period   F2=Toggle Display Format   MW  ⬇
```

▶   **To consolidate by masked business unit**

On Low-Volume (Instant) Mode

1. Enter a specific pattern in the following field:

    •   Masked Business Unit

2. Complete the following field (optional):

    •   Company

3. Verify that the business units are those that you want to consolidate.

4. Choose Consolidations to process the account balances and access Consolidated Financial Reports.

    The processing time for this step depends on the number of business units and associated accounts that you are consolidating.

5. On Consolidated Financial Reports, display all accounts, or complete the following field:

    •   From Account

    •   Thru Account

6. To view a different level of detail, change the following field (optional):

    •   Level of Detail

7. To view amounts for a different date or period, change the following field (optional):

   - Thru Date/Period

8. To view detail or summary amounts, complete the following field (optional):

   - Business Unit Detail

9. To toggle between period and year-to-date formats, choose Toggle Display Format.

Field	Explanation
Masked Business Unit	Use this field to select a search pattern within an existing business unit. Replace the wildcard characters with the search characters to create a specific search pattern.
	The characters you enter must be in the exact positions where they occur in the business unit number. For example, if you type 200 over the last three positions of the wildcard mask (********200), the system searches for all business units ending in 200. If you enter blanks (spaces) the system searches for a pattern with blanks in those positions. Press F22 to clear the field and refresh the wildcard mask.

See Also

- *Reviewing Trial Balances Online (P09210)* in the *General Accounting I Guide*

Reviewing Income Statements and Balance Sheets

With account consolidation, you can group, or consolidate, account balances for business units. By grouping business units, you can create a consolidated trial balance.

With low volume consolidations, you can:

- Review the income statement

- Review the balance sheet

▶   **To review the income statement**

On Low Volume (Instant) Mode

```
[09218] - Low Volume (Instant) Mode                          _ □ ×
Functions  Options  Tools  Help

                                    Store Inquiry (1/0)        0
Inquiry: Name  [        ]  Descr  [                        ]
Company        [00100]       -OR- Type Structure   [    ]
Category Code [ ] Value [        ]    Parent Business Unit [        ]
Category Code [ ] Value [        ]
Category Code [ ] Value [        ]
Category Code [ ] Value [        ]  -OR- Masked Business Unit [************]

 O Level Business Unit    Description          Manager Name      Seq
              DC  Distribution Center  Distribution Center
              10  Modesto Distribution Cen Modesto Warehouse #10
              19  Phoenix Branch        19 Phoenix
              20  Valley Forge Distributio Valley Forge        (#
              27  Eastern Area Distributio
              30  Memphis Distribution Cen Memphis Warehouse #30
              40  Ft. Worth Distribution C
              55  Portland Branch       55 Portland
              56  Cheyenne Branch       56 Cheyenne
              80  Boston Branch         80 Boston
              90  Administrative Departmen
              95  Miami Branch          95 Miami
              99  Board of Directors

 [✔] [✗]                                                      ↑
     F6=Consolidations   F24=More                        MW  ↓
```

1. Specify the business unit to be consolidated.

2. Choose Consolidations to access Consolidated Financial Reports.

```
[092181] - Consolidated Financial Reports                    _ □ ×
Functions  Options  Tools  Help

                                 Level of Detail      4
                                 BU Detail            N
    Thru Date/Period      06/30/98  Scaling Factor    1        10
    From Account          5000      Cum/Period(C/P)   C
    Thru Account          9999      Subledger         *      [ ]
    -OR-   Balance Sheet/Income Statement   1  Currency Code  *

 Data [▐▐▌▐]

 OP      Description      Budget Amount   Actual Amount   Dollars/Unit
    Sales Returns          7,015,440      10,666,057
    Telephone              5,013,660-      9,113,798-
       Gross Margin        2,001,780       1,552,260
    Travel                   225,740-        200,837-
       Operating Income    1,776,040       1,351,423
       Net Profit Before   1,776,040       1,351,423
    Other Income and Exp       660-       1,050,593
       Net Income (Los     1,776,700         300,830             1-



 [✔] [✗]                                                      ↑
Opt:  1=Acct Ldgr Inq   2=Acct Bal by Period  F2=Toggle Display Format  MW ↓
```

3. On Consolidated Financial Reports, complete the following fields:

   • From Account

   • Thru Account

   • Balance Sheet/Income Statement

Field	Explanation
From Account	Identifies the beginning object account in a range of accounts. Only amounts posted to accounts in this range are allocated. . . . . *Form-specific information* . . . . Only those accounts that the system displays are used in the income statement or balance sheet calculation.
Thru Account	Identifies the ending object account in a range of accounts. Only amounts posted to accounts in this range are allocated. . . . . *Form-specific information* . . . . Only those accounts that the system displays are used in the income statement or balance sheet calculation.
Balance Sheet/Income Statement	Valid codes are: 0 Display the net income/loss calculations for the balance sheet net income/loss calculations 1 Display the interim totals for the income statement accounts blank Display accounts in a trial balance format. This is the default.

What You Should Know About

Income statement	Interim totals for gross margin, operating income, and so on, are defined in AAI item FS.
Account ranges for an income statement	Select the beginning profit and loss account (AAI item GLG6) and the ending profit and loss account (AAI item GLG12). If you select an incomplete account range (for example, only a portion of an income statement range) the totals will be incorrect.

▶ **To review the balance sheet**

On Low Volume (Instant) Mode

1. Choose Consolidations to access Consolidated Financial Reports.

```
[092181] - Consolidated Financial Reports                                    _ □ ×
Functions   Options   Tools   Help

                                          Level of Detail       4
                                          BU Detail             N
           Thru Date/Period      06/30/98  Scaling Factor       1        10
           From Account          1000      Cum/Period(C/P)      C
           Thru Account          4999      Subledger            *
           -OR-   Balance Sheet/Income Statement   0  Currency Code   *

           |▮▮▮|

    OP │      Description      │ Budget Amount │  Actual Amount │  Dollars/Unit
       │ Assets               │               │                │
       │  Current Assets      │               │      1,531,475 │
       │  Fixed Assets        │               │      2,687,063 │
       │    Assets            │               │      4,218,537 │
       │ Liabilities and Equit│               │                │
       │  Current Liabilities │               │        350,659-│
       │  Long-Term Liabilitie│               │          5,515-│
       │  Stockholder's Equity│               │      3,862,364-│
       │    Liabilities and Eq│               │      4,218,537-│



    ✔   ✖                                                              ▲
Opt:  1=Acct Ldgr Inq   2=Acct Bal by Period   F2=Toggle Display Format     ▼
```

2. On Consolidated Financial Reports, complete the following fields:

- From Account

- Thru Account

- Balance Sheet/Income Statement

What You Should Know About

Balance sheet calculation	The system calculates net income/loss based on AAI item GLG5 and includes the description for that item on the form.
Account ranges for a balance sheet	Select the beginning balance sheet account (AAI item GLG1) and the ending balance sheet account (AAI item GLG5). If you select an incomplete account range (for example, only a portion of a balance sheet range) the totals will be incorrect.

Storing Online Consolidation Criteria

You can store your consolidation criteria so that you do not have to re-enter it each time you review consolidated account balances. To identify the criteria you are storing, you must enter a criteria description.

► **To store online consolidation criteria**

On Low-Volume (Instant) Mode

1. Complete the following fields:
   - Inquiry Name
   - Description

2. Enter the selection criteria.

   This depends on the consolidation you are storing.

3. Press F8 to create a header record containing the selection criteria for the inquiry name you designated.

4. Complete the following field:
   - Store Inquiry (1/0)

Field	Explanation
Inquiry Name	The name corresponding to the Consolidated Business Unit selection setup, (up to 10 characters).
Description	A description, remark, name or address.

Store Inquiry	Enter 1 to interactively build and store the consolidated cost center index when exiting to the Consolidated Trial Balance screen. A value of 0 (zero) or blank will not build and store the consolidated cost center index when exiting to the Consolidated Trial Balance screen. Valid values are:
	   1 – Build and store
	   0 or blank – Do not build and store

Processing Options for Low Volume Consolidations

```
*****************************************
*   The first three processing options  *
*   are for use with the Business Unit   *
*   Selection video.  The remaining      *
*   options are for the Trial Balance    *
*   video.                               *
*****************************************
```

Default Processing:
1. Enter an index name to be preloaded   _____
   on the Business Unit Selection video.
   Leave blank to not preload an index.

Display Options:
2. Enter a "1" to display the Index   _____
   Name, Description and Store Index
   (1/0) option.

3. Enter a "1" to display the Index   _____
   Name and Description only.

4. Enter a "1" to omit displaying   _____
   accounts with zero balances.

Ledger Types And Column Headings:
5. Enter the ledger type for column 1.   _____
   Leave blank for default ledger type
   'BA' – Budget Dollars.

6. Enter the User Defined Code value for   _____
   column heading 1. UDC table 14/CH
   will be used for this search.
   See * Note 1

7. Enter the ledger type for column 2.   _____
   Leave blank for default ledger type
   'AA' – Actual Dollars.

8. Enter the User Defined Code value for   _____
   column heading 2. UDC table 14/CH
   will be used for this search.
   See * Note 1

Ledger Comparison Calculation:
9. Select one of the following for   _____
   column 3 calculation:
       1 – Column 1 – Column 2
       2 – Column 1 / Column 2
       3 – Column 1 x Column 2
       4 – Column 1 + Column 2

This option applies only to the three
column screen format.

Default Processing:
10. Enter the Level of Detail to be   _____
    displayed. Default of blank will use
    the value from the Data Dictionary.

11. Initial screen format to display: _____
    ' ' = Three column format
    '1' = Four column format *(Note 2)

12. Enter the scaling factor to be used   _____
    on displayed amounts. Default of
    blank will use the value from the
    Data Dictionary.

13. Enter the default date: _____
    ' ' = Use Current Period Date
    '1' = Use Financial Reporting Date

Negative Amounts:
14. Enter a '1' to print expense and
    liability accounts as negative
    amounts. If left blank, the accounts
    will print as positive amounts.

_____

* Note 1: The column titles are defined
  in User Defined Codes System Code '14'
  Record Type 'CH'. Specifying an Option
  of AA means that you have a Code value
  of 'AA' in this table whose description
  will be used as the Column heading on
  the video.

* Note 2: When using the four column
  format, the ledger type and default
  headings for columns 1 and 3 are the
  same as those used for column 1 on the
  three column format. Columns 2 and 4
  are the same as column 2 on the three
  column format.

Exercises

See the exercises for this chapter.

Work with High-Volume Consolidations

```
G09       General Accounting
          Choose Consolidations
```

```
G1011     Consolidations
          Choose an option under the
          High Volume Consolidations
          heading
```
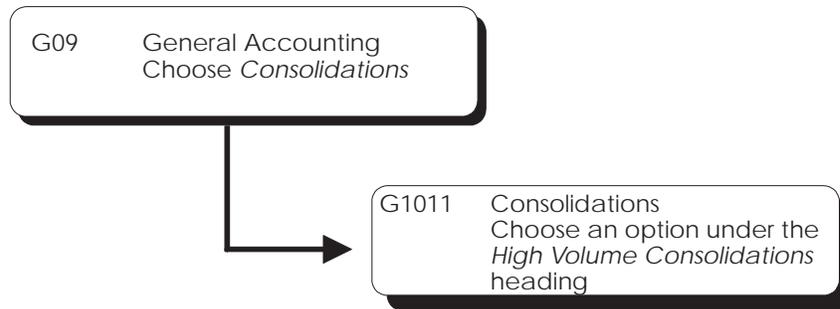
Working with High-Volume Consolidations

Use high-volume consolidations to combine balances for online review and financial reporting. To accommodate this, you combine balances under a pseudo (fictitious) company that you create solely for this purpose. For example, you can use the pseudo company to consolidate actual balances for each region or division of your company.

High-volume consolidations include two programs:

Refresh Consolidation	Creates a second table in which account balances are available for online review and reporting purposes.
Delete Prior Consolidation	Clears the table so that when you run subsequent consolidations, the balances do not include amounts from previous consolidations.

Both programs are DREAM Writers.

The system consolidates the account balances by one of the following:

- Business Unit Category Codes (RP01–RP30) in the Business Unit Master table (F0006), for review by organizational structure

- Account Master Category Codes (R001–R023) in the Account Master table (F0901), for review by an alternate chart of accounts

Working with high-volume consolidations consists of the following:

❑ Creating high-volume consolidations

❑ Reviewing high-volume consolidations

❑ Deleting prior high-volume consolidations

Example: High-Volume Consolidation

In this example, the following business units are grouped together under the Central Region:

- Business unit 3, associated with company 1

- Business unit 210, associated with company 100

During high-volume consolidation, these two business units are consolidated into a pseudo business unit named 02C, where:

- 02 represents category code 02

- C represents the category code value for Central Region

The following diagram illustrates a high-volume consolidation, that consolidates data by region using business unit category code 2.
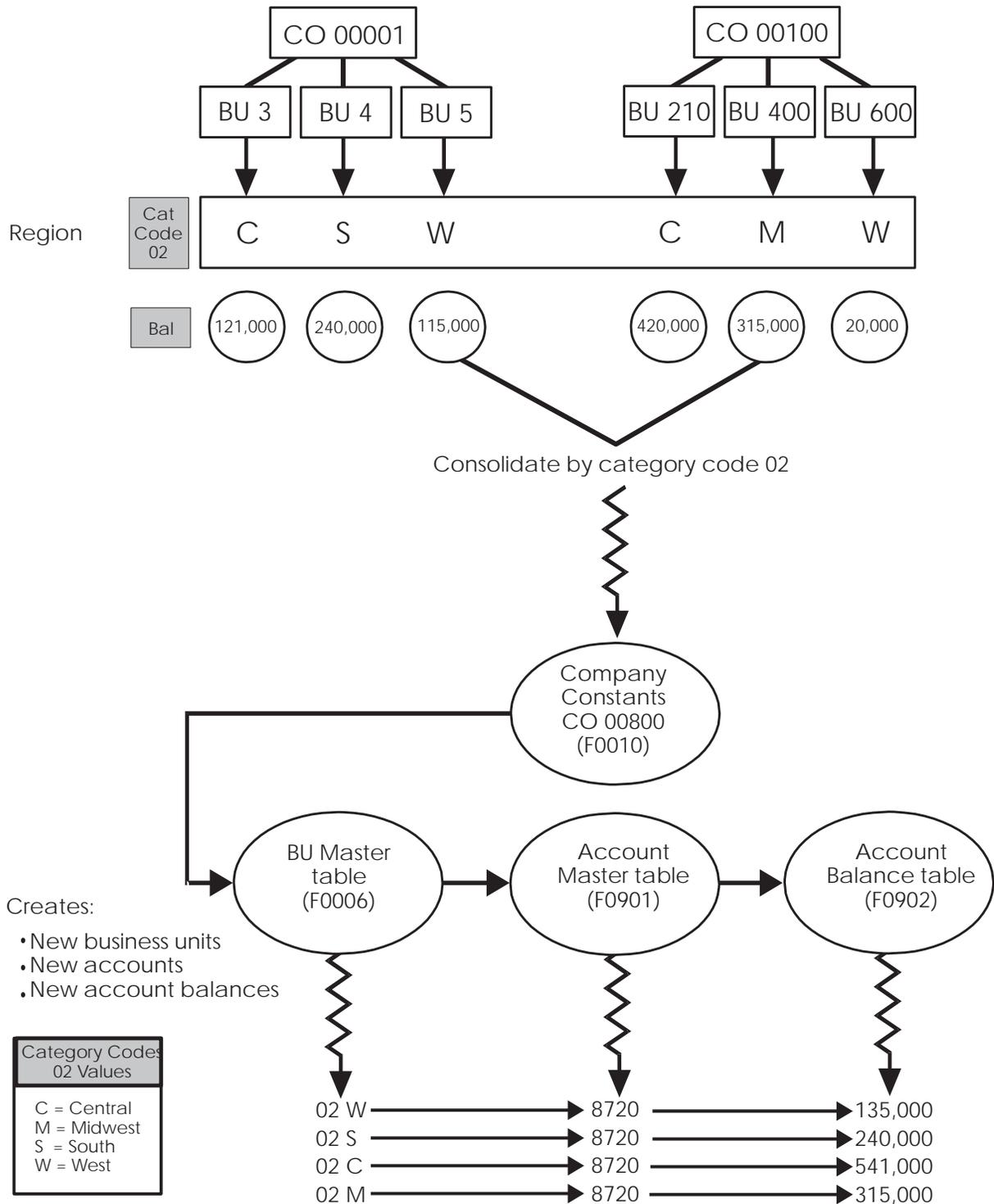
Creating High-Volume Consolidations

To create a new consolidation with current balances, you must refresh the consolidation. This creates a second database for pseudo business units, accounts, and account balances within a pseudo company that you have already created specifically for consolidations. The system copies all balances in the accounts to be consolidated into the pseudo company regardless of fiscal year.

The Refresh Consolidation program is a DREAM Writer program.

The Refresh Consolidation program does not create a pseudo account if the corresponding actual account does not have a balance.

High-volume consolidations are based on category codes. You can use either account or business unit category codes. You must set up a separate version for each category code that you use for consolidating. After you refresh consolidations using one category code, you can select another category code and run the program again. This creates additional records for the pseudo company.

You can run more than one consolidation at the same time. To do so, set up a separate pseudo company for each consolidation.

Refreshing consolidations creates records that are based on your setup. These records include:

- Prior Year-End Net (PYEN), Prior Year-End Cumulative (PYEC), and monthly posting information

- All accounts with consolidated balances

- Header and non-posting title accounts for reports, such as *Assets*

You must select a pseudo company for the consolidation. Refreshing consolidations adds records to the Account Master table (F0901) and Account Balances table (F0902) for an entire pseudo company. If you select an actual company for the consolidation, the system creates consolidated records for that company. It is very difficult to separate valid records from those created by the consolidation program.

Before You Begin

- ❏ Restrict access to this program

- ❏ Set up a pseudo company for each consolidation that you intend to run

- ❏ Set up a next number for the pseudo company's account ID that does not duplicate account IDs assigned to other accounts.

- ❏ Verify the category codes that you want to use for consolidations

❑ Delete any prior consolidations

❑ Verify that there is enough disk space on your computer for this process to run

What is the Structure of Pseudo Business Units?

A business unit number can contain up to 12 characters. The structure of the pseudo business unit number is AABBB, where:

AA	Represents the category code number that you designated in data selection, such as 02
BBB	Represents the category code value for the selected category code, such as WES for western region or EAS for eastern region

For example, if you run the consolidation for business unit category code 5 (RP05), and the values for category code 5 are DEN, ATL, and NYC, the program creates three pseudo business units as follows:

- 05DEN

- 05ATL

- 05NYC

If you run the consolidation for business unit category code 21 (RP21), and the values for category code 21 are CALIFORNIA and COLORADO, the program creates two pseudo business units as follows:

- 21CALIFORNIA

- 21COLORADO

What You Should Know About

Adjusting entries	After you create a consolidation, you can make adjusting entries directly to the pseudo accounts from the Journal Entries form. When you delete a prior consolidation, adjusting entries are deleted along with consolidated balances. The consolidations programs do not update actual balances in the Account Balances table.

Duplicating business units

This program could create a business unit for the pseudo company that duplicates an existing business unit for an actual company. When this occurs, the system bypasses records that otherwise would be consolidated in the duplicate business unit to ensure that actual data is not corrupted. The system then produces an exception report that lists the bypassed business unit and the actual company number in which the business unit already exists.

Processing Options for Refresh Consolidations

```
Enter the pseudo company number for            _____
  consolidations.
```

Data Selection and Data Sequence for Refresh Consolidations

You can use only one category code for each consolidation. Set up the category code data selection so it is not equal (NE) to blanks (*BLANKS). In addition to a category code, optional selections can include:

- Company, to exclude other pseudo companies from the consolidation. Otherwise, the system consolidates previously consolidated information.

- Ledger Type, to limit the consolidation to specific ledger types or to exclude certain ledger types from the consolidation.

- Fiscal Year, to limit the consolidation to a fiscal year or to exclude certain fiscal years from the consolidation.

The category code you use must be on the first line of the data sequence. The order of the data sequence for refreshing consolidation should be:

- Selected category code

- Object account

- Subsidiary

Reviewing High-Volume Consolidations

After you create high-volume consolidations, you can review them. You can compare the amounts in two types of ledgers for the pseudo company. For example, you compare actual amounts (AA) to budgeted amounts (BA) or to budget-to-actual ratios.

You review account balances by business unit or account number.

Before You Begin

❏ If you anticipate reviewing information for more than 100 accounts, set up a maximum count in user defined codes (00/10). The Consolidation Review program notifies you when it reaches the maximum. You can either review the information up to that point or wait until the program consolidates all of the accounts.

▶ **To review high-volume consolidations**

On Consolidation Review

1. Complete the following field:

   • Account

2. To view detail in different formats, choose Alternate Format to toggle among the following formats:

   • Budget and actual amounts for the period

   • Budget and actual amounts, and the difference between them

   • Budget and actual amounts for the period and year-to-date

3. To review additional detail, choose:

   • Trial Balance, for single-ledger views of the data.

   • Account Ledger.

Only journal entries made directly to the pseudo business unit appear because refreshing consolidations creates only balances, not transactions.

See Also

- *Printing a Consolidated Income Statement (P10312)* in the *General Accounting I Guide*

- *Printing a Consolidated Balance Sheet (P10311)* in the *General Accounting I Guide*

- *Printing Trial Balance Reports (P09410)* in the *General Accounting I Guide*

Processing Options for Consolidation Review

```
Ledger Types And Column Headings:
1. Enter the ledger type for column 1.        _____
   Leave blank for default ledger type
   'BA' - Budget Amount.

2. Enter the User Defined Code value for      _____
   column heading 1.  UDC table 14/CH
   will be used for this search.

Note:  The Column Heading That Appears
       on the screen is the description
       that is assigned to the user
       defined code you specify.

3. Enter the ledger type for column 2.        _____
   Leave blank for default ledger type
   'AA' - Actual Amount.

4. Enter the User Defined Code value for      _____
   column heading 2.  UDC table 14/CH
   will be used for this search.

Note:  The Column Heading That Appears
       on the screen is the description
       that is assigned to the user
       defined code you specify.

Ledger Comparison Calculation:
5. Select one of the following for           _____
   column 3 calculation:
      1 = Column 1 - Column 2 (Default)
      2 = Column 1 / Column 2
      3 = Column 1 x Column 2
      4 = Column 1 + Column 2

This option applies only to the three
column screen format.

Data Sequencing:
6. Enter a '1' to sequence by Business       _____
   Unit, Subsidiary.  (Note: This
   option will not work if you are
   using the Flex Chart of Accounts).
```

```
              Default of blank will sequence by
              Business Unit, Object.

          Default Processing:
          7. Enter the Level of Detail to be          _____
              displayed. Default of blank will use
              the value from the Data Dictionary.

          8. Enter the sequence numbers (1-3) to
              indicate the order in which formats
              will appear.  If all are left blank
              they will appear in default order:
                Two Column Format                     _____
                Three Column Format                   _____
                Four Column Format                    _____

          NOTE: For the four-column format, the
                ledger type and heading for
                columns 1 and 3 are the same as
                those for column 1, and columns 2
                and 4 are the same as those for
                column 2 on the two and three-
                column format.
          9. Enter the scaling factor to be used      _____
              on displayed amounts. Default of
              blank will use the value from the
              Data Dictionary.

          10. Enter a '1' to display the Account      _____
              Number with the Account Description
              in the fold area.  Leave blank to
              display the Account Description with
              the Account Number in the fold area.

          11. Enter a '1' to display amounts          _____
              without commas.  Leave blank to
              display amounts with commas.

          12. Enter a '1' to omit displaying          _____
              accounts with zero balances.
```

Deleting Prior High-Volume Consolidations

You must delete the information in the consolidation database before you run a new consolidation. If you do not, the system adds the new information to the old when you run the new consolidation, and the resulting balances are incorrect.

Run the Delete Prior Consolidation program to delete prior consolidation records for the pseudo company from the following tables:

- Account Master (F0901)

- Account Balances (F0902)

- Account Ledger (F0911), if journal entries were made to consolidated accounts

The Delete Prior Consolidation program is a DREAM Writer program.

Pseudo companies and business units are designed for consolidation purposes. Therefore, this program does not update account balances, nor does it delete:

- Pseudo business units in the Business Unit Master table (F0006)

- Pseudo companies in the Company Constants table (F0010)

Delete only the pseudo consolidation company. Be very careful not to delete any actual companies.

What You Should Know About

Security	J.D. Edwards strongly recommends that you place security on this program.
Reorganizing tables	To avoid accumulating large numbers of deleted records, run the Reorganize Files program (menu G9645) to reorganize tables after you delete prior consolidations.

Processing Options for Delete Prior Consolidations

```
Enter the pseudo company number to be          _____
  deleted.
  NOTE:  This procedure will delete all
  account master, balance and ledger
  (F0901, F0902, and F0911) records for
  the pseudo company entered.
Enter the next number to be used when          _____
 refreshing the consolidation accounts.
 You should enter a number high enough
 to avoid your normal account numbers.
 If left blank, it will default the
 next number to 90000000.
```

Exercises

See the exercises for this chapter.

Test Yourself: Working with Consolidations

1. True or False? Both the High-Volume and Low-Volume Consolidations programs create additional records in the Account Balances table (F0902).

2. Review the consolidation features listed below. Enter L for low-volume mode or H for high-volume mode.

	L/H	**Feature**
a	___	Provides real-time, up-to-the-minute consolidations
b	___	Processes in batch mode
c	___	Consolidates balances based on multiple category codes
d	___	Can use parent/child organizational structure
e	___	Can use consolidated records in FASTR reports
f	___	Creates pseudo company, business unit, and account records that take up additional disk space
g	___	Limits consolidated balances on a single business unit one category code at a time

The answers are in *Appendix B*.

Account Structures Revisions

Objectives

- To restructure your chart of accounts
- To create new business units and attach existing account information to them
- To update free form account numbers to act as cross-references from old to new account numbers
- To change business unit, object, and subsidiary numbers
- To update Account Ledger and Account Balances tables to reflect new account identifiers

About Account Structures Revisions

If your company has recently expanded or merged with another company, it might be necessary for you to change the company account structures (chart of accounts).

Account structure revisions consists of:

❑ Changing account structures

❑ Working with account information

❑ Updating batch header amounts

❑ Reposting the account ledger

❑ Consolidating monetary account balances

Can You Change Your Chart of Accounts?

You can change your chart of accounts without manually creating journal entries to transfer your account transactions and balances to new accounts. The system assigns a unique account ID to each new account. The account ID is used to maintain an audit trail of account ledger transactions and balances.

You can change the business unit.object.subsidiary, but you cannot change the account ID.

Which Tables Are Affected?

Three general ledger tables are affected by a change to account numbers. The account ID is the key to all three tables. The tables are:

- Account Master (F0901)
- Account Balances (F0902)
- Account Ledger (F0911)

The Business Unit Master table (F0006) might also be affected.

All three tables contain the following fields:

- Account ID
- Business Unit
- Object
- Subsidiary

Is There More Than One Posting Level?

For each account ID, the system posts the following items in the Account Balances table in sequential order:

- Account ID
- Fiscal year
- Ledger type
- Subledger
- Subledger type
- Currency code (denominated)

Change Account Structures

Changing Account Structures

Due to an increase in the volume of transactions to particular accounts, company merger, or a management decision to change financial reporting, it might be necessary to change the chart of accounts for your company. This could involve:

- Creating new business units and moving existing account detail and balances to the new business units

- Creating new object or object.subsidiary accounts under an existing or new business unit and moving existing account detail and balances to the new object.subsidiary or business unit.object.subsidiary

Changing account structures consists of:

❏ Setting up business units (optional)

❏ Updating free-form account numbers (optional)

❏ Changing the business unit, object, or subsidiary

❏ Updating Account Ledger and Account Balances Tables

❏ Running integrity reports

❏ Updating AAIs

❏ Revising business unit security (optional)

❏ Revising business unit information

❏ Updating reports and allocations

The following graphic illustrates the process you should follow when changing account structures:

```
Create new          Update free          Revise business        Update            Run
business units      form account         unit, object,         Account Ledger    integrity
(optional)          number               subsidiary            and Account       reports
                    (optional)                                 Balances Tables
```

```
Update              Revise               Set old business      Update reports
AAIs                security             unit to inactive      and allocations
                    (optional)           status
```
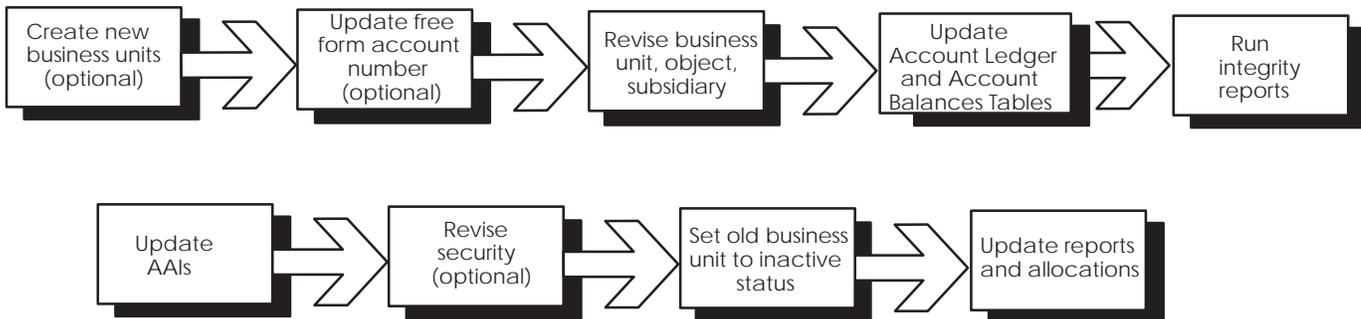
Setting Up Business Units

If you decide to change your company account structures, you might need to set up new business units or revise the current ones. You must use one of the following forms:

- Business Units by Company
- Revise Single Business Unit

See Also

- *Setting Up Business Units (P0006AS)* and *Revising Business Units (P0006)* in the *General Accounting I Guide*

Updating Free-Form Account Numbers

From the DREAM Writer menu (G81), choose Versions List.

If you set up new business units, you should update the old business unit.object.subsidiary account number into the Free-Form (3rd Account) Number field of the existing account number. Updating the free-form account number:

- Provides a cross-reference to the original account number
- Allows data entry and reporting on original G/L account numbers

You can update the business unit.object.subsidiary to the free-form number before you perform updates so the information copies into the new account number.

After you update the free-form number, you should review the information.

▶ **To update a free-form account number**

On Versions List

1. Enter P09015 in the following field:

    *   Form

2. Do one of the following:

    *   Enter 1 in the processing option to globally update all third account numbers (blank and non-blank)

    *   Leave the processing option blank to update only blank third account numbers

3. Enter the appropriate company, business unit, or object numbers in the Data Selection.

4. Run the DREAM Writer program directly from the versions list.

See Also

*   *Changing Accounts (P0901)* in the *General Accounting I Guide*

Changing Business Unit, Object, or Subsidiary

When you restructure your accounts, there are several ways to change the business unit, object, or subsidiary number. You can make the changes to each segment of the account number, or you can globally change:

*   Business units, from one business unit to another

*   Object accounts, from one object account to another

*   Subsidiaries, from one subsidiary to another

Changing the business unit, object, or subsidiary consists of:

❑ Changing an account within a business unit

❑ Changing an account by object

❑ Changing a single account

❑ Changing a business unit on multiple accounts

❑ Changing accounts by object

❏ Changing accounts by subsidiary

Before You Begin

❏ Create new business units, if applicable. See *Setting Up New Business Units*.

❏ Update the free-form account number, if applicable. See *Updating Free-Form Account Numbers*.

Changing an Account within a Business Unit

You can change a single account within a business unit. For example, you need to change account 210.5110 to 210.5115. You can change the object and subsidiary only. You can use the Business Unit and Account fields to locate information.

See Also

- *Changing Accounts (P0901)* in the *General Accounting I Guide*

Changing an Account by Object

You can change a single account by object. For example, you need to change object account 5010 to 5015 across all business units. You can change an object account to a new object or object.subsidiary.

You can change the business unit, object, or subsidiary for one or many business units, objects, or subsidiaries at one time.

See Also

- *Changing Accounts (P0901)* in the *General Accounting I Guide*

Changing a Single Account

If you need to change a single account number, you can change the business unit, object, and subsidiary for an account at one time.

See Also

- *Revising a Single Account (P09011)* in the *General Accounting I Guide*

Changing a Business Unit on Multiple Accounts

```
┌─────────────────────────────────────┐
│ G09      General Accounting          │
│          Enter 27                    │
└─────────────────────────────────────┘
           │
           │      ┌───────────────────────────────────────┐
           └─────▶│ G0931    G/L Advanced & Technical      │
                  │          Operations                    │
                  │          Choose Global Updates         │
                  └───────────────────────────────────────┘
                              │
                              │      ┌───────────────────────────────────────┐
                              └─────▶│ G09316   Global Updates                │
                                     │          Choose an option under the    │
                                     │          Account Master Changes         │
                                     │          heading                       │
                                     └───────────────────────────────────────┘
```
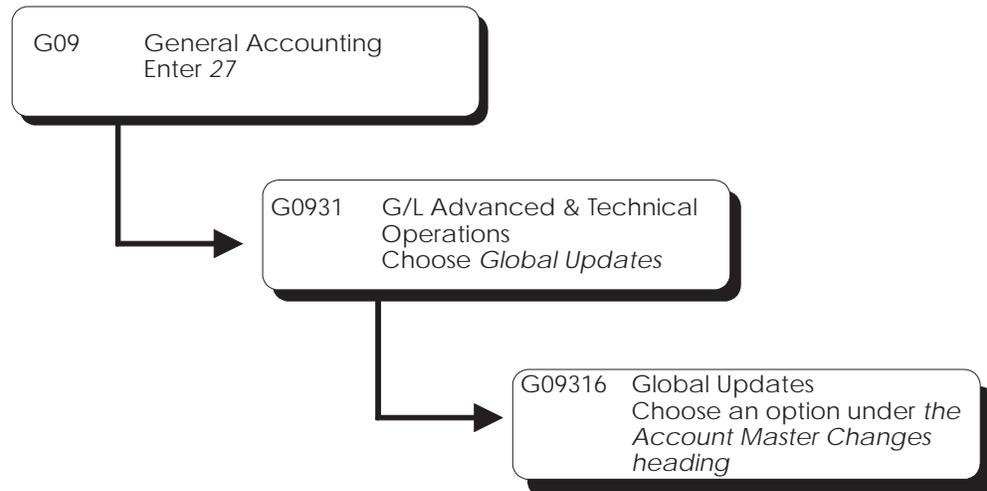
You can change the business unit portion of the account number on many accounts at once by globally changing the business units. For example, you need to change business unit 200 to business unit 210 for all object and object.subsidiary accounts.

The current business unit and the future business unit *must* belong to the same company. If they do not, the system displays the company for the old business unit and for the new one. It does not update them.

If object.subsidiary accounts in the old business unit already exist in the new business unit, they are not updated.

This program updates the Account Master table (F0901) with each account. It also transfers detail amounts to the new account number in the Account Ledger table (F0911) and account balances to the new account number in the Account Balances table (F0902).

⚠ Do *not* use the Duplicate a Business Unit program to add a new business unit. This creates new Account Master records by copying them from one business unit to another. *Duplicate* means to *copy,* not to physically *move* accounts and their detail and balances from one business unit to another.

▶ **To change a business unit on multiple accounts**

On Change Business Units

```
[09812] - Change Business Units                          _ □ X
Functions   Tools   Help

                      Old Bus.      New Bus.
                       Unit          Unit
                      200           210


  ✔  ✖                                              ⬆
      F3=Exit   F5=Bus. Unit Master                 ⬇
```
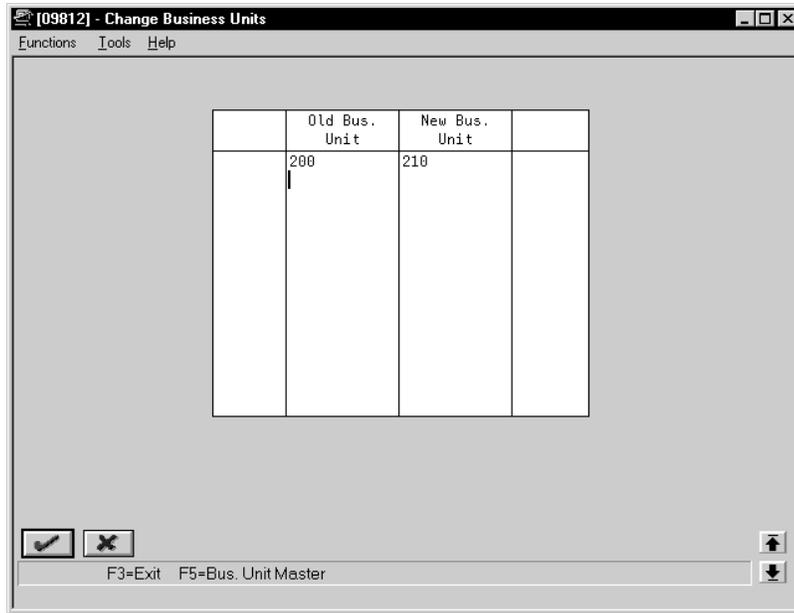
Complete the following fields:

- Old Business Unit
- New Business Unit

Field	Explanation
Old Business Unit	The primary level in a business unit hierarchy. A parent in one hierarchy can be a child in a different hierarchy.
	. . . . *Form-specific information* . . . .
	The present business unit.
New Business Unit	A business unit is an accounting entity, such as a profit center, department, warehouse location, job, project, workcenter, and so on, required for management reporting.
	. . . . *Form-specific information* . . . .
	The business unit to be used in the future.

Changing Accounts by Object

You can globally change object account numbers. For example, you need to change object account 1131 to 1132 across all business units in company 100.

If you are changing object account numbers for several, but not all companies, you must perform the following steps for each company.

If the new object account number contains detail and balance information, the system does not update the information. This is to avoid loss or damage of existing balances.

The Change Object Accounts program updates the Account Master table. It also transfers detail amounts to the new object account number in the Account Ledger table and account balance amounts to the new account number in the Account Balances table.

Before You Begin

❑ Back up your Account Master, Account Balances, and Account Ledger tables

▶ **To change accounts by object**

On Change Object Accounts
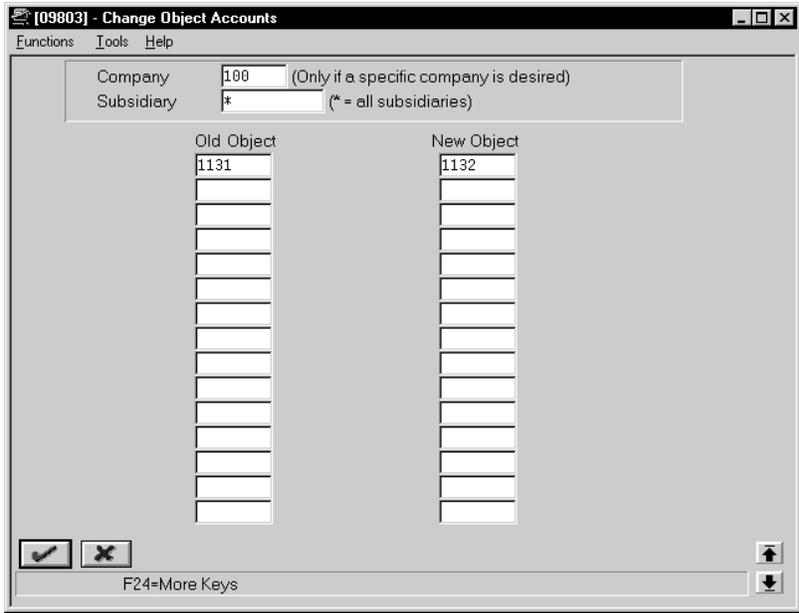
1. Complete the following fields or leave blank to update all companies and subsidiaries:

   • Company

   • Subsidiary

2. Complete the following fields:

   • Old Object

   • New Object

3. Repeat these steps if you are changing object account numbers for selected companies.

Field	Explanation
Company	A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.
	NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.
Subsidiary	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.
Old Object	The old G/L object account number. If the system cannot locate this object account, it generates an error message.
New Object	The new G/L object account number. If this object account number already exists, no update occurs.
	. . . . *Form-specific information* . . . .
	To create a blank object account number enter '******' (6 asterisks).

Changing Accounts by Subsidiary

You can globally change a subsidiary. For example, you change subsidiary BEAR to 1110 for data entry efficiency. This affects all companies and object account 1110 only.

If you restructure your accounts, you can change subsidiaries within a company, within an object range, or both. If you need to do this for selected companies or object account ranges, you must perform the following steps for for each company or object account range.

The old subsidiary must already exist and the new subsidiary cannot exist in the system. If you enter a subsidiary account that contains detail and balance amounts, the system does not update the information. This is to avoid loss or damage of existing balances.

The system updates the Account Master table. It can take a considerable amount of time to run depending on how much information your tables contain.

This program also transfers detail amounts to the new subsidiary account number in the Account Ledger table and account balance amounts to the new subsidiary number in the Account Balances table.

Before You Begin

❏ Back up your Account Master, Account Balances, and Account Ledger tables

▶   **To change subsidiaries**

On Change Subsidiaries
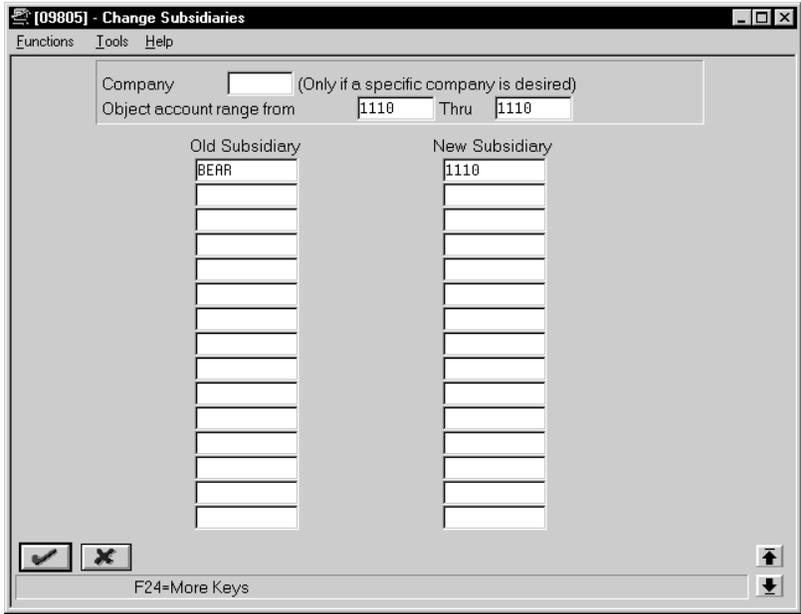
1. Complete the following fields or leave blank to update all companies and object accounts:

    • Company

    • Object Account Range From

    • Object Account Range Thru

2. Complete the following:

    • Old Subsidiary

    • New Subsidiary

Field	Explanation
Object Account Range From	Identifies the beginning object account in a range of accounts. Only amounts posted to accounts in this range are allocated.
	. . . . *Form-specific information* . . . .
	This field gives you the ability to limit the subsidiary update to a certain range of objects accounts. If both the Object Account Range From and Object Account Range Thru fields are left blank, the subsidiary update will be done over all object accounts for the company specified.
Object Account Range Thru	Identifies the ending object account in a range of accounts.
	. . . . *Form-specific information* . . . .
	This field gives you the ability to limit the subsidiary update to a certain range of objects accounts. If both the Object Account Range From and Object Account Range Thru fields are left blank, the subsidiary update will be done over all object accounts.
Old Subsidiary	An array used in Global Subsidiary Change for the old General Ledger Subsidiary Number. If the old record does not exist, you will get an error condition. If the old record exists, it will be changed to the new account number. If the new account number already exists, no update occurs because balances could exist in both balance records for these accounts.
New Subsidiary	An array used in Global Subsidiary Change for the new General Ledger Subsidiary Number. If the old record does not exist, you will get an error condition. If the old record exists, it will be changed to the new account number. If the new account number already exists, no update occurs because balances could exist in both balance records for these accounts.

Updating Account Ledger and Account Balances Tables

```
┌─────────────────────────────────────┐
│ G09      General Accounting          │
│          Enter 27                    │
└─────────────────────────────────────┘
            │
            │      ┌──────────────────────────────────────┐
            └─────▶│ G0931    G/L Advanced & Technical     │
                   │          Operations                   │
                   │          Choose Global Updates        │
                   └──────────────────────────────────────┘
                              │
                              │      ┌──────────────────────────────────────┐
                              └─────▶│ G09316   Global Updates              │
                                     │          Choose an option under      │
                                     │          Accounting Updates          │
                                     └──────────────────────────────────────┘
```
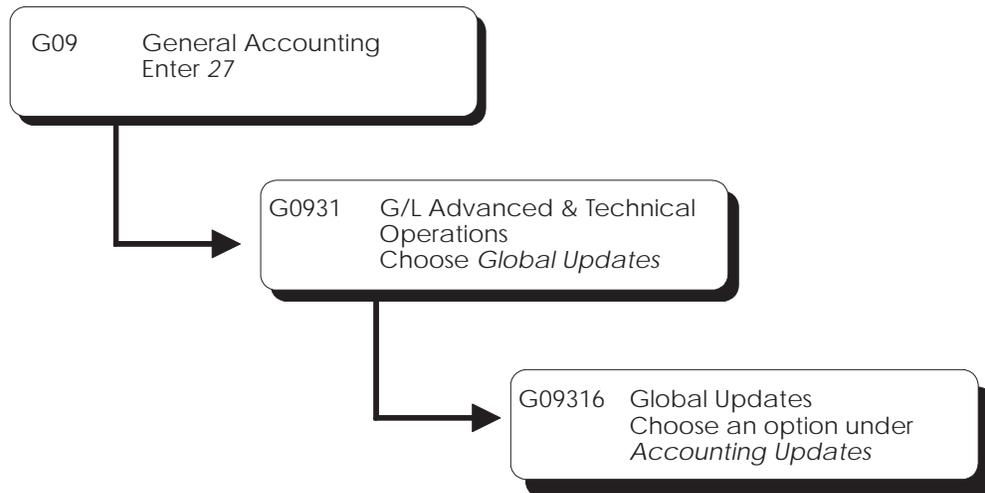
After you change business units, object account numbers, or subsidiaries, you must update the Account Ledger and Account Balances tables. Two programs update these tables. You can run either program:

Update BU/Obj/Sub to Account Balances

You can run this program during business hours. This program:

- Updates the Account Balances table based on information in the Account Master table
- Prints a report of the before and after results
- Runs faster than the Update BU/Obj/Sub to Journal Entries program
- Allows you to print your financial reports because they are based on the Account Balances table and then run Update BU/Obj/Sub to Journal Entries during non-business hours

Update BU/Obj/Sub to Journal Entries

This program:

- Updates both the Account Ledger and the Account Balances tables from the Account Master table.

Do not run this program:

- If only the Account Balances table needs to be updated, such as business units with budget balances.
- During business hours.

! Verify that your account numbers are correct. When you select these programs, they are immediately submitted for processing.

Running Integrity Reports

After updating the Account Ledger and Account Balances tables, you should run the following integrity reports:

- Account without a Business Unit
- Account Balance without Account Master
- Transactions without Account Master

See Also

- *Correcting Chart of Accounts Discrepancies (P097041)*

Updating AAIs

After you run the integrity reports, you need to update the AAIs to reflect changes to the business unit, object, and subsidiary numbers.

See Also

- *Revising AAIs (P0012)* in the *General Accounting I Guide*

Revising Business Unit Security

After updating the AAIs, you should revise the business unit security as necessary to reflect changes to the business units. This prevents unauthorized users from gaining access to the business units.

See Also

- *Business Unit* in the *Technical Foundations Guide*

Revising Old Business Unit Information

After you revise the security on business units, you can revise the old business unit if you created a new business unit. You can change the old business unit to be inactive or delete it. You might also want to enter the new business unit number of the old business unit as a cross-reference. You can do this in the Project Number field on Single Business Unit Revisions.

See Also

- *Revising Single Business Units* (P0006) in the *General Accounting I Guide*

Updating Reports and Allocations

After you revise business unit information, you need to update DREAM Writer, FASTR, WorldWriter, STAR reports, allocations, and model journal entries, if necessary, to reflect the changes in your chart of accounts.

See Also

- *FASTR Guide, WorldWriter Guide,* and *STAR Guide*

Work with Account Information

```
┌──────────────────────────────┐
│ G09      General Accounting   │
│          Enter 27             │
└──────────────────────────────┘
          │
          │      ┌──────────────────────────────┐
          │      │ G0931    G/L Advanced & Technical │
          └─────▶│          Operations           │
                 │          Choose Global Updates │
                 └──────────────────────────────┘
                         │
                         │      ┌──────────────────────────────┐
                         │      │ G09316   Global Updates       │
                         └─────▶│          Choose an option     │
                                └──────────────────────────────┘
```
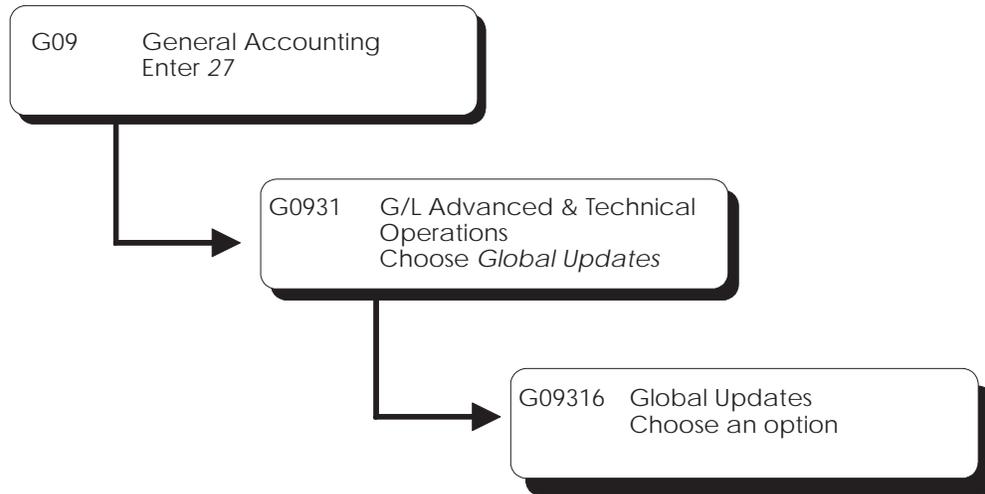
Working with Account Information

Part of restructuring your chart of accounts includes keeping the account information up-to-date.

Working with account information consists of:

❏ Changing account information

❏ Changing budget pattern codes

❏ Updating Model/Consolidated fields

❏ Updating category codes

Changing Account Information

If you make changes to account information that is attached to a particular business unit, you should globally change the description of the same accounts attached to other business units. You can change account information across all business units or companies.

The Change Account Information is a DREAM Writer program.

You can run this program in proof or final mode. If you choose proof mode, the system only prints a report and does not update the information. To update the information, you must run the program in final mode.

In final mode, the system updates the information in the Account Master table (F0901) and, optionally prints a report containing the changes that were made.

When you run this program in final mode, the system updates the following fields for all similar accounts:

- Account Description
- Alternate Description
- Posting Edit Code
- Level of Detail
- Billable
- Budget Pattern Code
- Unit of Measure
- Alternate Object.Subsidiary
- Account Category Codes

The system does not update the Object.Subsidiary field. To update this field, you can change object accounts or change subsidiaries.

See Also

- *Assigning Codes to Groups of Accounts or Business Units (P09808)* in the *General Accounting I Guide* to change budget pattern codes globally

Processing Options for Change Account Information

```
1) Enter the Business Unit to copy field          _____
   information "From". (In order for
   this program to run properly a valid
   business unit must be entered here).

2) Enter the mode the update will be              _____
   processed in.
    Proof mode with Report = 0
    Final mode with Report = 1
    Final mode w/o  Report = 2

3) Enter a 1 in each field to be
   included in the Global Update.
    Account Description. . . . . . . . .          _____
    Alternate Descriptions . . . . . . .          _____
    Posting Edit Code. . . . . . . . . .          _____
    Level of Detail. . . . . . . . . . .          _____
```

```
        Billable . . . . . . . . . . . . . . .        _____
        Budget Pattern Code. . . . . . . . .          _____
        Unit of Measure. . . . . . . . . . .          _____
        Alternate Object/Subsidiary. . . . .          _____
        Account Category Codes . . . . . . .          _____
        Model Account. . . . . . . . . . . .          _____
```

Alternate Description Processing:

4) Enter the Alternate Description   _____
   language code to be updated. If left
   blank, all Alternate Descriptions
   will be updated.

5) Enter a 1 to include Alternate   _____
   Descriptions on the report.

Note: Alternate Description Processing
   will only take place if a 1 is placed
   next to Alternate Descriptions in
   processing option #3.

Data Selection for Change Account Information

Select only business units that you want to change.

Changing Budget Pattern Codes

As an alternative to individually changing budget pattern codes, you can
globally change budget pattern codes on accounts or business units. Use
Change Budget Pattern Code to:

- Assign budget pattern codes to specified accounts for a business unit or
  company

- Change budget pattern codes for specified accounts for a business unit or
  company to a new budget pattern code

This form updates the budget pattern code in the Account Master table.

See Also

- *Assigning Budget Pattern Codes (P0901)* in the *General Accounting I
  Guide*

Updating Model/Consolidated Field

When you need to, you can update all accounts within a model business unit to
model or non-model accounts.

If a business unit is a model, this program updates all accounts in the business unit with an M in the Model/Consolidated field. Likewise, if a business unit is blank (non-model), it updates all accounts to a blank.

The Update Model/Consolidated Field is a DREAM Writer program.

Processing Options for Update Model/Consolidated Field

```
Enter the library where the Business                    _____
Unit Master and Account Master File
exists.
```

Updating Category Codes

If your company has business units that must be maintained as address book entries, you might want to ensure the category code information in the Business Unit Master table matches the information in the address book. The Update Category Codes F0101>F0006 program updates this information. Use this program to eliminate re-entering category code information in the Business Unit Master table.

The Update Category Codes F0101>F0006 is a DREAM Writer program.

The system compares the business unit information in the Business Unit Master and Address Book Master (F0101) tables. When a match is found, it copies the following information from the address book to the Business Unit Master table:

- Category codes 1 through 4

- Alpha Name field to the Description Line 1 field

- Compressed description (alpha name without spaces between words)

Business Unit is a 12-character field in the Business Unit Master table and address book numbers are eight characters. The system updates only business units that contain a numeric value and are eight characters or less. If the business unit is more than eight characters, it is not updated.

There are no processing options or data selection for this program. It globally updates all Business Unit Master category code values.

Before You Begin

❑ You must set up numeric-value business units as address book numbers on Address Book Revisions. See *Working with Address Book (P01051)* in the *Address Book Guide*.

Test Yourself: Working with Account Information

1. Circle the name of the program that allows you to update the account description of like accounts (same obj.sub) across all business units or companies.

    a. Change Business Units

    b. Change Object Accounts

    c. Change Subsidiaries

    d. Change Account Information

2. Circle the one true statement about Change Object Accounts.

    a. Ability to change one object account to an existing object account.

    b. Ability to change object accounts for one company or all companies.

    c. Ability to change object and subsidiary account information.

    d. Ability to change object and subledger account information.

The answers are in *Appendix B*.

Update Batch Header Amounts

```
┌─────────────────────────────────┐
│ G09      General Accounting     │
│          Enter 27               │
└──────┬──────────────────────────┘
       │
       │      ┌──────────────────────────────────┐
       └─────▶│ G0931    G/L Advanced & Technical │
              │          Operations              │
              │          Choose Global Updates   │
              └──────┬───────────────────────────┘
                     │
                     │      ┌──────────────────────────────────┐
                     └─────▶│ G09316   Global Updates          │
                            │          Choose Update Batch      │
                            │          Header Amount            │
                            └───────────────────────────────────┘
```
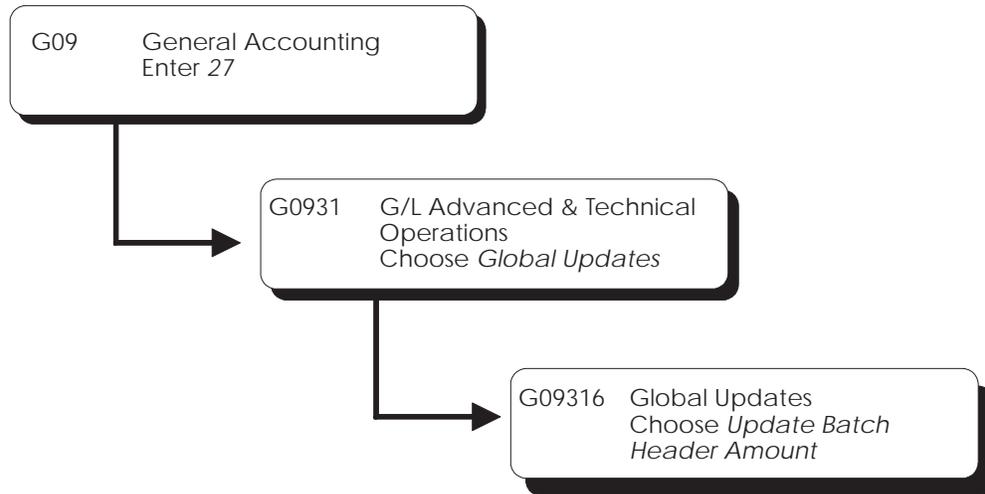
Updating Batch Header Amounts

You might need to update the batch header record in the following situations:

- Transactions are uploaded from another source to the J. D. Edwards system

- A power failure occurs

- A hardware failure occurs

Updating the batch header amount changes the amount entered field for each batch header in the Batch Header table (F0011). This equals the amount totals of the transactions for each batch from the Account Ledger table (F0911).

Update Batch Header Amount is a DREAM Writer program.

Repost the Account Ledger

```
G09        General Accounting
           Enter 27
```

```
G0931      G/L Advanced & Technical
           Operations
           Choose Global Updates
```

```
G09316     Global Updates
           Choose Repost Account
           Ledger
```
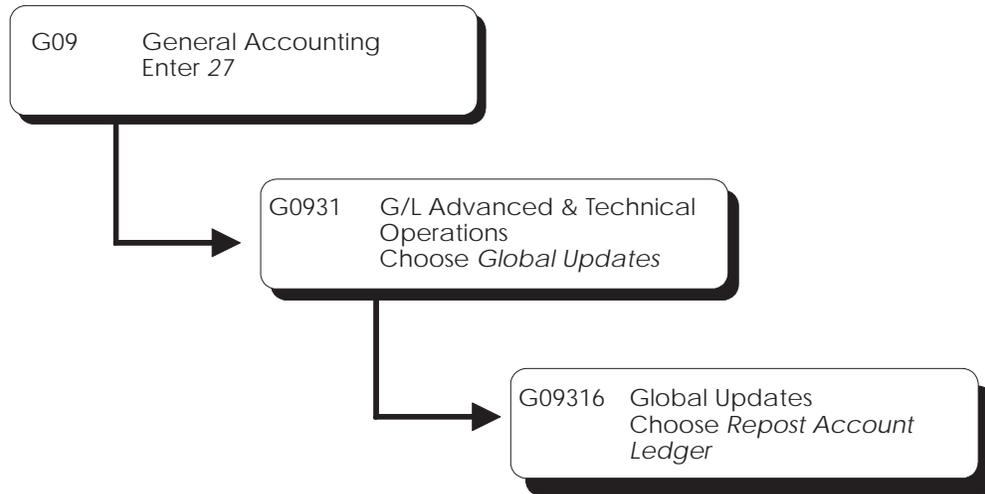
Reposting the Account Ledger

Reposting the account ledger:

- Updates account balances with the posted amounts from the Account Ledger table (F0911)

- Maintains an audit trail of account ledger transactions that transfer account balances to new periods or fiscal years

Repost Account Ledger is a DREAM Writer program.

The three primary purposes of reposting the account ledger are to:

- Correct damaged account balances in the Account Balances table (F0902). This program uses posted general ledger transactions from the Account Ledger table as a source for the correct data.

- Restate account balances to a new fiscal year or period. This program recalculates the fiscal year and period in the Account Ledger table using a revised fiscal pattern specified in the Date Fiscal Patterns table (F0008). It then reposts the Account Ledger records to the Account Balances table.

- Post by currency when it becomes an organizational requirement. The Account Balances table must be updated to reflect the currency information.

Before You Begin

❏ Back up the Account Master (F0901), Account Balances, and Account Ledger tables.

❏ Place security on the repost program.

❏ Update fiscal date patterns for the company, if necessary.

❏ Post all transactions to avoid creating automatic offsets to the incorrect period.

❏ Run the repost during non-business hours when there are no users on the system. Reposting fiscal years can take a considerable amount of processing time.

Examples: Reposting Account Ledgers

The following examples illustrate situations when you might run this program and provide solutions for each situation.

Example 1: Account Ledger and Account Balances tables are out-of-balance

You post all account ledger transactions and the amount in the Account Ledger table appears to be correct. You compare the amounts in the Account Ledger and Account Balances tables and note that the amounts are out-of-balance.

```
                              Repost - Report Only, Fiscal Year 98
     Program ID . . P099102            Repost of Transactions to Acct Balances            Report Date. . 10/02/98
     Version. . . . AA                         Repost Report Only                          Report Time. . 11:00:59


     099102                             J.D. Edwards & Company                            Page N       7
                                 Repost of Transactions to Acct Balances                 Date - 10/02/98
                                        Repost Report Only
     Account    Description              Ct  FY   FQ   LT  Subl/Ty    PN  Old Balance      Detail Amount
     --------   ------------------------ --  --  ----  --  ----------  --  ---------------  ----------------
     00015219 Remittances Receivable     19  98        AA             06                      6,622.65 USD  USD
     00015560 Rent Expense               19  98        AA             04      10,050.00                     USD
     00015560 Rent Expense               19  98        AA             05      10,251.00                     USD
     00015560 Rent Expense               19  98        AA             06      11,456.02        1,000.00     USD
     00015560 Rent Expense               19  98        AA             04                      10,050.00 USD  USD
     00015560 Rent Expense               19  98        AA             05                      10,251.00 USD  USD
     00015560 Rent Expense               19  98        AA             06                      10,456.02 USD  USD
     00015829 Depr-Building & Improvements 19  98      AA             04                      25,000.00 USD  USD
     00015829 Depr-Building & Improvements 19  98      AA             05                      50,500.00 USD  USD
     00015829 Depr-Building & Improvements 19  98      AA             06                      76,510.00 USD  USD
     00018880 Interco Accts-Co 00050     19  98        AA             04                      23,439.63 USD  USD
     00018880 Interco Accts-Co 00050     19  98        AA             09                     188,181.50-USD  USD
     00019115 Unrealized Gain            19  98        AA             06                         520.83-USD  USD
     00019115 Unrealized Gain            19  98        AA             07                         520.83 USD  USD
     00019116 Unrealized Loss            19  98        AA             06                           5.20 USD  USD
     00019116 Unrealized Loss            19  98        AA             07                           5.20-USD  USD
     00019122 Sales & Use Tax Payable    19  98        AA             06         248.28          321.28     USD
     00019122 Sales & Use Tax Payable    19  98        AA             06                          73.00-USD  USD
     00020173 Accrued Payroll            19  97        AA             12      35,283.10-                     USD
     00020175 Federal Payroll Tax W/H    19  97        AA             12       3,181.32-         232.50-     USD
     00020176 FICA Payroll Tax Payable   19  97        AA             12       3,021.56-         310.00-     USD
     00020177 Medicare Tax Pay           19  97        AA             12         136.00-          72.50-     USD
     00020193 Health Insurance           19  97        AA             12         565.62-          19.80-     USD
     00020195 401K Plan                  19  98        AA  00007508 A 04          55.04-          27.52-     USD
     00020195 401K Plan                  19  98        AA  00007508 A 05         229.84-         114.92-     USD
     00020195 401K Plan                  19  98        AA  00007508 A 06          34.80-          17.40-     USD
     00020261 First Interstate - Payroll 19  97        AA             12      11,816.38-       1,813.57-     USD
     00020263 Employee Receivables       19  98        AA  00007508 A 06         140.00           70.00     USD
     00020290 SIT-Colorado               19  97        AA             12         740.37-          89.38-     USD
     00020311 Workers Comp.-Colorado     19  97        AA             12            .90-            .23-     USD
     00020319 General Liab.-Colorado     19  97        AA             12            .90-            .22-     USD
     00020477 SUI-Colorado               19  97        AA             12          63.71-                     USD
     00021441 Interco Accts-Co 00100     19  98        AA             05                       9,287.50 USD  USD
     00021441 Interco Accts-Co 00100     19  98        AA             06                       1,000.00-USD  USD
     00141431 Telephone Expense          19  98        AA             12       8,452.00-       1,561.00-     USD
     00141431 Telephone Expense          19  98        AA             12                       6,891.00-USD  USD
     00141434 Salaries and Wages         19  98        AA             12                       6,891.00 USD  USD
     00148911 Trade Accounts Receivable  19  98        AA             02       3,985.00                     USD
     00148911 Trade Accounts Receivable  19  98        AA             04     192,025.42                     USD
     00148911 Trade Accounts Receivable  19  98        AA             05     242,844.23                     USD
     00148911 Trade Accounts Receivable  19  98        AA             06     257,980.94          250.00-     USD
     00148911 Trade Accounts Receivable  19  98        AA             09     188,181.50                     USD
     00148911 Trade Accounts Receivable  19  98        AA             02                       3,985.00 USD  USD
     00148911 Trade Accounts Receivable  19  98        AA             04                     192,025.42 USD  USD
     00148911 Trade Accounts Receivable  19  98        AA             05                     242,844.23 USD  USD
     00148911 Trade Accounts Receivable  19  98        AA             06                     258,230.94 USD  USD
     00148911 Trade Accounts Receivable  19  98        AA             09                     188,181.50 USD  USD
     00148929 Allow for Doubtful Accts   19  98        AA             04                      13,629.38 USD  USD
     00148929 Allow for Doubtful Accts   19  98        AA             05                      13,901.97 USD  USD
     00148929 Allow for Doubtful Accts   19  98        AA             06                      14,040.99 USD  USD
     00148937 Employee Receivables       19  98        AA             04                       8,229.27 USD  USD
     00148937 Employee Receivables       19  98        AA             05                       8,393.86 USD  USD
     00148937 Employee Receivables       19  98        AA             06                       8,477.80 USD  USD
     00148945 Other Accounts Receivable  19  98        AA             04                      70,149.33 USD  USD
     00148945 Other Accounts Receivable  19  98        AA             05                      71,552.32 USD  USD
     00148945 Other Accounts Receivable  19  98        AA             06                      72,267.84 USD  USD
     00148953 Intercompany Accounts      19  98        AA  00000007 A 01                         851.06 GBP  USD
```

Possible solutions:

- Run this program with the processing option set to print the report only.

- Review the report and compare the amounts in the Old Balance and Detail Amount columns to verify that the amount in the Account Ledger table is correct.

- Update the Account Balances table with the amount from the Account Ledger table. To do this, run this program with the processing option set to print the report and update the Account Balances table.

Example 2: Batch is partially posted

A post program ends abnormally and the batch is partially posted.

Possible solutions:

- Change the Intercompany Settlements field to * (asterisk) in the general accounting constants. Post the specific batch out-of-balance.

- Run the General Journal by Batch report to locate the automatic entries created for the batch during the post program.

- Create, manually, any missing balancing entries for the batch on Journal Entries.

- Change the Intercompany Settlements field to * (asterisk) in the general accounting constants. Post the batch of manually created entries out-of-balance.

- Run the Repost Account Ledger program with the processing option set to print the report only.

- Review the report and compare the amounts in the Old Balance and Detail Amount columns to verify the amount in the Account Ledger table is correct.

- Update the Account Balances table with the amount from the Account Ledger table. To do this, run the Repost Account Ledger program with the processing option set to print the report and update the Account Balances table.

Example 3: Fiscal date pattern changes to calender date pattern

Your company has been operating under a July through June fiscal date pattern. Due to a merger, you must change to a January through December calendar date pattern.

The current fiscal year is 1996. Your current fiscal year pattern is July 1996 through June 1997. The next calendar year will be January through December 1998.

```
 099103                             J.D. Edwards & Company                              Page N        3
                               Repost of Transactions to Acct Balances                  Date - 10/02/98
                                         Repost Report Only

Account                                  Do Document   G/L     JE                    .....Old.....  .....New..... P
   ID       Description      LT Subl/Ty  Co Ty Number   Date   Line #     Amount      Ct  FQ  FY PN  Ct  FQ  FY PN C
--------  ---------------------- -- ---------- ----- -- -------- -------- -------- ------------------ -- - -
00000393 Physical Inventory & Ad AA         00020 IA       4 09/24/95    2.0                         19      95 09          06
00000423 Revenues                AA         00100 PI       2 09/29/95    1.0          100.00  00      00 00          95 03
00000423 Revenues                AA         00100 IA    1587 09/24/95    1.0                         19      95 09          03
00000423 Revenues                AA         00100 IT     139 09/24/95    1.0                         19      95 09          03
00000423 Revenues                AA         00100 IB       2 09/28/95    1.0          191.00  19      95 09          03
00000423 Revenues                AA         00100 IB       3 09/28/95    3.0            5.00  19      95 09          03
00000423 Revenues                AA         00100 IB       4 09/28/95    5.0            5.00  19      95 09          03
00018883 Credit Note Reimburseme AA         00001 PA    8707 04/17/95    1.0           35.00  00      00 00          95 04
00020051 Petty Cash              AA         00100 PM    1798 06/30/98    3.0          80.25- 19      98 06          97 12 P
00020051 Petty Cash              AA         00100 PM   10609 03/31/98    1.0        1,000.00  19      98 03          97 09 P
00020051 Petty Cash              AA         00100 PM   10613 06/15/98    1.0        1,500.00  19      98 06          97 12 P
00020053 Bear Creek National Ban AA         00100 RK   90575 06/30/98    1.0        1,850.00  19      98 06          97 12 P
00020053 Bear Creek National Ban AA         00100 JE    1524 06/30/98    1.0        1,000.00- 19      98 06          97 12
00020053 Bear Creek National Ban AA         00100 JE    1524 06/30/98    2.0        1,000.00  19      98 06          97 12
00020053 Bear Creek National Ban AA         00100 RK   91024 01/01/98    2.0          500.00  19      98 01          97 07 P
00020053 Bear Creek National Ban AA         00100 PK       8 06/06/98    1.0                  19      98 06          97 12 P
00020053 Bear Creek National Ban AA         00100 PK       9 06/06/98    1.0                  19      98 06          97 12 P
00020053 Bear Creek National Ban AA         00100 PK      10 06/06/98    1.0            5.00- 19      98 06          97 12 P
00020053 Bear Creek National Ban AA         00100 PV       6 10/31/98    1.0                  19      98 10          04
00020053 Bear Creek National Ban AA         00100 PV      12 06/30/98    1.0                  19      98 06          97 12
00020053 Bear Creek National Ban AA         00100 PV      13 06/30/98    1.0                  19      98 06          97 12
00020053 Bear Creek National Ban AA         00100 PV      14 06/30/98    1.0                  19      98 06          97 12
00020053 Bear Creek National Ban AA         00100 PK      11 09/26/98    1.0                  19      98 09          03
00020053 Bear Creek National Ban AA         00100 PK      12 09/26/98    1.0                  19      98 09          03
00020053 Bear Creek National Ban AA         00100 PK      14 09/26/98    1.0                  19      98 09          03
00020053 Bear Creek National Ban AA         00100 PK      17 09/26/98    1.0                  19      98 09          03
00020053 Bear Creek National Ban AA         00100 PK      18 09/26/98    1.0                  19      98 09          03
00020053 Bear Creek National Ban AA         00100 PK      38 09/26/98    1.0                  19      98 09          03
00020053 Bear Creek National Ban AA         00100 PK    4506 07/31/98    1.0                  19      98 07          01
00020053 Bear Creek National Ban AA         00100 PK    4507 07/31/98    1.0                  19      98 07          01
00020053 Bear Creek National Ban AA         00100 PK      13 09/26/98    1.0        1,500.00- 19      98 09          03
00020053 Bear Creek National Ban AA         00100 PK      15 09/26/98    1.0          250.00- 19      98 09          03
```

Possible solutions:

- Set up the new fiscal date pattern and pattern code for July 1997 through December 1997. Using the new fiscal date pattern and pattern code, set up the new fiscal date pattern and pattern code for January through December 1998.

- Run this program with the processing option set to print the report and recalculate fiscal year/period number report only.

- Review the report and compare on a line-by-line basis, the old and new century (Ct), fiscal quarter (FQ), fiscal year (FY), and period number (PN) columns for accuracy.

- Restate account balances to the new fiscal date pattern. To do this, run this program with the processing option set to print the report, recalculate fiscal year/period number report and update the Account Balances table after recalculating the fiscal year/period in the Account Ledger table.

- Close the year for 1996.

- Close the year program for 1997.

For the fiscal year 1996, your current fiscal year pattern is July 1996 through June 1997. For the fiscal year 1997, your current fiscal year pattern is July 1997 through December 1997. For the fiscal year 1998, your calendar year is January through December 1998. Be aware that when comparing period 1 amounts for different fiscal years, you are viewing amounts for different months.

Example 4: Calendar date pattern changes to a fiscal date pattern

Your company has been operating under a calendar year and now needs to convert to a November through October fiscal year pattern.

The fiscal year is 1997. Your current calendar year is January through December 1997. The new fiscal year pattern is November 1997 through October 1998.

Possible solutions:

- Set up a new fiscal date pattern and pattern code for all existing years to be restated to the November through October pattern.

- Run the Repost Account Ledger program with the processing option set to print the report and recalculate fiscal year/period number report only.

- Review the report and compare on a line-by-line basis, the old and new century (Ct), fiscal quarter (FQ), fiscal year (FY), and period number (PN) columns for accuracy.

- Restate the account balances to the new fiscal date pattern. To do this, run the Repost Account Ledger program with the processing option set to print the report, recalculate fiscal year/period number report and update the Account Balances table after recalculating the fiscal year/period in the Account Ledger table.

- Run the Close Year program, one year at a time, for all existing fiscal years.

All of the financial reports processed under the old fiscal date pattern do not match the information on the financial reports for the restated years.

Example 5: Post by currency

Your company decides to post by currency.

Possible solutions

- Activate currency in the general accounting constants.

- Set up AAI items PBCXX for tracking balances by currency.

- Change the Currency Balance field to 1 on Company Numbers and Names.

- Run this program with the processing option set to only print the report. Review the report to ensure the currency code appears in the far right column.

- Run this program with the processing option set to print the report and update the Account Balances table.

What You Should Know About

Purged transaction detail	If you purge the transaction detail for one or more years, the processing options allow you to specify the beginning balance forward for one fiscal year to be carried forward to the first fiscal year under the new date pattern.

See Also

- *Working with Batch Headers (P0011)* to change the general accounting constants

- *Printing General Journal (P09301)* in the *General Accounting I Guide* to locate automatic entries

- *Entering Basic Journal Entries (P09101)* in the *General Accounting I Guide* to create missing entries

- *Setting Up Fiscal Patterns (P0008)* in the *General Accounting I Guide* to set up fiscal date patterns

- *Closing a Fiscal Year (P098201)* in the *General Accounting I Guide* to close a year

- *Setting Up Multi-Currency AAIs (P0122)* in the *General Accounting I Guide* to set up AAIs

- *Setting Up Companies (P00105)* in the *General Accounting I Guide* to change the Currency Balance field

Processing Options for Repost Account Ledger

```
Report And Update Options:                              _____
1. Enter one of the following:
   '1' = Print Repost Report ONLY.
   '2' = Print Repost Report and update
         Account Balances File (F0902).
   '3' = Print Repost Report and
         Recalculate Fiscal Year/Period
         Number Report ONLY.
   '4' = Print Repost Report, Recalculate
         Fiscal Year/Period Number Report,
         and update Account Balances File
```

```
          (F0902) after recalculating fiscal
          year/period in the Account Ledger
          file (F0911).  NOTE: Fiscal Qtr.
          will be updated with blanks.
```

Century Default: _____
2. Enter a '1' to default the fiscal
   year century with the Data
   Dictionary value when recalculating
   fiscal year and period number.

Balance Forward:
3. Enter the oldest fiscal year which   _____
   has supporting transaction detail
   under the fiscal date pattern you are
   converting from.

4. Enter the first fiscal year which   _____
   will have supporting transaction
   detail under the fiscal date pattern
   you are converting to.

NOTE: The defaults for options 3 and 4
      are blank, which will then leave
      all balance forward amounts
      unchanged.

What You Should Know About Processing Options

Processing option 3	The system uses transaction detail contained in the Account Ledger table. If you are converting fiscal date patterns and you have purged the Account Ledger table, you enter the oldest year for which the system contains detail.
Processing option 4	If you are changing fiscal date pattern, enter the first fiscal year that contains data in the new date pattern.

Data Selection and Sequence for Repost Account Ledger

Enter a value for Company, Ledger Type, Fiscal Year, or any combination of the three. If you are changing fiscal periods, you *do not* select fiscal year.

If a period needs to be reposted, *do not* select a single period.

The system does not repost ledger type BA because budget amounts do not require transaction support in the Account Balances table. If you have defined ledger types that do not have complete transaction support, change the data selection to bypass these ledgers.

The system automatically reposts unit ledgers with the amount information. For example, to repost an actual amounts (AA) ledger with units (AU), enter ledger type equal (EQ) to AA in the data selection. The system reposts both the amount and unit ledgers.

Do not change the data sequence.

Test Yourself: Reposting the Account Ledger

What is the purpose of the Repost Account Ledger program?

a. To resubmit a batch of journal entries to post to the Account Ledger table (F0911) and the Account Balances table (F0902).

b. To correct a damaged Account Balances table from the Account Ledger table audit trail records.

c. To ensure the integrity of the beginning balances within a fiscal year.

d. To provide the ability to set up two different fiscal patterns associated with one company for the same J. D. Edwards fiscal year.

e. To correct a damaged Account Ledger table based on the audit trail records in the Account Balances table.

The answers are in *Appendix B*.

Consolidate Monetary Account Balances

```
┌─────────────────────────────────┐
│ G09412   General Accounting     │
│          Enter 27               │
└─────────────────────────────────┘
             │
             │      ┌─────────────────────────────────┐
             │      │ G0931    G/L Advanced and Technical │
             └─────▶│          Operations             │
                    │          Choose Global Updates  │
                    └─────────────────────────────────┘
                              │
                              │      ┌─────────────────────────────────┐
                              │      │ G09316   Global Updates         │
                              └─────▶│          Choose Consolidate     │
                                     │          Monetary Accounts      │
                                     └─────────────────────────────────┘
```
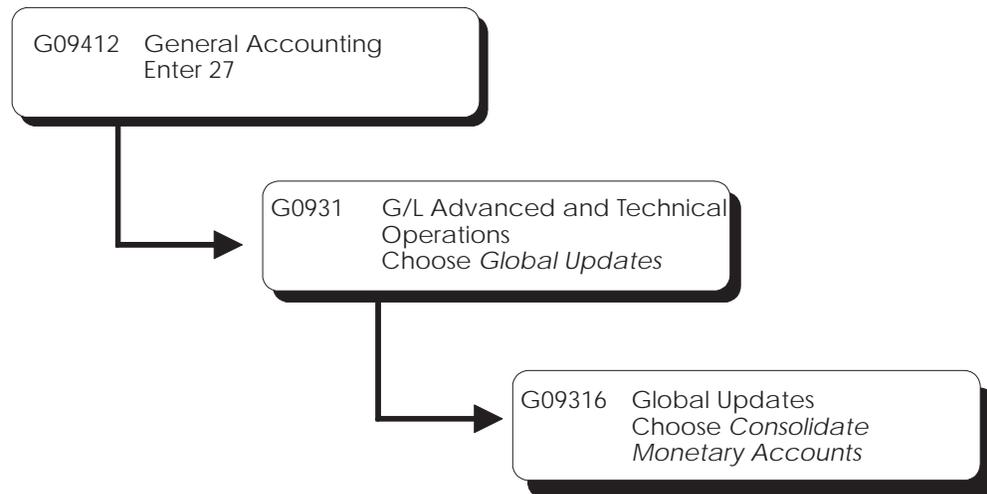
Consolidating Monetary Account Balances

When you view the domestic balances of a specific originating currency, the
balance amounts will not include any adjustments you make to the domestic
amount when you revalue your monetary accounts. This is due to the way the
system stores balance records by originating and denominated currency. To
display both amounts, you must first consolidate your monetary accounts. This
applies to clients who have:

- Activated currency in general accounting constants

- Set up monetary accounts

- Created adjusting entries with a JX document type

When you consolidate your monetary account balances, the system combines
the existing monetary account balance and JX (adjusting entry) balance into one
record. Subsequently, it deletes the JX balance record because it is no longer
needed.

If you do not consolidate monetary account balances, they remain in two
separate records. This prevents you from being able to:

- View monetary account balances that include adjusting entries (document type JX) for a specific currency. However, you can view balances with JX adjusting entries for all currencies (* in the Currency field).

- Restate the JX balance record when you perform balance restatements

Additionally, when you consolidate your monetary account balances, the system updates the Purchase Order field on the Account Ledger record with the monetary currency of the JX entry so that the transaction and originated currency codes are used during the Post General Journal or Repost Account Ledger programs.

If you run the Repost Account Ledger program any time after consolidating your monetary account balances, you will notice that the Repost Account Ledger report looks different:

- It prints a separate repost record for each JX document. However, it updates only one balance record.

- The period numbers will be out of sequential order because of how the system creates the balance records.

What You Should Know About

When to consolidate

Consolidate your monetary account balances only one time, when you upgrade to Release A7.3. Clients on Release A7.2 can run this consolidation program, although it does not appear on a menu. Call Worldwide Customer Support Services for information. If you run this program in A7.2, you do not need to run it again (in A7.3).

Account balances by currency

For clients who store account balances by currency and have not defined these accounts as monetary accounts, it is difficult to identify which currency should be updated in the Purchase Order field of the JX document. Therefore this program cannot consolidate the monetary account balance records. For a possible alternative, call a Worldwide Customer Support representative.

Reviewing the account ledger

When you review detailed domestic transactions for a specific currency on Account Ledger Inquiry, the system does not include the JX documents. This is because the currency for the JX document is the denominated currency, not the originated currency. You can view JX adjusting entries when you display all currencies (* in the Currency field).

Data Removal

Objectives

- To create a single balance forward for each account
- To purge account balance transactions for a prior year
- To purge account ledger transactions for a prior year
- To delete account master records
- To delete a business unit
- To purge bank statement information

About Data Removal

To make more disk space available, you can:

- Create a single record to replace numerous detail records
- Purge or delete information from your system

Data removal consists of:

❑ Creating balance forward records

❑ Purging prior year journal entries

❑ Purging prior year account balances

❑ Deleting account master records

❑ Deleting business units and companies

❑ Purging bank statement information

What is the Difference Between Delete and Purge?

In terms of data removal, delete and purge are different processes.

Delete   Delete removes information from the system

Purge   Depending on which program you run, purge does *one* of the following:

- Copies records to a purge table. The system marks the original records as purged and then deletes them from the system.
- Removes information from the system.

What Information Can You Delete or Purge?

You can delete or purge the following information from your system.

Delete   You can delete:

- Account master records
- Business unit/company records

Purge   You can purge:

- Prior year journal entries
- Prior year account balances
- Bank statement header records
- Bank statement detail records

Create Balance Forward Records

```
┌─────────────────────────────────────┐
│ G09      General Accounting          │
│          Enter 27                    │
└──────────┬──────────────────────────┘
           │
           │   ┌─────────────────────────────────────┐
           └──▶│ G0931    G/L Advanced & Technical    │
               │          Operations                  │
               │          Choose Summarize & Purge    │
               │          Data                        │
               └──────────┬──────────────────────────┘
                          │
                          │   ┌─────────────────────────────────────┐
                          └──▶│ G09317   Summarize & Purge Data      │
                              │          Choose Summarize            │
                              │          Transactions                │
                              └─────────────────────────────────────┘
```
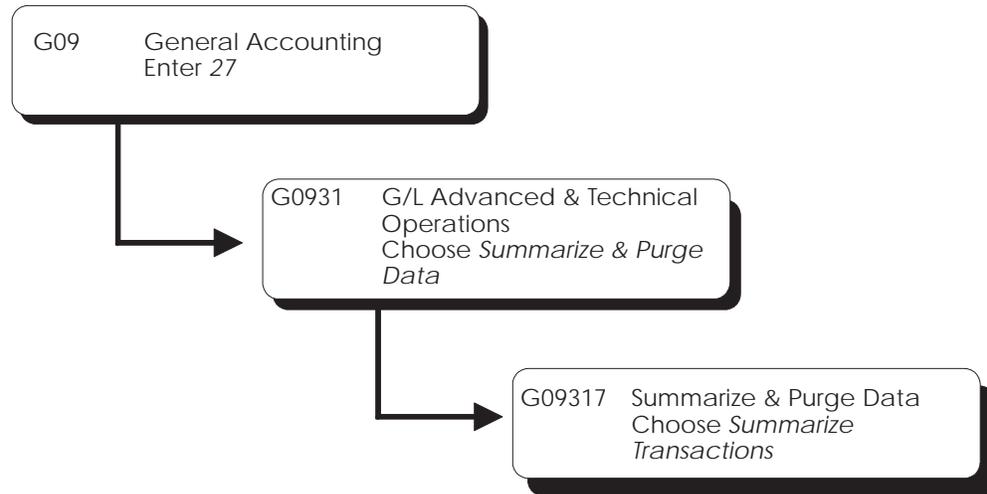
Creating Balance Forward Records

You can create a single balance forward record to replace numerous detailed transaction records by summarizing transactions.

When you summarize transactions, this program:

- Creates a balance forward record for each accounting period, ledger type, subledger, or subledger type. This record has a:
    - Document type of BF (balance forward)
    - Document number that is the system Julian date when you summarize transactions
    - G/L date for the period-ending dates
- Marks the summarized detail records. The summarized code in the Account Ledger table is marked:
    - Y (Summarized)
    - Blank (Not summarized)

Summarize Transactions is a DREAM Writer program.

Three AAI items control the account ranges that are to be summarized or bypassed:

GLSMxx	Defines the range of accounts not to be summarized.
GLRCxx	Defines a range of accounts that must be reconciled before they are summarized. The Reconciled field must have a value from user defined codes (09/RC) to allow summarization.
GLPRxx	Defines a range of accounts that are not purged.

You can also summarize on a period-by-period basis with this program.

After you summarize transactions, you have the ability to restate prior fiscal years, if necessary.

After the system creates a balance forward record, you can delete or purge summarized records for that year from the Account Ledger table (F0911). Summarization adds balance forward records. You must purge and reorganize to actually make more disk space available.

You should run this process after business hours to ensure adequate processing time.

Before You Begin

❑ Back up the Account Ledger table.

❑ Determine which fiscal year, companies, ledger types, and so on that you want to summarize.

❑ Reconcile accounts, if necessary. See *Working with Manual Reconciliation* in the *General Accounting I Guide*.

What You Should Know About

Summarized reporting	You do not have to summarize transactions for summarized reporting. You can summarize general ledger reports by setting the processing option to include a specific object account range.

Purging records

Before you can purge the current year's account ledger records, you must summarize transactions. Balance forward records are required to support the Account Balances table (F0902). Any current year records that you leave unsummarized are bypassed when purging prior year journal entries.

Repost Account Ledger

J.D. Edwards recommends that you summarize transactions before you purge account ledger records for the prior year. Account balances can be set to zero by the Repost Account Ledger program if any purged prior year records are left unsummarized.

See Also

- *Purging Prior Year Journal Entries (P09911)* and *System Maintenance* in the *Technical Foundations Guide* to purge and reorganize data

Processing Options for Summarize Transactions

```
Periods To Retain:
1. Enter the number of periods to                        _____
   retain in detail.

Note: "01" Retains Only Current Period.
```

What You Should Know About Processing Options

The processing option   The system uses the fourteen period net posting amounts from the Account Balances table when calculating which periods to retain. If you have a 12-period fiscal year, you might want to add two to the number of periods to retain. This allows you to retain information from a prior fiscal year.

For example, you are in the third period of your fiscal year, and you want to retain information from the last two periods of the prior fiscal year. You enter 7 in the processing option as the number of periods to retain.

If you want to retain information only for current fiscal year, you do not need to increase the number of periods by 2.

For example, you are in the fourth period of your fiscal year, and you want to retain information from periods 2, 3, and 4 of the current fiscal year. You enter 3 in the processing option as the number of periods to retain.

The following illustrates which periods are retained when you enter 7 in the processing option.

Purge Prior Year Journal Entries

```
┌─────────────────────────────────┐
│ G09      General Accounting      │
│          Enter 27                │
└─────────────────────────────────┘
          │
          │      ┌─────────────────────────────────┐
          └─────▶│ G0931    G/L Advanced & Technical │
                 │          Operations              │
                 │          Choose Summarize & Purge │
                 │          Data                     │
                 └─────────────────────────────────┘
                           │
                           │      ┌─────────────────────────────────┐
                           └─────▶│ G09317   Summarize & Purge Data  │
                                  │          Choose Purge Prior Year │
                                  │          Journal Entries         │
                                  └─────────────────────────────────┘
```
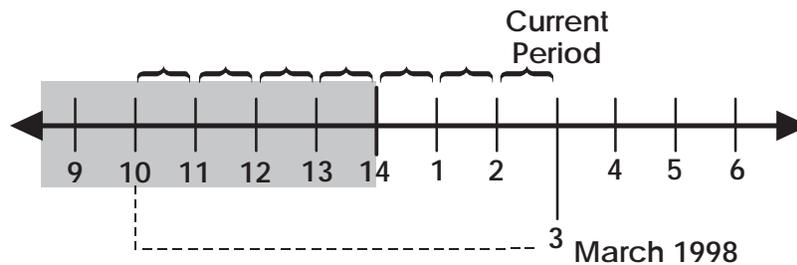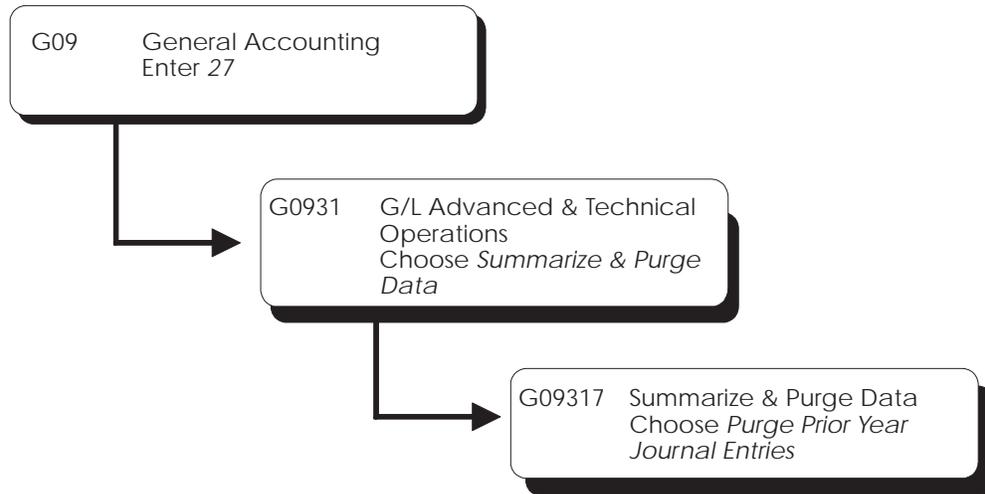
Purging Prior Year Journal Entries

If you create a balance forward record or you want to make more disk space available, you can purge summarized journal entries. When you run the Purge Prior Year Journal Entries program, the system:

- Copies summarized prior year journal entries in the Account Ledger table (F0911) to a purge table F0911xx, where xx is the fiscal year

- Marks the copied records as purged

- Deletes purged records from the Account Ledger table when certain conditions are met

- Prints a report that lists the number of records purged by company

This is a DREAM Writer process.

A record must be one of the following before you can purge it:

- A prior year transaction

- A summarized transaction for the current year

When the system identifies and marks the record as a purge record, the record must then meet all of the following conditions before the system deletes it:

- The account number cannot be within the bypass purge ranges in the AAI item GLPRxx.

- The record must not have an * (asterisk) in the Payment Number field. This denotes a partial payment retainage or discount for 1099 reporting.

- The reconciled code must be a value other than blank.

- The account must be an account within a reconcilable range in AAI item GLRCxx.

- For Energy clients, if the account is billable, the bill code of the transaction must be X (direct charge allocated or billed) or Y (manually allocated and billed).

Do not purge the summary balance forward records (document type BF) unless you no longer need them to support the Account Balances table.

Prior year journal entries can be:

- Purged and deleted

- Purged but not deleted

- Deleted

- Completely bypassed

You can only purge summarized prior year journal entries one year at a time.

Three AAI items control the account ranges to be purged or bypassed:

GLSMxx	Defines the range of accounts not to be summarized. Current year transactions must contain a Summarized Code of Y to be deleted from the Account Ledger table. Prior year transactions in these ranges can be deleted regardless of summarization.
GLRCxx	Defines a range of accounts that must be reconciled before they are deleted. The Reconciled field must contain a user defined code (09/RC) to be deleted.
GLPRxx	Defines a range of accounts that are not to be deleted. These accounts are written to the purge table. Their purge codes are set to Y.

After the purge process is complete, you should:

- Copy the F0911xx table to another medium. If you keep this table on your system and you purge again, the system adds newly purged records to the F0911xx table.

- Run the Reorganize Files program.

Before You Begin

❑ Back up the Account Ledger table.

❑ Set up purge parameters in the AAIs.

❑ Summarize transactions. See *Creating Balance Forward Records*.

See Also

- *System Maintenance* in the *Technical Foundation Guide* to reorganize tables

Processing Options for Purge Prior Year Journal Entries

```
Delete Options:
1. Enter a '1' to purge and delete              _____
   questionable 1099 transactions that
   are more than three fiscal years old
   (current and previous two fiscal
   years).  Leave blank (the default) to
   purge but not delete any questionable
   1099 transactions (see 1099 Helps).

2. Enter a '1' to delete and purge              _____
   Billable transactions that have any
   valid 'Bill Code' attached to them.
   If left blank (the default) any Bill
   Code other than an 'X' or a 'Y' will
   be purged but not deleted, however;
   all 'X' and 'Y' Billable transactions
   are going to be purged and deleted.

   NOTE:   This option is intended for
     those clients who are using Service
     Billing and are NOT using JD
     Edwards' Energy software.
```

Data Selection for Purge Prior Year Journal Entries

Enter the fiscal year (where xx equals fiscal year) to correctly name the purge table F0911xx.

Purge Prior Year Account Balances

```
┌─────────────────────────────────┐
│ G09        General Accounting   │
│            Enter 27             │
└─────────────────────────────────┘
        │
        │    ┌──────────────────────────────────┐
        │    │ G0931     G/L Advanced & Technical│
        └───▶│           Operations              │
             │           Choose Summarize & Purge│
             │           Data                    │
             └──────────────────────────────────┘
                    │
                    │   ┌─────────────────────────────────────┐
                    │   │ G09317    Summarize & Purge Data    │
                    └──▶│           Choose Purge Prior Year   │
                        │           Account Balances          │
                        └─────────────────────────────────────┘
```
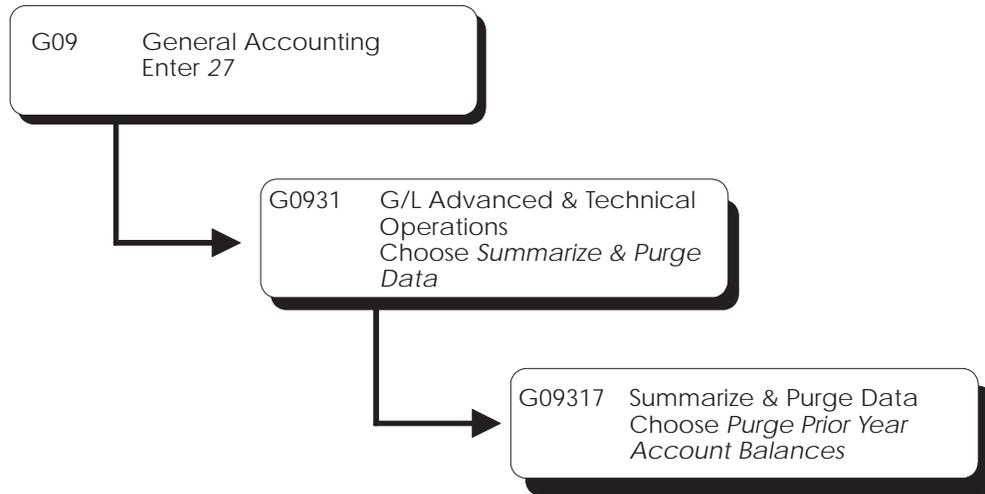
Purging Prior Year Account Balances

To make more disk space available, you can purge account balance records. When you purge prior year account balances, the system:

- Copies records with a date prior to the current fiscal year from the Account Balances table (F0902) to a purge table F0902xx, where xx is the fiscal year

- Deletes records with a date prior to the current fiscal year

- Prints a report listing the number of records purged by company, including the name, date, and time the purge table was created

You can only purge records one year at a time.

Purge Prior Year Account Balances is a DREAM Writer process.

After this purge process is complete, you should:

- Copy the F0902xx table to another medium. If you keep this table on your system and you purge again, the system adds newly purged records to the existing F0902xx table.

- Run the Reorganize File program.

Before You Begin

❑ Back up the Account Balances table

See Also

- *System Maintenance* in the *Technical Foundation Guide* to reorganize tables

Data Selection for Purge Prior Year Account Balances

Enter the fiscal year (where xx equals fiscal year) to correctly name the purge table F0902xx.

Delete Account Master Records

```
┌─────────────────────────────────────┐
│ G09      General Accounting         │
│          Enter 27                   │
└─────────────────────────────────────┘
          │
          │        ┌──────────────────────────────────────┐
          │        │ G0931    G/L Advanced & Technical    │
          └───────▶│          Operations                  │
                   │          Choose Summarize & Purge    │
                   │          Data                        │
                   └──────────────────────────────────────┘
                             │
                             │       ┌──────────────────────────────────────┐
                             │       │ G09317   Summarize & Purge Data      │
                             └──────▶│          Choose Delete Account       │
                                     │          Master Records              │
                                     └──────────────────────────────────────┘
```
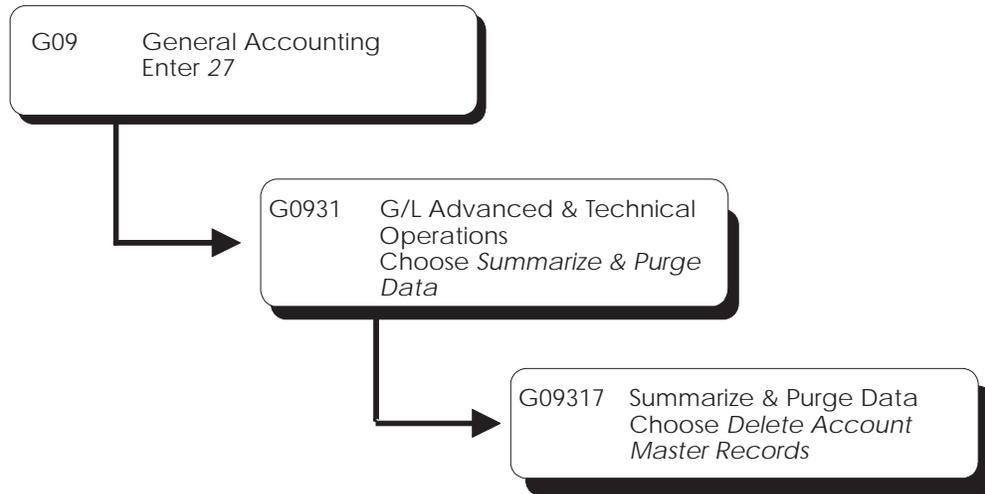
Deleting Account Master Records

To make more disk space available, you can delete:

- Accounts that do not contain transactions

- Account master records for a specific company or business unit

When you run the Delete Account Master Records program, the system searches appropriate tables for transactions for an account, or account master records for a company or business unit. If none are found, the system *does not* copy accounts or records to a purge table. Rather, it deletes the account or records from the Account Master table (F0901).

The system searches the following tables.

TABLE	DESCRIPTION
F0311	Accounts Receivable Ledger
F0411	Accounts Payable Ledger
F0413	Accounts Payable Matching Document
F0911	Account Ledger

TABLE	DESCRIPTION
F0902	Account Balances
F1202	Item Balances
F2111	Lease Cost Ledger
F2313	Owner Detail Ledger
F4311	Purchase Order Detail
F51911	Draw Reporting Master
F0912	Cost Allocations/Flex Budgeting
F06106	Employee Pay Instructions
F0618	Payroll Transaction History
F0624	Burden Distribution
F06116	Employee Transactions Detail

You can also delete nonposting accounts. There are two methods:

Method 1   To delete nonposting accounts:

- Run a report containing all nonposting accounts in the Account Master table.
- Delete the accounts manually using Single Account Revisions.

Method 2   To delete nonposting accounts:

- Delete account master records for specific business units with a posting edit code of N.
- Manually reenter any nonposting accounts for your financial reports to run properly.

This is a DREAM Writer program.

You can run this program in proof or final mode. If you choose proof mode, the system prints a report showing all accounts to be deleted, but it does not delete them. To delete them, you must run the program in final mode. In final mode, the system deletes the accounts and prints a report listing all the accounts that were deleted.

Before You Begin

❑ Back up the Account Master table

See Also

- *Reviewing Your Chart of Accounts (P0909)* in the *General Accounting I Guide* to run a report containing all nonposting accounts

- *Revising a Single Account (P09011)* in the *General Accounting I Guide* to delete an account

- *Creating Your Chart of Accounts (P0907)* in the *General Accounting I Guide* to reenter nonposting accounts

Processing Options for Delete Account Master Records

```
Enter a '1' to print a Final Deletion          _____
 Report.  Accounts will be deleted in
 Final mode.  A default value of blank
 will print a Proof Deletion Report.
```

Data Selection for Delete Account Master Records

- To retain nonposting accounts, set the Posting Edit not equal (NE) to N

- To retain model accounts, set the Model/Consolidation not equal (NE) to M

Delete Business Units and Companies

```
┌─────────────────────────────────────┐
│ G09      General Accounting          │
│          Enter 27                    │
└─────────────────────────────────────┘
          │
          │        ┌──────────────────────────────────┐
          │        │ G0931   G/L Advanced & Technical  │
          └───────▶│         Operations                │
                   │         Choose Summarize & Purge  │
                   │         Data                      │
                   └──────────────────────────────────┘
                            │
                            │      ┌──────────────────────────────────┐
                            │      │ G09317   Summarize & Purge Data  │
                            └─────▶│          Choose Delete Business  │
                                   │          Unit/Company            │
                                   └──────────────────────────────────┘
```
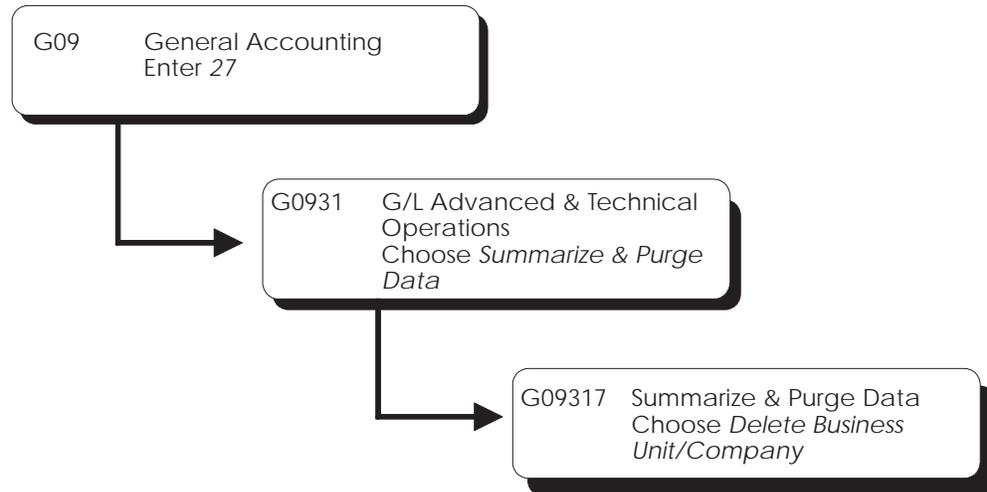
Deleting Business Units and Companies

If you set up a test data environment that you no longer need, you can delete a business unit or company from this environment. When you delete a business unit or company the system *does not* copy information to a purge table. Rather, the system deletes business units or companies whether or not they contain any transactions.

The Delete Business Unit/Company program deletes transactions from the following tables:

- Account Master (F0901)

- Business Unit Master (F0006)

- Account Balances (F0902)

- Account Ledger (F0911)

After this process is complete you must:

- Delete the company on Company Numbers and Names.

- Delete the company or business unit on Address Book Revisions.

Before You Begin

❑ Back up the Account Master, Business Unit Master, Account Balances, and Account Ledger tables

❑ Verify that there are no transactions in a business unit or company

See Also

- *Setting Up Companies (P00105)* in the *General Accounting I Guide*
- *Working with Address Book (P01051)* in the *Address Book Guide*

Processing Options for Delete Business Unit/Company

```
Caution:  This Program Does Not Check
          for open balances.

Enter the Company to be deleted.                    _____
Enter the Business Unit to be deleted.              _____

** Business Unit will take precedence
   over Company.

This procedure will delete records from
the Business Unit Master, Account
Master, Account Balances, Account Ledger
and Alternate Description files.  A
backup should be run prior to running
this program.
```

Purge Bank Statement Information

```
┌─────────────────────────────────┐
│ G09      General Accounting      │
│          Choose Account          │
│          Reconciliation          │
└─────────────────────────────────┘
        │
        │    ┌─────────────────────────────────┐
        └───▶│ G0921    Account Reconciliation  │
             │          Choose Bank Statement   │
             │          Processing              │
             └─────────────────────────────────┘
                     │
                     │    ┌──────────────────────────────────┐
                     └───▶│ G09211   Bank Statement Processing │
                          │          Choose an option under    │
                          │          File Purge                │
                          └──────────────────────────────────┘
```
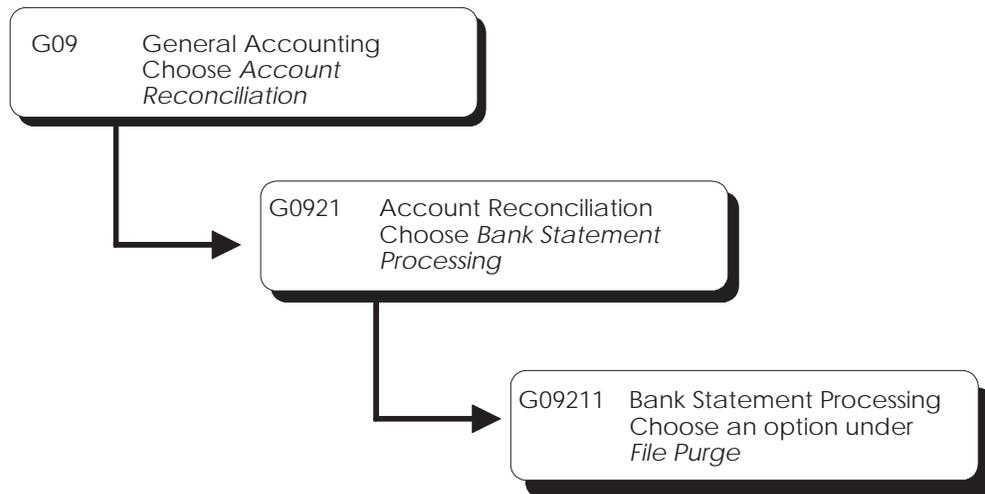
Purging Bank Statement Information

After you process your bank statements, you should purge your worktables to make more disk space available. You do not have to keep out-of-date information in the worktables.

Purging bank statement information consists of:

❑ Purging bank statement header information

❑ Purging bank statement detail information

Purging Bank Statement Header Information

When you run the Purge Bank Statement Header program, the system *does not* copy bank statement header information to a purge table. It deletes information from the Bank Statement Header table (F0916).

See Also

- *Processing Options for General Purge Program (P00PURGE)*

Data Selection for Purge Statement Header

The G/L Posted Code must equal D (completely processed).

Purging Bank Statement Detail Information

When you run the Purge Bank Statement Detail program, the system *does not* copy bank statement detail information to a purge table. It deletes information from the Bank Statement Detail (F0917) table.

See Also

- *Processing Options for General Purge Program (P00PURGE)*

Data Selection for Purge Statement Detail

The G/L Posted Code must equal D (completely processed).

Test Yourself: Removing Data

1. True or False. The Summarize Transactions program creates a document type of BF.

2. True or False. The Purge Prior Year Journal Entries program uses the AAIs to determine which accounts are not eligible to be purged.

3. What does the Delete Account Master Records program check prior to selecting accounts for deletion?

_____

The answers are in *Appendix B*.

Bank Statement Processing

Objectives

- To understand the sequence of tasks when processing a bank statement
- To identify the various transaction types on a bank statement
- To create journal entries from a bank statement
- To post cash receipts from a bank statement
- To review and post the bank statement
- To reconcile the transactions on a bank statement

About Bank Statement Processing

Banking practices in some countries rely heavily on magnetic media processing, electronic fund transfers, and direct bank involvement in settling outstanding debts. For these countries, the bank statement serves as the source document for all banking activity.

Bank statement processing consists of:

- ❏ Understanding transaction codes

- ❏ Working with bank statements

- ❏ Updating the reconciliation table

- ❏ Reconciling bank statements

- ❏ Posting bank statement transactions

- ❏ Reconciling bank statements manually

- ❏ Printing bank statement reports

The system accepts and clears transactions in the following tables:

- Accounts Receivable Ledger (F0311)
- Account Ledger (F0911)
- Account Ledger for Reconciliation worktable (F0911R)

The system also uses the following tables for bank statement information:

- Bank Statement Header (F0916)
- Bank Statement Detail (F0917)

The following illustrates how to process your bank statements.
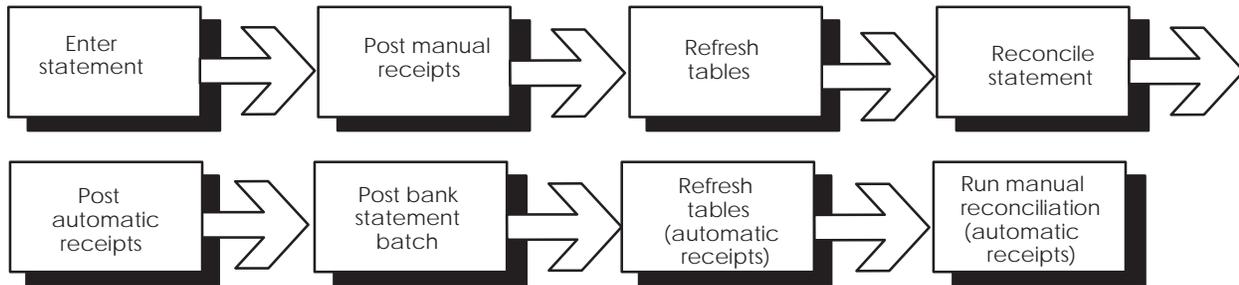
Enter statement	Enter the transactions that appear on your bank statement.
Post manual receipts	Post manual receipts if you enter a cash receipt (for example, if a customer makes a payment directly to your bank account).
Refresh tables	Update the Account Ledger for Reconciliation worktable (F0911R) by refreshing the reconciliation table.
Reconcile statement	Reconcile the transactions to update tables, create accounting batches, and generate reconciliation reports.
Post automatic receipts	Post automatic receipts in batch mode if you enter a cash receipt (for example, if a customer makes a payment directly to your bank account).
Post bank statement batch	Post general journal batches to update the bank statement batch to the Account Ledger (F0911) and Account Balances (F0902) tables.
Refresh and reconcile	Refresh the reconciliation table and manually reconcile if you have entered automatic receipts *and you are not using a transit account.*

What You Should Know About

Unrecorded deposits   If there is a deposit from a customer on your bank statement that you have not recorded, you can enter this deposit in the following programs:

- Manual Receipts (transaction type CRI)
- Automatic Receipts (transaction type CRE)

Understand Transaction Codes

About Transaction Codes

You must assign a transaction code to each item that appears on a bank statement. This code identifies the type of transaction, such as a journal entry or customer payment, and determines the type of detail information you will enter for that transaction. This detail information specifies how to reconcile the entry.

For the system to identify your transactions correctly, you must associate each transaction code with a user defined code. You define your own transaction codes in a user defined code table (system 09/ type BJ).

How Do You Use Transaction Codes?

The system handles various transactions differently, based on the transaction codes. The following describes these codes and how you can use them:

01 Journal Entry (JE)

You can write a journal entry to record an adjustment made by the bank, such as a service charge or a wire transfer fee. You can also enter a journal entry that has associated value-added tax (VAT).

When you reconcile bank statements, the system updates the Account Ledger table (F0911) with a journal entry between the bank account and the G/L account you specify in the Account Number field. The journal entry includes the tax, if applicable. The system also marks the bank account as reconciled.

02 Automatic Receipts Entry (CRE)

A customer might make a payment directly to your bank account, such as a wire transfer. After the wire transfer appears on the bank statement, you can enter the receipt in batch mode and update the Bank Statement Detail table (F0917).

When you reconcile bank statements, the system updates the Accounts Receivable Ledger table (F0311) with a receipt transaction. When you post the batch, it creates entries in the Account Ledger table (F0911).

03 Manual Receipts Entry (CRI)   You can enter a receipt, such as a wire transfer, that directly updates the Accounts Receivable Ledger table (F0311).

When you reconcile bank statements, the system marks the Account Ledger table (F0911) as reconciled.

04 Receipts Clear (CR)   If your bank statement lists deposits or other receipts that you have previously recorded, you can use this form to reconcile the entry associated with the receipts.

When you reconcile bank statements, the system finds the original receipt record in the Account Ledger table (F0911) and marks it as reconciled.

06 Draft Collected (DR)   You might receive drafts from customers and submit the drafts to the bank for payment. When the deposit appears on the bank statement, you can create and reconcile the entry.

When you reconcile bank statements, the system updates the Account Ledger table (F0911) with a debit to the bank account and a credit to the draft receivable account. The system marks the bank account as reconciled and changes the pay status for the draft to P (paid) in the Accounts Receivable Ledger table (F0311).

07 Draft Paid (DP)   You might use drafts to submit payments to suppliers. The suppliers submit the drafts to the bank for payment. When the bank statement shows that the drafts are paid, you can create and reconcile the entry.

When you reconcile bank statements, the system updates the Account Ledger table (F0911) with a debit to the drafts payable account and a credit to the bank account. The system marks the bank account as reconciled and changes the pay status for the draft to P (paid) in the Accounts Payable Ledger table (F0411).

08 Payment Clear (CK)   If your bank statement lists your canceled checks or payments, you can reconcile the entry associated with a payment.

When you reconcile bank statements, the system finds the original payment record in the Account Ledger table (F0911) and marks it as reconciled.

09 Self–reconciling (BK)   A self-reconciling item does not require reconciliation and does not access a detail form.

10 Manual payments with match (PWM)

You can enter a manual payment for an existing voucher that updates the Accounts Payable Ledger, Accounts Payable Matching Document (F0413), and the Payable Matching Document Detail (F0414) tables.

When you reconcile bank statements, the system marks the Account Ledger record as reconciled.

11 Manual payments without match (PWO)

You can enter a voucher and a manual payment that updates the Accounts Payable Ledger, Accounts Payable Matching Document, and the Payable Matching Document Detail tables.

What You Should Know About

Transit Accounts

If you use a transit account and reconcile bank statements, the system enters a debit or credit to the transit account and the offset to the bank account in the Account Ledger table for all types of transactions. It marks the bank account as reconciled but does not mark the transit account.

Use transit (intermediate) accounts to enter transactions before you apply them to a specific bank account. For example, you can enter all receipts to one account even though they have been deposited to many specific bank accounts.

See Also

- *Setting Up User Defined Codes (P00051)* in the *General Accounting I Guide* for information about setting up transaction codes

Work with Bank Statements

```
G09      General Accounting
         Choose Account
         Reconciliation
```

```
G0921    Account Reconciliation
         Choose Bank Statement
         Processing
```

```
G09211   Bank Statement Processing
         Choose an option under the
          Bank Statement Entry
         heading
```
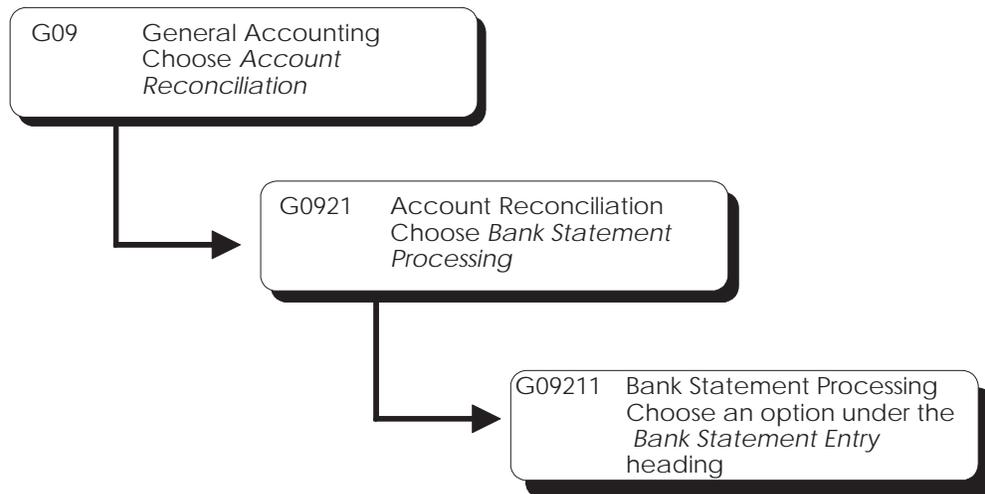
Working with Bank Statements

Working with bank statements includes:

❏ Entering bank statements

❏ Locating and revising bank statements

❏ Reviewing bank statements

Before You Begin

❏ Use processing options to set the default credit and debit transaction types, bank account, and transit account.

❏ Clear, create, and post any receipts or drafts collected. See *About Automatic Receipts Processing* and *About A/R Draft Processing* in the *Accounts Receivable Guide*.

❏ Clear, write, and post any payments or drafts paid. See *About Automatic Payment Processing* and *About A/P Draft Processing* in the *Accounts Payable Guide*.

What You Should Know About

Loading bank statements from tape	If you make arrangements with your bank, you can load your bank statement from tape. If you load bank statements from tape, you must add or correct transactions on Enter Statement.

Entering Bank Statements

You can enter information from your bank statements to track all banking activity, such as electronic fund transfers.

Entering bank statements consists of:

❑ Entering bank statement information

❑ Entering detail information (optional)

What Should You Consider For Multi-Currency Bank Statements?

When you enter bank statements for multi-currency, you can enter transactions for up to three different currencies. The system calculates the gain or loss.

The Enter Statement form contains fields for a domestic amount, a foreign amount, and a currency code. The values you enter in each field depends on the currencies. The currency code is always the currency of the transaction.

When you process the transaction, the system creates an AA ledger entry and a CA ledger entry. You must use a non-monetary transit account for any transaction with three currencies.

Additionally, you can create foreign journal entries when you process your bank statement.

Examples: Using Different Currencies

Example 1: Different Currencies for Company, Bank Account, and Transaction

Company Currency Code	FRF (French Franc)
Bank Account (monetary)	USD (U.S. Dollar)

Transit Account (required)	Non-monetary
Transaction	BEF (Belgium Franc)

The currency is different for the company, the bank account, and the transaction. On Enter Statement, enter amounts and the currency code as follows:

- Amount in U.S. dollars in the Amount field

- Amount in Belgian francs in the Foreign Amount field

- BEF in the Currency Code field

When you process the transaction, the system creates an AA ledger entry in French francs and a CA ledger entry in Belgian francs. You must use a non-monetary transit account for any transaction with three currencies.

Example 2: Different currency for the transaction

Company Currency Code	FRF (French Franc)
Bank Account (non-monetary)	FRF (French Franc)
Transit Account (optional)	Non-monetary
Transaction	USD (U.S. Dollar)

The currency is the same for the company and the bank account but different for the transaction. On Enter Statement, enter amounts and the currency code as follows:

- Amount in French francs in the Amount field

- Amount in U.S. dollars in the Foreign Amount field

- USD in the Currency Code field

A non-monetary transit account is optional for transactions where the currency for the company and bank account is the same.

Example 3: Different currency for the company

Company Currency Code	FRF (French Franc)
Bank Account (monetary)	USD (U.S. Dollar)
Transit Account (optional)	Non-monetary
Transaction	USD (U.S. Dollar)

The currency is the same for the bank account and the transaction but different for the company. On Enter Statement, enter amounts and the currency code as follows:

- Amount in U.S. dollars in the Amount field
- Blank in the Foreign Amount field
- Blank in the Currency Code field (because the transaction is in the currency of the bank account)

The system uses the currency code of the bank account. A non-monetary transit account is optional.

Example 4: Different currency for the bank account

Company Currency Code	FRF (French Franc)
Bank Account (monetary)	USD (U.S. Dollar)
Transit Account (required)	Non-monetary
Transaction	FRF (French Franc)

The currency is the same for the company and the transaction but different for the bank account. On Enter Statement, enter amounts and the currency code as follows:

- Amount in U.S. dollars in the Amount field

- Amount in French francs in the Foreign Amount field

- FRF in the Currency Code field

A non-monetary transit account is required.

Entering Bank Statement Information

You must enter general information from your bank statement, such as the statement date and beginning and ending balances. Then, you enter one summary line for each transaction on the statement. You might need to enter additional information to specify how to reconcile each entry.

As you enter this information, the system displays a remaining amount. The remaining amount changes as you enter each transaction. When the remaining amount is zero, the statement is in balance.

If the statement is out-of-balance, you have the option to display only the incomplete lines to make it easier to see where information is missing.

▶ **To enter bank statement information**

On Enter Statement

1. Complete the following fields:

   - Bank Account

   - Statement Date

   - Statement Number

   - Default G/L Date

   - Beginning Balance

   - Ending Balance

   - Entry Mode

2. Complete the following fields for each transaction line:

   - Transaction Code (TR CD)

   - Amount

   - Value Date

   - G/L Date

   - Payment/Receipt Number

   - Document Type (optional)

   - Currency Code (optional)

   - Foreign Amount (optional)

3. Access the fold area.

```
[09160] - Enter Statement                                          _ □ ✕
Functions    Options   Tools   Help

   Bank Account              70.1110.BBL       Statement Date    07/31/98
   Statement Number     901                    Default G/L Date  02/22/95
   Lines entered              14               Incomplete Transactions      6
   Beginning Balance                           Total Deposit        29,646,698
   Ending Balance                              Total Withdrawal        191,857
   Remaining Amount          29,454,841-       Batch Number          74623
   Skip to Seq#                                Entry Mode              2

  O  TR      BEF Amount      Value  G/L Date  .Pmt/Rcpt. Cur    Foreign Amount
     CD                      Date              Number  Ty Cod
     CK              1,250  06/05/98 07/31/98      7505   BEF
  Remark                                        Sequence     1.00 G/L Posted Cod A
     JE                 60  07/31/98 07/31/98 98001002   BEF
  Remark                                        Sequence     2.00 G/L Posted Cod A
     CK                585  06/10/98 07/31/98      7506   BEF
  Remark                                        Sequence     3.00 G/L Posted Cod A
     CR             74,532- 07/15/98 07/15/98     84773   BEF
  Remark                                        Sequence     4.00 G/L Posted Cod A
     CRE            53,095- 07/29/98 07/29/98     35795   BEF
  Remark                                        Sequence     5.00 G/L Posted Cod A

  ✔  ✖                                  .i  2▲  4✚  9▬     ⬆
  1=Detail 9=Delete F8=Incomplete F9=Last Record F21=Select All F24=More   ⬇
```

4. Complete the following fields (optional):

   - Remark

   - Sequence

5. To add the record, do one of the following:

   - In WorldSoftware, press Enter

   - In WorldVision, click Add

6. Complete one or more of the detail forms which appear after you enter all transaction lines.

Field	Explanation
Bank Account	The bank account number (General Ledger Account) to be updated automatically when receipts or disbursements are entered. The bank account number is assumed to be the same for every document in a batch. Therefore, it is not cleared from entry to entry. However, if left blank, the system retrieves a default bank account table from the Automatic Accounting Instructions file (F0012), item number RB for Accounts Receivable and PB for Accounts Payable.
Statement Date	The date of the bank statement. It is used as the G/L date when processing bank statements.
Statement Number	The statement number assigned by the bank for the bank account.
Default G/L Date	A date that identifies the financial period to which the transaction is to be posted. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.
Beginning Balance	The beginning balance amount.
Ending Balance	The ending balance amount.
Entry Mode	This code designates how the window and editing will be handled. 0 will not display the window when adding new lines and no editing will be done 1 will display the window when adding new lines and no editing will be done 2 will display the window when adding new lines and full editing will be done

Field	Explanation
Transaction Code	A code that identifies the type of transaction entered from a bank statement.
	. . . . *Form-specific information* . . . .
	This is required only if you want a code other than the default transaction type. The system uses the following default transaction types from the processing options:
	• Deposit, if you enter a positive amount in the Amount field
	• Withdrawal, if you enter a negative amount in the Amount field
Amount	The gross amount of an invoice or voucher pay item, including tax but not including discounts. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the net amount of a voucher or invoice, not to the gross amount.
Value Date	The date that the item was debited or credited to the bank account.
Foreign Amount	The foreign currency amount entered on the transaction. If the Multi-Currency Conversion option on the Set Multi-Currency Option form is set to Y, the foreign amount is multiplied by the exchange rate to arrive at the domestic amount. If the Multi-Currency Conversion option is set to Z, the foreign amount is divided by the exchange rate.

Entering Detail Information

You must first enter bank statement information before you can enter detail information.

The appearance of detail forms depends on the type of transactions that you entered from your bank statement. Detail forms correspond to the individual transaction codes. They appear in the same order as the transaction lines and provide additional transaction information.

Entering detail information consists of:

- Entering detail for journal entries

- Entering Value Added Tax (VAT) detail for journal entries

- Entering detail for automatic receipts

- Entering detail for manual receipts

- Entering manual payments with voucher match

- Entering manual payments without voucher match

- • Entering detail for clear receipts

- • Entering detail for clear draft receipts

- • Entering detail for clear draft payments

- • Entering detail for clear payments

▶   **To enter detail for journal entries**

After entering bank statement information, you can enter transaction detail.

On Journal Entry (detail)

Complete the following fields:

- • G/L Date

- • Value Date

- • Account Number

- • Amount

- • Remark

▶ **To enter VAT detail for journal entries**

After entering bank statement information, you can enter transaction detail.

On Journal Entry (detail)

```
[09161] - Journal Entry                                        _ □ ✕
Functions   Tools   Help

00002 Journal Entry                  Sequence      2.00        Incomplete
G/L Date            07/31/98   Currency Code    BEF
Value Date          07/31/98   Exchange Rate

  TR           Account Number              Amount           Foreign Amount
  JE                                              60

Remark
Subledger

  ✓   ✗                                                              ⬆
Roll Up/Down  F2=Tax Format  F24=More keys                            ⬇
```

1.   Choose Tax Format.

```
Functions    Tools   Help

00002 Journal Entry                  Sequence      2.00        Incomplete
G/L Date            07/31/98   Currency Code    BEF
Value Date          07/31/98   Exchange Rate

                                                            Foreign
  TR           Account Number        Amount/Tax/Taxable   Amount/Tax/Taxable
  JE                                              60
Tax Rate/Area
Tax Expl Code

Remark
Subledger

  ✓   ✗                                                              ⬆
Roll Up/Down  F2=Tax Format  F24=More keys                            ⬇
```

2.   Complete the following fields:

• G/L Date

• Value Date

• Account Number

• Amount/Tax/Taxable

• Remark

▶ **To enter detail for automatic receipts**

After entering bank statement information, you can enter transaction detail.

On Automatic Receipts Entry

```
[03160] - Automatic Receipts Entry                              _ □ ×
 Functions   Tools   Help

 00005  Automatic Receipts Entry          Sequence      5.00    Incomplete
 G/L Date            07/29/98  Currency Code      BEF
 Value Date          07/29/98  Exchange Rate
 Receipt Date        07/29/98
 Receipt Number         35795  Bank Transit     [            ]
 Customer                7007  Customer Bank    [            ]

 TR   TI    Invoice    Ty  Ky Co   Itm       Amount          Foreign Amount
 CRE  1      78003     RI  00070  [   ] [        53,095-  ] [              ]

 Remark          [                              ]  Payment Instr    □
 Statement Number [            ]

 [ ✔ ] [ ✘ ]                                                          ⬆
 Roll Up/Down   F15=Ledger Inquiry   F24=More keys                    ⬇
```

1. Complete the following fields:

   • G/L Date

   • Value Date

   • Receipt Date

   • Receipt Number

   • Customer

   • TI

   • Amount

2. Complete the following optional fields, depending on the TI code (auto receipt algorithm method, which specifies how receipts are applied):

   • Invoice

   • Type

   • Key Company

   • Item

Field	Explanation
Receipt Number	The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.

▶   **To enter detail for manual receipts**

After entering bank statement information, you can enter transaction detail.

On Receipts Entry

Enter manual receipts.

The system applies these receipts directly to the Accounts Receivable Ledger table (F0311).

See Also

- *Manual Receipts Processing (P03103)* in the *Accounts Receivable Guide*

▶   **To enter detail for clear receipts**

After entering bank statement information, you can enter transaction detail.

On Clear Receipts

```
┌─────────────────────────────────────────────────────────────────────┐
│ ⬛ [03161] - Clear Receipts                              _ □ ✕        │
│ Functions  Tools  Help                                                │
│ ┌───────────────────────────────────────────────────────────────┐   │
│ │ 00004 Cash Receipt Clear              Sequence      4.00       │   │
│ │ G/L Date            07/15/98  Currency Code      BEF           │   │
│ │ Value Date          07/15/98  Exchange Rate                    │   │
│ └───────────────────────────────────────────────────────────────┘   │
│ ┌───────────────────────────────────────────────────────────────┐   │
│ │ Batch Number           84773                                   │   │
│ │ Original Reference 1           00084773                        │   │
│ │ Original Cleared/Value Date    07/15/98                        │   │
│ │  TR          Transit Account            Amount    Foreign Amount│  │
│ │ CR  ┌─────────────────────────────┐ ┌──────74,532-┐ ┌────────┐ │   │
│ │     Bank Message  ┌──────────────────────────────┐           │   │
│ │     Customer Bank Acct #  ┌─────────────────────┐            │   │
│ │     Bank Transit          ┌─────────────────────┐            │   │
│ └───────────────────────────────────────────────────────────────┘   │
│ ┌─────┐ ┌─────┐                                              ⬆      │
│ │  ✓  │ │  ✗  │                                                      │
│ Roll Up/Down   F15=Ledger Inquiry   F24=More keys            ⬇      │
└─────────────────────────────────────────────────────────────────────┘
```

Complete the following fields:

- G/L Date
- Value Date
- Batch Number
- Amount

Field	Explanation
Batch Number	A number that identifies a group of transactions that are processed and balanced as a unit. When you add a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number. The system closes the batch when you return to the menu.
	. . . . *Form-specific information* . . . .
	When you make a bank deposit, J.D. Edwards recommends that you use the Accounts Receivable receipts batch number as the bank deposit number. When you later enter the bank deposit number from your bank statement in the Batch Number field of the Clear Receipts form, this identifies the batch.

▶ **To enter detail for clear draft receipts**

After entering bank statement information, you can enter transaction detail.

On Clear Draft Receipt

```
[03162] - Clear Draft Receipt                               _ □ ✕
Functions  Tools  Help

00007  Draft Collected from Customer    Sequence      7.00    Incomplete
G/L Date             07/31/98           Currency Code      BEF
Value Date           06/15/98           Exchange Rate

  TR     Draft    Ky Co   Customer         Amount          Foreign Amount
  DR      7507    00000   [          ]         985-       [              ]

  [ ✔ ]  [ ✖ ]                                                       ⬆
Roll Up/Down   F15=Ledger Inquiry   F24=More keys                   ⬇
```

Complete the following fields:

- G/L Date
- Value Date
- Draft
- Key Company
- Customer
- Amount

Field	Explanation
Draft	The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.
	. . . . *Form-specific information* . . . .
	When you make a bank deposit, J.D. Edwards recommends that you use the draft receipts batch number as the bank deposit number. When you later enter the bank deposit number from your bank statement in the Draft field of the Clear Draft Receipt form, this identifies the batch.

▶   **To enter detail for clear draft payments**

After entering bank statement information, you can enter transaction detail.

On Clear Draft Payment

```
┌──────────────────────────────────────────────────────────────────────┐
│ ☁ [04162] - Clear Draft Payment                              _ □ ✕   │
│ Functions   Tools   Help                                               │
│ ┌────────────────────────────────────────────────────────────────┐   │
│ │ 00009  Draft Paid to Supplier        Sequence      9.00         │   │
│ │ G/L Date         07/31/98            Currency Code    BEF        │   │
│ │ Value Date       06/20/98            Exchange Rate               │   │
│ └────────────────────────────────────────────────────────────────┘   │
│ ┌────────────────────────────────────────────────────────────────┐   │
│ │  TR     Draft     Ky Co   Supplier        Amount    Foreign Amount│  │
│ │  DP      7503     00000     7005             458                 │   │
│ └────────────────────────────────────────────────────────────────┘   │
│ ┌───┐ ┌───┐                                                    ┌─┐   │
│ │ ✔ │ │ ✖ │                                                    │▲│   │
│ └───┘ └───┘                                                    └─┘   │
│ Roll Up/Down   F16=Payment Inquiry   F24=More keys            ┌─┐   │
│                                                                │▼│   │
│                                                                └─┘   │
└──────────────────────────────────────────────────────────────────────┘
```

Complete the following fields:

- G/L Date
- Value Date
- Draft
- Key Company
- Supplier
- Amount

▶ **To enter detail for clear payments**

After entering bank statement information, you can enter transaction detail.

On Clear Payment

```
[04161] - Clear Payment                                    _ □ ×
Functions    Tools   Help

  00001 Payment Clear              Sequence      1.00
  G/L Date        07/31/98  Currency Code     BEF
  Value Date      06/05/98  Exchange Rate
  Payment Number      7505
  Supplier                  Original Reference 1        00007505
                            Original Cleared/Value Date  06/05/98

   TR        Transit Account         Amount          Foreign Amount
   CK  [                       ] [          1,250 ] [              ]
       Bank Message        [                            ]
       Customer Bank Account [                        ]
       Bank Transit          [                        ]

  [✓] [✗]                                                      [↑]
  Roll Up/Down   F16=Payment Inquiry   F24=More keys          [↓]
```

Complete the following fields:

- G/L Date
- Value Date
- Payment Number
- Amount

► **To enter detail for manual payments with voucher match**

After entering bank statement information, you can enter transaction detail.

On Manual Payment with Voucher Match

Enter manual payments.

The system applies these payments directly to the Accounts Payable Ledger table (F0411).

See Also

- *Entering Manual Payments for Existing Vouchers (P04102)* in the *Accounts Payable Guide*

▶   **To enter detail for manual payments without voucher match**

After entering bank statement information, you can enter transaction detail.

On Manual Payment without Voucher Match

```
┌─────────────────────────────────────────────────────────────────────┐
│ 🖳 [04106] - Manual Pmt w/o Voucher Match              _ □ ×         │
│ Functions   Tools   Help                                             │
│                                                                      │
│ Mode (F)        □                    Prev Pymt :                     │
│                                      Voucher/Co    ┌──────┐┌────┐    │
│ Supplier Number    ┌──────────────┐                                  │
│ Payment Number     ┌──────┐ G/L Bank Acct ┌──────────────────┐       │
│ Payment Amount     ┌──────┐          Business Unit  ┌──────┐          │
│ Payment-G/L Date   ┌──────┐          Company        ┌────┐            │
│ Voucher-G/L Date   ┌──────┐          P.O. Number    ┌────┐ □          │
│ Tax Amount         ┌────────────┐    Tax Expl Code  □                 │
│ Taxable Amount     ┌────────────┐    Tax Rate/Area  ┌────┐            │
│ Remaining Amount                     Serv/Tax Date   ┌────┐            │
│ Batch Number        6067096          Currency Code   ┌────┐            │
│                                      Exchange Rate   ┌──────┐          │
│                                                                      │
│                    . . . . . . . Payment Schedule . . . . . . . .    │
│             ┌────┬─────────────────────┬──────────────┬───────────┐  │
│             │Pay │ . . . . . Invoice . . . . . │ Gross Amount │ Discount Taken │
│             │Itm │    Number    │  Date  │              │           │  │
│             │    │              │        │              │           │  │
│             │    │              │        │              │           │  │
│             │    │              │        │              │           │  │
│             │    │              │        │              │           │  │
│  ┌──┐ ┌──┐  └────┴──────────────┴────────┴──────────────┴───────────┘  │
│  │✔ │ │✖ │                    ┌i┐ ┌▲┐ ┌✚┐ ┌▬┐  ┌▲┐                     │
│  └──┘ └──┘                    └──┘ └──┘ └──┘ └──┘  └──┘                  │
│ F4=Dtls F9=Name Srch F13=J.E. Inq F16=Ledger Inq F17=Del/Void F24=More  MW ┌▼┐ │
└─────────────────────────────────────────────────────────────────────┘
```

Enter manual payments.

The system applies these payments directly to the Accounts Payable Ledger table (F0411).

See Also

- *Entering Manual Payments without Existing Vouchers (P04106)* in the *Accounts Payable Guide*

Processing Options for Bank Statement Entry

Default Transaction Types:
1. Enter the default transaction type   _____
   for deposit amounts.

2. Enter the default transaction type   _____
   for withdrawal amounts.

Default Bank Account:
3. Enter the short account id for the   _____
   default bank account.

Default Transit Accounts:
4. Enter the short account id for the

transit account to be defaulted:
    P03160 – Automatic Receipts Entry   _____
    P03161 – Receipts Clear   _____
    P03103 – Manual Receipts Entry   _____
    P04161 – Payment Clear   _____

Entry Mode Option (When Adding Lines):
5. Enter a '0' and the windows will not   _____
   be displayed and editing will be off.
   Enter a '1' and the windows will be
   displayed with editing off.
   Enter a '2' and the windows will be
   displayed with full editing.

Display Options:
6. Enter a '1' to restrict access to the   _____
   Home Business Unit. Enter a '2' to
   remove the field from the video.
   The default of blank will allow
   regular access to the field.

Display Options: Continued
7. Each of the following fields may have
   access restricted by entering a '1'
   next to the field name. A default
   of blank will allow regular access
   to the field:
   Gross Amount (GDAG)   _____
   Remark (GDRMK)   _____
   Account # (GDCBNK)   _____
   Bank Transit (GDTNST)   _____
   Cleared/Value Date (GDVLDT)   _____
   Reference (GDR1)   _____
   Explanation (GDEXA)   _____
   Transit Account (GDANI)   _____
   G/L Date (GDDGJ)   _____

Dw Version For Receipts Processing:
8. To override Manual Receipts Entry   _____
   processing (DREAM Writer P03103,
   version ZJDE0001), enter an override
   version number.

Dw Version For Payments Processing:
9. To override Manual Payments with   _____
   Voucher Match processing (DREAM
   Writer P04102, version ZJDE0001),
   enter an override version number.

Dw Version For Payments Processing:
10. To override Manual Payments without   _____
    Voucher Match processing (DREAM
    Writer P04106, version ZJDE0001),
    enter an override version number.

Default Dates:
11. Enter a '1' to default the Statement
    Date into the subfile field. A
    value of '0' or blank will default
    the G/L Date :
     Value Date (GDVLDT)   _____
     G/L Date (GLDGJ)   _____

Default Previous Balance:
12. Enter a '1' to load the ending   _____

```
balance from the previous statement
into the beginning balance of the
current statement.
```

Locating and Revising Bank Statements

After you enter a bank statement, you might need to revise it. This consists of the following tasks:

- Locating a bank statement

- Revising bank statement transactions

You can revise only unprocessed bank statement transactions. The word *Processed* appears next to the transaction. You can delete an entire statement only if all transactions are unprocessed.

▶ **To locate a bank statement**

On Enter Statement

1. Complete the following fields:

   - Bank Account

   - Statement Date (optional)

   - Statement Number (optional)

   Scroll through the statements until the appropriate statement appears, if necessary.

2. To limit your selection, press F6 to access Additional Selections.

3. On Additional Selections, complete any of the following fields to limit your selection:

- Reference 1
- Posted
- Clear Date
- Transaction Type
- Original Reference 1

Field	Explanation
Reference 1	A number that provides an audit trail for specific transactions, such as a payment number for payment processing. *. . . . . Form-specific information . . . .* This is the payment number of a payment or the batch number of a receipt. The system reconciles against this field.
Clear Date	The date that the item was debited or credited to the bank account.
Transaction Type	A reference field for use when bank statements are loaded by tape. *. . . . . Form-specific information . . . .* A one–character code that your company can set up to identify transactions. The system uses this code only on this selection form. This is not the same as the transaction code.
Original Reference 1	The Original Reference 1 value. *. . . . . Form-specific information . . . .* The first value entered in the Reference 1 field.

▶ **To revise bank statement transactions**

After locating a bank statement, make the following revisions as necessary:

- To add a new transaction, enter the information on a blank line. The system displays the appropriate detail form so that you can enter additional information.

- To change a transaction, replace the existing information. The system displays the appropriate detail form so that you can revise information as necessary.

What You Should Know About

Revising multiple transactions	To revise more than one transaction on a statement, choose Select All. The system displays 1 in the Option field for each transaction. Press Enter to access the detail form for the first transaction and replace the existing information. Continue changing information until all detail forms have appeared.

Reviewing Bank Statements

After you enter information from your bank statements, you can review it to make any necessary corrections to the bank statement transactions and approve batches.

The batch review program is standard throughout the J.D. Edwards system.

Reviewing bank statements consists of:

- Reviewing bank statement information
- Reviewing a batch

What You Should Know About

Account Number	This field refers to the bank account number.
Statement Number	This field refers to the bank statement number.

See Also

- *Reviewing and Approving Journal Entries (P00201)* in the *General Accounting I Guide* for information about reviewing and approving entries

```
[09181] - Review Statement                                    _ □ ✕
Functions   Options   Tools   Help

                    . . . . . Selection Criteria . . . . .
   O│  Account Number   │ Stmnt │ Statement │ Batch  │ User ID  │P
   P│                   │ Date  │  Number   │ Number │          │C
    │    70.1110.BBL    │       │           │        │          │

    │    70.1110.BBL    │07/31/98│901       │  74623 │PF5613316 │A








   ✓    ✗                                                        ⬆
   1=Enter Statement  2=Batch Review  F4=Details  F24=More Keys   MW  ⬇
```

▶   **To review bank statement information**

On Review Statement

1. Complete any of the following fields:
    - Account Number
    - Statement Date
    - Statement Number
    - Batch Number
    - User ID
    - Posted Code

2. For the statement you want to review, choose Enter Statement.

See Also

- *Locating and Revising Bank Statements (P09160)*

▶   **To review a batch**

On Review Statement

1. Complete any of the following fields:

    •   Bank Account Number

    •   Statement Date

    •   Statement Number

    •   Batch Number

    •   User ID

    •   Posted Code

2. For the batch you want to review, choose Batch Review.

What You Should Know About

Batch types	Only batches with a G (general accounting journal) or R (receipts) appear on the Accounting Batch Review form.
	The Reconcile Bank Statements option creates batch type G for journal entries and adjustments, or R for automatic receipts.
	The Enter Statement option creates batch type R for manual receipts.
	The batch control function is not used when you create batches on the Enter Statement form.
Multi-Currency	The Review Statement form displays decimals based on the currency of the G/L bank account. If the bank account is a monetary account, amounts appear in the currency of that monetary account. If it is not a monetary account, amounts appear in the company currency.

Processing Options for Review Bank Statement

```
Selection Criteria Defaults:
1. Enter the Short Account ID for the            _____
   default bank account.
   Blank will not preload the field.

2. Enter a '1' to preload the User ID            _____
   selection criteria field.  Blank will
   not preload the field.
```

3. Enter a default Statement Posted code   _____
    to preload the Statement Posted code
    field. Blank will not preload the
    field.

4. Enter a '1' to preload all detail   _____
    records when no selection criteria
    defaults are specified. Blank will
    not load detail until Enter is
    pressed.

Update the Reconciliation Table

```
┌─────────────────────────────────┐
│ G09      General Accounting     │
│          Choose Account         │
│          Reconciliation         │
└─────────────────────────────────┘
        │
        │    ┌─────────────────────────────────┐
        └──▶ │ G0921    Account Reconciliation │
             │          Choose Bank Statement  │
             │          Processing             │
             └─────────────────────────────────┘
                     │
                     │    ┌──────────────────────────────────────┐
                     └──▶ │ G09211   Bank Statement Processing   │
                          │          Choose Refresh              │
                          │          Reconciliation File         │
                          └──────────────────────────────────────┘
```
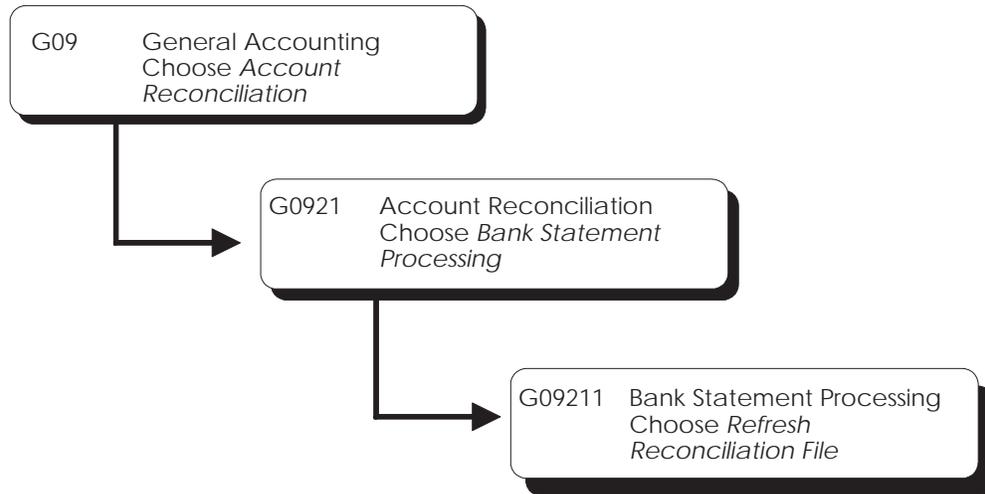
Updating the Reconciliation Table

When you enter payments and receipts from a bank statement, you indicate
which transactions have cleared the bank. After you clear these transactions, you
need to update the reconciliation table. Later, when you reconcile your bank
statements, the system uses this table to reconcile the payments and receipts that
you cleared.

Refreshing updates the Account Ledger for Reconciliation worktable (F0911R).

Refresh Reconciliation File is a DREAM Writer program.

Make a note of the Member ID for the DREAM Writer version that you use. You
will need this number again when you reconcile bank statements.

Before You Begin

❏ Enter and review the bank statement. See *Entering Bank Statements* and *Reviewing and Approving Bank Statements*.

❏ Post manual receipts. See *Posting Manual Receipts.*

Processing Options for Refresh Reconciliation File

Beginning And Ending Date Range:
1. Enter the date you want to use as a   _____
   Beginning date for the build of the
   reconciliation file.

2. Enter the date you want to use as a   _____
   Ending date for the build of the
   reconciliation file.

Reconciled Status:
3. Enter a '1' to see both reconciled   _____
   and unreconciled records. Default of
   blank will include unreconciled only.

Ledger Type Filter:
4. Enter a valid ledger type to see   _____
   F0911 transactions in only that
   ledger type. The default of blank
   will use all ledger types.

Document Type Filter:
5. Enter a '1' to include 'AE' document   _____
   type transactions. If left blank
   (the default) 'AE' document type
   transactions will not be written to
   the file

Multiple Members:
6. Enter a '1' to create or refresh   _____
   a specific member of file F0911R.
   The name of the member will be the
   version ID. Leave blank to use
   a single member only (F0911R). The
   version ID must start with an alpha
   character and can be a maximum of
   ten characters.

Reconcile Bank Statements

```
G09      General Accounting
         Choose Account
         Reconciliation
```

```
G0921    Account Reconciliation
         Choose Bank Statement
         Processing
```

```
G09211   Bank Statement Processing
         Choose Reconcile Bank
         Statements
```
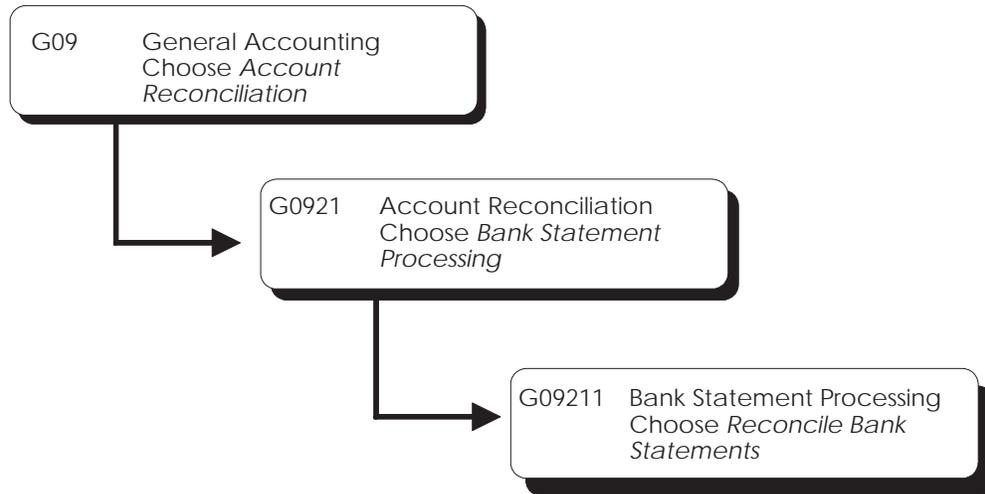
Reconciling Bank Statements

After you refresh the reconciliation table, you can reconcile your bank statements.

Run the Reconcile Bank Statements DREAM Writer program in proof or final mode.

Reconciling bank statements in proof mode consists of the following:

❏ Reviewing the Proof report

❏ Reviewing the Bank Reconciliation report

❏ Reviewing the Cleared Not Issued report

❏ Reviewing the Cleared Before Issued report

❏ Reviewing the Amounts Not Equal report

❏ Reviewing the Unreconciled Items report

Final mode creates accounting batches, generates reconciliation reports, and updates the Account Ledger table (F0911).

Before You Begin

❑ Refresh the reconciliation table. See *Updating the Reconciliation Table.*

What You Should Know About

Member ID   In the processing options, enter the same Member ID for the DREAM Writer version that you used when you refreshed the reconciliation table.

Reviewing the Proof Report

This report shows summary information about each batch.

```
09170                                      J.D. Edwards & Company                         Page No. . .    5
                                    Create Bank Statement Batches - Proof                  Date - . . .  4/21/98


                                                 Proof

TR  Payment/ Dc Disply       Gross        Fld in                                          Error /
CD    Item   Ty  Seq         Amount       Error  Field Description     Field Value        Warning
--- -------- -- ------- -------------------- ------ ---------------------- -------------------------- -------

Statement Number: 901             Statement Date: 07/31/98   Bank Account:     70.1110.BBL       Batch Number: 00074623
                                                                                                  ERROR
DP  00007503     9.00              458-        SEE RECONCILIATION RPTS
CK  00007505     1.00            1,250-        SEE RECONCILIATION RPTS
CK  00007506     3.00              585-        SEE RECONCILIATION RPTS
CK  00007507     7.00              985-        SEE RECONCILIATION RPTS
CR  00035795    10.00           11,055        SEE RECONCILIATION RPTS
CR  00043575     8.00           53,175        SEE RECONCILIATION RPTS
CR  00084773     4.00           74,532        SEE RECONCILIATION RPTS
```

What You Should Know About

Abbreviated column headings   The report contains the following abbreviated column headings:

- TR CD – Transaction Code
- DC Ty – Document Type

Reviewing the Bank Reconciliation Report

This report shows detail information about each transaction on the bank statement. It includes the status of each transaction after the reconciliation process.

```
091702                                    J.D. Edwards & Company                        Page -           1
                                    Create Bank Statement Batches - Proof                Date -      4/21/98
     Bank Account:          70.1110.BBL
  Statement Date: 07/31/98
Statement Number: 901                       Bank Reconciliation Report
                 00074623

                 . . . . Issued . . . .   . . . . Cleared . . . .     . . . . . Variance . . . . .
   Item #  Payee  C   Date      Amount      C   Date      Amount    Outstanding      Problem       Tolerance        Message
   -------  ----- - -------- ---------------  - -------- ---------------  ---------------  ---------------  ---------------  -------------------
   00007505                              06/05/98      1,250-                         1,250-                           Cleared Not Issued
   00007505                              06/05/98      1,250-                         1,250-                           Cleared Not Issued
   00007506                              06/10/98        585-                           585-                           Cleared Not Issued
   00007506                              06/10/98        585-                           585-                           Cleared Not Issued
   00007507                              06/15/98        985-                           985-                           Cleared Not Issued
   00007507                              06/15/98        985-                           985-                           Cleared Not Issued
   00035795                              07/29/98     11,055                         11,055                           Cleared Not Issued
   00035795                              07/29/98     11,055                         11,055                           Cleared Not Issued
   00043575                              07/31/98     53,175                         53,175                           Cleared Not Issued
   00043575                              07/31/98     53,175                         53,175                           Cleared Not Issued
   00084773                              07/15/98     74,532                         74,532                           Cleared Not Issued
   00084773                              07/15/98     74,532                         74,532                           Cleared Not Issued
                              ---------------        ---------------  ---------------  ---------------  ---------------
                                                               271,884                        271,884
```

What You Should Know About

Abbreviated column headings	The report contains the following abbreviated column heading: • C – Consolidated. Contains an asterisk (*) if the line consists of multiple transactions that are consolidated together.
Message column	The report contains the following messages: • Cleared. Represents information in the Bank Statement table (F0917). • Issued. Represents information in the Account Ledger table (F0911).

Reviewing the Cleared Not Issued Report

This report shows all transactions that are in the Bank Statement Detail table (F0917) and not in the Account Ledger table (F0911).

```
091703                                    J.D. Edwards & Company                         Bank Account      1
                                   Create Bank Statement Batches - Proof                 Statement D  4/21/98
     Bank Account:          70.1110.BBL
  Statement Date: 07/31/98
Statement Number: 901                           Cleared Not Issued
                 00074623

                      . . . . Issued . . . .    . . . . Cleared . . . .
   Item #   Payee   C   Date      Amount     C   Date      Amount        Variance      Bank Remark
  -------- -------- - -------- -------------- - -------- -------------- -------------- ----------------------------
  00007505                                       06/05/98       1,250-          1,250-
  00007506                                       06/10/98         585-            585-
  00007507                                       06/15/98         985-            985-
  00035795                                       07/29/98      11,055          11,055
  00043575                                       07/31/98      53,175          53,175
  00084773                                       07/15/98      74,532          74,532
                            --------------                 -------------- --------------
                                                                135,942         135,942
```

What You Should Know About

Abbreviated column headings	The report contains the following abbreviated column heading:
	• C – Consolidated. Contains an asterisk (*) if the line consists of multiple transactions that are consolidated together.

Reviewing the Cleared Before Issued Report

This report shows transactions that are in the Bank Statement Detail table with a clear date that is earlier than the G/L date in the Account Ledger table.

```
091704                                    J.D. Edwards & Company                      Page –          1
                                  Create Bank Statement Batches – Proof               Date –     4/21/98
     Bank Account:          70.1110.BBL
  Statement Date: 07/31/98
Statement Number: 901                          Cleared Before Issued
                 00074623

                     . . . . Issued . . . .   . . . . Cleared . . . .
   Item #   Payee  C  Date       Amount      C  Date       Amount       Variance        Tolerance
 -------- -------- - -------- -------------- - -------- -------------- -------------- --------------
   00007508         06/09/98          650    06/05/98          650
```

What You Should Know About

Abbreviated column headings	The report contains the following abbreviated column heading:
	• C – Consolidated. Contains an asterisk (*) if the line consists of multiple transactions that are consolidated together.

Reviewing the Amounts Not Equal Report

This report shows transactions that have different amounts in the Bank Statement Detail and Account Ledger tables.

```
091705                                    J.D. Edwards & Company                        Page –          1
                                     Create Bank Statement Batches – Proof              Date –       4/21/98
      Bank Account:         70.1110.BBL
   Statement Date: 07/31/98
Statement Number: 901                              Amounts Not Equal
                  00074623

                       . . . . Issued . . . .    . . . . Cleared . . . .
   Item #   Payee  C   Date        Amount      C   Date        Amount        Variance       Tolerance
   -------- -------- - -------- --------------- - -------- --------------- --------------- ---------------
    0007504          06/05/98           1238   06/05/98            1250              12
```

What You Should Know About

Abbreviated column headings	The report contains the following abbreviated column heading:
	• C – Consolidated. Contains an asterisk (*) if the line consists of multiple transactions that are consolidated together.
Message column	The report contains the following abbreviated column headings:
	• Cleared. Represents information in the Bank Statement table (F0917).
	• Issued. Represents information in the Account Ledger table (F0911).

Reviewing the Unreconciled Items Report

This report shows all unreconciled items in the Bank Statement Detail table.

```
091706                                       J.D. Edwards & Company                    Page -          1
                                         Create Bank Statement Batches - Proof         Date -      4/21/98
     Bank Account:          70.1110.BBL
   Statement Date: 07/31/98
 Statement Number: 901                         Unreconciled Items Report
                   00074623

                      . . . . Issued . . . .   . . . . Cleared . . . .      . . . . . Variance . . . . .
   Item #   Payee  C   Date     Amount      C   Date      Amount     Outstanding      Problem       Tolerance              Message
  -------  -------  - -------  ---------------  - -------  ---------------  ---------------  ---------------  ---------------  ------------------
  00007505                                        06/05/98      1,250-                         1,250-                         Cleared Not Issued
  00007506                                        06/10/98        585-                           585-                         Cleared Not Issued
  00007507                                        06/15/98        985-                           985-                         Cleared Not Issued
  00035795                                        07/29/98     11,055                         11,055                          Cleared Not Issued
  00043575                                        07/31/98     53,175                         53,175                          Cleared Not Issued
  00084773                                        07/15/98     74,532                         74,532                          Cleared Not Issued
                            ---------------             ---------------  ---------------  ---------------  ---------------
                                                              135,942                        135,942
```

What You Should Know About

Abbreviated column headings The report contains the following abbreviated column heading:

- C – Consolidated. Contains an asterisk (*) if the line consists of multiple transactions that are consolidated together.

Processing Options for Reconcile Bank Statements

Proof Or Final Mode:
1. Enter a '1' to process the Bank Journal transactions in Final mode. If left blank, the Bank Journal processing will occur in Proof mode and no file updates will occur.   _____

Dw Version For Journal Entry Processor:
2. To override standard Journal Entry processing (DREAM Writer XT0911Z1, Version ZJDE0001), enter an override version number.   _____

Default Document Type:
3. Enter the document type to be used when creating F0911 records. This   _____

value must exist in the User Defined
Code 00/DT and should begin with a
'U'. Leave blank to use the default
'JE'.

Note: If you specify a document type
that is different than 'JE', the
F0911 records will be created using
Next Numbers for Bank Journaling
(5th entry on system 09 Next
Numbers). If you default to 'JE',
Journal Entry numbers will be used.

Reconciliation File Member:
4. If using multi-member processing of   _____
   F0911R, enter the version name of the
   Refresh Reconciliation File program
   (P09130) to be used for
   reconciliation.

Reconciliation Variance:
5. Enter a value to be used to calculate   _____
   a variance tolerance limit for
   reporting an automatic writeoff.
   Leave blank if you do not wish to
   use this feature.

    Note: Percentages are entered as
        whole numbers. For example,
        to use 3%, enter 3.

6. If you entered a value in option 5,   _____
   enter a '1' here if it is to be
   treated as a percentage. Leave blank
   to use it as a currency amount.

Variance Tolerance Limit Options:
7. If you entered a value in option 5,   _____
   enter a '1' here to automatically
   create journal entries to writeoff
   variances that are equal to or below
   the calculated tolerance limit.
   Leave blank to list these amounts
   separately on reconciliation reports,
   but bypass journal entry creation.

8. If you entered a '1' in option 7,   _____
   enter a 0, 1, or 2 here to select the
   date to be used on the journal entry.
   A '1' will use the G/L date. A '2'
   will use the clear date. And a '0'
   or the default of blank will use the
   system run date.

9. If you entered a '1' in option 7,
   enter the G/L account for the journal
   entry. Leave Business Unit blank to
   retrieve it from the Business Unit
   field on the Bank Statement record.

              Business Unit   _____
              Object   _____
              Subsidiary   _____

Reconciliation Date Discrepancies:

10. Enter a value to control the handling
    of transactions on which Value Date
    (cleared date) in the Bank Statements
    file is earlier than the G/L Date
    from the G/L Transactions file.   _____

       ' ' = Do not reconcile.
             Print item on report.
       '1' = Reconcile.
             Print item on report.
       '2' = Reconcile.
             Do not print item on report.

Reconciliation Codes:

11. Enter codes to be used to mark
    transactions as reconciled in the
    F0917, F0911, and F0911R. If any of
    the condition values are left blank
    then the value will be defaulted
    from the first condition.

    Exact one for one match without
    consolidation or use of tolerance   _____
    rule. (Default 'R')

    Consolidated items where the General   _____
    Ledger transactions balance to zero
    and there is no Bank record.
    Consolidated items where the Bank   _____
    Statement transactions balance to
    zero and there is no G/L amount.

    The consolidation process was used to   _____
    achieve the match of the transactions
    (There are G/L and Bank Statement
    transactions.)

    The transactions were for different   _____
    values but fell within the tolerances
    allowed.

    This transaction only exists in the   _____
    Bank Statement file and is a self
    reconciling item.

       Note : All values entered will be
              validated against UDC table
              09/RC.

Report Control:

12. Enter a '1' to disable the print of
    selected reports.

                Create Bank Statement Batches   _____
                Bank Reconciliation   _____
                Items Cleared But Not Issued   _____
                Items Cleared Before G/L Date   _____
                Amounts Not Equal   _____
                Unreconciled Items   _____

Dw Version For Receipts Processing:

13. To override standard Automatic   _____
    Receipts processing (DREAM Writer
    P03550, version ZJDE0001), enter an

```
override version number.
```

What You Should Know About Processing Options

Processing option 11   If any transactions have a reconciliation code of blank, you need to designate the code that applies.

Data Sequence for Reconcile Bank Statements

The following data sequence is required:

1. Statement number
2. Statement date
3. Bank account number

Post Bank Statement Transactions

```
G09       General Accounting
          Choose Account
          Reconciliation

          G0921    Account Reconciliation
                   Choose Bank Statement
                   Processing

                   G09211   Bank Statement Processing
                            Choose an option under the
                            Bank Statement Processing
                            heading
```
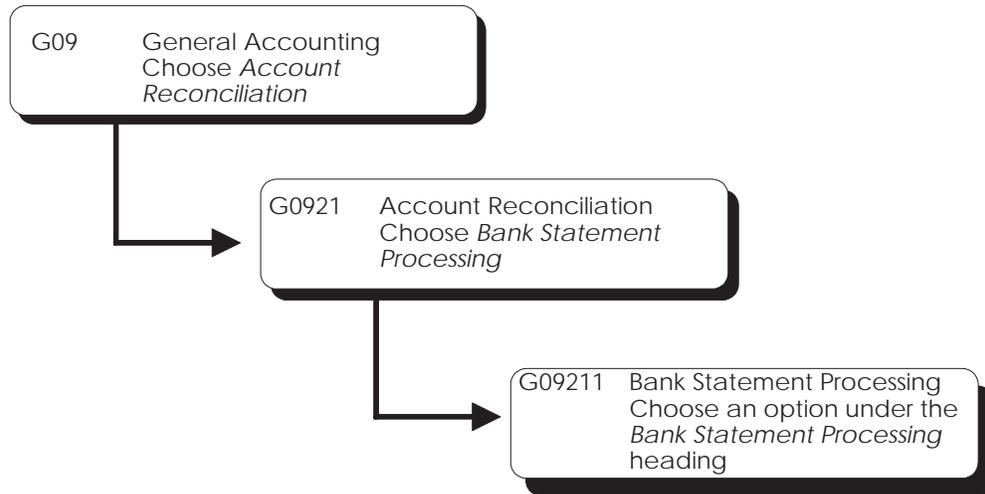
Posting Bank Statement Transactions

After you enter and review bank statement transactions, you need to post them. The posting process updates the General Ledger and Account Balances tables.

Posting bank statement transactions includes:

❑ Posting automatic receipts for bank statements

❑ Posting general journal batches for bank statements

❑ Posting manual payments for bank statements

❑ Posting manual receipts for bank statement transactions

The post program is standard throughout the J.D. Edwards system.

See Also

- *Posting Journal Entries (P09800)* in the *General Accounting I Guide*

Posting Automatic Receipts for Bank Statements

After you reconcile bank statements to create batches, you must post the automatic receipts. When you run the Post Automatic Receipts program, the system creates the Account Ledger records (F0911) for automatic receipts.

If you do not use a transit account, you must do the following after you post the automatic receipts:

1. Refresh the reconciliation table to refresh the Account Ledger for Reconciliation worktable (F0911R).

2. Manually reconcile the receipts.

See Also

- *Updating the Reconciliation Table (P09130)*
- *Reconciling Bank Statements Manually (P09131)*

Before You Begin

❑ Reconcile the bank statement. See *Reconciling Bank Statements*.

Posting General Journal Batches for Bank Statements

After you create batches and post any automatic receipts, such as bank charges, you can post the batches to the General Journal. These batches might include:

- Journal entries for write-off amounts
- Journal entries between a transit account and the bank account (if you use transit accounts)

To do this, run the Post General Journal Batches program.

Before You Begin

❑ Reconcile the bank statement. See *Reconciling Bank Statements*.

❑ Post automatic receipts, if applicable, to create the associated Account Ledger records (F0911). See *Posting Automatic Receipts*.

Posting Manual Payments for Bank Statements

Run the Post Manual Payments program to post both types of manual payments. It has the processing option for batch selection set to M (manual payments), which selects:

- Payments With Matching Vouchers (batch type M)

- Payments Without Matching Vouchers (batch type W)

You should not change the batch selection in this processing option.

This DREAM Writer program creates payment disbursement entries and offset entries to the general ledger for the payable account.

See Also

- *About the Post Process for A/P (P09800)* and *Posting Vouchers (P09800)* in the *Accounts Payable Guide*

Posting Manual Receipts for Bank Statements

You can enter receipts manually into the system and then post them. For example, when a customer remits payment for an invoice, you can enter the payment manually, matching the payment to the associated open invoice.

To do this, run the Post Manual Receipts program.

After you post manual receipts, you can reconcile your bank statement.

Before You Begin

❑ Enter and review your bank statement. See *Entering Bank Statements* and *Reviewing and Approving Bank Statements*

What You Should Know About

Transactions other than manual receipts	Reconcile your bank statement before you run the post program.

See Also

- *Posting Automatic Receipts for Bank Statements (P09800)*

- *Reconciling Bank Statements (P09170)*

- *Posting Journal Entries (P09800)* in the *General Accounting I Guide*

Reconcile Bank Statements Manually

```
┌─────────────────────────────────────┐
│ G09      General Accounting          │
│          Choose Account              │
│          Reconciliation              │
└──────┬──────────────────────────────┘
       │
       │        ┌─────────────────────────────────────┐
       │        │ G0921    Account Reconciliation      │
       └───────▶│          Choose Bank Statement       │
                │          Processing                  │
                └──────┬──────────────────────────────┘
                       │
                       │        ┌────────────────────────────────────────┐
                       │        │ G09211   Bank Statement Processing      │
                       └───────▶│          Choose Manual                  │
                                │          Reconciliation                 │
                                └────────────────────────────────────────┘
```
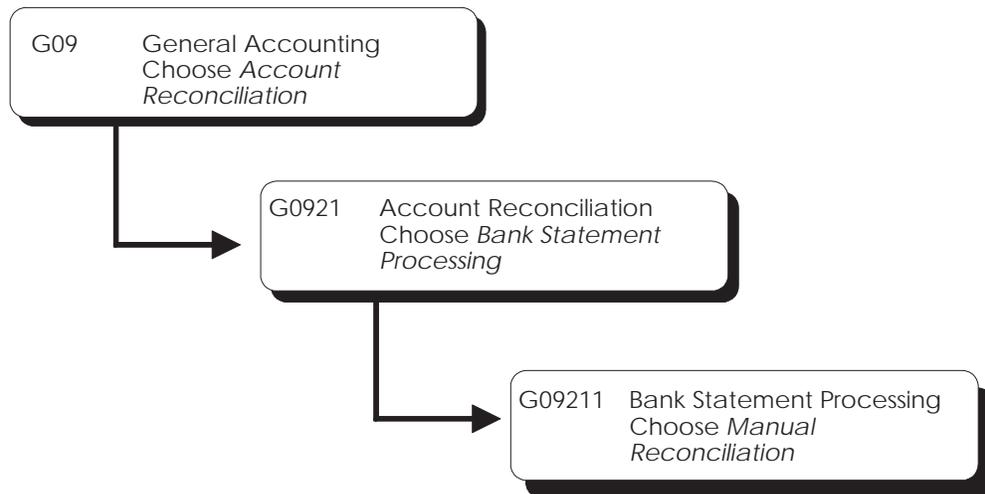
Reconciling Bank Statements Manually

If your bank statement has automatic receipts that do not use a transit account, do the following after you post the bank statement batch:

- Refresh the reconciliation table.

- Run the Manual Reconciliation program to manually reconcile the bank statement. You might also need to manually reconcile a bank statement entry so that the system marks the Account Ledger table (F0911) as reconciled.

See Also

- *Working with Manual Reconciliations (P09131)* in the *General Accounting I Guide*

Print Bank Statement Reports

```
┌─────────────────────────────────────────┐
│ G09      General Accounting              │
│          Choose Account                  │
│          Reconciliation                  │
└─────────────────────────────────────────┘
          │
          │    ┌─────────────────────────────────────────┐
          └───▶│ G0921    Account Reconciliation          │
               │          Choose Bank Statement           │
               │          Processing                      │
               └─────────────────────────────────────────┘
                         │
                         │    ┌──────────────────────────────────────────┐
                         └───▶│ G09211   Bank Statement Processing        │
                              │          Choose Print Bank                │
                              │          Statement                        │
                              └──────────────────────────────────────────┘
```
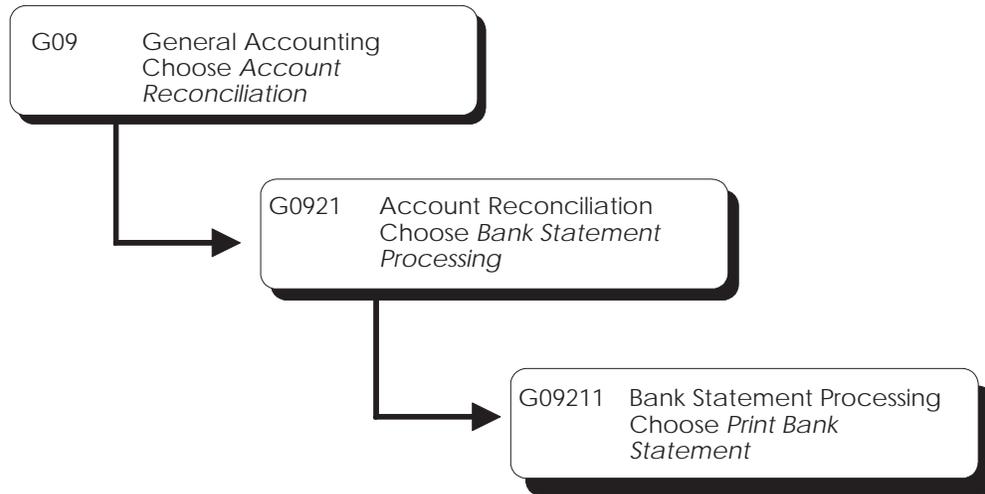
Printing Bank Statement Reports

After you reconcile and post your bank statement transactions, you can print a report for each bank statement.

The information on the bank statement report should be identical to the information on the statement you receive from your bank. Therefore, you can use it as a replacement for the original bank statement.

The report is sorted and subtotaled by statement number, statement date, and bank account number. It uses information from the Bank Statement Detail table (F0917).

This is a DREAM Writer report.

Before You Begin

❑ Post the bank statement batch. See *Posting Bank Statement Transactions*.

```
  09180                                      J.D. Edwards & Company                         Page – . . .    2
                                                Bank Statement                              Date – . . .  5/11/98


  Disply  TR        Deposit           Withdrawal         G/L     Value    Payment/ Do            Remark      Cur      Currency
   Seq    CD        Amount              Amount           Date    Date     Receipt  Ty                        Cod       Amount
  ------- ---  ------------------  ------------------  -------- -------- -------- --  ----------------  ---  ------------------

  Statement Number:  12252                   Statement Date :  06/04/98           Bank Account :        70.1110.BBL
   1.00 CR            40,052                             06/04/98 06/04/98  1225                         BEF
   2.00 CK                              2,552- 06/04/98 06/04/98  6052                         BEF
   3.00 CK                              3,001- 06/04/98 06/04/98  6053                         BEF
   4.00 CK                                506- 06/04/98 04/04/98  6054                         USD            1,239.00-
   5.00 CK                                491- 06/04/98 04/04/98  6055                         BEF
   6.00 CK                              9,125- 06/04/98 06/04/98  6053                         BEF
   7.00 JE               264                             06/04/98 06/04/98 12210    test       BEF
   8.00 DR             5,005                             06/04/98 06/04/98  1226                         BEF
   9.00 DP                                640- 06/04/98 06/04/98  6054                         BEF
  10.00 CRI            1,020                             06/04/98 06/04/98   122                         BEF
  11.00 JE                              1,002- 06/04/98 06/04/98 12211                         BEF
                 ------------------  ------------------
                      46,341              17,317-
                 ------------------  ------------------
  Total:              46,341              17,317-
                 ==================  ==================
```

What You Should Know About

Abbreviated column headings The report contains the following abbreviated column headings:

- TR CD – Transaction Code
- Do Ty – Document Type
- Cur Cod – Currency Code

Customizing the report You can customize the report by specifying an individual document type, bank statement number, statement date, or G/L bank account. The following data sequence is required:

- Statement number
- Statement date
- Bank account number

Batch Journal Entry Processing

Objectives

- To review batch journal entries
- To add and correct batch journal entries
- To process batch journal entries in proof and final mode
- To purge batches

About Batch Journal Entry Processing

You can process journal entries after you transfer them into the General Accounting system from external sources, such as third-party accounting systems or personal computers. When you load these batch documents into the General Accounting system, they are stored in batch tables. You can review and revise them prior to processing them.

Batch journal entry processing consists of:

❏ Uploading journal entries from a PC to the AS/400

❏ Reviewing batch journal entries

❏ Revising batch journal entries

❏ Processing batch journal entries

❏ Purging processed journal entries

The following graphic illustrates the batch journal entry process.
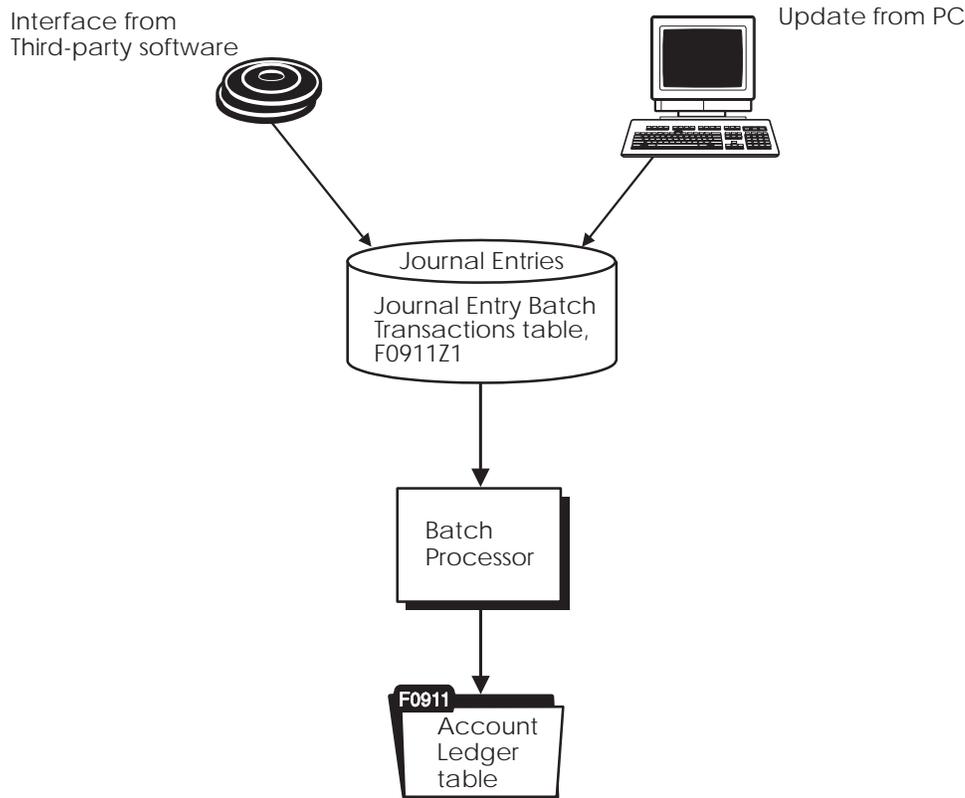
What Do You Need to Do to Prepare Journal Entries?

When preparing journal entries for transfer into the General Accounting system, or when revising them after transfer into the system, do one of the following in the Transaction Type field:

- Leave this field blank, so the system can supply the default code J for journal entries.

- Assign a valid user defined code.

If you do not have a transaction type, you cannot review your transactions before processing them into the General Accounting system.

When preparing journal entries for transfer into the General Accounting system, or when revising them after transfer into the system, check the format of your account numbers. The placement of periods in the number can cause account segments to be duplicated.

Before You Begin

❏ Create batches of documents that meet J.D. Edwards journal entry requirements. See *Appendix E* for information about setting up your batches in the appropriate format.

See Also

- *Duplicating Account Numbers (P09101)* in the *General Accounting I Guide*

Upload Journal Entries from a PC to the AS/400

```
┌─────────────────────────────────────┐
│ G09      General Accounting          │
│          Enter 27                    │
└─────────────────────────────────────┘
         │
         │    ┌──────────────────────────────────────────┐
         └───▶│ G0931    G/L Advanced &                  │
              │          Technical Operations            │
              │          Choose Batch Journal Entries    │
              └──────────────────────────────────────────┘
                       │
                       │    ┌──────────────────────────────────────────┐
                       └───▶│ G09311   Batch Journal Entry Processing  │
                            │          Choose an option                │
                            └──────────────────────────────────────────┘
```
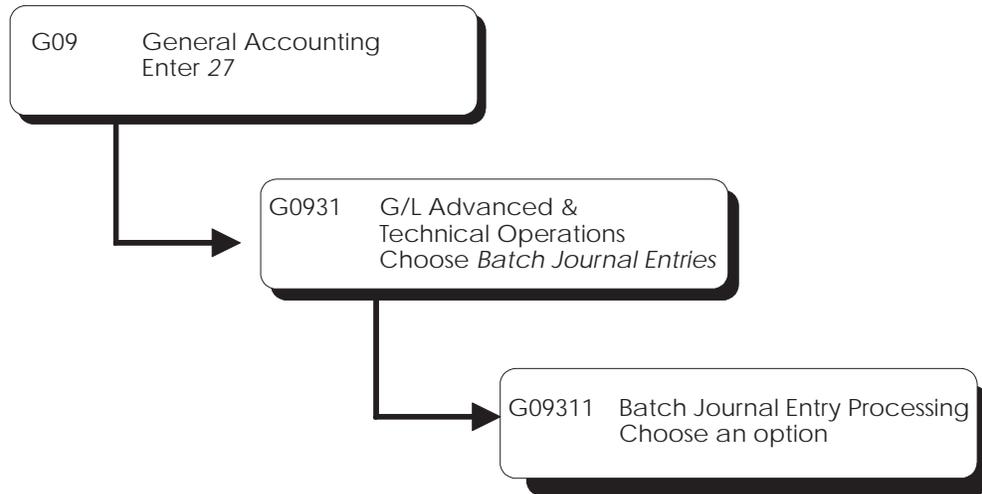
Uploading Journal Entries from a PC to the AS/400

If you create journal entries using a spreadsheet program on a PC, you can upload the journal entries to the Account Ledger table (F0911) through the batch journal entry process on the AS/400.

AS/400

```
  F09112              Convert JEs    F0911Z1         Process      F0911
  JE Upload        ───────────────▶  JE Batch      Batch JEs ──▶  Account
  table                              table                        Ledger
     ▲
     │  PC Support
     │
  PC Spreadsheet
```
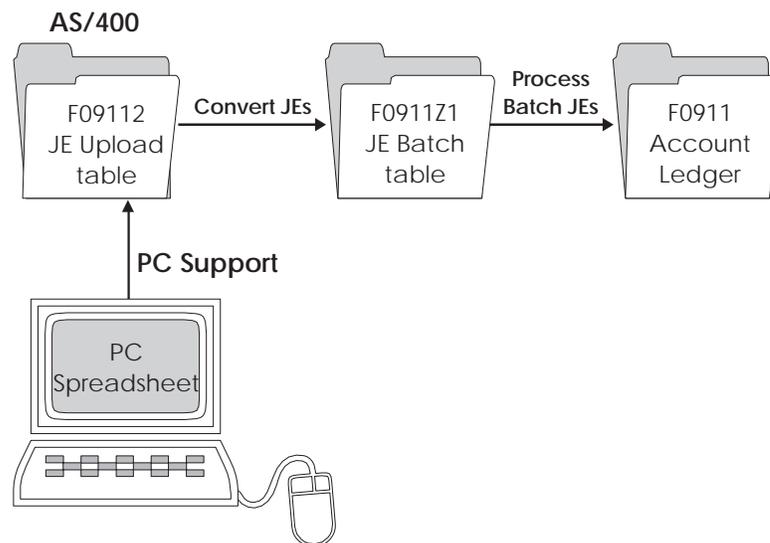
To upload journal entries from a PC to the AS/400, you complete the following steps:

Create journal entries on PC → Upload journal entries to temporary table → Print the temporary table →

Define fields for Journal Entry Transactions Batch table → Convert fields to Journal Entry Transactions Batch format → Process batch journal entries into Account Ledger table
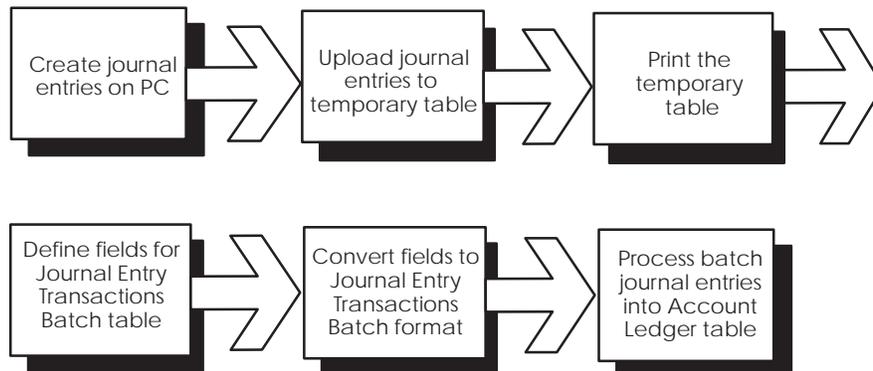
You must complete the first two steps using PC software. You complete the remaining steps within the General Accounting system.

Uploading journal entries consists of:

❑ Uploading journal entries to a temporary table

❑ Printing the temporary table

❑ Defining fields for the Journal Entry Transactions Batch table

❑ Converting fields to Journal Entry Transactions Batch format

❑ Processing journal entries into the Account Ledger table

Uploading Journal Entries to a Temporary Table

You must use a PC support program to upload your journal entries from a PC spreadsheet to the AS/400. You temporarily upload the journal entries to the Account Detail - Journal Entry Upload table (F09112) on the AS/400.

The first time that you run a PC support program to upload your journal entries, you create a file and member. Later, you can either create new members or replace old members.

If your company needs to upload several spreadsheets of journal entries (for example, if several people in your company enter journal entries in spreadsheets), upload each with a different member name. You can process all spreadsheets together or process each one individually, depending on the layout and your preference:

- If all the spreadsheets have identical layouts, you can process all of them together.

- If all the spreadsheets do not have identical layouts, or if you want to process them individually, you must use a separate DREAM Writer program to map to each member.

- If the layout is the same and you want to process them individually, you can process them by member name using a single DREAM Writer program. For example, you might use the ID of the user who created the spreadsheet as the spreadsheet member name. Then you can process each spreadsheet member separately.

What are the Requirements for Your Spreadsheet?

Your PC spreadsheet must meet the following requirements before you can upload it to the AS/400. Consult the documentation for your software package, if necessary.

PC spreadsheet	You must create the PC spreadsheet with one journal entry per row. You cannot enter any header fields or extraneous data.
	Extraneous data includes any information that cannot be mapped to the Journal Entry Transactions - Batch File (F0911Z1) table, such as:
	• Supporting calculations for the journal entry amount
	• The name of the user authorizing the entry
	If you use Excel to create the spreadsheet, save the file as a space delimited text file.
Delimited text file and line length	Save your spreadsheet as a formatted text (space delimited) file or a delimited text file. A delimited text file is a file in ASCII format that uses characters to separate the data fields.
	Some spreadsheet programs use a flat file to export data in ASCII format. Other programs use a print file to export data in ASCII format. If your software uses a flat file, retain the cell formats.

Format

Data you enter *must* be in character format. The data conversion program will not handle packed, zoned, or other numeric data formats.

The fields in your PC spreadsheet should be in the following format:

- Text fields should be in character format. This includes business unit, object, subsidiary, subledger, and subledger type.
- If business unit, object, and subsidiary are in one cell or field, they should be left-justified. If business unit, object, and subsidiary are in three separate cells, justify as follows:

  Business unit - right
  Object - center (all objects the same length)
  Subsidiary - left
- If you include a subledger and subledger type, they should be right-justified.
- Amount fields should be numeric fields. They can include decimal points. If you use a minus sign, it must be the first character to the left of the leading (non-zero filled) amount in the field. Amount fields cannot be in a packed or zoned format.

PC Support

The RFROMPC.EXE and RFROMPC.PKG files must be on your PC if you are using IBM PC Support.

To upload the spreadsheet from the PC to the AS/400, follow the instructions in the documentation for the PC support program.

Before You Begin

❑ Enter the journal entries on your PC using any spreadsheet software package

Printing the Temporary Table for Journal Entry Upload

The file layout of your PC spreadsheet might differ from the layout in the Journal Entry Transactions Batch table (F0911Z1), where your journal entry data will reside. In addition, the PC Support program handles the data from different spreadsheets or other software packages differently. For example, PC Support might insert blank characters and left-justify all fields.

You should print the source file to show the spreadsheet data that you uploaded to the Account Detail Journal Entry Upload table on the AS/400. Print Source File is a DREAM Writer report that can help you identify the spreadsheet fields, their length, and their sequence. You need this report to determine whether the file layout of the temporary file:

- Changed when you uploaded it to the Account Detail Journal Entry Upload table

- Differs from the layout for the Journal Entry Transactions Batch table

If your company uploaded more than one spreadsheet format (which includes both column layouts and cell formats), run this program separately for each spreadsheet that is formatted differently.

After you print the report, you can use it to define the fields to be uploaded to the Journal Entry Transactions Batch table.

```
5763SS1 V3R1M0  940909         COPY FILE                  PGFDTA73/F09112  JE                01/25/98 10:23:22  Page        1
From file . . . . . :  PGFDTA73/F09112        Member  . . :  JE              Record format . . . . . :  I14112
Record length . . . :  625
To file . . . . . . :  *PRINT


        SEQNBR  *...+... 1 ...+... 2 ...+... 3 ...+... 4 ...+... 5 ...+... 6 ...+... 7 ...+... 8 ...+... 9 ...+... 0    DATE

           100  70.1110.BEAR    1001AJE123456781234561234123121010PPPPPPP        6512  65BURef1    Ref2    Exp-Alph1
                098102098102098102098

           200  70.1105.        1001AJE123456781234561234123121010PPPPPPP         350  10BURef1    Ref2    Exp-Alph1
                098102098102098102098

           300  70.5010.        1002AJE123456781234561234123121010PPPPPPP      -686275- BURef1    Ref2    Exp-Alph1
                098102098102098102098

3 records copied to member or label *N in file QSYSPRT in library QSYS. 0 records excluded.
```

Processing Options for Print Source File

Upload File Name:
1. Enter the name of the file that   _____
    contains the spreadsheet data to be
    converted.

Upload Member Name:
2. Enter the name of the file member   _____
    that contains the spreadsheet data
    to be converted. If left blank, the
    the default is *FIRST.

Defining Fields for the Journal Entry Transaction Batch Table

Your PC spreadsheet can have any file layout that you need. However, you must "map" or link the spreadsheet fields in the temporary file to those in the Journal Entry Transactions Batch table before you can finish uploading your journal entries.

The exact format of your temporary file depends on the spreadsheet program you use and any changes made by the PC Support program during uploading. Print your temporary file to verify its contents.

Using the printout of the temporary file, you can define the fields in your spreadsheet for journal entry conversion. Journal Entry Field Mapping is a DREAM Writer program that provides the map for the upload to the Journal Entry Transactions Batch table. When you define the fields, you need to know the following characteristics of each field in the temporary file:

- Starting position
- Length
- Justification
- Sequence

You must enter the starting position of each field, a space, and the length of each field in the processing options. If you do not want to upload a field, leave the processing option blank.

If your spreadsheet program uses a flat file to export data in ASCII format, all fields are left-justified. If your spreadsheet program uses a print file, numbers are right-justified and characters are left-justified.

The fields in the Journal Entry Transaction Batch table to which you can upload spreadsheet information, their data dictionary names, and maximum length are in the processing options.

Example: File Layouts and Field Definitions

In the following illustration, Example 1 represents a print file and Example 2 represents a flat file. All fields are 10 characters long.

SEQNBR	* – – – + – – – 1 – – – + – – – 2 – – – +
Example 1 Print File	– – – – – – 1 5 0 0 A B – – – – – – – –
Example 2 Flat File	1 5 0 0 – – – – – – A B – – – – – – – –

In Example 1, the field begins in column 1 and is right-justified. The next field begins in column 11 and is left-justified. In Example 2, the field begins in column 1 and is left-justified. The next field begins in column 11 and is left-justified.

To upload a field to the Journal Entry Transactions - Batch table, you specify both the beginning position and the length of the field. Use the format X Y (separate X and Y with a space) as follows:

X   Specifies the starting position of the field

Y   Specifies the length of the field

In Example 1, specify *1 10* for the first field and *11 10* for the second field. In Example 2, specify *1 10* for the first field and *11 10* for the second field.

In either case, you enter the information in the processing option that corresponds to the contents of that field. For example, if the first field is the journal entry amount, you would enter *1 10* in the processing option for Net Posting 01 AN01 15.

Processing Options for Journal Entry Field Mapping

```
The following processing options allow
you to map the starting column and
corresponding field length of PC records
to be converted to the Journal Entry
Batch File (F0911Z1).

Example:
Business Unit MCU X_Y_____
Enter the X value followed by a space
and then the Y value.

  X = The starting column of the field.

  Y = The length of the field.

................ Fields ................
     Description            Name Length
     --------------------    ---- ------
```

Account Id Information:

Account Criteria – Type 1
```
1.  Business Unit........    MCU     12          _____
   2.   Additional Mapping Area MCU              _____
   3.   Additional Mapping Area MCU              _____
4.  Account Object........    OBJ      6          _____
   5.   Additional Mapping Area OBJ              _____
   6.   Additional Mapping Area OBJ              _____
7.  Subsidiary...........    SUB      8          _____
```

Account Criteria – Type 2
```
8.  Short Account ID......    AID      8          _____
```

Account Criteria – Type 3
```
9.  3rd Account Number....    ANS     25          _____
```

Account Criteria – Type 4
10. Single Account Number.   ANI   29   _____
    (Business Unit, Object, Subsidiary
     are a single field on the PC
     spreadsheet.)   or FLEX

Subledger Information:
11. Subledger............   SBL   8   _____
12. Subledger Type........   SBLT   1   _____

Document Information:
13. Document Type.........   DCT   2   _____
14. Document Number.......   DOC   8   _____
15. Document Company......   KCO   5   _____
16. Invoice Number........   VINV   25   _____
17. Payment Number........   CN   8   _____
18. Pay Item..............   SFX   3   _____
19. G/L Offset............   GLC   4   _____

Alternate Post Codes:
20. Batch Rear End Code... BRE   1   _____
21. Alternate G/L Post Code1 ALT1   1   _____
22. Alternate G/L Post Code2 ALT2   1   _____
23. Alternate G/L Post Code3 ALT3   1   _____
24. Alternate G/L Post Code4 ALT4   1   _____
25. Multi-Currency Jrnl Entry ALT5 1   _____
26. Cash Basis Post.......   ALT6   1   _____

Amount Information:
27. Amount................   AA   15   _____
28. Unit Amount...........   U   15   _____
29. Unit Of Measure.......   UM   2   _____

Reference Information:
30. Reference.............   R1   8   _____
31. Reference 2...........   R2   8   _____
32. Explanation – Alpha...   EXA   30   _____
33. Explanation – Remarks.   EXR   30   _____

Date Information:
34. G/L Period Number.....   PN   2   _____
35. Fiscal Year...........   FY   2   _____
36. G/L Date – Day........   DGD   2   _____
37. G/L Date – Month......   DGM   2   _____
38. G/L Date – Year.......   DGY   2   _____
39. Serv/Tax Date – Day...   DSVD   2   _____
40. Serv/Tax Date – Month.   DSVM   2   _____
41. Serv/Tax Date – Year..   DSVY   2   _____
42. Check Date – Day......   DKD   2   _____
43. Check Date – Month....   DKM   2   _____
44. Check Date – Year.....   DKY   2   _____

Open Query Section:
 You can use IBM based OPENQRYF commands
 to limit your selection.

45. Command Line 1 ....   _____
46. Command Line 2........   _____
47. Command Line 3........   _____
48. Command Line 4........   _____

Converting Fields to Journal Entry Transactions Batch Format

After you define the fields for your spreadsheet, run the program that converts the information to the Journal Entry Transactions Batch table. This DREAM Writer program uses the information in the Account Detail Journal Entry Upload table and the mapping information you specified in the Journal Entry Mapping program.

You can run this program in proof or final mode. If you choose proof mode, the system prints an exception report that lists any lines with errors. It does not create batches of journal entries. To create batches, you must run the program in final mode.

In final mode, the system uploads the fields to the Journal Entry Transactions Batch table, creates batches, and prints a report with batch numbers. It also clears the members you specify in the processing options from the Account Detail Journal Entry Upload table. If you do not specify a member, the system clears all members.

The report lists the batches that were created in the Journal Entry Transactions Batch table and any errors that occurred. Examples of errors include:

- Account numbers were not set up in the Account Master table (F0901)

- Subledgers or subledger types that are invalid

- Fiscal date patterns were not set up for the fiscal year

- Ledger types that are invalid

```
 09110                                    J.D. Edwards & Company                    Page - . . .    3
                                     Journal Entry Conversion - Proof Mode          Date - . . .  1/25/98
                                            *****PROOF MODE*****


  Batch   Document
 Number   Number   Co      Account Number          G/L Date FY PN     Amount
-------- -------- -----  ----------------------------  -------- -- -- --------------

Account not found in account master     (F0901)      70.1110.BEAR
00000000 12345678         #70.1110.BEAR                 102098 98 10      6,512.00
Account not found in account master     (F0901)      70.5010.
00000000 12345678 00070  #70.5010.                      102098 98 10      6,862.00-
Net amount processed -
Total number of documents processed -
Number of transactions with errors -                                   2
```

See Also

- *Defining the Fields for the Journal Entry Transactions Batch Table (P09110MAP)* for information about processing more than one spreadsheet at a time

Processing Options for Journal Entry Conversion

Mode:
1. Enter 1 for final mode. If left
   blank, the default is Proof mode.

   NOTE: Proof mode does not update
   F0911Z1. It generates a report only.
   Final mode updates F0911Z1, clears
   the source file member entered in
   option 2 and also generates a report.

Reference Data:
2. Enter the member name to be imported.
   If left blank, the default is *FIRST.

   NOTE: If multiple members exist *ALL
   is valid. For *ALL, the individual
   members MUST have identical formats.

3. Enter the (P09110MAP) DREAM Writer
   version that contains the mapping
   instructions. If left blank, the
   default is ZJDE0001.

Default Values:
4. Enter default values for the
   following fields. These default
   values will be used if the associated
   values from the imported records
   are blank.

   Document Company   _____
   G/L Date   _____
   Document Number   _____
   (Uses next numbering if left blank)
   Document Type   _____
   Document Explanation   _____

Ledger Type:
5. Enter the ledger type. The default _____
    is AA.

Currency Code:
6. Enter the currency code. The   _____
    default is the company currency.

Account Validation:
11. Enter the account criteria type.   _____
        1 – Business Unit, Object,
            Subsidiary (3 separate fields)
            (Default)
        2 – Short Account ID
        3 – 3rd Account Number
        4 – Business Unit, Object,
            Subsidiary (a single field) or
            FLEX account.

Processing Journal Entries into the Account Ledger Table

After you convert fields to the Journal Entry Transactions Batch format, you must run Process Batch Journal Entries to process the batches of journal entries into the Account Ledger table.

See Also

- *Processing Batch Journal Entries (P09110Z)*

Review Batch Journal Entries

```
┌────────────────────────────────────┐
│ G09      General Accounting         │
│          Enter 27                   │
└────────────────────────────────────┘
         │
         │      ┌──────────────────────────────────────┐
         └─────▶│ G0931    G/L Advanced &              │
                │          Technical Operations        │
                │          Choose Batch Journal Entries│
                └──────────────────────────────────────┘
                        │
                        │      ┌──────────────────────────────────────┐
                        └─────▶│ G09311   Batch Journal Entry         │
                               │          Processing                  │
                               │          Choose Journal Entry Review │
                               └──────────────────────────────────────┘
```
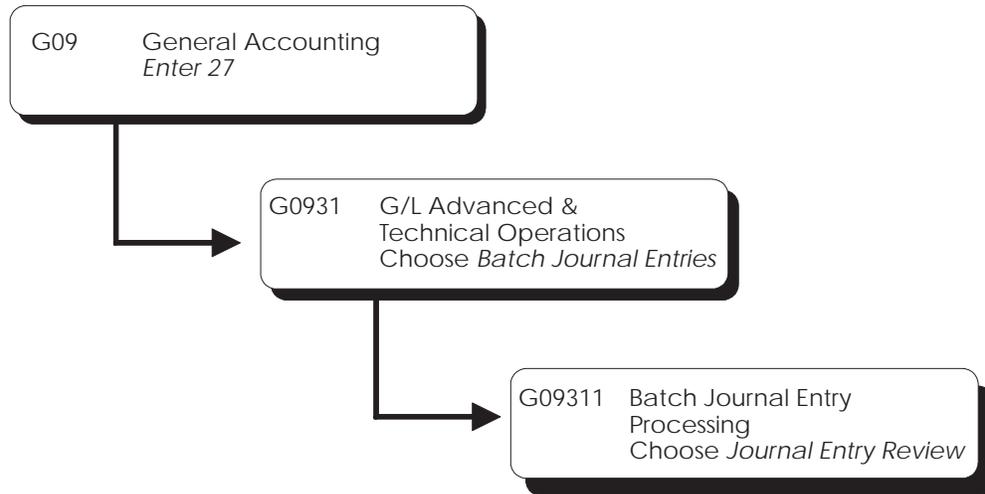
Reviewing Batch Journal Entries

Before you process a batch in final mode, you might need to review and correct a journal entry. You can review individual journal entries that have been transferred from an external source into the Journal Entry Transactions Batch table (F0911Z1).

You can set a processing option to automatically review journal entries before you revise them.

What You Should Know About

Viewing transactions	You can view both processed and unprocessed transactions. The system highlights transactions that have been processed.

▶ **To review batch journal entries**

On Journal Entry Review

1. Display all journal entries, or limit the journal entries displayed by completing any of the following fields:

   - User ID

   - Batch Number

   - Transaction Number

   - Address Number

   - Processed

   - From Date

   - Thru Date

2. Choose Transaction Detail.

Field	Explanation
User ID	The source of the transaction. This can be a user ID, a workstation, the address of an external system, a node on a network, and so on. This field helps identify both the transaction and its point of origin.
Batch Number	The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the J.D. Edwards transactions for each control (user) batch number it finds.
Transaction Number	This is the number that an Electronic Data Interchange (EDI) transmitter assigns to a transaction. In a non-EDI environment, you can assign any number that is meaningful to you to identify a transaction within a batch. It can be the same as a J.D. Edwards document number.
Address Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, special mailing addresses, and so on.

See Also

- *Revising Batch Journal Entries (P0901Z1)* for the processing options for this program

Revise Batch Journal Entries

```
┌─────────────────────────────────┐
│ G09      General Accounting     │
│          Enter 27               │
└─────────────────────────────────┘
        │
        │   ┌──────────────────────────────────┐
        └──▶│ G0931   G/L Advanced &           │
            │         Technical Operations     │
            │         Choose Batch Journal Entries │
            └──────────────────────────────────┘
                    │
                    │   ┌─────────────────────────────────┐
                    └──▶│ G09311   Batch Journal Entry     │
                        │          Processing              │
                        │          Choose Journal Entry    │
                        │          Revisions               │
                        └─────────────────────────────────┘
```
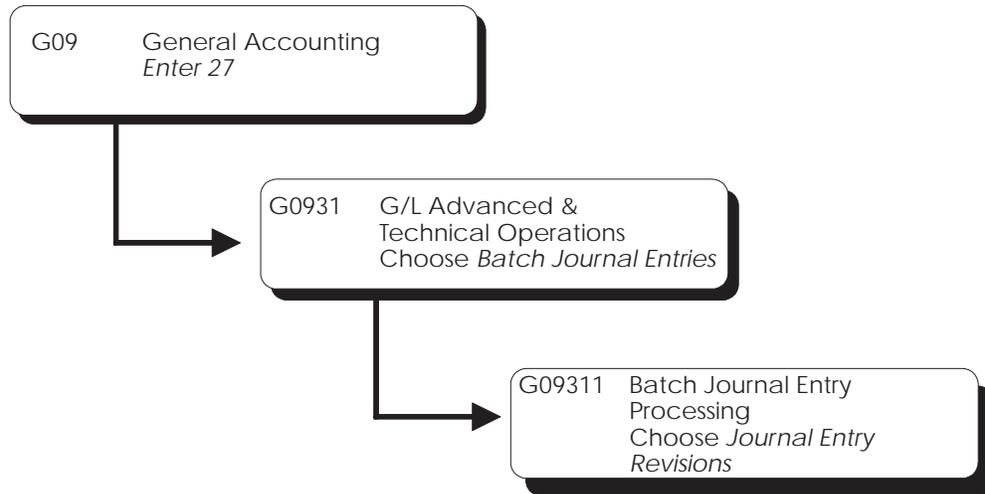
Revising Batch Journal Entries

After you transfer journal entries to the General Accounting system from an external source and review them, you might need to make additions or corrections to them before you process them in final mode.

Revising batch journal entries consists of:

❑ Adding batch journal entries

❑ Correcting batch journal entries

When you add or correct batch journal entries, the system updates information in the Journal Entry Transactions Batch table (F0911Z1).

What You Should Know About

Changing, deleting, or voiding journal entries	To delete processed transactions from the temporary batch table, you must purge them. You can set a processing option to purge processed batch journal entry transactions that were transmitted successfully.
	You cannot use the Journal Entry Revisions form to change, delete, or void journal entries that the system has processed in final mode or journal entries for a different accounting period. You must use the Journal Entries form to do this.
	See *Purging Processed Journal Entries* for information about deleting transactions.
Multi-Currency transactions	Enter multi-currency transactions in the same way you enter journal entries into the J.D. Edwards system.

Multi-Currency modes   D – Represents the following:

- If company and transaction currencies are the same, the system enters the amount in domestic currency and uses ledger type AA (Actual Amounts).

F – Represents a foreign transaction in ledger type CA. The system uses the exchange rate specified in the Exchange Rate table and automatically calculates the domestic AA ledger amount.

3 – Represents both domestic AA and foreign CA ledger amounts. The system assumes that both amounts are provided and does not calculate the amount.

Adding Batch Journal Entries

You should rarely have to add journal entries to an existing batch unless you experience difficulty transferring them from an external system. In this case, J.D. Edwards recommends that you manually add a journal entry for the batch. Compare the manual transaction to the transferred transaction to detect and correct any discrepancies.

▶ **To add batch journal entries**

On Journal Entry Revisions

1. Complete the following batch control fields:
   - User ID
   - Batch Number
   - Transaction Number

2. Complete the following transaction fields:
   - Explanation
   - G/L Date
   - Account Number
   - Amount

3. To add the record, do one of the following:
   - In WorldSoftware, press Enter.
   - In WorldVision, click Add.

The system clears the fields.

4. To locate the new journal entry, complete the following batch control fields again, in order:

    - User ID

    - Batch Number

    - Transaction Number

5. Place the cursor anywhere on the transaction line.

6. Choose Full Detail.

```
📞 0901ZW     Journal Entry Batch Detail                    _ ☐ ✕
Functions   Tools   Help

User ID:      STUDENT      Transaction Number:      873
Transaction Batch:                     Line Number:        .001

Doc Num/Typ/Co:            JE      Currency:        Mode:   D
Mode   Display    Account Number:   9.8720
Line Number              [       ]
Ledger Type              [ ]              Serv/Tax Date        [       ]
Subledger                [       ][ ]     Phase                [       ]
Units                    [       ]        Unit of Measure      [       ]
P.O. Number              [       ][ ]     Reference 2          [ ]
G/L Posted Code          [ ]              Bill Code            [ ]
Item Number              [               ]

[ ✔ ] [ ✘ ]                                                    [ ⬆ ]
    F3=Return   F13=Display/Update Mode Toggle   F24=More Keys  [ ⬇ ]
```

7. Choose Update Mode.

8. Enter transaction information.

Field	Explanation
Transaction Number	This is the number that an Electronic Data Interchange (EDI) transmitter assigns to a transaction. In a non-EDI environment, you can assign any number that is meaningful to you to identify a transaction within a batch. It can be the same as a J.D. Edwards document number.

What You Should Know About

Transaction numbers	The system uses next numbers to assign transaction numbers during final processing of batch journal entries. J.D. Edwards recommends that you use next numbers so that duplicate transactions are not created. You can, however, manually assign transaction numbers to facilitate an easy transition between two systems.

Correcting Unprocessed Batch Journal Entries

After you transfer journal entries from an external source, it might be necessary to correct them before you process them.

▶ **To correct batch journal entries**

On Journal Entry Revisions

1. To locate the batch and transaction, complete the following fields:

    - User ID

    - Batch Number

    - Transaction Number

2. Correct any of the unprocessed journal entries, as necessary.

Processing Options for Journal Entry Revisions

Batch File Review:
1. Enter a '1' to view the Batch Review   _____
   screen prior to working with the
   Batch Journal Entry. A default
   of blank will take you directly to
   the Entry screen.

2. Enter a '1' to display the EDI   _____
   (Electronic Data Interchange) fields
   on the Batch Review screen.

Process Batch Journal Entries

```
┌─────────────────────────────────┐
│ G09      General Accounting     │
│          Enter 27               │
└─────────────────────────────────┘
        │
        │   ┌──────────────────────────────────┐
        └──▶│ G0931    G/L Advanced &          │
            │          Technical Operations    │
            │          Choose Batch Journal Entries │
            └──────────────────────────────────┘
                    │
                    │   ┌──────────────────────────────────┐
                    └──▶│ G09311   Batch Journal Entry     │
                        │          Processing              │
                        │          Choose Process Batch    │
                        │          Journal Entries         │
                        └──────────────────────────────────┘
```
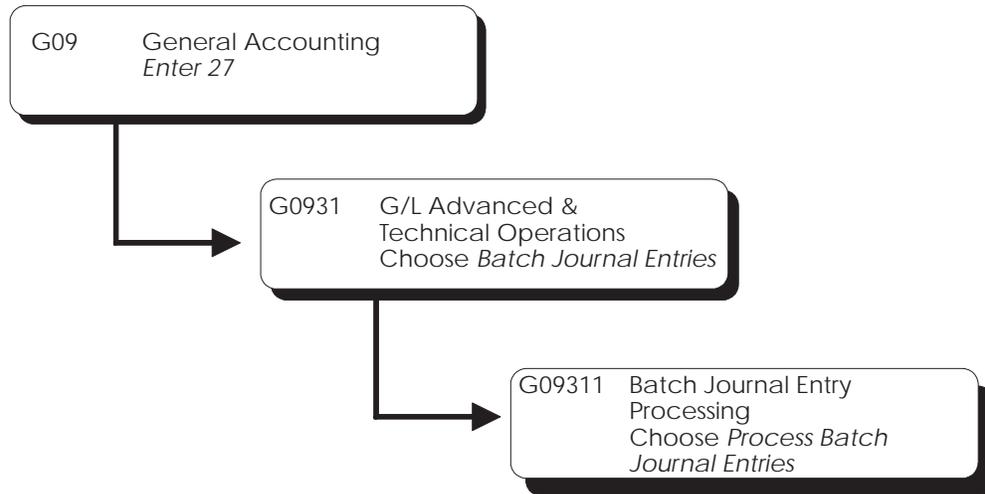
Processing Batch Journal Entries

After you have transferred journal entries into the General Accounting system from an external source, you can run them in either proof or final mode.

Processing batch journal entries consists of:

❑ Submitting batches

❑ Verifying batch information

❑ Correcting batch journal entries

During processing, the system creates journal entries in the Account Ledger table (F0911). It produces an error report that lists any transactions that cannot be processed.

Submitting Batches

You can submit your batch journal entries in proof or final mode. After you select Process Batch Journal Entries, you choose a DREAM Writer version to run.

In proof mode, the system:

- Checks the data and produces an error report if the transaction information is incorrect or incomplete. This does not affect your ledgers.

- Allows you to make corrections to entries before you process them in final mode.

In final mode, the system:

- Creates journal entries in the Account Ledger table (F0911).

- Assigns document and batch numbers, if you leave them blank in the Journal Entry Transactions Batch table (F0911Z1).

- Supplies information for the fields that you leave blank.

- Produces an error report if the transaction information is incorrect or incomplete.

- Posts journal entries to the general ledger (if you set this processing option).

- Purges journal entries that have been processed (if you set this processing option).

Verifying Batch Information

When you process journal entries in proof mode, the system produces an exceptions report. This report is useful in detecting errors so you can correct them prior to final processing.

```
00110Z                                  J.D. Edwards & Company                          Page No. . .    1
                                     Batch table Entry – Exceptions                      Date – . . .  5/22/98


                                       General Ledger Entry – FINAL

    Batch          Transaction          Line      Tran          T T P  Fld in
   Number            Number           Number      Set           T C R  Error    Description                  Field Value
-------------- -------------------- ---------- ------ -------- - - - ------ -------------------- ----------------------------
User ID:  STUDENT

            874                           .001             J C 0
                                                                   Error:    2344  Batch table Action Invalid

                  F0911 :   Updates              2  Transactions
                                                 6  Records


                  F0911Z:   Errors              1  Transactions
```

What You Should Know About

Abbreviated column headings

The report contains the following abbreviated column headings:

TT – Electronic Data Interchange (EDI) Transaction Type:

- V – Voucher
- D – Debit memo
- I – Invoice
- J – Journal entry

TC – EDI Transaction Code (how the system processes a transaction during final processing):

- A – Add new transactions
- D – Delete an unprocessed transaction

PR – EDI Successfully Processed:

- 0 – Unprocessed record
- 1 – Processed record

Correcting Proof Batch Journal Entries

After you process batch journal entries in proof mode and detect errors on an exceptions report, you can make corrections prior to final processing.

Do one of the following:

- Correct the data in the batch table at its external source and transmit the batch again to the General Accounting system.

- Change or delete the individual transactions on Journal Entry Revisions on Journal Entries.

What You Should Know About

Correcting processed journal entries	Use the Journal Entries form to change or delete processed journal transactions.
Preventing duplication of records	Purge the journal entry transactions batch table to prevent duplication of records before you process transactions for a second time.

See Also

- *Revising Batch Journal Entries (P0901Z1)*

- *Appendix E – Functional Servers*

Processing Options for Process Batch Journal Entries

```
Proof Or Final Mode
1. Enter a '1' to process the batch            _____
   information in Final mode.  If left
   blank, the batch processing will be
   performed in Proof mode and no file
   updates will occur.

Process Out-Of-Balance
2.  Enter a '1' to allow processing            _____
    if G/L records in F0911Z1 are
    out-of-balance (total is not zero).
    If left blank, the transaction must
    be in-balance or the records will
    not be processed.

Automatic Purge
3. Enter a '1' to automatically purge          _____
   processed transaction from the batch
   file.  If left blank, transactions
   will be flagged as processed and will
   remain in the file.
```

Automatic Post
4. Enter a '1' to automatically submit
   the post after processing/creating
   general ledger transactions. This
   option is effective if only one batch
   is created by the processing program.
   If left blank, the post is not
   submitted.

Error File
5. Enter a '1' to write error messages
   out to the PC Batch Entry Error file
   (F0040). If left blank, no records
   will be written to the file.

Suppress Warnings
6. Enter a '1' to suppress the printing
   of warnings on the error report and
   in the PC Batch Entry Error file.
   If left blank, warnings will print
   on the error report and be placed
   into the error file.

Dw Version For Journal Entry Processor
7. To override standard Journal Entry
   processing (DREAM Writer XT0911Z1,
   version ZJDE0001), enter an override
   version number. This should only be
   changed by persons responsible for
   system wide setup.

Processing Options for Journal Entry Functional Server

Default Processing:
1. Enter the Ledger Type for entry.
   If left blank, Ledger Type AA will
   be used.

Zero Amount Processing:
2. Enter a '1' to omit creation of
   Journal Entry line items with zero
   amounts and no units. This may be
   useful when creating Journal Entries
   from models.

Currency Processing:
3. For currency conversion, enter
   a '1' to edit the exchange rate
   Effective Date period against the
   G/L period for the transaction.

4. Specify a tolerance limit to
   warn you when you key an override
   currency exchange rate that is
   over or under this limit. For
   example 15.0 indicates +/-15%.

User Exits:
5. Enter the User Exit Program name.
   If left blank the default of
   'XT0911Z1E' will be used.

Purge Processed Journal Entries

```
┌─────────────────────────────────┐
│ G09     General Accounting      │
│         Enter 27                │
└──────┬──────────────────────────┘
       │
       │    ┌──────────────────────────────────┐
       └───▶│ G0931   G/L Advanced &           │
            │         Technical Operations     │
            │         Choose Batch Journal Entries │
            └──────┬───────────────────────────┘
                   │
                   │    ┌────────────────────────────────┐
                   └───▶│ G09311  Batch Journal Entry    │
                        │         Processing             │
                        │         Choose Processed Journal │
                        │         Entry Purge            │
                        └────────────────────────────────┘
```
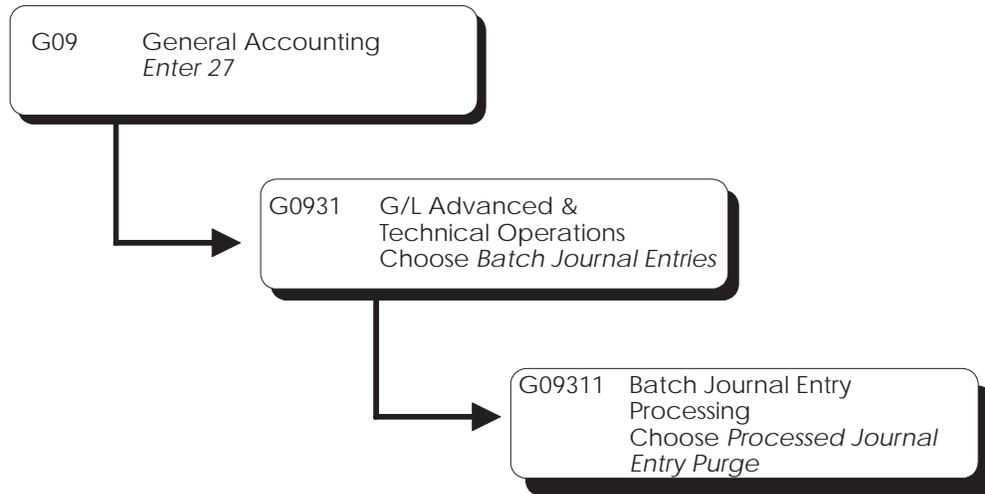
Purging Processed Journal Entries

The system holds processed journal entries in the batch table until you globally purge them. You should purge batches after they have been successfully processed. There are two ways to do this:

- Set the processing option for an automatic purge to occur when you process your batch journal entries in final mode.

- Run the Processed Journal Entry Purge program after you process your batch journal entries in final mode.

Purging processed journal entries removes only the batch journal entries from the Journal Entry Transactions Batch table (F0911Z1). The purge does not affect the Account Ledger table (F0911).

This is a DREAM Writer program.

What You Should Know About

Selecting records to purge

If you use OPNQRYF (Open Query table command) instead of the logical table build to select records to purge, you must also enter:

- Y in the Delete field in Additional Parameters
- At least one criteria item in data sequencing

If you submit the purge using the logical build instead of OPNQRYF, the system reorganizes both the logical table and the purged table. This might increase the time it takes to run the reorganize program (the program that actually removes purged records from disk).

Refer to the *Technical Foundation Guide* for additional information.

See Also

- *Processing Options for General Purge Program (P00PURGE)*

Processing Options

Purge Statement Header, Purge Statement Detail, and Processed Journal Entry Purge all use the following processing options.

Processing Options for General Purge Program

Save Purged Records:
1. Enter a '1' to save the purged   _____
   records to a special purge library.
   (Default of blanks will NOT save
   any purged records.)

Reorganize File:
2. Enter a '1' to reorganize the purged   _____
   file. (Default of blanks will NOT
   reorganize the file.)

Journal Entry and Batch Maintenance

Objectives

- To maintain journal entries using forms other than Journal Entries
- To maintain batch header data

About Journal Entry and Batch Maintenance

After you identify problems on an integrity or posting edit report, you can quickly correct journal entries or batch records.

Journal entry and batch maintenance consists of:

❏ Revising a journal entry by line number

❏ Revising a journal entry

❏ Working with batch headers

Before You Begin

❏ Restrict user access to these programs to prevent unauthorized changes

Revise A Journal Entry by Line Number

```
G09        General Accounting
           Enter 27


                              G0931    G/L Advanced & Technical
                                       Operations
                                       Choose Revise Journal Entry
                                       by Line Number
```
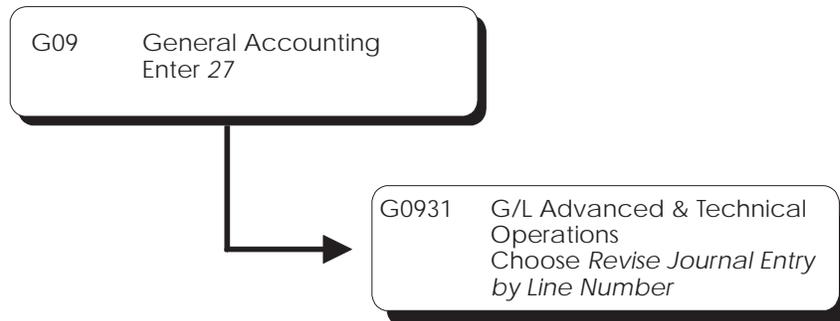
Revising a Journal Entry by Line Number

After you identify errors on the posting edit report, you can quickly change an unposted journal entry by revising a journal entry by line number.

When you enter data, the system:

- Displays and updates journal entry data in the Account Ledger table (F0911)

- Updates batch information in the Batch Header table (F0011)

⚠️ If you make changes to journal entries using this program, you might cause them to be out of balance.

▶ **To revise a journal entry by line number**

On Revise Journal Entry by Line Number

```
[09105] - Revise JE by Line Number                    _ □ ×
Functions   Tools   Help

                                    Batch Number    83257

Document Type          JE
Document No/Key Co      1522    100
G/L Date               03/31/98
JE Line No                  1.0
Ledger Type            AA
Line Extension Cod

Explanation            Bank Service Charge
Explanation 2

Account Number             100.1110.BEAR    Bear Creek National Bank
Subledger

Amount                     1,000.00-
Units
Asset ID
P.O. Number
Reference 2
Service/Tax Date       03/31/98

   ✓   ✗                         1 i    2 ▲   4 ⊕   9 ▬   ⬆
        F24=More Keys                               MW   ⬇
```

1. To locate the journal entry, complete the following fields:

   - Document Type

   - Document Number

   - Key Company

   - G/L Date

   - Journal Entry Line Number

   - Ledger Type

2. Do one of the following:

   - For batch type G, change any of the following fields:

     - Explanation

     - Explanation 2

     - Account Number

     - Subledger

     - Subledger Type (unlabeled)

     - Asset ID

     - Purchase Order Number

     - Reference 2

     - Service/Tax Date

   - For batch types other than G, change any of the following fields:

     - Explanation

- Account Number

- Subledger

- Subledger Type

3. Use the Change action.

Field	Explanation
Document Type	A user defined code (system 00, type DT) that identifies the origin and purpose of the transaction. J.D. Edwards has reserved some document type codes for vouchers, invoices, receipts, and time sheets. The system creates offsetting entries for these document types during the post program. The reserved document type prefixes for codes are: P Accounts Payable Documents R Accounts Receivable Documents T Payroll Documents I Inventory Documents O Order Processing Documents J General Accounting/Joint Interest Billing
Document Number	A number that identifies the original document, such as a voucher, invoice, unapplied cash, journal entry, and so on. On entry forms, you can assign the original document number or let the system assign it through Next Numbers.
Key Company	A number that, along with document number, document type and G/L date, uniquely identifies an original document, such as invoice, voucher, or journal entry. If you are using the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company. If two or more original documents have the same document number and document type, you can use the document company to locate the desired document. . . . . *Form-specific information* . . . . If you are using standard next numbers setup, the Document Company is not used to assign a next number.

Field	Explanation
G/L Date	A date that identifies the financial period that the transaction will be posted to. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments. . . . . *Form-specific information* . . . .
Journal Entry Line Number	A number that designates a line within a journal entry. The system uses this field to sequence the journal entry for inquiry purposes.
Ledger Type	A user defined code (09/LT) that specifies the type of ledger, such as AA (Actual Amount), BA (Budget Amount), or FE (Field Estimate). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.
Explanation	A description, remark, explanation, name, or address.
Explanation 2	A name or remark that describes an element in the J.D. Edwards systems. . . . . *Form-specific information* . . . . Additional information about the journal entry.
Account Number	Identifies an account in the general ledger. You can use one of the following formats for account numbers: 1 Structured account (business unit.object.subsidiary) 2 25-digit unstructured number 3 8-digit short account ID number 4 Speed code. The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909).
Subledger	A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number, an address book number, and so forth. If you enter a subledger, you must also specify the subledger type.

Field	Explanation
Subledger Type	A user defined code (00/ST) that identifies the category of subledger. The subledger type is used with the Subledger field.
Amount	A number that identifies the actual amount. Type debits with no sign or a plus sign (+). Type credits with a minus sign (-) either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores non-significant symbols.
	. . . . *Form-specific information* . . . .
	For G and non-G batches, you cannot change the amount.
Units	The quantity of something that is identified by a unit of measure. For example, it can be the number of barrels, boxes, cubic yards, gallons, hours, and so on.
	. . . . *Form-specific information* . . . .
	For non-G batches, you cannot change this field.
Unit of Measure	A user defined code (system 00, type UM) that identifies the unit of measurement for an amount or quantity. For example, it can be the number of barrels, boxes, cubic yards, gallons, hours, and so on.

NOTE: In the journal entry program, the default for units of measure is derived from the Account Master unit of measure. If you enter units, the system uses the required account as the default for this field. |
| | . . . . *Form-specific information* . . . . |
| | For G and non-G batches, you cannot change this field. |
| Asset ID | Enter the asset number in one of three different formats:

1   Item number (a computer-assigned, 8-digit numeric control number).
2   Unit number (12-character alphanumeric field).
3   Serial number (25-character alphanumeric field).

Every asset has an item number. Unit number and serial number are optional.

If this is a data entry field, the first character you enter indicates which format you are entering. The system examines the first position for a special character (/ or *). If there is no special character, it assumes that you are using the default format defined for your system. These special characters are identified on the constants form. |

Field	Explanation
Purchase Order	A document that authorizes the delivery of specified merchandise or the rendering of certain services.
Reference 2	A number that provides an audit trail for specific transactions. For example, you can use this field to identify an asset, employee, or document number.
Service/Tax Date	A date that indicates either (1) when you purchased the goods or services, or (2) when you purchased the goods and services and incurred the tax liability. Generally, if you leave this field blank, the default is the date you specify in the G/L Date field.

What You Should Know About

Adding journal entries You cannot use this form to add a journal entry.

See *Entering Basic Journal Entries (P09101)* in the *General Accounting I Guide* to add journal entries.

Locating journal entry line numbers An easy way to locate the line number for a journal entry is to print either of the following reports:

- General Journal by Account
- General Journal by Batch Number

Batch and line number To locate the journal entry, the batch number must exist and the line number must be unique to the document type, document number, company, and G/L date.

Deleting data You can only delete data from journal entries with a batch type of G. Use caution if you do so. This can cause the batch to be out of balance.

Revise a Journal Entry

```
G09       General Accounting
          Enter 27
```

```
G0931     G/L Advanced & Technical
          Operations
          Choose Review and Correct
          Journal Entries
```
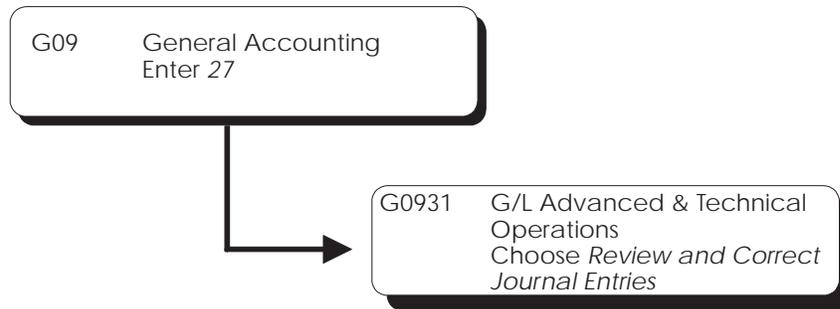
Revising a Journal Entry

You can quickly revise a journal entry. When you revise a journal entry, the program:

- Displays and updates journal entry data in the Account Ledger table

- Creates unposted BE (reclassified journal entry) transactions in the Account Ledger table, when necessary

When you revise the business unit, object account, and subsidiary, the system creates debit/credit journal entries to offset the original entry and create a new entry. Other information that you can revise, such as the unit of measure and bill code, directly updates the Account Ledger table (F0911). The data does not require any other processing.

When the system creates a debit/credit entry, you must enter the G/L date. The system edits for the following general ledger dates:

- PYEB (Prior Year End Balance)

- PBCO (Post Before Cut Off)

- PACO (Post After Cut Off)

- WACO (Way After Cut Off)

A PYEB date is not allowed, because the document type is BE. You cannot revise a journal entry using a G/L date in a previous fiscal year.

If you revise the G/L date to a new period, *both* sides of the new entry are in the new period. The period of the original entry is *not* affected.

Updates fields only

When you revise the account number for a journal entry, the system updates the following in the Account Ledger table:

- Explanation 1
- Explanation 2
- Unit of Measure
- Asset ID (if the journal entry has not been posted to the Fixed Assets Balances table (F1202))
- Bill Code
- Job Type and Step
- Phase (Work Order Category Code 01)

Creates debit/credit journal entries

When you revise the account number for a journal entry, the following fields require the system to create debit/credit journal entries:

- Business Unit
- Object Account
- Subsidiary
- Subledger/Type
- Asset ID (if the journal entry has been posted to the Fixed Assets Balances table)
- G/L Date

You should use caution when you use this program. Some revisions can cause changes to your financial reports.

After you revise the journal entry classification, you should review the journal entry for accuracy. After you review the journal entry, you must post it.

▶ **To revise a journal entry**

On Review and Correct Journal Entries

1. To locate the journal entry, complete the following fields:
   - Account Number
   - From Date/Period
   - Thru Date/Period

2. To limit your search, complete the following field:
   - Subledger

3. Choose Journal Entry Reclassification.

4. On Journal Entry Reclassification, change any of the following fields:

- Business Unit

- Object Account

- Subsidiary

5. Change any of the following optional fields:

- G/L Date

- Subledger/Type

- Explanation 1

- Explanation 2

- Unit of Measure

- Asset ID

- Bill Code

- Job Type and Step

- Phase

What You Should Know About

Holding a transaction	To prevent a transaction from being billed, you can place it on hold. The bill code status is H (hold) until you manually release it.
Releasing a transaction	To release a transaction on hold for billing, you can change the bill code status to blank (billable).

See Also

- *Reviewing and Approving Journal Entries (P09201)* and *Posting Journal Entries (P09800)* in the *General Accounting I Guide* to review and post journal entries

Work with Batch Headers

```
G09        General Accounting
           Enter 27
```

```
G0931    G/L Advanced & Technical
         Operations
         Choose Batch Header Revisions
```
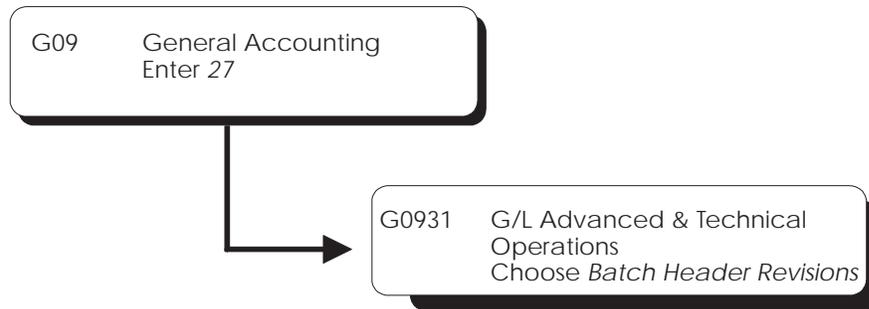
Working with Batch Headers

After you identify problems on the batch header integrity reports, you might
need to add, revise, or delete the batch header. If, for example, the post ends
abnormally, the system might leave the batch header status "in use." To correct
this, you change the batch status to pending so that you can access the batch
detail, or to approved so that you can post the batch.

Additionally, you can identify a specific batch to post out of balance.

Working with batch headers consists of:

❑ Adding a batch header

❑ Locating a batch header

❑ Revising a batch header

❑ Revising batches to post out of balance

⚠ Making revisions to batch headers with this program can damage your audit
trail. To avoid unauthorized changes, you should restrict user access.

Revising a batch header updates the Batch Control Records table (F0011).

What You Should Know About

Deleting a batch header   Before you delete an empty batch header, verify that there are no entries in the batch. Run the Batch to Detail and Out-of-Balance integrity test to delete any empty batch headers.

See *Correcting Out-of-Balance Batches*.

Adding a Batch Header

To resolve a problem that has been identified on the batch header integrity reports, you might need to add a batch header record.

▶ To add a batch header

On Batch Header Revisions

1. Complete the following fields:

    *   Batch Type
    *   Batch Number
    *   Batch Date
    *   Balanced - Documents and Amounts

- Amount Entered

- Documents Entered

2. To add the record, do one of the following:

   - In WorldSoftware, press Enter.

   - In WorldVision, click Add.

Field	Explanation
Batch Type	A code that indicates the system and type of entries for a batch. The batch type for journal entries is G (general accounting).
Batch Number	A number that identifies a group of transactions that are processed and balanced as a unit. When you add a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number. The system closes the batch when you return to the menu.
Batch Date	The date for the batch. If this is an entry field and you leave it blank, the system supplies the current date.
Balanced – Documents and Amounts	A code that identifies whether the amount and number of documents balance to your control totals. Valid codes are: N No, not in balance Y Yes, in balance NOTE: The journal review screen is used by many J.D. Edwards systems. As a result, this field might not apply to batches created by your particular system.
Amount Entered	The total amount of transactions entered. . . . . *Form-specific information* . . . . J.D. Edwards recommends that you enter 100 or more.
Documents Entered	The total number of documents entered. NOTE: The journal review screen is used by many J.D. Edwards systems. As a result, this field might not apply to batches created by your particular system. . . . . *Form-specific information* . . . . J.D. Edwards recommends that you enter 10 or more. If there is a zero in this field, the system deletes the batch header when you access the batch.

Locating a Batch Header

Before you can revise a batch header, you must first locate it.

▶ **To locate a batch header**

On Batch Header Revisions

1. Complete the following fields:

   - Batch Type
   - Batch Number

2. Verify the following fields:

   - User ID
   - Batch Approved for Posting
   - Batch Date
   - Input Total
   - Number of Documents Expected
   - Balanced - Documents and Amounts
   - Amount Entered
   - Documents Entered
   - Include Batch on Integrity

Field	Explanation
User ID	The IBM-defined user profile.
Batch Approved for Posting	A code that indicates whether a batch is ready for posting. Valid codes are: A Approved, ready for posting. P Pending approval. The batch will not post. If the system constants do not specify manager approval, the system automatically approves batches that are not in error.

Field	Explanation
Input Total	On batch header forms, this is the total amount that you expect to enter for the batch. This amount must be entered without decimals. For journal entries in the general ledger, this amount is the total of the debits. In other systems, it is the total amount of all documents in the batch. The system keeps track of the amount you enter and displays the difference, if any, when you finish the batch. When you review batches of transactions, this is the difference between the input total and what you actually entered. Example: Input Total – 10052 Total Entered – 10000 Total Remaining – 52 If you are using batch control but you did not enter an input total, this amount appears as a negative number when you review batches. NOTE: Depending on how your system uses batch review, this field might not apply to batches created by your particular system. . . . . *Form-specific information* . . . . If you are using batch control, this is the number you entered on the Batch Header screen. Otherwise, the system displays 0 (zero) in this field. In the general ledger, this is the total of the debits for the journal entry. In A/R and A/P, this is the total of all invoices or vouchers entered.
Number of Documents Expected	The number of documents you expect to enter in the current batch. The system maintains a count of the documents you actually enter and displays the difference, if any, when you finish the batch. . . . . *Form-specific information* . . . . If you are using batch control, this is the number you entered on the Batch Header screen. Otherwise, the system displays 0 (zero).
Include Batch on Integrity	A code that controls the inclusion or exclusion of an out of balance batch on an integrity report (P007031). Valid codes are: Y Yes, include batch out of balance on integrity report N No, do not include batch out of balance on integrity report

Revising a Batch Header

After you locate a batch header, you can revise it. After you revise the header, you must post the batch.

▶ **To revise a batch header**

On Batch Header Revisions

1. Locate the batch header.
2. Complete the following fields:
   - Batch Status
   - Include Batch on Integrity
3. Use the Change action.

Field	Explanation
Batch Status	A code that indicates the posting status of a batch. Valid codes are: blank Unposted batches that are pending approval or have a status of approved. A Approved for posting. The batch has no errors, is in balance, but has not yet been posted. D Posted. The batch posted successfully. E Error. The batch is in error. You must correct the batch before it can post. P Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error). U In use. The batch is temporarily unavailable because someone is working with it. These valid codes are set up in user defined codes (system 98, type IC).

Revising Batches to Post Out of Balance

To correct a problem found on an integrity report, you can revise a batch to post or not post out of balance. After you revise a batch, you must post it.

▶ **To revise batches to post out of balance**

On Batch Header Revisions

1. Locate the batch header.

2. Complete the following field:

   • Post Out of Balance (Y/N)

3. Use the Change action.

Field	Explanation
Post Out of Balance	A code that controls out-of-balance posting. This field works in conjunction with the Intercompany Offsets field (ICO). Valid codes for this field are: Y Yes, post this batch out of balance N No, do not post this batch out of balance The system automatically sets this field to N after each successful post of a batch.

See Also

• *Posting Journal Entries (P09800)* in the *General Accounting I Guide*.

Test Yourself: Working with Batch Headers

1. List the two key pieces of information needed to locate any batch using the Batch Header Revisions form.

   a _____

   b _____

2. True or False? You can specify which batches are eligible to post out of balance on the Batch Header Revisions form.

The answers are in *Appendix B*.

Business Unit Supplemental Data

Objectives

- To determine what business unit information to track
- To set up, add, and revise business unit information
- To determine how to report business unit information
- To secure business unit information

About Business Unit Supplemental Data

You might need to store information about a business unit that is not included in the standard master tables. J.D. Edwards refers to this additional information as supplemental data.

To set up supplemental data, you must:

- Define the types of information you want to track
- Enter the information for the appropriate business units
- Review the information
- Set up security to control access to the information

Complete the following tasks:

❑ Set up business unit supplemental data types

❑ Work with business unit supplemental data

❑ View business unit supplemental data

❑ Print business unit supplemental data

❑ Set up business unit supplemental data security

Example: Supplemental Data for a Construction Company

Your construction company tracks supplemental information relating to the progress of each job. The business units are the various jobs.

The following graphic shows the types of business unit supplemental data described in this example.
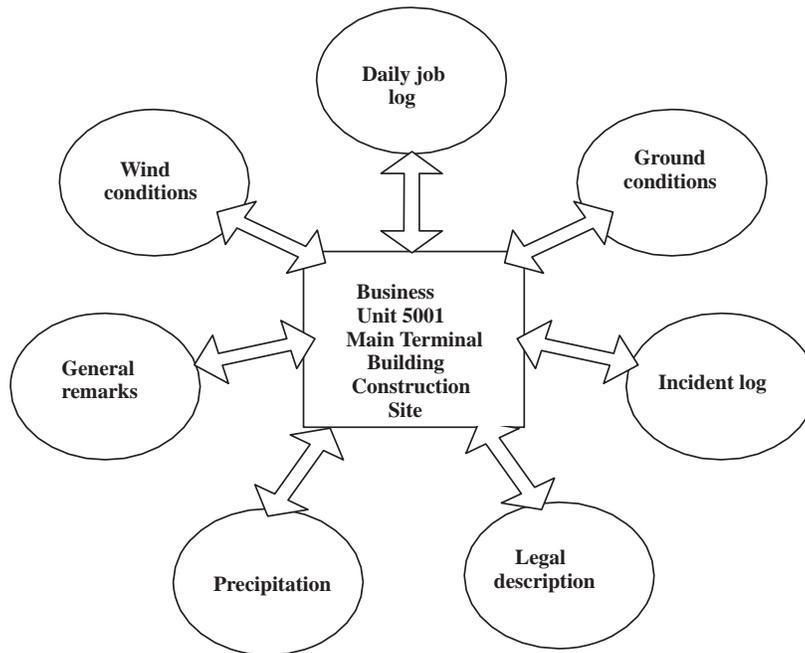
Code Data Types

The code data types are specific types of information that relate to these jobs. This information ordinarily would not be available in the master table. Examples include:

- Ground conditions
- Precipitation
- Wind conditions
- Daily job logs
- Incident log

For each code data type you can define the items of information that you want to track, such as categories, dates, and amounts. For example, when tracking ground conditions for the job, you might want to set up categories such as:

- Dry
- Mud
- Frost greater than 20 inches

Narrative Data Types

The narrative data types contain free-form text that is related to the entire job or to certain code data types. Examples include:

- Legal description
- General remarks

The legal description can relate to the entire job. The general remarks can describe the delays related to the various ground conditions.

Before You Begin

❏ Set up the business units for which you want to set up supplemental data

Set Up Business Unit Supplemental Data Types

```
┌─────────────────────────────────┐
│ G09      General Accounting      │
│          Enter 27                │
└─────────────────────────────────┘
         │
         │      ┌──────────────────────────────────┐
         └─────▶│ G0931    Advanced and Technical   │
                │          Operations               │
                │          Choose Business Unit     │
                │          Supplemental Data        │
                └──────────────────────────────────┘
                        │
                        │      ┌──────────────────────────────┐
                        └─────▶│ G09312   Business Unit         │
                               │          Supplemental Data     │
                               │          Choose Define Data Types │
                               └──────────────────────────────┘
```
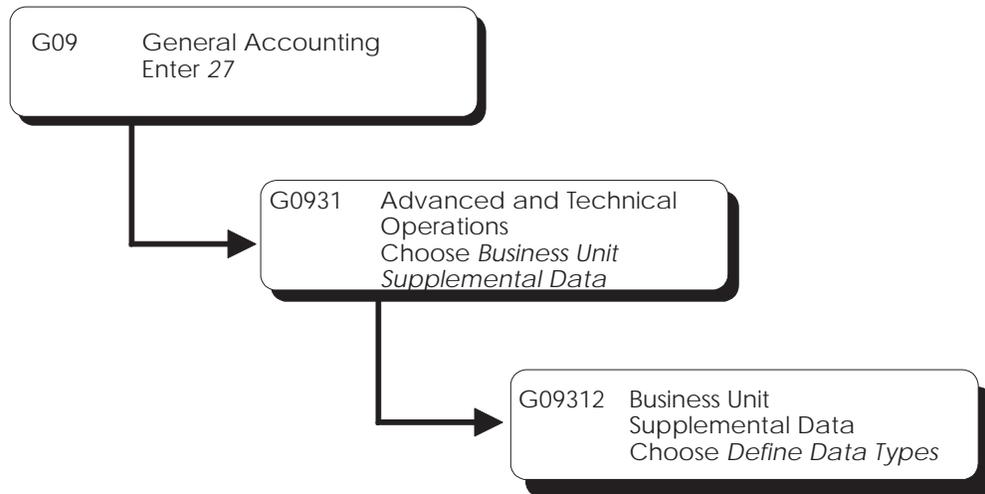
Setting Up Business Unit Supplemental Data Types

When setting up supplemental data, you must determine:

- Which supplemental data you want to track.

- How you want the supplemental data to appear on forms and reports.

- Whether you want the system to validate the code information against existing user defined codes.

You can track data in two formats:

- Code

- Narrative

Use the code data type for dates, amounts, and other information. The system can verify this information against user defined code tables. You specify the names of the fields that display on forms and reports. Use the narrative data type for free–form text.

You define the actual column headings for forms and reports.

The system uses the description for any code from the User Defined Codes table (F0005) as the description on supplemental data forms and reports.

The system stores data type definitions in Business Unit Types of Data (F00690).

Example: Setting Up Data Types

Your construction company tracks the following information for each job site:

- Ground conditions
- Precipitation
- Wind conditions
- Daily job logs
- Incident log
- Legal description
- General remarks

You want to enter narrative text for the legal description and general remarks. For the other items of information, you want to enter categories, dates, amounts, and short remarks. You also want the system to validate the categories that are entered against an existing set of categories.

For code type information, you can customize the fields on the data entry form for each item that you want to track. For example, your data entry form for the incident log can include a field into which you enter a description of the incident. The system can then validate this entry against a list of incident categories. The form can also include a field into which you enter the cost of damage, as well as fields into which you enter a user's name, the incident date, and remarks.

Your narrative text will consist of legal descriptions and general remarks. You can customize the title for each narrative text item.

Before You Begin

❑ Determine which user defined code lists to use to validate code information

❑ Set up the code type table before you set up the data type. The system can then validate code information.

❑ Set up a new code type table that relates only to the supplemental data. In this case, J.D. Edwards recommends that you define the code type for install systems 55–59. This protects the code type table from being overwritten during the reinstall process.

▶ **To set up business unit supplemental data types**

On Define Data Types

```
[00690] - Define Data Types                              _ □ ×
Functions  Tools  Help

                        Skip To Type        □

                                              Edit
                                               on
Ty            Description      D  Code Title  Amt Title  SY   RT
Dt                            M
DL Daily Job Logs              C   Log Type              55   DL
GR Ground Conditions           C  Grnd. Con. Delay Days  55   GR
IN Incident Log                C    Type     Damage Est  55   IN
LG Legal Description           N
PR Precipitation               C  Inch Range Delay Days  55   PR
RM General Remarks             N
WI Wind Conditions             C  Wind Speed Delay Days  55   WI




  ✔  ✖                              i    ▲    ⊕    ▬    ⬆
  F4=More Details  F5=User Defined Codes  F24=More Keys      MW  ⬇
```

1. Complete the following fields:

    • Skip To Type (optional)

    • Type of Data

    • Description

    • Display Mode

2. Complete the following fields, if applicable:

    • Code Title

    • Amount Title

3. To reference a user defined code list, complete the following fields:

    • System

    • Reporting Type

4. Access the fold area.

```
[00690] - Define Data Types                                    _ □ ✕
Functions   Tools   Help

                         Skip To Type        □

                                                        Edit
        ┌────┬──────────────────┬───┬──────────┬──────────┬────on────┐
        │Ty  │   Description    │D  │Code Title│Amt Title │          │
        │Dt  │                  │M  │          │          │SY   │RT  │
        ├────┴──────────────────┴───┴──────────┴──────────┴─────┴────┤
        │DL Daily Job Logs         C     Log Type          55    DL  │
        │Remark 1 Title                Summary Description          │
        │Remark 2 Title                            Entered By        │
        │GR Ground Conditions      C  Grnd. Con. Delay Days 55   GR  │
        │Remark 1 Title                   Remarks                    │
        │Remark 2 Title                                              │
        │IN Incident Log           C     Type     Damage Est 55  IN  │
        │Remark 1 Title                 Entered By                   │
        │Remark 2 Title                                              │
        │LG Legal Description      N                                 │
        │Remark 1 Title                                              │
        │Remark 2 Title                                              │
        │PR Precipitation          C  Inch Range Delay Days 55   PR  │
        │Remark 1 Title                    Comments                  │
        │Remark 2 Title                                              │
        └───────────────────────────────────────────────────────────┘

   ✔  ✕                              ₁i  ₂▲  ₄✛  ₃▬   ⬆
   F4=More Details   F5=User Defined Codes   F24=More Keys    MW  ⬇
```

5. Complete the following optional fields:

    - Remark 1 Title

    - Remark 2 Title

6. To add the record, do one of the following:

    - In WorldSoftware, press Enter.

    - In WorldVision, click Add.

Field	Explanation
Skip To Type	Use this field to limit the display of data types. For example, if you want to begin the information on the form with data type LG, enter LG in this field.
Type of Data	Identifies a data type, which is used to group similar information.
Description	A user defined name or remark that describes a field.
	For example, the data type is Education, and you enter MA in the column you defined as Degree. The system automatically brings in the Master of Arts description linked to MA.

Field	Explanation
Display Mode	The format of a data type. This code determines the display mode for supplemental data. Valid codes are: C Code format, which relates to user defined codes. Display mode C accesses the form for entering code-specific information when you enter supplemental data. These codes are edited against the user defined code table (F0005). N Narrative format, which relates to free-form text. Display mode N accesses the form for entering narrative text when you enter supplemental data. P Program exit – Indicates that this data type is set up for the purpose of exiting to the program specified in the Pgm ID field. M Similar to C, but edited against the Generic Rate and Message table (F00191). This code is not used by the Financial system.
User Defined Code Title	The heading for a column on Supplemental Data Entry that relates to user defined codes. Enter the user defined codes for the supplemental data type in this column. For example, if the supplemental data type relates to the educational degrees of employees (BA, MBA, PHD, and so on), the heading could be Degree. . . . . *Form-specific information* . . . . This field applies only to the code format (C).
User Defined Amount Title	The heading for a column on Supplemental Data Entry that relates to an amount. This column contains statistical or measurable information. For example, if the data type relates to bid submittals, the heading could be Bid Amounts. . . . . *Form-specific information* . . . . This field applies only to the code format (C).
System	A user defined code (98,/SY) that identifies a J.D. Edwards system. . . . . *Form-specific information* . . . . The system for the user defined code that is related to the data type. This field works with the RT field to identify the code type table against which the system verifies the data type. If the SY and RT fields are blank, the system does not verify the data type. For example, a valid code for data type WE (weather conditions) must exist in the table for system 00 and code type WE. If you enter a code for weather conditions that is not in the table, the system displays an error message. This field applies only to the code format (C).

Field	Explanation
Reporting Type	Identifies the table which contains user defined codes. The table is also referred to as a code type. . . . . *Form-specific information* . . . . The code type for the user defined code that is related to the data type. This field works with the SY field to identify the code type table against which the system verifies the data type. If the SY and RT fields are blank, the system does not verify the data type. For example, a valid code for data type WE (weather conditions) must exist in the table for system 00 and code type WE. If you enter a code for weather conditions that is not in the table, the system displays an error message. This field applies only to the code format (C).
Remark 1 Column Title	The heading for a column on Supplemental Data Entry that relates to the first Remark field on a data entry form. It contains additional information and remarks. . . . . *Form-specific information* . . . . This field applies only to the code format (C).
Remark 2 Column Title	The heading for a column on Supplemental Data Entry that relates to user defined codes. This heading describes the second Remark field on the data entry form. It contains additional information and remarks. For example, if the data type relates to the educational degrees of employees, the heading could be College or University. . . . . *Form-specific information* . . . . This field applies only to the code format (C).

See Also

- *Setting Up User Defined Codes (P00051)* in the *General Account I Guide* for information about setting up the code type table

Work with Business Unit Supplemental Data

```
┌─────────────────────────────────────┐
│ G09        General Accounting        │
│            Enter 27                  │
└──────┬──────────────────────────────┘
       │
       │    ┌─────────────────────────────────────┐
       │    │ G0931    Advanced and Technical      │
       └───▶│          Operations                  │
            │          Choose Business Unit        │
            │          Supplemental Data           │
            └──────┬──────────────────────────────┘
                   │
                   │    ┌─────────────────────────────────────┐
                   │    │ G09312   Business Unit               │
                   └───▶│          Supplemental Data           │
                        │          Choose Supplemental Data    │
                        │          Entry                       │
                        └─────────────────────────────────────┘
```
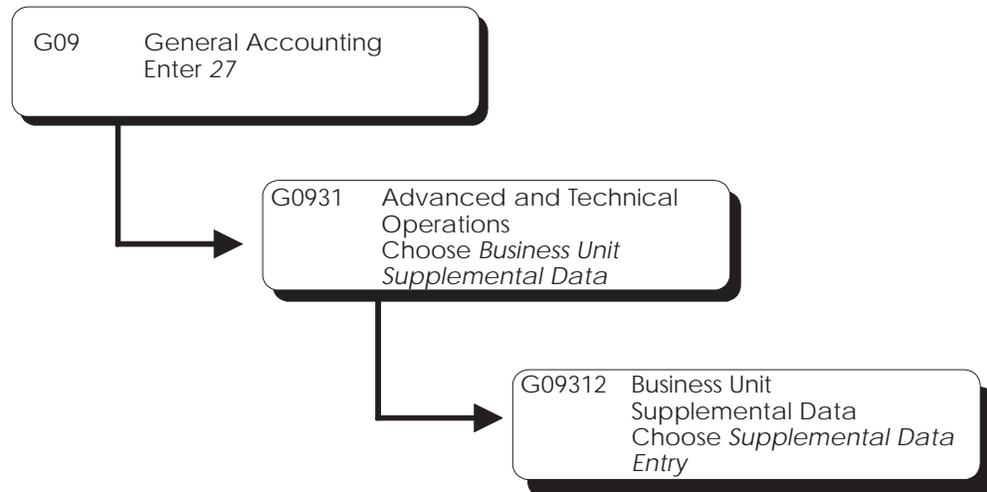
Working with Business Unit Supplemental Data

You can determine which types of supplemental data have been entered for your business units and then enter additional information in either the code or narrative format.

Working with business unit supplemental data consists of:

- ❏ Entering coded entries

- ❏ Copying coded entries

- ❏ Entering narrative text

- ❏ Copying narrative text

```
[00691] - Supplemental Data Entry                                    _ □ X
Functions    Options   Tools   Help

         Business Unit              5001   Main Terminal Building
         Company               00050       A Model Construction Mgmt Co


                   OP │        Data Type        │ C/N
                      │ Daily Job Logs           │ C
                      │ Ground Conditions        │ C
                      │ Incident Log             │ C
                      │ Legal Description        │ N
                      │ Precipitation            │ C
                      │ General Remarks          │ N
                      │ Wind Conditions          │ C




  ✔  ✖                                                            ⬆
 Opt: 1=Select & Update   F17=Next Profile  F18=Prev Profile  F24=More Keys      MW  ⬇
```
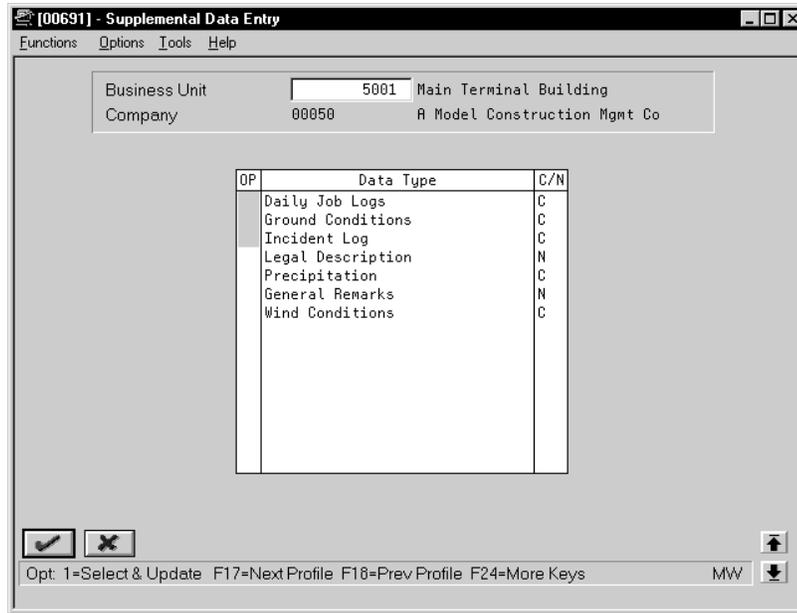
Before You Begin

❑ Set up your supplemental data types

Entering Coded Entries

To enter coded entries, you enter specific information on the data entry form that corresponds to each data type that you have set up. This information can include dates, amounts, and categories.

You can have multiple lines of supplemental data for any data type.

The names of some fields are based on the names you entered when you set up the data type. The fields for which you can provide names include:

- Code Title
- Amount Title
- Remark 1 Title
- Remark 2 Title

You also specify whether the system verifies the codes against user defined codes. The system stores supplemental code data in the Business Unit Supplemental Data Codes table (F00692).

Example: Entering Coded Entries

Your construction company has set up these coded data types:

- Ground conditions
- Precipitation
- Wind conditions
- Daily job logs
- Incident log

You can enter specific information for each job site on the data entry form that corresponds to each data type. For example, on the Ground Conditions form, you can create an entry for a specific category of ground condition and fields for each condition, including:

- The beginning date
- The number of days of delay caused by that condition
- Remarks

▶ **To enter a coded entry**

On Supplemental Data Entry

1. Complete the following field:
   - Business Unit
2. For any data type with a C (code) format, choose Select & Update to access User Defined Code Entry – Business Unit.

```
[00692] - User Defined Code Entry - BU                          _ □ ×
Functions   Options   Tools   Help
                            ┌─── Daily Job Logs ──────────────────────────┐
                            │           Type Data        DL                │
                            │           Company          00050             │
                  Business Unit    │  5001 │ Main Terminal Building         │
                            └──────────────────────────────────────────────┘


   │O│ Log Type │  Date   │ Description │                │   Summary Description      │
   │ │ MATERIAL │06/20/98 │             │                │Recd. 10" Ceramic Sewer Pipe│
   │ │ SUBCONTR │01/21/98 │             │                │Approved Schedule - Digger Inc│




   [✓] [✗]                                  [ i ] [ ▲ ] [ ✚ ] [ ▬ ]  [⬆]
   Opt: 1=Narrative Text  F4=Detail  F16/F17/F18=Sort by Key/Date  F24=More    MW  [⬇]
```
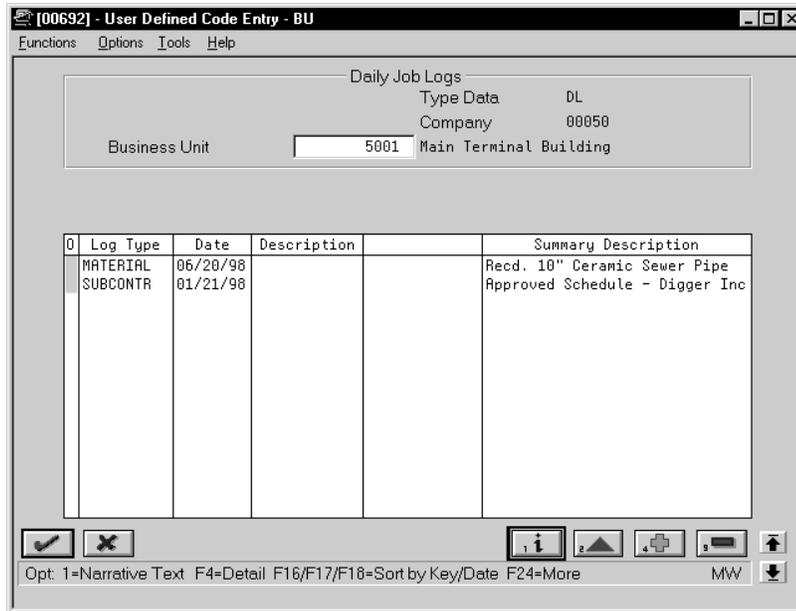
3. On User Defined Code Entry – Business Unit, complete any of the following fields:

   - Log Type

   - Date

   - Summary Description

4. To enter the record, do one of the following:

   - In WorldSoftware, press Enter.

   - In WorldVision, click Add.

Copying Coded Entries

You can copy any coded entry that applies to more than one customer record.

▶ **To copy a coded entry**

On Supplemental Data Entry

1. Complete the following field:

   - Business Unit

2. For any data type with a C (code) format, choose Select & Update to access User Defined Code Entry – Business Unit.

3. On User Defined Code Entry – Business Unit, complete the following field:

- Business Unit

4. To copy the record, do one of the following:

    - In WorldSoftware, press Enter.

    - In WorldVision, click Add.

What You Should Know About

Overriding coded entries	If a line of information in the source business unit has the same code and date as a line in the destination business unit, the source business unit overrides it.

Entering Narrative Text

Narrative text is associated with one of the following:

- A narrative data type

- A specific line of information for a coded data type

The system stores narrative text information in the Business Unit Supplemental Data Text table (F00693).

Example: Entering Narrative Text

Your construction company has set up these narrative data types:

- Legal description

- General remarks

You can enter specific narrative information for each job site that corresponds to each narrative data type. For example, on Text Entry — Business Unit for the legal description, you can enter free-form text for the legal description of the job site.

▶   **To enter narrative text**

On Supplemental Data Entry

1. Complete the following field:

    - Business Unit

2. For any data type with an N (narrative) format, choose Select & Update to access Text Entry – Business Unit.

```
[00693] - Text Entry - Bus. Unit                                      _ □ ×
Functions   Options   Tools   Help

                                              Company            00050
                                Legal Description   Type Data         LG

           Business Unit              5001   Main Terminal Building

                                                                        OP
           20,000 Acres located north of Airport Boulevard and east of proposed E-470 in
           Adams County.




     ✔   ✖                              i    ▲   ✚   ▬   ▲
     Opt: 1=Insert Lines  9=Delete Line  6=Copy Text   F24=More Keys       MW   ▼
```
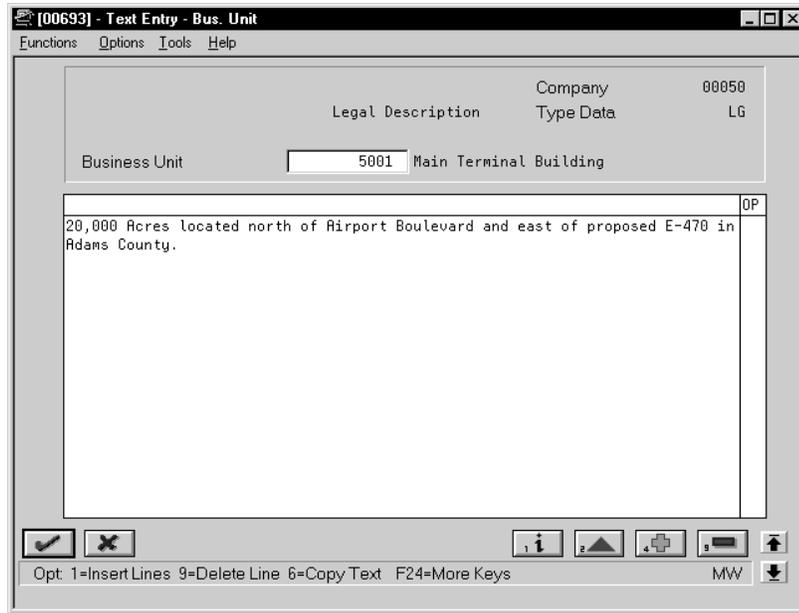
3. On Text Entry – Business Unit, enter text.

4. To enter narrative text, do one of the following:

    - In WorldSoftware, press Enter.

    - In WorldVision, click Add.

Copying Narrative Text

You can copy narrative text to assign the same text to multiple data types.

▶ **To copy narrative text**

On Supplemental Data Entry

1. Complete the following field:

    - Business Unit

2. For any data type with an N (narrative) format, choose Select & Update to access Text Entry – Business Unit.

3. On Text Entry – Business Unit, choose Copy Text.

4. Use the Change action.
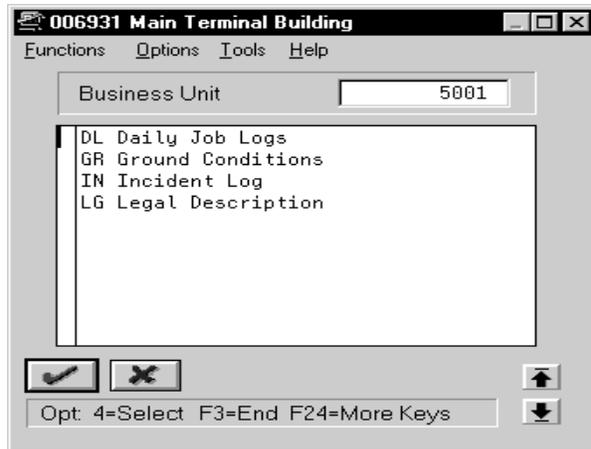
5. On Business Unit – Copy – Data Type, select the data type from which you want to copy text.
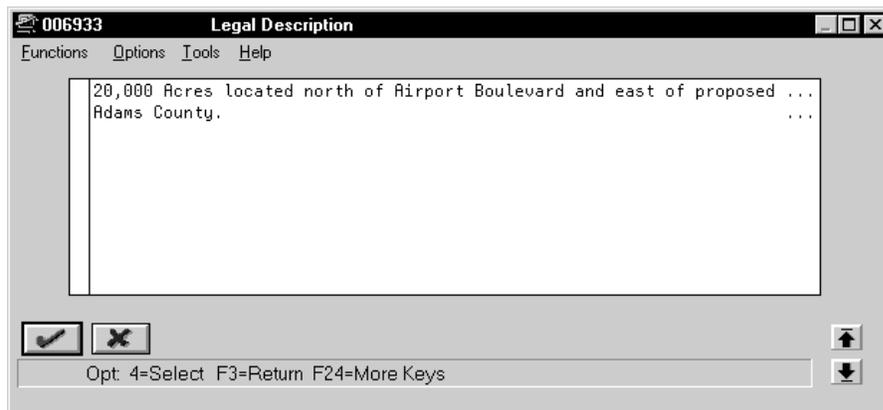
6. Select the lines of text that you want to copy.

View Business Unit Supplemental Data

```
┌─────────────────────────────────┐
│ G09      General Accounting      │
│          Enter 27                │
└──────┬──────────────────────────┘
       │
       │    ┌─────────────────────────────────┐
       │    │ G0931    Advanced and Technical  │
       └───▶│          Operations              │
            │          Choose Business Unit    │
            │          Supplemental Data       │
            └──────┬──────────────────────────┘
                   │
                   │    ┌─────────────────────────────────┐
                   │    │ G09312   Business Unit           │
                   └───▶│          Supplemental Data       │
                        │          Choose an option        │
                        └─────────────────────────────────┘
```
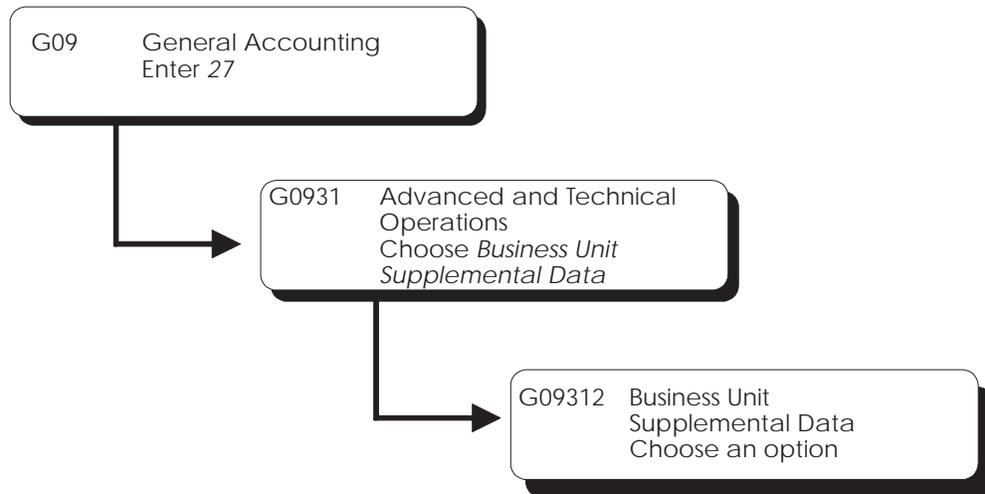
Viewing Business Unit Supplemental Data

View business unit supplemental data to ensure that your business units and data types are set up properly.

Complete the following tasks:

❑ View data by business unit

❑ View data by data type

Before You Begin

❑ Set up security, if applicable. See *Setting Up Business Unit Supplemental Data Security*.

Viewing Data by Business Unit

You view data by business unit when you want to review the master information about a business unit and the supplemental information with which it is associated.

▶   **To view data by business unit**

On Inquiry by Business Unit

```
[00620] - Inquiry by Business Unit                           _ □ ×
Functions   Tools   Help

  Business Unit          5001
                 Main Terminal Building      Level of Detail      2
                 Master Project              Posting Edit
                 $2.7 Billion Budget         Division
  Company        00050   A Model Construction Mgm   Region
  Type Bus. Unit JB  Job Cost                Group

    Daily Job Logs
     Log Type    Date    Description              Summary Description
    MATERIAL   06/20/98                     Recd. 10" Ceramic Sewer Pipe
    End Dt                        Entered By Bill Bailey
    Recieved 10 pallets of 10" Ceramic Pipe 6/20/98. Inspected for damage, none
    found.
    SUBCONTR   01/21/98                     Approved Schedule - Digger Inc
    End Dt                        Entered By John Smith
    Reviewed and Approved schedule for Digger, Inc. Fits into overall project
    schedule.

    Ground Conditions
    Grnd. Con.  Date    Description   Delay Days         Remarks
    DRY       06/01/98                     Excellent Conditions

  ✔  ✖                                                            ⬆
             F24=More Keys                               MW  ⬇
```

1. Complete the following field:

    • Business Unit

2. Complete the following optional fields:

    • Type Business Unit

    • Level of Detail

    • Division (Category Code 1)

    • Region (Category Code 2)

    • Group (Category Code 3)

Field	Explanation
Type Business Unit	A code that identifies the classification of the business unit. This is a user defined code (system 00, type MC).
	. . . . *Form-specific information* . . . .
	A code that identifies the classification of the business unit. This is a user defined code (system 00, type MC).

Field	Explanation
Level of Detail	A code that identifies the relationship of parent and subordinate business units in a hierarchy. Up to nine levels of detail are available.
	An example would be a project number 10000 for Office Parks that has a level of detail of 2. Subordinate to the Office Parks project are the North and the South Office Parks with job numbers of 10010 and 10020, respectively, and each with a level of detail of 3. Subordinate to the North and South Office Parks are Buildings A and B and Buildings C and D, respectively, and each with a level of detail of 4.
Division	Category code 1 associated with the Business Unit Master table (F0006). This is a user defined code (system 00, type 01) that the system uses in flex account mapping and in printing selected information on reports.
Region	Category code 2 associated with the Business Unit Master table (F0006). This is a user defined code (system 00, type 02) for use in flex account mapping and in printing selected information on reports.
Group	Category code 3 associated with the Business Unit Master table (F0006). This is a user defined code (system 00, type 03) for use in flex account mapping and in printing selected information on reports.

Viewing Data by Data Type

You can view information for a specific data type, such as the legal description of the location for each job or the incident log for each job. Information appears in either code or text format, depending on the data type you specify.

▶   **To view data by data type**

On Inquiry by Data Type
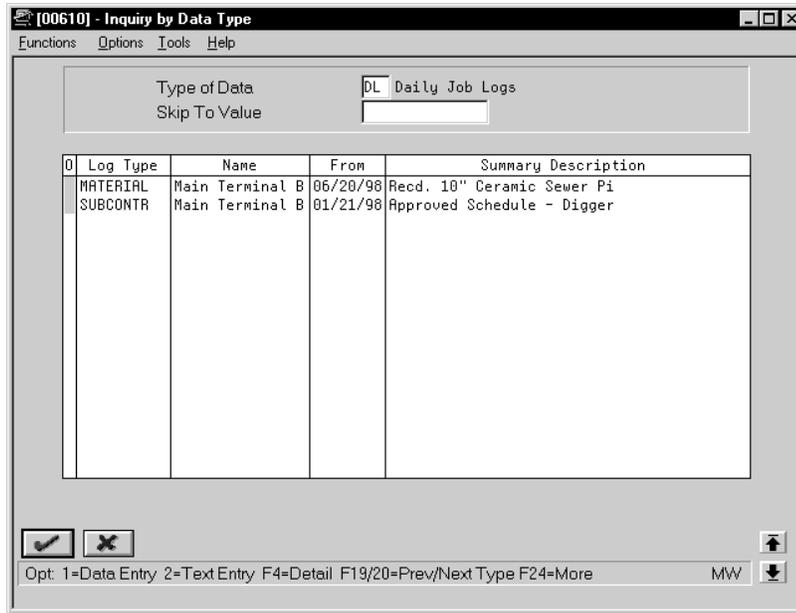
1. Complete the following field:

    *   Type of Data

2. To limit your selection, complete the following field:

    *   Skip to Value

3. For detailed information on coded data types only, access the fold area.
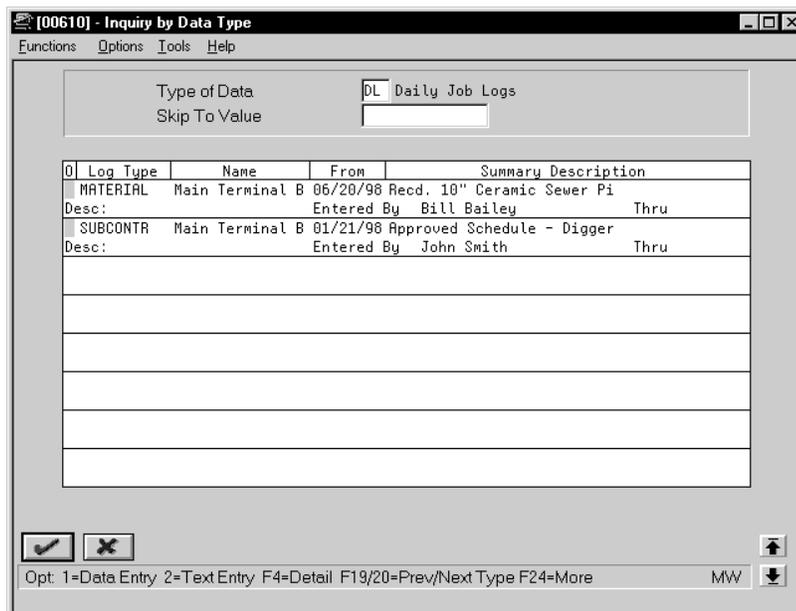
Exercises

See the exercises for this chapter.

Print Business Unit Supplemental Data

```
┌─────────────────────────────────────┐
│ G09      General Accounting          │
│          Enter 27                    │
└──────┬──────────────────────────────┘
       │
       │        ┌──────────────────────────────────────┐
       │        │ G0931    Advanced and Technical       │
       └───────▶│          Operations                   │
                │          Choose Business Unit          │
                │          Supplemental Data             │
                └──────┬───────────────────────────────┘
                       │
                       │        ┌──────────────────────────────────┐
                       │        │ G09312   Business Unit            │
                       └───────▶│          Supplemental Data         │
                                │          Choose an option          │
                                └──────────────────────────────────┘
```
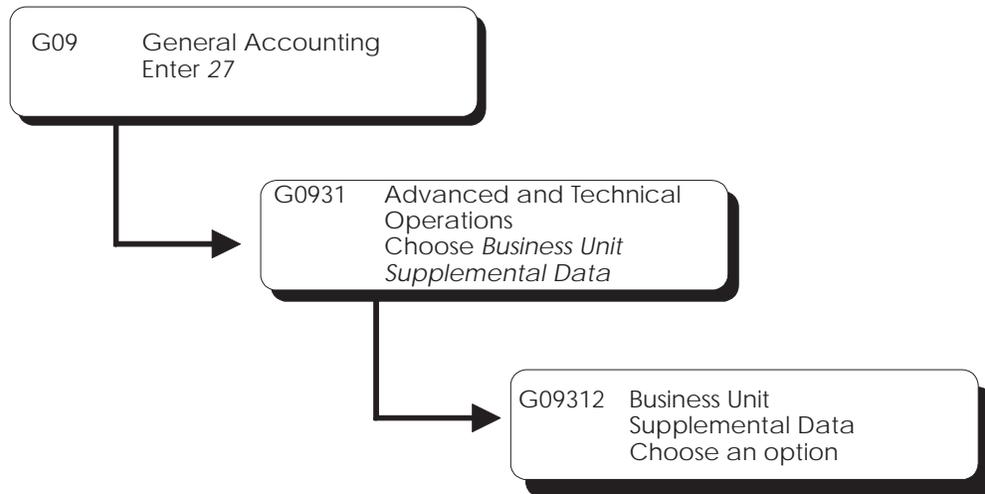
Printing Business Unit Supplemental Data

You can print a list of the business unit supplemental data items that you track. Printing reports for business unit supplemental data consists of:

❑ Printing the Data by Data Type report

❑ Printing the Data by Business Unit report

These are DREAM Writer reports.

These reports provide a summary of data that is stored in the following tables:

- Business Unit Types of Data (F00690)
- Business Unit Supplemental Data Codes (F00692)
- Business Unit Supplemental Data Text (F00693)

You can print two DEMO versions of each report. One report sorts business units alphabetically and the other report sorts them numerically.

Before You Begin

❑ Verify that you have information stored as business unit supplemental data

See Also

- *Setting Up Business Unit Data Types (P00690).*

Printing the Data by Data Type Report

Run the Data by Data Type report to print supplemental data associated with each data type.

```
  00640                                     J.D. Edwards & Company                        Page Number      1
                                      All Business Unit by Data Type-BU number            Date        5/09/98


Daily Job Logs
==============================
                                        Effective Date
Bus. Unit      Name                     From    Through     Summary Description           Entered By
-----------  ----------------------   -------- -------- -----------------------------  ----------------------------


Log Type  . . . . . MATERIAL
. . . . . . . . . .
          5001 University Center       06/20/98        Recd. 10" Ceramic Sewer Pipe   Bill Bailey
                 Recieved 10 pallets of 10" Ceramic Pipe 6/20/98. Inspected for damage, none
                 found.



Log Type  . . . . . SUBCONTR

. . . . . . . . . .
          5001 University Center       01/21/98        Approved Schedule - Digger Inc John Smith
                 Reviewed and Approved schedule for Digger, Inc. Fits into overall project
                 schedule.
```

What You Should Know About

Column titles	Column titles are dependent upon the descriptions entered in the Remark 1 and 2 fields of the fold area on Define Your Own Data Types
Report headings	The headings on the reports are the titles you specified on Define Data Types. If you entered a title for the Amount field on Define Data Types, the system prints totals of the amounts entered.

Processing Options for Data by Data Type

```
Enter a 'N' to bypass printing text
information on the report.  Default of
blank will print the text.
```

Data Sequence for Data by Data Type

You can generate this report by:

Business unit with a data type	To show all business units that have a specific data type (for example, Incident Log), use the following sequence: • Type Data • User Defined Code
Data type within a business unit	To show all data types within each business unit, the user defined code can be in any other sequence.

Printing the Data by Business Unit Report

Run the Data by Business Unit report to print supplemental data associated with each business unit.

```
   00650                                    J.D. Edwards & Company                      Page Number      1
                                     Business Unit Supplemental Data - By BU#           Date      5/09/98
Business Unit. . . .        5001
                   University Center                         Level of Detail. . . 2
                   Master Project                            Posting Edit . . . .
                   $2.7 Billion Budget                       Division . . . . . .                         .
Company. . . . . .    50 A Model Construction Mgmt Co        Region . . . . . . .                         .
Type Business Unit . JB   Job Cost                           Group. . . . . . . .                         .
Daily Job Logs
=============================
                     Effective
   Log Type    From   Through     Summary Description            Entered By
 ---------- -------- -------- ----------------------------- -------------------------
   MATERIAL   06/20/98          Recd. 10" Ceramic Sewer Pipe   Bill Bailey
                                Recieved 10 pallets of 10" Ceramic Pipe 6/20/98. Inspected for damage, none
                                found.
   SUBCONTR   01/21/98          Approved Schedule - Digger Inc John Smith
                                Reviewed and Approved schedule for Digger, Inc. Fits into overall project
                                schedule.
Ground Conditions
=============================
                     Effective
   Grnd. Con.   From   Through           Remarks                           Delay Days
 ---------- -------- -------- ----------------------------                 -------------
   DRY        06/01/98          Excellent Conditions
   MUD        03/01/98          Equipment unable to move                      2.00
                                Attempting to pour concrete footers. Concrete trucks unable to get to forms
                                due to severe mud conditions.
   20+        01/01/98          Unable to move soil                          15.00
                                40" of frost, unable to break up soil. Earthwork contractor unable to move
                                earth to prep. for grade beams.
                                                                            -------------
                                                                    Total    17.00
Incident Log
=============================
                     Effective
     Type      From   Through            Entered By                        Damage Est
 ---------- -------- -------- ----------------------------                 -------------
   EQUIP      05/31/98          Ron Smith                                   3,500.00
   INJURY     05/15/98          John Jones                                 45,000.00
                                Ironworker fell from second level deck.  Railings not installed. OSHA to
                                investigate.
   PROP       04/30/98          Bill Bailey                                 2,500.00
                                High winds in excess of 45 mph blew decking off second level.
                                                                            -------------
                                                                    Total   51,000.00
```

Processing Options for Data by Business Unit

Enter a 'N' to bypass printing text   _____
information on the report. Default of
blank will print the text.

Data Sequence for Data by Business Unit

To run the report in business unit alphabetical order, insert Description 01 in the sequence before Business Unit.

Set Up Business Unit Supplemental Data Security

```
┌─────────────────────────────────────┐
│ G09        General Accounting        │
│            Enter 27                  │
└─────────────────────────────────────┘
         │
         │        ┌──────────────────────────────────┐
         │        │ G0931    Advanced and Technical  │
         └───────▶│          Operations              │
                  │          Choose Business Unit    │
                  │          Supplemental Data       │
                  └──────────────────────────────────┘
                           │
                           │     ┌──────────────────────────────┐
                           │     │ G09312   Business Unit        │
                           └────▶│          Supplemental Data    │
                                 │          Choose Supplemental Data │
                                 │          Security             │
                                 └──────────────────────────────┘
```
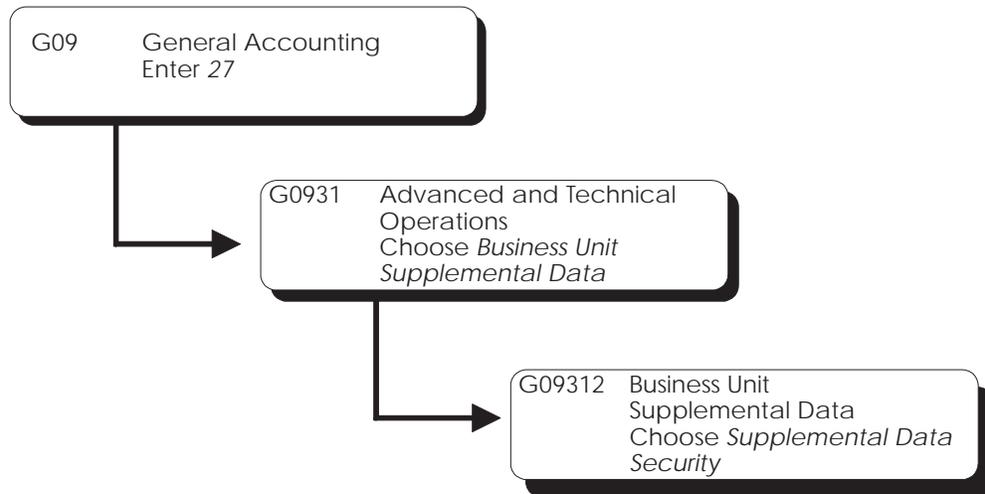
Setting Up Business Unit Supplemental Data Security

All users have access to all business unit supplemental data, unless you set up security. Setting up security for supplemental data enables you to control user access to:

- Data entry forms

- Inquiry forms

- Reports

Security is based on user IDs and supplemental data types. The system stores security information in the Supplemental Data Type Security table (F0080).

Before You Begin

❏ Determine which supplemental data types that each user can access

▶ **To set up business unit supplemental data security**

On Supplemental Data Security
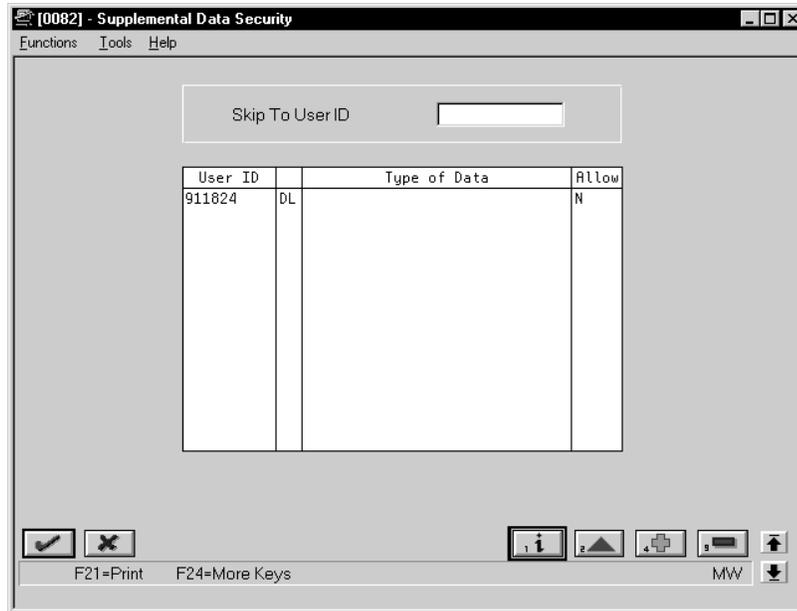
1. Complete the following fields:

    - User ID

    - Type of Data

    - Allow

2. To add the record, do one of the following:

    - In WorldSoftware, press Enter.

    - In WorldVision, click Add.

Field	Explanation
User ID	The IBM-defined user profile.
	. . . . *Form-specific information* . . . .
	The Skip To User ID field in the upper part of the screen lets you specify the user ID you want displayed at the top of the list. If the list includes many pages of information, this field eliminates the need to scroll through the list when searching for a specific user.
	If you use *PUBLIC in the User ID field, you can secure a data type for all users that are not specified individually.
Type of Data	Identifies a data type, which is used to group similar information.
Allow	A code that indicates whether a user is allowed access to the function key or selection. Valid codes are: Y Yes, allow access. N No, prevent access. blank Allow access. This is the default.

52 Period Accounting

Objectives

- To set up periods for 52 period accounting
- To update the 52 period accounting balances
- To change data to 52 period account balances

About 52 Period Accounting

In comparison to the standard 12 period accounting, 52 period accounting helps businesses track perishable items in frequent accounting intervals. For example, grocery stores typically use 52 period accounting to report their financial status on a weekly basis.

You can establish 52 accounting periods per year, plus two extra periods for adjustments.

Complete the following tasks for 52 period accounting:

❏ Set up 52 period accounting

❏ Close a 52 period year

❏ Change to 52 period accounting

How Does 52 Period Accounting Differ from 12-to-14 Period Accounting?

In contrast to 12-to-14 period accounting, 52 period accounting requires you to:

1. Set up date patterns for 52 periods.
2. Set up financial reporting dates for 52 period accounting.
3. Set the processing option in the post program for 52 period accounting. The system posts the transactions in the Account Balances table (F0902) and the Account Balances – 52 Period Accounting table (F0902B).
4. Run the Annual Close for 52 Period Accounting at the end of each fiscal year after you run the Close Year program.

Can You Change to 52 Period Accounting?

You can change from 12-to-14 period to 52 period accounting. If you have data in the 12-to-14 period balances that you want to include in the 52 period format, you must set up your system for 52 period accounting and then run the Repost for 52 Period program.

Set Up 52 Period Accounting

```
┌────────────────────────────────────┐
│ G09      General Accounting        │
│          Enter 27                  │
└────────────────────────────────────┘
        │
        ▼
    ┌────────────────────────────────────────┐
    │ G0931    G/L Advanced & Technical      │
    │          Operations                    │
    │          Choose 52 Period Accounting   │
    └────────────────────────────────────────┘
                │
                ▼
        ┌────────────────────────────────────────┐
        │ G09313   52 Period Accounting          │
        │          Choose an option              │
        └────────────────────────────────────────┘
```
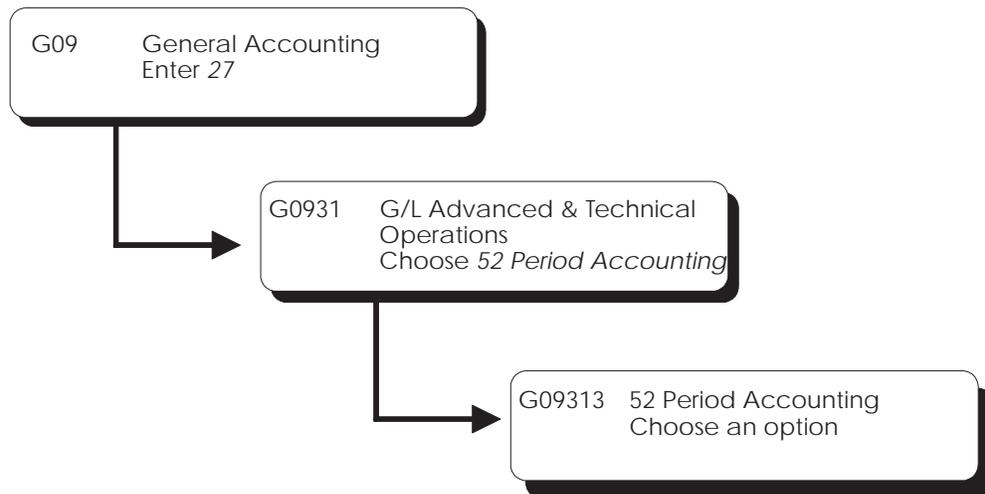
Setting Up 52 Period Accounting

You might need to set up 52 period accounting if your organization deals with perishable goods, such as groceries, that require you to produce financial reports on a weekly basis.

Setting up 52 period accounting consists of:

❑ Setting up fiscal date patterns

❑ Setting up financial reporting dates

Setting Up Fiscal Date Patterns

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

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

The system stores 52 period dates in the Fiscal Date Patterns table (F0008B).

What You Should Know About

Yearly date pattern You must add a date pattern for each year. When you set up a future year's date pattern, the system accepts transactions for dates within that pattern and warns you if they are PACO (Posted After Cutoff) or WACO (Way After Cutoff).

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

Date pattern Dates must be in proper format, for example, 09/01/98 (September 1, 1998). Also, it must correspond with a standard date pattern with the same pattern name.

You must set the date pattern with:

- Dates for each period. If you receive an error message when you enter a date, check the date pattern. The system considers any date not set up to be invalid during data entry.
- Periods in sequential order and having the same beginning and ending dates as the fiscal year pattern. Otherwise, the system uses the fiscal year pattern to determine the correct fiscal year.
- Fiscal years in sequential order. Gaps in the date pattern at either the period level or the fiscal year level prevent the system from posting properly.

Deleting date patterns You cannot delete a date pattern if the pattern code and fiscal date are a valid combination in the Company Constants table (F0010).

See Also

- *Setting Up Fiscal Date Patterns (P00105)* in the *General Accounting I Guide*

▶   **To set up fiscal date patterns**

On Set 52 Period Dates

1. Complete the following fields:

    *   Fiscal Date Pattern Code

    *   Beginning of Fiscal Year

    *   Fiscal Year Century (unlabeled)

    *   Date Pattern Type

    *   Period End Dates

    *   Period End Centuries

2. To add the record, do one of the following:

    *   In WorldSoftware, press Enter.

    *   In WorldVision, click Add.

Field	Explanation
Fiscal Date Pattern Code	A code that identifies date patterns. You can use one of 15 codes. You must set up special codes (letters A through N) for 4-4-5, 13 period accounting, or any other date pattern unique to your environment. An R, the default, identifies a regular calendar pattern.
Beginning of Fiscal Year	The first day of the fiscal year. A fiscal year spanning 1998 – 1999 and beginning September 1 would be entered as 090198 (US date format).

Field	Explanation
Fiscal Year Century	This is the century associated with the fiscal year. The century number is the first two digits of the fiscal year. For example, if the fiscal year is 1998, the century number is 19. If the fiscal year is 2003, the century is 20.
Date Pattern Type	This field is used by FASTR to determine the column headings to be printed on reports. It differentiates normal calendar patterns from 4–4–5 and 13 period accounting patterns. You can maintain headings for non-standard patterns in vocabulary override records R83360Mx, where x represents the value for this field.
Period End Dates	The month end date in 12 period (monthly) accounting. The period end date in 13 period, 52 period, or 4-4-5 period accounting.
Period End Century	This is the century associated with the period ending date. The century number is the first two digits of the year. For example, if the year is 1998, the century is 19. If the year is 2003, the century is 20.

Setting Up Financial Reporting Dates

Set a reporting date as of the current period and year. You can also locate or change a financial reporting date.

When you add a company, the system sets the financial reporting date to the current period and year. This date never changes unless you manually change it. All financial and FASTR reports use this date unless you override it in the processing options for each report version. You can also generate reports using World Writer.

If the period is incorrect on your financial reports, verify the reporting period and year.

▶   **To set up financial reporting dates**

On Set Financial Reporting Date

1. Complete the following fields:

    - 52 Period Financial Reporting Period

    - 52 Period Financial Reporting Year

    - 52 Period Normal Number of Periods

2. To add the record, do one of the following:

    - In WorldSoftware, press Enter.

    - In WorldVision, click Add.

Field	Explanation
52 Period Financial Reporting Period	This period number allows you to specify a default financial reporting date different from the actual accounting period. Because financial report preparation often lags behind the actual closing of books, this facility allows you to close a month without having to finish all financial statements. By changing this single parameter you can execute any prior period financial statement.
52 Period Financial Reporting Year	The year in which these financial statements are to be prepared. Note: A fiscal year spanning 1998-1999 would be expressed as 98.
52 Period Normal Number of Periods	The actual number of accounting periods, not including adjustment periods.

See Also

- *Defining Defaults* in the *FASTR Guide* to generate reports
- *World Writer Reference Guide* to generate reports

Close a 52 Period Year

```
G09      General Accounting
         Enter 27


              G0931    G/L Advanced & Technical
                       Operations
                       Choose 52 Period Accounting


                            G09313   52 Period Accounting
                                     Choose Annual Close for
                                     52 Period
```
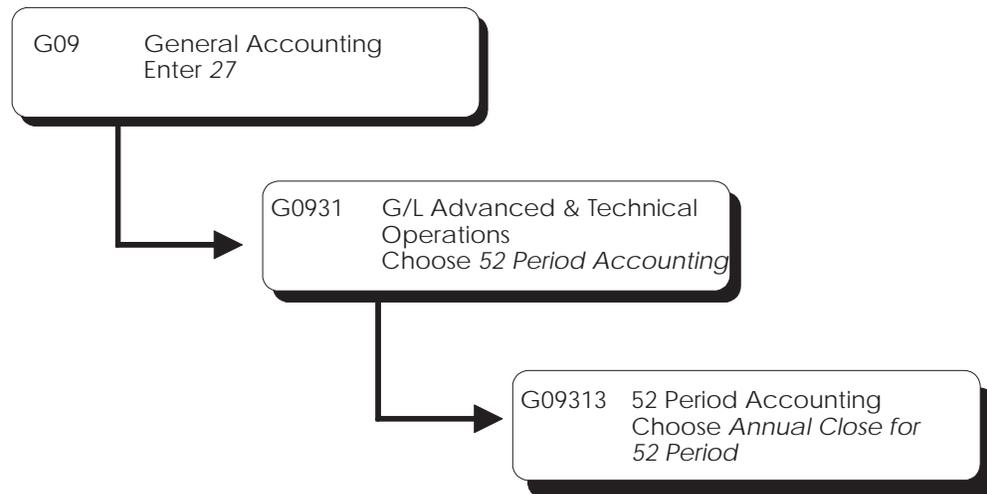
Closing a 52 Period Year

To close a year and update the beginning account balances, you must process an annual close for the 52 periods.

The Annual Close for 52 Period program updates balances from the Account Balances table (F0902) to the Account Balances – 52 Period Accounting table (F0902B). It updates amounts for the following:

- Prior year end net

- Prior year end cumulative

- Beginning budget

- Projected over/under

- Percent complete

- Projected final

- Budget requested

- Budget approved

- Week-to-date

This is a DREAM Writer program.

Before You Begin

❑ Close the year to update the Account Balances table

Data Selection for Annual Close for 52 Period

If the selection criteria for the Annual Close for 52 Period Accounting and Repost for 52 Period programs are the same, the results are the same except that the repost also updates the 54 amount categories from the Account Ledger table (F0911).

Change to 52 Period Accounting

```
┌─────────────────────────────────────┐
│ G09      General Accounting          │
│          Enter 27                    │
└─────────────────────────────────────┘
          │
          │        ┌─────────────────────────────────────┐
          │        │ G0931    G/L Advanced & Technical    │
          └───────▶│          Operations                  │
                   │          Choose 52 Period Accounting │
                   └─────────────────────────────────────┘
                            │
                            │        ┌──────────────────────────────────────┐
                            │        │ G09313   52 Period Accounting         │
                            └───────▶│          Choose Repost for 52 Period  │
                                     └──────────────────────────────────────┘
```
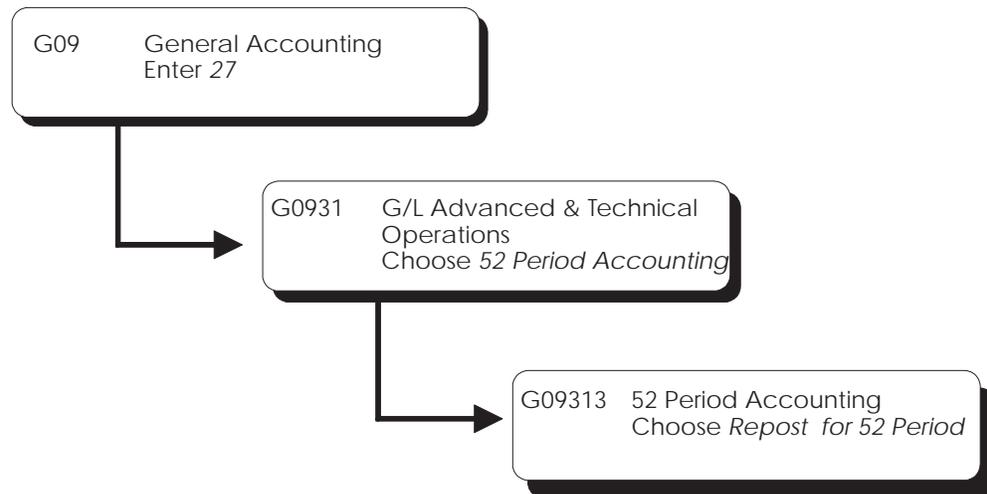
Changing to 52 Period Accounting

You can change amounts in 12-to-14 period account balances to 52 period account balances. To do this, you must post transactions to the Account Balances table (F0902) and then run Repost for 52 Period.

The Repost for 52 Period program reposts the Account Ledger table (F0911) to the Account Balances – 52 Period Accounting table (F0902B). This program uses the Fiscal Date table (F0008B) with 54 period-ending dates to determine the period number. After you run this program, you can print a FASTR report to verify the balances.

This is a DREAM Writer program.

If the G/L date or fiscal date does not exist in the Fiscal Date table, the system does not update transactions from the Account Ledger table to the Account Balances table. The system reposts only posted, non-summarized records.

Before You Begin

❏ Set up the fiscal date pattern for 52 period

❏ Set the processing option in the standard post program to post for 52 periods. Run the standard post program. For more information, see *Posting Journal Entries* in the *General Accounting I Guide*.

Data Selection for Repost for 52 Period

Do not enter a fiscal period. You must enter the fiscal year.

Cash Basis Accounting

Objectives

- To use cash basis accounting in conjunction with accrual basis accounting
- To set up cash basis accounting
- To create cash basis entries
- To review and post cash basis entries

About Cash Basis Accounting

Due to a requirement in an oil well lease, venture capital, or partnership, you might be required to use cash basis accounting.

Cash basis accounting recognizes revenue when monies are received and expenses when monies are paid out. The timing of receipts and disbursements might differ from the period of operating activities. Therefore, the period in which cash basis transactions are recorded might differ from transactions that are recorded for the accrual accounting period.

The General Accounting system always maintains a set of books on the accrual basis. If you want cash basis entries in addition to accrual entries, the system generates a parallel set of books. The ledger type code distinguishes the two sets of books. Accrual entries are recorded in the AA (actual amount) ledger. Cash basis entries are recorded in the AZ (cash basis) ledger.

Cash basis accounting consists of:

❏ Setting up cash basis accounting

❏ Working with cash basis entries

❏ Printing cash basis reports

What Is the Process for Cash Basis Accounting?

After you perform your initial setup for cash basis accounting, you use the J.D. Edwards three-tier process to manage cash basis accounting.
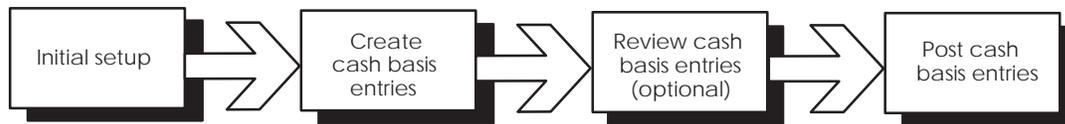
Initial Setup

Before the system creates cash basis entries, you must:

- Define AAIs for:
    - A suspense revenue account for unapplied receipts
    - A/P and A/R balancing accounts for tax accruals and distribution rounding errors
- Identify the document types of the accrual entries that are *not* used to create cash basis entries
- Define document types for the cash basis entries

Create Cash Basis Entries

The system creates cash basis entries in the AZ ledger based on the existing accrual entries in ledger AA. It also creates cash basis units (a user defined ledger type, such as ZU) using entries from the AU ledger table, if applicable.

You can have the system create cash basis entries:

- As a separate process, which lets you review the entries before posting
- As a combined process, which includes the post

Review Cash Basis Entries

The review process is optional. You can review only entries that the system creates as a separate process. You can correct individual items in a batch and change the batch status.

Post Cash Basis Entries

You can have the system post cash basis entries:

- As a separate process, which posts entries to the AZ ledger when the system creates cash basis entries.
- As part of a combined process that includes creating the cash basis entries. This method:
    - Posts the AA ledger entries
    - Creates the AZ ledger entries

- Posts the newly created entries to the AZ ledger

How Are Entries That Originated Elsewhere Processed?

The system processes entries that originate in other systems in the following ways:

A/R
Cash basis entries are not created until monies are received. The system debits the bank account and credits the revenue account on the invoice. The G/L date that the system uses is the date of the receipt. If there are multiple revenue accounts, partial receipts are prorated for each revenue account. For unapplied receipts, the system searches for the account defined in the following AAI items:

- CByyyy (where yyyy is the G/L offset from the unapplied receipt). If the system does not locate it, the system searches for the next AAI item.
- CBUC. If the system does not locate it, the system searches for the next AAI item.
- RCyyyy (where yyyy is the A/R offset from the unapplied receipt). A message prints on the exception report if this account is used.

A/P
Cash basis entries are not created until payment is made. The system debits the expense account on the voucher and credits the bank account. The G/L date that the system uses is the payment date. If there are multiple expense accounts, partial payments are prorated for each expense account.

Fixed Assets
If you create depreciation entries in the Fixed Assets system, the system prevents AZ records from being duplicated in the fixed asset subledgers. If an entry is within the range that is defined for cost accounts in AAIs, the system does the following when you post cash basis entries:

- Posts the entry to the Account Balances table (F0902)
- Posts the fixed asset subledger entry to the Item Account Balances table (F1202)
- Creates the AZ entry in the Account Ledger table (F0911)
- Identifies the AZ entry so that the fixed asset post program does not post it again to the fixed asset subledger
- Repeats the post in order to post the entry to the AZ ledger to the Account Balances table

Which Reports Can You Print?

You can print the following reports for cash basis accounting:

- Unposted Cash Basis
- Cash Basis Integrity Test
- Cash Basis Audit

Set Up Cash Basis Accounting

Setting Up Cash Basis Accounting

You must set up your system for cash basis accounting. This consists of:

❑ Setting up AAIs for cash basis accounting

❑ Setting up cash basis document types to be excluded

❑ Setting up valid cash basis document types

Setting Up AAIs for Cash Basis Accounting

The system uses the following AAIs for cash basis accounting.

Unapplied Receipts

You can record a receipt even if you do not know the invoice or account to which it should be applied. Later, you can match the unapplied receipt to the appropriate invoice.

You must set up two AAI items for unapplied receipts:

- CByyyy – The yyyy is the G/L offset from the unapplied receipt. The post program searches for this item first.

- CBUC – Cash basis unapplied receipt. If CByyyy is not set up, the system searches for this item.

The system credits the suspense revenue account when you create the cash basis entry for an unapplied receipt. It debits the suspense revenue account when you apply the unapplied receipt to an invoice.

A/P and A/R Balancing Accounts

You must set up the following AAIs to identify the A/P and A/R balancing accounts for tax accruals and distribution rounding errors:

- CBAP – Cash basis A/P balancing.

• CBAR – Cash basis A/R balancing.

See Also

• *Setting Up AAIs for General Accounting (P00121)* in the *General Accounting I Guide*

Setting Up Cash Basis Document Types to be Excluded

```
G09        General Accounting
           Enter 27

                     G0931     G/L Advanced & Technical
                               Operations
                               Choose Cash Basis Accounting

                                         G09314   Cash Basis
                                                  Choose an option
```
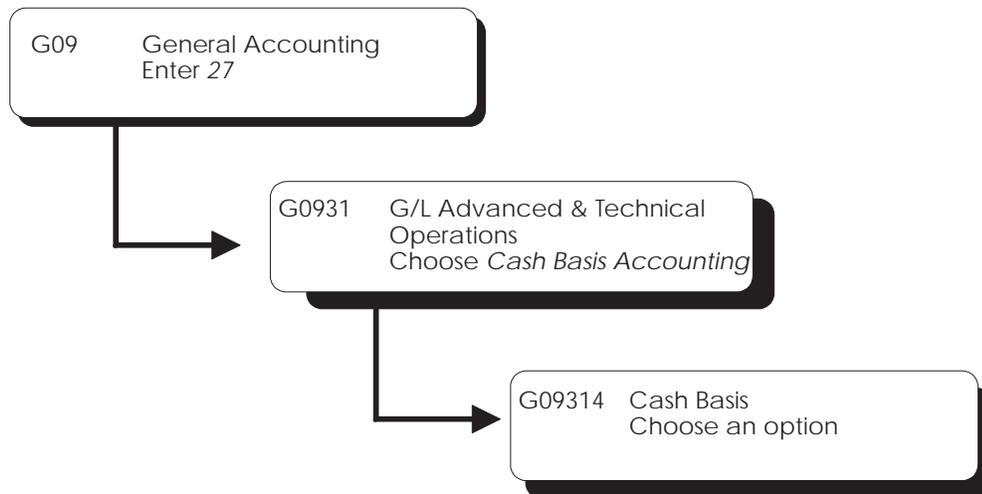
On Document Types to be Excluded you must identify the document types in ledger AA that you want the system to exclude when creating AZ ledger records. The system creates an entry in the AZ ledger for every entry in the AA ledger with a document type that does *not* appear in the user defined code list (00/DX).

You should exclude voucher (PV) and invoice (RI) records because the system processes these records when a payment is written and a receipt is applied rather than at entry time. You should also exclude entries that do not represent cash transactions, such as:

• Automatic entries (AE)

• Debit memos (RM)

• Credit memos (PM)

• Adjustments (RA)

• Recurring documents (PR and RR)

• Finance charges (RF)

• Accrued property taxes (JT)

See Also

- *Setting Up User Defined Codes for General Accounting (P00051)* in the *General Accounting I Guide*

Setting Up Valid Cash Basis Document Types

You must identify the document type that the system uses when copying an AA ledger entry to an AZ ledger entry. If you do not, the system assigns a document type. Multiple AA ledger document types can have the same document type in the AZ ledger.

If you do not set up the cash basis document types, the system uses the first character of the document type in the AA ledger entry and the letter Z for the second character. For example, an entry in the AA ledger has a document type of PT for electronic funds transfer. If you do not set up an AZ ledger document type to be assigned to all AA ledger entries with document type PT, the system assigns the document type PZ in the AZ ledger.

Whether you specify document types, or the system assigns document types, each document type in the AZ ledger must exist in the user defined code list (00/DT).

J.D. Edwards recommends that you do not use the same document type in both the AZ and AA ledgers. This could cause confusion when you locate a journal entry because the AA and AZ ledger records both appear. This could appear as if the record has been entered twice. Processing time is also lengthened because the system must distinguish the two records in the Account Ledger table (F0911).

▶ **To set up valid document types**

On Valid Document Types

```
[00051] - User Defined Code Revisions                    _ □ ×
Functions   Tools   Help

                            System Code              00
                            User Defined Codes       DT
                            Skip To Code          [        ]
                            Document Type - All Documents

     02 Character
     Code         Description              Description-2

     %           Percentage Journal Entry    Hard Coded use in G/L
     ##          Prior Year Transactions     Hard Coded use in G/L
     A           Inv. Cnv. - Adjustments
     AC          Lease Accrual / Deferral
     AD          Asset Disposal              Hard Coded use in F/A
     AE          Automatic Entries           Hard Coded
     AF          Adjusting Entries
     AG          Aggregate Invoice
     AJ          Service Billing Adjustments Hard Coded use in S/B
     AS          Asset Split                 Hard Coded use in F/A
     AT          Asset Transfer              Hard Coded use in F/A
     BA          Billing Adjustments         Hard Coded use in S/B
     BB          Bulk - Simple Blend

  ✔   ✖                            i       ▲    ⊕    ▬    ⬆

 F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More   MW  ⬇
```

Complete the first two positions of the following field with a 2-character code to correspond to the AA document type:

- Description-2

See Also

- *Setting Up User Defined Codes for General Accounting (P00051)* in the *General Accounting I Guide*

Work with Cash Basis Entries

```
┌─────────────────────────────────┐
│ G09      General Accounting      │
│          Enter 27                │
└─────────────────────────────────┘
           │
           │      ┌──────────────────────────────────────┐
           │      │ G0931    G/L Advanced & Technical      │
           └─────▶│          Operations                    │
                  │          Choose Cash Basis Accounting  │
                  └──────────────────────────────────────┘
                            │
                            │     ┌──────────────────────────────────┐
                            │     │ G09314   Cash Basis Accounting     │
                            └────▶│          Choose an option          │
                                  └──────────────────────────────────┘
```
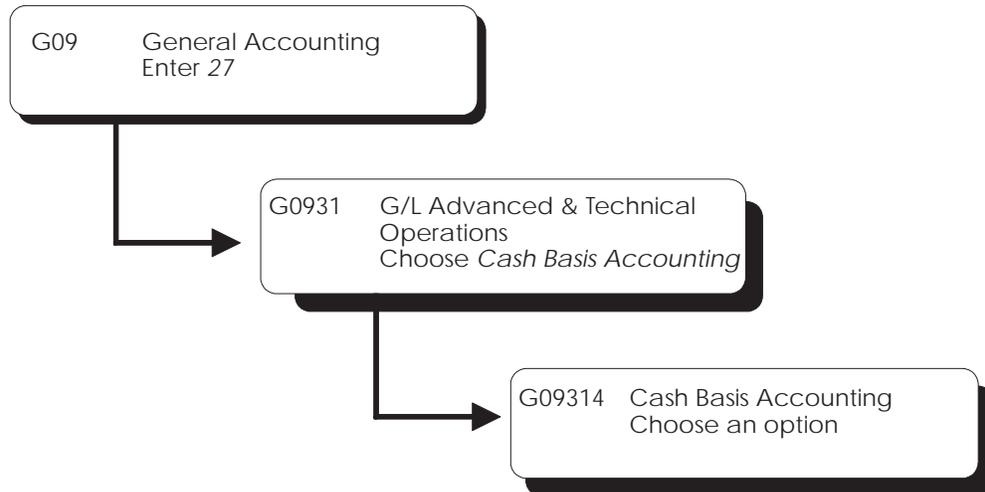
Working with Cash Basis Entries

Due to a requirement in an oil well lease, venture capital, or partnership, you
might be required to use cash basis accounting. To do so, you must create and
post cash basis entries. You might also need to review entries.

Working with cash basis entries consists of:

❑ Creating cash basis entries

❑ Reviewing cash basis entries

❑ Posting cash basis entries

Before You Begin

❑ Set up your system for cash basis accounting. See *Setting Up Cash Basis
Accounting*.

Creating Cash Basis Entries

You can create cash basis entries manually or have the system create them automatically.

You can make manual entries directly to the AZ ledger at any time. The system recognizes the manual entries and does not duplicate them.

To create cash basis entries automatically, you can use either of two processes:

- Separate process
- Combined process

Both processes create cash basis entries in the AZ ledger based on the accrual entries in the AA ledger. Each entry in the AZ ledger has the same document number and G/L date as the corresponding entry in the AA ledger. The program creates cash basis entries in a separate batch. If you work with units, the system can create unit entries in cash basis accounting. The system uses entries from the AU ledger.

Both processes are DREAM Writer programs.

The system creates cash basis entries for transactions that meet the following criteria:

- The transaction's document type is *not* in the user defined code list (00/DX)
- The transactions are posted and have a ledger type of AA or AU
- The transactions have a batch type G (general accounting), K (automated payments), M (manual payments with voucher match), W (manual payments without voucher match), or R (receipts)

Both the separate and combined process create cash basis entries with batch type G.

Separate Process

Use the separate process when you begin to use cash basis accounting after having used accrual basis. You can also use this process to generate cash basis information periodically, such as quarterly or annually.

You must use the Create Cash Basis Entries program for this process. The system creates batches of cash basis entries based on the entries in the AA ledger that are already posted but not yet processed for cash basis accounting. This program does not post the original AA ledger transactions.

You can use a processing option to include transactions in A/R, A/P, or both. If you process these separately, you might generate out-of-balance batches.

You can also use a processing option to post the cash basis transactions that the system generates.

You must review and post the cash basis batches separately.

Combined Process

Use the combined process when the cash basis ledger must be as up-to-date as your accrual basis ledger.

You must use Post Cash Basis Entries with the processing option set to create the cash basis entries. The system creates cash basis entries as part of the post.

Before You Begin

❑ If you are using the cash basis accounting programs for the first time, purge the Account Ledger table (F0911) first to prevent the cash basis program from converting and posting all batches since inception. See *Purging Prior Year Journal Entries*.

See Also

- *Entering Basic Journal Entries (P09101)* in the *General Accounting I Guide* to make manual entries to the AZ ledger

Exception Reports

The system generates three exception reports when the processing option is set to post. If an exception report does not contain detail information below the heading (either general ledger, accounts payable, or accounts receivable), no errors occurred during the conversion of records for that system. Examples of errors are:

G/L, A/P, and A/R	A cash basis document type is not defined. The entry is copied to the AZ ledger and a message appears on the report.
A/P only	The following errors prevent an AA record from being copied to the AZ ledger: • A record is in use. • The original voucher record is not found. • The voucher distribution record is not found.

A/R only   The following errors prevent an AA record from being copied to the AZ ledger:

- A record is in use.
- The original invoice record is not found.
- The invoice distribution record is not found.
- An invalid original document on a chargeback is detected.

If an A/R or A/P error occurs, the original record is left with a blank cash basis posting code (ALT6). The message *No records written* appears on the report. These records will continue to appear on future exception reports until you correct the errors. After you correct the errors, creating cash basis entries will process the payment record.

In most cases, errors that prevent a revenue or expense distribution from being converted do not prevent the cash portion of the entry from being converted. When this occurs, the batches are out of balance. When the error is corrected and you create cash basis entries again, the second batch is out of balance by the same amount, with the opposite sign. The net effect is that the batches are in balance.

```
09850                                J.D. Edwards & Company                       Page  -          4
                                General Ledger Post - General Accounting          Date  -    11/28/98




                                     Cash Basis G/L Exception Data


Document    G/L Date JE Line    Batch    LT       Amount        Explanation
----------- -------- ------- ----------- -- ---------------- --------------------------- ----------
BZ      2578 06/30/98    1.0   19386 G  AZ           100.00- BZ Cash Basis document type not defined.
BZ      2578 06/30/98    2.0   19386 G  AZ           100.00  BZ Cash Basis document type not defined.
```

Processing Options for Create Cash Basis Entries

Additional Systems:
1. In addition to creating G/L Cash Basis entries:

    Enter a '1' to create A/P Cash Basis   _____
    entries.
    Enter a '1' to create A/R Cash Basis   _____
    entries.

```
Automatic Posting:
2.  Enter the version of the Post                      _____
    Program if you wish to automatically
    post the cash basis entries to the
    G/L.  Default of blank will leave
    the cash basis entries unposted.

Journal Entry Explanation:
3.  Enter a '1' to copy the original AA                _____
    ledger journal entry explanation to
    the AZ ledger journal entry.  Leave
    blank to use the AA ledger document
    type, document number, and document
    company.
```

Reviewing Cash Basis Entries

After you create cash basis entries as a separate process, you should review, correct, and approve the batches.

If you make changes to a batch, the system updates the Batch Control Records table (F0011) and the Account Ledger table.

You can review all batches with a batch type of G (general accounting). To review cash basis batches only, print the journal of unposted cash basis entries for ledger type AZ.

After you review batches, you must post them.

See Also

- *Reviewing and Approving Journal Entries (P00201)* in the *General Accounting I Guide*

- *Generating Cash Basis Reports (P09301)*

Posting Cash Basis Entries

You must post cash basis entries. You can use either of two processes to do this:

- Separate process

- Combined process

Both processes use the Post Cash Basis Entries DREAM Writer program to post cash basis entries.

The post program is standard throughout the J.D. Edwards systems.

You can also post cash basis units. You use a processing option to designate the ledger type for cash basis units.

Separate Process

When you use the separate process to post cash basis entries, the system does the following:

- Selects qualified batches of unposted transactions with an AZ (cash basis) ledger type
- Posts AZ ledger type transactions
- Updates the appropriate tables

The two parts of a cash basis entry normally originate in different tables. The cash portion is copied from the Account Ledger table (F0911). The revenue or expense portion begins with a receipt or payment record in the A/R Ledger table (F0311) or A/P Ledger table (F0411) and then is duplicated from the Account Ledger record. As a result, if you do not select the processing option to create all cash basis entries, the AZ ledger batch can be out-of-balance. It can contain cash entries with no corresponding expenses or revenues.

Combined Process

When you use the combined process to post cash basis entries, the system does the following:

- Posts the AA ledger entries
- Creates the AZ cash basis entries and assigns them batch type G
- Posts the newly created AZ entries
- Updates the appropriate tables

The system uses the following accrual basis entries to generate cash basis entries:

G/L entries	Batch type G (general accounting)
A/P entries	Batch types K (automated payments), M (manual payments with voucher match), and W (manual payments without voucher match)
A/R entries	Batch type R (receipts)

You do not have to approve the AZ entries once the AA entries have been approved.

When the system creates AZ entries for accounts payable, it posts the payment information even if the voucher is not yet posted. AZ entries are created using the voucher distribution information.

Before You Begin

❏ If you are converting to cash basis accounting, set the processing option to convert and post all batches since inception.

See Also

• *Posting Journal Entries (P09800)* in the *General Accounting I Guide*

Printing Cash Basis Reports

```
┌─────────────────────────────────┐
│ G09      General Accounting      │
│          Enter 27                │
└─────────────────────────────────┘
         │
         │      ┌──────────────────────────────────────┐
         │      │ G0931    G/L Advanced & Technical     │
         └─────▶│          Operations                   │
                │          Choose Cash Basis Accounting │
                └──────────────────────────────────────┘
                        │
                        │      ┌──────────────────────────────────────┐
                        │      │ G09314   Cash Basis Accounting        │
                        └─────▶│          Choose a report             │
                               └──────────────────────────────────────┘
```
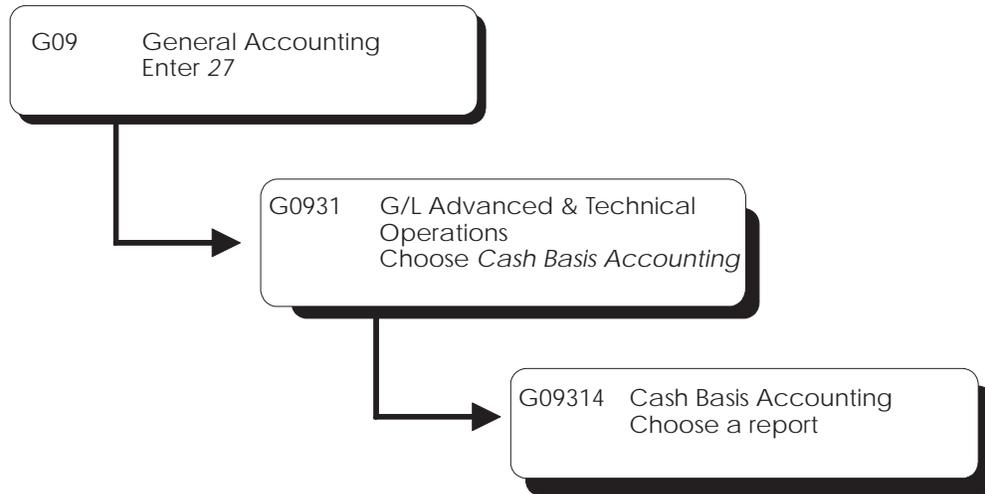
Printing Cash Basis Reports

Cash basis reports provide detailed information about cash basis transactions. Use these reports when you need to review transactions, research problems, or verify information. These reports provide transaction information.

Printing cash basis reports consists of:

❑ Printing the Unposted Cash Basis report

❑ Printing the Cash Basis Integrity Test report

❑ Printing the Cash Basis Audit report

These are DREAM Writer reports.

Unposted Cash Basis Report	Use this report to proof transactions before posting or to research out-of-balance conditions.

Cash Basis Integrity Test Use this report to identify cash accounts that have different balances in the AA (actual amount) and AZ (cash basis) ledger tables after posting.

Cash Basis Audit Use this report to list detailed information about cash basis transactions and to identify out-of-balance cash transactions.

What You Should Know About

Abbreviated column headings The report contains the following abbreviated column headings:

- JE – Journal Entry
- FY – Fiscal Year
- Pd – Paid
- LT – Ledger Type

Printing the Unposted Cash Basis Report

This report is the same as the Unposted General Journal Report.

The processing time for this report depends on the number of unposted batches in the system. An alternative to this report is to review cash basis batch information online. It provides a quicker, more flexible online review. However, if you require an audit trail for proofing or if there is a balancing problem, the report might be a more useful format for detailed analysis.

This report shows transactions from the Account Ledger table (F0911).

See Also

- *Printing Unposted General Journal (P09301)* in the *General Accounting I Guide*

Processing Options for Unposted Cash Basis Report

```
Print Options:                                        _____
1. Select Account number to print:
   '1' = account number
   '2' = short account ID
   '3' = unstructured account
   '4' = number entered during input
   If left blank, the number entered
   during input will be printed.
```

```
2. Enter a '1' to print units.  If left          _____
   blank, units will not be printed.
```

Alternate Chart Of Accounts Print:
```
3. Select which account category code            _____
   (1 – 23) to print in place of the
   account number. Default of blank will
   print the account number specified
   in option number 1.
```

Generic Text:
```
4. Enter a '1' to print the generic             _____
   text for journal entry lines in a 40
   character width, a '2' to print text
   in an 80 character width.  If left
   blank, generic text will not be
   printed.
```

Data Selection for Unposted Cash Basis Report

To generate the report for all unposted records, enter *Blanks for the G/L Posted Code.

Printing the Cash Basis Integrity Test Report

This report reviews all cash basis entries for a specified time period and produces an exception report that shows the accounts that are out of balance. Only cash accounts can be expected to balance between the two ledgers.

The report shows summary or detail information. The integrity test with transaction detail can be lengthy. You might want to run the report without detail first to see how many accounts within the selected range are out of balance.

Information appears in reverse chronological order, beginning with the "as of" date that you specify in the processing option and going back through all years that you specify in data selection.

If you select the detail format in the processing option, all posted detail records in the AA and AZ ledgers appear above the ledger balances for each period that is out of balance. If you do not select the detail format, the two ledger balances appear side-by-side for each period that is out of balance.

This report shows transactions from the Account Ledger and Account Balances tables (F0902).

Before You Begin

❑ Post your cash basis entries

```
09750                                      J.D. Edwards & Company                        Page   -         35
                                          Cash Basis Integrity Test                      Date   -      11/28/95
                                          Without Transaction Detail                     As of  -        06/98
                                                All Companies



        Account Number              Account Description         Subledger    FY  Pd    AA Ledger Bal.    AZ Ledger Bal.
   ----------------------------   ----------------------------  ----------   --  --    --------------    --------------
        61.8100                   Salaries and Benefits                      98  06        45,000.00
                                                                             98  05        44,000.00
                                                                             98  04        43,000.00
                                                                             98  03        13,000.00
                                                                             98  02        14,000.00
                                                                             98  01        14,000.00
        61.8200                   Maintenance Costs                          98  06        22,000.00
                                                                             98  05        21,000.00
                                                                             98  04        20,000.00
                                                                             98  03         6,000.00
                                                                             98  02         6,000.00
                                                                             98  01         6,000.00
        61.8300                   Insurance Expense                          98  06        23,000.00
                                                                             98  05        23,000.00
                                                                             98  04        23,000.00
                                                                             98  03         7,000.00
                                                                             98  02         8,000.00
                                                                             98  01         8,000.00
        61.8400                   Equipment Expense                          98  06        19,000.00
                                                                             98  05        19,000.00
                                                                             98  04        19,000.00
                                                                             98  03         6,000.00
                                                                             98  02         6,000.00
                                                                             98  01         7,000.00
        61.9100                   Income Taxes                               98  06        46,000.00
```

Processing Options for Cash Basis Integrity Test

1. Enter "As of" date for Actual(AA)   _____
    to cash basis(AZ) ledger balance
    comparison.
    Default of blank will use today's
    date as the "As of" date.

2. Enter a '1' to view transaction   _____
    detail for those periods where AA
    and AZ ledger balances differ.

Data Selection and Sequence for Cash Basis Integrity Test

Enter the prior fiscal years that you want to view. You must specify ledger type AA.

Release A7.3 (June 1996)

The integrity test and report run more efficiently when you sequence by company.

Printing the Cash Basis Audit Report

This report provides the document number, document type, G/L date, company, account, amount, and explanation for each transaction in the selected batch or batches.

J.D. Edwards provides three DEMO versions of this report. You can choose:

- Cash Basis Audit Report – G/L Entries
- Cash Basis Audit Report – A/R Entries
- Cash Basis Audit Report – A/P Entries

This report contains information from the Account Ledger table (F0911).

```
09760                                      J.D. Edwards & Company                              Page -      45
         Batch Number      -   17299       Cash Basis Audit Report By Batch                    Date - 11/28/98
         Batch Date        - 10/13/98              G/L Entries

Document Do  G/L     Co      Explanation               G/L Account      . . . . . Amounts . . . . .      P    R
         Ty   Date                Account Description                     Debit            Credit        C LT E
-------- -- -------- -----  -------------------------------------------- --------------- ---------------- - -- -
    1532 JZ 06/30/97 00001 6/97 History Balances-Co 001     3.6130           5,790.00                     AZ
                           JA 00001532 00000
             Journal  51.0    Scrap
    1532 JZ 06/30/97 00001 6/97 History Balances-Co 001     4.6130           4,700.90                     AZ
                           JA 00001532 00000
             Journal  52.0    Scrap
    1532 JZ 06/30/97 00001 6/97 History Balances-Co 001     5.6130          28,325.65                     AZ
                           JA 00001532 00000
             Journal  53.0    Scrap
    1532 JZ 06/30/97 00001 6/97 History Balances-Co 001     3.6200             295.25                     AZ
                           JA 00001532 00000
             Journal  54.0    Damage Credit/Writeoff
    1532 JZ 06/30/97 00001 6/97 History Balances-Co 001     4.6200             260.60                     AZ
                           JA 00001532 00000
             Journal  55.0    Damage Credit/Writeoff
    1532 JZ 06/30/97 00001 6/97 History Balances-Co 001     5.6200             185.25                     AZ
                           JA 00001532 00000
             Journal  56.0    Damage Credit/Writeoff
    1532 JZ 06/30/97 00001 6/97 History Balances-Co 001     3.6210             480.48                     AZ
                           JA 00001532 00000
             Journal  57.0    Disputed Tax/Freight Writeo
    1532 JZ 06/30/97 00001 6/97 History Balances-Co 001     4.6210             375.93                     AZ
                           JA 00001532 00000
             Journal  58.0    Disputed Tax/Freight Writeo
    1532 JZ 06/30/97 00001 6/97 History Balances-Co 001     5.6210             229.10                     AZ
                           JA 00001532 00000
             Journal  59.0    Disputed Tax/Freight Writeo
    1532 JZ 06/30/97 00001 6/97 History Balances-Co 001     3.6250              98.41                     AZ
                           JA 00001532 00000
             Journal  60.0    Minor Amount Writeoff
    1532 JZ 06/30/97 00001 6/97 History Balances-Co 001     4.6250              80.00                     AZ
                           JA 00001532 00000
             Journal  61.0    Minor Amount Writeoff
    1532 JZ 06/30/97 00001 6/97 History Balances-Co 001     5.6250              45.85                     AZ
                           JA 00001532 00000
             Journal  62.0    Minor Amount Writeoff
    1532 JZ 06/30/97 00001 6/97 History Balances-Co 001     9.8110         197,850.80                     AZ
                           JA 00001532 00000
             Journal  63.0    Salaries and Wages
    1532 JZ 06/30/97 00001 6/97 History Balances-Co 001     9.8120          65,960.60                     AZ
                           JA 00001532 00000
             Journal  64.0    Employee Benefits
    1532 JZ 06/30/97 00001 6/97 History Balances-Co 001     9.8315          25,000.00                     AZ
                           JA 00001532 00000
             Journal  65.0    Depr-Building & Improvement
    1532 JZ 06/30/97 00001 6/97 History Balances-Co 001     9.8320           1,500.00                     AZ
                           JA 00001532 00000
             Journal  66.0    Depr-Office Furn/Equipment
    1532 JZ 06/30/97 00001 6/97 History Balances-Co 001     9.8350          10,050.00                     AZ
                           JA 00001532 00000
             Journal  67.0    Rent Expense
    1532 JZ 06/30/97 00001 6/97 History Balances-Co 001     9.8360          11,992.20                     AZ
                           JA 00001532 00000
             Journal  68.0    Telephone Expense
    1532 JZ 06/30/97 00001 6/97 History Balances-Co 001     9.8370           3,410.94                     AZ
```

Processing Options for Cash Basis Audit Report

```
To select which account number to print
 on the journal, enter a:
    '1'- long account number;
 or '2'- short account number;
 or '3'- unstructured account number;
 or '4'- number entered during input.
If left blank, default will be number
 entered during input.
```

_____

Data Selection for Cash Basis Audit Report

Do not change the default ledger type AZ (cash basis).

Appendices

Appendix A — Data Models

The General Accounting system uses the following major files.

F0010 Company Constants	F0008 Fiscal Date Patterns	F0006 Business Unit Master
F0012 AAI Master	**F0009 General Constants**	**F0901 Account Master**
F0911 Account Ledger	**F0902 Account Balances**	
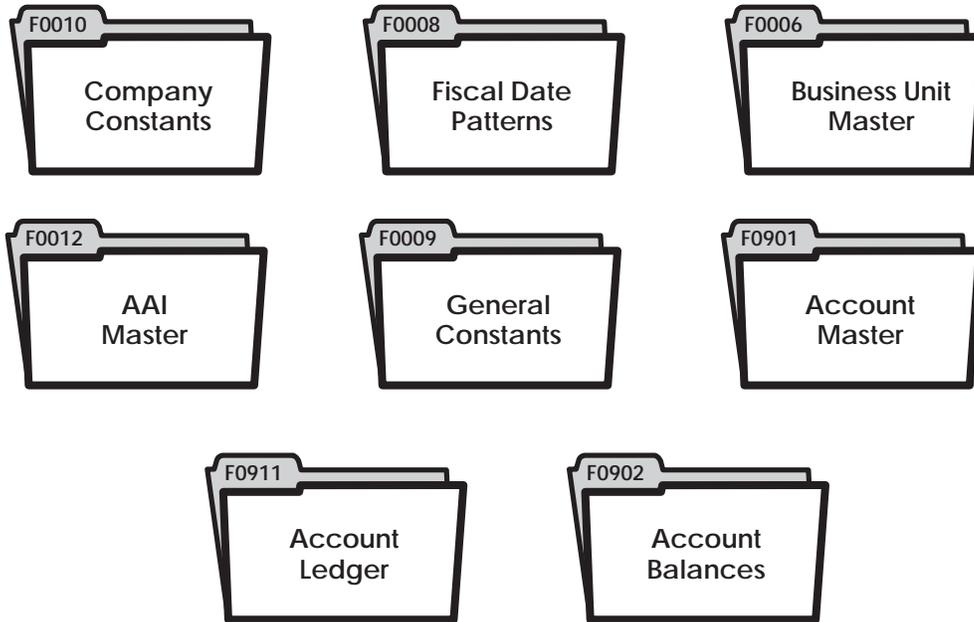
General System Files

- General Constants (F0009) - Rules for date validation, batch control, and account format

- Company Constants (F0010) - Definitions of each company, including:
    - Company number
    - Company name
    - Fiscal date pattern
    - Current period

- Business Unit Master (F0006) - Definitions of each business unit, including:
    - Business unit name
    - Business unit number
    - Company

- Category codes

- Automatic Accounting Instructions (F0012) - Rules for how the system creates automatic journal entries.

General Ledger Files

- Account Master (F0901) - Account definitions including numbers and descriptions. There is one record per account.

- Account Balances (F0902) - Account balances, for example, net postings for each period and prior year balances (net and cumulative). There is one record per account/ledger type/subledger/fiscal year/transaction currency (if you post by currency).

- Account Ledger (F0911) - Detail transactions in the general ledger. There is one record per transaction.

- Next Numbers (F0002) - Numbers for all automatically assigned numbers in the system, such as document numbers, account numbers, address numbers, and so on.

- User Defined codes (F0005) - User defined codes and their descriptions.

- Batch Control (F0011) - Header records for each batch.

Other General Ledger Files

The flowchart on the following page illustrates the relationships between the principal physical files in the General Accounting system. In order to present the information in an uncluttered format, the lesser control files, workfiles, and files for seldom used features have been omitted. Read the flowchart from left to right and top to bottom. Control files are on the left, master files toward the center, and transaction files on the right. An M represents many records in a file. A 1 represents one record in a file.

Fiscal Date Patterns
F0008

Date Pattern Code
Fiscal Year Begin
 Date
Period Ending
 Dates 1 –14

1 — M

Company Constants
F0010

Company No.
Company Desc.
Date Pattern Code
Fiscal Year Begin
 Date
Current G/L Period
 Number
Current A/R Period
 Number
Current A/P Period
 Number

Chart of Accounts
F0909

Company
Object Account
Description
Level of Detail
Posting Edit Code

Journal Entries
F0911

Document Type
Document No.
G/L Date
JE Line Number
Ledger Type
Posted Code
Batch Type
Account Number
Subledger
Subledger Type
Currency Code
Currency
 Exchange Rate
Amount
Units
Explanation

Address Book Master
F0101

Address Number
Name
Phone Number
Address
Category Codes

Business Unit Master
F0006

Business Unit No.
Business Unit Desc.
Business Unit Type
Company
Level of Detail
Category Codes
 1–30

Account Master
F0901

Account No.
Account Desc.
Level of Detail
Posting Edit Code
Category Codes
 1–23
Budget Pattern
 Code

Account Balances
F0902

Account No.
Fiscal Year
Ledger Type
Subledger
Subledger Type
Originating
 Currency
Balance Forward
Period Balances
 1–14
Requested
 Annual Budget
Approved Annual
 Budget
Final Annual
 Budget

Extended Text
F0016, F00163

Free–Form Text

Supplemental Database
F00690, 92, 93

User Defined
Data

Table Relationships
1 = 1 record
M = many records

Appendix B — Test Yourself Answers

Working with Allocations

1. a, b, e

2. c, a, b

3. b, a, c

4. a. Create the allocation computation

   b. Review the allocation

   c. Compute and print (proof/final)

   d. Review and post the allocation entries

Correcting Account Balance to Transaction

1. b
2. True
3. b, c, d
4. b, d, e
5. c

Creating a Flexible Format

1. Company; B=X; O & S=blank; Len=3; A/N=N

2. Division; B=x:O & S=blank: Len=2,A/N=A

3. Department; B=X; O&S=blank: Len=2;A/N=A

4. Product; B=X; O&S=blank; Len=2; A/N=A

5. Object; B=blank; O=X; S=blank; Len=6; A/N=N

6. Subsidiary; B&O=blank: S=X; Len=8; A/N=A

Working with Consolidations

1. F
2. a. L

   b. H

   c. L

   d. L

   e. H

   f. L

   g. H

Working with Account Information

1. d
2. b

Reposting the Account Ledger

b

Removing Data

1. True
2. True
3. That no transactions exist in the accounts to be deleted.

Working with Batch Header

1. a. batch type

   b. batch number

2. True

Appendix C — Quick Reference

Menus

Menu	Explanation
G09	General Accounting
G0911	Journal Entry, Reports, Inquiries
G0912	Accounting Reports and Inquiries
G0921	Account Reconciliation
G09211	Bank Statement Processing
G0922	Integrity Reports and Updates
G0923	Allocations
G0924	Periodic and Annual Processes
G09411	Organization and Account Setup
G094111	Advanced Organization Setup
G0941	General Accounting System Setup
G0931	G/L Advanced and Technical Operations
G09311	Batch Journal Entry Processing
G09312	Business Unit Supplemental Data
G09313	52 Period Accounting
G09314	Cash Basis Accounting
G09315	Italian Legal Reports
G09316	Global Updates
G09317	Summarize and Purge Data
G10	Financial Reports
G1011	Consolidations
G1041	Financial Reporting Setup
G11	Multi-Currency Processing
G1121	Multi-Currency Monthly Valuation
G1122	Multi-Currency Financial Restatement
G1141	Multi-Currency Setup
G1131	Multi-Currency Advanced Operations

G14	Account Budgeting
G1421	Other Budgeting Methods

Ledger Types

Ledger Types	Explanation
AA	Actual Ledger
AU	Actual Units
BA	Budget Amounts
BU	Budget Units
CA	Foreign Currency
CU	Foreign Currency Units
XA	Alternate Ledger
YA	Domestic Origin
ZA	Foreign Origin

Document Types

Document Types	Explanation
%	Percent Journal Entry
##	Prior Year Transactions
AE	Automatic Entries
AF	Adjusting Entries
BF	Balance Forward/Summarize
CZ	Cash Basis Transactions
JA	Budget or Cost Allocation
JE	Journal Entries

Appendix D — Currency Codes and Decimals

Multi-Currency Option "Off"

If the multi-currency option is not activated, the decimals associated with specific amount fields are determined by the Display Decimals defined in the data dictionary by your System Administrator.

Multi-Currency Option "On"

"Units" Ledgers

Decimals for amounts representing associative units ledger types, such as BU and AU, are determined by the Display Decimals in the data dictionary.

"Amounts" Ledgers

Decimals for amounts other than units are determined as follows:

- Any transaction entered with a currency different from the currency assigned to the company of the account being used is considered "foreign."

- The decimal position is determined by the transaction's currency code.

- The number of decimals for a currency is defined in the Currency Codes table (F0013).

All ledger types other than CA or any units ledger type, as mentioned above, are considered "domestic" ledgers. The currency's decimal position is determined by the currency code assigned to the company of the account used. This allows multiple companies in the same environment to have different currencies in the AA ledger.

For example, Company 00100 is a U.S. dollar (USD) base currency company, and its AA ledger represents USD. Company 00002 has French francs (FRF) as its base currency, and its AA ledger then represents FRF.

An exception to this rule occurs when a currency has been assigned to a ledger type in the user defined code list (09/LT). If the special handling code of a ledger type contains a currency code, the decimals for the ledger are determined by that currency code.

For example, you have a company with a base domestic currency of French francs (FRF). However, you want to establish a budget in U.S. dollars (USD). You can set up a ledger with USD in the Special Handling Code of the user defined code list (09/LT). Any entry made to that ledger is considered USD and not FRF.

The designation of a currency code for a ledger type should only be done as an exception. A currency code designation for a ledger type applies to all companies using that ledger. Therefore, you should not indicate a currency for the AA or CA ledger.

Totals on Reports

The decimal position for totals on reports follow the same rules as presented above. The currency code defined for the ledger type is the first determining factor. If that is blank, the currency of the company to which the last account is associated determines the decimal position. For summary amounts representing "foreign" currency in the CA ledger, the following rules apply:

- F0902/F1202 – Balance reports use the "denominated in" Currency Code field on the record.

- F0911 – Transaction reports use the account currency code. If it is blank, the transaction currency code of the last record is used.

- F0311/F0411 – Customer and Supplier Ledger reports use the currency code on the last record. In some cases, reports have been changed to indicate that a total is not applicable if multiple currencies are summed. You would then see "****N/A****" used instead of a total.

Monetary (Currency-Specific) Accounts

If an account has been assigned a specific currency code, transactions entered to that account must be in that currency. This rule applies to the AA and CA ledgers only. If other ledger types have been established, the monetary account restrictions do not apply.

For monetary account revaluation purposes, a document type of JX overrides an edit that exists in programs so entry can be made directly to the AA ledger.

Technical Considerations

The Account Balances table (F0902) contains two currency codes:

- CRCD – This code represents the original transaction currency.

- CRCX – This code represents the denominated currency.

The following table illustrates the use of the CRCD and CRCX fields. The Account Balances table can optionally be posted in detail by the originating currency of the transaction.

For every transaction currency, you will have a corresponding balance. If this amount of detail is not required, your account balances can be summarized into one AA and one CA ledger balance for each account. (This does not consider the effect of posting by subledger to an account.)

Posting Option	Ledger Type	Originating Currency (CRCD)	"Denominated In" Currency (CRCX)
Summarized Currency Post	AA	Blank	Company Currency
Summarized Currency Post	CA	Blank	Company Currency
Detailed Currency Post (and all monetary accounts)	AA	Transaction Currency	Company Currency
Detailed Currency Post (and all monetary accounts)	CA	Transaction Currency	Transaction Currency
Summarized Currency Post	All other ledger types	Blank	Ledger Currency (if specified in the user defined code list (09/LT) or Company Currency

The result of posting a similar set of transactions in both summary and detail is shown below. This example shows a Belgian franc (BEF) company with sales originating in Belgian francs, French francs (FRF), U.S. dollars (USD), and British pounds (GBP). Account 401.5005 for Sales of Product A is illustrated.

CRCD = Original transaction currency

CDCX = Denominated currency

Detailed Posting by Currency

Account	CRCD	CRCX	AA Ledger Amount	CRCD CA	CRCX CA	CA Ledger Amount
401.5005 Sales Product	BEF	BEF	100,000			
	FRF	BEF	60,000	FRF	FRF	10,000.00
	USD	BEF	150,000	USD	USD	5,000.00
	GBP	BEF	45,000	GBP	GBP	1,000.00

Summary Posting by Currency

Account	CRCD AA	CRCX AA	AA Ledger Amount	CRCD CA	CRCX CA	CA Ledger Amount
401.5005 Sales Product		BEF	355,000		BEF	1,600,000

Appendix E — Batch Input Setup

To successfully upload batch journal entries from outside sources such as PC data entry, third party or customer systems, or electronic data interfaces (EDI) to the Journal Entry Batch Input table (F0911Z1), you must enter data into certain fields.

Table 1 in this appendix lists the fields required by the Batch Input Journal Entry Processing program (P09110Z) for uploading. Tables 2 and 3 list optional fields that may be useful to you in organizing the data, but are not required by the program. Table 4 lists fields that the system ignores during the upload process. The functional server does not pass ignored fields to the JDE fields.

Each field in tables 1–3 is shown as required, conditional, or optional, as follows:

- R = Required entry. You must enter data into this field to successfully upload the transactions to the F0911Z1 table.

- C = Conditional entry. Under certain conditions, you must enter data into this field to successfully upload the transactions to the F0911Z1 table. The conditions are listed in the table under Explanation.

- O = Optional entry. You can enter data in this field.

Other information in the tables include the following:

- Value. The valid input value is edited. If no value is listed, you can enter any value that meets the field's alpha/numeric specifications.

  If the UDC list shows DD as the value, the system uses valid values from the data dictionary specifications for the data item. The system may validate data dictionary specifications against user defined codes, allowed values, or upper/lower allowed values.

  If a table or user defined code (xx/xx) is listed in the UDC list, the system validates the value you enter against that table or user defined code.

- Default. The default value the system assigns if you leave the field blank. If no default is listed, the system uses the initialization value for the data item, with blanks for alpha fields and zeros for numeric fields. If DD is listed, the system uses the default value for the data item from the data dictionary. You can revise some of the defaults through the functional server processing options (XT0911Z1).

- Formats. Julian date. The J.D. Edwards Julian date format is CYYDDD, where C is the century (1900=0, 2000=1), YY is the year, and DDD is the day of the year.

    - Numeric amounts. The data dictionary shows amounts with a 0 data table decimals. The data item size includes the decimal values. For example, if the display decimals = 2, the table keeps 5.50 amount as 550. If display decimals = 0, the table keeps a 1000 amount as 1000.

    - Multi-currency. If you are working in a multi-currency environment, the system uses the company or account display decimals for ledger type AA (domestic), and the transaction currency code for ledger type CA (foreign).

    Other special format considerations appear under Explanation for the specific field. If no format is listed, use the data dictionary specifications for the data item to enter the field.

Table 1 – Required or Conditionally Required Fields

The Batch Input Journal Entries program (P09110Z) requires the fields in this table for adding or deleting A/P transactions.

As of release A7.1, all programs and tables use Julian dates instead of Gregorian dates (D/M/Y). You can continue to use the Gregorian date format in the G/L date field (DGM, DGD, DGY). If you decide to use Julian dates, you only need to load DGJ.

Field	Description	R C O	Explanation	Value	Default
AA	Amount	R	Required to enter amounts in domestic mode (CRRM=D)		Calculated from ACR if working in multi-currency and foreign mode.
ACR	Foreign Amount	R	Required to enter amounts in foreign mode (CRRM=F)		Calculated from AA if working in multi-currency and domestic mode.
ANI	Account number	R	The system validates the account number, the posting edit code, and the business unit through the F0901 table.	F0901	If you enter AN8, the default is F0101 (revenue or expense accounts.)
DCT	Document Type	R	Required to delete a transaction (EDTC=D)	F0005 00/DT	JE
DGJ or DG# DGM DGD DGY	G/L Date	R	Required to add a transaction (EDTC=A or blank)	Valid date	

Field	Description	R C O	Explanation	Value	Default
DOC	Document Number	C	Required to delete a transaction (EDTC=D). If you leave this field blank when you add a transaction, the system uses Next Numbers to assign a document number. If you enter a document number, it must not already exist for an add.	F0911 Document	For an add, this is assigned by Next Numbers.
EDTC	Transaction action	R	Required to delete a transaction (EDTC=D). Enter only one line to indicate the JDE document and document type to be deleted.	A = Add D = Delete	A
EDTN	Transaction number	R	The user transaction, voucher number, or sequential number for batch processing. This field, or this field in combination with EDUS and EDBT, should contain unique identification for a specific A/R voucher transaction.		
EXA	Explanation	R	Required to add a transaction (EDTC=A or blank).		
ICU	Batch number	R	This field must be left blank. The system assigns the number through the Batch Edit/Update program. Each change in the EDBT field drives the creation of a new batch number.		Assigned by Next Numbers.
MCU	Business unit	C	Required if business unit security is used	F0006	Derived from ANI

Table 2 – Optional Control Fields

The fields in this table may be useful in processing and organizing batch data.

Field	Description	R C O	Explanation	Value	Default
CRCD	Currency Code	O	If multi-currency is turned on, the system edits this field. You can use this field to control the currency calculations if you are working in a multi-currency environment.	F0013	
CRR	Exchange rate	O	If multi-currency is turned on, the system edits this field. You can use this field to control the currency calculations if you are working in a multi-currency environment.		F0015 for CRCD if CRRM=F or D. Calculated from AA and ACR if CRRM=3 for both AA and ACR.
CRRM	Mode of entry	O	If multi-currency is turned on, the system edits this field. You can use this field to control the currency calculations if you are working in a multi-currency environment.	D–domestic F–foreign 3–pre-calculated	DD
EDBT	User defined batch number	O	This field, in combination with EDTN and EDUS, uniquely identifies a specific journal entry. This field also acts as a level break and drives the assignment of a JDE batch number each time this value changes.		
EDUS	User ID	O	User defined ID number. This field, in combination with EDTN and EDBT, uniquely identifies a specific journal entry. PC processing uses this field as the PC terminal ID number.		

Field	Description	R C O	Explanation	Value	Default
ICUT	Batch type	O	This field identifies the system the batch pertains to. For example: G = General Accounting V = A/P journal entries I = A/R journal entries	98/IT	G
KCO	Document company	O	This field in combination with DOC and DCT uniquely identifies an original document.		

Table 3 – Additional Fields

The fields in this table are optional. You can use them to provide additional information about the A/P transactions. Some of these fields are for future use with EDI processing.

The following fields also use the Julian date format:

- Check Date
- Service/Tax Date
- Historical Date
- Check Cleared Date

You may continue to use the Gregorian date format.

Field	Description	R C O	Explanation	Value	Default
ALID	Outsider lease/ well	O			
ALT1	Alternate G/L posting code	O			
ALT2	Alternate G/L posting code	O			
ALT3	Alternate G/L posting code	O			
ALT4	Alternate G/L posting code	O			

Field	Description	R C O	Explanation	Value	Default
ALT5	Alternate G/L posting code	O	The program will not delete the journal entry if the value in this field is M (multi-currency) or T (tax).		
ALT6	Alternate G/L posting code	O			
ALT7	Alternate G/L posting code	O			
ALT8	Alternate G/L posting code	O			
ALT9	Alternate G/L posting code	O			
ALT0		O	Reserved for future use		
ALTT		O	Reserved for future use		
ALTU		O	Reserved for future use		
ALTW		O	Reserved for future use		
ALTX		O	Reserved for future use		
ALTY	ID Type	O			
ALTZ		O	Reserved for future use		
AN8	Address number	O	If ANI is blank, the system retrieves the default expense/ revenue account for this address and enters it to ANI.		
ASID	Serial number	O	Asset serial number.	F1201	
ASM	Asset input code	O			
BC	Bill code	C	Required if there is a value in the DOI field.	F0005 98/BC	
BRE	Batch rear end code	O	An asterisk (*) in this field indicates the transaction is to be treated like a posted record.		
CFF1	Client free-form field	O			
CFF2	Client free-form field	O			
CN	Check number	O			
CO	Company	O		F0010	The default is derived from the ANI business unit.

Field	Description	R C O	Explanation	Value	Default
DCTO	Order type	C	Required if you enter a purchase order (PO).	F0005 00/DT	
DKC or DKCM DKCP DKCY DKC#	Check cleared date	O			
DKJ or DK#, DKM DKD DKY	Check date	O C O	Required if the bill code (BC)=D.		
DOI	DOI sub	O	Required if the bill code (BC)=D.		
DSVJ or DSV# DSVM DSVD DSVY	Service/tax date	O C O		Valid date	DG date
EDCT	Transaction (doc) type	O	Future EDI field.		
EDDL	Number of detail lines	O	This number should reflect the number of detail lines included in the specific transaction. For user verification only.		
EDDT	Transmission date	O		Valid calendar date	Date processed Format: Julian
EDER	Send/receive indicator	O	Future EDI field.	DD	
EDFT	Translation Format	O	Additional information for use with EDI processing in the future.	A valid translation format set up through the 3rd party translators for EDI.	
EDGL	Create G/L record	O	Future use.		
EDLN	Line number	O	This field may be useful to the user in identifying specific transaction lines.		

Field	Description	R C O	Explanation	Value	Default
EDSP	Processed (0/1)	O	The batch processing program bypasses transactions marked 1 (processed).	0 = No 1 = Yes	0
EDSQ	Record sequence	O	Future EDI field.		
EDTS	Transaction set	O	Additional information for use with EDI processing in the future.	A standard EDI set number.	
EDTR	Transaction type	O	Identifies the type of journal entry to be added or deleted. The journal entry batch processing program bypasses V and I types. If you do not have a transaction type, you cannot review your transactions on Batch Journal Entries before processing them into the General Accounting system.	J	J
EDTY	Record type	O	Future EDI field.		
EXR	Explanation/ remark	O			
EXTL	Line extension code	O			
FNLP	Final payment code	O			
FQ	Fiscal quarter	O			
HCRR	Historical exchange rate	O			
HDGM	Historical date month	O			
HDGD	Historical date day	O			
HDGY	Historical date year	O			
HDG#	Historical date century	O			
HDGJ	Historical Date – Julian	O			
HMCU	Home business unit	O			
IVD	Invoice date	O			
JBCD	Job category	O			

Field	Description	R C O	Explanation	Value	Default
JBST	Job step	O			
JELN	Line number	O	If you leave this field blank, the Batch/Edit Update program assigns a value. The program ignores this field for a transaction delete (EDTC=D).		Assigned
LNID	Line number	O			
LT	Ledger type	O	If you enter the units (U) field, the system modifies the ledger type with a U in the second position and validates the units ledger type against F0005 09/LT.	F0005 09/LT	If the functional server processing option is left blank, the system uses AA for domestic entry, or CA for foreign entry.
ODCT	Original document type	O			
ODOC	Original document	O			
OKCO	Original document company	O			
OPSQ	Operation sequence	O			
PDCT	Order type	C	Required if PO not blank	00/DT	DD if PO not blank.
PKCO	Order key company	C	Required if PO not blank	F0010	CO if PO not blank.
PO	Purchase order	O			
PRGE	Purge code	O			
PSFX	Purchase order suffix	O			
R1	Reference 1	O			
R2	Reference 2	O			
R3	Reference 3	O			
RCND	Reconciled	O			
RE	Reverse/void code	O	The value in this field cannot be V for voucher or invoice entry.	DD	DD

Field	Description	R C O	Explanation	Value	Default
SBL	Subledger	C	Required if you enter a value in SBLT. The system edits agains the user defined code for SBLT: F0005 00/ST.	Depends on the value you enter in SBLT.	Default exists only for work order SBLT.
SBLT	Subledger type	C	Required if the SBL field contains a value, or if the bill code (BC)=D.	A or C if bill code = D F0005 00/ST	DD
SFX	Pay item	O	If you leave this field blank, the Batch Edit/Update program assigns a value. Ignored for a Transaction Delete (EDTC=D).		Assigned
SUMM	Summarized code	O			
TNN	1099 code	O			
U	Units	O			
UM	Units of Measure	O		Unit of measure in F0901 table for ANI account number.	If you enter (U), the default is the unit of measure in F0901 table for ANI account number.
VINV	Supplier invoice number	O			
WN	Fiscal year-weekly	O			
WR01	Phase code	O		F0005 00/WI	F4801
WY	Fiscal period – weekly	O			

Table 4 – Ignored Fields

If you enter data into these fields, the functional server does not pass it to the J.D. Edwards fields. The Journal Entry Batch Input program (P09110Z) supplies blank, zero, or the default shown in the following table.

The following fields also use the Julian date format:

- Batch Date

- Batch System Date

- Invoice Date

You may continue to use the Gregorian date format.

Field	Description	Value	Default
AID	Account ID		ANI Account ID
AM	Account mode		Derived from ANI input mode
CTRY	Century		Derived from DG date
DIC# DICM DICD DICY or DICJ	Batch Date		F0011 Batch Header
DLNA	Delete Not Allowed		
DSY# DSYM DSYD or DSYJ	Batch system date		F0011 Batch header
EPAN	User Address		
FY	Fiscal year		Derived from DG date
GLC	G/L offset		
IVD#	Invoice Date – Century		
IVDJ	Invoice Date – Julian		
IVDM	Invoice Date – Month		
IVDD	Invoice Date – Day		
IVDY	Invoice Date – Year		
JOBN	Workstation ID		System
OBJ	Object		Derived from ANI
OSFX	Original pay item		
PID	Program ID		System
PN	G/L period		Derived from DG date
POST	G/L posted code		
PYID	Payment ID		
REG#	Registration number		
Field	**Description**	**Value**	**Default**
SUB	Subsidiary		Derived from ANI

TICM TICU	Batch time		F0011 Batch header
UPMJ	Date updated		System
UPMT	Time last updated		System
USER	User protable		System

Appendix F — Net Changes for Release A7.3

Summary of Net Changes

The following is a checklist of net changes for Release A7.3 for the General Accounting system.

❏ **Online Income Statement and Balance Sheet.** You can display account ranges with special totaling in an income statement or balance sheet format. This feature is available on Low Volume Consolidations.

❏ **Statutory Accounting.** If you use category codes for alternate account structures (for example, statutory accounting), you can view online the consolidation balances by category codes.

To provide this functionality, the Online Consolidation Detail table (F092181) includes the Alternate Account and Alternate Account Description fields.

❏ **Online Account Balance Trial Balances.** You can set a processing option to view accounts with or without zero balances on Account Balance Comparison, Masked Trial Balance, and the Trial Balances by Business Unit, Object, and Company.

❏ **Annual Close.** You can set a processing option to print a list of accounts and balances that the system uses to calculate retained earnings on the annual close report.

❏ **Budget Checking.** You can run a report to identify unposted transactions that will cause an account to be over budget when the transactions are posted.

❏ **Detail Budget by Account.** You can update and display the changes you make on Detail Budget by Account.

❏ **F0911 Upload.** You can transfer transactions from a PC into the F0911Z1 batch table, so that the batch program can further process the transactions into the Account Ledger table (F0911).

❏ **Bank Statements.** When you process your bank statement, you can:

- Create foreign journal entries

- Create payments regardless of whether there is a matching voucher and have them automatically marked as reconciled
- Review cash receipt details for accuracy immediately after you enter receipts

With processing options, you can specify that:

- The default for the G/L date is the statement or value date
- The default for the value date is the statement or G/L date
- The ending balance of the previous statement is the default for the beginning balance of the current statement

❏ **Currency Exchange Rates.** For ease in updating your exchange rates, you can run two new programs. These programs allow you to:

- Enter multiple currency rates for a single from currency on a single form
- Calculate exchange rates for a third currency, based on two currency rate relationships that you have already defined, on a single form

❏ **Detailed Currency.** For ease in setting up Detailed Currency Restatement, you can perform all setup tasks on the Detailed Currency Setup form. Additionally, you can view the alternate currency (XA, YA, and ZA) transactions on the Journal Entries form, although you cannot change them.

The system produces an error report if any errors exist when you calculate detailed currency restatement.

The alternate currency transactions are created using batch type XX, not batch type G.

❏ **Monetary Account Valuation.** If you store account balances by currency, you can use a new version to perform account valuation on accounts that are not designated as monetary (currency-specific) accounts. You do not have to assign a currency code to these accounts, as long as you store balances by currency.

❏ **Consolidate Monetary Account Balances.** This affects only clients who store balances by currency and create journal entries for account valuation (document type JX).

All Financials Systems

❏ **Batch Review Security.** You can use batch review security to protect batches from being reviewed by unauthorized users. This feature is on the

Batch Approval/Post form. You can activate the Batch Review Security field, in addition to the already existing field for approval and post security.

Appendix G — Functional Servers

Several J.D. Edwards programs access functional servers. The purpose of functional servers is to provide a central location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. These business rules establish the following:

- Data dictionary default values

- Field edits and valid values

- Error processing

- Relationships between fields or applications

The advantages of a functional server are:

- It reduces maintenance of entry programs because edit rules reside in one central location.

- You can standardize documents across all applications because you create them using the same business rules.

- Generally, the user interface (appearance and interaction) of a form is now separate from how a program works.

The steps for setting up business rules for an entry program are:

1. Create a DREAM Writer version for a specific functional server program (for example, XT0411Z1 for voucher entry).

2. Set the processing options within the version according to your company requirements.

3. Specify the version you want the entry program to use in the processing options for that entry program.

You can have all your entry programs use the same DREAM Writer version (and thus, use the same rules) or you can set up different DREAM Writer versions. J.D. Edwards provides DREAM Writer version ZJDE0001 as the default functional server version for your entry programs.

Only the person responsible for system-wide setup should make changes to the functional server version. For more information about how to set up DREAM Writer versions, see the *Technical Foundation Guide*.

Example: Voucher Processing Functional Server

The following graphic shows the programs that use the voucher processing functional server. J.D. Edwards provides two demo versions of the functional server, ZJDE0001 and ZJDE0002.

```
┌──────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐
│  Speed   │  │ Standard │  │   Void   │  │  Credit  │  │  Multi-  │  │Calculate │
│ Voucher  │  │ Voucher  │  │ Payment  │  │ Tied to  │  │ Voucher  │  │  With-   │
│  Entry   │  │  Entry   │  │  Entry   │  │  Debit   │  │ P041017  │  │ holding  │
│ P041015  │  │ P04105   │  │ P04103   │  │   B.U.   │  │          │  │ P04580   │
│          │  │          │  │          │  │ P041016  │  │          │  │          │
└────┬─────┘  └────┬─────┘  └────┬─────┘  └────┬─────┘  └────┬─────┘  └────┬─────┘
     │             │             │             │             │             │
     │             └─────────────┼──┐       ┌──┘             │             │
     │                           │  │       │                │             │
     │                     ┌─────┴──┴───────┴─────┐          │             │
     │                     │     XT0411Z1         │──────────┘             │
     │                     │   Versions List      │                        │
     │                     │                      │                        │
     │                     │     ZJDE0001         │                        │
     │                     │     ZJDE0002         │                        │
     │                     └──────────────────────┘                        │
     └───────────────────────────────────────────────────────────────────┘
```
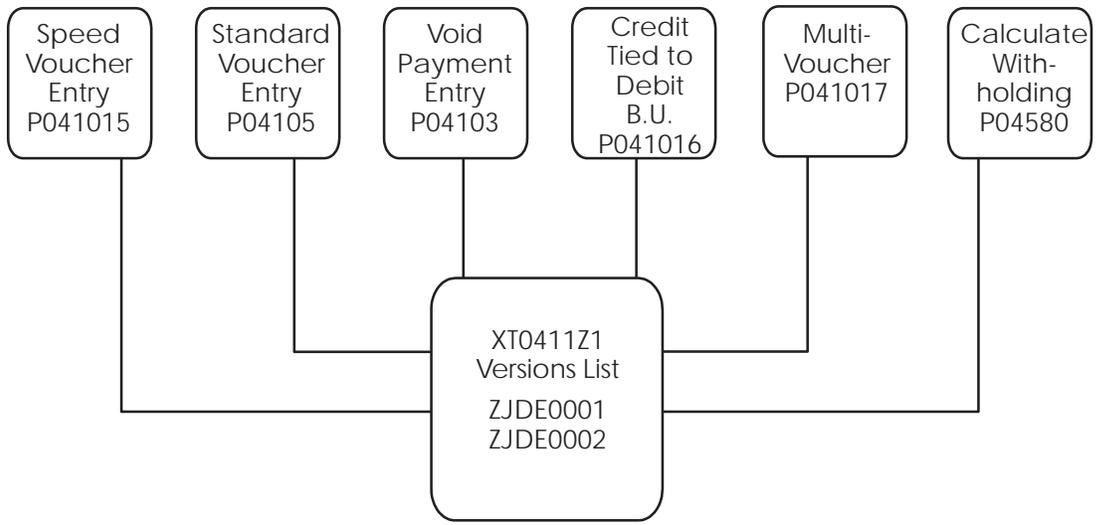
Glossary

Glossary

This glossary defines terms in the context of your use of J.D. Edwards systems and the accompanying user guide.

1099 form. An income tax reporting form required by the U.S. government for many types of payments made to persons and non-corporate entities.

AA ledger. The ledger type used for transactions in domestic amounts (actual amounts).

AAI. Automatic accounting instruction. A code that points to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries. This includes interfaces between Accounts Payable, Accounts Receivable, and Financial Reporting and the General Accounting system. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the Post to General Ledger program to post a debit to a certain expense account and an automatic credit to a certain accounts payable account.

A/P Ledger method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the A/P Ledger table (F0411). Also called the *expedient method* and the *fast path method.*

AZ ledger. The ledger type used for cash basis accounting.

access. A way to get to information or functions provided by the system through menus, forms, and reports.

account status. The state or condition of a customer's accounts receivable transaction account.

accounting period. One of the divisions of a fiscal year. A fiscal year can contain 12 to 14 accounting periods, or more rarely, 52 periods. There can also be an additional period for year-end adjustments, and another additional period for audit adjustments.

adjustment. A payment and receipt application method used to modify an amount such as a minor write-off or outstanding freight charges and disputed taxes.

alphabetic character. A letter or other symbol from the keyboard (such as *&#) that represents data. Contrast with *numeric character.*

alphanumeric character. A combination of letters, numbers, and other symbols (such as *&#) that represents data.

approver number. The user ID of the person who approves vouchers for payment.

"as of" report. A report used to view the A/R Ledger and A/P Ledger tables in summary or detail for a specific point in time.

audit adjustments. The adjustments you make to G/L accounts following an audit. You generally enter these adjustments annually, following the close of the fiscal year.

audit trail. The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records, and usually concludes with a report.

backup copy. A copy of original data preserved on a magnetic tape or diskette as protection against destruction or loss.

BACS. Bank Automated Clearing System. An electronic process used in the United Kingdom.

balance forward. A receipt application method in which the receipt is applied to the oldest invoices in chronological order according to the net due date.

bank tape (lock box) processing. The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.

batch. A group of like records or transactions that the computer treats as a single unit during processing. For identification purposes, the system usually assigns each batch a unique identifier, known as a "batch number."

batch control. The verification of the number of transactions and the total amount in each batch entered into the system.

batch header. The information the computer uses as identification and control for a group of transactions or records in a batch.

batch input. A group of transactions loaded from an external source.

batch input table. An external table that holds data being loaded into the system.

batch job. A task or group of tasks you submit for processing that the system treats as a single unit during processing, for example, printing reports and purging tables. The computer performs these tasks with little or no user interaction.

batch processing. A method by which the computer selects jobs from the job queue, processes them, and writes output to the out queue. Contrast with *interactive processing.*

batch receipts entry. An alternative method (such as an optical reader or magnetic scanner) to load receipts into the J.D. Edwards Accounts Receivable system.

batch status. A code that indicates the posting status of a batch. For example, A indicates approved for posting, P indicates posting in-process, and D indicates posted.

batch type. A code that designates which J.D. Edwards system the associated transactions pertain to, thus controlling what records are selected for processing. For example, in the Post General Journal process, only unposted transaction batches with a batch type of G for General Accounting are selected for posting.

Boolean logic operand. In J.D. Edwards DREAM Writer, the parameter of the Relationship field. The Boolean logic operand tells the system to perform a comparison between certain records or parameters. Available operands are:

EQ	=	Equal To
LT	=	Less Than
LE	=	Less Than or Equal To
GT	=	Greater Than
GE	=	Greater Than or Equal To
NE	=	Not Equal To
NL	=	Not Less Than
NG	=	Not Greater Than

broadcast message. An electronic mail message that you can send to a number of recipients.

business unit. A division of your business organization that requires a balance sheet or P&L. Also called a *cost center.*

calculation method. When you restate currency, you can choose among three calculation methods: (1) period calculations, used for P&L accounts, (2) balance calculations, used for balance accounts, and (3) historical rate, used for fixed assets.

cash basis accounting. A method of accounting that recognizes revenue and expenses when monies are received and paid.

category code. In user defined codes, a temporary title for an undefined category. For example, if you are adding a code that designates different sales regions, you could change *category code 4* to *Sales Region*, and define E (East), W (West), N (North), and S (South) as the valid codes. Category codes were formerly known as *reporting codes*.

character. Any letter, number, or other symbol that a computer can read, write, and store.

chargeback. A receipt application method used to generate an invoice for a disputed amount or for the difference of an unpaid receipt.

check. See *payment.*

command. A character, word, phrase, or combination of keys you use to tell the computer to perform a defined activity.

consolidations. A method of grouping or combining information for several companies or business units. Used for reports or inquiries.

consolidation reporting. The process of combining financial statements for companies or business units so that the different entities can be represented by a single balance sheet or income statement. If the different entities operate in different currencies, consolidation reporting may be complicated by the need for currency restatement. See also *currency restatement.*

constants. Parameters or codes that rarely change. The computer uses constants to standardize information processing by an associated system. Some examples of constants are allowing or disallowing out-of-balance postings and having the system perform currency conversions on all amounts. After you set constants such as these, the system follows these rules until you change the constants.

contra/clearing account. A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.

cost allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on among business units, based on actual numbers.

cost center. See *business unit.*

credit message. A code used to display information about a customer's account status, such as "Over Credit Limit".

credit note reimbursement. A system generated form to reclassify a credit memo or unapplied cash record from the Accounts Receivable system to an open voucher in the Accounts Payable system.

cursor. The blinking underscore or rectangle on your form that indicates where the next keystroke will appear.

currency code. A code used to assign a currency to a customer, supplier, bank account, company, or ledger type.

currency restatement. The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

cursor sensitive help. J.D. Edwards online help function, which allows you to view a description of a field, an explanation of its purpose, and, when applicable, a list of the valid codes you can enter. To access this information, move the cursor to the field and press F1.

customer. An individual or organization that purchases goods and services.

customer ledger. The record of transactions between your company and a particular customer.

customer payment. The payment your company receives from a customer.

data. Numbers, letters, or symbols representing facts, definitions, conditions, and situations, that a computer can read, write, and store.

database. A continuously updated collection of all information a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

data dictionary. A database table consisting of the definitions, structures, and guidelines for the usage of fields, messages, and help text. The data dictionary table does not contain the actual data itself. Also known as a *glossary.*

data types. Supplemental information, attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.

date pattern. A period of time set for each period in standard and 52-period accounting.

debit statement. A list of debit balances.

default. A code, number, or parameter the system supplies when you do not enter one. For example, if an input field's default is N and you do not enter something in that field, the system supplies an N.

descriptive title. See *user defined code*.

detail. The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

display. (1) To cause the computer to show information on a terminal's form. (2) A specific set of fields and information that a J.D. Edwards system might show on a form. Some forms can show more than one display when you press a specified function key.

display field. A field of information on a form that contains a system-provided code or parameter that you cannot change. Contrast with *input field.*

display sequence. A number that the system uses to reorder a group of records on the form.

document number. A number that identifies the original document, such as voucher, invoice, unapplied cash, journal entry, and so on.

draft. A promise to pay a debt. Drafts are legal payment instruments in certain European countries.

DREAM Writer. Data Record Extraction And Management Writer. A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a programmed report.

EDI. Electronic data interchange. A method of transferring business documents, such as purchase orders, invoices, and shipping notices, between computers of independent organizations electronically.

edit. (1) To make changes to a table by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

EFT. Electronic funds transfer. A method of transferring funds from one company's bank account to that of another company.

effective date. The date upon which an address, item, transaction, or table becomes effective. Examples include the date a change in address becomes effective or the date a tax rate becomes effective. In the Address Book system, effective dates allow you to track past and future addresses for suppliers and customers.

execute. See *run*.

exit. (1) To interrupt or leave a computer program by pressing a specific key or a sequence of keys. (2) An option or function key displayed on a form that allows you to access another form.

expedient method. See *A/P Ledger method.*

facility. A collection of computer language statements or programs that provides a specialized function throughout a system or throughout all integrated systems. Examples include DREAM Writer and FASTR.

fast path method. See *A/P Ledger method.*

FASTR. Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the general ledger database.

field. (1) An area on a form that represents a particular type of information, such as name, document type, or amount. Fields that you can enter data into are designated with underscores. See *input field* and *display field.* (2) A defined area within a record that contains a specific piece of information. For example, a supplier record consists of the fields Supplier Name, Address, and Telephone Number. The Supplier Name field contains just the name of the supplier.

52 period accounting. A method of accounting that uses each week as a separate accounting period.

finance charge. An amount charged to a customer based on a percentage assessed on an unpaid invoice exceeding the grace period.

financial reporting date. The user defined date used by the system when you run financial reports.

fiscal year. A company's tax reporting year. Retained earnings are generally calculated at the end of a fiscal year. It is often different than a calendar year. For example, a fiscal year may be the period October 1 through September 30.

flash message. A code that you define to describe the credit status of a customer. Examples include over credit limit, COD only, bad credit risk, and requires a purchase order.

fold area. An area of a form, accessed by pressing F4, that displays additional information associated with the records or data items displayed on the form.

function. A separate feature within a facility that allows you to perform a specific task, for example, the field help function.

function key. A key you press to perform a system operation or action. For example, you press F4 to have the system display the fold area of a form.

functional server. A central system location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Functional servers ensure uniform processing according to guidelines you establish.

general ledger receipt. A receipt that is directly applied to a G/L account without being applied to a specific invoice. These are typically non-A/R receipts.

glossary. See *data dictionary.*

G/L method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the Account Ledger table (F0911). Also called the *tough/right method.*

G/L offset. An account used by the post program to create automatic offset entries.

G/L posted code. A system code that indicates the status of individual documents. For example, P indicates that a voucher or invoice has been posted.

GST. Goods and services tax. A tax assessed in Canada.

hard copy. A presentation of computer information printed on paper. Synonymous with *printout*.

hash total. A sum produced by numbers with different meanings. For example, adding amounts in different currencies.

header. Information at the beginning of a table. This information is used to identify or provide control information for the group of records that follows.

help instructions. Online documentation or explanations of fields that you access by pressing the Help key or by pressing F1 with your cursor in a particular field.

helps. See *help instructions*.

hidden selections. Menu selections you cannot see until you enter HS in a menu's Selection field. Although you cannot see these selections, they are available from any

menu. They include such items as Display Submitted Jobs (33), Display User Job Queue (42), and Display User Print Queue (43). The Hidden Selections window displays three categories of selections: user tools, operator tools, and programmer tools.

indexed allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.

input. Information you enter in the input fields on a form or that the computer enters from other programs, then edits and stores in tables.

input field. An area on a form, distinguished by underscores (_ _), where you type data, values, or characters. A field represents a specific type of information, such as name, document type, or amount. Contrast with *display field*.

install system code. The code that identifies a J.D. Edwards system. Examples are 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

integrity test. A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interactive processing. A job the computer performs in response to commands you enter from a terminal. During interactive processing, you are in direct communication with the computer, and it might prompt you for additional information during the processing of your request. See *online*. Contrast with *batch processing.*

interest invoice. An invoice calculated on paid invoices whose payment was received after the specified due dates.

interest rate computation code. A code used to define the rates and effective dates used for calculating interest charges.

interface. A link between two or more J.D. Edwards systems that allows these systems to send information to and receive information from one another.

invalid account. A G/L account that has not been set up in the Account Master table (F0901).

invoice match. A receipt application method where the receipt is applied to specific invoices. A discount can be allowed or disallowed using invoice match.

jargon. A J.D. Edwards term for system-specific help text. You base your help text on a specific reporting code you designate in the Data Dictionary Glossary. You can display this text as part of online help.

job. A single identifiable set of processing actions you tell the computer to perform. You start jobs by choosing menu selections, entering commands, or pressing designated function keys. An example of a computer job is payment printing in the Accounts Payable system.

job queue. A form that lists the batch jobs you and others have told the computer to process. When the computer completes a job, the system removes the job's identifier from the list.

justify. To shift information you enter in an input field to the right or left side of the field. Many of the facilities within J.D. Edwards systems justify information. The system does this only after you press Enter.

key field. A field common to each record in a table. The system uses the key field designated by the program to organize and retrieve information from the table.

language preference. An address book code used to specify a language to use when displaying information.

leading zeros. A series of zeros that certain facilities in J.D. Edwards systems place in front of a value you enter. This normally occurs when you enter a value that is smaller than the specified length of the

field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers you enter. The result appears as 00004567.

ledger type. A ledger used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions may also be stored in the CA (foreign currency) ledger type. Also known as a *ledger*.

level of detail. (1) The degree of difficulty of a menu in J.D. Edwards software. The levels of detail for menus are as follows:

    A=Major Product Directories
    B=Product Groups
    1=Basic Operations
    2=Intermediate Operations
    3=Advanced Operations
    4=Computer Operations
    5=Programmers
    6=Advanced Programmers

Also known as *menu levels.* (2) The degree to which account information in the General Accounting system is summarized. The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

logged vouchers. See *voucher logging.*

mail distribution list. A list of people to whom you send electronic mail messages. This list enables you to quickly send notices, instructions, or requests to a predefined group of people.

master table. A computer table that a system uses to store data and information which is permanent and necessary to the system's operation. Master tables might contain data or information such as paid tax amounts and supplier names and addresses.

matching document. A document associated with an original document to complete or change a transaction.

menu. A form that displays numbered selections. Each of these selections represents a program. To access a selection from a menu, type the selection number and then press Enter.

menu levels. See *level of detail.*

menu masking. A security feature of J.D. Edwards systems that lets you prevent individual users from accessing specified menus or menu selections. The system does not display the menus or menu selections to unauthorized users.

menu message. Text that appears on a form after you make a menu selection. It displays a warning, caution, or information about the requested selection.

mode. A code that specifies whether amounts are in the domestic currency of the company the invoices or vouchers are associated with or in the foreign currency of the transaction.

monetary account. (1) In common usage, any funds account. (2) In J.D. Edwards more specific usage, a bank account limited to transactions in a single currency.

multiple AAI revisions. The process of revising several automatic accounting instructions at one time.

next number facility. A J.D. Edwards software facility you use to control the automatic numbering of such items as new G/L accounts, vouchers, and addresses. It lets you specify your desired numbering system and provides a method to increment numbers to reduce transposition and typing errors.

next status. The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).

numeric character. Represents data using the numbers 0 through 9. Contrast with *alphabetic character* and *alphanumeric character.*

offline. Computer functions that are not under the continuous control of the system. For example, if you run a certain job on a personal computer and then transfer the results to a host computer, that job is considered an offline function. Contrast with *online*.

online. Computer functions over which the system has continuous control. Each time you work with a J.D. Edwards system-provided form, you are online with the system. Contrast with *offline*. See *interactive processing*.

online information. Information the system retrieves, usually at your request, and immediately displays on the form. This information includes items such as database information, documentation, and messages.

operand. See *Boolean logic operand.*

option. A numbered selection from a J.D. Edwards form that performs a particular function or task. To select an option, you enter its number in the Option field next to the item you want the function performed on. When available, for example, option 4 allows you to return to a prior form with a value from the current form.

original document. The document that initiates a transaction in the system.

output. Information the computer transfers from internal storage to an external device, such as a printer or a computer form.

output queue. A form that lists the spooled tables (reports) you have told the computer to write to an output device, such as a printer. After the computer writes a table, the system removes that table's identifier from the online list.

override. The process of entering a code or parameter other than the one provided by the system. Many J.D. Edwards systems offer forms that provide default field values when they appear. By typing a new value over the default code, you can *override* the default. See *default*.

P&L. Profit and loss statement.

parameter. A number, code, or character string you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

parent/child relationship. A hierarchical relationship among your addresses (suppliers, customers, or prospects). One address is the parent and one or more subordinate addresses are children for that parent. This relationship is helpful, for example, when you want to send billing for field offices (subsidiary companies) to the corporate headquarters.

password. A unique group of characters that you enter when you sign on to the system that the computer uses to identify you as a valid user.

pay item. A line item in a voucher.

pay status. The current condition of the payment, such as paid or payment-in-process.

payment. The system creates payments when you use the Create Payment Groups program. It is important to understand that payments can exist before you write them.

payment control group. A system-generated group of payments with similar information (such as bank account). The system processes all payments in a payment control group at the same time. Also known as a *payment group.*

payment group. See *payment control group.*

payment instrument. The method of payment, such as check, draft, EFT, and so on.

payment stub. The printed record of a payment.

payment terms. The amount of time allowed to pay a voucher or invoice, with or without a discount.

posted code. A code that indicates whether a transaction or batch has been posted.

pre-note code. A code that indicates whether a supplier is set up or in the process of being set up for electronic funds transfer (EFT).

printout. A presentation of computer information printed on paper. Synonymous with *hard copy*.

print queue. An online list (form) of written tables that you have told the computer to print. Once the computer prints the table, the system removes the table's identifier from the online list. See *output queue*.

processing options. A feature of the J.D. Edwards DREAM Writer that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain form displays, control the format in which information gets printed on reports, change the way a form displays information, and enter "as of" dates.

program. A collection of computer statements that tells the computer to perform a specific task or group of tasks.

program specific help text. Glossary text that describes the function of a field within the context of the program.

prompt. (1) A reminder or request for information displayed by the system. When a prompt appears, you must respond in order to proceed. (2) A list of codes or parameters or a request for information provided by the system as a reminder of the type of information you should enter or action you should take.

pseudo company. A fictitious company used in consolidations.

PST. Provincial sales tax. A tax assessed by individual provinces in Canada.

purge. The process of removing records or data from a system table.

rate type. For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you may use both period average and period-end rates, distinguishing them by rate type.

realized gain/loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain/loss is realized when you pay the invoice or voucher. See also *unrealized gain/loss.*

record. A collection of related, consecutive fields of data the system treats as a single unit of information. For example, a supplier record consists of information such as the supplier's name, address, and telephone number.

recurring frequency. The cycle in which a recurring voucher becomes due for payment, for example, monthly or quarterly.

recurring invoice. An invoice that becomes due for payment on a regular cycle, such as a lease payment.

recurring voucher. A voucher that comes due for payment on a regular cycle, such as a lease payment.

recycle. A process used to create the next cycle (for example, next month's) of recurring invoices or vouchers.

refresh. A process used to update a customer's credit and collection information, such as Credit Analysis Refresh.

reporting code. See *category code.*

reset. The process of changing a payment from a completed status to a next status of WRT (write). This allows you to correct or reprint payments.

reverse. A method used to automatically create an opposite entry at the time the original transaction is posted to the general ledger.

reverse image. Form text that displays in the opposite color combination of characters and background from what the form typically displays (for example, black on green instead of green on black).

run. To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

scroll. To use the roll keys to move form information up or down a form at a time. When you press the Rollup key, for instance, the system replaces the currently displayed text with the next form of text if more text is available.

selection. Found on J.D. Edwards menus, selections represent functions that you can access from a given menu. To make a selection, you type its associated number in the Selection field and press Enter.

self-reconciling item. An item that does not require reconciliation.

sequence review ID. Defines the order in which payments print in a payment group. Each sequence review ID has its own data sequence and a code that indicates whether the system sorts each data item in ascending or descending order.

single AAI revision. The process of revising one automatic accounting instruction at a time.

soft coding. A J.D. Edwards term that describes an entire family of features that allows you to customize and adapt J.D. Edwards software to your business environment. These features lessen the need for you to use computer programmers when your data processing needs change.

software. The operating system and application programs that tell the computer how and what tasks to perform.

special character. Representation of data in symbols that are neither letters nor numbers. Some examples are * & # /.

special period/year. The date used to determine the *source* balances for an allocation.

speed code. A user defined code that represents a G/L account number. Speed codes can be used to simplify data entry by making G/L accounts easier to remember

spool. The function by which the system puts generated output into a storage area to await printing and processing.

spooled table. A holding table for output data waiting to be printed or input data waiting to be processed.

spread. A payables and receipt application method used to distribute and apply an unapplied voucher, receipt, debit memo, or credit memo to open vouchers or invoices.

Standard Industry Code (SIC). A code the U.S. government developed to classify U.S. companies as to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

stop date. The date an allocation becomes inactive.

structure type. A code that identifies a type of organization structure with its own hierarchy in the Address Book system. Examples include accounts receivable or electronic mail.

subtable. An area on the form where the system displays detailed information related to the header information at the top of the form. Subtables might contain more information than the form can display in the subtable area. If so, use the roll keys to display the next form of information. See *scroll*.

submit. See *run*.

supplemental data. Additional information about a business unit not contained in the master tables.

supplier. An individual or organization that provides goods and services. Also called a *vendor*.

supplier ledger. The record of transactions between your company and a particular supplier.

supplier payment. The payment your company makes to a supplier.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many of the J.D. Edwards systems offer forms and reports that are summaries of the information stored in certain tables.

system. A collection of computer programs that allows you to perform specific business tasks. Some examples of applications are Accounts Payable, Inventory, and Order Processing. Synonymous with *application*.

table. A collection of related data records organized for a specific use and electronically stored by the computer.

three-tier processing. The task of entering, approving, and posting batches of transactions.

third party software. Programs provided to J.D. Edwards clients by companies other than J.D. Edwards.

TI code. A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

time log. An electronic mail method for tracking employees' time in the office. The time log lists when employees sign in, sign out, and employee remarks about their whereabouts and activities.

tolerance range. The amount by which taxes entered manually can vary from the system-calculated tax.

tough/right method. See *G/L method*.

transaction code. A code that distinguishes the type of transaction on a bank statement.

transit account. A G/L account used to hold funds until they can be allocated to the correct account.

translation adjustment account. An optional G/L account used in currency restatement to record the total adjustments at a company level.

undo. To remove the payments from the payment run so that they no longer appear on any A/P payment review form. The system clears them from the worktable and moves vouchers from a pay status of # (payment in-process) to pay status A (approved).

unrealized gain/loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain/loss is unrealized until you pay the invoice or voucher. See also *realized gain/loss*.

update. Add new payments and void payments to the A/P Ledger (F0411), Accounts Payable Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables. The system updates these tables during payment processing and prints the payment register.

user defined code. The individual codes you create and define within a user defined code type. Code types are used by programs to edit data and allow only defined codes. These codes might consist of a single character or a set of characters that represents a word, phrase, or definition. These characters can be alphabetic, alphanumeric, or numeric. For example, in the user defined code type list ST (Search Type), a few codes are C for Customers, E for Employees, and V for Suppliers.

user defined code (type). The identifier for a list of codes with a meaning you define for the system (for example, ST for the Search Type codes list in Address Book). J.D. Edwards systems provide a number of these lists and allow you to create and define lists of your own. User defined codes were formerly known as *descriptive titles*.

user identification (user ID). The unique name you enter when you sign on to a J.D. Edwards system to identify yourself to the system. This ID can be up to 10 characters long and can consist of alphabetic, alphanumeric, and numeric characters.

valid codes. The allowed codes, amounts, or types of data that you can enter in a specific input field. The system checks, or edits, user defined code fields for accuracy against the list of valid codes.

variable numerator allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on, among business units, based on a variable.

VAT. Value-added tax. A recoverable tax assessed in some countries.

vendor. See *supplier.*

video. The display of information on your monitor form. Normally referred to as the *form.*

vocabulary overrides. A J.D. Edwards facility that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

void. A method used to create a reversing entry of the original transaction. Voiding a transaction leaves an audit trail.

voucher logging. The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

voucher match. A payment application method where the payment is applied to specific vouchers.

who's who. A term that J.D. Edwards uses to identify contacts at a particular company. Examples include billing, collections, and sales personnel.

window. A software feature that allows a part of your form to function as if it were a form in itself. Windows serve a dedicated purpose within a facility, such as searching for a specific valid code for a field.

word search stop word. A common word that the query search in the Address Book system ignores. Examples include street, avenue, or building.

worked. A code used to indicate whether a customer's account has been reviewed and updated. For example, you "work" an account by changing a customer's credit limit or customers who are eligible for a credit review.

write-off. A receipt application method where the receipt is applied to the invoice and the difference is written off. You can "write-off" both overpayments and underpayments.

write payment. A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.

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