

Guide
August 1997



WORLD SOFTWARE®

General Accounting I

Release
A8.1

JD Edwards®



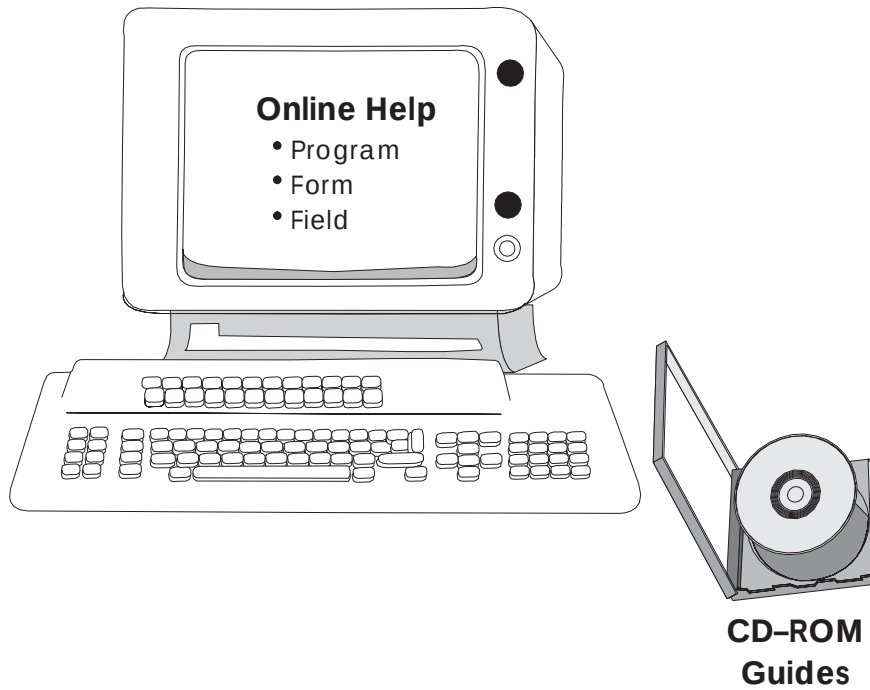
Item # A81CEAGA970820

J.D. Edwards World Source Company
8055 E. Tufts Avenue
Denver, CO 80237

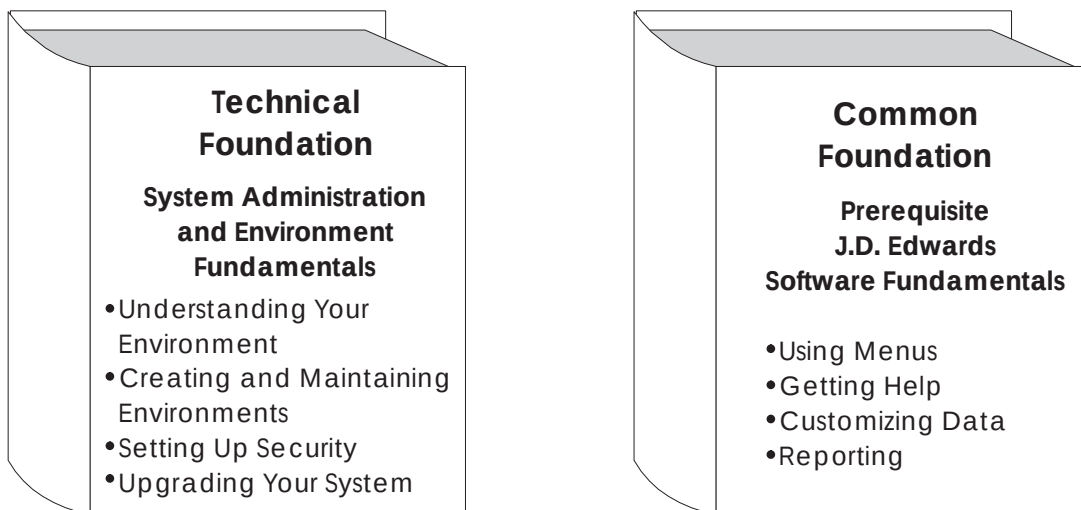
Copyright ©J.D. Edwards World Source Company, 1996 - 1997
All Rights Reserved

The information in this guide is confidential and a proprietary trade secret of J.D. Edwards World Source Company. It may not be copied, distributed, or disclosed without prior written permission. This guide is subject to change without notice and does not represent a commitment on the part of J.D. Edwards & Company and/or its subsidiaries. The software described in this guide is furnished under a license agreement and may be used or copied only in accordance with the terms of the agreement. J.D. Edwards World Source Company uses automatic software disabling routines to monitor the license agreement. For more details about these routines, please refer to the technical product documentation.

Where Do I Look?



Guides



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 the current release 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

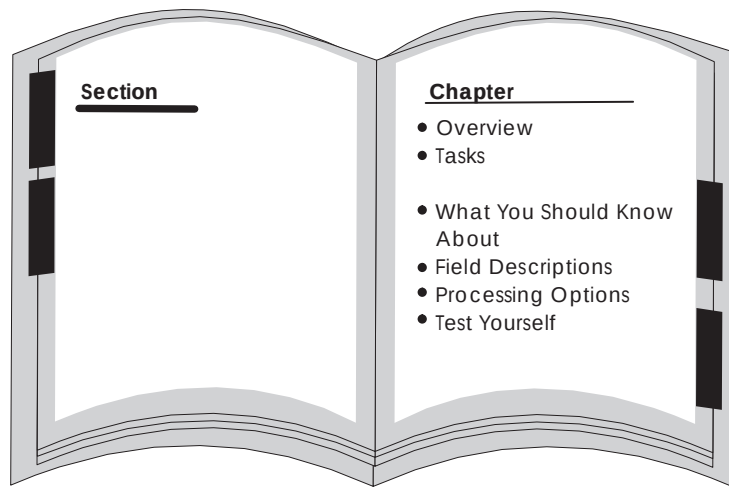
This guide is intended primarily for the following audiences:

- 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.

Table of Contents

General Accounting I Overview

System Integration	1-1
General Accounting Features	1-2
Account Numbering Concepts	1-6
General Accounting System Flow	1-8
Tables Used by General Accounting	1-9
Menu Overview	1-11
Training Environment Case Study	1-12

Daily

Journal Entry Processing

About Journal Entry Processing	2-1
Work with Batch Control for Journal Entries	2-7
Working with Batch Control for Journal Entries	2-7
Work with Basic Journal Entries	2-9
Working with Basic Journal Entries	2-9
Entering Basic Journal Entries	2-10
Accepting an Out-of-Balance Journal Entry	2-16
Duplicating Account Number Segments	2-17
Example: Duplicating Account Number Segments	2-17
Locating a Journal Entry	2-18
Revising an Unposted Journal Entry	2-19
Copying a Journal Entry	2-21
Working with Invalid Account Numbers	2-22
Choosing a Valid Account Number	2-22
Temporarily Accepting Invalid Account Numbers	2-23
Adding Account Numbers	2-24
Adding Text to Journal Entries	2-26
Test Yourself: Working with Basic Journal Entries	2-29
Enter Journal Entries in Special Formats	2-31
Entering Journal Entries in Special Formats	2-31
Entering a Journal Entry with Subledger Information	2-32
Entering a Journal Entry for the Energy Systems	2-35
Entering a Journal Entry for Fixed Assets	2-37
Entering a Journal Entry with Units	2-38
Entering a Journal Entry for Work Orders	2-40
Entering a Journal Entry with Debit/Credit Columns	2-41

Work with Other Types of Journal Entries	2-43
Working with Other Types of Journal Entries	2-43
Entering a Reversing Journal Entry	2-44
Entering a Percent Journal Entry	2-45
Working with Journal Entries with Foreign Currency	2-46
Test Yourself: Working with Other Journal Entries	2-51
Work with Model Journal Entries	2-53
Working with Model Journal Entries	2-53
Creating a Model for a Basic Journal Entry	2-54
Creating a Model for a Percent Journal Entry	2-55
Entering a Journal Entry Based on a Model	2-57
Adding Lines to a Model Journal Entry	2-59
Test Yourself: Working with Model Journal Entries	2-62
Processing Options for Journal Entry	2-63
Processing Options for Journal Entry	2-63
Processing Options for Journal Entry Functional Server	2-65
Enter Journal Entries with VAT	2-67
Entering Journal Entries with VAT	2-67
Example: Journal Entry with VAT	2-68
Processing Options for Journal Entry with VAT Tax	2-72
Review and Approve Journal Entries	2-73
Reviewing and Approving Journal Entries	2-73
Reviewing Journal Entries	2-73
Example: Multi-Currency Batch Totals	2-75
Approving Batches of Journal Entries for Posting	2-79
Understand the Post Process for Journal Entries	2-81
About the Post Process for Journal Entries	2-81
Post Journal Entries	2-85
Posting Journal Entries	2-85
Posting a Batch of Journal Entries	2-85
Verifying the Post of Journal Entries	2-86
Processing Options for Post General Ledger	2-89
Test Yourself: Posting Journal Entries	2-92
Revise and Void Posted Journal Entries	2-93
Revising and Voiding Posted Journal Entries	2-93
Revising a Posted Journal Entry	2-94
Voiding a Posted Journal Entry	2-95
Voiding a Posted Reversing Journal Entry	2-96
Example: Dates for Voiding Posted Reversing Journal Entries ..	2-97
Print General Journals	2-99
Printing General Journals	2-99
Printing the Unposted General Journal	2-100
Processing Options for Unposted General Journal	2-101
Printing the General Journal by Batch	2-101
Printing the General Journal by Account	2-103
Processing Options for General Journal by Account	2-104

Reports and Inquiries

About Reports and Inquiries	3-1

Print Trial Balance Reports	3-7
Printing Trial Balance Reports	3-7
Printing a Trial Balance by Business Unit Report	3-8
Processing Options for Trial Balance by Business Unit	3-10
Printing a Trial Balance by Object Account Report	3-11
Processing Options for Trial Balance by Object Account	3-13
Printing a Debit/Credit Trial Balance by Business Unit Report	3-13
Processing Options for DR/CR Trial Balance by Business Unit ..	3-15
Printing a Debit/Credit Trial Balance by Category Code Report	3-16
Processing Options for DR/CR Trial Balance by Category Code	3-18
Print General Ledger Reports	3-19
Printing General Ledger Reports	3-19
Printing a General Ledger by Business Unit Report	3-21
Processing Options for General Ledger by Business Unit	3-22
Printing a General Ledger by Object Account Report	3-24
Processing Options for General Ledger by Object Account	3-24
Printing a General Ledger with Subledger Totals Report	3-26
Processing Options for General Ledger with Subledger Totals ..	3-27
Printing a General Ledger by Category Code Report	3-29
Processing Options for General Ledger by Category Code	3-30
Print the Transaction Journal	3-33
Printing the Transaction Journal	3-33
Processing Options for Transaction Journal	3-35
Review Trial Balances Online	3-37
Reviewing Trial Balances Online	3-37
Reviewing Trial Balances by Business Unit	3-38
Processing Options for T/B by Business Unit	3-41
Reviewing Trial Balances by Object Account	3-41
Processing Options for T/B by Object Account	3-43
Reviewing Trial Balances by Company	3-44
Processing Options for T/B by Company	3-45
Reviewing Trial Balances by Subledger	3-46
Processing Options for T/B by Subledger	3-47
Reviewing Trial Balances Using Wildcard Characters	3-47
Example: Masked Trial Balance Entry	3-47
Processing Options for Masked Trial Balance	3-50
Review Account Ledgers and Balances Online	3-51
Reviewing Account Ledgers and Balances Online	3-51
Reviewing Account Ledgers	3-52
Processing Options for Account Ledger Inquiry	3-60
Reviewing Account Balances by G/L Period	3-60
Reviewing Account Balances by Subledger	3-62
Reviewing Statutory Accounts	3-64
Processing Options for Statutory Account Inquiry	3-70
Reviewing Account Balance Comparisons	3-71
Processing Options for Account Balance Comparison	3-73
Reviewing Daily or Weekly Comparisons	3-74
Processing Options for Daily or Weekly Comparisons	3-76

Periodic

Financial Reports

About Financial Reports	4-1
Print Simple Financial Reports	4-5
Printing Simple Financial Reports	4-5
Printing a Simple Income Statement	4-5
Processing Options for Simple Income Statement	4-6
Data Selection and Data Sequence for Simple Income Statement	4-7
Printing a Simple Balance Sheet	4-8
Example: Operating Income Calculation	4-10
Data Selection and Data Sequence for Simple Balance Sheet ...	4-11
Define and Print Consolidated Financial Reports	4-13
Defining and Printing Consolidated Financial Reports	4-13
Defining Columns for the Report	4-13
Printing Consolidated Income Statements	4-16
Processing Options for Consolidated Income Statement – 12 Column	4-17
Data Selection and Sequence for Consolidated Income Statement	4-19
Printing Consolidated Balance Sheets	4-19
Data Selection and Data Sequence for Consolidated Balance Sheet	4-21
Print Monthly Spreadsheets	4-23
Printing Monthly Spreadsheets	4-23
Print Analysis Reports	4-27
Printing Analysis Reports	4-27
Printing Variance Analysis Reports	4-27
Printing Financial Ratios Reports	4-29
Data Sequence for Financial Ratios	4-33
Forecast G/L Cash Flow	4-35
Forecasting G/L Cash Flow	4-35
Processing Options for G/L Cash Forecasting	4-37
Data Selection and Data Sequence for G/L Cash Forecasting ...	4-37

Account Reconciliation

About Account Reconciliation	5-1
Reconcile Voided Payments	5-7
Reconciling Voided Payments	5-7
Data Sequence for Automatic Reconcile of Void Payments	5-7
Create the Reconciliations Worktable	5-9
Creating the Reconciliations Worktable	5-9
Processing Options for Refresh Reconciliation File	5-11
Data Selection for Refresh Reconciliations File	5-12
Work with Manual Reconciliations	5-13
Working with Manual Reconciliations	5-13

Manually Marking Transactions as Reconciled	5-13
Processing Options for Bank Account Reconciliation	5-18
Processing Options for Debit/Credit Match	5-20
Manually Changing Transactions from Reconciled to Unreconciled .	5-20
Work with Bank Tape Reconciliations	5-23
Working with Bank Tape Reconciliations	5-23
Customizing the Reformat Program	5-23
Processing Options for Custom Reformat Program	5-24
Matching the Bank Tape to the Reconciliations Worktable	5-25
Processing Options for Match Bank Tape File to	
Reconciliations File	5-25
Verifying the Bank Tape Reconciliation	5-26
Bank Tape Reconciliation Reports	5-26
Reconcile Transactions within Accounts	5-27
Reconciling Transactions within Accounts	5-27
Running the Reconciliation Program	5-28
AAIs for Automatic Debit/Credit Account Reconciliation	5-28
Processing Options for Automatic DR/CR Account	
Reconciliations	5-29
Data Selection	5-31
Data Sequence	5-31
Reviewing the Reconciliation Reports	5-32

Allocations

About Allocations	6-1
Work with Indexed Allocations	6-9
Working with Indexed Allocations	6-9
Setting Up Indexed Allocation Calculations	6-9
Example: Indexed Allocations	6-10
Reviewing Indexed Allocations	6-20
Processing Options for Allocations Review	6-22
Calculating Indexed Allocation Amounts	6-22
Processing Options for Compute Indexed Allocations	6-25
Data Selection for Compute Indexed Allocations	6-25
Data Sequence for Compute Indexed Allocations	6-25
Review and Post Allocations	6-27
Reviewing and Posting Allocations	6-27

Budgeting

About Budgeting	7-1
Work with Budget Patterns	7-5
Working with Budget Patterns	7-5
Examples: Budget Patterns	7-5
Creating Budget Pattern Codes	7-7
Assigning Budget Pattern Codes	7-10
Assigning Budget Codes before Budget Entry	7-10
Assigning Budget Codes during Budget Entry	7-11

Assigning Budget Codes to Groups of Accounts or Business Units	7-12
Work with Annual Budgets	7-15
Working with Annual Budgets	7-15
Entering Annual Budget Amounts	7-16
Example: Using Annual Budget Cycles	7-17
Processing Options for Annual Budget by Business Unit/Account	7-20
Reviewing Budget Worksheets	7-20
Processing Options for Budget Worksheet Report	7-23
Data Selection and Sequence for Budget Worksheet Report	7-24
Spreading Annual Amounts to Periods	7-25
Processing Options for Spread Annual to Periods	7-27
Data Sequence for Spread Annual to Periods	7-27
Review Budget Comparisons Online	7-29
Reviewing Budget Comparisons Online	7-29
Enter Detailed Budget Amounts	7-33
Entering Detailed Budget Amounts	7-33
Processing Options for Detailed Budget by Account	7-35
Manage Budget Overages	7-37
Managing Budget Overages	7-37
Example: G/L Budget Checking Calculation	7-38
Processing Options for G/L Budget Checking	7-40
Work with Journalized Budgets	7-41
Working with Journalized Budgets	7-41
Entering Journalized Budgets	7-42
Reviewing and Approving Journalized Budgets	7-43
Posting Journalized Budgets	7-44
Locating Journalized Budgets	7-45
Upload Budgets from a PC to the AS/400	7-47
Uploading Budgets from a PC to the AS/400	7-47
Uploading Budgets to a Temporary File	7-48
Printing the Temporary File for Budget Upload	7-49
Processing Options for Print PC Budget Source File	7-50
Defining the Fields for Account Balances	7-51
Example: File Layouts and Field Definitions	7-52
Processing Options for Budget Upload Field Definition	7-53
Uploading the Fields to Account Balances	7-54
Processing Options for PC Budget Upload/Conversion	7-55

Periodic and Annual Processes

About Periodic and Annual Processes	8-1
Print Integrity Reports	8-7
Printing Integrity Reports	8-7
Batch Header Integrity Reports	8-8
Unposted Batches Report	8-8
Transaction to Batch Headers Report	8-8
Batch to Detail and Out-of-Balance Report	8-9
Company by Batch Out-of-Balance Report	8-9

General Ledger Integrity Reports	8-10
Companies in Balance Report	8-10
Intercompany Accounts in Balance Report	8-11
Accounts without Business Units Report	8-11
Account Balance without Account Master Report	8-12
Transactions without Account Masters Report	8-12
Account Balance to Transactions Report	8-13
Close an Accounting Period	8-15
Closing an Accounting Period	8-15
Checklist for Closing an Accounting Period	8-16
Change a Financial Reporting Date	8-21
Changing a Financial Reporting Date	8-21
Understand the Fiscal Year Close	8-25
About the Fiscal Year Close	8-25
Example: Fiscal Year Close for Income Statement Accounts	8-25
Example: Fiscal Year Close for Balance Sheet Accounts	8-27
Example: Fiscal Year Close for Retained Earnings Account	8-29
Close a Fiscal Year	8-31
Closing a Fiscal Year	8-31
Checklist for Closing a Fiscal Year	8-34
Processing Options for G/L Annual Close	8-35
Data Selection and Data Sequence for G/L Annual Close	8-36

Monthly Valuation and Financial Restatement

About Monthly Valuation and Financial Restatement	9-1
Understand Monetary Account Valuation	9-9
About Monetary Account Valuation	9-9
Calculate Unrealized Gains and Losses	9-11
Calculating Unrealized Gains and Losses on Monetary Accounts ...	9-11
Example: Journal Entry for Unrealized Gain or Loss	9-12
Processing Options for Monetary Account Valuation	9-14
Data Selection for Monetary Account Valuation	9-15
Understand Balance Currency Restatement	9-17
About Balance Currency Restatement	9-17
Define Restatement Rates	9-25
Defining Restatement Rates	9-25
Processing Options for Financial Restatement Rates	9-29
Work with Calculations for Balance Restatement	9-31
Working with Calculations for Balance Restatement	9-31
Calculate Restated Balances	9-41
Calculating Restated Balances	9-41
Processing Options for Compute Restated Balances	9-44
Understand Detailed Currency Restatement	9-47
About Detailed Currency Restatement	9-47
Example: Gain/Loss for a Domestic Voucher	9-49
Set Up Detailed Currency Restatement	9-55
Setting Up Detailed Currency Restatement	9-55
Setting Up Constants for Detailed Currency Restatement	9-56
Setting Up Companies for Detailed Currency Restatement	9-59

Setting Up Currency Codes for Detailed Currency Restatement	9-61
Setting Up Ledger Types for Detailed Currency Restatement	9-63
Setting Up AAIs for Detailed Currency Restatement	9-65
Working with Exchange Rates for Detailed Currency Restatement . .	9-68
Defining Exchange Rates for Detailed Currency Restatement . . .	9-68
Overriding the Exchange Rate for a Journal Entry	9-70
Calculate Detailed Currency Restatement	9-73
Calculating Detailed Currency Restatement	9-73
Common Error Messages and Their Causes	9-74
Processing Options for Detailed Currency Restatement	9-75
Review/Approve Detailed Currency Transactions	9-77
Reviewing and Approving Detailed Currency Transactions	9-77
Reviewing Detailed Currency Transactions	9-78
Approving Detailed Currency Batches for Posting	9-81
Post the Detailed Currency Journal	9-83
Posting the Detailed Currency Journal	9-83
Posting a Batch of Detailed Currency Transactions	9-83
Verifying the Post of Detailed Currency Transactions	9-84
Posting Edit Report	9-84
Posting Journal	9-85
Work with “As If” Currency Reposting	9-87
Working with “As If” Currency Reposting	9-87
Defining the Exchange Rates for Reposting	9-88
Calculating and Posting “As If” Currency Restatement	9-89
Processing Options for Compute “As If” Balances	9-91

Setup

Organization Setup

About Organization Setup	10-1
Set Up Fiscal Date Patterns	10-7
Setting Up Fiscal Date Patterns	10-7
Set Up Companies	10-13
Setting Up Companies	10-13
Work with Business Units	10-19
Working with Business Units	10-19
Setting Up Business Units	10-20
Assigning Category Codes to Business Units	10-23
Revising Business Units	10-24
Translating Business Units	10-26

Account Setup

About Account Setup	11-1
Differences Between Subledger and Subsidiary Accounting	11-6
Create Your Chart of Accounts	11-9
Creating Your Chart of Accounts	11-9

Defining Account Segments	11-9
Creating a Model Chart of Accounts	11-12
Example: Model Business Unit	11-13
Copying Accounts to Business Units	11-16
Creating Accounts Dynamically	11-19
Work with Accounts	11-21
Working with Accounts	11-21
Processing Options for Accounts by Business Unit/Object and Revise Single Account	11-23
Revising Accounts	11-23
Deleting Accounts	11-30
Translating Accounts	11-31
Generate Account Description Search	11-35
Generating Account Description Search	11-35
Processing Options for Build Word Search File	11-36
Review Your Chart of Accounts	11-37
Reviewing Your Chart of Accounts	11-37
Work with Subledgers	11-39
Working with Subledgers	11-39
Defining Additional Subledger Types	11-40
Defining Accounts That Require Subledgers	11-42
Example: Posting Edit Codes	11-44
Inactivating Subledgers	11-44

System Setup

About System Setup	12-1
Set Up Constants for General Accounting	12-5
Setting Up Constants for General Accounting	12-5
Understand AAIs	12-15
About AAIs	12-15
Elements of an AAI Form	12-16
Default AAIs	12-16
Understand AAIs for General Accounting	12-19
About AAIs for General Accounting	12-19
Test Yourself: AAIs for General Accounting	12-30
Work with AAIs	12-31
Working with AAIs	12-31
Processing Options for Automatic Accounting Instructions	12-38
Understand User Defined Codes	12-39
About User Defined Codes	12-39
Elements of a User Defined Code Form	12-40
Understand General Accounting User Codes	12-41
About User Defined Codes for General Accounting	12-41
Work with User Defined Codes	12-47
Working with User Defined Codes	12-47
Processing Options for User Defined Codes	12-50
Set Up Next Numbers	12-51
Setting Up Next Numbers	12-51

Understand Multi-Currency	12-57
About Multi-Currency	12-57
Before You Set Up Multi-Currency	12-60
Set Up Multi-Currency	12-63
Setting Up Multi-Currency	12-63
Activating Multi-Currency	12-63
Defining Currency Codes	12-65
Assigning a Domestic Currency to a Company	12-68
Assigning Currency Codes to Monetary Accounts	12-70
Assigning Currency Codes to Customers and Suppliers	12-71
Setting Up AAIs for Multi-Currency	12-73
Work with Currency Codes and Decimals	12-75
Working with Currency Codes and Decimals	12-75
Updating Domestic Currency Codes	12-75
Changing Currency Decimals	12-77
Example: Currency Decimals for Data Item AA	12-77
Processing Options for Change Display Decimals	12-78
Work with Exchange Rates	12-79
Working with Exchange Rates	12-79
Defining a Single Currency Exchange Rate	12-79
Processing Options for Set Daily Transaction Rates	12-82
Defining Multiple Currency Exchange Rates	12-83
Defining Currency Relationships	12-85
Creating Currency Cross-Rate Relationships	12-85
Reviewing Currency Cross-Rate Relationships	12-87
Calculating Currency Cross-Rate Relationships	12-88
Processing Options for Calculate Currency Cross Rates	12-89

Advanced & Technical

Intercompany Settlements

About Intercompany Settlements	13-1
Example: Hub Method	13-3
Examples: Detail Method	13-4
Which Method Should You Use?	13-6
About Intercompany Settlements for Multi-Currency	13-6
Example: Intercompany Settlements for Multi-Currency	13-8
Example: T Accounts	13-10
Set Up Intercompany Settlements	13-13
Setting Up Intercompany Settlements	13-13
Setting Up the Intercompany Settlement Constant	13-13
Setting Up Companies for Intercompany Settlements	13-14
Setting Up Hub Method Y	13-15
Example: Intercompany Accounts for Method Y	13-15
Example: AAIs for Method Y	13-17
Setting Up Hub Method 1	13-17
Example: Intercompany Accounts for Method 1	13-18
Example: AAIs for Method 1	13-19

Setting Up Detail Method D	13-20
Example: Intercompany Accounts for Method D	13-21
Example: AAIs for Method D	13-21
Setting Up Detail Method 2	13-22
Example: Intercompany Accounts for Method 2	13-22
Example: AAIs for Method 2	13-23
Test Yourself: Setting Up Intercompany Settlements	13-24
Understand Configured Hubs	13-27
About Configured Hubs	13-27
Example: Configured Hub with Hub Company	13-28
Example: Configured Hub without Hub Company	13-30
Example: Configured Hubs for Multi-Currency	13-32
Set Up Configured Hubs	13-37
Setting Up Configured Hubs	13-37
Setting Up the Configured Hubs Constant	13-38
Setting Up User Defined Codes for Configured Hubs	13-39
Setting Up Companies for Configured Hubs	13-40
Verifying Configured Hubs	13-42
Create Intercompany Invoices and Vouchers	13-45
Creating Intercompany Invoices and Vouchers	13-45
Example: Multi-Currency	13-47
Processing Options for Invoice/Voucher Creation	13-50
Understand Settlements across Environments	13-53
About Intercompany Settlements across Environments	13-53
Set Up Cross-Environment Settlements	13-57
Setting Up Cross-Environment Intercompany Settlements	13-57
Setting Up the Intercompany Settlements Constant	13-58
Setting Up Target Companies	13-60
Setting Up Target Business Units	13-62
Setting Up Target Accounts	13-64
Setting Up Address Book Numbers for Target Companies	13-67
Setting Up Tape Parameters for Transmittal	13-68
Send Intercompany Settlements	13-71
Sending Intercompany Settlements to Other Environments	13-71
Creating a Table of Cross-Environment Data	13-71
Processing Options for Cross-Environment Intercompany Extraction	13-75
Reviewing the Cross-Environment Data Online	13-75
Copying the Cross-Environment Data to Tape	13-77
Processing Options for Intercompany Tape Creation	13-78
Receive Intercompany Settlements	13-79
Receiving Intercompany Settlements from Other Environments	13-79
Accepting Intercompany Settlements from Other Environments	13-79
Processing Options for Initial Receiving Facility	13-81
Processing Intercompany Settlements from Other Environments ...	13-81
Posting Intercompany Settlements from Other Environments	13-82
Reconcile Intercompany Settlements	13-83
Reconciling Cross-Environment Intercompany Settlements	13-83
Creating the Intercompany Reconciliation Table	13-84
Copying the Reconciliation Table to Tape	13-85

Running the Reconciliation Reports	13-85
Running the Automatic Reconciliation	13-86
Processing Options for Automatic Reconciliation	13-87
Printing the Status Report	13-87

Appendices

Appendix A — Data Model	A-1
General System Tables	A-1
General Ledger Tables	A-2
Other General Ledger Tables	A-2
Appendix B — Test Yourself Answers	B-1
Working with Basic Journal Entries	B-1
Working with Other Journal Entries	B-1
Working with Model Journal Entries	B-1
Posting Journal Entries	B-2
AAIs for General Accounting	B-2
Setting Up Intercompany Settlements	B-2
Appendix C — Quick Reference	C-1
Menus	C-1
Ledger Types	C-2
Document Types	C-2
Appendix D — Currency Codes and Decimals	D-1
Multi-Currency Option “Off”	D-1
Multi-Currency Option “On”	D-1
“Units” Ledgers	D-1
“Amounts” Ledgers	D-1
Totals on Reports	D-2
Monetary (Currency-Specific) Accounts	D-2
Technical Considerations	D-3
Detailed Posting by Currency	D-3
Summary Posting by Currency	D-4
Appendix E — PC Budget Upload	E-1
Build the Spreadsheet	E-1
Upload to the AS400	E-2
Example: Upload from the PC	E-2
Appendix F — Functional Servers	F-1
Example: Voucher Processing Functional Server	F-2

Glossary

Index

Exercises



General Accounting I 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 systems integrate with the General Accounting system, as follows:

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 Management, 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 by means of ledger types.

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

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. The multi-national features of the General Accounting system include:

Consolidation and currency restatement

With consolidation and currency restatement, you can:

- Automatically calculate translation adjustments when restating your foreign subsidiaries into your parent company's currency
- Choose the average period, period end, period beginning, historical, or budgeted exchange rates, which gives you maximum flexibility for your currency restatement
- Simplify compliance with directives such as SFAS 52 and IAS 20 by maintaining entries based on both local accounting practices and the parent company's accepted accounting practices

Highly inflationary economies

You can maintain dual sets of books in highly inflationary economies — one in the local currency and one in a stable currency. You can also create foreign currency transactions.

Flexible reporting capabilities	Reports and inquiries show information that helps you analyze your balances for many different currencies. For example, you can analyze currency exposure and detailed bank account activity by the originating currency.
Statutory chart of accounts	You can maintain a chart of accounts according to the requirements of both a parent company and its subsidiaries. Various reports are provided to satisfy statutory reporting requirements.
Account balances by currency	You can control which account balances you want to store by currency. You specify the accounts by either company or ranges of account numbers.
“As if” reposting	“As if” reposting eliminates rate fluctuations for budgetary analysis by restating foreign transactions as if they had all been entered using the exchange rate from the same date.
Currency processing	You can use any currency in the world, from the Australian dollar to the Belgian franc. All transaction entries can be generated in a domestic currency, or in a foreign currency with automatic conversion, when necessary. You can designate a different currency preference for each of your companies, suppliers, customers, accounts, and employees.
Chart of accounts in multiple languages	You can maintain multiple language descriptions for your business units and chart of accounts.

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 upload 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 only indexed allocations.

See Also

- *General Accounting II Guide* for more information about the variable numerator and cost allocation methods

Reorganization Flexibility

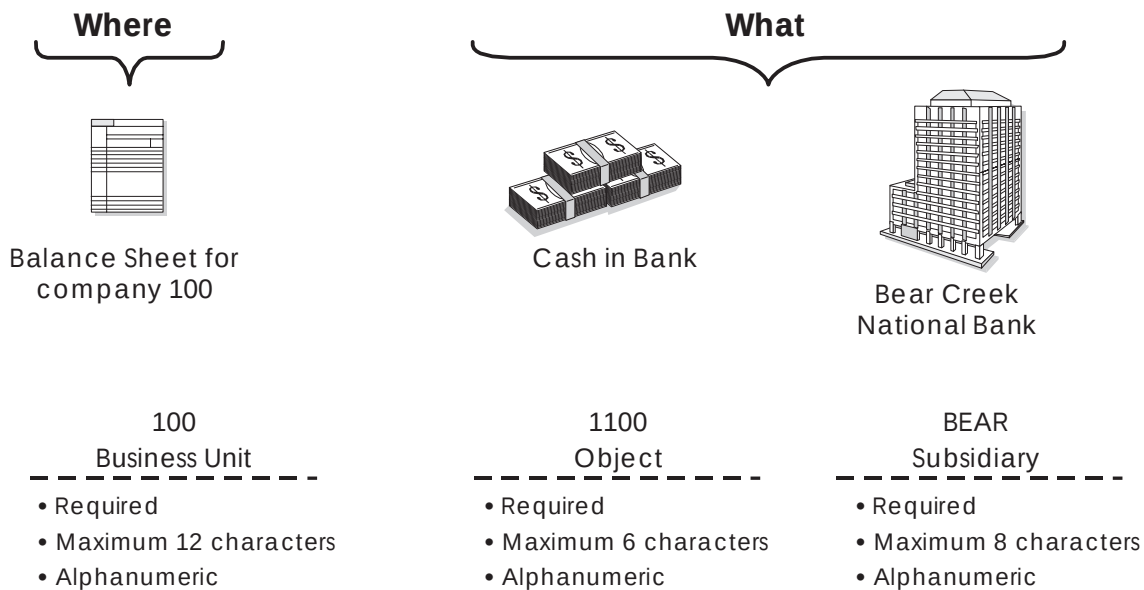
Whether you are reorganizing to meet changing market demands, adding locations to take advantage of favorable business environments, or beginning a new project, you might need to change your organizational structure.

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.



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 type 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).

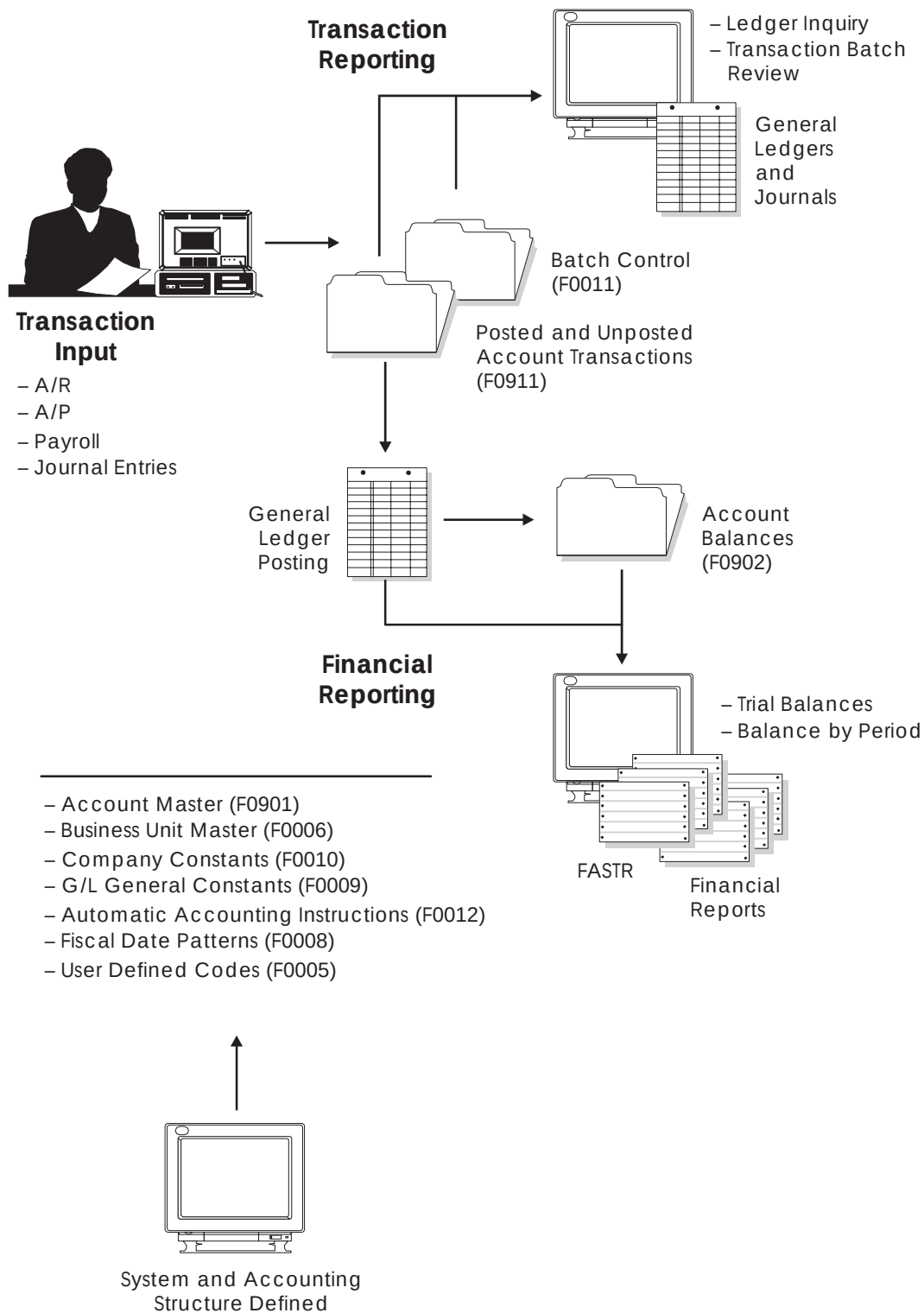
There are two parts of the “what”:

- Object (four or six characters, depending on your organization’s setup)

You can set up a five-character object if you are implementing the flexible chart of accounts feature.

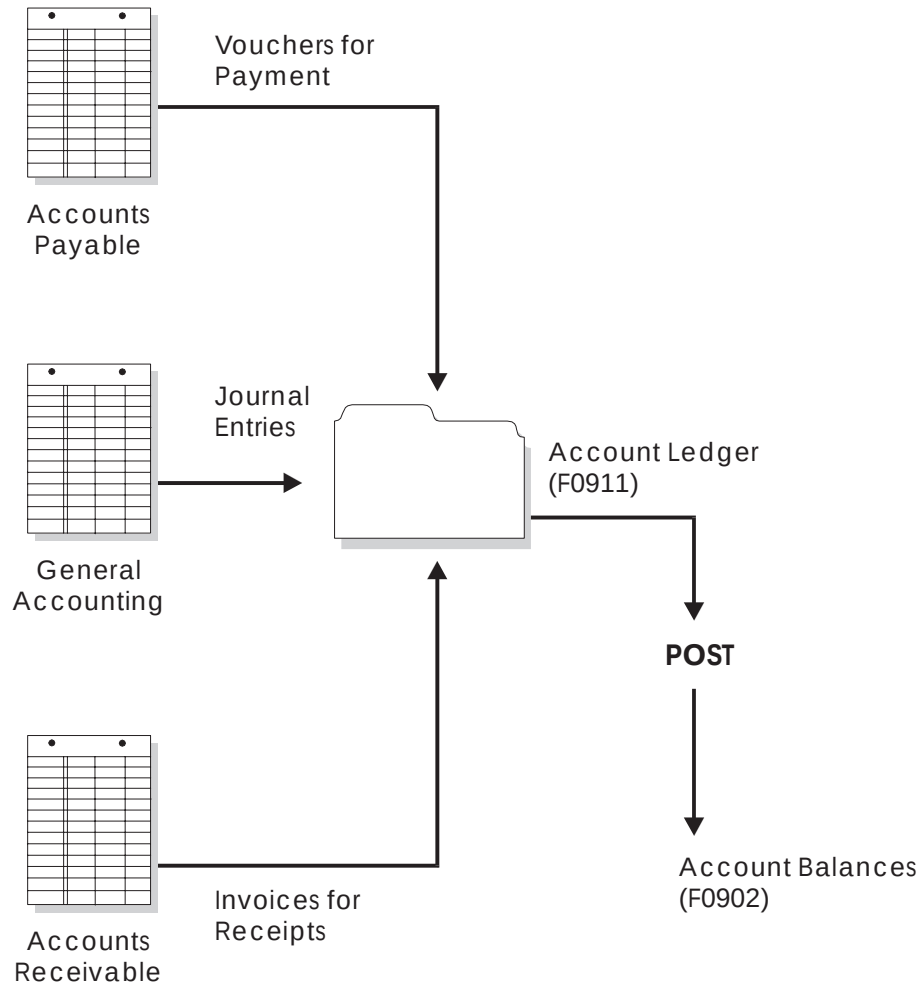
- Subsidiary (one to eight characters)

General Accounting System Flow



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 that is not currency related. There are two records per transaction, one domestic and one foreign, when you use multiple currencies.

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.

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

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.

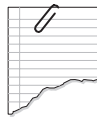
Sales/Use/VAT Tax (F0018)	Stores the transaction detail for each item that is subject to tax.

Menu Overview

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

Menu Overview – General Accounting

General Accounting G09



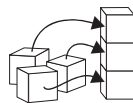
Daily Operations

- Journal Entry, Reports, and Inquiries G0911
- Accounting Reports and Inquiries G0912



Periodic Operations

- Account Reconciliation G0921
- Bank Statement Processing G09211
- Integrity Reports and Updates G0922
- Financial Reports G10
- Account Budgeting G14
- Other Budgeting Methods G1421
- Allocations G0923
- Consolidations G1011
- Multi-Site Consolidations G1021
- Multi-Currency Processing G11
- Multi-Currency Monthly Valuation G1121
- Multi-Currency Financial Restatement G1122
- Periodic and Annual Processes G0924



Setup Operations

- General Accounting System Setup G0941
- Organizational and Account Setup G09411
- Advanced Organization Setup G094111
- Financial Reporting Setup G1041
- Multi-Currency Setup G1141
- Tax Processing and Reporting G0021



Advanced and Technical Operations

- G/L Advanced and Technical Operations G0931
- Intercompany Settlement Processing G09318
- Cross-Environment Processing G09320

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.

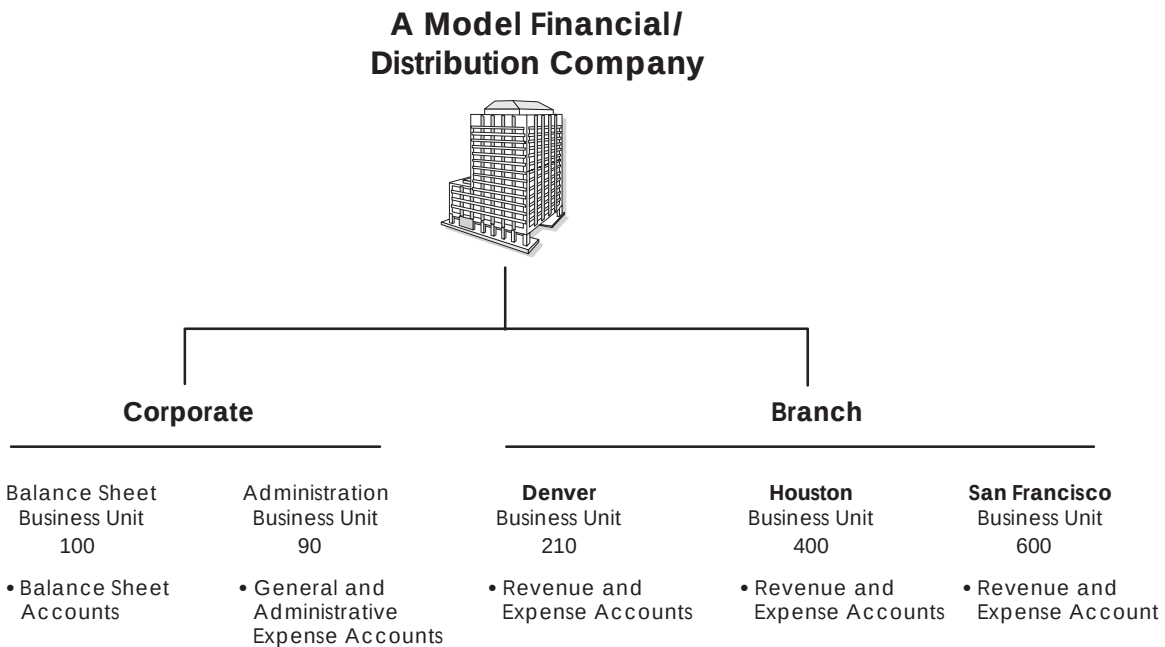


Chart of Accounts Structure

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.

General Accounting I

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		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				
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				
2090	Other Assets		5	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				
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				

Account	Description	Post Edit	LOD	B/S BU100	ADM BU90	DEN BU210	HOU- BU400	SFO BU600
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
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

General Accounting I

Account	Description	Post Edit	LOD	B/S BU100	ADM BU90	DEN BU210	HOU-BU400	SFO BU600
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					

Daily

Journal Entry Processing

Objectives

- To understand the different types of journal entries
- To create and revise a journal entry
- To create journal entries using special formats
- To create and use model journal entries
- To review and post journal entries
- To revise and void a posted journal entry

About Journal Entry Processing

Use journal entries to adjust or add transactions to accounts in your general ledger. Effective journal entry processing is fundamental to the accuracy of your general ledger.

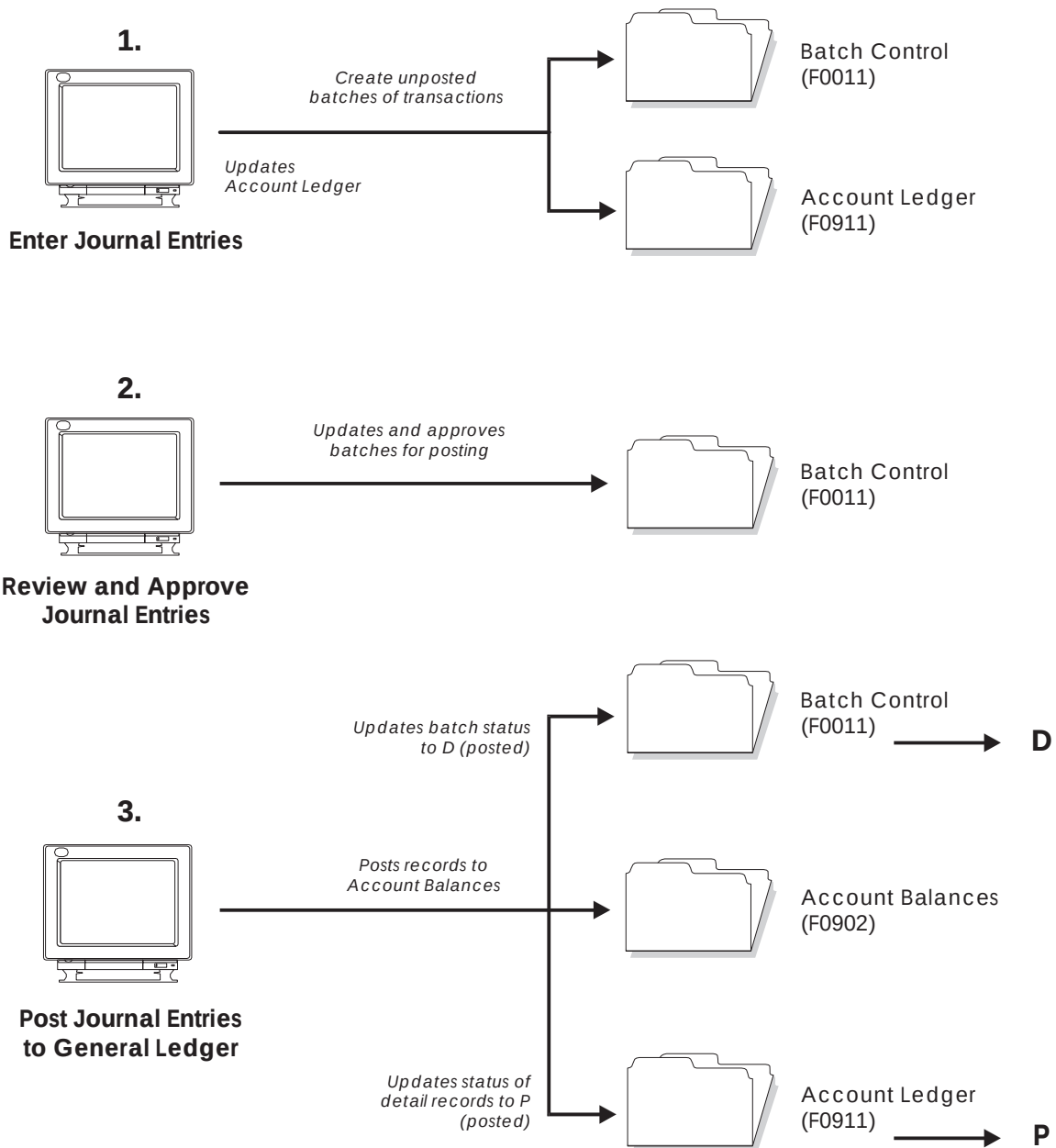
Journal entry processing consists of:

- ☐ Working with batch control for journal entries
- ☐ Working with basic journal entries
- ☐ Entering journal entries in special formats
- ☐ Working with other types of journal entries
- ☐ Working with model journal entries
- ☐ Entering journal entries with value-added tax (VAT)
- ☐ Reviewing and approving journal entries
- ☐ About the post process for journal entries
- ☐ Posting journal entries
- ☐ Revising and voiding posted journal entries
- ☐ Printing general journals



All J.D. Edwards systems use three-tier processing to manage batches of transactions. Journal entry processing is an example of three-tier processing. The term *three-tier* refers to three necessary steps that you perform.

The following graphic illustrates three-tier processing.



Where Are Journal Entries Generated?

Journal entries are generated in two places:

- You enter transactions manually through the General Accounting system, such as:
 - Accruals
 - Adjustments
 - Reclassification of transactions
- The system generates journal entries based on transactions from another system, such as:
 - Accounts Payable
 - Accounts Receivable
 - Payroll

What Are the Types of Journal Entries?

You can adapt the journal entry process to meet your needs by using the following types of entries:

Journal entries for multiple ledgers

You can enter journal entries for the various ledgers you have set up for budgets, statistical information, units, and so on.

Reversing journal entries

You can mark accrual journal entries to be reversed. After they are posted, the system creates and posts the reversing entries to the first day of the next period.

Percent journal entries

You can allocate amounts to different accounts in your G/L distribution based on the percentage entered for each line item.

Model journal entries

You can reduce data entry time by creating a set of templates for frequently used journal entries.

Recurring journal entries

For transactions that recur on a regular basis, you can manage journal entries that are created using the Cost Allocations process. See *Working with Cost Allocations* in the *General Accounting II Guide*.

When Do You Review and Approve Journal Entries?

After you enter journal entries, you can review and approve them at any time during the general ledger period before posting. Only approved batches of transactions are eligible to be posted. Use the review function to:

- Review and approve a batch for posting
- Place a batch in pending status so it cannot be posted until further analysis is completed
- Review and change journal entries

What Happens When You Post a Journal Entry?

After you review and approve journal entries, you post them to the general ledger. The post program:

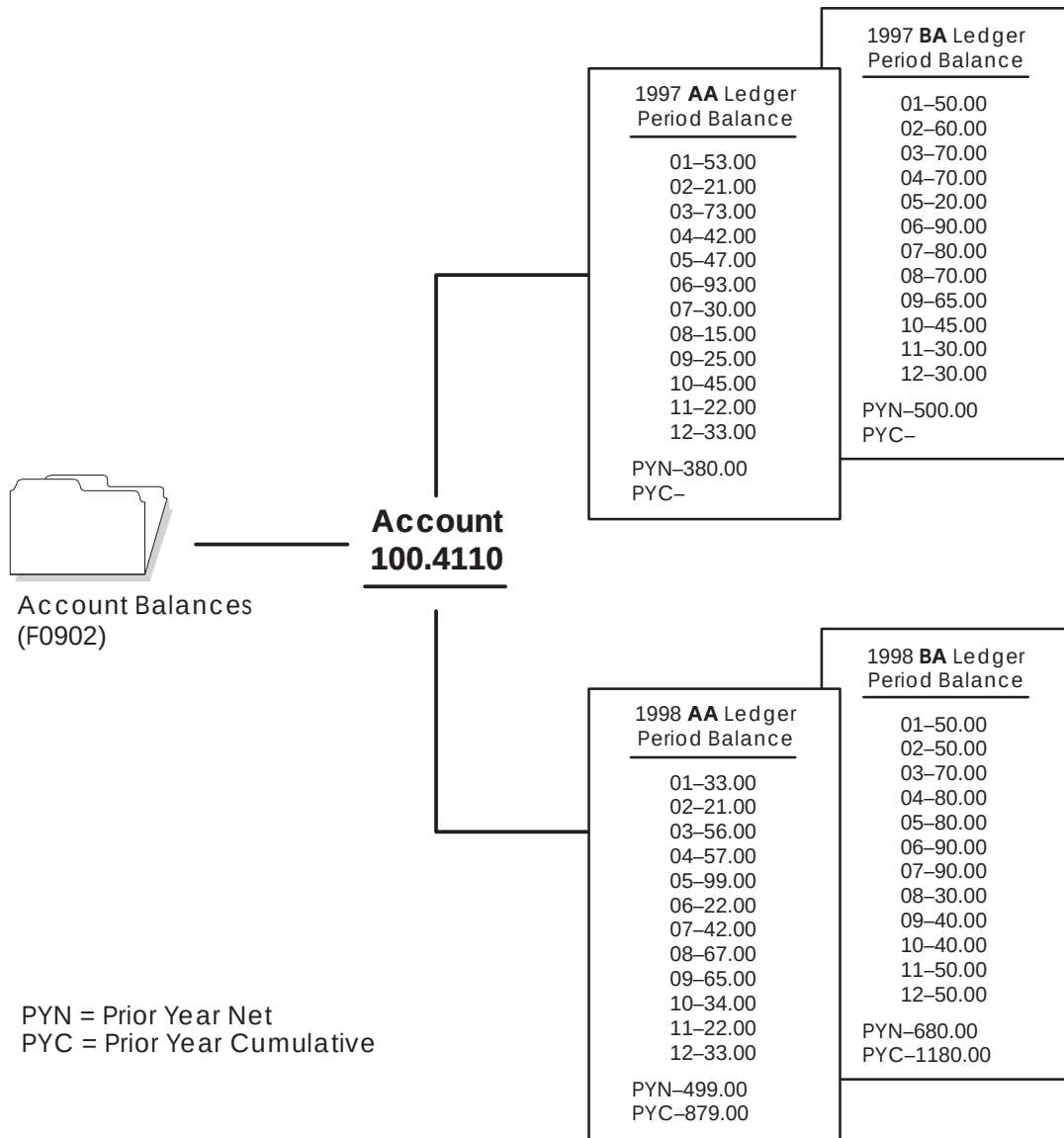
- Selects unposted, approved batches of journal entries and edits each transaction
- Posts accepted transactions to the Account Balances table (F0902)
- Changes the status of the journal entry batch to indicate that it is posted
- Marks the detail lines of the journal entry as posted in the Account Ledger table (F0911)
- Produces a posting edit report, which lists any errors, and a posting journal report, which lists successfully posted batch details

How Are Balances Maintained?

You can process journal entries for different types of accounting information needs using different ledgers. The system uses ledger type codes to separate balance amounts and units for each ledger. The following shows some examples of ledger type codes and their corresponding ledgers:

AA	Actual amounts
BA	Budget amounts
AU	Actual units
BU	Budget units
CA	Foreign currency amounts

The following graphic illustrates how the system maintains various account balances.



What Are the Types of General Journal Reports?

You can print a general journal report to examine journal entry transactions before you post them to the general ledger. Printed reports provide an alternative to reviewing the general journal online. They are especially helpful when you are researching out-of-balance conditions. You can select from three types of reports:

- Unposted journal entries only
- Posted and unposted journal entries in batch number sequence
- Posted and unposted journal entries in account number sequence

Work with Batch Control for Journal Entries

Working with Batch Control for Journal Entries



From General Accounting (G09), enter 29

From General Accounting System Setup (G0941), choose General Accounting Constants

Before entering journal entries, you can activate the batch control feature to help manage your journal entry process.

Use batch control to verify that the batch of journal entries you enter into the system balances to a manual record of the batch. Batch control information is stored in the Batch Control table (F0011).

Batch Control Required (Y/N)	☒
Management Approval of Input (Y/N)	☐
Management Approval of Input F/A (Y/N)	☐
Allow PBCO Postings (Y/N)	☒
Allow Invalid Accounts (Y/N)	☒
Symbol to Identify Short Number	*
Symbol to Identify BU.Object.Sub	
Symbol to Identify 3rd G/L Account	/
Account Separator Character	.
Intercompany Settlement(Y/D/C/1/2/3/*N)	D
Multi-Currency Conversion (Y/N/Z)	☒
Allow Multi-Currency Intercompany JE	☒

If you are using batch control, you enter information about your batch before you actually enter the journal entries. After you enter journal entries, the system compares the control totals with the actual totals you entered for the batch. If the totals do not match, the system displays the difference on Batch Entry and Status. This display is for your information only.

	Documents	Input Totals
Total Expected	2	3,000
Total Entered	2	3,000
Total Remaining	2	3,000

What You Should Know About

Entering decimals

The system assumes the amount you enter includes two decimal places. For example, enter 253.25 as 25325.

Posting a batch when the total entered does not match the total expected

If there is a difference between the total entered and the total expected, the system does not prevent you from posting the batch.

Multi-Currency batch totals

If you enter transactions of different currencies into the same batch, the system does not adjust for the decimal notations of the different currencies. Instead, you get a hash total.

Work with Basic Journal Entries

Working with Basic Journal Entries

You can enter journal entries using different ledger types and unlimited detail lines that distribute amounts to various accounts. The basic journal entry process serves as the basis for working with other types of journal entries.

As you enter data, the General Accounting system validates the information in certain fields to ensure that the integrity of your financial data remains intact.

When you enter a journal entry, the system marks it as unposted and adds it to the Account Ledger table (F0911). When you post, the system updates the Account Balances table (F0902) and marks the journal entry as posted in the Account Ledger table.

Working with basic journal entries consists of:

- ☐ Entering basic journal entries
- ☐ Accepting an out-of-balance journal entry
- ☐ Duplicating account number segments
- ☐ Locating a journal entry
- ☐ Revising an unposted journal entry
- ☐ Copying a journal entry
- ☐ Working with invalid account numbers
- ☐ Adding text to journal entries

Before You Begin

- ☐ Set up your organization's chart of accounts
- ☐ Set up the general accounting constants that apply to journal entries
- ☐ Set up your fiscal date patterns in the company constants
- ☐ Set up your AAIs specifically for intercompany settlements

- ☐ Review the user defined code list (00/DT) for document types to ensure that JE is the document type for journal entries

Entering Basic Journal Entries



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

You can enter many types of transactions using basic journal entries. When you enter a journal entry, the debit and credit amounts must balance.

Entering a basic journal entry consists of:

- Identifying the journal entry
- Entering the G/L distribution
- Correcting an out-of-balance condition

What You Should Know About

Reference numbers

When you complete a journal entry, the system displays the assigned batch and document numbers. You can use these numbers to facilitate locating and reviewing a journal entry.

See *Locating a Journal Entry*.

► To identify the journal entry

For each journal entry, you must enter information to identify it in the system, such as the date that the journal entry will affect the general ledger.

On Journal Entry

Account No.	Amount	Explanation 2	P
100.1110.BEARR	1,500.00-		
100.1110.FIB	1,500.00		

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys

1. Complete the following fields:
 - Document Type
 - Explanation
 - G/L Date
2. Complete the following fields, or let the system assign the values:
 - Document Number
 - Document Company
 - Currency Code

After you complete these steps, follow the steps to enter the G/L distribution.

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 timesheets. 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. <i>Form-specific information</i> The document type for journal entries is JE. The document type of a model percent journal entry is %. It changes to JE when you create an actual journal entry from the model.
G/L Date	A date that identifies the financial period to which the transaction will 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. <i>Form-specific information</i> If you do not specify a G/L date when you are locating journal entries, the system displays journal entries for all G/L dates associated with the document, as specified by document number, document type, and document company. To keep the periods in balance when you void reversing journal entries, use the same date in the voiding entry as shown for the corresponding journal entry you are voiding.
Document (Voucher, Invoice, etc.)	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.

Field	Explanation
Document 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. For World, 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.
Currency Code	A code specifying the currency of the transaction. This can be any code defined on the Designate Currency Codes form (World) or on the Set Up Currency Codes form (OneWorld). NOTE: This currency field only applies to AA and CA ledger types when posting by currency is activated. <i>Form-specific information</i> If you leave this field blank, the system supplies the company currency code associated with the account number of the first detail line for the journal entry.

► To enter the G/L distribution

After you enter the information that identifies the journal entry, enter the detail lines that distribute the journal entry amount to the G/L accounts.

On Journal Entry

- Complete the following fields for each G/L account to which amounts will be distributed:
 - Account Number
 - Amount
 - Explanation 2 (optional)
- Review the following field:
 - Batch Number
- Access the detail area.

[09101] - Journal Entry

FunctionsToolsHelp

✓✕12345

Mode (F)IDModel (Y)
Reverse or Void (R/V)
Base Co. CurrencyUSD

Document TypeJE

Document Number/Co1041800100

ExplanationBank Service Charge

G/L Date

Batch Number83257 Home BU

Remaining

Currency CodeUSDRef. 1

Exchange Rate

Skip to Line

Account No.	Amount	Explanation 2	P
100.1110.BEAR	1,500.00-		
Units	UM	Subledger	Type
Reference 2	Asset ID		G/L Date 03/31/98
Srvc 03/31/98 LT AR	Desc Bear Creek National Ban Ln	1.0 Batch	83257
MA Code 1	MA Type 1	MA Code 2	MA Type 2
100.1110.FIB	1,500.00		
Units	UM	Subledger	Type
Reference 2	Asset ID		G/L Date 03/31/98
Srvc 03/31/98 LT AR	Desc First Interstate Bank Ln	2.0 Batch	83257
MA Code 1	MA Type 1	MA Code 2	MA Type 2

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys

4. Verify the following field:
- Ledger Type
5. To add the record, do one of the following:
- In WorldSoftware, press Enter
 - In WorldVision, click Add

If the remaining amount has a balance, you must correct or accept the out-of-balance condition.

Field	Explanation
Account No	Identifies an account in the general ledger. You can use one of the following formats for account numbers: 1 Standard account number (business unit.object.subsidiary or flexible format) 2 Third G/L number (maximum of 25 digits) 3 8-digit short account ID number 4 Speed code (not currently available in OneWorld) 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). <i>Form-specific information</i> Depending on your general accounting constants, you might be able to accept an invalid account number. Insert an & (ampersand) as the first character in front of the invalid account number. For example, &90.1107

Field	Explanation
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. <i>Form-specific information</i> For a percent journal entry or a model for percent journal entries, enter the percent to be distributed to the account without a % (percent) sign. For example, enter 25.75 for 25.75%. The system will calculate the amount as a percentage of the amount to distribute. When you use the Journal Entry format with separate debit and credit columns, omit signs. Instead, enter the amount in the appropriate column (debit or credit).
Explanation 2	A name or remark that describes an element in the J.D. Edwards systems. <i>Form-specific information</i> An optional description of the transaction or a remark. Press the key that is set up to act as a duplication key to copy the description from the preceding line.
Batch Number	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter 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.
G/L Posted Code	A code that designates the posting status of a transaction in the general ledger. Valid codes are: - P Posted. (You cannot alter posted transactions.) - M Model journal entry. - blank Unposted status. This code also designates the status of the posting of each particular transaction in the A/R and A/P Ledger tables. Valid codes are: - P Transactions that have been processed through cash entries programs and will require being edited again in the pre-post process. - X Transactions that were originally coded P from cash entries programs have been processed through pre-post. - D Transactions that have been successively posted or that have been processed through the cash entries programs with a one-to-one record relationship with the general ledger (for example, adjustments, journal entry from cash receipts, and so on).

Field	Explanation
Ledger Type	A user defined code (system 09/type LT) that specifies the type of ledger, such as AA (Actual Amount), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions. <i>Form-specific information</i> The default ledger type is AA.

► To correct an out-of-balance condition

In most cases, you will need to correct a journal entry so that the debit amounts balance to the credit amounts before the system will accept it.

On Journal Entry

1. Review the following field to determine the adjustment amount:
 - Remaining
2. Do one of the following:
 - Correct the journal entry so that the debits balance to the credits and press Enter.
 - Delete the journal entry.

Field	Explanation
Remaining	The current balance of the document. <i>Form-specific information</i> The amount of the journal entry remaining to be distributed. An amount appears in this field if the transaction is out of balance. A positive amount indicates debits are greater than credits. A negative amount indicates credits are greater than debits.

Accepting an Out-of-Balance Journal Entry

Debits and credits must be equal for a journal entry to be in balance. In most cases, if a journal entry has a remaining amount, you need to find and correct the error. However, you might need to accept an out-of-balance journal entry if an unusual situation occurs. For example:

- You are entering a journal entry to correct an out-of-balance condition in the general ledger for one or more companies. This could happen if the post process terminated abnormally and the system posted only part of an original journal entry.
- You are entering a long journal entry. You need to leave and, before you sign off, you want to save your work-in-process.

► **To accept an out-of-balance journal entry**

On Journal Entry

1. Review the following field to determine the problem:
 - Remaining
2. Accept the out-of-balance journal entry and press F12.

See Also

- *Revising Batches to Post Out-of-Balance (P0011)* in the *General Accounting II Guide* for information about how to post an out-of-balance batch

Duplicating Account Number Segments

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

Example: Duplicating Account Number Segments

The following illustrates how duplication works in a single journal entry. It shows a series of account numbers you might enter followed by the corresponding account numbers the system will use.

You type:	The system uses:
100.1110.FRANCE	100.1110.FRANCE
. .BEAR	100.1110.BEAR
50. .	50.1110.BEAR
100..	100.1110.BEAR

.1810 100.1810

70. 70.1810

. 70.1810

The system replaces each separator character with the missing part of the account number by copying the same part from the preceding account number. If there is only one separator character, the system copies the business unit.object from the preceding detail line.

► To duplicate account number segments

On Journal Entry

During journal entry, replace each part (business unit, object account, and subsidiary account) of the account number to be duplicated with a separator character in the following field:

- Account Number

Locating a Journal Entry



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

You must locate a journal entry before you can review, change, delete, or void it.

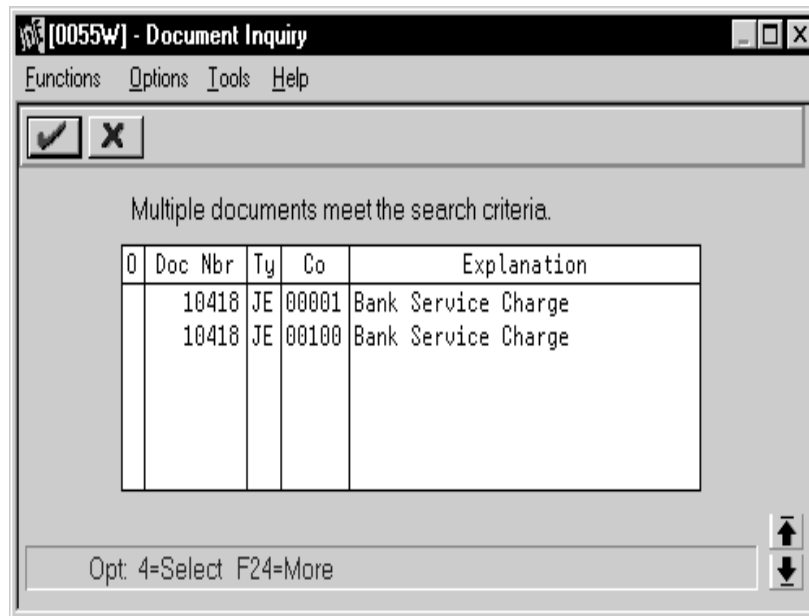
► To locate a journal entry

On Journal Entry

1. Complete the following fields:
 - Document Type
 - Document Number
2. Complete the following optional fields and press Enter:
 - G/L Date
 - Document Company

If there are multiple documents for the same document number and type, you must select a document by looking at the associated company. Depending on your user preference settings, the system either:

- Selects the journal entry for the company in your user preferences
 - Displays Document Inquiry
3. If Document Inquiry appears, select a journal entry.



See Also

- *Reviewing and Approving Journal Entries (P00201)* for information about other ways to locate journal entries

Revising an Unposted Journal Entry



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

You can change or delete unposted journal entries. You *cannot* change the following key fields:

- Document Type
- Document Number
- Document Company
- G/L Date

- Currency Code
- Ledger Type

To change the information in these fields, do one of the following:

- Delete and re-enter the journal entry
- Copy the journal entry and change these fields on the new journal entry before you enter it, then delete the incorrect journal entry

To revise an unposted journal entry

On Journal Entry

1. Locate the journal entry.
2. To revise a specific detail line of a lengthy journal entry, complete the following field:
 - Skip to Line
3. Complete the following fields, as necessary:
 - Explanation
 - Account Number
 - Amount
 - Explanation 2
4. Use the Change action.

Field	Explanation
Skip to Line	To move rapidly through a long list of journal entries, enter a line number. The system shifts the information on that line to the top of the display.

What You Should Know About

Deleting or voiding

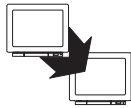
To remove an unposted journal entry from the system, delete it. Deleting does not provide an audit trail. If you need to maintain an audit trail, you can post the transactions and then void the journal entry.

Changing or deleting entries from other systems

Do not change or delete journal entries that were originated in another system, such as Accounts Payable. To change a journal entry that is associated with an invoice or a voucher, use the corresponding Accounts Receivable or Accounts Payable system.

See Also

- *Revising a Posted Journal Entry (P09101)*

Copying a Journal Entry

From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

You can create a new journal entry by copying an existing journal entry and then changing the copy. This procedure is useful when you need to:

- Correct errors in fields that you cannot change on an existing journal entry, such as the G/L date. In this case, you can use the copy to replace the existing journal entry.
- Enter a journal entry that is similar to an existing lengthy journal entry.

You can copy a posted or an unposted journal entry.

▶ To copy a journal entry

On Journal Entry

1. Locate the journal entry.
2. Clear the following field:
 - Document Number
3. Change other fields as necessary.
4. Use the Add action.
5. If the new journal entry replaces the existing one, do the following:
 - Locate the journal entry you copied from
 - Delete or void it

What You Should Know About

Making multiple copies If you need similar journal entries on an ongoing basis, consider creating a model journal entry or a cost allocation.

See *Working with Model Journal Entries*

Working with Invalid Account Numbers

If you enter an account number that is not set up in your chart of accounts, the system displays an error message and does not accept the entry. You must do one of the following:

- Choose a valid account number
- Temporarily accept the invalid account number
- Add the account number

Choosing a valid account number is always available. You might not have authority to temporarily accept or add an account number.

The system validates the account numbers you enter on Journal Entry against the information in the Account Master table (F0901).

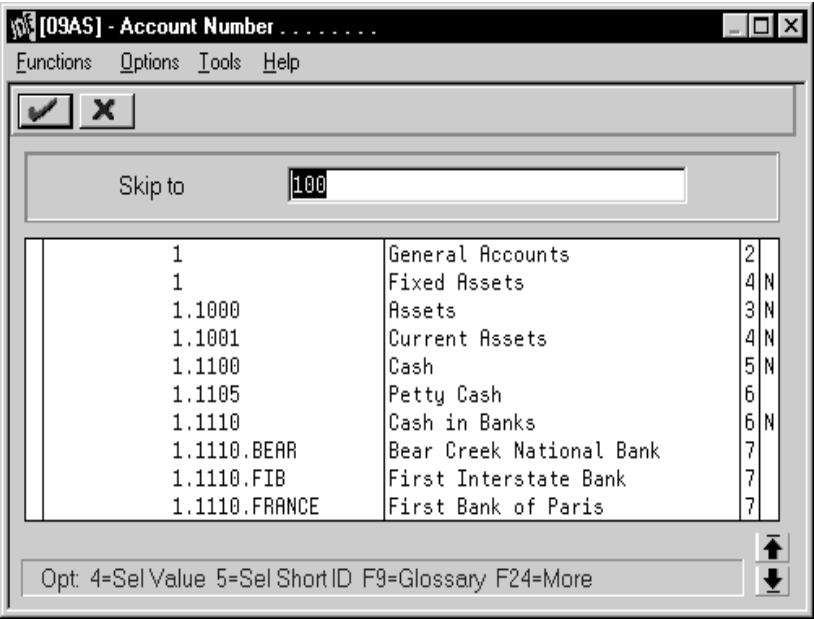
Choosing a Valid Account Number

When you need to change an invalid account number, you can search for the valid account number by description, by number, or by partial description. If you already know the valid number, you can correct the entry.

To choose a valid account number

On Journal Entry

1. If you do not know the valid account number, press F1 in the following field to access a list of account numbers:
 - Account Number



- 2. On Account Number, complete the following field to search for a specific account by description or part of the number:
 - Skip to
- 3. Choose a valid posting account number.

Field	Explanation
Skip to	An account number or a description. <i>Form-specific information</i> This field is used on Accounting Structure to handle two functions: entering a specific account number to skip to, or searching for an account description. Using Query Search, you can search for an alphabetic match by entering either of the following: • Full description • Partial text followed by an * (asterisk). The system searches for all descriptions that include the entered characters. For example, enter TAX* for all descriptions that begin with the characters TAX.

Temporarily Accepting Invalid Account Numbers

Depending on your general accounting constants, you might be able to accept an invalid account number temporarily. Doing this is useful in either of the following situations:

- You are not sure what the correct account number is.

- You are not authorized to add new accounts.

Before You Begin

- ☐ Ensure that the business unit segment of the invalid account number is set up as a valid business unit. If it is not, the system will not accept the entry.

► To temporarily accept an invalid account number

On Journal Entry

1. Insert an & (ampersand) as the first character in front of the invalid account number (for example, &90.1107) in the following field:
 - Account Number
2. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

What You Should Know About

Posting invalid account numbers

If you temporarily accept an invalid account number, the system sets the status of the batch to “error.” You cannot post the batch even if it is approved. Account numbers must be in the Account Master table (F0901) before the batch can successfully post. Depending on your setup, you can fix invalid account numbers in three ways:

- Change the account number on Journal Entry.
- Add the account number to the chart of accounts. Then you can approve the batch and post as usual. You do not have to remove the & symbol from the account number on Journal Entry.
- Let the post program create the account number.

See *Creating Accounts Dynamically*.

Adding Account Numbers

If you are authorized, you can add account numbers to your chart of accounts. This task consists of:

- Adding a single account number
- Adding multiple account numbers

If you add a single account number, you can enter all of the information for your chart of accounts. If you add multiple account numbers at the same time, you can access only the required part of the account information.

► To add a single account number

On Journal Entry

1. Access Account Master Revisions by pressing F13.

2. On Account Master Revisions, complete the following fields:

- Business Unit
- Object
- Subsidiary (optional)
- Description
- Account Level of Detail

3. Do one of the following:

- In WorldSoftware, press Enter
- In WorldVision, click Add

See Also

- *Setting Up Accounts (P0901)* for more information about adding account numbers

► To add multiple account numbers

On Journal Entry

1. Access Account Master Additions by pressing F10.

Description	Account Number	L	P
Office Entertainment Expense	90.9025	7	
		8	
		8	
		8	
		8	
		8	
		8	
		8	
		8	
		8	

The system preloads a level of detail of 8. You should change this to fit your chart of accounts. If you receive an *Invalid Account* message before choosing Account Master Additions, the system also preloads the invalid account number.

2. On Account Master Additions, complete the following fields:
 - Description
 - Account Number
3. Change the following fields as necessary:
 - Level of Detail
 - Posting Edit

Adding Text to Journal Entries

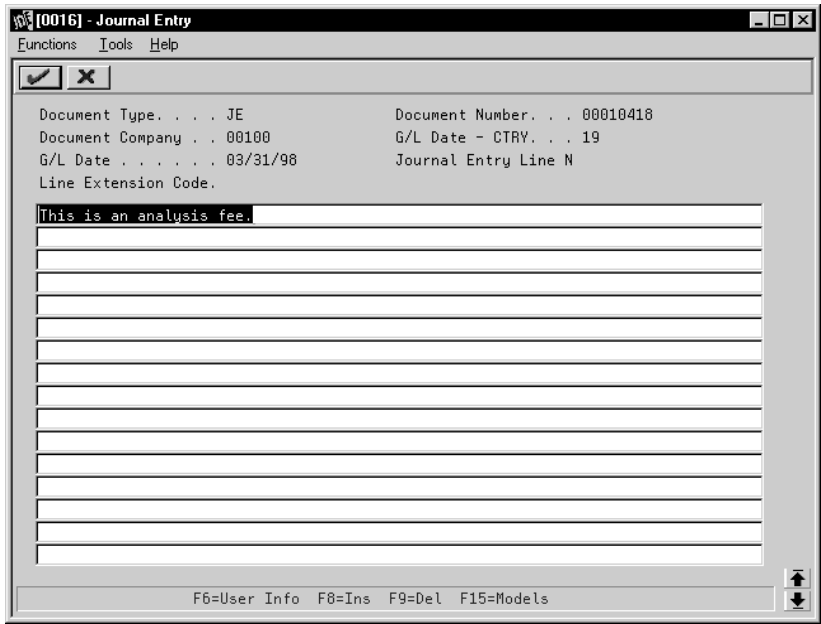


From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

After you enter a journal entry, you can select it to add a comment or memo to it. This text is for internal reference only. Complete one or both of the following tasks:

- Add text for an entire journal entry
- Add text for a detail line of a journal entry



What You Should Know About

Size of text entry	You can enter up to 32,000 characters of text.
Highlighted fields	When you add text to a journal entry or a detail line for a journal entry, the system highlights the associated field on Journal Entry and on inquiry forms, such as Account Ledger Inquiry.
Printing added text	You can set a processing option on the General Ledger by Business Unit report to include the text added to journal entries. See <i>Printing General Ledger by Business Unit</i>.

► To add text for an entire journal entry

On Journal Entry

1. Locate the journal entry.
2. From one of the entry fields in the header, press F14.
3. On the Journal Entry text form, enter the text and press Enter.
4. Return to Journal Entry.

► To add text to a detail line of a journal entry

On Journal Entry

1. Locate the journal entry.
2. From any detail line, press F14.
3. On the Journal Entry text form, enter the text and press Enter.
4. Return to Journal Entry.



Exercises

See the exercises for this chapter.

Test Yourself: Working with Basic Journal Entries

1. Name five fields that you cannot change on an unposted journal entry.

2. What is the result of voiding an unposted journal entry as compared to deleting it?

3. On Journal Entry, how do you add text for internal information about the journal entry?

4. If you use the Account Number Duplication feature, indicate the second, third, and fourth entries you made to achieve the following results:

For this result	What you must enter (first entry is shown)
100.1110.FIB	100.1110.FIB
100.1234.FIB	
50.1234.FIB	
1.1234.BEAR	

Hint: Your second entry begins with the separator character (a period).

5. What symbol do you enter before an invalid account number to mark it as an account number that has not yet been entered in the Account Master (F0901) table?

The answers are in *Appendix B*.

Enter Journal Entries in Special Formats

Entering Journal Entries in Special Formats

You can enter journal entries using a format that differs from the basic journal entry format. Special formats save time and are more convenient because they are designed for specific types of journal entries or for use in other J.D. Edwards systems.

Entering journal entries in special formats includes:

- ☐ Entering a journal entry with subledger information
- ☐ Entering a journal entry for energy
- ☐ Entering a journal entry for fixed assets
- ☐ Entering a journal entry with units
- ☐ Entering a journal entry for work orders
- ☐ Entering a journal entry with debit and credit columns

What You Should Know About

Format options

A processing option controls the sequence in which the system displays the formats. Setting this option lets you specify that the format you most commonly use displays first.

Where the formats differ from the basic format

In all formats except the energy format, the detailed G/L distribution lines include the additional fields required for the special type of journal entry. The energy format provides the additional fields in the detail area.

When the basic journal entry format also works

Although the special formats provide faster entry, you can enter the same information in the detail area of the basic journal entry format for:

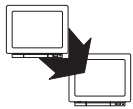
- Subledgers
- Fixed assets
- Units

The special fields for energy and work orders, and the columns for debits and credits, are available only when you use those special formats.

See Also

- *Working with Basic Journal Entries (P09101)*

Entering a Journal Entry with Subledger Information



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

Subledgers provide a more detailed record of accounting activity. You can use subledgers in addition to the regular account numbers (business unit.object.subsidiary). To enter subledgers quickly, use the special format provided for this type of information.

For example, to record revenue and expenses by salesperson, you can include the salesperson's address book number as a subledger when you record the expense. You can then locate and review revenues and expenses by salesperson. Additionally, you do not have to add records to your chart of accounts to get this level of detail.

A subledger number can be:

- An address book number
- A business unit number
- A sales order number
- A work order number
- An equipment number
- A lease number
- An item number
- A user defined alphanumeric code

You must specify both a subledger number and a subledger type. There are eight predefined subledger types. The system uses the subledger type to validate the subledger number against a J.D. Edwards master table, as follows:

A (customers, employees, owners)	Address Book Master table (F0101)
C (business units)	Business Unit Master table (F0006)
E (equipment numbers)	Equipment Master table (F1201)
I (short item numbers)	Item Master table (F4101)
J (job change requests)	Change Request Master table (F5301)
L (lease numbers)	Tenant/Lease Master table (F1501)
O (order numbers)	Sales Order Header table (F4201)
S (structured subledgers)	Chart of Accounts Format table (F0907)
W (work orders)	Work Order Master table (F4801)
X, Y, and Z	User defined

You can also define other subledger types and specify a user defined code table for each. The system edits the subledger number against the user defined code table for the subledger type.

 To enter a journal entry with subledger information

On Journal Entry

1. Access the subledger format by pressing F2 (multiple times if needed).

[09101] - Journal Entry

Functions Tools Help

Mode (F) Model (Y)

Reverse or Void (R/V)

Base Co. Currency USD

Document Type

Document Number/Co Explanation

G/L Date Batch Number

Remaining Currency Code Ref. 1

Exchange Rate

Skip to Line

Account No.	Subledger T	Amount	Explanation 2
90.6177	00002049	1,000.00	Car Allowance Advanc
100.1110.BEARR	00002049	1,000.00-	Car Allowance Advanc

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys

2. Follow the steps to enter a basic journal entry.
3. Include the following fields in the G/L distribution entry:
 - Subledger
 - Subledger Type
 - Explanation 2 (optional)
4. Access the detail area to include information for the audit trail.
5. Complete the following optional field:
 - Reference 2
6. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Subledger – G/L	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.

What You Should Know About

Posting edit codes L and S

If you assign posting edit code L or S to an account, and if the account has an assigned subledger type, every transaction for the account requires the following:

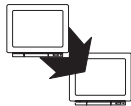
- Subledger
- Subledger type

The subledger type for the transaction must match the subledger type code that you defined for the account.

See Also

- *Working with Basic Journal Entries (P09101)*
- *Defining Additional Subledger Types (P00051)*

Entering a Journal Entry for the Energy Systems



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

To enter information typically required for the oil and gas industry, use the special format designed for use with energy data.



To enter a journal entry for energy

On Journal Entry

1. Access the energy format by accessing the detail area and pressing F2 (multiple times if needed).
2. Follow the steps to enter a basic journal entry.

[09101] - Journal Entry

Functions Tools Help

Mode (F) ☐ Model (Y) ☐
 Reverse or Void (R/V) ☐
 Base Co. Currency USD

Document Type JE
 Document Number/Co 1523 00100 Explanation R. McLind Car Allowance
 G/L Date Batch Number 113715 Home BU
 Remaining Currency Code Ref. 1
 Exchange Rate
 Skip to Line

Account No.	Amount	Explanation 2	P
90.6177	1,000.00	Car Allowance Advanc	
Units	UM	LT AA Desc Car Allowance	G/L Da 06/30/98
Srvc 06/30/98 Bill Code	Subledger	00002049 Type A DOI	Batch 113715
Asst ID	Lease		Ln 1.0
100.1110.BEAR	1,000.00	- Car Allowance Advanc	
Units	UM	LT AA Desc Bear Creek National Ban	G/L Da 06/30/98
Srvc 06/30/98 Bill Code	Subledger	Type DOI	Batch 113715
Asst ID	Lease		Ln 2.0
Units	UM	LT Desc	G/L Da
Srvc	Bill Code	Subledger	Type DOI
Asst ID	Lease		Batch Ln

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys

3. Complete the following fields for each G/L distribution:

- Bill Code
- DOI (Division of Interest)
- Lease

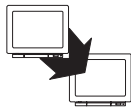
Field	Explanation
Bill Code	A user defined code (system 98, type BC) that identifies the billing status for the Joint Interest Billing (JIB) system. Valid codes include: - blank Blank (the default value) indicates transactions that are billable if a valid Division of Interest (DOI) exists for the business unit and if the object account is within the billable range of accounts. - N Specifies that a transaction is not billable, regardless of the business unit, DOI, or account range. - D Direct charges the owner specified in the subledger field at 100%. NOTE: That direct charges are only allowed for entity type O (outsider). - H Holds a billable transaction until the user wants to manually release the transaction by changing the Bill Code. - M Manual DOI code assignment requires a valid DOI code to be input. During JIB Cost Allocations and Billing, this code will be changed based on the processing status. G/L file purging uses this code also.

Field	Explanation
DOI	A number that identifies a specific Division of Interest (DOI) for a business unit. You can have up to 99 revenue and 99 billing DOIs per business unit. Multiple DOIs can occur for a variety of reasons. For billing, multiple DOIs let you bill different account ranges or change ownership as of a specific date. For revenue distribution, multiple DOIs can be used for different products, purchase contracts, ownership changes, or owner certification changes as of a particular date. For land, multiple DOIs can be used to identify different ownerships for different tracts on a lease or BPO/APO (Before Payout/After Payout) working interest changes.
Outsider Lease or Well ID	An alternate lease or well number as assigned by an outsider (governmental body or a purchaser). This number will often correspond to a product and/or purchaser combination for a particular sale. This field is also used as a generic cross reference to the lease master table for such items as unit numbers, contract numbers, well numbers, old lease numbers and so on.

See Also

- *Working with Basic Journal Entries (P09101)*

Entering a Journal Entry for Fixed Assets



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

To enter property and equipment information quickly, use the special format designed for the J.D. Edwards Fixed Assets system.

► To enter a journal entry for fixed assets

On Journal Entry

1. Access the fixed assets format by pressing F2 (multiple times if needed).

[09101] - Journal Entry

FunctionsToolsHelp

12345

Model (Y)
Reverse or Void (R/V)
Base Co. Currency USD

Mode (F) ID

Document Type JE

Document Number/Co 1523 00100

G/L Date

Remaining

Skip to Line

Explanation R. McLind Car Allowance

Batch Number 113715

Currency Code Ref.1

Exchange Rate

Account No.	Amount	Asset ID	Explanation 2
90.0177	1,000.00		Car Allowance Adv
100.1110.BERR	1,000.00-		Car Allowance Adv

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys

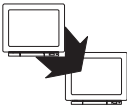
2. Follow the steps to enter a basic journal entry.
3. Complete the following field for each G/L distribution entry:
- Asset ID

Field	Explanation
Asset ID	Enter the asset number in one of three different formats: 1Item number (a computer-assigned, 8-digit numeric control number). 2Unit number (12-character alphanumeric field). 3Serial number (25-character alphanumeric field). Every asset has an item number. Unit number and serial number are optional. The first character that you enter indicates which asset number you are entering. The system examines the first position for a special character (/ or *). If you do not enter a special character in the first position of the field, the system assumes that you are using the default asset number defined for your system. You identify the special characters on the constants form.

See Also

- Working with Basic Journal Entries (P09101)

Entering a Journal Entry with Units



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

To enter units and units of measure quickly, use the special format designed for the J.D. Edwards Manufacturing systems.

► To enter a journal entry with units

On Journal Entry

1. Access the units format by pressing F2 (multiple times if needed).

Account No.	Amount	Units	UM	G/L Date	P
90.8177	1,000.00			06/30/98	
100.1110.BEARR	1,000.00-			06/30/98	

2. Follow the steps to enter a basic journal entry.
3. Complete the following fields for each G/L distribution entry:
 - Units
 - Unit of Measure

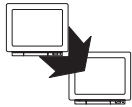
Field	Explanation
Units	The quantity of something that is identified by a unit of measure. For example, it can be the number of barrels, boxes, cubic yards, gallons, hours, and so on.

Field	Explanation
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.

See Also

- *Working with Basic Journal Entries (P09101)*

Entering a Journal Entry for Work Orders



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

To specify the current stage of development, or phase, in journal entries, use the special format designed for the J.D. Edwards Work Orders system.

► To enter a journal entry for work orders

On Journal Entry

1. Access the phase format by pressing F2 (multiple times if needed).

[09101] - Journal Entry

Functions Tools Help

Mode (F) ☐ D Model (Y) ☐
Reverse or Void (R/V) ☐
Base Co. Currency USD

Document Type JE
Document Number/Co 1523 00100 Explanation R. McLind Car Allowance
G/L Date Batch Number 113715 Home BU
Remaining Currency Code Ref. 1
Skip to Line Exchange Rate

Account No.	Amount	Phas	Explanation 2	P
90.8177	1,000.00		Car Allowance Adv	
100.1110.BEAR	1,000.00-		Car Allowance Adv	

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys

- 2. Follow the steps to enter a basic journal entry.
- 3. Complete the following field for each G/L distribution entry:
 - Phase

Field	Explanation
Phase	A user defined code (00/W1) that indicates the current stage or phase of development for a work order. You can assign a work order to only one phase code at a time. NOTE: Certain forms contain a processing option that allows you to enter a default value for this field. If you enter a default value on a form for which you have set this processing option, the system displays the value in the appropriate fields on any work orders that you create. The system also displays the value on the Project Setup form. You can either accept or override the default value.

See Also

- *Working with Basic Journal Entries (P09101)*

Entering a Journal Entry with Debit/Credit Columns



- From General Accounting (G09), choose Journal Entries
- From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

You can enter debits and credits in a two-column format. An advantage of this format is that you do not need to enter the - (minus) sign for credits.

► To enter a journal entry with debit and credit columns

On Journal Entry

1. Access the debit/credit format by pressing F2 (multiple times if needed).

The screenshot shows the [09101] - Journal Entry window. The window has a menu bar with Functions, Tools, and Help. Below the menu bar is a toolbar with icons for various functions. The main area contains several input fields and a table. The input fields are: Document Type (JE), Document Number/Co (1523 00100), Explanation (R. McLind Car Allowance), G/L Date, Batch Number (113715 Home BU), Remaining, Currency Code (Ref. 1), Exchange Rate, and Skip to Line. The table has five columns: Account No., Debit Amount, Credit Amount, G/L Date, and Sfx. The table contains two rows of data: 90.8177 with a Debit Amount of 1,000.00 and G/L Date of 06/30/98; and 100.1110.BEAR with a Credit Amount of 1,000.00 and G/L Date of 06/30/98. At the bottom of the window is a status bar with the text: F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys.

Account No.	Debit Amount	Credit Amount	G/L Date	Sfx
90.8177	1,000.00		06/30/98	
100.1110.BEAR		1,000.00	06/30/98	

2. Follow the steps to enter a basic journal entry.
3. Complete one of the following fields for each G/L distribution:
 - Debit Amount
 - Credit Amount

See Also

- *Working with Basic Journal Entries (P09101)*

Work with Other Types of Journal Entries

Working with Other Types of Journal Entries

In addition to basic journal entries and entries with special formats, you can enter the following journal entries:

- Entries that will be reversed in the next accounting period
- Entries where the G/L distribution is based on percentages rather than amounts
- Entries involving foreign currency

Working with other types of journal entries consists of:

- ☐ Entering a reversing journal entry
- ☐ Entering a percent journal entry
- ☐ Working with journal entries with foreign currency

[09101] - Journal Entry

Functions Tools Help

Mode (F) [D] Model (Y) []
Reverse or Void (R/V) []
Base Co. Currency USD

Document Type [JE]
Document Number/Co [1523] [00100] Explanation [R. McLind Car Allowance]
G/L Date [] Batch Number [113715 Home BU]
Remaining [] Currency Code [] Ref. 1 []
Skip to Line [] Exchange Rate []

Account No.	Amount	Explanation 2	P
90.8177	1,000.00	Car Allowance Advance	
100.1110.BEAR	1,000.00-	Car Allowance Advance	

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys

See Also

- *Working with Basic Journal Entries (P09101)*

Entering a Reversing Journal Entry



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

You can enter journal entries that you want to reverse on the first day of the next G/L accounting period. Reversing journal entries are used most often for periodic accruals. The G/L date of a reversing journal entry is the first day of the next accounting period.

► To enter a reversing journal entry

On Journal Entry

1. Follow the steps to enter a basic journal entry.
2. Complete the following field with R:
 - Reverse or Void

The system generates the reversing journal entry when you post the journal entry.

Field	Explanation
Reverse or Void (R/V)	A code that controls whether transactions are automatically reversed or voided. Valid codes are: - R Create automatic reversing entries when the original entries are posted to the general ledger. Date the reversing entries as of the first day of the following period. - V Create reversing entries (reverse the sign on the amount on the original entry) and date them as of the current date. This code is only valid if you are changing an existing transaction. To void a transaction, locate the original entry and change the Void field to V. If the journal entry has not been posted, you can delete the journal entry. - Blank Do not reverse or void transactions.

What You Should Know About

Locating reversing journal entries

When you locate an unposted journal entry, the system displays only the original journal entry. Reversing entries do not appear because the system does not create them until you post the original journal entries. After posting the journal entry, you can do the following:

- To locate only the original journal entry, enter the original G/L date.
- To locate both the original entry and the reversing entry, omit the G/L date.
- To locate only the reversing entry, enter the G/L date as the first day of the next period.

Changing posted journal entries to reversing entries

After you post a journal entry, you cannot change it to a reversing journal entry. To reverse a posted journal entry, do the following:

- Void the entry by entering V in the Reverse/Void field
- Resubmit the post of the batch
- Re-enter the journal entry
- Reverse the transaction by entering R in the Reverse/Void field

Voiding reversing journal entries

After you post a reversing journal entry, the system creates the reversing entry on the first day of the following period. To void a reversing journal entry, you must void both the original entry, using a date in one G/L period, and the automatic reversing entry, which is created during the post, using a date in a different G/L period.

See *Voiding a Posted Reversing Journal Entry* for more information.

See Also

- *Working with Basic Journal Entries (P09101)*
- *Posting Journal Entries (P09800)*

Entering a Percent Journal Entry



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

You can use percentages to distribute the total amount of a journal entry among accounts. This type of journal entry is called a percent journal entry.

► To enter a percent journal entry

On Journal Entry

1. Follow the steps to enter the identifiers for a basic journal entry.
2. Access the Amount to Distribute field by pressing F6.
3. Complete the following field:
 - Amount to Distribute
4. Follow the steps to enter the G/L distribution for a basic journal entry.
5. Complete the following field with percentage amounts and a debit or credit sign rather than currency amounts:
 - Amount

Field	Explanation
Amt to Distribute	A number that identifies the gross amount (amount to be distributed) for a journal entry. <i>Form-specific information</i> For percent journal entries, the system calculates the detailed amounts to distribute based on percentages entered in the amount fields.

What You Should Know About

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

See Also

- *Working with Basic Journal Entries (P09101)*

Working with Journal Entries with Foreign Currency



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

You can enter amounts in either a foreign or the domestic currency. Foreign transactions are entered in a currency that is different from the base currency associated with the company. The system converts them to the domestic currency at the time of entry. You can also enter the domestic amount of a foreign transaction and have the system calculate the foreign amount.

Working with journal entries with foreign currency includes:

- Entering journal entries with foreign currency
- Locating journal entries with foreign currency

Foreign currency journal entries have two different currency codes:

- Base Currency Code. The base currency code is the currency code of the company associated with the business unit of the first account number you enter for the journal entry.
- Transaction Currency Code. The other currency code you might see indicates the foreign amounts originally entered for a transaction. If the transaction currency code is blank, the base currency code applies.

Functions Tools Help

Mode (F) ☒ Reverse or Void (R/V) ☐ Base Co. Currency BEF

Document Type JE

Document Number/Co 1000 00070 Explanation Sample Foreign Currency Entry

G/L Date Batch Number 4312 Home BU

Remaining Currency Code USD Ref. 1

Exchange Rate 32.8670000

Skip to Line

Account No.	Amount	Explanation 2	P
70.1110.BBL	500,000.00-	Automatic Transfer	
7001.8370	250,000.00	June Leases	
7001.8350	250,000.00	June Rent	

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys

What You Should Know About

Ledger types	The system writes foreign transaction amounts to the CA (currency amounts) ledger and domestic amounts to the AA (actual amounts) ledger. If you use detailed currency restatement, it also creates transactions in the XA (detailed restatement amounts) ledger. The ledger type indicates which ledger or set of books is updated by the transaction.
Exchange rates	The system uses an exchange rate from the exchange rate table using Set Daily Transaction Rates unless you enter an exchange rate on the Journal Entry form. Do this only to override the rate that is already set up for the currency.
Changing journal entries using a different currency	You can set the mode (foreign or domestic) to display a journal entry in a currency other than the currency in which it originated. However, if you then enter changes, you will receive a warning message. If you ignore the message, be aware that: • Amounts could vary from the amounts that were originally entered. • The system will change the currency mode (from foreign to domestic and vice versa) because the system sets the mode according to the currency in use at time of entry. In this case, the time of entry is the time that you enter changes.

See Also

- *Working with Basic Journal Entries (P09101)*
- *Setting Up Exchange Rates (P09101)* for information about entering an override rate for detailed currency restatement

To enter a journal entry with foreign currency

On Journal Entry

1. Follow the steps to enter a basic journal entry.
2. Complete the following fields:
 - Currency Code
 - Exchange Rate (optional)
3. Access the detail area to view the ledger type.

[09101] - Journal Entry

FunctionsToolsHelp

11

2

4

5

Mode (F)☐ F

Model (Y)☐

Reverse or Void (R/V)☐

Base Co. CurrencyBEF

Document TypeJE

Document Number/Co100000070

ExplanationSample Foreign Currency Entry

G/L Date

Batch Number4312 Home BU

Remaining

Currency CodeUSDRef. 1

Exchange Rate32.8670000

Skip to Line

Account No.	Amount	Explanation 2	P
70.1110.BBL	500,000.00-	Automatic Transfer	
Units	UM	Subledger	Type
Reference 2	Asset ID		G/L Date 06/30/98
Srvc 06/30/98 LT CA	Desc Banque Bruxelles Lamber Ln		P.O.
MA Code 1	MA Type 1	MA Code 2	1.0 Batch 4312
MA Type 2			
7001.8370	250,000.00	June Leases	
Units	UM	Subledger	Type
Reference 2	Asset ID		G/L Date 06/30/98
Srvc 06/30/98 LT CA	Desc Utilities Expense	Ln	P.O.
MA Code 1	MA Type 1	MA Code 2	2.0 Batch 4312
MA Type 2			

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys

Field	Explanation
Currency Code	A code specifying the currency of the transaction. This can be any code defined on the Designate Currency Codes form (World) or on the Set Up Currency Codes form (OneWorld). NOTE: This currency field only applies to AA and CA ledger types when posting by currency is activated. <i>Form-specific information</i> If you leave this field blank, the system supplies the company currency code associated with the account number of the first detail line for the journal entry.
Exchange Rate	If you are adding a new rate for the multiplier, remove the existing divisor so the system can calculate the new rate. <i>Form-specific information</i> If you leave this field blank, an exchange rate is supplied from the Exchange Rate table on the Set Daily Transaction Rates form. If you enter a transaction using an alternate currency, you can specify a spot exchange rate for the AA to XA calculation. The spot rate overrides the default exchange rate.

► To locate a journal entry with foreign currency

You can locate journal entries and review the amounts in both the base and the transaction currency.

On Journal Entry

1. Complete the following fields:
 - Document Type
 - Document Number
2. Review the following field:
 - Base Company Currency
3. Change the following field (optional):
 - Mode
4. Access the detail area to review the ledger type for the displayed currency.

Field	Explanation														
Base Co. Currency	A code that indicates the domestic currency of the company the account is associated with, as defined on the Designate Company Currency form (World) or on the Currency form that you access from the Set Up Company form (OneWorld).														
Mode (F)	A code that specifies whether amounts are in the domestic currency of the company the account is associated with or in the foreign currency of the transaction. Valid codes are <table> <tr> <td>D</td><td>Domestic</td></tr> <tr> <td>F</td><td>Foreign</td></tr> </table> <i>Form-specific information</i> If you enter: <table> <tr> <td>F</td><td>Foreign amounts appear, and the default ledger type is CA</td></tr> <tr> <td>D</td><td>Domestic amounts appear, and the default ledger type is AA</td></tr> </table> If you use detailed currency restatement, these codes apply: <table> <tr> <td>X</td><td>Transactions in the XA ledger</td></tr> <tr> <td>Y</td><td>Transactions in the YA ledger</td></tr> <tr> <td>Z</td><td>Transactions in the ZA ledger</td></tr> </table>	D	Domestic	F	Foreign	F	Foreign amounts appear, and the default ledger type is CA	D	Domestic amounts appear, and the default ledger type is AA	X	Transactions in the XA ledger	Y	Transactions in the YA ledger	Z	Transactions in the ZA ledger
D	Domestic														
F	Foreign														
F	Foreign amounts appear, and the default ledger type is CA														
D	Domestic amounts appear, and the default ledger type is AA														
X	Transactions in the XA ledger														
Y	Transactions in the YA ledger														
Z	Transactions in the ZA ledger														



Exercises

See the exercises for this chapter.

Test Yourself: Working with Other Journal Entries

1. How do you enter a percent journal entry?

2. How do you create a reversing journal entry?

The answers are in *Appendix B*.

Work with Model Journal Entries

Working with Model Journal Entries

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

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

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

Working with model journal entries consists of:

- ☐ Creating a model for a basic journal entry
- ☐ Creating a model for a percent journal entry
- ☐ Entering a journal entry based on a model
- ☐ Adding lines to a model journal entry

The system stores model journal entries in the Account Ledger table (F0911) with a model posted code and without a G/L date. Actual journal entries contain a G/L date and a posted code that indicates whether they are posted or unposted.

[09101] - Journal Entry

Functions Tools Help

Mode (F) ☐ Model (Y) ☒ Reverse or Void (R/V) ☐ Base Co. Currency USD

Document Type JE Document Number/Co 2175 00100 Explanation MONTHLY SALES ACCRUAL

G/L Date Batch Number 6139573 Home BU

Remaining Currency Code USD Ref. 1

Exchange Rate

Skip to Line

Account No.	Amount	Explanation 2	P
100.1240		Accrued Sales Rec.	
210.5030		Denver Sales	
400.5030		Houston Sales	
600.5030		San Francisco Sales	

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys

What You Should Know About

Locating model journal entries

You can locate a model on Journal Entry by providing this information:

- Model = Y
- Document type
- Document number

See *Entering a Journal Entry Based on a Model* for information about locating models on Index of Model Journal Entries.

Deleting model journal entries

You can delete a model journal entry on either Journal Entry or Index of Model Journal Entries.

Creating a Model for a Basic Journal Entry



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

You can create models to serve as templates for entering monthly accruals and other recurring journal entries.

► To create a model for a basic journal entry

On Journal Entry

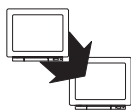
1. Complete the following fields:
 - Document Type
 - Document Number (optional)
 - Document Company (optional)
 - Explanation
2. Complete the following fields for each G/L distribution:
 - Account Number
 - Amount (optional)
3. Choose Make New Model or complete the following field with Y:
 - Model

Field	Explanation
Model (Y)	If you are locating or changing a model journal entry, enter Y to have the system display or change only the model journal entry. If you are adding a model journal entry, either enter Y or use the Make New Model function, and provide the journal entry information. If this field is blank or N, the system ignores the model when you locate or change a journal entry.

See Also

- *Creating a Model for a Percent Journal Entry (P09101)*

Creating a Model for a Percent Journal Entry



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

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

► **To create a model for a percent journal entry**

On Journal Entry

1. Complete the following field with Y:
 - Model
2. Complete the following field with % (percent):
 - Document Type
3. Complete the following fields:
 - Document Number (optional)
 - Document Company (optional)
 - Explanation
4. Display the following field by pressing F6, but leave it blank:
 - Amount to Distribute
5. Complete the following fields for each G/L distribution percentage:
 - Account Number
 - Amount
 - Explanation 2 (optional)

Field	Explanation
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. <i>Form-specific information</i> For a percent journal entry or a model for percent journal entries, enter the percent to be distributed to the account without a % (percent) sign. For example, enter 25.75 for 25.75%. The system will calculate the amount as a percentage of the amount to distribute. When you use the Journal Entry format with separate debit and credit columns, omit signs. Instead, enter the amount in the appropriate column (debit or credit).

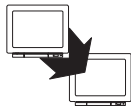
What You Should Know About

Required document type	Use a document type of % when you create a model for percent journal entries.
Balancing requirements for percent journal entries	The total debit percentages for balanced journal entries must equal the total credit percentages. The total debit or credit percentages do not have to equal 100%.

See Also

- *Creating a Model for a Basic Journal Entry (P09101)*

Entering a Journal Entry Based on a Model



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

After you create a model journal entry, you can use it as a template for an actual journal entry. To enter a journal entry based on a predefined model, do the following:

- Choose a model for the journal entry
- Enter the journal entry account and amount distribution information

► To choose a model for the journal entry

On Journal Entry

1. Choose Model JE's to access Index of Model Journal Entries.

O P Type	Document Number	Co	Explanation
JE	1543 00001		A/R Writeoffs
JE	1640 00001		Accrue Interest Expense
JE	1963 00001		Bank Service Charges
JE	1795 00078		Beginning Balances
JE	16172 02920		Grader Cat 140g
JE	14457 03095		GFAAG, Add.&Delete's,2008
JE	16164 02920		Labor for Construction Projects
JE	1533 00001		Monthly Depreciation J.E.
JE	2175 00100		MONTHLY SALES ACCRUAL
JE	1594 00000		Payroll Entry-Colo Employees
JE	2277 00000		RECORD UNIT TRANSACTIONS
JE	1797 00000		SAMPLE INTERCOMPANY TRANS

2. To display a particular document type, complete the following field:
 - Document Type
3. To display models that match all or part of an explanation, complete the following field:
 - Skip To Explanation
4. Choose the appropriate model.

The system displays the model on Journal Entry. You can now enter an actual journal entry based on it.

► To enter the journal entry account and amount distribution

On Journal Entry

1. Clear the following fields, if necessary:
 - Model
 - Document Number
2. Complete the following field:
 - G/L Date
3. For all journal entries except percent model journal entries, complete the following field for each G/L distribution:
 - Amount
4. For a percent journal entry based on a percent model, complete the following field:

- Amount to Distribute
5. Replace or clear information as necessary in other fields.
 6. Use the Add action.

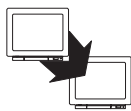
Field	Explanation
Amt to Distribute	A number that identifies the gross amount (amount to be distributed) for a journal entry. <i>Form-specific information</i> For percent journal entries, the system calculates the detailed amounts to distribute based on percentages entered in the amount fields.

What You Should Know About

Clearing the Model field If you locate the model on Journal Entry rather than on Index of Model Journal Entries, you must remove Y in the Model field to use it as an actual journal entry.

Changing model journal entries If you choose a model on Index of Model Journal Entries, the system displays the model on Journal Entry and clears the Model field. You can change the model by re-entering Y in the Model field and making the changes.

Adding Lines to a Model Journal Entry



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

You might need to add a line to an existing model journal entry. For most journal entries, you add lines following the last line. However, you might have transaction lines that have a meaningful sequence. For example, a model might be organized in account number order. To maintain that order, you can insert one or more lines at the appropriate place in the model journal entry.

When you enter new lines to a model journal entry, the system will change the decimal values (such as 1.1 and 1.2) for the lines that you enter to whole

numbers and resequence the subsequent lines. Changes to a model journal entry that contains many lines might require noticeable processing time.

► To add a line to a model journal entry

On Journal Entry

1. Locate the model journal entry.
2. Verify that the following field contains Y:
 - Model
3. Access the detail area.

4. In the following field, enter the line number that will precede the new line, using a decimal other than zero:
 - Line (Ln)

For example, to insert a line after line 1, type 1.5 over the displayed value (1.0) in the Line field.

5. Change all information for the journal entry line as needed to reflect the new line.

6. Use the Change action.
7. To check the added line, locate the model journal entry again.



Exercises

See the exercises for this chapter.

Test Yourself: Working with Model Journal Entries

1. How do you create a model journal entry template?

2. What distinguishes a percent model from other model journal entries?

3. How do you view a list of the model journal entries that are available for use?

The answers are in *Appendix B*.

Processing Options for Journal Entry

Processing Options for Journal Entry

DEFAULT PROCESSING:

1. To override standard journal entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version. _____

WARNING: This should only be changed by persons responsible for system wide setup.

2. Does the default ledger type from the journal entry processor version have to balance (1/0)? The default of 0 will require balancing. _____

FORMAT CONTROL:

3. Enter the sequence numbers (1-7) to indicate the order in which formats will appear. If all are left blank they will appear in default order:
Standard Journal Entries _____
Journal Entries with Sub Ledger _____
Journal Entries with Energy Info _____
Journal Entries with F/A _____
Journal Entries with Units _____
Journal Entries with Phase Code _____
Journal Entries with Debit/Credit _____

Note: This is used with the Format Selection function key.

FIELD CONTROL:

4. Enter a '1' to retain the G/L Date and Document Type on the screen between entries. _____
5. Enter a '1' to display the Home Business Unit in the top portion of the screen (does not apply to the Fixed Assets format because it is included in the detail section). _____
6. Enter a '1' to display the Document Pay Item on the Debit/Credit screen format. _____
7. Enter a '1' to display Reference 1. _____
8. Enter a '1' to display amounts to billions without commas. Leave blank to display amounts to millions _____

with commas.

9. For Fixed Assets systems enter a '1' to require the entry of an Asset ID if an account is in an AAI asset account range. Leave blank to not require an entry.
10. Enter a '1' to protect the Exchange Rate field. If left blank, the Exchange Rate will not be protected.

DISALLOW AUTOMATIC ENTRIES:

11. Enter a '1' to disallow automatic entries (Document Type = 'AE') from being added or changed manually. If left blank, automatic entries will be allowed to be added or changed manually.

What You Should Know About Processing Options

Processing option 3

You can assign numbers to only the formats you want to work with, and leave formats blank that you do not need. For example, number the subledger format as 1 and the units format as 2. Do not enter numbers for the other formats. The system will display only the subledger and units formats, in that sequence.

Processing option 5

If you enter a valid home business unit in the header, the system will track the entire journal entry by business unit. If you enter a home business unit in a detail line, the system will track only that line by the business unit.

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%. _____

CURRENCY PROCESSING (CONT'D):

5. Enter a 1 to disallow entry to the domestic side of a foreign transaction. If left blank, entry of the domestic side of a foreign transaction will be allowed. _____

USER EXIT OPTIONS:

6. Enter the User Exit Program name. _____
If left blank the default of 'XT0911Z1E' will be used.

What You Should Know About XT0911Z1 Functional Server

Access

You can access the functional server processing options from the DREAM Writer menu (G81). Select Version List, and then enter the version number (XT0911Z1) in the Form field.

Processing option 2

When you enter a 1 in this field, no Account Ledger records are created if a journal entry line does not have an amount or a unit. If you use a model journal entry with several lines of account distributions, and you only enter amounts for certain accounts, no Account Ledger records are created for the lines with amounts. If you leave this option blank, you need to field exit through the distribution lines on a model journal entry that should not be created in the Account Ledger table.

See Also

- *Appendix F – Functional Servers*

Enter Journal Entries with VAT

Entering Journal Entries with VAT



From General Accounting (G09), enter 27

From G/L Advanced & Technical Operations (G0931), choose Journal Entry With VAT Tax

If you do business in a country that assesses a recoverable value-added tax (VAT), you might need your journal entries to reflect that.

When you enter a journal entry with VAT, you might know the gross amount or you might know the taxable amount of the entry. If you enter the gross amount, the system calculates the taxable amount and the tax. If you enter the taxable amount, the system calculates the gross amount and the tax.

For journal entries with VAT, the system calculates the tax based on the tax area. Some restrictions apply to journal entries with VAT:

- The system posts each journal entry with VAT to a single tax authority.
- You cannot create model journal entries or reversing journal entries with this type of journal entry.

Entering a journal entry with VAT consists of one of the following tasks:

- Entering a journal entry with VAT (gross amount)
- Entering a journal entry with VAT (taxable amount)

Before You Begin

- ☐ Set up the applicable tax rates, areas, and authorities. See *Setup Activities* in the *Tax Reference Guide*.

Example: Journal Entry with VAT

If you have VAT on a bank charge, your entry might look like this:

Account Number	Amount	Tax Amount	Ex	Tax Area
7001.8810	1000	60	V	BE6
70.1110.BBL	1060-			

The resulting entry to the general ledger would look like this:

Account Number	Description	Amount
7001.8810	Bank Charges	1000
70.1240	VAT	60
70.1110.BBL	Bank Account	1060-

If you have VAT on a bank charge that contains the tax area BE6, you enter a gross amount of 1000 to your account for bank charges. The system calculates and enters a tax amount of 60. You must enter an offset of 1060- (gross amount and tax amount).

The journal entry will contain a debit of 1000 to bank charges, a debit of 60 to the VAT account, and a credit of 1060- to the bank account.



To enter a journal entry with VAT (gross amount)

On Journal Entry With VAT Tax

1. Access the gross amount format by pressing F2 if needed.
2. Follow the steps to enter journal identifiers for a basic journal entry.
3. For each G/L distribution, complete the following fields:
 - Account Number
 - Gross Amount
 - Tax Amount
 - Tax Explanation Code
 - Tax Area
4. To add the record, do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Gross 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. <i>Form-specific information</i> If you enter the gross amount in this field, the system calculates the tax and taxable amount for you.
Tax Amount	This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST). <i>Form-specific information</i> Leave this field blank to have the system calculate the tax. Also, leave this field blank on the offsetting entry, where the Amount field includes the amount and the tax amount from the preceding lines. Enter the tax in this field for tax-only journal entries.
Tax Ex Code	A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. <i>Form-specific information</i> Enter V, VT, or a user defined code beginning with V. V+ is not a valid code.

Field	Explanation
Tax Area	A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008). Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate. The system uses this code to properly calculate the tax amount. <i>Form-specific information</i> You can post only to a single tax authority. The system allocates all VATs to the tax authority associated with the first tax area listed. If the tax areas you enter are associated with more than one tax authority, the system does not allocate the VAT correctly.

► To enter a journal entry with VAT (taxable amount)

On Journal Entry With VAT Tax

[09106] - Journal Entry With Tax

Functions Tools Help

Mode (F) ☒ Void (V) ☐

Base Co. Currency

Document Type JE

Document Number/Co 98001004 00070 Explanation Daily Bank Charges

G/L Date Batch Number 85936

Gross Amount Currency Code BEF

Remaining Exchange Rate

Account Number	Taxable Amount	Tax Amount	Ex	Tax Area	P
7001.9250	100,000	19,500	V	BE19.5	
70.1110.BBL	119,500-				

F2=Toggle F4=Details F13=Acct Master F15=Model JE's F24=More

1. Access the taxable amount format by pressing F2 if needed.
2. Follow the steps to enter journal identifiers for a basic journal entry.
3. For each G/L distribution, complete the following fields:

- Account Number
 - Taxable Amount
 - Tax Amount (optional)
 - Tax Explanation Code
 - Tax Area
4. To add the record, do one of the following:
- In WorldSoftware, press Enter
 - In WorldVision, click Add

Taxable Amount	The amount on which taxes are assessed. <i>Form-specific information</i> If you enter the taxable amount in this field, the system calculates the tax and gross amount for you.

What You Should Know About

Automatic accounting instructions	The AAIs for journal entries with VAT are in the format GTyyyy, where yyyy is the G/L offset for the tax authority. If you do not specify a business unit in the AAI, the system uses the business unit of the account number from the first line item of the journal entry.
Model journal entries	Although you cannot create model journal entries on Journal Entry With VAT Tax, you can access Index of Model Journal Entries to select a model. The system displays the model information on Journal Entry With VAT Tax, and you can add the VAT information.
Tax-only journal entries	To enter a journal entry for tax only, provide a tax amount and a tax explanation code of VT. Do not enter an amount.

See Also

- *Entering Basic Journal Entries (P09101)*

Processing Options for Journal Entry with VAT Tax

DW VERSION FOR JOURNAL ENTRY PROCESSOR

1. 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.

EXCHANGE RATE:

2. Enter a '1' to protect the Exchange Rate field. If left blank, the Exchange Rate will not be protected.

FORMAT CONTROL:

3. Select default screen format:
BLANK = Exclusive Tax
'1' = Inclusive Tax

. . . END

What You Should Know About Processing Options

Processing option 3

You can set the default format for this screen. Leave this processing option blank to enter the taxable amount (the amount exclusive of VAT) or enter 1 to enter the gross amount (the amount inclusive of VAT). The system calculates the value that you do not enter and the tax.

Review and Approve Journal Entries

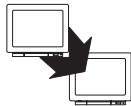
Reviewing and Approving Journal Entries

After you enter journal entries, you can verify their accuracy before posting them to the Account Balances table (F0902). Complete the following tasks:

- ☐ Review journal entries
- ☐ Approve batches for posting

ID	App	Batch Number	Ty	Date	Difference Input Total	Documents	Status	User
P		83257	G	04/24/95	400,000-	3-	Approv	DEMO

Reviewing Journal Entries



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose General Journal Review

You can review information at different levels before posting journal entries. You can:

- Review a list of journal entry batches

- Review and revise journal entry detail

When you review journal entries for posting, you can display a list of batches based on your user ID, a posting status, or a specific date range. For example, you might want to review all batches with a posting status of pending.

After you review a list of batches, you can access transaction detail within a specific batch of journal entries. For example, you can review the number of journal entries within a batch. You can also select a specific journal entry for review.

You can change the associated explanations and the G/L distributions of an unposted journal entry. You cannot change the following key fields:

- Document Type
- Document Number
- Document Company
- G/L Date
- Currency Code
- Ledger Type

The review program displays and updates information in the following tables:

- Batch Control (F0011)
- Account Ledger (F0911)

What You Should Know About

Unlisted batches

If the batch review security feature is activated, the system might not list all batches that have been entered. Instead, the system lists only the batches that you are authorized to review and approve.

Batch totals

If you use batch control, the system shows the differences between what you expected to enter and what you actually entered. These differences are shown for both the input total and the number of documents.

If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences.

Multi-Currency batch totals

Batch amounts are not currency-sensitive. For flexibility in data entry, you can enter any number of currencies in the same batch. The debit amounts of the entries are added to obtain the batch total.

If you enter transactions of different currencies into the same batch, the system does not adjust for the decimal notations of the different currencies. Instead, you get a hash total. For this reason, many users prefer to enter transactions with each different currency in separate batches.

To determine the expected input total for a batch with currencies that have different decimal places, add the amounts without using a decimal point.

Example: Multi-Currency Batch Totals

You enter journal entries for 10,535.00 FRF and 16,433,500 BEF in the same batch. The system disregards the decimal point in the French franc amount and calculates a hash total. The total amount entered is 17,487,000 (1053500 plus 16433500).

The system displays decimals in the input totals based on the setting in the data dictionary. Using the same figures:

- If you set the data dictionary to display zero decimals, the system displays 17,487,000.
- If you set the data dictionary to display two decimals, the system displays 174,870.00.

See Also

- *Revising an Unposted Journal Entry (P09101)*
- *Revising a Posted Journal Entry (P09101)*
- *Setting Up Constants for General Accounting (P000909)*
- *Setting Up Multi-Currency (P0013)* for information about changing display decimals

► To review a list of journal entry batches

On General Journal Review

1. Display all batches for all users, or limit your search by completing one or more of the following fields:
 - User ID
 - Batch Number
 - Batch Date From
 - Batch Date Thru
2. To review all unposted batches, leave the following field blank:
 - Batch Status

Field	Explanation
User ID	For World, The IBM-defined user profile. For OneWorld, the creator of the version.
Batch Number	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter 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.
Batch Date From:	The date of the batch. If you leave this field blank, the system date is used.
Batch Date Thru:	The ending date of the range for the batches you want to display. If you specify a From date and leave the Thru date blank, the system displays all batches with that batch date and future batch dates.

Field	Explanation
Batch Status	A user defined code (98/IC) 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.

► To review and revise journal entry detail

On General Journal Review

1. Follow the steps to review a list of batches.
2. Choose Detailed Batch Review for a batch and press Enter.

The screenshot shows a window titled "[09202] - General Ledger Batch Review". It has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu bar are two buttons: a checkmark and an "X". The main area contains a form with the following fields:

- Mode(F): D
- Batch Number: 83257
- Batch Date: 04/24/95
- User ID: DEMO

Below the form is a table with the following columns: O, Ty, J.E. Number, Co., Explanation, Date, Amount, and Cur Cod.

O	Ty	J.E. Number	Co.	Explanation	Date	Amount	Cur Cod
P	JE	1522	00100	Bank Service Charge	03/31/98		USD
	JE	10418	00001	Bank Service Charge	03/31/98		USD
	JE	10418	00100	Bank Service Charge	03/31/98		USD
				Total			

At the bottom of the window, there is a status bar with the text "Option: 1=Individual Document Review" and "F24=More Keys".

3. On General Ledger Batch Review, choose an individual document to review and press Enter.

[09101] - Journal Entries

Functions Tools Help

Mode (F) ☐ D Model (Y) ☐

Document Type JE Document Number/Co 1522 00100 Explanation Bank Service Charge

G/L Date 03/31/98 Batch Number 83257 Home BU

Remaining Currency Code USD Ref. 1

Exchange Rate

Skip to Line

Account No.	Amount	Explanation 2	P
100.1110.BEAR	1,000.00-		
100.1110.FIB	1,000.00		

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys

- On Journal Entry, use the Change action to enter the necessary changes.

What You Should Know About

Blank amounts

The Amount field appears blank on General Ledger Batch Review if the journal entries are in balance.

Revising a posted batch

If you add, change, or void a transaction within a batch that has been posted, the system changes the batch status from posted to the default entry status (pending or approved). You must post the batch again. The system posts only the changed transactions.

Adding journal entries to a batch

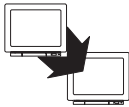
You can add a journal entry to a batch by choosing a journal entry in that batch on General Ledger Batch Review, clearing the Journal Entry form, and then entering a new journal entry.

Reviewing multi-currency journal entries

You can review the original currency of each journal entry and the domestic currency of the company to which it was entered by changing the Mode field.

See *Locating Journal Entries with Foreign Currency*.

Approving Batches of Journal Entries for Posting



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose General Journal Review

After you enter and review a batch of journal entries, you might need to approve it before posting can occur. This depends on whether your company requires management approval before posting a batch. Based on your company requirements, as defined in the general accounting constants, the system assigns either a pending or an approved status to the batch.

► To approve a batch for posting

On General Journal Review

1. Locate the appropriate batch.
2. Complete the following field:
 - Approved

Field	Explanation
App	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.

What You Should Know About

Preventing a batch from posting To prevent an approved batch from posting, change its status to pending.

Understand the Post Process for Journal Entries

About the Post Process for Journal Entries

After you enter, review, and approve journal entries, post them to update the general ledger and the Account Balances table (F0902).

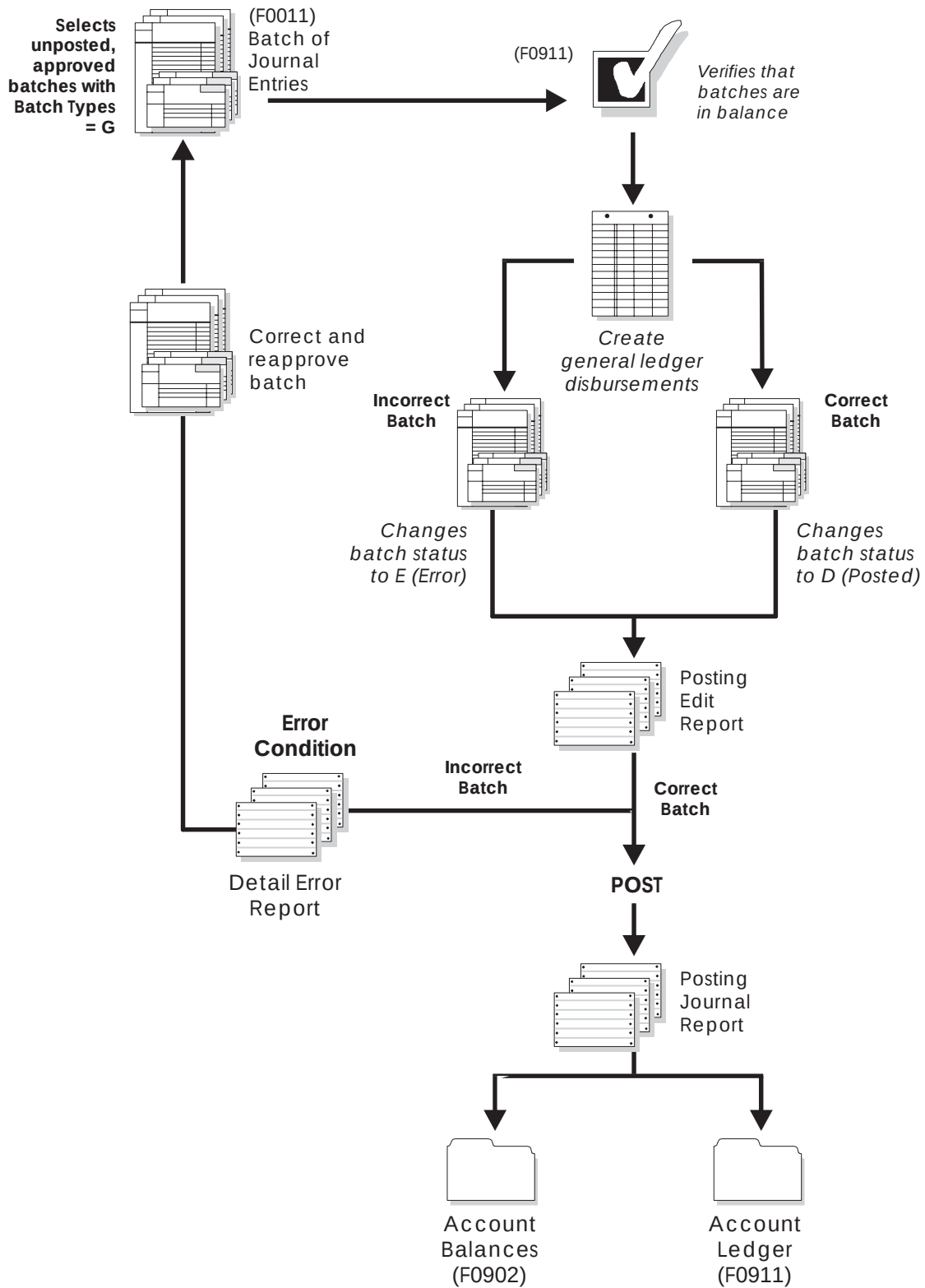
What Happens during the Post Process?

The system performs the following tasks during the post process:

- Selects unposted and approved batches with the criteria specified in processing options
- Edits each transaction to determine whether:
 - The account exists in the Account Master table (F0901) and is a posting account.
 - The business unit exists in the Business Unit Master table (F0006).
 - The G/L date is valid.
 - Intercompany transactions exist.
 - Multi-currency is set up for intercompany transactions and, if so, whether detailed currency restatement is required and set up.
- Edits each batch to ensure that it is in balance and approved
- Prints any batch errors on the Posting Edit Report
- Places an entire batch in error if any transactions are in error, which prevents it from posting
- Posts transactions to the Account Balances table
- Updates each posted transaction with a G/L posted code of P (posted) in the Account Ledger table (F0911) and creates records for the balances in the Account Balances table (F0902)
- Updates the status of each posted batch to D (posted) in the Batch Control table (F0011)
- Posts the domestic amounts to the AA (actual amount) ledger and, if applicable, the foreign amount to the CA (currency amount) ledger

- Updates the XA, YA, and ZA ledgers, if you use detailed currency restatement
- Performs intercompany settlements, if applicable
- Creates reversing entries, if applicable
- Prints two reports:
 - Posting Edit Report
 - Posting Journal Report

The following graphic illustrates the post processes for journal entries.



See Also

- *Calculating Detailed Currency Restatement (P11411)* for more information about detailed currency restatement

Post Journal Entries

Posting Journal Entries

After you enter, review, and approve journal entries, post them to the general ledger. Posting journal entries consists of:

- ☐ Posting a batch of journal entries
- ☐ Verifying the post of journal entries

Before You Begin

- ☐ Verify that the batch has an approved status
- ☐ Ensure that all post menu selections are routed to the same job queue and that the job queue allows only one job to process at a time

Posting a Batch of Journal Entries



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Post General Journal

Run only one post program at a time.

► To post a batch

Select the desired processing options and submit the post.

After you initially set up the processing options, you need to change only the batch selection processing option when you post.

What You Should Know About

Posting an alternate currency ledger	If you use the alternate currency ledger XA, set the appropriate processing option to update the ledger and produce a separate Posting Journal.
Making changes during the posting process	While the post is running, do not change accounts, AAIs for the General Accounting system, intercompany settlements in the general accounting constants, or processing options for the post program.
Customizing the post program	This program performs a number of complex tasks. J. D. Edwards strongly recommends that you do not customize the programming for it.

Verifying the Post of Journal Entries

After posting your journal entries, verify that your batches of journal entries posted successfully. If any batches did not post, you must correct all errors and set the batch to approved status before the system will post the batch. The system creates a variety of reports to help you verify the posting information.

Complete the following tasks:

- Review the Posting Edit Report
- Review the Posting Journal
- Review other posting reports

Reviewing the Posting Edit Report

After you run the post program, use the Posting Edit Report to verify whether the system posted your batches successfully. This report lists:

- Batches that posted successfully
- Documents with errors that prevented a batch from posting

09800

J.D. Edwards & Company
General Ledger Post - General Accounting
Posting Edit Report

Page 4
Date 4/24/98

Create Intercompany Settlements: Y

Batch Number	Batch Date	Account Number - Input Account ID	G/L Date Do Subldgr Ty	Document Number	JE Line Number	Error Messages
83257	04/24/98					***NO ERRORS*** Batch will post. *

Common Error Messages and Their Causes

Batch not approved for posting

A batch with a pending or error status causes this message.

Account not set up in Account Master file (F0901)

Two situations can cause this error message, as follows:

- An undefined account number (designated with & during journal entry) was entered. To correct this, locate the document number and line number on Journal Entry. Change the invalid account number to a valid account number.
- An undefined account number was not set up prior to posting, or it does not meet the model account criteria needed for the system to create it dynamically. Select Account by Object on the Organization and Account Setup menu. Add the account number.

Batch journal entries out of balance

Debits do not equal credits. If the out-of-balance journal entry is in error, correct the error and post the batch again.

In some cases, you might need to post an out-of-balance journal entry. For example:

- A power failure occurred during entry or posting.
- A valid, one-sided journal entry was entered to correct a conversion error made during setup.

See *Revising Batches to Post Out-of-Balance* in the *General Accounting II Guide* for information about how to post an out-of-balance batch.

Reviewing the Posting Journal

To verify the transactions posted to the Account Balances and the Account Ledger tables, review the Posting Journal. It lists only those batches that posted successfully.

09801		J.D. Edwards & Company				Page	1
Batch Type	- G	General Ledger Post - General Accounting				Date	4/24/98
Batch Number	- 83257						
Batch Date	- 04/24/98						
Posting Journal							
Post Out of Balance :							
Create Intercompany Settlements: Y							
Do Document Ty	G/L Date	Co	Account Description Explanation	G/L Account Subldgr-Ty/Asset Number	 Amounts		LT Units
					Debit	Credit	
JE	1522	03/31/98	00100 Miscellaneous Expense USD Bank Service Charge	90.9250	1,000.00		AA
JE	1522	03/31/98	00100 Bear Creek National B USD Bank Service Charge	100.1110.BEAR		1,000.00	AA
JE	1522	03/31/98	00100 Miscellaneous Expense USD Bank Service Charge	90.9250		1,000.00	AA
VOID JOURNAL ENTRY							
JE	1522	03/31/98	00100 Bear Creek National B USD Bank Service Charge	100.1110.BEAR	1,000.00		AA
VOID JOURNAL ENTRY							
JE	10418	03/31/98	00001 Other Expense USD Bank Service Charge	9.9200	1,000.00		AA
JE	10418	03/31/98	00001 Bear Creek National B USD Bank Service Charge	1.1110.BEAR		1,000.00	AA
JE	10418	03/31/98	00100 Miscellaneous Expense USD Bank Service Charge	90.9250	1,000.00		AA
JE	10418	03/31/98	00100 Bear Creek National B USD Bank Service Charge	100.1110.BEAR		1,000.00	AA
Batch Total					4,000.00	4,000.00	AA

Reviewing Other Posting Reports

If there is a balancing error, the system generates the Detailed Post Error report. If you enter journal entries with multiple currencies, the system generates the other reports listed below.

Detailed Post Error Report

Lists the detailed transactions in a batch if there is a balancing error.

Batch Edit Report

Lists the batches with currency-related problems.

Posting Journal

Lists both the CA ledger and converted AA amounts for foreign currency transactions. Additionally, it lists the currency code of the CA ledger amount and the domestic currency of the company for the AA ledger amount.

If you use detailed currency restatement, the system produces separate Posting Journals for the XA, YA, and ZA ledgers.

Batches with Balancing Problems

Lists AA and CA ledger information.

On the reports generated for batches with multiple currencies, the CA amounts represent the foreign side of the entry. The AA amounts represent the domestic side of the entry. Both the CA and the AA ledgers must be in balance.

Processing Options for Post General Ledger

BATCH SELECTION:

1. Enter Batch Number _____
 or Batch Date _____
 or Batch User ID _____

PRINT SELECTION:

2. Identify how to print amount fields on Post Journal:
 '1' = to Millions (w/ commas) _____
 '2' = to Billions (w/o commas) _____
 Blank (Default) = No Journal Printed.
3. Identify which account number to print on report:
 '1' = Account Number _____
 '2' = Short Account ID _____
 '3' = Unstructured Account _____
 '4' = (Default) Number Entered During Input _____

FIXED ASSETS:

4. Enter a '1' to post F/A entries to Fixed Assets. _____
 NOTE: DREAM Writer version ZJDE0001 of Post G/L Entries to Assets(P12800) is executed when this option is selected. All transactions selected from that DREAM Writer will be posted rather than just the current entries being posted to G/L.
5. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.) _____

CASH BASIS ACCOUNTING:

6. Enter a '1' to create and post Cash _____

Basis accounting entries. (Applies to batch type G, K, M, W, & R only.)

7. Enter units ledger type for Cash Basis Accounting entries. (Default of blank will use "ZU" ledger type.) _____

ACCOUNTING FOR 52 PERIODS:

8. Enter a '1' for 52 Period Post.
NOTE: DREAM Writer data selection is used for 52 period posting ONLY. It is NOT used for the standard post to the F0902. Additionally, 52 period date patterns must be set up. _____

TAX FILE UPDATE:

9. Identify when to update the Tax Work file (F0018): _____

'1' = V.A.T. or Use Tax only

'2' = for All Tax Amounts

'3' = for All Tax Explanation Codes
Blank (Default) = No Update to File.

Note: When using Vertex Taxes the Vertex Tax Register file will be updated instead of the Tax Work file for methods '1', '2', and '3'.

10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'. _____

'1' = update VAT amount only

'2' = update VAT amount, extended price and taxable amount

11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'. _____

'1' = update VAT amount only

'2' = update VAT amount, extended price and taxable amount

PROPERTY MANAGEMENT:

12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed. Default is version ZJDE0001. (This applies to batch types '2' and '//'.) _____

UPDATE OPTION:

13. Enter '1' to update short ID number, company, fiscal year/period number, century, and fiscal quarter in unposted transaction records selected for posting. (May be required for custom input programs.) _____

REPORT FORMAT:

14. Enter a '1' to print the Posting Journal in a 198 character format. The default of blank will print the format with 132 characters. _____

DETAILED CURRENCY RESTATEMENT:

15. Enter a '1' to create currency restatement entries. This creates records in the XA, YA, and/or ZA ledgers depending on the version you are running.

16. Enter the version of the Detailed Currency Restatement (P11411) to execute. Default of blank will execute ZJDE0001.

RECONCILIATION FILE PROCESSING

17. Enter a '1' to update the Cross-Environment Reconciliation file. Blank will not update the reconciliation file.

Note: The Cross-Environment Reconciliation file can also be updated through the stand-alone Cross-Environment File Creation program.

BATCH TYPE SELECTION:

NOTE: This option should NOT be changed by User.



Exercises

See the exercises for this chapter.

Test Yourself: Posting Journal Entries

1. True or False?

When you submit the post program without specifying a batch date, batch number, or batch user ID, no batches will post.

2. True or False?

The only batches considered to be eligible for posting are those that have a batch status of approved.

3. Which of the following tables are updated during the post process?

F0101	Address Book Master
F0902	Account Balances
F0005	User Defined Codes
F0010	Company Constants
F0011	Batch Control Records
F0911	Account Ledger

The answers are in *Appendix B*.

Revise and Void Posted Journal Entries

Revising and Voiding Posted Journal Entries

You can change a limited amount of information in journal entries that have been posted. To remove a posted journal entry, you must void it. For a change or void to be reflected in both the Account Ledger (F0911) and the Account Balances (F0902) tables, you must post the batch again.

Revising and voiding posted journal entries includes the following tasks:

- ☐ Revising a posted journal entry
- ☐ Voiding a posted journal entry
- ☐ Voiding a posted reversing journal entry

Account No.	Amount	Explanation 2	P
100.1110.BEARR	441,097.67-		P
100.1110.FIB	441,097.67		P
100.1110.BEARR	502,978.66		P
100.1110.FIB	502,978.66-		P
100.1110.BEARR	306,415.74-		P
100.1110.FIB	306,415.74		P
100.1110.BEARR	478,645.12		P
100.1110.FIB	478,645.12-		P

What You Should Know About

Audit trails

The system maintains an audit trail when you revise a posted journal entry.

Batch status

The system changes the batch status on the original batch from posted to pending or approved (depending on your constants) if you revise a posted journal entry.

If the batch status is pending, you must approve the batch before you can post it. If the batch status is approved, the batch is eligible to post.

G/L dates for voids

When you locate a journal entry, the system displays a blank G/L date in the header part of the form. If you need to locate specific detail such as reversing entries, enter a date in the G/L Date header field during inquiry.

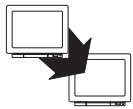
Also use the G/L date in the header part of the form to assign the current accounting period or any G/L date that is open as the date for the void to take effect. You cannot assign a G/L date in a period that has already been closed.

For example, if you void a journal entry that has a May date and May is closed, you must enter a G/L date in June or some later period that is open.

See Also

- *Working with Basic Journal Entries (P09101)* for information about locating, changing, voiding, and deleting unposted journal entries
- *Reviewing and Approving Journal Entries (P00201)*
- *Posting Journal Entries (P09800)*

Revising a Posted Journal Entry



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

After you post a journal entry, you can change its associated explanations. You can also add lines to the G/L distribution.

► To revise a posted journal entry

On Journal Entry

1. Locate the journal entry.
2. Change any of the following fields:

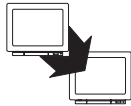
- Explanation
 - Explanation 2
 - Reference 2
 - Purchase Order/Suffix
 - Service/Tax Date
3. Add lines to the G/L distribution, if necessary.
 4. Use the Change action.

What You Should Know About

Changing other fields

To correct information that you cannot change, you must void the existing journal entry and enter a new one.

Voiding a Posted Journal Entry



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

You can void a posted journal entry in any open fiscal period. The system creates a reversing journal entry as of the G/L date you specify.

► To void a posted journal entry

On Journal Entry

1. Locate the journal entry.
2. Complete the following field with V:
 - Reverse or Void
3. Complete the following field:
 - G/L Date
4. Use the Change action.

Field	Explanation
G/L Date	A date that identifies the financial period to which the transaction will 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. <i>Form-specific information</i> If you do not specify a G/L date when you are locating journal entries, the system displays journal entries for all G/L dates associated with the document, as specified by document number, document type, and document company. To keep the periods in balance when you void reversing journal entries, use the same date in the voiding entry as shown for the corresponding journal entry you are voiding.
Reverse or Void (R/V)	A code that controls whether transactions are automatically reversed or voided. Valid codes are: R Create automatic reversing entries when the original entries are posted to the general ledger. Date the reversing entries as of the first day of the following period. V Create reversing entries (reverse the sign on the amount on the original entry) and date them as of the current date. This code is only valid if you are changing an existing transaction. To void a transaction, locate the original entry and change the Void field to V. If the journal entry has not been posted, you can delete the journal entry. Blank Do not reverse or void transactions.

Voiding a Posted Reversing Journal Entry



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

You can void reversing journal entries that are posted if both the applicable fiscal periods are open. This is a two-part process. You must void each of the following journal entries individually to keep the periods in balance:

- The original journal entry that you marked for reversing
- The reversing journal entry that the system generated for the following period

Example: Dates for Voiding Posted Reversing Journal Entries

To keep your periods in balance, use a date in the same period as the journal entry you are voiding, as shown in the following example:

Original journal entry 05/15/98

Void of original 05/15/98

**System-generated
reversing journal entry** 06/01/98

Void of reversing 06/01/98

▶ **To void a posted reversing journal entry**

On Journal Entry

1. Locate the *original* journal entry by completing the following fields:
 - Document Type
 - Document Number
 - G/L Date
2. Follow the steps to void a posted journal entry.
3. Locate the *reversing* journal entry with the same fields that you used to locate the original journal entry, but substitute the G/L date of the reversing journal entry.
4. Follow the steps to void a posted journal entry.

**Exercises**

See the exercises for this chapter.

Print General Journals

Printing General Journals

Normally, you review the general journal online. However, if you need to perform a detailed analysis, a printed general journal might provide a more workable format. Printed reports are especially helpful when you are resolving out-of-balance conditions.

You can choose any of the following:

- Print the Unposted General Journal
- Print the General Journal by Batch
- Print the General Journal by Account

The General Journal by Batch and the General Journal by Account reports print both posted and unposted transactions. All the general journals print transactions from the Account Ledger table (F0911).

What You Should Know About

Abbreviated column headings

- Do Ty – Document Type
- PC – Posted Code
- LT – Ledger Type
- RE – Reverse/Void

Totaling

For Unposted General Journal and General Journal by Batch, totaling at the document level is by ledger type. Totaling at the batch and report levels is by posted and unposted transactions, once for ledger type AA and again as a combined amount for all other ledger types.

The text “AA Total” always prints on these general journals at the document, batch, and report level, even if there is no amount. The text “Total” prints at the batch and report level for all ledger types other than AA only if there is an amount.

Processing time

The processing time for these reports is related to the number of Account Ledger records in your system.

Printing the Unposted General Journal



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Unposted General Journal

You can print a general journal report to analyze journal entry transactions before you post them to the general ledger.

09301	Batch Number Batch Date		- 4572 - 07/25/98	J.D. Edwards & Company General Journal Unposted Transactions			Page - 54 Date - 12/11/98		
Document	Do Ty	G/L Date	Co.	Explanation Account Description	G/L Account	 Amounts Debit Credit		P C	R LT E
11	JE	06/01/98	00200	Sales Detail Wrench A	M10.6020 Ref 2 P42800	190,110.00			AA
	Line No	1.0		Prime Cost of Goods					
	JE	06/01/98	00200	Sales Detail Wrench A	M30.1411.A Ref 2 P42800		2,133,025.00-		AA
	Line No	2.0		Inventory					
	JE	06/01/98	00200	Sales Detail Wrench A	M19.6020 Ref 2 P42800	105,720.00			AA
	Line No	3.0		Prime Cost of Goods					
	JE	06/01/98	00200	Sales Detail Wrench A	M20.6020 Ref 2 P42800	693,100.00			AA
	Line No	4.0		Prime Cost of Goods					
	JE	06/01/98	00200	Sales Detail Wrench A	M30.6020 Ref 2 P42800	414,715.00			AA
	Line No	5.0		Prime Cost of Goods					
	JE	06/01/98	00100	Sales Detail Wrench A	20.6020.STORE Ref 2 P42800	47,930.00			AA
	Line No	6.0		Prime COGS - Store Sales					
	JE	06/01/98	00100	Sales Detail Wrench A	100.1411.20A Ref 2 P42800		47,930.00-		AA
	Line No	7.0		Inventory/Valley Forge, Prod					
	JE	06/01/98	00200	Sales Detail Wrench A	M55.6020 Ref 2 P42800	241,680.00			AA
	Line No	8.0		Prime Cost of Goods					
	JE	06/01/98	00200	Sales Detail Wrench A	M56.6020 Ref 2 P42800	283,310.00			AA
	Line No	9.0		Prime Cost of Goods					
	JE	06/01/98	00200	Sales Detail Wrench A	M80.6020 Ref 2 P42800	33,255.00			AA
	Line No	10.0		Prime Cost of Goods					
	JE	06/01/98	00200	Sales Detail Wrench A	M95.6020 Ref 2 P42800	171,135.00			AA
	Line No	11.0		Prime Cost of Goods					
Document Total						2,180,955.00	2,180,955.00-		AA Total
Batch Total									
						- Posted			
						- Unposted	2,180,955.00	2,180,955.00-	AA Total

What You Should Know About

Multi-Currency

If you are using multiple currencies, both the CA foreign amounts and the AA domestic amounts print for foreign transactions.

Processing Options for Unposted General Journal

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. _____

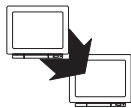
ALTERNATE CHART OF ACCOUNTS PRINT:

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. _____

Printing the General Journal by Batch



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose General Journal by Batch

You can print both posted and unposted transactions by batch. The totals printed on this report are by document number and document type within each batch. Each batch number begins on a new page.

To print a statutory report, you can set the related processing option to print a statutory account (account category code value) on the general journal instead of the business unit.object.subsidiary account. The category code indicates the account number and the category code description indicates the account description.

This processing option is also useful if you use a flexible chart of accounts.

General Accounting I

09301	Batch Number - 114214				J.D. Edwards & Company		Page - 1		
	Batch Date - 12/11/98				General Journal		Date - 12/11/98		
					Batch Number 114214				
Document	Do Ty	G/L Date	Co.	Explanation Account Description	G/L Account	Amounts Debit Credit		P C	R LT E
20013	JE	06/30/98	00100	Wire Transfer	100.1110.BEAR		10,000.00-	AA	
	Line No	1.0		Bear Creek National Bank					
	JE	06/30/98	00100	Wire Transfer	100.1110.FIB	10,000.00		AA	
	Line No	2.0		First Interstate Bank					
Document Total						10,000.00	10,000.00-	AA	Total
20113	JE	06/30/98	00100	Interest Income	100.1110.BEAR	1,250.00		AA	
	Line No	1.0		Bear Creek National Bank					
	JE	06/30/98	00100	Interest Income	90.9120		1,250.00-	AA	
	Line No	2.0		Interest Income					
Document Total						1,250.00	1,250.00-	AA	Total
98001005	JE	06/30/98	00070	Amount in French Francs	70.1110.BBL	5,000.00		CA	
	Line No	1.0		Banque Bruxelles Lambert					
	JE	06/30/98	00070	Amount in French Francs	70.1110.BBL	30,465		AA	
	Line No	1.0		Banque Bruxelles Lambert					
	JE	06/30/98	00070	Amount in French Francs	70.1131		5,000.00-	AA	
	Line No	2.0		Certificates of Deposit					
	JE	06/30/98	00070	Amount in French Francs	70.1131		30,465-	AA	
	Line No	2.0		Certificates of Deposit					
Document Total						30,465	30,465-	AA	Total
Document Total						5,000.00	5,000.00-	CA	Total
Batch Total						- Posted			
						- Unposted	1,155,465	1,155,465-	AA Total
Batch Total						- Posted			
						- Unposted	5,000.00	5,000.00-	Total
Total						- Posted			
						- Unposted	1,155,465	1,155,465-	AA Total
Total						- Posted			
						- Unposted	5,000.00	5,000.00-	Total

What You Should Know About

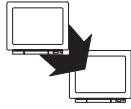
Multi-Currency

If you run this report for more than one company and the company currencies have different decimals, the grand total is a hash total. All other totals are by account and are not hash totals.

See Also

- *Printing Unposted General Journal (P09301)* for the processing options for this program

Printing the General Journal by Account



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose General Journal by Account

You can print both posted and unposted transactions by account. The General Journal by Account report provides totals by account number.

09311				J.D. Edwards & Company General Journal for Account 100.1110.FIB January thru June 1998				Page - 1 Date - 12/11/98			
Document	Do Ty	G/L Date	Co.	Explanation Account Description	G/L Account	Amounts		P	R		
						Debit	Credit	C	LT	E	
1506	JE	03/31/98	00100	Wire Transfer Fee 3/10 Wire Transfer	100.1110.FIB		15.00-	P	AA		
	Line No		2.0	First Interstate Bank							
1522	JE	03/31/98	00100	Bank Service Charge	100.1110.FIB	1,000.00			AA		
	Line No		2.0	First Interstate Bank							
1770	JE	01/31/98	00100	Bank Balances	100.1110.FIB		478,645.12-	P	AA		
	Line No		2.0	First Interstate Bank							
1770	JE	02/28/98	00100	Bank Balances	100.1110.FIB	306,415.74		P	AA		
	Line No		2.0	First Interstate Bank							
1770	JE	03/31/98	00100	Bank Balances	100.1110.FIB		502,978.66-	P	AA		
	Line No		2.0	First Interstate Bank							
1770	JE	04/30/98	00100	Bank Balances	100.1110.FIB	441,097.67		P	AA		
	Line No		2.0	First Interstate Bank							
10418	JE	03/31/98	00100	Bank Service Charge	100.1110.FIB	1,500.00			AA		
	Line No		2.0	First Interstate Bank							
20013	JE	06/30/98	00100	Wire Transfer	100.1110.FIB	10,000.00			AA		
	Line No		2.0	First Interstate Bank							
Account Total						747,513.41	981,638.78-				
- Unposted						12,500.00					
Grand Total						747,513.41	981,638.78-				
- Unposted						12,500.00					

What You Should Know About

Multi-Currency

If you run this report for more than one company and the company currencies have different decimals, the grand total is a hash total. All other totals are by account and are not hash totals.

Processing Options for General Journal by Account

PRINT OPTIONS:

1. Select the 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.

GENERIC TEXT:

2. 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. _____



Reports and Inquiries

Objectives

- To understand the differences among the various J.D. Edwards general ledger reports
- To understand which types of general ledger information are available for review online

About Reports and Inquiries

You can access the most current general ledger information available in your system using both hard-copy reports and online inquiries. Reports and inquiries consist of:

- ☐ Printing trial balance reports
- ☐ Printing general ledger reports
- ☐ Printing the transaction journal
- ☐ Reviewing trial balances online
- ☐ Reviewing account ledgers and balances online

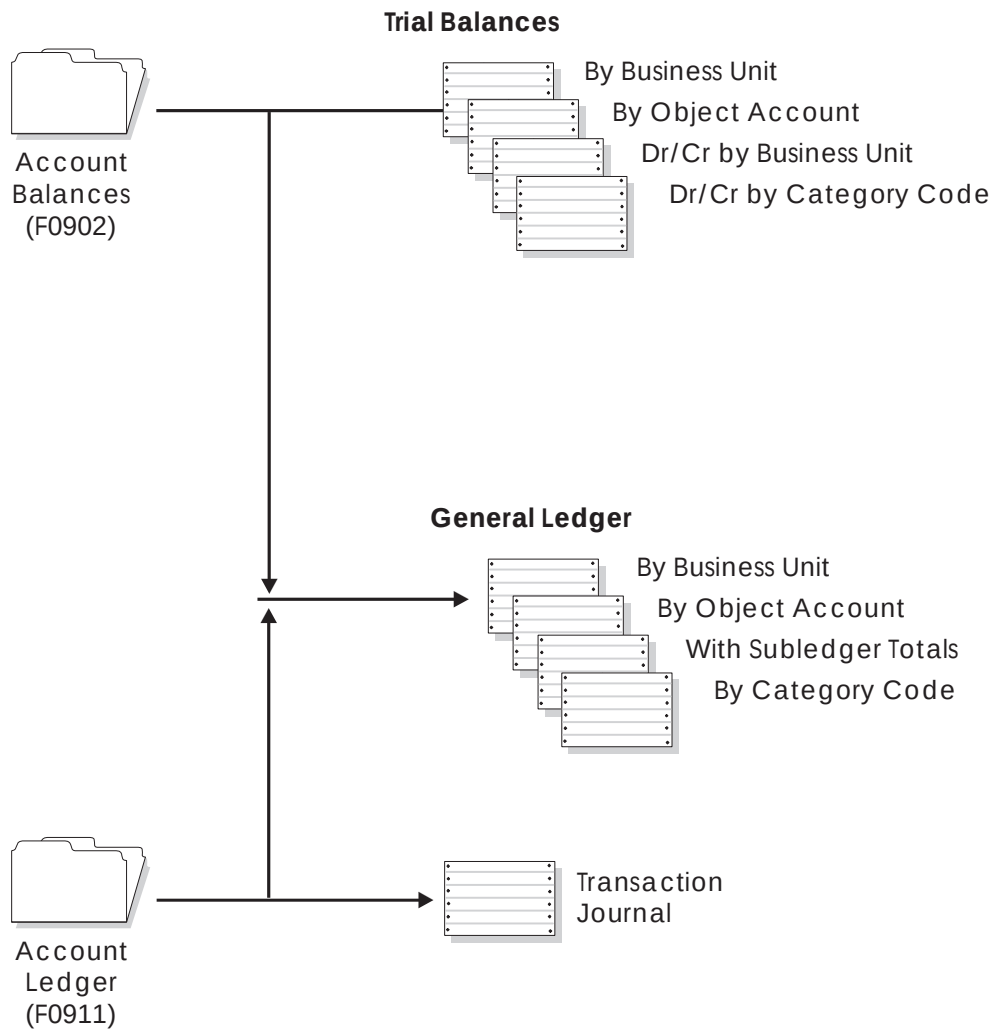
What Are the Sources for Report Information?

The following tables are the sources for report information:

Trial balances	Account Balances table (F0902)
General ledger	Account Ledger table (F0911)
Transaction journal	Account Ledger table



This graphic shows the tables and the corresponding reports.

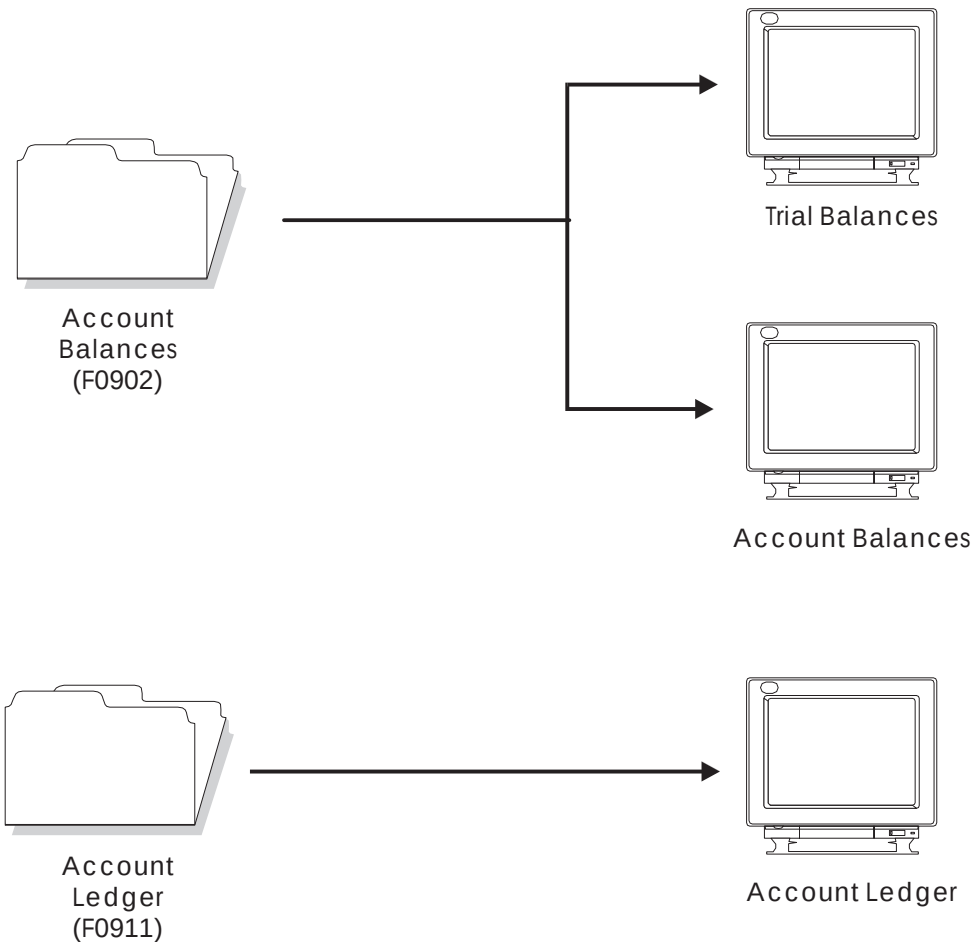


What Are the Sources for Inquiry Information?

The following tables are the sources for inquiry information:

Trial balances	Account Balances table (F0902)
Account balances	Account Balances table
Account ledger	Account Ledger table (F0911)

This graphic shows the tables and the corresponding inquiries.



Are Balances Available as of a Specific Date?

Many of the trial balances, account balance reports, and inquiries have a Thru Date field. These reports read the Account Ledger table (F0911) along with the Account Balances table (F0902) to give you a balance as of a specific date.

Which AAls Determine Reporting Breaks?

Two automatic accounting instructions (AAls) identify income statement accounts:

- GLG6 – Beginning Revenue Account
- GLG12 – Ending Income Statement Account

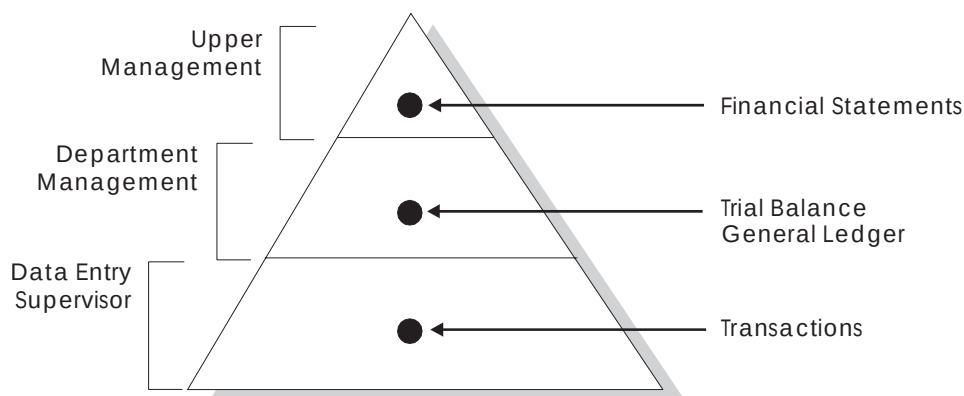
These AAI accounts are also used to calculate the cumulative balance for a trial balance. Accounts outside this range (GLG6–GLG12) are considered balance sheet accounts.

Do Reports and Inquiries Show Multi-Currency?

You can store your account balances for both domestic (AA) and foreign (CA) ledger types by transaction currency code. Reports and inquiries show information that helps you analyze your balances for multi-currency information. For example, you can analyze currency fluctuations and detailed bank account activity by the originating currency.

Can You Vary Report Detail for Management?

You can summarize accounting information at different levels of detail, depending on your needs. The management information pyramid below will help you work with and interpret many of the J.D. Edwards reports and online inquiries.



You can summarize information at multiple levels using the level-of-detail code that is assigned to each general ledger account number.

The information at the top of the pyramid summarizes the supporting detail from the lower levels.

As you descend the pyramid, the information becomes more detailed.

At the lowest level of detail are business transactions, such as journal entries, payroll entries, invoices, vouchers, and so on. A manager's access to summary information (at the top of the pyramid) depends on an accurate compilation of detailed information at the bottom of the pyramid.

Does the System Provide Statutory Reports?

European governments have guidelines dictating the account numbers that businesses must use. To accommodate this requirement, you can assign one or more alternate account numbers to category codes 21 – 23. These category codes are used because the code value (in this case, the statutory account number) allows up to 10 characters. You can assign the same category code to multiple accounts, if necessary.

You can use the following reports to provide statutory information:

- General Ledger by Category Code
- Debit/Credit Trial Balance by Category Code

On these reports, the category code indicates your statutory account number and the category code description indicates the account description. You can summarize several accounts with the same statutory value and list the statutory number and description.

Other reports, produced through the Financial Reporting feature, use the alternate object and subsidiary accounts you can set up for accounts to provide statutory reports.

See Also

- *Printing General Journals (P09301)* for information about general journal reports
- *About Financial Reports (P10211)* for information about income statements and balance sheets
- *About User Defined Codes for General Accounting (P00051)* for information about statutory report setup

Print Trial Balance Reports

Printing Trial Balance Reports

Trial balance reports are useful when you need to verify the accuracy of individual ledger account balances and your overall ledger. If a balancing problem occurs, you can review these reports to locate the problem. For example, you can use a trial balance report to locate which period is out-of-balance. You can also use the report to analyze the debit and credit totals that make up your trial balance.

Printing trial balance reports consists of:

- Printing a trial balance by business unit report
- Printing a trial balance by object account report
- Printing a debit/credit trial balance by business unit report
- Printing a debit/credit trial balance by category code report

Which Report Should You Choose?

You can use the trial balance reports to review cumulative balance information. You can use the debit/credit trial balance to review totals for debits and credits. All the reports provide information through the current period or any previous period or fiscal year that has been retained in your Account Balances table (F0902).

Choosing a report depends on how you want to review the account balances and what information you want to see, as follows:

Trial Balance by Business Unit	Use to analyze account balances by business unit and obtain business unit totals. This report includes a processing option for level-of-detail summarization.
Trial Balance by Object Account	Use to review specific “like” object accounts, such as all Cash In Bank accounts, and to obtain account totals for each group.

**Debit/Credit Trial
Balance by Business
Unit**

Use to review balance sheet, income statement, and trial balance information with debit and credit totals. This report includes a processing option for level-of-detail summarization.

**Debit/Credit Trial
Balance by Category
Code**

Use to obtain debit and credit totals and to supplement your chart of accounts reporting for multi-national companies and for statutory accounting.

What You Should Know About

Inception-to-date totals

Current balances for income statement accounts do not include the prior-year balance. To calculate an inception-to-date total for income statement accounts, add the year-end balances for all prior years to the current balance.

**Abbreviated column
headings**

The column heading LD represents the Level of Detail field.

Printing a Trial Balance by Business Unit Report



From General Accounting (G09), choose Reports & Inquiries

From Accounting Reports & Inquiries (G0912), choose Trial Balance by Business Unit

To review balances for business units, print the Trial Balance by Business Unit report. You can specify summarization at any level of detail without printing lower levels. This report provides subtotals at all higher levels and a grand total for company and report.

09410

J.D. Edwards & Company
Model Company, USA
Trial Balance
By Business Unit

Page - 5
Date - 7/21/98
As of - 06/30/98

Co.	Account Codes	L D	Description	Prior Year-End Balance	Postings. This Period	Year-to-Date	Current Balance
00100	90.B	2	Administrative Department				
00100	90.8000	4	General And Administrativ				
00100	90.8100	5	Administrative Salaries		74,958.70	178,122.00	178,122.00
00100	90.8300	5	Building Expense		56,353.11	215,197.01	215,197.01
00100	90.8600	5	Supplies, Services & Oth		50,419.94	99,013.23	99,013.23
00100	90.8800	5	Computer Expenses			1,600.38	1,600.38
00100	90.8900	5	Interest Expense				
			General And Administra		181,731.75	493,932.62	493,932.62
00100	90.9000	4	Other Income and Expense				
00100	90.9100	5	Other Income		13,870.00-	13,790.00-	13,790.00-
00100	90.9200	5	Other Expense		12,000.00	12,000.00	12,000.00
00100	90.9700	5	Income Taxes				
			Other Income and Expen		1,870.00-	1,790.00-	1,790.00-
			Administrative Departmen		179,861.75	492,142.62	492,142.62
00100	100.B	2	Balance Sheet				
00100	100.1000	3	Assets				
00100	100.1001	4	Current Assets				
00100	100.1100	5	Cash	120,652.31	673,602.85	899,875.58	1,020,527.89
00100	100.1200	5	Accounts Receivable	621,974.34	497,488.70-	42,645.32-	579,329.02
00100	100.1300	5	Work in Process	116,652.06			116,652.06
00100	100.1400	5	Inventory	452,005.71-	794,530.83	3,433,204.45	2,981,198.74
			Current Assets	407,273.00	970,644.98	4,290,434.71	4,697,707.71
00100	100.2000	4	Fixed Assets				
00100	100.2001	5	Property and Equipment	1,156,394.13	237,263.72	562,604.31	1,718,998.44
00100	100.2100	5	Accumulated Depreciation	367,494.31-	178,373.78	861,343.11	493,848.80
00100	100.3900	5	Other Assets	56,217.59			56,217.59
			Fixed Assets	845,117.41	415,637.50	1,423,947.42	2,269,064.83
			Assets	1,252,390.41	1,386,282.48	5,714,382.13	6,966,772.54
00100	100.4000	3	Liabilities and Equity				
00100	100.4010	4	Current Liabilities				
00100	100.4100	5	Accounts Payable	880,233.21-	215,216.46	2,621,379.56-	3,501,612.77-
00100	100.4200	5	Accrued Payroll Liabilit	46,984.38-	6,161.68-	20,289.03-	67,273.41-
00100	100.4400	5	Other Accrued Liabilitie	125,388.95-			125,388.95-
00100	100.4430	5	Accrued Taxes	58,735.86-	2,744.75-	2,744.75-	61,480.61-
			Current Liabilities	1,111,342.40-	206,310.03	2,644,413.34-	3,755,755.74-
00100	100.4600	4	Long-Term Liabilities				
00100	100.4610	5	Notes Payable	8,820.73-			8,820.73-
00100	100.4690	5	Long Term Debt	18,755.76-			18,755.76-
			Long-Term Liabilities	27,576.49-			27,576.49-

Processing Options for Trial Balance by Business Unit

LEVEL OF DETAIL:

1. Specify the lowest level account to be printed (e.g.-7). _____

PERIOD INFORMATION:

2. Enter the fiscal year and period for which the General Ledger is to be prepared. If left blank, the current period and year of the Financial Reporting Date will be used

Year: _____

Period: _____

PRINT OPTIONS:

3. To select which account number to print on the Trial Balance, enter a:
'1' = account number (default),
'2' = short account i.d.,
'3' = unstructured account. _____

4. Enter a '1' to omit printing accounts with zero balances. _____

5. Enter a '1' to skip to a new page when the business unit changes. If left blank page will not skip. _____

LEDGER TYPE:

6. Enter ledger type. If left blank, General Ledger Type "AA" will be be used. _____

SUBLEDGER INFORMATION:

7. Enter specific subledger or '*' for all subledgers. _____

8. Enter a subledger type if you have selected a subledger in the option above. _____

OBJECT ACCOUNT SUMMARIZATION:

9. Enter a specific business unit type for object range summarization, or:
'+' for all business unit types
'*' for non-blank business unit types. _____

10. Enter the object account range for object account summarization. _____

Beginning: _____

Ending: _____

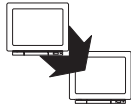
11. Enter a specific currency code or '*' for all currency codes.
This option applies only if you post the Account Balances by currency. _____

What You Should Know About Processing Options

Processing option 10

If you choose to print a summary report, detailed transactions appear as a single summary forward for each account in the range you specify. Subsidiaries for the account range print as one balance for the object account.

Printing a Trial Balance by Object Account Report



From General Accounting (G09), choose Reports & Inquiries

From Accounting Reports & Inquiries (G0912), choose Trial Balance by Object Account

To review balances by object account across all business units, print the Trial Balance by Object Account report. You can review totals by object account only, by company, or by company and object account. The report includes a grand total.

Co.	Account Codes	L	Description	Prior Year-End Balance	This Period	Postings . . . Year-To-Date	Current Balance
00100	100.2090	6	Other Assets	24,253.02	3,031.63	15,158.14	39,411.16
00100			Object Account	24,253.02	3,031.63	15,158.14	39,411.16
00100	100.2120	6	Accum Depr - Building	242,976.03-	195,679.61	949,092.50	706,116.47
00100			Object Account	242,976.03-	195,679.61	949,092.50	706,116.47
00100	100.2125	6	Accum Amort- Improvem	93,042.09-	11,630.26-	58,151.31-	151,193.40-
00100			Object Account	93,042.09-	11,630.26-	58,151.31-	151,193.40-
00100	100.2130	6	Accum Depr - Equipmen	1,958.59-	244.83-	1,224.13-	3,182.72-
00100			Object Account	1,958.59-	244.83-	1,224.13-	3,182.72-
00100	100.2140	6	Accum Depr - Vehicles	14,515.39-	3,532.48-	18,882.66-	33,398.05-
00100			Object Account	14,515.39-	3,532.48-	18,882.66-	33,398.05-
00100	100.2160	6	Accum Depr - Office F	6,756.18-	867.50-	4,337.51-	11,093.69-
00100			Object Account	6,756.18-	867.50-	4,337.51-	11,093.69-
00100	100.2190	6	Accum Depr - Other As	8,246.03-	1,030.76-	5,153.78-	13,399.81-
00100			Object Account	8,246.03-	1,030.76-	5,153.78-	13,399.81-
00100	100.3920	6	Organization Cost	52,158.93			52,158.93
00100			Object Account	52,158.93			52,158.93

Processing Options for Trial Balance By Object Report

PERIOD INFO

1. Enter the fiscal year and period for the report. If left blank, the current period and year of the Financial Reporting Date will be used.

Year: Period:

Period:

LEDGER TYPE

2. Enter a ledger type (leave blank if the General Ledger 'AA' is desired).

.

PRINT OPTS

3. Enter a '1' to omit the printing of accounts with zero balances.

.

4. Select the account number to print:
'1' = Account Number (default),
'2' = Short Account I.D.,
'3' = Unstructured Account

SUBLDGR OPTS

5. Enter a specific subledger or '*' for all subledgers.
6. Enter a subledger type if you have selected a specific subledger in the option above.

CURRENCY

7. Enter a specific currency code or '*' for all currency codes.

SUMMARIZE

8. Enter the object range for account summarization.

Beginning:

Ending: _____

Processing Options for Trial Balance by Object Account

PERIOD INFORMATION:

1. Enter the fiscal period and year for which the Trial Balance is to be prepared. If left blank, the current period and year of the Financial Reporting Date will be used.

Year: _____
Period: _____

LEDGER TYPE:

2. Enter a ledger type (leave blank if the General Ledger 'AA' is desired). _____

PRINT OPTIONS:

3. Enter a '1' to omit the printing of accounts with zero balances. _____
4. To select which account number to print on the Trial Balance, enter a:
'1' - account number (default),
'2' - short account i.d.,
'3' - unstructured account. _____

SUBLEDGER OPTIONS:

5. Enter specific subledger or '*' for all subledgers. _____
6. Enter a subledger type if you have selected a specific subledger in the option above. _____

CURRENCY CODE OPTIONS:

7. Enter specific currency code or '*' for all currency codes. _____

SUMMARIZATION:

8. Enter the object account range for account summarization.

Beginning: _____
Ending: _____

Printing a Debit/Credit Trial Balance by Business Unit Report



From General Accounting (G09), choose Reports & Inquiries

From Accounting Reports & Inquiries (G0912), choose Debit/Credit Trial Balance by B.U. Report

To review debit and credit totals by business unit, print the Debit/Credit Trial Balance by Business Unit report. If the companies on the report are in balance, the balance sheet and income statement totals balance to zero.

Co.	Account Codes	L	Description	Prior Year-End Balance	Debit	Credit	Total	Debit	Credit	Total	Current Balance
00100	210. A	1	Model Finan/Distrib Co								
00100	210. B	2	Denver Branch								
00100	210.5000	4	Revenues								
00100	210.5005	5	Sales - Product A								
00100	210.5010	6	Store Sales	10,660,362.19-		1,731,246.51-	1,731,246.51-		9,985,652.42-	9,985,652.42-	9,985,652.42-
00100	210.5020	6	Direct Ship Sales	7,262,604.15-		1,150,725.64-	1,150,725.64-		7,592,261.37-	7,573,766.77-	7,573,766.77-
00100	210.5030	6	Contract Sales	8,686,430.82-		1,267,043.79-	1,267,043.79-	18,494.60	8,633,543.05-	8,633,543.05-	8,633,543.05-
00100	210.5030	6	Interplant Sales	6,691,223.17-		1,018,509.01-	1,018,509.01-		6,111,638.57-	6,111,638.57-	6,111,638.57-
00100	210.5060	6	Less Returns & Allowa	211,214.32	25,203.53		25,203.53	192,225.36		192,225.36	192,225.36
00100	210.5070	6	Less Sales Discounts	567,936.22	88,345.31		88,345.31	546,622.01		546,622.01	546,622.01
00100	210.5080	6	Freight Out	574,616.83	92,594.14		92,594.14	586,547.68		586,547.68	586,547.68
00100	210.5090	6	Service Sales								
			Sales - Product A	31,946,852.96-	206,142.98	5,167,524.95-	4,961,381.97-	1,343,889.65	32,323,095.41-	30,979,205.76-	30,979,205.76-
00100	210.5100	5	Sales - Product B								
00100	210.5110	6	Store Sales	13,224,581.77-		2,157,435.70-	2,157,435.70-		12,055,920.55-	12,055,920.55-	12,055,920.55-
00100	210.5120	6	Direct Ship Sales	8,717,750.19-		1,378,958.20-	1,378,958.20-		7,897,128.48-	7,897,128.48-	7,897,128.48-
00100	210.5130	6	Contract Sales	6,405,324.44-		1,034,539.32-	1,034,539.32-		6,218,095.58-	6,218,095.58-	6,218,095.58-
00100	210.5140	6	A/R Discounts Allowed	178,454.36	31,533.90		31,533.90	162,762.07		162,762.07	162,762.07
			Sales - Product B	28,169,202.04-	31,533.90	4,570,933.22-	4,539,399.32-	162,762.07	26,171,144.61-	26,008,382.54-	26,008,382.54-
00100	210.5200	5	Sales - Other								
00100	210.5206	6	Finance Charge Income	4,780,605.61-		663,048.94-	663,048.94-		4,474,248.47-	4,474,248.47-	4,474,248.47-
			Sales - Other	4,780,605.61-		663,048.94-	663,048.94-		4,474,248.47-	4,474,248.47-	4,474,248.47-
			Revenues	64,896,660.61-	237,676.88	10,401,507.11-	10,163,630.23-	1,506,651.72	62,968,488.49-	61,461,836.77-	61,461,836.77-

Processing Options for DR/CR Trial Balance by Business Unit

LEVEL OF DETAIL:

1. Specify the lowest level account to be printed (e.g.- 7). _____

FISCAL PERIOD AND YEAR:

2. Enter the fiscal period and year.
Leave blank to use the current
fiscal period and year.

Year: _____
Period: _____

PRINT OPTIONS:

3. To select which account number to print on the Trial Balance, enter a:
'1' = account number (default),
'2' = short account i.d.,
'3' = unstructured account. _____

4. Enter a '1' to omit printing accounts with zero balances. _____

SUBLEDGER INFORMATION:

5. Enter specific subledger or '*' for all subledgers. _____

6. Enter a subledger type if you have selected a subledger in the option above. _____

PAGE BREAKS:

7. Enter a '1' to skip to a new page when a business unit changes.
Default of blank will not page skip. _____

8. Enter a '1' to skip to new page between Balance Sheet and Income Statement Accounts. If left blank, the report will not page skip. _____

ACCOUNT SUMMARIZATION:

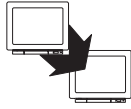
9. Enter a specific business unit type for object range summarization, or:
'+' for all business unit types
'*' for non-blank business unit types. _____

10. Enter the beginning and ending accounts for object account summarization.

Beginning: _____
Ending: _____

11. Enter a specific currency code or '*' for all currency codes. _____

Printing a Debit/Credit Trial Balance by Category Code Report



From General Accounting (G09), choose Reports & Inquiries

From Accounting Reports & Inquiries (G0912), choose Debit/Credit Trial Balance by Category Code

Use this report to print a statutory account (category code value) on a trial balance instead of the business unit.object.subsidiary account code. The category code indicates the account number and the category code description indicates the account description.

Co.	Account	Description	Prior Year-End Balance	Debit	Credit	Total	Debit	Credit	Total
70 10100		Capital souscrit	20,599,000-						
70 14		Bénéfice reporté ou Perte (-)	77,771,837-						
70 17170		Emprunts subordonnés	12,595,000-						
70 44440		Fournisseurs	2,515,676-	703,636	1,573,542-	869,906-	909,927	7,562,851-	6,652,924-
70 45451		T.V.A à payer	502,375-		739,385-	739,385-		1,271,175-	1,271,175-
70 49		Comptes de régularisation	2,675,800-						
		General Accounts	116,659,688-	703,636	2,312,927-	1,609,291-	909,927	8,834,026-	7,924,099-
		Model Multi-National Corporate	116,659,688-	703,636	2,312,927-	1,609,291-	909,927	8,834,026-	7,924,099-
		Grand Total	116,659,688-	703,636	2,312,927-	1,609,291-	909,927	8,834,026-	7,924,099-

Processing Options for DR/CR Trial Balance by Category Code

FISCAL PERIOD AND YEAR:

1. Enter the fiscal period and year.
Leave blank to use the current
financial reporting period and year.

Year:

Period:

LEDGER TYPE:

2. Enter the ledger type to process.
If left blank, 'AA' will be used.

PRINT OPTIONS:

3. Enter a '1' to omit printing
accounts with zero period balances.

4. Select which category code (1 - 23)
to print. Default of blank will
print category code 21.



Exercises

See the exercises for this chapter.

Print General Ledger Reports

Printing General Ledger Reports

General ledger reports provide detailed information about account transactions. Use these reports when you need to review transactions within individual accounts, to research problems, or to verify account accuracy.

Printing general ledger reports consists of:

- Printing a general ledger by business unit report
- Printing a general ledger by object account report
- Printing a general ledger with subledger totals report
- Printing a general ledger by category code report

The general ledger reports use AAIs (items GLG6 and GLG12) to determine the beginning and ending account ranges for income statement accounts.

The general ledger reports are DREAM Writer reports.

Before You Begin

- ☐ Verify that your financial reporting period is set correctly. See *Changing a Financial Reporting Date*.

Which Report Should You Choose?

These general ledger reports provide a choice among year-to-date, current period, and inception-to-date totals. You can also include specific document types, such as vouchers or journal entries, on these reports.

Choosing a report depends on how you want to review the information, as follows:

General Ledger by Business Unit	Lists transactions by object account within a specific business unit.

General Ledger by Object Account	Lists transactions by account. Use this report to review specific accounts across all or several business units and to obtain account totals for each group.
General Ledger with Subledger Totals	Lists transaction totals by subledger. This report includes the same information you view online on Trial Balance with Subledger or Account Balances by Subledger.
General Ledger by Category Code	As an alternative to chart of accounts reporting, lists transactions by any one of the 23 account category codes. Use this report for your statutory reporting requirements.

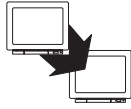
What You Should Know About

Inception-to-date totals	General ledger reports with inception-to-date totals print all detail for all periods with records that have not been purged. The totals may not be accurate if the detail for any prior year has been purged.
Abbreviated column headings	The report contains the following abbreviated column headings: • Do Ty – Document Type • LT – Ledger Type • PC – Posted Code

See Also

- *Reviewing Account Ledgers* for information about online review of general ledger by object accounts

Printing a General Ledger by Business Unit Report



From General Accounting (G09), choose Reports & Inquiries

From Accounting Reports & Inquiries (G0912), choose G/L by Business Unit

To review transactions by business unit, print the General Ledger by Business Unit report. This report lists information from the Account Ledger (F0911) and Account Balances (F0902) tables. It summarizes totals by period, account, business unit, and company.

09420		J.D. Edwards & Company General Ledger by Business Unit				Page - 5				
						Date - 7/21/98				
						From Date - 06/30/98				
						Thru Date - 06/30/98				
G/L Account	Account Description Explanation	Do Ty	Document	G/L Date	Co.	Debit	Amounts Credit	Current Balance	LT C	P Batch
Account Totals						92,594.14		92,594.14		
210.5100	Sales - Product B				00100					
210.5110	Store Sales				00100					
	JDE France	RI	2040	06/30/98			648.83-		AA	P 74606
	Denver Sales									
	Edwards & Edwards	RR	771	06/30/98			125.00-		AA	P 3461
	Contract Maintenance									
	June 1998 Actual Bal	JE	1805	06/30/98			2,150,291.87-		AA	P 3439
	Dunlop Construction	RI	7595	06/30/98			450.00-		AA	P 74601
	Store Sales									
	Couriers Express	RI	2045	06/30/98			45.00-		AA	P 74639
	Denver Sales									
	Carriage Creations	RI	2065	06/30/98			5,875.00-		AA	P 74668
	Denver Sales									
	Period Totals						2,157,435.70-			
Account Totals							2,157,435.70-	2,157,435.70-		
210.5120	Direct Ship Sales				00100					
	June 1998 Actual Bal	JE	1805	06/30/98			1,378,108.20-		AA	P 3439
	Couriers Express	RI	2046	06/30/98			550.00-		AA	P 74639
	Denver Sales									
	Carriage Creations	RI	2070	06/30/98			300.00-		AA	P 74668
	Denver Sales									
	Period Totals						1,378,958.20-			
Account Totals							1,378,958.20-	1,378,958.20-		
210.5130	Contract Sales				00100					
	June 1998 Actual Bal	JE	1805	06/30/98			1,033,539.32-		AA	P 3439
	Couriers Express	RI	2055	06/30/98			1,000.00-		AA	P 74640
	Denver Sales									
	Period Totals						1,034,539.32-			
Account Totals							1,034,539.32-	1,034,539.32-		
210.5140	A/R Discounts Allo				00100					
	June 1998 Actual Bal	JE	1805	06/30/98		31,533.90			AA	P 3439
	Period Totals					31,533.90				
Account Totals						31,533.90		31,533.90		
210.5200	Sales - Other				00100					
210.5206	Finance Charge Inc				00100					
	June 1998 Actual Bal	JE	1805	06/30/98			663,048.94-		AA	P 3439
	Period Totals						663,048.94-			
Account Totals							663,048.94-	663,048.94-		
210.6000	Direct Costs				00100					
210.6010	Cost of Sales - Pro				00100					
210.6020	Prime Cost of Good				00100					

Processing Options for General Ledger by Business Unit

REPORT DETAIL FROM:

1. Select a from period at which to begin showing account balances in detail. Enter:
'0' for year to date (default)
'1' for current period
'2' for inception-to-date

- OR -

Enter a from date at which to begin showing account balances in detail. If this selection is left blank then the previous selection will be used.
From Date:

REPORT DETAIL THRU:

2. Enter a thru fiscal year and period for which the account balances are to be shown in detail. Year:
Period:

- OR -

Enter a thru date for which the account balances are to be shown in detail. If selection is left blank the previous selection will be used.
Thru Date:

PRINT OPTIONS:

3. Select the account number to print:
'1' = account number (default),
'2' = short account i.d.,
'3' = unstructured account.
4. Enter '1' to print units. Leave blank to print amounts only.
5. Enter '1' to skip to a new page when a new business unit is printed. Leave blank to print without page breaks.
6. Enter '1' to omit accounts that have no balance or detail for the selected period.

DOCUMENT SELECTION:

7. Enter ledger type code to use, or leave blank for actual amounts (AA).
8. Enter document type to use if a selective ledger is used. Leave blank to include all document types.
9. Enter a '1' to print both posted and unposted transactions. Leave blank to print only posted transactions.

SUBLEDGER OPTIONS:

10. Enter subledger to use, or '*' to

include all subledgers.

11. If a specific subledger is entered in the option above, enter the subledger type. _____

12. Enter '1' to print the subledger on the General Ledger print-out. _____

SUMMARIZATION:

13. Select business unit types for object range summarization. Enter: A specific business unit type, or '+' to include ALL types, or '*' to include all non-blank types. _____

14. Enter the object account range for account summarization. Beginning: _____ Ending: _____

GENERIC TEXT:

15. Enter a '1' to print the generic text for journal entries in a 40 character width, a '2' to print text in an 80 character width. If left blank, generic text will not be printed. _____

CURRENCY:

16. Enter a specific currency code or an '*' for all currency codes. This option applies only if you post the Account Balances by currency. _____

What You Should Know About Processing Options

Processing option 1

If you choose year-to-date, the report prints all current year transactions for all accounts plus debit and credit totals by period for the current fiscal year. It prints a balance forward total for balance sheet accounts. This total is inception-to-date through the end of the previous fiscal year. This report can be lengthy based on the amount of data you have.

If you choose current period, the report prints a balance forward total of the previous activity for the current fiscal year and all transactions for the current period for each account. The balance forward total reflects the year-to-date through the end of the previous period for profit and loss accounts. For balance sheet accounts, the report reflects the inception-to-date through the end of the previous period.

If you choose inception-to-date, the report prints all account detail for all fiscal years not purged.

Processing option 13

If you choose to print a summary report, detailed transactions appears as a single summary balance or record for each account in the range you specify.

Printing a General Ledger by Object Account Report



From General Accounting (G09), choose Reports & Inquiries

From Accounting Reports & Inquiries (G0912), choose G/L by Object Account

To review transactions across all or several business units, run the General Ledger by Object Account report. This report lists information from the Account Ledger (F0911) and Account Balances (F0902) tables.

Choosing online inquiry on Account Ledger Inquiry provides a quicker, more flexible review of the same information.

09421

J.D. Edwards & Company

Page - 14

Period General Ledger by Object Account

Date - 7/21/98

From Date - 06/01/98

Thru Date - 06/30/98

G/L Account	Account Description Explanation	Do Ty	Document	G/L Date	Co.	Amounts	Debit	Credit	Current Balance	LT P C
90.8720	Office Supplies Ex				00100					
	Edwards & Edwards	PM	10020	06/30/98			600.00			AA P
	Austin, Michael	PV	649	06/30/98			25.00			AA P
	6/5 Daytimer Refill									
	Period Totals						625.00			
	Account Totals						625.00		625.00	
210.8720	Office Supplies Ex				00100					
	A & D Parts Company	PR	626	06/30/98			104.00			AA P
	Monthly Supply Contr									
	Period Totals						104.00			
	Account Totals						104.00		104.00	
529.8720	Office Supplies Ex				00100					
999.8720	Office Supplies Ex				00100					
	Object 8720 Total						729.00		729.00	
	Company Totals - Report						729.00		729.00	
	- Unposted									
	- Posted						729.00		729.00	

Processing Options for General Ledger by Object Account

REPORT DETAIL FROM:

1. Select a from period at which to begin showing account balances in detail. Enter:
'0' for year-to-date (default)
'1' for current period

'2' for inception-to-date

- OR -

Enter a from date at which to begin
showing account balances in detail.
If this selection is left blank then
the previous selection will be used.

From Date:

REPORT DETAIL THRU:

2. Enter a thru fiscal year and period
for which the account balances are
to be shown in detail.

Year:

Period:

- OR -

Enter a thru date for which the
account balances are to shown in
detail. If selection is left blank
the previous selection will be used.

Thru Date:

PRINT OPTIONS:

3. Select the account number to print:
'1' = account number (default),
'2' = short account i.d.,
'3' = unstructured account.

4. Enter '1' to print units. Leave
blank to print amounts only.

5. Enter '1' to omit accounts that
have no balance or detail for the
selected period.

DOCUMENT SELECTION:

6. Enter ledger type code to use, or
leave blank for actual amounts (AA).
7. Enter document type to use if a
selective ledger is used. Leave
blank to include all document types.
8. Enter a '1' to print both posted and
unposted transactions. Leave blank
to print only posted transactions.

SUBLEDGER OPTIONS:

9. Enter subledger to use, or '*' to
include all subledgers.
10. If a specific subledger is entered
in the option above, enter the
subledger type.

SUMMARIZATION:

11. Enter the object account range for
account summarization.

Beginning:

Ending:

GENERIC TEXT:

12. Enter a '1' to print the generic text 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.

CURRENCY:

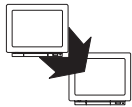
13. Enter a specific currency code or an '**' for all currency codes.

What You Should Know About Processing Options

Processing options 1 and 2

If you enter zero in processing option 1 (for year-to-date balances) and you enter a year and period in processing option 2, the year you specify must be the same as the year specified in the Begin Year field on Company Numbers and Names. Otherwise, the report will not include a line item amount for balance forward.

Printing a General Ledger with Subledger Totals Report



From General Accounting (G09), choose Reports & Inquiries

From Accounting Reports & Inquiries (G0912), choose G/L with Subledger Totals

To review transaction totals by subledger, run the General Ledger with Subledger Totals report. This report lists information from the Account Ledger (F0911) and Account Balances (F0902) tables. It prints information in business unit, object, and subsidiary sequence and calculates totals by G/L period, subledger, G/L account, business unit, and company.

09422		J.D. Edwards & Company General Ledger with Subledger Totals					Page Date - 3/21/96 As Of - 06/30/98		2		
G/L Account	Subledger	Account Description Explanation	Do Ty	Document	G/L Date	Co.	Amounts	Current Balance	LT C	P C	Batch
90		Administrative Depart				00100					
90.8740		Travel, Meals & Lodgi				00100					
		McLind, Rod	PV	648	06/30/98		500.00		AA	P	3695
		6/20-30 Meals-SW Imp									
		Gourmet & More	PV	8330	06/30/98				AA	P	75222
		Travel Advance									
		Period Totals					500.00				
		Subledger Totals					500.00	500.00			
	00002605 W	McLind, Rod	PV	647	06/30/98		400.00		AA	P	3695
		6/10-13 Hotel									
	00002605 W	McLind, Rod	PV	647	06/30/98		550.00		AA	P	3695
		6/10-13 Airfare									
	00002605 W	McLind, Rod	PV	647	06/30/98		100.00		AA	P	3695
		6/10-13 Meals									
		Period Totals					1,050.00				
		Subledger Totals					1,050.00	1,050.00			
	00002612 W	McLind, Rod	PV	648	06/30/98		825.00		AA	P	3695
		6/20-30 Hotel-SW Imp									
	00002612 W	McLind, Rod	PV	648	06/30/98		550.00		AA	P	3695
		6/20-30 Airfare-SW I									
		Period Totals					1,375.00				
		Subledger Totals					1,375.00	1,375.00			
	00006779 A	Austin, Michael	PV	649	06/30/98		175.00		AA	P	3701
		6/12-14 Hotel/Dallas									
	00006779 A	Austin, Michael	PV	649	06/30/98		70.00		AA	P	3701
		6/12-14 Meals/Dallas									
	00006779 A	Austin, Michael	PV	649	06/30/98		230.00		AA	P	3701
		6/12-14 Airfare/Dall									
		Period Totals					475.00				
		Subledger Totals					475.00	475.00			
		Account Totals					3,400.00	3,400.00			
		Business Unit Totals					3,400.00	3,400.00			
		Company Totals - Report					3,400.00	3,400.00			
		- Unposted									
		Total	- Report				3,400.00	3,400.00			
		- Unposted									

Processing Options for General Ledger with Subledger Totals

REPORT CONTENT:

- Select the transactions to be shown in detail (as opposed to summarized as a balance forward). Enter:
'0' for year-to-date (default),
'1' for current period,
'2' for inception-to-date.

PERIOD INFORMATION:

- Enter the fiscal year and period for which the General Ledger is to be prepared. If left blank, the fiscal reporting year and period will be used.
Year: _____
Period: _____

PRINT OPTIONS:

- Select the account number to print:
'1' = account number (default),
'2' = short account i.d.,
'3' = unstructured account.

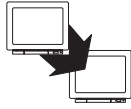
4. Enter '1' to print units. If left blank, only amounts will print. _____
5. Enter '1' to skip to a new page when a new business unit is printed. If left blank, the report will print without page breaks. _____
6. Enter '1' to omit accounts that have no balance or detail for the selected period. _____
- DOCUMENT SELECTION:
7. Enter ledger type code to use. If left blank, actual amounts (AA) will be used. _____
8. Enter document type to use if a selective ledger is used. If left blank, all document types will be included. _____
9. Enter a '1' to print both posted and unposted transactions. If left blank, only posted transactions will print. _____
- SUMMARIZATION:
10. Select business unit types for subledger summarization. Enter:
A specific business unit type, or
'+' to include ALL types, or
'*' to include all non-blank types. _____
11. Enter the object account range for subledger summarization
Beginning: _____
Ending: _____
- CURRENCY:
12. Enter a specific currency code or an '*' for all currency codes. _____

What You Should Know About Processing Options

Processing options 1 and 2

If you enter zero in processing option 1 (for year-to-date balances) and you enter a year and period in processing option 2, the year you specify must be the same as the year specified in the Begin Year field on Company Numbers and Names. Otherwise, the report will not include a line item amount for balance forward.

Printing a General Ledger by Category Code Report



From General Accounting (G09), choose Reports & Inquiries

From Accounting Reports & Inquiries (G0912), choose G/L by Category Code

To use a statutory account number instead of business.object.subsidiary, print the General Ledger by Category Code report. The category code indicates the account number and the category code description indicates the account description.

This report provides balance information useful for statutory accounting. It lists information from the Financial Report Master (F1011) and the Account Ledger (F0911) tables.

Printing this report creates a worktable to process and sequence records from the Account Ledger table. The system automatically clears the worktable whenever you change a category code for a business unit. Because the worktable takes time to process, J.D. Edwards recommends that you run this report after normal working hours.

General Accounting I

09470

J.D. Edwards & Company
G/L by Business Unit, Category Code
Category Code 01
Company, Business Unit, Category Code

Page - 4
Date - 7/21/98
From Date - 01/01/98
Thru Date - 06/30/98

Cat Code	Code Description Explanation	Do Ty	Document	G/L Date	Co.	Amounts	Current Balance	LT P C	Batch
						Debit	Credit		
					00100				
	Carriage Creations	RI	2065	06/30/98			5,875.00-	AA P	74668
	Denver Sales								
	June 1998 Actual Balan	JE	1805	06/30/98			1,378,108.20-	AA P	3439
	Couriers Express	RI	2046	06/30/98			550.00-	AA P	74639
	Denver Sales								
	Carriage Creations	RI	2070	06/30/98			300.00-	AA P	74668
	Denver Sales								
	June 1998 Actual Balan	JE	1805	06/30/98			1,033,539.32-	AA P	3439
	Couriers Express	RI	2055	06/30/98			1,000.00-	AA P	74640
	Denver Sales								
	June 1998 Actual Balan	JE	1805	06/30/98		31,533.90		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98			663,048.94-	AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		6,532,329.44		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		113,668.58		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		148,654.98		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		194,415.34		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		99,950.99		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		140,445.50		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		136,810.71		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		198,316.72		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		11,502.28		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		101,189.10		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		107,090.95		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		107,184.16		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		75,977.55		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		17,887.84		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		14,196.23		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		13,013.84		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		24,076.33		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		15,769.98		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		7,135.96		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		23,830.59		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		21,334.68		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		20,426.30		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		98,381.54		AA P	3439
	Silver Property Manage	PV	701	06/30/98		1,000.00		AA P	4657
	Denver Office Rent								
	June 1998 Actual Balan	JE	1805	06/30/98		28,292.06		AA P	3439
	A T & T Long Distance	PV	4252	06/30/98		1,465.61		AA P	3370
	June 1998 Actual Balan	JE	1805	06/30/98		9,486.39		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		20,885.64		AA P	3439
	New York Times	PR	627	06/30/98		59.55		AA P	3542
	Monthly Subscription								
	A & D Parts Company	PR	626	06/30/98		104.00		AA P	3542
	Monthly Supply Contr.								
	Branch Head Counts	JE	1901	06/30/98				AA P	3094
	Denver Head Count								
	June 1998 Actual Balan	JE	1805	06/30/98		183,479.35		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		87,710.48		AA P	3439
	Derrick, Leslie	PV	8366	06/30/98		645.00		AA P	76669
	6/15 Special Client B								
	Derrick, Leslie	PV	8366	06/30/98		700.00		AA P	76669
	6/15 New York Trip								

Processing Options for General Ledger by Category Code

REPORT DETAIL FROM:

1. Select a from period at which to begin showing account balances in detail. Enter:
' ' for year-to-date (default)
'1' for current period
'2' for inception-to-date

- OR -

Enter a from date at which to begin showing account balances in detail. If this selection is left blank then the previous selection will be used.

From Date: _____

REPORT DETAIL THRU:

2. Enter a thru fiscal year and period for which the account balances are to be shown in detail.

Year: _____

Period: _____

- OR -

Enter a thru date for which the account balances will be shown in detail. If selection is left blank the previous selection will be used.

Thru Date: _____

PRINT OPTIONS:

3. Select which category code (1 - 23) to print. Default of blank will print category code 21.

4. Enter a '1' to print units. Leave blank to print amounts only.

5. Enter a '1' to omit printing of codes that have no balance or detail for the selected period.

DOCUMENT SELECTION:

6. Enter ledger type code to use, or leave blank for actual amounts (AA).

7. Enter document type to use if a selective ledger is used. Leave blank to include all document types.

8. Enter a '1' to print both posted and unposted transactions. Leave blank to print only posted transactions.

DATE ORDER:

9. Enter a '1' to print detail information in ascending date order. Default of blank will print in descending order.

BUSINESS UNIT INFORMATION:

10. Enter a '1' to print business unit description when business units change.



Exercises

See the exercises for this chapter.

Print the Transaction Journal

Printing the Transaction Journal



From General Accounting (G09), choose Reports & Inquiries

From Accounting Reports & Inquiries (G0912), choose Transaction Journal

To review all transactions, or transactions within a G/L date range, print the Transaction Journal. This report prints the debit and credit amounts that make up balanced entries for A/R invoices and A/P vouchers. It uses the logic in the post program to print the original journal entry and the corresponding offsets for the Accounts Receivable and Accounts Payable systems and for taxes.

Multiple offsets for a single journal entry appear on the Transaction Journal as a single amount, as if you were using offset method S (Summary) in the accounts receivable and accounts payable constants. This report includes only the actual amounts (AA) ledger and does not include intercompany settlements.

The Transaction Journal is a DREAM Writer report.

Company 100 Model Finan/Distrib Co (Mktg)
Tax ID
From 06/01/98 Thru 06/30/98

Document Ty Number Co	Account Number	Description	Debit Amount	Credit Amount	Explanation	Address Number	Name
PV 4155 00000	100.2060	Furniture & Office Equipment	2,487.61			5830	Gilpin's Office Suppl
	100.2060	Furniture & Office Equipment	14,978.95				
PV 4156 00000	100.4110	Accounts Payable-Trade		17,466.56		5830	Gilpin's Office Suppl
	100.2060	Furniture & Office Equipment	3,458.91				
PV 4216 00000	100.4110	Accounts Payable-Trade		3,458.91	Travel -A/R Training		
	132.8155	Training Expenses	500.00				
PV 4252 00000	100.4110	Accounts Payable-Trade		500.00			
	210.8360	Telephone Expense	1,465.61			6000	Easter, Melvyn
PV 4253 00000	100.4110	Accounts Payable-Trade		1,465.61			
	400.8360	Telephone Expense	846.61			5776	A T & T Long Distance
PV 4254 00000	100.4110	Accounts Payable-Trade		846.61			
	600.8360	Telephone Expense	1,006.74			5776	A T & T Long Distance
PV 4267 00000	100.4110	Accounts Payable-Trade		1,006.74			
	529.6110	Tools Expense	1,897.00			5776	A T & T Long Distance
	529.6120	Prime Cost of Goods	5,855.00				
	529.6130	Scrap	4,155.00			4005	A & D Parts Company
	529.6140	Freight	6,718.00				
PV 4277 00000	100.4110	Accounts Payable-Trade		18,625.00			
	100.2060	Furniture & Office Equipment	15,967.62		32MB Main Storage	5864	IBM Corporation
	100.2060	Furniture & Office Equipment	31,786.43				
PV 4279 00000	100.4110	Accounts Payable-Trade		66,443.28			
	529.8375	Water	755.00			5784	Arkla Gas Company
	529.8377	Sanitation	615.00				
PV 4297 00000	100.4110	Accounts Payable-Trade		1,855.00			
	210.8360	Telephone Expense	1,245.95			5805	Central Electric
PV 4299 00000	100.4110	Accounts Payable-Trade		1,245.95			
	210.6170	Purchase Part Variance	500.55			4431	Dynamic Works Incorpo
PV 4300 00000	100.4110	Accounts Payable-Trade		500.55			
	90.8350	Rent Expense	1,801.00			4002	E.Z. Rentals
PV 4301 00000	100.4110	Accounts Payable-Trade		1,801.00			
	600.8350	Rent Expense	2,200.00			5821	Fremont Furnishings
PV 4303 00000	100.4110	Accounts Payable-Trade		2,200.00			
	90.8350	Rent Expense	200.15			5856	Halliburton Services
PV 4381 00000	100.4110	Accounts Payable-Trade		200.15			
	90.8175	Uniforms	5,581.93			1001	Edwards, J.D. & Compa
PV 4623 00000	100.4110	Accounts Payable-Trade		5,581.93			
	90.8175	Uniforms	11,428.84			1001	Edwards, J.D. & Compa
PV 4914 00000	100.4110	Accounts Payable-Trade		11,428.84			
	90.8175	Uniforms	8,909.24			1001	Edwards, J.D. & Compa
PV 5447 00000	100.4110	Accounts Payable-Trade		8,909.24			
	90.8330	Insurance - General Liability	5,560.50			1001	Edwards, J.D. & Compa
	90.8355	Maintenance & Repair	5,560.50				
PV 8324 00100	100.4110	Accounts Payable-Trade		11,121.00	China, Silverware & Glassware		
	90.8700	Miscellaneous Expenses	1,500.00			4010	Gourmet & More
PV 8329 00100	100.4110	Accounts Payable-Trade		1,500.00	Speciality Items		
	90.8665	Entertainment	825.00			4010	Gourmet & More
PV 8330 00100	100.4110	Accounts Payable-Trade		825.00	Travel Advance		
	90.8740	Travel, Meals & Lodging				4010	Gourmet & More
	100.4110	Accounts Payable-Trade					

Processing Options for Transaction Journal

DATE RANGE:

1. Enter the G/L date range to be processed:

From Date:

Thru Date:

ALTERNATE CHART OF ACCOUNTS:

2. To print the account number from the alternate chart of accounts, enter the Category Code in which it is defined ('21', '22', or '23'). Leave blank to print the account in Business Unit.Object.Subsidiary format.

Review Trial Balances Online

Reviewing Trial Balances Online

To review trial balances for accounts quickly and in a variety of sequences, use the online inquiries in the General Accounting system. Complete one or more of the following tasks:

- ☐ Reviewing trial balances by business unit
- ☐ Reviewing trial balances by object account
- ☐ Reviewing trial balances by company
- ☐ Reviewing trial balances by subledger
- ☐ Reviewing trial balances using wildcard characters

Which Online Inquiry Should You Choose?

Choosing an online inquiry depends on how you want to review the account and what information you want to see, as follows:

Trial balances by business unit	Displays account balances within a specific business unit.
Trial balances by object account	Displays account balances across all business units. To be useful, accounts must be numbered consistently across all business units. This form lists any account numbering discrepancies.
Trial balances by company	Displays account balance information across business units for a single company.
Trial balance by subledger	Displays account balance information by subledger.

Trial balances with a masked account number

Displays accounts by groups across commonly numbered business units and companies. This is helpful with flexible chart of account numbers. This program also helps you locate balances when the account number format varies or when you know only part of the account number.

These forms, which display summarized information from the Account Balances table (F0902), provide exits to more detailed information.

What You Should Know About

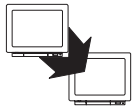
Cumulative balances

The cumulative balance for balance sheet accounts includes the cumulative balance forward for the prior year. The cumulative balance for income statement accounts does not include this amount.

Reviewing or omitting zero balances

You can review accounts by business unit, object, and company, or using a masked trial balance, with or without zero balances, depending on how you set the processing option.

Reviewing Trial Balances by Business Unit



From General Accounting (G09), choose Reports & Inquiries

From Accounting Reports & Inquiries (G0912), choose Trial Balances by Business Unit

You can locate an account balance for a business unit quickly with a search by business unit.

► To review trial balances by business unit

On T/B by Business Unit

The screenshot shows a software window titled "[09210] - T/B by Business Unit". It has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu bar are several input fields for search criteria:

- Skip to Account:** 90.8600
- Subledger:** *
- Company:** 00100 Model Finan/Distrib Co
- Thru Date/Period:** 06/30/98
- Ledger Type:** AA USD
- Level of Detail:** 9
- Cum/Period(C/P):** C
- Currency Code:** *

Below the input fields is a table with the following data:

Account Number	Description	Cumulative Balance
90	Administrative Department	
90.8600	Supplies, Services & Advertising	45,006.75
90.8605	Bad Debt Expense	719.00
90.8620	Bank Charges	2,451.00
90.8630	Business Licenses	10,000.00
90.8635	Conventions/Seminars	695.00
90.8650	Contributions	625.83
90.8660	Entertainment	6,345.00
90.8670	Dues & Subscriptions	1,045.00
90.8685	Legal, Accounting & Miscellaneous Expenses	4,382.81
90.8700	Moving Expense	3,365.00
90.8710		375.00

At the bottom of the window, there is a status bar with the text: "Opt 1=Acct Ledger Inquiry 2=Acct Balance by Period F24=More".

- Complete the following field:
 - Skip to Account
- To display a specific period, complete the following field:
 - Thru Date/Period
- To review a ledger other than AA (actual amounts), change the following field:
 - Ledger Type
- To display a specific subledger, complete the following fields:
 - Subledger
 - Subledger Type
- To change the level of summarization, change the following field:
 - Level of Detail
- To toggle between year-to-date and period totals, change the following field:
 - Cumulative/Period
- To display a specific currency, complete the following field:

- Currency Code

Field	Explanation
Account Number	Identifies an account in the general ledger. You can use one of the following formats for account numbers: 1 Standard account number (business unit.object.subsidiary or flexible format) 2 Third G/L number (maximum of 25 digits) 3 8-digit short account ID number 4 Speed code (not currently available in OneWorld) 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). <i>Form-specific information</i> Enter a business unit to begin with the first account in a business unit. Enter a business unit and object to begin with a particular object account within a business unit.
Account Level of Detail	A number that summarizes and classifies accounts in the general ledger. You can have up to 9 levels of detail. Level 9 is the most detailed and 1 the least detailed. Example: 3 Assets, Liabilities, Revenues, Expenses 4 Current Assets, Fixed Assets, Current Liabilities, and so on 5 Cash, Accounts Receivable, Inventories, Salaries, and so on 6 Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on 7 Petty Cash – Dallas, Petty Cash – Houston, and so on 8 More Detail 9 More Detail Levels 1 and 2 are reserved for company and business unit totals. When using the Job Cost system, Levels 8 and 9 are reserved for job cost posting accounts.

Field	Explanation
Cumulative or Period	A code that controls whether the system displays cumulative or period totals for the specified account. For World, valid codes are: C Displays cumulative (year-to-date) totals (default) P Displays period total For OneWorld, the options are: Cumulative: Displays cumulative (year-to-date) totals (default) Period: Displays period total <i>Form-specific information</i> Period shows one fiscal period. Cumulative shows: • Year-to-date totals for profit and loss accounts • Inception-to-date totals for balance sheet accounts

What You Should Know About

Accessing Account Ledger Inquiry

You can access Account Ledger Inquiry from T/B by Business Unit to display posted transactions only. To display unposted transactions, access the Additional Selections window on Account Ledger Inquiry and remove the posted code from the field for the G/L posted code.

Processing Options for T/B by Business Unit

DISPLAY OPTIONS:
 1. Enter a '1' to omit displaying accounts with zero balances.

Reviewing Trial Balances by Object Account



From General Accounting (G09), choose Reports & Inquiries

From Accounting Reports & Inquiries (G0912), choose Trial Balances by Object Account

Searching for accounts by object account lets you review account balances across all business units.

You can review balances in two formats: single ledger type or two ledger types. For example, using two ledger types, you can see actual amounts and different currency or budget amounts side-by-side.

A processing option determines the order in which the formats appear. Although you can alternate between formats, J.D. Edwards recommends you use only one format for better performance.

► To review trial balances by object account

On T/B by Object Account

Account Number	L D	Description	Balance
3.8605	6	Advertising	7,586.73
4.8605	6	Advertising	6,182.01
5.8605	6	Advertising	5,202.68
9.8605	6	Advertising	27,604.81
MD.8605	6	Advertising	
61.8605	6	Advertising	
90.8605	6	Advertising	45,006.75
150.8605	6	Advertising	
151.8605	6	Advertising	
210.8605	6	Advertising	1,000.00
220.8605	6	Advertising	
400.8605	6	Advertising	1,500.00
600.8605	6	Advertising	2,500.00
850.8605	6	Advertising	1,000.00

1. Complete the following fields:
 - Object/Subsidiary
 - Subledger (optional)
 - Subledger Type (optional)
2. To control how balances are displayed, complete the following optional field:
 - Scaling Factor
3. To limit your search, complete the following fields:
 - Thru Date/Period
 - Company
 - Ledger Type
 - Cumulative/Period
 - Currency Code

Field	Explanation
Scaling Factor	A code that controls how amounts are to be rounded, that is, whether amounts are expressed in 100s, 1000s, and so on. Valid codes are: blank No scaling and do not round decimals (Default) (987,654,321.91) 0 No scaling, but round decimals (987,654,322) 1 Divide by 10 and round decimals (98,765,432) 2 Divide by 100 and round decimals (9,876,543) 3 Divide by 1000 and round decimals (987,654) 4 Divide by 10,000 and round decimals (98,765) 5 Divide by 100,000 and round decimals (9,877) 6 Divide by 1,000,000 and round decimals (988) NOTE: The number in parentheses shows how the number 987,654,321.91 would be displayed using the scaling factor. Total fields show actual amounts that are divided and decimals rounded to the nearest whole number using the 5/4 rounding rule.
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 (AAs). You cannot use it for transaction entries. <i>Form-specific information</i> If you leave this field blank and select a fiscal period, the system uses the amounts for that period for all companies, even if the companies have different calendar dates for the period specified.

Processing Options for T/B by Object Account

MODEL BUSINESS UNITS:

1. Enter a '1' to include Model Business Units in the display when a company other than company '00000' is entered. If left blank, Model Business Units will be excluded regardless of the company entered.

DEFAULT PROCESSING:

2. Enter the sequence numbers (1-2) to indicate the order in which formats will appear. If left blank they will appear in default order:
 - Single Ledger Type Format
 - Dual Ledger Type Format

LEDGER TYPES AND COLUMN HEADINGS:

3. Enter the ledger type for column 1.

Leave blank for default ledger type
'AA' – Actual Amounts.

4. Enter the User Defined Code key for column heading 1. Leave blank for default of 'Actual Amount'.
NOTE: 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. _____
5. Enter a ledger type for column 2. Leave blank for default ledger type 'CA' – Foreign Currency or 'AA' Actual Amounts, depending on whether currency is implemented or not. _____
6. Enter the User Defined Code key for column heading 2. Leave blank for default of 'Foreign Currency' or 'Actual Amounts', depending on whether currency is implemented or not. _____

See following Note

NOTE: 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.

7. Enter the scaling factor to be used. Default of blank will use the Data Dictionary value. _____
8. Enter '1' to display the account number with account description in the fold area. The default of blank will display the account description with account number in the fold. _____

NOTE: This applies to Dual Ledger Type Format only.
9. Enter '1' to display amounts without commas. The default of blank will display amounts with commas. _____
10. Enter a '1' to omit displaying accounts with zero balances. _____

Reviewing Trial Balances by Company



From General Accounting (G09), choose Reports & Inquiries

From Accounting Reports & Inquiries (G0912), choose Trial Balances by Company

You can review account balance information across business units for a single company.

► **To review trial balances by company**

On T/B by Company

The screenshot shows a window titled '[09216] - T/B by Company'. It has a menu bar with 'Functions', 'Tools', and 'Help'. Below the menu bar are two buttons: a checkmark and an 'X'. The window contains several input fields and a table.

Input fields:

- Company: 100 Model Finan/Distrib Co (Mk)
- Skip to Obj. Acct: (empty)
- Thru Date/Period: 06/30/98
- Ledger Type: RA USD
- Cum/Period(C/P): C
- Subledger: *
- Currency Code: *

Table:

Acct Number	L D	Description	Cumulative Balance
1000	3	Assets	
1001	4	Current Assets	
1100	5	Cash	
1105	6	Petty Cash	2,588.25
1110	6	Cash in Banks	
1110.BEAR	7	Bear Creek National Bank	5,007,318.61
1110.BERLIN	7	Bank of Berlin	47,124.88
1110.FIB	7	First Interstate Bank	56,365.02
1110.FRANCE	7	First Bank of Paris	3,239.73
1110.PAYROLL	7	First Interstate - Payroll	35,283.10
1130	6	Short-Term Investments	
1131	7	Certificates of Deposit	5,624.58
1133	7	Treasury Bills	40,059.44
1136	7	Investment Funds	66,388.56

- Complete the following field:
 - Company
- To begin with a specific account, complete the following optional field:
 - Skip to Object Account
- To limit the balances that the system displays, complete the following fields:
 - Thru Date/Period
 - Ledger Type
 - Cumulative/Period
 - Subledger and Subledger Type
 - Currency Code

Processing Options for T/B by Company

DISPLAY OPTIONS:

- Enter a '1' to omit displaying accounts with zero balances.

Reviewing Trial Balances by Subledger



From General Accounting (G09), choose Reports & Inquiries

From Accounting Reports & Inquiries (G0912), choose Trial Balances by Object Account

You can review account balances for a specific subledger or for all subledgers.

► To review trial balances by subledger

On T/B by Subledger

Account Number	Description	Current Balance
90.8720	Office Supplies Expense	25.00
	Total Object Acct	25.00
90.8740	Travel, Meals & Lodging	475.00
	Total Object Acct	475.00
	Total Business Unit	500.00
	Total Subledger000006779 A	500.00

1. Display all subledgers, or complete the following fields to display account balances for a specific subledger and type:
 - Subledger
 - Subledger Type
2. To limit the balances that the system displays, complete the following fields:
 - Company
 - Ledger Type
 - Business Unit
 - Thru Date/Period
 - Object Account

- Currency Code



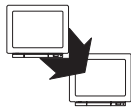
Subledger detail information appears only if the Posting Edit field for an account is L or blank. You define the Posting Edit code when you set up or revise an account.

NOTE: Subledger detail information appears only if the Posting Edit field for an account is L or blank. You define the Posting Edit code when you set up or revise an account.

Processing Options for T/B by Subledger

Default Ledger Type _____

Reviewing Trial Balances Using Wildcard Characters



From General Accounting (G09), choose Reports & Inquiries

From Accounting Reports & Inquiries (G0912), choose Masked Trial Balance

You can group and review account balances across commonly numbered business units and companies. This is helpful if you use flexible chart of account numbers. This is also helpful when the account number is in a different format or when you do not know the entire account number.

You can group and review account balances by replacing wildcard characters, such as asterisks, with search characters in specific positions. You specify the wildcard character in the processing options.

This program uses IBM Structured Query Language (SQL) to search for exact matches. The use of SQL might require some time.

Example: Masked Trial Balance Entry

The sample form shows 10 in the third and fourth positions of the object portion of the account number. The rest of the account number remains masked by wildcards except for the account number separators, which in this case are periods. This will create a trial balance of all accounts with object numbers ending with 10.

► To review trial balances using wildcard characters

On Masked Trial Balance

[09217] - Masked Trial Balance

Functions Options Tools Help

Account Number: #####.##10.##### Thru Date/Period: 06/30/98
 Subledger: * Company: 00000
 Ledger Type: AA USD
 Cum/Period(C/P): C
 Currency Code: *

Account Number	Description	Cumulative Balance
1.1110	Cash in Banks	
1.1110.BEAR	Bear Creek National	247,740.62
1.1110.FIB	First Interstate Ban	120,710.94
1.1110.FRANCE	First Bank of Paris	
1.1110.LONDON	First Bank of London	
1.1210	Trade Accounts Receiv	3,138,939.35
1.1810	Prepaid Insurance	50,000.00
1.4010	Current Liabilities	
1.4110	Accounts Payable-Trad	2,731,056.39-
1.4510	Income Taxes Payable	
1.4610	Notes Payable	
1.4910	Common Stock	1,515,000.00-
3.5010	Store Sales	625,258.38-

Opt: 1=Acct Led Inq 2=Acct Bal by Per F13/F14/F15=Trial Bal F24=More

- In the following field, replace the wildcard characters with the characters to be matched in the appropriate positions:
 - Account Number
- To limit the information displayed, complete the following fields:
 - Thru Date/Period
 - Company
 - Subledger
 - Subledger Type
 - Ledger Type
 - Currency Code

The system displays trial balances for all accounts containing the search characters in the exact positions you requested, with a total following the last account balance.

Field	Explanation
Thru Date/Period	A number that either identifies the period number or date for which you want to review information. If you leave this field blank, the system uses the end date of the current period for the company that contains the business unit. Valid period numbers are from 1 through 14. <i>Form-specific information</i> If you enter a date that is not a period-ending date, the system displays balances for the entire period. For example, if you enter 06/15/98, the system displays the balances for period 06 of fiscal year 98 through 06/30/98.
Subledger – G/L	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. <i>Form-specific information</i> You can view the trial balance for a specific subledger or for all subledgers (*). If you enter a specific subledger number, you must enter the subledger type in the field to the right of the subledger number.

What You Should Know About

Blanks in the account number	If you leave any position in the Account Number field blank, the system tries to match the blank with a blank in the account numbers during the search.
Trial balance for a different account code format	Replace every position in the account number, including wildcards, account separator characters, and search characters. For example, to review a trial balance for a third account number, replace the wildcards with the user-defined symbol that indicates you are entering a third account number, and the entire third account number.
Non-posting accounts	The system displays all accounts that meet the search criteria, including non-posting title accounts.

Processing Options for Masked Trial Balance

WILDCARD SYMBOL:

1. Enter the character to be used as the "wildcard" symbol. If left blank the '*' symbol will be used.

Note: You cannot use the period (.) or comma (,) symbols or your account separator symbol as specified in the General Constants. If any of these are entered the default of '*' will be used.

DISPLAY OPTIONS:

2. Enter a '1' to omit displaying accounts with zero balances.

Review Account Ledgers and Balances Online

Reviewing Account Ledgers and Balances Online

You might need to review detailed transactions and balances for your accounts in different formats and sequences. The General Accounting system provides a variety of online inquiries to facilitate your review.

Reviewing account transactions and balances consists of:

- ☐ Reviewing account ledgers
- ☐ Reviewing account balances by G/L period
- ☐ Reviewing account balances by subledger
- ☐ Reviewing statutory accounts
- ☐ Reviewing account balance comparisons
- ☐ Reviewing daily or weekly comparisons

Which Online Inquiry Should You Choose?

These online inquiries provide information for a specific account. They access the Account Ledger table (F0911), which contains detailed transactions, the Account Balances table (F0902), which contains posted balances, or both of these tables. The inquiry you choose depends on what you want to review and how you want to see it displayed, as follows:

Account ledger inquiry	Displays detailed transactions from the ledger table.
Account balances by month	Displays monthly net changes and cumulative monthly balances for each period of the fiscal year. The system includes net posting totals for income statement accounts and balances forward for balance sheet accounts.
Account balances by subledger	Displays balances and posted amounts for the current period and for the year-to-date in sequence by subledger and subledger type.

Account balances by statutory accounts

Displays balances by company or organization structure using category codes that are set up for a government-defined (alternate) chart of accounts.

Account balance comparison

Displays balances from two different ledgers. This inquiry can include a calculated comparison or the cumulative balances for each ledger. This inquiry is helpful in comparing budgets to actual amounts, for example.

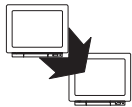
Daily or weekly comparisons (ledgers)

Displays detailed account transactions from two different ledgers in a choice of daily or weekly intervals. This inquiry includes a calculated comparison.

See Also

- *Setting Up Multi-Currency (P000909)* for information about posting account balances by currency code

Reviewing Account Ledgers



From General Accounting (G09), choose Reports & Inquiries

From Accounting Reports & Inquiries (G0912), choose Account Ledger Inquiry

You can review detailed transactions for an account by date range, subledger, and ledger type. You can also use additional selections, such as posted code, to narrow the search for transactions to review.

Reviewing account ledgers consists of the following tasks:

- Locating account ledger transactions
- Searching using additional selection criteria
- Reviewing source and details for a transaction

The system displays both posted and unposted transactions from the Account Ledger table (F0911).

[09200] - Account Ledger Inquiry

Functions Options Tools Help

Account: **100.1110.BEAR** From Date/Period: **01/01/98**
 Bear Creek National Bank Thru Date/Period: **06/30/98**
 Skip to Doc/Type: **1507 JE** Ledger Type: **AA**
 Y-T-D Period End: **4,233,111.97** Subledger: *****
 Cumul Period End: **5,007,318.61** Currency Code: *****

DT	Document	Date	Explanation	Debit	Credit	P
JE	1770	01/31/98	Bank Balances	478,645.12		P
RK	3571	01/31/98	Bank Deposit	32,951.25		P
RC	9464332	02/11/98	Bank Deposit	80,884.00		P
PN	5026	02/11/98	Washington Post		1,896.47-	P
PK	5030	02/12/98	Vector Manufacturi		79,044.00-	P
PK	5029	02/12/98	**VOID VOID VOID V			P
PK	5028	02/12/98	**VOID VOID VOID V			P
PN	4902	02/13/98	USA Today		8,456.12-	P
PN	5466	02/24/98	USA Today		8,456.12-	P
JE	1770	02/28/98	Bank Balances		306,415.74-	P
RK	3572	02/28/98	Bank Deposit	64,060.51		P
PN	6509	03/01/98	Bear Creek Nationa		1,000.00-	P
PK	5033	03/12/98	Vector Manufacturi		62,640.00-	P
PK	5032	03/12/98	**VOID VOID VOID V			P

Opt 1/2=Orig Entry 5=Details F21=Prt Ldg F17=Top F18=Totals F24=More

What You Should Know About

Highlighted fields

A highlighted field (such as document number) indicates that additional text was added when the entry was made (for example, the journal entry).

Year-to-date and cumulative totals

The year-to-date period amount equals the posted ledger total if your date selection meets these criteria:

- The From Date is the first day of the fiscal year.
- The Thru Date is the last day of the month specified.
- The From Date and the Thru Date are in the same fiscal year.

The year-to-date and cumulative period amounts might not equal the posted ledger total if you cross over a fiscal year or if you display only part of the current fiscal year.

Posted and unposted totals

The system provides a ledger total (posted and unposted amounts) and an unposted total. The difference between these totals is the posted total.

Two ledger types for multi-currency review

Using a processing option, you can review transactions for two ledger types at the same time. A second ledger type is especially beneficial in multiple currency environments because you can see balances for foreign and domestic currencies at the same time.

► **To locate account ledger transactions**

On Account Ledger Inquiry

1. Complete the following field:
 - Account
2. To display a range of transaction dates, complete the following fields:
 - From Date/Period
 - Thru Date/Period
3. To review a ledger other than AA (actual amounts), replace the value in the following field:
 - Ledger Type
4. To review transactions for a second ledger type (if you set the related processing option), complete the additional field for the following:
 - Ledger Type

The Debit and Credit columns are replaced with General Ledger and Alternate Ledger columns.

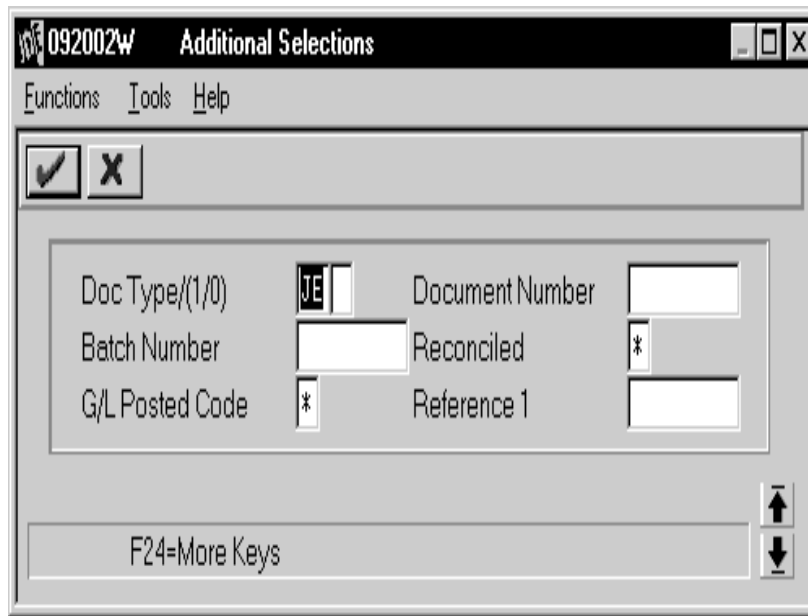
5. To display one subledger, complete the following fields:
 - Subledger
 - Subledger Type

Field	Explanation
Ledger Type	A user defined code (system 09/type LT) that specifies the type of ledger, such as AA (Actual Amount), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions. <i>Form-specific information</i> Depending on how you set the processing option, you can specify two ledger types. With two ledger types, the system displays four types of totals: ledger, debit, credit, and unposted. The first ledger type for a document number must have values, or the system does not display values for the second ledger type. A document number with a blank amount indicates that only the second ledger type has a value. To see that value, rearrange the codes in the ledger type fields.

► **To search using additional selection criteria**

On Account Ledger Inquiry

1. Press F6 to access Additional Selections.



2. In the Additional Selections window, complete the following optional field:
 - Document Type
3. Specify whether to include or exclude the specified document type in the following field:
 - Include/Exclude (1/0)
4. Complete one or more of the following optional fields:
 - Document Number
 - Batch Number
 - Reconciled
 - G/L Posted Code
 - Reference 1

The displayed values remain effective until you do one of the following:

- Override the values on this window
- Clear the values on Account Ledger Inquiry

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 timesheets. The reserved document type prefixes for codes are: <table> <tr> <td>P</td><td>Accounts payable documents</td></tr> <tr> <td>R</td><td>Accounts receivable documents</td></tr> <tr> <td>T</td><td>Payroll documents</td></tr> <tr> <td>I</td><td>Inventory documents</td></tr> <tr> <td>O</td><td>Order processing documents</td></tr> <tr> <td>J</td><td>General ledger/joint interest billing documents</td></tr> </table> The system creates offsetting entries as appropriate for these document types when you post batches.	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
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												
Include / Exclude Code	This code allows you to exclude or include records with a specified field of information. A field of information can be document type, G/L offset, and so on. This code is dependent on the other field which specifies the information to be included or excluded. Allowed values are: <table> <tr> <td>1</td><td>If a value is specified in the other field of information, exclude all records that have the same value in that field but process all other records that do not have that value in the field (default).</td></tr> <tr> <td>0</td><td>If a value is specified in the other field of information, select only the records with this same value in that field.</td></tr> </table> <i>Form-specific information</i> This code depends on the document type you enter.	1	If a value is specified in the other field of information, exclude all records that have the same value in that field but process all other records that do not have that value in the field (default).	0	If a value is specified in the other field of information, select only the records with this same value in that field.								
1	If a value is specified in the other field of information, exclude all records that have the same value in that field but process all other records that do not have that value in the field (default).												
0	If a value is specified in the other field of information, select only the records with this same value in that field.												

Field	Explanation
G/L Posted Code	A code that designates the posting status of a transaction in the general ledger. Valid codes are: P Posted. (You cannot alter posted transactions.) M Model journal entry. blank Unposted status. This code also designates the status of the posting of each particular transaction in the A/R and A/P Ledger tables. Valid codes are: P Transactions that have been processed through cash entries programs and will require being edited again in the pre-post process. X Transactions that were originally coded P from cash entries programs have been processed through pre-post. D Transactions that have been successively posted or that have been processed through the cash entries programs with a one-to-one record relationship with the general ledger (for example, adjustments, journal entry from cash receipts, and so on).
Reconciled Code	A code that indicates whether a transaction in the Account Ledger table (F0911) is reconciled. The codes are defined in User Defined Code table under system 09 and code "RC". A blank character is defined to be the unreconciled character. To set up a valid reconciled code make sure the following is done in the User Defined Code table: - The special handling code in fold area of the UDC screen must contain a "01". - The reconciled code must be only one character long and can be a numeric or alpha character.

To review source and details for a transaction

On Account Ledger Inquiry

1. Do one of the following:
 - Access the original document for the first ledger type.
 - Access the original document for the second ledger type.

The system displays the original journal entry, voucher entry, or other originating entry.

2. Return to Account Ledger Inquiry.

- Choose Details to review detailed information about the document on Account Ledger Detail Information.

Credit 441,097.67-

Units

Document Number 1770 JE 00100

G/L Date 04/30/98 JE Line Number 1.0

Sub Ledger 100 User ID DEMO

Business Unit 100 P.O. Number 04/30/98

Home Business Uni 100 Serv/Tax Date 04/30/98

Reference 1 Reconciled

Reference 2 Address Number

Batch Number 3193 Check Clear Date 09/17/93

Batch Date 09/17/93

Invoice Number

Currency Code USD Exchange Rate

Explanation - Remark Bank Balances

Explanation - Name Alpha

F3=Exit F24=More Keys

- To review balances for multiple currencies, return to Account Ledger Inquiry.
- Do one of the following to access balances on Account Balance by Currency:
 - For the actual amounts balance (left column), press F8.
 - For the currency amounts balance (right column), press F9.

[0902W] - Account Balance by Currency

Functions Options Tools Help

Account 100.1110.BEAR Bear Creek National Bank

Sub Ledger/Type *

LT	AA USD	CA Amount	Cur
0	Amount	5,007,318.61	***
	5,007,318.61		

Opt 1=Acct Ledger Inq 2=Acct Bal by Period F24=More

What You Should Know About

Multi-Currency

If you post transactions by currency to the Account Balances table (F0902), you can review currency-specific account balances for the AA and CA ledgers on Account Balance by Currency.

If you use Detailed Currency Restatement processing, you can review the reporting currency ledger along with one of the following on Account Ledger Inquiry:

- The alternate (stable) currency ledger (XA)
- The local currency ledger (AA)

Processing Options for Account Ledger Inquiry

DATE PROCESSING:

- 1) Enter a '1' to hold the from and through dates between subsequent calls from external programs (such as Video Trial Balance by Business Unit (P09210)). Leave blank to use the from and through dates from the external program between subsequent calls.

NOTE: This option will only affect processing when this program is being called upon several times from an external program.

PRE-LOADED DATA SELECTIONS:

- 2) Any values entered in the following options will be loaded upon entry into the program:

Account
From Date/Period.
Thru Date/Period.
Ledger Type
Sub Ledger (*=All).
Sub Ledger Type

OPTION 1 PROGRAM CALL:

- 3) Enter a '1' to exit to Journal Entries (P09101) when option 1 is entered next to a PK or PN document type. Leave blank to exit to Manual Payment With Voucher Match (P04102) or Manual Payment Without Voucher Match (P04106).

DISPLAY OPTION:

- 4) Enter a '1' to display amounts without commas. Leave blank to display amounts with commas.

DUAL LEDGER DISPLAY OPTION:

- 5) Enter a '1' if you wish to display a second ledger type entry field to allow you to view two ledgers at the same time. Leave blank to display only one ledger type entry field.

Reviewing Account Balances by G/L Period



From General Accounting (G09), choose Reports & Inquiries

From Accounting Reports & Inquiries (G0912), choose Account Balance by Month

You can review balances for a G/L period in your accounts for information such as:

- Monthly net changes (net postings) and cumulative monthly balances for each period of the fiscal year for a single account
- Prior year-end net posting amounts for profit and loss accounts
- Prior year-end balance forwards for balance sheet accounts

This online inquiry displays information from the Account Balances table (F0902).

► To review account balances by G/L period

On Account Balance by Month

[09213] - Account Balance by Month

Functions Tools Help

Account: 100.1110.BERR
Bear Creek National Bank

Fiscal Year: 98
Ledger Type: AA USD
Subledger: *
Currency: *

	Net	Cumulative
PYE Net Posting	774,206.64	Bal FWD 774,206.64
Net Posting 01/31/98	518,738.29	1,292,944.93
02/28/98	259,323.94	1,033,620.99
03/31/98	493,628.36	1,527,249.35
04/30/98	315,571.65	1,211,677.70
05/31/98	38,693.06	1,250,370.76
06/30/98	3,756,947.85	5,007,318.61
07/31/98	904,885.00	4,102,433.61
08/31/98	146.96	4,102,286.65
09/30/98	658,661.35	4,760,948.00
10/31/98	42,050.41	4,802,998.41
11/30/98		4,802,998.41
12/31/98	3,182.03	4,799,816.38

F24=More Keys

1. Complete the following field:
 - Account
2. To view dates for a specific fiscal year, complete the following field:
 - Fiscal Year
3. To limit your search, complete the following fields:
 - Ledger Type
 - Subledger
 - Subledger Type
 - Currency

4. Review the following fields:
- Prior Year End Net Posting
 - Balance Forward

Field	Explanation
PYE Net Posting	The prior year-end net postings. The system uses this number for profit and loss statement comparisons. NOTE: Do not confuse this number with the prior year-end cumulative balance. The prior year-end cumulative balance is typically used for balance sheet and job cost carry-forward amounts.
Bal FWD	The cumulative prior year-end balance. The system uses this amount as the beginning balance for balance sheet and job cost accounts. NOTE: Do not confuse this amount with the prior year-end net posting amount. The prior year-end net posting amount includes only the postings from the prior year. It does not include the ending balance of the previous year. The prior year-end net postings are typically used for profit and loss statement comparisons.

What You Should Know About

Period ending dates	Use Date Pattern Revisions to define the period-ending dates that appear on Account Balance by Month.

Reviewing Account Balances by Subledger



From General Accounting (G09), choose Reports & Inquiries

From Accounting Reports & Inquiries (G0912), choose Account Balance by Subledger

You can use online inquiry to review account balance information by subledger and subledger type for a particular account.

This online inquiry includes posted amounts and balances for the current period and year-to-date from the Account Balances table (F0902).

► To review account balances by subledger

On Account Balance by Subledger

0	Subledger	T	Bal FWD	Net Posting	Net Posting 01	Cumulative Act
				500.00	500.00	500.00
	00002605	W		1,050.00	1,050.00	1,050.00
	00002612	W		1,375.00	1,375.00	1,375.00
	00006779	R		475.00	475.00	475.00
						3,400.00

Opt: 1=Acct Ledger Inquiry 2=Acct Balances by Period F24=More Keys

1. Complete the following field:
 - Account Number
2. To limit your search, complete the following fields:
 - Thru Date/Period
 - Ledger Type
 - Currency Code



The system displays subledger detail information on Account Balances by Subledger only if the Posting Edit field for the account is blank, L, or U.

NOTE: The system displays subledger detail information on Account Balances by Subledger only if the Posting Edit field for the account is blank, L, or U.

What You Should Know About

Net posting totals

The Net Posting field shows the net balance posted year-to-date, while the Net Posting 01 field shows the net balance for the current period.

Reviewing Statutory Accounts



From General Accounting (G09), choose Reports & Inquiries

From Accounting Reports & Inquiries (G0912), choose Statutory Account Inquiry

Some countries require businesses to submit reports using a government-defined, or statutory, chart of accounts. If you are using the account category codes as an alternate chart of accounts to accommodate this requirement, you can review account balances online.

You can review statutory accounts by company or organization structure. By doing so, you can review several companies that together are one legal entity.

You can:

- Roll up accounts.
- Display subtotals.
- View several companies together.
- View accounts that make up an alternate account.
- View different levels of detail in other J.D. Edwards inquiry programs, such as Account Ledger Inquiry, Account Balances Inquiry, and Trial Balance by Object.
- Save inquiries for later review.

An account category code indicates your statutory account number, and the category code description indicates the account description. You can assign one or more alternate account numbers to category codes 21, 22, and 23. These category codes allow up to 10 characters.

The program subtotals accounts based on the leading digits you specify. For example, France's statutory chart of accounts uses the first three digits in the account as follows:

- The first digit defines the account, such as capital, fixed asset, or stock.
- The second digit defines the account type within the above category, such as tangible assets.

- The third digit further defines the account, such as land accounts.

In this example, if you specify three leading digits, the program subtotals accounts each time one of the three leading digits changes.

The program rolls up accounts based on the digit you specify. All accounts in which the digit matches roll together. For example, if you specify the third digit, accounts from 1040000 through 1049999 roll together.

► To review statutory accounts

On Statutory Account Inquiry

The screenshot shows a window titled "[09218] - Statutory Account Inquiry". It has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu bar are two buttons: a checkmark and an 'X'. The main area contains several input fields:

- Inquiry: Name**: [Empty]
- Company**: [00070]
- Category Code**: [Value] [Empty]
- Category Code**: [Value] [Empty]
- Category Code**: [Value] [Empty]
- Category Code**: [Value] [Empty]
- Descr**: [Empty]
- OR- Type Structure**: [Empty]
- Parent Business Unit**: [Empty]
- OR- Masked Business Unit**: [*****]
- Store Inquiry (1/0)**: [0]

Below the input fields is a table with the following data:

0 Level	Business Unit	Description	Manager Name	Seq
	70	General Accounts		
	7011	Commercial Electronics		
	7012	Belgium Central Distrib		
	7003	Consumer Electronics		
	7005	Consumer Services		
	7001	Corporate Administration		

At the bottom of the window, there are two buttons: "F6-Account Inquiry" and "F24=More".

1. Complete the following optional field:
 - Company
2. Complete either or both of the following fields:
 - Category Code
 - Value
3. Choose Account Inquiry.

The processing time depends on the number of accounts you are viewing.

[092181] - Account Inquiry

Functions Options Tools Help

☒ ☐

Digit To Use For Subtotal Level Of Rollup
 Thru Date/Period 06/30/98 Scaling Factor
 From Account 1000 Currency Code C
 Thru Account 9999

OP	Number	Description	Balance
	10100	Capital souscrit	41,198,000-
	14	Bénéfice reporté ou Perte (-)	110,465,087-
	17170	Emprunts subordonnés	25,190,000-
	17173	Etablissements de crédit	
	17174	Autres emprunts	
	22221	Constructions	99,887,970
	23	Installations/Machines/Outils	85,092,606
	24	Mobilier et matériel roulant	10,644,980
	26	Autres immobil. corporelles	
	31310	Valeur d'acquisition	37,618,200
	33	Produits finis	
	33330	Valeur d'acquisition	17,247,890
	34340	Valeur d'acquisition	12,808,562
	40400	Clients	28,188,609

Opt 5=Account Detail F2=Toggle Display Format

4. On Account Inquiry, complete the following field to specify how many leading digits of the category code to use for subtotaling:
 - Digits To Use For Subtotal
5. To display amounts for a specific period, complete the following field:
 - Thru Date/Period
6. To limit your search, complete the following fields:
 - From Account
 - Thru Account
7. To specify the digit of the category code to use for rollup, complete the following field:
 - Level of Rollup
8. To toggle between year-to-date and period totals, change the following field:
 - Cumulative or Period
9. To display a specific currency, complete the following field:
 - Currency Code

10. To display all accounts within a category code, choose Account Detail.

The screenshot shows a window titled "[092185] - Account Detail". It has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu bar is a toolbar with a checkmark and an 'X' button. The main area contains a form with the following fields:

Alternate Account	10100	Capital souscrit

Below the form is a table with the following data:

OP	Account Number	Description
	70.4920	Paid In Capital

At the bottom of the window, there is a status bar with the text "Opt: 1=AcctLedgrInq 2=AcctBalInq 3=T/B By Object" and a vertical scroll bar on the right.

11. On Account Detail, select one of the following:
- Account Ledger Inquiry
 - Account Balances Inquiry
 - Trial Balance by Object

Field	Explanation
Digit To Use For Subtotal	This field determines the digit in the alternate account number to define how accounts will subtotal. Example: Alternate Account – Amount 10100 – 100.00 10101 – 100.00 10400 – 100.00 10401 – 100.00 10500 – 100.00 10501 – 100.00 Grand Total – 600.00 If you specify a 2 in the digits to subtotal field, subtotalling will occur when any of the first 2 digits in the account number changes. The result is: Alternate Account – Amount 10100 – 100.00 10101 – 100.00 10400 – 100.00 10401 – 100.00 10500 – 100.00 10501 – 100.00 Grand Total – 600.00
From Account	Field that identifies the beginning account in a range of accounts. Only amounts posted to accounts in this range are displayed.
Thru Account	Field that identifies the ending account in a range of accounts. Only amounts posted to accounts in this range are displayed.
Level Of Rollup	This field determines the digit in the alternate account number to define how accounts will roll up. Example: Alternate Account – Amount 10100 – 100.00 10101 – 100.00 10400 – 100.00 10401 – 100.00 10500 – 100.00 10501 – 100.00 Grand Total – 600.00 If you specify a 3 in the digits to roll up field, rollup will occur at the 3rd position of the alternate account number, when that digit changes. The result will be: Alternate Account – Amount 101 – 200.00 104 – 200.00 105 – 200.00 Grand Total – 600.00

Field	Explanation
Cumulative or Period	A code that controls whether the system displays cumulative or period totals for the specified account. For World, valid codes are: C Displays cumulative (year-to-date) totals (default) P Displays period total For OneWorld, the options are: Cumulative: Displays cumulative (year-to-date) totals (default) Period: Displays period total

What You Should Know About

Selecting category codes Use a processing option to select the category code to be used for the alternate chart of accounts.

See Also

- *Printing Debit/Credit Trial Balance by Category Code (P09472)*
- *Printing General Ledger by Category Code (P09470)*
- *Storing Online Consolidation Criteria* in the *General Accounting II Guide* for information about saving inquiries for later review

Processing Options for Statutory Account Inquiry

```
*****
*   The first three processing options   *
*   are for use with the Statutory      *
*   Account Build video. The remaining  *
*   options are for the Alternate       *
*   Account Inquiry video.             *
*****
```

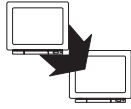
DEFAULT PROCESSING:

1. Enter an index name to be preloaded
on the Statutory Account 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 the category code (21 - 23) to
inquire on. The default of blank
will use 21. _____
5. Enter a "1" to omit displaying
accounts with zero balances. _____
6. Enter the ledger type. Leave blank
for default ledger type 'AA' - Actual
Dollars. _____
7. Initial screen format to display:
' ' = Balance format
'1' = Debit/Credit Format _____
8. Enter the scaling factor to be used
on displayed amounts. Default of
blank will use the value from the
Data Dictionary. _____
9. Enter the default date:
' ' = Use Current Period Date
'1' = Use Financial Reporting Date _____

Reviewing Account Balance Comparisons



From General Accounting (G09), choose Reports & Inquiries

From Accounting Reports & Inquiries (G0912), choose Account Balance Comparison

You can analyze account balances between two different ledgers. This analysis is especially helpful for comparing budget amounts to actual amounts or analyzing budget variances.

You control the level of detail and whether fiscal period or cumulative amounts appear. You can also choose to compare ledger types from different fiscal years or specific G/L dates. And, you can compare actual amounts to foreign currency amounts for a specific currency.

Using processing options, you define:

- Which two ledger types you want to compare
- How the system calculates the differences between the two ledger types (visible only in the three-column format)
- Which sequence you want the accounts to display, for example, business unit.object or business unit.subsidiary
- Which format (two-, three-, or four-column) sequence you use to view your account balances

This program performs faster if you choose one format (instead of a sequence of formats) for viewing purposes.

► To review comparisons of account balances

On Account Balance Comparison

The screenshot shows a software window titled "[092121] - Account Balance Comparison". It has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu bar are several input fields and a table.

Input fields include:

- Account: 90.6400
- Level of Detail: 9
- Scaling Factor: [empty]
- Cum/Period(C/P): C
- Subledger: *
- Currency: *
- Date: 06/30/98 (two instances)
- LT: BA USD (two instances)

Below these fields is a table with the following data:

OP	Description	Budget Amount	Actual Amount	LD
	Administrative Department			
	Supplies, Services & Other			5
	Advertising	19,000.00	45,006.75	6
	Bad Debt Expense	600.00	719.00	6
	Bank Charges		2,451.00	6
	Business Licenses	4,900.00	10,000.00	6
	Conventions/Seminars/Educ.	700.00	695.00	6
	Contributions	1,200.00	625.83	6
	Entertainment	5,200.00	6,345.00	6
	Dues & Subscriptions	100.00	1,045.00	6
	Legal, Accounting & Other	800.00	4,382.81	6
	Miscellaneous Expenses		3,365.00	6
	Moving Expense	2,400.00	375.00	6
	Office Supplies Expense	400.00	625.00	6

At the bottom of the window, there is a status bar with the text: "Opt 1/2=Acct Ledger F2=Alt Format F13/F14/F15=Trial Balance F24=More".

1. Complete the following field:
 - Account
2. To limit your search to amounts for a specific through date or period, complete the following field (which can be different for each ledger type):
 - Date
3. To further limit your search, complete the following fields:
 - Level of Detail
 - Scaling Factor
 - Cumulative/Period
 - Subledger
 - Subledger Type
 - Currency
 - Ledger Type

What You Should Know About

Multi-Currency

If an account is a monetary account, the currency code appears as the last four characters of the account description.

Processing Options for Account Balance Comparison

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. _____

What You Should Know About Processing Options

Processing option 8

For the three-column format, column 3 contains the result of the calculation you specify in processing option 5.

This program performs faster if you choose one format (instead of a sequence of formats) to view.

Processing option 9

Use this processing option if you do not want to display exact amounts. It allows you to divide the actual amounts by a specific increment. For example, you could enter a scaling factor if you only want to see amounts displayed to the nearest 1000 currency amounts.

Reviewing Daily or Weekly Comparisons



From General Accounting (G09), choose Reports & Inquiries

From Accounting Reports & Inquiries (G0912), choose Daily or Weekly Comparisons

To compare summarized ledger activity for a single account, review daily or weekly comparisons online. For example, you can compare:

- Revenue or cost amounts to the number of units, showing the actual revenue or cost per unit
- Budget to actual amounts, showing the amount of variance

This inquiry displays up to 14 lines of comparisons, such as the last 14 weeks or the last 14 days. Using processing options, you define:

- The ledgers from which to derive amounts
- The interval (daily, weekly, or from one to seven days) into which the amounts are summarized
- An arithmetic operation (+, -, x, /) to perform on the two ledger amounts

The system derives amounts for all transactions, both posted and unposted, from the Account Ledger table (F0911).

► To review daily or weekly comparisons

On Daily or Weekly Comparisons

The screenshot shows a window titled "[0921] - Daily or Weekly Comparisons". It contains several input fields and a data table.

Input fields:

- Day/Week (D/W): 7
- Date - From: 03/25/98
- Thru: 06/30/98
- Account Number: 5001.1355.02600
- Subledger: *
- Posted(*All): *
- Equipment:
- LT: AA USD
- LT: AU USD
- Calc: /
- Decimals: 4

Thru Date	Actual Amount	Actual Units	Ratio
06/30/98	200.00	8.00	25.0000
06/23/98	200.00	8.00	25.0000
06/16/98	200.00	8.00	25.0000
06/09/98			
06/02/98	200.00	8.00	25.0000
05/26/98	200.00	8.00	25.0000
05/19/98	200.00	8.00	25.0000
05/12/98			
05/05/98	200.00	8.00	25.0000
04/28/98	225.00	9.00	25.0000
04/21/98	200.00	8.00	25.0000
04/14/98	200.00	8.00	25.0000
04/07/98	250.00	10.00	25.0000
03/31/98			

F24=More Keys

1. Complete the following field:
 - Account Number
2. Complete or replace the values in the following fields:
 - Day/Week

- Date From (optional)
 - Date Thru (optional)
3. To limit the comparison to a specific subledger, complete the following fields:
 - Subledger
 - Subledger Type
 4. To limit the comparison to posted transactions, replace the value in the following field with the code for posted transactions:
 - Posted

Field	Explanation
Days – In Interval	A code to indicate the time intervals into which transactions are to be summarized. Valid values are: Daily (D), Weekly (W), or a specific number of days (1-7).

Processing Options for Daily or Weekly Comparisons

Enter the following column information.
(Defaults are as indicated – see Note on second page-Column Heading Codes)

COL.	ITEM	DEFAULT	
1.	Ledger Type-Column 1	(BA)	_____
	Code for Col. 1 Heading	(Col 1 LT)	_____
2.	Ledger Type-Column 2	(AA)	_____
	Code for Col. 2 Heading	(Col 2 LT)	_____
3.	Calculation (+, -, /, X)	(-)	_____
	Number of Decimals (0-4)	(2)	_____

Enter the desired interval. Enter a 'D' for Daily, 'W' for Weekly, or 1-7.
(Default is '7'.)

Enter a '1' to suppress the display of the processing options on the video and prevent the user from altering the options entered above from the video.

*Note: Column headings will be the description associated with the User Defined Code, System Code '09', Record Type 'CH' specified for the column heading. The default is the description associated with the Ledger Type for the column, first, from System Code '09', Record Type 'CH', or second, from System Code '09', Record Type 'LT'.

Periodic



Financial Reports

Objectives

- To produce financial reports
- To understand the data on the reports
- To identify which reports your organization needs

About Financial Reports

In most businesses, the accounting department or controller's office is required to produce certain financial reports on a regular basis. Typically, these reports are produced at the end of a period or fiscal year.

Working with financial reports consists of:

- ☐ Printing simple financial reports
- ☐ Defining and printing consolidated financial reports
- ☐ Printing monthly spreadsheets
- ☐ Printing analysis reports
- ☐ Forecasting G/L cash flow



What Are the Features of Financial Reports?

The following describes the features of financial reports.

Standard reports

You can use any of nine standard templates provided with the J.D. Edwards software. A report template contains a fixed format for your data, and predefines such items as the number of columns, their order, and headings.

Custom reports

You can create your own version using any report template. A single report version can contain amounts for individual companies or consolidated totals for several companies.

You can design additional, customized financial reports using FASTR.

Detail and summary information on your reports

You can print different levels of summarization on financial reports by specifying a level of detail. You can select a fiscal period and year with a processing option, or you can use the default fiscal period defined on Set Financial Report Date.

Through AAIs, you assign the account ranges and subtotals to be used for the reports.

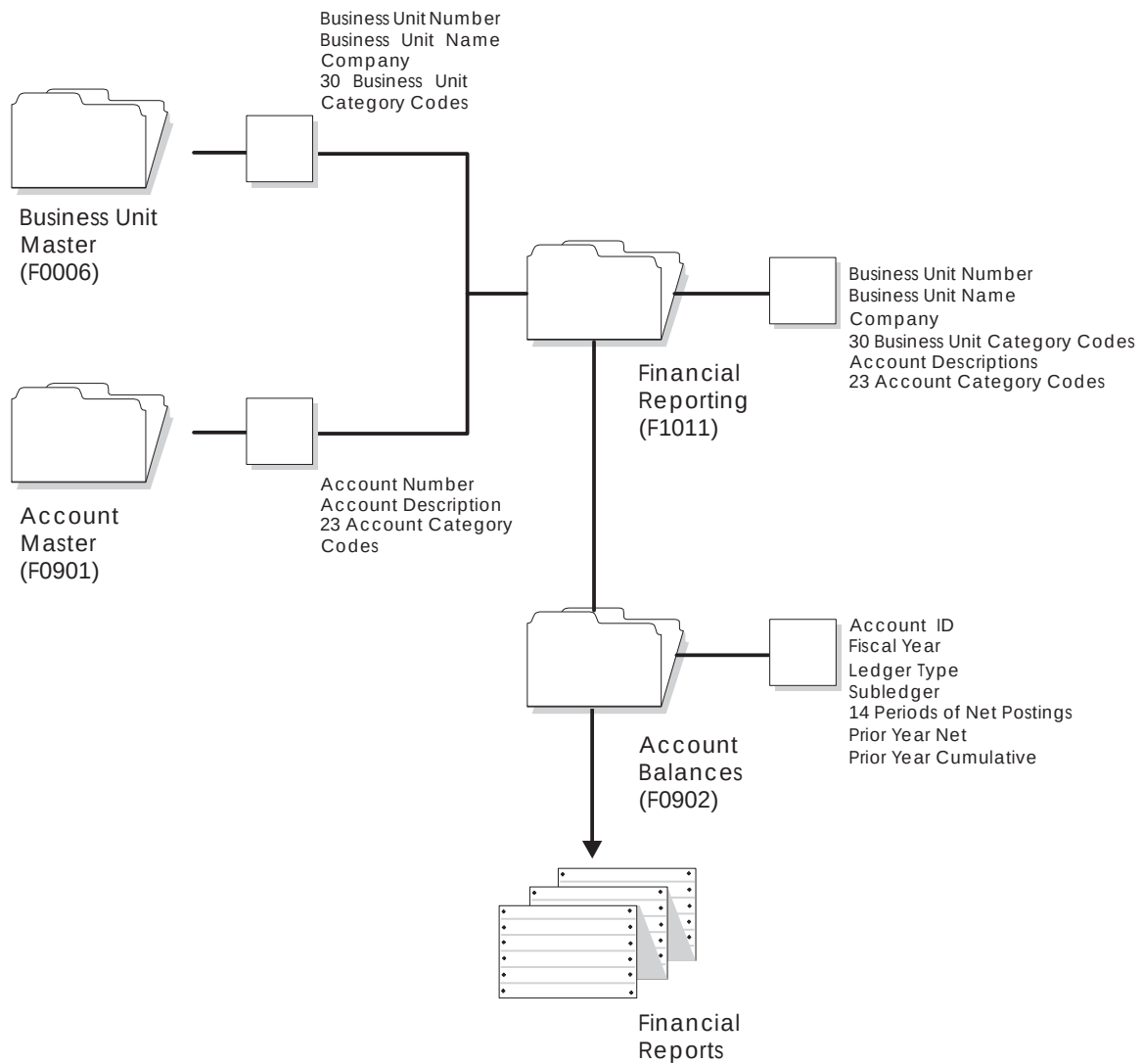
Security

You can secure all other users from running, copying, deleting, or changing a report. Or, you can allow them to run or copy a report, but prevent them from deleting or changing it. You can set report security separately for each version of a report.

What Are the Sources for Financial Report Information?

Financial reports combine information from the Business Unit Master (F0006) and Account Master (F0901) in a logical join table (F1011). When you specify the data and sequence for a report, the system retrieves information from the Financial Reporting and Account Balances tables.

The following graphic illustrates the tables that provide information for financial reports.



Print Simple Financial Reports

Printing Simple Financial Reports

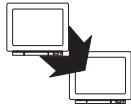
At the end of each financial period, most companies produce financial reports. To compare current period and year-to-date amounts to amounts for the same period in the prior year, you can print an income statement. To assess your company's financial position, you can print a balance sheet.

Printing simple financial reports consists of:

- Printing a simple income statement
- Printing a simple balance sheet

These DREAM Writer reports use information stored in the Account Balances table (F0902) and logical join table (F1011).

Printing a Simple Income Statement



From General Accounting (G09), choose Financial Reports

From Financial Reports (G10), choose Simple Income Statement

A simple income statement tracks revenue and expenses and the net income or loss for a specific period of time. To print a simple income statement, all your profit and loss accounts must be grouped together in your chart of accounts and cannot be interrupted by any balance sheet accounts.

The following are examples of special interim totals for this report:

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

Before You Begin

- ☐ Verify that you have set up AAI items FSxx. These items establish the optimal interim totals on the income statement.

General Accounting I

☐ Verify that your financial reporting period is set correctly. See *Changing a Financial Reporting Date*.

00100 - Model Finan/Distrib Co (Mktg)				J.D. Edwards & Company Company 00100 Simple Income Statement 6 Months Ending 06/30/98		Page - 3 Date - 4/18/98			
Current Month Actual	%	Last Year Actual	%		Year to Date Actual	%	Last Year To Date. Actual	%	% Chng
				Revenues					
12,579,424.80	68.1	22,254,329.98	67.5	Sales - Product A	72,378,232.32	67.9	75,527,295.66	67.2	4.2
5,047,870.05	27.3	9,133,291.10	27.7	Sales - Product B	28,831,043.09	27.0	31,017,299.94	27.6	7.1
840,064.95	4.6	1,594,048.98	4.8	Sales - Other	5,451,295.73	5.1	5,792,234.13	5.2	5.9
18,467,359.80	100.0	32,981,670.06	100.0	Revenues	06,660,571.14	100.0	12,336,829.73	100.0	5.1
				Direct Costs					
14,007,772.88	75.9	26,358,049.26	79.9	Cost of Sales - Product A	81,239,604.14	76.2	87,099,988.40	77.5	6.7
1,210,525.27	6.6	2,068,430.34	6.3	Cost of Sales - Product B	7,019,348.02	6.6	7,263,328.66	6.5	3.4
150,572.93	0.8	515,933.32	1.6	Cost of Sales - Other	1,743,145.34	1.6	1,853,513.61	1.7	6.0
				Other Direct Expenses					
267,814.20	1.5	485,742.74	1.5	Outside Operations					
				Allocated Overhead	1,535,817.71	1.4	1,652,427.75	1.5	7.1
15,636,685.28	84.7	29,428,155.66	89.2	Direct Costs	91,537,915.21	85.8	97,869,258.42	87.1	6.5
2,830,674.52	15.3	3,553,514.40	10.8	Gross Margin	15,122,655.93	14.2	14,467,571.31	12.9	4.5
				General And Administrative					
				Administrative Salaries	11,260.09				
				General And Administrative	11,260.09				
309,272.37	1.7	441,263.46	1.3	Building Expense	1,701,089.95	1.6	1,583,155.75	1.4	7.5
51,928.49	0.3			Equipment Expenses					
				Supplies, Services & Other	108,460.33	0.1			
				Computer Expenses	1,600.38				
				Interest Expense					
437,151.61	2.4	441,263.46	1.3	Salary and Wages	1,982,047.21	1.9	1,583,155.75	1.4	25.2
2,393,522.91	13.0	3,112,250.94	9.4	Operating Income	13,129,348.63	12.3	12,884,415.56	11.5	1.9
13,870.00	0.1			Other Income	13,790.00				
12,000.00-	0.1			Other Expense	12,000.00-				
2,395,392.91	13.0	3,112,250.94	9.4	Net Profit Before Taxes	13,131,138.63	12.3	12,884,415.56	11.5	1.9
				Income Taxes					
1,870.00				Other Income and Expense	1,790.00				
2,395,392.91	13.0	3,112,250.94	9.4	Net Income (Loss)	13,131,138.63	12.3	12,884,415.56	11.5	1.9

Processing Options for Simple Income Statement

FISCAL PERIOD/YEAR:

1. Enter fiscal period and year. Leave blank to use the financial reporting Year and Period.

Year: _____
Period: _____

LEVEL OF DETAIL:

2. Enter the lowest account level of detail to be printed (e.g., 7).

LEDGER TYPE:

3. Enter the ledger type. If left blank, 'AA' will be used.

MINUS AMOUNTS:

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

COMPUTATIONS:

5. Enter a '1' to compute Profit and Loss Net Income. If left blank, no computations will be performed.

INTERIM TOTALS:

6. Enter a '1' to print Interim Totals as defined by "FS" Automatic Accounting Instructions. If left blank, no interim totals will be printed.

FORMAT:

7. Enter a '1' to cause page skipping and to print headings with page number and run date on each page. Enter a '2' to cause page skipping and to print headings without page number and run date on each page. If blank, heading will print on the first page only.
8. Enter an '1' to print the long form on 198 column paper. If left blank, report will print within 132 columns.

SUBLEDGERS:

9. Enter a specific subledger or '*' for all subledgers.
10. Enter a subledger type if you have selected a specific subledger above.

CURRENCY:

11. Enter a specific currency code or an '*' for all currency codes. This option is applicable only if you post Account Balances by currency.

Data Selection and Data Sequence for Simple Income Statement

You must select the object accounts that you want to include on the report. For example, if your profit and loss accounts begin with object account 5000, select Object Account GE (greater than or equal to) 5000.

J.D. Edwards financial reports are designed to print in the following sequence:

- Company
- Business unit report codes
- Account master report codes
- Business unit
- Object account
- Subsidiary

For a business unit report

The data sequence should be:

- Business Unit
- Object Account
- Subsidiary

For a business unit consolidation report

The data sequence should be:

- Company
- Object Account
- Subsidiary

For a company consolidation report

The data sequence should be:

- Object
- Subsidiary

If you do not use company or business unit as your first sequence, the system uses company 00000 to determine the financial reporting date.

You must always sequence by object account and subsidiary to protect the integrity of your data and ensure that level of detail subtotals are accurate. To print a report across many business units or companies, sequence only by object account and subsidiary.

The sequence item that immediately precedes the object account determines page breaks and totals for all financial reports.

Printing a Simple Balance Sheet



From General Accounting (G09), choose Financial Reports

From Financial Reports (G10), choose Simple Balance Sheet

A simple balance sheet tracks assets, liabilities, and equity by business unit or company. To print a simple balance sheet, all your balance sheet accounts must be grouped in your chart of accounts and cannot be interrupted by any profit and loss accounts.

You can use a balance sheet to track financial information for the:

- Current period
- Prior period end
- Prior year end
- Net change for the period and year

Before You Begin

- ☐ Validate the operating income amount on your income statement. This amount is the year-to-date income (loss) on the balance sheet.
- ☐ Verify that you have set up AAI items GLG2, GLG3, GLG5, GLG11, and GLG13. These items establish the beginning and ending ranges for balance sheet accounts.
- ☐ Verify that your financial reporting period is set correctly. See *Changing a Financial Reporting Date*.

How Is Operating Income Calculated?

The system does not perform calculations on the actual revenue and expense accounts (5000 – 9999) to derive an operating income amount. Instead, it uses the following equation:

$$\text{Assets} - (\text{Liability} + \text{Equity}) = \text{Operating Income}$$

This method of calculating the operating income saves a considerable amount of processing time when you produce a balance sheet.

Example: Operating Income Calculation

Assets	6,966,772.54
<u>Liability + Equity</u>	<u>- <6,164,757.37></u>
Operating Income	13,131,529.91

This calculation is based on the following:

Assets = 6,966,772.54

Liability + Equity:

Current Liability	3,755,755.74
Long-Term Liability	27,576.49
Common Stock	267,500.00
Paid-in-Capital	1,535,017.77
Retained Earnings	<u><11,750,607.37></u>

Total Liability + Equity <6,164,757.37>

(The system uses this computed total in the operating income calculation.)

00100 - Model Finan/Distrib Co (Mktg)			J.D. Edwards & Company A Model Financial Company, Co. 00100 Balance Sheet As of 06/30/98		Page - 3 Date - 4/18/98
	Amounts			Change	
	Current	Last Month End	Last Year End	This Month	This Year
Assets					
Current Assets					
Cash	1,020,527.89	346,925.04	120,652.31	673,602.85	899,875.58
Accounts Receivable	579,329.02	1,076,817.72	621,974.34	497,488.70-	42,645.32-
Work in Process	116,652.06	116,652.06	116,652.06		
Inventory	2,981,198.74	2,186,667.91	452,005.71-	794,530.83	3,433,204.45
Current Assets	4,697,707.71	3,727,062.73	407,273.00	970,644.98	4,290,434.71
Fixed Assets					
Property and Equipment	1,718,998.44	1,481,734.72	1,156,394.13	237,263.72	562,604.31
Accumulated Depreciation	493,848.80	315,475.02	367,494.31-	178,373.78	861,343.11
Other Assets	56,217.59	56,217.59	56,217.59		
Fixed Assets	2,269,064.83	1,853,427.33	845,117.41	415,637.50	1,423,947.42
Assets	6,966,772.54	5,580,490.06	1,252,390.41	1,386,282.48	5,714,382.13
Liabilities and Equity					
Current Liabilities					
Accounts Payable	3,501,612.77	3,716,829.23	880,233.21	215,216.46-	2,621,379.56
Accrued Payroll Liabilities	67,273.41	61,111.73	46,984.38	6,161.68	20,289.03
Other Accrued Liabilities	125,388.95	125,388.95	125,388.95		
Accrued Taxes	61,480.61	58,735.86	58,735.86	2,744.75	2,744.75
Current Liabilities	3,755,755.74	3,962,065.77	1,111,342.40	206,310.03-	2,644,413.34
Long-Term Liabilities					
Notes Payable	8,820.73	8,820.73	8,820.73		
Long Term Debt	18,755.76	18,755.76	18,755.76		
Long-Term Liabilities	27,576.49	27,576.49	27,576.49		
Stockholder's Equity					
Common Stock	267,500.00	267,500.00	267,500.00		
Paid In Capital	1,535,017.77	535,017.77	535,017.77	1,000,000.00	1,000,000.00
Translation Gain/Loss					
Retained Earnings	11,750,607.37-	9,955,729.37-	689,046.25-	1,794,878.00-	11,061,561.12-
YTD Income (Loss)	13,131,529.91	10,744,059.40		2,387,470.51	13,131,529.91
Stockholder's Equity	3,183,440.31	1,590,847.80	113,471.52	1,592,592.51	3,069,968.79
Liabilities and Equity	6,966,772.54	5,580,490.06	1,252,390.41	1,386,282.48	5,714,382.13

See Also

- *Printing a Simple Income Statement (P10211)* for the processing options for this program

Data Selection and Data Sequence for Simple Balance Sheet

You must select the object accounts that you want to include on the report. For example, if your profit and loss accounts begin with object account 5000, select Object Account LE (less than or equal to) 4999.

J.D. Edwards financial reports are designed to print in the following sequence:

- Company
- Business unit report codes

- Account master report codes
- Business unit
- Object account
- Subsidiary

If you do not use company or business unit as your first sequence, the system uses company 00000 to determine the financial reporting date.

You must always sequence by object account and subsidiary to protect the integrity of your data and ensure that level of detail subtotals are accurate. To print a report across many business units or companies, sequence only by object account and subsidiary.

The sequence item that immediately precedes the object account determines page breaks and totals for all financial reports.

Define and Print Consolidated Financial Reports

Defining and Printing Consolidated Financial Reports

At the end of each financial period, most companies produce financial reports. To combine income or balance sheet information across companies or business units, you can print consolidated financial reports.

Before you print consolidated financial reports, you must:

- ☐ Define columns for the report

After defining the columns, you can:

- Print consolidated income statements
- Print consolidated balance sheets

What You Should Know About

Report formats

- You can define 7 or 12 columns for income statements and up to 7 columns for balance sheets.
- You define the column titles for the report.
- Each financial report includes a consolidated column (an eighth or thirteenth column for income statements and an eighth column for balance sheets). The system calculates the consolidated column based on the amounts in the other columns.
- Amounts on the report appear as whole currency amounts. Decimal amounts are omitted.

Defining Columns for the Report



From General Accounting (G09), choose Financial Reports

From Financial Reports (G10), choose an option under Consolidation Reports

Before you print consolidated reports, you must first define the data you want to appear in each column of the report. You define:

- The data item that determines whether companies or business units appear in the columns
- The selection values that determine which companies, business units, or category codes appear in the columns

The data items are available fields from the Business Unit Master (F0006) and the Account Master (F0901) tables.

What You Should Know About

Data item names

The data item name is the combination of the file prefix (F# for the F1011 table used in the financial reports) and the data item name as defined in the Data Dictionary. Typical names you might use are listed below.

From Business Unit Master:

- F#CO – Company
- F#MCU – Business Unit
- F#RP01 – Business Unit Report Code 1 through F#RP30 – Business Unit Report Code 30

From Account Master:

- F#MMCO – Company
- F#MMCU – Business Unit
- F#OBJ – Object Account
- F#SUB – Subsidiary Account
- F#R0001 – Account Master Report Code 01 through F#R0020 – Account Master Report Code 20

Report column

The first column within the detail area defines the column number on the report to which information on that line applies. Be sure which report you are defining. The income statement has both a 7-column and a 12-column version. The balance sheet provides 7 columns.

► To define columns for the report

1. Select the report version you want to run to access Consolidating Values Input.

Rep	Upper Heading	Lower Heading	Selection Values
01	Model	Financial	00100
02	Model	Distribution	00200
03	Model	Const Mgmt	00050
04	Model	Multi-Nat'l	00070
05			
06			
07			
08			
09			
10			
11			
12			

The preceding sample shows consolidation by company (data item F#CO = company). It selects company numbers 50, 70, 100, and 200 to be consolidated. The company descriptions shown will appear as the column headings.

2. On Consolidating Values Input, complete the following fields:
 - Data Item
 - Upper Heading
 - Lower Heading (optional)
 - Selection Values
3. To define more than three selection values per column, access Extra Values.

Field	Explanation
Data Field Name	The name of the field within the file. This name is constructed using the File Prefix specified in the SVR and the data item name in the data dictionary. <i>Form-specific information</i> The data dictionary item name. Examples include F#MMCO or F#CO for company; F#MMCU or F#MCU for business unit; and F#RP01-30 for business unit category codes 01 through 30. Special characters are not allowed as part of the data item name, with the exception of #, @, \$. If you want to create protected data names without J.D. Edwards' interference, use \$xxx and @xxx, with xxx being user-defined. DREAM Writer NOTE: Within the Processing Options Setup form, the field name is used during data entry to edit field size and other field attributes. Used to validate against the data dictionary.
Upper Heading	The first line of description that will be used in column headings on a report or form. This description should be no larger than the data item size, if possible. If the column heading is only one line, it should be placed in this column.
Lower Heading	The second line of description to be used in column headings on a report or form. This description should be no larger than the data item size, if possible. If the column heading is only one line, it should be placed in the first column.
Selection Values	The list of values associated with a data selection item in the Dream Writer. These values include specific companies, business units, and category codes. You can have up to 12 values in each column.

Printing Consolidated Income Statements



From General Accounting (G09), choose Financial Reports

From Financial Reports (G10), choose an option under Consolidation Reports

To see income (profit and loss) information combined for companies or business units, print the consolidated income statement. You can include information for the current period or year-to-date.

The consolidated income statement has two versions:

- A 7-column format, which consolidates up to 7 different columns. Amounts include a maximum of 999 billion with separators and 999 trillion without separators.
- A 12-column format, which consolidates up to 12 different columns. Amounts include a maximum of 999 million with separators and 999 billion without separators.

The following report is an example of a 7-column consolidated income statement printed at a high level of detail (5).

J.D. Edwards & Company Consolidating Income Statement By Company						Page - 1 Date - 7/24/98
6 Months Ending 06/30/98						
	Consolidated	Model Financial Co	Model Distribution	Model Const Mgmt	Model Multi-Nat'l	
-----	-----	-----	-----	-----	-----	-----
Cost of Sales						
-----	-----	-----	-----	-----	-----	-----
Direct Costs	70,235,369	70,235,369				
Primary COS	13,575,340	11,004,343			2,570,997	
Re-Packaging Costs						
Other COS	9,789,375	8,761,225	496,647-	428,815	1,095,982	
-----	-----	-----	-----	-----	-----	-----
Cost of Sales	93,600,084	90,000,938	496,647-	428,815	3,666,979	
Salaries	549,310	549,310				
Sales Commissions	755,556	755,556				
Telephone	230,952	230,952				
General And Administrative	11,260	11,260				
Salary and Wages	729,295	185,641		12,307	531,348	
Building Expense	42,543	42,543				
Entertainment	310,040	310,040				
Travel						
Travel	1,677,466	1,349,232		2,288	325,946	
Equipment Expenses	3,332,503	109,086	2,573,792	62,533	587,093	
Computer Expenses	4,227	1,600		2,626		
Other Income and Expense						
Other Income	10,502,368	10,500,507		1,582-	3,443	
-----	-----	-----	-----	-----	-----	-----
Other Direct Expenses	2,859,216-	6,955,287-	2,573,792	81,335	1,440,944	
-----	-----	-----	-----	-----	-----	-----
Net Income (Loss)	21,678,083	23,614,920	2,076,907-	310,650-	450,720	

Processing Options for Consolidated Income Statement – 12 Column

FISCAL PERIOD/YEAR:

1. Enter the fiscal year and period.
Leave blank to use the financial reporting year and period.

Year: _____
Period: _____

LEVEL OF DETAIL:

2. Enter the lowest account level of detail to be printed (e.g., 7). _____

LEDGER TYPE:

3. Enter the ledger type. If left blank, 'AA' will be used. _____

MINUS AMOUNTS:

4. Enter a '1' to print expense and liability accounts as negative amounts. If left blank, the accounts will print as positive amounts. _____

COMPUTATIONS:

5. Enter a '1' to compute Profit and Loss Net Income. If left blank, no computations will be performed. _____

CURRENT PERIOD:

6. Enter a '1' for Current Period amounts only. If left blank, Year-to-Date amounts will print. _____

INTERIM TOTALS:

7. Enter a '1' to print Interim Totals as defined by "FS" Automatic Accounting Instructions. If left blank, no interim totals will be printed. _____

FORMAT:

8. Enter a '1' to cause page skipping and to print headings with page number and run date on each page. Enter a '2' to cause page skipping and to print headings without page number and run date on each page. If blank, heading will print on the first page only. _____
9. Enter a '1' to print the long form on 198 column paper. If left blank, report will print within 132 columns. _____
10. Enter a '1' to suppress commas when displaying amount fields. This will allow the printing of additional significant digits in each amount field. _____

SUBLEDGERS:

11. Enter a specific subledger or '*' to select all subledgers. _____
12. Enter a subledger type if you have selected a specific subledger above. _____

CURRENCY:

13. Enter a specific currency code or an '*' for all currency codes. _____

Data Selection and Sequence for Consolidated Income Statement

The first data selection must be the object account range for your profit and loss accounts. For example, if you selected companies 100, 200, and 300 on Consolidating Values Input, you should also select Company EQ (equal to) *VALUE of 00100, 00200, and 00300.

You must sequence by object and subsidiary account only. If you do not, your column data will spread over many pages.

This report uses company 00000 to determine the default financial reporting date.

Printing Consolidated Balance Sheets



From General Accounting (G09), choose Financial Reports

From Financial Reports (G10), choose an option under Consolidation Reports

To make balance sheet comparisons using combined totals for companies or business units, print a consolidated balance sheet for the current period or year-to-date.

You can consolidate up to seven different reporting entities on the consolidated balance sheet.

In the following report, each column is a separate company.

General Accounting I

J.D. Edwards & Company
Model Companies
Consolidating Balance Sheet
As of - 06/30/98

Page - 3
Date - 4/19/98

	Consolidated	Model Accounting	Model Payroll	Model Const Mgmt	Model Multi-Nat'l	Model Financial	Model Distribution
Assets							
Current Assets							
Cash	141,879,240	694,764	41,803-	53,020-	546,868	1,020,528	139,711,903
Accounts Receivable	14,174,112	4,968,367	16,102	452,786	149,132	579,329	8,008,397
Work in Process	233,304					116,652	116,652
Cost in Excess of Billing							
Inventory / WIP	5,417,383			5,380,008			37,375
Current Assets	161,704,039	5,663,131	25,702-	5,779,774	696,000	1,716,509	147,874,326
Inventory	735,864				86,240		649,625
Inventory	4,775,767			23,221	189,437	2,971,399	1,591,711
Prepaid Expenses	78,998	66,000			3,198	9,800	
Contract Revenues	4,492,249	66,000		1,075,159-	278,874	2,981,199	2,241,335
Fixed Assets							
Assets	166,196,287	5,729,131	25,702-	4,704,615	974,875	4,697,708	150,115,662
Fixed Assets							
Property and Equipment							
Heavy Equipment	282,254			13,879	53,225	172,458	42,692
Vehicles	869,755	535,658			98,512	215,713	19,871
Furniture & Office Equipm	747,300	352,007		4,028	391,266		
Computer	63,664					39,411	24,253
Repair Equipment							
Accumulated Depreciation							
Property and Equipment	7,601,680	3,512,665		124,867	1,088,755	1,718,998	1,156,394
Accum Depr - Equipment	49,317-			1,403-		33,398-	14,515-
Accum Depr - Vehicles	107,115-	80,000-		962-	8,303-	11,094-	6,756-
Accum Depr - Office Furn/	69,839-	11,200-		2,626-	56,012-		
Accum Depr - Computer	21,646-					13,400-	8,246-
Other Assets	112,435					56,218	56,218
Accumulated Depreciation	870,724-	891,200-		107,686-	110,627-	550,066	311,277-
Fixed Assets	6,730,956	2,621,465		17,181	978,128	2,269,065	845,117
Liabilities and Equity							
Current Liabilities							
Accounts Payable	25,258,672	2,820,452		4,934,520	91,686	3,497,393	13,914,620
Billings in Excess-Costs/							
Accrued Provision - Job L	192,178	187,959				4,220	
Accrued Payroll Liabiliti	3,324,349	342,033	31,515	104,808		67,273	2,778,719
Other Accrued Liabilities	625,466	193,742		967	26,758	125,389	278,611
Accrued Taxes							
Accrued Sales or VAT Tax	2,614,377	73			17,678	61,481	2,535,146

See Also

- *Printing a Simple Income Statement (P10211)* for the processing options for this program

Data Selection and Data Sequence for Consolidated Balance Sheet

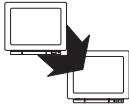
The first data selection must be the object account range for your balance sheet accounts. For example, if you selected companies 100, 200, and 300 on Consolidating Values Input, you should also select Company EQ (equal to) *VALUE of 00100, 00200, and 00300.

You must sequence by object and subsidiary account only. If you do not, your column data will be spread over many pages.

This report uses company 00000 to determine the default financial reporting date.

Print Monthly Spreadsheets

Printing Monthly Spreadsheets



From General Accounting (G09), choose Financial Reports

From Financial Reports (G10), choose Monthly Spreadsheet

To examine trends in your company's financial activity, print the Monthly Spreadsheet. You can analyze actual and budget amounts for:

- Period to date
- Year to date

You can also print this spreadsheet to show current period amounts with budget amounts for future periods.

This batch report uses information stored in the Account Balances (F0902) and Financial Report Master (F1011) tables.

Before You Begin

- ☐ Verify that your financial reporting period is set correctly. See *Changing a Financial Reporting Date*.

General Accounting I

J.D. Edwards & Company													Page - 3	
00100 - Model Finan/Distrib Co (Mktg)													Date - 4/18/98	
Model Financial Company (Co. 00100)														
Income Statement by Month														
Last 12 Months Actual														
	02/28	03/31	04/30	05/31	06/30	07/31	08/31	09/30	10/31	11/30	12/31	01/31	Total	Avg.
	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act		
Revenues														

Sales - Product A														
Store Sales			44	16775	7336	69	135	52	147	62	57	81	24758	2063
Wholesale Sales														
Direct Ship Sales				12715	5165							58	17938	1495
Contract Sales				15614	6529								22143	1845
Interplant Sales				9487	3760								13247	1104
Interplant Sales-Modesto														
Interplant Sales-Valley Forge														
Interplant Sales-Memphis														

Interplant Sales				9487	3760								13247	1104

Interplant Sales														
Less Returns & Allowances				465-	185-				25-				675-	56-
Less Sales Discounts				406-	163-								569-	47-
Freight Out				492-	188-								680-	57-
Service Sales														

Sales - Product A			44	53229	22254	69	135	52	121	62	57	140	76163	6347

Sales - Product B														
Store Sales				9683	4182							8	13872	1156
Wholesale Sales														
Direct Ship Sales				7744	3182								10926	911
Contract Sales				4582	1824								6405	534
A/R Discounts Allowed				124-	55-								179-	15-
Interplant Sales														
Interplant Sales-Modesto														
Interplant Sales-Valley Forge														
Interplant Sales-Chicago														

Interplant Sales														

Less Returns & Allowances														
Less Sales Discounts														
Freight Out														
Service Sales														

Sales - Product B				21884	9133							8	31025	2586

Sales - Other														
Consulting Revenue														
Training Revenue														
Finance Charge Income Credit				4198	1594								5792	483
Other Revenue														

Sales - Other				4198	1594								5792	483

Revenues			44	79311	32982	69	135	52	121	62	57	148	12980	9415

What You Should Know About

Rounding

The monthly spreadsheet rounds to the thousands. For example, if the amount is 2700, it rounds to 3000 and prints as "3." If you want a spreadsheet with different specifications, you can design your own using the FASTR report writer.

See Also

- *Printing a Simple Income Statement (P10211)* for the processing options for this program

Print Analysis Reports

Printing Analysis Reports

You can compare and compute variances and ratios that reflect your company's financial activity. Do this by:

- ☐ Printing variance analysis reports
- ☐ Printing financial ratios reports

Printing Variance Analysis Reports



From General Accounting (G09), choose Financial Reports

From Financial Reports (G10), choose Variance Analysis or Variance Analysis with Five Months

To compare actual to budget amounts and compute current period and year-to-date variances, use the variance analysis reports. Two formats are available:

- Variance Analysis
- Variance Analysis with Five Months Actual

Variance Analysis

J.D. Edwards & Company

Page - 3

Model Consolidation

Date - 7/19/98

Variance Analysis

6 Months Ending 06/30/98

Current Month						Year-to-Date						
Budget	%	Actual	%	Variance	%		Budget	%	Actual	%	Variance	%
Revenues												
16749900	72.3	12579662	69.4	4170238-	24.9-	Sales - Product A	98755200	72.4	72378470	67.7	26376730-	26.7-
5388100	23.3	5047870	27.9	340230-	6.3-	Sales - Product B	31692800	23.2	28831043	27.0	2861757-	9.0-
1019400	4.4	840065	4.6	179335-	17.6-	Sales - Other	5996300	4.4	5451296	5.1	545004-	9.1-
		351902-	1.9	351902-	100.0-	Contract Revenue			199500	.2	199500	100.0
23157400	100.0	18115696	100.0	5041704-	21.8-	Revenues	136444300	100.0	106860309	100.0	29583991-	21.7-
Direct Costs												
15111800	65.3	14007773	77.3	1104027	7.3	Cost of Sales - Produc	88892500	65.2	81234751	76.0	7657749	8.6
1304400	5.6	1210525	6.7	93875	7.2	Cost of Sales - Produc	7672900	5.6	7019348	6.6	653552	8.5
238500	1.0	586762-	3.2	825262	346.0	Cost of Sales - Contra	1402500	1.0	450550	.4	951950	67.9
104500	.5	87711	.5	16790	16.1	Inventory Adjustments	614600	.5	985388	.9	370788-	60.3-
						Other Direct Expenses						
						Outside Operations						
287600	1.2	267814	1.5	19786	6.9	Allocated Overhead	1689600	1.2	1535818	1.4	153782	9.1
17046800	73.6	14987061	82.7	2059739	12.1	Direct Costs	100272100	73.5	91225855	85.4	9046245	9.0

Variance Analysis with Five Months Actual

J.D. Edwards & Company									
Model Consolidation									
Variance Analysis w/ 5 Months Actual									
6 Months Ending 06/30/98									
	... Budget	... Actual			Actual	Actual	Actual	Actual	Actual
	Annual	YTD	YTD	Variance	06/30/98	05/31/98	04/30/98	03/31/98	02/28/98
Revenues									

Sales - Product A	10,365,200	98,755,200	72,378,470	26,376,730-	2,579,662	9,024,796	215,654	216,609	202,052
Sales - Product B	31,692,800	31,692,800	28,831,043	2,861,757-	5,047,870	3,770,870			4,215
Sales - Other	5,996,300	5,996,300	5,451,296	545,004-	840,065	4,611,231			
Contract Revenue			199,500	199,500	351,902-	211,391	14,850	72,781	163,046

Revenues	48,054,300	36,444,300	06,860,309	29,583,991-	8,115,696	7,618,288	230,505	289,390	369,313
Direct Costs									

Cost of Sales - Product A	88,892,500	88,892,500	81,234,751	7,657,749	4,007,773	7,032,808	73,440	33,828	39,891
Cost of Sales - Product B	7,672,900	7,672,900	7,019,348	653,552	1,210,525	5,808,823			
Cost of Sales - Contracts	1,402,500	1,402,500	450,550	951,950	586,762-	1,091,518	22,528-	2,000	22,222
Inventory Adjustments	614,600	614,600	985,388	370,788-	87,711	609,651	13,916	68,000	153,000
Other Direct Expenses									
Outside Operations									
Allocated Overhead	1,689,600	1,689,600	1,535,818	153,782	267,814	1,268,004			

Direct Costs	00,272,100	00,272,100	91,225,855	9,046,245	4,987,061	5,810,803	64,828	103,828	215,113
Gross Margin	47,782,200	36,172,200	15,634,453	20,537,747	3,128,635	1,807,485	165,677	185,562	154,200
General And Administrative									

Protective Services Salaries	1,670,000	1,520,000	11,260	1,508,740			11,260		

General And Administrative	1,670,000	1,520,000	11,260	1,508,740			11,260		
Building Expense									

Salary and Wages	562,018	550,484	184,603	365,881	81,898	61,115	31,134	10,455	
Depr-Building & Improvements	145,117	139,659	133,252	6,407	23,355	102,616	1,950	1,950	1,950
Depr-Office Furn/Equipment			962	962-	160	160	160	160	160
Depr-Other Assets	1,318,750	1,313,350	1,216,581	96,769	225,925	987,255	656	1,211	771
Equipment Expenses									

Building Expense	1,851,683	1,744,117	1,703,378	40,739	309,712	1,265,120	32,072	32,627	32,187

See Also

- *Printing a Simple Income Statement (P10211)* for the processing options for this program

Printing Financial Ratios Reports



From General Accounting (G09), choose Financial Reports

From Financial Reports (G10), choose Financial Ratios

To analyze financial information, such as debt to total assets, inventory turnover, and profit margin on sales, use the Financial Ratios report. This report includes the following standard ratios:

- Liquidity
- Leverage
- Activity
- Profitability

You can print this report as a consolidated ratio analysis across all companies or on a company-by-company basis. Use data sequencing to do so.

How Do AAls Affect Financial Ratios?

The Financial Ratios report uses the account ranges that are set up in AAI items F01 through F20. The accounts within these ranges are accumulated balances.

To calculate ratios based on other AAls, you need to define a custom financial ratios report using the FASTR report writer.

The following examples show how the system calculates different types of financial ratios:

Liquidity Ratios

Current Ratio	Current Assets (F01 through F06) / Current Liabilities (F08 through F09)
Quick/Acid Test	Current Assets less Inventories (F01 through F06) – (F04 through F05) / Current Liabilities (F08 through F09)

Leverage Ratios

Debt to Total Assets	Long Term Debt (F10 through F11) / Total Assets (F01 through F08)
Times Interest Earned	Earnings before Interest and Taxes (Net Income – (F19 through F20) – (F17 through F18)) / Interest Payments (F17 through F18)

Activity Ratios

Inventory Turnover	Cost of Goods Sold (F15 through F16) / Inventory (F04 through F05)
Average Collection Period	Accounts Receivable (F02 through F03) / Sales per Day (F13 through F14) / (fiscal period x 30)
Fixed Asset Turnover	Sales (F13 through F14) / Fixed Assets (F06 through F07)
Total Asset Turnover	Sales (F13 through F14) / Total Assets (F01 through F08)

Profitability

Profit Margin on Sales	Net Profit before Taxes (net income) – (F19 through F20) / Sales (F13 through F14)
Return on Total Assets	Net Profit before Taxes (net income) – (F19 through F20) / Total Assets (F01 through F08)
Return on Net Worth	Net Profit before Taxes (net income) – (F19 through F20) / Net Worth (F01 through F12)
After Tax Profit on Sales	Net Profit after Taxes (net income) / Sales (F13 through F14)

Company - 00100

J.D. Edwards & Company
Company 00100
Financial Ratios Report

As of - 06/30/98

LIQUIDITY RATIOS

1. Current Ratio	Current Assets	4,697,708	1.250
	Current Liabilities	3,755,756	
2. Quick/Acid Test	Current Assets Less Inventories	1,726,309	.459
	Current Liabilities	3,755,756	

LEVERAGE RATIOS

3. Debt To Total Assets	Long Term Debt	27,577	.003
	Total Assets	6,966,773	
4. Times Interest Earned	Earnings Before Interest & Taxes	13,131,139	
	Interest Payments		

ACTIVITY RATIOS

5. Inventory Turnover	Cost of Goods Sold	90,002,098	30.289
	Inventory	2,971,399	
6. Average Collection Period	Accounts Receivable	579,329	.977
	Sales Per Day	592,559	
7. Fixed Asset Turnover	Sales	106,660,571-	48.200
	Fixed Assets	2,212,847	
8. Total Asset Turnover	Sales	106,660,571-	15.309
	Total Assets	6,966,773	

PROFITABILITY

9. Profit Margin On Sales	Net Profit Before Taxes	13,131,139	12.311 %
	Sales	106,660,571-	
10. Return On Total Assets	Net Profit Before Taxes	13,131,139	188.482 %
	Total Assets	6,966,773	
11. Return on Net Worth	Net Profit Before Taxes	13,131,139	412.482 %
	Net Worth	3,183,440	
12. After Tax Profit On Sales	Net Profit After Taxes	13,131,139	12.311 %
	Sales	106,660,571-	

See Also

- *Printing a Simple Income Statement (P10211)* for the processing options for this program

What You Should Know About Processing Options

Processing option 1

If you leave the fiscal period and year blank, the system uses the financial reporting date for each company if company or business unit is the first data sequence item. Otherwise, it uses the financial reporting date for company 00000.

Data Sequence for Financial Ratios

Depending on the type of ratio report you want to print, sequence by one of the following:

- Object account and subsidiary for a total consolidated ratio report
- Company, object account, and subsidiary for an individual ratio computation by company report

If region is a reporting function that provides a full range of accounts for meaningful ratios, use this business unit category code in your data sequence.

Forecast G/L Cash Flow

Forecasting G/L Cash Flow



From General Accounting (G09), enter 27

From Advanced & Technical Operations (G0931), choose G/L Cash Forecasting

As part of your daily cash forecasting activities, you can review a summary of current balance information in your general ledger. To do so, you can run G/L Cash Forecasting.

You can use World Writer to view the information created by this DREAM Writer program. The information can also be downloaded to a standard PC spreadsheet program or used by custom programs to perform cash analysis.

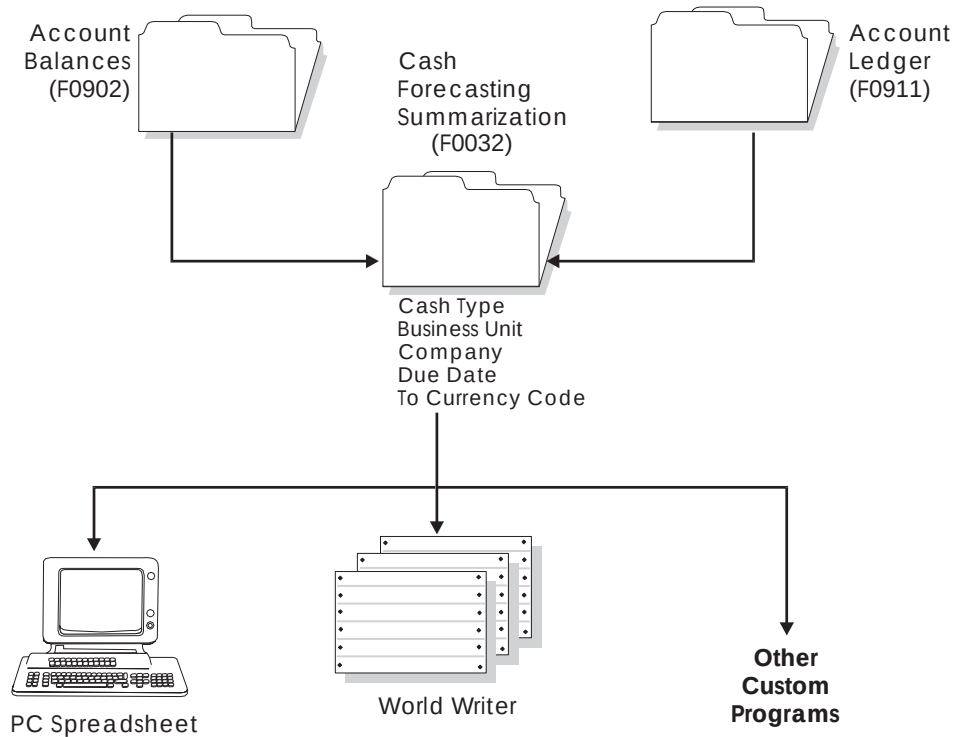
What Happens When You Run G/L Cash Forecasting?

When you run G/L Cash Forecasting, the system:

- Consolidates information from the Account Balances table (F0902) and posted records in the Account Ledger table (F0911)
- Summarizes information by G/L account, currency, and “as of” date
- Reflects a current balance as of a selected date
- Updates account summary records in the G/L part of the Cash Forecasting Summarization table (F0032)

J.D. Edwards recommends that you use the same cash type each time you run this program if you want one set of G/L account information. Cash type indicates the system in which the information originated, and can be up to five alphanumeric characters. If this program has previously been run with a different cash type, the result will be two sets of G/L account information under two separate cash types in the Cash Forecasting Summarization table.

The following graphic illustrates the G/L cash forecasting process.



What You Should Know About

Multi-Currency

The Cash Forecasting Summarization table contains Amount and Currency Code fields for both domestic and foreign amounts.

- The domestic amount appears in the Amount Open field and its corresponding currency code appears in the Currency Code-From field.
- The foreign amount appears in the Amount Open-Foreign field and, if a monetary account exists, its corresponding currency code appears in the Currency Code-To field.
- For non-monetary accounts, the system displays the domestic amount and currency code in the Foreign Amount and the Currency Code fields as previously described.

Processing Options for G/L Cash Forecasting

CASH FORECASTING 'BEGINNING' DATE:

1. Enter the method of calculation used to retrieve G/L Account balances. _____

' ' = Year to 'As Of' date

'1' = Period to 'As Of' date

'2' = Inception to 'As Of' date

CASH FORECASTING 'AS OF' DATE:

2. Enter the "As Of" date to retrieve G/L Account balances. If left blank, the current system date will be used as the 'As Of' ending date. _____

CASH TYPE:

3. Enter the cash type to designate a G/L record in the Cash Forecasting file. If left blank, '09' will be used as the cash type. _____

Data Selection and Data Sequence for G/L Cash Forecasting

You should include a range of specific accounts in the data selection. If you include all accounts, the processing time for this program is very lengthy.

Account ID is the first sequence item in the DEMO version and should not be changed.

Account Reconciliation

Objectives

- To set up account reconciliation
- To reconcile accounts manually
- To reconcile accounts automatically

About Account Reconciliation

You can reconcile bank accounts, selected expense accounts, and other general ledger accounts in the General Accounting system. After you perform the initial setup requirements, you can reconcile your accounts easily on a periodic basis.

Account reconciliation consists of:

- ☐ Reconciling voided payments
- ☐ Creating the reconciliations worktable
- ☐ Working with manual reconciliations
- ☐ Working with bank tape reconciliations
- ☐ Reconciling transactions within accounts

Which Method Should You Choose?

The following methods of account reconciliation are available:

Manual reconciliation	Use this method to manually reconcile your bank accounts, or debits and credits, for transit or clearing accounts.
Bank tape reconciliation	Use this method to have the system reconcile your bank account. You can use this method only if your bank provides a magnetic tape with transaction information. This method reconciles payments and receipts.



Reconciliation of transactions within accounts

Use this method to automatically match and reconcile debits and credits within the same account. You can reconcile multiple accounts at the same time. You must use manual reconciliation to reconcile transactions that are not within the tolerance limit that you set up.

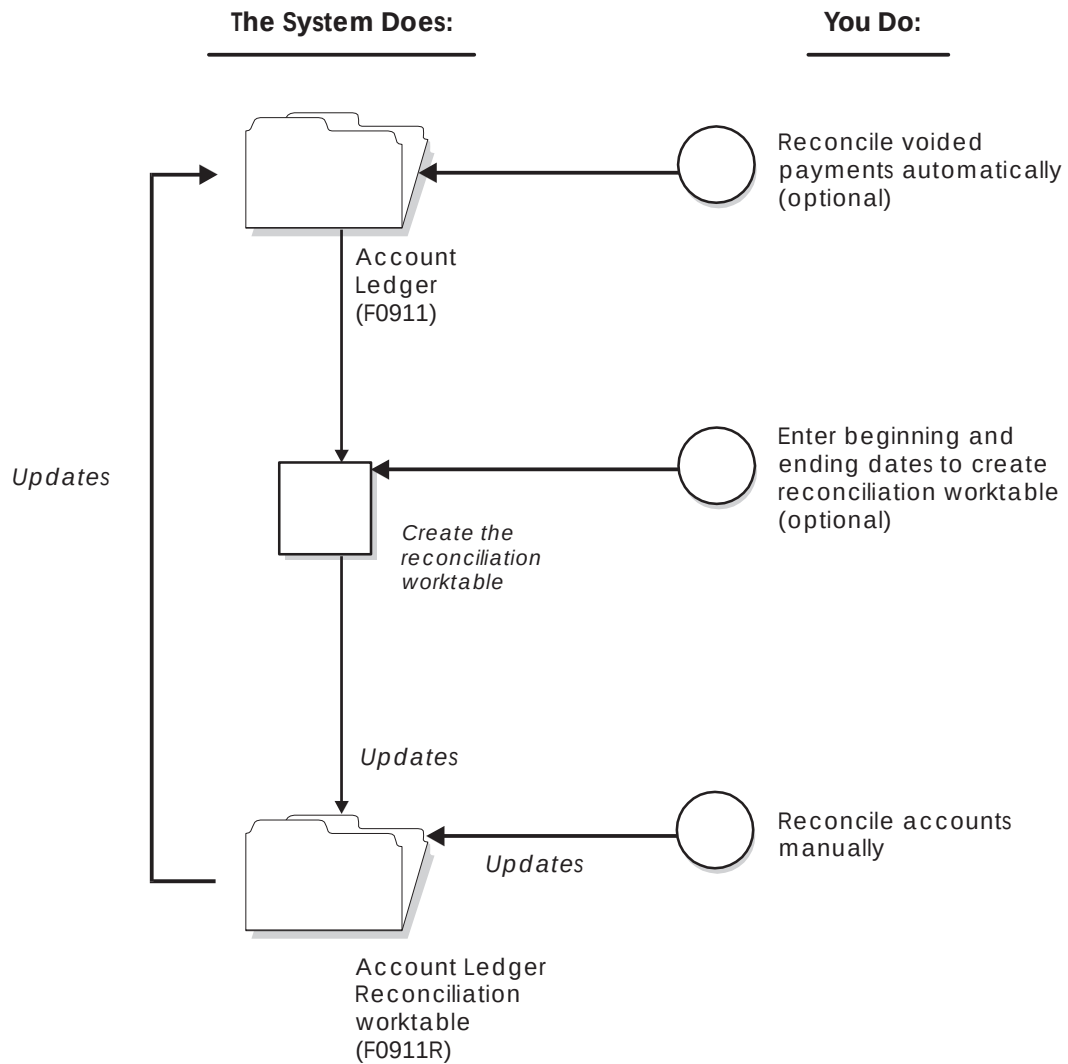
Whichever method you choose, you can create your own reconciliations worktable for accounts you are responsible for reconciling. This allows you to reconcile accounts without affecting the accounts assigned to another person for reconciling.

Manual Reconciliation

Manually reconciling your accounts consists of three steps:

- Reconciling voided payments with zero amounts automatically (optional)
- Creating or refreshing the reconciliations worktable for unreconciled transactions
- Performing the manual reconciliation for bank accounts, or for transit or clearing accounts

The following illustration provides an overview of the manual reconciliation process.



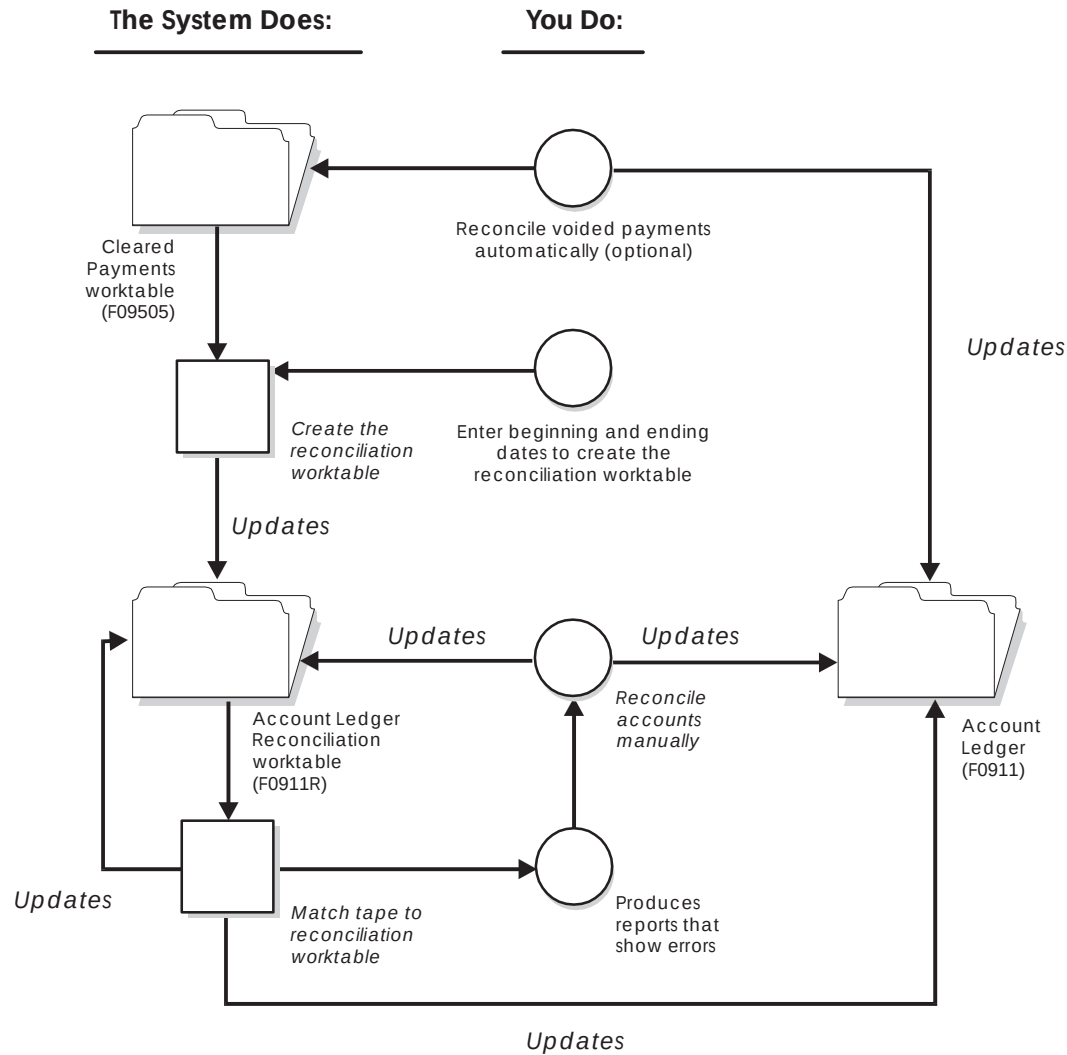
Bank Tape Reconciliation

Reconciling your accounts using a bank tape consists of these steps:

- Reconciling voided payments with zero amounts automatically (optional)
- Creating or refreshing the reconciliations worktable for unreconciled transactions
- Reconciling cleared payments and receipts automatically using the Match Tape in Reconciliation File program

- Reconciling manually any accounts that were in error from the automatic reconciliation

The following illustration provides an overview of bank tape reconciliation.



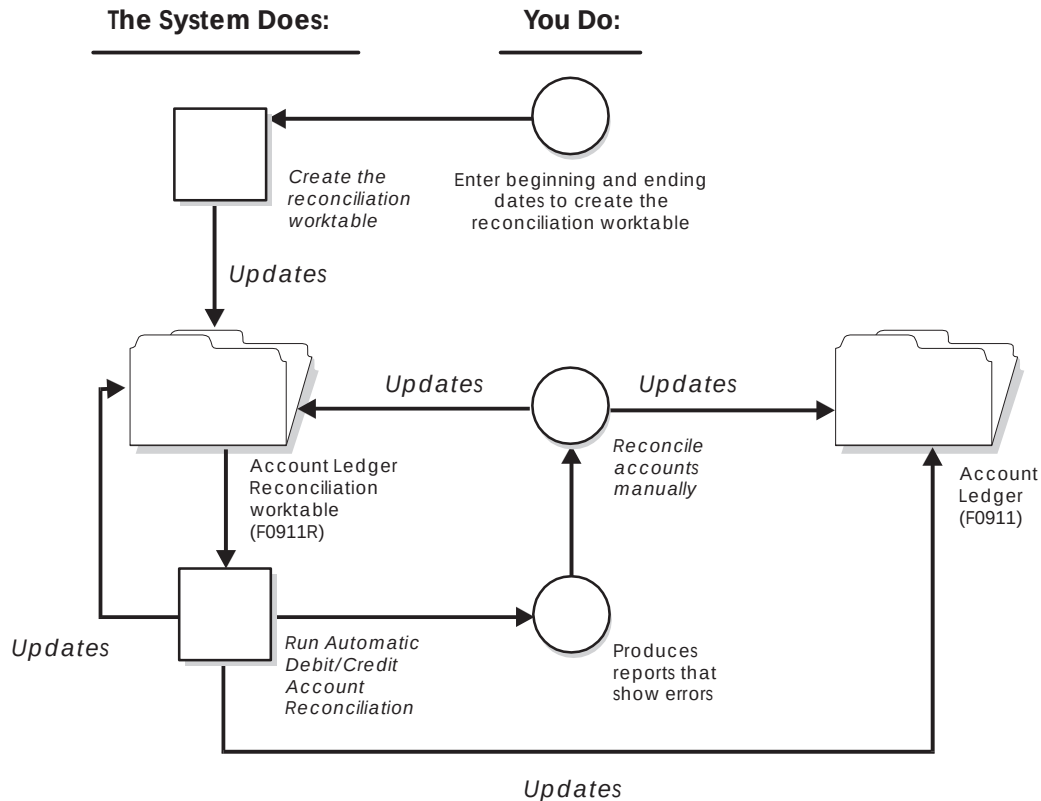
Transactions within Accounts Reconciliation

Reconciling transactions within accounts consists of three steps:

- Creating or refreshing the reconciliations worktable for unreconciled transactions
- Matching transactions (debits and credits) automatically within accounts and reconciling them using a batch program

- Reconciling manually any accounts that were in error from the automatic reconciliation

The following illustration provides an overview of Transactions within Accounts Reconciliation.



What Should You Consider Before Using Account Reconciliation?

You can avoid manually reconciling old transactions in each account when you first set up your system for account reconciliation. The General Accounting system provides a “catch-up” procedure that globally updates selected accounts in the Account Ledger table (F0911) as already being reconciled. Use the global data reset procedure only if you want to reconcile your account history.

Generally, you run the reset procedure only once, for each reconcilable account. However, in certain situations, you might use this procedure to globally unreconcile all transactions within an account.



You can damage your data if you run the reset procedure for an account that has already been reconciled for the period.

Caution: You can damage your data if you run the reset procedure for an account that has already been reconciled for the period.

Before You Begin

- ☐ Set up AAIs to identify account ranges that must be reconciled
- ☐ Set up a DREAM Writer version for each account that must be reconciled using Start Up Global Data Reset
- ☐ Set up a reconciliation code in the user defined code list 09/RC to use in manual reconciliation

See Also

- *About AAIs for General Accounting (P00122)* for information about AAIs for reconcilable ranges
- *About User Defined Codes for General Accounting (P00051)* for information about the reconciliation code

Reconcile Voided Payments

Reconciling Voided Payments



From General Accounting (G09), Account Reconciliation

From Account Reconciliation (G0921), choose Auto Reconcile Void Payments

Instead of manually reconciling voided payments, you can save time during account reconciliation and have the system automatically reconcile voided payments and those with zero amounts. The system selects payments that were voided manually or during automatic payment processing.

Auto Reconcile Void Payments marks voided payments as reconciled and updates the Account Ledger table (F0911). You should run this program before you run Refresh Reconciliations File to create the reconciliation worktable so that zero-amount and voided payments are not included in the worktable.

Auto Reconcile Void Payments is a DREAM Writer program.

Data Sequence for Automatic Reconcile of Void Payments

Do not change the data sequence in the DEMO version of this program. The processing logic for this program is based on this sequence. If you change it, you will get unexpected results.

Create the Reconciliations Worktable

Creating the Reconciliations Worktable



From General Accounting (G09), Account Reconciliation

From Account Reconciliation (G0921), choose Refresh Reconciliations File

Before you reconcile your accounts, you must create a new reconciliations worktable.

The Refresh Reconciliations program copies the unreconciled transaction detail for all reconcilable accounts from the Account Ledger table (F0911) into the Account Ledger Reconciliation worktable (F0911R). This worktable is:

- Based on the AAIs for reconcilable ranges
- Based on the beginning and ending dates entered in the processing options
- Created without zero-amount payments that were voided by the system, if you ran the Auto Reconcile Void Payments program first

The reconciliations worktable provides information such as book balances, outstanding debts, outstanding credits, and bank balances.

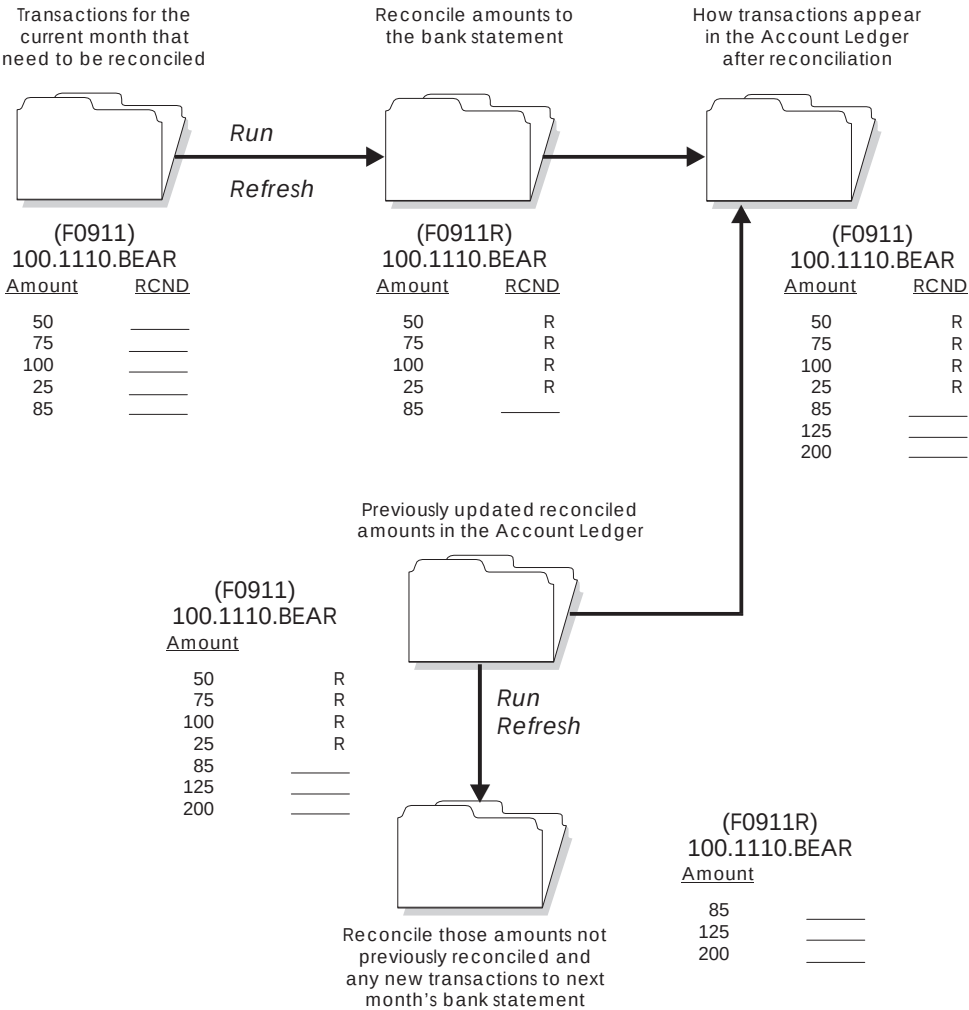
Each time you create a new reconciliations worktable, the system removes all previously reconciled transactions in the table and replaces them with new transactions that were entered since you last created the table.

The system prints a report that notifies you that the account was refreshed.

You can create your own worktable for the accounts you reconcile by setting the processing option to create multiple members. This allows you to work without affecting the accounts assigned to another person for reconciling.

The following example illustrates how the system stores reconciled transactions.

This Month



Before You Begin

- ☐ Verify that the AAI item GLRCxx identifies the ranges of accounts to be reconciled
- ☐ Reconcile any voided payments, if applicable

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. If left blank and the following multi-currency option is blank, all ledger types will be used. _____

- OR -

If doing multi-currency processing, enter a '1' to select all 'CA' ledger type transactions, and domestic only 'AA' ledger type transactions (where the transaction currency is the same as the company currency) _____

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. _____

What You Should Know About Processing Options

Processing option 3

The Account Ledger Reconciliation worktable (F0911R) can become unmanageable if you choose to view both reconciled and unreconciled transactions on a regular basis. This can impact processing time. Include reconciled items only when it is necessary to correct a previous reconciliation.

Processing option 4

If you are reconciling only a specific ledger type, use the first part of this processing option. You must use the second part for multiple currency processing in the Automatic Debit/Credit Account Reconciliation program. When you specify multi-currency processing, the system uses the CA ledger.

Processing option 6

Use the Multiple Members processing option to create a worktable for your own use without affecting the larger (complete) worktable.

Data Selection for Refresh Reconciliations File

If you set the processing option to create your own worktable, specify the accounts to include, using the short account ID.

Work with Manual Reconciliations

Working with Manual Reconciliations

You can manually reconcile your accounts, transaction by transaction. If you use bank tape reconciliation, use manual reconciliation for any items that are not reconciled with the bank tape. You can also manually reconcile debits and credits for transit or clearing accounts.

Working with manual reconciliations consists of:

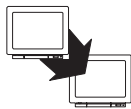
- ☐ Manually marking transactions as reconciled
- ☐ Manually changing transactions from reconciled to unreconciled

When the reconciliation is complete, the system updates the reconciled transactions in the Account Ledger Reconciliation worktable (F0911R) and Account Ledger table (F0911).

Before You Begin

- ☐ Run the Refresh Reconciliations program to create your Account Ledger Reconciliation worktable

Manually Marking Transactions as Reconciled



From General Accounting (G09), Account Reconciliation

From Account Reconciliation (G0921), choose an option under Manual Reconciliation

To make the manual reconciliation process easier, you might want to reconcile transactions for an account one at a time. You can:

- Manually mark bank account transactions as reconciled
- Manually mark debit/credit transactions as reconciled

What You Should Know About

Manually reconciling other types of transactions

You can use the Manual Reconciliation form to manually reconcile journal entries, cash receipts, transit or clearing accounts, and other types of unreconciled transactions.

Using the Additional Selections form, you can limit the display to the same fields that you specify for matching debits and credits in the Automatic Debit/Credit Account Reconciliation program.

► To manually mark a bank account transaction as reconciled

On Account Reconciliation (accessed from Bank Account Reconciliation)

D G P C		.. Reference ..	Amount	Explanation	G/L Date
		1 2			

F6=Additional Selections F5=G/L Rec. F11=Reconcile F24=More

1. Locate the bank account by completing the following field:
 - Account Number
2. To limit the transactions for an account, access Additional Selections.

09131W Additional Selections

Functions Tools Help

✓ X

Account Number 100.1110.BEAR

Document Type 1 Reference 1 *

Document Number * Reference 2 *

Document Company * Reference 3 *

Ledger Type * Thru Date/Period *

Subledger * Reconciled Code ☐

Subledger Type * P.O. Number *

Address Number *

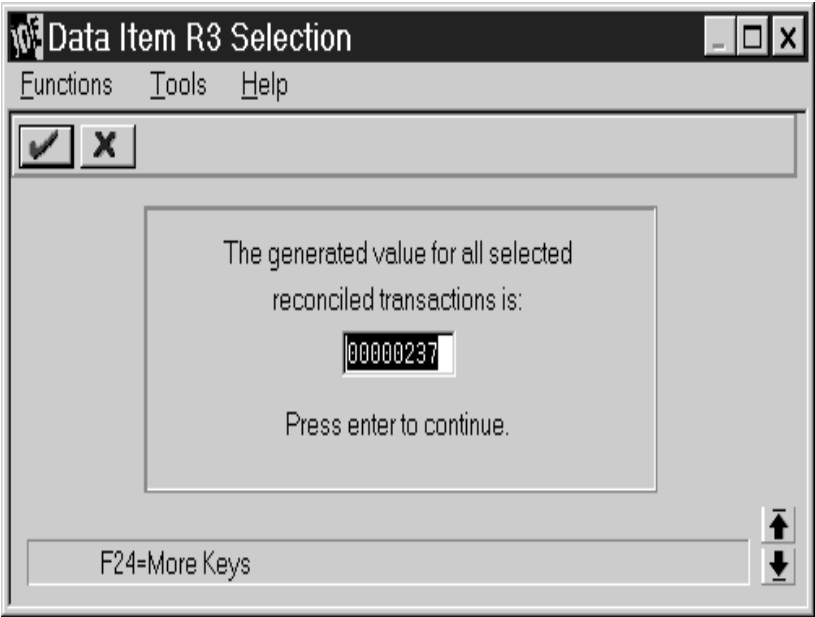
Serial Number *

F24=More Keys

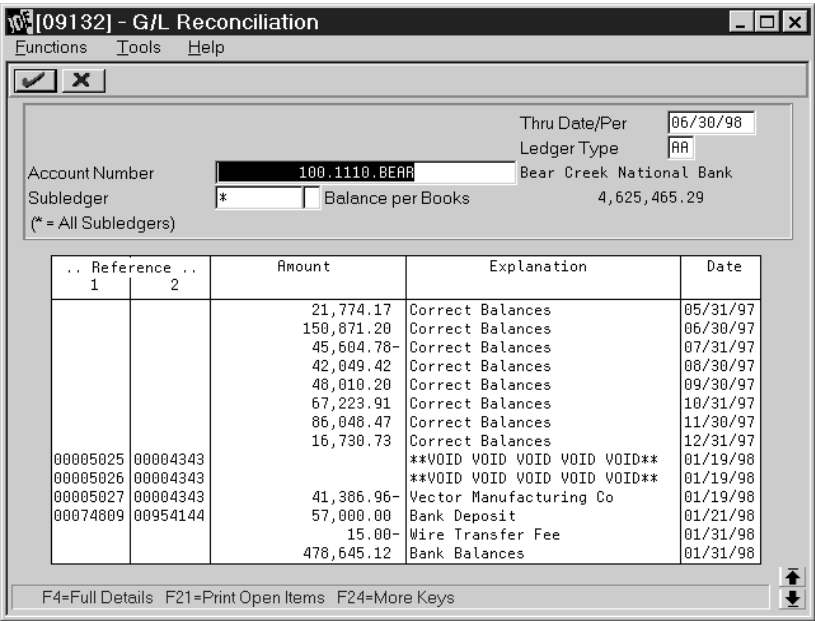
↑ ↓

3. On Additional Selections, complete the following optional fields:
 - Reference 1
 - Reference 2
4. On Account Reconciliation, review the following field, if necessary:
 - G/L Consolidator Indicator (GC)
5. To mark a transaction for reconciliation, enter a user defined code in the following field:
 - Option
6. To reconcile all marked transactions, press F11.

If you set the processing option to assign a reconciliation number, the system displays Data Item R3 Selection. This displays a reference number that you can use to search for your reconciled transactions on Additional Selections.



7. To review and print unreconciled transactions, access G/L Reconciliations.



Field	Explanation
G/L Consolidation Indicator	A flag which is used to indicate when the subfile line consists of more than one transaction. An asterisk (*) is displayed when multiple F0911R records have been consolidated for presentation on the subfile line.

Field	Explanation
Reference 1	A number that provides an audit trail for specific transactions, such as a payment number for payment processing.
Reference 2	A number that provides an audit trail for specific transactions, such as an asset, supplier number, or document number.

What You Should Know About

Searching for specific transactions

Use the reference fields on Additional Selections as follows:

- To search for a specific payment number, use Reference 1.
- To search for a specific supplier or document number, use Reference 2.
- To search for your reconciled transactions, use Reference 3.

Reviewing and printing unreconciled transactions

On the G/L Reconciliation form, you can:

- Review all unreconciled transactions, the general ledger balance, and the adjusted balance for an account.
- Move to the end of the detail to review the books plus open and balance per books amounts. The difference between these amounts is the total of the transactions you have processed but not reconciled to your bank account. The books plus open amount should equal the bank statement ending balance adjusted for any bank errors.
- Print a list of unreconciled transactions, the total open amount, balance per books, and books plus open amount. If the account is a bank account, this list serves as a list of outstanding transactions.

Processing Options for Bank Account Reconciliation

VIDEO CONSOLIDATION OPTION:

1. Enter a '1' to consolidate transactions with the same Account ID and Reference 1 value in the Manual Reconciliation video. _____

Note: If a '1' is entered, DREAM Writer Data must be sequenced by Account ID, Reference 1.

BANK STATEMENT FILE INFORMATION:

2. Enter a '1' to require that G/L transactions have a corresponding set of Bank Statement transactions before any reconciliation occurs. _____

NOTE: If a '1' is entered, DREAM Writer Data must be sequenced by Account ID, Reference 1.

MULTIPLE MEMBERS:

3. If using multi-member processing of F0911R, enter the version name of the Refresh Reconciliation File program (P09130) to be used for reconciliation. _____

ASSIGN RECONCILED NUMBER:

4. Enter a '1' to automatically assign a reconciliation number. This number can be overridden at the time of reconciliation. The number will be written to the Reference 3 field. If left blank, Reference 3 will not be used. _____



To manually mark a debit/credit transaction as reconciled

On Account Reconciliation (accessed from Debit/Credit Match)

O	G	P	C	Reference 1	Reference 2	Amount	Explanation	G/L Date

Follow the steps for reconciling bank account transactions manually.

Processing Options for Debit/Credit Match

MATCHING DEBITS AND CREDITS:

1. Enter a '1' to require Total Debits and Total Credits to balance for selected records. _____
2. If matching debits and credits, enter a tolerance limit. _____
If left blank, the tolerance is zero.

Note: Enter this amount as a whole number with no decimals.

ABSOLUTE VALUE SORT:

3. Enter a '2' to sort transactions by absolute value. Transaction amounts will be sorted regardless of their positive/negative sign. _____
If left blank, all transactions will be sorted by G/L Date.

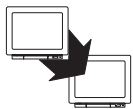
MULTIPLE MEMBERS:

4. If using multi-member processing of F0911R, enter the version name of the Refresh Reconciliation File program (P09130) to be used for reconciliation. _____

ASSIGN RECONCILED NUMBER:

5. Enter a '1' to automatically assign a reconciliation number. This number can be overridden at the time of reconciliation. The number will be written to the Reference 3 field. If left blank, Reference 3 will not be used. _____

Manually Changing Transactions from Reconciled to Unreconciled



From General Accounting (G09), Account Reconciliation

From Account Reconciliation (G0921), choose Bank Account Reconciliation

If you inadvertently mark transactions for reconciliation and need to change them, you can change the transaction to unreconciled. If you refreshed the reconciliation worktable after you marked the transaction for reconciliation, you need to first refresh the worktable. Typically, you refresh the worktable at the beginning of a new period, and your choice is as follows:

- Change transactions to unreconciled in the current period
- Change transactions to unreconciled in another period

When you change a transaction from reconciled to unreconciled, the system deletes the assigned reconciliation number from that transaction.

► **To change a transaction to unreconciled in the current period**

On Account Reconciliation

1. Locate the account by completing the following field:
 - Account Number
2. Access Additional Selections.
3. On Additional Selections, enter the user defined code used previously to reconcile your transactions in the following field:
 - Reconciled Code
4. Return to Account Reconciliation where the system will display only the reconciled records.
5. To mark a transaction to be unreconciled, clear the reconciled code in the following field:
 - Option
6. To unreconcile the transaction, press F11.

► **To change a transaction to unreconciled in another period**

1. Run Refresh Reconciliations File and set the processing options as follows:
 - Change the beginning and ending date range to include the transactions that were reconciled in error
 - Set the reconciled status to include reconciled transactions
2. Follow the steps to unreconcile a transaction in the current period.

Work with Bank Tape Reconciliations

Working with Bank Tape Reconciliations

You can automatically reconcile items that have cleared your bank account if you arrange to have your bank provide a bank tape. To automatically reconcile your accounts, you use the same reconciliation processes and steps as manual reconciliation, with one exception. You must customize the custom reformat program in order to use the Bank Tape Reconciliation program.

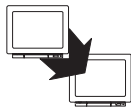
Working with bank tape reconciliations consists of:

- Customizing the reformat program
- Matching the bank tape to the reconciliations worktable
- Verifying the bank tape reconciliation

See Also

- *Reconciling Voided Payments (P09551)*
- *Creating the Reconciliations Worktable (P09130)*

Customizing the Reformat Program



From General Accounting (G09), Account Reconciliation

From Account Reconciliation (G0921), choose Customize the Reformat Program

To automatically reconcile items that have cleared your bank account, your system administrator must customize the reformat program that is used for reconciling bank tapes. This program:

- Reads the information on the tape supplied to you by your bank
- Transfers the information to the Bank Cleared Payments worktable (F09505)

There are two programs that can be used as models when customizing the reformat program:

CLP J09501	You add the code that transfers the tape or diskette to disk.
RPG P09501	You enter the correct format of the tape that will be copied to the Bank Cleared Payments worktable.

These model programs:

- Omit all unused records, such as header records, from the tape
- Convert information for the payment number, payment amount, and payment cleared date to the worktable

To customize the reformat program for your company, your system administrator must:

- Write the payment amount as a negative amount.
- Write the cleared date as a six-position Julian date. The first position represents the century, the next two positions represent the year, and the last three positions represent the day of the year (up to 366).

For example, February 28, 1998, would appear as 098059, where:

0 = the 20th century

98 = the year 1998

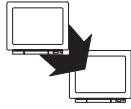
059 = the 59th day of the year (February 28)

After this program is customized, your system administrator will access it only if the bank tape format changes.

Processing Options for Custom Reformat Program

Enter the short account number of the bank account for the payments being reconciled. (This is the 8-digit number. You must enter leading zeros.)

Matching the Bank Tape to the Reconciliations Worktable



From General Accounting (G09), Account Reconciliation

From Account Reconciliation (G0921), choose Match Tape File to Recon File

After the reformat program is customized, you can reconcile payments and receipts that have cleared your bank.

The system compares the information on your bank tape to the information in the reconciliations worktable. This program:

- Compares the following:
 - Cleared payments from the bank tape in the Bank Cleared Payments worktable (F09505)
 - Unreconciled payments in the Account Ledger Reconciliations worktable (F0911R)
- Marks as reconciled all transactions that have matching document numbers, matching amounts, and cleared dates greater than the document date in the Account Ledger Reconciliations worktable and the Account Ledger table (F0911)
- Prints four reports that show the results and list any errors that occurred during the automatic reconciliation

Before You Begin

- ☐ Customize the reformat program for your bank tape
- ☐ Create the reconciliations worktable by running Refresh Reconciliations File

Processing Options for Match Bank Tape File to Reconciliations File

Enter the 8 digit account id for the bank account of the payments that you are reconciling.

Verifying the Bank Tape Reconciliation

When you match your bank tape to the reconciliations worktable, the system produces four reports. Use these reports to verify the accuracy of your bank tape reconciliation and, if applicable, to determine the cause of any errors. If there are errors, the system does not mark the transactions as reconciled. You must manually reconcile them using the Bank Account Reconciliation program.

Bank Tape Reconciliation Reports

Reconciliation Report (R09510)

This report prints a detail line for every transaction and, if there are errors, prints a message such as:

- A payment cleared but was not issued.
- A payment cleared before it was issued.
- The payment cleared amount is not the same as the payment issued amount.

Cleared Not Issued Report (R09511)

This report summarizes any payments that cleared the bank but do not exist in the Account Ledger table. Payments appear on this report if:

- A manual payment number was entered in error.
- A manual payment was issued but not entered in the system.
- A MICR (Magnetic Ink Character Recognition) code on a payment was damaged and misrepresented on the bank tape.

Cleared Before Issued Report (R09512)

This report summarizes payments that have a cleared date prior to the payment date. Payments appear on this report if:

- A date was entered in error.
- The bank cashed a post-dated payment.
- The payment was released before it was supposed to be released.

Amounts Not Equal Report (R09513)

This report summarizes payments that have cleared the bank, but the cleared amount is not the same as the actual payment amount. Payments appear on this report if:

- An amount was entered in error.
- A bank error allowed the payment to be cashed for an amount different from the actual amount.

Reconcile Transactions within Accounts

Reconciling Transactions within Accounts

You might need to reconcile transactions within accounts such as clearing or impress accounts (for example, trade accounts). This type of reconciliation consists of:

- Removing debits and credits that match
- Identifying the remaining items that make up the account balance

You can reconcile these accounts using manual reconciliation. However, you can save time by running a batch program that automates most if not all of the reconciliation.

Using the batch program to reconcile transactions within accounts consists of:

- ☐ Running the reconciliation program
- ☐ Reviewing the reconciliation reports

You select the criteria that the system uses to match the records. If these transactions match and balance to zero, the system marks them as reconciled. You can specify a tolerance limit (an amount or a percentage) for the transactions that do not balance to zero in the AAI item GLRXxx. In this same AAI, you also specify an offset account for writing off the differences within the tolerance limit.

When you specify a tolerance limit, the program updates as reconciled those transactions that match within the specified amount, up to the limit, and creates a journal entry to write off the difference between the debit and credit. When you specify the tolerance limit as a percentage, the program calculates the tolerance amount on the higher of the two totals (debits or credits).

For example, if you specify a 10 percent tolerance, and the higher of the debits or credits is an amount of 10,000, the program will reconcile the matching transactions if the difference is within the 10 percent tolerance, an amount of 1000. The program will create a journal entry to write off the difference to the offset account.

You can set a processing option to post the created journal entries that the program created. The program will override any batch approval requirement and set the batch to an approved status for posting.

You must manually reconcile records that do not balance to zero and exceed the tolerance limit. If you use zero as the tolerance amount, all transactions must balance to zero and program will not create any journal entries for write-offs.

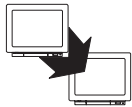
When the reconciliation is complete, the system updates the reconciled transactions in the Account Ledger Reconciliation worktable (F0911R) and Account Ledger table (F0911).

You can verify the status of transactions within accounts by running the Account Balance to Transaction integrity report. When you set the Reconciliation processing option, this program selects only the unreconciled transactions in the Account Ledger (F0911) table and prints the transactions that do not equal the amount in the Account Balances (F0902) table.

See Also

- *Working with Manual Reconciliations (P09131)*
- *Correcting Account Balances to Transactions (P09705)*

Running the Reconciliation Program



From General Accounting (G09), Account Reconciliation

From Account Reconciliation (G0921), choose Automatic DR/CR Account Reconciliation

To automatically reconcile transactions within accounts, run the Automatic Debit/Credit Account Reconciliation program. You can have multiple accounts in one run. The system reconciles the transactions within each account (not across accounts). You determine how each account, or range of accounts, is reconciled by how you set the processing options and the data sequence.

When you run this program, the system generates up to three reports, depending on the results of the reconciliation. These reports are:

- Unreconciled Items
- Created Journal Entries
- Open Items

AAIs for Automatic Debit/Credit Account Reconciliation

You can set up the AAI item GLRXxx to identify the offset account and the tolerance amount or percentage. If you use these AAIs, you can set up a different offset account and tolerance limit for each reconciliation range. If you do not use GLRXxx, you can specify an offset account and tolerance limit for all accounts in the processing options.

GLRXxx

You can set up a GLRXxx for each range to be reconciled. The xx corresponds to the xx in the AAI item GLRCxx that is defined for the beginning of the range.

Specify the tolerance amount or percentage in the second description of GLRXxx, as follows:

- Enter only whole numbers
- For a percentage, include the % (percent) symbol following the number

Also specify the offset account to which the program will write off the differences that are within the tolerance limit.

See *About AAls for General Accounting* for more information about the AAI items GLRCxx and GLRXxx, and *Working with AAls* for information about setting up AAls.

Before You Begin

- ☐ Verify that the AAI item GLRCxx identifies the ranges to be reconciled
- ☐ Run the Refresh Reconciliations program to create your Account Ledger Reconciliation worktable

See Also

- *Reviewing the Reconciliation Reports (P09531)*

Processing Options for Automatic DR/CR Account Reconciliations

PROOF OR FINAL MODE:

1. Enter a '1' to Reconcile in Final mode. If left blank, the Reconciliations will be processed in Proof mode, and no file updates will occur.

RECONCILIATION FILE MEMBER:

2. If using multi-member processing of the F0911R file, enter the version name of the Refresh Reconciliation File program (P09130) to be used for reconciliation.

RECONCILIATION THRU DATE:

3. Select the date to reconcile transactions thru:
 - '0' - Today's date (default)
 - '1' - Last day of the current period

- OR -

Enter a specific date to reconcile transactions thru. _____

NOTE: The current period refers to the financial reporting period.

AUTOMATIC WRITE-OFF OPTIONS:

4. Enter a version number to override standard journal entry processing (DREAM Writer XT0911Z1, version ZJDE0001). _____
5. Enter the version of the Post Program if you wish to automatically post the write-off journal entries. If left blank, the write-off entries will remain unposted. _____

AUTOMATIC WRITE-OFF OPTIONS CONT'D:

6. If not using the GLRxxx AAI, enter the G/L account to be used as the offset for the write-off entry.
Business Unit (optional) _____
Object _____
Subsidiary _____
7. If not using the GLRxxx AAI, enter a value to be used as the tolerance threshold for creating an automatic write-off. If the value is a percentage, include the percent (%) symbol after the value. _____

AUTOMATIC WRITE-OFF OPTIONS CONT'D:

8. Select the date to be used as the journal entry date: _____
'0' - Today's date (default)
'1' - Last day of the current period

- OR -

Enter a specific date to be the journal entry date. _____

NOTE: The current period refers to the financial reporting period.

AUTOMATIC WRITE-OFF OPTIONS CONT'D:

9. Enter the document type to be used when creating write-off entries. If left blank 'JE' will be used. _____

NOTE: If a value is entered it will be validated against User Defined Code table 00/DT, and will use the Reconciliation next numbers (system 09, 6th entry). If 'JE' is used Journal Entries next numbers will be used.

ASSIGN RECONCILED NUMBER:

10. Enter a '1' to automatically assign a reconciliation number. This number will be assigned from _____

Reconciliations next numbers (system 09, 6th entry), and will be written to the Reference 3 field. If left blank nothing will be written to the Reference 3 field.

11. If a '1' was entered in Option 8, enter a number up to 8 digits to override the number assigned from Reconciliations next numbers. _____

RECONCILIATION CODE:

12. Enter a code to be used to flag records in the F0911 and F0911R files as reconciled. If left blank 'R' will be used as the reconciliation code. The value entered will be validated against UDC table 09/RC. _____

REPORT CONTROL:

13. Enter a '1' to disable the print of selected reports. _____
Unreconciled Items _____
Created Journal Entries _____
Open Items _____

Data Selection

Use data selection to specify the accounts that are to be reconciled.

Data Sequence

The data sequence consists of required fields plus up to eight optional fields that the system uses to match debits and credits.

- Required field sequence**
- Business Unit
 - Object
 - Subsidiary
 - Currency Code (if you are using multi-currency)

Matching criteria fields The optional matching fields can appear in any order after the Subsidiary field (the Currency Code field if you use multi-currency). You can use one or more of the following fields:

- Subledger
- Reference 1
- Reference 2
- Purchase Order Number
- Document Type
- Document Number
- Address Number
- Asset ID (serial number)

If you use any other criteria, the report will indicate a sequence error.

Reviewing the Reconciliation Reports

After you run the reconciliation program, review the reports it produces to verify your account reconciliation. If there are errors, the system does not mark records as reconciled. You can correct the errors and run the program again.

Unreconciled Items Report (R09531)

This report lists the records that you must reconcile manually. It provides the account number, matching fields, amounts for each record, and the amount remaining for each set of unreconciled matching records.

Created Journal Entries Report (R095312)

This report consists of records that balanced within the tolerance limit that you set up in the AAIs or in the processing option. This report provides journal entry information, such as document number, general ledger date, account number, amount, and company, including the matching criteria fields.

Open Items Report (R095313)

This report lists the matching records that do not yet have offsetting entries. The records will appear as either all debits or all credits. It provides the account number, matching fields, amounts for each record, and the amount remaining for each set of unreconciled matching records.

Unreconciled Items Report R09531

Created Journal Entries Report R095312

Open Items Report R095313



Allocations

Objectives

- To understand, at an overview level, all of the allocation methods provided by J.D. Edwards
- To understand, at a detail level, the indexed allocation method
- To determine the appropriate allocation method to use
- To create a calculation for an indexed allocation
- To calculate and print an indexed allocation
- To review and post journal entries created by an allocation

About Allocations

You define allocations for many purposes, for example, distributing expenses or creating annual or periodic budgets. Use allocations to redistribute amounts in one or more business units to accounts in other business units.

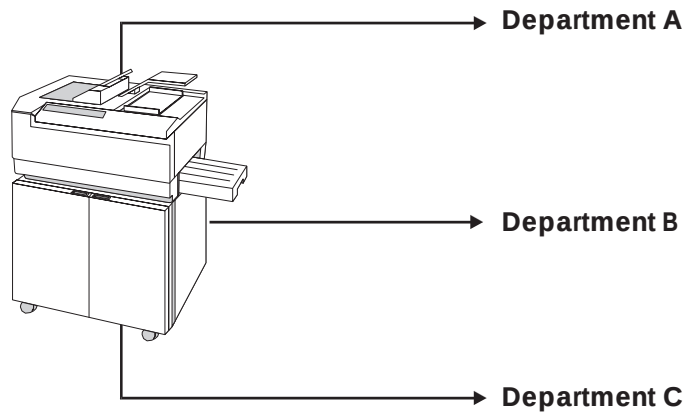
Working with allocations consists of:

- ☐ Working with indexed 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.





What Are the Types of Allocations?

J.D. Edwards provides three types of allocations:

- Indexed allocations
- Cost allocations
- Variable numerator allocations

Although some features are common to all three types of allocation, other features are unique to a particular method. To set up and calculate cost allocations and variable numerator allocations, follow the steps in *Working with Cost Allocations* and *Working with Variable Numerator Allocations* in the *General Accounting II Guide*.

Are There Other Ways to Set 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. To set up model journal entries and FASTR reports to work as allocations, follow the steps in *Working with Model Journal Entries* in the *General Accounting I Guide* and the *FASTR Guide*.

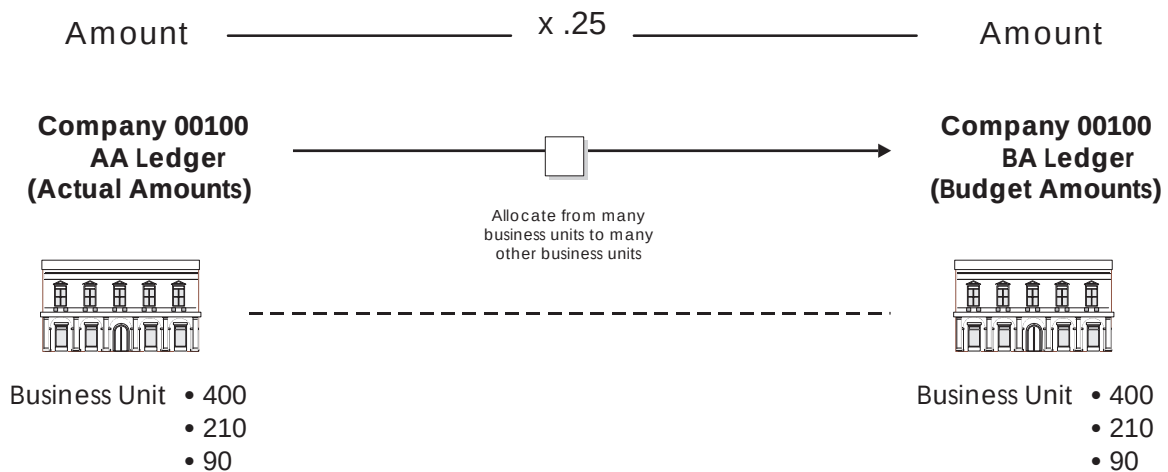
How Can You Use Indexed Allocations?

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. You can also enter any gain or loss on the conversion to a contra/clearing account. Although the indexed allocations feature has this capability, J.D. Edwards recommends that you use financial restatement instead of allocations to convert currencies.
- Create allocations transaction-by-transaction in the Account Ledger table (F0911) or update account balances in the Account Balances table (F0902).

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



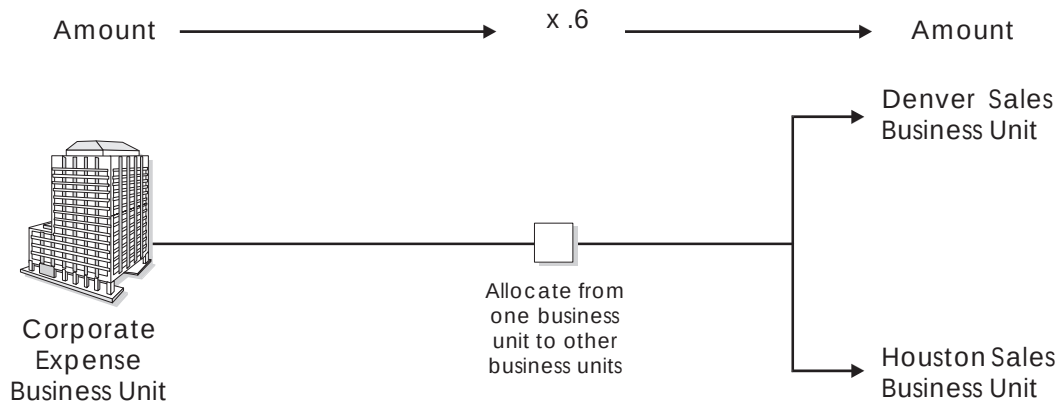
For example, to set up an allocation using the indexed method for the photocopier, you could distribute the expense based on a fixed percentage of use for each department.

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 you can allocate an amount from one business unit to one or more business units using recurring journal entries.



For example, to set up a recurring journal entry 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 currency amount for each department

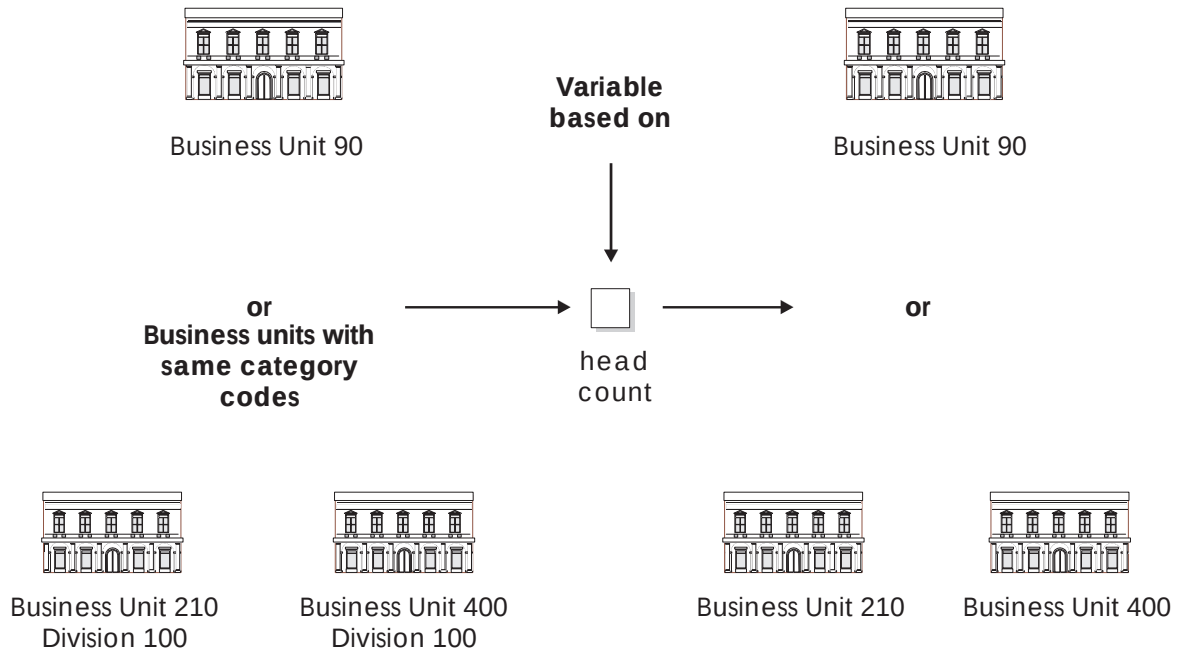
How Can You Use Variable Numerator Allocations?

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 value. 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 you can allocate amounts from one or more business units (BU) to other business units using variable numerator allocations.

Allocate Amounts



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.

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 for allocations. All allocations also:

- Require that you complete the same steps for setup and calculation
- Use the same three dates (G/L date, special period/year, and stop date)

With all allocations, you can:

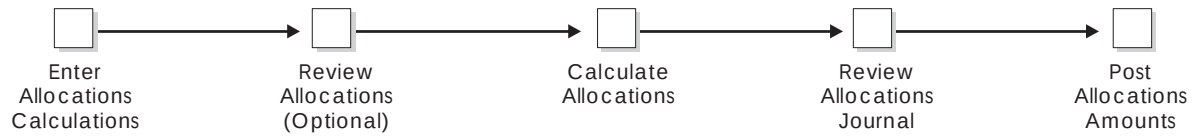
- Create multi-tiered allocations
- Specify recurring frequencies
- Specify the rate factor
- Allocate account balances
- Create reversing journal entries

Setup and Calculation Steps

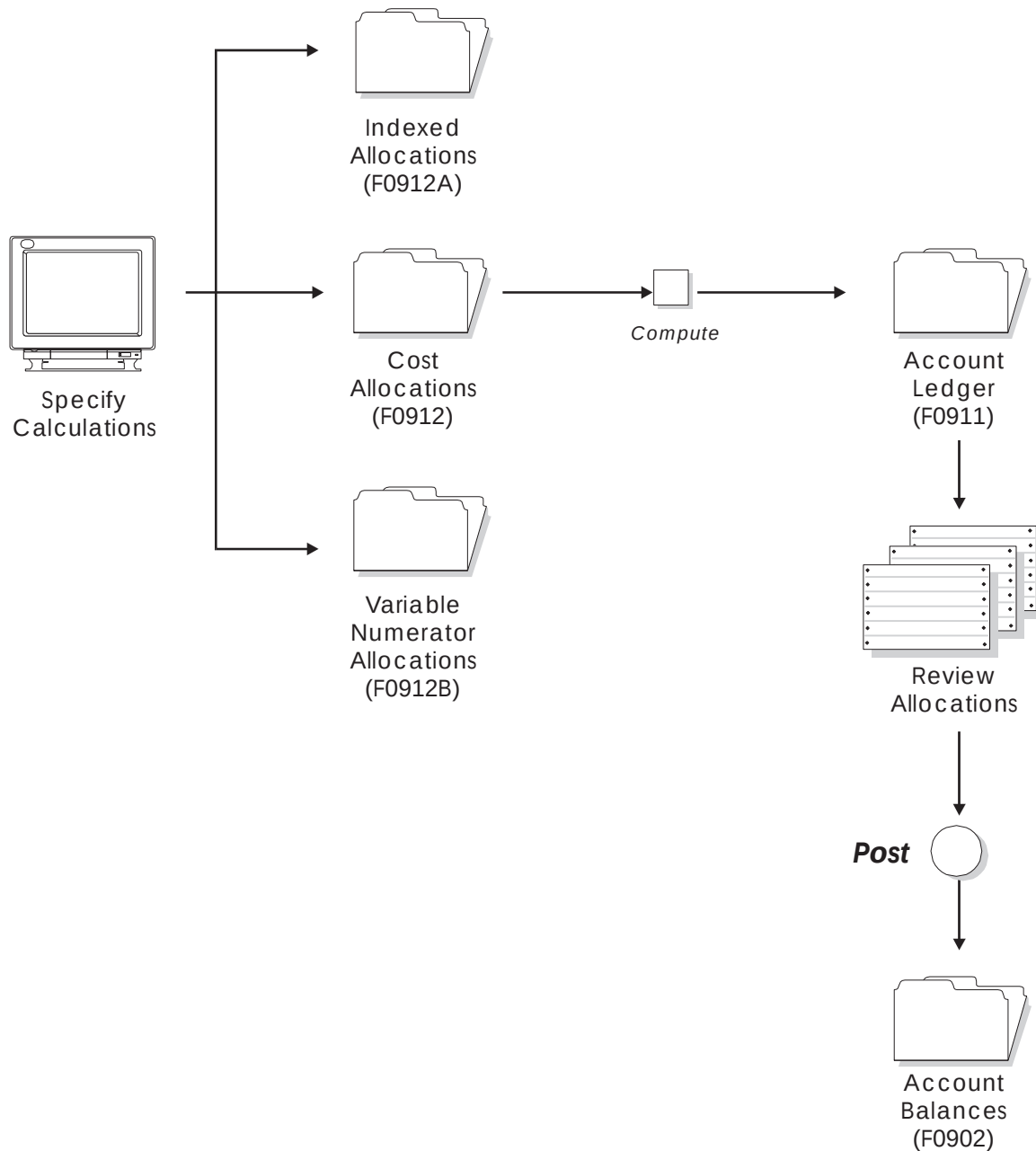
All allocations require that you complete the same five steps.

These steps are as follows:

1. Enter allocation calculations.
2. Review allocations (optional).
3. Calculate allocations.
4. Review allocations journal.
5. Post allocation amounts.



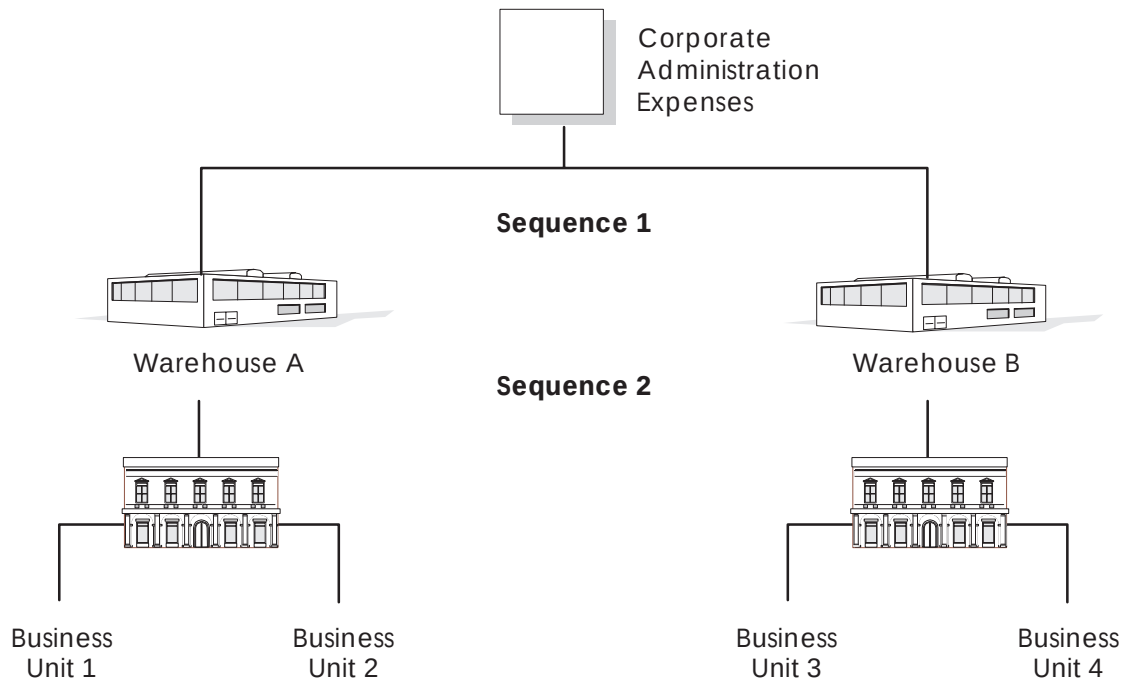
The following graphic illustrates how an allocation creates journal entries for the AA (actual amounts) ledger.



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.



This type of sequence 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 frequency intervals 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, a 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.

Dates

All allocation methods are affected by the following dates:

G/L date	The date that determines the accounting period to which the journal entry posts. This date defines the currency exchange rate against which to edit. When you execute the Compute Indexed Allocations program, the system rolls the G/L date forward.
Special period/year	The date used to determine the <i>source</i> 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 by the Compute Allocations program.

Work with Indexed Allocations

Working with Indexed Allocations

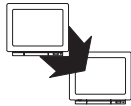
Indexed allocations allow you to redistribute amounts from one business unit or range of business units to another business unit or range of business units. For example, you can distribute expenses categorized as overhead among business units or companies in your organization.

Working with indexed allocations consists of:

- ☐ Setting up indexed allocation calculations
- ☐ Reviewing indexed allocations
- ☐ Calculating indexed allocation amounts

The system maintains indexed calculations in the Indexed Allocations table (F0912A).

Setting Up Indexed Allocation Calculations



From General Accounting (G09), choose Allocations

From Allocations (G0923), choose Specify Indexed Computations

You can apply an index (rate) to the balance of an account or a range of accounts. The system will distribute the resulting balance to another account, range of accounts, period, or ledger.

Setting up indexed allocations consists of:

- Setting up the allocation identifiers
- Setting up the indexed allocation basis
- Setting up the G/L distribution

Example: Indexed Allocations

In this example, the system takes the end-of-year balances in the AA (actual amounts) ledger in accounts 6110 through 6320 and multiplies each by 1.1 (a 110% increase). The results are placed in the same account numbers in the BA (budget amounts) ledger for the following year. For example:

YTD account balance 50,000

Index or rate 1.1

Budget to be distributed 55,000
for next year

[09121] - Specify Indexed Computations

Functions Tools Help

Reverse or Void (R/V) ☐

Document Type Explanation
J.E. Number Company Recur Freq
G/L Date Stop Date Status
Method (B/T/U) Sequence Number
Contra/Clearing Acct

Computations Based On:
Using MTD or YTD (M/Y) ☒ Special Period Year

Bus. Unit	From Acct	Thru Acct	LT	Index or Rate	Bus. Unit	Acct	LT	Explanation
*00100	6110	6320	AA	1.10000000	*	*	BA	Costs @ 110%
*00100	8600	8740	AA	1.08000000	*	*	BA	Supplies @108%

F4=Full Details F13=Account Master Revisions F24=More Keys

What You Should Know About

Budgeting

To create a budget using indexed allocations, use the balance (B) method and complete the budget fields in the detail area of Specify Indexed Computations.

Reversing an allocation Often, companies reverse allocations when they want estimated distributions to be reversed in 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 Compute Indexed Allocations program in final mode.

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

 To set up the allocation identifiers

On Specify Indexed Computations

1. Complete the following fields:
 - Document Type
 - Explanation
 - G/L Date
 - Company
 - Recurring Frequency
 - Method of Allocation
2. If you are allocating to the AA ledger type, complete the following field:
 - Contra/Clearing Account
3. Complete the following optional fields:
 - Status
 - Stop Date
 - Sequence Number

After you complete these steps, follow the steps to set up the indexed allocation basis.

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 timesheets. 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. <i>Form-specific information</i> The reserved document type prefix for journal entries created during the Allocations program is JA.
Explanation	A description, remark, explanation, name, or address. <i>Form-specific information</i> This text describes the allocation and is required. The text appears in the first two description lines for each journal entry that the computation creates.
G/L Date	A date that identifies the financial period to which the transaction is to post. 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. <i>Form-specific information</i> The system increments this date to the next period's ending date based on the value you specify in the Recurring Frequency field. The Compute and Print program edits this field.
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. <i>Form-specific information</i> 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.

Field	Explanation
Recur Freq	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.
Status Code	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.
Method (B/T/U)	Indicates how you want to create allocation journal entries or updates. For World, valid codes are: - B Balance Method. Create journal entries based on the balance of an account or the balance of a range of accounts. Balances are maintained in the Account Balances table (F0902). See note below for annual budgets. - T Transaction Method. Create journal entries on a one-for-one basis for each posted transaction in the Account Ledger table (F0911) for the account range specified. - U Update Method. Update the account balance for non-AA ledger types and do not create any journal entries. NOTE: For annual budgets, you must use B (Balance Method). Journal entries will not be created. For OneWorld, you must use the Balance Method.
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.

Field	Explanation
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.
Contra/Clearing Acct	Identifies an account in the general ledger. You can use one of the following formats for account numbers: 1 Standard account number (business unit.object.subsidiary or flexible format) 2 Third G/L number (maximum of 25 digits) 3 8-digit short account ID number 4 Speed code (not currently available in OneWorld) 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). <i>Form-specific information</i> Identifies the account for a balancing or offsetting journal entry. You can leave this field blank for non-balancing ledger types, such as budgets, and use the annual budget fields in the detail area. This field is required for all other ledger types.

► To set up the indexed allocation basis

After you enter the information that identifies the allocation, enter the detail lines that set up the allocation.

On Specify Indexed Computations

1. Complete the following fields:
 - Using MTD or YTD
 - From Business Unit
 - From Account

- Thru Account
 - Ledger Type
 - Index or Rate
2. If the basis amount is not based on the current period, complete the following fields:
 - Special Period
 - Special Year
 3. To specify subsidiary, subledger, and budget code and year information, access the detail area.

[09121] - Specify Indexed Computations

Functions Tools Help

Reverse or Void (RM) ☐

Document Type JA Explanation Budget Basis-Prior Yr Actuals

J. E. Number 1898 Company 00100 Recur Freq AN

G/L Date 12/31/98 Stop Date Status A

Method (B/T/U) B Sequence Number

Contra/Clearing Acct

Computations Based On:

Using MTD or YTD (M/Y) Y Special Period 12 Year 98

Bus. Unit	From	Thru	LT	Index or Rate	Bus. Unit	Acct	LT	Explanation
*	Acct	Acct			*	*		
*00100	6110	6320	AA	1.10000000	*	*		BA Costs @ 110%
	From Sub	Thru 99999999						To Subsidiary. .
	From Subledger							To Subledger
	From Budget Code							To Budget Code 1 Budget Year 99
*00100	8600	8740	AA	1.08000000	*	*		BA Supplies @108%
	From Sub	Thru						To Subsidiary. .
	From Subledger							To Subledger
	From Budget Code							To Budget Code 1 Budget Year 99

F4=Full Details F13=Account Master Revisions F24=More Keys

4. Complete the following optional fields:
 - From Subsidiary
 - From Subledger
 - Subledger Type
 - From Budget Code

After you complete these steps, follow the steps to set up the G/L distribution.

Field	Explanation
MTD or YTD Amounts Used	A code that controls whether the allocation is based on month-to-date or year-to-date amounts. Valid codes are: M Month-to-date. The basis is period activity for the month (net monthly postings). These do not include prior month corrections in the allocation base. Y Year-to-date. The basis is the period-end balance. For profit and loss accounts, this is the sum of all net postings for the year. For balance sheet accounts, this is the cumulative balance (inception-to-date). These include prior month corrections in the allocation base. If you have recurring annual allocations, set them up as automatically reversing entries (R in the Reverse/Void field).
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.
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. <i>Form-specific information</i> Either enter a specific business unit on each line, or enter *xxxxx (asterisk and a company number) to specify all business units in company xxxxx. When you use *(company number), the system uses all business units for that company, bypassing any business unit security that is set up. For example, if you specify an allocation for *00001, the allocation will be for all business units in company 00001. Even if your access is normally restricted to business unit 3, the allocation will bypass business unit security. NOTE: You cannot enter *00000 to specify all business units in all companies.

Field	Explanation
Object Account From	Identifies the beginning object account in a range of accounts. Only amounts posted to accounts in this range are allocated. <i>Form-specific information</i> To indicate a single account, enter only the from object account, or enter the same account in both the From and Thru fields. You can identify a subsidiary account range in the detail area.
From Ledger Type	A user defined code (09/LT) that identifies a ledger type. <i>Form-specific information</i> If you leave this field blank, the default is AA (Actual Amount).
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 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.
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. <i>Form-specific information</i> You can type @ (at sign) or * (asterisk) to specify all subledgers.

Field	Explanation
From Budget Code	A number that indicates the allocation base ("from" account) for budget ledgers. Numbers include: 1 Requested budget amount. 2 Approved budget amount. 3 Final budget amount. 4 Job cost budget amount. This is the sum of the prior year and current year net postings. Valid only with a Budget Code To Location of 3 (Final budget). Blank Not applicable for budget ledgers. <i>Form-specific information</i> Use this field only for annual budgets. Codes 1, 2, and 3 are valid only when you specify B (Balance) in the Method field and AN (Annual) in the Recurring Frequency field.

► To set up the G/L distribution

After you set up the indexed allocation basis, enter the detail lines that distribute the allocation to the G/L accounts.

On Specify Indexed Computations

1. Complete the following fields:
 - To Business Unit
 - To Account
 - To Ledger Type
2. Complete the following optional field:
 - Explanation
3. To specify subsidiary, subledger, and budget information for the posting program, access the detail area.
4. Complete the following optional fields:
 - To Subsidiary
 - To Subledger
 - Subledger Type
 - To Budget Code
 - Budget Year
5. To add the record, do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

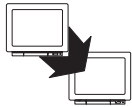
Field	Explanation
Business Unit	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses this value for Journal Entries if you do not enter a value in the AAI table. <i>Form-specific information</i> Either enter a specific business unit or enter * (asterisk) to post to the business unit indicated in the From field.
Object Account	The object account portion of a general ledger account. The term "object account" refers to the breakdown of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). If you are using a flexible chart of accounts and the object is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because the system enters three blank spaces to fill a 6-digit object. <i>Form-specific information</i> Either enter a specific account or enter * (asterisk) to post to the same account indicated in the From field. You can identify a subsidiary account in the detail area.
Ledger Type	A user defined code (system 09/type LT) that specifies the type of ledger, such as AA (Actual Amount), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions. <i>Form-specific information</i> If you leave this field blank for annual budgets, the default is BA (Budget Amount). If you leave this field blank for other ledger types, the default is AA (Actual Amount).
Explanation	A description, remark, explanation, name, or address. <i>Form-specific information</i> This text describes the allocation and is required. The text appears in the first two description lines for each journal entry that the computation creates.

What You Should Know About

Subledgers

For allocations, you can use * (asterisk) in the To Subledger field. You can use * to carry the subledger and subledger type in the From account to the To account. The To object account must also contain *.

Reviewing Indexed Allocations



From General Accounting (G09), choose Allocations

From Allocations (G0923), choose Allocations Review

You should review your setup of the allocations before the system calculates them.

► To review indexed allocations

On Allocations Review

Do	Document	Explanation	S	Co	Fq	G/L Date	User ID
P	Ty	Number	T				
							DEMO
JA	1898	Budget Basis-Prior Yr Actuals	A	00100	AN	12/31/98	DEMO
JA	1899	Distrib Corp Costs to Regions	A	00100	MO	06/30/98	DEMO
JA	9690	Budget Corp T&E to Employees	A	00100	AN	12/31/98	DEMO
JA	9697	98 Final Budget to 99 Req Budg	H	00100	AN	01/01/99	DEMO

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

- Do one of the following:
 - Display all indexed allocations by clearing the following field:
 - User ID

- 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 calculation on Index Computation Entry.

Field	Explanation
Document 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.
Explanation	A description, remark, name, or address that you are searching for. You can either type the entire text or type the first few characters of the text followed by * (asterisk). For example, 1988 Budget* would display all allocations that begin with the text "1988 Budget".

See Also

- *Setting Up Indexed Allocation Calculations (P09121)* for information about Index Computation Entry, which is the same as Specify Indexed Computations

Processing Options for Allocations Review

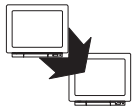
RECORD DISPLAY OPTION:

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 Indexed Allocation Amounts



From General Accounting (G09), choose Allocations

From Allocations (G0923), choose Compute Indexed Allocations

After you review the indexed allocations and determine they are correct, the system can calculate them. The Compute Indexed Allocations program is a DREAM Writer that processes allocations and prints the Allocations Journal report. This program:

- Reads balances or transactions (depending on method) from one or more accounts
- Multiplies each balance or transaction by the specified rate index
- Creates journal entries to distribute the results to another account or range of account (balance and transaction methods, not update method)
- Calculates an offset to balance the resulting journal entries, if needed, and distributes it to a contra/clearing account

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. The Indexed Computations Journal lists detailed allocation information and errors, for example, invalid accounts and PBCO (posted before cutoff).

- Create journal entries in the Account Ledger table (F0911), except for update method.
- Update the allocation for subsequent processing.
- Update balances in the Account Balances table (F0902) for ledger types other than AA.

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

J.D. Edwards recommends that you create different versions of this program for different recurring frequencies, specific companies, and specific document types. This lets you include specific groups of allocations.

Before You Begin

- ☐ Set next year's fiscal date pattern so that the program increments the dates correctly.
- ☐ Before you run Compute Indexed Allocations with multi-tiered calculations, make sure that the sequence numbers on Specify Indexed Computations are correct.

093021		J.D. Edwards & Company										Page - 3	
Batch Number		- PROOF										Date - 4/19/98	
Batch Date		-											
Document/Type		- 1898 JA											
Budget Basis-Prior Yr Actu		Year To Date Thru Period/Year: 12*98 Method: Balances Company: 00100 Freq: AN Seq:											
Business Unit	Obj	Sub	LT	Document	Do Ty	G/L Date or FY	Explanation	B F	Basis Amount	Rate Factor	B T	Requested Budget	
10	6310		AA			12/31/98	Physical Inventory & Adjs		13,134.00-				
10	6310		BA	1898 JA		99	Budget Basis-Prior Yr Actu Costs @ 110%		13,134.00-	1.10000000	1	14,447.40-	
20	6310		AA			12/31/98	Physical Inventory & Adjus		3,134,604.89-				
20	6310		BA	1898 JA		99	Budget Basis-Prior Yr Actu Costs @ 110%		3,134,604.89-	1.10000000	1	3,448,065.38-	
30	6310		AA			12/31/98	Physical Inventory & Adjs		68,234.58-				
30	6310		BA	1898 JA		99	Budget Basis-Prior Yr Actu Costs @ 110%		68,234.58-	1.10000000	1	75,058.04-	
190	6110		AA			12/31/98	Tools Expense		5,337.79				
190	6110		BA	1898 JA		99	Budget Basis-Prior Yr Actu Costs @ 110%		5,337.79	1.10000000	1	5,871.57	

What You Should Know About

Revising or deleting a journal entry

To revise or void a posted or unposted journal entry created by the Compute Indexed Allocations program, use the Journal Entry form.

See *Working with Basic Journal Entries* and *Revising and Voiding Posted Journal Entries*.

Recurring journal entries

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.

Standard abbreviated column headings

The report contains the following abbreviated column headings:

- LT - Ledger Type
- 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).

See Also

- *Reviewing and Posting Allocations (P09800)*

Processing Options for Compute Indexed 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.

AUDIT TRAIL:

4. Enter a '1' to print an audit trail of all transactions or accounts supporting each entry. Default of blank will print the journal entries only.

BEWARE: Depending on the nature of your allocation, a '1' could result in a lengthy report.

JOURNAL ENTRY EXPLANATIONS:

5. Enter a '1' to cause the first description on new transactions to be moved from the detail transaction the calculation is based on. Leave blank to move the specification first description.

Note: This option applies to 'T' method allocations only.

Data Selection for Compute Indexed Allocations

For multi-tiered allocations, include all document numbers for the tiered calculation.

Data Sequence for Compute Indexed Allocations

Do not change the data sequence provided in the Demo version of this program.



Exercises

See the exercises for this chapter.

Review and Post Allocations

Reviewing and Posting Allocations

You should review the journal entries created by the Compute Allocations programs for accuracy, and correct any errors. After correcting the errors, you must post the journal entries.

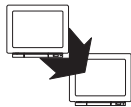
This task consists of:

- Reviewing allocations
- Posting allocations

See Also

- *Reviewing Journal Entries (P00201)*
- *Posting Journal Entries (P09800)*

Reviewing Allocations



From General Accounting (G09), choose Allocations

From Allocations (G0923), choose Allocations Journal Review

You should review and correct journal entries in the batches before you post them. To do this, use Allocations Journal Review. All J.D. Edwards journal review programs work the same way. Allocations Journal Review displays only 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



From General Accounting (G09), choose Allocations

From Allocations (G0923), choose Post Allocations

After you review and correct journal entries created by the computation programs, you must post the batches. Use the Post Allocations program to do

this. All J.D. Edwards post programs work the same way. This program updates the appropriate tables and creates the necessary journal entries.

Note that processing options 4 through 16 do not apply to allocation journal entries.

Budgeting

Objectives

- To create and assign budget pattern codes
- To create an annual budget
- To spread the annual amount to periods
- To review a budget
- To create a detailed budget
- To create a journalized budget
- To upload a budget from a PC

About Budgeting

Budgeting provides a projection of future expenses and revenues. Using budget history, you can compare actual amounts to your projections and use the information to improve your budgeting process.

Budgeting consists of:

- ☐ Working with budget patterns
- ☐ Working with annual budgets
- ☐ Reviewing budget comparisons online
- ☐ Entering detailed budget amounts
- ☐ Managing budget overages
- ☐ Working with journalized budgets
- ☐ Uploading budgets from a PC to the AS/400



What Methods of Budgeting Can You Use?

You can create a budget using one of the following methods:

Annual budgets by business unit or account	You enter annual budget amounts. Using the spread program, the system allocates budget amounts to periods based on budget pattern codes that you assign. This method directly updates the Account Balances table (F0902).
Detailed budgets by account	You enter budget amounts for each account for each period. This method directly updates the Account Balances table.
Journalized budgets	You enter journal entries to a budget ledger. This method updates the Account Ledger table (F0911). You must review and post to update the Account Balances table.
PC budget upload	You enter amounts on a PC spreadsheet and upload the information to the AS/400. This method directly updates the Account Balances table.

You can also create budgets using the Allocations function in the General Accounting system or using FASTR.

See Also

- *Working with Indexed Allocations (P09121)*
- *Working with Cost Allocations* and *Working with Variable Numerator Allocations* in the *General Accounting II Guide*
- *Closing a Fiscal Year (P098201)* for information about the effect of the annual close on budgets
- *FASTR Guide*

What Can You Do with Annual Budgets?

You can enter annual budget amounts and distribute (spread) them to each period as needed.

Annual budgeting includes the following steps:



You assign budget pattern codes to spread annual budget amounts in different ways:

Seasonal pattern spread If your revenues and expenses occur in a predictable pattern, you can set up seasonal pattern codes to describe each pattern. For each code, you enter the percent of the total annual budget to be spread to each period.

Equal spread If your revenues and expenses occur evenly throughout the fiscal year, you can spread the annual budget equally among the periods. For example, in a 12-month fiscal year, the system spreads 1/12th of the annual budget to each month.

No spread If you do not want to spread an annual amount to periods for an account, you can bypass spreading for that account.

Global updates to budget pattern codes You can make mass or global changes to seasonal pattern codes by account. This program updates the budget pattern codes for accounts in the Account Master table (F0901).

You can enter annual budget amounts either by business unit or by account. Entering amounts by business units creates a budget by department, location, project, and so on. Entering amounts by account creates a budget that crosses business unit boundaries.

You can have three phases (cycles) for your budget entries so that an audit trail is produced. You can use each cycle or only the final cycle. The cycles are:

- Requested (cycle 1)
- Approved (cycle 2)
- Final (cycle 3)

Can You Enter Budget Amounts for Each Period?

You can use the detailed budget method to enter a budget amount for each period for selected accounts, or for selected periods and accounts. This method

does not provide a formal audit trail, but directly updates each period budget in the Account Balances table.

Which Type of Budget Provides a Formal Audit Trail?

You can create a formal audit trail by creating a journalized budget that updates the Account Ledger table (F0911). Construction companies that use cost accounting and government agencies that record supplemental appropriations for the original budget typically need a formal audit trail.

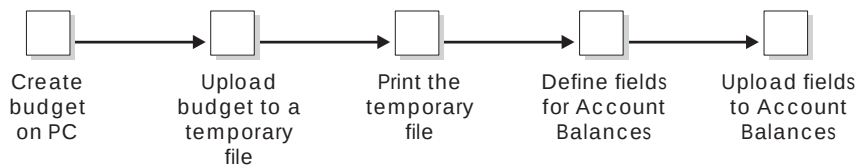
Journalized budgeting consists of three steps:



Can You Use Budgets You Created in Another System?

You can create budgets using a PC spreadsheet package and transfer them to the J.D. Edwards Account Balances table. You can then spread the annual budget amount to your fiscal periods.

The upload process includes the following steps:



How Can You Review Budgets?

You can review budgets with a printed Budget Worksheet Report or online.

- With the Budget Worksheet Report, you can:
 - Review your requested, approved, and final budgets for the next year
 - Compare budget amounts against actual amounts and projected amounts for the current year, and against actual amounts for the previous year
 - Show a projected amount and the percentage that the budget amount varies from the projected amount
- Using online review, you can compare budget amounts to actual amounts.

Work with Budget Patterns

Working with Budget Patterns

When a group of accounts have budgets that follow a predictable pattern, budget pattern codes are helpful. Use these codes to define the percentages for spreading annual budget amounts among periods.

Working with budget patterns consists of:

- ☐ Creating budget pattern codes
- ☐ Assigning budget pattern codes

You do not need to create and assign budget pattern codes if your company does either of the following:

- Creates only annual budgets (not monthly budgets)
- Manually creates monthly budgets for all accounts

Before You Begin

- ☐ Determine your budgeting pattern requirements.
- ☐ Set up the number of periods for each company in the Company Constants table (F0010). See *Setting Up Fiscal Date Patterns*.

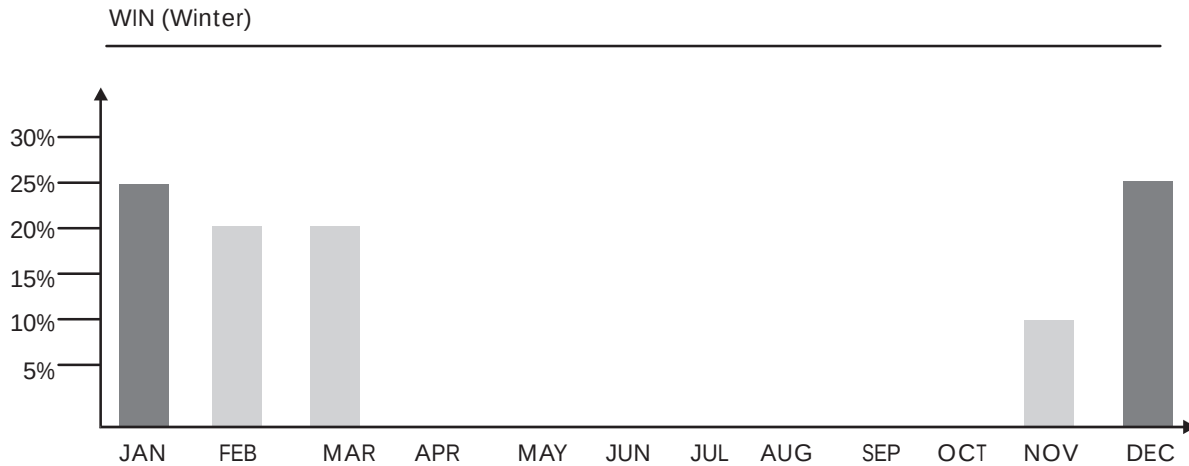
Examples: Budget Patterns

The following examples illustrate three different budget patterns and the associated codes that are used to spread annual budget amounts.

Seasonal Pattern

A sports shop creates a seasonal pattern code called WIN to identify percents for revenues and expenses for its winter ski equipment. The shop allocates budget amounts to the winter months, because there is little activity for ski equipment in the summer months.

The WIN pattern code might appear as follows:

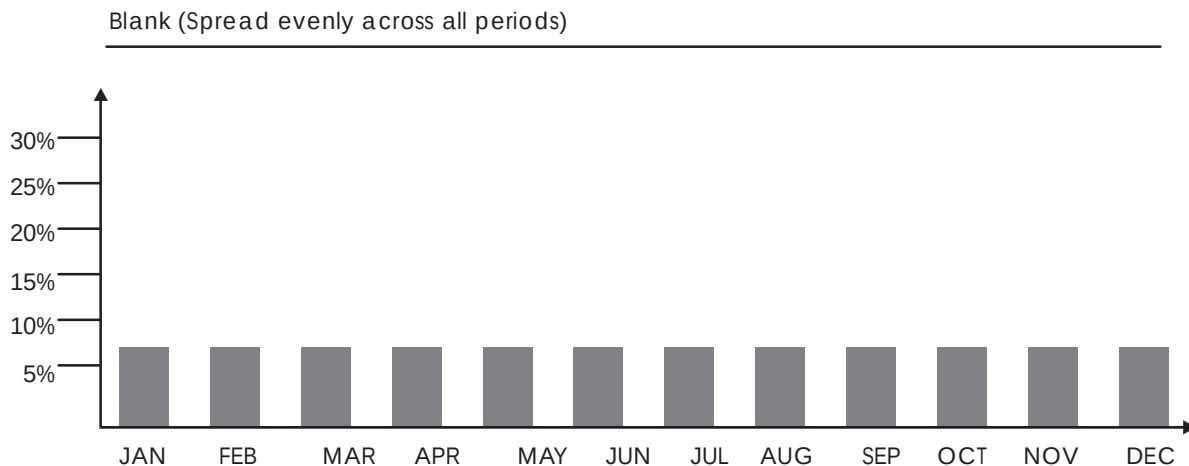


The sports shop creates an annual budget amount for each applicable account and assigns the seasonal pattern code WIN to the accounts. For example, the shop enters 120,000 to an account with a WIN pattern code.

The sports shop runs the program to spread the amounts among the periods. Based on the percentages in the WIN budget pattern code, the system spreads 12,000 to November (10%), 30,000 each to December and January (25%), and 24,000 each to February and March (20%).

Default Pattern

A coffee shop sells its products evenly throughout the year. It does not need to create a seasonal pattern code to identify percentages for revenues and expenses. The default (a blank budget pattern code) spreads the annual budget evenly across periods.



The coffee shop enters an annual budget amount of 120,000 for an account and leaves the budget pattern code blank.

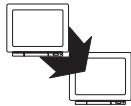
The coffee shop runs the program to spread the amounts among the periods. The program identifies the total number of accounting periods set up for the company as 12. The program assigns a budget amount of 10,000 (1/12 or 8.33%) to each period.

Do Not Spread Pattern

A company has an account with no predictable budget pattern, although the company spreads amounts for other accounts. The company enters an annual budget for the unpredictable account and assigns a budget pattern code of DNS (Do Not Spread) to that account.

When the company runs the program to spread annual amounts among the periods, the program bypasses the account coded DNS.

Creating Budget Pattern Codes



From General Accounting (G09), choose Budgeting

From Account Budgeting (G14), choose Revise Seasonal Patterns

You can specify the percent of the annual budget to be spread to each period with budget pattern codes. For each business year, you can use Revise Seasonal Patterns to:

- Create an unlimited number of seasonal pattern codes
- Spread amounts equally across the number of periods
- Bypass spreading amounts

► To create a budget pattern code

On Revise Seasonal Patterns

The screenshot shows a software window titled "[09001] - Revise Seasonal Patterns". It has a menu bar with "Functions", "Tools", and "Help". Below the menu bar is a toolbar with several icons. The main area contains a table with two columns: "Budget Pattern Code" and "Desc". The "Budget Pattern Code" column has a dropdown menu showing "WIN". The "Desc" column has a text field containing "WINTER PATTERN CODE". Below this is a table with 14 rows, each labeled "Period 1" through "Period 14". The "Period 14" row is highlighted. The table has two columns: "Period" and "Amount". The "Amount" column contains the following values: 25.0000, 20.0000, 20.0000, (empty), (empty), (empty), (empty), (empty), (empty), (empty), 10.0000, 25.0000, (empty), (empty). A "Total" row at the bottom shows a value of 100.0000. At the bottom of the window, there is a status bar with the text "F21=Print Budget Pattern Codes F24=More Keys" and a small icon.

Period	Amount
Period 1	25.0000
Period 2	20.0000
Period 3	20.0000
Period 4	
Period 5	
Period 6	
Period 7	
Period 8	
Period 9	
Period 10	
Period 11	10.0000
Period 12	25.0000
Period 13	
Period 14	
Total	100.0000

1. Complete the following field:
 - Budget Pattern Code
2. Complete the following field for each period that applies:
 - Period

Field	Explanation
Budget Pattern Code	A unique three-character code that identifies a seasonal pattern. The system uses this code to calculate budget amounts for an accounting period. For example: DNS Do not spread annual budget among the months. You cannot set up or change this code, defined as part of the system. Blank Spread annual budget evenly across all months. (Blank works this way unless your company changes it to mean otherwise.) SUM Spread according to percentages shown below. WIN Spread according to percentages shown below. SUM (Summer) Jan. 0% Feb. 2% 48% 50% Dec. 0% TOTAL – 100% WIN (Winter) Jan. 30% Feb. 30% ... 0% ... 0% Dec. 40% TOTAL – 100%
Period 1	A number that identifies the percentage of the total annual budget assigned to the period. You can specify: 1 Whole numbers (such as 20 for 20%). 2 Decimal numbers up to four decimals (such as .3333 for 33.33%). The system rounds more than four decimals to four decimals. 3 Zeros (no percentage). NOTE: The default periods for the fiscal year are set up on Date Pattern Revisions for company 00000. <i>Form-specific information</i> The total of all percentages for each budget pattern code must be 100%.

What You Should Know About

Frequently used patterns

If your company rarely needs to spread an annual budget equally among the months, you can use the blank code to identify a seasonal pattern code that you frequently use. Doing this speeds data entry of that code.

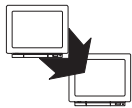
Assigning Budget Pattern Codes

After you create budget pattern codes, assign them to the accounts to which they apply. You can assign codes at different times and in different ways. For example, you can:

- Assign budget codes before budget entry
- Assign budget codes during budget entry
- Assign budget codes to groups of accounts or business units

The system updates assigned codes in the Account Master table (F0901).

Assigning Budget Codes before Budget Entry



From General Accounting (G09), choose Organization and Account Setup

From Organization and Account Setup (G14), choose Accounts by Business Unit

Before you enter the annual budget amounts, you can assign budget pattern codes by choosing a budget cycle by business unit. You can also assign codes by object account and by single account number. The process is the same.

► To assign a budget code before budget entry

On Accounts by Business Unit

Acct	Sub	Description	L	Account No	P	Budg Patt
8000		General And Administrative	4		N	
8100		Administrative Salaries	5		N	
8110		Salaries and Wages	6			
8115		Regular Pay	7			DNS
8116		Overtime Pay	7			
8116		Overtime Premium Pay	7			
8118		Miscellaneous Pay	7			
8120		Employee Benefits	6			
8125		Burden - Other	7			
8129		Employer Paid Benefits/T	7			
8130		Accrued Vacation & Sick	7			
8135		FICA/Medicare	7			DNS
8136		401K Contribution	7			
8138		Retirement Plan	7			
8140		Insurance-Health & Disab	7			

1. Locate the account by completing the following fields:
 - Business Unit
 - Skip to Account (optional)
2. Complete the following field for the account:
 - Budget Pattern Code
3. Use the Change action.

Assigning Budget Codes during Budget Entry



From General Accounting (G09), choose Budgeting

From Account Budgeting (G14), choose a budget cycle by business unit

During any cycle of the annual budget process, you can assign budget pattern codes by choosing a budget cycle by business unit. You can also assign codes by account. The process is the same.

► To assign a budget code during budget entry

On Annual Budget by Business Unit Final

[14102] - Final [cycle 3]

Functions Tools Help

Skip to Account Administrative Department

Budg Act Ledger BA
Fiscal Year
Level of Detail
Subledger

Description	Account Number	Original or Annual Amount	Bud Pat
General And Administrati	90.8000		
Administrative Salaries	90.8100		
Salaries and Wages	90.8110	380,000.00	DNS
Regular Pay	90.8115	27,000.00	
Overtime Pay	90.8116	419.00	
Overtime Premium Pay	90.8116.PREM		
Miscellaneous Pay	90.8118	2,905.00	
Employee Benefits	90.8120	17,040.00	
Burden - Other	90.8125	14.00	
Employer Paid Benefit	90.8129		
Accrued Vacation & Si	90.8130	29.00	
FICA/Medicare	90.8135	2,350.00	DNS
401K Contribution	90.8136	244.00	
Retirement Plan	90.8138		

F4=Units Entry F5=Update w/Redisplay F24=More Keys

1. Locate the account by completing the following field:
 - Skip to Account
2. Complete the following field for the account:

- Budget Pattern Code
3. Do one of the following:
- In WorldSoftware, use the Change action and choose Update with Redisplay
 - In WorldVision, choose Change and Redisplay from the Functions menu

Assigning Budget Codes to Groups of Accounts or Business Units



From General Accounting (G09), choose Budgeting

From Account Budgeting (G14), choose Budget Pattern Code Change

An alternative to individually assigning budget pattern codes is to make global assignments to accounts or business units. Use Budget Pattern Change to do this. You must:

- Make these assignments before entering the annual budget amounts
- Plan to spread your annual budget amounts among the periods

This program overrides DNS (do not spread) codes that were previously assigned.

► **To assign budget codes to groups of accounts or business units**

The codes shown in the following form sample would change the budget pattern code from DNS to blank on all object and object.subsidiary accounts associated with business unit 90.

On Budget Pattern Code Change

[09808] - Budget Pattern Code Change

FunctionsToolsHelp

Company

or Business Unit

From Account

98

8600

Thru Account

8999

Old Code

DNS

New Code

F22=Clear Screen

F24=More Keys

1. Complete one of the following fields:

• Company

• Business Unit

2. Complete the following optional fields:

• From Account

• Thru Account

3. Complete the following fields:

• Old Code

• New Code

Field	Explanation
From Account	A field used with the chart of accounts number (the object and subsidiary). <i>Form-specific information</i> The From Account and Thru Account fields identify a range of object accounts. From Account field: • If you leave this field blank, the default is 0000. • If you specify an account in this field, you must also specify an account in the Thru Account field. Thru Account field • If you leave this field blank, the default is 9999.

A8.1 (8/97)

7-13

Field	Explanation
Thru Account	A field used with the chart of accounts number (the object and subsidiary). <i>Form-specific information</i> The From Account and Thru Account fields identify a range of object accounts. From Account field: • If you leave this field blank, the default is 0000. • If you specify an account in this field, you must also specify an account in the Thru Account field. Thru Account field • If you leave this field blank, the default is 9999.

What You Should Know About

Blank values	Three asterisks (***) represent a blank value. You can enter asterisks in the Old Code field to change a blank value to a new value. You can also enter asterisks in the New Code field to change an existing value to a blank value.
All values	Enter one asterisk (*) in the Old Code field to change all old budget pattern codes to the value you enter in the New Code field.

Work with Annual Budgets

Working with Annual Budgets

Using the annual budget method saves the time that is required to enter budget amounts for each accounting period but still provides detailed amounts by period. You enter and revise a budget based on annual amounts. The system distributes or spreads the annual amounts among accounting periods according to budget patterns that you define.

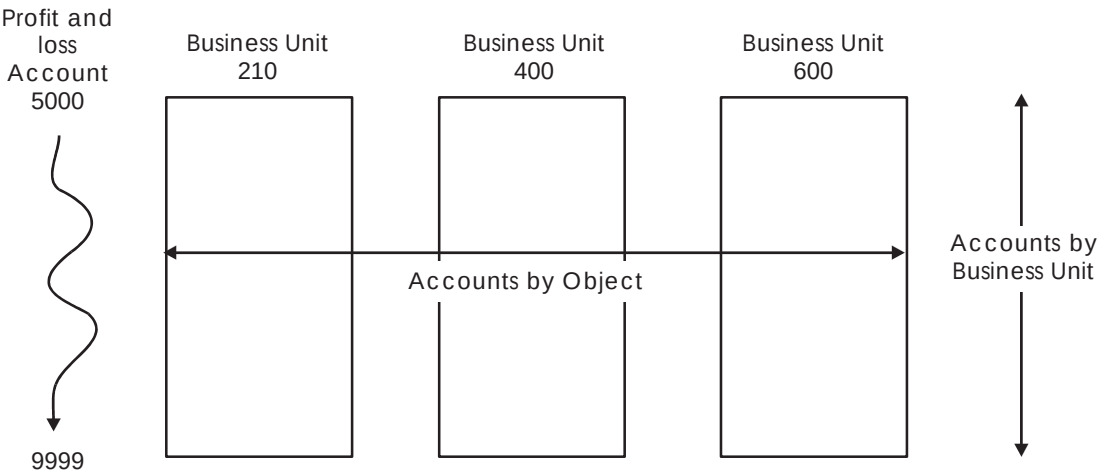
You can organize your annual budget in either of the following two ways:

- By business unit

This type of entry creates a budget for accounts associated with a specific organizational unit, such as a department or warehouse.
- By account

This type of entry crosses business units and company boundaries. For example, you create a budget for salary and wage accounts across all business units.

The following illustrates the two ways to organize your annual budget amounts.



Working with annual budgets consists of:

- ☐ Entering annual budget amounts
- ☐ Reviewing budget worksheets
- ☐ Spreading annual amounts to periods

Before You Begin

- ☐ Decide whether to budget by business unit or by account across all business units

Entering Annual Budget Amounts



From General Accounting (G09), choose Budgeting

From Account Budgeting (G14), choose Requested under Annual Budget by Business Unit or Annual Budget by Account

You can enter annual budget amounts that consist of amounts as well as units. You can do one of the following:

- Enter annual budget amounts by business unit
- Enter annual budget amounts by account

Depending on your business needs, you can use three budget cycles:

- Requested budget (cycle 1) – You enter the initial budget amount.
- Approved budget (cycle 2) – You change the initial budget amount.
- Final budget (cycle 3) – You change the approved budget amount.

You define the cycles you will use in a processing option. Although you can use any combination of cycles, using all three cycles:

- Provides an informal audit trail for your budgeting process
- Saves time because you can carry the amounts forward to the next cycle

The system updates annual budget amounts in the Account Balances table (F0902) by cycle, as follows:

- BREQ – Requested budget amount
- BAPR – Approved budget amount
- BORG – Final budget amount

Example: Using Annual Budget Cycles

The budget in this example uses all three cycles. Processing is as follows:

- Requested (cycle 1)**Update requested budget, approved budget, and final budget
- Approved (cycle 2)**Update approved budget and final budget
- Final (cycle 3)**Update final budget

The following shows how the system updates amounts during each cycle.

Account Balances Table				
	Requested (BREQ)	Approved (BAPR)	Final (BORG)	
Cycle 1				
You enter	70000	70000	70000	The system updates requested, approved, and final.
Cycle 2				
You enter		60000	60000	The system updates approved and final.
Cycle 3				
You enter			50000	The system updates final. This represents the annual amount to be spread.

What You Should Know About

- When you cannot enter a budget amount**
- You cannot enter an annual budget amount for an account when:
- The posting edit code is N (no posting).
 - The budget pattern code of DNS (do not spread) was set in detailed (period) budget entry.

► To enter annual budget amounts by business unit

On Requested (cycle 1) under Annual Budget by Business Unit

[14102] - Requested (cycle 1)

Functions Tools Help

Skip to Account Administrative Department

Budg Act Ledger BA
Fiscal Year
Level of Detail
Subledger

Description	Account Number	Original or Annual Amount	Bud Pat
General And Administrati	90.8000		
Administrative Salaries	90.8100		
Salaries and Wages	90.8110	12,385.00	
Regular Pay	90.8115	26,987.00	DNS
Overtime Pay	90.8116	419.00	
Overtime Premium Pay	90.8116.PREM		
Miscellaneous Pay	90.8118	2,905.00	
Employee Benefits	90.8120	17,040.00	
Burden - Other	90.8125	14.00	
Employer Paid Benefit	90.8129		
Accrued Vacation & Si	90.8130	29.00	
FICA/Medicare	90.8135	2,325.00	DNS
401K Contribution	90.8136	244.00	
Retirement Plan	90.8138		

F4=Units Entry F5=Update w/Redisplay F24=More Keys

1. Locate a business unit by completing the following field:
 - Skip to Account
2. Complete the following optional fields:
 - Fiscal Year
 - Level of Detail
 - Subledger
 - Subledger Type
3. Complete the following field:
 - Original or Annual Amount
4. Complete the following optional field:
 - Budget Pattern Code
5. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Original or Annual Amount	For budgets, this is the amount of the annual budget for the account.

► **To enter annual budget amounts by account**

On Requested (cycle 1) under Annual Budget by Account

The screenshot shows a software window titled "[14103] - Requested (cycle 1)". It contains a form with fields for "Object/Sub", "Subledger", "Budg Act Ledger", "Company", and "Fiscal Year". Below the form is a table with columns: "Description", "L", "Account Number", "Original or Annual Amount", and "Bud Pat".

Description	L	Account Number	Original or Annual Amount	Bud Pat
Supplies, Services & 0	5	90.8600		
Advertising	6	90.8605		
Advertising	6	210.8605	12,000.00	DNS
Advertising	6	400.8605		
Advertising	6	600.8605		
Advertising	6	850.8605	12,000.00	
Bad Debt Expense	6	90.8620		DNS
Bad Debt Expense	6	210.8620		DNS
Bad Debt Expense	6	400.8620		
Bad Debt Expense	6	600.8620		
Bank Charges	6	90.8630	180.00	
Business Licenses	6	90.8635	10,000.00	
Conventions/Seminars/	6	90.8650	5,500.00	DNS
Contributions	6	90.8660	2,479.00	
Entertainment	6	90.8665	10,339.00	
Entertainment	6	210.8665	25,000.00	

1. Locate all accounts or a group of accounts by completing any of the following fields:
 - Object/Subsidiary
 - Company
 - Subledger
 - Subledger Type
 - Fiscal Year
2. Complete the following field:
 - Original or Annual Amount
3. Complete the following optional field:
 - Budget Pattern Code
4. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Processing Options for Annual Budget by Business Unit/Account

LEDGER TYPE:

1. When entering budgets to the amounts and units ledgers, the ledger type "BA" and "BU" is assumed. If you wish to enter to a different ledger (such as a temporary budget or a revised budget), you must designate the alternate budget ledger types.

Budget Amounts Ledger: _____
Budget Units Ledger : _____

Note:

The ledger codes on this screen must be valid in User Defined Codes 09/LT. If not, the program will not function.

BUDGET CYCLE:

2. Enter a '1' next to each item you wish to update in the Account Balances file (F0902). If all items are left blank, the default will only update the Final Budget.

Requested Budget: _____
Approved Budget: _____
Final Budget: _____

DISPLAY OPTIONS:

3. Enter a '1' to display Balance Sheet accounts, otherwise only Profit and Loss accounts will be displayed.

FISCAL YEAR:

4. Enter the last two digits of the fiscal year. Leave blank to use the current fiscal year.

What You Should Know About Processing Options

Processing option 2

If you use multiple budget cycles, be sure this processing option is set to update the cycle you are ready to use and any remaining cycles.

Reviewing Budget Worksheets



From General Accounting (G09), choose Budgeting

From Account Budgeting (G14), choose Budget Worksheet Report

To review a printed version of your requested, approved, and final budgets, you can:

- Specify the level of detail, fiscal years to compare, report format, and how the system performs the calculations and totals the amounts
- Print the report for selected companies, business units, and business unit category codes
- Consolidate information if you have a consistent account structure and level of detail across all companies and business units

Depending on how you set the processing options, the Budget Worksheet Report provides:

Comparisons

Comparisons of amounts for any level of detail:

- Ledger type AA (actual amounts) for the prior year
- Actual and projected amounts for the current year
- Actual and budget year-to-date amounts for the current year and actual year-to-date amounts for prior years

Projections

Calculated balances for the year end:

- Actual amounts plus the remaining budget
- Remaining budgets
- Actual amounts divided by the percentage complete (for job cost)

Variances

Percentages of difference or change between actual amounts and budget amounts, with the calculation based on projected budget amounts

Budget Worksheet Report is a DREAM Writer program.

In addition, you can use this report to help estimate the annual budget for the next year. For example, you can print the previous year's actual amounts, and the current year's projected amounts, and leave the annual budget amount columns blank to make manual entries.

General Accounting I

210 - Denver Branch

J.D. Edwards & Company
Model Financial Company
San Francisco Branch Budget Worksheet
Requested Budget: Remaining Budget
Period Ending 06/30/98

Page - 1
Date - 12/12/98

	Last Year YTD Actual	YTD Budget	This Year YTD Actual	Projected	Requested Budget	% Change	Next Year Approved Budget	% Change	Adopted Budget	% Change
Store Sales	13,224,582	6,626,783	12,055,921	6,626,783	15,500,000	133.9	15,500,250	133.9	15,500,275	133.9
Direct Ship Sales	8,717,750	4,342,953	7,897,129	4,342,953	820,000	81.1-	820,500	81.1-	820,525	81.1-
Contract Sales	6,405,324	3,419,403	6,218,096	3,419,403	7,500,000	119.3	7,500,725	119.3	7,500,800	119.3
A/R Discounts Allowed	178,454-	89,519-	162,762-	89,519-	20,000-	77.6-	20,100-	77.5-	20,175-	77.4-
Sales - Other										
Finance Charge Income Cre	4,780,606	2,460,836	4,474,249	2,460,836	520,000	78.8-	520,225	78.8-	520,250	78.8-
Sales - Other	4,780,606	2,460,836	4,474,249	2,460,836	520,000	78.8-	520,225	78.8-	520,250	78.8-
Direct Costs										
Cost of Sales - Product A										
Prime Cost of Goods	42,942,535	21,823,110	39,678,381	21,823,110	475,000	97.8-	475,300	97.8-	475,350	97.8-
Scrap	788,426	379,367	689,758	379,367	8,550	97.7-	8,550	97.7-	8,650	97.7-
Freight	1,076,686	532,713	968,569	532,713	14,002,500	528.5	14,002,566	528.5	14,002,600	528.5
Cycle Count	1,319,283	674,887	1,227,068	674,887	150,000	77.7-	150,275	77.7-	150,280	77.7-
Rework Expense										
Repackaging										
Purchase Part Variance										
Cost of Sales - Product	46,126,930	23,410,076	42,563,777	23,410,076	14,636,050	37.4-	14,636,691	37.4-	14,636,880	37.4-
Cost of Sales - Product B										
Tools Expense	680,823	365,559	664,653	365,559	731,118	100.0	731,118	100.0	731,118	100.0
Prime Cost of Goods	869,230	475,856	865,193	475,856	951,712	100.0	951,712	100.0	951,712	100.0
Scrap	855,953	460,826	837,865	460,826	921,651	100.0	921,651	100.0	921,651	100.0
Freight	1,152,571	632,306	1,149,647	632,306	1,264,611	100.0	1,264,611	100.0	1,264,611	100.0
Cycle Count										
Rework Equipment Expense	84,977	42,989	78,161	42,989	85,977	100.0	85,977	100.0	85,977	100.0
Repackaging										
Purchase Part Variance	680,234	349,325	635,137	349,325	698,650	100.0	698,650	100.0	698,650	100.0
Damage Credit/Writeoff	663,649	349,453	635,369	349,453	698,905	100.0	698,905	100.0	698,905	100.0
Cost of Sales - Product	4,987,438	2,676,312	4,866,024	2,676,312	5,352,624	100.0	5,352,624	100.0	5,352,624	100.0
Direct Costs	51,114,368	26,086,388	47,429,801	26,086,388	19,988,674	23.3-	19,989,315	23.3-	19,989,504	23.3-
Net Income (Loss)	18,164,560-	9,325,933-	16,947,170-	9,325,933-	4,331,326	146.4-	4,332,285	146.4-	4,332,171	146.4-

What You Should Know About

Consolidating information

The data sequence in the version is the key to consolidating the information.

Updating budget information

You can change budget information in either of two ways:

- Enter or change annual budget amounts using the appropriate cycle
- Enter or change period amounts with the Detailed Budget Amount function

See *Entering Annual Budget Amounts* and *Entering Detailed Budget Amounts* for more information.

See Also

- *Defining and Printing Consolidated Financial Reports (P10311)* for more information about consolidations

Processing Options for Budget Worksheet Report

LEVEL OF DETAIL:

1. Specify the lowest level account to be printed (e.g.- 7).

FISCAL PERIOD:

2. Enter fiscal year and period. Leave blank to use the financial reporting year and period.

Year:

Period:

LEDGER TYPE:

3. Enter ledger type. (Leave blank for General Ledger Type "BA".)

FORMAT:

4. Enter "1" to print expense and liability accounts as minus amounts.

5. Enter "1" to cause page skipping and to print headings with page number and run date on each page. Enter "2" to cause page skipping and to print headings without page number and run date on each page. If blank, heading will print on first page only.

6. Enter "1" to print the long form on 198 column paper or leave blank to print on 132 column paper.

INCOME COMPUTATIONS:

7. Select one of the following:
 - 1 - Compute B/S Net Income
 - 2 - Compute P&L Net Income
 Leave blank for no computation.

INTERIM TOTALS:

8. Enter a "1" to print Interim Totals as defined by "FS" Automatic Accounting Instruction.

BUDGET CALCULATIONS:

9. Select one of the following:
 - 1 - Requested Budget
 - 2 - Approved Budget
 - 3 - Final Budget
10. Select projected budget calculation:
 - 1 - Actual + Remaining Budget
 - 2 - Actual/Percent Complete
 - 3 - Remaining Budget
 Leave blank for no calculation.

11. Enter "1" to calculate the percent change based on the projected budget or leave blank to use the total annual budget. _____

Note: If option 10 is left blank the percent change calculation will be based on the total annual budget.

SUBLEDGER INFORMATION:

12. Enter specific subledger or '*' for all subledgers. (See Proc Opt #13) _____

13. Enter a subledger type if you have selected a specific subledger in processing option #12 above. _____

CURRENCY CODE INFORMATION:

14. Enter a specific currency code or '*' for all currency codes. _____

What You Should Know About Processing Options

Processing option 7

The program uses the GLGx series of AAIs to determine whether the liabilities and expense accounts print with a negative sign. Some examples are:

GLG8 – Beginning cost of goods
GLG13 – Beginning other expense

Processing option 8

The program uses the FSxx series of AAIs to determine where to print interim totals. Some examples are:

FS04 – Gross margin
FS05 – Operating income
FS99 – Net income (loss)

Processing option 14

This processing option is necessary only if you post to the Account Balances table by currency. It applies only to AA ledger types, not to BA ledger types.

Data Selection and Sequence for Budget Worksheet Report

You must specify the range of object accounts on the data selection form.

This report prints totals and starts new pages based on the data item immediately preceding the object account in the data sequence. You can use the following in the data sequence:

- Company
- Business unit category codes 1-30
- Account master category codes 1-23

- Business unit
- Object account (required)
- Subsidiary account (required)

You must always include the object account and subsidiary account. If you do not specify a company or business unit as the first item in the sequence, the system uses the current fiscal period for company 00000.

To print a report for a business unit, or one that consolidates all business units or companies, use the following sequences:

Business unit report	Business unit, object account, subsidiary account
Business unit consolidation	Company, object account, subsidiary account
Company consolidation	Object account, subsidiary account

Be careful if you change the data sequence. A sequence other than one of the above can have unpredictable results.

Spreading Annual Amounts to Periods



From General Accounting (G09), choose Budgeting

From Account Budgeting (G14), choose Spread Annual to Periods

You can spread the annual budget amounts for the final cycle among accounting periods with the Spread Annual to Periods program. This program uses the budget pattern code that is assigned to each account to determine how to spread the amount, as follows:

Seasonal budget pattern code	The program spreads the annual amount according to the percentages and periods that you specified for the code.
Blank budget pattern code	The program spreads the annual budget amount for the account equally among the periods. For example, for a 12-month calendar year, the program assigns 1/12 (8.33%) to each period. If your company changes the meaning of the blank budget pattern code, the program divides the annual amount by the percentages that you specify.

DNS budget pattern code

The program does not spread the amounts for accounts with this code.

This program uses information from the Budget Patterns (F1401), Account Master (F0901), and Account Balances (F0902) tables. It updates the Account Balances table.

J.D. Edwards provides a version of this program that spreads annual budgets for a specific fiscal year, all companies, and business units for ledger types BA and BU. To spread an annual budget for a specific company, business unit, or ledger type, create your own version.

You can rerun this program as many times as you need. You can change the amounts that the program spreads to periods by entering detailed budget amounts.

Using processing options, you control how the spread program rounds amounts.

What You Should Know About

Ledger types

If the budget pattern code is DNS, the system checks the user defined code list 00/LT to identify the spreading instructions for the ledger type, as follows:

- If the first character of the Description 2 field is S or B, the system overrides the DNS budget pattern code and spreads the annual budget amount evenly to the periods.
- If the first character of the Description 2 field is not S or B, or if the budget ledger type is not set up in user defined code list 00/LT, the system does not spread the annual budget to periods.

See Also

- *Working with Budget Patterns (P09001)*
- *Entering Detailed Budget Amounts (P14101)*

Processing Options for Spread Annual to Periods

ROUNDING CONTROL:

1. Enter Rounding Increment for Amounts: _____
 Result of rounding will be exactly
 divisible by this entry.
 (10.00 = round to nearest 10.00
 1.00 = round to nearest 1.00
 ' ' = round to smallest company
 currency unit)

2. Enter Rounding Increment for Units: _____
 Result of rounding will be exactly
 divisible by this entry.
 Note: This option only applies if you
 are spreading a units ledger
 type 'xU'.

3. Identify Balancing Method: _____
 ' ' = Do not force the the total of
 the rounded period amounts to
 equal the annual budget amount.
 '1' = Force a balanced spread by
 rounding the annual budget
 amount prior to the spread.
 '2' = Force a balanced spread by
 NOT rounding the last
 calculated period amount.

 Note: This option only applies when
 an annual budget amount is not
 an even multiple of your
 specified rounding increment.

4. Identify Rounding Method: _____
 ' ' = Round up or down to nearest
 increment.
 '1' = Round up to next increment.
 '2' = Round down to previous
 increment.

Data Sequence for Spread Annual to Periods

Do not change the data sequence.

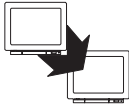


Exercises

See the exercises for this chapter.

Review Budget Comparisons Online

Reviewing Budget Comparisons Online



From General Accounting (G09), choose Budgeting

From Account Budgeting (G14), choose Online Budget Comparison

Comparing amounts from two ledgers is especially helpful when you need to review budget and actual amounts (AA and BA ledger types) and analyze budget variances.

You control the level of detail and whether fiscal period or cumulative amounts appear. You can also compare ledger types from different fiscal years or specific G/L dates.

Using processing options, you define:

- Which two ledger types to compare
- How the system calculates the differences between the two ledger types (visible only in the three-column format)
- Which sequence the system uses to display accounts, for example, business unit.object or business unit.subsidiary.
- Which format (two-, three-, or four-column) sequence you use to compare your budgets online. This program performs faster if you choose only one format (instead of a sequence of formats) for your comparison.

Online comparisons show information from the Account Balances table (F0902).



To review a budget comparison online

On On-Line Budget Comparison

[092121] - On-Line Budget Comparison

Functions Options Tools Help

Account: Level of Detail: Scaling Factor: Cum/Period(C/P): Subledger: Currency:

Date: Date:
 LT: LT:

OP	Description	Budget Amount	Actual Amount	LD
	Administrative Department			5
	Supplies, Services & Other			6
	Advertising	19,000.00	45,006.75	6
	Bad Debt Expense	600.00	719.00	6
	Bank Charges		2,451.00	6
	Business Licenses	4,900.00	10,000.00	6
	Conventions/Seminars/Educ.	700.00	695.00	6
	Contributions	1,200.00	625.83	6
	Entertainment	5,200.00	6,345.00	6
	Dues & Subscriptions	100.00	1,045.00	6
	Legal, Accounting & Other	800.00	4,382.81	6
	Miscellaneous Expenses		3,365.00	6
	Moving Expense	2,400.00	375.00	6
	Office Supplies Expense	400.00	625.00	6

Opt: 1/2=Acct Ledger F2=Alt Format F13/F14/F15=Trial Balance F24=More

- Complete the following field:
 - Account
- To limit the information displayed, complete the following fields:
 - Level of Detail
 - Scaling Factor
 - Cumulative/Period
 - Subledger
 - Subledger Type
 - Currency
 - Date
 - Ledger Type

What You Should Know About

AAIs

This program uses two AAIs:

- GLG6 - Beginning Revenue
- GLG12 - Ending Profit and Loss

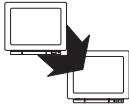
The program uses these AAIs to distinguish Balance Sheet accounts from Income Statement accounts so that the correct cumulative balance is calculated. Balance Sheet accounts include the prior year cumulative amount in the cumulative balance. Income Statement accounts do not include this beginning balance amount.

See Also

- *Reviewing Account Balance Comparisons (P092121)* for more information about this program, including the processing options

Enter Detailed Budget Amounts

Entering Detailed Budget Amounts



From General Accounting (G09), choose Budgeting

From Account Budgeting (G14), choose Detailed Budget by Account

Even if you do most of your budgeting on an annual basis, you might need to:

- Set up budgets by periods for specific accounts that have no predictable seasonal pattern
- Change the results that were created by the Spread Annual to Periods program
- Review budget amounts by period both before and after annual budgets are spread

You can enter budget amounts for each period for each account. When you use this method of entering budget amounts, the system does not create records in the Account Ledger table (F0911). Instead, it updates the:

- Final budget and net posting amounts in the budget ledger records of the Account Balances table (F0902)
- Budget pattern code in the Account Master table (F0901) to DNS (Do Not Spread)

You cannot use the detailed budgeting method for accounts with a posting edit code of N.

► To enter a detailed budget amount

On Detailed Budget by Account

The screenshot shows a software window titled "[14101] - Detailed Budget by Account". It has a menu bar with "Functions", "Tools", and "Help". Below the menu bar is a toolbar with several icons. The main area contains a form with the following fields:

- Account: 90.8605
- Budget Actual Ledger: BA
- Fiscal Year: 98
- Advertising
- Subledger: (empty)

Below the form is a table with the following data:

Period Ending	Net	Cumulative
01/31/98	4,000.00	4,000.00
02/28/98	4,000.00	8,000.00
03/31/98	2,500.00	10,500.00
04/30/98	2,500.00	13,000.00
05/31/98	3,000.00	16,000.00
06/30/98	3,000.00	19,000.00
07/31/98	3,500.00	22,500.00
08/31/98	3,500.00	26,000.00
09/30/98	4,500.00	30,500.00
10/31/98	4,500.00	35,000.00
11/30/98	5,000.00	40,000.00
12/31/98	5,000.00	45,000.00

At the bottom of the window, there is a status bar with the following text: "F4=Units Entry F5=Update w/Redisplay F24=More Keys".

1. Locate the account.
2. To limit your search, complete the following fields:
 - Fiscal Year
 - Subledger
 - Subledger Type
3. Complete the following field:
 - Net
4. Do one of the following:
 - In WorldSoftware, use the Change action and choose Update with Redisplay
 - In WorldVision, choose Change and Redisplay from the Functions menu
5. Review the following field:
 - Cumulative

Field	Explanation
Net	Identifies the amount updated to an accounting period. You set up the number of periods on the Company Numbers & Names form (P00105) and the dates for the periods on the Date Pattern Revisions form (P0008). <i>Form-specific information</i> Enter the budget amount as a net period amount. Enter revenues as credits, for example, 24000-.
Cumulative	The cumulative budget amount for this account for this fiscal year.

What You Should Know About

Changing detailed budget amounts	You can see changes that you make to detailed budget amounts by choosing Update with Redisplay.
Copying amounts or units from one period to the next	You can copy the budget amount, or the budget units in the detail area, from one period to the next. To do this, remove the zeros from the Net or Net Units fields for the period to which you want to copy. The system copies the amount or unit from the preceding period.
What happens with budget pattern codes	When you enter amounts on Detailed Budget by Account, the system updates the account with a budget pattern code of DNS. This ensures that the spread program does not overwrite the amounts that you enter.

Processing Options for Detailed Budget by Account

LEDGER TYPE:

- When entering budgets to the amounts and units ledgers, the ledger type "BA" and "BU" is assumed. If you wish to enter to a different ledger (such as a temporary budget or a revised budget), you must designate the alternate budget ledger types.

Budget Amounts Ledger: _____
Budget Units Ledger : _____

Note:

The ledger types on this screen must be valid in User Defined Codes 09/LT. If not, the program will not function.

FISCAL YEAR:

- Enter the last two digits of the fiscal year. Leave blank to use the current fiscal year.

Manage Budget Overages

Managing Budget Overages



From General Accounting (G09), choose Budgeting

From Account Budgeting (G14), choose G/L Budget Checking

Before you post transactions to an account, you might want to verify that the actual and planned expenditures are within budget. For example, assume that you have entered a batch of vouchers. Before posting the batch, you want to see whether the totals in the affected accounts exceed the budget.

You can run the program that checks your G/L budgets to identify any transactions that will create budget overages. The appropriate person in your organization can then approve the expenditures or notify the affected departments to change or delete transactions for these accounts before posting.

This program selects unposted records from the Account Ledger table (F0911). It bases calculations on information in the Account Balances table (F0902). Using a predefined formula, it:

- Calculates the available budget for each specified account or level of detail
- Adds new, unposted transactions to posted totals
- Determines whether posting new transactions will create a total that exceeds the budget
- Generates an exception report listing the unposted transactions in the Account Ledger table that will cause budget overages

This program does not update any tables. The exception report is for information only. It is sequenced by company, account, and detail. A warning message identifies each transaction that will create an overage if posted.

The program performs this calculation:

Primary ledger – (second ledger + third ledger)

Using the default ledgers, the calculation is BA – (PA + AA), or:

Budget Ledger – (Encumbrance Ledger + Actual Ledger)

You can substitute other ledgers for the default ledgers in processing options. You also choose the level of detail used for accumulating the balances and the calculation method to determine the total budget amount.

The calculation for the budget variance includes any vouchered amounts already encumbered by purchase orders.

Example: G/L Budget Checking Calculation

The following ledgers contain these totals for the account 3.8605:

BA (budget amount) for the year: \$1000

AA (actual amount) balance to date: \$420

PA (encumbered amount) balance to date: \$320

$\$1000 - (\$420 + 320) = \$260$, the available (remaining) budget

If any unposted transaction in the Account Ledger table causes the account to exceed the available budget amount of \$260, the transaction will be listed on the report.

G/L Budget Checking Report									
Program ID . . P14115					Report Date. . 03/21/98				
Version. . . JDE0001					Report Time. . 16:47:44				
00100 Model Finan/Distrib Co (Mktg)									
	LV DT	Budget Amount	Encumbr Amount	Actual Amount	Unposted Total	Available Amount	Amount Over Budget		
	--	-----	-----	-----	-----	-----	-----		
850.8360	9	1,200.00		575.00		625.00			
		850.8360	JE	1532 AA	100.00				
		850.8360	JE	1535 PA	200.00				
		850.8360	JE	1533 PA	500.00				
		850.8360	JE	1534 PA	1,000.00				

		Account Total			1,800.00	625.00	1,175.00-		
850.8665	9	600.00		450.00		150.00			
		850.8665	JE	1533 PA	50.00				
		850.8665	JE	1532 AA	100.00				
		850.8665	JE	1534 PA	100.00				
		850.8665	JE	1536 PA	100.00				

		Account Total			350.00	150.00	200.00-		
850.8740	9	300.00		100.00		200.00			
		850.8740	JE	1532 AA	100.00				
		850.8740	JE	1534 PA	100.00				
		850.8740	JE	1536 PA	100.00				

		Account Total			300.00	200.00	100.00-		

Before You Begin

- ☐ Run this program during off-peak hours, if possible. The number of records in the Account Ledger table might require significant processing time.

What You Should Know About

No budget amount	If an account has no record in the budget (primary) ledger, the program assumes the budget is zero. It subtracts the amounts from the second and third ledgers, resulting in a negative amount on the exception report.
Encumbrances	These are budgeted amounts for which commitments or contracts have been made (such as through purchase orders). Encumbrances are also called commitments.
Foreign currency amounts	Budgeted amounts are in the domestic currency only. Therefore, the program does not select transactions from the CA (foreign currency) ledger in the Account Ledger table.

Processing Options for G/L Budget Checking

LEDGER TYPE:

1. Enter the budget or primary ledger to be used for calculations. Blank will default to budget ledger ('BA'). _____
2. Enter a second ledger to be used for calculations. Blank will default to encumbrance ledger or commitment ledger ('PA'). _____
3. Enter a third ledger to be used for calculations. Blank will default to actual amount ledger ('AA'). _____

BUDGET YEAR:

4. Enter the budget year. Default is the current fiscal year. _____

CALCULATION METHODS:

5. Specify the Budget Totaling Method to be used (1-3). Default of blank will use method '1'. _____
 - 1) Sum of original budget, additional period amounts for the year, and prior year end posting amount.
 - 2) Sum of period amounts for the year.
 - 3) Sum of original budget, additional amounts through the current period. Use option 1 or 3 only if the original budget is not spread to periods.

LEVEL OF DETAIL

6. Specify lowest level of detail to be used in budgeting (e.g., 7). _____

SUBLEDGER PROCESSING:

7. Enter a specific subledger or '*' for all subledgers. _____
8. Enter a subledger type if you have selected a specific subledger above. _____

What You Should Know About Processing Options

Processing option 6

The program accumulates all account records from the Account Ledger table that can roll into the available budget.

The analysis of accounts will occur at a level no higher than the designated level of detail. For example, if you specify the level of detail as 5, the program assumes that all budgets are at a level no higher than 5. The exception is level 9. When you specify level 9, the analysis of accounts includes all accounts.

Work with Journalized Budgets

Working with Journalized Budgets

Although most companies do not need a formal audit trail for budgeting, some do. These include, for example, construction companies that use cost accounting and governmental agencies that record supplemental appropriations for the original budget. For these companies, journalized budgets provide a formal audit trail.

Budget entries for a journalized budget are the same as journal entries. You create the budget by entering, reviewing, and posting journal entries.

The system updates journalized budgets in the Account Ledger table (F0911). When you post the batch, the system updates the Account Balances table (F0902).

Working with a journalized budget consists of:

- ☐ Entering journalized budgets
- ☐ Reviewing and approving journalized budgets
- ☐ Posting journalized budgets
- ☐ Locating journalized budgets

Before You Begin

- ☐ J.D. Edwards recommends that you set up a document type, such as BX for budget journal entries, instead of using document type JE. For more information, see *About User Defined Codes for General Accounting*.

What You Should Know About

Changing journalized budgets

Use the Budget Entry form to change a budget that you entered as a journalized budget. Do *not* use the annual or detailed (period) budget method to change a journalized budget.

Entering Journalized Budgets



From General Accounting (G09), choose Budgeting

From Account Budgeting (G14), choose Other Budgeting Methods

From Other Budgeting Methods (G1421), choose Budget Entry

To enter amounts for a journalized budget, you enter a journal entry. The only difference is that you use a budget ledger type.

Before You Begin

- ☐ Specify a budget ledger type, such as BA, in the related processing option for functional server XT0911Z1. See *Processing Options for Journal Entry* for more information.

► To enter a journalized budget

On Budget Entry

Mode (F) ☐ Model (Y) ☐
 Reverse or Void (RV) ☐
 Base Co. Currency USD

Document Type BX
 Document Number/Co 1013 00000 Explanation Changes to 1998 Budgets
 G/L Date Batch Number 2831
 Remaining Currency Code USD
 Exchange Rate
 Skip to Line

Account No.	Amount	Explanation 2	
9.8665	12,000.00	Entertainment Increase	P
9.8605	5,000.00	Advertising Increase	P
9.8740	15,000.00	Travel Incr., Internl	P

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys

1. Follow the steps to enter a basic journal entry.
2. Complete the following field with BX:
 - Document Type

3. Complete the following field with BA:

- Ledger Type

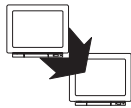
What You Should Know About

Balancing not required Budget journal entries do not have to be in balance. This is determined by the processing options for this program.

See Also

- *Entering Basic Journal Entries (P09101)*
- *Processing Options for Journal Entry* for the processing options for this program

Reviewing and Approving Journalized Budgets



From General Accounting (G09), choose Budgeting

From Account Budgeting (G14), choose Other Budgeting Methods

From Other Budgeting Methods (G1421), choose Budget Review

After you enter journalized budgets, review and approve them just as you would journal entries.

Budget Review updates the Batch Control Record (F0011) and the Account Ledger (F0911) tables.



To review and approve journalized budgets

On Budget Review

App	P	Batch Number	Ty	Date	Difference Input Total	Documents	Status	User
		78721	G	04/03/95	3,200,000-	1-	Approv	DEMO

For each budget amount, follow the steps to review and approve journal entries.

After you review and approve journal entries, post them.

What You Should Know About

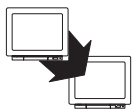
Batch type

Budget batches have the same batch type (G) as other journal entries.

See Also

- *Reviewing and Approving Journal Entries (P00201)*

Posting Journalized Budgets



From General Accounting (G09), choose Budgeting

From Account Budgeting (G14), choose Other Budgeting Methods

From Other Budgeting Methods (G1421), choose Post Budget Entries

After you review and approve journalized budgets, post them just as you would other journal entries.

The Post Budget Entries program posts batches with a batch type of G (General Accounting) and updates the Account Balances table (F0902).

Before You Begin

- ☐ Verify that the batch has an approved status
- ☐ Ensure that all post menu selections are routed to the same job queue and that the job queue allows only one job to process at a time

What You Should Know About

Customizing the post program

This program performs a number of complex tasks. J.D. Edwards strongly recommends that you do not customize the program.

Making changes during the posting process

While the post is running, do not change accounts, AAls for the General Accounting system, general accounting constants, or processing options for the post program.

See Also

- *Posting Journal Entries (P09800)* for more information about this program, including the processing options

Locating Journalized Budgets



From General Accounting (G09), choose Budgeting

From Account Budgeting (G14), choose Other Budgeting Methods

From Other Budgeting Methods (G1421), choose Budget Inquiry

You can locate and review both posted and unposted entries for journalized budgets for a specific account or period, a selected date range, a fiscal year, or a subledger type and subledger.

Locating journalized budgets is similar to locating other journal entry transactions. The only differences are the ledger type and the document type. You can specify the ledger type in the functional server processing option, in the processing option for the inquiry, or on the inquiry form itself.

► To locate a journalized budget

On Budget Inquiry

The screenshot shows the [09200] - Budget Inquiry window. The title bar includes a menu bar with Functions, Options, Tools, and Help. Below the menu bar is a toolbar with a checkmark and an 'X' button. The main area contains several input fields for account and date information, and a table of transactions.

Account: 9.8665
 Entertainment
 Skip to Doc/Type:
 Y-T-D Period End: 24,436.64
 Cumul Period End: 24,436.64
 From Date/Period: 01/01/98
 Thru Date/Period: 12/31/98
 Ledger Type: BA
 Subledger: *
 Currency Code: *

DT	Document	Date	Explanation	Debit	Credit	P
BK	1013	01/01/98	Changes to 1998 Bu	12,000.00		P
JA	1548	04/30/98	4/98 Budget Entrie	4,050.10		P
JA	1548	05/31/98	4/98 Budget Entrie	4,131.10		P
JA	1548	06/30/98	6/98 Budget Entrie	4,255.44		P
				24,436.64		
			Ledger Total	24,436.64		
			Unposted Total			

Opt 1/2=Orig Entry 5=Details F21=Prt Ldg F17=Top F18=Totals F24=More

Follow the steps to locate and review account ledger transactions.

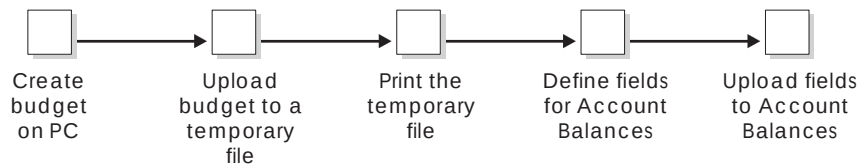
See Also

- *Reviewing Account Ledgers (P09200)* for more information about this program, including the processing options

Upload Budgets from a PC to the AS/400

Uploading Budgets from a PC to the AS/400

If you create budgets using a spreadsheet program on a PC, you can upload the budgets to the Account Balances table (F0902) on the AS/400. To do this, you complete these steps:



You must do the first two steps using PC software, not the J.D. Edwards General Accounting system. You do the last three steps within the General Accounting system.

Uploading budgets consists of:

- ☐ Uploading budgets to a temporary file
- ☐ Printing the temporary file for budget upload
- ☐ Defining the fields for Account Balances
- ☐ Uploading the fields to Account Balances

See Also

- *Appendix E - PC Budget Upload*

Uploading Budgets to a Temporary File

You must use a PC Support program to upload your budget from a PC to the AS/400. You move the budget to a temporary table on the AS/400, the PC Budget Upload table (F14112).

If your company needs to upload several budget spreadsheets (for example, if several departments in the company set up budgets), upload each with a different member name. Later, you can either process all budgets together or process each one individually, depending on layout and your preference:

- If all the budgets have identical layouts, you can process all of them together.
- If all the budgets do not have identical layouts, or if you want to process them individually, you must use a separate DREAM Writer to map 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.

For example, you might use the ID of the user who created the budget as the budget member name. Then you can process each budget member separately.

Before You Begin

- ☐ Enter the annual or periodic budget amounts on your PC using any spreadsheet software package. You might need to consult the reference guide for your PC spreadsheet program for help.
- ☐ Verify that you have set up the following correctly.

Creating a budget spreadsheet

You must create the spreadsheet so that all the data needed to create one record is in a single row.

Delimited text file and line length

You must 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 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 budget should be in the following format:

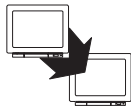
- Text fields should be in character format. This includes business unit, object, subsidiary, subledger, and subledger type.
- If business unit, object, and subsidiary are in one cell or field, they should be left-justified. If business unit, object, and subsidiary are in three separate cells, justify 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 budget from the PC to the AS/400, follow the instructions in the the documentation for the PC Support program.

Printing the Temporary File for Budget Upload



From General Accounting (G09), choose Budgeting

From Account Budgeting (G14), choose Other Budgeting Methods

From Other Budgeting Methods (G1421), choose PC Budget Source File Report

The file layout of your PC spreadsheet might differ from the layout in the Account Balances table, where your budget 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 PC Budget Source File Report to show the spreadsheet data that you uploaded to the PC Budget Upload file on the AS/400. This DREAM Writer report 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 PC Budget Upload file
- Differs from the layout for the Account Balances table

If your company uploaded more than one budget spreadsheet format, run this program separately for each budget that is formatted differently.



Format here includes both column layouts and cell formats.

NOTE: Format here includes both column layouts and cell formats.

After you print the report, you can use it to define the fields to be uploaded to the Account Balances table.

5738SS1 V2R3M0 931217			COPY FILE		PGFDTA71/F14112 BUDGET		04/10/98 12:17:13		Page	1	
From file : PGFDTA71/F14112			Member . . . : BUDGET		Record format : QDFTFMT						
Record length : 625											
To file : *PRINT											
SEQNBR	*+... 1	+... 2	+... 3	+... 4	+... 5	+... 6	+... 7	+... 8	+... 9	+... 0	DATE
100	90.8115	3100	3100	3100	3100	3100	3100	3100	3100	3100	
	3100	3100	3100								
200	90.8116	7500	7500	7500	7500	7500	7500	7500	7500	7500	
	7500	7500	7500								
300	90.8118	6120	6120	6120	6120	6120	6120	6120	6120	6120	
	6120	6120	6120								
3 records copied to member or label *N in file QSYSPRT in library QSYS. 0 records excluded.											

Processing Options for Print PC Budget Source File

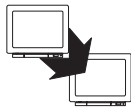
UPLOAD FILE NAME:

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 the Fields for Account Balances



From General Accounting (G09), choose Budgeting

From Account Budgeting (G14), choose Other Budgeting Methods

From Other Budgeting Methods (G1421), choose Upload Field Definition

Your PC budget 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 Account Balances table before you can finish uploading your budgets.

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 the contents of this file.

Using the printout of the temporary file, you can define the fields in your budget for the Upload Field Definition program. This program provides the map for the upload to the Account Balances 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

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 Account Balances table to which you can upload budget information are listed below. Their data dictionary names and length are included.

General ledger account number (ANI)	29 alphanumeric characters
Subledger (SBL)	8 alphanumeric characters
Subledger type (SBLT)	1 alphanumeric character
Requested budget amount (BREQ)	15 numeric characters
Approved budget amount (BAPR)	15 numeric characters
Final budget amount (BORG)	15 numeric characters
Detail period amounts (AN01 - AN14)	14 fields that are 15 numeric characters each

Example: File Layouts and Field Definitions

The following example represents a print file where each field is 10 characters long. Generally, it shows the differences in alignment between numeric and alphabetic fields. Specifically, it shows how a budget spreadsheet containing business unit.object.subsidiary in a single field would look.

```
* ---+---1---+---2---+---3---+---
210.8740.AIR.....| | .....1500|
```

The first field begins in column 1, is left-justified, and contains 20 characters, ending in column 20. The next field begins in column 23, is right-justified, and contains 10 characters, ending in column 32.

To map a field for uploading to the Account Balances table, you specify both the beginning position and the length of the field. Use the format X Y, separating X from Y with a space, where

X specifies the starting position of the field

Y specifies the length of the field

Using the layout in the example, specify the first and second fields as follows:

1 20 (defines the first field, the business unit.object.subsidiary)

23 10 (defines the second field, the final budget amount)

This mapping is specific to the processing options for the Upload Field Definition program. Use it to define the contents of the PC Budget Upload file (F14112).

What You Should Know About

Uploading period or annual amounts

You need to upload either period budget information or annual budget information, not a combination of the two.

- To upload fields for a period budget, provide mapping instructions for each period you want to upload. The system totals the period amounts and updates the appropriate annual budget in the Account Balances table.
- To upload fields for an annual budget, provide mapping instructions for the fields for one of the budgets: Requested, Approved, or Final.

Processing multiple spreadsheets

If your company uploads several PC budget spreadsheets, you can process them together or separately.

- To process all budgets together, you need only one version of this program to map the fields.
- To process each budget separately, you must create a separate version for each budget, or change the member selection each time you process.

Omitting a field

To omit a field (not upload it to the Account Balances table), leave the related processing option blank. The system will fill period amount fields with zeroes.

Processing Options for Budget Upload Field Definition

The following processing options allow you to map the starting column and corresponding field length of PC spreadsheet records to be transferred to F0902.

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.

ACCOUNT ID INFORMATION:

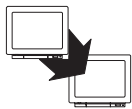
ACCOUNT CRITERIA - TYPE 1

1. Business Unit MCU 12

2. Additional Mapping Area

3. Additional Mapping Area			
4. Account Object	OBJ	6	
5. Additional Mapping Area			
6. Additional Mapping Area			
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			
OPTIONAL ACCOUNT INFORMATION:			
11. Subledger	SBL	8	
12. Subledger Type	SBLT	1	
PERIOD/MONTHLY BUDGET INFORMATION:			
13. Net Posting 01	AN01	15	
14. Net Posting 02	AN02	15	
15. Net Posting 03	AN03	15	
16. Net Posting 04	AN04	15	
17. Net Posting 05	AN05	15	
18. Net Posting 06	AN06	15	
19. Net Posting 07	AN07	15	
20. Net Posting 08	AN08	15	
21. Net Posting 09	AN09	15	
22. Net Posting 10	AN10	15	
23. Net Posting 11	AN11	15	
24. Net Posting 12	AN12	15	
25. Net Posting 13	AN13	15	
26. Net Posting 14	AN14	15	
ANNUAL BUDGET INFORMATION:			
27. Requested Budget	BREQ	15	
28. Approved Budget	BAPR	15	
29. Original/Final Budget	BORG	15	
OPEN QUERY SECTION:			
You can use IBM based OPNQRYF commands to limit your selection.			
30. Command Line 1			
31. Command Line 2			
32. Command Line 3			
33. Command Line 4			

Uploading the Fields to Account Balances



From General Accounting (G09), choose Budgeting

From Account Budgeting (G14), choose Other Budgeting Methods

From Other Budgeting Methods (G1421), choose Upload/Conversion

After you define the fields for your PC budget, run the Upload/Conversion program to upload the information to the Account Balances table. This DREAM Writer program uses the information in the PC Budget Upload file and the mapping information you specified in the Upload Field Definition program.

For period budgets, the program sets the budget pattern code to DNS (do not spread). For annual budgets, the program updates the fields for the budget cycles you specify in the processing option.

You can run this program in proof or final mode. If you choose proof mode, the system only prints a report that you can review to determine whether to change or delete any information. It does not upload the fields to the Account Balances table. To upload, you must run the program in final mode.

In final mode, the system prints a report and uploads the fields to the Account Balances table.

The report contains no amount information. It lists the records created or changed in the Account Balances table and any errors that occurred. Examples of errors include:

- Account numbers not set up in the Account Master table (F0901)
- Invalid subledgers or subledger types
- Fiscal date patterns not set up for the fiscal year
- Invalid ledger types

14110	J.D. Edwards & Company	Page No. . . . 2
	Process PC Budget Upload - Proof	Date - . . . 4/10/98
.pa		
Proof Mode		
Account Activity	Account Description	
-----	-----	
Account to be changed	90.8115	
Account to be changed	90.8116	
Account to be changed	90.8118	

See Also

- *Entering Annual Budget Amounts (P14102)* for more information about budget cycles
- *Defining the Fields for Account Balances (P014110MAP)* for more information about processing more than one budget at a time

Processing Options for PC Budget Upload/Conversion

REFERENCE DATA:

1. The member name to be uploaded. If left blank, the default is *FIRST. _____

NOTE: If multiple members exist *ALL is valid. For *ALL, the individual members MUST have identical formats.

2. The (P14110MAP) DREAM Writer version that contains the mapping instruction. If left blank, the default is ZJDE0001. _____

BUDGET PERIOD:

3. Century number and Fiscal Year.

Century: _____

Year: _____

NOTE: Century is 19 for 1900's or 20 for 2000's.

LEDGER TYPE:

4. The Ledger Type to receive the budget records. If left blank, the default is BA. _____

ACCOUNT VALIDATION:

5. The Account Criteria Type
1 - Business Unit, Object, Subsidiary (3 separate fields)
2 - Short Account ID
3 - 3rd Account Number
4 - Business Unit, Object, Subsidiary (a single field) or FLEX account _____

PERIOD TO BUDGET:

6. Enter 1 for an annual period. If left blank, the default is monthly. _____

BUDGET CYCLE:

7. Enter a '1' next to each item you wish to update in the Account Balances file (F0902). If all items are left blank, the default will only update the Final Budget.

Requested Budget: _____

Approved Budget: _____

Final Budget: _____

NUMERIC EDITS:

8. Enter 1 to add/subtract the current budget with previous budget entries. If left blank, the default is to overlay existing budget entries. _____

9. Enter 1 for no sign reversal on revenue accounts. If left blank, the default is to reverse the sign. _____

NOTE: If revenue credit entries are positive on the PC Spreadsheet this option should be left blank.

JOB COST:

10. Enter 1 for Job Cost Budgeting. _____
Annual budget amounts will not be
updated in F0902. Default of blank
will update annual budget amounts.

MODE:

11. Enter 1 for final mode. If left _____
blank, the default is Proof mode.

NOTE: Proof mode does not update
F0902. It generates a report only.
Final mode updates F0902 and also
generates a report.

Periodic and Annual Processes

Objectives

- To understand why you need to run integrity reports
- To close the current accounting period
- To change the financial reporting date
- To close the current fiscal year

About Periodic and Annual Processes

There are several tasks you should complete as part of your periodic and annual processes. These tasks include:

- ☐ Printing integrity reports
- ☐ Closing an accounting period
- ☐ Changing a financial reporting date
- ☐ Understanding the fiscal year close
- ☐ Closing a fiscal year

In addition to these tasks, your organization should develop its own detailed periodic and annual tasks and include them in your internal documentation.

See Also

- *Working with AAIs (P00121)*
- *Working with User Defined Codes for General Accounting (P00051)*
- *About User Defined Codes for General Accounting (P00051)* for more information about how to control whether budgets amounts are rolled to the new year



What Happens When You Close an Accounting Period?

When you close an accounting period, the system resets the date it uses for date editing purposes. If you create entries with G/L dates after the current period and the period following it, you receive a warning or hard error such as PACO (Post After Cut Off). If you create entries in an accounting period that is closed, you receive a PBCO (Post Before Cutoff) warning or error.

What Happens When You Close a Fiscal Year?

When you close a fiscal year, the system calculates and updates retained earnings, then carries beginning balances forward to the next fiscal year. You should close the Accounts Receivable, Accounts Payable, and General Accounting systems for a company so that the system can calculate retained earnings correctly. You can close only one year at a time.

When you close a fiscal year, the system:

- Updates records in the Account Balances table (F0902).
- Updates information for the next fiscal year.
- Includes entries that are posted to the retained earnings account in the final retained earnings figure and prints a retained earnings report.
- Does not set profit and loss accounts to zero. The system retains inception-to-date amounts for these accounts, but shows their balance forward amounts as zeros.
- Does not change the current accounting period or fiscal year. You must do this manually.

The Close Year program updates the retained earnings account that is assigned to AAI item GLG4. The program also updates balances for each account, as follows:

Prior Year-End Net Posting

For each account, the program summarizes year-to-date activity for the current fiscal year.

Balance Forward

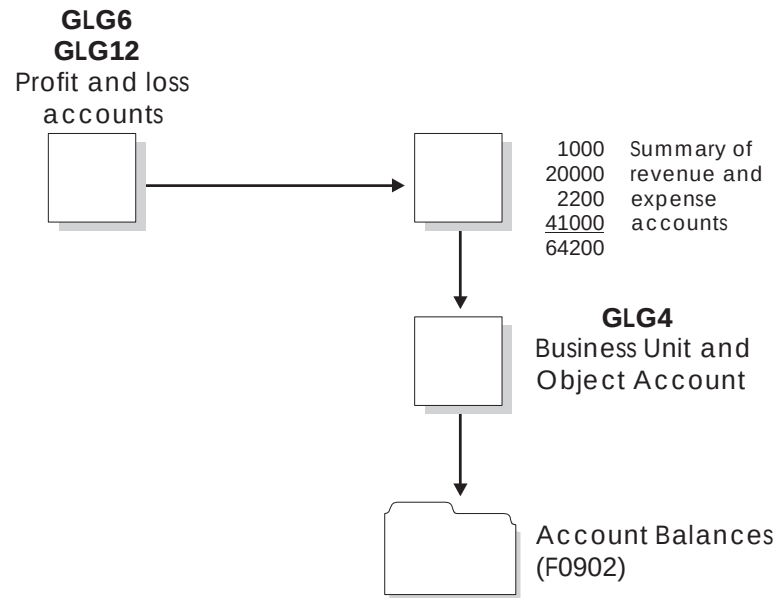
For each account, the program summarizes the balance forward for the current fiscal year and the year-to-date activity for the same year.

On reports and forms, the balance forward amount for profit and loss accounts is zero. The system stores the balance forward for these accounts to use for inception-to-date reporting.

**Original/Beginning
Budget**

The original or beginning budget is the balance record of the current fiscal year that the system uses to copy budgets to the balance record of the new year. This copy feature is particularly useful for job costing, in which rolling over budget amounts from one year to the next is common.

The following graphic illustrates the annual close process.



Key:
GLG4: Retained earnings account
GLG6: Beginning revenue account
GLG12: Ending profit and loss account

Which AAI Does the System Use?

The system uses the following AAI items when you close a fiscal year:

GLG4 (retained earnings)

This defines the G/L account number that contains the retained earnings of each company. If each company closes to a different object account for retained earnings, J.D. Edwards recommends that you set up this item for each company.

If you close all companies to the same object account for retained earnings, you can set up a single GLG4 item for company 00000 with a blank business unit. The program uses the company number for the business unit. For example, company 00100 would close to business unit 100.

If you store account balances by currency, the system summarizes the retained earnings account for each currency in the Account Balances table. The Originated In Currency field for retained earnings is blank. Even if item GLG4 is in the range of accounts to include account detail, the system summarizes the amount.

GLG6 (beginning revenue account)

This defines the beginning of your range of profit and loss accounts.

GLG12 (ending profit and loss account)

This defines the end of your range of profit and loss accounts. If you do not define this AAI, the system uses account 999999.99999999 as the default.

If you close the year, change any of these AAI items, and then rerun the close, you might get different results.

Which Ledger Types Does the System Use?

The system calculates retained earnings for your ledger types based on two user defined codes:

- 09/LA. Assign ledger types to this user defined code if the ledgers do not need to balance.
- 09/LP. Assign ledger types to this user defined code if the ledgers must balance.

The system calculates retained earnings for the AA (actual amounts) and AZ (cash basis) ledger types, even if you assign them to one of the user defined code lists.

What Happens with Budgets?

When you close a fiscal year, the system calculates the balance forward for all accounts, including those accounts with budget ledger types. Budget ledgers are typically used for job costing. Because a job might not be finished within a year, you should roll the original budget forward to the next year for the following job cost ledger types:

- JA (job cost budget amounts)
- JU (job cost budgeted units)
- PA (job cost commitments for amounts)
- PU (job cost commitments for units)

You control how to handle the original budget amount with a processing option and user defined code list (00/LT). The following rules apply to budget ledger types:

- If you want the system to update budget amounts, you must set up each budget ledger type in user defined code list (00/LT). If you do not set up a ledger type, the system will not roll amounts to the new fiscal year.
- If next year's record in the Account Balances table already exists, you can use a processing option to control whether the system updates the original budget amount.
- If next year's record in the Account Balances table does not exist, the system ignores the processing option. Instead, it uses the budget ledger type to determine whether to roll the original budget amount.

Print Integrity Reports

Printing Integrity Reports

Integrity reports supplement your internal balancing procedures and locate any data inconsistencies. You should print these reports before you close an accounting period or fiscal year, as well as between closings, so that you can correct problems in a timely and efficient manner. Integrity reports are also an integral part of the installation of and conversion to the J.D. Edwards system.

The two types of integrity reports are as follows:

- ☐ Batch header integrity reports
- ☐ General ledger integrity reports

These reports are DREAM Writer reports.

Integrity reports are current the day that you print them. That is, you cannot print them as of a specific date. Some of the integrity reports are exception reports that:

- Print only discrepancies
- Alert you to discrepancies between ledgers



If you do not print integrity reports on a periodic basis, you risk compromising your accounting data.

Before You Begin

- ☐ Ensure that you have posted all transactions.

See Also

- *Printing and Correcting Integrity Reports (P04701)* in the *Accounts Payable Guide*
- *Printing and Correcting Integrity Reports (P03701)* in the *Accounts Receivable Guide*

Batch Header Integrity Reports

Use batch header reports to locate and correct problems in the Batch Header table (F0011).

Unposted Batches Report



From General Accounting (G09), choose Integrity Reports & Updates

From Integrity Reports & Updates (G0922), choose Unposted Batches

Print the Unposted Batches report to locate any unposted batches. This report:

- Should be run prior to period-end procedures
- Is sequenced by batch type, then batch number
- Is a printed version of General Journal Review

See Also

- *Printing Unposted Batches (P007011)* in the *General Accounting II Guide*

Transaction to Batch Headers Report

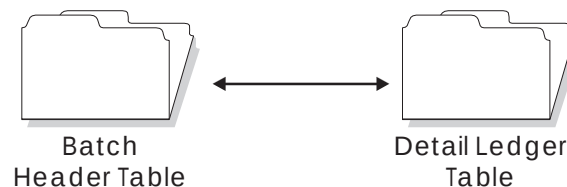


From General Accounting (G09), choose Integrity Reports & Updates

From Integrity Reports & Updates (G0922), choose Transactions to Batch Headers

Print the Transaction to Batch Headers report to locate and correct inconsistencies in the Batch Header table. You should print this report weekly to locate:

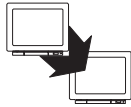
- Transactions without a batch header record in the Batch Header table. The system produces a combined report that is sorted by batch type for the Accounts Receivable Ledger (F0311), Accounts Payable Ledger (F0411), and Account Ledger (F0911) tables.
- Unposted transactions with a batch header record of D (posted).



See Also

- *Correcting Transactions to Batch Records (P007021)* in the *General Accounting II Guide*

Batch to Detail and Out-of-Balance Report

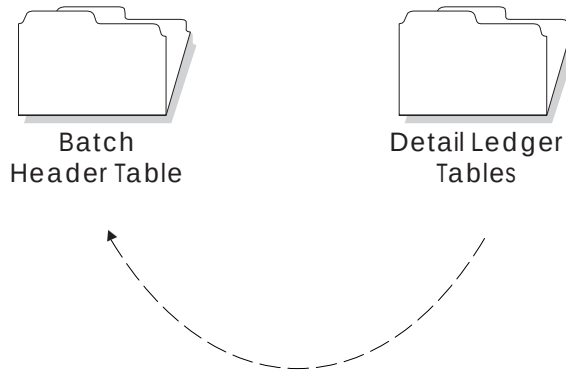


From General Accounting (G09), choose Integrity Reports & Updates

From Integrity Reports & Updates (G0922), choose Batch to Detail and Out of Bal

Print the Batch to Detail and Out-of-Balance report to:

- Locate batches posted out of balance.
- Locate batch header records with no detail records.
- Delete empty batch headers.
- Update a batch header record to a post status if the detail records in the Accounts Receivable Ledger, Accounts Payable Ledger, and Account Ledger batches are posted, but the batch header record is not posted.



See Also

- *Correcting Out-of-Balance Batches (P007031)* in the *General Accounting II Guide*

Company by Batch Out-of-Balance Report



From General Accounting (G09), choose Integrity Reports & Updates

From Integrity Reports & Updates (G0922), choose Company by Batch Out of Bal

Print the Company by Batch Out-of-Balance report to locate out-of-balance postings by company within a batch.

For example, if you have a batch with a debit amount of 500 for company 1 and a credit amount of 500 for company 100, the journal entry and the batch net to zero. This batch appears on the Company by Batch Out-of-Balance report. It does not, however, appear on the Batch to Detail and Out-of-Balance report.

See Also

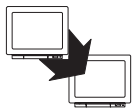
- *Correcting Out-of-Balance Batches by Company (P09706)* in the *General Accounting II Guide*

General Ledger Integrity Reports

General ledger integrity reports are helpful during the conversion process. Print them to verify that:

- Accounts are in balance on a period-by-period basis
- All transactions within a company are in balance
- Intercompany settlement accounts are in balance
- The company number in the Account Master table matches the following tables:
 - Business Unit
 - Account Balance
 - Account Ledger

Companies in Balance Report



From General Accounting (G09), choose Integrity Reports & Updates

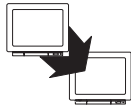
From Integrity Reports & Updates (G0922), choose Companies in Balance

Print the Companies in Balance report to review each company's net balance, which should be zero. This report is based on the Account Balances table and should be run as often as possible. Printing this report is important if you do intercompany settlements.

See Also

- *Correcting Company Imbalances (P097001)* in the *General Accounting II Guide*

Intercompany Accounts in Balance Report



From General Accounting (G09), choose Integrity Reports & Updates

From Integrity Reports & Updates (G0922), choose Intercompany Accts in Balance

Print the Intercompany Accounts in Balance report to locate imbalances between corresponding intercompany accounts. This report:

- Prints only discrepancies
- Shows when the hub or detail intercompany method is not in balance
- Compares account balances among various companies
- Prints intercompany accounts if they do not net to zero

You should print this report when you print the Companies in Balance report.

See Also

- *Correcting Intercompany Account Imbalances (P097011)* in the *General Accounting II Guide*

Accounts without Business Units Report



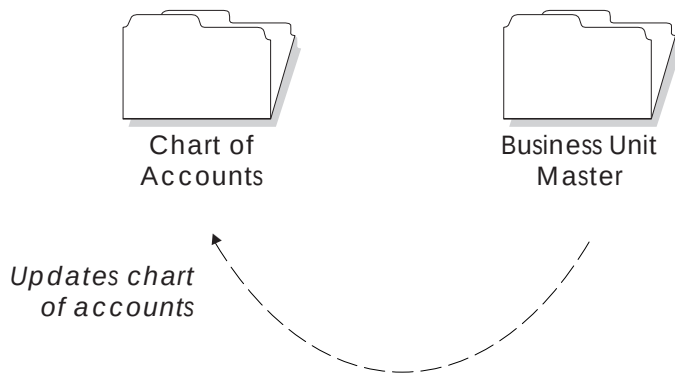
From General Accounting (G09), choose Integrity Reports & Updates

From Integrity Reports & Updates (G0922), choose Accounts w/o Business Units

Print the Accounts without Business Units report to locate records in the Account Master table (F0901) that do not have a:

- Business unit master record
- Valid company number

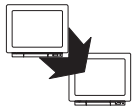
The system uses the company number assigned to a business unit on Business Units by Company to update the company number in the Account Master table.



See Also

- *Running the Accounts without a Business Unit Report (P097041) in the General Accounting II Guide*

Account Balance without Account Master Report



From General Accounting (G09), choose Integrity Reports & Updates

From Integrity Reports & Updates (G0922), choose Acct Balance w/o Acct Master

Print the Account Balance without Account Master report to locate records in the Account Balance table that do not have a:

- Master record
- Valid company number

This integrity report updates the company number from the account master record.

See Also

- *Running the Account Balance without Account Master Report (P097031) in the General Accounting II Guide*

Transactions without Account Masters Report



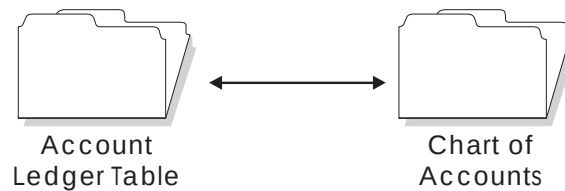
From General Accounting (G09), choose Integrity Reports & Updates

From Integrity Reports & Updates (G0922), choose Transactions w/o Acct Master

Print the Transactions without Account Masters report to locate records in the Account Ledger table that do not have a:

- Account Master record
- Valid company number

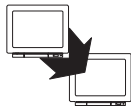
This integrity report updates the account number from the account master record.



See Also

- *Running the Transactions without Account Master Report (P097021)* in the *General Accounting II Guide*

Account Balance to Transactions Report



From General Accounting (G09), choose Integrity Reports & Updates

From Integrity Reports & Updates (G0922), choose Acct Balance to Transactions

Print the Account Balance to Transactions report to locate imbalances on a period-by-period basis between the Account Balances and Account Ledger tables. You can print this report by:

- Fiscal year
- Ledger type
- Company

See Also

- *Correcting Account Balances to Transactions (P09705)* in the *General Accounting II Guide*

Close an Accounting Period

Closing an Accounting Period



From General Accounting (G09), choose Periodic & Annual Processes

From Periodic & Annual Processes (G0924), choose a close option under Periodic Processes

There is no special processing required to close an accounting period. You simply increment the current period by one.

To close an accounting period, follow one of these procedures:

- Closing an accounting period for one company
- Closing an accounting period for multiple companies

The current period for the Accounts Receivable and Accounts Payable systems can be later, but not earlier, than the current period for General Accounting. This means:

- You can close A/R and A/P separately from G/L, so that each system can be using a different period for the current period. However, if all three systems are in the same period, closing G/L alone closes and increments the current period for all three systems.
- You can reopen a G/L period without reopening that period for A/R and A/P. For example, you might reopen a period if you do not allow entries to a prior period in the general accounting constants, and you need to create entries in a prior period.

It is common, but not required, to close systems in the following order:

1. Accounts Payable
2. Accounts Receivable
3. General Accounting

When you close an accounting period, the system resets the date it uses for date editing purposes. If you create entries outside the current period, you receive one of the following warnings or hard errors:

- PBCO (Post Before Cut Off) for entries in a prior closed period

- PACO (Post After Cut Off) for entries in a future period
- WACO (Post Way After Cut Off) for entries in a future year
- PYEB (Prior Year-End Balance) for entries in a prior closed year

What You Should Know About

Reopening a period

To reopen a period, you decrease the period by one for a specific company. For example, if the company is currently operating in period 6, you can change it to period 5.

Financial reports

It is common to close an accounting period before you print financial reports for that period. You can print financial reports for any prior period.

See *Changing a Financial Reporting Date*.

Checklist for Closing an Accounting Period

Closing an accounting period involves a number of internal steps in addition to changing the current period. The following is a generic checklist of procedures. You should develop your own list of procedures to perform before and after closing an accounting period.

- ☐ Enter period-end accruals
- ☐ Review and post all batches
- ☐ Run integrity reports and correct errors
- ☐ Reconcile general ledger and bank accounts
- ☐ Close the accounting period for A/P, A/R, and G/L
- ☐ Run financial reports

► To close an accounting period for one company

You can close the accounting period one company at a time.

On Close Accounting Period

The screenshot shows a window titled "[00105] - Close Accounting Period". It has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu bar is a toolbar with icons for "Skip To Company", "Change", "Print", and "More Keys". A "Skip To Company" field contains the value "100". Below this is a table with columns: "O P", "Co", "Name", "D P", "No Pd", "Begin Year", "Cur Per", "Cur Cod", "Curr ency", "Comp Id", and "Detl Rstm". The table lists various companies and their accounting periods. At the bottom of the window, there is a status bar with the text "Opt: 1=Date Pattern F4=A/R-A/P F5=Global Close F21=Print F24=More Keys".

O P	Co	Name	D P	No Pd	Begin Year	Cur Per	Cur Cod	Curr ency	Comp Id	Detl Rstm
	00100	Model Finan/Distrib Co (Mktg)	R	12	01/01/98	6	USD			
	00150	DIA Property Management Co	R	12	01/01/98	1	USD			
	00151	Gateway Partnerships/Assets	R	12	01/01/98	6	USD			
	00152	Parcel Express: Payable Tenant	F	12	07/01/98	1	USD			
	00153	International Center, Ltd.	I	12	12/26/97	2	USD			
	00200	Model Manuf/Distrib Company	R	12	01/01/98	6	USD			
	00249	Model Energy & Chemical Co	R	12	01/01/98	6	USD			
	00707	U.S. Payroll Yearend Company	R	12	01/01/98	4	USD			
	00777	Canadian Payroll Yearend Comp	R	12	01/01/98	1	CAD			
	00800	Online Consolidations Company	R	12	01/01/98	6	USD			
	00900	A Flex Chart of Accounts Co	R	12	01/01/98	4	USD			
	02000	General Fund	R	12	01/01/98	6	USD			
	02000	Transportation Fund	R	12	01/01/98	6	USD			
	02050	Parks Maintenance Fund	R	12	01/01/98	6	USD			
	02085	CDBG Revitalization Project Fd	R	12	01/01/98	6	USD			
	02095	Debt Service Fund	R	12	01/01/98	6	USD			
	02905	Pipeline Construction Fund	R	12	01/01/98	6	USD			
	02920	Street Construction Fund	R	12	01/01/98	6	USD			

1. Locate the company.
2. Use the Change action to increment the value in the following field:
 - Current Period

This closes the period for G/L, A/R, and A/P.

3. To close A/R and A/P for the period and leave G/L open for final reporting for that period, access the detail area.

4. Use the Change action to increment the values in the following fields:

- Current Period-Accounts Receivable
- Current Period-Accounts Payable

Field	Explanation
Period Number – Current	A number that identifies the current accounting period (from 1 to 14). The system uses this number to generate error messages, such as PBCO (Posted Before Cut Off) and PACO (Posted After Cut Off).
Period Number – Accounts Receivable	A number indicating the current accounting period for Accounts Receivable. The system uses the current period number to determine posted before and posted after cut off warning messages.
Period Number – Accounts Payable	A number indicating the current accounting period for Accounts Payable. The system uses the current period number to determine posted-before and posted-after-cutoff warning messages.

What You Should Know About

Updating company constants

Close Accounting Period is the same form as Company Numbers & Names. The system updates any additions, changes, or deletions you make on either form in the Company Constants table (F0010).

► **To close an accounting period for multiple companies**

You can close the accounting period for many companies at the same time if the companies have the same current period and fiscal year.

On Close Period - Multiple Companies

1. Do one of the following:
 - Complete these fields:
 - Company From
 - Company Thru
 - Complete these fields:
 - Beginning Fiscal Date
 - Fiscal Date Pattern
2. Complete the following fields for the appropriate systems:
 - Current Period Number
 - Fiscal Year

Field	Explanation
Beginning Fiscal Date	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 Date Pattern	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.

What You Should Know About

Closing all companies	To close all companies at the same time, enter ALL in the Company From field.

Change a Financial Reporting Date

Changing a Financial Reporting Date



From General Accounting (G09), choose Periodic & Annual Processes

From Periodic & Annual Processes (G0924), choose Revise Financial Report Date

It is common to close an accounting period before printing financial reports. To do this, use a financial reporting date that is different from the current period and year. You might need to change this date using the Revise Financial Report Date program.

The financial reporting date is used by all financial reports and FASTR. You can override this date in the processing options of a DREAM Writer version by selecting a specific period and fiscal year.

When you add a company, the system sets the financial reporting date for that company to the current accounting period and fiscal year. This date is updated only when you manually change it.

The system updates the company record in the Company Constants table (F0010).

► **To change a financial reporting date**

On Revise Financial Report Date

1. Locate the company.
2. Change the following fields:
 - Financial Reporting Period
 - Financial Reporting Year
3. To change the reporting date for other companies, page up or down.

Field	Explanation
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.
Financial Reporting Year	The year in which the financial reports are to be prepared. If your fiscal year is not a calendar year, the fiscal reporting year must be the same year that is associated with the first reporting period. For example, a fiscal year that spans 1998–1999 would be entered as 98, which is based on the first period's ending date.

What You Should Know About

Changing the financial reporting date for a range of companies

To change the financial reporting date for a range of companies, it is easier to use Close Period – Multiple Companies.

The financial reporting date for company 00000

The financial reporting date for company 00000 should be the same date that is used for your other companies. The following reports use the reporting date for company 00000 (unless the first data sequence is company or business unit):

- Simple Income Statement
- Simple Balance Sheet

Understand the Fiscal Year Close

About the Fiscal Year Close

When you close a fiscal year, the system calculates and posts retained earnings, then carries beginning balances forward to the next fiscal year. You should close the Accounts Receivable and the Accounts Payable systems for a company for year-end reconciliations to the general ledger. You should close the General Accounting system so that the system can calculate the retained earnings correctly.

The following examples illustrate what happens before and after you close the fiscal year.

Example: Fiscal Year Close for Income Statement Accounts

Before the Close

The following shows an income statement account and its monthly net and cumulative balances, before fiscal year 1997 is closed.

The screenshot shows a window titled "[09213] - Account Balance by Month". It contains a menu bar with "Functions", "Tools", and "Help". Below the menu bar is a toolbar with a checkmark and an "X" button. The main area is divided into two sections. The top section contains fields for "Account" (9.8720), "Fiscal Year" (97), "Ledger Type" (RA USD), "Subledger" (*), and "Currency" (*). The bottom section is a table with two columns: "Net" and "Cumulative". The "Net" column shows monthly net postings from 01/31/97 to 12/31/97. The "Cumulative" column shows the balance forward (Bal FWD) for each month. The table is as follows:

	Net	Cumulative
PYE Net Posting	14,300.00	
Net Posting 01/31/97		
02/28/97		
03/31/97		
04/30/97	1,387.10	1,387.10
05/31/97	1,428.71	2,815.81
06/30/97	1,430.75	4,246.56
07/31/97		4,246.56
08/31/97		4,246.56
09/30/97		4,246.56
10/31/97		4,246.56
11/30/97		4,246.56
12/31/97		4,246.56

At the bottom of the window, there is a status bar that says "F24=More Keys".

Note the following:

- Prior year end net posting (PYEN) for 1996 = 14,300.00
- Prior year end cumulative (PYEC) = 0. There is no cumulative balance forward because this is an income statement (profit and loss) account.
- Net posting for 1997 = 4,246.56.

After the Close

The following shows the income statement account, after fiscal year 1997 is closed.

The screenshot shows a window titled "[09213] - Account Balance by Month". It has a menu bar with "Functions", "Tools", and "Help". Below the menu bar is a toolbar with a checkmark and an "X" button. The main area is divided into two sections. The top section contains account information: "Account" is "9.8720" and "Office Supplies Expense". To the right, "Fiscal Year" is "98", "Ledger Type" is "AR USD", "Subledger" is "*", and "Currency" is "*". The bottom section is a table with two columns: "Net" and "Cumulative". The "Net" column shows "PYE Net Posting" as 4,246.56 and "Net Posting" for each month from 01/31/98 to 12/31/98. The "Cumulative" column shows "Bal FWD" as blank and cumulative balances for each month from 01/31/98 to 12/31/98. At the bottom, there is a status bar that says "F24=More Keys" and a scroll bar.

	Net	Cumulative
PYE Net Posting	4,246.56	
Net Posting 01/31/98		
02/28/98		
03/31/98		
04/30/98	1,572.00	1,572.00
05/31/98	1,603.44	3,175.44
06/30/98	1,635.51	4,810.95
07/31/98		4,810.95
08/31/98		4,810.95
09/30/98		4,810.95
10/31/98		4,810.95
11/30/98		4,810.95
12/31/98		4,810.95

Note the following:

- Prior year end net posting (PYEN) = 4,246.56
- Cumulative balance forward for 1998 = blank. The system stores the cumulative information, but does not display it. It stores this information so that you can see inception-to-date amounts on other forms and reports.

Example: Fiscal Year Close for Balance Sheet Accounts

Before the Close

The following shows a balance sheet account and its monthly net and cumulative balances, before fiscal year 1997 is closed.

The screenshot shows a window titled "[09213] - Account Balance by Month". It contains a menu bar with "Functions", "Tools", and "Help". Below the menu bar is a toolbar with a checkmark and an "X" button. The main area is divided into two sections. The top section contains account details: "Account" is "1.1105" (Petty Cash), "Fiscal Year" is "97", "Ledger Type" is "AA USD", "Subledger" is "*", and "Currency" is "*". The bottom section displays a table of monthly net and cumulative balances. The table has two main columns: "Net" and "Cumulative". The "Net" column shows monthly net postings from 01/31/97 to 12/31/97. The "Cumulative" column shows the cumulative balance forward (Bal FWD) for each month. The data is as follows:

	Net	Cumulative
PYE Net Posting	1,500.00	Bal FWD 1,500.00
Net Posting 01/31/97		1,500.00
02/28/97		1,500.00
03/31/97		1,500.00
04/30/97	127.50	1,627.50
05/31/97	130.69	1,758.19
06/30/97	150.69	1,908.88
07/31/97		1,908.88
08/31/97		1,908.88
09/30/97		1,908.88
10/31/97		1,908.88
11/30/97		1,908.88
12/31/97		1,908.88

At the bottom of the window, there is a status bar that says "F24=More Keys".

Note the following:

- Prior year end net posting (PYEN) for 1996 = 1,500.00. There is a cumulative balance forward because this is a balance sheet account.
- Inception-to-date (ITD) = 1,500.00
- Net posting for 1997 = 408.88

After the Close

The following shows the balance sheet account after fiscal year 1997 is closed.

[09213] - Account Balance by Month

Functions Tools Help

Account: 1.1105 Petty Cash

Fiscal Year: 98
 Ledger Type: AR USD
 Subledger: *
 Currency: *

	Net	Cumulative
PYE Net Posting	408.88	Bal FWD 1,908.88
Net Posting 01/31/98		1,908.88
02/28/98		1,908.88
03/31/98		1,908.88
04/30/98	180.00	2,088.88
05/31/98	183.60	2,272.48
06/30/98	185.44	2,457.92
07/31/98		2,457.92
08/31/98		2,457.92
09/30/98		2,457.92
10/31/98		2,457.92
11/30/98		2,457.92
12/31/98		2,457.92

F24=More Keys

Note the following:

- Prior year end net posting (PYEN) for 1997 = 408.88
- Inception-to-date (ITD) = 1,908.88
- Next year's (1998) cumulative balance forward = the prior year's (1997) ending cumulative balance

Example: Fiscal Year Close for Retained Earnings Account

Before the Close

The following shows a retained earnings account balance from 1996, before fiscal year 1997 is closed.

The screenshot shows a window titled "[09213] - Account Balance by Month". It contains a menu bar with "Functions", "Tools", and "Help". Below the menu bar is a toolbar with a checkmark and an "X" button. The main area is divided into two sections. The top section contains fields for "Account" (Retained Earnings), "Fiscal Year" (97), "Ledger Type" (AA USD), "Subledger" (*), and "Currency" (*). The bottom section is a table with two columns: "Net" and "Cumulative". The "Net" column shows the PYE Net Posting (1,599,500.00-) and the Net Posting for each month from 01/31/97 to 12/31/97. The "Cumulative" column shows the Bal FWD (1,599,500.00-) and the cumulative balance for each month from 01/31/97 to 12/31/97. The bottom of the window has a status bar that says "F24=More Keys".

	Net	Cumulative
PYE Net Posting	1,599,500.00-	Bal FWD 1,599,500.00-
Net Posting 01/31/97		1,599,500.00-
02/28/97		1,599,500.00-
03/31/97		1,599,500.00-
04/30/97		1,599,500.00-
05/31/97		1,599,500.00-
06/30/97		1,599,500.00-
07/31/97		1,599,500.00-
08/31/97		1,599,500.00-
09/30/97		1,599,500.00-
10/31/97		1,599,500.00-
11/30/97		1,599,500.00-
12/31/97		1,599,500.00-

Note the following:

- Prior year end net posting (PYEN) for 1996 = 1,599,500.00. This is the retained earnings amount for 1996.
- The cumulative balance for the retained earnings account is generated by the system and is stored in the Account Balances table (F0902) only.

After the Close

The following shows the retained earnings account after fiscal year 1997 is closed.

[09213] - Account Balance by Month

Functions Tools Help

Account: 1.4980 Retained Earnings

Fiscal Year: 98
 Ledger Type: AR USD
 Subledger: *
 Currency: *

	Net	Cumulative
PYE Net Posting	336,870.34-	Bal FWD 1,936,370.34-
Net Posting 01/31/98		1,936,370.34-
02/28/98		1,936,370.34-
03/31/98		1,936,370.34-
04/30/98		1,936,370.34-
05/31/98		1,936,370.34-
06/30/98		1,936,370.34-
07/31/98		1,936,370.34-
08/31/98		1,936,370.34-
09/30/98		1,936,370.34-
10/31/98		1,936,370.34-
11/30/98		1,936,370.34-
12/31/98		1,936,370.34-

F24=More Keys

Note the following:

- Prior year end net posting (PYEN) for 1997 = 336,870.34.
- Only the Prior Year End Net and Cumulative fields are updated with the prior year's (1997) retained earnings amount.
- As each period in 1998 is closed, the cumulative balance from 1997 is carried forward.

Close a Fiscal Year

Closing a Fiscal Year



From General Accounting (G09), choose Periodic & Annual Processes

From Periodic & Annual Processes (G0924), choose Close Year

When you close a fiscal year, the system calculates and posts retained earnings, then carries beginning balances forward to the next fiscal year. You should close the Accounts Receivable and the Accounts Payable systems for a company for year-end reconciliations to the general ledger. You should close the General Accounting system so that the system can calculate the retained earnings correctly.

You can close a year as often as needed. For example, you can:

- Close the year immediately to move the financial reporting period forward, then close the year again after you enter audit adjustments
- Close the fiscal year at any time during the year to update inception-to-date amounts for reporting purposes

When you close a fiscal year, the system produces an annual close report that lists the company closed, and the retained earnings account and amount. Use this report to verify that a company closed successfully.

098201		J.D. Edwards & Company		Page - 2
		Annual Close - 1998		Date - 4/19/98
		Company 00100		
		Retained Earnings	Retained	
Comp	FY	Posting Account	LT	Earnings

100	98	100.4980	AA	16,591,803.36-
100	98	100.4980	AC	
100	98	100.4980	AU	
100	98	100.4980	BA	
100	98	100.4980	BU	
100	98	100.4980	CA	
100	98	100.4980	HA	
100	98	100.4980	HU	
100	98	100.4980	PA	

Optionally, you can print a detailed list of the accounts and balance amounts that are used in the retained earnings calculation. This is useful if you need to research potential problems or an incorrect retained earnings amount.

098201		J.D. Edwards & Company		Page - 2
		Annual Close - 1997		Date - 3/22/98
		Company 00100		
		Account Codes	LT	Year-to-Date
Comp	FY			Subledger

100	97	400.6150	AA	96,883.56
100	97	400.6160	AA	405,211.66
100	97	400.6170	AA	26,166.25
100	97	400.7910	AA	126,142.40
100	97	400.7930	AA	135,808.58
100	97	400.7940	AA	38,541.11
100	97	400.7950	AA	131,600.77
100	97	400.7970	AA	96,023.00
100	97	400.7990	AA	147,912.95
100	97	400.8350	AA	70,446.43
100	97	30.5010	AA	737,843.10-
100	97	30.6020.STORE	AA	388,616.47
100	97	30.6310	AA	1,086.68-
100	97	20.6030	AA	87.91
100	97	90.8115	AA	15,000.00
100	97	90.8135	AA	1,147.50
100	97	90.8145	AA	2.59
100	97	90.8170	AA	136.00

				13,065,098.17-
		Retained Earnings	Retained	
Comp	FY	Posting Account	LT	Earnings

100	97	100.4980	AA	13,065,098.17-
100	97	100.4980	AU	
100	97	100.4980	CA	

If any errors prevent a company from closing, the errors are listed on the annual close report. The following are examples of errors and solutions.

Retained earnings account not set up in the Account Master	Set up the retained earnings account used by AAI item GLG4.
Close program could not find AAI item GLG6	Set up AAI item GLG6 in automatic accounting instructions (AAIs).

If AAI item GLG12 is not set up, an error message does not appear on the annual close report. The system uses account 999999.99999999 as the default.

Before You Begin

- ☐ Verify that your AAIs and ledger types are set up correctly

What You Should Know About

Length of detailed list	The detailed list for retained earnings can be lengthy. J.D. Edwards recommends that you do not print it unless you need to research your retained earnings calculation.
Closing multiple companies to one object account	You can close more than one company to a single retained earnings account. This is necessary if corporate divisions are set up as companies. You would close these divisions to a single retained earnings account to consolidate reporting for the legal corporate entity.
Intercompany settlements	After closing, you might need to create journal entries for intercompany settlements to keep the companies in balance. The Close Year program posts retained earnings to a retained earnings account for a single company, but does not create automatic entries for intercompany settlements.

Checklist for Closing a Fiscal Year

Closing a fiscal year involves a number of internal steps in addition to running the Close Year program. The following is a generic checklist of procedures. You should develop your own procedures to perform before and after running this program.

- ☐ Review and post all batches.
- ☐ Close the current accounting period. Optionally, you can close the current accounting period when you change the year-end period.
- ☐ Enter and post your audit adjustments. Many companies reserve an accounting period for audit adjustments.

You can make audit adjustments without changing the current period back to the prior year ending period. To do this, create an entry using document type && (prior year transactions). The system generates a warning message, but accepts the transaction. You can use this document type only in the journal entry program.

- ☐ Run your year-end financial reports, trial balances, and any other reports you require.
- ☐ Close the fiscal year to calculate retained earnings and create a record in the Account Balances table (F0902) for the new fiscal year.
- ☐ Change the year-end period. The system does not do this automatically. Change the current accounting period (if you have not already done so) and fiscal year on one of the following:
 - Close Accounting Period (menu G0924)
 - Company Numbers and Names (menu G09411)

Processing Options for G/L Annual Close

ZERO BALANCE ACCOUNTS:

1. Enter a '1' to roll P&L Accounts with a zero balance in net posting for the year being closed (i.e. Job Cost Accounts set up as P&L Accounts). Default of blank will NOT create P&L Accounts for the next year if net posting for the year being closed is zero.

ORIGINAL BUDGET OVERRIDE:

2. Enter '1' to override the Original Budget Amount regardless of whether next year's record already exists. Default of blank will NOT override the Original Budget.

NOTE: This applies only to those ledger types that are set up in User Defined Code 00/LT to roll the budget.

PRINT FORMAT:

3. Enter a '1' to expand the report to include amounts in the Account Balance (F0902) Records supporting the Retained Earnings. A Default of Blank will print the Retained Earnings only.

What You Should Know About Processing Options

Processing option 1

Job cost accounts (jobs) can be set up as balance sheet or profit and loss accounts, depending on the nature of your business. If they are set up as profit and loss accounts, then the job will probably not be completed within the year. In this case, you should roll the account balances forward to the next year.

Processing option 2

With job cost, you enter an original budget and then make changes using change orders. For example, you have a job in 1996 that you budgeted for and expect to be completed in 1999. You added budgetary information to the original budget in 1999. To override the original budget with new information, enter a 1 for this processing option.

Data Selection and Data Sequence for G/L Annual Close

Do not use *RANGE or *VALUE to close multiple years. You cannot close multiple years at the same time. Instead, you must close them consecutively, one year at a time.

If you are closing multiple companies to the same retained earnings account:

- You must have a single DREAM Writer version that selects all companies that are being closed together.
- You must have the same fiscal date pattern for companies that are being closed together.
- You must select a fiscal year.
- You should not specify any other data selections.

You must sequence by fiscal year, company, and ledger type. Do not change this sequence.

Monthly Valuation and Financial Restatement

Objectives

- To determine the current value of monetary accounts
- To calculate and post unrealized gains/losses on monetary accounts
- To restate account balances into another currency
- To restate account detail into another currency

About Monthly Valuation and Financial Restatement

If you work with monetary accounts and foreign currencies, periodically you will need to revalue your open vouchers, open invoices, and monetary accounts to reflect current exchange rates. Typically, as part of month-end processing, you calculate and post unrealized gains and losses due to exchange rate fluctuations.

If you have companies using different currencies, you will need to convert financial information into the currency of your parent company for consolidations. This process is called financial restatement. You can restate amounts into:

- A different currency (for example, Belgian francs restated into U.S. dollars).
- The same currency using an index at the balance level. This might be useful in preparing budgets.
- A different currency at the transaction (detail) level. This is useful for companies operating in highly inflationary economies.

To eliminate fluctuations in exchange rates for comparing balances, you might also need to repost transactions using exchange rates from a specific date as if that date applied to all transactions.

Monthly valuation and financial restatement consist of:

- ☐ About monetary account valuation
- ☐ Calculating unrealized gains and losses on monetary accounts
- ☐ About balance currency restatement
- ☐ Defining restatement rates



- ☐ Working with calculations for balance restatement
- ☐ Calculating restated balances
- ☐ About detailed currency restatement
- ☐ Setting up detailed currency restatement
- ☐ Calculating detailed currency restatement
- ☐ Reviewing and approving detailed currency transactions
- ☐ Posting the detailed currency journal
- ☐ Working with “as if” currency reposting

What Are the Types of Monthly Valuations?

You can use five different programs to analyze and calculate changes due to currency fluctuations for monthly valuations. Two of the programs provide informational reports, without calculating gain or loss:

- A detail report of open foreign vouchers
- A detail report of open foreign invoices

Three other programs calculate unrealized gain or loss and print a report. For vouchers and invoices, the report also includes realized gain or loss that is calculated at the time of payment or receipt. The available reports are as follows:

- Realized and unrealized gains/losses on vouchers
- Realized and unrealized gains/losses on invoices
- Unrealized gains/losses on monetary accounts

You might want an account to accept only transactions in a specific currency. By assigning a currency code to an account, you make it currency-specific. J.D. Edwards calls this type of account a monetary account. Generally, monetary accounts are accounts that are denominated in currencies other than the domestic currency of your organization. A monetary account can be:

- A bank account
- Other accounts, such as A/P or A/R trade

See Also

- *Printing A/P Standard Reports (P04427)* in the *Accounts Payable Guide*
- *Printing A/R Standard Reports (P03429)* in the *Accounts Receivable Guide*

-
- *Calculating Unrealized Gains and Losses (P04425) in the Accounts Payable Guide*
 - *Calculating Unrealized Gains and Losses (P03426) in the Accounts Receivable Guide*

What Are the Types of Financial Restatement?

Balance currency restatement and detailed currency restatement are two different methods for restating into a different currency. “As if” reposting is used for eliminating currency fluctuations.

Balance currency restatement

Restates amounts into another currency used for reporting purposes. Restatement is on a balance level.

For example, by restating balances in U.S. dollars to Canadian dollars, you can consolidate reporting with other Canadian companies.

Detailed currency restatement

Enables you to maintain a second set of transactions in a stable currency for reporting purposes. This method is generally used for companies operating in a highly inflationary economy. Restatement occurs at the general ledger transaction level.

For example, by restating transactions from Colombian pesos (COP) to U.S. dollars (USD), a Colombian company can generate meaningful comparisons of current to historical sales figures by using the more stable U.S. dollar.

“As if” reposting

Eliminates fluctuations in exchange rates over a period of time for comparisons.

For example, by reposting foreign transactions using exchange rates from a year ago, a French company can compare the reposted actual income and expenses against amounts budgeted for a year ago.

Which Ledgers Are Used for Financial Restatement?

When you restate currencies, the system maintains the original and restated amounts of each transaction in one or more of the following ledgers:

AA (actual amounts)

A complete chart of accounts in the base (domestic) currency of the company.

AC (consolidation ledger)	A complete or partial chart of accounts containing transactions in the reporting currency. Used for balance currency restatement. (You can use ledger types other than AC.)
AD (“as if” restatement ledger)	A complete chart of accounts containing transactions from the AA ledger with foreign transactions restated at exchange rates from a specific date. Used for “as if” reposting. (You can use ledger types other than AD.)
CA (foreign currency)	A complete or partial chart of accounts containing transactions in foreign currencies. The CA ledger can contain many currencies. Used for foreign transactions.
XA (alternate currency)	A partial or complete chart of accounts in the alternate (stable) currency. Each transaction in the AA ledger is restated into its alternate currency equivalent using the exchange rate effective on the date of the transaction. Used for detailed currency restatement only.
YA (domestic origin)	A partial chart of accounts containing transactions that originated in the domestic currency (AA ledger). The amounts are in the domestic currency. Used for detailed currency restatement only (optional).
ZA (foreign origin)	Partial chart of accounts containing transactions that originated in a foreign currency (CA ledger), restated into the alternate currency. Used for detailed currency restatement only (optional).

The YA and ZA ledgers are typically used for reporting, joint ventures, and financial analysis.

The system does not allow currency restatements or reposts to these ledgers:

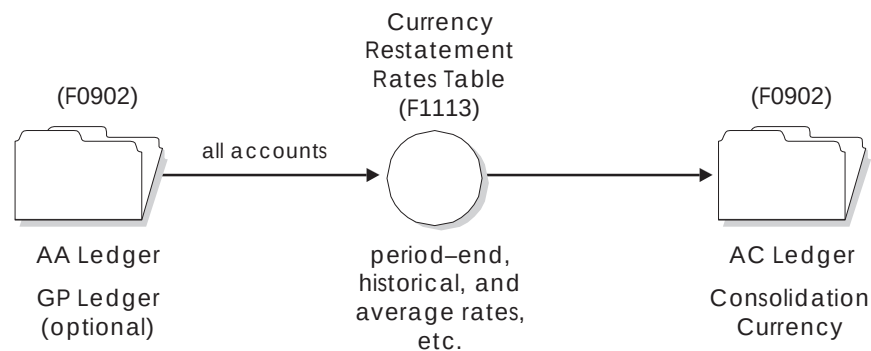
- AA (actual amounts)
- AZ (cash basis ledger)
- CA (foreign currency)

The system reserves the following ledgers for detailed currency restatement. You cannot use these ledgers for balance currency restatement or “as if” repost:

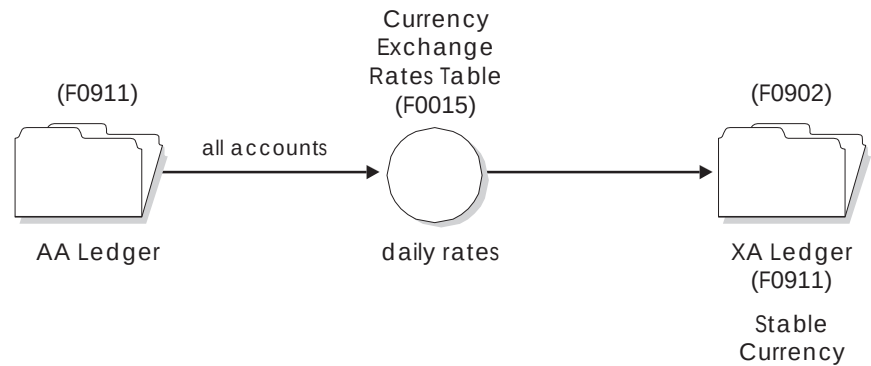
- XA (alternate currency)
- YA (domestic origin)
- ZA (foreign origin)

The following graphic illustrates the three methods and the tables and ledgers involved. In this example, GP is a user-defined ledger type for Generally Accepted Accounting Practices (GAAP) adjustments.

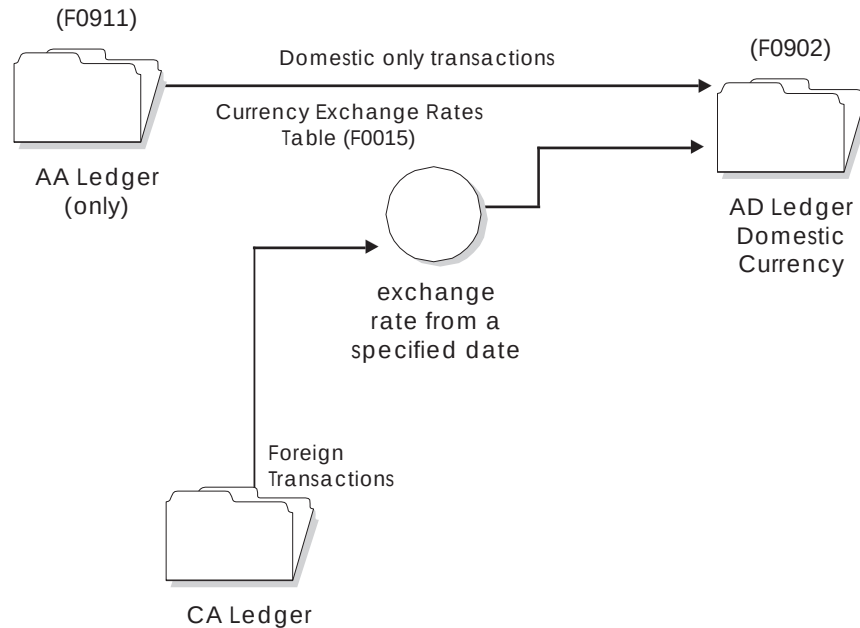
Balance Currency Restatement



Detailed Currency Restatement



“As if” Reposting



To display or print a restated currency with the correct number of decimal places, you assign a currency code to a ledger type. Generally, you should assign currency codes to the following ledger types:

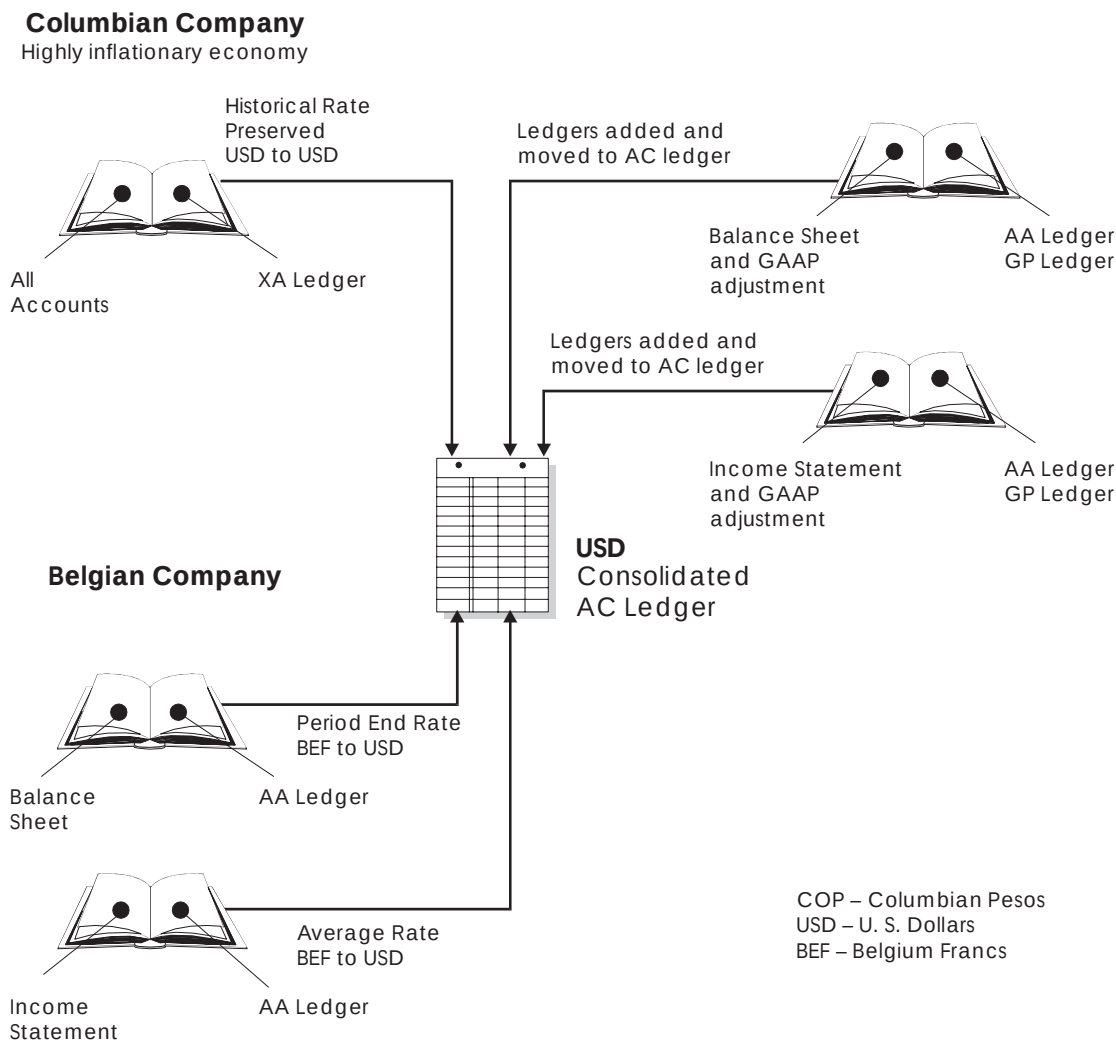
- AC (the currency for consolidated reporting)
- XA (the alternate currency)
- ZA (the alternate currency)

You should not assign currency codes to the following ledger types, for the reasons indicated:

- AA (the system determines decimals from the company's base currency)
- AD (contains only the domestic currency)
- CA (the system determines decimals from the company's base currency)
- YA (the system determines decimals from the company's base currency)

Example: Consolidating Companies with Multiple Currency

The following shows a consolidation of three companies that operate in different parts of the world. The Colombian company operates in a highly inflationary economy and uses detailed currency restatement.



What Are the SFAS 52 Requirements?

Statement of Financial Accounting Standard (SFAS) 52 is the accounting standard for foreign currency translations and is distributed by the Financial Accounting Standards Board (FASB). SFAS 52 is similar to the rules established by the International Accounting Standards (IAS), so that most countries follow the same guidelines.

SFAS 52 dictates the following for restating a foreign subsidiary's books into US dollars:

- Prepare statements for foreign entities according to GAAP standards.
- Translate balance sheet accounts using the period end rate.
- Translate income statement accounts using an average exchange rate for the period.
- Generally, translate capital accounts using a historical rate.
- If the foreign entity operates in a highly inflationary economy, use the currency of the parent company as the functional currency of the foreign entity. Report transactions as if they were incurred in the functional currency. Use detailed restatement.

The Balance Currency Restatement and Detailed Currency Restatement programs meet SFAS 52 requirements.

Understand Monetary Account Valuation

About Monetary Account Valuation

With monetary account valuation, you calculate the current domestic amount of a foreign currency balance to determine the unrealized gain or loss. Typically, you run this calculation on the balance of a foreign bank account. Basically, this calculation indicates what the gain or loss would have been if you had converted the foreign balance into your domestic currency. For a monetary bank account, this calculation indicates the current domestic value of the foreign currency.

How Are Unrealized Gains and Losses Calculated?

The Monetary Account Valuation program calculates unrealized gains and losses as follows:

1. Compares the currency code of selected accounts (the CA ledger for foreign balances) with the currency code of the company with which the account is associated (the AA ledger for domestic balances)
2. Retrieves an exchange rate from the Currency Exchange Rates table (F0015) based on the comparison, using the “as of” date specified in the related processing option
3. Multiplies the original foreign balance by the exchange rate to compute the new domestic balance
4. Compares the new domestic balance to the original domestic balance from the AA ledger to calculate the unrealized gain or loss

How Are Unrealized Gains and Losses Recorded?

You need a journal entry to record the unrealized gain or loss. You can enter the journal entry manually, or you can set processing options to have the program create the journal entry.

The journal entry created for unrealized gains and losses:

- Has a document type of JX. This document type adjusts only the domestic side (AA ledger) of a monetary account and leaves the foreign side (CA ledger) unchanged.
- Has the currency code for the domestic currency of the company.

- Is a reversing entry because the gain or loss is not realized. It applies to the end of the period only.

Accounting rules in many countries (such as GAAP in the U.S.) specify that you report only currency losses, not gains. You can set a processing option so that the program creates journal entries only for losses. You can also set the processing option to create a journal entry for gains only or for both gains and losses.

AAIs for Automatic Journal Entries

If you set the processing options to automatically create journal entries for unrealized gains/losses, the program uses the following AAIs:

GVxxx	Designates which account to use for unrealized gains on a monetary account. You can optionally set up a separate item for each currency code (xxx).
GWxxx	Designates which account to use for unrealized losses on a monetary account. You can optionally set up a separate item for each currency code (xxx).
GR	Designates which offset account to use for unrealized gain/loss. If the offset is the monetary account (for example, 100.1110.FRANCE), which is usually the case, do not set up this AAI.

See Also

- *Setting Up AAIs for Multi-Currency (P0012)*

Calculate Unrealized Gains and Losses

Calculating Unrealized Gains and Losses on Monetary Accounts



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), choose Monthly Valuation

From Multi-Currency Monthly Valuation (G1121), choose Monetary Account Valuation

If you use monetary accounts, you will need to periodically calculate and post the unrealized gains and losses on monetary (currency-specific) accounts. Generally, you run the Monetary Account Valuation program at period-end, prior to running financial statements, to do the calculations.

This batch program prints a report that lists:

- Domestic and foreign ledger balances
- Current domestic value of the ledger balances
- Unrealized gain or loss amount

You can use this report as a trial balance that displays both foreign and domestic amounts. For that reason, you can set the level of detail in a processing option.

If the report includes more than one currency, the total for the foreign ledger balance column is a hash total and, therefore, meaningless.

Before You Begin

- ☐ Verify that the Currency Exchange Rates table (F0015) contains current information. See *Working with Exchange Rates*.
- ☐ Verify that AAI items GVxxx, GWxxx, and GR are set up correctly.

General Accounting I

09415 J. D. Edwards & Co Page - 3
 Monetary Account Valuation Date - 5/24/98
 All Companies As of - 06/30/98

Co	Account Codes	L D	Description	Cur Cod	 Ledger Balance Domestic Foreign	Curr Domestic Val of Foreign	Gains/Losses +/-	
00070	70.A	1	A Model Multi-National Compa	BEF				
00070	70.B	2	General Accounts					
00070	70.1110.BBLGBP	7	BBL – Pound Sterling	GBP	47,407,853	905,867.50	47,528,150	120,297
			General Accounts		47,407,853	905,867.50	47,528,150	120,297
			A Model Multi-National Comp		47,407,853	905,867.50	47,528,150	120,297
			Grand Total		47,407,853	905,867.50	** NA **	120,297

Example: Journal Entry for Unrealized Gain or Loss

The following shows a journal entry for the sample report. The program generates this journal entry if you set the related processing options.

[09101] - Journal Entry

Functions Tools Help

Mode (F) ☐ Model (Y) ☐
 Reverse or Void (R/V) ☐ R
 Base Co. Currency BEF

Document Type JX
 Document Number/Co 1 00070 Explanation Unrecognized Gain/Loss
 G/L Date Batch Number 122791 Home BU
 Remaining Currency Code BEF Ref. 1
 Exchange Rate
 Skip to Line

Account No.	Amount	Explanation 2	P
7001.9142.GAIN	120,297-	Unrecognized Gain	
70.1110.BBLGBP	120,297	Unrecognized Gain	

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys

What You Should Know About

Monetary accounts

If you are using monetary account valuation over accounts that are designated by currency, this program records the monetary currency in the Purchase Order field of the JX document. When you post, the system uses this value to update the correct account balance.

Nonmonetary accounts

Use version XJDE0002 if you want to perform monetary account valuation on accounts not designated as monetary accounts, and you are posting balances by currency.

See *Consolidating Monetary Account Balances* in the *General Accounting II Guide*.

See Also

- *Calculating Unrealized Gains and Losses (P04425)* in the *Accounts Payable Guide*
- *Calculating Unrealized Gains and Losses (P03426)* in the *Accounts Receivable Guide*

Processing Options for Monetary Account Valuation

LEVEL OF DETAIL:

1. Specify the lowest level account to be printed (e.g.- 7). _____

PERIOD INFORMATION:

2. Enter the fiscal year and period for the financial statement.
(Leave blank for current year and period.)

Year: _____
Period: _____

PRINT OPTIONS:

3. To select which account number to print on the Trial Balance, enter a:
'1' - account number (default)
'2' - short account i.d.
'3' - unstructured account.
If left blank, default will be account number. _____

4. Enter a '1' to omit printing accounts with zero balances. _____

SUBLEDGER INFORMATION:

5. Enter specific subledger or '*' for all subledgers. _____

6. Enter a subledger type if you have entered a specific subledger in processing option 5 above. _____

"AS OF" DATE:

7. Enter "As Of" date for processing the current exchange rate. Default of blank will process rate using the current processing period. _____

JOURNAL ENTRIES:

8. Enter a '1' to create journal entries for both gains and losses. Enter a '2' to create journal entries only for accounts with a calculated loss. Enter a '3' to create journal entries only for calculated gains. Default of blank will not create journal entries. _____

9. Enter the G/L date. Default of blank will use last day of current period. _____

JOURNAL ENTRIES CONT:

10. Enter a '1' to create the journal entry batches in an Approved status regardless of the value in the Management Approval of Input general accounting constant. Default of blank will not override the settings. _____

Data Selection for Monetary Account Valuation

J.D. Edwards recommends that you use the selection criteria for currency code provided in the DEMO version (NE *BLANKS).

Understand Balance Currency Restatement

About Balance Currency Restatement

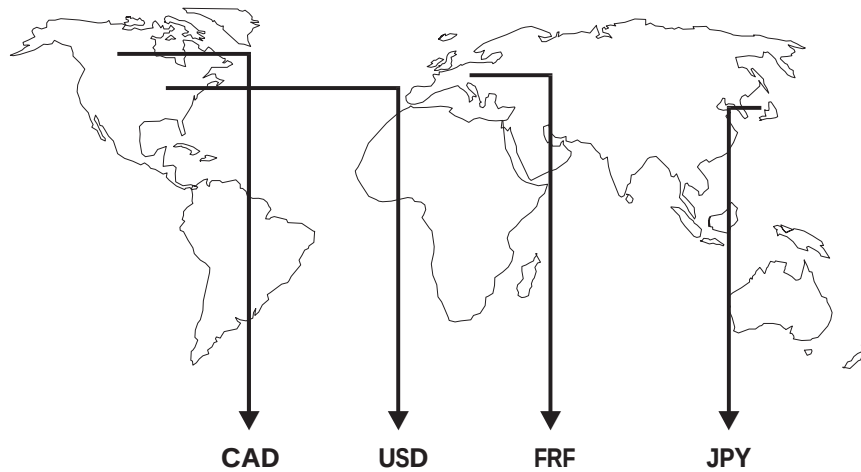
If your organization has companies operating in more than one country, you might need to consolidate financial reporting among the different companies. To do this, you need to restate existing company balances into one common currency.

You might use balance restatement to:

- Restate balance sheet accounts at the period-end rate and income statement accounts at an average rate, prior to generating consolidated financial reports. For example, you can restate subsidiary company accounts into the parent company's currency for consolidated reporting.
- Combine amounts from up to three different ledgers to one ledger. For example, you can restate the AA (actual amounts) and GP (GAAP adjustments) ledgers into the AC (consolidation) ledger.
- Restate accounts for "what if" budget analysis. For example, you can specify a budget rate different from that used in the accounting books for internal comparison purposes.
- Restate balances for specific business units.

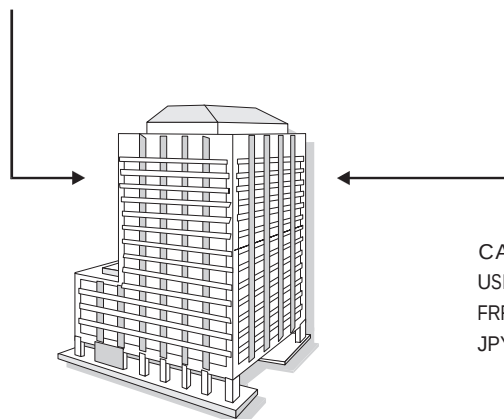
You can create journal entries in the AC ledger. Typically, such journal entries are eliminating journal entries. You can recalculate a period without losing journal entries already made to this ledger.

The following illustrates why you might need to restate balances.



Financial Restatement Rates

Balance Sheet	.7943	1.0	.1830	.0089
Income Statement	.8326	1.0	.1880	.0090



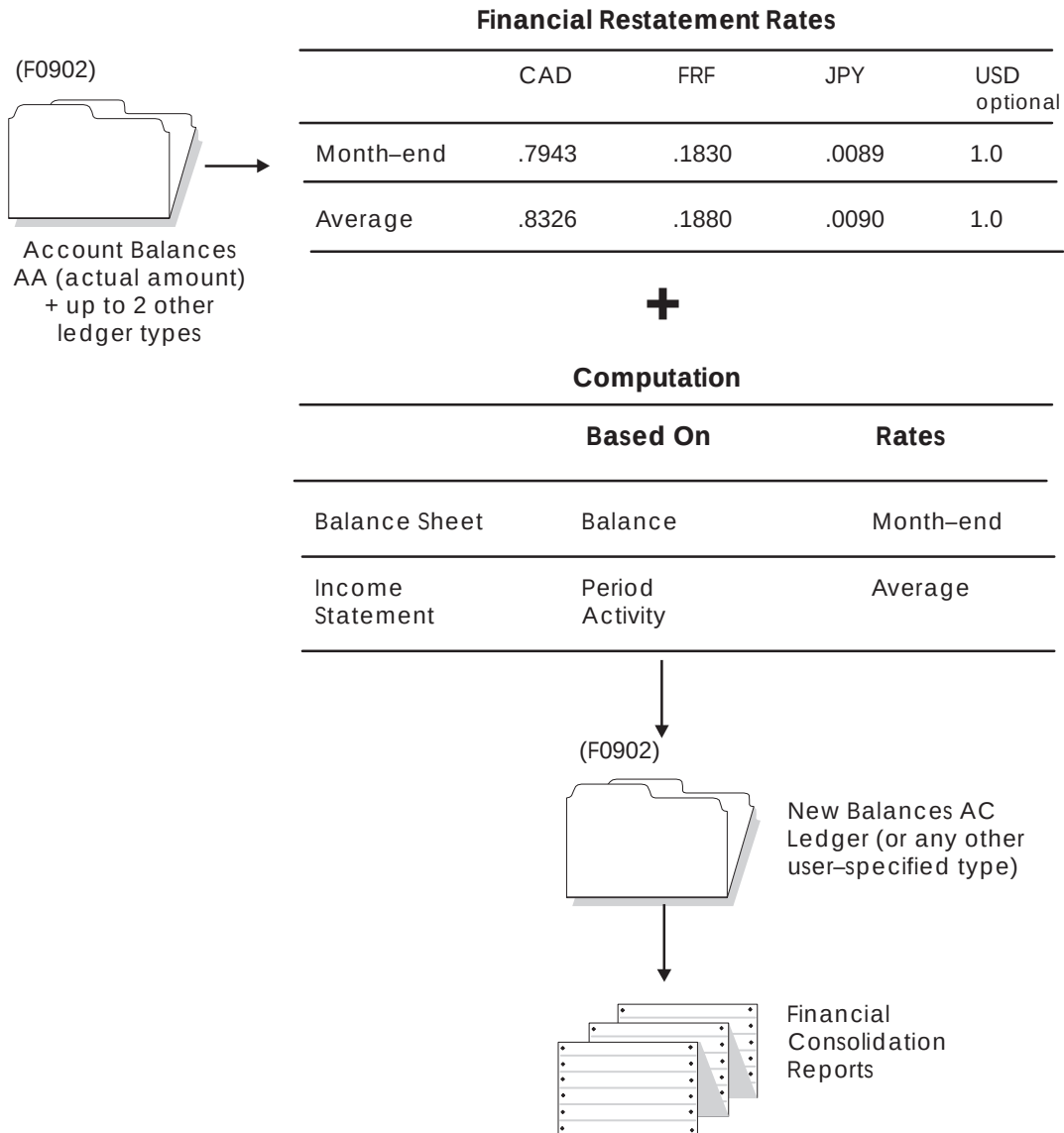
CAD Canadian Dollars
 USD U.S. Dollars
 FRF French Francs
 JPY Japanese Yen

USD to AC Ledger Parent Company

To restate existing company balances, you:

1. Define restatement rates.
2. Work with calculations.
3. Calculate restated balances.

The following illustrates the balance currency restatement process.



What Information Does the System Need for Calculations?

Before you enter or revise calculations, you should understand the information the system uses in the calculations. You provide the following key information:

- Rate type and rate
- Calculation method
- Translation adjustment account

Rate Type

The system uses rate types to determine which exchange rate to use when it calculates new balances. For each range of accounts, you can enter a user defined rate type. Some examples follow:

A (period average)	Average rate for the month, generally used with income statement accounts
M (month-end)	Period-end rate, generally used with balance sheet accounts
User-defined rate types	For example, a budget rate (different from an accounting rate) to do “what if” budget amounts and comparison

Calculation Method

You can specify a calculation method for each range of accounts. The system uses the calculation method to determine which formula to use when it calculates currency conversions. The calculation methods and their formulas are:

0 (net period)	Period calculations: (Uses net period activity amount)
1 (cumulative balance)	Balance calculations: (Uses the inception-to-date balance amount)

If you do not supply a calculation method, the system uses the default from the data dictionary.

The following examples show the results of using the two calculation methods.

Example: Net Period Calculation - Method 0

In this example, the AC ledger amount for period 3 is 80.

Accounting Period	Period Amount	Average Rate	Calculation	To Ledger Period Posting
Period 1	100	1.10	100 x 1.10	110
Period 2	200	1.05	200 x 1.05	210
Period 3	100	0.80	100 x 0.80	80

- Period 1
 - Period Amount: 100
 - Average Rate: 1.10
 - Calculation: 100×1.10
 - To Ledger Period Posting: 110
- Period 2
 - Period Amount: 200
 - Average Rate: 1.05
 - Calculation: 200×1.05
 - To Ledger Period Posting: 210
- Period 3
 - Period Amount: 100
 - Average Rate: 0.80
 - Calculation: $100 \times .080$
 - To Ledger Period Posting: 80

Example: Cumulative Balance Calculation - Method 1

In this example, the AC ledger balance for period 3 is 1120.

From Ledger Accounting Period / Period-Ending Balance		Period- Ending Rate	Calculation	To Ledger Period Posting	To Ledger Period-Ending Balance
Beginning Balance	1,000	0.90	$(1,000 \times .90)$	900	900
Period 1	100	1.10	$((1,000 + 100) \times 1.10) - 900$	310	1,210
Period 2	200	1.05	$(1,300 \times 1.05) - (900 + 310)$	155	1,365
Period 3	100	0.80	$(1,400 \times .80) - (1,210 + 155)$	-245	1,120
			Total	1,120	

- Beginning balance
 - From Ledger: 1000
 - Rate: .90
 - Calculation: $1000 \times .90$
 - To Ledger Period Posting: 900
 - To Ledger Period-Ending Balance: 900
- Period 1
 - From Ledger: 100
 - Rate: 1.10

- Calculation: $((1000 + 100) \times 1.10) - 900$
- To Ledger Period Posting: 310
- To Ledger Period-Ending Balance: 1210
- Period 2
 - From Ledger: 200
 - Rate: 1.05
 - Calculation: $(1300 \times 1.05) - (900 + 310)$
 - To Ledger Period Posting: 155
 - To Ledger Period-Ending Balance: 1365
- Period 3
 - From Ledger: 100
 - Rate: 0.80
 - Calculation: $(1400 \times .080) - (1210 + 155)$
 - To Ledger Period Posting: -245
 - To Ledger Period-Ending Balance: 1120
- Total, To Ledger Period Posting: 1120

Translation Adjustment Accounts

Translation adjustments are caused by a change in the exchange rates. The system calculates translation adjustments during the restatement process. The Revise Computations form provides two fields for entering the G/L account for the translation adjustments, one in the header area and one for each detail line. The system uses these fields as follows:

- In the header area, the system uses the translation adjustment account to make a balancing entry for translation gains and losses, either for the entire report or for a range of accounts or business units. If you do not define a translation adjustment account, the system does not make an adjusting entry.
- In the detail area, the system uses the translation adjustment account to enter translation gains and losses due to a change in the exchange rate within a period. This entry is not a balancing entry. The system makes this calculation for each range of accounts. The formula for calculating translation gain or loss depends on the calculation method, as follows:
 - If the calculation method is 0 (net period), the translation gain or loss is calculated according to the following formula:

$(\text{average rate for period} \times \text{net activity}) - (\text{end of period rate} \times \text{net activity})$

- If the calculation method is 1 (cumulative balance), the translation gain or loss is calculated according to the following formula:

(beginning period balance x beginning of period balance rate) –
(beginning period balance x end of period balance rate)

How Are Restated Balances Calculated?

The Compute Balance Restatement program does the following:

- Reads the Account Balances table (F0902) to find a beginning balance and period amount in the AA ledger for each G/L account in the range of accounts for the specified company.
- Applies calculations based on the type of restatement, as follows:
 - Period calculation balances for a selected period other than period 1. The system leaves previous balances as is, restates the balance for the current period, and clears all periods after the selected period.
 - Period calculation balances for period 1. The system updates beginning balances, restates the balance for the current period, and clears all periods after the current period.
 - Year-to-date balances for selected periods. The system restates balances for the selected periods, and clears all periods after the selected period.
 - Amounts to use for monetary accounts, or amounts to use when Account Balances by Currency is turned on. If an account balance has originated in the currency of the To Ledger, the system does one of the following:
 - Moves the amounts from the CA ledger instead of restating amounts (the default method) from the AA ledger
 - Restates the AA ledger amounts

You specify the method to use when you define the calculation.

- Performs the following updates, where they apply:
 - When you run period 1, if no prior year records exist for the destination ledger type, the system updates the prior year cumulative balance (APYC) and prior year net postings (APYN). It uses the currency restatement rate effective for the last day of the prior year.
 - If no effective restatement rate exists for the prior year, the system updates the beginning balances for the destination ledger type to zero.
 - If prior year records exist for the destination ledger type, the system updates the beginning balances as follows:

- The prior year net postings in the current year's restatement ledger type with the total period postings of the prior year's restatement ledger type
- The prior year balance in the current year's restatement ledger type with the cumulative balance of the prior year's restatement ledger type
- Creates or updates the destination ledger type, generally the AC ledger type, in the Account Balances table.



If the annual close was run, the system updates the AC ledger APYC and APYN at that time. The system calculates retained earnings if it finds a destination ledger in user defined code list 09/LA with X in the first position of the Special Handling field.

NOTE: If the annual close was run, the system updates the AC ledger APYC and APYN at that time. The system calculates retained earnings if it finds a destination ledger in user defined code list 09/LA with X in the first position of the Special Handling field.

Define Restatement Rates

Defining Restatement Rates

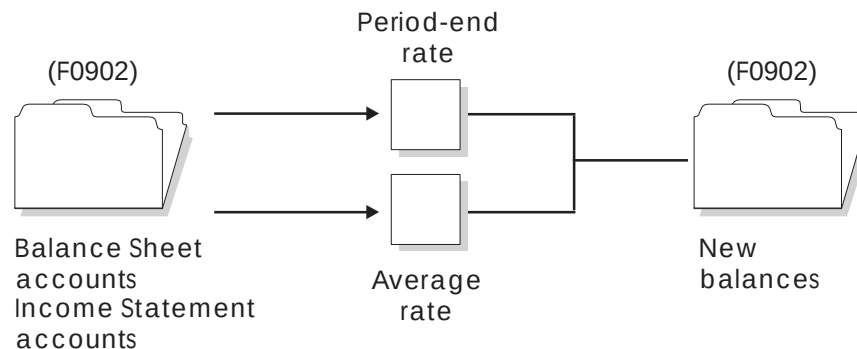


From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), choose Financial Restatement

From Multi-Currency Financial Restatement (G1122), choose Financial Restatement Rates

For balance currency restatement, you typically need to use different rates of exchange for different ranges of accounts. For example, you might use the period-end exchange rate to restate balance sheets accounts, and a period average exchange rate to restate income statement accounts.



You must provide a rate for converting one currency to another. You can enter both an average rate for the period and a period-ending rate for each currency from which you are converting. You must update the table with new exchange rates each period to maintain a record of currency conversion rates, along with their effective dates and type.

The system uses the rates you define only for currency restatement, not for daily transaction processing. The system stores rate information in the Currency Restatement Rates table (F1113).

Before You Begin

- ☐ Before you define currency rates, J.D. Edwards recommends that you write down the values you will enter in each field.

► To define a restatement rate

On Financial Restatement Rates

The screenshot shows a window titled "[1113] - Financial Restatement Rates" with a menu bar (Functions, Options, Tools, Help) and a toolbar. Below the toolbar are four input fields: Effective Date, To Currency, From Currency, and Rate Type, each with a dropdown arrow. Below these fields is a table with columns: Multiplier, Divisor, Effective Date, To Curr, From Curr, Description, and Rt Ty P. The table contains 14 rows of data for various currencies including Belgian Francs, Colombian Peso, and German Mark. At the bottom, there are two buttons: "Opt: 9=Delete Line" and "F24=More Keys".

Multiplier	Divisor	Effective Date	To Curr	From Curr	Description	Rt Ty P
.0321802	31.0750000	06/30/98	USD	BEF	Belgian Francs	A
.0311745	32.0775000	03/31/98	USD	BEF	Belgian Francs	A
.0305288	32.7560000	02/28/98	USD	BEF	Belgian Francs	A
.0301887	33.1250000	01/31/98	USD	BEF	Belgian Francs	A
.0321595	31.0950000	06/30/98	USD	BEF	Belgian Francs	M
.0311842	32.0675000	03/31/98	USD	BEF	Belgian Francs	M
.0303813	32.9150000	02/28/98	USD	BEF	Belgian Francs	M
.0302572	33.0500000	01/31/98	USD	BEF	Belgian Francs	M
.0012132	824.2500000	06/30/98	USD	COP	Colombian Peso	A
.0011955	836.5000000	06/30/98	USD	COP	Colombian Peso	M
.5892752	1.6970000	06/30/98	USD	DEM	German Mark	A
.5865103	1.7050000	06/30/98	USD	DEM	German Mark	M

1. Locate all restatement rates, or limit your search by completing any of the following fields in the header part of the form:
 - Effective Date
 - To Currency
 - From Currency
 - Rate Type
2. Complete only one of the following fields for each rate:
 - Exchange Rates – Multiplier
 - Exchange Rates – Divisor
3. Complete the following fields in the detail part of the form for each rate:
 - Effective Date
 - To Currency
 - From Currency
 - Rate Type
4. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, choose Add and Redisplay from the Functions menu

Field	Explanation
Effective Date	The date on which this transaction takes effect. The effective date is used generically. It could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate. <i>Form-specific information</i> The effective date you enter in the header for the exchange rates you want displayed. An asterisk (*) specifies all effective dates.
Currency Code – To	A code that indicates the domestic currency of the company the account is associated with, as defined on the Designate Company Currency form (World) or on the Currency form that you access from the Set Up Company form (OneWorld). <i>Form-specific information</i> The currency code to which the account balances will be converted. It can be any code defined on the Designate Currency Codes form. Use the To Currency field in the header part of the form to specify the currency code for which you want to review or revise exchange rates. An asterisk (*) specifies all currency codes.
From Currency	A code that represents a currency. <i>Form-specific information</i> The currency code from which account balances will be converted. This can be any code defined on the Designate Currency Codes form. Use the From Currency field in the header part of the form to specify the currency for which you want to review or revise exchange rates. An asterisk (*) specifies all currency codes.
Rate Type	Indicates the method of conversion, such as Monthly Average, Month End, Historical, Budget and so on. Values for this data item are in the user defined code list 11/RT. Different types of exchange rates can be defined using the same effective dates. This allows the restatement of different ranges of accounts using different rates. For example: A Period average rates used for P&L accounts M Month-End rates used to restate Balance Sheet accounts. <i>Form-specific information</i> Use the Rate Type field in the header part of the form to specify the rate type of the exchange rates you want displayed. An asterisk (*) specifies all rate types.

Field	Explanation
Exchange Rates Multiplier	The conversion rate that the system uses to convert foreign currencies to domestic currencies. If the Multi-Currency Conversion option on the Set Multi-Currency Option form is set to Y, this rate is a multiplier. If it is set to Z, this rate is a divisor. <i>Form-specific information</i> The multiplier used to calculate the currency restatement. The system uses the multiplier if the Multi-Currency Conversion option on Set Multi-Currency Option is set to Y. The system multiplies the From Currency account balance by this rate to get the To Currency account balance. When you enter or change the exchange rate, enter either the multiplier or divisor, not both. The system calculates the other.
Exchange Rates Divisor	The number that the foreign currency is divided by to calculate the domestic currency. <i>Form-specific information</i> The divisor used to calculate the currency restatement. The system uses the divisor if the Multi-Currency Conversion option on the Set Multi-Currency Option form is set to Z. The system divides the From Currency account balance by this rate to get the To Currency account balance. When you enter or change the exchange rate, enter either the multiplier or divisor, not both. The system calculates the other.
Effective Date	The date on which the exchange rate takes effect. <i>Form-specific information</i> The date that identifies the exchange rate to use for the currency restatement of the period.

What You Should Know About

Changing a rate	Replace either the multiplier or the divisor. You must also clear the field for the multiplier or divisor (whichever you did not replace), so the system can correctly calculate it.
Adding new rate types	You can add new rate types to the user defined code list 11/RT.

Processing Options for Financial Restatement Rates

TOLERANCE LIMIT:

1. You may specify a tolerance limit to warn you of radical rate changes. For example: 15.0 indicates 15% +/- . This will also alert you to data entry errors.

Work with Calculations for Balance Restatement

Working with Calculations for Balance Restatement



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), choose Financial Restatement

From Multi-Currency Financial Restatement (G1122), choose Revise Computations or Review Computations

Before you can restate a company's currency to another currency for multiple company consolidation, you must define the calculations to be used.

Working with calculations for balance restatement consists of:

- Defining calculations
- Reviewing calculations

You might find the following calculations useful:

Defining company-specific calculations

You can define your calculations for a specific company. And, you can define as many calculations for a company as you need. You might need more than one calculation if, for example, you perform “what-if” analysis using different ledger types.

Overriding ledger type

You can override the source ledger type for a range of accounts. This is especially useful if you have a range of accounts that were previously restated into a particular ledger type. In this example, you can move or restate from other ledger types.

Combining ledger types

You can define a calculation to restate amounts from up to three ledger types into one. They must all be denominated in the same currency.

Translation adjustment accounts

You can specify one specific business unit to use as the business unit portion of each translation adjustment account (for balancing adjustments or gain/loss amounts due to currency fluctuations). Or, you can use an * (asterisk) for the business unit. When you use *, the system uses the company being restated as the business unit and the specified object and subsidiary account.

If the Compute Restated Balances program does not find the specified account for the appropriate business unit, it stops processing that company and includes an error message on the report. Processing for other companies continues normally.

The system retrieves information from the Company Conversion Parameters table (F1114).

Before You Begin

- ☐ Enter or revise currency rates. See *Defining Restatement Rates*.

To define a calculation

You must define the calculations to be used for restating balances by providing the following information:

- Company
- Ranges of accounts
- Destination currency
- Source and destination ledger types

On Revise Computations

1114 - Revise Computations

Functions Options Tools Help

Computation Id Company

From Ledger 1 General Ledger To Ledger Type Consolidation L

From Ledger 2 GAAP Adjustment To Currency Code

From Ledger 3

Translation Adjustment BU Object/Sub

P	O	From	Thru	Explanation	Rt	C	From	M	LT	R
		1000	1110.BBLUSD	Balance Sheet Accounts	M	1				
		1110.BNP	1110.BNP	Monetary FRF Account	M	1	CA			
		1110.SG	4999.99999999	Balance Sheet Accounts	M	1				
		5000	9999.99999999	Income Statement accts	A	0				

Opt: 9=Delete Line F19/20=Previous/Next Computation F24=More Keys

1. Complete the following fields:
 - Computation ID
 - Company
 - From Ledger 1
 - To Ledger Type
 - To Currency Code
2. Complete the following optional fields:
 - From Ledger 2
 - From Ledger 3
3. To specify one or more translation adjustment accounts for balancing adjustments, complete the following fields:
 - Translation Adjustment Business Unit
 - Translation Adjustment Object/Subsidiary
4. Complete the following fields for each range of accounts:
 - From Account
 - Thru Account
 - Explanation
 - Rate Type
 - Calculation Method
 - From Ledger Type (optional)

- M R (Move CA Ledger or Restate AA Ledger)
5. Access the detail area (optional).

[1114] - Revise Computations

Functions Options Tools Help

Computation Id Company

From Ledger 1 General Ledger To Ledger Type Consolidation L

From Ledger 2 GAAP Adjustment To Currency Code

From Ledger 3

Translation Adjustment BU Object/Sub

P	From	Account	Thru	Explanation	Rt	C	From	M	LT	R
1000		1110.BBLUSD		Balance Sheet Accounts	M	1				
	From/Thru Business Un			Override Rate						
	Translation Adjustment BU			Object/Sub						
1110.BNP		1110.BNP		Monetary FAF Account	M	1 CA				
	From/Thru Business Un			Override Rate						
	Translation Adjustment BU			Object/Sub						
1110.SG		4999.99999999		Balance Sheet Accounts	M	1				
	From/Thru Business Un			Override Rate						
	Translation Adjustment BU			Object/Sub						
5000		9999.99999999		Income Statement accts	A	0				
	From/Thru Business Un			Override Rate						
	Translation Adjustment BU			Object/Sub						

Opt: 9=Delete Line F19/20=Previous/Next Computation F24=More Keys

6. Complete the following optional fields:
 - From/Thru Business Unit
 - Override Rate
 - Translation Adjustment Business Unit
 - Translation Adjustment Object/Subsidiary
7. Verify that any gaps between account ranges are intentional.
8. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Computation ID	This character/number identifies the computation to be used for Balance Currency Restatement. You can apply a single computation to multiple companies. You can define multiple computation IDs for one company in the Currency Restatement program. The computation ID value is set on Company Numbers & Names for each company. The system uses the company ID and the company code to identify the record.

Field	Explanation
Company	The number of the company that has balances to be restated. <i>Form-specific information</i> A code that identifies a specific organization, fund, entity, and so on. The code must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. The system uses the company code and the computation ID to identify the record.
From Ledger Type 1	A user defined code (09/LT) that identifies a ledger type. <i>Form-specific information</i> Enter the first of three possible ledger types to be used in the currency restatement process. The system converts the balances from these ledgers and adds them together prior to applying the restatement rate. If you are restating ledger type AA, it must be in ledger type 1. Note: All three ledgers must have the same currency.
To Ledger Type	The ledger type where restated balances will be assigned. The Currency Restatement programs restate existing ledger balances in a common currency and place them in a new ledger type balance record. The To Ledger may not be any of the following ledgers: - AA (Actual Amounts) - CA (Foreign Amounts) - AZ (Cash Basis Actual Amounts) - XA (Alternate Currency) - YA - ZA - From Ledger 1, 2 or 3.
To Currency Code	A code that indicates the domestic currency of the company the account is associated with, as defined on the Designate Company Currency form (World) or on the Currency form that you access from the Set Up Company form (OneWorld). <i>Form-specific information</i> The code of the currency to which the company's balances will be converted. It can be any code defined on the Designate Currency Codes form.
From Ledger Type 2	A user defined code (09/LT) that identifies a ledger type. <i>Form-specific information</i> Enter the second of three possible ledger types to be used in the currency restatement process. The system will add these ledgers prior to applying the restatement rate.

Field	Explanation
From Ledger Type 3	A user defined code (09/LT) that identifies a ledger type. <i>Form-specific information</i> Enter the third of three possible ledger types to be used in the currency restatement process. The system will add these ledgers prior to applying the restatement rate.
Translation Adjustment BU	An alphanumeric field that 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. 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 accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses this value for Journal Entries if you do not enter a value in the AAI table. <i>Form-specific information</i> The business unit that the system will use for balancing adjustments during restatement. Either enter a business unit to use for all balancing adjustments during the restatement, or enter an * (asterisk). An * causes the system to use the appropriate business unit of the company currently being restated for the balancing adjustment.
Object/Sub	The object.subsidiary account number. In a Skip To field, you can enter an account number to begin the screen display with that account. <i>Form-specific information</i> In the header area, specify the object.subsidiary for the account that the system will use for balancing adjustments. In the detail area, specify the object.subsidiary for the account that the system will use for gain/loss amounts due to currency fluctuations.
From Account	The beginning account in the range of accounts on which you want the computation performed. This number must be entered in the object.subsidiary format.
Thru Account	The ending account in the range of accounts on which you want the computation performed. This number must be entered in the object.subsidiary format.

Field	Explanation
Calculation Method – Balance or Period	The calculation method to use for Currency Restatements. Codes are: 0 Period Calculation. This uses the net period posting total. 1 Balance Calculation. This uses the account balance. Period calculations are typically used for restatements of profit and loss accounts. Balance calculations are usually used against the balance sheet accounts and equity accounts. Period calculations use the net posting amounts for the specified period only and restate using the appropriate rate. Balance calculations retrieve the year-to-date account balance for the restatement. <i>Form-specific information</i> If you do not supply a calculation method, the system uses the default method from the data dictionary.
From Ledger Type	The ledger from which the balances are to be converted. The most commonly used ledger type is AA. <i>Form-specific information</i> Enter the override ledger type to be used for this detail line of business unit/account range selection. The system will use this ledger type for this detail instead of the From Ledgers types listed in the header of the form. For example: CA ledger type for monetary accounts or XA ledger type for historical balances from a company's alternate ledger type, such as fixed assets.
Move CA Ledger or Restate AA Ledger	Indicator that the system uses to determine whether to move the CA ledger amount to the To Ledger or to restate the AA amount. This indicator applies when Account Balances By Currency is turned on or for monetary accounts with the same currency as the restatement ledger. If an account has balances that originated in the currency of the To Ledger, the system can either move the CA amount directly to the To ledger or restate the AA amount into the To Ledger. Valid values are: 0 Move the CA ledger amount directly to the To Ledger (default) 1 Restate the AA ledger amount into the To Ledger

Field	Explanation
Override Rate	The conversion rate that the system uses to convert foreign currencies to domestic currencies. If the Multi-Currency Conversion option on the Set Multi-Currency Option form is set to Y, this rate is a multiplier. If it is set to Z, this rate is a divisor. <i>Form-specific information</i> The override exchange rate to use in place of the active rate to calculate the currency restatement. If you leave this field blank, the exchange rate in the Currency Restatement Rates table (F1113) is used.
Translation Adjustment BU	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. <i>Form-specific information</i> The business unit that the system will use for gain/loss amounts due to fluctuating exchange rates. Either enter a business unit to use for all gain/loss amounts during the restatement, or enter an * (asterisk). An * causes the system to use the appropriate business unit of the company currently being restated.

What You Should Know About

- Reviewing calculations** After you define calculations, you should review them. You can review calculations on Revise Computations by:
- Completing all of the fields in the header area. If you leave any field blank, the system tries to find matching blank data.
 - Entering partial header information and choosing Next Computation.

The Review Computations form provides more flexibility in locating calculations.

See *Reviewing Calculations*.

- Validating entries** When you add or revise calculations, the system:
- Verifies that the beginning account is equal to or greater than the ending account.
 - Checks each account range against the others to make sure that they do not overlap.

► To review calculations

After you set up your calculations for balance restatement, you should review the information to ensure that the balance restatement is correct and complete. You should verify that:

- All gaps between ranges of accounts are intentional. The system will not perform restatements for missing accounts, and the balance of the missing accounts might be entered into the translation adjustment account defined in the header part of the Revise Computations form.
- You have the correct rate types and calculation methods associated with the account ranges.

Information for review is stored in the Company Conversion Parameters table (F1114).

On Review Computations

P	ID	Co	LT	Fr1	Fr2	Fr3	To	Curr	Account	From	Through	Rt	C
		00075	AA					AC	USD	1000	4999.99999999	M	1
		00075	AA					AC	USD	5000	9999.99999999	A	0
		00100	AA					AC	USD	1000	4999.99999999	M	1
		00100	AA					AC	USD	5000	9999.99999999	A	0
V		00070	AA	GP				AC	USD	1000	1110.88LUSD	M	1
V		00070	AA	GP				AC	USD	1110.BNP	1110.BNP	M	1
V		00070	AA	GP				AC	USD	1110.\$G	4999.99999999	M	1
V		00070	AA	GP				AC	USD	5000	9999.99999999	A	0
W		00000	AA					AC	USD	1000	4999.99999999	M	1
W		00000	AA					AC	USD	5000	9999.99999999	A	0

1. Locate all computations, or complete any of the following fields in the header part of the form to limit the search:
 - Computation ID
 - Company
 - To Currency Code
 - From Ledger Type 1
 - To Ledger Type

2. Review the following fields for gaps between ranges of accounts:
 - Through Account
 - From Account
3. Verify the following fields:
 - Rate Type
 - Calculation Method

Field	Explanation
Company	The number of the company that has balances to be restated. <i>Form-specific information</i> The Company field in the header part of the form specifies the companies you want displayed. An asterisk (*) in this field displays all companies. The Company field in the detail part of the form displays the company of each computation.
To Currency Code	A code that represents a currency. <i>Form-specific information</i> The code for the currency to which the company's balances will be converted. It can be any code defined on the Designate Currency Codes form. Use the To Currency Code field in the header part of the form to specify the currency for which you want to display exchange rates. An asterisk (*) in this field specifies all currency codes.
From Ledger Type 1	A user defined code (09/LT) that identifies a ledger type. <i>Form-specific information</i> An asterisk (*) in this field in the header part of the form specifies all ledger types.
To Ledger Type	The ledger type in which you want the converted amounts stored. This ledger type must be defined in the user defined code list 11/TL for restatement and in the general ledger type list 09/LT. <i>Form-specific information</i> An asterisk (*) in the To Ledger Type field in the header part of the form specifies all ledger types.

What You Should Know About

Changing calculations To change a calculation, access Revise Computations.

Calculate Restated Balances

Calculating Restated Balances



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), choose Financial Restatement

From Multi-Currency Financial Restatement (G1122), choose Compute Restated Balances

Based on the exchange rates and calculations you defined, you can use the Compute Restated Balances program to:

- Restate a selected period, a range of periods, or all periods in the current year
- Apply an individual rate to each period you are restating, or apply a single rate to all periods
- Apply a different exchange rate for a specific range of accounts
- Restate up to three source ledger types to a single destination ledger type

This batch program restates balances for the defined range of accounts from a source ledger type into the AC (consolidation) ledger type. Although the AC ledger type is commonly used, the consolidation ledger type can be any user-specified ledger type except AA, CA, XA, YA, ZA, or AZ.

You can run this program as often as necessary. Rerunning the program overwrites existing balances, unless you specify a different destination ledger type. You can run this program in three modes, as follows:

Proof mode with report	The system prints a report, but does not create balances in the destination ledger type.
Final mode with report	The system creates balances in the destination ledger type and prints a detailed audit trail.
Final mode without report	The system creates balances in the destination ledger type and does not print a detailed audit trail.

This program uses information from the Account Balances (F0902), Company Conversion Parameters (F1114), and Currency Restatement Rates (F1113) tables.

Before You Begin

- ☐ Set up the consolidation ledger type (usually AC) in the user defined code list 11/TL to define the ledger type as a restatement ledger type. See *Working with User Defined Codes*.
- ☐ Enter the currency code (designating the consolidation currency) in the Special Handling field for the AC ledger type in the user defined code list 09/LT. See *Working with User Defined Codes*.
- ☐ Enter the computation ID to use for specific companies on Company Numbers and Names. See *Setting Up Companies*.
- ☐ Verify that you have the correct rate types and calculation methods associated with account ranges. See *Working with Calculations for Balance Restatement*.

What You Should Know About

Exchange rates

It is important that you update the exchange rates used to restate balances.

If rates do not exist, the Currency Restatement report has blanks in the exchange rate and restated balance columns. If you do not print zero restated balances, all accounts in that range are omitted from the report.

Decimal placement

The Compute Restated Balances program determines currency decimals by the currency code for the destination ledger type.

If you do not associate a currency code with the consolidation ledger type in the user defined code list 09/LT, decimals might appear incorrectly on some inquiry programs and reports.

Currency Restatement

Account Number Subledger/Type . . .	Ledgers 1 2 3 Cur	Description	Prior Period Balance	From Current Period Activity	Current Period Balance	RT T	Exchange Rate	LT	Current Period Posting	To Current Period Balance	Cur
7003.8720	06 AA	Office Supplies Expe	1,814,109		1,814,109	A	0.0321802	AC		54,766	USD
7005.8720	06 AA	Office Supplies Expe	1,441,968		1,441,968	A	0.0321802	AC		43,531	USD
7011.8720	06 AA	Office Supplies Expe	279,081		279,081	A	0.0321802	AC		8,425	USD
7012.8720	06 AA	Office Supplies Expe	1,116,357		1,116,357	A	0.0321802	AC		33,701	USD
7003.8730	06 AA	Postage & Freight	2,721,147		2,721,147	A	0.0321802	AC		82,148	USD
7005.8730	06 AA	Postage & Freight	2,162,952		2,162,952	A	0.0321802	AC		65,297	USD
7011.8730	06 AA	Postage & Freight	418,638		418,638	A	0.0321802	AC		12,638	USD
7012.8730	06 AA	Postage & Freight	1,674,552		1,674,552	A	0.0321802	AC		50,553	USD
7001.8740	06 AA	Travel, Meals & Lodg	2,302,509		2,302,509	A	0.0321802	AC		69,510	USD
7003.8740	06 AA	Travel, Meals & Lodg	1,830,180		1,830,180	A	0.0321802	AC		55,251	USD
7005.8740	06 AA	Travel, Meals & Lodg	354,222		354,222	A	0.0321802	AC		10,694	USD
7011.8740	06 AA	Travel, Meals & Lodg	1,416,921		1,416,921	A	0.0321802	AC		42,775	USD
7001.9120	06 AA	Interest Income				A	0.0321802	AC			USD
7001.9142.GAIN	06 AA	Realized Gain	823,614-		823,614-	A	0.0321802	AC		24,864-	USD
7001.9200	06 AA	Other Expenses	479,325		479,325	A	0.0321802	AC	100.642-	14,470	USD
71.4930	06	Translation Gain/Los				A	0.0321802	AC		8,243,647	USD
Ledger Total			60,293,787		60,293,787					8,648,530	
Company Total.			60,293,787		60,293,787					8,648,530	

Processing Options for Compute Restated Balances

MODE:

1. Enter the mode the calculations and update will be processed in: _____
0 = Proof mode with Report (Default)
1 = Final mode with Report
2 = Final mode without Report

RESTATEMENT PERIOD:

2. Enter the 'As Of' date or period number through which to perform the restatement calculations. A default of blank will select the current period. _____
3. Enter a '1' to restate Year-To-Date, (all periods). A default of blank will restate only the selected period. _____

RESTATEMENT RATE:

4. If you are performing a Year-To-Date restatement, enter a '1' to restate all periods using the rate for the 'As Of' period selected. A default of blank will cause the restatements to occur using the rate active for each specific period being restated. _____

SUPPRESS PRINT:

5. Enter a '1' to suppress the print of balances with a restated amount of zero. If left blank, all restated balances will print. _____

OVERRIDE COMPUTATION ID:

6. Enter the Computation ID specifying which Computation should be performed on the companies selected in the Dream Writer. The default of blank will use the Computation ID specified in the Company Constants. _____

OVERRIDE DESTINATION LEDGER:

7. Enter the 'To' Ledger for the Restatement Computation Records you wish to process. The default of blank will process all records without regard to the 'To' Ledger. _____

What You Should Know About Processing Options

Processing option 6

If you specify an override computation ID in the processing option, your entry overrides the ID assigned in the company constants. All companies chosen in Data Selection use this processing option setting.

Processing option 7

To understand this processing option, consider the following example:

Three calculations are set up for company 70. Each calculation updates a different destination ledger type.

- If you leave this processing option blank, the program runs all three calculations and creates balances for each destination ledger type.
- If you specify a single destination ledger type, the program runs only the calculation for that destination ledger type.

Understand Detailed Currency Restatement

About Detailed Currency Restatement

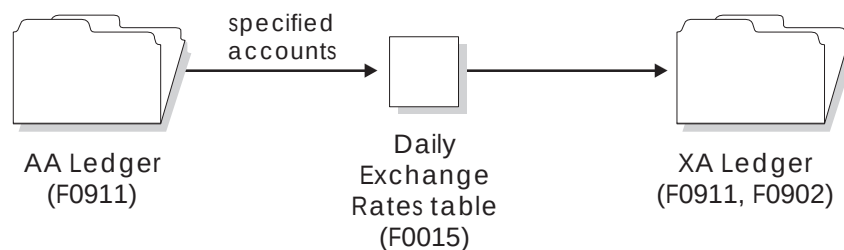
Companies operating in countries with highly inflationary currencies often need to:

- Report financial results in two currencies — the local currency and a parent company's currency
- Maintain a second set of books in a stable currency for financial analysis and reporting
- Maintain dual reporting for certain classes of general ledger accounts, such as fixed assets, inventory, and equity accounts, to meet accounting standards

Detailed Currency Restatement gives you a way to work at the transaction level with two base currencies:

- Domestic currency (AA ledger)
- Alternate (stable) currency, typically U.S. dollars (XA ledger)

For every transaction in the domestic currency within the range or ranges of accounts specified in the AAI setup, the system creates a corresponding transaction in the alternate currency.



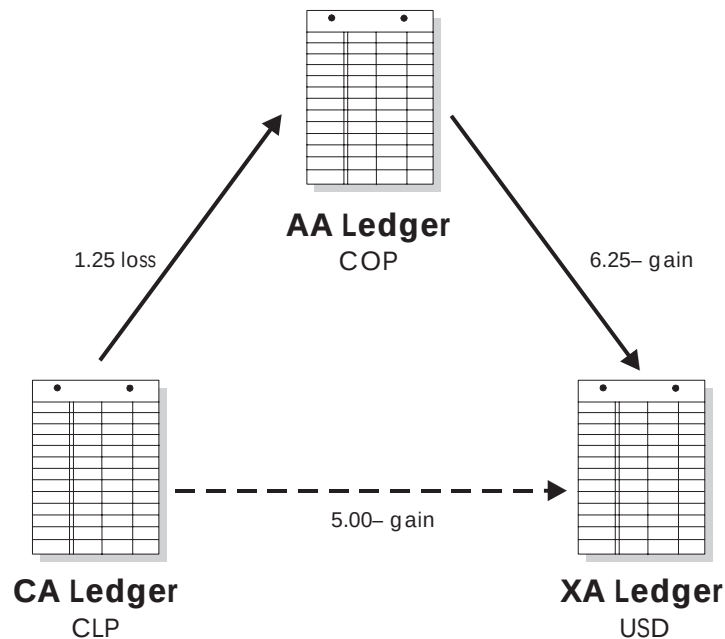
Detailed Currency Restatement is integrated into the General Accounting, Accounts Receivable, Accounts Payable, and Fixed Assets systems. This feature includes special handling for voids, reversals, and gain/loss calculations.

Which Ledgers Are Used to Calculate Gains and Losses?

The system creates restatement gain/loss records between the AA and XA ledgers when you post payments or receipts. The calculations differ, depending on the type of transaction:

- For domestic transactions (AA ledger to XA ledger), the system creates records for restatement gains/losses in the XA ledger and shows them on the post report, which lists the AA entries.
- For foreign transactions (CA ledger to XA ledger), the system:
 - Calculates the CA ledger to AA ledger gain/loss, then restates that amount to the XA ledger. The system shows this gain/loss on the post report that lists the XA entries.
 - Calculates the AA ledger to XA ledger gain/loss. The system shows this gain/loss on the post report that lists the AA and CA entries.

The following illustrates a foreign transaction (Chilean Peso = CLP) entered for a Colombian company (COP) that uses an alternate currency (USD). This shows the gain and loss created between the foreign (CA), domestic (AA), and alternate (XA) ledgers.



AA = Actual Amount
 CA = Currency Amount
 XA = Alternative Amount
 COP = Columbian Peso
 CLP = Chilean Peso
 USD = U. S. Dollars

AA --> XA	The gain/loss amount is calculated between COP and USD when a payment or receipt is posted.
CA --> AA	The gain/loss amount is calculated between foreign (CLP) and domestic (COP). It is then written to the AA ledger. This amount is restated to the XA ledger by the Detailed Currency Restatement program.
CA --> XA	No calculation is performed between the CA and XA ledger. The net amount of the two previous calculations is the equivalent of the gain/loss between the CA ledger and the XA ledger (transaction amount to restated amount).

Example: Gain/Loss for a Domestic Voucher

The following is an example of a domestic voucher entered for a Colombian company (COP) that uses detailed currency restatement. Their alternate currency is USD. This example shows how a domestic voucher creates gain or loss amounts for the alternate ledger (XA).

Voucher and Payment

	--AA Ledger--		--XA Ledger--			
	Domestic Transaction Amount	Currency Code	Exchange Rate (/)	Alternate Currency Calculated	Currency Code	Gain (-)/ Loss (+)
Voucher (original rate)	85,000	COP	850	100.00	USD	
Payment (payment current rate)	85,000	COP	860	98.84	USD	1.16-

Journal Entries

Description	Account	AA Ledger Amounts	XA Ledger Amounts
Voucher	Expense Account	85,000	100.00
	Accounts Payable	85,000-	100.00-
Payment	Accounts Payable	85,000	100.00
	Cash	85,000-	98.84-
	Realized Gain		1.16-

How Are Gains and Losses Calculated on a Foreign Transaction?

Gains and losses are calculated by measuring the changes in exchange rates when a transaction is processed.

The system performs two steps when calculating the gain or loss amount for a foreign transaction. These steps are described below. The examples in the steps use the following information:

Date	Document	CA Ledger (CLP)	x Exchange Rate	AA Ledger (COP)	/ Exchange Rate	XA Ledger (USD)
06/01/98	Voucher	100,00	.75	75,000	750	100.00
	Payment	100,00	.76	76,000	800	95.00
	Gain(-) Loss(+)			1,000		5.00-Net

1. The gain/loss record in the AA ledger (calculated as shown between the CA and AA ledgers) is converted to the XA ledger using the exchange rate from the AA to the XA ledger in effect on the G/L date of the payment.

$1,000 \text{ COP} / 800 = 1.25 \text{ loss}$		
Realized loss in AA ledger	Current exchange rate (COP to USD)	CA to AA

2. A gain/loss amount is also derived from the AA and XA ledgers. This amount is calculated using the voucher amount and the exchange rate difference between the voucher and payment dates.

$75,000 / 750 = 100.00$	
$75,000 / 800 = \underline{93.75}$	
6.25- gain (AA to XA)	
Voucher amount (COP)	Exchange rates (COP to USD) on 6/01/98 and 6/30/98, respectively

What Happens If You Use Alternate Ledgers?

If you use alternate ledgers to record transactions by domestic origin (YA ledger) and foreign origin (ZA ledger), the system updates the alternate ledger records using one of three methods, depending on where the transaction originated.

Domestic transaction in the AA currency

There is no CA record. The system:

- Restates the AA amount into the XA ledger
- Copies the AA amount to the YA ledger

Foreign transaction in the XA currency

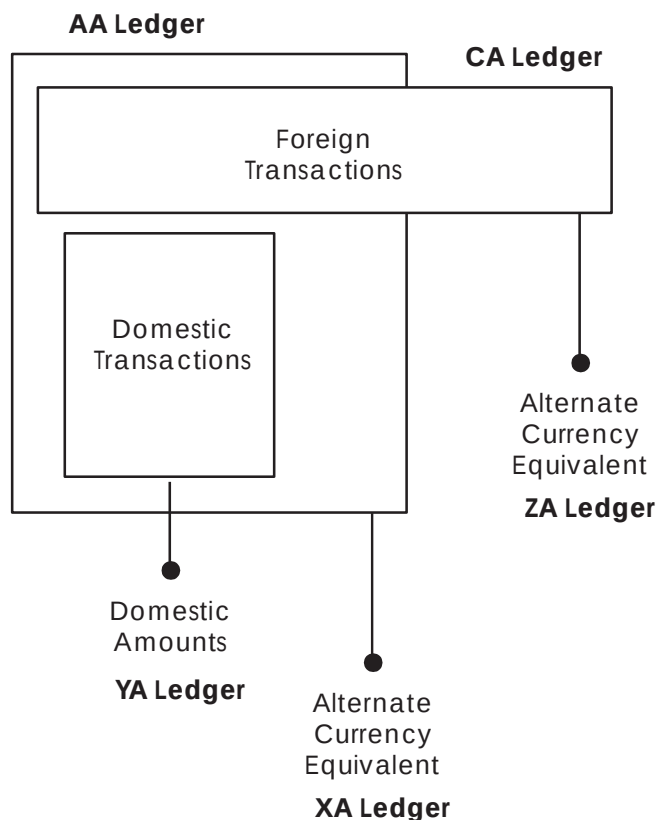
The system copies the CA amount to both the XA and ZA ledgers.

Foreign transaction in a currency other than XA

The system:

- Restates the AA amount into the XA ledger
- Copies the XA amount to the ZA ledger

The following illustrates the alternate ledgers used in detailed currency restatement:



What Steps Are Required for Detailed Currency Restatement?

Detailed currency restatement consists of these steps:

1. Set up detailed currency restatement.
2. Update the daily exchange rate table as needed.
3. Run the Detailed Currency Restatement program.
4. Review and approve the detailed currency transactions.
5. Post the detailed currency transactions to the general ledger.

What Transactions Are Processed?

The Detailed Currency Restatement program processes all posted transactions in the Account Ledger table (F0911) that qualify, as follows:

- The company is set up for detailed currency restatement.
- The transaction contains a blank in the Currency Update (ALT9) field.
- The account is within the account ranges for AAI item CRxx.

For each processed transaction, the program updates the Currency Update field to indicate the result of processing. Other programs also update this field. The following shows the codes and the programs that use them to update the field:

P (processed)	Written by the Detailed Currency Restatement program.
N (not applicable)	Written by the Detailed Currency Restatement program for either of the following: • Company is not set up for detailed restatement. • Account is not within a range of AAIs defined for detailed currency restatement.
Y (YA ledger only)	Written by the journal entry functional server (XT0911Z1) for JX document types and for journal entries with an override rate of zero. The Detailed Currency Restatement program changes the code to P (or N) after it processes the records.

The first time you run this program, processing might require a significant amount of time because it will update the Currency Update field for all qualified records in the Account Ledger table. Subsequently, the program updates only the new transactions that qualify.

What Happens with Reviewing and Posting?

You can review the detailed currency transactions batch by batch. The Detailed Currency Restatement program assigns the batch number of the originating (AA) batch to the transactions it creates for the alternate currency. Only the batch type is XX.

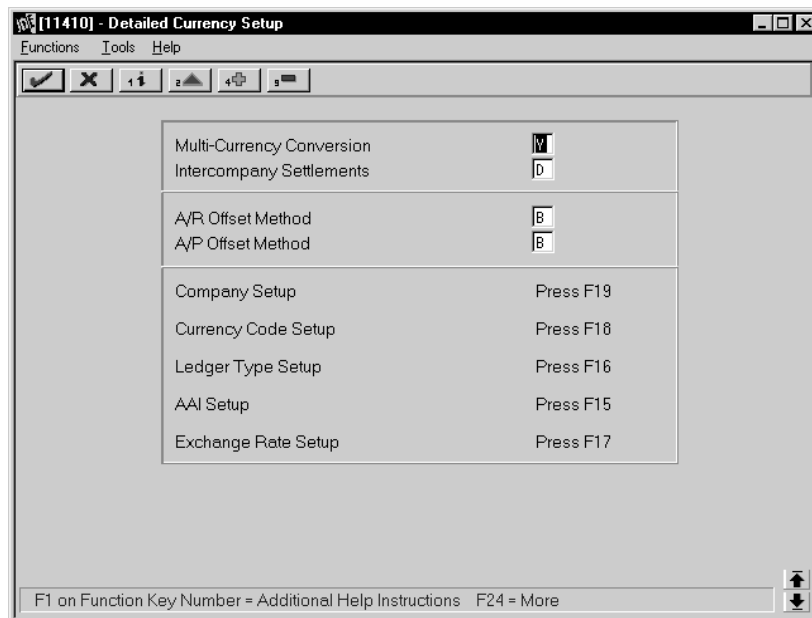
You can review a transaction created by detailed currency restatement, although you cannot change it. You can post the detailed currency transactions to the Account Ledger table (F0911) as a part of the Detailed Currency Restatement program, or in the normal posting process with AA ledger transactions.

Set Up Detailed Currency Restatement

Setting Up Detailed Currency Restatement

Before you can use detailed currency restatements, you need to set up certain information that the system will use during processing. Detailed currency restatement provides a central location for this setup, which consists of:

- ☐ Setting up constants
- ☐ Setting up companies
- ☐ Setting up currency codes
- ☐ Setting up ledger types
- ☐ Setting up AAIs
- ☐ Working with exchange rates

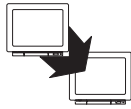


What You Should Know About

Field-level help

You can access field-level help on each line of Detailed Currency Setup, including the directions to press function keys. For example, you can press F1 in the text area for AAI setup to access help about this setup.

Setting Up Constants for Detailed Currency Restatement



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), choose Financial Restatement

From Multi-Currency Financial Restatement (G1122), choose Detailed Currency Setup

To use detailed currency restatement, you must:

- Set up general accounting constants
- Set up accounts receivable and accounts payable constants

You can set up all the constants required for detailed currency restatement on Detailed Currency Setup. You can also set up or review this information on the constants forms for the applicable systems (General Accounting, Accounts Receivable, and Accounts Payable).

► To set up general accounting constants

You must set up the general accounting constant for multiple currency accounting. You must also specify a method for intercompany settlements that does not use a hub company.

On Detailed Currency Setup

1. Change the following field, if necessary:
 - Multi-Currency Conversion
2. Change the following field to either code D or 2, if necessary:
 - Intercompany Settlements
3. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Multi-Currency Conversion	A code that specifies whether to use multi-currency accounting, and the method of multi-currency accounting to use: Codes are: - N Do not use multi-currency accounting. Use if you enter transactions in only one currency for all companies. The multi-currency fields will not appear on forms. The system supplies a value of N if you do not enter a value. - Y Activate multi-currency accounting and use multipliers to convert currency. The system multiplies the foreign amount by the exchange rate to calculate the domestic amount. - Z Activate multi-currency accounting and use divisors to convert currency. The system divides the foreign amount by the exchange rate to calculate the domestic amount.

Field	Explanation																				
Intercompany Settlements	A code that controls the automatic creation of journal entries between companies within an organization. For World, valid codes are: <table> <tr> <td>Y</td><td>Yes, create intercompany settlements in the post program using a hub company</td></tr> <tr> <td>1</td><td>Flex compatible, create intercompany settlements in the post program using a hub company</td></tr> <tr> <td>D</td><td>Yes, create intercompany settlements without a hub company</td></tr> <tr> <td>2</td><td>Flex compatible, create intercompany settlements without a hub company</td></tr> <tr> <td>N</td><td>No, do not create intercompany settlements (the system does not post the batch if it contains intercompany settlements)</td></tr> <tr> <td>*</td><td>No, do not create intercompany settlements (the system posts the batch even if it contains intercompany settlements)</td></tr> </table> For OneWorld, valid codes are: <table> <tr> <td>1</td><td>Create intercompany settlements in the post program using a hub company</td></tr> <tr> <td>2</td><td>Create intercompany settlements without a hub company</td></tr> <tr> <td>N</td><td>No, do not create intercompany settlements (the system does not post the batch if it contains intercompany settlements)</td></tr> <tr> <td>*</td><td>No, do not create intercompany settlements (the system posts the batch even if it contains intercompany settlements)</td></tr> </table> <i>Form-specific information</i> To use Detailed Currency Restatement, you must set this field to either D or 2.	Y	Yes, create intercompany settlements in the post program using a hub company	1	Flex compatible, create intercompany settlements in the post program using a hub company	D	Yes, create intercompany settlements without a hub company	2	Flex compatible, create intercompany settlements without a hub company	N	No, do not create intercompany settlements (the system does not post the batch if it contains intercompany settlements)	*	No, do not create intercompany settlements (the system posts the batch even if it contains intercompany settlements)	1	Create intercompany settlements in the post program using a hub company	2	Create intercompany settlements without a hub company	N	No, do not create intercompany settlements (the system does not post the batch if it contains intercompany settlements)	*	No, do not create intercompany settlements (the system posts the batch even if it contains intercompany settlements)
Y	Yes, create intercompany settlements in the post program using a hub company																				
1	Flex compatible, create intercompany settlements in the post program using a hub company																				
D	Yes, create intercompany settlements without a hub company																				
2	Flex compatible, create intercompany settlements without a hub company																				
N	No, do not create intercompany settlements (the system does not post the batch if it contains intercompany settlements)																				
*	No, do not create intercompany settlements (the system posts the batch even if it contains intercompany settlements)																				
1	Create intercompany settlements in the post program using a hub company																				
2	Create intercompany settlements without a hub company																				
N	No, do not create intercompany settlements (the system does not post the batch if it contains intercompany settlements)																				
*	No, do not create intercompany settlements (the system posts the batch even if it contains intercompany settlements)																				

► To set up accounts receivable and accounts payable constants

You must set up the constant for the offset method in the Accounts Receivable and Accounts Payable systems. J.D. Edwards recommends that you do not use the batch method with detailed currency restatement, so that the post program will create an offset entry for each detail record. This ensures that the system does not create one record representing multiple dates.

On Detailed Currency Setup

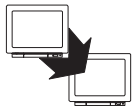
Change the following fields, if necessary:

- A/R Offset Method

- A/P Offset Method

Field	Explanation
A/R Offset Method	A method the system can use for offsetting an entry when it is posted to the general ledger. Valid codes are: D Create an offset entry for each individual detail record (gross amount, discount amount, and tax accruals are separate offset entries) S Create a summarized offset for each individual detail record (gross amount, discount amount and tax accruals are combined into one offset entry) Y Create one offset per document (multiple items) B Create an offset for each batch The system creates offsets against actual amount and multi-currency ledger types only. <i>Form-specific information</i> To use Detailed Currency Restatement, set the A/R Offset Method to D to create offsets in detail.

Setting Up Companies for Detailed Currency Restatement



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), choose Financial Restatement

From Multi-Currency Financial Restatement (G1122), choose Detailed Currency Setup

You must set up the currency conversion method for company 00000 and for each company that uses detailed currency restatement.

► To set up a company for detailed currency restatement

On Detailed Currency Setup

1. Choose Company Setup.

O/P	Co	Name	D/P	No	Begin Year	Cur Per	Cur Cod	Curr ency	Comp Id	Detl Rstm
00000		J.D. Edwards & Company	R	12	01/01/98	6	USD			Z
00001		A Model Financial Co (Trng)	R	12	01/01/98	12	USD			
00007		A Model Payroll Company	R	12	01/01/98	4	USD			
00050		A Model Construction Mgmt Co	R	12	01/01/98	6	USD			
00060		A Model Financial Reporting Co	R	12	01/01/98	3	USD			
00070		Model Multi-National Corporate	R	12	01/01/98	6	BEF		W	
00071		Model Multi-National France	R	12	01/01/98	6	FRF		W	
00072		Model Multi-National Germany	R	12	01/01/98	6	DEM		W	
00073		Model Multi-National UK	R	12	01/01/98	6	GBP		W	
00074		Model Multi-National Italy	R	12	01/01/98	6	ITL		W	
00075		Model Multi-National Colombia	R	12	01/01/98	6	COP			Z
00076		Model Multi-National Singapore	R	12	01/01/98	6	SGD		W	
00077		A Model Canadian Payroll Co	R	12	01/01/98	4	CAD			
00078		Model Multi-National Egypt	R	12	01/01/98	6	EGP		W	
00100		Model Finan/Distrib Co (Mktg)	R	12	01/01/98	6	USD			
00150		DIA Property Management Co	R	12	01/01/98	1	USD			
00151		Gateway Partnerships/Assets	R	12	01/01/98	6	USD			
00152		Parcel Express: Payable Tenant	F	12	07/01/98	1	USD			

2. On Company Numbers and Names, complete the following field for company 00000:
 - Detailed Restatement
3. Using the same value entered for company 00000, complete the following field for each company that will use detailed currency restatement:
 - Detailed Restatement
4. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Detailed Currency Restatement	Y or Z in this field identifies the company as enabled for Detailed Currency Restatement processing (alternate currency). The Detailed Currency Restatement program (P11411) can create Account Ledger table (F0911) records for these companies in the XA ledger and, optionally, in the YA and ZA ledgers. Valid values are: - Y indicates the system will use multiplication when calculating the amount on the XA record. - Z indicates the system will use division when calculating the amount on the XA record. <i>Form-specific information</i> The value in this field should be the opposite of the value for multi-currency conversion in the general accounting constants.

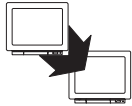
What You Should Know About

How calculations relate

The value in the Detailed Restatement field should be the opposite of the value for Multi-Currency Conversion field in general accounting constants because:

- The Multi-Currency Conversion field controls the conversion of a foreign currency into the domestic currency.
- The Detailed Restatement field controls the conversion of the domestic currency into a stable currency.

Setting Up Currency Codes for Detailed Currency Restatement



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), choose Financial Restatement

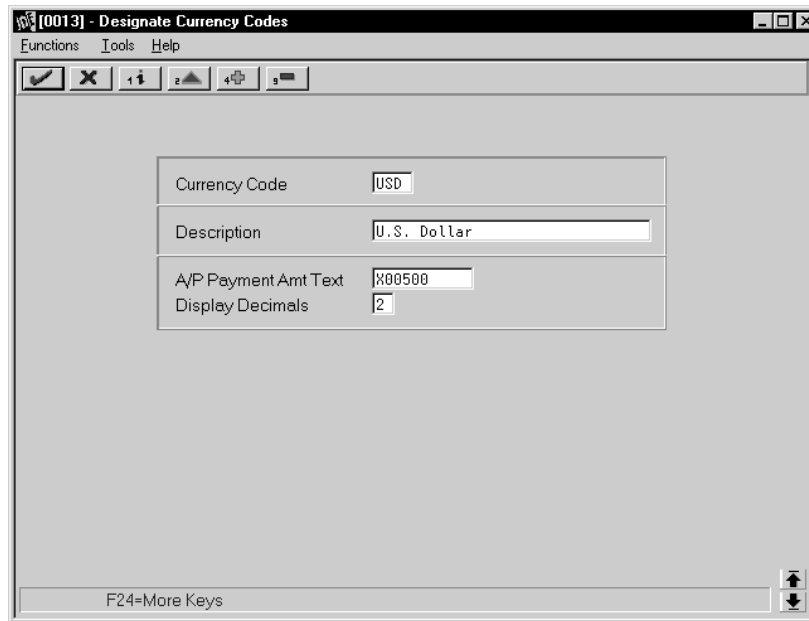
From Multi-Currency Financial Restatement (G1122), choose Detailed Currency Setup

You must set up the currency codes to be used in detailed currency restatement.

► To set up currency codes

On Detailed Currency Setup

1. Choose Currency Code Setup.



The screenshot shows a window titled "[0013] - Designate Currency Codes". It has a menu bar with "Functions", "Tools", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window contains a form with the following fields:

Currency Code	USD
Description	U.S. Dollar
A/P Payment Amt Text	X00500
Display Decimals	2

At the bottom of the window, there is a status bar that says "F24=More Keys" and a small icon with up and down arrows.

2. On Designate Currency Codes, complete the following fields for each currency code:
 - Currency Code
 - Description
 - A/P Payment Amount Text
 - Display Decimals

What You Should Know About

Default currency code

When you choose Currency Code Setup, the system displays the currency code for company 00000 on Designate Currency Codes.

Setting Up Ledger Types for Detailed Currency Restatement



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), choose Financial Restatement

From Multi-Currency Financial Restatement (G1122), choose Detailed Currency Setup

You must define the ledger types used in detailed currency restatement in user defined code list 09/LT. You must also assign the associated currency codes, as follows:

XA (alternate currency) Assign the code for alternate (stable) currency. If the XA ledger is not set up, the system exits the Detailed Currency Restatement program without processing records.

ZA (foreign origin) Assign the code for the alternate currency (same code as for the XA ledger).

YA (domestic origin) Do not assign a currency code to this ledger type. This ledger uses the domestic currency of the company on the transaction.



You can assign the currency code for any stable currency to the XA and ZA ledgers. However, to maintain the integrity of your ledgers, you should not change the currency code assigned to a ledger after you start using detailed currency restatement.

CAUTION: You can assign the currency code for any stable currency to the XA and ZA ledgers. However, to maintain the integrity of your ledgers, you should not change the currency code assigned to a ledger after you start using detailed currency restatement.



To set up ledger types for detailed currency restatement

On Detailed Currency Setup

1. Choose Ledger Type Setup.

[00051] - User Defined Code Revisions

Functions Tools Help

System Code 09
 User Defined Codes LT
 Skip To Code XA
 Ledger Types

02 Character

Code	Description	Description-2
XA	Alternate Ledger	Detailed Restatement
XT	Transfer Cost Ledger	" "
YA	Domestic Origin	Detailed Restatement
ZA	Foreign Origin	Detailed Restatement
ZU	Cash Basis Units	

F5=Code Types F14=Memo F15=Where Used F16=Translate F21=Print F24=More

2. On User Defined Code Revisions, verify that the XA, YA, and ZA ledgers are set up.
3. Complete the following fields for each missing ledger type:
 - Character Code
 - Description
 - Description-2 (optional)
4. Access the detail area for the XA and ZA ledger types.

[00051] - User Defined Code Revisions

Functions Tools Help

System Code 09
 User Defined Codes LT
 Skip To Code XA
 Ledger Types

02 Character

Code	Description	Description-2
XA	Alternate Ledger	Detailed Restatement
	Special Handling Code USD	Hard Coded Y/N N
XT	Transfer Cost Ledger	" "
	Special Handling Code	Hard Coded Y/N N
YA	Domestic Origin	Detailed Restatement
	Special Handling Code	Hard Coded Y/N N
ZA	Foreign Origin	Detailed Restatement
	Special Handling Code USD	Hard Coded Y/N N
ZU	Cash Basis Units	
	Special Handling Code	Hard Coded Y/N N
	Special Handling Code	Hard Coded Y/N
	Special Handling Code	Hard Coded Y/N

F5=Code Types F14=Memo F15=Where Used F16=Translate F21=Print F24=More

5. Complete the following field with the currency code for the alternate (stable) currency:
 - Special Handling Code
6. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

What You Should Know About

Annual close for the XA ledger with detailed currency restatement

To perform an annual close on the XA ledger, set it up in the Retained Earnings Ledger list (09/LA). On the Retained Earnings Ledger list, the first position of the Special Handling field must be an X for each of these ledger codes.

Setting Up AAIs for Detailed Currency Restatement



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), choose Financial Restatement

From Multi-Currency Financial Restatement (G1122), choose Detailed Currency Setup

Use the CR series of AAI items to define the accounts needed for detailed currency restatement. You can set up AAIs for company 00000, or you can set up specific AAIs for an individual company. The AAI items in this series are:

CRxx

CRxx, used in pairs, defines a range of accounts to be restated. You do not need to define a business unit for either item in the pair. You can define up to 48 ranges. For example:

CR01 – Beginning account number of a range

CR02 – Ending account number of a range

CR03 – Beginning account number of the next range

CR04 – Ending account number of that range

Use one pair if you need to restate the entire chart of accounts:

CR01 – Object 1000

CR02 – Object 99999999.999999

CR

CR is optional. You can use it to define the balancing offset account (business unit.object.subsidiary).

You can set the Detailed Currency Restatement program to create the balancing entries that might be required due to rounding differences. However, if the AAI does not exist and the processing option is set to require it, the system does not create the balancing entries. Instead, it stops processing and generates an error report.

When gain/loss amounts are converted to the XA ledger, they use the following AAI items to define the accounts needed to calculate gains and losses. These are the same AAIs used for accounts receivable and accounts payable gains and losses.

RG (receivable gain) and PG (payable gain) These AAI items define the accounts that record the realized gain on foreign currency payments for A/R and A/P, respectively. There is no offset AAI.

RL (receivable loss) and PL (payable loss) These AAI items define the accounts that record the realized loss on foreign currency payments for A/R and A/P, respectively. There is no offset AAI.

To set up AAIs for detailed currency restatement (CRxx and CR)

On Detailed Currency Setup

1. Choose AAI Setup.

[00122] - Multiple AAI Revisions

Functions Options Tools Help

Item Number CR*

0 P	Item Number	Co	Business Unit	0 Obj Acct	0 Sub Account	0 Description
	CR	00075	75	R 4930	R	0 Difference account used for
	CR0S01	00000		N 1350	R	N Cost Type Range for Contract
	CR0S02	00000		N 1360	R	N Cost Type Range for Contract
	CR0S03	00000		N 8320	R	N Cost Type Range for Contract
	CR0S04	00000		N 8320	R	N Cost Type Range for Contract
	CR01	00075		N 1000	R	0 Detailed Currency Restatement
	CR02	00075		N 9999	R 99999999	0 Detailed Currency Restatement

Option: 1=Single AAI Revisions 9=Delete F24=More Keys

2. On Multiple AAI Revisions, complete the following fields for at least one pair of AAI items CRxx:
 - Item Number
 - Company
 - Object Account
 - Subsidiary Account (optional)
3. Complete the following fields for AAI item CR (optional):
 - Item Number
 - Company
 - Business Unit
 - Object Account
 - Subsidiary Account
4. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

What You Should Know About

Sequence numbers for AAI items for detailed currency restatement

The sequence numbers for the AAI items CRxx (11.620/11.630) and CR (11.610) do not fall within the sequences for General Accounting.

Working with Exchange Rates for Detailed Currency Restatement

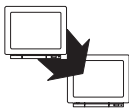
You must define exchange rates for detailed currency restatement. The system uses these rates to convert your domestic currency (AA ledger) to your alternate currency (XA ledger).

In some situations, you might need to override the exchange rate for a specific transaction. Or, you might need to use the override feature to prevent creation of an alternate currency record for a specific transaction.

Unlike the other setup tasks, working with exchange rates is a recurring task. It consists of:

- Defining exchange rates for detailed currency restatement
- Overriding the exchange rate for a journal entry

Defining Exchange Rates for Detailed Currency Restatement



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), choose Financial Restatement

From Multi-Currency Financial Restatement (G1122), choose Detailed Currency Setup

You must set up an exchange rate for each currency to be converted. The system uses the exchange rate with an effective date corresponding to the general ledger date in the transaction being restated. You should update exchange rates periodically to provide appropriate exchange rates for restatement.

What You Should Know About

Updating exchange rates Once you have defined an exchange rate for a particular currency conversion, you can update it as needed. To do this, locate the existing rate on Set Daily Transaction Rates. Then add a new effective date and exchange rate, as needed.



To define exchange rates

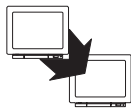
On Detailed Currency Setup

1. Choose Exchange Rate Setup.

2. On Set Daily Transaction Rates, complete the following fields:
 - To Currency
 - From Currency
 - Contract (Address) (optional)
 - Skip to Date (optional)
 - Effective Date
3. Complete one of the following fields:
 - Exchange Rate Multiplier
 - Exchange Rate Divisor
4. Do one of the following;
 - In WorldSoftware, press Enter
 - In WorldVision, choose Add and Redisplay from the Functions menu

Field	Explanation
To Currency	The foreign currency code as entered for conversion. This code is used to look up the current exchange rate. The company constants table specifies the domestic currency for the company. Further, you can specify a contract rate for dealings with a particular customer/supplier. The key for locating the proper exchange rate is: • To Currency (from company constants) • From Currency (from data entry form) • Customer/Supplier Address (if there is a currency contract) • Effective Date (Invoice Date from data entry) Currency codes are normally three digits. The third digit can be used for variations within a particular currency, such as Dutch commercial rate versus Dutch free rate. <i>Form-specific information</i> This field specifies the company's domestic currency. This is the currency to which foreign transactions will be converted. The system uses this code to locate the current exchange rate. For detailed currency restatement, use this field to identify the alternate (stable) currency, not the domestic currency.
From Currency	A code that indicates the currency of a customer's or a supplier's transactions. <i>Form-specific information</i> A code that specifies the domestic currency of your company, from which you will convert amounts to another currency.

Overriding the Exchange Rate for a Journal Entry



From General Accounting (G09), choose Journal Entries

From Journal Entry, Reports, & Inquiries (G0911), choose Journal Entry

The system normally uses the appropriate exchange rate set up on Set Daily Transaction Rates. However, when you are entering a journal entry, you can override the exchange rate. The system will use the override exchange rate for the AA to XA calculation for that transaction.

The method for overriding the exchange rate for detailed currency transactions differs from that used for other multiple currency journal entries.

► To override the exchange rate for a journal entry

On Journal Entry

1. Locate the journal entry.
2. Press F8.

3. On Detail Restatement Exchange Rate, complete the following field:
 - Exchange Rate

Field	Explanation
Exchange rate:	The conversion rate that the system uses to convert foreign currencies to domestic currencies. If the Multi-Currency Conversion option on the Set Multi-Currency Option form is set to Y, this rate is a multiplier. If it is set to Z, this rate is a divisor. <i>Form-specific information</i> Enter an exchange rate to override the default exchange rate set up for all transactions. Or, enter 0 (zero) to prevent an alternate currency transaction from being created.

Calculate Detailed Currency Restatement

Calculating Detailed Currency Restatement



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), choose Financial Restatement

From Multi-Currency Financial Restatement (G1122), choose Detailed Currency Restatement

You calculate detailed currency restatement to apply currently effective exchange rates to transactions. This creates a second restated ledger of transactions for all companies that are set up for detailed currency restatement. This batch program reads transactions from the Account Ledger table (F0911) and creates new transactions in the XA (alternate currency) ledger in the same table.

You can also update the optional YA (domestic origin) and ZA (foreign origin) ledgers by setting the related processing option.

You can set the related processing option in the Detailed Currency Restatement program to start the Post General Ledger program, if your organization does not require management approval for posting.

You can run the Detailed Currency Restatement program when you post other types of transactions to the general ledger. To do this, set the related processing options in the posting program.

If the Detailed Currency Restatement program finds an error condition for a company before any processing takes place for the company, it stops processing eligible records, produces an error report, and does not update the XA ledger. This report indicates the type of problem. You must resolve the problem and run the program again.

Before You Begin

- ☐ Set up detailed currency restatement.
- ☐ Verify that your currency exchange rates correspond to the dates you will restate. If the system does not find a rate with the date you are restating, it uses the last effective date. See *Defining Exchange Rates for Detailed Currency Restatement*.

11411	J.D. Edwards & Company Detailed Currency Restatement XA Only			Page - 1
				Date - 7/25/98
Company Number	Company Description	Error Message Number	Error Description	
00000	J.D. Edwards & Company	3847	Detailed Rest. not on for Co 00000	

Common Error Messages and Their Causes

Daily Transaction Rate Not Set Up	No exchange rate is set up for converting the domestic currency to the alternate currency. See <i>Defining Exchange Rates for Detailed Currency Restatement</i> .
CR01 and/or CR02 AAI Not Set Up	Either the AAI items CRxx are not set up, or the setup is not correct. See <i>Setting Up AAIs for Detailed Currency Restatement</i> .
CR AAI Account Invalid or Not Set Up	The account number for the AAI item CR is not in the chart of accounts for the company.
Version of Post Specified Invalid	You entered an invalid version number for the post program in the processing option for Detailed Currency Restatement.
XA Ledger Not Defined	The XA ledger is not set up in the user defined code list 09/LT. See <i>Setting Up Ledger Types for Detailed Currency Restatement</i> .
Currency Invalid for XA or ZA Ledger	An invalid currency code is specified in the Special Handling field of the user defined code list 09/LT. Check both the YA and ZA ledgers. See <i>Setting Up Ledger Types for Detailed Currency Restatement</i> .
YA or ZA Ledger Not Defined	You set the processing option to create records in the YA and ZA ledgers. However, these ledgers are not defined in the user defined code list 09/LT. See <i>Setting Up Ledger Types for Detailed Currency Restatement</i> .

See Also

- *Posting the Detailed Currency Journal (P09800)*

Processing Options for Detailed Currency Restatement

ADDITIONAL LEDGERS:

1. Enter a '1' to create records in the Additional Ledgers (ZA and YA). Default of Blank will create records only in the XA Ledger.

AUTOMATIC POSTING:

2. Enter the version of the Post Program if you wish to automatically post the entries created by the currency restatement program. Use a version of the Post which is for batch type 'XX' (i.e. ZJDE0041). Default of blank will leave the entries unposted.

DIFFERENCE AMOUNTS:

3. Enter a '1' to automatically create journal entries required to balance the Currency Restatement Ledgers. Default of blank will not create these entries.

DAILY TRANSACTION RATES:

4. Enter a '1' to use the Daily Transaction Rate corresponding to the Service/Tax Date (DSV). The default of blank will use the General Ledger Date (DG).

UNITS LEDGER:

5. The default value of blank will leave the corresponding unit amount in the XA, YA, ZA records. A value of 1, will not carry the units over to the XU, YU, or ZU ledger.

Review/Approve Detailed Currency Transactions

Reviewing and Approving Detailed Currency Transactions

After you run detailed currency restatement, you can verify the accuracy of the detailed currency transactions before posting them to the general ledger. Complete the following tasks:

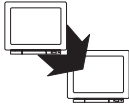
- ☐ Review detailed currency transactions
- ☐ Approve detailed currency batches for posting

The review program displays and updates information in the following tables:

- Batch Control (F0011)
- Account Ledger (F0911)

O/P	App	Batch Number	Ty	Date	Difference Input Total	Documents	Status	User
		119677	XX	03/25/96			Pendin	EW935720T
		6136929	XX	06/05/97	23,908-		In Use	LD5501701T

Reviewing Detailed Currency Transactions



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), choose Financial Restatement

From Multi-Currency Financial Restatement (G1122), choose Detailed Currency Review

You can review information at different levels before posting detailed currency transactions. You can:

- Review a list of detailed currency batches
- Review detailed information



To review a list of detailed currency batches

When you review detailed currency transactions for posting, you can display a list of batches based on your user ID, a posting status, or a specific date range. For example, you might want to review all batches with a posting status of pending.

On Detailed Currency Review

Display all batches for all users, or limit your search by completing any of the following fields:

- Batch Number
- Batch Date From
- User ID
- Batch Date Thru
- Batch Status

Field	Explanation
Batch Number	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter 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.
Batch Date From:	The date of the batch. If you leave this field blank, the system date is used.

Field	Explanation
User ID	For World, The IBM-defined user profile. For OneWorld, the creator of the version.
Batch Date Thru:	The ending date of the range for the batches you want to display. If you specify a From date and leave the Thru date blank, the system displays all batches with that batch date and future batch dates.
Batch Status	A user defined code (98/IC) 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.

What You Should Know About

Batch number and type Transactions created by the Detailed Currency Restatement program have the same batch number as the corresponding originating transactions. They have a batch type of XX.

To review detailed information

After you review a list of batches, you can access transaction detail within a specific batch. For example, you can review the number of transactions in the batch. You can also select a specific transaction for review only. You cannot change the detailed currency transactions created by the Detailed Currency Restatement program.

On Detailed Currency Review

1. Follow the steps to review a list of batches.
2. Choose Detailed Batch Review for a batch and press Enter.

[09202] - General Ledger Batch Review

Functions Options Tools Help

Batch Number Mode(F) ☒ X

Batch Date

User ID

O	P	Ty	J.E. Number	Co.	Explanation	Date	Amount	Cur Cod
		JE	13638	00075	Miscellaneous Expenses	06/30/98		USD
					Total			

Option: 1=Individual Document Review F24=More Keys

- On General Ledger Batch Review, choose an individual document to review and press Enter.

[09101] - Journal Entries

Functions Tools Help

Document Type Mode (F) ☒ X Model (Y) ☐

Document Number/Co Explanation Reverse or Void (R/V) ☐

G/L Date Batch Number Home BU Base Co. Currency

Remaining Currency Code Ref. 1

Exchange Rate

Skip to Line

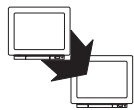
Account No.	Amount	Explanation 2	P
7500.8350	.54	Additional Charges	
7500.8360	1.07	Rate Changes	
7500.8370	.97	Utilities	
7500.8625	.21	Bank Charges	
7501.8117	2.15	Commissions	
75.1110.CLP	4.94-		

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys

- On Journal Entries, change the following field as needed:
 - Mode

Field	Explanation
Mode (F)	A code that specifies whether amounts are in the domestic currency of the company the account is associated with or in the foreign currency of the transaction. Valid codes are D Domestic F Foreign <i>Form-specific information</i> If you enter: F Foreign amounts appear, and the default ledger type is CA D Domestic amounts appear, and the default ledger type is AA If you use detailed currency restatement, these codes apply: X Transactions in the XA ledger Y Transactions in the YA ledger Z Transactions in the ZA ledger

Approving Detailed Currency Batches for Posting



From General Accounting (G09), choose Revaluations and Restatement

From Multi-Currency Processing (G11), choose Financial Restatement

From Multi-Currency Financial Restatement (G1122), choose Detailed Currency Review

After you enter and review a batch of detailed currency transactions, you might need to approve it before posting can occur. This depends on whether your company requires management approval before posting a batch, as defined in the general accounting constants. Based on your company requirements, the system assigns either a pending or an approved status to the batch.

► To approve a detailed currency batch for posting

On Detailed Currency Review

1. Choose the appropriate batch.
2. Complete the following field:
 - Approved

Field	Explanation
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.

What You Should Know About

Preventing a batch from posting	To temporarily prevent a batch from posting, change its status to pending.

Post the Detailed Currency Journal

Posting the Detailed Currency Journal

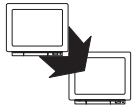
After you create, review, and approve detailed currency transactions, post them to the general ledger. Posting the detailed currency journal consists of:

- ☐ Posting a batch of detailed currency transactions
- ☐ Verifying the post of detailed currency transactions

Before You Begin

- ☐ Verify that the batch has an approved status
- ☐ Ensure that all post menu selections are routed to the same job queue and that the job queue allows only one job to process at a time

Posting a Batch of Detailed Currency Transactions



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), choose Financial Restatement

From Multi-Currency Financial Restatement (G1122), choose Post Detail Currency Journal

Run only one post program at a time. After you initially set up the processing options, you need to change only the batch selection processing option when you post.

► To post a batch

Select the batch and submit the post.

What You Should Know About

Creating detailed currency transactions

If you are posting other types of transactions, you can set the related processing options to create detailed currency transactions as part of the posting.

Making changes during the posting process

While the post is running, do not change accounts, AAIs for the General Accounting system, intercompany settlements, general accounting constants, or processing options for the post program.

Customizing the post program

This program performs a number of complex tasks. J. D. Edwards strongly recommends that you do not customize the programming for it.

Verifying the Post of Detailed Currency Transactions

After posting your detailed currency transactions, verify that your batches posted successfully. If any batches did not post, you must correct all errors and set the batch to approved status before the system will post a batch. The system creates the following reports to help you verify the posting information:

- Posting Edit Report
- Posting Journal

Posting Edit Report

After you run the post program, use the Posting Edit Report to verify whether the system posted your batches successfully. This report lists:

- Batches that posted successfully
- Documents with errors that prevented a batch from posting

09800	J.D. Edwards & Company General Ledger Post - General Accounting Posting Edit Report						Page 4 Date 7/25/98
Create Intercompany Settlements: Y							
Batch Number	Batch Date	Account Number - Input Account ID	G/L Date Subldgr	Do Ty	Document Number	JE Line Number	Error Messages
119025	07/25/98						***NO ERRORS*** Batch will post. *

Common Error Messages and Their Causes

Batch not approved for posting

A batch with a pending or error status causes this message.

Posting Journal

To verify the transactions posted to the Account Balances and the Account Ledger tables for the XA, YA, and ZA ledgers, review the Posting Journal. It lists only those batches that posted successfully.

09801

J.D. Edwards & Company

Page 1

Batch Type - XX

General Ledger Post - Detail Restatement

Date 7/25/98

Batch Number - 119025

Batch Date - 07/25/98

Posting Journal

Post Out of Balance :

Create Intercompany Settlements: D

Do Ty	Document	G/L Date	Co	Account Description Explanation	G/L Account Subldgr-Ty/Asset Number	Amounts Debit	Amounts Credit	LT	Units
JE	13536	06/30/98	00075	Entertainment USD	7501.8665	1.72		XA	
				Misc. Travel Expenses					
JE	13536	06/30/98	00075	Entertainment					
JE	13536	06/30/98	00075	Travel, Meals & Lodgi USD	7501.8740	3.22		XA	
				Misc. Travel Expenses					
JE	13536	06/30/98	00075	Airfare					
JE	13536	06/30/98	00075	Entertainment USD	7502.8665	1.08		XA	
				Misc. Travel Expenses					
JE	13536	06/30/98	00075	Entertainment					
JE	13536	06/30/98	00075	Travel, Meals & Lodgi USD	7502.8740	3.44		XA	
				Misc. Travel Expenses					
JE	13536	06/30/98	00075	Airfare					
JE	13536	06/30/98	00075	Entertainment USD	7500.8665	1.94		XA	
				Misc. Travel Expenses					
JE	13536	06/30/98	00075	Entertainment					
JE	13536	06/30/98	00075	Travel, Meals & Lodgi USD	7500.8740	2.58		XA	
				Misc. Travel Expenses					
JE	13536	06/30/98	00075	Airfare					
JE	13536	06/30/98	00075	Bank of Chile USD	75.1110.CLP		13.98-	XA	
				Misc. Travel Expenses					
Batch Total						13.98	13.98-	XA	

See Also

- *Posting Journal Entries (P09800)* for the processing options for this program

What You Should Know About Processing Options

Processing options 4-12

These processing options do not apply to posting the detailed currency journal.

Work with “As If” Currency Reposting

Working with “As If” Currency Reposting

When you enter multi-currency transactions, the system uses the current exchange rate. Because exchange rates fluctuate, the converted amounts might not be useful for comparison purposes. You can eliminate fluctuations over a period of time by reposting the balances using a single date to retrieve exchange rates as if the rate applied to all transactions. Reposting balances in this way allows you to:

- Recalculate balances on a transaction level using an exchange rate associated with a specified date.
- Record the new balances in a user-specified ledger type. This ledger type can be the AD (“as if” restatement) ledger type or any other user-specified ledger type.

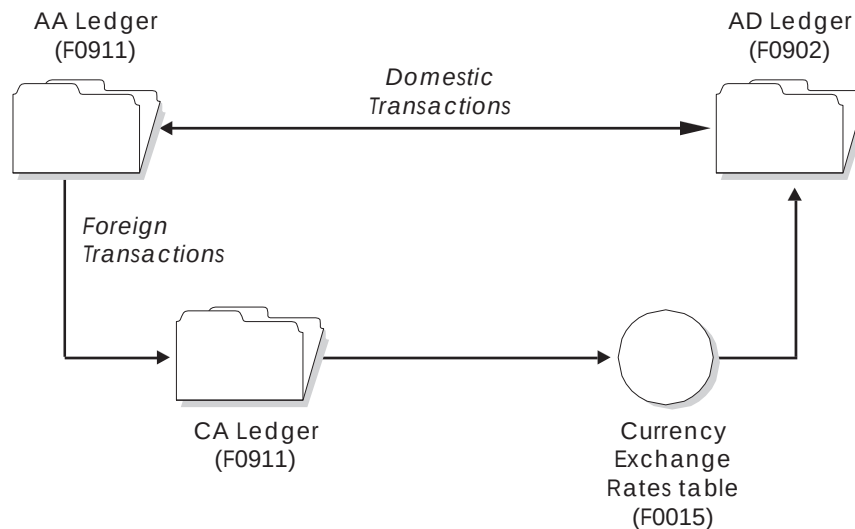
You can then compare the new balances with actual or budget balances. For example:

- A construction company with projects that span multiple years can compare original budget amounts to actual amounts that have been restated using exchange rates in effect when the original budget was prepared.
- A company with sales people located worldwide can report sales figures at a stabilized rate for commission analysis.

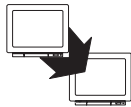
Working with “as if” balances consists of:

- ☐ Defining the exchange rates for reposting
- ☐ Calculating and posting “as if” currency restatement

The following illustrates the process used to create “as if” balances:



Defining the Exchange Rates for Reposting



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), choose Financial Restatement

From Multi-Currency Financial Restatement (G1122), choose Daily Transaction Rates

You must set up an exchange rate for the effective date you will use in reposting “as if” balances. The date must qualify as an effective date in the Currency Exchange Rates table (F0015). That is, a rate must exist for the effective date or for a prior date. If no rate exists, the system processes transactions without converting them.

What You Should Know About

Reviewing and revising exchange rates

You can review existing rates on Set Daily Transaction Rates. You can also add exchange rates or change them as needed.

See Also

- *Defining a Single Currency Exchange Rate (P00151)*

Calculating and Posting “As If” Currency Restatement



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), choose Financial Restatement

From Multi-Currency Financial Restatement (G1122), choose Compute “As If” Balances

To restate account balances using a single exchange rate, run the As If Repost program. This program selects posted transactions entered in a foreign currency from the Account Ledger table (F0911).

This program recalculates the domestic amount by applying a new exchange rate to the CA (foreign amount) ledger type, then creates the new amounts. Restated amounts are in a user-specified ledger type, generally the AD (“as if” restatement) ledger type, in the Account Balances table (F0902). Although the AD ledger is generally used, the “as if” ledger can be any user-specified ledger except AA, CA, XA, YA, ZA, or AZ. The program then moves domestic-only transactions to the new ledger type.

You can run this batch program as often as necessary. Rerunning the program overwrites existing balances, unless you specify a different destination ledger type. You can run this program in three modes:

Proof mode with report	The system prints a report, but does not create balances in the destination ledger type.
Final mode with report	The system creates balances in the destination ledger type and prints a detailed audit trail.
Final mode without report	The system creates balances in the destination ledger type and does not print a detailed audit trail.

Before You Begin

- ☐ Set up the AD ledger type in user defined code list 11/TL. See *Working with User Defined Codes*.
- ☐ Set the multi-currency conversion feature in the general accounting constants to Y (use multipliers) or Z (use divisors). See *Setting Up Constants for General Accounting*.
- ☐ Set up an exchange rate with an effective date on or before the conversion date for the repost. See *Defining a Single Currency Exchange Rate*.

11415

J.D. Edwards & Company
As If Repost

Page - 1
Date - 7/14/98
As If Date - 06/30/98

Account Number	Description	Document	G/L	Actual	FROM	As If	TO
Sub Ledger / Type	Number Ty Co.	Date	Exchange Rate	LT Cur	Amount	Exchange Rate	LT Cur Amount
7001.8350							
Rent Expense	614 PV 00000	05/17/98	6.0929000	AA FRF	115,460	6.0929000	AD BEF 115,460
7001.8360							
Telephone Expense	614 PV 00000	05/17/98	6.0929000	AA FRF	93,221	6.0929000	AD BEF 93,221
7001.8370							
Utilities Expense	614 PV 00000	05/17/98	6.0929000	AA FRF	189,185	6.0929000	AD BEF 189,185
7001.8605							
Advertising	614 PV 00000	05/17/98	6.0929000	AA FRF	397,563	6.0929000	AD BEF 397,563
	1800 JE 00070	01/01/98		AA BEF	651,222		AD BEF 651,222
7001.8620							
Bad Debt Expense	614 PV 00000	05/17/98	6.0929000	AA FRF	219,956	6.0929000	AD BEF 219,956
7001.8625							
Bank Expenses	614 PV 00000	05/17/98	6.0929000	AA FRF	312,578	6.0929000	AD BEF 312,578
	98001005 JE 00070	06/30/98		AA BEF	17,136		AD BEF 17,136
7001.8650							
Conventions/Seminars/Educ	614 PV 00000	05/17/98	6.0929000	AA FRF	614,591	6.0929000	AD BEF 614,591
7001.8665							
Entertainment	614 PV 00000	05/17/98	6.0929000	AA FRF	222,269	6.0929000	AD BEF 222,269
	1800 JE 00070	01/01/98		AA BEF	148,863		AD BEF 148,863
7001.8670							
Dues & Subscriptions	614 PV 00000	05/17/98	6.0929000	AA FRF	917,591	6.0929000	AD BEF 917,591
	1800 JE 00070	01/01/98		AA BEF	37,224		AD BEF 37,224

What You Should Know About

Incorrect or missing calculations

If the report shows incorrect or missing conversion calculations, or fails to show expected detail, check that the required setup is complete and correct.

In addition, note that transactions originally entered in the domestic currency do not have an original or "as if" exchange rate. The source and destination amounts are the same. The DEMO version of this program processes domestic transactions and foreign transactions for the selected account range. Doing this ensures that all transactions in the AA (actual amounts) ledger type are transferred to the conversion ledger type.

Processing Options for Compute “As If” Balances

CONVERSION DATE:

1. Enter the 'As If' exchange rate date to be used to convert the original transactions. Effective rates for this date must exist in the Currency Conversion Rates File (F0015).

MODE:

2. Enter the mode the calculations and update will be processed in:
0 = Proof mode with Report (Default)
1 = Final mode with Report
2 = Final mode without Report

CONVERSION LEDGER TYPE:

3. Enter the ledger type to receive the recomputed transaction amounts. This option has no defaults and must be entered for the program to function. The ledger type must be defined in User Defined Codes System Code '11' Record Type 'TL'.

Data Selection for Compute “As If” Balances

Do not change the following data selection criteria, because processing logic depends on the values specified in the DEMO version.

Document type not equal to BF

Selects only transaction records that are not summarized. The original exchange rate used to convert foreign transactions cannot be determined once records are summarized.

G/L posted code equal to P

Prevents the program from being run against transactions that are not yet posted to the Account Balances table.

From ledger type not equal to CA

Because the CA ledger contains only foreign transactions, using the CA ledger would omit domestic transactions in the selected account range. In addition, the program logic works on foreign transactions previously converted to a domestic currency. However, the CA ledger contains only foreign amounts that have not been converted.

Setup



Organization Setup

Objectives

- To understand the basic setup requirements for organizations

About Organization Setup

Before you use the General Accounting system, you must define the basic structure of your organization. This includes:

- ☐ Setting up fiscal date patterns
- ☐ Setting up companies
- ☐ Working with business units

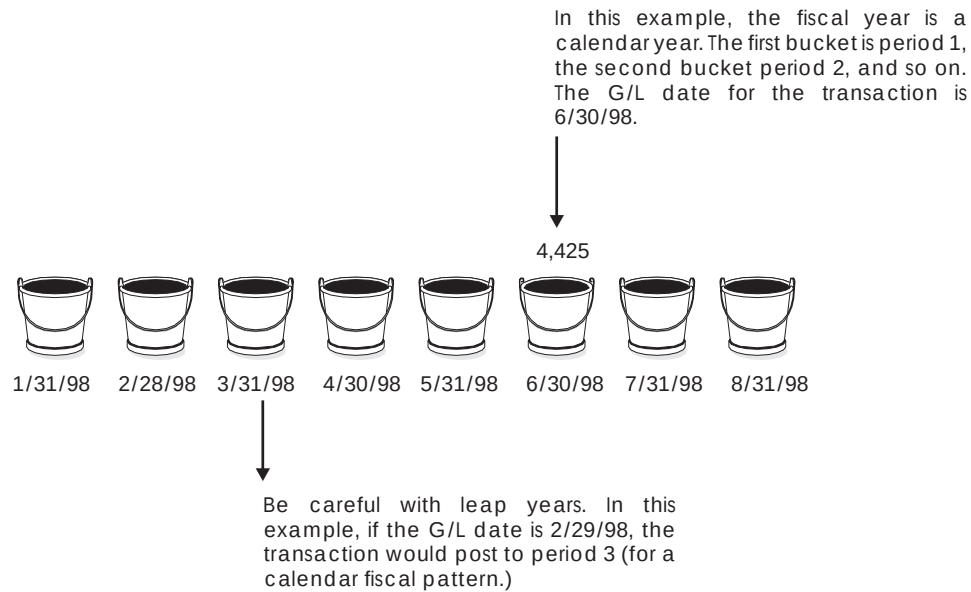
What Are Fiscal Date Patterns?

Fiscal date patterns represent the beginning date for the fiscal year and the ending date for each period in that year. The general ledger must have a calendar, or fiscal pattern, associated with each company in your organization. You can have several fiscal patterns if your companies have different year-end dates.

When you enter transactions, the system uses the G/L date of each transaction to establish where in the company's fiscal pattern to post. For example, if the fiscal year 1998 is July to June, then the ending date for period 01 would be 07/31/98.

Transactions are posted to period "buckets" in the Account Balances table (F0902).





To ensure that transactions post to the correct fiscal period, follow these guidelines:

- You must set up fiscal periods for each fiscal year. This includes future years to which budget entries can be posted and prior years to which balances can be loaded. The system does not create fiscal date patterns automatically.
- You must ensure that no gaps exist in the period ending dates within a specific pattern. For example, you should not set up June 1 through June 30, and July 15 through July 31.
- When you first set up fiscal patterns, you must define the prior year, the current year, and the following year for each pattern code.
- Each period, even the extra audit adjustment periods, must contain at least one day not included in any other period. The following period numbers and period end dates illustrate how you might set up periods 13 and 14 as special audit adjustment periods.
 - 11 (11/30/98)
 - 12 (12/29/98)
 - 13 (12/30/98)
 - 14 (12/31/98)

If you will not use periods 13 and 14 as audit adjustment periods, you can assign periods 12, 13, and 14 the same period end dates.

What Is a Company?

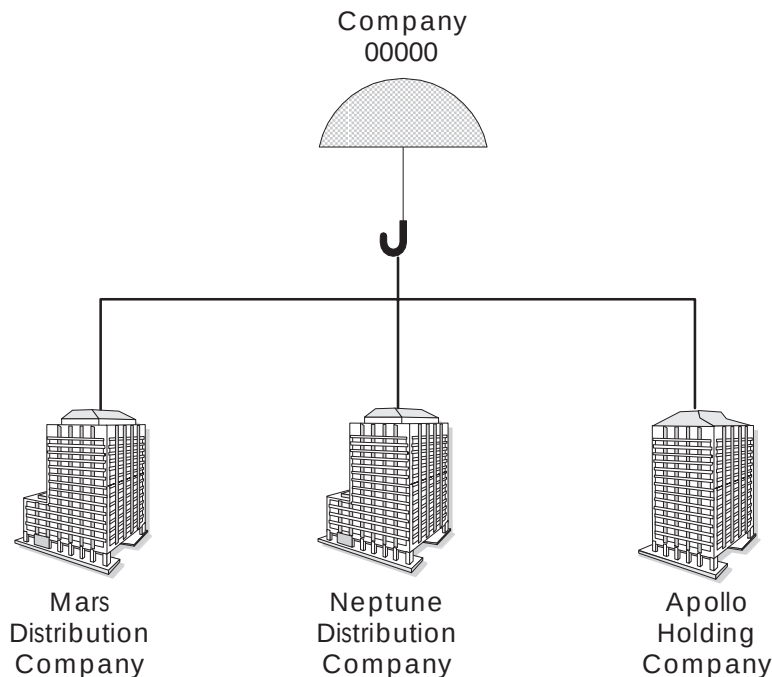
Companies are organizational entities that require a balance sheet and include the following information:

- Company name
- Date pattern
- Beginning date for the fiscal year
- Number of accounting periods
- Current period for the general ledger, accounts payable, and accounts receivable

Non-legal entities can be companies. For example, if you require a balance sheet at the division, district, or store level, you can set up each of these as a company. Be aware, however, that you can consolidate these non-companies for true entity reporting through business unit category codes and data selection on reports.

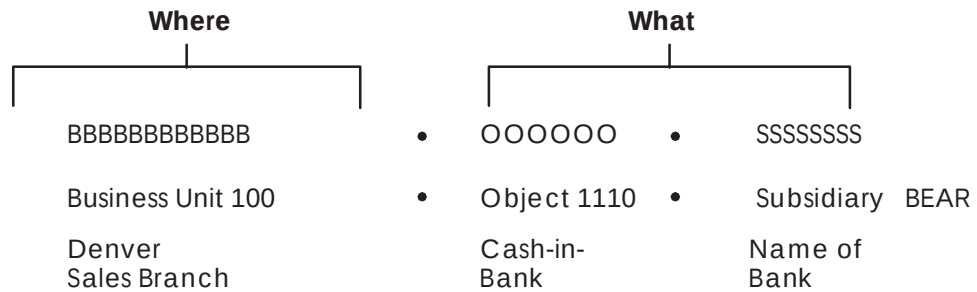
You must set up each company in your organization, as well as the default company 00000. The system does not use company 00000 for transaction entries. Instead, this company controls:

- The company name that appears at the top of all reports
- Default values in the automatic accounting instructions (AAIs)
- Default reporting periods for online displays



What Are Business Units?

Business units are part of the basic J.D. Edwards account structures. A business unit describes “where” a transaction will be realized in an organization.

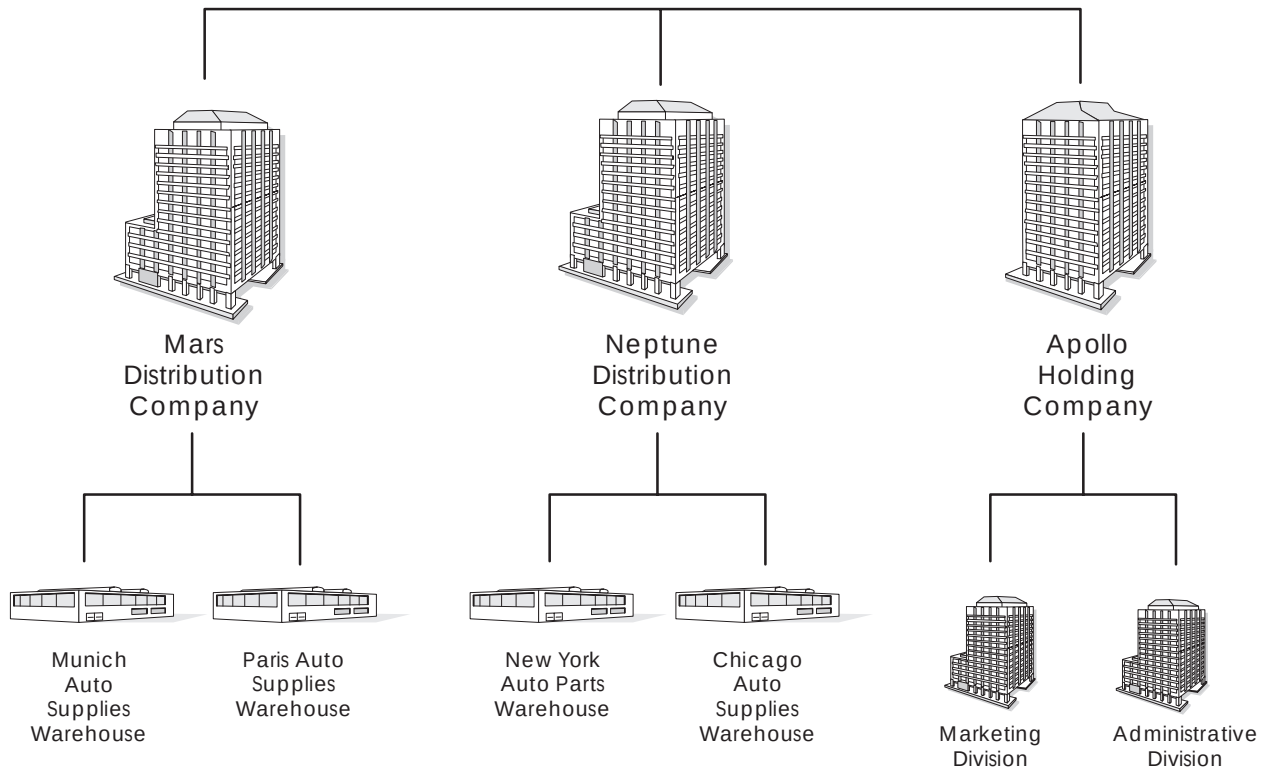


Business units are:

- Assigned to only one company
- The lowest organizational reporting level for your company
- The basis for income statements (the level at which you track revenues and expenses)

How Are Companies and Business Units Related?

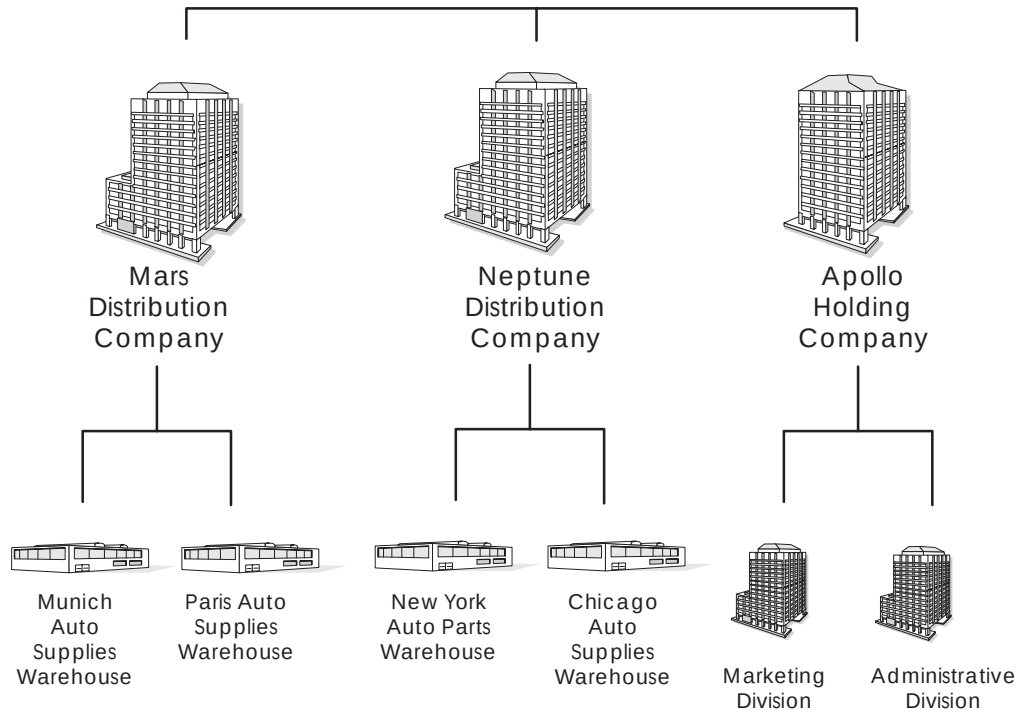
The following example shows three companies and each of their business units.



How Are Business Units and Category Codes Related?

Use category codes to describe your organizational structure and group your business units in as many as 30 different ways. Category codes for business units provide for higher level (rollup) or selective reporting.

In the following example, business units are grouped by product, region, and division.



Category codes assigned to each business unit

Product =	<u>AS</u>	<u>AP</u>	<u>AP</u>	<u>AS</u>		
Region =	<u>EU</u>	<u>EU</u>	<u>EA</u>	<u>MW</u>		
Division =	<u>WH</u>	<u>WH</u>	<u>WH</u>	<u>WH</u>	<u>MK</u>	<u>AD</u>

Product

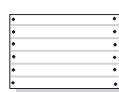
AS = Automobile Supplies
AP = Automobile Parts

Product
Category
Codes

= **Auto Parts**



Income Statement



Paris and
New York
Warehouses

Region

EU = Europe
EA = East
MW = Midwest

Division

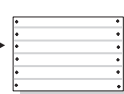
WH = Warehouse
MK = Marketing
AD = Administration

Division

= **Warehouse**



Income Statement



Munich, Paris,
New York, and
Chicago
Warehouses

Set Up Fiscal Date Patterns

Setting Up Fiscal Date Patterns



From General Accounting (G09), choose Organization & Account Setup

From Organization & Account Setup, choose Company Numbers & Names

Fiscal date patterns represent the beginning date for the fiscal year and the ending date for each period in that year. The system must have a calendar, or fiscal date pattern, that is associated with each company in your organization. When you enter transactions, the system uses the G/L date of each transaction to establish where in the company's fiscal date pattern to post the transaction.

You can use the regular fiscal date pattern (system-defined by the letter R) or define your own (represented by the letters A–N). The regular pattern includes 14 periods for the following accounting needs:

- 12-period accounting
- 12 periods plus an extra period for audit adjustments
- 4-4-5 period accounting
- 13 periods plus an extra period for audit adjustments

If the end-of-period date for period 12 is the same as the end-of-period date for periods 13 and 14, the system counts only 12 periods. For example, the end-of-period date for periods 12, 13, and 14 is December 31, 1998.

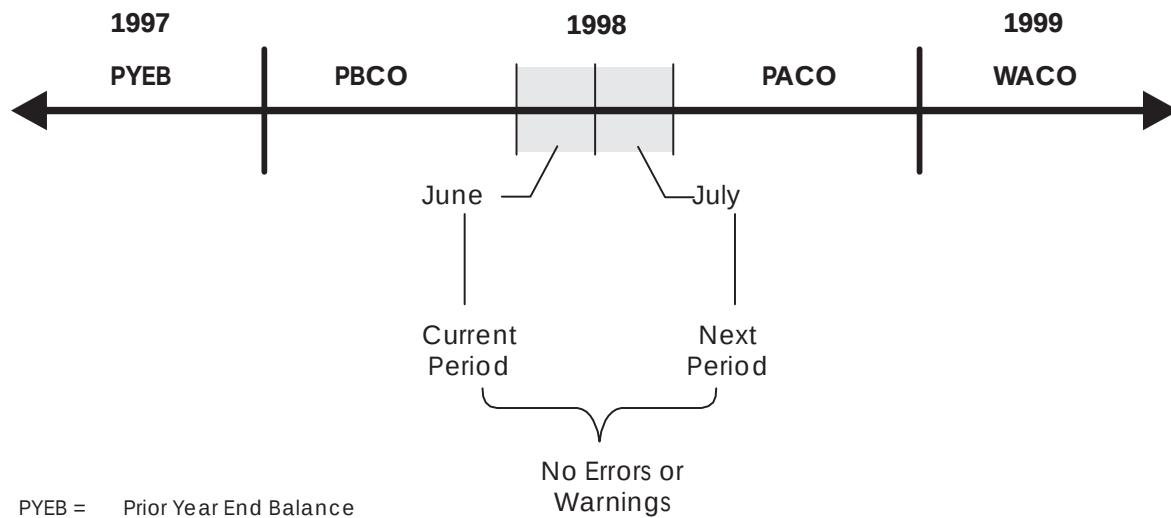
After you define a fiscal date pattern, you can assign it to other companies. If your companies all use the same fiscal date pattern, define it once and then assign it to all companies that reference it.

Fiscal date patterns are stored in the Date Fiscal Patterns table (F0008).

How Fiscal Date Patterns Affect Transactions

When you enter a transaction, the system edits the G/L date against the open period in the Company Constants table (F0010). If you enter a journal entry with a G/L date that is not in the current or next accounting period, you get a warning or an error message.

In the example below, if you entered transactions to periods 06 and 07 (June and July), you would *not* get a warning or an error message.



PYEB = Prior Year End Balance
PBCO = Prior Before Cut Off
PACO = Period After Cut Off
WACO = Way After Cut Off

What Are the Warning and Error Messages You Might Receive?

The following lists the types of warning and error messages you receive when you enter a transaction outside the two-period window. These messages are based on how you set your general accounting constants.

PYEB – Prior Year-End Balance

Reason: You tried to post to a prior year.

Result: You get an error message. The system does not accept the entry.

Solution: You can use document type && (double ampersands) to make and post entries to a prior year (for example, to make audit adjustments).

PBCO – Post Before Cut Off

Reason: You entered a G/L date before the current period.

Result: You either get a warning or an error message, depending on your general accounting constants.

PACO – Post After Cut Off

Reason: You entered a G/L date that is after the two-period window.

Result: You either get a warning or an error message, depending on how you set up your fiscal date patterns. If your fiscal date pattern is not set up for the full year, you get an error message. If it is set up for the full year, you get a warning.

WACO – Way After Cut Off

Reason: You entered a G/L date in a future year.

Result: You either get a warning or an error message, depending on how you set up your fiscal date patterns.

► **To set up a fiscal date pattern**

Set up fiscal date patterns for the current fiscal year, the preceding fiscal year, and the next fiscal year.

On Company Numbers & Names

1. Choose Date Pattern for company 00000.

[00008] - Date Pattern Revisions		
Functions Tools Help		
Fiscal Date Pattern Code	R	
Fiscal Year Beginning - Date & Century	01/01/98	19
Date Pattern Type		
End of Period 01 - Date & Century		
01-	01/31/98	19
02-	02/28/98	19
03-	03/31/98	19
04-	04/30/98	19
05-	05/31/98	19
06-	06/30/98	19
07-	07/31/98	19
08-	08/31/98	19
09-	09/30/98	19
10-	10/31/98	19
11-	11/30/98	19
12-	12/31/98	19
13-	12/31/98	19
14-	12/31/98	19

F21=Print Date Patterns F24=More Keys

2. On Date Pattern Revisions, complete the following fields:
 - Fiscal Date Pattern Code
 - Fiscal Year Beginning Date

- Fiscal Year Beginning Century
 - Date Pattern Type (optional)
 - End of Period Date
 - End of Period Century
3. Do one of the following:
- In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Fiscal Date Pattern	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.
Date – Fiscal Year Begins	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).
Date – Fiscal Year Begins – CTRY	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 Financial Analysis Spreadsheet Tool and Report Writer (FASTR) to determine the column headings that print 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.
Date – End of Period 01	The month end date in 12 period (monthly) accounting. The period end date in 13 period, 52 period, or 4-4-5 period accounting. <i>Form-specific information</i> You can use period 13 for audit adjustments in 12-period accounting by setting up period 12 to end on December 30 and period 13 to end on December 31. You can set up period 14 in the same way for 13 period or 4-4-5 accounting. The system validates the dates you enter.
Date – End of Period 01 – CTRY	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.

What You Should Know About

Setting up fiscal date patterns before companies

You cannot set up a company until you set up the fiscal date pattern for the company. Because the company does not yet exist, first access Company Numbers & Names and choose company 00000 to set up the pattern.

Changing a fiscal date pattern

Typically, you should not change a fiscal date pattern unless you are restructuring your company.

See Reposting the Account Ledger in the General Accounting II Guide.

Deleting a fiscal date pattern

You cannot delete a fiscal date pattern if the pattern code and fiscal year exist together in the Company Constants table.



Exercises

See the exercises for this chapter.

Set Up Companies

Setting Up Companies



From General Accounting (G09), choose Organization & Account Setup

From Organization & Account Setup (G09411), choose Company Numbers & Names

Companies are organizational entities that require a balance sheet. Companies include information about fiscal patterns and fiscal periods. You must set up each company in your organization, as well as the default company 00000. If you require a balance sheet at the division, district, or store level, you can set up these non-legal entities as companies. This provides for reporting and accounting at a lower level.

After you set up a company in the General Accounting system, you must set up a corresponding number in the Address Book system. You can either:

- Use the same number for both the company and its address book reference number (recommended)
- Cross-reference the company number to a different address book number

For example, if you set up Mars Distribution as company 6000 on Company Numbers & Names, you should also set up address book number 6000 in the Address Book system as Mars Distribution. If you cannot use the same number in both systems, you can cross-reference the company number to a different address book number in the detail area of Company Numbers & Names.

You cannot set up company 00000 in the address book.

The system maintains company information in the Company Constants table (F0010).

See Also

- *Entering Address Book Records (P01051)* in the *Address Book Guide*
- *Setting Up Multi-Currency (P00105)* for company setup that is required if your company uses multiple currencies

► To set up a company

On Company Numbers & Names

O P	Co	Name	D P	No Pd	Begin Year	Cur Per	Cur Cod	Cur Bals	Comp Id	Detl Rstm
	00100	Model Finan/Distrib Co (Mktg)	R	12	01/01/98	6	USD			
	00150	DIA Property Management Co	R	12	01/01/98	1	USD			
	00151	Gateway Partnerships/Assets	R	12	01/01/98	6	USD			
	00152	Parcel Express: Payable Tenant	F	12	07/01/98	1	USD			
	00153	International Center, Ltd.	I	12	12/26/97	2	USD			
	00200	Model Manuf/Distrib Company	R	12	01/01/97	6	USD			
	00249	Model Energy & Chemical Co	R	12	01/01/98	6	USD		Z	
	00707	U.S. Payroll Yearend Company	R	12	01/01/98	4	USD			
	00777	Canadian Payroll Yearend Comp	R	12	01/01/98	1	CAD			
	00800	Online Consolidations Company	R	12	01/01/98	6	USD			
	00900	A Flex Chart of Accounts Co	R	12	01/01/98	4	USD			
	02000	General Fund	R	12	01/01/98	6	USD			
	02800	Transportation Fund	R	12	01/01/98	6	USD			
	02850	Parks Maintenance Fund	R	12	01/01/98	6	USD			
	02885	CDBG Revitalization Project Fd	R	12	01/01/98	6	USD			
	02895	Debt Service Fund	R	12	01/01/98	6	USD			
	02905	Pipeline Construction Fund	R	12	01/01/98	6	USD			
	02920	Street Construction Fund	R	12	01/01/98	6	USD			

- Complete the following fields:
 - Company
 - Date Pattern
 - Number of Periods
 - Beginning Year
 - Current Period
- For a multiple currency company, complete the following fields:
 - Currency Code
 - Currency Balances
 - Computation ID
 - Detailed Currency Restatement

3. Access the detail area.

O/P	Co	Name	D/P	No/Pd	Begin Year	Cur Per	Cur Cod	Cur Bals	Comp Id	Detl Rstm
	00100	Model Finan/Distrib Co (Mktg)	R	12	01/01/98	6	USD			
		Accounts Receivable			01/01/98	6				
		Accounts Payable			01/01/98	6			Voucher	Suspense
		Company Address Number								
		Target System ID								
		Target I/C Method								
	00150	DIA Property Management Co	R	12	01/01/98	1	USD			
		Accounts Receivable			01/01/98	1				
		Accounts Payable			01/01/98	1			Voucher	Suspense
		Company Address Number								
		Target System ID								
		Target I/C Method								
	00151	Gateway Partnerships/Assets	R	12	01/01/98	6	USD			
		Accounts Receivable			01/01/98	6				
		Accounts Payable			01/01/98	6			Voucher	Suspense
		Company Address Number								
		Target System ID								
		Target I/C Method								

4. In the detail area, complete the following fields:

- Accounts Receivable Beginning Year
- Accounts Receivable Current Period
- Accounts Payable Beginning Year
- Accounts Payable Current Period
- Voucher Suspense
- Company Address Number

5. To add the record, do one of the following;

- In WorldSoftware, press Enter
- In WorldVision, click Add

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.

Field	Explanation
Number of Periods – Normal	The system uses this field is to determine the normal number of accounting periods for annual budgeting and fixed asset depreciation. In budgeting, this is used to spread the annual budget to equal amounts for each accounting period when a budget pattern code has not been defined. The system calculates depreciation for each accounting period as the annual amount divided by the normal number of periods if the Depreciation Information code is not “C”. (The system uses the “C” Depreciation Information code when depreciation amounts are calculated based on monthly tables, which the IRS only provides for 12 accounting periods.) NOTE: If you have 12 accounting periods and you are using the 13th period for audit adjustments, normal number of periods is 12.
Begin 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).
Period Number – Current	A number that identifies the current accounting period (from 1 to 14). The system uses this number to generate error messages, such as PBCO (Posted Before Cut Off) and PACO (Posted After Cut Off).
Cur Cod	A code specifying the currency of the transaction. This can be any code defined on the Designate Currency Codes form (World) or on the Set Up Currency Codes form (OneWorld). NOTE: This currency field only applies to AA and CA ledger types when posting by currency is activated. <i>Form-specific information</i> Use this field to assign a domestic currency to the company.
Post Account Balances by Currency	A flag to denote that the system should post Account Balances table (F0902) records for this company by currency for accounts that are included in the account ranges specified in the AAI item PBCxx.
Computation ID	This character/number identifies the computation to be used for Balance Currency Restatement. You can apply a single computation to multiple companies. You can define multiple computation IDs for one company in the Currency Restatement program. The computation ID value is set on Company Numbers & Names for each company. The system uses the company ID and the company code to identify the record.

Field	Explanation
Detailed Currency Restatement	Y or Z in this field identifies the company as enabled for Detailed Currency Restatement processing (alternate currency). The Detailed Currency Restatement program (P11411) can create Account Ledger table (F0911) records for these companies in the XA ledger and, optionally, in the YA and ZA ledgers. Valid values are: Y indicates the system will use multiplication when calculating the amount on the XA record. Z indicates the system will use division when calculating the amount on the XA record. <i>Form-specific information</i> The value in this field should be the opposite of the value for multi-currency conversion in the general accounting constants.
Date – A/R Fiscal Year Begins	This is the fiscal year beginning date for Accounts Receivable.
Accounts Receivable	A number indicating the current accounting period for Accounts Receivable. The system uses the current period number to determine posted before and posted after cut off warning messages.
Date – A/P Fiscal Year Begins	The first date of the fiscal year for accounts payable.
Accounts Payable	A number indicating the current accounting period for Accounts Payable. The system uses the current period number to determine posted-before and posted-after-cutoff warning messages.
Voucher Redistribution Suspense	Indicates whether the voucher redistribution suspense A/P Trade account AAI should be used. Valid values: 0 Do not use new A/P Trade suspense account 1 Use new A/P Trade suspense account If you leave this field blank, the system uses 0. If you are using the new A/P Trade suspense account method, the system credits PQ A/P suspense account during post instead of the PC A/P Trade. At the time of redistribution, the system debits PQ suspense account and then credits the PC A/P Trade account.
Company Address Number	The address number you want to retrieve. You can use the short format, the long format, or the tax ID (preceded by the indicators listed in the Address Book constants).

What You Should Know About

Changing currency codes

After you assign a specific currency code to a company and enter transactions, do not change the currency code. Changing this code affects the integrity of your data.



Exercises

See the exercises for this chapter.

Work with Business Units

Working with Business Units

Business units are part of the basic J.D. Edwards account structure. A business unit is the “where” portion of an account. It is used to denote where transactions will impact the organization, such as in a warehouse or store. It is the lowest level within your organization at which you need to account for assets, liabilities, equity, revenue, or expenses.

Working with business units includes:

- ☐ Setting up business units
- ☐ Assigning category codes to business units
- ☐ Revising business units
- ☐ Translating business units

The system maintains business unit information in the Business Unit Master table (F0006). This table serves as:

- The master table for financial reporting
- The Job Master table for Job Cost
- The Property Master table for Energy Chemical Systems
- The Property Master table for Property Management

What You Should Know About

Multi-Currency

You cannot change a business unit from one company to another if the base currencies for business unit and company are different.

Deleting a business unit

You can delete a business unit if it does not have:

- Current records in the Account Balances table (F0902)
- Assigned accounts from the Account Master table (F0901)

Locating a business unit by name Access Business Unit Search and enter the alpha name of a business unit.

Locating business units by level of detail (LOD) Access Business Unit Search by LOD to locate business units by level of detail, business unit type, or company number.

Setting Up Business Units



From General Accounting (G09), choose Organization & Account Setup

From Organization & Account Setup (G09411), choose Business Units by Company

After you set up the companies for your organization, you must set up business units for each of them. Typically, you do this when you first set up your General Accounting system. However, you might also need to set up new business units if your account structure changes.

► To set up business units

On Business Units by Company

[0006A] - Business Units by Company

Functions Tools Help

Company Model Finan/Distrib Co (Mktg) Level of Detail

Skip To Division

or Skip To Bus. Unit

Business Unit	Description	L	Comp	Div	Reg	Gro	Brn	Dpt	Rsp	Lin
		D					Ofc	Typ	Cod	Bus
99	Board of Directors	1	00100							
100	Balance Sheet	1	00100							
DC-PKG	DC Packaging	9	00100							
27-PKG	Packaging - 27	9	00100							
DC-ASSY	DC Final Assembly	9	00100							
27-ASSY	Final Assembly - 27	9	00100							
419	Administration	1	00100		D			ADM		
110	Headquarters	2	00100	EXE						
140	Finance Department	3	00100	EXE	D					
90	Administrative Department	4	00100	EXE	D					
141	Human Resources Department	4	00100	EXE	D					
142	Information Systems	4	00100	EXE	D					
143	Payroll Department	4	00100	EXE	D					
451	Accounting Department	4	00100	EXE	D					

F4=Details F5=Single Bus. Unit F6=User Defined Codes F21=Print F24=More

1. Locate the company by completing the following field:

- Company

2. Complete the following fields:

- Business Unit
- Description
- Level of Detail
- Company

3. Access the detail area.

The screenshot shows a software window titled "[0006A] - Business Units by Company". It has a menu bar with "Functions", "Tools", and "Help". Below the menu is a toolbar with icons for back, forward, and other navigation functions. The main area contains input fields for "Company" (00100), "Level of Detail" (9), "Skip To Division", and "or Skip To Bus. Unit". Below these is a table with columns: Business Unit, Description, L, Comp, Div, Reg, Gro, Brn, Opt, Rsp, Lin. The table lists various business units including "99 Board of Directors", "Type Business Unit", "Subledger Inactive", "Model/Consolidated", and "Target BU". At the bottom, there is a status bar with function key descriptions: F4=Details, F5=Single Bus. Unit, F6=User Defined Codes, F21=Print, F24=More.

Business Unit	Description	L	Comp	Div	Reg	Gro	Brn	Opt	Rsp	Lin
		D					Ofc	Typ	Cod	Bus
99	Board of Directors	1	00100							
			08	09			10		11	
			12	13			14		15	
Type Business Unit		16	17	18			19		20	
Subledger Inactive	21		22				23			
Model/Consolidated	24		25				26			
	27		28				29			
	30									
	Target BU									

4. Complete the following fields for each business unit (optional):

- Type Business Unit
- Subledger Inactive
- Model/Consolidated

5. Do one of the following;

- In WorldSoftware, press Enter
- In WorldVision, click Add

Field	Explanation
Business Unit	An alphanumeric field that 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. 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 accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses this value for Journal Entries if you do not enter a value in the AAI table.
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.
Business Unit Type	A code that identifies the classification of the business unit. This is a user defined code (system 00, type MC).
Subledger Inactive Code	A code that indicates whether a specific subledger is active or inactive. Any value other than blank indicates that a subledger is inactive. Examples are jobs that are closed, employees that have been terminated, or assets that have been disposed. If a subledger becomes active again, set this field back to blank. If you want to use subledger information in the tables for reports but want to prevent transactions from posting to the master record, enter a value other than blank in this field.

Field	Explanation
Model Accounts and Consolidation Flag	A flag that indicates either a model/consolidated account or a model/consolidated business unit. Possible values are: blank Non-model business unit or account. M Model business unit or account. C Consolidated business unit or account. This is a program-generated (P10862) value and is not user-accessible. 1 Target business unit or account. Used in source company records for intercompany settlements across environments.

What You Should Know About

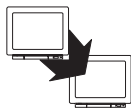
Business units for balance sheet accounts

Balance sheet accounts (that is, assets, liabilities, and equity accounts) are usually associated with a balance sheet business unit. J.D. Edwards recommends that the number for balance sheet business units be the same as the company number. For example, the balance sheet business unit should be 100 (not 00100) for company 00100.

See Also

- *Creating a Model Chart of Accounts (P0901)* for information about creating model business units

Assigning Category Codes to Business Units



From General Accounting (G09), choose Organization and Account Setup

From Organization and Account Setup (G09411), choose Business Units by Company

After you define your category codes and set up your business units, you need to assign the category codes to each business unit.



To assign a category code to a business unit

On Business Units by Company

1. Locate the company associated with the business unit.

2. Complete any of the following fields:
 - Category Code 01 - 10
3. Access the detail area for the following fields:
 - Category Codes 11 - 30
4. Use the Change action.

What You Should Know About

Category code positions

Category codes are position-sensitive. The following example shows three unique category codes:

- M _ _
- _ M _
- _ _ M

In this example, you must enter the category codes with blanks in the correct position to access the correct category code.

Category code titles

Category code titles for business units are set up in the data dictionary or vocabulary overrides. For example, to define category code 00/06 as DPT for department, change the title in data dictionary or vocabulary overrides.

See the *Technical Foundation Guide* for more information.

Setting up business unit category codes

Depending on how many categories and values you want to set up, use one of the following forms:

- Business Unit Category Code. Use this form if you are initially setting up your system or making a significant number of changes to many category codes.
- User Defined Code Revisions (system 00/type 01–30). Use this if you want to revise one or a few existing category codes and their values.

Revising Business Units



From General Accounting (G09), choose Organization and Account Setup

From Organization and Account Setup (G09411), choose Revise Single Business Unit

Typically, you revise a business unit only if one or more of the following is true:

- You want to change the description.

- You want to include additional information (for fields that do not exist on Business Units by Company), particularly additional lines for a business unit description.
- Your company has been restructured.

► To revise a business unit

On Revise Single Business Unit

[0006] - Revise Single Business Unit

Functions Tools Help

Business Unit 90 Administrative Department

Company 00100 Model Finan/Distrib Co (Mktg) AFE Numbr

Type Business Unit IS Income Statement Type Target BU

Address Number

Tax Rate/Area Posting Edit Subledger Inactive

Project Number Level of Detail 4 Model/Consolidated

.... Category Codes

Division	EXE Executive Offices	Category Code 11
Region	D Corporate Headqua	Category Code 12
Group		Category Code 13
Branch Office		Category Code 14
Department Type		Category Code 15
Person Responsib		Category Code 16
Line of Business		Category Code 17
Product Type		Category Code 18
Category Code 09		Category Code 19
Category Code 10		Category Code 20

F5=BU Dup F9=BU Search F11=A/B F16=Exp Cat Cds F24=More Keys

1. Locate the business unit.
2. Change any of the following fields:
 - Description (untitled)
 - Address Number
 - Tax Rate/Area
 - Posting Edit
 - Subledger Inactive
 - Project Number
 - Level of Detail
 - Model/Consolidated
 - Category Code 01-20
3. To change any of the remaining ten category codes, access Expanded Category Codes.
4. Use the Change action.

Field	Explanation
Address Number	The address number you want to retrieve. You can use the short format, the long format, or the tax ID (preceded by the indicators listed in the Address Book constants).
Tax Rate/Area	A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008). Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate. The system uses this code to properly calculate the tax amount.
Posting Edit	Controls whether you can post transactions to the general ledger for the job (business unit). Valid codes are: Blank Yes, you can post transactions. K Yes, you can post transactions. However, the original budget is locked and change orders are required for changes to the budget. N No, you cannot post transactions. Use this code for a job that is not started or is closed. The job closing program automatically assigns this code to all closed jobs. P No, you cannot post transactions, and the job can be purged.
Project Number	This field is used as either a Subsequent Business Unit or Project Number. Subsequent Business Unit indicates where to charge costs (or revenues) when the original business unit has been closed or suspended. For example, the Subsequent Business Unit can be used in corporate reorganization when you close a Business Unit and direct all costs to the Subsequent Business Unit. You must enter journal entries to transfer existing balances. Project Number is used to group Business Units within an overall Business Unit. For example, you can group jobs by project. In this case, the project business unit can also have accounts for tracking overhead costs which can be allocated to jobs.

Translating Business Units



From General Accounting (G09), choose Organization and Account Setup

From Organization and Account Setup (G09411), choose Translate Business Unit

If you are operating in a multiple language environment, you can translate the descriptions of your business units. The system uses the description that corresponds with the language specified for each person who uses the J.D. Edwards system. For example, when a French-speaking user accesses a business unit that has a French translation, the description appears in French, rather than the base language.

The system stores business unit translation information in the Business Unit Alternate Description table (F0006D).

Before You Begin

- ☐ Set up the language preference in the user profile. See the *Technical Foundation Guide* for more information.

► To translate a business unit

On Translate Business Units

Bus. Unit.	From Description	To Description
DC	Distribution Center	
10	Modesto Distribution Center	
19	Phoenix Branch	
20	Valley Forge Distribution Ctr	
27	Eastern Area Distribution Ctr.	
30	Memphis Distribution Center	
40	Ft. Worth Distribution Ctr	
55	Portland Branch	
56	Cheyenne Branch	
80	Boston Branch	
90	Administrative Department	
95	Miami Branch	
99	Board of Directors	
EST	Eastern Region	
NDE	Northeast Sales Territory	

1. Locate the business unit by completing the following fields:
 - Company
 - Skip to Business Unit (optional)
 - Language To
2. Complete the following fields:
 - Language From
 - To Description

3. Use the Change action.

Field	Explanation
Language To	A user defined code (system 01/type LP) that specifies a language to use in forms and printed reports. For World, if you leave the Language field blank, the system uses the language that you specify in your user preferences. If you do not specify a language in your user preferences, the system uses the default language for the system. Before any translations can become effective, a language code must exist at either the system level or in your user preferences. <i>Form-specific information</i> Enter the code for the language into which you want to translate business unit descriptions.
Language From	The language you want to use to print reports or documents, or to view information on the form. <i>Form-specific information</i> Enter the code for the language you want to use as a base in translating business unit descriptions.
To Description	A user defined name or remark. <i>Form-specific information</i> Use this field to enter or change the business unit description in another language. The description in this field should be in the language you specify in the To field at the top of the form.

What You Should Know About

Printing a translation report

To track the business units you have translated and verify the translations, print the Business Unit Translation Report. This report shows the base language and one or all of the alternate languages, depending on how you set a processing option.

Deleting translations for a business unit

Use the Change action to clear the description you want to delete. The system does not accept the Delete action.

Quickly translating business units

Instead of translating each business unit manually, you can use a model business unit to enter the account description in an alternate language.

See *Changing Account Information* in the *General Accounting II Guide*.

Translating AAIs and user defined codes

You can also translate the descriptions of AAIs and user defined codes.

See *Working with AAIs* and *Working with User Defined Codes*.

**Exercises**

See the exercises for this chapter.



Account Setup

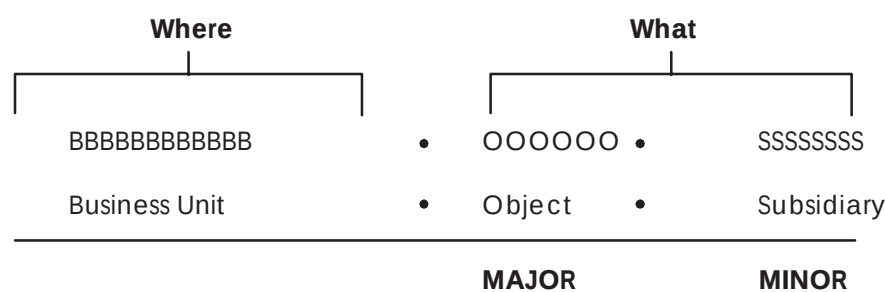
Objectives

- To understand level of detail assignment on accounts
- To understand posting edit codes assignment on accounts
- To create your master chart of accounts
- To duplicate your chart of accounts to business units, as needed
- To understand subledger accounting

About Account Setup

After you set up your companies and business units, you need to set up object and subsidiary accounts for each business unit. These accounts form your chart of accounts.

The object and subsidiary are the “what” portion of the account number. They describe “what” kind of transaction you are working with, for example, rent expense, paper supplies expense, or sales revenue.



Account setup consists of:

- ☐ Creating your chart of accounts
- ☐ Working with accounts
- ☐ Generating account description search
- ☐ Reviewing your chart of accounts
- ☐ Working with subledgers



How Are Objects and Subsidiaries Related?

The object, or major, account is required for transaction entry. The object account can be up to six alphanumeric characters. To make data entry easier and faster, you can use only numbers for the object account.

The subsidiary, or minor, account is an optional part of the account. Use the subsidiary when you need more detailed accounting activity for an object account. The subsidiary can be up to eight alphanumeric characters.

The following example shows how you can associate an object account (1110 for Cash in Bank) with several subsidiary accounts:

- 1110.BEAR (Bear Creek National Bank)
- 1110.FIB (First Interstate Bank)
- 1110.FRANCE (First Bank of France)
- 1110.LONDON (First Bank of London)

How Should You Design Your Chart of Accounts?

Begin your initial design with the major headings of your transactions. Then, add your detailed transaction descriptions. The following shows examples of major title accounts and the types of headings they include.

Balance Sheet Accounts Types of headings for balance sheets include:

- Assets
- Liabilities
- Owner's Equity

Income Statement Accounts Types of headings for income statements include:

- Revenues
- Expenses

After you have a complete list of transaction descriptions, you can assign numeric values to each. Allow for growth and change by leaving numeric spaces in the account structure.

Define the operating income account as the last balance sheet account. For example, if revenues begin at 5000, define object 4999 as the operating income account. This account must be a non-posting account. The system calculates the operating income amount on your balance sheet.

An account can have several formats. You are not limited to one account format when you enter data.

The following shows the types of account formats you can use.

Short account ID

This number is created by Next Numbers when you add accounts. It is commonly referred to as the “short account number” and can never be changed.

**Business
Unit.Object.Subsidiary**

This is the standard J.D. Edwards account format. It can be in either of the following formats:

- Business unit.object
- Business unit.object.subsidiary

The business unit designates the accounting entity to charge. The object (or object and subsidiary) designates the type of account to receive the amount, such as asset, liability, revenue, and expense.

**Third G/L account
number**

This number consists of a free-form code, often referred to as the “third account number.” Typically, the account number from a prior system is used as the third account number. There are no limitations to the characters you can use, for example, dashes and dots.

Flex account number

This flexible format is user defined. Account numbers can consist of up to 12 segments, totaling up to 34 characters. You control the nature, meaning, and validation of each segment. This format is frequently used to comply with the chart of accounts for a regulatory agency or parent company.

To enter account numbers in a format other than the standard J.D. Edwards format, you must use the prefix character that is defined in general accounting constants.

How Are Accounts Grouped and Totaled for Reports?

Use account category codes to group your accounts for reporting purposes. These codes provide for selective reporting. You use category codes for accounts the same way you use category codes for business units.

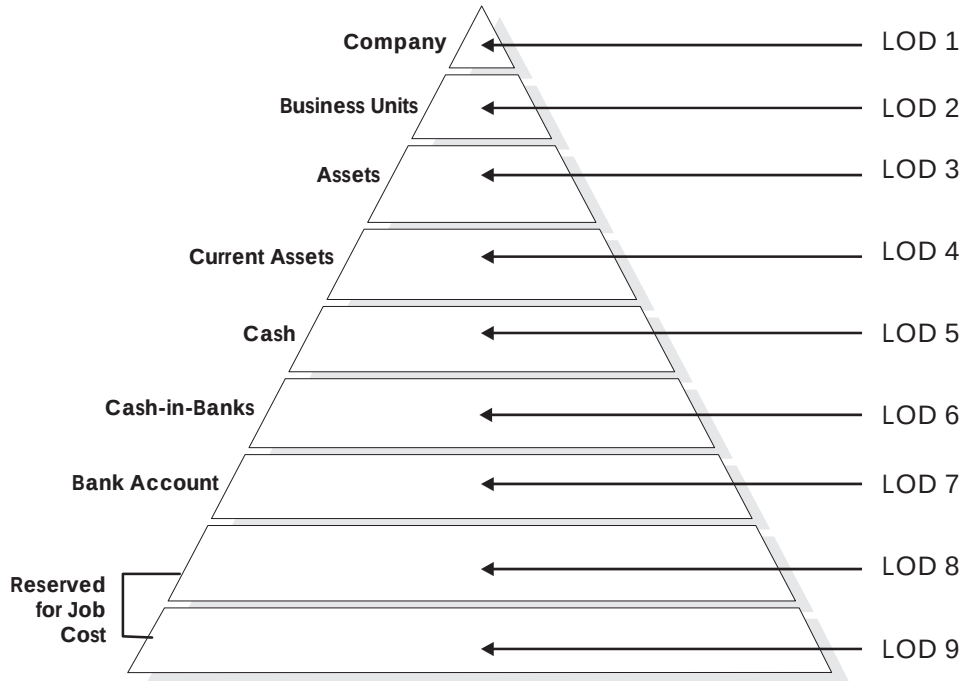
There are 23 alphanumeric category codes for accounts:

- 3-character codes (20 available)
- 10-character codes (3 available)

The 10-character category codes are useful if your business requires an alternate chart of accounts for statutory reporting. You can use the category code and the description rather than the account number and description on trial balance

reports, the general ledger, and general journal. These category codes let you build summarization logic into your reports.

Use a level of detail (LOD) for each account to control how amounts are rolled up into a balance for reporting purposes.



Follow these guidelines when assigning level of detail to accounts:

- Do not skip any levels of detail. Non-sequential levels of detail cause rollup errors in financial reports that are run at a skipped level.
- Assign a level of detail 3 to title accounts for the balance sheet – “assets” and “liabilities and equity.”
- Assign either level of detail 3 or 4 to title accounts for the income statement, depending on whether you want the next level underlined. Examples include:
 - Revenues
 - Direct costs
 - General and administrative expenses
 - Other income and expenses

Example: Rollup Totals for Reports

You generate a financial report with a level of detail of 5, so that the system summarizes the amounts for level 6 and 7 into the balance for Cash.

LOD	Account Description
3	Assets
4	Current Assets
5	Cash
6	Petty Cash
6	Cash in Banks
7	Bank Account 1
7	Bank Account 2
6	Short Term Investments
7	Certificates of Deposit
7	Treasury Bills
5	Accounts Receivable
5	Inventory

When you generate a report with LOD 5, these accounts will be summarized into the Cash account.

Use level of detail 3 through 9 for object accounts. Level of detail 1 is reserved for companies and level of detail 2 for business units. The system underlines level of detail 3 on balance sheet reports and levels of detail 3 and 4 on income statement reports.

What Determines Whether an Account Posts?

You assign a posting edit code to every account in the chart of accounts. This code determines whether the account posts to the general ledger and whether it updates the Account Balances table (F0902).

With posting edit codes, you can designate an object or object.subsidiary account as:

- Posting
- Non-posting (or title)
- Budget
- Inactive
- Machine-generated
- One that requires units, not monetary amounts

- Subledger and type

For example, you could assign posting edit codes (PC) as follows:

	PC	LOD	Account Description
Non-posting (title) accounts	N	3	Assets
	N	4	Current Assets
	N	5	Cash
		6	Petty Cash
Posting accounts	N	6	Cash in Banks
		7	Bank Account 1
		7	Bank Account 2
	N	6	Short Term Investments
		7	Certificates of Deposit
Machine- generated entries only		7	Treasury Bills
	N	5	Accounts Receivable
	M	6	Trade A/R
	M	6	Allow for Doubtful Accts

Differences Between Subledger and Subsidiary Accounting

Subledgers and subsidiary accounting both provide for detailed accounting activity. Subsidiary accounts are a subdivision of your object account. Subledgers are linked to your business unit.object account or business unit.object.subsidiary account.

With subledgers, you get accounting detail without adding accounts to your chart of accounts. For this reason, subledgers are often used for transaction classifications that are not a permanent part of your chart of accounts, such as detailed travel expenses for each account representative.

Subsidiary accounts are permanent. If you want to track revenues and expenses by account representative using subsidiary accounting, you must create a subsidiary account for each account representative and attach it to each appropriate object account for revenues and expenses. This could mean adding several hundred accounts to your chart of accounts.

Subledgers differ from subsidiary accounts in the following ways:

- Subledger transactions post to the *same* major account, rather than to different accounts.
- Subledgers do not create additional records in the Account Master table.
- Subledgers can create additional records in the Account Balances table, depending on the posting edit code you assign to the account.

Example: Subledger Accounting

When you use subledgers to track expenses for account representatives, the system creates a record with a unique subledger for each account in the Account Ledger table. The Account Master table contains only the account, not the subledger.

Account Master F0901		Account Ledger F0911		
Object	Description	Object	Subledger	Subledger Type
8665.HOTEL	Hotel			
8665.AIR	Air Fare	8665.AIR		
			1 - McLind	A
			2 - Jackson	A
8667	Car Expenses	8667		
			1 - McLind	A
			2 - Jackson	A

In the above example, the subledgers represent McLind's and Jackson's address book numbers.

Example: Subsidiary Accounting

When you use subsidiaries to track expenses for account representative, the system creates a record with a blank subledger for each account in the Account Ledger table. The Account Master table contains an account for each account representative.

Account Master F0901		Account Ledger F0911	
Object	Description	Object	Subledger
8665	Travel & Entertainment		
8666	Air Fare		
8666.A1	Account Representative 1	8666.A1	
8666.A2	Account Representative 2	8666.A2	
8667	Car Expense		
8667.C1	Account Representative 1	8667.C1	
8667.C2	Account Representative 2	8667.C2	

What You Should Know About

Subsidiary accounts and subledgers You can use a subsidiary account and a subledger in the same entry, if appropriate.

Create Your Chart of Accounts

Creating Your Chart of Accounts

A chart of accounts provides the structure for your general ledger accounts. It lists specific types of accounts, describes each account, and includes account numbers. A chart of accounts typically lists asset accounts first, followed by liability and capital accounts, then revenue and expense accounts.

You can create your chart of accounts in a variety of ways. However, to ensure consistency and accuracy across business units and companies, you should complete these tasks:

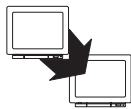
- ☐ Define account segments
- ☐ Create a model chart of accounts
- ☐ Copy accounts to business units
- ☐ Create accounts dynamically

Account information is stored in the Account Master table (F0901).

See Also

- *Defining Account Segments (P0907)*

Defining Account Segments



From General Accounting (G09), choose Organization & Account Setup

From Organization & Account Setup (G09411), choose Advanced Organization Setup

From Advanced Organization Setup (G094111), choose Flex Format – BU.Obj.Sub

As part of creating your chart of accounts, you need to define the length of the account segments. These segments are:

- Business unit – a maximum of 12 characters

- Object account – 4, 5, or 6 characters (4 or 6 for standard business unit.object.subsidiary)
- Subsidiary – a maximum of 8 characters

► To define account segments

On Flex Format – Business Unit.Object.Subsidiary

The screenshot shows a window titled "[0907] - Flex Format - BU.Obj.Sub". It has a menu bar with "Functions", "Tools", and "Help". Below the menu bar is a toolbar with a checkmark and an "X" button. The main area contains a text box with the instruction "Format the JDE Account Master fields as follows:". Below this is a table with columns: Seq, Description, B, O, S, Len, A/N, and Cross Reference Fields. The table contains three rows of data: Row 1: Seq 1, Description "Business Unit", B "X", O "", S "", Len "12", A/N "A", Cross Reference Fields "MCU Business Unit"; Row 2: Seq 2, Description "Object", B "", O "X", S "", Len "04", A/N "A", Cross Reference Fields "OBJ Object Account"; Row 3: Seq 3, Description "Subsidiary", B "", O "", S "X", Len "08", A/N "A", Cross Reference Fields "SUB Subsidiary". Rows 4 through 10 are empty. At the bottom of the window is a status bar with the text "F6=Subledger Format F24=More Keys" and a scroll bar.

Seq	Description	B	O	S	Len	A/N	Cross Reference Fields
1	Business Unit	X			12	A	MCU Business Unit
2	Object		X		04	A	OBJ Object Account
3	Subsidiary			X	08	A	SUB Subsidiary
4							
5							
6							
7							
8							
9							
10							

1. Complete the following fields:
 - Description
 - Length
 - Cross Reference
2. To indicate the segment that you are defining, complete one of the following fields:
 - Business Unit
 - Object
 - Subsidiary

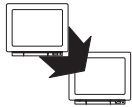
Field	Explanation
Business Unit Segment Indicator	An X in this field indicates that this segment of each G/L account number is stored as part of the J.D. Edwards Business Unit field (MCU) in the database. For flex account numbers, you can define up to 6 segments, and use a total of 12 characters for 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 Segment Indicator	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 Segment Indicator	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) NOTE: For OneWorld, the Subledger element is not currently available.

What You Should Know About

Length of the object account segment

You must define the object as 4 or 6 characters for standard business unit.object.subsidiary account coding. For flexible chart of account coding, you can define the object as 4, 5, or 6 characters.

Creating a Model Chart of Accounts



From General Accounting (G09), choose Organization & Account Setup

From Organization & Account Setup (G09411), choose Accounts by Business Unit

To create a model, or master, chart of accounts, you can create one master model business unit that includes the complete chart of accounts. Or, you can create a model business unit for every business unit type and assign object accounts to it. You can then use these models as a basis for your actual chart of accounts.

By creating a model, you ensure that when you copy the accounts from the model business units into your actual (or production) business units, the accounts are standardized across business units and companies.

Depending on your organizational structure, you can create more than one model chart of accounts. For example, you can create one model for balance sheet accounts and another model for profit and loss (income statement) accounts.

You should create your model chart of accounts using a consistent numbering scheme for your object accounts so that they can be copied across all business units.

Carefully proofread your model chart of accounts to ensure that the descriptions, spelling, level of detail assignments, and posting edit codes are accurate. This model provides the basis for your entire chart of accounts.

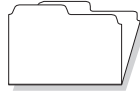
After you copy the model business units into the actual business units, you can create the actual accounts dynamically, as you encounter the need for them.

To maintain the integrity of your account data, you can set processing options to restrict the account information that users can add or change. With these processing options, you can determine field by field what information is standardized and what is free form.

Example: Model Business Unit

The following illustrates the structure of a business unit type for profit and loss accounts.

- **Type Business Unit = IS (Income Statement Model Chart of Accounts)**

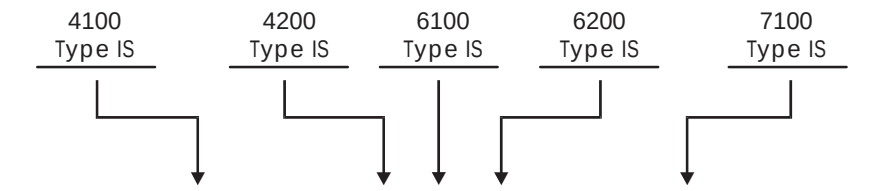


Business Unit
Master (F0006)

**Business Unit 3 = Income Statement
business unit for company 1**

	<u>Obj</u>	<u>Sub</u>	<u>Description</u>
 Master Chart of Accounts (F0901)	5000		Revenue
	5005		Sales – Product
	5010		Store Sales
	5020		Direct Ship Sales
	5030		Inter Plant Sales
	↓		
	9999		

- **Set up three new companies 4000, 6000, 7000**
- **Set up income statement (profit and loss) business units**



Duplicate a business units

From BU 3

To Type BU IS

4100.5000	4200.5000	6100.5000	6200.5000	7100.5000
4100.5005	4200.5005	6100.5005	6200.5005	7100.5005
4100.5010	4200.5010	6100.5010	6200.5010	7100.5010
4100.5020	4200.5020	6100.5020	6200.5020	7100.5020
4100.5030	4200.5030	6100.5030	6200.5030	7100.5030
:	:	:	:	:
4100.9999	4200.9999	6100.9999	6200.9999	7100.9999

► To create a model chart of accounts

On Accounts by Business Unit

The screenshot shows a software window titled "[0901] - Accounts by Business Unit". It has a menu bar with "Functions", "Tools", and "Help". Below the menu bar is a toolbar with several icons. The main area contains a form with the following fields:

- Business Unit: MD
- Skip To Account: 5000
- Level of Detail: 9
- Model Chart of Accounts

Below the form is a table with the following columns: Acct, Sub, Description, L, Account No, P, and Budg Patt. The table contains the following data:

Acct	Sub	Description	L	Account No	P	Budg Patt
5000		Revenues	4		N	
5005		Sales - Product A	5		N	
5010		Store Sales	6			
5015		Wholesale Sales	6			
5020		Direct Ship Sales	6			
5030		Contract Sales	6			
5050		Interplant Sales	6			
5060		Less Returns & Allowances	6			
5080		Freight Out	6			
5090		Service Sales	6			
5100		Sales - Product B	5		N	
5110		Store Sales	6			
5115		Wholesale Sales	6			
5120		Direct Ship Sales	6			
5130		Contract Sales	6			

At the bottom of the window, there is a status bar with the text: F5=Account Master List F6=Chart of Accounts F13=Account Revs F24=More

- Complete the following fields:
 - Business Unit
 - Account
 - Subsidiary (optional)
 - Description
 - Level of Detail
 - Account Number (optional)
 - Posting Edit Code
 - Budget Pattern (optional)

2. Access the detail area.

0901 - Accounts by Business Unit

Functions Tools Help

Business Unit MD Model Chart of Accounts

Skip To Account 5000

Level of Detail 9

Acct	Sub	Description	L	Account No	P	Budg	Patt
Revenues 4							
5000							N
Co	CAT	CAT	CAT	CAT	CAT	CAT	CAT
1	2	3	4	5	6	7	8
00001							
Statutory		Cat Code 22		Cat Code 23			TCode
Sales - Product A 5							
5005							N
Co	CAT	CAT	CAT	CAT	CAT	CAT	CAT
1	2	3	4	5	6	7	8
00001							
Statutory		Cat Code 22		Cat Code 23			TCode
Store Sales 6							
5010							
Co	CAT	CAT	CAT	CAT	CAT	CAT	CAT
1	2	3	4	5	6	7	8
00001							
Statutory		Cat Code 22		Cat Code 23			TCode

F5=Account Master List F6=Chart of Accounts F13=Account Revs F24=More

3. Complete the following field:

- Model/Consolidated

4. Do one of the following:

- In WorldSoftware, press Enter
- In WorldVision, click Add

Field	Explanation
Model Accounts and Consolidation Flag	A flag that indicates either a model/consolidated account or a model/consolidated business unit. Possible values are: - blank Non-model business unit or account. - M Model business unit or account. - C Consolidated business unit or account. This is a program-generated (P10862) value and is not user-accessible. 1 Target business unit or account. Used in source company records for intercompany settlements across environments.

What You Should Know About

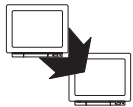
Reviewing and revising your model chart of accounts

After you create your model chart, review it for accuracy. Revise accounts as needed to correct errors *before* you copy the model accounts to business units. Copying the model reproduces any errors in multiple accounts.

See Also

- *Working with Accounts* for information about changing accounts and for the processing options for Accounts by Business Unit, Accounts by Object, and Revise Single Account

Copying Accounts to Business Units



From General Accounting (G09), choose Organization & Account Setup

From Organization & Account Setup (G09411), choose Copy Accounts to Business Units

After you create your model chart of accounts, be sure that you have reviewed and corrected it. Then you can create your actual chart of accounts by copying the object and subsidiary accounts assigned to a model business unit to your actual business units. This saves time and ensures consistency throughout your account structure. You can copy:

- All or a range of object accounts from one business unit to another
- Object accounts at a given level of detail
- All or a range of object accounts from one business unit to multiple business units of the same business unit type

Before You Begin

- ☐ Verify that the model business unit from which you want to copy already exists and is accurate

► To copy accounts to business units

On Copy Accounts to Business Units

The screenshot shows a software window titled "[09804] - Copy Accts to Business Units". It features a menu bar with "Functions", "Tools", and "Help". Below the menu is a toolbar with a checkmark icon and an "X" button. The main content area contains the following fields and controls:

- Business Unit**: A text input field.
- To Business Unit**: A text input field.
- or**: A text label.
- Type Business Unit**: A text input field.
- Company**: A text input field.
- (Blank for all companies)**: A text label.
- Account Level of Detail**: A checkbox.
- Beginning Account - Object**: A text input field.
- Ending Account - Object**: A text input field.
- Subsidiary**: A text input field (appearing twice).

The status bar at the bottom indicates "F24=More Keys".

1. Complete the following field:
 - Business Unit
2. Complete either of the following fields:
 - To Business Unit
 - Type Business Unit
3. Complete the following field to copy business units for a specific company (optional):
 - Company
4. Complete the Beginning and Ending Account fields for:
 - Object
 - Subsidiary

Field	Explanation
Business Unit	An alphanumeric field that 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. 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 accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses this value for Journal Entries if you do not enter a value in the AAI table. <i>Form-specific information</i> The From business unit that serves as a model for duplication.
To Business Unit	The destination business unit that you want to copy accounts to.
Type Business Unit	A code that identifies the classification of the business unit. This is a user defined code (system 00, type MC). <i>Form-specific information</i> The business unit type to which you want to copy accounts. Use this field with the Company field to copy accounts to all the business units of a specific type within a company.
Beginning Account – Object	The beginning object account in the range of accounts you want to copy. Leave the beginning and ending object account numbers blank to copy all the accounts from the model business unit.
Subsidiary – Beginning Account	The beginning subsidiary account in the range of account numbers you want to copy. Leave the beginning and ending subsidiary account numbers blank to copy all the subsidiary accounts from the model business unit.
Ending Account – Object	The ending object account in the range of accounts you want to copy. Leave the beginning and ending object account numbers blank to copy all the accounts from the model business unit.
Subsidiary – Ending Account	The ending subsidiary account in the range of account numbers you want to copy. Leave the beginning and ending subsidiary account numbers blank to copy all the subsidiary accounts from the model business unit.

Creating Accounts Dynamically

You can create all or part of your chart of accounts for a business unit on an as-needed or “dynamic” basis when you create journal entries. The primary reason for creating accounts dynamically is so that your business units include only those accounts you use, and not any unnecessary accounts. This initially provides a framework for a business unit’s chart of accounts.

To create an account dynamically, you must do the following:

1. Activate the invalid account feature on General Accounting Constants.
2. Ensure that the object or object.subsidiary account exists in your model chart of accounts.
3. Ensure that a Type Business Unit is assigned to the business unit to which the account will be added.
4. Enter the journal entry.
5. Assign the journal entry an invalid account number, preceded by & (for WorldSoftware) or # (for OneWorld).
6. Review the batch.

It has an error status because of the invalid account number.

7. Approve the batch.

This changes the error status to approved so the batch will post.

8. Post the batch.

The system compares the invalid account to the model chart of accounts. If the account exists in the model, the system adds the account to the business unit used in the journal entry and removes the invalid account symbol from the account in the journal entry.

What You Should Know About

Header accounts

You cannot create header accounts when you create accounts dynamically. Header accounts are typically used for summary purposes during financial reporting and do not allow for posting.

If you need to create a header account, enter the account and assign it a posting code of N on Accounts by Business Unit.

Flexible chart of accounts

You cannot create accounts dynamically if you use a flexible chart of accounts.

See Also

- *Setting Up Constants for General Accounting (P000909)*
- *Temporarily Accepting Invalid Account Numbers (P09101)*
- *Reviewing Journal Entries (P00201)*
- *Posting Journal Entries (P09800)*

**Exercises**

See the exercises for this chapter.

Work with Accounts

Working with Accounts

After you set up your accounts, you should verify that they are consistent across all business units. For example, verify that the levels of detail, posting edit codes, and descriptions of your accounts are consistent.

Working with accounts consists of:

- ☐ Revising accounts
- ☐ Deleting accounts
- ☐ Translating accounts

The General Accounting chart of accounts programs offer a high degree of flexibility by allowing account definitions to be separately tailored to each business unit. However, too much freedom can lead to inconsistent data. For example, account information should be uniform in financial reports. In addition, levels of detail that do not match across business units might cause business unit consolidations to work incorrectly.

To maintain consistency across all business units, you can set processing options in the programs that are used to add and revise accounts. These processing options determine:

- Which fields must conform to the accounts in the model business unit, and which ones are free form. For example, you might set the processing options to check only the Description and the Level of Detail fields for entries that do not match the model.
- Whether you can add accounts that do not exist in the model business unit.
- Whether the system will send warning messages (which users can ignore) or hard errors (which prevent differences) in response to entries that do not match the model.
- The level of detail to which standardization applies.
- A default business unit for business units that do not have a model.

If the account has a level of detail that is not within the specified range, the system does not edit for standardization errors. If the level of detail of the account is within the specified range, the following occurs:

- If you are adding or changing an account and you enter the value that the field contains in the model, the system accepts the entry.
- If you are adding an account and you leave the field blank, the system fills in the value from the model. If you are changing an account and you leave the field blank, the system does not fill in the value from the model.
- If you are adding or changing an account and you enter a value that is not in the model, the system displays a warning or a hard error, depending on the setting of that processing option.

Processing Options for Accounts by Business Unit/Object and Revise Single Account

CHART OF ACCOUNTS EDITING:

1. Enter a value for the chart of accounts editing to be performed. _____

' ' - Free form chart of accounts
 '1' - Standardized Chart of Accounts with warning messages only.
 '2' - Standardized Chart of Accounts with hard error messages.

STANDARDIZATION OPTIONS:

2. Enter the default business unit to specify the Standardized Chart of Accounts for business units that do not have a model. _____
3. Standardization applies to accounts with levels of detail from 1 through _____

ADDITION OF NEW ACCOUNTS:

4. Enter a '1' to allow the addition of new accounts that do not exist in the model business unit. _____

FIELD EDITING OPTIONS:

5. Enter a '1' next to each item that is to be standardized.

Account Description	_____
Posting Edit Code	_____
Level of Detail	_____
Billable	_____
Budget Pattern Code	_____
Unit of Measure	_____
Alternate Object/Subsidiary	_____
Account Category Codes 1 - 10	_____
Account Category Codes 11 - 20	_____
Account Category Codes 21 - 23	_____

FIELD EDITING OPTIONS CONTINUED:

Type Code	_____
Fixed Asset Posting Edit Code	_____

Revising Accounts



From General Accounting (G09), choose Organization & Account Setup

From Organization & Account Setup (G09411), choose Accounts by Business Unit, Accounts by Object, or Revise Single Account

You can make changes to accounts that are assigned to one business unit or make changes to one account that is assigned to many business units. Or, you can revise one account at a time. Typically, you do this if you need to add or

change selected information, such as alternate object and subsidiary, that is not available on other account revision forms.

You can change an account number only if the number you change it to does not already exist in the Account Master table. If you change an account number, the revision applies only to new postings.

To have old balances correspond with the new account numbers, you must run Update Business Unit.Object.Subsidiary to Account Balances.

The system maintains individual account data in the Account Master table (F0901).

Complete one of the following tasks:

- Change accounts by business unit
- Change accounts by object
- Change a single account

See Also

- *Updating Account Ledger and Account Balances Tables (P83092) in the General Accounting II Guide*



To change an account by business unit

On Accounts by Business Unit

Acct	Sub	Description	L	Account No	P	Budg Patt
8000		General And Administrative	4			
8100		Administrative Salaries	5		N	
8110		Salaries and Wages	6		N	
8115		Regular Pay	7			DNS
8116		Overtime Pay	7			
8116	PREM	Overtime Premium Pay	7			
8118		Miscellaneous Pay	7			
8120		Employee Benefits	6			
8125		Burden - Other	7			
8129		Employer Paid Benefits/T	7			
8130		Accrued Vacation & Sick	7			
8135		FICA/Medicare	7			DNS
8136		401K Contribution	7			
8138		Retirement Plan	7			
8140		Insurance-Health & Disab	7			

F5=Account Master List F6=Chart of Accounts F13=Account Revs F24=More

1. Locate the account by completing the following field:
 - Business Unit
2. Change any of the following fields:
 - Account
 - Subsidiary
 - Description
 - Level of Detail
 - Posting Edit Code
 - Budget Pattern

► **To change an account by object**

On Accounts by Object

Bus. Unit	Acct	Sub	Description	L	P	Comp	Bud Pat
3	8000		General And Administrative	4	N	00001	
4	8000		General And Administrative	4	N	00001	
5	8000		General And Administrative	4	N	00001	
9	8000		General And Administrative	4	N	00001	
MD	8000		General And Administrative	4	N	00001	
61	8000		General and Administrative	4	N	00060	
62	8000		General and Administrative	4	N	00060	
63	8000		General and Administrative	4	N	00060	
90	8000		General And Administrative	4	N	00100	
110	8000		General And Administrative	4	N	00100	
120	8000		General And Administrative	4	N	00100	
121	8000		General And Administrative	4	N	00100	
130	8000		General And Administrative	4	N	00100	
131	8000		General And Administrative	4	N	00100	
132	8000		General And Administrative	4	N	00100	

F5=Acct Master List F6=Chart of Accts F13=Single Acct Revs F24=More Keys

1. Locate the account by completing one of the following fields:
 - Skip to Account
 - Skip to Business Unit
2. Change any of the following fields:
 - Business Unit
 - Account
 - Subsidiary
 - Description

- Level of Detail
- Posting Edit Code
- Company
- Budget Pattern

3. Do one of the following:

- In WorldSoftware, press Enter
- In WorldVision, click Change

Field	Explanation
Description	A user defined name or remark. <i>Form-specific information</i> To change an account description, verify that the revision begins on the first character of the line. Otherwise, the system ignores it.

► To change a single account

On Revise Single Account

[09011] - Revise Single Account

Functions Tools Help

Business Unit: 90 AccountID: 00020401
 Object / Subsidiary: 0605 Administrative Department: Advertising
 Free Form (3rd Acct. No.):
 Posting Edit: ☐ Type Code ☐
 Fixed Asset Posting Edit Code: ☐
 Account Level of Detail: 6
 Billable (Y/N): N
 Budget Pattern Code: DNS
 Unit of Measure: ☐
 Model/Consolidated Account: ☐
 Currency Code: ☐
 Alternate Object/Sub: ☐
 Cross Environment I/C Obj/Sub: ☐
 Repeat Data (Y/N): ☐

F5=Acct Mstr List F6=Chart Accts F15=Cat Codes F16=Exp Cat Cds F24=More

1. Locate the account.
2. Change the information as necessary.

3. To change category codes, access one of the following:
 - Category Codes (01-20)
 - Expanded Category Codes (21-23)
4. Do one of the following:
 - In WorldSoftware, use the Change action and press Enter
 - In WorldVision, click Change

Field	Explanation														
Account Level of Detail	A number that summarizes and classifies accounts in the general ledger. You can have up to 9 levels of detail. Level 9 is the most detailed and 1 the least detailed. Example: <table> <tr> <td>3</td><td>Assets, Liabilities, Revenues, Expenses</td></tr> <tr> <td>4</td><td>Current Assets, Fixed Assets, Current Liabilities, and so on</td></tr> <tr> <td>5</td><td>Cash, Accounts Receivable, Inventories, Salaries, and so on</td></tr> <tr> <td>6</td><td>Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on</td></tr> <tr> <td>7</td><td>Petty Cash – Dallas, Petty Cash – Houston, and so on</td></tr> <tr> <td>8</td><td>More Detail</td></tr> <tr> <td>9</td><td>More Detail</td></tr> </table> Levels 1 and 2 are reserved for company and business unit totals. When using the Job Cost system, Levels 8 and 9 are reserved for job cost posting accounts.	3	Assets, Liabilities, Revenues, Expenses	4	Current Assets, Fixed Assets, Current Liabilities, and so on	5	Cash, Accounts Receivable, Inventories, Salaries, and so on	6	Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on	7	Petty Cash – Dallas, Petty Cash – Houston, and so on	8	More Detail	9	More Detail
3	Assets, Liabilities, Revenues, Expenses														
4	Current Assets, Fixed Assets, Current Liabilities, and so on														
5	Cash, Accounts Receivable, Inventories, Salaries, and so on														
6	Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on														
7	Petty Cash – Dallas, Petty Cash – Houston, and so on														
8	More Detail														
9	More Detail														

Field	Explanation
Posting Edit	A code that controls G/L posting and account balance updates in the Account Master table (F0901). Valid codes are: blank Allows all posting. Posts subledgers in detailed format for every account transaction. Does not require subledger entry. B Only allows posting to budget ledger types starting with B or J. I Inactive account. No posting allowed. L Subledger and type are required for all transactions. Posts subledgers in detailed format for every account. The system stores the subledger and type in the Account Ledger and Account Balances tables. If you want to report on subledgers in the Financial Reporting feature, you should use this code. M Machine-generated transactions only (post program creates offsets). N Non-posting. Does not allow any post or account balance updates. In the Job Cost system, you can still post budget quantities. S Subledger and type are required for all transactions. Posts subledgers in summary format for every transaction. The system stores the subledger detail in the Account Ledger table. This code is not valid for budget entry programs. U Unit quantities are required for all transactions. X Subledger and type must be left blank for all transactions. Does not allow subledger entry for the account. <i>Form-specific information</i> Subledger accounting uses the following posting edit codes only: S, L, X, and blank.
Billable (Y/N)	Specifies whether a general ledger account should be billed. Valid codes are: Y Yes, the account should be billed. N No, it should not be billed. 1 It is eligible only for invoicing. 2 It is eligible only for revenue recognition. 4 It is eligible only for cost. NOTE: Codes 1, 2, and 4 relate only to the Service Billing system.

Field	Explanation
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.
Currency Code	A code specifying the currency of the transaction. This can be any code defined on the Designate Currency Codes form (World) or on the Set Up Currency Codes form (OneWorld). NOTE: This currency field only applies to AA and CA ledger types when posting by currency is activated. <i>Form-specific information</i> This field is used to specify the currency that the account uses. It specifies the account as a monetary account. In account entry programs, you can only use the currency code assigned to the account. Monetary accounts are typically bank accounts. The code you enter in this field can be any currency code defined on Designate Currency Codes. For most accounts, you will want the system to accept a transaction in any currency. In these instances, do not assign a currency code. If you want an account, such as a bank account, to only accept transactions in a specific currency, assign a currency code.
Alternate Object/Sub	This alternate object account is occasionally used to comply with a regulatory chart of accounts, parent company requirements, or third-party coding scheme.

What You Should Know About

Adding accounts

If you are adding several accounts using Revise Single Account, set the Repeat Data field. This prevents fields from being cleared after you add each new account, which makes data entry faster.

Copying an account

To copy an account, first locate the account you want to copy from. Then change the business unit, object, subsidiary, and any other appropriate information. The new account will have its own unique eight-character account ID number.

Multi-Currency

Do not change the currency code of an account after you enter transactions to it. To do so affects the integrity of your data.

Deleting Accounts



From General Accounting (G09), choose Organization & Account Setup

From Organization & Account Setup (G09411), choose Accounts by Business Unit or Accounts by Object

You can either:

- Delete an account by business unit
- Delete an account by object

You cannot delete an account that has transactions and balances in the Account Ledger (F0911) and Account Balances (F0902) tables.

As a policy, you might want to make unused accounts inactive rather than delete them. When you make an account inactive, you can no longer enter transactions for the account. However, you can see the historical activity.

► To delete an account by business unit

On Accounts by Business Unit

1. Locate the account by completing the following field:
 - Business Unit
2. If the posting edit code is blank, clear the following fields:
 - Account
 - Subsidiary
 - Description
 - Level of Detail
 - Account Number (Third Account Number)
 - Posting Edit Code
 - Budget Pattern Code
3. To delete the account, use the Change action.

What You Should Know About

Deleting all accounts in a business unit

To delete all accounts in a business unit, use the Delete action and roll through the accounts to the bottom of the list. This ensures that the system deletes all the accounts. The system will not delete any accounts that have transaction details associated with them.

Posting edit codes

If the posting edit code is N and you clear the Account field only, you create a blank object account in the account master. To delete the account, follow the steps to delete an account by business unit.

► To delete an account by object

On Accounts by Object

1. Locate the account by completing one of the following fields:
 - Skip to Account
 - Skip to Business Unit
2. Clear the following fields:
 - Business Unit
 - Account
 - Subsidiary
 - Description
 - Level of Detail
 - Posting Edit Code
 - Company Number
 - Budget Pattern Code
3. Do one of the following:
 - In WorldSoftware, use the Change action and press Enter
 - In WorldVision, click Change

Translating Accounts



From General Accounting (G09), choose Organization & Account Setup

From Organization & Account Setup (G09411), choose Translate Accounts

If you are operating in a multiple language environment, you can translate the descriptions of your accounts. The descriptions correspond to the language specified for each person who uses the J.D. Edwards system. For example, when a French-speaking user accesses an account that has a French translation, the description appears in French, rather than the base language.

The system stores account translation information in the Account Master Alternate Description table (F0901D).

Before You Begin

- ☐ Set up the language preference in the user profile. See the *Technical Foundation Guide* for more information.

► To translate an account

On Translate Accounts

Account	From Description	To Description
8000	General And Administrative	Charges générales/administrat.
8100	Administrative Salaries	Charges administratives
8110	Salaries and Wages	Salaires
8117	Commissions	Commissions
8120	Employee Benefits	Cotisations sociales
8300	Building Expense	Entretien immeuble
8315	Depr-Building & Improvements	
8320	Depr-Office Furn/Equipment	Amortisst-Mobilier/mat. bureau
8325	Depr-Other Assets	
8350	Rent Expense	Loyers
8355	Maintenance & Repair	
8360	Telephone Expense	Téléphone
8370	Utilities Expense	Installations
8399	Bldg Contra/Clearing Acct	
8600	Supplies, Services & Other	Fournitures, services, autres

1. Locate the account by completing the following fields:
 - Business Unit
 - Skip to Account (optional)
 - Language To
2. Complete the following fields:
 - Language From (optional)
 - To Description

3. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

What You Should Know About

Printing a translation report

To track the accounts you have translated and verify the translations, print the Account Translation Report. This report shows the base language and one or all of the alternate languages, depending on a processing option.

Deleting translations for an account

Clear the description you want to delete and use the Change action.

Translating AAI's and user defined codes

You can also translate the descriptions of AAI's and user defined codes.

See also *Working with AAI's* and *Working with User Defined Codes*.

Generate Account Description Search

Generating Account Description Search



From General Accounting (G09), enter 27

From G/L Advanced & Technical Operations, choose Build Search Word File

To search for an account by its account description, the tables containing the search words must already exist.

After you add, change, or delete account master information, run the Build Search Word File program. This program creates tables that contain all words in the Account Description field, the 23 category codes in the Account Master table (F0901), and, optionally, the 30 category codes from the Business Unit Master table (F0006).

When you run this program for the first time, it builds the following tables:

- G/L Accounts Word Search Master (F09800)
- LF-Word (F09800LA)
- LF-Account ID Word (F09800LB)
- Search Word Occurrences (F009109)

When you run this program after the initial build, it refreshes these tables.

This program is not character case-sensitive. It locates and retrieves words regardless of whether they are upper or lower case.

The Build Search Word File program is a DREAM Writer program.

Processing Options for Build Word Search File

BUILD OVER BUSINESS UNIT/ACCOUNT MASTER:

1. Enter a '1' if you wish to add words to the G/L Accounts - Word Search Master file (F09800) from the Business Unit Master file (F0006) and the Account Master file (F0901). Leave blank if you only wish to add words from the Account Master file.

NOTE : A '1' in this option could cause this job to run significantly longer and cause the G/L Accounts - Word Search Master file (F09800) to be much larger.

Review Your Chart of Accounts

Reviewing Your Chart of Accounts



From General Accounting (G09), choose Organization & Account Setup

From Organization & Account Setup (G09411), choose Online Chart of Accounts

After you create your chart of accounts or make revisions to it, you should review your object accounts across all companies and business units. By reviewing your accounts, you can:

- Locate any inconsistencies in your chart of accounts
- Verify that similar types of accounts are set up for financial consolidations to function properly
- Determine which object account numbers are available (unused) if you need to add new accounts

The system displays object accounts in ascending order regardless of business unit or company. You can print your chart of accounts from this form.

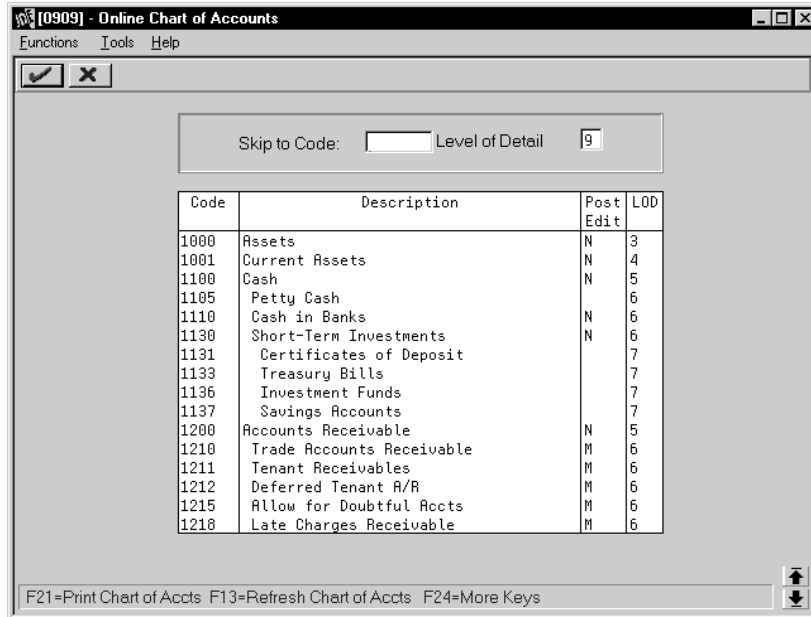
The system stores chart of account information in the Chart of Accounts Reference table (F0909).

Before You Begin

- ☐ Run Refresh Chart of Accounts if you have made revisions to your accounts. This program can take a long time to run, especially if you have made many revisions or have a large chart of accounts. You might want to run it during off-peak hours.

► To review your chart of accounts

On Online Chart of Accounts



The screenshot shows a window titled "[0909] - Online Chart of Accounts". It has a menu bar with "Functions", "Tools", and "Help". Below the menu bar is a toolbar with a checkmark icon and an "X" icon. The main area contains a form with "Skip to Code:" and "Level of Detail" (set to 9). Below this is a table of accounts.

Code	Description	Post	Edit	LOD
1000	Assets	N		3
1001	Current Assets	N		4
1100	Cash	N		5
1105	Petty Cash			6
1110	Cash in Banks	N		6
1130	Short-Term Investments	N		6
1131	Certificates of Deposit			7
1133	Treasury Bills			7
1136	Investment Funds			7
1137	Savings Accounts			7
1200	Accounts Receivable	N		5
1210	Trade Accounts Receivable	M		6
1211	Tenant Receivables	M		6
1212	Deferred Tenant A/R	M		6
1215	Allow for Doubtful Accts	M		6
1218	Late Charges Receivable	M		6

At the bottom of the window, there is a status bar with the text: "F21=Print Chart of Accts F13=Refresh Chart of Accts F24=More Keys".

Complete the following fields (optional):

- Skip to Code
- Level of Detail

See Also

- *Revising Accounts (P09011)*

Work with Subledgers

Working with Subledgers

In addition to the business unit.object.subsidiary method of account coding, you can use subledgers. Subledgers provide the most detailed record of accounting activity for a business unit. You might use subledger accounting to track:

- Revenues and expenses by account representative
- Receivables and payables by employee
- Intercompany settlements by detail entry

With subledger accounting, you can:

- Review detailed account totals for specific subledgers by grouping posted transactions with the same subledger and subledger type.
- Review similar types of subledgers across accounts. For example, you can review all accounting activity by an asset ID or work order number.

Working with subledgers consists of:

- ☐ Defining additional subledger types
- ☐ Defining accounts that require subledgers
- ☐ Inactivating subledgers

Both the subledger number and subledger type for a G/L account provide the detailed accounting activity. The subledger number becomes the audit trail for the posted subledger transactions.

Before you can use subledgers, you must decide which subledger types you will use. There are eight predefined, hard-coded subledger types. The system verifies the subledger number for each type against a specific master table.

Subledger Type A

Edits against the Address Book Master table (F0101). This is the most commonly used subledger type. Use this type to track expenses that are associated with salespeople, employees, and so on. You also use it for the detail method of intercompany settlements.

Subledger Type C	Edits against the Business Unit Master table (F0006).
Subledger Type E	Edits against the Equipment Master table (F1201).
Subledger Type I	Edits against the Item Master table (F4101).
Subledger Type J	Edits against the Change Request Master table (F5310).
Subledger Type L	Edits against the Tenant/Lease Master table (F1501).
Subledger Type O	Edits against the Sales Order Master table (F4201).
Subledger Type S	Edits against the Chart of Accounts Format table (F0907). This is the structured subledger type.
Subledger Type W	Edits against the Work Order Master table (F4801).

What You Should Know About

Reviewing subledger information

Use the following online and report programs to review subledger information:

- Trial Balance with Subledger
- Account Balance with Subledger
- G/L with Subledger Totals report
- FASTR

See Also

- *Entering Journal Entries with Subledgers (P09101)*

Defining Additional Subledger Types



From General Accounting (G09), enter 29

From General Accounting System Setup (G0941), choose Subledger Types

In addition to the eight predefined subledger types, there are three subledger types (X, Y, and Z) that you can define in user defined codes (00/ST). Because these types are not edited against any J.D. Edwards tables, you should define them only if you want the system to edit values against a format requirement rather than a specific value.

You can also define other subledger types and specify a user defined code table for each. The system edits the subledger number against the user defined code table for the subledger type.

► To define additional subledger types

On User Defined Code Revisions

Code	Description	Description-2
A	Address Book Number	Hard Coded Edit in F0101
C	Business Unit Number	Hard Coded Edit in F0006
E	Equipment Number	Hard Coded Edit in F1201
I	Item Number (Short)	Hard Coded Edit in F4101
J	Job Change Request	N
L	Lease Number	Hard Coded Edit in F1501
M	Summarized Work Order Number	Manufacturing Summarized J.E.
O	Order Number	Hard Coded Edit in F4201
S	Structured Subledger	Subledger Coding Block Specs
U	Unit Number	
V	User Defined Subledger	U 00/ST (System/Report Code)
W	Work Order Number	Hard Coded Edit in F4801
X	User Defined Subledger Type	A = Type is Alpha, Left Justify
Y	- Another User Defined Type	N = Type is Numeric, Zero Fill

Complete the following fields:

- Code
- Description
- Description-2

What You Should Know About

Editing subledger types X, Y, and Z

The first character of the Description-2 field controls which format the system edits against the subledger type. Values are:

- A - Alphanumeric, left justify, blank fill
- N - Numeric, right justify, zero fill
- C - Alphanumeric, right justify, blank fill

Editing subledger types against user defined code tables

If you define additional subledger types (other than types X, Y, and Z), the Description-2 field controls which user defined code table the system edits against the subledger type.

Enter the letter U as the first character of the Description-2 field, followed by a space, followed by the identifier for the user defined code table (system code/code type).

For example, to define a new subledger type B, which will be edited against user defined code table 55/01, enter the following in the Description-2 field:

U 55/01

Defining Accounts That Require Subledgers



From General Accounting (G09), choose Organization & Account Setup

From Organization & Account Setup (G09411), choose Revise Single Account, Accounts by Business Unit, or Accounts by Object

You must define which accounts require subledgers and how amounts are to be posted. You do this by assigning a posting edit code to the account.

► To define an account that requires a subledger

On Revise Single Account, Accounts by Business Unit, or Accounts by Object

1. Locate the account.
2. Change the following field to S, L, X, or blank:
 - Posting Edit

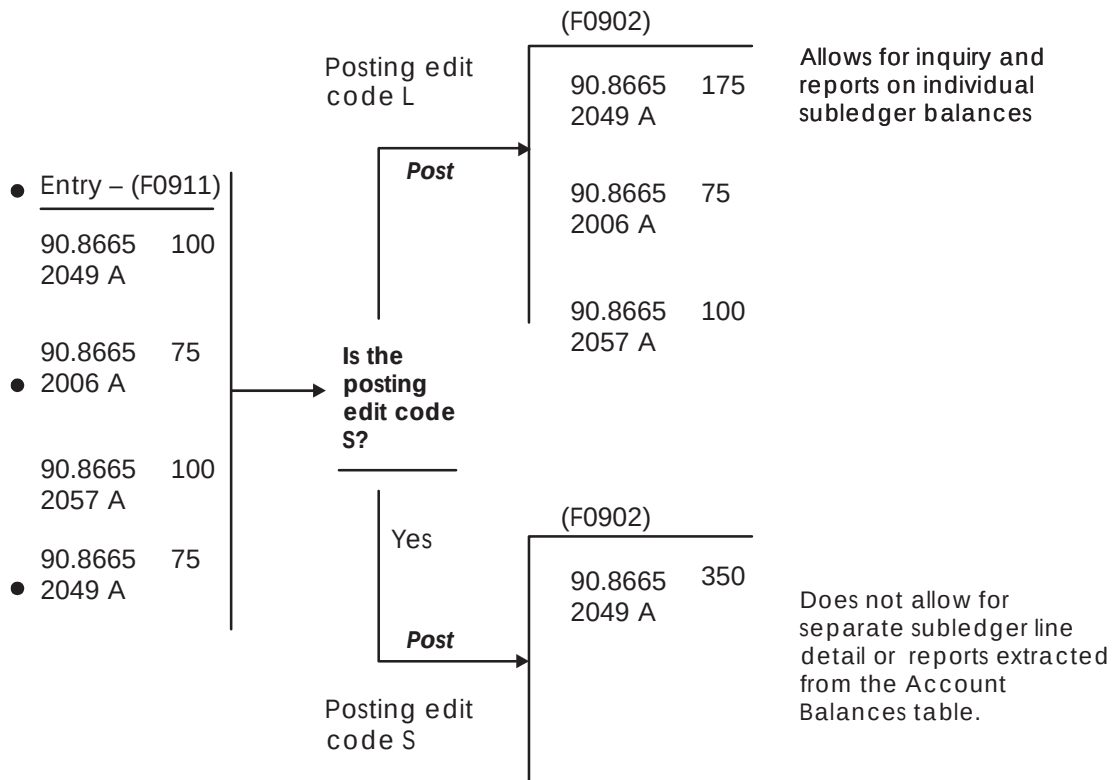
Field	Explanation
Posting Edit	A code that controls G/L posting and account balance updates in the Account Master table (F0901). Valid codes are: - blank Allows all posting. Posts subledgers in detailed format for every account transaction. Does not require subledger entry. - B Only allows posting to budget ledger types starting with B or J. - I Inactive account. No posting allowed. - L Subledger and type are required for all transactions. Posts subledgers in detailed format for every account. The system stores the subledger and type in the Account Ledger and Account Balances tables. If you want to report on subledgers in the Financial Reporting feature, you should use this code. - M Machine-generated transactions only (post program creates offsets). - N Non-posting. Does not allow any post or account balance updates. In the Job Cost system, you can still post budget quantities. - S Subledger and type are required for all transactions. Posts subledgers in summary format for every transaction. The system stores the subledger detail in the Account Ledger table. This code is not valid for budget entry programs. - U Unit quantities are required for all transactions. - X Subledger and type must be left blank for all transactions. Does not allow subledger entry for the account. <i>Form-specific information</i> Subledger accounting uses the following posting edit codes only: S, L, X, and blank.

What You Should Know About

- Posting edit codes L and S** If you assign posting edit code L or S to an account, and if the account has an assigned subledger type, every transaction for the account requires the following:
- Subledger
 - Subledger type
- The subledger type for the transaction must match the subledger type code that you defined for the account.

Example: Posting Edit Codes

The following diagram shows how information stored in the Account Balances table is affected by the posting edit code.



Inactivating Subledgers

You might need to make a subledger inactive. For example, if an employee takes a leave of absence, you can inactivate their address book number for use as a subledger so that travel and entertainment expenses cannot be entered for them during their absence.

► To inactivate a subledger

To inactivate a subledger, access its corresponding master form. For example, to inactivate a subledger for an employee, access Address Book Revisions.

1. Locate the subledger.
2. Change the following field to any value other than blank:
 - Subledger Inactive

Field	Explanation
Subledger Inactive Code	A code that indicates whether a specific subledger is active or inactive. Any value other than blank indicates that a subledger is inactive. Examples are jobs that are closed, employees that have been terminated, or assets that have been disposed. If a subledger becomes active again, set this field back to blank. If you want to use subledger information in the tables for reports but want to prevent transactions from posting to the master record, enter a value other than blank in this field.

What You Should Know About

Inactivating a business unit

When a project or job is on hold or is complete, you can inactivate the business unit from use as a subledger. On Revise Single Business Unit, complete the Subledger Inactive field.

System Setup

Objectives

- To understand how to set up the features and functions that allow you to process general accounting information

About System Setup

Before you use the General Accounting system, you need to set up and define certain information that the system will use during processing. This information is used to customize the system for your business needs. For example, when entering journal entries, you can have the system verify the total amount after you enter the batch by setting up batch control.

See the following for information about system setup that is required:

- ☐ Setting up constants for General Accounting
- ☐ About AAIs
- ☐ About AAIs for General Accounting
- ☐ Working with AAIs
- ☐ About user defined codes
- ☐ About user defined codes for General Accounting
- ☐ Working with user defined codes
- ☐ Setting up next numbers

See the following for information about system setup that your organization might require:

- ☐ About multi-currency
- ☐ Setting up multi-currency
- ☐ Work with currency codes and decimals
- ☐ Working with exchange rates



What Are the System Setup Features?

The following describes the system setup features and their purpose.

Constants	Establish system basics, such as: • Whether the system verifies that the amount and number of documents in a batch of journal entries balance to the totals that you enter separately • Whether you require management approval of batches of documents before posting • Whether the system allows posting of batches to a prior accounting period within the current year • How the system handles invalid account numbers on journal entries • What symbols you will use to identify the format of the account numbers you enter during data entry • Whether the system uses multiple currencies and, if so, the method of conversion • How the system processes journal entries that cross company boundaries (intercompany settlements)
AAIs	Define the rules for the chart of accounts and establish how the system creates automatic entries. If you are using the J.D. Edwards system in a multi-lingual environment, you can translate the descriptions of your AAIs.
User defined codes	Define customized codes, such as document types, that are appropriate for your business needs.
Next numbers	Establish an automatic numbering system for documents.
Multi-currency	Establish how multiple currency features will work, if you are handling more than one currency in the J.D. Edwards system. You need to determine: • The types of financial restatement method to use • The ledger types to use • Whether you want to post balances by currency • Whether you want the system to create intercompany settlements for companies using different currencies

Before You Begin

- ☐ Determine your reporting needs and set up your companies, fiscal patterns, business units, accounts, and category codes

What You Should Know About

Taxes

If you use the J.D. Edwards system to track and report taxes, you can set up the General Accounting system for journal entries with taxes.

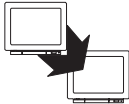
See the *Tax Reference Guide*.

See Also

- *Setting Up Detailed Currency Restatement (P11410)*
- *Setting Up Intercompany Settlements (P000909)*
- *Setting Up Cross-Environment Intercompany Settlements (P09196)*

Set Up Constants for General Accounting

Setting Up Constants for General Accounting



From General Accounting (G09), enter 29

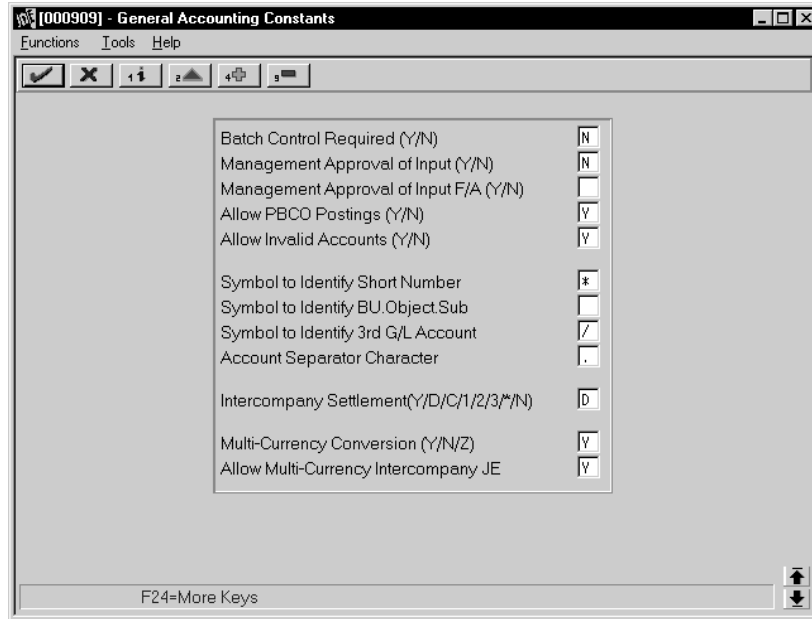
From General Accounting System Setup (G0941), choose General Accounting Constants

Constants provide a basic framework for how your General Accounting system works, based on your business needs. Generally, one person sets up constants. J.D. Edwards recommends that you do not change constants after they have been set up because this might produce unpredictable results.

Setting up general accounting constants consists of:

- Setting up batch control
- Setting up batch approval
- Setting up posting to prior periods
- Setting up control of invalid account numbers
- Setting up account symbols
- Setting up control of intercompany settlements
- Setting up currency conversion

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



Before You Begin

- ☐ Ensure that only authorized personnel can access and change general accounting constants

See Also

- *Working with Batch Control for Journal Entries (P000909)*
- *Setting Up Multi-Currency (P00105)*
- *Setting Up Intercompany Settlements (P00105)*

► To set up batch control

When you create a batch of documents, such as journal entries, you might want to enter the total number of documents and total currency amount for each batch. This allows you to verify the total amount expected against the total amount entered immediately after you enter each batch.

On General Accounting Constants

Change the following field:

- Batch Control Required

Field	Explanation
Batch Control Required (Y/N)	A code that generates automatic verification of the totals entered for each batch. Valid codes are: Y Batch control on. A batch header control form appears when you select journal entries. You enter the total number of documents and the input total, which is the total currency amount you expect the batch to contain. When you finish entering each batch, the system displays the difference, if any, between the input totals and the totals you actually entered. N Batch control off.

► To set up batch approval

You can specify that management approves each batch of journal entries before it can be posted.

To permit automatic posting of fixed asset batches that consist of transfers, depreciation, and revaluation entries for the Fixed Asset system, you can specify that management approval is not required.

On General Accounting Constants

Change the following fields:

- Management Approval of Input
- Management Approval of Input F/A

Field	Explanation
Management Approval of Input (Y/N)	A code that controls approval of batches for posting. For World, valid codes are: Y Management approval is required. The system assigns a status code of Pending to each batch. You must manually change the status to Approved before the system will allow the batch to post to the general ledger. N Management approval is not required. The system automatically approves for posting all batches that do not have error conditions. For OneWorld, a checkmark indicates that management approval is required. A blank field indicates that management approval is not required.

Field	Explanation
Management Approval of Input F/A (Y/N)	A code that controls approval of Fixed Asset transfer and depreciation batches for posting. Valid codes are: Y Management approval is required. The system assigns a status code of Pending to each batch. You must manually change the status to Approved before the system will post the batch to Fixed Assets. N Management approval is not required. The system automatically approves all batches for posting.

► To set up posting to prior periods

There might be instances, especially during implementation, when you want to post batches to prior accounting periods. You control whether the system allows you to do this.

On General Accounting Constants

Change the following field:

- Allow Posting Before Cutoff (PBCO)

Field	Explanation
Allow PBCO Postings (Y/N)	A code that controls posting to prior accounting periods (Posted Before Cutoff). Valid codes are: N No, do not allow posting to prior periods Y Yes, allow posting to prior periods If you enter Y in this field, the system generates a warning message to prevent accidental postings to a prior period.

What You Should Know About

Posting to prior periods You might need to close the prior period again and process updated period-end financials for that period and subsequent periods.

► To set up control of invalid account numbers

You control whether you allow journal entries to be entered with invalid account numbers. Invalid account numbers are account numbers that have not yet been

defined in the system. By being able to enter an invalid account number, you can complete a batch without exiting and losing your entries.

If you allow invalid account numbers, the system does one of the following:

- Leaves the batch in an error status and unposted until you correct the invalid account number
- Creates new accounts dynamically, if you have set up the system to do so

On General Accounting Constants

Change the following field:

- Allow Invalid Accounts

Field	Explanation				
Allow Invalid Accounts (Y/N)	A code that allows entry of invalid account numbers for distribution of vouchers, invoices, or journal entries. Valid codes are: <table><tr><td>N</td><td>No, do not allow invalid account numbers</td></tr><tr><td>Y</td><td>Yes, allow invalid account numbers, provided the number is preceded by the invalid account symbol. For World, the invalid account symbol is & (ampersand). For OneWorld, the invalid account symbol is # (hash mark). You must either change the number to a valid account number or set up a new account number before the batch will post.</td></tr></table> The system verifies the general ledger account number against the Account Master table (F0901).	N	No, do not allow invalid account numbers	Y	Yes, allow invalid account numbers, provided the number is preceded by the invalid account symbol. For World, the invalid account symbol is & (ampersand). For OneWorld, the invalid account symbol is # (hash mark). You must either change the number to a valid account number or set up a new account number before the batch will post.
N	No, do not allow invalid account numbers				
Y	Yes, allow invalid account numbers, provided the number is preceded by the invalid account symbol. For World, the invalid account symbol is & (ampersand). For OneWorld, the invalid account symbol is # (hash mark). You must either change the number to a valid account number or set up a new account number before the batch will post.				

 To set up account symbols

When you enter an account number during data entry, you can use any of three formats:

- Business Unit.Object.Subsidiary
- Short ID (8-digit, system-assigned number)
- Third account number

You designate the format you are using by preceding the account number with a symbol that identifies the format. You can also define the symbol that separates the different components of the business unit, object, subsidiary account format or a flexible account number format.

On General Accounting Constants

Change the following fields:

- Symbol to Identify Short Number
- Symbol to Identify BU.Object.Sub
- Symbol to Identify 3rd G/L Account Number
- Account Separator Character

Field	Explanation
Symbol to Identify Short Number	A code, such as * or /, that precedes the general ledger short account number (the eight-digit code) during data entry. When you leave this field blank, the system uses the default of * (asterisk). <i>Form-specific information</i> If the short account number is the one you typically use, leave this field blank. If it is seldom used, enter a symbol to identify it to the system. Only one of the three fields used for account symbols can be blank. The other two must each be unique. Be sure that no symbol is used for another purpose in the system (period, comma, and so on).
Symbol to Identify BU.Object.Sub	A code, such as blank, *, or / that precedes the long (business unit.object.sub) account number during data entry. When you leave this field blank, the system uses the default of blank. <i>Form-specific information</i> The long account number (BU.Object.Sub) is most commonly used. If it is the one you typically use, leave this field blank. If it is seldom used, enter a symbol to identify it to the system. Only one of the three fields used for account symbols can be blank. The other two must each be unique. Be sure that no symbol is used for another purpose in the system (period, comma, and so on).

Field	Explanation
Symbol to Identify 3rd G/L Account	A code, such as * or /, that precedes the third, or unstructured, account number during data entry. If you leave this field blank, the system uses the default of / (slash). <i>Form-specific information</i> If the third account number is the one you typically use, leave this field blank. If it is seldom used, enter a symbol to identify it to the system. Only one of the three fields used for account symbols can be blank. The other two must each be unique. Be sure that no symbol is used for another purpose in the system (period, comma, and so on).
Account Separator Character	A character that divides the business unit, object, and subsidiary elements or the flex account code elements of an account number on forms or reports. When you leave this field blank, the system uses the default of . (period). <i>Form-specific information</i> You can use any special character except & (the invalid account prefix for World) or \ (the work order prefix) as separator characters. Do not use alphabetic characters or numbers.

► To set up control of intercompany settlements

If you have journal entries that cross company boundaries, you need to decide whether you want to keep the companies in balance by allowing the system to create automatic intercompany entries.

On General Accounting Constants

Change the following fields:

- Intercompany Settlements
- Configured Hub

Field	Explanation
Intercompany Settlements	A code that controls the automatic creation of journal entries between companies within an organization. For World, valid codes are: - Y Yes, create intercompany settlements in the post program using a hub company 1 Flex compatible, create intercompany settlements in the post program using a hub company - D Yes, create intercompany settlements without a hub company 2 Flex compatible, create intercompany settlements without a hub company - N No, do not create intercompany settlements (the system does not post the batch if it contains intercompany settlements) * No, do not create intercompany settlements (the system posts the batch even if it contains intercompany settlements) For OneWorld, valid codes are: 1 Create intercompany settlements in the post program using a hub company 2 Create intercompany settlements without a hub company - N No, do not create intercompany settlements (the system does not post the batch if it contains intercompany settlements) * No, do not create intercompany settlements (the system posts the batch even if it contains intercompany settlements)
Configured Hub	A code that indicates that the system will use configured hubs when it creates journal entries between companies in an organization. - Blank The system will not use configured hubs when it creates intercompany settlements. 1 The system will use the configured hubs that you have defined when it creates intercompany settlements.

► To set up currency conversion

If your business uses more than one currency, you must designate the method of currency conversion to use.

You can also decide whether to allow intercompany settlements in multiple currencies.

Before You Begin

- ☐ Set up multiple currencies. If you use multiple currencies, you must first complete all of the system setup and then complete the currency setup.
- ☐ Add multi-currency transactions. If you enter transactions of different currencies into the same batch, the Total Entered field under the Batch Amount Expected field is a hash total. The system adds the various currencies without using a decimal separator. The system displays the hash total with the number of decimal places specified in the data dictionary.

You can change the Display Decimals field in the data dictionary for Total Entered (AME) and Batch Amount Expected (AICU) to zero to avoid confusion. See the *Technical Foundation Guide* for more information about how to change decimals.

On General Accounting Constants

Change the following fields:

- Multi-Currency Conversion
- Allow Multi-Currency Intercompany Journal Entry

Field	Explanation
Multi-Currency Conversion (Y/N/Z)	A code that specifies whether to use multi-currency accounting, and the method of multi-currency accounting to use: Codes are: N Do not use multi-currency accounting. Use if you enter transactions in only one currency for all companies. The multi-currency fields will not appear on forms. The system supplies a value of N if you do not enter a value. Y Activate multi-currency accounting and use multipliers to convert currency. The system multiplies the foreign amount by the exchange rate to calculate the domestic amount. Z Activate multi-currency accounting and use divisors to convert currency. The system divides the foreign amount by the exchange rate to calculate the domestic amount.

Field	Explanation
Allow Multi-Currency Intercompany JE	A code that specifies whether to allow three or more currencies including the domestic currency in one journal entry. Codes are: - Y Allow multiple currencies for intercompany journal entries - N Do not allow multiple currencies for intercompany journal entries If you allow multiple currencies for intercompany journal entries, the G/L Post will create adjusting entries for those accounts with the foreign currency code of the transaction. NOTE: If you allow multiple currencies for intercompany journal entries, you must create your intercompany settlements in detail.

Understand AAI

About AAI

Automatic accounting instructions (AAIs) define the relationships between your day-to-day accounting functions and your chart of accounts. AAI are rules that define how to create general ledger entries for each transaction.

For example, AAI determine how the post program creates journal entries for intercompany settlements. AAI also determine how the system distributes the journal entries so that each company maintains a zero net balance.

Each J.D. Edwards system that interfaces with the General Accounting system has AAI. Each AAI is associated with a specific general ledger account that consists of:

- A business unit
- An object
- A subsidiary (optional)

Groups of AAI items with a common purpose have a similar prefix.

To allow for more flexibility, some AAI items have one of the following user defined suffixes:

- X suffix. The x suffix indicates a currency code. Some AAI have a suffix of xxx to accommodate three-character currency codes. Use these AAI to set up multiple AAI types for each company. If an AAI item has an x suffix (one or more lowercase x letters), the system replaces the x letters with characters.
- Y suffix. This suffix indicates a G/L offset code. Some AAI have a suffix of yyyy to accommodate one- to four-character offset codes. For example, the object account for notes payable (offset code NOTE) can be different from the one for trade accounts payable (offset code TRAD).

Elements of an AAI Form

The Automatic Accounting Instructions form shows an index, or list, of the AAIs used in the J.D. Edwards systems.

The screenshot shows a window titled "[00121] - Automatic Acctg Instructions" with a menu bar (Functions, Options, Tools, Help) and a toolbar. Below the toolbar is a "Skip to Sequence Number" field with the value "1.". The main area contains a table with the following data:

Sequence Number	Company Bus. Unit	Object	Sub	Item
1.010				GLG1
1.020				GLG2
1.030				GLG3
1.040				GLG4
1.040	2000			GLG4

At the bottom of the window, there is a status bar with the text: "Opt 1=AAI Rev F5=Acct Struct by BU F15=AAI Rev F21=Print F24=More Keys".

There is no entry under Company/Business Unit because default AAIs are set up for company 00000. The GLGx items are used for system-wide setup.

The sequence number does not serve a programming function. It is only used to determine where an AAI appears in the list.

Programs are set up to look for a specific AAI item. The item is the hard-coded name of the AAI and cannot be changed.

Default AAIs

The system uses a combination of company and AAI item to determine which account to use in a particular situation. You can create AAIs for each unique combination of company and G/L offset code that you anticipate using. You can create various combinations to direct entries to different offset accounts.

Your system includes AAI's that are already assigned to company 00000. You can customize these AAI's to fit your company, business unit, or object account setup. You must assign a valid account to the default AAI's for company 00000. If the system cannot find an AAI for a specific company, it uses the AAI for company 00000. You do not need to set up an AAI for any company that uses the default AAI.

Understand AAIs for General Accounting

About AAIs for General Accounting

The name of an AAI item, such as GLG, is hard-coded. Each AAI item has account codes consisting of a business unit, object, and subsidiary which are mapped to your chart of accounts.

The system uses AAIs to determine how to distribute G/L entries that are generated by the system. The AAIs in the General Accounting system do the following:

- Describe the structure of your chart of accounts to J.D. Edwards systems. The financial reporting, annual close procedures, and other programs use this information.
- Define special interim total levels to be used in financial reports.
- Define speed codes, which let you simplify data entry functions.
- Define intercompany settlements.
- Define the account ranges eligible for reconciliation.
- Define the account ranges to exclude from being summarized or purged.
- Define the accounts to be used for gain and loss recognition if you work with multiple currencies.

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

Which AAIs Are Available?

The AAIs in the General Accounting system are used to define the following:

- General purpose accounts
- Financial statement totals
- Financial ratio accounts
- Speed codes
- Account summarization
- Reconcilable ranges

- Prior year account purges

The AAIs for intercompany settlements are used to define the following:

- Hub company intercompany accounts
- Accounts for intercompany settlements

The AAIs for multi-currency accounting are used to define the following:

- Accounts for unrealized gains and losses
- Offset accounts for unrealized gains and losses
- Account ranges for tracking balances by currency

See Also

- *Setting Up Intercompany Settlements (P00121)* for information about AAIs for intercompany settlements
- *Setting Up AAIs for Multi-Currency (P00121)* for information about AAIs for multi-currency accounting
- *Tax Reference Guide* for information about AAIs for taxes

General Purpose Accounts

The general purpose (GLGx) AAIs define account ranges for the different categories in your chart of accounts. For example, you can define an account range for your assets that begins with object account 1000, for your liabilities that begin with object account 2000, and so on. These AAIs are used primarily for financial reporting.

The following example shows the information that is needed when setting up a GLGx item.

Item	Description	Company	Business Unit	Object	Subsidiary	Sequence Number
GLGx	Default Accounts	00000	N	R	O	1.01

You set up the GLGx items only one time for company 00000. The system assumes that your account structure is consistent across all companies.

The following describes each AAI item for GLGx and its setup considerations:

GLG2

Beginning account range for assets. Enter the object account only.

GLG3	Beginning account range for liabilities and equities. You can use this item to reverse the sign on financial reports. Enter the object account only.
GLG4	Account number for retained earnings. Enter the object account. Business unit is optional.
GLG5	Ending account number for year-to-date income and loss. This should indicate the last balance sheet account, which must be non-posting. The system uses this item in the balance sheet to ensure that assets are equal to liabilities plus equity (a calculated figure). Enter the object account only.
GLG6	Beginning account range for revenue. The system uses this item for automatic sign reversal on reports, and to calculate the percentage of revenue on some reports and the retained earnings for G/L annual close. Enter the object account only.
GLG7	Ending account range for revenue. The system uses this item for automatic sign reversal and to calculate the percentage of revenue on some reports. Enter the object account. Enter the subsidiary, if applicable.
GLG8	Beginning account range for cost of goods. You can use this item to reverse the sign of expense accounts on some financial reports. Enter the object account only.
GLG9	Ending account range for cost of goods. Enter the object account. Enter the subsidiary, if applicable.
GLG11	Account range for other income. You can use this item to reverse the sign of income accounts on some financial reports. Enter the object account only.
GLG12	Account for ending profit and loss (income statement). Use it to calculate retained earnings for G/L annual close. If you do not enter an object account, the system uses account 999999. Revenues (GLG6) <u>+Expenses (GLG12)</u> Retained Earnings (GLG4) Enter the object account. Enter the subsidiary, if applicable.

GLG13

Account range for other expenses. You can use this item to reverse the sign of other expense accounts on some financial reports. Enter the object account only.

Special Considerations for Retained Earnings

AAI item GLG4 defines the account that the system uses to update the retained earnings of each company. The account must be a posting account for machine-generated entries. During the annual close, the system looks for the GLG4 item to post retained earnings.

J.D. Edwards recommends that you use the company number for the business unit number on the balance sheet. That means that company 100 would use the default of business unit 100. If your companies and business units are set up accordingly, you need to set up only one GLG4 item.

If your company number is different from the business unit on your balance sheet, you must set up item GLG4 for each company.

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

The system searches AAIs for the appropriate company/item combination. For example:

- If closing company 100, the system uses GLG4 for company 00000, or business unit 100 and the specified retained earnings object account, to post the retained earnings amount.
- If closing company 300, the system uses GLG4 for company 00000, or business unit 300 and the specified object account.

Financial Statement Totals

When you produce financial reports, the system creates report subtotals based on the AAI item FSxx. These AAI items are optional. If you use them, your account number series must be consistent across all companies for your reports to be meaningful.

You can define the text that appears for the subtotals on your report.

The following example shows the information that is needed when setting up a FSxx item.

Item	Description	Company	Business Unit	Object	Subsidiary	Sequence Number
FSxx	Financial Statement Totals			R	O	1.01

AAI Items FS01 Through FS15

Title accounts are used for AAI items FS01 through FS15. A title account is an object account with a posting edit code of N. The subtotal for each of these AAI items prints before the specified account range.

Example: Income Statement

The subtotals for an income statement might be:

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

The following income statement shows these subtotals. When you print an income statement, you must set the appropriate processing option so the subtotals appear in order, that is, from the top to the bottom of the report.

General Accounting I

00100 - Model Finan/Distrib Co (Mktg)

J.D. Edwards & Company
Company 00100
Simple Income Statement
6 Months Ending 06/30/98

Page - 3
Date - 4/18/98

Current Month		Last Year			Year to Date		Last Year To Date		% Chng
Actual	%	Actual	%		Actual	%	Actual	%	
Revenues									
12,579,424.80	68.1	22,254,329.98	67.5	Sales - Product A	72,378,232.32	67.9	75,527,295.66	67.2	4.2
5,047,870.05	27.3	9,133,291.10	27.7	Sales - Product B	28,831,043.09	27.0	31,017,299.94	27.6	7.1
840,064.95	4.6	1,594,048.98	4.8	Sales - Other	5,451,295.73	5.1	5,792,234.13	5.2	5.9
18,467,359.80	100.0	32,981,670.06	100.0	Revenues	06,660,571.14	100.0	12,336,829.73	100.0	5.1
Direct Costs									
14,007,772.88	75.9	26,358,049.26	79.9	Cost of Sales - Product A	81,239,604.14	76.2	87,099,988.40	77.5	6.7
1,210,525.27	6.6	2,068,430.34	6.3	Cost of Sales - Product B	7,019,348.02	6.6	7,263,328.66	6.5	3.4
150,572.93	0.8	515,933.32	1.6	Cost of Sales - Other	1,743,145.34	1.6	1,853,513.61	1.7	6.0
				Other Direct Expenses					
				Outside Operations					
267,814.20	1.5	485,742.74	1.5	Allocated Overhead	1,535,817.71	1.4	1,652,427.75	1.5	7.1
15,636,685.28	84.7	29,428,155.66	89.2	Direct Costs	91,537,915.21	85.8	97,869,258.42	87.1	6.5
2,830,674.52	15.3	3,553,514.40	10.8	Gross Margin	15,122,655.93	14.2	14,467,571.31	12.9	4.5
General And Administrative									
				Administrative Salaries	11,260.09				
				General And Administrative	11,260.09				
309,272.37	1.7	441,263.46	1.3	Building Expense	1,701,089.95	1.6	1,583,155.75	1.4	7.5
51,928.49	0.3			Equipment Expenses					
				Supplies, Services & Other	108,460.33	0.1			
				Computer Expenses	1,600.38				
				Interest Expense					
437,151.61	2.4	441,263.46	1.3	Salary and Wages	1,982,047.21	1.9	1,583,155.75	1.4	25.2
2,393,522.91	13.0	3,112,250.94	9.4	Operating Income	13,129,348.63	12.3	12,884,415.56	11.5	1.9
13,870.00	0.1			Other Income	13,790.00				
12,000.00	0.1			Other Expense	12,000.00				
2,395,392.91	13.0	3,112,250.94	9.4	Net Profit Before Taxes	13,131,138.63	12.3	12,884,415.56	11.5	1.9
Income Taxes									
1,870.00				Other Income and Expense	1,790.00				
2,395,392.91	13.0	3,112,250.94	9.4	Net Income (Loss)	13,131,138.63	12.3	12,884,415.56	11.5	1.9

In the following example, the system will generate an Operating Income total before printing the balances for the 9000 (Other Income and Expense) account range.

[00121] - Automatic Acctg Instructions

Functions Options Tools Help

Skip to Sequence Number

Sequence P	Number	Description	Company Bus. Unit	Object	Sub	Item
	1.140	Set up "FS" AAls only for Company 00000. Do not enter an object account which will have G/L transactions posted to it.				FSR
	1.140	Gross Margin Wording is defined by first line of description. Total is triggered by this account.		8000		FS04
	1.150	Operating Income Wording is defined by first line of description. Total is triggered by this account.		9000		FS05

Opt: 1=AAI Rev F5=Acct Struct by BU F15=AAI Rev F21=Print F24=More Keys

AAI Item FS99

AAI item FS99 provides the net income wording. The text on the first line is the description that appears on the last line of your income statements. Account information is not required.

[00121] - Automatic Acctg Instructions

Functions Options Tools Help

Skip to Sequence Number

Sequence P	Number	Description	Company Bus. Unit	Object	Sub	Item
	1.180	Net Income (Loss) Special wording for "Bottom Line" total of P&L as defined by 1st line of description				FS99
	1.200	Intercompany Accounts ----- Brief explanation follows. Press Help Key for details.				IC
	1.200	Intercompany Transactions generally clear through one company-wide G/L account number to facilitate consolidation.				IC 1

Opt: 1=AAI Rev F5=Acct Struct by BU F15=AAI Rev F21=Print F24=More Keys

Financial Ratio Accounts

The AAI items for Fxx define the account ranges for the different financial ratios such as debt to total assets, inventory turnover, and profit margin on sales. These account ranges include inventory, fixed assets, long term debt, and so on. These AAI items are used only in financial reporting. The sequence number for this series is 90.

These AAI items are optional. If you use them, your account number series must be consistent across all companies for your reports to be meaningful.

The following example shows the information that is needed when setting up a Fxx item.

Item	Description	Company	BU	Obj	Sub	Seq No.
Fxx	Financial Ratios		O	R	O	1.280

Speed Codes

The AAI items for SPx define one-character speed codes (A–Z) that you can use instead of the standard combination of business unit.object.subsidiary.

You can use a speed code to replace the entire business unit.object.subsidiary, or to replace the object number only. Speed codes can be company-specific if you enter the business unit in the AAI item.

The following example shows the information needed when setting up a SPx item.

Item	Description	Company	BU	Obj	Sub	Seq No.
SPx	Speed Coding		O	R	O	1.280

The x in the speed code item is a user-defined single character. J.D. Edwards recommends that you use only alphabetic characters in this field if your business units are numeric.

Example: Speed Codes

In the following example for AAI item SPL, only the object is defined as a speed code. During data entry, you type a business unit and subsidiary (if appropriate). For example, if you enter 100.L the system reads it as 100.1341. The letter L represents the character used for entry.

[00121] - Automatic Acctg Instructions

Functions Options Tools Help

Skip to Sequence Number

Sequence Number	Description	Company Bus. Unit	Object	Sub	Item
1.280	Speed Coding ----- Short codes used in place of normal G/L account numbers.				SP
1.281	Speed Coding - Labor e.g. 5001.L.0302 yields 5001.1341.0302 'L' is the speed code.		1341		SPL
1.285	Speed Coding - Taxes Payable e.g. "T" yields 1.4510 'T' is the speed code.		100	4510	SPT
1.286	Speed Coding - Interest Income				SPX

Opt: 1=AAI Rev F5=Acct Struct by BU F15=AAI Rev F21=Print F24=More Keys

Account Summarization

The AAI items GLSMxx define account ranges that you do *not* want to summarize. For example, if you do not want any liquid asset accounts summarized, you might set up an account range as follows:

Beginning of range: GLSM01 (Object 1000)

Ending of range: GLSM02 (Object 1199, Subsidiary 99999999)

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

The following example shows the information that is needed when setting up a GLSMxx item.

Item	Description	Company	Business Unit	Object	Subsidiary	Sequence Number
GLSMxx	Summarization Accounts		N	R	O	1.300

See Also

- *Creating Balance Forward Records (P09811)* in the *General Accounting II Guide*

Reconcilable Ranges

The AAI items GLRCxx define ranges of accounts that you want to reconcile. You must reconcile these accounts before you can summarize them.

You can assign ranges of reconcilable accounts by company. If you do not use company-specific ranges, set up the ranges for company 00000. If you define any ranges for a company, the system will not use company 00000 as the default for that company.

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

You can set up the AAI items GLRXxx for use in the Automatic Debit/Credit Account Reconciliation program. These AAI items define the tolerance limits and offset accounts for ranges of accounts that are set up in GLRCxx.

- For GLRXxx, the xx corresponds to the xx in GLRCxx that identifies the beginning of the range. For example, set up GLRX01 to define the tolerance limit and offset account for the range of accounts defined as starting in GLRC01.
- You can set up a default AAI item GLRX00 for each company. If an AAI item GLRXxx is not set up for a GLRCxx range, the system will use the account and tolerance limit specified in the GLRX00 for that company.
- You can set up an AAI item GLRXxx with a blank account and tolerance limit. In this case, the system does not use a tolerance limit for the range and does not default to the AAI item GLRX00.

The following shows the information that is needed when setting up AAI items for reconcilable ranges.

Item	Description	Company	Business Unit	Object	Subsidiary	Sequence Number
GLRCxx	Reconcilable Ranges		N	R	O	1.400
GLRXxx	Reconciliation Write-Off Account		N	R	O	1.410

See Also

- *Creating Balance Forward Records (P09811)* in the *General Accounting II Guide*

Prior Year Account Purges

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

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

The following example shows the information that is needed when setting up a GLPRxx item.

Item	Description	Company	Business Unit	Object	Subsidiary	Sequence Number
GLPRxx	Purge Accounts		N	R	O	1.440

See Also

- *Purging Prior Year Account Balances (P09112)* in the *General Accounting II Guide*

Test Yourself: AAls for General Accounting

1. Which company do you use to set up default AAls?

2. Which two forms can you use to set up and revise AAls?

3. Draw lines to match the following AAls to their descriptions.

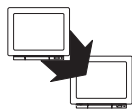
SPx	General accounts that define your chart of accounts
ICH	Intercompany business units
GLGx	Financial statement interim totals
FSx	Speed codes for data entry
ICCC	Hub method intercompany settlements

The answers are in *Appendix B*.

Work with AAI

Working with AAI for General Accounting

Working with AAI



From General Accounting (G09), enter 29

From General Accounting System Setup (G0941), choose Automatic Accounting Instructions

Because the system already has AAI in place, you must verify that these AAI are appropriate for your business needs. You can revise existing AAI and set up additional AAI as needed.

Working with AAI consists of:

- Reviewing AAI
- Revising AAI
- Setting up AAI
- Translating AAI

Before You Begin

- ☐ Set up your chart of accounts. See *Creating Your Chart of Accounts (P0901)*.
- ☐ Set up security, if applicable. See the *Common Foundation Guide*.

What You Should Know About

Working efficiently with AAI

The following is an efficient way to use an existing AAI to set up a new AAI:

- Locate an AAI item that is similar to the one you want to add
- Type the new values over the old values in the appropriate fields, including the description
- Use the Add action

The system keeps the existing AAI and adds the new one.

If you use the Change action, the system changes the existing AAI to use the new values you entered.

The Multiple AAI Revisions form is useful for adding and changing AAI because you can review more than one AAI item at a time.

► To review AAI

Before you add or revise AAI, review the existing information. For each AAI item, verify that a default AAI exists for company 00000. For each company requiring specific instructions, verify that a company, business unit, and object account exists.

On Automatic Accounting Instructions

The screenshot shows a window titled "[00121] - Automatic Acctg Instructions" with a menu bar (Functions, Options, Tools, Help) and a toolbar with a checkmark and an 'X' button. Below the toolbar is a "Skip to Sequence Number" field with the value "1.". The main area contains a table with the following data:

Sequence Number	Description	Company Bus. Unit	Object	Sub	Item
1.010	General Purpose Accounts				GLG1
1.020	Beginning Assets		1000		GLG2
1.030	Beginning Liabilities		4000		GLG3
1.040	Retained Earnings For annual closing. If the Business Unit is blank, it will default to the Company number		4900		GLG4
1.040	Unreserved-Undesignated	2000			GLG4

At the bottom of the window, there is a status bar with the text: "Opt 1=AAI Rev F5=Acct Struct by BU F15=AAI Rev F21=Print F24=More Keys".

1. Complete the following optional field:
 - Skip to Sequence Number
2. Locate the appropriate AAI item.

What You Should Know About

Sequence numbers

The Skip to Sequence Number field lets you begin the display of AAI with a specific sequence number. AAI for the General Accounting system have sequence numbers that start with 1. You can use this field to advance to account ranges associated with this sequence number.



To revise AAI

Depending on your needs, you can revise AAI on either of the following forms:

- Single AAI Revisions, if you want to revise one AAI
- Multiple AAI Revisions, if you want to revise more than one AAI

On Automatic Accounting Instructions

1. Do one of the following:

- Choose the AAI Revision option to access Single AAI Revisions
- Choose Multiple AAI Revisions

[0012] - Single AAI Revisions

Functions Tools Help

Item Number: GLG1
 Company: 00000
 Sequence Number: 1.010
 System Code: 09

Account Codes:
 Business Unit:
 Object Account:
 Subsidiary:

Option: N
 Options:
 O = Optional
 R = Required
 N = Not Used

Account Use Description: General Purpose Accounts

F21=Print Automatic Accounting Instructions F24=More Keys

[00122] - Multiple AAI Revisions

Functions Options Tools Help

Item Number: GLG*

Item P Number	Co	Business Unit	Obj Acct	Sub Account	Description
GLG1	00000		N	N	General Purpose Accounts
GLG11	00000		N 9000	R	Beginning Other Income Account
GLG12	00000		N 9999	R 99999999	Ending P&L Account
GLG13	00000		N 9200	R	Beginning Other Expense Acct
GLG2	00000		N 1000	R	Beginning Assets
GLG3	00000		N 4000	R	Beginning Liabilities
GLG4	00000		0 4980	R	Retained Earnings
GLG4	02000		0 4992	R	Unreserved-Undesignated
GLG4	02800		0 4992	R	Unreserved-Undesignated
GLG4	02850		0 4992	R	Unreserved-Undesignated
GLG4	02885		0 4992	R	Unreserved-Undesignated
GLG4	02895		0 4992	R	Unreserved-Undesignated
GLG4	02905		0 4992	R	Unreserved-Undesignated
GLG4	02920		0 4992	R	Unreserved-Undesignated
GLG4	02935		0 4970	R	Retained Earnings-Unreserved
GLG4	02995		0 4970	R	Retained Earnings-Unreserved

Option: 1=Single AAI Revisions 9=Delete F24=More Keys

2. Change any of the following fields:

- System
- Sequence Number

- Business Unit
 - Object Account
 - Subsidiary
3. Do not change the following fields:
- Item Number
 - Option

Field	Explanation
System Code	A user defined code (98/SY) that identifies a J.D. Edwards system.
Sequence Number	A number used to organize the table into a logical group for online viewing and reporting.
Business Unit	An alphanumeric field that 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. 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 accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses this value for Journal Entries if you do not enter a value in the AAI table. <i>Form-specific information</i> Defining a business unit code might be optional, depending on the type of AAI. For example, if the business unit code is optional and you do not set one up for the AAI, the system might use a business unit number associated with the company number for the transaction.
Object Account	The object account portion of a general ledger account. The term “object account” refers to the breakdown of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). If you are using a flexible chart of accounts and the object is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because the system enters three blank spaces to fill a 6-digit object.

Field	Explanation						
Subsidiary	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account. <i>Form-specific information</i> This number identifies the general ledger subsidiary account for the AAI when one is required. Defining a subsidiary code can be optional, depending on the type of AAI. Use 99999999 to express the end of a range of subsidiary accounts. This field is not relevant to the Contract Management system.						
Item Number	A hard-coded field that defines an account or range of accounts used for a particular function. For example, item GLG4 defines the retained earnings account, which is used for annual close purposes. During processing, programs use the item number and company number to find the correct account to debit or credit. Along with company, the item (or range) is the key to the AAI table.						
Option	A code that specifies whether the business unit, object account, or subsidiary account is required for this AAI. Codes are: <table> <tr> <td>O</td><td>Optional</td></tr> <tr> <td>R</td><td>Required</td></tr> <tr> <td>N</td><td>Not used</td></tr> </table> <i>Form-specific information</i> Do not change this field.	O	Optional	R	Required	N	Not used
O	Optional						
R	Required						
N	Not used						

To set up AAIs

After you review and revise the existing AAIs for your business needs, you might need to set up additional AAI items.

On Single AAI Revisions or Multiple AAI Revisions

- Complete the following fields:
 - Item Number
 - Company
 - Business Unit
 - Object Account
 - Subsidiary (optional for some AAI items)
 - Description (optional for some AAI items)

2. Use the Add action.

What You Should Know About

Item numbers

You must use a valid item number when you set up AAI's.



To translate AAI's

If your business is multi-national, you might want to translate the descriptions of your AAI's. The descriptions work in conjunction with the language specified for each person who uses the J.D. Edwards system. For example, when someone who is set up as a French-speaking user accesses an AAI that has a French translation, the description appears in French.

On Translate AAI's

AAI	From Description	To Description
GT	Journal Entry with VAT Tax	
GV	Unrealized Gain on Monetary	
GW	Unrealized Loss on Monetary	
HRLT	Ledger Type where Budget is	
HRSB	Beginning Salary Range	
HRSE	Ending Salary Range	
ICCC	Default Account Number for	
PB	Default Bank Account	
PBDEM	German Bank Account (DEM)	
PBFRF	French Bank Account (FRF)	
PC	Trade Accounts Payable	
PC4110	Trade Accounts Payable	

1. Complete the following fields:
 - Company
 - From Language
 - To Language
 - Skip to AAI (optional)
 - To Description
2. Access the detail area.

[00123] - Translate AAI's

Functions Tools Help

Company 00100
Model Finan/Distrib Co (Mkt)

Skip to AAI

... Language ...
From Domestic Language
To F French

AAI	From Description	To Description
GT	Journal Entry with VAT Tax GTxxxx xxxx = G/L Class Code of Tax Rate/Area	
GV	Unrealized Gain on Monetary Account Valuation	

F4=Additional Descriptions F24=More Keys

3. In the detail area, complete the following optional field:
- To Description

Processing Options for Automatic Accounting Instructions

Enter the starting sequence number. _____

Understand User Defined Codes

About User Defined Codes

Many fields throughout the J.D. Edwards systems accept only user defined codes. When you enter an invoice, for example, you must enter a user defined code to specify its current payment status. The system does not accept user defined codes that are not defined in a user defined list.

Each user defined code is either soft-coded or hard-coded. You can customize any soft-coded user defined code to accommodate your specific business needs. You can set up additional codes that are soft-coded as well. You cannot customize a user defined code that is hard-coded.

User defined code types are identified by the system code and the user defined code list. For example, 00/DT represents system 00 and user defined code list DT (document types).

Information about user defined codes is stored in the User Defined Codes table (F0005).

Elements of a User Defined Code Form

The User Defined Code Revisions form shows the various codes that are assigned to a specific user defined code, such as ledger types (09/LT).

Code	Description	Description-2
AA	General Ledger	General Accounting
AC	Consolidations Ledger	" "
AD	"As If" Restatement Ledger	" "
AU	General Ledger Units	" "
AX	Cost Markup/Billing Ledger	Billing
AZ	Cash Basis	Tax
BA	Budget Amount	
BC	Component Unit Ledger	General Accounting
BU	Budget Ledger Units	
BX	Budget Assumptions - Dollars	(Indexed Allocations w/o JE's)
BZ	Budget Assumptions-Statistics	(Indexed Allocations w/o JE's)
B2	Revised Budget	
B3	Budget Ledger Amount - 3rd	
CA	Foreign Currency	Multi-Currency

The Character Code field accepts from 1 to 10 characters, depending on the user defined code you are setting up.

The name of the user defined code appears in the upper portion of the form.

The second description field is not available for some user defined codes.

Understand General Accounting User Codes

About User Defined Codes for General Accounting

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

The user defined codes in the General Accounting system are:

- Ledger type codes
- Business unit category codes
- Account category codes
- Document type codes
- Business unit type codes
- Subledger type codes
- Annual close ledger type codes
- Reconciliation codes
- Ledger comparison column headings
- Consolidation review column headings

Ledger Type Codes

Ledger types (09/LT) define the ledgers that you maintain in the general ledger. These ledgers contain management and control information for:

- Statistics or units
- Budgets
- Forecasts
- Accrual basis amounts
- Cash basis amounts
- Currency conversion information

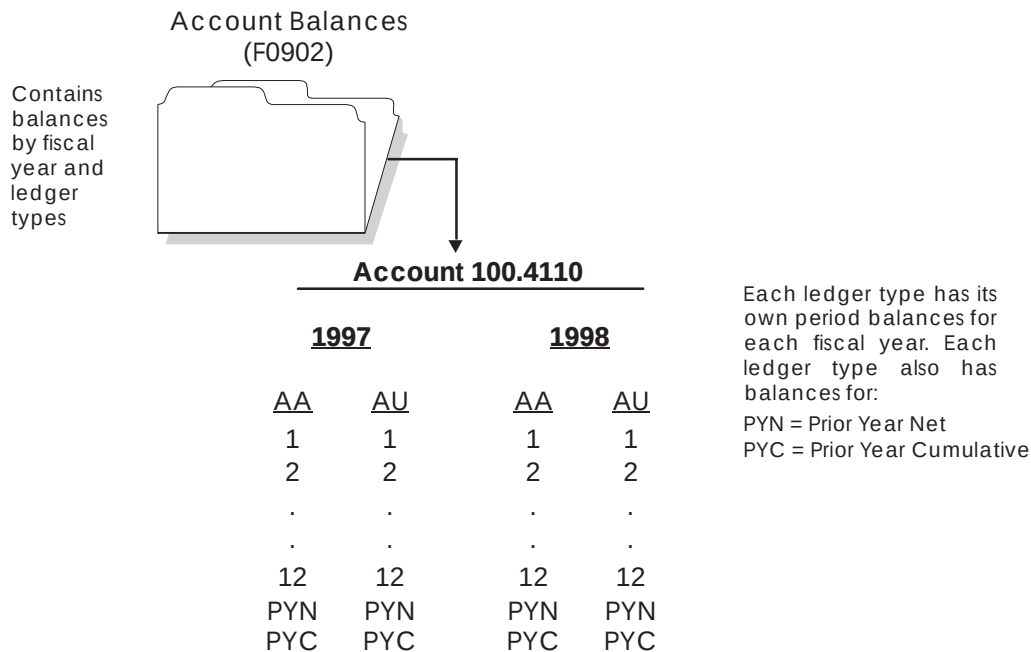
Some of the ledger types that J.D. Edwards provides include:

- AA (actual amounts)
- AU (actual units)
- BA (budget amounts)
- CA (foreign currency amounts)

You can create additional ledger types. For this purpose, J.D. Edwards provides ledger types UA through UZ for your business needs. These ledger types will not be overwritten or used in any future releases of J.D. Edwards software.

Example: Ledger Types

The following graphic illustrates how the Account Balances table (F0902) separates actual amounts (AA) and actual units (AU) by ledger type for each fiscal year.

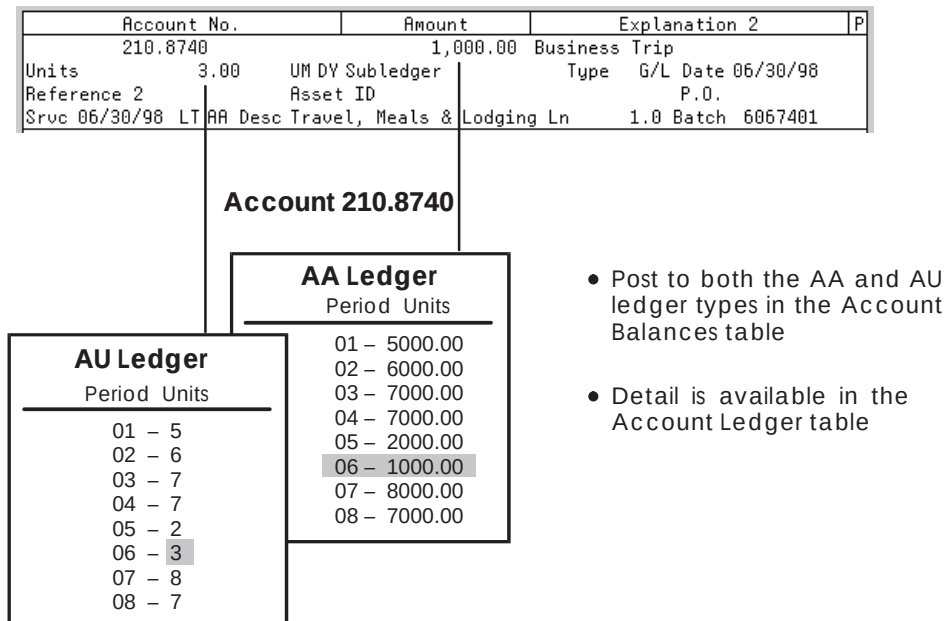


Example: Ledger Types for Units

The system associates a units ledger with each primary amount ledger. For example, the AU (actual units) ledger is the units ledger that is associated with the AA (actual amounts) ledger.

When you enter a journal entry that has units, the system posts the units to the units ledger that is associated with the amount ledger. For example, if an amount is posted to the AA ledger, the units are posted to the AU ledger.

The following graphic illustrates how the AU ledger corresponds to the AA ledger:



Business Unit Category Codes

You can classify your business units into groups for financial reporting purposes. You decide which groups of information you want to see and which business units belong to each group. For each group, you set up a business unit category code (00/01-30).

There are 30 category codes available for business units:

- 3-character codes, 20 available (code types 01-20)
- 10-character codes, 10 available (code types 21-30)

For searching capabilities, you should set up a business unit category code of asterisk (*) or blank.

See Also

- Working with Business Units (P0006)*

Account Category Codes

You can combine object accounts into groups for financial reporting purposes. For each group, you set up an account category code (09/01-23). These codes describe your organizational structure for higher level or selective reporting.

Account category codes are commonly used to provide a second chart of accounts. For example, you might need a chart of regulatory accounts for government reporting in addition to your internal chart of accounts. The system provides three 10-character codes that can accommodate secondary account numbers.

There are 23 category codes available for the chart of accounts:

- 3-character codes (types 01-20)
- 10-character codes (types 21-23)

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

Document Type Codes

You can combine similar transactions into groups by using document type (00/DT). For example, JE is the document type for journal entries. Other hard-coded document types are used for:

- Percentage journal entries (%)
- Prior year transactions (&&)
- Balance forward summary (BF)
- Currency conversion offsets (EX)
- Foreign currency revaluation (JX)

You can set up document types that are based on your business needs. If you use cash basis accounting, for example, you would need to set up document types for your cash basis entries.

Business Unit Type Codes

You can combine similar business units into groups by using business unit type codes (00/MC). Business unit types are useful when creating accounts dynamically or duplicating business units. For example, accounts that have the same business unit types can be automatically duplicated from a model business unit to a group of new business units.

Subledger Type Codes

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

See Also

- *Entering Journal Entries with Subledgers (P0911)* for more information about subledger accounting

Annual Close Ledger Type Codes

Ledger types for the annual close designate how the system updates the original budget amounts when you close a fiscal year. If you roll budget amounts forward to the next year, the system uses the annual ledger type (00/LT) for specific instructions.

To designate how the original budget amount for a ledger type is rolled forward to the next year, you enter one of the following codes:

- B - Rolls the original budget forward and spread the amounts
- R - Rolls the original budget forward but does not spread the amounts
- S - Does not roll the original budget forward but does override the DNS (do not spread) code on accounts for a ledger type
- Blank - Does not roll the original budget forward and does not override the DNS code on accounts for a ledger type

If you assign a code of B or S to a ledger, the system distributes the original budget for that ledger to all accounts, including those with a budget pattern code DNS. The system overwrites any budget entered.

The ledger type codes for the annual close must be entered as the first character of the Description-2 field on the user defined code form.

See Also

- *Closing the Fiscal Year (P098201)* for more information about the annual close process
- *Working with Annual Budgets (P14102)* for more information about creating budgets

Reconciliation Codes

You might want to use a reconciliation code other than R (which is hard-coded) during manual reconciliation if your business uses a different term for the reconciliation procedure. You can add your own reconciliation code in list 09/RC. To designate a code for reconciliation, you must enter 01 in the Special Handling field in the detail area.

Ledger Comparison Column Headings

To customize the column headings that appear on the Daily or Weekly Comparisons form, you can set up ledger comparison column headings (09/CH). These headings appear over the columns of information for the various ledgers.

If a ledger comparison column heading is not set up for a ledger, the system uses the description for the ledger in the user defined code list 09/LT.

Consolidation Review Column Headings

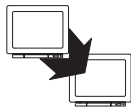
To customize the column headings that appear on the Consolidation Review form, you need to set up consolidation review column headings (14/CH). These headings appear over the columns of information for the various ledgers.

If a consolidation review column heading is not set up for a ledger, the system uses the description for the ledger in user defined code list 09/LT.

Work with User Defined Codes

Working with User Defined Codes for General Accounting

Working with User Defined Codes



From General Accounting (G09), enter 29

From General Accounting System Setup (G0941), choose an option under User Defined Codes

Because your system already has some user defined codes in place, you should verify that they are appropriate for your business needs and set up additional user defined codes, as needed.

Working with user defined codes consists of:

- Setting up user defined codes
- Translating user defined codes

[00051] - Ledger Types

Functions Tools Help

System Code 09
User Defined Codes LT
Skip To Code
Ledger Types

See Memo
02 Character

Code	Description	Description-2
AA	General Ledger	General Accounting
AC	Consolidations Ledger	" "
AD	"As If" Restatement Ledger	" "
AU	General Ledger Units	" "
AX	Cost Markup/Billing Ledger	Billing
AZ	Cash Basis	Tax
BA	Budget Amount	
BC	Component Unit Ledger	General Accounting
BU	Budget Ledger Units	
BX	Budget Assumptions - Dollars	(Indexed Allocations w/o JE's)
BZ	Budget Assumptions-Statistics	(Indexed Allocations w/o JE's)
B2	Revised Budget	
B3	Budget Ledger Amount - 3rd	
CA	Foreign Currency	Multi-Currency

F5=Code Types F14=Memo F15=Where Used F16=Translate F21=Print F24=More

► To set up a user defined code

On the appropriate user defined codes form

1. Complete the following fields:
 - Character Code
 - Description
 - Description-2 (optional)
2. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add



To set up a user defined code from any user defined codes form, you must complete the System Code and User Defined Codes fields.

Field	Explanation
Code	This column contains a list of valid codes for a specific user defined code list. The number of characters that a code can contain appears in the column title.
Description	A user defined name or remark.
Description-2	Additional text that further describes or clarifies a field in J.D. Edwards systems.

What You Should Know About

Deleting a user defined code	To delete a user defined code, clear the Character Code and Description fields. To delete the entire list, use action code D.
Printing a list of user defined codes	Choose User Defined Codes List from the General Accounting System Setup menu and run the appropriate DREAM Writer version.
Setting up blank codes	A code of blank in a user defined code list indicates that a blank is a valid entry for the code. This means that the user defined code does not require a specific value to be assigned to the field on a form. Leave the character code blank and type a period in the last position of the description to set up a valid code equal to blank.

► To translate a user defined code

Multi-national businesses can translate the descriptions of their user defined codes. The descriptions work in conjunction with the language specified for each person who uses the J.D. Edwards system. For example, if a French-speaking user accesses a user defined code that has a French translation, the description appears in French.

On the appropriate user defined codes form

1. Choose a code to translate.
2. Access Translate.

Lng	General Ledger Description	General Accounting Description
		02

3. On Translate User Defined Codes, complete the following fields:
 - Language
 - Description
 - Description 02 (optional)

Field	Explanation
Language	A user defined code (system 01/type LP) that specifies a language to use in forms and printed reports. For World, if you leave the Language field blank, the system uses the language that you specify in your user preferences. If you do not specify a language in your user preferences, the system uses the default language for the system. Before any translations can become effective, a language code must exist at either the system level or in your user preferences. <i>Form-specific information</i> On this form, use the Language code to indicate alternate languages for user defined code descriptions.

Processing Options for User Defined Codes

DEFAULT CODE/TYPE:

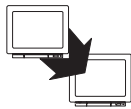
1. Enter the desired Install System Code.

2. Enter the desired Record Type.

Set Up Next Numbers

Setting Up Next Numbers for General Accounting

Setting Up Next Numbers



From Master Directory (G), enter 29

From General Systems (G00), choose Next Numbers

When you enter a document, such as an invoice or journal entry, you can assign a document number or let the Next Numbers program assign one. The Next Numbers program assigns numbers to documents using either or both of the following:

- Standard next numbers. The system finds the next available number in the Next Numbers table (F0002) and assigns the number to the document.
- Next numbers by company and fiscal year. The system assigns a unique set of next numbers for each company, fiscal year, or combination of company and fiscal year in the Next Numbers by Company/Fiscal Year table (F00021).

Setting up next numbers consists of:

- Reviewing standard next numbers
- Activating check digits for standard next numbers
- Assigning next numbers by company and fiscal year

Use	Next Number	Check Digit
Next Account ID	273172	N
Journal Entries	22920	N
Consol Accounts	90000245	N
On-Line Consol	138	N
Bank Journal	1	N
Reconciliation	260	N
I/C Extraction	2005	N

CAUTION:
Changing the data on this screen may make it impossible to retrieve previously added addresses and may result in attempts to assign duplicate numbers.

F8=Next Numbers by Co/FY F24=More Keys

What You Should Know About

Changing next numbers Do not change any next numbers after you start using the J.D. Edwards systems. Changing the numbers can result in duplicates as well as the inability to locate previously added numbers.

Changing the sequence of next numbers Do not change the sequence of the next numbers in the table. Each next number must remain on its current line because programs reference a specific line in the table.

For example, in the General Accounting system the next number for journal entries must be on the second line.

► To review standard next numbers

You can review the next numbers that the system assigns to journal entries and other documents.

On Next Numbers

1. Complete the following field:
 - System Code
2. Verify information in the following field:
 - Next Number

Field	Explanation
System Code	A user defined code (98/SY) that identifies a J.D. Edwards system.
Next Number	The number that the system will use next when assigning numbers. Next numbers can be used for many types of entries, including voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and so on. You must use the next numbers already established, unless custom programming has been provided.

► **To activate check digits for standard next numbers**

You can have the system assign check digits for any set of standard next numbers. Check digits prevent errors caused by transposition during data entry. For example, activating check digits in the address book for suppliers prevents a voucher from being assigned to the wrong supplier if digits are transposed during voucher entry.

J.D. Edwards recommends that you use check digits for next numbers only if a transposition during data entry is likely to create errors.

On Next Numbers

1. Complete the following field:
 - System Code
2. For each set of next numbers, complete the following field:
 - Check Digit

► **To assign next numbers by company and fiscal year**

The system can assign a unique set of next numbers to journal entries and other documents for a specific company and fiscal year. This is helpful if your organization needs to have a consecutive document number for each company or for each company by fiscal year.

On Next Numbers

1. Access Next Numbers by Company/Fiscal.

[00021] - Next Numbers by Company/Fiscal

Functions Tools Help

Next Number Constant

Skip to Company / Sequence

Skip to Fiscal Year

Doc Co	Display Seq	Do Ty	Sm As	Description	Fisc Year	I D	Next Number	C D	Auto Reset
00100		FP		Field Progress Reporting			26	N	
00100		IA		Inventory Adjustments			1537	N	
00100		II		Inventory Issue			1000	N	
00100		IT		Inventory Transfers			128	N	
00100		JE		Journal Entry			1534	N	
00100		OP		Purchase Order			2028	N	
00100		OV		Do Not Use--Receiving Document			1145	N	
00100		RI		Invoice			2238	N	
00100		SO		Sales Order			2070	N	
00200		JE		Journal Entry			13	N	
00200		OB		Blanket Order			14	N	

F24=More

2. On Next Numbers by Company/Fiscal, complete the following field:
 - Next Number Constant
3. Depending on the value you entered for the next number constant, do one of the following:
 - If you entered 1, complete the following fields:
 - Skip to Company/Sequence (optional)
 - Skip to Fiscal Year (optional)
 - Document Company
 - Display Sequence (optional)
 - Document Type
 - Same As (optional)
 - Fiscal Year (optional)
 - Imbed Digits (optional)
 - Next Number
 - Check Digit (optional)
 - Auto Reset (optional)
 - If you entered 2, the system uses the setup for standard next numbers for any document types that do not appear on the Next Numbers by Company/Fiscal form.

Field	Explanation
Next Number Constant	A code that specifies which processing option to implement for next numbers. Valid codes are: 0 Do not implement next numbers by Company/Fiscal Year. Continue using the standard next numbers setup. 1 Implement next numbers by Company/Fiscal Year. If a company record is not set up for a document type, a next number record is created and the next number default is 1. 2 Implement next numbers by Company/Fiscal Year. If a company record is not set up for a document type, the standard next numbers setup is used. If you leave this field blank, the system uses 0. This constant value resides in the General Constants table (F0009) and can be updated on Next Numbers by Company/Fiscal Year (P00021).
Doc Co	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. For World, 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.
Disply Seq	A number that the system uses to sequence information.
Sm As	If you set up next numbers by company or by company and fiscal year, a document type can share the same next number sequence as another document type. Same As Document Type refers to the document type that controls the next number the system uses. For example, you are creating a document with a document type of RR. The document you are creating should use the same next number sequence as regular invoices or RI document types. In this case, define the RR document type setup record with a Same As Document Type of RI.
Skip to Fiscal Year	The four-digit fiscal year designation. You must always use the year in which the first period ends. For example, a fiscal year beginning October 1, 1998 and ending September 30, 1999 is fiscal year 1998.

Field	Explanation				
Imbed Digits	The number of digits that the system imbeds in a document number to represent the fiscal year. The imbed digits are only used when assigning next numbers by fiscal year. Valid values are: 1 Imbed one digit. The last digit of the fiscal year will be imbedded in the first position of the resulting document number. For example, 80012345, represents the 8 from 1998 and 0012345 is the next number. 2 Imbed two digits. The last two digits of the fiscal year will be imbedded in the first two positions of the resulting document number. For example, 98012345, represents the 98 from 1998 and 012345 is the next number.				
Chk Dgt	A code that specifies whether the system adds a number to the end of each next number assigned. For example, if you are using check digits and the next number is 2, the system will add a check digit such as 7, making the last two numbers 27. Check digits provide a method of randomly incrementing numbers to prevent the assignment of transposed numbers. In the example above, the system would never assign next number 72 while check digits are activated. Valid codes are: <table><tr><td>Y</td><td>Yes, add a check digit to this next number</td></tr><tr><td>N</td><td>No, do not add a check digit</td></tr></table>	Y	Yes, add a check digit to this next number	N	No, do not add a check digit
Y	Yes, add a check digit to this next number				
N	No, do not add a check digit				
Auto Reset	The number that you want the system to use when resetting next numbers for a new fiscal year. Auto Reset applies only to next numbers by fiscal year. Document number will reset or start with the number specified for each new fiscal year.				

What You Should Know About

Existing next numbers	If next numbers by company/document already exist for the other next number method, you must delete that next number before you can add the new constant/fiscal year.

Understand Multi-Currency

About Multi-Currency

If you do business internationally, your accounting system has additional setup requirements and added complexity. You need to do business in different currencies and follow the reporting and accounting requirements of the corresponding countries. Some of the fundamental needs of an international organization include:

- Converting foreign currencies to local currencies
- Converting local currencies to one currency for consolidated reporting
- Following regulations for each country where you do business
- Revaluing currencies as exchange rates fluctuate

To work with foreign currencies, you use the multi-currency features. These programs provide a series of extended features to J.D. Edwards existing programs. For example, you use the same program to enter a journal entry in a foreign currency as you use for entering in a domestic currency.

What Are the Features of Multi-Currency?

With the multi-currency features, you can do the following:

Assign currencies

When you set up your system for multiple currencies, you can assign a currency to companies, object accounts, and address book records, such as customers and suppliers.

Enter many kinds of foreign currency transactions

You can enter foreign currency transactions for vouchers, invoices, and journal entries.

Enter your transactions in the original currency of the documents that you receive or send. You do not need to convert currencies before you enter transactions.

When you enter a transaction, the system compares the currency of the transaction with the currency of the company. If the currency is different from the company's currency, it is considered a foreign transaction. The system converts foreign amounts to domestic amounts based on the currency of the transaction and the company that the transaction is associated with.

Control your exchange rates

You control the exchange rates for your various currencies. When you enter a transaction, the system retrieves the exchange rate that you entered in the exchange rate table. You can override this rate, if necessary.

Realize your gains and losses automatically

When you make or receive a payment, the system uses the current exchange rate to realize a gain or loss. It realizes a gain or loss if the exchange rate changed between the time an invoice or voucher was entered and the time a payment was made or received.

Revalue your open transactions

Use the currency gains and losses reports to revalue open transactions at the end of a period. You can also revalue monetary (currency-specific) accounts using a program that creates journal entries for unrealized gains and losses.

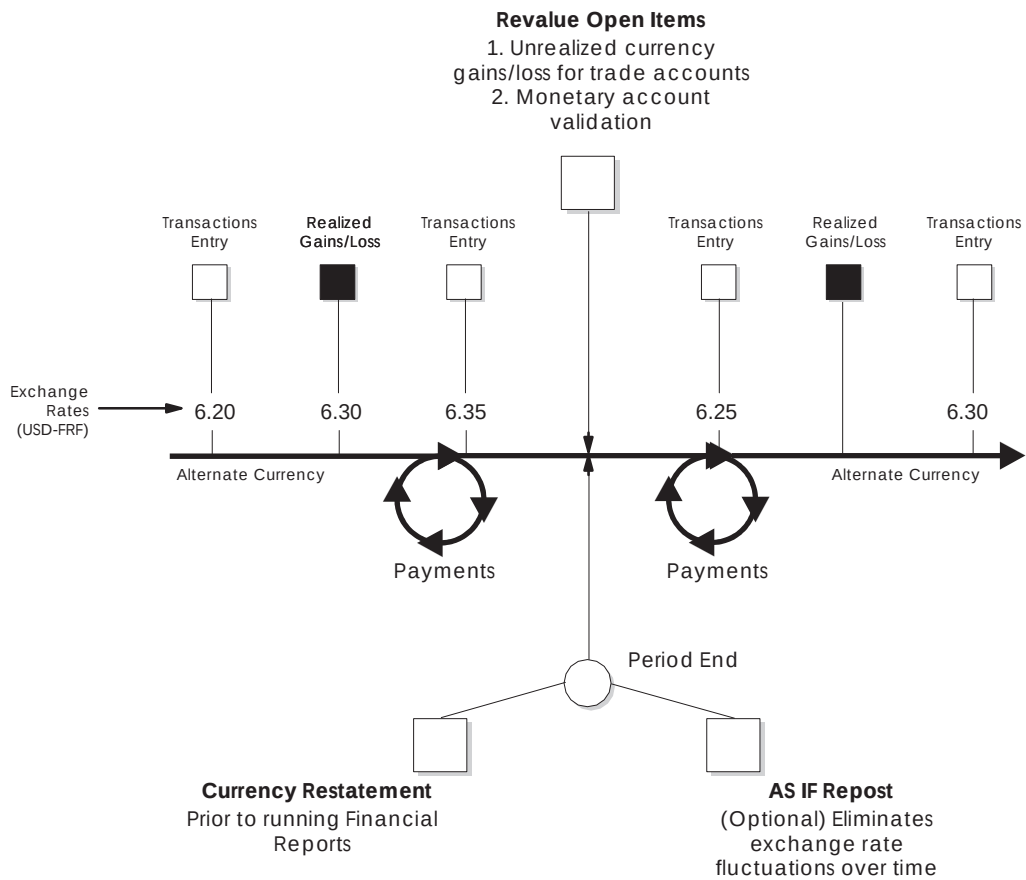
Restate your foreign transactions

Before you run financial reports at the end of a period, you can:

- Restate account balances for companies with different base currencies into one currency for consolidated reporting in one currency
- Restate amounts at the transaction level
- Restate foreign transactions at a new exchange rate for analyzing budgets and job costing

What Is the Multi-Currency Process?

The following graphic illustrates the process you follow when working with multiple currencies.



Where Is Information Stored?

In the following examples, the base currency for company 100 is U.S. Dollars (USD).

Ledger Information

The Accounts Receivable Ledger (F0311) and Accounts Payable Ledger (F0411) tables store transactions with both the foreign and domestic amount in one record. In the following examples, the base currency for company 100 is USD.

Document Type	Company	Domestic Amount	Domestic Currency	Originated-in Currency	Exchange Rate	Foreign Amount
RI	100	1,000.00	USD	FRF	5	5,000.00

The Account Ledger table (F0911) stores separate records for foreign and domestic amounts based on ledger type: It stores:

- Domestic transactions in ledger type AA
- Foreign transactions in ledger type CA

Document Type	Company	Ledger Type	Amount	Originated-in Currency	Exchange Rate
RI	100	AA	1,000.00	FRF	5
RI	100	CA	5,000.00	FRF	5

Balance Information

The Account Balances table (F0902) stores amounts in one of the following ways:

- Balance by Currency

Account	Company	Ledger Type	Amount	Denominated-in Currency	Originated-in Currency
1.1210	100	AA	1,000.00	USD	FRF
1.1210	100	CA	5,000.00	FRF	FRF
1.1210	100	AA	1,000.00	USD	BEF
1.1210	100	CA	33,000	BEF	BEF

- Summarized Balance

Account	Company	Ledger Type	Amount	Denominated-in Currency	Originated-in Currency
1.1210	100	AA	2,000.00	USD	<blank>
1.1210	100	CA	5,330.00	<blank>	<blank>

Before You Set Up Multi-Currency

Before you set up your system for multiple currencies, answer the following questions:

- ☐ Which currency restatement methods should you use?
- ☐ Do you need to set up additional ledger types?
- ☐ Should you post balances by currency?

Which Currency Restatement Methods Should You Use?

Determine which types of currency restatement you need for reporting or governmental requirements. Most organizations that use multiple currencies typically complete some type of restatement at the end of each period. The restatement process involves recalculating amounts in one currency to an amount in another currency. The primary objective is to produce consolidated reporting across companies and currencies. If you are not required to produce consolidated reports, you might not have to perform currency restatements.

J.D. Edwards provides three types of currency restatement. You can use a combination of these:

Balance currency restatement

Use this method to complete consolidated financial reports. The Balance Currency Restatement method restates balances into a single currency for consolidated reporting purposes. For example, by restating U.S. dollars to Canadian dollars you can consolidate reporting with other Canadian companies.

Detailed currency restatement

Use this method if your company:

- Operates in a highly inflationary economy. This method maintains a second set of books in a stable currency for reporting purposes. For example, by restating transactions from Colombian pesos (COP) to U.S. dollars (USD), a Colombian company can generate meaningful comparisons of current to historical amounts by using the more stable U.S. dollar.
- Needs to maintain transactions in two base currencies in the Account Ledger table (F0911) for all accounts or a range of accounts. This means that for every domestic transaction, there is a transaction in an alternate currency.

If you use detailed currency restatement, you must have adequate disk space to handle the increased number of records in the Account Ledger table.

“As If” Repost

Use this method if your company needs to eliminate fluctuations in currency exchange rates over a period of time for comparison purposes. For example, by reposting U.S. dollar transactions using a single exchange rate, a French company doing a job in Belgium can compare actual income and expenses against budgeted amounts.

You cannot use the “As If” Repost for consolidations.

What Ledger Types Does the System Use?

When you work with multiple currencies, the system uses the following ledger types:

AA ledger	Contains transactions in the domestic currency
CA ledger	Contains transactions in the foreign currency
XA ledger	Contains transactions in the denominated currency if you use the detailed currency restatement method

The AA and CA ledgers are never assigned a currency code. The XA ledger is always assigned a currency code. You decide if there are any other ledgers your organization must maintain and if so, assign a currency code to them if you want them to contain only one currency.

How Do You Post Balances by Currency?

There are two ways you can post balances for your foreign currency ledger:

Mixed balances	Does not separate transaction amounts by currency. In this way, the CA ledger contains numerous currencies and the totals from this ledger are meaningless. The system uses the transaction detail to calculate currency totals for most reports.
Currency balances	Separates transaction amounts for the originating currency in both the CA and AA ledgers.
Monetary account valuation	If you are using monetary account valuation over a range of accounts that are not designated by currency, you should run the Account Balance by Currency Valuation version (XJDE0002) of the Monetary Account Valuation program to revalue these accounts. Doing this ensures that the post of the JX documents will update the correct account balance.

See also *Consolidating Monetary Account Balances* in the *General Accounting II Guide*.

Set Up Multi-Currency

Setting Up Multi-Currency

If your company does business internationally, you work with different currencies. As part of working with different currencies, you need to be able to convert foreign currencies to domestic currencies, revalue currencies, and restate the amount into one common currency rate. Before you can perform these functions, you must set up your system for multi-currency accounting. This includes:

- ☐ Activating multi-currency
- ☐ Defining currency codes
- ☐ Assigning a domestic currency to a company
- ☐ Assigning currency codes to monetary accounts
- ☐ Assigning currency codes to customers and suppliers
- ☐ Setting up AAIs for multi-currency

See Also

- *Working with Exchange Rates (P00151)*

Activating Multi-Currency



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), enter 29

From Multi-Currency Setup (G1141), choose Set Multi-Currency Option

Before you can use any of the multi-currency features, you must activate multi-currency. To do this, you need to determine which method to use for calculating conversions, and whether you allow journal entries between companies that have different base currencies.

The system maintains this information in the General Constants table (F0009).

► To activate multiple currency

On Set Multi Currency Option

Batch Control Required (Y/N)	N
Management Approval of Input (Y/N)	N
Management Approval of Input F/A (Y/N)	
Allow PBCO Postings (Y/N)	Y
Allow Invalid Accounts (Y/N)	Y
Symbol to Identify Short Number	*
Symbol to Identify BU.Object.Sub	
Symbol to Identify 3rd G/L Account	/
Account Separator Character	.
Intercompany Settlement(Y/D/C/1/2/3/*N)	0
Multi-Currency Conversion (Y/N/Z)	Y
Allow Multi-Currency Intercompany JE	Y

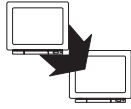
1. Complete the following fields:
 - Multi-Currency Conversion
 - Allow Multi-Currency Intercompany Journal Entries
2. If you allow multi-currency journal entries for intercompany settlements, set the following constant to D:
 - Intercompany Settlements

What You Should Know About

Detailed currency restatement

If you use detailed currency restatement and you use the Accounts Payable or Accounts Receivable system, ensure that the constants for those systems reflect the detailed offset method. The system will then create an offset entry for each detail record.

Defining Currency Codes



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), enter 29

From Multi-Currency Setup (G1141), choose Designate Currency Codes

In order for your currency amounts to reflect the correct decimal positions, you must define a currency code for each currency you work with. For each currency code, you also assign a program that converts amounts to words when writing payments.

After you define your currency codes, you can assign them to:

- Companies
- Monetary accounts (usually bank accounts)
- Suppliers and customers
- Ledgers types

The system maintains this information in the Currency Codes table (F0013).

How Are Currency Decimals Handled?

The following describes how decimals are handled in a multiple currency environment:

Decimals for amounts that appear without a company number	Controlled by the data display decimals in the data dictionary.
Decimals for amounts in unit ledger types (ledgers ending in U)	Controlled by the data display decimals for the U field in the data dictionary. This field is not currency specific.
Decimals for transaction amounts in ledger type CA (foreign currency)	Controlled by the currency code assigned to the individual transaction.
Decimals for transaction amounts in ledger type AA (domestic currency)	Controlled by the company currency code.

Decimals for transaction amounts or balances that are not unit or AA or CA ledger types

Controlled by the company currency code or by the currency code of the ledger type.

Decimals for foreign (CA ledger) summary amounts

Controlled by the first currency code associated with a particular total amount.

The system obtains the currency code according to the following sequence:

- Account Balances (F0902) and Item Balances (F1202) tables (account currency code)
- Account Ledger table (F0911) (account currency code, first or last transaction currency code)
- Accounts Receivable Ledger (F0311) and Accounts Payable Ledger (F0411) tables (first or last transaction currency code)

► To define currency codes

On Designate Currency Codes

[0013] - Designate Currency Codes

Functions Tools Help

Currency Code: BEF

Description: Belgian Francs

A/P Payment Amt Text:

Display Decimals: 0

F24=More Keys

Complete the following fields:

- Currency Code
- Description

- A/P Payment Amount Text
- Display Decimals

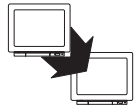
Field	Explanation
Currency Code	A code specifying the currency of the transaction. This can be any code defined on the Designate Currency Codes form (World) or on the Set Up Currency Codes form (OneWorld). NOTE: This currency field only applies to AA and CA ledger types when posting by currency is activated. <i>Form-specific information</i> Currency codes are normally three characters. J.D. Edwards recommends that you use internationally accepted codes, such as those acknowledged by the International Standards Organization (ISO).
Description	A user defined name or remark. <i>Form-specific information</i> This is a description of the currency code.
A/P Payment Amt Text	The routine used by the A/P check writer program to convert numeric values to words.
Display Decimals	This parameter allows you to designate the number of decimals in the currency amount or quantity fields. For example, U.S. dollars would be 2 decimals, Japanese yen would be 0 decimals, and Cameroon francs would be 3 decimals. The entire data dictionary has been initially set to conform to 2-decimal currencies. By changing the data dictionary, you can change the appearance of forms and reports to correspond to zero-decimal (yen) or 3-decimal (francs) currencies.

What You Should Know About

Changing currency decimals

After you define the number of decimals for a currency, do not change it. If you do, you will get incorrect results in transactions already processed.

Assigning a Domestic Currency to a Company



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), enter 29

From Multi-Currency Setup (G1141), choose Designate Company Currency

You must assign a domestic currency to each company in your organization. The system uses this information to maintain amounts in the AA ledger with the correct decimal positions for your domestic currency. The system also maintains amounts in the:

- XA (alternate currency) ledger, if you use detailed currency restatement
- CA (foreign currency) ledger, if you have foreign currency transactions

The system stores company currency information in the Company Constants table (F0010).



To assign a domestic currency to a company

On Designate Company Currency

[00105] - Designate Company Currency

Functions Options Tools Help

Skip To Company

Currency Setup

O P	Co	Name	D P	No Pd	Begin Year	Cur Per	Cur Cod	Curr ency	Comp Id	Detl Rstm
	00000	J.D. Edwards & Company	R	12	01/01/98	6	USD			Z
	00001	A Model Financial Co (Trng)	R	12	01/01/98	12	USD			
	00007	A Model Payroll Company	R	12	01/01/98	4	USD			
	00050	A Model Construction Mgmt Co	R	12	01/01/98	6	USD			
	00060	A Model Financial Reporting Co	R	12	01/01/98	3	USD			
	00070	Model Multi-National Corporate	R	12	01/01/98	6	BEF		W	
	00071	Model Multi-National France	R	12	01/01/98	6	FRF		W	
	00072	Model Multi-National Germany	R	12	01/01/98	6	DEM		W	
	00073	Model Multi-National UK	R	12	01/01/98	6	GBP		W	
	00074	Model Multi-National Italy	R	12	01/01/98	6	ITL		W	
	00075	Model Multi-National Colombia	R	12	01/01/98	6	COP			Z
	00076	Model Multi-National Singapore	R	12	01/01/98	6	SGD		W	
	00077	A Model Canadian Payroll Co	R	12	01/01/98	4	CAD			
	00078	Model Multi-National Egypt	R	12	01/01/98	6	EGP		W	
	00100	Model Finan/Distrib Co (Mktg)	R	12	01/01/98	6	USD			
	00150	DIA Property Management Co	R	12	01/01/98	1	USD			
	00151	Gateway Partnerships/Assets	R	12	01/01/98	6	USD			
	00152	Parcel Express: Payable Tenant	F	12	07/01/98	1	USD			

Opt 1=Date Pattern F4=A/R-A/P F5=Global Close F21=Print F24=More Keys

Complete the following fields:

- Currency Code
- Currency Balances

- Computation ID
- Detailed Currency Restatement

Field	Explanation
Cur Cod	A code specifying the currency of the transaction. This can be any code defined on the Designate Currency Codes form (World) or on the Set Up Currency Codes form (OneWorld). NOTE: This currency field only applies to AA and CA ledger types when posting by currency is activated. <i>Form-specific information</i> Use this field to assign a domestic currency to the company.
Post Account Balances by Currency	A flag to denote that the system should post Account Balances table (F0902) records for this company by currency for accounts that are included in the account ranges specified in the AAI item PBCxx.
Computation ID	This character/number identifies the computation to be used for Balance Currency Restatement. You can apply a single computation to multiple companies. You can define multiple computation IDs for one company in the Currency Restatement program. The computation ID value is set on Company Numbers & Names for each company. The system uses the company ID and the company code to identify the record.
Detailed Currency Restatement	Y or Z in this field identifies the company as enabled for Detailed Currency Restatement processing (alternate currency). The Detailed Currency Restatement program (P11411) can create Account Ledger table (F0911) records for these companies in the XA ledger and, optionally, in the YA and ZA ledgers. Valid values are: Y indicates the system will use multiplication when calculating the amount on the XA record. Z indicates the system will use division when calculating the amount on the XA record. <i>Form-specific information</i> The value in this field should be the opposite of the value for multi-currency conversion in the general accounting constants.

See Also

- *Setting Up Companies (P00105)* for more information about the Designate Company Currency form, which is the same form as Company Numbers and Names

Assigning Currency Codes to Monetary Accounts



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), enter 29

From Multi-Currency Setup (G1141), choose Designate Monetary Accounts

For most general ledger accounts, you will want the system to accept a transaction in any currency. You do this by *not* assigning a currency code to the account. However, you might want an account to accept only transactions in a specific currency. J.D. Edwards calls these monetary accounts. They are usually bank accounts. For example, if a German organization has a company whose currency is Deutsche marks and the company has a French bank account, you can assign French francs as the only valid transaction currency for that account.

The system stores currency codes for monetary accounts in the Account Master table (F0901).

► To assign a currency code to a monetary account

On Designate Monetary Accounts

[09011] - Designate Monetary Accounts

Functions Tools Help

Business Unit: 78 Account ID: 00017727
 Object/Subsidiary: 1110 BNP Banque Nationale de Paris General Accounts

Free Form (3rd Acct. No.):

Posting Edit: ☐ Type Code: ☐

Fixed Asset Posting Edit Code: ☐

Account Level of Detail: 7

Billable (Y/N): N

Budget Pattern Code: ☐

Unit of Measure: ☐

Model/Consolidated Account: ☐

Currency Code: FRF

Alternate Object/Sub: ☐

Cross Environment I/C Obj/Sub: ☐

Repeat Data (Y/N): ☐

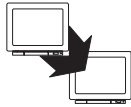
F5=Acct Mstr List F6=Chart Accts F15=Cat Codes F16=Exp Cat Cds F24=More

1. Locate the monetary account that you want to assign a currency code to.
2. Complete the following field:
 - Currency Code

See Also

- *Revising Accounts (P0901)* for more information about this form, which is the same as Revise Single Account

Assigning Currency Codes to Customers and Suppliers



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), enter 29

From Multi-Currency Setup (G1141), choose Designate A/R Currency or Designate A/P Currency

You need to assign a currency code to a customer or supplier only if the currency used for their invoices or vouchers is different from the currency of the company that they are doing business with. If you assign a currency code to a customer or supplier, the system supplies the code when you enter an invoice or voucher. You can override the code at that time.

Additionally, you need to assign an amount currency code to a customer or supplier to designate in which currency their address book amount fields, such as credit limit, vouchered this year, and so on, are stored.

The system stores this information in the Customer Master (F0301) and Supplier Master (F0401) tables.

You assign currency codes to customers and suppliers on Designate A/R Currency and Designate A/P Currency, respectively. These forms are the same as Customer Master and Supplier Master.

To assign a currency code to a customer or supplier

On Designate A/R Currency or Designate A/P Currency

[01053] - Designate A/R Currency

Functions Tools Help

Customer Number Euromart
Long Address Number

Credit/Collections Information Additional Information

Credit Message ☐
Temp Credit Msg ☐
Factor/Special P Euromart
Parent Number
Payment Terms 1/10 Net 30 Da
Credit Manager
Collection Mgr
Last Cred Rvw
ABC (Sls/Marg/P)
Credit Limit
Monthly Fin Chg%

Hold Invoices Ledger Inq Seq
Print Stmt(Y/N) Auto Receipt (Y/
Send Stmt To Auto Cash Alg
Statement Cycle Payment Instr
Send Invoice to Bal Fwd/Open Itm
Delinquency Noti No. of Reminders
Apply Fin Chgs Collection Rpt

F5=Who F6=Memo F8=Bank cd F9=Srch F11=Addr F13=Billing F14=Cat cd F24=More

1. For World Vision, click the Additional Information tab.

[01053] - Designate A/R Currency

Functions Tools Help

Customer Number Euromart
Long Address Number

Credit/Collections Information Additional Information

Currency & Tax Information

Tax Expl Code Tax Rate/Area Person/Corp Currency Code
Tax ID Add'l Tax Amt. Currency

Accounting Distribution Information

G/L Class Model JE Type/Doc/Co
Default Rev Acct

F5=Who F6=Memo F8=Bank cd F9=Srch F11=Addr F13=Billing F14=Cat cd F24=More

2. Complete the following fields:

- Currency Code
- Amount Currency

Field	Explanation
Currency Code	A code that indicates the currency of a customer's or a supplier's transactions. <i>Form-specific information</i> The currency you specify is used as the default value when you enter invoices. You can override this code during invoice entry.
Amt. Currency	The currency in which amounts are stored in the address book. For example, the credit limit, invoiced this year, invoiced prior year, and so on. The currency you specify is used to record and store transaction history. <i>Form-specific information</i> Enter the currency you want to see amounts reflected in when reviewing credit limits and so on.

See Also

- *Entering Customers (P01053) in the Accounts Receivable Guide*
- *Entering Suppliers (P01054) in the Accounts Payable Guide*

Setting Up AAls for Multi-Currency

AAIs for Revaluation

You can automatically create journal entries to revalue your unrealized gains and losses on monetary accounts. To do this, set up the following AAls:

GVxxx	Designates which account to use for unrealized gains on a monetary account. You can optionally set up a separate item for each currency code (xxx).
GWxxx	Designates which account to use for unrealized losses on a monetary account. You can optionally set up a separate item for each currency code (xxx).
GR	Designates which offset account to use for unrealized gain/loss. If the offset is the monetary account (for example, 100.1110.FRANCE), which is usually the case, do not set up this AAI.

AAIs for Balances by Currency

To post multi-currency transactions by currency code, you need to set up the following AAI range:

PBCxx	Designates which account ranges to use when tracking balances by currency in the Account Balances table (F0902).

See Also

- *Working with AAIs*

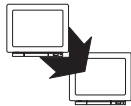
Work with Currency Codes and Decimals

Working with Currency Codes and Decimals

Under certain circumstances, you might need to do the following after you set up your environment for multi-currency accounting:

- ☐ Update domestic currency codes
- ☐ Change currency decimals

Updating Domestic Currency Codes



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), enter 27

From Multi-Currency Advanced Operations (G1131), choose a currency load option

If you have been using J.D. Edwards software without multi-currency activated and are now changing to multi-currency accounting, you must update transactions that already exist with a valid (not blank) currency code.

To update the domestic currency codes for all existing transactions, run the Load Domestic Currency Codes program for each J.D. Edwards system you use. These batch programs also update the mode for each transaction and print an error report if either of the following conditions occurs:

- A company does not have a domestic currency code. Use Designate Company Currency to assign the company a currency code.
- A company does not exist in the Company Constants table (F0010).

In addition, run the Load Domestic Currency Code programs that update the Tax (F0018) and the Account Balances (F0902) tables if the systems that you use require those tables.



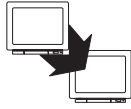
You do not need to run the Load Domestic Currency Code program if you are setting up your J.D. Edwards software for the first time and are using the multi-currency accounting features.

CAUTION: Do not run a Load Domestic Currency Code program if you are setting up your J.D. Edwards software for the first time and are using the multiple currency accounting features.

The following shows the various load programs and the tables updated by them:

General Ledger	• Account Ledger (F0911)
Accounts Payable	• A/P Ledger (F0411) • A/P Matching Document (F0413) • A/P Matching Document Detail (F0414)
Accounts Receivable	• A/R Ledger (F0311)
Contract Management	• Contract Header (F4301) • Contract Detail (F4311) for order types OS and BC
Sales Order Processing	• Sales Header (F4201) • Sales Detail (F4211)
Purchase Order Processing	• Purchasing Header (F4301) • Purchasing Detail (F4311) for order types OR, OP, and OB
Property Management	• Tenant Class Master (F15012) • Sales Overage Master (F15013) • Tenant Escalation Master (F15016) • Recurring Billings Master (F1502) • Billings Detail (F1511)
Tax table update	• Tax (F0018)
Account Balances table update	• Account Balance (F0902) (CRCX field)
Address Book	• Customer Master (F0301) • Supplier Master (F0401)

Changing Currency Decimals



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), enter 27

From Multi-Currency Advanced Operations (G1131), choose Change Display Decimals

Under specific conditions, you might need to change the number of decimals displayed in amount fields. You can use Change Currency Decimals to change the default supplied by the data dictionary when you first receive your software. Do this if either of the following applies:

- You use multiple currency accounting, and the number of decimals displayed for the most commonly used currency on your system is not 2. For example, if you make transactions primarily in Belgian francs, you should change the decimals displayed from 2 to 0.
- You are not using multiple currency accounting, and the number of decimals displayed for your currency is not 2.

This batch program changes the information in the Display Decimals field of the data dictionary for all data items that have CURRENCY in the Data Item Class field. It only changes the number of decimals that display on forms and print on reports. It does not change how amounts are stored in tables.

Example: Currency Decimals for Data Item AA

To change the number of decimals displayed in your amount fields, change the Display Decimals field for the data item.

The screenshot shows the [9201] - Data Dictionary window. It contains the following fields and values:

- Functions: Tools Help
- Data Item: AA Glossary Group: 0 Rls Last Chg: R61 Item Parent: [blank]
- Alias name: AmountField
- General Information:
 - Alpha Desc: Amount
 - Reporting System: 00
 - System Code: 00 Type: P Size: 15 Data File Decimals: 00
 - Data Item Class: CURRENCY Item Occurrences: [blank] Display Decimals: 2
- Descriptions:
 - Row Description: Amount
 - Column Title: Amount
- Default and Display/Edit Rules:
 - Default Value: [blank]
 - Data Display Rules: CODE K Justify: [blank]
 - Data Edit Rules: [blank]
- Search Program: [blank]
- Next Nbr System: [blank] Next Number Index: [blank]
- Footer: F4=Search F8=UDC F9=Prev F10=Glossary F11=Descriptions F15=Where Used

What You Should Know About

Existing transactions

If you have existing transactions with incorrect decimal positions, you must first change all of these transactions to the new number of decimals displayed. If you do not, incorrect amounts will display for these transactions. For example, if your original number of decimals was 2 and you change it to 0, an original amount of 100.00 would display as 10000. You must write a custom program to convert the data.

Processing Options for Change Display Decimals

1. Enter the number for the new display decimals. _____
(Default value is '2' if left blank).
2. Enter the Category of the Data Items being updated. _____

What You Should Know About Processing Options

Processing option 2

Enter CURRENCY to specify currency-related fields.

Work with Exchange Rates

Working with Exchange Rates

As part of working with multiple currencies, you need to ensure that the transactions you enter are based on the most current exchange rates in the international financial market. To do so, you must define and update your currency exchange rates on a regular basis. These exchange rates:

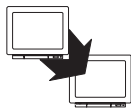
- Provide a default rate when you enter a transaction
- Are used to calculate realized gains or losses in foreign transactions
- Are used for valuation of open transactions for accounts receivable, accounts payable, and monetary bank accounts

Working with exchange rates includes the following tasks:

- ☐ Defining a single currency exchange rate
- ☐ Defining multiple currency exchange rates
- ☐ Defining currency relationships

The task you perform depends on whether your exchange rates are determined by market quotes (updating) or calculated based on cross-rate relationships (defining).

Defining a Single Currency Exchange Rate



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), enter 29

From Multi-Currency Setup (G1141), choose Set Daily Transaction Rates

Before you use the multiple currency features, you must define exchange rates for the currencies you work with. These exchange rates:

- Provide a default rate when you enter a transaction
- Are used to calculate realized gains or losses in foreign transactions

- Are used for valuation of open transactions for accounts receivable and accounts payable

► To define a single currency exchange rate

On Set Daily Transaction Rates

Effective Date	Multiplier	Divisor
01/01/98	6.0860000	.1643115
02/01/98	6.1140400	.1635580
03/01/98	6.0929000	.1641255

1. Complete the following fields:
 - To Currency
 - From Currency
 - Contract (Address) (optional)
 - Skip to Date (optional)
 - Effective Date
2. Complete one of the following fields:
 - Exchange Rate Multiplier
 - Exchange Rate Divisor
3. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, choose Add and Redisplay from the Functions menu

Field	Explanation
Currency Code – To	A code that indicates the domestic currency of the company the account is associated with, as defined on the Designate Company Currency form (World) or on the Currency form that you access from the Set Up Company form (OneWorld). <i>Form-specific information</i> This field specifies the company's domestic currency. This is the currency to which foreign transactions will be converted. The system uses this code to locate the current exchange rate. For detailed currency restatement, use this field to identify the alternate (stable) currency, not the domestic currency.
From Currency	A code that represents a currency. <i>Form-specific information</i> A code that specifies the domestic currency of your company, from which you will convert amounts to another currency.
Contract (Addr)	The address number you want to retrieve. You can use the short format, the long format, or the tax ID (preceded by the indicators listed in the Address Book constants). <i>Form-specific information</i> Use this field to assign an exchange rate to a specific customer or supplier.
Effective Date	The date on which the exchange rate takes effect. <i>Form-specific information</i> If you are adding a new effective date to an existing pair of currencies, enter the date on the first blank line.
Exchange Rate Multiplier	The conversion rate that the system uses to convert foreign currencies to domestic currencies. If the Multi-Currency Conversion option on the Set Multi-Currency Option form is set to Y, this rate is a multiplier. If it is set to Z, this rate is a divisor. <i>Form-specific information</i> This number can have a maximum of seven decimal positions. If more are entered, the system adjusts to the nearest seven decimal positions. If the Multi-Currency Conversion field on the Set Multi-Currency Option form is set to Y, the multiplier is used for all conversions. If you are adding a new rate for the multiplier, remove the existing divisor so the system can calculate the new rate.

Field	Explanation
Exchange Rate Divisor	The number that the foreign currency is divided by to calculate the domestic currency. <i>Form-specific information</i> This number can have a maximum of seven decimal positions. If more are entered, the system adjusts to the nearest seven decimal positions. If the Multi-Currency Conversion field on the Set Multi-Currency Option form is set to Z, the divisor is used for all conversions. If you are adding a new rate for the divisor, remove the existing multiplier so the system can calculate the new one.

What You Should Know About

Specifying rates for customers or suppliers	You can assign specific exchange rates to individual customers and suppliers so that when you enter new exchange rates, the customer or supplier transactions reflect the new rate.
Revising exchange rates	After you set up your exchange rates, you can revise them daily or as often as needed by entering new effective dates and rates.
Adding new exchange rates	When you enter new exchange rates, the system automatically records the reverse of the “to” and “from” currencies. That is, if you enter an exchange rate for converting from U.S. dollars to French francs, the system records the correct multiplier and divisor for converting from French francs to U.S. dollars.

Processing Options for Set Daily Transaction Rates

You may specify a tolerance limit to warn you of radical rate changes. For example: 15.0 indicates 15% +/- . This will also alert you to data entry errors.

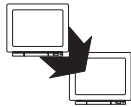
What You Should Know About Processing Options

The processing option

If you enter an exchange rate that exceeds the previous exchange rate by more than the tolerance limit, you will receive a warning. If you still want to use the new exchange rate, press Enter again.

For example, 05.0 specifies a tolerance limit of 5 percent. If you try to enter an exchange rate that is 6 percent greater or less than the previous rate, you will receive a warning. This applies to exchange rates you enter on Set Daily Transaction Rates and on data entry forms for individual transactions.

Defining Multiple Currency Exchange Rates



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), choose Speed Transaction Rates Entry

If your currency exchange rates are quoted in a financial market publication, you need to regularly update those exchange rates using one of the transaction rates programs.

To update a large volume of exchange rates at one time, use the speed entry method. The speed method eliminates locating each specific from currency to update its associated exchange rate.

Speed transaction rates updates information stored in the Currency Exchange Rate table (F0015).

► To define multiple currency exchange rates

On Speed Transaction Rates Entry

Frn Cur	...Exchange Rate...	Effective Date	Effective Multiplier	Effective Divisor
	Multiplier	Divisor		
AED		01/01/98	.2722941	3.6725000
ARR		01/01/98	1.0000000	1.0000000
ATS		01/01/98	.0887900	11.2625296
AUD		01/01/98	.6790000	1.4727541
BEF		01/01/98	.0305157	32.7700000
BHD		01/01/98	2.6522000	.3770455
BRE		01/01/98	.9725000	1.0202776
CAD		01/01/98	.7855460	1.2730000
CHF		01/01/98	.7027407	1.4230000
CLP		01/01/98	.0025439	393.0900000
CNY		01/01/98	.1748557	5.7190000
COP		01/01/98	.0015141	660.4500000
CSK		01/01/98	.0358938	27.8600000

- Complete the following fields:
 - To Currency
 - Contract (Address) (optional)
 - Effective Date
- Complete the following field with a new value for each associated currency:
 - From Currency
- Complete one of the following fields with a new value for each associated currency:
 - Multiplier
 - Divisor

What You Should Know About

Existing exchange rates If an exchange rate exists for the current effective date, you receive a warning message. To bypass the message and replace the rate with the new one, press Enter.

Alternate method of updating exchange rates If you have only one exchange rate to update, use Set Daily Transaction Rates.

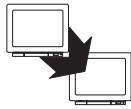
Defining Currency Relationships

If the exchange rates you work with are not quoted in a financial market publication, you need to define currency relationships to link existing exchange rates from one currency to another.

Defining currency relationships consists of:

- ☐ Creating currency cross-rate relationships
- ☐ Reviewing currency cross-rate relationships
- ☐ Calculating currency cross-rate relationships

Creating Currency Cross-Rate Relationships



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), choose Set Cross Rates Calculation

To calculate currency exchange rates that are not quoted in a financial market publication, you must first locate a common currency that is quoted for the two currencies for which you need the exchange rate. Then you create a cross-rate relationship so that the system can calculate an exchange rate based on that cross-rate relationship.

Example: Creating a Currency Cross-Rate Relationship

You need to create a cross-rate relationship to calculate an exchange rate for Columbian Peso (COP) to the U.S. Dollar (USD). This exchange rate is not quoted in a financial market publication, so you must create a currency relationship between COP and CLP (Chilean Peso). You create the currency relationship based on a relationship of existing rates. To do this, locate the following exchange rates:

COP to CLP	Quoted in the London Financial Times
CLP to USD	Quoted in the Wall Street Journal

Once you create the currency cross-rate relationship by specifying these two rates, the system can calculate the exchange rate from COP to USD. The following example illustrates how to create the currency relationship.

► To create a currency cross-rate relationship

On Set Cross Rates Calculation

W[111511] - Set Cross Rates Calculation

Functions Options Tools Help

To Currency: COP Colombian Peso
 From Currency: CLP Chilean Peso
 Contract (Addr):
 Sequence Number:

... Reference Rate 1 ... Reference Rate 2 ...

0	Eff Date	Frm Cur	To Cur	Contract (Addr)	Frm Cur	To Cur	Contract (Addr)	Stat
0	06/01/98	CLP	USD		USD	COP		A

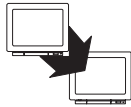
OPT: 9=Delete F3=Exit F9=Previous F21=Print F24=More

1. Complete the following fields:
 - To Currency
 - From Currency
2. Complete the following optional fields:
 - Contract (Address)
 - Sequence Number
3. To create a currency cross-rate relationship, complete the following fields:
 - Effective Date
 - Reference Rate 1 and 2 for the following fields:
 - From Currency
 - To Currency
 - Contract (Address) (optional)

What You Should Know About

Inactivating a currency cross-rate relationship Change the status from active (A) to inactive (I).

Reviewing Currency Cross-Rate Relationships



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), choose Currency Cross Rates Review

You can review the currency relationships you have created before the system calculates the exchange rates.

► To review a currency cross-rate relationship

On Currency Cross Rates Review

ID P	Seq Num	To Currency	From Currency	Contract (Addr)	Description
		COP	CLP		

- Complete the following fields:
 - To Currency
 - From Currency
- To limit the information that the system displays, complete the following optional fields:
 - Contract (Address)

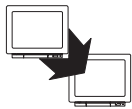
- Effective Date
3. Choose Update to access Set Cross Rates Calculation where you can view or update a specific currency relationship.

What You Should Know About

Adding cross-rate relationships

Choose Add to access Set Cross Rates Calculation where you can add a new currency relationships.

Calculating Currency Cross-Rate Relationships



From General Accounting (G09), choose Revaluation and Restatement

From Multi-Currency Processing (G11), choose Calculate Currency Cross Rate

After you create and review currency cross-rate relationships, you can calculate their new exchange rate.

You can calculate your exchange rates in proof or final mode:

Proof mode

The system prints a report that lists all currency relationships and the exchange rates that will be calculated in final mode. It also lists any tolerance warnings and errors. Possible errors include:

- A reference rate does not exist.
- An exact date match does not exist. This error might appear if you require that the effective date in the processing options matches the effective date of the exchange rates for the reference currencies.

Use this report to correct any errors, and run the calculation program again.

Final mode

The system prints a report that lists the exchange rates calculated and updates the Currency Exchange Rates table (F0015) with the new exchange rates and effective date.

A tolerance warning prints on the report when a new exchange rate differs from the previous rate by a certain percentage (defined in processing options). The system updates exchange rates that have tolerance warnings.

Calculate Currency Cross Rate is a DREAM Writer program.

Processing Options for Calculate Currency Cross Rates

1. Enter a '1' to process the currency calculation in final mode. Leave blank to process in proof mode. _____
2. Enter the date to be used to create exchange rate entries. Leave blank to default the system date. _____
3. Enter a '1' to require an exact date match between the date entered in option 2 and the exchange rate date of the reference currencies. If left blank, no date matching is required. _____

Note: If a '1' is entered, you may list exceptions in User Defined Code 11/CS.
4. Specify a tolerance limit to warn you of radical rate fluctuations. For example: 15.0 indicates 15% +/- . _____

Advanced & Technical



Intercompany Settlements

Objectives

- To understand how to set up the features and functions that allow you to process intercompany settlements

About Intercompany Settlements

If your business enters transactions between companies, the companies will be out of balance unless you create and post intercompany balancing entries. You create intercompany settlements to ensure that each company's net balance equals zero (that is, debits equal credits). You can either create these settlements yourself or have the system create them automatically. You choose the method of intercompany settlements to use. To use intercompany settlements requires that you complete setup tasks.

When you post using either a hub or a detailed method for intercompany settlements, the system creates journal entries for intercompany settlements based on AAIs. There are two AAI items for intercompany settlements. Depending on the method that you choose, you must set up one or both.

J.D. Edwards recommends that you manually reconcile intercompany settlements on a periodic basis. Do this by running the Companies in Balance and Intercompany Accounts in Balance integrity reports.

Using intercompany settlements consists of:

- ☐ Setting up intercompany settlements
- ☐ Understanding configured hubs
- ☐ Setting up configured hubs
- ☐ Creating intercompany invoices and vouchers
- ☐ Understanding intercompany settlements across environments
- ☐ Setting up cross-environment intercompany settlements
- ☐ Sending intercompany settlements to other environments



- ☐ Receiving intercompany settlements from other environments
- ☐ Reconciling cross-environment intercompany settlements

The following methods of intercompany settlements are available:

- Hub methods Y and 1
- Detail methods D and 2

See Also

- *Working with AAls (P00121)*
- *Correcting Company Imbalances (P097001)* and *Correcting Intercompany Account Imbalances (P097011)* in the *General Accounting II Guide*

Hub Methods Y and 1

When you choose a hub method, the system creates summarized journal entries by batch and G/L date between a hub (main) company and related subsidiary companies. Hub methods are more commonly used. You can have only one hub company. The system reconciles transactions between subsidiary companies through the hub company.

Hub methods require more account setup than detail methods, but create fewer records in the Account Ledger table (F0911) when you post entries.

- Hub method Y uses standard account codes and subsidiaries.
- Hub method 1 uses either standard account code and subledgers or flex account codes.

Detail Methods D and 2

When you choose a detail method, the system creates detailed journal entries between companies, using the company on the first line of a transaction as the hub company. Because there is no designated hub company, the system reconciles transactions between the companies involved.

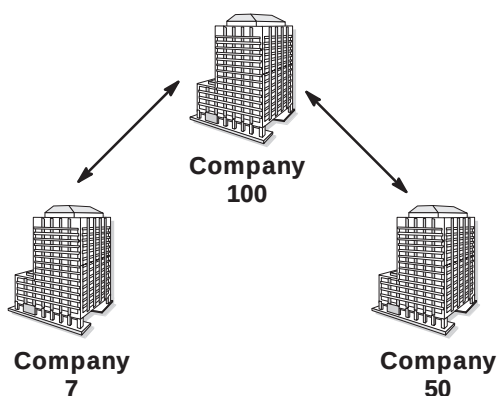
Detail methods require less account setup than the hub methods, but create more records in the Account Ledger table when you post entries. Detail methods are commonly used by companies and government agencies that need a detailed audit trail.

You must use a detail method if you are performing intercompany settlements between companies that have different domestic currencies.

- Detail method D uses standard account codes and subledgers.
- Detail method 2 uses flex account codes and subledgers.

Example: Hub Method

In the following example, one company (7) accrues a liability incurred by another company (50). Accounts for these companies are cleared through the hub company (100). In the journal entries, it is assumed that the business unit on the balance sheet matches the company number.



Two entries are created as follows:

Document	Company	Account	Description	Debit	Credit
JE 1	50	50.8150	Expenses	500	
JE 1	7	7.4110	Accounts Payable		500
JE 2	50	50.8110	Expenses	600	
JE 2	7	7.4110	Accounts Payable		600

When you post these entries, the system generates the following automatic intercompany entries:

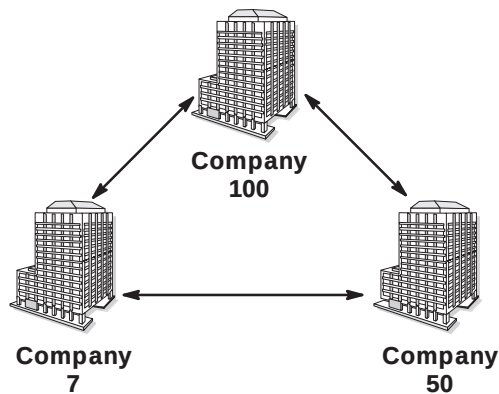
Document	Company	Account	Description	Debit	Credit
AE 1212	50	50.1291.00100	Intercompany Receivables/Payables		1100
AE 1212	100	100.1291.00050	Intercompany Receivables/Payables	1100	
AE 1212	7	7.1291.00100	Intercompany Receivables/Payables	1100	
AE 1212	100	100.1291.00007	Intercompany Receivables/Payables		1100

The highlighted rows in the above example are entries to the hub company (100) from companies 50 and 7.

In the hub methods, the system tracks settlements through subsidiary accounts or subledgers. The business units (100, 7, and 50) and object account (1291) are determined by the AAls. The system summarizes journal entries by batch into one line per intercompany account by G/L date. The automatic entries are created with a document type of AE and a document number equal to the batch number.

Examples: Detail Method

In the following examples, one company (7) accrues a liability incurred by another company (50). There is no hub company. In the journal entries, it is required that the business unit number matches the company number for the business unit on the balance sheet.



Example 1

One entry is created as follows:

Document	Company	Account	Description	Debit	Credit
JE 10	50	50.8150	Expenses	500	
JE 10	7	7.4110	Accounts Payable		500

When you post the entry, the system generates the following intercompany entry:

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 10	7	7.1291/00050/A	Intercompany Receivables/Payables	500	
AE 10	50	50.1291/00007/A	Intercompany Receivables/Payables		500

The first entry in the above example is due to company 7 from company 50. The second entry is due to company 50 from company 7.

Example 2

The system creates one automatic entry that involves more than two accounts as follows:

Document	Company	Account	Description	Debit	Credit
JE 20	50	50.8150	Expenses	300	
JE 20	100	100.8110	Expenses	200	
JE 20	7	7.4110	Accounts Payable		500

When you post the entry, the system generates the following intercompany entries:

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 20	100	100.1291/00050/A	Intercompany Receivables/Payables		200
AE 20	50	50.1291/00100/A	Intercompany Receivables/Payables	200	
AE 20	7	7.1291/00050/A	Intercompany Receivables/Payables	500	
AE 20	50	50.1291/00007/A	Intercompany Receivables/Payables		500

The following T-accounts also illustrate the entries in example 2:

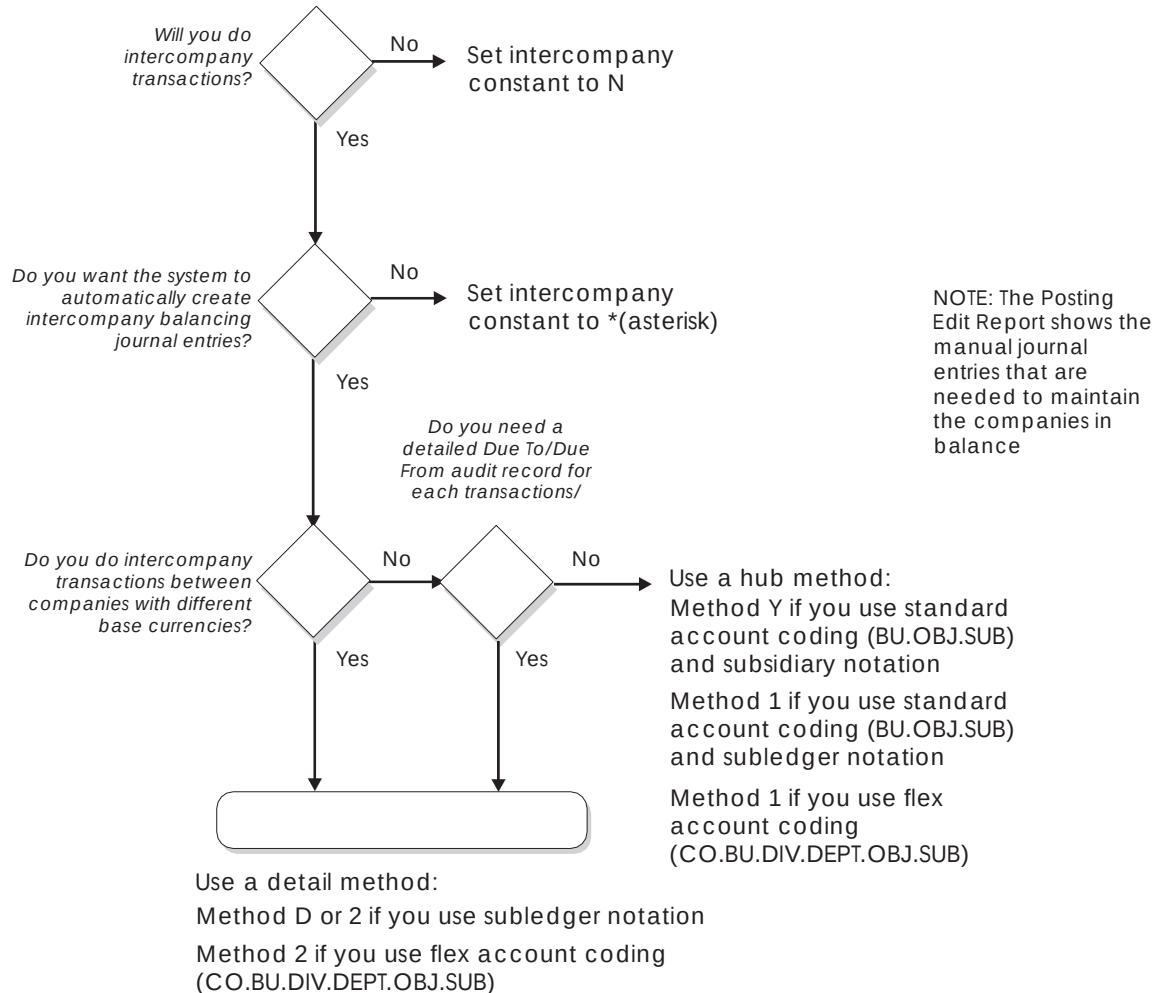
Journal Entries	50.8150	7.4110	100.8110
	300	500	200
Automatic Entries	50.1291	7.1291	100.1291
	200 500	500	200
Subledger/Type:	00100/A 00007/A	00050/A	00050/A

In the detail methods of intercompany settlements, the system tracks settlements using subledgers. The company associated with the first line entry acts as the hub company for the transaction. In this example, company 50 is acting as the hub. Each company involved in an intercompany settlement has an automatic offset to the appropriate intercompany account with the subledger equal to the offsetting company number. The subledger field is used to record the *other* company involved in the transaction. The subledger type is A (address book) and the companies must be set up in the Address Book system.

As in the hub methods, the business units (7, 50, and 100) and object account (1291) are determined by the AAIs. The detail methods do not use subsidiary accounts. The document type equals AE and the document number equals the original transaction number.

Which Method Should You Use?

Use this chart to decide which method of intercompany settlement to use.



About Intercompany Settlements for Multi-Currency

Intercompany settlements for multiple currencies are used for companies that work with different base currencies.

For example, if you are using multiple currencies, you can create intercompany settlements. When you make a U.S. dollars (USD) entry that is distributed to accounts for a French franc (FRF) company and a USD company, the journal entry distribution crosses company and currency boundaries.

Using multiple currency intercompany settlements enables you to enter and distribute invoices, vouchers, and journal entries to multiple companies with different base currencies. The post program makes currency adjustments as well as intercompany settlements.

You must use one of the detail methods for multiple currency intercompany settlements.

What General Accounting Constants Do You Need to Set Up?

To enable entries for accounts in different base currencies, set up the following on General Accounting Constants:

Intercompany settlements	D or 2. You must use the detail method of intercompany settlements with multiple currencies. If this constant is not set properly, the system will not create the critical adjusting entry.
Multi-currency conversion	Z or Y.
Allow multi-currency intercompany journal entry	Y. This constant allows multiple currency settlements. If this constant is set to N, all G/L accounts on any journal entry must have the same base currency code.

See Also

- *Setting Up Intercompany Settlements (P00105)*
- *Setting Up Multi-Currency (P00105)*

How Are Journal Entries Processed?

For a stand-alone journal entry, the base currency of the document is the currency of the company associated with the G/L account of the first line of the document. For vouchers or invoices, the base currency of the document is the currency of the company assigned to the voucher or invoice.

Entering Multiple Currencies

For intercompany journal entries, you can enter a multiple currency amount in either domestic or foreign mode. When you enter an amount in the domestic mode, the system uses the number of decimals in the company's base currency.

When you enter an amount in foreign mode, the system uses the number of decimals in the specified transaction currency. The system creates the domestic amounts with the decimals of the company's base currency.

Posting Multiple Currencies

When you post an intercompany journal entry for a multiple currency, the post program creates an adjusting entry to the Account Ledger table (F0911) to balance the domestic amounts (AA ledger) of the non-base currency accounts. The adjusting entry is identical to the original AA ledger record except that:

- The system updates the Line Extension Code with AM to make it a unique record
- The amount is an adjusting debit or credit

The original entry plus its associated adjusting entry net to the correct amount for the actual base currency of the non-base currency account.

Example: Intercompany Settlements for Multi-Currency

In the following example, you create a journal entry for 1,000.00 USD to transfer funds from an American company (company 100) to a French company (company 71). The exchange rate of 5 FRF equals 1 USD.

You have entered transaction amounts in USD to both companies. It is considered a domestic transaction because the transaction currency is the same as the currency of the company of the account on the first line. The system creates entries in the AA (actual amounts) ledger as follows:

Journal Entry		
Currency=USD Mode=D		
<u>Account</u>	<u>Amount</u>	<u>Ledger Type</u>
100.1110.BEAR	1000.00–	AA
71.1110.FRANCE	1000.00	AA

In the following chart, the system also creates an entry for the transaction in the CA (foreign currency) ledger. The value for company 71 (the FRF company) is the USD (foreign) value of the transaction. There is a CA value for company 100 only to keep the CA ledger in balance.

Journal Entry		
Currency=USD Mode=F		
<u>Account</u>	<u>Amount</u>	<u>Ledger Type</u>
100.1110.BEAR	1000.00–	CA
71.1110.FRANCE	1000.00	CA

When you post the journal entry, the system creates an adjusting entry to correct the domestic amount of the non-base currency. In the following chart, this entry is 4,000.00 FRF to the AA ledger:

Posting Process			
<u>Account</u>	<u>Amount</u>	<u>Ledger Type</u>	
100.1110.BEAR	1000.00– USD	AA	JE posted to AA ledger
71.1110.FRANCE	1000.00 FRF	AA	JE posted to AA ledger
71.1110.FRANCE	4000.00 FRF	AA	AE to adjust original 1000 USD to 5000 FRF ((1000 × 5)–1000) Line Extension Code = AM
100.1110.BEAR	1000.00– USD	CA	JE posted to CA ledger
71.1110.FRANCE	1000.00 USD	CA	JE posted to CA ledger

- The 4000.00 FRF amount is the net of [(foreign value of the transaction multiplied by exchange rate) – value of the transaction as already posted].
- The total FRF amount is 5,000.00.
- The system does not display this adjusting entry on the Journal Entries form. It adds the original AA entry and the adjusting entry and then displays the total as one amount on Account Ledger Inquiry and on all printed journals and G/L reports.

During the settlement process, the system creates the final entries that complete the intercompany settlement and keep the two companies in balance. For company 100, these are USD amounts. For company 71, they are FRF amounts in the AA ledger:

Intercompany Settlement		
<u>Account</u>	<u>Amount</u>	<u>Ledger Type</u>
100.1291 00071 A	1000.00 USD	AA
71.1291 00100 A	5000.00– FRF	AA
100.1291 00071 A	1000.00 USD	CA
71.1291 00100 A	1000.00–USD	CA

Example: T Accounts

The following shows the settlement process using T accounts. You create a journal entry to credit the cash account for company 100 and debit the cash account for company 71. The system records these entries in USD, as entered, in both the AA (actual amounts) and CA (foreign currency) ledgers:

Journal Entry			
100.1110.BEAR		71.1110.FRANCE	
JE CA	1000.00	1000.00	CA JE
JE AA	1000.00	1000.00	AA JE

When you post this journal entry, the system creates an entry in the AA (actual amounts) ledger to convert the USD amount to FRF for company 71. The exchange rate for USD to FRF is 1:5, for a total of 5000.00 FRF. The system has already debited company 71 1000.00 from this account, so it debits an additional 4000.00:

Posting Process			
100.1110.BEAR		71.1110.FRANCE	
JE CA	1000.00	1000.00	CA JE
JE AA	1000.00	1000.00	AA JE
		4000.00	AA AE

During the settlement process, the system creates additional automatic journal entries to transfer the money between the companies:

Intercompany Settlement

100.1110.BEAR		71.1110.FRANCE	
JE CA	1000.00	1000.00	CA JE
JE AA	1000.00	1000.00	AA JE
		4000.00	AA AE

100.1291		71.1291	
00071 A		00100 A	
1000.00	CA AE	AE CA	1000.00
1000.00	AA AE	AE AA	5000.00



If you use these transactions, the intercompany accounts in balance reports will show that the accounts are out of balance because of the different currencies.

Set Up Intercompany Settlements

Setting Up Intercompany Settlements

If your business enters transactions between companies, the companies will be out of balance unless you create and post intercompany balancing entries.

To use intercompany settlements, you must complete the following tasks:

- ☐ Setting up the intercompany settlement constant
- ☐ Setting up companies for intercompany settlements

In addition, you must complete one of the following tasks, depending on the method you use:

- ☐ Setting up hub method Y
- ☐ Setting up hub method 1
- ☐ Setting up detail method D
- ☐ Setting up detail method 2

Before You Begin

- ☐ Decide whether you want to use a hub or detail method

See Also

- *Creating Your Chart of Accounts (P0901)*

Setting Up the Intercompany Settlement Constant

You must designate the method of intercompany settlements that you want to use. To do this:

On General Accounting Constants

Activate the intercompany settlements constant.

Valid options for this constant are:

Method Y	Use hub method Y with subsidiary accounts.
Method 1	Use hub method 1 with address book subledgers.
Method D	Use detail method D with standard accounts and address book subledgers.
Method 2	Use detail method 2 with flex or standard accounts and address book subledgers.
No Intercompany Settlements Method N	Do not use intercompany settlements. The system will not post a batch that contains intercompany transactions.
No Intercompany Settlements Method *	Do not use intercompany settlements. The system will post intercompany transactions but will not create balancing entries for the companies. You must manually create the balancing entries that show on the Posting Edit Report.

See Also

- *Setting Up Constants for General Accounting (P000909)*

Setting Up Companies for Intercompany Settlements

You must set up all companies that are involved in intercompany transactions using the Company Numbers & Names menu selection. When you do so, J.D. Edwards recommends that you set up the company number to be the same as the company's address book number. If the two numbers are not the same, update the Company Address Number field using the Company Numbers & Names menu selection.

If you use hub method 1, or detail method D or 2, set up the companies in the address book. If you use hub method Y, set up a subsidiary of the company number in your chart of accounts.

See Also

- *Setting Up Companies (P00105)*

Setting Up Hub Method Y

Hub method Y creates summarized journal entries for your intercompany settlements between a hub company and related companies.

Setting up hub method Y includes:

- Setting up intercompany accounts
- Setting up AAls

Before You Begin

- ☐ Decide which company is the hub. All other companies on the system are non-hub companies.

Setting Up Intercompany Accounts for Method Y

Set up intercompany accounts on Accounts by Object. For method Y, do the following:

For each intercompany account	Set up a non-posting title account. Title accounts must have a consistent level of detail across all companies involved.
For the hub company	Set up a subsidiary account referencing each non-hub company. The subsidiary account is the link that connects companies for intercompany accounting. The subsidiary number must be five digits. For example, company 100 must be coded as 00100 and company 50 must be coded as 00050. J.D. Edwards recommends that you use a posting edit code of M (machine-generated only). This posting edit code only allows entries created by the system and protects the integrity of the account.
For each non-hub company	Set up an intercompany settlement account. The object account for all intercompany accounts should be the same. Set up a subsidiary account that references the hub company.

Example: Intercompany Accounts for Method Y

The following example shows the setup step (described previously) and the account setup needed for companies with a hub company 100 and non-hub companies 7 and 50. It also shows the appropriate levels of detail and posting edit codes.

Company	Setup Step	Accounts (BU.Obj.Sub)	Posting Edit Code	Level of Detail
00100 (hub)	1	100.1291	N (title account)	6
	2	100.1291.00007	M (machine only)	7
	2	100.1291.00050	M (machine only)	7
00007	1	7.1291	N (title account)	6
	3	7.1291.00100	M (machine only)	7
00050	1	50.1291	N (title account)	6
	3	50.1291.00100	M (machine only)	7

Setting Up AAIs for Method Y

Set up AAIs for intercompany settlements on Single AAI Revisions or Multiple AAI Revisions.

There are two AAIs for intercompany settlements:

- ICH (Intercompany Hub). This item defines the hub company.
 - There can be only one AAI item ICH.
 - You must set up AAI item ICH for company 00000.
 - You must enter a business unit. The business unit should be the business unit of the intercompany account for the hub company.
 - You must enter an object account. The object account must point to the hub company's nonposting title account for intercompany settlements.
- ICC (Intercompany Business Unit). This item defines the non-hub companies.
 - You can have separate AAI items for ICC for each non-hub company (recommended), or you can have a single AAI item ICC for company 00000.

If you have a single AAI item ICC for company 00000, the Business Unit field must be blank, and the business unit number on the balance sheet accounts must be the same as the company number.

- You must enter an object account. The object account must point to the nonposting intercompany settlements account for the non-hub company.

The subsidiary account is blank because the system can extract subsidiary account numbers from the company numbers.

Example: AAls for Method Y

The following example shows the AAI setup requirements if the business unit number on the balance sheet account is the same as the company number.

AAI Item	Company	Business Unit	Object	Subsidiary
ICH	00000	100	1291	
ICCC			1291	

The following example shows the AAI setup if the business unit number on the balance sheet account (550) is different from the company number (00050).

AAI Item	Company	Business Unit	Object	Subsidiary
ICH	00000	100	1291	
ICCC			1291	
ICCC	00050	550	1291	

See Also

- *Creating Your Chart of Accounts (P0901)*
- *Working with AAls (P00121)*

Setting Up Hub Method 1

Hub method 1 creates summarized journal entries for your intercompany settlements between a hub company and related subsidiary companies. This method uses either standard account codes and subledgers or flex account codes.

Setting up hub method 1 includes:

- Setting up intercompany accounts
- Setting up AAls

Before You Begin

- ☐ Decide which company is the hub. All other companies on the system are non-hub companies.

Setting Up Intercompany Accounts for Method 1

Set up intercompany accounts on Accounts by Object.

For each company, you must set up an intercompany settlement account. The object account for all intercompany accounts should be the same. J.D. Edwards recommends that you use a posting edit code of M (machine-generated only). This posting edit code only allows entries created by the system and protects the integrity of the account.

There is no need to set up subsidiary accounts for method 1 because this method uses subledgers. This method is designed for use with a flex chart of accounts, but can also be used with a standard chart of accounts.

Example: Intercompany Accounts for Method 1

The following example shows the setup requirements for each company and intercompany object account. Note that methods 1 and D have the same setup requirements.

Company	Accounts (BU.Obj.Sub)	Posting Edit Code	Level of Detail
00100	100.1291	M (machine only)	6
00007	7.1291	M (machine only)	6
00050	50.1291	M (machine only)	6

Setting Up AAIs for Method 1

After you set up the intercompany settlement accounts for each company, you can reference these accounts in the intercompany AAIs. This way the system knows which accounts to automatically create balancing entries for during the post.

Set up AAIs for intercompany settlements on Single AAI Revisions or Multiple AAI Revisions.

There are two AAIs for intercompany settlements:

- ICH (Intercompany Hub). This item defines the hub company.
 - There can be only one AAI item ICH.
 - You must set up AAI item ICH for company 00000.
 - You must enter a business unit. The business unit should be the business unit of the intercompany account for the hub company.
 - You must enter an object account. The object account must point to the hub company's nonposting title account for intercompany settlements.

- ICC (Intercompany Business Unit). This item defines the non-hub companies.
 - You must have a separate AAI item ICC for each non-hub company.
 - You must enter an object account. The object account must point to the machine-generated posting account for the non-hub company.

The subsidiary account is blank for these AAs because this method uses subledgers.

Example: AAs for Method 1

The following example shows the AAs for items ICH and ICC with separate items for ICC, instead of a blank company and business unit.

Item	Company	Business Unit	Object	Subsidiary
ICH	00000	100	1291	
ICC	00007	7	1291	
ICC	00050	50	1291	

What You Should Know About

Setting up companies

If you use method 1, you must set up each company in the Address Book system. For example, if you set up company 00007, you must set up address book record 7 describing this company.

See Also

- *Creating Your Chart of Accounts (P00901)*
- *Working with AAs (P00121)*

Setting Up Detail Method D

Detail method D creates detailed journal entries for your intercompany settlements. Because there is no designated hub company, this method uses the company on the first line of a transaction as the hub company. Method D uses standard account codes and subledgers.

Setting up detail method D includes:

- Setting up intercompany accounts
- Setting up AAIs

Before You Begin

- ☐ Decide whether you have set up standard accounts or flex accounts

Setting Up Intercompany Accounts for Method D

Set up intercompany accounts on Accounts by Object. For method D, do the following:

For the business unit on each company's balance sheet	Set up an intercompany settlement account. The object account for all intercompany accounts should be the same. J.D. Edwards recommends that you use a posting edit code of M (machine-generated only). This posting edit codes only allows entries created by the system and protects the integrity of this account.
For each intercompany account	Assign a business unit number equal to the company number. If this deviates from your naming conventions for business units, consider using method 2.

There are no rules for setting up subsidiary accounts for method D because it uses subledgers. This method is designed for use with a flex chart of accounts, but can also be used with a standard chart of accounts.

All companies must be set up in the address book, and the address book number must be the same as the company number.

Example: Intercompany Accounts for Method D

The following example shows the setup requirements for intercompany object accounts for each company. Note that methods D and 1 have the same setup requirements.

Company	Accounts (BU.Obj.Sub)	Posting Edit Code	Level of Detail
00100	100.1291	M (machine only)	6
00007	7.1291	M (machine only)	6
00050	50.1291	M (machine only)	6

Setting Up AAI for Method D

Set up AAI for intercompany settlements on Single AAI Revisions or Multiple AAI Revisions.

There are two AAI for intercompany settlements. For method D, define AAI item ICH (Intercompany Hub) only. This item defines the object account.

- There can be only one AAI item ICH.
- You must set up AAI item ICH for company 00000.
- The business unit must be blank. The system requires that the business unit number be the same as the company number.
- You must enter an object account. The object account points to the intercompany settlement account.

The subsidiary account is blank for this AAI because method D uses subledgers.

Example: AAI for Method D

The following example shows the relationship between the AAI item and company and object account. This is the required AAI setup for method D.

AAI Item	Company	Business Unit	Object	Subsidiary
ICH	00000		1291	
ICCC	00000		1291	

See Also

- *Creating Your Chart of Accounts (P00901)*
- *Working with AAI (P00121)*

Setting Up Detail Method 2

Detail method 2 creates detailed journal entries for your intercompany settlements. Because there is no designated hub company, this method uses the company on the first line of a transaction as the hub company. Method 2 uses flex account codes and subledgers.

Setting up detail method 2 includes:

- Setting up intercompany accounts
- Setting up AAIs

Before You Begin

- ☐ Decide whether to use standard accounts or flex accounts

Setting Up Intercompany Accounts for Method 2

Set up intercompany accounts on Accounts by Object.

For method 2, set up an intercompany settlement account for the business unit on each company's balance sheet. The object account for all intercompany accounts should be the same. J.D. Edwards recommends that you use a posting edit code of M (machine-generated only). This posting edit codes only allows entries created by the system and protects the integrity of this account.

Method 2 gives you the ability to process intercompany settlements when the company number is not reflected in its associated balance sheet business unit.

There are no rules for setting up subsidiary accounts for method 2 because it uses subledgers. This method is designed for use with a flex chart of accounts, but can also be used with a standard chart of accounts.

Example: Intercompany Accounts for Method 2

The following example shows the setup requirements for intercompany settlements account when the company number (100) is different from the balance sheet (10).

Company	Accounts (BU.Obj.Sub)	Posting Edit Code	Level of Detail
00100	10.1291	M (machine generated)	6
00007	70.1291	M (machine generated)	6
00050	550.1291	M (machine generated)	6

Setting Up AAIs for Method 2

Set up AAIs for intercompany settlements on Single AAI Revisions or Multiple AAI Revisions.

For method 2, define AAI item ICCC (Intercompany Business Unit) only. This item defines the companies involved in intercompany settlements.

- You must have separate AAI items for ICCC for every company that will be involved in intercompany settlements.
- For each AAI item ICCC, you must enter a business unit. The business unit does not need to match the company number.
- For each AAI item ICCC, you must enter an object account. The object accounts for all AAI items for ICCC is the intercompany transaction account.

The subsidiary account is blank for these AAIs because method 2 uses subledgers.

Example: AAIs for Method 2

The following example shows the setup requirements for AAI item ICCC.

AAI Item	Company	Business Unit	Object	Subsidiary
ICCC	00100	10	1291	
ICCC	00007	70	1291	
ICCC	00050	550	1291	

See Also

- *Creating Your Chart of Accounts (P00901)*
- *Working with AAIs (P00121)*



Exercises

See the exercises for this chapter.

Test Yourself: Setting Up Intercompany Settlements

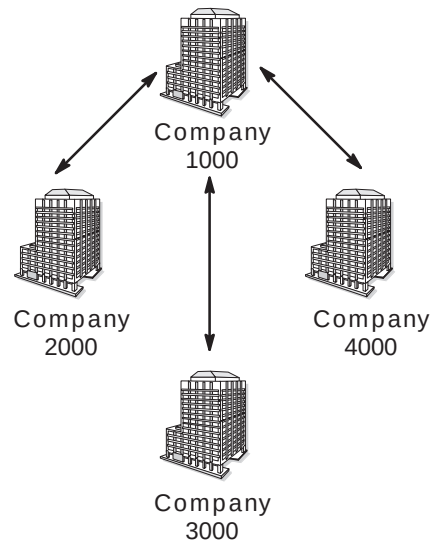
1. If the ICH is set up for company 00000, how does the system identify the hub account?
2. Your organization wants the intercompany settlement to be identified by OBJECT.SUBSIDIARY notation. What setting will you use for the Intercompany Settlements constant to achieve this?
3. According to the following example for journal entry 9090, determine:
 - Is this journal entry in balance? (Yes or No)
 - Is each company in balance? (Yes or No)

JE 9090		
Account	Amount	Description
100.1891	500	Inventory transfer (Company 100)
200.4110	500 –	Inventory transfer (Company 200)

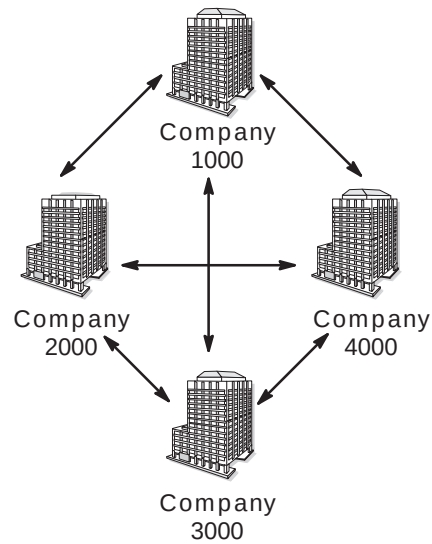
4. When you set the Intercompany Settlements constant to * (asterisk), the system will:
 - a. Create detailed intercompany settlement transactions
 - b. Post the intercompany journal entry and make no balancing entries
 - c. Create summarized intercompany settlement transactions
 - d. Post the intercompany journal entry to the hub company account
5. When are the intercompany settlement transactions created?
 - a. When you create the journal entry
 - b. On the first day of the next accounting period
 - c. When you set the Intercompany Settlements constant to Y
 - d. When you post the transaction batch

Test Yourself, continued

6. Examine the following illustrations of the system-generated intercompany settlement methods. Identify which method each illustrates.



A: Method:



B: Method:

The answers are in *Appendix B*.

Understand Configured Hubs

About Configured Hubs

An organization might need to settle transactions across companies in a manner that does not conform to the detail method or the hub method of intercompany settlements. For example:

- An organization might need to have two hub companies in the same environment at the same time. Each hub company would have its own set of companies within its hub.
- An organization might need to designate one hub company for certain intercompany settlements and a different hub company for other settlements.

Configured hubs are groups of companies that your organization can define, or configure, to accommodate non-standard intercompany settlements. When you configure a hub, you define the relationships between the companies in the hub. You also designate which company in the hub can settle transactions with other hubs. The system uses your configured hub definitions to ensure that only authorized intercompany settlements occur.

Organizations that create transactions in multiple currencies can settle intercompany transactions through a hub company that uses a common currency rather than between two companies that do not use a common currency. Multi-currency adjusting entries can occur at the intercompany settlement level.

The system maintains configured hub information in the Inter/Intra Company Account Relationships table (F09190).

What Are the Rules for Configured Hubs?

To define configured hubs for your organization, use the following rules:

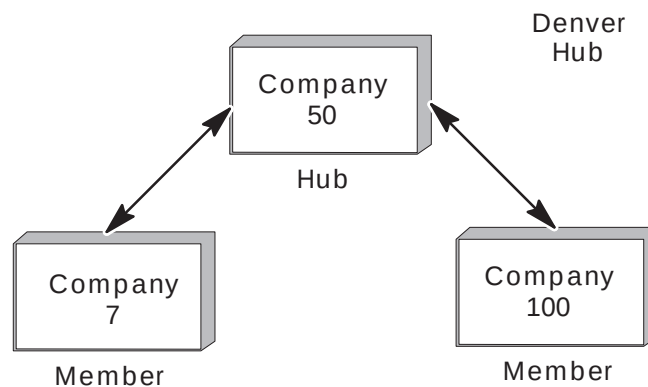
- You can create multiple hubs.
- You must assign every company to a hub.
- In each hub, you can have one hub company. You designate the other companies in the hub as member companies.

- If you designate a hub company, the following rules apply:
 - A member company can settle only with the hub company or another member company of the same hub.
 - An intercompany settlement between two member companies goes through the hub company.
 - A hub company can settle with a member company of the same hub or with another hub company.
- If you do not designate a hub company in a hub, the following rules apply:
 - The member companies can settle only with each other.
 - The company that is on the first line of a journal entry becomes the designated hub for that transaction.

The system calculates intercompany settlements for configured hubs in the same way that it calculates standard intercompany settlements. The only difference is that an organization that uses configured hubs can have multiple hub companies.

Example: Configured Hub with Hub Company

The following illustrates how intercompany settlements occur in a configured hub with a hub company. Denver is set up as a configured hub in the Intercompany Hub user defined codes table (09/HB)



In this example, one company (7) accrues a liability incurred by another company (100). The designated hub company in the Denver configured hub is company 50.

The system creates one automatic entry that involves more than two accounts as follows:

Document	Company	Account	Description	Debit	Credit
JE 20	50	50.8150	Expenses	300	
JE 20	100	100.8110	Expenses	200	
JE 20	7	7.4110	Accounts Payable		500

When you post the entry, the system generates the following intercompany entries:

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 20	100	100.1291/00050/A	Intercompany Receivables/Payables		200
AE 20	50	50.1291/00100/A	Intercompany Receivables/Payables	200	
AE 20	7	7.1291/00050/A	Intercompany Receivables/Payables	500	
AE 20	50	50.1291/00007/A	Intercompany Receivables/Payables		500

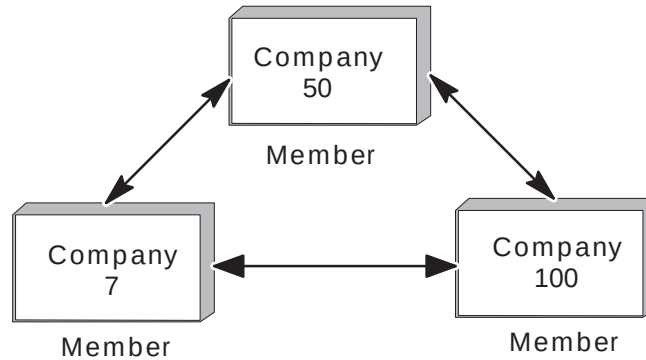
The following T-accounts also illustrate the entries in this example:

Journal Entries	50.8150	7.4110	100.8110
	300	500	200
Automatic Entries	50.1291	7.1291	100.1291
	200 500	500	200
Subledger/Type:	00100/A 00007/A	00050/A	00050/A

The automatic entries are identical to those that the system would create using the detail method. However, with configured hubs, the designated hub remains the same regardless of which company is on the first line of the journal entry.

Example: Configured Hub without Hub Company

The following illustrates how intercompany settlements occur in a configured hub without a hub company.



In this example, one company (7) accrues a liability incurred by another company (100). There is no designated hub company.

The system creates one automatic entry that involves more than two accounts as follows:

Document	Company	Account	Description	Debit	Credit
JE 20	50	50.8150	Expenses	300	
JE 20	100	100.8110	Expenses	200	
JE 20	7	7.4110	Accounts Payable		500

When you post the entry, the system generates the following intercompany entries:

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 20	100	100.1291/00050/A	Intercompany Receivables/Payables		200
AE 20	50	50.1291/00100/A	Intercompany Receivables/Payables	200	
AE 20	7	7.1291/00050/A	Intercompany Receivables/Payables	500	
AE 20	50	50.1291/00007/A	Intercompany Receivables/Payables		500

The following T-accounts also illustrate the entries in this example:

Journal Entries	50.8150	7.4110	100.8110
	300	500	200
Automatic Entries	50.1291	7.1291	100.1291
	200 500	500	200
Subledger/Type:	00100/A 00007/A	00050/A	00050/A

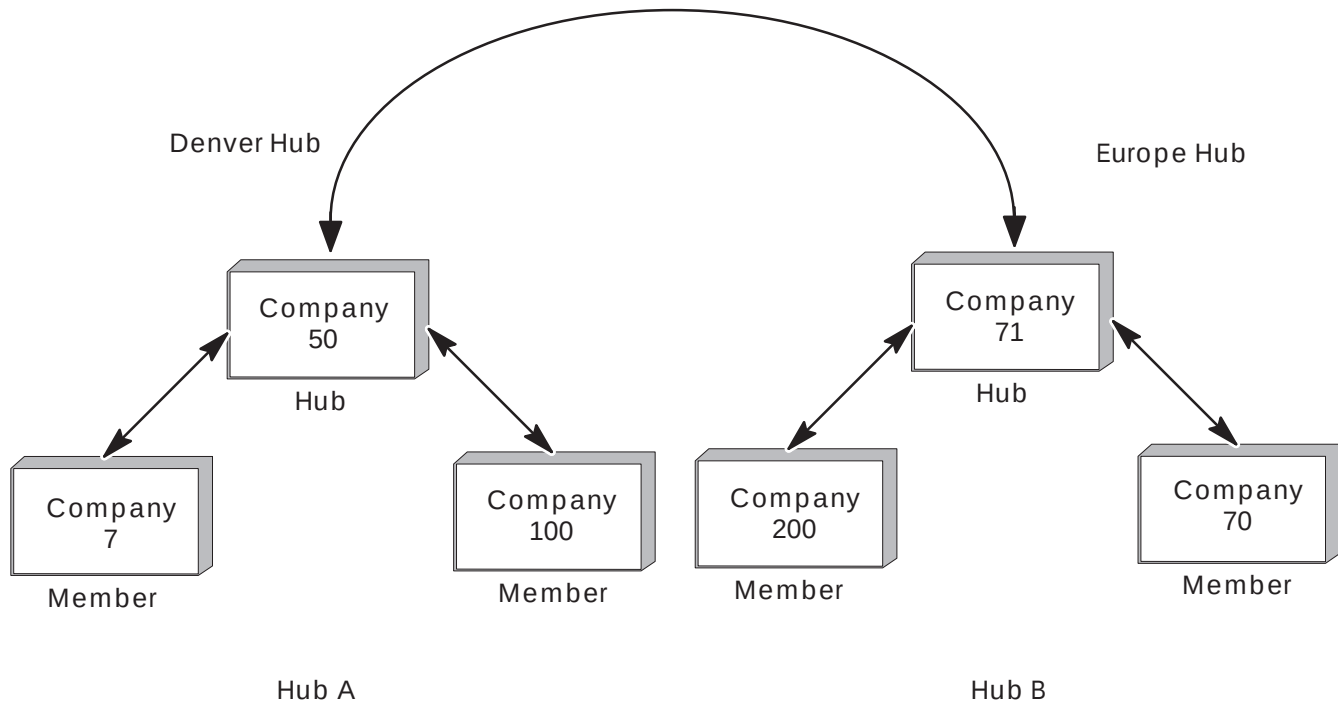
The automatic entries are identical to those that the system would create using configured hubs *without* a designated hub company. However, the company that is on the first line of the journal entry becomes the designated hub for the transaction.

For example, the designated hub would be company 100 for the following journal entry:

Document	Company	Account	Description	Debit	Credit
JE 20	100	100.8110	Expenses	200	
JE 20	50	50.8150	Expenses	300	
JE 20	7	7.4110	Accounts Payable		500

Example: Configured Hubs for Multi-Currency

The following illustrates how multi-currency intercompany settlements can occur in a configured hub environment.



In the following example, you create a journal entry for 1,000.00 USD to transfer funds from an American company (company 50) to a French company (company 71). The exchange rate of 5 FRF equals 1 USD.

You have entered transaction amounts in USD to both companies. It is considered a domestic transaction because the transaction currency is the same as the currency of the company of the account on the first line. This company is also the designated hub for the transaction because it is the first line of the journal entry.

The system creates entries in the AA (actual amounts) ledger as follows:

Journal Entry		
Currency=USD Mode=D		
<u>Account</u>	<u>Amount</u>	<u>Ledger Type</u>
50.1110.BEAR	1000.00–	AA
71.1110.FRANCE	1000.00	AA

In the following chart, the system also creates an entry for the transaction in the CA (foreign currency) ledger. The value for company 71 (the FRF company) is the USD (foreign) value of the transaction. There is a CA value for company 50 only to keep the CA ledger in balance.

Journal Entry		
Currency=USD Mode=F		
<u>Account</u>	<u>Amount</u>	<u>Ledger Type</u>
50.1110.BEAR	1000.00–	CA
71.1110.FRANCE	1000.00	CA

When you post the journal entry, the system creates an adjusting entry to correct the domestic amount of the non-base currency. In the following chart, this entry is 4,000.00 FRF to the AA ledger:

Posting Process			
<u>Account</u>	<u>Amount</u>	<u>Ledger Type</u>	
50.1110.BEAR	1000.00– USD	AA	JE posted to AA ledger
71.1110.FRANCE	1000.00 FRF	AA	JE posted to AA ledger
71.1110.FRANCE	4000.00 FRF	AA	AE to adjust original 1000 USD to 5000 FRF ((1000 × 5)–1000) Line Extension Code = AM
50.1110.BEAR	1000.00– USD	CA	JE posted to CA ledger
71.1110.FRANCE	1000.00 USD	CA	JE posted to CA ledger

- The 4000.00 FRF amount is the net of [(foreign value of the transaction multiplied by exchange rate) – value of the transaction as already posted].
- The total FRF amount is 5,000.00.

- The system does not display this adjusting entry on the Journal Entries form. It adds the original AA entry and the adjusting entry and then displays the total as one amount on Account Ledger Inquiry and on all printed journals and G/L reports.

During the settlement process, the system creates the final entries that complete the intercompany settlement and keep the two companies in balance. For company 50, these are USD amounts. For company 71, they are FRF amounts in the AA ledger:

Intercompany Settlement		
<u>Account/Sub/Type</u>	<u>Amount</u>	<u>Ledger Type</u>
50.1291/00071/A	1000.00	AA
71.1291/00050/A	5000.00–	AA
50.1291/00071/A	1000.00	CA
71.1291/00050/A	1000.00–	CA

The following T-accounts also illustrate the settlement process in this example. You create a journal entry to credit the cash account for company 50 and debit the cash account for company 71. The system records these entries in USD, as entered, in both the AA (actual amounts) and CA (foreign currency) ledgers:

Journal Entry			
50.1110.BEAR		71.1110.FRANCE	
JE CA	1000.00	1000.00	CA JE
JE AA	1000.00	1000.00	AA JE

When you post this journal entry, the system creates an entry in the AA (actual amounts) ledger to convert the USD amount to FRF for company 71. The exchange rate for USD to FRF is 1:5, for a total of 5000.00 FRF.

The system has already debited company 71 the amount of 1000.00 from this account, so it debits an additional 4000.00:

Posting Process			
50.1110.BEAR		71.1110.FRANCE	
JE CA	1000.00	1000.00	CA JE
JE AA	1000.00	1000.00	AA JE
		4000.00	AA AE

During the settlement process, the system creates additional automatic journal entries to transfer the money between the companies:

Intercompany Settlement			
50.1110.BEAR		71.1110.FRANCE	
JE CA	1000.00	1000.00	CA JE
JE AA	1000.00	1000.00	AA JE
		4000.00	AA AE
50.1291/00071/A		71.1291/00100/A	
1000.00	CA AE	AE CA	1000.00
1000.00	AA AE	AE AA	5000.00



If you use these transactions, the intercompany accounts in balance reports will show that the accounts are out of balance because of the different currencies.

How Does the System Enforce Configured Hubs?

The system uses the Inter/Intra Company Account Relationships table to evaluate each transaction between companies. If you have defined a valid intercompany relationship, the system processes the transaction. If not, the system issues an error message and does not process the transaction.

If you create intercompany transactions outside of the functional server, the system validates them during posting. The system will not post an invalid intercompany transaction.

What You Should Know About

Methods of intercompany settlement

In order to use configured hubs, you must set up a detailed method of intercompany settlement (method D or 2) rather than a hub method. You cannot have a hub company already defined for your organization.

Settlements between hubs

The system issues a warning message if you try to perform an intercompany settlement between two hub companies. You can proceed after you acknowledge the message.

See Also

- *Setting Up Intercompany Settlements*

Set Up Configured Hubs

Setting Up Configured Hubs

Before you can use configured hubs to settle intercompany transactions, you must set up the configured hub relationships for your organization. The system uses these relationships to process intercompany settlements.

Setting up configured hubs consists of:

- ☐ Setting up the configured hubs constant
- ☐ Setting up user defined codes for configured hubs
- ☐ Setting up companies for configured hubs
- ☐ Verifying configured hubs

The system maintains configured hub information in the Inter/Intra Company Account Relationships table (F09190).

Before You Begin

- ☐ Verify the method of intercompany settlements is detail method D or 2.

What You Should Know About

AAIs for configured hubs

The system uses the same AAIs for configured hubs that you set up for intercompany settlements. You do not need to set up additional AAIs.

See Also

- *Setting Up Constants*

Setting Up the Configured Hubs Constant



From General Accounting (G09), enter 29

From General Accounting System Setup (G0941), choose General Accounting Constants

You control whether your organization can use configured hubs for intercompany settlements.

► To set up the configured hubs constant

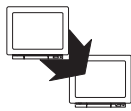
On General Accounting Constants

Change the following field:

- Configured Hub

Field	Explanation
Configured HUB Flag	A code that indicates that the system will use configured hubs when it creates journal entries between companies in an organization. Blank The system will not use configured hubs when it creates intercompany settlements. 1 The system will use the configured hubs that you have defined when it creates intercompany settlements.

Setting Up User Defined Codes for Configured Hubs



From General Accounting (G09), enter UDC

You must set up the name of each configured hub in the Intercompany Hub user defined codes table (09/HB). Each name can be up to 6 characters in length.

Configured hub names are not required to be actual company names in your organization.



To set up user defined codes for configured hubs

On General User Defined Codes

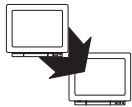
1. Locate the user defined codes table for system code 09, user defined code list HB.

Code	Description
DENVER	Corporate Office - Denver
EMER	European Office
OTHER	Other Companies
SING	Singapore Office

2. Complete the following fields:

- Code
- Description

Setting Up Companies for Configured Hubs



From General Accounting (G09), enter 27

From G/L Advanced & Technical Operations (G0931), choose Intercompany Settlements

From Intercompany Settlements Processing (G09318), choose Configured Hub Company

You can set up one or more configured hubs for intercompany settlements within your organization.

To use configured hubs, you must assign every company to a hub. In each hub, you can designate a hub company, but a hub company is not required. You set up the rest of the companies in the hub as member companies. If there is no hub company, set up all the companies as member companies.

The system maintains configured hub information in the Inter/Intra Company Account Relationships table (F09190).

► **To set up companies for configured hubs**

On Configured Hub Company

The screenshot shows a window titled "[09190] - Configured Hub Company". It has a menu bar with "Functions", "Tools", and "Help". Below the menu is a toolbar with icons for back, forward, and other navigation functions. The main area displays a form with a "HUB" label and a text field containing "DENVER Corporate Office - Denver". Below this is a table with three columns: "Members", "Description", and "HUB Des". The table contains three rows of data:

Members	Description	HUB Des
00050	A Model Construction Mgmt Co	1
00007	A Model Payroll Company	2
00100	Model Finan/Distrib Co (Mktg)	2

At the bottom of the window, there is a status bar that says "F24=More Keys" and a small icon on the right.

1. Complete the following field:
 - Hub
2. For each company in the hub, complete the following fields:
 - Member
 - Hub Designator

Field	Explanation
User Defined HUB	The name of a group, or hub, of companies that can create intercompany settlements only within the group. This name must be set up in user defined code list 09/HB.

Field	Explanation
Members	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. <i>Form-specific information</i> The number of the company that is a member of the hub.
HUB Designator	This flag indicates the status of a company in a user defined hub. 1 This is the hub, or central, company of the user defined hub. 2 This is a member company of the user defined hub.

What You Should Know About

Hub designators

To set up a configured hub with no designated hub company, set the Hub Designator field to 2 to every company in the hub.

See Also

- ☐ *About Configured Hubs* for more information about the requirements for hub groupings

Verifying Configured Hubs



From General Accounting (G09), enter 27

From G/L Advanced & Technical Operations (G0931), choose Intercompany Settlements

From Intercompany Settlements Processing (G09318), choose Configured Hub Integrity

You can run an integrity report to verify that you have assigned every company to a hub. The system compares the hub information in the Inter/Intra Company Account Relationships table to the company information in the Company Constants table (F0010).

The Configured Hub Integrity report shows the following:

- For each configured hub, the companies that are assigned to the hub and whether each company is a member company or a hub company
- Companies that are assigned to configured hubs but do not exist in the Company Constants table
- Companies that are not assigned to any configured hub

Sample Configured Hub Integrity Report (R091901)

Create Intercompany Invoices and Vouchers

Creating Intercompany Invoices and Vouchers



From General Accounting (G09), type 27

From G/L Advanced & Technical Operations (G0931), choose Intercompany Settlements

From Intercompany Settlements (G09318), choose Invoice/Voucher Creation

When you post journal entries that contain transactions across companies, the system creates balancing entries for intercompany settlements in the general ledger. Some companies resolve these intercompany settlements by creating invoices and vouchers for the different companies. Some reasons you might do this are:

- To provide a greater level of detail for intercompany settlements
- To allow tracking and approval within each company
- To track multi-currency gains and losses on intercompany settlements
- To meet statutory requirements in certain countries

Invoice/Voucher Creation is a batch program that creates invoices and vouchers for intercompany settlements. You can run the program in proof or final mode.

The Invoice/Voucher Creation program does the following:

1. Selects intercompany settlement records in the Account Ledger table. It selects records for the company that originated the transaction that have not been processed using the value in the Intercompany Invoice and Voucher Status field.
2. Uses the intercompany settlement records to create invoices.

Invoices have a document type of RI and a batch type of I (invoices). You can use a processing option to change the document type.

The invoice number is assigned by Next Numbers. The program derives the G/L distribution account for the invoice from the account number for the intercompany record. This offsets the original amount in the intercompany account.

3. Uses the invoice information to create vouchers.

Vouchers have a document type of PV and batch type of V (vouchers). You can use a processing option to change the document type.

The voucher number is assigned by Next Numbers. The program derives the G/L distribution account for the voucher from the AAIs, based on the intercompany settlement method you are using. This offsets the original amount in the intercompany account.

4. If the voucher is multi-currency, the system uses the exchange rate at the time the voucher was created. If the exchange rate has changed since the voucher was created, the program creates realized gain or loss records for the vouchering company.

Gain and loss records have document type of JE (journal entry) and a batch type of G (journal entries).

5. Marks the Reference 2 field on the original intercompany record, the reversal record, and any gain or loss record with a unique value for reconciling purposes.
6. Changes the Intercompany Invoice and Voucher Status field to indicate that the transaction has been processed.

The Invoice/Voucher Creation program writes information to the following tables:

- Account Ledger
- A/R Ledger (F0311)
- A/P Ledger (F0411)

The system prints a report with information about errors and warnings. You can use a processing option to choose between detail and summary versions of this report. If you print a detailed report, J.D. Edwards recommends that you do so after hours.

Before You Begin

- ☐ Before you run this program for the first time, run the Hub Company Conversion program (P0911QD). This program populates the Hub Company field in the Account Ledger table.
- ☐ Verify that you have set up intercompany settlements to use one of the detail methods (D or 2) or the configured hub method. See *Setting Up Intercompany Settlements* and *About the Configured Hubs*.

{Capture report}

Example: Multi-Currency

In this example, Company 1 uses U.S. dollars. On day 1, Company 1 purchases an airline ticket for Company 2, which uses French francs. The cost is 100 USD.

Journal Entry Company 1 – USD				
	Cash		Intercompany	
USD	100	100		AA PV1
USD	100	100		CA PV1

Company 2 uses French francs. The exchange rate on the date of purchase is 5:1, so Company 2 owes Company 1 the amount of 100 USD or 500 FRF.

Journal Entry Company 2 – FRF				
	Intercompany		Expense	
FRF	500	500		AA PV1
USD	100	100		CA PV1

On day 2, Company 1 purchases an additional airline ticket for Company 2. The cost is the same, 100 USD.

Journal Entry Company 1 - USD			
	Cash	Intercompany	
USD	100	100	AA PV1
USD	100	100	CA PV1
USD	100	100	AA PV2
USD	100	100	CA PV2

However, the exchange rate has changed to 6:1. Company 2 owes Company 1 the amount of 100 USD or 600 FRF.

Journal Entry Company 2 - FRF			
	Intercompany	Expense	
FRF	500	500	AA PV1
USD	100	100	CA PV1
FRF	600	600	AA PV2
USD	100	100	CA PV2

On day 3, you create invoices and vouchers for intercompany settlements. The system creates an invoice for Company 1 that transfers the balance of 200 USD from intercompany settlements to an account for intercompany settlements receivable.

Journal Entry Company 1 - USD			
	Intercompany Receivable	Intercompany	
USD	100	100	AA PV1
USD	100	100	CA PV1
USD	100	100	AA PV2
USD	100	100	CA PV2
USD	200	200	AA PV3

The exchange rate has changed to 7:1. At the same time, the system creates a voucher for Company 2 that transfers the balances of 200 USD and 1,400 FRF from intercompany settlements to an account for intercompany settlements payable.

Journal Entry Company 2 – FRF					
	Intercompany		Intercompany Payable		
FRF		500			AA PV1
USD		100			CA PV1
FRF		600			AA PV2
USD		100			CA PV2
FRF	1,400		1,400		AA PV3
USD	200		200		CA PV3

Because of the change in exchange rate, Company 2 incurred a net loss. The system creates an entry for the loss. This entry brings the Intercompany account into balance.

Journal Entry Company 2 – FRF					
	Intercompany		Gain/Loss		
FRF		500			AA PV1
USD		100			CA PV1
FRF		600			AA PV2
USD		100			CA PV2
FRF	1,400				AA PV3
USD	200				CA PV3
FRF		300	300		AA

What You Should Know About

Reconciling

You can use Automatic Debit/Credit Reconciliation to assure that the system correctly cleared your intercompany accounts. This program uses the value in the Reference 2 field to identify related records.

Gain and loss

The vouchering company assumes the gain or loss on multi-currency intercompany settlements.

Processing Options for Invoice/Voucher Creation

JOURNAL ENTRY PROCESSING:

1. Enter the Mode the calculations and update will be processed in: _____
0 = Proof mode with report
1 = Final mode with report (Default)

INVOICE/VOUCHER PROCESSING

2. Enter "As Of" date for processing the current exchange rate. Default of blank will process rate using the current system date. _____
 3. Enter the G/L date. Default of blank will use current system date. _____
 4. Enter the Alternate Payee to be used for voucher creation. Default of blank will use the address number from the subledger. _____
 5. Enter the document type for invoices. Default is RI. _____
Enter the Document type for vouchers. Default is PV. _____
 6. Enter the desired payment term to be used for an invoice. _____
Default of blanks will retrieve default from Customer Master.

Enter the desired payment term to be used for a voucher. _____
Default of blanks will retrieve default from Supplier Master.
 7. Enter a '1' to disallow the creation of vouchers. Default of blank will produce vouchers. _____
 8. Enter a '1' to enable tax processing for invoices and vouchers. _____
 9. Enter the G/L offset to use for creating Invoices. _____
Enter the G/L offset to use for creating Vouchers. _____
Defaults will be derived from the Account Ledger.
- AUTOMATIC POSTING:
10. Enter the version of the post program if you wish to automatically post.
A/R Dream Writer Version _____
A/P Dream Writer Version _____
G/L Dream Writer Version _____
Note: All versions must be filled in inorder to automatically post.

DREAM WRITER VERSION:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

- 11. A/P Voucher Processing (XT0411Z1)
- 12. A/R Invoice Processing (XT0311Z1)
- 13. G/A Journal Processing (XT0911Z1)

What You Should Know About Processing Options

Creation of vouchers (7) Use this processing option to turn off the creation of vouchers. You might do this when you want to transmit intercompany records across environments. The Cross-Environment Extraction program selects only records in the Account Ledger table. The originating environment does not need to have a voucher. The target environment must create the voucher manually.

See About Intercompany Settlements across Environments.

Understand Settlements across Environments

About Intercompany Settlements across Environments

Companies in one computing environment sometimes need to create, transmit, and reconcile intercompany transactions for companies in other computing environments. These environments might reside in the same computer system or they might reside in separate computer systems. The computer systems might be in the same location or across the world from each other.

For example, Company 1 needs to charge Company 2 for travel performed on behalf of Company 2.

Company	Account Description	Debit	Credit
2	Expenses	750*	
1	Accounts Payable		750
1	Duefrom 00002 A	750	
2	Due to 00001 A		750*

* Transactions that originate in the Company 1 environment but belong to the Company 2 environment

The General Accounting system cannot make the intercompany settlement directly between Company 1 and Company 2, because they reside in different computing environments.

Intercompany settlements across environments require some special setup and processing steps, consisting of:

- ☐ Setting up cross-environment intercompany settlements
- ☐ Sending intercompany settlements to other environments
- ☐ Receiving intercompany settlements from other environments
- ☐ Reconciling cross-environment intercompany settlements

To create and process intercompany settlements across environments, you must turn on the multiple currency feature for each environment.

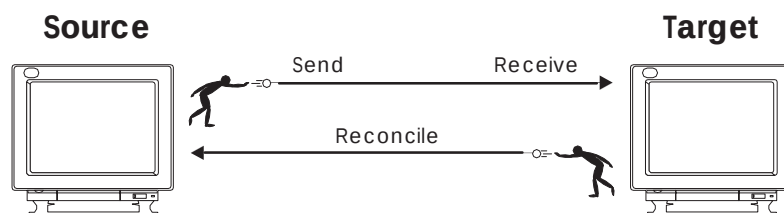
In addition, you must use one of the detail methods of intercompany settlements. You cannot use the hub method of intercompany settlements when

you need to create and process intercompany settlements that cross environments.

Two types of environments are involved in these intercompany settlements, as follows:

- Source environment, where the intercompany settlements originate. A source environment might consist of one or more *source* companies.
- Target environment, which receives the journal entries for intercompany settlements. A target environment might consist of one or more *target* companies.

The following illustrates the two environments:



See Also

- *About Intercompany Settlements* for information about the methods of intercompany settlements and examples of journal entries for intercompany settlements

What Are the Source Company Requirements?

To create data for target environments, the source company must:

- Identify and maintain in the source computing environment a portion of the chart of accounts for each target company
- Set up identifiers such as company number and business units

When the source company completes this setup, the General Accounting system will create journal entries for target environments as a part of normal processing. Periodically, the source company does the following:

- Copies the settlement entries into a Journal Entry Transaction - Batch Input table (F0911Z1)
- Sends the F0911Z1 table to the target company
- Receives an Intercompany Reconciliation table from the target company
- Reconciles the source data to the target data

What Are the Target Company Requirements?

The target company must:

- Run the Initial Receiving program to accept the data sent by the source company
- Run the Batch Journal Entry Processing program
- Post the journal entries
- Periodically send the Intercompany Reconciliation table to the source company

To protect data integrity, the target company should *not* change intercompany settlements that were received from another environment. Changes by the target company would result in mismatches during reconciliation. If a change is required, the source company should make the change as a new intercompany settlement.

What Happens with Duplicate Numbers?

The risk exists that company or business unit numbers might be the same in more than one environment. The source environment must distinguish between companies or business units with the same number so that intercompany settlements reference the correct company or business unit.

You cannot set up two companies or business units with the same numbers in one environment. You can, however, use an alias for duplicate numbers.

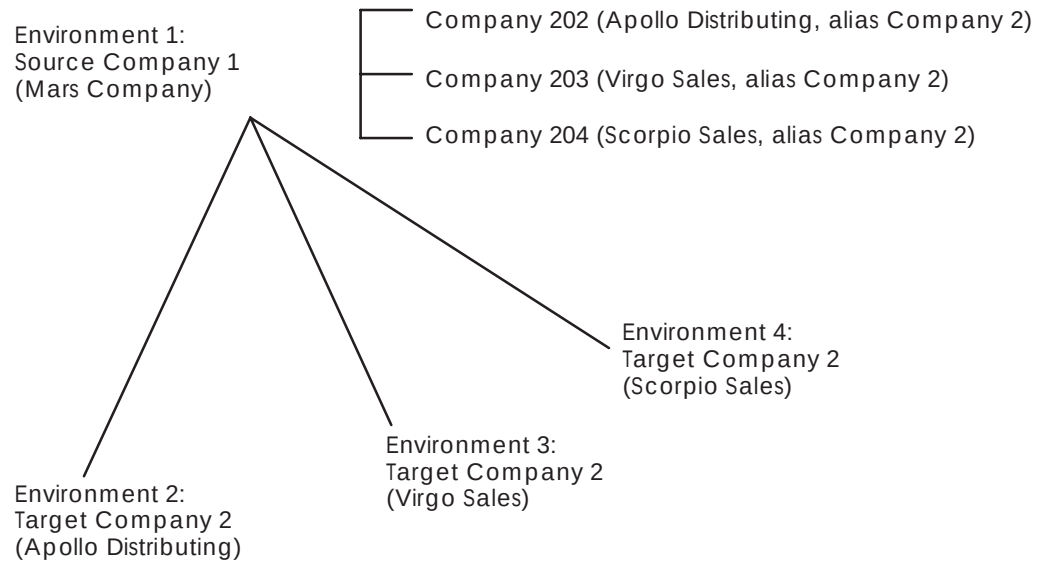
For example, a source company in Environment 1 (Company 1) sends intercompany settlements to target companies in Environments 2, 3, and 4. Each target environment has a Company 2 defined in J.D. Edwards applications.

In the source environment, you can identify only one Company 2 in the Company Constants table (F0010) and in the address book. Therefore, Company 1 might set up the following in the source environment:

- Company 202 for Environment 2
- Company 203 for Environment 3
- Company 204 for Environment 4

In setting up Companies 202, 203, and 204, Company 1 also enters identifiers for the target information that will be used when the source environment sends them to the target environments.

The following illustrates how a source environment might set up identifiers for companies in target environments:



How Are Intercompany Settlements across Environments Reconciled?

As you process intercompany settlements in the source and target environments, the source and target systems keep track of processing by updating a Cross-Environment Status field. The source system uses this field to reconcile target system processing to source data records.

Set Up Cross-Environment Settlements

Setting Up Cross-Environment Intercompany Settlements

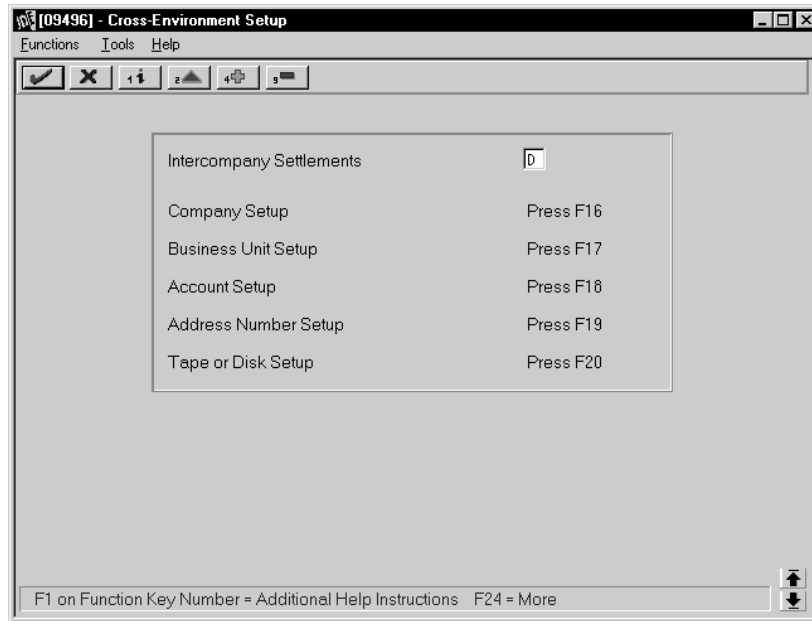
Before you can use intercompany settlements across environments, you must set up information that the system needs during processing. The source company must perform all the setup tasks. The target company (the company receiving the intercompany settlements) must set up only the appropriate tape parameters.

The system provides a central location for this setup, which consists of:

- ☐ Setting up the intercompany settlements constant
- ☐ Setting up target companies
- ☐ Setting up target business units
- ☐ Setting up target accounts
- ☐ Setting up address book numbers for target companies
- ☐ Setting up tape parameters for transmittal

Before You Begin

- ☐ Collect the following information about the companies that are involved in the intercompany settlements across environments:
 - The name that the source company will use to refer to the target company
 - Target company accounts that the source company needs for settlement entries
 - Target company business units that the source company needs for settlement entries
- ☐ If the source and target companies are using different currencies, verify that the multiple currency feature in the General Accounting constants for the source and target companies is activated
- ☐ Verify that subledgers and subledger types are the same in both the source and target companies for the accounts used for intercompany transactions, such as inventory, bank, and expense accounts.

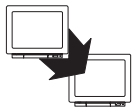


What You Should Know About

Field-level help

You can access field-level help on each line of Cross-Environment Setup, including the directions to press function keys. For example, you can press F1 in the function key area for company setup to access help about this setup.

Setting Up the Intercompany Settlements Constant



From G/L Advanced & Technical Operations (G0931), choose Intercompany Settlements

From Intercompany Settlements Processing (G09318), choose Cross-Environment Settlements

From Cross-Environment Processing (G09320), choose Cross-Environment Setup

To use intercompany settlements across environments, you can set up or review the required constant on Cross-Environment Setup. You can also set up or review this information on General Accounting Constants.

You must choose one of the detail methods for intercompany settlements. The source and target environments must use the same detail method.

► To set up the intercompany settlements constant

On Cross-Environment Setup

1. Change the following field to either code D or 2, if necessary:
 - Intercompany Settlements
2. Do one of the following:
 - In WorldSoftware, press Enter.
 - In WorldVision, click Add.

Field	Explanation																				
Intercompany Settlements	A code that controls the automatic creation of journal entries between companies within an organization. For World, valid codes are: <table> <tr> <td>Y</td><td>Yes, create intercompany settlements in the post program using a hub company</td></tr> <tr> <td>1</td><td>Flex compatible, create intercompany settlements in the post program using a hub company</td></tr> <tr> <td>D</td><td>Yes, create intercompany settlements without a hub company</td></tr> <tr> <td>2</td><td>Flex compatible, create intercompany settlements without a hub company</td></tr> <tr> <td>N</td><td>No, do not create intercompany settlements (the system does not post the batch if it contains intercompany settlements)</td></tr> <tr> <td>*</td><td>No, do not create intercompany settlements (the system posts the batch even if it contains intercompany settlements)</td></tr> </table> For OneWorld, valid codes are: <table> <tr> <td>1</td><td>Create intercompany settlements in the post program using a hub company</td></tr> <tr> <td>2</td><td>Create intercompany settlements without a hub company</td></tr> <tr> <td>N</td><td>No, do not create intercompany settlements (the system does not post the batch if it contains intercompany settlements)</td></tr> <tr> <td>*</td><td>No, do not create intercompany settlements (the system posts the batch even if it contains intercompany settlements)</td></tr> </table>	Y	Yes, create intercompany settlements in the post program using a hub company	1	Flex compatible, create intercompany settlements in the post program using a hub company	D	Yes, create intercompany settlements without a hub company	2	Flex compatible, create intercompany settlements without a hub company	N	No, do not create intercompany settlements (the system does not post the batch if it contains intercompany settlements)	*	No, do not create intercompany settlements (the system posts the batch even if it contains intercompany settlements)	1	Create intercompany settlements in the post program using a hub company	2	Create intercompany settlements without a hub company	N	No, do not create intercompany settlements (the system does not post the batch if it contains intercompany settlements)	*	No, do not create intercompany settlements (the system posts the batch even if it contains intercompany settlements)
Y	Yes, create intercompany settlements in the post program using a hub company																				
1	Flex compatible, create intercompany settlements in the post program using a hub company																				
D	Yes, create intercompany settlements without a hub company																				
2	Flex compatible, create intercompany settlements without a hub company																				
N	No, do not create intercompany settlements (the system does not post the batch if it contains intercompany settlements)																				
*	No, do not create intercompany settlements (the system posts the batch even if it contains intercompany settlements)																				
1	Create intercompany settlements in the post program using a hub company																				
2	Create intercompany settlements without a hub company																				
N	No, do not create intercompany settlements (the system does not post the batch if it contains intercompany settlements)																				
*	No, do not create intercompany settlements (the system posts the batch even if it contains intercompany settlements)																				

Setting Up Target Companies



From G/L Advanced & Technical Operations (G0931), choose Intercompany Settlements

From Intercompany Settlements Processing (G09318), choose Cross-Environment Settlements

From Cross-Environment Processing (G09320), choose Cross-Environment Setup

The source company must set up the target companies that the source company will use for intercompany settlements across environments.

You might have a company that is already set up with the same number as a target company. Because you cannot have duplicate company numbers, setup includes two fields to ensure that the source company will send information to the correct company.

For example, the source company sets up Company 2. Later, the source company needs to set up a target Company 2. The source company must use a different identifier for the target company. However, the source company can set up 2 as the target company's "alias."



To set up target companies

On Cross-Environment Setup

1. Choose Company Setup.

[00105] - Company Numbers and Names

Functions Options Tools Help

Skip To Company

Currency Setup

O	Co	Name	D	No	Begin	Cur	Cur	Curr	Comp	Detl
P			P	Pd	Year	Per	Cod	ency	Id	Rstm
00000		J.D. Edwards & Company	R	12	01/01/98	6	USD			Z
00001	A	Model Financial Co (Trng)	R	12	01/01/98	12	USD			
00007	A	Model Payroll Company	R	12	01/01/98	4	USD			
00050	A	Model Construction Mgmt Co	R	12	01/01/98	6	USD			
00060	A	Model Financial Reporting Co	R	12	01/01/98	3	USD			
00070		Model Multi-National Corporate	R	12	01/01/98	6	BEF		W	
00071		Model Multi-National France	R	12	01/01/98	6	FRF		W	
00072		Model Multi-National Germany	R	12	01/01/98	6	DEM		W	
00073		Model Multi-National UK	R	12	01/01/98	6	GBP		W	
00074		Model Multi-National Italy	R	12	01/01/98	6	ITL		W	
00075		Model Multi-National Colombia	R	12	01/01/98	6	COP			Z
00076		Model Multi-National Singapore	R	12	01/01/98	6	SGD		W	
00077	A	Model Canadian Payroll Co	R	12	01/01/98	4	CAD			
00078		Model Multi-National Egypt	R	12	01/01/98	6	EGP		W	
00100		Model Finan/Distrib Co (Mktg)	R	12	01/01/98	6	USD			
00150		DIA Property Management Co	R	12	01/01/98	1	USD			
00151		Gateway Partnerships/Assets	R	12	01/01/98	6	USD			
00152		Parcel Express: Payable Tenant	F	12	07/01/98	1	USD			

Opt 1=Date Pattern F4=A/R-A/P F5=Global Close F21=Print F24=More Keys

2. On Company Numbers and Names, define each target company by completing the following fields:
 - Company
 - Name
3. Access the detail area.

O/P	Co	Name	D/P	No/Pd	Begin Year	Cur Per	Cur Cod	Curr ency	Comp Id	Detl Rstm
	00000	J.D. Edwards & Company	R	12	01/01/98	6	USD			Z
		Accounts Receivable			01/01/98	6				
		Accounts Payable			01/01/98	6		Voucher	Suspense	
		Company Address Number								
		Target System ID								
		Target I/C Method								
	00001	A Model Financial Co (Trng)	R	12	01/01/98	12	USD			
		Accounts Receivable			01/01/98	12				
		Accounts Payable			01/01/98	12		Voucher	Suspense	
		Company Address Number								
		Target System ID								
		Target I/C Method								
	00007	A Model Payroll Company	R	12	01/01/98	4	USD			
		Accounts Receivable			01/01/98	4				
		Accounts Payable			01/01/98	4		Voucher	Suspense	
		Company Address Number								
		Target System ID								
		Target I/C Method								
		Source System Alias								

Opt: 1=Date Pattern F4=A/R-A/P F5=Global Close F21=Print F24=More Keys

4. Complete the following fields for each target company:
 - Target System ID
 - Target Company
 - Target Intercompany Method
 - Source System Alias
5. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Target System Identifier	The identifier used by the source system to identify the target system in cross-environment intercompany settlements. This identifier is set up in user defined codes 00/IC.
Target Company	The number used by the source system to identify a target company in cross-environment intercompany settlements. The Cross-Environment Extraction program maps the target company to a company field.

Field	Explanation
Target Intercompany Method	A code used by the source system to identify the target system's method of intercompany settlement in cross-environment intercompany settlements. D Detailed, create intercompany settlements without a hub company 2 Flex compatible, create intercompany settlements without a hub company
Source System Alias	An identifier used by the target system to identify the source system in cross-environment intercompany settlements. The Cross-Environment Extraction program maps the source system alias to the subledger of the intercompany settlements record.

Setting Up Target Business Units



From G/L Advanced & Technical Operations (G0931), choose Intercompany Settlements

From Intercompany Settlements Processing (G09318), choose Cross-Environment Settlements

From Cross-Environment Processing (G09320), choose Cross-Environment Setup

The source company must set up the target business units to use for intercompany settlements across environments.

You might have a business unit that is already set up with a number that matches a business unit in a target company. Because you cannot have duplicate business units, setup includes two fields to ensure that the source company will send information to the correct business unit.

For example, the source company sets up Business Unit 2. Later, the source company needs to set up a Business Unit 2 for a target company. The source company must use a different identifier (for example, 2002) for the target business unit. However, the source company can set up 2 for use as the target business unit's "alias."

► To set up target business units

On Cross-Environment Setup

1. Choose Business Unit Setup.

The screenshot shows the '0006A - Business Unit Information' window. At the top, there are menu options: Functions, Tools, and Help. Below the menu is a toolbar with icons for back, forward, and other navigation functions. The main area contains a form with the following fields:

- Company: 00100 Model Finan/Distrib Co (Mktg)
- Level of Detail: 9
- Skip To Division: (empty)
- or Skip To Bus. Unit: (empty)

Below the form is a table with the following columns: Business Unit, Description, L, Comp, Div, Reg, Gro, Brn, Dpt, Rsp, Lin. The table contains the following data:

Business Unit	Description	L	Comp	Div	Reg	Gro	Brn	Dpt	Rsp	Lin
99	Board of Directors	1	00100							
100	Balance Sheet	1	00100							
DC-PKG	DC Packaging	9	00100							
27-PKG	Packaging - 27	9	00100							
DC-ASSY	DC Final Assembly	9	00100							
27-ASSY	Final Assembly - 27	9	00100							
419	Administration	1	00100		D			ADM		
110	Headquarters	2	00100	EXE						
140	Finance Department	3	00100	EXE	D					
90	Administrative Department	4	00100	EXE	D					
141	Human Resources Department	4	00100	EXE	D					
142	Information Systems	4	00100	EXE	D					
143	Payroll Department	4	00100	EXE	D					
451	Accounting Department	4	00100	EXE	D					

At the bottom of the window, there is a status bar with the text: F4=Details F5=Single Bus. Unit F6=User Defined Codes F21=Print F24=More.

2. On Business Unit Information, follow the steps to set up a business unit for each target business unit.
3. Access the detail area.

The screenshot shows the '0006A - Business Unit Information' window, displaying the detail area for business unit 99. The form fields at the top are the same as in the previous screenshot. The table below shows the details for business unit 99:

Business Unit	Description	L	Comp	Div	Reg	Gro	Brn	Dpt	Rsp	Lin
99	Board of Directors	1	00100							
			08		09		10		11	
			12		13		14		15	
			17		18		19		20	
Type Business Unit		16								
Subledger Inactive		21		22			23			
Model/Consolidated		24		25			26			
		27		28			29			
		30		Target BU						

At the bottom of the window, there is a status bar with the text: F4=Details F5=Single Bus. Unit F6=User Defined Codes F21=Print F24=More.

4. In the detail area, review the following field for each target business unit:
 - Model/Consolidated
5. Complete the following field for each target business unit:
 - Target Business Unit
6. Do one of the following:
 - In WorldSoftware, press Enter.
 - In WorldVision, click Add.

Field	Explanation
Model Accounts and Consolidation Flag	A flag that indicates either a model/consolidated account or a model/consolidated business unit. Possible values are: blank Non-model business unit or account. M Model business unit or account. C Consolidated business unit or account. This is a program-generated (P10862) value and is not user-accessible. 1 Target business unit or account. Used in source company records for intercompany settlements across environments.
Target Business Unit	The identifier for a target business unit in cross-environment intercompany settlements. This value is needed when the source system has already used the business unit number that the target system uses for the target business unit. The Cross-Environment Extraction program maps the target business unit to the target company's business unit field.

See Also

- *Working with Business Units (P0006A)*

Setting Up Target Accounts



From G/L Advanced & Technical Operations (G0931), choose Intercompany Settlements

From Intercompany Settlements Processing (G09318), choose Cross-Environment Settlements

From Cross-Environment Processing (G09320), choose Cross-Environment Setup

In the chart of accounts for the source company, you must set up a portion of the chart of accounts for each target company requiring intercompany settlements across environments.

In addition, if the source company and the target company have defined the length for the object segment of their accounts differently, you must map the source company accounts to the object account and subsidiary that the target company uses.

When you add an account for a business unit that you have identified as a target business unit, the system updates the Model/Consolidated field to indicate that the account is associated with the target company.

Identifying and maintaining this information allows the source company to create journal entries for target companies during normal processing. The source company does not need to do any special processing until after posting the journal entries.

► To set up target accounts

On Cross-Environment Setup

1. Choose Account Setup.

Acct	Sub	Description	L	Account No	P	Budg	Patt
5000		Revenues	4		N		
5005		Sales - Product A	5		N		
5010		Store Sales	6				
5015		Wholesale Sales	6				
5020		Direct Ship Sales	6				
5030		Contract Sales	6				
5050		Interplant Sales	6				
5060		Less Returns & Allowances	6				
5080		Freight Out	6				
5090		Service Sales	6				
5100		Sales - Product B	5		N		
5110		Store Sales	6				
5115		Wholesale Sales	6				
5120		Direct Ship Sales	6				
5130		Contract Sales	6				

F5=Account Master List F6=Chart of Accounts F13=Account Revs F24=More

2. On Accounts by Business Unit, follow the steps to add an account for each target account.

3. If the source company and the target company have defined different lengths for the object segment, access Account Master Revisions and do the following:
 - On Account Master Revisions, complete the following fields:
 - Cross-Environment Intercompany Object
 - Cross-Environment Intercompany Subsidiary
 - To return to Accounts by Business Unit, do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

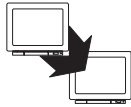
4. On Accounts by Business Unit, do one of the following:
 - In WorldSoftware, press Enter.
 - In WorldVision, click Add.

Field	Explanation
Cross Environment I/C Obj/Sub	The object account that the system uses for mapping in cross-environment intercompany settlements when the target object is different from the source object.
Cross Environment I/C Obj/Sub	The subsidiary account that the system uses for mapping in cross-environment intercompany settlements when the target subsidiary is different from the source subsidiary.

See Also

- *Creating a Model Chart of Accounts (P0901)* for information on adding accounts to a chart of accounts

Setting Up Address Book Numbers for Target Companies



From G/L Advanced & Technical Operations (G0931), choose Intercompany Settlements

From Intercompany Settlements Processing (G09318), choose Cross-Environment Settlements

From Cross-Environment Processing (G09320), choose Cross-Environment Setup

In the address book for the source environment, you must set up an address book number for each target company that you set up.



To set up an address book number for a target company

On Cross-Environment Setup

1. Choose Address Number Setup.

2. On Address Book Information, follow the steps to set up an address book number for each target company in the address book of the source company.

3. Do one of the following:
 - In WorldSoftware, press Enter.
 - In WorldVision, click Add.

See Also

- *Working with Basic Address Book Information (P01051)* in the *Address Book Guide*

Setting Up Tape Parameters for Transmittal



From G/L Advanced & Technical Operations (G0931), choose Intercompany Settlements

From Intercompany Settlements Processing (G09318), choose Cross-Environment Settlements

From Cross-Environment Processing (G09320), choose Cross-Environment Setup

To send intercompany settlements to target companies across environments, the source company must create a tape that the target company can receive. The source company must set up the appropriate parameters for the tape before starting tape creation.

To send a table that the source company can use in reconciling intercompany settlements across environments, the target company must create a tape that the source company can receive. The target company must set up the appropriate parameters for the tape before starting tape creation.

► To set up tape parameters for transmittal

On Cross-Environment Setup

1. Choose Tape Setup.

The screenshot shows a software window titled "[094911] - Intercompany Tape Parameters". It features a menu bar with "Functions", "Tools", and "Help". Below the menu is a toolbar with icons for OK, Cancel, Up, Down, Add, and Remove. The main area contains a list of input fields: "Target System ID", "Device Name", "Tape Density", "New Volume", "New Owner ID", and "Label Name". At the bottom, there is a status bar with "F24 = More" and a scroll bar.

2. On Intercompany Tape Parameters, complete the following fields for each target company:
 - Target System ID
 - Device Name
 - Tape Density
 - New Volume
 - New Owner ID
 - Label Name
3. Do one of the following:
 - In WorldSoftware, press Enter.
 - In WorldVision, click Add.

Field	Explanation
Device Name	The name of the device.
Tape Density	The density of the tape to be created, for example, 1600, 6250, and so on.

Field	Explanation
New Volume	The new volume name to be used when copying data to tape.
New Owner ID	The new owner ID to be used when copying data to tape.
Label Name	The label name to be used when copying data to tape.

What You Should Know About

Identifying the target system for transmittal

The Target System ID field must have the same value that you entered in the Target System ID field on Company Numbers and Names when you set up the target company.

Send Intercompany Settlements

Sending Intercompany Settlements to Other Environments

After you complete the required setup for the source company, you can create journal entries for intercompany settlements across environments. No special processing is required until after you post the entries.

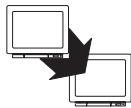
After you create and post intercompany settlements for other environments, you are ready to send them to the target environments. This process consists of:

- ☐ Creating a table of cross-environment data
- ☐ Reviewing the cross-environment data online
- ☐ Copying the cross-environment data to tape

Before You Begin

- ☐ Set up tape parameters for target companies. See *Setting Up Cross-Environment Settlements*.
- ☐ Post all batches of journal entries containing intercompany settlements for target companies.

Creating a Table of Cross-Environment Data



From G/L Advanced & Technical Operations (G0931), choose Intercompany Settlements

From Intercompany Settlements Processing (G09318), choose Cross-Environment Settlements

From Cross-Environment Processing (G09320), choose Cross-Environment Extraction

To send intercompany settlements to other environments, you must first create a data table that contains the intercompany settlement transactions for the target company. You create this data table by running the Cross-Environment Extraction program.

Cross-Environment Extraction is a batch program. Using processing options, you can:

- Specify a range of dates for the extraction
- Save audit trail information
- Run the program in either proof or final mode. Both modes produce a report.

The extraction program does the following:

- Selects target company accounts by using a logical join table (F1011) over the Business Unit Master (F0006) and Account Master (F0901) tables
- Reviews posted transactions in the Account Ledger table (F0911) for each selected account
- Creates a corresponding transaction in the Journal Entry Transactions - Batch Input table (F0911Z1) for each transaction that was not previously processed by the program

The extraction program updates the fields in both the Account Ledger and Journal Entry Transactions - Batch Input tables to contain the values indicated:

Cross-Environment Status field (ALTT)	Contains code 1 to indicate that the transaction has been processed through extraction.
Explanation 2 field (EXR)	Contains the key to the Account Ledger table (document, document type, company, G/L date, journal entry line number, and ledger type), if you set the corresponding processing option. If you use this field for this purpose, you cannot also use it for other information.
Reference 1 field (R1)	Contains a unique reconciliation value for each transaction. The values are defined in Next Numbers (System 09, I/C Extraction) after the value for the R3 field is determined.
Reference 2 field (R2)	Contains the source system ID from the Company Constants table (F0010) of the source environment. This is defined in the Source System Alias field on Company Numbers and Names.
Reference 3 field (R3)	Contains the batch ID for the extraction. This ID is the same for every transaction in the batch and is defined in Next Numbers (System 09, I/C Extraction).

In addition, the extraction program updates fields in only the Journal Entry Transactions - Batch Input table to contain the values indicated:

Subledger	Contains either a blank or a concatenation of the source system ID and the source company number. The source system ID is defined in the Source System Alias field on Company Numbers and Names.
Subledger Type	Contains either a blank or an X. The system updates the field with X if the subledger type was A, so that the target environment will not try to validate the Subledger field.
Business Unit	Contains the target name, if defined in the Target Business Unit field on Business Units by Company.
Key Company, G/L Company	Contains the target name, if defined in the Target Company field on Company Numbers and Names.
Document Type	Always contains JE.
Batch Number, G/L Posted Code, Account ID, Document Number	Contains blank for batch processing in the target environment.
Batch Type	Always contains G.

Sample Company Account Extraction report

Processing Options for Cross-Environment Intercompany Extraction

MODE OF EXTRACTION

1. Enter the Extraction Mode: _____
 0 = Proof Mode with Report (Default)
 1 = Final Mode with Report

EXTRACTION DETAIL DATES:

2. Enter the 'Beginning' date to Start the Extraction Process. If left blank all records will be processed. _____
3. Enter the 'Ending' date through which to perform the Extraction Process. If left blank all records will be processed. _____

AUDIT INFORMATION

4. Enter '1' to place key General Ledger fields (F0911) in Explanation 2 of original target General Ledger records and General Ledger Input (F0911Z1). _____

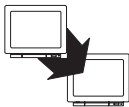
NOTE: Values in Explanation 2 will be overlaid with the key fields if '1' is placed in option 4.

SUBLEDGER PROCESSING

5. Enter a '1' to clear the subledger of records written to the General Ledger Input file (F0911Z1). Blank will not clear subledger entries. _____

NOTE: Valid subledgers should be coordinated between the source system and the target system. Subledgers will be validated on the target system.

Reviewing the Cross-Environment Data Online



From G/L Advanced & Technical Operations (G0931), choose Intercompany Settlements

From Intercompany Settlements Processing (G09318), choose Cross-Environment Settlements

From Cross-Environment Processing (G09320), choose Cross-Environment Review

To protect the integrity of intercompany settlements across environments, all changes to the journal entries must occur in the source environment. Therefore, someone in the source environment should ensure that the data is correct before sending it.

After you run the extraction program, review the extracted data online for each target company. If you find errors, you can delete the information in the target data table, correct the journal entries, and rerun the extraction. When you delete the data, the system does the following:

- Deletes all data in the Journal Entry Transactions - Batch Input table for the selected target company. You cannot selectively delete data within a company.
- Changes the Cross-Environment Status field to blank in the Account Ledger table for records that correspond to the records that were deleted from the Journal Entry Transactions - Batch Input table.

► To review the cross-environment data online

On Cross-Environment Review

ID	Target System	Target Company	Extract Bth ID	Transaction Batch ID			

1. Use the Extraction Detail option to select the data for a target company.

2. On Cross-Environment Extraction, review the data.
3. To delete the data from the target data table, use the Delete action.

Copying the Cross-Environment Data to Tape



From G/L Advanced & Technical Operations (G0931), choose Intercompany Settlements

From Intercompany Settlements Processing (G09318), choose Cross-Environment Settlements

From Cross-Environment Processing (G09320), choose Cross-Environment Tape

To copy the cross-environment data to tape, run the Cross-Environment Tape program.

Cross-Environment Tape is a batch program that does the following:

- Creates one tape for each target environment in the same run or creates a tape for only the specified target environments
- Updates the Cross-Environment Status field (ALTT) to 2 to indicate that the program has written the transaction
- Prints a report that lists each company and the number of records on the tape

Sample Intercompany Tape Creation report

Processing Options for Intercompany Tape Creation

TAPE CREATION PROCESSING:

1. Enter the mode for tape creation:
 '0' - Create tape and update the Cross-Environment Status flag in the General Ledger (F0911) and the General Ledger Input (F0911Z1).

 '1' - Do not create a tape. Update the Cross-Environment Status flag in the General Ledger (F0911) and the General Ledger Input (F0911Z1).

NOTE: Blank will default '0' and a tape will be created.

See Also

- *Setting Up Tape Parameters for Transmittal*

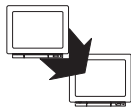
Receive Intercompany Settlements

Receiving Intercompany Settlements from Other Environments

After the source company completes its processing of intercompany settlements, it sends the data to the target environments on tape. The target company then needs to receive and process the intercompany settlement data. Receiving and processing this data consists of:

- ☐ Accepting intercompany settlements
- ☐ Processing intercompany settlements
- ☐ Posting intercompany settlements

Accepting Intercompany Settlements from Other Environments



From G/L Advanced & Technical Operations (G0931), choose Intercompany Settlements

From Intercompany Settlements Processing (G09318), choose Cross-Environment Settlements

From Cross-Environment Processing (G09320), choose Initial Receiving Facility

Before you can process intercompany settlements that were received from another environment, you must accept the data by running the Initial Receiving Facility program. You can run this batch program in detailed or summary mode, as follows:

Detailed mode

In detailed mode, the Initial Receiving Facility does the following:

- Places the information in the Journal Entry Transaction - Batch Input table (F0911Z1)
- Changes the Cross-Environment Status field (ALTT) to 3 in each record as it is received
- Creates or updates the Intercompany Reconciliation table (F09294)

See *Reconciling Cross-Environment Intercompany Settlements* for more information about reconciliation.

Summary mode

In summary mode, the Initial Receiving Facility does the following:

- Reports the number of records that were received on tape
- Changes the Cross-Environment Status field (ALTT) to 3 in each record as it is received
- Creates or updates the Intercompany Reconciliation table, if you set the corresponding processing option

If you use summary mode and you do not set the processing option to create the Intercompany Reconciliation table, you must run the Reconciliation File Update program as a separate step.

Sample Initial Receiving Facility report

Processing Options for Initial Receiving Facility

TAPE PARAMETERS

1. Enter '1' to download the tape received from the Source System. Blank will not download the tape. _____
2. Enter the Device Name to download the tape received from the Source System. _____

REPORT FORMAT

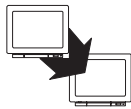
3. Enter a '1' for report and update in summary mode. Default of blank will report and update in detail. _____

RECONCILIATION FILE PROCESSING

4. Enter a '1' to update the Cross-Environment Reconciliation file. Blank will not update the the reconciliation file. _____

NOTE: The Cross-Environment Reconciliation file can also be updated through the stand-alone Cross-Environment File Creation program.

Processing Intercompany Settlements from Other Environments



From G/L Advanced & Technical Operations (G0931), choose Intercompany Settlements

From Intercompany Settlements Processing (G09318), choose Cross-Environment Settlements

From Cross-Environment Processing (G09320), choose Batch JE Processing

To process intercompany settlements that you received and accepted from another environment, run the Batch Journal Entry Processing program. This program processes the Journal Entry Transactions - Batch Input table (F0911Z1). It performs the same functions for intercompany settlement data as for journal entries that were received from other external sources.

For example, this program:

- Assigns document and batch numbers
- Checks for errors and provides an error report
- Posts the transactions to the general ledger (if you set the related processing option)

In addition, for intercompany settlement data, this program does the following:

- Changes the Cross-Environment Status field (ALTT) to 4
- Updates the Intercompany Reconciliation table (if you set the related processing option)

What You Should Know About

Reviewing and revising the cross-environment journal entries

You can review the journal entries on the Journal Entry Review form. However, you cannot revise journal entries received from another environment. Someone in the source environment (where the journal entries originated) must make changes and send them to the target environment.

See Also

- *Processing Batch Journal Entries (P09110Z)* in the *General Accounting II Guide*
- *Creating the Intercompany Reconciliation table (P09494)*

Posting Intercompany Settlements from Other Environments

After you process intercompany settlements from other environments, you must post the resulting journal entries. You can post these batches, which always have a batch type of G, using either of the following methods:

- Set the processing option in the Batch Journal Entry Processing program to post as part of that automated process
- Run the post program as a separate step after batch processing is complete

For intercompany settlements from other environments, the post program:

- Changes the Cross-Environment Status field (ALTT) to 5
- Updates the Intercompany Reconciliation table (if you set the related processing option)

See Also

- *Processing Batch Journal Entries (P09110Z)* in the *General Accounting II Guide*
- *Posting Journal Entries (P09800)*

Reconcile Intercompany Settlements

Reconciling Cross-Environment Intercompany Settlements

Keeping track of intercompany settlements that are transmitted between a source environment and a target environment is essential for reconciliation of the intercompany journal entries.

Reconciling intercompany settlements across environments consists of:

- ☐ Creating the intercompany reconciliation table
- ☐ Copying the reconciliation table to tape
- ☐ Running the reconciliation reports

The target company updates the Intercompany Reconciliation table and copies it to tape. The source company runs the reconciliation reports using this table.

How Does the System Keep Track of Records?

The General Accounting system tracks the status of data through each environment using a Cross-Environment Status field (ALTT) in the Account Ledger table (F0911). This field contains a value that indicates the current status of each target data record.

The source environment updates the following status codes in the Account Ledger table:

- Blank – the source environment has not run the extraction program (or the record is not a target record)
- 1 – a target record that the source environment has processed through the extraction program
- 2 – a target record that the source environment has processed through the tape creation program

The target environment updates the following status codes:

- 3 – a record that the target environment has processed through the Initial Receiving Facility program in detailed mode. This record exists as an unprocessed record in the Journal Entry Transactions - Batch Input table (F0911Z1).

- 4 – a record in the target Account Ledger and Journal Entry Transactions - Batch Input tables that has been processed through the Journal Entry Batch Processing program.
- 5 – a record in the target Account Ledger table that has been processed through the General Ledger Post program.

Creating the Intercompany Reconciliation Table



From G/L Advanced & Technical Operations (G0931), choose Intercompany Settlements

From Intercompany Settlements Processing (G09318), choose Cross-Environment Settlements

From Cross-Environment Processing (G09320), choose Reconciliation File Update

The source environment needs to reconcile source system data with the data that the target environment received and processed. The Intercompany Reconciliation table (F09492) contains data that the system uses to update the Cross-Environment Status field in the corresponding records in the source environment. Contents of this table include:

- Target system records that were generated at a source environment
- For each record, the current cross-environment status
- A reconciliation number that the system assigned
- The identifier for the source environment
- An identifier for the batch run
- Source and target mapping information for reports

Someone in the target environment receives intercompany settlements from a source environment by running the Initial Receiving Facility program in either detailed or summary mode. Both modes update the Cross-Environment Status field to 3. The mode determines whether the program creates the Intercompany Reconciliation table or whether you must run a separate program, as follows:

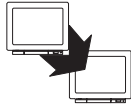
- Detailed mode includes running the table creation program.
- Summary mode creates the table if the corresponding processing option is set. If the processing option is not set, someone in the target company must also run the batch Reconciliation File Update program as a separate step to create the table.

The target environment can send the table to the source environment after any of the following updates:

- Initial receiving

- Batch processing
- Posting

Copying the Reconciliation Table to Tape



From G/L Advanced & Technical Operations (G0931), choose Intercompany Settlements

From Intercompany Settlements Processing (G09318), choose Cross-Environment Settlements

From Cross-Environment Processing (G09320), choose Reconciliation Tape Creation

After you create or update the reconciliation table, you send it to the source environment for use in reconciling intercompany settlements. To copy the reconciliation table to tape, run the Reconciliation Tape program. This batch program does the following:

- Creates one tape for each source environment in the same run or creates a tape for only the specified source environments
- Prints a report that lists each company and the number of records on the created tape

See Also

- *Setting Up Tape Parameters for Transmittal*
- *Copying the Cross-Environment Data to Tape* for a sample report

Running the Reconciliation Reports

Source environments need to reconcile all intercompany settlements, including those that are transmitted to other environments. To do this, a source environment must receive a tape containing the Intercompany Reconciliation table that was created by the target environment.

Complete the following tasks:

- Run the automatic reconciliation
- Print the Status Report

Running the Automatic Reconciliation



From G/L Advanced & Technical Operations (G0931), choose Intercompany Settlements

From Intercompany Settlements Processing (G09318), choose Cross-Environment Settlements

From Cross-Environment Processing (G09320), choose Automatic Reconciliation

The source environment uses the Intercompany Reconciliation table that was received from the target environment to run the automatic reconciliation. This batch process does the following:

- Matches the records in the Intercompany Reconciliation table to the records in the Account Ledger table (F0911) based on the following fields:
 - Reference 1 (the unique reconciliation value for the transaction)
 - Reference 2 (the source system ID)
 - Reference 3 (the batch ID for the extraction)
- Identifies differences in dates and amounts between the records that were received from the target and the matching records in the Account Ledger table.
- Updates the Cross-Environment Status field in the Account Ledger table. The status of each record is updated to the status of the matching target record.
- Marks as reconciled the records in the Account Ledger table that have the same dates and amounts as the matching target records.
- Prints a report. This report lists the following:
 - Reconciled records
 - Records in the Intercompany Reconciliation table that do not match records in the Account Ledger table
 - Records in the Intercompany Reconciliation table with different dates or amounts from the matching records in the Account Ledger table

Sample Automatic Reconciliation report P09492

See Also

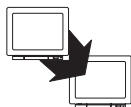
- *Copying the Reconciliation Table to Tape (P09497)*

Processing Options for Automatic Reconciliation

TAPE PARAMETERS

1. Enter '1' to unload the tape received from the Target System.
Blank will not unload the tape. _____
2. Enter the Device Name to unload the tape received from the Target System. _____

Printing the Status Report



From G/L Advanced & Technical Operations (G0931), choose Intercompany Settlements

From Intercompany Settlements Processing (G09318), choose Cross-Environment Settlements

From Cross-Environment Processing (G09320), choose Status Report

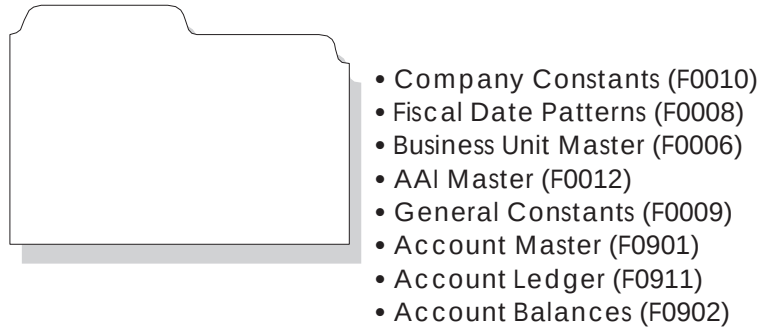
Run this report to list the status of all target information in your environment.

Sample Status report P094921

Appendices

Appendix A — Data Model

The General Accounting system uses the following major tables.



General System Tables

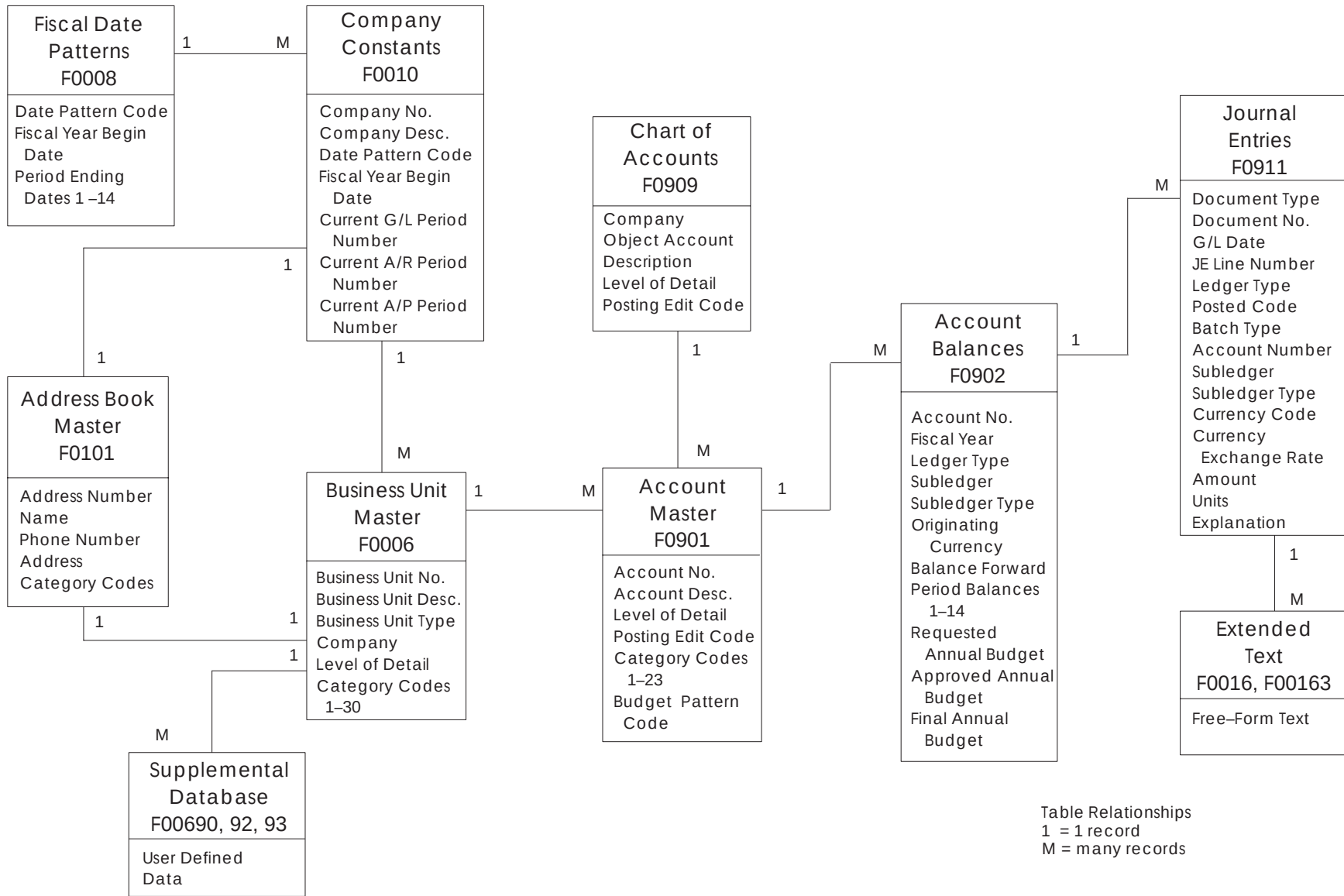
- General Constants (F0009) - Rules for date validation, batch control, and account format
- Company Constants (F0010) - Definitions of each company, including:
 - Company number
 - Company name
 - Fiscal date pattern
 - Current period
- Business Unit Master (F0006) - Definitions of each business unit, 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 Tables

- 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 Tables

The flowchart on the following page illustrates the relationships between the principal physical tables in the General Accounting system. In order to present the information in an uncluttered format, the lesser control tables, worktables, and tables for seldom-used features have been omitted. Read the flowchart from left to right and top to bottom. Control tables are on the left, master tables toward the center, and transaction tables on the right. An M represents many records in a table. A 1 represents one record in a table.



Appendix B — Test Yourself Answers

Working with Basic Journal Entries

1. Any of the following:
 - Document Type
 - Document Number
 - Document Company
 - G/L Date
 - Ledger Type
 - Currency Code (if currency is used)
2. Voiding provides an audit trail while deleting leaves no record.
3. Press F14.
4. Your other entries:
 - .1234.
 - 50..
 - 1..BEAR
5. & (ampersand)

Working with Other Journal Entries

1. F6
2. By using an R in the Reverse or Void field.

Working with Model Journal Entries

1. Use F5 or Model = Y
2. The document type should be % for a percent model whereas the document type should be JE for a standard model.
3. Use F15 to go to the index of model journal entries.

Posting Journal Entries

1. False
2. True
3. F0011, F0911, F0902

AAIs for General Accounting

1. 00000
2. Single AAI Revisions and Multiple AAI Revisions
3. AAIs and descriptions:

SPx	Speed codes for data entry
ICH	Hub method intercompany settlements
GLGx	General accounts that define your chart of accounts
FSx	Financial statement interim totals
ICCC	Intercompany business units

Setting Up Intercompany Settlements

1. By the business unit
2. Yes
3. In the example:
 - Journal entry in balance? Yes
 - Company in balance? No
4. b
5. d
6. Methods shown in illustrations:

A	Hub method
B	Detail method

Appendix C — Quick Reference

Menus

G09	General Accounting
G0911	Journal Entry, Reports, & Inquiries
G0912	Accounting Reports & Inquiries
G0921	Account Reconciliation
G09211	Bank Statement Processing
G0922	Integrity Reports & Updates
G0923	Allocations
G0924	Periodic & Annual Processes
G09411	Organization & Account Setup
G094111	Advanced Organization Setup
G0941	General Accounting System Setup
G0931	G/L Advanced & 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 & Purge Data
G09318	Intercompany Settlement Processing
G09320	Cross Environment Processing
G10	Financial Reports
G1011	Consolidations
G1021	Multi-Site 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

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

%	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 unit 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

General Accounting I

	USD	BEF	150,000	USD	USD	5,000.00
	GBP	BEF	45,000	GBP	GBP	1,000.00

Summary Posting by Currency

Account	CRCO AA	CRCX AA	AA Ledger Amount	CRCO CA	CRCX CA	CA Ledger Amount
401.5005 Sales Product		BEF	355,000		BEF	1,600,000

Appendix E — PC Budget Upload

This appendix provides information about how to upload a converted spreadsheet to the PC Budget Upload file (F14112). It describes the upload process using some of the available methods. Other possibilities exist.

Build the Spreadsheet

You can use different combinations to build a spreadsheet. Uploads may have a single business unit/object/subsidiary column or separate columns for each of those account code sections. You can include subledger and subledger type. You can include budget amounts in combinations of requested, approved, final; no annualized update for Job Cost budgeting; and/or up to 14 periods of input.

Spreadsheets have a 256-character size limit. This is not specific to the number of characters but seems to be space-oriented. If you use an 8 pt as opposed to 12 pt font, it will make a difference. Include only the fields on your spreadsheet that you want in your budget. If subledger and type or annual amounts are not used, do *not* put them on the sheet. If you cut down a 30-column spreadsheet, the text conversion remembers the old size and may cause unpredictable results in the transfer.

Do not include header detail in the PC file. Following these guidelines to format the file:

1. Account numbers
 - Single-field business unit.object.subsidiary (BU/OBJ/SUB). This column should be text formatted and left-justified.
 - Separate BU/OBJ/SUB columns. These columns are text formatted. Size should allow white space between each account part. The BU column is right-justified, the OBJ column is centered (same size objects), and the SUB column is left-justified.
2. Subledger and type are left-justified.
3. Amount columns are all right-justified and should have sufficient white space to make field mapping easy.

After you format and complete the spreadsheet, save it using a formatted text (space delimited) file save. When exiting your spreadsheet, do *not* save back to a spreadsheet format or you will destroy the text formatting save. The file has either .PRN or .TXT for an extension, as determined by your spreadsheet.

Upload to the AS400

When you upload the formatted text file to the AS400, the system creates a PC Budget Upload file the first time you upload, and transfers the data to it. The system creates this file as a multi-member file in the library you are currently working in. You can separate budgets by member to identify by user. If you want all members to be processed into the Account Balances (F0902) file at one time, they must all have exactly the same format.

The PC Budget Upload file is a 3-field 625-total character file. The first 2 fields are 6 characters each and the transfer utility uses only the first field to record the line number associated with the PC's line transfer record. The second field is zero-filled and is not currently used. The third field is 613 characters in length and is a flat file field that will contain all the budget information of a single line of the spreadsheet.

Follow the instructions for defining and uploading fields in *Uploading Budgets from a PC to the AS/400* to move the budgets into the Account Balances table.

Example: Upload from the PC

System Name:	JDEI
To:	DATAUP71/F14112(MEMBERNAME)
From:	C:\excel\pcup71.prn
Use PC file description:	NO
Create AS/400 objects:	Yes. Create table and member first time only. After that, replace the member or create a new or a different member.

Business unit, object, and subsidiary formatted as a single column text cell:

BU.Obj.Sub	Per 1	Per 2	Per 3	Per 4	Per 5	...	Per 12
15.8110.cogs	100.25	345.67	1234.56	127.86	77654.32		675
15.8130.whse	250	333	33456	777789	7765		998
3.5110.seals	734	345	4478	556	987		-56777

Business unit, object, and subsidiary formatted as individual column text cells:

Business Unit	Object	Subsidiary	Subledger	Sub Type	REQ	APPR	FINAL
15	8110	Cogs	1001	A	100.25	345.67	1234.56
15	8130	Whse	1003	A	250	333	33456
3	5110	Seals	3001	A	734	345	4478

Appendix F — 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.

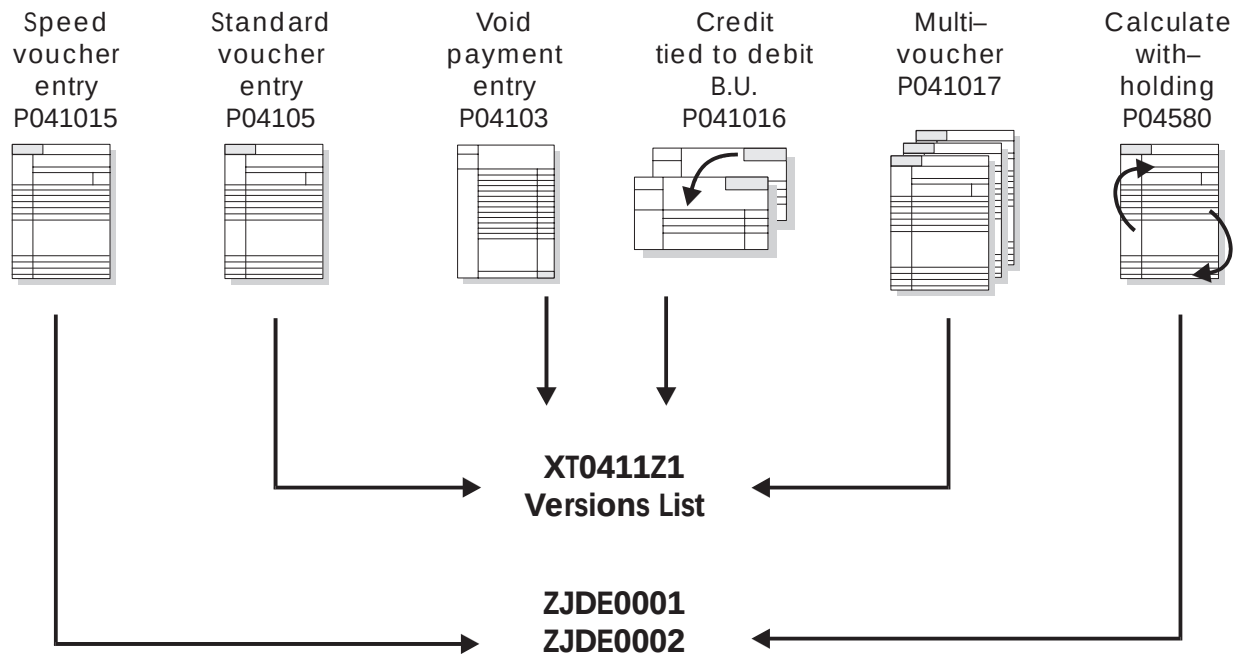
You can have all your entry programs use the same DREAM Writer version (and thus, use the same rules) or you can set up different DREAM Writer versions. J.D. Edwards provides DREAM Writer version ZJDE0001 as the default functional server version for your entry programs.



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.



Glossary

Glossary

This glossary defines terms in the context of J.D. Edwards systems and the accompanying 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 that the system uses for transactions in domestic amounts (actual amounts).

AAI. Automatic accounting instructions. 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 General Ledger Post program to post a debit to a certain expense account and a 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). Formerly known as the *expedient method* and the *fast path method*. Contrast with *G/L method*.

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 A/R 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.

activity priority. A code that you assign to an activity type to determine whether it requires attention during the credit collection process.

activity type. A code that represents an action that is to be taken when reviewing and working customer accounts for credit and collection management purposes. For example, credit review required and delinquency notice approval required.

adjustment. A payment and receipt application method that modifies an amount, such as a minor write-off or outstanding freight charges and disputed taxes.

algorithm. A predetermined set of instructions or method used to automatically apply receipts to invoices, such as balance forward.

alphabetic character. A letter or other symbol from the keyboard (such as *, &, and #) that represents data. Contrast with *alphanumeric character*, *numeric character*, and *special character*.

alphanumeric character. A combination of letters, numbers, and other symbols (such as *, &, and #) that represents data. Contrast with *alphabetic character*, *numeric character*, and *special character*.

application. See *system*.

approver number. The user ID of the person who approves vouchers for payment.

as of report. A report that lists information from 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.

AZ ledger. The ledger type that the system uses for cash basis accounting.

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 funds transfer method used in the United Kingdom.

balance forward receipt application method. A receipt application method in which the receipt is applied to the oldest or newest 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. (1) An accumulation of data to be processed. (2) A group of records brought together to be processed or transmitted at the same time. (3) Pertaining to an activity that involves little or no user interaction.

batch control. A feature that verifies the number of transactions and the total amount in each batch that you enter 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. See *batch*.

batch number. A unique identifier that the system assigns to a batch for identification purposes.

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 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 to which system the associated transactions pertain. This code controls which records the system selects for processing. For example, the General Journal Post program selects only unposted transaction batches with a batch type of G (General Accounting) for posting.

Boolean logic. See *operand*.

broadcast message. 1. An email message that you send to a number of recipients. 2. A message that appears on a form instead of in your mailbox.

business unit. A division of your business organization that requires a balance sheet or profit and loss statement. Also known as a *cost center*.

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.

character. Any letter, number, or other symbol that a computer can read, write, and store.

chargeback. A receipt application method that generates 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 instruct the computer to perform a defined activity.

Configurable Processing Engine. A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a report.

consolidation. A method of grouping or combining information for several companies or business units. Consolidation is used for budgeting, inquiries, and reports.

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.

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 that allocates or distributes expenses, budgets, adjustments, and so on among business units, based on actual numbers.

cost center. See *business unit*.

credit message. A code that indicates information about a customer's account status, such as Over Credit Limit.

credit note reimbursement. A form generated by the system that reclassifies 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 that designates the currency used by 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. An online help function that 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. A detailed transaction history for a customer that includes invoices, receipts, chargebacks, writeoffs, and so on. You use the customer ledger for indepth analysis of A/R information for your customer accounts.

customer payment. See *receipt*.

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.

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.

deduction. An amount by which a customer reduces payment for reasons that might be related to a specific invoice, such as damaged goods.

default. A code, number, or parameter the system supplies when you do not enter one. For example, if the default for an input field default is N and you do not enter another value in that field, the system supplies an N.

delinquency policy. A common set of rules that the system applies equally to a class of customers when processing late fees and delinquency notices in the A/R system.

detail. The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

detail area. An area of a form that displays additional information associated with the records or data items displayed on the form.

display. To cause the computer to show information on a form.

display field. A field of information on a form that contains a code or parameter provided by the system 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 receipt, 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 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 by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

effective date. The date upon which an address, item, transaction, or table becomes effective. For example, the date a change of 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.

EFT. Electronic Funds Transfer. A method of transferring funds from one company's bank account to that of another company.

email. Electronic mail.

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.

FASTR. Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the financials tables.

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.

file. See *table*.

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 of an unpaid invoice exceeding the grace period associated with the due date.

Financial Report Writing. A report writer that allows you to design your own report specifications using the financial tables.

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. See *detail area*.

form. A specific set of fields and information displayed on your monitor. Also known as a *screen*.

function. A separate feature within a program that allows you to perform a specific task, for example, the field help function.

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 (G type) that the system applies directly to a G/L account without applying it to a specific invoice. These receipts are typically non-A/R receipts. For example, an insurance reimbursement.

G/L. General ledger.

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). Formerly known as the *tough/right method*. Contrast with *A/P Ledger method*.

G/L offset. A G/L account used by the post program to create automatic offsetting entries.

G/L posted code. A code that indicates the posting status of individual documents. For example, P indicates that a voucher or invoice has been posted.

grid. See *detail area*.

GST. Goods Services and Taxes. A tax assessed in Canada.

hard copy. See *printout*.

hash total. A total produced by numbers with different units. For example, the total of amounts expressed in different currencies.

header. Information at the beginning of a table. This information identifies or provides control information for the group of records that follows.

help instructions. Online documentation or explanations of fields.

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 that allocates or distributes 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 where you type data, values, or characters. See *field*. Contrast with *display field*.

install system code. See *system code*.

integrity test. A process that supplements a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interactive processing. A job that 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 for which payment was received after the specified due dates.

interest rate computation code. A code that designates the rates and effective dates used for calculating interest charges.

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 a specific invoice or group of invoices. A discount can be allowed or disallowed using invoice match.

job. A single identifiable set of processing actions you instruct 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 submitted for processing. When the computer completes a job, the system removes the job's identifier from the list.

justify. To shift the information that you enter in an input field to the right or left side of the field. Many of the programs within J.D. Edwards systems justify information. The system does this after you press Enter.

key field. A field that is 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 that specifies a language for the computer to use when displaying information.

leading zeros. A series of zeros that certain programs 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 system 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 might also be stored in the CA (foreign currency) ledger type. Also known as a *ledger*.

level of detail. 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 receipt. A receipt that is not applied to a specific customer or invoice. Instead, it is applied to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

logged voucher. A voucher that is not applied to a specific supplier or invoice. Instead, it is applied to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

mail distribution list. A list of people to whom you send email messages. This list enables you to quickly send notices, instructions, or requests to a predefined group of people.

master business function. A central system location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines you establish.

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. For example, a receipt is the matching document of an invoice.

menu. A form that displays selections. Each of these selections represents an application, report, batch process, or another menu.

menu levels. 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

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 sometimes 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 with which the journal entries, invoices, vouchers are associated, 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.

next numbers. A feature that 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).

NSF receipt. Non-sufficient funds receipt. A procedure that designates that a customer's bank account does not have sufficient funds available to pay the receipt. Designating a receipt as NSF reverses (deletes) the receipt and reopens the associated invoice.

numeric character. Represents data using the numbers 0 through 9. Contrast with *alphabetic character*, *alphanumeric character*, and *special 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 form in a J.D. Edwards system, you are online. See *interactive processing*. Contrast with *offline*.

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. The Boolean logic operand instructs 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

option. A selection from a form that performs a particular function or task.

original document. The document that initiates a transaction in the system.

output. Information that the computer transfers from internal storage to an external device, such as a printer or a computer form.

output queue. See *print queue*.

override. The process of entering a code or parameter other than the one provided by the system. Many forms have default field values that the system displays when it displays the form. 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. The system uses the password to identify you as a valid user.

pay item. A line item in a voucher or an invoice.

pay status. The current condition of the payment or receipt, such as paid or payment-in-process.

payment. The payment that you make to a supplier.

payment group. A system-generated group of payments with similar information, such as bank account. The system processes all payments in a payment group at the same time.

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 an 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. Also known as a *hard copy*.

print queue. A list of tables, such as reports, that you have submitted to be written to an output device, such as a printer. The computer spools the tables until it writes them. After the computer writes the table, the system removes the table's identifier from the list. Also known as an *output queue*.

processing options. A feature 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 formats, control the format in which information is printed on reports, change the way a form displays information, and enter "as of" dates.

program. A collection of computer statements that instructs the computer to perform a specific task or group of tasks.

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.

QBE. Query by example. A feature that allows you to locate records in the detail area by entering information to limit your search.

rate type. For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.

realized gain or loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is realized when you pay the invoice or voucher. Contrast with *unrealized gain or loss*.

receipt. The payment you receive from a customer.

receipt logging. See *logged receipt*.

record. A collection of related, consecutive fields of data that 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 or invoice 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 journal entry. A procedure that allocates or distributes expenses, budgets, adjustments, and so on among business units, based on actual numbers.

recurring voucher. A voucher that comes due for payment on a regular cycle, such as a lease payment.

recycle. A process that creates the next cycle (for example, next month's) of recurring invoices or vouchers.

refresh. A process that updates a customer's credit and collection information, such as Credit Analysis Refresh.

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 process that creates an opposite entry when the original transaction is posted to the general ledger.

reverse image. Text on a form 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).

routing/transit number. A number that uniquely identifies U.S. banks. This number is assigned by the Federal Reserve Board. It consists of two parts: a routing number and a transit number.

run. To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

screen. See *form*.

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. Selections represent programs or menus that you can access from a given menu.

self-reconciling item. An item that does not require reconciliation.

sequence review ID. A code 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.

SIC. Standard Industry Classification. A U.S. government code that classifies U.S. companies according to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

soft coding. A group of features that allow 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 instruct the computer what tasks to perform and how to perform them.

special character. Symbols that are neither letters nor numbers. Some examples are *, &, and #. Contrast with *alphabetic character*, *alphanumeric character*, and *numeric character*.

special period/year. The date that determines the source balances for an allocation.

speed code. A user defined code that represents a G/L account number. You can use speed codes to simplify data entry by making G/L accounts easier to remember.

spool. The function by which the system stores generated output 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. (1) A payables and receipts application method that distributes and applies an unapplied voucher, receipt, debit

memo, or credit memo to open vouchers or invoices. (2) A budgeting process that distributes amounts over a number of periods.

stop date. The date that an allocation becomes inactive.

structure type. A code that identifies a type of organization structure with its own hierarchy in the Address Book system.

subfile. See *detail area*.

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 known as a *vendor*.

supplier ledger. The record of transactions between your company and a particular supplier.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many J.D. Edwards systems offer forms and reports that are summaries of the information stored in certain tables.

suspense account. A G/L account that holds funds until they can be allocated to the correct account. Also known as a *transit account*.

system. A collection of computer programs that allows you to perform specific business tasks. Some examples of systems are Accounts Payable, Inventory, and Order Processing. Also known as an *application*.

system code. The code that identifies a J.D. Edwards system. For example, 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

table. A collection of related data records organized for a specific use and electronically stored by the computer. Also known as a *file*.

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 (type input) code. A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

time log. An email 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 the taxes you enter manually may vary from the tax calculated by the system.

transaction code. A code that distinguishes the type of transaction on a bank statement.

transit account. See *suspense account*.

translation adjustment account. An optional G/L account used in currency balance restatement to record the total adjustments at a company level.

unapplied receipt. A receipt that is applied to a customer's account balance instead of being matched to an invoice or group of invoices.

unrealized gain or loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is unrealized until you pay the invoice or voucher. Contrast with *realized gain or loss*.

update payments. For example, to 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 that 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 user defined codes. For example, ST for the Search Type codes list in the Address Book system. J.D. Edwards provides a number of these lists for each system. You can create and define lists of your own.

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 verifies the information you enter against the list of valid codes.

variable numerator allocations. A procedure that allocates or distributes 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*.

vocabulary overrides. A feature that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

void. A process that creates a reversing entry for the original transaction. Voiding a transaction leaves an audit trail.

voucher logging. See *logged voucher*.

voucher match. A payment application method where the payment is applied to specific vouchers.

who's who. The contacts at a particular company. Examples include billing, collections, and sales personnel.

window. A 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 program, such as searching for a specific valid code for a field.

window. See *form*.

word search stop word. A common word that the query search in the Address Book system ignores. Examples include street or avenue.

worked. A code that indicates 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 method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. 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.

Index

Index

A

AAIs, 12–19

See also Automatic accounting instructions

About AAIs for General Accounting, 12–19

About account reconciliation, 5–1

About account setup, 11–1

About allocations, 6–1

About balance currency restatement, 9–17

About budgeting, 7–1

About configured hubs, 13–27

About cross-environment intercompany settlements, 13–53

About detailed currency restatement, 9–47

About financial reports, 4–1

About intercompany settlements, 13–1

About intercompany settlements across environments, 13–53

About intercompany settlements for multi-currency, 13–6

About journal entry processing, 2–1

About monetary account valuation, 9–9

About monthly valuation and financial restatement, 9–1

About multi-currency, 12–57

About organization setup, 10–1

About periodic and annual processes, 8–1

About system setup, 12–1

About the fiscal year close, 8–25

About the post process for journal entries, 2–81

About user defined codes, 12–41

Accepting an out-of-balance journal entry, 2–16

Account

automatic account reconciliation, 5–27

balance sheet, 3–3

balances, 2–5, 3–4, 3–7, 3–62

balances by currency, 9–13

budget by, 7–3

category codes, 11–3, 12–43

changing, 11–23

comparing balances, 3–71

copying to business unit, 11–16

creating dynamically, 11–19

debit/credit reconciliation, 5–4, 5–27

defining segments, 11–9

deleting, 11–30

description search, 11–35

format, 11–2

income statement, 3–3

level of detail (LOD), 11–4

model account structure, 11–12

object, 11–1

object account, 3–41

posting edit codes, 11–5

reconciliation, 5–1

requiring subledger, 11–42

revising, 11–23

rollup, 11–4

setting up, 11–1

setting up format symbols, 12–9

standardizing entry, 11–21

statutory, 3–64

subledger, 11–6

subsidiary, 11–1, 11–6

transaction adjustment for currency gain/loss, 9–21

updating reconciled accounts, 5–5

Account Balance by Currency form, 3–58

Account Balance by Month form, 3–61

Account Balance by Subledger form, 3–63

Account Balance Comparison, processing options, 3–73

Account Balance Comparison form, 3–72

Account Balance to Transactions report, 8–13

Account Balance without Account Master report, 8–12

Account balances by currency, setup, 10–14

Account Detail form, 3–67

Account Inquiry form, 3–65

Account Ledger Detail Information form, 3–58

- Account Ledger Inquiry, processing options, 3–60
- Account Ledger Inquiry form, 3–54
- Account Master Additions form, 2–26
- Account Master Revisions form, 2–25
- Account number
 - adding, 2–24
 - choosing a valid number, 2–22
 - creating, 2–24
 - duplicating, 2–17
 - invalid, 2–22, 2–24
 - masked, 3–47
 - required by government, 3–5
 - separator symbols, 12–9
 - setting up, 2–24
 - temporary invalid, 2–23
 - unknown, 2–22, 2–24
- Account Number form, 2–23
- Account numbering, concepts, 1–6
- Account reconciliation, automatic debit/credit program, 5–28
- Account Reconciliation form, 5–14, 5–19
- Account Summarization, automatic accounting instructions, 12–27
- Accounting periods, closing, 8–15
- Accounts, currency translation, 9–32
- Accounts by Business Unit form, 7–10, 11–14, 11–24
- Accounts by Business Unit/Object and Revise Single Account, processing options, 11–23
- Accounts by Object form, 11–25
- Accounts payable, A/P Ledger table (F0411), D–2
- Accounts receivable, A/R Ledger table (F0311), D–2
- Accounts without Business Units report, 8–11
- Activating, check digits for next numbers, 12–53
- Activating multi-currency, 12–63
- Adding. *See* Entering
- Adding account numbers, 2–24
- Adding lines to a model journal entry, 2–59
- Adding text to journal entries, 2–27
- Additional Selections form, 3–55
- Adjustments, for currency gains and losses, 9–21
- Allocations, 6–1
 - calculating indexed amounts, 6–22
 - cascading, 6–7
 - compound, 6–7
 - cost, 6–3
 - dates, 6–8
 - fixed rate factor, 6–8
 - indexed, 6–2, 6–9
 - multi-tiered, 6–7
 - posting, 6–27
 - recurring frequencies, 6–7
 - reversing journal entries, 6–8
 - reviewing, 6–27
 - reviewing and posting, 6–27
 - setting up basis, 6–14
 - setting up G/L distribution, 6–18
 - setting up identifiers, 6–11
 - summary of steps, 6–6
 - types, 6–2
 - using indexed method, 6–9
 - variable numerator, 6–4
- Allocations Review, processing options, 6–22
- Allocations Review form, 6–20
- Alternate currency ledgers, 9–3, 9–47
 - calculation methods, 9–51
- Amounts, restating in another currency, 9–1
- Amounts Not Equal report, 5–26
- Annual Budget by Business Unit/Account, processing options, 7–20
- Annual budgeting, 7–16
 - spreading amounts, 7–25
- Annual Close reports, 8–32
- Approving
 - batches, 2–79
 - detailed currency transactions, 9–81
 - journalized budgets, 7–43
- Approving batches of journal entries for posting, 2–79
- Approving detailed currency batches for posting, 9–81
- As if repost, 12–61
- Assigning, next numbers by company and fiscal year, 12–53
- Assigning a domestic currency to a company, 12–68
- Assigning budget codes before budget entry, 7–10
- Assigning budget codes during budget entry, 7–11
- Assigning budget codes to groups of accounts or business units, 7–12

Assigning budget pattern codes, 7–10
Assigning category codes to business units, 10–23
Assigning currency codes to customers and suppliers, 12–71
Assigning currency codes to monetary accounts, 12–70
Audit trail, for budgeting, 7–41
Automatic Accounting Instructions, processing options, 12–38
Automatic accounting instructions, 12–2
 Automatic Accounting Instructions form, 12–32
 Automatic Accounting Instructions Master table (F0012), 12–15
 automatic debit/credit account reconciliation, 5–28
 balance sheet, 4–9
 defaults, 12–16
 elements of an AAI form, 12–16
 financial ratio accounts, 12–26
 financial statements, 12–22
 for annual close, 8–4
 for configured hubs, 13–37
 for financial ratios, 4–30
 for posting currency gains and losses, 9–10
 FSxx, 4–5
 General Accounting, 12–19
 GLG2, GLG3, GLG5, GLG11, GLG13, 4–9
 GLGx – general purpose, 12–20
 GLPRxx – purge prior year, 12–29
 GLRCxx – reconcilable ranges, 12–28
 GLRX – account reconciliation, 5–28
 GLRXxx – reconcilable ranges, 12–28
 GLSMxx – account summarization, 12–27
 income statement, 4–5
 intercompany settlements, 13–16, 13–18, 13–21, 13–23
 journal entries with VAT, 2–71
 Multiple AAI Revisions form, 12–34
 overview, 12–15
 retained earnings, 12–22
 reviewing, 12–31, 12–32
 revising, 12–31, 12–33
 setting up, 12–31, 12–36
 setting up for multi-currency, 12–73
 setup for detailed currency restatement, 9–65, 13–67

 Single AAI Revisions form, 12–34
 speed codes, 12–26
 SPx – speed codes, 12–26
 translating, 12–31
 translating to another language, 12–37
 types, 12–19
Automatic Accounting Instructions form, 12–16
Automatic Debit/Credit Account Reconciliation program, 5–28
Automatic DR/CR Account Reconciliations, processing options, 5–29
Automatic Reconciliation, processing options, 13–87
Automatic reconciliation, debit/credit, 5–4, 5–27
Automatic Reconciliation report, 13–85

B

Balance, by account number, 3–60
Balance currency restatement, 9–17, 9–31, 12–61
 translation adjustment accounts, 9–32
Balance sheet, 4–8
 AAIs for, 3–3
 accounts, 11–2
 consolidated, 4–19
 simple, 4–5
Balances, account balances by currency setup, 10–14
Balances by currency, AAIs, 12–73
Balancing
 journal entries, 2–16, 2–46
 percent journal entries, 2–57
Bank
 manual reconciliation of accounts, 5–13
 tape reconciliation of accounts, 5–1, 5–3, 5–23, 5–25
 verifying tape reconciliation, 5–26
Bank Account Reconciliation, processing options, 5–18
Base currency code, 2–46
Batch control, 2–7, 2–75
Batch Edit report, 2–88
Batch Entry and Status form, 2–8
Batch header integrity reports, 8–8

- Batch review security, 2-75
 - Batch to Detail and Out-of-Balance report, 8-9
 - Batches
 - approving for post, 2-79
 - Batch Control table (F0011), 2-7
 - General Accounting Constants form, 2-7
 - locating out-of-balance, 8-9
 - posting journal entries, 2-85
 - setting up batch approval, 12-7
 - setting up batch control, 12-6
 - Batches With Balancing Problems report, 2-89
 - Budget Entry form, 7-42
 - Budget Inquiry form, 7-46
 - Budget Pattern Code Change form, 7-12
 - Budget Review form, 7-43
 - Budget to actual, variances, 4-27
 - Budget to actual amount comparisons, 3-71
 - Budget Upload Field Definition, processing options, 7-53
 - Budget Worksheet Report, processing options, 7-23
 - Budget Worksheet report, 7-4, 7-22
 - Budgeting
 - annual, 7-2, 7-15
 - assigning pattern codes, 7-10
 - audit trail, 7-4, 7-41
 - by account, 7-3, 7-15
 - by business unit, 7-15
 - check for G/L overages, 7-37
 - checking report, 7-37
 - closing budget ledgers, 8-5
 - creating pattern codes, 7-7
 - cycles, 7-16
 - default pattern code, 7-6
 - defining fields for upload, 7-51
 - detail by account, 7-33
 - detail by period, 7-33
 - do not spread pattern code, 7-7
 - entering annual amounts, 7-16
 - entering journalized, 7-42
 - G/L overage checking, 7-37
 - journalized, 7-4, 7-41
 - locating journalized, 7-45
 - methods, 7-1
 - Online Budget Comparisons program, 7-4
 - patterns, 7-5
 - PC budget upload, E-1
 - PC spreadsheet, 7-54
 - posting journalized, 7-44
 - printing to a temporary file, 7-49
 - reviewing and approving journalized, 7-43
 - reviewing comparisons, 7-29
 - reviewing worksheets, 7-20
 - seasonal pattern code, 7-5
 - spreading amounts to accounting periods, 7-25
 - uploading fields to account balances, 7-54
 - uploading from a PC, 7-47
 - uploading to a temporary file, 7-48
 - using PC spreadsheet, 7-4
 - Build Word Search File, processing options, 11-36
 - Business unit
 - debit/credit trial balance report, 3-13
 - general ledger report, 3-21
 - trial balance online, 3-38
 - trial balance report, 3-8
 - Business units
 - category codes, 10-5, 10-23, 12-43
 - for chart of accounts, 11-1
 - revising, 10-24
 - setup, 10-4, 10-19
 - translating to another language, 10-26, 11-31
 - type codes, 12-44
 - Business Units by Company form, 10-20
- ## C
- Calculate Currency Cross Rates, processing options, 12-89
 - Calculating and posting “as if” currency restatement, 9-89
 - Calculating currency cross-rate relationships, 12-88
 - Calculating detailed currency restatement, 9-73
 - Calculating indexed allocation amounts, 6-22
 - Calculating restated balances, 9-41
 - Calculating unrealized gains and losses on monetary accounts, 9-11
 - Calculation method, operating income, 4-9

Calculations

- “as if” currency restatement, 9–89
- currency conversion, 9–19, 9–20, 9–31
- currency gains and losses, 9–9
- defining for currency restatement, 9–32
- detailed currency restatement, 9–73
- ledgers for currency gains and losses, 9–48
- method for currency gains and losses, 9–50
- methods for alternate ledgers, 9–51
- restating balances, 9–22, 9–41
- reviewing for currency restatement, 9–39
- totaling multiple currencies, 12–13
- year-end, 8–25

Case study, training, 1–12

Cash forecasting, 4–35

Category codes, 3–5

- debit/credit trial balance report, 3–16
- for accounts, 11–3
- for business units, 10–5, 10–23
- general ledger report, 3–29
- statutory accounts, 3–64

Change Display Decimals, processing options, 12–78

Changing

- See also* Revising
- accounts, 11–23
- currency decimals, 12–77
- financial reporting dates, 8–21
- fiscal date patterns, 10–11
- invalid account numbers, 2–22
- unposted journal entries, 2–19

Changing a financial reporting date, 8–21

Changing accounts, 11–24

Changing currency decimals, 12–77

Chart of accounts

- alternate, 3–64
- automatic accounting instructions, 12–19
- creating, 11–9
- creating a model, 11–12
- creating dynamically, 11–19
- defining account segments, 11–9
- designing, 11–2
- example, 1–13
- government-defined, 3–64
- intercompany accounts, 13–15, 13–18, 13–20, 13–22
- reviewing, 11–37
- setting up, 11–1

- standardizing, 11–12, 11–21

Check digits, activating for next numbers, 12–53

Checklist for closing a fiscal year, 8–34

Checklist for closing an accounting period, 8–16

Choosing a valid account number, 2–22

Cleared Before Issued report, 5–26

Cleared Not Issued report, 5–26

Close Accounting Period form, 8–17

Close Period – Multiple Companies form, 8–19

Closing

- AAI items, 8–4

- accounting period for multiple companies, 8–15

- accounting period for one company, 8–15

- annual ledger type codes, 12–45

- budget ledgers, 8–5

- checklist, 8–16, 8–34

- fiscal year, 8–25, 8–31

- ledger types, 8–4

Closing a fiscal year, 8–31

Closing all companies, 8–20

Closing an accounting period, 8–15

Closing an accounting period for multiple companies, 8–19

Codes

- budget patterns, 7–5

- category, 3–5, 10–5, 11–3

- currency, 2–46, 9–6

- ledger type, 2–4

- posting edit for accounts, 11–5, 11–42

- user defined, 12–41

Column headings, user defined codes for, 12–46

Companies in Balance report, 8–10

Company

- address book record, 10–13

- fiscal date pattern, 10–7

- online trial balance, 3–44

- setup, 10–3, 10–13

- setup for configured hubs, 13–40

- setup for detailed currency restatement, 9–59, 13–60

- setup for intercompany settlements, 13–14

Company by Batch Out-of-Balance report, 8–9

- Company Numbers and Names form, 9–60, 10–14, 13–61
- Company structure, example, 1–12
- Comparison
 - daily or weekly activity, 3–74
 - of ledgers, 3–71
- Computation. *See* Calculations
- Compute “As If” Balances, processing options, 9–91
- Compute Indexed Allocations, processing options, 6–25
- Compute Indexed Allocations program, 6–22
- Compute Restated Balances, processing options, 9–44
- Configured Hub Company form, 13–41
- Configured hubs
 - AAIs, 13–37
 - companies, 13–40
 - rules, 13–27
 - setup, 13–37
 - user defined codes, 13–39
- Consolidated Balance Sheet, 4–19
- Consolidated financial reports, 4–13
- Consolidated Income Statement, 4–16
- Consolidated Income Statement – 12
- Column, processing options, 4–17
- Consolidating Values Input form, 4–13
- Consolidation review, user defined codes for column headings, 12–46
- Constants, 12–2
 - detailed currency restatement, 9–56, 13–58
 - general accounting, 9–56, 13–58
 - intercompany settlements, 13–13
 - multi-currency intercompany settlements, 13–6
 - setting up, 12–5
- Contra/clearing account, 6–3
- Controls, batches. *See* Batches
- Converting, currency, 9–1
- Copy Accounts to Business Units form, 11–17
- Copying
 - accounts to business units, 11–16
 - journal entries, 2–21
- Copying a journal entry, 2–21
- Copying accounts to business units, 11–16
- Cost allocations, 6–3
- Created Journal Entries report, 5–32
- Creating a currency cross-rate relationship, 12–85
- Creating a model chart of accounts, 11–12
- Creating accounts dynamically, 11–19
- Creating budget pattern codes, 7–7
- Creating intercompany invoices and vouchers, 13–45
- Creating models for basic journal entries, 2–55
- Creating models for percent journal entries, 2–55
- Creating the reconciliations worktable, 5–9
- Creating your chart of accounts, 11–9
- Cross-Environment Intercompany Extraction, processing options, 13–75
- Cross-Environment Extraction form, 13–77
- Cross-environment intercompany settlements
 - See also* Intercompany settlements
 - copying the reconciliation table to tape, 13–85
 - copying to tape, 13–77
 - creating a table, 13–71
 - creating the reconciliation table, 13–84
 - extracting data, 13–71
 - posting, 13–82
 - processing, 13–81
 - receiving, 13–79
 - reconciling, 13–83
 - reviewing online, 13–75
 - setting up, 13–57
 - source company, 13–54
 - status list, 13–83
 - target companies, 13–55
- Cross-Environment Review form, 13–76
- Cross-Environment Setup form, 13–57
- Currency
 - See also* Multi-currency
 - AAIs, 12–73
 - account balances by, 10–14
 - codes, 2–46, 3–4, 9–6
 - converting, 9–1
 - defining codes, 12–65
 - exchange rates, 2–47
 - fluctuations, 9–2, 9–3, 9–87
 - for business units, 10–19
 - ledgers for, 2–47, 3–53
 - local, 3–53
 - of batch, 2–75
 - restatement for budget comparison, 9–3

- restating balances, 9-3, 9-17
- stable, 3-53
- translation accounts, 9-32
- types of financial restatement, 9-3
- types of monthly valuations, 9-2
- Currency codes
 - assigning to customers and suppliers, 12-71
 - assigning to monetary accounts, 12-70
 - multi-currency, 12-75
 - setup for detailed currency restatement, 9-61, 13-62
 - updating domestic, 12-75
- Currency Codes table, D-1
- Currency conversion, setting up, 12-12
- Currency Cross Rates Review form, 12-87
- Currency gains and losses
 - automatic accounting instructions, 9-10
 - transaction adjustment accounts, 9-21
 - unrealized, 9-11
- Currency restatement
 - “as if” reposting, 9-87
 - calculating and posting “as if” currency, 9-89
 - calculation method, 9-50
 - calculations, 9-19, 9-31
 - calculations for detailed, 9-73
 - combining amounts, 9-17
 - defining calculations, 9-32
 - defining exchange rates, 9-68
 - defining exchange rates for reposting, 9-88
 - detailed, 9-47
 - entering rates, 9-26
 - example of adjusting for inflation, 9-7
 - exchange rates, 9-25, 9-68, 13-68
 - existing company balances, 9-18
 - methods, 9-5, 12-61
 - methods for alternate ledgers, 9-51
 - overriding exchange rates, 9-70
 - required steps, 9-52
 - reviewing calculations, 9-39
 - setting up, 9-55
 - setting up AAIs, 9-65, 13-67
 - setting up companies, 9-59, 13-60
 - setting up constants, 9-56, 13-58
 - setting up currency codes, 9-61, 13-62
 - setting up ledger types, 9-63, 13-64
 - SFAS 52 requirements, 9-7

- Custom Reformat Program, processing options, 5-24
- Custom Reformat program, 5-23
- Customizing the reformat program, 5-23

D

- Daily cash forecasting, 4-35
- Daily or Weekly Comparisons, processing options, 3-76
- Daily or Weekly Comparisons form, 3-75
- Data Dictionary form, 12-77
- Data model, general accounting, A-2
- Date Pattern Revisions form, 10-9
- Dates
 - changing financial reporting, 8-21
 - fiscal date patterns, 10-1
 - setting up fiscal patterns, 10-7
- Debit and credit columns, for journal entries, 2-41
- Debit/Credit Match, processing options, 5-20
- Debit/Credit Trial Balance by Business Unit report, 3-13
- Debit/Credit Trial Balance by Category Code report, 3-16
- Decimals
 - changing, 12-77
 - multi-currency, 12-65, 12-75
- Defining, computation for indexed allocation, 6-9
- Defining a single currency exchange rate, 12-79
- Defining account segments, 11-9
- Defining accounts that require subledgers, 11-42
- Defining additional subledger types, 11-40
- Defining and printing consolidated financial reports, 4-13
- Defining calculations, 9-32
- Defining columns for the report, 4-14
- Defining currency codes, 12-65
- Defining currency relationships, 12-85
- Defining exchange rates for detailed currency restatement, 9-68
- Defining multiple currency exchange rates, 12-83

- Defining restatement rates, 9–25
 - Defining the exchange rate for reposting, 9–88
 - Defining the fields for account balances, 7–51
 - Definitions of terms, g–1
 - Deleting
 - accounts, 11–30
 - business unit translations, 10–29, 11–33
 - fiscal date patterns, 10–11
 - model journal entries, 2–54
 - unposted journal entries, 2–20
 - Deleting accounts, 11–30
 - Designate A/P Currency form, 12–71
 - Designate A/R Currency form, 12–71
 - Designate Company Currency form, 12–68
 - Designate Currency Codes form, 9–62, 12–66, 13–63
 - Designate Monetary Accounts form, 12–70
 - Detail method, intercompany settlements, 13–1
 - Detail method 2, intercompany settlements, 13–22
 - Detail method D, intercompany settlements, 13–20
 - Detail Restatement Exchange Rate form, 9–70
 - Detailed Budget by Account, processing options, 7–35
 - Detailed Budget by Account form, 7–34
 - Detailed currency journal, posting, 9–83
 - Detailed Currency Journal Review form, 9–80
 - Detailed Currency Restatement, processing options, 9–75
 - Detailed currency restatement, 9–47, 12–61
 - “as if” reposting, 9–87
 - ALT9 field processing, 9–52
 - approving for post, 9–81
 - calculating and posting “as if” currency, 9–89
 - calculations, 9–73
 - Currency Update field, 9–52
 - defining exchange rates, 9–68
 - defining exchange rates for reposting, 9–88
 - error messages, 9–74
 - exchange rates, 9–68, 13–68
 - overriding exchange rates, 9–70
 - posting transactions, 9–83
 - required steps, 9–52
 - reviewing, 9–53, 9–77
 - setting up, 9–55
 - setting up AAIs, 9–65, 13–67
 - setting up companies, 9–59, 13–60
 - setting up constants, 9–56, 13–58
 - setting up currency codes, 9–61, 13–62
 - setting up ledger types, 9–63, 13–64
 - verifying the post, 9–84
 - Detailed Currency Restatement form, 13–58
 - Detailed Currency Review form, 9–78
 - Detailed Currency Setup form, 9–56
 - Detailed Post Error report, 2–88
 - Document
 - numbering, 12–51
 - types, 12–44
 - types, all, C–2
 - Document Inquiry form, 2–19
 - Document type, posting to a prior year, 10–8
 - Document types, Foreign Currency Revaluation (JX), D–2
 - Domestic currency
 - assigning, 12–68
 - ledgers, 9–3
 - updating codes, 12–75
 - DR/CR Trial Balance by Business Unit, processing options, 3–15
 - DR/CR Trial Balance by Category Code, processing options, 3–18
 - Duplicating account number segments, 2–17
 - Duplicating account numbers, 2–17
- ## E
- Encumbrances, 7–39
 - Energy industries, journal entry format, 2–35
 - Entering
 - journal entries, 2–10
 - journal entries with subledgers, 2–32
 - Entering annual budget amounts, 7–16
 - Entering basic journal entries, 2–10
 - Entering detailed budget amounts, 7–33
 - Entering journal entries based on models, 2–57
 - Entering journal entries for energy, 2–35

Entering journal entries for fixed assets, 2-37
 Entering journal entries for work orders, 2-40
 Entering journal entries in special formats, 2-31
 Entering journal entries with debit and credit columns, 2-41
 Entering journal entries with foreign currency, 2-48
 Entering journal entries with subledgers, 2-32
 Entering journal entries with units, 2-39
 Entering journal entries with VAT, 2-67
 Entering journalized budgets, 7-42
 Entering percent journal entries, 2-46
 Entering reversing journal entries, 2-44
 Error messages
 detail currency posting, 9-85
 detailed currency restatement, 9-74
 fiscal date patterns, 10-8
 posting, 2-87
 Exchange rates, 2-47, 12-79
 See also Restatement rates
 calculating currency cross-rate relationships, 12-88
 creating currency cross-rate relationships, 12-85
 defining a single currency rate, 12-79
 defining currency relationships, 12-85
 defining for detailed currency restatement, 9-68
 defining for reposting, 9-88
 defining multiple currency rates, 12-83
 for currency restatement, 9-25, 9-68, 9-73, 13-68
 overriding, 9-70
 overriding for detailed currency restatement, 9-70
 reviewing currency cross-rate relationships, 12-87
 types, 9-20

F

FASB (Financial Accounting Standards Board), foreign currency standards, 9-7
 Features, general accounting, 1-2

Fields
 Currency Update (ALT9), 9-52
 Denominated In Currency, D-3-D-4
 Originating Currency, D-3-D-4
 Files. *See* Tables
 Final (cycle 3) form, 7-11
 Financial ratio accounts, automatic accounting instructions, 12-26
 Financial Ratios report, 4-29
 Financial reports, 4-1
 See also Reports
 automatic accounting instructions, 12-20
 Balance Sheet, 4-8
 Consolidated Balance Sheet, 4-19
 Consolidated Income Statement, 4-16
 features, 4-2
 Financial Ratios, 4-29
 Income Statement, 4-5
 Monthly Spreadsheet, 4-23
 profit and loss statement, 4-5
 restating currency for, 9-17
 security, 4-2
 Variance Analysis, 4-27
 Financial restatement, 9-1
 See also Currency; Currency restatement;
 Detailed currency restatement;
 Multi-currency
 Financial Restatement Rates, processing options, 9-29
 Financial Statement Rates form, 9-26
 Financial statements, automatic accounting instructions, 12-22
 Fiscal date patterns, 10-1
 changing, 10-11
 deleting, 10-11
 effect on transactions, 10-7
 error messages, 10-8
 setting up, 10-7
 setup guidelines, 10-2
 Fiscal year close, 8-25, 8-31
 Fixed assets, journal entry format, 2-37
 Flex Format-BU.Obj.Sub form, 11-10
 Forecasting G/L cash flow, 4-35
 Foreign currency
 journal entries, 2-46
 ledgers, 9-3
 Forms
 Account Balance by Currency, 3-58
 Account Balance by Month, 3-61
 Account Balance by Subledger, 3-63

Account Balance Comparison, 3-72
Account Detail, 3-67
Account Inquiry, 3-65
Account Ledger Detail Information, 3-58
Account Ledger Inquiry, 3-54
Account Master Additions, 2-26
Account Master Revisions, 2-25
Account Number, 2-23
Account Reconciliation, 5-13, 5-14, 5-19
Accounts by Business Unit, 7-10, 11-14, 11-24
Accounts by Object, 11-25
Additional Selections, 3-55
Allocations Review, 6-20
Automatic Accounting Instructions, 12-16, 12-32
Batch Entry and Status, 2-8
Budget Entry, 7-42
Budget Inquiry, 7-46
Budget Pattern Code Change, 7-12
Budget Review, 7-43
Business Units by Company, 10-20
Close Accounting Period, 8-17
Close Period – Multiple Companies, 8-19
Company Numbers and Names, 9-60, 10-14, 13-61
Configured Hub Company, 13-41
Consolidating Values Input, 4-13
Copy Accounts to Business Units, 11-17
Cross-Environment Extraction, 13-77
Cross-Environment Review, 13-76
Cross-Environment Setup, 13-57
Currency Cross Rates Review, 12-87
Daily or Weekly Comparisons, 3-75
Data Dictionary, 12-77
Date Pattern Revisions, 10-9
Designate A/P Currency, 12-71
Designate A/R Currency, 12-71
Designate Company Currency, 12-68
Designate Currency Codes, 9-62, 12-66, 13-63
Designate Monetary Accounts, 12-70
Detail Restatement Exchange Rate, 9-70
Detailed Budget by Account, 7-34
Detailed Currency Journal Review, 9-80
Detailed Currency Restatement, 13-58
Detailed Currency Review, 9-78
Detailed Currency Setup, 9-56
Document Inquiry, 2-19
Final (cycle 3), 7-11
Financial Statement Rates, 9-26
Flex Format-BU. Obj.Sub, 11-10
General Accounting Constants, 2-8, 12-6, 13-38
General Journal Review, 2-76
General Ledger Batch Review, 2-77
General User Defined Codes, 13-39
Index of Model Journal Entries, 2-57
Journal Entry, 2-10, 2-34, 2-47, 2-54, 2-78, 2-93, 9-12, 9-80
Journal Entry With VAT Tax, 2-68, 2-70
Masked Trial Balance, 3-48
Multiple AAI Revisions, 9-66, 12-34, 13-67
Next Numbers, 12-52
Next Numbers by Company/Fiscal, 12-53
Online Budget Comparison, 7-29
Online Chart of Accounts, 11-38
Requested (cycle 1), 7-17, 7-19
Review Computations, 9-39
Revise Computations, 9-33
Revise Financial Report Date, 8-22
Revise Seasonal Patterns, 7-8
Revise Single Account, 11-26
Revise Single Business Unit, 10-25
Set Cross Rates Calculation, 12-86
Set Daily Transaction Rates, 9-69, 12-80, 13-69
Set Multi-Currency Option, 12-64
Single AAI Revisions, 12-34
Specify Indexed Computations, 6-11
Speed Transaction Rates Entry, 12-84
Statutory Account Inquiry, 3-65
T/B by Company, 3-45
T/B by Subledger, 3-46
Translate AAIs, 12-37
Translate Accounts, 11-32
Translate Business Units, 10-27
Translate User Defined Codes, 12-49
Trial Balance by Business Unit, 3-38
User Defined Code Revisions, 9-63, 11-41, 12-40, 13-65
User Defined Codes, 13-39
Work With User Defined Codes, 12-47

G

G/L accounts

- Account Balances table, D-2
- Account Balances table (F0902), D-3
- Account Ledger table (F0911), D-2

G/L Annual Close, processing options, 8-35

G/L Budget Checking, processing options, 7-40

G/L Budget Checking report, 7-37

G/L Cash Forecasting, processing options, 4-37

G/L cash forecasting, 4-35

G/L Date, voids, 2-94, 2-97

G/L period, account balances, 3-60

GAAP (generally accepted accounting practices), 9-5

Gain or loss, 9-49

- intercompany settlements, 13-49

General accounting

- features, 1-2
- list of menus, C-1
- major tables, A-1
- menu overview, 1-11
- multi-national functionality, 1-3
- overview, 1-1
- system flow, 1-8
- system integration, 1-1
- tables and descriptions, 1-9
- tables, relationships between, 1-9

General Accounting Constants form, 2-8, 12-6, 13-38

General journal

- See also* General ledger
- posting, 2-4
- reports, 2-5

General Journal by Account, processing options, 2-104

General Journal by Account report, 2-103

General Journal by Batch report, 2-101

General journal reports, 2-99

General Journal Review form, 2-76

General ledger

- See also* General accounting
- integrity reports, 8-10
- reconciling accounts, 5-1
- report by business unit, 3-21
- report by category code, 3-29
- report by object account, 3-24

- report with subledger totals, 3-26
- tables, A-2

General Ledger Batch Review form, 2-77

General Ledger by Business Unit, processing options, 3-22

General Ledger by Business Unit report, 3-21

General Ledger by Category Code, processing options, 3-30

General Ledger by Category Code report, 3-29

General Ledger by Object Account, processing options, 3-24

General Ledger by Object Account report, 3-24

General ledger integrity reports, 8-10

General Ledger with Subledger Totals, processing options, 3-27

General Ledger with Subledger Totals report, 3-26

General purpose accounts, automatic accounting instructions, 12-20

General User Defined Codes form, 13-39

Generating account description search, 11-35

Government

- reports, 3-5
- requirement for financial accounting, 9-7

H

Hash totals, 2-75

- multi-currency, 12-13

Hub method, intercompany settlements, 13-1

Hub method 1, intercompany settlements, 13-17

Hub method Y, intercompany settlements, 13-15

I

IAS (International Accounting Standards), foreign currency standards, 9-7

Inactivating

- business units, 11-45
- currency cross-rate relationship, 12-87

- subledgers, 11–44
- Income statement
 - accounts, 3–3, 11–2
 - consolidated, 4–16
 - simple, 4–5
- Index of Model Journal Entries form, 2–57
- Indexed allocations, 6–2, 6–9
 - calculating, 6–22
 - reversing, 6–10
- Indexed Computations Journal report, 6–22
- Inflation
 - detailed currency restatement, 9–47
 - example of currency restatement, 9–7
 - ledgers for, 9–3, 9–47
- Initial Receiving Facility, processing options, 13–81
- Inquiries
 - account balances, 3–41, 3–60
 - account ledger, 3–52
 - business units, 3–38
 - company balance, 3–44
 - masked account number, 3–47
 - overview, 3–1
 - source of information, 3–2
 - subledgers, 3–46
- Inquiring on. *See* Locating; Searching
- Integrity reports
 - general ledger, 8–10
 - printing, 8–7
- Intercompany, chart of accounts, 13–15, 13–18, 13–20, 13–22
- Intercompany Accounts in Balance report, 8–11
- Intercompany settlements
 - See also* Cross-environment
 - intercompany settlements
 - automatic accounting instructions, 13–16, 13–18, 13–21, 13–23
 - configured hub setup, 12–11
 - constants for multi-currency, 13–6
 - detail method, 13–1
 - detail method 2, 13–22
 - detail method D, 13–20
 - gain or loss, 13–49
 - hub method, 13–1
 - hub method 1, 13–17
 - hub method Y, 13–15
 - invoices for, 13–45
 - multi-currency, 13–6
 - overview, 13–1
 - setting up, 13–13
 - setting up companies, 13–14
 - setting up constants, 13–13
 - setting up control, 12–11
 - vouchers for, 13–45
- Intercompany Tape Creation, processing options, 13–78
- Invalid account numbers, 2–22, 2–24
 - posting, 2–24
 - setting up control, 12–9
 - temporary, 2–23
- Invoice/Voucher Creation, processing options, 13–50
- Invoices, intercompany settlements, 13–45
- Item Balances table, D–2

J

- Journal entries
 - about the post process, 2–81
 - accepting out-of-balance, 2–16
 - adding, 2–10
 - adding lines to models, 2–59
 - adding text, 2–26
 - adding to a batch, 2–78
 - balancing, 2–16, 2–46, 2–57
 - basic procedures, 2–9
 - batch control. *See* Batches
 - batches not all shown for review, 2–75
 - choosing a model, 2–57
 - copying, 2–21
 - correcting out-of-balance, 2–16
 - creating basic models, 2–54
 - creating percent models, 2–55
 - data integrity, 2–9
 - deleting a model, 2–54
 - different formats, 2–31
 - energy industries, 2–35
 - entering, 2–10
 - entering amounts, 2–13
 - entering from a model, 2–57
 - fixed assets, 2–37
 - foreign currency, 2–46
 - generating, 2–3
 - identifying for the system, 2–10
 - locating, 2–18
 - locating a model, 2–54
 - manufacturing systems, 2–38

- models, 2-53
- multi-currency intercompany, 13-7
- multiple copies, 2-22
- overview, 2-1
- percent, 2-45
- posting, 2-4, 2-85
- preventing posting, 2-79
- printing general journals, 2-99
- recurring, 2-53
- reference numbers, 2-10
- reversing, 2-44
- reviewing, 2-73
- revising, 2-73
- revising posted, 2-93
- revising unposted, 2-19
- templates, 2-53
- two-column format, 2-41
- types, 2-3
- unposted, 2-19
- using subledgers, 2-32
- value-added tax (VAT), 2-67
- VAT tax example, 2-68
- voiding, 2-93, 2-95, 2-96
- work orders, 2-40
- Journal Entries form, 9-12
- Journal Entry, processing options, 2-63
- Journal Entry form, 2-10, 2-26, 2-34, 2-47, 2-54, 2-78, 2-93, 9-80
- Journal Entry Functional Server, processing options, 2-65
- Journal Entry with VAT Tax, processing options, 2-72
- Journal Entry With VAT Tax form, 2-68, 2-70
- Journalized budgets, 7-41
 - See also* Budgeting
- Journals, general, 2-5

L

- Language
 - translating automatic accounting instructions, 12-37
 - translating business unit descriptions, 10-26, 11-31
- Ledger
 - comparing balances between ledgers, 3-71

- domestic amounts, 2-47, 3-4
- foreign amounts, 2-47, 3-4
- level of detail, 3-4
- single account comparison, 3-74
- subledger, 2-32
- types, 2-4
- types for annual close, 12-45
- user defined codes for column headings, 12-46
- Ledger comparisons, 9-87
- Ledger types, 12-41
 - Account Ledger Units (AU), D-1
 - Budget Ledger Units (BU), D-1
 - closing, 8-4
 - currency restatement, 9-3, 9-48
 - for subledgers, 11-39
 - list of all, C-2
 - multi-currency, 12-62
 - setup for detailed currency restatement, 9-63, 13-64
 - using currency codes with, D-2
- Level of detail, 3-4, 3-71
- Locating
 - foreign currency journal entries, 2-50
 - journal entries, 2-18
 - journalized budget, 7-45
 - model journal entries, 2-54
- Locating journal entries, 2-18
- Locating journal entries with foreign currency, 2-50
- Locating journalized budgets, 7-45
- LOD (Level of detail), 11-4

M

- Management information pyramid, 3-4
- Managing budget overages, 7-37
- Manual reconciliation of accounts, 5-2, 5-13
- Manually changing transactions from reconciled to unreconciled, 5-20
- Manually marking transactions as reconciled, 5-13
- Manufacturing systems, journal entry format, 2-38
- Mapping, fields for PC budget upload, 7-51, 7-53

Masked Trial Balance, processing options, 3–50

Masked Trial Balance form, 3–48

Match Bank Tape File to Reconciliations File, processing options, 5–25

Match Tape File to Reconciliations File program, 5–25

Matching the bank tape to the reconciliations worktable, 5–25

Memo, adding to journal entry, 2–26

Menu, overview, 1–11

Menus, general accounting, C–1

Model

- adding lines to model journal entries, 2–59

- basic journal entries, 2–54

- chart of accounts, 11–12

- copying to actual chart of accounts, 11–16

- journal entries, 2–53

- percent journal entries, 2–55

- recurring journal entries, 2–53

Monetary account

- account balances by currency, 9–13

- assigning currency codes, 12–70

- calculating gain or loss, 9–11

- definition of, 9–2

- valuation, 9–9, 12–62

Monetary Account Valuation, processing options, 9–14

Monthly Spreadsheet report, 4–23

Monthly valuations, 9–2

Multi-currency, 12–2

- See also* Currency

- account balances by currency, 9–13

- activating, 12–63

- assigning domestic currency, 12–68

- batch total example, 2–75

- calculating currency cross-rate relationships, 12–88

- changing currency decimals, 12–77

- constants for intercompany settlements, 13–6

- creating currency cross-rate relationships, 12–85

- currency codes for customers and suppliers, 12–71

- Currency Codes table, D–1

- decimals, 12–65, D–1

- defining currency relationships, 12–85

- defining exchange rates, 12–83

- detailed restatement, 9–3

- domestic currency codes, 12–75

- features, 12–57

- for inquiries, 3–4

- for reports, 3–4

- G/L cash forecasting, 4–36

- hash totals, 12–13

- in batches, 2–75

- intercompany journal entries, 13–7

- intercompany settlements, 13–6

- ledger types, 12–62

- mixing currencies, 2–75

- monetary accounts, 12–70, D–2

- overview, 12–57

- posting balances, 12–62

- posting reports, 2–88

- process, 12–59

- restatement for budget comparison, 9–3

- restating amounts, 9–1

- restating balances, 9–3, 9–17

- reviewing currency cross-rate

- relationships, 12–87

- reviewing journal entries, 2–78

- setting up, 12–63

- setting up AAIs, 12–73

- SFAS 52 requirements, 9–7

Multi-national functionality

- “as if” reposting, 1–4

- account balances by currency, 1–4

- chart of accounts, multiple languages, 1–4

- consolidation and currency restatement, 1–3

- currency processing, 1–4

- flexible reporting capabilities, 1–4

- highly inflationary economies, 1–3

- statutory chart of accounts, 1–4

Multiple AAI Revisions form, 9–66, 12–34, 13–67

N

Next numbers, 12–2, 12–51

- activating check digits, 12–53

- assigning by company and fiscal year, 12–53

- changing, 12–52

- changing the sequence, 12-52
- reviewing, 12-52
- setting up, 12-51
- Next Numbers by Company/Fiscal form, 12-53
- Next Numbers form, 12-52
- Numbers. *See* Next numbers

O

- Object account, 11-1, 11-2
 - general ledger report, 3-24
 - online trial balance, 3-41
 - trial balance report, 3-11
- Online Budget Comparison form, 7-29
- Online Chart of Accounts form, 11-38
- Online inquiries
 - account ledgers and balances, 3-51
 - trial balances, 3-37
- Open Items report, 5-32
- Operating income, calculation method, 4-9
- Organization
 - See also* Company
 - setup, 10-1
- Out-of-balance, 3-7
 - accepting journal entries, 2-16
 - correcting journal entries, 2-16
- Overriding exchange rates, 9-70
- Overriding the exchange rate for a journal entry, 9-70
- Overview, general accounting, 1-1

P

- PACO (post after cutoff), 8-2, 8-15, 10-8
- Pattern codes for budgeting
 - assigning, 7-10
 - seasonal, 7-5
- Payments, reconciling voided payments, 5-7
- PBCO (post before cutoff), 8-2, 8-15, 10-8
- PC Budget Source File report, 7-50
- PC budget upload, E-1
- PC Budget Upload/Conversion, processing options, 7-55
- Percentage, journal entries with, 2-45
- Period to date totals, 4-23

- Period-end processing, 8-1
 - AAI items, 8-4
- Post Budget Entries program, 7-45
- Post General Ledger, processing options, 2-89
- Posting
 - “as if” currency restatement, 9-89
 - about the post process, 2-81
 - detailed currency journal, 9-83
 - detailed currency transactions, 9-83
 - edit codes for accounts, 11-5, 11-42
 - error messages, 2-87, 9-85
 - fiscal date patterns, 10-2
 - general journal, 2-4
 - invalid account numbers, 2-24
 - journal entries, 2-4, 2-85
 - journalized budget, 7-44
 - multi-currency balances, 12-62
 - not approved, 9-85
 - preventing, 2-79, 9-82
 - setting up posting to prior periods, 12-8
 - status, 9-81
 - verifying detailed currency post, 9-84
 - verifying journal entry post, 2-86
- Posting a batch of journal entries, 2-85
- Posting allocations, 6-28
- Posting Edit report, 2-86, 9-84
- Posting journal entries, 2-85
- Posting Journal report, 2-88, 2-89, 9-85
- Posting journalized budgets, 7-44
- Posting the detailed currency journal, 9-83
- Print PC Budget Source File, processing options, 7-50
- Printing, budgets to a temporary file, 7-49
- Printing analysis reports, 4-27
- Printing consolidated balance sheets, 4-19
- Printing consolidated income statements, 4-16
- Printing debit/credit trial balance by business unit, 3-13
- Printing debit/credit trial balance by category code, 3-16
- Printing financial ratios reports, 4-30
- Printing general journal by account, 2-103
- Printing general journal by batch, 2-101
- Printing general journals, 2-99
 - processing time, 2-99
- Printing general ledger by business unit, 3-21

- Printing general ledger by category code, 3-29
- Printing general ledger by object account, 3-24
- Printing general ledger reports, 3-19
- Printing general ledger with subledger totals, 3-26
- Printing integrity reports, 8-7
- Printing monthly spreadsheets, 4-23
- Printing simple balance sheet, 4-9
- Printing simple financial reports, 4-5
- Printing simple income statement, 4-5
- Printing the temporary file for budget upload, 7-49
- Printing the transaction journal, 3-33
- Printing trial balance by business unit, 3-9
- Printing trial balance by object account, 3-11
- Printing unposted general journal, 2-100
- Printing variance analysis reports, 4-27
- Processing options
 - Account Balance Comparison, 3-73
 - Account Ledger Inquiry, 3-60
 - Accounts by Business Unit/Object and Revise Single Account, 11-23
 - Allocations Review, 6-22
 - Annual Budget by Business Unit/Account, 7-20
 - Automatic Accounting Instructions, 12-38
 - Automatic DR/CR Account Reconciliations, 5-29
 - Automatic Reconciliation, 13-87
 - Bank Account Reconciliation, 5-18
 - Budget Upload Field Definition, 7-53
 - Budget Worksheet Report, 7-23
 - Build Word Search File, 11-36
 - Calculate Currency Cross Rates, 12-89
 - Change Display Decimals, 12-78
 - Compute "As If" Balances, 9-91
 - Compute Indexed Allocations, 6-25
 - Compute Restated Balances, 9-44
 - Consolidated Income Statement – 12 Column, 4-17
 - Cross-Environment Intercompany Extraction, 13-75
 - Custom Reformat Program, 5-24
 - Daily or Weekly Comparisons, 3-76
 - Debit/Credit Match, 5-20
 - Detailed Budget by Account, 7-35
 - Detailed Currency Restatement, 9-75
 - DR/CR Trial Balance by Business Unit, 3-15
 - DR/CR Trial Balance by Category Code, 3-18
 - Financial Restatement Rates, 9-29
 - G/L Annual Close, 8-35
 - G/L Budget Checking, 7-40
 - G/L Cash Forecasting, 4-37
 - General Journal by Account, 2-104
 - General Ledger by Business Unit, 3-22
 - General Ledger by Category Code, 3-30
 - General Ledger by Object Account, 3-24
 - General Ledger with Subledger Totals, 3-27
 - Initial Receiving Facility, 13-81
 - Intercompany Tape Creation, 13-78
 - Invoice/Voucher Creation, 13-50
 - Journal Entry, 2-63
 - Journal Entry Functional Server, 2-65
 - Journal Entry with VAT Tax, 2-72
 - Masked Trial Balance, 3-50
 - Match Bank Tape File to Reconciliations File, 5-25
 - Monetary Account Valuation, 9-14
 - PC Budget Upload/Conversion, 7-55
 - Post General Ledger, 2-89
 - Print PC Budget Source File, 7-50
 - Refresh Reconciliation File, 5-11
 - Set Daily Transaction Rates, 12-82
 - Simple Income Statement, 4-6
 - Spread Annual to Periods, 7-27
 - Statutory Account Inquiry, 3-70
 - T/B by Business Unit, 3-41
 - T/B by Company, 3-45
 - T/B by Object Account, 3-43
 - T/B by Subledger, 3-47
 - Transaction Journal, 3-35
 - Trial Balance by Business Unit, 3-10
 - Trial Balance by Object Account, 3-13
 - Unposted General Journal, 2-101
 - User Defined Codes, 12-50
- Profit and loss statement, 4-5
 - consolidated, 4-16
- Program ID
 - P0002, 12-52
 - P00021, 12-53
 - P00051, 9-63, 11-41, 12-47, 13-39, 13-65
 - P0005D, 12-49
 - P0006, 10-25
 - P00065, 10-27

P0006A, 10-20	P09302, 6-22
P000909, 2-8, 12-6, 12-64, 13-38	P09415, 9-13
P00101, 8-19	P09490, 13-71
P001019, 8-22	P09491, 13-77
P00105, 8-17, 9-60, 10-14, 12-68, 13-61	P09492, 13-86
P0012, 12-34	P094921, 13-87
P00121, 12-16, 12-32	P09493, 13-79
P00122, 9-66, 12-34, 13-67	P09494, 13-84
P00123, 12-37	P09495, 13-75
P0013, 9-62, 12-66, 13-63	P09496, 13-57
P00151, 9-69, 12-80, 13-69	P09497, 13-85
P0016, 2-28	P09501, 5-23
P00201, 2-74, 7-43, 9-78	P09510, 5-25
P0055W, 2-19	P09520, 4-35
P01053, 12-71	P09551, 5-7
P09001, 7-8	P09560, 13-45
P0901, 7-10, 11-14, 11-24	P09800, 2-85, 9-83
P09011, 2-25, 11-26, 12-70	P09804, 11-17
P09014, 11-32	P09808, 7-12
P0901A, 11-25	P098201, 8-34
P0902W, 3-58	P09ACCT, 2-26
P0907, 11-10	P09BDWRD, 11-35
P0909, 11-38	P10211, 4-5
P09101, 2-9, 2-31, 2-44, 2-54, 2-94, 7-42	P10212, 4-27
P091012, 9-70	P10411, 4-27
P09106, 2-68	P10412, 4-25
P09110Z, 13-81	P10811, 4-29
P09121, 6-11	P1113, 9-26
P09130, 5-12	P1114, 9-33
P09131, 5-14	P111511, 12-86
P09131D, 5-19	P11152, 12-87
P09190, 13-41	P11154, 12-84
P091901, 13-42	P11214, 9-39
P09200, 3-54, 7-46	P11410, 9-56, 13-58
P092001W, 3-58	P11411, 9-74
P09200W, 3-55	P11414, 9-41
P09203, 2-57	P11801, 12-76
P0921, 3-75	P11802, 12-76
P09210, 3-38	P11803, 12-76
P092121, 3-72, 7-29	P11804, 12-76
P09213, 3-61	P11809, 12-76
P092131, 3-63	P11818, 12-76
P09214, 3-42	P14101, 7-34
P09215, 3-46	P14102, 7-11, 7-17
P09216, 3-45	P14103, 7-19
P09217, 3-47	P14110, 7-54
P092181, 3-65	P14115, 7-37
P092185, 3-67	P9201, 12-77
P09220, 6-20	P98313, 4-13
	R09531, 5-28

Purging prior year, automatic accounting instructions, 12-29
PYEB (prior year-end balance), 8-15, 10-8
Pyramid, management information, 3-4

R

Reconcilable ranges, automatic accounting instructions, 12-28
Reconciliation codes, 12-45
Reconciliation report, 5-26
Reconciling
 AAI for debit/credit reconciliation, 5-28
 accounts, 5-1
 accounts with zero balance, 5-7
 bank tapes, 5-23
 changing transactions to unreconciled, 5-20
 manually marking debit/credit transactions, 5-19
 manually marking transactions, 5-13
 matching the bank tape, 5-25
 refreshing the worktable, 5-9
 transactions within accounts, 5-27
 transit/clearing accounts, 5-13
 using manual method, 5-13
 verifying bank tape, 5-26
 voided payments, 5-7
Reconciling cross-environment
intercompany settlements, 13-83
Reconciling voided payments, 5-7
Reformatting bank tape for reconciliation, 5-23
Refresh Reconciliation File, processing options, 5-11
Refresh Reconciliations File program, 5-9
Reports
 Account Balance to Transactions, 8-13
 Account Balance without Account Master, 8-12
 Accounts without Business Units, 8-11
 Amounts Not Equal, 5-26
 analysis, 4-27
 Annual Close, 8-32
 Automatic Debit/Credit Account Reconciliation, 5-32
 Automatic Reconciliation, 13-85
 Balance Sheet, 4-8

bank tape reconciliation, 5-26
Batch Edit, 2-88
batch header integrity, 8-8
Batch to Detail and Out-of-Balance, 8-9
Batches With Balancing Problems, 2-89
Budget Worksheet, 7-4, 7-22
by date range, 3-33
Cleared Before Issued, 5-26
Cleared Not Issued, 5-26
Companies in Balance, 8-10
Company by Batch Out-of-Balance, 8-9
consolidated, 4-13
Consolidated Balance Sheet, 4-19
Consolidated Income Statement, 4-16
Created Journal Entries, 5-32
Debit/Credit Trial Balance by Business Unit, 3-13
Debit/Credit Trial Balance by Category Code, 3-16
defining columns, 4-13
Detailed Post Error, 2-88
financial, 4-1
Financial Ratios, 4-29
G/L Budget Checking, 7-37
General Journal by Account, 2-103
General Journal by Batch, 2-101
General Ledger by Business Unit, 3-21
General Ledger by Category Code, 3-29
General Ledger by Object Account, 3-24
General Ledger with Subledger Totals, 3-26
government, 3-5
Indexed Computations Journal, 6-22
integrity, 8-7
Intercompany Accounts in Balance, 8-11
Monthly Spreadsheet, 4-23
multi-currency posting, 2-88
Open Items, 5-32
PC Budget Source File, 7-50
Posting Edit, 2-86, 9-84
Posting Journal, 2-88, 2-89, 9-85
Reconciliation report, 5-26
Simple Income Statement, 4-5
source of information, 3-1
Status, 13-85
statutory, 3-5
Transaction Journal, 3-33
Transaction to Batch Headers, 8-8
Transactions without Account Masters, 8-12

- Trial Balance by Business Unit, 3–8
- Trial Balance by Object Account, 3–11
- Unposted Batches, 8–8
- Unposted General Journal, 2–100
- Unreconciled Items, 5–32
- Variance Analysis, 4–27
- Requested (cycle 1) form, 7–17, 7–19
- Restatement rates
 - See also* Exchange rates entering, 9–26
- Restating amounts
 - See also* Currency restatement; Detailed currency restatement
 - calculating balances, 9–41
 - exchange rates, 9–25
 - using another currency, 9–1
- Retained earnings, automatic accounting instructions, 12–22
- Revaluation AAIs, 12–73
- Reversing
 - indexed allocation, 6–10
 - journal entries, 2–44
- Reversing journal entries, G/L dates for voids, 2–97
- Review Computations form, 9–39
- Reviewing
 - AAIs, 12–32
 - allocations, 6–27
 - budget comparisons, 7–29
 - budget worksheets, 7–20
 - budgets, 7–4
 - chart of accounts, 11–37
 - detailed currency restatement, 9–53
 - detailed currency transactions, 9–77
 - indexed allocations, 6–20
 - journal entries, 2–73
 - journal entry batch list, 2–73
 - journal entry detail, 2–73
 - journalized budgets, 7–43
 - multi-currency journal entries, 2–78
 - posted batches, 2–78
 - standard next numbers, 12–52
- Reviewing a list of journal entry batches, 2–74
- Reviewing account balance comparisons, 3–71
- Reviewing account balances by G/L period, 3–61
- Reviewing account balances by subledger, 3–63
- Reviewing account ledgers, 3–52
- Reviewing and approving detailed currency transactions, 9–77
- Reviewing and approving journal entries, 2–73
- Reviewing and approving journalized budgets, 7–43
- Reviewing and posting allocations, 6–27
- Reviewing and revising journal entry detail, 2–74
- Reviewing budget comparisons online, 7–29
- Reviewing budget worksheets, 7–21
- Reviewing calculations, 9–39
- Reviewing currency cross-rate relationships, 12–87
- Reviewing daily or weekly comparisons, 3–75
- Reviewing indexed allocations, 6–20
- Reviewing journal entries, 2–73
- Reviewing statutory accounts, 3–64
- Reviewing trial balances by business unit, 3–39
- Reviewing trial balances by company, 3–45
- Reviewing trial balances by object account, 3–41
- Reviewing trial balances by subledger, 3–46
- Reviewing trial balances using wildcard characters, 3–47
- Reviewing your chart of accounts, 11–37
- Revise Computations form, 9–33
- Revise Financial Report Date form, 8–22
- Revise Seasonal Patterns form, 7–8
- Revise Single Account form, 11–26
- Revise Single Business Unit form, 10–25
- Revising
 - See also* Changing; Deleting; Voiding
 - AAIs, 12–33
 - business units, 10–24
 - journal entry detail, 2–73
 - posted journal entries, 2–93
 - unposted journal entries, 2–19
- Revising a posted journal entry, 2–94
- Revising a single account, 11–24
- Revising and voiding posted journal entries, 2–93
- Revising business units, 10–24
- Revising unposted journal entries, 2–19
- Running the Reconciliation program, 5–28

S

Screens. *See* Forms

Searching, account descriptions, 11-35

Set Cross Rates Calculation forms, 12-86

Set Daily Transaction Rates, processing options, 12-82

Set Daily Transaction Rates form, 9-69, 12-80, 13-69

Set Multi-Currency Option form, 12-64

Setting up

- AAIs, 12-36

- AAIs for general purpose accounts, 12-20

- account format symbols, 12-9

- batch approval, 12-7

- batch control, 12-6

- budget patterns, 7-5

- business units, 10-4, 10-19

- chart of accounts, 11-1

- companies, 10-3, 10-13

- constants, 12-5

- control of intercompany settlements, 12-11

- control of invalid account numbers, 12-9

- cross-environment intercompany settlements, 13-57

- currency conversion, 12-12

- daily exchange rates, 12-79

- detailed currency restatement, 9-55

- fiscal date patterns, 10-1, 10-7

- general accounting system, 10-1, 12-1

- intercompany settlements, 13-13

- multiple currency accounting, 12-57

- multiple currency exchange rates, 12-83

- next numbers, 12-51

- organization, 10-1

- posting to prior periods, 12-8

- user defined codes, 12-47

Setting up AAIs for account summarization, 12-27

Setting up AAIs for detailed currency restatement, 9-65, 13-67

Setting up AAIs for multi-currency, 12-73

Setting up account symbols, 12-9

Setting up batch approval, 12-7

Setting up batch control, 12-6

Setting up companies, 10-13

Setting up companies for detailed currency restatement, 9-59, 13-60

Setting up companies for intercompany settlements, 13-14

Setting up configured hubs, 13-37

Setting up constants, 12-5

Setting up constants for detailed currency restatement, 9-56

Setting up control of intercompany settlements, 12-11

Setting up control of invalid account numbers, 12-9

Setting up currency codes for detailed currency restatement, 9-62, 13-62

Setting up currency conversion, 12-12

Setting up detail method 2, 13-22

Setting up detail method D, 13-20

Setting up detailed currency restatement, 9-55

Setting up fiscal date patterns, 10-7

Setting up hub method 1, 13-17

Setting up hub method Y, 13-15

Setting up intercompany settlements, 13-13

Setting up ledger types for detailed currency restatement, 9-63, 13-65

Setting up multi-currency, 12-63

Setting up posting to prior periods, 12-8

Setting up the intercompany settlement constant, 13-14

Setting up user defined codes, 12-47

SFAS (statement of financial accounting standard), requirements, 9-7

Simple Income Statement, 4-5

- processing options, 4-6

Single AAI Revisions form, 12-34

Specify Indexed Computations form, 6-11

Speed codes, automatic accounting instructions, 12-26

Speed Transaction Rates Entry form, 12-84

Spread Annual to Periods, processing options, 7-27

Spreading annual amounts to periods, 7-25

Spreadsheet, monthly, 4-23

Standardized chart of accounts, 11-12, 11-21

Start Up Global Data Reset program, 5-5

Status report, 13-85

Statutory Account Inquiry, processing options, 3-70

Statutory Account Inquiry form, 3-65

Statutory account numbers, 3-5

Statutory accounts, reviewing, 3-64

Subledger
 accounts requiring, 11–42
 additional types, 11–40
 general ledger totals report, 3–26
 inactivating, 11–44
 inquiring on, 3–46
 journal entry with, 2–32
 online account balances by, 3–62
 online trial balance, 3–46
 predefined types, 2–33
 type codes, 12–44
 types, 11–39
Subledger accounts, 11–6
Subledger type, User defined, 11–41
Subsidiary accounts, 11–1, 11–2, 11–6
System flow, general accounting, 1–8
System integration, general accounting, 1–1
System setup, 12–1
 See also Setting up
System setup features, 12–2
 AAIs, 12–2
 constants, 12–2
 multi-currency, 12–2
 next numbers, 12–2
 user defined codes, 12–2

T

T/B by Business Unit, processing options, 3–41
T/B by Business Unit form, 3–39
T/B by Company, processing options, 3–45
T/B by Company form, 3–45
T/B by Object Account, processing options, 3–43
T/B by Object Account form, 3–42
T/B by Subledger, processing options, 3–47
T/B by Subledger form, 3–46
Table IDs
 See also Tables
 F0013 - Currency Codes, D–1
 F0311 - Accounts Receivable Ledger, D–2
 F0411 - Accounts Payable Ledger, D–2
 F0902 - Account Balances, D–2, D–3
 F0911 - Account Ledger, D–2
 F1202 - Item Balances, D–2
Tables
 F0006, 11–35

F0006 – Business Unit Master, 4–3, 10–19
F0006D – Business Unit–Alternate Description, 10–26
F0009 – General Constants, 12–5
F0010 – Company Constants, 10–13, 12–5
F0011 – Batch Control, 2–7, 6–27
F0012 – Automatic Accounting Instructions Master, 12–15, 12–19
F0032 – Cash Forecasting Summarization, 4–35
F009109, 11–35
F0901, 11–35
F0901 – Account Master, 4–3
F0901D – Account Master–Alternate Description, 11–31
F0902 – Account Balances, 2–9, 4–3, 4–35
F0911 – Account Ledger, 2–9, 4–35, 5–9, 5–13, 5–25, 6–27
F0911R – Account Ledger Reconciliation, 5–9, 5–13, 5–25
F09190 – Inter/Intra Company Account Relationships, 13–27
F09492 – Intercompany Reconciliation, 13–84
F09505 – Bank Cleared Payments, 5–23, 5–25
F09800, 11–35
F09800LA, 11–35
F09800LB, 11–35
F1011 – Financial Reporting, 4–3
F14112 – PC Budget Upload, 7–48
 general accounting, A–1
 general ledger, A–2
 general system, A–1
 used for financial reporting, 4–3
Tax, value-added (VAT), 2–67
Taxes, 12–3
Template, for journal entries. *See* Model
Temporarily accepting invalid account numbers, 2–23
Test yourself
 answers, B–1
 journal entries, 2–29
 model journal entries, 2–62
 other types of journal entries, 2–51
 posting journal entries, 2–92
 setting up intercompany settlements, 13–24
 working with automatic accounting instructions, 12–30

Tolerance limits, automatic accounting instructions, 12-28
Totals, roll-up, 3-4
Transaction amounts. *See* Journal entries, entering amounts
Transaction currency code, 2-46
Transaction Journal, 3-33
 processing options, 3-35
Transaction to Batch Headers report, 8-8
Transactions, automatic reconciliation, 5-4
Transactions within accounts reconciliation, 5-4
Transactions without Account Masters report, 8-12
Translate AAIs form, 12-37
Translate Accounts form, 11-32
Translate Business Units form, 10-27
Translate User Defined Codes form, 12-49
Translating
 automatic accounting instructions, 12-31, 12-37
 business unit descriptions, 10-26, 11-31
 deleting business unit translations, 10-29, 11-33
 user defined codes, 12-47
Translating AAIs, 12-37
Translating Accounts, 11-32
Translating business units, 10-27
Translation adjustment accounts, 9-32
Trial balance, 3-7
 business unit report, 3-8
 debit/credit report, 3-13, 3-16
 masked, 3-47
 object account report, 3-11
 online inquiries, 3-37
 T/B by Business Unit form, 3-38
 T/B by Company form, 3-45
 T/B by Object Account form, 3-42
 T/B by Subledger form, 3-46
 using wildcards, 3-47
Trial Balance by Business Unit, processing options, 3-10
Trial Balance by Business Unit report, 3-8
Trial Balance by Object Account, processing options, 3-13
Trial Balance by Object Account report, 3-11
Troubleshooting
 “as if” currency restatement, 9-90
 annual close, 8-32

batch problems, 8-8
problems in Account Ledger file, 8-12
problems in Account Master file, 8-11

U

Unposted Batches report, 8-8
Unposted General Journal, processing options, 2-101
Unposted General Journal report, 2-100
Unrealized gains and losses, 9-11
Unreconciled Items report, 5-32
Unreconciled transactions, reviewing and printing, 5-17
Unreconciling transactions, 5-20
Updating, reconciled accounts, 5-5
Updating domestic currency codes, 12-75
Uploading
 budget fields to account balances, 7-54
 budgets from a PC, 7-47
 budgets to a temporary file, 7-48
 defining budget fields, 7-51
Uploading budgets from a PC to the AS/400, 7-47
Uploading budgets to a temporary file, 7-48
Uploading the fields to account balances, 7-54
User defined code lists, Ledger Types (09/LT), D-2
User Defined Code Revisions form, 9-63, 11-41, 13-65
 elements, 12-40
User Defined Codes, processing options, 12-50
User defined codes, 12-2, 12-41
 account category codes, 12-43
 business unit category codes, 12-43
 business unit types, 12-44
 column headings for consolidation review, 12-46
 column headings for ledgers, 12-46
 configured hubs, 13-39
 document types, 12-44
 ledger types, 12-41
 ledger types for annual close, 12-45
 overview, 12-39
 reconciliation codes, 12-45

- setting up, 12-47
- setting up blank codes, 12-48
- subledger types, 12-44
- translating, 12-47

User Defined Codes form, 13-39

V

Value-added tax, journal entries, 2-67

Variable numerator allocations, 6-4

Variance Analysis report, 4-27

Verifying

- account balances, 3-7
- bank tape reconciliation, 5-26
- journal entry post, 2-86

Verifying the bank tape reconciliation, 5-26

Verifying the post of journal entries, 2-86

Voiding

- posted journal entries, 2-93, 2-95
- posted reversing journal entries, 2-96
- unposted journal entries, 2-20

Voiding posted reversing journal entries, 2-96

Vouchers, intercompany settlements, 13-45

W

WACO (post way after cutoff), 8-15, 10-8

Wildcard characters, 3-47

Windows. *See* Forms

Work orders, journal entry format, 2-40

Work With User Defined Codes form, 12-47

Working with “as if” currency reposting, 9-87

Working with accounts, 11-21

Working with annual budgets, 7-15

Working with bank tape reconciliations, 5-23

Working with basic journal entries, 2-9

Working with batch control, 2-7

Working with budget patterns, 7-5

Working with business units, 10-19

Working with calculations for balance restatement, 9-31

Working with currency codes and decimals, 12-75

Working with exchange rates, 12-79

Working with exchange rates for detailed currency restatement, 9-68, 13-68

Working with indexed allocations, 6-9

Working with invalid account numbers, 2-22

Working with journal entries with foreign currency, 2-47

Working with journalized budgets, 7-41

Working with manual reconciliations, 5-13

Working with model journal entries, 2-53

Working with other types of journal entries, 2-43

Working with subledgers, 11-39

Y

Year to date totals, 4-23

Exercises

