# Oracle® MICROS Inventory Management Close Financial Period

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Tables

## **Contents**

Ta	ables	vii
Pı	reface	ix
	Audience	ix
	Customer Support	ix
	Documentation	i>
	Revision History	ix
1	Setting Up Close Financial Period	1-1
	Maintaining Financial Calendar and Periods	1-1
	Configuring the Financial Period Closing Rule	1-1
	Configuring Account Classes	1-1
	Configuring User Permissions	1-1
2	Configuring the Master Data	2-1
	Creating Client Definitions	
	Creating Interface Definitions	2-1
	Assigning Clients to Locations	2-2
	Creating Account Classes	2-2
	Sample Company Structure	2-2
	Creating Cost Center Definitions	2-2
	Creating Item Group Accounts	<b>2-</b> 3
	Creating Tax Accounts	<b>2</b> -3
	Creating Vendor Accounts	2-4
	Creating Waste Group Accounts	2-4
	Adding Extra Invoice Lines	2-4
3	Invoice Data Entry	3-5
4	Close Financial Period Interface	4-1
	Viewing Financial Period Status	4-1
	Creating a Financial Document	4-1
	Enable Create Documents and Export and Close Options	4-1
	New Functionality	4-2
	Viewing Document Status	4-2
	Booking Documents to Prepare for Export	4-3
	Invoices	4-3
	Accruals, Transfers, Waste and Inventories	4-3
	Moving documents to another financial period	4-4

	Opening a Closed Financial Period	4-4
5	Export Formats	5-1
	Invoices	5-1
	Accruals	5-2
	Inventory	5-3
	Transfers	5-4
	Waste	5-5
6	Advanced Installation Information	6-1
	Interface Definition	6-1
	Interface Template Files	6-1
	Creating a Customized Version of an Existing Interface	6-1
7	Master Data	7-1
8	Account Matrices	8-1
	Account Matrix Invoices	8-1
	Account Matrix Accruals	8-2
	Account Matrix Inventory	8-3
	Account Matrix Transfers	8-4
	Account Matrix Waste	8-5

## **Tables**

Table 1 - Invoices Format	<b>5</b> -í
Table 2 - Accruals Format	5-2
Table 3 - Inventory Format	5-3
Table 4 - Transfers Format	
Table 5 - Waste Format	5-5

### **Preface**

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

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

You cannot use Close Financial Period simultaneously with the Legacy Back Office interface. For more information on the Legacy Back Office Interface, see the *Oracle MICROS Inventory Management Legacy Back Office Export User Guide* on docs.oracle.com at https://docs.oracle.com/cd/E80526\_01/

#### **Audience**

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

#### **Customer Support**

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

When contacting Customer Support, please provide the following:

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

#### **Documentation**

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

#### **Revision History**

Date	Description of Change					
December 2017	Initial publication					
October 2019	Added Export Formats, Master  Data and Account Matrices					

November 2019	<ul> <li>Added Account Classes information</li> </ul>
April 2021	<ul> <li>Added Creating a Financial Document section</li> </ul>
May 2021	<ul> <li>Clarified Accruals Generation Method in the Creating Client Definitions section</li> </ul>
July 2021	<ul> <li>Updated Creating Client Definitions</li> </ul>
	<ul> <li>Updated Creating a Financial Document</li> </ul>
July 2022	<ul> <li>Added Adding Extra Invoice Lines section</li> </ul>
	Added Invoice Data Entry chapter
September 2023	Updated guide title.

x Preface

## 1 Setting Up Close Financial Period

#### Maintaining Financial Calendar and Periods

Refer to the "Financial Calendar and Period" section of the *Oracle MICROS Inventory Management User Guide*.

#### Configuring the Financial Period Closing Rule

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

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

To configure the closing rule:

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

#### **Configuring Account Classes**

The account classes feature enables chart-of-account setup for a company structure with several subsidiaries. Multiple accounts can be created for the same item group so that each subsidiary's chart-of-accounts can have separate account classes. For example, soft drinks at one subsidiary can be account 40001 and can be account 43001 at another subsidiary.

To configure the use of account classes:

- 1. In Inventory Management, click **Maintenance**, and then click **Settings**.
- 2. On the **General** tab, select **Use Account Classes**.

#### Configuring User Permissions

To configure user permissions for exporting Close Financial Periods:

- 1. In Inventory Management, click **Maintenance**, and then click **User Management** or Role Management.
- 2. In the grid, select the user or role to edit.
- 3. Click Manage User Rights.
- 4. In the **Purchase/Function** section, navigate to **Back Office IFC**.
- 5. Edit the rights for:
  - a. **Close Financial Period** allows you to export Close Financial Period data.
  - b. **Close Financial Period: Open Period** allows you to re-open exported periods for another export.
  - c. **Close Financial Period: Change Period** allows you to move a document to a different financial period.

- 6. In the Master Data section, navigate to Account Classes.
- 7. Edit the rights for Account Classes.

1-2 Preface

## 2 Configuring the Master Data

#### **Creating Client Definitions**

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

#### NOTE:

If **Financial Document Creation Rule** is set to **Ignore** and there is no interface for the document type, then the **No export interface defined for this document type. Export and closing will not be possible** error is shown. You can either keep this setting if you do not want to export certain types of documents or you can define an interface in the **Close Financial Period** tab.

#### **Creating Interface Definitions**

You must create an interface definition for each interface template.

- 1. In Inventory Management, click **Master Data**, and then click **Clients**.
- 2. Select an existing client definition, or click **New**, and then click **Close Financial Period**.
- 3. Select **Create File With Scheduler** to automate the export with Automation Service.
- 4. Select an existing interface definition, or click **Add**.
- 5. Select the applicable **Interface** and enter a file path.
- 6. Fill out the **Interface Setup** form:
  - a. Select the **Interface**, for more information see Chapter 5.

- b. **File Path** enter a path to the directory for exported files.
- c. File Mask enter the filename for exports.
- d. **Backup Path** enter a path to the directory for backup files.
- e. Report Path not applicable.
- f. **Report File Mask** not applicable.
- g. **Used for Document Types** select the document types that the interface handles.
- 7. To enable sending exports using an FTP protocol:
  - a. Select **Send via FTP**, and then click **FTP Options**.
  - b. Fill out the **FTP Settings** form to define the FTP server, login credentials, and the file transfer settings.
- 8. To enable sending exports using email:
  - a. Select **Send via E-Mail**, and then click **E-Mail Options**.
  - b. Configure the recipient address and the email subject.

#### Assigning Clients to Locations

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

#### **Creating Account Classes**

- 1. In Inventory Management, click Master Data, and then click Account Classes.
- 2. Click **New** and enter a name in the **Account Class** field. For example, Subsidiary 1.
- 3. All available item groups are listed.
- 4. Enter information into the **Inventory**, **Expense**, and **Accruals** fields.
- 5. Click Save.

#### Sample Company Structure

This example shows two different account classes assigned to several subsidiaries. In the example Subsidiary 1 and Subsidiary 1 have the same chart-of-account since they have the same account class.

#### The Food Company

-	Subsidiary 1	BigCity1	AccountClass 1
-	Subsidiary 2	BigCity1	AccountClass 1
-	Subsidiary 3	SmallCity1	AccountClass 2

#### **Creating Cost Center Definitions**

- 1. In Inventory Management, click **Master Data**, and then click **Cost Centers**.
- 2. Select an existing cost center definition, or click **New**, and then click **Edit Cost Center**.

- 3. Enter the account number of the cost center in **Account (Cost Center)**, verify the **Assigned To** location, and select the applicable tax rate in **Taxes**.
- 4. Select the account type in the **Type** section:
  - a. Select **For Statistics** if the account does not require financial transactions.
  - b. Select **Cost Center** if you are only using the account as an expense account.
  - c. Select **Store** if you want the system to use the inventory account for COS item groups and the expense account otherwise.
  - d. Select **Expenses on Cost Center** to use the inventory account for any item group type that is in use.
- 5. Click **Address/Account**, click **Client**, select the client, and then click **OK**.
- 6. Click **Account Class**, select the **Account Class**, and then click **OK**.

#### **Creating Item Group Accounts**

Item group accounts are used if you do not use account classes.

- 1. In Inventory Management, click **Master Data** and then click **Item Groups**.
- 2. Select an existing item group definition, or click **New**, and then click **Edit Item Group**.
- 3. If this is a new item group, select the item group type in the **Type** section. The item group type cannot be changed for an existing item group.
  - a. Select **COS Item** to designate the item group as a Cost of Sale account.
  - b. Select **Expense** to designate the item group as an expense account.
- 4. Select the tax rate to apply to the group in the **Purchase Tax** section.
- 5. Click the **Account Information** tab, and then fill out the following fields:
  - a. In the **Inventory Account** field, enter the inventory account, also known as the stock account.
  - b. In the **Expense Account** field, enter the expense account, also known as the cost account.
  - c. In the **Accruals Account** field, enter the account to which accruals post. This account replaces the creditor account.



Make sure the item group account has correct information, as missing account information may cause errors during the export.

#### **Creating Tax Accounts**

- 1. In Inventory Management, click **Master Data**, and then click **Taxes**.
- 2. Select an existing tax definition, or click **New**, and then click **Account/Keys**.
- 3. For each **Tax Account/Code/Key** row, enter the tax account number, an alphanumeric tax key, and a numeric tax key.

#### **Creating Vendor Accounts**

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

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

### **Creating Waste Group Accounts**

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

#### Adding Extra Invoice Lines

To see lines 23 and 24 in the invoice export, follow the steps below.

- In Inventory Management, click **Maintenance**, and then click **Configuration**.
- 2 Select the **RECHNUNG** configuration.
- Edit **ADDDATE\_NAME** to be the due date, which is shown as the label in the invoice screen.

## 3 Invoice Data Entry

You can enter a receipt without booking directly as an invoice.

- 1. Navigate to **INVOICING** and then click **Receipts**.
- 2. Select the receipt and enter the invoice details.
- 3. Enter the **Invoice Due-date** field.
- 4. Optionally, enter the **Reference** field, which is any text string that helps you reference the invoice.
- 5. Click **Approve**.

When using the Standard Invoice, the two additional fields (**Invoice Due-date** and **Reference**) are shown at the end of each line.

Invoice Data Entry 3-5

### 4 Close Financial Period Interface

#### **Viewing Financial Period Status**

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

#### **Creating a Financial Document**

The **Create Documents** and **Export and Close** options are available with a specific configuration.

**Create Documents** is enabled when:

- It is the first open period, which is the period just after the last closed period.
- At least one type of document must be created based on the Financial Documentation Creation Rules.

**Export and Close** option appears at all times unless the period is already closed. If you attempt to close a period and there are documents created, but not yet exported for the previous period, then a warning appears and you cannot proceed.



The **Export and Close** option includes the automatic **Create Documents** function.

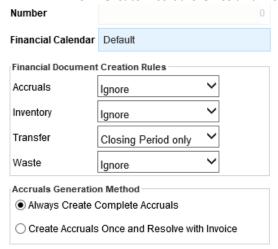
If you try to close a period and there are documents that did not complete the export in the previous period, then you have the option to either **Mark all as exported** or **Cancel**. If you select **Mark all as exported**, then all documents listed are closed without exporting.

#### **Enable Create Documents and Export and Close Options**

To enable the **Create Documents** and **Export and Close** options, use the sample configuration below that you can view by navigating to **Master Data**, clicking **Clients**, and then selecting the **Client 0** example. The field settings are:

- Financial Calendar set to Default
- Financial Documentation Creation Rules
  - o Accruals select Ignore
  - o **Inventory** select **Ignore**
  - o Transfer select Closing Period only

- Waste select Ignore
- Accruals Generation Method
  - o Always Create Complete Accruals select
  - Create Accruals Once and Resolve with Invoice deselect



Definitions for the Financial Documentation Creation Rules section include:

- Ignore Never creates documents.
- Closing Period only Only creates documents for Closing Period (CP) types.
- All Periods Always creates document no matter what type of period is defined.

#### New Functionality

- When creating documents, the system checks to confirm that all required
  accounts have complete information. If there is missing account information,
  such as document type or master data, that information must be completed
  before creating the document.
- If a Closing Period has to be closed, then a notification appears explaining that the unbooked documents will be suspended. They must be booked later before they can be included in the export.
- If you are closing a period and no documents need to be created, then there is no notification and the period closes.

#### **Viewing Document Status**

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

The following fields shown in this view:

- Type
  - BILL Invoices
  - o ACCR Accruals
  - o INV Inventory
  - WAST Waste
  - o TRSF Transfer
- Account credit account
- Transaction Details booking text for the transaction
- **Reference** reference from the document
- Document Date date for which the document was posted
- **Document No.** posting number
- **Invoice** total value for the shown invoice line
- Accruals total value for the shown accruals line
- **Inventory** total value for the shown inventory line
- Transfer total value for the shown transfer line
- Waste -total value for the shown waste line
- At the bottom there is a **Total** line showing the column totals for the different document types (Invoice, Accruals, Inventory, Transfer and Waste)

#### **Booking Documents to Prepare for Export**

Invoices are prepared differently than other document types like accruals, transfers, waste, and inventories.

#### Invoices

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

- In Inventory Management, click Ordering, click Invoicing, and then click Approved Invoices.
- 2. Select the invoices (type BILL) that you want to prepare for export, and then click **Send to A/P**.

When the booking operation is complete, the invoice is no longer listed in the Approved Invoices screen, and you can view the invoice on the Close Financial Period screen.

#### Accruals, Transfers, Waste and Inventories

- 1. In Inventory Management, click **Ordering** and then click **Close Financial Period**.
- 2. To move the invoice to another financial period, select an invoice, click **Change Period**, select an open financial period, and then click **OK**.
- 3. To export the invoice and close the financial period click **Export and Close**.

### Moving documents to another financial period

- 1. In Inventory Management, click **Ordering** and then **Close Financial Period**.
- 2. To move a document (only invoices and transfers) to another financial period click **Change Period**, select an open financial period, and then click **OK**.

## Opening a Closed Financial Period

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

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

## **5 Export Formats**

### Invoices

Table 1 - Invoices Format

#	Description	Start Pos.	Max Length	Field Type	Picture
1	Company code/client	1	6	NUMBER	
2	Booking	7	2	NUMBER	
3	Period	9	7	DATE	YYYY.MM
4	Posting date	16	10	DATE	YYYY.MM.DD
5	Invoice date	26	10	DATE	YYYY.MM.DD
6	Not in use	36	10	DATE	YYYY.MM.DD
7	Invoice number	46	60	CHAR	
8	Interface transaction number	106	12	NUMBER	
9	Document number	118	6	CHAR	
10	Account type	124	2	NUMBER	
11	Account	126	20	CHAR	
12	Contra account type	146	2	NUMBER	
13	Contra account	148	20	CHAR	
14	Debit credit marker (0=D /1=C)	168	1	NUMBER	
15	Amount (net)	169	17	NUMBER	#.##
16	VAT amount	186	17	NUMBER	#.##
17	VAT percentage	203	3	NUMBER	
18	Tax Key	206	2	NUMBER	
19	Description	208	60	CHAR	
20	Client VAT identification number	268	15	CHAR	
21	Not in use	238	1	NUMBER	
22	Cost center	239	60	CHAR	
23	Invoice Due Date	300	10	DATE	
24	Reference	310	60	CHAR	

Export Formats 5-1

## Accruals

**Table 2 - Accruals Format** 

#	Description	Start Pos.	Max Length	Field Type	Picture
1	Company code/client	1	6	NUMBER	
2	Booking	7	2	NUMBER	
3	Period	9	7	DATE	YYYY.MM
4	Posting date	16	10	DATE	YYYY.MM.DD
5	Receipt date	26	10	DATE	YYYY.MM.DD
6	Space	36	10	CHAR	
7	Receipt number	46	60	CHAR	
8	Interface transaction number	106	12	NUMBER	
9	Document number	118	6	CHAR	
10	Account type	124	2	NUMBER	
11	Account	126	20	CHAR	
12	Contra account type	146	2	NUMBER	
13	Contra account	148	20	CHAR	
14	Debit credit marker (0=D /1=C)	168	1	NUMBER	
15	Amount (net)	169	17	NUMBER	#.##
16	Not in use	186	17	NUMBER	#.##
17	Not in use	203	3	NUMBER	
18	Not in use	206	2	NUMBER	
19	Description	208	60	CHAR	
20	Client VAT identification number	268	15	CHAR	
21	Not in use	238	1	NUMBER	
22	Cost center	239	60	CHAR	

5-2 Export Formats

## Inventory

Table 3 - Inventory Format

#	Description	Start Pos.	Max Length	Field Type	Picture
1	Company code/client	1	6	NUMBER	
2	Booking	7	2	NUMBER	
3	Period	9	7	DATE	YYYY.MM
4	Posting date	16	10	DATE	YYYY.MM.DD
5	Inventory date	26	10	DATE	YYYY.MM.DD
6	Space	36	10	CHAR	
7	Inventory number	46	60	CHAR	
8	Interface transaction number	106	12	NUMBER	
9	Document number	118	6	CHAR	
10	Account type	124	2	NUMBER	
11	Account	126	20	CHAR	
12	Contra account type	146	2	NUMBER	
13	Contra account	148	20	CHAR	
14	Debit credit marker (0=D /1=C)	168	1	NUMBER	
15	Amount (net)	169	17	NUMBER	#.##
16	Not in use	186	17	NUMBER	#.##
17	Not in use	203	3	NUMBER	
18	Not in use	206	2	NUMBER	
19	Description	208	60	CHAR	
20	Client VAT identification number	268	15	CHAR	
21	Not in use	238	1	NUMBER	
22	Cost center	239	60	CHAR	

Export Formats 5-3

### **Transfers**

**Table 4 - Transfers Format** 

#	Description	Start Pos.	Max Length	Field Type	Picture
1	Company code/client	1	6	NUMBER	
2	Booking	7	2	NUMBER	
3	Period	9	7	DATE	YYYY.MM
4	Posting date	16	10	DATE	YYYY.MM.DD
5	Transfer date	26	10	DATE	YYYY.MM.DD
6	Space	36	10	CHAR	
7	Transfer number	46	60	CHAR	
8	Interface transaction number	106	12	NUMBER	
9	Document number	118	6	CHAR	
10	Account type	124	2	NUMBER	
11	Account	126	20	CHAR	
12	Contra account type	146	2	NUMBER	
13	Contra account	148	20	CHAR	
14	Debit credit marker (0=D /1=C)	168	1	NUMBER	
15	Amount (net)	169	17	NUMBER	#.##
16	Not in use	186	17	NUMBER	#.##
17	Not in use	203	3	NUMBER	
18	Not in use	206	2	NUMBER	
19	Description	208	60	CHAR	
20	Client VAT identification number	268	15	CHAR	
21	Not in use	238	1	NUMBER	
22	Cost center	239	60	CHAR	

5-4 Export Formats

### Waste

Table 5 - Waste Format

#	Description	Start Pos.	Max Length	Field Type	Picture
1	Company code/client	1	6	NUMBER	
2	Booking	7	2	NUMBER	
3	Period	9	7	DATE	YYYY.MM
4	Posting date	16	10	DATE	YYYY.MM.DD
5	Waste date	26	10	DATE	YYYY.MM.DD
6	Space	36	10	CHAR	
7	Waste number	46	60	CHAR	
8	Interface transaction number	106	12	NUMBER	
9	Document number	118	6	CHAR	
10	Account type	124	2	NUMBER	
11	Account	126	20	CHAR	
12	Contra account type	146	2	NUMBER	
13	Contra account	148	20	CHAR	
14	Debit credit marker (0=D /1=C)	168	1	NUMBER	
15	Amount (net)	169	17	NUMBER	#.##
16	Not in use	186	17	NUMBER	#.##
17	Not in use	203	3	NUMBER	
18	Not in use	206	2	NUMBER	
19	Description	208	60	CHAR	
20	Client VAT identification number	268	15	CHAR	
21	Not in use	238	1	NUMBER	
22	Cost center	239	60	CHAR	

Export Formats 5-5

### 6 Advanced Installation Information

#### **Interface Definition**

This defines the template used for the interface. Only the existing interface can be used.

- 1. In Inventory Management, click **Maintenance** and then click **Interface Definition**.
- 2. Interface options listed include:
  - a. Interface Name
  - b. Sort Order
  - c. Changed By
  - d. At
- 3. Click on the interfaces to review the following fields:
  - a. Interface Name- do not edit for existing interfaces
  - b. Interface Type automatically set to **ClosingFinancialPeriodExport** and cannot be edited
  - c. Template –valid names can be found using the Interface Template Files section, be sure to use the correct file so it exports successfully
  - d. Report Template this field is empty

#### **Interface Template Files**

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

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

Make sure the template files are in the folder.

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

#### Creating a Customized Version of an Existing Interface

It is possible to customize the interface by adding a field at the end of each export line, for example, a line for a consumption account. You can customize all organizations or an individual organization.

To add one field without changing the original interface file:

1. Open Windows Explorer on the server where the Inventory Management application is installed.

- 2. Replace the location root with a valid drive letter or folder name where Inventory Management is installed root:\Inetpub\wwwroot\myinventory\common\rst
- 3. Copy the file boexport.Std.IVC.template
- 4. Navigate to the sub-folder with the short name of the organization you are customizing
- 5. Paste the file into that sub-folder
- 6. Rename the file by adding C\_ in front of the current file name, for example c\_boxexport.std.IVC.template
- 7. Open the new file with a text editor and go to the line after <@DETAIL> and add ;%FIB\_BO\_CODE1%
- 8. Save the changes.

#### NOTE:

- Inventory Management is first directed to the folder with the
  organization's short name to check for files with the prefix c\_ and
  uses that file instead of the file in the standard folder with the original
  file name.
- Existing customized files will not be affected by updating Inventory
  Management to new version or patch. If the update affects the
  template, you must apply these changes to the existing customized
  files manually.
- If the Automation Service is used to create export files, the same customization must be replicated in location where the Automation Service keeps template files: root:\AutomationService\Rst\
- If Inventory Management or the Automation Service is running on multiple physical or virtual machines, for example a load balancing scenario, the customization must be manually replicated on all servers that run Inventory Management or the Automation Service. Before making changes, consult with My Oracle Support at the following URL: https://support.oracle.com

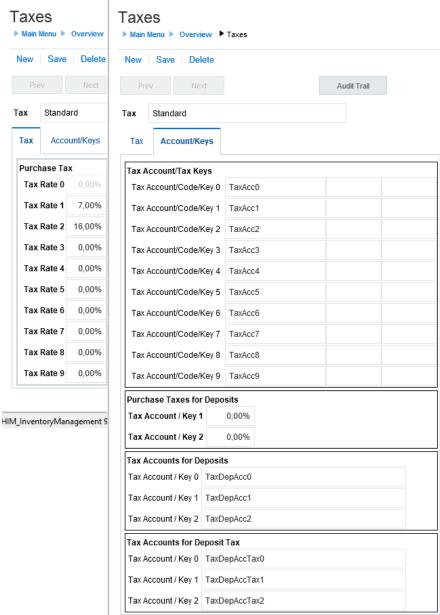
Preparing master data for testing the cost center example above:

- 1. Click Master Data and then click Cost Centers.
- 2. For each selectable cost center:
  - a. Select the cost center.
  - b. Click Address / Account.
  - **c.** Enter the customized value for the export into field **BO Code1.** For example, if you are adding a line for a consumption account, create a name for that line like ConsumptionAcct.
  - d. Click Save.
- 3. Create a new export using a new invoice.
- 4. Save the changes and start a new export of invoices.

### 7 Master Data

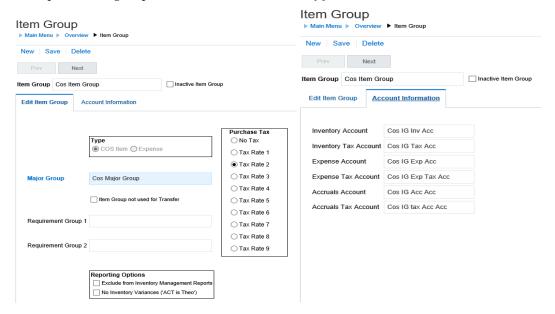
This section references data used for the exports and within the account matrices. The information relates to accounts in use and includes master data from cost center, vendors, item groups and taxes. This section shows the source of the data.

Example of taxes master data in the **Tax** and **Account/Keys** tabs:

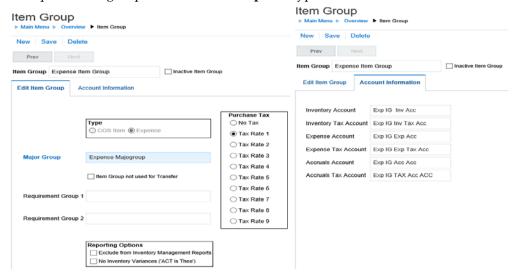


Master Data 7-1

#### Example of item group master data for **COS Item** type:



#### Example of item group master data for **Expense** type:



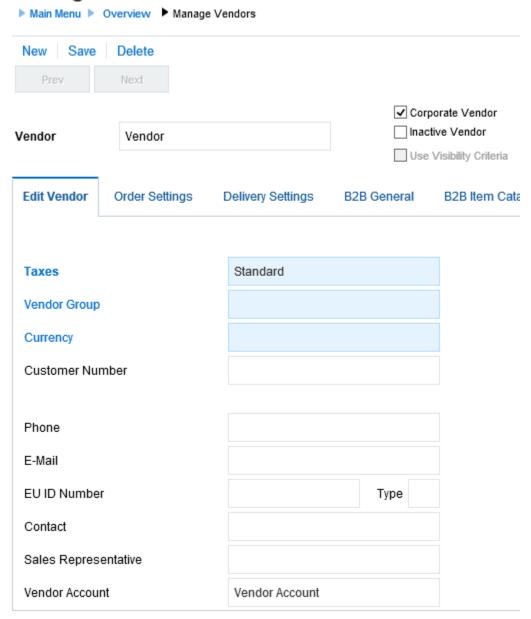
#### Example of account class master data for COS and Expense type:



7-2 Master Data

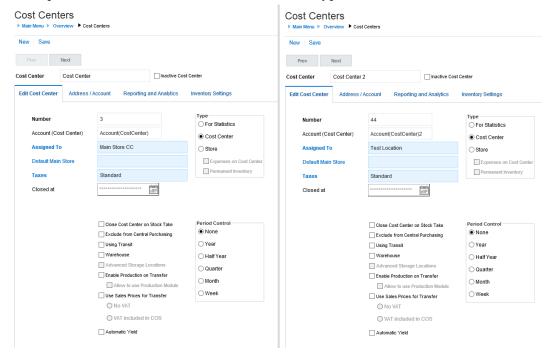
Example of vendor master data:

## Manage Vendors

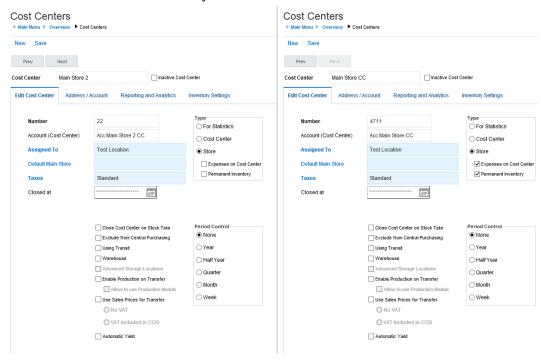


Master Data 7-3

#### Example of cost center master data for **Cost Center** type:



Example of cost center master data for **Store** type and **Store** type with **Expenses on Cost Center** and **Permanent Inventory**:



7-4 Master Data

Example of cost center master data for **Store** type with **Expenses on Cost Center**:

#### **Cost Centers**

▶ Main Menu ▶ Overview ▶ C	ost Centers	
New Save		
Prev Next		
Cost Center Main Store	(Expens on Store) Inactive Cos	t Center
Edit Cost Center Address	s / Account Reporting and Analytics	Inventory Settings
Number  Account (Cost Center)  Assigned To  Default Main Store  Taxes  Closed at	11111111111  Acc Main Store (Exp o St.)  Test Location  Standard	Type
	Close Cost Center on Stock Take Exclude from Central Purchasing Using Transit Warehouse Advanced Storage Locations Enable Production on Transfer Allow to use Production Module Use Sales Prices for Transfer No VAT VAT included in COS	Period Control  None  Year  Half Year  Quarter  Month  Week

Master Data 7-5

## **8 Account Matrices**

### **Account Matrix Invoices**

Item Group	Transaction Type (1 = Invoice)	Document Number	Account	Contra Account	Debit/Credit Side per booking (0 - Debit-Side, 1 - Credit-Side)	Amount	Cost Center Account	Booking Record Type (0 = Header, 1 = Position, 2 = Tax)	Cost Center ID
DB Field Name	fib_buchart	fib_rechnr	fib_konto	fib_gegenkonto	fib_shkennz	fib_betrag	fib_kst_konr	fib_buchtyp	kst_id
	1	3	Cos IG Inv Acc	Vendor Account	0	10	Acc Main Store CC	1	8
	1	3	Exp IG Inv Acc	Vendor Account	0	10	Acc Main Store CC	1	8
	1	3	TaxAcc2	Vendor Account	0	1,6		2	8
	1	3	TaxAcc1	Vendor Account	0	0,7		2	8
	1	3	Vendor Account		1	22,3		0	8
	1	4	Cos IG Exp Acc	Vendor Account	0	10	Account(CostCenter)	1	8
	1	4	Exp IG Exp Acc	Vendor Account	0	10	Account(CostCenter)	1	8
	1	4	TaxAcc2	Vendor Account	0	1,6		2	8
	1	4	TaxAcc1	Vendor Account	0	0,7		2	8
	1	4	Vendor Account		1	22,3		0	8

Account Matrices 8-1

## **Account Matrix Accruals**

Item Group	Transaction Type (3 = Accruals)	Document Number	Account	Contra Account	Debit/Credit Side per booking (0 - Debit-Side, 1 - Credit-Side)	Amount	Cost Center Account	Booking Record Type (0 = Header, 1 = Position)	Cost Center ID
DB Field Name	fib_buchart	fib_rechnr	fib_konto	fib_gegenkonto	fib_shkennz	fib_betrag	fib_kst_konr	fib_buchungstyp	kst_id
	3	1	Cos IG Inv Acc	Cos IG Acc Acc	0	1	Acc Main Store CC	1	8
	3	1	Cos IG Acc Acc		1	1		0	8
	3	1	Exp IG Inv Acc	Exp IG Acc Acc	0	1	Acc Main Store CC	1	8
	3	1	Exp IG Acc Acc		1	1		0	8
	3	2	Cos IG Exp Acc	Cos IG Acc Acc	0	10	Account(CostCenter)	1	8
	3	2	Cos IG Acc Acc		1	10		0	8
	3	2	Exp IG Exp Acc	Exp IG Acc Acc	0	10	Account(CostCenter)	1	8
	3	2	Exp IG Acc Acc		1	10		0	8
	3	10	Cos IG Inv Acc	Cos IG Acc Acc	0	10	Acc Main Store (Exp o St.)	1	8
	3	10	Cos IG Acc Acc		1	10		0	8
	3	10	Exp IG Inv Acc	Exp IG Acc Acc	0	10	Acc Main Store (Exp o St.)	1	8
_	3	10	Exp IG Acc Acc		1	10		0	8

8-2 Account Matrices

## **Account Matrix Inventory**

Item Group	Transaction Type (2 = Inventory)	Document Number	Account	Contra Account	Debit/Credit Side per booking (0 - Debit-Side, 1 - Credit-Side)	Amount	Cost Center Account	Booking Record Type (0 = Header, 1 = Position)	Cost Center ID
DB Field Name	fib_buchart	fib_rechnr	fib_konto	fib_gegenkonto	fib_shkennz	fib_betrag	fib_kst_konr	fib_buchungstyp	kst_id
	2	INV1909-0004	Cos IG Exp Acc	Account(CostCenter)	0	6	Account(CostCenter)	1	8
	2	INV1909-0004	Exp IG Exp Acc	Account(CostCenter)	0	14	Account(CostCenter)	1	8
	2	INV1909-0004	Account(CostCenter)		1	20	Account(CostCenter)	0	8
	2	INV1909-0002	Cos IG Inv Acc	Acc Main Store CC	0	2	Acc Main Store CC	1	8
	2	INV1909-0002	Exp IG Inv Acc	Acc Main Store CC	0	2	Acc Main Store CC	1	8
	2	INV1909-0002	Acc Main Store CC		1	4	Acc Main Store CC	0	8
	2	INV1910-0005	Cos IG Inv Acc	Acc MainSto Exp o St	0	10	Acc MainSto Exp o St	1	8
	2	INV1910-0005	Exp IG Inv Acc	Acc MainSto Exp o St	0	10	Acc MainSto Exp o St	1	8
	2	INV1910-0005	Acc MainSto Exp o St		1	20	Acc MainSto Exp o St	0	8

Account Matrices 8-3

### **Account Matrix Transfers**

Item Group	Transaction Type (5 = Transfer)	Document Number	Account	Contra Account	Debit/Credit Side per booking (0 - Debit-Side, 1 - Credit-Side)	Amount	Cost Center Account	Booking Record Type (0 = Header, 1 = Position)	Cost Center ID
DB Field Name	fib_buchart	fib_rechnr	fib_konto	fib_gegenkonto	fib_shkennz	fib_betrag	fib_kst_konr	fib_buchungstyp	kst_id
	5	ST1910-00001	Cos IG Exp Acc	Cos IG Exp Acc	1	-1	Account(CostCenter)	0	8
	5	ST1910-00001	Cos IG Exp Acc	Cos IG Exp Acc	0	1	Account(CostCenter)2	1	8
	5	ST1910-00004	Cos IG Exp Acc	Cos IG Inv Acc	1	-1	Account(CostCenter)	0	8
	5	ST1910-00004	Cos IG Inv Acc	Cos IG Exp Acc	0	1	Acc Main Store CC	1	8
	5	ST1910-00003	Cos IG Inv Acc	Cos IG Exp Acc	1	-1	Acc Main Store CC	0	8
	5	ST1910-00003	Cos IG Exp Acc	Cos IG Inv Acc	0	1	Account(CostCenter)	1	8
	5	ST1910-00002	Cos IG Inv Acc	Cos IG Inv Acc	1	-1	Acc Main Store CC	0	8
	5	ST1910-00002	Cos IG Inv Acc	Cos IG Inv Acc	0	1	Acc Main Store 2 CC	1	8

8-4 Account Matrices

### **Account Matrix Waste**

Item Group	Transaction Type (6 = waste)	Document Number	Account	Contra Account	Debit/Credit Side per booking (0 - Debit-Side, 1 - Credit-Side)	Amount	Cost Center Account	Booking Record Type (0 = Header, 1 = Position)	Cost Center ID
DB Field Name	fib_buchart	fib_rechnr	fib_konto	fib_gegenkonto	fib_shkennz	fib_betrag	fib_kst_konr	fib_buchungstyp	kst_id
	6	Waste 294	Cos IG Exp Acc	Waste Acc Waste Grp	1	-2		1	8
	6	Waste 294	Waste Acc Waste Grp	Cos IG Exp Acc	0	2	Account(CostCenter)	0	8
	6	Waste 295	Waste Acc Waste Grp	Exp IG Exp Acc	0	2	Account(CostCenter)	0	8
	6	Waste 295	Exp IG Exp Acc	Waste Acc Waste Grp	1	-2		1	8
	6	Waste 296	Waste Acc Waste Grp	Cos IG Inv Acc	0	1	Acc Main Store (Exp o St.)	0	8
	6	Waste 296	Cos IG Inv Acc	Waste Acc Waste Grp	1	-1		1	8
	6	Waste 297	Exp IG Inv Acc	Waste Acc Waste Grp	1	-1		1	8
	6	Waste 297	Waste Acc Waste Grp	Exp IG Inv Acc	0	1	Acc Main Store (Exp o St.)	0	8
	6	Waste 298	Cos IG Inv Acc	Waste Acc Waste Grp	1	-2		1	8
	6	Waste 298	Waste Acc Waste Grp	Cos IG Inv Acc	0	2	Acc Main Store CC	0	8
	6	Waste 299	Waste Acc Waste Grp	Exp IG Inv Acc	0	2	Acc Main Store CC	0	8
	6	Waste 299	Exp IG Inv Acc	Waste Acc Waste Grp	1	-2		1	8

Account Matrices 8-5