Oracle Fusion Cloud Financials

Using General Ledger

23B

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23B

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Contents

Get Help i

1 Introduction 1
Introduction to Using General Ledger Guide 1

2 Journals 3
Accounting Cycle 3
Journal Capture 8
Create Standard Journals 10
Create Journals in Spreadsheets 26
Reverse Journals 42
Post Journals 47
Approve Journals 69
Search Journals 109
FAQs for Journals 111

3 Allocations and Periodic Entries 119
Overview 119
Recurring Journals 123
Calculation Manager 129
Allocation Rules 135
Allocation Rule Sets 153
Allocation Components 160
Allocation Variables 171
FAQs for Allocations and Periodic Entries 179

4 Intercompany Transactions 185
Intercompany Descriptive Flexfields 185
Import Intercompany Transactions 185
Manage Intercompany Outbound Transactions 187
Manage Intercompany Inbound Transactions 187

Withdraw Intercompany Outbound Transactions 187
Transaction and Batch Status 188
Example of Setting Up TAD Using Receivables Transaction Type for Creation of Credit Memo or Invoice for Intercompany 190
Example of Generating Intercompany Receivables and Intercompany Payables Accounts for Manual Transactions 197
Example of Setting Up Transaction Account Definition for Intercompany 202
Intercompany Reconciliation 211
Prepare Intercompany Reconciliation Reporting Information 212
Cross-Ledger Allocations 213
Examples of Cross-Ledger Allocations 214
FAQs for Intercompany Transactions 218

5 Accounting Period Close 221
Overview 221
Currency Rates 225
Revaluation 226
Translation 240
General Accounting Infolets 246
Account Reconciliation 259
Consolidation 280
Ledger Close 291
Use Oracle Social Network 300
FAQs for Accounting Period Close 304

6 Financial Reporting and Analysis 307
Considerations for General Ledger Balances Cubes 307
Financial Reporting 307
Create a Financial Report 320
General Ledger Reports 327
Balance Analysis 356
Balance Inquiry 358
FAQs for Financial Reporting and Analysis 361

7 Budgets 363
Overview of Budget Uploads 363

How General Ledger Budget Balance Import Data Is Processed 365
Import Budget Data from a Flat File 366
Import Budget Data from a Spreadsheet 368
Correct Budget Import Errors Using a Spreadsheet 368
How You Change Budget Amounts to Zero 369

8 Average Balance Processing 371
Overview of Average Balance Processing 371
Examples of Average Balances 372
Amount Types for Average Balance Processing 373
Examples of Average-to-Date Balances 374
Key Aspects of Average Balance Processing 376
Effective Date Handling 378
Backdated Transactions and Average Balances 378
Set Up Average Balance Processing 380
Processing Options for Nonbusiness Days 384
Opening a Period 385
FAQs for Average Balance Processing 385

Get Help

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1 Introduction

Introduction to Using General Ledger Guide

Use this guide to learn how to create and maintain ledgers, ledger currencies, budgets, and journal entries. This guide also includes information about running financial reports.

2 Journals

Accounting Cycle

Example of an Accounting Cycle

This example demonstrates the steps in completing the accounting cycle to achieve successful financial reporting for your enterprise. These steps may vary based on your business processes and enterprise structure.

Scenario

Your company, InFusion Corporation, is a multinational conglomerate that operates in the United States (US) and the United Kingdom (UK). InFusion Corporation:

- Uses Oracle General Ledger and the Oracle Payables and Oracle Receivables subledgers.
- Includes all the components to build and maintain air quality monitoring systems for homes and businesses in your business line.
- Provides funding to your customers for the start up costs of these systems through your financial services organization.
- Purchases raw materials from other countries, which requires you to record foreign currency transactions.
- Consists of three subsidiaries.
    - InFusion Financial Services
    - InFusion UK Services
    - InFusion America
- Consolidates financials with all its subsidiaries monthly in the parent, InFusion Corporation ledger.

The following are the tasks that your staff performs to complete the accounting cycle and ensure accurate capturing of your accounting transactions.

- Open the accounting period.
- Enter manual journal entries: standard, statistical, and intercompany balancing journal entries between your parent company and your three subsidiaries.
- Import journals from your subledgers. Correct or delete journal entries that failed the import process. If necessary, run the import process again.
- Define journals that occur periodically and allocation journal formulas for transactions that have a common format, require allocation of amounts or accounts to other accounts, or that are entered frequently.
- Generate recurring and allocation journal batches based on your defined formulas.
- Review the details of the unposted journal batches.
- Edit unposted journals to change or correct information, including the batch period and the journal currency.
- Post journal batches manually or automatically.

- Check for posting errors. Use the Posting Execution Report and the Automatic Posting Execution Report to check the results of your posting. These reports are created automatically when the posting programs are completed.
- Reverse posted journals as needed. Assign a reversing period to the journal, generate the journal, and post the reversing batch.

  > **Note:** Journals can be set to automatically reverse when you open the period. Subsequent adjustments to the accounts are then based on balances net of those reversals.

- Revalue foreign currency denominated balances to reflect conversion rate fluctuations at the end of the accounting period.
- Translate actual account balances in your UK subsidiary to US dollars to report to your US parent. You consolidate the ledgers for all your subsidiaries in US dollars.
- Consolidate ledgers by defining and running a consolidation for all your subsidiaries.
- Produce financial reports and perform online inquiries to review current account balances.
- Close the current accounting period.
- Open the next accounting period.

How to Prevent a General Ledger Period from Closing When Open Subledger Periods Exist

You can prevent an Oracle General Ledger accounting period from closing when any, or some of the corresponding subledgers are still open, or the period has incomplete accounting entries or transactions.

This can help ensure an effective period close process that validates all transactions are complete and aren't held up during the close.

> **Note:** You can enable the **Prevent General Ledger Period From Closing When Open Subledger Periods Exist** option on a primary ledger. Refer to the **How to Set It Up** section for details.

Exceptions That Prevent a Period from Closing

When you enable this feature, the period close process prevents the corresponding General Ledger accounting period from being closed if any of the following exceptions exist:

Period status exception

Accounting periods for the following subledgers aren't closed:

- Oracle Assets
- Oracle Cost Management
- Oracle Payables
- Oracle Project Foundation
- Oracle Receivables
- Oracle Revenue Management

Note: The period status exception doesn't apply to the Intercompany subledger.

You can exclude one or more of these subledgers except for Assets, which is automatically excluded by default. When a subledger is excluded, the General Ledger period close process skips the period status exception if it occurs within the context of those excluded subledgers.

Transaction exceptions

- Unprocessed and untransferred subledger transactions
- Pending transactions in the General Ledger interface
- Unposted transactions in General Ledger

Note: Regardless of how the option is set, you can't close a General Ledger period for a ledger that has pending Intercompany transactions with the following transaction statuses:

- Approved
- Error
- Received
- Sent
- Transferred to provider general ledger
- Transferred to receiver general ledger

Benefits

Here are the benefits of using this feature.

- Brings the General Ledger period close process in line with corporate-wide business policy.

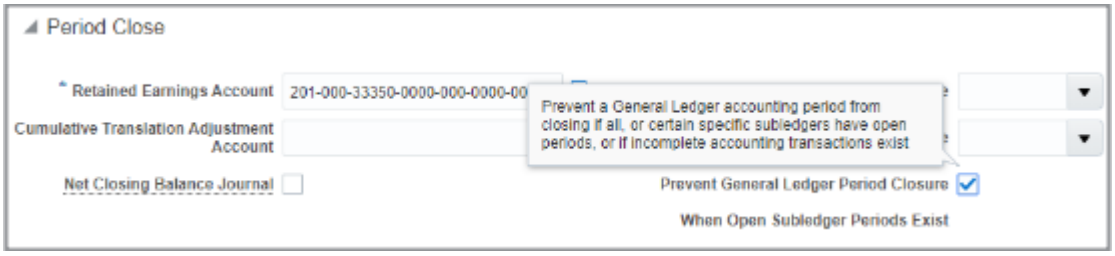
  Helps you comply with the general business practice of not allowing a closed General Ledger period to be reopened unless there are material changes. In general, periods aren't reopened unless there are strong justifications and related approvals. By using this feature, you might not need to reopen a closed period, because you already ensured that all unprocessed transactions and exceptions were duly resolved before closing it.
- Provides more meaningful and accurate financial reporting, because all exceptions would have been resolved and accounted for, before reporting.
- Helps you comply with audit requirements, if any.

How to Set It Up

1. In the Setup and Maintenance work area, go to the Specify Ledger Options task:
   - Offering: Financials
   - Functional Area: General Ledger
   - Task: Specify Ledger Options, with the primary ledger scope set

2. In the Period Close section, select the **Prevent General Ledger Period Closure When Open Subledger Periods Exist** option.

   Here's an image of the ledger option with field help on the Specify Ledger Options page.



3. Save the change.

How to Optionally Exclude Specific Subledgers

When you set the ledger option, by default the General Ledger accounting period close process checks for the period status exception for the subledgers previously listed, except for Assets, which is excluded by default. You can optionally exclude one or more of the other subledgers so the General Ledger accounting period close process skips the period status exception check within the context of those excluded subledgers.

Transaction exceptions are still checked, and the period close is prevented if those exceptions occur.

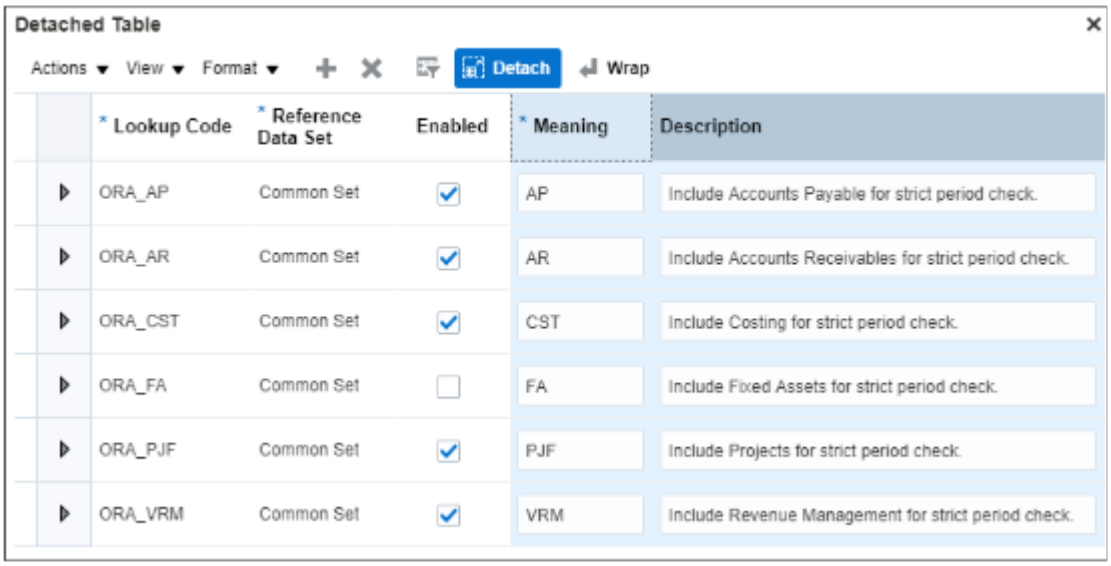
> **Note:** You need to set up subledger exclusions or re-inclusions only once to apply to every primary ledger for which the **Prevent General Ledger Period Closure When Open Subledger Periods Exist** option is enabled.

Here's how you exclude subledgers.

1. In the Setup and Maintenance work area, go to the Manage General Ledger Lookup Values task:
   - Offering: Financials
   - Functional Area: General Ledger
   - Task: Manage General Ledger Lookup Values

2. In the Lookup Type field, enter **ORA_GL_INCLD_STRICT_PRD_CLOSE** and click **Search**.

   Here's an image of the search results with the lookup codes, status, meanings, and descriptions.



3. Select the **Enabled** check box to deselect the subledger that you want to exclude.

   > **Note:** You can include a previously excluded subledger by selecting the **Enabled** check box again.

4. Save your changes.

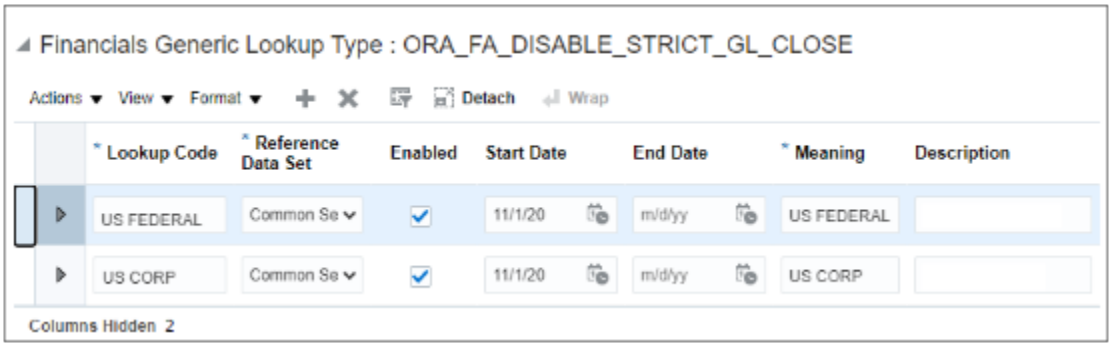
What It Means to Include Assets Subledger

By default, the Assets subledger is already excluded from the period status exception check. If you decide to include Assets, select the **Enabled** check box for the Assets subledger on the Manage General Ledger Lookup Values page. When you include the Assets subledger, the General Ledger period close process also checks the period statuses of the asset books. If any of the asset books enabled for posting to the primary ledger haven't been closed, then the General Ledger period is prevented from closing.

You can exclude specific asset books from the period status exception check by listing them in the lookup code section on the Manage Fixed Assets Lookups page for the ORA_FA_DISABLE_STRICT_GL_CLOSE lookup type. Enter the name of the asset book in the **Lookup Code** and **Meaning** fields. Select the **Common Set** reference data set and enable the lookup code.

> **Note:** You can re-include a previously excluded asset book by either deselecting the Enabled check box or deleting the row for the specific asset book.

Here's an image of example lookup codes for the ORA_FA_DISABLE_STRICT_GL_CLOSE lookup type.



Note: If you include the Assets subledger by enabling it for the ORA_GL_INCLD_STRICT_PRD_CLOSE lookup type and you don't exclude any asset books using the ORA_FA_DISABLE_STRICT_GL_CLOSE lookup type, then the General Ledger period close process checks the period statuses of every asset book. If any of the asset books enabled for posting to the primary ledger haven't been closed, then the General Ledger period is prevented from closing.

Example of How It Works

Let's say you enabled the ledger option for your primary ledger Vision Corporation and you didn't exclude any subledgers. The December 2019 period is open for both General Ledger and the Payables subledger. When you go to close the December 2019 General Ledger accounting period from either the Manage Accounting Periods or Edit Accounting Period Statuses pages, an error message will appear telling you the option is enabled and that the Payables subledger is still open. Instead, if you submit the period close process from the Scheduled Processes page, this same message will appear in the process log files. The rest of the message helps get you started with processing the pending transactions and resolving exceptions.

Note: When you run the period close process from the application pages, an error message appears when the subledger periods aren't yet closed. Error messages for any other exception, and in all cases when the period close process is submitted from the Scheduled Processes page, appear in the close period process log files. This is to optimize the performance of the period close process.

Journal Capture

Journal Capture Options

The ledger and subledger transactions are captured in four ways:

- Entering journals manually
- Entering journals in spreadsheets
- Importing journals
- Creating journals automatically

Use of these methods varies depending on:

- The application providing the data

- The reason for the entry, such as error correction versus monthly entries
- The tools available, such as the calculation engine used in the automation of journal entries

Entering Journals Manually

Enter journals manually that occur once or infrequently, such as journals to:

- Correct errors
- Reclassify account balances
- Accrue balances for unusual transactions

This method requires the most time and is open to errors from human intervention.

Entering Journals in Spreadsheets

Enter manual and recurring journal entries through a spreadsheet interface. Then:

- Load the completed spreadsheet into the import interface.
- Schedule or manually submit the Journal Import process to import the data into the ledger.

Working in spreadsheets adds functionality such as the use of macros, formulas, and links to existing documents.

> **Note:** Spreadsheets are created as templates for recurring entries and then each month, simply update the data and upload.

Importing Journals

Use Oracle Subledger Accounting to submit journal entries from subledger applications to the import interface to prepare for data transfer into the ledger. Subledger applications include both Oracle and non-Oracle. Then:

- Schedule or manually submit the Journal Import process to perform the import.
- Verify that the data is transferred completely and accurately.

This method efficiently and correctly populates the bulk of the data in the ledger.

Creating Journals Automatically

In Oracle General Ledger, create journal entries automatically to automate processes and reduce both errors and data entry time. For example:

- Define allocation rules and rule sets in Calculation Manager. Then:
  - Generate your defined allocation formulas to automatically populate the allocated data to the import interface.
  - Schedule or manually submit the Journal Import process to import the journal lines into the general ledger to create unposted allocation batches.
  - Post automatically during the generate process or manually to allocate data from amounts or accounts to other accounts on a periodic basis.
- Define journal reversal criteria sets for specific journal categories to automatically create reversal journal entries. Schedule or manually submit the AutoReverse process. The process creates journal entries when it reverses the journals that match the criteria specified.

- Define revaluation definitions to properly account for unrealized gains and losses on currency exchange fluctuations. Then:
    - Schedule or manually submit the Revaluation process.
    - Post the revaluation journal batch.

  The process adjusts the respective foreign currency denominated asset or liability to its current accounted value. The adjustment is offset to the unrealized gain or loss account.
- Use the Balances Transfer process for generic cross ledger balance transfers. This process:
    - Transfers copies of the data from your source ledgers to your target ledgers.
    - Initiates this process at periodic intervals as needed.
    - Automatically creates postable journal entries that update account balances in the target ledger with a journal source of Balance Transfer.
    - Is used to transfer specifically from the primary ledger to its balance level secondary ledger.
    - Uses the primary ledger as the journal source.

Related Topics

- Overview of Journal Entry and Actions

Create Standard Journals

Overview of Journal Entry and Actions

Journal entries are posted to the ledger to record data from accounting transactions that reflect your entity's business events. Journal creation, approval, posting, and editing work together in the recording process to produce accurate financial records.

Creating Journal Entries

The process begins with creating journals. You can create journals in several ways:

- Enter manually directly in the ledger.
- Use a spreadsheet interface.
- Import journals into the ledger.
- Create automatically from formulas or processes.

All methods produce a journal entry consisting of:

- A batch that determines the accounting period of all journals associated with the batch.
- One or more journals, with a category and a currency assigned to each.

  Note: For cross-currency journals, the currency is assigned at the line level.

- Lines that contain the accounting for the transaction.

Note: You can view the combined description for the entire account combination on all lines simultaneously during journal entry.

Save to create the journal entry. Complete the journal to submit it for posting. After creation, apply an optional journal approval process to the entry.

A journal entry that has been saved, completed, and, if necessary, approved, is available for posting.

Approving Journal Entries

If you're using journal approval, you can select the **Request Approval** action for the journal batch to initiate the approval process. After the batch is approved, you must then post it. If you skip the action of requesting approval, and instead select to post the batch, or if the batch is picked up for posting through an AutoPost criteria set, the batch proceeds through the approval process, after which posting is automatically submitted.

Note: You can edit approved journals that aren't posted. After you make your changes, you must resubmit the journal for approval. For more information, see this topic: Can I edit a journal that's approved and not yet posted?

Posting Journal Entries

You can post journal entries only in open accounting periods. Keep all but the current periods closed to prevent posting of amounts in incorrect periods. During the posting process, the journal entry is validated and, if successful, the credit and debit amounts are updated to their respective accounts in the ledger. You can't change a journal entry that's posted.

Once posting has finished successfully, run reports and performs queries on the updated account balances in the ledger.

Note: You can configure security using the Post privilege to allow certain users to review and post journals, but not create or modify them.

Editing Journal Entries

Edit journal entries as needed before they're posted. After posting, either reverse and enter the journal again, or enter a new journal to correct the amounts in question.

Note: You can edit approved journals that aren't posted. After you make your changes, you must resubmit the journal for approval. For more information, see this topic: Can I edit a journal that's approved and not yet posted?

Related Topics

- Example of Statistical Journal Entry
- Can I edit a journal that's approved and not yet posted?

Journal Entry Components

Journal entries post accounting balances to the ledger for reporting and analysis.

Journal entries consist of three components: a batch, journals, and lines. You can organize journals with common attributes into batches. The journal information identifies common details for a single journal entry. The lines specify the accounting information for the journal entry. Batches can multiple journals and journals can have multiple lines.

The following figure shows the three journal components and the data required for each component.

Batch

A batch can contain multiple journals, each of which can belong to a different ledger. All of the ledgers within a batch must have the same accounting calendar and chart of accounts. Batches require a name, source, and accounting period. All journal entries in a batch must share the same period. You can create a journal batch by entering a user-defined name in an open or future enterable accounting period. You must post batches in open accounting periods. If you don't want to enter the batch information, start by entering data in the Journals section on the Create Journal page. The batch name is created automatically using the following components:

- Journal source name of manual
- A unique batch
- System date

Journals

A journal requires the following data:

- Ledger name
- Journal name
- Accounting date
- Source
- Category
- Currency

Note: The description and control total are optional.

To select the ledger from the choice list, your data access set must provide one of the following

- Read and write access to the ledger
- Read and write access to one or more balancing or management segment values

If you use reporting currencies or secondary ledgers with a journal or subledger conversion level, select a reporting currencies or secondary ledger for your journal. Creating manual journals is an exception for the secondary and reporting ledgers because their journals propagate directly from their primary ledger.

Lines

The lines require accounts and amounts. Total debits must equal total credits for all journal entries except for statistical journal entries.

Related Topics

- Single or Multiple Journal Batches

Single or Multiple Journal Batches

Entering journal batches is optional. The application creates a unique batch ID automatically; using the journal entry name combined with the system date and time. All journal entries in a batch must share the same accounting period.

Enter journals only in a current or future enterable accounting period. Batches can contain one or an unlimited number of journal entries. When you post one journal entry, the entire batch posts. Posting is always done at the batch level.

Using a Single Batch

You can record a set of journal entries in a single batch. For example, all of your statistical entries or monthly accruals can be entered in one batch for easy reference, querying, and posting.

Using Multiple Batches

Use multiple batches when it's important for each journal entry to be reversed separately or to document a specific transaction or adjustment.

Related Topics

- Overview of Journal Posting

Example of Statistical Journal Entry

This example uses headcount to illustrate how a company can record statistical information in a journal entry. The posted statistical balances can then be used in journal entries that allocate expenses.

Scenario

InFusion America Incorporated hires thirty new employees and assigns them to the sales, accounting, and purchasing departments. To allocate expenses properly, InFusion America Incorporated must track headcount for each department.

Transaction Details

The thirty new employees are assigned as follows:

- Twelve to the sales department
- Ten to the accounting department
- Eight to the purchasing department

The sales department has expanded its territory and needs twelve new employees to cover the new areas. The sales force works in the field and has travel expenses.

The accounting department has lost four employees to retirement so needs four new employees to fill those vacated positions. The accounting department also added six new positions to handle the expected increase in sales. Accounting employees work in a central office, and the department allocates expenses across other departments.

The purchasing department has added four new buyer positions and four new warehouse positions to handle the expected increase in orders. Purchasing employees work in the warehouse and participate in InFusion America Incorporated health insurance plan.

Resulting Statistical Journal Entry

The following table shows the journal entry that was created, using the STAT currency, to capture the headcount information for each department.

Department	Department Number	Debits	Credits	Description
Sales	200	12		Sales force addition due to territory expansion.
Accounting	300	10	4	Addition of six new positions and the loss of four due to retirement, which requires four new employees.

Department	Department Number	Debits	Credits	Description
Purchasing	500	8		Addition of four buyers and four warehouse positions.
Total	Not Applicable	30	4	Not Applicable

Note: In statistical entries, debits aren't required to equal credits.

Related Topics

- Overview of Journal Posting

Enter Foreign Currency Journals

This example demonstrates how to create a journal entry in a foreign currency.

Your company, InFusion America, has purchased a new truck from a company located in the United Kingdom. The price is in British pounds (GBP) and your ledger currency is United States dollars (USD). When the cost was booked in purchasing, the freight costs weren't included. You must enter a manual journal entry for the missing freight costs.

Follow these steps to enter a manual journal entry using a foreign currency. A currency is classified as foreign if it isn't your ledger currency or a reporting currency you're using with the journal or subledger level reporting currency functionality.

Entering a Foreign Currency Journal

1. Navigate to the Manage Journals page and select the **Create Journal** task.
2. Complete the fields, as shown in this table.

Field	Value
Batch Name	UK Sales Adjustment
Batch Description	Freight costs on purchase of a truck
Journal Name	UK Sales Adjustment
Journal Description	Freight costs on purchase of a truck
Category	Adjustment

Field	Value
Currency	GBP
Conversion Rate Type	User
Conversion Rate	1.59
Debit Account	Your purchase account
Debit Amount	500
Credit Account	Your payables account
Credit Amount	-500

3. Click **Post**.

   The application saves, completes, and posts the entry.

   Note: In this example, the conversion rate type of User was selected, which requires you to enter the conversion rate. Other conversion rate types are Spot, Corporate, or user-defined. These other conversion rate types can automatically enter the conversion rate based on the data in the daily rates tables and the conversion date. Select a conversion date within the accounting period that you defined for the journal entry. The conversion date field lets you select other dates to use a different daily rate. The default conversion date is equal to the journal accounting date.

How You Require Manual Journals Balance by Entered Currency

You can require that manual journals balance by entered currency when a journal is created.

So when a journal preparer creates a journal on the Create Journal page or Create Journal spreadsheet, total debits must equal total credits for each entered currency, otherwise the journal can't be saved.

This also means that the journal posting process doesn't have to generate additional lines to balance the journal. The posting process continues to balance any unbalanced journals coming in through external feeds.

Here's how you set it up.

1. In the Setup and Maintenance work area, go to the Specify Ledger Options task:
   - Offering: Financials
   - Functional Area: General Ledger
   - Task: Specify Ledger Options, with the primary ledger scope set

2. On the Specify Ledger Options page, enable the **Require manually entered journals balance by currency** option in the Journal Processing Balancing section. The option is automatically enabled for any associated secondary ledgers and reporting currencies.

How You Limit a Journal to a Single Currency

You can enforce single currency journals for a journal source. The limit applies to journals entered on the Create Journal page and to journals that are imported. The Import Journals process automatically separates the journals by currency.

Here's how you set it up.

1. In the Setup and Maintenance work area, go to the Specify Ledger Options task:
    - Offering: Financials
    - Functional Area: General Ledger
    - Task: Specify Ledger Options, with the primary ledger scope set
2. On the Specify Ledger Options page, enable the **Limit a journal to a single currency** option in the Journal Processing Entry section. The option is automatically enabled for any associated secondary ledgers and reporting currencies.
3. Go to the Manage Journal Sources task:
    - Offering: Financials
    - Functional Area: General Ledger
    - Task: Manage Journal Sources
4. On the Manage Journal Sources page, enable the **Limit Journal to Single Currency** option for the applicable journal sources.

    > **Note:** You can't enable the option for these journal sources: Allocations, AutoCopy, Balance Transfer, Closing Journal, and Revaluation.

How Journal Import Data Is Processed

Use the Journal Import file-based data import to upload journal entry data from external sources into Oracle General Ledger. You can download a spreadsheet template to use to prepare your journal entry data.

The template contains an instruction sheet to help guide you through the process of entering your journal information.

To access the template, complete the following steps:

1. Navigate to the Oracle Fusion Cloud Financials File-Based Data Import for Financials guide.
2. In the General Ledger chapter, click **Journal Import**.
3. In the File Links section, click the link to the Excel template.

Follow these guidelines when preparing your data in the worksheet:

- Enter the required information for each column. Refer to the tool tips on each column header for detailed instructions.
- Don't change the order of the columns in the template.

- You can hide or skip the columns you don't use, but don't delete them.

Settings That Affect the Journal Import Process

The Journal Import template contains an instructions tab and a tab that represents the table where the data is loaded.

The Instructions and CSV Generation tab contains information about:

- Preparing the journal data.
- Understanding the format of the template.
- Entering journals.
- Loading the data into the interface table and the product.

The GL_INTERFACE tab is where you enter information about the journals that you're adding, such as the journal source, category, currency, and amount. You can also enter information for the Journal Lines and Journals Captured Information descriptive flexfields, which include data and number validations. These validations ensure the captured information is more accurate and consistent.

> **Note:** For the Journal Lines descriptive flexfield, the Date data type columns are ATTRIBUTE_DATE1 through ATTRIBUTE_DATE5 and the Number data type columns are ATTRIBUTE_NUMBER1 through ATTRIBUTE_NUMBER5. For the Journals Captured Information descriptive flexfield, the date columns are ATTRIBUTE_DATE6 through ATTRIBUTE_DATE10 and the number columns are ATTRIBUTE_NUMBER6 through ATTRIBUTE_NUMBER10.

How Journal Import Is Processed

To load the data into the interface table:

1. Click the **Generate CSV File** button on the instructions tab to create a CSV file in a .zip file format.
2. Save the .zip file locally.
3. Navigate to the Scheduled Processes work area.
4. Select the **Load Interface File for Import** process.
5. For the **Import Process** parameter, select **Import Journals**.
6. For the **Data File** parameter, select the file that you saved in step 1.

To load the data from the interface table into the product:

1. Navigate to the Journals work area and select the **Import Journals** task.
2. Enter values for the parameters.
3. If the process ends in error or warning, you can correct or delete the rows that have errors.
    a. To correct the rows with errors:
        i. Review the log and output files for details about the rows that caused the failure.
        ii. Navigate to the Journals work area and select the **Correct Import Errors** task to download the journal corrections worksheet.
        iii. Search for the errors rows using the **Source** and **Group ID** fields.
        iv. Correct the entries in the worksheet and click **Upload**. If you select to save to the interface, you must rerun the Import Journals process.
    b. To delete the rows with errors:
        i. Navigate to the Journals work area and select the **Delete Import Data** task.

ii. Provide values for the required parameters. For the **Process ID** parameter, specify the ID for the Import Journals process.

To delete the data from the interface table without loading into the product, while the status of the interface rows is NEW:

1. Navigate to the Scheduled Processes work area and select the **Purge Interface Tables** process.
2. Accept the default value of **File-based data import** for the **Purge Process Intent** parameter.
3. Select **Import Journals** for the **Import Process** parameter.
4. Enter the process ID from the Load Interface File for Import process into the **Load Request ID** parameter.

Note: If the journal import process creates an account combination, then segment value security is enforced. If the account combination exists, then no check happens.

Note: To enter values for the **Additional Information** field, you must use the Create or Edit Journal pages in the application.

Related Topics

- How Journals Are Imported
- External Data Integration Services for Importing Data
- Overview of External Data Integration Services for Importing Data

Financial Descriptive Flexfields

In Oracle Fusion Cloud Financials descriptive flexfields are available from either the Basic or Advanced Search sections for all transaction objects with Oracle Secure Enterprise Search enabled.

Examples of the descriptive flexfields available are:

- Oracle Payables: Invoices
- Oracle Receivables: Adjustments
- Oracle Expenses: Expense
- Oracle Assets: Assets Invoices
- Intercompany: Intercompany Transaction Headers (Inbound Transaction)
- Intercompany: Intercompany Transaction Batches (Outbound Transaction)
- Oracle General Ledger: Journal Batches and Journals
- Oracle Subledger Accounting: Subledger Journal Entry Header

Descriptive flexfields consists of segments.

The following table lists the descriptive flexfield segments.

Segment	Description
Global Segment	Are always displayed, if enabled.

Segment	Description
Context Segment	Used to determine which context sensitive segments are displayed.
Context Sensitive Segment	Displayed values based on the defined value in the context segment.

In some products, the descriptive flexfields are displayed by default in the **Search** section, while others are available in the **Add Fields** menu.

- Global Segments: Generally available in the **Add Fields** menu if they're not displayed by default. When a Global Segment is added to a **Search Panel**, it's displayed before the context segments.
- Context Segments: Generally available in the **Advanced Search** section by default.
- Context Sensitive Segments: Available in the **Add Fields** menu after you select a context segment value.
- The segments are displayed in the Search Panel in the following order:
    a. Global Segments
    b. Context Segments
    c. Context Sensitive Segments, after their Context Segment

Note:

- The list of values on the **Add Fields** menu lists all descriptive flexfields alphabetically, followed by all other fields alphabetically.
- If more than one global segment is defined, then all global segments are displayed in the **Search** panel in the sequence defined by you, the user, followed by context segments.
- Similarly for context segments, all context segments are displayed in the **Search** panel in your defined sequence defined order.
- When context sensitive segments are added to a **Search** panel, they're also displayed in your defined sequence order.

Related Topics

- Intercompany Descriptive Flexfields
- How You Search for Journal Descriptive Flexfields
- Overview of Descriptive Flexfields
- Considerations for Managing Descriptive Flexfields

How You Search for Journal Descriptive Flexfields

Use descriptive flexfields to define and store additional information for journals. You have the capability to retrieve the information from descriptive flexfields by using the Advanced Search in the Manage Journals Search panel.

The two descriptive flexfields available for search on the journal pages are in the following regions:

- **Journal Batches**
- **Journals**

You can search using global and context segments, and both are available from the **Advanced Search** panel. After adding the context segment, a value is selected and a list of context-sensitive segments become available in the **Add Fields**.

Example of Additional Journal Information with Descriptive Flexfields Based on Ledger or Account Value

This example shows how to capture additional journal line information in the context of a specific ledger or natural account segment value, during journal entry.

Scenario

Your company has multiple ledgers. When entering journal lines for the Vision Corporation ledger, users must enter a source voucher number as additional information. For the Spruce Street Foods ledger, users must enter both a source voucher number and a source voucher date. The remaining ledgers don't have to track this information.

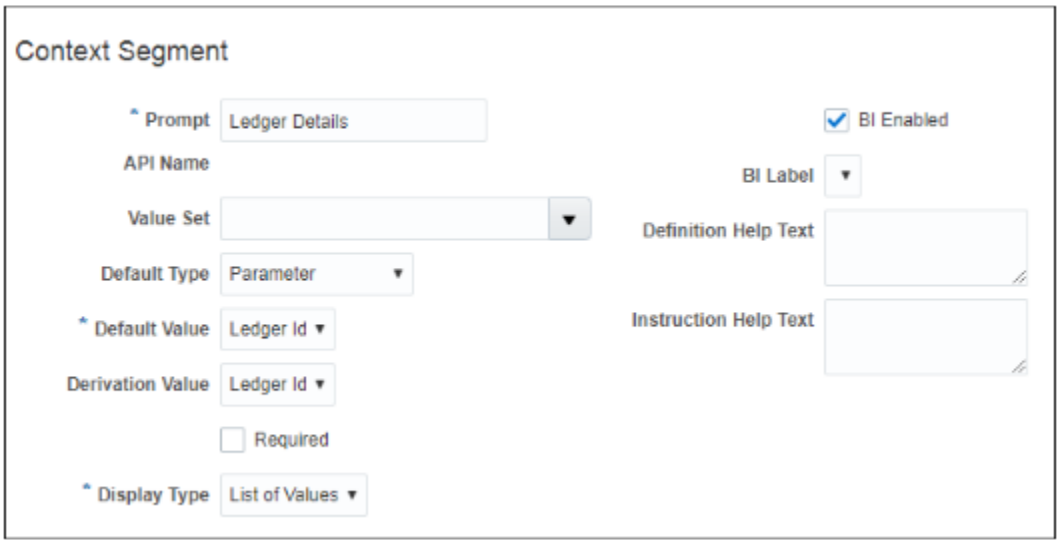
In addition, when entering journals, if the natural account segment in an account combination has a value of 7620, which represents legal expenses, users must provide a litigation file number. If the segment value is 52310, which represents insurance expenses, users must provide the name of the insurer and the policy number.

Configuring General Ledger Descriptive Flexfields

Before configuring the descriptive flexfield for source voucher information, you must find the ledger ID for each ledger. Use the **Manage Primary Ledgers** task in the Setup and Maintenance work area. If the **Ledger ID** column isn't displayed, click **Columns**, **Ledger ID**, from the **View** menu. In this example, the ledger ID for Vision Corporation is 1000, and the ledger ID for Spruce Street Foods is 1225.

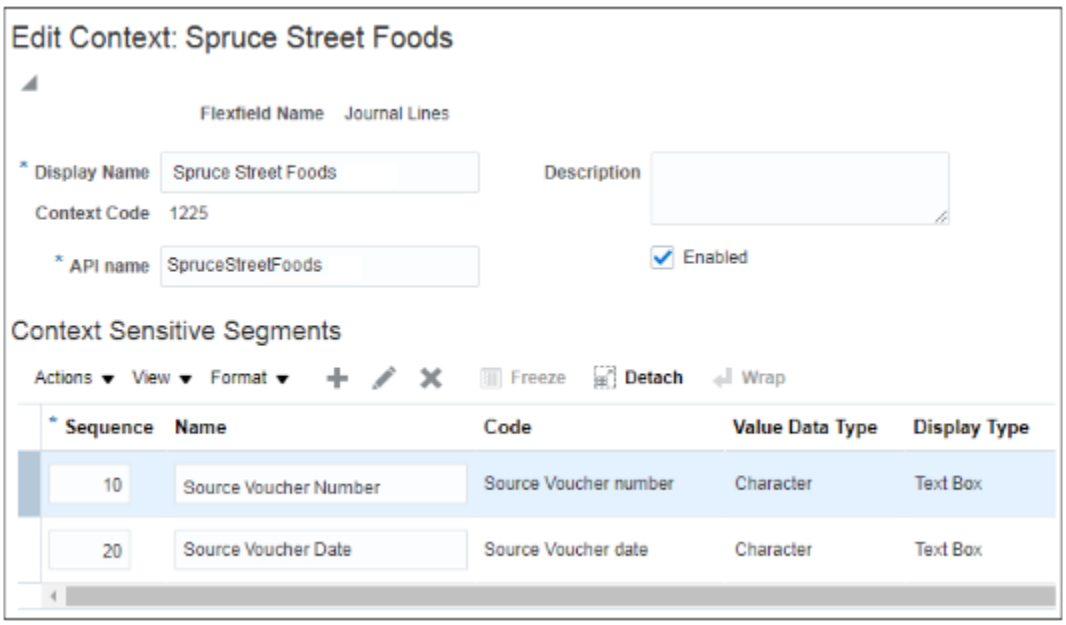
To capture the source voucher information, use the **Manage General Ledger Descriptive Flexfields** task in the Setup and Maintenance work area. Create a context segment for the Journal Lines descriptive flexfield with ledger ID as the context segment value. Set up the value to automatically default from the **Ledger ID** parameter.

The following image shows the Context Segment section on the Edit Descriptive Flexfield page for the Journal Lines flexfield, which has the flexfield code GL_JE_LINES. The context segment has a prompt of Ledger Details, a default type of Parameter, a default value of Ledger ID, a derivation value of Ledger ID, and a display type of List of Values.



Next, define a context-sensitive segment for the source voucher number, within the context of the Vision Corporation ledger. Set the context code to 1000, and set the segment to required. Then, define context-sensitive segments for the source voucher number and source voucher dates, within the context of the Spruce Street Foods ledger. Set the context code to 1225 and set both segments to required.

The following image shows part of the Edit Context page for the Spruce Street Foods ledger context with the two context-sensitive segments.



Similarly, to capture information that's based on natural account segment values, create a context segment for the Journals Captured Information descriptive flexfield (flexfield code GL_CAPTURED_INFO) with natural account as the context segment value. Set up the value to automatically default from the **Natural Account** parameter.

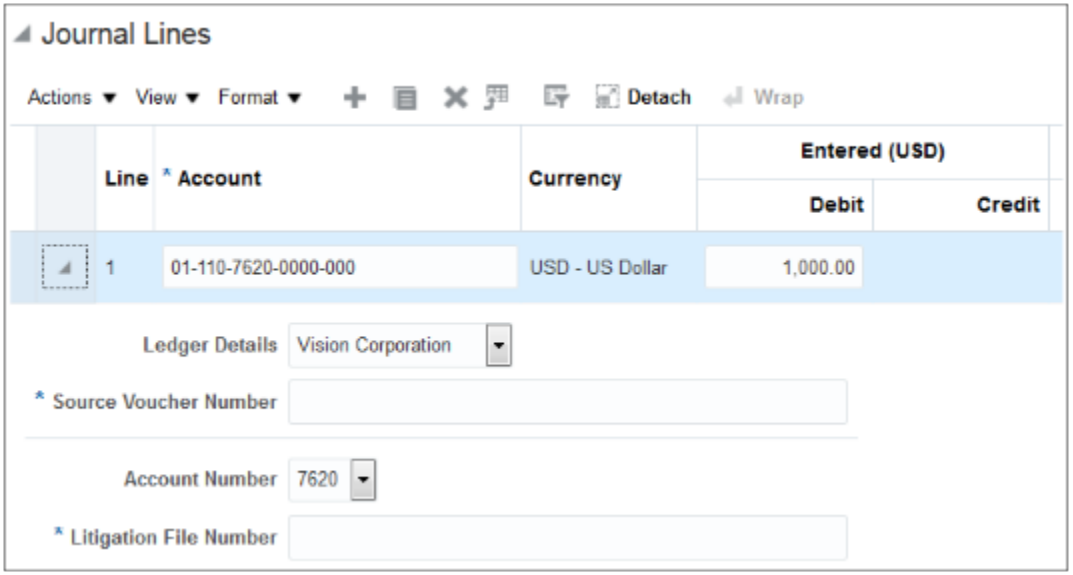
Next, define a context-sensitive segment for the litigation file number, within the context of the legal expenses account. Set the context code to 7620 and set the segment to required. Then, define context-sensitive segments for the insurer and policy number, within the context of the insurance expenses account. Set the context code to 52310 and set both segments to required.

Deploy each descriptive flexfield after the setup is complete.

Resulting Prompts During Journal Line Entry

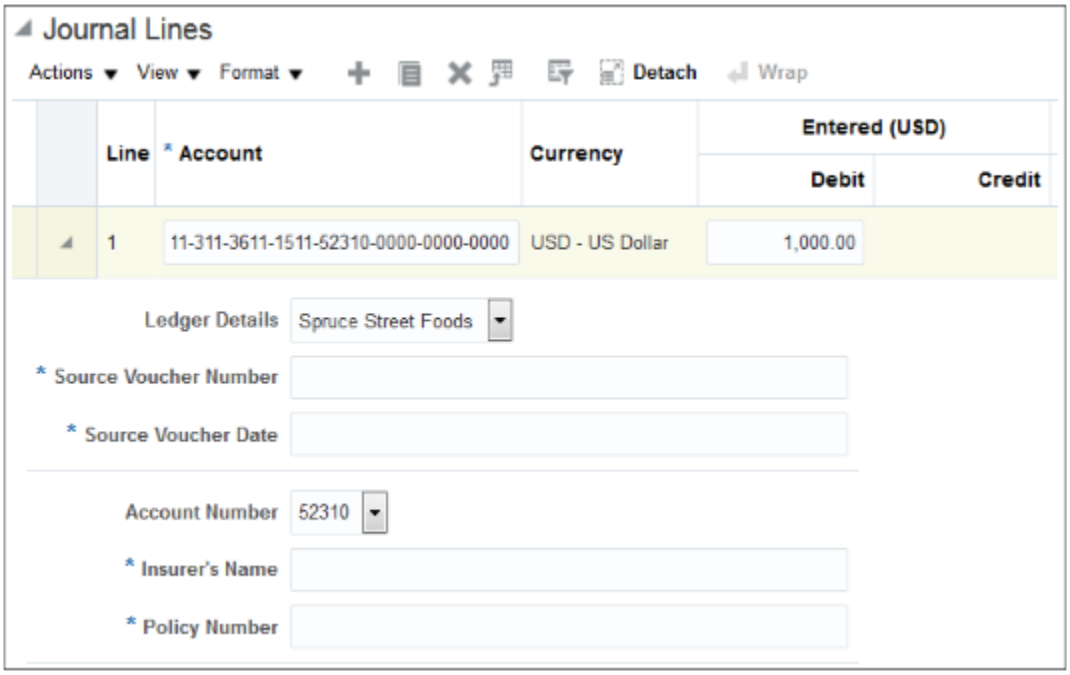
The prompts for providing the additional information appear on both the Create Journal page and the Create Journal spreadsheet, which you open using the **Create Journal in Spreadsheet** task. If prompted, you must provide the information to save the journal.

The following image shows part of the Journal Lines section on the Create Journal page. The ledger for the journal is Vision Corporation, and the natural account segment value on the journal line is 7620. The Source Voucher Number and Litigation File Number fields are required. The values for the context segment prompts of Ledger Details and Account Number are automatically defaulted.



When entering journal lines for the Spruce Street Foods ledger and the insurance expenses account, users must provide a source voucher number, source voucher date, name of the insurer, and policy number. Journal lines with natural account segment values other than 52310 only require a source voucher number and date.

The following image shows part of the Journal Lines section on the Create Journal page. The ledger for the journal is Spruce Street Foods, and the natural account segment value on the journal line is 52310. The Source Voucher Number, Source Voucher Date, Insurer's Name, and Policy Number fields are required. The values for the context segment prompts of Ledger Details and Account Number are automatically defaulted.



Related Topics

- Overview of Descriptive Flexfields

How Journals Are Copied from Primary to Secondary Ledgers When Accounting Calendars Are Different

As part of setting up a secondary ledger, you select a data conversion level, which determines the level of information that's copied to that ledger.

If you set the data conversion level to Journal, the journal posting process in the primary ledger copies journals to the secondary ledger.

When the primary and secondary ledger use different accounting calendars, journals are copied to the standard period with the same accounting date as the journal. Journals aren't copied to adjusting periods. If your requirement is to post to an adjusting period, then you must manually change the period in the secondary ledger journal.

Period Setup in Primary Ledger

Let's say the accounting calendar for your primary ledger has these periods.

Period Name	Period Date Range	Adjusting Period?
NOV-20	11/1/20 - 11/30/20	No
ADJ-NOV-20	11/30/20 - 11/30/20	Yes

Period Name	Period Date Range	Adjusting Period?
DEC-20	12/1/20 - 12/31/20	No
ADJ-DEC-20	12/31/20 - 12/31/20	Yes

Period Setup in Secondary Ledger

Here are the accounting periods for the secondary ledger accounting calendar.

Period Name	Period Date Range	Adjusting Period?
NOV-20	11/1/20 - 11/30/20	No
ADJ-NOV-20	11/30/20 - 11/30/20	Yes
DEC-20	12/1/20 - 12/31/20	No
ADJ1-DEC-20	12/31/20 - 12/31/20	Yes
ADJ2-DEC-20	12/31/20 - 12/31/20	Yes

How Journals Are Copied

Here are some examples that show how journals are copied to the secondary ledger.

Example	Journal Accounting Date	Journal Period in Primary Ledger	Period Status in Secondary Ledger	Journal Period in Secondary Ledger
1	11/10/20	NOV-20	All are open.	NOV-20
2	11/30/20	ADJ-NOV-20	All are open.	NOV-20
3	12/31/20	DEC-20	Only ADJ1-DEC-20 and ADJ2-DEC-20 are open.	Not Applicable. The posting process ends in error because the DEC-20 period isn't open.

How Names for Batches and Journals Are Derived

Journal batches and journals must have names. If you don't provide them, the application generates them automatically.

Here's how the names are derived when you enter journals on the Create Journal page and leave the **Journal Batch** and **Journal** fields blank.

Name	Attributes Used to Derive the Name	Example
Batch	Journal Source, Journal Batch ID, Current Date and Time	Manual 254001 21-JAN-2022 13:49:19
Journal	Journal Source, Journal Header ID, Current Date and Time	Manual 373001 21-JAN-2022 16:49:19

Here's how the names are derived when you run the Import Journals process and the **REFERENCE1** and **REFERENCE4** columns in the GL_INTERFACE table are blank.

Name	Attributes Used to Derive the Name	Example
Batch	Journal Source, Balance Type, Group ID, Import Journals Process ID, Budgetary Control Required Indicator	Spreadsheet A 72002 97252 N
Journal	Journal Category **Note:** The following attributes are also used depending on your setup: • Legal Entity Identifier: If sequencing by legal entity is enabled • Currency: If the option to limit a journal to a single currency is enabled	Accrual

Create Journals in Spreadsheets

How You Create Journals in Workbooks

You can use the Create Journals workbook for high volume journal entry. You can prepare the journals offline, distribute the workbooks for review, or save the journals for recurring entry.

Setup

Before you can use the Create Journals workbook, you must install an Excel add-in. Navigate to the Tools work area and select the **Download Desktop Integration Installer** link.

You can optionally set a profile option to require that journals entered in workbooks balance, regardless of the suspense setting on the Specify Ledger Options page. To set the profile option as needed, use the **Manage General Ledger Profile Options** task in the Setup and Maintenance work area. The name of the profile option is Journals: Balanced Spreadsheet Journals Required.

Download

To download the Create Journals workbook, navigate to the Journals work area and select the **Create Journal in Spreadsheet** task.

> **Note:** If you use encumbrance accounting, select the **Create Encumbrance Journal in Spreadsheet** task.

Journal Entry

The Create Journals workbook has two worksheets. On the Single Journal worksheet, you can create a journal for one ledger, similar to using the Create Journal page in the application. On the Multiple Journals worksheet, you can create multiple journals and multiple journal batches for different ledgers.

Submission

When you're ready to submit the journals for processing, click **Submit** on the Create Journal ribbon. Some initial validations are performed, such as verifying that you provided an accounting date and a valid journal category. The validation results display in the Status Viewer pane on the worksheet.

> **Note:** If you enable the Journals: Balanced Spreadsheet Journals Required profile option, then the journals must balance before you can upload. The journals must also balance if you don't enable this profile option and also don't enable suspense accounting.

Make the necessary corrections and resubmit the worksheet. On the Submission Options window, accept the default selection or select one of the other options:

- Save to Interface: If you select this option, you must submit the import and posting process later to create and post the journals.
- Submit Journal Import: If you select this option, you must submit the posting process later to post the journals.
- Submit Journal Import and Posting (default selection)

You can also select from among these additional options:

- Import Descriptive Flexfields: If you selected one of the import options, you can also specify whether to import descriptive flexfields and validate them.

  > **Note:** You can enter information for the Journal Lines and Journals Captured Information descriptive flexfields in the workbook. Both flexfields support date and number validations, which ensure more accurate and consistent information.

- Defer Account Validations to Journal Import: If you plan to load a high volume of data, this option can improve the performance of the workbook. When you select this option, the account combinations used in the workbook aren't validated or created during the workbook upload. Instead, the Import Journals process creates the account combinations and performs these validations.

  > **Note:** When this option is selected, journals being created aren't checked against third-party control accounts.

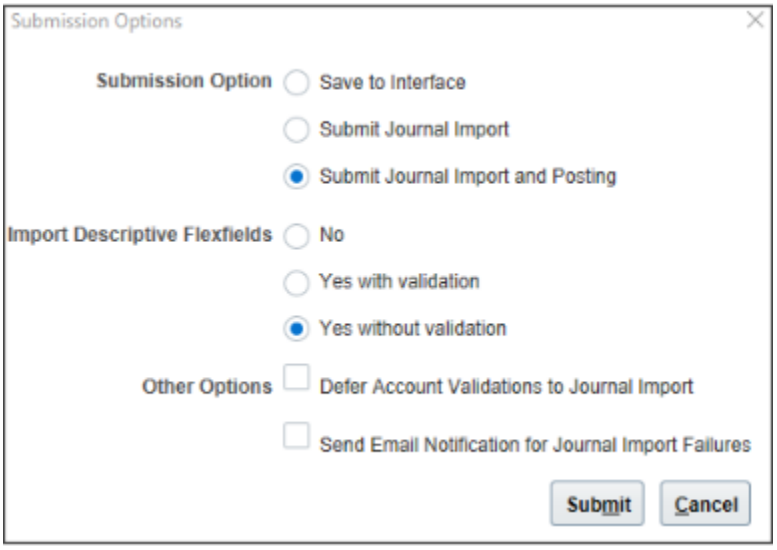
- Send Email Notification for Journal Import Failures: If you select one of the import options, you can also receive email notifications for warnings or failures that occur during the journal import process.

Related Topics

- How Journals Are Imported
- Examples of Balancing Validations in Journal Workbook Upload
- Guidelines for Using Desktop Integrated Excel Workbooks
- Overview of Profile Options

Configure Import Submission Options for Journal Creation Spreadsheet

When you click Submit in the Create Journals spreadsheet to process the journals you created, a dialog box opens with various options. You can accept the default values, as shown in this image, or you can make other selections.



You can also change the default value for the **Submission Option** group and hide specific options. Here's how to make these changes.

How to Set Submission Option Default and Hide Options

The first step is to create a lookup type.

1. In the Setup and Maintenance work area, go to the Manage Common Lookups task.
2. In the Search Results section, click the **New** icon.
3. Enter these values:

Field	Value
Lookup Type	GL_JE_PROCESSING_OPTIONS
Meaning	Journal Processing Options
Module	General Ledger
Lookup Configuration Level	User
REST Access Secured	Secure

4. Save the lookup type.

Now, to set the default value for the **Submission Option** group, create a lookup code.

1. In the Lookup Codes section, click the **New** icon.
2. Enter these values:

Field	Value
Lookup Code	FDI_DEFAULT_SUBMIT_OPTION
Display Sequence	1
Enabled	Selected

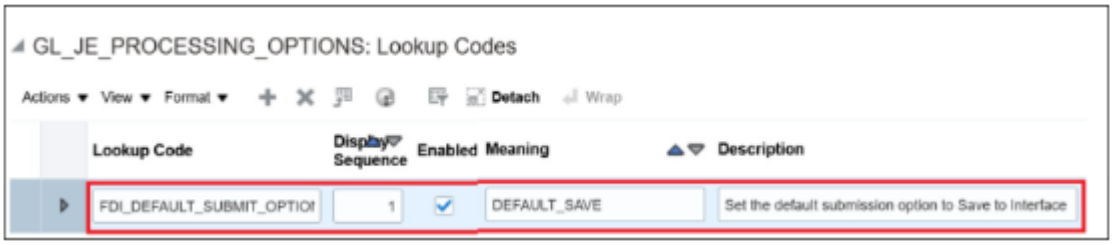
3. Now, enter the meaning and description from the table row that represents the value you want as the default.

Meaning	Description
DEFAULT_SAVE	Set the default submission option to Save to Interface
DEFAULT_IMPORT	Set the default submission option to Submit Journal Import

Meaning	Description
DEFAULT_IMPORT_POST	Set the default submission option to Submit Journal Import and Posting

For example, to set the default submission option to **Save to Interface**, enter **DEFAULT_SAVE** for the meaning and **Set the default submission option to Save to Interface** for the description.

Here's a partial image of the lookup code entry for this example.



4. Save your changes.

To hide specific options from the dialog box, create additional lookup codes.

1. In the Lookup Codes section, add and enable the lookup codes that correspond with the options you want to hide.

Lookup Code	Display Sequence	Meaning	Description
FDI_HIDE_SAVE_TO_INTERFACE	2	Hide Save to Interface	Hide Submission Option Save to Interface
FDI_HIDE_SUBMIT_IMPORT	3	Hide Submit Import	Hide Submission Option Submit Journal Import
FDI_HIDE_SUBMIT_IMPORT_POST	4	Hide Submit Import and Posting	Hide Submission Option Submit Journal Import and Posting
FDI_HIDE_NO_IMPORT_DFF	5	Hide Do Not Import Descriptive Flexfields	Hide Import Descriptive Flexfields No option
FDI_HIDE_IMPORT_DFF_NOVAL	6	Hide Import Descriptive Flexfields Without Validation	Hide Import Descriptive Flexfields Yes without validation option
FDI_HIDE_IMPORT_DFF_WITHVAL	7	Hide Import Descriptive Flexfields with Validation	Hide Import Descriptive Flexfields Yes with validation option

Lookup Code	Display Sequence	Meaning	Description
FDI_HIDE_DEFER_ACCT_VAL	8	Hide Defer Account Validations	Hide Other Options Defer Account Validations to Journal Import
FDI_HIDE_SEND_EMAIL_ON_ERR	9	Hide Send Email on Error	Hide Other Options Send Email Notification for Journal Import Failures

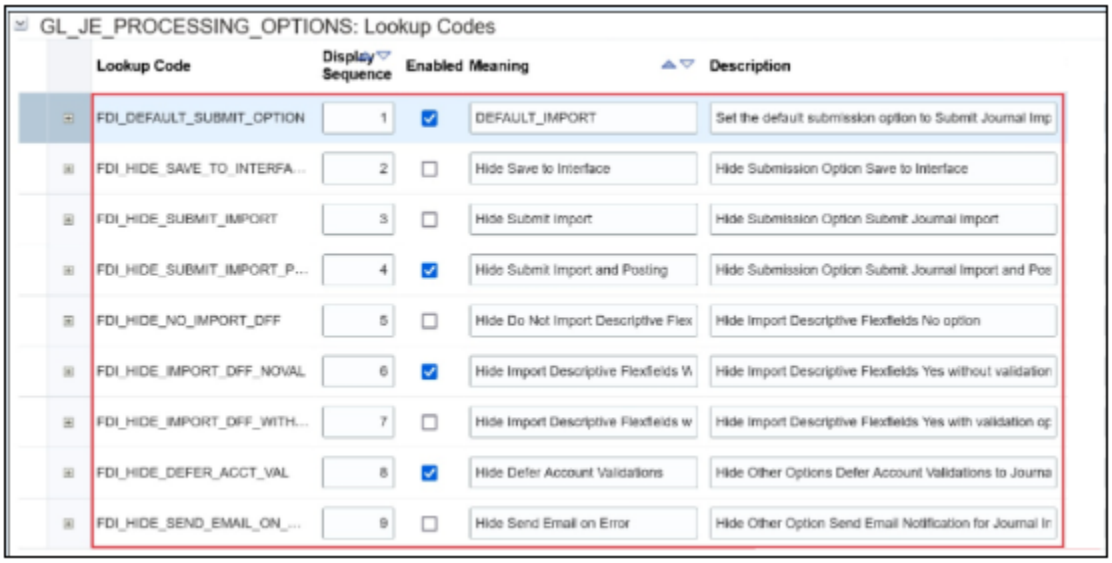
2. Save your changes.

CAUTION: Don't hide all of the options in the **Submission Option** group and in the **Import Descriptive Flexfield** group. At least one option must appear in each of these groups.

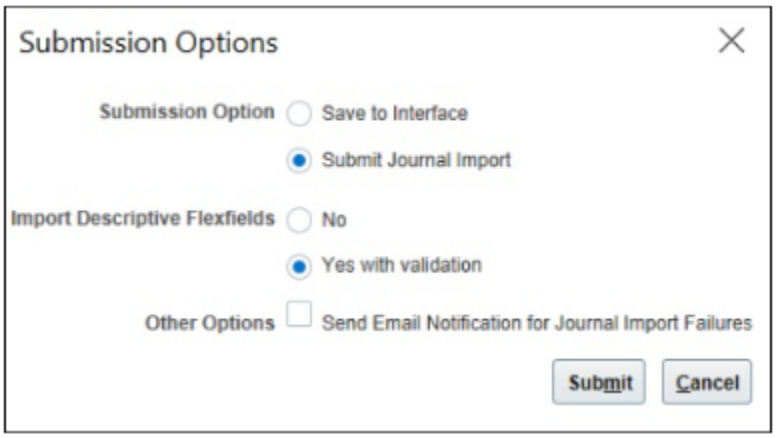
Example

Here's a partial image of the Lookup Codes section with specific lookup code settings.

The default submission option is set to **Submit Journal Import**. These options are hidden: **Submit Import and Posting**, **Import Descriptive Flexfield Yes Without Validation**, and **Defer Account Validations to Journal Import**.



Here's an image of the dialog box with the new settings.



Examples of Balancing Validations in Journal Workbook Upload

The Create Journals workbook has validations on the Single Journal and Multiple Journals worksheets.

The validations ensure that unbalanced actual journals aren't uploaded when suspense accounting isn't enabled for the ledger or when the Journals: Balanced Spreadsheet Journals Required profile isn't enabled. Validation is affected by the way journals are grouped and classified.

Journal lines are grouped into one journal if the following data is the same:

- Journal Batch Name and Description
- Source
- Journal Name and Description
- Ledger
- Category
- Clearing Company
- Legal Entity

The legal entity is used as a grouping criterion only when sequencing is enabled at the legal entity level for your ledger.

Journals are classified as single currency journals if all the journal lines have the same data for these fields:

- Currency
- Conversion Rate Type
- Conversion Rate
- Conversion Date

Any journal that doesn't qualify as a single currency journal is classified as a multicurrency journal. Different criteria is used to validate the balancing of single and multicurrency journals.

A single currency journal is unbalanced if:

- Entered amounts aren't equal or
- The difference in the accounted amounts is greater than the larger of the percentage difference, using the **Balancing Threshold Percent** option, or the amount specified for the **Balancing Threshold Amount** option on the Specify Ledger Options page.

Note: If any of the journals on the worksheet aren't balanced, then none of the journals on the worksheet are uploaded.

Journal Validation Examples

Example 1: A single currency journal with unequal accounted debit and accounted credit amounts.

1. On the Specify Ledger Options page, set:
    - Currency: USD
    - Enable Suspense isn't checked for General Ledger
    - Balancing Threshold Percent = 1 percent
2. Here are the details for the Multiple Journals worksheet:
    - Journal Batch: Year End Adjustments
    - Journal: Bad debt adjustment
    - Ledger: Vision Operations (USA)
    - Accounting Date: 9/30/17
    - Source: Spreadsheet
    - Category: Adjustment
    - Currency for each line: EUR
    - Entered Debit: 240
    - Entered Credit 240
    - Accounted Debit: 270.4
    - Accounted Credit: 270.82

This journal has a single currency. The entered debit amount is equal to the entered credit amount, but the accounted debit and credit amounts are different. The percentage difference of the accounted amounts is (0.42/270.82)*100 = 0.155 percent. The percentage difference is less than the 1 percent threshold provided on the Specify Ledger Options page. Hence the journal is balanced.

Example 2: A multicurrency journal that isn't balanced by clearing company.

1. On the Specify Ledger Options page, set:
    - Currency: USD
    - Enable Suspense option isn't checked for General Ledger
    - Balancing Threshold Percent = 1 percent
    - Enable intercompany accounting option is checked
2. Here are the details for the Multiple Journals worksheet:
    - Journal Batch: Intercompany accruals
    - Journal: Rent accruals
    - Ledger: Vision Operations (USA)
    - Accounting Date: 9/30/17

- Source: Spreadsheet
- Category: Accrual
- Currency on all journals line: USD
- Clearing company on journals lines: 99, 98
- Total Entered Debit for all journal lines: 2300
- Total Entered Credit for all journal lines: 2300
- Total Entered Credit for lines with clearing company 99: 2300
- Total Entered Debit for lines with clearing company 99: 0
- Total Entered Credit for lines with clearing company 98: 0
- Total Entered Debit for lines with clearing company 98: 2300

This journal has a single currency and two clearing companies. The clearing company was used as the grouping criterion. The lines with clearing company 99 are grouped into one journal and the lines with clearing company 98 are grouped into another. So although the journal name is the same, the validation evaluates each group of clearing company lines as a separate journal. Both of these journals are unbalanced since one has the credit amount and the other has the debit amount.

How Journals Are Imported

Oracle Fusion Cloud Financials reflect the traditional segregation between Oracle General Ledger and its associated subledgers. Detailed transactional information is captured in the subledgers and periodically imported and posted in summary or detail to General Ledger.

You import from the subledgers to the General Ledger in real time or you can import and post automatically based on a defined schedule. Once the data is posted in the General Ledger, the data is available for balance inquiry and reporting.

Use journal import to integrate transactions from other applications such as payroll, accounts receivable, accounts payable, and fixed assets with your General Ledger. You can import ledger currency and foreign currency encumbrance journals, if encumbrance accounting has been enabled for the ledger.

For each accounting period, you import accounting data from the subledger application, then review, update, and post the journal entries. You can also use journal import to import historical data from your previous accounting application. Import data from multiple interface tables by entering a particular source and group ID combination for the data in each interface table. Journal import processes data from one table at a time.

The following table lists the effect of security privileges on the journal import process.

Security Privilege	Journal Import
Control Accounts	Not blocked.
Segment Value Security	If the account combination exists, then no check happens. If the journal import process creates an account combination, then segment value security is enforced.
Cross-Validation Rules	If the account combination exists, then no check happens. If the journal import process creates an account combination, then cross-validation rules are enforced.

Settings That Affect Journal Import

Configure the following settings before running the **Import Journals** process.

- Set up your General Ledger to accept journal import data by defining your ledger, currencies, accounts, journal sources, and categories.
- Define your import process parameters and schedule, if using automatic processing.
- Set the period status to either future enterable or open. Journals can be created by the journal import process in a future enterable period, but not posted. Posting requires an open period.
- Export data from your subledgers and populate the General Ledger Interface table.
- Optionally, enable encumbrance accounting.

Here's an additional consideration if you import journals in a foreign language. It's recommended that you enable the **Import Using Key** option on the Manage Journal Sources page for the source being used for import. The source key is a generic identifier that's language independent. This option lets you identify a particular journal source consistently across all languages.

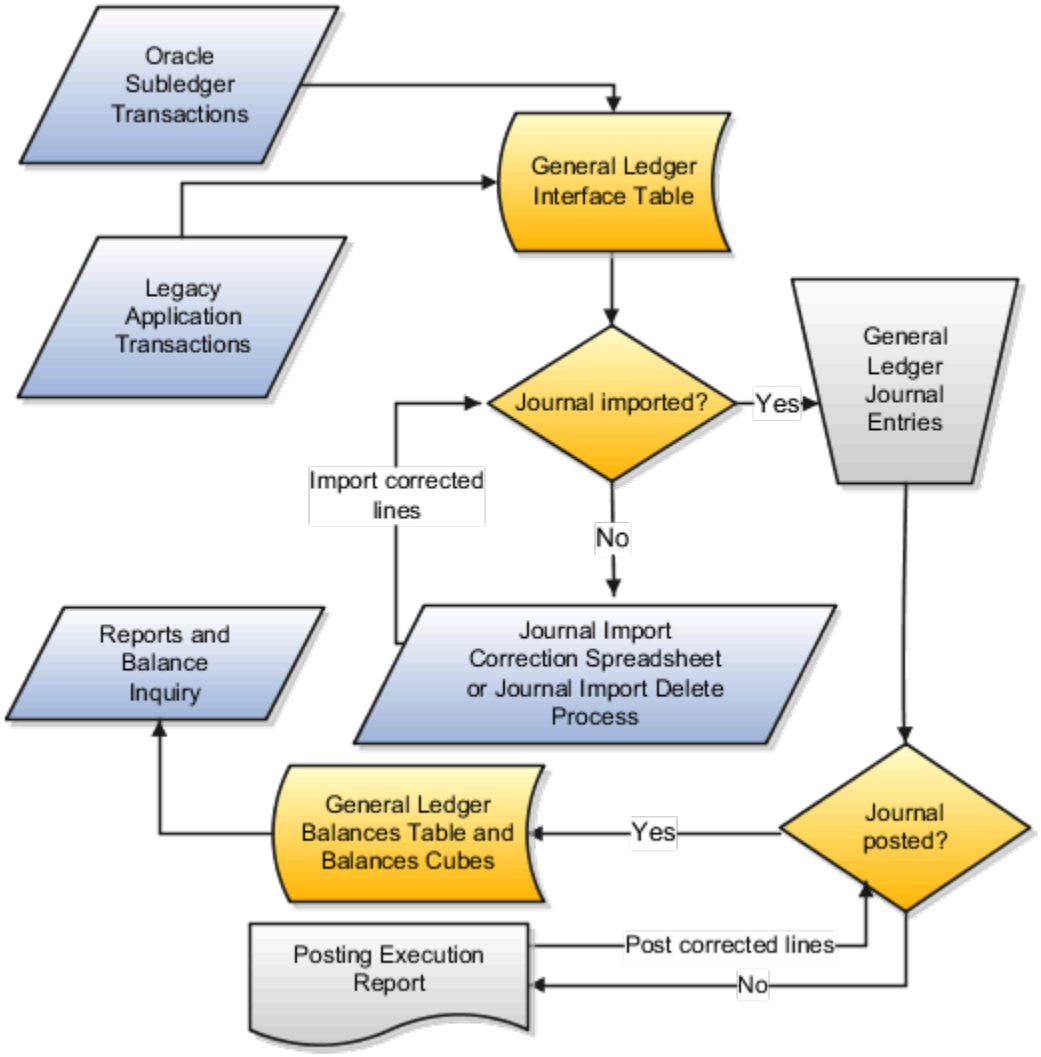
How Journal Import Is Processed

Transactions can be imported into General Ledger from Oracle subledgers and legacy applications.

The flow of accounting data includes the following steps:

- The transaction data entered in both Oracle and legacy application subledgers is imported into the General Ledger Interface table. If the process completes successfully, journal entries are created. If the process fails, the error lines are loaded into the corrections spreadsheet or are deleted using the Delete Journal Import Data process. After correcting the errors or deleting the error lines, run the Import Journals process again.
- After the journal entries are created in the General Ledger from the imported data, post the journals. The posting process validates the data and records it in both the General Ledger Balances table and the balances cube. Posting errors are listed in the Posting Execution report and can also be viewed in the Journals dashboard and on the Manage Journals page. After correcting the errors, run the posting process again.
- After posting completes, the data is available for reporting and balance inquiry.

The following figure outlines the flow of accounting data between the subledgers and General Ledger.



Note: The journal import process is used to import data and create journals for several General Ledger processes, for example, allocations, revaluations, and balance transfers.

Related Topics

- Overview of External Data Integration Services for Importing Data

Error Codes for Journal Import

Journal import error codes appear in the log file on the Schedule Process page after the import process is run. The codes help identify errors and assist you in correcting the errors.

Journal Import Error Codes

The following table describes the period error codes.

Code	Description
EP01	This date isn't in any open or future enterable period.
EP03	This date isn't within a period in an open encumbrance year.
EP04	This date isn't a business day.
EP05	There are no business days in this period.

The following table describes the unbalanced journal error codes.

Code	Description
WU01	This journal entry is unbalanced. It is processed because suspense posting is allowed in this ledger.
EU02	This journal entry is unbalanced and suspense posting is not allowed in this ledger.
EU03	This encumbrance journal entry is unbalanced and the Reserve for Encumbrance account is not defined.

The following table describes the flexfield error codes.

Code	Description
EF01	This account is inactive for this accounting date.
EF02	Detail posting not allowed for this account.
EF03	Disabled account.
EF04	This is an invalid account. Check your cross-validation rules and segment values.
EF05	There is no account with this Code Combination ID.
EF06	The alternate account is invalid.
WF01	An alternate account was used instead of the original account.

Code	Description
WF02	A suspense account was used instead of the original account.

The following table describes the foreign currency error codes.

Code	Description
EC01	A conversion rate must be entered when using the User conversion rate type.
EC02	There is no conversion date supplied.
EC03	A conversion rate type or an accounted amount must be supplied when entering foreign currency journal lines.
EC06	There is no conversion rate for this currency, conversion rate type, and conversion date.
EC08	Invalid currency.
EC09	No currencies are enabled.
EC10	Encumbrance journals cannot be created in a foreign currency.
EC11	Invalid conversion rate type.
EC12	The entered amount must equal the accounted amount in a ledger or statistical currency journal line.
EC13	Amount is too large.
ECW1	Converted amounts couldn't be validated because the conversion rate type is not specified.

The following table describes the budget error codes.

Code	Description
EB01	A budget version is required for budget lines.
EB02	Journals cannot be created for a frozen budget.
EB03	The budget year is not open.
EB04	This budget does not exist for this ledger.

Code	Description
EB05	The encumbrance_type_id column must be null for budget journals.
EB06	A period name is required for budget journals.
EB07	This period name is not valid. Check calendar for valid periods.
EB08	Average journals cannot be created for budgets.
EB09	Originating company information cannot be specified for budgets.

The following table describes the encumbrance error codes.

Code	Description
EE01	An encumbrance type is required for encumbrance lines.
EE02	Invalid or disabled encumbrance type.
EE03	Encumbrance journals cannot be created in the STAT currency.
EE04	The BUDGET_VERSION_ID column must be null for encumbrance lines.
EE05	Average journals cannot be created for encumbrances.
EE06	Originating company information cannot be specified for encumbrances.

The following table describes the reversal error codes.

Code	Description
ER01	This reversal period name is invalid. Check your calendar for valid periods.
ER02	This reversal period name is invalid. Check your calendar for valid periods.
ER03	The reversal date must be provided.
ER04	This reversal date is not in a valid period.
ER05	This reversal date is not in your database date format.
ER06	Your reversal date must be the same as or after your effective date.

Code	Description
ER07	This reversal date is not a business day.
ER08	There are no business days in your reversal period.
ER09	Default reversal information couldn't be determined.

The following table describes the descriptive flexfield error codes.

Code	Description
ED01	The context and attribute values don't form a valid descriptive flexfield for Journals - Journal Entry Lines.
ED02	The context and attribute values don't form a valid descriptive flexfield for Journals - Captured Information.

The following table describes the miscellaneous error codes.

Code	Description
EM01	Invalid journal entry category.
EM02	There are no journal entry categories defined.
EM05	The ENCUMBRANCE_TYPE_ID column must be null for actual journals.
EM06	The budget_version_id column must be null for actual journals.
EM07	The statistical amount belongs in the entered_dr or entered_cr column when entering a STAT currency journal line.
EM09	There is no Transaction Code defined.
EM10	Invalid Transaction Code.
EM12	An error occurred when generating sequential numbering.
EM13	The assigned sequence is inactive.
EM14	There is a sequential numbering setup error resulting from a missing grant or synonym.

Code	Description
EM17	Sequential numbering is always used and there is no assignment for this ledger and journal entry category.
EM18	Manual document sequences cannot be used with Journal Import.
EM19	Value Added Tax data is only valid in conjunction with actual journals.
EM24	Average journals can only be imported into consolidation ledgers.
EM25	Invalid average journal column value. Valid values are {Y_CODE, {N_CODE, and null.
EM26	Invalid originating company.
EM27	Originating company information can only be specified when intercompany balancing is enabled.
EM29	You don't have access to this ledger and account combination.
EM30	This primary balancing segment value is not valid for this ledger.
EM31	This management segment value is not valid for this ledger.

Group ID in Journal Spreadsheet

When you open the journal spreadsheet using the Create Journal in Spreadsheet task, the Group ID field is either empty or it has a value. The GLDI_GROUP_ID_AUTO_GENERATED profile option controls the field's behavior and group ID assignment.

Here's how the profile option settings affect the group ID.

Profile Value	Default Group ID in Spreadsheet	Can You Change the Group ID?	How It Works
No (default)	Your user ID	Yes	You can accept the default value or change it to another number.
Yes	None	No	When you submit the journal, the group ID is automatically assigned to the journal and appears in the Confirmation message. The ID is generated from a sequence.

Note: Use the **Manage General Ledger Profile Options** task to set the profile value at the Site level.

Related Topics

- Overview of Profile Options

Reverse Journals

Journal Reversals

You can reverse journals manually by selecting a reversal action in the user interface, or you can reverse journals automatically by running a process.

Decide which approach is best for journals such as accruals, estimates, errors, temporary adjustments, or reclassifications that require reversal. Reversing journals saves you time and helps prevent data entry errors.

Here are the key areas to understand when reversing journals:

- Reversal Settings on Journals
- Manual Journal Reversal
- Journal Reversal Criteria Sets
- Automatic Journal Reversal
- Reversal Synchronization Between a Primary Ledger and Its Secondary Ledgers

Reversal Settings on Journals

You can enter and view a journal's reversal settings in the Reversal tab on the Create and Edit Journal pages:

- Reversal Period: Accounting period for the resulting reversal journal. Required for reversal.
- Reversal Date: Applicable only to average daily balance ledgers. Accounting date to be applied to the reversed journal, since that's needed for calculating average balances. For ledgers that aren't average daily balance ledgers, default logic is applied to determine the accounting date for the generated reversal.
- Reversal Method: Method for reversing amounts in the reversal journal. Select from **Change Sign** or **Switch Debit or Credit**. The default setting is **Switch Debit or Credit**. The **Change Sign** setting means that the reversal puts the original journal amount in the same Debit or Credit column, but with the opposite (negative or positive) sign. The **Switch Debit or Credit** setting means that the amount is moved to the other column. Required for reversal.
- Reversal Status: View-only state of the journal reversal. For example, Not reversed or Reversed.

You can enter a reversal period and method at any time, even after the journal is posted. If applicable, the following values also display in the Reversal tab:

- Reversal Journal: If you're reviewing a journal that was reversed, this setting displays the name and link to the reversal journal.
- Originating Journal: If you're reviewing a reversal journal, this setting displays the name and link for the journal that was reversed.

Manual Journal Reversal

You can manually reverse posted journals that are eligible for reversal on both the Manage Journals and Edit Journal pages. Both pages provide an action to reverse a journal and an action to reverse a batch.

On the Edit Journal page, you can select **Reverse** from the **Batch Actions** menu to reverse a journal batch, or you can select **Reverse** from the **Journal Actions** menu to reverse a specific journal. On the Manage Journals page, you can select rows in the Search Results section and then select the **Reverse Batch** or **Reverse Journal** buttons. To select multiple rows at once, use the Shift or Control key. You can reverse multiple journals of the same batch, or of different batches, or reverse entire journal batches that are eligible for reversal, based on the rows you selected.

Each reversal journal is created in its own reversal batch and the batch name starts with the word Reverses. When you reverse a batch, a single reversal request is submitted. However, the reversal journal for each journal in the reversed batch is still generated in its own journal batch. Reversal journals for journal-level reporting currencies are grouped into the same reversal batch as the corresponding reversal journal of their associated primary or secondary ledger. Reversal journals for subledger-level reporting currencies are grouped into the same reversal batch as their corresponding primary ledger.

Here are some examples of when you might want to use batch reversal.

Scenario	How It Works
You want to reverse all of the journals in a batch that aren't yet reversed, using the same reversal settings. For example, using the same reversal period for ledgers that aren't enabled for average balances, or the same reversal period and date for ledgers that are enabled for average balances. Or, you want to use the same reversal method.	When you select the reverse batch action, the Reverse Journal Batch window opens. You provide the reversal period, date, or method. The information you enter overrides any reversal settings at the journal level of journals that aren't yet reversed. All journals eligible for reversal are reversed according to what you specified on the Reverse Journal Batch window.
You specified reversal settings for every journal that's not yet reversed in a batch, and you want to process reversals more efficiently using batch reversal.	Leave the fields blank on the Reverse Journal Batch window. Each of these journals is reversed according to the journal's reversal settings.
You specified reversal settings for some, but not all, of the journals that aren't yet reversed in a batch, and you want to process reversals more efficiently using batch reversal.	Use the Manage Journals page to reverse the batch. Leave the fields blank on the Reverse Journal Batch window. Each of these journals is reversed according to the journal's reversal settings.
You want to reverse multiple journals from different batches using the reversal settings specified on each journal in these batches.	Use the Manage Journals page to select the rows for the batches and then select the reverse batch action. Each journal that's eligible for reversal in these batches is reversed according to the journal's reversal settings.

Journal Reversal Criteria Sets

To provide default reversal settings to a newly-created journal based on the journal's category, or to also proceed with automatically reversing a posted journal, create a journal reversal criteria set and assign it to a ledger. A journal reversal criteria set contains all journal categories with their corresponding reversal settings and can be shared with any number of ledgers.

Here's how to navigate to the journal reversal criteria set page from the Setup and Maintenance work area:

- Offering: Financials
- Functional Area: General Ledger
- Task: Manage Journal Reversal Criteria Sets

The Create Journal Reversal Criteria Set page lists all of the journal categories with default reversal settings. Find the journal categories that you want to specify reversal criteria for and set the values accordingly. This table describes each reversal setting.

Setting	Values	Description
Reversal Period	No Default, Same Period, Next Period, Next Nonadjusting Period, Next Day, Same Day	Accounting period for the resulting reversal journal. The following values apply only to average balance ledgers: **Next Day**, **Same Day**. Selecting those values for a ledger that isn't an average balance ledger is the same as selecting the value **No Default**.
Reversal Date	First Day, Next Day, Last Day	Day of the accounting period when the journal is to be reversed. A reversal date only applies to average balance ledgers. You must specify a reversal date if you select the following values for the reversal period: **Next Nonadjusting Period**, **Next Period**, **Same Period**.
Reversal Method	Change Sign, Switch Debit or Credit	Method for reversing amounts in the reversal journal.
Automatic Reversal Option	None, Reverse Automatically, Reverse and Post Automatically	Setting that determines whether a journal is selected for automatic reversal, and whether the reversal journal is posted after it's reversed. Unlike the previous settings in this table, which are propagated directly as attributes in the journal, this setting is used to determine the reversal action that's applied when the automatic reversal process is run.

After you create the journal reversal criteria set, assign it to one or more of your ledgers. Here's how to navigate to the ledger page in the Setup and Maintenance work area where you can assign the journal reversal criteria set:

- Offering: Financials
- Functional Area: General Ledger
- Task: Specify Ledger Options, with the ledger scope set

When you create a journal for a ledger with an assigned criteria set, the journal's reversal period and method are populated according to the criteria setting for that journal's category. This applies to journals entered through the user interface and the Create Journal spreadsheet. You can accept the defaulted reversal values or change them at any time, even after the journal is posted.

Automatic Journal Reversal

The automatic reversal process only selects reversible journals whose categories are enabled for automatic reversal in the journal reversal criteria set that's assigned to the ledger. The automatic reversal option for those categories must be set to either **Reverse Automatically** or **Reverse and Post Automatically**.

Here's how you can run the automatic reversal process:

- Select the **Run AutoReverse** task from the tasks pane in the Journals work area. The task opens the Scheduled Process page for the **AutoReverse Journals** process. You might want to run automatic reversals this way for one-time accruals entered in the current period, but tagged to reverse in a later period.
- Submit or schedule the **AutoReverse Journals** process on the Scheduled Processes page.
- Enable the ledger option **Run AutoReverse After Open Period** on the Specify Ledger Options page. When enabled, the automatic reversal process is submitted with the reversal period choice of All.

> **Note:** If you usually reverse journals on the last day of every month, don't enable this option. Instead, schedule the automatic reversal process to run on the last day of the month. The accounting period parameter automatically increments for each subsequent run.

The automatic journal reversal process creates one journal batch for each journal that's reversed. The names for the reversal batch and reversal journal begin with the word Reverses. The process also produces the AutoReverse Execution report, which prints the name of the journal batch that was submitted for reversal, along with the journal batch accounting period. If the automatic reversal option is set to **Reverse and Post Automatically**, then the report also provides information about the reversal batch.

> **Note:** The **AutoPost Journals** process that's automatically submitted by the reversal process posts only the reversal journals that it generated, not other journals that are pending posting.

If reversal synchronization is enabled (refer to the next section for details), the process generates a journal reversal in the corresponding secondary ledger and the AutoReverse Execution report includes information about the journal reversal batch that's generated in the secondary ledger.

After the process completes, you can review the reports for any problems and verify that all journals were processed properly.

Here are some points to consider if you decide to run the automatic reversal process:

- If the automatic reversal option on the applicable journal reversal criteria set is set to:
    - **Reverse and Post Automatically** and journal approval is enabled, journals posted by the process bypass approval.
    - **Reverse Automatically**, you must manually post the reversal journals.
- If you have an average balance ledger, the automatic reversal process doesn't check that the reversal date is a valid business day. However, the journal validation in the journal pages and the import process perform this check and, if necessary, roll the date to the next business day.

Reversal Synchronization Between a Primary Ledger and Its Secondary Ledgers

If you have secondary ledgers, it's recommended that you enable the primary ledger option **Synchronize Reversals Between Primary and Secondary Ledgers**. Reversal synchronization helps to ensure that the secondary ledger remains as an accurate alternate representation of its corresponding primary ledger. If you enable this option, a journal

reversal (manual or automatic) in the primary ledger triggers the reversal of the corresponding journal in the associated secondary ledger. If you didn't enable this option, you would have to actively manage the reversal of journals in the secondary ledger, whether they were replicated from its primary ledger or created directly in the secondary ledger. To set this option for a primary ledger, use the same navigation as you did for assigning the journal reversal criteria set to the ledger.

> **Note:** Reversal synchronization is relevant only for secondary ledgers with a data conversion level of **Journal** or **Subledger** because primary ledger journal replication is applicable only to secondary ledgers at those conversion levels. Reversals for reporting currencies at a **Journal** level of conversion for a primary or secondary ledger, and also at a **Subledger** level for a primary ledger, are automatically synced with their source ledger, regardless of the synchronization option setting.

Here's how reversal synchronization works with journal approval when you have this setup:

- You enabled journal approval in both the primary and secondary ledger.
- You enabled reversal synchronization between the two ledgers.

The reversal journal generated in the secondary ledger (for the primary ledger reversal) won't require a separate approval.

This table shows how journals are reversed in a secondary ledger when synchronization is enabled. Journal reversal depends on how the journals were created in the secondary ledger and on whether a reversal criteria set is assigned to the secondary ledger.

How was the journal that's going to be reversed created in the secondary ledger?	Did you assign a journal reversal criteria set to the secondary ledger?	How is the journal reversed in the secondary ledger?
The journal was replicated from the primary ledger.	Yes	The journal is reversed automatically when the journal in the primary ledger is reversed. The reversal settings in the primary ledger source journal override any reversal settings on the journal in the secondary ledger that's being reversed. **Note:** Because the journal was replicated from the primary ledger, the journal reversal criteria set has no impact on the reversal.
The journal was created directly in the secondary ledger.	Yes	If the journal category is set for automatic reversal in the secondary ledger's assigned criteria set, you can run the automatic reversal process in the secondary ledger. Otherwise, you must reverse the journal manually.
The journal was replicated from the primary ledger.	No	The journal is reversed automatically when the journal in the primary ledger is reversed.
The journal was created directly in the secondary ledger.	No	You must specify reversal information in the journal and manually reverse the journal in the secondary ledger.

Once set, the primary ledger option **Synchronize Reversals Between Primary and Secondary Ledgers** applies to any secondary ledger of the primary ledger. The option **Post Journals Automatically from Source Ledger** is set by the individual secondary ledgers of the primary ledger and controls automatic posting of secondary ledger journals (reversals and otherwise), when the corresponding primary ledger journal is posted. To set this option, use this navigation in the Setup and Maintenance work area:

- Offering: Financials
- Functional Area: General Ledger
- Task: Complete Primary to Secondary Ledger Mapping, with the primary ledger and secondary ledger scope set

Related Topics

- When does a journal become reversible?

Post Journals

Overview of Journal Posting

Journal posting is a process that updates balances in general ledger accounts to reflect an entity's business transactions and provides data for financial reporting.

Two aspects to consider in journal posting are:

- Functionally
- Timing

Functionality

Posting is done from the journals pages by selecting journal entries and clicking the **Post** button. Automate your posting process by scheduling an automatic posting process to periodically select and post batches. You can start posting from the Oracle ADF Desktop Integration journal creation spreadsheet. You can also start posting through the **Import and Post** option, which imports the data in the spreadsheet and then runs the posting process. Once you post a journal batch, you cannot modify its contents, including additional descriptive information. You cannot delete posted journals but you can copy or reverse them. To reverse a posted journal, modify the reversal fields in on a posted journal or use the automatic reversal functionality. You can only reverse a journal once.

Timing

Journal entries can be posted to a current or prior accounting period, or to an open prior fiscal year. When you post to a prior period, the general ledger automatically updates the beginning balances of all subsequent periods, even if the period is closed. If you post a journal entry into a prior year, the retained earnings balance is adjusted for the effect on the income and expense accounts. When you finalize the activity for an accounting period, close the period to prevent the entry or posting of additional journal entries.

> **Note:** Enable the ledger option Notify When Prior Period Journal to display a warning when you create a journal in an open prior period.

Related Topics

- Why didn't my journal batch post?

Overview of the Journals Region

Some of your unposted journals might require updating or approval before they can be posted. You can review these journals in the Journals region. You get to the region from both the General Accounting Dashboard and the Journals work areas.

Here's how the journals are categorized.

Category	What It Shows
Requiring Attention	Journal batches that failed to post and journal batches that were submitted for approval and rejected. You can review the reasons why the journal didn't post and select the journal to review it in the Edit Journal page. You can also select journals that were rejected for approval to review them in the Edit Journal page where you can request approval.
Incomplete	Journal batches that were saved, but not yet completed. You can set the journals to complete or select the journal to review it in the Edit Journal page.
Import Errors	Journal batches that couldn't be imported. You can select the process ID to open the Correct Journal Import Data spreadsheet. From the spreadsheet you can review the error details, make corrections, and reupload the journals.

To review journals in the process of being approved, select the Manage Approvals task from either the General Accounting Dashboard or the Journals work areas.

Here's how those journals are categorized.

Category	What It Shows
Requiring My Approval	Journal batches that were submitted to you for approval. You can approve or reject them, or select the journal to review it in the Edit Journal page, where you can also approve or reject.
Pending Approval from Others	Journal batches that you submitted for approval with the name of the current approver. You can optionally withdraw the journal from approval.

Automatic or Manual Journal Posting

Journal batches can be posted manually and automatically.

Manual

From the journal pages, click the **Post** button during the creation process or at a later time. Use this method for manually created journals and other types of journals that are infrequent and unscheduled. Use manual posting after error correction when the initial posting, either manual or automatic, fails to post the journal entry.

All Oracle General Ledger job roles, except the financial analyst, have predefined function security privileges to enter and post journals. Use journal approval to provide a layer of security for posting, if needed. For example, construct approval rules to require a manager to approve the journal entry before posting is permitted.

Automatic

Select options to automatically post journal entries when using spreadsheet creation, defining allocation and revaluation processes, transferring balances, or propagating journal entries to secondary ledgers.

Create AutoPost criteria sets in advance to automatically post journal entries. These posting criteria sets use the period, source, and category to select the journal entries for posting. Automatic posting is especially important for journal imports because it prevents editing of the journal import data. Editing of such data causes permanent out-of-balance situations between the subledger and the general ledger. Schedule the AutoPost process after journal import processes for increased efficiency.

Related Topics

- Overview of Journal Posting
- Statuses for Unposted Journal Batches
- Why didn't my journal batch post?
- Why didn't the AutoPost process post journal batches as expected?

Statuses for Unposted Journal Batches

All batches that aren't in a Posted status are considered unposted batches.

These unposted batches have various statuses, including the following:

- Incomplete: Batch has been saved but not completed.
- Selected for Posting: Batch was selected but the posting process hasn't begun.
- Processing: Posting process is currently running.
- Error: Statuses assigned to journal batches at the end of the posting process to indicate problems preventing posting. Error statuses are displayed on the Journals work area landing page and General Accounting dashboard, as well as on the Posting Execution report.

Completing a Journal

Incomplete journals are listed on the **Incomplete** tab of the Journals work area landing page and General Accounting dashboard. You can manually enable the **Complete** status by clicking the **Complete** button or the **Post** button while the journal is still in an incomplete status.

Using the Incomplete Status

Use the **Incomplete** status to prevent posting of your journal batch while waiting on information or if you haven't completed all the entries within the batch. For example, you have to verify the amounts or accounts entered on the

journal, or you have additional journal entries or lines to add. The **Incomplete** status also prevents the journal batch from being selected for posting by the AutoPost process.

How Account Balances Are Calculated

Account balances, when correctly calculated, create accurate financial statements that an entity can use to report its transactions.

Settings That Affect Account Balances

The initial ledger setup of the primary ledger controls how account balances are calculated. If implemented, accounting representations for secondary ledgers and currency conversion levels for reporting currencies are settings that affect account balances.

How Account Balances Are Calculated

Account balances are calculated when a journal is posted. The following occurs:

- The application updates the general ledger balances table and the balances cubes, which are based on the chart of accounts and hierarchies, known as trees.
- Balances are preaggregated in the balances cubes at every level in the account hierarchy for each chart of accounts segment.
    - Balances cubes store both detail and aggregated balances.
    - For each chart of accounts segment, balances are preaggregated at every level in the account hierarchy.
- Foreign currency journal entries update account balances for both the foreign currency that is entered and the amount in the ledger currency that is accounted for during journal entry.
- If you enable journal or subledger level options for reporting currencies or secondary ledgers, the journal is replicated to the reporting currency or secondary ledger.

Note: You configure these options by deciding on a combination of source and category, and for secondary ledgers, whether or not to automatically post the replicated journal.

- Reporting currencies offer accounting representations that differ by currency from the source ledger, either primary or secondary. Suspense, rounding imbalances, and intracompany balancing lines are generated independently for each reporting currency at the journal and subledger level by the posting process.
- Secondary ledgers are additional accounting representations that differ from primary ledgers in either the chart of accounts, accounting calendar, currency, accounting method, or ledger options. For instance, a secondary ledger may be required for local government compliance and reporting. Suspense, rounding imbalances, and intracompany balancing lines are generated independently for each secondary ledger at journal and subledger level by the posting process.

How Single Currency Journals Are Balanced

A journal must balance before it can be posted. If a journal is out of balance when submitted for posting, the posting process can automatically create balancing lines, or add differences to existing lines, depending on your setup.

Settings That Affect Balancing for Single Currency Journals

On the Specify Ledger Options page:

- You can set these options in the Journal Processing Balancing section:
    - **Enable Suspense for General Ledger or Subledger**
    - **Default Suspense Account**
    - **Rounding Account**
    - **Balancing Threshold Percent**
    - **Balancing Threshold Amount**

    > **Note:** The **Entered Currency Balancing Account** option is only applicable to journals with multiple currencies.

- You can set the **Enable intercompany accounting** option in the Journal Processing Intercompany section and define balancing rules on the Manage Intercompany Balancing Rules page.

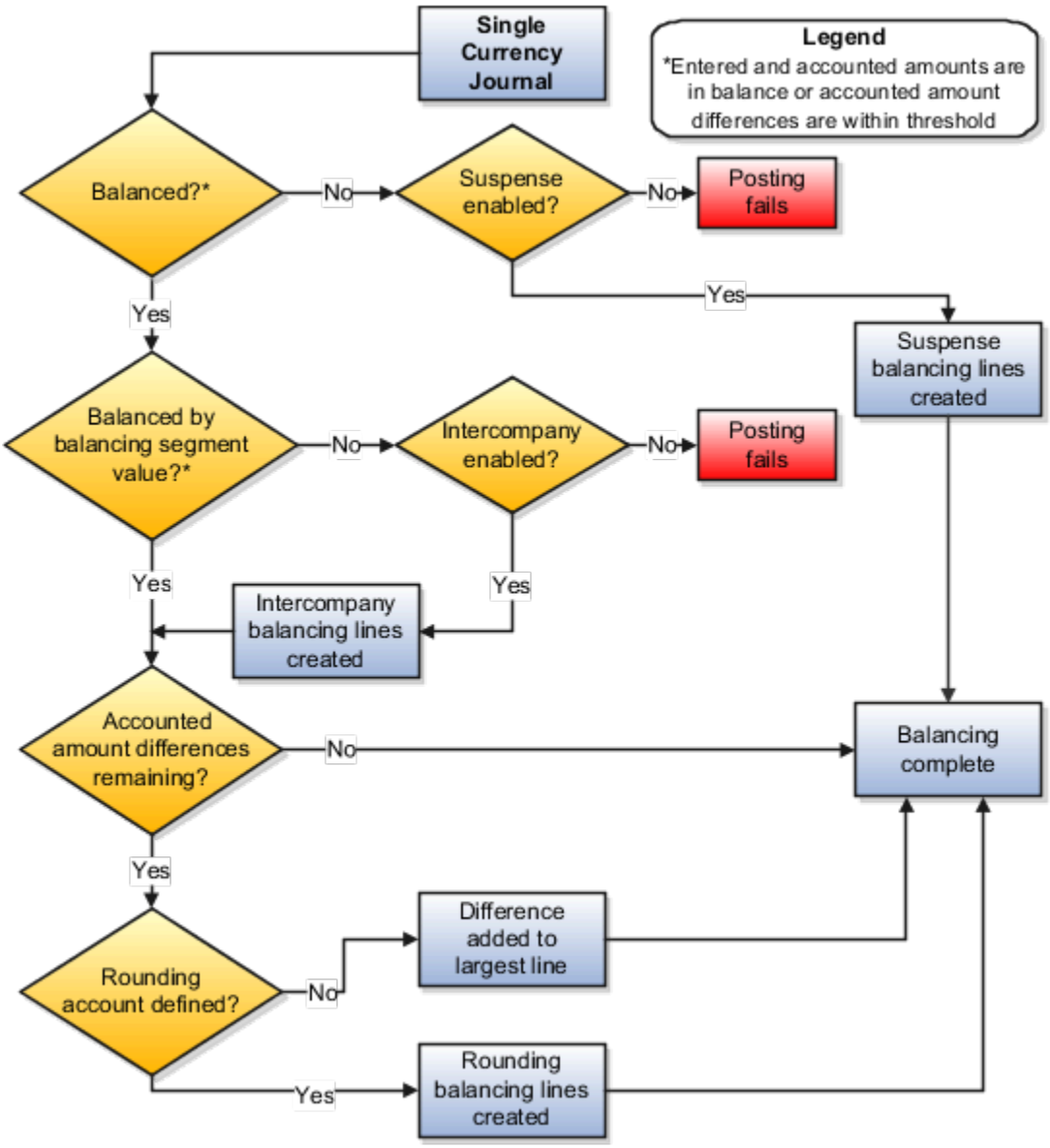
On the Manage Suspense Accounts page, you can define suspense accounts for specific journal sources and categories.

How Single Currency Journals Are Balanced

The posting process checks entered amounts, accounted amounts, and balancing segment values in determining whether a journal balances. When a journal doesn't balance, the posting process uses your setup to process the differences and automatically balances the journal. When differences can't be handled automatically, the posting process fails.

The following figure shows the flow that the posting process follows to balance journals that have a single currency.

1. Are entered and accounted amounts in balance, or are accounted amount differences within threshold? If yes, the process continues to step 2. If no, and suspense is enabled, suspense balancing lines are created and the balancing process is complete. If no, and suspense isn't enabled, posting fails.
2. For each balancing segment value, are entered and accounted amounts in balance, or are accounted amount differences within threshold? If yes, the process continues to step 3. If no, and intercompany is enabled, intercompany balancing lines are created and the process continues to step 3. If no, and intercompany isn't enabled, posting fails.
3. Are there any remaining accounted amount differences? If yes, the process continues to step 4. If no, the balancing process is complete.
4. Is the Rounding account defined? If yes, rounding balancing lines are created and the balancing process is complete. If no, the difference is added to the largest line and the balancing process is complete.



The following examples compare unposted journals with the decision points in the flow to illustrate how the journals are subsequently balanced. The first segment in the account combination is the balancing segment, the ledger currency is USD, and the applicable options are set as follows:

- **Enable Suspense**: Yes for General Ledger.
- **Default Suspense Account**: 101.10.29900.000.000.
- **Rounding Account**: None.
- **Balancing Threshold Percent**: None for examples 1 through 4. For examples 5, 6, and 7, this option is set to **1**.
- **Balancing Threshold Amount**: None for examples 1 through 6. For example 7, this option is set to 100.
- **Enable Intercompany Accounting**: Enabled and intercompany rules defined.

Example 1: Entered Amount Differences

The following table shows the lines, accounts, and debits and credits, for an unposted journal in the ledger currency with differences between entered amounts.

Line	Account	Entered (USD) Debit	Entered (USD) Credit
1	101.10.11300.000.000	10,000.00	
2	101.10.11200.000.000		10,000.01
Total	Not applicable	10,000.00	10,000.01

To understand how the journal is balanced, follow the flow:

- Entered and accounted amounts balanced or accounted amount differences within threshold? No. Entered debits don't equal entered credits.
- Suspense enabled? Yes. Suspense is enabled for General Ledger and the suspense account is 101.10.29900.000.000. To balance the journal, the posting process creates suspense line 3.

The following table shows the lines, accounts, amounts, and descriptions, for the posted journal.

Line	Account	Entered (USD) Debit	Entered (USD) Credit	Description
1	101.10.11300.000.000	10,000.00		None
2	101.10.11200.000.000		10,000.01	None
3	101.10.29900.000.000	0.01		Suspense line.
Total	Not applicable	10,000.01	10,000.01	None

Example 2: Accounted Amount Differences

The following table shows the lines, accounts, and debits and credits, for an unposted journal in a nonledger currency with differences between accounted amounts.

Line	Account	Entered (GBP) Debit	Entered (GBP) Credit	Accounted (USD) Debit	Accounted (USD) Credit
1	101.10.11300.000.000	10,000.00		15,297.54	
2	101.10.11200.000.000		10,000.00		15,297.55
Total	Not applicable	10,000.00	10,000.00	15,297.54	15,297.55

Line	Account	Entered (GBP) Debit	Entered (GBP) Credit	Accounted (USD) Debit	Accounted (USD) Credit

Follow the posting flow:

- Entered and accounted amounts balanced or accounted amount differences within threshold? No. Accounted debits don't equal accounted credits and no threshold is defined.
- Suspense enabled? Yes. Suspense is enabled for General Ledger and the suspense account is 101.10.29900.000.000. To balance the journal, the posting process creates suspense line 3.

The following table shows the lines, accounts, amounts, and descriptions, for the posted journal.

Line	Account	Entered (GBP) Debit	Entered (GBP) Credit	Accounted (USD) Debit	Accounted (USD) Credit	Description
1	101.10.11300.000.000	10,000.00		15,297.54		None
2	101.10.11200.000.000		10,000.00		15,297.55	None
3	101.10.29900.000.000			0.01		Suspense line.
Total	Not applicable	10,000.00	10,000.00	15,297.55	15,297.55	None

Example 3: Entered Amount Differences by Balancing Segment Value

The following table shows the lines, accounts, and debits and credits for an unposted journal in the ledger currency with entered amount differences for each balancing segment value.

Line	Account	Entered (USD) Debit	Entered (USD) Credit
1	101.10.11300.000.000	10,000.00	
2	102.10.11200.000.000		10,000.01
Total	Not applicable	10,000.00	10,000.01

Follow the posting flow:

- Entered and accounted amounts balanced or accounted amount differences within threshold? No. Entered debits don't equal entered credits.
- Suspense enabled? Yes. Suspense is enabled for General Ledger and the suspense account is 101.10.29900.000.000. To balance the journal, the posting process creates suspense lines 3 and 4.

The following table shows the lines, accounts, amounts, and descriptions, for the posted journal.

Line	Account	Entered (USD) Debit	Entered (USD) Credit	Description
1	101.10.11300.000.000	10,000.00		None
2	102.10.11200.000.000		10,000.01	None
3	102.10.29900.000.000	10,000.01		Suspense line.
4	101.10.29900.000.000		10,000.00	Suspense line.
Total	Not applicable	20,000.01	20,000.01	None

Example 4: Balancing Segment Values Out of Balance

The following table shows the lines, accounts, and debits and credits, for an unposted journal in the ledger currency that balances in total, but not by balancing segment value.

Line	Account	Entered (USD) Debit	Entered (USD) Credit
1	101.10.11300.000.000	10,000.00	
2	102.10.11200.000.000		10,000.00
Total	Not applicable	10,000.00	10,000.00

Follow the posting flow:

- Entered and accounted amounts balanced or accounted amount differences within threshold? Yes. Entered debits equal entered credits.
- Entered and accounted amounts balanced by balancing segment value or accounted amount differences within threshold? No. Balancing segment value 101 has only debits and balancing segment value 102 has only credits and the threshold applies only to accounted amounts.
- Intercompany enabled? Yes. To balance the journal by balancing segment value, the posting process creates intercompany balancing lines 3 and 4.

The following table shows the lines, accounts, amounts, and descriptions, for the posted journal.

Line	Account	Entered (USD) Debit	Entered (USD) Credit	Description
1	101.10.11300.000.000	10,000.00		None
2	102.10.11200.000.000		10,000.00	None
3	102.10.18100.000.101	10,000.00		Intercompany balancing line.

Line	Account	Entered (USD) Debit	Entered (USD) Credit	Description
4	101.10.29100.000.102		10,000.00	Intercompany balancing line.
Total	Not applicable	20,000.00	20,000.00	None

Example 5: Rounding Difference Within Percent Threshold

The following table shows the lines, accounts, and debits and credits, for an unposted journal in a nonledger currency with a difference due to rounding.

Line	Account	Entered (GBP) Debit	Entered (GBP) Credit	Accounted (USD) Debit	Accounted (USD) Credit
1	101.10.11300.000.000	10,000.00		15,297.54	
2	101.10.11200.000.000		4,500.00		6,883.89
3	101.10.12110.000.000		5,500.00		8,413.64
Total	Not applicable	10,000.00	10,000.00	15,297.54	15,297.53

Follow the posting flow:

- Entered and accounted amounts balanced or accounted amount differences within threshold? Yes. The difference between the accounted debits and the accounted credits, which is .01, is within the specified threshold of 1 percent.

  > **Note:** The threshold is calculated by multiplying the **Balancing Threshold Percent** setting by the total accounted debits or credits, whichever is greater. In this example, the threshold is 152.98, which is 1 percent of 15,297.54.

- Entered and accounted amounts balanced by balancing segment value or accounted amount differences within threshold? Yes. All lines have a balancing segment value of 101.
- Accounted amount differences remaining? Yes. The accounted debits are 15,297.54 and the accounted credits are 15,297.53.
- Rounding account defined? No. To balance the journal, the posting process adds the rounding difference to the largest credit line, which is line 3.

The following table shows the lines, accounts, and amounts for the posted journal.

Line	Account	Entered (GBP) Debit	Entered (GBP) Credit	Accounted (USD) Debit	Accounted (USD) Credit
1	101.10.11300.000.000	10,000.00		15,297.54	

Line	Account	Entered (GBP) Debit	Entered (GBP) Credit	Accounted (USD) Debit	Accounted (USD) Credit
2	101.10.11200.000.000		4,500.00		6,883.89
3	101.10.12110.000.000		5,500.00		8,413.65
Total	Not applicable	10,000.00	10,000.00	15,297.54	15,297.54

Example 6: Rounding Difference Over Percent Threshold

The following table shows the lines, accounts, and debits and credits, for an unposted journal in a nonledger currency with a difference due to rounding.

Line	Account	Entered (KRW) Debit	Entered (KRW) Credit	Accounted (USD) Debit	Accounted (USD) Credit
1	101.10.11300.000.000	18		0.02	
2	101.10.11200.000.000		24		0.02
3	101.10.12110.000.000	6		0.01	
Total	Not applicable	24	24	0.03	0.02

Follow the posting flow.

- Entered and accounted amounts balanced or accounted amount differences within threshold? No. The difference between the accounted debits and the accounted credits, which is .01, is more than the 1 percent threshold.

  > **Note:** The threshold is calculated by multiplying the **Balancing Threshold Percent** setting by the total accounted debits or credits, whichever is greater. In this example, the threshold is 0.0003, which is 1 percent of 0.03.

- Suspense enabled? Yes. Suspense is enabled for General Ledger and the suspense account is 101.10.29900.000.000. To balance the journal, the posting process creates suspense line 4.

The following table shows the lines, accounts, and amounts for the posted journal.

Line	Account	Entered (KRW) Debit	Entered (KRW) Credit	Accounted (USD) Debit	Accounted (USD) Credit	Description
1	101.10.11300.000.00(	18		0.02		None
2	101.10.11200.000.00(		24		0.02	None

Line	Account	Entered (KRW) Debit	Entered (KRW) Credit	Accounted (USD) Debit	Accounted (USD) Credit	Description
3	101.10.12110.000.000	6		0.01		None
4	101.10.29900.000.00				0.01	Suspense line.
Total	Not applicable	24	24	0.03	0.03	None

Example 7: Rounding Difference Within Amount Threshold

The following table shows the lines, accounts, and debits and credits, for an unposted journal in a nonledger currency with a difference due to rounding.

Line	Account	Entered (KRW) Debit	Entered (KRW) Credit	Accounted (USD) Debit	Accounted (USD) Credit
1	101.10.11300.000.000	18		0.02	
2	101.10.11200.000.000		24		0.02
3	101.10.12110.000.000	6		0.01	
Total	Not applicable	24	24	0.03	0.02

Follow the posting flow:

- Entered and accounted amounts balanced or accounted amount differences within threshold? Yes. The difference between the accounted debits and the accounted credits, which is .01, is within the amount threshold of 100.

  > **Note:** The threshold tolerance is the greater of the amount threshold and the calculated percent threshold. The **Balancing Threshold Amount** setting is 100. The percent threshold is calculated by multiplying the **Balancing Threshold Percent** setting by the total accounted debits or credits, whichever is greater. In this example, the calculated threshold is 0.0003, which is 1 percent of 0.03.

- Entered and accounted amounts balanced by balancing segment value or accounted amount differences within threshold? Yes. All lines have a balancing segment value of 101.
- Accounted amount differences remaining? Yes. The accounted debits are 15,297.54 and the accounted credits are 15,297.53.
- Rounding account defined? No. To balance the journal, the posting process adds the rounding difference to the largest credit line, which is line 2.

The following table shows the lines, accounts, and amounts for the posted journal.

Line	Account	Entered (KRW) Debit	Entered (KRW) Credit	Accounted (USD) Debit	Accounted (USD) Credit
1	101.10.11300.000.000	18		0.02	
2	101.10.11200.000.000		24		0.03
3	101.10.12110.000.000	6		0.01	
Total	Not applicable	24	24	0.03	0.03

How MultiCurrency Journals Are Balanced

A journal must balance before it can be posted. If a journal is out of balance when submitted for posting, the posting process can automatically create balancing lines, or add differences to existing lines, depending on your setup.

Settings That Affect Balancing for Multicurrency Journals

On the Specify Ledger Options page:

- You can set these options In the Journal Processing Balancing section:
  - **Enable Suspense for General Ledger or Subledger**
  - **Default Suspense Account**
  - **Rounding Account**
  - **Entered Currency Balancing Account**
  - **Balancing Threshold Percent**
  - **Balancing Threshold Amount**
- You can set the **Enable intercompany accounting** option in the Journal Processing Intercompany section and define balancing rules on the Manage Intercompany Balancing Rules page.

On the Manage Suspense Accounts page, you can define suspense accounts for specific journal sources and categories.

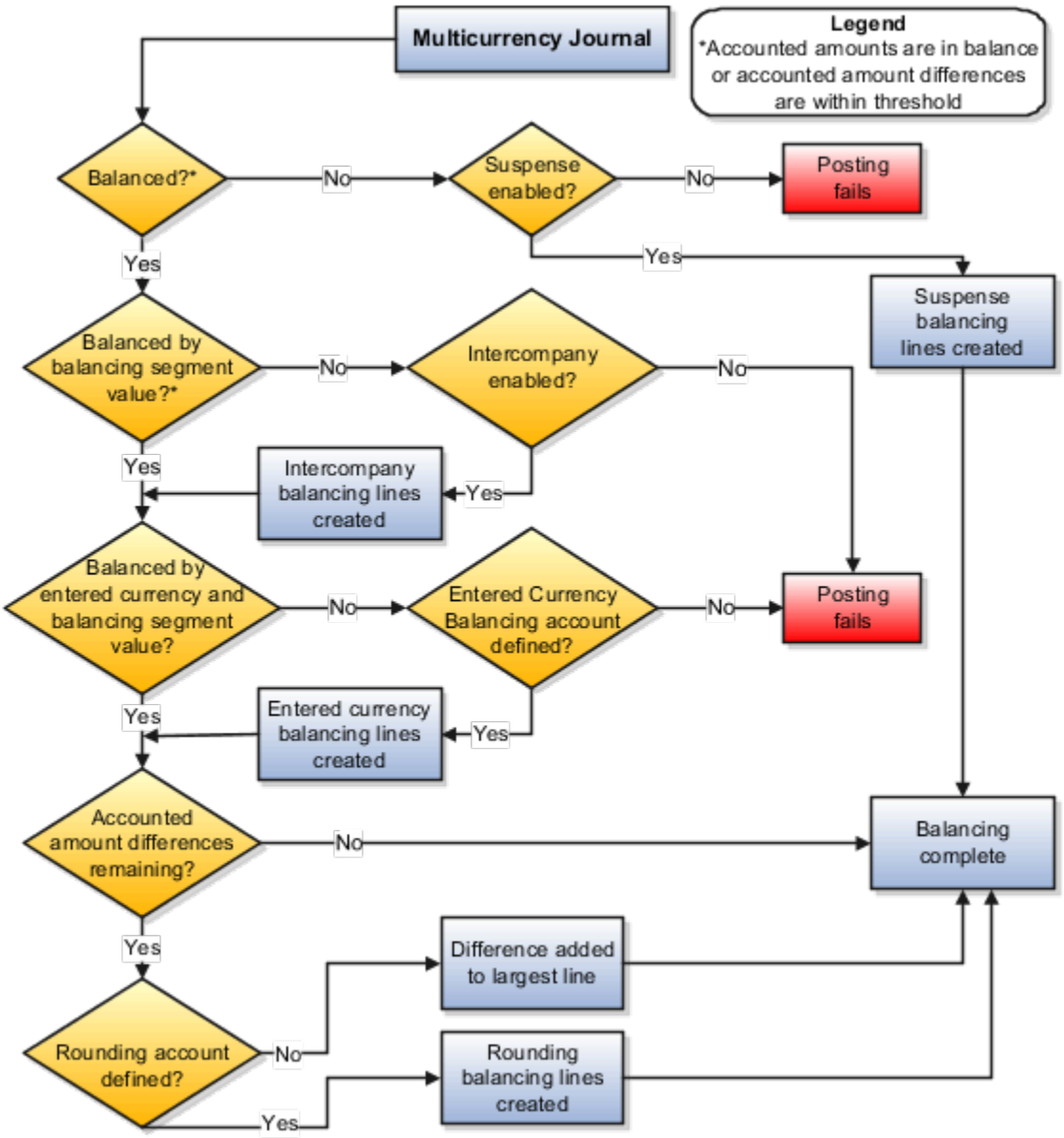
How Multicurrency Journals Are Balanced

The posting process checks entered amounts, accounted amounts, balancing segment values, and currencies, in determining whether a journal balances. When a journal doesn't balance, the posting process uses your setup to process the differences and automatically balances the journal. When the differences can't be handled automatically, the posting process fails.

The following figure shows the flow that the posting process follows to balance journals that have multiple currencies.

1. Are accounted amounts in balance, or are accounted amount differences within threshold? If yes, the process continues to step 2. If no, and suspense is enabled, suspense balancing lines are created and the balancing process is complete. If no, and suspense isn't enabled, posting fails.

2. For each balancing segment value, are accounted amounts in balance, or are accounted amount differences within threshold? If yes, the process continues to step 3. If no, and intercompany is enabled, intercompany balancing lines are created and the process continues to step 3. If no, and intercompany isn't enabled, posting fails.
3. Does each balancing segment value balance by entered currency? If yes, the process continues to step 4. If no, and the Entered Currency Balancing account is defined, entered currency balancing lines are created and the process continues to step 4. If no, and the Entered Currency Balancing account isn't defined, posting fails.
4. Are there any remaining accounted amount differences? If yes, the process continues to step 5. If no, the balancing process is complete.
5. Is the Rounding account defined? If yes, rounding balancing lines are created and the balancing process is complete. If no, the difference is added to the largest line and the balancing process is complete.



The following examples compare unposted journals with the decision points in the flow to illustrate how the journals are balanced. The first segment in the account combination is the balancing segment, the ledger currency is USD, and the applicable options are set as follows:

- **Enable Suspense**: Yes for General Ledger.
- **Default Suspense Account**: 101.10.29900.000.000.
- **Rounding Account**: 101.10.78550.000.000.
- **Entered Currency Balancing Account**: 101.10.22270.000.000.
- **Balancing Threshold Percent**: 1.
- **Balancing Threshold Amount**: None.
- **Enable Intercompany Accounting**: Enabled and intercompany rules defined.

Example 1: Accounted Amount Differences

The following table shows the lines, accounts, currencies, and debits and credits, for an unposted multicurrency journal with accounted amount differences.

Line	Account	Currency	Entered Debit	Entered Credit	Accounted (USD) Debit	Accounted (USD) Credit
1	101.10.11300.000.000	GBP	10,000.00		15,297.54	
2	101.10.11200.000.000	ANG		9,500.00		9,500.00
Total	Not applicable	Not applicable	10,000.00	9,500.00	15,297.54	9,500.00

To understand how the journal is balanced, follow the flow:

- Accounted amounts balanced or accounted amount differences within threshold? No. The difference between the total accounted debits and total accounted credits is 5,797.54, which isn't within the specified threshold of 1 percent.

  > **Note:** The threshold is calculated by multiplying the **Balancing Threshold Percent** setting by the total accounted debits or credits, whichever is greater. In this example, the threshold is 152.98, which is 1 percent of 15,297.54.

- Suspense enabled? Yes. Suspense is enabled for General Ledger and the suspense account is 101.10.29900.000.000. To balance the journal for each currency, the posting process creates suspense lines 3 and 4.

The following table shows the lines, accounts, currencies, amounts, and descriptions, for the posted journal.

Line	Account	Currency	Entered Debit	Entered Credit	Accounted (USD) Debit	Accounted (USD) Credit	Description
1	101.10.11300.000.0	GBP	10,000.00		15,297.54		None

Line	Account	Currency	Entered Debit	Entered Credit	Accounted (USD) Debit	Accounted (USD) Credit	Description
2	101.10.11200.000.(	ANG		9,500.00		9,500.00	None
3	101.10.29900.000	ANG	9,500.00		9,500.00		Suspense line.
4	101.10.29900.000	GBP		10,000.00		15,297.54	Suspense line.
Total	Not applicable	Not applicable	19,500.00	19,500.00	24,797.54	24,797.54	None

Example 2: Entered Amounts Out of Balance by Entered Currency

The following table shows the lines, accounts, currencies, and debits and credits, for an unposted multicurrency journal that doesn't balance by entered currency.

Line	Account	Currency	Entered Debit	Entered Credit	Accounted (USD) Debit	Accounted (USD) Credit
1	101.10.11300.000.00(	GBP	10,000.00		15,297.54	
2	101.10.11200.000.00(	ANG		9,500.00		15,297.54
Total	Not applicable	Not applicable	10,000.00	9,500.00	15,297.54	15,297.54

Follow the posting flow:

- Accounted amounts balanced or accounted amount differences within threshold? Yes. Total accounted debits equal total accounted credits.
- Accounted amounts balanced by balancing segment value or accounted amount differences within threshold? Yes. The balancing segment value for both lines is 101 and total accounted debits equal total accounted credits.
- Entered amounts balanced by currency and balancing segment value? No. The journal doesn't balance by entered currency. The GBP currency has only debits and the ANG currency has only credits.
- Entered Currency Balancing account defined? Yes. The Entered Currency Balancing account is 101.10.22270.000.000. To balance the journal, the posting process creates entered currency balancing lines 3 and 4 for each currency.

The following table shows the lines, accounts, currencies, amounts, and descriptions, for the posted journal.

Line	Account	Currency	Entered Debit	Entered Credit	Accounted (USD) Debit	Accounted (USD) Credit	Description
1	101.10.11300.000.(	GBP	10,000.00		15,297.54		None
2	101.10.11200.000.(	ANG		9,500.00		15,297.54	None

Line	Account	Currency	Entered Debit	Entered Credit	Accounted (USD) Debit	Accounted (USD) Credit	Description
3	101.10.22270.000.	ANG	9,500.00		15,297.54		Entered currency balancing line.
4	101.10.22270.000.	GBP		10,000.00		15,297.54	Entered currency balancing line.
Total	Not applicable	Not applicable	19,500.00	19,500.00	30,595.08	30,595.08	None

Example 3: Entered Currencies and Balancing Segment Values Out of Balance

The following table shows the lines, accounts, currencies, and debits and credits, for an unposted multicurrency journal that doesn't balance by entered currency or balancing segment value.

Line	Account	Currency	Entered Debit	Entered Credit	Accounted (USD) Debit	Accounted (USD) Credit
1	101.10.11300.000.00(	GBP	10,000.00		15,297.54	
2	102.10.11200.000.00	ANG		9,500.00		15,297.54
Total	Not applicable	Not applicable	10,000.00	9,500.00	15,297.54	15,297.54

Follow the posting flow:

- Accounted amounts balanced or accounted amount differences within threshold? Yes. Total accounted debits equal total accounted credits.
- Accounted amounts balanced by balancing segment value or accounted amount differences within threshold? No. Balancing segment value 101 has only debits totaling 15,297.54. Balancing segment value 102 has only credits totaling 15,297.54. Each balancing segment value needs 15,297.54 to balance, which isn't within the threshold.

  > **Note:** The threshold is 152.98, which is 1 percent of 15,297.54.

- Intercompany enabled? Yes. To balance the accounted amounts by balancing segment value, the posting process creates intercompany balancing lines 3 and 4 in the USD currency.
- Entered amounts balanced by currency and balancing segment value? No to both. The GBP currency has only debits and the ANG currency has only credits. Debits don't equal credits for either balancing segment value.
- Entered Currency Balancing account defined? Yes. The Entered Currency Balancing account is 101.10.22270.000.000. To balance by currency, the posting process creates entered currency balancing lines 5 and 6. To balance by balancing segment value, the posting process creates entered currency balancing lines 7 and 8 in the USD currency.

The following table shows the lines, accounts, currencies, amounts, and descriptions, for the posted journal.

Line	Account	Currency	Entered Debit	Entered Credit	Accounted (USD) Debit	Accounted (USD) Credit	Description
1	101.10.11300.000.(	GBP	10,000.00		15,297.54		None
2	102.10.11200.000.1	ANG		9,500.00		15,297.54	None
3	101.10.29100.000.1	USD		15,297.54		15,297.54	Intercompany balancing line.
4	102.10.18100.000.1	USD	15,297.54		15,297.54		Intercompany balancing line.
5	102.10.22270.000.	ANG	9,500.00		15,297.54		Entered currency balancing line.
6	101.10.22270.000.	GBP		10,000.00		15,297.54	Entered currency balancing line.
7	101.10.22270.000.	USD	15,297.54		15,297.54		Entered currency balancing line.
8	102.10.22270.000.	USD		15,297.54		15,297.54	Entered currency balancing line.
Total	Not applicable	Not applicable	50,095.08	50,095.08	61,190.16	61,190.16	None

Example 4: Rounding Difference

The following table shows the lines, accounts, currencies, and debits and credits, for an unposted multicurrency journal with a rounding difference.

Line	Account	Currency	Entered Debit	Entered Credit	Accounted (USD) Debit	Accounted (USD) Credit
1	101.10.11300.000.00(	GBP	10,000.00		15,297.54	None
2	101.10.11200.000.00(	ANG		9,500.00		15,297.54
3	101.10.11200.000.00(	GBP		10,000.00		15,297.54
4	101.10.11300.000.00(	ANG	9,500.00		15,297.35	None
Total	Not applicable	Not applicable	19,500.00	19,500.00	30,594.89	30,595.08

Line	Account	Currency	Entered Debit	Entered Credit	Accounted (USD) Debit	Accounted (USD) Credit

Follow the posting flow:

- Accounted amounts balanced or accounted amount differences within threshold? Yes. The difference between accounted debits and accounted credits is 0.19, which is within the threshold.

  Note: The threshold is 305.95, which is 1 percent of 30,595.08.

- Accounted amounts balanced by balancing segment value or accounted amount differences within threshold? Yes. The balancing segment value for all lines is 101 and the difference between accounted debits and accounted credits is 0.19, which is within the threshold.
- Entered amounts balanced by currency and balancing segment value? Yes. For each currency, entered debits equal entered credits, and the balancing segment value is the same for all lines.
- Accounted amount differences remaining? Yes. For the ANG currency, the difference between accounted debits and accounted credits is 0.19.
- Rounding account defined? Yes. The rounding account is 101.10.78550.000.000. To balance the journal, the posting process creates rounding line 5 for the ANG currency.

The following table shows the lines, accounts, currencies, amounts, and descriptions, for the posted journal.

Line	Account	Currency	Entered Debit	Entered Credit	Accounted (USD) Debit	Accounted (USD) Credit	Description
1	101.10.11300.000.(	GBP	10,000.00		15,297.54		None
2	101.10.11200.000.(	ANG		9,500.00		15,297.54	None
3	101.10.11200.000.(	GBP		10,000.00		15,297.54	None
4	101.10.11300.000.(	ANG	9,500.00		15,297.35		None
5	101.10.78550.000.	ANG			0.19		Rounding line.
Total	Not applicable	Not applicable	19,500.00	19,500.00	30,595.08	30,595.08	None

Create an AutoPost Criteria Set

In this example, you're creating an AutoPost criteria set to post the general ledger journal entries created by journal import for your subledger transactions.

Here's the relevant setup for your Vision Corporation ledger.

- You implemented Oracle General Ledger and the subledgers Oracle Payables and Oracle Receivables.
- You use a non-Oracle subledger called Fast Assets for fixed asset tracking and depreciation.
- You plan to automate posting of general ledger journal batches created by journal import. The automation is to protect the subledger-sourced journal entries from edits or deletion that could cause an out-of-balance situation between the subledgers and general ledger.

Consider these points when creating a criteria set:

- Use the **All** option for category and accounting period to reduce maintenance and ensure that all journal imports are included in the posting process.
- Create a criteria set that includes all your subledger sources. Create multiple criteria sets by source only if you must schedule different posting times to balance close activities or reduce processing time.

Create the Set

1. Go to the following:
    - Offering: Financials
    - Functional Area: General Ledger
    - Task: Manage AutoPost Criteria Sets
2. Click **Create**.
3. Enter this name: All Journal Imported Entries.
4. Enter this description: Posting journals imported from the subledgers.
5. Select **Enabled**.
6. Select the **Use Batch Creator as Approval Submitter** check box if you require keeping the creator of the journal batch as the user who submitted the batch for approval when the **AutoPost Journals** process runs. If you don't select this check box, the user running the AutoPost journals process is the submitter for approval.
7. Enter these values and click **Add Row** to add each new line.

Priority	Ledger or Ledger Set	Source	Category	Accounting Period	Balance Type
1	Vision Corporation	Payables	All	All	All
2	Vision Corporation	Receivables	All	All	All
3	Vision Corporation	Fast Assets	All	All	All

8. Select **Yes** for the **Process All Criteria** check box, and enter 30 as the number of days before and after the submission date. The process runs less often when you specify a wide range.
9. Click **Save and Close**.

> **Tip:** Schedule the process to run immediately after the **Import Journals** process to prevent changes to the journals. Run the process during nonpeak times to save resources.

Related Topics

- How can I run the AutoPost process?
- Examples of Manually Running the AutoPost Process
- Submit Scheduled Processes and Process Sets

Examples of Manually Running the AutoPost Process

Create an AutoPost criteria set and schedule the AutoPost Journals process to run on a regular basis following your scheduled journal imports from your subledgers.

When errors occur that prevent posting of the journal imports, you must correct the errors and manually run the AutoPost process. The following scenarios illustrate the kinds of errors that could occur and how you can resolve these errors.

Scenario

The following table lists the errors that prevented journal batches from posting when the scheduled AutoPost Journals process ran.

Error	Cause	Solution
Unopened accounting period	The journal import was imported into a future period. An error arises when the AutoPost Journals process runs on a schedule because journals can't be posted in a future period.	Open the period.
Invalid or no journals	Journal import fails to import transactions from the general ledger interface table. The AutoPost Journals process runs on schedule but finds no batches to post. The posting process doesn't run and the AutoPost Execution report shows that no batches matched the criteria.	Correct the error that caused the journal import to fail.
Invalid or no journals	No journals were selected based on the posting criteria. Journal batches are available for posting. The posting process doesn't run and the AutoPost Execution report shows that no batches matched the criteria.	Revise the criteria set.

After you correct the errors:

- Manually run the AutoPost Journals process by selecting the **Run AutoPost** option from the Tasks panel on the journal pages.
- Click **Generate** on the AutoPost criteria set pages.
- Verify that the process ran successfully by reviewing the AutoPost Execution report.

Related Topics

- How can I run the AutoPost process?

Journal Batch Summary Report

Use the Journal Batch Summary report to review your posted journal batches for a particular ledger, balancing segment value, currency, or date range.

The report provides data on:

- Actual balances for your journal batches, sources, and posting dates
- Total entered debits and credits
- Journal batches within each journal entry category

Run the report from the **Manage Journal Task Panel** and optionally schedule the report to run periodically.

Before running this report, you must:

- Approve all journals batches
- Post all journals batches
- Optionally, close the accounting period to ensure no further journal batches are entered

Report Across All Ledgers

Ledger Set

To obtain a consolidated report across all ledgers, you must enter a ledger set representing all ledgers.

Balancing Segment Value

Leave the Balancing Segment Value parameter blank.

Currency

Enter a currency.

Start and End Date

Enter the accounting period date range.

Report on a Specific Ledger

Ledger Set

To obtain a report on a specific ledger or entity, you must enter the value for that ledger.

Balancing Segment Value

Leave the Balancing Segment Value parameter blank.

Currency

Enter a currency.

Start and End Date

Enter the accounting period date range.

Report on a Specific Entity

Ledger Set

To obtain a report on a specific ledger or entity, you must enter the value for that ledger.

Balancing Segment Value

Enter the value representing the entity in the Balancing Segment Value parameter.

Currency

Enter a currency.

Start and End Date

Enter the accounting period date range.

Report Results

The report provides data on Actual balances for your journal batches by sources, batches, posting dates, and total entered debits and credits. The report sorts the data by journal batch within each journal entry category. In addition, totals are provided for each journal category and a grand total for each ledger and balancing segment value combination selected.

Note: This report does not report on budget or encumbrance balances.

Approve Journals

Considerations for Defining Journal Approval Rules

Use approval management to define policies that apply to the journal approval workflow.

Rule Definition Consideration

One predefined approval rule exists for journal approval. If a journal's ledger and source are enabled for approval, then that journal is sent for one level of approval to the supervisor of the person who submitted the journal for approval. You can configure journal approval rules in the Business Process Management Worklist application. Open the application by selecting the **Notifications** icon on the home page and clicking **More Details** or, by using the following in the Setup and Maintenance work area:

- Offering: Financials
- Functional Area: Application Extensions
- Task: Manage Task Configurations for Financials

For a simple approval scenario, start by defining one or all of the following journal approval rules based on:

- The highest journal line amount per ledger per batch.
- The highest journal amount per ledger per batch.
- Your stage in the period close process. For example, are you in the beginning, middle, or end of the month, or in preclose, close, post close, or quarter close process?

The following table provides an example of rule conditions and approval actions that route a journal approval based on maximum journal line amounts.

Condition	Approval Action
Less than 50,000 USD	No approval required
Between 50,000 and 100,000 USD	One level of approval required
Greater than 100,000 USD	Two levels of approval required

You can build your rules for combinations of ledger, entered amount, approval level, or other scenarios. In addition, you can define rules based on attributes from different parts of your journal, including the ledger, batch, header, or line level. For example, you can use category, source, account, or descriptive flexfield information as selection criteria for journal approval.

Note: To prevent a submitter from approving their own journal batch, select the **Skip creator for Approval List** check box on the Configuration page in the Worklist application. The approval task is then assigned to other approvers or automatically routed to the manager of the submitter.

Approvals List Builder Considerations

List builders are the way approvals management builds the list of approvers required for a transaction based on the rule condition. Each approval rule is associated with a list builder for generating the list of approvers.

The following table describes the list builders you can use to build a journal approval list.

List Builder	Description
Supervisory	Based on the employee supervisory hierarchy, which is defined in HCM. Employees must be set up with appropriate jobs and supervisors. For example, a clerk reports to a manager, who reports to the director.
Job Level	Based on the job level, which is defined in HCM. Employees must be set up with the appropriate job levels and supervisors. For example, a job level 1 employee, a clerk, reports to a job level 2 employee, a manager, who reports to a job level 4 employee, a director. The approval list is generated based on the starting position specified in the rule and continues until an approver with a sufficient job level is found. The supervisory hierarchy must be defined along with the corresponding job levels.

List Builder	Description
Position	Based on the position hierarchy, which is defined in HCM. The position hierarchy must be defined and employees must be assigned the corresponding positions. Use this hierarchy if you need a hierarchy that's different from the supervisory hierarchy, or multiple hierarchies selected based on different attributes.
Approval Group	Consists of a static predefined set of users configured to act on a task. For example, you can create an approval group called Finance Group, consisting of users from the finance department who must participate in the task approval.
Resource	Builds the approvers list by using a specific user, enterprise group or application role.

Other Considerations

Other functionality to consider before defining approval rules.

- Both the ledger and journal source must be enabled for the approval process.

  > **CAUTION:** You should not enable journal approval for journals that come from subledgers (with subledger journal sources). Otherwise, if a journal from a subledger isn't approved, the journal can get stuck in the approval process. For any subledger journal sources, approvals for subledger transactions should be done in the subledgers themselves.

- Approval is for the entire journal batch, regardless of the attributes used in the approval rules.
- If a journal requires approval, submitting a journal for posting automatically routes the journal for approval before posting.
- A journal can be escalated to an approver by the administrator.
- The task initiator can select **Withdraw Approval** on the Journals page at any time in the approval process to withdraw journals from the process. Clicking this button enables editing of the journal. After your changes are made, submit the entry for approval again. When a journal is withdrawn, the completion status is set to Incomplete.
- Approval notifications display a table of key journal attributes for each journal and a list of past, current, and future approvers.
- The Journals work area displays journals requiring your approval and journals pending approval from others.
- If you're the current approver, the Journals page shows the journals to be approved or rejected.
- Allocation journals aren't routed through the approval process.
- You can review the details of the journals and journal lines included in a journal batch on the online and email journal batch approval notifications.

Related Topics

- Update Existing Setup Data
- Overview of Notifications and Approval Workflows
- Configure Workflow Approvals and Notifications

Create Journal Approval Rules Using a Spreadsheet

Create Workflow Rules Using a Spreadsheet

The Simplified Workflow Rules Configuration feature is a spreadsheet-based alternative to creating rules in Oracle Business Process Management (BPM). Use this feature to create workflow rules for Payables Invoice Approval and General Ledger Journal Approval workflows.

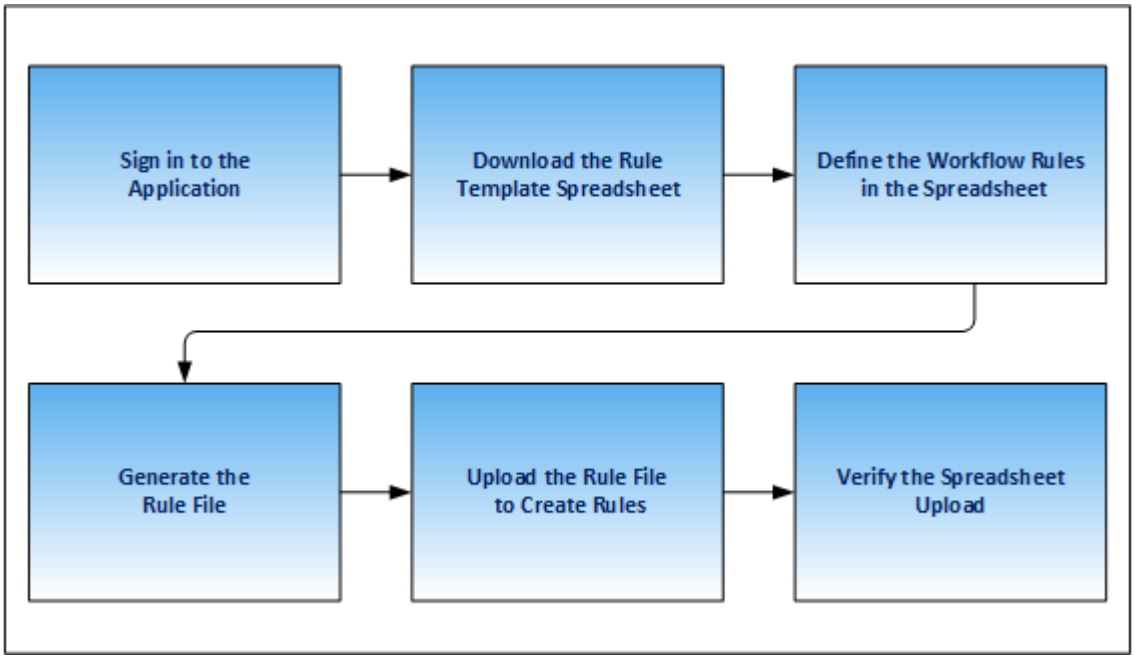
You can download the spreadsheet templates from the Manage Workflow Rules in Spreadsheet page to create and manage rules according to your approval policies.

In addition to creating and managing rules, this feature also lets you do the following.

- Name the rule blocks
- Initiate various approvals in parallel
- Configure or model the blocks to facilitate better approval routing

Create Workflow Rules

To create workflow rules in a spreadsheet, perform the following steps:



1. Sign in and navigate to the Manage Workflow Rules in Spreadsheet task.
2. Download the rule template from the Rule Templates section of the Manage Workflow Rules in Spreadsheet page.
3. Define the workflow rules in the spreadsheet.
4. Generate the rule file.
5. Upload the rule file to create rules.
6. Verify the spreadsheet upload.

CAUTION: You must use MS Excel version 2016 to create workflow rules. Also, every successful rule upload using a spreadsheet template overrides the existing rules for the workflow.

Tip: Once you create rules using the rule templates, we recommend you use the spreadsheet method only for any future maintenance of rules.

Name Rule Blocks

You can name the rule blocks to organize the approval process. Naming also makes it easier for users to understand and navigate, as users can clearly see the purpose and function of each block.

Configure Rule Blocks for Approval Routing

Configuring rule blocks can increase the accuracy of decision-making during the approval process. It becomes easier to track the flow of approvals and identify any potential issues or bottlenecks in the process. It allows for easy configuration and adaptation to specific business needs.

Related Topics

- Name the Rule Blocks
- Enable Rule Block Configuration

Manage Workflow Rules Using a Spreadsheet

Before creating and managing workflow rules, perform these steps:

1. Sign in to the application as a Financial Application Administrator.
2. Verify if the Approval Routing Administration feature is enabled at **Offerings > Financials > Opt In Features**. Click the **Edit** icon for Financials. If the feature isn't enabled, select its check box.
3. In the Setup and Maintenance work area, go to **Financials > Application Extensions > Manage Workflow Rules in Spreadsheet** task.

Download the Rules Template

Download the rule template by performing these steps:

1. In the Rule Templates section of the Manage Workflow Rules in Spreadsheet page, select the required workflow.
2. Click **Download**. The Download Templates dialog box appears.
3. From the dialog box, select the required template. Save the template to your local computer.

CAUTION: You must use MS Excel version 2016 to create workflow rules.

Note: Each rule template contains an example of an approval business case to demonstrate how to manage workflow rules using the rule template.

Define the Rules in the Spreadsheet

After downloading the rule template, you must define the workflow rules using the sheets provided in the rule template. Here's a list of sheets you can see in the rule template spreadsheet:

1. **Instructions**: This sheet contains details of the help topics present on Oracle Help Center for this feature and the **Generate Rule File** button. You can also update your rule template version from the Instructions sheet.

2. **Workflow Rules**: Provides a template for configuring transaction approval rules.

   > **Note:** The name of this sheet varies for each product. For example, for Payables, the sheet is labeled as Invoice Approval Rules.

3. **Data Set**: This sheet provides a template to map the varying attributes to the data.

   > **Note:** Currently, data sets are only available for Payables workflows. For more information about data sets, refer to the Data Sets section.

A business rule is an approval requirement within your approval policy. Before defining rules in the rule template, you must analyze approval policy. Consider these points before defining a business rule:

- Which transactions require approval?
- Who approves transactions in your organization?
- Do the approvers vary based on the transaction attributes? If so, use a data set.
- What are approval conditions?
- How do you want to route the approval notifications?
- Which approvals require FYI notifications?
- Which transactions are exempted from the approval rule?

For example, for Payables, if your organization's approval policy mandates that:

- All invoices that aren't matched to a purchase order must be approved at two levels of the supervisory hierarchy. This hierarchy starts from the manager of the user who creates the invoice.
- All invoices that have an invoice amount of more than 5000 USD must be approved by a group of personnel from the Finance department.

For this example, you need two business rules.

Use the Workflow Rules sheet to define approval rules. Enter these details:

1. **Rule Description**

   Enter the description for each approval business rule that you define.

2. **Approvers**

   In this section, designate approvers, specify approval routing, and define rule priority. The template supports a variety of approval routing options. This table provides you details on approval routing and how it works.

Approval Routing	How Approval Routing Works
Supervisory Hierarchy	Members of the supervisory hierarchy beginning from the first applicable approver receive approval notifications.
Group in Parallel	Members of an approval group receive approval notifications. All members receive notifications at the same time. All members must take an action on the approval notification.

Approval Routing	How Approval Routing Works
Group in Serial	Members of an approval group receive approval notifications. Only when a member takes an action on the approval notification does the next member of the series receive the approval notification.
Group First Responder	Members of an approval group receive approval notifications. All members receive notifications at the same time. Only one member is required to take an action on the approval notification.
Job Level Hierarchy	Members of the job hierarchy beginning from the first applicable approver receive approval notifications.
User	The specified application user receives the approval notification.
Role	The users with the specified application role receive the approval notification.
Auto Approve	Transactions that are automatically approved. No notifications are sent.
Auto Reject	Transactions that are automatically rejected. No notifications are sent.
FYI	Information only notifications. No action is required from the approver.
Skip Approval	Transactions for which the rule isn't applicable. No notifications are sent.

Note: You can only use an approval group that exists in the BPM.

For detailed instructions on the other columns in the Approvers section, refer to the tool tip on each column header.

Rule Priority

Rule priority specifies the order in which rules are evaluated within a particular block during evaluation of the rule set. Administrators can define the priority in the Simplified Workflow Rules Configuration spreadsheet. By default, the rule priority is set as Medium for all rules. You can change the rule priority by selecting a different value. If a dataset is being used for the rule, then its rule priority applies to all rules created using that dataset.

3. **Approval Conditions**

   In the Approval Conditions section you can select the attributes based on which the transaction should be evaluated for the workflow rules. You can also add attribute categories.

   To add an attribute category:

   a. Open the list of values associated with the last column in the Approval Conditions section.
   b. Select the required attribute category.

To add an attribute:

a. Open the list of values associated with the attribute category.
b. Select the required attribute.

For example, in the Invoice Approval template for Payables, you can select Business Unit and Invoice Amount attributes for the attribute category Invoice Header. Similarly, you can select attributes for categories, such as Invoice Line, Invoice Distributions, and more.

While defining approval conditions, you can use a variety of operators. This table lists the supported operators.

Condition	Value Type	Format	Example
Attribute is a specific value	Text, number, or date	value **Note:** No specific format applies here.	If the Invoice Type is Standard, then enter the value as: Standard
Attribute value is one of multiple specific values	Text or number	`in (value 1, value 2, ...)`	If the BU name is Vision Operations, Vision Services, or Vision Foods then enter the value as: In (Vision Operations, Vision Services, Vision Foods
Attribute value should be within a range of values	Number or date	between value 1 and value 2 OR value 1 to value 2	If the Invoice Date is between 01 August 2018 to 01 August 2019, then enter the value as: Between 01/aug/2018 and 31/aug/2019 OR 01/aug/2018 to 31/aug/2018
Attribute value starts with a specific value	Text	Starts with value	If the BU name starts with Vision then enter the value as: Starts with Vision
Attribute value ends with a specific value	Text	Ends with value	If the BU name ends with Operations then enter the value as:

Condition	Value Type	Format	Example
			Ends with Operations
Attribute value contains a specific value	Text	Contains value	If the Pay Group contains Standard then enter the value as: Contains Standard

Attribute value matches a specific value	Text	Matches value	If the Description matches manual invoice then enter the value as:
			
			`Matches manual\\s(.*) invoice`
			
			In this example, the Matches operator begins with Manual and ends with Invoice. Between the two words, there can be one space and any character.
			
			Other options that can be used with the Matches operator are:
			
			`(.*)` - Denotes zero or more characters.
			
			`(.+)` - Denotes one or more characters.
			
			`\\s` - Denotes space.
			
			`\\d` - Denotes numbers from 0-9.
			
			`?` - Makes a character optional. For example: `\\d?`
			
			`[ ]` - Specifies range such as A-Z, 0-9

Attribute value is more than or equal to a specific number	Number	More than equal to number OR >= number	If the Invoice amount is more than or equal to 500, then enter the value as: More than equal to 500

Condition	Value Type	Format	Example
			OR >= 500
Attribute value is less than or equal to a specific number	Number	Less than equal to number OR <= number	If the Invoice amount is less than or equal to 500, then enter the value as: Less than equal to 500 OR <= 500
Attribute value is more than a specific number	Number	More than number OR >number	If the Invoice amount is more than 500, then enter the value as: More than 500 OR >500
Attribute value is less than a specific number	Number	Less than number OR <number	If the Invoice amount is less than 500, then enter the value as: Less than 500 OR <500
Attribute value is on or before a specific date	Date	On or before date	If the Invoice date is on or before 01/10/2018, then enter the value as: On or before 01/oct/2018
Attribute value is on or after a specific date	Date	On or after date	If the Invoice date is on or after 01/10/2018, then enter the value as: On or after 01/oct/2018

Condition	Value Type	Format	Example
Attribute value is before a specific date	Date	Before date	If the Invoice date is before 01/10/2018, then enter the value as: Before 01/oct/2018
Attribute value is after a specific date	Date	After date	If the Invoice date is after 01/10/2018, then enter the value as: After 01/oct/2018
Attribute value is a specific value and the condition must be evaluated as case insensitive	Text	Equals ignore case value	If the Invoice Source is equal to Manual, then enter the value as: Equals ignore case manual

Note: The operators aren't case-sensitive. However, you must enter the date in the DD/MMM/YYYY or DD-MMM-YYYY format only.

If you have a negative approval condition, add Not as a prefix to any of the supported operators. For example, your approval condition states that BU name isn't Vision Operations, Vision Services, or Vision Foods then enter the value as: Not In (Vision Operations, Vision Services, Vision Foods).

If you have two distinct rule conditions that require the same approval routing, then you must enter the rule conditions in two separate rows. Ensure that the information in the Approvers section is identical for both the rows.

Rule Blocks

A rule block is a group of rows in the workflow rules spreadsheet. You can define a business rule and all aspects of the business rule in these rows. Use a separate block for each business rule.

While all rule aspects defined within a rule block are processed simultaneously, rule blocks are processed in sequence. Therefore, before defining the rules, you must consider the sequence in which the rules should be processed.

You can create additional rows in a block and additional blocks in a sheet as needed.

To insert more blocks in a rule block:

1. Select a row.
2. Right-click and select **Add Block**.

To add a rule block after the existing rule blocks, click **Add Block** in the sheet.

To insert more rows in a rule block:

1. Select a row and right-click.
2. From the menu, select **Insert**.

To delete a rule block:

1. Select all the rows in a rule block.
2. Right-click and select **Delete Block**.

Data Sets

In your approval policy, if the approver of a transaction varies based on the transaction attributes, then you should use a data set. A data set lets you define a mapping between your data and the variation in approvers based on such data.

For example, a transaction with an amount greater than 5000 USD must be approved by an approval group. However, the approval group varies depending on the cost center. In this case, you can use a data set to define a mapping between the cost center and the approval group.

> **Note:** Currently, data sets are only available for templates for Payables Invoice Approval Workflow.

To define a data set, perform these steps:

1. Open the Data Set sheet of the rule template.
2. In the **Set Name** column, enter a unique name.
3. Enter the value in the **Approval Group/Supervisory Level/Job Level Range/User/Role** column. This value depends on the approval routing of the rule for which you're using the data set.
   For the given example, specify the approval group name in the **Approval Group/Supervisory Level/Job Level Range/User/Role** column.
   > **Note:** You can only use an approval group that already exists in the BPM.
4. If your starting approver for rules using Supervisory or Job Level Hierarchy approval routing varies based on transaction attributes, click **Add Start Approver**. This adds the Start Approver column in the dataset. You can select any of the values from the list of values or directly enter a user name as the start approver.
   > **Note:** You must select a **Use Dataset** value in the Start Approver column of the Approvers section in the Invoice Approval Rules or Invoice Request Approval Rules sheet to specify a start approver in the dataset. This ensures that the Start Approvers are picked up from the dataset for such rules.
5. In the **Varying Attribute** section, select the attributes based on which the approver varies for the transaction.
   For the given example, select **Distribution Cost Center Segment** from the list of values and specify the cost center values for each approval group.
6. Enter values for each varying attribute. You can also use the supported operators with the values.
7. Click **Add New Column** to create additional columns for varying attributes.
8. Click **Add Data Set** to create additional data sets.

After you create a data set, you must enter a data set reference in your rule in the Workflow Rules sheet. Prefix the data set name with `$` to create a reference. For example, to reference a data set named Supervisory, enter the value as `$Supervisory Set` in the Workflow Rules sheet.

You can enter the data set references in the Approvers section of the Workflow Rules sheet. Based on the approval routing used for the rule, enter data set references in these columns:

- Job Level Range
- Approval Level
- Group/User/Role Name

Generate Rule File

After entering the data in the Workflow Rules sheet, click the **Generate Rule File** button located in the Instructions sheet to generate the rule file. A compressed file is generated. Save the file in your local computer.

Upload the Rule File

To upload the rule file, perform the following steps:

1. Navigate to the Manage Workflow Rules in Spreadsheet page.
2. In the Rule Templates section, select the required workflow.
3. Click **Upload**. The Upload File dialog box appears.
4. In the **File** field, click **Choose File**.
5. From your local directory, select the compressed rule file that was generated from the workflow rules template.
6. Click **Submit**. A confirmation message stating the process ID appears.

   > **CAUTION:** Every successful rule upload using a spreadsheet template overrides the existing rules for the workflow.

7. Click **OK**.
8. Check the status of the upload in the Upload History section.

Update the Rule Template Version

While uploading your rule template, if you're asked to update the file version, perform the following steps:

1. Download the latest version of the rule template from the Manage Workflow Rules in Spreadsheet page. You can select any of the available templates for the workflow.
2. In the Instructions sheet of the rule template, click **Update Spreadsheet**.
3. Select the older version of the rule template and click **OK**.

   This copies rules from the older version of your rule template to the latest version.
4. Review the copied rules and proceed as usual to create rules using the latest version of the rule template.

Verify the Spreadsheet Upload

The Upload History section displays details of the spreadsheet uploads such as the date, user, rule template used, and the status.

If the rule upload process fails, the status is displayed as Error. Click Error to download the Error CSV file. Review the error details, resolve the errors in the spreadsheet, and generate the rule file again.

Related Topics

- Configure Offerings
- Update Existing Setup Data

Migrate Workflow Rules to Simplified Workflow Rules Configuration Templates

Import existing rules from Oracle Business Process Management (BPM) directly into spreadsheet-based templates.

You can then use the spreadsheet to view and update these rules, before uploading this spreadsheet back on the Manage Rules in Spreadsheet page. Previously, BPM rules had to be manually entered into the spreadsheets to use the Simplified Workflow Rules Configuration feature.

At present, you can use this feature to migrate rules for these workflows:

- Payables Invoice Approval
- General Ledger Journal Approval

Here's how you migrate BPM rules to a Simplified Workflow Rules Configuration spreadsheet:

1. Download a BPM rules file.
2. Import the rules from the BPM rules file into the Simplified Workflow Rules Configuration template for the workflow.

Download BPM Rules File

Perform these steps to download a file that contains the BPM rules:

1. Go to the Manage Workflow Rules in Spreadsheet page.
2. In the Migrate Rules from BPM section, click **Download BPM Rules**.
3. On the Download BPM Rules dialog box, select the workflow for which you want to download the rules.
4. Click **OK**.

> **Note:** The BPM rule file is generated only when your rules are supported for migration. You get a message when your rules aren't supported for migration. In such cases, you must use Oracle BPM to manage your rules. Click **BPM Worklist** to go to the Task Configuration tab of the BPM Worklist.

A copy of your current rule configuration for a workflow is saved in UCM when you successfully download it for the first time. The configuration copy is used to restore the rules back to this state after migration.

Import Rules to Simplified Workflow Rules Configuration Spreadsheet

Here's how you import the downloaded rules into a Simplified Workflow Rules Configuration spreadsheet:

1. Go to the Manage Workflow Rules in Spreadsheet page.
2. In the Rule Templates section, select any of the available templates for a workflow and click the **Download** icon in the same row.
3. Open the downloaded file and go to the **Instructions** sheet.
4. Click the **Import Rules** button and then select the BPM rule file downloaded previously. This imports your BPM rules into the spreadsheet.

> **Note:** Ensure that you select a template for the workflow for which you want to migrate the rules. For example, you must use an Invoice approval workflow template to migrate Invoice rules.

Once the rule migration has completed, you can review the rules and proceed to use this template to view and modify the rules. Once you're done, go to the Instructions sheet and generate the rule file. Next, upload the rule file on the Manage Workflow Rules in Spreadsheet page. The migration process is completed only after a successful upload.

Restore Rules

Use the Restore Rules feature to restore the rules to their previous state (the way they were when the BPM rules file was first downloaded).

Here's what you do to restore the rules:

1. Go to the Manage Workflow Rules in Spreadsheet page.
2. In the Migrate Rules from BPM section, click **Restore Rules**.

> **Note:** The Restore Rules button is enabled only when there is at least one workflow for which a BPM rule file has been successfully downloaded at least once previously.

3. On the Restore Rules dialog box, select the workflow for which you want to restore the rules.
4. Click **OK**.

After you confirm this action, the configuration file stored in UCM is used to restore the workflow rules to the state before migration.

> **Note:** The Restore Rules always restores the rules to the state they were in at the first time the rule file was ever downloaded. Even if you subsequently change the BPM rules and download the rules file again, this doesn't change the rules file stored in the UCM. It remains the same as the first time the rule file was ever downloaded.

Modify Workflow Rules Using a Spreadsheet

After creating the rules using a spreadsheet template, you can modify them using a spreadsheet.

> **Note:** Each time you make modifications, a new set of rules are created. The new rules overwrite the existing rules.

To modify workflow rules using a spreadsheet, perform the following steps:

1. Navigate to the Manage Rules in Spreadsheet page.
2. In the Rule templates section, select the required workflow.
3. For the workflow, select the link in the Last Successful Upload column. Save the copy of the last successfully uploaded rule template to your local computer.
4. Make the necessary changes in the spreadsheet and click **Generate Rule File**. A compressed file is generated. Save the generated rule file in your local directory.
5. On the Manage Rules in Spreadsheet page, select the required workflow in the Rule Templates section.
6. Click **Upload**. The Upload File dialog box appears.
7. In the **File** field, click **Choose File**.
8. From your local directory, select the compressed rule file to be uploaded for the rule creation that was generated from the workflow rules template.
9. Click **Submit**. A confirmation message stating the process ID appears.
10. Click **OK**.
11. Check the status of the upload in the Upload History section.

> **Note:** If the upload fails, the status is displayed as Error. Click Error to download the Error CSV file. Review the error details, resolve the errors, and generate the rule file again.

Workflow Rule Templates for Journal Approval

The Simplified Workflow Rules Configuration feature enables you to create rules for the General Ledger Approval workflow using a spreadsheet.

You can select from among the available sample templates in the Download column on the Manage Workflow Rules in Spreadsheet page:

- Journal Approval Basic Template
- Journal Approval Sample Template 1
- Journal Approval Sample Template 2

Each template contains two worksheets: Instructions and Journal Approval Rules. The Journal Approval Rules worksheet contains sample rules. You can modify them or define your own rules.

You use the templates to create approval rules in accordance with your approval policy. Each sample template contains use cases that you can refer to. You can define your specific rules using any of the templates.

Journal Approval Basic Template: Supervisory Hierarchy-Based Approval

The rule in this template demonstrates the following approval policy requirement:

- All journal batches require approval from the direct supervisor of the user submitting the batch for approval.

You don't have to make any changes to this rule to use it.

> **Note:** The General Ledger Journal workflow implementation comes with a predefined rule. That rule is represented in the Journal Approval Basic Template.

> **Tip:** You can upload this sample rule to reset the journal approval rule back to its predefined state.

Journal Approval Sample Template 1: Group-Based Approval

The rules in this template demonstrate the following approval policy requirement:

- All journal batches from a specific ledger and from the specific journal sources require approval from one user of the nominated approval groups. The approval group is different when the journal batch has been created by some nominated users and has some specific description.
- Journal batches from sources other than these sources are automatically rejected.

The business rule from the approval policy is represented in one block in this template with four listed rules.

To use these rules, ensure:

- The approval groups that you enter in the spreadsheet are defined in the approval management application.
- The specified users are valid.
- The specified ledger ID is valid.

> **Note:** When a journal batch satisfies more than one rule within a block, the notification flow and approval process completion can vary depending on the approval routings specified for those rules within that block. For this template, if a journal batch satisfies more than one rule, all of the users of the nominated groups are notified, and only one user must take an action to complete the approval process.

Journal Approval Sample Template 2: Supervisory Hierarchy and Group-Based Approval

The rules in this template demonstrate the following approval policy requirement. The business rules are represented in multiple blocks depending on the business requirement and the approval routing.

- First block: All journal batches for journal sources Manual, AutoCopy, and Spreadsheet, and with a total batch amount greater than 250000, require supervisory approval. Any batch from those same sources with a total batch amount up to 250000 is automatically approved. Journal batches from sources other than these sources don't require this type of approval.

- Second block: All journal batches with a total batch amount up to 250000 for journal sources Allocations, Revaluation, and Balance Transfer, require approval from any one member of the designated approval group. All journal batches with a total batch amount up to 250000 for journal sources other than these sources don't require this type of approval. All journal batches with a total batch amount greater than 250000 don't require this type of approval.
- Third block: All journal batches with a total batch amount greater than 250000 for the journal sources Allocations, Revaluation, and Balance Transfer, require approval from all members of the designated approval group. All journal batches with a total batch amount greater than 250000 for journal sources other than these sources don't require this type of approval. All journal batches with a total batch amount up to 250000 don't require this type of approval.

To create rules for these business rules, you must first analyze and separate the requirements into distinct rules. All the rules that are included in a block must be collectively exhaustive. It's important that all approval scenarios are defined. If not, errors might occur.

The following table displays the details of the rules that are created to enforce the business requirement presented in the first block in this sample template.

Rule Name	Approval Routing	Approval Condition Attribute	Approval Condition Operator
Source_amount up to 250000	Auto Approve	Journal Batch Total Accounted Credit	<=250000
None	None	Journal Source Name	in (Manual, AutoCopy, Spreadsheet)
Source_amount up to 250000_ other source	Skip Approval	Journal Batch Total Accounted Credit	<=250000
None	None	Journal Source Name	not in (Manual, AutoCopy, Spreadsheet)
Source_amount greater than 250000	Supervisory	Journal Batch Total Accounted Credit	>250000
None	None	Journal Source Name	in (Manual, AutoCopy, Spreadsheet)
Source_amount greater than 250000_other source	Skip Approval	Journal Batch Total Accounted Credit	>250000
None	None	Journal Source Name	not in (Manual, AutoCopy, Spreadsheet)

The same logical process is followed to define rules for the remaining approval policy requirements.

To use this rule, ensure the approval groups that you enter in the spreadsheet are defined in the approval management application.

Related Topics

- Create Workflow Rules Using a Spreadsheet
- Manage Workflow Rules Using a Spreadsheet
- Modify Workflow Rules Using a Spreadsheet
- Approval Conditions in Journal Approval Rule Templates

Approval Conditions in Journal Approval Rule Templates

For the journal approval workflow, approval conditions define the criteria that a journal batch is evaluated against. The approval conditions are defined using the attributes available in the drop-down list of each attribute category.

There are three default attribute categories: Journal Batch, Journal Header, Journal Line.

You can use the predefined approval conditions in the sample rule templates, or you can modify the conditions to meet your company approval policy requirements.

In addition to the attribute categories displayed in the rule templates, you can add more attribute categories by selecting the drop-down list after the last displayed attribute category.

Here's the list of attribute categories that you can use to define your approval conditions:

- Journal Batch Approval Requester
- Journal Batch Creator
- Journal Batch Ledger
- Journal Batch Source
- Journal Category
- Journal Calendar
- Journal Header
- Journal Line
- Maximum Amount Journal
- Maximum Amount Journal Line
- Period
- Submitted Period

Each attribute category has its own set of attributes that you can select from.

Rule Evaluation Currency Attribute

To create workflow rules that should be evaluated in a specific currency, enter the currency using the attribute **Rule Evaluation Currency**. The attribute is available for these attribute categories:

- Journal Header
- Journal Line
- Maximum Amount Journal
- Maximum Amount Journal Line

Specify the currency value following the ISO 4217 standard. The resulting rules that are created apply **Corporate** as the rate type and the **Accounting Date** as the rate date for evaluating transactions that satisfy rule conditions.

Related Topics

- Create Workflow Rules Using a Spreadsheet
- Manage Workflow Rules Using a Spreadsheet
- Modify Workflow Rules Using a Spreadsheet
- Predefined Journal Approval Participants and Attributes
- Workflow Rule Templates for Journal Approval

Example of Creating Journal Approval Rules

You can use BPM Worklist to configure journal approval rules.

Watch video

For example, you can create journal approval rules that automatically approve a journal batch, or that route the batch for approval based on the ledger and journal amounts.

This procedure creates the following approval rules:

- When the largest journal amount in a batch is more than 500, and less than 10,000, the batch requires one level of supervisory approval.
- When the largest journal amount is 10,000 or more, two levels of supervisory approval are required.
- If the largest journal amount in a batch is 500 or less, the batch doesn't require approval or it's automatically approved.

Create a Rule That Requires One Level of Supervisory Approval

1. In the Global menu, click the **Notifications** icon and select **More Details**. If you're using the news feed default home page layout, then select **Show All** and click **Worklist**.
2. Select **Financials**. The Business Process Management Worklist application page opens.
3. Click your user name and select **Administration**. You can manage the journal approval rules only if you have administrator access.
4. Click the Task Configuration tab.
5. From the Tasks to be configured pane, select the **FinGLJournalApproval** task.
6. Click **Edit task** to create the rules.
7. Click the Assignees tab. The Assignees page shows the participant tree. A participant is a user or set of users in the approval assignment and routing definition. The journal approval task displays three predefined participants. Typically you use only one or two participants, but have the flexibility to add more participants to meet more complex approval requirements. Each participant is associated with one rule set, and a rule set can have one or more approval rules.
8. On the **Supervisory Journal Approver** participant, click **Go to rule**.
9. Click the **Expand** icon on the Manager Approval Rule. That's the default predefined approval rule. If a journal's ledger and source are enabled for approval, the rule is configured to send that journal for one level of approval to the supervisor of the person who submitted the journal for approval.
10. Click the **Show Advanced Settings** icon.
11. Click in the **Active** check box to deselect it. When this check box is cleared, the approval routing process doesn't use the rule.

12. Click the **Add Rule** icon.
13. In the **Name** field, enter the name of the rule: Between 500 and 10000.
14. Click **Expand**. Each rule defines the conditions for when the journal batch should be approved and by whom.

> **Note:** The IF component evaluates the journal based on batch, journal, or journal line-level attributes. The THEN component determines who the approval should be routed to.

15. In the IF section, click the **Left Value** icon. The Condition Browser window opens.
16. Click the **Expand** icon on the Maximum Amount Journal folder.
17. Click the **Name** attribute, which represents the ledger name.
18. Click **OK**. The Condition Browser window closes and the attribute name is populated in the **Left Value** field.
19. In the **Right Value** field, enter the name of the ledger in quotation marks, for example, enter "Vision Corporation".

> **Note:** The first condition uses the operator named **is**. This operator compares the two values.

20. Click the **Add simple test** icon from the list to add another condition.
21. Click the **Left Value** icon. The Condition Browser window opens.
22. Expand the Maximum Journal Amount folder and select the **Maximum Accounted Amount Credit** attribute. This attribute stores the maximum accounted credit amount across all journals in the batch.
23. Click **OK**. The Condition Browser window closes.
24. In the second condition, click in the **Operator** field and select the operator named **between**.
25. Click the **Right Value** icon. The Right Operand window opens.
26. In the **Operand 1** field, enter the lower limit as 500.
27. In the **Operand 2** field, enter the upper limit as 10000.
28. Click **OK**. The Right Operand window closes.
29. To configure the action to send the journal batch for one level of supervisory approval, click the **Add Action** icon in the THEN section.
30. Select **Add Approver** and select **Supervisory**.

> **Note:** The Supervisory list builder generates the list of approvers by moving up the supervisory hierarchy that's set up in the Human Resources application. Specify the number of approvers, the first approver, and the highest possible approver.

31. To route the journal batch for one level of supervisory approval, in the **Number of levels** field, enter 1.
32. In the **Starting Participant** field, click **Search**. The Add Hierarchy Participant window opens and the **Get Manager** option is selected by default.
33. For this rule, the starting participant or first approver, is going to be the manager of the person who submits the journal batch for approval. In the **Reference User** field, enter **Task.Workflow Submitter**.
34. Click **OK**. The Add Hierarchy Participant window closes.
35. In the **Top Participant** field, click **Search**. The Add Hierarchy Participant window opens.

> **Note:** The top participant is the last user in the approval hierarchy. The list builder continues to add users to the approvers list from the supervisory hierarchy of the first approver, until the number of levels is met, or the top participant is reached.

36. Click the **Get User** button.
37. In the **Reference User** field, enter the sign in name of the top participant within quotation marks.
38. Click **OK**. The Add Hierarchy Participant window closes.
39. From the Tasks to be configured pane, click **Save**. The Enter Comments window opens.
40. Click **OK**. The Enter Comments window closes and a message appears stating that the rule has been saved.
41. Click **OK**.

Create a Rule That Requires Two Levels of Supervisory Approval

Create a rule for the same ledger requiring two levels of supervisory approval if the largest journal amount is 10,000 or more. Copy the first rule and make changes for this second rule.

1. Click the Assignees tab.
2. Select the first rule.
3. Click the list on the **Cut** icon and select **Copy**.
4. Click the list on the **Cut** icon and select **Paste**. The second rule appears after the first rule.
5. In the **Name** field for the second rule, enter Greater than 10000.
6. Click **Expand**.
7. The first condition in the IF section that checks for the ledger, stays the same. Change the operator of the second condition to **same or more than**.
8. In the **Right Value** field, enter 10000.
9. In the THEN section, in the **Number of levels** field, enter 2.
10. Click **Collapse**. The second approval rule is complete.

Create a Rule That Automatically Approves Journals

Create the rule that automatically approves journals that are 500 or less for a specific ledger. The rule must also ensure that journal batches for all other ledgers are automatically approved as well.

> **CAUTION:** It's very important that the rules in a rule set cover all conditions and are collectively exhaustive. If not, errors might occur.

1. Select the first rule.
2. Click the list on the **Cut** icon and select **Copy**.
3. Click the list on the **Cut** icon and select **Paste**. The third rule appears after the first rule.
4. Click in the **Rule Name** field and rename the third rule to Less than 500.
5. Click the **Expand** icon to open the new rule.
6. Create a condition for journals 500 or less in the specified ledger by first grouping the two existing conditions together. In the IF section, click both conditions to select them.
7. Click the **Surround selected tests with parenthesis** icon. Both conditions are now enclosed within a set of parentheses.
8. Click in the **Operator** field of the second condition and select same or less than from the list. The amount automatically changes to 500.
9. Now add another condition to cover all of the other batches that don't have journals for the specified ledger. Click the **Add simple test** icon. A third condition row is added after the two grouped conditions.
10. Since this new condition is mutually exclusive to the grouped conditions, click the connector to change it from **and** to **or**.
11. Click the **Left Value** icon. The Condition Browser window opens.
12. Expand the Maximum Journal Amount folder and select **Name**.
13. Click **OK**. The Condition Browser window closes.
14. Click in the **Operator** field and select the operator named isn't.
15. In the **Right Value** field, enter the name of the ledger in quotation marks.
16. Now set up the automatic approval. The Supervisory list builder has two parameters that override the supervisory approval and return a preconfigured approval action. In the THEN section, click in the **Auto Action Enabled** field, and select **True**.
17. In the **Auto Action** field, enter "APPROVE". Include the quotation marks.
18. Collapse the rule.

You have now defined three rules that meet the business requirements and are collectively exhaustive. All journal batches satisfy the conditions in at least one of the three rules and are routed for approval accordingly. If a journal batch doesn't satisfy the conditions in at least one rule within a rule set, the rule evaluation process would fail with errors.

19. Deploy the rules so that they can be used. On the Tasks to be configured toolbar, click the **Commit Task** icon. The Enter Comments window opens.
20. Click **OK**. The Enter Comments window closes and a message appears stating that the data rule has been saved and committed.
21. Click **OK**.

After journal approval is enabled, journal batches being posted are submitted for approval based on these rules.

Predefined Journal Approval Participants and Attributes

You can use BPM Worklist to configure journal approval rules.

Open the Worklist application by selecting the Notifications icon on the home page and clicking More Details or, by using the following in the Setup and Maintenance work area:

- Offering: Financials
- Functional Area: Application Extensions
- Task: Manage Task Configurations for Financials

The name of the journal approval workflow task is FinGlJournalApproval.

Assignees

Assignees, also called participants, are users or a set of users that an approval request is routed to. There are four types of assignees.

- **Single**: Maps to a user, group, or role. Select this type if the approval request requires only a single user to approve. When the request is sent to a group or to an application role, all of the users within that group or that carry that application role receive the notification, but only one user's approval is required.
- **Parallel**: Indicates that a set of people work in parallel and that everyone's approval is required. For example, a journal batch affects multiple lines of business and requires approval from the controllers for each line of business. The controllers can approve the journal batch in parallel.
- **Serial**: Indicates that a set of users must work in sequence. The most common scenario is supervisory chain approval, which is done by specifying that the list is based on a supervisory chain.
- **FYI**: Maps to a single user, group, or role, just as the Single assignee type. However, this type of assignee just receives a notification, and the business process doesn't wait for the assignee's response. FYI assignees can't directly impact the outcome of a task, but in some cases can provide comments or add attachments.

The journal approval workflow task contains three assignees (participants) with a type of Single, Serial, and Parallel, each. These three predefined assignees are arranged in the parallel mode. Assignees can be arranged in parallel or sequential mode. For assignees in parallel mode, a task is assigned and notifications are sent to all of the assignees at once in parallel. For assignees in sequential mode, a task is assigned and notifications are sent in a sequential manner, meaning one after another, to each assignee.

You can select to use any one, or combination of, the three assignees. You can delete them, or add new ones as needed. The Serial type assignee has a predefined journal approval rule based on the requester's supervisory hierarchy. If a

ledger and journal source are enabled for approval, the predefined journal approval rule sends a journal belonging to that ledger and source to the requester's manager for approval.

Attributes

The tables in this section list the objects and attributes that appear in the Condition Browser window in the Worklist application.

The following table describes the attributes for the **Journal Batch** object.

Name	Description
Accounting Period Type	Name of the accounting calendar.
Batch Type Indicator	Indicator for the type of amounts that the batch contains. Valid values are A or E, representing the following respective types: Actual and Encumbrance.
Approval Status	Approval status of the journal batch. Valid values are A, I, J, V, R, or Z, representing the following respective statuses: Approved, In Process, Rejected, Validation Error, Required, and Not Required. For Oracle internal use only.
Approver Employee ID	Internal identifier of the employee who submitted the batch for approval. For Oracle internal use only.
Average Balance Journal Indicator	Indicator for whether the journal is an average balance journal. Valid values are Y or N, representing Yes and No.
Batch Amount	Amount of the journal batch.
Budgetary Control Status	Not currently used.
Calendar	Reference to the Calendar object. For Oracle internal use only.
Chart of Accounts ID	Internal identifier of the chart of accounts.
Control Total	Control total of the journal batch.
Created By	Sign in name of the user who created the journal batch.
Creation Date and Time	Date and time when the journal batch was created.
Creation Date	Date when the journal batch was created. For Oracle internal use only.
Default Accounting Date	Internal default accounting date. For Oracle internal use only.
Accounting Period Name	Accounting period of the journal batch.

Name	Description
Description	Description of the journal batch.
Earliest Postable Date	For Oracle internal use only.
Group ID	Internal identifier of the interface group. For Oracle internal use only.
Batch ID	Internal identifier of the journal batch. For Oracle internal use only.
Source	Internal identifier of the journal source. For Oracle internal use only.
Journal Batch Ledger	Reference to the Journal Batch Ledger object. For Oracle internal use only.
Journal Batch Source	Reference to the Journal Batch Source object. For Oracle internal use only.
Journal Header	Reference to the Journal Header object. For Oracle internal use only.
Last Updated Date	Date when the journal batch was last updated.
Last Updated Login	For Oracle internal use only.
Last Updated By	Sign in name of the user who last updated the batch.
Lookup Code	For Oracle internal use only.
Lookup Type	For Oracle internal use only.
Maximum Amount Journal	Reference to the Maximum Amount Journal object. For Oracle internal use only.
Maximum Journal Line Amount	Reference to the Maximum Journal Line Amount object. For Oracle internal use only.
Batch Type	Full text value for the Batch Type Indicator attribute. Valid values are Actual or Encumbrance.
Name	Name of the journal batch.
Object Version Number	For Oracle internal use only.
Packet ID	For Oracle internal use only.
Parent Batch ID	For Oracle internal use only.
Period	Reference to the Period object. For Oracle internal use only.

Name	Description
Accounting Period Set Name	Accounting calendar name for the accounting period.
Posted Date	For Oracle internal use only.
Posting Run ID	Internal identifier. For Oracle internal use only.
Request ID	Internal identifier. For Oracle internal use only.
Accounted Running Total Credit	Total accounted credit amount of the journal batch.
Accounting Running Total Debit	Total accounted debit amount of the journal batch.
Entered Running Total Credit	Total entered credit amount of the journal batch.
Entered Running Total Debit	Total entered debit amount of the journal batch.
Status	Status of the journal batch. Valid values are u, U, S, I, or P, representing the following respective statuses: Incomplete, Unposted, Selected for Posting, Processing, and Posted.
Status Verified by Posting Indicator	Indicator for whether the status of the journal batch has been verified. Valid values are Y and N, representing Yes and No. For Oracle internal use only.
Submitted Period	Reference to the Submitted Period object. For Oracle internal use only.
Not Reserved Packet ID	For Oracle internal use only.
Journal Batch Creator	Reference to the Journal Batch Creator object. For Oracle internal use only.
Journal Batch Approval Requester	Reference to the Journal Batch Approval Requester object. For Oracle internal use only.
Funds Status	Budgetary control status for the batch. A list of valid values can be found in the lookup type XCC_BC_FUNDS_STATUSES. For example, RESERVED_PARTIAL or RESERVED_PASSED, representing Partially reserved and Reserved.
Chart of Accounts Code	The chart of account structure code used to record transactions and maintain account balances.
Descriptive Flexfield Structure Definition 1	Structure definition of the Journal Batches descriptive flexfield.
Descriptive Flexfield Attributes 1 through 10	Segments of the Journal Batches descriptive flexfield.

The following table describes the attributes for the **Journal Batch Ledger** object.

Name	Description
Batch ID	Internal identifier of the journal batch. For Oracle internal use only.
Currency	Currency of the ledger. For example USD or EUR.
Ledger Category Code	Category of the ledger. Valid values are SECONDARY, PRIMARY, NONE, and ALC, representing the following respective categories: Secondary Ledger, Primary Ledger, None, and Reporting Currency.
Ledger Enabled for Journal Approvals Indicator	Indicator for whether approval is enabled for the ledger. Valid values are Y or N, representing Yes and No.
Ledger ID	Internal identifier of the ledger.
Ledger Name	Name of the ledger.
Meaning	For Oracle internal use only.
Period Set Name	Internal name for the accounting calendar, which is the original calendar name that a user entered. For Oracle internal use only.
Primary Ledger Currency	Ledger currency defined for the primary ledger. For example, USD or EUR.
Descriptive Flexfield Structure Definition	Structure definition of the Ledgers descriptive flexfield.
Descriptive Flexfield Attributes 1 through 15	Segments 1 through 15 of the Ledgers descriptive flexfield.

The following table describes the attributes for the **Journal Batch Source** object.

Name	Description
Journal Source ID	Internal identifier of the journal source. For Oracle internal use only.
Journal Reference Indicator	Indicates whether journal import saves the references to the subledger transactions. Saved references let you drill from a general ledger journal to the subledger transaction. Valid values are Y or N, representing Yes and No.
Override Edits Indicator	Indicator for whether a user can update the journal that has the journal source. Valid values are Y, N, or P, representing Yes, No, and Partial, respectively.
Type	Identifies whether the source for the batch is a subledger application. Valid values are SLA or Non-SLA, representing subledger accounting and nonsubledger accounting, respectively.
Journal Source Name	User-defined name for the journal source.

Name	Description
Source Key	Unique identifier for a journal source.
Descriptive Flexfield Attributes 1 through 5	Segments 1 through 5 of the Journal Sources descriptive flexfield.

The following table describes the attributes for the **Journal Calendar** object.

Name	Description
Calendar ID	Internal identifier of the accounting calendar. For Oracle internal use only.
Period Set ID	Internal identifier. For Oracle internal use only.
Period Set Name	Name of the accounting calendar when first created. If the calendar name is later changed in the user interface, this original name remains stored internally as a unique identifier. For Oracle internal use only.
Period Type	Internally generated value based on period frequency of the accounting calendar. For Oracle internal use only.
Period Type ID	Internal identifier of the period type. For Oracle internal use only.
User Period Set Name	Current name of the accounting calendar.
Descriptive Flexfield Structure Definition	Structure definition of the Calendars descriptive flexfield.
Descriptive Flexfield Attributes 1 through 5	Segments 1 through 5 of the Calendars descriptive flexfield.

The following table describes the attributes for the **Journal Category** object.

Name	Description
Category ID	Internal identifier of the journal category. For Oracle internal use only.
Journal Category Name	Translated name of the journal category. Might not uniquely identify a category in an approval rule. Varies depending on a user's language setting.
Category Key	User-defined category key that uniquely identifies the category.
Descriptive Flexfield Structure Definition	Structure definition of the Journal Categories descriptive flexfield.
Descriptive Flexfield Attributes 1 through 5	Segments 1 through 5 of the Journal Categories descriptive flexfield.

The following table describes the attributes for the **Journal Header** object.

Name	Description
Reversed Journal Indicator	Indicator for whether the journal was reversed. Valid values are Y or N, representing Yes and No.
Accounted Currency	Currency of the ledger. For example, USD or EUR.
Accounting Date	Accounting date of the journal.
Batch ID	Internal identifier of the journal batch. For Oracle internal use only.
Category	Internal identifier of the journal category. For Oracle internal use only.
Journal from Subledger Indicator	Indicator for whether the journal was created through subledger accounting. Valid values are Y or N, representing Yes and No.
Header ID	Internal identifier of the journal. For Oracle internal use only.
Journal Header Category	Reference to the Journal Header Category object. For Oracle internal use only.
Journal Line	Reference to the Journal Line object. For Oracle internal use only.
Ledger ID	Identifier for the ledger.
Ledger Name	Name of the ledger.
Reference Date	Reference date entered for the journal.
Running Total Accounted Credit	Total accounted credit amount of the journal.
Running Total Accounted Debit	Total accounted debit amount of the journal.
Attachment Exists Indicator	Indicator for whether the journal has attachments. Valid values are Y or N, representing Yes and No.
Entered Currency	Entered currency of the journal. For example, USD or EUR.
Journal Description	Description of the journal.
Journal Name	Name of the journal.
Reversing Journal Indicator	Indicator for whether the journal resulted from a reversal. Values are Y or N, representing Yes and No.
Clearing Company	Intercompany clearing entity used to balance the journal.

Name	Description
Control Total	Control total entered for the journal.
Conversion Date	Date for the conversion rate, which is used to convert an amount into another currency.
Encumbrance Type	Type of encumbrance for journal batches with the Encumbrance batch type.
Journal Reference	Additional information entered by a user.
Legal Entity	Name of the legal entity associated with the journal.
Total Entered Credit	Total journal batch credit amount in the entered currency.
Total Entered Debit	Total journal batch debit amount in the entered currency.
Conversion Rate Type	Source of a currency conversion rate, for example User, Spot, and Corporate.
Descriptive Flexfield Structure Definition 1	Structure definition of the Journals descriptive flexfield.
Descriptive Flexfield Attributes 1 through 10	Segments 1 through 10 of the Journals descriptive flexfield.

The following table describes the attributes for the **Journal Line** object.

Name	Description
Accounted Credit	Accounted credit amount of the journal line.
Accounted Debit	Accounted debit amount of the journal line.
Entered Currency	Entered currency of the journal line. For example, USD or EUR.
Accounted Currency	Ledger currency of the journal line. For example, USD or EUR
Entered Credit	Entered credit amount of the journal line.
Entered Debit	Entered debit amount of the journal line.
Header ID	Internal identifier of the journal. For Oracle internal use only.
Line Number	Number of the journal line.

Name	Description
Ledger ID	Internal identifier of the ledger. For Oracle internal use only.
Ledger ID 1	For Oracle internal use only.
Account	Reference to the Account object. For Oracle internal use only.
Chart of Accounts ID	Internal identifier of the chart of accounts.
Account Combination ID	Internal identifier of the account combination.
Concatenated Segment	For Oracle internal use only.
Account Combination	Concatenated segments separated by the key flexfield delimiter. For example, 101-10-110-11010-0000.
Account Type	Valid values are A, L, E, R, or O, representing the following respective account types: Asset, Liability, Expense, Revenue, and Owner Equity.
Conversion Date	Date for the conversion rate, which is used to convert an amount into another currency.
Conversion Rate Type	Source of a currency conversion rate, for example User, Spot, and Corporate.
Detail Posting Allowed	Indicator for whether the account allows posting. Valid values are Y and N.
Account Enabled	Indicator for whether the account is available for use.
Account End Date	The date when the account becomes inactive.
Financial Category	Group assigned to a Natural Account segment value. Used for reporting with Oracle Transactional Business Intelligence. A list of accepted values is defined in the FINANCIAL_CATEGORY lookup type.
Reconciliation Enabled Account	Indicator assigned to a Natural Account segment value for whether the account is enabled for reconciliation. Valid values are Y and N.
Control Account	Setting assigned to a Natural Account segment value for maintaining detailed balances by third party. Valid values are CUSTOMER, N, R, SUPPLIER, and Y, representing the following respective controls: Customer Control Account, No, Restricted GL Manual Journals, Supplier Control Account, and Third-Party Control Account.
Account Start Date	The date when the account becomes active.
Account Segments 1 through 30	Value of a segment in the account combination.
Descriptive Flexfield Structure Definition 1	Structure definition of the Journal Lines descriptive flexfield.

Name	Description
Descriptive Flexfield Attributes 1 through 10	Segments 1 through 10 of the Journal Lines descriptive flexfield.
Descriptive Flexfield Structure Definition 3	Structure definition of the Journals Captured Information descriptive flexfield.
Descriptive Flexfield Attributes 11 through 20	Segments 11 - 20 of the Journals Captured Information descriptive flexfield.

The following table describes the attributes for the **Maximum Amount Journal** object.

Name	Description
Batch ID	Internal identifier of the batch. For Oracle internal use only.
Journal Ledger Category Code	Category of the ledger. Valid values are SECONDARY, PRIMARY, NONE, and ALC, representing the following respective categories: Secondary Ledger, Primary Ledger, None, and Reporting Currency.
Ledger Enabled for Journal Approval Indicator	Indicator for whether approval is enabled for the ledger. Valid values are Y or N, representing Yes and No.
Ledger ID	Internal identifier for the ledger. For Oracle internal use only.
Name	Name of the ledger.
Maximum Accounted Amount Credit	Maximum accounted credit journal amount of the journal batch.
Maximum Accounted Amount Debit	Maximum accounted debit journal amount of the journal batch.
Maximum Net Accounted Amount	Maximum accounted net journal amount of the journal batch.
Accounted Currency	Currency of the ledger. For example, USD or EUR.

The following table describes the attributes for the **Maximum Amount Journal Line** object.

Name	Description
Batch ID	Internal identifier of the journal batch. For Oracle internal use only.
Journal Ledger Category Code	Category of the ledger. Valid values are SECONDARY, PRIMARY, NONE, and ALC, representing the following respective categories: Secondary Ledger, Primary Ledger, None, and Reporting Currency.
Ledger Enabled for Journal Approval Indicator	Indicator for whether approval is enabled for the ledger. Valid values are Y or N, representing Yes and No.

Name	Description
Ledger ID	Identifier of the ledger. For Oracle internal use only.
Ledger Name	Name of the ledger.
Maximum Accounted Line Amount Credit	Maximum accounted credit amount of a journal line in the journal batch for the ledger. For example, if a journal batch has five credit lines, this attribute holds the largest value of those five credit lines.
Maximum Accounted Line Amount Debit	Maximum accounted debit amount of a journal line in the journal batch for the ledger. For example, if a journal batch has five debit lines, this attribute holds the largest value of those five debit lines.
Maximum Net Accounted Line Amount	Maximum accounted net amount of a journal line in the journal batch for the ledger.
Accounted Currency	Currency of the ledger. For example, USD or EUR.

The following table describes the attributes for the **Period** object, which has details for the period that the journal belongs to.

Name	Description
Description	Description of the accounting period.
End Date	End date of the accounting period.
Name	Name of the accounting period.
Number	Number of the accounting period in the fiscal year.
Set Name	Name of the accounting calendar when first created. If the calendar name is later changed in the user interface, this original name remains stored internally as a unique identifier.
Type	Internally generated value based on the period frequency of the accounting calendar. For Oracle internal use only.
Year	Year for the accounting period.
Quarter Number	Quarter number of the accounting period.
Start Date	Start date of the accounting period.
Adjustment Period Indicator	Indicator for whether the period is an adjustment period. Valid values are Y or N, representing Yes and No.

Name	Description
Descriptive Flexfield Structure Definition	Structure definition of the Accounting Calendar Periods descriptive flexfield.
Descriptive Flexfield Attributes 1 through 8	Segments 1 through 8 of the Accounting Calendar Periods descriptive flexfield.
Descriptive Flexfield Dates 1 through 5	Date segments 1 through 5 of the Accounting Calendar Periods descriptive flexfield.
Descriptive Flexfield Numbers 1 through 5	Number segments 1 through 5 of the Accounting Calendar Periods descriptive flexfield.

The following table describes the attributes for the **Submitted Period** object, which has details for the period in which a journal was submitted for approval.

Name	Description
Adjustment Period Indicator	Indicator for whether the period is an adjustment period. Valid values are Y or N, representing Yes and No.
End Date	End date of the accounting period.
Most Recent Period End Date	End date of the accounting period that's two months before the current accounting period. For example, if a journal is submitted for approval in February 2018, this attribute would contain December 31, 2017.
Name	Name of the accounting period for the journal.
Number	Number of the accounting period in the fiscal year.
Set Name	Name of the accounting calendar when first created. If the calendar name is later changed in the user interface, this original name remains stored internally as a unique identifier.
Type	Internally generated value based on the period frequency of the accounting calendar. For Oracle internal use only.
Year	Accounting period year.
Previous Period End Date	End date of the previous accounting period. For example, if a journal is submitted for approval in February 2018, this attribute would contain January 31, 2018.
Start Date	Start date of the accounting period.
Descriptive Flexfield Structure Definition	Structure definition of the Accounting Calendar Periods descriptive flexfield.
Descriptive Flexfield Attributes 1 through 8	Segments 1 through 8 of the Accounting Calendar Periods descriptive flexfield.

Name	Description
Descriptive Flexfield Dates 1 through 5	Date segments 1 through 5 of the Accounting Calendar Periods descriptive flexfield.
Descriptive Flexfield Numbers 1 through 5	Number segments 1 through 5 of the Accounting Calendar Periods descriptive flexfield.

Related Topics

- Example of Creating Journal Approval Rules
- Examples of Maximum Amount Journal and Maximum Amount Journal Line Objects in Journal Approval Rules
- Update Existing Setup Data

Examples of Maximum Amount Journal and Maximum Amount Journal Line Objects in Journal Approval Rules

You can configure journal approval rules in BPM Worklist.

Open the Worklist application by selecting the Notifications icon on the home page and clicking More Details or, by using the following in the Setup and Maintenance work area:

- Offering: Financials
- Functional Area: Application Extensions
- Task: Manage Task Configurations for Financials

The name of the journal approval workflow task is FinGlJournalApproval.

To configure journal approval rules that route journals for approval based on amounts, you can use the Maximum Amount Journal and Maximum Amount Journal Line objects in your approval rule definitions.

Maximum Amount Journal

To route journal batches for approval based on the largest journal amount within a batch, you can use the Maximum Amount Journal object in your approval rule definition. For a journal batch, this object contains the maximum accounted debit and credit amounts at the journal level, per ledger.

The following table shows an example of a journal batch that has four journals for two ledgers with different ledger currencies.

Journal	Ledger	Ledger Currency	Accounted Amount
1	USA	USD	500
2	USA	USD	700
3	France	EUR	500
4	France	EUR	900

Journal	Ledger	Ledger Currency	Accounted Amount

Note: Since each journal balances, the value in the **Accounted Amount** column represents the sum of all of the debits, as well as the sum of all of the credits for each journal.

For the USA ledger, journal 2 has the largest accounted amount of 700. For the France ledger, journal 4 has the largest accounted amount of 900. This journal batch is represented in the Maximum Amount Journal object by two rows of information, one row for each ledger.

The following table shows the relevant attributes in the Maximum Amount Journal object and the values that these attributes contain.

Name (Ledger)	Maximum Accounted Amount Debit	Maximum Accounted Amount Credit
USA	700	700
France	900	900

The values for the debit and credit amount attributes for the USA ledger row are 700, and the values for the debit and credit amount attributes for the France ledger row are 900.

Maximum Amount Journal Line

To route journal batches for approval based on the largest journal line amounts, you can use the Maximum Amount Journal Line object in your approval rule definition. For a journal batch, this object contains the maximum accounted debit and credit amounts at the journal line level, per ledger.

The following table shows an example of a journal batch that has two journals for two ledgers with different ledger currencies. Each journal has four lines.

Journal	Ledger	Ledger Currency	Journal Line Number	Accounted Debit	Accounted Credit
1	USA	USD	1	400	
1	USA	USD	2	100	
1	USA	USD	3		400
1	USA	USD	4		100
2	France	EUR	1	200	
2	France	EUR	2	300	
2	France	EUR	3		200

Journal	Ledger	Ledger Currency	Journal Line Number	Accounted Debit	Accounted Credit
2	France	EUR	4		300

For the USA ledger, the journal line with the largest accounted debit is number 1 with 400. The journal line with the largest accounted credit is number 3, also with 400. For the France ledger, the journal line with the largest accounted debit is number 2 with 300. The journal line with the largest accounted credit is number 4, also with 300. This journal batch is represented in the Maximum Amount Journal Line object by two rows of information, one row for each ledger.

The following table shows the relevant attributes in the Maximum Amount Journal Line object and the values that the attributes contain.

Ledger Name	Maximum Accounted Line Amount Debit	Maximum Accounted Line Amount Credit
USA	400	400
France	300	300

The values for the debit and credit amount attributes for the USA ledger row are 400, and the values for the debit and credit amount attributes for the France ledger row are 300.

Related Topics

- Update Existing Setup Data

Workflow Transaction Console

Overview of Workflow Transaction Console for Financials

Use the workflow Transaction Console to monitor and troubleshoot workflow tasks for the Invoice, Expenses, Journal, and Payment Approval workflows.

From the console you can:

- View the latest status of all workflow tasks.
- Review the issue description and resolution for failed tasks.
- Take appropriate action on a failed task.
- Search tasks based on user-defined criteria.
- Download search results to a spreadsheet.

Related Topics

- Give Users Access to Manage Financials Workflow Transactions

Give Users Access to Manage Financials Workflow Transactions

Users can manage transactions for the Invoice, Expenses, Journal, and Payment Approval workflows from the Transaction Console.

Give Financial Users Administrator Access

You can give users access to the Transaction Console work area using predefined job roles or your own configured job roles. Depending on what you choose, you have a couple of options.

- Assign the predefined Financials Application Administrator (ORA_FUN_FINANCIAL_APPLICATION_ADMINISTRATOR_JOB) job role.
- Your own configured job role must include the Financial Transaction Approval Reviewing (ORA_FIN_REVIEW_APPROVAL_TRANSACTIONS) duty role.

Limit What Users Can See

By default, users who have access to the Transaction Console work area can see all transactions, from all product families.

To make sure that financial users view only the financial workflows, enable transaction security:

1. In the Setup and Maintenance work area, go to the Manage Enterprise HCM Information task.
    - Offering: Financials
    - Functional Area: Enterprise Profile
    - Task: Manage Enterprise HCM Information
2. On the Edit Enterprise page, click **Edit** and then select **Update**.
3. Complete the fields in the Update Enterprise dialog box and click **OK**.
4. In the Transaction Console Information section, select **Enable Transaction Security**.
5. Click **Submit**.

> **Note:** You just need to do this for one offering. The setting now applies to all product families. If you're also using Oracle HCM Cloud, make sure to set up transaction security profiles so that HCM administrators can see and act on HCM transactions.

Related Topics

- Assign Roles to Implementation Users
- Edit Job Role and Abstract Role
- Role Copying or Editing

Manage Workflow Transactions

After workflow tasks are created, it's helpful to keep track of them and jump in when needed, especially when something goes wrong. If you have the appropriate roles, you can monitor and troubleshoot workflow tasks for others and for yourself.

Use the Transaction Manager: Transactions page in the Transaction Console work area to manage transactions. A transaction is a business process that involves a workflow task. Here are some of the things you can do:

- Track transaction statuses and download spreadsheets with information about transactions.

- Download and review diagnostic logs for transactions. For example, you can see the conditions in the approval rules that might have caused an error.
- Depending on what's going on with the transaction and what roles you have, you might be able to, for example, reassign or recover the transaction.

Find Transactions

Follow these steps:

1. Click **Navigator** > **Tools** > **Transaction Console**.
2. If you see tabs, make sure you're on the Transaction Summary tab.
3. On the Transaction Manager: Transactions page, check the **Last Refresh** time stamp after the page title to see when the transaction statuses were last updated. Click the **Refresh** icon if needed. You can refresh any time as long as someone else didn't already start a refresh.
    - You can also click the **Refresh** icon for a specific row in the table to refresh individual transactions.
    - Also, the **Refresh Transaction Administrator Console Transaction Status** scheduled process automatically runs to refresh the statuses.
    - If you open the details for a specific transaction (step 5), its status also refreshes and you see the latest on the details page.
4. View the transactions with a status that matches the default Status filter, for example Failed. You can remove this filter to get results for all statuses. Or, use the search and filters to apply your own criteria, for example, to find transactions that are priority 1 or submitted by a specific person.
    - You can use the search to find results based on keywords in the **Name** or **Process Name** column, or specifically use the Name or Process Name filters. Name is the person or object the workflow task applies to, and the process reflects the type of workflow task.
    - You can personalize filters to add or hide filters, and create saved searches for future use.
5. Select and act on the transactions right there from the results table, or click the transaction in the **Name** column to see details, such as diagnostic information for failed transactions, and go from there.

Act On Transactions Without Opening Details

Here's what you do:

1. Select one or more transactions from the results table.
2. Optionally use the **Priority** menu to set an issue priority, so that you can later filter on the priority to find these transactions.
3. Open the **Actions** menu and select an action. If you selected more than one transaction, you see only the actions that can apply to all of them.

Use Transaction Details

What you can see and do in the transaction details depends on the transaction status and what roles you have. For example, for transactions that are in progress or completed, you might see the approval history, which shows who already approved and who the current assignee is, if any.

For failed transactions, you can get information about the issues and, if you're an administrator, usually take some action:

1. Select an issue from the **Issues** list, if the transaction has more than one issue.
2. Review the information in the Instructions and Details sections, including any description and resolution for the issue, as well as the related workflow task and approval rule.
3. Click the **Download** link to get the diagnostic log.

4. Use the **Issue Priority** list to set an issue priority, if you want to later filter on the priority to find this transaction.
5. From the **Assigned To** list, select the person who should fix the issue, for tracking and filtering purposes.
6. Add comments, for example to track what you're doing to address the issue, or note down any service request IDs. You and others can see these comments only in the Transaction Console, not with the workflow task in the worklist.
7. If you can, take action to address the issue. Here are some examples of how you might go about it:
    - Open the **Actions** menu and select an action to manage the transaction.
    - Follow up with the person you assigned the issue to or your help desk. Give them the diagnostic log and other information from the transaction details.
    - Reconfigure the approval rule that the transaction is based on, and have the workflow task resubmitted.
8. Select another issue from the **Issues** list, if any, and go through the same process.
9. Click **Save and Close**.

Download a Spreadsheet of Transactions

This is all you need to do:

1. In the results table, select the transactions you want to include in the spreadsheet. To get all transactions, either select all of them or none at all.
2. On the **Actions** menu, click **Download**.

Related Topics

- Statuses for Filtering Transactions
- Actions for Managing Transactions
- Automatically Refresh Transaction Statuses
- Use Filters with Keyword Searches
- Save Keyword Searches with Filters

Statuses for Filtering Transactions

Use the Transaction Manager: Transactions page in the Transaction Console work area to track the status of transactions. For example, you can filter the transactions by status to see just the transactions that are in progress or stuck.

Note: These statuses aren't the actual workflow task statuses that you see in the worklist or in notifications.

Status	Description
Auto Recovery	The transaction ran into some issues, but the application is trying to fix them without any action on your end.
Completed	All approvals are done and the transaction successfully went through all processes.
Draft	The transaction is saved but not submitted yet. This status doesn't apply to all product families.
Failed	The transaction has one or more errors, for example, due to a network or database outage, or an issue in the approval rules setup.

Status	Description
In Progress	At least one approval is still pending for the transaction before it's all done.
Stuck	The transaction was submitted, but ran into issues so the workflow task doesn't exist yet.
Submitted	The transaction was just created and hasn't moved on yet to another status. This status doesn't apply to all product families.

Related Topics

- Manage Workflow Transactions
- Actions and Statuses for Workflow Tasks

Actions for Managing Transactions

Use the Transaction Manager: Transactions page in the Transaction Console work area to manage and troubleshoot transactions. There are many actions you can take. For example, you can withdraw a transaction even if you're not the one who submitted it.

What you can do depends on the transaction status and the roles you have. Some actions, such as approve and reassign, are the same as the ones you can take on the workflow tasks from the worklist or from notifications.

Action	Description
Add Comment	Add your notes for the transaction, for example to track what you're doing to address the issue, or to jot down any service request IDs. You and others can see these comments only in the Transaction Console.
Alert Initiator on Error	Notify the submitter if the transaction ends up in error.
Approve	Approve the transaction if the workflow task is currently assigned to you to approve or reject.
Download	Get a spreadsheet with information about the selected transactions.
Reassign	Reassign the workflow task to an approver, the submitter, or someone else.
Recover	Restart the process after the transaction stopped due to errors. After you address the issue, use this action to pick up where the process had stopped and try what had ended up in error again.
Reject	Reject the transaction if the workflow task is currently assigned to you to approve or reject.
Resend Email Notification	Send an email notification to the current assignee of the workflow task, for example, if they can't find the original email. This action is available only if the transaction is in progress and involves a workflow task that's currently assigned. • In some cases, the in-app notification is sent as well.

Action	Description
	• If someone from a group of approvers has claimed the task but hasn't acted on it, the notification is still sent to the entire group.
Terminate Process	Completely end the transaction so that no one can see or act on the workflow task again.
Withdraw	Remove the workflow task from the workflow. You can ask the submitter to submit again, for example, after an issue is resolved.

Related Topics

- Manage Workflow Transactions
- Statuses for Filtering Transactions
- Actions and Statuses for Workflow Tasks

Search Journals

How to Keep the Search on the Manage Journals Page Expanded

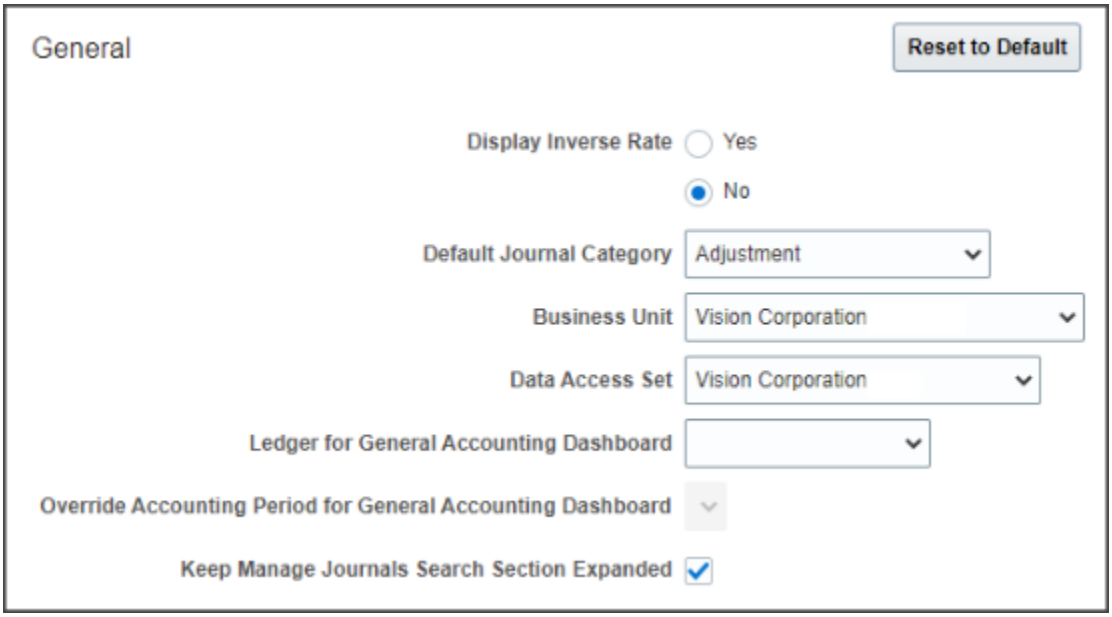
By default, the Search section on the Manage Journals page automatically collapses after you perform a search. If you plan to run multiple searches at a time, you can change a setting to keep the Search section expanded.

Setting the Preference

Here's how you do it.

1. In the global header, click your user name.
2. On the **Setting and Actions** menu, click **Set Preferences**.
3. On the Preferences page, click **General Ledger Preferences**.
4. In the General section on the General Ledger Preferences page, select the **Keep Manage Journals Search Section Expanded** check box.
5. Save the change.

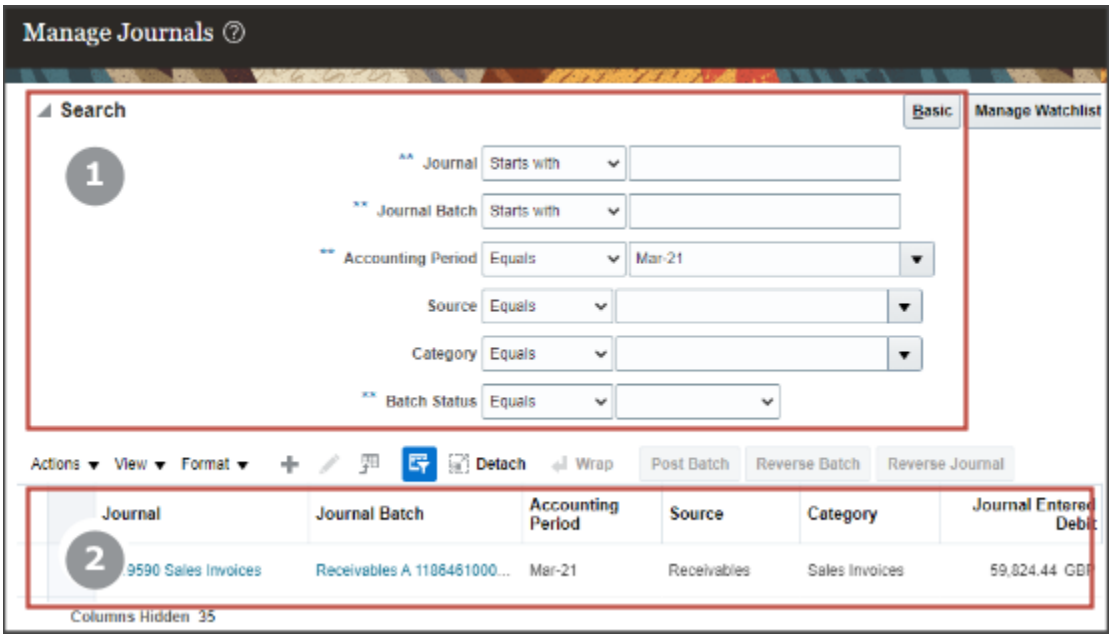
This image shows the General section on the General Ledger Preferences page.



Searching for Journals

Now that the preference is set, you don't have to expand the Search section after every search.

Here's a partial image of the Manage Journals page after a search. The Search section (1) remains expanded after the search is run (2).



FAQs for Journals

How can I copy a journal entry?

Begin by opening an existing journal entry from the Manage Journals page. Select the Copy action in the Batch Actions drop-down on the Journal Batch region to copy the entire journal batch.

You can then delete any journals you don't need and modify the new journal batch, including the batch name, period, and accounting date, as needed. When you save, an unposted journal batch is created, that you then complete, approve, and post following your standard procedures. The copied journal has a source of **AutoCopy** instead of **Manual**.

What happens if I change the currency on a journal entry?

The journal entered and accounted amounts are recalculated to reflect the new currency amounts. The default conversion date is the journal accounting date.

You can override the conversion date but the conversion date must be within the accounting period that you defined for the journal entry.

If the currency isn't the ledger currency, enter the currency conversion information at

- The journal level for a single currency journal.
- The journal line level for a cross currency journal.

Enter a conversion rate, if you enter User as the conversion rate type. When using a conversion rate type of Spot or Corporate, the daily conversion rate entered in the daily rates table automatically populates the conversion rate.

Note: Currency can only be changed on an unposted journal entry.

How can I add the Inverse Conversion Rate field to the Journal pages?

Use the Personalization functionality to add the Inverse Conversion Rate field to the Journal and Journal Lines regions of the Create and Edit Journal pages. The Inverse Conversion Rate field appears automatically on pages displaying a completed Conversion Rate field.

How can I prevent edits to journal entries created from journal import?

Select the value of Yes in the Freeze Journals field for the wanted source in the Manage Journal Sources page. This ensures that the subledger and general ledger balances reflect the same data.

The value of Partial - Allow Import Correction Only prevents edits in the journal pages, but allows edits in the journal import correction spreadsheet.

What's the maximum number of journal lines that can be exported to an integrated Excel workbook?

When you are reviewing a journal, 500 journal lines can be exported. To review the details of a journal larger than 500 lines, run the General Ledger Journals Report for the journal batch.

What happens if an error occurs with the Journal Import service?

The Journal Import public web service provides specific validation errors and the account combination that has the error when invalid data is loaded.

What's the difference between incomplete and unposted batch statuses?

All batches that aren't in a Posted status are considered unposted batches. These unposted batches have various statuses, including Incomplete, Selected for Posting, Processing, or Error.

A journal batch that is in an incomplete status has been saved, but is not completed. Incomplete journals are listed on the **Incomplete** tab of the Journals work area landing page and General Accounting dashboard.

What happens if I use suspense posting or other options to post an unbalanced journal entry?

If you enabled suspense posting when you define the ledger or after creating the ledger, Oracle General Ledger automatically creates additional journal lines. The process uses the suspense account you specify to balance your journal entries.

You can optionally specify a threshold at which journal entries for monetary amounts are balanced.

General Ledger analyzes the journal entry and creates the additional balancing journal lines for the following situations in the order listed.

1. Suspense posting of unbalanced journals when suspense posting is enabled. If suspense posting happens, then the remaining balancing options don't occur.
2. Rounding differences at the journal level when journals are unbalanced because of rounding differences on currency conversion.
3. Intercompany or intracompany balancing for journals that aren't balanced by ledger or balancing segment value combination.
4. Entered currency balancing for journals that are unbalanced by the entered currencies. This option is only used on multicurrency journals.
5. Rounding differences by balancing segment when journals are unbalanced because of rounding differences on currency conversion and more than one balancing segment is affected.

Note: Statistical entries post without balancing debits and credits.

Why didn't my journal batch post?

Here are some common reasons for why a journal batch might not post.

- Account is disabled or not valid as of the accounting date.
- Period isn't open for the ledger or for its secondary ledger or reporting currency.
- Journal is imported into future-enterable period and the AutoPost process tries to post in an unopened period.
- Journal is unbalanced and suspense balancing is turned off or not set up properly.
- Journal is unbalanced by balancing segment value and intercompany balancing is turned off or not set up properly.

The unposted journals with their error status are displayed on the Requiring Attention tab of the Journals work area and the General Accounting Dashboard. The error status also shows on the Posting Execution report. The Posting Execution report is created automatically when the Posting process completes. Use these sources to help in the error correction process.

Note: The Requiring Attention tab also shows journals with rejected approvals.

How can I correct errors that occur during the posting process?

Identify the error by using the Posting Execution report or by clicking the Show Errors button when querying the journal on the journal pages.

The Posting Execution report lists the batches that are successfully posted and the batches with posting errors.

The **Show Errors** button appears when errors are detected during journal batch posting process. Clicking the Show Errors button displays a dialog box with an error message. Use the following methods to correct the error:

If it's an unopened accounting period for the ledger, the reporting currency, or the secondary ledger, the accounting period must be open.

If it's a disabled or invalid account combination, that combination must be enabled or made valid, or changed to a valid one.

If it's an unbalanced journal, the corresponding balancing method, suspense, rounding, entered currency, or intercompany, must be set up correctly and enabled with valid, related accounts.

> **Note:** You are continually informed of posting validation errors on the Journal pages until the batch is corrected and posted.

How can I run the AutoPost process?

After you define an automatic posting criteria set, run the AutoPost process by clicking the Generate button on the Manage AutoPost Criteria Sets page or the Launch AutoPost link from the Journals task pane.

The AutoPost process posts the journal batches that meet the criteria defined. Optionally, schedule the AutoPost process for specific automatic posting criteria sets through the Schedule tab in the Schedule Process: Advanced region to run at specific times and submission intervals.

How can I confirm that my journal entries were automatically posted?

Review the AutoPost Execution report. This report is created when the AutoPost process completes and contains the batch name, accounting period, and balance type for each batch posted, as well as error codes for those batches that failed to post.

The posting status of journal batches is also listed on the Journals work area and the General Accounting Dashboard.

Why didn't the AutoPost process post journal batches as expected?

Verify that the posting criteria set specifies the precise criteria required to post the wanted journals.

If the criteria is correct, then verify the following:

- Journal imports completed successfully.
- Journal batches are error free and ready to post.
- Specified accounting period is open.

How can I identify errors that occurred during the AutoPost process?

Review the AutoPost process results on the AutoPost Execution report. This report is automatically created when the process completes successfully. The report contains the batch name, accounting period, and balance type for each posted journal batch.

The report also lists error statuses for batches that fail to post. The unposted journals with their error status are also displayed on the Requiring Attention tab of the Journals work area and the General Accounting Dashboard.

Note: The Requiring Attention tab also shows journals with rejected approvals.

When does a journal become reversible?

You can reverse journals manually by selecting a reversal action in the user interface, or you can reverse journals automatically by running a process.

This table describes the criteria that must be met before you can reverse a journal, and indicates whether that criteria applies to manual or automatic journal reversal.

Criteria	Eligible for Manual Reversal?	Eligible for Automatic Reversal?
The journal has a balance type of Actual.	Yes	Yes
The journal has a balance type of Encumbrance.	Yes	No
The journal is posted and not yet reversed.	Yes	Yes
The reversal period is open or future enterable.	Yes	Yes
The journal isn't a reversal journal. **Note:** Reversal journals can't be reversed.	Yes	Yes
The journal category is enabled for automatic reversal.	N/A	Yes
The journal source for the posted journal isn't frozen.	Yes	Yes, however, this only applies to posted journals that originate from Oracle Fusion Subledger Accounting whose journal source isn't frozen. Posted journals that originate from

Criteria	Eligible for Manual Reversal?	Eligible for Automatic Reversal?
		a source other than Oracle Fusion Subledger Accounting are eligible for automatic reversal, regardless of the **Freeze Journals** setting.
The journal isn't a posted journal for a reporting currency that was replicated from its source ledger. **Note:** Reporting currency journals that were replicated from a source ledger are reversed when the source journal is reversed.	Yes	Yes
Where a secondary ledger is involved, the corresponding journals for the primary and secondary journals are both posted.	Yes	Yes
If using the Clearing Accounts Reconciliation feature, the posted journal doesn't include reconciliation lines for clearing accounts.	Yes	Yes

Tip: Use the **Reversible Detail** column in the Search Results section on the Manage Journal page for details on whether a journal is reversible.

Can I edit a journal that's approved and not yet posted?

Yes. Here's how you do it.

From the Journals work area:

1. Select the **Manage Journals** task.
2. Search for the journal and open it.
3. On the Edit Journal page, click **Edit**. A message will appear telling you that if you continue, the journal will return to an unapproved state. The approval status on the journal will change to **Required**.
4. Click **Save**.
5. Make your edits as needed.
6. Resubmit the journal for approval.

What happens when I set the option to exclude a category from manual journal entry?

The category won't appear in the list of available categories on the Create Journal page and in the Create Journal spreadsheet. You can still use the category for journals imported from Oracle subledgers or third-party sources.

And you can still view journals with that category on the Manage Journals page.

> **Note:** After you select the **Exclude from Manual Journal Entry** option on the Manage Journal Categories page, you may need to sign out of the application and sign back in for the change to take effect.

3 Allocations and Periodic Entries

Overview

Overview of Allocations and Periodic Entries

In Oracle General Ledger, use the Calculation Manager to create allocations and other formula journal templates for generating periodic journal entries automatically.

Allocations are defined and generated from preaggregated balances in the GL Balances cubes, which provide the following benefits:

- Immediate real-time access to financial balances for allocations and periodic entries.
- Accelerated performance for complex allocations.

You can base formulas on multiple criteria. For example:

- Use account balances or statistical amounts to allocate shared revenue or costs across multiple organizational units and ledgers.
- Define complex computations based on variables from different charts of accounts.
- Group journal formulas together and run sequentially to update account balances in a step-by-step process.

Note: You can't create allocations for average daily balances cubes. Average balances are used for reporting.

The Calculation Manager provides flexibility, automation, intelligence, and control in distributing costs and revenues across the enterprise. In addition, the Calculation Manager:

- Includes runtime variables, rules, formulas, and rule sets stored in Oracle Essbase.
- Distributes revenues or costs with recursive allocation rules.
- Creates complex formula rules using formula components.
- Contains an Allocation Wizard to define allocation and formula rules.
- Uses real-time checking of rule definitions to validate correctness of rules.
- Minimizes setup and maintenance time with reusable components.
- Simplifies allocation generation mechanism by integrating with enterprise schedule.
- Groups rules together in rule sets and cascading allocations for efficient processing.
- Creates primary, statistical, or foreign currency allocation and formula rules.

Access the Calculation Manager from the **Tasks** pane of the **General Accounting** dashboard or **Journals** work area by clicking the:

- **Define Allocation Rules** link to define or modify allocation definitions
- **Generate Allocations** link to run the allocation process

Related Topics

- Overview of Oracle Essbase Balances Cubes
- Create Recurring Journals

Overview of Calculation Manager

The Calculation Manager creates, validates, deploys, and administers sophisticated allocation rules.

In the Calculation Manager:

- Base formulas on multiple criteria, such as account balances or statistical amounts, to allocate shared revenue or costs across multiple organizational units.
- Use complex computations based on different variables to automatically calculate allocated amounts.
- Group journal formulas together and run sequentially to update account balances step by step.

There are three types of objects that can be created in Calculation Manager:

- Components: Contain formulas, points of view, or allocation objects.
- Rules: Contain components such as points of view, formulas, and templates, which are used to create allocation calculations.
- Rule Sets: Contain rules that can be calculated sequentially.

Note: The following are limitations in Oracle General Ledger.

- Allocation rules can't be shared across rule sets in Calculation Manager.
- Within a rule or rule set, multiple rule components can't write to the same target or offset.
- When generating allocation rules with runtime prompts other than the User Point of View in an allocation rule component, an error occurs.
- Rule sets can contain only rules, not other rule sets.

Related Topics

- How can I access the Calculation Manager?
- Types of Recurring Journals

Overview of Oracle Essbase Balances Cubes

Oracle Essbase is embedded within Oracle General Ledger and provides multidimensional balances cubes. Every time a transaction or journal is posted in General Ledger, the balances cubes are updated at the same time.

The flowing table lists and describes Essbase Dimensions and provides examples of dimension members.

Dimension	Description	Example
Accounting Period	Based upon the calendar of the ledger or ledger set. Report on years, quarters, or periods.	• 2012 • QTR-1 • JAN-12
Ledger or Ledger Set	Used to select a ledger for the reporting. Multiple ledgers may be in the same cube if they share a common chart of accounts.	• InFusion North America Ledger Set • InFusion US Primary Ledger
Chart of Accounts Segments	Uses a separate dimension for each of the segments from the charts of accounts. Organized by hierarchy. A default hierarchy is provided that includes all detail segment values. Hierarchies published in the Publish Account Hierarchies user interface are included.	• Company: InFusion America: 101 • Cost Center: Sales: 400 • Account: Cash: 1110
Scenario	Indicates if the balances represented are actual or budget amounts. Allocation-related dimensions are predefined members and required for allocation solutions. Allocation dimensions aren't used directly by end users. Budget scenario dimension members are user-defined in the Accounting Scenario value set and appear in the cube after running **Create Scenario Dimension Members** process.	• Budget 2012 • Actual • Forecast 2013
Balance Amount	Indicates if the value is the beginning balance, period activity, or ending balance. Debit, Credit, and Net amounts are available for reporting.	• Beginning Balance (DR, CR, or Net) • Period Activity (DR, CR, or Net) • Ending Balance (DR, CR, or Net)
Amount Type	Indicates whether the amounts represent Base, Period to Date, Quarter to Date, or Year to Date.	• Base • PTD: Period to Date • QTD: Quarter to Date • YTD: Year to Date
Currency	Used to select the wanted currency for the balances.	• All ISO Currencies • USD: US Dollar • JPY: Japanese yen
Currency Type	Used to select the currency type of the balances.	• Total • Entered • Converted From (for each ISO currency)

Allocation Security

To access the Calculation Manager, you must be assigned one or more of the four privileges and permissions.

The following privileges and permissions are associated with the Calculation Manager:

- Generate General Ledger Allocation Formula - Generate Allocation and Periodic Entries: Permits generation of allocation and periodic entries.
- Define General Ledger Allocation Formula - Manage Allocation Rules or Rulesets through Calculation Manager: Grants the ability to update allocation rules or rule sets owned by the user with view access to all allocation rules or rule sets regardless of their ownership.
- Define Self Managed General Ledger Allocation Formula - Manage Allocation Rules or RuleSets through Calculation Manager: Grants the ability to update allocation rules or rule sets, but limited to the ones owned by the user.
- Administer General Ledger Allocation Formula - Administer Allocation Rules or RuleSets through Calculation Manager: Grants the ability to update all aspect of allocation rules or rule sets including the ownership attribute, regardless of the original definition's ownership.

How Allocations Are Audited

You create allocations in the Enterprise Performance Management workspace using Calculation Manager and then you deploy them to Oracle General Ledger for use.

Allocation definitions are contained in General Ledger tables and Calculation Manager tables. When you enable audit for allocations using the **Manage Audit Policies** task in the Setup and Maintenance work area, the allocation definitions contained only in the General Ledger tables are audited.

This table shows how the tasks that you perform in Calculation Manager impact the General Ledger tables and appear on the audit report.

Allocation Tasks and Impacts

Task	Impact on General Ledger Tables	Audit Report
Create an allocation rule or rule set and deploy it.	New rows inserted.	Appears as inserts.
Update an allocation rule or rule set and deploy it.	Existing rows deleted and new rows inserted.	Appears as deletions and inserts.
Delete an allocation rule or rule set.	No impact on General Ledger tables until cube level deployment.	Since only General Ledger tables are audited, deletions won't appear.
Deploy a cube with allocation rules or rule sets.	All rows deleted and new rows inserted only for allocations that currently exist in Calculation Manager.	Rules and rule sets that were deleted appear as deletions.

Here's how you sync all allocation definitions between the General Ledger and Calculation Manager tables for a cube.

1. From the System View tab in Calculation Manager, right-click the cube name.
2. Select **Deploy**. This action deletes all the allocations in the General Ledger tables for the selected cube and then recreates the allocations that exist in Calculation Manager.

Recurring Journals

Overview of Recurring Journals

Define recurring journal formulas for transactions that you repeat every accounting period, such as accruals, depreciation charges, and allocations. Your formulas can be simple or complex.

Each formula can use:

- Fixed amounts and account balances, including standard, actual amounts, statistics, and period-to-date or year-to-date balances.
- Amounts from the current period, prior period, or same period last year.
- Amounts in your formulas, including total balances, entered currency balances, or statistical balances.

You can quickly create recurring formulas by copying and modifying existing formulas. You can:

- Define single ledger or multiple ledger recurring journal formula batches.
- Create a recurring journal formula batch that contains recurring journal entries for different ledgers.
- Define recurring journal formulas for your ledger currencies, entered currencies, and statistical currency.

Related Topics

- Types of Recurring Journals

Types of Recurring Journals

You can use the following types of recurring journal entries to reduce data entry time and increase accuracy for journal entries that repeat each period.

- Skeleton: With no amounts
- Standard: With set amounts
- Formula: With variable amounts

Skeleton Journal Entries

Skeleton journal entries contain the same accounts each period, but have different amounts. After you generate skeleton journal entries, edit the unposted journal batch by entering the journal line amounts on the Edit Journals page.

Use skeleton journal entries to record statistical journals, such as headcount, units sold, barrels of oil, or other statistical factors. For example, to enter headcount for your cost centers each period:

1. Define a skeleton entry with your headcount accounts.
2. Generate the skeleton entries.
3. Enter the actual headcount amounts before posting the batch.

Note: Set the journal entry to reverse automatically at the beginning of the next period if you enter the total headcount each period. Otherwise, if you only enter the change in the headcount each period, a reversing journal isn't required.

Best practices recommend that you create skeleton recurring journal entries in spreadsheets or copy existing journals.

To create journals in spreadsheets:

1. **Navigator** > **Journals**.
2. Select the **Create Journal in Spreadsheet** link to download the workbook template once.
3. Create and save the skeleton journal entry.
4. For each period open the template and enter the amount for the journal lines already in the template.
5. Upload the batch.
6. Open the journal on the **Edit Journal** page and add the amounts.
7. Once the updates are made, save, complete, and post the journal batch.

To copy journals:

1. **Navigator** > **Journals** > **Manage Journals**.
2. Search for the journal to copy.
3. Open the journal.
4. Click the **Batch Actions** Menu > **Copy**.
5. Make the wanted changes to the new journal.
6. Save, complete, and post the journal batch.

Standard Recurring Journal Entries

Standard recurring journal entries contain the same accounts and amounts each period. Just as with skeleton recurring journal entries, best practices recommend that you create standard recurring journals in spreadsheets.

1. **Navigator** > **Journals**.
2. Select the **Create Journal in Spreadsheet** link to download the workbook template once.
3. Create and save the standard journal entry.
4. For each period, upload, and submit the batch with posting selected. The recurring journal batch is created and posted.

Formula Recurring Journal Entries

Formula recurring journal entries contain formulas created using the formula component and allocation wizard in the **Calculation Manager**. These formulas calculate journal amounts that vary from period to period and are based on existing account balances or other criteria.

Use recurring journal entries to perform simple or complex allocations or eliminations. For example, you can allocate:

- A portion of your rent expense to another division.
- A pool of marketing costs to several departments based on the ratio of department revenues to total revenues.

Create Recurring Journals

This example shows how to define and generate formula recurring journals that are automatically generated every period.

You must have:

- A role that can access the Journals work area in Oracle General Ledger.
- A duty that can access the Create Allocation Rules task.

The following assumptions apply:

- The chart of accounts includes segments for company, department, account, subaccount, and product.
- Account 1210 is the trade receivables account.
- The period-to-date activity in account 1210 is 100,000 USD.

Here are the goals for this example.

- Create a journal that populates a monthly allowance for bad debt based on 5% period-to-date activity in the trade receivables account.
- Account 7730 is the bad debt expense account and account 1260 is the allowance for bad debt account.
- A formula rule must be defined to generate the following journal entry for the period Apr-17 and thereafter.
    - DR 01.000.7730.0000.000 5,000 USD
    - CR 01.000.1260.0000.000 5,000 USD

This worked example includes details for the following tasks:

1. Configuring the Formula Rule
2. Creating the Runtime Prompt Variable
3. Creating the Rule Set
4. Generating the Allocation Journal

Configuring the Formula Rule

Create a formula rule.

1. Navigate to the Journals work area.
2. From the Tasks pane, click Create Allocation Rules.
3. Navigate to the Administer menu option and then select Calculation Manager. Calculation Manager opens in a new browser window and a cube is highlighted based on the data access set selected in the Journals work area.
4. Expand Essbase.
5. Expand VF_USA_Accounting_Flexfield (your cube).
6. Expand db.
7. Highlight the Rules row, right-click, and select New from the menu.
8. Enter the Rule Name: Special Bad Debt Allocation, accept the other defaults, and click **OK**.
9. The Rule Designer opens in a new tab. From the New Objects list, click, hold, and drag the Point of View object. Place it between the Begin and End nodes in the Rule Designer.
10. Enter a Caption: Point of View.
11. Perform the following steps to enter a Variable Dimension Value:
    - Click the **Value** field for Accounting Period.
    - Click the **Actions** icon and select **Variable** from the drop-down list. A new window opens.
    - For the Category, select Database from the drop-down list.
    - Click Accounting_Period.
    - Click **OK**.
12. Perform the following steps to enter other member dimension values:

- Click the **Value** field for another dimension.
- Click the **Actions** icon and select **Member** from the drop-down list.
- Select a member and click the **Add** icon to move the member to the **Selections** panel.
- Click **OK**. Repeat for all dimensions to include in the Point of View.
- In this scenario, the following are fixed dimension values:
  - Company: 01
  - Department: 000
  - Subaccount: 0000
  - Product: 000
  - Currency: USD
  - Currency Type: Total
- From the New Objects list, click, hold, and drag the Formula component and place it between the Point of View nodes in the Rule Designer.
- Enter a Caption: Bad Debts Calculation.
- Enter the offset member.
- Click **Next**.

In this scenario, the offset is defined as account 1260, the allowance for bad debt. The offset is child combination 01.000.1260.0000.000 when combined with the fixed member dimension values in the Point of View.

13. Perform the following steps to enter the Formula member dimension value:

In this scenario, the formula member dimension value is defined as account 7730. The bad debt expense is charged to child combination 01.000.7730.0000.000 and combined with the fixed member dimension values in the Point of View.

- Click the icon for the formula field and select **Member** from the drop-down list.
- Select the **Account** dimension value, highlight the row, and click the **Select** icon to move the value to the **Selections** panel.

  In this scenario, the goal is to calculate an allowance for bad debt based on the period-to-date activity in trade receivables account 1210. Trade receivable is child combination 01.000.1210.0000.000 when combined with the fixed member dimension values in the Point of View.
- Repeat for the other formula member values and click **OK** when all formula members are selected.

  In this scenario, the following dimension values are selected. Selection of members for the following dimensions is required for the source in a formula component.
  - Scenario: Actual
  - Balance Amount: Period Activity
  - Amount Type: PTD
- Multiply the formula expression by .05.
- Click the **Save** icon.
- Click the **Validate and Deploy** icon.

Creating the Runtime Prompt Variable

Create a runtime prompt variable as an optional component of a rule. When you generate an allocation based on a rule with a defined runtime prompt variable, you are prompted to specify a dimension member for the variable. The variable is used in the allocation calculation.

For example, use a runtime prompt variable of Accounting Period, which prompts you to specify the period to use in the allocation calculation. A runtime prompt variable can be created once and used in multiple rules.

1. Navigate to the Journals work area.
2. From the Tasks pane, click Create Allocation Rules.
3. Once the Calculation Manager opens in a new browser window, a cube is highlighted based on the data access set selected in Journals work area. To define the runtime prompt, select Variables from the Tools menu.
4. Expand to the db for the cube, highlight the row, right-click the row, and select New from the menu.
5. The Variable Designer opens in a new tab. A default value must be entered and the variable name can't contain any spaces. Complete the fields, as shown in this table.

Field	Value
Name	AccountingPeriod
Type	Member
Dimension	AccountingPeriod
Default Value	Apr-17
RTP	Selected
RTP Text	Enter Accounting Period

6. Click the **Save** icon. The runtime prompt variable is ready for use.

Creating the Rule Set

Rule sets are created by combining two or more related rules together to enable sequential allocating of balances.

1. Navigate to the Journals work area.
2. From the Tasks pane, click Create Allocation Rules.
3. After the Calculation Manager opens in a new browser window, expand to Rule Sets for the selected cube. Highlight the row, right-click the row, and select New from the menu.
4. Enter the rule set name and click **OK**.
5. The Ruleset Designer opens in a new tab. Expand to the db for the cube for which the rule set is created, expand the rules, and drag the rules for the rule set.
6. Click the row for the rule set, click the Variables tab, and select Merge Variables.

   Merge variables means that common variables among all of the rules in the rule set are merged. You only have to select the runtime prompt value once when submitting the Generate General Ledger Allocations process.
7. Click the **Save** icon.

8. Click the **Validate and Deploy** icon.

Generating the Allocation Journal

Start the allocation process to create the journal entries that populate the account balances.

1. Navigate to the Journals work area.
2. From the Tasks pane, click Generate General Ledger Allocations.
3. Select a rule or rule set and enter any runtime prompt values.
4. Click **Submit**.
5. The Generate General Ledger Allocations task submits four processes consecutively (three, if the Post Allocations option isn't is selected). The processes calculate the allocation, write the results to the GL_INTERFACE table, import the journal batches, and post the journal batches to the General Ledger.

Schedule Recurring Journals

You can create processing schedules for recurring journal entries that have been defined in the Calculation Manager. Scheduling automates the monthly generation of the entries and speeds up the close process.

You can define multiple schedules for each calendar in General Ledger. These schedules can increment by accounting period, based on any calendar defined. Schedules are shared across ledgers.

Scenario

In this example, you have created a reserve for bad debt recurring journal entry in the Calculation Manager. Now, add a recurring schedule to the entry to generate the entry once a month on the last day.

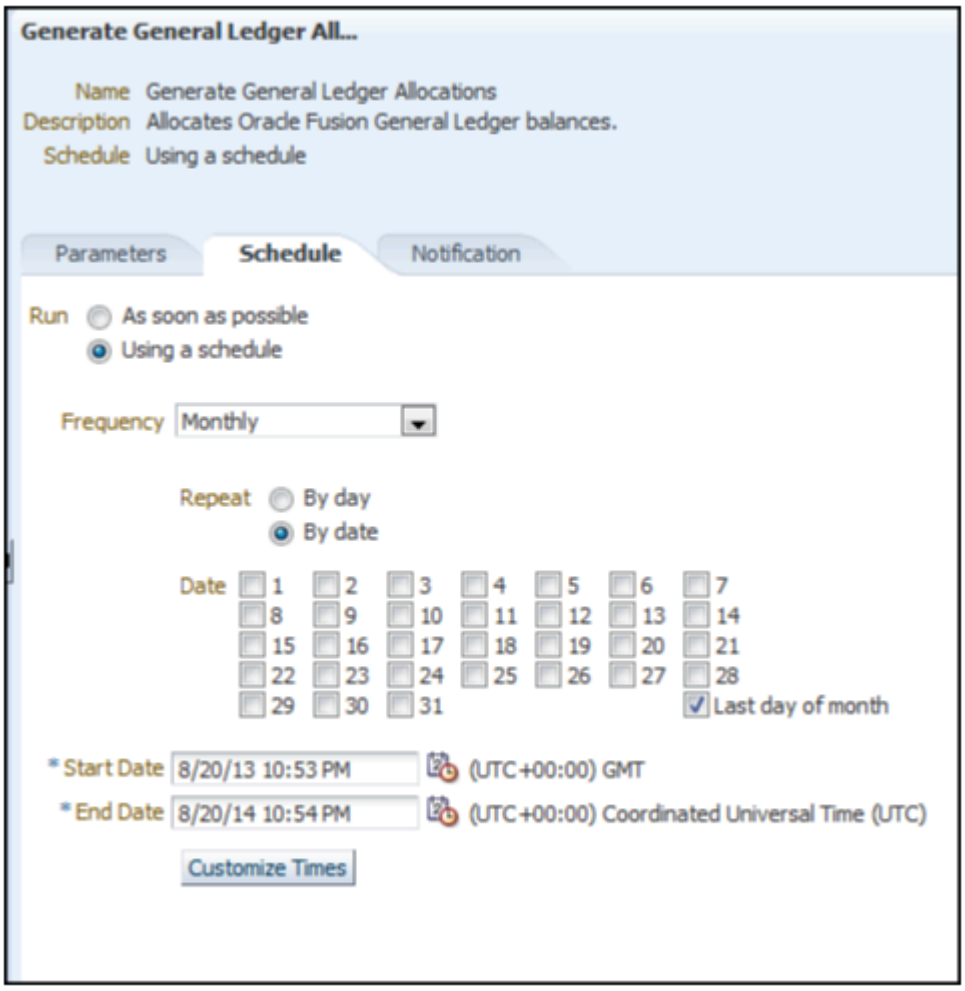
1. From the Journals work area, select the Generate General Ledger Allocations task. The Generate General Ledger Allocations page opens.
2. Select the rule: Reserve for Bad Debt.
3. Specify **Accounting Period**: Blank

> **Note:** The **Accounting Period** field appears if you use a runtime prompt in your rule and select **Accounting Period** as the runtime variable.

4. Select the **Post Allocations** option.
5. Click **Advanced**.
6. Click the **Schedule** tab.
7. Select the **Using a schedule** option.
8. Select a frequency of Monthly.
9. Select **Repeat**: **By date**.
10. Enter start and end dates.

11. Click **Submit**.

    The following figure shows the Schedule tab on the Generate General Ledger Allocations process page. The options on the page are set to the values as directed in steps 7 through 10.



12. The generation process runs at the scheduled time.

Calculation Manager

Calculation Manager Toolbar

In addition to the Enterprise Performance Management Workspace buttons, the Calculation Manager toolbar displays buttons that are specific to the Calculation Manager. Not all buttons display in all the views and designers within the Calculation Manager.

The Calculation Manager toolbar consists of the following buttons:

- Home: Displays the default start-up option for the content area.

- System View: Displays the main view within the Calculation Manager. (This is the default view).
- List View: Displays a list of objects that you can filter by application type, application, object or database type, deployment status, and validation status.
- Custom View: Displays a view you can change with folders that you create.
- Filter Options: Opens the Filter dialog that you can use to filter objects in the List View.
- Refresh: Refreshes the view with your latest changes.

The Calculation Manager toolbar adds the following buttons when you open a rule:

- Save: Saves the object with which you're working.
- Validate: Validates the object with which you're working.
- Validate and Deploy: Validates and deploys the object with which you're working.

Calculation Manager Menus

Calculation Manager menus and menu options display in addition to Enterprise Performance Management Workspace menus and menu options. The menus and options vary depending on the view you're using and the object with which you're working.

The default view of the Calculation Manager displays the following menus when you launch Calculation Manager, System View.

Note: This topic describes the Calculation Manager menu options only.

File Menu

Enables you to create objects, open and close objects, import and export objects, print rules, and log off.

Note: Not all of these file menu options are available for the products that use Calculation Manager.

- New, Rule: Creates a rule
- New, RuleSet: Creates a rule set

Edit Menu

Enables you to edit objects you select. The Edit menu is available from most of the views and from within the Rule and Component definition pages.

- Edit, Delete: Deletes an object selected in the System, List, or Custom View
- Edit, Copy: Copies selected text
- Edit, Paste: Pastes text from the clipboard
- Edit, Copy Group: Copies a component group

Note: The Edit menu isn't available within the Deployment View.

View Menu

Enables you to open different views.

- View, View Pane: Displays or hides a list of existing and new objects that you can add to rules, rule sets, components, and templates.

  > **Note:** View Pan is the only View menu option available from within the Rule Designer and Rule Set Designer.

- View, List View: Displays a list of the objects you select on the Filter dialog. The filter dialog enables you to create a filtered list, by application type of applications, databases, and objects.
- View, System View: Displays a list of the Essbase applications, databases, and objects to which you have access. The System View is the default view.
- View, Custom View: Displays a view that you can change with folders that you create. This view enables you to organize objects in a way that's meaningful to you.
- View, Deployment View: Displays a list, by application type and application, of the rules and rule sets that are deployed and not deployed with their deployment and validation status.

Tools Menu

Enables you to install other products, search for objects, create a filtered list of objects for the List View, edit the caption of an object, and access the Variable Navigator and Variable Designer.

- Tools, Filter: Opens the Filter dialog from which you can filter by application type, application, object type (rule, rule set, formula or script component, or template), calculation type, plan type, database, deployment status, and validation status. You can also select All to display all application types, applications, objects, and databases, regardless of their deployment and validation status.
- Tools, Variables: Opens the Variable Navigator in which you can navigate to a location for which you want to create, edit, copy, or delete a variable. From the location you select in the Variable Navigator, you can display the Variable Designer in which you can create, edit, copy, and delete variables for components.

  > **Note:** The two menu options listed aren't available within the Deployment view.

Actions Menu

Enables you to validate and deploy objects that you select in the views and from within the Rule and Rule Set Designers. Not all of the Actions menu options are available from within the views and designers.

- Actions, Validate: Validates the rule, rule set, and formula component you selected

  > **Note:** This is the only Actions menu option available from within the Deployment View.

- Actions, Deploy: Deploys the rules or rule sets you selected.
- Actions, Quick Deploy: Deploys the rule in fewer steps than regular deployment by using a shortcut to one or more applications.

  > **Note:** This feature is available only from within the Rule Designer for Essbase business rules.

How You Use Flow Charts in Rule Designer

View rules and templates, and the components they include, in a flow chart within the Rule Designer. When you open a rule, move among the components, for example, formulas, ranges, and loops, by selecting them in the flow chart.

Increase or decrease the size of the flow chart to view or hide details of the components.

When you select a component in the flow chart, its properties, usages, and other information are displayed in tabs. As you move among the components, the tabs change. For example, if you open an allocation rule and select the formula component in the flow chart the following properties are displayed:

- Properties of the formula, such as name, description, application, and application type to which the formula belongs
- Usages of the formula, such as which rules and templates the formula is used in.
- Text of the formula, such as the variables, members, and functions, that are displayed in the tabs.

Calculation Manager Views

Views enable you to see Calculation Manager objects in different contexts. For example, the Deployment View displays objects according to whether they're deployed or not deployed. The Custom View displays objects according to filters and criteria that you select.

The Calculation Manager contains the following views:

- List View
- System View
- Custom View
- Deployment View
- View Pane

List View

The List View contains a filtered list of Essbase applications or databases, and objects, rule sets, rules, or formula components, filter according to your criteria.

System View

The System View is the default view that's displayed when you start the Calculation Manager. It contains a list of all of the applications and objects to which you have access. Your privileges are determined by the role you're assigned in Shared Services. For each object, the owner, the user who made the last change, and the date the changes were last made are listed.

Custom View

The Custom View enables you to create folders and move objects into them to create a view that contains only your objects. This view enables you to organize objects in a way that's meaningful to you.

Deployment View

The Deployment View contains a list of the rules and rule sets that are deployable with their deployment and validation status. From this view, select rules and rules sets in an application to make them deployable. Deploy one or more rules or rule sets (partial deployment), or deploy all rules and rule sets in an application (full deployment).

View Pane

The View Pane enables you to create or open an object. Depending on whether you're working in a rule or a rule set, the Rule or Ruleset Palette, is displayed in the View Pane. In the palette, move new and existing objects into the rule, rule set, or flow chart.

When working with views display or hide the View Pane using the View menu. In the Custom View, move new and existing objects from the View Pane into the folders you create. In the System and List views, the View Pane is hidden by default. In the Deployment View, the View Pane isn't available.

> **Note:** The View Pane content varies depending on which view you're in and whether you're working with a rule set, rule, template, or component.

The following table lists the tasks that can be performed from the various views in the Calculation Manager.

Tasks	List View	System View	Custom View	Deployment
Create, open, rename, delete, refresh, and close objects	Yes	Yes	Yes	Yes
Set preferences	Yes	Yes	Yes	Yes
Import and export objects	Yes	Yes	Yes	Yes
Show the usages of objects	Yes	Yes	Yes	Yes
Create a copy of objects	Yes	Yes	Yes	Yes
Print a business rule	Yes	Yes	Yes	Yes
Select views	Yes	Yes	Yes	Yes
Sign out Workspace	Yes	Yes	Yes	Yes
Work with favorites	Yes	Yes	Yes	Yes
Perform an advanced search	Yes	Yes	Yes	Yes
Start help	Yes	Yes	Yes	Yes

Tasks	List View	System View	Custom View	Deployment
Filter objects in the view according to criteria you specify	Yes	No	No	No
Work with variables	Yes	Yes	No	Yes
Validate objects	Yes	No	No	Yes
Create a shortcut to a business rule	No	Yes	No	No
Import and export business rules and other objects	No	Yes	Yes	No
Validate and migrate objects	No	Yes	Yes	No
Change the owner of an object	No	No	Yes	Yes
Deploy objects	No	No	No	Yes

Related Topics

- Filter Objects in the List View

Filter Objects in the List View

You can use filters in the List View to filter objects according to their application type (such as Essbase), application or database, object type (such as allocation rules, allocation rule sets, and formula components) and deployment or validation status.

Scenario

To create a filtered list of objects in the List View:

1. From the System View, select View, List View.

   The Filter dialog is displayed the first time you open the List View. If you select filtering options, then close the List View to work in the System or Custom View. When you reopen the List View, the filter dialog is not displayed. To change the filtering options when you reopen the List View, select Tools, Filter to open the Filter dialog.
2. In the Filter dialog, on Filter Options, for Application Type, select Essbase.

3. Do one of these tasks:
    - For Essbase: In the Application and Object Type fields, select the applications and object types you want to display in the List View. The default is All.
    - For Deployed Status and Validated Status, clear any check boxes of selections you don't want to display. All check boxes are selected by default.

      > **Tip:** Click Reset to reset the dialog with default values.

    - On Advanced Options, for Object Label, select one of these options to display only objects whose names match the criteria:
        - Starts With, to display only objects whose names start with characters you specify.
        - Ends With, to display only objects whose names end with characters you specify.
        - Contains, to display only objects whose names contain characters you specify.
        - Matches, to display only objects whose names match characters you specify.
    - Enter the characters that are common to the names of the objects you want to display.
    - Select Ignore case to display objects whose names contain characters in either upper or lower case, even if the case does not match the case of the text you entered in step 6.
    - In Created By, enter the name of the user who created objects you want to display.
    - In Modified By, enter the name of the user who modified objects you want to display.
    - For Created Date, select After, Before, or Between to display only objects that were created after, before, or between dates you specify. Between is the default. Click the list of values to display calendars from which you can select dates.
    - For Modified Date, select After, Before, or Between to display only objects that were modified after, before, or between dates you specify. (Between is the default.) Click the list of values to display calendars from which you can select dates.
    - For **Any Text**, select an option to display only objects containing text that starts with, ends with, contains, or matches text that you enter. To display objects that include this text regardless of its case, select **Ignore case**.
4. Click **OK**.

Allocation Rules

Overview of Allocation Rules

The Calculation Manager enables you to create, validate, deploy, and administer sophisticated multidimensional allocation rules. An allocation rule is logical expressions or formulas that are created within an application to produce a set of resulting values.

Create an allocation rule set of two or more related rules to launch the rules sequentially.

Before you create a rule or rule set, you must understand the database outline and the application with which you are working. This information helps you create your allocation rules more efficiently. Learn the following about your data:

- How the data is stored and aggregated.
- What level the data gets loaded into the database.

- What order the calculations are performed.
- What key assumptions drive the calculations.

Create allocation rules using components like formulas, member ranges, and variables, including run time prompt variables.

Create an Allocation Rule

You can create one or more allocation rules to use to allocate balances, as needed for financial reporting from the System View. You can also create an allocation rule from the List, Custom, and Deployment Views.

Scenario

To create a new rule:

1. **Navigator** > **General Accounting**: **Journals** > **Create Allocation Rules** link.
2. **Navigate** menu > **Administration** > **Calculation Manager**.
3. **File** menu > **New** > **Rule**.
4. In **New Rule**, enter the rule's name.
5. Enter the **Application Type**: Essbase.

   > **Note:** The application type is populated by default with the application type in which you are creating the new rule.

6. Select an **Application Name**. The application name must be a valid Essbase application such as your chart of accounts name.
7. Select the **Database**.

   > **Note:** If you expand the following options in the **System View**: Essbase > your Application > Database name, then right-click **Rules** and select **New** to create a new rule, the **New Rule** dialog is populated with the Application Type, the Application, and the Database you are working in within the System View.

8. Click **OK**. The new rule is displayed in the Rule Designer.

Design an Allocation Rule

An allocation rule is a Calculation Manager object that consists of calculations. The calculations are grouped into components. A rule can contain one or more components.

You create an allocation rule for an Essbase application. The rule is represented graphically in a flow chart into which you can drag and drop components to design the rule.

Scenario

To design an allocation rule:

1. Navigate to the Journals work area and click the Create Allocations Rules task from the Tasks pane.
2. Click **Navigate** > **Administration** > **Calculation Manager**.
3. In the **System View**, perform one of these tasks:

- Click **File** > **New** > **Rule**. Expand the Essbase Application Type, the Application, and the Calculation Type, Plan Type, or Database.
- Right-click **Rules** and select **New**.

4. In **New Rule**, enter the rule's name, the **Application Type** Essbase, and the **Application Name**. The application name must be a valid Essbase application.
5. Select the **Database**.
6. **OK**.

> **Note:** If you right-click **Rules** and select **New** to create a new allocation rule, the **New Rule** dialog is populated with the **Application Type**, the **Application**, and the **Calculation**, **Plan Type**, or **Database** you are working in within the System View.

7. To design the allocation rule, from the **Rule Palette**, drag new and existing objects, and drop them into the flow chart within the **Rule Designer**.

> **Note:** You can also create objects such as formulas and scripts independently of the rule, and add them to the rule later.

8. From **New Objects**, drag and drop these components to insert a new component into the rule's flow chart:
   - Point of Views:
   - Allocations:
   - Formulas:
9. On **Properties**, enter properties for the rule.

> **Note:** The number and contents of the tabs change as you add components to the rule and move along the rule's components in the flow chart. To enter properties and other information for the rule's components, select the component in the flow chart. You can optionally:
>
> - Edit the name by entering a new one of up to 50 characters. The name defaults from the New Rule dialog.
> - Enter a description of up to 255 characters for the rule.
> - Enter a caption for the rule. The caption displays in the flow chart.
> - Enter comments for the rule. For example, you may want to tell the users how to use the rule.

10. For Essbase: On **Global Range**, specify what dimensions are common to all of the components in the rule by selecting values, for example, members, variables, and functions for each dimension. The values you select for the dimensions are the values that are calculated when the rule is launched.
    a. Select values for a dimension by clicking its row in the **Select Value** column.
    b. When the Actions icon is displayed, click the icon, and select one of these:
       - Variable
       - Member
       - Function
11. For Essbase: On **Variables**, select **Merge Variables** to merge all instances of the same variable used in the allocation rule so only the first instance of each variable is displayed when the rule is launched. If you don't select this check box, all instances of each variable are displayed.

> **Note:** If you select **Merge Variables,** the first value that the user enters for the runtime prompt is used for all subsequent occurrences of that runtime prompt during validation and launch.

12. On the **Usages** tab, you view which allocation rules and rule sets use the rule, if any. You cannot edit any of the information about this tab. The following information is displayed for the allocation rules and rule sets using the allocation rule:
    - Names
    - Application Name
    - Deployment Status
    - Validation Status
    - Description

    > **Note:** By default, an allocation rule is not used by any allocation rules or rule sets when create.

13. Repeat these steps for each component you want to add to the allocation rule.

    > **Note:** As you add components to an allocation rule, you can increase or decrease the size of the component icons and the amount of detail that is displayed in the flow chart. You can use the zoom bar to zoom in and out within the flow chart. You can select a component to view its properties and edit a component on the Properties tab.

14. Select **File**, **Save**.
15. After you design and save the rule, you can do any of these tasks:
    - Print it.
    - Validate it.
    - Deploy it.
    - Generate it from within Oracle General Ledger by navigating to the Journals work area and clicking Generate General Ledger Allocations from the Tasks pane.

Date Effective Allocation Rules and Rule Sets

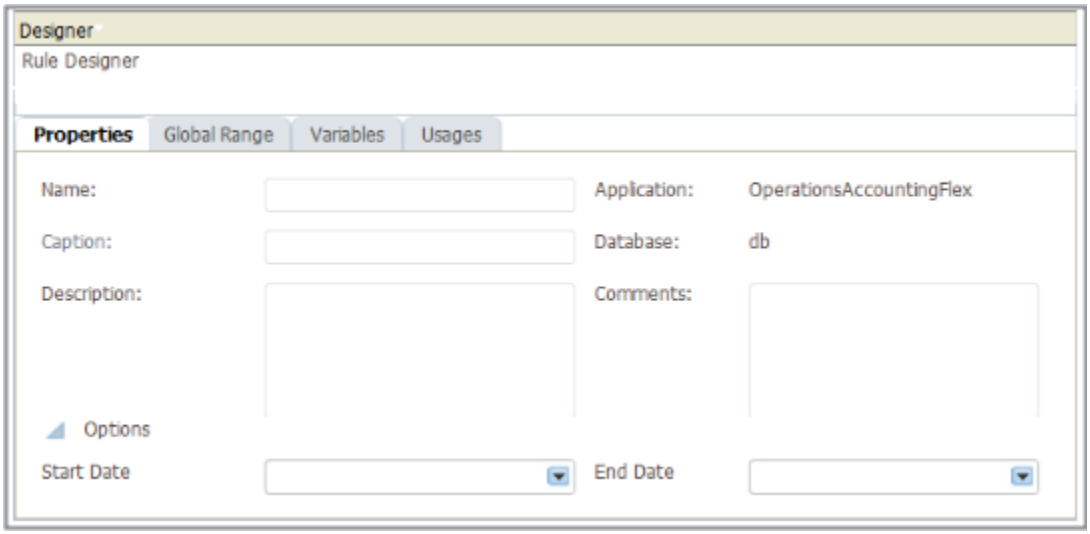
Use the Date Effectivity for Allocation Rules and Rule Sets feature to generate allocations based on an allocation rule or rule set's start and end dates.

With this feature, you can prevent recurring journals from being created on the wrong dates. The **Generate Allocations** and **Generate Intercompany Allocations** processes enforce the start and end dates that you enter based on accounting period. If you don't opt in to this feature, the generation process ignores the entered start and end dates.

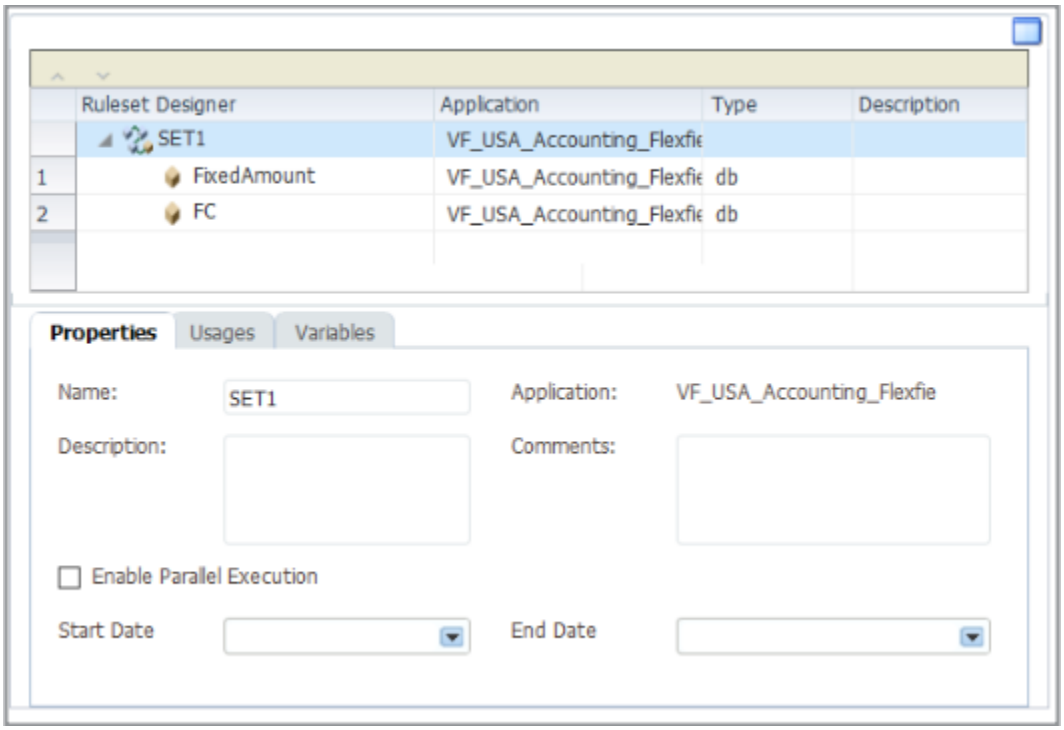
Where You Enter Dates

You set up allocation rules and rule sets using Calculation Manager. The date fields are in the Properties tab in the Rule Designer and Rule Set Designer.

Here's a screenshot of the Properties tab on the Rule Designer.



Here's a screenshot of the Properties tab in the Rule Set Designer.



How Dates Are Used

Recurring journals are generated only if the accounting dates for the resulting journals fall between the allocation rule (or rule set) start and end dates.

> **Note:** The generate allocations process works the same way, regardless of whether you submit it manually or through a schedule.

Let's say you have an allocation rule with a start date of **March 31, 2019**, and an end date of **May 31, 2019**. You submit the allocation process on **June 6, 2019**. Here's what happens depending on the accounting period.

Accounting Period	Are Recurring Journals Generated?
May-19	Yes. The accounting date for the journals is the last day of the accounting period, which is May 31, 2019. That date falls within the rule's start and end dates.
Jun-19	No. The accounting date for the journals is the last day of the accounting period, which is June 30, 2019. That date falls outside of the rule's end date of May 31, 2019.

How Start and End Dates Work with Rule Sets

If a rule set doesn't have a start and end date, this is what happens.

The generate allocations process checks the accounting dates for each rule's journals against that rule's start and end date. If the accounting date for any rule falls outside of its start and end date, none of the recurring journals are generated. Either all the journals for every rule in the rule set are generated, or none are generated.

If a rule set has a start and end date, a check is performed against the rule set's dates. The generate allocations process checks the accounting dates for each rule's journals against the rule set's start and end date. If the accounting date for any rule falls outside of the rule set's start and end date, none of the recurring journals are generated. Either all the journals for every rule in the rule set are generated, or none are generated.

Start Calculation Manager

This example demonstrates how to begin to create allocations and other journal templates with formulas, to generate periodic journal entries automatically.

Starting Calculation Manager

1. Navigate to the General Accounting, Journals work area.
2. In the General Accounting, Journals work area, click the **Create Allocation Rules** link.
3. In the Enterprise Performance Management System Workspace, select Administer, then Calculation Manager from the Navigate menu.
4. In Allocation Manager, select Variables from the Tools menu.
5. Expand the Essbase tree.
6. Expand the database to which you want to add a rule set. For this example, expand VF_USA_Accounting_Flexfield.
7. Right-click the **db** icon and select New from the list.

   > **Note:** If the database already has a rule set, you can add a rule by right-clicking the rule set and selecting New.

8. On the Properties tab, complete the fields, as shown in this table.

Field	Value
Name	Balancing_Segment_Value

Field	Value
Type	Member
Dimension	Company
Default Value	3888
RTP Text	Enter Company Text

9. Click **Save**.

Related Topics

- Create an Allocation Rule with a Formula Component
- Create an Allocation Rule with an Allocation Component
- Create and Deploy an Allocation Rule Set
- Generate Allocations and Periodic Entries Manually

Create an Allocation Rule with an Allocation Component

This example demonstrates how to create an allocation rule with allocation components.

You are the General Accountant for InFusion America Inc. You are creating an allocation rule with allocation components.

A rule consists of calculations that are grouped into components. When you design allocation rules, you add variables to components. Variables assume the values that you define for them. Replacement variables provide a substitution value when you design or generate an allocation rule.

Creating an Allocation Rule with an Allocation Component

1. Click the **Navigator**.
2. Click the **Journals** link for the General Accounting work area to access the Journals work area.
3. Click the **Create Allocation Rules** link.
4. In the Enterprise Performance Management System Workspace, click the Navigate menu.
5. Select Administer and then Calculation Manager.
6. On the System View tab of Calculation Manager, expand the Essbase tree.
7. Expand the VF_USA_Accounting_Flexfield tree node.
8. Expand the db tree item.
9. Right-click the Rules tree item.
10. Select New.
11. In the New Rule dialog box, enter EMEA Overhead Distribution in the **Name** field.
12. Click **OK**.

You design a rule by dragging components from the Rule Palette to the Rule Designer flow chart. Each component performs a separate task. You can add Point of View, Allocation, or Formula components to your rule.

You enter additional rule details on the Properties tab.

13. In the Rule Palette area, drag the Point of View object to the Rule Designer area.

    The begin and end components of the rule appear in the Rule Designer work area.
14. On the Point of View tab, click in the **Ledger** field of the Dimension value table.
15. Click the **Actions** button for the **Ledger** field.
16. Select Member.
17. In the Member Selector dialog box, expand the Ledger tree, and expand the All Ledgers tree node.
18. Click the Vision Operations (USA) tree item and click **Select** to move it to the Selections panel.
19. Click **OK**.
20. Repeat the preceding steps and complete the following dimension fields, as shown in this table.

Field	Value
Company	"All Company Values","00"
Sub-Account	"All Sub-Account Values","0000"
Product	"All Product Values","[Product]@[000]"
Currency	"USD"

21. From the Rule Palette, drag Allocation to the Rule Designer panel.
22. In the Allocate Wizard, click in the Value column of the **AccountingPeriod** field.
23. Click the **Actions** button.
24. Select Variable.
25. In the Select Variable dialog box, select Database in the **Category** field.
26. Click the **Balancing_Segment_Value** field, and click **OK**.
27. Click **Next**.
28. Click in the Select Value column of the **Company** field.
29. Click the **Actions** button.
30. Select Member.
31. In the Member Selector dialog box, expand the Company tree.
32. Expand the All Company Values tree item.
33. Click the 00 tree item.
34. Click **Select** to move it to the Selections panel.
35. Click **Next**.
36. Use the preceding procedure and complete the dimension fields, as shown in this table.

Field	Value	Action
Department	"[Department]@[000]"	Member

Field	Value	Action
Account	an account	Member

37. Click **Save** and then **OK**.

Create an Allocation Rule with a Formula Component

This example demonstrates how to create an allocation rule with a formula component.

You are the General Accountant for InFusion America Inc. You are tasked with creating an allocation rule with a formula component.

Rules are based on formulas. The formulas use multiple criteria. For example, you can use account balances or statistical amounts to allocate shared revenue or costs across multiple organizational units. You can define complex computations based on variables from various charts of accounts. You can group journal formulas together and run them sequentially to update account balances in a step-by-step process.

Creating an Allocation Rule with a Formula Component

1. Click the **Navigator**.
2. Click the **Journals** link from the General Accounting work area to access the Journals work area.
3. Click the **Create Allocation Rules** link.
4. In the Enterprise Performance Management System Workspace, click the **Navigate** menu.
5. Select **Administer** and then **Calculation Manager**.
6. On the System View tab of Calculation Manager, expand the Essbase tree.
7. Expand the VF_USA_Accounting_Flexfield tree item.
8. Expand the db tree node.
9. Right-click the Rules tree item and select **New**.
10. In the New Rule dialog box, enter EMEA Overhead Distribution in the **Name** field and click **OK**.

    You design a rule by dragging components from the Rule Palette to the Rule Designer flow chart. Each component performs a separate task. You can add Point of View, Allocation, or Formula components to your rule.

    You enter additional rule details on the Properties tab.
11. On the Properties tab, complete the fields, as shown in this table.

Field	Value
Name	Reserve for bad debts.
Description	This formula rule calculates the reserve needed for bad debts.

12. In the Rule Palette area, drag the Point of View object to the Rule Designer area.
13. In the Point of View area, enter POV in the **Caption** field.
14. Click in the **Ledger** field.
15. Click the **Actions** button for the **Ledger** field.
16. Select Member.
17. In the Member Selector dialog box, expand the Ledger tree.
18. Expand the All Ledgers tree item.
19. Click the EMEA_PC_PL tree item.
20. Click the **Select** button to move the ledger to the selected panel.
21. Click **OK**.
22. Repeat the preceding steps to complete the fields, as shown in this table.

Field	Value
Company	"[All Company Values].[3888]"
Cost_Center	"000"
Program	"[All Program Values].[0000]"
Location	"[Location]@[0000]"
Division	"[All Division Values].[0000]"
Product	"[All Product Values].[0000]"
Intercompany	"[All Intercompany Values].[0000]"
Currency	"USD"
Currency Type	"Total"

23. Click the **Actions** button for the **AccountingPeriod** field.
24. Select Variable.
25. In the Select Variable dialog box, select Database in the **Category** field.
26. Select the Accounting_Period variable and click **OK**.
27. To define the formula, drag the Formula object from the Rule Palette to the POV loop in the Rule Designer.
28. On the Formula tab, enter Bad Debts Calculation in the **Caption** field.
29. Click in the **Enter formula** field.
30. Click the **Actions** button for the **Enter formula** field.
31. Select Member.
32. In the Member Selector dialog box, select Scenario in the **Dimensions** field.
33. Expand the Scenario tree and click the Actual tree node.

34. Click the **Select** button to move Actual to the Selections panel.
35. Repeat the preceding steps to select the remaining dimensions and members for the formula and complete the fields, as shown in this table.

Field	Value
Balance Amount	Ending Balance
Amount Type	YTD
Account	1399

36. Click **OK**.
37. To enter a formula to create 5 percent of total accounts receivable as reserve for bad debts, in the **Enter formula** field, at the end of the formula you just created, enter *.05*-1.
38. To specify the target members, click in the **Enter member name** field.
39. Click the **Actions** button.
40. Select Member.
41. In the Member Selector dialog box, expand the Account tree until the account 75555 appears.
42. Click account 75555.
43. Click the **Select** button to move the account to the Selections panel.
44. Click **OK**.
45. To specify offset members, on the Formula tab, enter "13005" in the **Offset Member** field.
46. Click **Save**.
47. Click **OK**.
48. Click the **Validate** button and then the **OK** button to acknowledge validation of the rule.
49. To deploy the rule, click the **Quick Deploy** button in the toolbar.
50. On the Deployment Status dialog box, click **OK** to acknowledge successful deployment.

Edit an Allocation Rule

You can edit the structure of an allocation rule by adding to, removing, or changing its components. You can also edit the properties of the allocation rule's components and the properties of the allocation rule itself.

You can edit these properties of an allocation rule:

- Name and caption
- Description and comments
- Range of dimensions and members
- Variables, you include in the allocation rule

Scenario

To edit an allocation rule:

1. **Navigator > General Accounting: Journals > Create Allocation Rules** link.

2. **Navigate menu > Administration > Calculation Manager**.
3. In the **System View**, expand the **Essbase Application Type**, the **Application**, or **Database**, and **Rules**. Do one of these tasks:
    a. Right-click the rule you want to edit, and select **Open**.
    b. Select the rule you want to edit, and select **File**, **Open**.
4. To edit the rule, in the **Rule Designer**, add new components, and copy and delete existing components, from the rule's flow chart.

> **Note:** As you edit components in an allocation rule, you can increase or decrease the size of the component icons and the amount of detail that is displayed in the flow chart. To edit, you use the zoom bar to zoom in and out within the flow chart. When the flow chart is displayed in small or very small sizes, the component captions don't display, but you can place your mouse pointer over any icon to read its caption. Regardless of the size of the components in the flow chart, you can select a component to view its properties on the Properties tab.

5. To delete a component from the flow chart, select the component, right-click it, and select **Remove**.
6. To copy and paste a component, select the component, right-click it, and select **Copy**. Then paste it into the flow chart.
7. To add a new component:
8. From **New Objects**, drag and drop components to insert a new component into the rule's flow chart:
    - Point of Views
    - Allocations
    - Formulas
9. From **Existing Objects**, drag existing objects from Essbase applications and drop them into the rule's flow chart.
10. For Essbase: On **Global Range**, you can edit the values that is, members, variables, and functions that define the range of values to be calculated when the rule is launched.
11. Select values for a dimension by clicking its row in the **Select Value** column.
12. When the Actions icon is displayed, click it, and select one of these:
    - Variable
    - Member
    - Member
13. For Essbase: **On Variables**, you can create variables for the rule.
14. On **Usages** tab, you can view which rules and rule sets use the rule, if any. This is the information you can view about the rules and rule sets that use the rule:

> **Note:** On the **Usages** tab, you view which allocation rules and rule sets use the rule, if any. You cannot edit any of the information on this tab. The following information is displayed for the allocation rules and rule sets using the allocation rule:

    - Names
    - Database
    - Application Name
    - Deployment Status
    - Validation Status

- Description

15. Select **File**, **Save**.

Print an Allocation Rule

You can print an allocation rule's properties, its flow chart, and the details of its components.

For example, if you print an allocation rule that contains a formula component for allocation expenses and shows:

- The formula syntax.
- The functions and variables that contain the formula.
- A summary of the steps in the rule's flow chart but not in graphical form.
- The rule's properties.

Note: You cannot print allocation rule sets.

Scenario

To print an allocation rule:

1. **Navigator** > **General Accounting** > **Journals** >**Create Allocation Rules** link.
2. **Navigate** menu > **Administration** > **Calculation Manager**.
3. In the **System View**, expand the **Essbase Application Type**, the **Application**, or **Database**, and **Rules**. Select the rule you want to print.
4. Select **File**, **Print**.

   Note: You can also select **File**, **Print** from within the **Rule Designer** to print a rule.

5. In **Print Preview**, do these tasks:
6. Select the **Print** options:
   - Paper size
   - Print orientation: **portrait** or **landscape**.
7. Select **General Rule Information** to print the rule's description and other details from the **Properties** tab. The details include the rule's name, the application, its owner, the date the rule was created, and the date the rule was last modified.
8. Select **Flow Chart** and **Expanded** or **Collapsed**, to print the flow chart, and you want to print it with the component details expanded or collapse.
9. Select the number of pages you want to print the components across (horizontally). Select the number of pages to print the components down (vertically).
10. Select the Page Order options:
    - **Down**, **then across**: The components in the flow chart print down (vertically, as rows do) on the number of pages you specified in the previous step. Then the components print across (horizontally, as columns do) on the number of pages you specified in the previous step.
    - **Across**, **then down**: The components in the flow chart print across (horizontally, as columns do) on the number of pages you specified in the previous step. Then the components print down (vertically, as rows do) on the number of pages you specified in the previous step.
11. Select the remaining **Rule Information** options:

- Select **Summary**, to print a summary of the components in the flow chart.
- Select **Variable Section** to print information about any variables used in the rule.
- Select **Detail Section** to print detailed information about the components in the rule.
- Select **Page break before sections** to create a page break between summary, variable, and detail sections. This option is selected by default.
- Select **Nested Rules** to print rules contained in other rules.

12. Select **Generate PDF**.
13. A PDF file of the rule is opened in Adobe Acrobat.
14. Click the **Print** icon in Adobe Acrobat.
15. In the Print dialog, select the print options specific to the printer you are using, and click **Print**.

Generate Allocations and Periodic Entries Manually

This example demonstrates how to generate an allocation or periodic entry manually from Oracle General Ledger.

You are the General Accountant for InFusion America Inc. You have created allocation and periodic journal entry definitions for several monthly entries. You now generate these entries.

> **Note:** Schedule allocations and periodic entries in the Journals work area for automatic generation. The accounting period automatically increments for each subsequent run if defined as a Run Time Prompt for the Allocation Rule selected.

Prior to generating the allocation and periodic entries, the following tasks must be completed:

- The period is set to **Open or Future Enterable**. You post in open periods, but generation can take place in either an open or future enterable period.
- The rules or rules sets have been defined, validated, and deployed successfully from the Calculation Manager.
- The journal balances, which are inputs for the allocation or periodic rules, are entered and posted in the proper period.

Generating Allocations and Periodic Entries Manually

1. From the Navigator, click the **Journals** link to open the Journals work area.
2. In the task pane of the Journals page, click the **Generate Allocations** link to open the Submission page.
3. Optionally select one or all of the following options:
   - Print Output
   - E-mail me the output
   - Notify me when this process ends
4. Select a rule or rule set from the list of values.
5. Enter the submission parameters, including **Ledger**, **Balancing Segment Value**, and **Period**. The application automatically sets the last day of the submission period as the Accounting Date and Calculation Effective Date.
6. Accept the selected check box for the **Post Allocations** option to enable the process to post the journal entries.

   If you deselect the check box for the Post Allocations option, you must either manually post or define an AutoPost Criteria Set to post automatically.

7. Click **Submit**.

   After the generation process is complete, the journal entries created by the process are available for inquiry on the Journals page.

Example of Creating an Allocation Rule and Generating Allocations

This example distributes a cost that's recorded in one account to different cost centers, based on the headcount in each cost center.

Watch video

The headcount is recorded using the statistical currency, and the cost centers receiving the cost are in a parent cost center. The chart of account consists of the following segments:

- Company
- Line of Business
- Account
- Cost Center
- Product
- Intercompany

Create the Rule

Navigate to the Calculation Manager, which is the tool for managing allocations.

1. Navigate to the Journals work area.
2. Click the **Tasks** icon and select the Create Allocation Rules task. The task opens the Enterprise Performance Management workspace.
3. From the **Navigate** menu, select **Administer**, **Calculation Manager**.
4. Expand the Essbase application.
5. Find the balances cube for the chart of accounts that's associated with the relevant ledger and expand it.
6. Right-click the **Rules** node and select **New** from the menu. The New Rule window opens.

   > **Tip:** Since the rule is going to allocate cost based on headcount, consider including headcount in the rule name.

7. Accept the default values for the rest of the fields and click **OK**. The New Rule window closes and the Rule Designer opens in a new tab with the name of the rule you just entered.

Define the Point of View

Set the Point of View to default values that are fixed throughout the allocation rule. For example, if a chart of accounts has a future-use segment that's currently not used, you can use the Point of View to set a default value such as 000. Then you don't have to select a value for this segment when defining the rule.

1. In the Rule Palette, select the **Point of View** object and place it between the beginning and ending components in the flow chart on the Designer area.

2. To have users supply the accounting period when the allocation is run, use a variable. Runtime prompt variables make rules dynamic and reusable. Click in the **Value** field for the **Accounting Period** row.
3. Click the **Actions** icon and select Variable. The Select Variable window opens.
4. Select the **Database** category, which is the category for the specific cube. The **Application** category applies to all cubes.
5. In this example, the accounting period is already defined as a variable, so select it and click **OK**.
6. Click the **Member Selector** button. The Member Selector window opens. You can set the fixed dimensions namely, Ledger, Company, Line of Business, Product, and Intercompany segments from the Member Selector. You can also set the Currency and Currency type. You can expand the dimensions to find the values or you can search for them. Alternatively, instead of using the Member Selector, you can enter the values manually.
7. Select Ledger from the **Dimensions** drop-down value.
8. Expand All Ledgers.
9. Select the appropriate ledger.
10. Click the **Select** icon to move the ledger to the Selections panel.
11. From the **Dimensions** list, select the Company, the Line of Business, the Product, the Intercompany, and the Currency dimensions, and set them.
12. Select Currency Type from the **Dimensions** list.
13. Expand the **Currency Type** node and select Total. This selection indicates that the allocation is going to use balances in the ledger currency, including the equivalent ledger currency balances of foreign currency journals.

    > **Note:** If you select Entered, the allocation would only use amounts where the entered currency is the currency that was selected for the Currency dimension.

14. Click **OK**. The Member Selector window closes.

Fixed values have now been set for all of the segments, except the Account and Cost Center segments.

Define the Allocation Component

1. From the Rule Palette, select the **Allocation** object and place it between the point of view member components in the flow chart on the Designer Area. The Allocate Wizard window opens and the Point of View tab opens.

   This Point of View is specific to the Allocation component, so if you have a rule with multiple Allocation components, you can specify a Point of View for each of them. Since this rule has only one Allocation component, and you have already defined a Point of View, skip this step.
2. Click **Next**. The Source tab opens.

   The source is the revenue pool to be distributed or allocated. A source can be a referenced account balance or a user-defined amount. For this rule, the source is the communication cost. To retrieve the cost, you must provide the account combination. You already specified values for the Company, Line of Business, Product, and Intercompany segments in the Point of View, so the only source segments to specify here are Account and Cost Center.
3. Click the **Member Selector** button. The Member Selector window opens.
   a. On the **Dimensions** list, select **Account**.
   b. Click the Search tab and search for the communications cost account.
   c. Select the account and click the **Select** icon to move the account to the Selections section.
   d. On the **Dimensions** list, select **Cost Center**.
   e. Click the Search tab and search for the cost center.
   f. Select the cost center and click the **Select** icon to move the cost center to the Selections section.
   g. Click **OK**. The Member Selector window closes.

4. The remaining dimensions, Scenario, Balance Amount, and Amount Type, specify what balance to retrieve from the source account. On the Allocate Wizard window, the default value for the **Scenario** dimension is Total for Allocations, which is the sum of the actual and allocated amounts. Since the source for this rule only involves actual balances, you must change the value. Click the **Member Selector** button. The Member Selector window opens.
    a. On the **Dimensions** list, select Scenario.
    b. Expand **Scenario** in the Members tab.
    c. Select Actual and click the **Select** button to move it to the Selections section.

    > **Note:** If you have two rules with the second rule using the allocations resulting from the first rule, use the Allocated scenario for the second rule.

    d. On the **Dimensions** list, select Balance Amount.
    e. Expand Balance Amount in the Members tab.
    f. Since the rule is going to allocate communications cost for the period, select Period Activity. Click the **Select** icon to move it to the Selections section.
    g. Click **OK**. The Member Selector window closes.
5. Accept the default value for the **Amount Type** dimension as Period to Date.
6. Click **Next**. The Allocation Range tab opens. The range is the spread of values that the source is distributed against. In this rule, the cost is allocated across cost centers.
7. Click in the **Select Value** field in the **Cost Center** row.
8. Click the **Actions** icon and select Member. The Select Member window opens.
    a. Select the appropriate parent value and click the **Select** icon to move it to the Selections section.

    > **Note:** Always select a parent value because you have to allocate across a range of values.

    b. Click **OK**. The Member Selector window closes.
9. Click **Next**. The Target tab opens.
10. The target receives the allocated amount. Enter the account number within quotation marks in the **Account** row.
11. Click **Next**. The Offset tab opens.

    The offset receives the offsetting debit or credit to balance the allocation that was generated. On the Offset tab, enter the account number in the **Account** row and the cost center in the **Cost Center** row, within quotation marks.

    > **CAUTION:** The offset must be a child value. If you select a parent value, the allocation rule fails validation.

12. Click **Next**. The Exclude tab opens.

    > **Note:** Use the Exclude tab for partial allocations. Specifically where you want to allocate a percentage of the total source and the percentage itself can't be entered. Instead, the percentage has to be calculated based on all the members in the basis and then some members have to be excluded from the allocation target range. For example, a basis contains cost centers 100, 200, 300, and 400. You want to distribute the source evenly across each cost center, so each cost center should be allocated 25% of the source. But you have to exclude cost center 300 from the allocation range. In this example, you would specify cost center 300 in the Exclude tab. When the allocations are generated, 75% of the source is allocated, 25% each to cost centers 100, 200, and 400. The 25% for cost center 300 remains unallocated because cost center 300 is excluded.

13. This particular allocation isn't excluding any values, so click **Next**. The Basis tab opens.
14. On the Basis tab, for the **Account** dimension, enter the account number that has the headcount values.

> **Note:** The basis determines the ratio in which the source must be allocated to each member of the allocation range. The basis could be distributing the source evenly. Or you can select specific statistical or account balances for a particular period as the basis.

For this allocation, the ratio is going to be calculated by dividing a cost center's headcount by the total headcount.

15. Enter Period Activity in quotation marks for the **Balance Account** dimension because the total headcount for each cost center is included in one journal recorded in one period.
16. Enter STAT in quotation marks in the **Currency** dimension. The values for the other dimensions are derived automatically based on the Point of View and range specified previously.
17. Click **Next**. The Basis-Options tab opens.
18. Accept the default settings and click **Next**. The Rounding tab opens.
19. Specify the rounding options in case of rounding differences when the allocation is generated. Since the allocation is in US dollars, on the Rounding tab, enter 2 as the number of decimal places to use. Click **Finish**. The Allocate Wizard window closes.

Validate the Rule

Validation is an important and required step. Validation checks for consistency against the outline of the balances cube that it references. For example, validation checks that the offset is a child, not a parent value, and checks that entered values exist.

1. Click the **Validate** icon on the toolbar. After the validation is completed, a message appears stating whether the validation was successful.
2. Click **OK**.
3. Click the **Validate and Deploy** icon to deploy the rule and make it available for generation in the general ledger.
4. Click **Yes** to first save the rule.
5. After the deployment is completed, a message appears stating whether the deployment was successful.
6. Click **OK**.

Generate the Allocation Journal

Generate the allocation journal using the following steps:

1. Navigate to the Journals work area.
2. Click the **Tasks** icon.
3. Select the Generate General Ledger Allocations task.
4. In the **Rule or Rule Set** field, enter the name of the allocation rule. The Accounting Period prompt should appear.
5. Select the accounting period.
6. The **Post Allocations** option is selected by default.
7. Click **Submit**. A confirmation message appears stating that the process was submitted.
8. Click **OK**.

Review the Journal

1. Navigate to the Journals work area
2. Click the **Tasks** icon.
3. Select the Manage Journals task.

4. Enter the first part of the allocation rule name in the **Journal** field.
5. Enter a value in the **Accounting Period** field.
6. Select Allocations in the **Source** field.
7. Click **Search**.
8. Click the Journal link to open the journal. The cost that was allocated has a credit and the debits to the different cost centers are based on their headcount.

Now that the rule is defined, all that's needed for future accounting periods is to generate the journals.

Allocation Rule Sets

Overview of Allocation Rule Sets

You create an allocation rule set by combining allocation rules that can be generated sequentially. You add rules to a rule set by dragging and dropping them into it.

> **Note:** Adding rule sets to other rule sets isn't supported.

After you create and save the rule set, you can validate and deploy it. Then you can generate it in Oracle General Ledger.

> **Note:** Rule sets are supported in Essbase aggregate storage applications used in General Ledger in sequential mode only.

Create an Allocation Rule Set

You can create an allocation rule set from the System View. You can also create an allocation rule set from the List, Custom, and Deployment views, and from within the Ruleset Designer.

Scenario

To create an allocation rule set:

1. **Navigator** > **General Accounting**: **Journals** > **Create Allocation Rules** link.
2. **Navigate** menu > **Administer** > **Calculation Manager**.
3. Enter the rule set's name.
4. Enter the application type: **Essbase**.
5. Select an application name.
6. Select a database.

   > **Note:** From the System View, if you right-click **RuleSets** and select **New**, the **New Ruleset** dialog is populated with the application type, application, and database that you're working in.

7. Click **OK**. The new rule set is displayed in the Ruleset Designer.

For information about using start and dates in rule sets, see the Data Effective Allocation Rules and Rule Sets topic in the Allocation Rules section.

Design an Allocation Rule Set

After you create a rule set in the New RuleSet dialog, the rule set is displayed in the Ruleset Designer.

Scenario

To create an allocation rule set:

1. Navigate to the Journals work area and select Create Allocation Rules from the Tasks pane.
2. From the **Navigate** menu, select **Administration**, then **Calculation Manager**.
3. In the **System View**, expand the Essbase application type and the application.
4. For **Essbase**: Right-click **RuleSets** and select **New**.

   > **Note:** For Essbase applications, only one rule sets node for each application at the same level as the databases.

5. In **New RuleSet**, do these tasks:
   a. Enter the rule set's name
   b. Select the Application Type as **Essbase**
   c. Select the **Application Name**.
   d. As you selected Essbase as the application type, select the **Database**.
   e. **OK**.
6. In the **Ruleset Designer**, to create the rule set, from **Ruleset Palette**, drag existing rules and drop them into the flow chart.

   > **Note:** You can use the Move Up and Move Down icons on the Ruleset Designer pane to reorder the rules in the rule set. Rules in General Ledger applications are launched sequentially within a rule set, so the order of the rules is important.

7. On **Properties**, enter properties for the rule set. In the **Ruleset Designer**, if you select a rule within the rule set you are creating; its properties are displayed on Properties instead of the new rule set's properties.

   Optionally, enter the following:

   a. The name by entering a new one of up to 50 characters. The name defaults from the **New RuleSet** dialog.
   b. A description of up to 255 characters for the rule set.
   c. Comments for the rule set. For example, you may want to enter a comment that describes what the allocation rule set does.
8. On the **Usages** tab, you view which rule set uses the rule, if any. You can't edit any of the information about this tab. The following information is displayed for the allocation rules and rule sets using the allocation rule:
   a. Names
   b. Database
   c. Application Name

   d. Deployment Status
   e. Validation Status
   f. Description
9. On **Variables**, select **Merge Variables** to merge all instances of the same variable used in the rules within this rule set so only the first instance of each variable is displayed when the rule is launched. If you don't select this check box, all instances of each variable are displayed.

   > **Note:** If you select **Merge Variables**, the first value that the user enters for the runtime prompt is used for all subsequent occurrences of that runtime prompt during validation and launch.

10. Select **File**, **Save**.

Create and Deploy an Allocation Rule Set

This example demonstrates how to create an allocation rule set.

You are the General Accountant for InFusion America Inc. You are tasked with creating an allocation rule set.

You create rule sets by combining two or more related rules so you can launch the rules sequentially.

Creating an Allocation Rule Set

1. Click the **Navigator**.
2. Click the **Journals** link for the General Accounting work area to access the Journals work area.
3. Click the **Create Allocation Rules** link.
4. In the Enterprise Performance Management System Workspace, click the Navigate menu.
5. Select Administer and then Calculation Manager.
6. On the System View tab of Calculation Manager, expand the Essbase tree.
7. Expand the VF_USA_Accounting_Flexfield tree item.
8. Right-click the Rule Sets tree node and select **New**.
9. In the New Rule Set dialog box, enter EMEA Overhead Distribution, and click **OK**.
10. Expand the VF_USA_Accounting_Flexfie tree in the Rule Set Palette, then expand the db tree node and then the Rules tree node.
11. Drag the EMEA Overhead Distribution rule from the Rule Set Palette to the Ruleset Designer panel.
12. Drag the EMEA - Allocation of Indirect Costs rule from the Rule Set Palette to the Ruleset Designer panel.
13. Click EMEA Overhead Distribution Rule Set in the Ruleset Designer.
14. Click the Variables tab in the lower panel of the work area.
15. Select **Merge Variables**.

    If a rule set has the same variable used across rules in a rule set, you can merge the rules. Then at generation time, the input is taken from that variable as the runtime prompt.
16. Click **Save** and then **OK**.

    Before you deploy rule sets, you validate them to ensure that there are no syntax errors. Validation ensures that all of the following criteria are met:

    - All members of all dimensions in the application are valid.
    - All functions exist, have the correct number of parameters, and are valid for the application type.

- All variable references that are used in rules are valid. Replacement variables are replaced with the correct strings and then validated.
- The generated script contains no syntax errors.

You can deploy rules and rule sets to Oracle General Ledger. You perform a partial deployment by deploying one or more (but not all) rules and rule sets. You perform a full deployment by deploying all rules and rule sets in the current application.

Rules and rule sets that are deployed can be generated from the Allocation Generation page.

- To deploy multiple rules and rule sets but not all, in the Deployment View, select the rules and rule sets that you want to deploy.
- To deploy only one rule or rule set in the current application, in the Deployment View, select the one rule or rule set option.

Add an Allocation Rule to an Allocation Rule Set

You can add an allocation rule to an allocation rule set that belongs to the same application type. The rules in the rule set can be launched sequentially or simultaneously.

Scenario

To add an allocation rule to an allocation rule set:

1. In the **System View**, expand the **Essbase Application Type** and the **Application**.
2. Expand **RuleSets**, right-click the rule set you want to open and select **Open**.

   Note: Only one rule set node exists for each application at the same level as the plan types and databases.
3. In the **Ruleset Designer**, in **Existing Objects**, expand the application and the plan type or calculation type that contains the rule you want to add.
4. To add the rule, drag and drop it into the **Ruleset Designer**.
5. Repeat step 4 for each rule you want to add to the rule set.
6. Select **File**, **Save**.

Edit an Allocation Rule Set

You can edit the following allocation rule set properties: allocation rule components, allocation rule name, allocation rule description, and allocation rule comments.

Scenario

To edit an allocation rule set:

1. **Navigator** > **General Accounting** > **Journals** > **Create Allocation Rules** task.
2. **Navigate** menu > **Administration** > **Calculation Manager**.
3. In the System View tab, expand the General Ledger balances cube and then expand the Rule Sets node.

4. Right-click the rule set you want to edit and select **Open**.

   > **Note:** Only one rule set node exists for each application at the same level as the plan types and databases.

5. In the Ruleset Designer pane, add, copy, delete, and change the order of new rules:
   a. To delete a rule, select it, right-click, and select **Remove**.
   b. To add a rule, drag it from the **Existing Objects** pane and drop it into the Ruleset Designer.

      > **Note:** The rules you add to the rule set must belong to the same application type as the rule set you're editing.

   c. To open a rule, select it, right-click, and select **Open**.
   d. To reorder the rules within the rule set, right-click them in the Ruleset Designer pane and select **Move Up** or **Move Down**.
6. On the Properties tab, edit properties of the rule set. (In the Ruleset Designer, if you select a rule that you added to this rule set, the properties are displayed on the Properties tab.)
7. Optional: Edit the name by entering a new one of up to 50 characters. The name defaults from the New Rule Set dialog.
8. Optional: Edit the description by entering a new one of up to 255 characters.
9. Edit the comments.
10. On the Usages tab, view which allocation rule set uses the rule, if any. You can't edit any of the information that appears on this tab. The following information displays for the allocation rules and rule sets that use the rule:
    a. Names
    b. Calculation or Plan Type
    c. Application Name
    d. Deployment Status
    e. Validation Status
    f. Description
11. Select **File**, **Save**.

Copy an Allocation Rule Set to Another Application

From the System View, you can copy an allocation rule set to another application of the same application type (Essbase) or database.

> **Note:** Allocation rule sets aren't supported in Essbase Aggregate Storage or Block Storage applications, other than Aggregate Storage applications used in Oracle General Ledger.

Scenario

Use the following steps to copy a rule set to another application:

1. In the **System View**, expand the **Essbase Application Type** and the **Application**.
2. Expand **RuleSets**.

   > **Note:** Only one rule set node exists for each application at the same level as the plan types and databases.

3. Right-click the allocation rule set you want to copy, and select **Copy To**.
4. Select the rule set name, select **Edit**, **Copy**, open the rule or rule set into which you want to copy it, and select Edit, Paste.
5. In **Save As**, enter a new name for the allocation rule set, or accept the default name, and select an application and calculation or plan type. Click **OK**.

> **Note:** You cannot copy the allocation rule set to more than one application and calculation or plan type.

The new allocation rule set is added to the application and calculation or plan type that you selected. To see it in the **System View**, you must refresh the application list. To refresh the application list, click the **Refresh** icon on the toolbar.

Save an Allocation Rule Set

You must save an allocation rule set after you create or edit it. When you save the allocation rule set, it is saved to the application and application type for which you created it.

After you save it, you can deploy, validate, and generate it. You can deploy and validate it in Calculation Manager; you can generate it from Oracle General Ledger.

Scenario

To save an allocation rule set after you create or edit it, select **File**, **Save**, or click the **Save** icon.

> **Note:** To see the allocation rule set within the **System View** after you save it, you must refresh the application list. To do this, right-click the application type, the application, the database (Essbase), and select **Refresh**. You can also click the **Refresh** icon on the toolbar to refresh the application list in the **System View**.

Save an Allocation Rule Set with a Different Name

You can save an allocation rule set with a different name using Save As. Saving it with a different name creates a copy of the rule set.

Scenario

1. In the **System View**, expand the **Essbase Application Type** and the **Application**.
2. Expand **RuleSets**.

> **Note:** For Essbase applications, only one rule set node exists for each application at the same level as the plan types and databases.

3. Right-click the rule set you want to save with a different name and select **Open**.
4. In the **Ruleset Designer**, select **File**, **Save As**.
5. In **Save As**, enter the rule set's new name, and select an application. Click **OK**.

> **Note:** You cannot change the application type of a rule set you save with a different name. The new rule set must have the same application type as the rule set from which the rule set is created.

The new rule set is added to the application list in the **System View**.

Delete an Allocation Rule Set

You delete an allocation rule set from the System View.

Scenario

1. In the **System View**, expand the **Essbase Application Type** and the **Application**.
2. Expand **RuleSets**.
3. Right-click the rule set you want to delete and select **Delete**.
4. Click **OK** to confirm deletion of the rule set.

Refresh Allocation Rules or Rule Sets

In the System View, you can refresh any level of the application list.

You can refresh:

- Application Type
- Application
- Database
- One or Multiple Rule Sets or Rules

By default, when you refresh an application, application type, or database, all of the rules, rule sets, components, and templates belonging to it are refreshed.

However, refreshing the rule sets or rules within an application does not refresh higher levels in the application list or rule sets or rules that belong to other applications.

Note: You can also click the **Refresh** icon on the toolbar to refresh the entire application list in the **System View**.

Scenario

1. In the **System View**, expand the **Essbase Application Type** and the **Application**.
2. To refresh rule sets, right-click **RuleSets**, and select **Refresh** or to refresh rules, expand the database, right-click **Rules**, and select **Refresh**.

   Note: You can also right-click the application type, the application, or database that contains the allocation rules you want to refresh, and select **Refresh**.

Change Owner of an Allocation Rule or Rule Set

You can change the owner of an object such as a rule, rule set, or formula in the System View. The application to which it belongs must be deployed.

By default, an object's owner is the user that creates it, unless the user changes the ownership. Users can edit only objects they own, except for administrators who can edit any object.

Scenario

1. In the **System View**, expand the **Essbase Application Type** and the **Application**.
2. To change the ownership of a rule set, expand **RuleSets** or to change the ownership of a rule, expand the database, and then expand **Rules**.
3. Right-click the object and select **Change Ownership**.
4. In **Change Owner**, select the owner to whom you want to transfer ownership of the object.
5. Click **OK**.

> **Note:** The user you assigned ownership to can edit the object.

Allocation Components

Overview of Point of View Components

Every data value in a report is derived from the intersection of a member from each dimension in the Essbase database connection. Financial Reporting enables a designer to place these dimensions on the report grid or user point of view.

Report viewers can change the member selected for dimensions on the user point of view. This enables report viewers to configure the reports to fit their needs. The user point of view can also be used in books.

You create and edit point of view components from within a rule to set members, variables, and functions that contain the global range of the point of view component. You can nest a point of view component within another point of view component.

Allocation components contain calculations for distributing data from members at one level in the database outline to other members in the outline. Formula components contain calculation statements that you design using members, functions, and variables.

Create a Point of View Component

You create a Point of View component from within a rule to set members, variables, and functions that contain the global range of that Point of View component.

You can also define or edit the caption that displays in the flow chart and the comments that are entered for the values selected for each of the dimensions in the Point of View.

Scenario

To create a Point of View component:

1. **Navigator** > **General Accounting**: **Journals** > **Create Allocation Rules** link.
2. **Navigate** menu > **Administration** > **Calculation Manager**.
3. In the **System View**, select **File** menu, **New**, **Rule**. Expand the Essbase Application Type, the Application, and the Calculation Type, Plan Type, or Database and **Rules**.
4. Right-click rules you want to open, and select **Open**. The rule is displayed in the Rule Designer.
5. After you determine where in the rule's flow chart you want to create the Point of View component, from the **New Objects Palette**, drag the **Point of View** component and drop it into that location in the flow chart.
6. On the **Point of View** tab, enter a caption to identify the Point of View component. The caption is displayed in the flow chart of any rule that uses it.
7. Optional: Perform one of these tasks to define the Point of View global range:
    a. Click **Variable Selector** to select or create variables to define the Point of View. If you select a variable, you can select **Link Variable Dynamically** to ensure the variable is updated dynamically when changes are made to it.
    b. Click **Member Selector** to select members to define the Point of View.
    c. Click in the row of a dimension in the **Value** column to type the names of members that define the Point of View.
    d. Click in the row of a dimension, click the **Actions** icon, and select one of these options to enter members:
        - Members
        - Variables: You can use a variable to fill the Point of View component. The variable must be defined at the database level and must be of the Member Range type.
        - Functions: The functions you enter should return level 0 members only and should include the at sign @ before the function name. You can enter these functions:
            - @Level0Descendant
            - @Sibling
            - @UDA
            - @Attribute

            > **Note:** The Level0Descendant and Sibling functions require a member name as a parameter.

    > **Note:** If a global range is defined for the rule for which you are creating the Point of View component, the **Point of View** tab displays the rule's member selections by default. To see if a global range is defined for the rule, select the **Begin** or **End** tab in the flow chart. Then click the **Global Range** tab to see if any members, functions, or variables are defined.
8. To enter a comment for the members you select for a dimension, click Comment.
9. Click **Reset Grid** to clear any entries you made to the grid.
10. Select **File**, **Save**.

Edit a Point of View Component

You can edit the members, variables, and functions that contain the global range of the Point of View component.

You can also edit the caption that displays in a flow chart and the comments that are entered for the values selected for each of the dimensions in the Point of View.

Scenario

To edit a Point of View component:

1. **Navigator** > **General Accounting**: **Journals** > **Create Allocation Rules** link.
2. **Navigate** menu > **Administration** > **Calculation Manager**.
3. In the **System View**, select **File** menu, **New**, **Rule**. Expand the Essbase Application Type, the Application, and the Calculation Type, Plan Type, or Database.
4. Right-click the rule, and select **Open**.
5. In the **Rule Designer**, select the Point of View component you want to edit in the flow chart to display its properties. You can edit any of these properties of a Point of View component.
    a. The caption displays in the rule's flow chart.
    b. The members, variables, and functions that define the Point of View.
    c. Whether any variables used in the Point of View component are updated dynamically when changes are made to the variables.
    d. Whether comments are entered for the dimensions and members that define the global range of the Point of View.
    e. Whether the values of the members in the Point of View component are calculated when the rule to which it belongs is validated or launched.
6. Select **File**, **Save**.

Create an Allocation Component

You create an allocation component from within a rule; it exists only in that rule and can't be shared among allocation rules.

Scenario

To create an allocation component:

1. **Navigator** > **General Accounting**: **Journals** > **Create Allocation Rules** link.
2. **Navigate** menu > **Administration** > **Calculation Manager**.
3. In the **System View**, select **File** menu, **New**, **Rule**. Expand the Essbase Application Type, the Application, and the Calculation Type, Plan Type, or Database.
4. Right-click the rule you want to open, and select **Open**. The rule is displayed in the Rule Designer.
5. After you determine where in the rule's flow chart you want to create the allocation component, from the **New Objects Palette**, drag the **Allocation** component and drop it into that location in the flow chart.
6. In the Calculation Manager, on the **Point of View** tab, for each dimension listed that you don't want to vary during the allocation, do one of these tasks, and then click **Next**.

a. Select a predefined selection from **Use Predefined Selection** to populate the dimensions listed with values.
b. Click the **Member Selector** icon to select members and variables for each of the dimensions listed. Make sure that all members you select are valid level 0 members.
c. Select a dimension in the list, and click **Actions** to select a member or variable.

> **Note:** If you drop a Point of View component within another Point of View component, the second Point of View inherits the members, variables, and functions from the first Point of View. In the **Member Selector**, the dimensions listed in the current step are available for selection from **Dimension**. This enables you to select members and functions for any of the dimensions listed in the current step.

7. In the Calculation Manager, on the **Source** for each dimension listed, select a member whose data you want to allocate by doing one of these tasks. You must select a member for each dimension listed. The source members can be members that aren't level 0.

a. Select a predefined selection from **Use Predefined Selection** to populate the dimensions listed with values. If the predefined selection doesn't enter a value for each dimension listed, you must enter a value for any dimensions that are empty.
b. Click the **Member Selector** icon to select a member for each of the dimensions listed.
c. Select a dimension in the list, and click **Actions** to select a member or variable. You can't use functions in this step of the Allocation component.
d. **Optional**, to allocate a specific value, enter an amount to be allocated instead of the selecting members.

8. If the source amount you want to allocate is zero, select one of these options from the drop-down list.

a. Select the next pool record.
b. Stop processing the allocation.

9. Click **Next**.
10. On **Allocation Range**, enter the parent member for the dimensions you want to use for the allocation. To enter the parent member, do one of these tasks, and then click **Next**.

a. Select a predefined selection from **Use Predefined Selection** to populate the dimensions listed with values.
b. Click the **Member Selector** icon to select the parent member for the dimension to which to allocate the data.
c. Enter a parent member, or select a dimension in the list. Click the **Actions** icon to select the parent member (of the main dimension) to which to allocate the data. The data is allocated to the level 0 member (the lowest member in the outline).

11. On **Target**, for the remaining dimensions, select a level 0 member to which to allocate the data. Perform one of these tasks and click **Next**.

a. Select a predefined selection from **Use Predefined Selection** to populate the dimensions listed with values.
b. Click the **Member Selector** icon to select members for each of the dimensions listed.
c. Select a dimension in the list, and click the Actions icon to select a member or variable.

12. On **Offset**, perform one of these tasks and click **Next**:
    a. Select a predefined selection from **Use Predefined Selection** to populate the dimensions listed with values.
    b. Click the **Member Selector** icon to select members for each of the dimensions listed.
    c. Select a dimension in the list, and click the **Actions** icon to select a member or variable.

    > **Note:** You must specify members for the offset; you can't leave it empty.

13. Optional: On **Exclude**, select any members you want to exclude from the allocation. Perform one of these tasks and click **Next**.

    > **Note:** Use the Exclude tab for partial allocations. Specifically where you want to allocate a percentage of the total source and the percentage itself can't be entered. Instead, the percentage has to be calculated based on all the members in the basis and then some members have to be excluded from the allocation target range. For example, a basis contains cost centers 100, 200, 300, and 400. You want to distribute the source evenly across each cost center, so each cost center should be allocated 25% of the source. But you have to exclude cost center 300 from the allocation range. In this example, you would specify cost center 300 in the Exclude tab. When the allocations are generated, 75% of the source is allocated, 25% each to cost centers 100, 200, and 400. The 25% for cost center 300 remains unallocated because cost center 300 is excluded.

    a. Select a predefined selection from **Use Predefined Selection** to populate the dimensions listed with values.
    b. Click the **Member Selector** icon to select members for each of the dimensions listed.
    c. Select a dimension in the list, and click the **Actions** icon to select a member or variable.
14. On **Basis** perform these tasks:
    a. Select an allocation method to specify how the data should be allocated.
        i. Select **Allocate evenly** to allocate data values in the allocation range evenly. Then on **Basis Options for evenly method**, specify what you want to be done if the basis is negative, zero, has missing values, or if all members are excluded.
        ii. Select **Allocate using a basis** to calculate a percentage to be applied to each member in the allocation range. Then on **Basis Options**, specify what you want to be done if the basis is negative or equal to zero.
    b. Any dimension members you don't specify are inherited from the Point of View you defined previously, but you can override those Point of View selections by doing one of these tasks:
        i. Select a predefined selection from **Use Predefined Selection** to populate the dimensions listed with values.
        ii. Click the **Member Selector** icon to select a member for each of the dimensions listed.
        iii. Select a dimension in the list, and click the **Actions** icon to select a member or variable.
15. Click **Next**.

16. On **Rounding**, complete these steps. The members you select in this step must be a part of the allocation range.
    a. Enter the number of decimal places to use for this allocation, or click the **Actions** icon to select a member or variable that represents this value.
    b. Select where to place the rounding difference.
        i. Select **Define location** to specify a member or members on which to place the rounding difference. Perform the following steps.
            a. Select a predefined selection from **Use Predefined Selection** to populate the dimensions listed with values.
            b. Click the **Member Selector** icon to select a member for each of the dimensions listed.
            c. Select a dimension in the list, and click the **Actions** icon to select a member or variable.
        ii. Select **Use biggest value** to round data values to their largest values.
        iii. Select **Use smallest value** to round data values to their smallest values.
        iv. Select **Discard rounding error** to use allocated data values as is.
17. Click **Finish**.

Edit an Allocation Component

You can edit an allocation component by opening the rule to which it belongs. When the rule is displayed in the Rule Designer, you can view the allocation component's properties by selecting it in the rule's flow chart.

Scenario

To edit an allocation component:

1. **Navigator** > **General Accounting**: **Journals** > **Create Allocation Rules** link.
2. **Navigate** menu > **Administration** > **Calculation Manager**.
3. In the **System View**, select **File** menu, **New**, **Rule**. Expand the Essbase Application Type, the Application, and the Calculation Type, Plan Type, or Database and Rules.
4. Select the rule that contains the allocation component you want to edit.
5. Right-click the rule, and select Open.
6. In the **Rule Designer**, select the allocation component you want to edit in the flow chart to display its properties. You can edit any of these properties of an allocation component.
    a. The member whose data you want to allocate.
    b. The level 0 members to which you want to allocate data.
    c. The data and the amount of the data you want to allocate.
    d. How you want the data processed:
        - The total amount of the data allocated written to an offset member.
        - The data allocated evenly or in different amounts using a driver.
        - The allocated data rounded, and if so, how it should be rounded.
7. Select **File**, **Save**.

Remove Members and Functions from an Allocation Component

You can remove members from formula, script, condition, and member and data range components. Similarly, you can remove functions from formula, script, and condition components.

When you remove members and functions from a component, they aren't deleted from the database. To remove members and functions from a shared component, you must first ensure that the component is not shared.

Remove Members or Functions from a Component

To remove members or functions from a component:

1. In the **System View**, expand the application type, the application, the calculation type or the database (Essbase).
2. Expand **Rules** or **Templates**, depending on whether the component is in a rule or template.
3. Right-click the rule or template that contains the component you want to add a member to, and select **Open**.
4. When the rule or template opens, in its flow chart, select the component that contains the member or function you want to remove.
5. Click the **Actions** icon, and select **Member**.
6. From **Dimensions** > **Member Selector**, select the dimension that contains the member or function you want to remove.
7. Click the Deselect icon to move the member or function from the **Selections** panel to the **Members** or **Functions** panel.
8. To remove members from multiple dimensions, click **Next**, and repeat steps 5 and 6.
9. Click **OK**.
10. Select **File** > **Save**.

Create a Formula Component

You can create a formula component from the System View or from within the Rule Designer. A formula component exists as an independent object in the database and can be shared among the allocation rules.

Scenario

To create a formula component for an Essbase application:

1. In the **System View**, expand the **Essbase Application Type**, the **Application**, and **Database**.
2. Right-click **Formulas**, and select **New**.
3. Enter the formula name.
4. Enter the **Application Type (Essbase)**.
5. Select an **Application Name**. The application name must be a valid Essbase application.
6. Select the **Essbase Database**.
7. Click **OK**. The formula is displayed in the **Component Designer**.
8. In the **Component Designer**, select **Properties**, and complete the following steps:
    - **Optional**: By default a formula is shared when you create it, you cannot select or clear the **Shared** check box.

> **Note:** To create a formula that is not shared, open an allocation rule, and then drag a new formula component into the allocation rules flow chart. The shared check box is not selected. If you want to make the formula shared, select the **Shared** check box.

- **Optional**: Edit the formula's name by entering a new one of up to 50 characters. (The name defaults from the New Formula dialog).

  > **Note:** Names of members in Essbase aggregate storage applications need not be unique. If there is a name that is not unique, it is flagged when the object in which the member is used is validated. If this occurs, you must enter the full path for the member. The full path syntax is [Dimension name]. [Parent name]. [Member name.]

- **Optional**: Enter a description of up to 255 characters for the formula.
- Optional: Enter a caption for the formula. The caption is displayed in the Rule Designer flow chart.

  > **Note:** If you don't enter a caption, the component's name is displayed in the flow chart.

- **Optional**: Enter comments for the formula. For example, you may want to tell users how the formula component should be used.

9. On **Formula**, enter a caption for the formula.
10. **Optional**: From **Offset Member**, if you want the total amount of all of the formulas in the formula component to be written to an offset member, or a cross dimension member, click the **Ellipsis** icon to select a member.

    > **Note:** You can define an offset member manually within the formulas you create. The offset defined in the formula component is calculated as the sum of all calculated amounts.

11. To create a formula statement, click in the first formula statement row before the equal sign. Then enter a member or cross dimension member selection, or click **Actions** to select a:
    - Variable
    - Member
12. To complete the formula statement, click in the row after the equal sign. Then enter a member or cross dimension member selection, or click **Actions** to select a:
    - Variable
    - Member
13. **Optional**: For each formula statement row, click the **Comments** icon to enter comments about the formula statement. Click **OK**.
14. On the **Usages** tab, you can view the rules that use the formula component.

    > **Note:** The formation on this tab can't be edited.

15. Select **File** and **Save**.

Open a Formula Component

You can open a formula component from System View or from within the Rule Designer flow chart of a rule that uses the formula component.

Scenario

To open a formula component:

1. In the **System View**, expand the Essbase Application Type, the Essbase Application, and Database.
2. Expand **Formulas** and do one of the following tasks:
    - Right-click the formula you want to open, and select **Open**.
    - Double-click the formula you want to open.

    > **Note:** Open a rule with formula component from within the rule's flow chart by right-clicking the formula component and selecting **Open**, or by double-clicking the component.

Copy and Paste a Formula Component

You can copy a formula component from a rule and paste it into the same or a different rule.

You can also copy the contents of the grid within a formula component and paste the contents into the same or a different formula component. You cannot copy a formula component and paste it into another formula component or another component type.

Scenario

To copy and paste a formula component:

1. In the **System View**, expand the **Essbase Application Type**, the **Essbase Application**, **Database**, and **Rules**.
2. Right-click the rule that contains the formula component you want to copy, and select **Open**.
3. In the **Rule Designer** flow chart, right-click the formula component you want to copy, and select **Copy**.

    > **Note:** If the component you want to copy is shared, you can use **Edit** and **Copy Reference** to copy the reference to the shared component instead of copying the component itself. (See "Copying and Pasting the Reference to a rule Formula or Script Component").

4. Do one of the following tasks:
    - If you want to paste the formula component into the same rule flow chart, right-click in the location of the flow chart, and select **Paste**.
    - If you want to paste the formula component into a different rule flow chart, open the rule into which you want to paste the component, right-click in the location, and select **Paste**.
5. Select **File** and **Save**.

Delete a Formula Component

You can delete a formula component only if it is not used in any allocation rules. Use the show the formula component's usages to see if any allocation rules are using the formula component.

Scenario

Select one of the following:

- If a formula component is used by a rule and you no longer need the formula component in that rule, then:
  - Remove it from the rule.
  - Delete the formula component.
- If the formula component is used in a rule, and you no longer need the rule, then you can delete the rule.
- If no allocation rules use the formula component, you can delete the component.

To delete a formula component:

1. In the **System View**, expand the **Essbase Application Type**, the **Essbase Application**, **Database**, and **Formulas**.
2. Right-click the formula you want to delete, and select **Show Usages** to make sure no allocation rules are using the formula component.
3. Remove the formula component from any allocation rules that are using it.
4. In the **System View**, right-click the formula you want to delete, and select **Delete**.
5. Confirm to delete the formula.

Related Topics

- Remove Members and Functions from an Allocation Component

Edit a Formula Component

You can edit the formula statements that contain a formula component and the formula component's comments, caption, name, and description.

Scenario

To edit a formula component:

1. In the **System View**, expand the **Essbase Application Type**, the **Essbase Application**, **Database**, and **Formulas**.
2. Select the formula component you want to edit.
3. Right-click the formula component, and select **Open**.
4. In the **Component Designer**, you can edit any of the following properties of a formula component:
   - The caption
   - The formula statements
   - The name
   - The description
   - The comments
5. Select **File** and **Save**.

Searching for Members

You can search for members within the Member Selector.

Searching for Members

To search for members:

1. In the **System View** tab, expand the Essbase application type.
2. Expand the application, the calculation type (Financial Management), the plan type (Planning), or the database (Essbase).
3. Expand **Rules** or **Templates**, depending on whether the component is in a rule or template.
4. Right-click the rule or template that contains the component for which you want to search for members, and select **Open**.
5. When the rule or template opens, in its flow chart, select the component for which you want to search for members.
6. Click the **Actions** icon, and select **Member**
7. In **Member Selector** window, select the dimension that contains the member for which you want to search.
8. **Optional**: From the **Menu** icon you can change the display of members in the Member Selector window by performing these tasks:
    - Select or clear the options in **Show** to display or hide the member's name, alias, description, and count. (By default, the name and alias of the member is displayed.)
    - Select **Collapse All** to hide the members in the dimension you selected. (By default, the outline is collapsed when you select a dimension.)
9. Select the **Search** tab.
    a. From the **Find** field, select a type of member to search for, a member name or its description.
    b. Enter the name of the member, or its description, to search for, or to display all members in the dimension, accept the default wildcard.
    c. Click **Search**.

    If the member is found, the member is selected in the Results section. If more than one member matches your search criteria, locate the appropriate members from the list.
    d. **Optional**: Click **Advanced Search** to search for the member by name, alias, or one of its properties.
    e. Select the member or members, and click the **Select** icon to move them to the **Selections** panel.
10. Click **OK**.

Search for Members by Name, Alias, or Property

You can use Advanced Search within the Member Selector to search for a member by name, alias, or one of its properties.

Searching for Members by Name, Alias, or Property

To search for a member by name, alias, or property:

1. From the **Member Selector**, select the **Search** tab, and click **Advanced Search**.
2. In **Find Members** > **Search By**, select one of these options:
    - **Name**: To search for the member by its name. Then move to step 4.
    - **Alias**: To search for the member by its alias. Then move to step 4.
    - **Property**: To search for the member by one of its properties. Then move to step 3.
3. If you selected **Property**, enter or select a **Property Name**.
4. Enter a value for the name, alias, or property.
5. Click **OK**. If the alias, name or property is found, the field is selected in the outline on Members.

    When you search for members by alias, all members that have aliases matching the search criteria are highlighted in the outline, even members with aliases in other languages are highlighted. However, only aliases for members in the language being used are displayed in the Member Selector.
6. **Optional**: If more than one member matches your search criteria, locate the appropriate members from the list.

Allocation Variables

Overview of Allocation Variables

Variables assume values that you define for them. You can use them in components while designing allocation rules and templates.

You can create variables from the **System View** and from within the **Component Designer** by starting the **Variable Designer**. When you create a variable within the **Component Designer**, the variable is associated with the rule that contains the component. You can also create variables from the **System View**, and associate them with allocation rules, calculation or plan types, databases, or applications that you select.

Two types of variables exist.

- **Execution**: When the rule is started, the calculation defined for the variable is performed. You can use execution variables in formula, condition, or loop components.

    > **Note:** Execution variables aren't supported in Essbase aggregate storage applications, including those used in Oracle General Ledger.

- **Replacement**: When you are designing or creating the rule, the variable is substituted with a calculation. You can use replacement variables in formula components.

    You can create several types of execution and replacement variables.

    > **Note:** The variables you can create differ depending on what application type you are working in and whether you are creating an execution or replacement variable.

You can create variables that prompt users to enter information when they start a rule. These runtime prompt variables prompt users for information regarding members, text, dates, or numbers. The prompts indicate the type of data that is expected.

Up to four database objects with which you can associate a variable exist, depending on which application type you are creating a variable for. A variable can exist in multiple objects simultaneously and can have the same name in each object.

- For all user use **Application**. If you select application, the variable can be used within the application with which you are working when you create the variable.
- For Essbase users use **Database**. If you select database, the variable can be used within the database you are working when you create the variable.
- For Essbase users use **Rule**: If you select rule, the variable can be used within the rule with which you are working when you create the variable.

Create a Variable from the System View

You can create a variable from the System View or from within the Component Designer by running the Variable Designer.

Creating a Variable from the System View

You can create a variable from the **System View** or from within the **Component Designer** by running the **Variable Designer**.

To create a variable from the **System View**:

1. In the **System View**, select **Tools** > **Variables**.
2. In the **Variable Navigator**, expand the Essbase application type.
3. **Essbase users**: Right-click an application, and select **New** to create a variable that can be used in that application only.
4. Enter a description for the variable.
5. If you include this variable in a group, enter the group name.
6. If the variable is a runtime prompt variable, select **Use Last Entered Value**. The prompt the user last entered is displayed as the default value the next time the prompt occurs.

   This option can be selected only if the variable has runtime prompts.
7. In the **Value** table, enter values for the variable. The values you enter change depending on the selected variable type.

   Repeat these steps for each variable you want to create.
8. Select **File**, **Save**.

Enter Variable Values for a Numeric Variable

A numeric variable can be Essbase replacement variable.

Entering Values for a Planning or Essbase Numeric Variable

To enter values for an Essbase numeric variable:

1. In the **System View**, select **Tools**, **Variables**.
2. In the **Variable Navigator**, expand the Essbase application type.
3. Do one of these tasks:
    - Right-click an application, and select New to create a variable that can be used in that application only.
    - Right-click a database, and select New to create a variable that can be used in that database only.
    - Right-click a rule, and select New to create a variable that can be used in that rule only.
4. From **Type**, select **Numeric**.
5. Enter a default value for the variable.
6. Select **File**, **Save**.

Enter Variable Values for a String Variable

A string variable can be an Essbase replacement variable. A string variable must be alphanumeric and not more than 255 characters. It can contain a null value, but cannot contain a leading ampersand character in the value.

Enter Values for a Planning or Essbase Replacement String Variable

To enter values for an Essbase replacement string variable:

1. In the **System View**, select **Tools** , **Variables**.
2. In the **Variable Navigator**, expand the Essbase application type.
3. Do one of these tasks:
    - Right-click an application, and select New to create a variable that can be used in that application only.
    - Right-click a database, and select New to create a variable that can be used in that database only.
    - Right-click a rule, and select New to create a variable that can be used in that rule only.
4. From **Type**, select **String**.
5. In the **Value** table, enter a value for the variable.
6. By default, **RTP** is selected. If you don't want to create a run time prompt for this variable, clear **RTP**.
   If you don't select RTP, you must enter a value for the variable.
7. If you selected RTP, enter the run time prompt text you want to display for users.
8. Select **File**, **Save**.

Enter Values for an Array Variable

An array variable can be an Essbase execution variable. Arrays contain a list of values that can be multidimensional.

Typically, arrays are used to store variables as part of a member formula. The size of the array variable is determined by the number of members in the corresponding dimension. For example, if the Scenario dimension has four members, the following command creates an array called Discount with four entries. You can use more than one array at a time.

Array Discount

To enter values for an array variable:

1. In the **System View**, select **Tools**, **Variables**.
2. In the **Variable Navigator**, expand the Essbase application type.
3. Do one of these tasks:
    - Right-click an application, and select New to create a variable that can be used in that application only.
    - Right-click a database, and select New to create a variable that can be used in that database only.
    - Right-click a rule, and select New to create a variable that can be used in that rule only.
4. From **Type**, select **Array**.
5. In the **Value** field, enter a value for the variable.
6. Select **File**, **Save**.

Enter Values for a Member Range Variable

A member range variable can be an Essbase replacement variable. The member range variable should contain a range of members inclusive of, and between, two specified members.

Entering Values for a Member Range Variable

To enter values for a member range variable:

1. In the **System View**, select Tools, **Variables**.
2. In the **Variable Navigator**, expand the Essbase application type.
3. Do one of these tasks:
    - Right-click an application, and select New to create a variable that can be used in that application only.
    - Right-click a database, and select New to create a variable that can be used in that database only.
    - Right-click a rule, and select New to create a variable that can be used in that rule only.
4. In the **Variable Navigator**, expand the Essbase application type.
5. From **Type**, select **Member Range**.
6. In the **Value** table, do the following: is you are creating a member range for Essbase.
    a. If you are creating a member range variable for Essbase:
        i. For each dimension for which you want to define a member range, enter or use the **Member Selector** to select limits for the member range. (The dimensions that display are the dimensions that belong to the application for which you are creating the variable.)
        ii. Enter or use the Member Selector to select values for the member range. You can select multiple members and functions for each dimension listed.
7. Select **File**, **Save**.

Enter Variable Values for a Cross Dimension Variable

A cross dimension variable is an Essbase replacement variable. It contains a range of members from multiple dimensions that enable you to run allocation rules across dimensions.

Entering Values for a Cross Dimension Variable

To enter values for a cross dimension variable:

1. In the **System View**, select **Tools**, **Variables**.
2. In the **Variable Navigator**, expand the Essbase application type.
3. Do one of these tasks:
    - Right-click an application, and select New to create a variable that can be used in that application only.
    - Right-click a database, and select New to create a variable that can be used in that database only.
    - Right-click a rule, and select New to create a variable that can be used in that rule only.
4. From **Type**, select **Cross Dimension**.
5. For each dimension listed, in the **Value** table, enter or use the **Member Selector** to select limits for the variable.

    You must select RTP before you enter text in the Limits field.
6. Enter or use the **Member Selector** to select a value for the variable. You can select a member or a function.
7. Repeat step 5 through step 6 to select values for the all of the dimensions.
8. Select **File**, **Save**.

Enter Variable Values for a Dimension Variable

A dimension variable is an Essbase replacement variable. This variable contains a dimension that you select.

Enter Values for a Dimension Variable

To enter values for a dimension variable:

1. In the **System View**, select **Tools**, **Variables**.
2. In the **Variable Navigator**, expand the Essbase application type.
3. Do one of these tasks:
    - Right-click an application, and select New to create a variable that can be used in that application only.
    - Right-click a database, and select New to create a variable that can be used in that database only.
    - Right-click a rule, and select New to create a variable that can be used in that rule only.
4. From **Type**, select **Dimension**.
5. In the **Value** table, select a dimension. The dimensions displayed belong to the application for which you are creating the variable.
6. Select **File**, **Save**.

Enter Variable Values for a Member Variable

The member variable is an Essbase replacement variable. The variable contains a member from a dimension that you select.

To enter values for a member variable:

1. In the **System View**, select **Tools**, **Variables**.
2. In the **Variable Navigator**, expand the Essbase application type.
3. Do one of these tasks:
    - Right-click an application and select **New** to create a variable that can be used in that application only.
    - Right-click a database and select **New** to create a variable that can be used in that database only.
    - Right-click a rule and select **New** to create a variable that can be used in that rule only.
4. For **Type**, select **Member**.

    Note: The **Members** type isn't supported in Oracle General Ledger.
5. In the **Value** table, select a dimension. The dimensions that display are the dimensions that belong to the application for which you're creating the variable.
6. Enter or use the Member Selector to select limits for the variable. You can select members only from the dimension that you selected in the previous step. You can also select functions.
7. Enter or use the Member Selector to select a default value for the variable. You can select one member or function for a member variable.
8. Select **File**, **Save**.

Enter Variable Values for Percent Variables

The percent variable is an Essbase replacement or execution variable. This variable contains a percentage that you specify.

Entering Values for a Percent Variable

To enter values for a percent variable:

1. In the **System View**, select **Tools**, **Variables**.
2. In the **Variable Navigator**, expand the Essbase application type.
3. Do one of these tasks:
    - Right-click an application, and select New to create a variable that can be used in that application only.
    - Right-click a database, and select New to create a variable that can be used in that database only.
    - Right-click a rule, and select New to create a variable that can be used in that rule only.
4. From **Type**, select **Percent**.
5. In the **Value** table, click in **Limits** to define minimum and maximum values for the variable.
6. Enter a numeric value for the variable.
7. Select whether missing data values can be allowed.

8. Select **File**,**Save**.

Display the Uses of a Variable

You can display the allocation rules and templates that use variables.

When you show the uses of a variable, the following information is displayed:

- Names of the allocation rules and templates that are using the variable.
- Application names of the allocation rules and templates that are using the variable.
- Calculation types, plan types, or databases of the allocation rules and templates that are using the variable.
- Owners of the allocation rules and templates that are using the variable.
- Whether the allocation rules and templates that are using the variable are deployed.
- Whether the allocation rules and templates that are using the variable are validated.
- Description of the allocation rules and templates that are using the variable.

Displaying the Uses of a Variable

To display the use of a variable:

1. In the **System View**, select **Tools**, **Variables**.
2. In the **Variable Navigator**, select the database object that contains the variable whose usages you want to view. The variables defined for that object are displayed on the tabs in the Variable Designer.
3. Right-click the variable whose usages you want to view, and select **Show Usages**.
4. After you review the information, click **OK**.

Copy a Variable

You can copy a variable with the same name into the same or a different application using the copy and paste option.

You can also copy a variable with a different name into the same or a different application using the Save As option.

Copy a Variable with a Different Name using the Save As Option

To copy a variable with a different name using the **Save A**s option:

1. In the **System View**, select **Tools**, Variables
2. In the **Variable Navigator**, do one of the following tasks:
    - Expand Essbase, and select the application, database, or rule associated with the variable you want to copy.

      The variables associated with the object you select are displayed on the Replacement, or Execution tab, or both.
3. Right-click the variable you want to copy, and select **Save As**.
4. Enter a new name for the variable, then select the application, and the calculation type, plan type, or database, or accept the defaults.

By default, the variable is copied to the same application and calculation type, or database in which the variable is created.

Refresh Variables

You can refresh the list of variables in the Variable Navigator to see the updated list after you add, delete, or make changes to variables.

Refreshing Variables

To refresh the list of variables in the **Variable Navigator**:

1. In the **System View**, select **Tools**,**Variables**
2. In the **Variable Navigator**, create, edit, or delete a variable.
3. On the **Replacement** or **Execution** tab, right-click, and select **Refresh**.

Overview of Editing a Variable

You can edit any property of a variable from the Variable Designer. When you update a variable that was previously validated, any component that uses the variable is no longer validated. You must validate each component again.

Delete a Variable

You can delete a variable or variables from the Variable Designer if they aren't used in any components or member formulas.

If a variable is used in a component, you must remove the variable from the component before you delete it.

Deleting a Variable

To delete a variable:

1. In the System View, select **Tools**, **Variables**.
2. In the **Variable Navigator**, expand the Essbase application type and the application.
3. Do one of the following tasks:
    - If the variable is a database variable, select the database with which the variable is associated.
    - If the variable is a rule variable, select the rule with which the variable is associated.
    - If the variable is an application variable, select the application with which the variable is associated.

    Any variables associated with the application type, the application, the calculation type, or database, and the rule are displayed on the **Replacement** or **Execution** tab.
4. On the **Replacement** or **Execution** tab, right-click the variable you want to delete, and click **Delete**.
5. In the **Delete Confirmation** dialog box, click **Yes** to confirm deletion of the variable.

Select a Variable

You can select a variable from various locations.

You can select variables:

- When you create components from within the Component Designer
- When you create design time prompts from within the Template Designer
- From other locations

Selecting a Variable

To select a variable:

1. In the **System View**, expand Essbase application type.
2. Expand the application, the calculation type, or the database (Essbase).
3. Expand **Rules** or **Templates**, depending on whether the component is in a rule or template.
4. Right-click the template or rule that contains the component you want to add a variable to, and select **Open**.
5. When the rule or template opens, in its flow chart, select the component for which you want to insert a variable.
6. In the tabs, do one of the following tasks:
    - For member range, data range, and fixed loop components, in the **Variable** field, select the **Variable** icon.
    - For formula components, click the **Actions** icon, and select **Variable**.
    - For script components, click the **Insert a Variable** icon.
    - For condition components, start the **Condition Builder**, select **Actions**> **Variable**.
7. In **Select Variable** then, do one of these tasks:
    - Click Create to access the Variable Designer to create a new variable.
    - Select an existing variable from Category and select the object to associate with the variable. By default, the variable is associated with the application for which you create it.
8. On Replacement or Execution, select one or more variables to insert into the component. Use Ctrl + Click or Shift + Click to select multiple variables.
9. Click **OK**. The variables are inserted into the component.
10. Select **File**, **Save**.

FAQs for Allocations and Periodic Entries

How can I access the Calculation Manager?

Sign in to Oracle General Ledger and navigate to the Journals work area.

From the Journals work area select the Create Allocation Rules link and automatically log into the Calculation Manager in Workspace to create allocation rules or rule sets.

Note: The application or the balances cube that is currently selected in the General Ledger Data Access Set is automatically selected in the Calculation Manager.

How can I create a folder in the Custom View?

In the Custom View, create folders that contain only the allocation rules, allocation rule sets, and formulas you want to view and work with.

To create a folder in the **Custom View**:

1. In the **System View**, select **View**, **Custom View**.
2. In the **Custom View**, right-click the **Essbase** application type, and select **New Folder**.
3. In **New Folder**, enter a name for the folder.
4. Click **OK**.

Tip: You can create nested folders by right-clicking the folder you want to create a folder in and selecting New Folder.

How can I rename a folder in the Custom View?

Rename the folders you create in the Custom View.

To rename a folder in the Custom View:

1. In the **System View**, select **View**, **Custom View**.
2. In the **Custom View**, expand the **Essbase** application type.
3. Right-click the folder you want to rename, and select **Rename**.
4. In the **Rename Folder**, enter a new name for the folder.
5. Click **OK**.

How can I open an allocation rule?

You open an allocation rule from the System View that is displayed by default when you open Calculation Manager. You can also open a rule using File, Open from within the tab of another rule, rule set, component, or template.

To open an allocation rule:

1. **Navigator** > **General Accounting**: **Journals** > **Create Allocation Rules** link.
2. **Navigate menu** > **Administration** > **Calculation Manager**.
3. In the **System View**, expand the **Essbase Application Type**, the **Application**, or **Database**, and **Rules**.
4. Do one of these tasks:
    - Right-click the rule you want to open, and select **Open**.
    - Select the rule you want to open, and select **File**, **Open**.

How can I save an allocation rule?

You must save an allocation rule after you create or edit it. When you save the allocation rule, it is saved to the application and application type for which you created it.

After you save it, you can validate and deploy it in Calculation Manager. You can generate it in Oracle General Ledger.

To save an allocation rule after you create or edit it, select **File**, **Save**.

> **Note:** To see the allocation rule in the **System View** after you save it, you may refresh the application list. To do this, right-click the application type, the application, or the database (for Essbase), and select **Refresh**.

How can I save an allocation rule with a different name?

You can save an allocation rule with a different name using Save As. You can also copy a rule from one rule set to another within the same rule set type using Save As.

Save As creates a copy of the original rule with a different name to distinguish it from the original.

To save an allocation rule with a different name:

1. In the **System View**, expand the **Essbase Application Type**, the **Application**, or **Database**, and **Rules**.
2. Right-click the rule you want to save with a different name, and select **Open**.
3. In the **Rule Designer**, select **File**, **Save As**.
4. In **Save As**, enter the rule's new name, and select the **Application Name**.
5. Select the **Database**.

   > **Note:** You cannot change the database of a rule you save with a different name.

6. Click **OK**. The new rule is added to the application list in the System View.

How can I delete an allocation rule?

You delete an allocation rule from the System View. You can delete an allocation rule only if it is not used by other rules or rule sets.

If the rule is being used, you must remove the allocation rule from the rules and rule sets using it, or make copies of it for the rules and rule sets using it, before you delete it. To see if a rule is used by other rules and rule sets, you can show the usages of the rule.

To delete an allocation rule:

1. In the **System View**, expand the **Essbase Application Type**, the **Application**, or **Database**, and **Rules**.
2. Make sure the rule you want to delete is not being used by another rule set or rule.
3. Right-click the rule you want to delete, and select **Delete**.
4. Click **OK** to confirm deletion of the rule.

How can I open an allocation rule set?

You open an allocation rule set from within the System View. You can also open a rule set from within the Ruleset Designer, by selecting File, then Open.

To open an allocation rule set:

1. In the **System View**, expand the Essbase application type and the application.
2. For Essbase: Expand **RuleSets**, right-click the rule set you want to open, and select **Open**.

> **Note:** For Essbase applications, there is only one rule set node for each application at the same level as the databases.

How can I open an allocation rule within an allocation rule set?

You can open an allocation rule from within an allocation rule set from the System View or from the Ruleset Designer.

To open an allocation rule within an allocation rule set:

1. In the **System View**, expand the **Essbase Application Type** and the **Application**.
2. Expand your rule set that contains the rule you want to open.

> **Note:** For Essbase applications, only one rule set node exists for each application at the same level as the databases.

3. Right-click the rule you want to open, and select **Open**.

> **Note:** You can also open a rule that belongs to an allocation rule set from within the **Ruleset Designer**. To do this, in the **Ruleset Designer**, right-click the rule, and select Open.

How can I remove an allocation rule from an allocation rule set?

When you remove a rule from an allocation rule set, the rule is not deleted. The rule exists independently of the rule set in the database.

To remove an allocation rule from an allocation rule set:

1. In the **System View**, expand the **Essbase Application Type** and the **Application**.
2. Expand **RuleSets**, right-click the rule set you want to open, and select **Open**.

> **Note:** Only one **rule sets** node exists for each application at the same level as the plan types and databases.

3. In **Ruleset Designer**, right-click the rule you want to remove, and select **Remove**.

Select **File**, **Save**.

How can I open a point of view or allocation component?

You open a point of view or allocation component from within the flow chart of the rule to which it belongs.

Note: You cannot open the allocation component from the **System View**.

To open a point of view or an allocation component:

1. In the **System View**, expand the **Essbase Application Type**, the **Application**, **Database**, and **Rules**.
2. Right-click the rule that contains the component you want to open, and select **Open**. The rule is displayed in the **Rule Designer**.
3. When the rule opens, click the point of view component or double-click the allocation component in the rules flow chart to open the component.

How can I save a point of view or allocation component ?

Save a point of view or allocation component when you save the rule to which it belongs in the Rule Designer. Unlike formula components, point of view and allocation components can't exist independently for the rule to which they belong.

To save a point of view or allocation component:

- Select **File** and **Save**, or click the **Save** icon, once you finish designing a point of view or an allocation component.

How can I copy and paste a point of view or allocation component?

You can copy a point of view or allocation component from within the rule in which it is used, and you can paste the component into the same or a different rule.

To copy and paste a point of view or allocation component in a rule flow chart:

1. In the **System View**, expand the **Essbase Application Type**, the **Application**, **Database**, and **Rules**.
2. Right-click the rule that contains the point of view or allocation component you want to copy and paste, and select **Open**. The rule is displayed in the **Rule Designer**.
3. In the **Rule Designer**, right-click the point of view or allocation component you want to copy in the rules flow chart, and select **Copy** to copy only the component or **Copy Group** to copy the component and the associated components within it.
4. Do one of the following tasks:
    - To paste the component into the same rule, right-click the location in the flow chart where you want to paste the component, and select **Paste**.
    - To paste the component into a different rule, open the rule, right-click the location in the flow chart where you want to paste the component, and select **Paste**.

> **Note:** You can also select **Edit** and **Paste**.

5. Select **File** and **Save**.

How can I delete a point of view or allocation component?

Delete a point of view or allocation component from the System View. Since point of view or allocation components can be used in only one rule, you can delete these components by removing them from the rule they belong to.

To delete a point of view or an allocation component:

1. In the **System View**, expand the **Essbase Application Type**, the **Application**, or **Database**, and **Rules**.
2. Right-click the rule that contains the point of view or allocation component you want to delete, and select **Open**. The rule is displayed in the **Rule Designer**.
3. In the **Rule Designer**, select the point of view or allocation component you want to delete in the flow chart.
4. Right-click the point of view or allocation component.
5. Select **Remove** to confirm the removal of the component.

> **Note:** If the allocation component is within the point of view component, then removing the point of view component removes the allocation component.

6. Select **File** and **Save**.

4 Intercompany Transactions

Intercompany Descriptive Flexfields

Use descriptive flexfields to define and store additional information for intercompany transactions. You have the capability to retrieve the information from descriptive flexfields in the Advanced Search panel.

There are two descriptive flexfields available for search on the intercompany pages, in the following regions:

- **Intercompany Transaction Outbound Transactions**
- **Intercompany Transaction Inbound Transactions**

You can search using global and context segments, and both are available from the **Advanced Search** panel. After adding the context segment, a value for the context segment is selected and a list of context sensitive segments become available in the **Add Fields.**

Import Intercompany Transactions

Use intercompany transactions import to either import data from external systems or historical data from your previous accounting system.

> **Note:** Use predefined templates and the Load Interface File for Import scheduled process to load data to interface tables. For more information about file-based data import, see the File Based Data Import guide for your cloud services.

This is how you can easily find the template:

1. From Oracle Help Center, open the File-Based Data Import for Oracle Financials Cloud guide.
2. Navigate to Financials Common Module > Intercompany Transaction Import.
3. In the File Links section, click the link to the Excel template.

To prepare your data in the worksheet, follow these guidelines:

- Enter the required information for each column. Check the tool tips on each column header for detailed instructions.
- Don't change the order of the columns in the template.
- If you don't use a column, hide or skip them, but don't delete them.

Settings That Affect Intercompany Import

The Intercompany import template contains the Instructions tab and five additional tabs that represent the tables where the data is loaded:

Spreadsheet Tab	Description
Instructions and CSV Generation	Contains instruction information about preparing and loading data, the format of the template, submitting the Import Intercompany Transactions process, and correcting import errors.
FUN_INTERFACE_CONTROLS	Groups the data imported in each run.
FUN_INTERFACE_BATCHES	Stores batch information.
FUN_INTERFACE_HEADERS	Stores information about the transaction header for each recipient.
FUN_INTERFACE_DIST_LINES	Stores distributions for provider and receiver.
FUN_INTERFACE_BATCHDISTS	Stores the percentages that should be allocated in the FUN_INTERFACE_BATCHDISTS.

Configure these settings before you run the Import Intercompany process:

- Set up your intercompany system options, transaction types, and intercompany organizations. It is recommended that you also set up intercompany balancing rules so that when transactions are submitted, the application can generate the intercompany receivables and intercompany payables accounts.
- If you're using an intercompany calendar set the intercompany period status to open.
- Export data from your external systems and populate the Oracle Fusion Intercompany interface tables.

How Intercompany Import Data Is Processed

Here's what you do to import the Intercompany data.

- Import the transaction data from both Oracle Fusion applications and legacy systems into the Intercompany interface tables.
- Run the Import Intercompany Transactions process to create intercompany transactions from intercompany interface table. The import program also rejects the records that have insufficient or invalid data and generates a report listing the intercompany transactions that aren't imported.
- Review the report, correct the data, and load only the corrected data into the interface tables.
- Resubmit the Import Intercompany Transactions process.
- After the intercompany transactions are created, review for any errors from the Intercompany dashboard and the Manage Outbound Transactions page. If required, correct the errors and submit them again.
- Approve transactions that require manual approval. Once the transactions are in the approved status, run the appropriate transfer processes:
    - **Transfer Intercompany Transactions to General Ledger** process through disable create summary journals for transactions that don't require invoicing, and select to run Journal Import. To complete this flow, post the journals in General Ledger.
    - **Transfer Intercompany Transactions to Receivables**' process for transactions that require invoicing and choose the option to run the **Receivables Invoice Import**. Then run the **Transfer Intercompany Transactions to Payables** process and choose the option to run the **Payables Invoice Import**. To

complete this flow, run the **Create Accounting** process in Receivables and Payables and select the option to transfer and post to General Ledger.

Related Topics

- Overview of External Data Integration Services for Importing Data

Manage Intercompany Outbound Transactions

Intercompany outbound transaction are transactions that are submitted through various means such as ADF desktop integrator (ADFDI), file-based data import (FBDI), intercompany import, or intercompany transaction. The Manage Intercompany Outbound transactions page lets you search such transactions using various parameters such as batch number and accounting date to know the status of intercompany transaction or batch.

Manage Intercompany Inbound Transactions

Intercompany inbound transactions are transactions that are submitted by the provider of transaction that requires receiver to enter the transaction distributions and requires approval of receiver, if applicable. The Manage Intercompany Inbound Transactions page allows receiver to view such transactions to enter the receiver transaction distribution and approve transactions.

Withdraw Intercompany Outbound Transactions

The withdraw intercompany transaction process recalls individual transactions or entire batches. You can withdraw a transaction either from the Intercompany Transactions Overview page and from the Edit Intercompany Batch page. To withdraw an entire batch, use the Manage Outbound page.

To be able to withdraw transactions, you must have the update privilege for the specific intercompany provider organization.

Note: The **Withdraw** button is enabled only after you submit the batch.

Process to Withdraw a Batch

To recall a batch, use these steps:

1. Navigate to the Manage Outbound page.
2. Search for the relevant batch. Batches in the **Submitted** status with all transactions in either **Received** or **Sent** status are eligible to be withdrawn.
3. Click the **Withdraw** button. The batch status is reset to **New**.

Process to Withdraw a Transaction

To recall a transaction, follow these steps from the Intercompany Transactions Overview page:

1. Navigate to the Overview page.
2. From the Others tab, click Pending Approval.
3. Locate the transaction you want to recall and click **Withdraw**. Transactions in either the **Received** or **Sent** status are eligible to be withdrawn.
4. Batch and transaction statuses are changed when they are withdrawn.
    - If either the withdrawn transaction is the only transaction in the batch or all transactions in the batch have been withdrawn, the status of all transactions and the status of the batch is set to **New**.
    - If the selected transaction is not the only transaction in a batch, the status of the withdrawn transaction is set to **Rejected**. If the status of the other transactions in the batch is either **Complete** or **Rejected** , the status of the batch is set to **Complete**, otherwise the batch remains in status **Submitted**.

Transaction and Batch Status

This topic explains intercompany transaction and batch status.

Transaction and Batch Status with Available Status

An intercompany batch has one or more intercompany transactions. As the transactions are processed, the transaction status and batch status get updated. This table describes the batch and transaction status and helps you determine what actions to perform for each status.

Transaction Status	Batch Status	Tab Displayed	Can the period be closed?	Can the transaction be moved to the next period?	Included in the open transaction count?	Actions Available (from Action list, buttons, and processes)	Next available transaction status	Next available batch status
New	New	New	Yes	No	No	1. Save 2. Submit	Sent, Received, Error	Submitted, Error
Sent	Submitted	Pending Approval from Others	No	Yes	Yes	None	Received	Submitted
Received	Submitted	1. Pending Approval from Others 2. Requiring Attention	No	Yes	Yes	1. Approve 2. Reject 3. Withdraw	1. Approve 2. Reject 3. New	1. Submitted 2. Submitted 3. New
Rejected	Complete	Requiring Attention	Yes	No	No	Copy	1. Rejection Reviewed	Complete

Transaction Status	Batch Status	Tab Displayed	Can the period be closed?	Can the transaction be moved to the next period?	Included in the open transaction count?	Actions Available (from Action list, buttons, and processes)	Next available transaction status	Next available batch status
							1. Rejected	
Rejection Reviewed	Complete	Not Applicable	Yes	No	No	None	Rejection Reviewed	Complete
Approved	Submitted	Requiring Attention	No	No	Yes	Transfer process (all transactions in batch must be approved for the transfer process to pick up the batch for transfer)	Complete	Complete
Transferred to provider general ledger	Submitted	Requiring Attention	No	No	Yes	Batch can be transferred to receiver General Ledger. Only the approved transactions in a batch are transferred.	Complete	Complete (The batch status is set to Complete once all transactions in a batch are in one of these statuses: Complete, Rejected, or Rejection Reviewed.)
Transferred to receiver general ledger	Submitted	Requiring Attention	No	No	Yes	Batch can be transferred to initiator General Ledger. Only the approved transactions in a batch are transferred.	Complete	Complete (The batch status is set to Complete once all transactions in a batch are in one of these statuses: Complete, Rejected, or Rejection Reviewed.)
Transferred to Receivables	Submitted	Requiring Attention	No	No	Yes	Batch can be transferred to Payables. Only the approved transactions	Complete	Complete (The batch status is set to Complete once all

Transaction Status	Batch Status	Tab Displayed	Can the period be closed?	Can the transaction be moved to the next period?	Included in the open transaction count?	Actions Available (from Action list, buttons, and processes)	Next available transaction status	Next available batch status
						in a batch are transferred.		transactions in a batch are in one of these statuses: Complete, Rejected, or Rejection Reviewed.)
Error	Error	Requiring Attention	No	Yes	Yes	1. After fix, batch can be resubmitted 2. Delete	1. Approved, Rejected 2. Null	Complete
Complete	Complete	Not Applicable	Yes	No	No	1. Reverse Batch (allowed only if all transactions in the batch are completed; batch hasn't been previously reversed; batch hasn't been created out of a reversal) 2. Reverse Action	Complete Reversal transaction > New	Complete Reversal batch=New

Example of Setting Up TAD Using Receivables Transaction Type for Creation of Credit Memo or Invoice for Intercompany

This example describes how Transaction Account Definition (TAD) rules can be defined to automatically generate distribution accounts for an intercompany transaction using Receivables transaction type for creation of credit memo or invoice.

Transaction Account Definition (TAD) rules are called to default provider or receiver distribution accounts or both for each transaction.

In this example, we will generate distribution accounts based on specific account combinations for the provider and receiver. These accounts will act as the default accounts but we will also override the intercompany segment value (the last segment) of each account with the trading partner company value.

Before you can automatically generate distributions accounts, you must complete these setup tasks:

1. **Creating a Mapping Set of Provider Organizations:** Create a mapping set that maps intercompany Receivables transaction type to specific company segment values for provider organizations. When you enter a transaction, the transaction distribution for the provider is selected based on the selected Receivables transaction type. This mapping set is used in the account rule which is then assigned to Transaction Account Definition.
2. **Creating a Mapping Set of Receiver Organizations:** Create a mapping set that maps intercompany Receivables transaction type to specific company segment values for receiver organizations. When you enter a transaction, the transaction distribution for the receiver is selected based on the selected Receivables transaction type. This mapping set is used in the account rule which is then assigned to Transaction Account Definition.
3. **Assign Mapping set rule to Provider Organizations:** Mapping set created for provider organization in step 1 can be assigned to account rule created for provider organization.
4. **Assign Mapping set rule to Receiver Organizations:** Mapping set created for receiver organization in step 2 can be assigned to account rule created for receiver organization.
5. **Creating the Transaction Account Definition:** Create the transaction account definition to map the account rules previously created in step 3 and 4.
6. **Assigning the Transaction Account Definition to a Ledger:** Assign the transaction account definition to your ledger.
7. **Creating Transaction Account Definition Enabled Transactions:** Create transaction in intercompany module for Transaction Account Definition enabled ledger.

Creating Mapping Sets

Follow these steps to create mapping sets:

- Navigate to Setup and Maintenance.
- Manage Implementation projects.
- Search for Financials IP.
- Navigate to Financials > Define and Maintain Intercompany Processing Rule > Manage mapping set.
- Select the scope, under Subledger Application Setup > select and add > Apply and Go to Task > Select Financials Common Module.

  1. Creating a Mapping Set of Provider Organizations
     - Navigate to Setup: Financials > Intercompany > Manage Mapping Sets.
     - Enter the name and short name for the mapping set.
     - In the Output Type field, select Account Combination.
     - In the Input Sources section, click Select and Add.
     - In the Source field, select Intercompany Receivables Transaction type.
     - In the Chart of Accounts section, click the Add icon.
     - Select the chart of accounts.

- In the Mappings section, click the Add icon.
- In the Input > Intercompany Receivables Transaction Type, select the transaction type for either creation of credit memo or Invoice.
- In the output > selected COA, provide the chart of account segments to be used while selecting input Receivables Transaction Type.
- Add additional Input and Output combinations according to your requirements.
- Save and Close.

2. Creating a Mapping Set of Receiver Organizations
   - Navigate to Setup: Financials > Intercompany > Manage Mapping Sets.
   - Enter the name and short name for the mapping set.
   - In the Output Type field, select Account Combination.
   - In the Input Sources section, click Select and Add.
   - In the Source field, select Intercompany Receivables Transaction type.
   - In the Chart of Accounts section, click the Add icon.
   - Select the chart of accounts.
   - In the Mappings section, click the Add icon.
   - In the Input > Intercompany Receivables Transaction Type, select the transaction type for either creation of credit memo or Invoice.
   - In the output > selected COA, provide the chart of account segments to be used while selecting input Receivables Transaction Type.
   - Add additional Input and Output combinations according to your requirements.
   - Save and Close.

Assign Mapping Sets to Rules

- 3. Assign Mapping set rule to Provider organizations
    - Navigate to Setup: Financials > Intercompany > Manage Account Rules.
    - Click the Add icon.
    - Enter the name and short name for the rule.
    - Select the chart of accounts.
    - In the Rules section, click the Add icon.
    - Add a rule by selecting the value type as Mapping set.
    - Select the value defined in point 1 while creating mapping set for provider organization.
    - Save the rule.

  4. Assign Mapping set rule to Receiver Organizations
    - Navigate to Setup: Financials > Intercompany > Manage Account Rules.
    - Click the Add icon.
    - Enter the name and short name for the rule.
    - Select the chart of accounts.
    - In the Rules section, click the Add icon.
    - Add a rule by selecting the value type as Mapping set.
    - Select the value defined in point 2 while creating mapping set for receiver organization.
    - Save the rule.

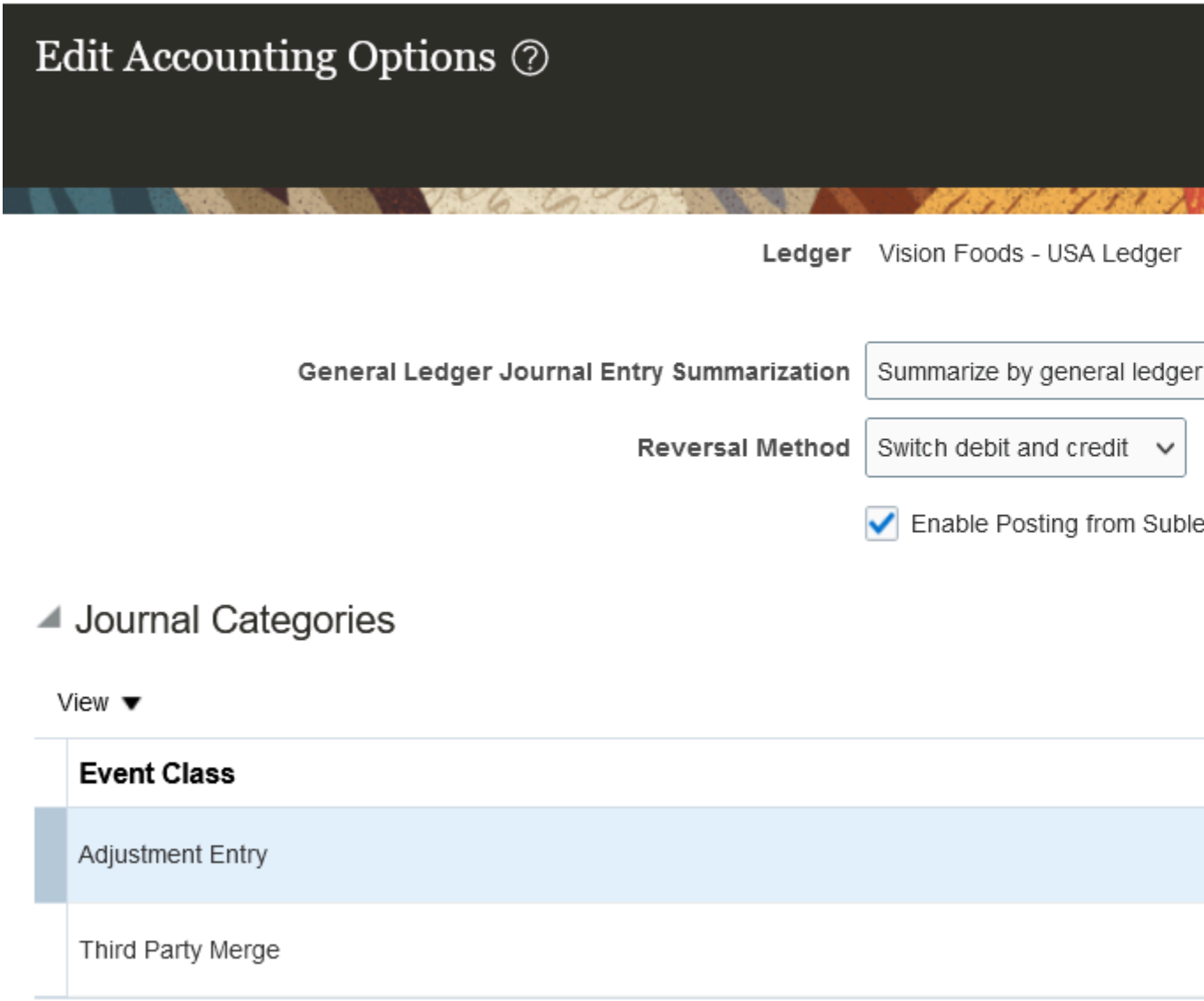
  5. Creating the Transaction Account Definition

  For the distributions to be automatically created for the intercompany transactions, we have to create a transaction account definition that uses the account combination rules

    - Navigate to Setup: Financials > Intercompany > Manage Transaction Account Definitions.
    - Click the Add icon.
    - Enter the name and short name of the Transaction Account Definition (TAD).
    - Select the chart of accounts.
    - In the Account Combination Rule for the provider distribution account, select the provider account rule. Similarly, select the account combination rule for the receiver distribution account.
    - Click Activate to activate the transaction account definition.

  6. Assigning the Transaction Account Definition to a Ledger

  For the transaction account definition rule to work, you must assign the transaction account definition to a ledger as shown in the following image.

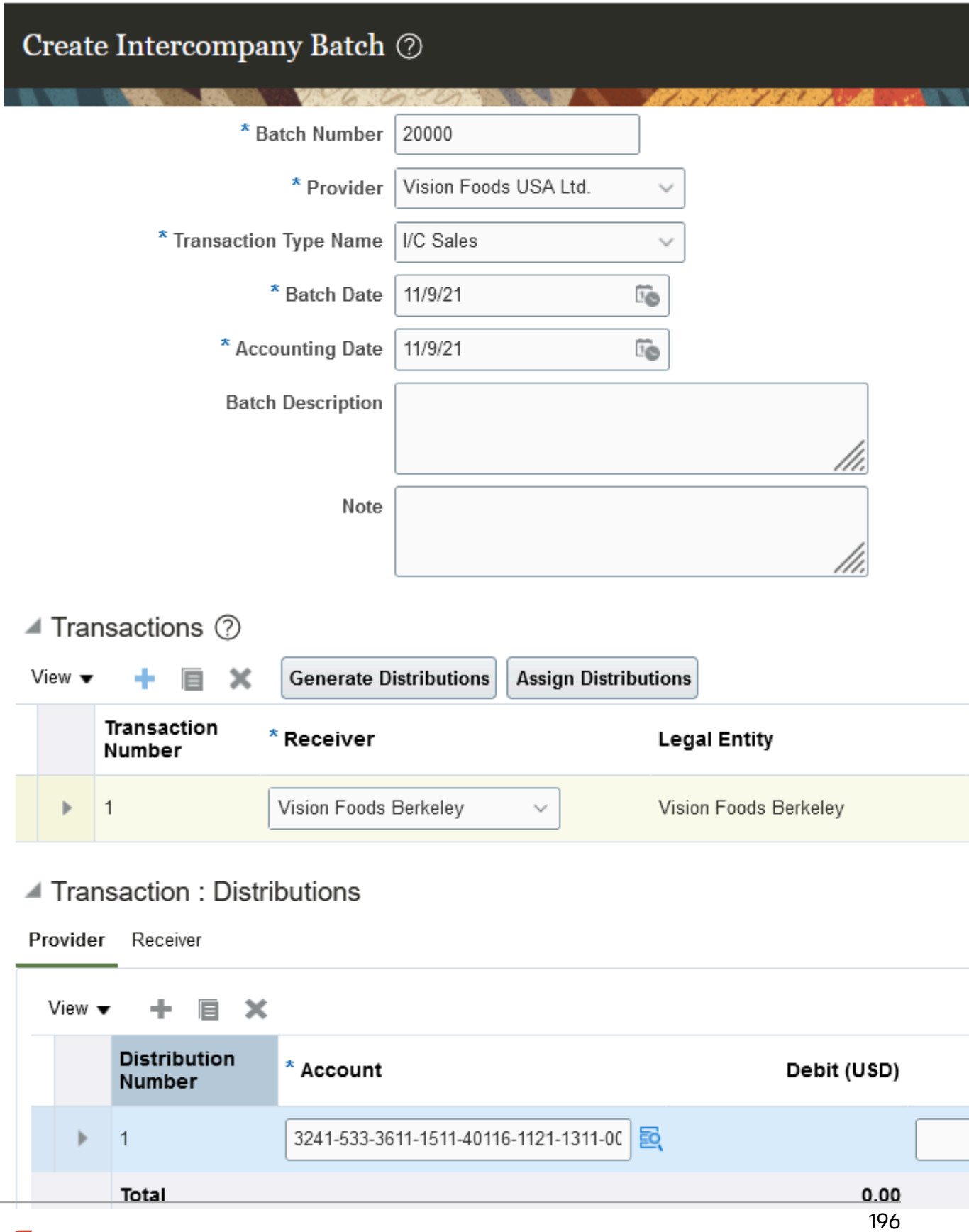


- Navigate to the Setup: Financials > Intercompany>Manage Subledger Accounting Options page.
- Search for the ledger.
- Expand the ledger.
- Select Financials Common Module and click the Edit Accounting Options icon.
- Select the Transaction Account Definition you defined.
- Select the Transaction Account Definition that you created earlier.
- Save the updated accounting options.

- Now the Transaction Account Definition is assigned to the ledger.

7. Creating Transaction Account Definition Enabled Transactions

Now, when we create transactions, the distributions are automatically created as illustrated in the following image.


Create Intercompany Batch
* Batch Number
20000
* Provider
Vision Foods USA Ltd.
* Transaction Type Name
I/C Sales
* Batch Date
11/9/21
* Accounting Date
11/9/21
Batch Description
Note
Transactions
View
Generate Distributions
Assign Distributions
Transaction Number
* Receiver
Legal Entity
1
Vision Foods Berkeley
Vision Foods Berkeley
Transaction : Distributions
Provider
Receiver
View
Distribution Number
* Account
Debit (USD)
1
3241-533-3611-1511-40116-1121-1311-0
Total
0.00

- Navigate to Intercompany Accounting > Transactions.
- Click the Tasks Panel tab > Create Transactions.
- Enter a batch number.
- Select a provider, for example, Vision Foods USA Ltd.
- In the Transactions section, click the Add Row icon.
- Select the receiver organization and enter a debit amount. For example, $2000.
- Select Receivables transaction type, for example, AR_TraType_08-NES for provider distribution to get assigned automatically.
- Click Assign Distributions. This will automatically assign the provider distribution accounts.
- Similarly, in order to assign distribution for receiver automatically select receivable transaction type, AR_TraType_22-NES and click assign distributions. This will automatically assign the receiver distribution accounts.
- In the Transactions 1: Distributions region, click the Provider tab to check the provider distribution. Since the provider legal entity is associated with the ledger that has the transaction account definition assigned to it, the distribution is automatically generated.
- Similarly, since the receiver legal entity is associated with the ledger that has the transaction account definition assigned to it, the distribution will be automatically generated.

Related Topics

- Transaction Account Builder

Example of Generating Intercompany Receivables and Intercompany Payables Accounts for Manual Transactions

The receivables (AR) and payables (AP) accounts for manual intercompany transactions are generated automatically by Oracle Fusion Intercompany. Enter distributions for the transaction and intercompany generates the receivables and payables accounts, based on the intercompany balancing rules setup.

Intercompany uses the transaction type, provider legal entity, receiver legal entity, primary balancing segment value of the first provider distribution and the primary balancing segment value of the first receiver distribution to ascertain which rule to apply. Intercompany then uses the rule, and the balancing segment values of the first provider distribution to build the intercompany receivable account combination for the provider side of the transaction. Similarly, intercompany builds the intercompany payables account for the receiver side of the transaction, based on the first receiver distribution account.

Intercompany will evaluate the rules in the following order.

1. Primary balancing segment rules
2. Legal entity level rules
3. Ledger level rules
4. Chart of accounts rules

If there is no matching rule at the lower levels, then intercompany will use the chart of accounts rule. It is therefore recommended that you set up a chart of accounts rule for every chart of accounts structure you have. This will ensure that intercompany will always find a rule to use to generate the intercompany receivables and intercompany payables accounts for transactions.

Intercompany will then evaluate the transaction type in determining which rule to use to generate the receivables or payables account. A rule with a specific transaction type takes precedence over a rule defined for the All Other transaction type.

Example

In this scenario you choose to track your intercompany sales for the farming and textile companies separately from other intercompany activities. Separate intercompany accounts are used for these two companies. A chart of accounts rule is created for all other intercompany activity.

Setup

InFusion USA Chart of Accounts as shown in the following table.

Segment Qualifier	Primary Balancing Segment	Balancing Segment 2	Segment	Segment	Intercompany Segment
Segment Name	Company (CO)	Cost Center (CC)	Product (PROD)	Account (ACCT)	Intercompany (IC)

Ledger, Legal Entity, and Primary Balancing Segment Value Assignments as shown in the following table.

Ledger	Legal Entity	Primary Balancing Segment Value
InFusion USA	InFusion Farms	3100, 3200, 3300, 3400, 3500
InFusion USA	InFusion Textiles	4000
InFusion USA	InFusion Production	5000
InFusion USA		1000, 9000

Chart of Accounts Rule

Rule No. 1 as shown in the following table.

- Chart of Accounts: InFusion USA
- Source: None
- Category: None
- Transaction Type: All Other

IC Account	CO	CC	PROD	ACCT	IC
AR Account	1000	000	0000	13020	0000
AP Account	1000	000	000	21020	000

Legal Entity Rules.

Rule No. 2 as shown in the following table.

- From Ledger and To Ledger: InFusion USA
- From Legal Entity: InFusion Farms
- To Legal Entity: InFusion Textiles
- Source: None
- Category: None
- Transaction Type: Intercompany (IC) Sales

IC Account	CO	CC	PROD	ACCT	IC
AR Account	1000	000	0000	13011	0000
AP Account	1000	000	0000	21011	0000

Rule No. 3 as shown in the following table.

- From Ledger and To Ledger: InFusion USA
- From Legal Entity: InFusion Farms
- To Legal Entity: InFusion Production
- Source: None
- Category: None
- Transaction Type: Intercompany (IC) Sales

IC Account	CO	CC	PROD	ACCT	IC
AR Account	1000	000	0000	13012	0000
AP Account	1000	000	0000	21012	0000

Rule No. 4 as shown in the following table.

- From Ledger and To Ledger: InFusion USA
- From Legal Entity: InFusion Textiles

- To Legal Entity: InFusion Farms
- Source: None
- Category: None
- Transaction Type: Intercompany (IC) Sales

IC Account	CO	CC	PROD	ACCT	IC
AR Account	1000	000	0000	13013	0000
AP Account	1000	000	0000	21013	0000

Rule No. 5 as shown in the following table.

- From Ledger and To Ledger: InFusion USA
- From Legal Entity: InFusion Textiles
- To Legal Entity: InFusion Production
- Source: None
- Category: None
- Transaction Type: Intercompany (IC) Sales

IC Account	CO	CC	PROD	ACCT	IC
AR Account	1000	000	0000	13014	0000
AP Account	1000	000	0000	21014	0000

Intercompany Accounts Generated for Intercompany Debit Transactions

Provider Distribution and Intercompany Receivable Account

This table displays the Provider side of the transaction.

Transaction	Transaction Type	Provider LE	Receiver LE	Provider Distribution	Provider AR Account Generated	Uses Rule No.
1	IC Sales	InFusion Farms	InFusion Textiles	3100- 100- 1200- 52330- 0000	3100- 100- 0000- 13011- 4000	2
2	IC Adjustments	InFusion Farms	InFusion Textiles	3100- 100- 1200- 52330- 0000	3100- 100- 0000- 13020- 4000	1
3	IC Sales	InFusion Production	InFusion Farms	5000- 120- 1300- 52345- 0000	5000- 120- 0000- 13020- 3200	1

Receiver Distribution and Intercompany Payable Account

This table displays the Receiver side of the transaction.

Transaction	Transaction Type	Receiver LE	Provider LE	Receiver Distribution	Receiver AR Account Generated	Uses
1	IC Sales	InFusion Textiles	InFusion Farms	4000- 110- 1200- 41111- 0000	4000- 110- 0000- 21013- 3100	4
2	IC Adjustments	InFusion Textiles	InFusion Farms	4000- 110- 1200- 41111- 0000	4000- 110- 0000- 21020- 3100	1
3	IC Sales	InFusion Farms	InFusion Production	3200- 130- 1200- 41112- 0000	3200- 130- 0000- 21012- 5000	3

Intercompany Accounts Generated for Intercompany Credit Transactions as shown in the following table.

Provider Distribution and Intercompany Receivable Account

Transaction	Transaction Type	Provider LE	Receiver LE	Provider Distribution	Provider AR Account Generated	Uses Rule No.
4	IC Sales	InFusion Farms	InFusion Textiles	3100- 100- 0000- 52330- 0000	3100- 100- 0000- 13011- 4000	2
5	IC Adjustments	InFusion Farms	InFusion Textiles	3100- 100- 1200- 52330- 0000	3100- 100- 0000- 13020- 4000	1
6	IC Sales	InFusion Production	InFusion Farms	5000- 120- 1300- 52345- 0000	5000- 120- 0000- 13020- 3200	1

Receiver Distribution and Intercompany Payable Account

This table displays the Receiver side of the transaction.

Transaction	Transaction Type	Receiver LE	Provider LE	Receiver Distribution	Receiver AP Account Generated	Uses Rule No.
4	IC Sales	InFusion Textiles	InFusion Farms	4000- 100- 1200- 41111- 0000	4000- 100- 0000- 21013- 3100	4
5	IC Adjustments	InFusion Textiles	InFusion Farms	4000- 100- 1200- 41111- 0000	4000- 100- 0000- 21020- 3100	1

Transaction	Transaction Type	Receiver LE	Provider LE	Receiver Distribution	Receiver AP Account Generated	Uses Rule No.
6	IC Sales	InFusion Farms	InFusion Production	3200- 130- 1200- 41112- 0000	3200- 130- 0000- 21012- 5000	3

Related Topics

- Example of Intercompany Balancing Rules
- Example of Additional Intercompany Balancing and Clearing Options

Example of Setting Up Transaction Account Definition for Intercompany

This example describes how Transaction Account Definition (TAD) rules can be defined to automatically generate distribution accounts for an intercompany transaction.

Transaction Account Definition (TAD) rules are called to default provider or receiver distribution accounts or both for each transaction.

In this example, we will generate distribution accounts based on specific account combinations for the provider and receiver. These accounts will act as the default accounts but we will also override the intercompany segment value (the last segment) of each account with the trading partner company value.

Before you can automatically generate distributions accounts, you must complete the following setup tasks:

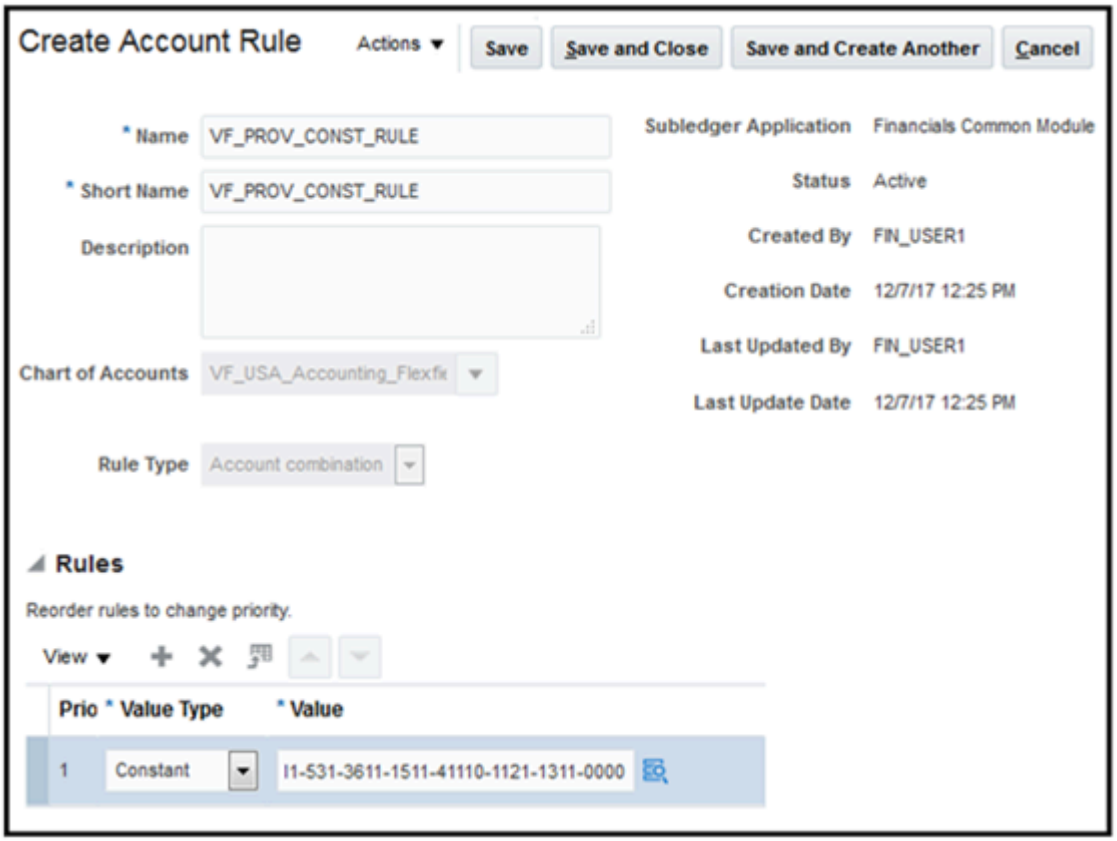
1. **Creating an Account Rule for the Provider Distribution:** Create an account rule for the provider distribution that always generates a constant account combination 3111-531-3611-1511-41110-1121-1311-0000.
2. **Creating an Account Rule for the Receiver Distribution:** Create an account rule for the receiver distribution that always generates a constant account combination 3211-542-3611-1511-52231-1121-1311-0000.
3. **Creating a Mapping Set of Provider Organizations:** Create a mapping set that maps intercompany **provider organizations** to specific company segment values. This mapping set is used in the account rule that overrides the intercompany segment of the **receiver distribution**. For example, map the intercompany provider organization Vision Foods USA Ltd to value 3111.
4. **Creating a Mapping Set of Receiver Organizations:** Create a mapping set that maps intercompany **receiver organizations** to specific company segment values. This mapping set will be used in the account rule that will override the intercompany segment of the **provider distribution**. For example, map the intercompany receiver organization Vision Farms Ltd to the value 3211.
5. **Creating a Provider Intercompany Segment Account Rule:** Create a rule for the provider intercompany segment that uses the mapping set created in step 3. This rule overrides the intercompany segment value of the account combination generated in step 1.
6. **Creating a Receiver Intercompany Segment Account Rule:** Create a rule for the receiver intercompany segment that uses the mapping set created in step 4. This rule overrides the intercompany segment value of the account combination generated in step 2.
7. **Creating the Transaction Account Definition:** Create the transaction account definition to map the account rules previously created.

8. **Assigning the Transaction Account Definition to a Ledger:** Assign the transaction account definition to your ledger.

Creating Account Rules

1. Creating an Account Rule for the Provider Distribution

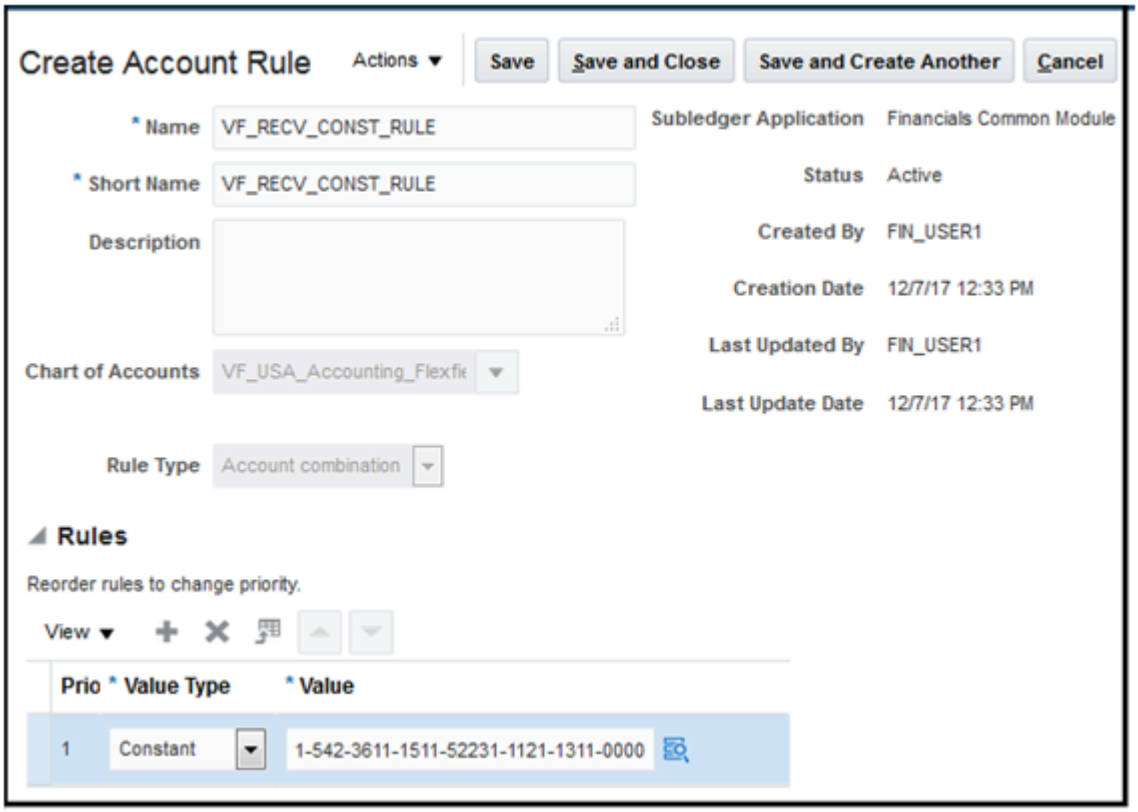
Create an account rule that will generate the provider distribution account. This is a constant value with a specific account combination, as illustrated in the following image.



1. Navigate to Setup: Financials > Intercompany > Manage Account Rules.
2. Click the **Add** icon.
3. Enter the name and short name for the rule.
4. Select the chart of accounts.
5. In the Rules section, click the **Add** icon.
6. Add a rule by selecting the value type as Constant.
7. Select the value as an account combination that you want to default to. In this example, we enter 3111-531-3611-1511-41110-1121-1311-0000.
8. Save the rule.

2. Creating an Account Rule for the Receiver Distribution

Similarly, we create a receiver distribution account with a specific account combination as illustrated in the following image.

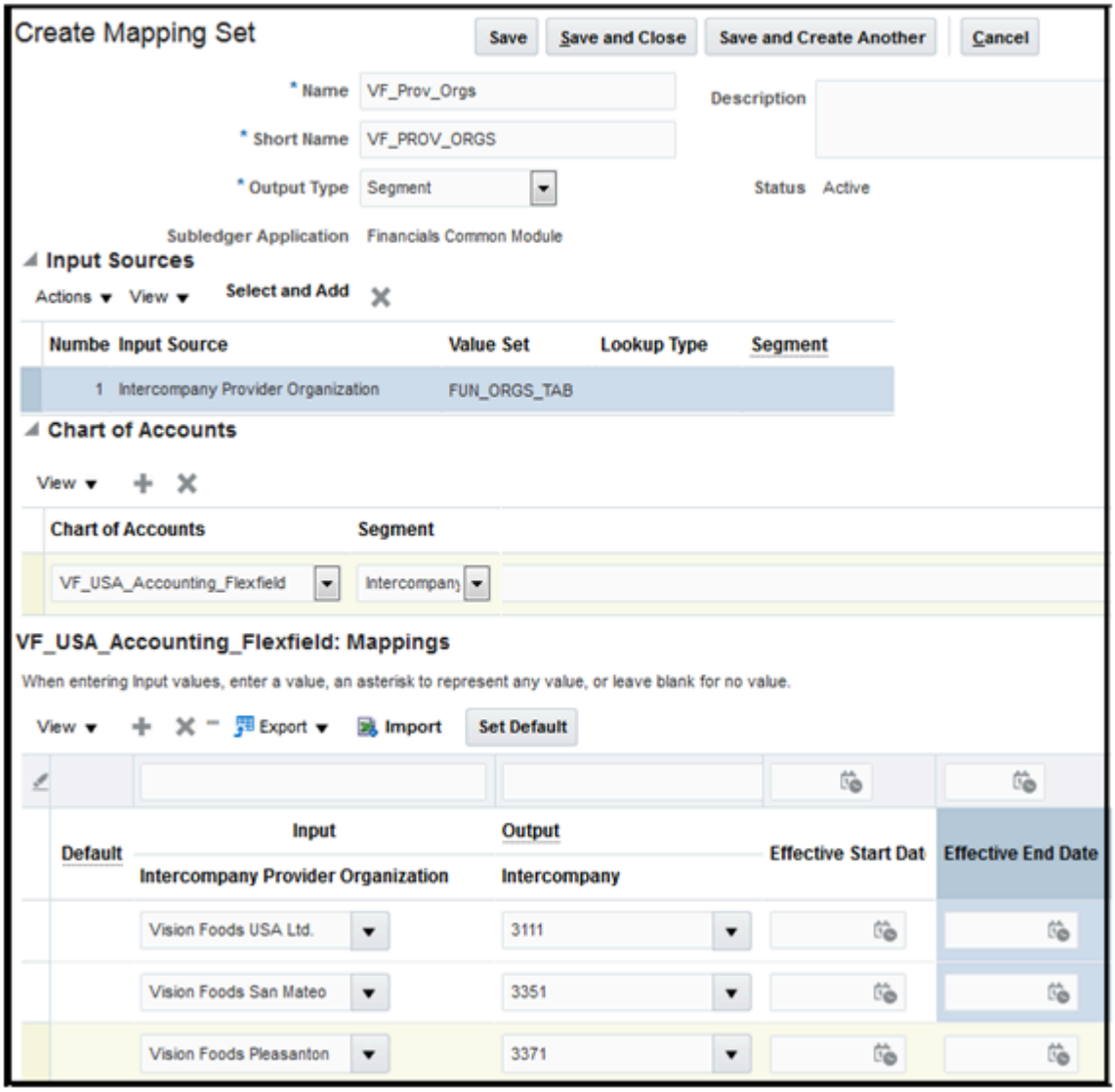


1. Navigate to Setup: Financials > Intercompany > Manage Account Rules.
2. Click the **Add** icon.
3. Enter the name and short name for the rule.
4. Enter the chart of accounts.
5. In the Rules section, click the **Add** icon.
6. Add a rule by selecting value type as Constant.
7. Select the value as an account combination that you want to default to. For this example, we enter 3211-542-3611-1511-52231-1121-1311-0000.
8. Save the rule.

Creating Mapping Sets

3. Creating a Mapping Set of Provider Organizations

The mapping set to override the intercompany segment of the receiver distribution is based on the provider organization. For example, if the provider organization is Vision Foods USA Ltd., then we use intercompany segment, 3111.

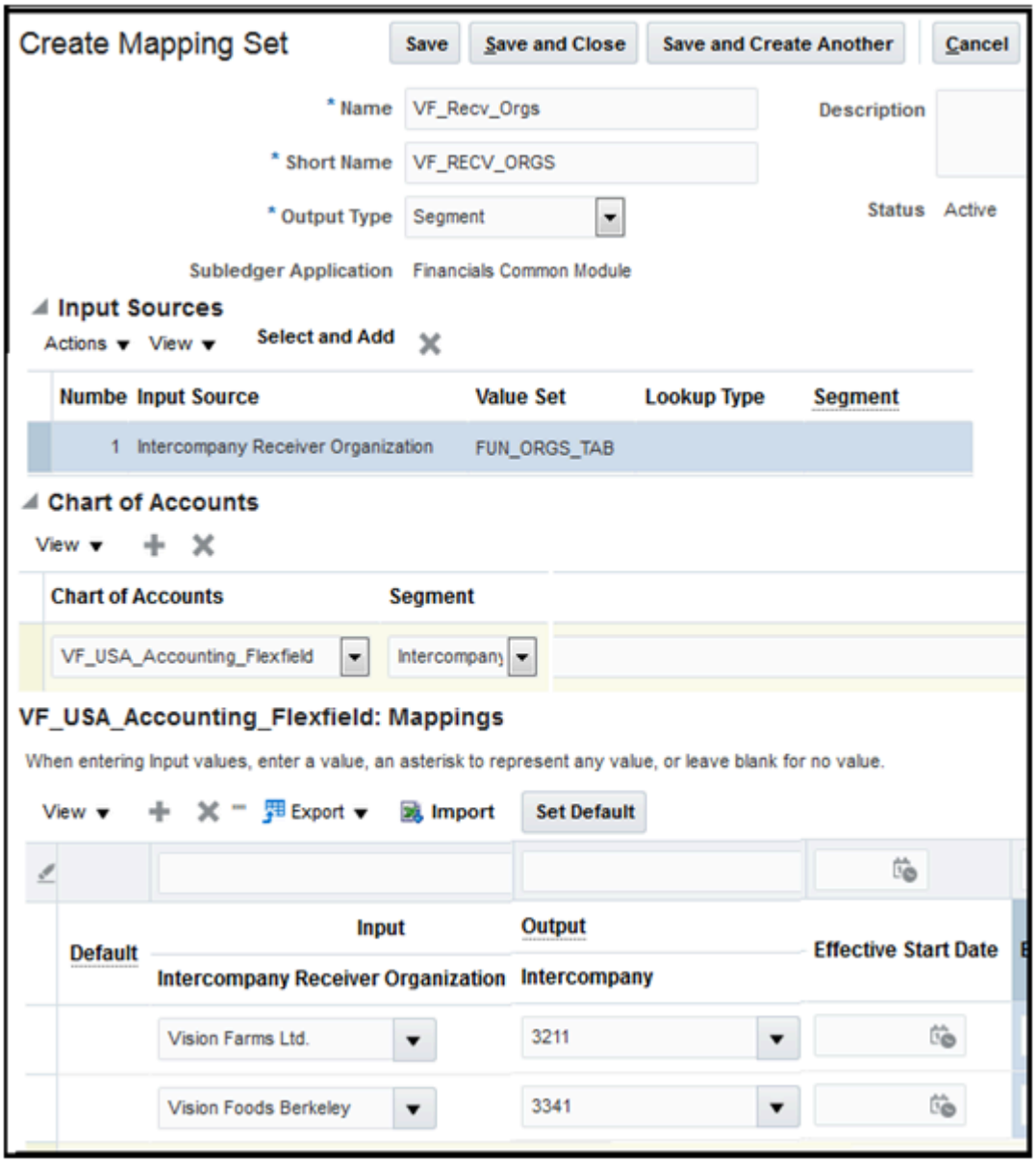


1. Navigate to Setup: Financials > Intercompany > Manage Mapping Sets.
2. Enter the name and short name for the mapping set.
3. In the Output Type field, select **Segment**.
4. In the Input Sources section, click **Select and Add**.
5. In the Source field, select **Intercompany Provider Organization**.
6. In the Chart of Accounts section, click the **Add** icon.
7. Select the chart of accounts.
8. In the Segment field, select **Intercompany**.
9. In the Mappings section, click the **Add** icon.
10. In the Intercompany Provider Organization, select Vision Foods USA Ltd.
11. In the Intercompany field, select 3111.
12. Add more provider organization and segment values as required.

4. Creating a Mapping Set of Receiver Organizations

Similarly, create a mapping set of receiver organizations.

The following image illustrates how to create a mapping of receiver organizations.



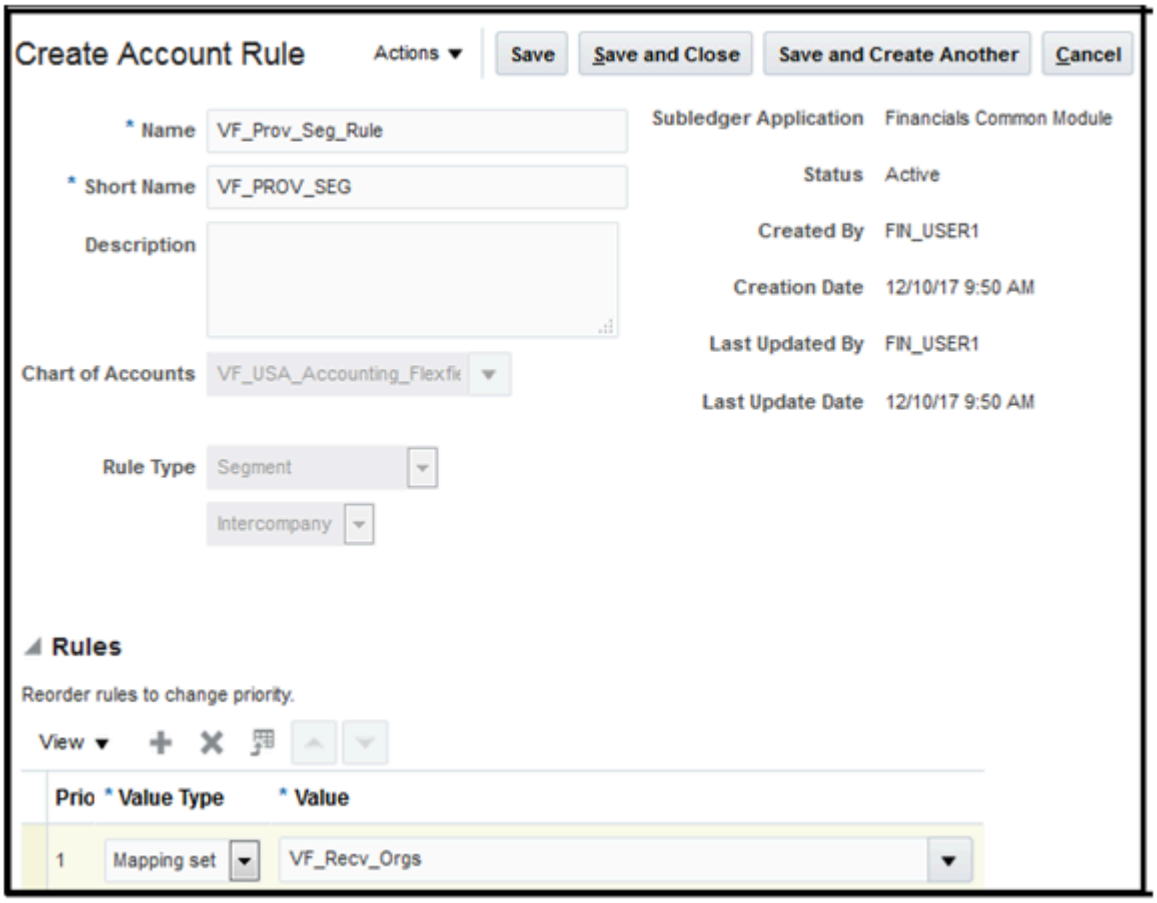
1. Navigate to Setup: Financials > Intercompany > Manage Mapping Sets.
2. Follow the same steps as described in the Creating a Mapping Set of Provider Organizations section and create a mapping set of the receiver organizations.

Creating Rules for the Intercompany Segment

5. Creating a Provider Intercompany Segment Account Rule

Now, we create an account rule for the provider intercompany segment that will use the receiver organizations mapping set.

The following image illustrates how to create an accounting rule for the intercompany segment for the provider distribution.

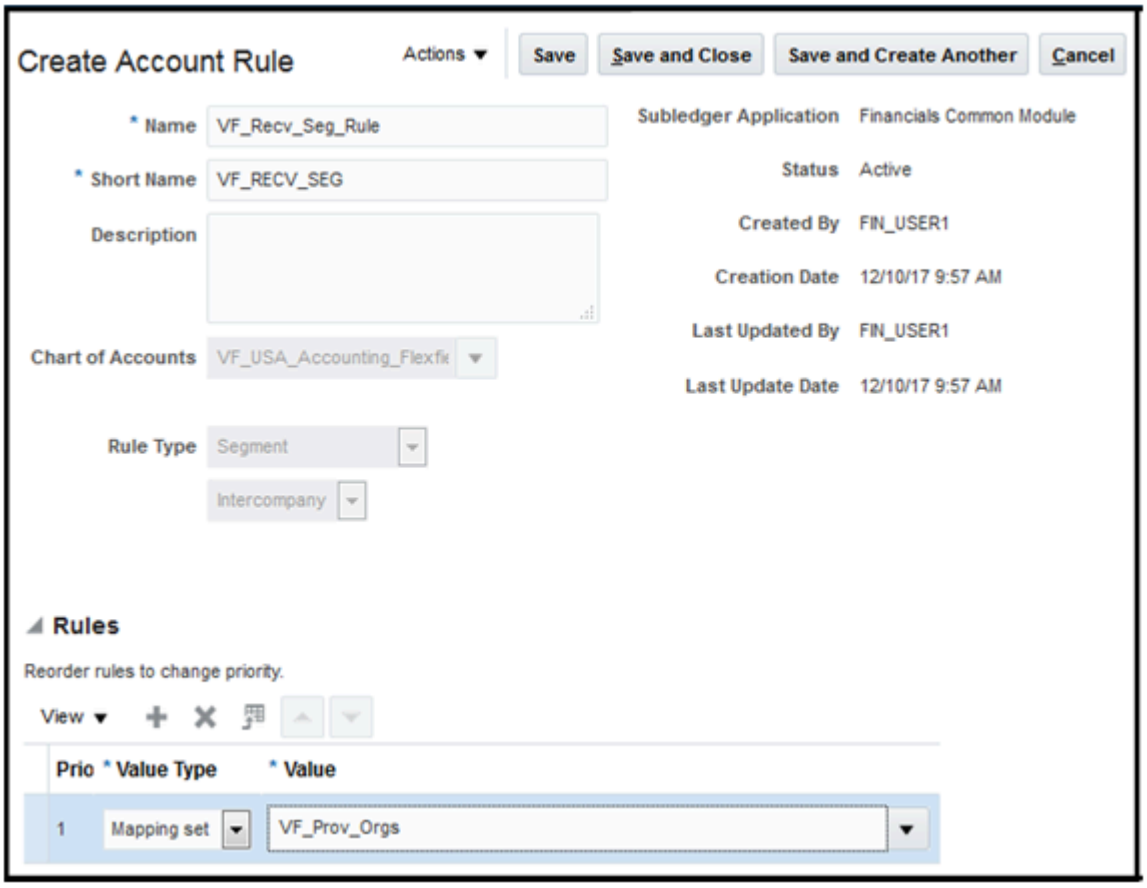


1. Navigate to Setup: Financials > Intercompany > Manage Account Rules page.
2. Enter a name and short name for the rule.
3. Select the chart of accounts.
4. In the Rule Type field, select **segment**.
5. Select Intercompany in the list after Rule Type.
6. In the Rules section, click the **Add** icon.
7. In the Value Type field, select **Mapping Set**.
8. Select the receiver mapping set that you created.
9. Click **Save and Close**.
10. Save the rule.

6. Creating a Receiver Intercompany Segment Account Rule

Similarly, create an account rule for the receiver intercompany segment that uses the provider organizations mapping set.

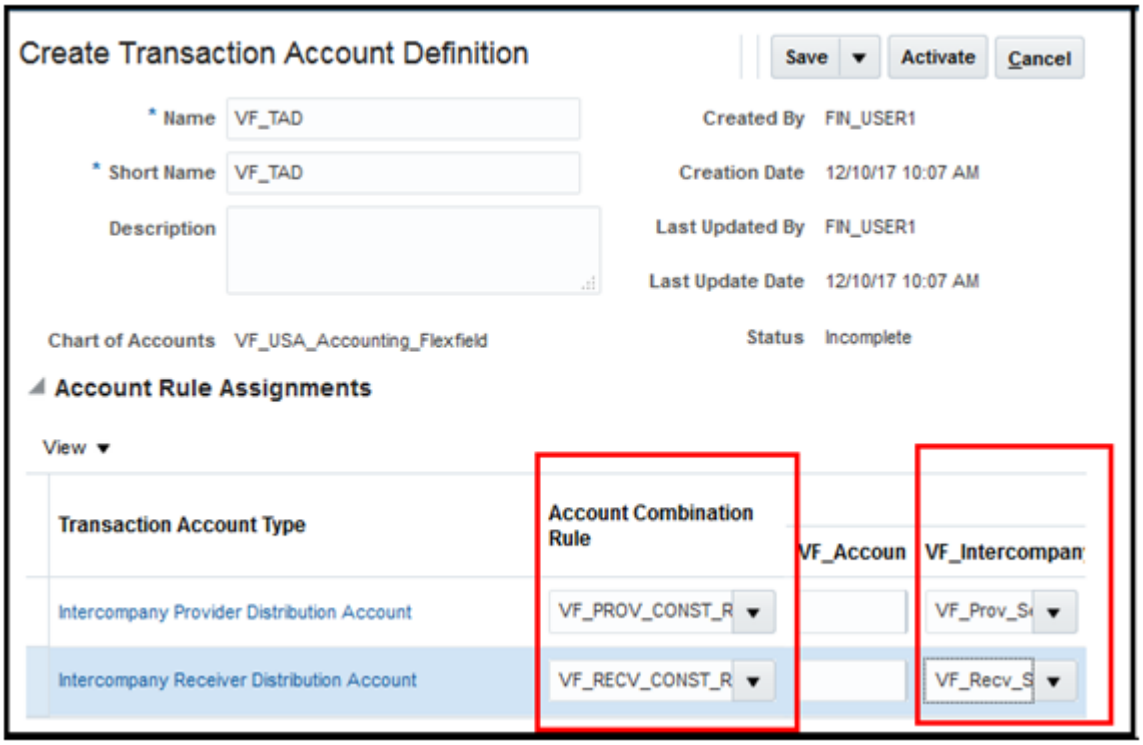
The following image illustrates how to create an accounting rule for the intercompany segment for the receiver distribution.



1. Navigate to Setup: Financials > Intercompany > Manage Account Rules page.
2. Follow the steps described in the Creating a Provider Intercompany Segment Account Rule section and create an intercompany rule for the receiver.

7. Creating the Transaction Account Definition

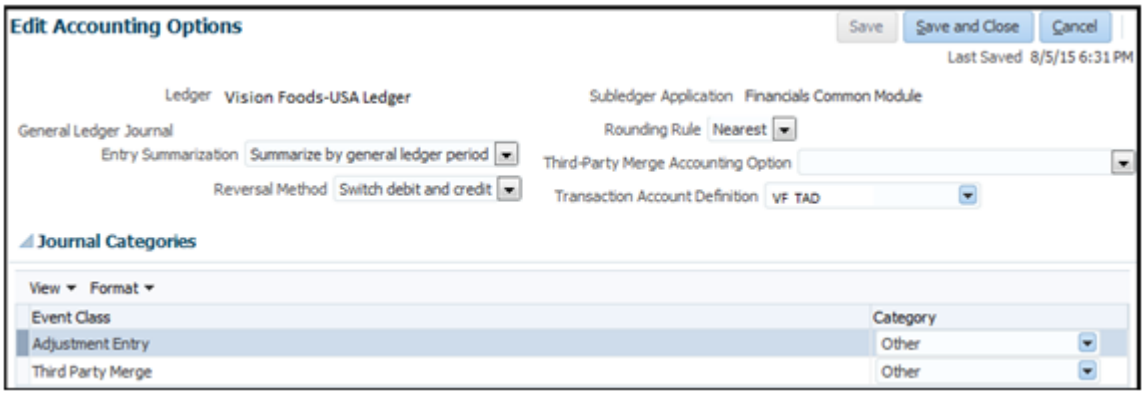
For the distributions to be automatically created for the intercompany transactions, we have to create a transaction account definition that uses the account combination rules and the intercompany segment rules we created earlier.



1. Navigate to Setup: Financials > Intercompany > Manage Transaction Account Definitions.
2. Click the **Add** icon.
3. Enter the name and short name of the Transaction Account Definition (TAD).
4. Select the chart of accounts.
5. In the Account Combination Rule for the provider distribution account, select the provider account rule and select the account rule to override the intercompany segment. Similarly, select the account combination rule and the intercompany segment rule for the receiver distribution account.
6. Click **Activate** to activate the transaction account definition.

8. Assigning the Transaction Account Definition to a Ledger

For the transaction account definition rule to work, you must assign the transaction account definition to a ledger as shown in the following image.

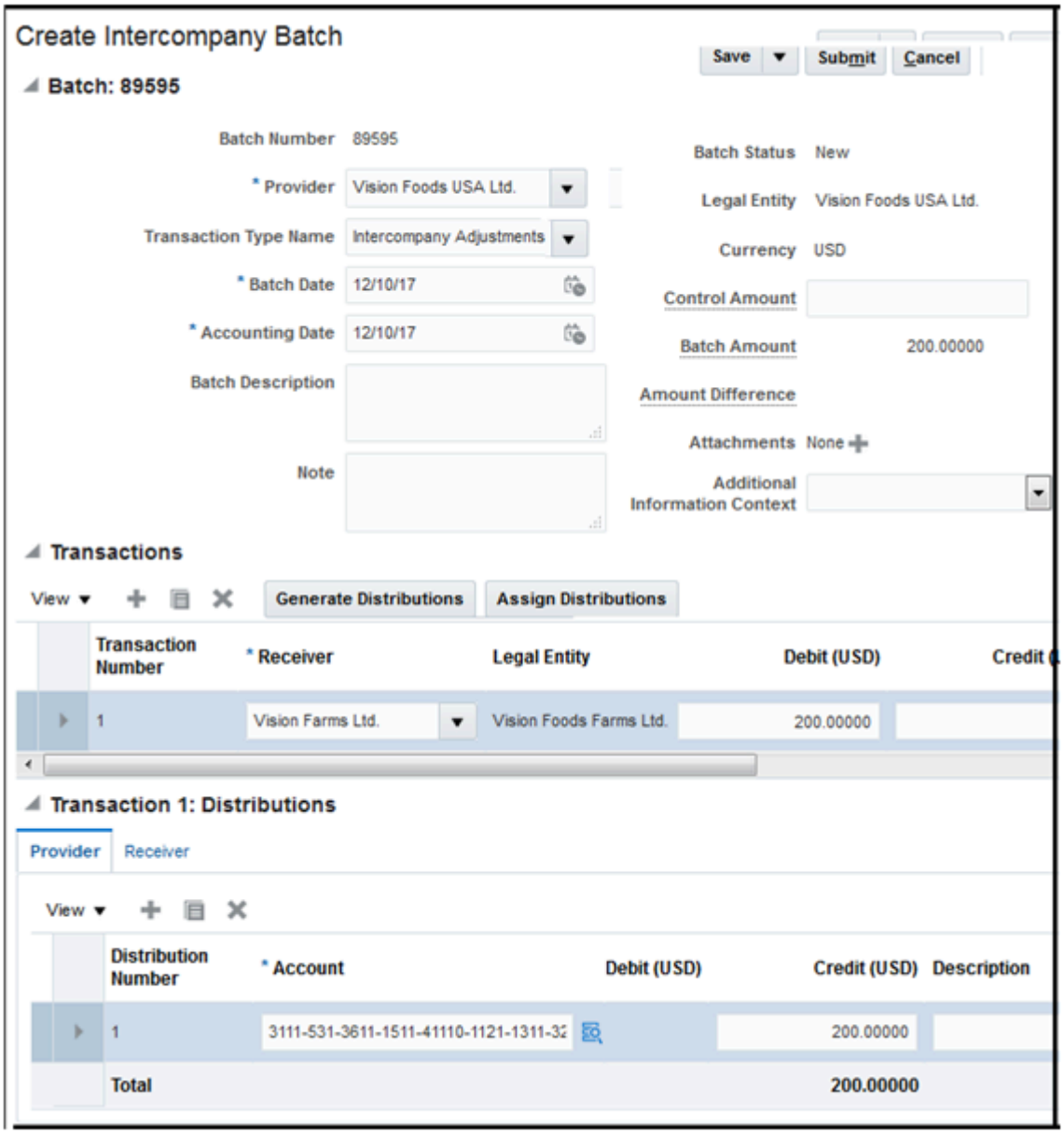


1. Navigate to the Setup: Financials > Intercompany>Manage Subledger Accounting Options page.
2. Search for the ledger.
3. Expand the ledger.

4. Select Financials Common Module and click the **Edit Accounting Options** icon.
5. Select the Transaction Account Definition you defined.
6. Select the Transaction Account Definition that you created earlier.
7. Save the updated accounting options.
8. Now the Transaction Account Definition is assigned to the ledger.

Creating Transaction Account Definition Enabled Transactions

Now, when we create transactions, the distributions are automatically created as illustrated in the following image.



1. Navigate to Intercompany Accounting > Transactions.
2. Click the Tasks Panel tab > Create Transactions.
3. Enter a batch number.
4. Select a provider, for example, Vision Foods USA Ltd.
5. In the Transactions section, click the **Add Row** icon.
6. Select the receiver organization and enter a debit amount. For example, $200.

7. Click **Assign Distributions**. This will automatically assign the provider and receiver distribution accounts.
8. In the Transactions 1: Distributions region, click the Provider tab to check the provider distribution. Since the provider legal entity is associated with the ledger that has the transaction account definition assigned to it, the distribution is automatically generated.
9. Similarly, since the receiver legal entity is associated with the ledger that has the transaction account definition assigned to it, the distribution will be automatically generated.

   Automatic distributions are only created when you create a transaction associated to a ledger that has a transaction account definition assigned to it.

Related Topics

- Transaction Account Builder

Intercompany Reconciliation

You can use Intercompany reconciliation reports to assist you with reconciling your intercompany receivables and intercompany payables accounts and identifying differences.

The goal of the reports is to identify either the receiver side or provider side of a transaction that are posted to the intercompany receivables or intercompany payables account.

The reports show these intercompany lines:

- Intercompany receivables and intercompany payables lines generated by the intercompany balancing feature.
- Intercompany receivables and intercompany payables lines generated for the provider and receiver of each intercompany transaction.

These aren't included on the intercompany reconciliation reports:

- Ledger balancing lines generated when the primary balancing segment value is in balance but either the second balancing segment or the third balancing segment is out of balance
- Clearing company balancing lines

Reconciliation Reports

The reconciliation reports show the entered or the transaction amount of the accounting entries booked to the intercompany receivables and payables accounts for a pair of provider and receiver legal entities. The accounted amounts may be different when the conversion rates used for the intercompany receivables and intercompany payables are different. You can select to run the reports using an additional currency and conversion rate that converts all amounts into a common currency for comparison.

The intercompany reconciliation process starts with running the **Prepare Intercompany Reconciliation Reporting Information** process. Select parameters to determine what data appears on your reports. For example, select the provider legal entity and receiver legal entity.

Once the **Prepare Intercompany Reconciliation Reporting Information** process has completed successfully. Click the Refresh icon to view the **Reconciliation Period Summary** report. This report displays the intercompany receivables and intercompany payables balances in summary for a period, and any differences between them. Drill down on the links to view the balances by source and then by journal lines. You have full drill-down capabilities to the general ledger journal, subledger accounting entry, and source receivables or payables transaction.

Generate the Reconciliation Report

To generate the Reconciliation Report, follow these steps:

1. Navigate to **Intercompany > Reconciliation**.
2. Click **Actions > Run**.
3. Select the report parameters.
4. Click **Submit** and note the process ID.
5. Click the Refresh icon until the report is displayed.
6. The **Period Summary** report is displayed.
7. Click one of the **Entered Amount Difference in Transaction Currency** value to view the **Summary by Source** report.
8. Review the Intercompany Receivables and Payables balances.
9. You can further drill down to any line by clicking the line. This displays the **Journal Lines** report.
10. Click the Journal Name to review the journal details.

Prepare Intercompany Reconciliation Reporting Information

You can use this process to generate reports that can be viewed and utilized to assist with reconciliation.

Prepare Intercompany Reconciliation Reporting Information Parameters

Provider Ledger

Ledger associated with the provider organization. Exclude secondary and reporting currency ledgers.

Provider Legal Entity

Legal entity of the provider organization.

Provider Accounting Period

Accounting period of the provider ledger.

Receiver Ledger

Ledger associated with the receiver organization.

Receiver Legal Entity

Legal entity of the receiver organization.

Receiver Accounting Period

Accounting period of the receiver ledger.

Additional Currency

Currency for converting the accounted amount.

Note: We recommend that you always specify an additional currency. Intercompany Reconciliation Infolets are populated only if the additional currency matches the ledger currency of the ledger in context of the accounting infolets.

Conversion Rate Type

Conversion rate type for the additional currency.

Conversion Date

Conversion rate date for the additional currency.

Related Topics

- Intercompany Reconciliation

Cross-Ledger Allocations

Journals can be for a single ledger or multiple ledgers within a ledger set. When you create cross-ledger allocations, they must have only one debit or one credit line. The other side of the journal can have as many lines as you need.

Settings That Affect Allocations

General Ledger Allocations

For the Generate General Ledger Allocations process, set the parameters listed in the following table to create allocation journals:

Parameter	Description
Rule or Rule set	Select the rule or rule set to create allocation lines.
Post Allocations	Select to automatically post allocation journals after they have been imported.

Intercompany Allocations

For the Generate Intercompany Allocations process, set the parameters listed in the following table to create intercompany allocations:

Parameter	Description
Rule or Rule set	Select the rule or rule set to create allocation calculations.
Intercompany Transaction Type	Select the transaction type to be used to create the intercompany transactions.

How Allocations are Processed Using the Generate General Ledger Allocations Process

The Generate General Ledger Allocations process creates journals from the allocation lines generated by the rule or rule set.

Journals can be for a single ledger or multiple ledgers. If the allocation lines span multiple ledgers each journal is balanced using the intercompany balancing rules. When you create cross-ledger allocation rules each rule must only result in either one debit line or one credit line with as many lines on the other side as you need. The process then adds intercompany receivables or intercompany payables lines to cross-ledger journals so they can be imported into the relevant ledger.

How Allocations are Processed Using the Generate Intercompany Allocations Process

The Generate Intercompany Allocations process creates an intercompany batch, transactions, provider distributions and receiver distributions from the allocation lines generated by the rule or rule set. The process creates intercompany transactions in the entered currency of the allocation lines.

Then Intercompany uses the primary balancing segment values, the balancing segment to legal entity assignments and the intercompany organizations set up to create transactions from your allocation.

You can create intercompany transactions from either single ledger or cross-ledger allocation lines. To successfully process cross-ledger allocations you must have either one debit line or one credit line per allocation but as many lines as required for the other side. The single debit or single credit line forms the provider side of the transaction and the lines on the other side form the receiver side of the transaction.

Additionally, each primary balancing segment value can only be on either the debit side or the credit side. It can't be on both sides.

Related Topics

- Examples of Cross-Ledger Allocations

Examples of Cross-Ledger Allocations

You can process cross-ledger allocations by choosing to create them as general ledger journals or intercompany transactions. Choose to generate journals from an allocation rule or rule set by submitting the Generate General Ledger Allocations process.

This process provides options to balance any cross-ledger journal with a receivables or payables line.

You can also choose to create intercompany transactions from an allocation rule or rule set by submitting the Generate Intercompany Allocations process. This creates intercompany transactions that optionally can be routed to Receivables for invoice generation.

The following scenario illustrates generating balancing journal entries as well as intercompany transactions for cross-ledger allocations.

Intercompany Allocation Entries

At month end the accountant allocates a portion of any centrally incurred expenses across all organization units that contribute to, or benefit from, that expenditure, based upon a calculation that represents a reasonable allocation of how that expense should be split. By doing this allocation, the Income Statement or Profit and Loss statement for each of those organization units shows a fair representation of its share of operational costs.

In many cases, allocations only take place between departments within one subsidiary, but there may be other costs that are shared between subsidiaries on a regular basis.

For example, marketing expense is incurred within a central corporate ledger, and is allocated to the United States (US), Canadian (CA), and United Kingdom (UK) organizations based on sales volume. These organizations are separate legal entities with their own separate ledgers. The US organization bears 50% of the cost and the CA and UK organizations each bear 25% of the cost.

The Marketing Costs allocation rule is set up to generate the allocation lines listed in the following table.

Ledger	Account	Debit	Credit	Description
InFusion USA	3111-110-0000-41110-0000		USD 500	Allocation Line
InFusion UK	3411-000-0000-52330-000(	USD 250		Allocation Line
InFusion Canada	3511-120-0000-52330-0000	USD 250		Allocation Line

The intercompany balancing rules are set up to use the following accounts.

- Receivables Account: 3000-000-0000-13011-0000
- Payables Account: 3000-000-0000-21081-0000

Generate General Ledger Allocations Using Intercompany Accounts

Submit the Generate General Ledger Allocations process and choose your Rule or Rule Set. Select Process Cross-Ledger Allocations and Use Intercompany Accounts options to use intercompany balancing rules to generate the receivables and payables accounts required to balance cross-ledger allocation journal lines.

The following journals are created for the Marketing Costs allocation rule.

The following table described the InFusion USA journal after cross-ledger balancing:

Ledger	Account	Debit	Credit	Description
InFusion USA	3111-110-0000-41110-0000		USD 500	Allocation Line
InFusion USA	3111-110-0000-13011-3411	USD 250		Cross-Ledger Intercompany Allocation with Ledger InFusion UK

Ledger	Account	Debit	Credit	Description
InFusion USA	3111-110-0000-13011-3511	USD 250		Cross-Ledger Intercompany Allocation with Ledger InFusion Canada

The following table described the InFusion UK journal after cross-ledger balancing:

Ledger	Account	Debit	Credit	Description
InFusion UK	3411-000-0000-52330-000(	USD 250		Allocation Line
InFusion UK	3411-000-0000-21081-3111		USD 250	Cross-Ledger Intercompany Allocation with Ledger InFusion USA

The following table described the InFusion Canada journal after cross-ledger balancing:

Ledger	Account	Debit	Credit	Description
InFusion Canada	3511-120-0000-52330-0000	USD 250		Allocation Line
InFusion Canada	3511-120-0000-21081-3111		USD 250	Cross-Ledger Intercompany Allocation with Ledger InFusion USA

Generate Intercompany Allocations

Submit the Generate Intercompany Allocations process to create intercompany transactions. If you need invoices for your allocations choose an intercompany transaction type that requires invoicing so the intercompany transactions get routed to Receivables for invoice generation.

Ledger, Legal Entity, and Primary Balancing Segment assignments are set up as shown in the following table:

Ledger	Legal Entity	Primary Balancing Segment
InFusion USA	USA Corp	3111
InFusion UK	UK Corp	3411
InFusion Canada	Canada Corp	3511

Intercompany organizations are set up as listed in the following table.

Intercompany Organization	Legal Entity
USA Sales	USA Corp
UK Sales	UK Corp
Canada Sales	Canada Corp

The following table lists the provider intercompany transactions that are created for the Marketing Costs allocation rule.

Batch 101:

Provider	Transaction Number	Distribution Number	Distribution account	Debit	Credit
USA Sales	1	1	3111-110-0000-41110-00		USD 250
		2	3111-110-0000-13011-34	USD 250	
	2	1	3111-110-0000-41110-00		USD 250
		2	3111-110-0000-13011-35	USD 250	

The following table lists the receiver intercompany transactions that are created for the Marketing Costs allocation rule.

Receiver	Transaction Number	Distribution Number	Distribution account	Debit	Credit
UK Sales	1	1	3411-000-0000-52330-	USD 250	
		2	3411-000-0000-21081-		USD 250
Canada Sales	2	1	3511-120-0000-52330-(	USD 250	
		2	3511-120-0000-21081-3		USD 250

FAQs for Intercompany Transactions

How can I use social networking to discuss intercompany allocation adjustments with cost center owners?

Use the social feature on the Intercompany Transactions work area to invite others to share information.

Here's how you use the social feature:

1. Navigate to the Intercompany Transactions work area.
2. Search for the intercompany transaction.
3. Click Social and then click Share. Optionally, click **Join** to join an existing conversation.
4. Create a related conversation. And invite other cost center owners to join the conversation.
5. Upload the allocation spreadsheet for them to review.

As cost center owners, you can post questions. And other cost center owners can see responses to the questions because they're owners.

Each cost center owner can validate their intercompany allocation in the conversation itself. This creates a lasting record.

How do I enter provider and receiver distributions for intercompany transactions?

Enter provider and receiver distributions, and make sure that the net amount is equal to the transaction amount. When you submit the batch for processing, Intercompany creates a receivable line for the provider side and a payables line for the receiver side.

The intercompany receivables line and payables line are based on these:

- the primary balancing segment value of the first provider distribution and the intercompany balancing rules.
- the primary balancing segment value of the first receiver distribution and the intercompany balancing rules.

Transaction amount = $100 debit.

This table shows the Provider distributions for a Debit transaction.

Distribution Line Entry	Debit	Credit
User enters this line.		$100
And Intercompany adds the Intercompany Receivable line.	$100	

This table shows the Receiver distributions for a Debit transaction.

Transaction amount = $100 debit.

Distribution Line Entry	Debit	Credit
User enters this line.		$110
User enters this line.	$210	
Intercompany adds the Intercompany Payables line.		$100

This table shows the Provider distributions for a Credit transaction.

Transaction Amount = $100 credit

Distribution Line Entry	Debit	Credit
User enters this line.		$110
User enters this line.	$210	
Intercompany adds the Intercompany Receivable line.		$100

This table shows the Receiver distributions for a Credit transaction.

Transaction Amount = $100 credit

Distribution Line Entry	Debit	Credit
User enters this line.		$100
Intercompany adds the Intercompany Payables line.	$100	

How can I resubmit rejected intercompany transactions?

You can't resubmit rejected intercompany transactions. However, you can copy, edit, and resubmit them in a new batch.

1. Select the rejected transaction amount on the Transactions Overview page.
2. Copy the rejected transaction amount.

3. After you copy the rejected transaction to a new batch, the transaction status changes from Rejected to Rejection Reviewed.

5 Accounting Period Close

Overview

Overview of Opening First Period

For all ledgers, primary, secondary, and journal and subledger level reporting currencies, open the first period of the ledger when you're ready to transact in that period.

1. To open the first period of your ledgers, navigate to the **Open First Period** task in the primary ledger task list.
2. Click the **Go to Task** icon.
3. On the submission page, select the ledger and the period to open.
4. Click the **Submit** button to submit the open period process.

You can use other ways to open the first period or subsequent periods without going into the **Setup and Maintenance** work area. You can maintain the ledgers' period statuses from the:

- **Close Status** region in the **General Accounting Dashboard**. The **Close Status** region provides real-time visibility into the period close process from your subledgers to your General Ledger across the entire enterprise.
- **Manage Accounting Periods** task in the **Period Close** work area.
- **Process Monitoring** work area, which provides a framework for submitting, monitoring and maintaining processes across Oracle Fusion Financials.

Overview of Close Monitor

The Close Monitor:

- Provides information about the period close status for a given accounting period across multiple products for related ledgers in a hierarchical ledger set based display.
- Uses the hierarchical ledger set to mirror the consolidation relationships and roll ups of entities across the enterprise.
- Summarizes period close status information for each ledger across multiple applications and for each consolidation node across multiple ledgers.
- Provides the contact information of the manager for a given node on the ledger set hierarchy.
- Summarizes high-level income statement results for each entity and aggregates this financial information at each consolidation node.
- Displays each of these elements of information, period status, manager information, and financial data, in separate tags that are navigated to for each node of the interactive hierarchical display.
- Provides views for a given ledger set, for a particular accounting period, and currency.

The period status information that's displayed is broken down by application module including General Ledger, Payables, Receivables, Asset, Projects, and Costing. Some modules track their entity at a more granular level, such as:

- Business units for Payables, Receivables, and Projects

- Asset Books for Assets
- Cost Organization Books for Costing

The Close Monitor indicates the number of the subunits by module for the ledgers. It also displays the fractional indicator, where applicable, of how many of the subunits are at the closed status.

Secondary ledgers, journal level, or transaction level reporting currencies can't be associated with subledger business units for Payables, Receivables, and Projects. As such, if the ledger set displayed in the hierarchy includes members that are secondary ledgers, journal, or subledger level reporting currencies, the period status indicated in the Close Monitor for such subledger modules is based on its related primary ledger. Asset books and cost organization books can be associated with all types of ledgers. Therefore in the case of the Assets and Costing modules, their period status for secondary ledger or reporting currencies is shown accordingly for the books directly associated with them. Otherwise, their period statuses are derived from the books associated with their primary ledgers.

Setting Up the Close Monitor

The Close Monitor setup consists of a ledger set hierarchy definition whereby a predefined ledger set is addressed, with each ledger and ledger set assigned a manager who's responsible for its financial close, and a logo to represent the entity in the display.

> **Note:** The list of managers available for assignment contains the persons defined in the Human Capital Management (HCM) module of Oracle Fusion Applications. The attributes defined in HCM, such as the picture of the person and contact details, are shown in the Close Monitor.

The ledger set serves as the foundation of this setup.

- The members of the Close Monitor hierarchy must share a common chart of accounts and calendar. In addition, the ledgers assigned to the ledger set must share a common currency, or the common currency representation must be available from an associated balance level reporting currency for the ledger.
- The financial data displayed in the Close Monitor is derived from the account group assigned to the ledger set, therefore, an assignment is required. The account group:
    - Must include two line items whose account designations respectively query the total revenues and total expenses of the organization.
    - Reflects a summarized income statement in the financial data tab of the Close Monitor.

  The Rapid Implementation process automatically generates an account group called Close Monitor Summary Income Statement, which you can display in the Close Monitor using the Manage Close Monitor Setup task. You can also submit the Generate Financial Reports and Account Groups process to automatically create the Close Monitor Summary Income Statement account group.

- All ledgers in the ledger set share a common chart of accounts and the selection of accounts are equally applicable throughout the nodes in the ledger set hierarchy.
- When working with ledger sets that include members that are also ledger sets, you can choose any of the ledger sets in the selector to indicate the starting ledger set to display in the Close Monitor.

- If different account groups are assigned to each ledger set member in such a ledger set, the account group used to display the financial data is the one assigned to the ledger set specified in the selector in the Close Monitor.
- To have meaningful comparison and summation along the ledger set hierarchy:
  - Assign ledgers to the ledger set that have a relevant currency representation that matches the intended group currency that the Close Monitor displays the financial data in.
  - Select the appropriate primary, secondary, or reporting currency ledger for assignment to the ledger set.
  - Alternately, use translated balances (balance level reporting currency) in the ledger set selection to satisfy the common group currency requirement if needed.

Viewing the Close Monitor

Navigate to the Close Monitor by clicking the Open Subledgers infolet on the General Accounting Infolets page, or by selecting the Close Monitor task from the Period Close work area. You choose a ledger set, accounting period, and currency as the view criteria for the Close Monitor display. You can alter this selection at any time.

For example, change the currency displayed by:

- Working with a global ledger set.
- Shifting the focus to a lower-level ledger set that aggregates at the continental level, such as North America, that uses a different group currency.
- Including the ledger with the relevant currency representation that matches the selected group currency that the Close Monitor financial data is displayed in.

The Close Monitor supports different zoom levels to enable you to:

- Accommodate viewing a larger ledger set hierarchy in its entirety, given the limited display area of the user interface.
- Show detail information for each node, which can vary, decreasing and simplifying in content as you zoom out further to accommodate showing more nodes in a single view.
- Hover over the more summarized node to view the complete set of information for that node at the 100% zoom level.
- Leave the zoom level at 100% and move around the display to other ledger sets or ledgers currently not in view.

Note: The Close Monitor has a control panel that you can use to:

- Adjust the zoom level.
- Flip all of the nodes to the same display of Close Monitor, Manager, or Profit and Loss.
- Change the displayed layout of the hierarchy.

Period Close Components

While implementing your accounting configuration, optionally define and maintain period close components, including allocations and periodic entries, revaluations, and historical rates.

In the Setup and Maintenance work area, use the following:

- Offering: Financials
- Functional Area: General Ledger
- Tasks:
    - Manage Allocations and Periodic Entries
    - Manage Revaluations
    - Manage Historical Rates

Manage Allocations and Periodic Entries

The **Manage Allocations and Periodic Entries** task opens the Enterprise Performance Management workspace. From there, you can navigate to Calculation Manager to create allocations and other formula journal templates for generating periodic journal entries automatically. Calculation Manager is a framework for defining allocation rules and formulas using a graphical interface and intuitive step-by-step wizards. You can base formulas on multiple criteria.

You can also open Calculation Manager from within the Journals work area by clicking the **Create Allocations Rules** task from the Tasks pane.

Manage Revaluations

Revaluation is done to adjust foreign entered amounts due to currency fluctuations. Use the **Manage Revaluations** task to define currency revaluation options, such as the range of accounts to revalue and the gain or loss accounts. On the Manage Revaluations page, define and generate your revaluation definitions.

Manage Historical Rates

Historical rates are user calculated and specified weighted average translation rates for transactions that occur at different points in time and posted to a given account. The application uses historical rates to calculate the conversion rate on equity or other historical account balances during foreign currency translation of the balance sheet. You can define historical rates using a file-based data import (FBDI) template or a desktop-integrated Excel workbook.

To access the FBDI template, open the Oracle Fusion Cloud Financials File-Based Data Import (FBDI) for Financials guide in the Oracle Help Center (https://docs.oracle.com). You can find the Historical Rates Import template in the General Ledger section.

To access the workbook, use the **Manage Historical Rates** task in the General Ledger functional area in the Setup and Maintenance work area. Select the Historical Rates tab on the Currency Rates Manager page.

Create historical rates by specifying the required ledger and other optional fields, as needed. Click **Create in Spreadsheet** to open the spreadsheet for uploading. To update existing historical rates for your ledgers, click **Edit in Spreadsheet**. The spreadsheet is prepopulated with the existing historical rates. Click **Review in Spreadsheet** to view historical rates.

> **Note:** Before using the historical rates spreadsheet, install the ADF Desktop Integration Add-In for Excel.

Related Topics

- How to Prevent a General Ledger Period from Closing When Open Subledger Periods Exist
- Update Existing Setup Data

Currency Rates

Enter Daily Rates Using the Daily Rates Spreadsheet

You are required to enter the daily rates for currency conversion from Great Britain pounds sterling (GBP) to United States dollars (USD) for 5 days.

To load rates using the Create Daily Rates Spreadsheet, you must first install Oracle ADF Desktop Integration client software. Oracle ADF Desktop Integration is an Excel add-in that enables desktop integration with Microsoft Excel workbooks. You can download the installation files from the Tools work area by selecting Download Desktop Integration Installer.

Entering Daily Rates

1. From the General Accounting work area, select the **Period Close** link.
2. From the Tasks panel, click the **Manage Currency Rates** link.

   Use the Currency Rates Manager page to create, edit, and review currency rate types, daily rates, and historical rates.
3. Click the Daily Rates tab.

   Use the Daily Rates tab to review and enter currency rates.
4. Click the **Create in Spreadsheet** button.

   Use the Create Daily Rates spreadsheet to enter daily rates in a template that you can save and reuse.
5. Click in the **From Currency** field. Select the GBP - Pound Sterling list item.
6. Click in the **To Currency** field. Select the USD - US Dollar list item.
7. Click in the **Conversion Rate** field. Select the Spot list item.
8. Click in the **From Conversion** field. Enter a valid value: 10/2/2017.
9. Click in the **To Conversion Date** field. Enter a valid value: 10/6/2017.
10. Click in the **Conversion Rate** field. Enter a valid value: 1.6.
11. Click **Submit** and click **OK** twice.
12. Review the **Record Status** column to verify that all rows were inserted successfully.
13. Save the template to use to enter daily rates frequently. You can save the spreadsheet to a local drive or a shared network drive.
14. Optionally, edit the rates from the Daily Rates user interface or resubmit the spreadsheet.

Related Topics

- Examples of Using Conversion Rate Types in a Journal
- Guidelines for Using Desktop Integrated Excel Workbooks
- Update Currency Rates

Update Currency Rates

You're required to change today's daily rates that were already entered. The rates you're changing are for currency conversion from Great Britain pounds sterling (GBP) to United States dollars (USD) for your company InFusion America.

Currency conversion rates were entered by an automatic load to the Daily Rates table. They can also be entered through a spreadsheet.

Updating Currency Rates

1. Navigate to the Period Close work area.

   Use the Period Close work area to link to close processes and currency process.
2. Click the Manage Currency Rates link.

   Use the Currency Rates Manager page to create, edit, and review currency rate types, daily rates, and historical rates.
3. Click the Daily Rates tab.

   Use the Daily Rates tab to review and enter currency rates.
4. Click the From Currency list. Select the GBP - Pound Sterling list item.
5. Click the To Currency list. Select the USD - US Dollar list item.
6. Enter the dates for the daily rates that you are changing. Enter today's date.
7. Click the Rate Type list. Select the Spot list item.
8. Click the Search button.
9. Click in the Rate field. Enter the new rate of 1.7 in the Rate field.
10. Click in the Inverse Rate field. Enter the new inverse rate of 0.58822 in the Inverse Rate field.
11. Click the Save button.

Related Topics

- Guidelines for Using Desktop Integrated Excel Workbooks

Revaluation

Revaluation Process

The revaluation process is used to adjust account balances denominated in a foreign currency. Revaluation adjustments represent the difference in account balances due to changes in conversion rates between the date of the original journal and the revaluation date.

These adjustments are posted through journal entries to the underlying account with the offset posted to an unrealized gain or loss account. All debit adjustments are offset against the unrealized gain account and all credit adjustments are offset against the unrealized loss account. If the same account is specified in the Unrealized Gain Account and Unrealized Loss Account fields, the net of the adjustments is derived and posted.

For balance sheet accounts, the revaluation journal entries are reversed in the next period. AutoReverse can be used to automate the reversals. For income statement accounts that use the PTD method of revaluation, the revaluation journals aren't reversed since each period's revaluation adjustment is for that period.

In Oracle General Ledger, the revaluation functionality provides the following advantages:

- Full multicurrency functionality to eliminate currency barriers across a global business.
- Predefined revaluation rules to ensure consistency in generation of revaluation entries each period.
- Usage of prevailing currency normalization accounting standards including:
    - US Financial Accounting Standards Board, Financial Accounting Statement No. 52 (FAS 52), Foreign Currency Translation.
    - International Financial Reporting Standards, International Accounting Standard No. 21 (IAS 21), The Effects of Changes in Foreign Exchange Rates.
- Support for multiple balancing segments to provide clarity in tracking the profitability and performance for more distinct segments of your enterprise in any currency

Definition

When defining your revaluations, perform the following:

- Include accounts for tracking gains and losses, currency conversion rates, and the number of entered currencies to revalue.
- Define separate revaluation definitions for each class of accounts, using a different rate type for each class.
- Select various conversion types and methodologies for different account ranges, such as:
    - Current rates and year-to-date (YTD) method for balance sheet accounts.
    - Average rates and period-to-date (PTD) method for income statement accounts.

Note: Income statement accounts can also be revalued using the YTD method.

Hierarchies and flexible account selection criteria, such as usage of parent values from your account hierarchy, streamlines maintenance of revaluation definitions. The parent values can be selected for the primary balancing and the natural account segments using the operator **Is a last descendant of**. Leverage hierarchy versions to include organizational changes in your revaluation definitions. Adjust account selection criteria monthly to retrieve the accounts that must be revalued for the current accounting period.

Share revaluation definitions across ledgers that have the same chart of accounts to reduce maintenance.

Generation

Generating revaluations include:

- Using defined revaluation criteria and automatically generating entries to shorten your close process.
- Selecting automatic posting as part of the generate revaluation criteria to help you to achieve processing efficiency.
- Scheduling revaluations to run during off peak hours to save your processing resources.
- Using date effective account hierarchies to generate revaluations to keep results in line with your current organization hierarchies.

Always run revaluation to bring monetary balances to current rates before performing currency translation or remeasurement.

> **Note:** When the revaluation process is scheduled to run automatically, the accounting period increments on each subsequent run.

Revaluation Execution Report

The Revalue Balances process automatically generates the Revaluation Execution report when you run revaluation. This report shows the details of your account balance revaluation and the journal batches created after running revaluation. The report includes:

- Currencies and revaluation rates used to revalue your accounts.
- Unrealized gain or loss account in which you recorded net gains and losses.
- Range of accounts revalued.
- Names of your batch and journals that the revaluation process created for each foreign currency.
- Total debits and credits of the created entries.

If the Revaluation process can't locate rates for one or more currencies, balances aren't revalued for those currencies. In this case, the Revaluation process completes with a warning and the execution report lists which currencies are missing rates.

Related Topics

- Overview of Revaluation Unrealized Gains or Losses
- How Income Statement Accounts Are Revalued
- Revalue Across Multiple Balancing Segments

Overview of Revaluation Unrealized Gains or Losses

Revaluation launches a process that revalues the ledger currency equivalent balances for the accounts and currencies you select, using the appropriate current rate for each currency.

Resulting unrealized gain or loss amounts are posted to the unrealized gain or loss accounts or to the cumulative translation adjustment account. The revaluation journal is created, balanced, and posted automatically by balancing segment values.

Revaluation journal entries are created to adjust the ledger currency balances for conversion rate fluctuations, in accordance with:

- Statement of Financial Accounting Standards No. 52, Foreign Currency Translation
- International Accounting Standard (IAS) 21, The Effects of Changes in Foreign Exchange Rates

The revaluation journal entries generated and posted in the primary ledger are automatically generated, converted, and posted to each of their reporting currencies. Define the cumulative translation adjustment account in the reporting currency prior to running revaluation.

How Income Statement Accounts Are Revalued

Revaluation is the process which adjusts asset or liability accounts that may be materially understated or overstated. The fluctuation in the conversion rate occurs between the time the transaction was entered and the time revaluation takes place.

You may want to revalue income statement accounts as well. The Income Statement Accounts Rule indicates whether period-to-date (PTD) or year-to-date (YTD) method is to be used when revaluing income statement accounts.

Click the **Income Statement** radio buttons on the **Create Revaluation** page to revalue income statement accounts using PTD or YTD balances.

If you select to revalue PTD balances for income statement accounts, the process continues to appropriately revalue YTD balances for balance sheet accounts. If the range of accounts consists of both income statement and balance sheet accounts and you select PTD as an option for income statement account revaluation rule, the revaluation:

- Creates separate revaluation journal for the income statement accounts
- Creates weighted average YTD balances using period rates from each corresponding period against the PTD account balance.
- Is in compliance with the Statement of Financial Accounting Standards No. 52, Foreign Currency Translation.

When you run revaluation on your income statement accounts, the process produces two separate journal entries; one that revalues your balance sheet accounts and another for your income statement accounts. You don't reverse the PTD revaluation journal for your income statement accounts in the subsequent period. The revaluation only applies to last period's activity.

> **Note:** This functionality only applies when the range of accounts in the revaluation definition consist of income statement and balance sheet accounts. Normally only balance sheets accounts are revalued.

Revalue Across Multiple Balancing Segments

This example demonstrates how to revalue foreign currency balances across multiple balancing segments. Your company, Vision Corporation, has three lines of business.

You revalue foreign currency account balances for two divisions, Air Components and Repair Parts. The Installation Services line of business doesn't have foreign currency transactions. Your company is the primary balancing segment and your lines of business are represented in the secondary balancing segment.

Consider the following points when running the revaluation process:

- The revaluation process posts the resulting gain or loss amounts against the unrealized gain or loss accounts, substituting the balancing segment values appropriately for all balancing segments.
- Gain or loss accounts and revaluation account ranges aren't validated against your data access set security when the revaluation definition is created because the ledger context isn't known at the time of definition.
- Data access set security is enforced when the **Revalue Balances** process is run. Limited write access to the gain or loss accounts due to inadequate access results in an error.
- Segment value security rules are enforced when you enter account ranges and the unrealized gain and loss accounts. Only segment values that you have access to are available in the list of values.

- Account ranges that you have read and write access to are revalued. Account combinations that you don't have access to are ignored.
- The revaluation process expands the parent primary balancing segment to the child values. Data access set security applies to the child values only, not the parent value.
- The posting process supports multiple balancing segments for calculating the entry to the Cumulative Translation Adjustment accounts when replicating revaluation journals to reporting currencies.

Defining Revaluations

1. In the Setup and Maintenance work area, go to the following:
    - Offering: Financials
    - Functional Area: General Ledger
    - Task: Manage Revaluations
2. On the Manage Revaluations page, click the **Create** icon.
3. Complete the fields, as shown in this table.

Field	Value
Name	Vision Corporation Revaluation
Description	Revaluation for all foreign currency balances.
Chart of Accounts	Vision Corporation Chart of Accounts
Currency	Leave blank. **Note:** If blank, all currencies are revalued and after saving, the field automatically displays: All currencies.
Conversion Rate Type	Daily
Days to Roll Forward	5
Unrealized Gain Account	011-00-96600000-0000-000-000
Unrealized Loss Account	011-00-96700000-0000-000-000
Income Statement Accounts Basis	PTD

Field	Value
Post Automatically	Yes

4. In the **Revaluation Accounts** section, click the **Add Row** icon.
5. Click the **Change filter conditions** icon to enter the filter used to select the accounts to revalue.
6. Click **Add Fields** and select **Company**.
7. Accept the default operator of **Equals** and select **11** from the list of Company segment values.
8. Click **Add Fields** and select **Lines of Business**.
9. Change the operator to **Between** and select **30** for Air Components and **40** for Repair Parts.
10. Click **Add Fields** and select **Account** from the list.
11. Change the operator to **Between** and enter values **10000000** and **29999999**.
12. Click **OK** to accept the filters.
13. Click **Save and Close**.

    Optionally, click **Save** and then click **Generate** to save and run the revaluation immediately.

Related Topics

- Update Existing Setup Data

Revaluation Tracking by Multiple Segments

Overview of Revaluation Tracking by Multiple Segments

The revaluation process adjusts account balances expressed in a foreign currency, based on conversion rate changes between a transaction's accounting and revaluation dates.

Here's more information about what the process does:

- Posts revaluation amounts to the accounts with foreign currency balances that are eligible for revaluation.
- Posts the offset to the unrealized gain or loss accounts from the revaluation template tracked by the balancing and revaluation tracking segments.

If you decide to set up segments for revaluation tracking, here's what you need to know:

- You can track revaluation gains or losses by up to five distinct segments, including the segments you assigned balancing segment labels to. Let's say your chart of accounts has these segments and these segment label assignments.

Segment	Segment Label
Company	Primary Balancing Segment
Department	None
Account	Natural Account Segment

Segment	Segment Label
Subaccount	None
Division	None
Product	None
Project	None
Intercompany	Intercompany Segment

Because the revaluation process automatically balances gains or losses by balancing segments, you can track up to four additional segments. Here's the list of eligible segments:

  - Department
  - Subaccount
  - Division
  - Product
  - Project

- Don't assign the revaluation tracking segment label to segments that you already assigned the Natural Account or Intercompany segment labels to.
- Remember that tracking by multiple segments applies only to the revaluation process.

Related Topics

- Set Up Revaluation Tracking by Multiple Segments
- Examples of Revaluation Journals When Tracking by Multiple Segments

Set Up Revaluation Tracking by Multiple Segments

Before you can track revaluation by multiple segments, you have to perform some setup steps.

1. Opt in to the feature.
2. Assign the revaluation tracking segment label to the segments in your chart of accounts that you want to track.
3. Enable revaluation tracking for your ledgers.

Let's take a closer look at each step.

Opt In to the Feature

Use this navigation in the Setup and Maintenance work area to opt in to the Multiple Segment Tracking for Revaluation Gain/Loss feature:

- Offering: Financials
- Functional Area: General Ledger
- Feature: Multiple Segment Tracking for Revaluation Gain/Loss

Assign the Revaluation Tracking Segment Label

Now follow this navigation:

- Offering: Financials
- Functional Area: Financial Reporting Structures
- Task: Manage Chart of Accounts Structures

1. Search for your Key Flexfield Structure and click **Edit**.
2. Select the segment you want to track and click **Edit**.
3. Select **Revaluation Gain/Loss Tracking Segment** from the list of segment labels and click the **Move Selected Item** icon.
4. Save your changes.
5. On the Manage Chart of Accounts Structure page, click **Deploy Flexfield** for the General Ledger Accounting Flexfield.

Enable Revaluation Tracking on the Ledger

Here's the last step:

In the Setup and Maintenance work area, go to:

- Offering: Financials
- Functional Area: General Ledger
- Task: Specify Ledger Options, with the ledger scope set

1. Select the option **Track Revaluation Gain or Loss by Multiple Segments**.
2. Save the change.

Keep this setting the same throughout the life of the ledger. This helps ensure consistency in processing and accurate revaluation gain and loss account balances and reports.

Related Topics

- Examples of Revaluation Journals When Tracking by Multiple Segments

Examples of Revaluation Journals When Tracking by Multiple Segments

Use these examples to understand how the application generates revaluation journals in primary ledgers and reporting currencies when you track revaluation by multiple segments.

These examples assume the accounts being revalued at month end have only one foreign currency journal for the month.

Here's the important information from the primary ledger setup.

- Ledger Currency: AUD
- Chart of Accounts Segments and Segment Labels

Segment	Segment Label
Company	Primary Balancing Segment
Department	Revaluation Gain/Loss Tracking Segment
Account	Natural Account Segment
Subaccount	None
Division	Revaluation Gain/Loss Tracking Segment
Product	Revaluation Gain/Loss Tracking Segment
Project	Revaluation Gain/Loss Tracking Segment

> **Note:** The primary balancing segment (Company) is also a revaluation gain or loss tracking segment.

- Cumulative Translation Adjustment (CTA) Account: 01-000-3500-0000-000-0000-000
- Revaluation Template:
    - Unrealized Gain Account: 01-000-7842-0000-000-0000-000
    - Unrealized Loss Account: 01-000-7844-0000-000-0000-000
    - Account Filter: Account = 1110, which is a cash account

And here's the important information from the reporting currency setup.

- Currency: USD
- Currency Conversion Level: Journal
- Revaluation Basis: Entered Currency

Example 1: Revaluation Journal Source Enabled for Reporting Currency

In this example, you don't change the default journal conversion rules for the reporting currency, which means the Revaluation journal source is enabled. Here's how you define the revaluation template for the reporting currency:

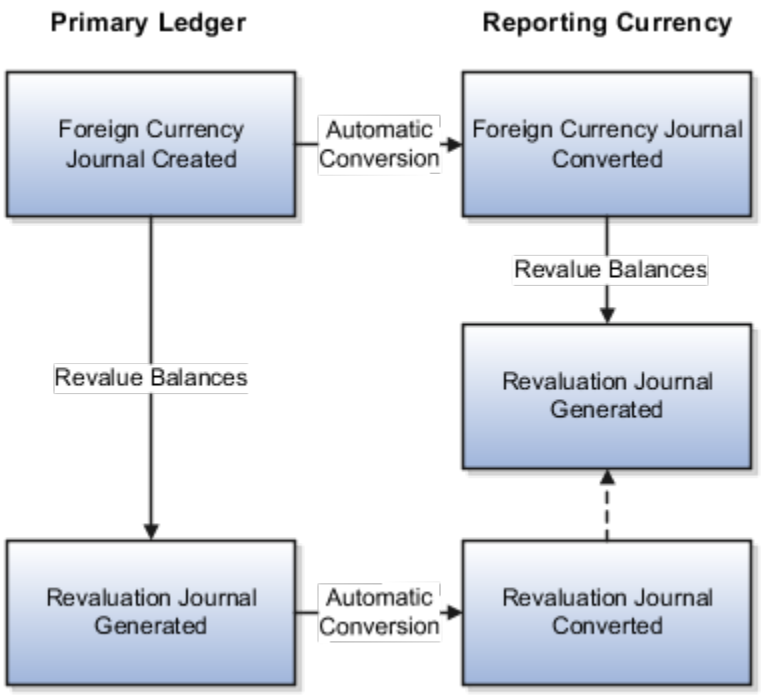
- Unrealized Gain Account: 01-000-3500-0000-000-0000-000

- Unrealized Loss Account: 01-000-3500-0000-000-0000-000

  Note: Both accounts are the CTA account for the primary ledger.

- Account Filter: Account = 1110, which is the same cash account that's in the primary ledger revaluation template

Here's a high-level view of the five journals that are going to be created in the primary ledger and reporting currency.



Now let's look at the details.

You create a foreign currency journal in the primary ledger with an accounting date of January 1, 2019. The conversion rate in effect for that date is 1 Euro = 1.642883 Australian dollars. Here's the foreign currency journal in the primary ledger.

Line	Account	Entered Debit (EUR)	Entered Credit (EUR)	Accounted Debit (AUD)	Accounted Credit (AUD)
1	01-100-1110-1001-001-1	1000.00		1642.88	
2	01-200-1110-1002-002-	1200.00		1971.46	
3	01-000-1210-0000-00(		2200.00		3614.34
Total	Not applicable	2200.00	2200.00	3614.34	3614.34

The foreign currency journal is automatically converted in the reporting currency. The conversion rate in effect for January 1, 2019 is 1 Euro = 1.155463 US dollars. Here's the converted journal in the reporting currency.

Line	Account	Entered Debit (EUR)	Entered Credit (EUR)	Accounted Debit (USD)	Accounted Credit (USD)
1	01-100-1110-1001-001-1	1000.00		1155.46	
2	01-200-1110-1002-002-	1200.00		1386.56	
3	01-000-1210-0000-00(		2200.00		2542.02
Total	Not applicable	2200.00	2200.00	2542.02	2542.02

Now you run the Revalue Balances process for the primary ledger for January 31, 2019. The conversion rate in effect for that date is 1 Euro = 1.57286 Australian dollars.

The process generates the unrealized loss accounts based on the account definition in the revaluation template and the balance sheet and revaluation tracking segments. In this example, the revaluation journal records the unrealized loss for the cash accounts tracked by the Company, Department, Division, Product, and Project segment values from the original foreign currency journal.

Here's the revaluation journal in the primary ledger.

Line	Account	Entered Debit (EUR)	Entered Credit (EUR)	Accounted Debit (AUD)	Accounted Credit (AUD)
1	01-100-1110-1001-001-1	0.00	0.00	0.00	70.02
2	**01**-**100**-7844-0000-**00**	0.00	0.00	70.02	0.00
3	01-200-1110-1002-002-	0.00	0.00	0.00	84.03
4	**01**-**200**-7844-0000-**00**	0.00	0.00	84.03	0.00
Total	Not applicable	0.00	0.00	154.05	154.05

Remember that the Revaluation journal source is enabled for the reporting currency's journal conversion rules. As a result, the revaluation journal for the primary ledger is automatically converted in the reporting currency. The conversion rate in effect for January 31, 2019 is 1 Australian dollar = 0.728134 US dollars. The offset is posted to the CTA account from the primary ledger because the reporting currency is a form of translation of the primary ledger. At this stage, this journal is just accomplishing part of the adjustments to CTA for the reporting currency.

Here's the converted journal in the reporting currency.

Line	Account	Entered Debit (EUR)	Entered Credit (EUR)	Accounted Debit (USD)	Accounted Credit (USD)
1	01-100-7844-0000-00	0.00	0.00	50.98	0.00
2	01-200-7844-0000-00	00.00	0.00	61.19	0.00
3	**01-100**-3500-0000-**00**	0.00	0.00	0.00	50.98
4	**01-200**-3500-0000-**00**	0.00	0.00	0.00	61.19
Total	Not applicable	0.00	0.00	112.17	112.17

Next, you run the Revalue Balances process in the reporting currency for January 31, 2019 to revalue the foreign currency journal that was converted from the primary ledger. The EUR to USD rates may have changed since January 1, 2019. The conversion rate in effect for January 31, 2019 is 1 Euro = 1.145253 US dollars.

The process records the revaluation adjustment to the CTA account (from the reporting currency revaluation template) and the balance sheet and revaluation tracking segments. The offset isn't considered a gain or loss for the reporting currency, which was already accounted for in the previous journal. Rather, the offset is adjusted against the CTA that was booked during the previous entry, to net to the final CTA amount that should be booked for the reporting currency.

Here's the revaluation journal in the reporting currency.

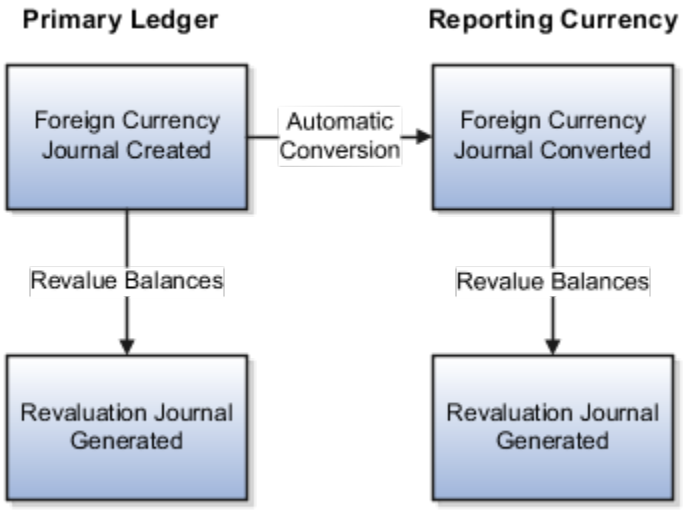
Line	Account	Entered Debit (EUR)	Entered Credit (EUR)	Accounted Debit (USD)	Accounted Credit (USD)
1	01-100-1110-1001-001-1	0.00	0.00	0.00	10.21
2	**01-100**-3500-0000-**00**	0.00	0.00	10.21	0.00
3	01-200-1110-1002-002-	0.00	0.00	0.00	12.26
4	**01-200**-3500-0000-**00**	0.00	0.00	12.26	0.00
Total	Not applicable	0.00	0.00	22.47	22.47

Example 2: Revaluation Journal Source Not Enabled for Reporting Currency

In this example, you disable the Revaluation journal source in the reporting currency's journal conversion rules. You set up the revaluation template for the reporting currency with these accounts:

- Unrealized Gain Account: 01-000-7842-0000-000-0000-000
- Unrealized Loss Account: 01-000-7844-0000-000-0000-000
- Account Filter: Account = 1110, which is the same cash account that's in the primary ledger revaluation template.

Here's a high-level view of the four journals that are going to be created in the primary ledger and reporting currency.



Now let's look at the details.

Just like example 1, you create a foreign currency journal in the primary ledger with an accounting date of January 1, 2019. The conversion rate in effect for that date is 1 Euro = 1.642883 Australian dollars. Here's the foreign currency in the primary ledger. It's the same as the first example.

Line	Account	Entered Debit (EUR)	Entered Credit (EUR)	Accounted Debit (AUD)	Accounted Credit (AUD)
1	01-100-1110-1001-001-1	1000.00		1642.88	
2	01-200-1110-1002-002-	1200.00		1971.46	
3	01-000-1210-0000-00(		2200.00		3614.34
Total	Not applicable	2200.00	2200.00	3614.34	3614.34

Just like example 1, the foreign currency journal is automatically converted in the reporting currency. The conversion rate in effect for January 1, 2019 is 1 Euro = 1.155463 US dollars. Here's the converted journal in the reporting currency. It's the same as the first example.

Line	Account	Entered Debit (EUR)	Entered Credit (EUR)	Accounted Debit (USD)	Accounted Credit (USD)
1	01-100-1110-1001-001-1	1000.00		1155.46	
2	01-200-1110-1002-002-	1200.00		1386.56	

Line	Account	Entered Debit (EUR)	Entered Credit (EUR)	Accounted Debit (USD)	Accounted Credit (USD)
3	01-000-1210-0000-00(		2200.00		2542.02
Total	Not applicable	2200.00	2200.00	2542.02	2542.02

Again, just like the first example, you run the Revalue Balances process in the primary ledger for January 31, 2019. The conversion rate in effect for that date is 1 Euro = 1.57286 Australian dollars.

The process generates the unrealized losses accounts based on the account definition in the revaluation template and the balance sheet and revaluation tracking segments. In this example, the revaluation journal records the unrealized loss for the cash accounts tracked by the Company, Department, Division, Product, and Project segment values from the original foreign currency journal.

Here's the revaluation journal in the primary ledger. It's the same as the first example.

Line	Account	Entered Debit (EUR)	Entered Credit (EUR)	Accounted Debit (AUD)	Accounted Credit (AUD)
1	01-100-1110-1001-001-1	0.00	0.00	0.00	70.02
2	**01**-**100**-7844-0000-**00**	0.00	0.00	70.02	0.00
3	01-200-1110-1002-002-	0.00	0.00	0.00	84.03
4	**01**-**200**-7844-0000-**00**	0.00	0.00	84.03	0.00
Total	Not applicable	0.00	0.00	154.05	154.05

Now you run the Revalue Balances process in the reporting currency for January 31, 2019 to revalue the foreign currency journal that was converted from the primary ledger. The conversion rate for January 31, 2019 is 1 Euro = 1.145253 US dollars.

The process generates the revaluation journal using the accounts from the revaluation template in the reporting currency and the balance sheet and revaluation tracking segments. In this example, the revaluation journal records the unrealized loss for the cash accounts tracked by the Company, Department, Division, Product, and Project segment values from the original foreign currency journal.

Line	Account	Entered Debit (EUR)	Entered Credit (EUR)	Accounted Debit (USD)	Accounted Credit (USD)
1	01-100-1110-1001-001-1	0.00	0.00	0.00	10.21
2	**01**-**100**-7844-0000-**00**	0.00	0.00	10.21	0.00

Line	Account	Entered Debit (EUR)	Entered Credit (EUR)	Accounted Debit (USD)	Accounted Credit (USD)
3	01-200-1110-1002-002-	0.00	0.00	0.00	12.26
4	**01**-**200**-7844-0000-**00**	0.00	0.00	12.26	0.00
Total	Not applicable	0.00	0.00	22.47	22.47

Related Topics

- Primary Ledgers, Secondary Ledgers, and Reporting Currencies

Translation

Translation and Reporting Currencies

Reporting currencies are representations of a primary or secondary ledger in another currency. Reporting currencies share the same chart of accounts, accounting calendar, and accounting method as their related ledger.

You can use reporting currencies for online inquires, reporting, and consolidation.

When you create a reporting currency, you select a currency conversion level (**Balance**, **Journal**, or **Subledger**), which determines the level of information that's copied from the ledger to the reporting currency. If you set the currency conversion level to **Balance**, the **Translate General Ledger Account Balances** process restates the actual account balances from the ledger currency to the reporting currency.

The setup for translation includes creating daily rates and optionally, historical rates or amounts. In addition, the translation process is affected by:

- Reporting currency translation options
- Ledger options
- Accounting calendar setup

Note: The Remeasurement method uses the same processes and setup as the Equity Translation method, just with some differences in the configuration. For example, to remeasure you would specify the appropriate net income account as the Cumulative Translation Adjustment Account in your ledger options setup, whereas to translate you would specify an equity type account.

Reporting Currency Translation Options

When you create a reporting currency, you specify currency translation options. Currency translation options include translation rate types and translation rules.

Translation rate types identify the type of rate used to translate income statement and balance sheet accounts. You can set default values for these rate types on the Specify Ledger Options page to ensure new reporting currencies have the same default value.

- **Period Average Rate Type**: Type of rate used for the Period to Date method of translation, typically with income statement and equity accounts.
- **Period End Rate Type**: Type of rate used for the Year to Date method of translation, typically with asset and liability accounts.

Note: Historical rates and amounts that are assigned to a specific account combination override period average and period end rates.

Translation rules determine how period amounts are translated. Asset and Liability accounts are always translated using the Year to Date translation rule.

- **Revenue and Expense Translation Rule**: The default setting is Period to Date, but you can change it to Year to Date before running translation for the first time.
- **Owner's Equity Translation Rule**: The default setting is Period to Date, but you can change it to Year to Date before running translation for the first time.

CAUTION: Set translation rate types and translation rules carefully before running translation for the first time. If changes are required after translation has already run, you must delete the translated balances, rebuild the balances cube, and rerun the translation process.

Ledger Options

The translation process also uses the Retained Earnings Account and the Cumulative Translation Adjustment Account from the related ledger. You specify these accounts in the Period Close section on the Specify Ledger Options page.

CAUTION: Set these accounts carefully before running translation for the first time. If changes are required after translation has already run, you must delete the translated balances, rebuild the balances cube, and rerun the translation process.

Accounting Calendar Setup

When defining the start date for an accounting calendar, select a period before the first period in which you plan to load history or perform translations. You can't run translation in the first defined period of a ledger calendar.

Making Setup Changes After Running the Translation Process

You can rerun the translation process if you post additional journal entries or change rates. However, if the following setup requires changes after translation has already run, you must delete the translated balances, rebuild the balances cube, and rerun the translation process after changing the setup.

- Translation rules
- Translation rate types
- Retained earnings account
- Cumulative translation adjustment account

- Initial translation period
- Account type classification for natural account segment values

Related Topics

- How General Ledger Account Balances Are Translated
- How Translated Balances Are Deleted
- Primary Ledgers, Secondary Ledgers, and Reporting Currencies

How General Ledger Account Balances Are Translated

The Translate General Ledger Account Balances process restates actual account balances from a ledger currency to a reporting currency. Submit the process after you have completed all journal activity for an accounting period and after finalizing translation rates.

You can rerun the process if you post additional journal entries or change translation rates.

Settings That Affect The Translation Process

> **CAUTION:** Carefully check the following settings before you run the translation process for the first time. If changes are required after translation has already run, you must delete the translated balances, rebuild the balances cube, and rerun the translation process.

- Translation rules
- Translation rate types
- Retained earnings account
- Cumulative Translation Adjustment (CTA) account
- Account type classification for natural account segment values

When you submit the translation process, you specify values for the following parameters:

- **Data Access Set**: Select the applicable data access set.
- **Ledger or Ledger Set**: Select the ledger or ledger set for the balance-level reporting currency.
- **Target Currency**: Select the reporting currency to translate.
- **Accounting Period**: Select the accounting period to translate. The first accounting period translated becomes the initial translation period for the specified balancing segment values. The next time the process is submitted, translation is processed from the initial translation period up to the **Accounting Period** parameter that you specify.

  > **CAUTION:** If you're submitting the translation process for the first time, select the Accounting Period carefully. After the initial translation period is set, you can't run the translation process for any earlier period.

- **Balancing Segment Value**: Leave the parameter blank to translate all balancing segment values, or select a specific balancing segment value.
  If you leave this parameter blank and a new balancing segment value has been added since the last translation, the process doesn't automatically translate the new balancing segment value. You must run translation for the

specific new balancing segment value to establish the intended initial translation period. The next time you run translation for all balancing segment values, the new balancing segment value is automatically included.

How Account Balances Are Translated

The translation process uses translation rate types and translation rules to restate actual balances from the ledger currency to the reporting currency for the specified balancing segment values. In addition, the translation process updates the balances cube.

> **Note:** Translation of average balances isn't supported.

Translated period amounts are calculated as follows:

- For Period to Date translation rules, the translated period amount = Period Average Rate * Period to Date Ledger Currency Balance.
- For Year to Date translation rules, the translated period amount = Period End Rate * Ledger Currency Balance - Beginning Translated Balance.

The daily rates that are defined for the last day of the period for the corresponding period average and period end rate types are used as the translation rates. If the rate for the last day of the period doesn't exist, the translation process searches back within the period until a rate is found. If no rate exists for the period, the translation process ends in error.

> **Note:** Historical rates and amounts that are assigned to a specific account combination override period average and period end rates.

The translation process totals the translated debits and credits for all account combinations sharing the same primary, second, and third balancing segment values. The net difference is recorded to a corresponding CTA account.

An additional step is performed when the first period of a new accounting year is translated. The translation process first identifies the income statement account combinations that share the same primary, second, and third balancing segment values. The prior year translated balances for those account combinations are then closed out to a corresponding retained earnings account.

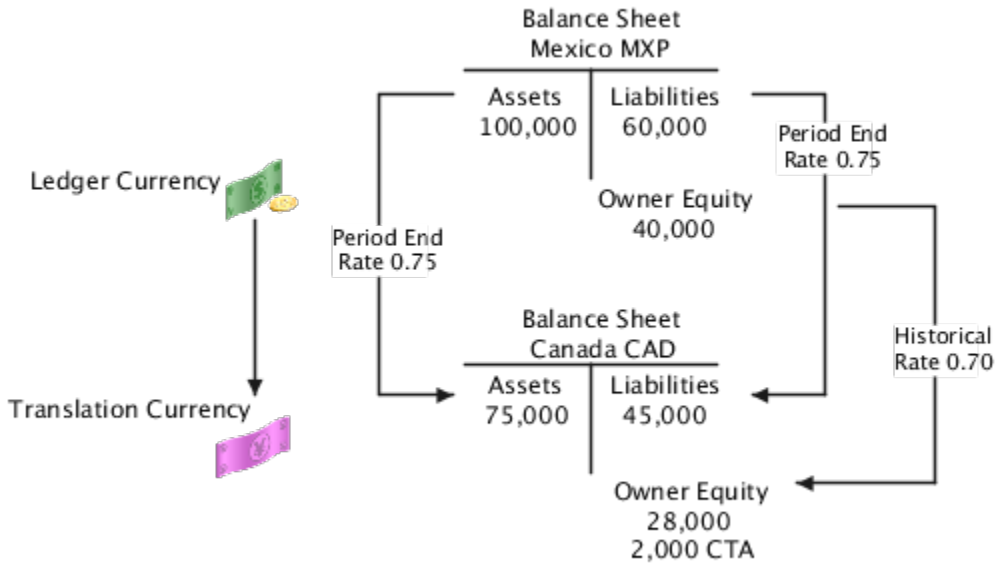
Example: Translation Using Period End and Historical Rates

In this example, a Canadian company has a Mexican subsidiary. The translation process is run on the subsidiary ledger to convert balances from the Mexican peso (MXP) to the Canadian dollar (CAD).

The following figure shows an example of translation. In this example:

- The period end rate of 0.75 translates 100,000 MXP in assets to 75,000 CAD, and translates 60,000 MXP in liabilities to 45,000 CAD.
- The historical rate of 0.70 translates 40,000 MXP in Owner's Equity to 28,000 CAD.

As a result, an offset of 2,000 CAD in the translation currency, created by the different rates, is recorded in the CTA account.



How Translated Balances Are Deleted

You can rerun the translation process if you change rates or post additional journal entries. However, some accounting configuration changes require that you delete all previously translated balances, rebuild the balances cube, and rerun translation after making the changes.

If the changes listed in the following table are required after already translating, you must run the Delete Translated Balances process. The following table lists the type of change and whether all translated periods, balancing segment values, and related balance level reporting currencies are affected.

Type of Change	Affects All Translated Periods?	Affects All Translated Balancing Segment Values?	Affects All Related Balance Level Reporting Currencies of the Ledger?
Translation rules	Yes	Yes	No, can be specified for each balance level reporting currency.
Period End and Period Average translation rate types	Yes	Yes	No, can be specified for each balance level reporting currency.
Cumulative translation adjustment (CTA) account	Yes	Yes	Yes
Retained earnings account	Yes	Yes	Yes
Initial translation period	Yes	Yes	No, can be specified for each balance level reporting currency.

Type of Change	Affects All Translated Periods?	Affects All Translated Balancing Segment Values?	Affects All Related Balance Level Reporting Currencies of the Ledger?
Account type classification for natural account segment values	Yes	Yes	Yes

When making any of these changes, consider whether other areas are impacted. For example:

- Reports may have been based on translated balances.
- Translated balances could have been used as a source in previous balance transfers.
- A primary ledger may have journal or subledger level reporting currencies associated with it.
- A related secondary ledger may have balance level reporting currencies.

How Translated Balances Are Deleted

When you submit the process from the Scheduled Processes page, you must provide values for the following parameters:

- **Ledger**: Select the ledger for the reporting currency.
- **Target Currency**: Select the currency.
- **From Accounting Period**: Select the earliest period for which balances must be deleted

> **Note:** The **To Accounting Period** parameter is display-only and represents the last translated period for the selected ledger and target currency.

The process deletes translated balances for all translated balancing segment values from the specified period to the last translated period. You can view the log file for the list of periods processed. After the process completes, you must run the **Create General Ledger Balances Cube** process to ensure that the balances cube maintains translated balances that are consistent with future translations.

> **CAUTION:** Contact your Oracle Support team for assistance before initiating the **Create General Ledger Balances Cube** process.

Running the **Delete Translated Balances** process is only one aspect of making the changes listed in the previous table. The following table describes the required steps for each type of change.

Type of Change	Steps
Translation rule	1. Run the **Delete Translated Balances** process and after the process completes, rebuild the balances cube. 2. On the Edit Balance Level Reporting Currency page, select the correct translation rule. 3. Rerun the translation process.
Translation rate type	1. Run the **Delete Translated Balances** process and after the process completes, rebuild the balances cube. 2. On the Edit Balance Level Reporting Currency page, select the correct rate types. 3. Rerun the translation process.

Type of Change	Steps
CTA account	1. Run the **Delete Translated Balances** process and after the process completes, rebuild the balances cube. 2. On the Specify Ledger Options page, edit the **Cumulative Translation Adjustment Account** value. 3. Rerun the translation process.
Retained earnings account	Before deleting translated balances, follow the steps documented in the FAQ on changing retained earnings accounts. 1. Run the **Delete Translated Balances** process and after the process completes, rebuild the balances cube. 2. Rerun the translation process.
Initial translation period	1. Run the **Delete Translated Balances** process and after the process completes, rebuild the balances cube. 2. Rerun the translation process using the new initial translation period.
Account type classification for natural account segment values	Before deleting translated balances, follow the steps documented in the topic Correcting Misclassified Accounts: Explained. 1. Run the **Delete Translated Balances** process and after the process completes, rebuild the balances cube. 2. Rerun the translation process.

Related Topics

- Correct Misclassified Accounts
- Primary Ledgers, Secondary Ledgers, and Reporting Currencies
- What happens if I change the retained earnings account?

General Accounting Infolets

General Accounting Dashboard

Oracle General Ledger provides a General Accounting Dashboard that highlights risks and helps to prioritize activities on the most important concerns. The dashboard pinpoints late period close activities, underperforming lines of business, excessive expenses, unreconciled accounts, and unallocated balances.

All infolets provide direct access to related pages and functions where you can address issues.

The General Accounting Dashboard has these infolets:

- Journals and Intercompany Transactions infolets: Evaluate the magnitude of outstanding journals and intercompany transactions.
- Accounts Payable and Accounts Receivables Reconciliation infolets: Accelerate reconciliations by analyzing the differences between the ledger balance and subledger balances for payables or receivables accounts. Link to the reconciliation report for the transaction details to resolve outstanding items.

- Intercompany Reconciliation infolet: Speeds up intercompany reconciliations by identifying variances between amounts due to providers and from receivers. Identifies the trading partners with the most significant differences, and links to the detail report to view unposted transactions and open items.
- Revenues and Expenses infolets: Highlight the organizations with the highest and lowest revenue performance and highest expenditures, and compares actual amounts against target amounts
- Unallocated Balances infolet: Displays residual amounts from allocation pools and provides insight into remaining account details, balances, and activities.
- Open Subledgers infolet: Improves management of the close process by tracking which modules are still open. Drills to the Close Monitor for a comprehensive view of the overall close process across the organizational hierarchy.
- Close Calendar infolet: Improves insight into the close process by counting down the number of days until period end.
- Budgetary Control infolets are available for users with the Budget Manager role.

Related Topics

- Journals Infolet
- General Accounting Infolets
- Account Groups

General Accounting Infolets

Infolets help you access many sources of information across your enterprise. Infolets are aimed at aggregating this information in an efficient, timely, and engaging manner.

Infolets:

- Divide information into consumable chunks with progressive elaboration and disclosure.
- Replace traditional dashboards to provide a modern and flexible user interface.
- Make it simpler for you to get the most important information you need quickly.
- Enhance your experience by following a glance, scan, and save design strategy.

AP and AR Reconciliation Infolets

The AP and AR Reconciliation infolets provide a summary of the ending balances in the Oracle Payables and Oracle Receivables subledgers. The infolets show:

- The corresponding ending balances in Oracle General Ledger from the perspective of both a specific primary ledger and an accounting period of interest.

  > **Note:** The accounting period is usually the one that is currently active in the period close process.

- An absolute difference amount between these two balances.
- The data represented by the latest run and extract of the following processes:
  - Prepare Payables to General Ledger Reconciliation
  - Prepare Receivables to General Ledger Reconciliation

Using the Infolets

The clickable data points within the default view take you to a page that depicts the key reconciliation points in a graphical format.

- The clickable data points within the default view take you to a page that depicts the key reconciliation points in a graphical format.
- Use the **Run Extract** action from the **Action** menu to run the extract in the background. The process populates the infolets with the latest data points.
- Rise and fall data points are displayed in between the two ending balances.
    - Rise in the color green: Indicates that the data point may be added to the previous adjusted subledger ending balance to arrive at the progressive ledger ending balance.
    - Fall in the color red: Indicates that the data point may be subtracted from the previous adjusted subledger end balance to arrive at the progressive ledger end balance.
- Click the **View Report** link in the infolet to navigate to a page that displays the subledgers to ledger reconciliation Oracle Transactional Business Intelligence reports. Closing the View Reports page returns you back to the previous view. The reports have full drill capability.

Journals Infolet

The Journals infolet on the General Accounting Infolets dashboard displays the total amount and batch count of all outstanding journals, including all journals that are unposted, incomplete, pending approval, or in error status.

You can then decide on what actions to take to resolve issues.

Front View

The front, or default, view of the infolet displays the total amount and total batch count.

The following figure shows an example of the front view. Fourteen journals are outstanding with a total amount of 38,200 dollars.

Back View

On the back view, you can set thresholds to filter the data that's shown on the front view. You can set thresholds for the age of the journals and the amount of the journals. For example, you might want to see only outstanding journals where the amount exceeds 1,000 USD.

The following figure shows an example of the back view. The threshold amount is set to 1,000 and the threshold number of days is set to 5.

Note: The Journals infolet displays a check mark when there are no outstanding journals based on your defined thresholds.

Expanded View

From the back view of the infolet, you open the expanded view. The expanded view provides a graphical breakdown of the outstanding journals using the following categories: **In Error**, **Pending Approval**, **Incomplete**.

The following figure shows an example of the expanded view with the three categories and journal count for each category. Two journals have errors, three journals are pending approval, and nine journals are incomplete.

Focused View

When you click a category on the expanded view, a respective page opens with subcategories where you can view details and, in some cases, take action.

Here's the list of categories on the expanded view, their corresponding subcategories on the focused view, and the actions you can take from the focused view.

- **In Error** category: **Posting Errors** and **Import Errors** subcategories.
- **Pending Approval** category: **My Approvals**, **Pending Approval from Others**, and **Rejected** subcategories. You can approve or reject journals pending your approval and you can withdraw journals you previously submitted for approval.
- **Incomplete** category: **Incomplete** and **Unposted** subcategories. You can post batches from the **Unposted** subcategory.

You can drill down to the Journals page from all of the subcategories, except for the **Import Errors** subcategory. From that subcategory, you can drill down to the journal corrections worksheet.

Security

The current General Accounting Management dashboard navigation is controlled by the Manage General Accounting Activities privilege and it is assigned to all GL job roles. The access to General Ledger infolets is secured by the same privilege. Each infolet is secured according to the privilege that governs the area for that infolet. For example, the Journals infolet is secured by the Review Journal privilege.

Account Groups

Account groups are easy-to-use reporting components that save queries on account balances that require regular monitoring.

With account groups, you define tolerance rules to create self-monitoring accounts. Tolerance rules are set using criteria that compare two balances. The comparison looks for an increase or decrease that's above or below a percentage or constant amount threshold. When the criteria are met, the balance information for the specified account displays on the Account Monitor section of the General Accounting dashboard, General Accounting infolets, and the Financial Reporting Center. Use account groups to eliminate surprises of account anomalies during your close process.

With account groups you can:

- Automatically monitor key accounts in real time on an exception or permanent basis.
- Review both current and comparative balances, including comparisons with your budgets or the actual performance for the same period last year, and across different periods, such as PTD, QTD, YTD.
- Analyze change percentages based on your defined rules and thresholds to assess whether your balance variances are favorable or unfavorable.
- Arrange accounts to be monitored on a regular basis into different account groups to meet your business requirements.
- Share account groups with other users or across ledgers.
- View all account groups from the Account Monitor section on the General Accounting dashboard. Click **View** > **Account Group** > **Manage**.

Best practice is to have the same chart of accounts across ledgers. Then you can potentially use the same account group across your ledgers as account groups are chart of accounts driven. If you don't want to use an account for all ledgers, add the specific ledger to each account group row. If you enable the **Dynamically derive ledger** option when setting up the account group:

- The ledger is derived based on your given data access set selection. If the data access set has multiple ledgers, the default ledger for that data access set is used as the default initially, but you can choose another ledger that's available for that data access set.
- The ledger column in the account group row isn't displayed.

Viewing Account Groups in the General Accounting Infolets

With the General Accounting infolets you can display the account group results for revenue, expense, and allocation information. Before the account group-based infolets are set up, a link appears on the infolet that's used to open the setup page. For example, the link that appears on the Expenses infolet says: **Set up Expense Accounts**.

Account groups for the Revenues and Expenses infolets can be automatically generated by the Rapid Implementation process. You can also submit the Generate Financial Reports and Account Groups process to automatically create account groups for the Revenues and Expenses infolets.

The infolet names are derived from the account group names. You can override the name for your infolet by selecting **Edit Title and Views** on the **Actions** menu. You can give each account group row a short name that's displayed in infolet details.

The signage display options are applied to the Account Monitor display. You can define the signage options by clicking your user name, the **Set Preferences** link, and the **General Ledger Preferences** link. For infolets, the signage is already set to show:

- Revenue amounts as a positive for credit balances.
- Expense amounts as a positive for debit balances.

Close Calendar Infolet

The Close Calendar infolet shows how many days there are before or after the accounting period close date. A negative value represents the number of days remaining to the end of the accounting period. A positive value represents the number of days past the end of the accounting period. The ledger and accounting period for this infolet apply to all infolets on the General Accounting Infolets dashboard.

The default ledger is your primary ledger. The default accounting period is the current accounting period, unless the prior period is open. When the prior period is still open and the current system date falls within the first half of the current accounting period, the prior period displays in the infolet.

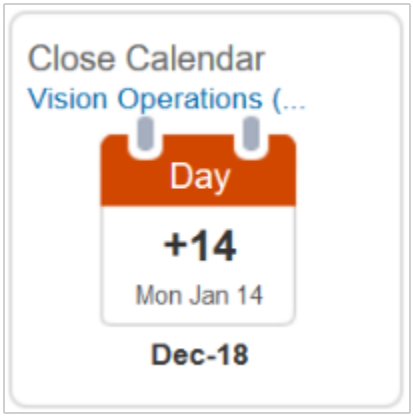
For example, you have the following setup:

- Current system date is January 14, 2019.
- Date range for the Jan-19 accounting period is January 1 to January 31.
- Prior accounting period Dec-18 is open.

In this example, the default accounting period that displays in the infolet is **Dec-18** and the number of days is + 14.

When the prior period is still open and the current system date falls within the last half of the current accounting period, the current period displays in the infolet. For example, you have the same setup, except the current system date is January 17, 2019. In this case, the default accounting period that displays in the infolet is **Jan-19**.

The following image shows an example of the Close Calendar infolet. The infolet displays the default primary ledger, current accounting period, current date, and a positive value, which indicates the number of days past the end of the previous accounting period.

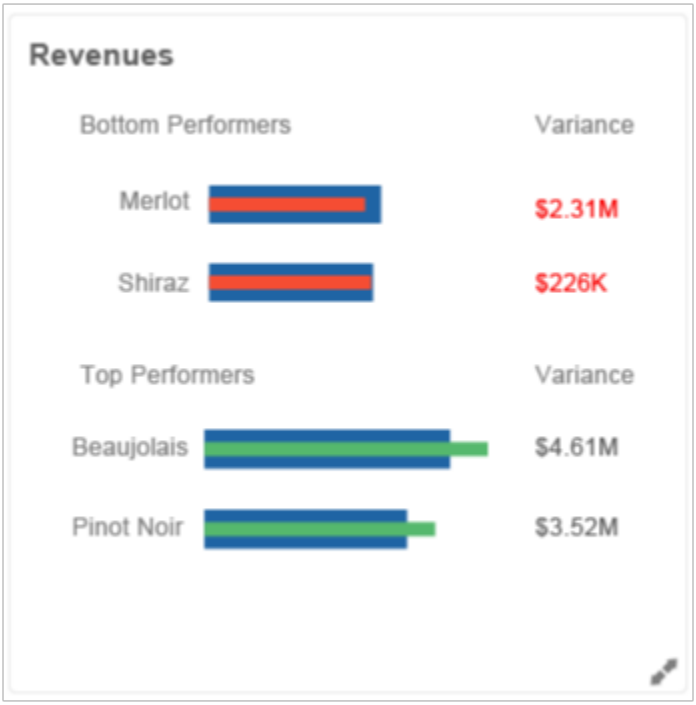


You can change the ledger, or specify an override for the accounting period assigned by the application, from the **Setting and Actions** menu for your user name. Click the **Set Preferences** link and then click the **General Ledger Preferences** link.

Revenues Infolet

The default view for the Revenues infolet shows the top two and bottom two performing accounts. The performance is measured by the variance between the current period result, and a budgeted amount or a prior period result.

The following figure shows an example of the Revenues infolet with bottom and top performers along with their variance amounts from the target.



You can expand the infolet to view more information. The expanded view:

- Displays all the revenue accounts you're tracking.
- Shows the performance against the target.
- Allows drilling into the Account Monitor.
- Allows viewing through the Sunburst visualization tool.

Note: You can sort the accounts by variance amount or variance percentage.

Expenses Infolet

The Expenses infolet shows the expense account with the most unfavorable variance against the target, as defined in the account group. The infolet displays the variance amount and percentage.

The components in the infolet represent:

- The name of the expense account with the most unfavorable variance against the target.
- The amount and percentage of the variance between the current balance of the account compared to its target. The target can be a budget or a prior period balance depending on the account group configuration.

The following figure shows an example of the Expenses infolet with an expense account name, variance amount, and variance percentage.

You can expand the infolet to view more information. The list can be sorted by either the variance amount or variance percentage column. The expanded view:

- Provides list of all the expense accounts you're tracking.
- Shows the performance against the target.
- Allows drilling to the Account Monitor.
- Allows viewing through the Sunburst visualization tool.

Note: You can sort the accounts by variance amount or variance percentage.

Allocations Infolet

The Allocations infolet identifies residual amounts from allocation pools and provides insight into remaining account details, balances, and activities.

The default view of the infolet displays the residual amounts in allocation pools and the count of allocation pool accounts with outstanding balances. The default view uses an X of Y format, where:

- X represents the number of accounts with an outstanding (nonzero) balance.
- Y represents the total number of account rows defined in the account group, which is all of the allocation pool accounts being tracked.

When defining an Allocations account group on the Create Account Group page, set the **Change** criteria on allocation pool accounts to **Not Equal** and the **Threshold** value to 0. This instructs the account group to only return allocation pool accounts that still have remaining balances, which are then tracked in the Allocations infolet.

The following figure shows an example of the Allocations infolet. The infolet displays the total balance that's not allocated, the number of accounts with a balance pending allocation, and the total number of rows in the account group, which is all of the allocation pool accounts being tracked.

The expanded view of the infolet displays the list of the allocation pool accounts and their remaining balances.

Viewing Account Groups in the Financial Reporting Center

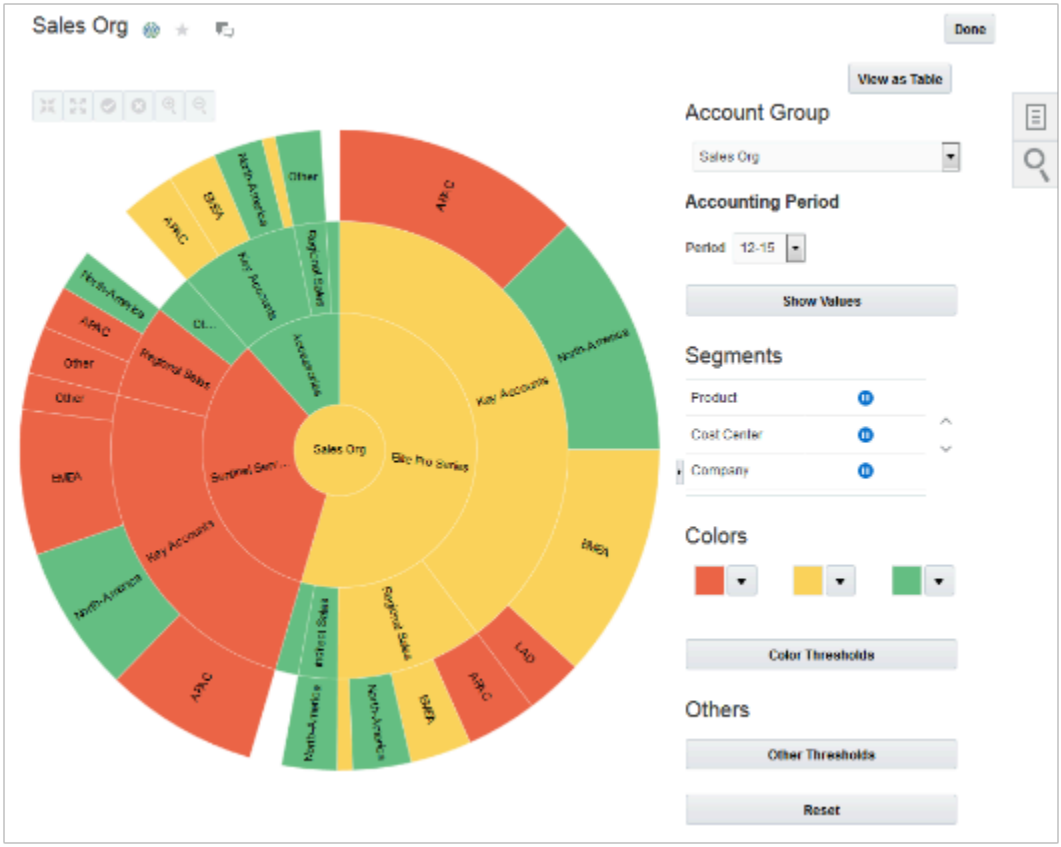
You can view account groups from within the Financial Reporting Center by searching on the name of the account group. When you select an account group, the default view is a table view. You can also view the account group with the Sunburst visualization tool.

With the Sunburst tool, you can:

- Explore account group balances across three business dimensions.
- View balances from different perspectives by changing values.
- Drill into specific sections for a more detailed view.

For example, you can view quarterly regional sales from an account group. The Sunburst tool helps you identify sales trends that are visually represented by size and color. The visualization can indicate whether that region's sales increased or decreased over the quarter. Each Sunburst ring represents a different segment of the accounting flexfield. You can use the control panel to change which segments to display in a ring and the order in which the segments are displayed.

The following figure shows an example of an account group viewed through the Sunburst visualization tool.



Related Topics

- Configure an Account Group
- How Financial Reporting Reports and Account Groups Are Generated
- Create Chart of Accounts, Ledger, Legal Entities, and Business Units in Spreadsheets
- How Charts of Accounts, Ledgers, Legal Entities, and Business Units Are Created Using Spreadsheets

Configure an Account Group

Configuration of an account group enables you to create self-monitoring accounts that help you eliminate the surprise of account anomalies during your close process.

Scenario

You have been given the task to set up account groups. Follow these steps to define account groups that track key account balances by purpose, category, and comparison criteria.

1. Navigate to the General Accounting Dashboard page.

2. In the Account Monitor section, select **View** > **Account Group** > **Create**. Other Account Group options include:
    - **Manage** to create, edit, or delete account groups. You can also enable sharing of account groups with other users.
    - **Edit** to change an existing account group or to make a copy of an existing account group to which you have access, whether it's an account group that you own, that's shared with you, or that's public. You're marked as the owner of the copied account group, which is automatically set to private access, but can be changed to the access setting that you like.
3. Enter the account group name and description. The name is used by default on the infolet that the account group displays in, but can be changed using the infolet **Actions** menu.
4. Select a value for the **Display In** option to determine if the account group appears in one of the infolets (Allocations, Expenses, Revenues), the Account Monitor, or the Close Monitor. The display option that you select can affect the other account group settings. For example, account groups that display in the Close Monitor must have public access, and account groups that display in infolets must have the option to dynamically derive the ledger enabled.

    > **Note:** Regardless of its display setting, any account group can be viewed from within the Account Monitor and Financial Reporting Center.

5. For each infolet and Account Monitor display setting, you can specify a default account group by selecting the **Set as default** option. The default account group setting is user-specific, determining which account groups appear to you when you view the infolets and the Account Monitor.

    > **Note:** The default setting doesn't affect account groups that are set to display in the Close Monitor. The account group that displays in the Close Monitor is determined by the ledger set definition.

6. Select the **Dynamically derive ledger** option to apply the account group to any ledger in the same balances cube. The ledger derived is based on your given data access set selection. You must enable this option for account groups that display in the Revenues, Expenses, and Allocations infolets.

    > **Note:** If you don't select this option, enter a ledger on each account row.

7. Select a **Time Option** and **Comparison Option** as shown in the following table.

Time Option	Comparison Option
Accounting Period	○ Budget PTD ○ Budget QTD ○ Budget YTD ○ Prior period PTD ○ Prior year PTD ○ Prior year QTD ○ Prior year YTD
Quarter	○ Budget QTD ○ Budget YTD ○ Prior quarter QTD ○ Prior year QTD

Time Option	Comparison Option
	○ Prior year YTD
Year	○ Budget YTD ○ Prior year YTD

> **Tip:** If you're using a budget comparison option, select the budget name in the **Scenario** field.

8. Set the access.

> **Note:** Regardless of the access setting, only the person who owns the account group can modify it. However, for account groups that you have access to, you can share with others even if you're not the owner.

   - **Private**: For your use only.
   - **Public**: For use by all users who have access to the same balance cube of that account group. Account groups that display in the Close Monitor must be set to **Public**.
   - **Shared**: For use by users you specify and who have access to the same balance cube of that account group.

     > **Note:** To set shared access, navigate to the **Manage Account Group** page.

9. In the Accounts section, enter the accounts to monitor. The accounts must be defined to be consistent with the particular infolets targeted to track revenues, expenses, or allocations pools.
   - Accounts included in an account group for display in the Expenses infolet must be of the account type Expense.
   - Accounts included in an account group for display in the Revenues infolet must be of the account type Revenue.
   - Close Monitor account groups must only have two account rows. The first row must represent total revenues and the second row must represent total expenses.

   a. Give each account a short name that's easily recognizable. The name displays in infolets and in the **Name** column of the Account Monitor. For account groups that display in infolets, you must provide a name for each account.
   b. If the **Dynamically Derive Ledger** option isn't enabled, you must enter a ledger.
   c. Enter either parent or child values for each segment of the account.
   d. Select when to display the account in the **Change** field.
      - Always Display
      - Decrease by Less than Amount
      - Decrease by Less than Percentage
      - Decrease by More than Amount
      - Increase by More than Amount
      - Increase by Less than Amount
      - Increase by Less than Percentage
      - Increase by More than Percentage
      - Decrease by More than Percentage
      - Not Equal
      - Equal

e. Enter a value in the **Threshold** field, which is the criteria that's being measured against. The threshold is used in conjunction with the **Change** field selection.

10. Click **Save and Close** or **Save and Create Another**.

Related Topics

- Account Groups

View an Account Group from the Financial Reporting Center

This example shows how to view an account group from the Financial Reporting Center.

Viewing an Account Group

1. Navigate to the **Financial Reporting Center**.
2. Click the Sales Organization account group link.
3. Change the period to 03-17. The balances are automatically updated.
4. Click **Show/Hide Segments**.
5. On the **Account** segment, select **Value** and **Description**.
6. For the **Product** and **Intercompany** segments, clear **Value**.
7. Click **Done**.
8. Click **View as Sunburst**.
9. Click **Show Description**.
10. Select any cost center segment and click **Move Ring Toward Center**.

    Note: You can also use the **Segments** section to move the rings.

11. Click **Done**.

Account Reconciliation

Account Reconciliation and Subledgers

You can reconcile account balances online or through reports using integrated inquiry, reporting, and analysis tools. Drill down from account balances to journals and underlying subledger transactions through a single drill path.

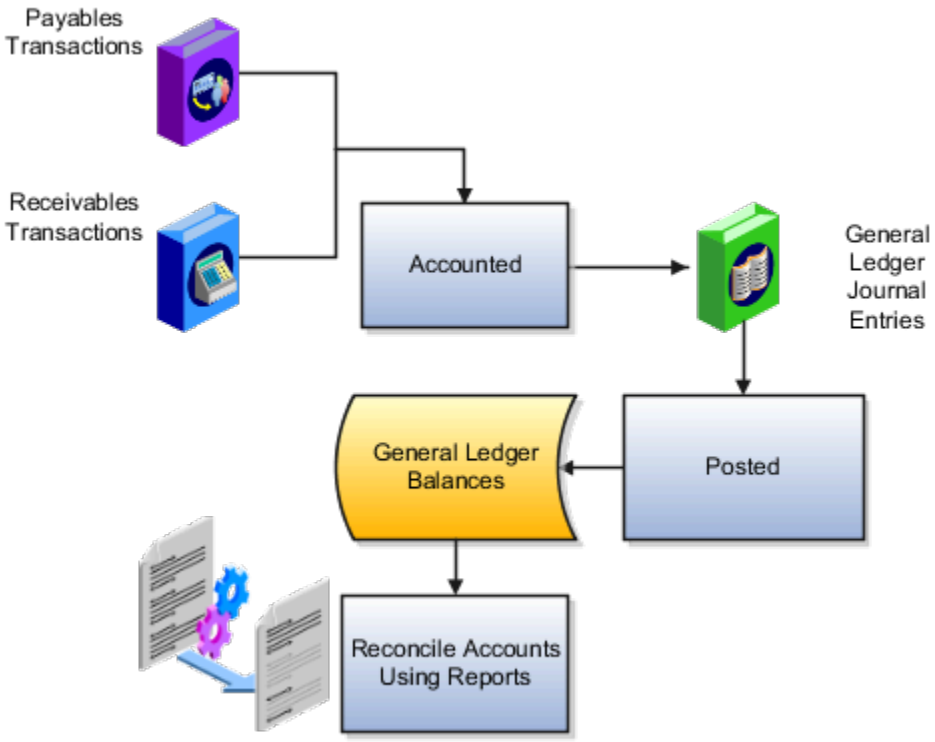
Run the following types of predefined standard reports: subledger to general ledger reconciliation, intercompany reconciliation, trial balance, journals, and account analysis reports, to reconcile account balances.

Account reconciliation tools provide the following benefits:

- Quicker period close to expedite managerial decision making.
- Reliability of published financial results to support execution of informed and sound business strategies.
- Automated reconciliation of key payables and receivables subledger balances to the general ledger.
- Identification and tracking of reconciling items with insightful account analysis reports.

As a prerequisite to the reconciliation process, subledger transactions from Oracle Payables and Oracle Receivables are imported and accounted in Oracle General Ledger. The General Ledger journal entries are then posted, which updates the General Ledger balances. Reconciliation reports can then be run to start the account reconciliation process.

The following figure illustrates this flow from the subledger transactions to account reconciliation using reports.



Reconcile Subledger Accounts

Payables and Receivables enable you to quickly reconcile these subledgers to your General Ledger. Compare the open payables and receivables balances in the subledger modules to their corresponding account balance in your general ledger for a given accounting period. If discrepancies exist, the process of matching each transaction to its respective accounting entry is automatically performed. The process finds all transactions and accounting entries that contributed to the out of balance situation.

Exceptions are automatically identified. For example:

- Transactions that don't have complete accounting.
- Amounts that don't tie to the accounting entry amount.
- Manually entered journals that posted to the general ledger account.
- Journals that didn't come from the subledger modules.

Reconcile subledger and other balances with comprehensive Account Analysis reports and Payables and Receivables to Ledger Reconciliation reports to streamline reconciliation and increase productivity. These reports:

- Automatically match payables and receivables transactions to subledger accounting entries.
- Provide direct drill down to supporting journals and transactions for increased visibility.

- Identify reconciliation exceptions for the user to take action, increasing worker productivity.
- Permit analysis of report output in a spreadsheet, with all the conveniences of spreadsheet functionality.

Account Analysis Report

Reconcile subledger and other balances with comprehensive Account Analysis reports that:

- Include beginning and ending account balances along with all journal entries that constitute the account's activities.
- Contain activity source, category, and references, which are fully documented to easily trace back to the origin of the balance.
- Identify reconciling items with amount or origin mismatches.

Payables and Receivables to Ledger Reconciliation Reports

Use the Payables to Ledger Reconciliation and the Receivables to Ledger Reconciliation reports using the interactive Oracle Transactional Business Intelligence reporting technology to:

- Expand account balance information from summarized to detail data for optimal reconciliations.
- Facilitate manageability and clarity for the reconciliation process.

Note: To change the report format or output, create your own report using the underlying subject areas from Receivables, Payables, Subledger Accounting, and General Ledger.

Other Reports

Other reports aid in the reconciliation process:

- Trial balance reports: Review summarized actual account balances and activity by ledger, balancing segment, and account segment value. Run this report for balances and activity imported from your subledgers or entered in your ledger currency, foreign currency, or statistical currency.
- General ledger reports: Review beginning and ending account balances and journal entry lines, including those from your subledgers, affecting account balances in your ledger currency and foreign currencies.
- Journal reports: Review journal information in your ledger currency and foreign currencies, including posted, unposted, and error journals. You can also review journal activity, including activity from your subledgers, for particular periods and balancing segments.

Best Practices

Account reconciliation best practices include the following:

- Run the Payables and Receivables to Ledger Reconciliation reports only after the Receivables and Payables periods are closed to additional subledger transactions.
    - The summary level of the reconciliation reports contains data that is aggregated at the point in time the data extraction program is run.
    - The detail level of the reconciliation reports reflects real-time data in the transaction and accounting applications. To minimize discrepancies between the summary and detail levels of the report, run the data extraction process after the periods are closed. Running the process after the periods are closed prevents additional activity.

    - If further activity happens after the data extraction process is run, the activity is included in the Detail of the report, but not the Summary.
- Reconcile receivables or payables accounts in one of these ways:
    - For the entire ledger, by running the reports for your ledger.
    - For more control, by running the reports for your individual primary balancing segment values within the ledger. Your primary balance segments must be implicitly mapped to your payables and receivables business units in your enterprise.
- Restrict receivables and payables accounts in your general ledger by designating a control account and not allowing other sources to post to them.
- Review warnings raised in the general ledger close period request log files. Verify that exceptions such as unposted journals, are intended to be excluded for the period.
- Run your reconciliation reports with general ledger, receivables, or payables access. The responsibility for reconciling your receivables or payables to your general ledger and running the reports is done by your accounting department.

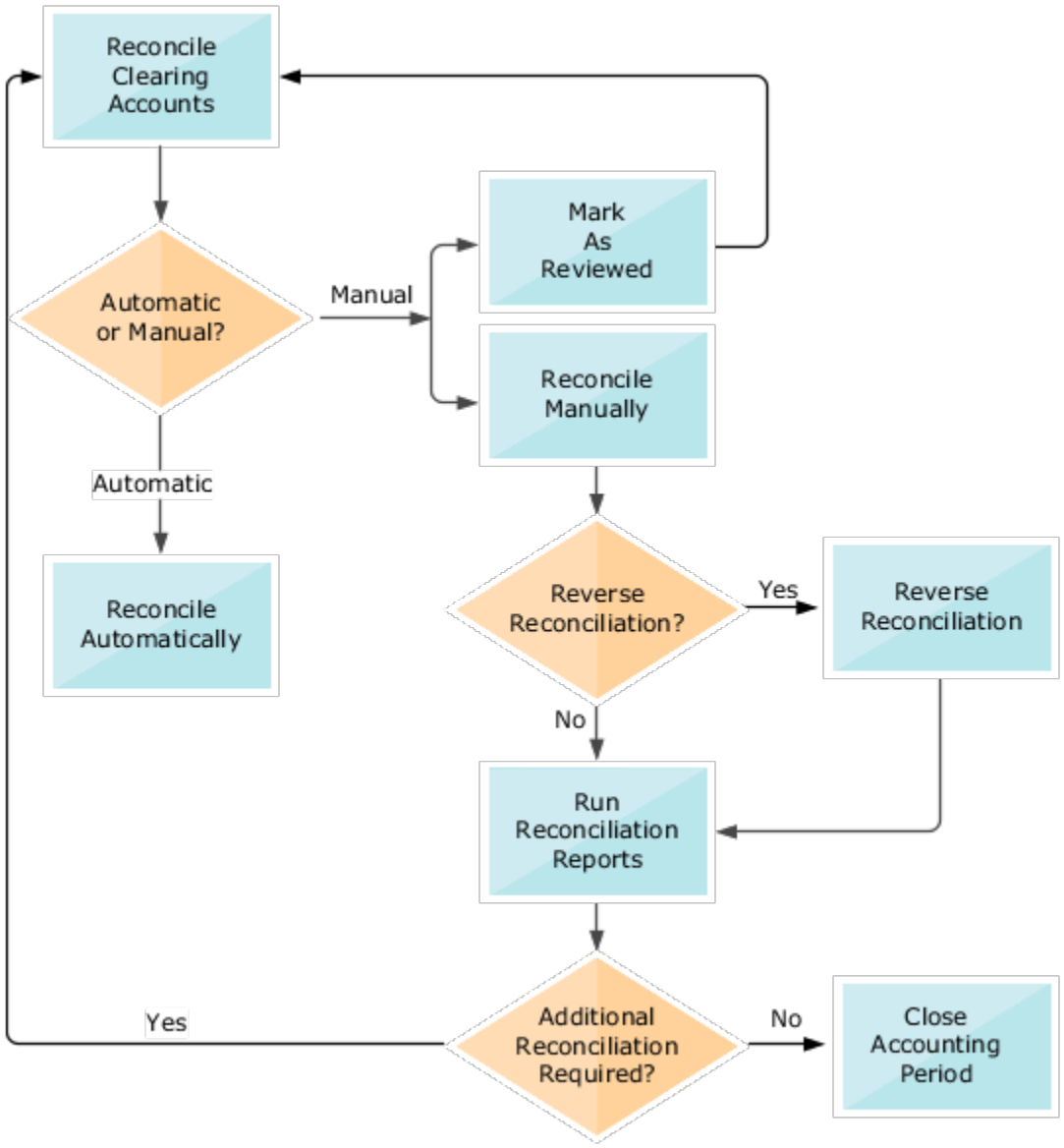
Note: The Payables to Ledger Reconciliation report integrates with the AP Trial Balance report. Use the Payables Trial Balance report to obtain the beginning and ending payables accounting balances and drill down to the details.

Overview of Clearing Accounts Reconciliation

Clearing accounts reconciliation offers automatic and manual methods to group, match, and reconcile related in and out journal lines that no longer contribute to an account's ending balance.

You can analyze those unreconciled journal lines that are both relevant and responsible for the buildup of the ending balance in a clearing account.

The following figure shows the process flow for clearing accounts reconciliation. Reconciliation can be automatic or manual. You can run reconciliations reports and also reverse reconciliations.



The recommended approach for reconciling clearing accounts is to run automatic reconciliation to process the majority of the journal lines, based on your setup. Then use manual reconciliation to resolve the journal lines that weren't reconciled automatically. You can also reverse incorrect reconciliations. Reports are available to help with this process.

Note: Clearing accounts reconciliation is based on accounted amounts, not entered amounts.

Related Topics

- Set Up Clearing Accounts Reconciliation
- Reconciliation Types
- How Tolerances Work with Manual Clearing Accounts Reconciliation
- Reconcile Clearing Accounts

Set Up Clearing Accounts Reconciliation

Clearing accounts reconciliation offers automatic and manual methods to group, match, and reconcile related in and out journal lines that no longer contribute to an account ending balance.

Steps to Enable

To use clearing accounts reconciliation, perform these steps.

In the Setup and Maintenance work area:

1. Go to the following:
    - Offering: Financials
    - Functional Area: General Ledger
    - Task: Specify Ledger Options, with the ledger scope set
2. On the Specify Ledger Options page, Reconciliation section, enable primary and secondary ledgers for clearing accounts reconciliation as required, by selecting the **Enable reconciliation** option.
3. Go to the following:
    - Offering: Financials
    - Functional Area: Financial Reporting Structures
    - Task: Manage Chart of Accounts Value Set Values
4. On the Manage Values page, set the **Reconcile** attribute to **Yes** for each of the reconcilable clearing account values in the natural account segment.

In the Scheduled Processes work area:

1. Run the **Inherit Segment Value Attributes** process to update existing account combinations with the subsequent changes to the segment value.

In the Setup and Maintenance work area:

1. Go to the following:
    - Offering: Financials
    - Functional Area: General Ledger
    - Task: Manage Clearing Accounts Reconciliation
2. On the Manage Clearing Accounts Reconciliation page, configure and maintain clearing account reconciliation types and the associated reconciliation rules.

> **Note:** You must complete your setup to view the list of reconciliation types when running the Reconciled Transactions report.

Related Topics

- Overview of Clearing Accounts Reconciliation
- Reconciliation Types
- How Journal Lines Are Enabled for Clearing Accounts Reconciliation
- How Tolerances Work with Manual Clearing Accounts Reconciliation

Reconciliation Types

Reconciliation types consist of one or more reconcilable clearing accounts and their associated reconciliation rules. Use the Manage Clearing Accounts Reconciliation task to configure and maintain them.

Chart of Accounts Level or Ledger Level

You can define reconciliation types at a chart of accounts level or at a ledger level. Chart of accounts level reconciliation types apply to all associated primary and secondary ledgers that are enabled for reconciliation. For ease of maintenance, define reconciliation types at the chart of accounts level.

If a ledger requires reconciliation rules that vary from the associated chart of accounts' rules, you can specify the ledger when creating the reconciliation type. You can select from among the primary and secondary ledgers enabled for clearing accounts reconciliation that use the chart of accounts you selected.

The Manage Clearing Accounts Reconciliation page automatically displays all reconciliation types, whether defined at a chart of accounts level or a ledger level.

> **Note:** If you submit the automatic reconciliation process for all reconciliation types, the process reconciles ledger-specific reconciliation types first, followed by chart of accounts level types.

Reconciliation Type Names

Use unique names for reconciliation types. Maintaining a consistent naming convention is recommended. Consider appending the chart of accounts or ledger name as a suffix to distinguish between chart of accounts level and ledger level definitions. Following this convention helps you identify the appropriate definitions on the various reconciliation processing pages. This practice also helps to keep reconciliation type names unique within the application, and across ledgers and charts of accounts.

Account Matching Rules and Account Filters

When you create a reconciliation type, you must select an account matching rule. The account matching rule identifies the chart of account segments that are significant for finding matching journal lines during the reconciliation process. Conversely, the selection implies which segments are insignificant and irrelevant during the reconciliation process. Those irrelevant segments aren't considered when grouping and matching eligible journal lines that are reconciled together.

The account matching rules are:

- By Primary Balancing Segment, Natural Account
- By Primary Balancing Segment, Natural Account, Cost Center

- By Account Combination

After you select the account matching rule, use the account filter to specify the segment values that belong to valid clearing account combinations. You would typically specify segment values only for those segments that are part of the account matching rule that you selected. At a minimum, you must specify a value for one of the segments. Most likely, you would provide a value for the natural account segment. If you don't specify values for a segment, the reconciliation process considers all of the underlying child values for that segment as valid values in a clearing account combination, when matching and grouping together related journal lines.

If you specify values for a segment that's not part of the account matching rule, journal lines across the specified values for that segment are reconciled together.

For example, a chart of accounts has the following segments and child values:

- Company: Primary balancing segment values of 01, 02, 03
- Cost Centers: 000, 100, 200
- Natural Accounts: Range of 00000 - 99999
- Products: 100, 200

The chart of accounts is used by the Vision Services (USA) ledger, which has been enabled for reconciliation. The reconciliation type has the following attributes:

- Name: Approved Claims
- Account Matching Rule: By Primary Balancing Segment, Natural Account
- Account Filter:
    - Cost Center: 100 to 200
    - Natural Accounts: 22100 to 22101

This table shows how the process groups the journal lines together for matching and reconciliation, for the Vision Services (USA) ledger and the Approved Claims reconciliation type.

Set 1	Set 2	Set 3	Set 4	Set 5	Set 6
01-100-22100-100	01-100-22101-100	02-100-22100-100	02-100-22101-100	03-100-22100-100	03-100-22101-100
01-100-22100-200	01-100-22101-200	02-100-22100-200	02-100-22101-200	03-100-22100-200	03-100-22101-200
01-200-22100-100	01-200-22101-100	02-200-22100-100	02-200-22101-100	03-200-22100-100	03-200-22101-100
01-200-22100-200	01-200-22101-200	02-200-22100-200	02-200-22101-200	03-200-22100-200	03-200-22101-200

In this example, the journal lines are grouped together into six sets. Because the account matching rule is **By Primary Balancing Segment**, **Natural Account**, each primary balancing segment value (01, 02, 03) is combined with each natural account segment value that's in the account filter (22100, 22101), into its own set.

Since the product segment isn't part of the account matching rule or account filter, each set includes all of the product segment values (100, 200).

Lastly, the cost center segment isn't part of the account matching rule, but it's included in the account filter. The cost center segment values are 000, 100, and 200, but the account filter specifies only 100 and 200. This means that the journal lines eligible for reconciliation are limited to account combinations with cost centers 100 and 200. And, since the cost center isn't part of the account matching rule, each set includes journal lines containing both cost centers 100 and 200.

In summary, even though the following account combinations include primary balancing segment values 01, 02, and 03, and natural account segment values 22100 and 22101, they're excluded from the reconciliation because the cost center is 000.

- 01-000-22100-100
- 01-000-22100-200
- 01-000-22101-100
- 01-000-22101-200
- 02-000-22100-100
- 02-000-22100-200
- 02-000-22101-100
- 02-000-22101-200
- 03-000-22100-100
- 03-000-22100-200
- 03-000-22101-100
- 03-000-22101-200

Reconciliation Start Date and Last Automatic Reconciliation Run

Every reconciliation type has a reconciliation start date. The reconciliation start date, and the criteria you specify when reconciling automatically or manually, are used to retrieve the clearing account journal lines eligible for reconciliation. Only journal lines with an accounting date after the reconciliation start date are available for reconciliation.

The Manage Clearing Accounts Reconciliation page displays the date of the last successful automatic reconciliation run. You can use this date to track and monitor completed and pending reconciliations. Clearing accounts reconciliation, as an integral part of period close activities, can be planned accordingly.

Tolerances for Manual Reconciliation

You can set up amount and percentage tolerances for manual reconciliation. When the net accounted amount of the journal lines is within the tolerance, the lines can be reconciled together using manual reconciliation. If you:

- Leave both the amount and percentage tolerance fields blank, then there is no tolerance.
- Specify a value in one of the two tolerance fields, that amount or percentage becomes the applicable tolerance.
- Specify both an amount and a percentage, the stricter of the two tolerances is applied.

The percentage tolerance is calculated on the higher of the grouped journal lines total debit or credit amounts. The amount tolerance is based on the absolute amount in the ledger currency.

Changes to Reconciliation Types

You can change the reconciliation type name, description, tolerance percentage or amount, reconciliation start date, and whether the reconciliation type is active. The edited reconciliation type becomes the applicable definition for any

future reconciliation processes subsequent to the edit. Existing journal line groups that were already reconciled aren't affected by the changes. You can still reverse groups that were previously reconciled.

Inactive Reconciliation Types

Inactive reconciliation types are ineligible for automatic and manual clearing accounts reconciliation processing, starting from the moment they're inactivated. Also, the submission page for the Unreconciled Transactions report doesn't display inactive reconciliation types as a report parameter. You can however, use inactive reconciliation types when submitting the Reconciled Transactions report, as well as on the Reverse Reconciliation page.

Related Topics

- Overview of Clearing Accounts Reconciliation
- How Clearing Accounts Are Reconciled Automatically
- Reconcile Clearing Accounts Manually
- How Tolerances Work with Manual Clearing Accounts Reconciliation

How Tolerances Work with Manual Clearing Accounts Reconciliation

When you define reconciliation types for clearing accounts reconciliation, you can specify an amount tolerance, a percentage tolerance, or both. These tolerances apply only to the manual reconciliation process.

The percentage tolerance is calculated on the higher of the grouped journal lines total debit or credit amounts. The amount tolerance is based on the absolute amount in the ledger currency. If you specify both an amount tolerance and a percentage tolerance, the stricter of the two is applied.

How Tolerances Are Applied

As an example, a reconciliation type has the following definition:

- Chart of accounts level
- Account Matching Rule: By Account Combination
- Account Filter: 01-000-22100
- Tolerance percentage: 1
- Tolerance amount: 5

This table shows the journal lines eligible for reconciliation that were retrieved on the Manual Reconciliation page.

Journal Line	Account Combination	Accounted Amount (Debit)	Accounted Amount (Credit)
1	01-000-22100	100.00	
2	01-000-22100		98.00

Total debits are 100.00 and total credits are 98.00. The higher of the two is 100.00. The percentage tolerance of 1 is applied against 100.00. One percent of 100.00 is 1. The amount tolerance is 5. The stricter of the two is applied, so in

this example, the tolerance of 1 is applied. The difference between total debits of 100.00 and total credits of 98.00 is 2. This difference is higher than the applicable tolerance of 1, so the two journal lines remain unreconciled.

Related Topics

- Overview of Clearing Accounts Reconciliation
- Set Up Clearing Accounts Reconciliation
- Reconciliation Types

Reconciliation References and Journal Lines

A reconciliation reference is an identifiable reference value that's entered or populated onto related clearing account journal lines. One example is an invoice number, which identifies an invoice accrual clearing journal line and the related offsetting journal line.

The automatic clearing accounts reconciliation process uses reconciliation references, along with other factors, when determining which journal lines to group together.

> **Note:** Clearing accounts reconciliation is based on accounted amounts, not entered amounts.

Entering Reconciliation References

Here are some of the ways that reconciliation references can be entered or populated onto journal lines.

- When you create a journal in General Ledger, you can specify reconciliation references in the Journal Lines section on the Create Journal page.
- You can specify reconciliation references when creating journals using spreadsheet-based tools such as, file-based data import and Oracle ADF Desktop Integration.

  > **CAUTION:** Both the ledger and the reconcilable natural account segment values must be enabled for reconciliation to import the reconciliation references into GL.

- If you're using secondary ledgers, the journal posting process in the primary ledger automatically populates reconciliation references into the propagated journal in the secondary ledger. This happens regardless of whether the secondary ledger or the natural account segment value in that secondary ledger is enabled for reconciliation.
- When reconciliation references are included in journal lines that are reversed (manually or automatically), the resulting reversal journal is populated with the same reconciliation references. This happens regardless of whether the contextual ledger (primary or secondary ledger), or the natural account segment value, is enabled for reconciliation.

  > **Note:** Journals aren't reversible if any underlying journal lines have already been reconciled. You must perform a reverse reconciliation to unreconcile such journal lines first. The Reversible Detail column on the Manage Journals page indicates the reason why a journal line can't be reversed.

- You can set up Subledger Accounting to automatically populate reconciliation references on journal lines. For information about accounting attributes and journal line rules, refer to the Oracle Fusion Cloud Financials

Implementing Subledger Accounting Guide. The journal import process imports the references if both the ledger and the reconcilable natural account segment values are enabled for reconciliation.

You can search for journal lines using reconciliation references and other reconciliation attributes, such as reconciliation status on the Inquire on Journal Lines page.

> **Note:** If you opt in to the Allocation Rule Name as Reconciliation Reference feature, the allocation rule name is available as the Reconciliation Reference attribute. You can then reconcile all journal lines generated from an allocation rule as a group.

Related Topics

- How Clearing Accounts Are Reconciled Automatically
- Reconcile Clearing Accounts Manually
- Reverse Reconciliation for Clearing Accounts
- How Journal Lines Are Enabled for Clearing Accounts Reconciliation
- Accounting Attribute Assignments

How Clearing Accounts Are Reconciled Automatically

Once you have posted all the clearing account journals in GL, you can automatically reconcile the journal lines. Select the Reconcile Clearing Accounts Automatically task from the Journals work area to submit the automatic reconciliation process.

Settings That Affect Automatic Reconciliation

Enable the following settings:

- **Enable reconciliation** option on the Specify Ledger Options page.
- **Reconcile** attribute on the Manage Values page for each of the natural account segment values used in the specific clearing account journals.

For successful automatic reconciliation, the applicable reconciliation types must be active. The reconciliation start dates must be equal to or earlier than the accounting date of the eligible clearing account journal lines. In addition, each eligible clearing account journal line must have a reconciliation reference, and journals must be posted.

When you submit the process, specify the:

- Data access set
- Ledger
- Reconciliation type

  > **Note:** If blank, the process evaluates all reconciliation types, starting with ledger-specific types followed by chart of account level definitions.

- To Accounting Period: Period up until which the reconcilable clearing account journal lines are retrieved for automatic reconciliation. The process compares the accounting date and period for the related clearing account

journal lines with this value. The default value is the latest open accounting period. If none is available, then the default value is the latest closed accounting period. You can change the period to any earlier accounting period.

How Clearing Account Journal Lines Are Reconciled

The automatic reconciliation process groups together and reconciles related clearing account journal lines. Both the reviewed and the unreconciled lines can be reconciled using automatic reconciliation. Related clearing account lines share the same ledger, reconciliation type, reconciliation reference, and clearing account combinations, as determined by the account matching rule and filter. In addition, the net difference of the total accounted debits and credits is zero.

Note: Tolerances apply only to manual reconciliations.

Once successfully reconciled, each of the underlying journal lines within each distinct set of journal lines are automatically marked with:

- A reconciliation status of **Reconciled**
- A reconciliation date
- A unique identifier called a reconciliation group

Example

A chart of accounts has the following segments and child values:

- Company: Primary balancing segment values of 01, 02, 03
- Cost Centers: 000, 100, 200
- Natural Accounts: Range of 00000 - 99999
- Products: 100, 200

The chart of accounts is used by the Vision Services (USA) ledger, which has been enabled for reconciliation. The reconciliation type has the following attributes:

- Name: Approved Claims
- Account Matching Rule: By Primary Balancing Segment, Natural Account
- Account Filter:
    - Cost Center: 100 to 200
    - Natural Accounts: 22100 to 22101

This table shows how the process groups the journal lines together for matching and reconciliation, for the Vision Services (USA) ledger and the Approved Claims reconciliation type.

Set 1	Set 2	Set 3	Set 4	Set 5	Set 6
01-100-22100-100	01-100-22101-100	02-100-22100-100	02-100-22101-100	03-100-22100-100	03-100-22101-100
01-100-22100-200	01-100-22101-200	02-100-22100-200	02-100-22101-200	03-100-22100-200	03-100-22101-200
01-200-22100-100	01-200-22101-100	02-200-22100-100	02-200-22101-100	03-200-22100-100	03-200-22101-100

Set 1	Set 2	Set 3	Set 4	Set 5	Set 6
01-200-22100-200	01-200-22101-200	02-200-22100-200	02-200-22101-200	03-200-22100-200	03-200-22101-200

In this example, the journal lines are grouped together into six sets. Because the account matching rule is **By Primary Balancing Segment**, **Natural Account**, each primary balancing segment value (01, 02, 03) is combined with each natural account segment value that's in the account filter (22100, 22101), into its own set.

Since the product segment isn't part of the account matching rule or account filter, each set includes all of the product segment values (100, 200).

Lastly, the segment for the cost center isn't part of the account matching rule, but it's included in the account filter. The cost center values are 000, 100, and 200, but the account filter specifies only 100 and 200. This means that the journal lines eligible for reconciliation are limited to account combinations with cost centers 100 and 200. And, since the cost center isn't part of the account matching rule, each set includes journal lines containing both cost centers 100 and 200.

In summary, even though the following account combinations include primary balancing segment values 01, 02, and 03, and natural account segment values 22100 and 22101, they're excluded from the reconciliation because the cost center is 000.

- 01-000-22100-100
- 01-000-22100-200
- 01-000-22101-100
- 01-000-22101-200
- 02-000-22100-100
- 02-000-22100-200
- 02-000-22101-100
- 02-000-22101-200
- 03-000-22100-100
- 03-000-22100-200
- 03-000-22101-100
- 03-000-22101-200

Related Topics

- Set Up Clearing Accounts Reconciliation
- Reconcile Clearing Accounts
- Reconcile Clearing Accounts Manually
- Reverse Reconciliation for Clearing Accounts
- What's the difference between reconciling clearing accounts manually and automatically?

Reconcile Clearing Accounts Manually

You can reconcile clearing accounts manually using the Manual Reconciliation page or the Reconcile Journal Lines spreadsheet. To get to the page and spreadsheet, select the Reconcile Clearing Accounts Manually task in the Journals work area.

Here's what else you can do from both the page and the spreadsheet.

- Mark related journal lines as reviewed.
- Update reconciliation reference values.

Let's take a closer look at how you reconcile lines and update reconciliation references, and what it means to review lines.

Reconcile Lines

1. From the page or spreadsheet, search for the reconcilable clearing account journal lines. You can search by ledger, reconciliation type, group, date, status, accounting period range, and several other criteria.

   > **Tip:** To find journal lines marked as reviewed, search using the reconciliation status.

2. Select the lines that match the account matching rule and account filters to reconcile them together and click **Reconcile**. Reconciled lines are automatically removed from the page. You can reconcile lines together if the net difference of total accounted debits and credits is within defined tolerances.

   > **Note:** When you reconcile manually, reconciliation reference values can be different. They're also not required.

Update Reconciliation References

1. Search for the unreconciled or reviewed journal lines on the page or spreadsheet.
2. Update the reconciliation reference information as needed.
3. Save. You can then use the automatic reconciliation process to automatically reconcile the lines.

Review Lines

You can mark one or more related journal lines as reviewed from the page or spreadsheet. You might want to do this when you can't reconcile a set of journal lines right now, but you expect more offsetting lines coming through in a future accounting period. Unlike during the reconciliation process, the action of marking one or more journal lines as reviewed doesn't validate if the net difference of total accounted debits and credits is zero, or within a tolerance, or if the selected lines comply with the account matching rules.

Here are some characteristics of reviewed lines:

- They're still unreconciled lines.
- They appear on the Unreconciled Transactions report along with the other unreconciled lines.
- You can track them separately from other unreconciled lines. They have a reconciliation status of Reviewed and a reconciliation group and reconciliation date, which is the date you marked them as reviewed.

- You can reconcile them using either the automatic or manual reconciliation process.

Related Topics

- Reconcile Clearing Accounts
- Clearing Accounts Reconciliation Reports
- Reconciliation References and Journal Lines
- What's the difference between reconciling clearing accounts manually and automatically?
- How Clearing Accounts Are Reconciled Automatically

Reverse Reconciliation for Clearing Accounts

You can manually reverse previously reconciled clearing account journal lines using the Reverse Reconciliation page or the Reverse Reconciled Journal Lines spreadsheet.

You can get to the page and spreadsheet in two ways:

- Select the Reverse Reconciliation task in the Journals work area.
- Click the Reverse Reconciliation tab on the Manual Reconciliation page.

You can reverse reconciled lines that were reconciled manually or automatically. The reversed reconciled journal lines revert to the unreconciled pool of clearing account journals, becoming available for future reconciliation processes.

> **Tip:** Run the Reconciled Transactions report to view reconciled lines and to provide the context for reversing reconciliations.

Here's how you do a reversal:

1. Provide a data access set, ledger, reconciliation type, and accounting period range.
2. You can enter more search criteria like reconciliation group and reconciliation reference, to retrieve the reconciled lines.
3. Review the search results. Depending on the search you do, you can get an expanded view of every reconciliation group.
4. Select the check box against one or more reconciliation groups to unreconcile the underlying reconciled clearing account journals. You can't select some lines for reverse reconciliation while leaving others in a reconciled state within a single reconciliation group. If you're using the spreadsheet, select at least one journal line to reverse the entire set of journal lines within a single reconciliation group. Reversals affect the entire reconciliation group.
5. Click **Reverse Reconciliation** to complete the process. The reconciliation group and the underlying journal lines are removed from the page or spreadsheet.

> **Note:** On both the Reverse Reconciliation page and Reverse Reconciled Journal Lines spreadsheet, you can't reverse a reconciliation group if you have partial access to the underlying journal lines. In addition, you can only view the journal lines that you have access to.

Related Topics

- Clearing Accounts Reconciliation Reports
- How Clearing Accounts Are Reconciled Automatically
- Reconcile Clearing Accounts Manually

Commands on Reconciliation and Reverse Reconciliation Spreadsheets

You can use spreadsheets to manually reconcile clearing accounts and to reverse reconciliations.

Each spreadsheet has a ribbon tab with reconciliation-specific commands. The Reconcile Journal Lines spreadsheet has the Manual Reconciliation ribbon tab and the Reverse Reconciled Journal Lines spreadsheet has the Reverse Reconciliation ribbon tab.

Here are the commands that appear in both spreadsheets.

Command	What It Does
Search	Opens a search window where you can enter multiple search criteria and then run an extensive search. **Note:** You can also search on the various data fields within the worksheets using native Excel features.
Select All	Selects all of the displayed lines at one time for the subsequent action. If needed, you can manually deselect individual lines by clicking the specific lines in the Selection Status field.
Deselect All	Deselects all of the already selected lines at one time. If needed, you can manually select one or more lines manually by clicking the specific lines in the Selection Status field.

Here are the commands that appear only in the Reconcile Journal Lines spreadsheet.

Command	What It Does
Reconcile	Reconciles a set of selected journal lines.
Mark as Reviewed	Sets the reconciliation status for one or more selected journal lines to Reviewed. Assigns a reconciliation group, representing the review group, and a reconciliation date, representing the review date. The action of marking one or more journal lines as reviewed doesn't validate if the net difference of total accounted debits and credits is zero, or within a tolerance, or if the selected lines comply with the account matching rules.

Command	What It Does
	Note: Reviewed lines within a set share the same reconciliation group.
Save	Saves the changes you make to the Reconciliation Reference field.

Here's the command that appears only in the Reverse Reconciled Journal Lines spreadsheet.

Command	What It Does
Reverse Reconciliation	Fully reverses the reconciliation of every journal line that has the same reconciliation group as the journal line that was selected.

Reconcile Clearing Accounts

This overview outlines the recommended overall approach to reconciling clearing accounts.

1. Enter, transfer, upload, and post clearing account journal lines containing reconciliation references.
2. Run the automatic reconciliation process. Many related clearing account journal lines may be marked as reconciled during this process. As a result, the number of remaining unreconciled journal lines is reduced. This step therefore, mitigates an otherwise adverse impact on the performance of reporting on unreconciled journal lines.
3. Run the Unreconciled Transactions report to analyze why journal lines weren't reconciled during automatic reconciliation.

   Possible reasons are:

   - Anomalous reconciliation references, or no reconciliation references on related journal lines.
   - Total accounted debits and credits of related journal lines don't sum to zero.
   - Some transaction cycles might not have completed, so not all related in and out journal lines were recorded in the application.
4. Based on your analysis, take appropriate action.

   Possible actions are:

   - Update reconciliation references on journal lines on the Manual Reconciliation page or Reconcile Journal Lines spreadsheet, then rerun automatic reconciliation.
   - Reconcile journal lines on the Manual Reconciliation page or Reconcile Journal Lines spreadsheet. Manual reconciliation ignores the constraints of reconciliation references. You can also provide tolerances, so many lines that were left unreconciled due to some rounding differences can be reconciled manually.
   - Complete transaction cycles to bring in related in and out journal lines, then perform automatic or manual reconciliation.

5. Use the Reconciled Transactions report to analyze reconciled clearing account journal lines. Use the Reverse Reconciliation page or Reverse Reconciled Journal Lines spreadsheet to reverse a previous reconciliation.
6. Use the Inquire on Journal lines page to inquire on reconciled, reviewed, and unreconciled clearing account journal lines. You can also further report on reconciled, reviewed, and unreconciled journals using Oracle Transactional Business Intelligence. The General Ledger - Journals Real Time and the Subledger Accounting - Journals Real Time subject areas include reconciliation attributes.

Related Topics

- How Clearing Accounts Are Reconciled Automatically
- Reconcile Clearing Accounts Manually
- Reverse Reconciliation for Clearing Accounts
- Clearing Accounts Reconciliation Reports

How Journal Lines Are Enabled for Clearing Accounts Reconciliation

The Enable Journal Lines for Clearing Accounts Reconciliation process prepares historical journal lines for reconciliation.

You must run the process if:

- You decide to reconcile existing clearing account journal lines that are already posted and that don't include reconciliation reference information.
- You had not enabled clearing accounts reconciliation for the ledger and natural account segment values, at the time those journals were posted.

Prerequisite Steps

Before running the process, you must first set up clearing accounts reconciliation.

1. Enable primary and secondary ledgers for clearing accounts reconciliation, as required. Select the **Enable reconciliation** option in the Reconciliation section on the Specify Ledger Options page.
2. On the Manage Values page, set the **Reconcile** attribute to **Yes** for each of the reconcilable clearing account values in the natural account segment.
3. Run the **Inherit Segment Value Attributes** process to update existing account combinations with the changes to the segment values.

Process Submission

Specify values for the following parameters and submit the process:

- Data access set
- Ledger: If blank, all ledgers you have access to that are enabled for reconciliation are processed.
- From Accounting Date: The default start date is the earliest reconciliation start date of all of the reconciliation types defined for the selected ledgers. You can change it to a later date.
- To Accounting Date: If blank, the process uses the current date.

The process produces a report with summary information about the ledgers, accounting periods, and number of journal lines enabled. After the process has successfully completed, you can enter reconciliation references in clearing account journal lines using the Manual Reconciliation page.

Related Topics

- Set Up Clearing Accounts Reconciliation

Clearing Accounts Reconciliation Reports

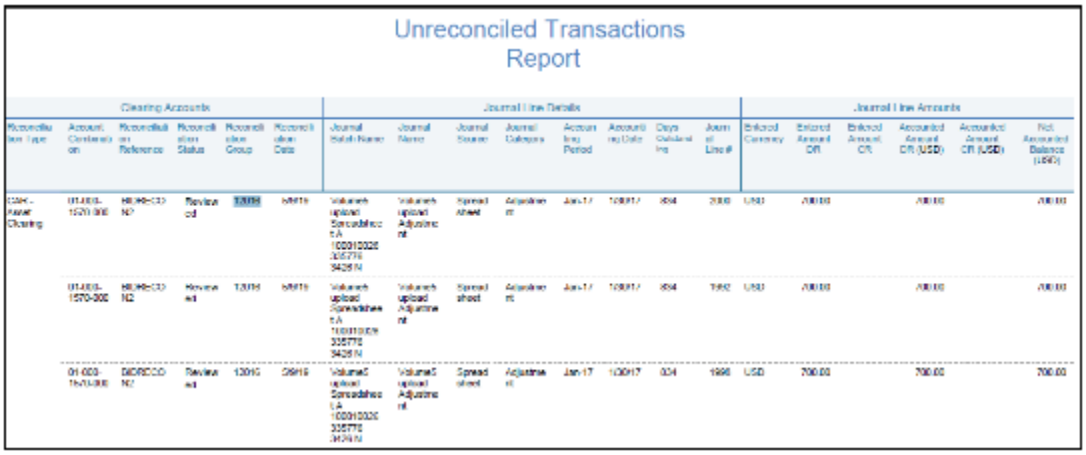
You can review reconciled and unreconciled journal lines using predefined reconciliation reports. You can also modify some existing reports to include reconciliation information and create analyses using reconciliation attributes.

Unreconciled Transactions Report

Use the predefined Unreconciled Transactions report to review all unreconciled clearing account journal lines, specifically the unreconciled lines that weren't subjected to reconciliation yet, those lines rejected by previous automatic or manual reconciliation processes, and those lines that were marked as reviewed.

This report can also help you identify reconciliation references that might need updating.

This screenshot shows an example page from the report. It has sections for clearing accounts, journal line details, and journal line amounts.



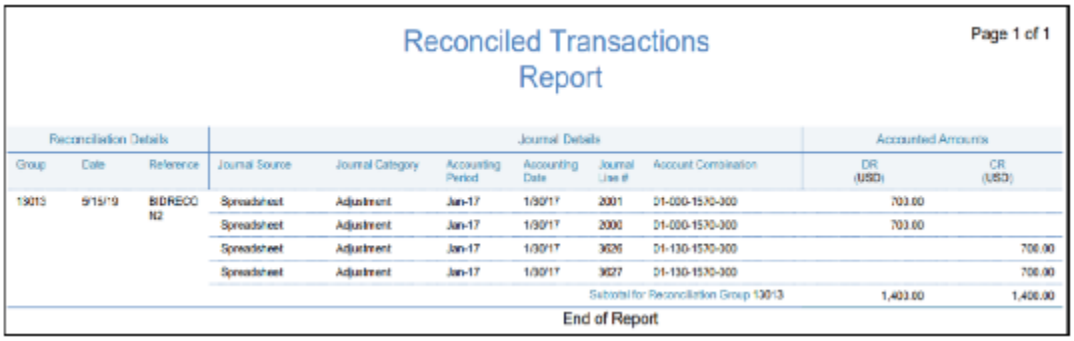
Note: See the Reconcile Clearing Accounts topic for more information about running this report.

Reconciled Transactions Report

Use the predefined Reconciled Transactions report to review details for clearing account journal lines that were successfully reconciled, both automatically and manually. This report can also help provide you with context information for reversing a reconciliation.

Note: To view the list of values for the Reconciliation Type parameter, you must complete your clearing account reconciliation setup.

This screenshot shows an example page from the report. It has sections for reconciliation details, journal details, and amounts.



Reconciled Transactions Report

Page 1 of 1

Reconciliation Details			Journal Details						Accounted Amounts	
Group	Date	Reference	Journal Source	Journal Category	Accounting Period	Accounting Date	Journal Line #	Account Combination	DR (USD)	CR (USD)
13013	9/15/19	BIDRECO N2	Spreadsheet	Adjustment	Jan-17	1/30/17	2001	01-000-1570-000	703.00	
			Spreadsheet	Adjustment	Jan-17	1/30/17	2000	01-000-1570-000	703.00	
			Spreadsheet	Adjustment	Jan-17	1/30/17	3026	01-130-1570-000		700.00
			Spreadsheet	Adjustment	Jan-17	1/30/17	3027	01-130-1570-000		700.00
								Subtotal for Reconciliation Group 13013	1,403.00	1,400.00

End of Report

Other Oracle Analytics Publisher Reports

The data model for these Analytics Publisher reports includes attributes for reconciliation date, group, reference, and status. Use the status attribute to report on journal lines that were marked for review and not yet reconciled. You can make a copy of the report templates and modify them to include reconciliation information.

- General Ledger Reports
  - Account Analysis for Contra Accounts Report
  - General Ledger Account Details
- Subledger Accounting Reports
  - Account Analysis
  - Account Analysis by Legal Entity
  - General Ledger and Subledger Account Analysis
  - General Ledger and Subledger Accounting by Journal Lines
- Global Reports
  - General Ledger Journal and Balance
- Financials for EMEA Reports
  - Audit Report for France

> **Note:** Fields 14 and 15 of this report hold reconciliation group and reconciliation date, respectively, for each reconciled journal line. These fields don't show reconciliation group and reconciliation date of journal lines marked as reviewed, because reviewed lines aren't reconciled yet.

General Ledger Analytics

You can create an analysis that uses the reconciliation attributes in the General Ledger - Journals Real Time subject area. You can even section your report by grouping reconciled journal lines based on the reconciliation type that was used to reconcile those lines.

See the Creating Analytics and Reports for Financials Cloud guide for information about creating analyses.

Related Topics

- How Clearing Accounts Are Reconciled Automatically
- Reconcile Clearing Accounts Manually
- Reconcile Clearing Accounts

Consolidation

Overview of Consolidation Methods

Select the best consolidation solution for your enterprise.

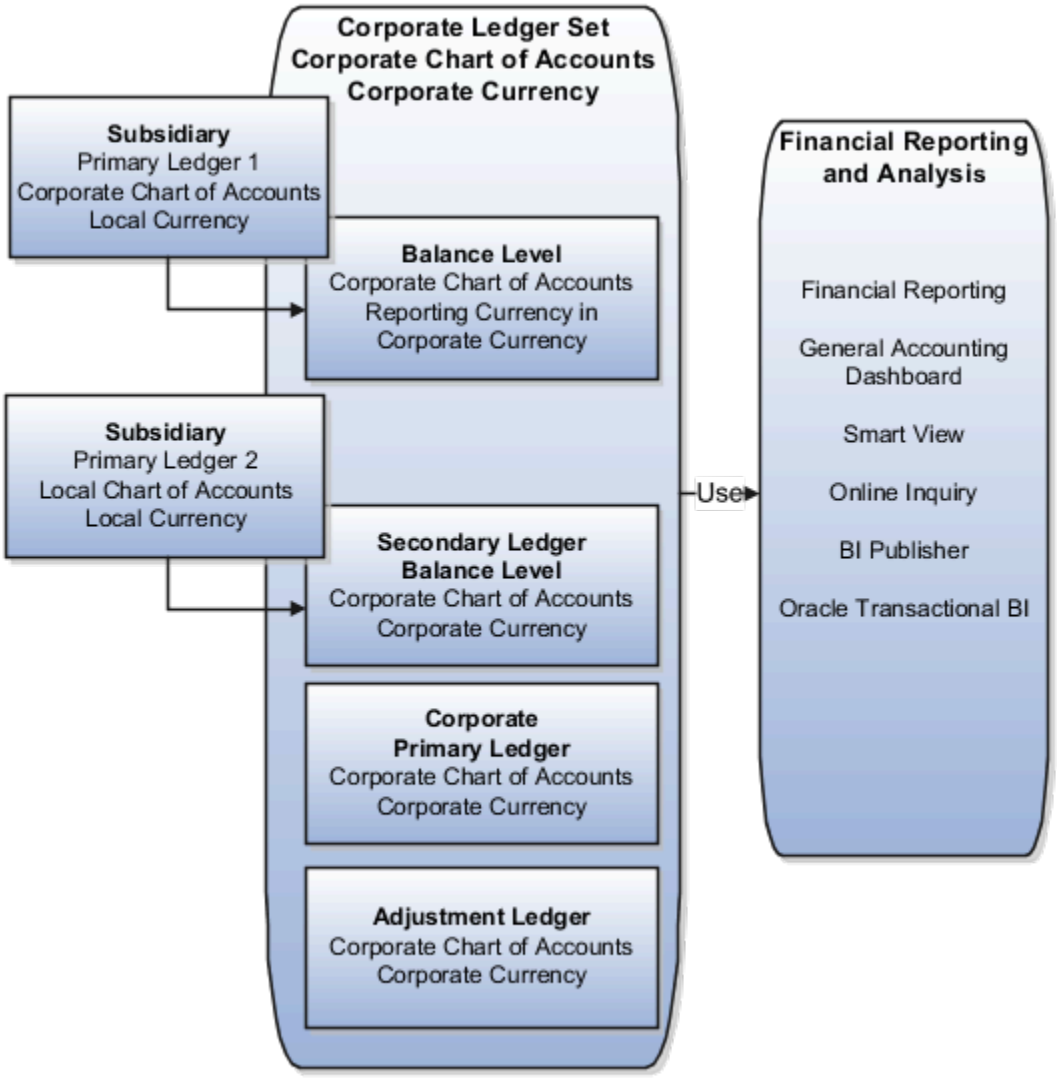
- **Reporting Only Consolidations**: If your subsidiaries and corporate ledger share the same chart of accounts and calendar.
- **Balance Transfer Consolidations**: If your subsidiaries and corporate ledger have either or both different charts of accounts and different calendars.
- **Financial Management Consolidations**: If there are complex factors in your financial consolidation requirements such as:
    - Complex company structures such as joint ventures, minority interest holdings, partially or fully owned subsidiaries.
    - Multiple heterogeneous systems including data sources that aren't general ledger that are required to support nonfinancial or industry-specific metrics, disclosures, and footnote schedules.

Example of Reporting Only Consolidation Method

Use the Reporting Only consolidation method and these reporting solutions: Financial Reporting, General Accounting Dashboard, Smart View, online inquiry, Oracle Analytics Publisher, Oracle Transactional Business Intelligence.

The following figure illustrates this scenario.

- The two subsidiaries and the corporate ledger share the same calendar.
- The first subsidiary uses the corporate chart of accounts and a local currency. The reporting currency functionality is used to record balances in the corporate currency.
- The second subsidiary uses a local chart of accounts and a local currency. A secondary ledger is used to record balances in the corporate chart of accounts and the corporate currency.
- The reporting currency, secondary ledger, corporate ledger, and adjustment ledger, are grouped into the corporate ledger set for consolidation and reporting.



With the Reporting Only consolidation method, perform the following tasks:

- Group the ledgers in a ledger set. This assumes the ledgers share the same chart of accounts and calendar.
- Translate balances to the corporate currency for ledgers not in the corporate currency.
- Create eliminating entries.
- Run reports using the ledger set and the corporate currency as reporting parameters to view the consolidated balances.

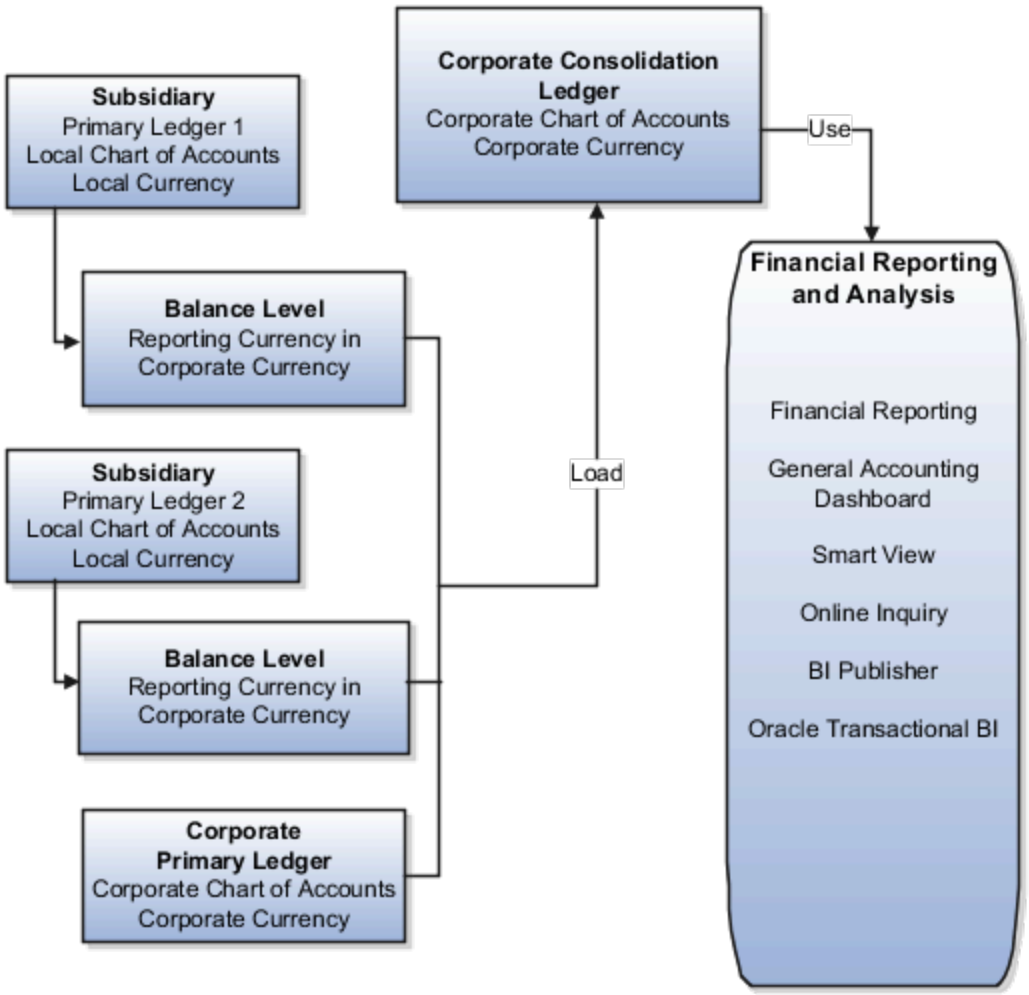
If each entity's ledger has a different chart of accounts or calendar from the corporate chart of accounts and calendar, a secondary ledger is used. The secondary ledger conforms the balances to the common chart of accounts and calendar and is included in the consolidation ledger set.

Example of Balance Transfer Consolidation Method

If multiple subsidiaries and the corporate ledger don't share the same chart of accounts and calendar, use the Balance Transfer Consolidation method and reporting solutions.

Here are the reporting solutions: Financial Reporting, General Accounting Dashboard, Smart View, online inquiry, Oracle Analytics Publisher, and Oracle Transactional Business Intelligence (BI).

The following figure illustrates a scenario where two subsidiaries use their own local charts of accounts and currencies. The corporate ledger uses a corporate chart of accounts and corporate currency. The balance transfers convert the local balances to the corporate chart of accounts and currency.



With the Balances Transfer consolidation method, perform the following tasks:

- Translate balances to the corporate currency for ledgers not in the corporate currency.
- Create a chart of accounts mapping to map subsidiaries account values to the corporate chart of accounts.

- Transfer balances from the subsidiaries to the corporate consolidation ledger using the **Transfer Ledger Balances** process, which transfers between any source and target ledger pair, or the **Transfer Balances to Secondary Ledger** process for balance level secondary ledgers. In the parameters, select:
    - Source and Target Ledgers
    - Chart of Accounts Mapping
    - Amount Type
    - Source Ledger and Target Ledger Periods
    - Run Journal Import
    - Create Summary Journals
    - Run Automatic Posting
    - Balancing Segment
- Create eliminating entries using journal entries or the Calculation Manager in the corporate consolidation ledger.
- Generate a report on the consolidated balances net of eliminations in the corporate consolidation ledger.

Overview of Balance Transfers

Two methods of balance transfers are supported in Oracle General Ledger.

Balance data is transferred from:

1. A primary ledger to a balance level secondary ledger assigned to it.
2. From one ledger to another without a predefined relationship.

You can drill down from the target ledger balances to the source ledger balances. The drill down can originate from:

- Financial reports.
- Smart View spreadsheet.
- Account Inspector queries.
- Account Monitor analyses.
- Journal lines in the target ledger.

When the Source and Target Ledger Currency Are the Same

You drill down on the entered amount from the **Journal Lines** page or the **Journal** page in target ledger which resulted from a balance transfer. The displayed page provides the source and target ledger details so you can analyze details. For example, analyze the accounting period and accounts used in the source ledger that transferred to the journal line amount in the target ledger.

> **Note:** When there is a variance between the source and target ledger, there is a warning icon displayed next to the target amount and source amounts. The variance in this case could be due to journals that were posted to the source ledger after the balance transfer between source and target ledger.

When the Source and Target Ledgers Do Not Share the Same Ledger Currency

It is necessary to translate the source ledger to the target ledger's ledger currency before transferring balances. As such, balance transfers drill down also shows the reporting currency balances for the source ledger in the target ledger currency as part of the drill path.

> **Note:** When there is a variance between the source (translated balance) and target ledger, there is a warning icon next to the target amount and source translated amounts.

The variance in this case can be due to:

- Conversion rate changes after the balance transfer.
- Journals that were posted to the source ledger after the balance transfer between source and target ledger.

Reporting Only or Balance Transfer Consolidation Methods

Here are pros and cons comparing the Reporting Only Consolidation method versus the Balance Transfer Consolidation method.

Reporting Only Consolidation Pros:

- You are not required to run additional processes to consolidate unless ledgers have a different currency than the consolidation currency.
- View the consolidated balances anytime. This cannot be done in the Balance Transfer Consolidation method because that method requires a balance transfer be done to achieve consolidation.
- Faster close process.

Balance Transfer Consolidation Pros: Don't require a standardized chart of accounts and calendar.

> **Note:** When reviewing balances that use either consolidation method, verify that the translation to the consolidation currency is current. If there is a journal or subledger level reporting currency ledger, translated balances are automatically available from either Reporting Only or Balance Transfer Consolidations. Only a reporting level reporting currency ledger must have the translation process run when it has a different currency than the consolidation currency.

Balance Transfer Consolidation Cons:

- May require an additional consolidation ledger to maintain balances or the current parent ledger can serve as the consolidation ledger. You can use your parent ledger and just transfer the subsidiary balances directly into that ledger.
- Must run a balance translation process if the currency is different from the consolidation currency. Then run the transfer processes to view the consolidated balances.
- Maintain charts of accounts mappings, which can be a labor intensive.
- Outdated balance transfers have to be reversed and posted, and then a new balance transfer is run every time the source ledger's balance changes.
- Requires translation to be run again if ledger currency is different than the consolidation currency.

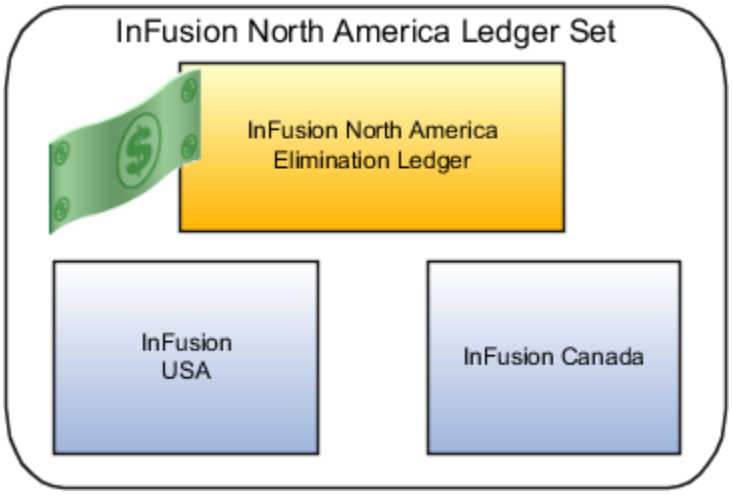
Example of Multiple Levels of Reporting Consolidation

The consolidation for InFusion Corporation happens at two levels.

Level One

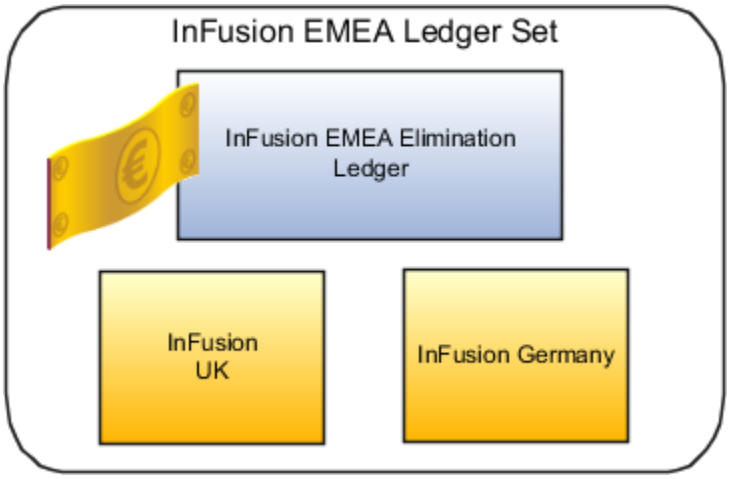
The InFusion North America elimination ledger records the elimination entries between InFusion USA and InFusion Canada. A ledger set has been created for the three ledgers to enable creation of consolidation reports in Financial Reporting.

The following figure shows the InFusion North America ledger set. The ledger set includes the InFusion North America elimination ledger, the InFusion USA ledger, and the InFusion Canada ledger.



The InFusion EMEA elimination ledger records the elimination entries between InFusion UK and InFusion Germany. A ledger set has been created for the three ledgers to enable creation of consolidation reports in Financial Reporting.

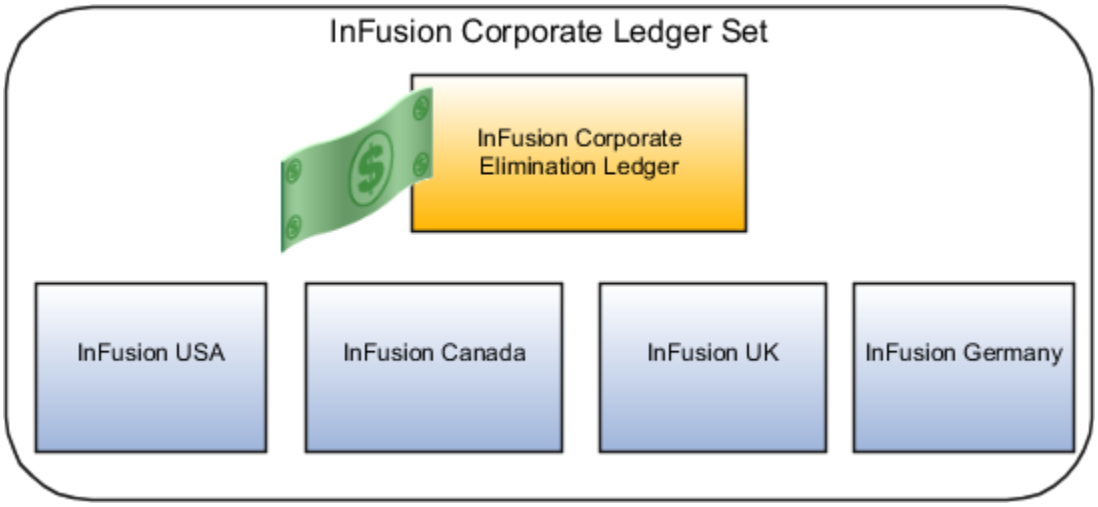
The following figure shows the InFusion EMEA ledger set. The ledger set includes the InFusion EMEA elimination ledger, the InFusion UK ledger, and the InFusion Germany ledger.



Level Two

The InFusion Corporate elimination ledger records the elimination entries among all four entities. A ledger set has been created for the five ledgers to enable creation of consolidation reports in Financial Reporting.

The following figure shows the InFusion Corporate ledger set. The ledger set includes the InFusion Corporate elimination ledger and the ledgers for InFusion USA, InFusion Canada, InFusion UK, and InFusion Germany.



Examples of Elimination Entries

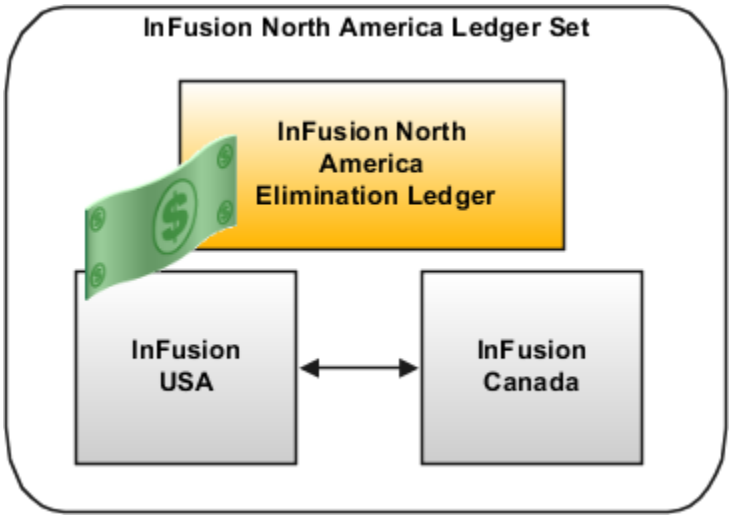
The following examples show how to eliminate intercompany transactions recorded in the InFusion ledgers during consolidation. The following assumptions apply to all examples.

- The balances that must be eliminated in the consolidation are between entities within a ledger set.
- The eliminations are accomplished by creating allocation rules using Calculation Manager.
- The elimination adjustments are recorded in an elimination ledger.

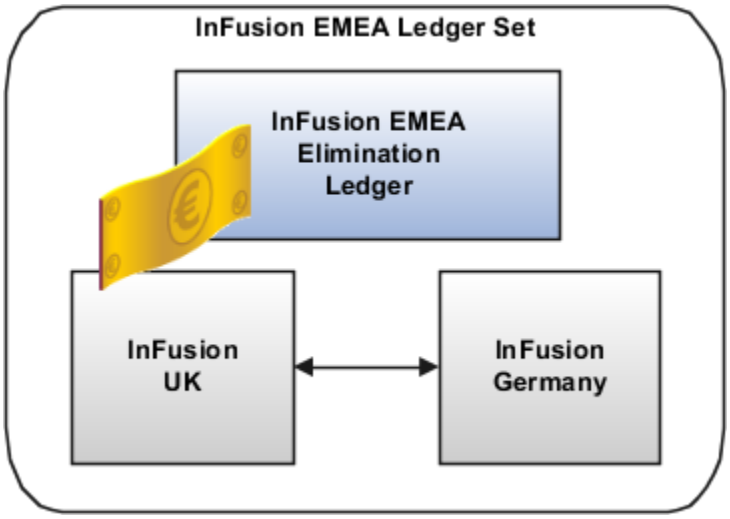
Level One Elimination Entries

The first level of elimination entries is created for transactions between two InFusion North America ledgers (InFusion USA and InFusion Canada), and between two InFusion EMEA ledgers (InFusion UK and InFusion Germany). The elimination entries are recorded during the consolidation with their respective parent ledgers.

The following figure shows the InFusion North America ledger set. This ledger set includes the InFusion North America elimination ledger, the InFusion USA ledger, and the InFusion Canada ledger.



The following figure shows the InFusion EMEA ledger set. This ledger set includes the InFusion EMEA elimination ledger, the InFusion UK ledger, and the InFusion Germany ledger.



The following table shows the debits and credits for the first transaction where InFusion USA pays InFusion Canada 10,000 USD for copper wiring.

Ledger	Account	Debit	Credit
InFusion USA	Expense to InFusion Canada	10,000 USD	
InFusion USA	Intercompany Payable to InFusion Canada		10,000 USD
InFusion Canada	Intercompany Receivable from InFusion USA	10,000 USD	
InFusion Canada	Revenue from InFusion USA		10,000 USD

The following table shows the debits and credits for the elimination entry in the InFusion North America elimination ledger.

Account	Debit	Credit
InFusion USA Intercompany Payable	10,000 USD	
InFusion USA Expense		10,000 USD
InFusion Canada Revenue	10,000 USD	
InFusion Canada Intercompany Receivable		10,000 USD

The following table shows the debits and credits for the second transaction where InFusion UK pays InFusion Germany 5,000 EUR for manufactured technical components.

Ledger	Account	Debit	Credit
InFusion UK	Expense to InFusion Germany	5,000 EUR	
InFusion UK	Intercompany Payable to InFusion Germany		5,000 EUR
InFusion Germany	Intercompany Receivable from InFusion UK	5,000 EUR	
InFusion Germany	Revenue from InFusion UK		5,000 EUR

The following table shows the debits and credits for the elimination entry in the InFusion EMEA elimination ledger.

Account	Debit	Credit
InFusion UK Intercompany Payable	5,000 EUR	
InFusion UK Expense		5,000 EUR
InFusion Germany Revenue	5,000 EUR	
InFusion Germany Intercompany Receivable		5,000 EUR

Level Two Elimination Entries

Two additional intercompany transactions have taken place and must be eliminated when the four entities are all consolidated into the InFusion Corporate elimination ledger.

The following table shows the debits and credits for the third transaction where InFusion Germany pays InFusion USA 20,000 USD for technical products.

Ledger	Account	Debit	Credit
InFusion Germany	Expense to InFusion USA	20,000 USD	
InFusion Germany	Intercompany Payable to InFusion USA		20,000 USD
InFusion USA	Intercompany Receivable from InFusion Germany	20,000 USD	
InFusion USA	Revenue from InFusion Germany		20,000 USD

The following table shows the debits and credits for the fourth transaction where InFusion Canada pays InFusion UK 15,000 USD for copper rolls.

Ledger	Account	Debit	Credit
InFusion Canada	Expense to InFusion UK	15,000 USD	
InFusion Canada	Intercompany Payable to InFusion UK		15,000 USD
InFusion UK	Intercompany Receivable from InFusion Canada	15,000 USD	
InFusion UK	Revenue from InFusion Canada		15,000 USD

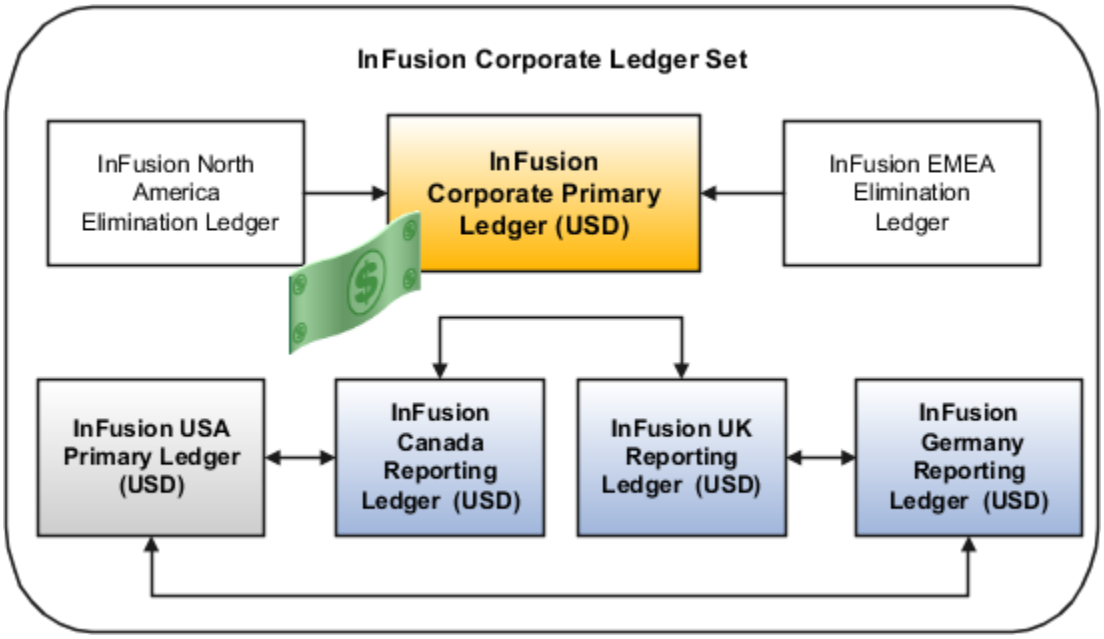
Final Elimination Entry at Corporate Level

The following elimination entries are based on the previous cross-ledger transactions. At different levels of the consolidation, certain intercompany payables and receivables balances must be eliminated. Eliminations are only required in the context of a consolidation where the trading parties are both included in a given consolidation.

The following figure shows the InFusion Corporate ledger set. This ledger set includes the InFusion Corporate primary ledger, the elimination ledgers for InFusion EMEA and InFusion North America, and the ledgers for InFusion USA, InFusion Canada, InFusion UK, and InFusion Germany. The figure also shows that transactions occurred between the following ledgers:

- InFusion USA and InFusion Canada

- InFusion UK and InFusion Germany
- InFusion Germany and InFusion USA
- InFusion Canada and InFusion UK



The following table shows the elimination entries for InFusion Corporation, where the conversion rate of EUR to USD is 1.577.

Account	Debit	Credit
InFusion USA Payable	10,000 USD	
InFusion Canada Receivable		10,000 USD
InFusion Germany Payable	20,000 USD	
InFusion USA Receivable		20,000 USD
InFusion Canada Payable	15,000 USD	
InFusion UK Receivable		15,000 USD
InFusion UK Payable	7,885 USD	
InFusion Germany Receivable		7,885 USD

The following figure shows the consolidated balance sheet in US dollars.

The report has these columns: USA, Canada, UK, Germany, Eliminations, Total. The report has these rows: Total Assets, Total Liabilities, Total Stockholder's Equity, Total Liabilities and Equity. For the Eliminations column, the Total Assets row displays a negative amount of 52,885, and the Total Liabilities row displays a positive amount of 52,885.

INFUSION

InFusion Corporation Consolidated Balance Sheet
Summarized for Year Ending December 31, 2012

	USA	CANADA	UK	GERMANY	ELIMINATIONS	TOTAL
Total Assets	150,576,540	582,597,186	1,184,587	13,435,347	(52,885)	747,740,775
Total Liabilities	(149,838,721)	(190,800,093)	(357,800)	(3,223,232)	52,885	(344,166,961)
Total Stockholder's Equity	(737,819)	(391,797,093)	(826,787)	(10,212,115)	-	(403,573,814)
Total Liabilities and Equity	(150,576,540)	(582,597,186)	(1,184,587)	(13,435,347)	52,885	(747,740,775)

Numbers rounded to the nearest thousand

Ledger Close

Overview of Closing Journals

Many organizations follow specific procedures to generate special journal entries to close and open fiscal years.

Optionally run one or both of these closing processes to create one of two types of closing journals that move forward year-end and other closing period-end balances.

- **Create Income Statement Closing Journals**: Posts all of the income statement account balances to one or more retained earnings accounts.
- **Create Balance Sheet Closing Journals**: Posts all asset, liability, and equity balances to one or more closing accounts.

Note: Both processes automatically create a separate closing or retained earnings account for each balancing segment value, Primary, Second and Third Balancing segments.

Closing journals:

- Address global audit and statutory reporting requirements for Greece, Italy, Portugal, Spain, Colombia, Mexico, and other countries.
- Provide auditable journals for the United States and other countries.

CAUTION: If you use secondary ledgers or reporting currencies, you must define a journal conversion rule to prevent replication of your year-end closing journals from your primary ledger. Replication can cause unbalanced journal entries if different currencies and conversion rates are used in the ledgers. Instead, run your closing journal processes directly in your reporting or secondary ledgers to ensure that the balances are reduced to zero.

Related Topics

- How Closing Journals for Income Statement Accounts Are Created
- Create Closing Journals for Balance Sheet and Income Statement Accounts
- How Closing Journals for Balance Sheet Accounts Are Created

How Closing Journals for Balance Sheet Accounts Are Created

Use the Create Balance Sheet Closing Journals process to meet audit requirements. The process creates a journal entry that closes the balances for the selected balance sheet accounts to zero.

The process:

- Generates journals that reverse the debits and credits of the ending year-to-date actual balances for the selected accounts and period or year that you have selected to close.
- Transfers the balance, which is the net of the reversed asset, liability, and equity accounts, to the closing account that you specify.
- Must run in an open period. The recommended period is the last period of the fiscal year being closed, which should be an adjusting period.

Tip: Adjusting periods are recommended to avoid large balance fluctuations in your standard accounting periods.

Before running the process:

1. Set up the last day of your fiscal year as an adjusting period.
2. Set up the first day of your next fiscal year as an adjusting period.
3. Ensure that the adjusting period is open.
4. Complete and post all adjustment entries related to the period or year you're closing.
5. Print your general ledger trial balance and other end-of-month or end-of-year reports.

After running the **Create Balance Sheet Closing Journal** process in the last day of the fiscal year's adjusting period:

- Open the first period of the next fiscal year by running the Open Period process.
- Reverse and post the balance sheet closing journals to repopulate the balance sheet accounts.

Understanding the Balance Sheet Closing Journal attributes:

The journal that closes the balance sheet accounts has the following attributes:

- Closes only actual balance types. Ignores budget and encumbrance balances.
- Uses the last day of the period that you select in the Parameters window as the effective date of the closing entries.
- Creates a separate closing account by **Primary Balancing** segment. If multiple balancing segments are used, it creates a closing account by the combination of **Primary**, **Second**, and **Third Balancing** segments.
- Accept the application's default setting of the journal reversal in the period after the period in which the closing journal was generated. Optionally, manually change the reversal method.
- Closes the total ledger currency balances of each balance sheet account, including the converted amounts to the ledger currency from foreign currency journals. The resulting balance sheet closing journal is only in the ledger currency of the ledger.

CAUTION: If you use secondary ledgers or reporting currencies, you must define a journal conversion rule to prevent replication of your year-end closing journals from your primary ledger. Replication can cause unbalanced journal entries if different currencies and conversion rates are used in the ledgers. Instead, run your closing journal processes directly in your reporting or secondary ledgers to ensure that the balances are reduced to zero.

Note: To make adjustments after posting the balance sheet closing journals:

1. Reverse the original closing entries and post the reversal.
2. Make your adjustments.
3. Rerun the closing journal processes to capture the additional adjustments.

Related Topics

- Create Closing Journals for Balance Sheet and Income Statement Accounts

How Closing Journals for Income Statement Accounts Are Created

Use the Create Income Statement Closing Journals process to meet audit requirements. The process creates a journal entry that shows the selected revenue and expense account balances moved to the retained earnings account.

The process:

- Generates journals to close out the year-to-date (YTD) actual balances of all or the selected income and expense accounts.
- Creates an audit trail showing how the amount for the closing (retained earnings) account is calculated.
- Can be run in any open period.
- Closes the YTD balances of the selected income statement accounts.
- Optionally uses an income offset account, which results in the individual income statement account balances remaining in their accounts. The process books the inverse balance of the closing (retained earnings) account to the offset account.

Tip: If you run the process for the first period of a fiscal year, it closes only that period's balance. The best practice is to run the process in the last period of the fiscal year to create an auditable journal entry.

Before running the process:

1. Set up the last day of your fiscal year as an adjusting period.
2. Set up the first day of your next fiscal year as an adjusting period.
3. Ensure that the adjusting period is open.
4. Complete and post all adjustments related to the period or year you're closing.
5. Print your general ledger trial balance and other end-of-month or end-of-year reports.

After running the Create Income Statement Closing Journal process, you can open the next fiscal year by running the Open Period process. If you run the process:

- At the end of the fiscal year, don't reverse the journal. The act of opening the fiscal year would have achieved the same effect as the journal entry by moving the income statement account balances to the retained earnings account.
- In the middle of the fiscal year, reverse the journal after you run the reports that show the closed out income statement balances. The journal reversal reinstates your year-to-date income statement balances for the next period.

Note: The process closes only actual balances. You can't close budget or encumbrance balances.

CAUTION: If you use secondary ledgers or reporting currencies, you must define a journal conversion rule to prevent replication of your year-end closing journals from your primary ledger. Replication can cause unbalanced journal entries if different currencies and conversion rates are used in the ledgers. Instead, run your closing journal processes directly in your reporting or secondary ledgers to ensure that the balances are reduced to zero.

Related Topics

- Create Closing Journals for Balance Sheet and Income Statement Accounts
- Specify Ledger Options

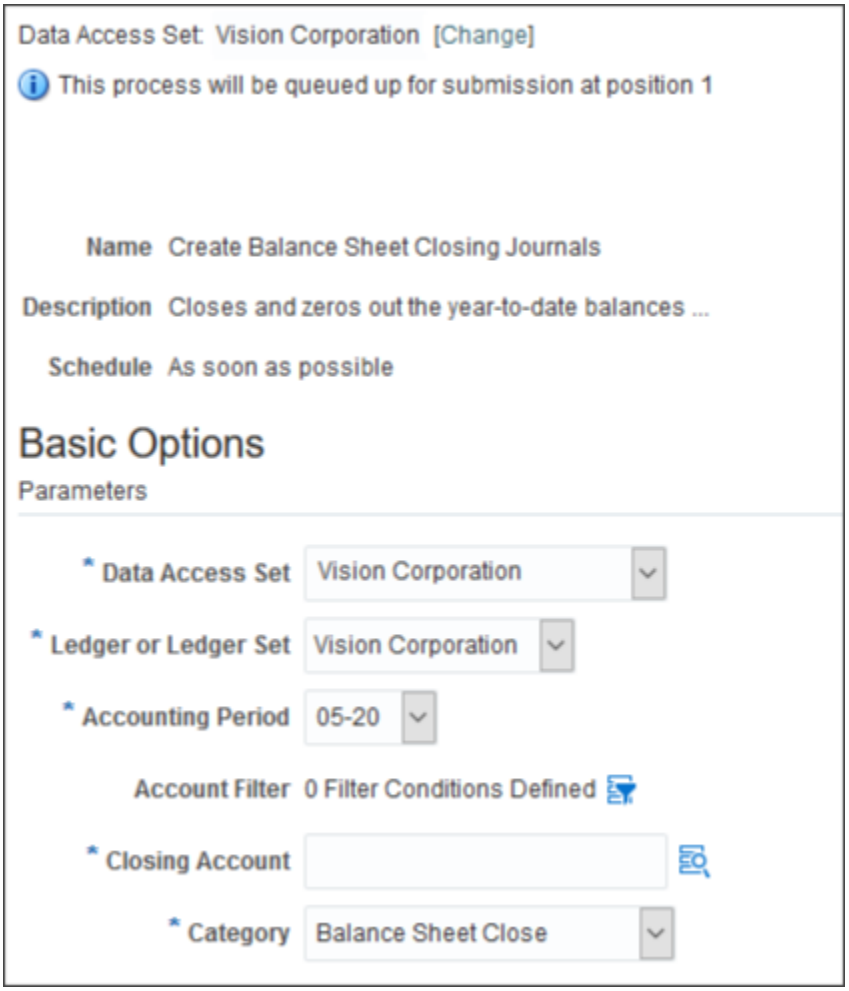
Create Closing Journals for Balance Sheet and Income Statement Accounts

Run the closing processes from the Period Close work area or the Scheduled Processes page to create journals that close out year-end or period-end balances.

Balance Sheet Closing Journals

Run the **Create Balance Sheet Closing Journals** process to post balances for all balance sheet accounts or selected balance sheet accounts to a closing account.

This image shows the page for the Create Balance Sheet Closing Journals process.

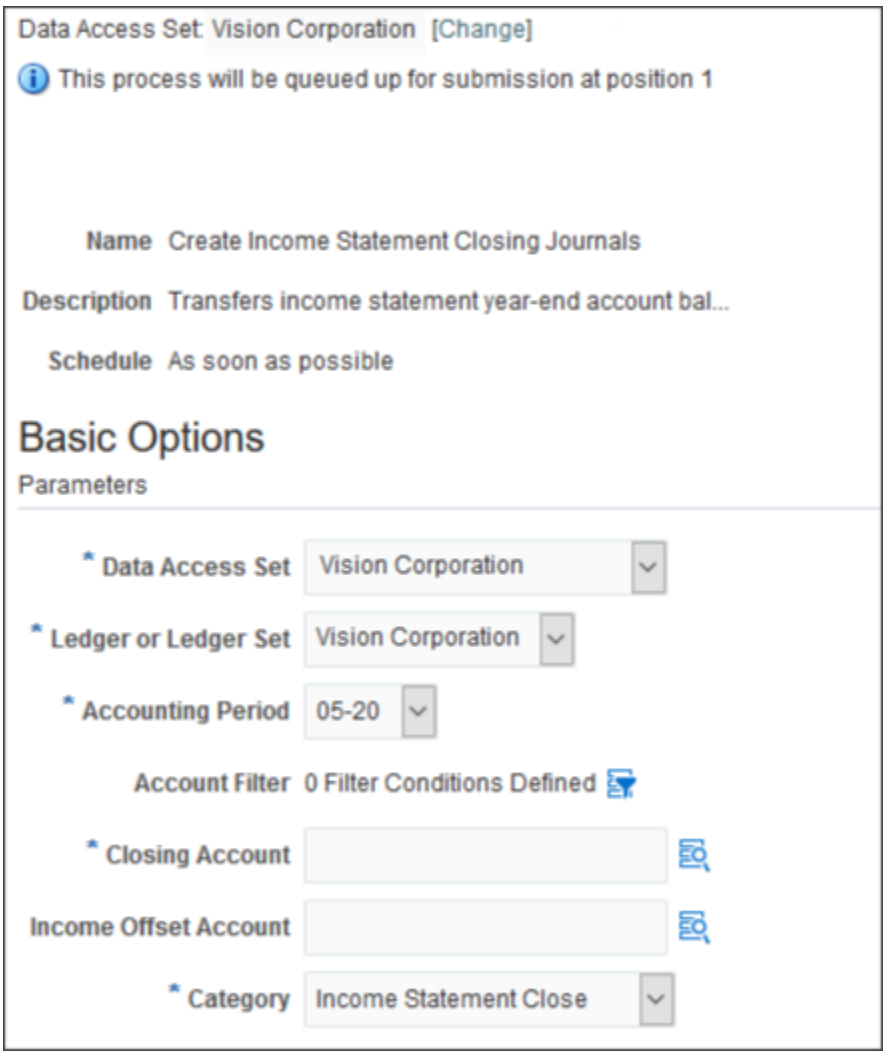


1. Navigate to the **Period Close** work area.
2. Select the **Create Balance Sheet Closing Journals** task.
3. Accept or change default values for these parameters:
    - Data Access Set
    - Ledger or Ledger Set
    - Accounting Period
    - Category
4. Optionally use the **Account Filter** parameter to specify subsets of source accounts to close into the specific closing account. You can use the following operators in the account filter: **Equals**, **Between**, and **Is a Last Descendant Of**. The last descendant operator references the account hierarchy associated with the segments of the chart of accounts instance within the context of the selected ledger or ledger set.
5. Specify a Closing Account.
6. Click **Submit**.

Income Statement Closing Journal

Run the **Create Income Statement Closing Journal** process to post balances for all income statement accounts or selected income statement accounts to one or more closing accounts.

This image shows the page for the Create Income Statement Closing Journals process.



1. Navigate to the **Period Close** work area.
2. Select the **Create Income Statement Closing Journals** task.
3. Accept or change default values for these parameters:
    - Data Access Set
    - Ledger or Ledger Set
    - Accounting Period
    - Category
4. Optionally use the **Account Filter** parameter to specify subsets of source accounts to close into the specific closing account. You can use the following operators in the account filter: **Equals**, **Between**, and **Is a Last Descendant Of**. The last descendant operator references the account hierarchy associated with the segments of the chart of accounts instance within the context of the selected ledger or ledger set.
5. Specify a **Closing Account**.
6. Optionally specify an **Income Offset Account** to retain the income statement account balances and instead of booking the reversal of the closing adjustment to the income statement accounts.
7. Click **Submit**.

Examples of Year-End Closing Journals

You can run closing account processes that post the reverse of the debits and credits in the accounts. For many European countries, the accounts must be closed by recording the net amount between the total debits and total credits.

The requirement is to always consider the resulting net amount between the credit and debit amounts for all year-end journals that are created for:

- Profit and Loss (Income Statement) Accounts
- Balance Sheet Accounts
- Opening Journals for the Next Year for Balance Sheet Accounts

Profit and Loss Accounts

The year-end closing journals process zeros out the balances in the accounts using the reciprocal of the accounts' credits and debits when the last period of the year is closed.

For example, the following table shows the entries for Travel Expense account 6100.

Description	Debits	Credits
Transaction 1	100,000	
Transaction 2		40,000
Ending Balance in Travel Expense Account 6100	100,000	40,000

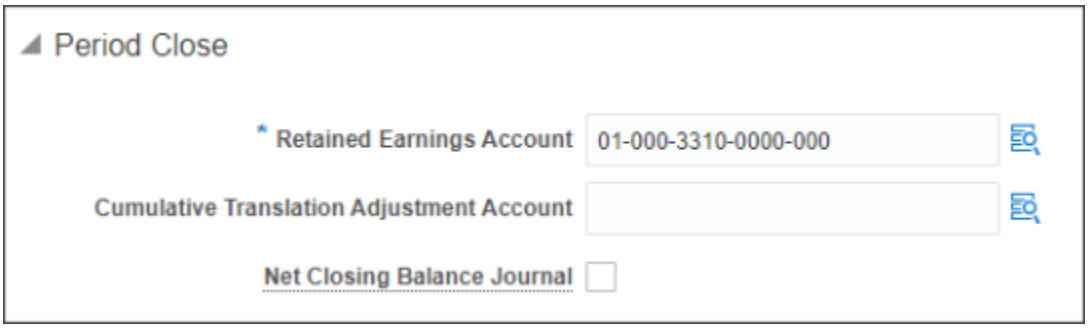
The following table shows the resulting closing journal that's generated and the entries that zero out the expense account, with the offset booked to retained earnings account 3310.

Description	Debits	Credits
Travel Expense Account 6100	40,000	100,000
Retained Earning Account 3100	100,000	40,000
Net Ending Balances	Retained Earnings Account 3100 = 60,000	Travel Expense Account 6100 = 0

If you run the **Create Income Statement Closing Journals** process, the process creates a journal that also reverses the debits and credits of the respective profit and loss accounts to close out those account balances to retained earnings. The ending balance in the accounts is the same, regardless of which method is used. The advantage of the closing journal process is that there is a journal to provide an audit trail of what balances were moved to retained earnings.

If you enable the **Net Closing Balance Journal** ledger option on the Specify Ledger Options page, the closing journals created by the Create Income Statement Closing Journal process use the net amount.

This image shows the Net Closing Balance Journal option in the Period Close section on the Specify Ledger Options page.



The following table shows the entry that's created.

Description	Debits	Credits
Travel Expense Account 6100		60,000
Retained Earnings Account 3100	60,000	
Net Ending Balance	Retained Earnings Account 3100 = 60,000	Travel Expense Account 6100 = 0

Balance Sheet Accounts

The current year-end closing process leaves the balances in the balance sheet accounts and rolls them to the new year as beginning balances.

For example, the following table shows the transactions and ending balance at the end of the year for Payables Account 2100.

Description	Debits	Credits
Transaction 1	170,00	
Transaction 2		30,000
Net Ending Balance of Payables Account 2100	140,000	

If you run the **Create Balance Sheet Closing Journals** process for audit requirements, the process creates a journal entry that closes the selected balance sheet account balances to zero. The process generates journals that reverse the debits and credits of the ending year-to-date actual balances for the period or year that you selected to close.

The following table shows how the process transfers balances to a specified closing account.

Description	Debits	Credits
Payables Account 2100	30,000	170,000
Closing Account 3200	170,000	30,000
Net Ending Balance	Closing Account 3200 = 140,000	Payables Account 2100 = 0

If you enabled the **Net Closing Balance Journal** ledger option, the closing journals created by the **Create Balance Sheet Closing Journals** process use the net amount.

The following table shows the journal entry that's created.

Description	Debits	Credits
Payables Account 2100		140,000
Close Account 3100	140,000	

At the beginning of the next year, the journal created by the Create Balance Sheet Closing Journals process is reversed and the balances become the beginning balances for the new year.

Closing Journals for Average Balance Ledgers

The Create Income Statement Closing Journals and Create Balance Sheet Closing Journals processes create journal entries for standard account balances for ledgers with average balancing enabled.

Create an accounting calendar with two adjusting periods at the end of the fiscal year that you want to close. These two adjusting periods represent the last day of the fiscal year and ensure that the average balance calculation is unaffected.

- **First adjusting period**: Run the closing journal process in this period.
- **Second adjusting period**: Reverse the closing journal in this period.

The effective date of the closing journal entries is the last day of the specified period. You can assign effective date rules for the journal source called **Closing Journals** on the Journal Sources page.

Note: When you post closing journals, standard and average balances are updated.

- If you specify the closing account as an income statement account, then the revenue and expense account balances are transferred to this closing account. Average balances aren't impacted.
- If you specify the closing account as a balance sheet account and defined the period as the last period of the fiscal year, then the average balance of the closing account is updated. The average balance of the Net Income account and the net average of all income statement accounts are also updated.

Overview of Common EMEA Year-End Close Business Reporting

Many countries follow specific procedures to generate journal entries to close and open fiscal years. These year-end entries apply to both income statement and balance sheet accounts.

Auditable closing procedures vary based on country's reporting requirements and an organization's business needs.

You can run two processes for year-end closing journals. These processes close the selected accounts by putting the sum of the debits in the credit and conversely. For many European countries, including Italy, Spain, France, Belgium, Netherlands, and Luxembourg, the accounts must be closed by recording the difference between the total debits and total credits.

Poland is different and requires year-end income statement as a net closing journal and balance sheet closing journal to be in accumulated balances.

The closing journals processes meet the Italian and other European countries legal requirements.

Related Topics

- Overview of Closing Journals
- Examples of Year-End Closing Journals
- How to Prevent a General Ledger Period from Closing When Open Subledger Periods Exist

Use Oracle Social Network

How You Configure Social Objects

Before you can start using a social object, for example, accounting period, journal, or intercompany transaction in Oracle Social Network, configure the social object using the Manage Oracle Social Network Objects task on the Setup and Maintenance task list page.

The configuration consists of enabling the social object and its attributes for use on the Oracle Social Network. For example, for the accounting period social object, enable these attributes: Ledger, Period Name, Period Start Date, and Period End Date. You also configure the enablement method of the social object. The methods are: No, Manual, and Automatic.

The configuration applies to all instances of that social object in the application and to all ledgers. You can automatically create a conversation by setting the option in the **Managing Oracle Social Network Objects** user interface.

Note: Oracle Social Network is currently only available in Oracle Cloud implementations.

Create Conversations on Journals

You can create conversations on general ledger journals in Oracle Social Network. For example, when the approver of a journal needs more details from the creator of the journal, the approver creates a journal conversation.

This conversation allows communication between the creator and the and the approver, as well as others who have pertinent information and are added as members to the conversation.

Other points to consider in creating conversations on general ledger journals are:

- Including other members or adding documents to the conversation.
- Creating conversations manually or automatically.
- Accessing journal conversations.

Note: The journal approval flow has a **Request Information** action, which the approver can use to request the submitter of the batch to provide additional information. Using this action provides a record in the approval flow history.

Including Members and Documents

You can add only application users, external users can't join the conversation. When creating a conversation, optionally add the following:

- Documents in the conversation
- Additional members
- Assignments of follow-ups to other members
- Related conversations to the journal conversation

Note: You can make a conversation private, so that only selected members are involved in the conversation.

Creating Conversations Manually or Automatically

You can configure the journal conversations so the conversations are created manually or automatically.

- **Manually**: A **Share** icon appears on the journal's **Conversation List** region after the journal is saved. Click the icon to create the conversation for that journal and add members or documents to the conversation.
- **Automatically:** The conversation is automatically created for you once the new journal is saved. You can access the conversations of any journals where you're a member. To become a member of a conversation, simply select the **Join** icon from the **Conversation List** region.

Note: The **Share** and **Join** icons are only available from the **Create Journal** and **Edit Journal** pages. Selecting a conversation in the **Conversation List** opens the **Oracle Social Network Social Conversation** window in a standalone window, where the selected conversation is displayed.

Accessing Journal Conversations

There are several ways to access the journal conversations:

- **Create Journal and Edit Journal** pages: Select the **Social** icon to open the **Oracle Social Network Conversation List** region to show the conversations of the selected journal and all its related conversations. The region shows all conversations you can access for other social objects.
- **Journal Overview**: Select the **Social** icon to open the **Oracle Social Network Conversation List** region to show the conversations of all journals and all their related conversations. The region shows all the conversations you can access for other social objects.
- **Oracle Social Network**: Select the **Social** icon from the global menu, to open the **Oracle Social Network Conversation List** region. This conversation list shows all conversations you can access, including the general ledger journal conversations and any other conversations.

Note: Oracle Social Network is only available in Oracle Fusion Cloud Applications implementations.

Create Conversations on Period Close

You can create conversations on general ledger accounting periods in Oracle Social Network. For example, the finance team creates conversations on the closing tasks.

These conversations allow the team members to collaborate on closing tasks to coordinate a smooth close process across all departments.

Note: You can make a conversation private, so that only selected members are involved in the conversation.

Other points to consider in creating conversations on period close are:

- Including other members or adding documents to the conversation.
- Creating conversations manually or automatically.
- Accessing accounting period conversations.

Including Other Features in the Conversation

When creating a conversation, optionally add the following:

- Documents in the conversation
- Additional members
- Assignments of follow-ups to other members
- Related conversations to the close period conversation

Creating Conversations Manually or Automatically

You can configure the period close conversations so the conversations are created manually or automatically.

- **Manually**: A **Share** icon appears on the accounting period's **Conversation List** region after the accounting period is opened. Click the icon to create the conversation for the accounting period and add members or documents to the conversation.
- **Automatically**: The conversation is automatically created for you once the new accounting period is opened. You can access the conversations of any accounting period where you're a member. To become a member of a conversation, simply select the **Join** icon from the **Conversation List** region.

Note: The **Share** and **Join** icons are only available from the **Manage Accounting Periods, Edit Accounting Period Statuses,** and **Close Monitor** pages. Selecting a conversation in the **Conversation List** opens the **Oracle Social Network Social Conversation** window in a standalone window, where the selected conversation is displayed.

Accessing Accounting Period Conversations

Period conversations are available on Oracle General Ledger only. There are several ways to access the accounting period conversations:

- **Manage Accounting Periods** and **Edit Accounting Period Statuses** pages: Select the **Social** icon to open the **Oracle Social Network Conversation List** region to show the conversations of the selected account periods and all its related conversations. The region shows all conversations you can access for other social objects.

  Note: In the **Manage Accounting Periods** page, the selected period is the **Current Period** of the ledger. If the period isn't selected, the **Social** icon is disabled.

- **General Accounting Dashboard:** Select the **Social** icon to open the **Oracle Social Network Conversation List** region to show the conversations of all period statuses and all their related conversations. The region shows all the conversations you can access for other social objects.
- **Close Monitor:** Select the **Social** icon on the node to open the **Oracle Social Network Conversation List** region to show the period status conversation for the selected ledger or ledger set and all their related conversations. This conversation list shows all conversations you can access.
- **Period Close Overview**page: Select the **Social** icon on the overview page to open the **Oracle Social Network Conversation List** region to show the conversation of all period statuses and all their related conversations. This conversation list shows all conversations you can access.
- **Oracle Social Network:** Select the **Social** icon from the global menu to open the **Oracle Social Network Conversation List** region. This conversation list shows all conversations, general ledger accounting period social objects, and any other social objects you can access.

Note: Oracle Social Network is only available in Oracle Fusion Cloud Applications implementations.

FAQs for Accounting Period Close

When do I run the Closing Journals process for each ledger?

Run the process at period or year-end for a ledger and its associated reporting currencies simultaneously by grouping them into a ledger set. The result is a journal batch for each ledger, reporting currency, and entered currency.

You can also run the process separately for each ledger and reporting currency.

Note: You must post your generated closing journals separately.

How can I use social networking to effectively close the period?

Use the Social link on the Period Close work area to collaborate with members of your team or others within your company to effectively close the period.

For example, as a controller, you keep Oracle Social Network open from the Period Close page during the period close so you can be aware of any transactions that must be posted for the period.

On the All tab:

- You see a conversation that needs your attention.
- Your boss, the chief financial officer, started a private conversation with you to announce the close of a deal worth 15,000,000 USD and wants it booked for this period.
- You download and listen to a voice message file that the chief financial officer posted sharing details about the delivery of the goods to help you confirm that the revenue can be posted to this period.
- You create a new conversation and invite your accounting manager to join, marking it so she knows to reply quickly.
- Your accounting manager added you to a conversation for the revenue adjustment journal.
- Your accounting manager adds a post to the conversation confirming that the revenue is posted.

You navigate to the **Close Monitor** page to view the latest financial balances and confirm that the revenue is posted.

Depending on your job role and permissions, you can access social networking features for the following Oracle General Ledger business activities:

- Period status
- Journal

What's the difference between reconciling clearing accounts manually and automatically?

The methods differ in tolerance handling and values for reconciliation references.

Manual reconciliation:

- Uses the tolerances defined on the Create Reconciliation Type page. To reconcile, the net difference between total accounted debits and credits must be zero or within the specified tolerance level.
- Doesn't require that journal lines have identical reconciliation reference values. Reconciliation references aren't even required.

Automatic reconciliation:

- Doesn't use tolerances. To reconcile, the net difference between total accounted debits and credits must be zero.
- Requires that journal lines have reconciliation reference values.

When do I use historical rates?

Use historical rates to:

- Calculate balances for equity and investment in subsidiary accounts.
- Stabilize translated balances for long-term accounts.
- Remeasure specific historical account balances with highly inflationary currencies in accordance with United States FASB Financial Accounting Standard 8.
- Provide a weighted average rate for transactions that occur at different times.
- Report journal entry line amounts in the units of money that were current at the time the transactions took place.

Note: Define historical rates before running translation to avoid having to retranslate your balances.

How can I drill from transferred balances to the source ledger?

After transferring balances from one or more source ledgers to a target ledger, drill from the target ledger back to the source ledger balances. From there, drill to the underlying journals and subledger transactions.

When you drill from the entered amount, which resulted from a journal in the target ledger, the **Transferred Balances** page provides the source and target ledger details. The drill helps you analyze details such as accounting period or accounts that were used by the source ledger to transfer journal line amounts to the target ledger.

If the source and the target ledgers don't share a ledger currency, the source ledger must translate to the target ledger's ledger currency before balances are transferred. As such, the balance transfer drill shows the reporting currency balances for the source ledger in the target ledger currency as part of the drill path.

How can I secure balance transfer drill down?

The balance transfer drill-down feature is secured with the same privilege that controls the existing account balance inquiry features.

A specific data access set is not required to drill down from the target ledger to the source ledger to view the balance transfer information. As long as you have read or write access to the target ledger you can drill down to the source ledger. However, you are limited to just that drill path and cannot see other journals for the target ledger.

6 Financial Reporting and Analysis

Considerations for General Ledger Balances Cubes

When performing financial reporting and analysis, you should first review the Oracle General Ledger Balances Cubes documentation in the Implementing Enterprise Structures and General Ledger guide for reporting and analysis considerations.

Related Topics

- Overview of Oracle General Ledger Balances Cubes

Financial Reporting

Financial Reporting Solutions

Different reporting requirements exist in a finance organization. The Chief Financial Officer needs professional-quality financial statements, financial analysts analyze ledger balances, and other users perform real-time transactional queries.

Oracle Fusion Financials delivers a state-of-the-art reporting platform that's built on top of an analytic data model. The reports work off the same data source and support drill-downs to real-time source transactions. The queries and reports are accurate and up to the minute, providing multidimensional analysis without the need for a separate data warehouse.

Reporting Tools

Oracle has many tools to meet these reporting needs. Some of your reporting needs and the tools used in the reporting solution are listed in this table.

Reporting Needs	Solution
Boardroom ready financial statements with drill-down to your source transactions that are GAAP-compliant.	Oracle Financial Reporting Studio is used to create financial reports based on the GL balances cube data. Then, use the Financial Reporting Center to view and drill into reports.
Exception-based account monitoring with multidimensional analysis and drill-down capability	Account Groups are created to monitor key accounts in General Ledger. From the account group, use the Sunburst visualization tool to interact with your account balances across business dimensions to view balances from different perspectives.
Spreadsheet financial reports with multidimensional analysis, pivoting, real-time analysis, and drill down capability.	Oracle Smart View enables you to interactively analyze your balances and define reports using a familiar spreadsheet environment.

Reporting Needs	Solution
High volume operational reporting with configurable templates for financial applications.	Oracle Analytics Publisher reports are submitted to show the latest application transactional data using the Enterprise Scheduler System (ESS) from either the Scheduled Processes page or from an application-specific work area. BI Publisher has the ability to generate pixel perfect report output. BI Publisher is the tool of choice to generate fixed form reports such as W-2 and tax forms, invoices, purchase orders, or company checks,
Transactional reporting in real time to support daily decision making.	Oracle Transactional BI Analyses are built off of transactional tables using Subject Areas. Use BI Publisher if the need is for pixel perfect reporting.
Centralize location for performing application functions and reviewing data.	Oracle Transactional BI Dashboards put all the information, functions, and actions that a business user requires to do their job in one place. Dashboards are built with Oracle Transactional BI objects such as analyses and reports.
Mobile access to timely reporting information from financial applications.	BI Mobile Apps is a mobile application designer that enables you to create information-driven applications with rich interaction, visualization, and media, for mobile devices such as iPhone, iPad, Android phone, tablet, and more.

Related Topics

- Overview of Financial Reporting Center

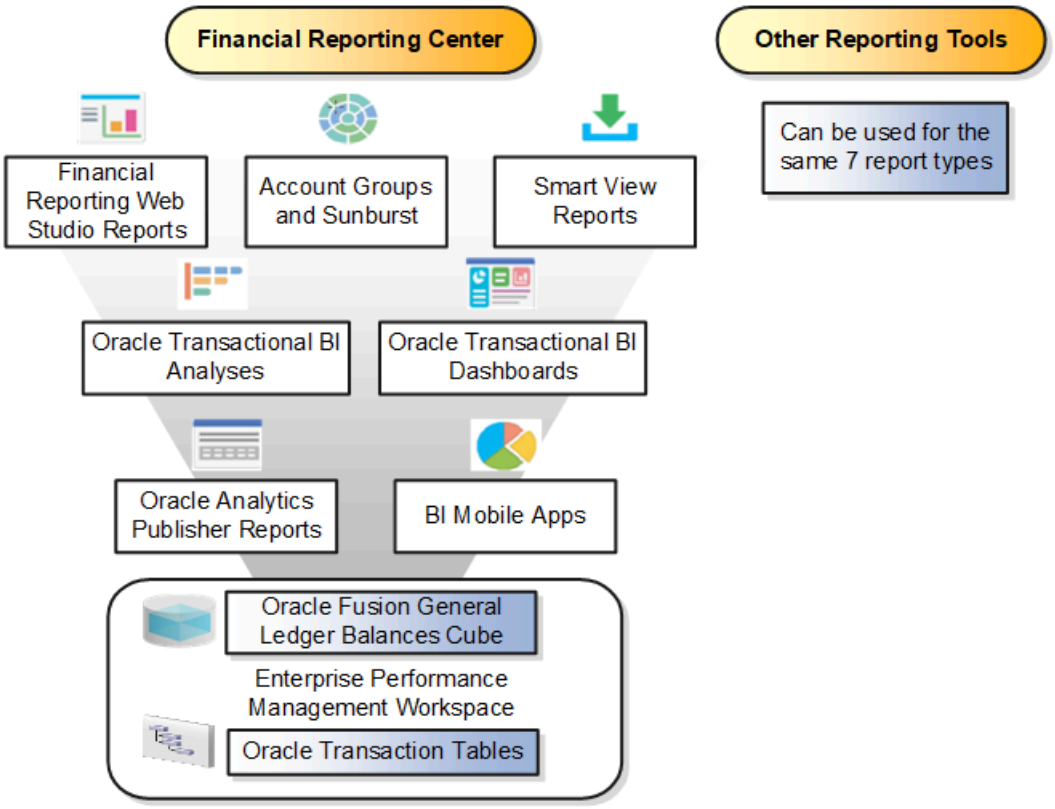
Overview of Financial Reporting Center

The Financial Reporting Center is intended to be the primary user interface for financials end users to access all seven report types.

Financial Reporting Center

The Financial Reporting Center includes these report types: Financial Reporting Web Studio Reports, Account Groups and Sunburst, Smart View Reports, Oracle Transactional Business Intelligence Analyses, Oracle Transactional Business Intelligence Dashboards, Oracle Analytics Publisher Reports, and Business Intelligence Mobile Apps. Other reporting tools are also available to run the same seven report types.

This figure illustrates the report types that are available in the Financial Reporting Center.



Reports can be accessed through various methods. However, the Financial Reporting Center provides access to every type of report, is intended to be the primary user interface for financials end users, and is tablet and smartphone friendly. In addition to accessing reports, you can add favorites, define tags, and view report details, such as type and last updated date.

Financial Reports are read from the **Shared** > **Custom** > **Financials** and **My Folders** directories. All other report types can be saved anywhere in the BI Catalog however, any user-defined content should be in the **Shared** > **Custom** folder. Subfolders can be created within the **Shared** > **Custom** folder.

Seven types of reports can be run from the Financial Reporting Center and from the other reporting tools.

- Financial Reports: These reports are built off of the Oracle Financial Reporting Web Studio using data in the Oracle General Ledger balances cube. For example, company income statements and balance sheets. These reports are mainly run by users in General Ledger.
- Account Groups and Sunburst: Account groups are used to monitor key accounts in General Ledger. When a user creates an account group, it becomes visible in the Financial Reporting Center with the Sunburst visualization tool. The Sunburst visualization tool lets you interact with your account balances across various business dimensions to view balances from different perspectives. Account groups are used only in General Ledger.
- Smart View Reports: Smart View is a multidimensional pivot analysis tool combined with full Excel functionality. Smart View enables you to interactively analyze your balances and define reports using a familiar spreadsheet environment. These queries are mainly for users in General Ledger. To share Smart View queries, users can email them to other users, or they can upload the queries to the Financial Reporting Center where users can

download them to a local drive for use. The Financial Reporting Center is only a place for users to upload and download Smart View queries.

> **Note:** To upload a Smart View report to the Financial Reporting Center: select the Open Workspace for Financial Reports task, navigate to the BI Catalog, and select **Upload** from the Tasks section. Be sure to upload the Excel file to one of the folder locations mentioned previously.

- Oracle Transactional Business Intelligence Analyses: These analyses and reports are built off of transactional tables using subject areas. These reports can be run by users in General Ledger, Payables, Receivables, Cash Management, Intercompany, and so on.
- Oracle Transactional Business Intelligence Dashboards: Dashboards put all the information, functions, and actions that a business user must have to do their job in one place. Dashboards are built off of Oracle Transactional Business Intelligence objects like analyses and reports. These reports can be run by users in General Ledger, Payables, Receivables, Cash Management, Intercompany, and so on.
- Oracle Analytics Publisher Reports: Most of these reports are predefined and must first be submitted and resubmitted to see the latest data by the Oracle Enterprise Scheduler through the Scheduled Processes navigation. These reports can be run by users in General Ledger, Payables, Receivables, Cash Management, Intercompany, and so on.
- BI Mobile Apps: Oracle Business Intelligence Mobile App Designer is an application that enables you to create multitouch information-driven applications with rich interaction, rich visualization, and rich media, for mobile devices such as iPhone, iPad, Android phone, tablet, and more. These reports can be run by users in General Ledger, Payables, Receivables, Cash Management, Intercompany, and so on.

Other Reporting Tools

Six other tools are available for reporting in Financials.

The following table lists the other reporting tools and the types of reports they support.

Other Reporting Tools	Report Type
General Accounting Dashboard and Account Inspector	Account Groups
Reports and Analytics	Oracle Transactional Business Intelligence Objects
BI Catalog	All Report Types, Except Oracle Analytics Publisher Reports
Enterprise Performance Management Workspace	Reports, Books, Snapshot Reports, Snapshot Books, Financial Reporting Batches, and Batch Scheduler
Enterprise Scheduler System	Oracle Analytics Publisher Reports

Even though the Financial Reporting Center is designed to be the main user interface for a financial end user's reporting needs, some users may choose to use any of the six other tools for reporting in financials, such as:

- General Accounting Dashboard, which provides access to Account Groups: Uses the Account Monitor to efficiently monitor and track key account balances in real time.

- Account Inspector: Perform ad hoc queries from account groups and financial reports through drill down to underlying journals and subledger transactions.
- Reports and Analytics: This reporting tool has a panel that reflects the folder structure of the BI Catalog. Users can access and run any Oracle Transactional Business Intelligence analysis, report or dashboard. Users can't run predefined Financial Reports or Oracle Analytics Publisher reports from this interface. This interface can be used by all financials users.
- BI Catalog: A component of the Enterprise Performance Management Workspace where you can run all report types, except for predefined Oracle Analytics Publisher reports.
- Enterprise Performance Management Workspace: Create reports, books, snapshot reports, snapshot books, Financial Reporting batches, and batch scheduler, and schedule batches to automatically run and burst to email.
- Enterprise Scheduler System: Only Oracle Analytics Publisher reports can be submitted from this interface. Users access this interface by navigating to **Tools** > **Scheduled Processes**. Most financial users have access to this interface to run standard reports for General Ledger, Payables, Receivables, and so on.

Related Topics

- Set Up Financial Reporting Center and Smart View

Overview of Financial Reporting Web Studio

Financial Reporting Web Studio enables you to use an object-oriented graphical report layout with report objects, such as text boxes, grids, images, and charts.

Financial Reporting Web Studio supports the following functionality:

- Web-based report definition tool.
- Object based reporting. Objects are reusable across multiple reports
- Drag and drop report grids
- Insert additional report objects such as text boxes, images, and charts
- Drag and drop dimensions to the report grid. Each dimension can only be in one location on report: row, column, page, or point of view.
- Insert rows and columns including data, formula, and text
- Select dimension member using member selection or functions
- Add calculations or mathematical functions

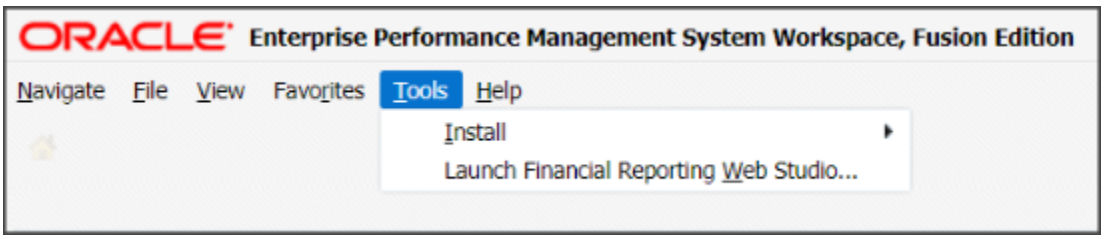
For more information about Financial Reporting Web Studio, refer to the Using EPM with Oracle Fusion Cloud Financials link on the Oracle Financials All Books page of the Oracle Help Center at https://docs.oracle.com.

Overview of Reporting Web Studio

Financial Reporting Web Studio is a web-based report authoring solution that you open from the Enterprise Performance Management System workspace. To get there, start from the Financial Reporting Center work area and click the Open Workspace for Financial Reports task.

Then click the Launch Financial Reporting Web Studio menu item from the Tools menu.

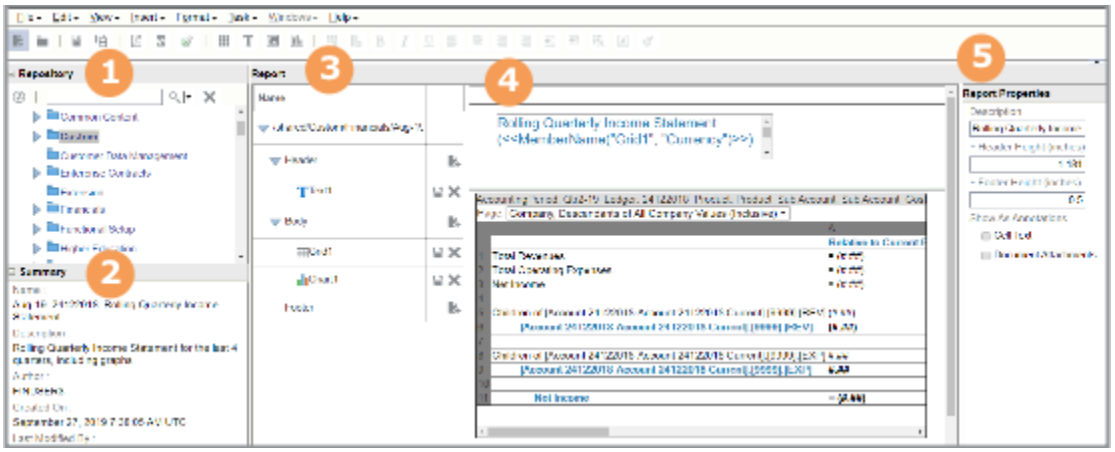
Here's an image of the menu items under the Tools menu.



This table describes the sections in the Financial Reporting Web Studio interface.

Callout	Section in Interface	What's in It?
1	Repository	Folders, reports, and a Search toolbar.
2	Summary	Information about an opened report, such as report name and description.
3	Report	Object browser, report objects, design canvas, and report object properties panel. Report objects include grids, text, images, and charts.
4	Design Canvas	Layout for a report.
5	Properties	Attributes for a selected report or report object.

Here's an image of the Financial Reporting Web Studio interface highlighting the key sections described in the table.



For more information about Financial Reporting Web Studio, go to the Oracle Financials All Books page on the Oracle Help Center at https://docs.oracle.com. Select the Using EPM with Oracle Fusion Cloud Financials link.

How Financial Reporting Reports and Account Groups Are Generated

Use the Generate Financial Reports and Account Groups process to create Financial Reporting reports and account groups for each general ledger balances cube for a specified chart of accounts and accounting calendar.

You can submit the process at any time.

How the Reports and Account Groups Are Generated

Submit the Generate Financial Reports and Account Groups process from the Scheduled Processes work area. Select the chart of accounts and accounting calendar, which identify the balances cube and ledgers for which to generate the Financial Reporting reports and account groups.

Specify values for the top parent revenue and expenses account:

- Top Revenue Account
- Top Operating Expenses Account
- Top Cost of Sales Account (optional)

The top parent accounts are used as the basis for deriving the accounts referenced in the reports. The immediate descendants of the top parent accounts are used to define the rows on the Financial Reporting income statement reports. Depending on whether both the top operating expenses and top cost of sales accounts are selected, different variations of the Financial Reporting income statements are generated. If the optional top cost of sales account is provided, the income statements Financial Reporting income statement reports also include a gross margin section.

> **Tip:** You can pick a specific tree and tree version for each parent. All three parent account values can be from different trees and tree versions. Ideally, you would choose a common tree and tree version for all of the parent accounts. The hierarchy basis for all of the rows in the generated reports is then consistent.

For the balances cube identified by the chart of accounts and calendar in the request submission, the process creates an individual set of the following Financial Reporting reports:

1. Income Statement
2. Consolidated Income Statement
3. Rolling Quarterly Income Statement
4. Rolling Monthly Income Statement
5. Trial Balances by Ledger Currency
6. Trial Balances by Entered Currency

> **Note:** To prevent the unnecessary proliferation of such Financial Reporting reports, unless the original reports created were renamed or deleted, resubmitting the process doesn't generate new Financial Reporting reports.

The process also generates the following three account groups for the balances cube, to be shared among all of the ledgers that are part of that balances cube:

- Revenues: Defined to display in the Revenues infolet. Automatically set as the default for the General Accounting Infolets home page unless an existing account group is already set as the default.

- Expenses: Defined to display in the Expenses infolet. Automatically set as the default for the General Accounting Infolets home page unless an existing account group is already set as the default.
- Close Monitor Summary Income Statement: Defined to display in the Close Monitor. Can be assigned to your ledger sets when you complete the Close Monitor setup.

Note: A new set of account groups is generated for a balances cube with each submission of the process.

Overview of Smart View

Oracle Hyperion Smart View provides common Word, PowerPoint, and Excel interfaces designed specifically for Oracle Hyperion Enterprise Performance Management, Oracle Transactional Business Intelligence, and Oracle General Ledger.

Using Smart View, you can view, import, manipulate, distribute, and share data in Excel, Word, and PowerPoint interfaces. Smart View is a comprehensive tool for accessing and integrating Enterprise Performance Management, Business Intelligence, and General Ledger content from Microsoft Office products.

Smart View provides the ability to create and refresh spreadsheets to use real-time account balances and activity. You can use Smart View for:

- Analysis
- Predefined form interaction
- Report design

Analysis

Smart View uses the Excel environment to interactively investigate the data contained in the sources. You start with templates that begin the process or a blank sheet where you begin shaping and altering the grids of data.

Predefined Form Interaction

Use Smart View to work in the Excel environment either for a consistent experience or to tie other spreadsheet-based models into your process. For example, use Smart View with Oracle Hyperion Planning to incorporate data that is still housed in spreadsheet and workbook-based models.

Report Design

Report design is another dimension of Smart View, which uses the capabilities of Oracle General Ledger data. Once the data is available within Smart View you can create reports as needed based on a combination of data sources. For example, planning and financial management data can be used to compare actual to budget. Reports can be made more complex by providing the ability to compare multiple scenarios for different periods. The power of Smart View is used to create reports and is refreshed periodically, as needed.

Smart View provides the ability to create and refresh spreadsheets to use real-time account balance information. You can use Smart View to:

- Perform ad hoc multidimensional pivot analysis with full spreadsheet functionality
- Drill down from any parent value to the next parent or child value
- Perform drill down from any child value to detail balances, journal lines, and subledger transactions
- Analyze actual, budget, and forecast information

- Increase visibility with charts and graphs
- Apply date effective hierarchies to past, present, or future hierarchies to change the financial data reported in your financial reports. For example, to compare 2014 to 2015 results, realign the data in your 2014 reports by applying the 2015 organization hierarchy.

> **Tip:** Best practice when using Smart View is to always turn on row suppression in the Smart View options. You can't suppress columns in Smart View. For more information about Smart View suppression, see the Smart View Options chapter in the Oracle Smart View for Office User's Guide at http://docs.oracle.com/cloud/latest/epm-common/SVPBC/opt_data.htm#SVPBC-options_202.

For more detailed information about Smart View, refer to the Using EPM with Oracle Fusion Cloud Financials link on the Oracle Financials All Books page of the Oracle Help Center at https://docs.oracle.com.

Define a Report in Smart View with the Query Designer

This example shows how to define a report using the Query Designer in Smart View.

Defining a Report with the Query Designer

1. Open Excel and navigate to the **Smart View** ribbon. Click **Panel**.
2. Click **Shared Connections**.
3. Sign in with your user name and password.
4. Click the **Select Server to proceed** drop-down list.
5. Select **Oracle Essbase**.
6. Expand the **Essbase_FA_Cluster** and expand **USChartofAccounts**.
7. Highlight **db**. Don't expand db.
8. Click **Connect**.
9. Click the analysis link.
10. Navigate to the **Essbase** ribbon and click **Point of View**.
11. In the spreadsheet, click cell **A2**.
12. On the **Essbase** ribbon, click **Query** and select **Query Designer**. A new sheet named, Sheet1-Query is created and the Query Designer displays.
13. On the **Point of View** panel, move:
    a. **Account** to the **Rows** section.
    b. **Accounting Period** to the **Columns** section.
    c. **Ledger** to the **Point of View** section.
    d. **Company** to the **Rows** section, as the first dimension.

    > **Note:** You can also select the dimensions cells on the worksheet and use the Pivot command on the **Essbase** ribbon to perform these steps.

14. Open the **Amount Type** dimension by clicking the drop-down list and selecting the **Member Selection** link. Remove the default placeholder using the **Remove** icon. Select the **period-to-date** value and add it to the panel of selected values using the **Add** icon.
15. On the **Member Selection** window, click the drop-down list next to the **Amount Type** dimension to toggle to each Point of View dimension. Complete the fields, as shown in this table.

Field	Value
Ledger	US Ledger Set > [US Ledger Set].[Us Primary Ledger]
Line of Business	All Line of Business Values
Cost Center	All Cost Center Values
Product	All Product Values
Intercompany	All Intercompany Values
Scenario	Actual
Balance Amount	Period Activity
Currency	USD
Currency Type	Total

16. From the **POV Sheet1-Query_1** panel, click **AccountingPeriod** to open the **Member Selection** window. You can also open the **Member Selection** window from the worksheet by right-clicking the **AccountingPeriod** cell, and selecting **Smart View**, **Member Selection**.
17. Remove the default selection. Expand **2016**. Select all four quarters and add the quarters to the selected panel.
18. Click **OK**.

> **Note:** The four quarters become separate columns on the worksheet.

19. Click the **Company** dimension.
20. Expand **All Company Values**.
21. Select [**All Company Values**].[**101**] and [**Company**]@[**941**] and add them. Remove the default value.
22. Click **OK**.
23. On the **POV Sheet1-Query_1** panel, click **Account** in the **Rows** section.
24. Expand **All Corporate Accounts-V1** > **Account**@[**T**] > 95001 - Net Income Current Year.
25. Expand **95011-Revenue** and **95021-Expenses**.
26. Remove the default value. Select the following values and add them to the selected panel:
    - 95011-Revenue
    - 40000-Revenues
    - 95021-Expenses
    - 50000-Material and Goods

- 60000-Operating Expenses
- 70000-Extra Charges and Tax

27. Click **OK**.
28. On the **POV Sheet1-Query_1 panel**, click **Apply Query**.
29. Save your report to the desktop as **your initials Smart View Financial Report**.
30. Insert 7 rows at the beginning of the spreadsheet.
31. Click in cell **A3**. Click the **Insert** tab and select **Picture**.
32. Select **WINNT (D)** > **Labs** > **Fin_reporting** > **Vision Logo**.
33. Click **Refresh**.

> **Note:** You must refresh periodically to maintain the connection to the database.

34. From the **Insert** tab, click **Text Box**.
35. Click cell **C4** and type **your initials Income Statement for Companies 101 and 941**. Use excel formatting to format the text however you want.
36. Click **Refresh**.
37. Click **Save**.
38. Highlight all the cells that contain amounts.
39. Navigate to the **Home** ribbon, and from the **Number** section, select **dollar sign**.
40. On the **Home** ribbon, in the **Cells** section, select **Format** > **AutoFit Column Width**.
41. Navigate to the **Essbase** ribbon and select **Preserve Format**.
42. Click **Refresh**.
43. Click **Save**.
44. Insert three rows between the data for company 101 and 941.
45. On the first new blank row in Column B, type Total Income.
46. Add the following formula for the first column with data Qtr1-14: =C10+C15 where C10 is 95001-Revenue and C15 is 95021-Expenses.
47. Copy and paste that formula to the other columns.
48. Do the same formula for totals of Company 941.
49. Format all the total cells as **Accounting**. On the **Essbase** ribbon, select **Preserve Format**.
50. Click **Save**.
51. Insert 10 more rows between the data for Company 101 and 941.
52. Highlight all four rows of the expense data for all four quarters, including **Material and Goods**.
53. Navigate to the **Insert** ribbon and select the Line chart from the Chart section.
54. Select the first **2-D Line** chart layout.
55. On the line chart, click the Legend that reads Series1, Series2, Series3, and Series4.
56. From the **Chart Tools** ribbon, select **Select Data**.
57. In the **Legend Entries** (**Series**) pane, select Series2 and click **Remove**. Series2 is a total of expenses and not appropriate for this chart.
58. In the **Legend Entries** (**Series**) pane, select each series individually and click **Edit**. Complete the series and names fields, as shown in this table.

Series	Name
Series1	Material and Goods
Series3	Operating Expenses

Series	Name
Series4	Extra Charges and Tax

59. In the **Horizontal** (**Category**) **Axis Labels** panel click the first one and click **Edit**.
60. Click the icon next to the **Axis label range**: field.
61. On the spreadsheet, highlight the four quarter headers and click the icon next to the **Axis Labels** field.
62. Click **OK** twice.
63. Move and resize the line chart to fit inside the blank lines.
64. Click **Save**.
65. Navigate to: **Financial Reporting Center** > **Task**s panel tab > **Open Workspace for Financial Reports**.
66. Click **Navigate** > **Applications** > **BI Catalog**.
67. Expand **Shared Folders** > **Custom** > highlight **Financial Reports**.
68. From the **Tasks** panel, select **Upload**.
69. Click Browse and from your Desktop, select your **Smart View Financial Report**.
70. Click **Open**.
71. Click **OK**.
72. Close the **EPM Workspace** tab.
73. From the **Financial Reporting Center**, click the **Search** icon.
74. Enter Smart and click **Search**.

> **Note:** Your report may not be found immediately. Wait a few minutes and try again.

Creating an Ad Hoc Analysis in Smart View

This example shows how to create an ad hoc analysis in Smart View.

Creating an Ad Hoc Analysis

This example includes steps for configuring the Smart View connection, selecting dimension members, creating separate reports, and formatting amounts.

1. Navigate to the Financial Reporting Center.
2. Open the **Tasks** panel and click the **Open Workspace for Financial Reports** task.
3. Remove **/index.jsp** from the end of the workspace URL and copy the rest of the URL. For example, copy **https://adc-fapXXXX-bi.oracledemos.com**, where XXXX is the unique instance ID.
4. Open Excel.
5. Navigate to the **Smart View** ribbon and click **Options**.
6. In the **Shared Connections URL** field on the **Advanced** tab, replace everything before **workspace** with the copied URL. For example, https://adc-fapXXXX-bi.oracledemos.com/workspace/SmartViewProviders
7. Click **OK**.
8. On the **Smart View** ribbon, click **Panel**. The **Smart View** panel opens.
9. On the **Smart View** panel, click **Shared Connections**.
10. Sign in with your user name and password.
11. On the **Smart View** panel, select the drop-down list for the **Select Server to proceed** field.
12. Select **Oracle@Essbase** from the list of shared connections.
13. Expand the list of cubes for **Essbase_FA_Cluster**.
14. Expand the **USChartofAccounts** cube.

15. Select **db**. Don't expand the selection.
16. On the **Smart View** panel, click **Connect**, and then click **Ad hoc analysis**.
17. On the **Essbase** ribbon, click **POV**. The **Point of View** window enables you to select data dimension values, so you can pinpoint the information you want for the Excel analysis.
18. On the **Point of View** window, click the drop-down list for each dimension and select the ellipsis (...) to open the member selector. On the **Member Selection** window, remove the default selection for each dimension using the **Remove** icon. Select the dimension value and add it using the **Add** icon. Click **OK**. Complete the member selection, as shown in this table.

Field	Value
Company	[All Company Values].[101]
Line of Business	10
Account	11200-Cash
Cost Center	All Cost Center Values
Product	All Product Values
Intercompany	All Intercompany Values
Scenario	Actual
Balance Amount	Period Activity
Amount Type	Period-to-date
Currency	USD
Currency Type	Total

19. On the worksheet, click the **Accounting Period** dimension in row 3, column A.
20. Right-click and select **Smart View**, **Member Selection**.
21. On the **Member Selection** window, remove the default selection. Expand the **Accounting Period** dimension and add the period 12-16.
22. Click **OK**.
23. Double-click **Ledger** in row 2, column B, to zoom in. You can also zoom in by selecting the dimension, navigating to the **Essbase** ribbon, and clicking **Zoom In**
24. Click **All Ledgers** in row 2, column B, and click **Zoom Out** on the Essbase ribbon.
25. Right-click **Ledger** in row 2, column B, and select **Smart View**, **Member Selection**.

26. On the **Member Selection** window, remove the default selection of **Ledger**.
27. Select **US Ledger Set** and click the **Add** icon.
28. Click **OK**.
29. On the **Point of View** window, click **Refresh**.
30. Double-click **US Ledger Set** in row 2, column B, to zoom in.
31. Click the [**US Ledger Set**].[**US Primary Ledger**] cell.
32. On the **Essbase** ribbon, click **Keep Only** to remove the other Ledger members and keep only the selected member.
33. To create a separate report based on the Company dimension, on the **Essbase** ribbon, click **Cascade** and select **Same Workbook**. The **Member Selection** window opens.
34. On the **Member Selection** window, select [**All Company Values**].[**102**] and click the **Add** icon.
35. Click **OK**. A worksheet opens for company 102.
36. Click the **All Company Values.101** worksheet.
37. Click the amount cell in row 3, column B.
38. Navigate to the **Home** ribbon and set the **Accounting Number Format** option to the dollar sign.
39. Navigate to the **Essbase** ribbon and click **Preserve Format**.
40. On the **Point of View** window, click **Refresh**.

Schedule Financial Reporting Reports

To run your Financial Reporting reports on a regular basis, create a batch in the Enterprise Performance Management (EPM) workspace and then set up a schedule to run the batch.

Here's a summary of the steps for scheduling Financial Reporting reports.

1. Go to the Financial Reporting Center and select **Open Workspace for Financial Reports** from the Tasks panel tab.
2. On the Navigate menu, click **Applications** > **BI Catalog**.
3. On the File menu, click **New** > **Batch**.
4. Create a batch with your Financial Reporting reports.
5. In the Navigate menu, click **Schedule** > **Batch Scheduler**.
6. On the File menu. click **New Scheduled Batch**.
7. In the Schedule Batch window, enter a name and description.
8. Select the batch you created and proceed through the windows to specify the schedule details.

   > **Note:** In the Scheduled Batch Point of View region, you can select the parameters for your scheduled report.

9. Click **Finish**.

Create a Financial Report

Define a Basic Financial Report Using the Reporting Web Studio

This is the first of six topics on designing a financial report with Financial Reporting Web Studio.

Watch video

You can use Financial Reporting Web Studio to design traditional financial report formats such as balance sheets, profit and loss statements, and cash flow reports. You can also design nontraditional reports for financial or analytic data that include text and graphics.

In this example, you're designing a basic financial report.

1. From the Financial Reporting Center work area, select the Tasks panel tab and click **Open Workspace for Financial Reports**.
2. On the **Tools** menu, select **Launch Financial Reporting Web Studio**.
3. On the **File** menu, select **New**, **Report**.
4. On the toolbar, click the **Grid** icon. Grids are tables that contain data from external database connections.
5. In the design canvas, draw a box to create the grid. The Database Connection Properties dialog box opens.

   > **Tip:** When creating a grid, best practice is to leave space in the design canvas for other objects, such as a company logo and report title.

6. Select the **Data Sources** list and select the data source for the chart of accounts that the report is based on. A unique cube exists for each combination of chart of accounts and accounting calendar.

   > **Tip:** Best practice is to always turn on suppression in financial reports at the Database Connection Server level. You can verify the setting by highlighting the grid, and then selecting **Data Query Optimization Settings** on the **Task** menu. For most reports, best practice is to turn on suppression for the entire grid. Then turn suppression off for columns and rows that must always display. For more information about suppression settings, refer to the Defining Basic Conditional Suppression section in the Financial Reporting Web Studio User's guide.

7. Click **OK**. The Dimension Layout dialog box opens.

Arrange the Dimensions

Use the Dimension Layout dialog box to arrange the dimensions on your report. For this report, the accounting periods display on the columns and the revenue and expense account information displays on the rows. The company appears on each page and can be selected at runtime.

1. Drag the **Accounting Period** dimension to the **Columns** axis.
2. Drag the **Account** dimension to the **Rows** axis.
3. Drag the **Company** dimension to the **Page** axis.
4. Click **OK** to close the Dimension Layout dialog box.

Define the Rows

Use the Select Members dialog box to define the revenue and expense account rows.

1. Select the revenue parent account.
   a. Double-click the **Account** cell. The Select Members dialog box opens with a default member selected.
   b. Remove the default **Account** selection from the Selected area by clicking it to select it and then clicking the **Remove from Selected** icon.
   c. In the **Search** field, enter the value for the account that represents total revenue and click the **Search** icon.
   d. Select the account from the search results and click **OK**. The account moves to the Selected area.
   e. Click **OK**. The Select Members dialog box closes.
2. Now insert a text row to add space between the revenue and expense accounts.
   a. Select the last row in the grid by clicking the row header.

   b. On the **Insert** menu, select **Row**, then **Text**.
3. Insert a row for the expense accounts.
   a. Right-click the last row header.
   b. On the **Insert Row** menu, select **Data**. Notice the default value for the new row is the revenue parent account.
4. Select the expense parent accounts.
   a. Double-click the account value in the new expense account row. The Select Members dialog box opens with the revenue parent account selected.
   b. Remove the revenue parent account selection from the Selected area by clicking to select it and then clicking the **Remove from Selected** icon.
   c. In the Available area, expand the **Account** member, and continue expanding until you find the expense parent accounts for the report.
   d. Select the accounts and click the **Add to Selected** icon to move them to the Selected area.
   e. Select the **Place selections into separate rows** option so each account appears in its own row on the report.
   f. Click **OK**. The Select Members dialog box closes.

Save and Preview the Report

Save the report and leave it open for the next topic, which is adding a formula to a financial report.

1. Click the **Save** icon.
2. Select the folder with your name and enter the report name and description.
3. Click **Save**.
4. Optionally preview the report in HTML or PDF format using the **File** menu or toolbar.

Add Formulas to a Financial Reporting Report

This is the second of six topics on designing a financial report with Financial Reporting Web Studio.

Watch video

In this example, you define a formula to summarize the expense account balances on your financial report.

Before you start, do the steps described in the Define a Basic Financial Report Using the Reporting Web Studio topic, then follow these steps.

1. Right-click the last row header, select **Insert Row** and select **Formula**.
2. Click in the empty cell in the new row.
3. In the Heading Row Properties pane, select the **Custom Heading** option, enter **Total Expenses** and click the **Update** icon. The new heading appears in the report.
4. Select the row header for the formula row. The SUM function appears in the design canvas.
5. In the Formula bar, click the **Sum(0)** button and enter the formula and cell references in the formula text box. Because the expense rows appear one after the other, you can use the first row number and the last row number with a colon in between. For example, Sum([3:5]). If the rows weren't contiguous, you could put brackets around each row number and separate them with commas. For example, Sum([3], [5], [6]).
6. Validate the formula syntax by clicking the check mark icon in the toolbar. Validation checks the validity of the formula, not if the data is available.

7. Save the report and leave it open for the next topic, which is defining a range function. Optionally preview the report.

Define Range Functions for a Financial Reporting Report

This is the third of six topics on designing a financial report with Financial Reporting Web Studio.

Watch video

In this example, you define a range function to report across multiple accounting periods. You configure the range to present balances for the last 12 months from the period selected at runtime.

Before you start, do the steps described in these topics.

1. Define a Basic Financial Report Using the Reporting Web Studio
2. Add Formulas to a Financial Reporting Report

Now follow these steps.

1. Double-click the **Accounting Period** cell. The Select Members dialog box opens.
2. Remove the default accounting period from the Selected area by clicking it to select it and then clicking the **Remove from Selected** icon.
3. Click the Functions tab.
4. Select **Range** from the list.
5. Click the **Add to Selected** icon. The Range dialog box opens.
6. Define the starting member for the range.
    a. On the Start Member row, click the **Lookup Selection** icon in the **Value** column.
    b. Click the Functions tab.
    c. Select the **Relative Member** function to define the periods that display on the report relative to the period specified at runtime.
    d. Click **OK**. The Relative Member dialog box opens.
    e. On the Member row, click the **Lookup Selection** icon in the **Value** column.
    f. Select **Current Point of View for Accounting Period** so you can enter the starting period for the report.
    g. Click **OK**.
    h. On the Offset row, enter -11 in the **Value** field.

        The offset determines the first period of the range. The starting period in the range function is always the oldest period. Because this is a rolling 12 period report, enter -11 to include the 11 periods prior to the period you enter at runtime. The member selection for the End Member parameter determines period 12.
    i. Click **OK**.
7. Define the ending member for the range.
    a. On the End Member row, click the **Lookup Selection** icon in the **Value** column.
    b. Select **Current Point of View for Accounting Period**.
    c. Click **OK**.
    d. Click **OK** to close the Range dialog box.
    e. Click **OK** to close the Select Members dialog box.
8. Save the report and leave it open for the next topic, which is defining a grid point of view. Optionally preview the report.

Set User and Grid Points of View for a Financial Reporting Report

This is the fourth of six topics on designing a financial report with Financial Reporting Web Studio.

Watch video

In this example, you set a user point of view and a grid point of view for a financial report.

All financial reporting reports have a user point of view and a grid point of view. Best practice is to use a combination of both.

If you want users to select certain dimension members at runtime, then those dimensions should be set in the user point of view. Selections for user point of view members are global for a user and data source. This means the application saves and applies them to any other report that has the same dimensions set to the user point of view. By default, all dimensions are set to the user point of view and must be selected at runtime. If you want your report to always use certain dimension selections, then select the specific members in the grid point of view.

Note: Members of a grid point of view only display in HTML.

In this example you set the Ledger, Scenario, Balance Amount and Currency dimensions to use the grid point of view.

Before you start, do the steps described in these topics.

1. Define a Basic Financial Report Using the Reporting Web Studio
2. Add Formulas to a Financial Reporting Report
3. Define Range Functions for a Financial Reporting Report

Now follow these steps.

1. Select the cell in the grid that represents the intersection of the rows and columns. The Grid Properties pane opens.
2. In the Grid Properties pane, click the **Grid Point of View** check box.
3. In the design canvas, click the **Ledger**: **User Point of View for Ledger** button. The Select Members dialog box opens.
4. Expand the **Ledger** member and continue to expand until you find the ledger to include on the report. Select the ledger.
5. Click **Apply Selection**.
6. Select **Scenario** from the Dimension list to select the type of balance to use on the report.
7. Expand the **Scenario** member and select **Actual**.
8. Click **Apply Selection**.
9. Select **Balance Amount** from the Dimension list.
10. Expand the **Balance Amount** member and select **Period Activity**.
11. Click **Apply Selection**.
12. Select **Currency** from the Dimension list.
13. Search for **USD**.
14. Click **OK** to accept the search result.
15. Click **Apply Selection**.
16. Click **OK** to close the Select Members dialog box.
17. Save the report and leave it open for the next topic, which is setting page and grid properties. Optionally, preview the report.

Work with Grid Point of View Setup and Page Axis for a Financial Reporting Report

This is the fifth of six topics on designing a financial report with Financial Reporting Web Studio.

Watch video

In this example, you change the grid point of view setup and set the page member selection to a prompt on your financial report.

Before you start, do the tasks described in these topics.

1. Define a Basic Financial Report Using the Reporting Web Studio
2. Add Formulas to a Financial Reporting Report
3. Define Range Functions for a Financial Reporting Report
4. Set User and Grid Points of View for a Financial Reporting Report

Now follow these steps.

1. Click the first cell in the grid to select all of the rows and columns.
2. Right-click and select **Grid Point of View Setup** from the list. The Setup Grid Point of View dialog box opens.
    a. To prevent the **Balance Amount** dimension from being changed at runtime, select the **Lock Member Selection** option.
    b. Click **OK**. The Setup Grid Point of View window closes.
3. In the Grid Properties pane:
    a. Click the **Drill Through** option to allow drilling from the report to the General Ledger transaction data.
    b. Click the **Suppression** section to view the suppression settings.
    c. Enter 0 in the **Zero Values** field to set the text option for rows with zero values. If necessary, you could also suppress the display of rows with zero values, rows with missing data, and rows with errors.
4. Set a runtime prompt for the Company dimension so you have the flexibility of selecting any company or combination of companies at runtime. In this example, you want to restrict the valid list of companies that can be selected at runtime.
    a. On the grid, click the **Pages** label. The Company dimension appears in the design canvas.
    b. Click the **Company** button. The Select Members dialog box opens.
    c. Remove the default **Company** selection from the Selected area by clicking it to select it and then clicking the **Remove from Selected** icon.
    d. Select **Prompt for Company**.
    e. Click the **Add to Selected** icon to move the selection to the Selected area.
    f. Click **OK**. The Define Prompts dialog box opens.
    g. Click the **Lookup** icon in the **Choices List** field. The Select Members dialog box opens.
    h. Remove the default **Company** selection from the Selected area by clicking it to select it and then clicking the **Remove from Selected** icon.
    i. Expand the Company member, and continue expanding until you find and select the default companies you want to display in the prompt.
    j. Click the **Add to Selected** icon to move the companies to the Selected area.
    k. Click **OK**. The Select Members window closes.

   l. On the Define Prompts dialog box, click in the **Member Name** field and select **Alias**. The actual company label displays in the prompt list of values instead of a numeric company value, making the prompt more user-friendly.
   m. Click **OK**. The Define Prompts window closes.
5. Click the **Pages** label on the grid. The Page Properties pane opens.
   a. In the Page Properties pane, select the **Alias**: **Default** option so each page of the report shows the name of the company instead of the number.
6. Select the four data rows in the grid so all of the rows have the same settings.
   a. In the Heading Row Properties pane, select the **Alias**: **Default** option in the Heading Row Properties pane to display the revenue and expense account names instead of the accounts.
   b. In the Heading Row Properties pane, select the **Allow Expansion** option so you can expand the parent account values to view the detail child values.
7. Save the report and leave it open for the next topic, which is formatting your financial report and adding a graph. Optionally, preview the report.

Add Formats and Graphs to a Financial Reporting Report

This is the sixth and final topic in a series of topics on designing a financial report with Financial Reporting Web Studio.

Watch video

In this example, you add formats and graphs to a financial report.

Before you start, do the steps described in these topics.

1. Define a Basic Financial Report Using the Reporting Web Studio
2. Add Formulas to a Financial Reporting Report
3. Define Range Functions for a Financial Reporting Report
4. Set User and Grid Points of View for a Financial Reporting Report
5. Work with Grid Point of View Setup and Page Axis for a Financial Reporting Report

Now follow these steps.

1. In the report object browser, select the name of the report, which is the first object.
2. Add a logo.
   a. In the report layout, drag the header line to make space for the logo and title.
   b. In the Header section, click the **Add Report Object** icon and select **Image**.
   c. In the Image Properties pane, click **Browse** and select your company logo.
3. Add a title.
   a. Select the name of the report in the report object browser.
   b. In the Header section, click the **Add Report Object** and select **Text**. As an alternative, you can click the **Text** icon in the toolbar and draw the text box. The text box opens.
   c. Enter the report title.
   d. Select the title text and use the format toolbar to adjust the font size, center the text, and change the font style to bold.
4. Change the page orientation.
   a. Select the name of the report in the report object browser.

b. On the **File**, menu, select **Page Setup**.
c. In the Page Setup dialog box, select the **Landscape** option.
d. Click **OK**.

5. Add a chart.
    a. In the Body section, click the **Add Report Object** icon and select **Chart**.
    b. In the Chart Properties pane, select the **Line** chart type.
    c. To show only the expense account rows, deselect row 1, and select rows 3, 4, and 5 in the Data Range section.
    d. Click the **Format Chart** button. The Format Chart dialog box opens.
    e. In the Appearance tab, enter the title for the chart. For example, **Expenses by Period**.
    f. Click the Legend tab and enter a title for the legend. For example, **Type of Expenses**.
    g. Click the Axes tab and enter a title for the Metadata axis. For example, **Period**. Enter a title for the Primary Axis. For example, **Dollars**.
    h. Click the **Refresh Chart** button to preview the chart on the Format Chart dialog box.
    i. Click **OK**. The Format Chart dialog box closes.
6. Save the report and optionally, preview it.

For more information about Financial Reporting Web Studio, select the Using EPM with Oracle Financials Cloud link from the All Books for Oracle Financials Cloud page of the Oracle Help Center at https://docs.oracle.com.

General Ledger Reports

Oracle General Ledger Predefined Reports

Oracle General Ledger provides predefined reports that cover the following areas: account analysis, journals, trial balance reports, reconciliation reports, charts of accounts.

You can schedule and run reports from the Scheduled Processes work area. In some cases, you can access and open reports in the Reports and Analytics work area. Use the Browse Catalog icon on the Reports and Analytics work area to open the business intelligence (BI) Catalog. You can run and edit reports in the BI Catalog.

The following table describes the predefined account analysis reports.

Name	Description
Account Analysis	• Prints balances by account segment and a secondary segment for each journal entry. • Lists the subledger document number for transactions imported from subledgers.
General Ledger Account Details Report	• Provides journal information to trace each transaction back to its original source. • Prints a separate page for each balancing segment value. • For each journal line, prints: o The account affected, the concatenated description, the journal line amount, and the beginning and ending account balance. o Journal details including source, category, journal name, and effective date.

Name	Description
	• Lists accounts in ascending order by account segment value. • Prints a CR next to credit amounts.
Account Analysis for Contra Account Report	• Prints balances by account segment and a secondary segment. • Lists the contra account for each journal entry and the subledger document number for transactions imported from subledgers. • Prints by date range, accounting flexfield range, contra account, and amount range.
Average Balance Audit Account Analysis Report	• Displays the detail account activity that created the aggregate balances and related average balances. • Displays daily average balance information for the selected accounts for the specified range of dates. • Contains parameters such as the as-of reporting date, average balance type (period, quarter, or year average-to-date), and account ranges. **Note:** Use to research how average balances are calculated for an account.

The following table describes the predefined journal reports.

Name	Description
Journals Report	• Provides journal activity for a given period or range of periods, balancing segment value, currency, and range of account segment values. • Prints the accounting date, category, journal name, reference, journal batch name, entered debit or credit amounts, net balance, and account total for each journal. • Includes a total for each balancing segment and a grand total for all the activity.
General Journals Report	Provides journal activity for a given period or range of periods, balancing segment value, currency, and range of account segment values.
Journals Batch Summary Report	• Lists posted journal batches for a particular ledger, balancing segment value, currency, and date range. • Provides information about actual balances for your journal batches, source, batch, and posting dates, total entered debits and credits. Sorts the information by journal batch within each journal entry category. • Includes totals for each journal category and a grand total for each ledger and balancing segment value combination. • Doesn't report on budget or encumbrance balances.
Journals Details Report	Provides information about manually entered journals prior to posting, including field by field, all data entered into the applications or data imported from external sources.

Name	Description
Journals Day Book Report	• Provides posted journal entries and journal details chronologically by accounting date for a specified range of dates, journal source, and journal category. **Note:** To run the report for all journal sources and categories, clear the **Source** and **Category** fields. • Sorts journal entries for each accounting date by document number. • Prints the accounting date, document number, journal entry name, journal source and category, subledger document name and number, currency, and conversion rate. **Note:** When you set the General Ledger Journal Entry Summarization option, as part of the Manage Subledger Accounting Options task, to either **Summarize by general ledger date** or **Summarize by general ledger period**, the SUBLEDGER_DOC_SEQUENCE_ID and SUBLEDGER_DOC_SEQUENCE_VALUE columns will be empty in the GL_JE_LINES table, even though document sequencing is enabled. All subledger entry lines are summarized into a single general ledger entry if the following details are the same: accounting period or date, General Ledger journal category, account, entered currency, side, balance type. As a result, the report won't display details in the Subledger Document Sequence and Subledger Document Number columns. • Prints for each journal line, the line number, account segment value and description, functional debit and credit amounts, description, and cost center segment value.
Reconciled Transactions Report	Provides details of clearing account journal lines that have been successfully reconciled by both automatic and manual reconciliation processes.
Unreconciled Transactions Report	Lists all unreconciled clearing account journal lines, specifically the unreconciled lines that weren't subjected to reconciliation yet, those lines rejected by previous automatic or manual reconciliation processes, and those lines that were marked as reviewed.

The following table describes the predefined trial balance reports.

Name	Description
Trial Balance Report	Provides summarized actual account balances and activity by ledger, balancing segment, and account segment value.
Trial Balance - Average Balances	• Provides a listing of ending balances and average balances for selected accounts based on an effective date specified. • Prints the ledger currency or foreign-entered balances. • Displays period, quarter, and year average-to-date balances. **Note:** Request additional information by specifying balancing segments and account ranges.

The following table describes the predefined reconciliation reports.

Name	Description
Cash to General Ledger Reconciliation Report	Extracts cash management and general ledger accounting and transactional data for reconciling cash management to the general ledger.
Payables to Ledger Reconciliation Report	• Provides both summarized and detailed reconciling data for review. • Shows payables and accounting beginning and ending balances, as well as summarized activity for the period and how this activity was accounted.
Receivables to Ledger Reconciliation Report	• Provides reconciliation of receivables data to the general ledger. • Shows receivables and accounting beginning and ending balances, as well as summarized activity for the period and how the activity was accounted.

The following table describes the predefined chart of account reports.

Name	Description
Balancing Segment Value Assignments Report	• Reports on the assignment of primary balancing segment values to legal entities and ledgers across accounting setups. • Allows quick identification of overlapping balancing segment value errors and reviews of any unassigned values. **Note:** The application doesn't check for overlapping balancing segment values online.
Chart of Accounts Mapping Rules Report	• Provides both the segment and account rules defined for a specific chart of accounts mapping. • For mappings with account rules, prints each subsidiary account range and the parent account into which it maps. • For mapping with segment rules, prints the rule name and the parent and subsidiary segments. • For mappings with a rollup range rule, prints each subsidiary segment value range and its corresponding parent segment value.

To run the predefined reports, navigate to the Scheduled Processes work area and follow these steps:

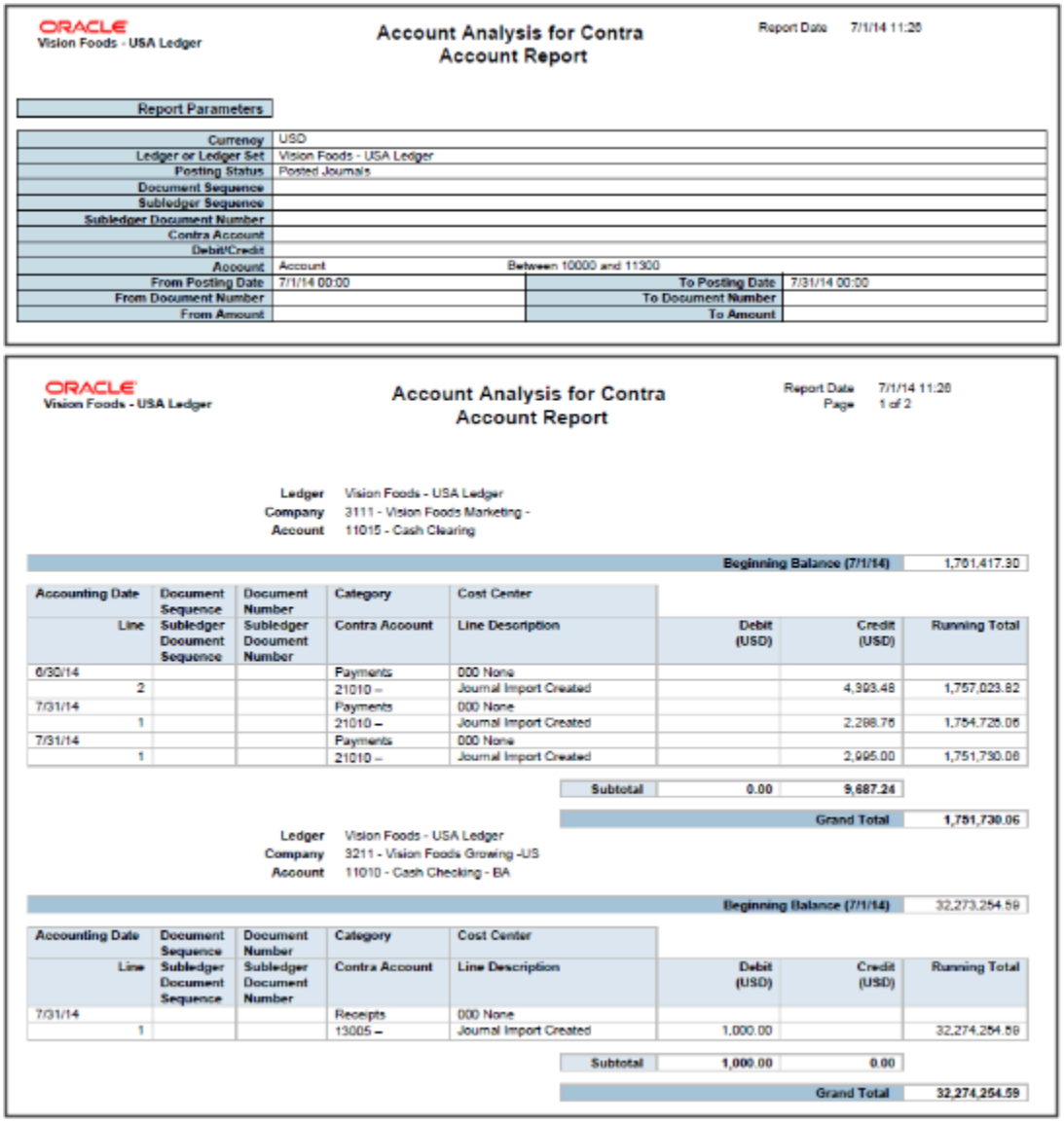
1. Click **Schedule New Process**.
2. Search for the process name.
3. Specify the parameters.
4. Enter the process options and schedule.
5. Click **Submit**.

General Ledger Account Analysis Reports

This topic includes details about the Oracle General Ledger account analysis reports.

Overview

The account analysis reports assist in reviewing journals and related transactions. You can use these reports as part of your reconciliation process and in preparation of your closing entries.



ORACLE
Vision Foods - USA Ledger

Account Analysis for Contra Account Report

Report Date 7/1/14 11:28

Report Parameters

Currency	USD		
Ledger or Ledger Set	Vision Foods - USA Ledger		
Posting Status	Posted Journals		
Document Sequence			
Subledger Sequence			
Subledger Document Number			
Contra Account			
Debit/Credit			
Account	Account Between 10000 and 11300		
From Posting Date	7/1/14 00:00	To Posting Date	7/31/14 00:00
From Document Number		To Document Number	
From Amount		To Amount	

ORACLE
Vision Foods - USA Ledger

Account Analysis for Contra Account Report

Report Date 7/1/14 11:28
Page 1 of 2

Ledger Vision Foods - USA Ledger
Company 3111 - Vision Foods Marketing -
Account 11015 - Cash Clearing

Beginning Balance (7/1/14) 1,761,417.30

Accounting Date / Line	Document Sequence / Subledger Document Sequence	Document Number / Subledger Document Number	Category / Contra Account	Cost Center / Line Description	Debit (USD)	Credit (USD)	Running Total
6/30/14			Payments	000 None			
2			21010 –	Journal Import Created		4,393.48	1,757,023.82
7/31/14			Payments	000 None			
1			21010 –	Journal Import Created		2,288.76	1,754,735.06
7/31/14			Payments	000 None			
1			21010 –	Journal Import Created		2,995.00	1,751,730.06
				Subtotal	0.00	9,687.24	
				Grand Total			1,751,730.06

Ledger Vision Foods - USA Ledger
Company 3211 - Vision Foods Growing -US
Account 11010 - Cash Checking - BA

Beginning Balance (7/1/14) 32,273,254.59

Accounting Date / Line	Document Sequence / Subledger Document Sequence	Document Number / Subledger Document Number	Category / Contra Account	Cost Center / Line Description	Debit (USD)	Credit (USD)	Running Total
7/31/14			Receipts	000 None			
1			13005 –	Journal Import Created	1,000.00		32,274,254.59
				Subtotal	1,000.00	0.00	
				Grand Total			32,274,254.59

The account analysis reports include:

Account Analysis Reports	Description
Account Analysis	• Prints balances by account segment and a secondary segment for each journal entry. • Lists the subledger document number for transactions imported from subledgers.
General Ledger Account Details Report	• Provides journal information to trace each transaction back to its original source. • Prints a separate page for each balancing segment value.

Account Analysis Reports	Description

	• For each journal line, prints:
	  ○ The account affected, the concatenated description, the journal line amount, and the beginning and ending account balance.
	  ○ Journal details including source, category, journal name, and effective date.
	• Lists accounts in ascending order by account segment value.
	• Prints a CR next to credit amounts.

Account Analysis for Contra Account Report	• Prints balances by account segment and a secondary segment. • Lists the contra account for each journal entry and the subledger document number for transactions imported from subledgers. • Prints by date range, accounting flexfield range, contra account, and amount range.
Average Balance Audit Account Analysis Report	• Displays the detail account activity which created the aggregate balances and related average balances. • Displays daily average balance information for the selected accounts for the specified range of dates. • Contains parameters such as the as-of reporting date, average balance type (period, quarter, or year average-to-date), and account ranges. **Note:** Use to research how average balances are calculated for an account.

Key Insights

Before running the account analysis reports, verify that all subledger transactions have been imported and all journal entries for the period have been posted.

Parameters

The following table describes selected process parameters for the account analysis reports.

Parameter	Description	Example
Data Access Set	Secures access to ledgers, ledger sets, and portions of ledgers using primary balancing segment values.	US Ledger Set
Encumbrance Type	When Balance Type of Encumbrance is selected, gives the option to select Commitments or Obligations.	Commitments
Account Type	Indicates whether the amounts represent Base, Period, Quarter, or Year to Date. For Average Balancing, indicates Period Average, Quarter Average, or Year Average to Date.	PATD Period Average to date balance used in average balance processing.

Parameter	Description	Example
Includes User Transaction Identifiers	List of identifiers linking the account generation and the transaction, for example PO Number. This helps in identifying the parent transaction.	No
Account, Account Range, or Contra Account Filters and Conditions Defined	Restricts the data reported based on the entered filter and condition.	Company equals 101
Additional Segment	To run the report by account and another segment.	Cost Center
Document Sequence	Uniquely identifies each business document or business event with a number if enabled.	Invoice
From and To Document Number	Assigned unique document sequence number.	101

Frequently Asked Questions

The following table lists frequently asked questions about the account analysis reports.

FAQ	Answer
How do find these reports?	Schedule, run, and view these reports from **Navigator** > **Tools** > **Scheduled Processes**.
Who uses these reports?	• Financial Accountants • Financial Specialists
When do I use these reports?	• During monthly journal entry processing. • During preparation of closing entries. • In account balance reconciliations.
What type of reports are these?	Oracle Analytics Publisher

GL Account Details Report Data Model and CSV Output

The data model for the General Ledger Account Details report contains some columns that appear only in the CSV output. They provide more information about the periodic journal activity for each general ledger account.

You can use the information for improved reporting and for audit purposes. These columns don't appear in the other report output formats (PDF, Excel, HTML).

Note: Some columns are planned for future use.

These columns are related to GL balances.

Column	Description
EFFECTIVE_PERIOD_NUM	Period number that's been converted to a more optimal format using this calculation: (PERIOD_YEAR * 10000 + PERIOD_NUM).
ACCOUNT_VALUE	Account segment value.
COST_CENTER_VALUE	Cost center segment value.
INTERCOMPANY_SEGMENT_VALUE	Intercompany segment value.
LEGAL_ENTITY_ID	Legal entity identifier.
LEGAL_ENTITY_NAME	Legal entity name.
LE_ADDRESS_LINE_1	Legal entity address line 1.
LE_ADDRESS_LINE_2	Legal entity address line 2.
LE_ADDRESS_LINE_3	Legal entity address line 3.
LE_CITY	Legal entity city name.
LE_POSTAL_CODE	Legal entity postal code.
LE_REGISTRATION_NUMBER	Legal entity registration number.
LE_ACTIVITY_CODE	Legal entity activity code.
ACCT_DESC	Journal account description.
COST_CENTER_DESC	Cost center segment description.
ACCT_LEVEL10_VALUE	Not currently used. For future use only.
ACCT_LEVEL10_VALUE_DESC	Not currently used. For future use only.
ACCT_LEVEL9_VALUE	Not currently used. For future use only.
ACCT_LEVEL9_VALUE_DESC	Not currently used. For future use only.
ACCT_LEVEL8_VALUE	Not currently used. For future use only.
ACCT_LEVEL8_VALUE_DESC	Not currently used. For future use only.
ACCT_LEVEL7_VALUE	Not currently used. For future use only.
ACCT_LEVEL7_VALUE_DESC	Not currently used. For future use only.
ACCT_LEVEL6_VALUE	Not currently used. For future use only.
ACCT_LEVEL6_VALUE_DESC	Not currently used. For future use only.
ACCT_LEVEL5_VALUE	Not currently used. For future use only.
ACCT_LEVEL5_VALUE_DESC	Not currently used. For future use only.
ACCT_LEVEL4_VALUE	Not currently used. For future use only.
ACCT_LEVEL4_VALUE_DESC	Not currently used. For future use only.
ACCT_LEVEL3_VALUE	Not currently used. For future use only.

Column	Description
ACCT_LEVEL3_VALUE_DESC	Not currently used. For future use only.
ACCT_LEVEL2_VALUE	Not currently used. For future use only.
ACCT_LEVEL2_VALUE_DESC	Not currently used. For future use only.
ACCT_LEVEL1_VALUE	Not currently used. For future use only.
ACCT_LEVEL1_VALUE_DESC	Not currently used. For future use only.

These columns are related to journals.

Column	Description
JRNL_HEADER_ID	Journal entry header identifier.
JRNL_CURRENCY_CODE	Journal entry currency.
SUB_DOC_SEQ_ID	Subledger document sequence Identifier.
ACCT_VALUE_IN	Journal Account value.
JGZZ_RECON_STATUS	Reconciliation status.
BATCH_PERIOD	Accounting period.
CODE_COMBIINATION_ID	Account combination identifier.
JRNL_EFFECTIVE_DATE	Journal entry default effective date.
CP_START_DATE	Not currently used. For future use only.
CP_END_DATE	Not currently used. For future use only.
CHART_OF_ACCOUNTS_ID	Not currently used. For future use only.
ACCT_LEVEL_PARAM	Not currently used. For future use only.
PAGE_NUM_START_PARAM	Not currently used. For future use only.

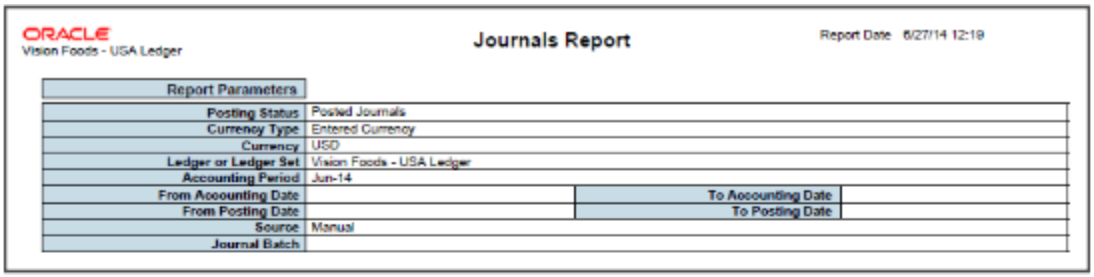
General Ledger Journal Reports

This topic includes details about the Oracle General Ledger journal reports.

Overview

The journal reports assist in reviewing journals activity. You can use these reports as part of your reconciliation process and in ensuring completion of posting of all entries before period close.

The following figure shows an example of the Journals Report. The report has columns for the line, account, transaction date, description, entered and accounted amounts, and units.

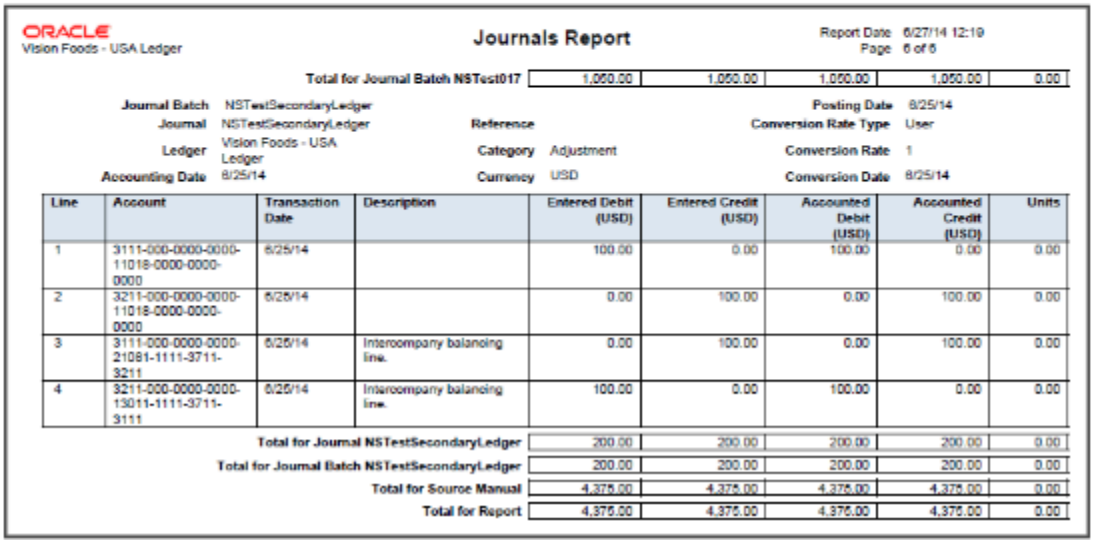


ORACLE
Vision Foods - USA Ledger

Journals Report

Report Date 6/27/14 12:19

Report Parameters			
Posting Status	Posted Journals		
Currency Type	Entered Currency		
Currency	USD		
Ledger or Ledger Set	Vision Foods - USA Ledger		
Accounting Period	Jun-14		
From Accounting Date		To Accounting Date	
From Posting Date		To Posting Date	
Source	Manual		
Journal Batch			



ORACLE
Vision Foods - USA Ledger

Journals Report

Report Date 6/27/14 12:19
Page 6 of 6

Total for Journal Batch NSTest017	1,050.00	1,050.00	1,050.00	1,050.00	0.00

Journal Batch NSTestSecondaryLedger
Journal NSTestSecondaryLedger
Ledger Vision Foods - USA Ledger
Accounting Date 6/25/14
Reference
Category Adjustment
Currency USD
Posting Date 6/25/14
Conversion Rate Type User
Conversion Rate 1
Conversion Date 6/25/14

Line	Account	Transaction Date	Description	Entered Debit (USD)	Entered Credit (USD)	Accounted Debit (USD)	Accounted Credit (USD)	Units
1	3111-000-0000-0000-11018-0000-0000-0000	6/25/14		100.00	0.00	100.00	0.00	0.00
2	3211-000-0000-0000-11018-0000-0000-0000	6/25/14		0.00	100.00	0.00	100.00	0.00
3	3111-000-0000-0000-21081-1111-3711-3211	6/25/14	Intercompany balancing line.	0.00	100.00	0.00	100.00	0.00
4	3211-000-0000-0000-13011-1111-3711-3111	6/25/14	Intercompany balancing line.	100.00	0.00	100.00	0.00	0.00
	Total for Journal NSTestSecondaryLedger			200.00	200.00	200.00	200.00	0.00
	Total for Journal Batch NSTestSecondaryLedger			200.00	200.00	200.00	200.00	0.00
	Total for Source Manual			4,375.00	4,375.00	4,375.00	4,375.00	0.00
	Total for Report			4,375.00	4,375.00	4,375.00	4,375.00	0.00

The following table describes each journal report.

Name	Description
Journals Report	• Provides journal activity for a given period or range of periods, balancing segment value, currency, and range of account segment values. • Prints the accounting date, category, journal name, reference, journal batch name, entered debit or credit amounts, net balance, and account total for each journal. • Includes a total for each balancing segment and a grand total for all the activity.
General Journals Report	Provides journal activity for a given period or range of periods, balancing segment value, currency, and range of account segment values.
Journals Batch Summary Report	• Lists posted journal batches for a particular ledger, balancing segment value, currency, and date range. • Provides information about actual balances for your journal batches, source, batch, and posting dates, total entered debits and credits. Sorts the information by journal batch within each journal entry category. • Includes totals for each journal category and a grand total for each ledger and balancing segment value combination. • Doesn't report on budget or encumbrance balances.
Journals Details Report	Provides information about manually entered journals prior to posting, including field by field, all data entered into the application or data imported from external sources.

Name	Description
Journals Day Book Report	• Provides posted journal entries and journal details chronologically by accounting date for a specified range of dates, journal source, and journal category. **Note:** To run the report for all journal sources and categories, clear the **Source** and **Category** fields. • Sorts journal entries for each accounting date by document number. • Prints the accounting date, document number, journal entry name, journal source and category, subledger document name and number, currency, and conversion rate. **Note:** When you set the General Ledger Journal Entry Summarization option, as part of the Manage Subledger Accounting Options task, to either **Summarize by general ledger date** or **Summarize by general ledger period**, the SUBLEDGER_DOC_SEQUENCE_ID and SUBLEDGER_DOC_SEQUENCE_VALUE columns will be empty in the GL_JE_LINES table, even though document sequencing is enabled. All subledger entry lines are summarized into a single general ledger entry if the following details are the same: accounting period or date, General Ledger journal category, account, entered currency, side, balance type. As a result, the report won't display details in the Subledger Document Sequence and Subledger Document Number columns. • Prints for each journal line, the line number, account segment value and description, functional debit and credit amounts, description, and cost center value.
Reconciled Transactions Report	Provides details of clearing account journal lines that have been successfully reconciled by both automatic and manual reconciliation,
Unreconciled Transactions Report	Lists all unreconciled clearing account journal lines, specifically the unreconciled lines that aren't subjected to reconciliation yet, those lines rejected by previous automatic or manual reconciliation processes, and those lines that were marked as reviewed.

Key Insights

Before running the journal reports, verify that all subledger transactions have been imported and all journal entries for the period have been posted.

Parameters

The following table describes selected process parameters from the journal reports and provides examples.

Parameter	Description	Example
Data Access Set	Secures access to ledgers, ledger sets, and portions of ledgers using primary balancing segment values.	US Ledger Set
From and To Accounting Date	Determines the date on which the journal is recorded. Must be in an open or future enterable accounting period.	10-01-2014
Includes Adjustment Period	Includes journals posted in adjustment periods, if selected.	No

Parameter	Description	Example

Frequently Asked Questions

The following table lists frequently asked questions about the journal reports.

FAQ	Answer
How do I find these reports?	Schedule, run, and view these reports from **Navigator** > **Tools** > **Scheduled Processes**.
Who uses these reports?	• Financial Accountants • Financial Specialists
When do I use these reports?	• During monthly journal entry processing. • During period close to verify all transactions have been imported and journals posted. • In account balance reconciliations.
What type of reports are these?	Oracle Analytics Publisher

Journals Report Data Model and CSV Output

The data model for the Journals report contains some columns that appear only in the CSV output. They provide more information about your batches, journals, and journal lines. You can use them for improved reporting and for audit purposes.

These columns don't appear in the other report output formats (PDF, Excel, HTML).

Note: Some columns are planned for future use.

These columns are related to batches.

Column	Description
BATCH_ID	Journal entry batch identifier.
BATCH_POSTED_STATUS	Journal entry batch status.
BATCH_DESC	Journal entry batch description.

These columns are related to journals.

Column	Description
HEADER_ID	Journal entry header identifier.
PERIOD_NAME	Accounting period type.

Column	Description
JRNL_ACCT_SEQ_NAME	Journal accounting sequence name.
JRNL_ACCT_SEQ_VERSION	Journal accounting sequence version.
JRNL_ACCT_SEQ_NUM	Journal accounting sequence number.
JRNL_DOC_SEQ_NAME	Journal document sequence name.
JRNL_DOC_SEQ_NUM	Journal document sequence number.
JRNL_REP_SEQ_NUM	Journal reporting sequence number.
JRNL_REP_SEQ_VERSION	Journal reporting sequence version.
JRNL_REP_SEQ_NAME	Journal reporting sequence name.
JRNL_EFFECTIVE_DATE	Journal entry default effective date.
JRNL_DESC	User entered description of the journal header.

These columns are related to journal lines.

Column	Description
REFERENCE1	Sequential numbering sequence.
ACCT_DESC	Account description.
BALANCING_SEGMENT_DESC	Balancing segment description.
NATURAL_ACCOUNT_DESC	Natural account segment description.
COST_CENTER_DESC	Cost center segment description.
MANAGEMENT_SEGMENT_DESC	Management segment description.
INTERCOMPANY_SEGMENT_DESC	Intercompany segment description.
GL_SECONDARY_DESC	Secondary balancing segment description.
ACCT_VALUE	Account segment value.
BALANCING_SEGMENT_VALUE	Balancing segment value.
COST_CENTER_VALUE	Cost center segment value.
MANAGEMENT_SEGMENT_VALUE	Management segment value.
INTERCOMPANY_SEG_VAL	Intercompany segment value.
SECONDARY_TRACK_SEG_VAL	Secondary balancing segment value.
LEGAL_ENTITY_ID	Legal entity identifier.
LEGAL_ENTITY_NAME	Legal entity name.
LE_ADDRESS_LINE_1	Legal entity address line 1.
LE_ADDRESS_LINE_2	Legal entity address line 2.

Column	Description
LE_ADDRESS_LINE_3	Legal entity address line 3.
LE_CITY	Legal entity city name.
LE_POSTAL_CODE	Legal entity postal code.
LE_REGISTRATION_NUMBER	Legal entity registration number.
LE_ACTIVITY_CODE	Legal entity activity code.

Here are the general columns.

Column	Description
CHART_OF_ACCOUNTS_ID	Key flexfield structure instance.
PERIOD_TO_PARAM	Not currently used. For future use only.
PAGE_NUM_START_PARAM	Not currently used. For future use only.
DOC_SEQ_NAME_PARAM	Not currently used. For future use only.
START_DOC_SEQ_NUM_PARAM	Not currently used. For future use only.
END_DOC_SEQ_NUM_PARAM	Not currently used. For future use only.
ACCT_SEQ_NAME_PARAM	Not currently used. For future use only.
START_ACCT_SEQ_NUM_PARAM	Not currently used. For future use only.
END_ACCT_SEQ_NUM_PARAM	Not currently used. For future use only.
REP_SEQ_NAME_PARAM	Not currently used. For future use only.
START_REP_SEQ_NUM_PARAM	Not currently used. For future use only.
END_REP_SEQ_NUM_PARAM	Not currently used. For future use only.
USER_JRNL_SRC_PARAM	Not currently used. For future use only.
JRNL_CATEGORY_PARAM	Not currently used. For future use only.
FILTER_CONDITIONS_ATT	Not currently used. For future use only.
FILTER_CONDITIONS_OPT	Not currently used. For future use only.
ACTUAL_FLAG	Balance type (Actual, Budget, or Encumbrance).
LEDGER_ID	Ledger unique identifier.
CONFIGURATION_ID	Not currently used. For future use only.
ENVIRONMENT_CODE	Not currently used. For future use only.

General Ledger Journal and Balances Reports

This topic includes details about the General Ledger Journal and Balances reports.

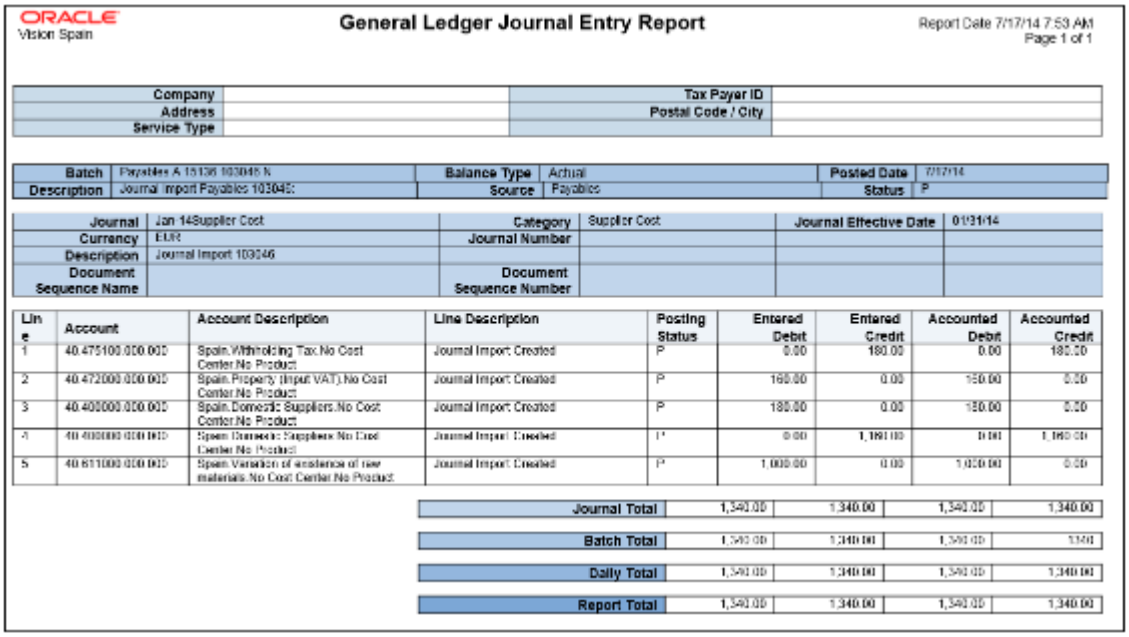
Overview

General ledger journal and balance reports provide details on journal entries and account balances. The reports list posted accounting activity for account balances for all periods in a selected period range. For each account, the reports provide beginning balance, general ledger posted journal lines, and ending balance. Journal entry reports print all details of general ledger journals.

General Ledger Journal and Balance reports include the following reports:

- General Ledger Journal Entry Report: Provides general ledger journal activity for a given period or date range, and optionally other criteria including journal source, entered currency, and journal batch. Flexible grouping and sorting options are provided at report submission. To improve the performance of the report:
    - If you have entries in multiple currencies, run the report for one currency at a time. Only the accounting lines of the selected currency display, instead of all accounting lines of a multicurrency journal.
    - Enter values for the company or balancing segment when running the report. With this method, you can't see all the accounting lines of your intercompany journal.

  The following figure shows an example of the General Ledger Journal Entry Report. The report has columns for the line, account, account description, line description, posting status, and entered and accounted amounts.



ORACLE
Vision Spain

General Ledger Journal Entry Report

Report Date 7/17/14 7:53 AM
Page 1 of 1

Company		Tax Payer ID	
Address		Postal Code / City	
Service Type			

Batch	Payables A 15136 103046 N	Balance Type	Actual	Posted Date	7/17/14
Description	Journal Import Payables 103046	Source	Payables	Status	P

Journal	Jan 14Supplier Cost	Category	Supplier Cost	Journal Effective Date	01/31/14
Currency	EUR	Journal Number			
Description	Journal Import 103046				
Document Sequence Name		Document Sequence Number			

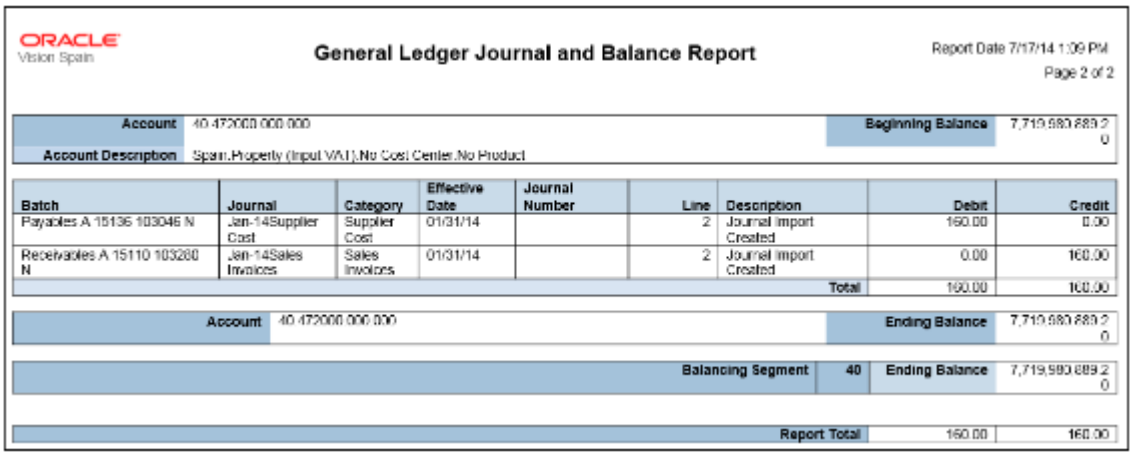
Line	Account	Account Description	Line Description	Posting Status	Entered Debit	Entered Credit	Accounted Debit	Accounted Credit
1	40.475100.000.000	Spain.Withholding Tax.No Cost Center.No Product	Journal Import Created	P	0.00	180.00	0.00	180.00
2	40.472000.000.000	Spain.Property (Input VAT).No Cost Center.No Product	Journal Import Created	P	180.00	0.00	180.00	0.00
3	40.400000.000.000	Spain.Domestic Suppliers.No Cost Center.No Product	Journal Import Created	P	180.00	0.00	180.00	0.00
4	40.400000.000.000	Spain.Domestic Suppliers.No Cost Center.No Product	Journal Import Created	P	0.00	1,160.00	0.00	1,160.00
5	40.611000.000.000	Spain.Variation of existence of raw materials.No Cost Center.No Product	Journal Import Created	P	1,000.00	0.00	1,000.00	0.00

Journal Total	1,340.00	1,340.00	1,340.00	1,340.00
Batch Total	1,340.00	1,340.00	1,340.00	1,340.00
Daily Total	1,340.00	1,340.00	1,340.00	1,340.00
Report Total	1,340.00	1,340.00	1,340.00	1,340.00

- General Ledger Journal and Balance Report: Retrieves all information for the reports that require journal entries and account balances. The account balances can be printed for selected levels of the hierarchy for

actual, encumbrance, or budget balance types. To improve the performance of the report, filter by company or balancing segment value.

The following figure shows an example of the General Ledger Journal and Balance Report. The report has columns for the batch, journal, category, effective date, journal number and line, description, and amounts.



ORACLE
Vision Spain

General Ledger Journal and Balance Report

Report Date 7/17/14 1:09 PM
Page 2 of 2

Account	40.472000.000.000	Beginning Balance	7,719,980,889.20
Account Description	Spain.Property (Input VAT).No Cost Center.No Product		

Batch	Journal	Category	Effective Date	Journal Number	Line	Description	Debit	Credit
Payables A 15136 103046 N	Jan-14Supplier Cost	Supplier Cost	01/31/14		2	Journal Import Created	160.00	0.00
Receivables A 15110 103280 N	Jan-14Sales Invoices	Sales Invoices	01/31/14		2	Journal Import Created	0.00	160.00
						Total	160.00	160.00

Account	40.472000.000.000	Ending Balance	7,719,980,889.20
Balancing Segment	40	Ending Balance	7,719,980,889.20
Report Total			160.00 160.00

Key Insights

Before submitting the reports, you must transfer subledger journals to the general ledger.

Report Parameters

The following table lists the common parameters applicable to all the General Ledger Journal and Balance Reports.

Parameter	Description
Data Access Set	Enter the data access set that you can access based on the defined security structure. Data access set is required for all general ledger reports.
Ledger	Specify the ledgers for the selected data access set. Ledger is required for all general ledger reports.
From Period and To Period	Indicate the period range for the report data.
Filter Conditions	Enter the filtering conditions on the accounting flexfield. You can select all segments for the selected ledger, and define conditions including account value ranges.

The following table lists selected parameters for the General Ledger Journal Entry.

Parameter	Description
Posting Status	Select the applicable posting status. Valid values are Error Status, Posted Journals, and Unposted Journals.
Journal Source	Enter the source of journal entries such as, payables, receivables, or manual.

Parameter	Description

The following table lists selected parameters for the General Ledger Journal and Balance Report.

Parameter	Description
Currency Type	Specify the currency type, such as entered, statistical or total. The default value is Total.
Balance Type	Specify whether the balance type is actual or encumbrance. The default is Actual (A).

Frequently Asked Questions

The following table lists frequently asked questions about the General Ledger Journal and Balance Reports.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	• Financial Manager • Financial Accountant
When do I use this report?	Use these reports to declare withholding and payments on account of income from employment, economic activities, prizes, certain capital gains and income allocations.
What type of reports are these?	Oracle Analytics Publisher

Related Topics

- General Ledger and Subledger Accounting Reports for EMEA

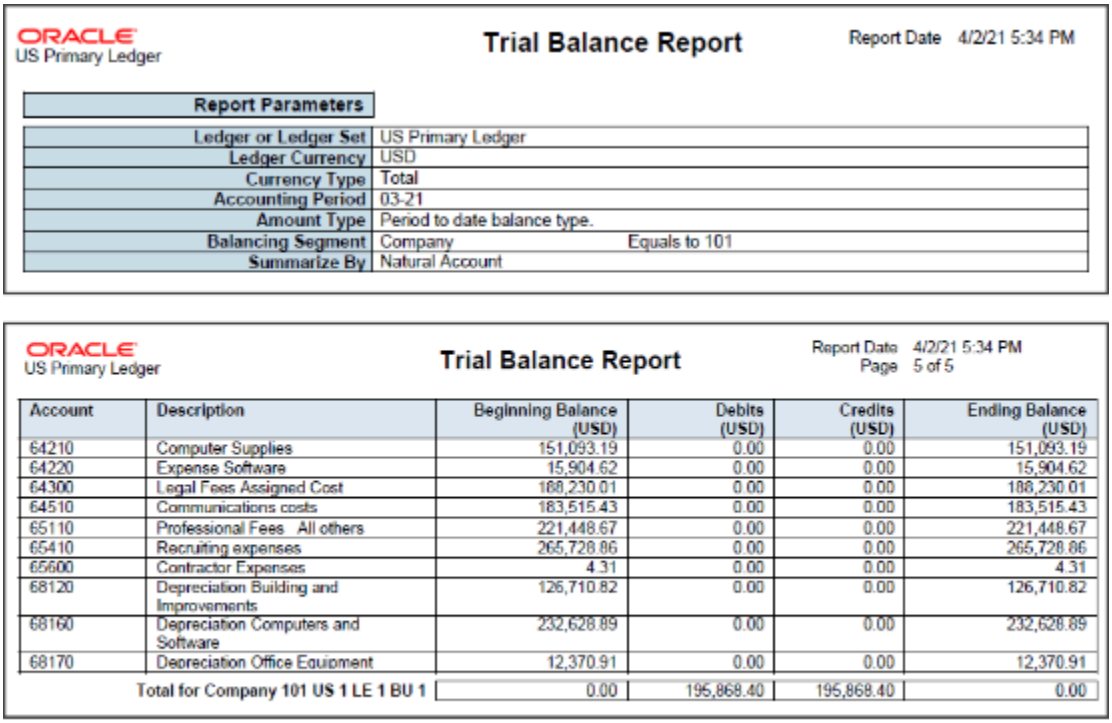
General Ledger Trial Balance Reports

This topic includes details about the Oracle General Ledger trial balance reports.

Overview

The trial balance reports assist in reviewing general ledger balances. You can use these reports as part of your reconciliation process and in ensuring completion of the period close.

This figure shows an example of the Trial Balance Report. The report has columns for the account, description, beginning balance, debits, credits, and ending balance.



ORACLE
US Primary Ledger

Trial Balance Report

Report Date 4/2/21 5:34 PM

Report Parameters	
Ledger or Ledger Set	US Primary Ledger
Ledger Currency	USD
Currency Type	Total
Accounting Period	03-21
Amount Type	Period to date balance type.
Balancing Segment	Company Equals to 101
Summarize By	Natural Account

ORACLE
US Primary Ledger

Trial Balance Report

Report Date 4/2/21 5:34 PM
Page 5 of 5

Account	Description	Beginning Balance (USD)	Debits (USD)	Credits (USD)	Ending Balance (USD)
64210	Computer Supplies	151,093.19	0.00	0.00	151,093.19
64220	Expense Software	15,904.62	0.00	0.00	15,904.62
64300	Legal Fees Assigned Cost	188,230.01	0.00	0.00	188,230.01
64510	Communications costs	183,515.43	0.00	0.00	183,515.43
65110	Professional Fees All others	221,448.67	0.00	0.00	221,448.67
65410	Recruiting expenses	265,728.86	0.00	0.00	265,728.86
65600	Contractor Expenses	4.31	0.00	0.00	4.31
68120	Depreciation Building and Improvements	126,710.82	0.00	0.00	126,710.82
68160	Depreciation Computers and Software	232,628.89	0.00	0.00	232,628.89
68170	Depreciation Office Equipment	12,370.91	0.00	0.00	12,370.91
	Total for Company 101 US 1 LE 1 BU 1	0.00	195,868.40	195,868.40	0.00

Here are descriptions of the trial balance reports.

Name	Description
Trial Balance Report	Provides summarized actual account balances and activity by ledger, balancing segment, and account segment value.
General Ledger Trial Balance Report	Lists detail or summary actual account balances and activity by ledger, balancing segment, and account segment: the report prints the value, description, debit or credit balance for beginning and period end, and debits and credits for period activity.
Average Balances Trial Balance Report	• Provides a listing of ending balances and average balances for selected accounts based on an effective date specified. • Prints the ledger currency or foreign-entered balances. • Displays period, quarter, and year average-to-date balances.

Key Insights

Before running the trial balance reports, verify that all subledger transactions have been imported and all journal entries for the period have been posted.

Parameters

The following table describes selected process parameters from the trial balance reports and provides examples.

Parameter	Description	Example	The Reports That Include It
Data Access Set	Secures access to ledgers, ledger sets, and portions of ledgers using primary balancing segment values.	US Ledger Set	Trial Balance Report, General Ledger Trial Balance Report, Average Balances Trial Balance Report
Balancing Segment Filter and Condition	Restricts the data reported based on the entered balancing segment filter and condition.	Company equals 101	Trial Balance Report
Account Filter and Condition	Restricts the data reported based on the account segment filters and conditions.	Cost Center doesn't equal 100	General Ledger Trial Balance Report, Average Balances Trial Balance Report
Summarize By	Determines if the report is summarized by Account, which refers to account combination, Natural Account, or by Natural Account plus another segment.	Natural Account	Trial Balance Report, Average Balances Trial Balance Report
From and To Periods	Determines the accounting period for which account balances are reported.	Apr-21	General Ledger Trial Balance Report

Frequently Asked Questions

The following table lists frequently asked questions about the trial balance reports.

FAQ	Answer
How do I find these reports?	Schedule, run, and view these reports from **Navigator** > **Tools** > **Scheduled Processes**.
Who uses these reports?	• Financial Managers • Financial Accountants • Financial Specialists
When do I use these reports?	• During month-end reconciliation. • During period close to verify all transactions have been processed.
What type of reports are these?	Oracle Analytics Publisher

General Ledger Trial Balance Report

This topic includes details about the General Ledger Trial Balance Report.

Overview

The General Ledger Trial Balance Report lists actual account balances and activity by ledger, balancing segment, and account segment. The report prints the account number, description, and debit or credit balance for the beginning and ending period. This also includes the debits and credits for the period. The report can print income statement, balance sheet, or all balances for a selected range of accounting combinations.

The following figure shows an example of the General Ledger Trial Balance Report. The report has columns for the account, account description, year beginning balances, net beginning balances, prior periods, period activity, ending balances, and net ending balances.

ORACLE
Vision Operations (USA)

General Ledger Trial Balance Report
With Period Beginning Balance

Report Date 7/17/14 10:09 AM

Page 2 of 3

Company

Balancing Segment 01

		Year Beginning Balances		Net Beginning Balances		Prior Periods		Period Activity		Ending Balances		Net Ending Balances	
Account	Account Description	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit
1100		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BS	Balance Sheet	5,346,10 0,487,49 8,092.00	818,006, 172,847. 51	5,345,28 2,481,32 5,184.00	0.00	0.00	0.00	162,747, 761.89	86,019,4 38.51	5,346,10 0,650,24 5,794.00	818,092, 192,295. 12	6,345,28 2,558,05 3,508.00	0.00
ASST	Assets	5,346,10 0,487,49 8,092.00	818,006, 172,847. 51	5,345,28 2,481,32 5,184.00	0.00	0.00	0.00	162,747, 761.89	86,019,4 38.51	5,346,10 0,650,24 5,794.00	818,092, 192,295. 12	6,345,28 2,558,05 3,508.00	0.00
1000	Total Assets	806,514, 554,960. 62	5,139,31 0,686.73	800,375, 244,273. 89	0.00	0.00	0.00	13,977,3 69.15	1,012,85 6.68	806,528, 532,329. 77	6,140,32 3,543.41	800,388. 208,786. 36	0.00
1200	Accounts Receivable Total	6,345,29 1,186,44 5,379.00	806,501, 788,653. 36	5,344,48 1,684,65 5,725.00	0.00	0.00	0.00	143,824, 291.56	83,774,3 11.81	6,345,29 1,330,26 9,669.00	809,585, 562,965. 17	6,344,48 1,744,70 6,704.00	0.00
1300	Other Current Assets Total	7,204,38 0.42	2,963,17 0.41	4,251,21 0.01	0.00	0.00	0.00	4,557,33 0.75	466,298. 49	11,761,7 11.17	3,419,46 8.90	8,342,24 2.27	0.00
1400	Inventory	1,935,36 0,128.42	1,796,70 0,119.47	138,660, 008.95	0.00	0.00	0.00	30,116.5 7	1,075.94	1,935,39 0,244.99	1,796,70 1,195.41	138,699. 049.58	0.00
1500	Asset Cost and Clearing Total	373,834, 964.98	232,163, 884.33	141,671, 080.65	0.00	0.00	0.00	292,943. 84	764,235. 69	374,127, 908.82	232,928, 120.02	141,199. 788.80	0.00
1600	Total Accumulated Deprec. & Amortization	10,043,0 19.51	81,385,2 93.84	0.00	71,342,2 74.33	0.00	0.00	47,183.5 6	660.00	10,090,2 03.07	81,385,9 53.84	0.00	71,295,7 50.77
1700	Other Assets Total	460,055, 199.94	251,871, 099.37	208,184, 160.57	0.00	0.00	0.00	18,526.4 6	0.00	460,073, 726.40	251,871, 099.37	208,202. 687.03	0.00
1291		0.00	0.00	0.00	0.00	0.00	0.00	46,600.0 0	3,000.00	46,600.0 0	3,000.00	43,600.0 0	0.00
1292		0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	2,000.00	6,000.00	2,000.00	4,000.00	0.00
1293		0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	2,000.00	3,000.00	2,000.00	1,000.00	0.00

Key Insights

Before submitting the report, you must complete these tasks:

- Ensure that balances are available for printing in the selected period and account range.
- Define the account hierarchy.

You can use the report to print account balances and activity by legal entity. The report enables you to print reporting and accounting sequences.

Report Parameters

The following table lists selected report parameters.

Parameter	Description
Data Access Set	Enter the data access set that you can access based on the defined security structure. Data access set is required for all general ledger reports.
Ledger	Specify the ledger for the selected data access set. Ledger is required for all general ledger reports.
From Period and To Period	Indicate the period range for the report data.
Filter Conditions	Enter the filtering conditions on the accounting flexfield. You can select all segments for the selected ledger, and define conditions including account value ranges.
Currency Type	Specify the currency type, such as entered, statistical, or total. The default value is Total.
Account Level	Enter the number of hierarchy levels you want to use for reporting. The valid values are: • Blank for printing only detail rows. • 1 through 10 for printing relevant number of parent total rows. For example, consider you entered 3 and your account hierarchy for the natural account has 3 levels. You see balances at 2 parent levels and for the natural account segment. For the same structure, if you enter 2 then you see balances at only the 2 parent levels.
Top-Level Parent Account	Indicate the highest level, top-level parent account that you want to work with. This parameter works with the account level parameter.
Account Class	Select a specific account class or accept the default value of **All**.
Account Delimiter	Specify the character that must be used as a separator between accounting flexfield segments.
Zero Beginning of Year Balance	Select: • **Yes** for zero balances for debit and credit. • **No** for the year beginning balance.
Trial Balance Type	Specify the type of account balance to determine the level of detail and results as of the beginning or end of the year. You can select one of the following types: **Begin Year**, **Detail**, **End Year**, **Results**. The default value is **Detail**. Use the default value to print all accounts in your selected range. The **Begin Year**, **End Year**, and **Results** trial balance types are provided for compliance with specific country requirements.
Page Number Format	Select the applicable page number format. The valid values are Page: n and Page: n of m. The default value is Page: n of m.

Frequently Asked Questions

The following table lists frequently asked questions about the General Ledger Trial Balance Report.

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	• Financial Accountant • Financial Manager
When do I use this report?	Use the General Ledger Trial Balance Report to review: • Accounting combination or natural account values and description • Prior period activity and year-to-date activity • Period beginning and period ending balances
What type of reports are these?	Oracle Analytics Publisher

Related Topics

- General Ledger and Subledger Accounting Reports for EMEA

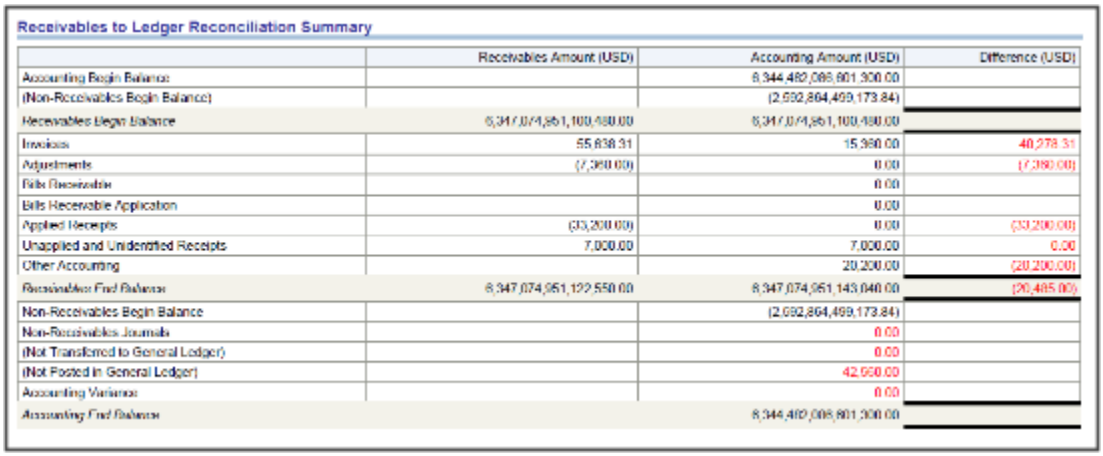
General Ledger Reconciliation Reports

This topic includes details about the Oracle General Ledger reconciliation reports.

Overview

The reconciliation reports assist in reconciling journals and related transactions. You can use these reports as part of your reconciliation with your subledgers.

The following figure shows an example of the Receivables to Ledger Reconciliation Summary report. The report includes columns for the accounting beginning balance, receivables amounts, accounting amounts, and the difference.



Receivables to Ledger Reconciliation Summary

	Receivables Amount (USD)	Accounting Amount (USD)	Difference (USD)
Accounting Begin Balance		8,344,482,088,801,300.00	
(Non-Receivables Begin Balance)		(2,692,864,499,173.84)	
Receivables Begin Balance	8,347,074,961,100,480.00	8,347,074,961,100,480.00	
Invoices	55,838.31	15,560.00	40,278.31
Adjustments	(7,360.00)	0.00	(7,360.00)
Bills Receivable		0.00	
Bills Receivable Application		0.00	
Applied Receipts	(33,200.00)	0.00	(33,200.00)
Unapplied and Unidentified Receipts	7,000.00	7,000.00	0.00
Other Accounting		20,200.00	(20,200.00)
Receivables End Balance	8,347,074,961,122,550.00	8,347,074,961,143,040.00	(20,485.00)
Non-Receivables Begin Balance		(2,692,864,499,173.84)	
Non-Receivables Journals		0.00	
(Not Transferred to General Ledger)		0.00	
(Not Posted in General Ledger)		42,660.00	
Accounting Variance		0.00	
Accounting End Balance		8,344,482,088,801,300.00	

The following table describes the reconciliation reports.

Name	Description
Cash to General Ledger Reconciliation Report	Extracts cash management and general ledger accounting and transactional data for reconciling cash management to the general ledger.
Payables to Ledger Reconciliation Report	• Provides both summarized and detailed reconciling data for review. • Shows payables and accounting beginning and ending balances, as well as summarized activity for the period and how this activity was accounted.
Receivables to Ledger Reconciliation Report	• Provides reconciliation of receivables data to the general ledger. • Shows receivables and accounting beginning and ending balances, as well as summarized activity for the period and how the activity was accounted.

Key Insights

Before running the reconciliations reports, verify that all subledger transactions have been imported and all journal entries for the period have been posted.

Parameters

The following table describes some of the process parameters from the reports and provides examples.

Parameter	Description	Example
Bank Account	Account used for your cash transactions.	Bank of America
Include Intercompany Transactions	Include or exclude intercompany transactions or run the report for intercompany transactions only.	Yes
Include Bills Payable	Include the transactions, formerly known as future dated payments, which instruct banks to disburse funds to a supplier's bank on a specific date. That date is known as the maturity date.	Yes
Include On-Account Items	Include items which are credits applied to a customer's account.	Yes
Include Unapplied and Unidentified Receipts	Include receipts that haven't been applied to a customer's account.	Yes
Account Filters and Conditions Defined	Restricts the data reported based on the entered filter and condition.	Company equals 101

Frequently Asked Questions

The following table lists frequently asked questions about the reconciliation reports.

FAQ	Answer
How do find these reports?	Schedule, run, and view these reports from **Navigator** > **Tools** > **Scheduled Processes**.
Who uses these reports?	• Financial Accountants • Financial Specialists
When do I use these reports?	• During monthly journal entry processing. • During period close to verify all transactions have been imported and journals posted. • In account balance reconciliations.
What type of reports are these?	Oracle Analytics Publisher

Related Topics

- Overview of Payables to Ledger Reconciliation Report
- Overview of the Receivables to General Ledger Reconciliation Report
- Cash to General Ledger Reconciliation Report

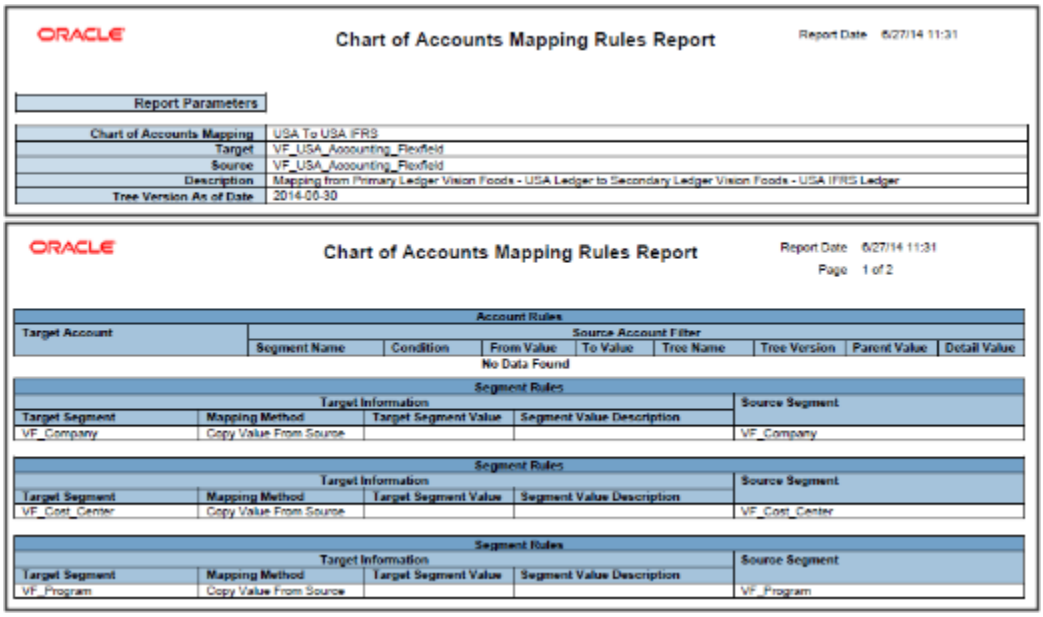
General Ledger Chart of Accounts Reports

This topic includes details about the Oracle General Ledger chart of accounts reports.

Overview

The account analysis reports assist in reviewing journals and related transactions. You can use these reports as part of your reconciliation process and in preparation of your closing entries.

The following figure shows an example of the Chart of Accounts Mapping Rules Report. The parameters for the report include the chart of accounts mapping name and the tree version effective date. The report provides the account rules and segment rules for the specified mapping.



ORACLE

Chart of Accounts Mapping Rules Report

Report Date 6/27/14 11:31

Report Parameters	
Chart of Accounts Mapping	USA To USA IFRS
Target	VF_USA_Accounting_Flexfield
Source	VF_USA_Accounting_Flexfield
Description	Mapping from Primary Ledger Vision Foods - USA Ledger to Secondary Ledger Vision Foods - USA IFRS Ledger
Tree Version As of Date	2014-06-30

ORACLE

Chart of Accounts Mapping Rules Report

Report Date 6/27/14 11:31
Page 1 of 2

Target Account	Account Rules: Source Account Filter							
	Segment Name	Condition	From Value	To Value	Tree Name	Tree Version	Parent Value	Detail Value
No Data Found								

Segment Rules				
Target Information				Source Segment
Target Segment	Mapping Method	Target Segment Value	Segment Value Description	
VF_Company	Copy Value From Source			VF_Company

Segment Rules				
Target Information				Source Segment
Target Segment	Mapping Method	Target Segment Value	Segment Value Description	
VF_Cost_Center	Copy Value From Source			VF_Cost_Center

Segment Rules				
Target Information				Source Segment
Target Segment	Mapping Method	Target Segment Value	Segment Value Description	
VF_Program	Copy Value From Source			VF_Program

The following table describes the chart of accounts reports.

Name	Description
Balancing Segment Value Assignments Report	• Reports on the assignment of primary balancing segment values to legal entities and ledgers across accounting set ups. • Lets you quickly identify overlapping balancing segment value errors and review for any unassigned values. **Note:** The application does not check for overlapping balancing segment values online.
Chart of Accounts Mapping Rules Report	• Provides both the segment and account rules defined for a specific chart of accounts mapping. • If the mapping has account rules, the report prints each subsidiary account range and the parent account into which it maps. • If the mapping has segment rules, the report prints the rule name and the parent and subsidiary segments. If the mapping has a rollup range rule, the report prints each subsidiary segment value range and its corresponding parent segment value.

Key Insights

Before running the chart of accounts reports, verify that all subledger transactions have been imported and all journal entries for the period have been posted.

Parameters

The following table describes selected process parameters from the reports and provides examples.

Parameter	Description	Example
Value Set	Enter the value set that contains the balancing segments you are reporting on.	Corporate Company
From and To Balancing Segments	Enter the description of the balancing segment value to report from and to.	Canada
Assignment Status	Select one of the following options: All, Ledger only, Legal Entity, only, or Unassigned to	Ledger only
Actuating Configuration	Select the ledger you want to report on.	US Primary Ledger
Show Only Balancing Segment Values with Multiple Assignments	Show only those balancing segment values that have more than one legal entity assigned to it.	No
Chart of Accounts Mapping	Select the mapping you have defined.	CN code to US Mapping
Tree Version Effective Date	Select the date that determines which tree version to use as one of the report's criteria.	8/28/2016

Frequently Asked Questions

The following table lists frequently asked questions about the chart of accounts reports.

FAQ	Answer
How do find these reports?	Schedule, run, and view these reports from **Navigator** > **Tools** > **Scheduled Processes**.
Who uses these reports?	• Financial Accountants • Financial Specialists
When do I use these reports?	• During monthly journal entry processing. • During preparation of closing entries. • In account balance reconciliations.
What type of reports are these?	Oracle Analytics Publisher

General Ledger and Subledger Accounting Reports

Oracle General Ledger and Oracle Subledger Accounting provides a variety of reports to support your reporting requirements for trial balances, detail journals and account analysis.

These reports also support the needs of your organization for internal reporting, reconciliation, and communication with third parties like customers and suppliers.

The general ledger and subledger reports are categorized into:

- Account Analysis Reports: These reports support fiscal verification processes in countries like Europe and South America. They inform shareholders on the financial situation of the company in countries like the United States.

  The account analysis reports:

  - Provide a legal account ledger
  - Reconcile subledger balances with the general ledger balances
  - Maintain an audit trail
  - Allow a periodic internal verification

- Journal Reports: These reports verify that your journals, accounting entries, and source documents are in compliance with legal requirements.
- Third-Party Detail and Balances Reports: These reports provide balances per third-party control account, third party, and third-party site. These reports verify that the third-party subledgers are consistent with the general ledger.

  Use the third-party detail and balances reports to:

  - Review the accounting process details by third party and third-party site.
  - Audit third-party accounts in detail.

  During the accounting process, run the reports to ensure that subledger and general ledger balances reconcile, and to identify discrepancies.
- General Ledger Journal and Balance Reports: These reports list general ledger journals and account balances for all periods in a selected period range. For each account, the reports provide beginning balance, general ledger posted journal lines, and ending balance.
- General Ledger Trial Balance Report: This report checks your account balances and reviews your accounting activity. You can run the report using zero beginning balances at the start of the fiscal year.

The following table lists the reports provided for each category.

Report Category	List of Reports
Account Analysis Reports	• General Ledger and Subledger Account Analysis Report • General Ledger and Subledger Accounting by Journal Lines Report • Account Analysis by Legal Entity Report
Journal Reports	• Daily Journals Report • Subledger Detail Journal Report • Journal Ledger Report
Third-Party Detail and Balances Reports	• Third-Party Detail and Balance Report • Third-Party Balances Summary Report

Report Category	List of Reports
	• Third-Party Account Balance Report
General Ledger Journal and Balances Report	• General Ledger Journal Entry Report • General Ledger Journal and Balance Report
Trial Balance Report	• General Ledger Trial Balance Report

Related Topics

- General Ledger Journal and Balances Reports
- General Ledger Trial Balance Report
- Account Analysis Reports
- Journal Reports
- Third-Party Detail and Balances Reports

Workflow Rules Report

This topic includes details about the Workflow Rules Report.

Overview

You can now use the Workflow Rules Report to view and validate the workflow rules configured in Oracle Business Process Management (BPM) for the following financial workflows.

- Automatic or Manual Credit Request Processing
- Bank Account Transfer Approval
- Bankruptcy Request Approval
- Cash Advance Approval
- Credit Request Approval
- Credit Request Approval Postprocessing Action
- Delegation of Corporate Card Transactions for Inactive Employees
- Expense Report Approval
- Hold Resolution
- Incomplete Invoice Hold
- Intercompany Transaction Approval
- Intercompany Transaction Distribution Entry
- Invoice Account Coding
- Invoice Approval
- Journal Approval
- Manually Entered Credit Request Completion

- Payment Approval
- Spend Authorization Approval

You can view the report output in both spreadsheet and XML format.

Key Insights

You can use the report to validate the workflow rules configured in Oracle Business Process Management (BPM) to meet recommended best practices. Wherever the rules deviate from best practices, you can use the suggested recommendations to make the necessary corrections.

You can also use this report to obtain details of the stage, participant, rule status, rule conditions, and approval routing for each rule.

Report Parameters

Parameter	Description
Workflow	You can select the workflow for which you want to review the workflow rules.

Frequently Asked Questions

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	Workflow Rules Administrator
When do I use this report?	Use this report to review existing workflow rules defined in BPM.
What type of a report is this?	Spreadsheet, XML

Approval Groups Report

This topic includes details about the Approval Groups Report.

Overview

You can now use the Approvals Group Report to view the approval groups defined in Oracle Business Process Management (BPM). You can view the report output in both spreadsheet and XML format.

Key Insights

You can obtain the details of the group name, the approvers, and the sequence in which the approvers appear in the approval group.

Report Parameters

There are no parameters that you need to select for this report.

Frequently Asked Questions

FAQ	Answer
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	Workflow Rules Administrator
When do I use this report?	Use this report to review approval groups defined in BPM.
What type of a report is this?	Spreadsheet, XML

Balance Analysis

Overview of Oracle Fusion Financials Reports and Analytics Work Area

Navigate to the Reports and Analytics work area by selecting the Navigator then clicking Tools and then Reports and Analytics. The Reports and Analytics work area contains links to all the reports that you can access.

Report Links

The Reports and Analytics work area contains links to reports and analytics from the Oracle Business Intelligence Presentation Catalog in an organized hierarchy. In the **Reports and Analytics** work area, business intelligence analysis and dashboards are categorized as Analysis. Oracle Analytics Publisher reports are categorized as Reports.

Multiple instances of the same report but with different parameters may exist in one work area and within the same folder in that area. Links to the same report may be in multiple folders.

Business Intelligence Analysis and Dashboards

In the Reports and Analytics work area, you can view or edit any business intelligence analysis or dashboard. Any changes made to existing reports are reflected wherever the analysis or dashboard is used in Oracle Fusion Applications. If the changed report is saved in a user's My Folder area, then no changes are propagated.

Business intelligence analyses and dashboards are created from the Reports and Analytics toolbar. They can be saved privately or shared.

General Ledger Subject Areas, Folders, and Attributes

To create real-time analyses for Oracle General Ledger, you should be familiar with subject areas, folders, and attributes.

Subject Areas

To create an analysis, you begin by selecting a subject area from which you select columns of information to include in the analysis. For example, to create an analysis of journal information, you begin by selecting a General Ledger - Journals Real Time subject area. Subject areas are based around a business object or fact. In this example, the subject area is based on the columns in the journal tables.

General Ledger has six general ledger-specific subject areas:

- General Ledger - Average Daily Balances Real Time
- General Ledger - Balances Real Time
- General Ledger - Journals Real Time
- General Ledger - Period Status Real Time
- General Ledger - Transactional Average Daily Balances Real Time
- General Ledger - Transactional Balances Real Time

> **Tip:** To create a report that queries balances and allows drill down to journals, use the General Ledger - Transactional Balances Real Time and the General Ledger - Journals Real Time subject areas. Other than that, it's advised that you don't create reports that cross subject areas. Such reports might result in less than optimal performance and are hard to maintain.

Folders

Each subject area has one fact folder and a number of dimension folders. Fact folders contain attributes that can be measured, meaning that they're numeric values like journal debit and credit amounts. Fact folders are usually listed after dimension folders and are usually named after the subject area. Dimension folders contain attribute and hierarchical columns like journal name and accounting period.

Some folders appear in more than one subject area, such as Time. These are referred to as common folders or common dimensions.

Each folder within a subject area might have a different level of granularity. For example:

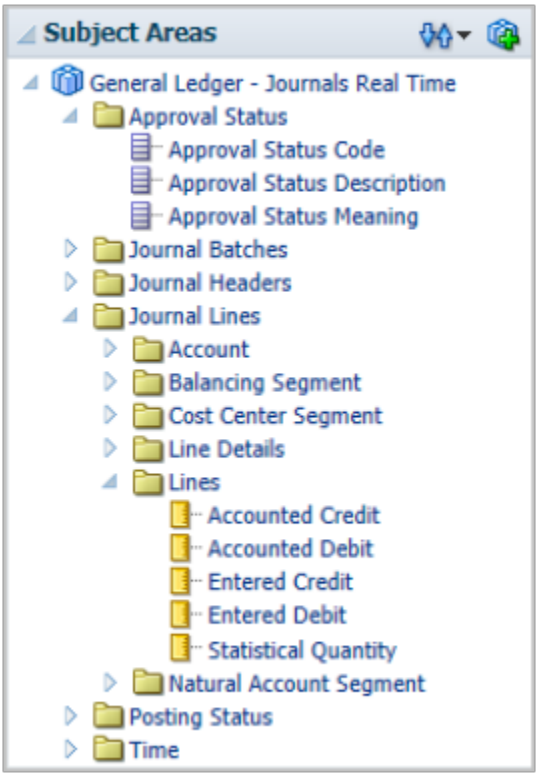
- Journal Approval has approval attributes.
- Journal Batches has subfolders with attributes.

Attributes

Finally, each dimension folder contains attributes (columns), such as balance type and posting date. This figure illustrates the structure of subject areas, folders, and attributes.

The following figure shows the General Ledger - Journals Real Time subject area. The subject area contains these folders: Approval Status, Journal Batches, Journal Headers, Journal Lines, Posting Status, Time.

The Approval Status folder is a Dimension - Presentation folder and contains these dimension attributes: Approval Status Code, Approval Status Description, Approval Status Meaning. The Lines folder is a Fact - Presentation folder and contains these measures: Accounted Credit, Accounted Debit, Entered Credit, Entered Debit, Statistical Quantity.



Related Topics

- How Data Is Structured for Analytics

Balance Inquiry

Inquire on GL Balances

Balances are preaggregated at every level of your account hierarchy and updated when a journal is posted.

To inquire and analyze on real-time balances:

- Access both active and prepublished reports and books using the Financial Reporting Center.
- Review summary and detail information at any point in your account hierarchy using different points of view.
- Drill down from the parent and detail levels into balances and transactions.

Note: All segment values and column, row, or page levels must be at a detail level before the drill link is enabled.

Tip: You can now inquire on journal lines by company, cost center, and natural account or any other segment.

Drill Down to Balances

Use the Account Inspector to expand and drill down into an account balances. The default Account Inspector view includes the member values from the default account group selected in the Account Monitor.

1. Click the **Navigator** > **Financial Reporting Center** link.
2. Select one of the accounts in the **Account Monitor**.
3. Click the **Inquire and Analyze Balances** link.
4. Select:
    - All Cost Center Values
    - Your account
    - Company: All Company Values
    - All other segments fill with 0's or accept the default
5. Select an **Accounting Period**.
6. Click **Refresh**.
7. Click **Expand** on the **Cost Center**.
8. Review the balances.
9. Change the **accounting period** to see how the balances change.

How You Inquire on Detail Balances

You can run account inquiries using the Inquire on Detail Balances page. To get to the page, select the Inquire on Detail Balances task in the Period Close work area.

You can also drill through to the page from Financial Reporting or Smart View.

Search Criteria

Here are some points to consider when entering search criteria.

- Your data access set assignments determine the ledgers and ledger sets you can search on.
- You can search only on accounting periods, not on years or quarters.
- You can search any account hierarchy level in the chart of account fields, as long as the account hierarchies (tree versions) are published to the balances cube. If the search times out before returning results, set parent values for the chart of account dimensions to lower levels.
- You can search for segment values by description.

Saved Search

If you search often using the same criteria, create a saved search.

1. Enter your search criteria.

2. Click Save.
3. Enter a name for the search.
4. Optionally, make the saved search the default search. When you land on the Inquire on Detail Balances page, the default saved search criteria is populated automatically.
5. Click OK.

Search Results

Here are a few things that you can do with the search results.

- Drill to journal lines for actual balances and then drill to the journal entry or subledger transactions.

  > **Note:** The drill to journal lines displays attributes such as entered and accounted amounts, accounting date, and journal line description.

  > **Note:** Drilling on budget data isn't supported.

- Export the balances to Excel.
- Hide, show, and manage the columns using the **View** > **Columns** and **View** > **Columns** > **Manage Columns** menus. For example, descriptions for chart of accounts dimensions are hidden by default. You might decide to display descriptions for the company, cost center, and account dimensions.

> **Note:** If you select **Entered** or **Converted** in the **Currency Type** search field, the search results appear in two rows. The first row shows the entered currency. The second row shows the ledger currency.

Drill Through from Financial Reporting and Smart View

If you're getting to the Inquire on Detail Balances page by drilling through from Financial Reporting or Smart View, consider these points.

- Your data access set assignments determine whether you can drill through to the page.
- Best practice is to set the point of view settings for chart of account dimensions to the lowest possible parent or detail value to avoid a timeout.
- If you're drilling into a year or quarter Accounting Period dimension, the accounting periods are converted to the applicable range of accounting periods on the Inquire on Detail Balances page.
- Your selections for rows, columns, page, and point of view display in the page search fields. You can refine the search criteria as needed and rerun the search.
- From the inquiry page, you can drill to journal lines (for actual balances) and then drill to the journal entry or subledger transactions.

> **Note:** Drilling through on budget data isn't supported.

Related Topics

- Save and Reuse Search Criteria in Account Balance Inquiries Readiness Training
- Save Searches with Multiple Criteria
- Overview of Data Access Set Security

FAQs for Financial Reporting and Analysis

What's the difference between Financial Reporting Center and Workspace?

This table describes the differences between the Financial Reporting Center and the Oracle Enterprise Performance Management System Workspace.

Financial Reporting Center	Oracle Enterprise Performance Management System Workspace
Intended for most financial users.	Intended for power users.
Integrated section to run reports.	• Browser-based report repository and distribution tool. • Opened from the Financial Reporting Center.
Supports the following features: • Run live reports. • View snapshot reports.	Supports the following features: • Run real time reports. • View snapshot reports. • Define books and batches. • Schedule reports and batches. • Import and export of Financial Reports. • Launch Financial Reporting Web Studio. • Install Smart View application. • Manage balances cube connections.

Note: Both the Financial Reporting Center and the Workspace use the same report repository.

How can I store and edit Financial Reporting objects?

First install Oracle Transactional Business Intelligence as part of Oracle Fusion Cloud Applications. Then store and edit new objects that you create for Oracle Hyperion Financial Reporting in Workspace in the Oracle BI Presentation Catalog.

Perform operations on those objects in the catalog similarly to how you work with other objects, such as copying and modifying properties. See the documentation for Hyperion Financial Reporting for complete information on working with objects. Financial Reporting report designers can also access the Financial Reporting objects in the Financial Reporting Web Studio.

7 Budgets

Overview of Budget Uploads

In Oracle General Ledger, you can load budget data to perform variance reporting.

If you use a third-party budgeting application or don't use a budgeting application, there are two ways to load budgets into the GL Balances Cube.

- **Importing Budget Data from a Flat File**: Export budget data from your budgeting application to a comma separated values .csv file. Use the Import General Ledger Budget Balances file-based data import (FBDI) to prepare and generate flat files in a .csv format. You can use Oracle ADF Desktop Integrator correction worksheets to correct validation errors, delete rows with errors, and resubmit the corrected error rows.

  > **Note:** For more information about FBDI, see the Oracle Fusion Cloud Financials File-Based Data Import (FBDI) for Financials guide.

- **Importing Budget Data from a Spreadsheet**: You can access the budget load spreadsheet from the General Accounting Dashboard. Enter, load, and correct budget data in the ADF Desktop Integrator spreadsheet tool. Use this tool to prepare and load budget data for multiple ledgers and periods with a common chart of accounts instance. The list of values and the web picker help you select valid values. This simplified data entry reduces errors and alerts you to errors as you enter the data in the spreadsheet. Error correction is done in the same spreadsheet.

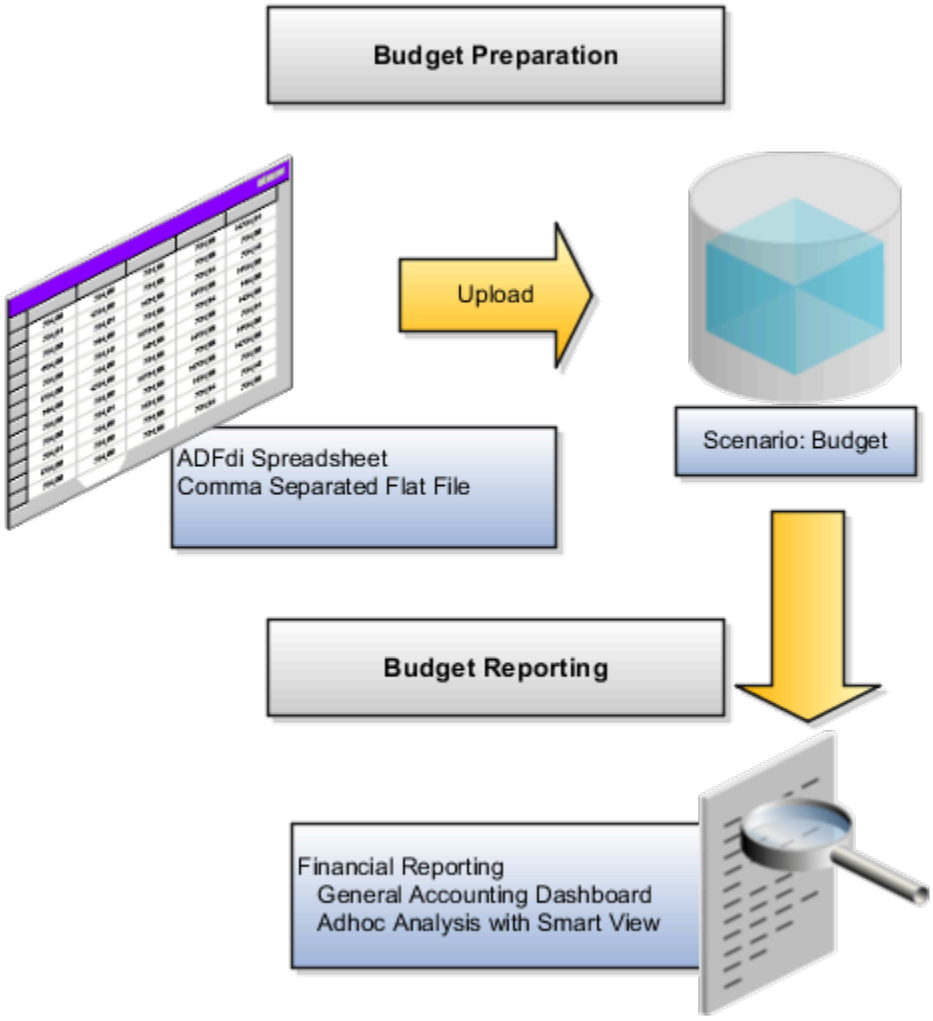
Here are some points to consider when preparing your budget data.

- You can maintain budget amounts only for detail accounts. However, if you're also using budgetary control, you can configure your setup to maintain budget amounts for summary accounts.

  > **Note:** For more information about budgetary control setup, refer to the Budgetary Control chapter, Enterprise Options section in the Oracle Fusion Cloud Financials Using Financials for the Public Sector guide.

- If you already uploaded your budget and you perform another upload using the same criteria, the upload process overwrites the existing amounts with the amounts from the new upload.

The following figure shows the process flow for budget upload. Prepare your budget data, upload it using a spreadsheet or flat file, and report on the budget data.



CAUTION: When the GL Balances Cube is rebuilt, the process retains the budget balances as well as the actual balances. Only the budget balances loaded using the spreadsheet or flat file through the GL Budget Balances interface table are retained. Create reports in **Smart View** or **Financial Reporting** to verify that the budget data was loaded correctly.

Related Topics

- Import Budget Data from a Spreadsheet
- How General Ledger Budget Balance Import Data Is Processed
- Overview of Enterprise Options

How General Ledger Budget Balance Import Data Is Processed

Use the Import General Ledger Budget Balances file-based data import (FBDI) to load budget data from external sources for upload to the GL balances cube. You can download a budget spreadsheet template to use to prepare your budget data.

The template contains an instruction sheet to help guide you through the process of entering your budget information.

To access the template, complete the following steps:

1. Navigate to the Oracle Fusion Cloud Financials File-Based Data Import (FBDI) for Financials guide.
2. In the table of contents, click **General Ledger**.
3. Click **Import General Ledger Budget Balances**.
4. In the File Links section, click the Excel template.

Follow these guidelines when preparing your data in the worksheet:

- Enter the required information for each column. Refer to the tool tips on each column header for detailed instructions.
- Don't change the order of the columns in the template.
- You can hide or skip the columns you don't use, but don't delete them.

Settings That Affect the General Ledger Budget Balances Import Process

The Import General Ledger Budget Balances template contains an instructions tab and a tab that represents the table where the data is loaded.

The Instructions and CSV Generation tab contains information about:

- Preparing the budget data.
- Understanding the format of the template.
- Entering budget data.
- Loading the data into the interface table and the GL balances cube.

The GL_BUDGET_INTERFACE tab is where you enter information about the budget data that you adding, such as the ledger, budget name, periods, segment values, and amounts.

How General Ledger Budget Balance Import Data Is Processed

To load the data into the interface table:

1. Click the **Generate CSV File** button on the instructions tab to create a CSV file in a .zip file format.
2. Save the .zip file locally.
3. Navigate to the Scheduled Processes work area.
4. Select the **Load Interface File for Import** process.
5. For the **Import Process** parameter, select **Validate and Upload Budgets**.
6. For the **Data File** parameter, select the file that you saved in step 2.

To load the data from the interface table to the balances cube:

1. Navigate to the Scheduled Processes work area.
2. Select the **Validate and Upload Budgets** process.
3. Enter values for the **Run Name** parameter.
4. If the process ends in error or warning:
    a. Review the log and output files for details about the rows that caused the failure.
    b. Navigate to the General Accounting Dashboard work area.
    c. Select the **Correct Budget Import Errors** task to download the budget corrections worksheet.
    d. Correct the entries in the worksheet and resubmit the Validate and Upload Budgets process.

Related Topics

- Import Budget Data from a Flat File
- External Data Integration Services for Importing Data
- Overview of External Data Integration Services for Importing Data
- Load Budgets

Import Budget Data from a Flat File

Use the upload budgets processes to integrate budget information from other budgeting applications such as Oracle Hyperion Planning.

Use the Import General Ledger Budget Balances file-based data import (FBDI) to load budget data from external sources for upload to the GL balances cube.

You can load your budget amounts to the General Ledger balances cube by populating the GL_BUDGET_INTERFACE table and running the Validate and Upload Budgets process. You can load budgets for multiple periods and for multiple ledgers with the same chart of accounts in a single load process.

> **Note:** Budget data isn't loaded to the GL_BALANCES table and only loaded to the balances cube for variance reporting purposes.

Assigning Values for Columns in the GL_BUDGET_INTERFACE Table

For budget import to be successful, you must enter values in the columns of the interface table that require values.

The following table describes the columns that require values.

Name	Value
RUN_NAME	Enter a name to identify the budget data set being imported.
STATUS	Enter the value NEW to indicate that you're loading new budget data.

Name	Value
LEDGER_ID	Enter the appropriate ledger ID value for the budget amount. You can view the ledger ID for your ledgers on the Manage Primary Ledgers page. The ledger ID column is hidden by default, but you can display it from the View Columns menu. If you enter multiple ledgers for the same run name, all of the ledgers must share the same chart of accounts.
BUDGET_NAME	Enter the appropriate budget name value for the budget line. You define the budget names in the Accounting Scenario value set.
PERIOD_NAME	Enter the period name that you're loading the budget data for. You can load budget data to Never Opened, Future Enterable, and Open periods only.
CURRENCY_CODE	Enter the currency for the budget.
SEGMENT1 to SEGMENT30	Enter valid and enabled account values for each segment in the chart of accounts.
BUDGET_AMOUNT	Enter the amount in the ledger currency for account types, expense and assets.
OBJECT_VERSION_NUMBER	For Oracle Cloud implementations, leave this field blank as the application automatically populates this when you load the data from the secure FTP server. For other implementations, you can set the column to a value of 1.

These columns remain blank because the budget import process either uses these columns for internal processing, or doesn't currently use them.

- CHART_OF_ACCOUNTS_ID
- CODE_COMBINATION_ID
- ERROR_MESSAGE
- CREATION_DATE
- CREATED_BY
- LAST_UPDATE_DATE
- LAST_UPDATE_LOGIN
- LAST_UPDATED_BY
- REQUEST_ID
- LOAD_REQUEST_ID

Related Topics

- Overview of External Data Integration Services for Importing Data

Import Budget Data from a Spreadsheet

You can use the Create Budgets spreadsheet to enter, load, and correct budget data. To open the spreadsheet, navigate to the General Accounting Dashboard and select the Create Budgets in Spreadsheet task.

Budget Import

The spreadsheet uses the Oracle ADF desktop integration add-in for Excel, which is the same add-in used by the Create Journals spreadsheet. The spreadsheet uses an interface table called GL_BUDGET_INTERFACE and requires the Budget Entry role. The budget import uses the Accounting Scenario value set for the budget being loaded. The Run Name is used as an identifier for the imported data set.

The spreadsheet budget import:

- Supports multiple ledgers but a single chart of accounts instance
- Allows multiple calendars and periods
- Supports entered currencies in addition to the ledger currency
- Contains user-friendly lists of values
- Performs most validations on the worksheet
- Secures values by data access sets

Note: The spreadsheet includes a **Row Status** column that shows if the rows upload successfully or with errors. Use the spreadsheet where the data was entered to enter the corrections.

Correct Budget Import Errors Using a Spreadsheet

The Oracle ADF Desktop Integration budget correction functionality is similar to the journal correction sheet. You use this tool to correct the flat file import errors.

The correction spreadsheet functionality:

- Uses segment labels based on the data access set.
- Contains user-friendly lists of values.
- Performs most validations on the worksheet.
- Allows updating or marking the row for deletion.

Correcting Data

To use the correction spreadsheet functionality:

1. From the **General Accounting Dashboard** page, set the data access set and download the correction worksheet using the **Correct Budget Import Errors** task.

2. After the correction worksheet is downloaded, query for the rows in error. Select the run name for which there are validation errors and click **Search**. This populates the budget rows in error.
3. Correct the rows in error or mark them for deletion and submit the budget correction spreadsheet. Any errors are reported on the worksheet.
4. If the row status indicates an error, double-click it to see the error details and take necessary action. You can use the list of values to quickly correct data that is in error.

How You Change Budget Amounts to Zero

You can use the Inquire on Detail Balances task in either the General Accounting Dashboard or Period Close work area to find the existing accounts for the budget account scenario and amounts that need to be changed.

Then click the **Export All to Excel** icon to download the budget data.

Use the budget data to help prepare the Import General Ledger Budget Balances file-based data import (FBDI) template or the Create Budgets spreadsheet and set the amounts to zero. Upload the budget. The upload process overwrites the existing amounts with the amounts from the new upload.

8 Average Balance Processing

Overview of Average Balance Processing

You can use average balance processing to track average and end-of-day balances, report average balance sheets and income statements, and create reports using both standard and average balances.

Average balance processing is particularly important for financial institutions since many regulatory agencies require average balance sheets in addition to standard balance sheets. Many organizations use average balances for internal management reporting and profitability analysis for both balance sheet and income statement accounts.

The difference between an average and standard account balance is that balances are expressed as average amounts rather than actual period-end amounts. An average balance is calculated as the sum of the actual daily ending balance for an account, divided by the number of calendar days in the reporting period.

You can maintain and report on average balances daily, quarterly, and yearly. The application tracks average balances using effective dates, which you enter for each transaction. You can display information about average balances for specific effective dates using:

- Financial reports created using Financial Reporting Web Studio
- Smart View queries
- The Inquire and Analyze Average Balances page
- Standard average balance reports

The application provides the features to satisfy the following basic average balance needs:

- Use average balance processing only in those ledgers that require it.
- Maintain average balances for all balance sheet and income statement accounts automatically.
- Create and maintain a transaction calendar to ensure that all postings have effective dates that are valid business days.
- Ensure that entries balance by effective date, as well as by period.
- Calculate average balances based on a transaction's effective date, not the posting or accounting date.
- Calculate period, quarter, and year averages-to-date based on the balances for each day within the period, quarter, or year.
- Calculate the impact of net income on the average balance for retained earnings when income statement accounts aren't enabled for average balance processing.
- Report or inquire on average and ending balances for any effective date.

Note: You can't create allocations for average daily balances cubes. Average balances are used for reporting.

Note: Average balances aren't translated.

Examples of Average Balances

Here are some examples that illustrate the concepts of average balance processing.

The first example presents the scenario. You have three balance sheet accounts: Account A, Account B, and Account C. Each account has a period opening balance of 0.00 (USD). The rest of the examples move on to show period, quarter, and average-to-date balances.

Day One

Here's the only transaction that takes place on the first day of the accounting period.

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

The transaction results in these balances.

Account	Activity	End-of-Day Balance	Aggregate Balance	Average Balance
Account A	1,000	1,000	1,000	1,000
Account B	(1,000)	(1,000)	(1,000)	(1,000)

The aggregate balance on day one for each account is the same as the end-of-day balance. The average balance is equal to the aggregate balance divided by 1, the number of days in the period to date.

Day Two

Here's the transaction that takes place on the second day.

Account	Debit	Credit
Account A	100	
Account C		100

The transaction results in the following balances.

Account	Activity	End-of-Day Balance	Aggregate Balance	Average Balance
Account A	100	1,100	2,100	1,050
Account B	0	(1,000)	(2,000)	(1,000)
Account C	(100)	(100)	(100)	(50)

The aggregate balance for each account is equal to the end-of-day balance for day one plus the end-of-day balance for day two. Another way to state this is that the aggregate balance is equal to the previous aggregate balance plus the current day's end-of-day balance. The average balance for each account is equal to the aggregate balance divided by 2, the number of days in the period to date.

Day Three

Here's the transaction that takes place on the third day.

Account	Debit	Credit
Account B	200	
Account C		200

Here are the resulting balances for all three accounts.

Account	Activity	End-of-Day Balance	Aggregate Balance	Average Balance
Account A	0	1,100	3,200	1,066.67
Account B	200	(800)	(2,800)	(933.33)
Account C	(200)	(300)	(400)	(133.33)

The aggregate balance for each account is equal to the sum of the end-of-day balances for days one through three. And the average balance is equal to the aggregate balance divided by 3, the number of days in the accounting period to date.

Amount Types for Average Balance Processing

If you have enabled average balance processing for your ledger, every time you post a transaction, the application updates the standard period-end balances and all the average balances.

This includes the aggregate balances, End-of-Day balance, Daily Activity balance, Period Average-to-Date balance, Quarter Average-to-Date balance, and Year Average-to-Date balance.

The following amount types are available in the General Ledger average balances cube for inquiry or reporting using the Inquire and Analyze Average Balances page, Smart View, or reports created in Financial Reporting Web Studio:

- End-of-Day (EOD)
- Daily Activity
- Period Average-to-Date (PATD)
- Quarter Average-to-Date (QATD)
- Year Average-to-Date (YATD)

Daily activity balances in the General Ledger average balances cube are derived by subtracting the prior day's EOD balance from today's EOD balance. PATD, QATD, and YATD balances are derived by summing the EOD balances for each day into an aggregate balance that's divided by the correct number of days in a period, quarter, and year.

Types of Average Balances

To satisfy different reporting and analysis requirements, the application tracks these types of average balances:

- Period average-to-date
- Quarter average-to-date
- Year average-to-date

Note: Only actual balances are tracked. You can't track budget or encumbrance balances.

Examples of Average-to-Date Balances

These examples show how the application calculates period, quarter, and year average-to-date balances.

Period Average-to-Date Balances

In this example, the ending balance in an account on May 31 is 100,000 (USD). Here are the daily activity, end-of-day (EOD), period-to-date (PTD) aggregate, and period average-to-date (PATD) balances for the first three days in June.

Date	Daily Activity	EOD	PTD Aggregate	PATD	Days in Period to Date
June 1	5,000	105,000	105,000	105,000	1
June 2	8,000	113,000	218,000	109,000	2
June 3	4,000	117,000	335,000	111,667.67	3

The PATD balance for June 3 is calculated by taking the PTD aggregate balance for June 3 and dividing it by the number of days in the period to date, or 335,000 divided by 3, which is 111,667.67.

Note: PTD aggregate balances reset to zero at the beginning of each period.

Quarter Average-to-Date Balances

Expanding on the previous example, in this scenario, the ending balance in an account on March 31 is 70,000 (USD). Here are the daily activity, EOD, PTD aggregate, quarter-to-date (QTD) aggregate, and quarter average-to-date (QATD) balances for the first three days in April and the first three days in June, which is the last period in the quarter.

Day	Daily Activity	EOD	PTD Aggregate	QTD Aggregate	QTD Average	Days in Quarter to Date
April 1	2,000	72,000	72,000	72,000	72,000	1
April 2	3,000	75,000	147,000	147,000	73,500	2
April 3	(1,000)	74,000	221,000	221,000	73,666,67	3
June 1	5,000	105,000	105,000	5,145,000	82,983.87	62
June 2	8,000	113,000	218,000	5,258,000	83,460.32	63
June 3	4,000	117,000	335,000	5,375,000	83,984.38	64

The QATD balance for June 3 is calculated by taking the QTD aggregate balance as of June 3 and dividing it by the number of days in the quarter to date, or 5,375,000 divided by 64, which is 83,984.38.

Note: The QTD aggregate balance is reset to zero at the beginning of each quarter. Accordingly, throughout the first period of a quarter, the PTD and QTD aggregate balances for any day are the same.

Year Average-to-Date Balances

Expanding on the previous two examples, in this example, the ending balance for December 31 of the previous year is 50,000 (USD) and the account under consideration is a balance sheet account. Income statement accounts don't have opening balances. Here are the daily activity, EOD, PTD aggregate, QTD aggregate, year-to-date (YTD) aggregate, and year average-to-date (YATD) balances for the first three days in January, the first three days in April, and the first three days in June.

Day	Daily Activity	EOD	PTD Aggregate	QTD Aggregate	YTD Aggregate	YATD	Days in Year to Date
January 1	4,000	54,000	54,000	54,000	54,000	54,000	1

Day	Daily Activity	EOD	PTD Aggregate	QTD Aggregate	YTD Aggregate	YATD	Days in Year to Date
January 2	2,000	56,000	110,000	110,000	110,000	55,000	2
January 3	0	56,000	166,000	166,000	166,000	55,333.33	3
April 1	2,000	72,000	72,000	72,000	5,711,000	62,758.24	91
April 2	3,000	75,000	147,000	147,000	5,786,000	62,891.30	92
April 3	(1,000)	74,000	221,000	221,000	5,860,000	63,010.75	93
June 1	5,000	105,000	105,000	5,145,000	10,784,000	70,947.37	152
June 2	8,000	113,000	218,000	5,258,000	10,897,000	71,222.22	153
June 3	4,000	117,000	335,000	5,375,000	11,014,000	71,519.48	154

The YATD balance for June 3 is calculated by taking the YTD aggregate balance as of June 3 and dividing it by the number of days in the year to date, or 11,014,000 divided by 154, which is 71,519.48.

Note: The YTD aggregate balance is reset to zero at the beginning of each year. Accordingly, for every day in the first period of a year, the PTD, QTD, and YTD aggregate balances are the same.

Note: All three aggregate balances reset to zero at the beginning of a new year for all accounts.

Key Aspects of Average Balance Processing

To use average balance processing, you must enable it for a specific ledger.

With this feature, you can enable average balance processing only for those ledgers that require it. This ensures you incur no additional overhead unless you need average balance processing.

Here are some other key aspects of average balance processing.

Balances Capture

The application calculates the necessary aggregate balance information needed to calculate average balance amounts as of any day in the year.

Effective-Date Transaction Processing

A transaction's effective date determines which end-of-day and aggregate balances are updated. These balances, in turn, determine the calculated values of your average balances.

Transaction Calendar Control

Certain organizations that need average balance processing, such as financial institutions, are required to post transactions only on business days. Posting on weekends or holidays isn't allowed, although some organizations do post period-end accruals on nonbusiness days. You can control transaction posting with a transaction calendar. When you define a transaction calendar, you choose which days of the week are business days and you also specify the holidays.

Each ledger that's enabled for average balance processing is assigned a transaction calendar. When transactions are posted, the application checks the effective dates against the transaction calendar. If the dates are valid, the transaction is posted. For invalid dates, you can tell the application how you want the transaction handled.

Here are some other points on transaction calendar control.

- Multiple ledgers can share a transaction calendar.
- You can combine multiple ledgers in a ledger set to take advantage of processing efficiencies, such as opening and closing periods across multiple ledgers. All ledgers in a ledger set must share the same chart of accounts and accounting calendar, but can use different transaction calendars.
- You can allow certain users to post transactions on nonbusiness days.
- Controls are applied to imported journals, as well as manual journals.

Transaction Balancing by Effective Date Control

Usually, the application requires that total transactions balance for an entire period. When you enable average balance processing, the application checks total transactions for each effective date to ensure that debits and credits balance. When they don't, the transactions are rejected, or, if you have enabled suspense posting, the application creates a balancing entry to the suspense account.

Manual journals are balanced directly, since the effective date is entered at the journal level, not for individual journal lines. Imported journals are sorted and must be in balance by effective date within each source.

Backdated Transactions

A backdated transaction isn't limited to the current period. It can be in a prior period, or even in a period from a prior year, as long as the effective date is posted in an open period. Here's what happens when you post a backdated transaction:

- The change to average balances is calculated using the effective date, rather than the current accounting date.
- The application adjusts the ending and aggregate balances as of the effective date and all subsequent dates.
- And the application adjusts both standard and average balances based on the same effective date.

Reporting

You can use the Inquire and Analyze Average Balances page, Smart View, and Financial Reports to review online information about the average or end-of-day balance of any balance sheet account for your ledgers or ledger sets. You can view summary or detail balances.

You can also run these predefined reports:

- Average Balances Trial Balance Report: Displays standard and average balances for selected ledgers and accounts, as well as period, quarter, and year average-to-date balances for any accounting date you specify.
- Average Balance Audit Account Analysis Report: Displays the detail account activity used to create the aggregate and related average balances.

Multicurrency Accounting

The application maintains average and end-of-day balances for all transaction currencies, in addition to the ledger currency. Converted amounts and revalued balances, as well as unrealized gains or losses, are factored into average balance calculations.

Effective Date Handling

The effective date on which transactions are posted has a direct impact on average balance calculations. Effective dates are equally important when selecting inquiry or reporting criteria, since your report displays average balance amounts as of your specified effective date.

Backdated Transactions and Average Balances

When you post a backdated transaction, the application adjusts the end-of-day and aggregate balances of the affected accounts, as of the effective date and all subsequent dates.

The following example continues the general example and illustrates what happens when you post a backdated transaction.

Here are the end-of-day and aggregate balances from the example previously described in the Example of Average Balance Processing topic.

Day	Account A End-of-Day	Account A Aggregate	Account B End-of-Day	Account B Aggregate	Account C End-of-Day	Account C Aggregate
Day 1	1,000	1,000	(1,000)	(1,000)	0	0
Day 2	1,100	2,100	(1,000)	(2,000)	(100)	(100)
Day 3	1,100	3,200	(800)	(,2,800)	(300)	(400)

Here's the average balance for each account on Day 3.

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

Now assume that the following backdated transaction occurs on Day 3, with an effective date of Day 1.

Account	Debit	Credit
Account A	500	
Account B		500

The effects of the backdated transaction are shown in the following table.

Day	Account A End-of-Day	Account A Aggregate	Account B End-of-Day	Account B Aggregate	Account C End-of-Day	Account C Aggregate
Day 1	1,500	1,500	(1,500)	(1,500)	0	0
Day 2	1,600	3,100	(1,500)	(3,000)	(100)	(100)
Day 3	1,600	4,700	(1,300)	(4,300)	(300)	(400)

Here's the average balance now for each account on Day 3.

Account	Calculation	Average Balance
Account A	4,700 / 3	1,566.66
Account B	(4,300) / 3	(1,433.33)
Account C	(400) / 3	(133.33)

Set Up Average Balance Processing

You can enable average balance processing by selecting the Enable Average Balances option when defining a ledger. Average balance setup includes a transaction calendar, net income account, and posting controls.

In the Setup and Maintenance work area use the Specify Ledger Options task:

- Offering: Financials
- Functional Area: General Ledger
- Task: Specify Ledger Options, with the ledger scope set

When you enable average balance processing, by default it's enabled only for balance sheet accounts. If you want to also include income statement accounts, you must explicitly enable the **Include Income Statement Accounts** option.

> **Note:** You can only enable income statements for newly created ledgers. You can't enable income statement accounts on average balance processing ledgers that are already created.

Once your accounting setup is complete, the application automatically begins to store the balances that are used to calculate average and end-of-day balances for your ledger.

> **Note:** During implementation, you can convert a standard ledger to an average balance ledger before the first period is opened, or you can convert an average balance ledger to a standard ledger before submitting the accounting configuration.

Transaction Calendars

Use a transactional calendar to indicate which days in an accounting calendar are business days or nonbusiness days. In the Setup and Maintenance work area, use the Manage Transaction Calendars task:

- Offering: Financials
- Functional Area: Financial Reporting Structures
- Task: Manage Transaction Calendars

When you first define the calendar, you specify a name and optionally, a description. The application uses this information to create the calendar, which includes an entry for every calendar day in the range of dates from all your existing accounting calendars. Therefore, you must first define an accounting calendar before you can define a transaction calendar. Each entry includes these items:

- Date: The actual calendar date.
- Day of Week: The day of the week.
- Business Day: An indicator that shows whether the entry is defined as a business day. The business day defaults to **Yes** for Monday through Friday and **No** for Saturday and Sunday. You can change the initial default values to suit your own needs.

After the transaction calendar is created, you should specify your holidays by changing the Business Day indicator to a nonbusiness day.

Here are some points to note for nonbusiness days:

- Nonbusiness days can't be used for posting, unless you explicitly indicate that posting is allowed.
- Nonbusiness days are included in determining the number of days in a period range.
- Even though transactions aren't generally posted to accounts on nonbusiness days, the application still maintains aggregate and average balances for nonbusiness days, as well as business days.

Transaction calendars and accounting calendars are completely independent of each other. For example, you might have one accounting calendar, shared by your parent company and all its subsidiaries. However, each subsidiary might use a separate transaction calendar to accommodate their different holiday schedules.

Ledgers

You define the attributes of a ledger, such as accounting calendar, ledger currency, chart of accounts and subledger accounting method in Functional Setup Manager. You can define a ledger with average balance processing enabled.

In a typical ledger where average balance processing is enabled, the standard and average balances are linked, since the average balances are derived from the standard balances. To enforce this linkage, the application prevents you from creating journal entries that directly manipulate average balances.

If you choose to enable average balance processing, you must specify additional information when defining the ledger, such as:

- Transaction Calendar: A calendar used to ensure that transactions are posted only to valid business days.
- Net Income Account: An account the application uses to capture the net activity of all revenue and expense accounts when calculating the average balance for retained earnings. If you decide to include income statement accounts for average balance processing, then you don't need to specify the Net Income Account.

> **Note:** If you enable the option to include income statement accounts, the Net Income Account field won't appear.

Net Income Account

If you decide not to include income statement accounts for average balance processing, then you must specify the net income account when you enable the ledger for average balance processing.

Retained earnings contains two components for any interim accounting period:

- Current account balance, which is equal to the final ending balance from the previous year.
- Net income, which is the net of all revenue and expense accounts.

The application calculates the average balance for retained earnings the same way that it calculates average balances for any other account. However, since the application doesn't maintain average balances for revenue and expense accounts, some special processing takes place to handle this particular component of retained earnings.

The application uses a special nonpostable net income account to capture the net activity of all revenue and expense accounts. The account is treated as a balance sheet account, with an account type of Owners' Equity. It's used to calculate the net income impact on the average balances for any given period, quarter, or year.

> **Note:** You can also use the nonpostable net income account in your reports and online inquiries.

Note: The primary difference between the nonpostable net income account and other balance sheet accounts is that the nonpostable balance doesn't roll forward when you open a new year. Instead, the application resets the account to zero when revenues and expenses are closed out to retained earnings at the end of the year.

Posting Controls

You can configure controls to prevent future-dated journals from posting to an open period in average daily balance ledgers.

Specify a cutoff date within an open period for which journal batches with an accounting date after the cutoff can't be posted. Accurate as-of-date ledger balances serve as the basis for processing daily accounting calculations, such as the revaluation of foreign currency balances, translation of ledger balances to a different reporting currency, allocation of balances from one account to another, and the transfer of one ledger's balance to a different ledger.

Posting controls are set for a primary ledger and apply to its related secondary ledgers and reporting currencies, regardless of whether the secondary ledgers are enabled for average balance processing.

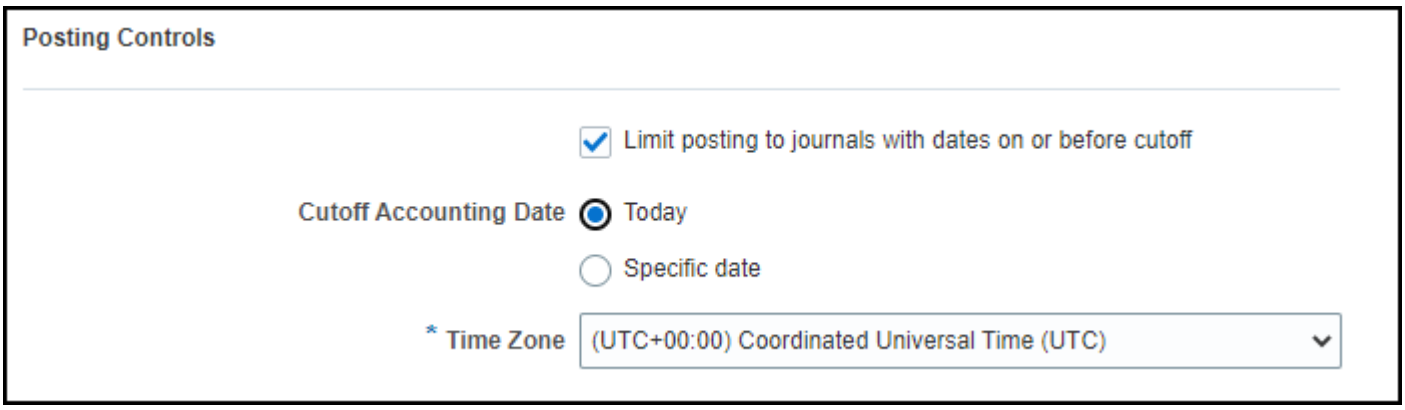
Here's how you set it up after you first enable average balances.

1. In the Posting Controls subsection, select the **Limit posting to journals with dates on or before cutoff** check box.

   Note: When you enable average balances for a new ledger, this check box is selected by default.

2. You can set the cutoff accounting date to either **Today** or **Specific date**. A journal batch becomes eligible for posting only when the accounting dates for all journals in that batch are on or before the cutoff date.

   Today is the default value with a default time zone of **Coordinated Universal Time (UTC)**, as shown in this image.



   You can change the time zone to any other time zone from around the world. The time zone is used to determine when the clock passes 12:00 a.m. for that specified time zone. This indicates the eligible date for posting journal batches with accounting dates on or before that date.

   This table shows how the value for **Today** can vary based on the time zone setting.

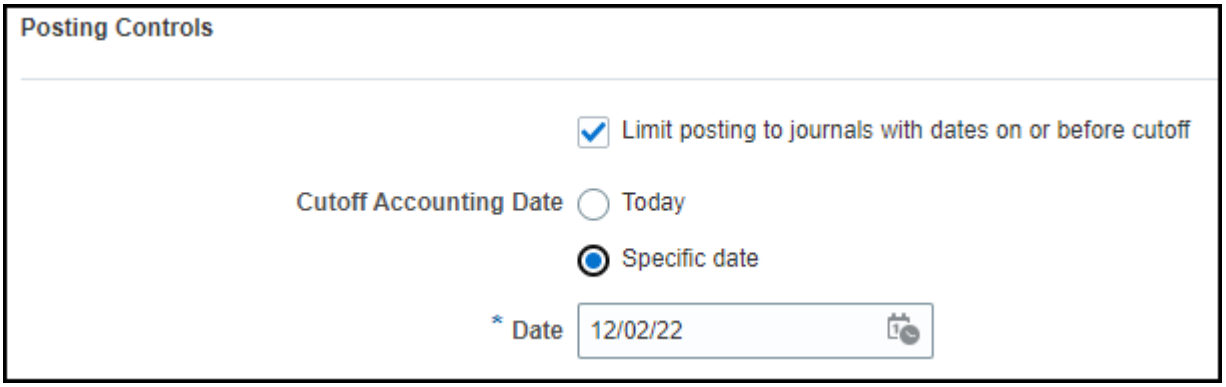
Example of Values for Time Zone, Date and Time, and Today

Time Zone	Date and Time	Today
Coordinated Universal Time (UTC)	November 16, 2022, 5:00 p.m.	November 16, 2022

Time Zone	Date and Time	Today
Sydney Eastern Time (AEST)	November 17, 2022, 3:00 a.m.	November 17, 2022

Set the cutoff accounting date to **Specific date** to set a fixed date as the cutoff for journal batch posting. For a batch to be eligible for posting, all journals in that batch must have an accounting date that's on or before the specified cutoff date. The default value is the current system date. You can update the date as needed.

This image shows an example of the specific date set to **December 2, 2022**.



> **Note:** You can use the ERP Integrations REST Endpoint to update the date when the cutoff accounting date is set to **Specific date**. This is helpful to advance the cutoff accounting date after the required daily period close processes have completed. You can also use the REST to set the cutoff accounting date to **Today** with a specific time zone.

In the Manage Journals page, you can review journal pages that were excluded from posting due to posting control settings. Select the **Postable Detail** column from the View Columns menu in the Search Results section. The postable detail value for such journals is **Not Postable** – **Batch isn't eligible per primary ledger setup**.

You can also review a summary of the excluded journal batches using the Posting Validation report.

Related Topics

- Overview of Average Balance Processing

Processing Options for Nonbusiness Days

You can use two methods to control transaction processing when effective dates fall on nonbusiness days.

- By User: The Enter Journal for Non-Business Day Transactions privilege is assigned by default to both of the predefined General Accounting Manager and General Accountant roles. It controls whether the application allows transactions to be posted on nonbusiness days for manually entered journals.

- By Source: You can specify an Accounting Date Rule for each journal source when average balance processing is enabled. You can select one of the following three options, which tell the application how to handle transactions whose effective dates are nonbusiness days:
    - Leave Alone: Accept transaction dates and complete posting.
    - Fail: Reject transactions and don't post.
    - Roll Date: Roll transactions to the previous valid business day within the same period, and complete posting.

      > **Note:** The roll date can't cross periods to find a valid business day. This example illustrates what happens when the effective date is close to a period boundary. If April third is a Monday and a transaction has an effective date of April second (Sunday), then the effective date is rolled to April third (Monday), not to March thirty-first (Friday).

      Use this method to control nonbusiness day processing of automated journals from your subledger applications, such as Oracle Fusion Receivables and Oracle Fusion Payables.

Opening a Period

When you open an accounting period, the application prepares the new period for journal entry.

If you open a period when average balance processing is enabled, the application initializes the aggregate balances. Period-to-date aggregates are set to zero. Quarter-to-date and year-to-date aggregates are only initialized if the new period is at the beginning of a quarter or a year, respectively. Otherwise, the ending quarter-to-date and year-to-date aggregates from the previous period are carried forward as the beginning balance of the new period.

If you enabled income statement accounts for average balance processing, when you open the first period of a new fiscal year, the application resets the income and expenses accounts to zero. Aggregates are set back to zero at the beginning of each new year for the period average-to-date, quarter average-to-date, and year average-to-date balances. The beginning balance of retained earnings is set to the sum of the prior year's ending balance, plus the net of the ending balances of the income and expenses accounts.

If you haven't enabled income statement accounts for average balance processing, when you open the first period of a new fiscal year, the application sets the nonpostable net income account back to zero. Aggregates are set back to zero at the beginning of each new year for period average-to-date, quarter average-to-date, and year average-to-date balances. The beginning balance of retained earnings is set to the sum of the prior year's ending balance, plus the ending balance of the nonpostable net income account.

FAQs for Average Balance Processing

Why can't I find average daily balances cubes in Calculation Manager?

You can't create allocations for average daily balances cubes. Average balances are used for reporting.