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Preface

This preface introduces information sources that can help you use the application.

Using Oracle Applications

Using Applications Help

Use help icons 📚 to access help in the application. If you don’t see any help icons on your page, click your user image or name in the global header and select Show Help Icons. Not all pages have help icons. You can also access Oracle Applications Help.

Watch: This video tutorial shows you how to find help and use help features.

You can also read Using Applications Help.

Additional Resources

• Community: Use Oracle Cloud Customer Connect to get information from experts at Oracle, the partner community, and other users.

• Guides and Videos: Go to the Oracle Help Center to find guides and videos.

• Training: Take courses on Oracle Cloud from Oracle University.

Conventions

The following table explains the text conventions used in this guide.

<table>
<thead>
<tr>
<th>Convention</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>boldface</td>
<td>Boldface type indicates user interface elements, navigation paths, or values you enter or select.</td>
</tr>
<tr>
<td>monospace</td>
<td>Monospace type indicates file, folder, and directory names, code examples, commands, and URLs.</td>
</tr>
<tr>
<td>&gt;</td>
<td>Greater than symbol separates elements in a navigation path.</td>
</tr>
</tbody>
</table>

Documentation Accessibility

For information about Oracle’s commitment to accessibility, visit the Oracle Accessibility Program website.

Videos included in this guide are provided as a media alternative for text-based help topics also available in this guide.
Contacting Oracle

Access to Oracle Support
Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit My Oracle Support or visit Accessible Oracle Support if you are hearing impaired.

Comments and Suggestions
Please give us feedback about Oracle Applications Help and guides! You can send an e-mail to oracle_fusion_applications_help_ww_grp@oracle.com.
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 Fusion General Ledger and all of the Oracle Fusion 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.

---

**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 Fusion 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 Fusion 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 the Oracle Fusion Calculation Manager. Then:
  o Generate your defined allocation formulas to automatically populate the allocated data to the import interface.
  o Schedule or manually submit the Journal Import process to import the journal lines into the general ledger to create unposted allocation batches.
  o 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:
  o Schedule or manually submit the Revaluation process.
  o 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:
  o Transfers copies of the data from your source ledgers to your target ledgers.
  o Initiates this process at periodic intervals as needed.
  o Automatically creates postable journal entries that update account balances in the target ledger with a journal source of Balance Transfer.
  o Is used to transfer specifically from the primary ledger to its balance level secondary ledger.
  o Uses the primary ledger as the journal source.
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, 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.

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 cannot change a journal entry that is 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 are posted. After posting, either reverse and enter the journal again, or enter a new journal to correct the amounts in question.
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.

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 is important for each journal entry to be reversed separately or to document a specific transaction or adjustment.
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

Analysis

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.

<table>
<thead>
<tr>
<th>Department</th>
<th>Department Number</th>
<th>Debits</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales</td>
<td>200</td>
<td>12</td>
<td></td>
<td>Sales force addition due to territory expansion.</td>
</tr>
<tr>
<td>Accounting</td>
<td>300</td>
<td>10</td>
<td>4</td>
<td>Addition of six new positions and the loss of four due to retirement, which requires four new employees.</td>
</tr>
<tr>
<td>Purchasing</td>
<td>500</td>
<td>8</td>
<td></td>
<td>Addition of four buyers and four warehouse positions.</td>
</tr>
<tr>
<td>Total</td>
<td>Not Applicable</td>
<td>30</td>
<td>4</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
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 are 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Name</td>
<td>UK Sales Adjustment</td>
</tr>
<tr>
<td>Batch Description</td>
<td>Freight costs on purchase of a truck</td>
</tr>
<tr>
<td>Journal Name</td>
<td>UK Sales Adjustment</td>
</tr>
<tr>
<td>Journal Description</td>
<td>Freight costs on purchase of a truck</td>
</tr>
<tr>
<td>Category</td>
<td>Adjustment</td>
</tr>
<tr>
<td>Currency</td>
<td>GBP</td>
</tr>
<tr>
<td>Conversion Rate Type</td>
<td>User</td>
</tr>
<tr>
<td>Conversion Rate</td>
<td>1.59</td>
</tr>
<tr>
<td>Debit Account</td>
<td>Your purchase account</td>
</tr>
<tr>
<td>Debit Amount</td>
<td>500</td>
</tr>
<tr>
<td>Credit Account</td>
<td>Your payables account</td>
</tr>
<tr>
<td>Credit Amount</td>
<td>-500</td>
</tr>
</tbody>
</table>

**Note:** In statistical entries, debits aren't required to equal credits.
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 allows you to select other dates to use a different daily rate. The default conversion date is equal to the journal accounting date.

### How Journal Import Data Is Processed

Use the Journal Import file-based data import to upload journal entry data from external sources into Oracle Fusion 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 File-Based Data Import for Oracle Financials Cloud guide.
2. In the Table of Contents, click **File-Based Data Imports**.
3. Click **Journal Import**.
4. 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.
- Do not change the order of the columns in the template.
- You can hide or skip the columns you do not use, but do not 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 are adding, such as the journal source, category, currency, and amount.

### 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.

**Related Topics**

- File-Based Data Import for Oracle Financials Cloud

**Financial Descriptive Flexfields**

In Oracle Fusion Financial Applications, the descriptive flexfields are available from either the **Basic** or **Advanced Search** sections for all transaction objects that have Secure Enterprise Search (SES) enabled.

Examples of the descriptive flexfields available are:

- Oracle Fusion Payables: Invoices
- Oracle Fusion Receivables: Adjustments
- Oracle Fusion Expenses: Expense
- Oracle Fusion Assets: Assets Invoices
- Intercompany: Intercompany Transaction Headers (Inbound Transaction)
- Intercompany: Intercompany Transaction Batches (Outbound Transaction)
- Oracle Fusion General Ledger: Journal Batches
- Oracle Fusion General Ledger: Journals
- Oracle Fusion Subledger Accounting: Subledger Journal Entry Header
Descriptive flexfields consists of segments.

The following table lists the descriptive flexfield segments.

<table>
<thead>
<tr>
<th>Segment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Segment</td>
<td>Are always displayed, if enabled.</td>
</tr>
<tr>
<td>Context Segment</td>
<td>Used to determine which context sensitive segments are displayed.</td>
</tr>
<tr>
<td>Context Sensitive Segment</td>
<td>Displayed values based on the defined value in the context segment.</td>
</tr>
</tbody>
</table>

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 are not displayed by default. When a Global Segment is added to a Search Panel, it is 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:

1. Global Segments
2. Context Segments
3. 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 are also displayed in your defined sequence order.

**Related Topics**

- Intercompany 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.

**Analysis**

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.
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.

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 Financials Cloud 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
• Accounting Attribute Assignments

**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

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.
- 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 encountered during the journal import process.

Related Topics

- Guidelines for Using Desktop Integrated Excel Workbooks
- Overview of Profile Options

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 which 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 are not equal or
• The percentage difference in the accounted amounts is equal to or greater than the **Balancing Threshold Percentage** 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 is not 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
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Example 2: A multicurrency journal that is not balanced by clearing company.

1. On the Specify Ledger Options page, set:
   - Currency: USD
   - Enable Suspense option is not 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 Financials reflect the traditional segregation between the Oracle General Ledger and associated subledgers. Detailed transactional information is captured in the subledgers and periodically imported and posted in summary or detail to the 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.

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

**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.
- Optionally, run the Optimizer process to ensure optimal system performance.
- 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.

**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

- File-Based Data Import for Oracle Financials Cloud
- Overview of External Data Integration Services for Oracle Cloud
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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EP01</td>
<td>This date is not in any open or future enterable period.</td>
</tr>
<tr>
<td>EP03</td>
<td>This date is not within any period in an open encumbrance year.</td>
</tr>
<tr>
<td>EP04</td>
<td>This date is not a business day.</td>
</tr>
<tr>
<td>EP05</td>
<td>There are no business days in this period.</td>
</tr>
</tbody>
</table>

The following table describes the unbalanced journal error codes.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WU01</td>
<td>This journal entry is unbalanced. It is processed because suspense posting is allowed in this ledger.</td>
</tr>
<tr>
<td>EU02</td>
<td>This journal entry is unbalanced and suspense posting is not allowed in this ledger.</td>
</tr>
<tr>
<td>EU03</td>
<td>This encumbrance journal entry is unbalanced and the Reserve for Encumbrance account is not defined.</td>
</tr>
</tbody>
</table>

The following table describes the flexfield error codes.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EF01</td>
<td>This account is inactive for this accounting date.</td>
</tr>
<tr>
<td>EF02</td>
<td>Detail posting not allowed for this account.</td>
</tr>
<tr>
<td>EF03</td>
<td>Disabled account.</td>
</tr>
<tr>
<td>EF04</td>
<td>This is an invalid account. Check your cross-validation rules and segment values.</td>
</tr>
<tr>
<td>EF05</td>
<td>There is no account with this Code Combination ID.</td>
</tr>
<tr>
<td>EF06</td>
<td>The alternate account is invalid.</td>
</tr>
</tbody>
</table>
The following table describes the foreign currency error codes.

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

The following table describes the budget error codes.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EB01</td>
<td>A budget version is required for budget lines.</td>
</tr>
<tr>
<td>EB02</td>
<td>Journals cannot be created for a frozen budget.</td>
</tr>
<tr>
<td>EB03</td>
<td>The budget year is not open.</td>
</tr>
<tr>
<td>EB04</td>
<td>This budget does not exist for this ledger.</td>
</tr>
</tbody>
</table>
## Journals

The following table describes the encumbrance error codes.

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

The following table describes the reversal error codes.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ER01</td>
<td>This reversal period name is invalid. Check your calendar for valid periods.</td>
</tr>
<tr>
<td>ER02</td>
<td>This reversal period name is invalid. Check your calendar for valid periods.</td>
</tr>
<tr>
<td>ER03</td>
<td>The reversal date must be provided.</td>
</tr>
<tr>
<td>ER04</td>
<td>This reversal date is not in a valid period.</td>
</tr>
<tr>
<td>ER05</td>
<td>This reversal date is not in your database date format.</td>
</tr>
<tr>
<td>ER06</td>
<td>Your reversal date must be the same as or after your effective date.</td>
</tr>
<tr>
<td>ER07</td>
<td>This reversal date is not a business day.</td>
</tr>
</tbody>
</table>
### Oracle Financials Cloud

**Chapter 2**

**Using General Ledger**

**Journals**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ER08</td>
<td>There are no business days in your reversal period.</td>
</tr>
<tr>
<td>ER09</td>
<td>Default reversal information could not be determined.</td>
</tr>
</tbody>
</table>

The following table describes the descriptive flexfield error codes.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED01</td>
<td>The context and attribute values do not form a valid descriptive flexfield for Journals - Journal Entry Lines.</td>
</tr>
<tr>
<td>ED02</td>
<td>The context and attribute values do not form a valid descriptive flexfield for Journals - Captured Information.</td>
</tr>
</tbody>
</table>

The following table describes the miscellaneous error codes.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EM01</td>
<td>Invalid journal entry category.</td>
</tr>
<tr>
<td>EM02</td>
<td>There are no journal entry categories defined.</td>
</tr>
<tr>
<td>EM05</td>
<td>The ENCUMBRANCE_TYPE_ID column must be null for actual journals.</td>
</tr>
<tr>
<td>EM06</td>
<td>The budget_version_id column must be null for actual journals.</td>
</tr>
<tr>
<td>EM07</td>
<td>The statistical amount belongs in the entered_dr or entered_cr column when entering a STAT currency journal line.</td>
</tr>
<tr>
<td>EM09</td>
<td>There is no Transaction Code defined.</td>
</tr>
<tr>
<td>EM10</td>
<td>Invalid Transaction Code.</td>
</tr>
<tr>
<td>EM12</td>
<td>An error occurred when generating sequential numbering.</td>
</tr>
<tr>
<td>EM13</td>
<td>The assigned sequence is inactive.</td>
</tr>
<tr>
<td>EM14</td>
<td>There is a sequential numbering setup error resulting from a missing grant or synonym.</td>
</tr>
<tr>
<td>EM17</td>
<td>Sequential numbering is always used and there is no assignment for this ledger and journal entry category.</td>
</tr>
<tr>
<td>EM18</td>
<td>Manual document sequences cannot be used with Journal Import.</td>
</tr>
<tr>
<td>EM19</td>
<td>Value Added Tax data is only valid in conjunction with actual journals.</td>
</tr>
</tbody>
</table>
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.

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 Financials Cloud 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
- Accounting Attribute Assignments

### 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

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 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 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.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>How It Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
<td>Leave the fields blank on the Reverse Journal Batch window. Each of these journals is reversed according to the journal’s reversal settings.</td>
</tr>
<tr>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>You want to reverse multiple journals from different batches using the reversal settings specified on each journal in these batches.</td>
<td>Use the Manage Journals page to select the rows for the batches and then select the reverse batch action. Each journal that is eligible for reversal in these batches is reversed according to the journal’s reversal settings.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Values</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reversal Period</td>
<td>No Default, Same Period, Next Period, Next Nonadjusting Period, Next Day, Same Day</td>
<td>Accounting period for the resulting reversal journal. The following values apply only to average balance ledgers: <strong>Next Day, Same Day</strong>. Selecting those values for a ledger that isn’t an average balance ledger is the same as selecting the value <strong>No Default</strong>.</td>
</tr>
<tr>
<td>Reversal Date</td>
<td>First Day, Next Day, Last Day</td>
<td>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: <strong>Next Nonadjusting Period, Next Period, Same Period</strong>.</td>
</tr>
<tr>
<td>Reversal Method</td>
<td>Change Sign, Switch Debit or Credit</td>
<td>Method for reversing amounts in the reversal journal.</td>
</tr>
<tr>
<td>Automatic Reversal Option</td>
<td>None, Reverse Automatically, Reverse and Post Automatically</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.
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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 synchronized 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.
- Your implementation scenario is one of the following:
  - New implementation
  - An upgrade of existing applications and you opt in to the Synchronize Journal Reversal Approvals Between Primary and Secondary Ledgers feature

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.

<table>
<thead>
<tr>
<th>How was the journal that’s going to be reversed created in the secondary ledger?</th>
<th>Did you assign a journal reversal criteria set to the secondary ledger?</th>
<th>How is the journal reversed in the secondary ledger?</th>
</tr>
</thead>
<tbody>
<tr>
<td>The journal was replicated from the primary ledger.</td>
<td>Yes</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: Because the journal was replicated from the primary ledger, the journal reversal criteria set has no impact on the reversal.</td>
</tr>
<tr>
<td>The journal was created directly in the secondary ledger.</td>
<td>Yes</td>
<td>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.</td>
</tr>
<tr>
<td>The journal was replicated from the primary ledger.</td>
<td>No</td>
<td>The journal is reversed automatically when the journal in the primary ledger is reversed.</td>
</tr>
<tr>
<td>The journal was created directly in the secondary ledger.</td>
<td>No</td>
<td>You must specify reversal information in the journal and manually reverse the journal in the secondary ledger.</td>
</tr>
</tbody>
</table>
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**

- New Feature Opt-In

## 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 journal creation spreadsheet in Oracle Fusion Application Development Framework Desktop Integration. 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.
Automatic or Manual Journal Posting

The two methods for posting journal batches are:

- Manually from the Manage Journals or Create Journal pages
- Automatically using criteria sets, spreadsheet creation, allocation and revaluation processes, or propagation to secondary ledgers

Manually Posting

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 Fusion 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.

Automatically Posting

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 program after journal import processes for increased efficiency.

Statuses for Unposted Journal Batches

All batches that are not 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 that the posting process has not 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. Completed journals that are not posted are listed on the Requiring Attention tab of the Journals work area landing page and the General Accounting dashboard.
Using the Incomplete Status

Use the **Incomplete** status to prevent posting of your journal batch while waiting on information or have not completed all the entries within the batch. For example, you must verify that the amounts or accounts entered on the journal or have additional journal entries or lines to add. The **Incomplete** status also prevents the journal batch from being selected for posting by the AutoPost program.

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

  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.

Legend
*Entered and accounted amounts are in balance or accounted amount differences are within threshold

Balanced?*

Balanced by balancing segment value?*

Accounted amount differences remaining?

Rounding account defined?

Posting fails

Suspending balancing lines created

Balancing complete

Intercompany enabled?

Intercompany balancing lines created

Difference added to largest line

Rounding balancing lines created

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 example 5, this option is set to 1.
- **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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Entered (USD) Debit</th>
<th>Entered (USD) Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>101. 10. 11300.000.000</td>
<td>10,000.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>101. 10. 11200.000.000</td>
<td></td>
<td>10,000.01</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>10,000.00</td>
<td>10,000.01</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Entered (USD) Debit</th>
<th>Entered (USD) Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>101. 10. 11300.000.000</td>
<td>10,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>101. 10. 11200.000.000</td>
<td></td>
<td>10,000.01</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>101. 10. 29900.000.000</td>
<td>0.01</td>
<td></td>
<td>Suspense line.</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>10,000.01</td>
<td>10,000.01</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Entered (GBP) Debit</th>
<th>Entered (GBP) Credit</th>
<th>Accounted (USD) Debit</th>
<th>Accounted (USD) Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>101. 10. 11300.000.000</td>
<td>10,000.00</td>
<td></td>
<td>15,297.54</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>101. 10. 11200.000.000</td>
<td>10,000.00</td>
<td></td>
<td>15,297.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>10,000.00</td>
<td>10,000.00</td>
<td>15,297.54</td>
<td>15,297.55</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Entered (GBP) Debit</th>
<th>Entered (GBP) Credit</th>
<th>Accounted (USD) Debit</th>
<th>Accounted (USD) Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>101.10.11300.000.000</td>
<td>10,000.00</td>
<td></td>
<td>15,297.54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>101.10.11200.000.000</td>
<td>10,000.00</td>
<td></td>
<td>15,297.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>101.10.29900.000.000</td>
<td>0.01</td>
<td></td>
<td></td>
<td></td>
<td>Suspense line.</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>10,000.00</td>
<td>10,000.00</td>
<td>15,297.55</td>
<td>15,297.55</td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Entered (USD) Debit</th>
<th>Entered (USD) Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>101.10.11300.000.000</td>
<td>10,000.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>102.10.11200.000.000</td>
<td>10,000.01</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>10,000.00</td>
<td>10,000.01</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Entered (USD) Debit</th>
<th>Entered (USD) Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>101.10.11300.000.000</td>
<td>10,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Entered (USD) Debit</th>
<th>Entered (USD) Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>101. 10. 11300.000.000</td>
<td>10,000.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>102. 10. 11200.000.000</td>
<td>10,000.00</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Entered (USD) Debit</th>
<th>Entered (USD) Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>101. 10. 11300.000.000</td>
<td>10,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>102. 10. 11200.000.000</td>
<td>10,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>102. 10. 18100.000.101</td>
<td>10,000.00</td>
<td></td>
<td>Intercompany balancing line.</td>
</tr>
<tr>
<td>4</td>
<td>101. 10. 29100.000.102</td>
<td>10,000.00</td>
<td></td>
<td>Intercompany balancing line.</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>20,000.00</td>
<td>20,000.00</td>
<td></td>
</tr>
</tbody>
</table>
Example 5: Rounding Difference

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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Entered (GBP) Debit</th>
<th>Entered (GBP) Credit</th>
<th>Accounted (USD) Debit</th>
<th>Accounted (USD) Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>101. 10. 11300.000.000</td>
<td>10,000.00</td>
<td></td>
<td>15,297.54</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>101. 10. 11200.000.000</td>
<td></td>
<td>4,500.00</td>
<td></td>
<td>6,883.89</td>
</tr>
<tr>
<td>3</td>
<td>101. 10. 12110.000.000</td>
<td></td>
<td>5,500.00</td>
<td></td>
<td>8,413.64</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>10,000.00</td>
<td>10,000.00</td>
<td>15,297.54</td>
<td>15,297.53</td>
</tr>
</tbody>
</table>

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 calculating 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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Entered (GBP) Debit</th>
<th>Entered (GBP) Credit</th>
<th>Accounted (USD) Debit</th>
<th>Accounted (USD) Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>101. 10. 11300.000.000</td>
<td>10,000.00</td>
<td></td>
<td>15,297.54</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>101. 10. 11200.000.000</td>
<td></td>
<td>4,500.00</td>
<td></td>
<td>6,883.89</td>
</tr>
</tbody>
</table>
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

- 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.
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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Currency</th>
<th>Entered Debit</th>
<th>Entered Credit</th>
<th>Accounted (USD) Debit</th>
<th>Accounted (USD) Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>101. 10. 11300.000.000</td>
<td>GBP</td>
<td>10,000.00</td>
<td></td>
<td>15,297.54</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>101. 10. 11200.000.000</td>
<td>ANG</td>
<td>9,500.00</td>
<td>9,500.00</td>
<td>9,500.00</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>10,000.00</td>
<td>9,500.00</td>
<td>15,297.54</td>
<td>9,500.00</td>
</tr>
</tbody>
</table>

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 is not within the specified threshold of 1 percent.

\[\textbf{Note:}\] 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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Currency</th>
<th>Entered Debit</th>
<th>Entered Credit</th>
<th>Accounted (USD) Debit</th>
<th>Accounted (USD) Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>101. 10. 11300.000.000</td>
<td>GBP</td>
<td>10,000.00</td>
<td></td>
<td>15,297.54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>101. 10. 11200.000.000</td>
<td>ANG</td>
<td>9,500.00</td>
<td>9,500.00</td>
<td>9,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>101. 10. 29900.000.000</td>
<td>ANG</td>
<td>9,500.00</td>
<td>9,500.00</td>
<td>9,500.00</td>
<td></td>
<td>Suspense line.</td>
</tr>
<tr>
<td>4</td>
<td>101. 10. 29900.000.000</td>
<td>GBP</td>
<td>10,000.00</td>
<td>15,297.54</td>
<td>15,297.54</td>
<td></td>
<td>Suspense line.</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>19,500.00</td>
<td>19,500.00</td>
<td>24,797.54</td>
<td>24,797.54</td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Currency</th>
<th>Entered Debit</th>
<th>Entered Credit</th>
<th>Accounted (USD) Debit</th>
<th>Accounted (USD) Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>101. 10, 11300.000.000</td>
<td>GBP</td>
<td>10,000.00</td>
<td></td>
<td>15,297.54</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>101. 10, 11200.000.000</td>
<td>ANG</td>
<td></td>
<td>9,500.00</td>
<td>15,297.54</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>10,000.00</td>
<td>9,500.00</td>
<td>15,297.54</td>
<td>15,297.54</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Currency</th>
<th>Entered Debit</th>
<th>Entered Credit</th>
<th>Accounted (USD) Debit</th>
<th>Accounted (USD) Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>101. 10, 11300.000.000</td>
<td>GBP</td>
<td>10,000.00</td>
<td></td>
<td>15,297.54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>101. 10, 11200.000.000</td>
<td>ANG</td>
<td></td>
<td>9,500.00</td>
<td>15,297.54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>101. 10, 22270.000.000</td>
<td>ANG</td>
<td>9,500.00</td>
<td></td>
<td>15,297.54</td>
<td></td>
<td>Entered currency balancing line.</td>
</tr>
<tr>
<td>4</td>
<td>101. 10, 22270.000.000</td>
<td>GBP</td>
<td>10,000.00</td>
<td></td>
<td>15,297.54</td>
<td></td>
<td>Entered currency balancing line.</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>19,500.00</td>
<td>19,500.00</td>
<td>30,595.08</td>
<td>30,595.08</td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Currency</th>
<th>Entered Debit</th>
<th>Entered Credit</th>
<th>Accounted (USD) Debit</th>
<th>Accounted (USD) Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>101. 10. 11300.000.000</td>
<td>GBP</td>
<td>10,000.00</td>
<td>15,297.54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>102. 10. 11200.000.000</td>
<td>ANG</td>
<td>9,500.00</td>
<td>15,297.54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>10,000.00</td>
<td>9,500.00</td>
<td>15,297.54</td>
<td>15,297.54</td>
</tr>
</tbody>
</table>

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 is not 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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Currency</th>
<th>Entered Debit</th>
<th>Entered Credit</th>
<th>Accounted (USD) Debit</th>
<th>Accounted (USD) Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>101. 10. 11300.000.000</td>
<td>GBP</td>
<td>10,000.00</td>
<td>15,297.54</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>102. 10. 11200.000.000</td>
<td>ANG</td>
<td>9,500.00</td>
<td>15,297.54</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>101. 10. 29100.000.102</td>
<td>USD</td>
<td>15,297.54</td>
<td>15,297.54</td>
<td></td>
<td></td>
<td>Intercompany balancing line.</td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Currency</th>
<th>Entered Debit</th>
<th>Entered Credit</th>
<th>Accounted (USD) Debit</th>
<th>Accounted (USD) Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>101. 10. 11300.000.000</td>
<td>GBP</td>
<td>10,000.00</td>
<td></td>
<td>15,297.54</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>101. 10. 11200.000.000</td>
<td>ANG</td>
<td></td>
<td>9,500.00</td>
<td>15,297.54</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>101. 10. 11200.000.000</td>
<td>GBP</td>
<td></td>
<td>10,000.00</td>
<td>15,297.54</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>101. 10. 11300.000.000</td>
<td>ANG</td>
<td>9,500.00</td>
<td></td>
<td>15,297.35</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>19,500.00</td>
<td>19,500.00</td>
<td>30,594.89</td>
<td>30,595.08</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Currency</th>
<th>Entered Debit</th>
<th>Entered Credit</th>
<th>Accounted (USD) Debit</th>
<th>Accounted (USD) Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>101.10.11300.000.000</td>
<td>GBP</td>
<td>10,000.00</td>
<td></td>
<td>15,297.54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>101.10.11200.000.000</td>
<td>ANG</td>
<td></td>
<td>9,500.00</td>
<td></td>
<td>15,297.54</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>101.10.11300.000.000</td>
<td>GBP</td>
<td>10,000.00</td>
<td></td>
<td></td>
<td>15,297.54</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>101.10.11300.000.000</td>
<td>ANG</td>
<td>9,500.00</td>
<td></td>
<td></td>
<td>15,297.35</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>101.10.78550.000.000</td>
<td>ANG</td>
<td></td>
<td>0.19</td>
<td></td>
<td></td>
<td>Rounding line.</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>19,500.00</td>
<td>19,500.00</td>
<td>30,595.08</td>
<td>30,595.08</td>
<td></td>
</tr>
</tbody>
</table>

**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 Fusion General Ledger and the subledgers Oracle Fusion Payables and Oracle Fusion 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:
   o Offering: Financials
   o Functional Area: General Ledger
   o 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.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Ledger or Ledger Set</th>
<th>Source</th>
<th>Category</th>
<th>Accounting Period</th>
<th>Balance Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vision Corporation</td>
<td>Payables</td>
<td>All</td>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>2</td>
<td>Vision Corporation</td>
<td>Receivables</td>
<td>All</td>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>3</td>
<td>Vision Corporation</td>
<td>Fast Assets</td>
<td>All</td>
<td>All</td>
<td>All</td>
</tr>
</tbody>
</table>

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

• 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.

<table>
<thead>
<tr>
<th>Error</th>
<th>Cause</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unopened accounting period</td>
<td>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.</td>
<td>Open the period.</td>
</tr>
<tr>
<td>Invalid or no journals</td>
<td>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.</td>
<td>Correct the error that caused the journal import to fail.</td>
</tr>
<tr>
<td>Invalid or no journals</td>
<td>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.</td>
<td>Revise the criteria set.</td>
</tr>
</tbody>
</table>

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.

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.

**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.

**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 Financials Cloud 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
• Accounting Attribute Assignments

## 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.
• Where you are 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.
<table>
<thead>
<tr>
<th>Condition</th>
<th>Approval Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 50,000 USD</td>
<td>No approval required</td>
</tr>
<tr>
<td>Between 50,000 and 100,000 USD</td>
<td>One level of approval required</td>
</tr>
<tr>
<td>Greater than 100,000 USD</td>
<td>Two levels of approval required</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>List Builder</th>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisory</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Job Level</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Approval Group</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Resource</td>
<td>Builds the approvers list by using a specific user, enterprise group or application role.</td>
<td></td>
</tr>
</tbody>
</table>
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 are 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

- Overview of Approval Management
- Update Existing Setup Data

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). You can use spreadsheet templates available on the Manage Workflow Rules in Spreadsheet page to manage rules for Financials application workflows.

📝 **Note:** Currently, only Payables Invoice Approval and General Ledger Journal Approval workflows use this feature.
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.

**Manage Workflow Rules Using a Spreadsheet**

Before creating and managing workflow rules, perform the following steps:

1. Sign in to the application as a Financial Application Administrator.
2. Verify if the Approval Routing Administration feature is enabled. If it is not enabled, navigate to the Offerings work area and enable the Approval Routing Administration feature as follows:
   - Offering: Financials
   - Functional Area: Financials
   - Feature: Approval Routing Administration
3. In the Setup and Maintenance work area, use the following:
   - Offering: Financials
Download the Rules Template

To download the rule template, perform the following 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. The rule template spreadsheet has the following sheets:

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 on 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 the following 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 are not matched to a purchase order must be approved by two levels of the supervisory hierarchy starting from the manager of the user who is creating 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.

To define approval rules, use the Workflow Rules sheet. Enter the details in the following sections:

1. **Rule Description**

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

2. **Approvers**

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

<table>
<thead>
<tr>
<th>Approval Routing</th>
<th>How Approval Routing Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisory Hierarchy</td>
<td>Members of the supervisory hierarchy beginning from the first applicable approver receive approval notifications.</td>
</tr>
<tr>
<td>Group in Parallel</td>
<td>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.</td>
</tr>
<tr>
<td>Group in Serial</td>
<td>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.</td>
</tr>
<tr>
<td>Group First Responder</td>
<td>Members of an approval group receive approval notifications. All members receive notifications at the same time. Only one member needs to take action on the approval notification.</td>
</tr>
<tr>
<td>Job Level Hierarchy</td>
<td>Members of the job hierarchy beginning from the first applicable approver receive approval notifications.</td>
</tr>
<tr>
<td>User</td>
<td>The specified application user receives the approval notification.</td>
</tr>
<tr>
<td>Role</td>
<td>The users with the specified application role receive the approval notification.</td>
</tr>
<tr>
<td>Auto Approve</td>
<td>Transactions that are automatically approved. No notifications are sent.</td>
</tr>
<tr>
<td>Auto Reject</td>
<td>Transactions that are automatically rejected. No notifications are sent.</td>
</tr>
<tr>
<td>FYI</td>
<td>Information only notifications. No action is required from the approver.</td>
</tr>
<tr>
<td>Skip Approval</td>
<td>Transactions for which the rule is not applicable. No notifications are sent.</td>
</tr>
</tbody>
</table>

**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.

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:

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

To add an attribute:

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

For example, for Payables, in the Invoice Approval template, you can select attributes such as Business Unit and Invoice Amount from the list of values associated with 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. The following table lists the supported operators.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Value Type</th>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attribute is a specific value</td>
<td>Text, number, or date</td>
<td>value</td>
<td>If the Invoice Type is Standard, then enter the value as: Standard</td>
</tr>
<tr>
<td>Attribute value is one of multiple specific values</td>
<td>Text or number</td>
<td>in (value 1, value 2, ...)</td>
<td>If the BU name is Vision Operations, Vision Services, or Vision Foods then enter the value as: In (Vision Operations, Vision Services, Vision Foods)</td>
</tr>
<tr>
<td>Attribute value should be within a range of values</td>
<td>Number or date</td>
<td>between value 1 and value 2 or value 1 to value 2</td>
<td>If the Invoice Date is between 01 August 2018 to 01 August 2019, then enter the value as: Between 01/08/2018 and 31/08/2019 OR 01/08/2018 to 31/08/2018</td>
</tr>
<tr>
<td>Attribute value starts with a specific value</td>
<td>Text</td>
<td>Starts with value</td>
<td>If the BU name starts with Vision then enter the value as: Starts with Vision</td>
</tr>
<tr>
<td>Attribute value ends with a specific value</td>
<td>Text</td>
<td>Ends with value</td>
<td>If the BU name ends with Operations then enter the value as:</td>
</tr>
<tr>
<td>Condition</td>
<td>Value Type</td>
<td>Format</td>
<td>Example</td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
<td>-----------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Ends with Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attribute value contains a specific value</td>
<td>Text</td>
<td>Contains value</td>
<td>If the Pay Group contains Standard then enter the value as: Contains Standard</td>
</tr>
<tr>
<td>Attribute value matches a specific value</td>
<td>Text</td>
<td>Matches value</td>
<td>If the Description matches manual invoice then enter the value as: Matches manual\s(*) invoice</td>
</tr>
<tr>
<td>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</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attribute value is more than or equal to a specific number</td>
<td>Number</td>
<td>More than equal to number OR &gt;= number</td>
<td>If the Invoice amount is more than or equal to 500, then enter the value as: More than equal to 500 OR &gt;= 500</td>
</tr>
<tr>
<td>Attribute value is less than or equal to a specific number</td>
<td>Number</td>
<td>Less than equal to number OR &lt;= number</td>
<td>If the Invoice amount is less than or equal to 500, then enter the value as: Less than equal to 500 OR &lt;= 500</td>
</tr>
<tr>
<td>Condition</td>
<td>Value Type</td>
<td>Format</td>
<td>Example</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>------------</td>
<td>----------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Attribute value is more than a specific number</td>
<td>Number</td>
<td>More than number</td>
<td>If the Invoice amount is more than 500, then enter the value as:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>&gt;number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>&gt;500</td>
<td></td>
</tr>
<tr>
<td>Attribute value is less than a specific number</td>
<td>Number</td>
<td>Less than number</td>
<td>If the Invoice amount is less than 500, then enter the value as:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt;number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt;500</td>
<td></td>
</tr>
<tr>
<td>Attribute value is on or before a specific date</td>
<td>Date</td>
<td>On or before date</td>
<td>If the Invoice date is on or before 01/10/2018, then enter the value as:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attribute value is on or after a specific date</td>
<td>Date</td>
<td>On or after date</td>
<td>If the Invoice date is on or after 01/10/2018, then enter the value as:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attribute value is before a specific date</td>
<td>Date</td>
<td>Before date</td>
<td>If the Invoice date is before 01/10/2018, then enter the value as:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attribute value is after a specific date</td>
<td>Date</td>
<td>After date</td>
<td>If the Invoice date is after 01/10/2018, then enter the value as:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attribute value is a specific value and the condition must be evaluated as case insensitive</td>
<td>Text</td>
<td>Equals ignore case value</td>
<td>If the Invoice Source is equal to Manual, then enter the value as:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The operators are not case sensitive. However, you must enter the date in the DD/MM/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 is not 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 where you define a business rule and all aspects of the business rule. 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 needs to 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 the following steps:

1. Open the Data Set sheet of the rule template.
2. In the **Set Name** column, enter a unique name.
3. Depending on the approval routing of the rule for which you are using the data set, enter the value in the **Approval Group/Supervisory Level/Job Level Range/Role**
   For the given example, specify the approval group name in the **Approval Group/Supervisory Level/Job Level Range/Role** column.

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

4. 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.

5. Enter values for each varying attribute. You can also use the supported operators with the values.
6. Click **Add New Column** to create additional columns for varying attributes.
7. 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 by prefixing the data set name with $. For example, if you want to reference a data set named Supervisory, then in the workflow Rules sheet, enter the value as **$Supervisory Set**.

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, you can enter data set references in the following 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 are 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**
- Configuring Offerings: Procedure
- Update Existing Setup Data

**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.

<table>
<thead>
<tr>
<th>Rule Name</th>
<th>Approval Routing</th>
<th>Approval Condition Attribute</th>
<th>Approval Condition Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source_amount up to 250000</td>
<td>Auto Approve</td>
<td>Journal Batch Total Accounted Credit</td>
<td>&lt;=250000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Journal Source Name</td>
<td>in (Manual, AutoCopy, Spreadsheet)</td>
</tr>
<tr>
<td>Source_amount up to 250000_other source</td>
<td>Skip Approval</td>
<td>Journal Batch Total Accounted Credit</td>
<td>&lt;=250000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Journal Source Name</td>
<td>not in (Manual, AutoCopy, Spreadsheet)</td>
</tr>
<tr>
<td>Source_amount greater than 250000</td>
<td>Supervisory</td>
<td>Journal Batch Total Accounted Credit</td>
<td>&gt;250000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Journal Source Name</td>
<td>in (Manual, AutoCopy, Spreadsheet)</td>
</tr>
<tr>
<td>Source_amount greater than 250000_other source</td>
<td>Skip Approval</td>
<td>Journal Batch Total Accounted Credit</td>
<td>&gt;250000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Journal Source Name</td>
<td>not in (Manual, AutoCopy, Spreadsheet)</td>
</tr>
</tbody>
</table>

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.

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.

Create Journal Approval Rules Using Oracle Business Process Management

**Video**

![Watch](This video tutorial shows you how to create journal approval rules that either automatically approve a journal batch, or that route the batch for supervisory approvals based on the ledger and journal amounts. The content of this video is also covered in text topics.

**Procedure**

You can use the Business Process Management Worklist application to configure journal approval rules. 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 from the list, select More Details.
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 Journal Approvals 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 has 17 predefined participants. Typically you use only one or two participants, but you have the flexibility 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 Add Rule icon.
10. In the Name field, enter the name of the rule: Between 500 and 10000.
11. 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.

12. In the IF section, click the Left Value icon. The Condition Browser window opens.
13. Click the Expand icon on the Maximum Amount Journal folder.
14. Click the Name attribute, which represents the ledger name.
15. Click OK. The Condition Browser window closes and the attribute name is populated in the Left Value field.
16. In the Right Value field, enter the name of the ledger in quotation marks, for example, enter "Vision Operations (USA)".

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

17. Click the Add simple test icon from the list to add another condition.
18. Click the Left Value icon. The Condition Browser window opens.
19. 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.
20. Click OK. The Condition Browser window closes.
21. In the second condition, click in the Operator field and select the operator named between.
22. Click the Right Value icon. The Right Operand window opens.
23. In the Operand 1 field, enter the lower limit as 500.
24. In the Operand 2 field, enter the upper limit as 10000.
25. Click OK. The Right Operand window closes.
26. To configure the action to send the journal batch for one level of supervisory approval, click the Add Action icon in the THEN section.
27. 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.

28. To route the journal batch for one level of supervisory approval, in the **Number of levels** field, enter 1.
29. In the **Starting Participant** field, click **Search**. The Add Hierarchy Participant window opens and the **Get Manager** option is selected by default.
30. 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.creator.
31. Click **OK**. The Add Hierarchy Participant window closes.
32. 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.

33. Click the **Get User** button.
34. In the **Reference User** field, enter the sign in name of the top participant within quotation marks.
35. Click **OK**. The Add Hierarchy Participant window closes.
36. From the Tasks to be configured pane, click **Save**. The Enter Comments window opens.
37. Click **OK**. The Enter Comments window closes and a message appears stating that the rule has been saved.
38. 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 configure journal approval rules in the Business Process Management Worklist application. 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Period Type</td>
<td>Name of the accounting calendar.</td>
</tr>
<tr>
<td>Batch Type Indicator</td>
<td>Indicator for the type of amounts that the batch contains. Valid values are A or E, representing the following respective types: Actual and Encumbrance.</td>
</tr>
<tr>
<td>Approval Status</td>
<td>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.</td>
</tr>
<tr>
<td>Approver Employee ID</td>
<td>Internal identifier of the employee who submitted the batch for approval. For Oracle internal use only.</td>
</tr>
<tr>
<td>Average Balance Journal Indicator</td>
<td>Indicator for whether the journal is an average balance journal. Valid values are Y or N, representing Yes and No.</td>
</tr>
<tr>
<td>Batch Amount</td>
<td>Amount of the journal batch.</td>
</tr>
<tr>
<td>Budgetary Control Status</td>
<td>Not currently used.</td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Calendar</td>
<td>Reference to the Calendar object. For Oracle internal use only.</td>
</tr>
<tr>
<td>Chart of Accounts ID</td>
<td>Internal identifier of the chart of accounts.</td>
</tr>
<tr>
<td>Control Total</td>
<td>Control total of the journal batch.</td>
</tr>
<tr>
<td>Created By</td>
<td>Sign in name of the user who created the journal batch.</td>
</tr>
<tr>
<td>Creation Date and Time</td>
<td>Date and time when the journal batch was created.</td>
</tr>
<tr>
<td>Creation Date</td>
<td>Date when the journal batch was created. For Oracle internal use only.</td>
</tr>
<tr>
<td>Default Accounting Date</td>
<td>Internal default accounting date. For Oracle internal use only.</td>
</tr>
<tr>
<td>Accounting Period Name</td>
<td>Accounting period of the journal batch.</td>
</tr>
<tr>
<td>Description</td>
<td>Description of the journal batch.</td>
</tr>
<tr>
<td>Earliest Postable Date</td>
<td>For Oracle internal use only.</td>
</tr>
<tr>
<td>Group ID</td>
<td>Internal identifier of the interface group. For Oracle internal use only.</td>
</tr>
<tr>
<td>Batch ID</td>
<td>Internal identifier of the journal batch. For Oracle internal use only.</td>
</tr>
<tr>
<td>Source</td>
<td>Internal identifier of the journal source. For Oracle internal use only.</td>
</tr>
<tr>
<td>Journal Batch Ledger</td>
<td>Reference to the Journal Batch Ledger object. For Oracle internal use only.</td>
</tr>
<tr>
<td>Journal Batch Source</td>
<td>Reference to the Journal Batch Source object. For Oracle internal use only.</td>
</tr>
<tr>
<td>Journal Header</td>
<td>Reference to the Journal Header object. For Oracle internal use only.</td>
</tr>
<tr>
<td>Last Updated Date</td>
<td>Date when the journal batch was last updated.</td>
</tr>
<tr>
<td>Last Updated Login</td>
<td>For Oracle internal use only.</td>
</tr>
<tr>
<td>Last Updated By</td>
<td>Sign in name of the user who last updated the batch.</td>
</tr>
<tr>
<td>Lookup Code</td>
<td>For Oracle internal use only.</td>
</tr>
<tr>
<td>Lookup Type</td>
<td>For Oracle internal use only.</td>
</tr>
<tr>
<td>Maximum Amount Journal</td>
<td>Reference to the Maximum Amount Journal object. For Oracle internal use only.</td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Maximum Journal Line Amount</td>
<td>Reference to the Maximum Journal Line Amount object. For Oracle internal use only.</td>
</tr>
<tr>
<td>Batch Type</td>
<td>Full text value for the Batch Type Indicator attribute. Valid values are Actual or Encumbrance.</td>
</tr>
<tr>
<td>Name</td>
<td>Name of the journal batch.</td>
</tr>
<tr>
<td>Object Version Number</td>
<td>For Oracle internal use only.</td>
</tr>
<tr>
<td>Packet ID</td>
<td>For Oracle internal use only.</td>
</tr>
<tr>
<td>Parent Batch ID</td>
<td>For Oracle internal use only.</td>
</tr>
<tr>
<td>Period</td>
<td>Reference to the Period object. For Oracle internal use only.</td>
</tr>
<tr>
<td>Accounting Period Set Name</td>
<td>Accounting calendar name for the accounting period.</td>
</tr>
<tr>
<td>Posted Date</td>
<td>For Oracle internal use only.</td>
</tr>
<tr>
<td>Posting Run ID</td>
<td>Internal identifier. For Oracle internal use only.</td>
</tr>
<tr>
<td>Request ID</td>
<td>Internal identifier. For Oracle internal use only.</td>
</tr>
<tr>
<td>Accounted Running Total Credit</td>
<td>Total accounted credit amount of the journal batch.</td>
</tr>
<tr>
<td>Accounting Running Total Debit</td>
<td>Total accounted debit amount of the journal batch.</td>
</tr>
<tr>
<td>Entered Running Total Credit</td>
<td>Total entered credit amount of the journal batch.</td>
</tr>
<tr>
<td>Entered Running Total Debit</td>
<td>Total entered debit amount of the journal batch.</td>
</tr>
<tr>
<td>Status</td>
<td>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.</td>
</tr>
<tr>
<td>Status Verified by Posting Indicator</td>
<td>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.</td>
</tr>
<tr>
<td>Submitted Period</td>
<td>Reference to the Submitted Period object. For Oracle internal use only.</td>
</tr>
<tr>
<td>Not Reserved Packet ID</td>
<td>For Oracle internal use only.</td>
</tr>
<tr>
<td>Journal Batch Creator</td>
<td>Reference to the Journal Batch Creator object. For Oracle internal use only.</td>
</tr>
<tr>
<td>Journal Batch Approval Requester</td>
<td>Reference to the Journal Batch Approval Requester object. For Oracle internal use only.</td>
</tr>
</tbody>
</table>
The following table describes the attributes for the **Journal Batch Ledger** object.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch ID</td>
<td>Internal identifier of the journal batch. For Oracle internal use only.</td>
</tr>
<tr>
<td>Currency</td>
<td>Currency of the ledger. For example USD or EUR.</td>
</tr>
<tr>
<td>Ledger Category Code</td>
<td>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.</td>
</tr>
<tr>
<td>Ledger Enabled for Journal Approvals Indicator</td>
<td>Indicator for whether approval is enabled for the ledger. Valid values are Y or N, representing Yes and No.</td>
</tr>
<tr>
<td>Ledger ID</td>
<td>Internal identifier of the ledger.</td>
</tr>
<tr>
<td>Ledger Name</td>
<td>Name of the ledger.</td>
</tr>
<tr>
<td>Meaning</td>
<td>For Oracle internal use only.</td>
</tr>
<tr>
<td>Period Set Name</td>
<td>Internal name for the accounting calendar, which is the original calendar name that a user entered. For Oracle internal use only.</td>
</tr>
<tr>
<td>Primary Ledger Currency</td>
<td>Ledger currency defined for the primary ledger. For example, USD or EUR.</td>
</tr>
<tr>
<td>Descriptive Flexfield Structure Definition</td>
<td>Structure definition of the Ledgers descriptive flexfield.</td>
</tr>
<tr>
<td>Descriptive Flexfield Attributes 1 through 15</td>
<td>Segments 1 through 15 of the Ledgers descriptive flexfield.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Source ID</td>
<td>Internal identifier of the journal source. For Oracle internal use only.</td>
</tr>
</tbody>
</table>

Descriptive Flexfield Structure Definition

- Structure definition of the Journal Batches descriptive flexfield.

Descriptive Flexfield Attributes 1 through 10

- Segments of the Journal Batches descriptive flexfield.

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.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Reference Indicator</td>
<td>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.</td>
</tr>
<tr>
<td>Override Edits Indicator</td>
<td>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.</td>
</tr>
<tr>
<td>Type</td>
<td>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.</td>
</tr>
<tr>
<td>Journal Source Name</td>
<td>User-defined name for the journal source.</td>
</tr>
<tr>
<td>Source Key</td>
<td>Unique identifier for a journal source.</td>
</tr>
<tr>
<td>Descriptive Flexfield Attributes 1 through 5</td>
<td>Segments 1 through 5 of the Journal Sources descriptive flexfield.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar ID</td>
<td>Internal identifier of the accounting calendar. For Oracle internal use only.</td>
</tr>
<tr>
<td>Period Set ID</td>
<td>Internal identifier. For Oracle internal use only.</td>
</tr>
<tr>
<td>Period Set Name</td>
<td>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.</td>
</tr>
<tr>
<td>Period Type</td>
<td>Internally generated value based on period frequency of the accounting calendar. For Oracle internal use only.</td>
</tr>
<tr>
<td>Period Type ID</td>
<td>Internal identifier of the period type. For Oracle internal use only.</td>
</tr>
<tr>
<td>User Period Set Name</td>
<td>Current name of the accounting calendar.</td>
</tr>
<tr>
<td>Descriptive Flexfield Structure Definition</td>
<td>Structure definition of the Calendars descriptive flexfield.</td>
</tr>
<tr>
<td>Descriptive Flexfield Attributes 1 through 5</td>
<td>Segments 1 through 5 of the Calendars descriptive flexfield.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category ID</td>
<td>Internal identifier of the journal category. For Oracle internal use only.</td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reversed Journal Indicator</td>
<td>Indicator for whether the journal was reversed. Valid values are Y or N, representing Yes and No.</td>
</tr>
<tr>
<td>Accounted Currency</td>
<td>Currency of the ledger. For example, USD or EUR.</td>
</tr>
<tr>
<td>Accounting Date</td>
<td>Accounting date of the journal.</td>
</tr>
<tr>
<td>Batch ID</td>
<td>Internal identifier of the journal batch. For Oracle internal use only.</td>
</tr>
<tr>
<td>Category</td>
<td>Internal identifier of the journal category. For Oracle internal use only.</td>
</tr>
<tr>
<td>Journal from Subledger Indicator</td>
<td>Indicator for whether the journal was created through subledger accounting. Valid values are Y or N, representing Yes and No.</td>
</tr>
<tr>
<td>Header ID</td>
<td>Internal identifier of the journal. For Oracle internal use only.</td>
</tr>
<tr>
<td>Journal Header Category</td>
<td>Reference to the Journal Header Category object. For Oracle internal use only.</td>
</tr>
<tr>
<td>Journal Line</td>
<td>Reference to the Journal Line object. For Oracle internal use only.</td>
</tr>
<tr>
<td>Ledger ID</td>
<td>Identifier for the ledger.</td>
</tr>
<tr>
<td>Ledger Name</td>
<td>Name of the ledger.</td>
</tr>
<tr>
<td>Reference Date</td>
<td>Reference date entered for the journal.</td>
</tr>
<tr>
<td>Running Total Accounted Credit</td>
<td>Total accounted credit amount of the journal.</td>
</tr>
<tr>
<td>Running Total Accounted Debit</td>
<td>Total accounted debit amount of the journal.</td>
</tr>
<tr>
<td>Attachment Exists Indicator</td>
<td>Indicator for whether the journal has attachments. Valid values are Y or N, representing Yes and No.</td>
</tr>
</tbody>
</table>
### Journals

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entered Currency</td>
<td>Entered currency of the journal. For example, USD or EUR.</td>
</tr>
<tr>
<td>Journal Description</td>
<td>Description of the journal.</td>
</tr>
<tr>
<td>Journal Name</td>
<td>Name of the journal.</td>
</tr>
<tr>
<td>Reversing Journal Indicator</td>
<td>Indicator for whether the journal resulted from a reversal. Values are Y or N, representing Yes and No.</td>
</tr>
<tr>
<td>Descriptive Flexfield Structure Definition 1</td>
<td>Structure definition of the Journals descriptive flexfield.</td>
</tr>
<tr>
<td>Descriptive Flexfield Attributes 1 through 10</td>
<td>Segments 1 through 10 of the Journals descriptive flexfield.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounted Credit</td>
<td>Accounted credit amount of the journal line.</td>
</tr>
<tr>
<td>Accounted Debit</td>
<td>Accounted debit amount of the journal line.</td>
</tr>
<tr>
<td>Entered Currency</td>
<td>Entered currency of the journal line. For example, USD or EUR.</td>
</tr>
<tr>
<td>Accounted Currency</td>
<td>Ledger currency of the journal line. For example, USD or EUR</td>
</tr>
<tr>
<td>Entered Credit</td>
<td>Entered credit amount of the journal line.</td>
</tr>
<tr>
<td>Entered Debit</td>
<td>Entered debit amount of the journal line.</td>
</tr>
<tr>
<td>Header ID</td>
<td>Internal identifier of the journal. For Oracle internal use only.</td>
</tr>
<tr>
<td>Line Number</td>
<td>Number of the journal line.</td>
</tr>
<tr>
<td>Ledger ID</td>
<td>Internal identifier of the ledger. For Oracle internal use only.</td>
</tr>
<tr>
<td>Ledger ID 1</td>
<td>For Oracle internal use only.</td>
</tr>
<tr>
<td>Account</td>
<td>Reference to the Account object. For Oracle internal use only.</td>
</tr>
<tr>
<td>Chart of Accounts ID</td>
<td>Internal identifier of the chart of accounts.</td>
</tr>
<tr>
<td>Account Combination ID</td>
<td>Internal identifier of the account combination.</td>
</tr>
</tbody>
</table>
Name | Description
--- | ---
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.
Descriptive Flexfield Structure Definition 1 | Structure definition of the Journal Lines descriptive flexfield.
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch ID</td>
<td>Internal identifier of the batch. For Oracle internal use only.</td>
</tr>
<tr>
<td>Journal Ledger Category Code</td>
<td>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.</td>
</tr>
<tr>
<td>Ledger Enabled for Journal Approval Indicator</td>
<td>Indicator for whether approval is enabled for the ledger. Valid values are Y or N, representing Yes and No.</td>
</tr>
<tr>
<td>Ledger ID</td>
<td>Internal identifier for the ledger. For Oracle internal use only.</td>
</tr>
<tr>
<td>Name</td>
<td>Name of the ledger.</td>
</tr>
<tr>
<td>Maximum Accounted Amount Credit</td>
<td>Maximum accounted credit journal amount of the journal batch.</td>
</tr>
<tr>
<td>Maximum Accounted Amount Debit</td>
<td>Maximum accounted debit journal amount of the journal batch.</td>
</tr>
<tr>
<td>Maximum Net Accounted Amount</td>
<td>Maximum accounted net journal amount of the journal batch.</td>
</tr>
<tr>
<td>Accounted Currency</td>
<td>Currency of the ledger. For example, USD or EUR.</td>
</tr>
</tbody>
</table>
The following table describes the attributes for the **Maximum Amount Journal Line** object.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch ID</td>
<td>Internal identifier of the journal batch. For Oracle internal use only.</td>
</tr>
<tr>
<td>Journal Ledger Category Code</td>
<td>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.</td>
</tr>
<tr>
<td>Ledger Enabled for Journal Approval Indicator</td>
<td>Indicator for whether approval is enabled for the ledger. Valid values are Y or N, representing Yes and No.</td>
</tr>
<tr>
<td>Ledger ID</td>
<td>Identifier of the ledger. For Oracle internal use only.</td>
</tr>
<tr>
<td>Ledger Name</td>
<td>Name of the ledger.</td>
</tr>
<tr>
<td>Maximum Accounted Line Amount Credit</td>
<td>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.</td>
</tr>
<tr>
<td>Maximum Accounted Line Amount Debit</td>
<td>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.</td>
</tr>
<tr>
<td>Maximum Net Accounted Line Amount</td>
<td>Maximum accounted net amount of a journal line in the journal batch for the ledger.</td>
</tr>
<tr>
<td>Accounted Currency</td>
<td>Currency of the ledger. For example, USD or EUR.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Description of the accounting period.</td>
</tr>
<tr>
<td>End Date</td>
<td>End date of the accounting period.</td>
</tr>
<tr>
<td>Name</td>
<td>Name of the accounting period.</td>
</tr>
<tr>
<td>Number</td>
<td>Number of the accounting period in the fiscal year.</td>
</tr>
<tr>
<td>Set Name</td>
<td>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.</td>
</tr>
<tr>
<td>Type</td>
<td>Internally generated value based on the period frequency of the accounting calendar. For Oracle internal use only.</td>
</tr>
<tr>
<td>Year</td>
<td>Year for the accounting period.</td>
</tr>
<tr>
<td>Quarter Number</td>
<td>Quarter number of the accounting period.</td>
</tr>
</tbody>
</table>
## Journals

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>Start date of the accounting period.</td>
</tr>
<tr>
<td>Adjustment Period Indicator</td>
<td>Indicator for whether the period is an adjustment period. Valid values are Y or N, representing Yes and No.</td>
</tr>
<tr>
<td>Descriptive Flexfield Structure Definition</td>
<td>Structure definition of the Accounting Calendar Periods descriptive flexfield.</td>
</tr>
<tr>
<td>Descriptive Flexfield Attributes 1 through 8</td>
<td>Segments 1 through 8 of the Accounting Calendar Periods descriptive flexfield.</td>
</tr>
<tr>
<td>Descriptive Flexfield Dates 1 through 5</td>
<td>Date segments 1 through 5 of the Accounting Calendar Periods descriptive flexfield.</td>
</tr>
<tr>
<td>Descriptive Flexfield Numbers 1 through 5</td>
<td>Number segments 1 through 5 of the Accounting Calendar Periods descriptive flexfield.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustment Period Indicator</td>
<td>Indicator for whether the period is an adjustment period. Valid values are Y or N, representing Yes and No.</td>
</tr>
<tr>
<td>End Date</td>
<td>End date of the accounting period.</td>
</tr>
<tr>
<td>Most Recent Period End Date</td>
<td>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.</td>
</tr>
<tr>
<td>Name</td>
<td>Name of the accounting period for the journal.</td>
</tr>
<tr>
<td>Number</td>
<td>Number of the accounting period in the fiscal year.</td>
</tr>
<tr>
<td>Set Name</td>
<td>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.</td>
</tr>
<tr>
<td>Type</td>
<td>Internally generated value based on the period frequency of the accounting calendar. For Oracle internal use only.</td>
</tr>
<tr>
<td>Year</td>
<td>Accounting period year.</td>
</tr>
<tr>
<td>Previous Period End Date</td>
<td>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.</td>
</tr>
<tr>
<td>Start Date</td>
<td>Start date of the accounting period.</td>
</tr>
</tbody>
</table>
### Related Topics

- 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 the Business Process Management Worklist application. 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.
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.

<table>
<thead>
<tr>
<th>Name (Ledger)</th>
<th>Maximum Accounted Amount Debit</th>
<th>Maximum Accounted Amount Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA</td>
<td>700</td>
<td>700</td>
</tr>
<tr>
<td>France</td>
<td>900</td>
<td>900</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Journal</th>
<th>Ledger</th>
<th>Ledger Currency</th>
<th>Journal Line Number</th>
<th>Accounted Debit</th>
<th>Accounted Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>USA</td>
<td>USD</td>
<td>1</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>USA</td>
<td>USD</td>
<td>2</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>USA</td>
<td>USD</td>
<td>3</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>USA</td>
<td>USD</td>
<td>4</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>France</td>
<td>EUR</td>
<td>1</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>France</td>
<td>EUR</td>
<td>2</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>France</td>
<td>EUR</td>
<td>3</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>France</td>
<td>EUR</td>
<td>4</td>
<td>300</td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Ledger Name</th>
<th>Maximum Accounted Line Amount Debit</th>
<th>Maximum Accounted Line Amount Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>France</td>
<td>300</td>
<td>300</td>
</tr>
</tbody>
</table>

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

**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 do not 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 is not 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 are not 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 Fusion 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 do not 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 are not 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 effected.

Note: Statistical entries post without balancing debits and credits.

Why didn't my journal batch post?

Common reasons why a journal batch does not post are the following:

- Account is disabled or not valid as of the accounting date.
- Period is not open for the ledger or for its secondary ledger or reporting currency.
- Journal is imported into future-enterable period and the AutoPost program 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.

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 that encounter 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 my 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, and 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.

**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.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Eligible for Manual Reversal?</th>
<th>Eligible for Automatic Reversal?</th>
</tr>
</thead>
<tbody>
<tr>
<td>The journal has a balance type of Actual.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>The journal has a balance type of Encumbrance.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>The journal is posted and not yet reversed.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>The reversal period is open or future enterable.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>The journal isn’t a reversal journal.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Note:</strong> Reversal journals can’t be reversed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The journal category is enabled for automatic reversal.</td>
<td>N/A</td>
<td>Yes</td>
</tr>
<tr>
<td>The journal source for the posted journal isn’t frozen.</td>
<td>Yes</td>
<td>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 a source other than Oracle Fusion Subledger Accounting are eligible for automatic reversal, regardless of the Freeze Journals setting.</td>
</tr>
<tr>
<td>The journal isn’t a posted journal for a reporting currency that was replicated from its source ledger.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Note:</strong> Reporting currency journals that were replicated from a source ledger are reversed when the source journal is reversed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where a secondary ledger is involved, the corresponding journals for the primary and secondary journals are both posted.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>If using the Clearing Accounts Reconciliation feature, the posted journal doesn’t include reconciliation lines for clearing accounts.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Tip: Use the Reversible Detail column in the Search Results section on the Manage Journal page for details on whether a journal is reversible.
3 Allocations and Periodic Entries

Overview

Overview of Allocations and Periodic Entries

In Oracle Fusion 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 execute sequentially to update account balances in a step-by-step process.

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

Note: Adobe Flash Player 10 or higher is a required component for the Calculation Manager. Upgrade your Adobe Flash Player if the Calculation Manager’s performance slows down after upgrading your browser. For more information, see the Oracle Hyperion Calculation Manager Designer’s guide.
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 executed 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 sets of rules that can be calculated sequentially.

Note: The following are limitation in Oracle Fusion General Ledger.
- Allocation rules cannot be shared across rule sets in Calculation Manager.
- Within a rule or rule set, the same target or offset cannot be written to by multiple rule components.
- When generating allocation rules with run time prompts other than the User Point of View in an allocation rule component, an error occurs.

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.

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Period</td>
<td>Based upon the calendar of the ledger or ledger set. Report on years, quarters, or periods.</td>
<td>2012, QTR-1, JAN-12</td>
</tr>
<tr>
<td>Ledger or Ledger Set</td>
<td>Used to select a ledger for the reporting. Multiple ledgers may be in the same cube if they share a common chart of accounts.</td>
<td>InFusion North America Ledger Set, InFusion US Primary Ledger</td>
</tr>
<tr>
<td>Chart of Accounts Segments</td>
<td>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.</td>
<td>Company: InFusion America: 101, Cost Center: Sales: 400, Account: Cash: 1110</td>
</tr>
<tr>
<td>Dimension</td>
<td>Description</td>
<td>Example</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Scenario    | Indicates if the balances represented are actual or budget amounts. Allocation-related dimensions are predefined members and required for allocation solutions. Allocation dimensions are not 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.
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.

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 is not 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
  o 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.
  o Enter a Caption: Bad Debts Calculation.
  o Enter the offset member.
  o 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.

  o Click the icon for the formula field and select Member from the drop-down list.
  o 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.

  o 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

  o Multiply the formula expression by .05.
  o Click the Save icon.
  o 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>AccountingPeriod</td>
</tr>
<tr>
<td>Type</td>
<td>Member</td>
</tr>
<tr>
<td>Dimension</td>
<td>AccountingPeriod</td>
</tr>
<tr>
<td>Default Value</td>
<td>Apr-17</td>
</tr>
<tr>
<td>RTP</td>
<td>Selected</td>
</tr>
<tr>
<td>RTP Text</td>
<td>Enter Accounting Period</td>
</tr>
</tbody>
</table>

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 are working.
- **Validate**: Validates the object with which you are working.
- **Validate and Deploy**: Validates and deploys the object with which you are 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 are using and the object with which you are 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 is not 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 is 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.

  ✍️ **Note:** The two menu options listed aren't available within the Deployment view.

- **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 are 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 is 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 are 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 is 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 are 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 is not available.

Note: The View Pane content varies depending on which view you are in and whether you are 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.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>List View</th>
<th>System View</th>
<th>Custom View</th>
<th>Deployment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create, open, rename, delete, refresh, and close objects</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Set preferences</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Import and export objects</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Show the usages of objects</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Create a copy of objects</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Print a business rule</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Select views</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Sign out Workspace</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Work with favorites</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Perform an advanced search</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Start help</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Filter Objects in the List View

You can use filters in the List View to filter objects according to:

- Application Type that is populated by default with the application type, such as Essbase, your application or database, in which you are creating the new rule.
- Object type, such as allocation rules, allocation rule sets, and formula components
- 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:
   o 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.
   o For Deployed Status and Validated Status, clear any check boxes of selections you do not 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:

2. Navigate menu > Administration > Calculation Manager.
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:


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 do not 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.

![Property tab on Rule Designer](image1)

Here's a screenshot of the Properties tab in the Rule Set Designer.

![Property tab on Rule Set Designer](image2)

**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.
Oracle Financials Cloud
Using General Ledger

Chapter 3
Allocations and Periodic Entries

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.

<table>
<thead>
<tr>
<th>Accounting Period</th>
<th>Are Recurring Journals Generated?</th>
</tr>
</thead>
<tbody>
<tr>
<td>May-19</td>
<td>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.</td>
</tr>
<tr>
<td>Jun-19</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.
### 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>&quot;All Company Values&quot;, &quot;00&quot;</td>
</tr>
<tr>
<td>Sub-Account</td>
<td>&quot;All Sub-Account Values&quot;, &quot;0000&quot;</td>
</tr>
<tr>
<td>Product</td>
<td>&quot;All Product Values&quot;, &quot;[Product]@[000]&quot;</td>
</tr>
<tr>
<td>Currency</td>
<td>&quot;USD&quot;</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>&quot;[Department]@[000]&quot;</td>
<td>Member</td>
</tr>
<tr>
<td>Account</td>
<td>an account</td>
<td>Member</td>
</tr>
</tbody>
</table>

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 execute 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Reserve for bad debts.</td>
</tr>
<tr>
<td>Description</td>
<td>This formula rule calculates the reserve needed for bad debts.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>“[All Company Values]. [3888]“</td>
</tr>
<tr>
<td>Cost_Center</td>
<td>“000“</td>
</tr>
<tr>
<td>Program</td>
<td>“[All Program Values]. [0000]“</td>
</tr>
<tr>
<td>Field</td>
<td>Value</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>Location</td>
<td></td>
</tr>
</tbody>
</table>

[(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:

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 do not 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:

   - 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 comprise 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**.

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**Generate Allocations and Periodic Entries Manually**

This example demonstrates how to generate an allocation or periodic entry manually from the Oracle Fusion 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.

### Create an Allocation Rule and Generate Allocations

**Video**

*Watch:* This video tutorial shows you how to create an allocation rule and generate allocation journals. The content of this video is also covered in text topics.

**Procedure**

This example distributes a cost that’s recorded in one account to different cost centers, based on the headcount in each cost center. 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.

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.
   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 or allocation rule sets that can be generated sequentially. You add rules and rule sets to a rule set by dragging and dropping them into it.

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 Oracle 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 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 rule sets 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 or rule set 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 **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:

   a. Names
   b. Database
   c. Application Name
   d. Deployment Status
   e. Validation Status
   f. Description

   ✍ **Note:** By default, a rule set is used by no other rule sets when you create it.

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 do not 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 (or rule sets) so you can launch the rules or rule sets 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 Rules 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 EMEA Overhead Distribution from the Rule Set Palette to the Ruleset Designer panel.
12. Drag EMEA - Allocation of Indirect Costs 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 Fusion General Ledger. You execute a partial deployment by deploying one or more (but not all) rules and rule sets. You execute 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 properties of an allocation rule set:

• Allocation rule components
• Allocation rule name
• Allocation rule description
• Allocation rule comments

Scenario

To edit an allocation rule set:

2. Navigate menu > Administration > Calculation Manager.
3. In the System View, expand Essbase Application Type and the Application.
4. Expand your rule set by right-clicking the rule set you want to edit, and selecting 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, add, copy, delete and change the order of new rules and rule sets:
   a. To delete a rule or rule set from the rule set, select the rule or rule set, right-click it, and select Remove.
   b. To add a rule or rule set to the rule set, from Existing Objects, drag existing rules and rule sets from Essbase applications, and drop them into the Ruleset Designer.

> Note: The rules and rule sets you add to the rule set must belong to the same application type as the rule set you are editing.

   c. To open a rule or rule set in the rule set, right-click the rule or rule set, and select Open.
   d. To reorder the rules and rule sets within the rule set, you can use the Move Up and Move Down icons on the Ruleset Designer pane.

6. On Properties, 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 RuleSet dialog.)
8. Optional: Edit the description by entering a new one of up to 255 characters.
9. Edit the Enable Parallel Execution selection. If you want the rules and rule sets in the rule set to run simultaneously, select this option, to run sequentially, clear this option. By default, the rules and rule sets in a rule set run sequentially: each rule or rule set in the rule set must run without errors before the next rule or rule set is run.
10. If the rule set contains nested rule sets which have a different Enable Parallel Execution setting than the parent rule set, the setting of the nested rule set applies. For example, if you have rule set1 that is marked for parallel processing and it contains rule1, rule2, and rule set2 that is marked for sequential processing, the rules and rule sets in rule set2 are processed sequentially, even though rule set1 is marked for parallel processing.
11. Edit the comments.
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 that appears on this tab. The following information is displayed for the allocation rules and rule sets using the allocation rule:

   a. Names
   b. Calculation or Plan Type
   c. Application Name
   d. Deployment Status
   e. Validation Status
   f. Description

13. 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 are not 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**.

   > **Note:** You can also copy an allocation rule set when you are working with it in the **Ruleset Designer**, and paste it into another allocation rule set or allocation rule.

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 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. You can delete an allocation rule set only if it is not being used by other allocation rule sets. To see if it is being used by other rule sets, you can show its usages. If it is being used, you must remove it from the allocation rule sets that are using it, or make copies of it for the allocation rule sets that are using it, before you delete it.
Scenario

1. In the **System View**, expand the **Essbase Application Type** and the **Application**.
2. Expand **RuleSets**.
3. To make sure the rule set is not being used by another rule set, right-click it, and select **Show Usages**.
4. Right-click the rule set you want to delete, and select **Delete**.
5. 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**.

Show Usage of an Allocation Rule or Rule Set

You can display the allocation rules and rule sets that are using a rule or allocation rule set. Viewing the usages of rules or rule sets is useful when deleting rules or rule sets and you must know what objects are using it.

Scenario

1. In the **System View**, expand the **Essbase Application Type** and the **Application**.
2. To show the usages of a rule set, expand **RuleSets**.
3. Right-click the rule set whose usages you want to see.
4. Select **Show Usages** or to show the usages of a rule, expand the database, and **Rules**.
5. Right-click the rule whose usages you want to see, and select **Show Usages**.
6. You can view this information about the rule or allocation rule set:
   a. Names
   b. Database
   c. Application Name
   d. Deployment Status
   e. Validation Status
   f. Description

   **Note:** You can also view a rule or rule set's usages from within the **Rule** or **Ruleset Designer** on the **Usages** tab.

7. After you review the information, click **OK**.

### 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, with the exception of administrators who can edit any objects.

#### 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.
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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:

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:

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 are not 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 do not 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 cannot 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:
   a. 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.
   b. 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:
  a. Remove it from the rule.
  b. 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.

**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:
   o Name: To search for the member by its name. Then move to step 4.
   o Alias: To search for the member by its alias. Then move to step 4.
   o 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 are not 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 do not want to create a run time prompt for this variable, clear **RTP**.
   
   If you do not 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: if you are creating a member range variable for Essbase.
   - 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.)
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**.
6. Select **File, Save.**

Enter Variable Values for Members Variable

The member and member variables are Essbase replacement variables. These variables contain a member or multiple members from a dimension that you select.

**Enter Values for a Member or Member Variable**

To enter values for a member or members 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 **Member** or **Members**.
5. In the **Value** table, select a dimension. The dimensions that display are the dimensions that belong to the application for which you are creating the variable.
6. Enter or use the **Member Selector** to select limits for the variable. You can select members only from the dimension you select in step 3. You can also select functions.
7. Enter or use the **Member Selector** to select a value for the variable. You can select one member or function for a member variable and multiple members and functions members variables.
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 As** 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 are not 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
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?

Login into the Oracle Fusion General Ledger application 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 new 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 Fusion 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?

You save a point of view or an allocation component when you save the rule to which it belongs in the Rule Designer. Unlike the formula components, point of view and allocation components cannot 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?

You delete a point of view or an 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 to which they belong.

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

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.

<table>
<thead>
<tr>
<th>Segment Qualifier</th>
<th>Primary Balancing Segment</th>
<th>Balancing Segment 2</th>
<th>Segment</th>
<th>Segment</th>
<th>Intercompany Segment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Segment Name</td>
<td>Company</td>
<td>Cost Center</td>
<td>Product</td>
<td>Account</td>
<td>Intercompany</td>
</tr>
<tr>
<td></td>
<td>(CO)</td>
<td>(CC)</td>
<td>(PROD)</td>
<td>(ACCT)</td>
<td>(IC)</td>
</tr>
</tbody>
</table>

Ledger, Legal Entity, and Primary Balancing Segment Value Assignments as shown in the following table.

<table>
<thead>
<tr>
<th>Ledger</th>
<th>Legal Entity</th>
<th>Primary Balancing Segment Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>InFusion USA</td>
<td>InFusion Farms</td>
<td>3100, 3200, 3300, 3400, 3500</td>
</tr>
<tr>
<td>InFusion USA</td>
<td>InFusion Textiles</td>
<td>4000</td>
</tr>
<tr>
<td>InFusion USA</td>
<td>InFusion Production</td>
<td>5000</td>
</tr>
<tr>
<td>InFusion USA</td>
<td></td>
<td>1000, 9000</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>IC Account</th>
<th>CO</th>
<th>CC</th>
<th>PROD</th>
<th>ACCT</th>
<th>IC</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR Account</td>
<td>1000</td>
<td>000</td>
<td>0000</td>
<td>13020</td>
<td>0000</td>
</tr>
<tr>
<td>AP Account</td>
<td>1000</td>
<td>000</td>
<td>000</td>
<td>21020</td>
<td>0000</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>IC Account</th>
<th>CO</th>
<th>CC</th>
<th>PROD</th>
<th>ACCT</th>
<th>IC</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR Account</td>
<td>1000</td>
<td>000</td>
<td>0000</td>
<td>13011</td>
<td>0000</td>
</tr>
<tr>
<td>AP Account</td>
<td>1000</td>
<td>000</td>
<td>0000</td>
<td>21011</td>
<td>0000</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>IC Account</th>
<th>CO</th>
<th>CC</th>
<th>PROD</th>
<th>ACCT</th>
<th>IC</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR Account</td>
<td>1000</td>
<td>000</td>
<td>0000</td>
<td>13012</td>
<td>0000</td>
</tr>
<tr>
<td>AP Account</td>
<td>1000</td>
<td>000</td>
<td>0000</td>
<td>21012</td>
<td>0000</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>IC Account</th>
<th>CO</th>
<th>CC</th>
<th>PROD</th>
<th>ACCT</th>
<th>IC</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR Account</td>
<td>1000</td>
<td>000</td>
<td>0000</td>
<td>13013</td>
<td>0000</td>
</tr>
<tr>
<td>AP Account</td>
<td>1000</td>
<td>000</td>
<td>0000</td>
<td>21013</td>
<td>0000</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>IC Account</th>
<th>CO</th>
<th>CC</th>
<th>PROD</th>
<th>ACCT</th>
<th>IC</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR Account</td>
<td>1000</td>
<td>000</td>
<td>0000</td>
<td>13014</td>
<td>0000</td>
</tr>
<tr>
<td>AP Account</td>
<td>1000</td>
<td>000</td>
<td>0000</td>
<td>21014</td>
<td>0000</td>
</tr>
</tbody>
</table>
Intercompany Accounts Generated for Intercompany Debit Transactions

**Provider Distribution and Intercompany Receivable Account**

This table displays the Provider side of the transaction.

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Transaction Type</th>
<th>Provider LE</th>
<th>Receiver LE</th>
<th>Provider Distribution</th>
<th>Receiver AR Account Generated</th>
<th>Uses Rule No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>IC Sales</td>
<td>InFusion Farms</td>
<td>InFusion Textiles</td>
<td>3100-100-1200-52330-0000</td>
<td>3100-100-0000-13011-4000</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>IC Adjustments</td>
<td>InFusion Farms</td>
<td>InFusion Textiles</td>
<td>3100-100-1200-52330-0000</td>
<td>3100-100-0000-13020-4000</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>IC Sales</td>
<td>InFusion Production</td>
<td>InFusion Farms</td>
<td>5000-120-1300-52345-0000</td>
<td>5000-120-0000-13020-3200</td>
<td>1</td>
</tr>
</tbody>
</table>

**Receiver Distribution and Intercompany Payable Account**

This table displays the Receiver side of the transaction.

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Transaction Type</th>
<th>Receiver LE</th>
<th>Provider LE</th>
<th>Receiver Distribution</th>
<th>Receiver AR Account Generated</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>IC Sales</td>
<td>InFusion Textiles</td>
<td>InFusion Farms</td>
<td>4000-110-1200-41111-0000</td>
<td>4000-110-0000-21013-3100</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>IC Adjustments</td>
<td>InFusion Textiles</td>
<td>InFusion Farms</td>
<td>4000-110-1200-41111-0000</td>
<td>4000-110-0000-21020-3100</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>IC Sales</td>
<td>InFusion Farms</td>
<td>InFusion Production</td>
<td>3200-130-1200-41112-0000</td>
<td>3200-130-0000-21012-5000</td>
<td>3</td>
</tr>
</tbody>
</table>

Intercompany Accounts Generated for Intercompany Credit Transactions as shown in the following table.

**Provider Distribution and Intercompany Receivable Account**

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Transaction Type</th>
<th>Provider LE</th>
<th>Receiver LE</th>
<th>Provider Distribution</th>
<th>Receiver AR Account Generated</th>
<th>Uses Rule No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>IC Sales</td>
<td>InFusion Farms</td>
<td>InFusion Textiles</td>
<td>3100-100-0000-52330-0000</td>
<td>3100-100-0000-13011-4000</td>
<td>2</td>
</tr>
</tbody>
</table>
### Intercompany Transactions

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Transaction Type</th>
<th>Provider LE</th>
<th>Receiver LE</th>
<th>Provider Distribution</th>
<th>Receiver AR Account Generated</th>
<th>Uses Rule No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>IC Adjustments</td>
<td>InFusion Farms</td>
<td>InFusion Textiles</td>
<td>3100- 100- 1200- 52330- 0000</td>
<td>3100- 100- 0000- 13020- 4000</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>IC Sales</td>
<td>InFusion Production</td>
<td>InFusion Farms</td>
<td>5000- 120- 1300- 52345- 0000</td>
<td>5000- 120- 0000- 13020- 3200</td>
<td>1</td>
</tr>
</tbody>
</table>

**Receiver Distribution and Intercompany Payable Account**

This table displays the Receiver side of the transaction.

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Transaction Type</th>
<th>Receiver LE</th>
<th>Provider LE</th>
<th>Receiver Distribution</th>
<th>Receiver AP Account Generated</th>
<th>Uses Rule No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>IC Sales</td>
<td>InFusion Textiles</td>
<td>InFusion Farms</td>
<td>4000- 100- 1200- 41111- 0000</td>
<td>4000- 100- 0000- 21013- 3100</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>IC Adjustments</td>
<td>InFusion Textiles</td>
<td>InFusion Farms</td>
<td>4000- 100- 1200- 41111- 0000</td>
<td>4000- 100- 0000- 21020- 3100</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>IC Sales</td>
<td>InFusion Farms</td>
<td>InFusion Production</td>
<td>3200- 130- 1200- 41112- 0000</td>
<td>3200- 130- 0000- 21012- 5000</td>
<td>3</td>
</tr>
</tbody>
</table>

**Related Topics**

- Example of Intercompany Balancing Rules
- Example of Additional Intercompany Balancing and Clearing Options

**Withdraw Intercompany Outbound Transactions**

The withdraw intercompany transaction process recalls individual transactions or entire batches. You can withdraw a transaction from the Intercompany Transactions Overview page and from the Edit Intercompany Batch page. Withdraw an entire batch from the Manage Outbound page. You must have the update privilege for the specific intercompany provider organization to be able to withdraw its transactions.

**Note:** The **Withdraw** button is enabled only after you submit the batch.
Process to Withdraw a Batch

Following are the steps to recall a batch:

1. Navigate to the Manage Outbound page.
2. Search for the relevant batch. Batches in a **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

Following are the steps to recall a transaction from the Intercompany Transactions Overview page:

1. Navigate to the Overview page.
2. Click the Pending Approval from Others tab.
3. Locate the transaction you want to recall and click the **Withdraw** button. Transactions in a **Received** or **Sent** status are eligible to be withdrawn.
4. Batch and transaction statuses are changed when they are withdrawn.
   - If 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**.

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 import data from external systems or historical data from your previous accounting system.

*Note:* You can load data to interface tables using predefined templates and the Load Interface File for Import scheduled process, which are both part of the External Data Integration Services for Oracle Cloud. For more information about file-based data import, see the File Based Data Import guide for your cloud services.
To access the template, complete the following steps:

1. Navigate to the File-Based Data Import for Oracle Financials Cloud guide.
2. In the Table of Contents, click **File-Based Data Imports**.
3. Click **Import Intercompany**
4. 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.
- Do not change the order of the columns in the template.
- You can hide or skip the columns you do not use, but do not 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:

<table>
<thead>
<tr>
<th>Spreadsheet Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions and CSV Generation</td>
<td>Contains instruction information about preparing and loading data, the format of the template, submitting the Import Intercompany Transactions process, and correcting import errors.</td>
</tr>
<tr>
<td>FUN_INTERFACE_CONTROLS</td>
<td>Groups the data imported in each run.</td>
</tr>
<tr>
<td>FUN_INTERFACE_BATCHES</td>
<td>Stores batch information.</td>
</tr>
<tr>
<td>FUN_INTERFACE_HEADERS</td>
<td>Stores information about the transaction header for each recipient.</td>
</tr>
<tr>
<td>FUN_INTERFACE_DIST_LINES</td>
<td>Stores distributions for provider and receiver.</td>
</tr>
<tr>
<td>FUN_INTERFACE_BATCHDISTS</td>
<td>Stores the percentages that should be allocated in the FUN_INTERFACE_BATCHDISTS.</td>
</tr>
</tbody>
</table>

Configure the following settings before running 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 are 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

The Intercompany process contains the following steps:

- Import the transaction data entered in both Oracle Fusion applications and legacy systems into the Intercompany interface tables.

- Run the **Import Intercompany Transactions** process to create intercompany transactions from the data in the intercompany interface tables. The import program rejects the records that have insufficient or invalid data and automatically produces a report listing the intercompany transactions that could not be imported.

- Load only the corrected data into the interface tables and then resubmit the **Import Intercompany Transactions** process, for the records that were not imported.

- Once the intercompany transactions are created from the imported data, review, and if necessary, complete, and submit them. You can view any errors in the Intercompany dashboard and the Manage Outbound Transactions page. After correcting the errors, submit them again.

- Approve transactions that require manual approval. Once the transactions are in a status of approved, run the appropriate transfer processes:
  - **Transfer Intercompany Transactions to General Ledger** process 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 Oracle Cloud
- File Based Data Import for Oracle Financials Cloud

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. The following table describes the batch and transaction status and helps you determine what actions to perform for each status.
<table>
<thead>
<tr>
<th>Transaction Status</th>
<th>Batch Status</th>
<th>Tab Displayed</th>
<th>Can the period be closed?</th>
<th>Can the transaction be moved to the next period?</th>
<th>Included in the open transaction count?</th>
<th>Actions Available (from Action list, buttons, and processes)</th>
<th>Next available transaction status</th>
<th>Next available batch status</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>New</td>
<td>New</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>1. Save</td>
<td>Sent, Received, Error</td>
<td>Submitted</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2. Submit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sent</td>
<td>Submitted</td>
<td>Pending</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>None</td>
<td>Received</td>
<td>Submitted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Approval from Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Received</td>
<td>Submitted</td>
<td>1. Pending</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>1. Approve</td>
<td>1. Submitted</td>
<td>1. Submitted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Approval from Others</td>
<td></td>
<td></td>
<td></td>
<td>2. Reject</td>
<td>2. Reject</td>
<td>2. Submitted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attention</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rejected</td>
<td>Complete</td>
<td>Requiring</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Copy</td>
<td>1. Rejection</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attention</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1. Rejected</td>
<td></td>
</tr>
<tr>
<td>Rejection</td>
<td>Complete</td>
<td>Not Applicable</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>Rejection Reviewed</td>
<td>Complete</td>
</tr>
<tr>
<td>Reviewed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>Submitted</td>
<td>Requiring</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Transfer process (all transactions in batch must be approved for the transfer process to pick up the batch for transfer)</td>
<td>Complete</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attention</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transferred</td>
<td>Submitted</td>
<td>Requiring</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Batch can be transferred to receiver General Ledger</td>
<td>Complete</td>
<td>Complete</td>
</tr>
<tr>
<td>to provider</td>
<td></td>
<td>Attention</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>general ledger</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transferred</td>
<td>Submitted</td>
<td>Requiring</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Batch can be transferred to initiator General Ledger</td>
<td>Complete</td>
<td>Complete</td>
</tr>
<tr>
<td>to receiver</td>
<td></td>
<td>Attention</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>general ledger</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>Transaction Status</th>
<th>Batch Status</th>
<th>Tab Displayed</th>
<th>Can the period be closed?</th>
<th>Can the transaction be moved to the next period?</th>
<th>Included in the open transaction count?</th>
<th>Actions Available (from Action list, buttons, and processes)</th>
<th>Next available transaction status</th>
<th>Next available batch status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transferred to Receivables</td>
<td>Submitted</td>
<td>Requiring Attention</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Batch can be transferred to Payables</td>
<td>Complete</td>
<td>Complete</td>
</tr>
<tr>
<td>Error</td>
<td>Error</td>
<td>Requiring Attention</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>1. After fix, batch can be resubmitted 2. Delete</td>
<td>1. Approved, Rejected 2. Null</td>
<td>Complete</td>
</tr>
<tr>
<td>Complete</td>
<td>Complete</td>
<td>Not Applicable</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>1. Reverse Batch (allowed only if all transactions in the batch are completed; batch has not been previously reversed; batch has not been created out of a reversal) 2. Reverse Action</td>
<td>Complete</td>
<td>Complete</td>
</tr>
</tbody>
</table>

1. Reverse Batch
2. Reverse Action
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.

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.

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.

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.

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.

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.

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

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**Intercompany Reconciliation**

Intercompany reconciliation provides you with reports to assist you with reconciling your intercompany receivables and intercompany payables accounts and identifying differences.

The main goal of the reports is to make it easy for you to identify either the receiver side or provider side of a transaction that has not been posted to the intercompany receivables or intercompany payables account.

The reports show the following 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.

The following are not 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 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

This process extracts data used 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.

**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. The process adds an intercompany receivables or intercompany payables line to each ledger’s journal so it can be posted. The intercompany receivables and payables accounts are generated based on the intercompany balancing rules.

**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:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule or Rule set</td>
<td>Select the rule or rule set to create allocation lines.</td>
</tr>
<tr>
<td>Post Allocations</td>
<td>Select to automatically post allocation journals after they have been imported.</td>
</tr>
</tbody>
</table>

**Intercompany Allocations**

For the Generate Intercompany Allocations process, set the parameters listed in the following table to create intercompany allocations:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule or Rule set</td>
<td>Select the rule or rule set to create allocation calculations.</td>
</tr>
<tr>
<td>Intercompany Transaction Type</td>
<td>Select the transaction type to be used to create the intercompany transactions.</td>
</tr>
</tbody>
</table>
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.

The 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.

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.

<table>
<thead>
<tr>
<th>Ledger</th>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>InFusion USA</td>
<td>3111-110-0000-41110-0000</td>
<td>USD 500</td>
<td>Allocation Line</td>
<td></td>
</tr>
<tr>
<td>InFusion UK</td>
<td>3411-000-0000-52330-0000</td>
<td>USD 250</td>
<td>Allocation Line</td>
<td></td>
</tr>
<tr>
<td>InFusion Canada</td>
<td>3511-120-0000-52330-0000</td>
<td>USD 250</td>
<td>Allocation Line</td>
<td></td>
</tr>
</tbody>
</table>

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:**

<table>
<thead>
<tr>
<th>Ledger</th>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>InFusion USA</td>
<td>3111-110-0000-41110-0000</td>
<td>USD 500</td>
<td>Allocation Line</td>
<td></td>
</tr>
<tr>
<td>InFusion USA</td>
<td>3111-110-0000-13011-3411</td>
<td>USD 250</td>
<td>Cross-Ledger Intercompany Allocation with Ledger InFusion UK</td>
<td></td>
</tr>
<tr>
<td>InFusion USA</td>
<td>3111-110-0000-13011-3511</td>
<td>USD 250</td>
<td>Cross-Ledger Intercompany Allocation with Ledger InFusion Canada</td>
<td></td>
</tr>
</tbody>
</table>

**The following table described the InFusion UK journal after cross-ledger balancing:**

<table>
<thead>
<tr>
<th>Ledger</th>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>InFusion UK</td>
<td>3411-000-0000-52330-0000</td>
<td>USD 250</td>
<td>Allocation Line</td>
<td></td>
</tr>
<tr>
<td>InFusion UK</td>
<td>3411-000-0000-21081-3111</td>
<td>USD 250</td>
<td>Cross-Ledger Intercompany Allocation with Ledger InFusion USA</td>
<td></td>
</tr>
</tbody>
</table>
The following table described the InFusion Canada journal after cross-ledger balancing:

<table>
<thead>
<tr>
<th>Ledger</th>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>InFusion Canada</td>
<td>3511-120-0000-52330-0000</td>
<td>USD 250</td>
<td></td>
<td>Allocation Line</td>
</tr>
<tr>
<td>InFusion Canada</td>
<td>3511-120-0000-21081-3111</td>
<td></td>
<td>USD 250</td>
<td>Cross-Ledger Intercompany Allocation with Ledger InFusion USA</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Ledger</th>
<th>Legal Entity</th>
<th>Primary Balancing Segment</th>
</tr>
</thead>
<tbody>
<tr>
<td>InFusion USA</td>
<td>USA Corp</td>
<td>3111</td>
</tr>
<tr>
<td>InFusion UK</td>
<td>UK Corp</td>
<td>3411</td>
</tr>
<tr>
<td>InFusion Canada</td>
<td>Canada Corp</td>
<td>3511</td>
</tr>
</tbody>
</table>

Intercompany organizations are set up as listed in the following table.

<table>
<thead>
<tr>
<th>Intercompany Organization</th>
<th>Legal Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA Sales</td>
<td>USA Corp</td>
</tr>
<tr>
<td>UK Sales</td>
<td>UK Corp</td>
</tr>
<tr>
<td>Canada Sales</td>
<td>Canada Corp</td>
</tr>
</tbody>
</table>

The following table lists the provider intercompany transactions that are created for the Marketing Costs allocation rule.

Batch 101:
The following table lists the receiver intercompany transactions that are created for the Marketing Costs allocation rule.

<table>
<thead>
<tr>
<th>Receiver</th>
<th>Transaction Number</th>
<th>Distribution Number</th>
<th>Distribution account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK Sales</td>
<td>1</td>
<td>1</td>
<td>3411-000-0000-52330-0000</td>
<td>USD 250</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td>3411-000-0000-21081-0000</td>
<td>USD 250</td>
<td></td>
</tr>
<tr>
<td>Canada Sales</td>
<td>2</td>
<td>1</td>
<td>3511-120-0000-52330-0000</td>
<td>USD 250</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td>3511-120-0000-21081-0000</td>
<td>USD 250</td>
<td></td>
</tr>
</tbody>
</table>

FAQs for Intercompany Transactions

How can I use social networking to discuss intercompany allocation adjustments with cost center owners?

Use the Social link on the Intercompany Transactions work area to invite others to a conversation to address the adjustments.

For example, the monthly intercompany allocation of administration costs changed substantially to more accurately reflect resource usage. You need the cost center owners to validate their intercompany allocation.

From the Intercompany Transactions work area:

1. Search for the intercompany transaction.
2. Click Social to open Oracle Social Network. Click the Share button, or click Join if collaboration has already been initiated.
3. Create a new related conversation.
4. Invite all of the cost center owners to join the conversation.
5. Upload the allocation spreadsheet for the cost center owners’ review.

The cost center owners can post questions and because the other cost center owners are members, they can see your responses to the questions. Each cost center owner validates their intercompany allocation in the conversation itself, which creates a lasting record.
Related Topics

- What does social networking have to do with my job

How do I enter provider and receiver distributions for intercompany transactions?

Enter provider and receiver distributions, and ensure 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 is based on the primary balancing segment value of the first provider distribution and the intercompany balancing rules. The intercompany payables line is based on the primary balancing segment value of the first receiver distribution and the intercompany balancing rules.

Transaction amount = $100 debit.

The following table illustrates the Provider distributions for a Debit transaction.

<table>
<thead>
<tr>
<th>Distribution Line Entry</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>User enters this line.</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>Intercompany adds the Intercompany Receivable line.</td>
<td>$100</td>
<td></td>
</tr>
</tbody>
</table>

The following table illustrates the Receiver distributions for a Debit transaction.

Transaction amount = $100 debit.

<table>
<thead>
<tr>
<th>Distribution Line Entry</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>User enters this line.</td>
<td>$110</td>
<td></td>
</tr>
<tr>
<td>User enters this line.</td>
<td>$210</td>
<td></td>
</tr>
<tr>
<td>Intercompany adds the Intercompany Payables line.</td>
<td>$100</td>
<td></td>
</tr>
</tbody>
</table>

The following table illustrates the Provider distributions for a Credit transaction.

Transaction Amount = $100 credit

<table>
<thead>
<tr>
<th>Distribution Line Entry</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>User enters this line.</td>
<td>$110</td>
<td></td>
</tr>
<tr>
<td>User enters this line.</td>
<td>$210</td>
<td></td>
</tr>
</tbody>
</table>
Distribution Line Entry | Debit | Credit
--- | --- | ---
Intercompany adds the Intercompany Receivable line. | | $100

The following table illustrates the Receiver distributions for a Credit transaction.

Transaction Amount = $100 credit

<table>
<thead>
<tr>
<th>Distribution Line Entry</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>User enters this line.</td>
<td></td>
<td>$100</td>
</tr>
<tr>
<td>Intercompany adds the Intercompany Payables line.</td>
<td>$100</td>
<td></td>
</tr>
</tbody>
</table>

How can I resubmit rejected intercompany transactions?

Rejected intercompany transactions can't be resubmitted, however they can be copied, edited, and resubmitted in a new batch.

Select the rejected transaction amount on the Transactions Overview page and use the Copy feature. After copying 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 are 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 is 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 cannot 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 aledger set hierarchy definition whereby a predefined ledger set is addressed, with each ledger and ledger set assigned a manager who is 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 the weighted average rate for transactions that occur at different points in time. The application uses historical rates to calculate the conversion rate on equity account balances during foreign currency translation of the balance sheet.

On the Currency Rates Manager page, define and maintain your historical rates. You can define historical rates using a Desktop Integrated Excel workbook.

To create historical rates, specify the required ledger and other optional fields, as needed. Click the Create in Spreadsheet button to open the spreadsheet for uploading. To update existing historical rates for your ledgers, click the Edit in Spreadsheet button. The spreadsheet is prepopulated with the existing historical rates.

⚠️ Note: Before using the historical rates spreadsheet, install the ADF Desktop Integration Add-In for Excel.

Related Topics

- 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

You are required to change today’s daily rates that were already entered. The rates you are 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 Fusion 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:
- 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.

\[\text{Note:}\] 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 cannot locate rates for one or more currencies, balances are not revalued for those currencies. In this case, the Revaluation process completes with a warning and the execution report lists which currencies are missing rates.

**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.

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 do not 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Vision Corporation Revaluation</td>
</tr>
<tr>
<td>Description</td>
<td>Revaluation for all foreign currency balances.</td>
</tr>
<tr>
<td>Chart of Accounts</td>
<td>Vision Corporation Chart of Accounts</td>
</tr>
<tr>
<td>Currency</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>Conversion Rate Type</td>
<td>Daily</td>
</tr>
<tr>
<td>Days to Roll Forward</td>
<td>5</td>
</tr>
<tr>
<td>Unrealized Gain Account</td>
<td>011-00-96600000-0000-000-000</td>
</tr>
<tr>
<td>Unrealized Loss Account</td>
<td>011-00-96700000-0000-000-000</td>
</tr>
<tr>
<td>Income Statement Accounts Basis</td>
<td>PTD</td>
</tr>
<tr>
<td>Post Automatically</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Note:* If blank, all currencies are revalued and after saving, the field automatically displays: All currencies.

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:

<table>
<thead>
<tr>
<th>Segment</th>
<th>Segment Label</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Primary Balancing Segment</td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>Natural Account Segment</td>
</tr>
<tr>
<td>Subaccount</td>
<td></td>
</tr>
<tr>
<td>Division</td>
<td></td>
</tr>
<tr>
<td>Product</td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td></td>
</tr>
<tr>
<td>Intercompany</td>
<td>Intercompany Segment</td>
</tr>
</tbody>
</table>

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
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.

Set Up Revaluation Tracking by Multiple Segments
Before you can track revaluation by multiple segments, you have to do these 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.

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**

<table>
<thead>
<tr>
<th>Segment</th>
<th>Segment Label</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Primary Balancing Segment</td>
</tr>
<tr>
<td>Department</td>
<td>Revaluation Gain/Loss Tracking Segment</td>
</tr>
<tr>
<td>Account</td>
<td>Natural Account Segment</td>
</tr>
<tr>
<td>Subaccount</td>
<td></td>
</tr>
<tr>
<td>Division</td>
<td>Revaluation Gain/Loss Tracking Segment</td>
</tr>
<tr>
<td>Product</td>
<td>Revaluation Gain/Loss Tracking Segment</td>
</tr>
<tr>
<td>Project</td>
<td>Revaluation Gain/Loss Tracking Segment</td>
</tr>
</tbody>
</table>

**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: 01-000-3500-0000-0000-000
- Unrealized Loss Account: 01-000-3500-0000-0000-000

⚠️ **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 EUR = 1.642883 AUD. Here’s the foreign currency journal in the primary ledger.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Entered Debit (EUR)</th>
<th>Entered Credit (EUR)</th>
<th>Accounted Debit (AUD)</th>
<th>Accounted Credit (AUD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01-100-1110-1001-001</td>
<td>1000.00</td>
<td></td>
<td></td>
<td>1642.88</td>
</tr>
</tbody>
</table>

---

**Diagram:**

- **Primary Ledger**:
  - Foreign Currency Journal Created → Automatic Conversion → Revalue Balances → Revaluation Journal Generated ➔ Automatic Conversion ➔ Reporting Currency
- **Reporting Currency**:
  - Foreign Currency Journal Converted
  - Revalue Balances
  - Revaluation Journal Generated ➔ Automatic Conversion ➔ Revaluation Journal Converted

---

**ORACLE**
The foreign currency journal is automatically converted in the reporting currency. The conversion rate in effect for January 1, 2019 is 1 EUR = 1.155463 USD. Here’s the converted journal in the reporting currency.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Entered Debit (EUR)</th>
<th>Entered Credit (EUR)</th>
<th>Accounted Debit (USD)</th>
<th>Accounted Credit (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01-100-1110-1001-001-1001-101</td>
<td>1000.00</td>
<td></td>
<td>1155.46</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>01-200-1110-1002-002</td>
<td>1200.00</td>
<td></td>
<td>1386.56</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>01-000-1210-0000-000</td>
<td>2200.00</td>
<td></td>
<td>2542.02</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>2200.00</td>
<td>2200.00</td>
<td>2542.02</td>
<td>2542.02</td>
</tr>
</tbody>
</table>

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 EUR = 1.57286 AUD.

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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Entered Debit (EUR)</th>
<th>Entered Credit (EUR)</th>
<th>Accounted Debit (AUD)</th>
<th>Accounted Credit (AUD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01-100-1110-1001-001-1001-101</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>70.02</td>
</tr>
<tr>
<td>2</td>
<td>01-100-7844-0000-001</td>
<td>0.00</td>
<td>0.00</td>
<td>70.02</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>01-200-1110-1002-002</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>84.03</td>
</tr>
<tr>
<td>4</td>
<td>01-200-7844-0000-002</td>
<td>0.00</td>
<td>0.00</td>
<td>84.03</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>154.05</td>
<td>154.05</td>
</tr>
</tbody>
</table>

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 AUD = 0.728134 USD. 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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Entered Debit (EUR)</th>
<th>Entered Credit (EUR)</th>
<th>Accounted Debit (USD)</th>
<th>Accounted Credit (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01-100-7844-0000-001</td>
<td>0.00</td>
<td>0.00</td>
<td>50.98</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>01-200-7844-0000-002</td>
<td>00.00</td>
<td>0.00</td>
<td>61.19</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>01-100-3500-0000-001</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>50.98</td>
</tr>
<tr>
<td>4</td>
<td>01-200-3500-0000-002</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>61.19</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>112.17</td>
<td>112.17</td>
</tr>
</tbody>
</table>

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 EUR = 1.145253 USD.

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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Entered Debit (EUR)</th>
<th>Entered Credit (EUR)</th>
<th>Accounted Debit (USD)</th>
<th>Accounted Credit (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01-100-1110-1001-001</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>10.21</td>
</tr>
<tr>
<td>2</td>
<td>01-100-3500-0000-001</td>
<td>0.00</td>
<td>0.00</td>
<td>10.21</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>01-200-1110-1002-002</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>12.26</td>
</tr>
<tr>
<td>4</td>
<td>01-200-3500-0000-002</td>
<td>0.00</td>
<td>0.00</td>
<td>12.26</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>22.47</td>
<td>22.47</td>
</tr>
</tbody>
</table>

**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: 01-000-7842-0000-0000-0000-000
• Unrealized Loss Account: 01-000-7844-0000-000-000-000
• 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 EUR = 1.642883 AUD. Here’s the foreign currency in the primary ledger. It’s the same as the first example.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Entered Debit (EUR)</th>
<th>Entered Credit (EUR)</th>
<th>Accounted Debit (AUD)</th>
<th>Accounted Credit (AUD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01-100-1110-1001-001</td>
<td>1000.00</td>
<td></td>
<td>1642.88</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>01-200-1110-1002-002</td>
<td>1200.00</td>
<td></td>
<td>1971.46</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>01-000-1210-0000-000</td>
<td>2200.00</td>
<td></td>
<td>3614.34</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>2200.00</td>
<td>2200.00</td>
<td>3614.34</td>
<td>3614.34</td>
</tr>
</tbody>
</table>

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 EUR = 1.155463 USD. Here’s the converted journal in the reporting currency. It’s the same as the first example.
### Chapter 5

#### Accounting Period Close

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Entered Debit (EUR)</th>
<th>Entered Credit (EUR)</th>
<th>Accounted Debit (USD)</th>
<th>Accounted Credit (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01-100-1110-1001-001</td>
<td>1000.00</td>
<td></td>
<td>1155.46</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>01-200-1110-1002-002</td>
<td>1200.00</td>
<td></td>
<td>1386.56</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>01-000-1210-0000-000</td>
<td></td>
<td>2200.00</td>
<td>2542.02</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>2200.00 2200.00 2542.02 2542.02</strong></td>
</tr>
</tbody>
</table>

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 EUR = 1.57286 AUD.

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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Entered Debit (EUR)</th>
<th>Entered Credit (EUR)</th>
<th>Accounted Debit (AUD)</th>
<th>Accounted Credit (AUD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01-100-1110-1001-001</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>70.02</td>
</tr>
<tr>
<td>2</td>
<td><strong>01-100-7844-0000-001</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>70.02</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>01-200-1110-1002-002</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>84.03</td>
</tr>
<tr>
<td>4</td>
<td><strong>01-200-7844-0000-002</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>84.03</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>0.00 0.00 154.05 154.05</strong></td>
</tr>
</tbody>
</table>

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 EUR = 1.145253 USD.

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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Entered Debit (EUR)</th>
<th>Entered Credit (EUR)</th>
<th>Accounted Debit (USD)</th>
<th>Accounted Credit (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01-100-1110-1001-001</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>10.21</td>
</tr>
<tr>
<td>2</td>
<td><strong>01-100-7844-0000-001</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>10.21</td>
<td>0.00</td>
</tr>
</tbody>
</table>
### 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 inquiries, 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

**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**

- 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.
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 the translation process after making the accounting configuration change.

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.

<table>
<thead>
<tr>
<th>Type of Change</th>
<th>Affects All Translated Periods?</th>
<th>Affects All Translated Balancing Segment Values?</th>
<th>Affects All Related Balance Level Reporting Currencies of the Ledger?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Translation rules</td>
<td>Yes</td>
<td>Yes</td>
<td>No, can be specified for each balance level reporting currency.</td>
</tr>
<tr>
<td>Translation rate types</td>
<td>Yes</td>
<td>Yes</td>
<td>No, can be specified for each balance level reporting currency.</td>
</tr>
<tr>
<td>Cumulative translation adjustment (CTA) account</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Retained earnings account</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Type of Change</th>
<th>Steps</th>
</tr>
</thead>
</table>
| 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. |
### Type of Change

<table>
<thead>
<tr>
<th>Type of Change</th>
<th>Steps</th>
</tr>
</thead>
</table>
| 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 Infollets

### General Accounting Dashboard

Oracle Fusion 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, under performing lines of business, excessive expenses, unreconciled accounts, and unallocated balances. All infollets provide direct access to related pages and functions where you can address issues.

The General Accounting dashboard has these infollets:
- Journals and Intercompany Transactions inforts: Evaluate the magnitude of outstanding journals and intercompany transactions.
- Accounts Payable and Accounts Receivables Reconciliation inforts: 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.

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 the 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 Fusion Payables and Oracle Fusion Receivables subledgers. The infolet appears on the General Accounting dashboard and shows:

• The corresponding ending balances in the Oracle Fusion 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.

• The infolets show:

  o An absolute difference amount between these two balances.

  o 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 drop down 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 ending balance to arrive at the progressive ledger end balance.
- Click View Report hyperlink in the infolet to navigate to a page that displays the subledgers to ledger reconciliation Oracle Transactional Business Intelligence (OTBI) reports. Closing the View Reports page returns you back to the previous view. The OTBI 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.

![Thresholds](image)

**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.

![Journals](image)

**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 is 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.

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bottom Performers</strong></td>
<td></td>
</tr>
<tr>
<td>Merlot</td>
<td>$2.31M</td>
</tr>
<tr>
<td>Shiraz</td>
<td>$226K</td>
</tr>
<tr>
<td><strong>Top Performers</strong></td>
<td></td>
</tr>
<tr>
<td>Beaujolais</td>
<td>$4.61M</td>
</tr>
<tr>
<td>Pinot Noir</td>
<td>$3.52M</td>
</tr>
</tbody>
</table>

You can expand the infolet to view more information. The expanded view:

- Displays all the revenue accounts you are 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 are 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

- 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

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.

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.

<table>
<thead>
<tr>
<th>Time Option</th>
<th>Comparison Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Period</td>
<td>• Budget PTD</td>
</tr>
<tr>
<td></td>
<td>• Budget QTD</td>
</tr>
<tr>
<td></td>
<td>• Budget YTD</td>
</tr>
<tr>
<td></td>
<td>• Prior period PTD</td>
</tr>
</tbody>
</table>
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 is 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.

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 tracing of reconciling items with insightful account analysis reports.

As a prerequisite to the reconciliation process, subledger transactions from Oracle Fusion Payables and Oracle Fusion Receivables are imported and accounted in Oracle Fusion 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 do not have complete accounting.
• Amounts that do not tie to the accounting entry amount.
• Manually entered journals that posted to the general ledger account.
• Journals that did not 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**

Leverage 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 balance 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 AP Trial Balance report to obtain the beginning and ending payables accounting balances and drill down to the details.

### Intercompany Reconciliation

Intercompany reconciliation provides you with reports to assist you with reconciling your intercompany receivables and intercompany payables accounts and identifying differences.

The main goal of the reports is to make it easy for you to identify either the receiver side or provider side of a transaction that has not been posted to the intercompany receivables or intercompany payables account.

The reports show the following 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.

The following are not 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 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**

This process extracts data used 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

**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.

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.

Related Topics

- Security Reference for Oracle Financials Cloud
- How Journal Lines Are Enabled for 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.

<table>
<thead>
<tr>
<th>Set 1</th>
<th>Set 2</th>
<th>Set 3</th>
<th>Set 4</th>
<th>Set 5</th>
<th>Set 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-100-22100-100</td>
<td>01-100-22101-100</td>
<td>02-100-22100-100</td>
<td>02-100-22101-100</td>
<td>03-100-22100-100</td>
<td>03-100-22101-100</td>
</tr>
<tr>
<td>01-100-22100-200</td>
<td>01-100-22101-200</td>
<td>02-100-22100-200</td>
<td>02-100-22101-200</td>
<td>03-100-22100-200</td>
<td>03-100-22101-200</td>
</tr>
<tr>
<td>01-200-22100-100</td>
<td>01-200-22101-100</td>
<td>02-200-22100-100</td>
<td>02-200-22101-100</td>
<td>03-200-22100-100</td>
<td>03-200-22101-100</td>
</tr>
<tr>
<td>01-200-22100-200</td>
<td>01-200-22101-200</td>
<td>02-200-22100-200</td>
<td>02-200-22101-200</td>
<td>03-200-22100-200</td>
<td>03-200-22101-200</td>
</tr>
</tbody>
</table>

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.

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.

<table>
<thead>
<tr>
<th>Journal Line</th>
<th>Account Combination</th>
<th>Accounted Amount (Debit)</th>
<th>Accounted Amount (Credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01-000-22100</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>01-000-22100</td>
<td></td>
<td>98.00</td>
</tr>
</tbody>
</table>

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.

**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.

**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 Financials Cloud 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 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.

<table>
<thead>
<tr>
<th>Set 1</th>
<th>Set 2</th>
<th>Set 3</th>
<th>Set 4</th>
<th>Set 5</th>
<th>Set 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-100-22100-100</td>
<td>01-100-22101-100</td>
<td>02-100-22100-100</td>
<td>02-100-22101-100</td>
<td>03-100-22100-100</td>
<td>03-100-22101-100</td>
</tr>
<tr>
<td>01-100-22100-200</td>
<td>01-100-22101-200</td>
<td>02-100-22100-200</td>
<td>02-100-22101-200</td>
<td>03-100-22100-200</td>
<td>03-100-22101-200</td>
</tr>
<tr>
<td>01-200-22100-100</td>
<td>01-200-22101-100</td>
<td>02-200-22100-100</td>
<td>02-200-22101-100</td>
<td>03-200-22100-100</td>
<td>03-200-22101-100</td>
</tr>
<tr>
<td>01-200-22100-200</td>
<td>01-200-22101-200</td>
<td>02-200-22100-200</td>
<td>02-200-22101-200</td>
<td>03-200-22100-200</td>
<td>03-200-22101-200</td>
</tr>
</tbody>
</table>
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

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.

### 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.

### 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.

<table>
<thead>
<tr>
<th>Command</th>
<th>What It Does</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td>Opens a search window where you can enter multiple search criteria and then run an extensive search.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> You can also search on the various data fields within the worksheets using native Excel features.</td>
</tr>
<tr>
<td>Select All</td>
<td>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.</td>
</tr>
<tr>
<td>Deselect All</td>
<td>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.</td>
</tr>
</tbody>
</table>

Here are the commands that appear only in the Reconcile Journal Lines spreadsheet.

<table>
<thead>
<tr>
<th>Command</th>
<th>What It Does</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconcile</td>
<td>Reconciles a set of selected journal lines.</td>
</tr>
<tr>
<td>Mark as Reviewed</td>
<td>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</td>
</tr>
</tbody>
</table>
Command | What It Does
--- | ---
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.

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.

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.

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 were not 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.

![Unreconciled Transactions Report](image1)

**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.

This screenshot shows an example page from the report. It has sections for reconciliation details, journal details, and amounts.

![Reconciled Transactions Report](image2)
Other Oracle Business Intelligence (BI) Publisher Reports

The data model for these BI 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**

- Creating Analytics and Reports for Financials Cloud

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 are not 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 Business Intelligence (BI) 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 these reporting solutions: Financial Reporting, General Accounting Dashboard, Smart View, online inquiry, Oracle Business Intelligence (BI) 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 Fusion 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:** Do not 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.

<table>
<thead>
<tr>
<th>Ledger</th>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>InFusion USA</td>
<td>Expense to InFusion Canada</td>
<td>10,000 USD</td>
<td></td>
</tr>
<tr>
<td>InFusion USA</td>
<td>Intercompany Payable to InFusion Canada</td>
<td>10,000 USD</td>
<td></td>
</tr>
<tr>
<td>InFusion Canada</td>
<td>Intercompany Receivable from InFusion USA</td>
<td>10,000 USD</td>
<td></td>
</tr>
<tr>
<td>InFusion Canada</td>
<td>Revenue from InFusion USA</td>
<td>10,000 USD</td>
<td></td>
</tr>
</tbody>
</table>

The following table shows the debits and credits for the elimination entry in the InFusion North America elimination ledger.

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>InFusion USA Intercompany Payable</td>
<td>10,000 USD</td>
<td></td>
</tr>
<tr>
<td>InFusion USA Expense</td>
<td></td>
<td>10,000 USD</td>
</tr>
<tr>
<td>InFusion Canada Revenue</td>
<td></td>
<td>10,000 USD</td>
</tr>
<tr>
<td>InFusion Canada Intercompany Receivable</td>
<td></td>
<td>10,000 USD</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Ledger</th>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>InFusion UK</td>
<td>Expense to InFusion Germany</td>
<td>5,000 EUR</td>
<td></td>
</tr>
<tr>
<td>InFusion UK</td>
<td>Intercompany Payable to InFusion Germany</td>
<td>5,000 EUR</td>
<td></td>
</tr>
<tr>
<td>InFusion Germany</td>
<td>Intercompany Receivable from InFusion UK</td>
<td>5,000 EUR</td>
<td></td>
</tr>
<tr>
<td>InFusion Germany</td>
<td>Revenue from InFusion UK</td>
<td>5,000 EUR</td>
<td></td>
</tr>
</tbody>
</table>

The following table shows the debits and credits for the elimination entry in the InFusion EMEA elimination ledger.
Accounting Period Close

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>InFusion UK Intercompany Payable</td>
<td>5,000 EUR</td>
<td></td>
</tr>
<tr>
<td>InFusion UK Expense</td>
<td></td>
<td>5,000 EUR</td>
</tr>
<tr>
<td>InFusion Germany Revenue</td>
<td>5,000 EUR</td>
<td></td>
</tr>
<tr>
<td>InFusion Germany Intercompany Receivable</td>
<td></td>
<td>5,000 EUR</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Ledger</th>
<th>Account</th>
<th>Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>InFusion Germany</td>
<td>Expense to InFusion USA</td>
<td>20,000 USD</td>
</tr>
<tr>
<td>InFusion Germany</td>
<td>Intercompany Payable to InFusion USA</td>
<td>20,000 USD</td>
</tr>
<tr>
<td>InFusion USA</td>
<td>Intercompany Receivable from InFusion Germany</td>
<td>20,000 USD</td>
</tr>
<tr>
<td>InFusion USA</td>
<td>Revenue from InFusion Germany</td>
<td>20,000 USD</td>
</tr>
</tbody>
</table>

The following table shows the debits and credits for the fourth transaction where InFusion Canada pays InFusion UK 15,000 USD for copper rolls.

<table>
<thead>
<tr>
<th>Ledger</th>
<th>Account</th>
<th>Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>InFusion Canada</td>
<td>Expense to InFusion UK</td>
<td>15,000 USD</td>
</tr>
<tr>
<td>InFusion Canada</td>
<td>Intercompany Payable to InFusion UK</td>
<td>15,000 USD</td>
</tr>
<tr>
<td>InFusion UK</td>
<td>Intercompany Receivable from InFusion Canada</td>
<td>15,000 USD</td>
</tr>
<tr>
<td>InFusion UK</td>
<td>Revenue from InFusion Canada</td>
<td>15,000 USD</td>
</tr>
</tbody>
</table>
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 conversation rate of EUR to USD is 1.577.

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>InFusion USA Payable</td>
<td>10,000 USD</td>
<td></td>
</tr>
<tr>
<td>InFusion Canada Receivable</td>
<td></td>
<td>10,000 USD</td>
</tr>
<tr>
<td>InFusion Germany Payable</td>
<td>20,000 USD</td>
<td></td>
</tr>
<tr>
<td>InFusion USA Receivable</td>
<td></td>
<td>20,000 USD</td>
</tr>
</tbody>
</table>
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.

### 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:

The 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 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.

How Closing Journals for Balance Sheets Are Created

Use the Create Balance Sheet Closing Journals process to meet audit requirements. The process creates a journal entry that closes the 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 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 are 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 next fiscal year by running the Open Period program.
- 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 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.

How Closing Journals for Income Statements Are Created
Use the Create Income Statement Closing Journals process to meet audit requirements. The process creates a journal entry that shows the 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 income and expense accounts.
• Creates an audit trail showing how the retained earnings amount is calculated.
• Can be run in any open period
• Closes the YTD balances of the 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 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 program:
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 are 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 program. 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 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
- Specify Ledger Options

Create Closing Journals for Balance Sheets and Income Statements

Run one of the two 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 all asset and liability balances to a closing account.

The following figure shows the Period Close page with the Create Balance Sheet Closing Journals task selected. The Create Balance Sheet Closing Journals process requires values for the following parameters: Data Access Set, Ledger or Ledger Set, Accounting Period, Closing Account, and Category.

1. Navigate to the Period Close work area.
2. Select the Create Balance Sheet Closing Journals task.
3. Accept or change the defaults for the:
   - Data Access Set
Income Statement Closing Journal

Run the Create Income Statement Closing Journal process to post all of the income statement accounts to one or more retained earnings accounts.

The following figure shows the Period Close page with the Create Income Statement Closing Journals task selected. The Create Income Statement Closing Journals process requires values for the following parameters: Data Access Set, Ledger or Ledger Set, Accounting Period, Closing Account, and Category. The Income Offset Account parameter is optional.

1. Navigate to the Period Close work area.
2. Select the Create Income Statement Closing Journals task.
3. Accept or change the defaults for the:
   o Data Access Set
   o Ledger or Ledger Set
   o Accounting Period
   o Category
4. Enter the Closing Account and an optional Income Offset Account.

**Note:** To retain the income statement account balances, use an offset account instead of booking the reversal of the retained earning adjustment to the income statement accounts.
5. Click **Submit**.

### 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 are not 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.

### Examples of Year-End Closing Journals

Oracle General Ledger provides processes for closing accounts by posting 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.

The following table shows the entries for Travel Expense account 6100.

<table>
<thead>
<tr>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction 1</td>
<td>100,000</td>
<td></td>
</tr>
<tr>
<td>Transaction 2</td>
<td></td>
<td>40,000</td>
</tr>
</tbody>
</table>
The following table shows the resulting closing journal, generated by General Ledger, and the entries that zero out the profit and loss accounts, with the offset booked to retained earnings account 3100.

<table>
<thead>
<tr>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Expense Account 6100</td>
<td>40,000</td>
<td>100,000</td>
</tr>
<tr>
<td>Retained Earning Account 3100</td>
<td>100,000</td>
<td>40,000</td>
</tr>
<tr>
<td>Net Ending Balances</td>
<td>Retained Earnings Account 3100 = 60,000</td>
<td>Travel Expense Account 6100 = 0</td>
</tr>
</tbody>
</table>

If the Create Income Statement Closing Journal process is run, 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 the Net Closing Balance Journal ledger option is selected, the closing journals created by the Create Income Statement Closing Journal process use the net amount.

The following figure shows the Net Closing Balance Journal option in the Period Close section on the Specify Ledger Options page.
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.

The following table shows the transactions and ending balance at the end of the year for Payables Account 2100.

<table>
<thead>
<tr>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction 1</td>
<td>170,00</td>
<td></td>
</tr>
<tr>
<td>Transaction 2</td>
<td></td>
<td>30,000</td>
</tr>
<tr>
<td>Net Ending Balance of Payables Account 2100</td>
<td>140,000</td>
<td></td>
</tr>
</tbody>
</table>

If the Create Balance Sheet Closing Journals process is used to meet audit requirements, the process creates a journal entry that closes the 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 have selected to close.

The following table shows how the process transfers balances to the specified closing account.

<table>
<thead>
<tr>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payables Account 2100</td>
<td>30,000</td>
<td>170,000</td>
</tr>
<tr>
<td>Close Account 3200</td>
<td>170,000</td>
<td>30,000</td>
</tr>
<tr>
<td>Net Ending Balance</td>
<td>Closing Account 3200 = 140,000</td>
<td>Payables Account 2100 = 0</td>
</tr>
</tbody>
</table>

If the Net Closing Balance Journal ledger option is selected, 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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payables Account 2100</td>
<td></td>
<td>140,000</td>
</tr>
<tr>
<td>Close Account 3100</td>
<td>140,000</td>
<td></td>
</tr>
</tbody>
</table>

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.
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 the income statement and balance sheet accounts. Auditable closing procedures vary based on country’s reporting requirements and an organization’s business needs.

Oracle Fusion General Ledger provides two processes for the year-end closing journals. These processes close the 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.

Use Oracle Social Network

How You Configure Social Objects

Before you can start using the 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 the following 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 an conversation by setting the option in Managing Oracle Social Network Objects user interface.

Note: Oracle Social Network is currently only available in Oracle Cloud implementations.

Related Topics

- Management of Oracle Social Network Objects

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 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 an action Request Information 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
In Oracle Fusion Applications, you can add application users only, external users cannot 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 are 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 Cloud 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 are 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 Fusion General Ledgers 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 is not 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 Cloud 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 Overview** 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 Fusion General Ledger business activities:

- Period status
- Journal

**Related Topics**

- What does social networking have to do with my job

**What's the difference between reconciling clearing accounts manually and automatically?**

**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 do not 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.
Financial Reporting and Analysis

Considerations for General Ledger Balances Cubes

When performing financial reporting and analysis, you should first review the General Ledger Balances Cubes documentation in the Implementing Enterprise Structures and General Ledger guide for reporting and analysis considerations.

Related Topics
- Oracle General Ledger Balances Cube: Overview

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 is 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.

<table>
<thead>
<tr>
<th>Reporting Needs</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boardroom ready financial statements with drill-down to your source transactions that are GAAP-compliant.</td>
<td>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.</td>
</tr>
<tr>
<td>Exception-based account monitoring with multidimensional analysis and drill-down capability</td>
<td>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.</td>
</tr>
<tr>
<td>Spreadsheet financial reports with multidimensional analysis, pivoting, real-time analysis, and drill down capability.</td>
<td>Oracle Smart View enables you to interactively analyze your balances and define reports using a familiar spreadsheet environment.</td>
</tr>
<tr>
<td>High volume operational reporting with configurable templates for financial applications.</td>
<td>Oracle Business Intelligence Publisher (BI 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,</td>
</tr>
</tbody>
</table>
## Reporting Needs

<table>
<thead>
<tr>
<th>Reporting Needs</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transactional reporting in real time to support daily decision making.</td>
<td>Oracle Transactional BI Analyses are built off of transactional tables using Subject Areas. Use BI Publisher if the need is for pixel perfect reporting.</td>
</tr>
<tr>
<td>Centralize location for performing application functions and reviewing data.</td>
<td>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.</td>
</tr>
<tr>
<td>Mobile access to timely reporting information from financial applications.</td>
<td>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.</td>
</tr>
</tbody>
</table>

### Related Topics

- Creating Analytics and Reports for Financials Cloud

### 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 Studio Reports, Account Groups and Sunburst, Smart View Reports, Oracle Transactional Business Intelligence Analyses, Oracle Transactional Business Intelligence Dashboards, Oracle Business Intelligence Publisher Reports, and Business Intelligence Mobile Apps. Other reporting tools are also available to run the same seven report types.
The following 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 Studio using data in the Oracle Fusion 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.
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 Business Intelligence 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.

<table>
<thead>
<tr>
<th>Other Reporting Tools</th>
<th>Report Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Accounting Dashboard and Account Inspector</td>
<td>Account Groups</td>
</tr>
<tr>
<td>Reports and Analytics</td>
<td>Oracle Transactional Business Intelligence Objects</td>
</tr>
<tr>
<td>BI Catalog</td>
<td>All Report Types, Except Oracle Business Intelligence Publisher Reports</td>
</tr>
<tr>
<td>Enterprise Scheduler System</td>
<td>Oracle Business Intelligence Publisher Reports</td>
</tr>
</tbody>
</table>

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 Financial Reports or Oracle Business Intelligence 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 Oracle Business Intelligence 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 Business Intelligence 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 Studio
Oracle Hyperion Financial Reporting Studio enables you to use an object-oriented graphical report layout with report objects, such as text boxes, grids, images, and charts.

Financial Reporting Studio supports the following functionality:
• Client-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


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.

---

**How to Manage Financial Reporting Studio Versions**

You could run into issues with Financial Reporting Studio reports if the Financial Reporting Studio version on your client is different from the Financial Reporting server version in the application. You must therefore manage the Financial Reporting Studio client version during the course of the regular Oracle Fusion Applications Cloud updates.

**Using Financial Reporting Studio Between Test and Production Updates**

Your test environment is always updated before your production environment.
During this period, the version of the Financial Reporting server on your test environment may be different than the version on your production environment. When this happens, the existing Financial Reporting Studio client currently installed on your computer may not work with your test environment due to the version mismatch between its server and client. Thus, during this period, you must uninstall and reinstall the Financial Reporting Studio client from the test or production environment accordingly, depending on which environment you work on, to ensure the client version matches the server version.

Using Financial Reporting Studio After the Production Update

After the production environment is updated, the Financial Reporting Studio versions for the test and production environments will be the same.

If you already installed Financial Reporting Studio from the test environment, you won't have to make any changes. Otherwise, you should immediately uninstall, download, and reinstall Financial Reporting Studio from the financial reporting workspace in the production environment.

Comparing the Client and Server Versions

To compare the Financial Reporting Studio client version with the Financial Reporting server version, perform the following steps:

2. From the Help menu, select About Reporting Studio.
The following figure shows an example of the Financial Reporting Studio window with matching client and server versions. The *Oracle Hyperion Financial Reporting* version is 11.1.2.4.505 and the *Report Server Version* is 11.1.2.4.560.0505.

You can also check the server version from the Help menu of the financial reporting workspace.

1. From the Financial Reporting Center, select the Open Workspace for Financial Reports task.
2. From the Help menu, select About Oracle Enterprise Performance Management System Workspace.
3. Click Show Details.

The following figure shows an example of the Enterprise Performance Management System Workspace window with the report server version.
Installing Financial Reporting Studio

Perform the following prerequisite steps:

1. Uninstall the previous version, if any, using the Windows Control Panel.
2. Delete the existing directory structure. For example, C:\Oracle\Middleware\EPMSystem11R1\products\FinancialReportingStudio.
3. Restart your computer.

Download the version of the Financial Reporting Studio from that environment’s workspace:

1. Navigate to the Financial Reporting Center and select the **Open the Financial Reporting Workspace** task.
2. From the menu, select **Tools > Install > Financial Reporting Studio** and save the file.
3. Right-click the executable file and select **Run as administrator**.

⚠️ **Caution:** Don’t close the command window that appears near completion. It will automatically close itself.
The following figure shows an example of the command window that appears while the executable file is running.

4. Click **Finish** on the install window after the command window closes.

Lastly, when designing reports, you can’t design a Financial Reporting Studio report using a client version that’s higher than the report server version, and then export or import the report to a lower client version level. The report may not work.

**Overview of Smart View**

Oracle Hyperion Smart View provides common Word, PowerPoint, and Excel interfaces designed specifically for Oracle Hyperion Enterprise Performance Management, Oracle Business Intelligence Enterprise Edition, and Oracle Fusion 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**

As an Oracle Fusion user who executes predefined inputs or reporting forms, Smart View a convenient way of completing tasks within Microsoft Office. Use Smart View to work in the Excel environment either for 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 leverages the capabilities of Oracle Fusion 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 Financials Cloud link on the Books for Oracle Financials Cloud 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.
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.  

   \textbf{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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger</td>
<td>US Ledger Set &gt; [US Ledger Set].[Us Primary Ledger]</td>
</tr>
<tr>
<td>Line of Business</td>
<td>All Line of Business Values</td>
</tr>
<tr>
<td>Cost Center</td>
<td>All Cost Center Values</td>
</tr>
<tr>
<td>Product</td>
<td>All Product Values</td>
</tr>
<tr>
<td>Intercompany</td>
<td>All Intercompany Values</td>
</tr>
<tr>
<td>Scenario</td>
<td>Actual</td>
</tr>
<tr>
<td>Balance Amount</td>
<td>Period Activity</td>
</tr>
<tr>
<td>Currency</td>
<td>USD</td>
</tr>
<tr>
<td>Currency Type</td>
<td>Total</td>
</tr>
</tbody>
</table>

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.

   \textbf{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.
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** > **Tasks** 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>[All Company Values].[101]</td>
</tr>
<tr>
<td>Line of Business</td>
<td>10</td>
</tr>
<tr>
<td>Account</td>
<td>11200-Cash</td>
</tr>
<tr>
<td>Cost Center</td>
<td>All Cost Center Values</td>
</tr>
<tr>
<td>Product</td>
<td>All Product Values</td>
</tr>
<tr>
<td>Intercompany</td>
<td>All Intercompany Values</td>
</tr>
<tr>
<td>Scenario</td>
<td>Actual</td>
</tr>
<tr>
<td>Balance Amount</td>
<td>Period Activity</td>
</tr>
<tr>
<td>Amount Type</td>
<td>Period-to-date</td>
</tr>
<tr>
<td>Currency</td>
<td>USD</td>
</tr>
<tr>
<td>Currency Type</td>
<td>Total</td>
</tr>
</tbody>
</table>

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.
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.
40. On the Point of View window, click Refresh.

Create a Financial Report

Video: Defining a Report

Watch: This video tutorial shows you how to create a financial report to analyze and report results of business transactions. The content of this video is also covered in text topics.

Video: Adding a Formula

Watch: This video tutorial shows you how to add formulas to a financial report to calculate balances from business transactions. The content of this video is also covered in text topics.

Video: Defining a Range Function

Watch: This video tutorial shows you how to create range functions in a financial report to span several accounting periods. The content of this video is also covered in text topics.

Video: Defining the Grid Point of View

Watch: This video tutorial shows you how to define grid points of view in a financial report to reduce user input at report run time. The content of this video is also covered in text topics.
Video: Setting Page and Grid Properties

Watch: This video tutorial shows you how to define the page, row, and column attributes in a financial report. The content of this video is also covered in text topics.

Video: Formatting and Adding a Graph

Watch: This video tutorial shows you how to format and add graphs to a financial report to improve analysis of the data. The content of this video is also covered in text topics.

Procedure

In Oracle Hyperion Financial Reporting Studio, you can 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. Use Financial Reporting Studio, a client-based application launched from your desktop, to create your reports.

Perform the following tasks to define a basic income statement.

1. Open Financial Reporting Studio on your desktop and sign in with your user name, password, and server URL.

Tip: The first time you sign in, copy the Financial Reports Workspace URL into the Server URL field and remove workspace/index.jsp from the end of the URL.
The following figure shows an example of the Financial Reporting Studio sign-in window, with the user name, password, and server URL fields populated.

3. On the Designer toolbar, click the **Insert Grid** icon. Grids are tables that contain data from external database connections.
4. Drag to select the area for the grid. The Select a Database Connection window opens.

   ![Tip](image)

   **Tip:** When creating a grid, best practice is to leave space in the designer area for other objects, such as a company logo and report title.

5. On the Select a Database Connection window, click the **Database Connection** list and select your database. A unique cube exists for each combination of chart of accounts and accounting calendar.
The following figure shows an example of the Select a Database Connection window, with the connection, user name, and password fields populated.

![Select a Database Connection window](image)

**Tip:** Best practice is to always turn on suppression in financial reports. This should be done at the Database Connection Server level. You can verify the setting by doing the following: highlight the grid, and from the menu, select **Task > Data Query Optimization Settings**. The normal best practice for most reports is to turn suppression on for the entire grid, and then turn suppression off for certain columns and rows that must always display. For more information about suppression settings, refer to the Using the Basic Option in Conditional Suppression section in the Designing with Financial Reporting Studio for Oracle Planning and Budgeting Cloud guide at http://docs.oracle.com/cloud/latest/epm-common/CSFSU/ch09s04s02.html#BEGIN.

6. Click **OK**. The Dimension Layout window opens.

### Arrange Dimensions and Define Rows

Use the Dimension Layout window to arrange the dimensions on the report. Use the Select Members window to select the revenue and expense accounts to include on the report.

1. On the Dimension Layout window, drag the dimensions from the Point of View frame as follows:

   a. **Accounting Period** dimension to the Columns frame.
   b. **Account** dimension to the Rows frame.
   c. **Company** dimension to the Pages frame.
The following figure shows the Dimension Layout window. The **Company** dimension is in the Pages frame, the **Accounting Period** dimension is in the Columns frame, and the **Account** dimension is in the Rows frame.

2. Click **OK**. The Dimension Layout window closes. The grid is inserted with the specified layout.
3. Select the revenues account.
   a. Double-click the **Account** cell on the grid. The Select Members window opens.
   b. Click the **Remove All** icon to deselect the default account member.
   c. In the Available area, expand the Account member, and continue expanding until you reach the revenue account for the report. You can also use the search to find your account.
   d. Select the account and click the **Add** icon to move the account to the Selected area.
The following figure shows the Select Members window for the **Account** dimension. The **Account** member is expanded and the revenues account for the report, which is 40000, appears in the Selected area of the window.

4. Click **OK**. The Select Members window closes.
5. Save the report.
   a. From the **File** menu, select **Save As**.
   b. Select the **My Folders** directory and enter a report name.
   c. Click **Save**.
6. Insert a blank row to add space between the revenue and expense accounts.
   a. Select the row after the revenues account and right-click the row header.
   b. From the **Insert Row** menu, select **Text**.
7. Insert a row for the expense accounts.
   a. Select the row after the new blank row and right-click the row header.
   b. From the **Insert Row** menu, select **Data**. The default value for the new row contains the revenue account.
8. Select the expense accounts.
   a. Double-click the new expense account cell in row 3. The Select Members window opens.
   b. Click the **Remove All** icon to deselect the default revenues account.
   c. In the Available area, expand the Account member, and continue expanding until you reach the expense accounts.
   d. Select the accounts and click the **Add** icon to move the accounts to the Selected area.
   e. Select the **Place selections into separate rows** option to create a separate row in the grid for each account.
The following figure shows the Select Members window for the **Account** dimension. The **Account** member is expanded and the expense accounts for the report appear in the Selected area of the window. The selected accounts are 50000, 60000, and 70000. The option called **Place selections into separate rows** is selected.

9. Click **OK**. The grid now includes the expense accounts.

10. Save the report and leave it open for the next activity.

11. You can preview the report in HTML or PDF format using the **File** menu or toolbar.

**Add a Formula**

Define a formula to summarize the expense account balances.

1. Select the row after the last expense account row and right-click the row header.
2. From the **Insert Row** menu, select **Formula**.
3. Click in the empty cell in the new row. The cell properties sheet opens.
4. On the cell properties sheet, select the **Custom Heading** option and enter **Total Expenses**.
5. Select the row header for the formula row, which in this example is row 6.
6. In the Formula bar, click the **Sum(0)** button to enter the formula into the formula text box.
7. Enter the cell references for the expense accounts into the formula, between the parentheses. In this example, the completed formula is `Sum([3], [4], [5])`. 
The following figure shows the Financial Reporting Studio window with the formula entered in the formula text box.

8. Validate the formula syntax by clicking the check mark icon in the toolbar. Validation checks the validity of the formula, not if data is available.

The following figure shows an example of the grid with the revenue account in row 1, expense accounts in rows 3 through 5, and total expenses in row 6.

9. Save the report and leave it open for the next activity. Optionally preview the report.

Define a Range Function

Use the range function to report across periods and create rolling period columns on the report.

1. Double-click the Accounting Period cell. The Select Members window opens.
2. Click the Remove All icon to deselect the default accounting period member.
3. Click the Functions tab.
4. Click the Range list item.
5. Click the **Add** icon to move the **Range** list item to the Selected area. The Edit Range Function window opens.
   
   a. Click in the **Value** field on the **Start Member** row.
   b. Click the **Lookup** icon. The Edit Start Member Parameter Value window opens.
   c. Click the Functions tab.
   d. Click the **Relative Member** list item. With the relative member parameter, you can define the periods that display on the report relative to the period you specify at runtime.
   e. Click the **Add** icon to move the **Relative Member** list item to the Selected area. The Edit Relative Member Function Window opens.
   f. Click in the **Value** field on the **Member** row.
   g. Click the **Lookup** icon. The Edit Parameter Value window opens.
   h. Click the **Current Point of View** list item, so you can enter the starting period for the report.

   The following figure shows the Edit Member Parameter Value window for the Accounting Period member. The Current Point of View row is selected.

![Edit Member Parameter Value window](image)

   i. Click the **Add** icon to move the selected value to the Selected area.
   j. Click **OK**. The Edit Member Parameter Value window closes.
   k. On the Edit Relative Member Function window, select the **Offset** parameter, and enter -11 in the **Value** field. The offset value determines the number of periods to include from the current point of view.
The following figure shows the Edit Relative Member Function window. The Offset parameter is selected and the value entered is -11.

1. Click OK. The Edit Relative Member Function window closes.
2. Click OK. The Edit Start Member Parameter Value window closes.
3. On the Edit Range Function window, click the End Member list item.
4. Click in the Value field and click the Lookup icon. The Edit End Member Parameter Value window opens.
   a. Click the Current Point of View list item.
   b. Click the Add icon to move the value to the Selected area.
   c. Click OK. The Edit End Member Parameter Value window closes.
5. Click OK. The Edit Range Function window closes.
6. Click OK. The Select Members window closes.
7. Save the report and leave it open for the next activity. Optionally preview the report.

Define the Grid Point of View

Define dimensions for the grid point of view. The grid point of view ensures the same initial default value every time for every user.

1. Select the grid.
2. Right-click and select Grid Point of View from the list.
3. On the grid, click the Ledger: User Point of View for Ledger tab. The Select Members window opens.

   a. Expand the **Ledger** member and continue to expand until you find the ledger to include on the report. Select the ledger.

   b. Click the Scenario tab to select the type of balance to use on the report.

   c. Expand the **Scenario** member and select the **Actual** list item.

   d. Click the Balance Amount tab.

   e. Expand the **Balance Amount** member and select the **Period Activity** list item as the balance amount to include on the report.

   f. Click the Currency tab.

   g. Expand the **Currency** member and select USD from the list.

   h. Click the Currency Type tab.

   i. Expand the **Currency Type** member and select the **Entered** list item.

   j. Click **OK**. The Select Members window closes.

The following figure shows the grid after defining the grid point of view. The grid is selected and the **Ledger** dimension is set to the US Primary Ledger. The **Accounting Period** dimension is set to User Point of View. Column A is defined as a range, row 1 represents revenue, rows 3 through 5 represent expense accounts, and row 6 represents total expenses.

4. Save the report and leave it open for the next activity.

Set Page and Grid Properties

1. Select the grid.

2. Right-click and select **Grid Point of View Setup**. The Setup Grid Point of View window opens.

   a. For the **Balance Amount** dimension, set the **Report Viewers May Select** option to **Nothing, Lock Member Selection**. This step prevents the Balance Amount type from being changed at runtime.

   b. Click **OK**. The Setup Grid Point of View window closes.
3. Set a runtime prompt for the Company dimension to provide the flexibility of selecting any company or combination of companies at runtime.

   a. On the grid, double-click the Pages label. The Select Members window opens.
   b. Click the Remove All icon to deselect the default Company member.
   c. Select the Prompt for Company list item.
   d. Click the Add icon to move the selection to the Selected area.
   e. Click OK. The Define Prompt window opens.
   f. Click the Lookup icon in the Default Member field. The Select Members window opens.
   g. Click the Remove All icon to deselect the default Company member.
   h. Expand the Company member, and continue expanding until you find and select the default companies to display in the prompt.
   i. Click the Add icon to move the companies to the Selected area.
   j. Click OK. The Select Members window closes.
   k. Click the Member Labels in Prompt Selection Dialog list and select the Alias list item. The actual company label displays in the prompt list of values instead of a numeric company value, making the prompt more user-friendly.

The following figure shows the Define Prompts window for the Company dimension. The default members are companies 101 and 102, and the prompt for member labels is set to Alias.

![Define Prompts window](image)

   l. Click OK. The Define Prompts window closes.

4. On the Grid Properties sheet:

   a. Click the Drill Through option to enable drill through from the report to the detail balances represented on the report.
   b. Click the Suppression list item to view the suppression settings.
   c. Enter 0 in the Zero Values field to suppress the display of zero dollar rows on the report.
The following figure shows the Grid Properties sheet with the **Zero Values** text option set to 0.

5. Click the Pages label on the grid. If the Page Properties sheet doesn’t open, select **Property Sheet** from the **View** menu.
   
   a. On the Page Properties sheet, click the **Alias**: **Default** option.

6. Click the first cell in row 1. The Heading Row Properties sheet opens.
   
   a. Click the **Alias**: **Default** option to show the name of the account rather than the account value.
   
   b. Click the **Allow Expansion** option to enable the expand functionality on the report.
   
   c. Select the cells for the expense accounts on the grid, and on the Heading Row Properties sheet, select the **Alias**: **Default** and **Allow Expansion** options.

7. Save the report and leave it open for the next activity. Optionally, preview the report.

**Format and Add a Graph**

Insert your company logo, add a report title, and add a chart to the report.

1. On the Designer toolbar, click the **Insert Image** icon.
   
   a. Drag and drop the cursor over the report to determine the length and width of the image. You can adjust the header height setting on the Report Properties sheet and the grid object, as needed. Keeping the report header narrow improves the PDF output.
   
   b. Find your company logo in your file system and select it.
2. On the Designer toolbar, click the **Insert Text** icon.
   a. Drag the cursor over the report to determine the length and width of the report title.
   b. Enter a report title.
   c. Select the text, and from the **Format** menu, select **Cell**. The Format window opens.
   d. Set the font style to **Bold** and the size to **14**.
   e. Click **OK**.
   f. On the Designer toolbar, select the **Center Justify** icon to center the text.

3. From the **File** menu, select **Page Setup**. Click the **Page** tab and set the orientation to **Landscape**.
4. Click **OK**.

The following figure shows the Financial Reporting Studio designer window with a company logo, a report title of Income Statement by Period, and a grid with account rows and an accounting period column.

5. On the Designer toolbar, click the **Insert Chart** icon.
   a. Drag and drop the cursor over the area to determine the length and width of the chart.
   b. On the Chart Properties sheet, select the **Line** chart type and select the expense account rows in the Data Range section.
   c. Click the **Format Chart** button. The Format Chart window opens.
   d. On the Appearance tab, enter a title for the chart.
   e. Click the Legend tab and enter a title for the legend.
   f. Click the Axes tab and enter a title for the primary axis.
   g. Click the Element Style tab and set the attributes for the data sets, as needed.
   h. Click the **Refresh** icon to preview the chart on the Format Chart window.
The following figure shows the Element Style tab on the Format Chart window. The title of the chart is Expenses by Month. The legend is titled Type of Expense. The primary axis is titled Dollars.

i. Click **OK**. The Format Chart window closes.

6. Save the report.

Run the Report
You can preview the report in Financial Reporting Studio using the File menu or toolbar, and you can run your report from the Financial Reporting Center.

The following figure shows an example of an income statement report run from the Financial Reporting Center. The report has a logo and title. The grid point of view includes the ledger, scenario, balance amount, currency, and currency type.
dimensions. The company dimension is at the page level. Twelve accounting periods appear as columns and the revenue and expense accounts appear as rows. The chart displays expenses by month.


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
- Chart 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Analysis</td>
<td>• Prints balances by account segment and a secondary segment for each journal entry.</td>
</tr>
<tr>
<td></td>
<td>• Lists the subledger document number for transactions imported from subledgers.</td>
</tr>
<tr>
<td>General Ledger Account Details Report</td>
<td>• Provides journal information to trace each transaction back to its original source.</td>
</tr>
<tr>
<td></td>
<td>• Prints a separate page for each balancing segment value.</td>
</tr>
<tr>
<td></td>
<td>• For each journal line, prints:</td>
</tr>
<tr>
<td></td>
<td>• The account affected, the concatenated description, the journal line amount, and the beginning and ending account balance.</td>
</tr>
<tr>
<td></td>
<td>• Journal details including source, category, journal name, and effective date.</td>
</tr>
<tr>
<td></td>
<td>• Lists accounts in ascending order by account segment value.</td>
</tr>
<tr>
<td></td>
<td>• Prints a CR next to credit amounts.</td>
</tr>
<tr>
<td>Account Analysis for Contra Account Report</td>
<td>• Prints balances by account segment and a secondary segment.</td>
</tr>
<tr>
<td></td>
<td>• Lists the contra account for each journal entry and the subledger document number for transactions imported from subledgers.</td>
</tr>
<tr>
<td></td>
<td>• Prints by date range, accounting flexfield range, contra account, and amount range.</td>
</tr>
<tr>
<td>Average Balance Audit Account Analysis</td>
<td>• Displays the detail account activity that created the aggregate balances and related average balances.</td>
</tr>
<tr>
<td>Report</td>
<td>• Displays daily average balance information for the selected accounts for the specified range of dates.</td>
</tr>
<tr>
<td></td>
<td>• Contains parameters such as the as-of reporting date, average balance type (period, quarter, or year average-to-date), and account ranges.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Use to research how average balances are calculated for an account.</td>
</tr>
</tbody>
</table>

The following table describes the predefined journal reports.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journals Report</td>
<td>• Provides journal activity for a given period or range of periods, balancing segment value, currency, and range of account segment values.</td>
</tr>
<tr>
<td></td>
<td>• Prints the accounting date, category, journal name, reference, journal batch name, entered debit or credit amounts, net balance, and account total for each journal.</td>
</tr>
<tr>
<td></td>
<td>• Includes a total for each balancing segment and a grand total for all the activity.</td>
</tr>
<tr>
<td>General Journals Report</td>
<td>Provides journal activity for a given period or range of periods, balancing segment value, currency, and range of account segment values.</td>
</tr>
<tr>
<td>Journals Batch Summary Report</td>
<td>• Lists posted journal batches for a particular ledger, balancing segment value, currency, and date range.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td>• Includes totals for each journal category and a grand total for each ledger and balancing segment value combination.</td>
</tr>
<tr>
<td></td>
<td>• Doesn’t report on budget or encumbrance balances.</td>
</tr>
<tr>
<td>Journals Details Report</td>
<td>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.</td>
</tr>
</tbody>
</table>
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.  
• 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.  
• 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 were not 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.
Receiveables 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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**.

**Related Topics**

- Set Up the Reports and Analytics Panel Tab
General Ledger Account Analysis Reports

This topic includes details about the Oracle Fusion 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.

![Account Analysis for Contra Account Report](image)

![Account Analysis for Contra Account Report](image)
The account analysis reports include:

<table>
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<th>Account Analysis Reports</th>
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<tbody>
<tr>
<td>Account Analysis</td>
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<td>General Ledger Account Details Report</td>
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<td>• Prints balances by account segment and a secondary segment.</td>
</tr>
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<td>Report</td>
<td>• Lists the contra account for each journal entry and the subledger document number for transactions imported from subledgers.</td>
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<tr>
<td></td>
<td>• Contains parameters such as the as-of reporting date, average balance type (period, quarter, or year average-to-date), and account ranges.</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Access Set</td>
<td>Secures access to ledgers, ledger sets, and portions of ledgers using primary balancing segment values.</td>
<td>US Ledger Set</td>
</tr>
<tr>
<td>Encumbrance Type</td>
<td>When Balance Type of Encumbrance is selected, gives the option to select Commitments or Obligations.</td>
<td>Commitments</td>
</tr>
<tr>
<td>Account Type</td>
<td>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.</td>
<td>PATD Period Average to date balance used in average balance processing.</td>
</tr>
<tr>
<td>Parameter</td>
<td>Description</td>
<td>Example</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Includes User Transaction Identifiers</td>
<td>List of identifiers linking the account generation and the transaction, for example PO Number. This helps in identifying the parent transaction.</td>
<td>No</td>
</tr>
<tr>
<td>Account, Account Range, or Contra Account Filters and Conditions Defined</td>
<td>Restricts the data reported based on the entered filter and condition.</td>
<td>Company equals 101</td>
</tr>
<tr>
<td>Additional Segment</td>
<td>To run the report by account and another segment.</td>
<td>Cost Center</td>
</tr>
<tr>
<td>Document Sequence</td>
<td>Uniquely identifies each business document or business event with a number if enabled.</td>
<td>Invoice</td>
</tr>
<tr>
<td>From and To Document Number</td>
<td>Assigned unique document sequence number.</td>
<td>101</td>
</tr>
</tbody>
</table>

### Frequently Asked Questions

The following table lists frequently asked questions about the account analysis reports.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find these reports?</td>
<td>Schedule, run, and view these reports from Navigator &gt; Tools &gt; Scheduled Processes.</td>
</tr>
</tbody>
</table>
| 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 Business Intelligence Publisher                                |

### General Ledger Journal Reports

This topic includes details about the Oracle Fusion 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.

The following table describes each journal report.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journals Report</td>
<td>• Provides journal activity for a given period or range of periods, balancing segment value, currency, and range of account segment values.</td>
</tr>
<tr>
<td></td>
<td>• Prints the accounting date, category, journal name, reference, journal batch name, entered debit or credit amounts, net balance, and account total for each journal.</td>
</tr>
<tr>
<td></td>
<td>• Includes a total for each balancing segment and a grand total for all the activity.</td>
</tr>
<tr>
<td>General Journals Report</td>
<td>Provides journal activity for a given period or range of periods, balancing segment value, currency, and range of account segment values.</td>
</tr>
<tr>
<td>Journals Batch Summary Report</td>
<td>• Lists posted journal batches for a particular ledger, balancing segment value, currency, and date range.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td>• Includes totals for each journal category and a grand total for each ledger and balancing segment value combination.</td>
</tr>
<tr>
<td></td>
<td>• Doesn’t report on budget or encumbrance balances.</td>
</tr>
</tbody>
</table>
### Name | Description
--- | ---
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.

### 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.
- 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.
- 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 were not 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.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Access Set</td>
<td>Secures access to ledgers, ledger sets, and portions of ledgers using primary balancing segment values.</td>
<td>US Ledger Set</td>
</tr>
<tr>
<td>From and To Accounting Date</td>
<td>Determines the date on which the journal is recorded. Must be in an open or future enterable accounting period.</td>
<td>10-01-2014</td>
</tr>
<tr>
<td>Includes Adjustment Period</td>
<td>Includes journals posted in adjustment periods, if selected.</td>
<td>No</td>
</tr>
</tbody>
</table>

### Frequently Asked Questions
The following table lists frequently asked questions about the journal reports.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find these reports?</td>
<td>Schedule, run, and view these reports from <strong>Navigator &gt; Tools &gt; Scheduled Processes.</strong></td>
</tr>
<tr>
<td>Who uses these reports?</td>
<td>• Financial Accountants</td>
</tr>
</tbody>
</table>
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 Business Intelligence Publisher

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.

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Line Description</th>
<th>Posting Status</th>
<th>Entered Credit</th>
<th>Accounted Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>40.4720000.000.000</td>
<td>Journal Import Created</td>
<td>P</td>
<td>0.00</td>
<td>160.00</td>
</tr>
<tr>
<td>40.4720000.000.000</td>
<td>Journal Import Created</td>
<td>P</td>
<td>0.00</td>
<td>160.00</td>
</tr>
<tr>
<td>40.4720000.000.000</td>
<td>Journal Import Created</td>
<td>P</td>
<td>0.00</td>
<td>160.00</td>
</tr>
<tr>
<td>40.4720000.000.000</td>
<td>Journal Import Created</td>
<td>P</td>
<td>0.00</td>
<td>160.00</td>
</tr>
<tr>
<td>40.4720000.000.000</td>
<td>Journal Import Created</td>
<td>P</td>
<td>0.00</td>
<td>160.00</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>40.4720000.000.000</td>
<td>Journal Import Created</td>
<td>160.00</td>
<td>0.00</td>
</tr>
<tr>
<td>40.4720000.000.000</td>
<td>Journal Import Created</td>
<td>160.00</td>
<td>0.00</td>
</tr>
<tr>
<td>40.4720000.000.000</td>
<td>Journal Import Created</td>
<td>160.00</td>
<td>0.00</td>
</tr>
<tr>
<td>40.4720000.000.000</td>
<td>Journal Import Created</td>
<td>160.00</td>
<td>0.00</td>
</tr>
<tr>
<td>40.4720000.000.000</td>
<td>Journal Import Created</td>
<td>160.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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.

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.
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.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Access Set</td>
<td>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.</td>
</tr>
<tr>
<td>Ledger</td>
<td>Specify the ledgers for the selected data access set. Ledger is required for all general ledger reports.</td>
</tr>
<tr>
<td>From Period and To Period</td>
<td>Indicate the period range for the report data.</td>
</tr>
<tr>
<td>Filter Conditions</td>
<td>Enter the filtering conditions on the accounting flexfield. You can select all segments for the selected ledger, and define conditions including account value ranges.</td>
</tr>
</tbody>
</table>

The following table lists selected parameters for the General Ledger Journal Entry.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Status</td>
<td>Select the applicable posting status. Valid values are Error Status, Posted Journals, and Unposted Journals.</td>
</tr>
<tr>
<td>Journal Source</td>
<td>Enter the source of journal entries such as, payables, receivables, or manual.</td>
</tr>
</tbody>
</table>

The following table lists selected parameters for the General Ledger Journal and Balance Report.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency Type</td>
<td>Specify the currency type, such as entered, statistical or total. The default value is Total.</td>
</tr>
<tr>
<td>Balance Type</td>
<td>Specify whether the balance type is actual or encumbrance. The default is Actual (A).</td>
</tr>
</tbody>
</table>

Frequently Asked Questions
The following table lists frequently asked questions about the General Ledger Journal and Balance Reports.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Schedule and run this report from the Scheduled Processes work area on the Navigator menu.</td>
</tr>
<tr>
<td>Who uses this report?</td>
<td>• Financial Manager</td>
</tr>
<tr>
<td></td>
<td>• Financial Accountant</td>
</tr>
</tbody>
</table>
General Ledger Trial Balance Reports

This topic includes details about the Oracle Fusion 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.

The following figure shows an example of the Trial Balance Report. The report has columns for the account, description, beginning balance, debits, credits, and ending balance.

The following table describes the trial balance reports.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trial Balance Report</td>
<td>Provides summarized actual account balances and activity by ledger, balancing segment, and account segment value.</td>
</tr>
</tbody>
</table>
General Ledger Trial Balance

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.

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.

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.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Access Set</td>
<td>Secures access to ledgers, ledger sets, and portions of ledgers using primary balancing segment values.</td>
<td>US Ledger Set</td>
</tr>
<tr>
<td>Balancing Segment Filter and Condition Defined</td>
<td>Restricts the data reported based on the entered balancing segment filter and condition.</td>
<td>Company equals 101</td>
</tr>
<tr>
<td>Account Filter and Condition Defined</td>
<td>Restricts the data reported based on the account segment filters and conditions.</td>
<td>Cost Center does not equal 100</td>
</tr>
<tr>
<td>Summarized By</td>
<td>Determines if the report is only summarized by the Natural Account or the Natural Account plus another segment.</td>
<td>Natural Account</td>
</tr>
<tr>
<td>From and To Accounting Date</td>
<td>Determines the date on which the journal is recorded. Must be in an open or future enterable accounting period.</td>
<td>10-01-2014</td>
</tr>
<tr>
<td>Includes Adjustment Period</td>
<td>Select to include journals posted in adjustment periods.</td>
<td>No</td>
</tr>
</tbody>
</table>
Frequently Asked Questions

The following table lists frequently asked questions about the trial balance reports.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find these reports?</td>
<td>Schedule, run, and view these reports from <strong>Navigator &gt; Tools &gt; Scheduled Processes</strong>.</td>
</tr>
</tbody>
</table>
| 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 Business Intelligence 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.

### 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.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Access Set</td>
<td>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.</td>
</tr>
<tr>
<td>Ledger</td>
<td>Specify the ledger for the selected data access set. Ledger is required for all general ledger reports.</td>
</tr>
</tbody>
</table>
### Parameter | Description
---|---
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
FAQ | Answer
--- | ---
- Prior period activity and year-to-date activity
- Period beginning and period ending balances

What type of reports are these? Oracle Business Intelligence Publisher

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash to General Ledger Reconciliation Report</td>
<td>Extracts cash management and general ledger accounting and transactional data for reconciling cash management to the general ledger.</td>
</tr>
</tbody>
</table>
| 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.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Account</td>
<td>Account used for your cash transactions.</td>
<td>Bank of America</td>
</tr>
<tr>
<td>Include Intercompany Transactions</td>
<td>Include or exclude intercompany transactions or run the report for intercompany transactions only.</td>
<td>Yes</td>
</tr>
<tr>
<td>Include Bills Payable</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>Include On-Account Items</td>
<td>Include items which are credits applied to a customer’s account.</td>
<td>Yes</td>
</tr>
<tr>
<td>Include Unapplied and Unidentified Receipts</td>
<td>Include receipts that have not been applied to a customer’s account.</td>
<td>Yes</td>
</tr>
<tr>
<td>Account Filters and Conditions Defined</td>
<td>Restricts the data reported based on the entered filter and condition.</td>
<td>Company equals 101</td>
</tr>
</tbody>
</table>

Frequently Asked Questions
The following table lists frequently asked questions about the reconciliation reports.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do find these reports?</td>
<td>Schedule, run, and view these reports from Navigator &gt; Tools &gt; Scheduled Processes.</td>
</tr>
<tr>
<td>Who uses these reports?</td>
<td>• Financial Accountants&lt;br&gt;• Financial Specialists</td>
</tr>
<tr>
<td>When do I use these reports?</td>
<td>• During monthly journal entry processing.&lt;br&gt;• During period close to verify all transactions have been imported and journals posted.&lt;br&gt;• In account balance reconciliations.</td>
</tr>
<tr>
<td>What type of reports are these?</td>
<td>Oracle Business Intelligence Publisher</td>
</tr>
</tbody>
</table>
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.

The following table describes the chart of accounts reports.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balancing Segment Value Assignments Report</td>
<td>• Reports on the assignment of primary balancing segment values to legal entities and ledgers across accounting set ups.</td>
</tr>
<tr>
<td></td>
<td>• Lets you quickly identify overlapping balancing segment value errors and review for any unassigned values.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value Set</td>
<td>Enter the value set that contains the balancing segments you are reporting on.</td>
<td>Corporate Company</td>
</tr>
<tr>
<td>From and To Balancing Segments</td>
<td>Enter the description of the balancing segment value to report from and to.</td>
<td>Canada</td>
</tr>
<tr>
<td>Assignment Status</td>
<td>Select one of the following options: All, Ledger only, Legal Entity, only, or Unassigned to</td>
<td>Ledger only</td>
</tr>
<tr>
<td>Actuating Configuration</td>
<td>Select the ledger you want to report on.</td>
<td>US Primary Ledger</td>
</tr>
<tr>
<td>Show Only Balancing Segment Values with Multiple Assignments</td>
<td>Show only those balancing segment values that have more than one legal entity assigned to it.</td>
<td>No</td>
</tr>
<tr>
<td>Chart of Accounts Mapping</td>
<td>Select the mapping you have defined.</td>
<td>CN code to US Mapping</td>
</tr>
<tr>
<td>Tree Version Effective Date</td>
<td>Select the date that determines which tree version to use as one of the report’s criteria.</td>
<td>8/28/2016</td>
</tr>
</tbody>
</table>

**Frequently Asked Questions**
The following table lists frequently asked questions about the chart of accounts 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 preparation of closing entries.  
• In account balance reconciliations.

What type of reports are these? | Oracle Business Intelligence Publisher

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**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.

<table>
<thead>
<tr>
<th>Report Category</th>
<th>List of Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Analysis Reports</td>
<td>• General Ledger and Subledger Account Analysis Report</td>
</tr>
<tr>
<td></td>
<td>• General Ledger and Subledger Accounting by Journal Lines Report</td>
</tr>
<tr>
<td></td>
<td>• Account Analysis by Legal Entity Report</td>
</tr>
<tr>
<td>Journal Reports</td>
<td>• Daily Journals Report</td>
</tr>
<tr>
<td></td>
<td>• Subledger Detail Journal Report</td>
</tr>
<tr>
<td></td>
<td>• Journal Ledger Report</td>
</tr>
<tr>
<td>Third-Party Detail and Balances Reports</td>
<td>• Third-Party Detail and Balance Report</td>
</tr>
<tr>
<td></td>
<td>• Third-Party Balances Summary Report</td>
</tr>
<tr>
<td></td>
<td>• Third-Party Account Balance Report</td>
</tr>
<tr>
<td>General Ledger Journal and Balances Report</td>
<td>• General Ledger Journal Entry Report</td>
</tr>
<tr>
<td></td>
<td>• General Ledger Journal and Balance Report</td>
</tr>
<tr>
<td>Trial Balance Report</td>
<td>• General Ledger Trial Balance Report</td>
</tr>
</tbody>
</table>

Related Topics
- 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 the workflow rules configured in Oracle Business Process Management (BPM) for Payables Invoice Approval, General Ledger Journal Approval, and Expense Report Approval workflows. You can view the report output in both spreadsheet and XML format.

Key Insights
You can use this report to obtain details of the stage, participant, rule status, rule conditions, and approval routing for each rule.

Report Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workflow</td>
<td>You can select the workflow for which you want to review the workflow rules.</td>
</tr>
</tbody>
</table>
Frequently Asked Questions

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Schedule and run this report from the Scheduled Processes work area on the Navigator menu.</td>
</tr>
<tr>
<td>Who uses this report?</td>
<td>Workflow Rules Administrator</td>
</tr>
<tr>
<td>When do I use this report?</td>
<td>Use this report to review existing workflow rules defined in BPM.</td>
</tr>
<tr>
<td>What type of a report is this?</td>
<td>Spreadsheet, XML</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
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</tr>
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<td>What type of a report is this?</td>
<td>Spreadsheet, XML</td>
</tr>
</tbody>
</table>
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 Business Intelligence 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 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 four general ledger-specific subject areas:

- General Ledger - Balances Real Time
- General Ledger - Journals Real Time
- General Ledger - Period Status 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 is advised that you do not create reports that cross subject areas. Such reports may 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 are 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 may 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
- Drill from Oracle Transactional Business Intelligence Reports to Transaction Details

**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

The **Inquire on Detail Balances** page enables you to perform an independent account inquiry within Oracle Fusion General Ledger from any parent value. You do not have to search by an individual account combination, but can search using any level in the account hierarchies. Only account hierarchies (tree versions) published to the balances cube are available.

**From Financial Reporting Center**

The task Inquire on Detail Balances is on the tasks pane of the **Financial Reporting Center**. You can do the following:

• Drill to journal lines and then to the journal entry or subledger transactions.
• Drill through from a financial report or Smart View query to this page to further drill to journal lines, journal entry, and subledger transactions.
• Search by ledger set.
• Inquire on the Scenario dimension equal to actual balances, as well as budget and forecast scenario dimensions.

**Note:** Drill to journal lines is only available for actual balances.

• Hide or show columns as you prefer by using the **View menu > Manage Columns**.
**Note:** For example: You can show the first four of the eight charts of account dimensions and show the description only for company, cost center, and account. The descriptions for chart of account dimensions are hidden by default.

- Sort by chart of account dimension or other columns.
- Export detailed balances to Excel.

**Other Points to Consider:**
- The Ledger dimension is limited to data access set.
- Currency defaults to the currency of the default ledger in data access set.
- You can only drill on accounting periods, both from and to, and not years or quarters from the Accounting Period dimension.
- A timeout is set if the query causes performance considerations. An error is raised in the page. You have to set the parent levels for the chart of account dimensions to lower levels and then rerun the search.
- For entered or converted from currency types, the results are shown in two different rows, one for entered followed by a row for ledger currency.

### Drill through from Financial Reporting and Smart View to Detail Balances

**Functionality includes:**
- Drills from a parent level to the Inquire on Detail Balances page.

**Note:** The ledger dimension setting must be included in the current data access set for the query to return rows.

- Drills to journal lines and then to the journal entry or subledger transactions
- Dimension settings including rows, columns, page, and POV, displayed as the default values in the page search fields.
- Drills into the year or quarter Accounting Period dimensions. The Inquire on Detail Balances feature converts these accounting periods to the applicable range of accounting periods.
- Ability to refine the default search criteria that defaults and then rerun the search.
- A timeout setting that is also applicable. Best practices recommend setting the POV settings for chart of account dimensions to the lowest possible parent or detail value when executing the drill. If an error occurs, change the setting in Financial Reporting or Smart View to a lower level, and then rerun the drill through.

### Drill through from Financial Reporting or Smart View to Account Inspector

You can drill through from a financial report or Smart View query to the Account Inspector for further analysis.

- For Financial Reporting, export the financial report to a Smart View query if you prefer an Excel environment. From Smart View, you may then drill through to Inquire on Detail Balances.
- For Smart View, you may prefer only to do analysis in Excel, and then to drill through to Inquire on Detail Balances.

### FAQs for Financial Reporting and Analysis
What's the difference between Financial Control Reporting and Workspace?

The following table describes the differences between the Financial Reporting Center and the Oracle Enterprise Performance Management System Workspace.

<table>
<thead>
<tr>
<th>Financial Reporting Center</th>
<th>Oracle Enterprise Performance Management System Workspace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intended for most financial users.</td>
<td>Intended for power users.</td>
</tr>
<tr>
<td>Integrated section to run reports.</td>
<td>Browser-based report repository and distribution tool.</td>
</tr>
<tr>
<td></td>
<td>Opened from the Financial Reporting Center.</td>
</tr>
<tr>
<td>Supports the following features:</td>
<td>Supports the following features:</td>
</tr>
<tr>
<td>• Run live reports.</td>
<td>• Run live reports.</td>
</tr>
<tr>
<td>• View snapshot reports.</td>
<td>• View snapshot reports.</td>
</tr>
<tr>
<td></td>
<td>• Define books and batches.</td>
</tr>
<tr>
<td></td>
<td>• Schedule reports and batches.</td>
</tr>
<tr>
<td></td>
<td>• Import and export of Financial Reports.</td>
</tr>
<tr>
<td></td>
<td>• Download Financial Reporting Studio and Smart View applications.</td>
</tr>
<tr>
<td></td>
<td>• Manage balances cube connections.</td>
</tr>
</tbody>
</table>

*Note:* Both the Financial Reporting Center and the Workspace use the same report repository.

How can I store and edit Financial Reporting objects?

First installed Oracle BI EE as part of Oracle Fusion 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 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 to prepare and generate flat files in a .csv format. You can use Oracle Application Development Framework Desktop Integrator correction worksheets to correct validation errors, delete rows with errors, and resubmit the corrected error rows.

  **Note**: For more information about file-based data import, see the File-Based Data Import for Oracle Financials Cloud 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.
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.
How General Ledger Budget Balance Import Data Is Processed

Use the Import General Ledger Budget Balances file-based data import 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 File-Based Data Import for Oracle Financials Cloud guide.
2. In the Table of Contents, click **File-Based Data Imports**.
3. Click **Import General Ledger Budget Balances**.
4. 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.
- Do not change the order of the columns in the template.
- You can hide or skip the columns you do not use, but do not 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**
- File-Based Data Import for Oracle Financials Cloud

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**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 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUN_NAME</td>
<td>Enter a name to identify the budget data set being imported.</td>
</tr>
<tr>
<td>STATUS</td>
<td>Enter the value NEW to indicate that you are loading new budget data.</td>
</tr>
<tr>
<td>LEDGER_ID</td>
<td>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.</td>
</tr>
<tr>
<td>BUDGET_NAME</td>
<td>Enter the appropriate budget name value for the budget line. You define the budget names in the Accounting Scenario value set.</td>
</tr>
<tr>
<td>Name</td>
<td>Value</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>PERIOD_NAME</td>
<td>Enter the period name that you are loading the budget data for. You can load budget data to Never Opened, Future Enterable, and Open periods only.</td>
</tr>
<tr>
<td>CURRENCY_CODE</td>
<td>Enter the currency for the budget.</td>
</tr>
<tr>
<td>SEGMENT1 to SEGMENT30</td>
<td>Enter valid and enabled account values for each segment in the chart of accounts.</td>
</tr>
<tr>
<td>BUDGET_AMOUNT</td>
<td>Enter the amount in the ledger currency for account types, expense and assets.</td>
</tr>
<tr>
<td>OBJECT_VERSION_NUMBER</td>
<td>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.</td>
</tr>
</tbody>
</table>

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**

- File-Based Data Import for Oracle Financials Cloud
- Overview of External Data Integration Services for Oracle Cloud

### 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 Integrator 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.
**Glossary**

**accounting period**
The fiscal period used to report financial results, such as a calendar month or fiscal period.

**AutoPost criteria sets**
A grouping of options and submission frequencies used to select journal entries for automatic posting.

**balancing segment**
A chart of accounts segment used to automatically balance all journal entries for each value of this segment.

**balancing segment value**
The value of a balancing segment used to automatically balance journal entries.

**chart of accounts**
The account structure your organization uses to record transactions and maintain account balances.

**clearing company**
The intercompany clearing entity used to balance the journal.

**context**
A grouping of flexfield segments to store related information.

**context segment**
The flexfield segment used to store the context value. Each context value can be associated with a different set of context-sensitive segments.

**context-sensitive segment**
A flexfield segment that may or may not appear depending upon a context. Context-sensitive segments are attributes that apply to certain entity rows based on the value of the context segment.

**conversion rate**
Ratio at which the principal unit of one currency can be converted into another currency.

**descriptive flexfield**
A configurable field that captures additional information.

**descriptive flexfield**
Expandable fields used for capturing additional descriptive information or attributes about an entity, such as a customer case. You may configure information collection and storage based on the context.
flexfield segment
An extensible data field that represents an attribute and captures a value corresponding to a predefined, single extension column in the database. A segment appears globally or based on a context of other captured information.

infolet
A small, interactive widget on the home page that provides key information and actions for a specific area, for example social networking or your personal profile. Each infolet can have multiple views.

journal approval
A process of authorizing a set of accounting transactions before submitting the entries for posting.

journal batch
An element of a journal entry consisting of the name, source, and accounting period. Used to group journals for processing and easier querying.

journal category
A name used to group journal entries with similar characteristics, such as adjustments, accruals, or reclassifications.

legal entity
An entity identified and given rights and responsibilities by commercial law through the registration with country's appropriate authority.

natural account segment
A chart of accounts segment used to categorize your accounting transactions by account type: asset, liability, owner's equity, revenue, or expense.

opening accounting period
Denotes an accounting period where transactions and journal entries can be entered.

primary balancing segment value
A segment value used to represent a legal entity in the chart of accounts and automatically balance all intercompany and intracompany transactions and journal entries.

subject area
A set of columns, or pieces of data, related to a specific business object or area.

tree
Information or data organized into a hierarchy with one or more root nodes connected to branches of nodes. A tree must have a structure where each node corresponds to data from one or more data sources.