



ERP APPLICATION –QUICK CARDS

HOW-TO DOCUMENTS FOR THE FINANCE MODULE

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INTRODUCTION

This a quick reference manual to show users how to carry out specific tasks on the ERP application. You will require a valid login to the ERP application and must have a responsibility for the specific module to complete the tasks.

This manual is based on the Finance module of the application is to be discussed. For easy reference, use the Table of Contents to navigate.

If you require any help, please contact as a first line of support, your respective ICT officers. If the issue is still unresolved, log on to the Sysaid application where you can log a request. The ICT department at the Headquarters office will respond.

If this is urgent or you have not received a reply within 2 hours, please contact Toyin Arowolo of the ICTD department at Arowolo.oluwatoyin@africa-re.com or Toe, Lazard on lazard.toe@africa-re.com.

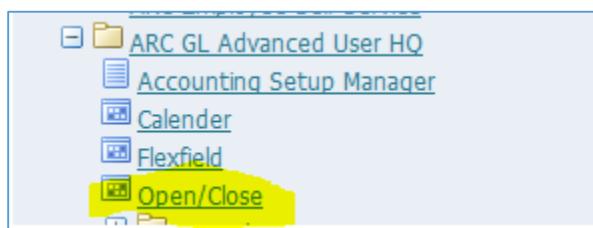
FINANCE

GENERAL LEDGER

A. How to open a GL PERIOD

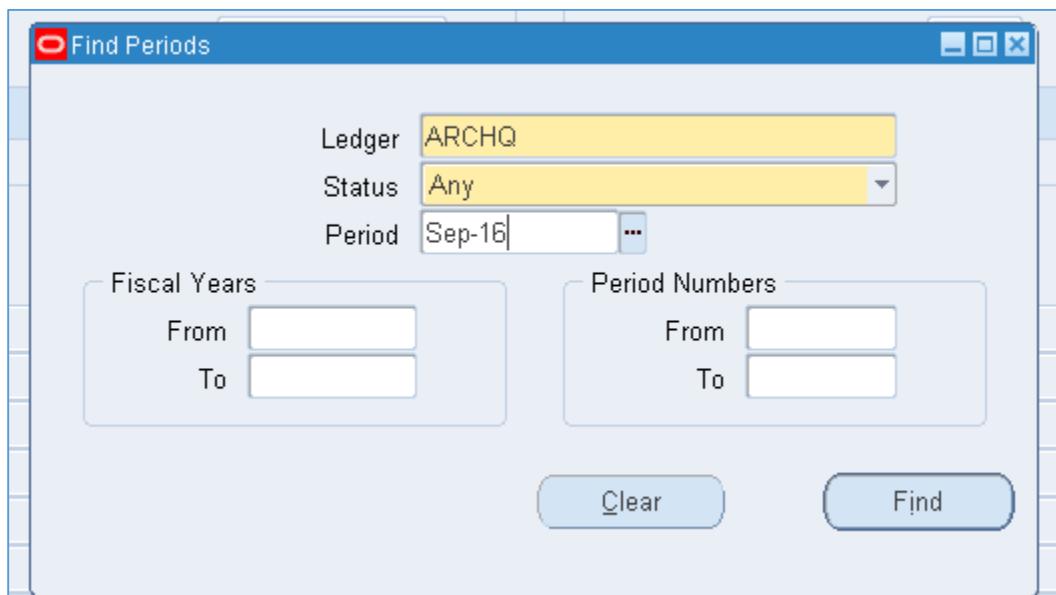
Responsibility: ARC GL Advanced User <<office name>>

Navigation: ARC GL Advanced User >> Open/Close



Select highlighted form: **Open/Close**

When the form opens (see below), select your **Ledger**, **Status**: Any and **Period** you want to Open or close
e.g. Sep-16



Click on Find.

This opens up another form:

Click on Status and select desirable change i.e. Open or Closed

Save record.

B. How to Open Encumbrance

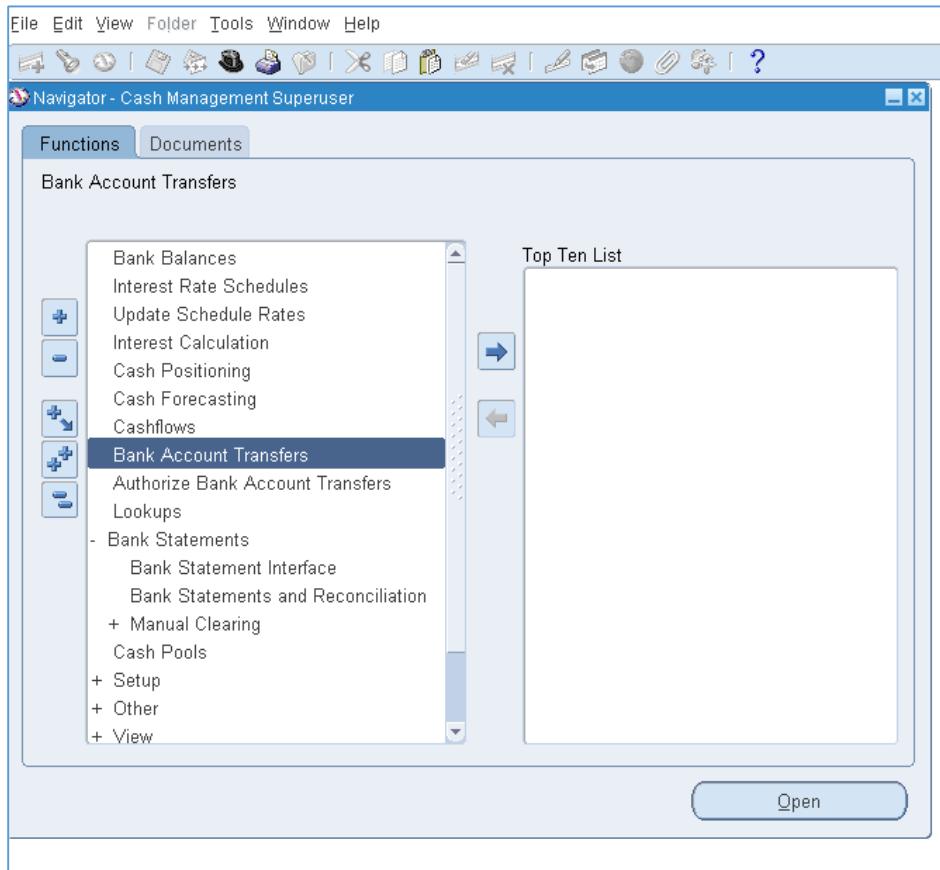
The screenshot shows the Oracle Applications interface with the title bar "Oracle Applications - ORCL - GR INSTANCE". The menu bar includes "File", "Edit", "View", "Tools", "Databases", and "Help". The toolbar contains icons for "New", "Edit", "Delete", "Print", "Copy", "Paste", "Find", "Search", and "Help". The main window is titled "Open and Close Periods (E773010000)". It displays two sections: "Ledger" and "Case". Under "Ledger", there are fields for "Accounting Period" (set to "Oct-16") and "Encumbrance Year" (set to "Oct-16"). Below these are buttons "Open Period" and "Open Next Year". A table lists periods from "Nov-16" to "Mar-16" with their respective "From Date" and "To Date". The period "Nov-16" is highlighted with a blue background. At the bottom right of the main window is a "Close" button.

C. Clearing and create accounting for bank

Responsibility: Cash Management

Navigation: Bank Account transfers

1. Select Bank Account Transfers





Navigator ▾ Favorites ▾ Close Window Preferences Diagnostics

Bank Account Transfers

Bank Account Transfers

Simple Search

Search Bank Account Name ECO04 Go Advanced Search

Transfer Details Number	Transaction Subtype	Source Bank Account	Destination Bank Account	Amount	Currency	Date	Status	Duplicate	Update	Validate	Cancel
Show 174		0022076059	0022076066	19,550,000.00	NGN	20-Sep-2016	Settled				
Show 767		0022076059	0000000008	600,000,000.00	NGN	30-Nov-2016	Settled				
Show 736		0022076059	0022076066	100,000,000.00	NGN	30-Sep-2016	Canceled				
Show 765		0022076035	0022076059	657,680,129.71	NGN	30-Nov-2016	Settled				
Show 764		0000000008	0022076059	20,772,468.78	NGN	30-Nov-2016	Settled				
Show 115		0022076059	0000000008	50,000,000.00	NGN	08-Aug-2016	Settled				
Show 734		0022076035	0022076059	346,768,836.73	NGN	30-Sep-2016	Canceled				
Show 735		0022076059	0022076066	238,000,000.00	NGN	30-Sep-2016	Canceled				
Show 766		0022076059	0022076035	28,000,000.00	NGN	30-Nov-2016	Settled				
Show 676		0022076035	0022076059	33,244,950.77	NGN	31-Mar-2017	Settled				

Create Previous 1-10 Next 10

Once transfers have been completed,

2. NAVIGATE: Cash Management >> Authorize Bank Account Transfers

Select all previous transfers and click the 'Authorize Transfers' button.



Navigator ▾ Favorites ▾ Close Window Preferences Diagnostics

Authorize Bank Account Transfers

Authorize Bank Account Transfers

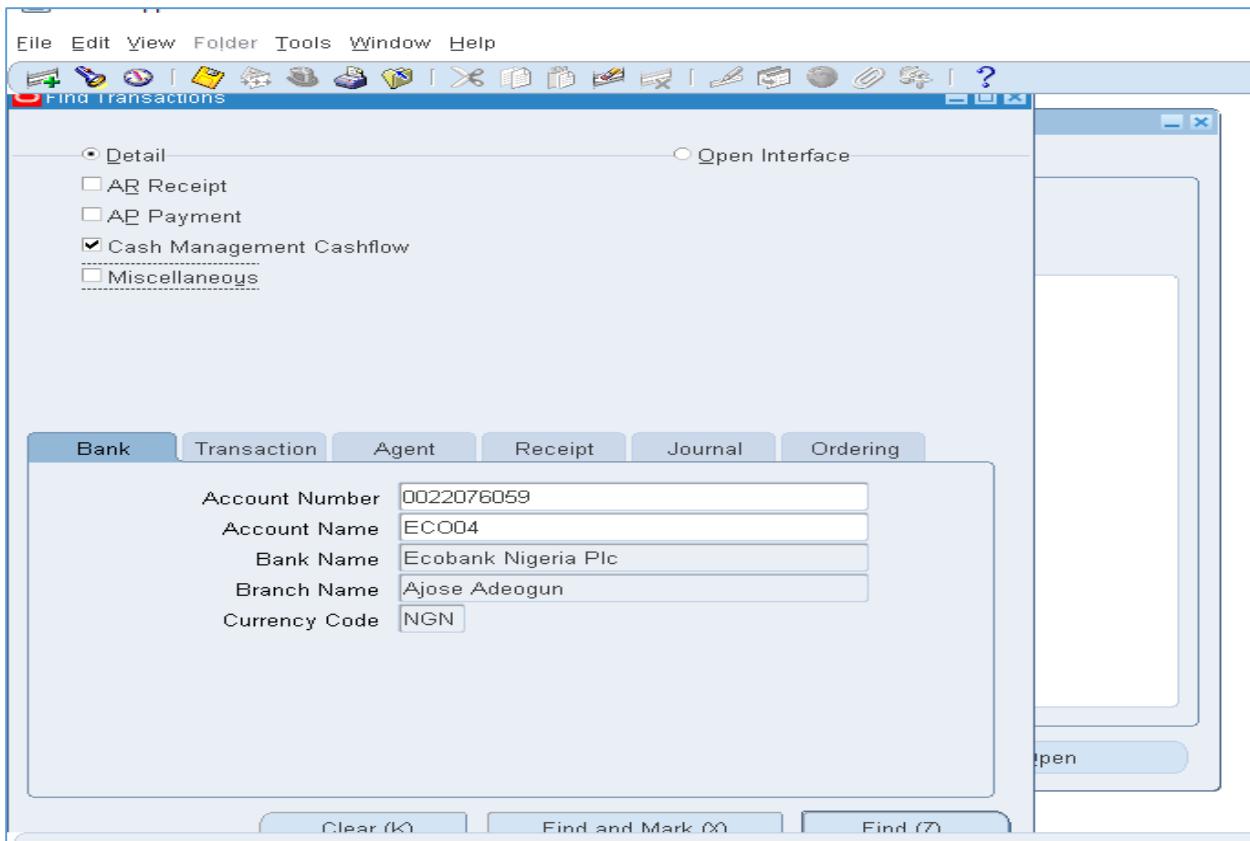
Select Transfers: **Authorize Transfers** Reject Transfers

Select	Transfer Details Number	Transaction Sub Type	Source Bank Account	Destination Bank Account	Amount	Currency	Date	Transfer Settle Status
	No results found.							

Authorize Bank Account Transfers Close Window Preferences Diagnostics

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3. NAVIGATE: Cash Management >> Bank Statement: Manual Clearing: Clear Transactions



4. Click Find and Mark (X)

File Edit View Folder Tools Window Help

Account Name	ECO04	Bank Name	Ecobank Nigeria Plc		
Account Number	0022076059	Branch Name	Ajose Adeogun		
Currency Code	NGN				

Transaction **Exchange** **Reference** **Organization**

Original			Account Currency			Amount Cleared	Cleared Date	Value Date	GL Date	Date
Type	Number	Currency	Amount	Amount	Amount					
Payment	6059	NGN	39,000,000.00	39,000,000.00	39,000,000.00	31-AUG-2016	31-AUG-2016	31-AUG-2016	31-AUG-2016	31-AUG-2016
Payment	ECO04BT	NGN	19,550,000.00	19,550,000.00	19,550,000.00	20-SEP-2016	20-SEP-2016	20-SEP-2016	20-SEP-2016	20-SEP-2016
Payment	MAR0407	NGN	60,250,000.00	60,250,000.00	60,250,000.00	31-MAR-2017	31-MAR-2017	31-MAR-2017	31-MAR-2017	31-MAR-2017
Payment	R00706	NGN	28,000,000.00	28,000,000.00	28,000,000.00	30-NOV-2016	30-NOV-2016	30-NOV-2016	30-NOV-2016	30-NOV-2016
Payment	R00706	NGN	600,000,000.00	600,000,000.00	600,000,000.00	30-NOV-2016	30-NOV-2016	30-NOV-2016	30-NOV-2016	30-NOV-2016
Payment		NGN	50,000,000.00	50,000,000.00	50,000,000.00	08-AUG-2016	08-AUG-2016	08-AUG-2016	08-AUG-2016	08-AUG-2016
Receipt	6035	NGN	32,785,272.33	32,785,272.33	32,785,272.33	31-AUG-2016	31-AUG-2016	31-AUG-2016	31-AUG-2016	31-AUG-2016
Receipt	EC0010408	NGN	20,772,468.78	20,772,468.78	20,772,468.78	30-NOV-2016	30-NOV-2016	30-NOV-2016	30-NOV-2016	30-NOV-2016
Receipt	EC0010408	NGN	657,680,129.71	657,680,129.71	657,680,129.71	30-NOV-2016	30-NOV-2016	30-NOV-2016	30-NOV-2016	30-NOV-2016
Receipt	MAR0104	NGN	33,244,950.77	33,244,950.77	33,244,950.77	31-MAR-2017	31-MAR-2017	31-MAR-2017	31-MAR-2017	31-MAR-2017

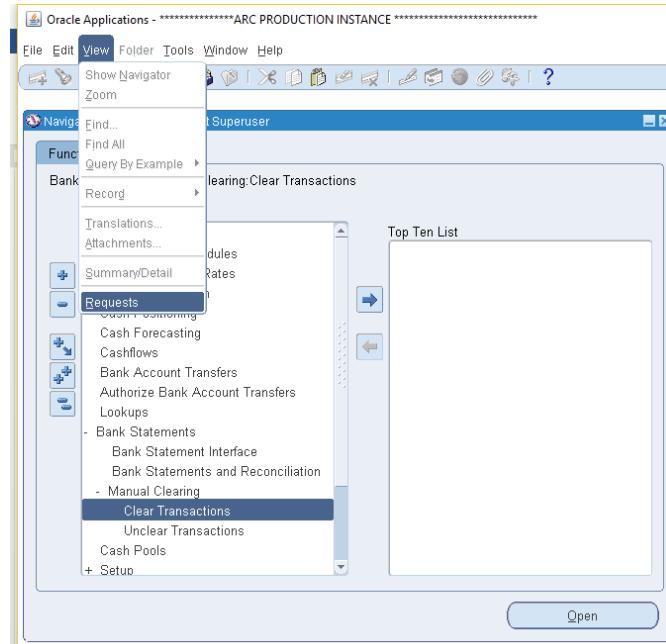
Total Count: 10 Total Amount Cleared: 1,541,282,821.59 Maturity Date: Status: Created

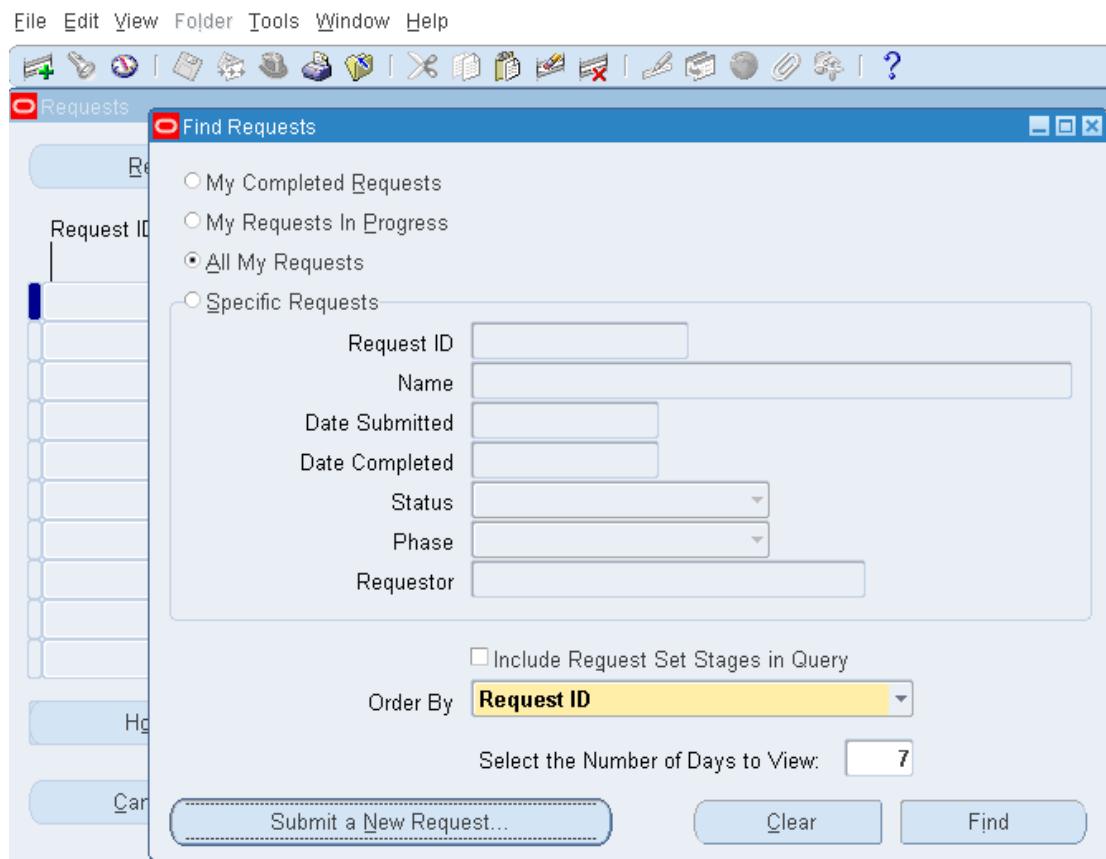
Default Dates **Clear Transaction**

5. Update Cleared Date, Value Date and GL Date With Date Column Value

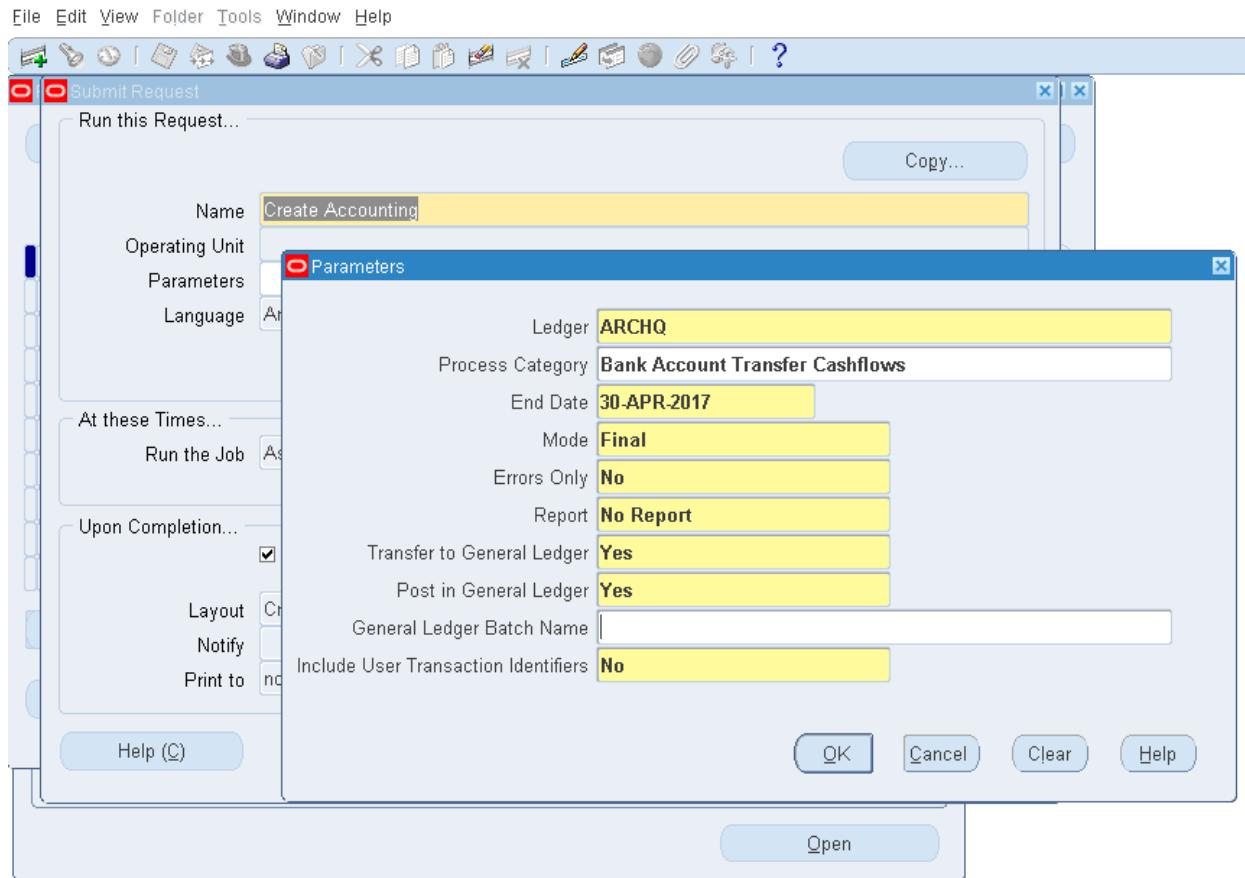
6. Then Click on Clear Transaction

7. Navigate: View => Request





8. Submit a New Request



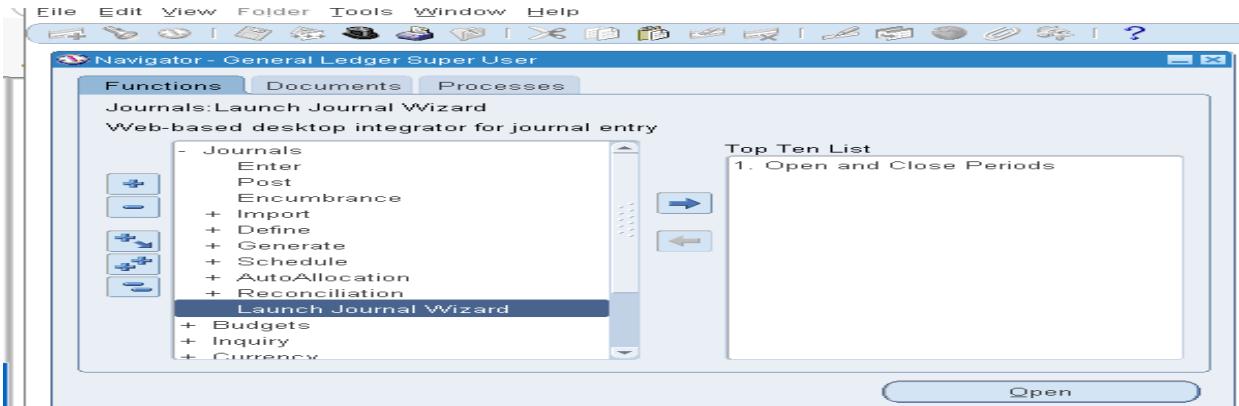
9. Enter the Parameters and Click OK

D. Budget Loading Manual

Responsibility: General Ledger

Navigation: Journals > Launch Budget Wizard

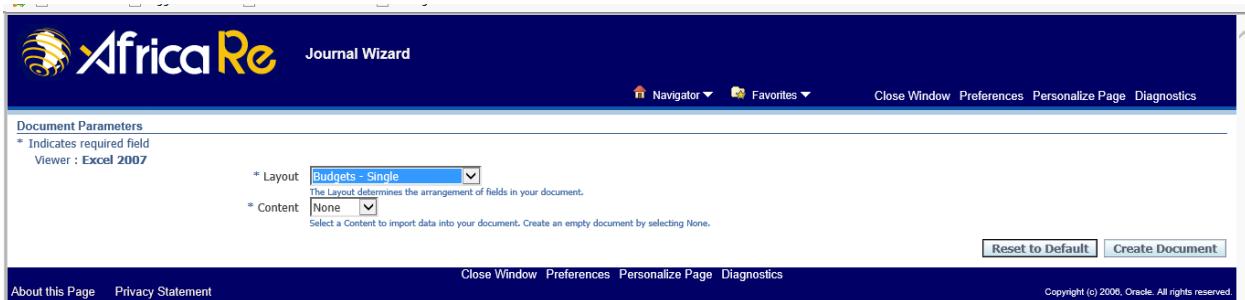
(B) Launch Journal Wizard



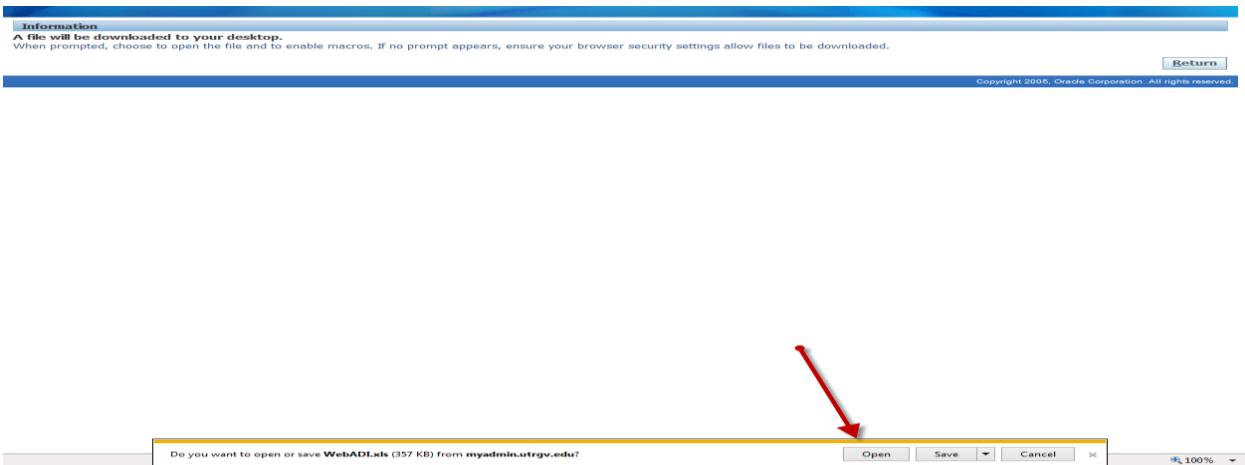
This is a tool used to create the Budget Revision with an Excel Template

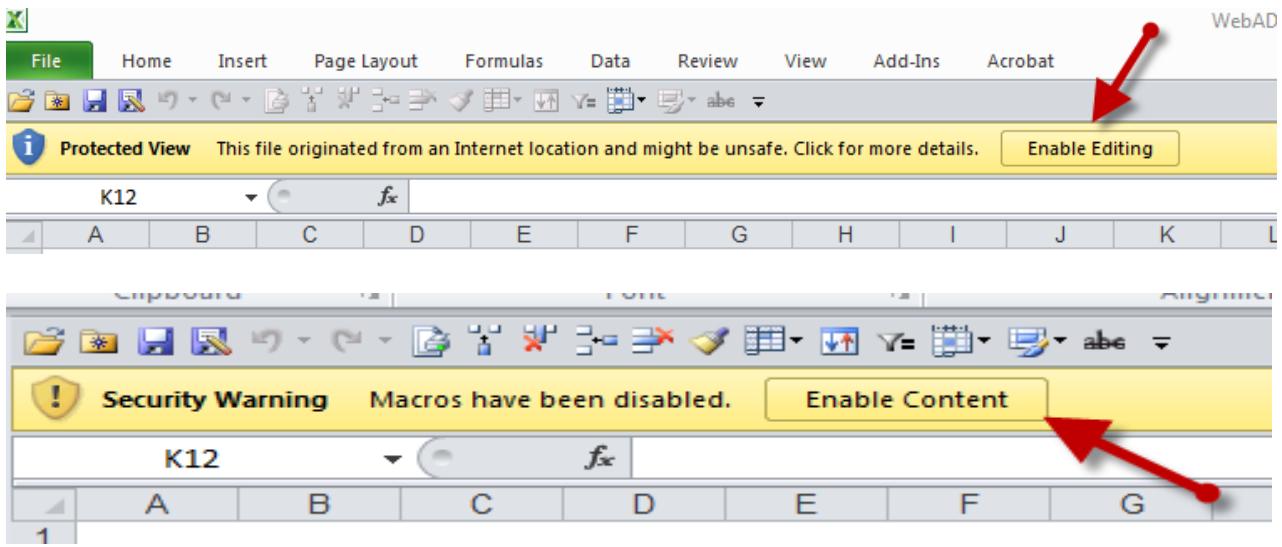
Layout: Budget - Single

(B) Create Document

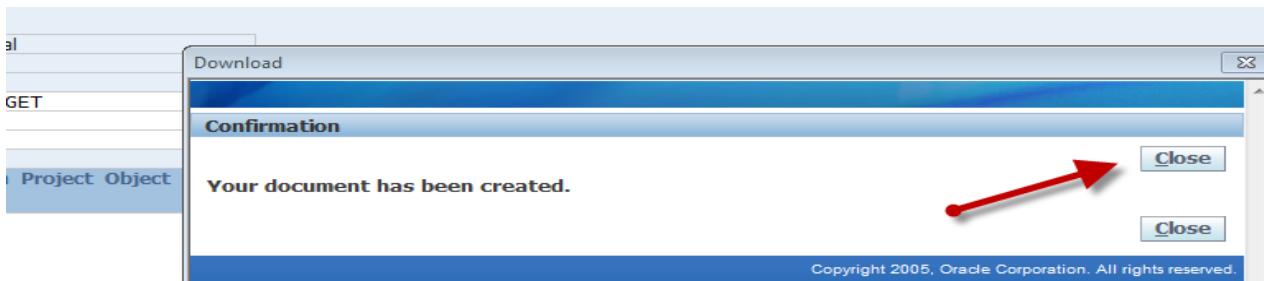


Click on Open when asked "Do you want to open or save WebADI?"





- **Enable** editing and **enable** content when prompted in excel.
- The Wizard will create a document on which to create Budget Revision.
- Do **NOT** Click **Cancel**, wait until it changes to the confirmation screen, then **select** Close.



Journal Header fields to be entered and reviewed:

- **Budget:** Set to New Budget.
- **Batch Name:** Use your UserID. System will append Journal ID # when uploaded.

Paste the formatted excel sheet on the **Web ADI template** below

Web ADI																
Upd Period		GL	Centre	Cost Centre	Account	Sub Account	Interoffice	Future	Debit	Credit	Line Description	Line DFF	Messages			
Upd	Period	List - Text	Number	Number	Text	Text	List - Text									
#	Jan-16		10	00	521501	01	00	0000	3000		3000					
#	Jan-16		10	00	521501	01	00	0000								

Journal lines detail needed:

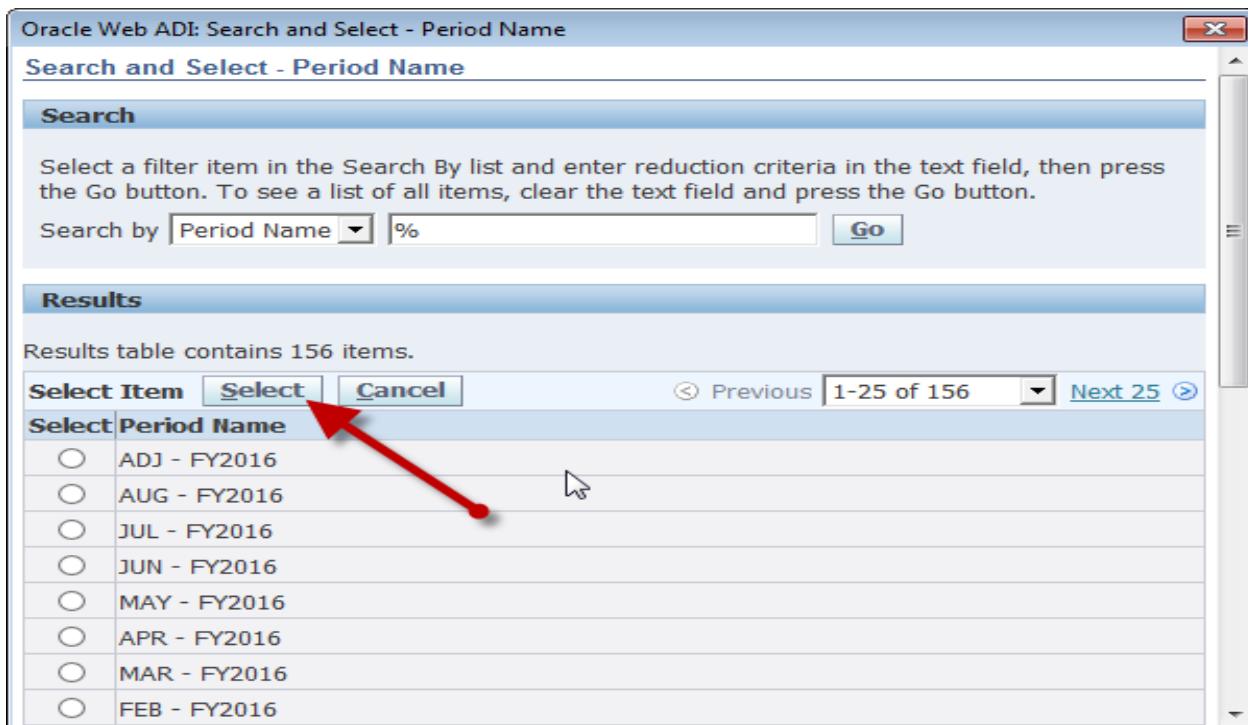
- Period
- **GL String:** Account Combination
- Ledger, Cost Centre, Account, Sub-account, Interoffice, Future
- **Amount** – Debit and Credit (both numbers should be positive)

Entering Period:

- **Type** directly in the cell or
- **Right click** on cell and **select** “List of Values” or
- **Double Click** on cell

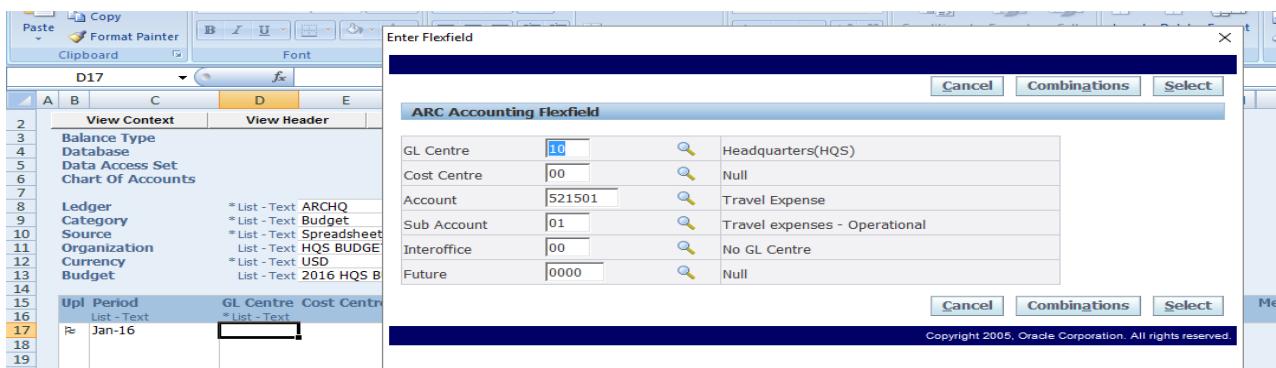
Search for and **Select** period and then **click** on Select button

A	B	C	D	E
3		View Context	View Header	
4		Balance Type		E
5		Source	* List - Text	E
6		Category	* List - Text	E
7		Currency	* List - Text	L
8		Budget	List - Text	F
9		Batch Name	Text	
10		Batch Description	Text	
11				
12				
13	Upl	Period	Fund	Funding Source
14		List - Text		
15			* List - Text	
16				
17				
18				
19				
20				
21				
22				
23				
24				
25		Totals:		
26		Tip: This is not the end of the Template. Unprotect		



Entering GL Accounting String: You will now be able to setup new Objects.

- Type directly in the cells, right click, or double click on any field of the accounting string to get the following box.
- Select your values using the magnifying glass.
- Combinations will exist but does not mean they are valid, because if someone previously entered an invalid combination it will always show up. It's better to check your GL string combination on the GL Inquiry screen.



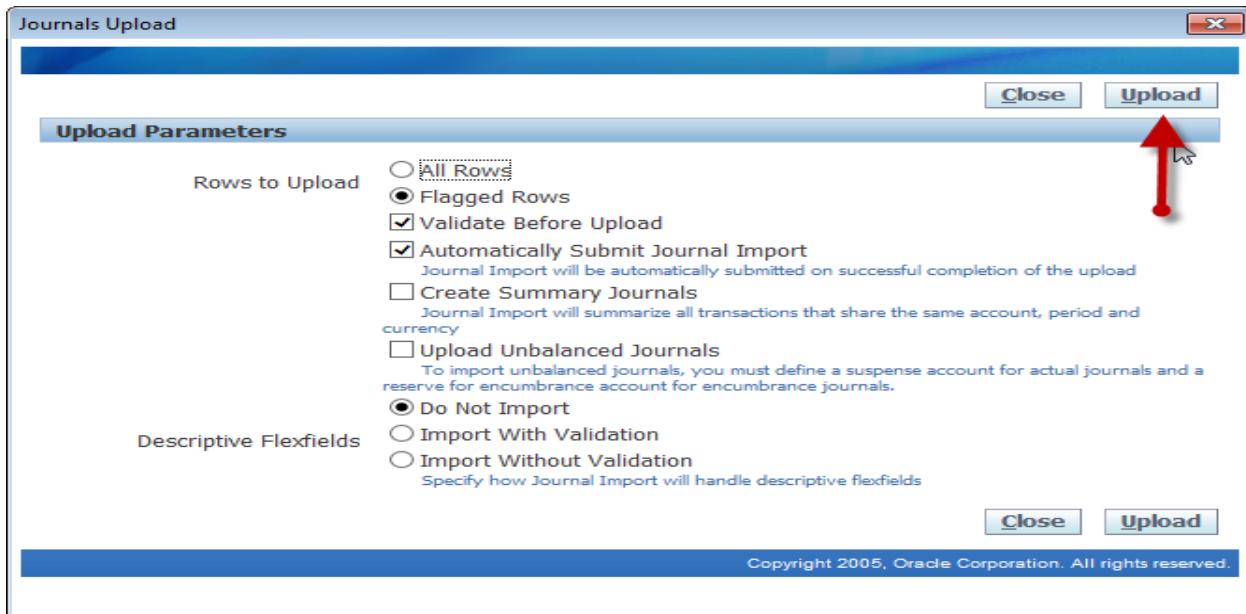
After Revision is completed, **upload** to Oracle.

- Go to “Add-ins” in tool bar
- Select Upload.

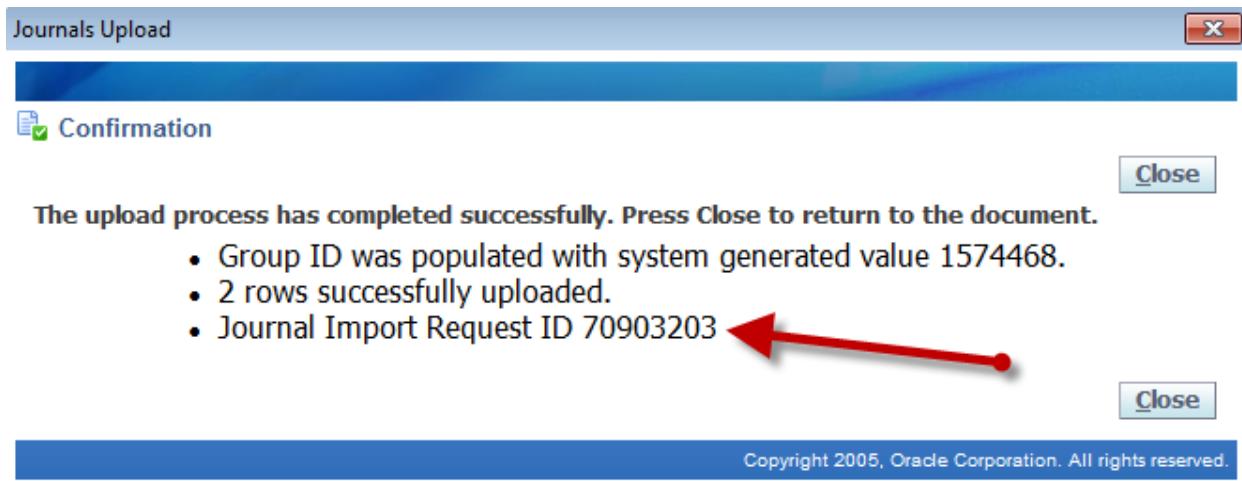
The screenshot shows a spreadsheet interface with various tabs at the top: Format Painter, Clipboard, Font, Alignment, Number, Formatting, Styles, Cells, Clear, Filter, Select, Editing. The active cell is K18, containing the value 3000. The spreadsheet displays several rows of budget data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	P
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
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16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															

- Verify that same lines on screenshot below are selected.
- Select Upload. System will go through a series of screens and finally a confirmation or error message will be displayed.



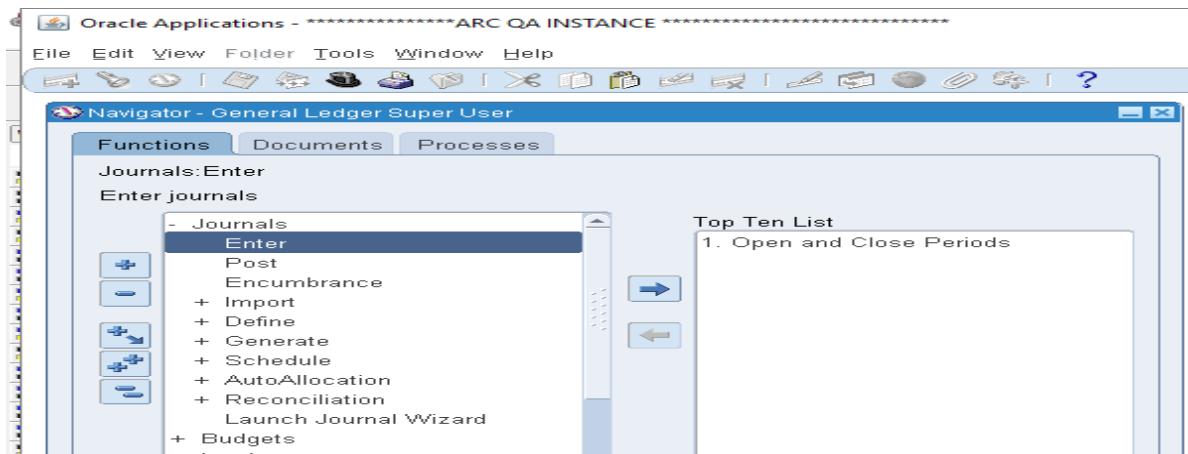
- Confirmation screen will show Group ID #, number of successfully upload rows, and Journal Import Request ID which can be used to identify your revision in Oracle. On your keyboard use Control and C keys to copy the ID.
- Select Close.** Excel sheet can also be closed at this time, unless the revision has to be corrected. You will notice Happy Faces for error free revision and Sad Faces when error exist in the Message column.



Now that you have created and uploaded the Budget Revision, funds need to be checked and revision needs to be sent through workflow for approvals.

In Oracle using your GL User Responsibility:

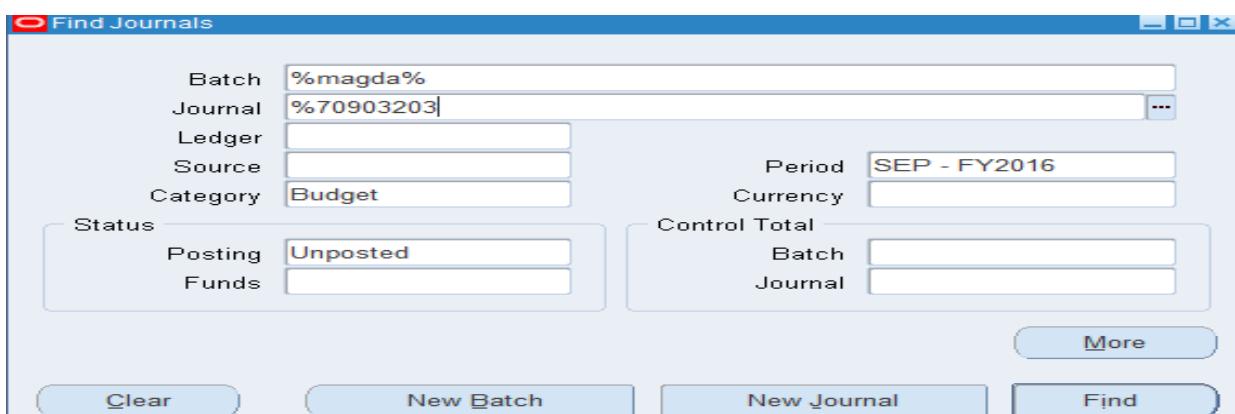
- Navigation to:** Journals
 - Select** Enter on either of the following screens.



Find the Budget Revision by querying any of the following

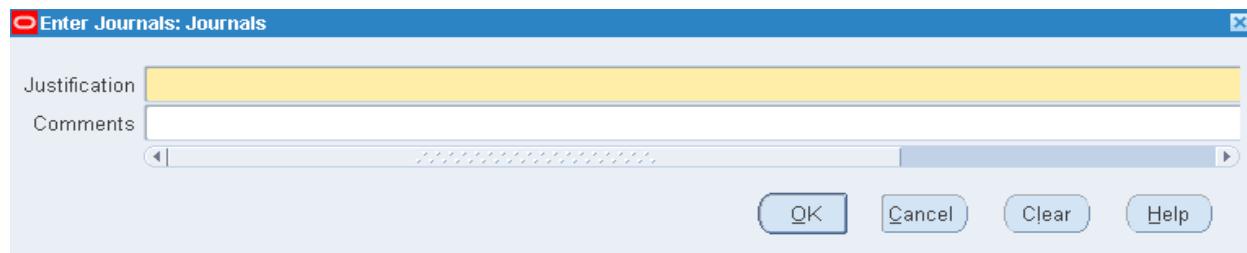
(use % as wildcard):

- **Batch Name** with your **user name**: (i.e.%ARC%)
 - **Journal ID**: (i.e %70903203)
 - **Category**: Budget
 - **Posting**: Unposted
 - **Period**: (i.e. Sep-FY2016)
 - **Click** Find



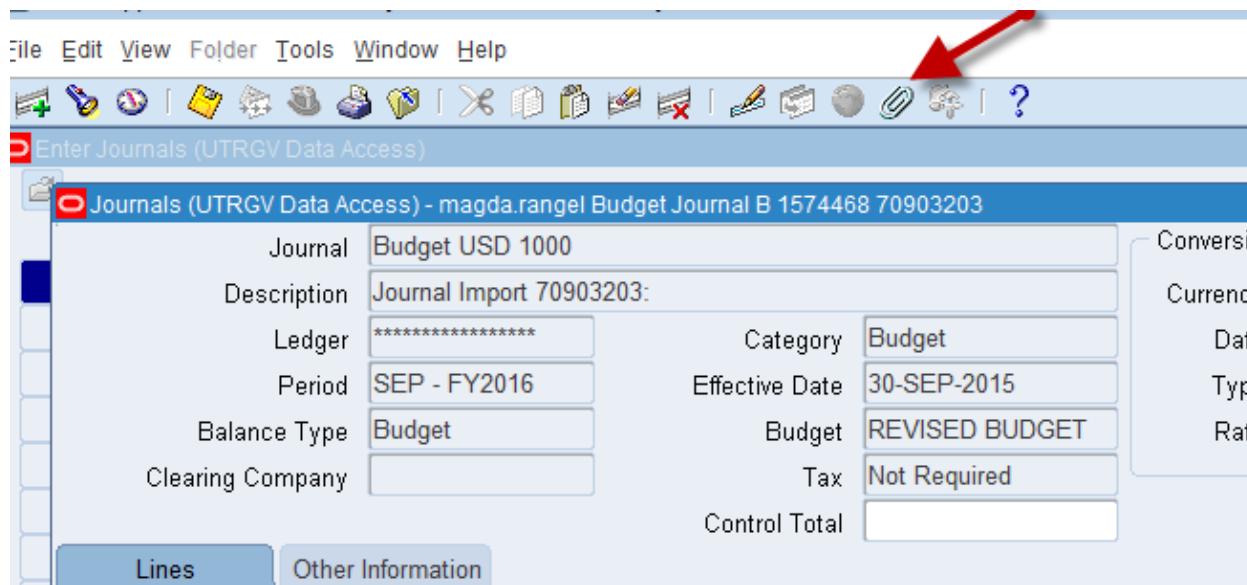
- On the Enter Journals screen **select** the Revision you wish to submit and **select** Review Journal.

- **Enter** Justification and Comments. These fields are very important since they appear on the notification sent to approver. There is a 150 character limit on each including spaces
- **State** what you are trying to do so the approver can double check your work.
 - (e.g. N3,000.00 from operating to wages to cover student worker for Fall)
- If budget journal should be made permanent type “**PERMANENT**” in the justification or comment field.
- **Click Ok** when done.



Attaching Support to your Budget Revision

- Attachments can be added at this point by **selecting** the paper clip icon on the toolbar.



- **To attach support documentation**

After you click on the paper clip icon, the system will bring up the following screen to be filled out.

Enter other in the **category** field.

Enter the title of your attachment in the **Title** field.

Under description **specify** if your attachment is a **file** or an **e-mail**.

The screenshot shows a table with columns: Seq, Category, Title, Description, and May Be Changed. Row 10 has Category 'Other', Title 'Email', Description 'VP Approval', and May Be Changed checked. Below the table is the text 'Entity Name: Journal Entry'.

Main	Source	Seq	Category	Title	Description	May Be Changed
		10	Other	Email	VP Approval	<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Entity Name: Journal Entry

- Under Data type you need to **select** file for excel or word documents or Short or Long text for e-mails.
- When you select file as the data type, Oracle will open a new window in explorer where you can search for and select the document you want to attach.

The screenshot shows a table with columns: Seq, Category, Data Type, and File or URL. Row 10 has Category 'Other', Data Type 'File', and File or URL empty. A 'Decision' dialog box is open, asking 'Has the file been uploaded successfully?' with 'Yes' and 'No' buttons. Below the table is the text 'Entity Name: Journal Entry'.

Main	Source	Seq	Category	Data Type	File or URL
		10	Other	File	

Entity Name: Journal Entry

The screenshot shows a 'File Upload' interface with fields for 'Upload File' (with a 'Browse...' button), 'Submit', 'Cancel', and 'Clear' buttons.

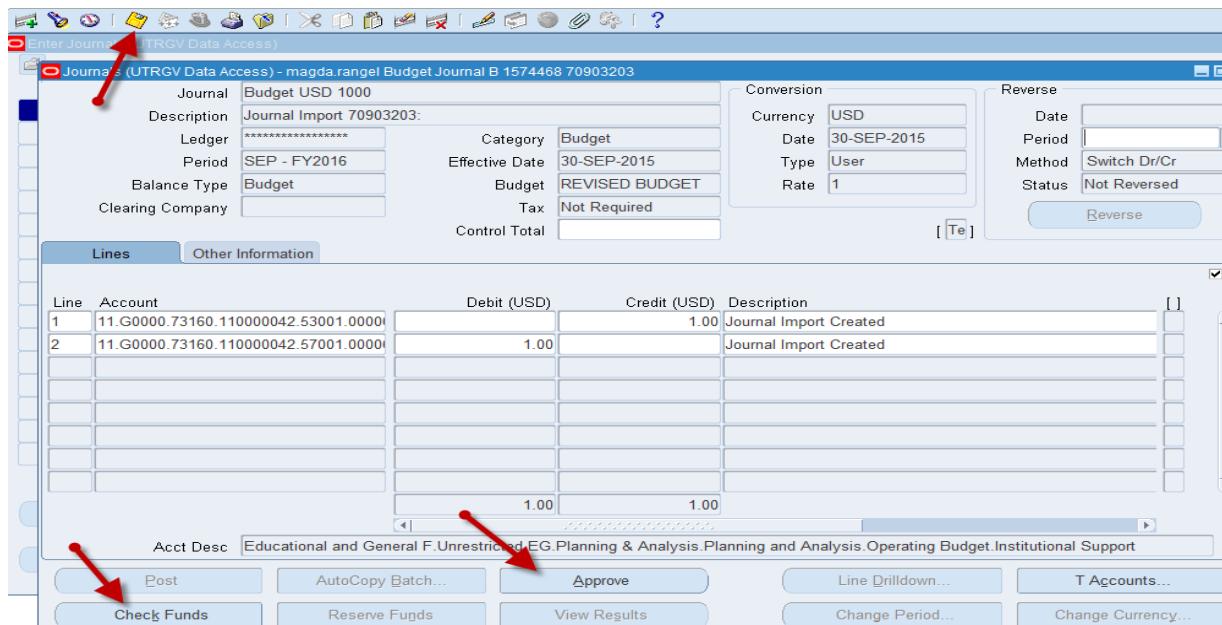
File Upload

* Upload File

Submitting Budget Revision

- **Save** Revision using Disc icon in toolbar or **select** File and then **save**.
- **Click** on “**Check Funds**” and system will provide the results. If you want to see more detail, **click** on View Results.
- If passes check funds then “**Approve**”. This will start the workflow process.

- After message confirming that revision has been sent to approver is displayed you may close this screen.



NB: Budget Journal goes for approval from where it is approved and the posted after the approval.

E. How to run a GL analysis with GLWand (on ERP)

1. Login into ERP using the GLWand credentials

Username: WANDHQ

Password: lagos678 (this may change, so ask your colleagues to avoid getting the account locked).

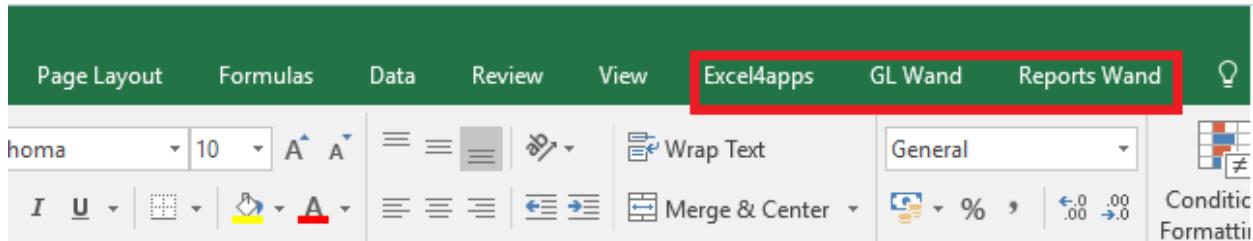


2. Open Excel (GLWand is an Excel addon, so it will need it to run).
3. In the menu section, launch GLWand by clicking on “Excel4apps Wands”

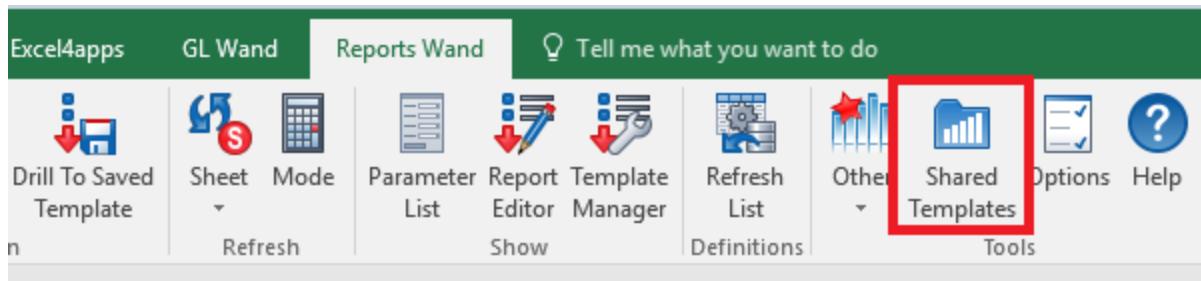


4. GLWand opens as extra tabs in an Excel worksheet (check your Excel file)

You should see 3 new tabs “Excel4apps”, “GL Wand” and “Reports Wand”



5. The GL analysis report exist as a “template”, click on the “Reports Wand” tab, then on “Shared Templates”



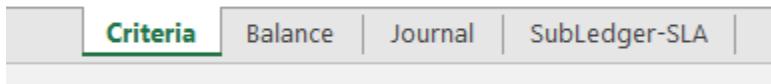
6. You will get this new window, there are 2 things to be done:

- Red box:** In the “Display templates”, make sure you had “All Types”
- Green box:** In the search field, key in “HQ” (this is to limit the scrolling)
- Yellow box:** the GL analysis report is named “Account Analysis HQ” (open it by double-click).

Name	Template Type	Featured	Category	Owner
Account Analysis HQ	GL Wand Report	★	WANDHQ	
Financial Dashboard HQ	GL Wand Report	★	MADUKA, Mr. Herbert N.	
Receipts Register HQ	Reports Wand Report	★	MADUKA, Mr. Herbert N.	

7. The report launches as a separate Excel file.

The file has three sheets:



- “**criteria**”: for you to set your report parameters (period, account code, sub-account code, etc.)
- “**balance**”: to see the individual accounts/sub-account balances
- “**journal**”, and
- “**subledger-SLA**”: showing various levels of account details/drilldowns

To be sure of the account code details, **look** at the first column “**Account combination**”

Balance Drilldown	
Dec-16, YTD, USD, ARCHQ August 23, 2017 2	
Account Combination	
10.00.117903.01.00.0000	
10.00.117903.01.41.0000	
10.11.117903.01.41.0000	

8. How to select the parameters:

- a. click on the “**criteria**” sheet
- b. select the values you need from the appropriate drop-down menus
- c. double-click on “**Execute Drilldown**”
- d. your report output will be displayed on the other sheets (“**balance**”, “**journal**”, “**subledger-SLA**”).

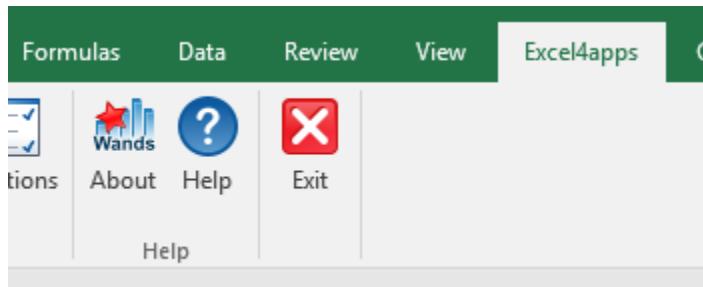
GL Wand Drill Down

Balance / Journal Drilldown

Period	Dec-16	
Balance Type	YTD	
Currency Code	USD	
Translated Flag	Total	Secondary
Actual Flag	A	
Bud / Enc Name		
GL Centre	10	Headquarters(HQS)
Cost Centre	%	All Values
Account	117903	Regional Office account
Sub Account	01	
Interoffice	%	All Values
Future	0000	Null
Ledger	2023	ARCHQ
Journal Source		
Journal Category		
Movement		Execute Drilldown

Double click the "Execute" cell to run the drilldown or use the button on the toolbar.

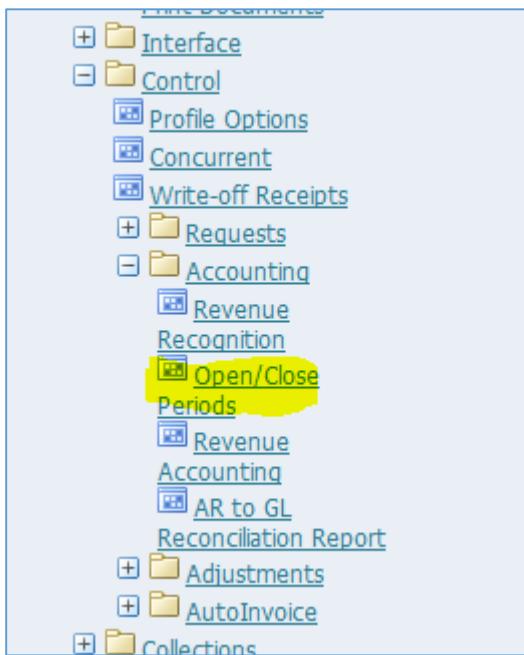
9. To close GL Wand: click on Excel4apps, then “Exit”



ACCOUNTS RECEIVABLE

A. How to Open Accounts Receivable Period

Responsibility: ARC Receivables Super User <>region>>

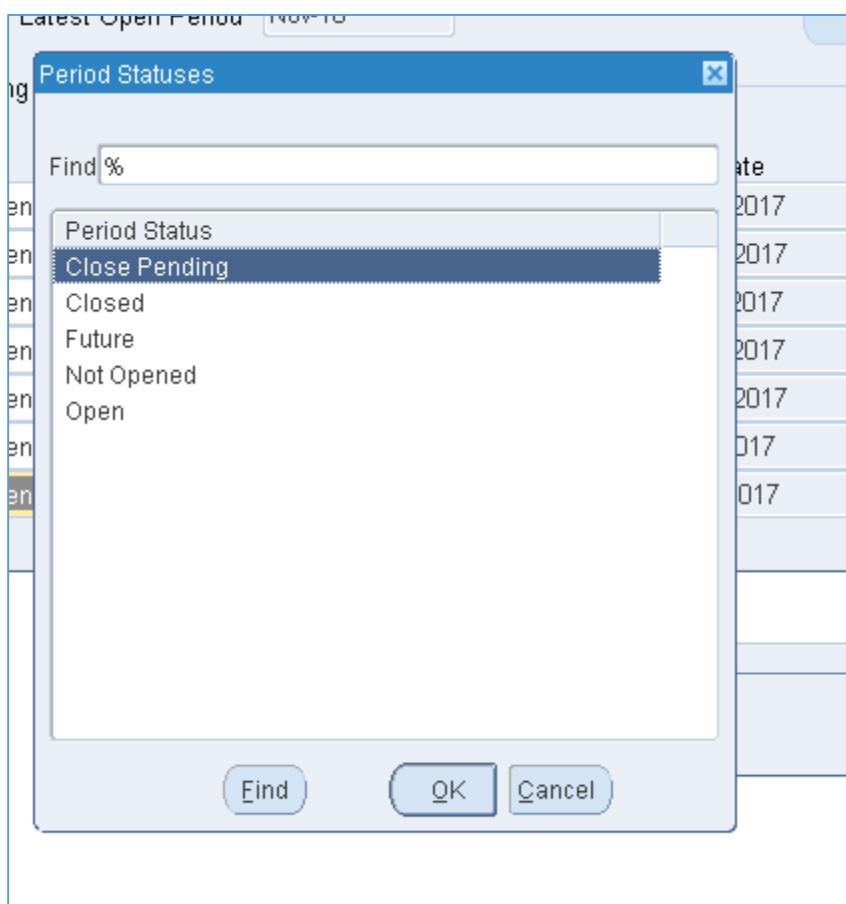


Select highlighted form: **Open/Close Periods**

If the next period to be opened is next to the latest open period (For instance, in the screen below, latest open period is Nov-16 and Dec-16 needs to be opened) click on the highlighted button, '**Open Next Period**'.



If it is Not Opened, scroll down to the period you want to open and click in the Status field.



Select the option, Open from the list and save record.

b. Write-Back/ Allocation of Receipts

c. Claims Settlement

Brief description

A claim settlement consist in two steps; the creation of invoice, the settlement of the invoice. Each step can be broken down as follows:

1. Creation of an invoice

Invoices are created at the **Receivables** module level (this is the only module linked to the RMS application). After creation, the invoice is “**pushed**” to the Payables module (the module handles all outflows/payments).

1.1. Find the specific claim (search by Cedant/broker name, company number...)

1.2. Offset the claim against any outstanding premium

1.3. Apply “**refund**” to any balance amount (this will be the invoice amount)

2. Settlement of the invoice

All outflows/payments (either technical or not) are handled by the Payables module. The claim invoice create in the receivables module has to be found then settled (as any other invoice)

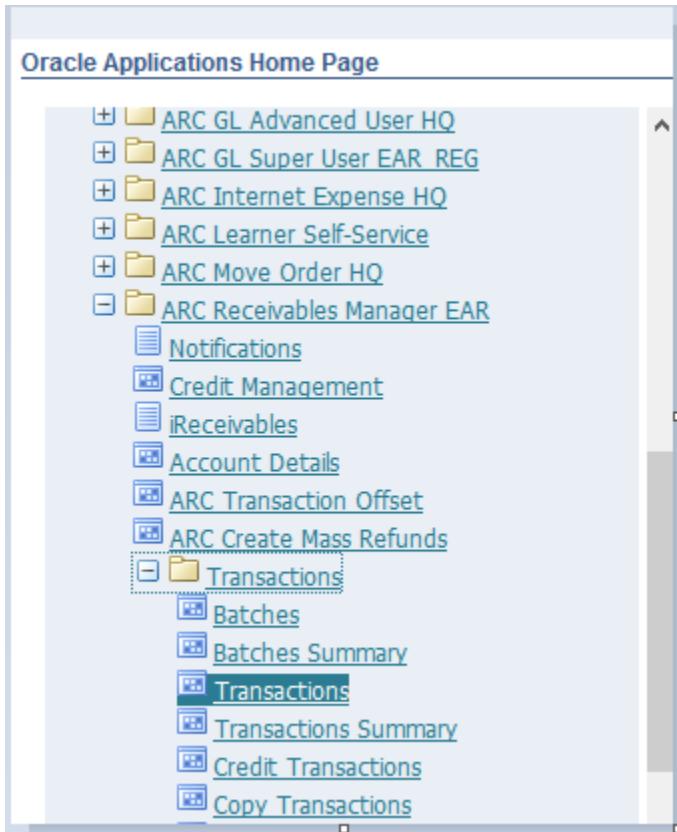
2.1. Find the claim invoice (search by “**trading partner**” and **refine** research by choosing “**payment request**” in the “**type of payment**” field)

2.2. Follow standard payment procedures (initiate approval and pay)

Detailed description (with screenshots) – typical example: disbursement voucher P01707 Aug. '16

1. Invoice creation in the receivables module

In the receivables module open “**transactions**”



1.1. Find the specific claim to settle

The “**transactions**” function helps to query all technical transactions.

The screenshot shows a software interface for managing transactions. On the left, a sidebar lists categories such as Transaction, Source, Number, Class, Type, Reference, Legal Entity, Main, Model, Ship, Name, Number, Location, Address, Contact, Commit, Payment, Invoicing, Due, and Line Items. The 'Ship' category is currently selected. The main area is titled 'Find Transactions' and contains several search criteria fields:

- Ship To** (highlighted in teal):
 - Name
 - Number
 - Taxpayer ID
- Bill To** (highlighted in teal):
 - PO Numbers
 - Document Number
 - Reference Numbers
 - Transaction Dates
 - GL Dates
 - Batches
 - Sources
 - Transaction Types
 - Class
 - Primary Salesperson
 - Credited Transaction
- Other fields include:
 - Transaction Numbers
 - Sales Order Number
 - Period
 - Current

At the bottom of the search dialog are buttons for Clear, New, and Find.

To find a specific claim, multiple keys (or filters) can be used. For example, “**policy sequence numbers**” (from RMS/IRMS reports) can be used in the “**transaction numbers**” field. Or, the “**COY CODE**” can be used at the “**Ship to, Number**” field. This will bring out the specific company (broker/Cedant). Another possibility is to use the company (broker/Cedant) name at the “**Ship to, Name**” field. To narrow the search to claims only, use the “**Sources**” field and select claims inward (see below).

Find Transactions

Transaction Numbers	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>																												
Sales Order Number	<input type="text"/>																																
Ship To Name: VERITAS GENERAL INSURANCE Number: E02478 Taxpayer ID: <input type="text"/>																																	
Bill To <input type="text"/> <input type="text"/> <input type="text"/>																																	
PO Numbers	<input type="text"/>	-	<input type="text"/>																														
Document Number	<input type="text"/>	-	<input type="text"/>																														
Reference Numbers	<input type="text"/>	-	<input type="text"/>																														
Transaction Dates	<input type="text"/>	-	<input type="text"/>																														
GL Dates	<input type="text"/>	-	<input type="text"/>																														
Batches	<input type="text"/>	-	<input type="text"/>																														
Sources	<input type="text"/>	-	<input type="text"/>																														
Transaction Types	<input type="text"/>																																
Class	<input type="text"/>																																
Primary Salesperson	<input type="text"/>																																
Credited Transaction	Batch Sources Find % <input type="text"/> <table border="1"> <thead> <tr> <th>Source</th> <th>Operator</th> </tr> </thead> <tbody> <tr><td>ARC EAR CLAIM INWARD</td><td>Nairobi,</td></tr> <tr><td>ARC EAR CLAIM OUTWARD</td><td>Nairobi,</td></tr> <tr><td>ARC EAR PREMIUM INWARD</td><td>Nairobi,</td></tr> <tr><td>ARC EAR PREMIUM OUTWARD</td><td>Nairobi,</td></tr> <tr><td>ARC East Africa Manual Invoice</td><td>Nairobi,</td></tr> <tr><td>Chargeback</td><td>Nairobi,</td></tr> <tr><td>DM Reversal</td><td>Nairobi,</td></tr> <tr><td>Global Intercompany</td><td>Nairobi,</td></tr> <tr><td>INDIA INVOICES</td><td>Nairobi,</td></tr> <tr><td>Intercompany</td><td>Nairobi,</td></tr> <tr><td>Loans</td><td>Nairobi,</td></tr> <tr><td>MANUAL-OTHER</td><td>Nairobi,</td></tr> <tr><td>Manual Credit Memo</td><td>Nairobi,</td></tr> </tbody> </table> <input type="button" value="Find"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>					Source	Operator	ARC EAR CLAIM INWARD	Nairobi,	ARC EAR CLAIM OUTWARD	Nairobi,	ARC EAR PREMIUM INWARD	Nairobi,	ARC EAR PREMIUM OUTWARD	Nairobi,	ARC East Africa Manual Invoice	Nairobi,	Chargeback	Nairobi,	DM Reversal	Nairobi,	Global Intercompany	Nairobi,	INDIA INVOICES	Nairobi,	Intercompany	Nairobi,	Loans	Nairobi,	MANUAL-OTHER	Nairobi,	Manual Credit Memo	Nairobi,
Source	Operator																																
ARC EAR CLAIM INWARD	Nairobi,																																
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ARC EAR PREMIUM INWARD	Nairobi,																																
ARC EAR PREMIUM OUTWARD	Nairobi,																																
ARC East Africa Manual Invoice	Nairobi,																																
Chargeback	Nairobi,																																
DM Reversal	Nairobi,																																
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Intercompany	Nairobi,																																
Loans	Nairobi,																																
MANUAL-OTHER	Nairobi,																																
Manual Credit Memo	Nairobi,																																

The search result gives a list of claims:

Select the specific claim you want to settle and click on “Applications”.

1.2. Offset the claim against outstanding premium

In case you do not want to pay the full claim amount, **select** a premium to offset against. Possible offset candidates are listed after “**Refund**”:

It is possible to filter the offset candidates by using the policy sequence number (RMS/IRMS report) in the “**find**” field (example below).

Open Items						
Find 6106280%						
Number	Class	Status	Install	Curr	Balance Due	Due Date
6106280/2	Invoice		1	ZMW	827.22	26-MAR-20
6106280/4	Invoice		1	ZMW	793.00	11-AUG-20

Select the premium you want to offset, then update the “Apply” and “GL” dates

Applications - 6106280/3

Customer Name	J. B BODA & CO PVT LTD			Unapplied	-12
Customer Number	E99061				
Location	12630				
Amount	ZMW		-12,938.90		
Exchange Gain/Loss (estimate)					
Applications					
Apply	Saved	Apply To	Installment	Apply Date	Amount Applied
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6106280/4	1	14-NOV-2016	793.00
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

Notice that the net claim amount (“unapplied” field) reduces as you pick offsets.

1.3. Create a “refund” invoice

In case the claim amount is not fully offset, the balance amount will be paid. Click on the following blank row to create a new “apply” line.

Applications - 6106280/3

Customer Name	J. B BODA & CO PVT LTD			Unapplied	-12
Customer Number	E99061				
Location	12630				
Amount	ZMW		-12,938.90		
Exchange Gain/Loss (estimate)					
Applications					
Apply	Saved	Apply To	Installment	Apply Date	Amount Applied
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6106280/4	1	14-NOV-2016	793.00
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

To create a settlement invoice, choose “Refund”, then update the “apply” and “GL” date. By default, this line will take as “amount applied” the full net claim amount (the unapplied amount becomes nil).

O Applications - 6106280/3

Customer Name	J. B BODA & CO PVT LTD			Unapplied	0.00	
Customer Number	E99061					
Location	12630					
Amount	ZMW	-12,938.90				
Exchange Gain/Loss (estimate)						

Applications

Apply	Saved	Apply To	Installment	Apply Date	Amount Applied	Discount	Balance Due	Customer	GL Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6106280/4	1	14-NOV-2016	793.00		0.00	E99061	23-AUG-2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Refund		14-NOV-2016	12,145.90				23-AUG-2016
<input type="checkbox"/>	<input type="checkbox"/>								

Click on the “Refund attributes” button. This allows to specify how you will settle the invoice (cash, check, bank transfer, etc.)

O Applications - 6106280/3

Refund Attributes

Cus	Customer Name J. B BODA & CO PVT LTD	0.00
Custo	Customer Number 11510	
Refund Payment Method		
Customer Address MAKER BHAVAN NO. 1,		
Party Bank Account		
Payment Priority		
Pay Group		
Payment Term		
Delivery Channel		
Pay Alone <input type="checkbox"/>		
Remittance Message 1		
Remittance Message 2		
Remittance Message 3		

Cancel Apply

Refund Attributes

Applications Adjust Credit Copy To Find OK Cancel

Refund Payment Methods

Find %

Payment Method	Cash Payment
Cheque	
Credit Card	
Debit Card	
Electronic Funds Transfer	
Outsourced Check	
Wire Payment	

Once you have select the payment method, **click** on apply, then **save**. You should have a new “**Refund status**” button!



You need to **click** on “**Refund status**” to see two useful information:

Invoice Overview (ARC Receivables Manager EAR)

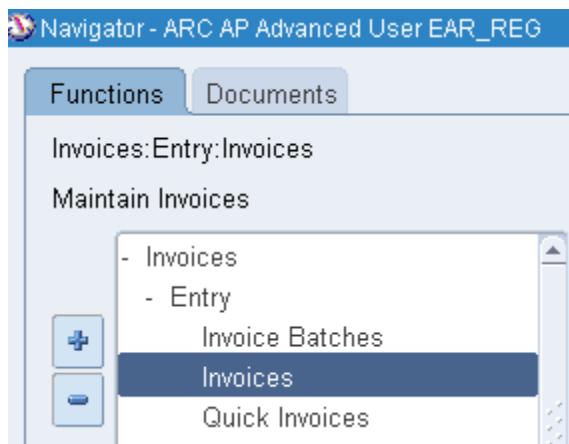
Trading Partner	J. B BODA & CO PVT LTD	Site				
Supplier Num		Operating Unit	Nairobi, Kenya			
Invoice Num	11393	Type	Payment Request			
Batch Name		Currency	ZMW			
Voucher		Date	24-AUG-2016			
PO Number		Amount	12,145			
Receipt Num		Unpaid	12,145			
Invoice Status		Unapplied				
Approval	Required	Description				
Status	Validated	Active Hold				
Accounting	Unprocessed	Reason				
Payment	Not Paid					
Scheduled Payments		Actual Payments				
Curr	Amount	Remaining	Due Date	Held	Paid By	Paid On
ZMW	12,145.90	12,145.90	01-AUG-2016	<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
Payment Overview		View Receipt		Supplier		Invoice Workbench

In **red**, you have the “**trading partner**” (the payee’s name). And the **new invoice number** (in **green**). The invoice number will help you find this specific invoice in the payables modules (tip: note it).

At this point, you are done with the Receivables module! The invoice has been created, you need to **switch** responsibilities (or ask whoever is in charge or payables to take over).

2. Invoice settlement in the payables module

In payables, go to invoices



2.1. Find the new invoice (created from the receivables module)

The fastest approach to find an invoice is to use the **invoice number** (this brings out only one invoice).

The screenshot shows the 'Find Invoices' dialog box. It has sections for 'Trading Partner' and 'Invoice'. In the 'Invoice' section, the 'Number' field contains '11393'. Other fields in the 'Invoice' section include 'Type' (a dropdown menu), 'Amounts' (two input fields), and 'Dates' (two input fields). At the bottom of the dialog, there is a section labeled 'Invoice Status'.

Otherwise, it is possible to search by trading partner (broker/Cedant). To narrow the search to invoices only created from receivables, in the “**Type**” field chose “**payment request**”.

O Find Invoices

Trading Partner	
Name	J. B BODA & CO PVT LTD
Supplier Site	
PO Num	
Invoice	
Number	
Type	Payment Request
Amounts	
Dates	

You should have your invoice in search result

O Invoice Workbench (ARC AP Advanced User EAR_REG)

Batch Control Total					
Operating Unit	Customer Taxpayer ID	Invoice Num	Invoice Amount	Type	Invoice Date
Nairobi, Kenya		11393	12,145.90	Payment Request	24-AUG-201
Nairobi, Kenya		11244	200,717.98	Payment Request	24-AUG-201
Nairobi, Kenya		11246	4,312.96	Payment Request	24-AUG-201
Nairobi, Kenya		11267	18,630.00	Payment Request	24-AUG-201

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled

Summary	Amount Paid	Status
Items Retainage Prepayments Applied Withholding Subtotal Tax Freight Miscellaneous Total	ZMW 0.00	Scheduled Pa Description

Actions... 1 Calculate Tax Tax Details Corrections Quick Match

2.2. follow payment standard payment procedures

These steps are similar to all invoices irrespective their origin (technical payments from receivables, invoices created generate from procurement module, etc.)

2.2.1. review the payment and GL dates

Double-check if the GL dates are accurate.

2.2.2. initiate approval

Click on “Actions”

A screenshot of a software interface showing a summary table and action buttons. The summary table includes rows for 'Miscellaneous' and 'Total' with a value of '12,145.90'. Below the table are three buttons: 'Actions... 1', 'Calculate Tax', and 'T'.

Then, **initiate approval**

A screenshot of the 'Initiate Approval' dialog box. It contains several checkboxes and input fields:

- Force Approval (unchecked)
- Initiate Approval** (checked and highlighted with a red box)
- Stop Approval (unchecked)
- Release Holds (unchecked)
- Hold Name (empty field)
- Release Name (empty field)
- Release Reason (empty field)
- Print Notice (unchecked)
- Printer (empty field)
- Sender Name (empty field)
- Sender Title (empty field)

At the bottom are 'OK' and 'Cancel' buttons.

The invoice will follow the normal approval process. When approved, the “**pay in full**” field becomes active.



2.2.3. pay in full

When you choose “**pay in full**”, you need to **double-check** and **update** these fields:

- payment date
- bank account (the actual cashbook account you want to settle the claim from)
- payment method
- payment process profile (choose: “**Africa Re Payment Profile**”)

Pay attention to:

Rate Type	Rate Date	Payment Rate	Functional Amount	Matu
Corporate	24-AUG-2016	.101214574898785425	1,229.34	

- rate type
- rate date
- payment rate (this field is updated automatically depending on the rate date)

Tip: to clear backlogs, choose “**corporate rate**”, then key in the specific voucher date, the payment rate should be the inverse (1/x) of the exchange rate found on the voucher. For example, voucher P01707 has an USD/ZMW of 9.88. The inverse of this figure is 0.10121 (the rate in the above screenshot). It is important to cross-check to avoid reconciliation issues.

Save.

If you query for the invoice, it should be marked as paid!

Oracle Applications - *****ARC QA INSTANCE*****

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (ARC AP Advanced User EAR_REG)

Batch Control Total		Batch Actu						
		Operating Unit	Customer Taxpayer ID	Invoice Num	Invoice Amount	Type	Invoice Date	PO Number
<input checked="" type="checkbox"/>	Nairobi, Kenya			11393	12,145.90	Payment Request	24-AUG-201	
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments

Summary		Amount Paid		Status	
Items	12,145.90	ZMW	12,145.90	Status:	
Retainage				Accounter:	
Prepayments Applied				Approval:	
Withholding				Hold:	
Subtotal	12,145.90			Scheduled Payment Hold:	
Tax					
Freight					
Miscellaneous					
Total	12,145.90				

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Map

D. Defining receivables Activities

Receivable Activities are used when inputting miscellaneous receipts. They provide accounting information for monies received that don't relate to invoices or to account customers.

Responsibilities: AR Supervisor or AR Manager
Navigate: Set Up → Receivable Activities

The screenshot shows the 'Receivable Activities' configuration screen. Key fields visible include:

- Operating Unit:** Cambridge University
- Name:** AG - TRAINING MANUAL
- Description:** R12 TRAINING MANUAL (AR)
- Type:** Miscellaneous Cash
- Active:** Checked
- Accounting:** GL Account Source: Activity GL Account; Tax Rate Code Source: Activity
- Activity GL Account:** U.AG.AGBG.GAAA.LRAB.0000
- Distribution Set:** (empty)
- GL Account Description:** UC.Finance.Training.External Trading.Sales - In-Hse N
- Asset Tax Rate Code:** ZR - Zero Rated
- Liability Tax Rate Code:** ZR - Zero Rated (Credit)

Populate the following fields:

- **Operating Unit:** Cambridge University (defaults in).
- **Name:** Prefix with your two letter department code followed by hyphen and name of the activity you are creating.
- **Description:** Free text field, enter details of the activity you are creating.
- **Type:** Click on the arrow and select Miscellaneous Cash.
- **GL Account Source:** Activity GL Account defaults in. However, if you require the income to be split to more than one distribution code refer to guidance on Distribution set.
- **Activity GL Account:** Populate the Distribution code you wish the income to go to by clicking on the list of values.
- **Asset Tax Rate Code:** Select the appropriate tax code for the activity from the list of values.
- **Liability Tax Rate Code:** Select the same code as the asset tax rate but it will appear as a credit.

Once all the details have been populated save your work and the activity is ready to be used with your miscellaneous receipts.

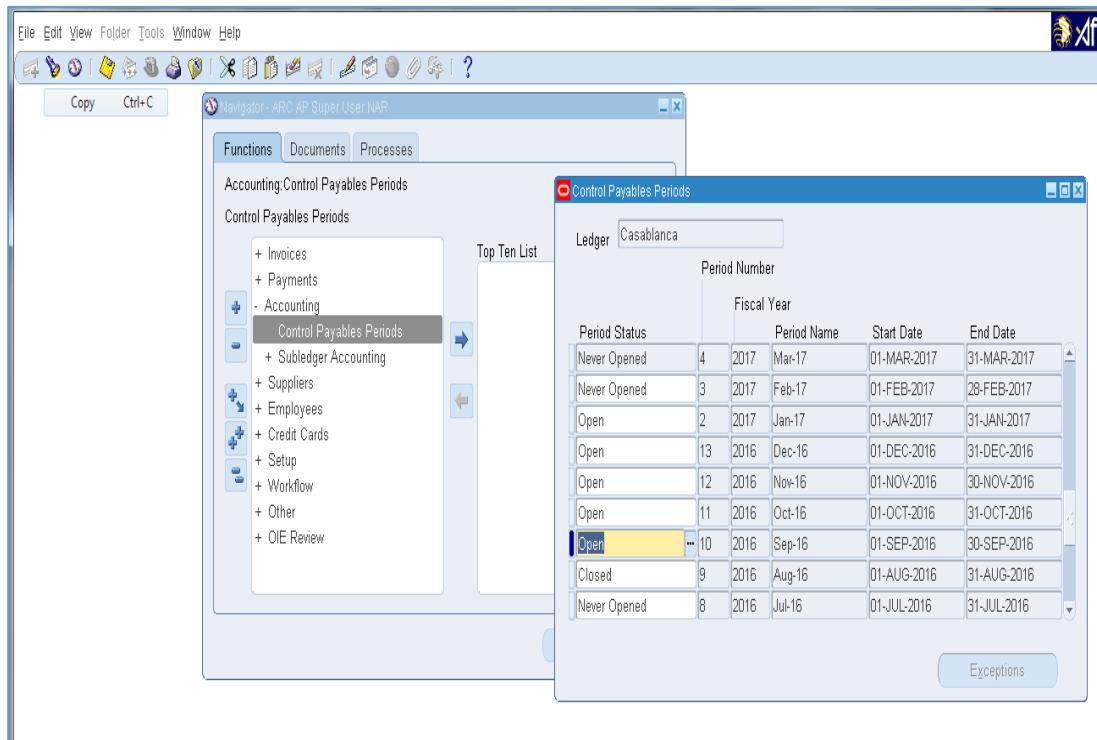
Responsibilities

ACCOUNTS PAYABLE

A. How to Open Accounts Payable Period

Responsibility: ARC AP Super User >>Accounting >>Control Payables Periods.

Select LOV and change to Open and then close.



B. Auto Prepayment Application

Responsibility: payables manger >> setup >> option >> payables option.



Click on Expense Report



Uncheck box (Apply Advances) and Save.



C. Un-applying prepayments

If you mistakenly apply a prepayment to an invoice, you can un-apply it. Payables automatically creates a reversal distribution and a new scheduled payment for the prepayment in the amount that you un-apply. Payables also increases the Amount Available for the prepayment by the unapplied amount. Payables updates the status of the invoice to unpaid or partially paid. You can review in the Payments window of the Invoice Workbench all payment information for the prepayment and the invoice(s) to which it was applied.

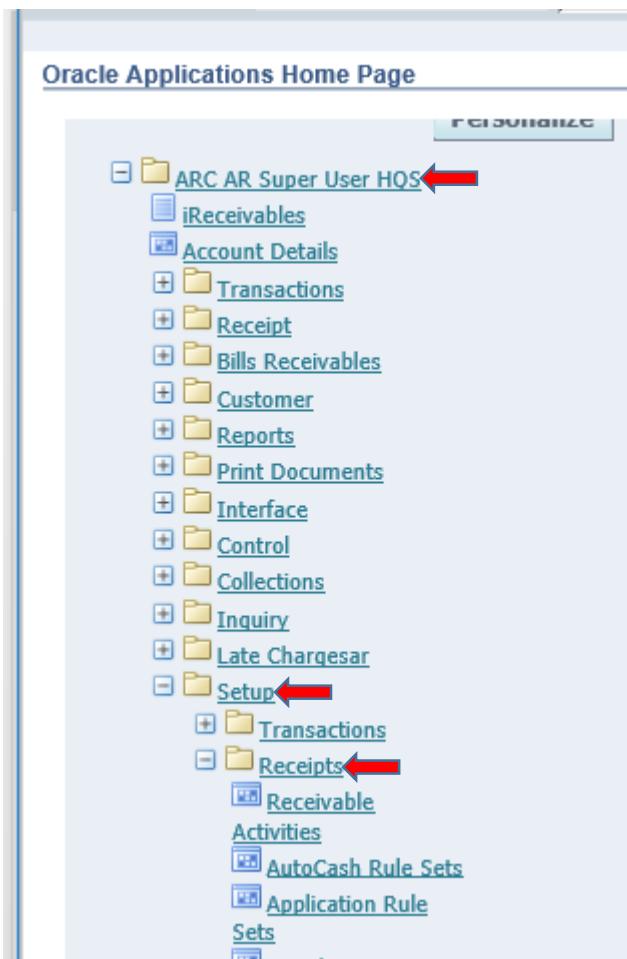
To un-apply a prepayment:

1. In the Invoices window query either the prepayment or the invoice to which you matched it.
2. **Choose Actions** and **select** the **Apply/Un-apply** Prepayments check box. **Choose OK**.
 - If you initially queried an invoice, Payables displays in the Existing Applications region of the Apply Prepayments window all existing prepayments that have been applied to it. **Select** each prepayment you want to **un-apply**. You cannot modify the Amount because you must **un-apply** the complete amount which you previously applied.
 - If you want to limit available prepayment choices, **enter** a query or **use** the “**Find Prepayments to Apply**” window by choosing Find from the Query window. If you want to see more information on a prepayment, **select** it and **choose** Invoice Overview.
 - If you initially queried a prepayment, Payables displays in the Existing Applications region of the Apply Prepayments window all invoices that have had the prepayment applied. **Select** each invoice from which you want to **un-apply** the prepayment. You cannot modify the Amount because you must **un-apply** the complete amount which you previously applied.
 - If you want to limit available invoice choices, **enter** a query or **use** the “**Find Invoices to Apply**” window by choosing Find from the Query window. If you want to see more information on an invoice, **select** it and **choose** Invoice Overview.
 - If you want to approve the new prepayment distributions that the application will create and the Allow Online Approval Payables option is enabled, **select** Approve. If the Allow Online Approval Payables option is not enabled, you can submit Approval from the Submit Request window.
 - If you want to print a Prepayment Remittance Advice for the supplier, select **Print**.

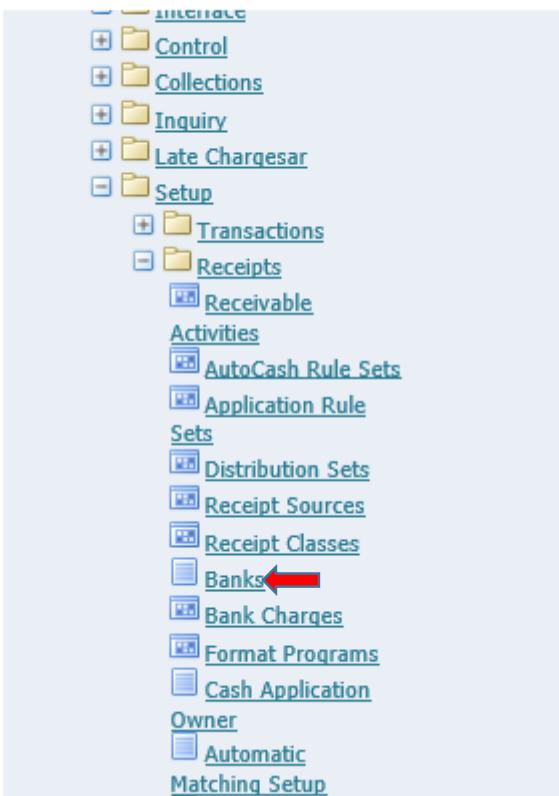
3. Choose the Apply/Un-apply button to **un-apply** the prepayment amount(s) to the invoice(s), and to save your work.

D. Creating a bank, branch and account

Navigation: ARC AR Super User HQS <<location>> → Setup → Receipts → Banks



Oracle Applications Home Page



To create A Bank

Click on Banks

Overview Banks  Bank Branches						
Overview Of Bank Accounts						
Expand All Collapse All						
Focus	Type	Number	Description	Total Accounts	Details	
	Country					
	 Previous					
	 Nigeria			115		
	 Mauritius			85		
	 Egypt			61		
	 Morocco			27		
	 South Africa			24		
	 United Kingdom			24		
	 Kenya			19		
	 Cote d'Ivoire			18		
	 Sudan			12		
	 Ghana			3		
	 Mauritania			3		
	 Ethiopia			2		
	 Malawi			2		
	 Algeria			0		
	 Brazil			0		
	 Canada			0		
	 Ireland			0		
	 Libyan Arab Jamahiriya			0		
	 Madagascar			0		
	 Namibia			0		
	 Next 21 - 25 of 25					

On the **Banks** form click on the **Create** button.

The screenshot shows a search interface for banks. At the top, there are fields for 'Bank Name' (empty), 'Short Bank Name' (empty), and 'Country' (empty). Below these are buttons for 'Go', 'Clear All', and 'Create'. The 'Create' button is highlighted with a red arrow. A message below the buttons says 'No search conducted.'

On the Bank Information form, select the 'country' for the bank, fill the 'Bank Name', and the 'Alternate Bank Name'. then click Save and Next button.

The screenshot shows a detailed form for creating a bank. It includes fields for 'Bank Options' (radio buttons for 'Create new bank' and 'Select an existing party and add bank details', with 'Create new bank' selected), 'Country' (dropdown menu with a magnifying glass icon), 'Bank Name' (text input field), 'Alternate Bank Name' (text input field), 'Short Bank Name' (text input field), 'Bank Number' (text input field), 'Description' (text input field), 'Taxpayer ID' (text input field), 'Tax Registration Number' (text input field with an information icon), 'XML Messages Email' (text input field), 'Inactive Date' (date picker field), and 'Context Value' (checkbox). At the bottom right, there are buttons for 'Cancel', 'Step 1 of 3', and 'Save and Next', with 'Save and Next' highlighted by a red arrow.

On the Bank Address form, click on the 'Create' button to add the bank address.

Create Bank: Bank Address

Create Bank: Bank Addresses

Bank Name **Prudential Bank- Gha**
Addresses

View Removed **Create** 

Address
No results found.

Fill in the necessary information. Then click the **Apply** button, which would then take you back to the previous page, then click on the **Save and Next** button.

Site Number **16307**

* Country 

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

City

County

State

Province

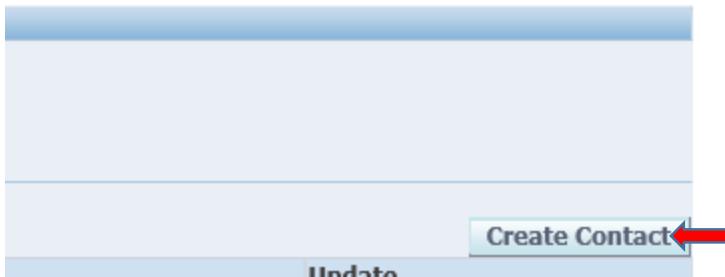
Postal Code

Addressee

Status 
 Identifying Address

Context Value 

On the Bank Contact form, click on **Create Contact** to add the necessary contact information.



Fill in the necessary information, click the **Apply** button which would take you back to the previous page.

Then click on the **Finish** button.

Create Contact

Contact Information

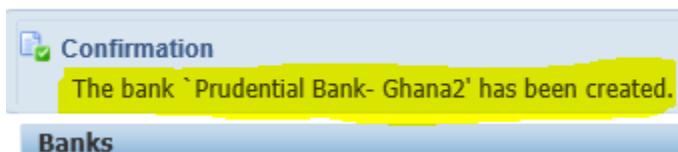
TIP Only a first or last name is required.

Relationship Role	Organization Contacts	Name Initials
Prefix	Mr. <input type="button" value="▼"/>	Previous Last Name
First Name	Asamoah	Alias
Middle Name		Full Name Pronunciation
Last Name	Gyan	Contact Number
Suffix		Department
Job Title Code	<input type="button" value="▼"/>	Department Code
Job Title		* Start Date <input type="text" value="13-Oct-2017"/> <input type="button" value="▼"/>
Context Value <input type="button" value="▼"/>		End Date <input type="button" value="▼"/> <small>The relationship will be removed on the end date.</small>
		Comments <input type="button" value="▼"/>

Email

Purpose	<input type="button" value="▼"/>
Format	<input type="button" value="▼"/>
* Email	<input type="text" value="pb@gmail.com"/> <input type="button" value="X"/>
Status	Active <input type="button" value="▼"/>
<input type="checkbox"/> Primary	
Context Value <input type="button" value="▼"/>	

You would get a **Confirmation message**.



To create a Branch

Click on Bank Branches then click on Create button.

Overview | Banks | **Bank Branches**

Bank Branches

Simple Search

Branch Name

Branch Number

EDI Location

Go **Clear All**

Create 

Select the **Country** and the **Bank Name**, then click on the **Continue** button.

Create Bank Branch

* Indicates required field

* Country 

* Bank Name 

Fill in the required fields, then click on the **Save and Next** button.

Branch Options Create new branch
 Select an existing party

* Branch Name 

Alternate Branch Name

Branch Number

BIC

* Branch Type 

EDI Location

EFT Number

Description

RFC Identifier 

Inactive Date 

Context Value 

On the **Branch Address** form click on the **Create** button to add an address for the branch.

Create Bank Branch: Branch Address

Bank Name **Prudential Bank- Ghar**
Branch Name **Adenta**

Addresses

Create

Fill in the required fields, and click on the **Apply** button, which would take you back to the previous page.

Then click on the **Save and Next** button.

* Country **Ghana**

* Address Line 1 **Adenta Bus stop**

Address Line 2

Address Line 3

Address Line 4

City

County

State

Province

Postal Code

Addressee

Status **Active**

Identifying Address

Context Value

On the **Branch Contact** form click on the **Create** button to add the neccesary contact information for the branch.

Create Bank Branch: Branch Contact

Bank Name **Prudential Bank- Ghana2**
Branch Name **Adenta**

Contacts

Fill in the necessary information and click the **Apply** button, which would take you back to the previous page then click the **Finish** button.

Create Contact

Contact Information

TIP Only a first or last name is required.

Relationship Role	Organization Contacts
Prefix	Mr. <input type="button" value="▼"/>
First Name	Asamoah
Middle Name	
Last Name	Gyan
Suffix	
Job Title Code	<input type="button" value="▼"/>
Job Title	
Name Initials	<input type="text"/>
Previous Last Name	<input type="text"/>
Alias	<input type="text"/>
Full Name Pronunciation	<input type="text"/>
Contact Number	<input type="text"/>
Department	<input type="text"/>
Department Code	<input type="button" value="▼"/>
* Start Date	13-Oct-2017 <input type="button" value="▼"/>
End Date	<input type="text"/> <input type="button" value="▼"/> <small>The relationship will be removed on the end date.</small>
Comments	<input type="text"/>

Context Value

Email

Purpose	<input type="button" value="▼"/>
Format	<input type="button" value="▼"/>
* Email	pb@gmail.com <input type="button" value="X"/>
Status	Active <input type="button" value="▼"/>
<input type="checkbox"/> Primary	
Context Value	<input type="button" value="▼"/>

You would get a **Confirmation Message**.



Confirmation

The bank branch 'Adenta' has been created.

To create an Account.

On the **Overview** form, select the **location of the bank**.

Overview Of Bank Accounts

[Expand All](#) | [Collapse All](#)



Focus	Type	Number	Description	Total Accounts	Details
<input type="checkbox"/> Country					
(@) Previous					
+ Nigeria				115	
+ Mauritius				85	
+ Egypt				61	
+ Morocco				27	
+ South Africa				24	
+ United Kingdom				24	
+ Kenya				19	
+ Cote d'Ivoire				18	
+ Sudan				12	
➔ + Ghana		3			
+ Mauritania		3			
+ Ethiopia		2			
+ Malawi		2			
+ Algeria		0			
+ Brazil		0			
+ Canada		0			
+ Ireland		0			
+ Libyan Arab Jamahiriya		0			
+ Madagascar		0			
+ Namibia		0			
Next 21 - 25 of 25					

Select the Bank.

Focus	Type	Number	Description	Total Accounts	Details
[-] Country					
@ Previous					
⊕ Nigeria				115	
⊕ Mauritius				85	
⊕ Egypt				61	
⊕ Morocco				27	
⊕ South Africa				24	
⊕ United Kingdom				24	
⊕ Kenya				19	
⊕ Cote d'Ivoire				18	
⊕ Sudan				12	
⊕ Ghana				3	
⊕ Guarantee Trust Bank	Bank			2	
⊕ Cal Bank	Bank			1	
⊕ Bank of Ghana	Bank			0	
Conversion Acct_Ghana	Bank			0	
⊕ Ecobank Ghana	Bank			0	
⊕ Prudential Bank- Ghana	Bank	TEST		0	
⊕ Mauritania				3	
⊕ Ethiopia				2	
⊕ Malawi				2	
⊕ Algeria				0	
⊕ Brazil				0	
⊕ Canada				0	

Click on Details.

	 Nigeria			115	
	 Mauritius			85	
	 Egypt			61	
	 Morocco			27	
	 South Africa			24	
	 United Kingdom			24	
	 Kenya			19	
	 Cote d'Ivoire			18	
	 Sudan			12	
	 Ghana			3	
	 Guarantee Trust Bank	Bank		2	
	 Cal Bank	Bank		1	
	 Bank of Ghana	Bank		0	
	Conversion Acct_Ghana	Bank		0	
	 Ecobank Ghana	Bank		0	
	 Prudential Bank-Ghana	Bank	TEST	0	
	Madina	Bank Branch		0	
	 Mauritania			2	

On the **Bank Branches** form click on **Create Account** button.

Manage Banks and Branches

Overview | Banks | **Bank Branches**

Bank Branch: Madina

Branch Information

Branch Name	Madina	Description
Alternate Branch Name		BIC
Branch Number		Bank Code
RFC Identifier		Branch Type ABA
Inactive Date		



On the **Account Owner and Use** form, **Fill in the Bank Account owner** and **tick Payables and Receivables** (depending on the type of account you want to open) under **Account Use**. Then **click the Next** button.

Account Owner and Use

Bank Account Owner **ARC Head Quarter**
Account Use **Payables**
 Payroll
 Receivable
 Treasury

On the **Account Information** form, **fill in the Account Name, Alternate Account Name, and Account Number** and **select the Currency** for the account. Then **click the Next** button.

Account Information

Account Name	CALB-USD-BD-LD1416001863-HQ	Alternate Account Name	CAL BANK USD HQ BANK DEPOSIT
Legal Account Name		Account Number	LD1416001863
Check Digit		Currency	USD
Multiple Currencies Allowed	N	IBAN	
Account Type		EFT Number	
Account Suffix		Account Holder	
Secondary Account Reference		Description	
Alternate Account Holder		Start Date	
Treasury Bank Account Number Reference			
End Date			

On the **Account Control** form, fill in the **Cash** field. Then click the **Next** button.

Account Controls			
General Controls			
Cash	10-00-112111-00-00-0000 GL Centre-Cost Centre-Account-Sub Account-Interoffice-Future		
Bank Charges	GL Centre-Cost Centre-Account-Sub Account-Interoffice-Future		
Foreign Exchange Charges	GL Centre-Cost Centre-Account-Sub Account-Interoffice-Future		
Netting Account	No		
Cash Clearing	GL Centre-Cost Centre-Account-Sub Account-Interoffice-Future		
Bank Errors	GL Centre-Cost Centre-Account-Sub Account-Interoffice-Future		
Agency Location Code			
Cash Management Controls			
Minimum Target Balance	Maximum Target Balance		
Minimum Payment Amount	Minimum Receipt Amount		
Rounding Factor	Rounding Rule		
Cash Flow Display Order			
Payables Controls			
Multiple Currency Payments	Allow Zero Payments N		
Pooled Account	N Maximum Outlay		
Minimum Payment	Maximum Payment		
Receipt Controls			
Multiple Currency Receipts			
Reconciliation Controls			
Payables Matching Order 1	Transaction	Float Handling	Ignore
Payables Matching Order 2	Batch	Receivables Matching Order	Transaction
Foreign Currency Bank			
Exchange Rate Type	Exchange Rate Date	Statement Line Date	

On the **Account Access** form, fill in the organization and tick **Payables** and **Receivables**. Then click the **Next** button.

The screenshot shows the 'Account Access' form with a grid for setting access levels across various departments. The columns are labeled: Organization, Payables, Payroll, Receivables, Treasury, End Date, Access, and Options. The 'Head Quarters' row has checked boxes in the Payables and Receivables columns, while others are unchecked. Buttons for 'OK' and 'Cancel' are at the bottom right.

Organization	Payables	Payroll	Receivables	Treasury	End Date	Access	Options
Head Quarters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

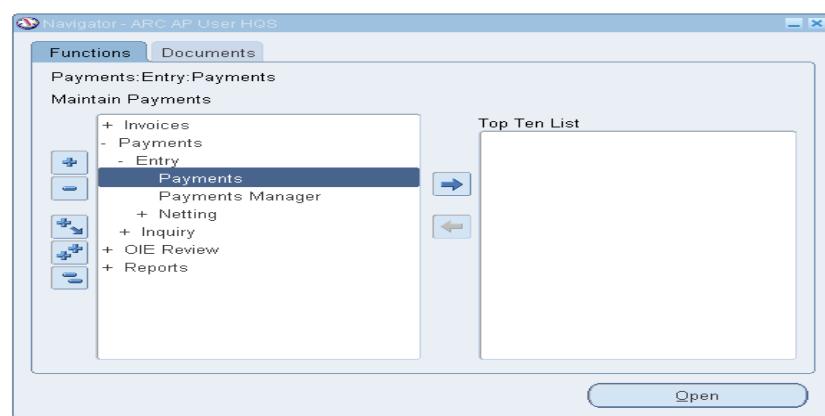
On the **Account Contact** form, fill in the necessary information and then click the **Save** button.

The screenshot shows the 'Account Contact' form with fields for 'Select Name', 'Phone', 'Email', and 'Address'. A 'Contacts' section is visible above the input fields.

Select Name	Phone	Email	Address

E. Voiding Payments and Cancelling invoices

To Void a Payment, you go to the Following under AP: Payments → Entry --> Payments:



Use the find button, under "Edit" to look for the payment:

File Edit View Folder Tools Window Help

The screenshot shows a software interface for managing payments. At the top, there's a menu bar with File, Edit, View, Folder, Tools, Window, and Help. Below the menu is a toolbar with various icons. The main title is "Payments (ARC AP User HQS)". The interface includes a search bar with dropdown menus for Type (Operating Unit, Supplier Name, Supplier Number, Supplier Site, Trading Partner Address) and a "Quick..." button. Below this is a table with columns: Type, Operating Unit, Supplier Name, Supplier Number, Supplier Site, and Trading Partner Address. The "Supplier Name" column for the first row is highlighted in yellow. Below the table is a large grid for entering payment details, with columns for Number, Date, Amount, GL Date, and Payment Amount. A "Description" input field is also present. At the bottom, there are three buttons: "Actions... 1", "Enter/Adjust Invoices", and "Payment Overview". There are also tabs for "Invoice Overview" and "Accounting Unprocessed".

Enter the 'Payment Number' or 'amount' and the 'currency' in the 'Find Payment Menu' and click on Find:

The screenshot shows the "Find Payments" dialog box. It has sections for Payment, Payee, and Status. The Payment section includes fields for Numbers, Dates, Amounts, Operating Unit, Payment Method, and Payment Process Profile. The Payee section includes fields for Payee Name, Supplier Number, Taxpayer ID, Supplier Site, Paid To Name, and Remit To Account. The Status section includes fields for Status, Dates, and Accounted. On the right side, there's a "Voucher Audit" section with fields for Category, Sequence Name, Number From, and Number To. At the bottom, there are buttons for Clear, New, Find, and a status indicator for Unprocessed.

"Click on Action... 1"

Tick the box Void, enter the date for which the payment is to be voided

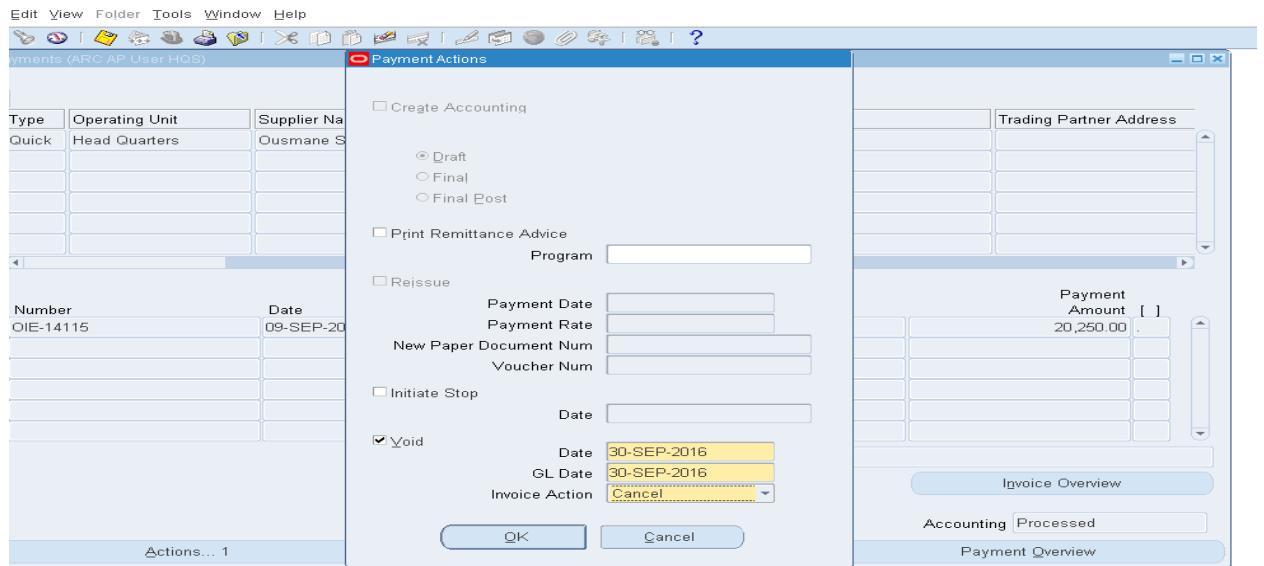
Date: Should normally be the same '**Date Payment was issued**' in case of processing error. In case of return cheque, it should be the '**date the cheque was returned**' by the bank. **Date:** This date has no impact on Accounting.

GL Date: Should normally be the same '**Date Payment was issued**' in case of processing error, so the reversal is accounted in the same GL Period. In case of return cheque, it should be the '**date the cheque was returned**' by the bank. **GL Date:** This date has impacts the GL Accounting.

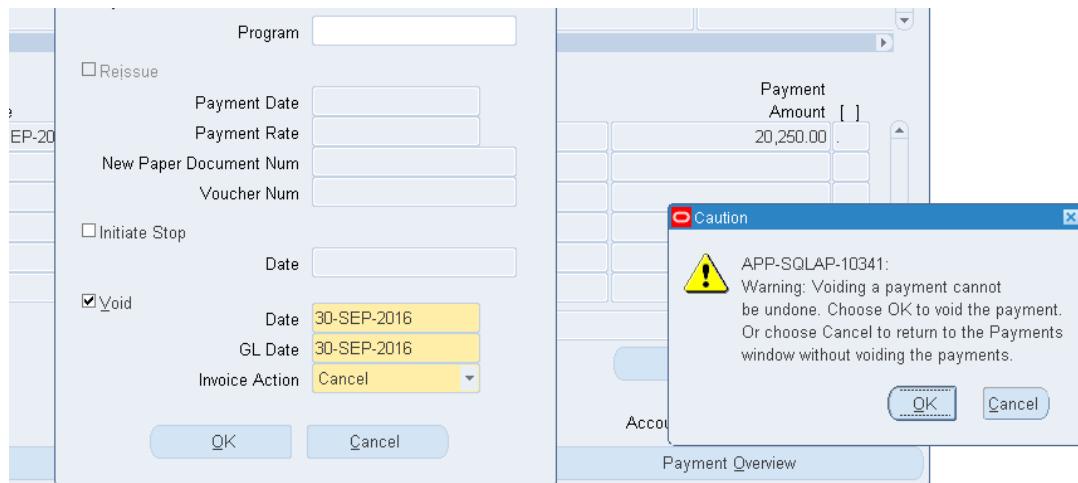
The '**Invoice Action**' should be used properly depending on the reason **Cheque** is being voided:

Note: This should be the default option. If the Invoice was process properly and only the payment contain error, the Invoice does not need to be cancel. Selecting none will cancel only the payment and account the reversal with the GL Date selected.

Cancel: Should be used wisely. This option is only selected if '**both the payment and the invoice**' contain errors and need to be reversed. The invoice will be cancelled, pending accounting (Partially Accounted). Both Invoice and Payment will be cancelled using the **GL Date entered**.

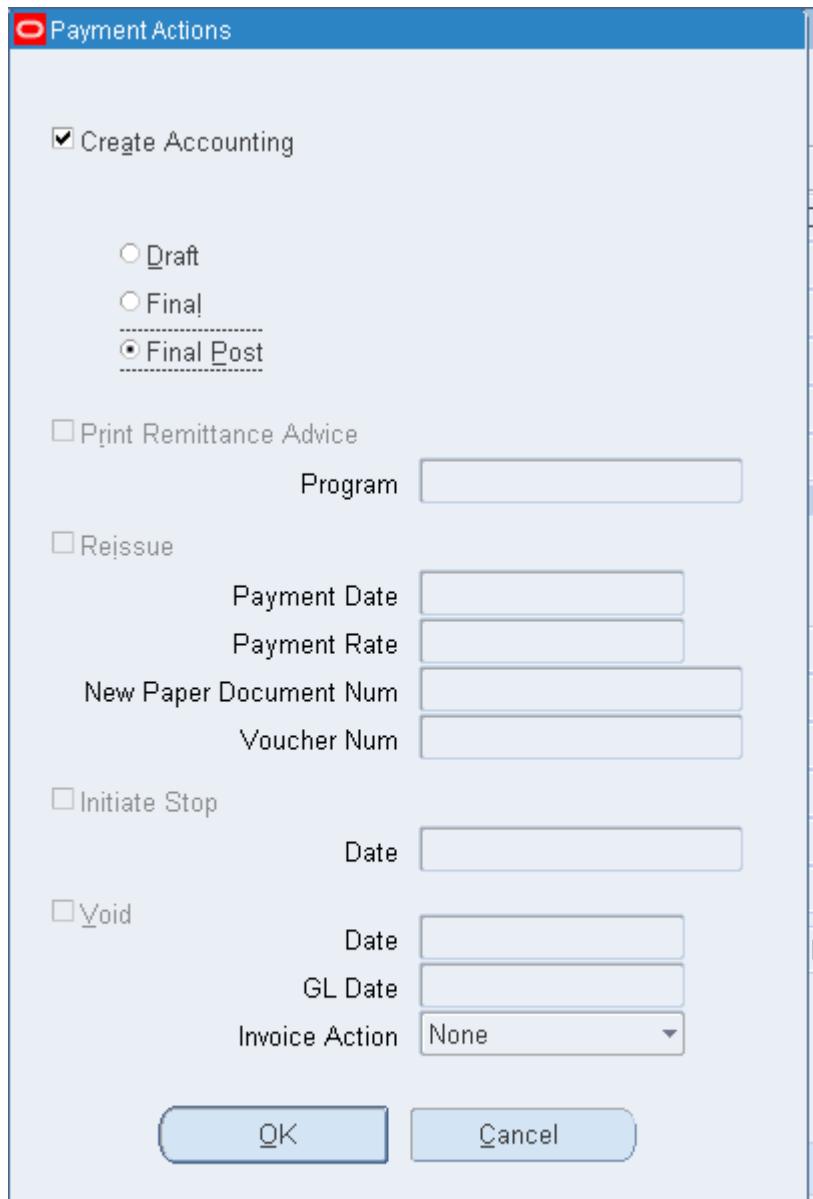


A warning prompt will come up, click "ok"



Click on ‘Create Accounting’ and final post and then “ok”:

In case option **selected** was ‘Cancel’, both Payment and Invoice should be **accounted** to have the **net effect** expected in the GL. See explanation above.

A screenshot of a software dialog box titled "Payment Actions". The "Create Accounting" checkbox is checked. Below it, there are three radio buttons: "Draft", "Final", and "Final Post", with "Final Post" being selected. There are also other checkboxes for "Print Remittance Advice" (unchecked), "Reissue" (unchecked), "Initiate Stop" (unchecked), and "Void" (unchecked). For the "Void" option, there are fields for "Date" (empty), "GL Date" (empty), and "Invoice Action" (set to "None"). At the bottom are "OK" and "Cancel" buttons.

This completes the process of **voiding** a payment and canceling an Invoice.

F. Treatment of Cash Calls and Payments in Foreign Currencies

1.1. Treatment of Cash Calls: Suggested Solution 1

Use prepayment functionality in Payables Application (AP). This allows asset of the advance payment to cedants to be captured and written off when claims payable are subsequently processed.

1.1.1. Tasks

- Before Claims are processed
 - 1) Raise a prepayment invoice for cash calls in Payables Application (AP) and pay the cedants.
- When Claims are processed

When Claims payable are processed from RMS, they are created as a credit memo in AR. They have to be written down to zero because they cannot be applied to the prepayment invoice earlier created in **task 1**.

- 2) Call up the claims in AR
- 3) Create an invoice with the same amount in AR.
- 4) Offset the credit memo against the invoice in **task 3**
- 5) Create a standard invoice in AP and apply to the prepayment invoice in **task 1** above.

Pre-requisites

Cedants must be created as suppliers in AP.

Shortcomings of This Solution

- 1) Writing back these claims to RMS when payments are made may be difficult
- 2) The process is long

1.2. Treatment of Cash Calls: Suggested Solution 2

Process cash calls as partial claims before claims are processed and the balance as additional claim when claims are finally processed.

1.2.1. Tasks

Before Claims are processed

- 1) **Process** the cash call (amount payable) as partial claim via RMS before the claim processing is completed.
- 2) **Call up** the claim in **task 1** and **apply** to Refund in AR.

When Claims are processed

- 3) **Process** the balance via **RMS**, if any, as additional claim when claim Processing is finally processed.
- 4) **Call up** the claim in **task 3** and **apply** to Refund in AR.

Ease of Processing

- 1) This is straight forward and writing back to RMS is easy.
- 2) Tasks 1, 3, 4 and 5 of suggested solution 1, which is long and time consuming, are eliminated.
- 3)

1.3. Payment of Claims and Other Payables in Foreign Currencies

Every Office, except in countries with embargo on payments from USD bank account, can pay their claims, premiums and other bills in any currency directly from their USD bank account.

1.3.1. Countries with Embargo on Payments from USD Bank Account

Problems

- 1) These offices cannot pay claims, premiums and any bills in foreign currencies from their local currency bank account. This is because this bank account currency is not the functional (i.e. ledger) currency for African Re and, therefore, cannot be used for multicurrency payments in Oracle Application.
- 2) They also cannot make payments from their USD bank account because their national laws do not allow it.

1.3.2. Suggested Solution 1

Pay in local currency. This means claims, premiums and other bills in foreign currency would be settled in local currency equivalents.

Treatment in Oracle Application

All Claims and Premiums payable in foreign currencies are currently processed from RMS and created as credit memos in Oracle Receivables (AR). They should be written down to zero and recreated in AR in local currencies. This is because they cannot be paid in foreign currencies.

Tasks:

- 1) **Call up** the claims in AR to view details
- 2) **Create** invoices with the same amount, currency and other details
- 3) **Offset** the invoices in **task 2** against the claims (credit memo) in task 1. This brings down the value of these credit memos to zero.
- 4) **Create** another credit memo in local currency with equivalent amount
- 5) **Apply** the credit memo in **task 4** to Refund to create a payment request in Oracle Payables (AP)

Shortcomings

- 1) Writing back these claims to RMS may be difficult.
- 2) The process is too long

1.3.3. Suggested Solution 2

Process all claims and other payables in local currency directly from sources (RMS).

Tasks

Call up the claims in AR and **apply** to Refund

Ease of Processing

- 1) This is straight-forward and makes writing back to RMS easy
- 2) Tasks 2 to 4 in suggested solution 1 are eliminated

G. Creating Suppliers

A) Search existing suppliers

Note: Before creating a new supplier, **search** and **ensure** the supplier does not exist in the system. Below is how to search for a supplier.

Navigate to: Purchasing >> Supply Base >> Suppliers

Enter the name of the supplier or the initial of the supplier followed by (%) or the full name of the supplier

The screenshot shows a search interface for suppliers. At the top, there is a search bar containing 'A%'. To the right of the search bar are buttons for 'Create Supplier' and 'Search'. Below the search bar, there are several input fields: 'Supplier Name' (containing 'A%'), 'Tax Registration Number', 'Supplier Number', 'D-U-N-S Number', 'Taxpayer ID', and 'Employee Number'. There is also a 'Show More Options' link. At the bottom of the search area are 'Go' and 'Clear' buttons, with the 'Go' button circled in red.

Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
No search conducted.							

Click Go, in the case of Initials you will get a list of suppliers starting with the first letter entered

The screenshot shows the same search interface as above, but now displaying search results. The 'Supplier Name' field still contains 'A%'. The 'Search Results' table lists four suppliers: A.O. Okene & Company, A.O. OKENE, AAA CARPET CLEANERS, and AB LIMITED. Each row includes columns for Supplier Name, Supplier Number, Parent Supplier Name, Taxpayer ID, Tax Registration Number, D-U-N-S Number, Employee Number, and Update. At the bottom of the results table, there are navigation buttons for 'Previous', '1-15', and 'Next 15'.

Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
A.O. Okene & Company	109						
A.O. OKENE	501						
AAA CARPET CLEANERS	324						
AB LIMITED	448						

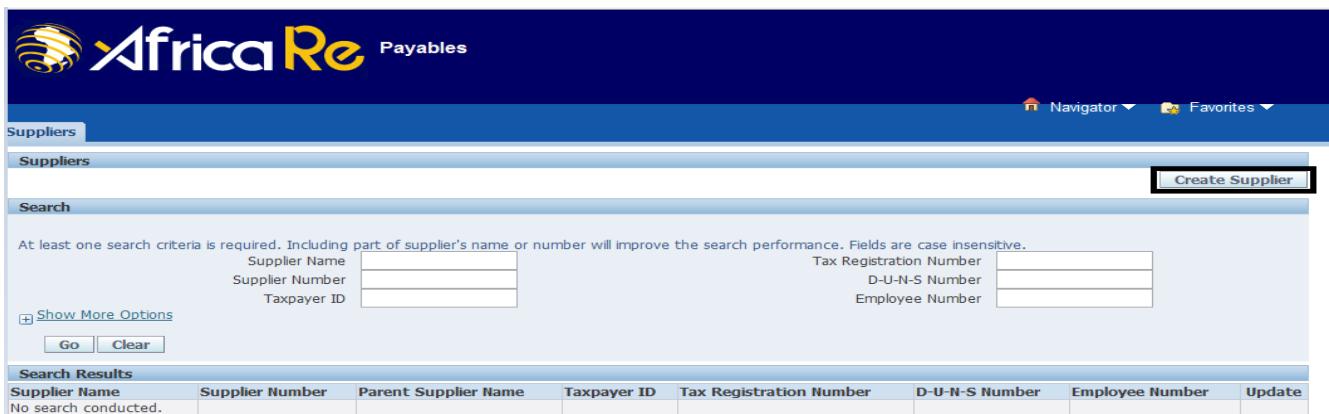
Note: if the name of the supplier is not on the first search result **click** on “**Next**” until you find the supplier, if at the end of the search the supplier is not available this means the supplier does not exist.

B) Creating New Supplier

This process is for creating a new supplier in the system

Navigate to: Purchasing>> Supply Base>> Suppliers

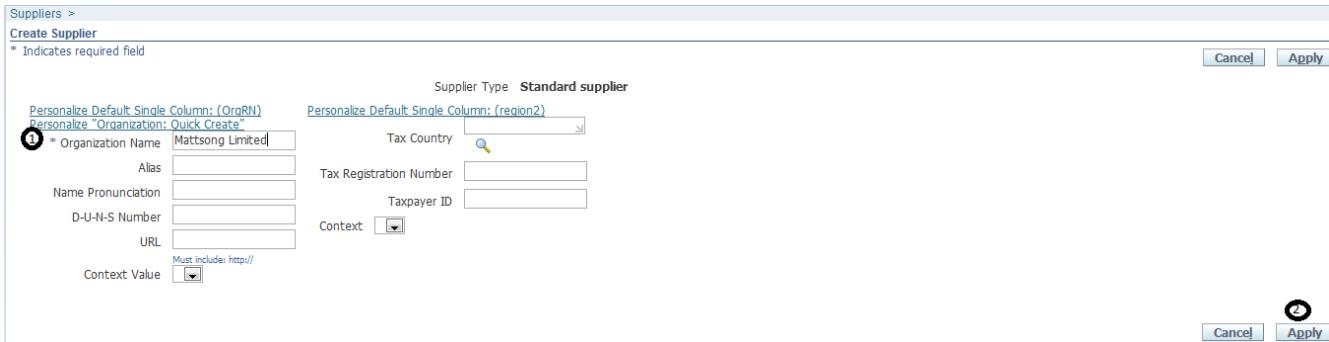
Click “Create Supplier” at the top right corner of the form



The screenshot shows the Africa Re Payables interface. At the top, there's a logo and the text "Africa Re Payables". Below that is a blue header bar with the word "Suppliers" and some navigation links. The main area has a search bar with fields for "Supplier Name", "Supplier Number", "Taxpayer ID", "Tax Registration Number", "D-U-N-S Number", and "Employee Number". There are "Go" and "Clear" buttons below the search bar. A "Search Results" table is shown with columns for Supplier Name, Supplier Number, Parent Supplier Name, Taxpayer ID, Tax Registration Number, D-U-N-S Number, Employee Number, and Update. The table currently displays "No search conducted." At the top right of the search area, there's a "Create Supplier" button, which is highlighted with a black rectangle.

This opens the “Create Supplier form”

1. **Enter** the Supplier name in proper cap (Example: Mattsong Limited)
2. **Alias:** **Enter** Alias for the supplier (Optional)
3. **Enter** the Tax Country and Tax Registration Number if applicable



The screenshot shows the "Create Supplier" form. It includes fields for "Organization Name" (set to "Mattsong Limited"), "Alias", "Name Pronunciation", "D-U-N-S Number", "URL", "Tax Country" (with a dropdown menu), "Tax Registration Number", "Taxpayer ID", "Context" (with a dropdown menu), and "Context Value". There are "Cancel" and "Apply" buttons at the bottom right. The "Apply" button is highlighted with a black rectangle.

Click Apply.

1. Entering Supplier Specialization

Click on the “Organization” tab and under the Type field select the supplier specialization by clicking on the search icon

Suppliers

Update Mattsong Limited - 560: Organization

* Indicates required field

Personalize Stack Layout: (OrganizationSL)
Personalize Table Layout: (SuppDetailsRN)

Supplier Name: Mattsong Limited
Supplier Number: 560
Alternate Supplier Name:
SIC:
National Insurance Number:
Type:

Parent Supplier Name:
Parent Supplier Number:
Customer Number:
Inactive Date: One Time
(example: 25-Jul-2016)

Cancel Save

Additional Information

Personalize "Additional Information"
Context:

Personalize Default Single Column: (OrgDTRN)
Personalize "Organization"

The search form will open, click on “Go” a list of specialization will be displayed. Click on the quick select icon on the appropriate specialization

http://apps.arc1.local:8008 - Search and Select List of Values - Netscape Navigator

Search and Select: Type

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Meaning Go

Results

Personalize Table: (VendorTypeLookupVO)

Select	Quick Select	Meaning	LookupCode
		Air Tickets and Guest Tours	AIR TICKETS AND GUEST TOURS
		Alarm Safety & Security Services	ALARM SAFETY
		Borehole and Water Treatment Maintenance	WATER
		Carpet Cleaning	CARPET CLEANING
		Civil Work	CIVIL WORK
		Cleaning and Fumigation	CLEANING AND FUMIGATION
		Communication	COMMUNICATION
		Conferences Hosting & Hospitality	HOSPITALITY
		Consultant	CONSULTANT

Cancel Select

Previous 1-10 Next 10

This will populate the selected specialization on the “Type” field, enter as much information available and click save.

Suppliers

Update Mattsong Limited - 560: Organization

* Indicates required field

Personalize Stack Layout: (OrganizationSL)
Personalize Table Layout: (SuppDetailsRN)

Supplier Name: Mattsong Limited
Supplier Number: 560
Alternate Supplier Name:
SIC:
National Insurance Number:
Type: Communication

Parent Supplier Name:
Parent Supplier Number:
Customer Number:
Inactive Date: One Time
(example: 25-Jul-2016)

Cancel Save

Additional Information

Personalize "Additional Information"
Context:

Personalize Default Single Column: (OrgDTRN)
Personalize "Organization"

2. Entering Tax Details

Note: This is for region using tax

Click open the “Tax Details” form

1. Check the Allow Withholding Tax
2. Check the either Federal or State under ‘Reportable’
3. Check the ‘Set Invoice Values as Tax Inclusive’ box

Update Mattsong Limited - 560: Tax Details

Income Tax

Personalize "Income Tax"
Personalize Table Layout: (SuppTaxDTRN)

Taxpayer ID
Reportable Federal State

Allow Withholding Tax 1

Transaction Tax

Personalize "Transaction Tax"
Personalize "Default Controls"

Default Controls

Update the values that default to all invoices and tax registration records of this party or party site.

Rounding Level Header Set Invoice Values as Tax Inclusive 3
Rounding Rule Up

Personalize "Tax Registrations"

Tax Registrations

Default Reporting Country Name Default Reporting Tax Registration Type
Default Reporting Registration Number

Enter as much information available on the supplier tax details on this form then click Save.

3. Address Book

1. Click on the Address Book Tab
2. Click ‘Create’

Suppliers

Update Mattsong Limited - 560: Address Book

Search

Personalize "Search"

Address Name
Address Details
Site Name

Go Clear

Personalize "Address"

Create 2

Details Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
No results found.								

The Create Address form opens

Enter the following

1. Address Line 1
2. City
3. Address Name (This is for proper documentation, for suppliers with two different address, the address name should also differ for easy identification)
4. 'Optionally' enter the supplier Phone Number

Suppliers > Update Mattsong Limited - 560: Address Book >
Create Address: Confirm Details
* Indicates required field

Supplier Name **Mattsong Limited** Supplier Number **560**

Address Details		Contact Details and Purpose
<p>* Country Nigeria <input type="button" value=""/></p> <p>1 * Address Line 1 1773 Karimu Kotun Street, Victoria Island</p> <p>Address Line 2</p> <p>Address Line 3</p> <p>Address Line 4</p> <p>2 City Lagos</p> <p>County</p> <p>State</p> <p>Province</p> <p>Postal Code</p> <p>3 * Address Name Lagos</p> <p>Addressee</p> <p>Language</p> <p>Context Value <input type="button" value=""/></p>		<p>Communication Details <input type="checkbox"/> Update to all new sites created for this address</p> <p>Phone Area Code <input type="text" value="08023557512"/></p> <p>Fax Area Code <input type="text"/></p> <p>Fax Number <input type="text"/></p> <p>Email Address <input type="text" value="sales@mattsong.com"/></p> <p>Address Purpose <input type="checkbox"/> Purchasing <input checked="" type="checkbox"/> Payment <input type="checkbox"/> RFQ Only</p>

5. Click 'Continue'

The Site creation form opens

1. Check the box beside the Site Name

2. Click Apply

Create Address: Site Creation

Address Name **Lagos**
Address Details **1773 Karimu Kotun Street, Victoria Island, Lagos, NG**
Purpose **Payment, Purchasing**

Supplier Name **Mattsong Limited**
Supplier Number **560**

Operating Units		
Select All <input type="checkbox"/> Select None <input type="checkbox"/>	Operating Unit <input type="text" value="Head Quarter"/>	Tax Reportable <input type="checkbox"/>
<input checked="" type="checkbox"/> Lagos		

You get a confirmation about the Address Book creation

Confirmation
Lagos has been added to the Address Book for Mattsong Limited.

Details	Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
Show	Lagos	1773 Karimu Kotun Street, Victoria Island Lagos	Nigeria	Phone: 08023557512 Email: sales@mattsong.com	Payment, Purchasing	Current	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>

4. Contact Directory (Optional)

1. Click on 'Contact Directory'

2. Click on 'Create'

The screenshot shows the 'Suppliers' module with the 'Contact Directory' selected. A 'Create' button is highlighted with a red circle. The table below shows no results found.

First Name	Last Name	Phone Number	Email Address	Has User Account	Status	Update
No results found.						

When you click on Create, the Create Contact form opens

1. 'Optionally' enter the Contact Title

2. Enter the Last Name

Enter any other information available for the supplier contact directory

The screenshot shows the 'Create Contact' form. The 'Last Name' field is highlighted with a red circle. Other fields include Contact Title (Mr.), First Name (Daniel), Middle Name (Wright), and various phone and fax numbers.

3. Click "Add another Row"

1. Click on the search icon to enter the Address Name

The screenshot shows the 'Create Contact' form with the 'Address Name' field highlighted with a red circle. It includes fields for Contact Title, First Name, Middle Name, Last Name, and various phone and fax numbers.

Once the Address populates

2. Click Apply

Contact Title: Mr. []
First Name: Daniel
Middle Name: Wright
Last Name: Wright
Job Title:
Department:
Email Address:
URL:

User Account
Create User Account for this Contact:

Addresses for the Contact
Address Name: Lagos | Address Details: 1773 Karinu Kotun Street, Victoria Island LAGOS
Add Another Row:

Contact Descriptive Flexfield
Remove:

Phone Area Code:
Phone Number:
Phone Extension:
Alternate Phone Area Code:
Alternate Phone Number:
Fax Area Code:
Fax Number:
Inactive Date: (example: 25-Jul-2016 19:45:00)
Cancel Apply

5. Business Classification (Optional)

1. Click on the Business Classification tab
2. Select the appropriate business classification for the supplier
3. 'Optionally' select the Status and Click Save

Last Certified	Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date	Status
25-Jul-2016	Black Owned	<input checked="" type="checkbox"/>					Approved
	Hub Zone	<input type="checkbox"/>					
	MPR Assisting Agency	<input type="checkbox"/>					
	Minority Owned	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
	Service-disabled Veteran Owned	<input type="checkbox"/>					
	Small Business	<input type="checkbox"/>					
	Veteran Owned	<input type="checkbox"/>					
	Women Owned	<input type="checkbox"/>					

6. Products and Services

1. Click the Products and Services tab
2. Click 'Add'

Select Code	Products and Services	Date Added	Approval Status	Last Update	View Sub-Category
No results found.					

Add Products and Services form opens

1. Select the applicable code
2. Click Apply

<input checked="" type="radio"/> Browse All Products & Services <input type="radio"/> Search for Specific Product & Service		
Code	Products and Services	
AIR	Air Conditioning	(+) Applicable (-) Not Applicable
AIR CONDITIONING		(+) Applicable (-) Not Applicable
APL	Appliance	(+) Applicable (-) Not Applicable
BEV	Beverage & Confectionery	(+) Applicable (-) Not Applicable
CRP	Carpentry	(+) Applicable (-) Not Applicable
CUT	Cutlery	(+) Applicable (-) Not Applicable

This takes you back to the Products and Services form.

1. **Check** the box of the products and services selected
 2. **Click** Approve

Suppliers	Suppliers >	Update Matsong Limited - 560: Products and Services															
<ul style="list-style-type: none"> • Quick Update • Company Profile ◦ Organization ◦ Tax Details ◦ Address Book ◦ Contact Directory ◦ Business Classification ◦ Products & Services 	<p>Use the status field to track any internal validation of a category claimed by the supplier.</p> <p>Selection of a higher-level parent category indicates that the supplier is able to supply all of the sub-categories for that Product or Service.</p> <p> <input checked="" type="radio"/> Approve <input type="radio"/> Reject <input type="radio"/> Remove <input type="radio"/> Add </p> <p>Select All Select None</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select Code</th> <th>Products and Services</th> <th>Date Added</th> <th>Approval Status</th> <th>Last Update</th> <th>View Sub-Category</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> AIR</td> <td>Air Conditioning</td> <td>25-Jul-2016</td> <td>Pending Approval</td> <td>25-Jul-2016</td> <td></td> </tr> </tbody> </table> <p>Return to Supplier Search</p>					Select Code	Products and Services	Date Added	Approval Status	Last Update	View Sub-Category	<input checked="" type="checkbox"/> AIR	Air Conditioning	25-Jul-2016	Pending Approval	25-Jul-2016	
Select Code	Products and Services	Date Added	Approval Status	Last Update	View Sub-Category												
<input checked="" type="checkbox"/> AIR	Air Conditioning	25-Jul-2016	Pending Approval	25-Jul-2016													

A confirmation is displayed for the Products and Services

 Confirmation
The status for each Product and Service category selected has been updated to Approved.
[Return to Products and Services](#)

7. Banking Details

- ## 1. Open the Banking Details form

- ## 2. Click Create

For existing bank, **query** the bank and **enter** the bank account details. For new bank, **select** “Create New Bank”, **select** the appropriate country and **enter** the bank details including the account details.

Suppliers: Products & Services > Update Mattsong Limited - 560: Banking Details >
Create Bank Account
* Indicates required field

<p>Payee Name Mattsong Limited</p> <p>Payee Site <input type="text"/> * Country <input type="text"/> Nigeria <input type="button"/></p> <p><input type="checkbox"/> Allow International Payments <input type="button"/></p> <p>Bank</p> <p><input type="radio"/> Select Existing Bank <input type="radio"/> Create New Bank</p> <p>Bank Name <input type="text"/> First City Monument B <input type="button"/></p> <p>Bank Number <input type="text"/> Tax Payer ID <input type="text"/></p> <p><input type="button"/> Show Bank Details</p>	<p>Internal Organization Supplier Site Name</p> <p><input type="button"/> Cancel <input type="button"/> Apply</p> <p>Branch</p> <p><input type="radio"/> Select Existing Branch <input type="radio"/> Create New Branch</p> <p>Branch Name <input type="text"/> Oyin Jolayemi <input type="button"/></p> <p>Branch Number <input type="text"/> BIC <input type="text"/> Branch Type OTHER</p> <p><input type="button"/> Show Branch Details</p>									
<p>Bank Account</p> <table border="1"> <tr> <td>* Account Number <input type="text"/> 0226378653</td> <td>Check Digits <input type="text"/></td> <td>Account Name <input type="text"/> Mattsong Limited</td> </tr> <tr> <td>IBAN <input type="text"/></td> <td colspan="2">Currency Naira <input type="button"/></td> </tr> <tr> <td>Account Owners Account Owner Name <input type="text"/> Mattsong Limited</td> <td>Alternate Account Owner Name <input type="text"/></td> <td>Primary <input checked="" type="checkbox"/> End Date <input type="text"/></td> </tr> </table>		* Account Number <input type="text"/> 0226378653	Check Digits <input type="text"/>	Account Name <input type="text"/> Mattsong Limited	IBAN <input type="text"/>	Currency Naira <input type="button"/>		Account Owners Account Owner Name <input type="text"/> Mattsong Limited	Alternate Account Owner Name <input type="text"/>	Primary <input checked="" type="checkbox"/> End Date <input type="text"/>
* Account Number <input type="text"/> 0226378653	Check Digits <input type="text"/>	Account Name <input type="text"/> Mattsong Limited								
IBAN <input type="text"/>	Currency Naira <input type="button"/>									
Account Owners Account Owner Name <input type="text"/> Mattsong Limited	Alternate Account Owner Name <input type="text"/>	Primary <input checked="" type="checkbox"/> End Date <input type="text"/>								

Click Apply and Click Save on the next form.

Suppliers > Suppliers: Products & Services > Update Mattsong Limited - 560: Banking Details

Bank Account and Assignment Details

Select Account Assignment Level Supplier Go

Payment Details

Bank Accounts

Add Create Create Factor Account

Show All Details | Hide All Details

Details	Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Update	Additional Details
Show	0000008653	<input type="text"/>	NGN	First City Monument Bank Plc	25-Jul-2016 <input type="button"/>	<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>	1	<input type="button"/> <input type="button"/>	<input type="button"/> <input type="button"/>	<input type="button"/> <input type="button"/>	<input type="button"/>

Cancel Save

7. Purchasing

Click on Purchasing Tab

Suppliers > Suppliers: Products & Services > Update A.M Best Europe - Rating Services Ltd - 1486: Quick Update

* Indicates required field

Confirmation
Changes to Quick Update have been saved

Supplier Details

* Supplier Name A.M Best Europe - Ratin
Supplier Number 1486
Alternate Supplier Name
Registry ID 19039
Inactive Date (example: 26-May-2017)
Alias

Supplier Sites

Personalize "Supplier Sites"
Personalize Default Single Column

Site Status Active Site Name Operating Unit

Key Purchasing Setups **Key Payment Setups**

Open the “Self Billing” Form

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Approval History
- Terms and Control
 - Accounting
 - Tax and Reporting
- Purchasing

Suppliers >
Update A.M Best Europe - Rating Services Ltd - 1486: Purchasing

Purchase Order Hold All New Orders
 Create Debit Memo from RTS Transaction

Supplier Sites

Personalize "Supplier Sites"
 Personalize Default Single Column

Site Status	Active	Site Name	Operating Unit	Go
Purchasing	Self Billing	Freight		

Personalize "Purchasing"
 Personalize "Purchasing"

Create

Site Name	Operating Unit	Ship-To Location	Bill-To Location	Ship Via
United Kingdom	Head Quarters	Africa-Re Head Quarters	Africa-Re Head Quarters	

Enable “Create Debit Memo from RTS Transactions” and then Save the form.

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Approval History
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing**
 - Receiving
 - Payment Details
 - Relationship
 - Invoice

Suppliers >
Update A.M Best Europe - Rating Services Ltd - 1486: Purchasing

Purchase Order Hold All New Orders
 Create Debit Memo from RTS Transaction

Supplier Sites

Personalize "Supplier Sites"
 Personalize Default Single Column

Site Status	Active	Site Name	Operating Unit	Go
Purchasing	Self Billing	Freight		

Personalize "Self Billing"
 Personalize "Self Billing"

Create

Site Name	Operating Unit	Pay On	Alternate Pay Site	Invoice Summary Level	Create Debit Memo from RTS Transaction	Gapless Invoice Numbering	"Selling Company Identifier"
United Kingdom	Head Quarters	Receipt		Receipt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Cancel **Save**

8. Invoice Management

Select

1. Invoice Currency

2. Payment Currency

Under the invoice tab, select the appropriate Invoice Currency

Suppliers

- Quick Update
- Company Profile
 - Organization
 - Tax Details
 - Address Book
 - Contact Directory
 - Business Classification
 - Products & Services
 - Banking Details
 - Surveys
- Approval History
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details
 - Relationship
 - Invoice Management**

Update Mattsong Limited - 560: Invoice Management

Invoice Currency NGN
 Invoice Amount Limit
 Invoice Match Option Receipt

Hold from Payment All Invoices
 Unmatched Invoices
 Unvalidated Invoices

Invoice Payment Terms

Payment Currency NGN
 Payment Priority 99
 Terms 30 Days
 Terms Date Basis Invoice
 Pay Date Basis Due

Pay Group Supplier Group
 Always Take Discount
 Exclude Freight From Discount
 Create Interest Invoice

Supplier Sites

Site Status Active Site Name Operating Unit Go

Invoicing **Payment** **Terms** **Supplier Preferences**

Create

Site Name	Operating Unit	Invoice Amount Limit Tolerance	Invoice Match Option	Invoice Currency	All Invoices	Hold from Payment	Unmatched Invoices	Unvalidated Invoices	Payment Hold Reason	Services Tolerance
Lagos	Head Quarter		Receipt	NGN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Under the Payment tab, Select the appropriate payment currency and click Save

Update Mattsong Limited - 560: Invoice Management

Invoice Payment Terms

Payment Currency	NGN
Payment Priority	99
Terms	30 Days
Terms Date Basis	Invoice
Pay Date Basis	Due

Supplier Sites

Site Name	Operating Unit	Payment Currency	Payment Priority	Pay Group	Deduct Bank Charge from Payment
Lagos	Head Quarter	NGN	99	Supplier Group	No

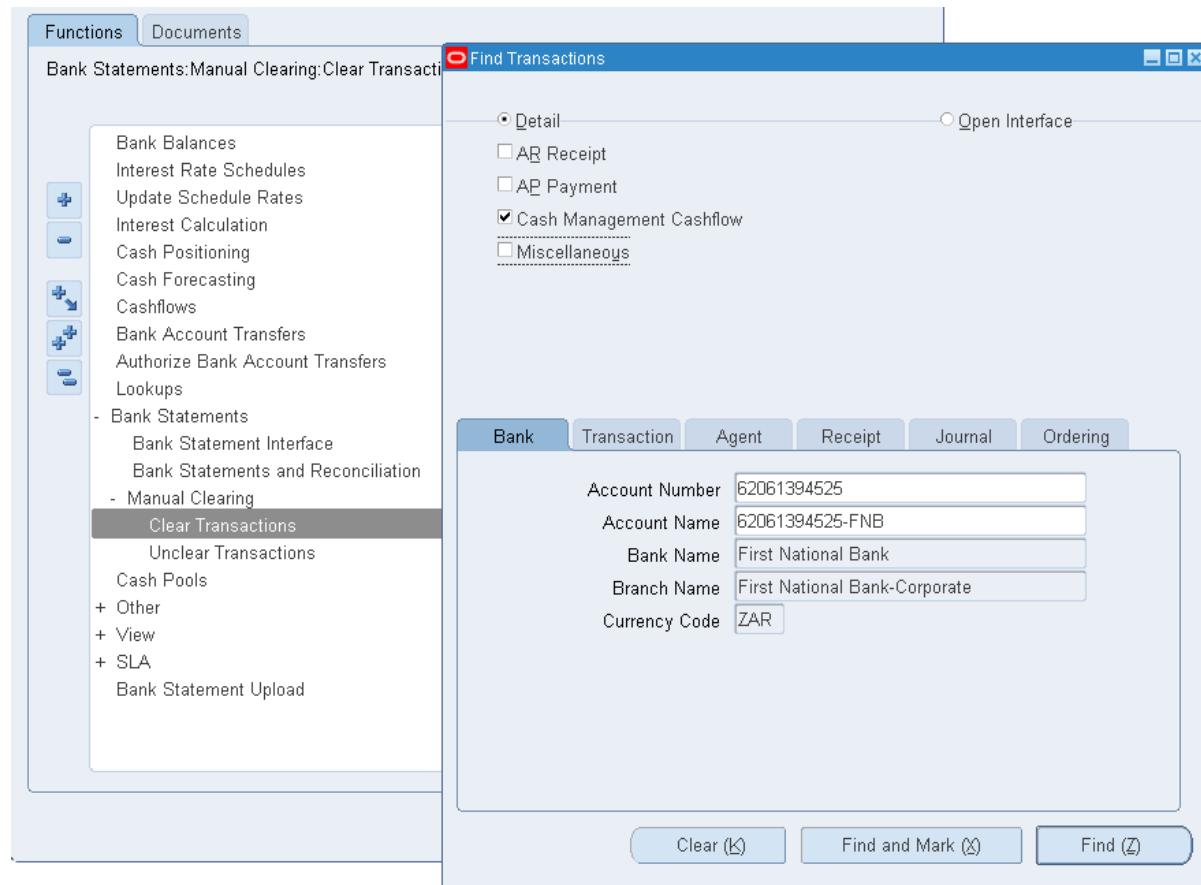
Invoicing **Payment** Terms Supplier Preferences

Save

CASH MANAGEMENT

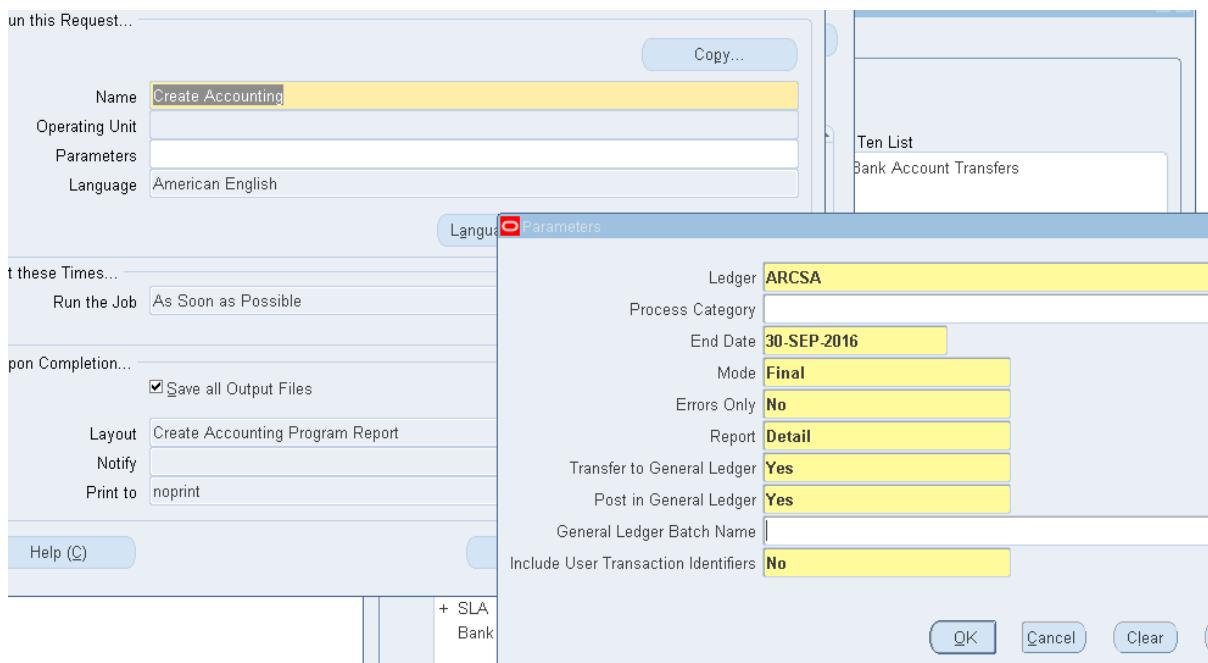
A. Clearing Bank Statements Manually

Navigation: Cash Management >> Bank Statements>> Manual Clearing



1. **Select Bank**
 2. **Check only:** Cash Management Cash flow
 3. **'Optionally' Select Date Range (Transaction Tab> Date)**
 4. **Click on Find**
- 2. Clear Transactions**

1. Click on ‘Default Dates’ button
 2. Enter the Date to clear the transactions. Note: Ensure GL Date is in the same period as the Transaction Date.
 3. Create Accounting for Cash management
 1. Submit Request>> Create Accounting



IEXPENSE

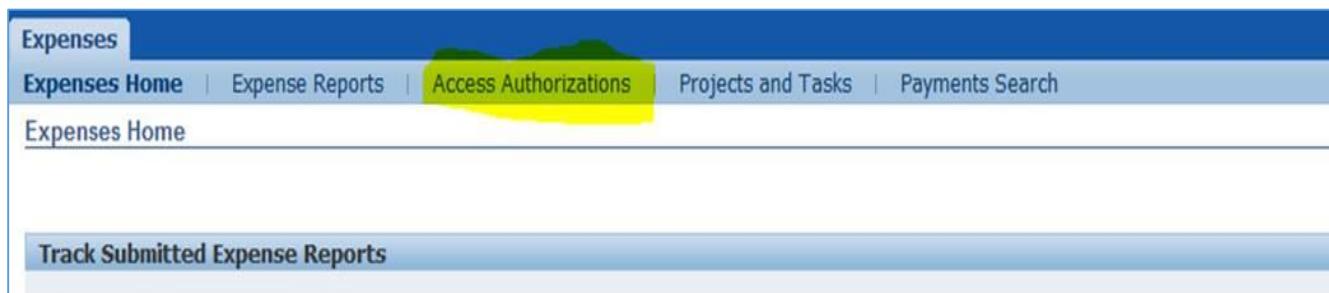
A. IExpense Reimbursements – Proxy Application

Responsibility: ARC Internet Expense HQ responsibility

Navigation Path: Select Expenses Home.



1. Select the highlighted tab 'Access Authorizations'.



2. Once the page is opened, under the '**Expenses Entry Delegations**' tab, click the highlighted button to add a delegation.

The screenshot shows a web-based application interface for managing expense delegations. At the top, there's a navigation bar with links for 'Expenses Home', 'Expense Reports', 'Access Authorizations', 'Projects and Tasks', and 'Payments Search'. Below this, a section titled 'Access Authorizations' is displayed. Underneath, a sub-section titled 'Expenses Entry Delegations' is shown with the following text: 'The people in this list can enter expense reports for you. They can also view all of your previously submitted expense reports.' A table follows, with columns for 'Name' and 'Remove'. The table contains one row with the name 'No results found.' and a yellow rectangular highlight on the 'Add Another Row' button at the bottom.

3. Enter name of proxy in the field provided as shown below:

This screenshot shows the same 'Expenses Entry Delegations' page as the previous one, but with a single row added to the table. The table now has two rows: the first row contains the name 'EKWEBELEM, Mrs. Lilian N.' and the second row is the 'Add Another Row' button, which is highlighted with a yellow rectangle.

4. Click on the save button in the bottom right hand corner of the screen.

Expenses

Expenses Home | [Expense Reports](#) | [Access Authorizations](#) | Projects and Tasks | Payments Search

Access Authorizations

Expenses Entry Delegations		Expenses Entry Permissions
The people in this list can enter expense reports for you. They can also view all of your previously submitted expense reports.		You can enter expense reports for the expense reports.
Name	Remove	Name
EKWEBELEM, Mrs. Lilian N.		No results found.
Add Another Row		

5. Setup is complete.

B. Applying for reimbursement in a currency other than USD or local currency

Navigation: ARC Internet Expense <<location>> → Expenses home

Oracle Applications Home Page

Main Menu	Worklist
Personalize <ul style="list-style-type: none"> + ARC Employee Self Service + ARC Internet Expense HQS + Expenses Home + ARC Move Order HQS + ARC PO Inquiry HQS + iRecruitment Employee + User Account Manager 	From There are no items in this list. TIP V TIP W View Details

Click on the **Apply for Reimbursement** button

I (USD) Purpose Duplicate Withdraw

Select the '**Reimbursement currency**' (Currency other than what was spent on the transaction, this should be either USD or your local currency e.g. Naira for Nigeria unless prior approval has been received).

Then **state** the Purpose of the refund.

General Information		Cash and Other Expenses
Create Expense Report: General Information <small>* Indicates required field</small>		
Name	JINADU, Mr. Oluwole Ayoola (269)	
Cost Centre	51	Expense Template HQ_OIE_TEMPLATE
Projects		
Reimbursement Currency	<input type="text" value="USD - US Dollar"/>	
<small>* Purpose <input type="text" value="training"/> </small>		

[Expenses](#) [Global Policy](#) [Home](#) [Logout](#) [Preferences](#) [Diagnostics](#)

Click on Details

Create Expense Report: Cash and Other Expenses

[Save](#) [Cancel](#) [Back](#) Step 2 of 3 [Next](#)

Receipt-Based Expenses [0.00] Per Diem Expenses [0.00]

Receipt-Based Expenses [0.00]

Receipt-Based Expenses

✓ **TIP** Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.

✓ **TIP** Date Example: 26-SEP-2017.

Select Expense Lines: [Duplicate](#) | [Remove](#) | [Show Receipt Currency](#)

[Select All](#) | [Select None](#)

Select	Line	Date	Receipt Amount	Expense Type	Details of Request	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	<input type="text"/> <input type="button"/>	<input type="text"/>	<input type="button"/>	<input type="text"/>	<input type="text"/>	<input type="button"/>
<input type="checkbox"/>	2	<input type="text"/> <input type="button"/>	<input type="text"/>	<input type="button"/>	<input type="text"/>	<input type="text"/>	<input type="button"/>

Fill in details and Click on Add button to attach necessary documents then click on Return button

Expense Lines | Expenses Reports | Process Purchase Orders | Project and Funds | Payment Search

General Information Cash and Other Expenses

Cash and Other Expenses: Details for Line 1

* Indicates required field [Calculate A](#)

* Expense Type	<input type="button"/> Training Expense	* Details of Request	training done on 25-Sep-2017
* Start Date	26-Sep-2017 <input type="button"/>	(example: 26-Sep-2017)	
Receipt Amount	10,000.00	Expense Location	lagos
* Receipt Currency	<input type="button"/> GBP - Pound Sterling	Merchant Name	Jk Micheals
* Exchange Rate	1.346619984	Attachments	<input type="checkbox"/> Original Receipt Missing View Add...
Reimbursable Amount	13,466.20 USD		<input type="button"/>

Note: Specify the receipt currency i.e. the actual currency spent on the transaction.

Then click on Submit button

[Expense Lines](#) [Weekly Summary](#) [Approval Notes \[2\]](#) [Approvers](#)

Business Expenses

Cash Expenses

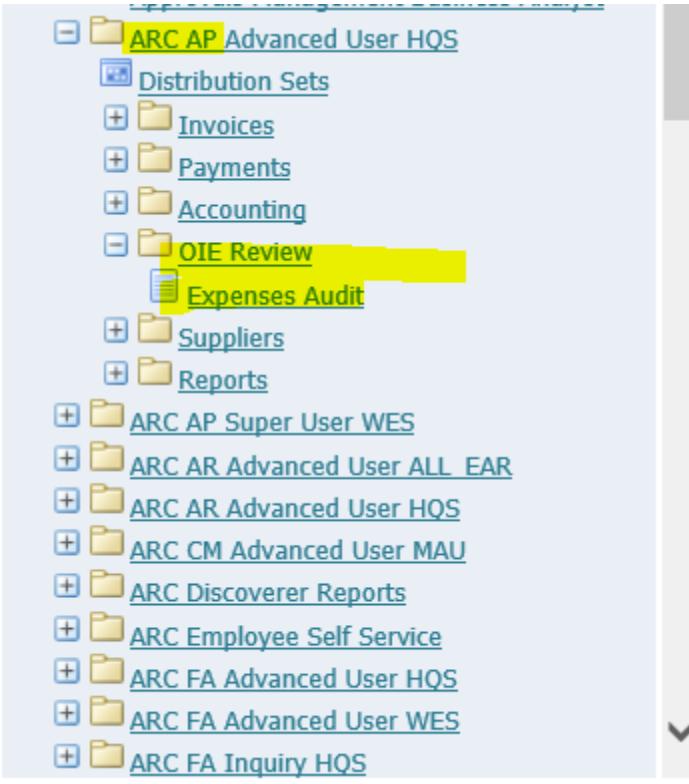
Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
29-Aug-2017	126.75 GBP	Medical Optical	Eye test, frame and lens	Vision Express	<input checked="" type="checkbox"/>		122.93	<input type="button"/>	<input type="button"/>
Total								122.93	

On the final page, the Receipt Amount and Reimbursement amount should be different currencies and different amounts as shown above.

C. Submit requests to payables module immediately

Responsibility: Accounts Payable

Navigation: OIE Review>>Expenses Audit



Enter the Expense report number you are auditing in the search box as shown below. Click on Go.

Details of the request are shown. Enter Date received and saved.

Expenses Audit

Search by Expense Report Number [Advanced Search](#)

Information
You cannot audit your own expense reports.

Expense Report: OIE-62224, AROWOLO, Mrs. Oluwatoyin Taiwo

* Indicates required field

Hide

General Information

Name	AROWOLO, Mrs. Oluwatoyin Taiwo	Amount	113,400.00
Number	82	Currency	NGN
Report Submit Date	19-Jan-2017	Purpose	113400
Expense Report Date	23-Nov-2016	Attachments	None
Site	Office		

Audit Information

Click on the link 'Advanced Search'

Expenses Audit

Search by Expense Report Number

Information
You cannot audit your own expense reports.

Expense Report: OIE-62224, AROWOLO, Mrs. Oluwatoyin Taiwo

* Indicates required field

Hide

General Information

Name	AROWOLO, Mrs. Oluwatoyin Taiwo	Amount	113,400.00
Number	82	Currency	NGN
Report Submit Date	19-Jan-2017	Purpose	113400
Expense Report Date	23-Nov-2016	Attachments	None
Site	Office		

Audit Information

Click on Submit when the screen loads (See highlighted button below)

Expenses Audit | **Expenses Export**

Export Run | Export Requests | Export Results

← → More

Name Parameters Schedule Layout Notifications Delivery More

Schedule Request: Name
* Indicates required field

Program Name: **Expense Report Export**
Request Name:
The name can later be used to search for this request

Manage Schedule | Cancel | **Submit** Step 1 of 7 | Next

Language Settings
Select All | Select None
Select * Language *Territory Numeric Character

<input checked="" type="checkbox"/> American English	United Kingdom	<input type="button"/>	<input type="button"/>
<input type="checkbox"/> Arabic	United Arab Emirates	<input type="button"/>	<input type="button"/>
<input type="checkbox"/> Brazilian Portuguese	Brazil	<input type="button"/>	<input type="button"/>
<input type="checkbox"/> French	France	<input type="button"/>	<input type="button"/>
<input type="checkbox"/> Portuguese	Portugal	<input type="button"/>	<input type="button"/>

Manage Schedule | Cancel | **Submit** Step 1 of 7 | Next

Click on the Submit button again.

Expenses Audit | **Expenses Export**

Export Run | Export Requests | Export Results

← → More

Previous Notifications Delivery Review

Schedule Request: Review
Step 7 of 7

Name

Concurrent Program Name: **Expense Report Export**
Request Name:
Operating Unit:

Language Settings
Language Territory Numeric Character
American English United Kingdom , ,

Parameters

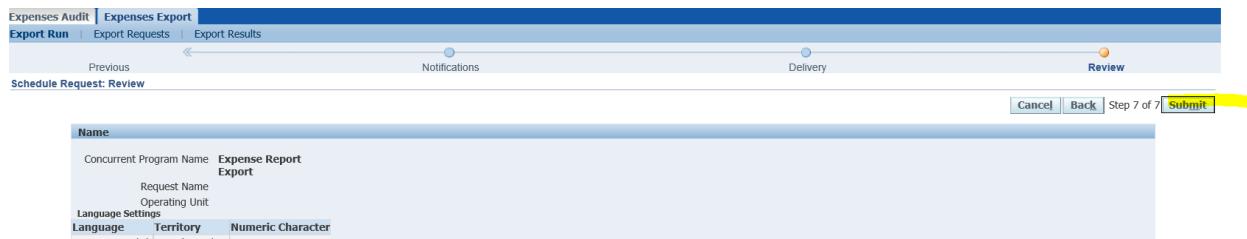
This request will be submitted with default parameters

Batch Name	Oracle Internet Expenses	Create invoices from Oracle Internet Expenses
Source	Yes	
Transfer Descriptive Flexfield	Yes	
GL Date		
Group	No	
Debug Switch	No	
Organization Name	AROWOLO.OLUWATOYIN	AROWOLO, Oluwatoyin
Send Notifications To		
Transfer Attachments	Yes	

Schedule

Schedule: **As Soon As Possible**
Recurrence: **Never Repeats**

Cancel | Back | **Submit**



A screen shows the concurrent request has been submitted.

Proceed to the Payables module to complete the payment.

TREASURY

A. How to roll over with full interest Accrued

1. Search For the Deal to roll over

The screenshot shows the 'Short Term Money' application. The title bar says 'Short Term Money'. The main window is titled 'Common Deal Details' and displays a grid of deal information. The columns are: Ref, Company, Cparty, Client, Deal Subtype, Curr, Portfolio, and Limit. The data in the grid is as follows:

Ref	Company	Cparty	Client	Deal Subtype	Curr	Portfolio	Limit
2020	ATK	ABB_EGY		INVEST	USD	N/A	
2014	ATK	ABB_EGY		INVEST	USD	N/A	
2022	ATK	ABB_EGY		INVEST	EUR	N/A	

Below this is a section titled 'Current Transactions for Above Deal' which is currently selected. It shows a grid of transactions with columns: Trans Num, Company, Deal Subtype, Curr, Balance, Principal Tax, and F. The data in the grid is as follows:

Trans Num	Company	Deal Subtype	Curr	Balance	Principal Tax	F
3	ATK	INVEST	USD	1,409,878.60		3.00C
1	ATK	INVEST	USD	830,000.00		3.00C

At the bottom of the transaction grid are buttons for 'Select Above Row for Reneg', 'Consolidate', 'Transactions', and 'Quick Input'.

2. Click on “Transactions”

Short Term Money

Transaction Details

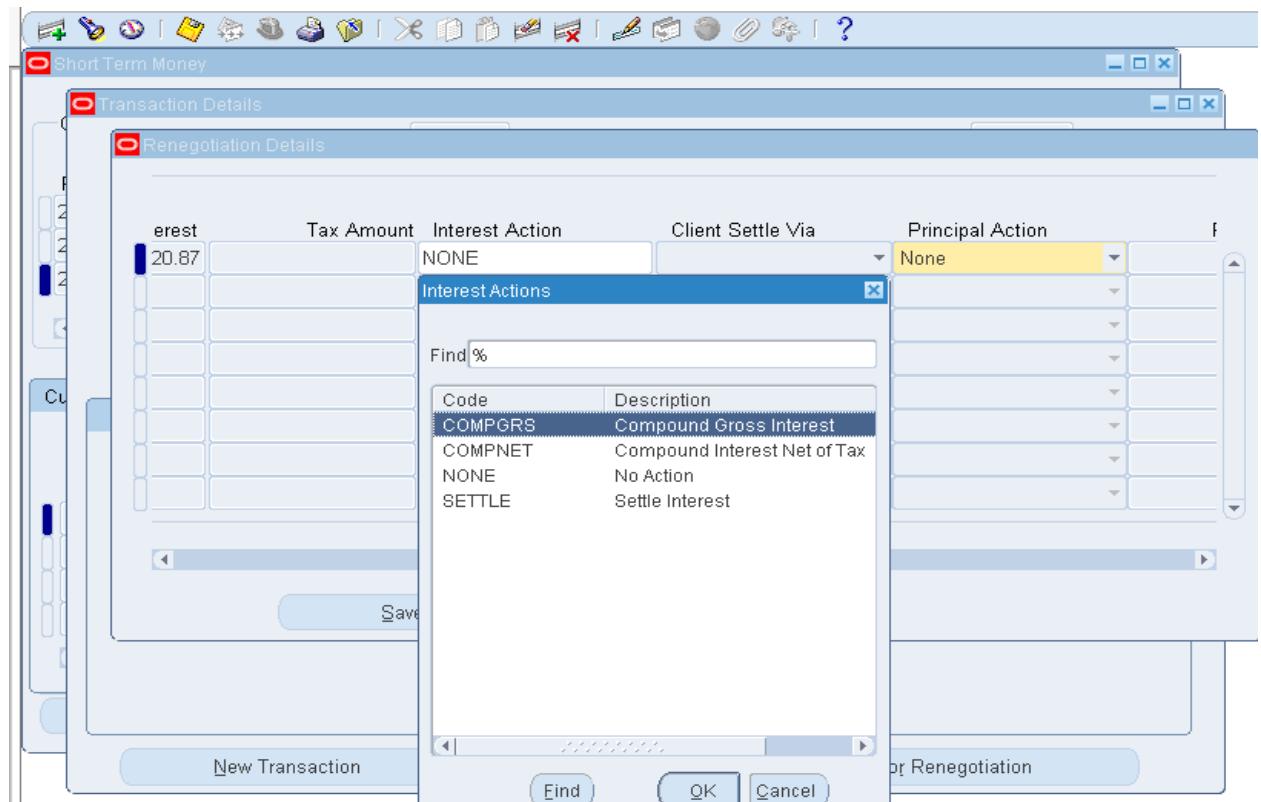
Header Ref	2014	Trans Num	1
Dealer	AKINWALE	Deal Status	CURRENT
Deal Subtype	INVEST	Deal Date	28-DEC-2016
Company	ATK	ATK	
Counterparty	ABB_EGY	AL BARAKA	
Client			
Curr	USD	Day Count Basis	Actual / Actual
Portfolio	N/A		[]

Main Details Interest Details Additional Details Brokerage/Tax

Security Type	Unsecured	Product Type	F/D-USD
Settlement Date	29-DEC-2016	Maturity Date	29-MAR-2017
Days	90	Link Code	
Principal Amt	830,000.00	Limit	

3. Click on “Select for Renegotiation” and change the “Reneg Date” to the start date of the deal in this case 01-Feb-2017 as shown below:

4. Scroll to the right until you get to “Interest Action” field



5. Change interest action from “NONE” to “COMPGRS”

6. Scroll to the right until you get to **Maturity Date field**, and **change** the date to the new maturity in this 30-APR-2017 as shown below:

7. **Save** by clicking on the **Save button**. Once the transaction saves the system goes back to the transaction details form

Short Term Money

Transaction Details

Header Ref	2014	Trans Num	4
Dealer	GOMOLOKUN	Deal Status	CURRENT
Deal Subtype	INVEST	Deal Date	01-FEB-2017
Company	ATK	ATK	
Counterparty	ABB_EGY	AL BARAKA	
Client			
Curr	USD	Day Count Basis	Actual / Actual
Portfolio	N/A		

Main Details Interest Details Additional Details Brokerage/Tax

Security Type	Unsecured	Product Type	F/D-USD
Settlement Date	01-FEB-2017	Maturity Date	30-APR-2017
Days	88	Link Code	
Principal Amt	832,318.89	Limit	

New Transaction Select for Renegotiation

8. The new deal is created with the principal plus accrued interest and the maturity date. Please Save your work and close the form.

B. How to close a deal on Maturity

1. Search for the deal to close after maturity

The screenshot shows a software application window titled "Oracle Applications - *****ARC QA INSTANCE*****". The menu bar includes File, Edit, View, Folder, Tools, Window, and Help. The toolbar contains various icons for file operations like Open, Save, Print, and Cut/Paste.

The main window is titled "Short Term Money". It displays two tables:

Common Deal Details

Ref	Company	Cparty	Client	Deal Subtype	Curr	Portfolio	Limit
4011	MAU	BBL_USD		INVEST	USD	N/A	
4012	MAU	SCB_USD		INVEST	USD	N/A	

Current Transactions for Above Deal

Trans Num	Company	Deal Subtype	Curr	Balance	Principal Tax	F
1	MAU	INVEST	USD	500,000.00		1.200

Buttons at the bottom include: Select Above Row for Reneg, Consolidate, Transactions, and Quick Input.

2. Click on “Transactions”

Transaction Details

Header Ref	4012	Trans Num	1
Dealer	MAXWELL	Deal Status	CURRENT
Deal Subtype	INVEST	Deal Date	04-APR-2016
Company	MAU	MAU	
Counterparty	SCB_USD	EBENE	
Client			
Curr	USD	Day Count Basis	Actual / 360
Portfolio	N/A		

Main Details Interest Details Additional Details Brokerage/Tax

Security Type	Secured	Product Type	F/D-USD
Settlement Date	04-APR-2016	Maturity Date	30-MAR-2017
Days	360	Link Code	
Principal Amt	500,000.00	Limit	

New Transaction Select for Renegotiation

3. Click on “Select for Renegotiation and leave the “Reneg Date” as default

Renegotiation Details

Current Trans Details				Reneg Repayment Details		
Cparty	Client	Balance	Rate	Reneg	Reneg Date	Accrued Interest
SCB_US		500,000.00	1.200000	<input type="checkbox"/>	30-MAR-2017	6000
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

Save **Cancel**

4. Scroll to the right until you get to “Interest Action” field

Short Term Money

Transaction Details

Renegotiation Details

Interest	Tax Amount	Interest Action	Client Settle Via	Principal Action
20.87		NONE		None
		Interest Actions		
		Find %		
		Code	Description	
		COMPGRS	Compound Gross Interest	
		COMPNET	Compound Interest Net of Tax	
		NONE	No Action	
		SETTLE	Settle Interest	

Save

New Transaction

OK **Cancel**

5. Change interest action from “NONE” to “SETTLE”

6. Scroll to the right until you get to Principal Action and Principal Adjustment and change both to “Decrease” and the “Principal amount” respectively. You will observe that the Balance Carry Fwd becomes zero.

7. Scroll to the right until you get to the **Rate field** and **change the rate to zero**

- Save by **clicking** on the Save button. Once the transaction saves the system goes back to the transaction details form

Transaction Details

Header Ref	4012	Trans Num	2
Dealer	GOMOLOKUN	Deal Status	CURRENT
Deal Subtype	INVEST	Deal Date	30-MAR-2017
Company	MAU	MAU	
Counterparty	SCB_USD	EBENE	
Client			
Curr	USD	Day Count Basis	Actual / 360
Portfolio	N/A		[]

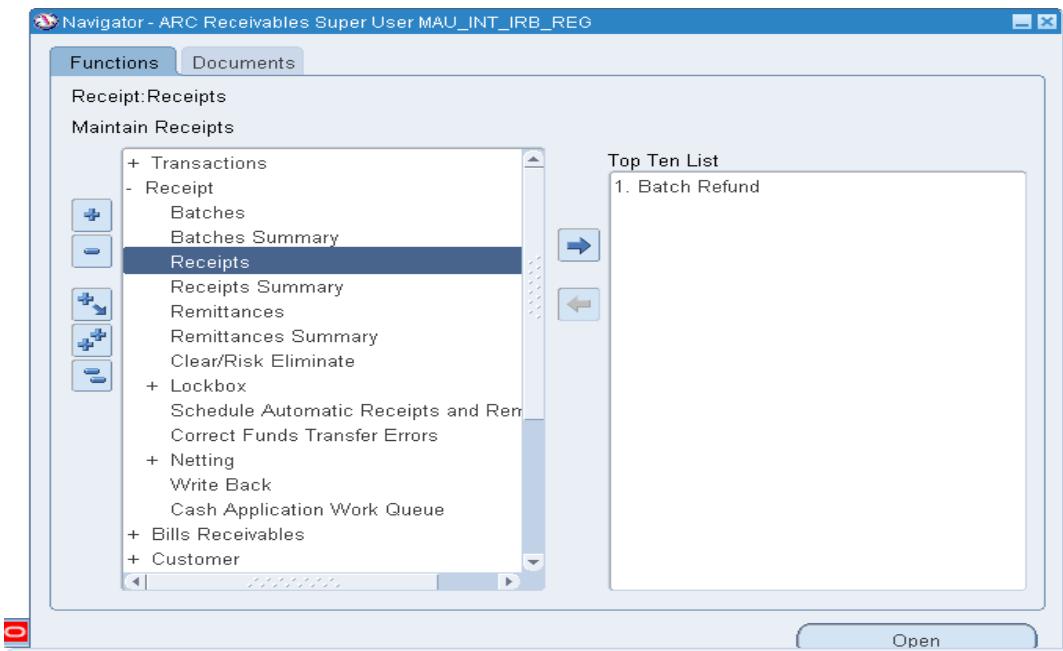
Main Details Interest Details Additional Details Brokerage/Tax

Security Type	Secured	Product Type	F/D-USD
Settlement Date	30-MAR-2017	Maturity Date	30-MAR-2017
Days	0	Link Code	
Principal Amt	0.00	Limit	

9. The new deal is created with zero principal amount while the old deal is closed.
10. Proceed to validate the transaction and create the accounting entries. The entries created will DR your bank account and CR your investment account.

C. How to handle interest on deposit on Maturity

1. **Navigate** Receipts -> Receipts, using Account Receivable Responsibility



2. Change the Receipt Type – ‘Miscellaneous’

3. Select Bank Interest call/term deposit from Activity

File Edit View Folder Tools Actions Window Help

Receipts (Mauritius : USD)

Receipt

Receipt Method	BBL-Fixed Deposit Mau	Receipt Date	18-MAY-2017	Reference	Type	
Receipt Number		GL Date	31-JAN-2017	Number		
Net Receipt Amount	USD 3,000.00	Maturity Date		Customer Name		
Receipt Type	Miscellaneous	Functional Amount	3000	Customer Num		
State	Cleared					

Main More

Paid By
Name:

Purpose
Activity: Bank Interest-Call/Term ...
Distribution Set
Tax Code
Tax Account
Description
Reference
Postmark Date

Find %

Activity	Description
BANK CHARGES	BANK CHARGES
Bank Charges	Bank Charges
Bank Interest-Call/Term ...	Bank Interest-Call and Term Deposits
FIXED ASSET DISPOSAL	FIXED ASSET DISPOSAL
Interest-Pooled Investment	Interest Income-Pooled Investment
Miscellaneous Activity	Miscellaneous Activity
REFUND ON MEDICAL E...	REFUND ON MEDICAL EXPENSES
REFUND ON SCHOOL F...	REFUND ON SCHOOL FEES
STAFF LOAN REFUND	STAFF LOAN REFUND
SUBSISTENCE ALLOWA...	SUBSISTENCE ALLOWANCE - CONFERENCES & E
SUBSISTENCE ALLOWA...	SUBSISTENCE ALLOWANCE - OPERATIONAL
TRAVEL EXPENSES - C...	TRAVEL EXPENSES - CONFERENCES, SEMINARS
TRAVEL EXPENSES - O...	TRAVEL EXPENSES - OPERATIONAL

Find OK Cancel

Confirm... 1 Reverse... 1 Receipt History Search and Apply Distributions

4. Complete other information

File Edit View Folder Tools Actions Window Help

Receipts (Mauritius : USD)

Receipt

Receipt Method	BBL-Fixed Deposit Mau	Receipt Date	18-MAY-2017	Reference	Type	
Receipt Number		GL Date	31-JAN-2017	Number		
Net Receipt Amount	USD 3,000.00	Maturity Date		Customer Name		
Receipt Type	Miscellaneous	Functional Amount	3000	Customer Num		
State	Cleared	[]	[]	Location		

Main More

Paid By
Name: Barclays Bank

Purpose
Activity: Bank Interest-Call/Term Depot
Distribution Set
Tax Code
Tax Account
Description
Reference
Postmark Date

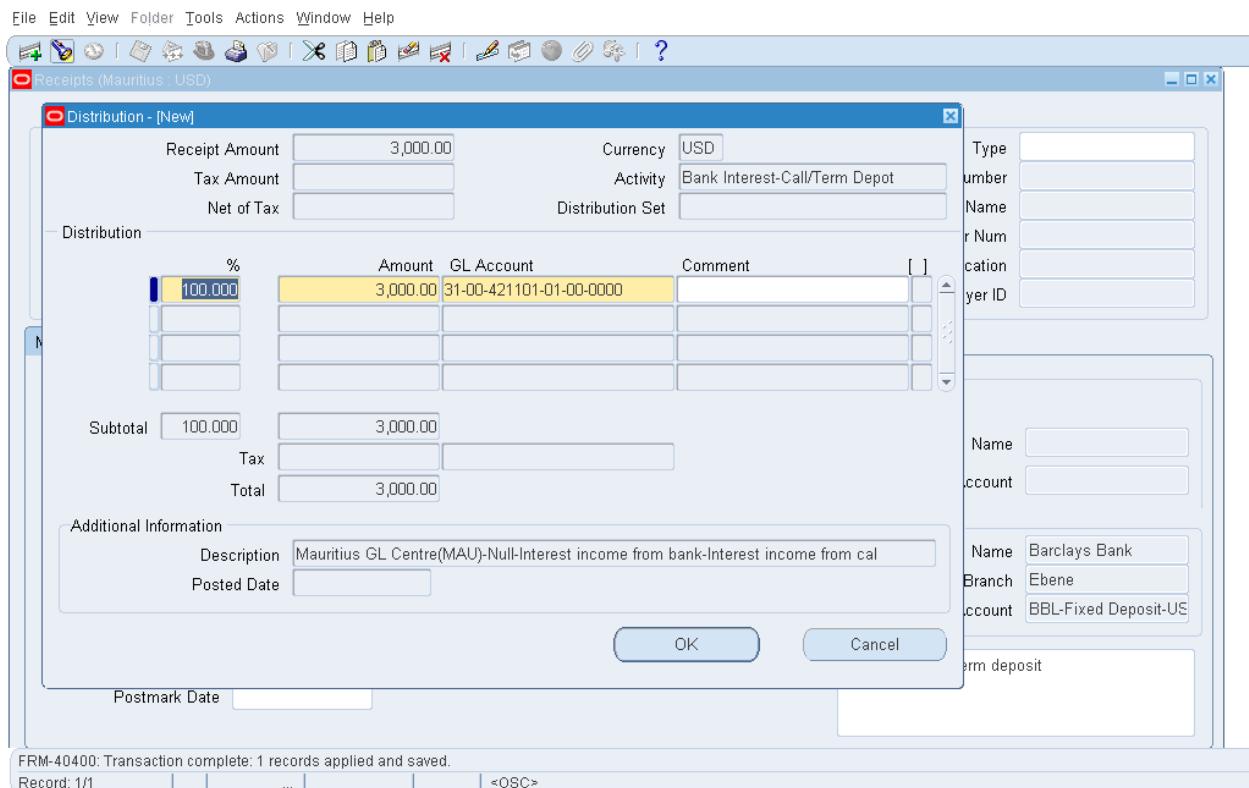
Customer Bank
Name:
Account:

Remittance Bank
Name: Barclays Bank
Branch: Ebene
Account: BBL-Fixed Deposit-US

Comments: Interest on call/ term deposit

Confirm... 1 Reverse... 1 Receipt History Search and Apply Distributions

5. Click on Distribution



FIXED ASSET

A. How to Create Physical Location Inventory

There are two parts in this document.

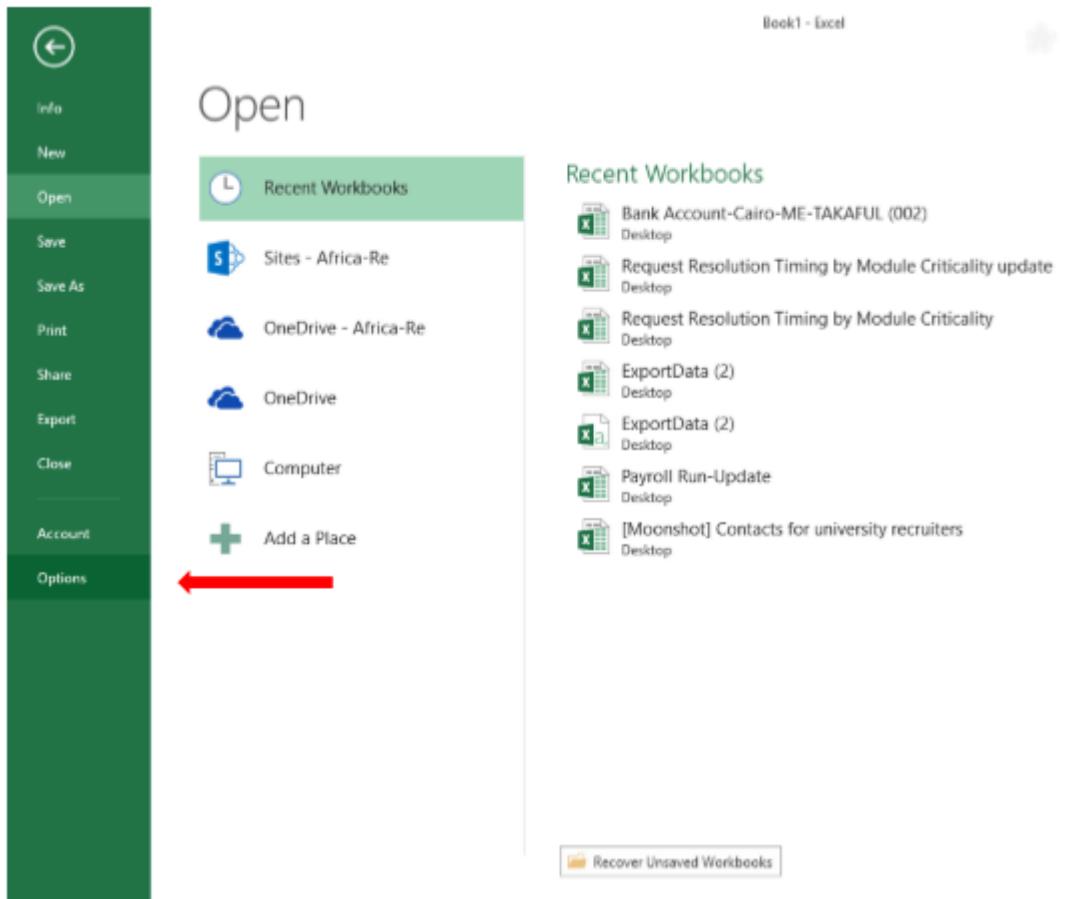
Part 1: how to set up Microsoft Excel to open the document which will be used to upload the items to the inventory.

Part 2: creation of a physical inventory, and how to run the integrator and download the inventory ".xls" file which will be used for the upload.

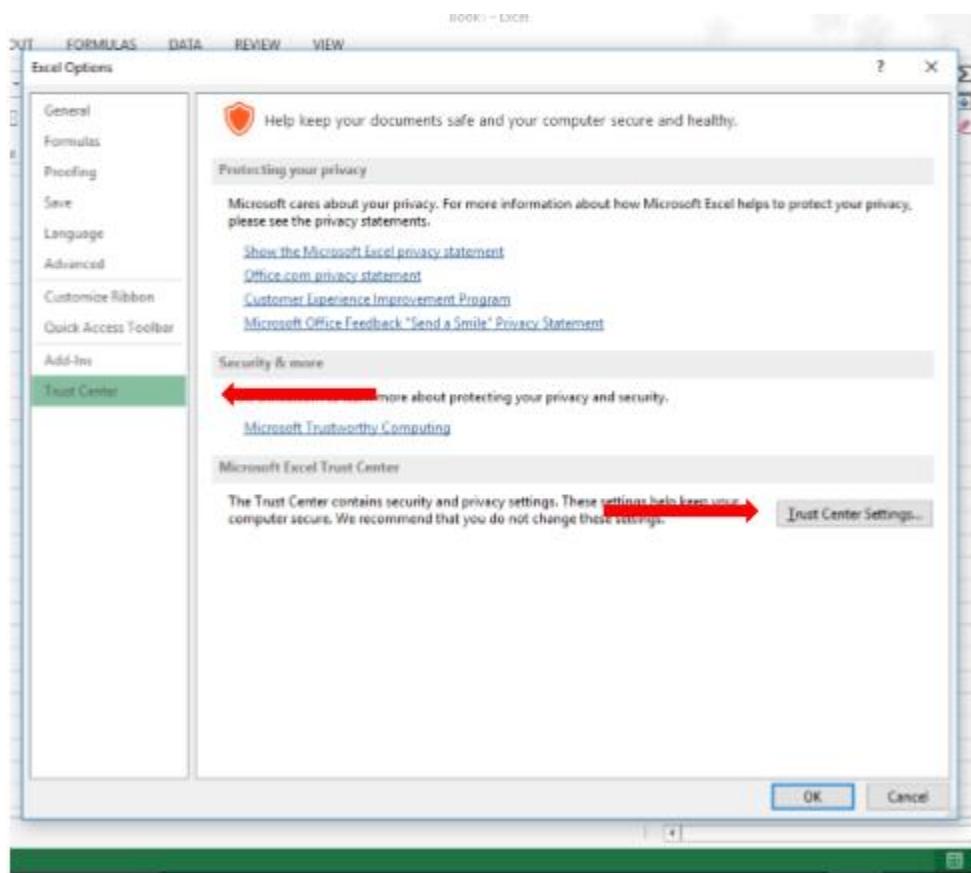
Part 1: Setting up Microsoft Excel to View WebADI file

Step 1: Disable Excel4Apps in Microsoft Excel.

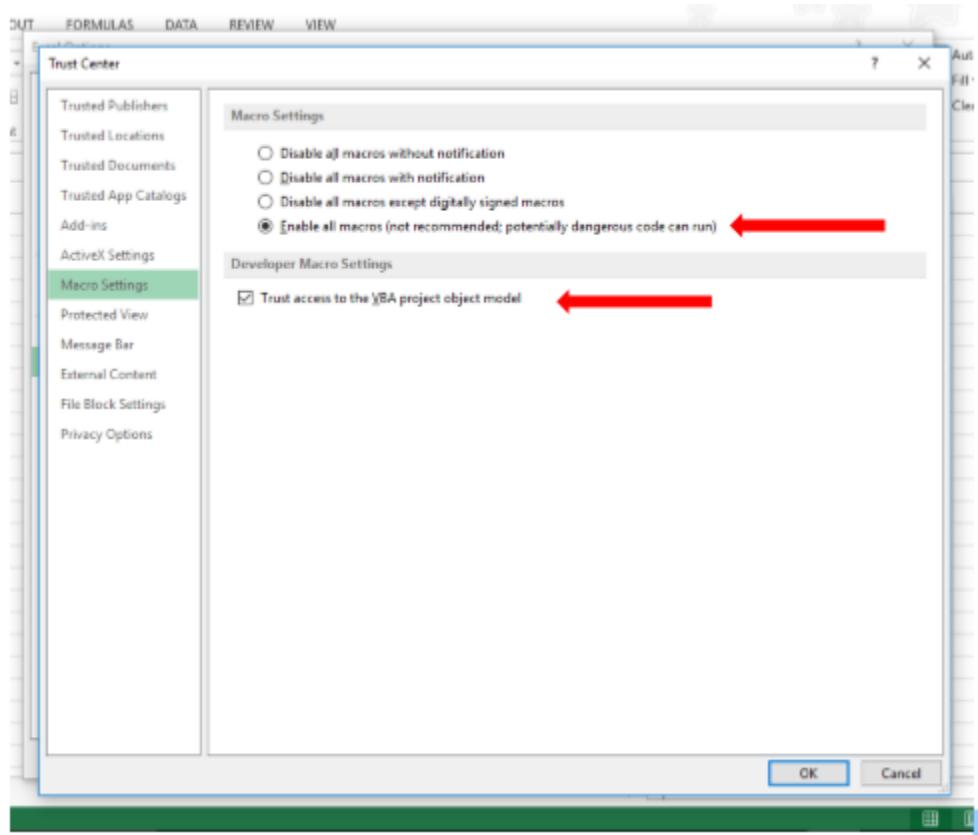
Step 2: Go to file > options



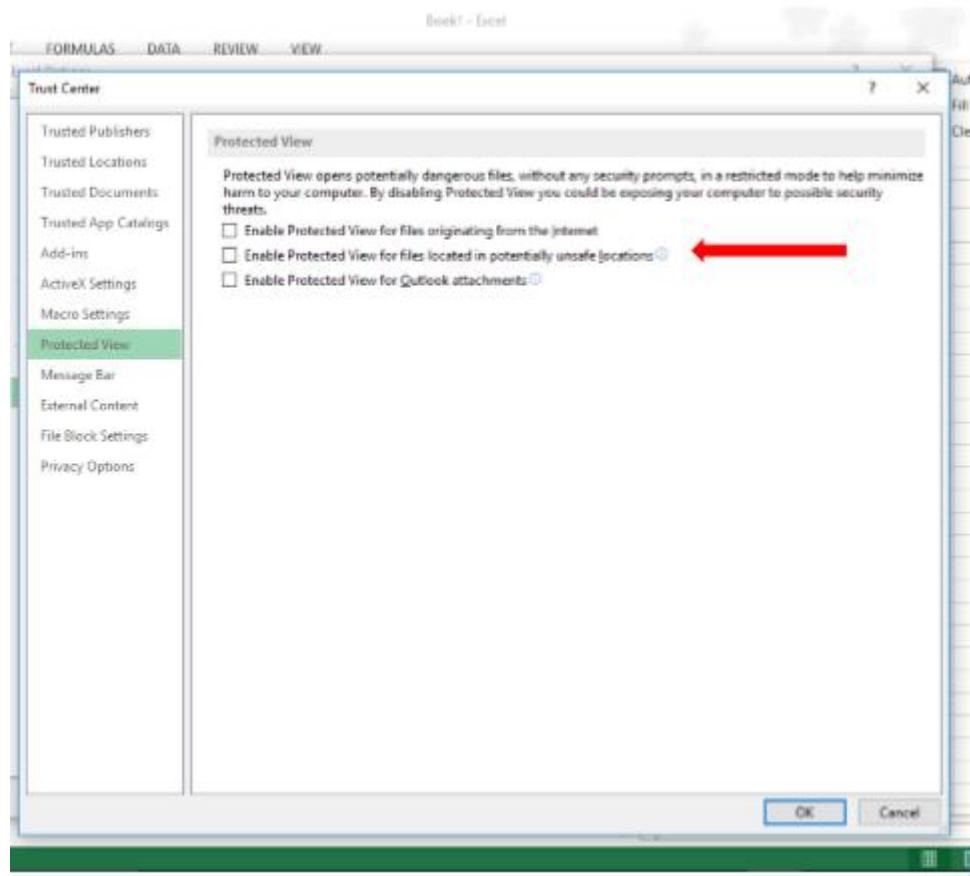
Step 3: Go to Trust Center > Trust Center Settings



Step 4: In trust center settings, go to the Macro Settings tab and ensure that the “Enable all macros” and “Trust access to the VBA project object model” are selected.

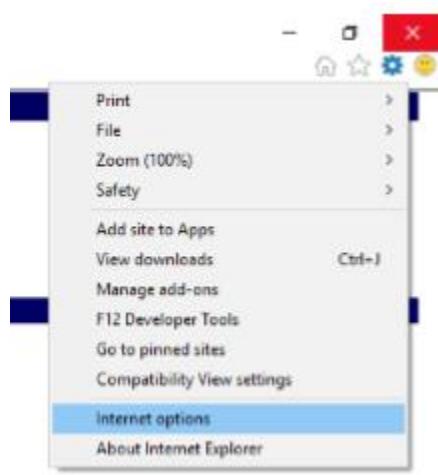


Step 5: Click on the Protected View tab and ensure that all the options are unselected. Click OK and close the settings window.

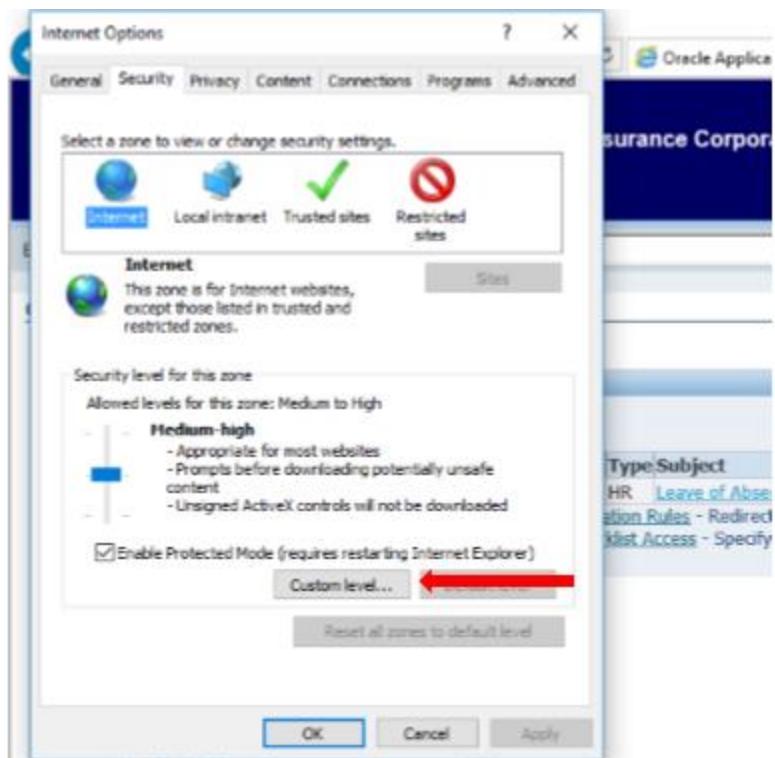


Creating a Physical Inventory

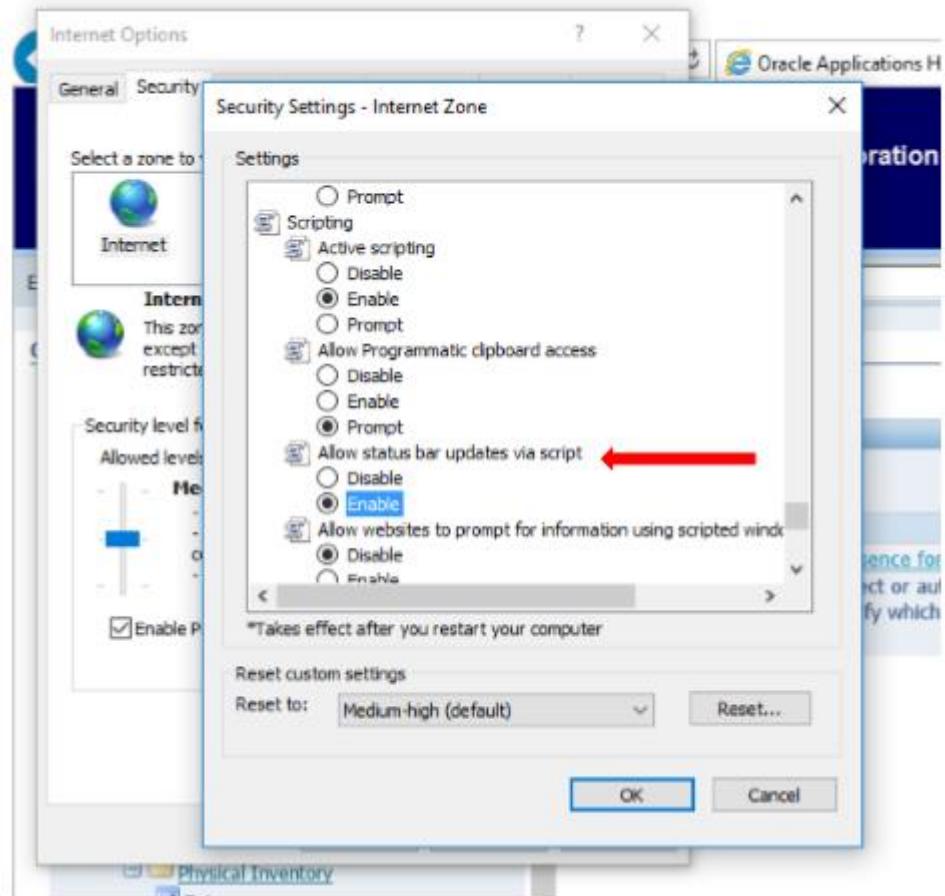
Step 1: Open Internet Explorer > Settings (found in the top right corner of your browser window) > Internet Options



Step 2: Go to the Security tab > click Custom Level

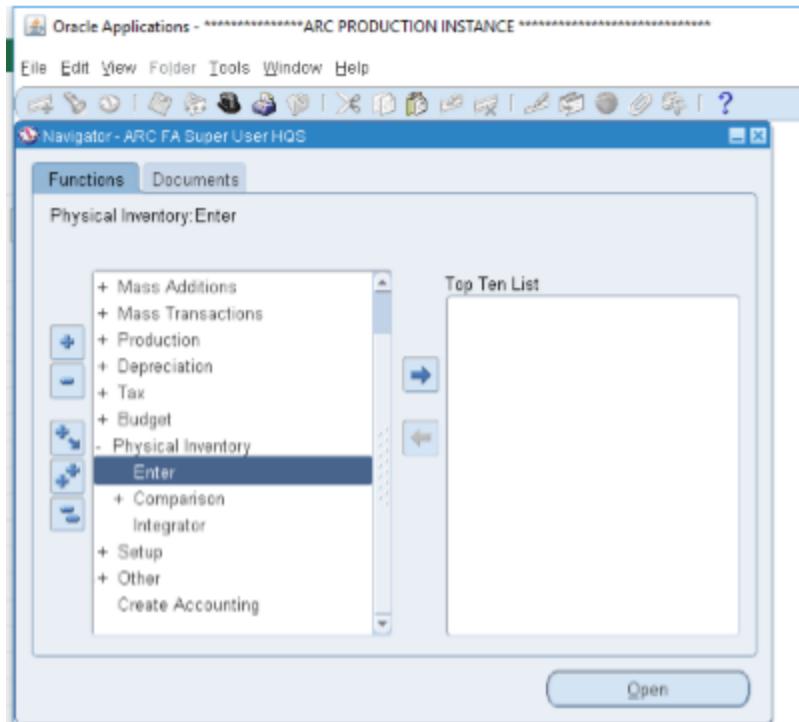


Step 3: Ensure that the “Allow status bar update via script” option is enabled. Click OK

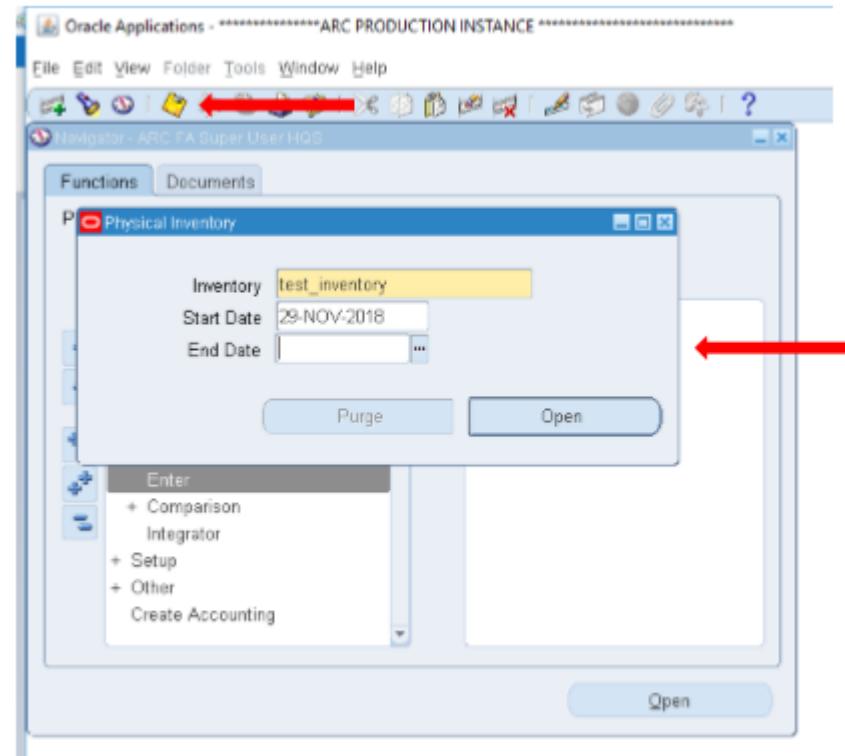


Step 4: Log in to ERP using your username and password.

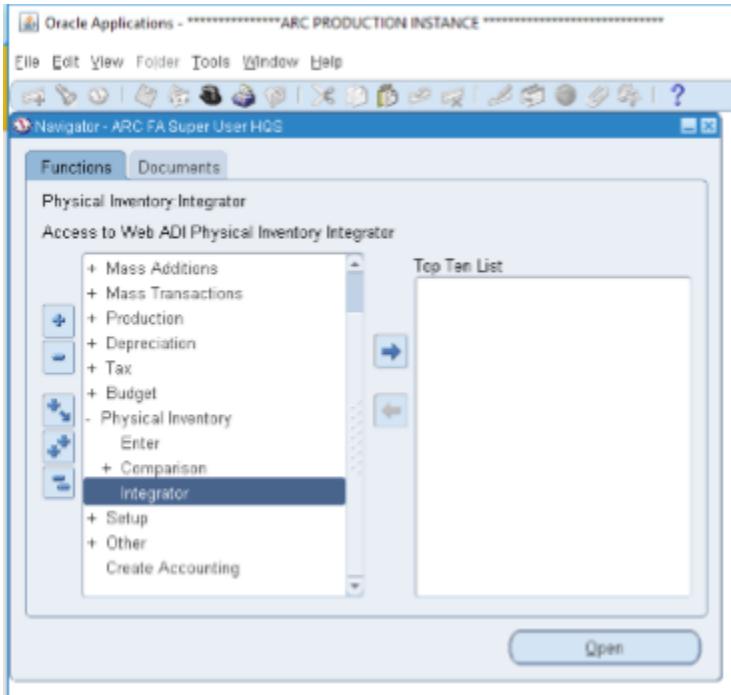
Step 5: With the ARC FA Super User HQS responsibility, go to Physical Inventory > Enter



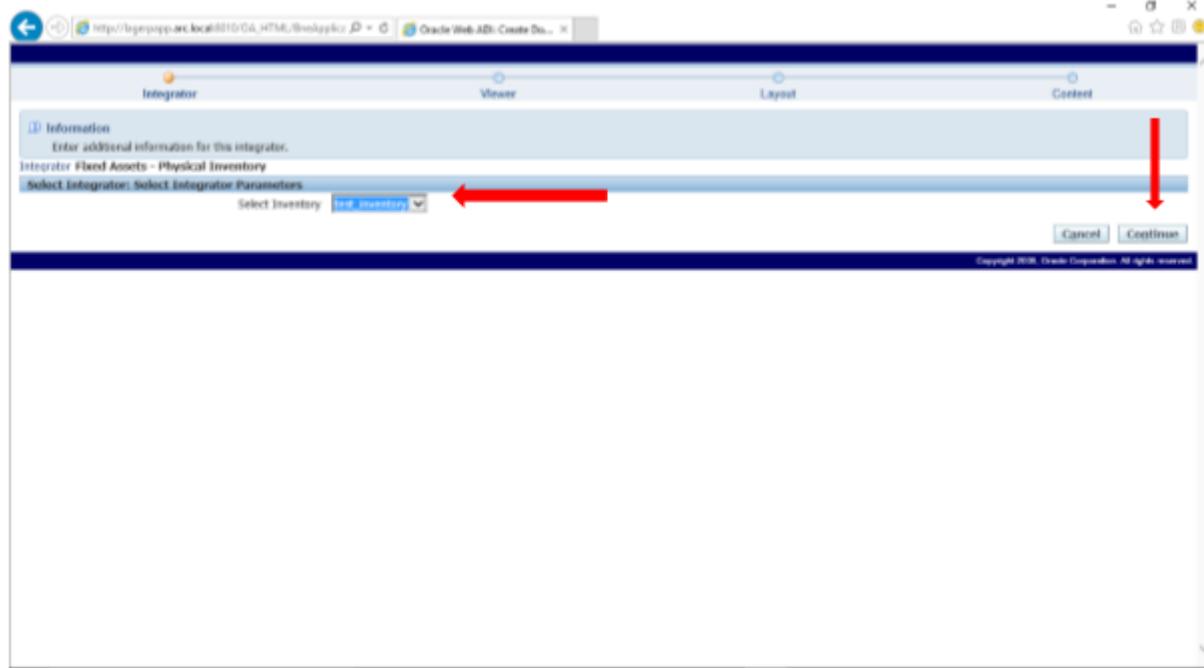
Step 6: Enter in a name for your new inventory, as well as dates. Click Open and then save changes using the yellow icon in the toolbar.



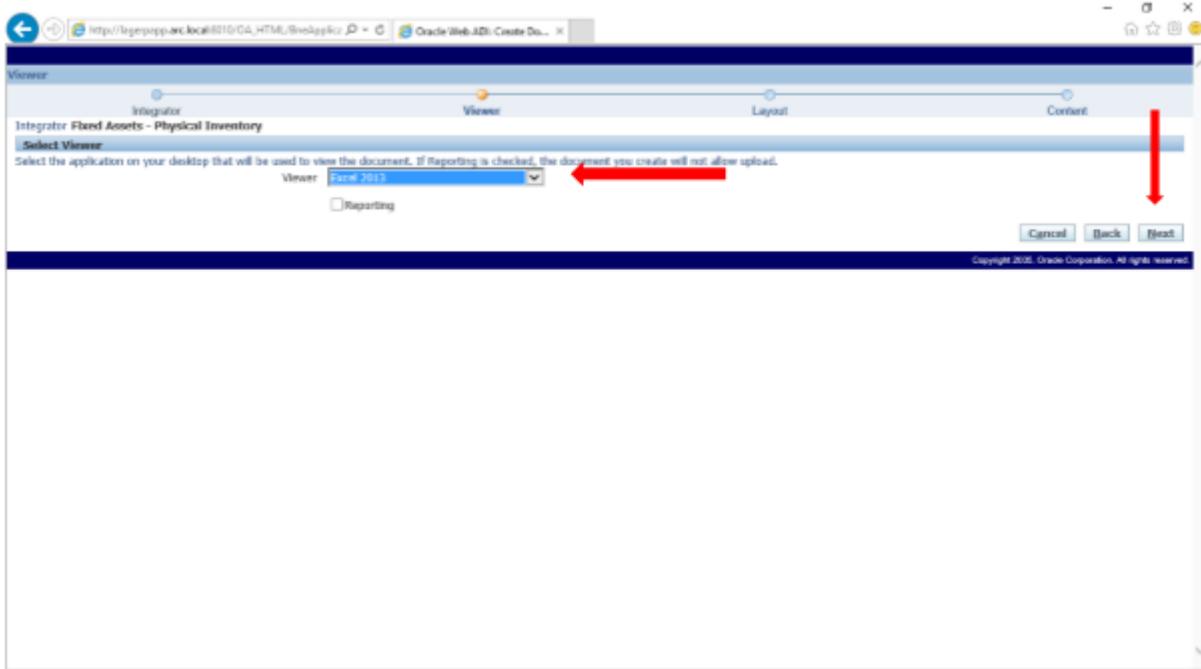
Step 7: Go back to Physical Inventory and then **select** Integrator. Since it is not a java form, a new page will open in a new tab within your browser.



Step 8: select the inventory you created in step 6 above from the dropdown options and **click** continue.

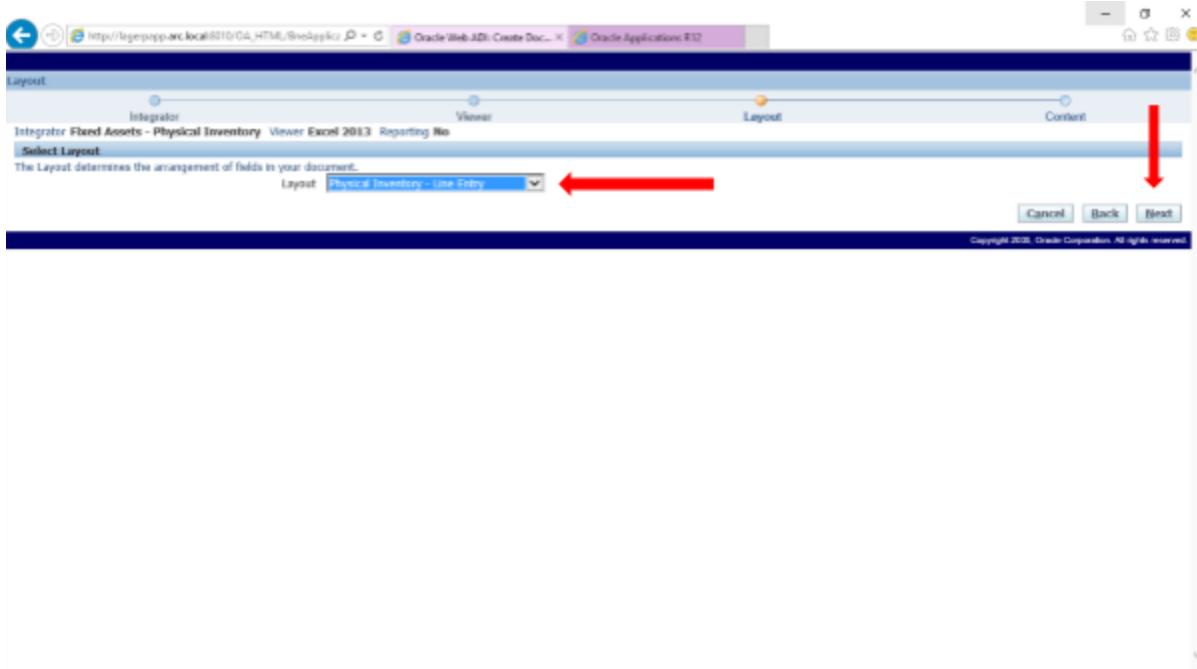


Step 9: Select the version of excel which you will be using to upload items to the inventory. **Click** next.



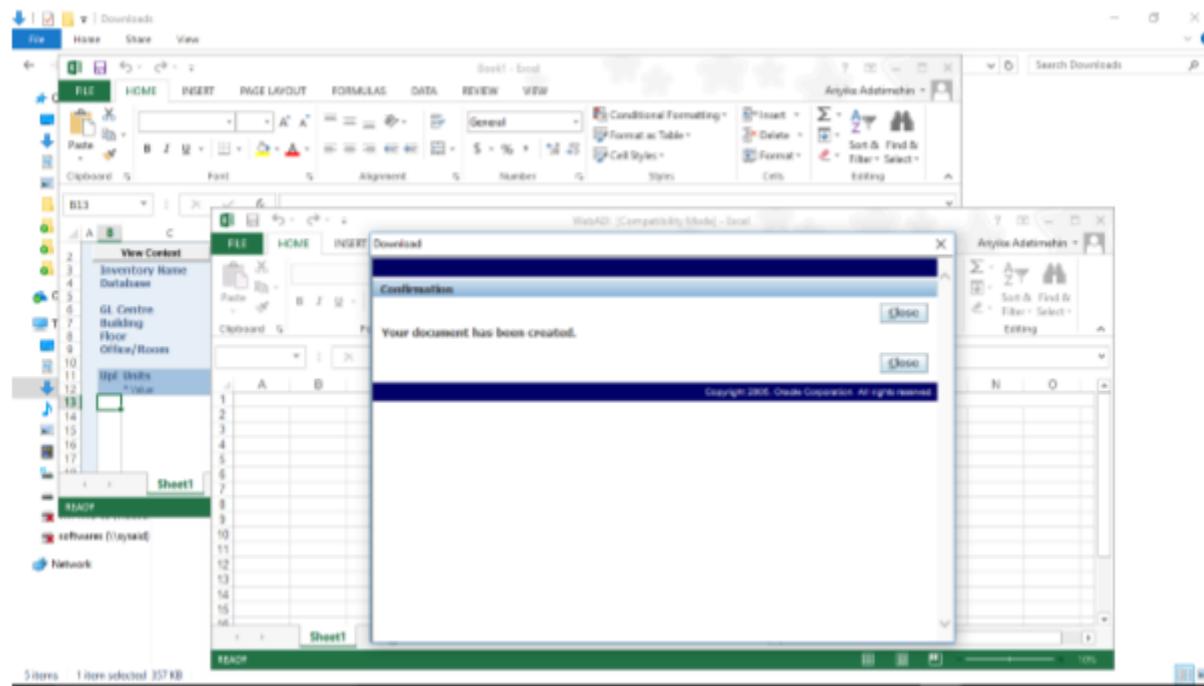
Step 10: Select the layout you want the data upload table to show in. For this manual, “Physical Inventory – Line Entry” was selected. Click next.

The next screen will be a download screen. Once the download finishes, click return.





Step 11: open the downloaded file in excel. It should open without issues if you have set everything correctly. You should see a window informing you that your document has been created successfully.



Step 12: Enter the details of the items to be added to the inventory.

You can double click the cells to display an ERP pop up window and select correct items to add to the flex fields.

Menu Commands

K8

A B C D E F G H I J K L M N

	View Context	View Line											
2	Inventory Name	test_inventory_nov_29		Database	LAGERPDB.ARCLOCAL.ORAPROD								
3	Upd Units	GL Centre	Building	Floor	Office/Room	Asset Number	Description	Tag Number	Serial Number	Model Number	Manufacturer Name		
4	" Value	" List - Text	" List - Text	" Text	" Text	" Text	" Text	" Conditionally required	" Conditionally required	" Text	" Text	" Text	" Text
5	#		10	HQLAG	11F	1104	2nd char	a char					
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26	Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.												
27													
28													
29													
30													
31													
32													
33													

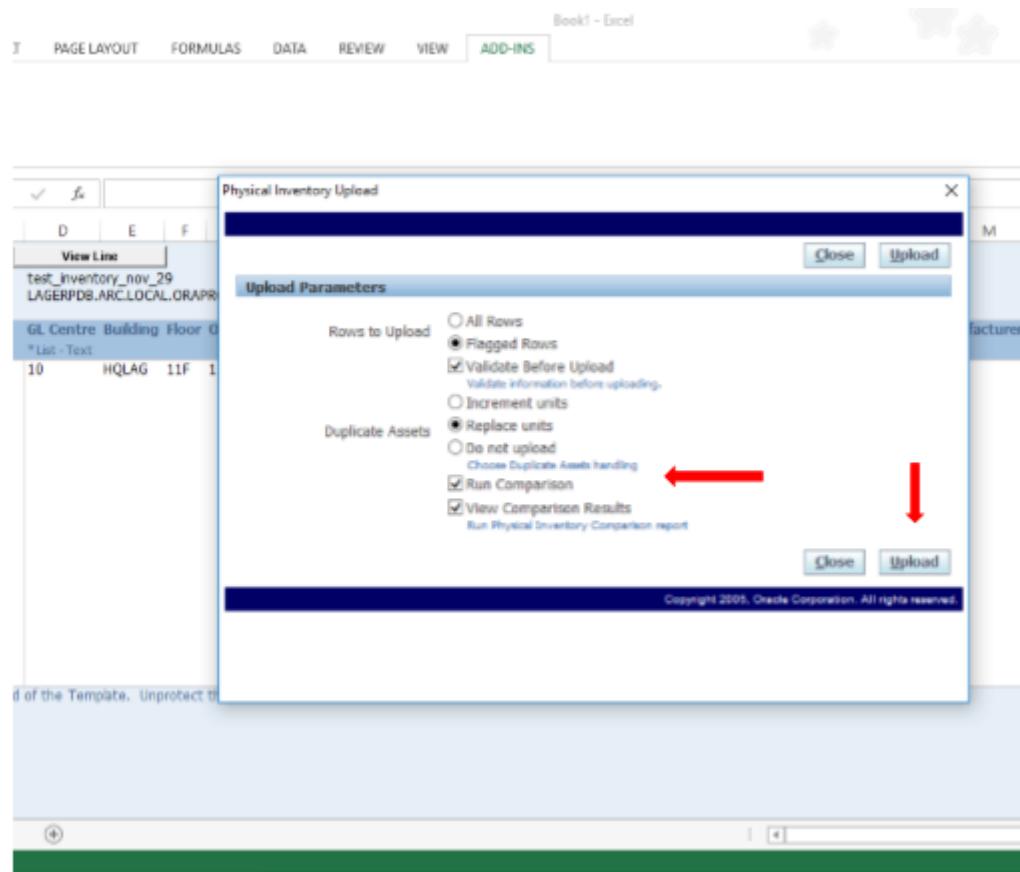
Sheet1

READY

Step 13: Go to the Add-Ins tab > click the Oracle dropdown option > select Upload.

The screenshot shows the Microsoft Excel ribbon with the "ADD-INS" tab highlighted by a red arrow. A dropdown menu for "Oracle" is open, showing options like "Filters", "List of Values", "Upload" (which is also highlighted with a red arrow), "Monitor", "Switch Responsibility", and "About". The main worksheet area displays a template for asset inventory with columns for GL Centre, Building, Floor, Office/Room, Asset Number, Description, and Tag Number. The "Upload" option in the Oracle ribbon is intended to be selected to proceed with the upload process.

Step 14: A new window will pop up. **Select** the necessary check boxes and **click** upload. Ensure that “run comparison” and “view comparison results” are selected.



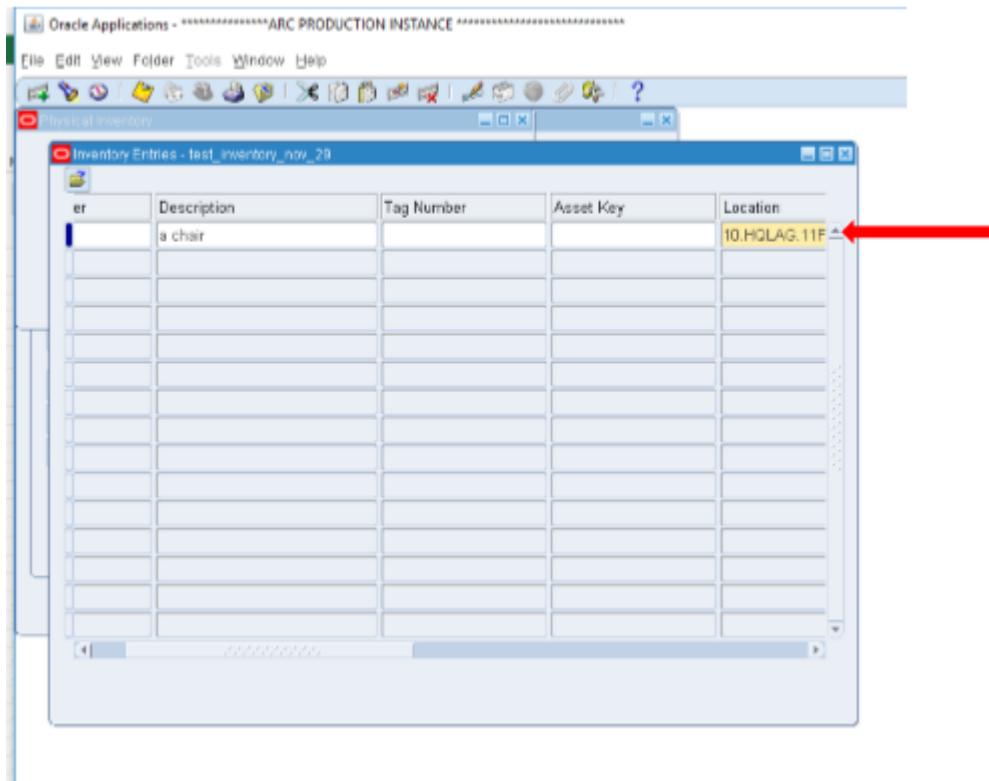
Step 15: If your update was successful, the screen below will confirm your success.

You can now save the document. Make sure to **save** it as a “macro enabled workbook” which can be selected from the “**save as type**” dropdown menu in file explorer.

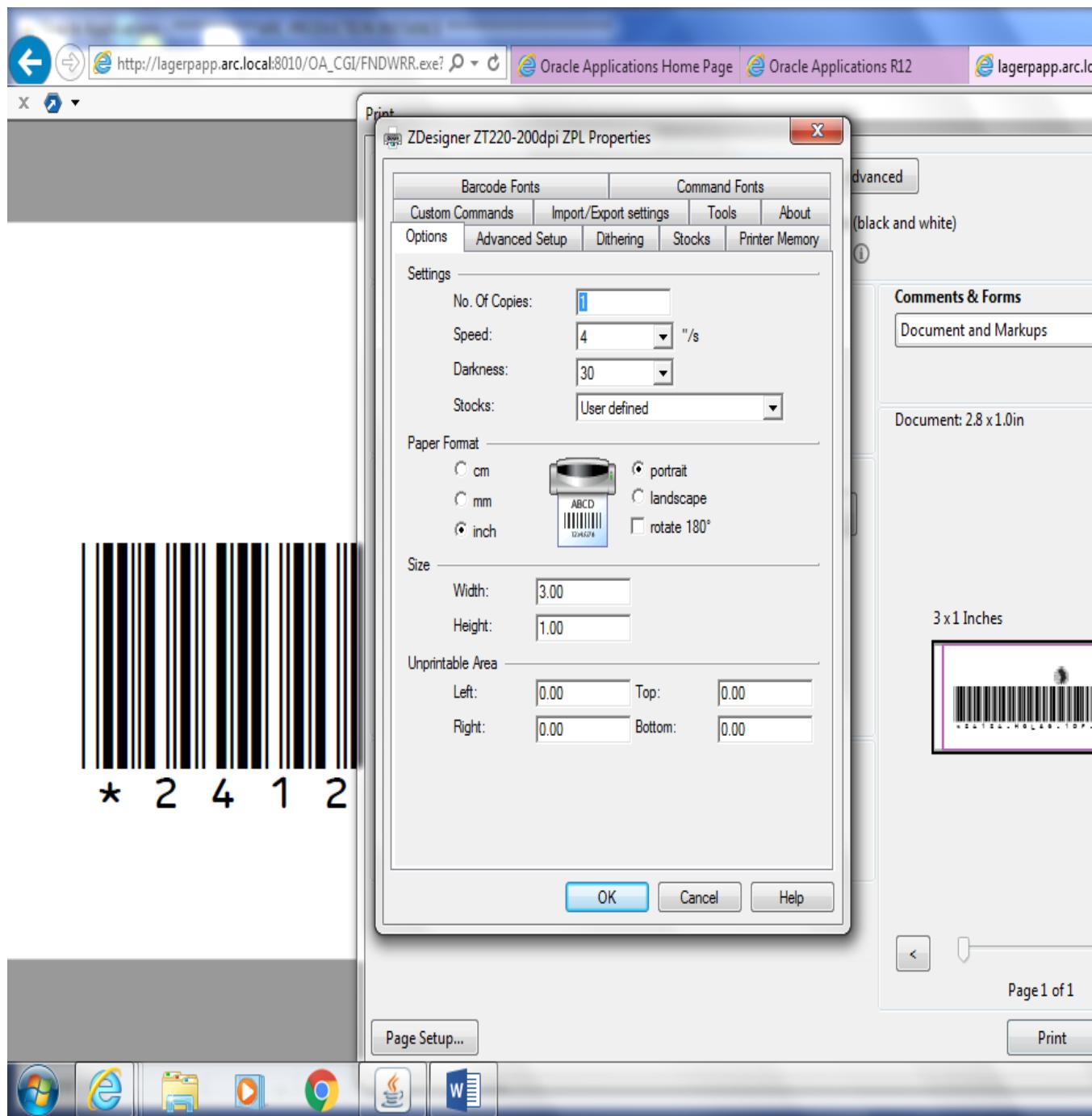
The screenshot shows a Microsoft Excel window with a "Physical Inventory Upload" dialog box overlaid. The dialog box contains a "Confirmation" section with the message: "the upload process has completed successfully. Press Close to return to the document." It also lists three items: "1 rows successfully uploaded.", "Program 10: Physical Inventory Comparison Program Request ID 2110128", and "Program 20: Physical Inventory Comparison Report Request ID 2110130". A red arrow points from the bottom right of the dialog box towards the "Close" button. The background Excel sheet shows a template for a physical inventory upload with columns for GL Centre, Building, Floor, Office/Room, Asset Number, Description, and Tag #.

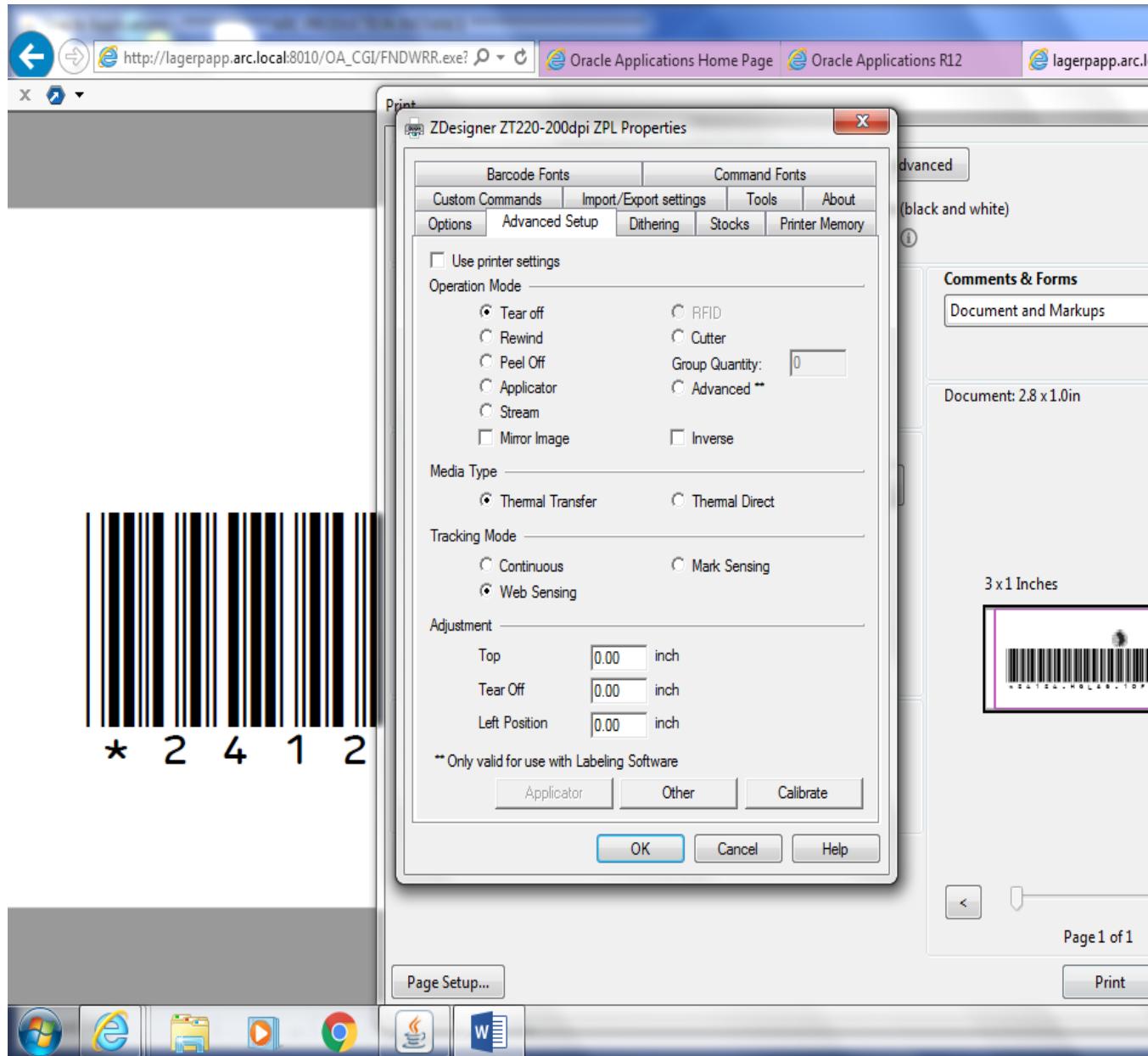
The screenshot shows the "Save As" dialog box in Microsoft Excel. The "File name:" field is set to "Asset Upload" and the "Save as type:" dropdown is set to "Excel Macro-Enabled Workbook". A red arrow points from the bottom right of the dialog box towards the "Save" button. The dialog box also shows the "Authors:" field as "Ariyike Adetimehin" and the "Tag:" field as "Add a tag".

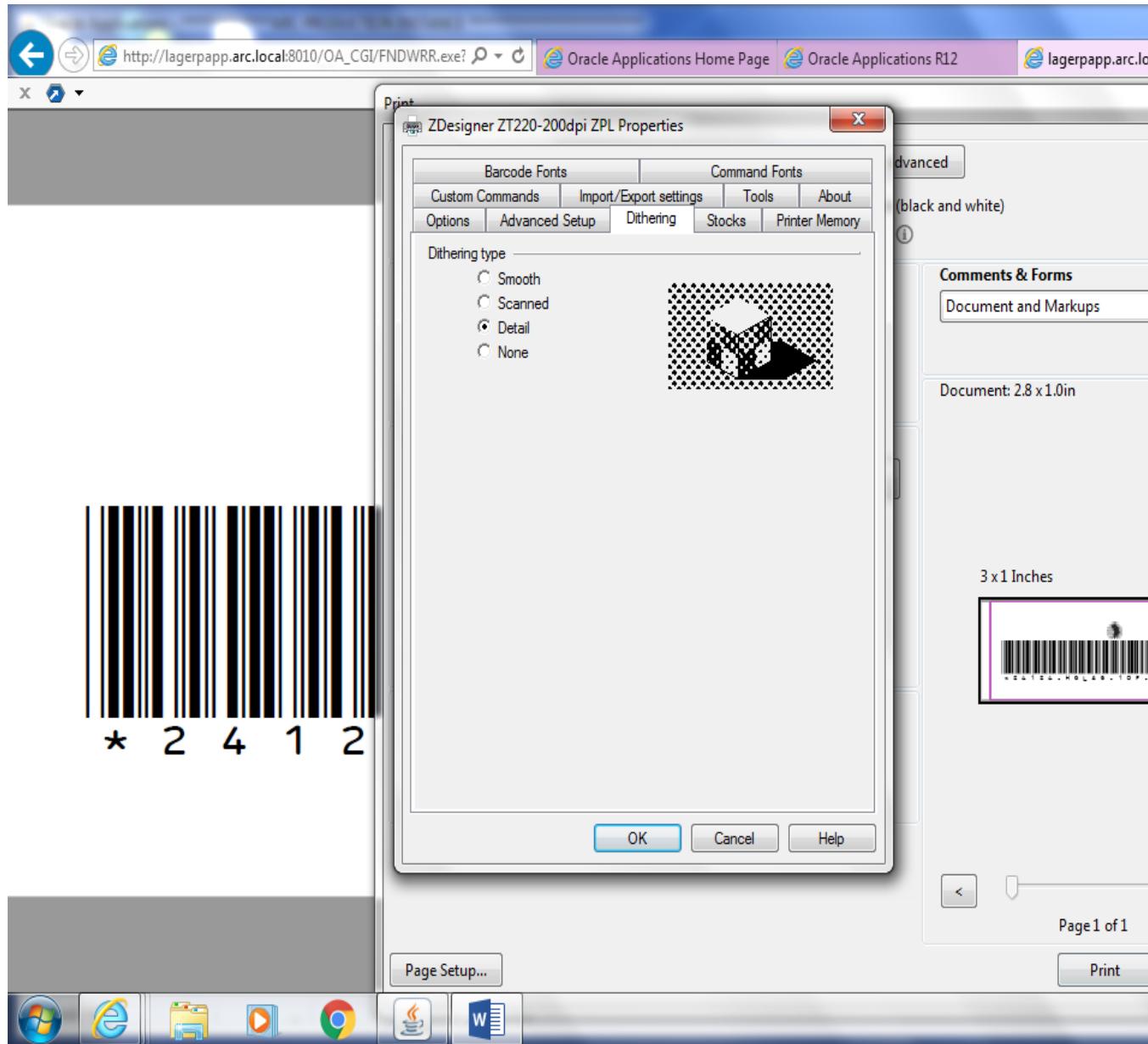
Step 16: Log in to ERP and navigate to Physical Inventory > Enter. Search for the inventory you created in step 6. You should be able to see the item(s) you added.

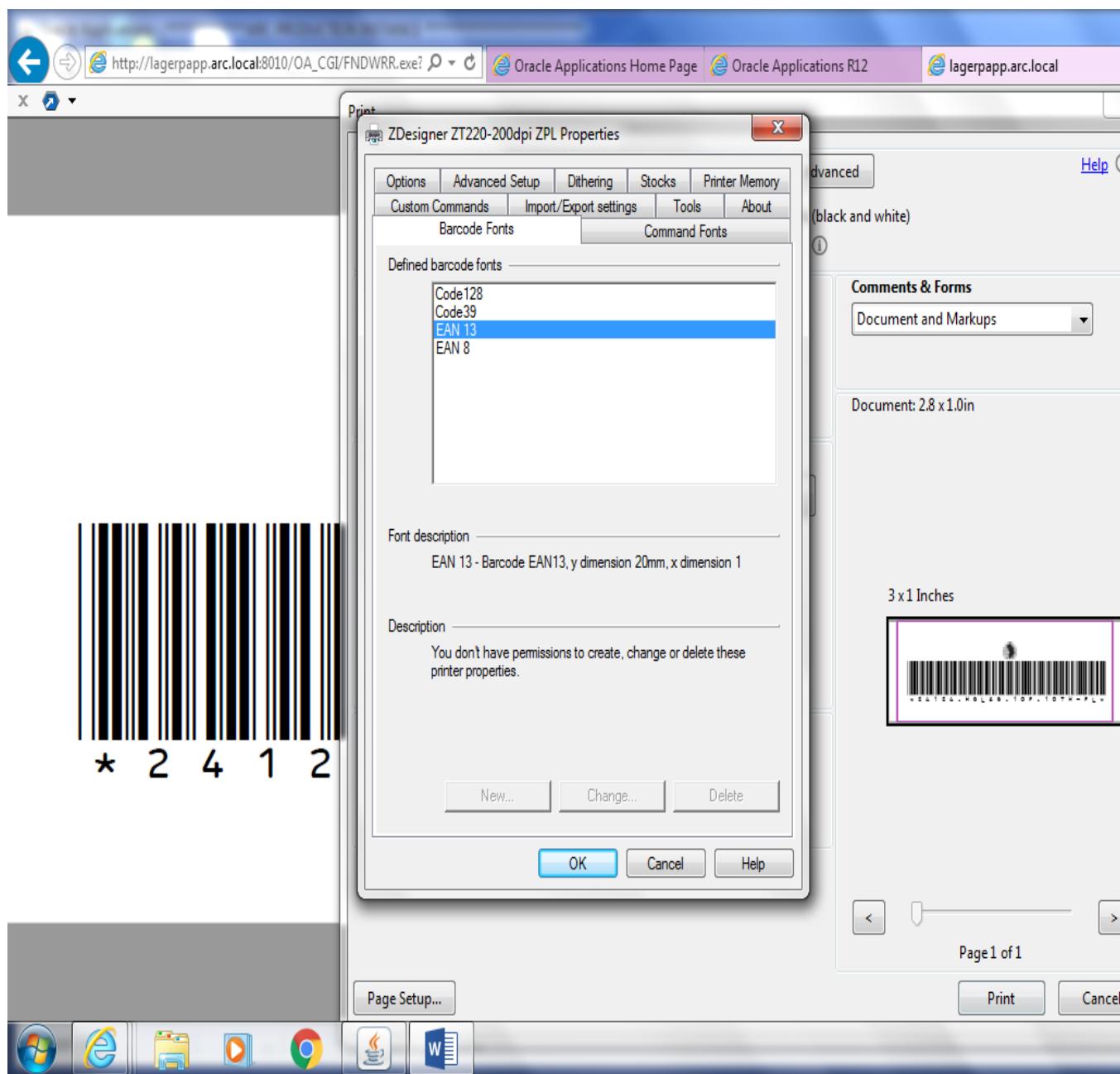


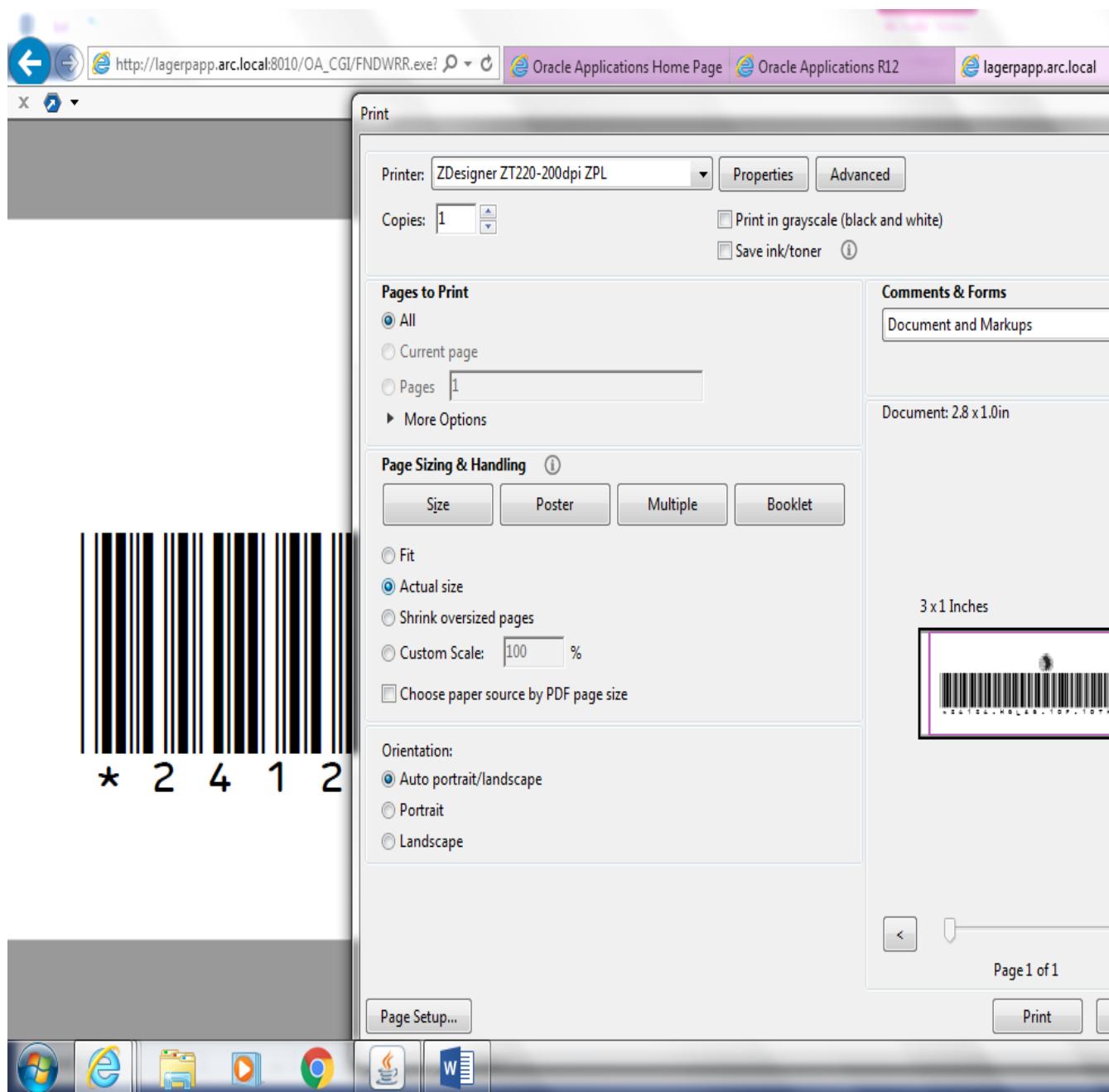
B. Bar Code Settings











C. FA Mass Addition Process

Step 1: Create Payables Invoice

Invoice Workbench (ARC AP Advanced User EAR)

Batch Control Total | Batch Actual Total |

ARC AP Invoice Header - Nairobi

Operating Unit	Type	Supplier No.	PO Number	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Description	GL Date	Payment Curr	Exchange Rate	Terms
Nairobi, Kenya	Standard	Antarc Furi	298	Nairobi	23-JAN-2017	CBKES/095	KES	495,949.80	Purchase of furniture for Mr. Hassane	31-JAN-2017	KES	009615384615384	60 Days	
Nairobi, Kenya	Standard	Antarc Furi	298	Nairobi	10-OCT-2016	CBKES1017	KES	410,321.00	Purchase of furniture for ADIA off	31-OCT-2016	KES	009854158454867	60 Days	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

ARC AP Lines - Asset Details Info

Total	Gross	495,949.80	Retained	Net	495,949.80						
Num	Type	Description	Amount	Default Distribution Account	GL Date	Default Account Description	Track As Asset	Asset Book	Asset Category	Manufacturer	Mod
1	Item	EX HIGH CABINET	52,632.60	21-00-990020-00-00-0000	31-JAN-2017	East Africa GL Centre(EAR-Null-)	<input type="checkbox"/>	EAST AFRICA CORP01	Furniture, Fittings & Eui	ANTARC LTD	
3	Item	EX LOW CABINET	68,740.00	21-00-990020-00-00-0000	31-JAN-2017	East Africa GL Centre(EAR-Null-)	<input type="checkbox"/>	EAST AFRICA CORP01	Furniture, Fittings & Eui	ANTARC LTD	
4	Item	WAU HIGH BACK CHAIR	60,900.00	21-00-990020-00-00-0000	31-JAN-2017	East Africa GL Centre(EAR-Null-)	<input type="checkbox"/>	EAST AFRICA CORP01	Furniture, Fittings & Eui	ANTARC LTD	
5	Item	EX ROUND CONF. TABLE	56,560.00	21-00-990020-00-00-0000	31-JAN-2017	East Africa GL Centre(EAR-Null-)	<input type="checkbox"/>	EAST AFRICA CORP01	Furniture, Fittings & Eui	ANTARC LTD	
6	Item	COAT HANGER	22,875.20	21-00-990020-00-00-0000	31-JAN-2017	East Africa GL Centre(EAR-Null-)	<input type="checkbox"/>	EAST AFRICA CORP01	Furniture, Fittings & Eui	ANTARC LTD	

Discard Line 2 Distributions Allocations

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Ensure the Account Distribution uses the '**Asset Clearing Account**' i.e 990020-00

Invoice Status should be: **Validated** and **Accounted**

Invoice Workbench (ARC AP Advanced User EAR)

Batch Control Total | Batch Actual Total |

ARC AP Invoice Header - Nairobi

Operating Unit	Type	Supplier No.	PO Number	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Description	GL Date	Payment Curr	Exchange Rate	Terms
Nairobi, Kenya	Standard	Antarc Furi	298	Nairobi	23-JAN-2017	CBKES/095	KES	495,949.80	Purchase of furniture for Mr. Hassane	31-JAN-2017	KES	009615384615384	60 Days	
Nairobi, Kenya	Standard	Antarc Furi	298	Nairobi	10-OCT-2016	CBKES1017	KES	410,321.00	Purchase of furniture for ADIA off	31-OCT-2016	KES	009854158454867	60 Days	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	495,949.80
Retainage	
Prepayments Applied	
Withholding	
Subtotal	495,949.80
Tax	
Freight	
Miscellaneous	
Total	495,949.80

Amount Paid

KES	495,949.80
-----	------------

Status

Status	Validated
Accounted	Yes
Approval	Manually Approved
Holds	0
Scheduled Payment Holds	0

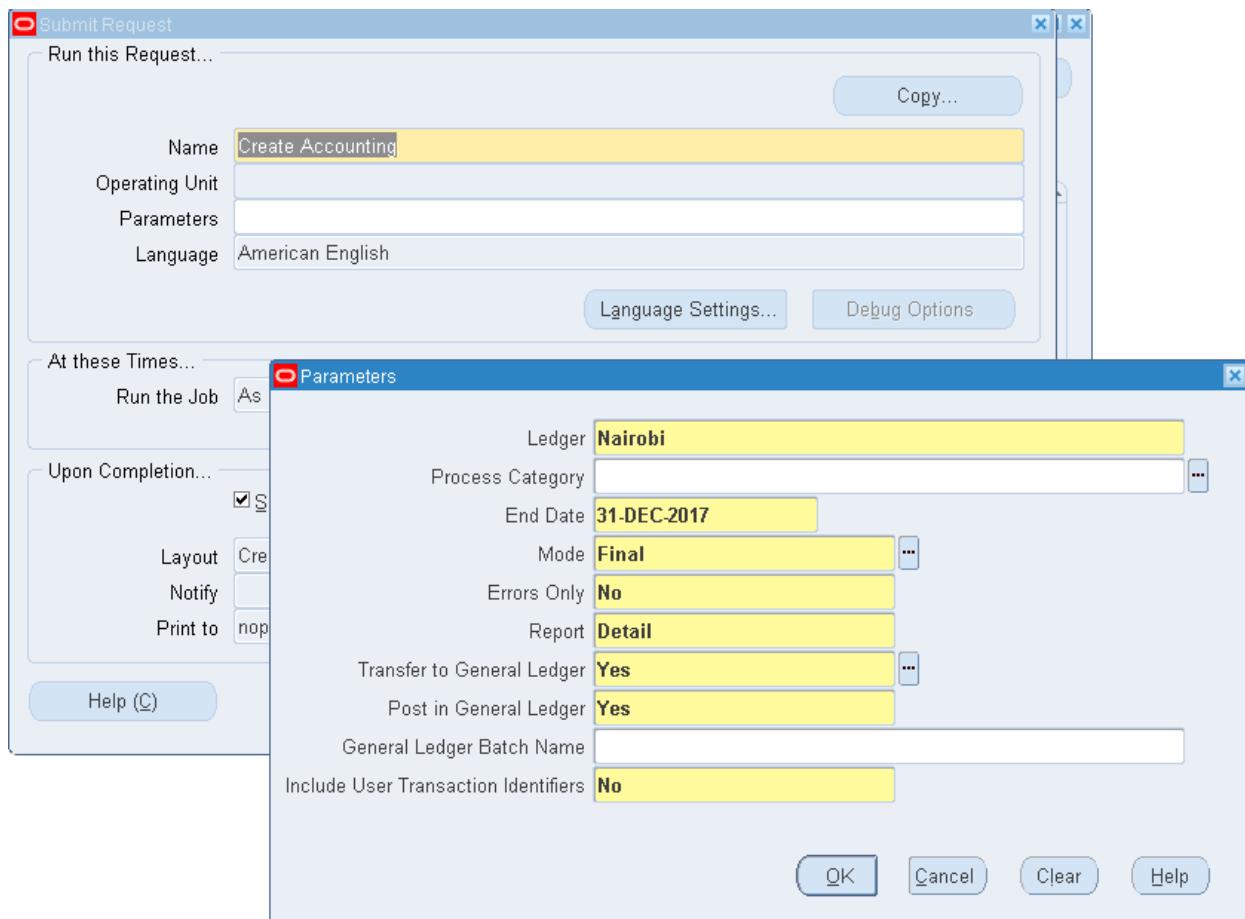
Description

Purchase of furniture for Mr. Hassane

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

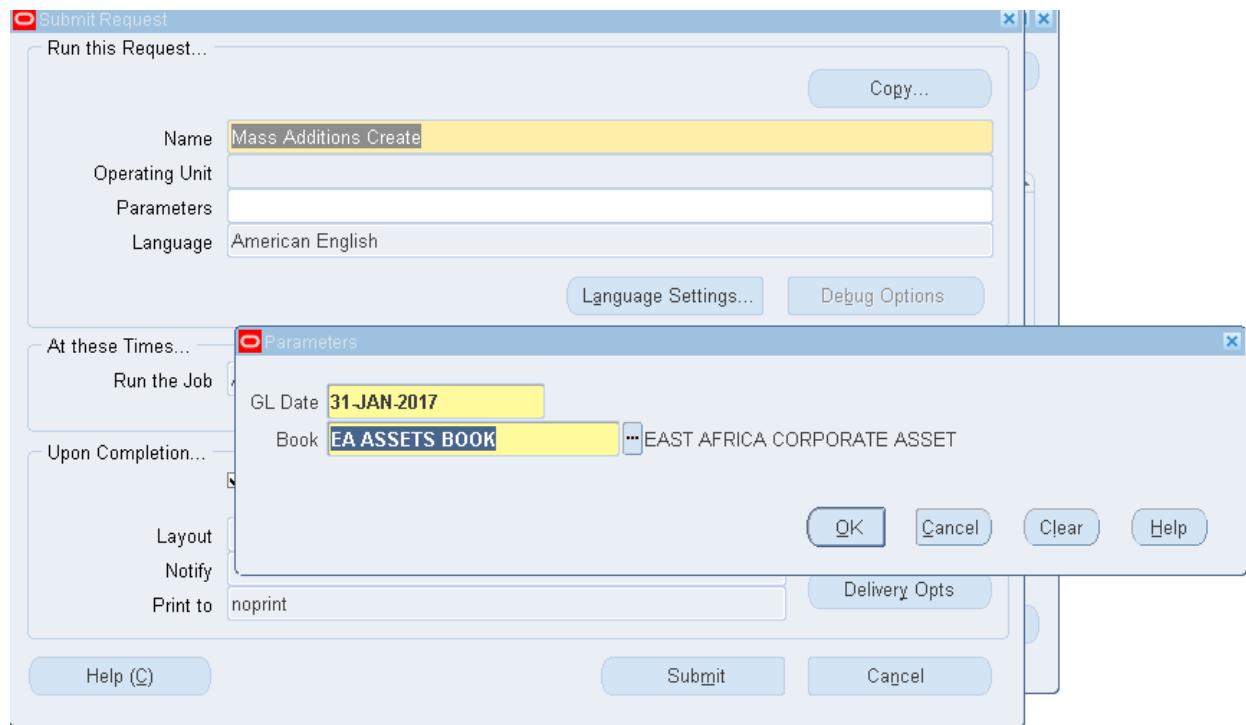
Step 2: Ensure All Invoices are accounted

Run: Create Accounting Request from Payables

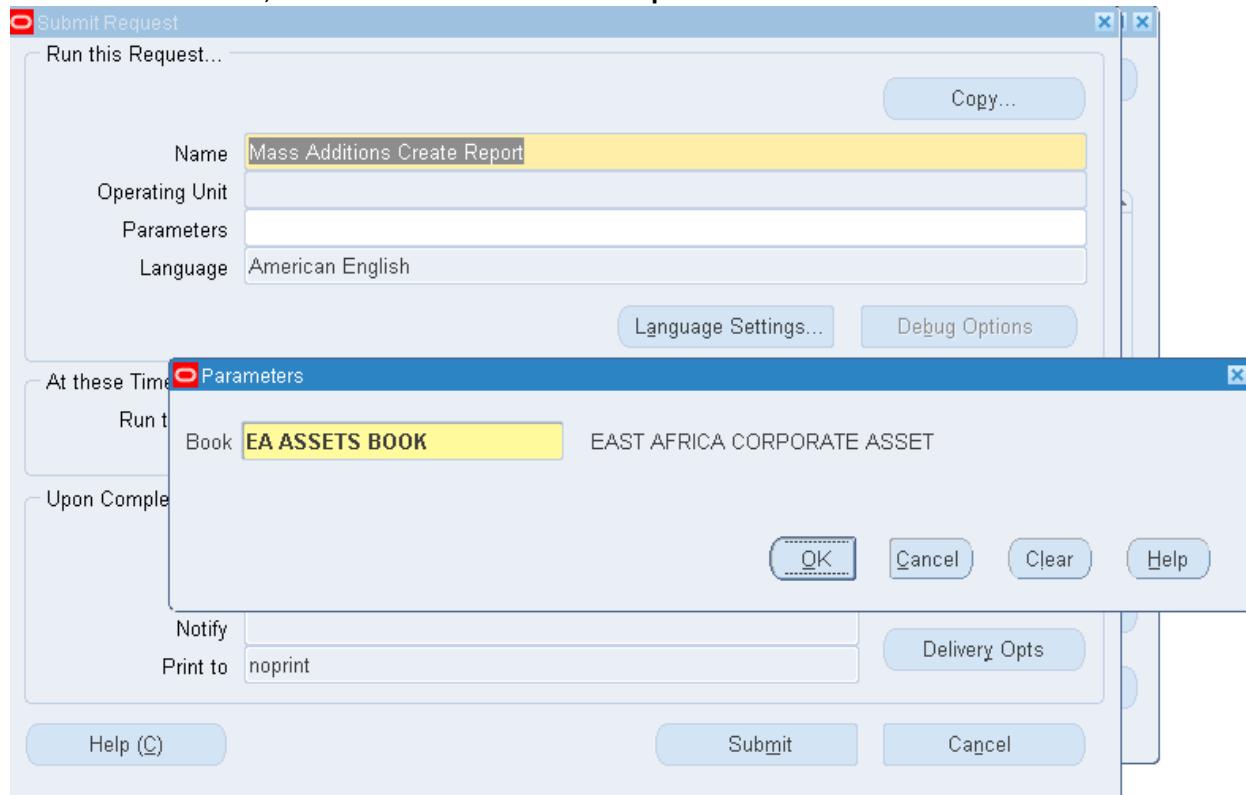


Step 3: From Payables, Run '**Mass Additions Create**' Report

This will bring all the Addition lines to '**Mass Additions Form**' for asset creation details to be completed in Fixed Asset.



To view lines Created, Run '**Mass Additions Create Report**'



This is simply to get an output and Confirm all the Addition Lines have been moved to Fixed Asset Module, if not run through the previous steps again and check.

AFRICA REINSURANCE CORPORATION			Mass Additions Create Report			Report Date: 20-FEB-2019 08:27			
Book: EA ASSETS BOOK						Page: 1 of 2			
Request Id: 2242718									
Foreign Currency Code: KES									
AP GL Cen Account	Asset Centre	Cost Number	Vendor Name	Invoice Number	Invoice Line	Payables Batch Name	Asset Description	Foreign Currency	
					Date			Cost (USD)	Amount (KES)
21	990020	00	1236 - Smoothtel & Data Solutions Ltd.	CBKES/117A	3 - 1 26-JAN-2017	Purchase of CISC		1,331.40	138,466.10
			298 - Antarc Furniture	CBKES/095	2 - 1 23-JAN-2017	EX HIGH CABINET		506.08	52,632.60
			298 - Antarc Furniture	CBKES/095	3 - 1 23-JAN-2017	EX LOW CABINET		853.27	88,740.00
			298 - Antarc Furniture	CBKES/095	4 - 1 23-JAN-2017	WAU HIGH BACK CH		585.58	60,900.00
			298 - Antarc Furniture	CBKES/095	5 - 1 23-JAN-2017	EX ROUND CONF. T		543.75	56,550.00
			298 - Antarc Furniture	CBKES/095	6 - 1 23-JAN-2017	COAT HANGER		219.95	22,875.20
			298 - Antarc Furniture	CBKES/095	7 - 1 23-JAN-2017	EXE MEDIUM HEIGH		638.00	66,352.00
			298 - Antarc Furniture	CBKES/095	8 - 1 23-JAN-2017	CAEON DESK-MAHO		1,422.12	147,900.00
			Cost Centre 00 Totals:					6,100.15	634,415.90
			Asset Account 990020 Totals:					6,100.15	634,415.90
			AP GL Centre 21 Totals:					6,100.15	634,415.90
			Currency Code KES Totals:					6,100.15	634,415.90

Go to FA Module

Step 4: Prepare Mass Additions

Navigator - ARC FA Advanced User EAR

The screenshot shows the 'Navigator - ARC FA Advanced User EAR' interface. At the top, there are 'Functions' and 'Documents' tabs. Below them, a sidebar on the left contains several icons and a list of menu items. The 'Mass Additions' item is expanded, and its sub-item 'Prepare Mass Additions' is highlighted with a dark blue background. To the right of the sidebar is a 'Top Ten List' panel which is currently empty. At the bottom right, there is a large 'Open' button.

- + Inquiry
- + Assets
- Mass Additions
 - Prepare Mass Additions**
 - Post Mass Additions
 - Delete Mass Additions
 - Additions Integrator
- + Mass Transactions
- + Production
- + Depreciation
- Create Accounting

Enter Books and Status

Find Mass Additions

Book	EA ASSETS BOOK	Queue	NEW
Transaction Date		Transaction Type	
Invoice Number		Invoice Line	
Description		Asset Key	
Asset Number		Category	
Supplier Name		Supplier Number	
PO Number		Source Batch	
Project Number		Task Number	
Create Batch		Create Date	
Source System		Invoice Date	
Comments	<input type="checkbox"/>		
Group Asset			
Employee Name	Employee Number		
Expense Account	Location		
<input type="button" value="Clear"/> <input type="button" value="New"/> <input type="button" value="Capitalize"/> <input type="button" value="Adjust"/> <input type="button" value="Find"/>			

Click on Find> this will show all New Additions to be completed

Mass Additions Summary

Invoice Number	Fa_Dist_Line	Invoice Line	Queue	Description	Units	Cost	Category	Supplier Name	Supplier Number	PO Number
CBKES095	1	8	NEW	CADEON DESK-MAHOGANY	1	1,422.12	FURNITURE, FITTINGS & EQUIP	Antarc Furniture	298	
CBKES095	1	7	NEW	EXE MEDIUM HEIGHT CABINET	1	638.00	FURNITURE, FITTINGS & EQUIP	Antarc Furniture	298	
CBKES095	1	6	NEW	COAT HANGER	1	219.95	FURNITURE, FITTINGS & EQUIP	Antarc Furniture	298	
CBKES095	1	5	NEW	EX ROUND CONF. TABLE	1	543.75	FURNITURE, FITTINGS & EQUIP	Antarc Furniture	298	
CBKES095	1	4	NEW	WAU HIGH BACK CHAIR	1	585.68	FURNITURE, FITTINGS & EQUIP	Antarc Furniture	298	
CBKES095	1	3	NEW	EX LOW CABINET	1	863.27	FURNITURE, FITTINGS & EQUIP	Antarc Furniture	298	
CBUSD 613	1	8	NEW	CISCO 3702 WIRELESS ACCE	1	3,705.00		Decoded Solutions Ltd.	440	
CBUSD671	1	3	NEW	[Lenovo Desktop TC M800Z	1	7,126.75	FURNITURE, FITTINGS & EQUIP	Trans Business Machines Ltd.	1688	

Select Lines > Click Open (Recommend doing the Additions by Invoice Number)

Mass Additions

Book	EA ASSETS BOOK	Queue	NEW	
Transaction Type		Transaction Date		
Invoice Number	CBKES/095	Line Number	1 []	
Category	FURNITURE, FITTINGS & EQUIP..OFF8Y	Group Asset		
Employee Name	ASSOUMANA, Mr. Hassane	Employee Number	105	
Expense Account	21-00-521701-00-00-0000	Location	21.NAOF.07F.NA	
Date in Service	31-JAN-2017	<input checked="" type="checkbox"/> Depreciate	Cost	1,422.12
<input type="button" value="Source"/> <input type="button" value="Asset Details"/> <input type="button" value="Depreciation"/>				
Supplier Name	Antarc Furniture	Supplier Number	298	
PO Number		Source Batch		
Project Number		Task Number		
Create Batch	2242718	Create Date	20-FEB-2019	
Source System	ORACLE PAYABLES	Invoice Date	23-JAN-2017	
Clearing Account	21-00-990020-00-00-0000	Comments		
<input type="button" value="Project Details..."/> <input type="button" value="Assignments..."/> <input type="button" value="Cancel"/> <input type="button" value="Done"/>				

Complete Information (mandatory):

1. **Employee Name** (If asset assigned to a specific Employee)
2. **Expense Account**: Enter the Depreciation Account Combination. Note: The Account already defaults. Complete other segments
3. **Location**: Where the asset is located

Other Optional Information (especially in case of equipment's) > Go to Asset Detailed Tab

1. Serial Number
2. Model
3. Manufacturer

Once all information have been filled > Click on Done button. This will put the Line in Status '**On Hold**'

Mass Additions Summary

Invoice Number	Fa_Dist_Line	Invoice Line	Queue	Description	Units
CBKES/095	1	8	ON HOLD	CADEON DESK-MAHOGANY	1
CBKES/095	1	7	NEW	EXE MEDIUM HEIGHT CABINE	1
CBKES/095	1	6	NEW	COAT HANGER	1
CBKES/095	1	5	NEW	EX ROUND CONF. TABLE	1
CBKES/095	1	4	NEW	WAU HIGH BACK CHAIR	1
CBKES/095	1	3	NEW	EX LOW CABINET	1
CBKES/095	1	2	NEW	EX HIGH CABINET	1

Complete all the other lines > move them to Status ‘On Hold’

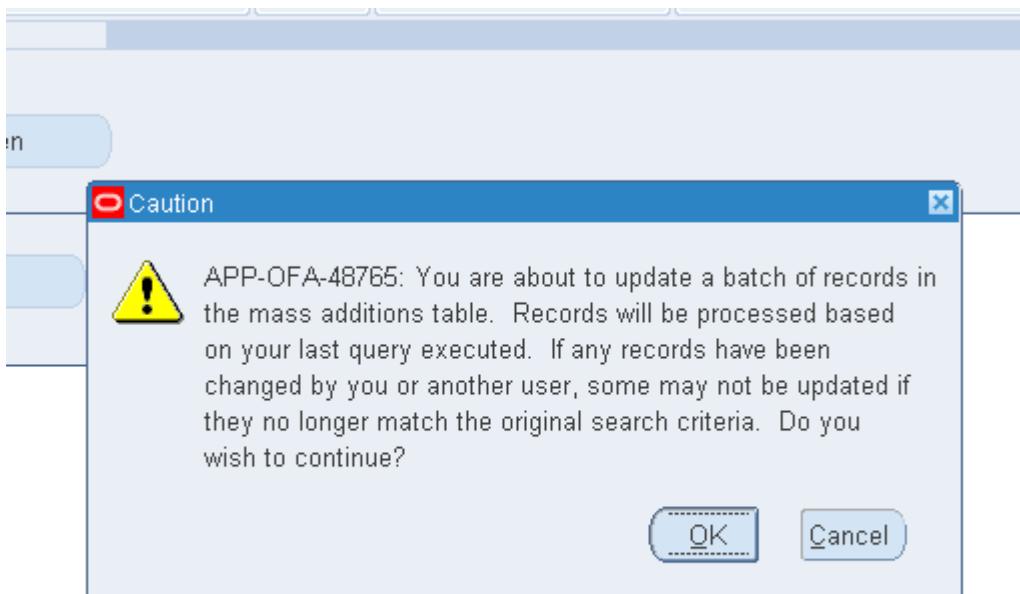
Find Mass Additions

Book	EA ASSETS BOOK	Queue	ON HOLD
Transaction Date		Transaction Type	
Invoice Number		Invoice Line	
Description		Asset Key	
Asset Number		Category	
Supplier Name		Supplier Number	
PO Number		Source Batch	
Project Number		Task Number	
Create Batch		Create Date	
Source System	ORACLE PAYABLES	Invoice Date	
Comments	[]		
Group Asset			
Employee Name	Employee Number		
Expense Account	Location		
<input type="button" value="Clear"/> <input type="button" value="New"/> <input type="button" value="Capitalize"/> <input type="button" value="Adjust"/> <input type="button" value="Find"/>			

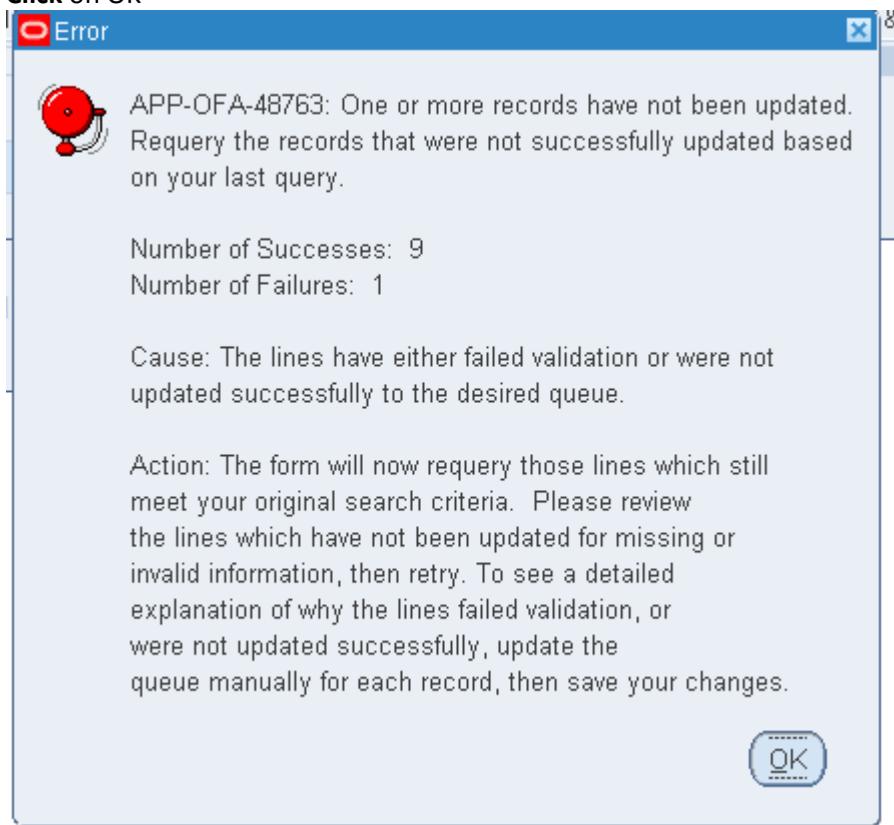
Mass Additions Summary

Invoice Number	Fa_Dist_Line	Invoice Line	Queue	Description	Ur
CBKES/095	1	8	ON HOLD	CADEON DESK-MAHOGANY	
CBKES/095	1	7	ON HOLD	EXE MEDIUM HEIGHT CABINE	
CBKES/095	1	6	ON HOLD	COAT HANGER	
CBKES/095	1	5	ON HOLD	EX ROUND CONF. TABLE	
CBKES/095	1	4	ON HOLD	WAU HIGH BACK CHAIR	
CBKES/117A	1	3	ON HOLD	Purchase of CISCO uc phones-4	
CBKES/095	1	3	ON HOLD	EX LOW CABINET	
CBUSD671	1	3	ON HOLD	Lenovo Desktop TC M800Z	

Step 6: Send the Mass Additions to ‘Posting’ Status
From Mass Additions Screen > Click on Tools > Post All

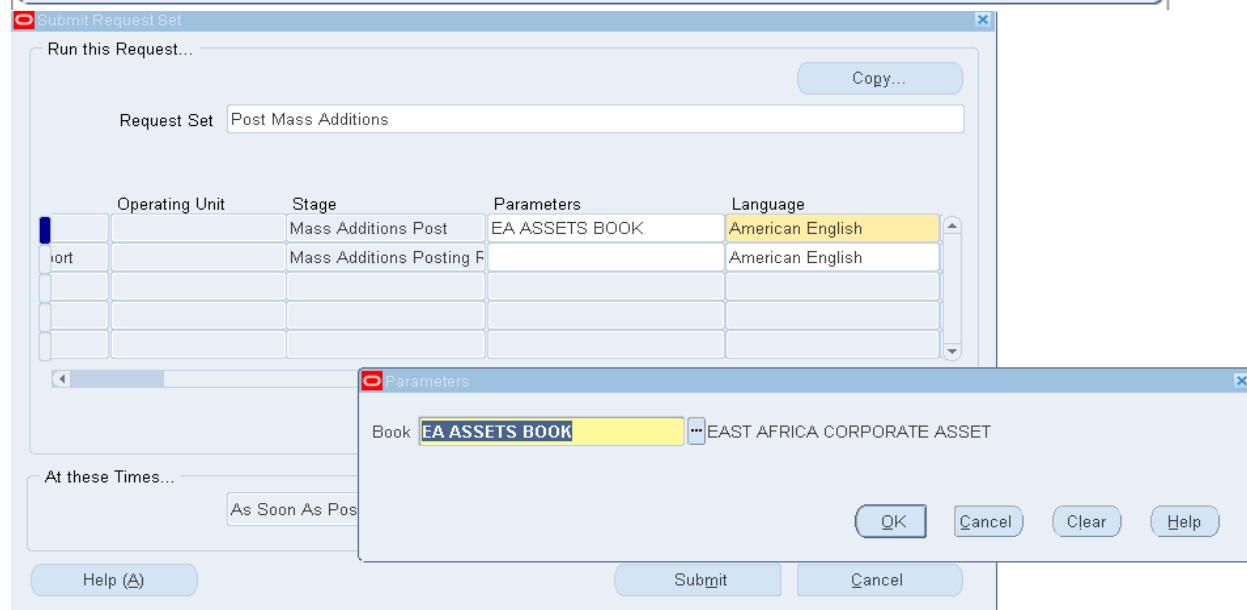
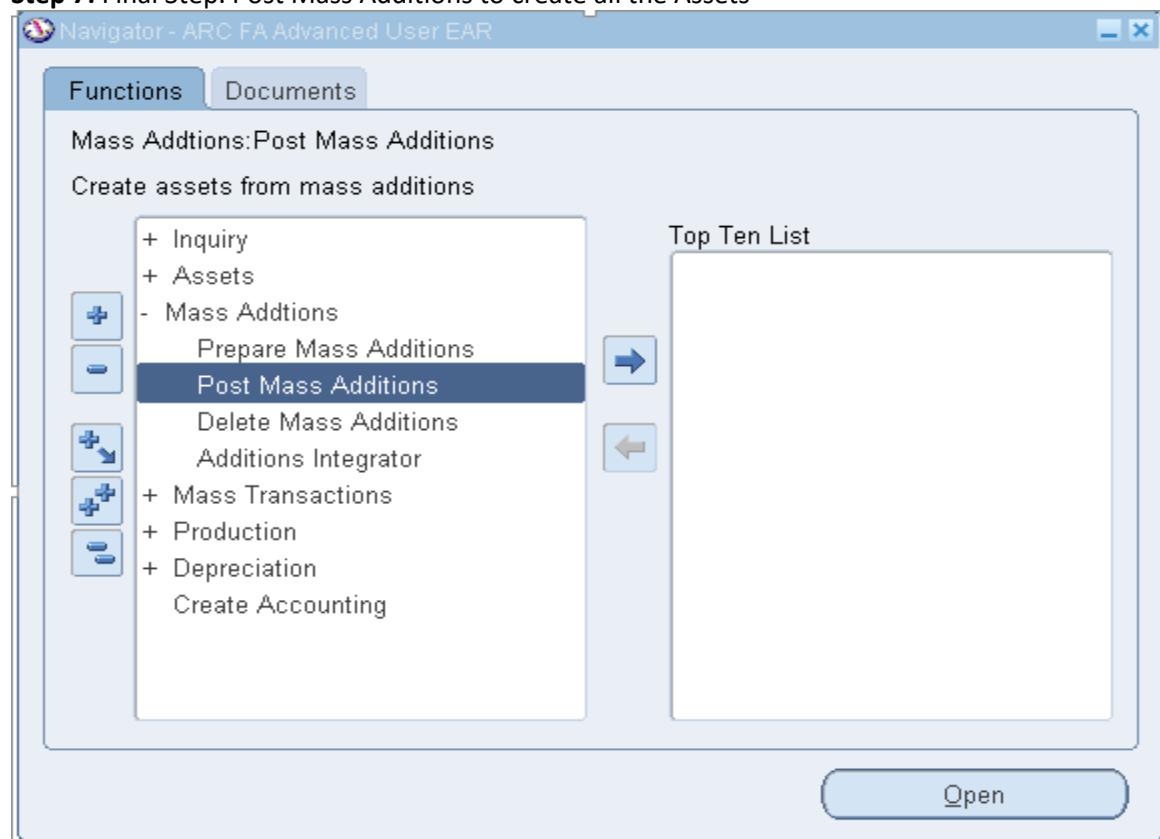


Click on OK



Ensure everything is Successful

Step 7: Final Step. Post Mass Additions to create all the Assets



Click Ok then Submit

This will submit the Post Mass Additions Request

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
2243036	Mass Additions Posting Re	2243031	Completed	Normal	EA ASSETS BOOK
2243034	Mass Additions Post	2243031	Completed	Normal	EA ASSETS BOOK, NORMAL
2243031	Post Mass Additions (Rep)		Running	Normal	140, 46
2243010	Mass Additions Delete	2243005	Completed	Normal	EA ASSETS BOOK
2243007	Mass Additions Delete Rep	2243005	Completed	Normal	EA ASSETS BOOK
2243005	Delete Mass Additions (Re		Completed	Normal	140, 45
2242724	Mass Additions Create Rep		Completed	Normal	EA ASSETS BOOK
2242718	Mass Additions Create		Completed	Normal	2017/01/31 00:00:00, EA ASS
2242717	Posting: Single Ledger		Completed	Normal	2063, 1041, 50368, 23269
2242716	Journal Import		Completed	Normal	25045, -602, N, , Y, N, Y

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

View Output 'Mass Additions Posting Report'

AFRICA REINSURANCE CORPORATION		Mass Additions Posting Report				Report
Book: EA ASSETS BOOK						
Request ID: 2243034						
Transaction Type: Additions						
Asset Number	Description	GL Centre	Cost Centre	Asset Account	Cost	Comments
27392	EX HIGH CABINET	21	00	122311	506.08	
27393	EX LOW CABINET	21	00	122311	853.27	
27394	WAU HIGH BACK CHAIR	21	00	122311	585.58	
27395	EX ROUND CONF. TABLE	21	00	122311	543.75	
27396	COAT HANGER	21	00	122311	219.95	
27397	EXE MEDIUM HEIGHT CABINET	21	00	122311	638.00	
27398	CAEON DESK-MAHOGANY	21	00	122311	1,422.12	
27399	Lenovo Laptop T460 8G 256 W	21	00	122321	4,069.69	
27400	Lenovo Desktop TC M800Z	21	00	122321	7,126.75	
27401	Purchase of CISCO uc phones	21	00	122321	1,331.40	
<hr/>						
Transaction Type Additions Total:						17,296.59
<hr/>						
Report Total:						17,296.59
<hr/>						
Total Lines Posted: 10						

This complete the process

JOURNALS

A. Auto Reversing Journals

1. Period to be reversed into must be entered

The screenshot shows a software interface for managing journals. At the top, it displays the title "Journals (ARCHQ) - 2010 STAFF PENSION REMITTANCE 10-APR-2017 18:21:1". Below this, there are several input fields for journal details:

Journal	2010 STAFF PENSION REMITTANCE		
Description	USD EQUIVALENT OF STAFF PENSION REMITTANCE FOR 2016		
Ledger	ARCHQ	Category	Adjustment
Period	Dec-16	Effective Date	31-DEC-2016
Balance Type	Actual	Document Number	138
Clearing Company		Tax	Not Required
Control Total			

On the right side of the screen, there is a "Conversion" section with the following settings:

Currency	USD
Date	31-DEC-2016
Type	User
Rate	1

Below the journal details, there are two tabs: "Lines" (selected) and "Other Information". The "Lines" tab displays a table of transaction lines:

Line	Account	Debit (USD)	Credit (USD)	Description
1	10-00-117501-00-00-0000	56,288.89		USD EQUIVALENT OF STAFF PENSION REMITTANCE
2	10-00-521401-10-00-0000		56,288.89	USD EQUIVALENT OF STAFF PENSION REMITTANCE

2. Navigate to ARC GL Super User >> Setup>>Journal >>Auto Reverse



Journal Reversal Criteria Set (ARCHQ)

Criteria Set	Auto Reversal Criteria Set																																																	
Description	Auto Reversal Criteria Set																																																	
<input type="checkbox"/> Enable Security []																																																		
Journal Reversal Criteria <table border="1"> <thead> <tr> <th rowspan="2">Category</th> <th rowspan="2">Reversal Period</th> <th>Reversal Date</th> <th>AutoPost Reversal</th> </tr> <tr> <th>(Average Balances Only)</th> <th>Method</th> <th>AutoReverse</th> </tr> </thead> <tbody> <tr> <td>AX Inventory</td> <td>No Default</td> <td></td> <td>Switch Dr/Cr</td> <td><input type="checkbox"/></td> </tr> <tr> <td>AX Payables</td> <td>No Default</td> <td></td> <td>Switch Dr/Cr</td> <td><input type="checkbox"/></td> </tr> <tr> <td>AX Receivables</td> <td>No Default</td> <td></td> <td>Switch Dr/Cr</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Accrual</td> <td>Next Period</td> <td>First Day</td> <td>Change Sign</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Accrual Budgets</td> <td>No Default</td> <td></td> <td>Switch Dr/Cr</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Addition</td> <td>No Default</td> <td></td> <td>Switch Dr/Cr</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Adjustment</td> <td>No Default</td> <td></td> <td>Switch Dr/Cr</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Aid</td> <td>No Default</td> <td></td> <td>Switch Dr/Cr</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>				Category	Reversal Period	Reversal Date	AutoPost Reversal	(Average Balances Only)	Method	AutoReverse	AX Inventory	No Default		Switch Dr/Cr	<input type="checkbox"/>	AX Payables	No Default		Switch Dr/Cr	<input type="checkbox"/>	AX Receivables	No Default		Switch Dr/Cr	<input type="checkbox"/>	Accrual	Next Period	First Day	Change Sign	<input checked="" type="checkbox"/>	Accrual Budgets	No Default		Switch Dr/Cr	<input type="checkbox"/>	Addition	No Default		Switch Dr/Cr	<input type="checkbox"/>	Adjustment	No Default		Switch Dr/Cr	<input type="checkbox"/>	Aid	No Default		Switch Dr/Cr	<input type="checkbox"/>
Category	Reversal Period	Reversal Date	AutoPost Reversal																																															
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Accrual	Next Period	First Day	Change Sign	<input checked="" type="checkbox"/>																																														
Accrual Budgets	No Default		Switch Dr/Cr	<input type="checkbox"/>																																														
Addition	No Default		Switch Dr/Cr	<input type="checkbox"/>																																														
Adjustment	No Default		Switch Dr/Cr	<input type="checkbox"/>																																														
Aid	No Default		Switch Dr/Cr	<input type="checkbox"/>																																														
Assign Access																																																		

3. **Select** the type of journal category and ensure the Auto Reverse **check box** is selected and auto post reversal (if you want it to be automatically posted).
4. After creating your journal reversal criteria sets, **assign** them to ledgers. Journal reversal criteria set can be shared and assigned to multiple ledgers. Also secure journal reversal criteria set definitions using definition access set security to prevent unauthorized users from using, viewing, or modifying the journal reversal criteria.
5. **Note:** Journals posted by the **AutoReverse** process always bypass approval.
6. General Ledger automatically creates the **AutoReverse** Execution report when the **AutoReverse** process completes successfully. The report prints the journal name and reversal period for each journal that is successfully reversed and whether the reversal journal is submitted for posting. The **AutoPost** Execution report is created automatically when the **AutoPost** process finishes. These reports help you diagnose any problems and verify that all journals were processed properly.

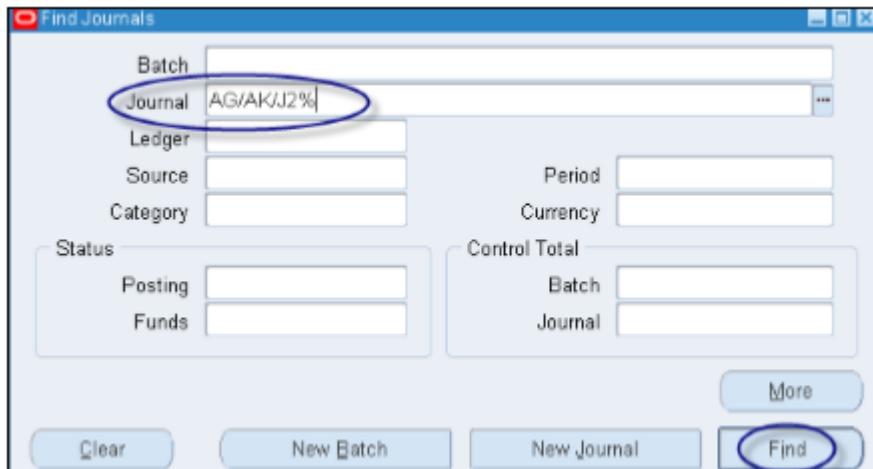
B. How to delete a journal

Journals that have been created in error or that are no longer required can be deleted from the system as long they have not been posted.

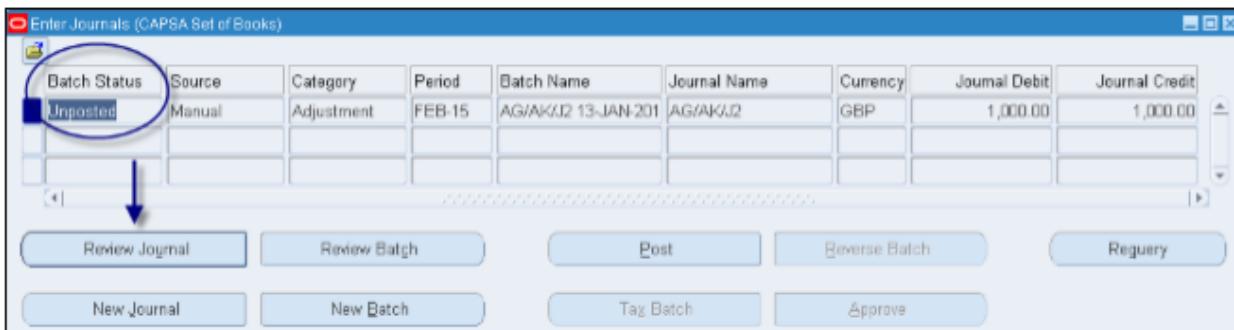
Responsibility: CAPSA XX: GL User or GL Dept Supervisor

Navigate: Journals → Enter

1. Locate your journal by either searching by **Journal name** or **Batch name** or any of the other fields available. After entering your search criteria click on Find

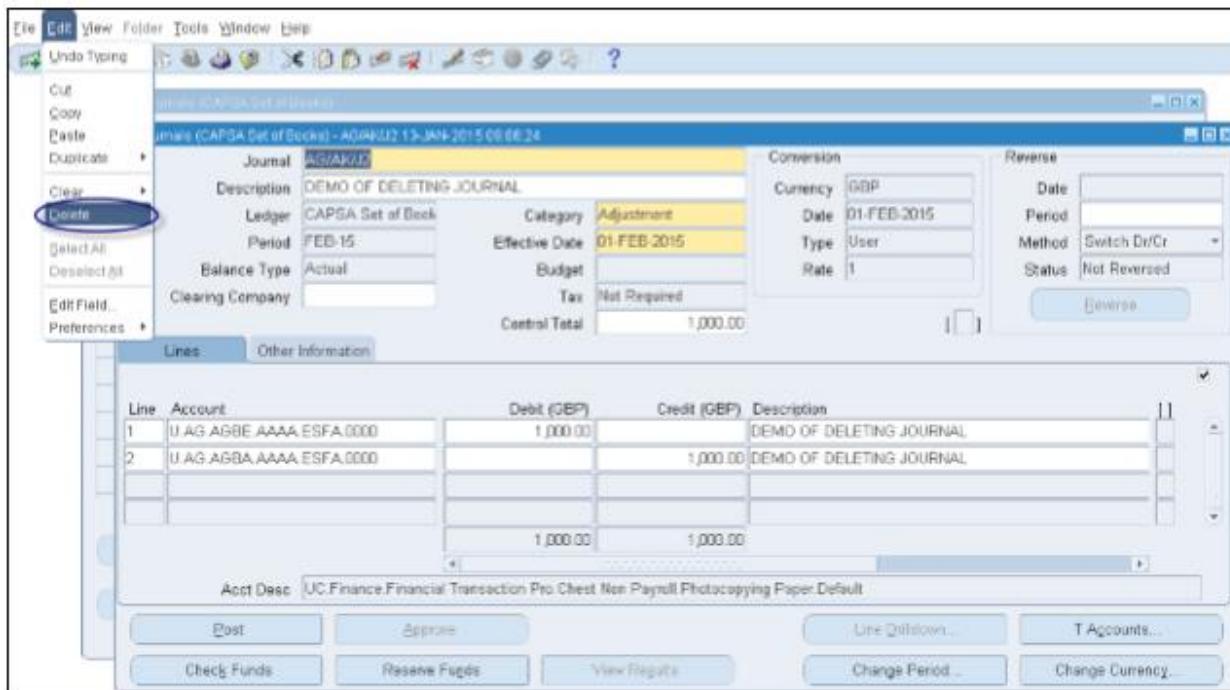


2. The Enter Journals screen, pops up. Here you will find the information about the journal in question. Ensure the '**Batch Status**' is Unposted and the details of the correct journal have been located. Upon locating the journal click on Review Journal.



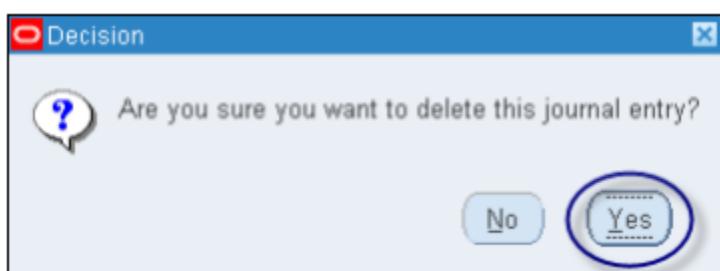
3. You will now be in the journal you wish to delete. To delete the journal you will need to follow the steps below:

- a) Go to the Edit menu (top of the screen)
- b) Select Delete from options



- Upon selecting Delete, you will see a message on screen stating '**Are you sure you want to delete this journal entry?**'

Select Yes and then click the save icon .



5. This will remove all lines from the journal and the journal will be deleted off the system. As well as the journal being deleted, the batch will be deleted on the basis that it was the only journal entry within that batch.