Exercise: Set up Funds

Create a fund type in the public sector

1. Go to **General ledger > Chart of accounts > Funds > Fund types**.
2. Click **New**.
3. In the **Fund type** field, type **DEBT SERV**.
4. In the **Description** field, type **Foreclosure Loan Services**.
5. Click **Save**.
6. Click **Close**.

Set up a fund in the public sector

Fund types must be created before you set up funds. Each fund must have a name and a unique number, and must be assigned a fund type and fund class.

1. Go to **General ledger > Chart of accounts > Funds > Funds**.
2. Click **New**.
3. In the **Fund number** field, type **1050**.
4. In the **Fund name** field, type **Foreclosure Loans Fund**.
5. In the **Fund type** field, click the drop-down button to open the lookup.
6. In the list, select the fund type **DEBT SERV**.
7. In the **Fund class** field, select **Fiduciary**.
8. Set the **Non-reporting fund** option to **No**.
9. Set the **Major fund** option to **No**.
10. Click **Save**.
11. Click **Close**.

Exercise: Derived financial hierarchies

Create a category hierarchy

1. Go to **Product information management > Setup > Categories and attributes > Category hierarchies**.
2. Click **New**.
3. In the **Name** field, type **GTL-Derived Hierarchy**.
4. In the **Description** field, type **Derived Hierarchy**.
5. Click **Create**.
6. Click **New category node**.

7. In the **Name** field, type **GTL-Custom**.
8. In the **Code** field, type **0819**.
9. Click **New category node**.
10. In the **Name** field, type **GTL-Education**.
11. In the **Code** field, type **08191**.
12. Select **GTL-Custom**
13. Click **New category node**.
14. In the **Name** field, type **GTL-Public Service**.
15. In the **Code** field, type **08192**.
16. Click Save.
17. Close all forms.

Assign the Derived financial hierarchy category type

1. Go to **Product information management > Setup > Categories and attributes > Category hierarchy role associations**.
2. Click **New**.
3. In the **Category hierarchy type** field, select **'Derived financial hierarchy'**.
4. In the **Category hierarchy** field, click the drop-down button to open the lookup.
5. In the list, click the Category hierarchy **GTL-Derived Hierarchy**.to associate with the Derived financial hierarchy type.
6. Click **Save**.
7. Close all forms.

Associate the derived financial hierarchy with a legal entity

1. Go to **General ledger > Chart of accounts > Dimensions > Associate financial hierarchies**.
2. Click **New**.
3. In the **Legal entity** field, click the drop-down button to open the lookup.
4. In the list, select the **USMF** legal entity to associate with the derived financial hierarchy.
5. In the **Derived financial hierarchy** field, click the drop-down button to open the lookup.
6. In the list, select the **GTL-Derived Hierarchy** derived financial hierarchy to associate with the legal entity.
7. Click **Save**.
8. Close all forms.

Create filter rules for the derived financial hierarchy

1. Go to **General ledger > Chart of accounts > Dimensions > Derived financial hierarchies**.
2. In the Derived financial hierarchy field, click the drop-down button to open the lookup.
3. In the list, click the **GTL-Derived Hierarchy** to create filter rules for.
4. In the tree, select 'In the tree, select **GTL-Education**

5. Click **Edit filter**.
6. Click **Add new criteria** to begin adding rules to the filter.
7. For example, have rule for where Department is between and includes 024 through 029.
8. After you've added all of the criteria, click **Activate filter**.

Exercise: Configure and test Billing codes for free text invoices

To create a custom field, follow these steps:

1. Navigate to **Accounts receivable>Setup>Billing code custom fields**
2. Click **New**.
3. In the **Name** field, type '**Emergency**'.
4. In the **Type** field, select **'Boolean'**.
5. Click **Save**.
6. Click **New**.
7. In the Name field, type **'Lease amount'**.
8. In the **Type** field, select **'Currency'**.
9. Select **Yes** in the **Enforce minimum value** field.
10. Set **Default** to '6700.00'.
11. Set **Minimum value** to '5000.00'.
12. Click **Save**.
13. Close the page.

To create a billing code, follow these steps:

The City of Maple has decided to implement a new licensing requirement for business owners. There is a flat charge of $30 U.S. dollars (USD) for the license. Ken, the Controller, identifies the ledger account to use for the new revenue. He determines that no taxes apply to the revenue. He passes this information on to Phyllis, the Accounting Manager, and asks her to set up a new billing code for the business license.

1. To open the Billing codes form, click **Accounts receivable >Setup > Billing codes.**
2. Click **New**.
3. To create a unique ID for the billing code, in the Billing code field, type "**Biz Lic**".
4. In the **Description** field, type "Business License 2019".
5. To enter an effective date that is different from the current date, click the **Effective field** and select the required date. The current date is the default effective date.
6. To avoid applying any taxes and interest, on the **Taxes and Interests** FastTab, Set **the Use interest from billing classification** option to **No**. Set this option to **Yes** in order to use the interest code specified on the billing classification when calculating interest for

this billing code. If this option is not selected, and the Interest code is not specified, interest will not be calculated.

7. To distribute the financial consequence of the transaction to ledger accounts, on the **Accounting distribution** FastTab, click **Add**, and then in the Ledger account field, type "110180-078-024-".
8. To define and evaluate a rate expression, on the **Rate** FastTab, in the Billing code determines field, select **Line amount.**
9. In the amount field type 650.00
10. On the **Custom fields** FastTab click **Add**
11. Select Emergency and Lease amounts in the **Billing code custom fields** form and click **Add**.
12. Click **OK**.
13. Close all forms.

Setup Billing Classifications

To create a billing classification and associate a billing code to this classification, follow these steps:

The City of Maple has hired an administrator to handle all transactions related to business. Phyllis, the Accounting Manager, needs to create a setup for the administrator where accounts receivable for business invoices and charges are easily separable from other invoices.

In addition to hiring a new administrator, the City of Maple will soon begin adding a separate charge for business licenses on specific invoices. For consistent invoicing for this new charge, Phyllis has already created a billing code named "Biz Lic". Now, she has to associate this new billing code with the BUSINESS billing classification. Finally, she also wants to ensure that these business license-related invoices are settled before general invoices.

1. To open the **Billing classifications** form, click **Accounts receivable > Setup > Billing classifications**.
2. Click **New**.
3. In the Billing classification field, type "**BUSINESS**".
4. In the **Description** field, type "**Business invoices and charges**".
5. On the **Policies** FastTab, in the **Terms of payment** field, select **Net30**.
6. To determine the interest, enable the **Use interest code from posting profile** option.
7. To determine the collection letter sequence, enable the **Use collection letter sequence from posting profile** option.
8. Click **Save**.
9. To associate a billing code with this billing classification, on the Billing codes FastTab, click **Add**, and then in the Billing code field, select **Biz Lic**.
10. Close all forms.

To create a free text invoice using billing codes, follow these steps:

Arnie, the Accounts Receivable Administrator for the City of Maple, has to charge the Oak Company for renting the city's golf course in zip code 98052 over the weekend as a part of its annual corporate sports event.

1. To open the Free text invoices list page, click **Accounts receivable > Invoices >All free text invoices**.
2. To open the Free text invoice form, on the **Action Pane**, in the **New** group, click **Free text invoice**.
3. In the **Customer account** field and select **Cave Wholesales** as the customer.
4. To select the Parks classification, in the **Billing classification** field, select **BUSINESS**.
5. To add the billing code, in the **Invoice lines** grid, click **Add line.**
6. Click the arrow in the **Billing code** field and select the **Biz Lic** billing code.
7. Enter 5 in the **Quantity** field.
8. Enter 14.95 in the **Unit price** field
9. Click **Custom fields**
10. In the **Emergency** field, select **Yes.**
11. In the **Lease amount** field, type **5200.**
12. Click **OK**.
13. Close all forms.