Oracle® MICROS Inventory Management Close Financial Period

User Guide

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Preface

This document provides instructions for setting up the Oracle MICROS Inventory Management Close Financial Period interface, and for exporting financial data for use with third-party financial systems. An export file can meet the following business cases:

- Vendor invoices
- Accruals
- Transfers from stores
- Inventory data
- Waste data

You cannot use Close Financial Period simultaneously with the thick client Back Office interface.

Audience

This document is intended for users who install, train, and use Inventory Management with third-party financial applications.

Customer Support

To contact Oracle Customer Support, access the Support Portal at the following URL: https://iccp.custhelp.com/

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received and any associated log files
- Screen shots of each step you take

Documentation

Oracle MICROS product documentation is available on the Oracle Help Center at https://docs.oracle.com/en/industries/food-beverage/

Revision History

Date	Description of Change
December 2017	• Initial publication
May 2021	• Clarified Accruals Generation Method in the Creating Client Definitions section.
September 2023	• Updated guide title.

1 Setting Up Close Financial Period

Interface Template Files

The Inventory Management installation wizard copies the following interface templates in the `root:\Inetpub\wwwroot\myinventory\common\rst\` folder:

- boexport.Std.IVC.template (Invoices)
- boexport.Std.ACR.template (Accruals)
- boexport.Std.TRF.template (Transfers)
- boexport.Std.WST.template (Waste)
- boexport.Std.IVT.template (Inventory)

Make sure the template files can be found in the folder.

If you are using the Automation Service, make sure the Automation Service installation copied the interface files to the `root:\AutomationService\Rst\` folder.

Synchronizing Financial Periods

You must synchronize the Inventory Management financial period definitions with the Reporting and Analytics definitions.

In Inventory Management, click **Financial Periods**, and then click **Synchronize**.

Financial Period Closing Rule

You can configure whether financial periods can be closed by client or by location:

- Client: You can export financial data by client, and all assigned cost centers are exported.
- Location: You can export financial data by location, and only the cost centers assigned to the location are exported.

To configure the closing rule:

1. In Inventory Management, click **Maintenance**, click **Configuration & Settings**, and then click **Settings**.
2. On the **General** tab, select **Client** or **Location** from the **Close Financial Period per** section.

Buchhaltung Configuration

1. In Inventory Management, click **Maintenance**, click **Configuration & Settings**, and then click **Configuration**.
2. Double-click **settings.ini**, click **BUCHHALTUNG**, and then set the value of **KOSTENSTELLE** to `T`.
3. Set the value of **USELEGACYBO** to empty or `F`.

User Permissions

Set up user permissions for exporting close financial periods.

1. In Inventory Management, click **Maintenance**, click **User Configuration**, and then click **Users or Role Management**.
2. In the **Purchase/Function** section, navigate to **Back Office IFC**.
3. Edit the rights for:
    a. **Close Financial Period**: Allow users to export Close Financial Period data.
    b. **Close Financial Period: Open Period**: Allow users to re-open exported periods for another export.
    c. **Close Financial Period: Change Period**: Allow users to move documents to another open period.

2 Configuring the Master Data

Creating Client Definitions

1. In Inventory Management, click **Master Data**, and then click **Clients**.
2. Select an existing client definition, or click **New**, and then click the **Edit Client** tab.
3. Enter the name of the **Client**, the client **Number** for exporting, and select the applicable **Financial Calendar**.
4. In the **Financial Calendar Creation Rules** section, set the value for each document type:
    a. Ignore: Do not create documents.
    b. Closing Period only: Create documents only for the closing period.
    c. All periods: Create documents in all periods.
5. In the **Accruals Generation Method** section:
    a. Select **Always Create Complete Accruals** if you want to create an accrual for all receipts. If receipt data is not exported with an invoice, then the accruals that were created earlier will be deleted and in the next financial period new accruals are created.
    b. Select **Create Accruals once and resolve with Invoice** if you want to create an accrual for each receipt document. If the receipt did not export with an invoice, the accrual is not created again in the next period. Each accrual document is assigned a specific number for invoice export. If this option is set, then the vendor account is considered for the accrual.

Creating Interface Definitions

You must create an interface definition for each interface template.

1. In Inventory Management, click **Master Data**, and then click **Clients**.
2. Select an existing client definition, or click **New**, and then click the **Close Financial Period** tab.
3. Select **Create File With Scheduler** to automate the export with Automation Service.
4. Select an existing interface definition, or click **Add**.
5. Select the applicable **Interface**, enter a file path
6. Fill out the **Interface Setup** form:
    a. Select the **Interface**.
    b. File Path: Enter a path to the directory for exported files.
    c. File Mask: Enter the filename for exports.
    d. Backup Path: Enter a path to the directory for backup files.
    e. Report Path: Not applicable.
    f. Report File Mask: Not applicable.

g. Used for Document Types: Select the document types that the interface handles.

7. If you want to enable sending exports using an FTP protocol:
   a. Select **Send via FTP**, and then click **FTP Options**.
   b. Fill out the **FTP Settings** form to define the FTP server, login credentials, and the file transfer settings.
8. If you want to enable sending exports using email:
   a. Select **Send via E-Mail**, and then click **E-Mail Options**.
   b. Configure the recipient address and the email subject.

Assigning Clients to Locations

1. In Inventory Management, click **Maintenance**, and then click **Cost Centers and Locations**.
2. For each location, click **Client,** select the client, and then click **OK**.

Creating Cost Center Definitions

1. In Inventory Management, click **Master Data**, and then click **Cost Centers**.
2. Select an existing cost center definition, or click **New**, and then click the **Edit Cost Center** tab.
3. Enter the account number of the cost center in **Account (Cost Center)**, verify the **Assigned To** location, and select the applicable tax rate in **Taxes**.
4. Select the account type in the **Type** section:
   a. Select **For Statistics** if the account does not require financial transactions.
   b. Select **Cost Center** if the account functions as a receiving post with the expense account from the item group.
   c. Select **Store** if you want the system to use the inventory account for COS item groups and the expense account otherwise.
   d. Select **Expenses on Cost Center** if you want to keep the inventory account booked.
5. Click the **Address/Account** tab, click **Client**, select the client, and then click **OK**.

Creating Item Group Accounts

1. In Inventory Management, click **Master Data**, click **Item Setup**, and then click **Item Group**.
2. Select an existing item group definition, or click **New**, and then click the **Edit Item Group** tab.
3. Select the item group type in the **Type** section:
   a. Select **COS Item** to designate the item group as a Cost of Sale account.
   b. Select **Expense** to designate the item group as an expense account.
4. Select the tax rate to apply to the group in the **Purchase Tax** section.
5. Click the **Account Information** tab, and then fill out the following fields:

a. In the **Inventory Account** field, enter the account to which delivery notes post if the group is set as **COS Item** and the cost center is set as **Store**.

b. In the **Expense Account** field, enter the account to which delivery notes post if the item group is set as **Expense** and the cost center is set as **Cost Center**.

c. In the **COS Account** field, enter the account to which inventory bookings post.

d. In the **Accruals Account** field, enter the account to which accruals post. This account replaces the creditor account.

6. Make sure the item group account does not have incomplete information, as you may experience missing account errors during export.

Creating Tax Accounts

1. In Inventory Management, click **Master Data**, and then click **Taxes**.
2. Select an existing tax definition, or click **New**, and then click the **Account/Keys** tab.
3. For each **Tax Account/Code/Key** row, enter the tax account number, an alphanumeric tax key, and a numeric tax key.
4. In the **Purchase Taxes for Deposits** section, enter the percentage of taxes to apply to deposits.
5. In the **Tax Account for Deposit** section, enter the tax account for deposits if the deposits are booked with a unit.
6. In the **Tax Account for Deposit** section, enter the tax account for deposit taxes if the deposits are booked with a unit.

Creating Vendor Accounts

Vendor accounts credit the total invoice amount and create an account payable in the accounting system when exporting invoices.

1. In Inventory Management, click **Master Data**, and then click **Vendors**.
2. Select an existing vendor definition, or click **New**, and then click the **Edit Vendor** tab.
3. Click **Taxes**, select the tax, and then click **OK**.
4. Enter a vendor account number in the **Vendor Account** field.

Creating Waste Group Accounts

1. In Inventory Management, click **Master Data**, and then click **Waste Groups**.
2. Select an existing waste group definition, or click **New**.
3. Enter the waste account number in the **Account** field.

3 Close Financial Period Interface

Viewing Financial Period Status

1. In Inventory Management, click **Close Financial Period**.
2. Click **Client**, select a client, and then click **OK**.
3. You can now view the status of the financial period for the client, and navigate to the next and previous financial periods.
4. The status shows **(CP)** for closing periods and **(TP)** for trading periods.
5. The status shows **First Open** if the financial period is the currently open period, **Last Closed** if the financial period is the most recently closed period, **Closed** if the period is closed, and **Open** if the period is open.
6. The status shows **Inventory Booked** if the client creates inventory data in closing periods, and the inventory is booked.

Viewing Document Status

1. In Inventory Management, click **Close Financial Period**.
2. Click **Client**, select a client, and then click **OK**.
3. You can now view an overall status of documents:
    a. The **Suspended Documents** section shows the number of suspended receipts and the number of open purchase orders. You cannot create accruals for suspended documents.
    b. The **Documents for Accruals** section shows the number of booked receipts.
    c. The **Suspended Invoices** section shows the number of suspended invoices.

Booking and Exporting Invoices

After booking receipts and approving invoices, you can book the invoice by sending the invoice to Accounts Payable (A/P), and then export the invoice.

1. In Inventory Management, click **Purchasing**, click **Invoicing**, and then click **Approved Invoices**.
2. Select the invoices (type BILL) that you want to prepare for export, and then click **Send to A/P**.
3. When the booking operation completes, you can no longer view the invoice in the Approved Invoices screen, and you can view the invoice on the Close Financial Period screen.
4. To move the invoice to another financial period, select an invoice, click **Change Period**, select an open financial period, and then click **OK**.
5. To export the invoice and close the financial period, select the invoices you want to export, and then click **Export and Close**.

Exporting Booked Accruals

1. In Inventory Management, click **Close Financial Period**.
2. Select the accruals (type ACCR), and then click **Create Documents**. This loads accruals into the financial period based on the client document creation settings.
3. To move the accrual to another financial period, select an accrual, click **Change Period**, select an open financial period, and then click **OK**.
4. To export the accruals and close the financial period, select the accruals you want to export, and then click **Export and Close**. The exported accruals do not include tax information.

Exporting Booked Inventories

You can only export booked inventory due to the accounting reliance on final values. As such, the inventory date must match the last date in the defined financial period.

1. In Inventory Management, click **Close Financial Period**.
2. Select the inventories (type NV), and then click **Create Documents**. This loads inventories into the financial period based on the client document creation settings.
3. To move the inventory to another financial period, select an inventory, click **Change Period**, select an open financial period, and then click **OK**.
4. To export the inventories and close the financial period, select the inventories you want to export, and then click **Export and Close**. This exports the value of stock on hand based on the defined accounting number for each item group.

Exporting Booked Transfers

Transfers credit the inventory or expense account from the defined item group in one cost center, and debit the account of the second cost center.

1. In Inventory Management, click **Close Financial Period**.
2. Select the transfers (type TRSF), and then click **Create Documents**. This loads the transfers into the financial period based on the client document creation settings.
3. To move the transfer to another financial period, select a transfer, click **Change Period**, select an open financial period, and then click **OK**.
4. To export the transfers and close the financial period, select the transfers you want to export, and then click **Export and Close**. The exported transfers do not include tax information.

Exporting Booked Waste

Waste data credit the inventory or expense account from the defined item group, and debits the account defined in the waste group.

1. In Inventory Management, click **Close Financial Period**.
2. To move the waste to another financial period, select a waste, click **Change Period**, select an open financial period, and then click **OK**.

3. Select the waste data (type WAST), and then click **Create Documents**. This loads the waste data into the financial period based on the client document creation settings.
4. To export the waste data and close the financial period, select the waste data you want to export, and then click **Export and Close**.

Opening a Closed Financial Period

You can re-open a financial period if you have the required permissions.

1. In Inventory Management, click **Close Financial Period**.
2. Select a closed period, click **Open Period**, and then click **OK**.

4 Export Formats

Invoices

Table 1 - Invoices Format

#	Description	Start Pos.	Max Length	Field Type	Picture
1	Company code/client	1	6	NUMBER	
2	Booking	7	2	NUMBER	
3	Period	9	7	DATE	YYYY.MM
4	Posting date	16	10	DATE	YYYY.MM.DD
5	Invoice date	26	10	DATE	YYYY.MM.DD
6	Invoice due date	36	10	DATE	YYYY.MM.DD
7	Invoice number	46	60	CHAR	
8	Interface transaction number	106	12	NUMBER	
9	Document number	118	6	CHAR	
10	Account type	124	2	NUMBER	
11	Account	126	20	CHAR	
12	Contra account type	146	2	NUMBER	
13	Contra account	148	20	CHAR	
14	Debit credit marker (0=D /1=C)	168	1	NUMBER	
15	Amount (net)	169	17	NUMBER	#.##
16	VAT amount	186	17	NUMBER	#.##
17	VAT percentage	203	3	NUMBER	
18	Tax Key	206	2	NUMBER	
19	Description	208	60	CHAR	
20	Client VAT identification number	268	15	CHAR	
21	EURO indicator	238	1	NUMBER	
22	Cost center	239	60	CHAR	

Accruals

Table 2 - Accruals Format

#	Description	Start Pos.	Max Length	Field Type	Picture
1	Company code/client	1	6	NUMBER	
2	Booking	7	2	NUMBER	
3	Period	9	7	DATE	YYYY.MM
4	Posting date	16	10	DATE	YYYY.MM.DD
5	Invoice date	26	10	DATE	YYYY.MM.DD
6	Space	36	10	CHAR	
7	Invoice number	46	60	CHAR	
8	Interface transaction number	106	12	NUMBER	
9	Document number	118	6	CHAR	
10	Account type	124	2	NUMBER	
11	Account	126	20	CHAR	
12	Contra account type	146	2	NUMBER	
13	Contra account	148	20	CHAR	
14	Debit credit marker (0=D /1=C)	168	1	NUMBER	
15	Amount (net)	169	17	NUMBER	#.##
16	VAT amount	186	17	NUMBER	#.##
17	VAT percentage	203	3	NUMBER	
18	Tax Key	206	2	NUMBER	
19	Description	208	60	CHAR	
20	Client VAT identification number	268	15	CHAR	
21	EURO indicator	238	1	NUMBER	
22	Cost center	239	60	CHAR	

Inventory

Table 3 - Inventory Format

#	Description	Start Pos.	Max Length	Field Type	Picture
1	Company code/client	1	6	NUMBER	
2	Booking	7	2	NUMBER	
3	Period	9	7	DATE	YYYY.MM
4	Posting date	16	10	DATE	YYYY.MM.DD
5	Invoice date	26	10	DATE	YYYY.MM.DD
6	Space	36	10	CHAR	
7	Invoice number	46	60	CHAR	
8	Interface transaction number	106	12	NUMBER	
9	Document number	118	6	CHAR	
10	Account type	124	2	NUMBER	
11	Account	126	20	CHAR	
12	Contra account type	146	2	NUMBER	
13	Contra account	148	20	CHAR	
14	Debit credit marker (0=D /1=C)	168	1	NUMBER	
15	Amount (net)	169	17	NUMBER	#.##
16	VAT amount	186	17	NUMBER	#.##
17	VAT percentage	203	3	NUMBER	
18	Tax Key	206	2	NUMBER	
19	Description	208	60	CHAR	
20	Client VAT identification number	268	15	CHAR	
21	EURO indicator	238	1	NUMBER	
22	Cost center	239	60	CHAR	

Transfers

Table 4 - Transfers Format

#	Description	Start Pos.	Max Length	Field Type	Picture
1	Company code/client	1	6	NUMBER	
2	Booking	7	2	NUMBER	
3	Period	9	7	DATE	YYYY.MM
4	Posting date	16	10	DATE	YYYY.MM.DD
5	Invoice date	26	10	DATE	YYYY.MM.DD
6	Space	36	10	CHAR	
7	Invoice number	46	60	CHAR	
8	Interface transaction number	106	12	NUMBER	
9	Document number	118	6	CHAR	
10	Account type	124	2	NUMBER	
11	Account	126	20	CHAR	
12	Contra account type	146	2	NUMBER	
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14	Debit credit marker (0=D /1=C)	168	1	NUMBER	
15	Amount (net)	169	17	NUMBER	#.##
16	VAT amount	186	17	NUMBER	#.##
17	VAT percentage	203	3	NUMBER	
18	Tax Key	206	2	NUMBER	
19	Description	208	60	CHAR	
20	Client VAT identification number	268	15	CHAR	
21	EURO indicator	238	1	NUMBER	
22	Cost center	239	60	CHAR	

Waste

Table 5 - Waste Format

#	Description	Start Pos.	Max Length	Field Type	Picture
1	Company code/client	1	6	NUMBER	
2	Booking	7	2	NUMBER	
3	Period	9	7	DATE	YYYY.MM
4	Posting date	16	10	DATE	YYYY.MM.DD
5	Invoice date	26	10	DATE	YYYY.MM.DD
6	Space	36	10	CHAR	
7	Invoice number	46	60	CHAR	
8	Interface transaction number	106	12	NUMBER	
9	Document number	118	6	CHAR	
10	Account type	124	2	NUMBER	
11	Account	126	20	CHAR	
12	Contra account type	146	2	NUMBER	
13	Contra account	148	20	CHAR	
14	Debit credit marker (0=D /1=C)	168	1	NUMBER	
15	Amount (net)	169	17	NUMBER	#.##
16	VAT amount	186	17	NUMBER	#.##
17	VAT percentage	203	3	NUMBER	
18	Tax Key	206	2	NUMBER	
19	Description	208	60	CHAR	
20	Client VAT identification number	268	15	CHAR	
21	EURO indicator	238	1	NUMBER	
22	Cost center	239	60	CHAR	