

PeopleSoft®

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EnterpriseOne JDE5  
General Accounting  
PeopleBook

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General Accounting PeopleBook  
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## **Overview**

Businesses require an efficient method of managing their general ledger and financial reporting functions. The J.D. Edwards General Accounting system provides an accurate and cost-effective way to organize, maintain, record, and analyze financial information for your organization.

This section provides overview information about industry environments and concepts that are associated with general accounting, as well as information about how the General Accounting system operates.

## **Industry Overview**

This overview introduces the industry concepts that are associated with general accounting. In addition, it describes typical problems and opportunities that are inherent in a general accounting environment, as well as J.D. Edwards solutions through Idea to Action.

### **Industry Environment and Concepts for General Accounting**

Every organization must keep a record of the money it spends and earns, as well as maintain information about other types of business activities. Typically, a company uses some type of general accounting system to successfully manage its financial activities. The ability to produce current and accurate accounting information is critical to meeting government requirements for financial reporting.

Typically, an accounting department is responsible for coordinating all general ledger transactions that occur within an organization. Some transactions might originate from other areas of the business, such as purchasing and sales departments. Accounting personnel must be able to record and manage the impact of these transactions on the general ledger.

Recording and reconciling the transactions in the general ledger enable an accounting department to analyze the business and provide reports to management within the organization, as well as publish reports to external parties. An organization must be able to accomplish all accounting functions while adapting to an ever-changing business environment.

Changes in the industry, regulatory agency rulings, and company reorganizations can affect the accounting policies of an organization. The more automated that an accounting system is, the more accurately and efficiently the organization can maintain its general ledger, produce reports, and implement changes.

While an accounting department is composed of people with varying backgrounds, accounting personnel typically have a broad knowledge of the business itself, as well as financial accounting. As different areas of the business produce or purchase goods and services, the accounting department understands how these types of transactions affect the general ledger. An accounting department must be able to manage transactions that originate from other sources such as accounts payable, accounts receivable, fixed assets, payroll, purchasing, sales order management, and manufacturing software systems.

After information is entered into the accounting system, an accountant might need to allocate revenue and expenses among various departments within the organization, eliminate intercompany transactions, or reconcile account balances. In addition, an accounting department might be responsible for projecting budgets for future periods and reviewing those budgets for performance against the actual activity.

With the help of an automated accounting system, accounting personnel can provide answers to the following questions:

- Are we making a profit or loss?
- What is the amount of the profit or loss?
- What products or divisions are responsible for the profit or loss?
- Are we competitive in the industry?
- Should we continue to make or provide certain products or services?
- Do we provide information to internal management in a useful format?
- Are we meeting the requirements of our lenders?
- Are we complying with general accounting standards and practices?

### **Conclusion**

Ideally, the general accounting process in an organization should be a streamlined process. A general accounting system that includes integration between different departments in the organization can provide up-to-date information and enough detail to reduce administrative time that might otherwise be spent identifying and reconciling the information. By having information available online, the user can reduce the amount of time spent searching for information and make more informed decisions about the organization's business activities. The J.D. Edwards General Accounting system enables the user to manage financial information and maximize results through Idea to Action.

### **Idea to Action: The Competitive Advantage**

The following examples are typical problems in a general accounting environment, the business activators that resolve each problem, and the return on investment or bottom-line result:

<b>The Operational Problem:</b>	<b>Business Activator/Idea to Action:</b>
<p><b>Your company expands its operations through mergers and acquisitions. You need to incorporate the new accounting information into the General Accounting system as soon as possible.</b></p>	<p>An organization can quickly add new companies and business units to the chart of accounts. The Copy feature in the Work with Business Units program allows the characteristics of an existing business unit to be copied to a new business unit. The Copy Chart of Accounts program allows a user to quickly add a chart of accounts by copying an existing chart. After the organization is set up, batch processing of journal entries allows data from third-party software to be uploaded into the J.D. Edwards transaction tables. During the transition period, users of the legacy system can use free-form account numbers to enter transactions. These free-form account numbers can be used to maintain the account numbers from the old system until users learn the new chart of accounts.</p> <p><b>Bottom-line Result:</b></p> <p>Copy features for business units and the chart of accounts significantly reduce the number of hours that it takes to enter individual business units and account numbers. Batch processing enables a company to maintain general ledger information from the legacy system for prior-period analysis and reporting. Free-form account numbers reduce the time that is spent on identifying unfamiliar account numbers by users who are</p>

	familiar with the account structure of the legacy system.
<p><b>The Operational Problem:</b></p> <p>Your company has recently reorganized, expanded, or merged with another company; and you must change the organizational structure. You need to move business units from one company to another without changing business unit numbers. The account master, general ledger, and account balance tables must also be revised to reflect the correct company.</p>	<p><b>Business Activator/Idea to Action:</b></p> <p>The Accounts without Business Units, Account Balance without Account Master, and Transactions without Account Master integrity programs update the company number in the account master, general ledger, and account balance tables.</p> <p><b>Bottom-line Result:</b></p> <p>You save time and preserve the accuracy of your data. You can change your account transaction and balance tables without manually assigning a new company number to the chart of accounts or creating journal entries to transfer balances to the new company.</p>
<p><b>The Operational Problem:</b></p> <p>You need to create new business units, and move existing account detail and balances to the new business units. Or you need to create new object accounts under existing or new business units, and move existing account detail and balances to the new account numbers.</p>	<p><b>Business Activator/Idea to Action:</b></p> <p>To change a business unit on multiple accounts, you can use the Change Business Units program. Then you can run the Update Business Unit.Object.Subsidiary to Journal Entries program to update the transaction and balance tables.</p> <p><b>Bottom-line Result:</b></p> <p>You save time and preserve the accuracy of your data. You can change your chart of accounts without manually creating journal entries to transfer your account transactions and balances to new accounts. Because the system assigns a unique account ID to each new account, you have an audit trail of account ledger transactions and balances.</p>
<p><b>The Operational Problem:</b></p> <p>Your company changes its fiscal date patterns. You must correct fiscal year and period numbers in the general ledger account transaction and balances tables.</p>	<p><b>Business Activator/Idea to Action:</b></p> <p>After you create a new fiscal date pattern for the company, you can use the Calculate Fiscal Year and Period program to restate account balances to a new fiscal year or period. The program also recalculates the fiscal year and period in the account transaction tables. After updating the account transactions, you run the Repost Account Ledger program to update the Account Balances table.</p> <p><b>Bottom-line Result:</b></p> <p>Allowing a user to create and change the fiscal date patterns for a company saves time. You can also quickly update the affected tables.</p>

<p><b>The Operational Problem:</b></p> <p>Your company has subsidiary operations that have software running on separate servers. You want to consolidate the general ledger information onto one server for reporting purposes. The challenge is that the organizational structures can vary for each site.</p>	<p><b>Business Activator/Idea to Action:</b></p> <p>Multisite consolidations dynamically create business units, accounts, and related category codes to comply with the requirements of the reporting company. Each subsidiary operation can send balances to the reporting company. Multisite consolidations also include integrity reports to check the integrity of the data. Subsidiary operations without J.D. Edwards software can submit balances through flat files that you validate and consolidate at the reporting company.</p> <p><b>Bottom-line Result:</b></p> <p>Multisite consolidation enables you to consolidate account balances at multiple locations, and extract and validate the information to send to a reporting company on another server.</p>
<p><b>The Operational Problem:</b></p> <p>Your company changes the current business unit category code structure that it uses for reporting. You want to keep a record of the current structure before changing category codes. You also want to test the new structure before changing the live data.</p>	<p><b>Business Activator/Idea to Action:</b></p> <p>Date-effective organizational structures support the creation of a business unit master table with effective dates by copying the existing business unit master into a separate table. Once you create a new "snapshot" of the structure, you can change the category codes to reflect a new organization without affecting your live organization. A Design Director in the Report Design tool also enables reporting using the "snapshot" structure.</p> <p><b>Bottom-line Result:</b></p> <p>Historical records of past business unit category codes can be maintained. "What if" reports that are based on the new structure can also be created, and changes can be made to the new structure before the category codes are changed in your live data.</p>
<p><b>The Operational Problem:</b></p> <p>Your company organizes business unit activity in a structure that is different from the organizational structure that is defined in the Company Constants and Business Unit Master for reporting.</p>	<p><b>Business Activator/Idea to Action:</b></p> <p>Business unit category codes can be used to group business units differently from the company/business unit structure. You can use these category codes to select specific information for reports. For example, you can combine business unit financial activity that is based on product type or region.</p> <p><b>Bottom-line Result:</b></p> <p>Time is saved in the data selection for reports, as well as in maintaining the data selection. Rather than manually selecting business units and dynamically selecting data for reports, the report data selection refers to the category codes. As new business units are added or category codes are changed on existing business units, the data selection does not have to be revised.</p>

<p><b>The Operational Problem:</b></p> <p>Your company creates transactions within the organization or outside the organization with companies operating in a different currency.</p>	<p><b>Business Activator/Idea to Action:</b></p> <p>Multicurrency features include setting up exchange rates, journal entries entered in a foreign currency, and intercompany multicurrency journal entries. See <i>Exchange Rate Setup</i> and <i>Multicurrency Transactions</i> in the <i>General Accounting Guide</i> for more information.</p> <p><b>Bottom-line Result:</b></p> <p>You save time and preserve the accuracy of your data when the software performs the currency calculations instead of the user.</p>
<p><b>The Operational Problem:</b></p> <p>Companies within your organization that use different currencies must convert financial information into the currency of the parent company for consolidations.</p>	<p><b>Business Activator/Idea to Action:</b></p> <p>The balance currency restatement feature enables you to restate account balances in another currency. These restated balances can be used for reporting.</p> <p>The detailed currency restatement feature enables you to maintain a second set of transactions in another currency. This restatement occurs at the general ledger transaction level and can also be used for reporting. See <i>Detailed Currency Restatement</i> in the <i>Multicurrency Guide</i> for more information.</p> <p><b>Bottom-line Result:</b></p> <p>You save time and preserve the accuracy of your data when the software performs the currency restatement instead of the user.</p>
<p><b>The Operational Problem:</b></p> <p>Your company must remove old transactions to make room for new transactions.</p>	<p><b>Business Activator/Idea to Action:</b></p> <p>You can use the Summarize Transactions program to create a single record. This record summarizes your transactions and replaces numerous detailed transaction records. After you create a summarized record, you can purge journal entries. You can also purge account balance records.</p> <p><b>Bottom-line Result:</b></p> <p>These processes increase the disk space available for new transactions and lessen the need for additional hardware.</p>

## General Accounting Overview

The General Accounting system helps you manage the general ledger and reporting functions for your organization.

With the General Accounting system, you can streamline the day-to-day functions of your accounting department. The system provides an accurate and cost-effective way of organizing, maintaining, recording, and analyzing financial information. This information, whether gathered from one site or multiple sites around the world, provides streamlined transaction processing for timely analysis and ease of reporting.

For organizations with offices around the world, J.D. Edwards software provides flexibility to operate in multiple countries, each with unique currency, language, and statutory reporting requirements.

## **System Integration**

The General Accounting system works with other J.D. Edwards systems to ensure that all information is fully integrated into the general ledger. In turn, the general ledger provides flexible and accurate financial reporting.

The following systems integrate with the General Accounting system.

### **General Business**

<b>Accounts Payable</b>	General ledger transactions are created during voucher entry and payment processing in Accounts Payable. When these transactions are posted to the general ledger, the general ledger balances reflect the vouchers and payments.
<b>Accounts Receivable</b>	General ledger transactions are created during invoice entry and receipt entry in Accounts Receivable. When these transactions are posted to the general ledger, the general ledger balances reflect the invoices and receipts.
<b>Payroll</b>	General ledger transactions, detail or summary, are created during the payroll cycle. These transactions represent labor and labor billing distribution, burden, disbursements, and equipment distribution. Journals for labor distribution, flat burden, equipment distribution, and labor billing distribution can be created outside the payroll cycle, if necessary.
<b>Fixed Assets</b>	The Fixed Assets, Equipment Management, and General Accounting systems use the same detail transaction records. A post program for Fixed Assets updates the information in the fixed assets balances.
<b>Job Cost</b>	Job cost integrates directly with the general ledger by the same shared account structure.

### **Manufacturing and Distribution**

<b>Sales Order Management</b>	General ledger transactions, detail or summary, are created during the sales order update. These transactions are revenues that are associated with the accounts receivable invoice.
<b>Procurement</b>	General ledger transactions are created during the purchase order receipt and voucher match processes. These transactions represent the purchase receipts and vouchers, respectively. Additionally, receipt and voucher information is created at one time by the Receiver and Voucher program.
<b>Manufacturing Accounting</b>	General ledger transactions are created within the manufacturing accounting process. These transactions represent material issues, completions, labor hours, and variances.
<b>Equipment Management</b>	The Fixed Assets, Equipment Management, and General Accounting systems use the same detail transaction records.
<b>Contract Management</b>	The general ledger is updated by progress payments that are posted.

### **Architecture, Engineering, and Construction (AEC)**

<b>Change Management</b>	Transactions are created for each account on the job and are updated to the general ledger by means of ledger types.
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## General Accounting Features

Typically, you generate transactions, such as invoices, vouchers, receipts, and payments, using other J.D. Edwards systems. However, you can also enter transactions directly using the General Accounting system.

### Multinational Functionality

Multinational functionality allows you to work with unlimited currencies that can be consolidated, restated, compared, stabilized, and processed in many ways. See the *Multicurrency Guide* for detailed information.

The multinational features of the General Accounting system include:

<b>Bank statement processing</b>	Some countries have banking practices that rely heavily on magnetic media processing, electronic fund transfers, and direct bank involvement in the settlement of outstanding debts. For these countries, the bank statement serves as a source document for all banking activity. To enter and reconcile the transactions that appear on your bank statement, you use bank statement processing.
<b>Consolidation and currency restatement</b>	With consolidation and currency restatement, you can: <ul style="list-style-type: none"><li>Automatically calculate translation adjustments when restating your foreign subsidiaries into your parent company's currency.</li><li>Choose the exchange rate from the average period, period end, period beginning, historical, or budgeted exchange rate. This choice gives you maximum flexibility for your currency restatement.</li><li>Simplify compliance with directives such as Statement of Financial Accounting Standard (SFAS) 52 and International Accounting Standards (IAS) 20 by maintaining entries that are based on both local accounting practices and the accepted accounting practices of the parent company.</li></ul>
<b>Highly inflationary economies</b>	You can maintain dual sets of books in highly inflationary economies: one in the local currency and one in a stable currency. You can also create foreign currency transactions.
<b>Flexible reporting capabilities</b>	Reports and inquiries show information to help you analyze your balances for many different currencies. For example, you can analyze currency exposure and detailed bank account activity by the originating currency.
<b>Statutory chart of accounts</b>	You can maintain a chart of accounts according to the requirements of both a parent company and its subsidiaries. Various reports are provided to satisfy statutory reporting requirements.
<b>Account balances by currency</b>	You can control which account balances that you want to store by currency. You specify the accounts by either company or ranges of account numbers.
<b>"As if" reposting</b>	"As if" reposting eliminates rate fluctuations for budgetary analysis by restating foreign transactions as if they had all been entered using the exchange rate from the same date.
<b>Currency processing</b>	You can use any currency in the world. All transaction entries can be generated in a domestic currency or in a foreign currency with automatic conversion, when necessary. You can designate a different currency preference for each of your companies, suppliers, customers, accounts, and employees.
<b>"As if" currency</b>	You can view transaction amounts as if they were stored in a currency other than the

<b>processing</b>	currency in which they are actually stored. Regardless of whether the original transaction was entered in a foreign or domestic currency, "as if" currency processing allows you to view and report on transaction amounts in an alternate currency.
<b>No inverse and triangulation</b>	You can set up currency exchange rate relationships for no inverse and triangulation. All programs that use exchange rates can calculate amounts by using the no inverse/triangulation method, in addition to the multiplier and divisor methods of exchange rate calculation.  Although the no inverse and triangulation function was originally designed for EMU currencies and the euro, it can be used by non-EMU countries as well.
<b>Chart of accounts in multiple languages</b>	You can maintain multiple language descriptions for your business units and chart of accounts.

### **Reporting**

The General Accounting system provides standard reports. These reports supplement the online management summary information for detailed analysis. You can customize the presentation of information as needed.

For additional reporting and analysis, you can also create one or more organizational structures that are based on category codes that you assign to business units to simulate a parent-child relationship. A graphical interface is available for reviewing the structure, expanding and collapsing the nodes of the structure, and dragging the components to reorganize the structure.

### **Account Balance Consolidations**

At any time in the accounting period, not just period end, you have access to account balances and consolidated information. Whether you review your financial information online or use printed reports, you can see this information at the level of detail that is most meaningful to you.

While reviewing account balances online, you can easily access the detail of the originating transactions. This access provides timely resolution when questions about a transaction arise.

You can review your consolidated financial reports online at anytime, and across multiple currencies and languages.

You can also consolidate account balances from multiple locations, including locations that do not use J.D. Edwards software.

## **Multiple Ledger Flexibility**

Multiple ledgers provide flexibility without requiring you to enter unnecessary and redundant data.

Multiple ledgers allow you to:

- Define any number of unit or monetary ledger types, such as actual, budgeted, or non-domestic currency.
- Retrieve data about anything, from global revenue by product to an individual employee's expenses, without creating separate account numbers.
- Maintain transactions in the appropriate ledger and post to the general ledger by summary or detailed transaction.
- View two ledgers simultaneously. For example, you can view the domestic and reporting currency ledgers, or the budget and actual ledgers, with the variance calculated online.

## **Budgeting**

Whether your organization makes long-range plans that require high-level budget projections or short-term forecasts that need detail-level budgets, the tools that you use for budgeting need to be flexible to meet your needs.

You determine the amount of detail in your budgets. For example, you can create budgets at the product level, business unit level, major account category, or specific account. You can also create journal entries for each account and budget amount. This detailed method provides a formal audit trail and is used by construction companies and government agencies that need to record supplemental appropriations for an original budget.

To create budgets using a simple method, work with allocations or seasonal pattern spreads. Or have managers create their department budgets using a PC spreadsheet and upload the figures into the final budget.

You can compare your budget-to-actual figures online using year-to-date, period-to-date, or any other time frame. This comparison allows you to respond to variances in a timely manner. If your budget changes, you can create journal entries that explain the reason for the change to ensure that next year's budgets are more accurate.

Multinational organizations can convert budgets into their functional currency for review at a department, subsidiary, country, continent, or global level.

## **Allocations**

Using allocations, you can assign and manage your costs more efficiently and accurately. You can define allocations for many purposes, such as to distribute expenses, and create annual or period budgets. Using one simple allocation, you can create budgets that reflect an increase or decrease over last year's budget or actual amounts.

You can allocate from one account to another account, based on values in a third account. For example, you can allocate your monthly utilities expense from an overhead account to individual departments based on their percentage of square footage. In more complicated environments, you can create allocations based on other allocations and process them together.

This guide describes the three different types of allocations: recurring journal entries, indexed allocations, and variable numerator allocations.

## **Account Reconciliations**

You can reconcile bank accounts, selected expense accounts, and other general ledger accounts in the General Accounting system. After you perform the initial setup requirements, you can reconcile your accounts easily on a periodic basis.

## **Intercompany Settlements**

If your business enters transactions between companies, the companies are out of balance unless you create and post intercompany balancing entries. You create intercompany settlements to ensure that each company's net balance equals zero (that is, debits equal credits). You can either create these settlements yourself or have the system create them automatically. You choose the method of intercompany settlements to use.

## **Reorganization Flexibility**

Whether you are reorganizing to meet changing market demands, adding locations to take advantage of favorable business environments, or beginning a new project, you might need to change your organizational structure.

Traditionally, when organizations have changed their reporting structure, it has entailed reworking the chart of accounts, followed by a time-consuming data conversion to get the historical data into the new account coding design. With the J. D. Edwards General Accounting system, you can change your reporting structure in an efficient, timely manner. As you change an account number, the associated transaction detail and balance histories are transferred automatically by the system, eliminating the need for data conversions.

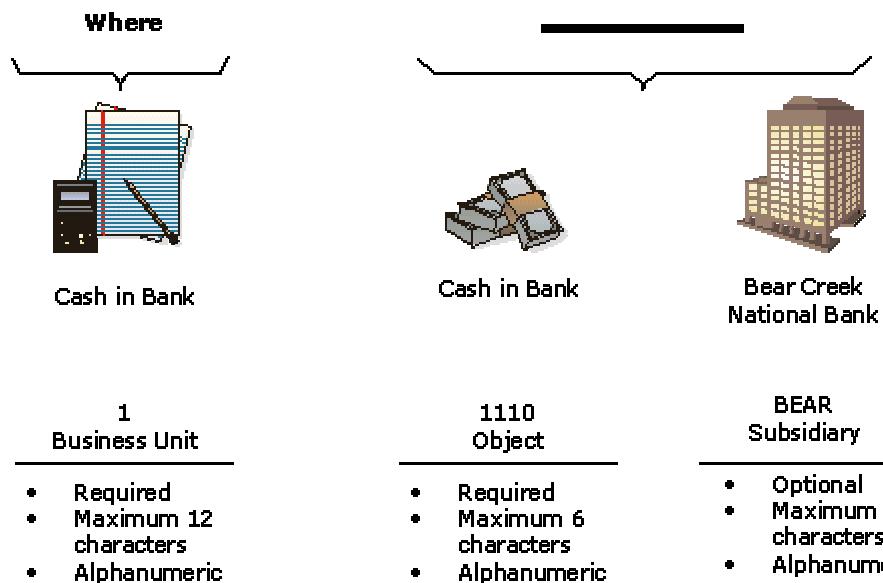
A free-form account number that can be used as a cross-reference to an "old" account number is available for the initial conversion to J.D. Edwards software. The free-form account number can also be used for other purposes, such as resequencing a balance sheet. You can design a balance sheet that complies with your auditor's needs without affecting the balance sheet that is meaningful to you.

## **See Also**

- Advanced Cost Accounting Overview* in the *Advanced Cost Accounting Guide* for information about cost objects and cost management.

## Account Numbering Concepts

This document uses the Business Unit.Object.Subsidiary standard notation for account numbers.



The account number includes both the “Where” and “What.” You can use periods, commas, or other user-defined symbols to separate the components of the account number. The period (.) separator is the default.

### Business Unit—The “Where”

The business unit describes where in your organization the transaction will have an impact. It represents the lowest organizational level within your business and it is where you record all revenues, expenses, assets, liabilities, and equities. For example, a business unit can be a department, a branch office, or a truck.

Business units are unique 12-character, alphanumeric fields.

Business units have the following characteristics:

- A business unit can belong to only one company.
- A company can have several business units.
- Each company has at least one business unit for the balance sheet.

### Object.Subsidiary—The “What”

The Object.Subsidiary represents what kind of transaction is being created. An object is a description of the transaction, for example, 1110 (Cash in Bank). A subsidiary is an expanded description of the object account, for example, 1110.BEAR (Cash in Bank.Bear Creek National Bank).

The “what” consists of two parts:

- Object (four, five, or six characters, depending on your organization's setup)
- Subsidiary (one to eight characters)

### **Business Unit—The "Where"**

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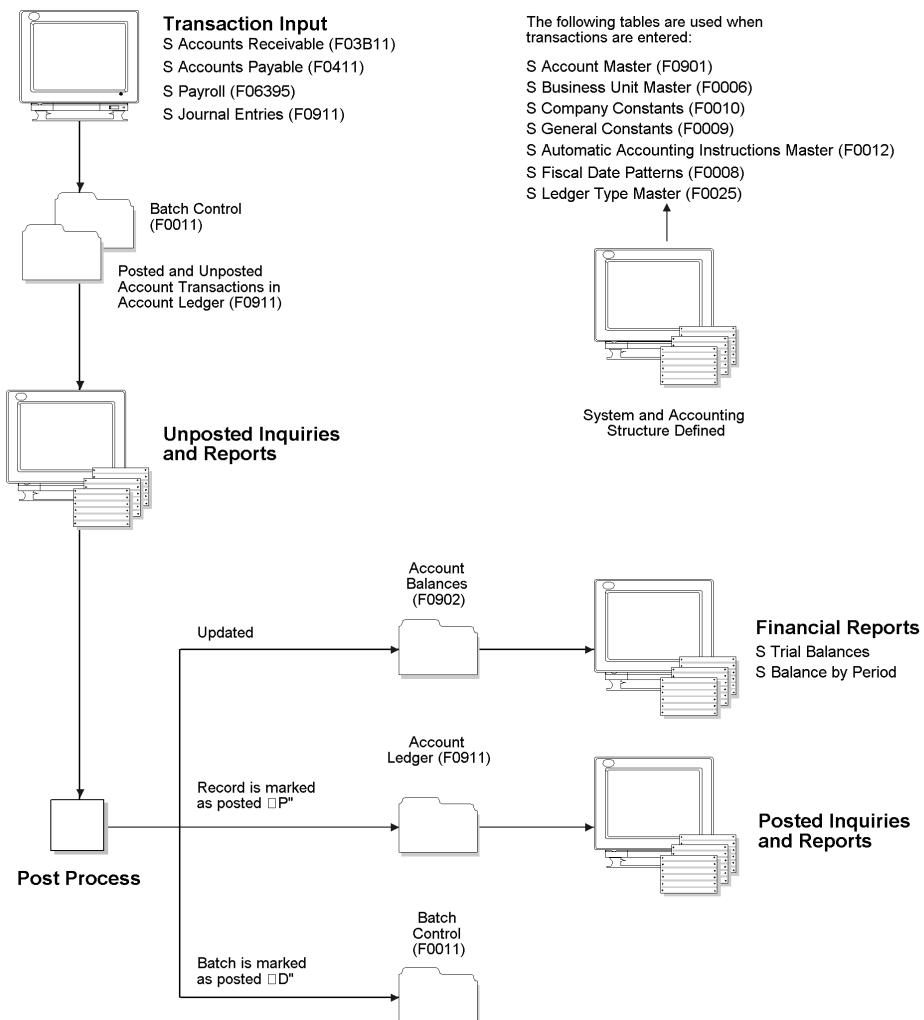
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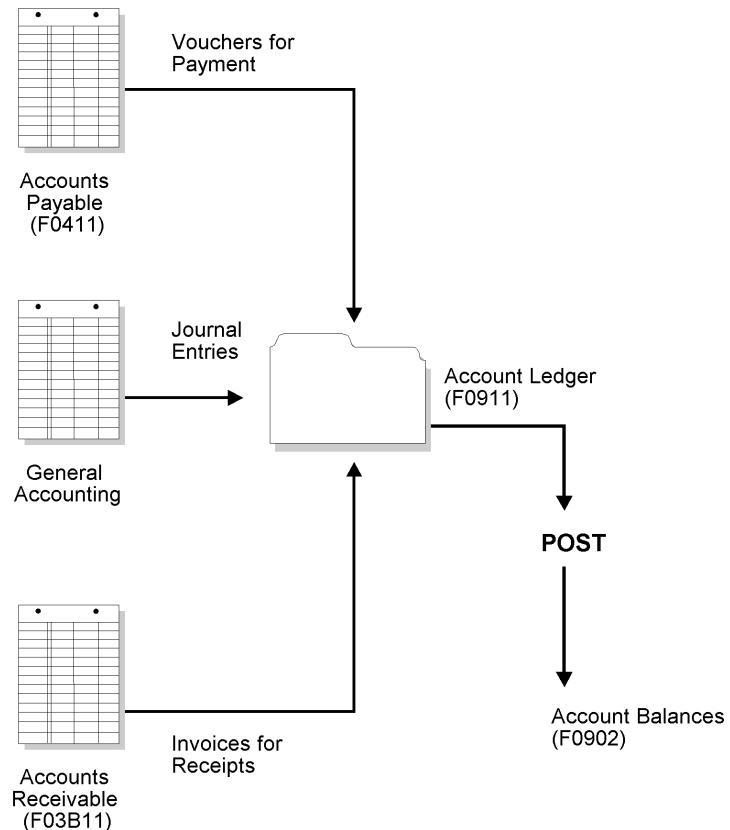
The "what" consists of two parts:

- Object (four, five, or six characters, depending on your organization's setup)
- Subsidiary (one to eight characters)

## General Accounting System Flow



## General Accounting Information Flow



### Table Descriptions

The General Accounting system uses the following primary tables:

- Account Master (F0901)** Stores account definitions, including account numbers and descriptions. One record exists per account.
- Account Balances (F0902)** Stores account balances-- for example, net postings for each period and prior year balances (net and cumulative). One record exists per account/ledger type/subledger/fiscal year/transaction currency (if you post by currency).
- Account Ledger (F0911)** Stores detail transactions in the general ledger. One record exists per transaction that is not currency-related. Two records exist per transaction—domestic and foreign-- when you use multiple currencies.

The General Accounting system also uses the following tables:

<b>Next Numbers – Automatic (F0002)</b>	Stores the next available number for all automatically assigned numbers in the system, such as batch numbers and transaction numbers.
<b>User Defined Codes (F0005)</b>	Stores user defined codes and their descriptions.
<b>Business Unit Master (F0006)</b>	Stores business unit definitions, including name and number, company, and category codes.
<b>Date Effective Business Unit Master (F0006S)</b>	Stores business unit definitions-- including name and number, company, and category codes-- by effective date.
<b>Date Fiscal Patterns (F0008)</b>	Stores each company's fiscal date pattern.
<b>General Constants (F0009)</b>	Stores the rules that control system-wide issues, such as account coding, batch control, batch approval, date validation, intercompany settlements, currency conversion, and batch balancing.
<b>Company Constants (F0010)</b>	Stores company definitions, including number and name, fiscal date pattern, and current period.
<b>Batch Control Records (F0011)</b>	Stores identification header records for each batch.
<b>Automatic Accounting Instructions Master (F0012)</b>	Stores the rules that control how the system creates automatic balancing entries, special interim totals for reports, and general information about the chart of accounts.
<b>Sales/Use/VAT Tax File (F0018)</b>	Stores the transaction detail for each item that is subject to tax.
<b>Ledger Type Master File (F0025)</b>	Stores rules for specific ledger types, such as: <ul style="list-style-type: none"> <li>• Attached ledger types for units</li> <li>• Financial rules, such as balancing required</li> <li>• Column titles for ledger comparisons</li> </ul>
<b>Structure Definition File (F0050A)</b>	Stores the organization structures that you define for grouping business units by category codes.
<b>Supplemental Database Data Types (F00091)</b>	Stores the definitions of the data types that you use to track additional information about business units.
<b>Supplemental Data (F00092)</b>	Stores additional information that you enter about business units, categorized by data types.
<b>Address Book Master (F0101)</b>	Stores Address Book information, including companies, suppliers, and customers.
<b>Account Ledger File for Reconciliation (F0911R)</b>	Stores unreconciled transaction detail. (The system replaces the contents of this worktable after each reconciliation.)
<b>Cost Allocations/Flex Budgeting (F0912)</b>	Stores information about recurring journal entries (allocations).

<b>Index Computation Entry (F0912A)</b>	Stores information about indexed allocations.
<b>Variable Allocation File (F0912B)</b>	Stores information about variable numerator allocations.
<b>Bank Statement Header (F0916)</b>	Stores header information about bank statements.
<b>Bank Statement Detail (F0917)</b>	Stores detail information about the transactions on bank statements.

## **Setup**

### **Organization Setup**

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Before you use the General Accounting system, you must define the basic structure of your organization. This includes setting up fiscal date patterns, companies, and business units.

Fiscal date patterns represent the beginning date for your company's fiscal year and the ending date for each period in that year. You can set up a different fiscal date pattern for each company in your organization. You must set up fiscal date patterns before setting up your companies.

Companies are defined in J.D. Edwards as organizational entities that require a balance sheet. Setting up companies involves entering information such as a company name, fiscal date pattern for the company, and a beginning date for the fiscal year.

Business units are part of the basic J.D. Edwards account structure. They are the lowest reporting level within your organization at which you need to account for assets, liabilities, equity, revenue, or expenses.

#### **See Also**

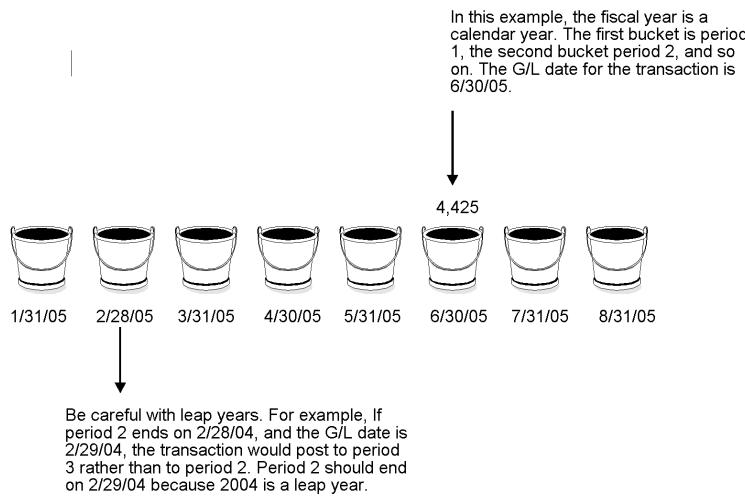
- Setting Up Fiscal Date Patterns*
- Setting Up Companies*
- Working with Business Units*

#### **Defining Fiscal Date Patterns**

Fiscal date patterns represent the beginning date for the fiscal year and the ending date for each period in that year. The general ledger must have a calendar, or fiscal pattern, associated with each company in your organization. You can have several fiscal patterns if your companies have different year-end dates.

When you enter transactions, the system uses the G/L date of each transaction to establish where in the company's fiscal pattern to post. For example, if the fiscal year 2005 is July to June, then the ending date for period 01 would be 07/31/05.

Transactions are posted to period "buckets" in the Account Balances table (F0902).



The system uses the last day of the first period (period 1) to determine the fiscal year. For example, if the fiscal year is July 2005 to June 2006 and the ending date for period 1 is 07/31/05, the fiscal year is 2005.

To ensure that transactions post to the correct fiscal period, follow these guidelines:

- You must set up fiscal periods for each fiscal year, including future years to which budget entries can be posted and prior years to which balances can be loaded. The system does not create fiscal date patterns automatically.
- You must ensure that no gaps exist in the period ending dates within a specific pattern. For example, you should not set up June 1 through June 30, and July 15 through July 31.
- When you first set up fiscal patterns, you must define the prior year, the current year, and the following year for each pattern code.
- Each period, even the extra audit adjustment periods, must contain at least one day not included in any other period. The following period numbers and period end dates illustrate how you might set up periods 13 and 14 as special audit adjustment periods:
  - 11 (11/30/05)
  - 12 (12/29/05)
  - 13 (12/30/05)
  - 14 (12/31/05)

If you do not use periods 13 and 14 as audit adjustment periods, you can assign the same period end dates to periods 12, 13, and 14.

## Defining a Company

Companies are organizational entities that require a balance sheet and include the following information:

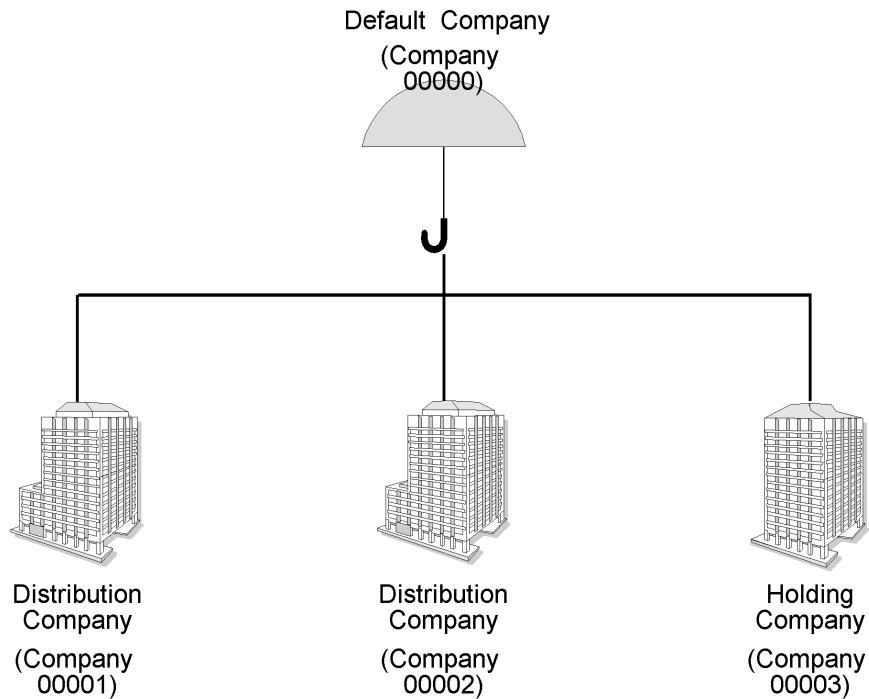
- Company name
- Date pattern

- Beginning date for the fiscal year
- Number of accounting periods
- Current period for the general ledger, accounts payable, and accounts receivable

Non-legal entities can be companies. For example, if you require a balance sheet at the division, district, or store level, you can set up each of these entities as a company. Be aware, however, that you can consolidate these non-companies for true entity reporting through business unit category codes and data selection on reports.

You must set up each company in your organization, as well as the default company 00000. The system does not use company 00000 for transaction entries. Instead, this company controls:

- The company name that appears at the top of all reports
- Default values in the automatic accounting instructions (AAIs)
- Default reporting periods for online displays



### Defining Business Units

Business units are part of the basic J.D. Edwards account structures. A business unit describes "where" a transaction is realized in an organization.

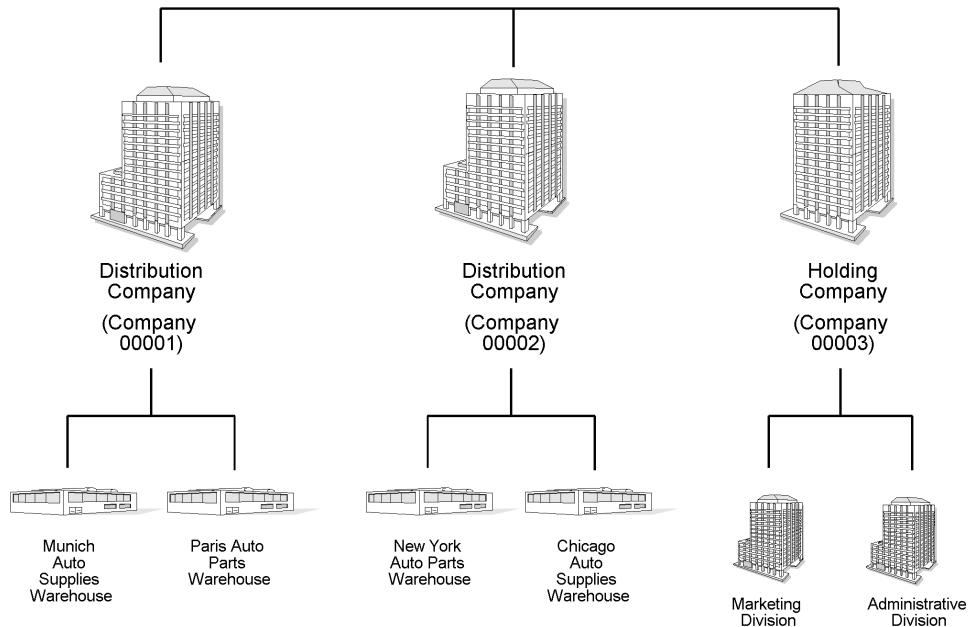
Where	What	
BBBBBBBBBBBBBB	OOOOOO	SSSSSSSS
Business Unit 1	Object 1110	Subsidiary BEAR
Sales Branch	Cash-in-Bank	Name of Bank

Business units are:

- Assigned to only one company
- The lowest organizational reporting level for your company
- The basis for income statements (the level at which you track revenues and expenses)

### How Companies and Business Units Are Related

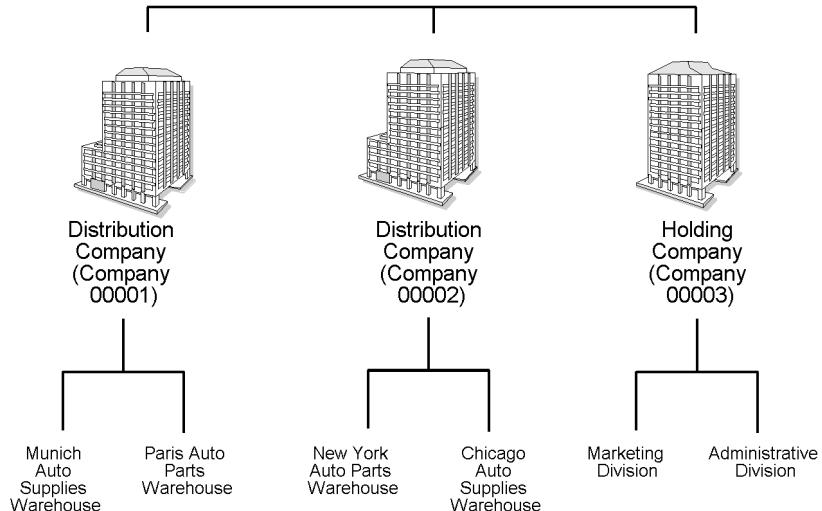
The following example shows three companies and each of their business units:



### How Business Units and Category Codes Are Related

Use category codes to describe your organizational structure and group your business units in as many as 30 different ways. Category codes for business units provide for higher level (rollup) or selective reporting.

In the following example, business units are grouped by product, region, and division:



#### **Category codes assigned to each business unit**

	<u>Munich</u>	<u>Paris</u>	<u>New York</u>	<u>Chicago</u>	<u>Mkt</u>	<u>Admin</u>
Product =	<u>AS</u>	<u>AP</u>	<u>AP</u>	<u>AS</u>		
Region =	<u>EU</u>	<u>EU</u>	<u>EA</u>	<u>MW</u>		
Division =	<u>WH</u>	<u>WH</u>	<u>WH</u>	<u>WH</u>	<u>MK</u>	<u>AD</u>

Product  
AS = Automobile Supplies  
AP = Automobile Parts

**Product Category Codes** = Auto Parts

Income Statement

Paris and  
New York  
Warehouses

Region  
EU = Europe  
EA = East  
MW = Midwest

Division = Warehouse

Income Statement

Munich, Paris,  
New York, and  
Chicago  
Warehouses

Division  
WH = Warehouse  
MK = Marketing  
AD = Administration

## **Setting Up Fiscal Date Patterns**

Fiscal date patterns represent the beginning date for the fiscal year and the ending date for each period in that year. The system must have a calendar, or fiscal date pattern, that is associated with each company in your organization. When you enter transactions, the system uses the G/L date of each transaction to establish where to post the transaction in the company's fiscal date pattern.

## See Also

- Overview of Fiscal Date Patterns*
- G/L Date Warnings and Errors*
- To set up fiscal date patterns*

### Overview of Fiscal Date Patterns

You can use the regular fiscal date pattern (system-defined by the letter R) or define your own (represented by the letters A-N). The regular pattern includes 14 periods for the following accounting needs:

- 12-period accounting
- 12 periods plus an extra period for audit adjustments
- 4-4-5 period accounting
- 13 periods plus an extra period for audit adjustments

If the end-of-period date for period 12 is the same as the end-of-period date for periods 13 and 14, the system counts only 12 periods. For example, the end-of-period date for periods 12, 13, and 14 is December 31, 2005.

After you define a fiscal date pattern, you can assign it to other companies. If your companies all use the same fiscal date pattern, define it once and then assign it to all companies that reference it. You cannot set up a company until you set up the fiscal date pattern for the company. You can access the fiscal date pattern forms without specifying a company.

The system uses the last day of the first period (period 1) to determine the fiscal year for all processing, including financial reports and all reports with processing options that allow you to set the fiscal year.

You cannot define more than one fiscal date pattern for the same fiscal year, which could happen with short years. For example, if you define period 1 of 2005 to end on January 7, 2005, and period 1 of 2006 to end on December 31, 2005, the system considers both of these to be fiscal year 2005.

Fiscal date patterns are stored in the Date Fiscal Patterns table (F0008).

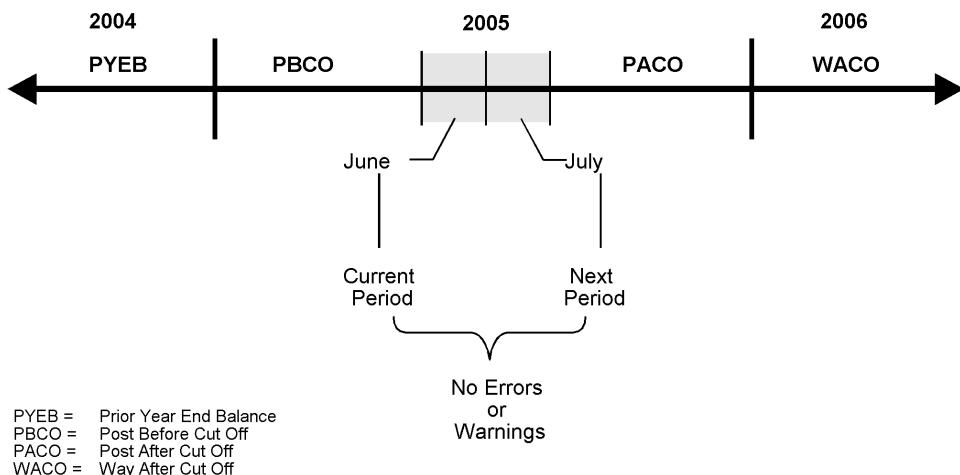
Typically, you should not change a fiscal date pattern unless you are restructuring your company.

You cannot delete a fiscal date pattern if the pattern code and fiscal year exist together in the Company Constants table.

### G/L Date Warnings and Errors

When you enter, review, or revise a transaction, the system validates the G/L date against the open periods for the system (General Accounting, Accounts Payable, or Accounts Receivable) in the company constants. The open periods are the current and the next accounting period. If you enter, review, or revise a transaction with a G/L date that is not in the open periods, you receive a warning or an error message.

In the following example, the current period is June (period 06). If you enter, review, or revise transactions in periods 06 and 07 (June and July), you do *not* receive a warning or an error message because these are open periods.



## Warning and Error Messages

The following table describes the warnings and error messages that you receive when you enter a transaction outside of the two-period window. The message that appears depends on the settings in your general accounting constants and fiscal date patterns.

<b>PYEB - Prior Year-End Balance</b>	<b>Reason:</b> You entered a G/L date for the prior year. <b>Result:</b> The system issues an error message and does not accept the entry. <b>Solution:</b> For journal entry transactions only, you can use document type ## to enter and post entries to a prior year (for example, to make audit adjustments).
<b>PBCO - Post Before Cut Off</b>	<b>Reason:</b> You entered a G/L date that is prior to the current period. <b>Result:</b> The system issues either a warning or an error message, depending on the PBCO setting in your general accounting constants. <b>Solution:</b> If the PBCO feature is not activated, the system issues an error message and you must change the date of the transaction so that it is in the current period, or change the constant to allow PBCO entries.  If the PBCO feature is activated, the system issues a warning and you can click OK to accept the entry.
<b>PACO - Post After Cut Off</b>	<b>Reason:</b> You entered a G/L date that is after the two-period window. <b>Result:</b> The system issues either a warning or an error message, depending on how the fiscal date pattern is set up. <b>Solution:</b> If the fiscal date pattern is not set up for the full year, the system issues an error message. You must change the G/L date of the transaction to be within the two-month window, or set up the fiscal date pattern for the entire year.  If the fiscal date pattern is set up for the full year, the system issues a warning and you can click OK to accept the entry.
<b>WACO - Way After Cut Off</b>	<b>Reason:</b> You entered a G/L date for a future year. <b>Result:</b> The system issues either a warning or an error message, depending on how

the fiscal date pattern is set up.

**Solution:** If the fiscal date pattern is not set up for the future year, the system issues an error message. You must change the G/L date of the transaction.

If the fiscal date pattern is set up for the future year of your transaction, the system issues a warning and you can click OK to accept the entry.

## See Also

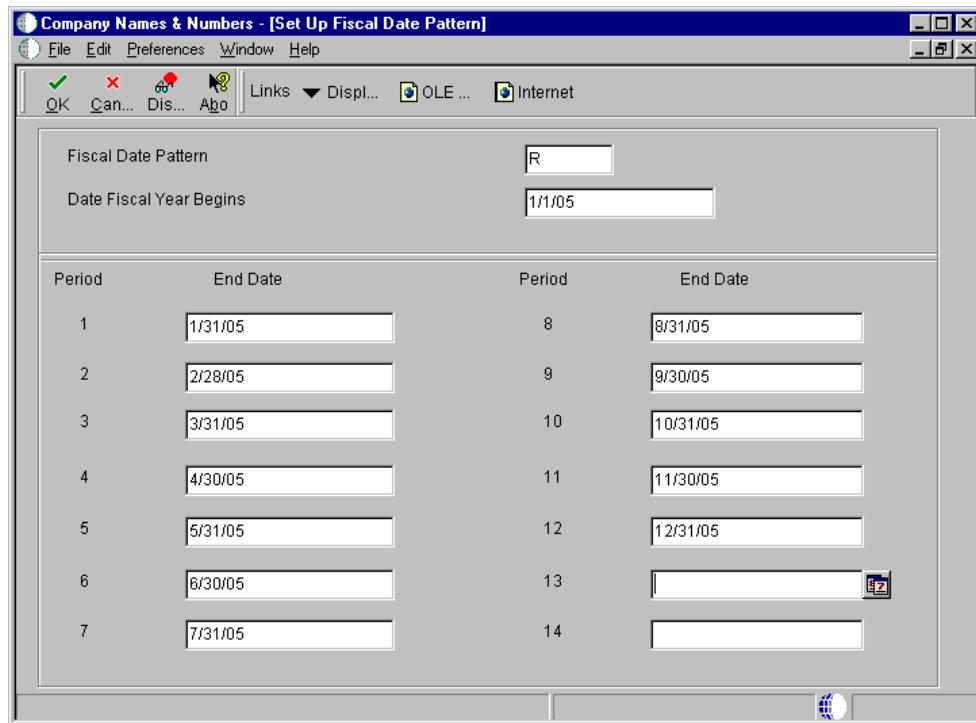
- ❑ *Setting Up Fiscal Date Patterns* in the *General Accounting Guide*
- ❑ *Setting Up Constants for General Accounting* in the *General Accounting Guide*

### ► To set up fiscal date patterns

*From the Organization & Account Setup menu (G09411), choose Company Names and Numbers.*

You can set up fiscal date patterns for the current fiscal year, the preceding fiscal year, and the next fiscal year.

1. On Work With Companies, choose Date Pattern from the Form menu.
2. On Work With Fiscal Date Patterns, click Add to access Set Up Fiscal Date Pattern.



3. On Set Up Fiscal Date Pattern, complete the following fields:
4. Complete the following field for each period in the pattern, and then click OK:

## Setting Up Companies

Companies are organizational entities that require a balance sheet. Companies include information about fiscal patterns and fiscal periods. You must set up each company in your organization, as well as the default company 00000. If you require a balance sheet at the division, district, or store level, you can set up these non-legal entities as companies. This setup provides for reporting and accounting at a lower level.

### See Also

- Overview of Setting Up Companies*
- To set up companies*

### Overview of Setting Up Companies

After you set up a company in the General Accounting system, you must set up a corresponding number in the Address Book system. You can either:

- Use the same number for both the company and its address book reference number (recommended)
- Cross-reference the company number to a different address book number

For example, if you set up Mars Distribution as company 06000 on the Set Up Company form, you should also set up address book number 6000 in the Address Book system as Mars Distribution. If you cannot use the same number in both systems, you can cross-reference the company number to a different address book number on Set Up Company.

You cannot set up company 00000 in the address book.

The system maintains company information in the Company Constants table (F0010).

After you assign a specific currency code to a company and enter transactions, do not change the currency code. Changing the currency affects the integrity of your data.

The system supplies the values shown below if you leave the following fields blank:

- Fiscal Date Pattern: R
- Number of Periods: 12
- Current Period (General Accounting, Accounts Payable, and Accounts Receivable): 1
- Beginning of Fiscal Year (Accounts Payable and Accounts Receivable): same as the Beginning of Fiscal Year entry for General Accounting
- Reporting Year: same as the year entered in the Beginning of Fiscal Year field for General Accounting

### See Also

- Working with Address Book Records in the Address Book Guide*
- Setting Up Multicurrency* for the company setup that is required if your company uses multiple currencies

### Technical Considerations

Settings to constants take effect after you exit and restart J.D. Edwards.

## ► To set up companies

From the Organization & Account Setup menu (G09411), choose Company Names & Numbers.

1. On Work With Companies, click Add to access Company Setup.

The screenshot shows the PeopleSoft Company Setup window. At the top, there are tabs for Company Setup, Set Up Company (which is selected), 52 Period Accounting, and Currency. The Set Up Company tab contains several sections:

- General Accounting:** Includes fields for Fiscal Date Pattern (R), Number of Periods (12), Current Period (8), Beginning of Fiscal Year (1/1/05), and Company Address Number.
- Accounts Payable:** Includes fields for Current Period (1) and Beginning of Fiscal Year.
- Accounts Receivable:** Includes fields for Current Period (1) and Beginning of Fiscal Year.
- Financial Reporting:** Includes fields for Reporting Period (1) and Reporting Year.

2. On Company Setup, complete the following fields:
3. On the Set Up Company tab, complete the following fields in the General Accounting area:

You can set the current period for General Accounting behind, but not ahead of, the current periods for Accounts Payable and Accounts Receivable.

4. Complete the following optional field:
5. Complete the following fields in the Accounts Payable area:
6. Complete the following fields in the Accounts Receivable area:
7. Complete the following fields in the Financial Reporting area:
8. On the Currency tab, complete the following field and click OK:

## Working with Business Units

Business units are part of the basic J.D. Edwards account structure. A business unit is the "where" portion of an account. It is used to denote where transactions impact the organization, such as in a warehouse or store. It is the lowest reporting level within your organization at which you need to account for assets, liabilities, equity, revenue, or expenses.

The system maintains business unit information in the Business Unit Master table (F0006). This table serves as the:

- Master table for financial reporting
- Job Master table for Job Cost
- Property Master table for Energy Chemical Systems
- Property Master table for Property Management

You cannot change a business unit from one company to another if the base currencies for business unit and company are different.

<b>Deleting a business unit</b>	You can delete a business unit if it does not have: <ul style="list-style-type: none"><li>• Records in the Account Ledger table (F0911)</li><li>• Current records in the Account Balances table (F0902)</li><li>• Assigned accounts from the Account Master table (F0901)</li></ul>
<b>Revising multiple business units</b>	If you need to make changes to multiple business units, choose the Rev Mult BU option from the Row menu on Work With Business Units.

#### See Also

- Creating a Model Chart of Accounts* for information about creating model business units

## Setting Up Business Units

After you set up the companies for your organization, you must set up business units for each of them. Typically, you do these set ups when you first set up your General Accounting system. However, you might also need to set up new business units if your company structure changes.

Balance sheet accounts (that is, assets, liabilities, and equity accounts) are usually associated with a balance sheet business unit. J.D. Edwards recommends that the number for balance sheet business units be the same as the company number. For example, the balance sheet business unit should be 1 (you do not need to enter leading zeros for the business unit) for company 00001.

For the Job Cost system, the business unit is the job number, the subsidiary is the cost code, and the object account is the cost type. Therefore, in Job Cost, the system shows accounts as business unit.subsidiary.object (not as business unit.object.subsidiary).

### ► To set up business units

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*From the Organization & Account Setup menu (G09411), choose Business Units by Company.*

1. On Work With Business Units, locate the company by completing the following field, and then clicking Find:
2. Click Add to access Revise Business Unit.
3. On Revise Business Unit, complete the following field for each business unit:
4. Click the Revise Single BU tab and change the following fields, if necessary:
5. Complete the following optional fields:

6. Click OK.

## Locating Business Units

To locate business units, query on the business unit number or on information such as name (description) or level of detail. The query method for business unit numbers varies, according to what you need to locate.

For example:

- To locate business units that contain a specific sequence of numbers anywhere within the business unit number, precede and follow the business unit number with \* (for example, \*200\*).
- To locate business units that are greater than or equal to a specific number, precede the business unit number with >= (for example, >=200-000).
- To locate a specific business unit, enter the exact business unit number (for example, 200).
- To locate all business units, enter \* or leave the field blank.

### ► **To locate business units**

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*From the Organization & Account Setup menu (G09411), choose Business Units by Company or Revise Single Business Unit.*

1. On Work With Business Units, to locate business units by number, complete the following field in the Query By Example row, and then click Find:
2. To locate business units by information other than the business unit number, complete fields such as the following fields in the Query By Example row, and then click Find:

## Examples

The following examples show the results of different queries on the Business Unit field.

### Example 1

When you query on \*200, the system finds only those business units with 200 in the last three characters.

The screenshot shows a JD Edwards application window titled "Work With Business Units". The grid displays the following data:

Business Unit	Description	L D	Co	BU Ty	Subledger Inactive	M C	CAT 01	CAT 02	CAT 03	CAT 04	CAT 05
200	Manufacturing/Distribution CO	1	00200	BS		110	240		440	500	
4200	BU for FRF Company 04200	9	04200								
5200	Drill Press	3	00050	JB		160	240	DIR	410		
10-200	BLENDING	9	00200								
200-200	Lubricant Processing	8	00200	WC							
BHWC200	Beth's work center	9	00200								

### Example 2

When you query on \*200\*, the system finds business units with 200 anywhere in the business unit number.

The screenshot shows the JD Edwards Active Foundation workspace. The top menu bar includes 'Select Workspace' (set to 'Active Foundation'), 'Portal', 'J.D. Edwards Knowledge...', 'JDE', and 'KG'. Below the menu is a toolbar with icons for Select, Find, Add, Copy, Delete, Close, Row, Form, Report, and Tools. A search bar labeled 'Company' is present. The main area displays a grid titled 'Customize Grid' with records 1 - 10. The grid columns are: P200\*, Business Unit, Description, L, D, Co, BU Ty, Subledger Inactive, M, C, CAT 01, CAT 02, CAT 03, CAT 04, and CAT 05. The data in the grid is as follows:

P200*	Business Unit	Description	L	D	Co	BU Ty	Subledger Inactive	M	C	CAT 01	CAT 02	CAT 03	CAT 04	CAT 05
	200	Manufacturing/Distribution CO	1	00200	BS				110	240		440	500	
	4200	BU for FRF Company 04200	9	04200										
	5200	Drill Press	3	00050	JB				160	240	DIR	410		
	020000	Europe and Africa	5	00104	OS									
	10-200	BLENDING	9	00200										
	200-100	Welding	8	00200	WC									
	200-101	Weld	9	00200	WC									
	200-102	Braze	9	00200	WC									
	200-103	Weld Inspection	9	00200	WC									
	200-110	Cutting	8	00200	WC									

### Example 3

When you query on  $\geq 200-000$ , the system finds business units with business unit numbers greater than or equal to 200-000.

The screenshot shows a JDE Edwards application window titled "Active Foundation". The top menu bar includes "Select Workspace: Active Foundation", "Personalize", "Change Role", and "Logout". The toolbar below the menu has icons for Select, Find, Add, Copy, Delete, Close, Row, Form, Report, and Tools. A search bar labeled "Company" is present. The main area is a "Customize Grid" table titled "Records 1 - 10". The columns are: Business Unit, Description, LD, Co, BU Ty, Subledger Inactive, MC, CAT 01, CAT 02, CAT 03, CAT 04, and CAT 05. The data grid contains 12 rows, each starting with a checkbox and listing a business unit code followed by its description and other details.

Customize Grid												
Records 1 - 10												
	Business Unit	Description	LD	Co	BU Ty	Subledger Inactive	MC	CAT 01	CAT 02	CAT 03	CAT 04	CAT 05
<input type="checkbox"/>	200-100	Welding	8	00200	WC							
<input type="checkbox"/>	200-101	Weld	9	00200	WC							
<input type="checkbox"/>	200-102	Braze	9	00200	WC							
<input type="checkbox"/>	200-103	Weld Inspection	9	00200	WC							
<input type="checkbox"/>	200-110	Cutting	8	00200	WC							
<input type="checkbox"/>	200-111	Arc Cutter	9	00200	WC							
<input type="checkbox"/>	200-112	Cut-Off Saw	9	00200	WC							
<input type="checkbox"/>	200-120	Machining	8	00200	WC							
<input type="checkbox"/>	200-121	Mill	9	00200	WC							
<input type="checkbox"/>	200-122	Drill	9	00200	WC							

#### Example 4

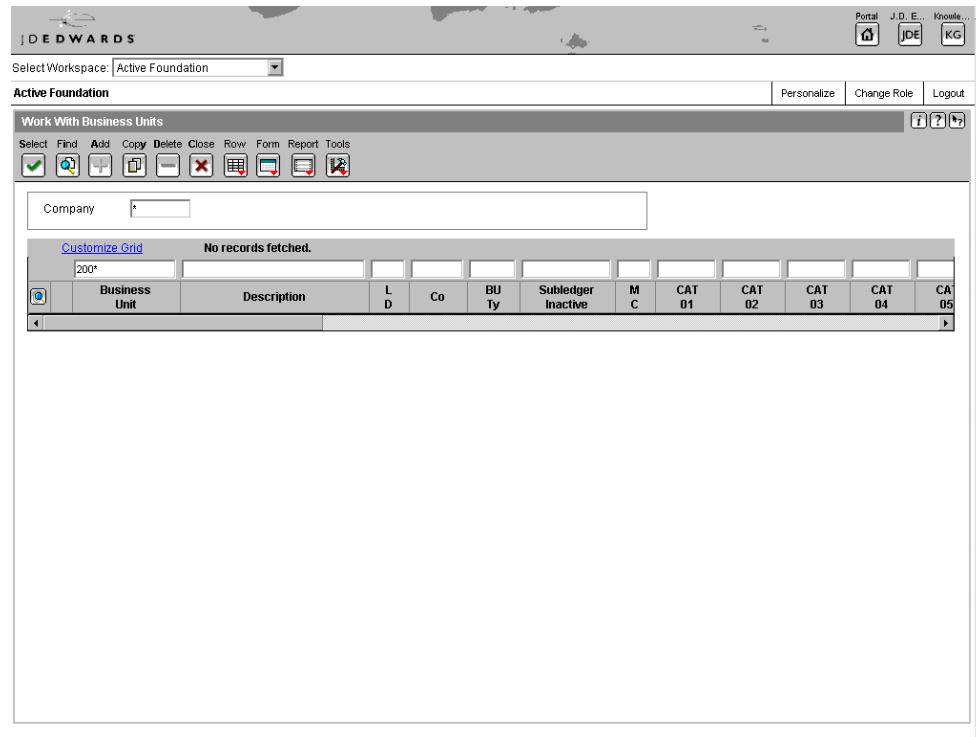
When you query on 200, the system finds business unit 200.

This screenshot shows the same JDE Edwards application window as the first one, but with the search bar set to "200". The grid now highlights the row for business unit 200, which is "Manufacturing/Distribution CO". The other rows are dimmed. The columns remain the same: Business Unit, Description, LD, Co, BU Ty, Subledger Inactive, MC, CAT 01, CAT 02, CAT 03, CAT 04, and CAT 05.

Customize Grid												
Records 1 - 10												
	Business Unit	Description	LD	Co	BU Ty	Subledger Inactive	MC	CAT 01	CAT 02	CAT 03	CAT 04	CAT 05
<input type="checkbox"/>	200	Manufacturing/Distribution CO	1	00200	BS			110	240		440	500

### Example 5

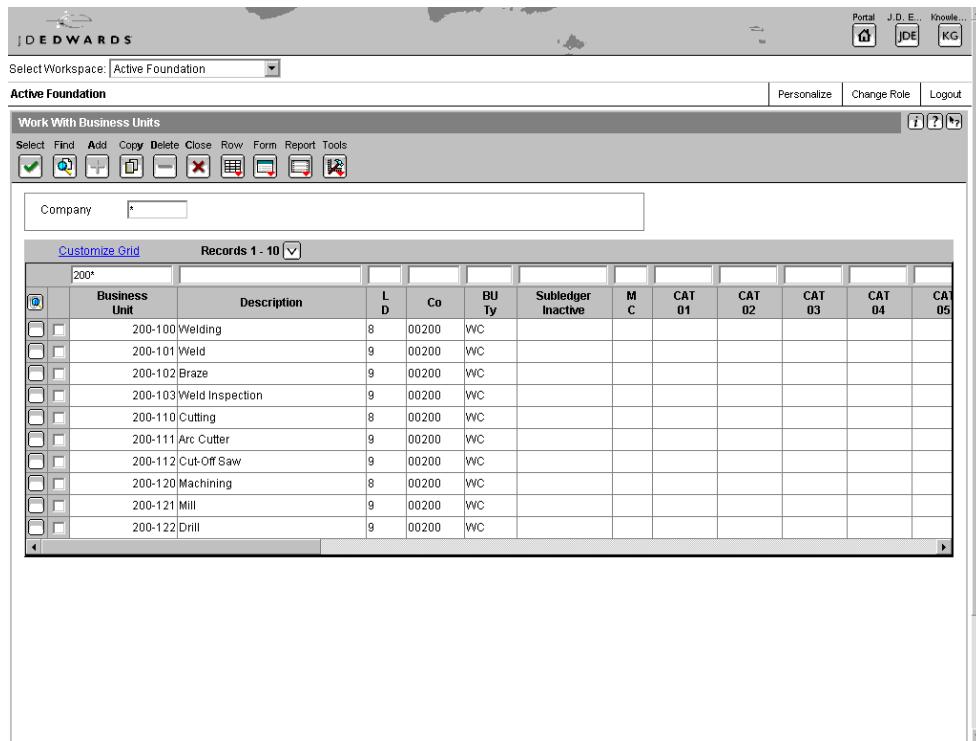
**When you query on 200\*, the system does not find any matching business units because the field is right-justified and filled on the left with blanks.**



### Example 6

To successfully search with only a trailing wildcard, you must determine the exact number of preceding blanks. Because the field has 12 characters and the business units to be located have seven characters (for example, 200-100), the business units to be located have five blanks.

The following example shows the result of pressing the Spacebar five times, typing 200\*, and clicking Find:



## Working with the Company BU/Account Tree Structure

You can review a graphical representation of your company, business unit, and account structure by using the Company/Business Unit Tree Structure program (P0001). You can also use this graphical representation to revise the structure.

---

### Note

Do not use this program to perform "what if" analysis. This program uses your live data. If you make changes in this program, you are changing data in the live tables. Your changes affect the following tables:

- Business Unit Master (F0006)
  - Company Constants (F0010)
  - Account Master (F0901)
- 

### Before You Begin

- Run the following integrity reports to verify the integrity of your data before you make any changes:
  - Companies in Balance (R097001)
  - Intercompany Accts in Balance (R097011)
  - Acct Balance to Transactions (R09705)

► **To work with the company/business unit/account tree structure**

---

*From the Global Updates menu (G09316), choose Organization Structure.*

1. On Company/BU Tree Structure, click Find to review all companies; or complete the following field to review one company, and then click Find:
2. To view a lower level of the structure, click +.  
The system displays the next lower level of the structure.
3. To hide a lower level of the structure, click -.  
The system hides all levels of the structure below this level.
4. To move a business unit or an account within the structure, drag the business unit or account to the new location and drop it.

---

**Note**

Dragging and dropping a business unit or account immediately updates your live data.

See *Changing the Company Number on a Business Unit* for the additional steps that you must complete if you move a business unit to a different company.

---

5. To add a company, highlight an existing company and click Add.  
See *Setting Up Companies* for more information about creating a company.
6. To add a business unit, highlight an existing business unit in the company where you want to add the new business unit, and then click Add.  
See *Setting Up Business Units* for more information about creating a business unit.
7. To add an account, highlight an existing account in the business unit where you want to add the new account, and then click Add.  
See *Adding Accounts* for more information about creating an account.
8. To revise a company, business unit, or account, highlight it; and then click Select.  
See *Setting Up Companies* for more information about revising a company.  
See *Revising Business Units* for more information about revising a business unit.  
See *Revising Accounts* for more information about revising an account.

## **Assigning Category Codes to Business Units**

Category codes are position-sensitive. The following examples shows three unique category codes:

- M\_\_
- \_M\_
- \_\_M

In these examples, you must enter the category codes with blanks in the correct positions to access the correct category code.

Category code titles for business units are set up in the data dictionary or vocabulary overrides. For example, to define category code 00/06 as DPT for department, change the title in data dictionary or vocabulary overrides. See the *Foundation Guide* for more information.

After you define your category codes and set up your business units, you need to assign the category codes to each business unit.

#### ► To assign category codes to business units

---

*From the Organization & Account Setup menu (G09411), choose Business Units by Company.*

1. On Work With Business Units, locate the company and the business unit, and then click Select.
2. On Revise Business Unit, click the Cat Codes 1-20 tab.
3. Complete any of the following fields and click OK:  
through
4. To access additional category codes, click the Cat Codes 21-30 tab.
5. Complete any of the following fields and click OK:  
through

### Revising Business Units

Typically, you revise a business unit only if one or more of the following is true:

- You want to change the description.
- You want to include additional information, particularly additional lines for a business unit description.
- Your company has been restructured.

To make changes to multiple business units, choose Rev Mult BU from the Row menu on Work With Business Units.

You can delete a business unit if it does not have:

- Records in the Account Ledger table (F0911)
- Current records in the Account Balances table (F0902)
- Assigned accounts from the Account Master table (F0901)

#### ► To revise business units

---

*From the Organization & Account Setup menu (G09411), choose Revise Single Business Unit.*

1. On Work With Business Units, locate and choose the business unit, and then click Select.
2. On Revise Business Unit, click the Revise Single BU tab and change any of the following fields:

3. To change additional fields, click the More Detail tab and change information in the following fields as necessary:
4. To review or revise the address book record for the business unit, choose the Form menu and select Address Book Rev. Click OK to save any changes and exit back to Revise Business Unit.
5. To change category codes, click the Category Codes 1-20 tab or the Category Codes 21-30 tab, change the appropriate category code fields, and click OK.

## Translating Business Units

If you are operating in a multiple language environment, you can translate the descriptions of your business units. The system uses the description that corresponds with the language that is specified for each person who uses the OneWorld system. For example, when a French-speaking user accesses a business unit that has a French translation, the description appears in French, rather than in the base language.

The translation of business units enables you to see the translated business units only when they are accessed by reports, or by online programs and inquiries. You cannot see the translations directly from the Revise Single Business Unit program (P0006) or the Accounts by Business Unit program (P0901), only from the programs and reports that access text from those master files.

The system stores business unit translation information in the Business Unit Alternate Description Master table (F0006D).

Instead of translating each business unit manually, you can use a model business unit to enter the account description in an alternate language. See [Changing Account Information](#).

You can also translate the descriptions of AAIs and user defined codes. See *Working with AAIs* in the *General Accounting Guide* and *Translating User Defined Codes into Alternate Languages* in the *OneWorld Foundation Guide*.

### Before You Begin

- Set up the language preference in the user profile. See [Setting Up User Profiles](#) in the *System Administration Guide* for more information.

### ► To translate business units

---

*From the Organization & Account Setup menu (G09411), choose Translate Business Units.*

1. On Translate Business Unit Descriptions, complete the following fields:
2. Complete the following optional fields:
3. Click Find.
4. Complete the following field for each business unit:
5. To add more translated text to a business unit description, choose Expanded Desc. from the Row menu.
6. On Review BU Expanded Descriptions, enter additional text and click OK.
7. On Translate Business Unit Descriptions, click OK.

You must click OK on Translate Business Unit Descriptions for any additions or changes to take effect. For example, if you add an expanded description and click OK on Review BU

Expanded Descriptions, you must also click OK on Translate Business Unit Descriptions. If you click Cancel, the system deletes your changes.

To clear a translated description, choose it and click Delete. The system displays the form again with the To Description field blank.

To track the business units that you have translated and verify the translations, print the Business Unit Translation report (R00067). This report shows the base language, and one or all of the alternate languages, depending on how you set the Language Preference processing option in the report.

#### **► To review translated business units in multiple languages**

---

You can review all of the translated descriptions for a single business unit at the same time. To do this procedure, access Work With Business Units, select a business unit, and choose Translate Single Business Unit from the Row menu. The system displays Business Unit Translations, showing all of the translations that have been entered for that business unit.

*From the Organization & Account Setup menu (G09411), choose Revise Single Business Unit.*

1. On Work With Business Units, click Find to select a business unit.
2. With a business unit selected, choose Transl Single Business Unit from the Row menu.

## **Organization Report Structures**

---

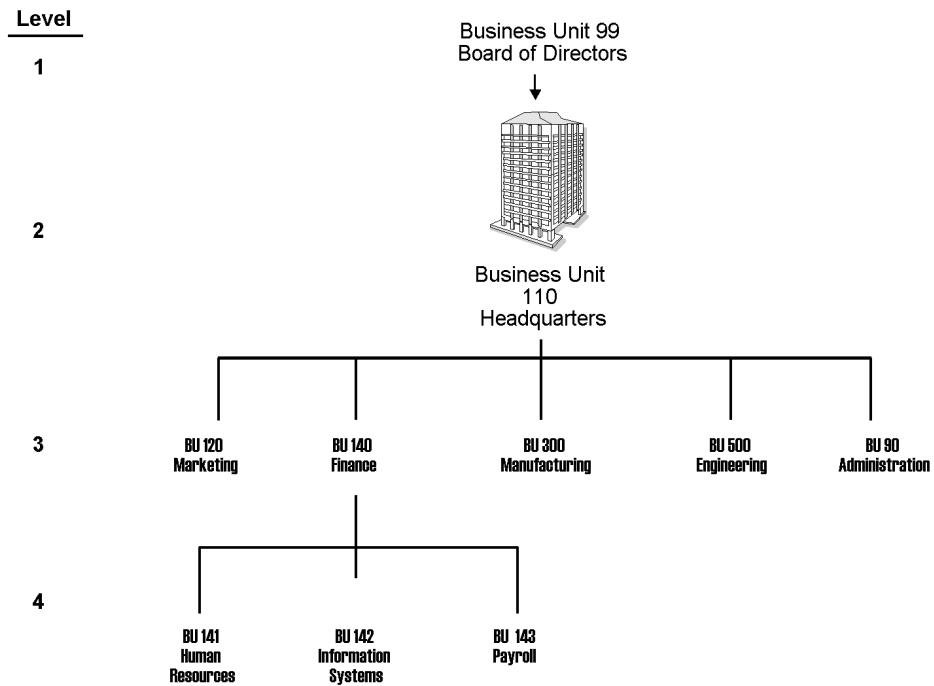
An organization report structure is a method of grouping business units for reporting purposes. It provides more flexibility in using online consolidations and reporting, enabling you to display summary-to-detail income statement information. It also facilitates printing subtotals and roll-up totals.

You can create hierarchical structures for each business unit and across companies. Each structure can contain multiple levels of parent, child, and grandchild relationships.

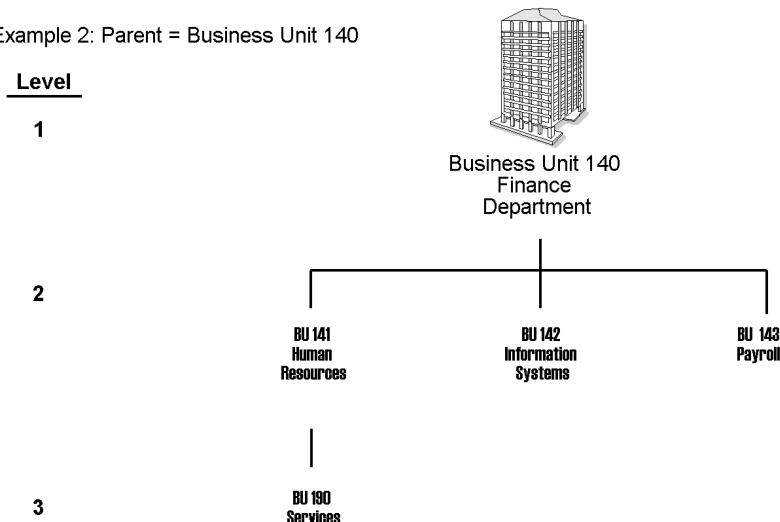
For reporting purposes, you can organize the parent-child hierarchies based on structures that you define for financial, geographical, or responsibility reporting. Parent-child hierarchies can be as simple or complex as you require.

For example, you could have the following hierarchies:

### Example 1: Business Unit 99



Example 2: Parent = Business Unit 140



## **Working with Organization Report Structures**

An organization report structure is a method of grouping business units for reporting purposes.

### **Creating Organization Report Structures**

To create organization report structures, you create parent-child relationships for business units. Any business unit that is designated as a parent must be associated with a complete chart of accounts. A parent business unit does not have to be a posting business unit.

With organization report structures, you can:

- Organize business units into multiple levels of parents and children. A business unit can be both a parent and a child, and each business unit can have multiple children. However, a business unit cannot have a parent that is also a child of the same business unit.
- Add or revise parent-child structures at any time. For example, you can add children to an existing parent-child structure.

Alternatively, you can create an organization report structure by directly selecting business units for the structure. This method does not use category codes to create parent-child relationships for the business units.

#### **Before You Begin**

- Ensure that your chart of accounts is set up.
- Determine the organization report structures to use for your business.
- Set up the structure codes in user defined codes (00/TS).
- Determine the business unit that is associated with each structure level.
- For each organization report structure that you want to create, create a pseudo consolidation company and determine the hierarchy to use for the category codes.

### **Defining Organization Report Structures**

To define an organization report structure, you assign category codes to business units. The values of the category codes that you assign determine where the business unit appears in the hierarchy.

This program updates the Business Unit Structure Build File table (F0050B).

#### **► To define an organization report structure**

---

*From the Advanced Organization Setup menu (G094111), choose Organization Structure Definition.*

1. On Work With Structure, click Add.
2. On Structure Setup, complete the following field:
3. For each category code that you want to use in the hierarchy, complete the following field:
4. Click OK.

## **See Also**

- Building Organization Report Structures*

### **Building Organization Report Structures**

After you define your organization report structure, use the Organization Structure Build program to build it.

*From the Advanced Organization Setup menu (G094111), choose Organization Structure Build.*

You can run the Organization Structure Build program in proof or final mode. In proof mode, the system prints a report that displays the changes that will occur if you run the report in final mode. In final mode, the system updates the Organization Structure Master File table (F0050).

---

## **Note**

In proof mode, any business units that are dynamically created appear on the report as a concatenation of category codes, regardless of the setting of the BU Creation processing option. In final mode, the system dynamically creates business units either by using next numbers or by concatenating category codes, depending on the setting of the BU Creation processing option.

---

## **See Also**

- Reviewing Organization Report Structures*

### **Adding Organization Report Structures**

You can add an organization report structure by selecting the structure type and then selecting the business units that appear in the structure. When you select a business unit for the structure, the system assigns a display sequence that you can change. This method does not use category codes for sequencing and, therefore, does not require that you run the Organization Structure Build program to build the structure.

This program updates the Organization Structure Master File table (F0050).

---

#### **► To add an organization report structure**

*From the Advanced Organization Setup menu (G094111), choose Organization Structure Inquiry/Revision.*

1. On Parent/Child Browse, click Add.
2. On Headerless Detail, complete the following fields:
  3. For each business unit that you want to be a child of the parent business unit, complete the following field:

The system completes the Description and Display Sequence fields for each child business unit.
4. If you want to change the display sequence for any child business unit, complete the following field:
5. Click OK to add the organization report structure.

## Reviewing Organization Report Structures

OneWorld displays your organizational structures in a tree format that you can expand or collapse at each level. Folder and document icons represent the levels of the structure. A folder can contain folders or documents. Documents are the lowest level of the structure.

The + symbol indicates that the folder contains lower levels of the organizational structure. You can click + to view the next lower level. When the lowest level is visible, you can click - symbol to hide it. Clicking + or - to view or hide levels of the structure does not change the structure. It changes only the amount of detail information that appears on screen.

### See Also

- Revising Organization Report Structures*

### Before You Begin

- Ensure that organization report structures exist in your system.

#### ► **To review organization report structures**

---

*From the Advanced Organization Setup menu (G094111), choose Organization Structure Inquiry/Revision.*

1. On Parent/Child Browse, complete the following field and click Find:  
The system displays a tree view of the organizational structure.
2. To view a specific portion of the structure, complete the following field and click Find:  
The system displays a tree view of the organizational structure.
3. To view a lower level of the structure, click +.  
The system displays the next lower level of the structure.
4. To hide a lower level of the structure, click -.  
The system hides all levels of the structure below this level.

## Revising Organization Report Structures

After creating and reviewing your organization report structure, you might need to revise it.

### Rearranging Organization Report Structure Components

You can revise an organizational structure by moving components of the structure to different locations within the hierarchy. You can move individual business units by dragging the corresponding documents and dropping them under a different parent. You can also move higher levels of the structure by dragging the folder that represents a parent business unit and its children.

When you move a component of the structure, the system updates the Organization Structure Master File table (F0050).

#### ► **To rearrange organization report structure components**

---

*From the Advanced Organization Setup menu (G094111), choose Organization Structure Inquiry/Revision.*

1. On Parent/Child Browse, follow the steps to review organization report structures.
2. Click the folder or document that you want to move to another location in the structure.
3. Drag the folder or document to the new location and drop it.

### **Creating Additional Business Units**

After reviewing your organizational structure, you might decide to create additional business units.

When you create additional business units, the system updates the Organization Structure Master File table (F0050).

#### **► To create additional business units**

---

*From the Advanced Organization Setup menu (G094111), choose Organization Structure Inquiry/Revision.*

1. On Parent/Child Browse, choose the business unit to which you want to add a child business unit, and then click Select.
2. Complete the following field:

The system completes the following fields for you:

---

#### **Note**

To see the parent of the business unit to which you are adding children, click the Parent option. The parent business unit appears in the grid. Click the Parent option again to continue adding children.

---

3. To add the records, click OK.

The system verifies that the parent and the child are not the same, and ensures that the business unit children are not also the parent.

#### **See Also**

- Reviewing Organization Report Structures*

### **Copying Organization Report Structures**

You might need to duplicate all or a portion of an existing organization report structure into a new organization report structure.

#### **Before You Begin**

- Ensure that the organization report structure to which you are copying exists as a valid value in user defined codes (00/TS) but does not exist as a structure in the Organization Structure Master File table (F0050).

#### **► To copy organization report structures**

---

*From the Advanced Organization Setup menu (G094111), choose Organization Structure Inquiry/Revision.*

1. On Parent/Child Browse, complete the following field and click Find:

- The system displays a tree view of the organization structure.
2. To view a specific portion of the structure, complete the following field and click Find:  
The system displays the parent business unit.
  3. To expand the levels below the parent business unit, click +.
  4. To select a business unit to copy, single-click the business unit.
  5. Click Copy.
  6. On Copy Organizational Structure, complete the following field:
  7. To copy the entire structure, click the following option:
  8. To copy a portion of the selected structure, click the following option:  
The system displays the business unit that you selected on Parent/Child Browse.

9. Click OK.  
If you selected the Copy Entire Structure option, the system copies every level of the selected type structure to the new type structure, regardless of the level that you selected on Parent/Child Browse.
- If you selected the Copy Selected Tree Only option, the system copies the parent business unit that you selected on Parent/Child Browse and all of its children to the new type structure.

#### See Also

- Revising Organization Report Structures* for the processing options for this program

## Organizational Structures

---

An organizational structure is a method of grouping business units for reporting or analysis.

With an organizational structure, you can:

- Create a hierarchy with up to 20 levels
- Use category codes to define the levels of the hierarchy
- Move business units or groups of business units within the hierarchy

You can create multiple organizational structures for various purposes, such as financial, geographic, and responsibility reporting. Each structure can be as simple or as complex as you require.

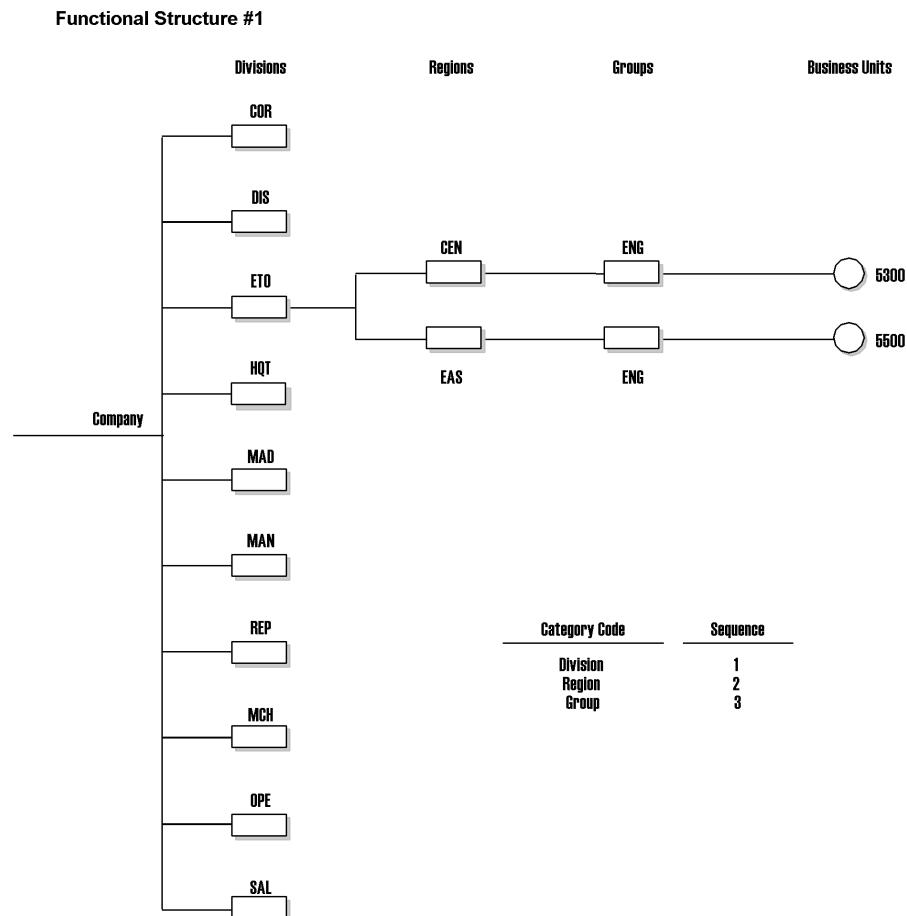
You create organizational structures by sequencing the category codes that you define for each business unit. Each structure can contain up to 20 levels of category codes.

You can create a date-effective organizational structure that is a snapshot of your current organizational structure. You might want to create a snapshot if your current organizational structure will change at the end of the fiscal year, for example, and you will need to run financial reports on the previous structure.

After you create an organizational structure, you use a tree structure format to review or revise the structure online. You can use the tree structure format to review or revise current structures or snapshots.

## Example: Organizational Structure

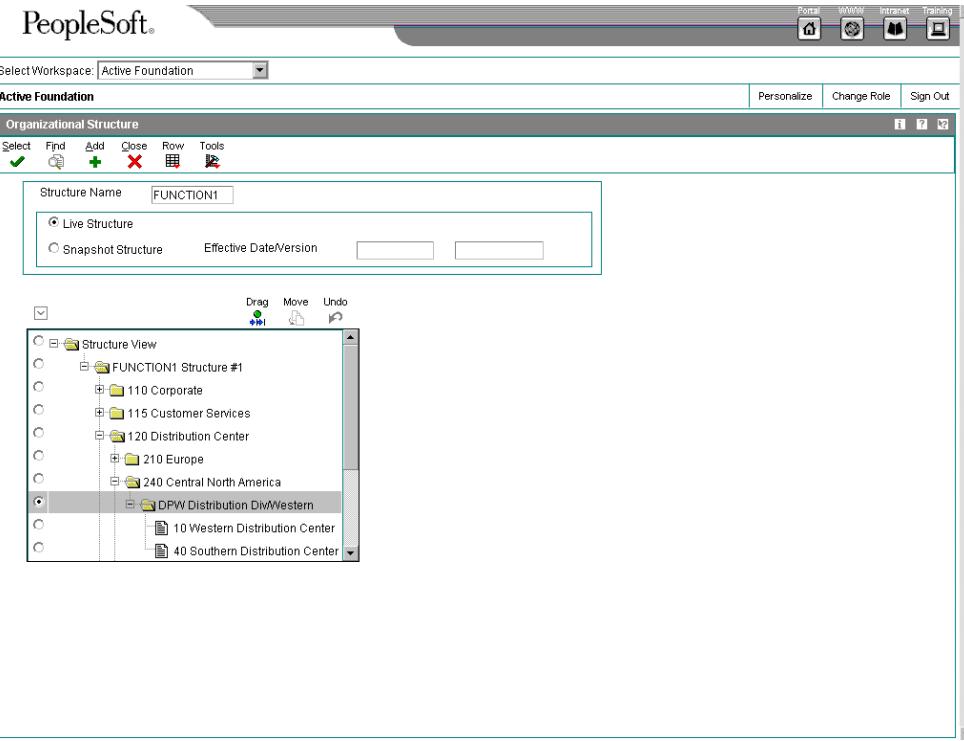
For example, you might create the following organizational structure to show the functional relationships in your company.



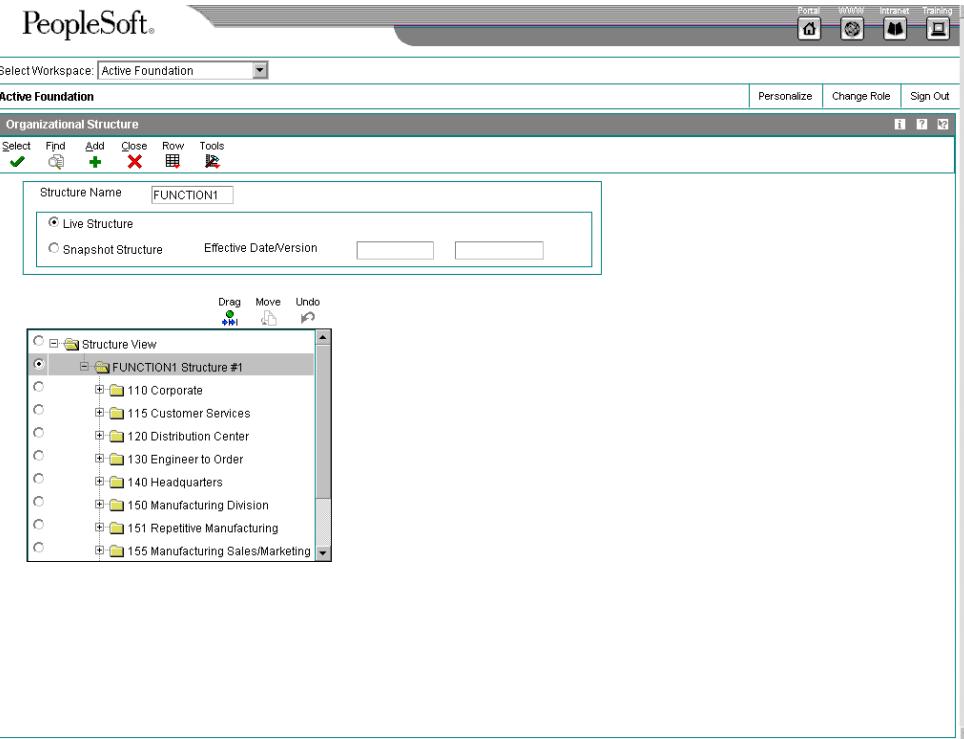
In this organizational structure, divisions are the highest level of the hierarchy. Regions are the second highest level, and groups are the next highest level. Lower levels of some parts of the structure do not appear in this graphic.

To create this organizational structure, you assign a sequence of 1 to the category code that represents divisions, a sequence of 2 to the category code that represents regions, and a sequence of 3 to the category code that represents groups.

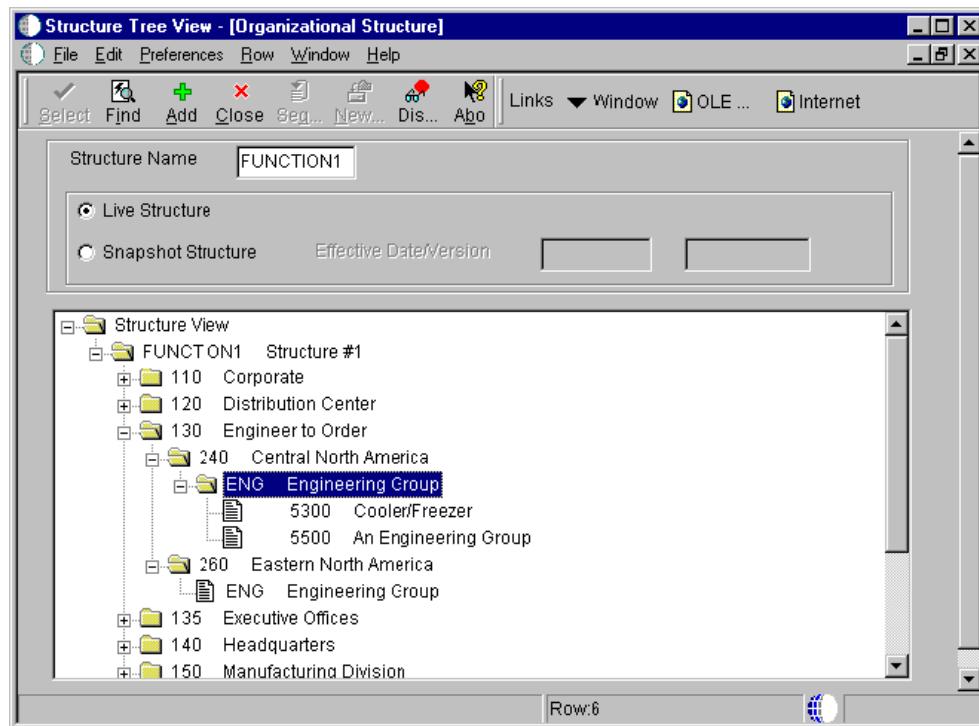
The tree structure format displays the organizational structure as follows:



You can use the tree structure format to expand or collapse levels of the structure as you review it. The following form shows only the top level of the structure after you collapse the lower levels. The structure has not changed. Only the way it appears on the form has changed.

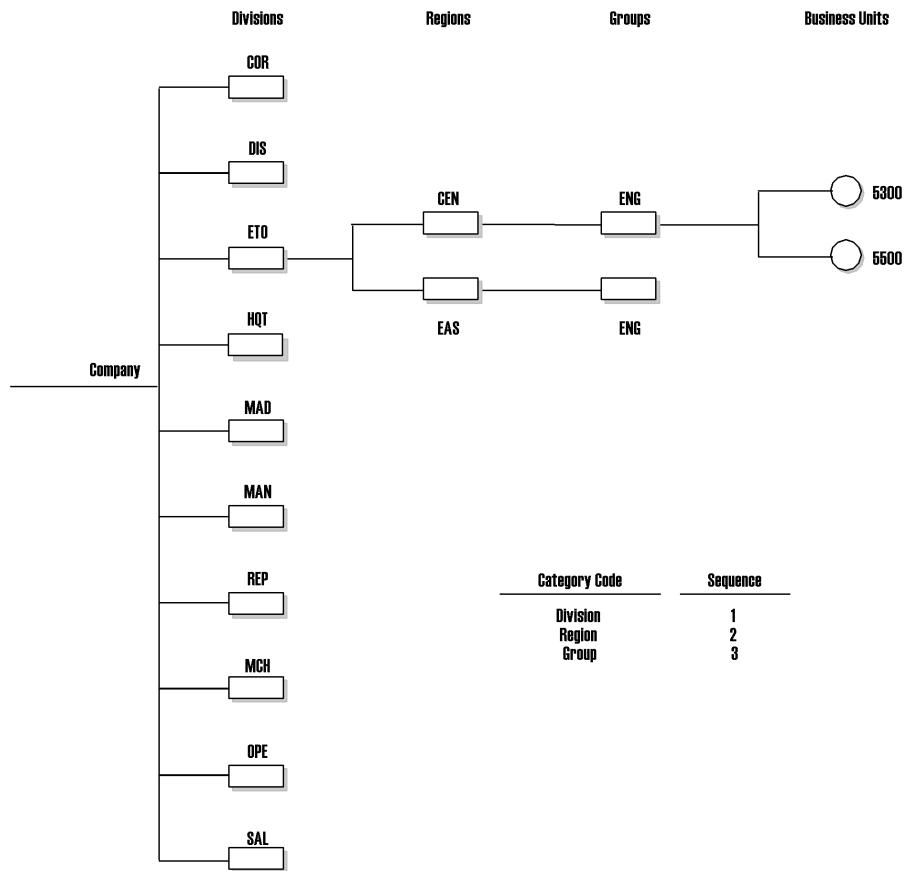


You can also use the tree structure format to revise the organizational structure. The following example shows the structure after you move Business Unit 5500 from the Eastern region to the Central region. The system updates the Business Unit Master table (F0006) to change the value of the category code for the region from Eastern to Central for Business Unit 5500 at the same time.



The following graphic illustrates the change in the organizational structure as a result of moving Business Unit 5500 from the Eastern region to the Central region.

**Functional Structure #2**



## Working with Organizational Structures

An organizational structure is a method of grouping business units for reporting or analysis. You can create multiple organizational structures for various purposes, such as financial, geographic, and responsibility reporting. Each structure can be as simple or as complex as you require.

### Before You Begin

- Ensure that your chart of accounts is set up.
- Ensure that your business unit category codes are assigned.
- For each organizational structure that you want to define, determine the sequence to use for the category codes.

### Defining Organizational Structures

To define an organizational structure, you assign a sequence to the business unit category codes. This sequence determines where each business unit appears in the hierarchy.

The Structure Definition program updates the Structure Definition File table (F0050A).

## ► To define organizational structures

*From the Date-Effective Organizational Structures menu (G09414), choose Business Unit Structure Definition.*

You can define multiple organizational structures.

1. On Work With Structure, click Add.

The screenshot shows the PeopleSoft Structure Setup window. At the top, there are buttons for OK, Cancel, Form, Tools, and a red X. Below this is a header bar with tabs for Active Foundation, Personalize, Change Role, and Sign Out. The main area is titled 'Structure Setup' and contains fields for 'Structure Name' (OPSROLLUP) and 'Structure Description' (Operations Rollup). Below these are two tabs: 'Category Codes 1 - 20' (selected) and 'Category Codes 21 - 30'. The 'Category Codes 1 - 20' tab displays a grid of category codes and their sequences. The columns are 'Category Code', 'Sequence', 'Category Code', and 'Sequence'. The rows include: Division, Category Code - Business Unit 11; Region, Category Code - Business Unit 12; Group, Category Code - Business Unit 13; Branch Office, Category Code - Business Unit 14; Department Type, Category Code - Business Unit 15; Person Responsible, Category Code - Business Unit 16; Line of Business, Category Code - Business Unit 17; Category Code - Business Unit 08, Category Code - Business Unit 18; Category Code - Business Unit 09, Category Code - Business Unit 19; and Category Code - Business Unit 10, Category Code - Business Unit 20. Sequence values are 01 for the first four rows and 02 for the last three rows.

2. On Structure Setup, complete the following fields:
3. For each category code that you want to use in the hierarchy, complete the Sequence field.
4. To use company in the hierarchy, click the Category Codes 21-30 tab and complete the Sequence field for company.
5. To make revisions to the sequencing, change any of the Sequence fields and click OK.

## Reviewing Organizational Structures

You can use a tree structure format to review your organizational structures online. The system displays the structures in a tree view that you can expand or collapse at each level.

The + symbol indicates that a folder contains lower levels of the organizational structure. You can click + to view the next lower level. When the lowest level is visible, you can click - to hide it. Clicking + or - to view or hide levels of the structure does not change the structure. It changes only the amount of detail information that appears on screen.

A folder can contain documents or additional folders. Documents are the lowest level of the structure. Folders and document icons represent the following:

<b>Folders</b>	Category codes
<b>Documents</b>	Business units

#### ► **To review organizational structures**

---

*From the Date-Effective Organizational Structures menu (G09414), choose Business Unit Structure Tree View.*

1. On Organizational Structure, click the following option:
2. Complete the following field and click Find:

The system displays a tree view of the organizational structure.

If you click Snapshot Structure, you must enter an effective date or version name in the Effective Date or Version field. The system displays a tree view of the snapshot structure.

See *Working with Date-Effective Organizational Structures* for more information about creating snapshots of organizational structures.

3. To view a lower level of the structure, click +.  
The system displays the next lower level of the structure.
4. To hide a lower level of the structure, click -.  
The system hides all levels of the structure below this level.

## **Revising Organizational Structures**

After defining and reviewing your organizational structure, you might need to revise it.

### **Rearranging Organizational Structure Components**

You can revise an organizational structure by moving components of the structure to different locations within the hierarchy.

You can move individual business units by dragging the corresponding documents and dropping them under a different parent. You can move higher levels of the structure, such as all business units in a given category code, by dragging the folder that corresponds to the category code.

When you move a company, business units directly under the company move with the company.

If you assigned a sequence number to company when you created the hierarchy, moving a business unit in the hierarchy might change the company number of the business unit. The system displays a warning message if moving a business unit would cause its company number to change.

You can also use Structure Definition to revise an organizational structure by changing the sequence of one or more category codes. See [\*Defining Organizational Structures\*](#) for more information.

When you move a component of the structure, the system updates the Business Unit Master table (F0006).

---

#### Note

If you are working with a snapshot structure, the system updates the Date Effective Business Unit Master table (F0006S) when you move a component of the structure.

---

#### ► To rearrange organizational structure components

---

*From the Date-Effective Organizational Structures menu (G09414), choose Structure Tree View.*

1. On Organizational Structure, follow the steps to review organizational structures.
2. Click the folder or document that you want to move to another location in the structure.
3. Drag the folder or document to the new location and drop it.

#### See Also

- Reviewing Organizational Structures*

#### Creating Additional Business Units

After reviewing your organizational structure, you might decide to create additional business units. The system allows you to create additional business units without exiting the Structure Tree View form.

When you create additional business units, the system updates the Business Unit Master table (F0006).

---

#### Note

You cannot create additional business units if you are working with a snapshot structure.

---

#### ► To create additional business units

---

*From the Date-Effective Organizational Structures menu (G09414), choose Structure Tree View.*

1. On Organizational Structure, follow the steps to review organizational structures.
2. Click Add.
3. On Revise Business Unit, follow the steps to set up a business unit.  
See *Setting Up Business Units*.
4. After you exit the Revise Business Unit form, click Find on Organizational Structure to see the new business unit.

## **See Also**

- Reviewing Organizational Report Structures*

## **Revising Existing Business Units**

After reviewing your organizational structure, you might decide to revise one or more existing business units. The system allows you to revise business units without exiting the Structure Tree View program (P0006A).

When you revise a business unit, the system updates the Business Unit Master table (F0006).

---

### **Note**

If you are working with a snapshot structure, the system updates the Date Effective Business Unit Master table (F0006S) when you revise a business unit.

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### **► To revise existing business units**

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*From the Date-Effective Organizational Structures menu (G09414), choose Structure Tree View.*

1. On Organizational Structure, follow the steps to review organizational structures.
2. Select a business unit and choose Revise BU from the Row menu.
3. On Revise Business Unit, follow the steps to revise a business unit.  
See *Revising Business Units*.
4. After you exit the Revise Business Unit form, click Find on Organizational Structure to see the new business unit.

## **See Also**

- Reviewing Organizational Structures*

## **Working with Date-Effective Organizational Structures**

An organizational structure is a method of grouping business units by category codes for reporting or analysis. A date-effective organizational structure is a snapshot of an organizational structure on a specific date. Date-effective organizational structures allow you to review or report on organizational structures by effective date.

For example, if your organizational structure will change at the end of the current fiscal year, you can create a snapshot of the current structure. After the structure has changed, you can use the snapshot to report on the previous structure.

You can also create "what if" scenarios by rearranging components of a date-effective organizational structure.

---

**Note**

A date-effective organizational structure can be based only on a current structure. You cannot create a snapshot of a structure that no longer exists.

---

After you build date-effective organizational structures, you can select date-effective financial reports in the Report Design Director. See the *Enterprise Report Writing Guide* for more information about this financial reporting feature.

## **Building a Date-Effective Business Unit Master Table**

*From the Date-Effective Organizational Structures menu (G09414), choose Build Date-Effective Bus Unit Master.*

You use the Date Effective Business Unit Build program to create a copy or snapshot of the current business unit category code structure that exists in the Business Unit Master table (F0006). This batch program copies the current business unit category code structure into the Date Effective Business Unit Master table (F0006S).

When you run this program to create a snapshot, you use the processing options to specify an effective date, a version name, or both, as identifiers for the snapshot. The program then adds the effective date and version name as key fields to the snapshot records in the table.

You can create multiple snapshots of the current business unit category code structure. You identify each snapshot by the effective date and version name that you specify in the processing options.

After you create a snapshot, you can review and revise it.

## **Revising a Date-Effective Business Unit Master Table**

After you build a date-effective business unit category code structure (or snapshot), you can review it and revise it with the Review Date Effective Business Unit Master program. You can change category codes for one or more business units in the snapshot.

This program updates the snapshot in the Date Effective Business Unit Master table (F0006S).

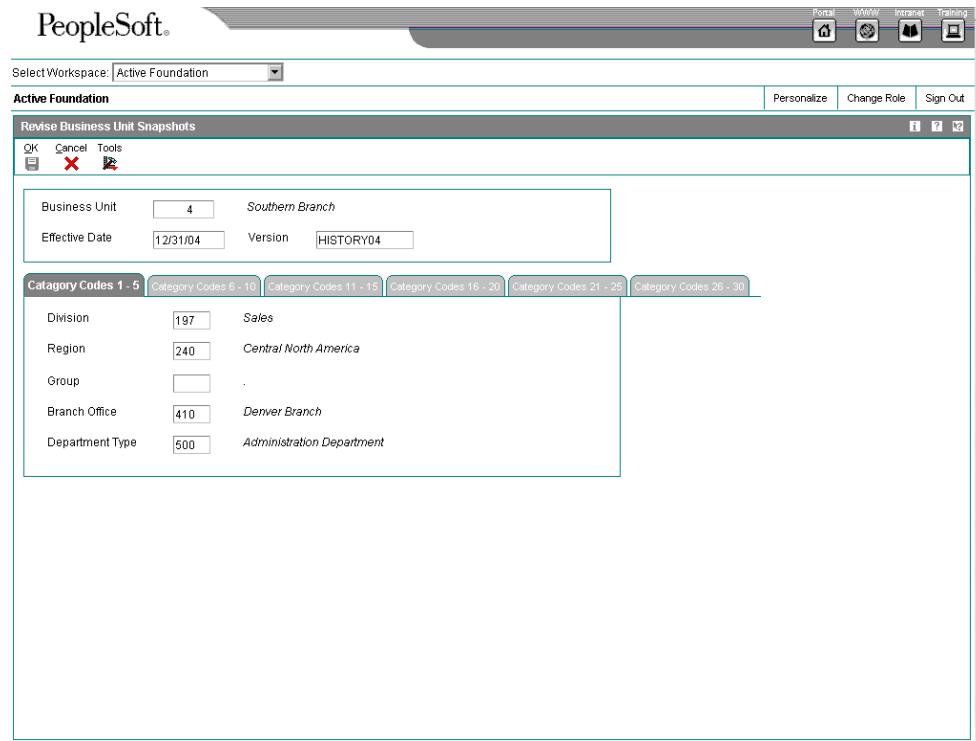
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### **► To revise a date-effective business unit master table**

---

*From the Date-Effective Organizational Structures menu (G09414), choose Review Date-Effective Bus Unit Master.*

1. On Work With Business Unit Snapshots, click Find.
2. Choose the structure to review and click Select.
3. On Business Unit Snapshot Review, choose the business unit to review or revise, and click Select.



4. On Revise Business Unit Snapshots, click one of the following tabs:

- Category Codes 1-5
- Category Codes 6-10
- Category Codes 11-15
- Category Codes 16-20
- Category Codes 21-25
- Category Codes 26-30

5. On the selected tab, change any of the fields.

The fields on each tab correspond to the category codes at the top of the tab. For example, the first field on the Category Codes 1-5 tab is Division, which represents Category Code 1.

Click the Visual Assist to see the valid values for each field.

6. To change additional category codes, click any of the remaining category code tabs.
7. Click OK.

## Defining Date-Effective Organizational Structures

To review date-effective snapshots of your business unit category code structure, you must define the hierarchy of the business units. This hierarchy is the organizational structure. You define the hierarchy by assigning a sequence to the business unit category codes.

You can define multiple hierarchies or organizational structures. Then you select a hierarchy, and use it to review or revise a date-effective snapshot of your business unit category code structure. You can also use it to review or revise your live business unit category code structure.

The Structure Definition program updates the Structure Definition File table (F0050A).

---

**Note**

The hierarchy is *not* date-effective. You use it to review or revise the live business unit category code structure or a date-effective snapshot of the business unit category code structure.

---

---

**► To define date-effective organizational structures**

---

*From the Date-Effective Organizational Structures menu (G09414), choose Structure Definition.*

1. On Work With Structure, click Add.

The screenshot shows the PeopleSoft Structure Setup window. At the top, there are tabs for 'Structure Setup' (selected), 'Category Codes 1 - 20' (highlighted in blue), and 'Category Codes 21 - 30'. The main area contains a table with columns 'Category Code', 'Sequence', 'Category Code', and 'Sequence'. The first column lists category codes: Division, Region, Group, Branch Office, Department Type, Person Responsible, Line of Business, Category Code - Business Unit 08, Category Code - Business Unit 09, and Category Code - Business Unit 10. The second column shows sequence numbers 01 and 02. The third and fourth columns list corresponding category codes: Category Code - Business Unit 11 through 18, and Category Code - Business Unit 20.

Category Code	Sequence	Category Code	Sequence
Division		Category Code - Business Unit 11	
Region		Category Code - Business Unit 12	
Group		Category Code - Business Unit 13	
Branch Office		Category Code - Business Unit 14	
Department Type	01	Category Code - Business Unit 15	
Person Responsible		Category Code - Business Unit 16	
Line of Business		Category Code - Business Unit 17	
Category Code - Business Unit 08		Category Code - Business Unit 18	
Category Code - Business Unit 09		Category Code - Business Unit 19	
Category Code - Business Unit 10	02	Category Code - Business Unit 20	

2. On Structure Setup, complete the following fields:
3. For each category code that you want to use in the hierarchy, complete the Sequence field:
4. To use company in the hierarchy, click the Category Codes 21-30 tab and complete the Sequence field for company.

5. To make revisions to the sequencing, change any of the Sequence fields and click OK.

#### See Also

- Working with Organizational Structures*

#### See Also

- Reviewing Organizational Structures* for more information about using the tree structure format to review the levels and sequencing of an organizational structure or to rearrange components of an organizational structure.

## Working with Date-Effective Organizational Structure Tree Views

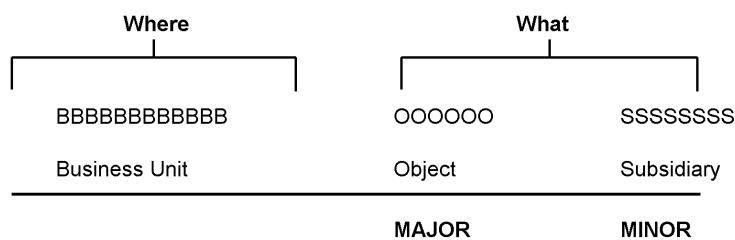
You use the Structure Tree View program to review or revise an organizational structure in a tree structure format. You might want to use this program to create "what if" scenarios by rearranging components of an organizational structure. You can select a snapshot or a current organizational structure. If you select a snapshot, you can identify it by the effective date and version name that you assign when you built the snapshot.

## Account Setup

---

After you set up your companies and business units, you need to set up object and subsidiary accounts for each business unit. These accounts form your chart of accounts.

The object and subsidiary describe the kind of transaction with which you are working--for example, rent expense, paper supplies expense, or sales revenue.



#### See Also

- How Objects and Subsidiaries Are Related*
- How To Design Your Chart of Accounts*
- How Accounts Are Grouped and Totaled for Reports*
- Factors that Determine Whether an Account Posts*
- Differences Between Subledger and Subsidiary Accounting*

## **How Objects and Subsidiaries Are Related**

The object, or major, account is required for transaction entry. The object account can be up to six alphanumeric characters. All object accounts must be the same length. To make data entry easier and faster, you might want to use only numbers for the object account.

The subsidiary, or minor, account is an optional part of the account. Use the subsidiary when you need detailed accounting activity for an object account. The subsidiary can be up to eight alphanumeric characters.

The following example shows how you can associate an object account (1110 for Cash in Bank) with several subsidiary accounts:

- 1110.BEAR (Bear Creek National Bank)
- 1110.FIB (First Interstate Bank)
- 1110.FRANCE (First Bank of France)
- 1110.LONDON (First Bank of London)

## **How To Design Your Chart of Accounts**

To design your chart of accounts, begin your initial design with the major headings of your transactions. Then add your detailed transaction descriptions.

The following example shows the types of headings that are included in major title accounts:

### **Balance Sheet Accounts**

Types of headings for balance sheets include:

- Assets
- Liabilities
- Owner's Equity

### **Income Statement Accounts**

Types of headings for income statements include:

- Revenues
- Expenses

After you have a complete list of transaction descriptions, you can assign numeric values to each description. Allow for growth and change by leaving numeric spaces in the account structure.

Define the last balance sheet account as the account for year-to-date net income or loss. For example, if revenues begin at 5000, define object 4999 as the net income account. This account must be a non-posting account. The system calculates the net income amount on your balance sheet. Balance sheet accounts must precede income statement accounts.

---

### **Caution**

If your balance sheet accounts do not precede your income statement accounts, your financial reports could contain unexpected results.

---

An account can have several formats. You are not limited to one account format when you enter data.

You can use the following types of account formats:

<b>Short account ID</b>	This number is created by Next Numbers when you add accounts. It is commonly referred to as the "short account number" and can never be changed.
<b>Business Unit.Object.Subsidiary</b>	This is the standard J.D. Edwards account format. It can be in either of the following formats: <ul style="list-style-type: none"><li>• Business unit.object</li><li>• Business unit.object.subsidiary</li></ul> The business unit designates the accounting entity to charge. The object (or object and subsidiary) designates the type of account to receive the amount, such as asset, liability, revenue, and expense.
<b>Third G/L account number</b>	This number consists of a free-form code, often called the "third account number." Typically, the account number from a prior system is used as the third account number. No limitations exist for the characters you can use--for example, . and - are acceptable.

To enter account numbers in a format other than the standard J.D. Edwards format, you must use the prefix character that is defined in general accounting constants.

#### See Also

- Setting Up Account Symbols*

#### How Accounts Are Grouped and Totaled for Reports

Use account category codes to group your accounts for selective reporting purposes. You use category codes for accounts in the same way that you use category codes for business units.

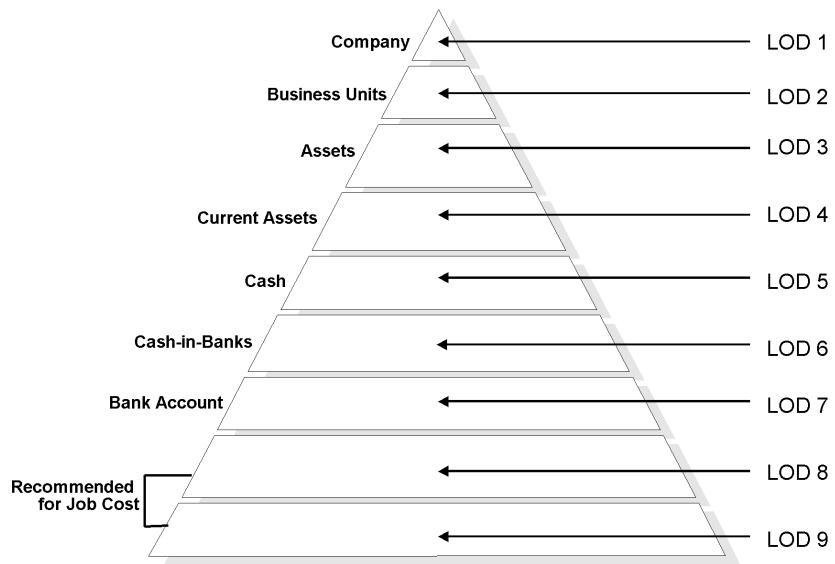
The 23 alphanumeric category codes for accounts include:

- 3-character codes (20 available)
- 10-character codes (3 available)

The 10-character category codes are useful if your business requires an alternate chart of accounts for statutory reporting. You can use the category code and the description, rather than the account number and description, on trial balance reports, the general ledger, and general journal. These category codes let you build summarization logic into your reports.

Use a level of detail for each account to control how amounts are rolled up into a balance for reporting purposes.

For example, set up levels of detail (LOD) as shown in the following graphic:



Follow these guidelines when assigning a level of detail to accounts:

- Do not skip any levels of detail. Nonsequential levels of detail cause rollup errors in financial reports that are run at a skipped level.
- Assign a level of detail 3 to title accounts for the balance sheet - "Assets" and "Liabilities and Equity."
- Assign level of detail 3 or 4 to title accounts for the income statement, depending on whether you want the next level underlined. Examples include:
  - Revenues
  - Direct costs
  - General and administrative expenses
  - Other income and expenses

### **Factors that Determine Whether an Account Posts**

You assign a posting edit code to every account in the chart of accounts. This code determines whether the account posts to the general ledger and whether it updates the Account Balances table (F0902).

With posting edit codes, you can designate an object or object.subsidiary account as:

- Posting
- Non-posting (or title)
- Budget
- Inactive
- Machine-generated
- One that requires units, not monetary amounts
- Subledger and type

For example, you could assign posting edit codes (PC) as follows:

	PC	LOD	Account Description
Non-posting (title) accounts	N	3	Assets
	N	4	Current Assets
	N	5	Cash
	6		Petty Cash
	N	6	Cash in Banks
	7		Bank Account 1
	7		Bank Account 2
Posting accounts	N	6	Term Investments
	7		Certificates of Deposit
	7		Treasury Bills
	N	5	Accounts Receivable
	M	6	Trade A/R
	M	6	Allow for Doubtful Accts
Machine-generated entries only			

If you designate an object or object.subsidiary account as posting, the account must be assigned to a posting business unit.

### Differences Between Subledger and Subsidiary Accounting

Subledgers and subsidiary accounting both provide detailed accounting activity. Subsidiary accounts are a subdivision of your object account. Subledgers are linked to your business unit.object account or business unit.object.subsidiary account.

Subledgers give accounting detail without adding accounts to your chart of accounts. For this reason, subledgers are often used for transaction classifications that are not a permanent part of your chart of accounts, such as detailed travel expenses for each account representative.

Subsidiary accounts are permanent. If you want to track revenues and expenses by account representative using subsidiary accounting, you must create a subsidiary account for each account representative, and attach it to each appropriate object account for revenues and expenses. This procedure could mean adding several hundred accounts to your chart of accounts.

You can use a subsidiary account and a subledger in the same entry, if necessary.

Subledgers differ from subsidiary accounts in the following ways:

- Subledger transactions post to the same major account, rather than to different accounts.
- Subledgers do not create additional records in the Account Master table.
- Subledgers can create additional records in the Account Balances table, depending on the posting edit code that you assign to the account.

### Example: Subledger Accounting

When you use subledgers to track expenses for account representatives, the system creates a record with a unique subledger for each account in the Account Ledger table. The Account Master table contains only the account, not the subledger.

The following example shows the subledgers that represent McLind's and Jackson's address book numbers:

Account Master (F0901)		Account Ledger (F0911)		
Object	Description	Object	Subledger	Subledger Type
8665.HOTEL	Hotel			
8665.AIR	Air Fare	8665.AIR		
			1. McLind	A
			2. Jackson	A
8667	Car Expenses	8667		
			1. McLind	A
			2. Jackson	A

#### Example: Subsidiary Accounting

When you use subsidiaries to track expenses for account representatives, the system creates a record with a blank subledger for each account in the Account Ledger table. The Account Master table contains an account for each account representative.

Account Master (F0901)		Account Ledger (F0911)	
Object	Description	Object	Subledger
8665	Travel & Entertainment		
8666	Air Fare		
8666.A1	Account Representative 1	8666.A1	
8666.A2	Account Representative 2	8666.A2	
8667	Car Expense		
8667.C1	Account Representative 1	8667.C1	
8667.C2	Account Representative 2	8667.C2	

## Planning Your Chart of Accounts

A chart of accounts provides the structure for your general ledger accounts. It lists specific types of accounts, describes each account, and includes account numbers. A chart of accounts typically lists asset accounts first, followed by liability and capital accounts, and then by revenue and expense accounts.

Account information is stored in the Account Master table (F0901).

## Defining Account Segments

As part of creating your chart of accounts, you need to define the length of the account segments. These segments are:

- Business unit - a maximum of 12 characters.
- Object account - 4, 5, or 6 characters (4 or 6 for standard business unit.object.subsidiary). All object accounts must be the same length.
- Subsidiary - a maximum of 8 characters.

The Account Flex Format program allows you to customize the sequence and length of your account segments.

### ► To define account segments

---

*From the Advanced Organization Setup menu (G094111), choose Flex Format Setup.  
From the Flex Format Setup form, choose Account Flex Format.*

1. On Account Flex Format, complete the following fields:
2. To indicate the segment that you are defining, complete one of the following fields:

## Creating and Updating Your Chart of Accounts

After you set up your chart of accounts, you might need to add, revise, or delete accounts for various reasons. You might need to add accounts to your chart of accounts as your business grows. You might need to revise accounts to make the levels of detail, posting edit codes, and descriptions consistent across all business units. Or you might want to delete accounts that were created in error.

---

### Caution

Verify that the business unit, object, and subsidiary are accurate for each account *before* you enter transactions. To ensure the integrity of your chart of accounts, you can use the Security processing option on the Accounts program (P0901) to prevent the object and subsidiary fields from being changed if balances exist in the Account Balances (F0902) or Account Ledger table (F0911). If you are using an alternate chart of accounts, you can use the Security processing option to prevent the Category Code 21, Category Code 22, and Category Code 23 fields from being changed if balances exist in the Account Balances or Account Ledger table. J.D. Edwards recommends that you restrict access to this processing option so that your chart of accounts is not inadvertently changed.

---

## **Adding Accounts**

You might need to add accounts to your chart of accounts as your business grows. Or you might need to add new levels of detail to existing accounts.

### **► To add accounts**

---

*From the Organization & Account Setup menu (G09411), choose Accounts by Business Unit.*

1. On Work With Accounts, click Add.
2. On Revise Single Account, complete the following fields:
3. Complete the following optional fields:
4. On the More tab, complete the following optional fields:
5. Click OK.

### **See Also**

- Planning Your Chart of Accounts*
- Working with an Alternate Chart of Accounts* for more information about alternate accounts and third G/L account numbers

## **Revising Accounts**

After setting up and reviewing your accounts, you might need to revise them. Revising accounts is necessary to maintain and update the most current information in the system.

Some of the possible reasons you might need to revise accounts include:

- Revising multiple accounts that are assigned to one business unit  
You might want to take this action if the company has been restructured or you want to include additional information about the company.
- Revising one account that is assigned to many business units  
You might want to change the description of the account or include additional information, particularly additional lines for a business unit description.
- Revising a single account  
You revise a single account if you need to add or change selected information, such as alternate object and subsidiary, that is not available on other account revision forms.
- Adding text to an existing account  
You can add text to an existing account for any additional information that is related to the account.
- Changing an account number  
You can change an account number only if the new number does not already exist in the Account Master table. If you change an account number, the revision applies only to new postings. To have old balances correspond with the new account numbers, you must run Update Business Unit.Object.Subsidiary to Account Balances.

You can set the Security processing option on the Accounts program (P0901) to prevent the object and subsidiary fields from being changed if an account has a balance in the Account Ledger (F0911) or Account Balances (F0902) table. If no transactions and balances exist for the account, you can change the object and subsidiary, regardless of the setting of the Security processing option.

---

### **Caution**

Do not change the currency code of an account after you enter transactions to it. This action affects the integrity of your data.

---

The system maintains individual account data in the Account Master table (F0901).

### **See Also**

- Updating Account Ledger and Account Balances Tables*
- Setting Up Cost Object Edit Codes in the Advanced Cost Accounting Guide*

---

#### **► To revise accounts by business unit**

*From the Organization & Account Setup menu (G09411), choose Accounts by Business Unit.*

1. On Work With Accounts, complete the following field in the Query By Example row, and click Find:
2. Select an account.
3. From the Row menu, choose Account by BU.
4. On Revise Accounts by Business Unit, click Find.
5. To add text to the account, select the account and choose Attachments from the Row menu.
6. Change the following fields as needed and click OK:
7. To see your changes on Work With Accounts, click Find.

---

#### **► To revise accounts by object**

*From the Organization & Account Setup menu (G09411), choose Accounts by Object.*

1. On Work With Accounts, to locate the account, complete the following field:
2. Complete the following optional field and click Find:
3. Select the account that you want to revise and choose Account by Obj/Sub from the Row menu.
4. On Revise Accounts by Object/Subsidiary, change any of the following fields and click OK:
5. To add text to the account, select the account and choose Attachments from the Row menu.

---

#### **► To revise a single account**

*From the Organization & Account Setup menu (G09411), choose Revise Single Account.*

1. On Work With Accounts, locate the account and click Select.

**Revise Single Account - [Revise Single Account]**

File Edit Preferences Form Window Help

OK Cancel Discard Abort Links Acct T... Previous Next OLE Internet

Account Number: 1.1110.BEAR Bear Creek National Bank

Revise Single Account More Category Codes 1-10 Category Codes 11-20 Category Codes 21-23

Business Unit/Object/Subsidiary	1	1110	BEAR
Description	Bear Creek National Bank		
Account Level of Detail	7		
Posting Edit	<input type="checkbox"/> Allows all posting		
Budget Pattern Code	<input type="checkbox"/>		
Model Account/Consolidations	<input type="checkbox"/> Non-Model/Consolidation		
Currency Code	<input type="checkbox"/>		
Account ID	00000108		

Work With Accounts Revise Single Account

2. On Revise Single Account, click the Revise Single Account tab, change the information as necessary, and click OK.
3. To access additional fields, click the More tab.

**Revise Single Account - [Revise Single Account]**

File Edit Preferences Form Window Help

OK Cancel Discard Abort Links Acct T... Previous Next OLE Internet

Account Number: 1.1110.BEAR Bear Creek National Bank

Revise Single Account More Category Codes 1-10 Category Codes 11-20 Category Codes 21-23

Unit of Measure	<input type="checkbox"/>
Free Form (3rd Acct. No.)	<input type="checkbox"/>
Alternate Object/Sub	<input type="checkbox"/>
Billable	<input checked="" type="checkbox"/> Y Yes, account should be billed.

Work With Accounts Revise Single Account

4. On the More tab, change the following fields as necessary and click OK:
5. To change category codes 1 through 23, choose the corresponding tab, change the information as necessary, and click OK.
6. To add text to the account, select the account and choose Attachments from the Form menu.

#### See Also

- Working with an Alternate Chart of Accounts* for more information on alternate accounts and third G/L account numbers
- Adding Accounts* for the processing options for this program

### Deleting Accounts

You cannot delete an account that has a balance in the Account Ledger (F0911) or Account Balances (F0902) table.

---

#### Note

As a policy, you might want to make unused accounts inactive. When you make an account inactive, you can no longer enter transactions for the account. However, you can see the historical activity. To make an account inactive, change the Posting Edit code to I.

---

#### ► To delete accounts

---

*From the Organization & Account Setup menu (G09411), choose Accounts by Business Unit, Accounts by Object, or Revise Single Account.*

1. On Work With Accounts, locate the account to delete by completing one or more of the following fields, and then clicking Find:
2. Choose the account and click Delete.

### Working with Account Master Word Search

The Account Master Word Search program helps you locate an account. Simply enter a word or string of characters, and the Account Master Word Search program displays a list of all of the accounts that contain that word or string of characters.

### Building the Account Master Word Search Table

Before you can use the Account Master Word Search program, you need to build the Account Master Word Search table.

*From the Organization & Account Setup menu (G09411), choose Build Account Master Word Search Table.*

When you run this program for the first time, it builds the Account - Word Search table (F0901WS). If you add, change, or delete account information, you should run this program in update mode to refresh the table and ensure that you are searching the most current information.

---

### Note

This program can take some time to run, depending on the number of accounts you have in your system.

---

#### See Also

- Locating Accounts*

## Locating Accounts

After you run the Build Account Master Word Search program, you can use the Account Master Word Search program to help you locate an account. To locate an account, enter a word or string of characters in the Search Word field. The Account Master Word Search program displays a list of all of the accounts containing that word or string of characters. For example, if you enter "accounts payable," the program displays all of the accounts that contain the word "accounts" and all of the accounts that contain the word "payable."

The Account Master Word Search program also displays accounts that contain words similar to the full name of the account. For example, if you want to search for an account that contains the words "accounts payable," you could enter "Accts Pay," "Accts," "A," "P," or "A/P." If these words are in the Word Search Equivalence Table (F91011), the program recognizes them as words equivalent to "accounts payable" and display the accounts for which you are searching. OneWorld comes with a list of equivalent words, and you can add your own words to this list.

You can also add, change, or delete from the list of words that you want the program to ignore. For example, the Account Master Word Search program is already set to ignore "A," "About," and "After." If you enter one of these words by itself into the Search Word field, the program ignores it. The program also ignores symbols such as "/" and "%."

#### See Also

- Working with Equivalent Words in the OneWorld Foundation Guide*
- Working with Ignored Words in the OneWorld Foundation Guide*

#### ► To locate accounts

---

*From the Organization and Account Setup menu (G09411), choose Account Master Word.*

On Account Master Word, type your search criteria in the following field and click Find:

This program is not case-sensitive. It locates and retrieves words, regardless of whether they are uppercase or lowercase.

## Reviewing Your Chart of Accounts

After you create your chart of accounts or make revisions to it, you should review your object accounts across all companies and business units. By reviewing your accounts, you can:

- Locate any inconsistencies in the levels of detail
- Verify that similar types of accounts are set up for financial consolidations to function properly

- Determine which object account numbers are available if you need to add new accounts

The system displays object accounts in ascending order, regardless of business unit or company. You can print your chart of accounts from the Work With Chart of Accounts form.

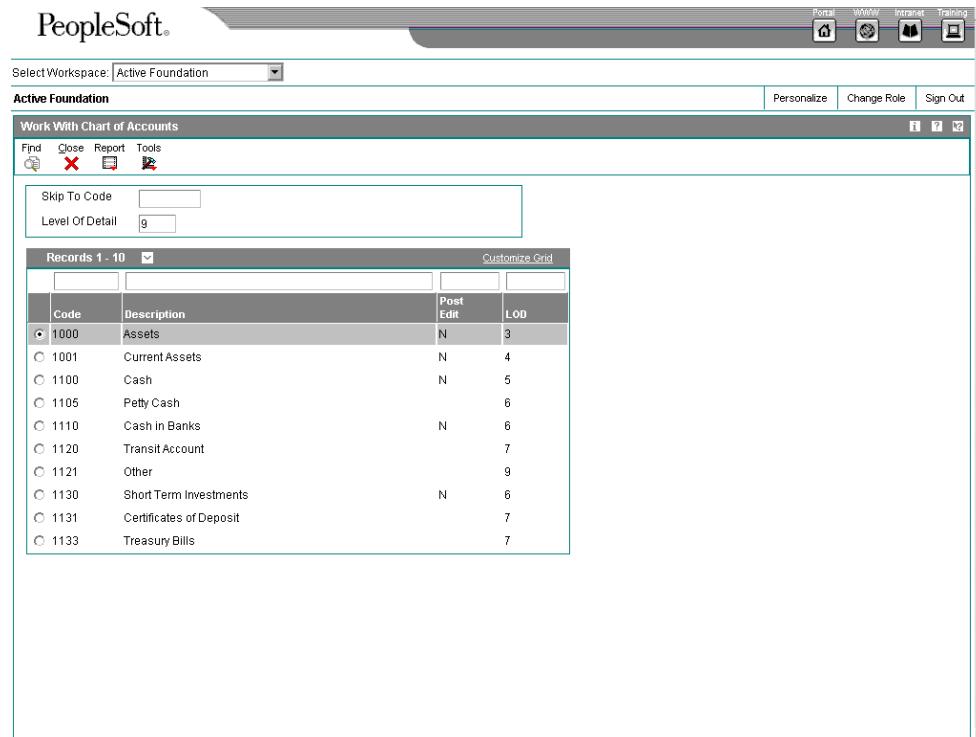
### **Before You Begin**

- If you have made revisions to your accounts, run the Refresh Chart of Accounts program from the Report menu on the Work With Chart of Accounts form. This program adds your revisions to the chart of accounts. If you have added an account with the same object and subsidiary as an existing account but with a different level of detail or description, your new account information overwrites the existing account information. The Refresh Chart of Accounts program updates the Chart of Accounts - Reference File table (F0909) and can take a long time to run, especially if you have made many revisions or have a large chart of accounts. Consider running it during off-peak hours.

## ► To review your chart of accounts

---

From the Organization & Account Setup menu (G09411), choose Online Chart of Accounts.



On Work With Chart of Accounts, complete the following optional fields and click Find:

---

### Note

To print your chart of accounts, choose Chart of Accounts from the Report menu. Do not enter any data selection for the report.

---

### See Also

- [Revising Accounts](#)

## Working with Subledgers

In addition to the business unit.object.subsidiary method of account coding, you can use subledgers to code accounts. Subledgers provide the most detailed record of accounting activity for a business unit. You might use subledger accounting to track:

- Revenues and expenses by account representative
- Receivables and payables by employee
- Intercompany settlements by detail entry

With subledger accounting, you can:

- Review detailed account totals for specific subledgers by grouping posted transactions with the same subledger and subledger type.
- Review similar types of subledgers across accounts. For example, you can review all accounting activity by an asset ID or work order number.

Use the Trial Balance by Subledger program (P09215) to review subledger information.

Both the subledger number and subledger type for a G/L account provide detailed accounting activity. The subledger number becomes the audit trail for the posted subledger transactions.

Before you can use subledgers, you must decide which subledger types to use. The following list describes the predefined, hard-coded subledger types. The system verifies the subledger number for each type against a specific master table.

#### See Also

- *Subledger Types and Their Master Tables*

#### Subledger Types and Their Master Tables

<b>Subledger Type A</b>	Edits against the Address Book Master table (F0101). This type is the most commonly used subledger type. Use this type to track expenses that are associated with salespeople, employees, and so on. You also use it for the detail method of intercompany settlements.
<b>Subledger Type C</b>	Edits against the Business Unit Master table (F0006).
<b>Subledger Type E</b>	Edits against the Asset Master File table (F1201).
<b>Subledger Type I</b>	Edits against the Item Master table (F4101).
<b>Subledger Type J</b>	Edits against the Change Request Master table (F5301).
<b>Subledger Type L</b>	Edits against the Tenant/Lease Master table (F1501).
<b>Subledger Type O</b>	Edits against the Sales Order Header File table (F4201).
<b>Subledger Type S</b>	Edits against the Chart of Accounts Format table (F0907). This is the structured subledger type.
<b>Subledger Type W</b>	Edits against the Work Order Master File table (F4801).

## Defining Accounts That Require Subledgers

You assign posting edit codes to define which accounts require subledgers and how amounts are to be posted.

### ► To define accounts that require subledgers

*From the Organization & Account Setup menu (G09411), choose Revise Single Account, Accounts by Business Unit, or Accounts by Object.*

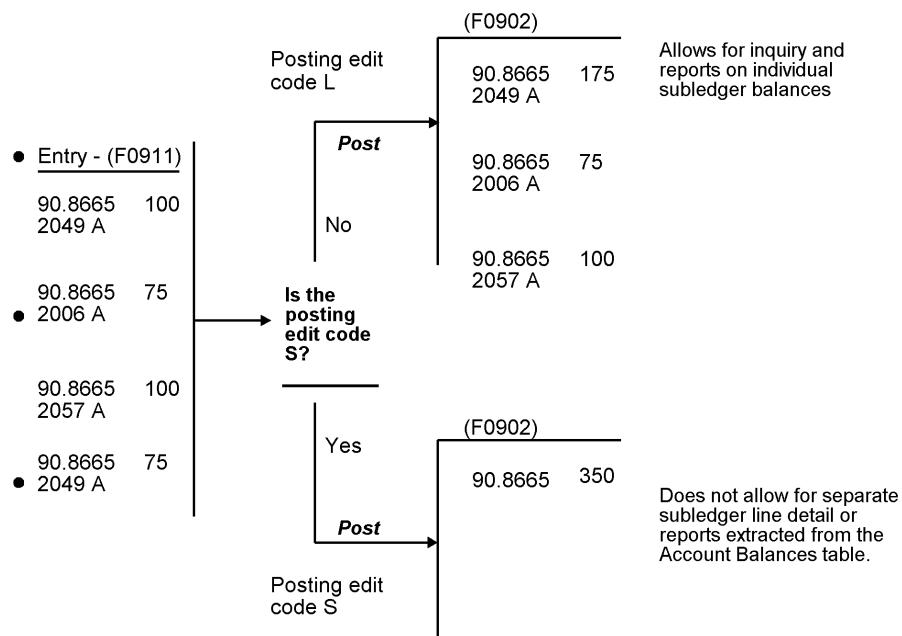
1. On Work With Accounts, locate the account and click Select.
2. On Revise Single Account, change the following field to S, L, X, or blank:
3. Click OK.

### Related Tasks

<b>Defining multiple accounts that require subledgers</b>	To define multiple accounts that require subledgers, access either the Revise Accounts by Business Units or Revise Accounts by Object/Subsidiary form from Work With Accounts.
---	--

### Example: Posting Edit Codes

The following diagram shows how information stored in the Account Balances table (F0902) is affected by the posting edit code:



### See Also

- Adding Accounts for the processing options for this program

## Defining Additional Subledger Types

In addition to the predefined subledger types, you can define three subledger types (X, Y, and Z) in user defined codes (00/ST). Because these types are not edited against any J.D. Edwards tables, you should define them only if you want the system to edit values against a format requirement rather than a specific value. The first character of the Description 2 field controls which format the system edits against the subledger type. Values are:

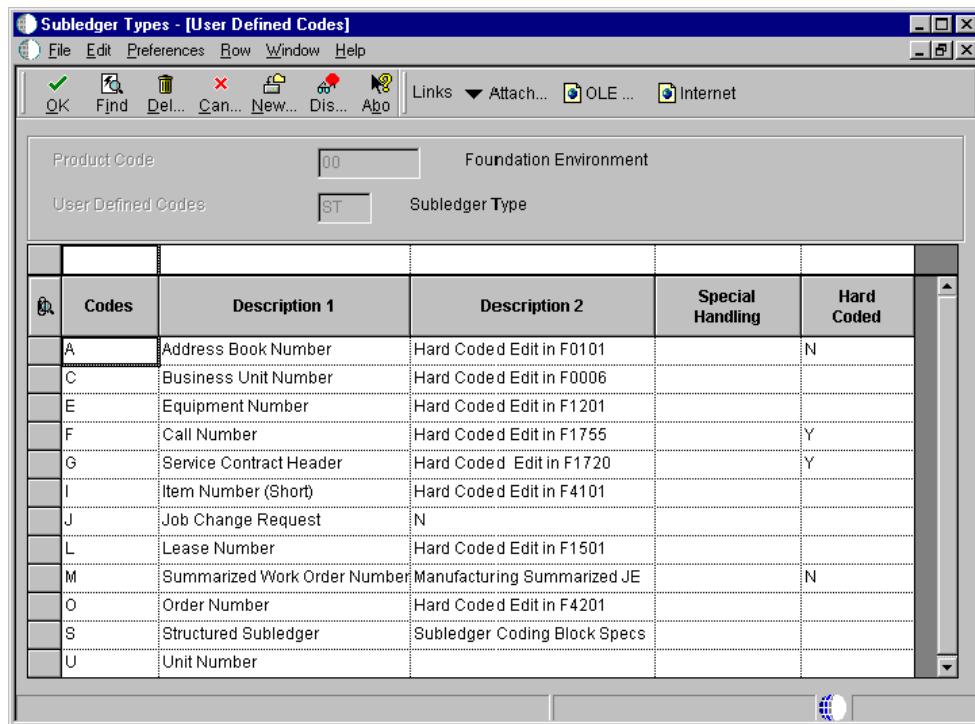
- A - Alphanumeric, left justify, blank fill
- N - Numeric, right justify, zero fill
- C - Alphanumeric, right justify, blank fill

### ► To define additional subledger types

---

*From the General Accounting System Setup menu (G0941), choose Subledger Types.*

1. On Work With User Defined Codes, click Add.



2. On User Defined Codes, complete the following fields and click OK:

## Inactivating Subledgers

You might need to make a subledger inactive. For example, if an employee takes a leave of absence, you can deactivate the employee's address book number to use as a subledger so that travel and entertainment expenses cannot be entered during the leave of absence. Or, when a project or job is on hold or is complete, you can deactivate a business unit from use as a subledger.

## ► To inactivate a subledger

---

*To deactivate a subledger, access its corresponding master form. For example, to deactivate a subledger for an employee, access Address Book Revisions.*

1. Locate the subledger and click Select
2. On Address Book Revision, choose the Additional tab.
3. On the Additional tab, change the following field to any value other than blank, and then click OK:

## Creating a Model Chart of Accounts

To create a model chart of accounts, you can create one master model business unit that includes the complete chart of accounts. Or you can create a model business unit for every business unit type and assign object accounts to it. You can then use these models as a basis for your actual chart of accounts.

By creating a model chart of accounts, you ensure that when you copy the accounts from the model business units into your actual (or production) business units, the accounts are standardized across business units and companies.

Depending on your organizational structure, you can create more than one model chart of accounts. For example, you can create one model for balance sheet accounts, and another model for profit and loss (income statement) accounts.

You should create your model chart of accounts using a consistent numbering scheme for your object accounts so that they can be copied across all business units.

After you enter the business unit, object account, and subsidiary information for a new account, you can add a comment, memo, or other text. To add such text, use Attachments from the Form menu.

Carefully proofread your model chart of accounts to ensure that the descriptions, spelling, level of detail assignments, and posting edit codes are accurate. This model provides the basis for your entire chart of accounts. Revise accounts as needed to correct errors before you copy the model accounts to business units. Copying the model reproduces any errors in multiple business units. See *Revising Accounts*.

### Before You Begin

- Ensure that you have set up a business unit that is designated as a model in the Model/Consolidated field.

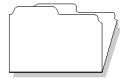
### See Also

- Setting Up Business Units*
- Adding Accounts* for the processing options for this program
- Setting Up Cost Object Edit Codes* in the *Advanced Cost Accounting Guide*

### Example: Model Business Unit

The following graphic illustrates the structure of a business unit type for profit and loss accounts:

S Type Business Unit = IS (Income Statement Model Chart of Accounts)



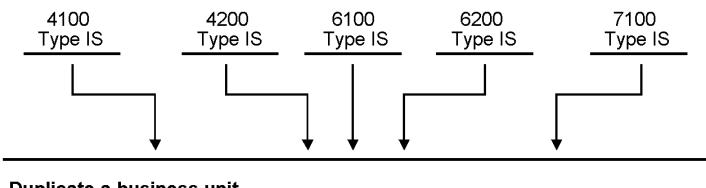
### Business Unit 3 = Income Statement business unit for company 1

Business Unit  
Master (F0006)

	<u>Obj</u>	<u>Sub</u>	Description
Master Chart of Accounts (F0901)	5000		Revenue
	5005		Sales - Product
	5010		Store Sales
	5020		Direct Ship Sales
	5030		Interplant Sales
			9999

S Set up three new companies 4000, 6000, 7000

S Set up income statement (profit and loss) business units



Duplicate a business unit

From BU 3

To Type BU IS

4100	4200	6100	6200	7100
4100.5000	4200.5000	6100.5000	6200.5000	7100.5000
4100.5005	4200.5005	6100.5005	6200.5005	7100.5005
4100.5010	4200.5010	6100.5010	6200.5010	7100.5010
4100.5020	4200.5020	6100.5020	6200.5020	7100.5020
4100.5030	4200.5030	6100.5030	6200.5030	7100.5030
4100.9999	4200.9999	6100.9999	6200.9999	7100.9999

## ► To create a model chart of accounts

From the Organization & Account Setup menu (G09411), choose Accounts by Business Unit.

1. On Work With Accounts, click Add.
2. On Revise Single Account, complete the following fields:

The business unit that you enter must be a model business unit.

3. Complete the following optional fields and click OK:

If you specify a level of detail, ensure that you do not skip a level. Non-sequential levels of detail cause rollup errors in financial reports that are run at a skipped level.

## Working with an Alternate Chart of Accounts

Some businesses need an alternate way to set up a chart of accounts. For example, some countries require businesses to submit reports using a government-defined (statutory) chart of accounts. You can use account category codes to set up an alternate chart of accounts that accommodates government requirements.

Using an alternate chart of accounts, you can:

- Roll up accounts
- Display subtotals
- View several companies together
- View accounts that make up an alternate account
- View different levels of detail in other J.D. Edwards inquiry programs

You can display account balances by alternate or statutory accounts from the Account Balances table (F0902). To show this display, use one of the category codes that are set up for a statutory chart of accounts.

An account category code indicates your statutory account number, and the category code description indicates the account description. You can assign one or more alternate account numbers to category codes 21, 22, and 23. These category codes allow up to 10 characters.

The system rolls up accounts that are based on the digit that you specify. All accounts in which the digit matches roll together. For example, if you specify the third digit, then accounts from 1040000 through 1049999 roll together.

### Example: How Accounts are Subtotaled Using Leading Digits

France's statutory chart of accounts uses the first three digits in the account as follows:

- The first digit defines the account, such as capital, fixed asset, or stock.
- The second digit defines the account type within the above category, such as tangible assets.
- The third digit further defines the account, such as land accounts.

In this example, if you specify three leading digits, then the program subtotals accounts each time one of the three leading digits changes.

## Defining Alternate Accounts

You can use account category codes to set up an alternate chart of accounts to accommodate government requirements.

An account category code indicates your statutory account number, and the category code description indicates the account description. You can assign one or more alternate account numbers to category codes 21, 22, and 23. These category codes allow up to 10 characters.

### ► To define alternate accounts

---

*From the Organization & Account Setup menu (G09411), choose Revise Single Account or Accounts by Business Unit.*

1. On Work with Accounts, click Find.

2. Choose the account you want to define as an alternate account, and then click Select.
3. On Revise Single Account, click the Category Codes 21-23 tab, complete the following fields, and click OK:

#### See Also

- Adding Accounts* for more information about setting up accounts and for the processing options for this program
- Revising Accounts*
- Creating and Updating Your Chart of Accounts*

### Reviewing Alternate Account Information

You can review alternate accounts and account ledgers for one category code at a time. You specify the category code in the processing options.

You can also review alternate accounts by company or organization structure, and you can review their balances online by company or organization structure. By doing this review, you can see several companies that together are one legal entity.

#### ► To review alternate account information

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*From the Accounting Reports & Inquiries menu (G0912), choose Statutory Account Inquiry.*

You can review selected alternate accounts and the associated detailed information. You can also review account ledgers.

1. On Statutory Account Inquiry, complete the following optional fields:
2. To limit your search, complete the following fields:
3. To display amounts for a specific period, complete one of the following fields:  
If the Period option is selected, the system shows the through period in the Thru Period field. If the Period option is cleared, the system shows the through date in the Thru Date field.
4. To specify how many leading digits in the alternate account number to use for subtotaling, complete the following field:
5. To specify the digit of the category code to use for rollup, complete the following field:
6. To toggle between year-to-date and period totals, click the following option:
7. To display a specific currency, complete the following field:
8. Click Find.

The processing time depends on the number of accounts that you are viewing.

9. To review account ledger information for the category code that you specified in the processing options, select an account and choose Ledger Inquiry from the Row menu.
10. On Work With Account Ledger By Category Code, follow the steps for reviewing account ledgers by category code.

See *Reviewing Account Ledgers by Category Code*.

11. To display all of the accounts with the category code that you specified in the processing options, go back to Statutory Account Inquiry (if necessary) and choose Accounts from the Row menu.
12. On Accounts Within Statutory Account, select an account to review.
13. From the Row menu, choose one of the following to review the detail:
  - Account Ledger
  - Account Balance
  - Trial Balance by Object

#### **See Also**

- Planning Your Chart of Accounts*
- Creating and Updating Your Chart of Accounts*
- Printing a Debit/Credit Trial Balance by Category Code Report*
- Printing a General Ledger by Category Code Report*
- Reviewing Account Ledgers by Category Code*

### **Assigning Third G/L Account Numbers**

The third G/L account number is one of the formats that you can use when you enter an account number during data entry. Other formats that you can use in data entry include:

- Business Unit.Object.Subsidiary
- Short ID (8-digit, system-assigned number)

You might choose to use the third G/L account number as an alternate way of entering account numbers when entering data. This format is often used if you want to continue using the same account numbers from a prior system.

You designate the format that you are using by preceding the account number with a symbol that identifies the format. You can also define the symbol that separates the different components of the Business Unit.Object.Subsidiary account format.

If the third G/L account number is the one that you typically use, you can leave the field blank and the system uses the default of /. If it is seldom used, enter a symbol, such as \*, to identify it to the system.

The third G/L account number consists of a free-form code. Typically, the account number from a prior system is used as the third G/L account number. No limitations exist for the characters that you can use.

Only one of the three fields that is used for account symbols can be blank. The other two must each be unique. Verify that no symbol such as . or , is used for another purpose in the system.

#### **► To assign third G/L account numbers**

---

*From the Organization & Account Setup menu (G09411), choose Revise Single Account or Accounts by Business Unit.*

1. On Work With Accounts, click Find.
2. Choose the account to which you want to assign a third G/L account number, and then click Select.

3. On Revise Single Account, click the More tab, complete the following field, and click OK:

#### See Also

- Setting Up Account Symbols*
- Setting Up Constants for General Accounting*
- Adding Accounts* for the processing options for this program

## Copying Accounts to Business Units

After you create your model chart of accounts, you must review and correct it. Then you can create your actual chart of accounts by copying the object and subsidiary accounts that are assigned to a model business unit to your actual business units. This process saves time and ensures consistency throughout your account structure. You can copy:

- All or a range of object accounts from one business unit to another
- Object accounts at a given level of detail
- All or a range of object accounts from one business unit to multiple business units of the same business unit type
- All or a range of object accounts to a specific company or across all companies

#### Before You Begin

- Verify that the model business unit from which you want to copy already exists and is accurate.

#### ► To copy accounts to business units

---

*From the Organization & Account Setup menu (G09411), choose Copy Accts to Business Units.*

1. On Work With Business Units, choose Copy Accts from the Form menu.

The screenshot shows the 'Copy Accounts to Business Units' dialog box within a PeopleSoft application window. The dialog has a title bar 'Copy Accounts to Business Units' and a toolbar with buttons for OK, Cancel, Form, and Tools. The main area contains several input fields and dropdowns:

- From Business Unit:** A dropdown menu showing '3'.
- To Business Unit:** A dropdown menu.
- Type Business Unit:** A dropdown menu showing 'IS'.
- Company:** A dropdown menu showing '1'.
- (Blank for all companies):** A note below the company field.
- Level of Detail:** A dropdown menu showing '9'.
- Beginning Account:** Object '5000' and Subsidiary dropdown.
- Ending Account:** Object '9999' and Subsidiary dropdown.
- Execution Mode:** A section with a radio button labeled 'Batch Mode' which is selected.

2. On Copy Accounts to Business Units, complete the following field:
3. Complete one of the following fields:
4. To copy business units for a specific company, complete the following field:  
If you leave the Company field blank, the program copies the object and subsidiary accounts to all companies.
5. Complete the Beginning and Ending Account fields for:  
J.D. Edwards recommends that you use an ending subsidiary number of 9999999 to ensure that the program copies all subsidiary accounts.
6. To change the mode, click one of the following options:
7. Click OK.

## Creating Accounts Dynamically

You can create all or part of your chart of accounts for a business unit on an as-needed, or dynamic, basis when you create journal entries. When you create accounts as needed, your business units include only those accounts that you use and not any unnecessary accounts. This procedure initially provides a framework for a business unit's chart of accounts.

You cannot create header accounts when you create accounts dynamically. Header accounts are typically used for summary purposes during financial reporting and do not allow for posting. If you need to create a header account, enter the account and assign it a posting code of N on Accounts by Business Unit.

## ► To create accounts dynamically

---

1. Activate the invalid account feature on General Accounting Constants.
2. Ensure that the object or object.subsidiary account exists in your model chart of accounts.
3. Ensure that a Type Business Unit is assigned to the business unit to which the account will be added.
4. Enter the journal entry.
5. Assign the journal entry an invalid account number that is preceded by #.
6. Review the batch.

The batch has an error status because of the invalid account number.

7. Approve the batch.

This step changes the error status to approved so that the batch will post.

8. Post the batch.

The system compares the invalid account to the model chart of accounts. If the account exists in the model, the system adds the account to the business unit that is used in the journal entry and removes the invalid account symbol from the account in the journal entry.

### See Also

- Setting Up Constants for General Accounting*
- Temporarily Accepting Invalid Account Numbers*
- Reviewing Transaction Batches*
- Posting Journal Entries*

## Translating Accounts

If you are operating in a multiple language environment, you can translate the descriptions of your accounts. The descriptions correspond to the language that you specify. For example, when you access an account that has a French translation, the description appears in French rather than in the base language.

The system stores account translation information in the Account Master - Alternate Description table (F0901D).

The translation of accounts enables you to see the translated accounts only when they are accessed by reports or by online programs and inquiries. You cannot see the translations directly from the P0006 or the P0901, but from the reports and programs that access text from those master files.

To track the accounts that you have translated and verified the translations, print the Account Translation Report. This report shows the base language and one or all of the alternate languages, depending on what you select in the Language Preference Code processing option.

You can also translate the descriptions of AAIs and user defined codes.

## See Also

- Working with AAIs*
- Translating User Defined Codes into Alternate Languages in the OneWorld Foundation Guide*

## Before You Begin

- Set up the language preference in the user profile. See *Setting Up User Profiles* in the *System Administration Guide* for more information.

### ► To translate accounts

---

*From the Organization & Account Setup menu (G09411), choose Translate Accounts.*

1. On Translate Account Descriptions, complete the following fields:
2. Complete the following optional field and click Find:
3. In the detail area, complete the following field for each account that you want to translate, and then click OK:

To clear a translated description, choose it and click Delete. The system displays the form again with the To Description field blank.

## Intercompany Settlements

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If your business has intercompany transactions, the companies will be out of balance unless you create and post intercompany balancing entries. You create intercompany settlements to ensure that each company's net balance equals zero (that is, debits equal credits). You can either create these settlements yourself or have the system create them automatically. You choose the method of intercompany settlements to use. To use intercompany settlements requires that you complete setup tasks.

When you post using either the hub or the detail method for intercompany settlements, the system creates journal entries for intercompany settlements based on AAIs. Two AAI items exist for intercompany settlements. Depending on the method that you choose, you must set up one or both.

J.D. Edwards recommends that you manually reconcile intercompany settlements on a periodic basis. To do this procedure, run the Companies in Balance and Intercompany Accounts in Balance integrity reports.

The system tracks settlements through subledgers. Each company involved in an intercompany settlement has an automatic offset to the appropriate intercompany account with the subledger equal to the address book number of the offsetting company. The system uses the subledger field to record the other company that is involved in the transaction. The subledger type is A (address book), and the companies must be set up in the Address Book system.

The following methods of intercompany settlements are available:

- Hub method
- Detail method

## See Also

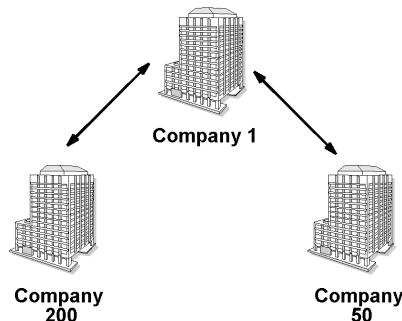
- Working with AAIs*
- Correcting Company Imbalances*
- Correcting Intercompany Account Imbalances*
- Multicurrency Intercompany Settlements in the Multicurrency Guide*
- General Accounting Constants*
- How Journal Entries Are Processed*

## Hub Method

When you choose the hub method, the system creates summarized journal entries by batch and G/L date between a hub (main) company and related subsidiary companies. The hub method is more commonly used than the detail method. You can have only one hub company. The system reconciles transactions between subsidiary companies through the hub company.

### Example 1

In the following example, company 200 accrues a liability incurred by company 50. Accounts for these companies are cleared through the hub, company 1. In the journal entries, assume that the business unit on the balance sheet matches the company number.



One journal entry is created as follows:

Document	Company	Account	Description	Debit	Credit
JE 1	50	50.8150	Expenses	500	
JE 1	200	200.4110	Accounts Payable		500

When you post this journal entry, the system generates the following automatic intercompany entries:

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 1212	50	50.1291/00000001/A	Intercompany Receivables/Payables		500
AE 1212	1	1.1291/00000050/A	Intercompany Receivables/Payables	500	

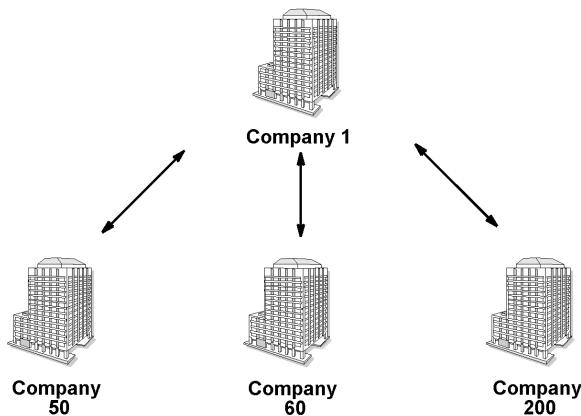
AE 1212	200	200.1291/0000001/A	Intercompany Receivables/Payables	500	
AE 1212	1	1.1291/00000200/A	Intercompany Receivables/Payables		500

The highlighted rows in the above chart are entries to the hub company 1 from companies 50 and 200.

The business units (1, 50, and 200) and object account (1291) are determined by the AAIs. The system creates the automatic entries with a document type of AE (automatic entry) and a document number equal to the batch number.

### Example 2

In the following example, company 200 accrues liabilities incurred by companies 50 and 60. Accounts for these companies are cleared through the hub, company 1. In the journal entries, assume that the business unit on the balance sheet matches the company number.



One journal entry that involves more than two accounts, but does not involve the hub company, is entered as follows:

Document	Company	Account	Description	Debit	Credit
JE 20	50	50.8150	Expenses	300	
JE 20	60	60.1800	Prepaid Expenses	200	
JE 20	200	200.4110	Accounts Payable		500

When you post the entry, the system generates the following intercompany entries:

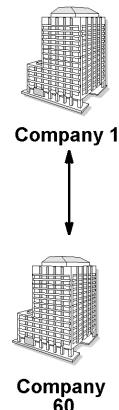
Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 200	60	60.1291/00000001/A	Intercompany Receivables/Payables		200
AE 200	1	1.1291/00000060/A	Intercompany Receivables/Payables	200	
AE 200	50	50.1291/00000001/A	Intercompany Receivables/Payables		300
AE 200	1	1.1291/00000050/A	Intercompany Receivables/Payables	300	

AE 200	200	200.1291/00000001/A	Intercompany Receivables/Payables	500	
AE 200	1	1.1291/00000200/A	Intercompany Receivables/Payables		500

The business units (50, 60, and 200) and object account (1291) are determined by the AAIs. The document type equals AE and the document number is not the same as the originating document number. Although the hub company (1) is not in the original transaction, all intercompany settlements are cleared through the hub company.

### Example 3

In the following example, company 1 transfers cash to company 60 and prepays an expense on behalf of company 60.



Two journal entries are created in one batch as follows:

Document	Company	Account	Description	Debit	Credit
JE 12	1	1.1110.BEAR	Cash		100
JE 12	60	60.1110	Cash	100	
JE 13	1	1.1110.BEAR	Cash		100
JE 13	60	60.1800	Prepaid Expense	100	

When you post the entries, the system generates the following intercompany entries:

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 20	60	60.1291/00000001/A	Intercompany Receivables/Payables		200
AE 20	1	1.1291/00000060/A	Intercompany Receivables/Payables	200	

The hub method summarizes the four lines of the two documents by account, and by subledger and subledger type.

### **Detail Method**

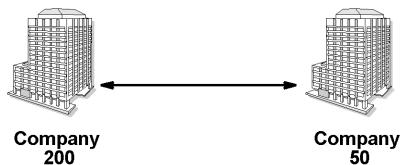
When you choose the detail method, the system creates detailed journal entries by document between companies, using the company on the first line of a transaction as the hub company. Because no designated hub company exists, the system reconciles transactions between the companies involved.

The detail method could create more records in the Account Ledger table when you post entries. The detail method is commonly used by companies and government agencies that want or need a detailed audit trail.

You must use the detail method if you are performing intercompany settlements between companies that have different domestic currencies.

#### **Example 1**

In the following example, company 200 accrues a liability incurred by company 50. No hub company exists. In the journal entries, assume that the business unit on the balance sheet matches the company number.



Two entries are created as follows:

Document	Company	Account	Description	Debit	Credit
JE 10	50	50.8150	Expenses	500	
JE 10	200	200.4110	Accounts Payable		500

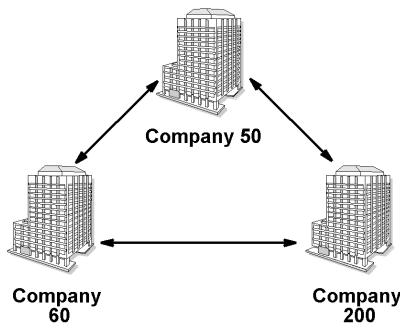
When you post the entries, the system generates the following intercompany entries:

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 10	200	200.1291/0000050/A	Intercompany Receivables/Payables	500	
AE 10	50	50.1291/00000200/A	Intercompany Receivables/Payables		500

The first entry in the above example is due to company 200 from company 50. The second entry is due to company 50 from company 200.

#### **Example 2**

In the following example, company 200 accrues liabilities incurred by companies 50 and 60. No hub company exists. In the journal entries, assume that the business unit on the balance sheet matches the company number.



The journal entry, which involves more than two accounts, is entered as follows:

Document	Company	Account	Description	Debit	Credit
JE 20	50	50.8150	Expenses	300	
JE 20	60	60.1800	Prepaid Expenses	200	
JE 20	200	200.4110	Accounts Payable		500

When you post the entry, the system generates the following intercompany entries:

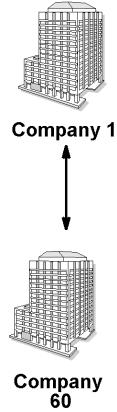
Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 20	60	60.1291/00000050/A	Intercompany Receivables/Payables		200
AE 20	50	50.1291/00000060/A	Intercompany Receivables/Payables	200	
AE 20	200	200.1291/00000050/A	Intercompany Receivables/Payables	500	
AE 20	50	50.1291/00000200/A	Intercompany Receivables/Payables		500

The company that is associated with the first line entry acts as the hub company for the transaction. In this example, company 50 is acting as the hub.

As in the hub method, the business units (200, 50, and 60) and object account (1291) are determined by the AAIs. The document type equals AE, and the document number equals the originating document number.

### Example 3

In the following example, company 1 transfers cash to company 60 and prepays an expense on behalf of company 60.



Two entries are created as follows:

Document	Company	Account	Description	Debit	Credit
JE 12	1	1.1110.BEAR	Cash		100
JE 12	60	60.1110	Cash	100	
JE 13	1	1.1110.BEAR	Cash		100
JE 13	60	60.1800	Prepaid Expense	100	

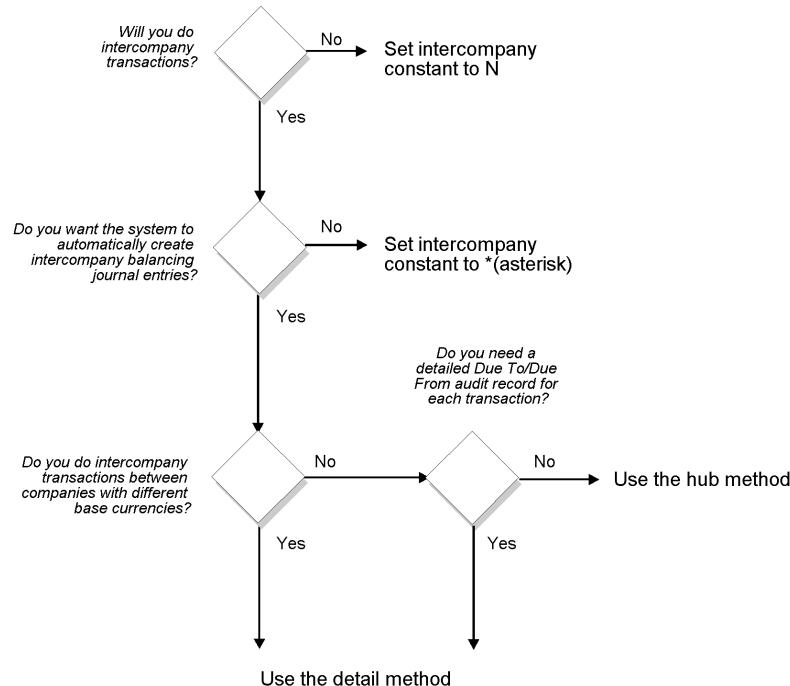
When you post the entries, the system generates the following intercompany entries:

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 12	60	60.1291/00000001/A	Intercompany Receivables/Payables		100
AE 12	1	1.1291/00000060/A	Intercompany Receivables/Payables	100	
AE 13	60	60.1291/00000001/A	Intercompany Receivables/Payables		100
AE 13	1	1.1291/00000060/A	Intercompany Receivables/Payables	100	

Unlike the hub method, the detail method creates separate entries for each document in the batch.

## Which Method You Should Use

Use this chart to decide which method of intercompany settlement to use:



## Setting Up Intercompany Settlements

You need to use intercompany settlements if your business has intercompany transactions. The companies will be out-of-balance unless you create and post intercompany balancing entries.

Two methods are available for creating balancing entries:

- The hub method creates summarized journal entries by batch between a hub company and related companies.
- The detail method creates detailed journal entries for each document. Because no designated hub company exists, this method uses the company that is listed on the first line of a transaction as the hub company.

### Before You Begin

- ❑ Decide whether you want to use the hub or detail method. See *Intercompany Settlements* for more information.
- ❑ If you use the hub method, decide which company is the hub. All other companies are non-hub companies.

### See Also

- ❑ *Creating and Updating Your Chart of Accounts*
- ❑ *Working with AAIs*

## **Setting Up the Intercompany Settlement Constant**

Use the intercompany settlement constant to designate the method of intercompany settlements that you want to use.

*From the General Accounting System Setup menu (G0941), choose General Accounting Constants.*

*On System Setup, click General Accounting Constants.*

On General Accounting Constants, complete the Intercompany Settlements field with one of the following options:

<b>Method 1</b>	Use the hub method to create summarized journal entries for your intercompany settlements between a designated hub company and related companies.
<b>Method 2</b>	Use the detail method for intercompany settlements between companies that have different base currencies.  If you do not use multiple currencies, use the detail method when you do not want to specify one company as the main or headquarters company.
<b>No Intercompany Settlements Method N</b>	Do not use intercompany settlements. The system does not post a batch that contains intercompany transactions.
<b>No Intercompany Settlements Method *</b>	Do not use intercompany settlements. The system posts intercompany transactions but does not create balancing entries for the companies. You must manually create the balancing entries that show on the General Ledger Post Report.

### **See Also**

- Setting Up Constants for General Accounting*
- Setting Up Constants for the Accounts Payable System in the Accounts Payable Guide*
- Setting Up Accounts Receivable Constants in the Accounts Receivable Guide*

## **Setting Up Companies for Intercompany Settlements**

You must set up all of the companies that are involved in intercompany transactions using the Company Numbers & Names menu selection. When you set them up, J.D. Edwards recommends that you set up the company number to be the same as the company's address book number. If the two numbers are not the same, update the Company Address Number field using the Company Numbers & Names menu selection.

Using either the hub or the detail method, you must set up the companies in the address book.

### **See Also**

- Setting Up Companies*

## **Setting Up Intercompany Accounts**

Set up intercompany accounts using the Accounts by Object menu selection. For either the hub or the detail method, set up one intercompany settlement account for each company as follows:

- Enter both a business unit and object account. You can enter a subsidiary account, but it is not required.

J.D. Edwards recommends that you use:

- A business unit number that is equal to the company number.
- The same object account for all intercompany receivables and payables accounts to facilitate inquiry, reconciliation, and consolidation.
- A posting edit code of M (machine-generated only). This posting edit code allows only entries that were created by the system and protects the integrity of the account.

### **Example: Intercompany Accounts**

The following example shows the recommended setup for each company and intercompany object account (hub or detail method):

Company	Accounts (BU.Object)	Posting Edit Code	Level of Detail
00001	1.1291	M (machine only)	6
00200	200.1291	M (machine only)	6
00050	50.1291	M (machine only)	6

### **Setting Up Intercompany AAs for the Hub Method**

After you set up the intercompany settlement accounts for each company, you can reference these accounts in the intercompany AAs. Thus, the system knows the accounts for which to create balancing entries during the post.

Set up AAs for intercompany settlements on the Set Up Single AA Item or Set Up Multiple AA Items form.

Two AAs are available for intercompany settlements. For the hub method, you must use both of them, as follows:

- ICH (Intercompany Hub). This item defines the hub company.
  - Only one AA item ICH can exist.
  - You must set up AA item ICH for company 00000.
  - You must enter a business unit.
  - You must enter an object account.
  - You can enter a subsidiary account (not required).
- ICCC (Intercompany Business Unit). This item defines the non-hub companies.
  - You must set up a separate AA item ICCC for each non-hub company.
  - You must enter a business unit.
  - You must enter an object account.
  - You can enter a subsidiary account (not required).

### **Example: AAIs for the Hub Method**

The following example shows the AAIs for items ICH and ICCC with separate items for ICCC:

Item	Company	Business Unit	Object	Subsidiary
ICH	00000	1	1291	
ICCC	00200	200	1291	
ICCC	00050	50	1291	
ICCC	00001	1	1291	

### **Setting Up Intercompany AAIs for the Detail Method**

After you set up the intercompany settlement accounts for each company, you can reference these accounts in the intercompany AAIs. Thus, the system knows the accounts for which to create balancing entries during the post.

Set up AAIs for intercompany settlements on the Set Up Single AAI Item or Set Up Multiple AAI Items form.

Two AAIs are available for intercompany settlements. For the detail method, you use only the AAI item ICCC. This item defines the intercompany account for each company.

- You must set up a separate AAI item ICCC for each company.
- You must enter a business unit.
- You must enter an object account.
- You can enter a subsidiary account (not required).

#### **See Also**

- Working with AAIs* for more information on setting up single or multiple AAI items
- Intercompany Settlements*

### **Example: AAIs for the Detail Method**

The following example shows the recommended AAI setup for the detail method:

AAI Item	Company	Business Unit	Object	Subsidiary
ICCC	00001	1	1291	
ICCC	00200	200	1291	
ICCC	00050	50	1291	

#### **See Also**

- Working with AAIs* for more information on setting up single or multiple AAI items
- Intercompany Settlements*

# System Setup

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Before you use the General Accounting system, you need to set up and define certain information that the system uses during processing. This information customizes the system for your business needs. For example, when entering journal entries, you can have the system verify the total amount of the batch after you enter it by setting up batch control.

## System Setup Features

The following list describes the system setup features:

<b>Constants</b>	Establish system basics, such as: <ul style="list-style-type: none"><li>• Whether the system verifies that the amount and number of documents in a batch of journal entries balance to the totals that you enter separately</li><li>• Whether you require management approval of batches of documents before posting</li><li>• Whether the system allows posting of batches to a prior accounting period within the current year</li><li>• How the system handles invalid account numbers on journal entries</li><li>• What symbols you use to identify the format of the account numbers that you enter during data entry</li><li>• Whether the system uses multiple currencies and, if so, the method of conversion</li><li>• How the system processes journal entries that cross company boundaries (intercompany settlements)</li></ul>
<b>AAs</b>	Define the rules for the chart of accounts and establish how the system creates automatic entries. If you are using the J.D. Edwards system in a multilingual environment, you can translate the descriptions of your AAs.
<b>User defined codes</b>	Define customized codes, such as document types, that are appropriate for your business needs. See <i>Customizing User Defined Codes</i> in the <i>OneWorld Foundation Guide</i> .
<b>Next numbers</b>	Establish an automatic numbering system for documents.
<b>Taxes</b>	If you use the J.D. Edwards system to track and report taxes, you can set up the General Accounting system for journal entries with taxes. See <i>Entering Journal Entries with Tax</i> .

## Before You Begin

- Determine your reporting needs and set up your companies, fiscal patterns, business units, accounts, and category codes.

## See Also

- Detailed Currency Restatement* in the *General Accounting Guide*
- Setting Up Intercompany Settlements*
- Multicurrency Setup* in the *General Accounting Guide*
- Balance Currency Restatement Setup*

## Setting Up Constants for General Accounting

Constants provide a basic framework for how your General Accounting system works, based on your business needs. Generally, one person sets up constants. J.D. Edwards recommends that you do not change constants after they have been set up because unpredictable results could occur.

Information about the general accounting constants is stored in the Company Constants (F0010) and General Constants (F0009) tables.

### Before You Begin

- Ensure that only authorized personnel can access and change general accounting constants.

### See Also

- Using Batch Control to Manage the Entry Process*
- Setting Up Multicurrency Constants in the Multicurrency Guide*
- Setting Up Intercompany Settlements*
- Detailed Currency Restatement Setup in the Multicurrency Guide*

### Technical Considerations

Settings to constants take effect after you exit and restart J.D. Edwards.

## Setting Up Batch Control

When you create a batch of documents, such as journal entries, you might want to enter the total number of documents and total currency amount for each batch. This process allows you to verify the total amount expected against the total amount entered immediately after you enter each batch.

### ► To set up batch control

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*From the General Accounting System Setup menu (G0941), choose General Accounting Constants.*

1. On System Setup, click General Accounting Constants.
2. On General Accounting Constants, click the following option, and then click OK:

## Setting Up Batch Approval and Post Security

You can specify that management must approve each batch of journal entries before it can be posted.

If you specify that management must approve each batch of journal entries before it can be posted, you need to set up a list of Secured users and a list of Approved By users. Secured users are restricted from approving and posting batches. Approved By users can approve and post batches for Secured users.

You can restrict unauthorized users from viewing batches other than their own in the General Journal Review program.

## Related Information

<b>Printing Secured and Approved-by users</b>	You can print a listing of the secured users or approved-by users by choosing Batch Security from the Form menu of the Batch Approval / Post Security Constants form, and then running one of the batch versions.
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### ► To set up batch approval for G/A

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*From the General Accounting System Setup menu (G0941), choose General Accounting Constants.*

1. On System Setup, choose General Accounting Constants.
2. On General Accounting Constants, click the following option, and then click OK:

### ► To set up approved by users

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*From the G/L Advanced & Technical Operations menu (G0931), choose Batch Approval / Post Security Constants.*

1. On Batch Approval / Post Security Constants, click one or more of the following options to turn them on:
2. Choose Approved by Users from the Form menu.
3. On Work With Approved by Users, click Add.
4. On Approved by User, complete the following fields and click OK:
5. On Work With Approved by Users, to run a report that lists all of the users who can approve and post batches, choose Batch Security Rpt from the Form menu.

### ► To set up secured users

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*From the G/L Advanced & Technical Operations menu (G0931), choose Batch Approval / Post Security Constants.*

1. On Batch Approval / Post Security Constants, click one or more of the following options to turn them on:
2. Choose Secured Users from the Form menu.
3. On Work With Secured Users, click Add.
4. On Secured User, complete the following fields and click OK:
5. On Work With Secured Users, to run a report that lists all of the users who can approve and post batches, choose Batch Security Rpt from the Form menu.

## Setting Up Posting to Prior Periods

Instances can occur, especially during implementation, when you want to post batches to prior accounting periods. You control whether the system allows you to do this procedure.

If this constant is not set to allow prior period posting, another method for posting to a prior period involves changing the current period for the company to a prior period and then posting to that period. In that case, you need to close the prior period again and process updated period-end financials for that period and subsequent periods.

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► **To set up posting to prior periods**

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*From the General Accounting System Setup menu (G0941), choose General Accounting Constants.*

1. On System Setup, click General Accounting Constants.
2. On General Accounting Constants, click the following option and click OK:

## **Setting Up Control of Invalid Account Numbers**

You control whether you allow journal entries to be entered with invalid account numbers. Invalid account numbers are account numbers that have not yet been defined in the system. By entering an invalid account number, you can complete a batch without exiting and losing your entries.

If you allow invalid account numbers, the system takes one of the following actions:

- Leaves the batch in an error status and unposted until you correct the invalid account number
- Creates new accounts dynamically if you have set up the system to do so

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► **To set up control of invalid account numbers**

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*From the General Accounting System Setup menu (G0941), choose General Accounting Constants.*

1. On System Setup, click General Accounting Constants.
2. On General Accounting Constants, click the following option and click OK:

## **Setting Up Account Symbols**

When you enter an account number during data entry, you can use any of three formats:

- Business Unit.Object.Subsidiary
- Short ID (8-digit, system-assigned number)
- Third account number

You designate the format that you are using by preceding the account number with a symbol that identifies the format. You can also define the symbol that separates the different components of the Business Unit.Object.Subsidiary account format.

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► **To set up account symbols**

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*From the General Accounting System Setup menu (G0941), choose General Accounting Constants.*

1. On System Setup, click General Accounting Constants.
2. On General Accounting Constants, change the following fields and click OK:

### **See Also**

- *Assigning Third G/L Account Numbers*

## Setting Up Ledger Type Rules

Your general ledger includes different types of ledgers, which are used for statistical purposes, to track units, to maintain budgets, to control the annual close, and so on. You must set up financial rules for each ledger that you define in user defined code table 09/LT. The rules that you set up are consolidated on one form, which you access from Ledger Type Master Setup.

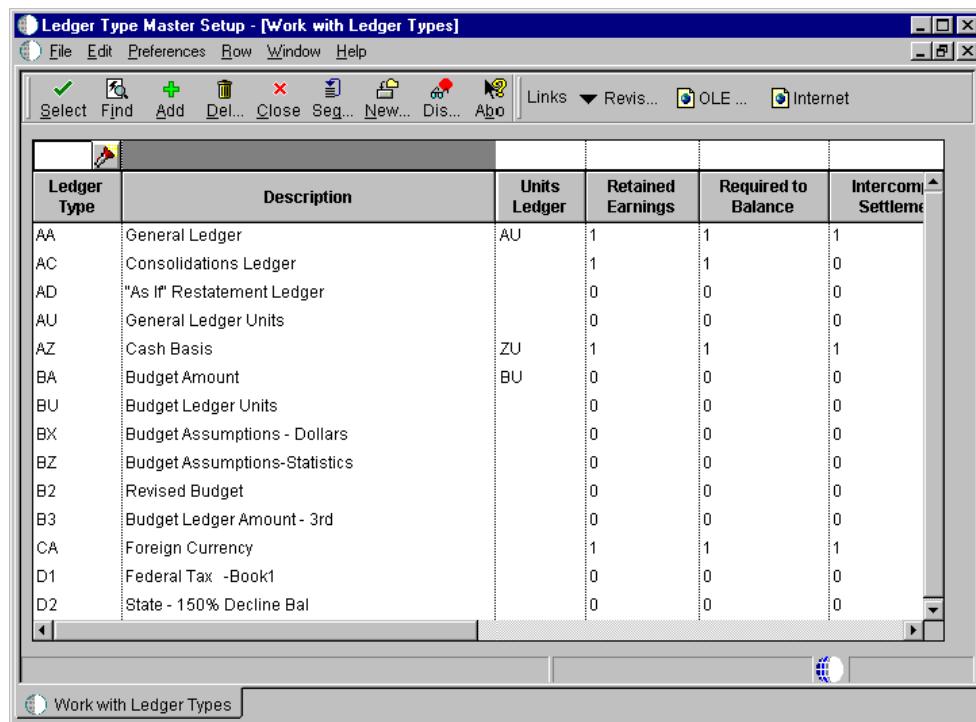
The financial rules for ledger types are stored in the Ledger Type Master File table (F0025).

If OneWorld and WorldSoftware coexist, you must update the Ledger Type Master File table in WorldSoftware after you install OneWorld. See *Updating the Ledger Type Master File* in the *Installation Guide* for OneWorld.

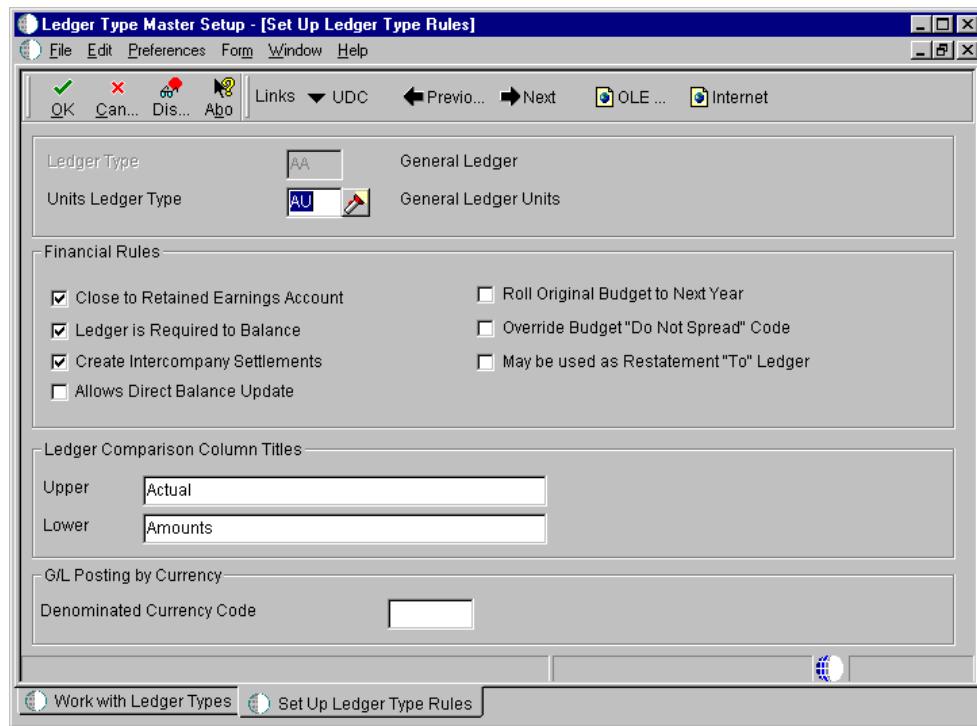
### ► To set up ledger type rules

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*From the General Accounting System Setup menu (G0941), choose Ledger Type Master Setup.*



1. On Work with Ledger Types, choose the ledger for which you want to set up financial rules and click Select.



2. On Set Up Ledger Type Rules, complete the following field to assign a corresponding unit ledger
3. Choose any of the following options that apply to the ledger type with which you are working:  
You cannot specify that the XA, YA, and ZA ledgers must balance, or that the system create intercompany settlements for these ledgers.
4. Complete the following fields and click OK:

#### See Also

- Closing a Fiscal Year*

### Setting Up Control of Intercompany Settlements

If you have journal entries that cross company boundaries, you need to decide whether you want to keep the companies in balance by allowing the system to create automatic intercompany entries.

#### ► To set up control of intercompany settlements

*From the General Accounting System Setup menu (G0941), choose General Accounting Constants.*

1. On System Setup, click General Accounting Constants.
2. On General Accounting Constants, change the following option to 1, 2, N, or \*; and then click OK:

#### **See Also**

- Setting Up Intercompany Settlements*

## **Automatic Accounting Instructions**

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Automatic accounting instructions (AAIs) define the relationships between your day-to-day accounting functions and your chart of accounts. They are rules that define how to create general ledger entries.

Each J.D. Edwards system that interfaces with the General Accounting system has automatic accounting instructions. AAIs can be used to:

- Determine how the post program creates journal entries for intercompany settlements.
- Determine how the system distributes journal entries so that each company maintains a zero net balance.
- Debit an Accounts Receivable or Accounts Payable trade account when you are posting invoices or vouchers. AAIs eliminate the need to enter offsetting accounts manually or to know which offset account to update at the time of posting.
- In the Sales Order Management and Procurement systems, provide journal entries for many different kinds of transactions. See the *Sales Order Management* guide and the *Procurement* guide.
- In the Fixed Assets system, identify accounts that post to fixed assets and equipment, and create asset master records, depreciation account records, and other transactions.

Because the software already has AAIs in place, you must verify that they are appropriate for your business needs. You can revise existing AAIs and set up others as needed.

Each automatic accounting instruction is associated with a specific general ledger account that consists of:

- A business unit
- An object
- A subsidiary (optional)

### **AAI Prefixes and Suffixes**

Groups of AAI items with a common purpose have a similar prefix. This uniformity allows you to locate a group of accounts by entering the group prefix in the Query By Example line. The prefix typically is two or three characters long. Each software system has its own rules for these prefixes, so be sure you understand the rules for the systems you are working with.

To allow for flexibility, some AAIs use a suffix that can be from 1–4 characters long. The length of the suffix is limited by the length of the prefix. The AAI, including the suffix, cannot be more than six characters long. The suffix (the characters that follow the item name or prefix) most commonly indicate one of the following:

- In many systems, a three-character suffix identifies the currency code of the accounts designated.

- In General Accounting:
  - The xxx suffix identifies the currency code of monetary accounts.
  - The x suffixes on a three-character item (as in GLG1) identify transition points on financial statements.
  - The xx suffix on a four-character item identifies the beginning and end of ranges for a particular transaction, such as in GLRC01 and GLRC02 for the beginning and end of a range of accounts to be reconciled.
- In Accounts Payable:
  - The xxxx suffix identifies G/L offset accounts to use in particular transactions, such as PREP for prepayments or WHLD for withholding taxes payable.
  - The xxxx suffix also identifies ranges of accounts to be used in the G/L method of 1099 processing, as in PXA101 to identify the A type of return, box 1, and 01 as the beginning of an account range.
  - The xxxx suffix (from one to four characters) attached to the item PB identifies alternate bank accounts.
  - The xx suffix identifies a range of accounts, with odd numbers being the beginning of a range and even numbers being the end.
- In Accounts Receivable:
  - The xxxx suffix identifies G/L offset accounts to use in particular transactions, such as NOTE for notes receivable, EMP for employee accounts receivable, or UC for unapplied receipts.
  - An xxxx suffix attached to the AAI item RC identifies an alternate offset account.
  - The suffix attached to adjustment types of RA, as in RAMW, must match the reason code on a receipt adjustment transaction.
- In Fixed Assets, a suffix typically identifies the beginning or end of a range of accounts.

## **Default AAIs**

Systems that use AAIs use a combination of company number and AAI item to determine which account to use in a particular situation. You can create AAIs for each unique combination of company and G/L offset code that you anticipate using.

Your system includes AAIs that are already assigned to company 00000. You can customize them for your company, business unit, or object account setup. You can assign any valid account to the default AAIs for company 00000. If the system cannot find an AAI for a specific company, it uses the one for company 00000. You do not need to set up a special AAI for any company that uses the default.

### **Example**

Item PC, used in Accounts Payable to designate an offset account for payable transactions, can either have a default for the company 00000 item or use a full account structure of business unit/object/subsidiary. If you use the default, you can leave the business unit blank on the AAI, and the system will:

- Find an AAI that has the company number and use the business unit on the AAI for that company. If no business unit appears on the AAI with the company number, the system will
- Use the balance sheet business unit for the company. If no AAI for the company exists, the system will
- Go to the AAI for company 00000 and use the account shown there. If no business unit is on the AAI for company 00000, the system will go to the voucher, find its business unit, and attach that business unit to the object and subsidiary on the AAI for company 00000.

## Account Ranges

When the system validates account ranges for AAIs, it reads and sorts alphabetic characters before numeric characters. If you use alphabetic characters in object accounts, be sure to define complete AAI account ranges that include both alphabetic and numeric characters. An alphabetic character should begin each range. A subsidiary comprised of the number 99999999 generally ends each range.

The following example shows a range that includes all possible objects. AAI item CR01 represents the beginning of the range and AAI item CR02 represents the end of the range:

AAI	Company	Business Unit	Object	Subsidiary
CR01	00001	blank	AAAA	blank
CR02	00001	blank	9999	999999999

The AAI item that begins the first range in a series (such as the item for AAI CR) should have a suffix of 01 (for example, CR01), and the AAI item that ends the range should have a suffix of 02 (for example, CR02).

Always use consecutive suffixes to define ranges. In the example above, CR03 would begin the second range, and CR04 would end the second range. In this example, do not skip CR03 and CR04 and start the second range with CR05. If the system searches the AAIs for an account and finds a gap in the range numbering, it stops the search.

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### Note

Although the AAIs must be consecutive, the object accounts associated with those AAIs can be in any order.

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You can exclude specific account numbers from an AAI account range by defining two ranges. The easiest way to keep track of these exclusions is to set up ranges so that the first range ends *before* the excluded numbers and the second range begins *after* the excluded numbers.

## **Understanding AAIs for General Accounting**

The name of an AAI item, such as GLG, is hard-coded. Each AAI item has account codes consisting of a business unit, object, and subsidiary that are mapped to your chart of accounts.

The system uses AAIs to determine how to distribute G/L entries that the system generates. The AAIs in the General Accounting system do the following:

- Describe the structure of your chart of accounts to J.D. Edwards systems. The financial reporting, annual close procedures, and other programs use this information.
- Define special interim total levels that the system uses in financial reports.
- Define intercompany settlements.
- Define the account ranges that are eligible for reconciliation.
- Define the account ranges to exclude from being summarized or purged.
- Define the accounts that the system uses for gain and loss recognition if you work with multiple currencies.

Information about AAI items is stored in the Automatic Accounting Instructions Master table (F0012).

### **Available AAIs**

The AAIs in the General Accounting system are used to define:

- AAIs for general purpose accounts, as follows:
  - General purpose accounts
  - Special considerations for retained earnings

Other AAIs define information such as:

- Financial statement totals
- Speed codes
- Account summarization
- Reconcilable ranges
- Prior year account purges

The AAIs for intercompany settlements are used to define:

- Hub company intercompany accounts
- Accounts for intercompany settlements

The AAIs for multicurrency accounting are used to define:

- Accounts for unrealized gains and losses (revaluation)
- Offset accounts for unrealized gains and losses
- Account ranges for tracking balances by currency
- Account ranges for detailed currency restatement
- Offset accounts for detailed currency restatement

## See Also

- Setting Up Intercompany Settlements* for information about AAIs for intercompany settlements
- AAIs for General Accounting in the Multicurrency Guide*

## General Purpose Accounts

The general purpose (GLGx) AAIs define account ranges for the different categories in your chart of accounts. For example, you can define an account range for your assets that begins with object account 1000, object account 2000 can begin your liabilities, and so on. These AAIs are used primarily for financial reporting.

The following example shows the information that you need when you set up a GLGx item:

Item	Description	Company	Business Unit	Object	Subsidiary	Sequence Number
GLGx	Default Accounts	00000	N	R	O	1.01

You set up the GLGx items one time for company 00000 only. Do not set up the GLGx items for a specific company. The exception is GLG4, which allows you to define retained earnings by company.

The system assumes that your account structure is consistent across all companies.

The following table describes each AAI item for GLGx and its setup considerations:

<b>GLG2</b>	Beginning account range for assets. Enter the object account only.
<b>GLG3</b>	Beginning account range for liabilities and equities. You can use this item to reverse the sign on financial reports. Enter the object account only.
<b>GLG4</b>	Account number for retained earnings. Enter the object account. Business unit is optional.
<b>GLG5</b>	Ending account number for year-to-date income and loss. This account number should indicate the last balance sheet account, which must be non-posting. The system uses this item in the balance sheet to ensure that assets are equal to liabilities plus equity (a calculated figure). Enter the object account only.
<b>GLG6</b>	Beginning account range for revenue. The system uses this item for automatic sign reversal on reports, and to calculate the percentage of revenue on some reports and the retained earnings for G/L annual close. Enter the object account only.
<b>GLG7</b>	Ending account range for revenue. The system uses this item for automatic sign reversal and to calculate the percentage of revenue on some reports. Enter the object account. Enter the subsidiary, if applicable.
<b>GLG8</b>	Beginning account range for cost of goods. You can use this item to reverse the sign of expense accounts on some financial reports. Enter the object account only.
<b>GLG9</b>	Ending account range for cost of goods. Enter the object account. Enter the subsidiary, if applicable.
<b>GLG11</b>	Account range for other income. You can use this item to reverse the sign of income accounts on some financial reports. Enter the object account only.
<b>GLG12</b>	Account for ending profit and loss (income statement). Use it to calculate retained earnings for G/L annual close. If you do not enter an object account, the system uses account 999999.

	<p>Revenues (GLG6)  <u>+Expenses (GLG12)</u></p> <p>Retained Earnings (GLG4)</p> <p>Enter the object account. Enter the subsidiary, if applicable.</p>
<b>GLG13</b>	Account range for other expenses. You can use this item to reverse the sign of other expense accounts on some financial reports. Enter the object account only.

### **Special Considerations for Retained Earnings**

AAI item GLG4 defines the account that the system uses to update the retained earnings of each company. The account must be a posting account for machine-generated entries. During the annual close, the system looks for the GLG4 item to post retained earnings.

J.D. Edwards recommends that you use the company number for the business unit number on the balance sheet so that company 00100 uses the default of business unit 100. If your companies and business units are set up accordingly, you need to set up only one GLG4 item.

If your company number is different from the business unit on your balance sheet, you must set up item GLG4 for each company and specify each company's balance sheet business unit.

GLG4 is the only general purpose AAI item that you can set up by company. All other general purpose items are set up only for company 00000.

The system searches AAIs for the appropriate company/item combination. For example:

- If closing company 00100, the system uses GLG4 for company 00000, or business unit 00100 and the specified retained earnings object account, to post the retained earnings amount.
- If closing company 00300, the system uses GLG4 for company 00000, or business unit 00300 and the specified object account.

### **Financial Statement Totals**

When you produce financial reports, the system creates report subtotals based on the AAI items FSxx. These AAI items are optional. If you use them, your account number series must be consistent across all companies for your reports to be meaningful.

The subtotal for each AAI item (FS01 through FS98) prints before the specified account range. You can define the text that appears for each subtotal on your report.

For each financial report, J.D. Edwards provides a report version with subtotals based on the AAI items FSxx. You must select this version to print the subtotals. You can identify this version by its title.

The following example shows the information that you need when you set up an FSxx item:

Item	Description	Company	Business Unit	Object	Subsidiary	Sequence Number
FSxx	Financial Statement Totals			R	O	1.01

### Example: Income Statement

The subtotals for an income statement might be:

- Gross Margin
- Operating Income
- Net Profit Before Taxes
- Net Income (Loss)

When you print an income statement, you must set the appropriate processing option so that the subtotals appear in order, that is, from the top to the bottom of the report. You also must select the report version that contains the subtotals.

In the following example, the system generates an Operating Income total before printing the balances for the 9000 (Other Income and Expense) account range:

The screenshot shows the PeopleSoft interface with the title 'Work With Automatic Accounting Instructions'. The top menu bar includes 'Portal', 'WWW', 'Intranet', 'Training', and other navigation links. The workspace is set to 'Active Foundation'. The main window displays a grid of items for setting up automatic accounting instructions. The grid columns include Seq No., Item No., Description Line 1, Description Line 2, Co, Bus Unit, Obj Acct, Sub, Install System, and Description Line 3. The data rows listed are:

Seq No.	Item No.	Description Line 1	Description Line 2	Co	Bus Unit	Obj Acct	Sub	Install System	Description Line 3
<input type="checkbox"/>	1.130 FS	Special Income Statement Total		00000		09			
<input type="checkbox"/>	1.140 FS04	Gross Margin	Wording is defined by first	00000	8000	09			line of description. Total
<input type="checkbox"/>	1.140 FSA	Set Up FS AAI's only for	Company 00000. Don't enter	00000		09			an object account which will
<input type="checkbox"/>	1.150 FS05	Operating Income	Wording defined by the first	00000	9000	09			line of description. Total
<input type="checkbox"/>	1.160 FS06	Net Profit Before Taxes	Wording defined by the first	00000	9700	09			line of description. Total
<input type="checkbox"/>	1.170 FS15		You may set up as many as 15	00000	9999	09			special IS totals using FS1
<input type="checkbox"/>	1.180 FS99	Net Income (Loss)	Special wording for "Bottom"	00000		09			Line * total of P&L as defined

### See Also

- *R10211B, Simple Income Statement* in the *Reports Guide* for a report sample

## AAI Item FS99

AAI item FS99 provides the net income wording. The text on the first line is the description that appears on the last line of your income statements. Account information is not required.

You can insert single or double lines before or after the report totals, as shown in the following table. Enter the text that appears in the left column on the fourth or fifth line of the Account Use Description field on the Set Up Single AAI Item form.

**\*BEFORE (=)** The system inserts a double line before the totals.

**\*AFTER (-)** The system inserts a single line after the totals.

**\*AFTER (=)** The system inserts a double line after the totals.

The screenshot shows the 'Set Up Single AAI Item' window in PeopleSoft. The window title is 'Set Up Single AAI Item'. At the top, there are buttons for OK, Cancel, Form, and Tools. The 'Item Number' field contains 'FS99', 'Company' is '00000', 'System' is '09', and 'Sequence No.' is '1.180'. Below this, there's a section for 'Account Codes' with three rows: Business Unit, Object Account, and Subsidiary, each with 'Required' checked. The 'Account Use Description' section contains five lines of text: 'Net Income (Loss)', 'Special wording for "Bottom"', 'Line \* total of P&L as defined', 'by the first line of descrip', and '\*AFTER(=)'. The bottom right corner of the window has a vertical scroll bar.

## Speed Codes

The AAI items for SPx define one-character speed codes (A-Z) that you can use instead of the standard combination of business unit.object.subsidiary.

You can use a speed code to replace the entire business unit.object.subsidiary, the object number and subsidiary, the object number only, or the subsidiary only. Speed codes can be company-specific if you enter the business unit in the AAI item.

The following example shows the information that you need when you set up an SPx item:

Item	Description	Company	BU	Obj	Sub	Seq No.
SPx	Speed Coding		O	R	O	1.280

The x in the speed code item is a user-defined single character. J.D. Edwards recommends that you use only alphabetic characters in this field if your business units are numeric.

To use AAI speed codes, you cannot use a flexible format chart of accounts. After you set up the speed codes, you must exit and then restart J.D. Edwards before using speed codes to enter account numbers.

### Example: Speed Codes

In the following example for AAI item SPB, only the object is defined as a speed code. During data entry, you type a business unit and subsidiary (if appropriate). For example, if you enter 1.B, the system reads it as 1.1110. The letter B represents the character used for entry.

The screenshot shows a PeopleSoft application window titled "Work With Automatic Accounting Instructions". The top navigation bar includes links for Portal, WWW, Intranet, Training, and Home. The main header says "Active Foundation". Below the header, there's a toolbar with icons for Select, Find, Add, Copy, Delete, Close, Row, Report, Form, and Tools. A sequence number input field contains "1.280". The main area displays a grid of account items with the following columns: Seq No., Item No., Description Line 1, Description Line 2, Co, Bus Unit, Obj Acct, Sub, Install System, and Description Line 3. The grid shows the following data:

Seq No.	Item No.	Description Line 1	Description Line 2	Co	Bus Unit	Obj Acct	Sub	Install System	Description Line 3
1.289 SPB		Speed Code - Bank Account		00000	1 1110	BEAR	09		
1.289 SPI		Speed Code - Interest Income		00000	9 9120		09		
1.289 SPT		Speed Code - Taxes Payable		00000	1 4510		09		
1.405 GLRC01		Reconcilable Range	Begin Range 1	00000	1110		09		
1.406 GLRC02		Reconcilable Range	End Range 1	00000	1110	999999	09		
1.407 GLRC03		Reconcilable Range	Begin Range 2	00000	0003		09		
1.408 GLRC04		Reconcilable Range	End Range 2	00000	0004	999999	09		
1.410 GLRC A		Reconcilable Ranges	Do not summarize accounts	00000		09			which are to be reconciled as
1.410 GLRC B		Reconciliation	Set up AAI's with the range of	00000		09			accts that will be reconciled
1.510 PX		Form 1099 AAI Transactions		00000		09			

### Account Summarization

The AAI items GLSMxx define account ranges that you do not want to summarize. For example, if you do not want any liquid asset accounts summarized, you might set up an account range as follows:

- Beginning of range: GLSM01 (Object 1000)
- Ending of range: GLSM02 (Object 1199, Subsidiary 99999999)

You must define complete ranges, consisting of a beginning and an ending AAI item. The first range must begin with GLSM01. J.D. Edwards recommends that you end the first range with

GLSM02, which is the next consecutive number. Define the next range, if needed, to start with GLSM03 and end with GLSM04, and so on.

The following example shows the information that you need when you set up a GLSMxx item:

Item	Description	Company	Business Unit	Object	Subsidiary	Sequence Number
GLSMxx	Bypass Summarization Accounts		N	R	O	1.300

### Reconcilable Ranges

The AAI items GLRCxx define ranges of accounts that you want to reconcile. You must reconcile these accounts before you can summarize them.

You must define complete ranges, consisting of a beginning and an ending AAI item. The first range must begin with GLRC01. J.D. Edwards recommends that you end the first range with GLRC02, which is the next consecutive number. Define the next range, if needed, to start with GLRC03 and end with GLRC04, and so on.

The following example shows the information that you need when you set up AAI items for reconcilable ranges:

Item	Description	Company	Business Unit	Object	Subsidiary	Sequence Number
GLRCxx	Reconcilable Ranges		N	R	O	1.400

### Prior Year Account Purges

The AAI items for GLPRxx define account ranges that you do not want to purge.

You must define complete ranges, consisting of a beginning and an ending AAI item. The first range must begin with GLPR01. J.D. Edwards recommends that you end the first range with GLPR02, which is the next consecutive number. Define the next range, if needed, to start with GLPR03 and end with GLPR04, and so on.

The following example shows the information that you need when you set up a GLPRxx item:

Item	Description	Company	Business Unit	Object	Subsidiary	Sequence Number
GLPRxx	Bypass Purge Accounts		N	R	O	1.440

## Working with AAIs

Because the system already has AAIs in place, you must verify that these AAIs are appropriate for your business needs. You can revise existing AAIs and set up additional AAIs as needed.

Before you revise or set up AAIs, review the existing information. For each AAI item, verify that a default AAI exists for company 00000. For each company requiring specific instructions, verify that a company, business unit, and object account exist.

Depending on your needs, you can review, revise, and set up AAIs on either of the following forms:

- Set Up Single AAI Item
- Set Up Multiple AAI Items

The Set Up Single AAI Item form displays all of the detail for one AAI at a time. The Set Up Multiple AAI Items form can display the detail for more than one AAI item at a time, which might be more useful if you have multiple items to review, revise, or set up.

Although the procedures for using these forms are similar, the sequence and names of some fields differ.

### **Before You Begin**

- Set up your chart of accounts. See *Creating and Updating Your Chart of Accounts* in the *General Accounting Guide*.

### **See Also**

- *Working with AAIs* in the *General Accounting Guide* for information about translating AAIs

### **► To review and revise a single AAI**

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To review AAI items in detail one at a time and revise as needed, use the Set Up Single AAI Item form. You also use this form when you copy an existing AAI item.

*Use one of the following navigations:*

*From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.*

*From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.*

*From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.*

*From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.*

1. On Work With Automatic Accounting Instructions, to start the list of AAI items with a specific sequence number, change the following field and click Find:

AAIs for the Accounts Payable system have sequence numbers that start with 4. Those for the Accounts Receivable system have sequence numbers that start with 3. Those for the General Accounting system begin with 1. You can use a field in the QBE row to advance to account ranges that are associated with this sequence number.

2. To narrow your search, enter additional search criteria in the QBE row and click Find.
3. Choose an AAI item and click Select.
4. On Set Up Single AAI Item, review the fields, change the following fields as needed, and click OK:

You can change the value in an account segment field (business unit, object account, and subsidiary) if the account segment was originally defined as required or optional. You cannot change the value if the account segment was originally defined as not used unless you first change the Not Used code to Required or Optional. J.D. Edwards recommends that you do not change this code on existing AAI items.

You cannot change the following fields for existing AAI items:

J.D. Edwards recommends that you do not change the Required, Optional, and Not Used options.

### ► To review and revise one or more AAI's

To display information for one or more AAI items at a time, use the Set Up Multiple AAI Items form.

*Use one of the following navigations:*

*From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.*

*From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.*

*From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.*

*From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.*

1. On Work With Automatic Accounting Instructions, to review and revise AAI items with different item numbers, choose an item, and then choose Multiple AAI's from the Row menu.

Seq. No.	Item No.	Co	Business Unit	BU Op	Obj Acct	Obj Op	Sub	Sub Op	Description Line 1	Description Line 2			
<input checked="" type="checkbox"/>	4.015	PB	00000	1	R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable		
<input type="checkbox"/>	4.015 PB	00001		1 R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable			
<input type="checkbox"/>	4.015 PB	00050		50 R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable			
<input type="checkbox"/>	4.015 PB	00070		70 R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable			
<input type="checkbox"/>	4.015 PB	00075		75 R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable			
<input type="checkbox"/>	4.015 PB	00077		77 R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable			
<input type="checkbox"/>	4.015 PB	00080		80 R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable			
<input type="checkbox"/>	4.015 PB	00150		150 R	1110	R	FIB	O	Bank Account: Co 150	For Accounts Payable			
<input type="checkbox"/>	4.015 PB	00152		R	1110	R	FIB	O	Bank Account: Co 152	for Accounts Payable			
<input type="checkbox"/>	4.015 PB	00200		200 R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable			

2. On Set Up Multiple AAI Items, type \* to view all, or a single number to view only one item number in the following field in the header area of the form:
3. Type an initial letter followed by \* in the Item No. field in the QBE row, and click Find.
4. On Set Up Multiple AAI Items, review the fields, changing the following fields as needed; and click OK:

You can change the value in an account segment field (business unit, object account, and subsidiary) if the account segment was originally defined as required or optional. You cannot change the value if the account segment was originally defined as not used unless you first change the Not Used code to Required or Optional. J.D. Edwards recommends that you do not change this code on existing AAI items.

Do not change the following fields in the detail area for existing AAI items:

J.D. Edwards recommends that you do not change the following fields:

### ► To set up AAIs

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After you review and revise the existing AAIs for your business needs, you might need to set up additional AAI items.

You must use a valid item number when you set up an AAI. The Subsidiary and Description fields are optional for all AAIs. The Business Unit field is optional for some AAI items. If the business unit is not entered in the AAI, the business unit of the voucher or invoice is used in conjunction with the object and subsidiary entered for the AAI.

*Use one of the following navigations:*

*From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.*

*From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.*

*From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.*

*From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.*

1. On Work With Automatic Accounting Instructions, do one of the following:

- To access Set Up Single AAI Item, click Add.
- To access Set Up Multiple AAI Items, choose an item, and then choose Multiple AAIs from the Row Menu.

The Set Up Multiple AAI Items form is useful for adding and changing AAIs because you can review more than one AAI item at a time.

2. On Set Up Single AAI Item or Set Up Multiple AAI Items, complete the following fields, and then click OK:

### ► To copy an AAI

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When you copy an existing AAI, the system keeps the existing AAI and adds the new one. This procedure is an efficient method of setting up a new AAI.

*Use one of the following navigations:*

*From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.*

*From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.*

*From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.*

*From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.*

1. Choose an existing AAI and click Copy.
2. On Set Up Single AAI Item, enter the values for the new AAI item in the following fields and click OK:

### ► To translate AAIs

If your business is multinational, you might want to translate the descriptions of your AAIs. The descriptions work in conjunction with the language specified for each person who uses the J.D. Edwards system. For example, when someone who is set up as a French-speaking user accesses an AAI that has a French translation, the description appears in French.

You can see the translated AAIs only when they are accessed by reports or by online programs and inquiries. You cannot see the translations directly from the Automatic Accounting Instructions Master table (F0012), but you see them only from the reports and programs that access text from the master table.

*The translation information is stored in the AAI Alternate Description Master table (F0012D).*

*From the General Accounting System Setup menu (G0941), choose Translate AAIs.*

The screenshot shows the 'Translate AAI Descriptions' screen in the PeopleSoft application. At the top, there are fields for 'Company' (00000) and 'From Language' (English). Below these, a 'To Language' field is set to 'E'. The main area displays a grid of AAIs with their descriptions. The grid has columns for 'AAI', 'From Description #1', and 'To Description #1'. The first row is selected, showing 'ADP' and 'Integrity Adjustment - A/P'. Other rows include 'ADR', 'AE Integrity Adjustment - A/P', 'AER', 'ATO0', 'ATO000', 'ATO001', 'ATO002', 'ATO1', and 'ATO2'. The 'To Description #1' column contains translated descriptions like 'Integrity Adjustment - A/R' and 'AE Integrity Adjustment - A/R'.

AAI	From Description #1	To Description #1
ADP	Integrity Adjustment - A/P	
ADR	Integrity Adjustment - A/R	
AEP	AE Integrity Adjustment - A/P	
AER	Integrity Adjustment - A/R	
ATO0	Hours - Incremental	
ATO000	Cost Summary Totals	
ATO001	Interim Total includes amount	
ATO002	AAI item AT00 defines the	
ATO1	Net Book Value	
ATO2	Revenue Earned	

1. On Translate AAI Descriptions, complete the following fields:
2. To skip to a specific AAI, complete the following field:
3. Click Find.
4. Complete the following field for each AAI:
5. To add more translated text to an AAI, choose Expanded Desc from the Row menu.

6. On Review Expanded AAI Descriptions, enter the additional text and click OK.
7. On Translate AAI Descriptions, click OK.

You must click OK on Translate AAI Descriptions for any additions or changes to take effect. For example, if you add an expanded description and click OK on Review Expanded AAI Descriptions, you must also click OK on Translate AAI Descriptions. If you click Cancel, the system deletes your changes.

#### ► **To review translated AAIs in multiple languages**

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*From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.*

1. Choose an AAI, and then choose Translate AAI from the Row menu.

The system displays AAI Translations, showing the descriptions for the AAI for each language in which a translation has been entered.

## **Understanding General Accounting User Defined Codes**

Each time that you enter a transaction for which the system creates a record, you probably need to enter a user defined code in a field. For example, when you create allocations, you must enter a user defined code that identifies a ledger type for the source and destination accounts.

The user defined codes in the General Accounting system are:

- Ledger type codes
- Business unit category codes
- Account category codes
- Document type codes
- Business unit type codes
- Subledger type codes
- Annual close ledger type codes (only if you use both OneWorld and WorldSoftware systems)
- Reconciliation codes

### **See Also**

- User Defined Codes* in the *OneWorld Foundation Guide* for more information about user defined codes
- Setting Up Constants for General Accounting* for information about ledger type setup

## **Ledger Type Codes (09/LT)**

Ledger types (09/LT) define the ledgers that you maintain in the general ledger. These ledgers contain management and control information for:

- Statistics or units
- Budgets
- Forecasts

- Accrual basis amounts
- Cash basis amounts
- Currency conversion information

The information for these ledger types is stored in the Ledger Type Master File table (F0025).

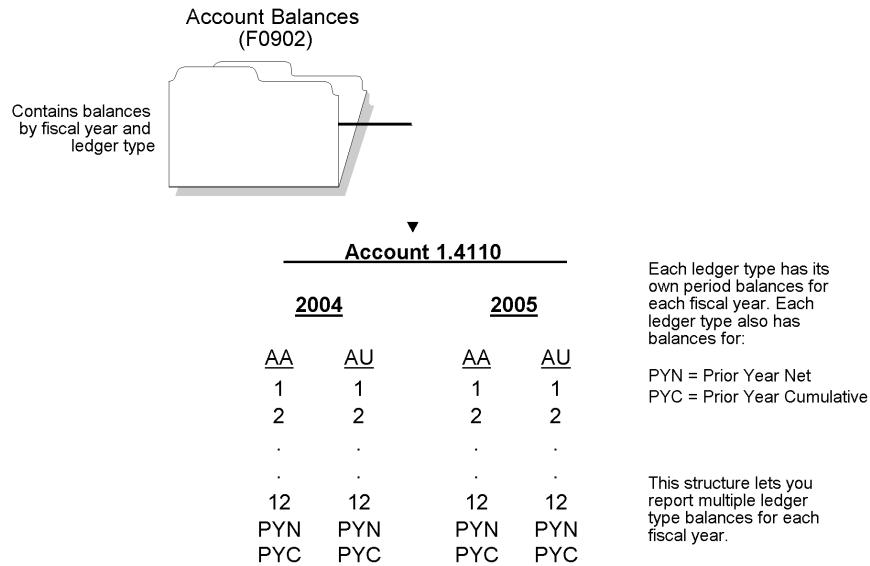
Some of the ledger types that J.D. Edwards provides include:

- AA (actual amounts)
- AU (actual units)
- BA (budget amounts)
- CA (foreign currency amounts)

You can create additional ledger types. J.D. Edwards provides ledger types UA through UZ for your business needs. These ledger types cannot be overwritten or used for other purposes in any future releases of J.D. Edwards software.

### **Example: Ledger Types**

The following graphic illustrates how the Account Balances table (F0902) separates actual amounts (AA) and actual units (AU) by ledger type for each fiscal year:



### **Ledger Types for Units**

The system associates a units ledger with each primary amount ledger. For example, the AU (actual units) ledger is the units ledger that is associated with the AA (actual amounts) ledger.

When you enter a journal entry that has units, the system posts the units to the units ledger that is associated with the amount ledger. For example, if an amount is posted to the AA ledger, the units are posted to the AU ledger.

## **Business Unit Category Codes**

You can classify your business units into groups for financial reporting purposes. You decide the groups of information that you want to see and which business units belong to each group. For each group, you set up a business unit category code (00/01-30).

The 30 category codes that are available for business units are:

- 3-character codes, 20 available (code types 01-20)
- 10-character codes, 10 available (code types 21-30)

For searching capabilities, you should set up a business unit category code of \* or blank.

Business Unit Category Codes are stored in the Business Unit Master table (F0006).

## **Account Category Codes (09/01-23)**

You can combine object accounts into groups for financial reporting purposes. For each group, you set up an account category code (09/01-23). These codes describe your organizational structure for higher level or selective reporting.

Account category codes are commonly used to provide a second chart of accounts. For example, you might need a chart of regulatory accounts for government reporting, in addition to your internal chart of accounts. The system provides three 10-character codes that can accommodate secondary account numbers.

The 23 category codes that are available for the chart of accounts are:

- 3-character codes (types 01-20)
- 10-character codes (types 21-23)

Account category codes are stored in the Account Master table (F0901).

## **Document Type Codes (00/DT)**

You can combine similar transactions into groups by using document type (00/DT). For example, JE is the document type for journal entries. Other hard-coded document types are used for:

- Percentage journal entries (%)
- Prior year transactions (##)
- Balance forward summary (BF)
- Currency conversion offsets (EX)
- Foreign currency revaluation (JX)

You can set up document types that are based on your business needs. If you use cash basis accounting, for example, you need to set up document types for your cash basis entries.

## **Business Unit Type Codes (00/MC)**

You can organize similar business units into groups by assigning business unit type codes (00/MC). Business unit types are useful when creating accounts dynamically or duplicating business units. For example, accounts that have the same business unit types can be automatically duplicated from a model business unit to a group of new business units.

You can also use the business unit type to specify whether a business unit is billable by entering 10 in the Special Handling field. The Expense Management system uses billable business unit types to determine policy rules, expense account mapping, and tax mapping.

## **Subledger Type Codes (00/ST)**

You can set up detailed auxiliary accounting within a general ledger account using subledger type codes (00/ST). A subledger type, such as A for Address Book, is associated with a number, such as an employee number. Subledger types also control how the system validates a subledger value when you create a journal entry.

## **Annual Close Ledger Type Codes (00/LT)**

Clients who use WorldSoftware and OneWorld must set up their annual close ledgers as follows:

- Set up the ledger type in the user defined code list 00/LT. This information is stored in the User Defined Codes table (F0005).
- Set up the ledger type on the Set Up Ledger Type Rules form, which is accessed from General Accounting Constants. This information is stored in the Ledger Type Master File table (F0025).

Clients who use only OneWorld need to set up their annual close ledgers on the Set Up Ledger Type Rules form only.

## **Reconciliation Codes (09/RC)**

You might want to use a reconciliation code other than R (which is hard-coded) during manual reconciliation if your business uses a different term for the reconciliation procedure. You can add your own reconciliation code in list 09/RC. To designate a code for reconciliation, you must enter 01 in the Special Handling field in the detail area.

## **Setting Up System Next Numbers**

When you enter a document, such as an invoice, a voucher, a work order, or a journal entry, you can assign a document number or let the Next Numbers program assign one. Next numbers is an automatic numbering feature. The Next Numbers program assigns numbers to documents using either or both of the following types of numbers:

- Standard next numbers. The system finds the next available number in the Next Numbers - Automatic table (F0002) and assigns that number to the document.
- Next numbers by company and fiscal year. The system finds the next available number by company and fiscal year, or by company only, in the Next Numbers by Company/Fiscal Year - Automatic table (F00021).

Next numbers work in conjunction with the data dictionary. Each data dictionary item that uses next numbers contains a next numbering index value that corresponds to the line number containing the next number value for that data item.

J.D. Edwards makes several important recommendations to set up next numbers. J.D. Edwards recommends that you:

- Do not change a next number. Changing the numbers can result in duplicates as well as the inability to locate previously added numbers. If you must change a next number, change it to a greater value only.

- Do not delete next number values. If you delete a next number value, you might get unexpected results.
- Do not change the sequence of the next numbers in the table. Each next number must remain on its current line because programs reference a specific line in the table. For example, in the General Accounting system, the next number for journal entries must be on the second line. .
- Do not use blank as a next number value.

You can have the system assign check digits for any set of standard next numbers. Check digits prevent errors caused by transposition during data entry. For example, activating check digits in the address book for suppliers prevents a voucher from being assigned to the wrong supplier if digits are transposed during voucher entry.

J.D. Edwards recommends that you use check digits for next numbers only if a transposition during data entry is likely to create errors.

### **Before You Begin**

- To add a fiscal year to a next numbers record that already exists for a company (with no fiscal year defined), you must delete the existing record and then add a new record for the company, including the fiscal year. To remove a fiscal year from an existing next numbers record for a company and fiscal year, you must delete the existing record and then add a new record for the company with no fiscal year defined.

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#### **► To review next numbers**

*From the General Systems menu (G00), choose Next Numbers.*

You can review the next numbers that the system assigns to invoices and other documents. You can also have the system assign check digits for any set of standard next numbers. Check digits prevent errors caused by transposition during data entry.

1. On Work With Next Numbers, scroll down to find the system that you want to review, or use the following query by example field to find the system:
2. Choose the system that you want to review and click Select.
3. On Set Up Next Numbers by System, verify information in the following field:
4. Choose the Check Digits Used option for each number that you want to activate check digits.

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#### **Note**

J.D. Edwards recommends that you use check digits for next numbers only if a transposition during data entry is likely to create errors.

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5. Click OK.

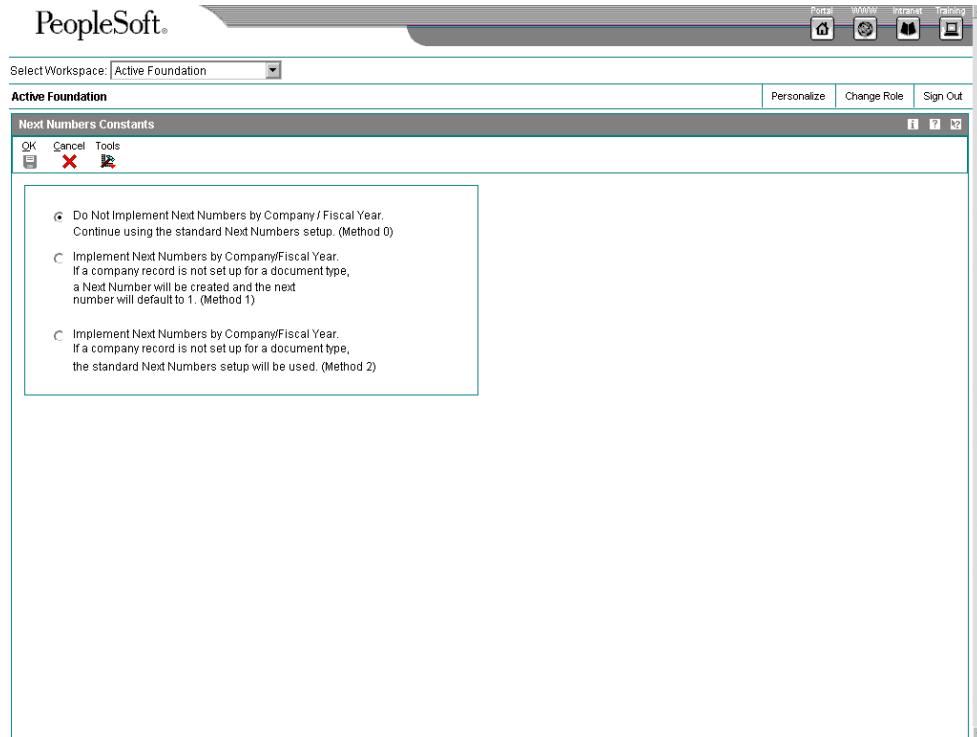
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#### **► To assign next numbers by company and fiscal year**

*From the General Systems menu (G00), choose Next Numbers.*

The system can assign a unique set of next numbers to invoices and other documents for a specific company and fiscal year. This process is helpful if your organization needs to have a consecutive document number for each company or for each company by fiscal year.

1. On Work with Next Numbers, choose NN Constant from the Form menu.



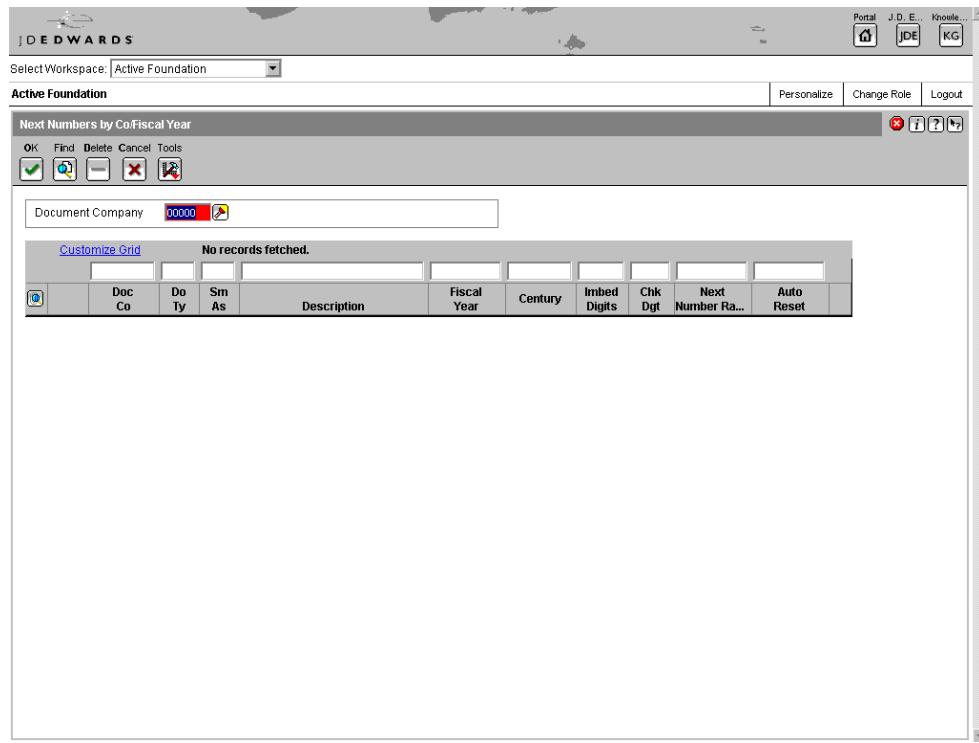
2. On Next Numbers Constants, choose the method that you want to use and click OK.

If next numbers by company or document already exist for the other next number method, you must delete that next number before you can add the new constant or fiscal year.

- If you choose Method 1, the system uses 1 as the default starting number for all companies. You can define a different starting number for the companies that you set up.
- If you choose Method 2, the system uses the standard next number as the default starting number for those companies that you do not set up. You can define the starting number for companies that you set up; or let the system supply the default, which is 1.

If you selected Method 1, complete the following steps:

3. On Work with Next Numbers, choose NN by Co/FY from the Form menu.



4. On Next Numbers by Co/Fiscal Year, complete the following fields and click OK:

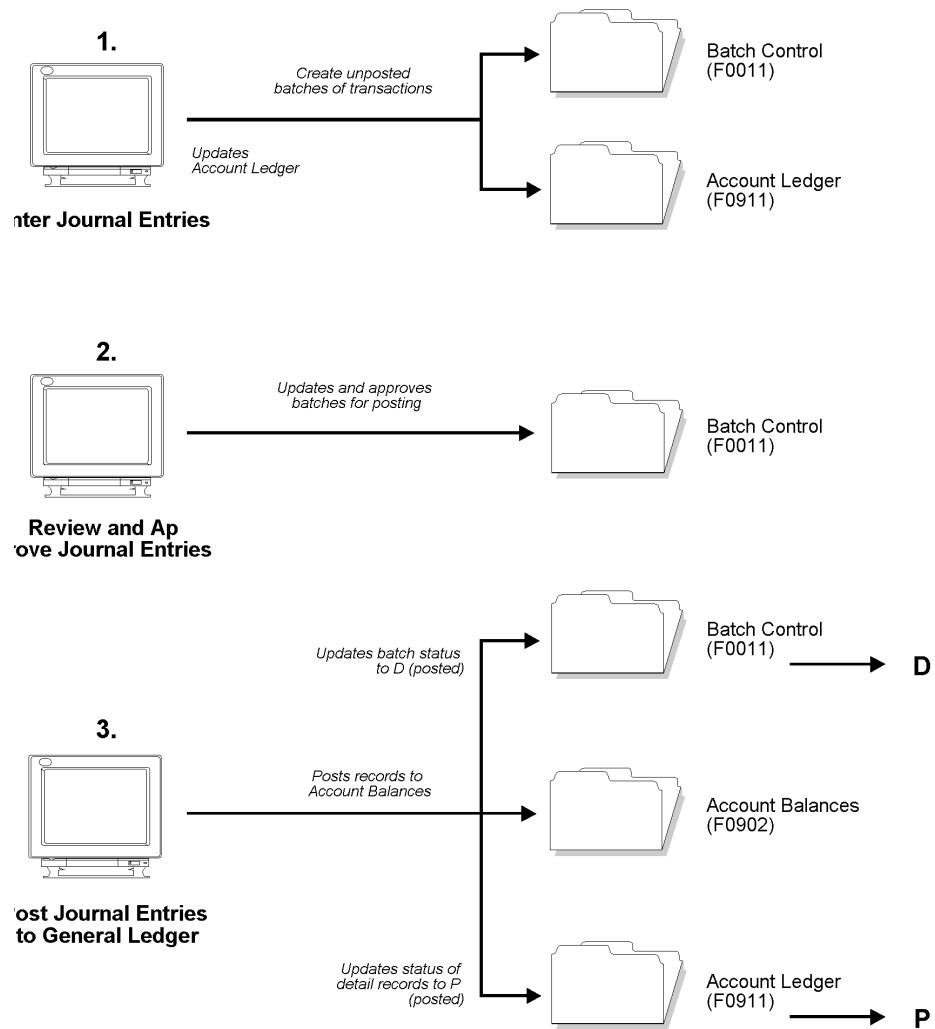
## Daily

### Basic Journal Entry Processing

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Use journal entries to adjust or add transactions to accounts in your general ledger. Effective journal entry processing is fundamental to the accuracy of your general ledger.

All J.D. Edwards systems use three-tier processing to manage batches of transactions. Journal entry processing is an example of three-tier processing. The term *three-tier* refers to three necessary steps that you perform, which are illustrated by the following graphic:



## See Also

- Where Journal Entries Are Generated*
- Types of Journal Entries*
- When To Review and Approve Journal Entries*
- What Happens When a Journal Entry is Posted*
- How Balances Are Maintained*
- Types of General Journal Reports*

## Where Journal Entries Are Generated

Journal entries are generated in three places:

- In the General Accounting system, you manually enter transactions, such as:
  - Accruals
  - Adjustments
  - Reclassification of transactions
- The system generates journal entries based on transactions from another system, such as:
  - Accounts Payable
  - Accounts Receivable
  - Payroll
- Journal entries can be generated from a third-party software package through batch processing

## See Also

- Batch Journal Entry Processing*
- Uploading Journal Entries from Spreadsheets*

## Types of Journal Entries

You can adapt the journal entry process to meet your needs by using the following types of entries:

**Journal entries for multiple ledgers** You can enter journal entries for the various ledgers that you have set up for budgets, statistical information, units, and so on.

**Recurring journal entries** You can create journal entries for transactions that recur on a regular basis.  
See *Working with Recurring Journal Entries*.

## See Also

- Other Types of Journal Entries* for information about using reversing journal entries, percent journal entries, model journal entries, foreign currency journal entries, and journal entries with tax

### **When To Review and Approve Journal Entries**

After you enter journal entries, you can review and approve them at any time during the general ledger period before posting. Only approved batches of transactions are eligible to be posted. Use the review function to:

- Review and approve a batch for posting
- Place a batch in pending status so that it cannot be posted until further analysis is completed
- Review and change journal entries

### **What Happens When a Journal Entry is Posted**

After you review and approve journal entries, you post them to the general ledger. The Post program:

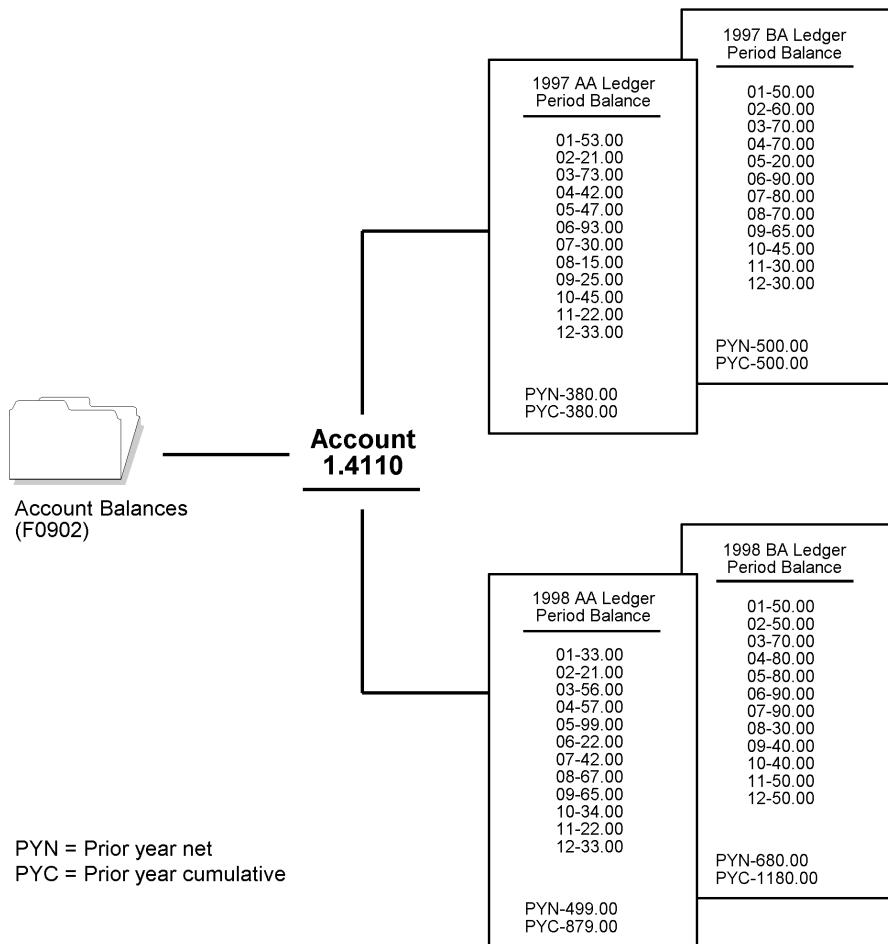
- Selects unposted, approved batches of journal entries and edits each transaction
- Posts accepted transactions to the Account Balances table (F0902)
- Changes the status of the journal entry batch to indicate that it is posted
- Marks the detail lines of the journal entry as posted in the Account Ledger table (F0911)
- Sends electronic mail messages for transactions that are in error and produces a General Ledger Post report, which lists successfully posted batch details

### **How Balances Are Maintained**

You can process journal entries for different types of accounting information needs using different ledgers. The system uses ledger type codes to separate balance amounts and units for each ledger. The following list shows some examples of ledger type codes and their corresponding ledgers:

AA	Actual amounts
BA	Budget amounts
AU	Actual units
BU	Budget units
CA	Foreign currency amounts

The following graphic illustrates how the system maintains various account balances:



### Types of General Journal Reports

You can print a general journal report to examine journal entry transactions before you post them to the general ledger. Printed reports provide an alternative to reviewing the general journal online. They are especially helpful when you are researching out-of-balance conditions. You can select from three types of reports:

- Unposted journal entries only
- Posted and unposted journal entries in batch number sequence
- Posted and unposted journal entries in account number sequence

In addition, you can print the Post Detail Error report, which contains information about out-of-balance entries.

### Using Batch Control to Manage the Entry Process

Before entering transactions, you can activate batch control to help manage your entry process. The batch control feature allows you to quickly determine whether you entered your transactions correctly. You specify the number of transactions and the total amount that you plan to enter in the batch on the manual batch record. You use batch control to verify whether the batch of transactions that you enter balances to the manual record of the batch. Instead

of reviewing each transaction individually, you can determine at a glance whether the total amount and number of documents entered requires further review.

Batch control is for your information only. The system does not prevent you from posting the batch if differences exist between the amounts that you entered and the amounts that you expected.

You activate batch control in the constants for your system by clicking the appropriate option. When you activate batch control, you activate it for the entire system. For example, if you activate batch control in the Accounts Receivable system, it is activated for both the invoice and receipt applications.

Batch control information is stored in the Batches Control Records table (F0011).

#### See Also

- Setting Up Constants for General Accounting* for information on how to set up batch control

#### ► To enter batch information

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*Use one of the following navigations:*

*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

*From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry or Speed Invoice Entry.*

*From the Supplier & Voucher Entry menu (G0411), choose Standard Voucher Entry or Speed Voucher Entry.*

1. On the transaction entry program, click Add.

2. On Batch Control, complete the following fields and click OK:

This field is optional. If you leave it blank, the system uses today's date.

This field is optional. If you leave it blank, the system assigns the batch number from Next Numbers.

The data dictionary setting for this item (AICU) specifies the number of decimals that the system displays in this field when you enter a value.

#### Reviewing Batch Totals

After you enter transactions and exit the batch, the system subtracts the totals that you entered for the batch from the totals that you expected to enter and displays the result in the Difference row on the Batch Control form. This can help you locate missing or duplicate entries before you post them. Batch control is for your information only; you do not need to correct the information on the form. If the amount entered differs from the amount expected, the system does not prevent you from posting the batch.

When you finish entering transactions and exit the batch, one of two things happens:

1. If the system has not finished processing the batch, the NOTIFY - The Batch Is Still In The Process Of Closing form appears. The following two options are available on this form:
  - Retry. The Batch Control form appears when the system has finished processing the batch. Continue to click Retry until the Batch Control form appears.
  - Cancel. The Batch Control form does not appear, and you will not be able to compare the totals that you entered on the Batch Control form with the totals you entered for the batch. Bypassing the Batch Control form does not affect the transactions that you entered or the status of the batch.
2. The system has finished processing the batch, and the following Batch Control form appears.

The screenshot shows a Windows application window titled "Standard Voucher Entry - [Batch Control]". The menu bar includes File, Edit, Preferences, Window, and Help. Below the menu is a toolbar with icons for OK, Cancel, Discard, Abort, Links, Display, OLE, and Internet. The main area contains a table with the following data:

	Amount	Documents
Total Expected	26,245	6
Total Entered	25,140	5
Difference	1,105	1

Review the form to compare the totals that you entered on the Batch Control form with the totals that you entered for the batch. If there is a difference, you should review your data to locate the discrepancy.

On Batch Control, review the following fields:

- Total Expected Amount
- Total Expected Documents
- Total Entered Amount
- Total Entered Documents

#### Note

If you did not enter information on the Batch Control form before you entered transactions, the system displays negative numbers in the Difference row for Amount and Documents. The Batch Control form always uses the following formula: Total Expected - Total Entered. If you

do not complete the Total Expected fields, the system assumes zero and your difference is negative.

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## Working with Basic Journal Entries

You can enter journal entries that use different ledger types and unlimited detail lines that distribute amounts to various accounts. The basic journal entry process serves as the basis for working with other types of journal entries.

As you enter data, the General Accounting system validates the information in certain fields to ensure that the integrity of your financial data remains intact.

When you enter a journal entry, the system marks it as unposted and adds it to the Account Ledger table (F0911). When you post, the system updates the Account Balances table (F0902) and marks the journal entry as posted in the Account Ledger table.

### Before You Begin

- Set up your organization's chart of accounts.
- Set up the general accounting constants that apply to journal entries.
- Set up your ledger types in the Ledger Type Master File table (F0025).
- Set up your fiscal date patterns in the company constants.
- Set up your AAIs specifically for intercompany settlements.
- Review the user defined code list (system 00/type DT) for document types to ensure that JE is the document type for journal entries.

### See Also

- Master Business Function*
- What You Should Know About Processing Options*

## Entering Basic Journal Entries

You can use basic journal entries to enter many types of transactions. When you enter a journal entry to a ledger type that is required to balance, the debit and credit amounts must balance.

When you complete a journal entry, the system displays the assigned batch and document numbers. You can use these numbers to facilitate locating and reviewing a journal entry. The system assigns batch and document numbers from the Next Numbers function.

### See Also

- Locating a Journal Entry*
- Accepting an Out-of-Balance Journal Entry*

### ► To identify the journal entry

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*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

For each journal entry, you must enter information to identify it in the system, such as the date that the journal entry affects the general ledger.

The screenshot shows a Windows application window titled "Journal Entry - [Work With Journal Entries]". The menu bar includes File, Edit, Preferences, Row, Window, and Help. Below the menu is a toolbar with icons for Select, Find, Add, Copy, Del..., Close, Seg..., New..., Dis..., and Abo. To the right of the toolbar are buttons for Links, Batch..., OLE..., and Internet. The main area contains a table with the following data:

JE	Document Type	Document Number	Document Company	G/L Date	P N	Explanation
	JE	1000	00001	12/31/04	12	Beginning Balances
	JE	1001	00001	5/31/05	5	May Account Activity
	JE	1003	00060	12/31/04	12	Beginning Balances
	JE	1004	00060	1/31/05	1	January Entries
	JE	1005	00001	6/30/05	6	June Activity
	JE	1006	00060	1/1/05	1	January Budgets
	JE	1007	00060	1/1/05	1	January Units Entry
	JE	1008	00001	7/31/05	7	July Account Activity
	JE	1009	00060	2/28/05	2	February Monthly Activity
	JE	1010	00060	3/31/05	3	March Monthly Activity
	JE	1011	00060	4/30/05	4	April Monthly Activity
	JE	1012	00060	5/31/05	5	May Monthly Activity

The Work With Journal Entries form shows the current journal entries in the general ledger. You can display all of the entries in either the summarized or detailed view. You can also use the Query By Example line to limit the search more specifically. You can click Add to enter a new journal entry. Or you can choose a journal entry to review in detail (for example, to revise it) and click Select.

1. On Work With Journal Entries, click Add.

If you are using batch control, the Batch Control form appears next. In that case, enter the date and expected totals, and then click OK.

Account Number	Amount	Account Description	Subledger	Subledger Type	St
1.1110.BEAR	1,500.00	Bear Creek National Bank			De
1.1110.FRANCE	1,500.00	First Bank of Paris			

2. On Journal Entry, complete the following optional fields:
3. Complete the following required fields:
4. Complete the remaining fields in the header area of the form, as necessary, such as:  
After you complete these steps, follow the steps to enter the G/L distribution.

#### See Also

- To enter the G/L distribution*

#### ► To enter the G/L distribution

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After you enter the information that identifies the journal entry, enter the detail lines that distribute the journal entry amount to the G/L accounts.

1. On Journal Entry, complete the following fields for each G/L account to which amounts will be distributed:

After you enter an account number, the system validates it against the chart of accounts in the Account Master table (F0901). If an account number is not set up in your chart of accounts, the system displays an error message and does not accept the entry.

When you complete the account number, the system fills in the account description. The system uses the business unit in the account number on the first line of the detail area to fill in other information in the header area, such as document company and currency code.

2. Complete other fields in the detail area, as necessary.
3. Review the following field to ensure that it is correct:

4. Click OK.

If the remaining amount has a balance, you must correct or accept the out-of-balance journal entry. When the journal entry is complete, the system clears the form.

#### See Also

- Temporarily Accepting Invalid Account Numbers* for information about problems with account number entry

#### ► To correct an out-of-balance condition

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In most cases, you need to correct a journal entry so that the debit amounts balance to the credit amounts before the system accept it.

You can set up ledger types in the Ledger Type Master File table (F0025) to allow out-of-balance journal entries. Journal entries for these ledger types do not create an out-of-balance error condition.

1. On Journal Entry, review the following field to determine the adjustment amount:
2. Take one of the following actions:
  - Correct the journal entry so that the debits balance to the credits, and then click OK.
  - Click Cancel to delete the journal entry and exit.

#### See Also

- Setting Up Constants for General Accounting* for information about ledger type rules

### Accepting an Out-of-Balance Journal Entry

Debits and credits must be equal for a journal entry to be in balance. In most cases, if a journal entry has a remaining amount, you need to find and correct the error. However, you might need to accept an out-of-balance journal entry if an unusual situation occurs.

For example:

- You are entering a journal entry to correct an out-of-balance condition in the general ledger for one or more companies. This event could happen if the post process terminated abnormally, and the system posted only part of an original journal entry.
- You are entering a long journal entry. You need to leave, and you want to save your work-in-process before you sign off.

#### ► To accept an out-of-balance journal entry

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During journal entry, you can accept a journal entry that is not in balance.

1. On Journal Entry, choose Features from the Form menu.
2. On the Features form, click the Out of Balance JE Mode option, and then click OK.
3. On Journal Entry, click OK.

### Duplicating Account Number Segments

When you are entering journal entries, you can duplicate account numbers from one detail line to another to save time and reduce keying errors.

### **Example: Duplicating Account Number Segments**

The following table illustrates how duplication works in a single journal entry. It shows a series of account numbers that you might enter, followed by the corresponding account numbers that the system will use.

You type:	The system uses:
1.1110.FIB	1.1110.FIB
.BEAR	1.1110.BEAR
200..	200.1110.BEAR
1..	1.1110.BEAR
.1810	1.1810

The system replaces each separator character with the missing part of the account number by copying the same part from the preceding account number. If only one separator character exists, the system copies the business unit.object from the preceding detail line.

#### **► To duplicate account number segments**

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When you are entering the G/L distribution for a journal entry, you can duplicate one or more segments of the account number from the preceding line.

During journal entry, replace each part (business unit, object account, and subsidiary account) of the account number to be duplicated with a separator character in the following field:

### **Using Speed Account Entry for Journal Entries for Work Orders**

When you are entering journal entries for work orders, you can use speed account entry to save time and reduce keying errors. In the Account Number field, you enter a backslash, the work order number, a period, and the object account number. The system locates the business unit for the work order and does the following:

- Replaces the work order number with the business unit. The object account number remains in the Account Number field.
- Updates the Subledger field with the work order number.
- Updates the Subledger Type field with W.
- Updates the Subsidiary field with the cost code from the work order.
- Updates the Phase field with the phase from the work order.
- Updates the Asset Number field with the equipment number from the work order.

#### **► To use speed account entry for journal entries for work orders**

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During journal entry, enter a backslash, the work order number, a period, and the object account number in the following field:

## **Locating a Journal Entry**

You must locate a journal entry before you can review, change, delete, or void it.

### **► To locate a journal entry**

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*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, display all journal entries, or narrow the search by completing one or more of the following fields and any of the fields in the Query By Example row:
2. You can review journal entries in either a summarized or detailed format. To change from a summarized view to a detailed view, or vice versa, click the following field:  
The summarized format lists one line for each journal entry that the system locates.  
The detailed format lists one line for each line in each journal entry.
3. Click Find to display the journal entries that meet your selection criteria.
4. Choose the journal entry with which you want to work and click Select.  
The system displays the journal entry on the Journal Entry form.

### **See Also**

- *Reviewing Transaction Batches* for information about other ways to locate journal entries
- *Locating Model Journal Entries*

## **Revising an Unposted Journal Entry**

You can change or delete unposted journal entries. You cannot change the following key fields:

- Document Type
- Document Number
- Document Company
- G/L Date
- Currency
- Exchange Rate
- Ledger Type

To change the information in these fields, do one of the following:

- Delete and re-enter the journal entry.
- Copy the journal entry and change these fields on the new journal entry before you click OK, and then delete the incorrect journal entry.

### **► To revise an unposted journal entry**

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*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, choose the journal entry that you want to revise and click Select.

2. On Journal Entry, change the following fields, as necessary:
3. Change other fields in the G/L distribution lines as necessary, and then click OK.

#### See Also

- Revising a Posted Journal Entry*
- Deleting an Unposted Journal Entry*
- Copying a Journal Entry*
- Locating a Journal Entry*

### Copying a Journal Entry

You can create a new journal entry by copying an existing journal entry and then changing the copy. This procedure is useful when you need to:

- Correct errors in fields that you cannot change on an existing journal entry, such as the G/L date. In this case, you can use the copy to replace the existing journal entry.
- Enter a journal entry that is similar to an existing lengthy journal entry.

You can copy a posted or an unposted journal entry.

#### ► To copy a journal entry

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*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, locate the journal entry that you want to copy, choose the journal entry, and click Copy.  
The system displays a copy of the selected journal entry. The Document Number and G/L Date fields are set to zero or blank.
2. On Journal Entry, complete the following fields:
3. Complete the following optional fields:
4. Move through each G/L distribution line and change account numbers, amounts, and other information as needed; and then click OK.  
The system returns to Work With Journal Entries.
5. If you want the new journal entry to replace the original one:
  - Choose the original journal entry.
  - Delete or void it.

If you need similar journal entries on an ongoing basis, consider creating a model journal entry or a recurring journal entry.

#### See Also

- Working with Model Journal Entries*
- Working with Recurring Journal Entries*
- Locating a Journal Entry*

## **Deleting an Unposted Journal Entry**

To remove an unposted journal entry from the system, delete it. You can delete either an entire journal entry, or one or more detail lines of a journal entry.

Deleting does not provide an audit trail. To maintain an audit trail, you must post and void the journal entry.

Do not change or delete journal entries that originated in another system, such as Accounts Payable, which results in a one-sided journal entry. To change a journal entry that is associated with an invoice or a voucher, use the corresponding Accounts Receivable or Accounts Payable system

### **► To delete an unposted journal entry**

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*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, follow the steps for locating journal entries.
2. To delete the journal entry:
  - Choose the journal entry and click Delete.
  - Click OK to confirm the deletion.
3. To delete a detail line from the journal entry:
  - Choose the journal entry and click Select.
  - On Journal Entry, choose the detail line and click Delete.
  - Click OK to confirm the deletion.
  - Change other detail lines or add lines to adjust the journal entry for the detail line that you deleted, and click OK.

Alternatively, you can delete an unposted journal entry on the General Journal Review form. Deleting on this form is similar to deleting on Work With Journal Entries. The difference is that General Journal Review form displays summarized information only. Therefore, you can delete a journal entry but not individual detail lines.

When you delete an unposted journal entry, the system updates the General Journal Review form, removing the journal entry. When you exit to Work With Batches, click Find to update that form. If the batch included other journal entries, it is still listed. Choose the batch again and verify that the system deleted the journal entry.

## **Temporarily Accepting Invalid Account Numbers**

When you enter a journal entry with an account number that is not set up in your chart of accounts, the system displays an error message and does not accept the entry. You must either correct the entry so that the account number is valid or temporarily accept the invalid account number.

Depending on your general accounting constants, you might be able to accept an invalid account number temporarily, which is useful in either of the following situations:

- You are not sure what the correct account number is.
- You are not authorized to add new accounts.

If you temporarily accept an invalid account number, the system sets the status of the batch to "error." You cannot post the batch, even if it is approved. Account numbers must be in the Account Master table (F0901) before the batch can successfully post.

Depending on your setup, you can fix invalid account numbers in three ways:

- Change the account number on Journal Entry.
- Add the account number to the chart of accounts. Then you can approve the batch and post as usual. You do not have to remove the # symbol from the account number on Journal Entry.
- Let the post program create the account number dynamically.

### Before You Begin

- Ensure that the business unit segment of the invalid account number is set up as a valid business unit. If it is not, the system does not accept the entry.

#### ► To temporarily accept an invalid account number

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1. On Journal Entry, enter # as the first character in front of the invalid account number (for example, #9.1107) in the following field:
2. Click OK.

### See Also

- *Creating Accounts Dynamically*
- *Setting Up Constants for General Accounting* for information about the invalid account constants

## Adding Attachments to Journal Entries

After you enter a journal entry, you can add attachments, such as a comment or memo, to it. The attachment is for internal reference only.

The system displays a paper clip icon to the left of the journal entry line as follows:

- On Work With Journal Entries, when you add text or another attachment to the journal entry
- On Journal Entry, when you add text or another attachment for a detail line

For performance reasons, the attachment icon does not subsequently appear unless you place your cursor over the far left column on the form in the row heading.

### See Also

- *Locating a Journal Entry*
- *Attaching Media Objects* in the *OneWorld Foundation Guide* for more information about working with attachments

#### ► To add an attachment to a journal entry

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*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, verify that the journal entry to which you want to add an attachment is in the summarized format.
2. Choose the journal entry.
3. From the Row menu, choose Attachments.
4. On Media Objects, choose New and then Text from the File menu.
5. Enter the text and choose Save & Exit from the File menu.

#### ► To add an attachment to a detail line of a journal entry

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*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, verify that the journal entry to which you want to add an attachment is in the detailed format.
2. Choose the journal entry and click Select.
3. On Journal Entry, choose the detail line for which you want to add text.
4. From the Row menu, choose Attachments.
5. On Media Objects, choose New and then Text from the File menu.
6. Enter the text, and choose Save & Exit from the File menu.

## Master Business Function

The master business function (MBF) provides a central location for standard business rules about entering documents such as vouchers, invoices, and journal entries.

The master business function is composed of processing options that are shared by certain programs. The processing options for the Journal Entry MBF are used by the following journal entry programs:

- Journal Entries (P0911)
- Journal Entries with VAT (P09106)
- Journal Entry Batch Processor (R09110Z)
- Store and Forward JE Batch Processor (R09110ZS)
- Recurring Journal Entry Compute & Print (R09302)
- Indexed Comps Compute and Print (R093021)
- Variable Numerator Compute and Print (R093022)

To review versions and processing options for the Journal Entry MBF, follow these steps:

1. From the System Administration Tools menu (GH9011), choose Interactive Versions.
2. On Work with Interactive Versions, type the application number (P0900049) in the Interactive Application field and click Find.
3. Choose a version.
4. To review the processing option settings for the version, choose Processing Options from the Row menu.

## What You Should Know About Processing Options

**Versions** If you use the appropriate processing option to specify a version to execute, the version must

already exist on the server.

## Using the Batch Review Program

After you enter transactions into the system, you might want to review them before you post them to the general ledger. Additionally, depending on the settings in your constants, you might need to approve the batch. You use the same program, Batches (P0011), when you review transaction batches online; therefore, the process to review transactions and approve batches is the same, regardless of the system. The only difference between the various batch review programs is the default batch type that displays on the form, which you can override. You can review all batch types from any batch review program.

Because invoices and vouchers are two-sided entries, you can review the invoice or voucher, as well as the G/L distribution (journal entry).

### Difference Amounts and Batch Control

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter in a batch. These differences are shown for both the input total and the number of documents, and are informational only.

If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences. The differences displayed are informational only.

#### See Also

- Revising an Unposted Journal Entry*
- Revising and Voiding Posted Journal Entries*
- Deleting an Unposted Journal Entry*
- Approving Transaction Batches*
- Updating Display Decimals in the System Administration Guide* for information about changing display decimals

## Reviewing Transaction Batches

You use the Batches program (P0011) to review transaction batches. You can display a list of batches based on your user ID, a posting status, or a specific date range. For example, you might want to review all batches with a posting status of pending.

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#### Note

If the batch review security feature is activated, the system might not display all batches. Instead, the system displays only the batches that you are authorized to review and approve.

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When you review a list of batches, you can access transaction detail for a specific batch. For example, you can review the number of invoices, vouchers, and journal entries within a batch and the total amount of the transaction. You can also select a specific transaction to review.

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter. These differences are shown for both the input total and the number of documents. If you do not use batch control, the system subtracts your actual

entries from zero, resulting in negative amounts in the fields that display the differences. See *Using Batch Control to Manage the Entry Process*.

The batch review program displays information in the Batch Control Records table (F0011).

### ► To review transaction batches

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*From the transaction entry or process menu, choose the review menu selection (P0011).*

1. On Work With Batches, click Find to display all batches for all users. To limit the information that appears, complete one or both of the following fields and click Find:
  2. To review only posted or unposted batches, click one of the following options:
  3. To limit the search further, complete one or both of the following fields:
  4. Click Find.

### ► To review or revise journal entries

---

*From the Journal Entry, Reports, & Inquiries menu (G0911), choose General Journal Review.*

1. On Work With Batches, follow the steps to review a batch.

See *Reviewing Transaction Batches*.

2. Choose a batch and click Select.

Document Type	Document Number	Document Company	G/L Date	Explanation	Domestic Amount	Foreign Amount	Reverse or Void	Currency Code
JE	3022 00001		06/30/05	Correcting Entry	1,000.00-			USD
				Total	1,000.00-			

3. On General Journal Review, choose the journal entry that you want to review or revise, and then click Select.

You can delete an unposted journal entry or void a posted journal entry by selecting the journal entry and clicking Delete.

The Amount field appears blank on General Journal Review if the journal entries are in balance.

The screenshot shows the PeopleSoft Journal Entry interface. At the top, there's a toolbar with icons for Home, Help, Intranet, and Training. Below that is a menu bar with 'Select Workspace: Active Foundation' and links for Personalize, Change Role, and Sign Out. The main window has a title bar 'Journal Entry' and a toolbar with buttons for OK, Delete, Cancel, Form, Row, and Tools. The data entry area includes fields for Batch Number (3100), Doc Type/No/Co (JE 3022 00001), G/L Date (06/30/05), Explanation (Correcting Entry), Ledger Type (AA), Currency (USD), Exchange Rate, Base Currency (USD), and Reverse checkbox. Below this is a grid table with columns: Account Number, Amount, Account Description, Subledger, Subledger Type, Subledger Description, and Remark. One row is visible: 3.5010, 1,000.00-, Store Sales, and empty subledger fields. A 'Remaining Amount' field at the bottom contains 1,000.00-. The right side of the interface has a vertical scroll bar.

4. On Journal Entry, enter any necessary changes and click OK.

You can review the original currency of each journal entry and the domestic currency of the company to which it was entered. To toggle between the domestic and foreign information, click the Foreign option.

## Adding Transactions to an Existing Batch

When you cannot revise a transaction, you need to delete it and re-enter it in the system. Ideally, you might want to add the transaction to its original batch. To add a transaction to an existing batch, you must use the Batches program (P0011). The process to add transactions is the same regardless of the type of transaction.

## Approving Transaction Batches

After you enter and review a batch of transactions, you might need to approve it prior to posting. This depends on whether your company requires management approval before posting a batch. Based on the settings in your system constants, the system assigns either a pending or an approved status to the batch.

If you do not turn on the Manager Approval of Input option in the constants, the system automatically assigns an approved status to the transaction batches.

## ► To approve transaction batches

---

*From the transaction entry or process menu, choose the review menu selection (P0011).*

1. On Work With Batches, follow the steps to review the batch:

See *Reviewing Transaction Batches* for more information.

2. Choose one or more batches.

3. From the Row menu, choose Batch Approval.

4. On Batch Approval, click the following option and click OK:

To temporarily prevent a batch from posting, change the batch status from approved to pending on Batch Approval.

5. To verify the approval, review the following fields on Work With Batches:

## The Financial Post Process

After you enter, review, and approve transactions, you must post them. All financial transactions such as journal entries, invoices, and vouchers must be posted to the Account Balances table (F0902); and the Asset Account Balances table (F1202) for fixed assets to update their respective systems with current transaction records and maintain the integrity of the systems.

---

### Note

All journal entries that are within the FX range of accounts in the AAIs must be posted to the Asset Account Balances table to update the Equipment/Plant Management system with current transaction records.

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The post program performs the following tasks in sequential order:

### Selects Data to Post

The program takes the following actions to select the data for posting:

- Selects all approved batches that match the criteria specified in the data selection from the Batch Control Records table (F0011).
- Changes the batch status in the Batch Control Records table to indicate that the selected batches are in use.
- Selects the unposted transactions for the selected batches from the applicable transaction table.

### Validates Information and Performs Error Processing

After selecting the batches and transactions to post, the program performs numerous edits. These edits validate the information for the job, the batches, and the transactions. The program edits for and verifies that:

- The processing option versions and constants are valid.
- Transaction data is valid and can include the following information:
  - The account exists in the Account Master table (F0901) and is a posting account.
  - The business unit exists in the Business Unit Master table (F0006).

- The G/L date is valid.
- Intercompany setup is correct for intercompany settlements.
- Each batch is in balance.

If the program finds errors, it:

- Sends workflow messages to the Employee Work Center for the user who ran the Post program. For example, you receive messages for transactions that are in error and batches that do not balance.
- Prints a Post Detail Error report if a batch for a required-to-balance ledger type does not balance and is not specified as allowed to post.
- Places the entire batch in error if any transactions are in error, which prevents the batch from posting.

For batches with errors, no posting occurs. Only the final step of the process applies (updating the batch status to E).

### **Creates Automatic Entries**

For batches that do not contain errors, the post process continues. The program creates and posts transactions for automatic entries. The type of automatic entry varies by system and batch type. For example, if you use intercompany settlements, the post program creates automatic entries to the intercompany account for the appropriate companies. If you post accounts receivable or accounts payable transactions the system creates automatic entries to the A/P and A/R trade accounts. For more information about the type of automatic entries the post creates, see the corresponding concept associated with posting specific types of transactions.

### **Updates the Posted Codes**

After validating the integrity of the information in the job, batches, and transactions, the program:

- Updates the posted code for each transaction to D in the respective ledger tables of the system
- Updates the posted code for each transaction to P in the Account Ledger table (F0911)
- Posts transactions to the Account Balances table (F0902)
- Prints the General Ledger Post report

The program posts to the appropriate ledgers. For example, the program posts domestic amounts to the AA (actual amount) ledger.

The program also creates transactions for automatic offsets that are required for intercompany settlements, if applicable.

### **Updates the Taxes Table**

The program updates the tax amount in the Taxes table (F0018), based on a processing option setting.

### **Updates the Batch Status**

After posting each transaction to the Account Balances table, the program updates the transaction in the Account Ledger table with a G/L posted code of P (posted).

After posting all of the transactions for a batch, the program updates the status of the batch in the Batch Control table (F0011). The program sets each posted batch to D (posted) and each unposted batch to E (error).

### **Updates the Line Extension Code Field**

When the post generates Account Ledger (F0911) records, the system updates the Line Extension Code field (EXTL) with a value of AE. This update differentiates Account Ledger records that you enter through voucher or invoice entry from those records generated by the post--such as payments, automatic entries, and receipts.

### **Initiates Programs Defined in Processing Options**

Depending on processing option settings, the program processes other programs when the post process is complete.

- The Detailed Currency Restatement program updates the XA, YA, and ZA ledgers if you set that processing option.
- The Fixed Asset Post program updates asset information if you set that processing option.
- The 52 Period Post program updates the Account Balances - 52 Period Accounting table (F0902B) if you set that processing option.

### **Related Information**

The Post program in OneWorld differs from the Post program in WorldSoftware:

- In OneWorld, the Pre-Post programs in Accounts Payable and Accounts Receivable create the offsetting entries (not the Post program). The offsetting entries use the transaction date (not the end of the month).
- Offset Method D is not available in OneWorld.
- In OneWorld, the system uses the Ledger Type Master File table (F0025) to determine the ledgers that are required to balance and the ledgers that require intercompany settlements. In WorldSoftware, the ledgers are hardcoded in the programs.
- In OneWorld, the posting and updating tasks occur in a different sequence than they do in WorldSoftware. For example, the program updates the Account Balances table before it updates the Account Ledger table.

### **Before You Begin**

- Verify that the batch has an approved status.
- Ensure that all post menu selections are routed to the same job queue and that the job queue allows only one job to process at a time.

### **See Also**

- Posting Journal Entries to Fixed Assets* in the *Fixed Assets Guide* for more information about updating asset information
- Setting Up Batch Approval and Post Security* for information about establishing security for approving and posting batches
- Multicurrency Intercompany Settlements* in the *Multicurrency Guide*

## Posting Financial Batches

You can run the Post program from menu selections that describe the process, such as Post General Journal, Post Vouchers to G/L, or Post Receipts to GL, or from one of the batch review programs, such as Invoice Journal Review or Review Payments. The menu selection that you choose depends partly on convenience: one allows you to post directly from the menu, and the other allows you to post without exiting the review program.

The menu selection also depends on the method of posting that you want to use. The following methods are available for posting batches.

When you choose to run the post program from a "post" menu selection, the system accesses the Work With Batch Versions - Available Versions form.

<b>G/L Post by Version</b>	From the Work With Batch Versions form, choose and run a version of the post.  Advantage: The program posts all of the approved batches at one time unless you use data selection to specify a batch, a range of batches, or a list of batches.
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When you choose to run the post program from a batch review program, the system accesses the Work With Batches form.

<b>Post by Version</b>	From Work With Batches, choose Post by Version from the Form menu. You then choose and run a version of the post. This method works the same way as starting the post from the Post Invoices to G/L menu selection.  Advantage: The program posts all of the approved batches at one time unless you use data selection to specify a batch, a range of batches, or a list of batches.  Another advantage is that you can run the post by version locally or on a server.
<b>Post by Batch</b>	From Work With Batches, choose one or more batches, and then choose Post by Batch from the Row menu. The program selects the version to run that is based on the batch type and sends the data selection to a version for you.  Advantage: Data selection occurs automatically.  Disadvantage: You cannot run Post by Batch locally.
<b>Subsystem G/L Post</b>	From Work With Batches, choose one or more batches, and then choose Subsystem G/L Post from the Row menu. The program sends the data selection to a subsystem table.  Advantage: Data selection occurs automatically, and system resources can be better utilized. For example, the system administrator might hold batches in the subsystem and run them at night when system resources are more readily available.

Each version of the post program has data selection set for a specific batch type. The following table lists the system, the version of the post program, and the corresponding batch type for each financial post program:

<b>System</b>	<b>Description of Transaction</b>	<b>Version</b>	<b>Batch Type</b>
<b>General Accounting</b>	Journal Entries	ZJDE0001	G
	Allocations	ZJDE0010	D
	Detail Currency Restatement	ZJDE0041	XX
<b>Accounts Payable</b>	Vouchers	ZJDE0002	V
	Automatic Payments	ZJDE0003	K
	Manual Payments with Voucher Match	ZJDE0004	M
<b>Accounts Receivable</b>	Manual Payments without Voucher Match	ZJDE0005	W
	Invoices	ZJDE0006	IB
	Receipts	ZJDE0007	RB
	Drafts	ZJDE0020	DB

Do not change the data selection for the batch type. Use the version of the post that corresponds to the type of batch that you want to post.

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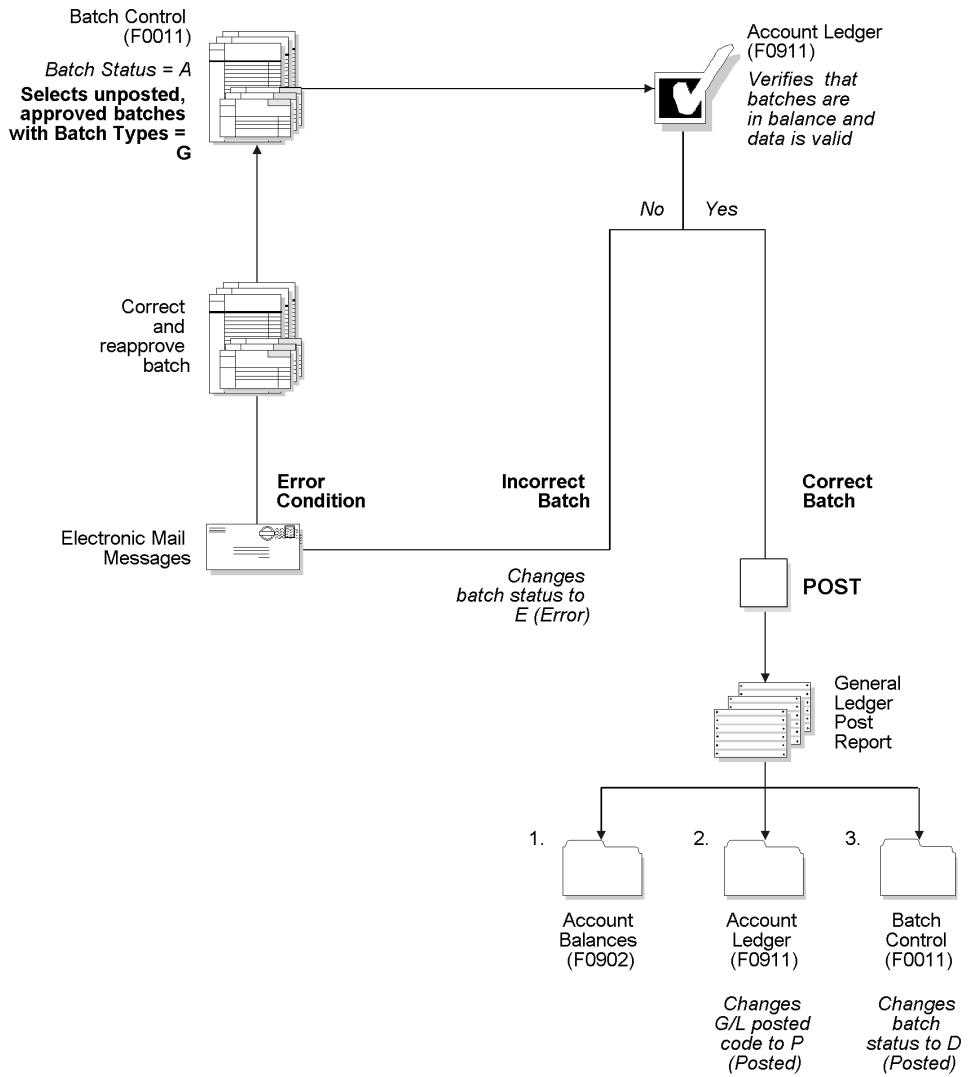
#### **Caution**

The post program performs a number of complex tasks. J.D. Edwards strongly recommends that you observe these constraints:

- Do not customize the programming.
  - Do not change accounts, AAIs for the General Accounting system, intercompany settlements in the general accounting constants, or processing options for the post program while it is running.
-

## The Journal Entry Post Process

The following graphic illustrates the post processes in J.D. Edwards for journal entries.



### ► To post all approved batches

From the transaction entry or process menu, choose the post menu selection (R09801)

From the transaction entry or process menu, choose the review menu selection (P0011), and then choose Post by Version from the Form menu.

1. On Work With Batch Versions - Available Versions, double-click the version to run.
2. On Version Prompting, leave the Data Selection option turned off and click Submit.
3. On Processing Options, click OK.

After you initially set up the processing options, changes are typically not needed.

4. On Report Output Destination, choose the destination for the General Ledger Post report and click OK.
5. As prompted, choose whether to run the program locally or on the server.

When the post is complete, the program displays the report on the screen or sends it to a printer, depending on the destination that you chose.

#### See Also

- Submitting a Report* in the *Enterprise Report Writer Guide* for more information about using the Work with Batch Versions form.

#### ► To post using manual data selection

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*From the transaction entry or process menu, choose the post menu selection (R09801)*

*From the transaction entry or process menu, choose the review menu selection (P0011), and then choose Post by Version from the Form menu.*

1. On Work With Batch Versions - Available Versions, double-click the version to run.
2. On Version Prompting, click the Data Selection option and click Submit.
3. On Data Selection, enter the selection criteria on a blank line.

Do not delete or type over the existing specifications for the batch status (A) and the batch type (G).

For example, double-click And for the operator, Batch Number (F0011) for the left operand, "is equal to" for the comparison, and Literal for the right operand where you can enter the batch number or numbers.

4. If you use Literal for the right operand, enter the value or values on the next form and click OK.

For example:

- To specify a single batch, choose the Single value tab and enter the batch number.
- To specify a range of batches, choose the Range of values tab, and enter the beginning and ending batch numbers.

5. On Data Selection, click OK.

6. On Processing Options, click OK.

After you initially set up the processing options, changes are typically not needed.

7. On Report Output Destination, choose the destination for the General Ledger Post report and click OK.

8. As prompted, choose whether to run the program locally or on the server.

When the post is complete, the program displays the report on the screen or sends it to a printer, depending on the destination that you chose.

## See Also

- Submitting a Report* in the *Enterprise Report Writer Guide* for more information about data selection

### ► To post using automated data selection

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Use this procedure to start posting one or more batches immediately without exiting the transaction Review program (P0011).

#### Note

If you run the program locally, you are not be able to use Work With Batches until posting is complete for all the batches. You are able to use other selections from the menus.

*From the transaction entry or process menu, choose the review menu selection (P0011).*

1. On Work With Batches, choose the batch or batches to post.
2. Choose Post by Batch from the Row menu.
3. On Report Output Destination, choose the destination for the General Ledger Post report and click OK.

The program sends the data selection for each selected batch to a version. Each selected batch becomes a separate job. The program selects the version to process based on the batch type and posts the batches consecutively.

When the post is complete, the program displays the report on the screen or sends it to a printer, depending on the destination that you chose.

### ► To post using automated data selection and a subsystem

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Use this procedure to post one or more approved batches using a subsystem. Your system administrator must start the subsystem before posting can occur. Posting occurs in a separate area and, typically, at a later time.

*From the transaction entry or process menu, choose the review menu selection (P0011).*

1. On Work With Batches, choose the batch or batches to post.
2. Choose Subsystem G/L Post from the Row menu.

The program sends the data selection for each selected batch to the version ZJDE0011, which is used for all subsystem posting. Each selected batch becomes a separate job in the subsystem. The program posts the batches consecutively in the background on the server. If the subsystem runs constantly, you might not notice any difference between subsystem posting and posting by batch on the server, except that the program always sends reports to the printer. You cannot choose to see reports on the screen.

#### Caution

Do not enter data selection information for the subsystem post version (ZJDE0011) because this version is shared by other systems.

## What You Should Know About Processing Options

<b>Versions</b>	If you use the appropriate processing option to specify a version to execute, the version must already exist on the server.
<b>Ensuring that required fields contain data</b>	<p>Set the Edits tab processing option if your organization uses custom programs that add records directly to the Account Ledger table (F0911) without ensuring that required fields contain data. When you set this processing option, the Post program:</p> <ul style="list-style-type: none"><li>• Retrieves the account ID (short account number) associated with the account number if the Account ID field is blank or filled with zeroes.</li><li>• Retrieves the company number associated with the account number if the Company field is blank.</li><li>• Recalculates the remaining fields as necessary by comparing the values in each field to the G/L Date field and then checking the fiscal date pattern.</li></ul> <p>If you use only J.D. Edwards programs or process externally created records through the Journal Entry Transactions Batch File table (F0911Z1), you do not need to set this processing option. J.D. Edwards programs ensure that required fields contain data.</p>

## Verifying the Post

After posting your transactions, verify that your batches posted successfully. If any of the batches did not post, you must correct all of the errors and set the batch to approved status before the program will post the batch. The system creates a variety of messages and reports to help you verify the posting information.

### See Also

- ❑ *Viewing Messages* in the *Foundation Guide* for information about messages
- ❑ *Working with Queues* in the *Foundation Guide* for information about queues
- ❑ *Reviewing Journal Entries* in the *General Accounting Guide* for information about working with batches.
- ❑ *Reviewing and Approving Vouchers* in the *Accounts Payable Guide* for information about working with batches.
- ❑ *Reviewing and Approving Invoices* for information about working with batches.

## Reviewing Your Workflow Messages

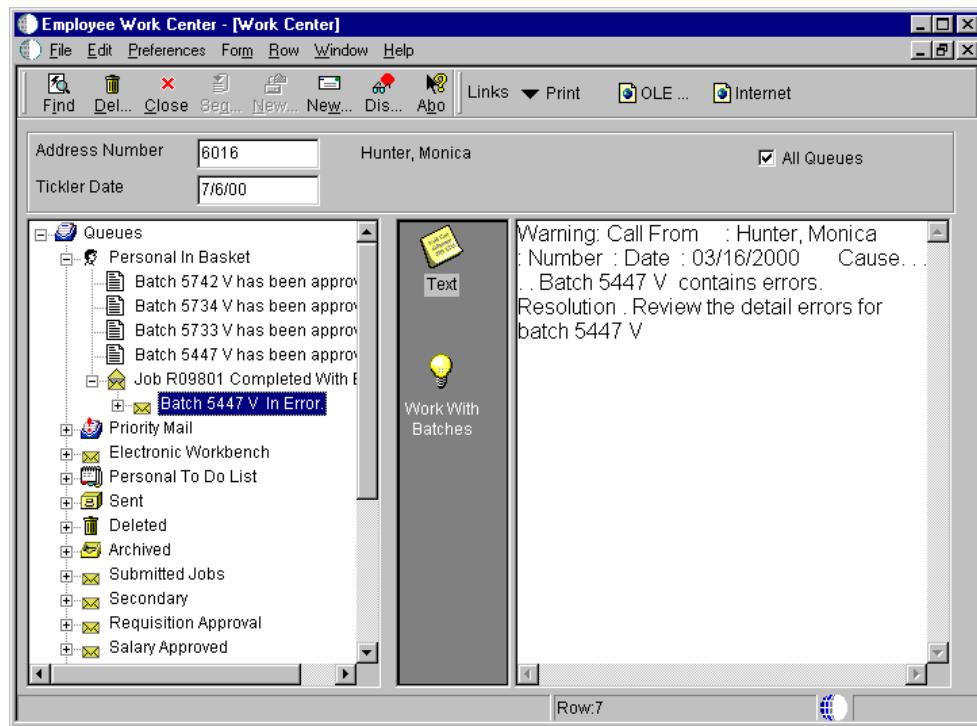
The post program sends workflow messages to the Employee Work Center when a job either completes normally and errors occur. After you run the post program, review your workflow messages to determine the status of a job.

If a job did not complete normally, review the error messages. Typically, one message notifies you that a job had errors, followed by one or more detailed messages defining the errors. After reviewing your error messages, you can access the batches in error and correct the errors interactively. The process to review workflow

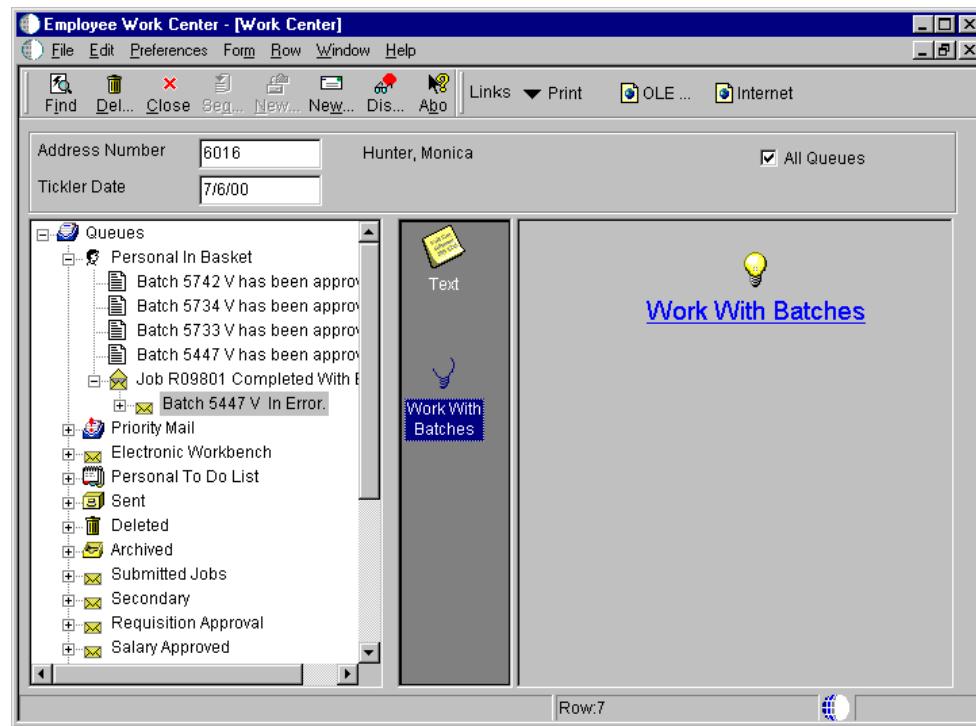
### ► To review workflow messages

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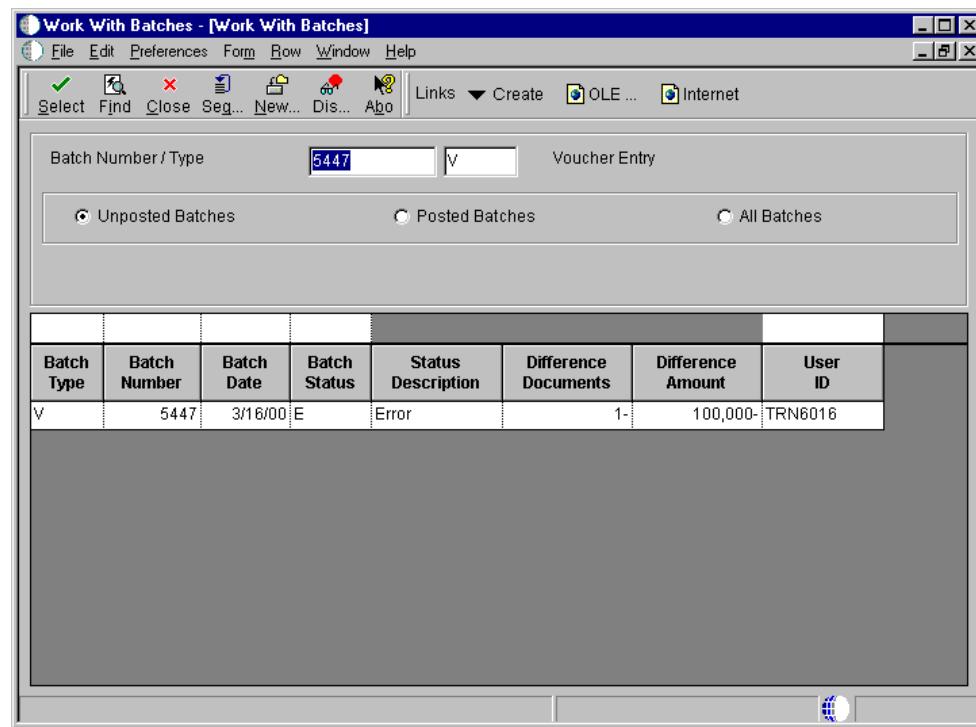
*From the Workflow Management menu (G02), choose Employee Work Center.*



1. On Work Center, review your workflow messages for batch job errors.
2. To review detail information about a batch error, click on the error message.
3. To access the batch in error, click the Work With Batches icon in the center bar to replace the message text in the right panel with the icon.



4. Click the Work With Batches icon in the right panel.



5. On Work With Batches, choose the type of batch that you want to review from the Row menu, and follow the steps to revise the transaction for that batch type.

#### See Also

- R09801E, Out of Balance Post Error Report* in the *Reports Guide* for a report sample

### Reviewing the Post Detail Error Report

When you set up ledgers, you specify whether a ledger is required to balance. If the post program finds an out-of-balance condition in a ledger type that is required to balance, the program generates a report. If you determine that an out-of-balance journal entry is in error, correct the error and post the batch again.

In some cases, you might need to post an out-of-balance journal entry. For example:

- A power failure occurred during entry or posting.
- A valid, one-sided journal entry was entered to correct a conversion error that was made during setup.

#### See Also

- R09801E, Out of Balance Post Error Report* in the *Reports Guide* for a report sample

### Reviewing the General Ledger Post Report

To verify the transactions that were posted to the Account Balances and the Account Ledger tables, review the General Ledger Post Report.

The General Ledger Post report lists batches that posted successfully. At the end of the report, if one or more batches contained errors, the report also includes a text box to alert you that the program found errors. You should review your workflow messages in the Employee Work Center for messages that provide more detail. From there, you can access the Work With Batches and Journal Entry forms, where you can correct errors.

A General Ledger Post Report that contains only heading information indicates that the Post program could not post any batches and has sent messages to your electronic mail.

If you use Fixed Assets, the program produces a separate General Ledger Post Report.

#### See Also

- R09801, General Ledger Post Report* in the *Reports Guide* for a report sample

### Revising Batches to Post Out-of-Balance

To correct a problem found on an integrity report, you can revise a batch to post or not post out-of-balance. In some cases, you might need to post an out-of-balance journal entry. For example:

- A power failure occurred during entry or posting.

- A valid, one-sided journal entry was entered to correct a conversion error that was made during setup.

#### ► To revise batches to post out-of-balance

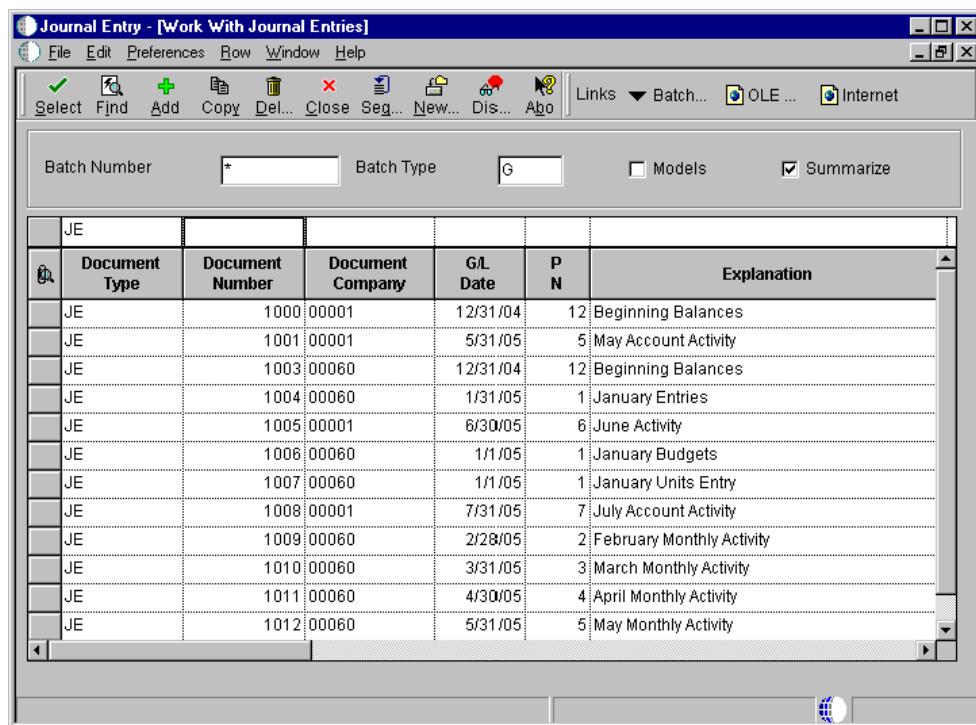
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*From the G/L Advanced & Technical Operations menu (G0931), choose Batch Header Revisions.*

1. On Work With Batches, change the Batch Type to the appropriate symbol such as V for vouchers, and then click Find to locate the batch.
2. Choose the batch and then choose Revise from the Row menu.
3. On Create/Revise Batch Header, choose Overrides from the Form menu.
4. On Batch Overrides, choose the following options and click OK:

### Revising and Voiding Posted Journal Entries

You can change a limited amount of information in journal entries that have been posted. To remove a posted journal entry, you must void it. For a change or void to be reflected in both the Account Ledger (F0911) and the Account Balances (F0902) tables, you must post the batch again.



## See Also

- ❑ *Working with Basic Journal Entries* for information about locating, changing, voiding, and deleting unposted journal entries
- ❑ *Reviewing Transaction Batches*
- ❑ *Posting Journal Entries*

## Revising a Posted Journal Entry

After you post a journal entry, you can change its associated explanations. You can also add lines to the G/L distribution.

The system maintains an audit trail when you revise a posted journal entry.

The system changes the batch status on the original batch from posted to pending or approved (depending on the settings of your general accounting constants) if you revise a posted journal entry. If the batch status is pending, you must approve the batch before you can post it. If the batch status is approved, the batch is eligible to post.

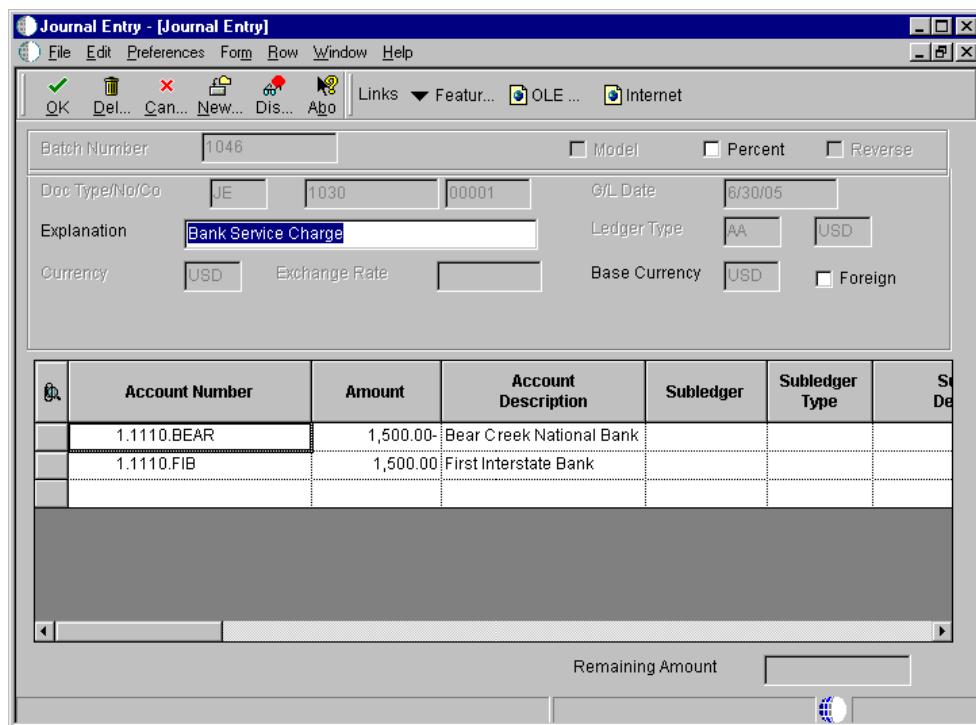
To correct information that you cannot change, you must void the existing journal entry and enter a new one.

### ► To revise a posted journal entry

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*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, choose the journal entry that you want to change, and then click Select.



2. On Journal Entry, change the following fields, if necessary:

3. If necessary, add lines to the G/L distribution by completing the Account Number and Amount fields on the next blank line in the detail area.
4. Click OK.

#### **See Also**

- *Locating a Journal Entry*

### **Voiding a Posted Journal Entry**

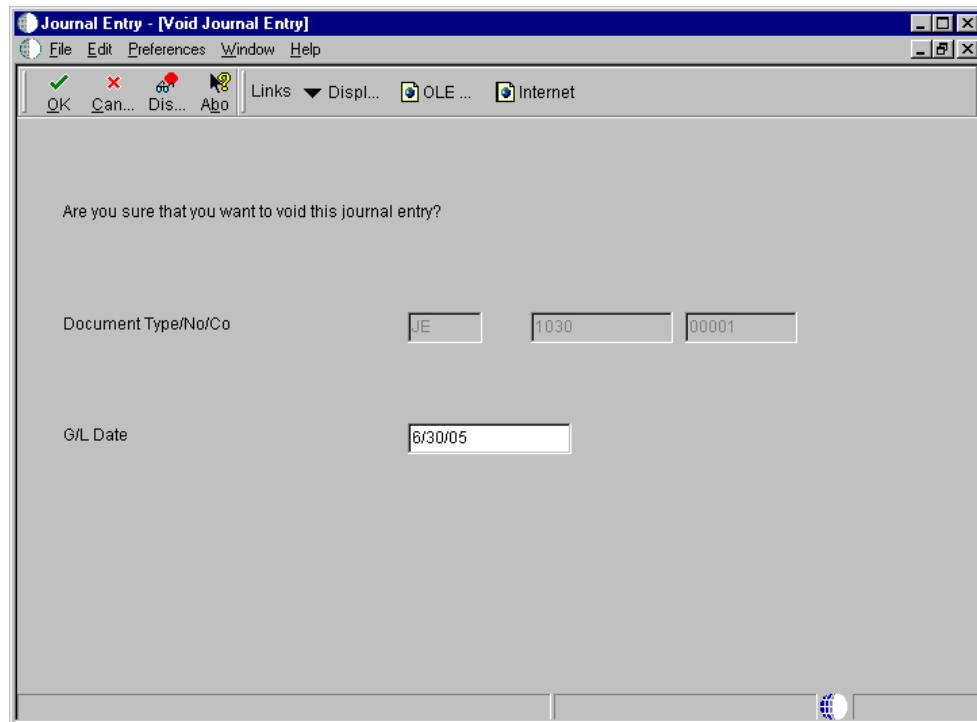
You can void a posted journal entry in any open fiscal period. To provide an audit trail, you can also void an unposted journal entry. The system creates a reversing journal entry as of the G/L date that you specify.

#### **► To void a posted journal entry**

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*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, click Find.
2. Choose the journal entry.
3. From the Row menu, choose Void.



4. On Void Journal Entry, change the following field, if necessary:
5. Click OK to proceed with the void.
6. To verify the void:
  - Choose the voided journal entry and click Select.

- Review the RV (Reverse or Void) field in the detail area on the Journal Entry form. The field should indicate V (void).
- Review the lines for the reversing journal entry that the system created as a result of the void.

Alternatively, you can void posted journal entries on the General Journal Review form. Voiding on this form is similar to voiding on Work With Journal Entries.

After you void a posted journal entry, the system recalculates the total amount of the batch and updates the Work With Batches form. If you use multiple currencies, the system creates a reversing journal entry for ledger types AA and CA.

#### **See Also**

- Locating a Journal Entry*
- Voiding a Posted Reversing Journal Entry*

### **Voiding a Posted Reversing Journal Entry**

You can void reversing journal entries that are posted if both of the applicable fiscal periods are open. This process has two parts. You must void each of the following journal entries individually to keep the periods in balance:

- The original journal entry that you marked for reversing
- The reversing journal entry that the system generated for the following period

#### **Example: Dates for Voiding a Posted Reversing Journal Entry**

To keep your periods in balance, use a date in the same period as the journal entry that you are voiding, as shown in the following example:

Original journal entry	05/15/05
Void of original	05/15/05
System-generated reversing journal entry	06/01/05
Void of reversing	06/01/05

#### **► To void a posted reversing journal entry**

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*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, locate the original journal entry by completing one or more of the following fields and clicking Find:
  2. Follow the steps to void a posted journal entry.
  3. Locate the reversing journal entry by completing the same fields that you used to locate the original journal entry.
  4. Select the reversing journal entry, which is dated the first of the month following the date of the original journal entry.
  5. Follow the steps to void a posted journal entry.

#### **See Also**

- Locating a Journal Entry*
- Voiding a Posted Journal Entry*

### **Printing General Journals**

Normally, you review the general journal online. However, if you need to perform a detailed analysis, a printed general journal might provide a more workable format. Printed reports are especially helpful when you are resolving out-of-balance conditions.

The General Journal by Batch and the General Journal by Account reports print both posted and unposted transactions. All the general journals print transactions from the Account Ledger table (F0911).

The reports contain these abbreviated column headings:

- Do Ty - Document Type
- PC - Posted Code
- LT - Ledger Type
- RV - Reverse/Void

If you are using multiple currencies, both the CA foreign amounts and the AA domestic amounts print for foreign transactions.

The processing time for these reports is related to the number of Account Ledger records in your system.

### **Printing the Unposted General Journal**

*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Unposted General Journal.*

You can print a general journal report to analyze journal entry transactions before you post them to the general ledger.

#### **See Also**

- R09301, General Journal by Batch Report* in the *Reports Guide* for a report sample

### **Printing the General Journal by Batch**

*From the Journal Entry, Reports, & Inquiries menu (G0911), choose General Journal by Batch.*

You can print both posted and unposted transactions by batch. The totals printed on this report are by document number and document type within each batch.

If you run this report for more than one company and the company currencies have different decimals, the grand total is a hash total. All other totals are by account and are not hash totals.

#### **See Also**

- Printing the Unposted General Journal* for the processing options for this program

- R09311, General Journal by Account* in the *Reports Guide* for a report sample

## Printing the General Journal by Account

*From the Journal Entry, Reports, & Inquiries menu (G0911), choose General Journal by Account.*

You can print both posted and unposted transactions by account. The General Journal by Account report provides totals by account number.

If you run this report for more than one company and the company currencies have different decimals, the grand total is a hash total. All other totals are by account and are not hash totals.

### See Also

- Printing the Unposted General Journal* for the processing options for this program
- R09311, General Ledger by Account* in the *Reports Guide* for a report sample

## Other Types of Journal Entries

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You can adapt the journal entry process to meet your needs by using the following types of entries:

<b>Reversing journal entries</b>	You can mark accrual journal entries to be reversed. After they are posted, the system creates and posts the reversing entries to the first day of the next period.
<b>Percent journal entries</b>	You can allocate amounts to different accounts in your G/L distribution based on the percentage entered for each line item.
<b>Foreign currency journal entries</b>	You can enter amounts in either a foreign or the domestic currency. Foreign transactions are entered in a currency that is different from the base currency which is associated with the company. The system converts them to the domestic currency at the time of entry. You can also enter the domestic amount of a foreign transaction and have the system calculate the foreign amount. See the task <i>To enter journal entries in a foreign currency</i> in the <i>Multicurrency Guide</i> .
<b>Model journal entries</b>	You can reduce data entry time by creating a set of templates for frequently used journal entries.
<b>Journal entries in the debit and credit format</b>	You can enter journal entries using a debit and credit format. This format saves time and is more convenient because it is designed for specific types of journal entries or for use in other J.D. Edwards systems.
<b>Journal entries with VAT or similar tax</b>	If you do business in a country that assesses a recoverable value-added tax (VAT) or similar tax, you might need your journal entries to reflect that information.

## Entering a Reversing Journal Entry

You can enter journal entries that you want to reverse on the first day of the next G/L accounting period. Reversing journal entries are used most often for periodic accruals. The G/L date of a reversing journal entry is the first day of the next accounting period.

After posting a journal entry, you cannot change it to a reversing journal entry. To reverse a posted journal entry:

1. Void the entry.
2. Resubmit the post of the batch.
3. Re-enter the journal entry as a reversing journal entry.

#### ► **To enter a reversing journal entry**

---

*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, click Add.

When you locate an unposted journal entry, the system displays only the original journal entry. Reversing entries do not appear because the system does not create them until you post the original journal entries. After posting the journal entry, you can do the following:

- To locate only the original journal entry, enter the original G/L date.
  - To locate only the reversing entry, enter the G/L date as the first day of the next period.
2. On Journal Entry, click the Reverse option.
  3. Follow the steps to enter a basic journal entry.

See *Entering Basic Journal Entries*.

The system generates the reversing journal entry when you post the journal entry.

After you post a reversing journal entry, the system creates the reversing entry on the first day of the following period. To void a reversing journal entry, you must void both the original entry, using a date in one G/L period, and the automatic reversing entry, which is created during the post, using a date in a different G/L period.

#### **See Also**

- *Working with Basic Journal Entries*
- *Posting Journal Entries*
- *Voiding a Posted Reversing Journal Entry*

## **Entering a Percent Journal Entry**

You can use percentages to distribute the total amount of a journal entry among accounts. This type of journal entry is called a percent journal entry.

#### ► **To enter a percent journal entry**

---

*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, click Add.

The screenshot shows the PeopleSoft Journal Entry window. At the top, there's a toolbar with icons for Home, WWWW, Intranet, Training, and Help. Below the toolbar, the workspace is set to 'Active Foundation'. The main area is titled 'Journal Entry' and contains a sub-header 'Batch Number: 84438'. Underneath, there are several input fields: Doc Type/No/Co (JE), G/L Date (06/30/05), Explanation (Percentage Journal Entry), Ledger Type (AA), Currency (USD), Exchange Rate, Base Currency (USD), and Distributed Amount (1,000.00). A checked checkbox labeled 'Percent' is visible. Below these fields is a grid titled 'Records 1 - 2' with columns for Account Number, %, Amount, Account Description, Subledger, Subledger Type, and Subledger Description. The first row shows an account number 9.8350 with a percentage of 25.00 and an amount of 250.00, described as Rent Expense. The second row is partially visible. At the bottom of the grid, it says 'Remaining Amount: 250.00'.

2. On Journal Entry, click the Percent option.

The system displays the Distributed Amount field in the header area and the % field in the detail area.

3. Follow the steps to enter the identifiers for a basic journal entry.
4. Complete the following field:
5. Complete the following fields for each G/L distribution percentage and click OK:
6. Complete the following optional field:

The total debit percentages for balanced journal entries must equal the total credit percentages. The total debit or credit percentages do not have to equal 100 percent.

The system calculates and displays each amount, based on the percentage that you enter.

#### See Also

- Working with Basic Journal Entries*

## Working with Model Journal Entries

You can set up model journal entries as reusable templates to predefine, store, and retrieve regular or recurring transactions. Use models as the basis for journal entries to save time and reduce the potential for error.

You can vary the information included in the model to fit the situation. For example, you might include:

- Account numbers, amounts, and explanations
- Account numbers and explanations only (because amounts can vary)
- Account numbers, percentages, and explanations

The system stores model journal entries in the Account Ledger table (F0911) with a model posted code (M) and without a G/L date. Actual journal entries contain a G/L date and a posted code that indicates whether they are posted or unposted (P or blank).

## Locating Model Journal Entries

You must locate a model journal entry before you can revise or reuse it.

### ► To locate a model journal entry

---

*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, click the Models option.
2. Click Find.

The system displays all model journal entries.

If you click Find without clicking the Models option, the system displays all of the journal entries except the models.

### See Also

- Working with Recurring Journal Entries*

## Creating a Model Journal Entry

You can create models to serve as templates for entering monthly accruals and other recurring journal entries. You can enter the G/L distribution information in the model journal entry. So when you reuse the model journal entry, the G/L distribution has already been entered, thereby saving you data entry time. If you are creating a model journal entry for vouchers or invoices, you can assign the model to either a supplier or customer record.

### ► To create a model journal entry

---

*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, click Add.
2. On Journal Entry, click the Model option.  
The G/L Date field disappears from the header area.
3. Complete the following fields:
4. Complete the following optional fields:
5. Complete the following field for each G/L distribution:
6. Complete the following optional field for each G/L distribution:
7. Click OK.

## See Also

- Creating a Model for a Percent Journal Entry*

## Creating a Model for a Percent Journal Entry

You can create models for journal entries that have fixed percentages of a variable amount. When you subsequently enter an amount based on the model, the system uses the percentages to distribute the gross amount.

### ► To create a model for a percent journal entry

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*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, click Add.

2. On Journal Entry, click the Model option.

The G/L Date field disappears from the header area.

3. Enter % in the following field:

The % field appears in the detail area.

The total debit percentages for balanced journal entries must equal the total credit percentages. The total debit or credit percentages do not have to equal 100%.

4. Complete the following field:

5. Complete the following optional fields:

6. Complete the following fields for each G/L distribution percentage and click OK:

## Creating a Model Journal Entry from an Existing Journal Entry

You can also create a model journal entry from an existing journal entry. If you enter a journal entry and then later decide that you should have made the journal entry a model journal entry, it is possible to locate the journal entry and change it to a model journal entry.

### ► To create a model journal entry from an existing journal entry

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*From the Journal Entry, Reports, and & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, click Find.

You can limit your search by entering additional information such as the batch number or document type in the query-by-example line.

2. The system displays all journal entries you specified. Choose the journal entry you wish to change to a model journal entry and click Copy.

3. On Journal Entry, click the Models option.

You can now revise the journal entry if necessary.

4. Click OK.

If you would like to find the model journal entry you just created, follows the instructions on *Locating Model Journal Entries*.

## Changing a Model Journal Entry

You might need to change a model journal entry.

### ► To change a model journal entry

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*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, click the Models option.
2. To display models for a document type, complete the following field in the Query By Example row:
3. Click Find.
4. Choose the model that you want to change and click Select.
5. On Journal Entry, change the information as necessary and click OK.

### See Also

- Creating a Model Journal Entry*

## Entering a Journal Entry Based on a Model

After you create a model journal entry, you can use it as a template for an actual journal entry. Choosing a model saves time if you are adding ordinary journal entries and a journal entry based on a model at the same time.

After you select the appropriate model, you can enter a journal entry based on it.

### ► To copy a model for the journal entry

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*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, click the Models option.
2. To display models for a document type, complete the following field in the Query By Example row:
3. Click Find.
4. Choose the appropriate model and click Copy.

The system displays the model on Journal Entry. You can now enter an actual journal entry based on the model.

### ► To choose a model for the journal entry

---

*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, click Add.
2. On Journal Entry, choose Models from the Form menu.
3. On Search & Select a Model JE, locate and select a model.

The system displays the model on Journal Entry. You can now enter an actual journal entry based on the model.

► **To enter information in a model journal entry**

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*After you choose the model for the journal entry, enter the information that is specific to that journal entry.*

1. On Journal Entry, complete the following field:
2. For all journal entries except percent journal entries, complete the following field for each G/L distribution:
3. For a percent journal entry based on a percent model, complete the following field:
4. Replace or clear information in other fields as necessary, and then click OK.

## Entering Journal Entries in the Debit and Credit Format

*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

The system provides a processing option for a debit and credit format, as well as a separate menu selection for that format. The debit and credit format allows you to enter an amount into a debit or a credit field. In this format, you do not need to include the minus sign for credit amounts.

You can rearrange the order that the system displays fields in the detail area of the form. In addition, you can save your changes as a new format. As you add formats to Journal Entry, the system adds tabs with the names that you define for the formats.

The following example shows a Journal Entry form in the debit and credit format:

The screenshot shows the PeopleSoft Journal Entry interface. At the top, there's a toolbar with icons for Home, Worklist, Internet, and Today. Below the toolbar, the workspace is set to "Active Foundation". The main title bar says "Journal Entry". The toolbar below the title bar includes buttons for OK, Delete, Cancel, Form, Row, Tools, and a red X. The main form area has sections for "Batch Number" (3919), "Model" (checkbox), "Percent" (checkbox), and "Reverse" (checkbox). It also includes fields for "Doc Type/No/Co" (JE 3222 00001), "G/L Date" (06/30/05), "Explanation" (Employee Travel Advances), "Ledger Type" (AA USD), "Currency" (USD), "Exchange Rate" (empty), and "Base Currency" (USD). A "Foreign" checkbox is also present. Below this, a grid displays journal entries:

	Account Number	Debit Amount	Credit Amount	Account Description	Subledger	Subledger Type	Subledger Description
<input checked="" type="checkbox"/>	9.8740	500.00		Travel, Meals and Lodging	00002049	A	McLind, Rod
<input type="checkbox"/>	9.8740	750.00		Travel, Meals and Lodging	00002479	A	Ellis, Jody A.
<input type="checkbox"/>	9.8740	250.00		Travel, Meals and Lodging	00005058	A	Marshall, Anthony
<input type="checkbox"/>	1.1110.BEAR		1,500.00	Bear Creek National Bank			

At the bottom of the grid, there's a "Remaining Amount" input field.

## See Also

- Working with Basic Journal Entries*
- Customizing the Format of the Grid in the OneWorld Foundation Guide* for information about adding other formats

## Reports and Inquiries

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You can access the most current general ledger information that is available in your system by using hard-copy reports and online inquiries.

### Sources for Report Information

The following tables contain report information:

Trial balances	Account Balances table (F0902)
General ledger	Account Ledger table (F0911)
Transaction journal	Account Ledger table (F0911)

### Sources for Inquiry Information

The following tables contain inquiry information:

Trial balances	Account Balances table (F0902)
Account balances	Account Balances table (F0902)
Account ledger	Account Ledger table (F0911)

## See Also

- Balances Available as of a Specific Date*
- AAs that Determine Reporting Breaks*
- Multicurrency Transactions* in the *Multicurrency Guide* for information about inquiries and reports in multiple currencies
- Varying Report Detail for Management*
- Statutory Reports and Inquiries*

### Balances Available as of a Specific Date

Many of the trial balances, account balance reports, and inquiries have a Thru Date field. Some of these reports read the Account Ledger table (F0911) and the Account Balances table (F0902) to give you a balance as of a specific date.

### AAs that Determine Reporting Breaks

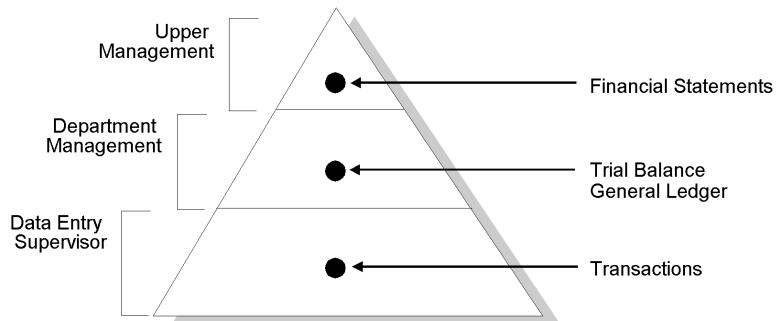
Two automatic accounting instructions (AAs) identify income statement accounts:

- GLG6 - Beginning Revenue Account
- GLG12 - Ending Income Statement Account

These AAI accounts are also used to calculate the cumulative balance for a trial balance. Accounts outside this range (GLG6 - GLG12) are considered balance sheet accounts.

### Varying Report Detail for Management

You can summarize accounting information at different levels of detail, depending on your needs. The management information pyramid below helps you work with and interpret many of the J.D. Edwards reports and online inquiries.



You can summarize information at multiple levels using the level-of-detail code that is assigned to each general ledger account number.

The information at the top of the pyramid summarizes the supporting detail from the lower levels. As you descend the pyramid, the information becomes more detailed.

At the lowest level of detail are business transactions, such as journal entries, payroll entries, invoices, vouchers, and so on. A manager's access to summary information (at the top of the pyramid) depends on an accurate compilation of detailed information at the bottom of the pyramid.

### Statutory Reports and Inquiries

European governments have guidelines dictating the account numbers that businesses must use. To accommodate this requirement, you can assign one or more alternate account numbers to category codes 21 - 23. These category codes are used because the code value (in this case, the statutory account number) allows up to ten characters. You can assign the same category code to multiple accounts, if necessary.

You can use the following reports to provide statutory information:

- General Ledger by Category Code report (R09470)
- Debit/Credit Trial Balance by Category Code report (R09472)

On these reports, the category code indicates your statutory account number and the category code description indicates the account description. You can summarize several accounts with the same statutory value and list the statutory number and description.

Other reports, which are produced through the Financial Reporting feature, use the alternate object and subsidiary accounts that you can set up for accounts to provide statutory reports.

You can use the following online inquiry to provide statutory information:

- Account Ledger Inquiry by Category Code

#### See Also

- *Printing General Journals* for information about general journal reports
- *Financial Reports* for information about income statements and balance sheets
- *Working with an Alternate Chart of Accounts* for information about alternate and statutory accounts

## Printing Trial Balance Reports

Trial balance reports are useful when you need to verify the accuracy of individual ledger account balances and your overall ledger. If a balancing problem occurs, you can review these reports to locate the problem. For example, you can use a trial balance report to locate which period is out-of-balance. You can also use the report to analyze the debit and credit totals that make up your trial balance.

#### Which Report You Should Choose

You can use the trial balance reports to review cumulative balance information. You can use the debit/credit trial balance to review totals for debits and credits. All of the reports provide information through the current period or any previous period or fiscal year that has been retained in your Account Balances table (F0902).

Choosing a report depends on how you want to review the account balances and what information you want to see, as the following list describes:

<b>Trial Balance by Business Unit</b>	Use to analyze account balances by business unit and obtain business unit totals. This report includes a processing option for level-of-detail summarization.
<b>Trial Balance by Object Account</b>	Use to review specific "like" object accounts, such as all Cash In Bank accounts, and to obtain account totals for each group.
<b>Debit/Credit Trial Balance by Category Code</b>	Use to obtain debit and credit totals, and to supplement your chart of accounts reporting for multinational companies and for statutory accounting.

Current balances for income statement accounts do not include the prior-year balance. To calculate an inception-to-date total for income statement accounts, add the year-end balances for all prior years to the current balance.

The column heading LD represents the Level of Detail field.

## Processing Account Debit Balances

*From the G/L Advanced & Technical Operations menu (G0931), choose Process Account Debit Balances.*

*From the Brazil IN86 menu (G76B/N86), choose Process Account Debit Balances.*

To print a trial balance report in a debit/credit format, you must first run the Process Account Debit Balances program (R0902A). This program copies the debit amounts for each posted record from the Account Ledger table (F0911) to the Account Debit Balances table (F0902A).

The R0902A program also updates the GLALTZ (G/L Posting Code—Alternate Z) field for each record in the F0911 table with 1 to indicate that the record has been processed.

The R0902A program has two processing modes. You specify the mode in the processing options for the R0902A program.

- Process

In process mode, the system includes only unprocessed posted records when populating the F0902A table.

- Reprocess

In reprocess mode, the system re-populates the table with all posted records from the F0911 table, including both processed and unprocessed records.

If the R0902A program fails to process a particular record, the program stops processing and prints a report with the following message: "Error updating F0902A. Total number of F0911 records Processed xxx; Total Number of F0911 Records Updated but not Processed xxx." You must run the R0902A program again in reprocess mode because when the program ends in error, the system does not remove the 1 from the GLALTZ field in the F0911 table for the records that it was able to update but not process.

If the R0902A program successfully processes all records, the report prints the total number of processed records.

The processing options for the R0902A program allow you to specify a company, ledger type, fiscal year, from period, and thru period for processing.

Once you have processed account debit balances, you can create a trial balance report in debit/credit format that is based on the F0902A table.

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**Caution**

J.D. Edwards recommends that you do not run more than one version of the R0902A program at one time as this could cause unpredictable results.

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**Electronic Software Update (ESU) Information**

You can download the following ESUs for this enhancement from the Update Center on the Knowledge Garden:

For ERP 8.0, download the ESU for SAR 6496828

For Xe, download the ESU for SAR 6413480

**Printing a Trial Balance by Business Unit Report**

*From the Accounting Reports & Inquiries menu (G0912), choose Trial Balance Report.*

To review balances for business units, print the Trial Balance by Business Unit report. You can specify summarization at any level of detail without printing lower levels. This report provides subtotals at all higher levels, and a grand total and report for the company.

**See Also**

- *R09410, Trial Balance Report* in the *Reports Guide* for a report sample

### **Period Tab**

This processing option defines the fiscal year and period for which the trial balance will be printed. If you leave the fields blank, the program uses the current period and year as defined for the General Accounting system on the Company Setup form and recorded in the Company Constants table (F0010). Use the Company Names and Numbers menu selection (G09411) to access this form.

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or click the processing option field and press F1.

### **Print Tab**

These processing options determine printing characteristics, such as the format of the account numbers, printing of zero balances, and where page breaks occur.

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or click the processing option field and press F1.

### **LOD Tab**

This processing option determines the lowest level of detail to be printed on the report. For example, if you specify level 7 as the lowest level and your chart of accounts includes levels 8 and 9, level 7 includes the totals for accounts with level 8 and 9 amounts, but the detail for level 8 and 9 does not print.

For roll-up from one level of detail to the next to occur accurately, you cannot skip levels of detail when you set up the chart of accounts. Skipping a level of detail produces unpredictable results.

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or click the processing option field and press F1.

### **Ledger Tab**

Use this processing option to select the ledger type that the report uses. For example, you can select the BA (budget amounts) ledger type to print a report of budget amounts.

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or click the processing option field and press F1.

### **Subledger Tab**

These processing options allow you to select subledger information.

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or click the processing option field and press F1.

### **Currency Tab**

This processing option, which applies only if you post account balances by currency, determines the currency codes that are included. You set up the feature for posting account balances by currency on the Company Setup form, which you access through the Company Names & Numbers menu selection (G09411).

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or click the processing option field and press F1.

## Printing a Trial Balance by Object Account Report

*From the Accounting Reports & Inquiries menu (G0912), choose Trial Balance By Object Report.*

To review balances by object account across all business units, print the Trial Balance by Object Account report. You can review totals by object account only, by company, or by company and object account. The report includes a grand total.

### See Also

- R094121, Trial Balance By Object Report* in the *Reports Guide* for a report sample

### What You Should Know About Processing Options

<b>Print option 1</b>	Setting this processing option to 1 does not omit non-posting (title) accounts.
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## Printing a Debit/Credit T/B by Category Code C Report

*From the Accounting Reports & Inquiries menu (G0912), choose Debit/Credit T/B by Category C.*

Use this report to print a statutory account (category code value) on a trial balance instead of the business unit.object.subsidiary account code. The category code indicates the account number, and the category code description indicates the account description.

### See Also

- R09472, Debit/Credit T/B by Category Code* in the *Reports Guide* for a report sample

### What You Should Know About Processing Options

**Date option 1** Enter two digits for the fiscal year (for example, 05, not 2005).

## Generating the Debit/Credit Trial Balance by Object Report

*Use one of the following navigations:*

*From the French Reports menu (G093151), choose Debit/Credit T/B by Object.*

*From the Italian Reports menu (G093152), choose Debit/Credit T/B by Object.*

Use the Trial Balance report to verify the accuracy of transactions in individual account ledgers. When all of the transactions are accurate, the totals in this report equal the totals in the General Ledger report and the General Ledger Registration report.

Businesses often print the Trial Balance report to facilitate internal audits by verifying one or more accounts. Businesses also use the Trial Balance report for external audits, as required by a fiscal authority or auditing firm.

You can print the Trial Balance report to review the total debit and credit amounts for each account in any given ledger. You can also find errors that cause the General Ledger to be out-of-balance. Possible errors include incorrect entries or missing transactions.

The report provides the current balances from the Account Balances table (F0902) and compares these totals to the YTD transaction information from the Account Ledger table (F0911).

You can also total groups of accounts, such as assets, liabilities, YTD income, revenues, cost of goods sold, other income, or other expenses, depending on the account ranges that you set up in your automatic accounting instructions.

## Printing General Ledger Reports

General ledger reports provide detailed information about account transactions. Use these reports when you need to review transactions within individual accounts, to research problems, or to verify account accuracy.

The general ledger reports use Automatic Accounting Instructions (AAIs) (items GLG6 and GLG12) to determine the beginning and ending account ranges for income statement accounts.

### Before You Begin

- Verify that your financial reporting period is set correctly. See *Changing a Financial Reporting Date*.

### Which Report You Should Choose

These general ledger reports provide a choice between year-to-date and current period totals. You can also include specific document types, such as vouchers or journal entries, on these reports.

Choosing a report depends on how you want to review the information, as the following list describes:

<b>General Ledger by Business Unit</b>	Lists transactions by object account within a specific business unit.
<b>General Ledger by Object Account</b>	Lists transactions by account. Use this report to review specific accounts across all or several business units, and to obtain account totals for each group. Use the "as if" currency function to print and review amounts as if they were entered in a different currency.
<b>General Ledger with Subledger Totals</b>	Lists transaction totals by subledger. This report includes the same information that you view online on Trial Balance with Subledger.
<b>General Ledger by Category Code</b>	As an alternative to chart of accounts reporting, lists transactions by any one of the 23 account category codes. Use this report for your statutory reporting requirements. Use the "as if" currency function to print and review amounts as if they were entered in a different currency. See <i>Reviewing Transactions in an "As If" Currency</i> in the <i>Multicurrency Guide</i> .

### Abbreviated Column Headings

The report contains the following abbreviated column headings:

- Do Ty - Document Type
- LT - Ledger Type
- PC - Posted Code

### See Also

- Reviewing Account Ledgers* for information about online review of general ledger by object accounts

## Printing a G/L by Business Unit Report

*From the Accounting Reports & Inquiries menu (G0912), choose G/L by Business Unit.*

To review transactions by business unit, run the General Ledger by Business Unit report. This report lists information from the Account Ledger (F0911) and Account Balances (F0902) tables. It summarizes totals by period, account, business unit, and company.

### See Also

- R09420, G/L by Business Unit* in the *Reports Guide* for a report sample

### Period/Date Tab

These processing options determine the information that is included in the report balances, based on the range of dates. If you specify From Period, you must also specify a Thru Fiscal Year and Thru Period Number. If you specify a From Date, you must also specify a Thru Date.

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or click the processing option field and press F1.

#### 1. From Period or Date

##### From Period

Use this processing option to specify the balances to include in the General Ledger by Business Unit report by entering either period or date information.

For balances that are based on period entry, you specify the period to use by entering one of the following choices in the From Period field:

0 Enter 0 to use the first period of the current fiscal year as the beginning period. This is the default. If you enter 0, the report prints all current-year transactions for all accounts plus debit and credit totals by period for the current fiscal year. The balance-forward totals for balance sheet accounts are from inception through the end of the previous fiscal year.

1 Enter 1 to use the current period as the beginning period. If you enter 1, the report prints a balance-forward total of the previous activity for the current fiscal year and transactions for the current period only for each account. The report does not print all account activity for the year. The balance-forward total reflects the year-to-date amounts through the end of the previous period for profit and loss accounts. For balance sheet accounts, the report reflects the inception-to-date amounts through the end of the previous period.

2 Enter 2 to use the first period of the first fiscal year (when J.D. Edwards processing began) as the beginning period. If you enter 2, the report prints transaction information from the date when J.D. Edwards processing began through the current period. This report can be lengthy, depending on the amount of data that you have.

If you specify a From Period, you must also specify a Thru Fiscal Year and Thru Period Number.

##### From Date

Use this processing option to specify the balances to include in the G/L by Business Unit report by entering either period or date information.

For balances that are based on date entry, enter the beginning date in the From Date field. If you specify a From Date, you must also specify a Thru Date. If you leave the From Date field blank, the report uses the default for the From Period field (year-to-date).

#### 2. Thru Year and Period or Thru Date

### **Thru Fiscal Year**

Use this processing option to specify the balances to include in the General Ledger by Business Unit report by entering either period or date information. If you specify a From Period, you must also specify a Thru Fiscal Year and Thru Period Number.

For balances that are based on period entry, enter the:

- Fiscal year of the ending period as the last two digits of the year in this field. For example, enter 05 for 2005.
- Ending period number in the Thru Period Number field.

### **Thru Period Number**

Use this processing option to specify the balances to include in the General Ledger by Business Unit report by entering either period or date information. If you specify a From Period, you must also specify a Thru Fiscal Year and a Thru Period Number.

For balances based on period entry, enter the:

- Fiscal year of the ending period in the Thru Fiscal Year field.
- Ending period number in this field.

### **Thru Date**

Use this processing option to specify the balances to include in the General Ledger by Business Unit report by entering either period or date information. If you specify a From Date, you must also specify a Thru Date.

For balances that are based on date entry, enter the ending date in the Thru Date field.

For balances that are based on period entry, leave the Thru Date field blank, and enter values in the Thru Fiscal Year and the Thru Period Number fields.

## **Print Tab**

These processing options determine printing characteristics, such as the format of the account numbers, whether units appear on the report, and where page breaks occur.

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or click the processing option field and press F1.

### **1. Account Number Format**

Use this processing option to specify the format for printed account numbers. Enter one of the following choices:

- 1 Standard account number (the default is business unit.object.subsidiary).
- 2 Short account ID (the system assigns this value).
- 3 Third G/L number (your organization can assign this value during account setup).

If you leave this field blank, the system uses the standard account number.

### **2. Units**

To include units data in the report, enter 1. To print amounts only, leave this field blank.

### **3. Page Breaks**

To skip to a new page when the business unit number changes, enter 1. To print without page breaks, leave this field blank.

#### **4. Accounts with Zero Balances**

To omit accounts with zero balances in the selected period, enter 1. To include accounts with zero balances, leave this field blank.

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#### **Note**

Accounts with a posting edit code of N (header accounts, which have no balances) print even if you set this processing option to 1.

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#### **Document Tab**

These processing options control the ledger type, document types, and transaction types that print on the report.

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or click the processing option field and press F1.

##### **1. Ledger Type**

The user defined code (system 09/type LT) that specifies the type of ledger.

Use this processing option to define the ledger type to include in the report. Your choices are:

- Enter a specific ledger type or choose it from the Select User Define Code form. For example, choose BA, the budget amounts ledger type.
- Leave this field blank to print amounts for the AA (actual amounts) ledger type.

---

#### **Note**

You can enter only one ledger type. You cannot specify multiple or all ledger types.

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If you specify the CA (foreign currency) ledger type and the CA ledger type includes amounts for multiple currencies, totals are meaningless.

##### **2. Document Type**

Use this processing option to specify the user defined code (system 00/type DT) that identifies the type of transaction, such as a journal entry. Your choices are:

- Enter a specific document type or choose it from the Select User Define Code form. For example, specify the JE document type.
- Leave this processing option blank to have the system use all of the document types.

##### **3. Posted Transactions Only**

To select amounts that are based on both posted and unposted transactions, enter 1. If you leave this field blank, the reports select amounts that are based only on posted transactions.

#### **Subledger Tab**

These processing options control the selection and printing of subledger information. Use the Subledger and Subledger Type fields to select the data to include in your report. Use the Print Subledger Number field to print the subledger number or numbers on the report.

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or click the processing option field and press F1.

##### **1. Subledger**

Use this processing option to print amounts for accounts with subledgers. Your choices are:

- Enter a specific subledger number.
- Enter \*. The system includes all subledgers.
- Leave this processing option blank. The report includes only accounts without subledgers.

If you specify a subledger number in this field, you must also specify the subledger type. You can select a subledger type from the Select User Define Code form in the Subledger Type field.

## **2. Subledger Type**

Use this processing option to specify the user defined code (system 00/type ST) that specifies the table containing the subledger numbers. For example, subledger type A identifies the Address Book Master table (F0101).

If you specified a subledger number in the Subledger field, you must also complete this field. You can select a subledger type from the Select User Define Code form.

## **3. Print Subledger Number**

If you specify a subledger number or \* for all subledgers in the Subledger field, enter 1 to print the subledger numbers on the report. If you leave this field blank, the report does not print subledger numbers.

## **Currency Tab**

This processing option, which applies only if you post account balances by currency, determines the currency codes that are included. You set up the feature for posting account balances by currency on the Currency form, which you access through the Company Names and Numbers menu selection (G09411).

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or click the processing option field and press F1.

## **1. Currency Code**

If you post account balances by currency, use this processing option to control the currencies included in this report, as follows:

- To limit the report to amounts for a specific currency code, enter the currency code or choose it from the Currency Code Search form.
- To include amounts for all currencies, enter \*.
- Leave this processing option blank if you do not post balances by currency.

If you specify the CA ledger type in the Ledger Type field on the Document tab and the CA ledger type includes amounts for multiple currencies, the totals are meaningless unless you enter a specific currency code in this processing option.

## **Summary Tab**

These processing options control the use of business unit types and account ranges for a summarized report. A summarized report provides a single balance for each account in the specified range. For example, you can summarize object accounts 1000 through 2000.

If you specify a range of account numbers in the Summarization Range field, you can also set the Business Unit Types field to summarize by business unit type. For example, you can summarize object accounts 1000 through 2000 for a specific business unit type.

If you do not specify a range of account numbers, the program prints a detailed report for all of the accounts in the chart of accounts.

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or click the processing option field and press F1.

### **1. Business Unit Types**

Use this processing option to summarize accounts by business unit type. Your choices are:

- Enter a specific business unit type.
- Enter + to include all business unit types.
- Enter \* to include business unit types that are not blank.
- Leave this processing option blank. The report does not summarize accounts by business unit types.

If you specify a value in this field, you must also specify the beginning and ending object accounts in the Summarization Range fields.

### **2. Summarization Range: Beginning Object Account**

In a summarized report, detailed transactions appear as a single, summarized balance for each account in the range that you specify. Use this processing option to print a summarized report. Enter the range of object accounts for the report as follows:

- Beginning object account in the Beginning Object Account field
- Ending object account in the Ending Object Account field

If you leave the beginning and ending object account fields blank, the program prints a detailed report for all accounts in the chart of accounts.

### **3. Summarization Range: Ending Object Account**

In a summarized report, detailed transactions appear as a single, summarized balance for each account in the range that you specify. Use this processing option to print a summarized report. Enter the range of object accounts for the report as follows:

- Beginning object account in the Beginning Object Account field
- Ending object account in the Ending Object Account field

If you leave the beginning and ending object account fields blank, the program prints a detailed report for all of the accounts in the chart of accounts.

## **Date Order Tab**

This processing option controls the date sequence (ascending or descending) by which the program prints a detailed report. In ascending date sequence, the most recent date prints last.

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or click the processing option field and press F1.

### **1. Date Order**

A detailed report can be in ascending or descending date sequence. In ascending date sequence, the most recent date prints last. Valid values are:

1 Print detailed information in ascending date sequence.

Blank Print in descending date sequence.

## Printing a General Ledger by Object Account Report

*From the Accounting Reports & Inquiries menu (G0912), choose G/L by Object Account.*

To review transactions across all or several business units, run the G/L by Object Account report. This report lists information from the Account Ledger (F0911) and Account Balances (F0902) tables.

Choosing online inquiry on Account Ledger Inquiry provides a quicker, more flexible review of the same information.

### See Also

- R09421, G/L by Object Account* in the *Reports Guide* for a report sample

### What You Should Know About Processing Options

<b>Processing options 1 and 2</b>	If you enter 0 in processing option 1 (for year-to-date balances) and you enter a year and period in processing option 2, the year that you specify must be the same as the year specified in the Beginning of Fiscal Year field on Company Setup. Otherwise, the report does not include a line item amount for balance forward.
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## Printing a General Ledger with Subledger Totals Report

*From the Accounting Reports & Inquiries menu (G0912), choose G/L with Subledger Totals.*

To review transaction totals by subledger, run the G/L with Subledger Totals report. This report lists information from the Account Ledger (F0911) and Account Balances (F0902) tables. It prints information in business unit, object, and subsidiary sequence;and calculates totals by G/L period, subledger, G/L account, business unit, and company.

### What You Should Know About Processing Options

<b>Processing options 1 and 2</b>	If you enter 0 in processing option 1 (for year-to-date balances) and you enter a year and period in processing option 2, the year that you specify must be the same as the year that is specified in the Beginning of Fiscal Year field on Company Setup. Otherwise, the report does not include a line item amount for balance forward.
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## Printing a General Ledger by Category Code Report

*From the Accounting Reports & Inquiries menu (G0912), choose G/L by Category Code.*

To use a statutory account number instead of business.object.subsidiary, print the G/L by Category Code report. The category code indicates the account number, and the category code description indicates the account description.

This report provides balance information useful for statutory accounting. It lists information from the Account Master (F0901), Account Ledger (F0911), Account Balances (F0902), and Business Unit Master (F0006) tables.

### See Also

- R09470, General Ledger by Category Code* in the *Reports Guide* for a report sample

## Printing the Transaction Journal

*From the Accounting Reports & Inquiries menu (G0912), choose Transaction Journal.*

To review all transactions or transactions within a G/L date range, print the Transaction Journal. This report prints the debit and credit amounts that make up balanced entries for A/R invoices and A/P vouchers. It uses the logic in the post program to print the original journal entry and the corresponding offsets for the Accounts Receivable and Accounts Payable systems, and for taxes.

Multiple offsets for a single journal entry appear on the Transaction Journal as a single amount, as if you were using offset method S (Summary) in the accounts receivable and accounts payable constants. This report includes only the actual amounts (AA) ledger and does not include intercompany settlements.

### See Also

- R09321, Transaction Journal* in the *Reports Guide* for a report sample

## Printing the Transactions by Object Report

*From the Accounting Reports and Inquiries menu (G0912), choose Transactions by Object.*

The Transactions by Object report allows you to see the account balances and posted transactions for each object account of a specified company over the period selected. It displays all of the posted transactions and account balances for each account in the debit/credit format.

All posted transactions for the period and object account selected are printed in the debit, credit, and total columns and come from the Account Ledger table (F0911). If no transactions were posted for an account during the period selected, only the totals for the account appear.

Following is an explanation of each of the total amounts that appear at the bottom of the Transaction by Object report:

- Total Transactions is the sum of all transactions for the current period.
- Prior Period Transaction Total includes all transactions from previous periods in the fiscal year up to the current period. This amount comes from the Account Balances table (F0902)
- Column Total is the sum of the Total Transactions plus the Prior Period Transaction Total.
- Prior Year End Balance is the balance of the object account from the previous year. This amount comes from the Account Balances table (F0902)
- Prior Period End Balance includes the total of all prior period transactions and the prior year end balance.
- Ending Balance is the sum of the Prior Year End Balance and the Column Total balance.

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### Note

If you are using the CA ledger type, the subtotals and totals might be inaccurate. If so, the totals will indicate N/A.

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## Printing the Transactions by Subsidiary Report

*From the Accounting Reports and Inquiries menu (G0912), choose Transactions by Subsidiary.*

The Transactions by Subsidiary report allows you to see the account balances and posted transactions for every object account and subsidiary over the period that you select. It displays all the posted transactions for each account and subsidiary in the debit/credit format.

All posted transactions for the period, object account, and subsidiary selected are printed in the debit, credit, and total columns and come from the Account Ledger table (F0911). If no transactions were posted for an account and subsidiary during the period selected, only the totals for the account and subsidiary appear.

Following is an explanation of each of the total amounts that appear at the bottom of the Transactions by Subsidiary report:

- Total Transactions is the sum of all transactions for the current period.
- Prior Period Transaction Total includes all transactions from previous periods in the fiscal year up to the current period. This amount comes from the Account Balances table (F0902).
- Column Total is the sum of the Total Transactions plus the Prior Period Transaction Total.
- Prior Year End Balance is the balance of the object account from the previous year. This amount comes from the Account Balances table (F0902).
- Prior Period End Balance includes the total of all prior period transactions and the prior year end balance.
- Ending Balance is the sum of the Prior Year End Balance and the Column Total balance.

## Reviewing Trial Balances Online

To review trial balances for accounts quickly and in a variety of sequences, use the online inquiries in the General Accounting system.

### Which Online Inquiry You Should Choose

Choosing an online inquiry depends on how you want to review the account and what information you want to see, as the following list describes:

Trial balances and ledger comparison	Displays account balances within a specific business unit.
Trial balances by object account	Displays account balances across all business units. To be useful, accounts must be numbered consistently across all business units. This form lists any account numbering discrepancies.
Trial balances by company	Displays account balance information across business units for a single company.
Trial balance by subledger	Displays account balance information by subledger.

These forms, which display summarized information from the Account Balances table (F0902), provide exits to more detailed information.

If you do not specify a date for the review, the programs identify the current (open) period for the company in the Company Constants table (F0010) and use the period-ending date for that period as recorded in the Date Fiscal Patterns table (F0008).

### Cumulative Balances

The cumulative balance for balance sheet accounts includes the cumulative balance forward for the prior year. The cumulative balance for income statement accounts does not include this amount.

## Reviewing Trial Balances and Ledger Comparisons

You can locate an account balance for a business unit quickly with a search by business unit. You might also need to analyze account balances between two different ledgers. This analysis is especially helpful for comparing budget amounts to actual amounts, or when analyzing budget variances.

You control the level of detail. You can choose to compare ledger types from different fiscal years or specific G/L dates. You can also compare actual amounts to foreign currency amounts for a specific currency.

You can define the type of format that you use to view your account balances by rearranging the columns in the detail area.

### See Also

- Processing Option Settings*
- Other Forms and Source Documents*

### Processing Option Settings

Using processing options, you define how the program calculates the balances and variances. Your choices include the following items:

- Two primary ledger types
- Two additional ledger types to include in the balances of the corresponding primary ledger types
- One or all subledgers
- One or all currency codes
- The method used to calculate the variance amounts

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### Caution

The system calculates the variance using the ledger types and calculation method that you specify in the processing options. If you change the ledger types or calculation method, the variance also changes.

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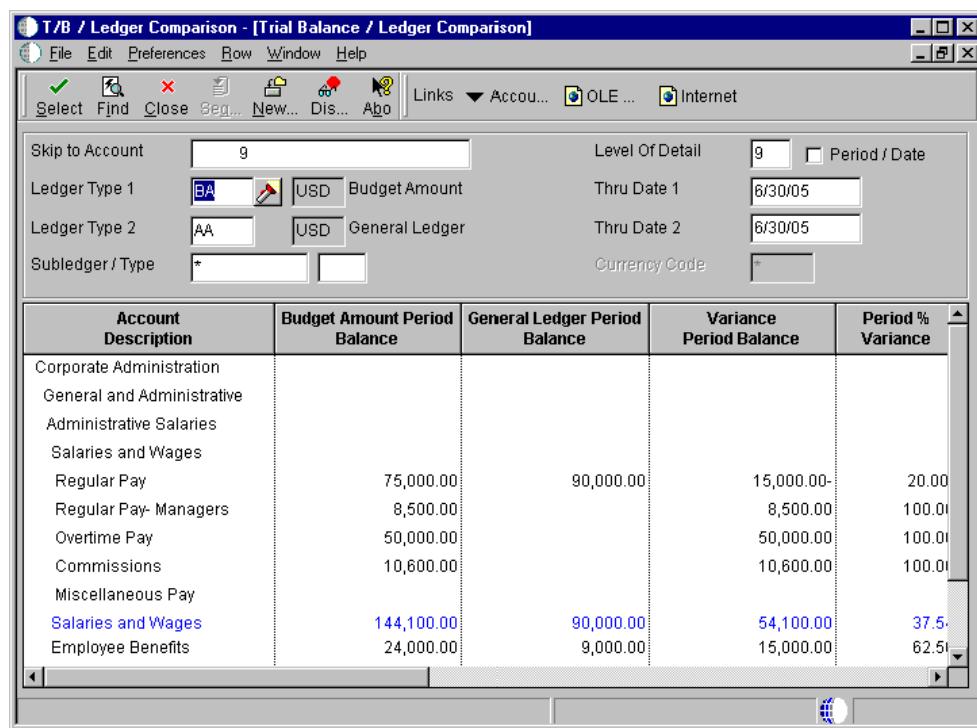
### Other Forms and Source Documents

<b>Accessing other forms</b>	Choose the related option from the Row menu to access the following forms for a selected row: <ul style="list-style-type: none"><li>• Account Ledger Inquiry</li><li>• Account Balances (by G/L period)</li></ul>
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	<ul style="list-style-type: none"> <li>• Account Balance by Currency</li> <li>• Subledger Balances</li> <li>• Work With Order Details</li> <li>• Work With Commitment Inquiry</li> </ul>
<b>Accessing source documents</b>	Double-click on a detail line to see the related source document.

### ► To review trial balances by business unit

*From the Accounting Reports & Inquiries menu (G0912), choose T/B / Ledger Comparison.*



1. On Trial Balance / Ledger Comparison, complete the following field:
2. To change the level of summarization, change the following field:
3. To define or change the information for the first ledger type, complete one or both of the following fields:  
If you leave the date field blank, the program uses the current date for the company.
4. To define or change the information for the second ledger type, complete one or both of the following fields:  
If you leave the date field blank, the program uses the date from the Thru Date 1 field.
5. To change the subledger and subledger type, complete the following fields:

If you leave the Subledger / Type field blank, the program displays only posted amounts without subledgers. To display all of the subledger information posted to accounts, enter \* in the Subledger / Type field.

6. If the business unit is in a company for which you post account balances by currency, complete the following field to further limit the information:

If you leave the Currency Code field blank, the program displays only amounts that are posted in the company's currency code. To display amounts posted for all currencies, enter \* in the Currency Code field.

7. Click Find.

#### ► To review subledger information

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When you review trial balances by business unit, you can review associated subledger information.

*From the Accounting Reports and Inquiries menu (G0912), choose T/B by Company.*

1. On Trial Balance/Ledger Comparison, locate the business unit, using \* in the Subledger/Type field.
2. Choose the account to review.
3. From the Row menu, choose Subledger Detail.

The screenshot shows the 'T/B / Ledger Comparison - [Account Balance by Subledger]' window. At the top, there are search fields for 'Account Number' (9.8740), 'Thru Ending Date' (6/30/05), and 'Currency Code' (\*). Below these are dropdowns for 'Travel, Meals and Lodging' (selected), 'Ledger Type' (AA), and 'General Ledger'. The main area is a grid titled 'Sub-ledger' with columns: Sub-ledger, Sbl Type, Subledger Description, Balance Forward, Net Posting Thru Date, Net Posting for Period, and Cumulative Actual. The grid contains four rows of data and a total row at the bottom.

Sub-ledger	Sbl Type	Subledger Description	Balance Forward	Net Posting Thru Date	Net Posting for Period	Cumulative Actual
			10,000.00	24,100.00	6,350.00	24,100.00
00002049	A	McLind, Rod		500.00	500.00	500.00
00002479	A	Ellis, Jody A.		750.00	750.00	750.00
00005058	A	Marshall, Anthony		250.00	250.00	250.00
<b>TOTAL</b>						<b>25,600.00</b>

4. On Account Balance by Subledger, review the subledger details.

## Reviewing Trial Balances by Object Account

Searching for accounts by object account lets you review account balances across all business units.

You can review balances for two ledger types at the same time. For example, you can see actual amounts and different currency or budget amounts side-by-side.

### ► To review trial balances by object account

*From the Accounting Reports & Inquiries menu (G0912), choose T/B by Object Account.*

Account Number	Account Description	General Ledger Period B...	Budget Amount Period B...	Variance Period Balance	General Ledger Balan...
40.8600.SPECDISK	Special Polishing Disk Account				
40.8600.STDDISK	Standard Disk Account				
	Total Object Account 8600				

1. On Trial Balance by Object, complete the following field:
2. To review balances only for this object and subsidiary account, click the following option:  
To start the list with balances for this object and subsidiary account, do not click the Select / Skip To field.
3. To specify a period, click the Period / Date option and type the period number in the Thru Period field. The Thru Period field appears only if you click the Period / Date option.
4. To specify a through date, type the date in the following field:  
If you leave this field blank, the system supplies the ending date of the current period for the company.
5. To further limit your search, complete the following fields:

## Other Forms

<b>Accessing other forms</b>	Choose the related option from the Row menu to access the following forms for a selected row: <ul style="list-style-type: none"><li>• Account Ledger</li><li>• Account Balance by Month</li><li>• Currency Balance</li><li>• Subledger Detail</li></ul>
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## Reviewing Trial Balances by Company

You can review account balance information across business units for a single company.

### ► To review trial balances by company

*From the Accounting Reports and Inquiries menu (G0912), choose T/B by Company.*

The screenshot shows the PeopleSoft Trial Balance by Company report window. At the top, there's a toolbar with icons for Portal, WWW, Intranet, Training, and a search bar. Below that is a navigation bar with 'Select Workspace: Active Foundation' and buttons for Personalize, Change Role, and Sign Out. The main area has a title 'Trial Balance by Company' and a toolbar with Find, Close, Tools, and a magnifying glass icon. The search panel includes fields for Company (00001), Financial/Distribution Company (Financial Distribution Company), Object/Subsidiary (1110.BEAR), Period / Date (Thru Date 06/30/05), Select/Skip To (unchecked), Ledger Type (AA), Currency Code (\*), and Subledger (\*). Below the search panel is a grid titled 'Customize Grid' with columns: Account Number, Account Description, Level Of Detail, General Ledger Period ..., General Ledger Balance, and Posting Edit Code. One row is visible: Account Number 1110.BEAR, Account Description Bear Creek National Bank, Level Of Detail 7, General Ledger Period ... 605,818.86-, General Ledger Balance 993,131.14, and Posting Edit Code (empty).

1. On Trial Balance by Company, complete the following fields:
2. To review balances only for this object and subsidiary account, click the following option:  
To start the list with balances for this object and subsidiary account, do not click the Select/Skip To option.
3. To limit the balances that the system displays, complete the following fields:

4. To specify a period, click the Period / Date option and type the period number in the Thru Period field. The Thru Period appears only if you click on the Period / Date option.
5. To specify a through date, type the date in the following field:  
If you leave this field blank, the system supplies the ending date of the current period for the company.
6. Click Find.

## Reviewing Trial Balances by Subledger

You can review account balances for a specific subledger or for all subledgers.

### **To review trial balances by subledger**

*From the Accounting Reports & Inquiries menu (G0912), choose T/B by Subledger.*

Account Number	Account Description	General Ledger Period ...	General Ledger Balance	Subledger	Subledger Type
1.1411	Inventory	664,960.00-	664,960.00- 00006001	A	
	Total Object Account	664,960.00-	664,960.00-		
	Total Business Unit	664,960.00-	664,960.00-		
30.5010	Store Sales	368,928.00-	368,928.00- 00006001	A	
	Total Object Account	368,928.00-	368,928.00-		
30.5080	Freight Out	4,774.30-	4,774.30- 00006001	A	
	Total Object Account	4,774.30-	4,774.30-		
30.6020	Prime Cost of Goods	332,480.00	332,480.00 00006001	A	
	Total Object Account	332,480.00	332,480.00		
	Total Business Unit	42,222.30-	42,222.30-		

1. On Trial Balance by Subledger, display all of the subledgers by using the default, \*; or complete the following fields to display account balances for a specific subledger and type:
2. To limit the balances that the system displays, complete the following fields:
3. To specify a through date, type the date in the following field:

If you leave this field blank, the system supplies the ending date of the current period for the company.

4. To specify a period, click the Period / Date option and type the period number in the Thru Period field. The Thru Period appears only if you click the Period / Date option.
5. Click Find.

#### Note

Subledger detail information appears only if the Posting Edit field for an account is L or blank. You define the Posting Edit code when you set up or revise an account.

#### See Also

- Defining Accounts That Require Subledgers*

## Reviewing Account Ledgers and Balances Online

You might need to review detailed transactions and balances for your accounts in different formats and sequences. The General Accounting system provides a variety of online inquiries to facilitate your review.

#### Which Online Inquiry You Should Choose

The online ledger and balance inquiries provide information for a specific account. They access the Account Ledger table (F0911), which contains detailed transactions; the Account Balances table (F0902), which contains posted balances; or both of these tables. The inquiry that you choose depends on what you want to review and how you want to see it displayed, as the following list describes:

<b>Account ledger inquiry</b>	Displays detailed domestic and foreign transactions from the Account Ledger table (F0911). You can also display transaction amounts "as if" they were entered in a currency other than the currency in which they were actually entered.
<b>Account ledger inquiry by object account</b>	Displays detailed domestic and foreign transactions from the Account Ledger table using a selected object account, across all business units. You can also display transaction amounts "as if" they were entered in a currency other than the currency in which they were actually entered.
<b>Account ledger inquiry by category code</b>	Displays detailed domestic and foreign transactions from the Account Ledger table using one of the category codes that are set up for a government-defined (alternate) chart of accounts. You can also display transaction amounts "as if" they were entered in a currency other than the currency in which they were actually entered. See <i>Reviewing Transactions in an "As If" Currency</i> in the <i>Multicurrency Guide</i> .
<b>Account balances by month</b>	Displays monthly net changes and cumulative monthly balances from the Account Balances table (F0902) for each period of the fiscal year. The system includes net posting totals for income statement accounts and balances forward for balance sheet accounts.
<b>Account balances by subledger</b>	Displays balances and posted amounts from the Account Balances table (F0902) for the current period and for the year-to-date in sequence by subledger and subledger type.
<b>Account balances by statutory</b>	Displays balances from the Account Balances table (F0902) by company or organization structure using one of the category codes that are set up for a government-defined (alternate) chart of accounts.

<b>accounts</b>	government-defined (alternate) chart of accounts. See <i>Working with an Alternate Chart of Accounts</i> .
<b>Account balance comparison</b>	Displays balances from two different ledgers in the Account Balances table (F0902). This inquiry can include a calculated comparison or the cumulative balances for each ledger. For example, this inquiry is helpful in comparing budgets to actual amounts. See <i>Reviewing Trial Balances and Ledger Comparisons</i> .

#### See Also

- ❑ *Balances by Currency Versus Summarized Balances* in the *Multicurrency Guide* for information about posting account balances by currency code

### Reviewing Account Ledgers

You can review detailed transactions for an account by date range, subledger, and ledger type. You can also use additional selections, such as posted code, to narrow the search for transactions to review.

The system displays both posted and unposted transactions from the Account Ledger table (F0911).

After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate when the transaction (for example, the journal entry) has additional text or another attachment.

The year-to-date period amount equals the posted ledger total if your date selection meets these criteria:

- The From Date is the first day of the fiscal year.
- The Thru Date is the last day of the month specified.
- The From Date and the Thru Date are in the same fiscal year.

The year-to-date and cumulative period amounts might not equal the posted ledger total if you cross over a fiscal year or if you display only part of the current fiscal year.

If you are reviewing an income statement account, the year-to-date and cumulative period amounts are equal. The cumulative period amount does not appear for an income statement account.

The system provides a ledger total (posted and unposted amounts) and an unposted total. The difference between these totals is the posted total.

Using the Second Ledger processing option, you can review transactions for two ledger types at the same time. A second ledger type is especially beneficial in multiple currency environments because you can see transactions for foreign and domestic currencies at the same time.

#### ► To locate account ledger transactions

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*From the Accounting Reports & Inquiries menu (G0912), choose Account Ledger Inquiry.*

PeopleSoft.

1. On Work With Account Ledger, complete the following field:
  2. To review a ledger other than AA (actual amounts), replace the value in the following field:
  3. If you set a second ledger type in the processing option, you can replace the value in the following field:
  4. To display a range of transaction dates, complete the following fields:
  5. To display one subledger, complete the following fields:
  6. If you use more than one currency, complete the following field:
  7. Click one of the following options, if necessary:
  8. To limit your search for transactions further, use the query-by-example fields in the detail area.
- For example, you might want to search for a specific document type, document number, batch number, or G/L posted code.
9. Click Find.
  10. To print the account ledger, from the Report menu, click Print Ledger.

After you complete these steps, you can review the source document and related information.

#### See Also

- Reviewing Transactions in an "As If" Currency* in the *Multicurrency Guide* for information about reviewing "as if" currency amounts on the Account Ledger Inquiry form

► **To review source and details for a transaction**

---

*From the Accounting Reports & Inquiries menu (G0912), choose Account Ledger Inquiry.*

To change the review format and display columns in a useful order, select one of the tabs or create your own.

After you locate an account ledger transaction, you can review the source document and related information.

1. On Work With Account Ledger, to review a source document for a transaction on the first ledger type, choose a transaction and click Select. Or from the Row menu, choose Original Entry LT1.

The system displays the original journal entry, voucher entry, or other originating entry.

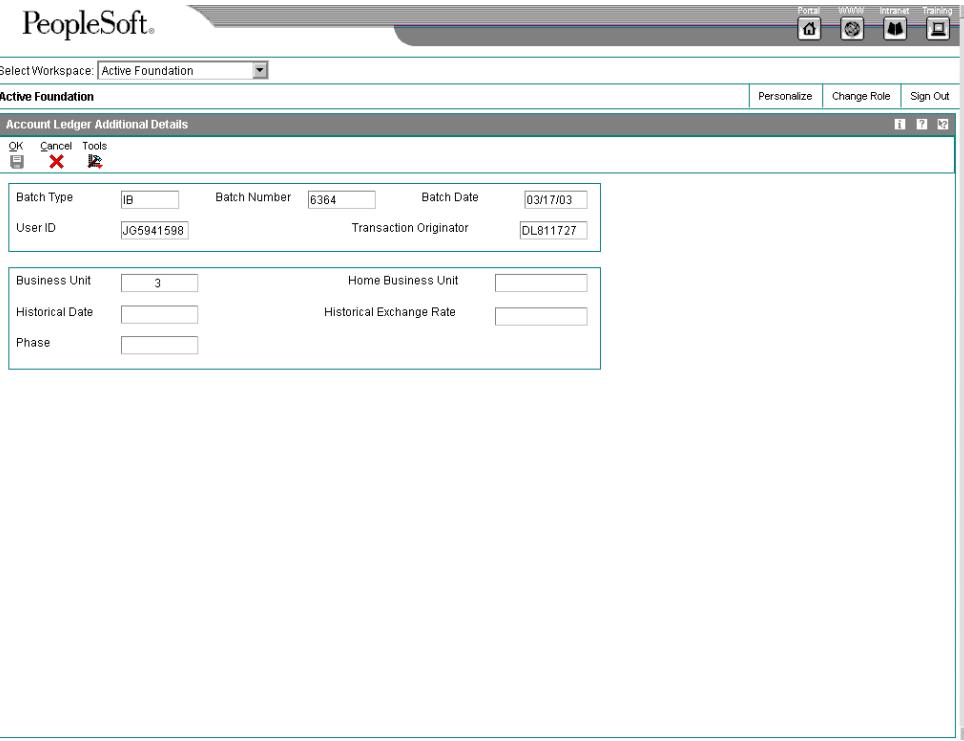
2. To review a source document for a transaction on the second ledger type, choose a transaction and from the Row menu, choose Original Entry LT2.
3. Click Cancel to return to Work With Account Ledger.

4. From the Row menu, choose Details to review detailed information about the document on Account Ledger Detail.

The screenshot shows the PeopleSoft Account Ledger Detail window. At the top, there's a toolbar with icons for Home, View, Intranet, and Training. Below that is a menu bar with 'Select Workspace' set to 'Active Foundation'. The main window title is 'Account Ledger Detail'. It contains two main sections of input fields:

Document Type		Document Number	1021	Document Company	00001
G/L Date	05/31/05	Journal Entry Line Number			1.0
Explanation	Continental Incorporated	Detail Explanation			
Subledger/Type		G/L Posted Code			P
Ledger Type 1	AA	USD	Amount LT 1	4,500.00-	
Ledger Type 2			Amount LT 2		
Currency Code	USD	Exchange Rate			
Units		P.O. Number			
Invoice Number		Address Number			3333
Reference 1		Reconciled			
Reference 2		Check Cleared Date			
Reference 3	400	Asset Number			
Service/Tax Date	05/31/05				

5. On Account Ledger Detail, from the Form menu, choose Additional Details to access Account Ledger Additional Details.



6. On Account Ledger Additional Details, review the fields as needed.

## Reviewing Account Ledgers by Object Account

You can review detailed transactions for an object account across all business units.

You can use all of the criteria that are available in the Account Ledger Inquiry program to limit your search for transactions to review.

After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate when the transaction (for example, the journal entry) has additional text or another attachment.

Using the Second Ledger processing option, you can review transactions for two ledger types at the same time. A second ledger type is especially beneficial in multiple currency environments because you can see transactions for foreign and domestic currencies at the same time.

The system displays both posted and unposted transactions from the Account Ledger table (F0911).

### ► To review account ledgers by object account

*From the Accounting Reports & Inquiries menu (G0912), choose Account Inquiry by Object Account.*

The screenshot shows the PeopleSoft application interface. At the top, there's a navigation bar with links for Home, WWWW, Intranet, Training, and other system icons. Below the navigation bar, the workspace is set to "Active Foundation". The main title is "Work With Account Ledger by Object Account". A toolbar below the title includes Close, Form, Row, Report, and Tools buttons. The search criteria section contains fields for Object/Sub (with AA selected), General/Ledger, From Company, Thru Company, From Date (06/01/05), Thru Date (06/30/05), Subledger/Type, Currency Code, and processing options (Posted, Unposted, All). A checkbox for "Display Company Subtotals" is also present. The main area displays a grid titled "No records fetched." with columns: Account Number, Account Description, Do Ty, Doc Number, Doc Co, G/L Date, Explanation, LT 1 Amount, and LT 1 Debit. The "Customize Grid" link is located at the top right of the grid header.

1. On Work With Account Ledger by Object Account, complete the following field:
2. To review a ledger other than AA (actual amounts), replace the value in the following field:
3. If you set a second ledger type in the processing option, you can replace the value in the following field:
4. To display a range of companies, complete the following fields:
5. To display a range of transaction dates, complete the following fields:
6. To display one subledger, complete the following fields:
7. If you use more than one currency, complete the following field:
8. Click one of the following options, if necessary:
9. To further limit your search for transactions, use the query-by-example fields in the detail area.  
For example, you might want to search for a specific document type, document number, batch number, or G/L posted code.
10. Click Find.
11. To print the account ledger, from the Row menu, click Print Ledger.

#### See Also

- ❑ *Reviewing Transactions in an "As If" Currency* in the *Multicurrency Guide* for information about reviewing "as if" currency amounts on the Account Inquiry by Object Account form

## Reviewing Account Ledgers by Category Code

You can review detailed transactions for any of the category codes that are set up for an alternate (statutory) chart of accounts. You specify the category code (21, 22, or 23) in the Category Code processing option for this program.

You can use all of the criteria that are available in the Account Ledger Inquiry program to limit your search for transactions to review.

After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate that the transaction (for example, the journal entry) has additional text or another attachment.

Using the Second Ledger processing option, you can review transactions for two ledger types at the same time. A second ledger type is especially beneficial in multiple currency environments because you can see transactions for foreign and domestic currencies at the same time.

The system displays both posted and unposted transactions from the Account Ledger table (F0911).

### ► To review account ledgers by category code

*From the Accounting Reports & Inquiries menu (G0912), choose Account Inquiry by Category Code.*

The screenshot shows the PeopleSoft interface with the title 'Work With Account Ledger By Category Code'. The top navigation bar includes links for Portal, WWW, Intranet, Training, and a user icon. The workspace dropdown shows 'Active Foundation'. The main window has a toolbar with Close, Form, Row, Tools, and a red X button. Below the toolbar is a search bar with fields for Alternate Account (1110), General Ledger (AA), From Company, Thru Company, From Date (1/1/05), Thru Date (06/30/05), Foreign Currency, and Currency Code. There are also radio buttons for Posted, Unposted, All, and a checkbox for Display Company Subtotals. The grid below displays a message 'No records fetched.' with a 'Customize Grid' link. The grid columns are: Document Number, Do Ty, Doc Co, G/L Date, Explanation, LT 1 Amount, LT 1 Debit, LT 1 Credit, P C, LT 2 Amount, and LT Del.

1. On Work With Account Ledger By Category Code, complete the following field:
2. To review a ledger other than AA (actual amounts), replace the value in the following field:

3. If you set a second ledger type in the processing option, you can replace the value in the following field:
  4. To display a range of companies, complete the following fields:
  5. To display a range of transaction dates, complete the following fields:
  6. To display one subledger, complete the following fields:
  7. If you use more than one currency, complete the following field:
  8. Click one of the following options, if necessary:
  9. To display company subtotals, click the following option:
  10. To further limit your search for transactions, use the query-by-example fields in the detail area.
- For example, you might want to search for a specific document type, document number, batch number, or G/L posted code.
11. Click Find.
  12. To print the account ledger, from the Row menu, click Print Ledger.

#### **See Also**

- Reviewing Transactions in an "As If" Currency* in the *Multicurrency Guide* for information about reviewing "as if" currency amounts on the Account Ledger by Category Code form

### **Printing the Account Totals by Supplier/Customer Report**

*From the Accounting Reports & Inquiries menu (G0912), choose Account Totals by Supplier/Customer.*

The Account Totals by Supplier/Customer report allows you to see the balance for each customer or supplier by object account. The report lists the balance for each account for which the customer or supplier has transactions as well as a total of all account balances for each customer or supplier. You can include only posted transactions or both posted and unposted transactions. You can specify the accounting period and fiscal year from which to select transactions in the processing options.

### **Reviewing Account Balances by G/L Period**

You can review balances for a general ledger period in your accounts for information, such as:

- Monthly net changes (net postings) and cumulative monthly balances for each period of the fiscal year for a single account
- Prior year-end net posting amounts for profit and loss accounts
- Prior year-end balance forwards for balance sheet accounts

This program is helpful after you run the Close Fiscal Year program. You can quickly review amounts for balance forward and prior year ending net postings to verify that closing was successful.

This online inquiry displays information from the Account Balances table (F0902).

## ► To review account balances by G/L period

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*From the Accounting Reports & Inquiries menu (G0912), choose Account Balance by Month.*

1. On Account Balances, complete the following field:

Use Work With Fiscal Date Patterns to define the period-ending dates that appear on Account Balances.

2. To view information for a different fiscal year, complete the following field:
3. To limit your search, complete the following fields:
4. Click Find.
5. Review the following fields:

## Reviewing Account Balances by Subledger

You can use online inquiry to review account balance information by subledger and subledger type for a particular account.

This online inquiry includes posted amounts and balances for the current period and year-to-date from the Account Balances table (F0902).

## ► To review account balances by subledger

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*From the Accounting Reports & Inquiries menu (G0912), choose Account Balance by Subledger.*

The screenshot shows the PeopleSoft interface for reviewing account balances by subledger. The top navigation bar includes links for Portal, iWay, Intranet, Training, and other system icons. The main header says "Select Workspace: Active Foundation". Below it is a toolbar with buttons for Select, Find, Close, Row, and Tools. The title bar of the window is "Account Balance by Subledger". The search criteria section includes fields for "Account Number" (4.8740), "Thru Ending Date" (06/30/05), and "Period" (unchecked). It also shows "Travel, Meals and Lodging" as the ledger type, "AA" as the ledger code, and "General Ledger" as the currency code. The main grid displays a table with columns: Sub-ledger, Sbl Type, Subledger Description, Balance Forward, Net Posting Thru Date, Net Posting for Period, and Cumulative Actual. The data row shows a balance forward of 2,005.00, net postings of 1,795.00 and 1,000.00, and a cumulative actual of 3,005.00. The sub-ledger is identified as 00006002, Type A, and Description Abbott, Dominique.

Sub-ledger	Sbl Type	Subledger Description	Balance Forward	Net Posting Thru Date	Net Posting for Period	Cumulative Actual
00006002	A	Abbott, Dominique	2,005.00	1,795.00	1,000.00	3,005.00
TOTAL						3,005.00

1. On Account Balance by Subledger, complete the following field:
2. To limit your search with an ending date or to a specific accounting period, complete one of the following fields:

If you leave both fields blank, the program uses the ending date of the current period.

The Net Posting Thru Date field shows the net balance posted year-to-date while the Net Posting for Period field shows the net balance for the current period.

3. To review amounts posted in a different currency, complete the following field:
4. Click Find.

---

**Note**

The system displays subledger detail information on Account Balances by Subledger only if the Posting Edit field is not S.

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## Periodic

### Allocations

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Allocations can serve many purposes, such as distributing expenses, creating annual or periodic budgets, and calculating currency conversions. Use allocations to redistribute amounts from one or more business units to accounts in other business units, or from one ledger type to another.

You can set up model journal entries to work as allocations. Use model journal entries or recurring journal entries if the amounts never change.

#### See Also

- Working with Model Journal Entries* to set up model journal entries to work as allocations

#### Types of Allocations

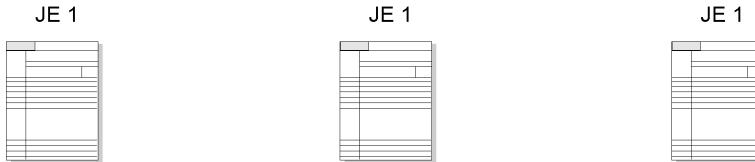
J.D. Edwards provides three types of allocations:

- Recurring journal entries
- Indexed allocations
- Variable numerator allocations

#### Using Recurring Journal Entries

You can set up journal entries once and have them recur with the desired frequency.

The following graphic illustrates how a journal entry can be set up once and used on a recurring basis:



Date		G/L Date		G/L Date	
Count	Amount	Account	Amount	Account	Amount
Accrued Vacation	1500.00-	Accrued Vacation	1500.00-	Accrued Vacation	1500.00-
Payroll Expense	1500.00	Payroll Expense	1500.00	Payroll Expense	1500.00
Recurring Frequency = MO		Recurring Frequency = MO		Recurring Frequency = MO	

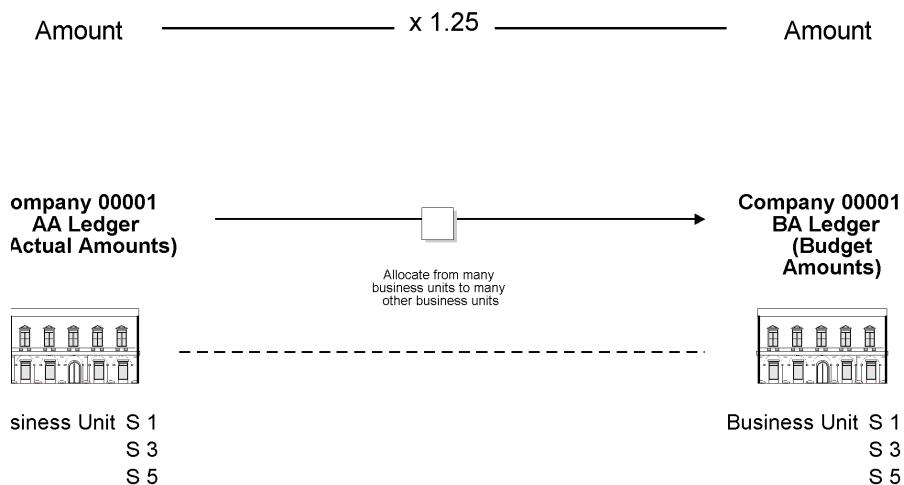
#### Using Indexed Allocations

Indexed allocations are the most flexible and most commonly used allocation because of their copy feature. For example, you can copy this year's actual amounts to next year's budget. You can also:

- Allocate from one company to another.

- Multiply by a positive or negative factor before allocating.
- Set up either annual or monthly budgets.
- Convert currencies. For example, you can restate U.S. dollars to Canadian dollars for consolidated reporting with other Canadian companies. You can also enter any gain or loss on the conversion to a contra/clearing account. Although the indexed allocations feature has this capability, J.D. Edwards recommends that you use financial restatement instead of allocations to convert currencies.
- Create allocations transaction-by-transaction in the Account Ledger table (F0911) or directly update account balances in the Account Balances table (F0902).

The following graphic illustrates how you can use indexed allocations to allocate amounts from one ledger type in one company to another ledger type for the same business units in the same company:

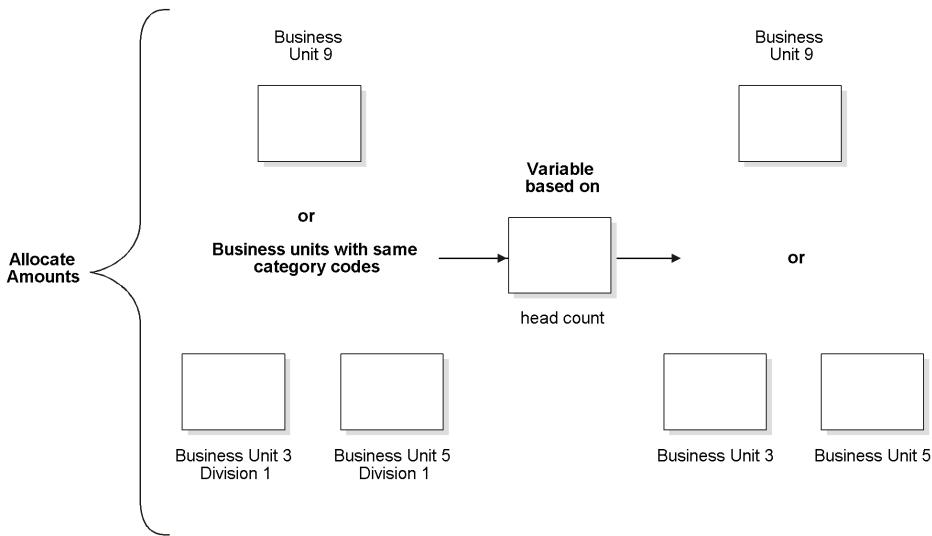


### Using Variable Numerator Allocations

Variable numerator allocations are the least flexible but the most dynamic. Using variable numerator allocations, you can:

- Allocate amounts from one business unit to other business units with a common category code value. This feature is unique to variable numerator allocations.
- Base an allocation on a variable, such as head count, square footage, or percentage of use. The allocation percentages change automatically as the variable changes. This feature is unique to variable numerator allocations.
- Set up budget amounts.

The following graphic illustrates how you can use variable numerator allocations to allocate amounts from one or more business units to other business units.



### Similarities Among the Different Types of Allocations

All allocations can create journal entries when the system computes the allocation. J.D. Edwards recommends that you use document type JA for allocations. The system assigns batch type D to allocations. All allocations also:

- Require that you complete the same steps for setup and calculation
- Use the G/L date and stop date

With all allocations, you can:

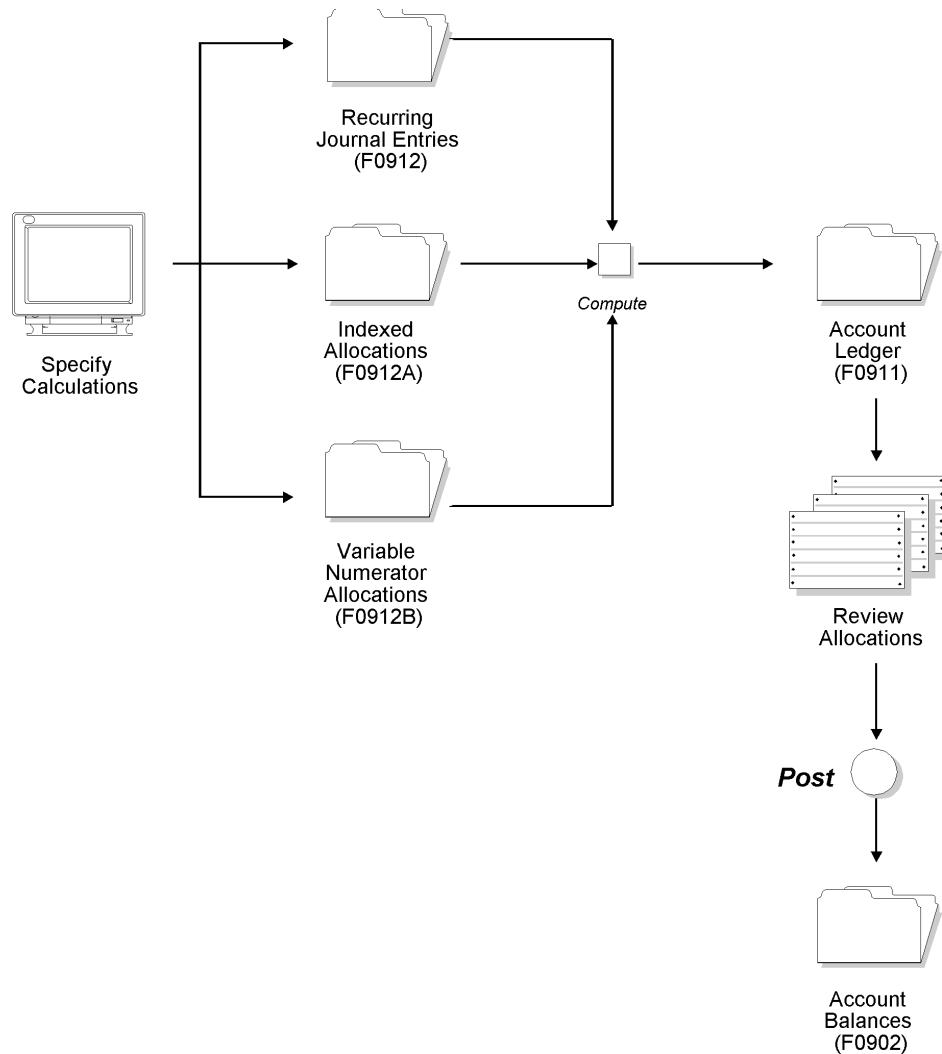
- Specify recurring frequencies
- Create reversing journal entries

### Setup and Calculation Steps

All allocations require that you complete the same five steps:

1. Enter allocation calculations.
2. Review allocations.
3. Calculate allocations.
4. Review allocations journal.
5. Post allocation amounts.

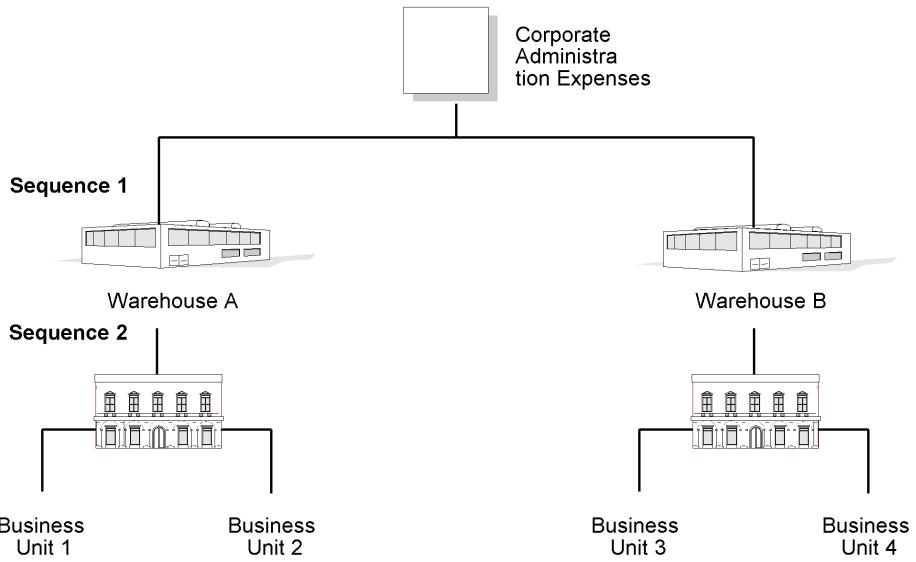
The following graphic illustrates how an allocation creates journal entries for the AA (actual amounts) ledger:



### Multifiltered Allocations

All allocations can create multiple tiers of allocations (also known as compound or cascading allocations) if you define the calculation sequence. Subsequent calculations use the allocation amounts from previous tiers. You can have up to nine tiers.

The following graphic illustrates mult-tiered allocations:



This type of mult-tiered allocation sequence is necessary:

- When all of the corporate costs are passed through the warehouses to the business units
- When warehouse costs (not just corporate costs) are allocated to the business units

The system can perform calculations sequentially only if all of the calculations in the sequence use the same type of allocation. For example, if you use an indexed allocation and a variable numerator allocation, the system cannot perform calculations sequentially. If you want to use different types for sequential calculations, you must compute each calculation separately and in the correct sequence.

### **Recurring Frequencies**

You can specify any of the following frequency intervals for all allocations:

- Weekly
- Monthly
- Quarterly
- Semi-annually
- Annually

### **Reversing Journal Entries**

You can create reversing journal entries for accrual accounting or year-to-date performance calculations for all allocations.

Companies often reverse allocations to create estimated distributions that will be reversed on the first day of the following period. When you reverse an allocation and process it in final mode, the system reverses the journal entry that was created initially. When you post the allocation journal entry, the system creates the reversing journal entry.

## Dates

Three different dates affect the allocation methods:

<b>G/L date</b>	The date that determines the accounting period to which the journal entry posts. This date defines the currency exchange rate against which to edit. When you execute the Compute Indexed Allocations program, the system rolls the G/L date forward.
<b>Special period/year</b>	The date that determines the source balances for the allocation. The system extracts amounts from the Account Balances table (F0902) based on this date if the based-on period or year is different from the current period or year.
<b>Stop date</b>	The date when the allocation becomes ineligible for processing by the Compute Allocations program.

## Document Numbers

The system uses the original document number of an allocation for the journal entries that are created each time that you run the allocation. Even though the journal entries have the same document number, they are not considered duplicates because each journal entry has a different G/L date. You can use the document number to follow the audit trail back to the original allocation.

## Working with Recurring Journal Entries

Recurring journal entries allow you to redistribute fixed amounts in one or more business units to accounts in other business units. For example, you can distribute expenses that are categorized as overhead to individual departments.

The system assigns batch type D to recurring journal entries.

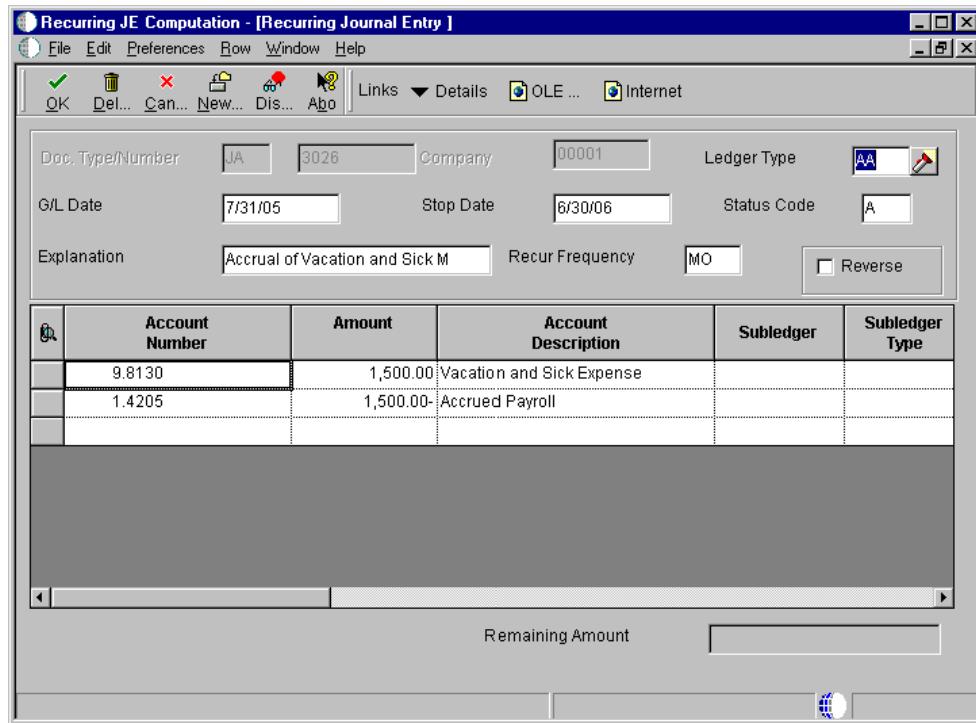
## Setting Up Recurring Journal Entries

*From the Allocations menu (G0923), choose Recurring JE Computation.*

► To set up the recurring journal entry identifiers

---

1. On Work With Recurring Journal Entries, click Add.



2. On Recurring Journal Entry, complete the following fields:

3. Complete the following optional fields:

After you complete these steps, follow the steps to set up the G/L distribution for the recurring journal entry.

► To set up the G/L distribution

---

After you set up the recurring journal entry identifiers, you must set up the G/L distribution.

1. On Recurring Journal Entry, complete the following fields:
2. Complete the following optional fields:
3. Click OK.

## Reviewing Recurring Journal Entries

*From the Allocations menu (G0923), choose Recurring JE Computation.*

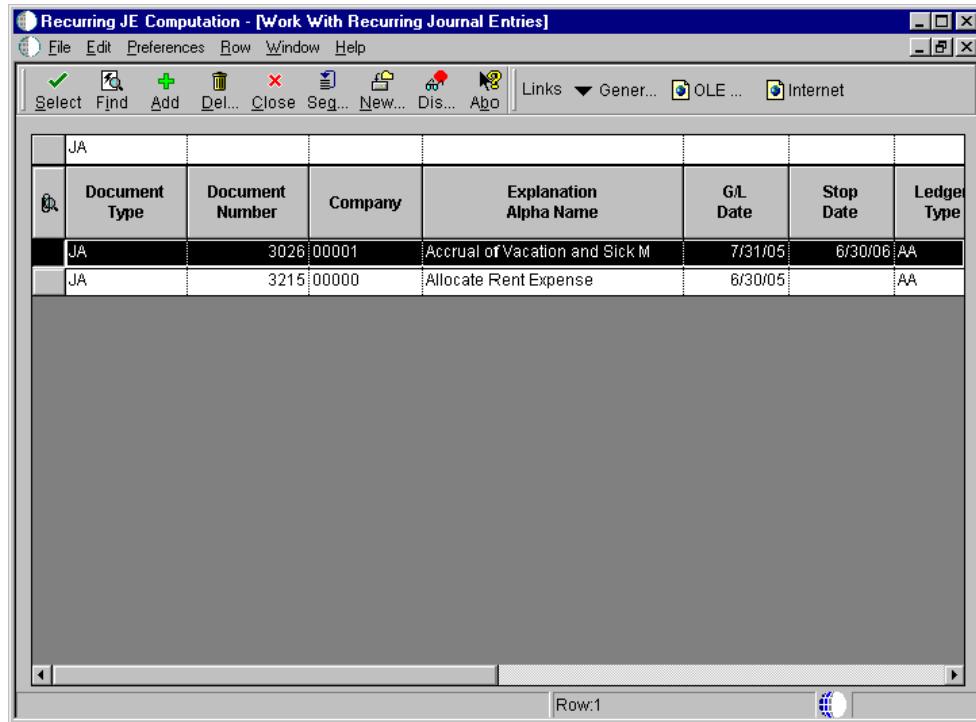
You should review how you have set up your recurring journal entries before the system calculates the allocations.

When you review recurring journal entries, the system displays information from the Cost Allocations/Flex Budgeting table (F0912).

► **To review recurring journal entries**

---

1. On Work With Recurring Journal Entries, click Find to display all recurring journal entries.



2. To display specific recurring journal entries, complete any of the following fields in the Query By Example line, and then click Find:
3. To view the original computation, choose a recurring journal entry and click Select.
4. On Recurring Journal Entry, verify the information.

## Calculating Recurring Journal Entries

*From the Allocations menu (G0923), choose Recurring JE Compute & Print.*

After you review the recurring journal entries and determine that they are correct, the system can create the entries.

Run the Recurring JE Compute & Print program to process recurring journal entries.

Run the program in proof mode to generate the Recurring Journal Entry report. This report lists the journal entries that the system will create in the Account Ledger table (F0911) when you run the program in final mode. You can review the report and determine whether to change any information. The report also lists error messages for recurring journal entries with errors.

The report contains the following abbreviated column headings:

- LT - Ledger Type

- Do Ty - Document Type

The report indicates invalid accounts with \*\*\*.

Run this program in final mode to:

- Create journal entries in the F0911 table
- Advance the G/L date according to the recurring frequency and stop date

After the system advances the G/L date, the recurring journal entry is ready for future processing.

J.D. Edwards recommends that you create different versions of this program for recurring frequencies, specific companies, and specific document types. This approach lets you include specific groups of recurring journal entries.

After you run this program in final mode, review and post the journal entries.

### **Before You Begin**

- Set up next year's date pattern so that the program advances the dates correctly.

### **Abbreviated Column Headings**

The exception report might contain the following abbreviated column headings:

- Do Ty - Document Type
- BF - Budget From
- BT - Budget To

### **Data Selection for Recurring Journal Entries Compute & Print (R09302)**

Specify the journal entries that you want to include by document numbers and recurring frequencies.

### **See Also**

- Reviewing and Posting Allocations*

### **Working with Indexed Allocations**

Indexed allocations allow you to redistribute amounts from one business unit or range of business units to another business unit or range of business units. For example, you can distribute expenses categorized as overhead among business units or companies in your organization.

The system assigns batch type D to indexed allocations.

The system maintains indexed computations in the Index Computation Entry File table (F0912A).

## **Setting Up Indexed Allocation Computations**

You can apply an index (rate) to the balance of an account or a range of accounts. The system distributes the resulting balance to another account, period and ledger; or to a range of accounts, period, and ledger.

Companies often reverse allocations when they want estimated distributions to be reversed in the first day of the following period. When you reverse an allocation, the system reverses the journal entry that was created when you ran the Compute Indexed Allocations program in final mode. Post the journal entry to the general ledger to create the reversing entry for the allocation.

To create a budget using indexed allocations, use the balance method and complete the budget fields in the detail area of the Allocations - Index Computations form (W09121A).

### **Example: Indexed Allocations**

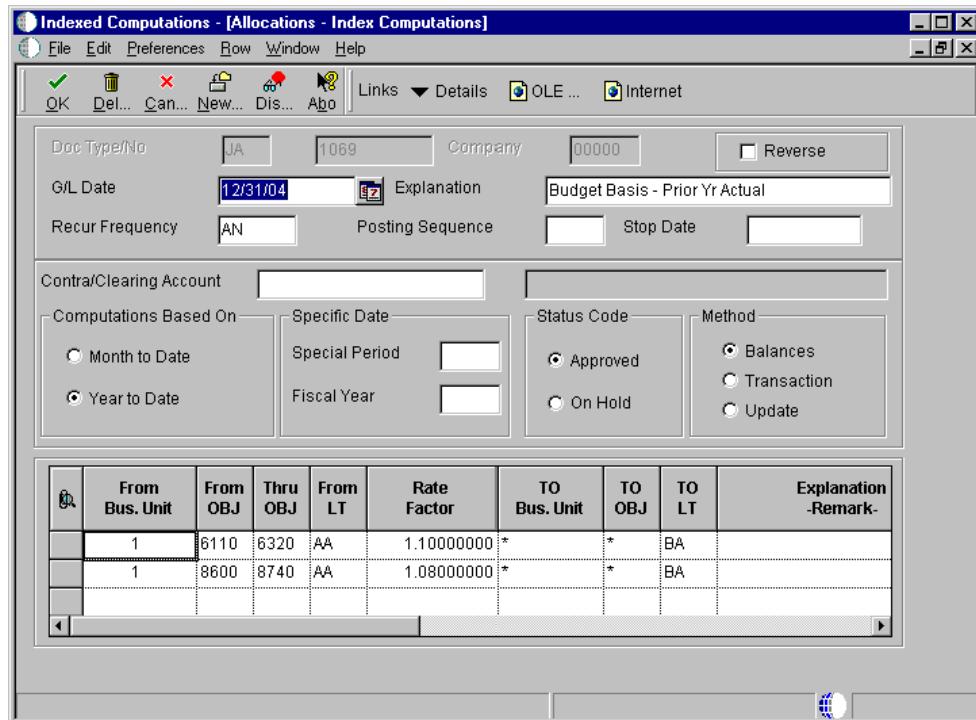
In the following example, the system takes the end-of-year balances in the AA (actual amounts) ledger in accounts 6110 through 6320 and multiplies each by 1.1 (a 110 percent increase). The results are placed in the same account numbers in the BA (budget amounts) ledger for the following year. For example:

<b>YTD account balance</b>	50,000
<b>Index or rate</b>	1.1
<b>Budget to be distributed for next year</b>	55,000

## ► To set up the allocation identifiers

From the Allocations menu (G0923), choose Indexed Computations

1. On Work With Indexed Computations, click Add..



2. On Allocations - Index Computations, complete the following fields:
3. Complete the following optional fields:
4. If you are using mult-tiered allocations, complete the following field:
5. If you are allocating to the AA ledger type or to another ledger type that is required to balance, complete the following field:

You must specify a contra/clearing account if the ledger is required to balance.

See *Setting Up Constants for General Accounting* for more information about setting up rules for ledger types.

6. Verify whether the system bases computations on month-to-date or year-to-date amounts.
7. If you are not using the current period, complete the following fields:
8. Verify the status code and method of allocation.

After you complete these steps, follow the steps to set up the indexed allocation basis.

### ► To set up the indexed allocation basis

---

After you enter the information that identifies the allocation, enter the detail lines that set up the allocation.

1. On Allocations - Index Computations, verify the computation based-on period.
2. Complete the following fields:
3. If the basis amount is not based on the current period, complete the following specific date fields:
4. Complete the following optional fields:

After you complete these steps, follow the steps to set up the G/L distribution.

### ► To set up the G/L distribution

---

After you set up the indexed allocation basis, enter the detail lines that distribute the allocation to the G/L accounts.

1. On Allocations - Index Computations, complete the following fields:
2. Complete the following optional fields:

You can use \* in the To Subledger field to carry the subledger in the From Object to the To Object. The To Object account must also contain \*.
3. Click OK.

## Reviewing Indexed Allocations

After you set up your indexed allocation calculations, you should review them to ensure they are accurate before the system calculates them.

### ► To review indexed allocations

---

*From the Allocations menu (G0923), choose Indexed Computations.*

1. On Work With Indexed Computations, click Find to display all indexed allocations.
2. To display specific allocations, complete any of the following fields on the Query By Example line, and then click Find:
  3. To view the original calculation, choose an allocation and click Select.
  4. On Allocations - Index Computations, verify the information.
  5. Choose a row in the detail area and choose Details from the Row menu.
  6. On Indexed Computations - Detail, verify the information.

## See Also

- *Setting Up Indexed Allocation Computations*

## Calculating Indexed Allocation Amounts

*From the Allocations menu (G0923), choose Indexed Computations Compute & Print.*

After you review the indexed allocations and determine that they are correct, the system can calculate them. The Indexed Computations Compute and Print program processes allocations and prints the Allocations Journal report. This program:

- Reads balances or transactions (depending on method) from one or more accounts.
- Multiplies each balance or transaction by the specified rate index.
- Creates journal entries in the Account Ledger table (F0911) with batch type D. The journal entries distribute the results to another account or range of accounts (balance method, not update and transaction methods). The transaction method also creates journal entries on a one-to-one ratio with the transactions that it reads.
- Calculates an offset to balance the resulting journal entries, if needed, and distributes it to a contra/clearing account.

Run the Indexed Computations Compute and Print program in proof mode to review the report and determine whether to change any information.

Run the program in final mode to:

- Create journal entries in the Account Ledger table (F0911), except for the update method.
- Increment the G/L date according to the recurring frequency in the allocation, which ensures that the allocation is ready for future processing.
- Update balances only in the Account Balances table (F0902) for ledger types other than AA if using Method U.
- Print the report. The Indexed Computations Journal lists detailed allocation information and errors-- for example, invalid accounts and posted before cutoff (PBCO).

After you run this program in final mode, review and post the journal entries.

The report contains the following abbreviated column headings:

- LT - Ledger Type
- Do Ty - Document Type

The report can contain the following abbreviated column headings:

- BF - Budget From
- BT - Budget To

The report lists invalid accounts with \*\*\*.

J.D. Edwards recommends that you create different versions of this program for various recurring frequencies, specific companies, and specific document types. This process lets you include specific groups of allocations.

### Before You Begin

- Set next month's or next year's fiscal date pattern so that the program increments the dates correctly.

- Before you run the program with multitiered calculations, verify that the posting sequence numbers on Allocations - Indexed Computations are correct so that the allocations run in the required order.

#### See Also

- Reviewing and Posting Allocations*
- Working with Basic Journal Entries and Revising and Voiding Posted Journal Entries* for more information about how to revise or void posted or unposted journal entries that are created by the Compute Indexed Allocations program
- R093021, Indexed Allocations Compute and Print* in the *Reports Guide* for a report sample

#### Data Sequence for Compute Indexed Allocations

Do not change the data sequence provided in the demo version of this program.

### Working with Variable Numerator Allocations

Variable numerator allocations allow you to redistribute amounts from one or more business units to one or more business units with a common category code. For example, you can distribute an expense based on the number of people in a department.

The system assigns batch type D to variable numerator allocations.

#### Setting Up Variable Numerator Allocations

The system calculates variable numerator allocations by computing percentages that are applied to the balance of an account or range of accounts. It then distributes the resulting balances to another account or range of accounts. You can specify accounts by business unit category code instead of by business unit/account range.

The percentages represent fractions of the total of the balances in the accounts that you specify. The balance total is the denominator, and the individual account balances are the numerators of the fractions.

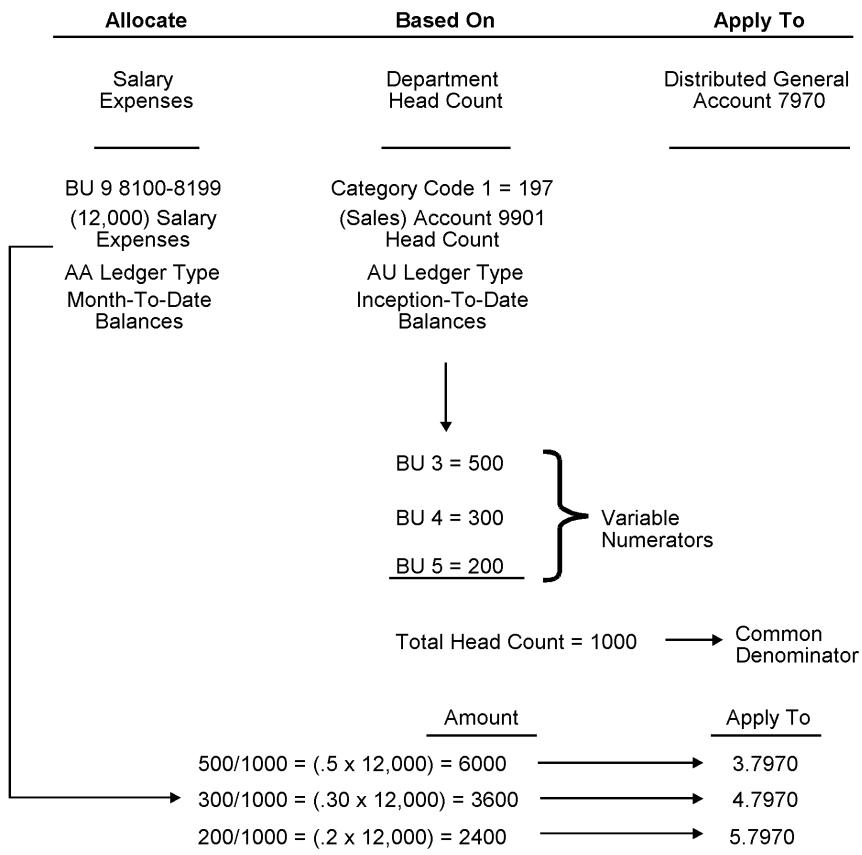
The system calculates variable numerator allocations as follows:

1. Gathers balances from a range of accounts (the Based Upon accounts)
2. Computes the percentage of the total for each account balance
3. Applies the appropriate percentage to the balance of an account or range of accounts (the Allocate accounts)
4. Creates journal entries to distribute the resulting amounts to a specific account (the Apply To account) within multiple business units
5. Calculates an offset amount (if needed) to balance the resulting journal entries and distribute it to the contra/clearing account that you specify
6. Stores the computation specification in the Variable Allocation File table (F0912B)

#### Example: Variable Numerator Allocations

In this example, you allocate a year-to-date salary expense amount (12,000) to several business units (BU). You want to base the allocation amount for each business unit on the

number of people in the business unit compared to the total number of people in the department.



### See Also

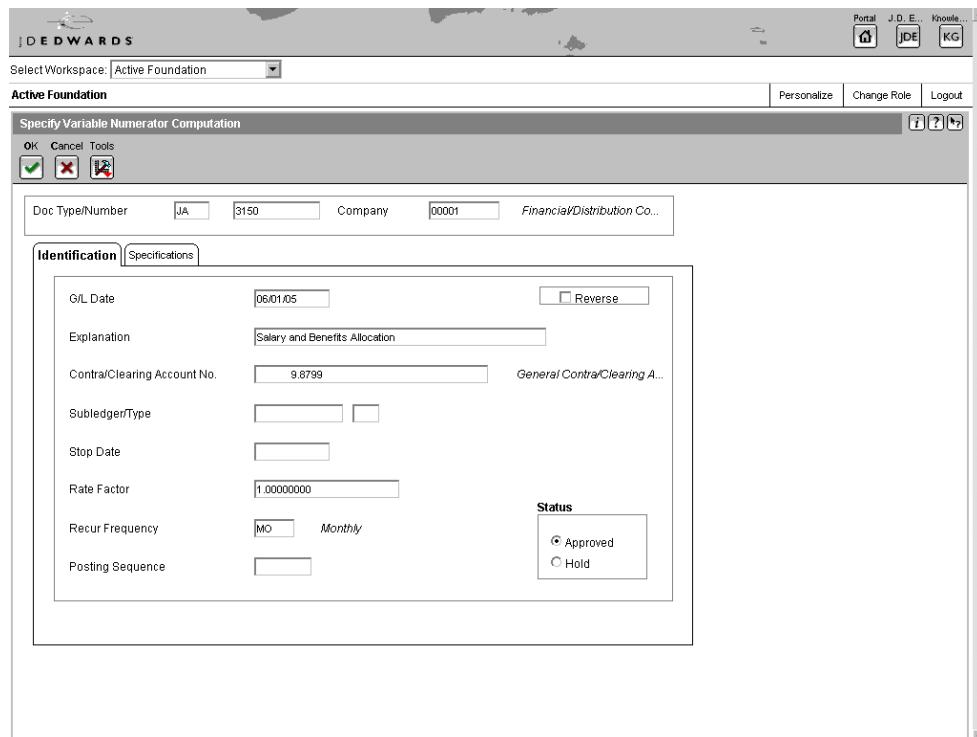
- Working with Recurring Journal Entries*

## ► To identify an allocation

---

From the Allocations menu (G0923), choose Variable Numerator.

1. On Work With Variable Numerator, click Add.



2. On Specify Variable Numerator Computation, complete the following fields:
3. On the Identification tab, complete the following fields:

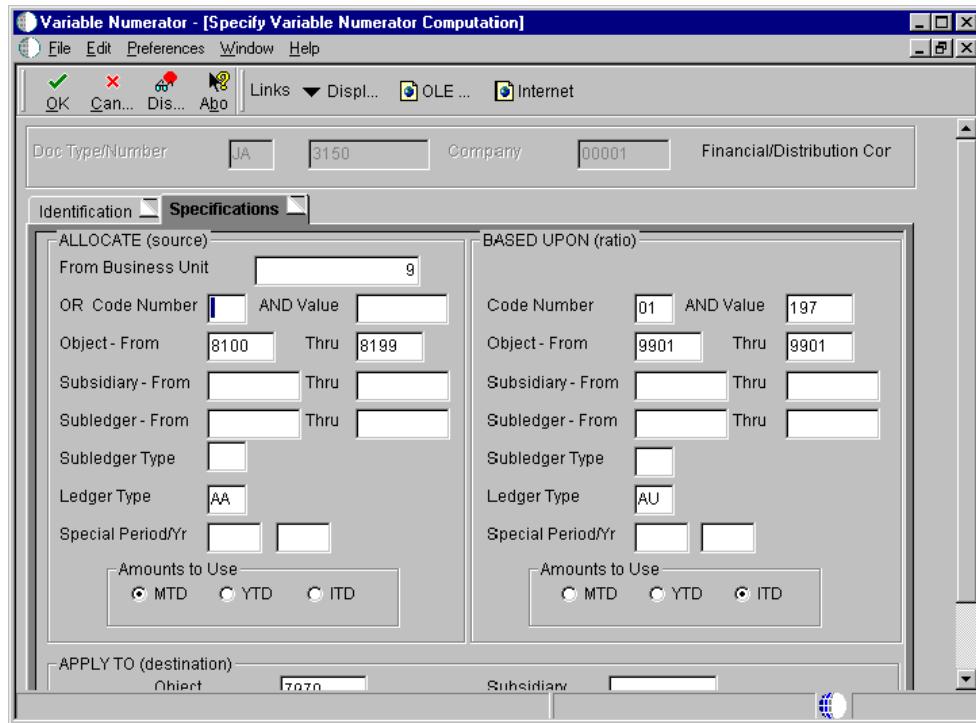
You must specify a contra/clearing account if the ledger is required to balance.  
See *Setting Up Constants for General Accounting* for more information about setting up rules for ledger types.

Use the posting sequence field for multitiered allocations. The allocations are posted in the order that you specify.
4. You can also complete the following optional fields:
5. Verify if the status is Approved or Hold.

After you complete these steps, follow the steps to add the specifications for the allocation.

## ► To add the specifications

You must specify the account information for the allocation.



1. On Specify Variable Numerator Computation, click the Specifications tab, and complete any of the following Allocate (source) fields:
  - AND Value
2. Complete the following Allocate (source) fields:
3. Complete the following optional fields:
4. Complete the following Allocate (source) field if you are not using the current period:
5. Select the amounts to use:
6. Complete the following Based Upon (ratio) fields:
  - AND Value
7. Complete the following Based Upon (ratio) field if you are not using the current period:
8. Select the amounts to use:
9. Complete the following Apply To (destination) fields:
10. Click OK.

## Reviewing Variable Numerator Allocations

*From the Allocations menu (G0923), choose Variable Numerator.*

You should review how you set up the allocation before the system calculates the allocation.

When you review variable numerator allocations, the system displays information from the Variable Allocation File table (F0912B).

#### ► To review variable numerator allocations

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1. On Work With Variable Numerator, click Find to display all allocations.
2. To display specific allocations, complete any of the following fields in the Query By Example line, and then click Find:
  3. To view the original computation specifications, choose an allocation and click Select.
  4. On Specify Variable Numerator Computation, verify the information.

After you complete these steps, you can compute the allocation.

### Calculating Variable Numerator Allocations

*From the Allocations menu (G0923), choose Variable Numerator Compute & Print.*

After you review the variable numerator allocations and determine that they are correct, the system can calculate them.

Run the Variable Numerator Compute & Print program to process allocations and print an allocations journal report.

Run this program in proof mode to determine whether to change any information. You can set your processing options to have error messages sent to the Employee Work Center (G02), or you can have errors printed on a report. You see the word PRELIMINARY at the top of the report.

Run the program in final mode to:

- Print the report.
- Create journal entries in the Account Ledger table (F0911).
- Update the allocation for subsequent processing.
- Update balances in the Account Balances table (F0902) for ledger types other than AA if using the update method.

When you run this program in final mode, the system increments the G/L date according to the recurring frequency in the allocation. This procedure ensures that the allocation is ready for future processing. J.D. Edwards recommends that you create different versions of this program for recurring frequencies, specific companies, and specific document types. This procedure lets you include specific groups of allocations.

The following information appears on the report:

- The total amount to allocate is next to the Total To Be Allocated.
- The amounts in the Basis Amount column are the numerators, which are the amounts on which the calculation is based.
- The amount next to the Basis Total is the denominator in the calculation.
- The results of the calculation are under the Allocation Amount at the bottom of the report.
- The contra/clearing account is at the bottom of the report.

This report also lists detailed allocation information and errors, such as invalid accounts and posted before cutoff (PBCO).

After you run this program in final mode, review and post the journal entries.

### Before You Begin

- Before you run a version with multitiered calculations, verify that the posting sequence numbers on Specify Variable Numerator Computation are correct.

### See Also

- Reviewing and Posting Allocations*
- R093022, Variable Numerator Compute and Print* in the *Reports Guide* for a report sample

### Data Selection for Compute Variable Numerator Allocations

Specify the allocations that you want to include by document numbers. For multitiered allocations, include all document numbers to be processed.

## Reviewing and Posting Allocations

You should review the journal entries that are created by the Compute Allocations programs for accuracy and correct any errors. After correcting the errors, you must post the journal entries.

### See Also

- Reviewing Transaction Batches*
- Posting Journal Entries*

### Reviewing Allocations

*From the Allocations menu (G0923), choose Allocations Journal Review.*

You should review and correct journal entries in the batches before you post them. To do this task, use Allocations Journal Review. All J.D. Edwards journal review programs work in the same way. The Allocations Journal Review program displays only batches with batch type D (allocations). If you make changes to a batch, the system updates the Batch Control (F0011) and Account Ledger (F0911) tables.

### See Also

- Posting Allocations*

### Posting Allocations

*From the Allocations menu (G0923), choose Post Allocations.*

After you review and correct journal entries that are created by the computation programs, you must post the batches using the Post Allocations program. All J.D. Edwards post programs work in the same way. This program updates the appropriate tables and creates the necessary journal entries.

## Budgeting

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Budgeting provides a projection of future expenses and revenues. Using budget history, you can compare actual amounts to your projections and use the information to improve your budgeting process.

## Methods of Budgeting That You Can Use

Use one of the following methods to create a budget:

<b>Annual budgets by business unit or account</b>	You enter annual budget amounts. Using the spread program, the system allocates budget amounts to periods, based on budget pattern codes that you assign. This method directly updates the Account Balances table (F0902).
<b>Detailed budgets by account</b>	You enter budget amounts for each account for each period. This method directly updates the Account Balances table.
<b>Journalized budgets</b>	You enter journal entries to a budget ledger to provide a formal audit trail. This method updates the Account Ledger table (F0911). You must review and post to update the Account Balances table.
<b>Allocations</b>	You can also create budgets using allocations.

### See Also

- Working with Indexed Allocations*
- Working with Recurring Journal Entries*
- Working with Variable Numerator Allocations*
- Closing a Fiscal Year* for information about the effect of the annual close on budgets

## What You Can Do with Annual Budgets

You can enter annual budget amounts and distribute them to each period as needed.

Annual budgeting includes the following tasks:

1. Creating budget pattern codes (optional)
2. Assigning budget pattern codes (optional)
3. Entering annual budget amounts
4. Spreading amounts (optional)

You assign budget pattern codes to distribute annual budget amounts in different ways:

<b>Seasonal pattern spread</b>	If your revenues and expenses occur in a predictable pattern, you can set up seasonal pattern codes to describe each pattern. For each code, you enter the percent of the total annual budget to be spread to each period.
<b>Equal spread</b>	If your revenues and expenses occur evenly throughout the fiscal year, you can spread the annual budget equally among the periods. For example, in a 12-month fiscal year, the system spreads 1/12th of the annual budget to each month.
<b>No spread</b>	If you do not want to spread an annual amount to periods for an account, you can bypass spreading for that account.
<b>Global updates to budget pattern codes</b>	You can make mass or global changes to seasonal pattern codes by account. This program updates the budget pattern codes for accounts in the Account Master table (F0901).

You can enter annual budget amounts by business unit or by account. Entering amounts by business units creates a budget by department, location, project, and so on. Entering amounts by account creates a budget that crosses business unit boundaries.

You can have three cycles for your budget entries so that an audit trail is produced. You can use each cycle or only the final cycle. The cycles are:

- Requested (cycle 1)
- Approved (cycle 2)
- Final (cycle 3)

### **Entering Budget Amounts for Each Period**

You can use the detailed budget method to enter a budget amount for each period for selected accounts, or for selected periods and accounts. This method does not provide a formal audit trail, but it directly updates each period budget in the Account Balances table.

### **Which Budget Type Provides a Formal Audit Trail**

You can create a formal audit trail by creating a journalized budget that updates the Account Ledger table (F0911). Construction companies that use cost accounting and government agencies that record supplemental appropriations for the original budget typically need a formal audit trail.

Journalized budgeting consists of three tasks:

1. Enter the journalized budget.
2. Review the journalized budget entries.
3. Post the journalized budget entries.

### **Using Budgets That Were Created in Another System**

You can use a spreadsheet program to create budgets and transfer them to the J.D. Edwards Account Balances table. You can then use General Accounting programs to process your budget data. For example, you can spread annual budget amounts to your fiscal periods.

The upload process consists of the following tasks:

1. Create the budget on a PC.
2. Upload the budget to an upload table.
3. Define the fields for the Account Balances - Batch table.
4. Upload the fields to the Account Balances table.
5. Review and the revise budget data.
6. Upload the fields to the Account Balances table again.
7. Purge the Account Balances - Batch table.

### **How To Review Budgets**

Review budgets online or with a printed Budget Worksheet report.

- Using online review, you can compare budget amounts to actual amounts.
- With the Budget Worksheet report, you can:
  - Review your requested, approved, and final budgets for the next year.

- Compare budget amounts against actual amounts and projected amounts for the current year, and against actual amounts from the previous year.
- Show a projected amount and the percentage that the budget amount varies from the projected amount.

## Working with Budget Patterns

When a group of accounts have budgets that follow a predictable pattern, budget pattern codes can be used to define the percentages for spreading annual budget amounts among periods.

You do not need to create and assign budget pattern codes if your company does any of the following tasks:

- Creates only annual budgets (not monthly budgets)
- Manually creates monthly budgets for all accounts
- Creates annual budgets for all accounts with the annual amount being spread equally among the periods

### Before You Begin

- Determine your budgeting pattern requirements.
- Set up the number of periods for each company in the Company Constants table (F0010). See *Setting Up Fiscal Date Patterns*.

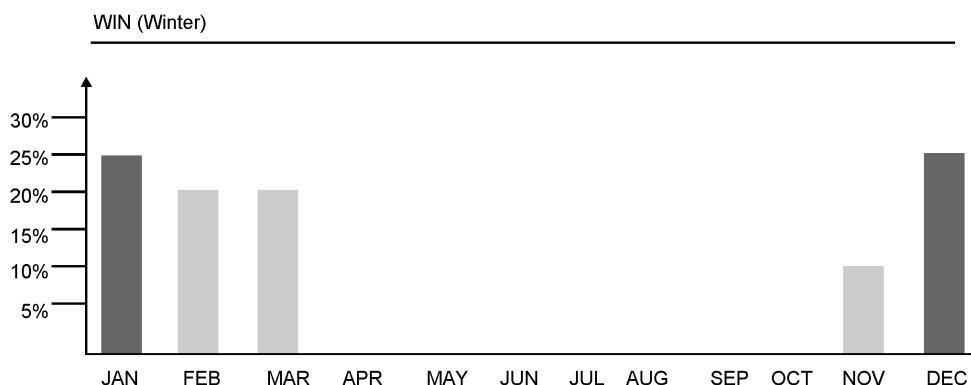
### Examples: Budget Patterns

The following examples illustrate three different budget patterns and the associated codes that are used to spread annual budget amounts.

#### Seasonal Pattern

A sports shop creates a seasonal pattern code called WIN to identify percents for revenues and expenses for its winter ski equipment. The shop allocates budget amounts to the winter months because there is little activity for ski equipment in the summer months.

The WIN pattern code might appear as follows:

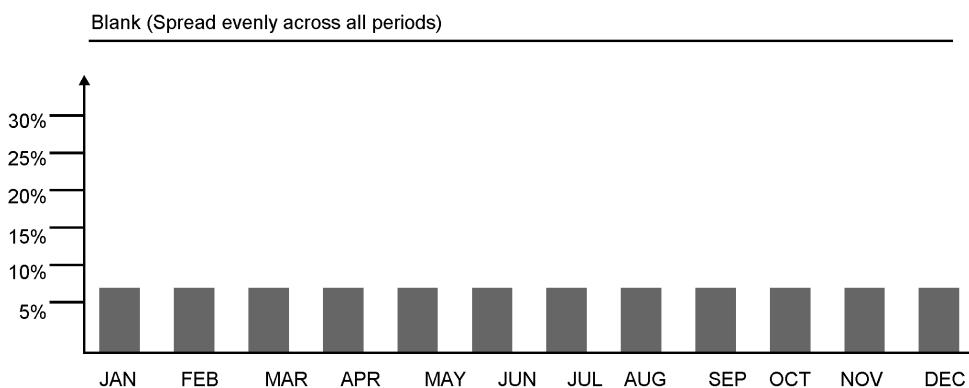


The sports shop creates an annual budget amount for each applicable account and assigns the seasonal pattern code WIN to the accounts. For example, the shop enters 120,000 to an account with a WIN pattern code.

The sports shop runs the program to spread the amounts among the periods. Based on the percentages in the WIN budget pattern code, the system spreads 12,000 to November (10 percent), 30,000 each to December and January (25 percent), and 24,000 each to February and March (20 percent).

### **Default Pattern**

A coffee shop sells its products evenly throughout the year. It does not need to create a seasonal pattern code to identify percentages for revenues and expenses. The default (a blank budget pattern code) spreads the annual budget evenly across periods.



The coffee shop enters an annual budget amount of 120,000 for an account and leaves the budget pattern code blank.

The coffee shop runs the program to spread the amounts among the periods. The program identifies the total number of accounting periods set up for the company as 12. The program assigns a budget amount of 10,000 (1/12 or 8.33 percent) to each period.

### **Do Not Spread Pattern**

A company has an account with no predictable budget pattern, although the company spreads amounts for other accounts. The company enters an annual budget for the unpredictable account and assigns a budget pattern code of DNS (Do Not Spread) to that account.

When the company runs the program to spread annual amounts among the periods, the program bypasses the account coded DNS.

### **See Also**

- Working with Annual Budgets*

## **Creating Budget Pattern Codes**

You can specify the percent of the annual budget to be spread to each period with budget pattern codes. For each business year, you can use Revise Seasonal Patterns to:

- Create an unlimited number of seasonal pattern codes

- Spread amounts equally across the number of periods
- Bypass spreading amounts

If your company rarely needs to spread an annual budget equally among the months, you can use the blank code to identify a seasonal pattern code that you frequently use, which speeds data entry of that code.

### ► To create budget pattern codes

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*From the Account Budgeting menu (G14), choose Revise Seasonal Patterns.*

1. On Work with Budget Patterns, click Add.

Budget Pattern	WIN	Winter Pattern Code	
Percent			
Period 01	20	Period 08	
Period 02	30	Period 09	
Period 03	20	Period 10	
Period 04		Period 11	10
Period 05		Period 12	20
Period 06		Period 13	
Period 07		Period 14	
Total			

2. On Revise Budget Pattern, complete the following field:
3. Complete the following field for each period that applies, and then click OK:

After you complete these steps, follow the steps to assign budget pattern codes.

## Assigning Budget Pattern Codes

After you create budget pattern codes, assign them to the accounts to which they apply. You can assign codes at different times and in different ways.

During any cycle of the annual budget process, you can assign budget pattern codes by choosing a budget cycle by business unit. You can also assign codes by account. The process is the same.

An alternative to individually assigning budget pattern codes is to make global assignments to groups of accounts within a company or within a business unit. Use Budget Pattern Change to do this procedure. You must do the following tasks:

- Make these assignments before entering the annual budget amounts.
- Plan to spread your annual budget amounts among the periods.

This program overrides do not spread (DNS) codes that were previously assigned.

The system updates assigned codes in the Account Master table (F0901).

#### **► To assign budget codes during budget entry**

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*From the Account Budgeting menu (G14), choose Requested by Business Unit, Approved by Business Unit, or Final by Business Unit.*

1. On Work with Budgets, locate the company or business unit by completing the following field:
2. Complete the following optional fields:
3. Click Find.
4. Choose a business unit and click Select.
5. On Budget by Business Unit, complete the following fields and click OK:

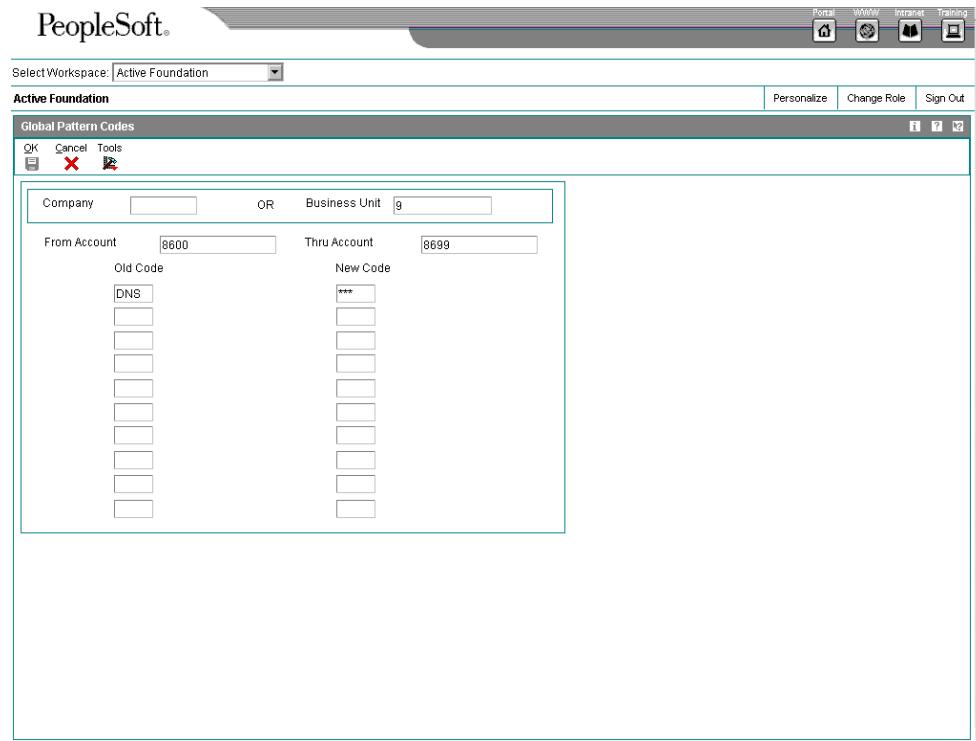
#### **► To assign budget codes to groups of accounts**

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*From the Account Budgeting menu (G14), choose Budget Pattern Code Change.*

You can globally assign budget pattern codes to accounts within a company or within a business unit.

The codes shown in the following form sample change the budget pattern code from DNS to blank on all object and object.subsidiary accounts that are associated with business unit 9.



1. On Global Pattern Codes, complete one of the following fields:
2. Complete the following optional fields:
3. Complete the following fields and click OK:
  - Old Code
  - New Code

Three asterisks (\*\*\* ) represent a blank value. You can enter asterisks in the Old Code field to change a blank value to a new value. You can also enter asterisks in the New Code field to change an existing value to a blank value.

Enter one asterisk (\*) in the Old Code field to change all of the old budget pattern codes to the value that you enter in the New Code field.

## Working with Annual Budgets

Using the annual budget method saves time when enter budget amounts for each accounting period but still provides detailed amounts by period. You enter and revise a budget based on annual amounts. The system distributes or spreads the annual amounts among accounting periods according to budget patterns that you define.

You can organize your annual budget in either of the following ways:

<b>By business unit</b>	This type of entry creates a budget for accounts that are associated with a specific organizational unit, such as a department or warehouse.
<b>By account</b>	This type of entry crosses business units and company boundaries. For example, you create a budget for salary and wage accounts across all business units.

### Before You Begin

- Decide whether to budget by business unit or by account across all business units.

### Entering Annual Budget Amounts

You can enter annual budget amounts that consist of amounts as well as units.

Depending on your business needs, you can use three budget cycles:

- Requested budget (cycle 1). You enter the initial budget amount, which the system copies to the approved and final amount.
- Approved budget (cycle 2). You enter or change the approved budget amount, which the system copies to the final amount. The requested amount, if one exists, remains unchanged.
- Final budget (cycle 3). You enter or change the final amount. Any requested and approved amounts remain unchanged.

Using different cycles provides an informal audit trail. Because the system carries amounts forward to the next cycle, using more than one cycle might require little or no additional time.

You define the cycle that you will use for current entries in a processing option. You can use an option on the form to change to a different cycle during budget entry.

The system updates annual budget amounts in the Account Balances table (F0902) by cycle, as follows:

- BREQ - Requested budget amount
- BAPR - Approved budget amount
- BORG - Final budget amount

### Example: Using Annual Budget Cycles

The budget in this example uses all three cycles. The processing is as follows:

<b>Requested (cycle 1)</b>	Update requested budget, approved budget, and final budget.
<b>Approved (cycle 2)</b>	Update approved budget and final budget.
<b>Final (cycle 3)</b>	Update final budget.

The following chart shows how the system updates amounts during each cycle:

Account Balances Table				
	Requested (BREQ)	Approved (BAPR)	Final (BORG)	
Cycle 1 <b>You Enter</b>	7000	7000	7000	The system updates Requested, Approved, and Final
Cycle 2 <b>You Enter</b>		6000	6000	The system updates Approved and Final
Cycle 3 <b>You Enter</b>			5000	The system updates Final, which represents the annual amount to be spread.

### Spreading Annual Amounts to Periods During Budget Entry

While you are entering the annual budget amounts, the system can spread the amounts interactively to period amounts based on the budget pattern code for the account.

Spreading accounts during budget entry, either by business unit or by account, works as follows:

- You activate the Show Periods option at the start of the budget entry.
- When you finish entering a line, the system spreads the amount among the periods. Alternatively, to selectively spread an amount, use the Spread option from the Row menu.
- To vary the results, you can make changes such as the following items without leaving budget entry:
  - Change the rounding increment and balancing method that are specified in the processing options.
  - Enter different annual amounts for the same or a different cycle.

You cannot enter an annual budget amount for an account if either of the following is true:

- The posting edit code is N (no posting) or I (inactive).
- The budget pattern code DNS was set in detailed (period) budget entry.

#### ► To enter annual budget amounts by business unit

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*From the Account Budgeting menu (G14), choose Requested by Business Unit.*

1. On Work with Budgets, locate a business unit by completing the following field:
2. Verify and correct the following required fields as necessary:
3. To budget by subledger, complete the following optional fields:

4. Click Find.
5. Choose a business unit and click Select.
6. On Budget by Business Unit, click the following option to display the period amounts:
7. Verify that the appropriate budget cycle option is selected:
8. Complete the following optional field:
9. Complete one of the following fields as appropriate for the budget cycle:  
When you move the cursor to the next row with Show Periods on, the system spreads the amount among the fields for the accounting periods.
10. To change processing option settings interactively, choose Options from the Form menu, and complete one or more of the following fields:
11. To save your entries, click OK.

**The system saves the amounts that you entered. It also saves the period amounts that result from spreading. To exit without saving the entered and spread amounts, click Cancel.**

#### ► **To enter annual budget amounts by account**

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*From the Account Budgeting menu (G14), choose Requested by Account.*

1. On Work with Budget Accounts, locate all of the accounts or a group of accounts by completing the following fields:
2. Complete the following optional fields:
3. Click Find.
4. To begin with a specific object/subsidiary, choose it and click Select.
5. On Budget by Account, click the following option to display the period amounts:
6. Verify that the appropriate budget cycle option is selected:
7. Complete the following optional field:  
When you move the cursor to the next row with Show Periods on, the system spreads the amount among the fields for the accounting periods.
8. Complete one of the following fields as appropriate for the budget cycle:
9. To change processing option settings interactively, choose Options from the Form menu and complete one or more of the following fields:
10. To save your entries, click OK.

**The system saves the amounts that you entered. It also saves the period amounts that result from spreading. To exit without saving the entered and spread amounts, click Cancel.**

## **Reviewing Budget Worksheets**

*From the Account Budgeting menu (G14), choose Budget Worksheet.*

To review a printed version of your requested, approved, and final budgets, you can do the following tasks:

- Specify the level of detail, fiscal years to compare, report format, and how the system performs the calculations and totals the amounts.

- Print the report for selected companies, business units, and business unit category codes.
- Consolidate information if you have a consistent account structure and level of detail across all companies and business units.

The data sequence in the version of the report that you use is the key to consolidating information.

The program uses the FSxx series of AAIs to determine where to print interim totals. Some examples are:

- FS04 - Gross margin
- FS05 - Operating income
- FS99 - Net income (loss)

Change budget information in either of two ways:

- Enter or change annual budget amounts using the appropriate cycle.
- Enter or change period amounts with the Detailed Budget Amount function.

See *Entering Annual Budget Amounts* and *Entering Detailed Budget Amounts* for more information.

Depending on how you set the processing options, the Budget Worksheet report provides:

<b>Comparisons</b>	Comparisons of amounts for any level of detail: <ul style="list-style-type: none"> <li>• Ledger type AA (actual amounts) for the prior year</li> <li>• Actual and projected amounts for the current year</li> <li>• Actual and budget year-to-date amounts for the current year and actual year-to-date amounts for prior years</li> </ul>
<b>Projections</b>	Calculated balances for the year end: <ul style="list-style-type: none"> <li>• Actual amounts plus the remaining budget</li> <li>• Remaining budgets</li> <li>• Actual amounts divided by the percentage complete (for job cost)</li> </ul>
<b>Variances</b>	Percentages of difference or change between actual amounts and budget amounts with the calculation based on projected budget amounts

In addition, use the Budget Worksheet report to estimate the annual budget for the next year. For example, you can print the actual amounts from the previous year and the projected amounts for the current year, and leave the annual budget amount columns blank to make manual entries.

## See Also

- ❑ *R14113, Budget Worksheet* in the *Reports Guide* for a report sample
- ❑ *Printing Consolidated Financial Reports* for more information about consolidations
- ❑ *Understanding AAIs for General Accounting*

## What You Should Know About Processing Options

**Signs** The program uses the GLGx series of AAs to determine whether the liabilities and expense accounts print with a negative sign. Some examples are:

- GLG8 - Beginning cost of goods
- GLG13 - Beginning other expense

## Data Selection and Sequence for the Budget Worksheet Report

You must specify the range of object accounts on the data selection form. If you post to the Account Balances table by currency, select a specific currency code or all currency codes.

This report prints totals and starts new pages based on the data item immediately preceding the object account in the data sequence. You can use the following data items in the data sequence:

- Company
- Business unit category codes 1-30
- Account master category codes 1-23
- Business unit
- Object account (required)
- Subsidiary account (required)

Always include the object account and subsidiary account. If you do not specify a company or business unit as the first item in the sequence, the system uses the current fiscal period for company 00000.

To print a report for a business unit, or one that consolidates all business units or companies, enter the data sequence as follows:

<b>Business unit report</b>	Business unit, object account, subsidiary account
<b>Business unit consolidation</b>	Company, object account, subsidiary account
<b>Company consolidation</b>	Object account, subsidiary account

### Caution

If you change the data sequence, a sequence other than one of the above sequences can have unpredictable results.

## Spreading Annual Amounts to Periods

*From the Account Budgeting menu (G14), choose one of the budget entry selections or choose Spread Annual to Periods.*

While you are entering budget data, you can turn on the Show Periods option to display amounts that the system spreads to accounting periods as you complete each entry line. Alternatively, you can selectively spread amounts using the Spread option from the Row menu.

Sometimes, however, using a batch program to spread amounts might be faster or more convenient. For example, you might use the Spread Annual to Periods program because you have many amounts to spread in the following situations:

- You upload annual budget amounts from one or more spreadsheets.
- You set up a blank budget pattern code with percentages or change the existing percentages, and you want to update the spread for all accounts.

All of the methods for spreading amounts use the budget pattern code that is assigned to each account to determine how to spread the amount, as follows:

<b>Seasonal budget pattern code</b>	The program spreads the annual amount according to the percentages and periods that you specified for the code.
<b>Blank budget pattern code</b>	The program spreads the annual budget amount for the account equally among the periods. For example, for a 12-month calendar year, the program assigns 1/12 (8.33 percent) to each period. If your company changes the meaning of the blank budget pattern code, the program divides the annual amount by the percentages that you specify.
<b>DNS budget pattern code</b>	The program does not spread the amounts for accounts with this code. If you change one or more of the period amount fields, the program changes the code to DNS.

If the budget pattern code is DNS, the system checks the Ledger Type Master File table (F0025) to identify the spreading instructions for the ledger type. You cannot spread AA and AU ledger types.

The spread programs use information from the Budget Patterns (F1401), Account Master (F0901), and Account Balances (F0902) tables. These programs update the Account Balances table.

You can recalculate spread amounts as many times as you need to do so. You can change the amounts that the programs spread to periods by entering detailed budget amounts.

Using processing options, you control how the spread program rounds amounts.

This program does not produce a report. You can use the Detailed Budget by Account program to see how the system has spread the amounts.

#### See Also

- Entering Annual Budget Amounts*
- Working with Budget Patterns*
- Setting Up Constants for General Accounting*
- Entering Detailed Budget Amounts*

#### Data Sequence for Spread Annual to Periods (R14801)

Do not change the data sequence.

### Reviewing Budget Comparisons Online

Comparing amounts from two ledgers is especially helpful when you need to review budget and actual amounts (AA and BA ledger types), and analyze budget variances.

You control the level of detail. You can also compare ledger types from different fiscal years or specific G/L dates.

Use processing options to define:

- Which two ledger types to compare
- Additional ledger types to include
- How the system calculates the differences between the two ledger types
- Whether you want balances for a specific subledger and subledger type, or currency code

Online comparisons show information from the Account Balances table (F0902).

This program uses the following two AAIs:

- GLG6 - Beginning Revenue
- GLG12 - Ending Profit and Loss

The program uses these AAIs to distinguish Balance Sheet accounts from Income Statement accounts so that the correct cumulative balance is calculated. Balance Sheet accounts include the prior year cumulative amount in the cumulative balance. Income Statement accounts do not include this beginning balance amount.

#### ► To review budget comparisons online

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*From the Account Budgeting menu (G14), choose On-Line Budget Comparison.*

After you spread annual budget amounts to the periods, you can compare actual amounts to budget amounts.

The screenshot shows the 'On-Line Budget Comparison - [Trial Balance / Ledger Comparison]' window. The interface includes a toolbar with icons for Select, Find, Close, Seg..., New..., Dis..., Abo, Links, Accou..., OLE..., and Internet. Below the toolbar, there are several input fields: 'Skip to Account' (9.5000), 'Level Of Detail' (9), a checked checkbox for 'Period / Date', 'Ledger Type 1' (BA, USD, Budget Amount), 'Thru Period 1' (6), 'Ledger Type 2' (AA, USD, General Ledger), 'Thru Period 2' (6), and 'Currency Code'. The main area is a table with the following data:

Account Description	Budget Amount Period Balance	General Ledger Period Balance	Variance Period Balance	Period % Variance
Corporate Administration				
General and Administrative				
Administrative Salaries				
Salaries and Wages				
Regular Pay	75,000.00	90,000.00	15,000.00-	20.00
Regular Pay- Managers	8,500.00		8,500.00	100.00
Overtime Pay	50,000.00		50,000.00	100.00
Commissions	10,600.00		10,600.00	100.00
Miscellaneous Pay				
Salaries and Wages	144,100.00	90,000.00	54,100.00	37.5%
Employee Benefits	24,000.00	9,000.00	15,000.00	62.5%

1. On Trial Balance / Ledger Comparison, complete the following field:
2. To limit the information displayed, complete the following fields:

3. If the business unit is in a company for which you post account balances by currency, complete the following field to further limit the information:
4. Click Find.

#### **See Also**

- Reviewing Trial Balances and Ledger Comparisons* for more information about this program

## **Entering Detailed Budget Amounts**

Even if you do most of your budgeting on an annual basis, you might need to perform the following tasks:

- Setting up budgets by periods for specific accounts that have no predictable seasonal pattern
- Changing the results that were created by the Spread Annual to Periods program
- Reviewing budget amounts by period both before and after annual budgets are spread

You can enter budget amounts for each period for each account. When you use this method of entering budget amounts, the system does not create records in the Account Ledger table (F0911). Instead, it updates the following items:

- Final budget (BORG) and net posting amounts in the budget ledger records of the Account Balances table (F0902)
- Budget pattern code in the Account Master table (F0901) to DNS

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### **► To enter detailed budget amounts**

*From the Account Budgeting menu (G14), choose Detailed Budget By Account.*

You might need to enter budget amounts by period.

1. On Work With Budget Accounts, complete the following field:
2. Verify and correct as necessary the following fields:
3. Complete the following optional fields:
4. Click Find.
5. On the detailed chart of accounts, choose an account number and click Select.
6. On Detailed Budget by Account, complete the following field for each date as necessary, and then click OK:
  - Budget Amount

When you enter amounts on Detailed Budget by Account, the system updates the account with a budget pattern code of DNS. This code ensures that the spread program does not overwrite the amounts that you enter.

You can enter the monthly amounts on Budget by Business Unit instead of using Detailed Budget by Account. With the Show Periods option turned on, each period appears as a column in the detail area.

#### **See Also**

- Entering Annual Budget Amounts* for the processing options that apply to the Work with Budgets form

## **Managing Budget Overages**

Before you post transactions to an account, you might want to verify that the actual and planned expenditures are within budget. For example, assume that you have entered a batch of vouchers. Before posting the batch, you want to see whether the totals in the affected accounts exceed the budget.

*From the Account Budgeting menu (G14), choose G/L Budget Checking Report.*

You can run the G/L Budget Checking Report program to identify any transactions that will create budget overages. The appropriate person in your organization can then approve the expenditures, or notify the affected departments to change or delete transactions for these accounts before posting.

This program selects unposted records from the Account Ledger table (F0911). It bases calculations on information in the Account Balances table (F0902). Using a predefined formula, the program:

- Calculates the available budget for each specified account or level of detail
- Adds new, unposted transactions to posted totals
- Determines whether posting new transactions creates a total that exceeds the budget
- Generates an exception report that lists the unposted transactions in the Account Ledger table that will cause budget overages

This program does not update any tables. The exception report is for information only. It is sequenced by company, account, and detail.

The program performs this calculation:

Primary ledger - (second ledger + third ledger)

Using the default ledgers, the calculation is BA - (PA + AA), or:

Budget Ledger - (Encumbrance Ledger + Actual Ledger)

You can substitute other ledgers for the default ledgers in processing options. You also choose the level of detail that is used for accumulating the balances and the calculation method to determine the total budget amount.

The calculation for the budget variance includes any vouchered amounts already encumbered by purchase orders. If a vouchered amount that is encumbered by a purchase order appears in the actual ledger as an unposted amount, the system does not count it twice.

#### **See Also**

- Example: G/L Budget Checking Calculation*
- Amounts and Encumbrances*

## Before You Begin

- Run this program during off-peak hours, if possible. The number of records in the Account Ledger table might require significant processing time.

## See Also

- R14115, G/L Budget Checking Report* in the *Reports Guide* for a report sample

### Example: G/L Budget Checking Calculation

The following ledgers contain these totals for the account 3.8605:

- BA (budget amount) for the year: 1000
- PA (encumbered amount) balance to date: 320
- AA (actual amount) balance to date: 420
- $1000 - (320 + 420) = 260$ , the available (remaining) budget

If any unposted transaction in the Account Ledger table causes the account to exceed the available budget amount of 260, the transaction is listed on the report.

## Amounts and Encumbrances

No budget amount	If an account has no record in the budget (primary) ledger, the program assumes that the budget is zero. It subtracts the amounts from the second and third ledgers, resulting in a negative amount on the exception report.
Encumbrances	These budgeted amounts have commitments or contracts (such as through purchase orders). Encumbrances are also called commitments.
Foreign currency amounts	Budgeted amounts are in the domestic currency only. Therefore, the program does not select transactions from the CA (foreign currency) ledger in the Account Ledger table.

## What You Should Know About Processing Options

Processing options for level of detail	<p>The program accumulates all of the account records from the Account Ledger table that can roll into the available budget.</p> <p>The analysis of accounts occurs at a level no higher than the designated level of detail. For example, if you specify the level of detail as 5, the program assumes that all of the budgets are at a level no higher than 5. The exception is level 9. When you specify level 9, the analysis of accounts includes all accounts.</p>
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## Working with Journalized Budgets

Although most organizations do not need a formal audit trail for budgeting, some do. For example, construction companies use cost accounting, and governmental agencies record supplemental appropriations for the original budget. For these organizations, journalized budgets provide a formal audit trail.

Budget entries for a journalized budget are the same as journal entries. You create the budget by entering budget amounts as journal entries, which you then review and post like other journal entries.

The system updates journalized budgets in the Account Ledger table (F0911). When you post the batch, the system updates the Account Balances table (F0902).

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#### Note

The system does not update the usual budget amount fields (BREQ - requested budget amount, BAPR - approved budget amount, and BORG - final budget amount) in the Account Balances table when you use a journalized budget.

Use the Journal Entry form to change a budget that you entered as a journalized budget. Do not use the annual or detailed (period) budget method to change a journalized budget.

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#### Before You Begin

- J.D. Edwards recommends that you set up a document type, such as BX for budget journal entries, instead of using document type JE. For more information, see *Understanding General Accounting User Defined Codes*.

### Entering Journalized Budgets

To enter amounts for a journalized budget, you enter a journal entry. The only difference is that you use a budget ledger type.

Budget journal entries typically do not have to be in balance. You can determine whether your budget ledgers are required to balance by using the Ledger Type Master Setup program (P0025).

#### Before You Begin

- Specify a budget ledger type, such as BA, in the related processing option.
- Verify that you have set up your fiscal date patterns.

#### ► To enter journalized budgets

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*From the Other Budgeting Methods menu (G1421), choose Budget Entry.*

You can create a formal audit trail by creating a journalized budget.

1. On Work With Journal Entries, click Add.
2. On Journal Entry, complete the following field:
3. Follow the steps to identify a basic journal entry.
4. Complete the following field with BA:
5. Enter the budget account numbers and amounts in the detail area.

After you complete these steps, follow the steps to review and approve journalized budgets. See *Entering Basic Journal Entries* for more information.

### Reviewing and Approving Journalized Budgets

After you enter journalized budgets, review and approve them just as you would journal entries.

Budget Review updates the Batch Control Records (F0011) and the Account Ledger (F0911) tables.

Budget batches have the same batch type (G) as other journal entries.

#### ► To review and approve journalized budgets

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*From the Other Budgeting Methods menu (G1421), choose Budget Review.*

For each budget amount, follow the steps to review and approve journal entries. See *Reviewing Transaction Batches* for more information.

After you review and approve journal entries, post them.

#### See Also

- Posting Journal Entries*

### Posting Journalized Budgets

*From the Other Budgeting Methods menu (G1421), choose Post Budget Entries.*

After you review and approve journalized budgets, post them just as you would other journal entries.

The Post Budget Entries program posts batches with a batch type of G (General Accounting) and updates the Account Balances table (F0902).

### Locating Journalized Budgets

You can locate and review both posted and unposted entries for journalized budgets for a specific account or period, a selected date range, a fiscal year, or a subledger type and subledger.

Locating journalized budgets is similar to locating other journal entry transactions. The only differences are the ledger type and the document type. You can specify the ledger type in the processing option for the inquiry.

#### ► To locate journalized budgets

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*From the Other Budgeting Methods menu (G1421), choose Budget Ledger.*

Follow the steps to locate and review account ledger transactions. See *Reviewing Account Ledgers* for more information.

### Importing Budgets from a Spreadsheet

If you create budgets using a spreadsheet program, you can import the budget data directly into the Account Balances – Batch File table (F0902Z1) and then use the Upload/Conversion program (R14110) to upload them into the Account Balances table (F0902).

Before you upload your budget data into the Account Balances table, however, you should review the records to verify that the records are correct. You can use the Upload/Conversion Revisions program (P0902Z1) to review and revise the budget data.

Once you have determined that your budget data is correct, you can run the Upload/Conversion program to upload the data into the Account Balances table. If the system finds any problems with the records, it sends a message to the work center notifying you of the problem and does not update the F0902 with that record. You can use the

Upload/Conversion Revisions program to revise the record and then rerun the Upload/Revision program.

After you have determined that the budget data was loaded successfully into the Account Balances table, you can purge records from the Account Balances – Batch File table using the Processed Upload Purge program (R0902ZP).

### Before You Begin

- Create a spreadsheet of your budget information. See *Creating A Spreadsheet for Importing* for more information.
- Arrange the columns of the Upload Revisions form so that they match the columns on your spreadsheet.

### Creating a Spreadsheet for Importing

Before you import your records into the Account Balances – Batch File table (F0902Z1), you should compare the columns in your spreadsheet to those in the grid in the Upload/Conversion Revisions program (P0902Z1). You can then rearrange the columns in the grid so that they match your spreadsheet.

Your spreadsheet must contain at least an account number. No other fields are required. You can use the Account Number processing option of the Upload/Conversion Revisions program to determine which format to use for the account number. You will notice that as you change the Account Number processing option, different fields will appear on the grid to accommodate that particular account number format.

The table below describes each of the fields in the grid for the Upload Records to F0902Z1 program and how to populate the corresponding cell in your spreadsheet:

Field	How to Populate the Corresponding Cell
Account ID (AID)	Use this field only if you selected option #1 in the Account Number processing option for Upload/Conversion Revisions. Enter the 8-digit system-assigned short account ID. Make sure to enter all 8 digits, using the leading zeros if applicable.
Free Form Account Number (ANS)	Use this field only if you selected option #2 in the Account Number processing option for Upload/Conversion Revisions. This is commonly referred to as the “third account number” and is typically used to enter the account number from a prior system. No limitations exist for the characters that you can use—for example, (.) and (–) are acceptable.
Account Number (ANI)	Use this field only if you selected option #3 in the Account Number processing option for Upload/Conversion Revisions. Enter the entire account number, including Business Unit, Object Account, and Subsidiary (if applicable).
Business Unit (MCU)	Use this field (in conjunction with Object Account and Subsidiary) only if you selected option #4 in the Account Number processing options for Upload/Conversion Revisions. Enter the number of the business unit.
Object Account (OBJ)	Use this field (in conjunction with Business Unit and Subsidiary) only if you selected option #4 in the Account Number processing options for Upload/Conversion Revisions. Enter the object account number.

<b>Subsidiary</b>	Use this field (in conjunction with Business Unit and Object Account) only if you selected option #4 in the Account Number processing options for Upload/Conversion Revisions. Enter the subsidiary of the account.
<b>Subledger (SBL)</b>	Enter the value of the subledger for the account. This value is 8 alphanumeric characters.
<b>Subledger Type (SBLT)</b>	Enter the value of the subledger type for the account. This value is 1 alphanumeric character.
<b>Net Posting 01 (AN01)</b>	Use this field if you want to import budgets by period. Enter the budget amount for period 1.  This value is 15 numeric characters .
<b>Net Posting 02 (AN02)</b>	Use this field if you want to import budgets by period. Enter the budget amount for period 2.  This value is 15 numeric characters.
<b>Net Posting 03 (AN03)</b>	Use this field if you want to import budgets by period. Enter the budget amount for period 3.  This value is 15 numeric characters.
<b>Net Posting 04 (AN04)</b>	Use this field if you want to import budgets by period. Enter the budget amount for period 4.  This value is 15 numeric characters.
<b>Net Posting 05 (AN05)</b>	Use this field if you want to import budgets by period. Enter the budget amount for period 5.  This value is 15 numeric characters.
<b>Net Posting 06 (AN06)</b>	Use this field if you want to import budgets by period. Enter the budget amount for period 6.  This value is 15 numeric characters.
<b>Net Posting 07 (AN07)</b>	Use this field if you want to import budgets by period. Enter the budget amount for period 7.  This value is 15 numeric characters.
<b>Net Posting 08 (AN08)</b>	Use this field if you want to import budgets by period. Enter the budget amount for period 8.  This value is 15 numeric characters.
<b>Net Posting 09 (AN09)</b>	Use this field if you want to import budgets by period. Enter the budget amount for period 9.  This value is 15 numeric characters.
<b>Net Posting 10 (AN10)</b>	Use this field if you want to import budgets by period. Enter the budget amount for period 10.  This value is 15 numeric characters.
<b>Net Posting 11 (AN11)</b>	Use this field if you want to import budgets by period. Enter the budget amount for period 11.  This value is 15 numeric characters.
<b>Net Posting 12 (AN12)</b>	Use this field if you want to import budgets by period.

	Enter the budget amount for period 12. This value is 15 numeric characters.
<b>Net Posting 13 (AN13)</b>	Use this field if you want to import budgets by period. Enter the budget amount for period 13. This value is 15 numeric characters.
<b>Net Posting 14 (AN14)</b>	Use this field if you want to import budgets by period. Enter the budget amount for period 14. This value is 15 numeric characters.
<b>Original/Beg Budget (BORG)</b>	Use this field if you want to import annual budgets. This value is 15 numeric characters.
<b>Prior Year Net Postings (APYN)</b>	Use this field if you want to enter a prior year posting for this account. This value is 15 numeric characters.
<b>Week to Date Net Postings (AWTD)</b>	Use this field if you use 52 period accounting. This value is 15 numeric characters.
<b>Approved Budget (BAPR)</b>	Use this field if you want to import annual budgets. This value is 15 numeric characters.
<b>Requested Budget (BREQ)</b>	Use this field if you want to import annual budgets. This value is 15 numeric characters.
<b>Beg Balance/PYE Forward (APYC)</b>	Use this field if you want to import a beginning balance for this account. This value is 15 numeric characters.

The following fields in the grid are populated by the system and, therefore, do not need to exist in your spreadsheet:

- Century (CTRY)
- Company (CO)
- Date Updated (UPMJ)
- Fiscal Year (FY)
- Budget Memo Change (POU)
- Commitment Memo Changes (TKER)
- % Cmp (PC)

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#### Note

The system will populate the Currency Code Denominated field (CRCX) with the currency of the company to which the accounts belong. The Currency Code From field (CRCD) is typically left blank for budget ledgers.

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Other guidelines for your spreadsheet include the following:

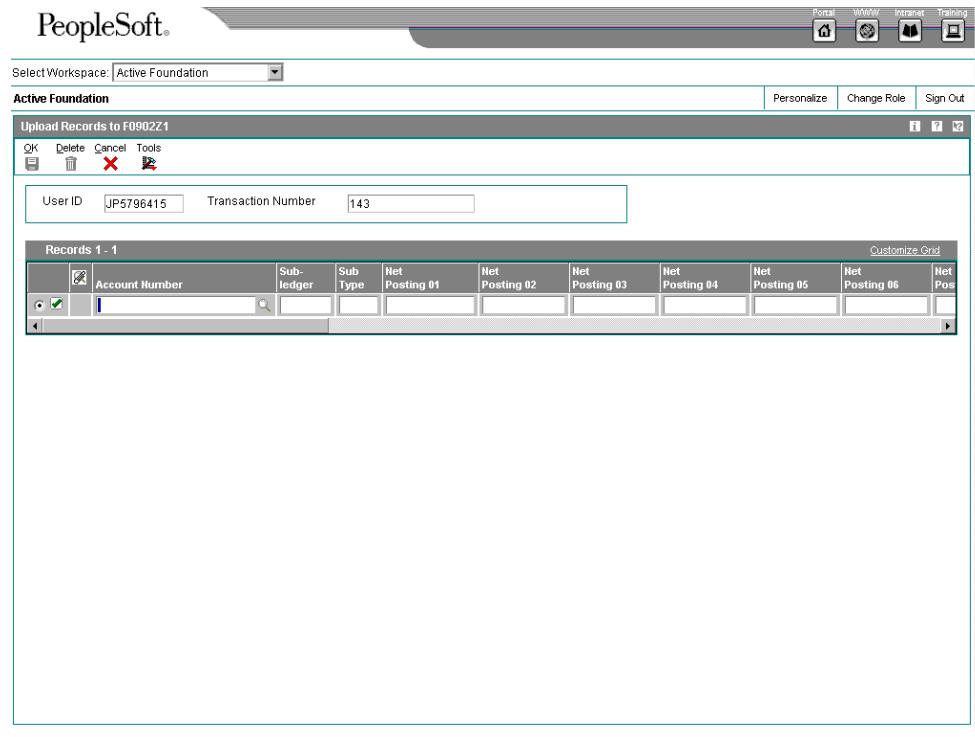
- Each field in the spreadsheet should not exceed the maximum number of characters shown in the above table, but it may contain fewer.
- Amount fields can include decimal points.
- If you use a minus sign, it must be the first character to the left of the leftmost number.

#### ► To import budgets from a spreadsheet

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*From the Other Budgeting Methods menu (G1421), choose Upload/Conversion Revisions.*

1. On Work With Batch Account Balances, choose Upload Records from the Form menu.



2. On Upload Records to F0902Z1, right-click in the grid to display the pop-up menu.
3. From the Import menu, choose a third-party application.
4. On Open, complete the following fields:
  - File Name
  - Specify a range of cells to import
  - Specify a worksheet name from which to import
5. If necessary, complete the following fields:
  - Files of type

- Establish a Hot Link
6. Click Open to send the budget data to the grid.
  7. Review your budget data in the grid.
  8. Click OK.

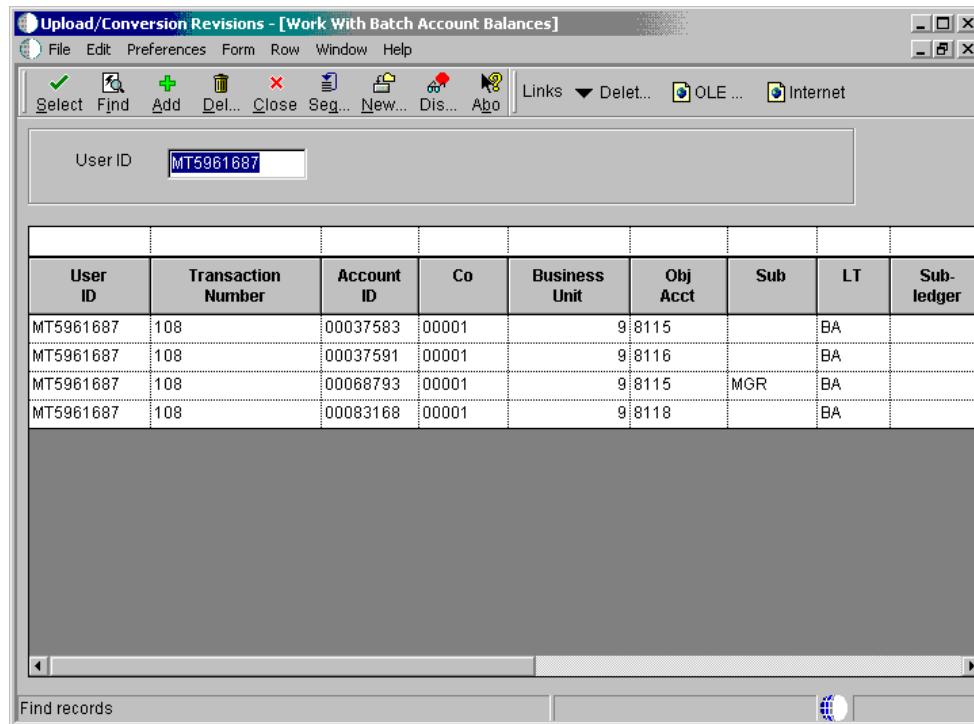
## Reviewing Budget Data

After you import your budget data from your spreadsheet into the Account Balances – Batch File table (F0902Z1), you might want to review the records for accuracy before uploading them to the Account Balances table (F0902). For example, you might want to verify that the records contain the correct account numbers and amounts. Use the Upload/Conversion Revisions program (P0902Z1) to review your records.

### ► To review budget data

---

*From the Other Budgeting Methods menu (G1421), choose Upload/Conversion Revisions.*



1. On Work With Batch Account Balances, either click Find to display data uploaded by all users or complete the following field to display data uploaded by only one user and then click Find:
2. Choose the row to be reviewed and click Select.
3. On Revise Batch Account Balances, review fields as needed and click OK.

## Revising Budget Data

When you run the Upload/Conversion program (R14110), the report might indicate that some of the records ended in error. For example, you might have some records with invalid account numbers. To ensure the integrity of your Account Balances table (F0902), you must correct these errors before the Upload/Conversion program will upload the records to the Account Balances table.

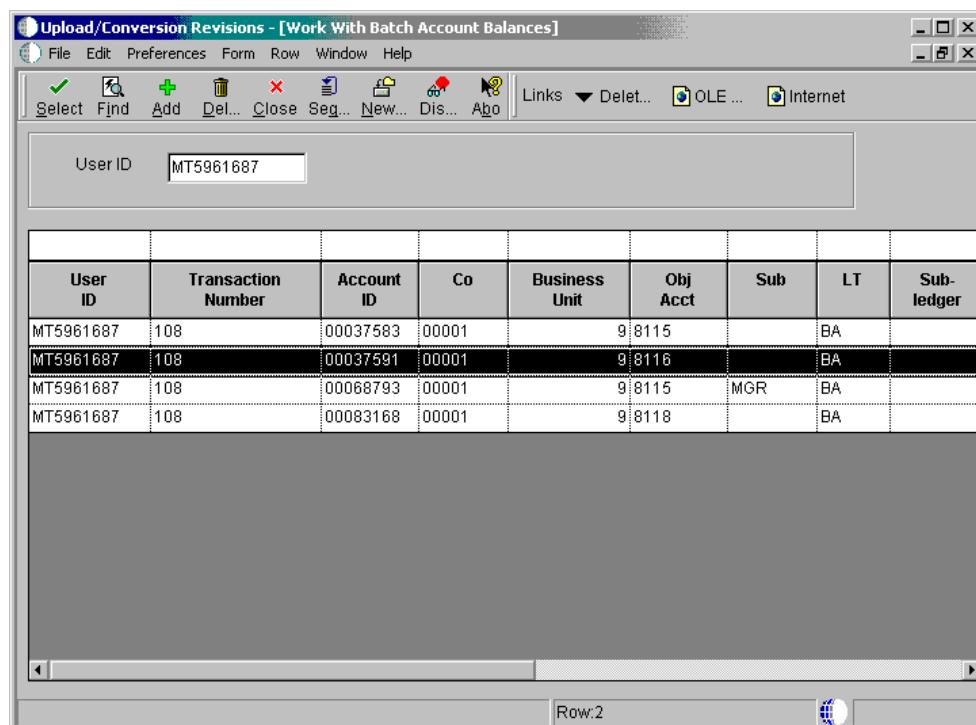
These errors are written to a workflow message in the Employee Work Center. Review the messages in the work center and then revise the records accordingly, using the Upload/Conversion Revisions program (P0902Z1).

See *Reviewing Messages in the Employee Work Center* for more information.

### ► To revise budget data

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*From the Other Budgeting Methods menu (G1421), choose Upload/Conversion Revisions.*



1. On Work With Batch Account Balances, either enter a value in the User ID field or any field in the QBE line to narrow your search, or leave all fields blank to search all records in the Account Balances – Batch File table (F0902Z1).
2. Click Find.
3. Choose the row to be revised and click Select.

**Upload/Conversion Revisions - [Revise Batch Account Balances]**

OK	Cancel	Delete	Links	Display	OLE	Internet
Account Number <input type="text" value="9.8116"/> CO <input type="text" value="00001"/>						
Subledger/Type <input type="text"/>		Ledger Type <input type="text" value="BA"/>	Batch Status <input type="text"/>			
Net Posting 01	<input type="text" value="50,000.00"/>	Net Posting 06	<input type="text" value="50,000.00"/>	Net Posting 11	<input type="text" value="50,000.00"/>	
Net Posting 02	<input type="text" value="50,000.00"/>	Net Posting 07	<input type="text" value="50,000.00"/>	Net Posting 12	<input type="text" value="50,000.00"/>	
Net Posting 03	<input type="text" value="50,000.00"/>	Net Posting 08	<input type="text" value="50,000.00"/>	Net Posting 13	<input type="text"/>	
Net Posting 04	<input type="text" value="50,000.00"/>	Net Posting 09	<input type="text" value="50,000.00"/>	Net Posting 14	<input type="text"/>	
Net Posting 05	<input type="text" value="50,000.00"/>	Net Posting 10	<input type="text" value="50,000.00"/>			
PYE Net Posting <input type="text"/>		Balance FWD <input type="text"/>				
Budget Amounts						
Requested <input type="text"/>	Approved <input type="text"/>	Final/Original <input type="text"/>				

- On Revise Batch Account Balances, review or correct fields as needed and click OK.

## Deleting Budget Data

While you are in the process of importing your budget data, you might want to delete records from the Account Balances – Batch File table (F0902Z1), regardless of whether they have been successfully processed. You can use the Upload/Conversion Revisions program (P0902Z1) to delete records from the Account Balances – Batch File table.

You can either delete all records that appear in the table or you can enter criteria in the QBE line and the system will delete only those records that meet the criteria.

### ► To delete budget data

*From the Other Budgeting Methods menu (G1421), choose Upload/Conversion Revisions.*

- On Work With Batch Account Balances, click Find.
- If you want to delete all records, choose Delete All from the Form menu. If you want to delete only certain records, enter search criteria in the QBE line, click Find, and then choose Delete All from the Form menu.
- On Confirm Delete All, click OK to confirm delete.

## Uploading Budget Data to the Account Balances Table

From the Other Budgeting Methods menu (G1421), choose Upload/Conversion.

After you have reviewed your budget data in the Upload/Conversion Revisions program (P0902Z1) and determined that it is correct, run the Upload/Conversion program (R14110) in proof mode. In proof mode, the system might identify errors that you must correct before you can complete the upload. These errors are written to a workflow message in the Employee Work Center.

Examples of possible errors include:

- Account numbers not set up in the Account Master table (F0901)
- Invalid subledgers or subledger types
- Fiscal date patterns not set up for the fiscal year
- Invalid ledger types

To upload, you must correct the errors and run the program in final mode.

Use the Upload/Conversion Revisions program (P0902Z1) to interactively correct errors in the Account Balances – Batch File table (F0902Z1). For more information, see *Revising Budget Data*. J.D. Edwards suggests that you then rerun the Upload/Conversion program in proof mode. When the resulting report is free of errors, run Upload/Conversion in final mode.

You set processing options to control the upload process. For example, you can:

- Specify an annual budget upload instead of uploading the periodic amounts (the default value). If you do this, also specify the type of budget (requested, approved, or final) to which the system will add all periodic amounts.
- Add uploaded amounts to the existing amounts in the Account Balances table (F0902). The default option replaces the amounts in the Account Balances table with the uploaded amounts for all matching account numbers.
- Reverse the sign of the amounts in all revenue accounts.
- Indicate that you would like the system to automatically purge the records from the Account Balances – Batch File table after processing.

In final mode, the program prints the report and uploads the fields to the Account Balances table. For each record that the program successfully uploads, it updates the Batch Status field to D (done or posted) in the Account Balances – Batch File table. The program bypasses any records that contain errors.

For detailed budgets by period, the program in final mode sets the budget pattern code to DNS (Do Not Spread) for the corresponding accounts in the Account Master table (F0901).

## Processing Options for Upload Conversion (R14110)

### Period Tab

These processing options define the time period that applies to the budget that you are uploading to the Account Balances table (F0902). You must enter the century and fiscal year for the budget. For example, if the budget is for fiscal year 2005, you enter 20 for the century and 05 for the fiscal year.

For information about a processing option, right-click the processing option field and choose What's This? from the menu. Or, click the processing option field and press F1.

### **Budget Cycle Tab**

These processing options determine whether the system updates the requested budget, the approved budget, or the final budget in the Account Balances table (F0902) from the budget that you are uploading. You can update one, two, or all three of these budget cycles.

You can also specify whether you are uploading annual budget amounts (Requested, Approved, and Final) or monthly budget amounts (Periods 1 through 14) to the Account Balances table.

In the Account Balances table, the data dictionary name for the Requested Budget field is BREQ, the data dictionary name for the Approved Budget field is BAPR, and the data dictionary name for the Final Budget field is BORG.

For information about a processing option, right-click the processing option field and choose What's This? from the menu. Or, click the processing option field and press F1.

### **Replace Entries Tab**

This processing option determines whether the system replaces the existing entries in the Account Balances table (F0902) with the entries from the budget that you are uploading or adds the entries from the budget that you are uploading to the existing entries in the Account Balances table.

For information about a processing option, right-click the processing option field and choose What's This? from the menu. Or, click the processing option field and press F1.

### **Reverse Sign Tab**

This processing option determines whether the system reverses the sign on amounts in revenue accounts in the budget that you are uploading to the Account Balances table (F0902). Reversing the sign means that negative numbers become positive numbers, and positive numbers become negative numbers.

In the Account Balances table, amounts in revenue accounts are negative numbers (credits). If the amounts in the revenue accounts in the budget that you are uploading are negative numbers, you *must* enter 1 in this processing option to keep them as negative numbers. If the amounts in the revenue accounts in the budget that you are uploading are positive numbers, you *must* leave this field blank. The system will change the positive numbers to negative numbers during the upload.

For information about a processing option, right-click the processing option field and choose What's This? from the menu. Or, click the processing option field and press F1.

### **Job Cost Tab**

This processing option determines whether the system updates only the monthly budget amounts (Periods 1 through 14) in the Account Balances table (F0902) from the budget that you are uploading, regardless of how you set the processing options on the Budget Cycle tab. This method is known as Job Cost budgeting.

For information about a processing option, right-click the processing option field and choose What's This? from the menu. Or, click the processing option field and press F1.

### **Mode Tab**

This processing option determines whether you run this program in proof or final mode. In proof mode, the system prints a report of the changes that would be made to the amounts in the Account Balances table (F0902) but does not update the table. In final mode, the system updates the Account Balances table and prints a report.

For information about a processing option, right-click the processing option field and choose What's This? from the menu. Or, click the processing option field and press F1.

#### See Also

- Entering Annual Budget Amounts* for more information about budget cycles
- Reviewing Budget Data and Revising Budget Data* for information about correcting errors in records

### Purging the Account Balances – Batch File Table

*From the Other Budgeting Methods menu (G1421), choose Processed Upload Purge.*

If you upload many spreadsheets to the Account Balances – Batch File table (F0902Z1), the table might become very large. To manage the size of this table, you can run a purge program.

The Processed Upload Purge program (R0902ZP) scans the table and deletes all records that have a batch status of D, which indicates that the Upload/Conversion program (R14110) has successfully uploaded the record to the Account Balances table (F0902). This program also prints a report that lists the accounts that have been deleted from the table.

Running the Processed Upload Purge program ensures that the Account Balances – Batch File table contains only budget data that is waiting to be uploaded.

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#### Caution

Before you run this program, ensure that you do not want to revise and upload any records that you previously uploaded. This program deletes all records with the batch status of D.

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## Integrity Reports

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Use integrity reports to supplement your internal balancing procedures. Integrity reports locate potential balancing problems and data inconsistencies.

#### Why You Should Run Integrity Reports

Running integrity reports helps you:

- Ensure that your system functions correctly and tables remain in balance.
- Correct any problems in a timely and efficient manner.

#### When You Should Run Integrity Reports

Integrity reports are an integral part of the system. You should run them:

- During installation
- During conversion
- Daily, if necessary

Integrity reports provide information that is current at the time you run them. That is, they have no "as of" capability. Consequently, the more often you run them, the easier it is to determine when a problem occurred.

### **What Integrity Reports Provide**

Some integrity reports are exception reports that:

- Print only discrepancies.
- Alert you to discrepancies in data among tables.

### **Types of Integrity Reports**

Two types of integrity reports are available:

- Batch header reports. Run these to locate discrepancies between the Batch Control Records table (F0011) and the Account Ledger table (F0911).
- G/L integrity reports/updates. Run these items to verify the following conditions:
  - Transactions within a company are in balance.
  - Intercompany settlement accounts are in balance.
  - Company number in the Account Master table (F0901) matches the company number in the following tables:
    - Business Unit Master (F0006)
    - Account Balances (F0902)
    - Account Ledger (F0911)
  - Accounts balance on a period-by-period basis.

### **Which Integrity Report You Should Run**

To decide which integrity report you should run, review the following list. It contains the report title, reasons you use the report, and where to find additional information.

<b>Unposted Batches</b>	Prints a list of unposted batches based on the Batch Control Records table (F0011).
<b>Transactions to Batch Headers</b>	Provides transaction level information: <ul style="list-style-type: none"><li>• Transactions without a batch header record in the Batch Control Records table</li><li>• Unposted transactions with a batch status of D (posted)</li></ul>
<b>Batch to Detail and Out-of-Balance</b>	Provides batch level information: <ul style="list-style-type: none"><li>• Locates batches posted out-of-balance.</li><li>• Deletes batch header records with no detail records.</li><li>• Updates the batch status of a batch header record to D (posted) if the detail records in the Accounts Receivable Ledger, Accounts Payable Ledger, and Account Ledger batches are posted, but the header record has an unposted status.</li></ul>
<b>Company by Batch Out-of-Balance</b>	Locates out-of-balance amounts by company within each batch.
<b>Companies in Balance</b>	Prints each company's net balance. Identifies missed intercompany settlements or adjustments posted to a prior year that are not included in the

	balance forward amounts for an account.
<b>Intercompany Accounts in Balance</b>	Locates imbalances between corresponding intercompany accounts.
<b>Accounts without Business Units</b>	<p>Provides business unit information in the Account Master table (F0901):</p> <ul style="list-style-type: none"> <li>• Locates company and business unit discrepancies in the Account Master table.</li> <li>• Updates the Account Master table from the Business Unit Master table (F0006).</li> </ul>
<b>Account Balance without Account Master</b>	Locates company and account discrepancies between the Account Master and the Account Balances tables.
<b>Transactions without Account Master</b>	Locates company and account discrepancies between the Account Ledger and Account Master tables.
<b>Account Balances to Transactions</b>	Locates imbalances on a period-by-period basis between the Account Balances table and the Account Ledger table.

## Printing Unposted Batches

*From the Integrity Reports and Updates menu (G0922), choose Unposted Batches.*

To review unposted batch transactions, print the Unposted Batches report. You should print this report on a weekly basis or prior to period-end procedures. Use this report as a reminder to:

- Post batches that have an approved status.
- Review and approve batches that are still pending.
- Research batches that are in error.

This report prints information from the Batch Control Records table (F0011) only. Thus, unposted batch transactions do not appear on this report if the batch header does not exist.

This report sorts information by batch type and then batch number.

### Abbreviated Column Headings

The report contains the following abbreviated column headings:

- App - Batch Approved for Posting
- Ty - Batch Type
- Balanced B - Balanced Batch
- Balanced J - Balanced Journal Entry

### See Also

- *R007011, Unposted Batches* in the *Reports Guide* for a report sample

## Correcting Transactions to Batch Records

To locate discrepancies between a batch record and its associated ledger transactions, use the Transactions to Batch Headers report. After you locate discrepancies, you should correct them. J.D. Edwards recommends that you run this report on a weekly basis.

After you run the report and correct any discrepancies, you can prevent future discrepancies by:

- Assigning responsibility for batch revisions to one user
- Verifying validity of conversion or interface programs

## Running the Report

*From the Integrity Reports and Updates menu (G0922), choose Transactions to Batch Headers.*

This report compares batches in the Batch Control Records table (F0011) with transactions in the following tables:

- Account Ledger (F0911)
- Accounts Payable Ledger (F0411)
- Accounts Payable Matching Document (F0413)
- Accounts Payable Matching Document Detail (F0414)
- Customer Ledger (F03B11)
- Receipts Header (F03B13)
- Receipts Detail (F03B14)

This report prints discrepancies, if any are found, but it does not update any tables.

The report prints unposted or posted transactions that do not have a matching batch record. It also prints unposted transactions with a batch record that is marked as posted (batch status D).

You can create different versions of this report to compare general ledger, accounts payable, or accounts receivable transactions to the batch records, based on the corresponding processing options.

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### Note

This report can be lengthy. For example, if a 500-line journal entry has a problem, the system prints all 500 lines.

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### Abbreviated Column Headings

The Transactions to Batch report contains the following abbreviated column headings:

- Bt Ty - Batch Type
- PC - Posted Code
- Ty - Document Type

## See Also

- Working with Batch Headers*
- Printing General Journals*
- R007021, Transactions To Batch Headers* in the *Reports Guide* for a report sample

## Data Selection

Do not enter data selection criteria for this report.

## Correcting Discrepancies

After running the integrity report, you should correct any discrepancies that the system detects. Some typical discrepancies, causes, and possible resolutions are:

<b>Missing batch header records</b>	<p>Reasons:</p> <ul style="list-style-type: none"><li>• The computer fails at any time.</li><li>• The conversion or interface programs create a batch header improperly.</li><li>• The user creates a batch header improperly.</li><li>• The user did not enter the actual number of documents in the Batch Header Revision form.</li></ul> <p>Resolutions:</p> <p>On Batch Header Revisions:</p> <ul style="list-style-type: none"><li>• Add the batch header record again. Enter information in all fields except Input Total, Batch Status, and Number of Documents Expected.</li><li>• J.D. Edwards recommends that you enter 100 or more in the Amount Entered field.</li><li>• If the actual number of documents is unknown, J.D. Edwards recommends that you enter 10 or more in the Documents Entered field. For example, if you enter only 1 and later delete a single document, the system updates the Documents Entered field to zero and deletes the batch header when you run the Correcting Out-of-Balance integrity report.</li></ul>
<b>Posted batch header record, no posted detail</b>	<p>Reason:</p> <p>The user changes a batch header record improperly to a posted status.</p> <p>Resolution:</p> <p>Change the status of the batch header record to A (approved) on Batch Header Revisions and post the batch.</p>

## Correcting Out-of-Balance Batches

You can review batches that have been posted out-of-balance. You can also remove or update batch records.

Run the Batch to Detail and Out of Balance report:

- As part of your period-end procedures
- After you purge your tables
- If posted batches appear as approved or pending

After you run the report and correct any discrepancies, you can prevent future out-of-balance postings by:

- Placing security on the Work With Batches form to prevent improper changes
- Assigning responsibility for out-of-balance posting to one user

## Running the Batch to Detail & Out of Bal Report

*From the Integrity Reports and Updates menu (G0922), choose Batch to Detail & Out of Bal.*

The Batch To Detail/Out Of Balance report:

- Updates posted batch records to batch status D when all transactions are posted
- Deletes empty batch header records
- Prints an exception report of all batches with transactions that do not net to zero

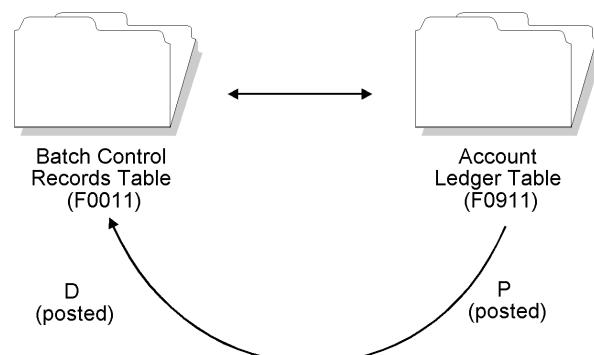
This report is the result of a two-part process:

- Batch to detail update
- Post out-of-balance verification

The batch to detail update process compares batches in the Batch Control Records table (F0011) with transactions in the following tables:

- Account Ledger (F0911)
- Accounts Payable Ledger (F0411)
- Accounts Payable Matching Document (F0413)
- Accounts Payable Matching Document Detail (F0414)
- Customer Ledger (F03B11)
- Receipts Header (F03B13)
- Receipts Detail (F03B14)

The system deletes a batch header record from the Batch Control Records table (F0011) if the number of documents entered in the batch header record is zero. If all transactions for a batch have been posted, the system updates the batch header records to D (posted).



The post out-of-balance verification process reviews the net amount (debits equal to credits) in each batch. If the net amount is not zero, the net difference--not the batch amount--prints on the report. If the amounts net to zero, the batch is in balance and does not print.

To analyze batch detail, run the General Journal by Batch report. See *Printing General Journals* for additional information.

#### See Also

- R007031, *Batch To Detail/Out Of Balance* in the *Reports Guide* for a report sample

#### Data Selection for Batch to Detail & Out of Bal

J.D. Edwards recommends that you enter a batch number in data selection, if possible, to improve performance.

### Correcting Discrepancies

After running the Batch To Detail & Out Of Bal integrity report (R007031), you should correct any discrepancies that the system detects. Some typical discrepancies, causes, and possible resolutions are:

<b>Batches posted out-of-balance</b>	<p>Reason:</p> <ul style="list-style-type: none"><li>• Purposely posting a batch out-of-balance.</li></ul> <p>Resolution:</p> <ul style="list-style-type: none"><li>• If the batch was purposely posted out-of-balance, select the Exclude Batch on Integrity Report field on the Batch Overrides form to remove the batch from the report. Maintain documentation for this batch.</li></ul> <p>Reason:</p> <ul style="list-style-type: none"><li>• Intercompany settlement constant is set to *.</li></ul> <p>Resolutions:</p> <ul style="list-style-type: none"><li>• Enter journal entries manually if intercompany settlements are necessary.</li><li>• Post the batch.</li><li>• Change the intercompany settlement constant to 1 or 2 so that the system automatically creates intercompany settlements.</li></ul>
<b>Batch is partially posted</b>	<p>Reason:</p> <p>A computer failure or job cancellation.</p> <p>Resolutions:</p> <ul style="list-style-type: none"><li>• Select the Allow Batch to Post Out of Balance field on Batch Overrides.</li><li>• Post the partially posted batch again.</li><li>• Enter journal entries manually if intercompany settlements are necessary.</li></ul>

#### Note

To prevent the system from deleting an empty batch header, enter an "x" in the Description02 field of the batch type in user defined codes list 98/IT.

## Correcting Out-of-Balance Batches by Company

You can review out-of-balance postings by company in each batch.

### Running the Company By Batch Out of Bal Report

*From the Integrity Reports and Updates menu (G0922), choose Company by Batch Out of Bal.*

During the conversion process at a new software installation site, J.D. Edwards recommends that you run the Batch and Company Within Batch Out of Balance report on a weekly basis. Thereafter, you should run this report on a periodic basis.

The Intercompany Settlements field in the general accounting constants allows the entry of out-of-balance company transactions. You can set this field to create an offsetting entry that brings your companies back into balance during the post.

The Batch and Company Within Batch Out of Balance report uses only posted information in the Account Ledger table (F0911). This report is an exception report. If no discrepancies exist, the report is blank.

#### Before You Begin

- For accuracy, run the Company by Batch Out of Balance report when users are not accessing the system.

#### See Also

- Setting Up Constants for General Accounting*
- R09706, Batch and Company Within Batch Out Of Balance* in the *Reports Guide* for a report sample

#### Column Headings

The Batch Amount heading represents the amount by which the batch is out-of-balance.

The Amount per Company heading represents the amount by which each company in the batch is out-of-balance.

## Correcting Discrepancies

After running the integrity report, you should correct any discrepancies that the system detects. A typical discrepancy, cause, and possible resolutions are:

<b>A batch is out-of-balance by batch and company</b>	<p>Reasons:</p> <ul style="list-style-type: none"><li>• The batch was posted out-of-balance with the general accounting constants, or batch overrides are set to allow out-of-balance postings.</li><li>• A computer failure or job cancellation.</li></ul> <p>Resolutions:</p> <ul style="list-style-type: none"><li>• Select the Allow Batch to Post Out of Balance field on the Batch Overrides form and change the intercompany settlements field to * to allow for out-of-balance posting.</li><li>• Post the batch.</li></ul>
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	<ul style="list-style-type: none"> <li>Change the intercompany settlements field back to 1 or 2 so that the system automatically creates intercompany settlements.</li> </ul>
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## Correcting Company Imbalances

All transactions within each company balance should net to zero. You should run the Companies in Balance report to review each company's balance.

J.D. Edwards recommends that you run this report as often as possible. If you use automatic intercompany settlements, run the Companies in Balance report and then run the Intercompany Accounts in Balance report immediately to ensure that intercompany accounts are in balance.

After you run the report and correct any discrepancies, you can prevent future out-of-balance conditions by:

- Placing security on the Work With Batches form and general accounting constants to prevent improper changes
- Assigning responsibility for correcting out-of-balance conditions to one user
- Running this report and then the Intercompany Accounts in Balance report

## Running the Companies in Balance Report

*From the Integrity Reports and Updates menu (G0922), choose Companies in Balance.*

The Companies in Balance report uses information from the Account Balances table (F0902) to determine whether a company is in balance.

The report provides three columns where an out-of-balance condition could exist. Each company's balance should be zero in each column. If an amount appears in a column, the company is out-of-balance.

Prior Year	An amount in this column indicates that journal entries were made to the prior year after the annual close was run.
YTD (Year to Date)	An amount in this column indicates that the Account Ledger table (F0911) does not balance to the Account Balances table (F0902), or that a batch was posted out-of-balance.
PACO (Post After Cut Off)	An amount in this column indicates that a journal entry that was posted to the next fiscal period or year does not net to zero.

If any companies are out-of-balance, the summarized amounts are shown in the columns. The system accumulates a total difference amount for all companies for each of the three columns. When companies are in balance, the columns are blank.

The Intercompany Settlements field in the general accounting constants controls the automatic generation of intercompany entries. You set this constant to 1 or 2 to have the system automatically create intercompany entries for new journal entries.

### See Also

- R097001, Companies in Balance in the *Reports Guide* for a report sample

## Locating Out-of-Balance Conditions

After reviewing the Companies in Balance report, choose any of the following methods to locate out-of-balance conditions:

- Run any of the following reports or programs:
  - Intercompany Accts in Balance report (R097011)
  - Batch to Detail & Out of Bal report (R007031)
  - Acct Balance to Transactions report (R09705)
  - Repost Account Ledger program (R099102)
- Select batches or batch types to review on General Journal Review.
- Run the Trial Balance report to determine which periods are out-of-balance in each company. Select the fifth level of detail for a summarized report.
- Verify that the Account Ledger table is correct. Run the Repost Account Ledger program with the appropriate processing option set to print a report only. If discrepancies appear on the report, run the Repost Account Ledger program in final mode to correct the discrepancies.

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### Note

The Repost Account Ledger program overwrites balances in the Account Balances table with balances in the Account Ledger table.

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### See Also

- Reposting the Account Ledger*

## Correcting Discrepancies

After running the Companies in Balance integrity report, you should correct any discrepancies that the system detects. Some typical discrepancies, causes, and possible resolutions are outlined below.

Company	Name	Prior Year	Year-To-Date	PACO
50	Project Mgt. Co.		102,124.33	

### Resolutions:

- If an out-of-balance condition exists, run the Batch to Detail & Out of Bal report to locate out-of-balance postings. Run the Acct Balance to Transactions report to determine which account does not balance and the period for which it does not balance.
- Create an out-of-balance entry to correct the original entry.
- If the Account Balances table contains erroneous data and does not equal the transactions in the Account Ledger table, enter a balancing journal entry. If

necessary, run the Repost Account Ledger program with the processing options set to update the Account Balances table. The Account Balances table will match the total of posted Account Ledger records.

Company	Name	Prior Year	Year-To-Date	PACO
70 77	French Company Canadian Company		75,850 75,850-	

To locate the cause of this error, you can:

- Research and correct the automatic accounting instructions that control intercompany settlements.
- Restrict the intercompany accounts to automatic journal entries (posting edit code of M).
- Verify that the intercompany settlements option in the general accounting constants is activated.

Resolutions:

- Run the Intercompany Accts in Balance report to locate any imbalances.
- Use the Trial Balance by Object form or report to determine the period in which the out-of-balance condition occurs.
- Create a balancing intercompany journal entry and post with the Intercompany Settlements field set to \* in the General Accounting Constants. If this field is not set to \*, the batch creates intercompany settlements, which causes the transaction for each company to net to zero and the out-of-balance is not eliminated. When you are finished, you must change this field back to its original setting.

#### Amount in PACO (Post After Cut Off) column

Reason:

- A journal entry is posted to the next fiscal period or year that does not net to zero.

Resolutions:

- Run the Trial Balance by Business Unit report for future fiscal periods and years to locate the entry. Research to determine if you need to enter two one-sided journal entries to move the amounts to the proper periods. Post these entries out-of-balance.
- Run the Company by Batch Out of Balance report to identify batches that posted out-of-balance for the company with the PACO amount. Create balancing journal entries as necessary.

Company	Name	Prior Year	Year-To-Date	PACO
80	Colombian Company	138,902		

or

- An abnormal entry with a document type ## might have been posted to a prior year without reclosing the year.

Resolutions:

- You can close the year for the out-of-balance company and the correct fiscal year. Rerun this integrity report.
- You can post a prior-period journal entry, which updates the balance forward but does not recalculate retained earnings. If the prior year entry is a reclassification between a balance sheet and an income statement, close the year to recalculate retained earnings.
- You can check the AAI item GLG4 (retained earnings) for accuracy.

#### **Missing Company Error**

Reasons:

- A company was deleted after journal entries were posted.

Resolutions:

- Re-create the missing company in the Company Constants (F0010) table.
- Transfer the amounts from the missing company to another company.

#### **See Also**

- Correcting Out-of-Balance Batches*

## **Correcting Intercompany Account Imbalances**

If you have multiple companies set up for hub or detail intercompany settlements, you can verify that all intercompany accounts are in balance by running the Intercompany Accts in Balance Integrity report (R097011).

After you run the report and correct any discrepancies, you can prevent future out-of-balance conditions by assigning a posting edit code of M to intercompany accounts to allow only machine-generated transactions.

#### **Before You Begin**

- Run the Companies in Balance integrity report. See *Correcting Company Imbalances*.

## **Running the Intercompany Accts in Balance Report**

*From the Integrity Reports and Updates menu (G0922), choose Intercompany Accts in Balance.*

The Intercompany Account Balance Integrity Report:

- Uses information from the Account Balances table (F0902) to compare the balances among the company's various intercompany settlement accounts.
- Determines whether your automatic accounting instructions (AAIs) and the associated intercompany accounts are set up correctly.
- Includes all of the periods in the current year, previous year, and next year. It is not based on any financial period.

The intercompany accounts for these companies should be in balance. If they are not, the report lists the intercompany accounts, their balances, and the amount required to balance each account.

Transactions posted with the Intercompany Settlement code set to \* do not appear on this report. This code is automatically set when batches are posted out-of-balance. The Intercompany Accts in Balance report does not list any missed intercompany settlements. To locate these imbalances, print the Companies in Balance report.

A message prints on the report only if:

- All intercompany accounts are in balance.
- The intercompany accounts are not set up in the AAIs.

If you have multiple companies with different base currencies, do not use this integrity report to verify that all of the intercompany accounts are in balance. This integrity report does not accommodate different base currencies.

For example, Company 70 has a balance of 50,000.00 euro (EUR) in its intercompany settlement account. Company 71 has a balance of 69,624.00 Canadian dollars (CAD) in its intercompany settlement account. The 50,000.00 EUR balance is equal to the 69,624.00 CAD balance because of the EUR to CAD exchange rate (1.39248). This integrity report shows that the two companies are out-of-balance because it does not allow for the different base currencies.

#### See Also

- *R097011, Intercompany Account Balance Integrity Report* in the *Reports Guide* for a report sample

### Locating Out-of-Balance Conditions

After reviewing the report, choose any of the following methods to locate out-of-balance conditions:

- Run the Batch to Detail & Out of Bal integrity report.
- Run the Companies in Balance integrity report.
- Review batches or batch types on General Journal Review.
- Run the J.D. Edwards Monthly Spreadsheet or Trial Balance by Object to determine which period is out-of-balance.

### Correcting Discrepancies

After running the Intercompany Accts in Balance integrity report, you should correct any discrepancies that the system detects. A typical discrepancy, the cause, and possible resolutions are:

<b>Intercompany accounts do not balance</b>	Reasons: <ul style="list-style-type: none"><li>• The intercompany AAIs were set up improperly.</li><li>• Manual journal entries were improperly posted to accounts that should allow only automatic entries.</li><li>• Intercompany accounts allow for manual posting and an</li></ul>
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	<p>intercompany entry was made without the offsetting entries.</p> <p>Resolutions:</p> <ul style="list-style-type: none"> <li>• Research and correct the AAI items ICH and ICCC.</li> <li>• Void or correct improper journal entries to intercompany clearing accounts.</li> </ul>
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## Correcting Chart of Accounts Discrepancies

You run chart of accounts integrity reports to do the following:

- Ensure that matching account and company information is among your account structure tables
- Automatically update the tables with the correct company information

You must run all chart of accounts integrity reports when you move one or more business units to another company.

J.D. Edwards recommends that you run the following integrity reports in this order:

1. Accounts w/o Business Units
2. Account Balance w/o Account Master
3. Transactions w/o Acct Master

This order ensures that the company number always originates from the Business Unit Master table (F0006).

### Before You Begin

- Update the company number, if appropriate. See *Working with Business Units*.

### See Also

- Revising Accounts*

## Running the Accounts w/o Business Units Report

From the *Integrity Reports and Updates* menu (G0922), choose *Accounts w/o Business Units*.

This report verifies that a business unit or valid company number exists for each record in the Account Master table (F0901). If the business unit or company number does not exist in the Account Master table, the report prints the business unit, object account, subsidiary, and company for each account in the missing business unit.

This report also updates the company number in the Account Master table with the company number in the Business Unit Master table (F0006) if you run the report in update mode.

### Abbreviated Column Headings

The report contains the following abbreviated column headings:

- A/M Co - Account Master Company
- B/M Co - Business Unit Master Company

## **Running the Account Balance w/o Account Master Report**

*From the Integrity Reports and Updates menu (G0922), choose Account Balance w/o Account Master.*

This report verifies that an account master number or valid company number exists for each transaction in the Account Balances table (F0902). If the account master or company numbers do not exist in the Account Balances table, the report prints the account balance information.

This report also updates the company number in the Account Balances table with the company number in the Account Master table.

You should correct any discrepancies on the Account Balance w/o Account Master report before running the Transactions w/o Acct Master report. Typically, if an account is not on the Account Balance w/o Account Master report, it is not on the Transactions w/o Acct Master report.

### **Abbreviated Column Headings**

The report contains the following abbreviated column headings:

- LT - Ledger Type
- Ct - Century
- FY - Fiscal Year
- ST - Subledger Type
- Cur Cod - Currency Code
- A/B Co - Account Balances Company
- A/M Co - Account Master Company
- PYE - Prior Year End Balance

### **See Also**

- R097031, *Account Balance w/o Account Master* in the *Reports Guide* for a report sample

## **Running the Transactions w/o Account Master Report**

*From the Integrity Reports and Updates menu (G0922), choose Transactions w/o Acct Master.*

This report verifies that for each record in the Account Ledger table (F0911), an account master number or valid company number in the Account Master table (F0901) exists. If the account master information or company numbers do not exist in the Account Master table, the report prints every account transaction from the Account Ledger table.

This report also updates the company number in the Account Ledger table with the company number in the Account Master table.

### **Abbreviated Column Headings**

The report contains the following abbreviated column headings:

- BT Ty - Batch Type

- Do Ty - Document Type
- Doc Co - Document Company
- T/L Co - Account Ledger Company Number
- A/M Co - Account Master Company
- L T - Ledger Type
- P C - Posted Code

#### **See Also**

- R097021, Transaction w/o Account Master* in the *Reports Guide* for a report sample

#### **Before You Begin**

- Correct any discrepancies on the Account Balance w/o Account Master report.

### **Correcting Discrepancies**

After running these reports, you should correct any discrepancies that the system detects. Some typical discrepancies and possible resolutions are:

<b>Account Master Company column is blank on the report</b>	Add the account on Revise Single Account by entering the short account ID from the report.
<b>The company number is not in the Account Balances table</b>	Use the processing option in the Account Balance w/o Account Master report to update the company number in the Account Balances table. This procedure is helpful if you change the company number in the account master record and want to globally update the Account Balances table.
<b>The company number is not in the Account Ledger table</b>	Use the processing option in the Transaction w/o Account Master report to update the company number in the Account Ledger table. This procedure is helpful if you change the company number in the account master record and want to globally update the Account Balances table.

### **Correcting Account Balances to Transactions**

You can locate discrepancies between account balances and posted transactions by period.

After running the report and correcting discrepancies, you can prevent future out-of-balance conditions by:

- Placing security on the Work With Batches form to prevent improper changes
- Assigning responsibility for out-of-balance posting to one individual
- Allowing only one user to void, change, or delete entries

## Running the Acct Balance to Transactions Report

*From the Integrity Reports and Updates menu (G0922), choose Acct Balance to Transactions.*

The Acct Balance to Transactions report prints only out-of-balance conditions and does not perform updates.

The Acct Balance to Transactions is similar to the report-only version of the Repost Account Ledger program, which reads the posted transactions in the Account Ledger table (F0911) and updates the Account Balances table (F0902). For this integrity report, the system reads the Account Balances table and verifies the amounts against the posted transactions in the Account Ledger table.

You can include any of the following items on this report:

- Fiscal year
- Ledger type
- Company

### Abbreviated Column Headings

The report contains the following abbreviated column headings:

- CT - Century
- FY - Fiscal Year
- LT - Ledger Type
- Cur Cod - Currency Code
- PN - Period Number

### See Also

- ❑ R09705, *Compare Account Balances To Transactions* in the *Reports Guide* for a report sample

## Correcting Discrepancies

After running the integrity report, you should correct any discrepancies that the system detects. Some typical discrepancies, causes, and possible resolutions are:

<b>The Account Balance and Detail columns are out-of-balance</b>	<p>Reasons:</p> <ul style="list-style-type: none"><li>• Data entries were damaged by improper void or change processes.</li><li>• An entry was not properly created by the conversion/interface programs.</li></ul> <p>Resolutions:</p> <ul style="list-style-type: none"><li>• If data entries are damaged in the Account Ledger table, run a data utility. If data entries are damaged in the Account Balances table, run the Repost Account Ledger program (R099102).</li><li>• If an entry was improperly created by the conversion/interface programs, research the error and add the missing entries. Verify the validity of Account Ledger records and correct the conversion/interface programs.</li></ul>
<b>The date pattern is incorrect</b>	<p>Reason:</p> <p>Changes were made to the fiscal date pattern after journal entries were entered</p>

<b>incorrect</b>	<p>into the system.</p> <p><b>Resolution:</b></p> <p>If the date pattern of the prior company is different from the new company, run the Repost Account Ledger program with the processing option set to print the report only. After reviewing the report, run the Repost Account Ledger program (R099102) with the processing option set to recalculate to correct the fiscal period and year balances.</p>
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## Batch Maintenance

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After you identify problems on an integrity or posting edit report, you can quickly correct batch records.

### Before You Begin

- Restrict user access to these programs to prevent unauthorized changes.

### Working with Batch Headers

After you identify problems on the batch header integrity reports, you might need to add, revise, or delete the batch header. If, for example, the post ends abnormally, the system might leave the batch header with a status of In Use. To correct this problem, change the batch status to Pending so that you can access the batch detail, or to Approved so that you can post the batch. Additionally, you can identify a specific batch to post out-of-balance.

Revising a batch header updates the Batch Control Records table (F0011).

---

### Caution

Making revisions to batch headers with this program can damage your audit trail. To avoid unauthorized changes, restrict user access.

---

### Related Tasks

- |                                |  |
|--------------------------------|--|
| <b>Deleting a batch header</b> | Before you delete an empty batch header, verify that there are no entries in the batch. Run the Batch to Detail and Out-of-Balance integrity test to delete any empty batch headers.<br><br>See <i>Correcting Out-of-Balance Batches</i> . |
|--------------------------------|--|

### Adding Batch Headers

To resolve a problem that has been identified on the Transactions to Batch Headers integrity report (R007021), you might need to add a batch header record.

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#### ► To add batch headers

*From the G/L Advanced & Technical Operations menu (G0931), choose Batch Header Revisions. Or from the Journal Entry, Reports, & Inquiries menu (G0911), choose General Journal Review.*

1. On Work With Batches, click Create or select Create from the Form menu.

2. On Create/Revise Batch Header, complete the following fields:
3. Complete the following optional fields:
4. Choose the following options:
5. Click OK.

## Locating Batch Headers

Before you can revise a batch header, you must first locate it.

### ► To locate batch headers

*From the G/L Advanced & Technical Operations menu (G0931), choose Batch Header Revisions. Or from the Journal Entry, Reports, & Inquiries menu (G0911), choose General Journal Review.*

1. On Work With Batches, complete the following fields:
2. Choose one of the following options:
3. To narrow your search further, complete the following fields and click Find:

## Revising Batch Headers

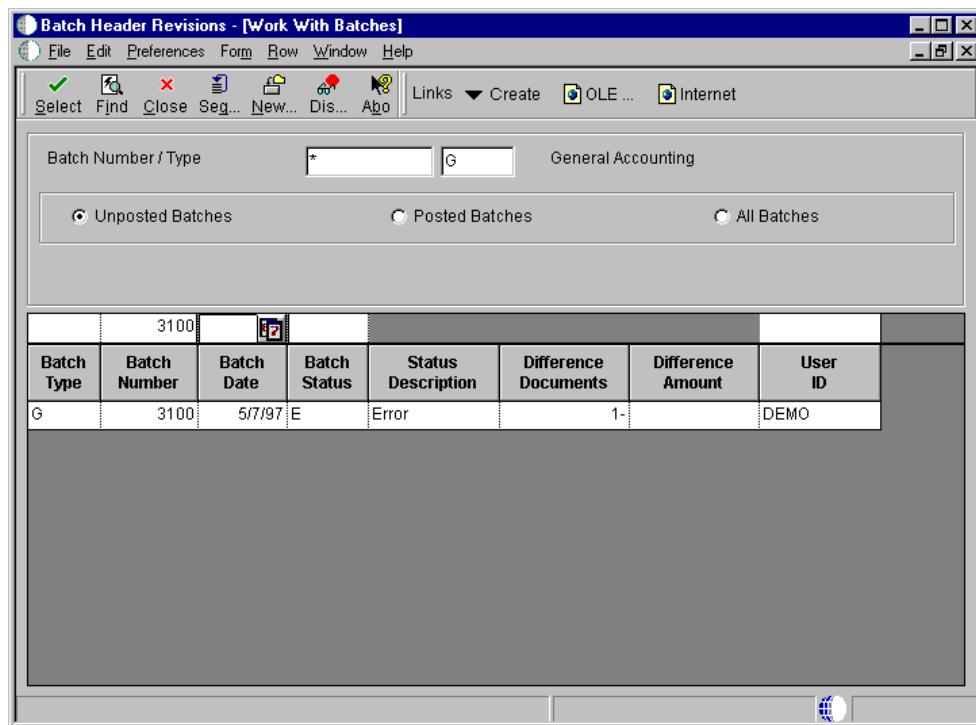
After you locate a batch header, you can revise it. Depending on the type of change that you make, you might need to post the batch after you revise it.

► To revise batch headers

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From the G/L Advanced & Technical Operations menu (G0931), choose Batch Header Revisions. Or from the Journal Entry, Reports, & Inquiries menu (G0911), choose General Journal Review.

1. On Work With Batches, click find to locate the batch header.
2. Click once on the batch header you want to revise.



3. Select Revise from the Row menu to access Create/Revise Batch Header.

The screenshot shows the 'Create/Revise Batch Header' window in PeopleSoft. At the top, there are buttons for OK, Cancel, Form, Tools, and a red X. The title bar says 'Active Foundation'. Below the title bar, there are links for Personalize, Change Role, and Sign Out. The main area contains fields for Batch Type (G - General Accounting), Batch Number (3100), Batch Status (Error), Batch Date (05/07/97), and User ID (JP5796415). There are also two tables for financial data:

	Amount	Documents
Total Expected	<input type="text"/>	<input type="text"/>
Total Entered	<input type="text"/>	<input type="text"/> 1
Difference	<input type="text"/>	<input type="text"/> 1-

4. On Create/Revise Batch Header, complete any of the following fields:
5. Choose the following options:
6. Click OK.

## Revising Batches to Post Out-of-Balance

To correct a problem found on an integrity report, you can revise a batch to post or not post out-of-balance. After you revise a batch, you must post it.

### ► To revise batches to post out-of-balance

*From the G/L Advanced & Technical Operations menu (G0931), choose Batch Header Revisions. Or from the Journal Entry, Reports, & Inquiries menu (G0911), choose General Journal Review.*

1. On Work With Batches, click find to locate the batch header.
2. Click once on the batch header that you want to revise.
3. Select Revise from the Row menu to access Create/Revise Batch Header.
4. On Create/Revise Batch Header, select Overrides from the Form menu.
5. On Batch Overrides, choose the following options and click OK:

### See Also

- *Posting Transaction Batches*

## **Account Reconciliation**

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You can reconcile bank accounts, selected expense accounts, and other general ledger accounts in the General Accounting system. After you perform the initial setup requirements, you can reconcile your accounts easily on a periodic basis.

### **Which Method You Should Choose**

The following methods of account reconciliation are available:

<b>Manual reconciliation</b>	Use this method to manually reconcile your bank accounts, or debits and credits, for transit or clearing accounts.
<b>Bank tape reconciliation</b>	Use this method to have the system reconcile your bank account. You can use this method only if your bank provides a magnetic tape with transaction information. This method reconciles payments and receipts.

OneWorld is set up to build only one worktable. You can add records to the worktable for a new account without losing information for other accounts. You can allow separate worktables for specific accounts by using the Configured Network Computing function to point the WF - Acct Ledger File for Reconciliation worktable (F0911R) locally.

### **See Also**

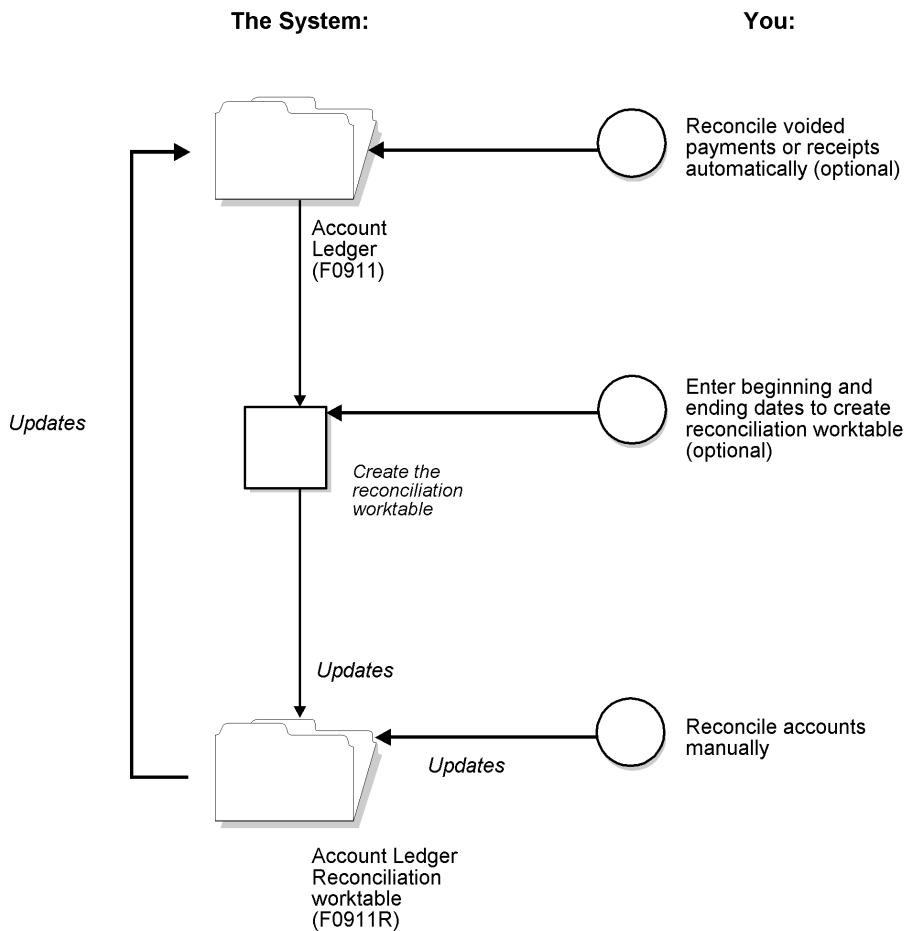
- Working with the Object Configuration Manager in the Configurable Network Computing Implementation Guide*

### **Manual Reconciliation**

Manually reconciling your accounts consists of these steps:

1. Reconciling voided payments or receipts with zero amounts automatically (optional)
2. Creating or refreshing the reconciliations worktable for unreconciled transactions
3. Performing the manual reconciliation for bank accounts, transit accounts, or clearing accounts

The following illustration provides an overview of the manual reconciliation process:

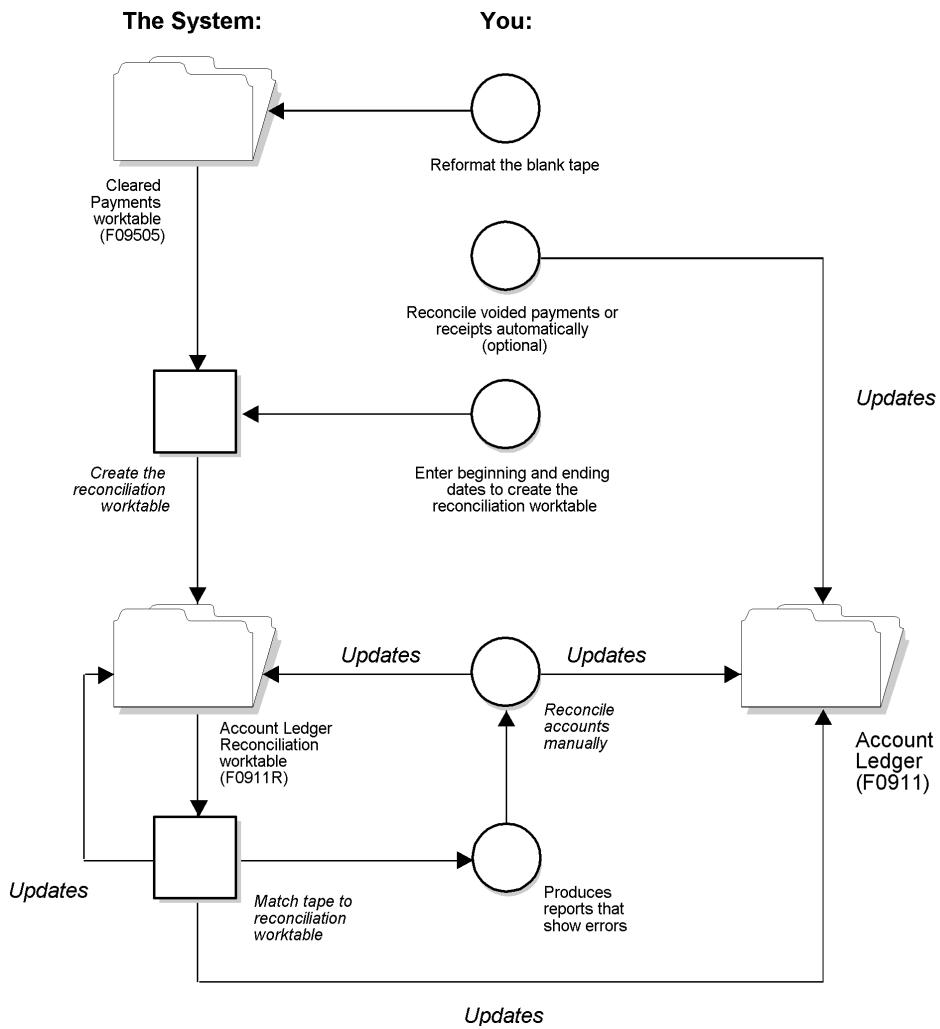


### Bank Tape Reconciliation

Reconciling your accounts using a bank tape consists of these steps:

1. Reconciling voided payments or receipts with zero amounts automatically (optional)
2. Creating or refreshing the reconciliations worktable for unreconciled transactions
3. Reconciling cleared payments and receipts automatically using the Match Tape in Reconciliation File program
4. Reconciling manually any accounts that were in error from the automatic reconciliation

The following illustration provides an overview of bank tape reconciliation:



### Before You Begin

- Set up Automatic Accounting Instructions (AAIs) to identify account ranges that must be reconciled.
- Set up a reconciliation code in the user defined code list 09/RC to use in manual reconciliation if you do not want to use reconciliation code R.

### See Also

- AAIs for General Accounting* for information about AAIs for reconcilable ranges
- General Accounting User Defined Codes* for information about the reconciliation code

## Reconciling Voided Payments

*From the Account Reconciliation menu (G0921), choose Auto Reconcile Void Payment.*

Instead of manually reconciling voided payments, you can save time during account reconciliation by running a program to automatically reconcile voided payments and those

with zero amounts. The system selects payments that were voided manually or during automatic payment processing.

The Auto Reconcile Void Payment program marks voided payments as reconciled and updates the Account Ledger table (F0911). You should run this program before you run the Refresh Reconciliation File program to create the reconciliation worktable so that zero-amount and voided payments are not included in the worktable.

## **Reconciling Voided Receipts**

*From the Account Reconciliation menu (G0921), choose Auto Reconcile Void Receipt.*

Instead of manually reconciling voided receipts, you can save time during account reconciliation by running a program to automatically reconcile voided receipts and those with zero amounts. The system selects receipts that were voided manually.

The Auto Reconcile Void Receipt program marks voided receipts as reconciled in the Account Ledger table (F0911). You should run this program before you run the Refresh Reconciliation File program to create the reconciliation worktable so that zero-amount and voided receipts are not included in the worktable.

## **Creating the Reconciliations Worktable**

*From the Account Reconciliation menu (G0921) or from the Reconciliations pop-up menu, choose Refresh Reconciliation File.*

Before you reconcile your accounts, you must create a new reconciliations worktable.

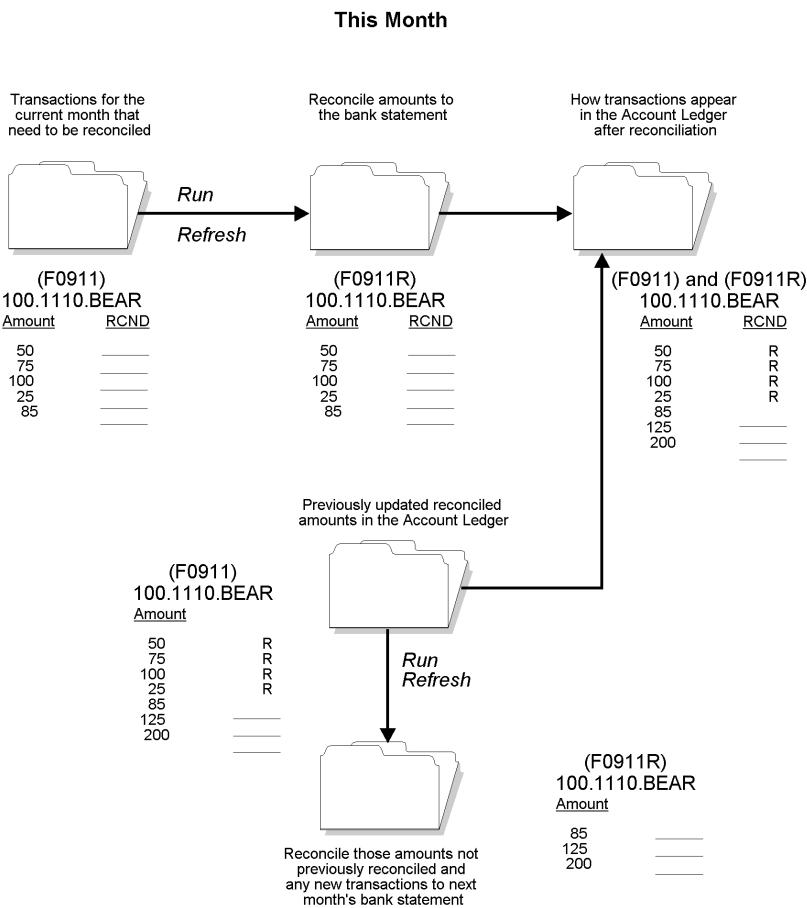
The Refresh Reconciliation File program copies the unreconciled transaction detail for all reconcilable accounts from the Account Ledger table (F0911) into the WF - Acct Ledger File for Reconciliation worktable (F0911R). This worktable is:

- Based on the AAI items for reconcilable ranges (GLRCxx).
- Based on the beginning and ending dates entered in the processing options.
- Based on the status of the reconciliation field. This field must be blank.

Each time that you create a new reconciliations worktable, the system removes all previously reconciled transactions in the table and replaces them with new transactions that were entered since you last created the table.

The system prints a report that notifies you that the account was refreshed.

The following example illustrates how the system stores reconciled transactions:



### What You Should Know About Processing Options

<b>Status Tab</b>	The WF - Acct Ledger File for Reconciliation worktable (F0911R) can become unmanageable if you choose to view both reconciled and unreconciled transactions on a regular basis. This choice can impact processing time. Include reconciled items only when it is necessary to correct a previous reconciliation.
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### Data Selection for Refresh Reconciliations File

For faster processing, J.D. Edwards strongly recommends that you use data selection to specify the accounts to be reconciled.

To create a worktable for only one account, specify the short account ID number in the data selection. If you subsequently refresh the worktable using a specific account number in the data selection, the system adds the new records to the previous records. In this case, the system does not clear the worktable.

### Working with Manual Reconciliations

You can reconcile your accounts by manually marking transactions as reconciled.

When the reconciliation is complete, the system updates the reconciled transactions in the WF - Acct Ledger File for Reconciliation worktable (F0911R) and the Account Ledger table (F0911).

### **Before You Begin**

- Run the Refresh Reconciliations File program (R09130) to create your Account Ledger Reconciliation worktable.

### **Manually Marking Transactions as Reconciled**

You can use the manual reconciliation process to reconcile bank accounts, journal entries, cash receipts, transit or clearing accounts, and other types of unreconciled transactions.

When you are finished reconciling transactions, you can run the Reconciliation Print report (R09132P) to show you a list of any outstanding items.

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#### **Note**

The date range used for the Reconciliation Print report is the same as that entered in the processing options for the Refresh Reconciliation File program (R09130). If you want to run the Reconciliation report over a range other than that specified in the Refresh Reconciliation File program, you must run the Refresh again.

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#### **► To manually mark transactions as reconciled**

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*From the Account Reconciliation menu (G0921), choose Manual Reconciliation.*

1. On Reconciliations, choose Bank Account Reconciliation.

2. On Bank Account Reconciliation, complete the following field and click Find:
3. Complete the following field:
4. To limit the transactions for an account, choose Options from the Form menu.
5. On Options, complete the following optional fields and click OK:
6. On Bank Account Reconciliation, click Find.
7. To mark a transaction for reconciliation, double-click it.
8. To mark more than one transaction (or all transactions) for reconciliation, choose the transactions, and then choose Reconcile Toggle from the Row menu.
9. To verify what you have marked, review the following field for the reconciled code:
10. Choose Update from the Form menu to complete the reconciliation process.
11. To print a report of the outstanding items, choose Reconciliation Print from the Report menu.

This report gives you a list of all items that are unreconciled. The date range used in this report is the same as that used in the Refresh Reconciliation File program (R09130). If you would like the report to include a different date range, you must run the Refresh Reconciliation File program again with the desired dates.

## **Manually Changing Reconciled Transactions to Unreconciled**

You can change transactions marked for reconciliation back to unreconciled. If you refreshed the reconciliation worktable after you marked the transaction for reconciliation, you need to first refresh the worktable. Typically, you refresh the worktable at the beginning of a new period.

When you change a transaction from reconciled to unreconciled, the system deletes the assigned reconciliation number from that transaction.

(The Bank Balance + the Outstanding Debits + the Outstanding Credits) - Book Balance = Amount to Reconcile

- Bank Balance = amount on your bank statement
- Outstanding Debits and Credits = Records in the reconciliation worktable that have not been marked as reconciled
- Book Balance = account balance in your Account Balances table (F0902)

#### ► To change transactions to unreconciled in the current period

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*From the Account Reconciliation menu (G0921), choose Manual Reconciliation.*

1. On Reconciliations, choose Bank Account Reconciliation.
2. On Bank Account Reconciliation, complete the following field and click Find:
3. To display reconciled transactions, ensure that the Unreconciled Only option is not turned on.
4. To change one transaction to unreconciled, locate the transaction and double-click it.
5. To change multiple transactions, choose the transactions and click Reconcile Toggle.
6. Click Update to record your changes.

#### ► To change transactions to unreconciled in another period

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*From the Account Reconciliation menu (G0921), choose Manual Reconciliation.*

1. On Reconciliations, choose Refresh Reconciliation File.
2. Run Refresh Reconciliations File and set the processing options as follows:
  - Change the beginning and ending date range to include the transactions that were reconciled in error.
  - Set the reconciled status to include reconciled transactions.
3. Follow the steps to change transactions to unreconciled in the current period.

## Working with Bank Tape Reconciliations

You can automatically reconcile items that have cleared your bank account if you arrange to have your bank provide a bank tape. Your system administrator needs to reformat the tape before you can run the automated reconciliation program. You use some of the same reconciliation processes and steps as you do when you manually reconcile items.

### See Also

- *Creating the Reconciliations Worktable*

### Reformatting the Bank Tape

Before the system can automatically reconcile items that have cleared your bank account, the following actions must occur:

- Your system administrator must convert the bank tape into the Bank File OF Cleared Checks - Flat File (F095051).
- You or your system administrator must run the Custom Reformat UBE program from the Account Reconciliation menu (G0921).

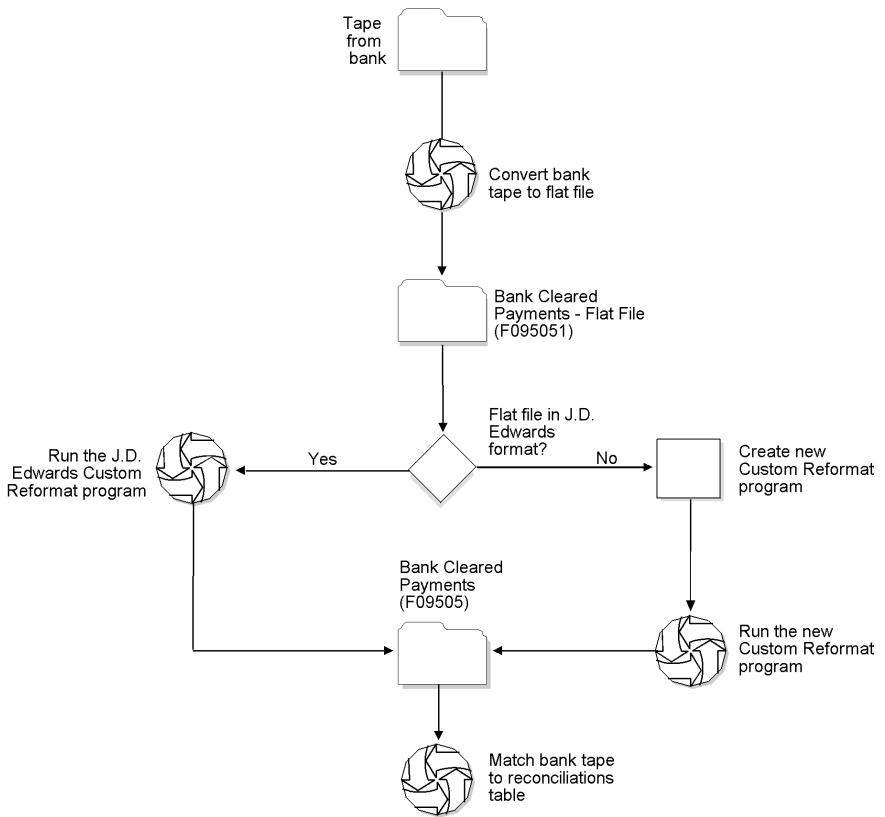
The Custom Reformat program converts the information in the flat file to the WF - Bank File of Cleared Checks worktable (F09505). If the information in the flat file is not in the specified positions, the system administrator must create a new Custom Reformat program. The J.D. Edwards Custom Reformat program serves as a template for creating a new program.

To use the Custom Reformat program that is provided with General Accounting, your system administrator must format the fields into the flat file as follows:

- Positions 1-8: Account ID  
You can enter the ID with or without leading zeros right- or left-justified.
- Positions 9-16: Check number  
The check number must be entered right-justified with leading zeros.
- Positions 17-46: Explanation
- Positions 47-61: Amount  
If you are working with a decimal currency, you can enter the decimal or the whole monetary amount. For example, you should enter 20.00 as either 20 or 20.00. If entered as 2000, the system tries to match it as 2000.00.
- Positions 62-67: Check date (Gregorian format)

When the WF - Bank File of Cleared Checks worktable is available and you have run the Refresh Reconciliation File program to create or update the reconciliations worktable, run the Match Tape File to Recon File program (R09510).

The following graphic illustrates the reformat process:



## Matching the Bank Tape to the Reconciliations Worktable

*From the Account Reconciliation menu (G0921), choose Match Tape File To Recon File.*

After the system administrator creates a reformat program, you can reconcile payments and receipts that have cleared your bank by running the Match Tape File to Recon File program.

The system compares the information on your bank tape to the information in the reconciliations worktable. This program performs the following tasks:

- Compares payment information as follows:
  - Cleared payments from the bank tape in the WF - Bank File of Cleared Checks worktable (F09505)
  - Unreconciled payments in the WF - Acct Ledger File for Reconciliation worktable (F0911R)
- Marks as reconciled all transactions that have matching document numbers, matching amounts, and cleared dates greater than the document date in the Account Ledger Reconciliations worktable and the Account Ledger table (F0911)
- Prints four reports that show the results and list any errors that occurred during the automatic reconciliation

## **Before You Begin**

- Request that your system administrator reformat your bank tape.
- Create the reconciliations worktable by running the Refresh Reconciliations File program (R09130).

## **Verifying the Bank Tape Reconciliation**

When you match your bank tape to the reconciliations worktable, the system produces four reports. Use these reports to verify the accuracy of your bank tape reconciliation and, if applicable, to determine the cause of any errors. If errors exist, the system does not mark the transactions as reconciled. You must manually reconcile them using the Manual Reconciliation program (P09131).

### **Bank Tape Reconciliation Reports**

<b>Reconciliation Report (R09510)</b>	This report prints a detail line for every transaction and, if errors exist, prints a message such as: <ul style="list-style-type: none"><li>• A payment cleared but was not issued.</li><li>• A payment cleared before it was issued.</li><li>• The payment cleared amount is not the same as the payment issued amount.</li></ul>
<b>Cleared Not Issued Report (R09511)</b>	This report summarizes any payments that cleared the bank but do not exist in the Account Ledger table. Payments appear on this report if: <ul style="list-style-type: none"><li>• A manual payment number was entered in error.</li><li>• A manual payment was issued but not entered in the system.</li><li>• A MICR (magnetic ink character recognition) code on a payment was damaged and misrepresented on the bank tape.</li></ul>
<b>Cleared Before Issued Report (R09512)</b>	This report summarizes payments that have a cleared date prior to the payment date. Payments appear on this report if: <ul style="list-style-type: none"><li>• A date was entered in error.</li><li>• The bank cashed a post-dated payment.</li><li>• The payment was released before it was supposed to be released.</li></ul>
<b>Amounts Not Equal Report (R09513)</b>	This report summarizes payments that have cleared the bank, but the cleared amount is not the same as the actual payment amount. Payments appear on this report if: <ul style="list-style-type: none"><li>• An amount was entered in error.</li><li>• A bank error allowed the payment to be cashed for an amount that was different from the actual amount.</li></ul>

## **Bank Statement Processing**

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Banking practices in some countries rely heavily on magnetic media processing, electronic fund transfers, and direct bank involvement in settling outstanding debts. For these countries, the bank statement serves as the source document for all banking activity.

The system accepts and clears transactions from the following tables:

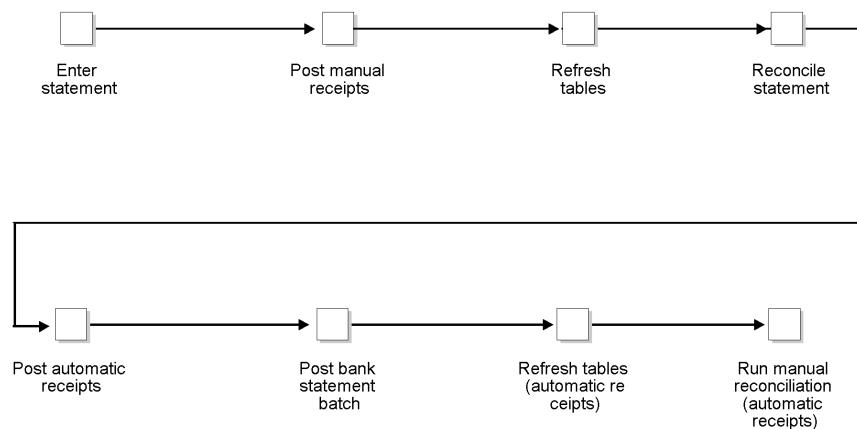
- Customer Ledger (F03B11)

- Account Ledger (F0911)
- WF - Acct Ledger File for Reconciliation worktable (F0911R)

The system also uses the following tables for bank statement information:

- Bank Statement Header (F0916)
- Bank Statement Detail (F0917)

The following illustration shows how to process your bank statements.



## See Also

- [Steps for Processing Your Bank Statements](#)
- [Bank Statement Processing Using Electronic Data Interchange \(EDI\)](#)

## Steps for Processing Your Bank Statements

<b>Enter statement</b>	Enter the transactions that appear on your bank statement.
<b>Post manual receipts</b>	Post manual receipts if you enter a cash receipt (for example, if a customer makes a payment directly to your bank account).
<b>Refresh tables</b>	Update the WF - Acct Ledger File for Reconciliation worktable (F0911R) by refreshing the reconciliation table.
<b>Reconcile statement</b>	Reconcile the transactions to update tables, create accounting batches, and generate reconciliation reports.
<b>Post automatic receipts</b>	Post automatic receipts in batch mode if you enter a cash receipt (for example, if a customer makes a payment directly to your bank account).
<b>Post bank statement batch</b>	Post general journal batches to update the bank statement batch to the Account Ledger (F0911) and Account Balances (F0902) tables.
<b>Refresh and reconcile</b>	Refresh the reconciliation table and manually reconcile if you have entered automatic receipts and you are not using a transit account.

## **Bank Statement Processing Using Electronic Data Interchange (EDI)**

You can process bank statement information using electronic data interchange (EDI) media. EDI is the computer-to-computer exchange of transactions into a standard format that can be processed. You can receive information regarding specific bank accounts through EDI and reconcile the bank statements stored in OneWorld. To set up your system to receive bank statement information using EDI, see *Receiving Documents* in the *Data Interface for Electronic Data Interchange Guide*.

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### **Note**

If OneWorld and WorldSoftware coexist, and you do not use OneWorld Accounts Receivable, J.D. Edwards recommends that you use the bank statement processing programs in WorldSoftware™, rather than in OneWorld.

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## **Understanding Transaction Codes**

You must assign a transaction code to each item that appears on a bank statement. This code identifies the type of transaction, such as a journal entry or customer payment, and determines the type of detail information that you enter for that transaction. This detail information specifies how to reconcile the entry.

For the system to identify your transactions correctly, you must associate each transaction code with a user defined code. You define your own transaction codes in a user defined code table (system 09/type BJ).

### **How To Use Transaction Codes**

The system handles various transactions differently, based on the transaction codes. The following list describes these codes and how you can use them:

<b>01 Journal Entry (JE)</b>	<p>You can write a journal entry to record an adjustment made by the bank, such as a service charge or a wire transfer fee. You can also enter a journal entry that has associated value-added tax (VAT).</p> <p>When you reconcile bank statements, the system updates the Account Ledger table (F0911) with a journal entry between the bank account and the G/L account that you specify in the Account Number field. The journal entry includes the tax, if applicable. The system also marks the bank account as reconciled.</p>
<b>02 Cash Receipt - Batch (CRE)</b>	<p>A customer might make a payment, such as a wire transfer, directly to your bank account. After the wire transfer appears on the bank statement, you can enter the receipt in batch mode and update the Bank Statement Detail table (F0917).</p> <p>When you reconcile bank statements, the system updates the Customer Ledger table (F03B11) with a receipt transaction. When you post the batch, it creates entries in the Account Ledger table (F0911).</p>
<b>03 Cash Receipt - Interactive (CRI)</b>	<p>You can enter a receipt, such as a wire transfer, that directly updates the Customer Ledger table (F03B11).</p> <p>When you post the batch, the system creates records in the Account Ledger table (F0911). When you reconcile bank statements, the system marks the Account Ledger table as reconciled.</p>
<b>04 Cash Receipt Clear (CR)</b>	If your bank statement lists deposits or other receipts that you have previously recorded, you can use this form to reconcile the entry associated with the receipts.

<b>Clear (CR)</b>	When you reconcile bank statements, the system finds the original receipt record in the Account Ledger table (F0911) and marks the record as reconciled.
<b>07 Draft Paid to Supplier (DP)</b>	You might use drafts to submit payments to suppliers. The suppliers submit the drafts to the bank for payment. When the bank statement shows that the drafts are paid, you can create and reconcile the entry.  When you reconcile bank statements, the system updates the Account Ledger table (F0911) with a debit to the drafts payable account and a credit to the bank account. The system marks the bank account as reconciled and changes the pay status for the draft to P (paid) in the Accounts Payable Ledger table (F0411).
<b>08 Payment Clear (CK)</b>	If your bank statement lists your canceled checks or payments, you can reconcile the entry associated with a payment.  When you reconcile bank statements, the system finds the original payment record in the Account Ledger table (F0911) and marks the record as reconciled.
<b>09 Self-reconciling (BK)</b>	A self-reconciling item does not require reconciliation and does not access a detail form.
<b>10 Manual Payments w/ Match (PWM)</b>	You can enter a manual payment for an existing voucher that updates the Accounts Payable Ledger, Accounts Payable - Matching Document (F0413), and the Accounts Payable Matching Document Detail (F0414) tables.  When you reconcile bank statements, the system marks the Account Ledger record as reconciled.
<b>11 Manual Payments w/o Match (PWO)</b>	You can enter a voucher and a manual payment that updates the Accounts Payable Ledger, Accounts Payable Matching Document, and the Payable Matching Document Detail tables.

### Transit Accounts

You can use transit (intermediate) accounts to enter transactions before you apply them to a specific bank account. For example, you can enter all receipts to one account, even though they have been deposited to many specific bank accounts.

If you decide to use a transit account and reconcile bank statements, the system enters a debit or credit to the transit account and the offset to the bank account in the Account Ledger table for all types of transactions. The system marks the bank account as reconciled but does not mark the transit account.

### See Also

- *Customizing User Defined Codes* in the *OneWorld Foundation Guide* for information about setting up transaction codes

## Working with Bank Statements

After you assign transactions codes, you can enter bank statements. You can enter bank statement information, including detail information, and revise bank statements.

## **Before You Begin**

- Use processing options to set the default journal entry account, credit and debit transaction types, bank account, and transit account.
- Clear, create, and post any receipts that are collected. See *Processing Automatic Receipts* in the *Accounts Receivable Guide*.
- Clear, write, and post any payments or drafts paid. See *Automatic Payment Processing* and *A/P Draft Processing* in the *Accounts Payable Guide*.

## **Entering Bank Statements**

You can enter information from your bank statements to track all banking activity, such as electronic fund transfers.

### **See Also**

- Multicurrency Bank Statement Considerations* in the *Multicurrency Guide*
- What You Should Know About Processing Options*

### **Entering Bank Statement Information**

You must enter general information from your bank statement, such as the statement date and beginning and ending balances. Then you enter one summary line for each transaction on the statement. You might need to enter additional information to specify how to reconcile each entry.

After you enter the first transaction, the system displays a remaining amount. The remaining amount changes as you enter each subsequent transaction. When the remaining amount is zero, the statement is in balance.

The system also displays the total number of transactions (lines), the number of incomplete transactions, the total withdrawal amount, and the total deposit amount. These numbers also change as you enter each transaction.

You have the option to display a corresponding detail form after you enter each transaction line. If you choose not to display this form and the transaction that you are entering requires additional information, the transaction is incomplete.

If you do not choose Editing On for entry of detail information, transactions remain at an incomplete status until each transaction is updated with Editing On.

If the statement is out-of-balance, you have the option to display only the incomplete lines to see where information is missing.

### **► To enter bank statement information**

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*From the Bank Statement Processing menu (G09211), choose Bank Statement Entry.*

1. On Work With Bank Statements, click Add.

TR CD	Amount	Value Date	G/L Date	Pmt/Rcpt Number	Ty	Curr Code	Foreign Amount
JE	400.00	9/1/05	10/9/05	123			
CRE	-50.00	9/3/05	10/9/05	708			
CRI	-15.00	9/6/05	10/9/05	444			
CR	-100.00	9/8/05	10/9/05	0			
CK	1,250.00	9/10/05	10/9/05	1509			

2. On Enter Statement, complete the following fields:
  3. To choose an entry mode that is different from the entry mode set in the processing options, choose Options from the Form menu.
  4. On Options, choose an entry mode, complete the following field, and click OK:
  5. On Enter Statement, complete the following fields for each transaction line:
  6. Complete the following optional fields:
  7. Complete one or more of the detail forms that appear after you enter the transaction lines.
- See *Entering Detail Information*.
8. On Enter Statement, click OK to complete the process of entering the bank statement.

### **Entering Detail Information**

You must enter bank statement information before you can enter detail information.

The appearance of detail forms depends on the type of transactions that you enter from your bank statement. Detail forms correspond to the individual transaction codes. They appear in the same order as the transaction lines and provide additional transaction information.

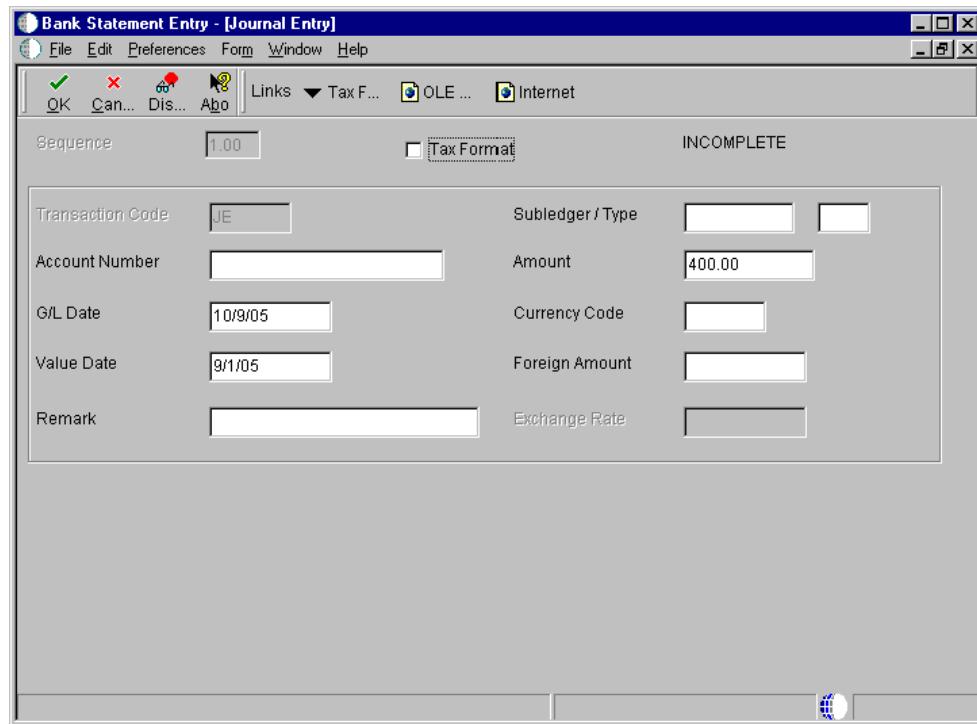
If the system displays a warning message as you are entering detail information, try to correct the problem. If you are unable to correct the problem, you can click OK when you finish entering the information. The warning message remains. Click OK again to enter the information. The system accepts the transaction with a status of incomplete.

If you want to view specific types of transactions, see *To specify filter criteria*.

► **To enter detail for journal entries**

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After entering bank statement information, you can enter transaction detail using the Row menu.



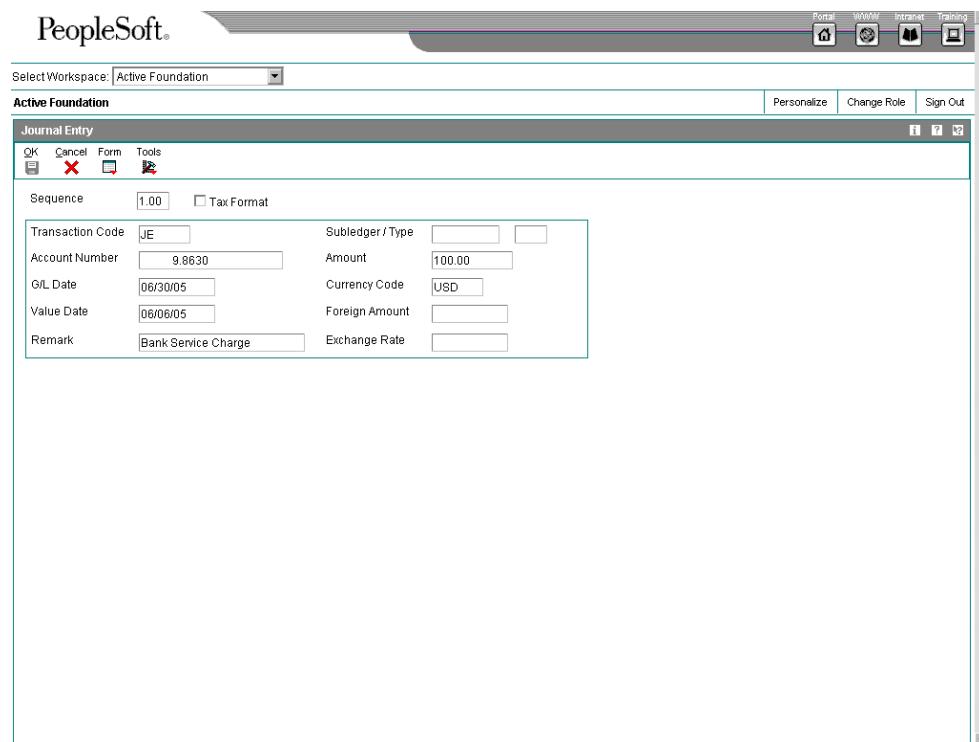
1. On Journal Entry, complete the following fields:
2. Complete the following optional field:
3. Click OK.

## ► To enter VAT detail for journal entries

---

After entering bank statement information, you can enter transaction detail.

1. On Journal Entry, click the Tax Format option from the Form menu.

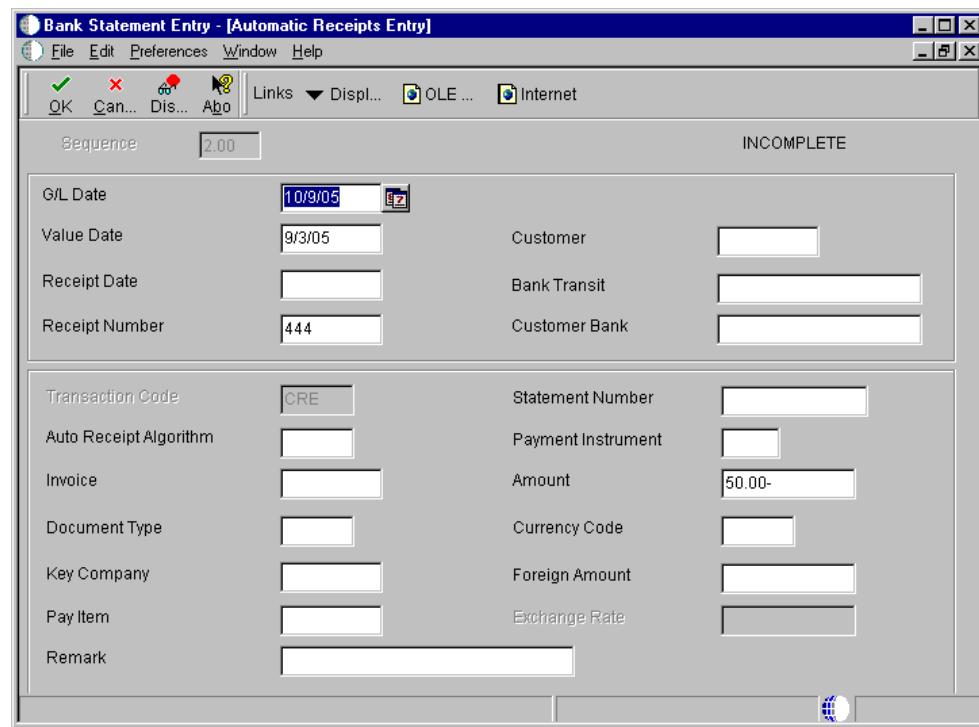


2. Complete the following fields:
3. Complete the following optional field:
4. Click OK.

## ► To enter detail for automatic receipts (CRE)

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After entering bank statement information, you can enter transaction detail.

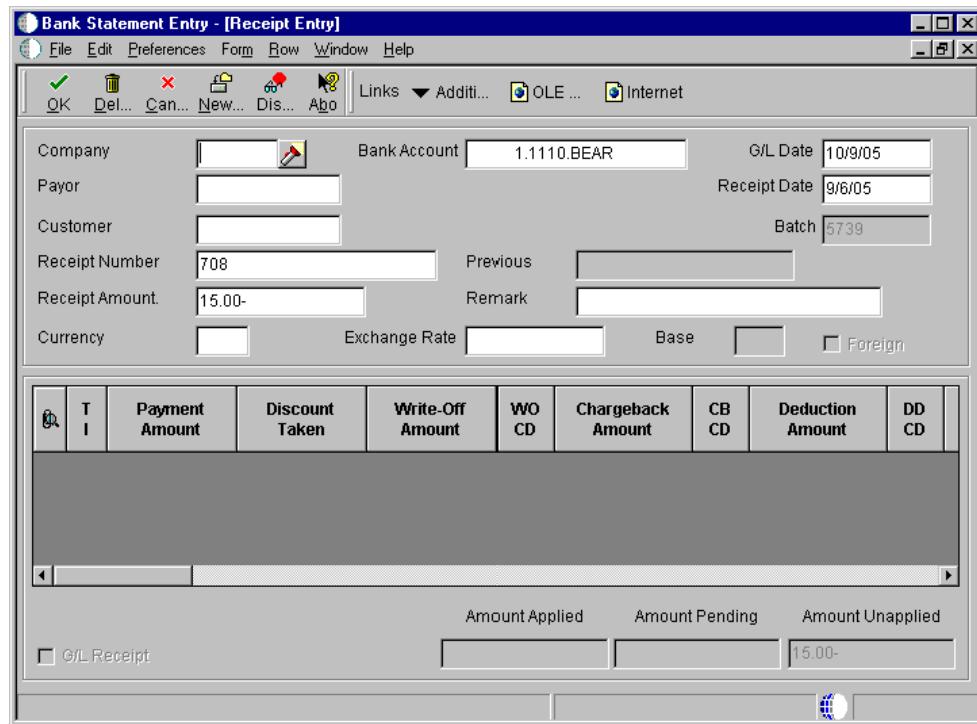


1. On Automatic Receipts Entry, complete the following fields:
2. Complete the following optional fields:
3. Complete the following fields depending on the auto receipt algorithm method, which specifies how receipts are applied:
4. Click OK.

## ► To enter detail for manual receipts (CRI)

---

After entering bank statement information, you can enter transaction detail. For manual receipts, the system must access the Accounts Receivable system.



On Receipt Entry, enter manual receipts.

The system applies these receipts directly to the Customer Ledger table (F03B11).

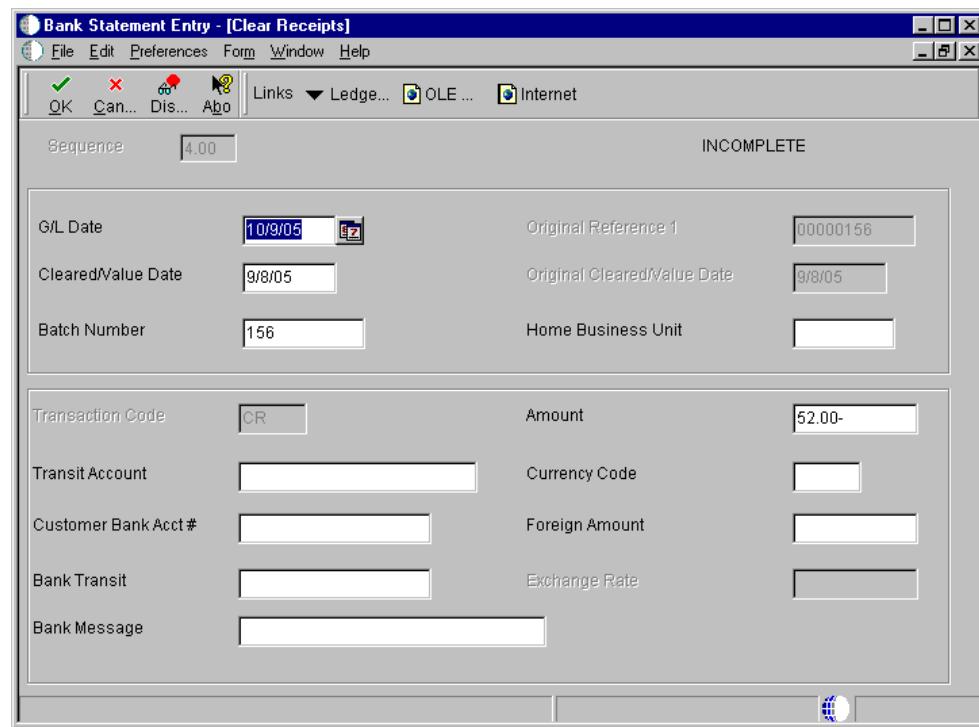
### See Also

- *Manual Receipts Processing in the Accounts Receivable Guide*

## ► To enter detail for clear receipts (CR)

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After entering bank statement information, you can enter transaction detail.

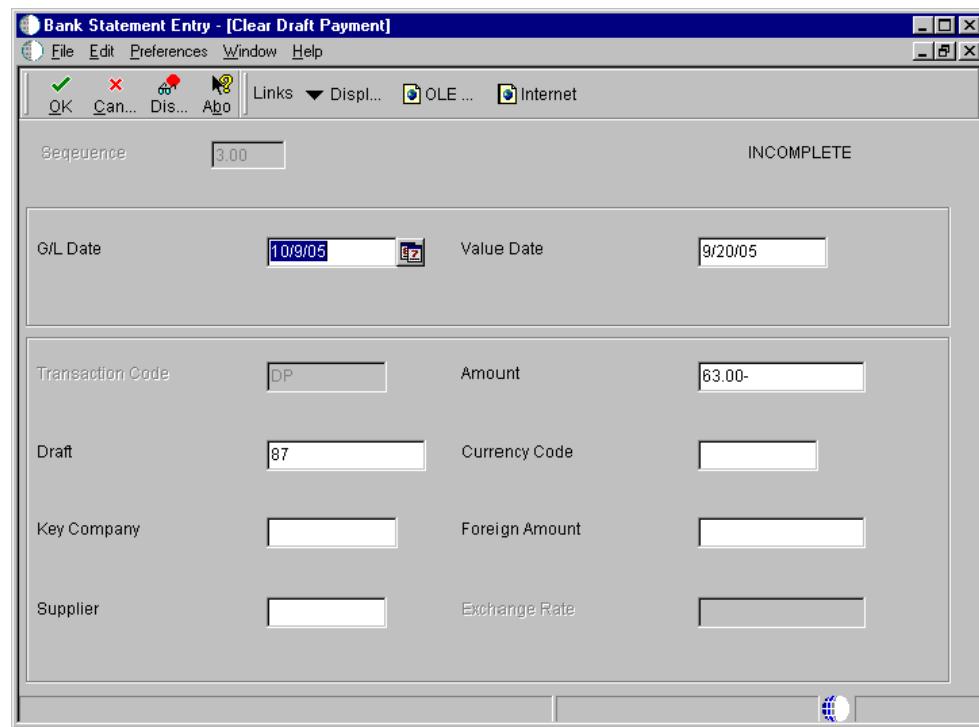


1. On Clear Receipts, complete the following fields:
2. Complete the following optional fields:
3. Click OK.

## ► To enter detail for clear draft payments (DP)

---

After entering bank statement information, you can enter transaction detail.



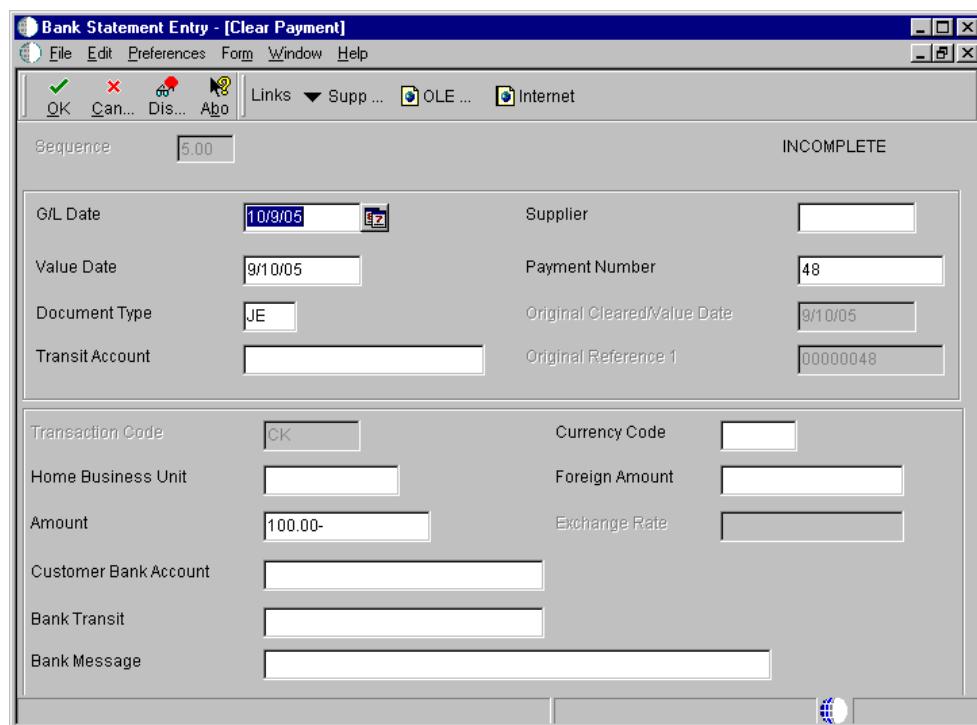
1. On Clear Draft Payment, complete the following fields:
2. Complete the following optional fields:
3. Click OK.

## ► To enter detail for clear payments (CK)

After entering bank statement information, you can enter transaction detail.

If you set the entry mode processing option, the system validates the payment amount and payment number that you enter against the Accounts Payable – Matching Document table (F0413) and displays the Payment Amount Discrepancy form, if a discrepancy exists.

The payment number is validated using the combination of document type, supplier, and transit account, if entered. Otherwise, the payment number is validated using the bank statement account.



1. On Clear Payment, complete the following fields:
2. Complete the following optional fields:
3. Click OK.

If a discrepancy exists between the amount and payment number that you enter here and the amount in the Accounts Payable Ledger table for the same payment number, the system displays the Payment Amount Discrepancy form.

4. If the form is displayed, click OK to close the Payment Amount Discrepancy form.
5. If a discrepancy exists, adjust the amount to eliminate the discrepancy on the Clear Payment form and click OK.

► To enter detail for manual payments without voucher match

After entering bank statement information, you can enter transaction detail.

Pay Item	Gross Amount	Discount Available	Remark	Due Date	Pay Status	P C
001	52,525.00		Supplies #1	6/23/05	P	D
002						

On Enter Voucher - Payment Information, enter manual payments.

The system applies these payments directly to the Accounts Payable Ledger table (F0411).

**See Also**

- *Entering Manual Payments with Existing Vouchers* in the *Accounts Payable Guide*

► To enter detail for manual payments with voucher match

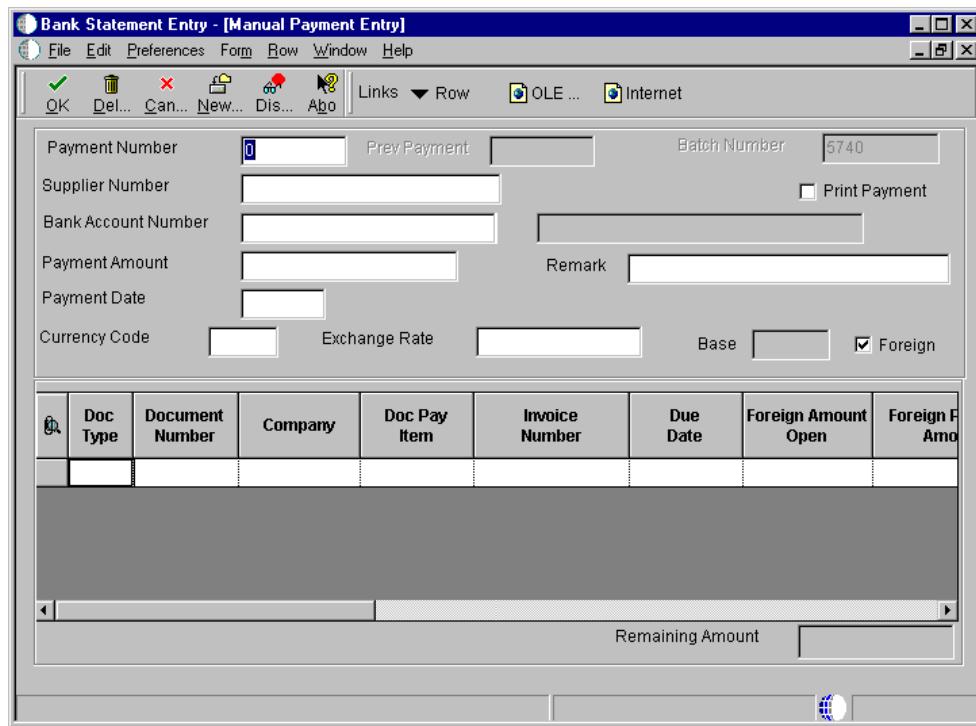
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After entering bank statement information, you can enter transaction detail.

The screenshot shows a Windows application window titled "Bank Statement Entry - [Work with Payments]". The menu bar includes File, Edit, Preferences, Form, Row, Window, Help, and several toolbar icons. The main area has sections for Supplier Number, Payment Number, Currency Code, Bank Account Number, and Date ranges. Below this is a grid table with columns for Payment Type, Payment Number, Payment Date, Supplier Number, Payment Amount, Post Status, Pay Inst, Curr Code, and Clear Dat. The table contains several rows of payment data, with the last row being edited.

	Payment Type	Payment Number	Payment Date	Supplier Number	Payment Amount	Post Status	Pay Inst	Curr Code	Clear Dat
	PN	1200	6/30/05	3480	2,000.00			USD	
	PK	2003	6/30/05	4341	144.64	D		USD	6.
	PN	5001	6/30/05	4344	52,525.00	D		USD	
	PN	5002	5/31/05	1001	2,500.00	D		USD	
	PK	5002	6/30/05	3480	27,500.00	D		USD	6.
	PK	5003	6/30/05	4343	394,966.48	D		USD	6.
	PK	5004	6/30/05	4347	125,000.00	D		USD	6.
	PK	5005	6/30/05	4344		D		USD	6.
	PK	5008	7/31/05	4344	4,455.00	D		USD	7.

1. On Work with Payments, click Add.



2. On Manual Payment Entry, enter manual payments and click OK.

The system applies these payments directly to the Accounts Payable Ledger table (F0411).

#### See Also

- *Entering Manual Payments without Existing Vouchers in the Accounts Payable Guide*

#### What You Should Know About Processing Options

<b>Versions tab, Processing options 1, 2, and 3</b>	If you use the appropriate processing option to specify a version to execute, the version must already exist on the server.
<b>Entry Mode tab, Processing option 1</b>	<p>This processing option controls when the system displays detail windows for transaction information and when the system edits transaction information.</p> <p>You can set this processing option to 0 for "speed entry" of transactions. The system edits only the header fields for the statement. The system does not display detail forms and does not edit transactions until you click OK to enter the statement. Every transaction has an incomplete status until you enter the appropriate detail information.</p> <p>If you set this processing option to 1, the system displays detail forms but does not edit the transactions. The system only performs edits on the header fields.</p> <p>If you set this processing option to 2, the system edits transaction information when you enter it. In addition, the system validates the payment amount and payment number that you enter against the Accounts Payable Ledger table (F0411) and displays a message if a discrepancy exists.</p>
<b>Previous Balance</b>	You can specify that the ending balance of the previous bank statement be the

<b>tab, Processing option 1</b>	<p>beginning balance of the current statement. If you do this procedure, you must also:</p> <ul style="list-style-type: none"> <li>• Enter the statements in sequential order by statement number and by statement date.</li> <li>• Reconcile the previous statement before you enter the current statement.</li> </ul> <p>See <i>Reconciling Bank Statements</i>.</p>
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## Revising Bank Statements

After you enter a bank statement or load a bank statement from tape, you might need to add or revise transactions.

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### Note

You can revise only unprocessed bank statement transactions. To determine whether a transaction has been processed, review the detail. The word "Processed" appears next to a transaction if it has been processed. You can delete an entire statement only if all of the transactions are unprocessed.

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### ► To review bank statement information

*From the Bank Statement Processing menu (G09211), choose Bank Statement Review.*

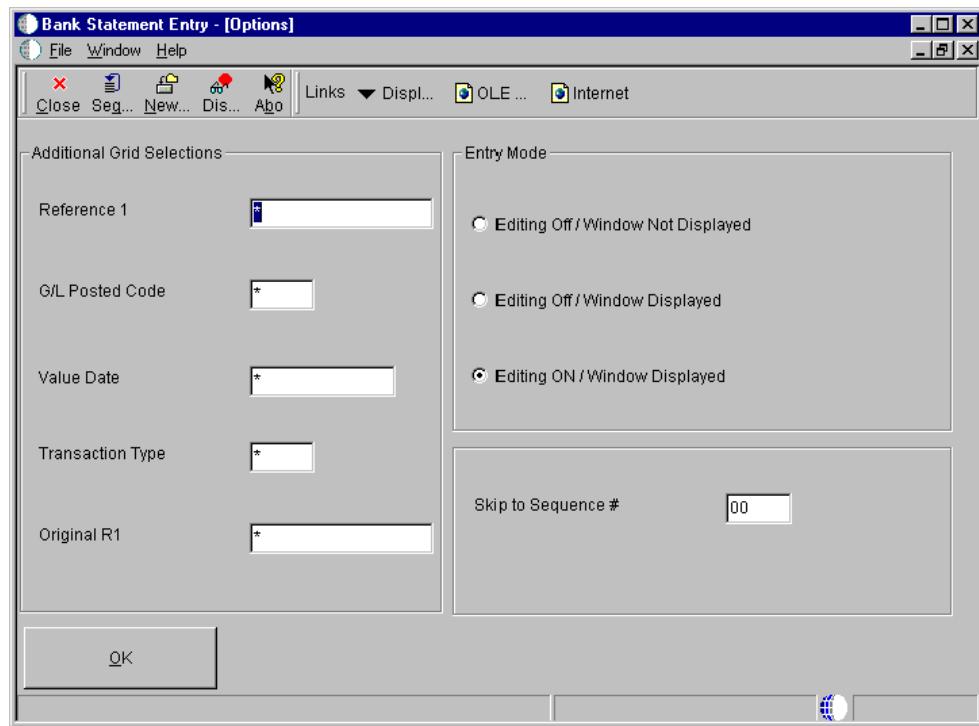
1. On Work With Bank Statements, complete the following field:
2. Complete the following optional fields:
3. Click Find.
4. Scroll through the statements until the appropriate statement appears.
5. Select the statement.
6. On Enter Statement, review the information.
7. To review a transaction, select the transaction and choose Detail from the Row menu.

### ► To specify filter criteria

*From the Bank Statement Processing menu (G09211), choose Bank Statement Review.*

You can specify filter criteria to reduce the number of transactions that you are reviewing.

1. On Work With Bank Statements, follow the steps to review bank statement information.
2. On Enter Statement, from the Form menu, select Options.



3. On Options, fill in one or more of the following fields:
4. Click OK.
5. To clear the filter criteria and view all transactions, on Enter Statement, deselect the Options by putting \* in every field.

#### ► To review a batch

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*From the Bank Statement Processing menu (G09211), choose Bank Statement Review.*

After you review bank statement information, you can review and approve the batches.

The batch review program is standard throughout the J.D. Edwards system.

1. On Work With Bank Statements, complete any of the following fields and click Find:
2. Select the batch that you want to review and choose Batch Review from the Row menu.

#### ► To revise bank statement transactions

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*From the Bank Statement Processing menu (G09211), choose Bank Statement Review.*

- To add a new transaction, enter the information on a blank line. The system displays the appropriate detail form.
- To change a transaction, replace the existing information. The system displays the appropriate detail form.

- To change detail information for a transaction, choose Detail from the Row menu. The system displays the appropriate detail form.
- To change a transaction code, delete the transaction and enter a new one with the correct code.

#### **See Also**

- *Entering Bank Statements* for the processing options for this program

### **Updating the Reconciliation Table**

*From the Bank Statement Processing menu (G09211), choose Refresh Reconciliation File.*

When you enter payments and receipts from a bank statement, you indicate which transactions have cleared the bank. After you clear these transactions, you need to update the reconciliation table. Later, when you reconcile your bank statements, the system uses this table to reconcile the payments and receipts that you cleared.

Refreshing the Reconciliation File updates the WF - Acct Ledger File for Reconciliation worktable (F0911R).

#### **Before You Begin**

- Enter the bank statement. See *Entering Bank Statements*.
- Review the bank statement and revise it, if necessary. See *Revising Bank Statements*.
- Post manual receipts. See *Posting Manual Receipts for Bank Statements*.

### **Reconciling Bank Statements**

*From the Bank Statement Processing menu (G09211), choose Bank Journal Statement Process.*

After you refresh the reconciliation table, you can reconcile your bank statements.

You can run the Bank Journal Statement Process program in proof or final mode.

Final mode creates accounting batches, generates reconciliation reports, and updates the Account Ledger table (F0911).

#### **Before You Begin**

- Refresh the reconciliation table. See *Updating the Reconciliation Table*.

### **Reviewing the Bank Journal Statement Processing Report**

This report shows summary information about each batch.

#### **Abbreviated Column Headings**

The report contains the following abbreviated column headings:

- TR CD - Transaction Code
- DC Ty - Document Type

## **Reviewing the Bank Reconciliation Report**

This report shows detail information about each transaction on the bank statement. It includes the status of each transaction after the reconciliation process.

### **Abbreviated Column Headings**

The report contains the following abbreviated column heading:

- C - Consolidated. Contains \* if the line consists of multiple transactions that are consolidated together.

### **Messages**

The report contains the following messages:

- Cleared. Represents information in the Bank Statement Detail table (F0917).
- Issued. Represents information in the Account Ledger table (F0911).

### **See Also**

- R09131, Refresh Reconciliation File* in the *Reports Guide* for a report sample

## **Reviewing the Cleared Not Issued Report**

This report shows all of the transactions that are in the Bank Statement Detail table (F0917) and not in the Account Ledger table (F0911).

### **Abbreviated Column Headings**

The report contains the following abbreviated column heading:

- C - Consolidated. Contains \* if the line consists of multiple transactions that are consolidated together.

## **Reviewing the Cleared Before Issued Report**

This report shows transactions that are in the Bank Statement Detail table (F0917) with a clear date that is earlier than the G/L date in the Account Ledger table (F0911).

### **Abbreviated Column Headings**

The report contains the following abbreviated column heading:

- C - Consolidated. Contains \* if the line consists of multiple transactions that are consolidated together.

## **Reviewing the Amounts Not Equal Report**

This report shows transactions that have different amounts in the Bank Statement Detail (F0917) and Account Ledger (F0911) tables.

### **Abbreviated Column Headings**

The report contains the following abbreviated column heading:

- C - Consolidated. Contains \* if the line consists of multiple transactions that are consolidated together.

## Reviewing the Unreconciled Items Report

This report shows all unreconciled items in the Bank Statement Detail table (F0917).

### Abbreviated Column Headings

The report contains the following abbreviated column headings:

- C - Consolidated. Contains \* if the line consists of multiple transactions that are consolidated together.
- Cleared. Represents information in the Bank Statement table (F0917).
- Issued. Represents information in the Account Ledger table (F0911).

### Data Sequence for Reconcile Bank Statements

The following data sequence is required:

1. Statement number
2. Statement date
3. Bank account number

## Posting Bank Statement Transactions

After you enter and review bank statement transactions, you need to post them. The posting process updates the Account Ledger and Account Balances tables.

The post program is standard throughout the J.D. Edwards system.

### See Also

- Posting Journal Entries*

## Posting Automatic Receipts for Bank Statements

*From the Bank Statement Processing menu (G09211), choose Post Automatic Receipts.*

After you reconcile bank statements to create batches, you must post the automatic receipts. When you run the Post Automatic Receipts program, the system creates the Account Ledger records (F0911) for automatic receipts.

If you do not use a transit account, you must take the following steps after you post the automatic receipts:

1. Refresh the reconciliation table to refresh the WF - Acct Ledger File for Reconciliation worktable (F0911R).
2. Manually reconcile the receipts.

### Before You Begin

- Reconcile the bank statement. See *Reconciling Bank Statements*.

#### **See Also**

- Updating the Reconciliation Table*
- Reconciling Bank Statements Manually*

## **Posting General Journal Batches for Bank Statements**

*From the Bank Statement Processing menu (G09211), choose Post General Journal Batches.*

After you create batches and post any automatic receipts, such as bank charges, you can post the batches to the General Journal. These batches might include:

- Journal entries for write-off amounts
- Journal entries between a transit account and the bank account (if you use transit accounts)

#### **See Also**

- Posting Financial Batches*

#### **Before You Begin**

- Reconcile the bank statement. See *Reconciling Bank Statements*.
- Post automatic receipts, if applicable, to create the associated Account Ledger records (F0911). See *Posting Automatic Receipts for Bank Statements*.

## **Posting Manual Payments for Bank Statements**

*From the Bank Statement Processing menu (G09211), choose Post Manual Payments.*

Run the Manual Payment Post program to post both types of manual payments. The processing option for batch selection is set to M (manual payments), which selects:

- Payments with Matching Vouchers (batch type M)
- Payments without Matching Vouchers (batch type W)

You should not change the batch selection in this processing option.

This program creates payment disbursement entries and offset entries to the general ledger for the payables trade account.

#### **See Also**

- Posting Manual Payments in the Accounts Payable Guide*

## **Posting Manual Receipts for Bank Statements**

*From the Bank Statement Processing menu (G09211), choose Post Manual Receipts.*

You can enter receipts manually into the system and then post them. For example, when a customer remits payment for an invoice, you can enter the payment manually, matching the payment to the associated open invoice.

To do this procedure, run the Cash Receipt Post program.

After you post manual receipts, you can update the reconciliation table and reconcile your bank statement.

#### See Also

- Posting Automatic Receipts for Bank Statements*
- Updating the Reconciliation Table*
- Reconciling Bank Statements*
- Posting Journal Entries*

#### Before You Begin

- Enter and review your bank statement. See *Entering Bank Statements* and *Revising Bank Statements*.

### Reconciling Bank Statements Manually

*From the Bank Statement Processing menu (G09211), choose Manual Reconciliation.*

If your bank statement has automatic receipts that do not use a transit account, take the following steps after you post the bank statement batch:

1. Refresh the reconciliation table.
2. Run the Manual Reconciliation program to manually reconcile the bank statement. You might also need to manually reconcile a bank statement entry so that the system marks the Account Ledger table (F0911) as reconciled.

#### See Also

- Working with Manual Reconciliations*

## Financial Reports

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In most businesses, the accounting department or controller's office is required to produce certain financial reports on a regular basis. Typically, these reports are produced at the end of a period or fiscal year.

#### Features of Financial Reports

The following list describes the features of financial reports:

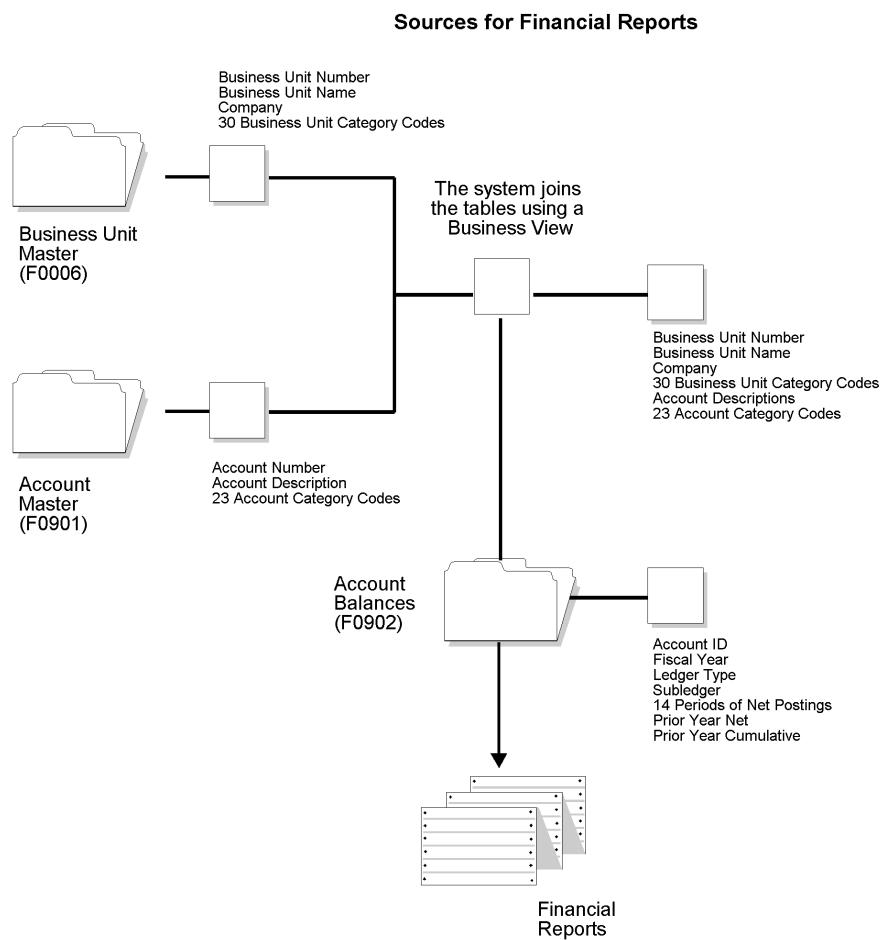
<b>Standard reports</b>	You can use any of the standard templates that are provided with the J.D. Edwards software. A report template contains a fixed format for your data and predefines the number of columns, their order, and headings.
<b>Custom reports</b>	You can create your own version using any report template. A single report version can contain amounts for individual companies or consolidated totals for several companies.  You can design additional, customized financial reports using the Financial Reporting feature.
<b>Detail and summary information on your reports</b>	You can print different levels of summarization on financial reports by specifying a level of detail. You can select a fiscal period and year with a processing option, or use the default fiscal period that is defined on Set

	<p><b>Financial Report Date.</b></p> <p>Through AAIs, you assign the account ranges and subtotals that the system uses for the reports.</p>
--	---

## Sources for Financial Report Information

Financial reports combine information from the Business Unit Master (F0006), the Account Master (F0901), and the Account Balances (F0902) tables.

The following graphic illustrates the tables that provide information for financial reports:



## Printing Simple Financial Reports

At the end of each financial period, most companies produce financial reports. To compare current period and year-to-date amounts to amounts for the same period in the prior year, you can print an income statement. To assess your company's financial position, you can print a balance sheet.

These reports use information stored in the Business Unit Master (F0006), the Account Master (F0901), and the Account Balances (F0902) tables.

## Printing a Simple Income Statement

*From the Financial Reports menu (G10), choose Simple Income Statement.*

A simple income statement tracks revenues and expenses and the net income or loss for a specific period of time. To print a simple income statement, all of your profit and loss accounts must be grouped together in your chart of accounts, and cannot be interrupted by any balance sheet accounts.

Some examples of special interim totals for this report follow:

- Gross Margin
- Net Profit Before Taxes
- Net Income (Loss)

### Before You Begin

- Verify that you have set up AAI items FSxx. These items establish the optimal interim totals on the income statement.
- Verify that your financial reporting period is set correctly. See *Changing a Financial Reporting Date*.

### See Also

- R10211B, Income Statement* in the *Reports Guide* for a report sample
- Data Selection and Data Sequence for Simple Income Statement*

### Data Selection and Data Sequence for Simple Income Statement

You must select the object accounts that you want to include on the report. For example, if your profit and loss accounts begin with object account 5000, select Object Account GE (greater than or equal to) 5000.

You must also specify a ledger type. If you do not, the system combines all of the ledger types, which could produce inaccurate results.

J.D. Edwards financial reports are designed to print in the following sequence:

- Company
- Business unit report codes
- Account master report codes
- Business unit
- Object account
- Subsidiary

Examples of the data sequence that is required for specific types of reports are as follows:

<b>For a business unit report</b>	The data sequence should be: <ul style="list-style-type: none"><li>• Business Unit</li><li>• Object Account</li><li>• Subsidiary</li></ul>
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<b>For a business unit consolidation report</b>	The data sequence should be: <ul style="list-style-type: none"><li>• Company</li><li>• Object Account</li><li>• Subsidiary</li></ul>
<b>For a company consolidation report</b>	The data sequence should be: <ul style="list-style-type: none"><li>• Object</li><li>• Subsidiary</li></ul>

If you do not use company as your first sequence, the system uses the information for company 00000 to determine the financial reporting date.

You must always use a sequence by object account and subsidiary to protect the integrity of your data and ensure that the level of detail subtotals are accurate. To print a report across many business units or companies, use a sequence by object account and subsidiary only.

The data sequence item that immediately precedes the object account determines page breaks and totals for all financial reports. For example, if the data sequence is by company, object account, and subsidiary, page breaks and totals occur when the company number changes. If the object account is the first data sequence item, the report has no page breaks and totals only at the end.

You can change the subtotals by changing the sequence and level breaks in the report design tool. For example, you can create subtotals by specifying category codes for level breaks.

## Printing a Simple Balance Sheet

*From the Financial Reports menu (G10), choose Simple Balance Sheet.*

A simple balance sheet tracks assets, liabilities, and equity by business unit or company. To print a simple balance sheet, all of your balance sheet accounts must be grouped in your chart of accounts, and cannot be interrupted by any profit and loss accounts.

You can use a balance sheet to track financial information for the following items:

- Current period
- Prior period end
- Prior year end
- Net change for the period and year

### Before You Begin

- Validate the net income amount on your income statement. This amount is the year-to-date income (loss) on the balance sheet.
- Verify that you have set up AAI items GLG2, GLG3, and GLG5. These items establish the beginning and ending ranges for balance sheet accounts.
- Verify that your financial reporting period is set correctly. See *Changing a Financial Reporting Date*.
- For reports at the crossover to a new year, verify that the Annual Close Report program (R098201) ran successfully. Balance forward amounts are not created until the close process is complete. See *Closing a Fiscal Year* for more information.

## See Also

- *R10111B, Balance Sheet* in the *Reports Guide* for a report sample
- *How Net Income Is Calculated*
- *Data Selection and Data Sequence for Simple Balance Sheet*

## How Net Income Is Calculated

The system does not perform calculations on the actual revenue and expense accounts (5000 - 9999) to derive a net income amount. Instead, it uses the following equation:

$$\text{Assets} - (\text{Liabilities} + \text{Equity}) = \text{Net Income}$$

This method of calculating the net income saves a considerable amount of processing time when you produce a balance sheet.

### Example: Net Income Calculation

Assets	6,966,772.54
<u>Liabilities + Equity</u>	<u>-6,592,393.31</u>
Net Income	374,379.23

This calculation is based on the following items:

Assets = 6,966,772.54

Liabilities + Equity:

Current Liabilities	755,755.74
Long-Term Liabilities	2,027,576.49
Common Stock	267,500.00
Paid-in-Capital	1,535,017.77
Retained Earnings	<u>2,006,543.31</u>
Total Liabilities + Equity	6,592,393.31

(The system uses this computed total in the net income calculation.)

## Data Selection and Data Sequence for Simple Balance Sheet

You must select the object accounts that you want to include on the report. For example, if your profit and loss accounts begin with object account 5000, you could select Object Account LE (less than or equal to) 4999.

You must also specify a ledger type. If you do not, the system combines all ledger types, which could produce inaccurate results.

J.D. Edwards financial reports are designed to print in the following sequence:

- Company
- Object account

- Subsidiary

If you do not use company as your first sequence, the system uses the information for company 00000 to determine the financial reporting date.

You must always use a sequence by object account and subsidiary to protect the integrity of your data, and ensure that the level of detail subtotals are accurate. To print a report across many business units or companies, use a sequence by object account and subsidiary only.

The data sequence item that immediately precedes the object account determines page breaks and totals for all financial reports. For example, if the data sequence is by company, object account, and subsidiary, page breaks and totals occur when the company number changes. If the object account is the first data sequence item, the report has no page breaks and totals only at the end.

## Printing Consolidated Financial Reports

At the end of each financial period, most companies produce financial reports. To combine income or balance sheet information across companies or business units, you can print consolidated financial reports.

These reports use information that is stored in the Business Unit Master (F0006), the Account Master (F0901), and the Account Balances (F0902) tables.

### Before You Begin

- J.D. Edwards provides several sample versions of these reports. Before you print them, you must first define the column headings and data that you want to appear in each column of the report. For more information, see *Working with Objects in Report Sections* in the *Enterprise Report Writing Guide*.

### Report Formats

- You can define as many columns as fit on the printed report.
- You define the column headings for the report.
- Each financial report includes a consolidated column. The system calculates the consolidated column based on the amounts in the other columns.
- Amounts on the report appear as whole currency amounts. Decimal amounts are omitted.

## Printing Consolidated Income Statements

*From the Financial Reports menu (G10), choose Consolidated Income-7 column.*

To see income (profit and loss) information that is combined for companies or business units, print the consolidated income statement. You can include information for the current period or year-to-date.

Amounts on consolidated income statements include a maximum of 999 million with separators and 999 billion without separators.

### See Also

- *R103121A, Consolidated Income Statement* in the *Reports Guide* for a report sample

## **Data Selection and Sequence for Consolidated Income Statement**

The first data selection must be the object account range for your profit and loss accounts. The DEMO versions have predefined columns for specific companies. To create a report for companies other than those that are defined in the DEMO versions, you must use the Report Design Aid functions in the J.D. Edwards reporting feature to set up data selection and column titles.

You must sequence by object and subsidiary account only. If you do not, your column data spreads over many pages.

This report uses company 00000 to determine the default financial reporting date.

## **Printing Consolidated Balance Sheets**

*From the Financial Reports menu (G10), choose Consolidated Balance Sheet.*

To make balance sheet comparisons using combined totals for companies or business units, print a consolidated balance sheet for the current period or year-to-date.

You can consolidate up to seven different reporting entities on the consolidated balance sheet.

### **See Also**

- R10311A, Consolidating Balance Sheet* in the *Reports Guide* for a report sample

## **Data Selection and Data Sequence for Consolidated Balance Sheet**

The first data selection must be the object account range for your balance sheet accounts. The DEMO versions have predefined columns for specific companies. To create a report for companies other than those that are defined in the DEMO versions, you must use the Report Design Aid functions in the J.D. Edwards reporting feature to set up data selection and column titles.

You must sequence by object and subsidiary account only. If you do not, your column data spreads over many pages.

This report uses company 00000 to determine the default financial reporting date.

## **Printing Monthly Spreadsheets**

*From the Financial Reports menu (G10), choose Monthly Spreadsheet.*

To examine trends in your company's financial activity, print the Monthly Spreadsheet. You can analyze actual and budget amounts for:

- Period to date
- Year to date

You can also print this spreadsheet to show current period amounts with budget amounts for future periods.

This batch report uses information stored in the Account Balances table (F0902).

The monthly spreadsheet rounds to the thousands. For example, if the amount is 2700, it rounds to 3000 and prints as "3." If you want a spreadsheet with different specifications, you can design your own by using the financial report writer.

## **Before You Begin**

- Verify that your financial reporting period is set correctly. See *Changing a Financial Reporting Date*.

## **See Also**

- R10412A, Monthly Spreadsheet* in the *Reports Guide* for a report sample

## **Printing Variance Analysis Reports**

*From the Financial Reports menu (G10), choose Variance Analysis or Variance Analysis w/5 Months.*

To compare actual to budget amounts and compute current period and year-to-date variances, use the variance analysis reports.

## **Variance Analysis**

The Variance Analysis report lists budget and actual amounts, and shows the difference (variance) between the two amounts. In addition, the percentage that is associated with each line item reflects the percentage of revenues. The percentage of budget that is associated with each line item is equal to the variance divided by the budget for the current period or year-to-date.

## **See Also**

- R10212A, Variance Analysis* in the *Reports Guide* for a report sample

## **Variance Analysis with Five Months Actual**

The Variance Analysis with Five Months Actual report (R10411A) lists annual and year-to-date budget amounts, year-to-date actual amounts, and the year-to-date variance. The report also lists actual amounts for the period that is specified in the processing option and the four preceding periods.

## **Forecasting G/L Cash Flow**

*From the G/L Advanced & Technical Operations menu (G0931), choose G/L Cash Forecasting.*

As part of your daily cash forecasting activities, you can review a summary of current balance information in your general ledger. To do this review, you can create an application (in the Enterprise Report Writer, for example) and run a G/L cash forecasting report.

## **What Happens When You Run G/L Cash Forecasting**

When you run G/L Cash Forecasting, the system:

- Consolidates information from the Account Balances table (F0902) and posted records in the Account Ledger table (F0911)
- Summarizes information by G/L account, currency, and "as of" date
- Reflects a current balance as of a selected date
- Updates account summary records in the G/L part of the Cash Forecasting Summarization table (F0032)

## Data Selection and Data Sequence for G/L Cash Forecasting

You should include a range of accounts in the data selection. If you include all accounts, the processing time for this program can be very long.

Account ID is the first sequence item in the DEMO version and should not be changed.

### See Also

- Forecasting Cash Flow in the Accounts Payable Guide*
- Forecasting Cash Flow in the Accounts Receivable Guide*

## Account Consolidations

---

The Account Consolidations programs enable you to group, or consolidate, business unit account balances for online viewing and reports if the balances are in the same currency and all companies use the same fiscal date pattern.

The method that you choose depends on the availability of disk space. Both methods use AAI items GLG6 (beginning revenue account) and GLG12 (ending income statement account) to distinguish between balance sheet and income statement accounts. When the system calculates cumulative balances, it adds the prior year-end cumulative balance to the year-to-date amount for accounts that are not income statement accounts.

### Advantages and Disadvantages of Each Method

Online	<p>Advantages:</p> <ul style="list-style-type: none"><li>• Is useful for consolidating small numbers of companies or business units.</li><li>• Includes real-time information for up-to-the-minute consolidations.</li><li>• Enables you to store criteria for future consolidations.</li><li>• Controls the calculation method for ledger comparison. For example, you can have the system subtract budgets from actuals to calculate budget variances, or divide budgets by actuals to show a budget-to-actual ratio. Four calculation options are available.</li><li>• Accesses the ledger for viewing detail for business units, down to the account level.</li><li>• Requires less additional disk space than the high-volume method because it creates fewer new records. Instead, it uses the existing account balance records.</li><li>• Enables you to consolidate balances that are based on multiple business unit category codes.</li><li>• Enables you to use the parent-child relationships that you create in organization report structures.</li></ul> <p>Disadvantages:</p> <ul style="list-style-type: none"><li>• Provides viewing capability only, although you can export the information in the detail area to a spreadsheet for analysis.</li><li>• Causes increased processing time, based on the number of business units.</li></ul>
--------	---

<b>High-Volume</b>	<p><b>Advantages:</b></p> <ul style="list-style-type: none"> <li>• Is useful for consolidating large balances and numbers of companies or business units.</li> <li>• Enables results to be used in financial reporting.</li> <li>• Allows batch mode for running consolidations overnight. Processing in batch mode is useful to consolidate a large number of business units or accounts, or both.</li> </ul> <p><b>Disadvantages:</b></p> <ul style="list-style-type: none"> <li>• Requires additional disk space because several programs add records to tables and build a new database that contains consolidation information (pseudo records).</li> <li>• Prevents real-time access, due to batch mode.</li> <li>• Requires you to delete the prior consolidation and then refresh the consolidation to update a consolidation with new account balance information.</li> <li>• Limited to one category code per consolidation.</li> </ul>
--------------------	---

## Working with Online Consolidations

With online consolidations, you can compare budget amounts to actual amounts for a group of business units for a specific company; or compare different budget ledgers, unit ledgers, and so on.

When you use online consolidations, you can consolidate business units and review account balances by:

- Category code, such as branch, office, or geographical region
- Company, category code, and value (for example, types of expenses by department, product type, and geographical region)
- Organization report structure within parent/child business units

By grouping business units, you can create consolidated trial balances, balance sheets, and income statements.

### See Also

- Reviewing Trial Balances Online*
- Working with Organization Report Structures*
- Working with High-Volume Consolidations*

## Creating Consolidations

When you create your consolidation, you can choose one of the following methods to consolidate business units:

- Category code method to consolidate business units by company, category code, and value
- Parent business unit to consolidate business units by organization report structure

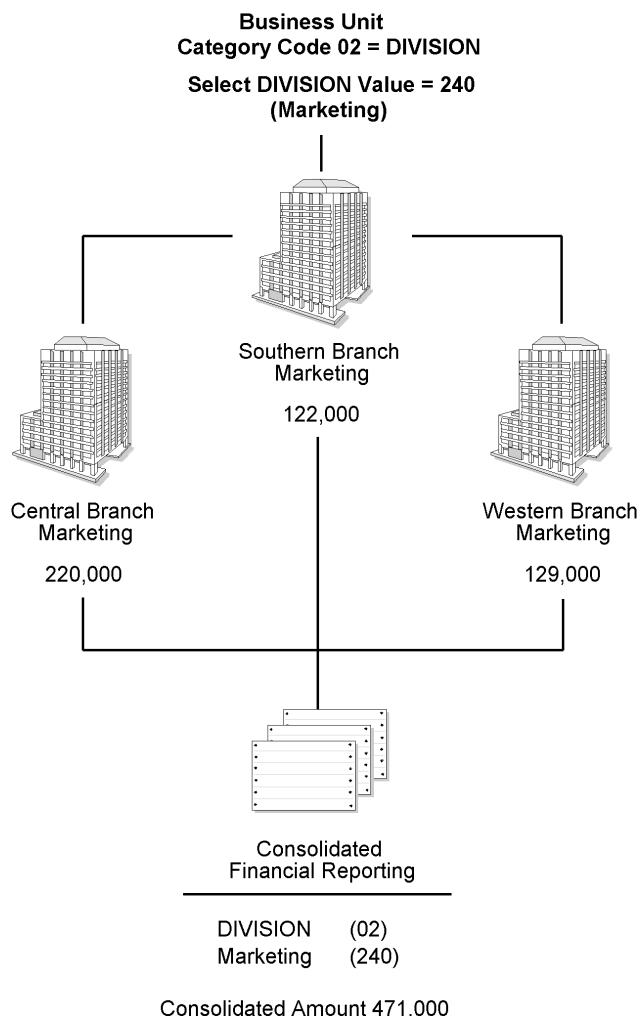
After you determine your choices for consolidation, you can use the Form menu to choose the following ordered steps:

- Store Inquiry to save your criteria.

- Refresh Business Units to process your account balances.
- Online Statements to create your consolidated financial statements.

**Example: Consolidating Business Units by Category Code**

The following diagram and forms illustrate how you can consolidate business units by category code.



**Online Consolidations - [Review Online Consolidation]**

File Edit Preferences Form Window Help

Select Find Close Beg... New... Dis... Abo Links Store I... OLE... Internet

Consolidation	MARKETING1	Category Code	02	240
Description	Area Rollup by Cat Code	Category Code		
Company	*	Category Code		
		Category Code		
<input checked="" type="radio"/> Category Code Method <input type="radio"/> Parent Business Unit Method <input type="radio"/> Masked Business Unit Method				
Level	Business Unit	Description	Manager	Sequence Number
	1	Financial/Distribution Company	Financial/Distribution C	
	3	Central Branch		
	4	Southern Branch		
	5	Western Branch		
	10	Western Distribution Center		
	40	Southern Distribution Center		
	61	Mountain Branch		

In this example, the first form contains information that has been entered for a consolidation by category code.

**Online Consolidations - [Online Consolidated Balance Sheet]**

File Edit Preferences Row Window Help

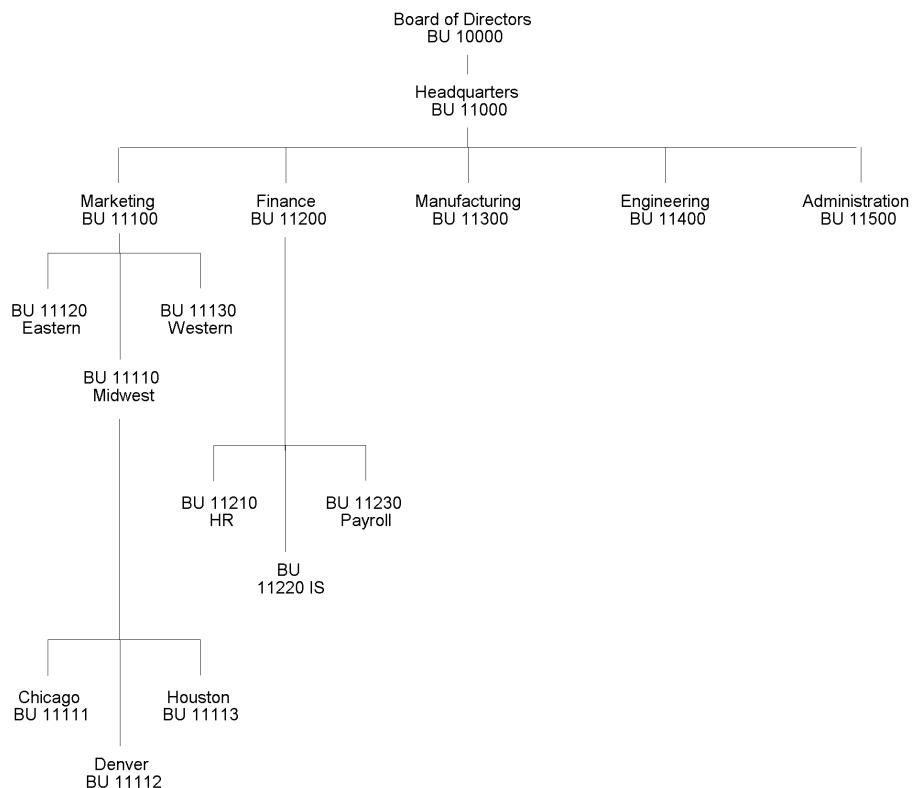
Select Find Close Beg... New... Dis... Abo Links Accou... OLE... Internet

<input type="radio"/> Trial Balance	Thru Date	6/30/05	Level Of Detail	9
<input checked="" type="radio"/> Balance Sheet	Ledger Type 1	AA	General Ledger	Currency Code
<input type="radio"/> Income Statement	Ledger Type 2	BA	Budget Amount	
<input type="checkbox"/> Business Unit Detail	Subledger/Type	*		
Account Description	General Ledger Period Balance	Budget Amount Period Balance	Variance Period Balance	
Assets				
Current Assets				
Cash				
Petty Cash	180.83-		180.8	
Cash in Banks				
Bear Creek National Ban	604,725.54-		604,725.5	
First Interstate Bank	752,129.21		752,129.	
First Bank of Paris	144.64-		144.6	
First Interstate Pavrol	12,500.00-		12,500.0	
Compressor Materials				

The second form contains the results of the consolidation.

### Example: Consolidating Business Units by Organization Report Structure

The following diagram and forms illustrate how you can consolidate business units by organization report structure:



**Online Consolidations - [Review Online Consolidation]**

File Edit Preferences Form Window Help

Select Find Close Beg... New... Dis... Abo Links Store I... OLE... Internet

Consolidation	MARKETING9	Type Structure	FIN	Financial Roll
Description	By Parent BU	Parent Business Unit	1	
Company	00001	Financial/Distribution Company		
<input type="radio"/> Category Code Method <input checked="" type="radio"/> Parent Business Unit Method <input type="radio"/> Masked Business Unit Method				
Level	Business Unit	Description	Manager	Sequence Number
0	1	Financial/Distribution Company	Financial/Distribution C	
1	1	Financial/Distribution Company	Financial/Distribution C	
.2	3	Central Branch		2.0
.2	20	Northern Distribution Center		1.0
.2	30	Eastern Distribution Center	Eastern Distribution Ce	3.0
1	4	Southern Branch		7.0
.2	40	Southern Distribution Center		4.0

In this example, the first form contains information that has been entered for a consolidation by parent business unit. The relationships between the business units are defined in the organization report structure. The parent business unit determines where to begin in the structure. For example, business unit 1 might be the parent for business units 3 and 4. However, business unit 3 might be defined as a parent to business unit 5. You can determine the point at which to begin your consolidation based on the parent number entered, 1 or 3.

**Online Consolidations - [Online Consolidated Balance Sheet]**

File Edit Preferences Row Window Help

Select Find Close Beg... New... Dis... Abo Links Window OLE... Internet

<input type="radio"/> Trial Balance	Thru Date	6/30/05	Level Of Detail	9
<input checked="" type="radio"/> Balance Sheet	Ledger Type 1	AA	General Ledger	Currency Code
<input type="radio"/> Income Statement	Ledger Type 2	BA	Budget Amount	
<input type="checkbox"/> Business Unit Detail	Subledger/Type	*		

Account Description	General Ledger Period Balance	Budget Amount Period Balance	Variance Period Balance
Assets			
Current Assets			
Cash			
Petty Cash	180.83		180.8
Cash in Banks			
Bear Creek National Ban	609,230.60		609,230.6
First Interstate Bank	747,746.95		747,746.
First Bank of Paris	144.64		144.6
First Interstate Payrol	12,500.00		12,500.0
Cash in Banks	125,871.71		125,871.

The second form contains the results of the consolidation.

#### ► To consolidate business units by company, category code, and value

---

*From the Consolidations menu (G1011), choose Online Consolidations.*

1. On Work With Online Consolidations, click Add.
2. On Review Online Consolidation, complete the following field:
3. Complete the following optional fields:
4. To view the business units that meet your criteria, click Find.
5. Verify that the business units are those that you want to consolidate.
6. To save your criteria, choose Store Inquiry from the Form menu.

This information is stored in the Online Consolidations Set-up File table (F09218).

7. To process the account balance, choose Refresh BU (Business Unit) from the Form menu.

This information is stored in the Online Consolidation Detail File table (F092181).

The processing time for this step depends on the number of business units and associated accounts that you are consolidating.

8. Click OK to acknowledge the system message about processing time.
9. Choose Online Statements from the Form menu.
10. On Online Consolidated Financial Statements, choose one of the following types of online statements to review:

For the balance sheet, the system calculates net income/loss based on AAI item GLG5 and includes the description for that item on the form.

For the income statement, interim totals for gross margin, operating income, and so on are defined in AAI item FSxx.

11. To view detail or summary amounts or to view a different level of detail, complete one of the following fields:

If you choose Business Unit Detail, you have access to additional detail fields from the Row menu.

12. To view amounts for a different date, complete the following field:
13. To designate the ledgers to be compared on the report, complete the following fields:
14. Click Find to activate the statement calculation.

#### **► To consolidate business units by organization report structure**

---

*From the Consolidations menu (G1011), choose Online Consolidations.*

1. On Work With Online Consolidations, click Add.
2. On Review Online Consolidation, complete the following fields:
3. Complete the following optional fields:
4. To view the business units that meet your criteria, click Find.
5. Verify that the business units are those that you want to consolidate.
6. To save your criteria, choose Store Inquiry from the Form menu.

This information is stored in the Online Consolidations Set-up File table (F09218).

7. To process the account balance, choose Refresh BU (Business Unit) from the Form menu.

This information is stored in the Online Consolidation Detail File table (F092181).

The processing time for this step depends on the number of business units and associated accounts that you are consolidating.

8. Click OK to acknowledge the system message about processing time.
9. Choose Online Statements from the Form menu.
10. On Online Consolidated Financial Statements, choose one of the following types of online statements to review:

For the balance sheet, the system calculates net income/loss based on AAI item GLG5 and includes the description for that item on the form.

For the income statement, interim totals for gross margin, operating income, and so on are defined in AAI item FSxx.

11. To view detail or summary amounts or to view a different level of detail, complete one of the following fields:

If you choose Business Unit Detail, you have access to additional detail fields from the Row menu.

12. To view amounts for a different date, complete the following field:

13. To designate the ledgers to be compared on the report, complete the following fields:
14. Click Find to activate the statement calculation.

### Maintaining Information

You can use the Structure Revisions form to maintain the information that appears for a parent/child business unit.

#### See Also

- Working with Organization Report Structures*

### Reviewing Consolidations

After a consolidation has been created, you can review the consolidation criteria to determine if it is still appropriate for your needs, or you can update and review the consolidated financial statements without re-creating the consolidation criteria.

#### ► To review the consolidation criteria

---

*From the Consolidations menu (G1011), choose Online Consolidations.*

1. On Work With Online Consolidations, click Find to access the list of consolidations.
2. Choose one of the consolidations and click Review from the Row menu.
3. On Review Online Consolidation, you can change any of the criteria and click Find to review the consolidations again.
4. Verify that the business units are those that you want to consolidate.
5. To save your criteria, choose Store Inquiry from the Form menu.

This information is stored in the Online Consolidations Set-up File table (F09218).

#### See Also

- Creating Consolidations*

#### ► To review the consolidated financial statements

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*From the Consolidations menu (G1011), choose Online Consolidations.*

1. On Work With Online Consolidations, click Find to access the list of consolidations.
2. Choose one of the consolidations and click Online Statements from the Row menu.
3. On Online Consolidated Financial Statements, choose one of the following types of online statements to review:

For the balance sheet, the system calculates net income/loss based on AAI item GLG5 and includes the description for that item on the form.

For the income statement, interim totals for gross margin, operating income, and so on are defined in AAI item FSxx.

4. To view detail or summary amounts or to view a different level of detail, complete one of the following fields:

If you choose Business Unit Detail, you have access to additional detail fields from the Row menu.

5. To view amounts for a different date, complete the following field:
6. To designate the ledgers to be compared on the report, complete the following fields:
7. Click Find to activate the statement calculation.

#### **See Also**

- Creating Consolidations*

## **Working with High-Volume Consolidations**

Use high-volume consolidations to combine balances for online review and financial reporting. To do this task, you combine balances under a fictitious company that you create solely for this purpose. For example, you can use the fictitious company to consolidate actual balances for each region or division of your company.

High-volume consolidations include two programs:

<b>Refresh Consolidation</b>	Creates records in the Business Unit Master (F0006), Account Master (F0901), and Account Balances (F0902) tables, where account balances are available for online review and reporting purposes.
<b>Delete Prior Consolidation</b>	Clears the account balances from the Account Master and Account Balances tables so that when you run subsequent consolidations, the balances do not include amounts from previous consolidations. This program also deletes prior consolidation records from the Account Ledger table (F0911) if journal entries were made to consolidated accounts.

The system consolidates the account balances using one of the following:

- Business Unit Category Codes (RP01-RP30) in the Business Unit Master table (F0006) for review by organizational structure
- Account Master Category Codes (R001-R023) in the Account Master table (F0901) for review by an alternate chart of accounts

#### **Example: High-Volume Consolidation**

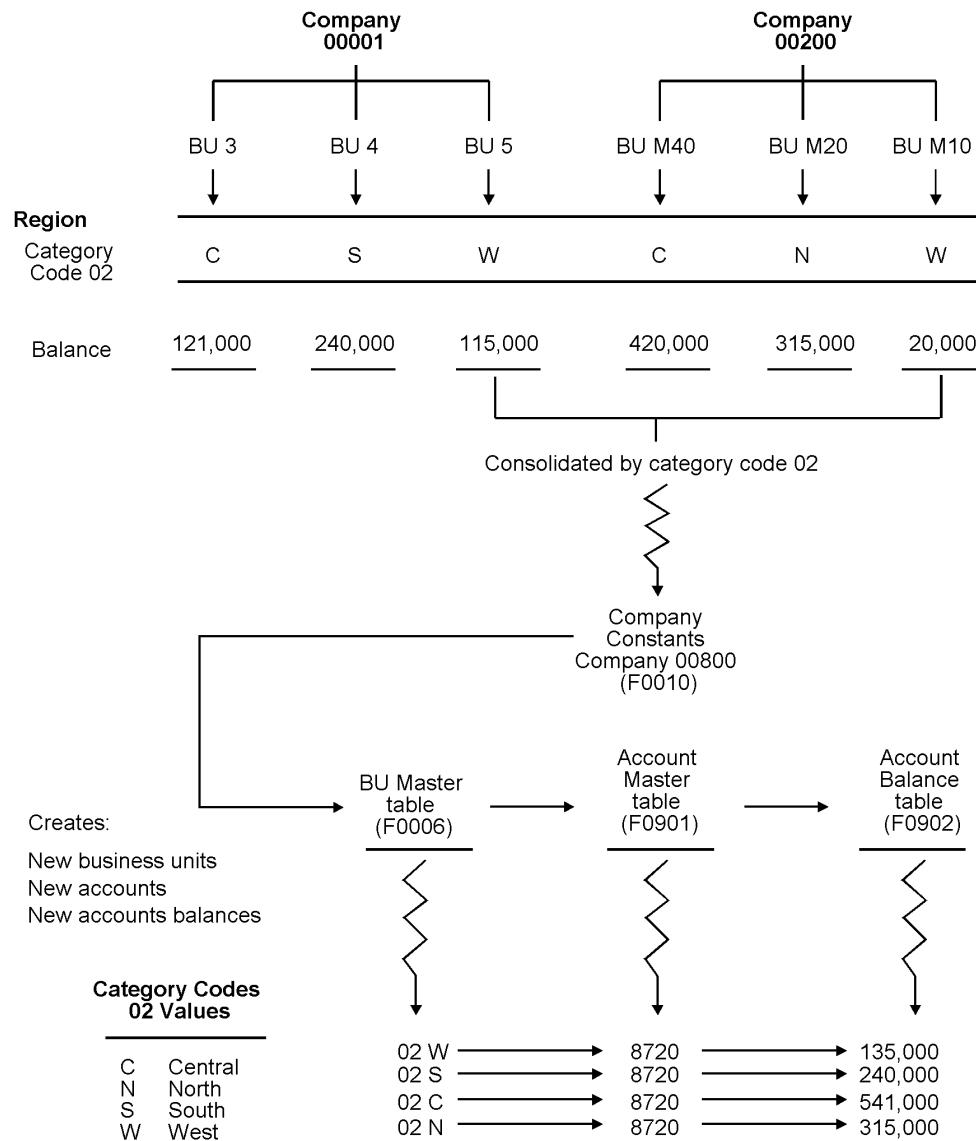
In this example, the following business units are grouped together under the West Region:

- Business unit 5, associated with company 1
- Business unit M10, associated with company 200

During high-volume consolidation, these two business units are consolidated into a fictitious business unit named 02W, where:

- 02 represents category code 02
- W represents the category code value for West Region

The following diagram illustrates a high-volume consolidation that consolidates data by region using business unit category code 2.



## Deleting Prior High-Volume Consolidations

From the Consolidations menu (G1011), choose Delete Prior Consolidation.

You must delete the information in the consolidation database before you run a new consolidation. If you do not, the system displays an error message that balances exist, and you must run the Delete Prior Consolidation program.

The Delete Prior Consolidation program deletes prior consolidation records for the fictitious company from the following tables:

- Account Master (F0901)
- Account Balances (F0902)
- Account Ledger (F0911) if journal entries were made to consolidated accounts

Fictitious companies and business units are designed for consolidation purposes. This program does not delete the following items:

- Fictitious business units in the Business Unit Master table (F0006)
- Fictitious companies in the Company Constants table (F0010)

---

#### Caution

Delete only the fictitious consolidation company. Be very careful not to delete any actual companies.

---

#### What You Should Know About Processing Options

Entering the pseudo (fictitious) company number to be deleted	Enter leading zeros for the company number--for example, 00001.
---	---

#### Data Selection for Delete Prior Consolidation

Do not use data selection for this program. The system deletes all prior consolidation records for the fictitious company.

#### Creating High-Volume Consolidations

*From the Consolidations menu (G1011), choose Refresh Consolidation.*

To create a new consolidation with current balances, you must refresh the consolidation. This process creates additional records in the Account Balances table (F0902) for the fictitious business units, accounts, and account balances within the fictitious company that you specify in the processing options for this program. This fictitious company is used specifically for high-volume consolidations. The system copies all of the balances in the accounts to be consolidated into the fictitious company, regardless of fiscal year. The system populates the Model/Consolidated field with C in the Business Unit Master (F0006) and the Account Master (F0901) tables for the fictitious business units and accounts to indicate that the fictitious business units and accounts were created as a result of the consolidation.

---

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#### Note

The Refresh Consolidation program does not create a fictitious account if the corresponding actual account does not have a balance.

---

High-volume consolidations are based on category codes. You can use either account or business unit category codes. You must set up a separate version for each category code that you use for consolidating. After you refresh consolidations using one category code, you can select another category code and run the program again. This process creates additional records for the fictitious company.

You can run more than one consolidation at the same time. To do so, set up a separate fictitious company for each consolidation.

Refreshing consolidations creates records that are based on your setup. These records include:

- Prior Year-End Net (APYN), Prior Year-End Cumulative (APYC), and monthly posting information
- All accounts with consolidated balances
- Header and non-posting title accounts for reports, such as *Assets*

---

#### Caution

You must select a fictitious company for the consolidation. Refreshing consolidations adds records to the Business Unit Master (F0006), Account Master (F0901), and Account Balances (F0902) tables for an entire company. If you select an actual company for the consolidation, the system creates consolidated records for that company. Separating valid records from those created by the consolidation program is very difficult.

After you create a consolidation, you can make adjusting entries directly to the fictitious accounts from the Journal Entries form. You must also make eliminating entries to account for intercompany settlements. When you delete a prior consolidation, adjusting entries are deleted along with consolidated balances.

---

#### See Also

- The Structure of Fictitious Business Units*
- Data Selection for Refresh Consolidations*
- Data Sequence for Refresh Consolidations*

#### Before You Begin

- Restrict access to the Refresh Consolidation program. J.D. Edwards strongly recommends that you place security on this program.
- Set up a fictitious company for each consolidation that you intend to run.
- Verify the category codes that you want to use for consolidations.
- Delete any prior consolidations.
- Verify that enough disk space exists on your computer for this process to run.

#### The Structure of Fictitious Business Units

A business unit number can contain up to 12 characters. The structure of the fictitious business unit number is AABBB, where:

<b>AA</b>	Represents the category code number that you designated in data selection, such as 02
<b>BBB</b>	Represents the category code value for the selected category code, such as 270 for West region or 260 for East region

For example, if you run the consolidation for business unit category code 2 (RP02); and the values for category code 2 are 210, 220, and 230, the program creates three fictitious business units as follows:

- 02210
- 02220
- 02230

### **Data Selection for Refresh Consolidations**

You can use only one category code for each consolidation. Set up the category code data selection so that it is not equal (NE) to blanks (BLANKS).

You can use the data selection for company to exclude other fictitious companies from the consolidation. Otherwise, the system consolidates previously consolidated information.

### **Data Sequence for Refresh Consolidations**

The category code that you use must be on the first line of the data sequence. The order of the data sequence for refreshing a consolidation should be:

1. Selected category code
2. Object account
3. Subsidiary

### **Reviewing High-Volume Consolidations**

After you create high-volume consolidations, you can review them. You can compare the amounts in two types of ledgers for the fictitious company. For example, you compare actual amounts (AA) to budgeted amounts (BA) for budget-to-actual ratios.

You review account balances by business unit or account number.

#### **► To review high-volume consolidations**

---

*From the Consolidations menu (G1011), choose Consolidation Review.*

On Trial Balance/Ledger Comparison, complete the following field and click Find:

Only journal entries that are made directly to the fictitious business unit appear because refreshing consolidations creates only balances, not transactions.

#### **See Also**

- Printing Trial Balance Reports*

#### **Processing Options for Consolidation Review (P09210A)**

#### **Defaults**

Enter default ledger types. If ledger type 1 is left blank, AA will be used. If ledger type 2 is left blank, BA will be used. Ledger Type 2 is only valid for format 2.

Ledger Type 1

Ledger Type 2

When exiting to another form, select the ledger to load in the form that is being exited to. To load ledger type 1 enter a 1(default), to load ledger type 2 enter a 2.

#### Exit to Ledger 1 or 2

Enter the default calculation method for the variance column: 0 = Add, 1 = Subtract (default), 2 = Divide, 3 = Multiply.

#### Calculation Method

#### Zero Amounts

Enter a 1 to suppress the display of posting accounts that have a zero balance.

#### Suppress Zero Amounts

#### Add Ledgers

Enter additional ledgers to be added to the amounts that will display for ledger one and ledger two.

#### Additional Ledger One

#### Additional Ledger Two

## **Multisite Consolidations**

---

Many organizations with subsidiary or branch operations have J.D. Edwards systems running in multiple locations. Most of these organizations consolidate general ledger information at the headquarters level for statutory and management reporting. In many instances, organizations specify the account ranges in the corporate chart of accounts where information from subsidiary or branch operations must be consolidated. In other instances, organizations might have different charts of accounts for different subsidiaries or branches.

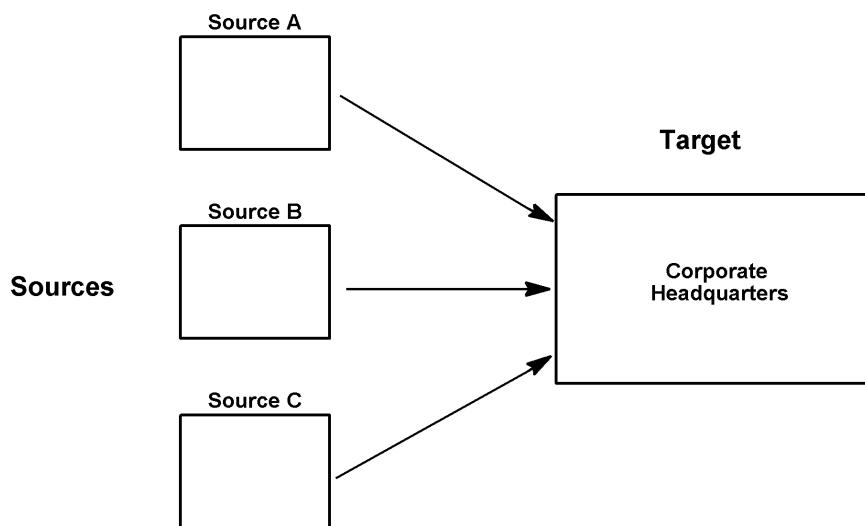
Multisite consolidations enable you to consolidate account balances at multiple locations so that you can send the information to a central location. At the central location, you process the resulting journal entries into the general ledger using batch journal entry processing. You can also process consolidated balances from non-J.D. Edwards sites.

The information that you consolidate at the central location is accessible to all standard J.D. Edwards programs.

Two types of locations are involved in multisite consolidations:

<b>Source</b>	Any of the locations where consolidated account balances originate
<b>Target</b>	The central location (headquarters) that receives the consolidated account balances

The following example shows multiple source locations sending account balances to a central target location:



At each source location, the multisite consolidation process consists of the following steps:

1. Define the organizational structure.
2. Define the account structure.
3. Define the multisite consolidation rules.
4. Create the consolidated balances.
5. Run the integrity reports.
6. Send the consolidated balances to the target company.

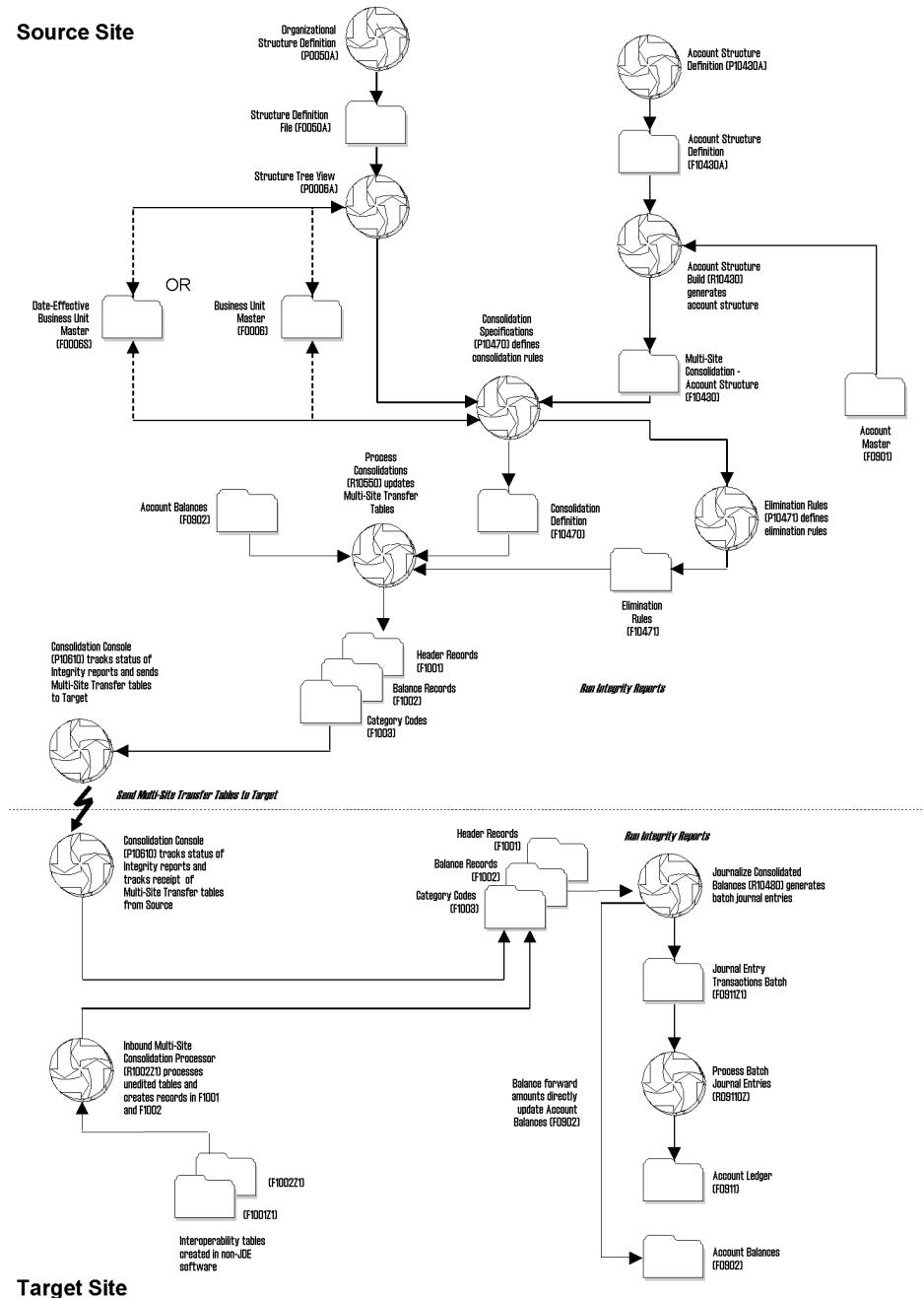
Each source location defines its own consolidation rules, but all of the consolidations must meet the requirements of the target location.

At the target location, the multisite consolidation process consists of the following steps:

1. Process consolidated balances received from non-J.D. Edwards sites, if necessary.
2. Run the integrity reports.
3. Generate the batch journal entries.

#### 4. Process the batch journal entries.

The following graphic illustrates the multisite consolidation process:



#### Multiple Consolidation Tiers

You can have more than one tier of consolidation. After you consolidate account balances at multiple source locations and send them to a single target location, you can consolidate balances at that target location and at other target locations. These locations become source locations that can send consolidated balances to a new target location.

## **Co-Existence**

At each source or target location, you must use *either* the OneWorld or the WorldSoftware multisite consolidation programs exclusively. You cannot use both. A target location can use either the OneWorld or the WorldSoftware multisite consolidation programs (but not both), *regardless* of which software is used at the source locations.

## **Defining Multisite Consolidations**

Before you can consolidate account balances, you must define the structure of the consolidation. For multisite consolidations, you define the organizational structure separately from the account structure. The combination of the organizational structure and the account structure represents the multisite consolidation structure.

Multisite consolidations use the Business Unit.Object.Subsidiary standard notation for account numbers.

<b>Business unit</b>	Where: Business unit
<b>Account</b>	What: Object.subsidiary

The system uses the organizational structure in conjunction with the account structure to create the Multi-Site Transfer tables (F1001, F1002, F1003) that contain consolidated balances that are sent to the target company.

### **Before You Begin**

- Ensure that your chart of accounts is set up.
- At both the source and the target, set up a pseudo company in Company Numbers and Names for the consolidated account balances.
- Set up the structure codes in user defined codes (00/TS).
- Ensure that your business unit category codes are assigned.
- Determine the organizational structures to use for your business.
- For each organizational structure that you want to create, determine the sequence to use for the business unit category codes.
- At the target, ensure that a model chart of accounts is set up if you want the system to dynamically create business units or accounts.

## **Running Control File Reports**

Usually the target company specifies the account ranges in the corporate chart of accounts where information from sources must be consolidated. The target specifies the business unit category codes that each source can use to create its organizational structure. If a source defines its account structure by sequencing account category codes, the target also specifies the account category codes. If the source defines its account structure by object and subsidiary, the target specifies the valid object and subsidiaries that the source can use.

At the target, you run two control file reports. Each source can use only the values that are shown in the reports to create its organizational structure and account structure.

### **Running the UDC Control File Report**

*From the Integrity Reports menu (G1022), choose Create UDC Control File.*

This report identifies the user defined codes that the source can use when consolidating multisite information. The source can use only category codes from this report to define its organizational structure and its account structure. Usually, the target company defines valid user defined codes and their values.

### **Running the Object/Subsidiary Control File Report**

*From the Integrity Reports menu (G1022), choose Create Obj/Sub Control File.*

This report identifies each of the objects and subsidiaries that the source can use when consolidating multisite information. Usually the target company defines these objects and subsidiaries.

## **Creating Organizational Structures**

An organizational structure is a method of grouping business units for reporting and analysis. You can create one or more organizational structures for multisite consolidations. Each structure can be as simple or as complex as you require. You can also create organizational structures for other purposes, such as financial, geographic, and responsibility reporting at a single site.

### **Defining Organizational Structures**

To define an organizational structure, you assign a sequence to the business unit category codes. This sequence determines where each business unit appears in the hierarchy.

If you create a date-effective snapshot of an organizational structure, you can use the snapshot in a multisite consolidation.

The Organizational Structure Definition program updates the Structure Definition File table (F0050A).

#### **► To define organizational structures**

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*From the Multi-Site Consolidation Setup menu (G1042), choose Business Unit Structure Definition.*

On Work with Structure, follow the steps for defining an organizational structure.

See *Defining Organizational Structures*.

### **See Also**

- Working with Date-Effective Organizational Structures* for more information about creating a snapshot of an organizational structure

### **Reviewing Organizational Structures**

After you define an organizational structure, you can review the structure online. The system displays the structure in a tree view that you can expand or collapse at each level.

The + symbol indicates that a folder contains lower levels of the organizational structure. You can click the + to view the next lower level. When the lowest level is visible, you can click the - to hide it. Clicking + or - to view or hide levels of the structure does not change the structure. It changes only the amount of detail information that appears on screen.

A folder can contain documents or additional folders. Documents are the lowest level of the structure. Folders and document icons represent the following:

<b>Folders</b>	Category codes
<b>Documents</b>	Business units

### ► To review organizational structures

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*From the Multi-Site Consolidation Setup menu (G1042), choose Business Unit Structure Tree View.*

On Organizational Structure, follow the steps for reviewing an organizational structure.

See *Reviewing Organizational Structures*.

### **Revising Organizational Structures**

After you define and review an organizational structure, you might want to revise the structure. You can use the tree view to:

- Rearrange components of the structure.
- Create additional business units.
- Revise existing business units.

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#### **Caution**

When you rearrange components of the structure or when you create or revise business units, the system updates the Business Unit Master table (F0006) *unless* you are working with a date-effective snapshot of an organizational structure. When you rearrange components or revise business units in a date-effective snapshot of an organizational structure, the system updates the Date Effective Business Unit Master table (F0006S).

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#### **Note**

You cannot create additional business units in a date-effective organizational structure.

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### ► To revise an organizational structure

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*From the Multi-Site Consolidation Setup menu (G1042), choose Business Unit Structure Tree View.*

On Organizational Structure, follow the steps for revising an organizational structure.

See *Revising Organizational Structures*.

### **Creating Account Structures**

The system creates an initial account structure based on the Account Master table (F0901). You can review and revise this structure.

#### **Defining Account Structures**

You can define an account structure by sequencing by up to seven of the 23 account category codes, or by object and subsidiary. If you choose to sequence by category codes,

the values of the category codes determine where the account appears in the hierarchy. The last two items that you sequence must be the object and the subsidiary.

This program updates the Account Structure Definition table (F10430A).

### ► To define an account structure

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*From the Multi-Site Consolidation Setup menu (G1042), choose Account Structure Definition.*

1. On Work With Account Structures, click Add.

2. On Account Structure Setup, complete the following field:
3. To sequence by object and subsidiary only, click the following option:
4. To sequence by category code, complete the Sequence field for each category code that you want to use in the hierarchy. Sequence 1 is the highest level of account structure, sequence 2 is the next highest level, and so on.
5. Click OK to save your account structure.

#### See Also

- *Building Account Structures*

#### **Building Account Structures**

Before you can consolidate account balances, you must build the account structure that the system uses for the consolidation.

*From the Multi-Site Consolidation Setup menu (G1042), choose Account Structure Build.*

This program reads the Account Master table (F0901) and creates the account structure that is based on the sequence which is defined in the Account Structure Definition program. The system creates one record in the structure for each unique object and subsidiary combination.

The program can add records to an existing account structure, or it can create a new account structure. The system deletes the existing structure if you set the corresponding processing option to create a new account structure that has an existing structure name.

If you entered target object and subsidiary information in category codes, you can specify the codes in the corresponding processing option. The system uses the values to create the target object and subsidiary account information.

If you entered level of detail information in a category code, you can specify the code in the corresponding processing option. The system uses the value for the level of detail of the account structure.

You can run the Account Structure Build program in proof or final mode. Both modes produce a report of the account structure.

In proof mode, the system prints a report that displays the changes that occur if you run the report in final mode. In final mode, the system updates the Multi-Site Consolidation - Account Structure table (F10430).

### **Data Sequence for Account Structure Build**

Do not change the data sequence that is already defined by the Account Structure Definition program.

### **Reviewing Account Structures**

Reviewing account structures is similar to reviewing organizational structures. The system displays the account structures in a tree format that you can expand or collapse at each level. Folder and document icons represent the levels of the structure. A folder can contain folders or documents. Documents are the lowest level of the structure.

#### **Before You Begin**

- Ensure that account structures exist in your system.

#### **► To review account structures**

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*From the Multi-Site Consolidation Setup menu (G1042), choose Account Structure Inquiry/Revision.*

1. On Account Structures Revisions, complete the following field and click Find:  
The system displays a tree view of the account structure.
2. To view a lower level of the account structure, click +.  
The system displays the next lower level of the account structure.
3. To hide a lower level of the account structure, click -.  
The system hides all of the levels of the account structure below this level.

#### **See Also**

- Revising Account Structures*

## **Revising Account Structures**

After creating and reviewing account structures, you can revise them.

### **Rearranging Account Structure Components**

You can revise an account structure by moving components of the structure to other locations of the hierarchy. You can move individual accounts or higher levels of the structure.

When you move a component of the structure, the system updates the Multi-Site Consolidation - Account Structure table (F10430).

#### **► To rearrange account structure components**

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*From the Multi-Site Consolidation Setup menu (G1042), choose Account Structure Inquiry/Revision.*

1. On Account Structures Revisions, follow the steps to review account structures.
2. Click the folder or document that you want to move to another location in the hierarchy.
3. Drag the folder or document to the new location and drop it.

### **See Also**

- Reviewing Account Structures*

### **Revising Account Structure Detail Information**

If the target object or subsidiary of an account differs from the source object or subsidiary of an account, you might need to revise the account structure detail information before consolidating balances.

#### **► To revise account structure detail information**

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*From the Multi-Site Consolidation Setup menu (G1042), choose Account Structure Inquiry/Revision.*

1. On Account Structures Revisions, complete the following field and click Find:
2. Choose the account that you want to revise and click Select.
3. On Account Structures Revisions (Detail), you can revise the information in any of the following fields:

Enter N in the Posting Edit code field for summary accounts. This action improves the performance of the Process Consolidations program because the system does not search for account balances during processing.

### **Printing Account Structures**

*From the Multi-Site Consolidation Setup menu (G1042), choose Account Structure Report.*

After you create or revise the account structure, you can print a report that shows the complete hierarchy of the structure.

## Defining Multisite Consolidation Rules

After you define the account and organizational structures at a source site, you define the rules by which the system consolidates account balances for use by the target site. You also define the rules by which the system eliminates intercompany transactions when consolidating the account balances.

After you define the multisite consolidation rules for your site, you are ready to create consolidated balances to send to the target.

## Defining Consolidation Rules

You must define the rules by which the system consolidates the account balances at your source site. For example, you might want to consolidate accounts for one business unit in one way and the same accounts for another business unit in another way. You might want to summarize different accounts to different levels of detail.

You define each parent business unit in the consolidation by specifying a sequence level and a sequence value. The sequence level is the level within the organizational structure at which the system consolidates the account balances. For example, if you want to consolidate balances at the highest level of the organizational structure, enter a sequence level of 1.

The sequence value indicates the business unit category code at the level of the consolidation. For example, if you want to consolidate at the region level and you are defining the parent business unit in the Central region, enter the value of the category code that represents the Central region. To define parent business units in all regions, enter a sequence value of \*.

You can choose to work with a live business unit category code structure or a date-effective snapshot of a business unit category code structure.

You can choose not to consolidate business units. If you choose not to consolidate business units, the system sends account balances for all business units.

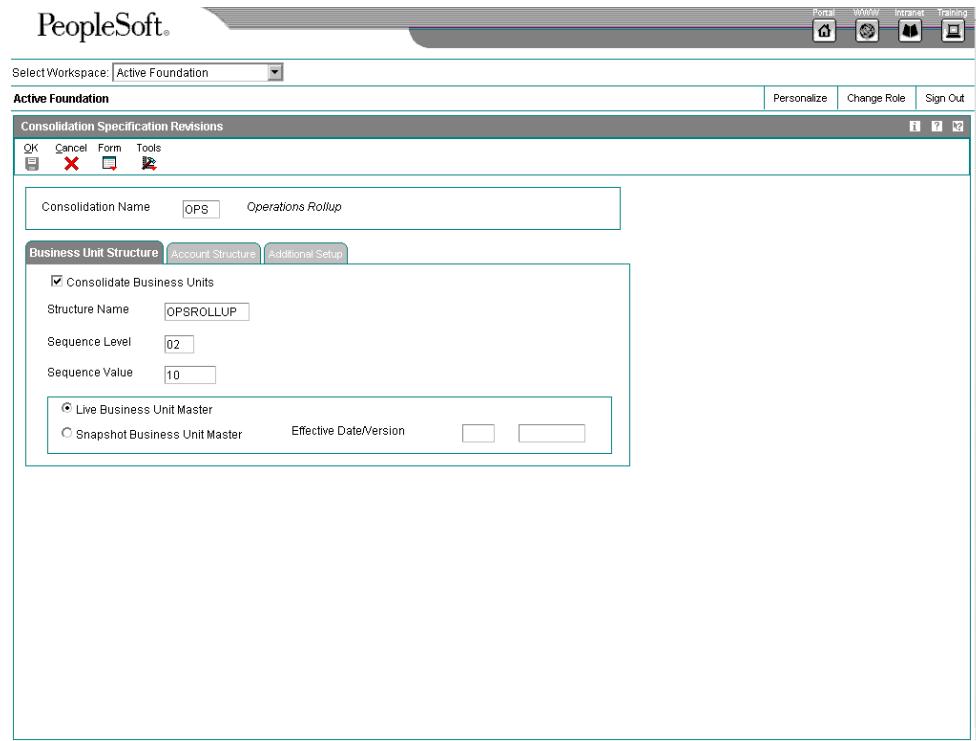
The Consolidation Specifications program updates the Consolidation Specifications (OW) table (F10470).

### ► To define consolidation rules

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*From the Multi-Site Consolidation menu (G1021), choose Consolidation Specifications.*

1. On Work With Consolidation Specifications, click Add.



2. On Consolidation Specification Revisions, complete the following field:
3. On the Business Unit Structure tab, click the following option:
4. If you are consolidating business units, complete the following fields:  
If you use the visual assist to complete the Structure Name field, the system completes the Sequence Level field.
5. Click one of the following fields:
6. If you are working with a snapshot of a business unit master, complete the following fields:
7. On the Account Structure tab, complete the following fields:
8. On the Additional Setup tab, complete the following field:
9. Complete the following optional fields:
10. Click OK.

## Defining Elimination Rules

You can define how the system eliminates intercompany transactions at your source site. You define an elimination group of accounts by indicating a combination of company, business unit, object, subsidiary, subledger, and subledger type. Each elimination group can have multiple elimination rules that the system uses to determine if the balance of an account should be eliminated when consolidating. The account balances within an elimination group should net to zero.

The system uses elimination rules to automatically eliminate intercompany transactions within the elimination group when you run the Process Consolidations program.

Alternatively, you can specify an elimination account number to which the system enters the eliminating amount for the elimination group.

You also must specify a variance account to which the system enters the variance (write-off) amount for the elimination group if the account balances in the group do not net to zero. In addition, you can specify an elimination percentage for each elimination group if you do not want to eliminate 100 percent of an account balance.

When you run the Process Consolidations program, the system produces a report of the accounts and balances that were eliminated from the consolidation. The report also shows any variance amounts and the accounts where they were entered.

The system stores elimination rules and elimination groups in the Elimination Rules (OW) table (F10471).

#### See Also

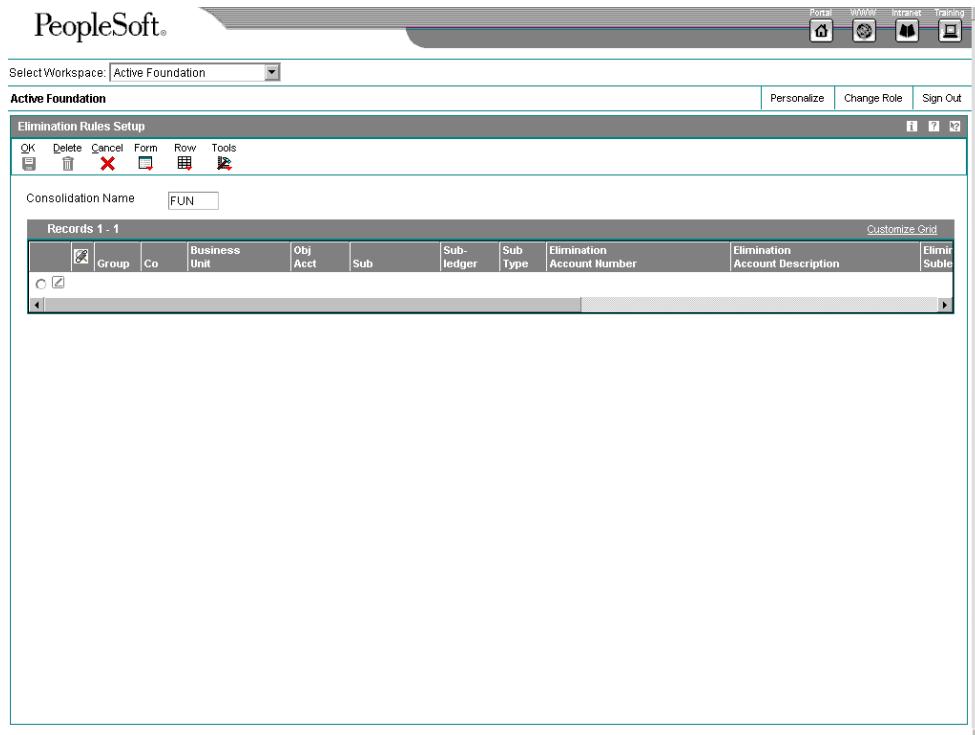
- Creating Consolidated Balances* for more information about the Process Consolidations program and report

#### ► To define elimination rules

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*From the Multi-Site Consolidation menu (G1021), choose Elimination Rules.*

1. On Work with Elimination Rules, click Add.



2. On Elimination Rules Setup, complete the following fields:
3. To identify the accounts in this elimination group, complete any of the following fields:
4. To identify the accounts to be used when creating the elimination records, complete the following:

5. To specify an elimination percentage for this elimination group, complete the following field:
6. Click OK to save your elimination rules.

## Creating Consolidated Balances

*From the Multi-Site Consolidation menu (G1021), choose Process Consolidations.*

After you define the account and organizational structures and the rules for multisite consolidations for the source company, you are ready to create the consolidated balances.

When you create consolidated balances, the system reads the account and organizational structures that you defined in the sequence that you specified. The system then processes these structures, based on the rules that you defined for multisite consolidations and eliminations, and based on the processing options. The system reads account balances from the Account Balances table (F0902) and does the following:

- Omits zero balance accounts
- Consolidates year-to-date balances
- Matches up fiscal date patterns for account balances
- Ignores balances after the "as of" period
- Performs rounding
- Maintains the specified subledger and currency detail
- Creates account balances at the specified levels of detail
- Writes off variances within the specified limits
- Eliminates intercompany balances

If you included "Company" in your organizational structure sequence, you must set the Business Unit Creation processing option to enable dynamic business unit creation. See *Defining Organizational Structures*.

If the target site uses multiple currencies but your source site uses a single currency, you can set a processing option to designate the currency code for your consolidated account balances. The system does not perform any currency conversion; it simply assigns the currency code to the account balances. The system ignores this processing option if your site uses multicurrency processing.

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### Note

If the target and source sites have different currencies, the target site must use multicurrency processing.

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If you created rules for the elimination of intercompany transactions, you must set the Eliminations Ledger Type processing option to indicate the ledger type where the system enters the eliminated amounts. If you leave this processing option blank, the system does not create eliminating entries. See *Defining Elimination Rules*.

The Process Consolidations batch program writes the consolidated balances to the Multi-Site Transfer tables (F1001, F1002, and F1003) and creates a report that displays the summarized account balances.

The first part of the report shows the summarized account balances that were written to the Multi-Site Transfer tables for periods one through six. The second part of the report shows the same information for periods seven through 14.

The Process Consolidations program also produces the Eliminated Account Balances report. This report shows the accounts and balances for which the system created eliminating entries for each elimination group. This report also shows any variance amounts and the accounts where they were entered.

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#### Note

Regardless of the type of account, the Process Consolidations program always updates the Balance Forward field in the Account Balances table (F0902). Usually the system does not display balance-forward amounts for income statement accounts. However, to allow inception-to-date reporting for multisite consolidations, the system displays beginning balances for income statement accounts.

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## Running Integrity Reports

After you create the consolidated balances, you should run integrity reports to verify the information. Integrity reports supplement your internal balancing procedures. Integrity reports help you locate potential balancing problems and data inconsistencies before you send the information to the target site.

### Running the Prior Period Balance Integrity Report

*From the Integrity Reports menu (G1022), choose Prior Period Balance Integrity.*

This report identifies any consolidated balances from the prior period that have changed since the previous consolidation.

You can use the processing option to indicate whether you want this integrity report to fail if the system does not find previous consolidation balances. Do not set the processing option for the first period in which you create consolidations because the system does not find previous balances for comparison.

### Running the UDC Value Control Report

*From the Integrity Reports menu (G1022), choose UDC Value Control.*

This report identifies user defined code values in the consolidation that are not recognized by the target company. You can run the Create UDC Control File report (R107011) for a list of valid user defined code values.

#### See Also

- Running the UDC Control File Report*

### Running the Object/Subsidiary Value Control Report

*From the Integrity Reports menu (G1022), choose Obj/Sub Value Control.*

This report identifies objects and subsidiaries in the consolidation that are not recognized by the target company.

#### See Also

- Running the Object/Subsidiary Control File Report*

### Running the Business Units/Accounts Monthly Comparison Report (R10701)

*From the Integrity Reports menu (G1022), choose BU/Accounts Monthly Comparison.*

This report provides a comparison of business units and accounts between the source and target. Run this report at the source site prior to sending a consolidation or at the target site after you receive a consolidation.

J.D. Edwards provides multiple versions of this report. Depending on the version that you select, the report identifies one of the following:

- At the *source*, business units and accounts that appear in the current consolidation, but did not appear in the previous consolidation
- At the *target*, business units and accounts that appear in the current consolidation, but did not appear in the previous consolidation
- At the *source*, business units and accounts that appeared in the previous consolidation, but do not appear in the current consolidation
- At the *target*, business units and accounts that appeared in the previous consolidation, but do not appear in the current consolidation

You must use the appropriate processing option to indicate whether you are running the report at a source site or a target site.

If the integrity report fails, the system updates one of the following fields in the Multi-Site Consolidation Transfer File Header table (F1001). Each field indicates a specific error condition:

<b>GPI07</b>	Accounts appear in the current consolidation but not in the previous consolidation. This error applies to the first two versions listed above.
<b>GPI08</b>	Business units appear in the current consolidation but not in the previous consolidation. This error applies to the first two versions listed above.
<b>GPI05</b>	Accounts appear in the previous consolidation but not in the current consolidation. This error applies to the last two versions listed above.
<b>GPI06</b>	Business units appear in the previous consolidation but not in the current consolidation. This error applies to the last two versions listed above.

#### Data Selection and Data Sequence

Do not change the data selection or data sequence. Each version has the appropriate data selection and data sequence.

## **Running the Consolidated Balance Sheet**

*From the Integrity Reports menu (G1022), choose Consolidated Balance Sheet.*

This balance sheet reflects the assets, liabilities, and stockholders' equity of the consolidation that you are sending to the target company.

You must use the processing option for accounts to enter the beginning object number for the account that represents stockholders' equity. The report does not run if you do not complete this processing option.

## **Running the Consolidated Income Statement**

*From the Integrity Reports menu (G1022), choose Consolidated Income Statement.*

This income statement reflects the revenues and expenses of the consolidation that you are sending to the target company.

## **Sending Consolidated Balances**

After you run integrity reports, you are ready to send your consolidated balances to the target company. You should verify the status of the consolidation before you send it.

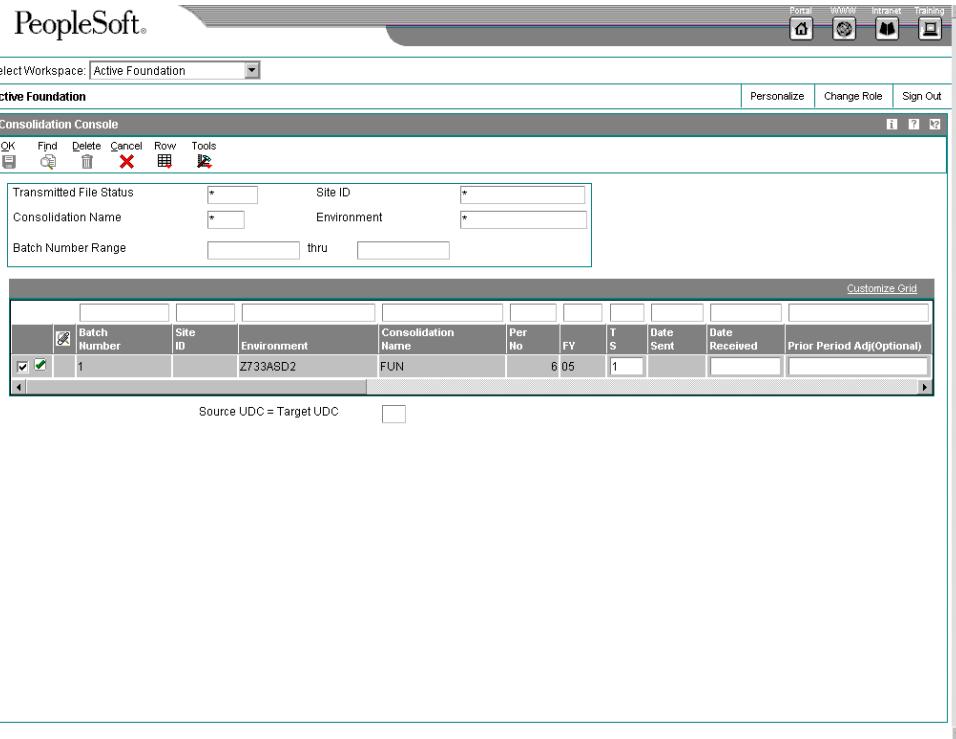
After the target company receives the consolidated balances, the target company generates and processes batch journal entries.

## **Working with the Consolidation Console**

*From the Multi-Site Consolidation menu (G1021), choose Consolidation Console.*

Whether you are sending a consolidation to a target company or receiving a consolidation from a source company, you need to monitor the consolidation's status. The Consolidation Console program enables you to:

- Monitor the transmission status of the consolidation.
- Monitor integrity reports.
- Send consolidated balances to the target company.
- Delete previously processed consolidations.



Both the source company and the target company need to track the consolidations that have been sent from source to target and the consolidations that have been processed at the target. The system maintains the status of each consolidation name and batch in the Transmission File Status field in the Multi-Site Transfer tables. These tables exist at both the source and target locations.

The Transmission File Status field can have the following values:

<b>Blank</b>	Not transmitted
<b>P</b>	Pending. The system is in the process of transmitting.
<b>1</b>	<ul style="list-style-type: none"> <li>In the source table: Transmitted</li> <li>In the target table: Received</li> </ul>
<b>2</b>	Processed
<b>3</b>	Previously processed

The system updates the consolidation status during the following processes:

<b>MSC (multisite consolidation) data transmission</b>	At the source, the system copies consolidation records to the target. The system changes the transmission status of the records at the source to 1. The records are created at the target with a status of 1.
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<b>Journalize consolidated balances</b>	At the target, the system updates the transmission status of the consolidation records to 2 when it creates journal entries. It also updates previously processed records with a status of 2 to 3 at the target site.
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The target is responsible for communicating with the source after the target runs the batch process to create journal entries at the target. The source must manually update the corresponding records from transmission status 1 to transmission status 2. If a previously processed batch of corresponding records has a transmission status 2, the system updates that batch to transmission status 3.

The Consolidation Console program also indicates the integrity reports that you are required to run at the source and target locations, based on the processing options that you set. The program indicates whether integrity reports have been run, and whether the integrity reports passed or failed. This information appears in the Integrity Status fields in the detail area.

The Integrity Status fields can have the following values:

<b>Blank</b>	Integrity not run.
<b>0</b>	Integrity not run.
<b>1</b>	Integrity passed.
<b>2</b>	Integrity failed.
<b>9</b>	Override - Transmit regardless of integrity status.

When you are ready to send the consolidated balances to the target company, the Consolidation Console program allows you to send the information. See *Sending Consolidated Balances to the Target Company* for additional information.

The system holds the consolidated account balances in the Multi-Site Transfer tables until you delete them. Whether you are at a source or target location, you should delete these records periodically.

## Sending Consolidated Balances to the Target Company

You can send consolidated balances to the target company using either the MSC Data Transmission batch program or the Consolidation Console interactive program. Either program allows the source or the target to initiate the transmission. The batch program allows you to select and send multiple consolidations at one time.

### Before You Begin

- ❑ Verify that the Multi-Site Transfer tables (F1001, F1002, F1003) exist on your local drive or that you have access to the tables on the server. See *Generating Tables* in the *Development Tools Guide*.
- ❑ Use Object Configuration Manager to map the MSC Data Transmission program (R10610) to a local drive. See *Working with the Object Configuration Manager* in the *Configurable Network Computing Implementation Guide*.

### Sending Batch Consolidated Balances to the Target Company

*From the Multi-Site Consolidation menu (G1021), choose MSC Data Transmission.*

You can use the MSC Data Transmission batch program to send the consolidated balances in the Multi-Site Transfer tables (F1001, F1002, F1003) to the target company. You can select and send multiple consolidations at one time.

J.D. Edwards provides two versions of this program. Do not change version XJDE0001. You can change version XJDE0002.

The system prompts you for the names of the source and target environments. You can use the browse function to locate either environment. If you leave the source environment blank, the system uses your environment as the source environment. If you leave the target environment blank, the system uses your environment as the target environment.

You can set a processing option to prevent the transmission of the consolidated balances if one or more integrity reports fails.

### **Sending Consolidated Balances Interactively to the Target Company**

You can use the Consolidation Console program to send the consolidated balances in the Multi-Site Transfer tables to the target company.

You can set a processing option to prevent the transmission of the consolidated balances if one or more integrity reports fails. The Consolidation Console form indicates whether each integrity report has been run, and whether it passed or failed.

#### **► To send consolidated balances interactively to the target company**

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*From the Multi-Site Consolidation menu (G1021), choose Consolidation Console.*

1. On Consolidation Console, to locate the consolidation, complete one or more of the following fields and click Find:
  2. Choose the consolidation that you want to send.
  3. From the Row menu, choose Transmit.

The system prompts you for the names of the source and target environments. You can use the browse function to locate either environment. If you leave the source environment blank, the system uses your environment as the source environment. If you leave the target environment blank, the system uses your environment as the target environment.

#### **See Also**

- Working with the Consolidation Console*
- Running Integrity Reports*

## **Working with Inbound Multisite Consolidations**

A target site might want to process multisite consolidations from a source site that does not use J.D. Edwards software. The source must enter the consolidation information into two files in the format that is specified by J.D. Edwards and then send the files to the target. The two files are the Unedited MSC Interoperability Header table (F1001Z1) and the Unedited MSC Interoperability table (F1002Z1).

At the target site, when you process the files, the system creates records in the Multi-Site Consolidation Transfer File Header table (F1001) and the Multi-Site Consolidation Transfer File table (F1002). After the records are created, you should run the multisite consolidation integrity reports to verify the information. If necessary, you can revise existing transactions or add new transactions. You can also purge the Unedited MSC Interoperability Header Table and the Unedited MSC Interoperability Table.

After you process the inbound consolidations and revise them, if necessary, you can generate journal entries for the summarized account balances, verify that they are accurate, and process them. See *Generating and Processing Batch Journal Entries*.

#### See Also

- Multisite Consolidation Inbound Tables* for the file specifications for the Unedited MSC Interoperability Header Table (F1001Z1) and the Unedited MSC Interoperability Table (F1002Z1)

### Processing Inbound Consolidations

*From the Inbound Multi-Site Consolidations Data menu (G1023), choose Process Inbound Consolidations Data.*

This program reads the Unedited MSC Interoperability Header Table (F1001Z1) and the Unedited MSC Interoperability Table (F1002Z1) and creates records in the Multi-Site Consolidation Transfer File Header table (F1001) and the Multi-Site Consolidation Transfer File table (F1002).

You can run the Process Inbound Consolidations Data program in proof or final mode. In proof mode, the system prints a report that displays the transactions that will be written to the Multi-Site Consolidation Transfer File Header table and the Multi-Site Consolidation Transfer File table. In final mode, the system prints the report and writes the transactions to the tables. The system writes error messages to the Employee Work Center.

After processing the inbound data, you should run the following integrity reports:

- Prior Period Balance Integrity report
- UDC Value Control report
- Object/Subsidiary Value Control report
- Business Units/Accounts Monthly Comparison report
- Consolidated Balance Sheet
- Consolidated Income Statement

#### See Also

- Running Integrity Reports*

### Revising Inbound Consolidations

After you run the integrity reports, you might need to revise the inbound consolidations before you generate the corresponding journal entries.

#### ► To revise an inbound consolidation

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*From the Inbound Multi-Site Consolidations Data menu (G1023), choose Revise Inbound Consolidations Data.*

1. On Work With Multi-Site Consolidation Unedited Transactions, complete any of the following fields to identify the records that you want to revise, and click Find:
  2. Choose the record you want to revise and click Select.
  3. On Multi-Site Consolidation Unedited Transactions Revisions, complete or change any of the following fields:

4. In the detail area, complete or change any of the following fields for each record that you want to revise:
5. To add a new transaction, go to the first blank line and complete the fields listed above.
6. To add a new header record, exit to the Work With Multi-Site Consolidation Unedited Transactions form, click Add, and then complete the fields listed above.

## Purging Inbound Consolidations

*From the Inbound Multi-Site Consolidations Data menu (G1023), choose Purge Inbound Consolidations Data.*

The system holds processed multisite consolidations in the Unedited MSC Interoperability Header Table (F1001Z1) and the Unedited MSC Interoperability Table (F1002Z1) until you purge them. You should purge the consolidations after they have been successfully processed.

You can set a processing option on the Inbound Multi-site Consolidation Processor program (R1002Z1) to automatically purge the tables when processing is complete. See *Processing Inbound Consolidations*.

## Generating and Processing Batch Journal Entries

After you receive the multisite consolidations at the target company, you should run integrity reports to ensure that the data that you received is accurate. Then you can generate journal entries for the summarized account balances, verify that they are accurate, and process them.

### Before You Begin

- Run the following integrity reports at the target company:
  - Prior Period Balance Integrity report (R10700)
  - UDC Value Control report (R107011)
  - Object/Subsidiary Value Control report (R107021)
  - Business Units/Accounts Monthly Comparison report (R10701)
  - Consolidated Balance Sheet (R10150)
  - Consolidated Income Statement (R10250)

### See Also

- Running Integrity Reports*

## Generating Multisite Batch Journal Entries

*From the Multi-Site Consolidation menu (G1021), choose Journalize Consol. Balances.*

At the target company, you can create journal entries for the summarized account balances that were received from the source company. The Journalize Consolidated Balances program (R10480) creates journal entries that are based on the difference from one consolidation batch to another.

For example:

Consolidation Batch	Date	Consolidated Balance	Journal Entry Amount
#1	January 1, 2005	115,000.00	115,000.00
#2	February 1, 2005	116,450.00	1,450.00

When you run the Journalize Consolidated Balances batch program, the system reads the Multi-Site Transfer tables (F1001, F1002, and F1003) and creates journal entries in the Journal Entry Transactions - Batch File table (F0911Z1).

You can run this batch program in proof or final mode. In proof mode, the system prints a report of the journal entries but does not update the Journal Entry Transactions - Batch File table.

In final mode, the system creates the journal entries in the Journal Entry Transactions - Batch table. The system prints a report of the journal entries if you set the corresponding processing option.

The report shows the journal entries that were created for the summarized balances from the source company by source system ID and batch number. It also shows batch totals.

The Business Units (BU) and Accounts (AC) columns contain information about dynamically created business units and accounts. Values that you might see in these columns are:

Blank	The business unit or account already existed.
1	The business unit or account was not dynamically created because an error occurred during processing.
2	The business unit or account was dynamically created.

If the Journalize Consolidated Balances program dynamically creates business units or accounts, it generates reports that show the new information.

When the system creates journal entries in the Journal Entries Transactions - Batch table, it does the following for each journal entry:

- Places a concatenation of the source system ID, the batch number, and the transmission date in the Explanation field
- Places the consolidation name in the Transaction Number field
- Places the last day of the corresponding accounting period in the G/L Date field
- Places the source system ID in the User ID field

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#### Note

Regardless of the type of account, the system always updates the Balance Forward field in the Account Balances table (F0902). Usually the system does not display balance-forward amounts for income statement accounts. However, to allow inception-to-date reporting for multisite consolidations, the system displays beginning balances for income statement accounts.

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## What You Should Know About Processing Options

<b>Business Unit processing options (dynamic business unit creation)</b>	If a business unit in the Multi-Site Transfer table does not exist in the target, the program can create it.
<b>Account Number processing option (dynamic account creation)</b>	If an account in the Multi-Site Transfer table does not exist in the target, the program can create it.

## Data Selection for Journalize Consolidation Balances

You must set the transmitted file status EQ (equal to) to 1.

## Reviewing Multisite Batch Journal Entries

*From the Multi-Site Consolidation menu (G1021), choose Journal Entry Review.*

Before you process a batch, you can review and correct journal entries for multisite consolidations. You can review individual journal entries that have been created in the Journal Entry Transactions - Batch File table.

### See Also

- Reviewing Batch Journal Entries*

## Revising Multisite Batch Journal Entries

*From the Multi-Site Consolidation menu (G1021), choose Journal Entry Revisions.*

After you review journal entries for multisite consolidations, you might need to make additions or corrections before you process them.

### See Also

- Revising Batch Journal Entries*

## Processing Multisite Batch Journal Entries

*From the Multi-Site Consolidation menu (G1021), choose Process Batch Journal Entry.*

After you review and revise journal entries for multisite consolidations, you can process the batch information.

### See Also

- Processing Batch Journal Entries*

## Purging Processed Multisite Journal Entries

*From the Multi-Site Consolidation menu (G1021), choose Processed Journal Entry Purge.*

The system holds processed journal entries in the batch table until you globally purge them. You should purge batches after they have been successfully processed.

### See Also

- Purging Processed Journal Entries*

## Closing Processes

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Several tasks must be completed as part of your closing processes.

In addition to these tasks, your organization should develop its own detailed closing tasks and include them in your internal documentation.

Running integrity reports is one of the tasks that you need to include in your closing processes. Integrity reports supplement your internal balancing procedures and locate any data inconsistencies. You should run these reports before you close an accounting period or fiscal year, as well as between closings, so that you can correct problems in a timely and efficient manner.

If you do not run integrity reports on a periodic basis, you risk compromising your accounting data.

### See Also

- Integrity Reports*
- Working with AAs*
- Setting Up Constants for General Accounting* for information about setting up ledger type rules to control whether budgets amounts are rolled to the new year

### When You Close an Accounting Period

When you close an accounting period, the system resets the date that it uses for date editing purposes. If you create entries with G/L dates after the current period and the period following it, you receive a warning or error such as Post After Cut Off (PACO). If you create entries in a closed accounting period, you receive a Post Before Cut Off (PBCO) warning or error.

### When You Close a Fiscal Year

When you close a fiscal year, the system calculates and updates retained earnings and creates beginning balance records for the next fiscal year. You should close the Accounts Receivable, Accounts Payable, and General Accounting systems for a company so that the system can calculate retained earnings correctly. You can close only one fiscal year at a time.

When you close a fiscal year, the system:

- Creates records for the next fiscal year.
- Updates balance forward fields and prior year-end net posting fields in the Account Balances table (F0902).
- Includes entries that are posted to the retained earnings account in the final retained earnings figure and prints a retained earnings report.
- Does not set profit and loss accounts to zero. The system retains inception-to-date amounts for these accounts but shows their balance forward amounts as zero.
- Does not change the current accounting period or fiscal year. You must do this task manually.

### Budgets

When you close a fiscal year, the system calculates the balance forward for all accounts, including those accounts with budget ledger types. Budget ledgers are typically used for job

costing. Because a job might not be finished within a year, you should roll the original budget to the next year for the following job cost ledger types:

- JA (job cost budget amounts)
- JU (job cost budgeted units)
- PA (job cost commitments for amounts)
- PU (job cost commitments for units)

You control how to process the original budget amount with a processing option and with the setup of the ledger type in the Ledger Type Master File table (F0025). The following rules apply to budget ledger types:

- If you want the system to update budget amounts, you must set up each budget ledger type in user defined code list (09/LT) and in the Ledger Type Master table. If you do not set up a ledger type, the system does not roll amounts to the new fiscal year.
- If next year's record in the Account Balances table already exists, you can use a processing option to control whether the system updates the original budget amount.
- If next year's record in the Account Balances table does not exist, the system ignores the processing option. Instead, it uses the budget ledger type to determine whether to roll the original budget amount.

### AAs that the System Uses

The system uses the following AAI items when you close a fiscal year:

<b>GLG4 (retained earnings)</b>	<p>The GLG4 item defines the G/L account number that contains the retained earnings of each company. If each company closes to a different object account for retained earnings, J.D. Edwards recommends that you set up this item for each company. The system calculates retained earnings by adding the accounts in the GLG6 - GLG12 range for each ledger type in each company.</p> <p>If you close all of the companies in the same object account for retained earnings, you can set up a single GLG4 item for company 00000 with a blank business unit. In this case, your balance sheet business unit must have the same number as your company number because the program uses the company number for the business unit. For example, company 00100 would close to business unit 100.</p> <p>If you store account balances by currency, the system summarizes the retained earnings account for each currency in the Account Balances table. The Originated In Currency field for retained earnings is blank. Even if item GLG4 is in the range of accounts to include account detail, the system summarizes the amount.</p>
<b>GLG6 (beginning revenue account)</b>	The GLG6 item defines the beginning of your range of profit and loss accounts.
<b>GLG12 (ending profit and loss account)</b>	The GLG12 item defines the end of your range of profit and loss accounts. If you do not define this AAI, the system uses account 999999.99999999 as the default.

### Caution

If you close the year, change any of these AAI items, and then rerun the close, you might get different results.

### **Ledger Types that the System Uses**

The system calculates retained earnings for your ledger types based on the information that you set up in the Ledger Type Master File table (F0025). For example, you specify whether:

- The ledger type is required to balance.
- Retained earnings are calculated for the ledger.

### **Closing an Accounting Period**

No special processing is required to close an accounting period. You simply increment the current period by one.

The current period for the Accounts Receivable and Accounts Payable systems can be later, but not earlier, than the current period for General Accounting. This situation means that:

- You can close A/R and A/P separately from G/L so that each system can be using a different period for the current period. However, if all three of the systems are in the same period, closing G/L alone closes and increments the current period for all three of the systems.
- You can reopen a G/L period without reopening that period for A/R and A/P. For example, you might reopen a period if you do not allow entries to a prior period in the general accounting constants and you need to create entries in a prior period.

Systems are usually closed in the following order, although the order is not mandatory:

1. Accounts Payable
2. Accounts Receivable
3. General Accounting

When you close an accounting period, the system resets the date that it uses for date editing purposes. If you create entries outside the current period, you receive one of the following warnings or errors:

- Post Before Cut Off (PBCO) for entries in a prior closed period
- Post After Cut Off (PACO) for entries in a future period
- Post Way After Cut Off (WACO) for entries in a future year
- Prior Year-End Balance (PYEB) for entries in a prior closed year

Closing an accounting period before you print financial reports for that period is common. You can print financial reports for any prior period.

The system updates any additions, changes, or deletions that you make on the Work With Companies, Global Period Close, and Company Setup forms in the Company Constants table (F0010).

To reopen a period, you decrease the period by one for a specific company. For example, if the company is currently operating in period 6, you can change to period 5.

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#### **Note**

The change in period takes effect after you exit and restart J.D. Edwards.

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## **Checklist for Closing an Accounting Period**

Before closing an accounting period, you might want to perform a number of tasks that are specific to your company. The following list includes some tasks that are common to most companies, but your tasks might not be limited to these steps. Closing is unique to every company.

- Enter period-end accruals.
- Review and post all batches.
- Run integrity reports and correct errors.
- Reconcile general ledger and bank accounts.
- Close the accounting period for A/P and A/R.
- Change the financial reporting period to the next period.
- Run financial reports.

### **See Also**

- Changing a Financial Reporting Date*

### **► To close an accounting period for one company**

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*From the Periodic and Annual Processes menu (G0924), choose Close Accounting Period.*

1. On Work With Companies, to limit the search to a specific company, complete one of the following fields:
  2. Click Find.
  3. Choose the company for which you want to close the accounting period and click Select.
4. On Company Setup, increment the value in the following field in the General Accounting area:

The system closes the period for G/L. It also closes A/P and A/R if A/R and A/P have the same current period as G/L.

5. To close A/P for the period without closing G/L and A/R, increment the value in the following field in the Accounts Payable area:

Closing A/P and A/R separately leaves G/L open for final reporting for that period.

6. To close A/R for the period without closing G/L and A/P, increment the value in the following field in the Accounts Receivable area:

7. Click OK.

8. Exit J.D. Edwards and restart.

The change to the current period takes effect when you restart J.D. Edwards.

## ► To close an accounting period for multiple companies

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*From the Periodic and Annual Processes menu (G0924), choose Close Period - Multiple Comp.*

You can close the accounting period for many companies at the same time if the companies have the same current period and fiscal year.

1. On Work With Companies, to limit the search to companies that have the same current period and fiscal period, enter the appropriate values in the following search fields:
  2. Click Find.
  3. Choose the companies for which you want to close the accounting period.
  4. From the Row menu, choose Global Close.
  5. On Global Period Close, complete the Current Period and Fiscal Year fields for each of the following and click OK:
    - General Ledger
    - Financial Reporting
    - Accounts Payable
    - Accounts Receivable
  6. To verify the close, review the following fields for each company on Work With Companies and ensure that the current period has been incremented by one:

## Changing a Financial Reporting Date

Closing an accounting period before printing financial reports is common. To do this procedure, use a financial reporting date that is different from the current period and year. To change this date, use the Set Up Company program.

The financial reporting date is used by all financial reports. You can override this date in the report version by selecting a specific period and fiscal year.

When you add a company, the system sets the financial reporting date for that company to the current accounting period and fiscal year. This date is updated only when you manually change it.

The financial reporting date for company 00000 should be the same date that is used for your other companies. The following reports use the reporting date for company 00000 (unless the first data sequence is company or business unit):

- Simple Income Statement
- Simple Balance Sheet

The system updates the company record in the Company Constants table (F0010).

## ► To change a financial reporting date

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*From the Periodic and Annual Processes menu (G0924), choose Revise Financial Report Date.*

1. On Work With Companies, to limit the search, complete one of the following fields:

To change the financial reporting date for more than one company, choose all of the appropriate companies and use the Global Close option from the Row menu.

2. Click Find.
3. Choose the company and click Select.
4. On Company Setup, change the following fields in the Financial Reporting area, and then click OK:

#### See Also

- R098201, Annual Close Report* in the *Reports Guide* for a report sample

## Closing a Fiscal Year

When you close a fiscal year, the system calculates and posts retained earnings, and then carries beginning balances forward to the next fiscal year. You should close the Accounts Receivable and the Accounts Payable systems for a company for year-end reconciliations to the general ledger. You should close the General Accounting system so that the system can calculate the retained earnings correctly.

You can close a year as often as needed. For example, you can:

- Close the year immediately to move the financial reporting period forward, and then close the year again after you enter audit adjustments
- Close the fiscal year at any time during the year to update inception-to-date amounts for reporting purposes

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#### Note

If you run the Annual Close program multiple times, the program calculates and posts the correct balances without doubling or otherwise inflating balances. For example, if you run the program twice, balances are not doubled. If you run the program three times, balances are not tripled.

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Regardless of the type of account, the system always updates the Balance Forward field in the Account Balances table (F0902). However, the system does not display the balance-forward amounts for profit and loss accounts in online inquiries or in reports that use AAI items GLG6 and GLG12. The system populates the Balance Forward field in the Account Balances table to allow inception-to-date reporting, which is commonly used in a job cost environment.

#### Before You Begin

- Verify that your AAIs and ledger types are set up correctly.
- For each ledger type that you want to include in the annual close and for which you want to calculate retained earnings, verify that the Close to Retained Earnings option is activated on the Setup Ledger Type Rules form. See *Setting Up Ledger Type Rules*.

## ► To close a fiscal year

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*From the Periodic and Annual Processes menu (G0924), choose Annual Close.*

When you close a fiscal year, the system produces an annual close report that lists the company that was closed, and the retained earnings account and amount. Use this report to verify that a company closed successfully.

You can close more than one company to a single retained earnings account. This procedure is necessary if corporate divisions are set up as companies. You would close these divisions to a single retained earnings account to consolidate reporting for the legal corporate entity.

Optionally, by setting the corresponding processing option, you can print a detailed list of the accounts and balance amounts that are used in the retained earnings calculation. This list is useful if you need to research potential problems or an incorrect retained earnings amount.

The detailed list for retained earnings can be lengthy. J.D. Edwards recommends that you do not print it unless you need to research your retained earnings calculation.

After closing, you might need to create journal entries for intercompany settlements to keep the companies in balance. The Close Year program posts retained earnings to a retained earnings account for a single company but does not create automatic entries for intercompany settlements.

If any errors prevent a company from closing, the errors are listed on the annual close report. Examples of errors and solutions are:

<b>Retained earnings account not set up in the Account Master</b>	Set up the retained earnings account used by AAI item GLG4.
<b>Close program could not find AAI item GLG6</b>	Set up AAI item GLG6 to define your beginning revenue account.

If AAI item GLG12 is not set up, an error message does not appear on the annual close report. The system uses account 999999.9999999 as the default.

## Data Selection and Data Sequence for Annual Close

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### Caution

Observe the following rules for data selection and sequence, all of which are very important for a successful close:

- You cannot close multiple years at the same time. Instead, you must close them consecutively, one year at a time.
- If you are closing multiple companies to the same retained earnings account:
  - You must use a single version that selects all of the companies that are being closed together.
  - You must have the same fiscal date pattern for companies that are being closed together.
  - You must select a fiscal year.
- You should not specify any other data selections.

- You must use the data sequence by fiscal year, company, and ledger type. Do not change this sequence.
- 

### **Checklist for Closing a Fiscal Year**

Before closing a fiscal year, you might want to perform a number of tasks that are appropriate for your company. The following list includes some tasks that are common to most companies.

1. Close the current accounting period. Optionally, you can close the current accounting period when you change the year-end period.
2. Review and post all batches.
3. Enter and post your audit adjustments. Many companies reserve an accounting period for audit adjustments.  
  
You can make audit adjustments without changing the current period back to the prior year ending period. To do this procedure, create an entry using document type ## (prior year transactions). The system generates a warning message but accepts the transaction. You can use this document type only in the journal entry program.
4. Run your year-end financial reports, trial balances, and any other reports that you require.
5. Run the integrity reports.
6. Verify that no users are accessing the Account Balances table (F0902). This situation could cause records to be skipped during the retained-earnings calculations.
7. Close the fiscal year to calculate retained earnings and create account records in the Account Balances table for the new fiscal year.
8. Change the year-end period. The system does not do this change automatically. Change the current accounting period (if you have not already done so) and fiscal year. See *Closing an Accounting Period*.
9. Change the financial reporting date. See *Changing a Financial Reporting Date*.

### **What You Should Know About Processing Options**

<b>Profit/Loss processing option</b>	Job cost accounts (jobs) can be set up as balance sheet or profit and loss accounts, depending on the nature of your business. If they are set up as profit and loss accounts, then the job will probably not be completed within the year. In this case, you should roll the account balances to the next year.
<b>Original Budget processing option</b>	With job cost accounts, you enter an original budget and then make changes using change orders. For example, you have a job in 1996 that you budgeted for and expect to complete in 1999. You added budgetary information to the original budget in 1999. To override the original budget with new information, enter 1.

## **Batch Journal Entry Processing**

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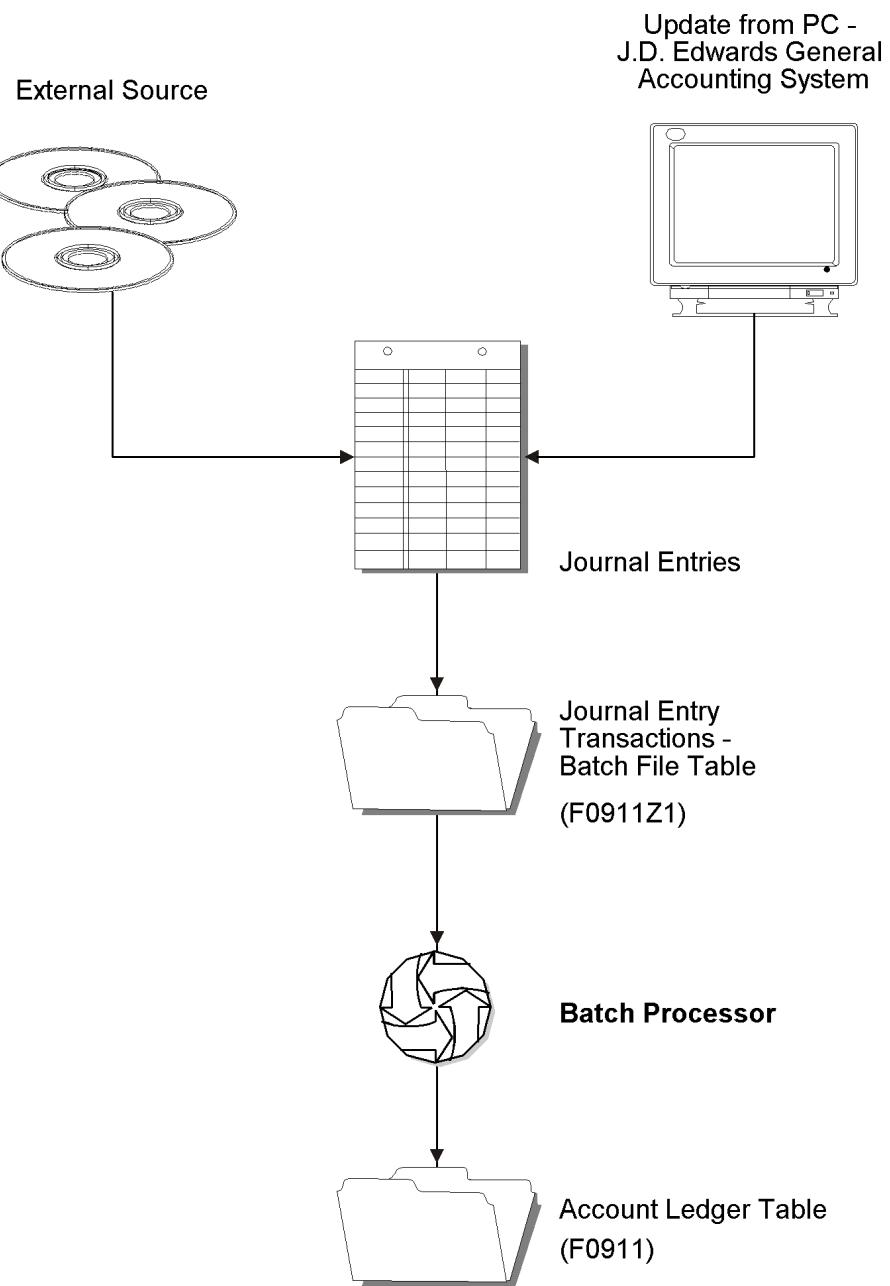
When you create journal entries using an external source, such as a personal computer (PC) or Electronic Data Interchange (EDI), you can transfer them to the J.D. Edwards General Accounting system for processing. When you upload these batch journal entries into the General Accounting system, they are stored in batch tables. You can review and revise them prior to processing them.

If you can create journal entries on a local workstation by using the J.D. Edwards General Accounting system, you can transfer those journal entries to a server for processing.

Many of the tasks for storing and forwarding journal entries are the same as those for batch journal entry processing.

If you create journal entries using a spreadsheet program, you can upload the journal entries to the Account Ledger table (F0911).

The following graphic illustrates the batch journal entry process:



### Preparing Journal Entries

When preparing journal entries for transfer to the General Accounting system or when revising them after you have transferred them, consider the following:

- The Transaction Type field, which is required by the Batch Journal Entry Processing program, must have a value in it. If you leave the field blank, the system supplies the default code J for journal entries.

If your journal entries do not have a transaction type, you cannot review them before transferring them to the General Accounting system.

- The placement of periods in an account number can cause the system to duplicate account segments. Therefore, you should verify the format of your account numbers.
- The batches of documents that you create must meet J.D. Edwards journal entry requirements.

## Storing and Forwarding Journal Entries

Store and forward journal entry processing provides an efficient way to enter and manage a high volume of journal entries before processing them in the General Accounting system. For example, if you are at a remote site and do not have a dedicated line for access to the server, it might be more productive and cost-effective to create journal entries in a local environment on your PC during normal business hours. Then you can upload them to the server for processing during off-peak hours.

After you upload the journal entries, you use the batch input process to create records in the Account Ledger table (F0911).

### See Also

- ❑ *Working with Store and Forward Processing in the Configurable Network Computing Implementation Guide*
- ❑ *Cost Object Tracking in Store and Forward in the Advanced Cost Accounting Guide*

## Downloading Master Tables

Before creating journal entries on the client, you must download tables from the server. These tables are necessary to create and validate transactions. For example, you must download the Address Book Master (F0101) and Account Master (F0901) tables to provide you with the account information that you need to create journal entries.

You must download each table separately. You can use data selection or category codes to limit the information that the system downloads from each table. Each version of the Master Tables Download program represents a table and its associated tables or a group of tables.

The following is a list of the business data tables that must reside on the local machine that is used for store and forward processing of journal entries. Each table is associated with one version. Not all versions must be present for all tables. You can create new versions for these tables in the Store & Forward Journal Entry – Revisions program (P0911Z1).

F0004	User Defined Code Types
F0005	User Defined Codes
F0006	Business Unit Master
F0008	Date Fiscal Patterns
F0009	General Constants
F0010	Company Constants

<b>F0013</b>	Currency Codes
<b>F0014</b>	Payment Terms
<b>F0022</b>	Tax Rules
<b>F0041Z1</b>	Transaction Control File
<b>F0101</b>	Address Book Master
<b>F0111</b>	Address Book - Who's Who
<b>F0116</b>	Address by Date
<b>F0901</b>	Account Master
<b>F0907</b>	Chart of Accounts Format
<b>F0911Z1</b>	Journal Entry Transactions - Batch File
<b>F0911Z1T</b>	Journal Entry Transactions - Batch Tag File
<b>F4008</b>	Tax Areas
<b>F4801</b>	Work Order Master File

In addition to the business data tables, you must also download the technical data tables, such as Next Numbers - (F0002) and Next Numbers by Company/Fiscal Year -Automatic (F00021).

The system creates a download report for each table that you download. Use this report to verify the number of records that the system downloads to your PC.

After you download the master tables, you can enter your transactions using the store and forward processing.

### Before You Begin

- In many businesses, the system administrator downloads the necessary master tables. Verify that this download has already been done before you proceed with the following steps.
- Verify that you are connected to the server and signed on to your normal production environment to download the master tables.

#### ► To download master tables

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*From the Store and Forward Journal Entries menu (G09318), choose Master table Download.*

1. On Work With Batch Versions – Available Versions, choose a version of the Master Table Download.

You can view a complete description of the table that you want to download. To see this view, choose the appropriate version on the Work With Batch Versions form, and then choose Version Detail from the Row menu. After you view the description, click OK.

2. Click Select.
3. On Version Prompting:
  - Click Data Selection to limit the information that the system uploads and click Submit. On Data Selection, specify your data criteria and click OK.
  - Click Data Sequencing to change data sequence within the report and click Submit. On Section Data Sequencing, specify the sequence in which you want the data to appear and click OK.
  - Turn on Override Location to override the current data source. On JDE Data Sources, find and select the appropriate data source.
4. On Report Output Destination, choose the option to print or preview online, and click OK.
5. On Environment Overrides, enter the name of the source environment and click OK.

#### See Also

- Technical Data Tables Needed for Store-and-Forward* in the *Configurable Network Computing Implementation Guide* for information about the technical data tables that you must download for store and forward processing

### Creating Journal Entries That You Store and Forward

After you download the master tables, you can use store and forward processing to create J.D. Edwards journal entries. Using store and forward processing, you create and store the journal entries until you are ready to upload (or forward) them to the server for processing.

When you create journal entries that you store and forward, the system:

- Edits and validates each journal entry, based on the information that you downloaded from the tables
- Creates a transaction control record for each journal entry, assigns it a status of 1 (ready to process), and stores it in the Transaction Control File (F0041Z1) table

When you create journal entries that you store and forward, the system does not assign document numbers until you upload and process them. Instead, it assigns a transaction number to each journal entry.

You can store and forward the following types of journal entries:

- Basic journal entries
- Other types of journal entries

Before you upload and process your journal entries, you can review them.

#### See Also

- Reviewing Batch Journal Entries*
- Revising Batch Journal Entries*

## ► To create basic journal entries that you store and forward

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*From the Store and Forward Journal Entries menu (G09318), choose Store & Forward Journal Entry - Revision.*

1. On Work With Store & Forward Journal Entries, click Add.
2. On Store & Forward Journal Entry Revisions, follow the steps to enter a basic journal entry.

After creating journal entries that you store and forward, you might need to correct or delete some of them. Locate the journal entry that you want to modify on the Work With Store & Forward Journal Entries form. Make the changes to the journal entry on your PC and upload it again.

### See Also

- Working with Basic Journal Entries*

## ► To create other types of journal entries that you store and forward

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*From the Store and Forward Journal Entries menu (G09318), choose Store & Forward Journal Entry - Revision.*

Other types of store and forward journal entries that you can create include:

- Percent journal entries
- Models for basic journal entries
- Models for percent journal entries
- Journal entries based on a model

To create store and forward journal entries, follow the procedures for entering these types of journal entries, except begin on the Work With Store & Forward Journal Entries form.

### See Also

- Entering a Percent Journal Entry*
- Creating a Model Journal Entry*
- Creating a Model for a Percent Journal Entry*
- Entering a Journal Entry Based on a Model*

## Correcting Proof Batch Journal Entries

After you process batch journal entries in proof mode and detect errors, you can make corrections prior to final processing.

To correct batch journal entries, take one of the following actions:

- Correct the data in the batch table at its external source and transmit the batch again to the General Accounting system.
- Locate the individual transactions on Work With Store & Forward Journal Entries. Then access Store & Forward Journal Entry Revisions to change or delete the transaction.

## See Also

- Revising Batch Journal Entries*

## Uploading Journal Entries to the Server

After creating journal entries on your PC, you must upload them to the server for processing. To do this task, you must be connected to the server and signed on to your normal production environment.

When you upload journal entries, the system:

- Creates records in the Journal Entry Transactions - Batch File table (F0911Z1).
- Updates the transaction control status of each journal entry to 5 (uploaded) on the PC. After a journal entry is updated to this status, you cannot modify it on the PC. You can change it only on the server.

If a journal entry on the PC has a status of 1 (ready to process) or 2 (errors), you can change it on the PC.

- Creates a transaction control record for each journal entry on the server and assigns it a status of 1 (ready to process).
- The system creates a transmission upload report for all of the journal entries that you upload. Use this report to verify that the journal entries have been uploaded correctly.

After you upload your journal entries and process them, you must update the transaction control status of the journal entries on the PC to match the status of those on the server. To maximize system performance, upload the journal entries during off-peak hours. See *Updating Transaction Control Records*.

### ► To upload journal entries to the server

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*From the Store and Forward Journal Entries menu (G09318), choose Store & Forward Journal Entry Upload.*

1. On Work With Batch Versions – Available Versions, choose the Store and Forward Journal Entry Upload version and click Select.
2. On Version Prompting:
  - Click Data Selection to limit the information that the system uploads, and then click Submit. On Data Selection, specify your data criteria and click OK.
  - Click Data Sequencing to change data sequence within the report. On Section Data Sequencing, specify the sequence in which you want the data to appear, and then click OK.
  - Click Override Location to override the current data source. On JDE Data Sources, find and select the appropriate data source.
3. On Report Output Destination, choose the option to print or preview online, and click OK.

## See Also

- Viewing Messages in the OneWorld Foundation Guide* for information about viewing errors that might occur when uploading journal entries

- ❑ *Working with Queues* in the *OneWorld Foundation Guide* for information about using queues to view messages

## Processing Journal Entries

*From the Store and Forward Journal Entries menu (G09318), choose Store & Forward JE Batch Processor.*

After you upload journal entries, you must process them to create transactions in the Account Ledger table (F0911). The system sends error messages to the Employee Work Center.

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### Caution

The program that you use to process store and forward journal entries is different from the program that you use to process batch journal entries, although the results are similar. Verify that you are using the batch processor for store and forward journal entries.

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### See Also

- ❑ *Processing Batch Journal Entries* for more information about submitting journal entries for processing and verifying journal entry information
- ❑ *Viewing Messages* in the *OneWorld Foundation Guide* for information about viewing errors that might occur when processing journal entries
- ❑ *Working with Queues* in the *OneWorld Foundation Guide* for information about using queues to view messages

### What You Should Know About Processing Options

**Versions** If you use the appropriate processing option to specify a version to execute, the version must already exist on the server.

## Updating Transaction Control Records

*From the Store and Forward Journal Entries menu (G09318), choose Update Transaction Control Record.*

After you process journal entries, the transaction control status for each journal entry on the PC is different from the journal entry's status on the server. You need to update the status on the PC so that it matches the status on the server. To do this task, run the Update Transaction Control Record program.

You can also run the update program to identify any PC journal entries that were in error when they were uploaded to the server. The system updates the journal entry on the PC with the error status of the journal entry on the server. You can then identify the journal entries that are in error on the PC, correct them, and upload them again to the server. Alternatively, you can correct them on the server.

You can also use the update program to purge processed transactions from the Journal Entry Transactions - Batch File (F0911Z1) table in your local environment.

## **Posting Journal Entries**

*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Post General Journal.*

After you process your journal entries, you must post them to the general ledger.

### **See Also**

- Posting Financial Batches*
- Revising a Posted Journal Entry*
- Viewing Messages* in the *OneWorld Foundation Guide* for information about viewing errors that might occur when posting journal entries
- Working with Queues* in the *OneWorld Foundation Guide* for information about using queues to view messages

## **Converting Journal Entries for Batch Processing**

Journal entry batch processing is a method of taking information from a system external to J.D. Edwards software and converting it so that it can be processed as a J.D. Edwards transaction. You can upload batch journal entries from external sources such as PC data entry, third party or customer systems, or electronic data interchanges (EDI). To do this procedure, you must create a custom program that provides proper data to fields in the Journal Entry Transactions - Batch File table (F0911Z1).

If you are using the Enterprise-Wide Profitability Solution system, you must also provide data to fields in the Journal Entry Transactions - Batch Tag File table (F0911Z1T).

The batch process is an edit program that verifies that the information entered into the F0911Z1 and F0911Z1T tables is processed correctly into the Account Ledger (F0911) and the Account Ledger Tag File (F0911T) tables. If the information is correct, you can process it as a J.D. Edwards transaction. Attempting to update either of these transaction tables without using the batch process could result in compromised data in the Account Ledger table.

## **Completing Required Fields in the F0911Z1 and F0911Z1T Tables**

The custom program that you write must populate fields in the Journal Entry Transactions - Batch File table (F0911Z1). The field names in the table correspond to alphanumeric names on OneWorld interactive forms.

The following programs require the fields in the F0911Z1 table for adding, deleting, and processing batch journal entry transactions (Z1 transactions):

- Store & Forward Journal Entry - Revisions (P0911Z1)
- Journal Entry Batch Processor (R09110Z)

If you are using the Enterprise-Wide Profitability Solution system, your custom program must also populate fields in the Journal Entry Transactions - Batch Tag File table (F0911Z1T). The field names in this table also correspond to alphanumeric names on OneWorld interactive forms.

### **See Also**

- Batch Input Setup for Journal Entries* for complete descriptions of the fields in the Journal Entry Transactions - Batch File table (F0911Z1) and the additional fields that are necessary for the Journal Entry Transactions - Batch Tag File table (F0911Z1T)

## Processing the Transaction Information

After your custom program loads the transaction information into the Journal Entry Transaction - Batch File table (F0911Z1), run the Journal Entry Batch Processor program (R09110Z). Running this program processes the information in the F0911Z1 table and loads it into the Account Ledger table (F0911).

If you provided information for fields in the Journal Entry Transactions - Batch Tag File table (F0911Z1T), the Journal Entry Batch Processor program also processes this information and loads it into the Account Ledger Tag File table (F0911T).

Any additional information that is necessary for a completed transaction is loaded from other sources or calculated from existing information. For example:

- The document number originates from the Next Number Revisions program (P0002).
- The document type defaults from the Journal Entry MBF Processing Options (P0900049).
- The fiscal year and period are calculated from the G/L date and Companies program (P0010).
- The F0911 company number is assigned based on the business unit from the first line of the account distribution.

## Errors in Processing

If any errors occur during processing, they are noted on the edit report. You can correct the errors and reprocess the batch. If one transaction in the batch is in error, the batch does not process. After the batch has been successfully processed, the VNEDSP field is updated from 0 to 1. These records remain in the F0911Z1 table until they are purged. Alternatively, you can set up a processing option to purge this table automatically.

The following tips might help you to reduce the number of error messages, or identify and resolve them when they occur:

- Initially process a small number of records in a batch. Most errors that occur on one record also occur on all records. Correct the errors on the smaller number of records, and then follow the same sequence of steps when you process a larger number of records in a batch.
- The only thing that prevents a batch from processing is an error. Warning messages alert you to nonstandard events but do not prevent processing. You can turn off warning messages with the processing options on the Messages tab.
- You can run the proof in batch mode. However, proof mode is not necessary because you have the option to review the transactions before posting (when they could be deleted). Also, any error prevents the batch from processing.
- Reading error messages helps to identify the cause and the resolution of errors. Error messages can be accessed and read from the Work Center in one of three ways:
  - From the Workflow Management menu (G02), choose Employee Work Center
  - Set the OneWorld preferences to view the Exit Bar. Then choose Batch Journal Entry Processor from the Batch Journal Entry Processing menu (G09311), or choose Store & Forward JE Batch Processor from the Store and Forward Journal Entries menu (G09318). Right-click the UBE that you chose and choose Prompt For and then Version. On Work With Batch Versions – Available Versions, choose Work Center from the Tools menu on the Exit Bar.

- Set the OneWorld preferences to view the Exit Bar. Then choose Work With Servers from the System Administration Tools menu (GH9011). On Work With Servers, choose Work Center on the Tools menu on the Exit Bar.

All error messages are also located in the Data Dictionary, where you can inquire on the error number and review the glossary.

- If errors exist that you cannot resolve, enter a transaction manually through the Store & Forward Journal Entry - Revisions program (P0911Z1) and process it successfully. Then compare the F0911Z1 transaction that you converted to the F0911Z1 transaction entered through the Journal Entry Revisions program. Comparing the differences assists you in locating discrepancies and resolving the errors.

## Reviewing Batch Journal Entries

Before you process a batch in final mode, you might need to review a journal entry. You can review individual journal entries that have been transferred from an external source or entered as store and forward journal entries into the Journal Entry Transactions - Batch File table (F0911Z1). Cost management information for batch journal entries is stored in the Journal Entry Transactions - Batch Tag File table (F0911Z1T).

After you transfer journal entries, you can review specific information about the batch. For example, you might want to verify the number of journal entries in a batch for a specific date.

You can view both processed and unprocessed transactions.

### See Also

- Cost Object Tracking in General Accounting* in the *Advanced Cost Accounting Guide* for cost management information

#### ► To review batch journal entries

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*From the Batch Journal Entry Processing menu (G09311), choose Journal Entry Revisions if you are processing batch journal entries.*

*From the Store and Forward Journal Entries menu (G09318), choose Store & Forward Journal Entry - Revision if you have transferred journal entries from a local environment.*

1. On Work With Store & Forward Journal Entries, click Find to display all journal entries, or limit the journal entries that display by completing any of the following fields or any of the fields in the QBE line:
2. To display batches by date, complete the following fields:
3. Click one of the following options:

### See Also

- Revising Batch Journal Entries* to see the processing options for this program

## Revising Batch Journal Entries

After you review journal entries that you transferred to the General Accounting system from an external source or that you entered as store and forward journal entries, you might need to make additions or corrections to the journal entries before you process them in final mode.

When you add or correct batch journal entries, the system updates information in the Journal Entry Transactions - Batch File table (F0911Z1).

When you add or correct cost management information on batch journal entries, the system updates information in the Journal Entry Transaction - Batch Tag File table (F0911Z1T).

You cannot change, delete, or void journal entries processed in final mode or journal entries for a different accounting period. You must purge these transactions from the temporary batch table.

#### See Also

- Purging Processed Journal Entries*
- Cost Object Tracking in General Accounting* in the *Advanced Cost Accounting Guide* for cost management information

### Adding Batch Journal Entries

You should not have to add journal entries to an existing batch unless you experience difficulty transferring them from an external system. In this case, J.D. Edwards recommends that you manually add a journal entry for the batch. Compare the manual transaction to the transferred transaction to detect and correct any discrepancies.

#### ► To add batch journal entries

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*From the Batch Journal Entry Processing menu (G09311), choose Journal Entry Revisions if you are processing batch journal entries.*

*From the Store and Forward Journal Entries menu (G09318), choose Store & Forward Journal Entry - Revision if you are working with store and forward journal entries.*

1. On Work With Store & Forward Journal Entries, click Add.
2. On Store & Forward Journal Entry Revisions, complete the following field to add a journal entry to an existing batch:  
When adding batch journal entries, you do not need to enter a document number. The system automatically assigns this number when you process them. This procedure prevents duplicate numbers in the general ledger.
3. Follow the steps to enter a standard journal entry.

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#### Note

The system uses next numbers to assign numbers during final processing of batch journal entries. J.D. Edwards recommends that you use next numbers so that the system does not create duplicate transactions. You can, however, manually assign transaction numbers to facilitate an easy transition between two systems.

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#### See Also

- Working with Basic Journal Entries*

## **Correcting Unprocessed Batch Journal Entries**

After transferring journal entries from an external source, you might need to correct them before you process them. You correct unprocessed records using menus based on whether you are using store and forward journal entries uploaded to the server from another program or batch journal entry processing. If you choose store and forward journal entries, the transaction control record is also updated.

Journal entries that you create using the store and forward process have transaction control records. Journal entries that you upload to the server from another program do not have transaction control records.

### **► To correct unprocessed batch journal entries**

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*From the Batch Journal Entry Processing menu (G09311), choose Journal Entry Revisions if you are working with batch journal entries.*

*From the Store and Forward Journal Entries menu (G09318), choose Store & Forward Journal Entry - Revision if you are working with store and forward journal entries.*

1. On Work With Store & Forward Journal Entries, choose the unprocessed journal entry that you want to correct and then click Select.
2. On Store & Forward Journal Entry Revisions, make changes as necessary.

## **Changing, Deleting, or Voiding Batch Journal Entries**

To delete processed transactions from the temporary batch table, you must purge them. You can set the processing option on the Processing tab to purge processed batch transactions that were transmitted successfully through the journal entry batch processor.

You cannot use the Work With Store & Forward Journal Entries form to change, delete, or void journal entries that the system has processed in final mode or journal entries for a different accounting period. You must use the Standard Journal Entry form to do any of these procedures.

### **See Also**

- Revising an Unposted Journal Entry*
- Purging Processed Journal Entries*
- Reviewing Batch Journal Entries*

## **Processing Batch Journal Entries**

After you transfer journal entries into the General Accounting system from an external source, you can process them in either proof or final mode.

During processing, the system creates journal entries in the Account Ledger table (F0911). It produces an error report that lists any transactions that cannot be processed. The system puts cost management information in the Account Ledger Tag File table (F0911T) only if the Activate Cost Objects flag in the Cost Management Constants table (F1609) is active and if a journal entry contains cost management information, which the system stores in the Journal Entry Transactions - Batch Tag File table (F0911Z1T).

## See Also

- Cost Object Tracking in General Accounting* in the *Advanced Cost Accounting Guide* for cost management information
- Uploading Journal Entries from Spreadsheets*

## Submitting Batches

*From the Batch Journal Entry Processing menu (G09311), choose Journal Entries Batch Processor if you are working with batch journal entries.*

*From the Store and Forward Journal Entries menu (G09318), choose Store & Forward JE Batch Processor if you are working with store and forward journal entries.*

You can submit your batch journal entries in proof or final mode. After you select Journal Entries Batch Processor, you choose a version to run.

In proof mode, the system:

- Checks the data and identifies errors. These errors are written to a workflow message in the Employee Work Center. Processing in proof mode does not affect your ledgers.
- Allows you to correct errors from the workflow messages before you process them in final mode.

In final mode, the system:

- Creates journal entries in the Account Ledger table (F0911).
- Assigns document and batch numbers if you leave them blank in the Journal Entry Transactions - Batch File (F0911Z1) and the Journal Entry Transactions - Batch Tag File (F0911Z1T) tables.
- Supplies information for the fields that you leave blank.
- Produces a report that shows the number of correct and incorrect transactions. Specific errors are written to a workflow message in the Employee Work Center.
- Purges journal entries that have been processed (if you set the appropriate processing option).

## Verifying Batch Information

When you process journal entries in proof mode, the system creates workflow messages that provide information about specific errors in your batches. You can go directly to the incorrect batches from the message and correct the errors prior to final processing.

## What You Should Know About Processing Options

<b>Versions</b>	If you use the appropriate processing option to specify a version to execute, the version must already exist on the server.
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## Purging Processed Journal Entries

*From the Batch Journal Entry Processing menu (G09311), choose Purge Batch Journal Entries.*

*From the Store and Forward Journal Entries menu (G09318), choose Purge Store and Forward Transactions.*

After posting journal entries, you should purge them from your client and the batch table on the server. When you run the program, the system purges journal entries only from the environment where you are running.

When you purge processed journal entries, the system deletes the records in the Journal Entry Transactions - Batch File table (F0911Z1) and the Transaction Control File table (F0041Z1).

#### **See Also**

- Updating Transaction Control Records* for information about purging processed transactions automatically

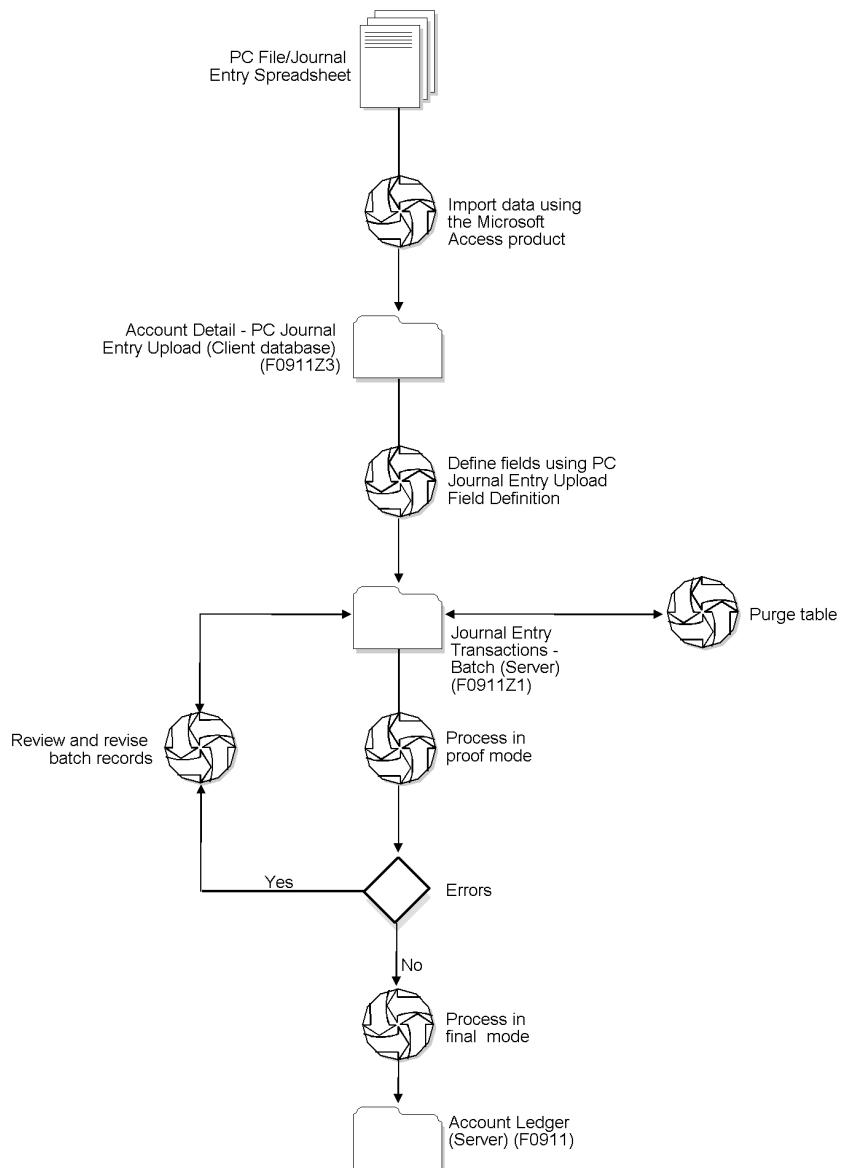
### **Uploading Journal Entries from Spreadsheets**

If you create journal entries using a Windows spreadsheet program, you can upload the journal entries to the Account Ledger table (F0911). Then you can use General Accounting programs to process your journal entries.

You must use a spreadsheet program to complete the first task. Use Microsoft Access to complete the second task. Use the J.D. Edwards General Accounting system to complete the last four tasks.

The following graphic shows the process that you follow to upload journal entries from a spreadsheet and the tables that the process uses:

### PC Journal Entry Upload Process Flow



## Creating a Spreadsheet for Uploading

You can use any spreadsheet program to create journal entries. You then use the upload programs to upload the journal entries to the General Accounting System. To use the upload programs, enter data in the spreadsheet by using the required format and layout. Consult the documentation for your spreadsheet program if you need help to set up the spreadsheet and entering data.

The following list describes the fields in the Account Ledger table to which you can upload journal entries, including the data dictionary name and the maximum length for each field:

<b>Account Number (ANI)</b>	29 alphanumeric characters (required).
<b>Subledger (SBL)</b>	Eight alphanumeric characters (optional).
<b>Subledger Type (SBLT)</b>	One alphanumeric character (optional).
<b>Document Type (DCT)</b>	Two alphanumeric characters. (If this field is left blank, the program defaults to the document type that is selected on Processing Options for PC Journal Entry Upload Field Mapping.)
<b>Document Number (DOC)</b>	Eight alphanumeric characters. (If this field is left blank, the program assigns one document number to the entire spreadsheet.)
<b>Document Company (KCO)</b>	Five alphanumeric characters (optional).
<b>Invoice Number (VINV)</b>	25 alphanumeric characters (optional).
<b>Payment Number (CN)</b>	Eight alphanumeric characters (optional).
<b>Pay Item (SFX)</b>	Three alphanumeric characters (optional).
<b>G/L Offset (GLC)</b>	Four alphanumeric characters (optional)
<b>Batch Rear End Code (BRE)</b>	One alphanumeric character (optional).
<b>Alt G/L Post Code 1 (ALT1)</b>	One alphanumeric character (optional).
<b>Alt G/L Post Code 2 (ALT2)</b>	One alphanumeric character (optional).
<b>G/L Post Code 3 (ALT3)</b>	One alphanumeric character (optional).
<b>G/L Post Code 4 (ALT4)</b>	One alphanumeric character (optional).
<b>Multi-Currency JE (ALT5)</b>	One alphanumeric character (optional).
<b>Cash Basis Post (ALT6)</b>	One alphanumeric character (optional).
<b>Amount (AA)</b>	15 alphanumeric characters. (If this field is left blank, a zero (0) monetary amount is posted.)
<b>Unit Amount (U)</b>	15 alphanumeric characters. (If this field is left blank, journal entries are posted without units.)
<b>Unit of Measure (UM)</b>	Two alphanumeric characters (optional).
<b>Reference (R1)</b>	Eight alphanumeric characters (optional).
<b>Reference 2 (R2)</b>	Eight alphanumeric characters (optional).
<b>Explanation - Alpha (EXA)</b>	30 alphanumeric characters. (If this field is left blank, the program uses the explanation on Processing Options for PC Journal Entry Upload Field Mapping.)
<b>Explanation - Remarks (EXR)</b>	30 alphanumeric characters (optional).
<b>G/L Period</b>	Two alphanumeric characters. (If this field is left blank, the program uses the G/L

<b>Number (PN)</b>	Date that is selected on Processing Options for PC Journal Entry Upload Field Mapping. If Processing Options are blank, the program uses today's date.)
<b>Fiscal Year (FY)</b>	Two alphanumeric characters. (If this field is left blank, the program uses the G/L Date that is selected on Processing Options for PC Journal Entry Upload Field Mapping. If Processing Options are blank, the program uses today's date.)
<b>G/L Date - Day (DGD)</b>	Two alphanumeric characters. (If this field is left blank, the program uses the date that is indicated in the G/L Period Number (PN) and Fiscal Year (FY) fields.)
<b>G/L Date - Month (DGM)</b>	Two alphanumeric characters. (If this field is left blank, the program uses the date indicated in the G/L Period Number (PN) and Fiscal Year (FY) fields.)
<b>G/L Date - Year (DGY)</b>	Two alphanumeric characters. (If this field is left blank, the program uses the date that is indicated in the G/L Period Number (PN) and Fiscal Year (FY) fields.)
<b>Serv/Tax Date - Day (DSVD)</b>	Two alphanumeric characters (optional).
<b>Serv/Tax Date - Month (DSVM)</b>	Two alphanumeric characters (optional).
<b>Serv/Tax Date - Year (DSVY)</b>	Two alphanumeric characters (optional).
<b>Check Date - Day (DKD)</b>	Two alphanumeric characters (optional).
<b>Check Date - Month (DKM)</b>	Two alphanumeric characters (optional).
<b>Check Date - Year (DKY)</b>	Two alphanumeric characters (optional).

Other requirements for your spreadsheet are:

- Use a single row for all of the data that is needed to create one record.
- To use the table conversion program that is provided with General Accounting, your spreadsheet must contain all of the columns in the order listed above. Each field in the spreadsheet must not exceed the maximum length shown in the list but can contain fewer characters.
- Use one of three account number formats: short account ID, third account number, and long account number (business unit.object.subsidiary). However, you must use the same account number format for all records. Specify that format in the processing option of the table conversion program.
  - Amount fields can include decimal points. If you use a minus sign, it must be the first character to the left of the leftmost number.
  - Include a heading row in the spreadsheet. This heading row is required because the system deletes the first row of the spreadsheet during the upload process.
  - Do not include a ledger type, which you specify during upload processing.
  - After you format and complete the spreadsheet, save the spreadsheet as a comma-delimited text file with the file extension of .CSV. When you exit the spreadsheet, do not save the data again. (If you save on exit, the file reverts to the spreadsheet format, destroying text formatting.)

If you use a spreadsheet with a different format, you must create your own table conversion program with new mappings for the input fields. To do this task, use the J.D. Edwards table conversion program as a model and revise it as needed.

## **Importing Spreadsheet Data to an Upload Table**

Use the Microsoft Access product to import the spreadsheet data into the Account Detail - Journal Entry Upload File table (F0911Z3). This table contains one field. J.D. Edwards defines this table.

If your company needs to upload several journal entry spreadsheets (for example, if several people create journal entries using spreadsheet programs on their PCs), import each spreadsheet separately.

The following steps describe how to use the Microsoft Access product (version 6.0 or 7.0) to import data. Refer to the Microsoft Access documentation for more information.

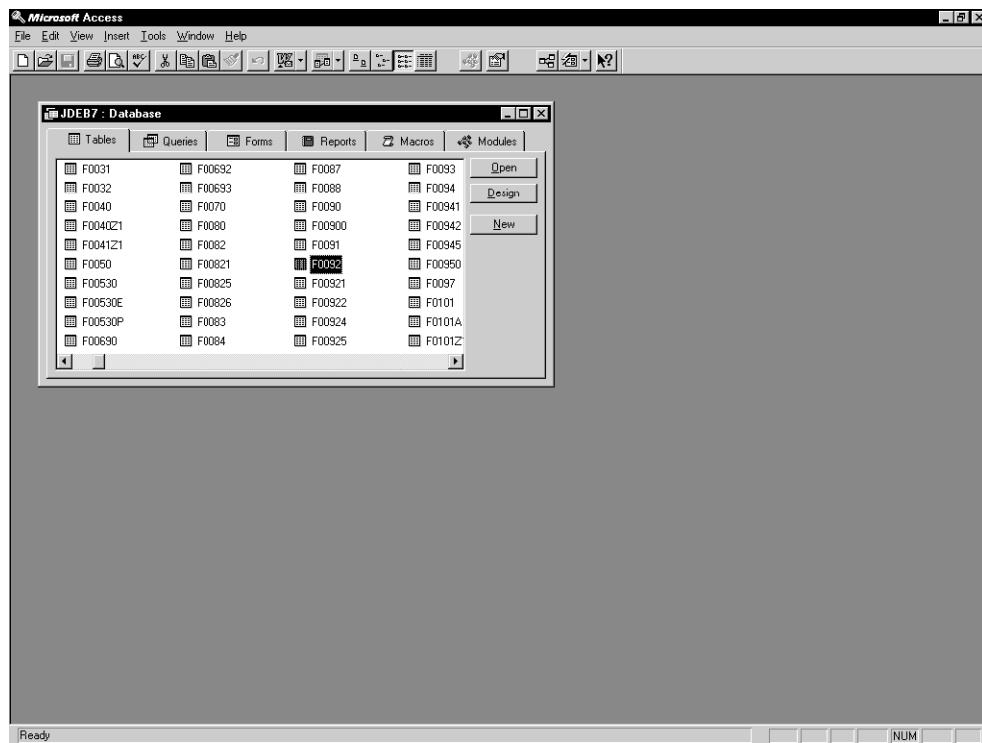
### **Before You Begin**

- Verify that the spreadsheet contains columns in the required format and layout. See *Creating a Spreadsheet for Uploading*.
- Verify that the Account Detail - Journal Entry Upload File table (F0911Z3) exists on your local drive or that you have access to the table on the server. See *Generating Tables* in the *OneWorld Development Tools Guide*.
- Use Object Configuration Manager to map the Account Detail - Journal Entry Upload File table (F0911Z3) to a local drive.
- Close OneWorld.

### **► To import spreadsheet data to an upload table**

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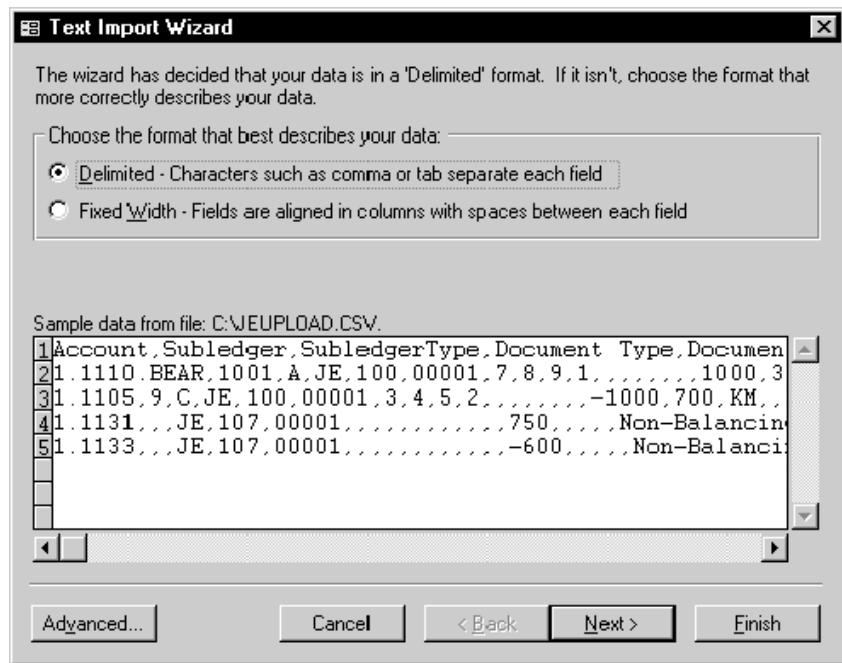
1. In Windows Explorer, locate and click the B7 folder, which is where J.D. Edwards is installed.
2. In the B7 folder, click the folder that contains the data folder.  
The name of the folder that contains the data folder usually begins with "crp," "prod," or "dev."
3. In the data directory, double-click the jdeb7.mdb icon.



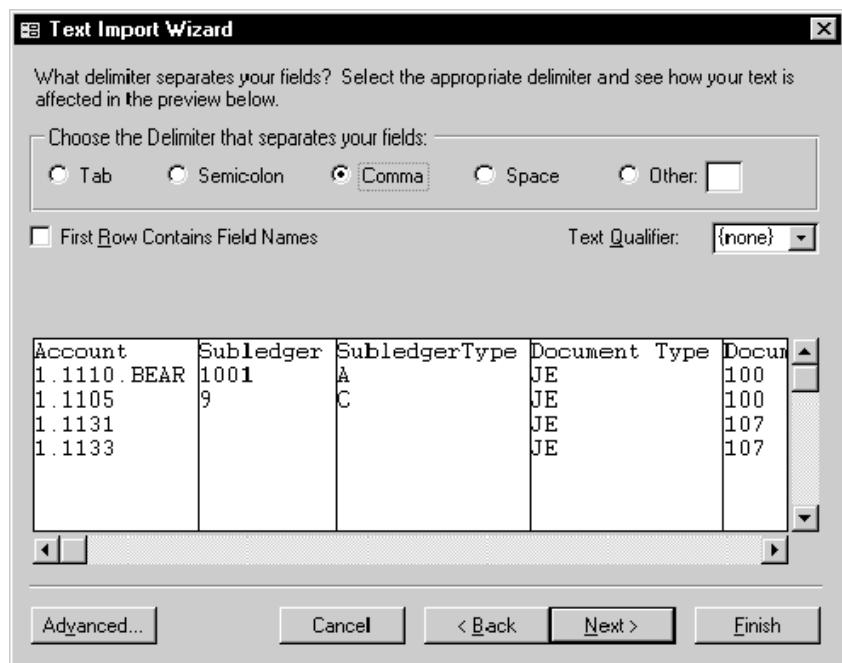
Microsoft Access displays the Table tab for the database, showing the list of tables.

4. From the File menu, choose Get External Data, and then choose Import.
5. On Import, locate the .CSV file in which you saved your spreadsheet by doing the following:
  - In the Files of type box, click Text Files (\*.txt; \*.csv; \*.tab; \*.asc).
  - Locate and select the appropriate file.
  - Click Import.

The system displays your text file on the Import Text Wizard, which will lead you through the import process.



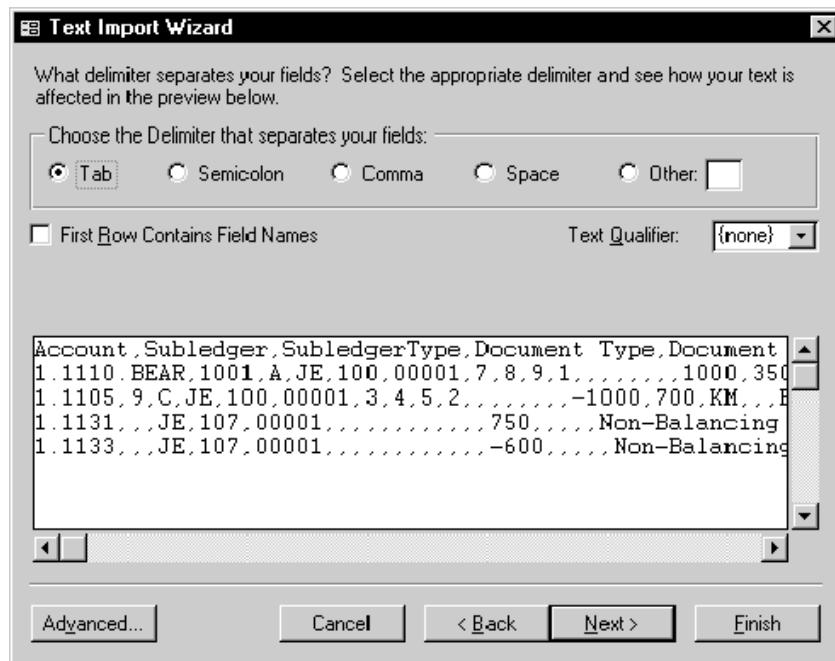
6. On the Text Import Wizard form, click Next.



7. Click the Tab or Semicolon option to remove the column markers.

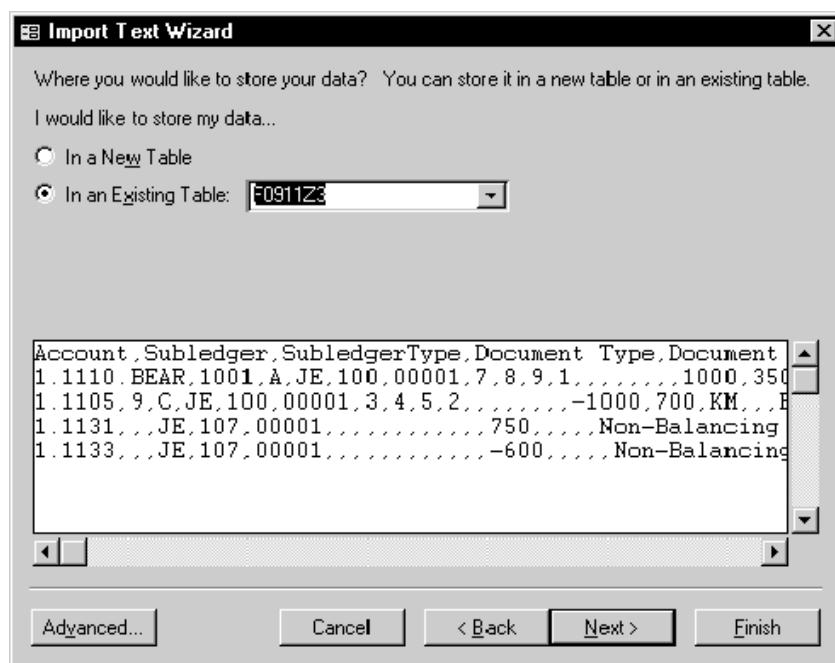
Removing the column markers creates one continuous field per record as required for the next part of the upload process.

Do not click the First Row Contains Field Name option. The table conversion program removes the first row (the heading row) from the table.

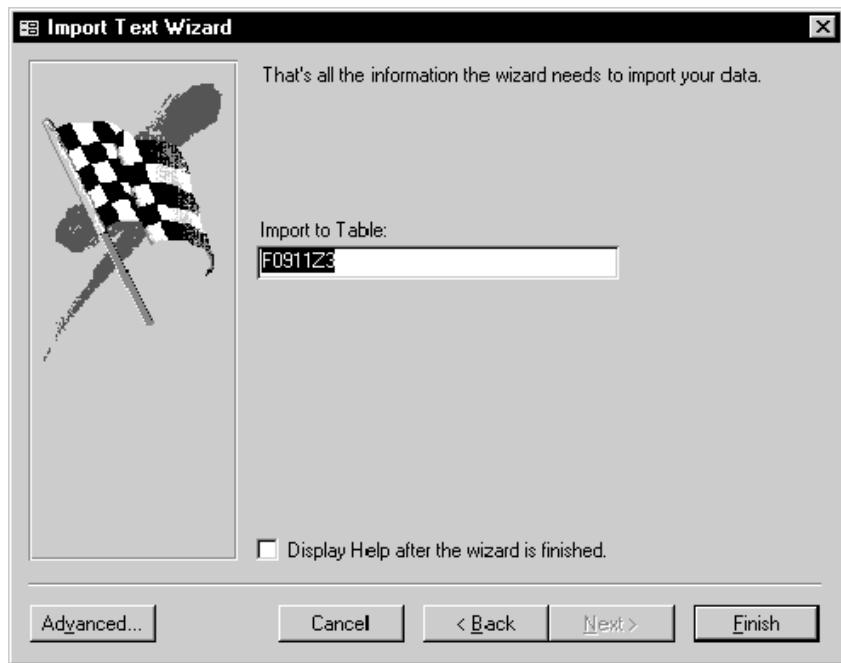


8. On Text Import Wizard, click Next.

You might notice a delay before the next form appears.



9. Click the In an Existing Table option.
10. Select F0911Z3 as the table and click Next.



11. Click Finish, and then click OK to confirm that the import is complete.
12. On Table, open the F0911Z3 table to review your data (optional).

The screenshot shows a Microsoft Access window titled 'Microsoft Access'. The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. The toolbar contains various icons for file operations. A subwindow titled 'F0911Z3 : Table' is displayed, showing a grid of data. The column headers are 'Account', 'Subledger', 'SubledgerType', 'Document Type', 'Document #', 'Key Company', 'Invoice Number', 'Payment #', 'Pay Item', 'GL Offset', 'Batch Rear End Code', 'G/L Post C'. The data grid contains several rows of text, including:  
1.1110.BE.AR,1001,A,JE,100,00001,7,8,9,1,,...,1000,350,CM,,Balancing Entry Line 1,Sample Number One,,15,6,5,.....  
1.1105,9,C,JE,100,00001,3,4,5,2,,...,1000,700,KM,,Balancing Entry Line 2,Sample Number One,,15,6,5,20,7,99,,  
1.1131,,JE,107,00001,,750,,Non-Balancing Entry Line 1,Sample Number Two,,  
1.1133,,JE,107,00001,,600,,Non-Balancing Entry Line 2,Sample Number Two,,4,9,6  
The status bar at the bottom indicates 'Datasheet View' and 'NUM'.

- From the File menu, choose Exit.

You can now run the PC Journal Entry Upload Field Mapping program to define the fields for the Journal Entry Transactions - Batch table.

## Defining the Fields for the Journal Entry Transactions - Batch Table

After you import the spreadsheet data into the Account Detail - Journal Entry Upload File table (F0911Z3), run the PC Journal Entry Upload Field Mapping program. This program is a table conversion program that:

- Converts the information into fields in the Account Ledger format
- Uploads the fields to the Journal Entry Transactions - Batch File table (F0911Z1)

You can use processing options to change the default ledger type and the default account number format (business unit.object.subsidiary). Because the input table is a flat file, data selection does not apply.

You provide the system with the following information:

<b>Output table</b>	The output table is the Journal Entry Transactions - Batch table. If you clear the table as part of running the table conversion program, the program deletes all of the data in the table. You might destroy data that needs to be uploaded to the Account Ledger table.  J.D. Edwards provides a purge program that you can use to maintain the Journal Entry Transactions - Batch table.  See <i>Purging the Journal Entry Transactions - Batch table</i> .
<b>Trace level</b>	You do not need to specify a trace level unless you want to log the upload process. If you want to generate a log, change the Trace Level field to a number between one and 10, with 10 providing the most detailed log.
<b>Number of rows to process</b>	You do not need to specify the number of rows to process. Unless you change the Number of Rows field to a number other than zero, the program changes all input rows of data.
<b>Input and output environments</b>	The input environment corresponds to the local database on the client. The output environment corresponds to the target database that contains the Account Ledger table.

### Before You Begin

- Use Microsoft Access to import your spreadsheet, which contains records in the required sequence, into the Account Detail - PC Journal Entry Upload table. See *Importing Spreadsheet Data to an Upload Table*.

### ► To define the fields for the Journal Entry Transactions - Batch table

*From the Batch Journal Entry Processing menu (G09311), choose PC Journal Entry Upload Field Mapping.*

- On Work With Batch Versions – Available Versions, choose a version of Journal Entry Field Mapping and click Select.
- On Table Conversion Prompting, do one of the following:
  - If you are working in the local environment, turn on the Properties option and click Submit.

- If you are working in a server environment, turn on the Properties and Override Location options, and click Submit. On JDE Data Sources, select the local data source so that the table conversion program can access the information that you just imported to the PC Journal Entry Upload table.
3. On PC Journal Entry Upload Field Definition, do the following:
    - On the Select Environments tab, in Input Environment, select the local environment that has the Account Detail - PC Journal Entry Upload table (F0911Z3) which mapped to your local drive.
    - On the Select Environments tab, in Output Environment, select the environment that has the Journal Entry Transactions - Batch table (F0911Z1) which mapped to the server.
    - On the Data Selection tab, do not enter any criteria.
    - On the Table Options tab, if you are using multicurrency, click Run Currency Triggers. The system converts decimal places and other currency fields, based on your multicurrency setup.
    - On the Table Options tab, do not click Clear Output Tables. If you click this option, the system clears all of the data in the Journal Entry Transactions - Batch table, regardless of the user status or processing status.
    - On the Table Options tab, do not click Force Row by Row Processing. The system ignores this field.
    - On the Debug Logging tab, leave the Use ini settings option turned on to accept the default for trace level and number of rows to process.
    - Click OK.

The system submits the job for batch processing. When this program finishes, it does not print a report or provide other feedback.

## **Uploading the Fields to the Account Ledger**

After you define the fields for the Account Ledger table, run the Journal Entries Batch Processor program in proof mode. See *Processing Batch Journal Entries*.

If the system detects errors, you must correct them prior to final processing. See *Reviewing and Revising Journal Entries*.

After you make corrections, rerun the Journal Entries Batch Processor program in proof mode. When the resulting report is free from errors, run the program in final mode.

Set processing options to control the upload process:

- Ignore the first MBF processing option.
- Specify that this transaction is not a Store and Forward journal entry.
- Specify whether out-of-balance journal entries are accepted.
- Specify whether processed transactions should be automatically purged from the batch file.
- Specify whether warning messages should be suppressed.
- Specify the user to which the error or warning message should go.

For each record that the program successfully uploads, the system updates the Batch Status field to D (done or posted) in the Journal Entry Transactions - Batch table. If the system

detects an error, it does not process any journal entries that have the same document number as the journal entry that contains the error.

## Reviewing and Revising Journal Entries

When you run the Journal Entries Batch Processor program in proof mode, the system might identify errors that you must correct before you can complete the upload to the Account Ledger table. These errors are written to a workflow message in the Employee Work Center. Use the interactive Journal Entries Batch Processor program to review and revise the data in the Journal Entry Transactions - Batch table.

Before running the Journal Entries Batch Processor application, specify in your processing options that this transaction is not a Store and Forward journal entry. See *Revising Batch Journal Entries*.

To filter out spreadsheet records that are created by a specific user, you can enter the user ID and click Find.

After you correct the errors, rerun the Journal Entries Batch Processor program. When the program finds no errors, you can then run it in final mode to copy the valid records into the Account Ledger table (F0911).

## Purging the Journal Entry Transactions - Batch Table

*From the Batch Journal Entry Processing menu (G09311), choose Purge Batch Journal Entries.*

After posting journal entries, you should purge them from your client and the batch table on the server. When you run the program, the system purges journal entries only from the environment where you are running.

When you purge processed journal entries, the system deletes the records in the Journal Entry Transactions - Batch File (F0911Z1) table and the Transaction Control File (F0041Z1) table.

You can also set the Journal Entry Batch Processor processing options on the Processing tab so that the program automatically purges processed journal entries.

### See Also

- Purging Processed Journal Entries*

## Organization Revisions

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If your company has recently expanded or merged with another company, you might need to change the company account structures in the chart of accounts.

### Changing Your Chart of Accounts

You can change your chart of accounts without manually creating journal entries to transfer your account transactions and balances to new accounts. The system assigns a unique account ID to each new account. The account ID is used to maintain an audit trail of account ledger transactions and balances.

You can change the business unit.object.subsidiary, but you cannot change the account ID.

## **Which Tables Are Affected**

Three general ledger tables are affected by a change to account numbers. The account ID is the key to all three of the tables. The tables are:

- Account Master (F0901)
- Account Balances (F0902)
- Account Ledger (F0911)

All three tables contain the following fields:

- Account ID
- Business Unit
- Object
- Subsidiary

The Business Unit Master table (F0006) might also be affected.

## **Posting Levels**

For each account ID, the system posts the following items in the Account Balances table in sequential order:

- Account ID
- Fiscal year
- Ledger type
- Subledger
- Subledger type
- Currency code (denominated)

## **Changing Account Structures**

Due to an increase in the volume of transactions to particular accounts, company merger, or a management decision to change financial reporting, changing the chart of accounts for your company might be necessary. This task could involve:

- Creating new business units and moving existing account detail and balances to the new business units
- Creating new object or object.subsidiary accounts under an existing or new business unit, and moving existing account detail and balances to the new object.subsidiary or business unit.object.subsidiary
- Moving existing business units from one company to another

If you decide to change your company account structures, you might need to set up new business units or revise the current ones. You must use the Work With Business Units form.

When you restructure your accounts, several ways exist to change the business unit, object, or subsidiary number:

- You can change a single account within a business unit. For example, if you need to change an account, you can change the object and subsidiary only. You can use the Business Unit and Account fields to locate information.

- You can change a single account by object. For example, suppose that you need to change object account 5010 to 5015 across all business units. You can change an object account to a new object or object.subsidiary. You can also change the business unit, object, or subsidiary for one or many business units, objects, or subsidiaries at one time.
- If you need to change a single account number, you can change the business unit, object, and subsidiary for an account at one time.

See *Revising Accounts*.

You can also globally change:

- Business units, from one business unit to another
- Object accounts, from one object account to another
- Subsidiaries, from one subsidiary to another

### **Before You Begin**

- Create new business units, if applicable. See *Working with Business Units*.

## **Changing a Business Unit on Multiple Accounts**

You can change the business unit portion of the account number on many accounts at once by globally changing the business units. For example, suppose that you need to change business unit 3 to business unit 4 for all object and object.subsidiary accounts.

The current business unit and the future business unit must exist in the Business Unit Master table (F0006) and must belong to the same company. If they do not, the system displays the company for the old business unit and for the new one, but it does not update them.

Accounts that already exist in the new business unit are not updated with the new business unit number because this action would cause duplicate accounts. For example, if you are re-numbering business unit 1 to business unit 10 and account 10.1110.BEAR already existed in the Account Master table (F0901), account 1.1110.BEAR is not updated to business unit 10.

The Change Business Units program updates the Account Master table (F0901) with each account.

### **Caution**

Do not use the Copy Accounts to Business Units function to add a new business unit. This function creates new Account Master records by copying them from one business unit to another. This function does not physically move accounts and their detail and balances from one business unit to another.

### **► To change a business unit on multiple accounts**

*From the Global Updates menu (G09316), choose Change Business Units.*

1. On Global Business Unit Change, to change a business unit on multiple accounts, complete the following fields:

In the example above, all object and object.subsidiary accounts belonging to the same company will change from business unit 3 to business unit 4.

2. Run the Update BU.Obj.Sub to Jnrl Ent program (R09806) to update the transaction and balance tables. See *Updating Account Ledger and Account Balances Tables* for instructions.

---

#### Caution

Do not delete the old business unit from the Business Unit Master table (F0006) before running the program. If the old business unit does not exist in the Business Unit Master table, the system cannot update records with the old business unit number.

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## Changing Accounts by Object

You can globally change object account numbers. For example, suppose that you need to change object account 1131 to 1132 across all business units in company 1.

If you are changing object account numbers for several, but not all, companies, you must perform the following steps for each company.

The old object must already exist, and the new object cannot exist in the system.

The Change Object Accounts program updates the Account Master table (F0901).

#### Before You Begin

- Back up your Account Master (F0901), Account Balances (F0902), and Account Ledger (F0911) tables.

---

#### ► To change accounts by object

*From the Global Updates menu (G09316), choose Change Object Accounts.*

1. On Global Account Number Update, to update a specific company or subsidiary, complete the following fields:  
To update all companies and subsidiaries, leave the Company and Subsidiary fields blank.
2. Complete the following fields:  
In the example above, all of the object account numbers in Company 1 will change from 1131 to 1132.
3. If you are changing object account numbers for selected companies, repeat these steps.
4. Run the Update BU.Obj.Sub to Jnrl Ent program (R09806) to update the transaction and balance tables. See *Updating Account Ledger and Account Balances Tables* for instructions.

## Changing Accounts by Subsidiary

You can globally change a subsidiary. For example, you change the subsidiary portion of account 1.1110.BEAR to 2220 for data entry efficiency. This action affects all of the companies for object account 1110 only.

If you restructure your accounts, you can change subsidiaries within a company, within an object range, or both. If you need to do this restructuring for selected companies or object account ranges, you must perform the following steps for each company or object account range.

The old subsidiary must already exist, and the new subsidiary cannot exist in the system.

The Change Subsidiaries program updates the Account Master table (F0901).

### **Before You Begin**

- Back up your Account Master, Account Balances, and Account Ledger tables.

#### **► To change subsidiaries**

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*From the Global Updates menu (G09316), choose Change Subsidiaries.*

1. On Global Subsidiary Update, to update specific companies and object accounts, complete the following fields:  
To update all companies and object accounts, leave the Company and Object fields blank.
2. Complete the following fields:

In the example above, account 1110.BEAR will change to 1110.2220. This change only affects company 1 and object account number 1110.

3. Run the Update BU.Obj.Sub. to Jrn Ent program (R09806) to update the transaction and balance tables. See *Updating Account Ledger and Account Balances Tables* for instructions.

### **Changing the Company Number on a Business Unit**

If your company reorganizes or acquires another business, you might need to move an existing business unit to a different company. You complete this move by changing the company number on the business unit, and then updating the Account Master (F0901), Account Ledger (F0911), and Account Balances (F0902) tables.

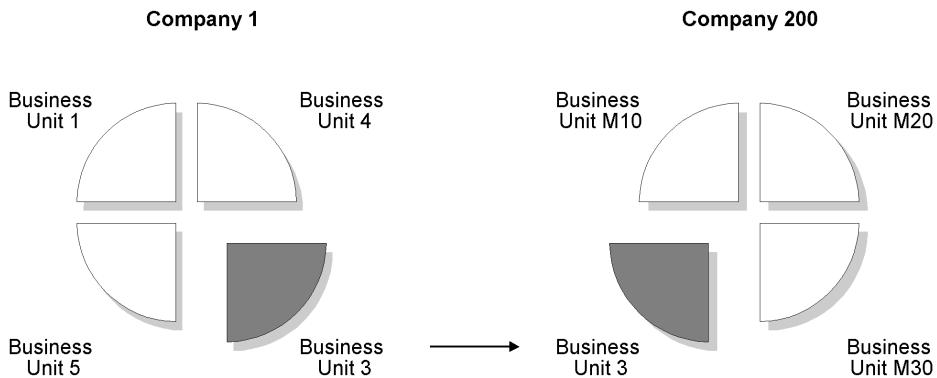
The two companies involved must have the same currency code if either company is using multiple currencies.

### **Before You Begin**

- Back up your Account Master (F0901), Account Balances (F0902), and Account Ledger (F0911) tables.

### **Example**

The following graphic illustrates the process of moving Business Unit 3 from Company 1 to Company 200:



### Moving a Business Unit

Follow these steps to move a business unit from one company to another:

1. Run the following reports in this order and verify that each company is in balance:
    - Companies in Balance
    - Account Balance to Transactions
    - Intercompany Accounts in Balance
 See *Correcting Company Imbalances*, *Correcting Account Balances to Transactions*, and *Correcting Intercompany Account Imbalances*.
  2. Change the company number on the business unit master.  
See *Revising Business Units*.
  3. Run the Accounts without the Business Units integrity report with the processing option set to 2 (update mode).
 

This program updates the company number in the Account Master table.  
See *Correcting Chart of Accounts Discrepancies*.
  4. Run the Update Business Unit.Object.Subsidiary to Journal Entries program.  
This program updates the company number for all transactions for this business unit in the Account Ledger and Account Balances tables.  
See *Updating Account Ledger and Account Balances Tables*.
- Alternatively, run the following integrity reports in update mode in this order:
- Account Balance without Account Master
  - Transactions without Account Master
- See *Correcting Chart of Accounts Discrepancies*.
5. Update all necessary AIs.

See *Working with AAIs*.

6. Verify row security by business unit security.

See *Working with Security Workbench* in the *System Administration Guide*.

7. Run the Companies in Balance integrity and the Intercompany Accounts in Balance reports again to determine which intercompany transactions to enter.
8. Enter any necessary intercompany transactions.
9. Post the intercompany transactions, if necessary.

The Intercompany Settlements field must be set to \* in the General Accounting constants for the system to post transactions to the intercompany settlement account.

See *Setting Up the Intercompany Settlement Constant*.

10. If you changed the Intercompany Settlements field, change it back to its original value.

## Updating Account Ledger and Account Balances Tables

From the *Global Updates* menu (G09316), choose *Update BU. Obj. Sub to Jrn1 Ent*.

After you change business units, object account numbers, or subsidiaries, or after you change the company number for one or more business units, you must update the Account Ledger and Account Balances tables. Run the Update Business Unit/Object/Subsidiary program, which compares the business unit, object, and subsidiary for each account ID in the Account Ledger and Account Balance tables to the Account Master table.

This program updates both the Account Ledger and the Account Balances tables from the Account Master table.

Do not run this program during business hours.

---

### Caution

Verify that your account numbers are correct. When you select this program, the system immediately submits it for processing.

---

After you update the Account Ledger and Account Balances tables, you should complete the following tasks:

1. Run the Account without a Business Unit, Account Balance without Account Master, and Transactions without Account Master integrity reports.

See *Correcting Chart of Accounts Discrepancies*.

2. Update the AAIs to reflect changes to the business unit, object, and subsidiary numbers.

See *Working with AAIs*.

3. Review your business unit information. If you created a new business unit, you can revise old business unit information. You can change the old business unit to be inactive or delete it. You might also want to enter the new business unit number of the old business unit as a cross-reference. You can do this in the Project Number field on the Revise Business Units - More Detail tab.

See *Working with Business Units*.

4. Update your reporting versions, allocations, and model journal entries, if necessary, to reflect the changes in your chart of accounts.

## Working with Account Information

Part of restructuring your chart of accounts includes keeping the account information up to date.

### Changing Account Information

*From the Global Updates menu (G09316), choose Change Account Information.*

If you make changes to account information that is attached to a particular business unit, you should globally change the information for the same accounts that are attached to other business units. You can change account information across all business units or companies.

You can run the Change Account Information program in proof or final mode. If you choose proof mode, the system only prints a report and does not update the information. To update the information, you must run the program in final mode.

In final mode, the system updates the information in the Account Master table (F0901) and, optionally, prints a report containing the changes that were made.

When you run this program in final mode, the system updates selected fields for all similar accounts. You use a processing option to select the fields to update from the following list:

- Account Description
- Alternate Description
- Posting Edit Code
- Level of Detail
- Billable
- Budget Pattern Code
- Unit of Measure
- Alternate Object.Subsidiary
- Account Category Codes 1-23
- Model Account

The system does not update the Object.Subsidiary field. To update this field, you can change object accounts or change subsidiaries, or you can run the Update BU. Obj. Sub to Jrl Ent. program from the Global Updates menu (G09316).

---

#### Caution

The system updates all of the fields that you select in the Account Information processing option. To exclude fields such as Category Codes 21-23 that might represent your statutory chart of accounts, verify that the fields are *not* selected in the Account Information processing option. J.D. Edwards recommends that you restrict access to these processing options so that your statutory chart of accounts is not inadvertently changed.

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### **Data Selection for Change Account Information**

Select only business units that you want to change.

### **Updating the Model/Consolidated Field**

*From the Global Updates menu (G09316), choose Update Model/Consol Field.*

If a business unit is a model, all of the accounts in the business unit contain an M in the Model/Consolidated field in the Account Master table (F0901). If a business unit is not a model, the Model/Consolidated field is blank.

If you change a model business unit to a non-model business unit, you must run the Update Model/Consolidated Field program to update the Account Master table. The system changes the Model/Consolidated field to blank for all of the accounts within the business unit.

Likewise, if you change a non-model business unit to a model business unit, you must run the Update Model/Consolidated Field program to update the Account Master table. The system changes the Model/Consolidated field to M for all of the accounts within the business unit.

### **Updating Category Codes**

*From the Global Updates menu (G09316), choose Update Cat Codes F0101>F0006.*

If your company has business units that must be maintained as address book entries, you might want to ensure the category code information in the Business Unit Master table (F0006) matches the information in the address book. The Update Category Codes F0101>F0006 program updates this information. Use this program to eliminate re-entering category code information in the Business Unit Master table.

The system compares the business unit information in the Business Unit Master and Address Book Master (F0101) tables. When a match is found, it copies the following information from the address book to the Business Unit Master table:

- Category codes 1 through 4
- Alpha Name field to the Description Line 1 field
- Compressed description (alpha name without spaces between words)

Business Unit is a 12-character field in the Business Unit Master table, and address book numbers are eight characters. The system updates only business units that contain a numeric value and are eight characters or less. If the business unit is more than eight characters, it is not updated.

When selected, this report is automatically submitted, and the update is complete when the report is finished. No output of the update is printed.

---

#### **Caution**

No processing options or data selection exist for this program. It globally updates all of the Business Unit Master category code values. A backup of files should be done prior to running this program.

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### **Before You Begin**

- You must set up numeric-value business units as address book numbers on Address Book Revisions. See *Creating and Revising Address Book Records* in the *Address Book Guide*.

## **Reposting the Account Ledger**

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The two repost programs in the General Accounting system are:

- Repost Account Ledger program
- Calculate Fiscal Year and Period program

Use the Repost Account Ledger program to:

- Correct damaged account balances in the Account Balances table (F0902). The Repost Account Ledger program updates account balances with the posted amounts from the Account Ledger table (F0911).
- Post by currency when it becomes an organizational requirement. You must update the Account Balances table to reflect the currency information.

Use the Calculate Fiscal Year and Period program to:

- Restate account balances to a new fiscal year or period. The Calculate Fiscal Year and Period program recalculates the fiscal year and period in the Account Ledger table using a revised fiscal pattern that is specified in the Date Fiscal Patterns table (F0008). This program also maintains an audit trail of account ledger transactions that transfer account balances to new periods or fiscal years.

If you run the Calculate Fiscal Year and Period program, you must also run the Repost Account Ledger program to update the Account Balances table.

### **Before You Begin**

- Back up the Account Master (F0901), Account Balances (F0902), and Account Ledger (F0911) tables.
- Place security on the repost program.
- Update fiscal date patterns for the company, if necessary.
- Post all transactions to avoid creating automatic offsets to the incorrect period.
- Run the repost during nonbusiness hours when no users are on the system. Reposting fiscal years can take a considerable amount of processing time.
- If OneWorld and WorldSoftware coexist and multicurrency is activated, and if you are using WorldSoftware prior to A7.3 CU11, you must run the Account Ledger Currency Conversion for JX Documents program (R890911JX). This program updates the Currency Code field for JX document types in the Account Ledger table. JX documents represent unrealized gains and losses on monetary accounts.

To access this program, choose Batch Versions from the System Administration Tools menu (GH9011). On Work With Batch Versions - Available Versions, enter R890911JX in the Batch Application field. Click Find, and then select version XJDE0001.

## **Examples: Reposting Account Ledgers**

The following examples illustrate situations when you might run this program and provide solutions for each situation.

- Example 1: Account Ledger and Account Balances tables are out-of-balance
- Example 2: Batch is partially posted
- Example 3: Fiscal date pattern changes to calendar date pattern
- Example 4: Calendar date pattern changes to a fiscal date pattern
- Example 5: Post by currency

### **Example 1: Account Ledger and Account Balances Tables are Out-of-Balance**

You post all of the account ledger transactions, and the amount in the Account Ledger table appears to be correct. You compare the amounts in the Account Ledger and Account Balances tables and note that the amounts are out-of-balance.

Possible solution:

1. Run this program with the processing option set to print the report only.
2. Review the report and compare the amounts in the Old Balance (current F0902) and Detail Amount (current F0911) columns to verify that the amount in the Account Ledger table is correct.
3. Update the Account Balances table with the amount from the Account Ledger table. To do this update, run the Repost Account Ledger program in final mode to print the report and update the Account Balances table.

### **Example 2: Batch is Partially Posted**

A post program ends abnormally, and the batch is only partially posted.

Possible solution:

1. Change the Intercompany Settlements field to \* in the general accounting constants. Post the specific batch out-of-balance.
2. Run the General Journal by Batch report to locate the automatic entries that were created for the batch during the post program.
3. Manually create any missing balancing entries for the batch on Journal Entries.
4. Change the Intercompany Settlements field to \* in the general accounting constants. Post the batch of manually created entries out-of-balance.
5. Run the Repost Account Ledger program in print mode to print the report only.
6. Review the report, and compare the amounts in the Old Balance and Detail Amount columns to verify that the amount in the Account Ledger table is correct.
7. If necessary, update the Account Balances table with the amount from the Account Ledger table. To do this update, run the Repost Account Ledger program with the processing option set to print the report and update the Account Balances table.

### **Example 3: Fiscal Date Pattern Changes to Calendar Date Pattern**

Your company has been operating under a July through June fiscal date pattern. Due to a merger, you must change to a January through December calendar date pattern.

The current fiscal year is 2003. Your current fiscal year pattern is July 2003 through June 2004. The next calendar year will be January through December 2005.

Possible solution:

1. Set up the new fiscal date pattern and pattern code for July 2004 through December 2004. Using the new fiscal date pattern and pattern code, set up the new fiscal date pattern and pattern code for January through December 2005.
2. Run the Calculate Fiscal Year and Period program in proof mode to print only the report.
3. Review the report and compare on a line-by-line basis, the old and new century (CT), fiscal quarter (FQ), fiscal year (FY), and period number (PN) columns for accuracy.
4. Update the Account Ledger to reflect the new fiscal date pattern. To perform this update, run the Calculate Fiscal Year and Period program in final mode. If you wish to calculate a new Balance Forward amount in the Account Balances table (F0902), complete the processing options on the Balance Forward tab.
5. Restate the account balances to reflect the new fiscal date pattern. To perform this update, run the Repost Account Ledger program. Use the same data selection that you used when you ran the Calculate Fiscal Year and Period program. This task updates the Account Balances table with amounts that are based on the new period number and fiscal year that were previously assigned to the Account Ledger records.
6. Close the year for 2003, or set the Balance Forward processing option to recalculate Balance Forward amounts.
7. Close the year program for 2004, or set the Balance Forward processing option to recalculate Balance Forward amounts.

---

#### **Caution**

For the fiscal year 2003, your current fiscal year pattern is July 2003 through June 2004. For the fiscal year 2004, your current fiscal year pattern is July 2004 through December 2004. For the fiscal year 2005, your calendar year is January through December 2005. Be aware that when comparing period 1 amounts for different fiscal years, you are viewing amounts for different months.

---

#### **Example 4: Calendar Date Pattern Changes to a Fiscal Date Pattern**

Your company has been operating under a calendar year and now needs to convert to a November through October fiscal year pattern.

The fiscal year is 2004. Your current calendar year is January through December 2004. The new fiscal year pattern is November 2004 through October 2005.

Possible solution:

1. Set up a new fiscal date pattern and pattern code for all of the existing years to be restated to the November through October pattern.
2. Run the Calculate Fiscal Year and Period program in proof mode to print the report, and recalculate fiscal year/period number report only.
3. Review the report and compare on a line-by-line basis, the old and new century (Ct), fiscal quarter (FQ), fiscal year (FY), and period number (PN) columns for accuracy.
4. Update the Account Ledger table to reflect the new fiscal date pattern. To perform this update, run the Calculate Fiscal Year and Period program in final mode. If you wish to calculate a new Balance Forward amount in the Account Balances table (F0902), complete the processing options on the Balance Forward tab.

5. Restate the account balances to reflect the new fiscal date pattern. To perform this update, run the Repost Account Ledger program. Use the same data selection that you used when you ran the Calculate Fiscal Year and Period program. This procedure updates the Account Balances table with amounts based on the new period number and fiscal year that were previously assigned to the Account Ledger records.
6. If you did not complete the processing options on the Balance Forward tab, run the Close Year program one year at a time for all of the existing fiscal years.

---

**Note**

None of the financial reports processed under the old fiscal date pattern match the information on the financial reports for the restated years.

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**Example 5: Post By Currency**

Your company decides to post by currency.

Possible solution:

1. Activate currency in the general accounting constants.
2. Set up AAI items PBCxx for tracking balances by currency.
3. Turn on the Post Account Balances by Currency option on the Currency tab of the Company Setup form.
4. Run the Repost Account Ledger program in proof mode to only print the report. Review the report to ensure the currency code appears in the far right column.
5. Run the Repost Account Ledger program in final mode to print the report and update the Account Balances table.

**See Also**

- Printing General Journals* to locate automatic entries
- Entering Basic Journal Entries* to create missing entries
- Setting Up Fiscal Date Patterns* to set up fiscal date patterns
- Closing a Fiscal Year* to close a year
- Setting Up AAIs for Multicurrency* to set up AAIs
- Assigning a Domestic Currency to a Company* to change the Post Account Balances by Currency field
- R099102, Repost Account Ledger* in the *Reports Guide* for a report sample

**Running the Report**

*From the Global Updates menu (G09316), choose Repost Account Ledger.*

After you recalculate the fiscal year and period, you run the repost of the account ledger. This program:

- Updates account balances with the posted amounts from the Account Ledger table (F0911)

- Maintains an audit trail of account ledger transactions that transfer account balances to new periods or fiscal years

If you purge the transaction detail for one or more years, the processing options allow you to specify the beginning balance forward for one fiscal year to be carried forward to the first fiscal year under the new date pattern.

### **Mode Tab**

This processing option determines whether you run this report in proof or final mode.

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or click the processing option field and press F1.

### **Balance Forward Tab**

These processing options calculate a new balance forward amount in the Account Balances table (F0902), which eliminates the need to run an annual close after restating amounts to a new fiscal date pattern. These processing options are only applicable if you are running the Calculate Fiscal Year and Period Number program (R099103).

Enter the first year of the oldest pattern that contains transaction detail information in the Account Ledger table (F0911) in the Oldest fiscal year with detail - from field and the Conversion century -from field. Enter the first year of the newest pattern that contains transaction detail information in the Account Ledger table in the First fiscal year with detail - to field and the Conversion century - to field. If you leave any of these fields blank, balance forward amounts from the oldest pattern remain in the record.

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or click the processing option field and press F1.

#### **1. Oldest fiscal year with detail - from**

Enter the oldest fiscal year that has supporting transaction detail under the fiscal date pattern from which you are converting.

#### **2. Conversion century - from**

Enter the century that corresponds to the oldest fiscal year from which you are converting. The default is 19.

#### **3. First fiscal year with detail - to**

Enter the first fiscal year that has supporting transaction detail under the fiscal date pattern to which you are converting.

#### **4. Conversion century - to**

Enter the century that corresponds to the first fiscal year to which you are converting. The default is 19.

### **Data Selection and Sequence for Repost Account Ledger**

If you have recalculated the fiscal year and period, you must use the same data selection that you used when you ran the Calculate Fiscal Year and Period program.

If a period needs to be reposted, do not select the period. You must select the entire fiscal year. Otherwise, only information for that period exist in the Account Balances table and all other period information is cleared.

The system does not repost ledger type BA because budget amounts do not require transaction support in the Account Ledger table. If you have defined ledger types that do not have complete transaction support, change the data selection to bypass these ledgers.

The system automatically reposts unit ledgers with the amount information. For example, to repost an actual amounts (AA) ledger with units (AU), enter ledger type equal (EQ) to AA in the data selection. The system reposts both the amount and unit ledgers.

Do not change the data sequence.

## Recalculating the Fiscal Year and Period

*From the Global Updates menu (G09316), choose Calculate Fiscal Year and Peri.*

This program recalculates the fiscal year and period in the Account Ledger table using a revised fiscal pattern that is specified in the Date Fiscal Patterns table.

After you run the Calculate Fiscal Year and Period program, you must run the Repost Account Ledger program to update the Account Balances table.

### Data Selection and Sequence for Calculate Fiscal Year and Period

Enter a value for Company, Ledger Type, Fiscal Year, or any combination of the three. If you are changing fiscal periods, you do not select fiscal year.

Do not change the data sequence.

## 52 Period Accounting

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52 period accounting helps businesses track perishable items in weekly accounting intervals. For example, grocery stores typically use 52 period accounting to report their financial status on a weekly basis.

You can establish 52 accounting periods per year, plus two extra periods for adjustments.

### Setting Up 52 Period Accounting

You might choose to set up 52 period accounting if you are required to produce financial reports on a weekly basis.

#### Before You Begin

- Set the processing option in the standard post program to submit the post for 52 periods. When you run the post, the system updates the Account Balances (F0902) and the Account Balances - 52 Period Accounting (F0902B) tables.

For more information about posting, see *Posting Journal Entries*.

### Setting Up Fiscal Date Patterns

You set up your system for 52 period accounting using fiscal date patterns with weekly period-ending dates. You can use periods 53 and 54 for audit adjustments.

If you have multiple companies that use the same fiscal date pattern, set up the fiscal date pattern one time for all of the companies.

The system stores 52 period dates in the Date Fiscal Patterns - 52 Period Accounting table (F0008B).

You should add a date pattern for the current, prior, and future year. When you set up a future year's date pattern, the system accepts transactions for dates within that pattern, and warns you if they are PACO (Post After Cutoff) or WACO (Way After Cutoff).

Each period must have at least one day of its own on which to post. You cannot set up periods with the same ending dates or overlapping dates.

Dates must be in proper format. For example, 09/01/05 is the proper format for September 1, 2005. Each date must correspond to a standard date pattern with the same pattern name.

You must set the date pattern with:

- Dates for each period. If you receive an error message when you enter a date, check the date pattern. The system considers any date not set up to be invalid during data entry.
- Periods in sequential order, and having the same beginning and ending dates as the standard fiscal year pattern. Otherwise, the system uses the standard fiscal year pattern to determine the correct fiscal year.
- Fiscal years in sequential order. Gaps in the date pattern at the period level or the fiscal year level prevent the system from posting properly.

#### ► **To set up fiscal date patterns**

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*From the 52 Period Accounting menu (G09313), choose Set 52 Period Dates.*

1. On Work With 52 Periods, click Add.
2. On Set Up 52 Periods, complete the following fields:
3. Click OK.

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#### **Note**

To print a report of the fiscal date patterns that you have set up, select Print 52 Periods from the Accounting Reports & Inquiries menu.

---

#### **See Also**

- Setting Up Companies*

### **Setting Up Financial Reporting Dates**

The system does not default to the current period. Therefore, you must set up the current 52 Period Accounting period and year. If the period is incorrect on your financial reports, verify the reporting period and year, and correct them if necessary.

#### ► **To set up financial reporting dates**

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*From the Organization & Account Setup menu (G09411), choose Company Names & Numbers*

1. On Work With Companies, choose a company and click Select. .
2. On Company Setup, click 52 Period Accounting tab.
3. Complete the following fields:

4. Click OK.

## Closing a 52 Period Year

*From the 52 Period Accounting menu (G09313), choose Annual Close for 52 Period*

Run the Annual Close for 52 Period Accounting at the end of each fiscal year after you run the Annual Close program.

The Annual Close for 52 Period program updates balances from the Account Balances table (F0902) to the Account Balances - 52 Period Accounting table (F0902B). It updates amounts for the following:

- Prior year end net
- Prior year end cumulative
- Beginning budget
- Projected over/under
- Percent complete
- Projected final
- Budget requested
- Budget approved
- Week-to-date

### Before You Begin

- Run the Annual Close on menu G0924 to update the Account Balances table (F0902).

### Data Selection for Annual Close for 52 Period

Set the Fiscal Year equal to the *next* fiscal year, not the fiscal year that you are closing. For example, suppose that you are operating in fiscal year 05 (2005) and you want to close fiscal year 04 (2004). In data selection, set the Fiscal Year equal to 05.

If the selection criteria for the Annual Close for 52 Period Accounting and Repost for 52 Period programs are the same, the results are the same, except that the repost also updates the 54 amount categories from the Account Ledger table (F0911).

## Changing to 52 Period Accounting

*From the 52 Period Accounting menu (G09313), choose Repost for 52 Period.*

You can change amounts in 12-to-14 period account balances to 52 period account balances. To do this task, you must post transactions to the Account Balances table (F0902), and then run Repost for 52 Period.

The Repost for 52 Period program reposts the Account Ledger table (F0911) to the Account Balances - 52 Period Accounting table (F0902B). This program uses the Date Fiscal Patterns - 52 Period Accounting table (F0008B) with 54 period-ending dates to determine the period number. After you run this program, you can print a Financial Report Writer report to verify the balances.

If the G/L date or fiscal date does not exist in the Fiscal Date table, the system does not update transactions from the Account Ledger table to the Account Balances table. The system reposts only posted, non-summarized records.

### Before You Begin

- Set up the fiscal date pattern for 52 periods.
- Set the processing option in the standard post program to submit the post for 52 periods. Run the standard post program. The system updates the Account Balances (F0902) and the Account Balances - 52 Period Accounting (F0902B) tables.

For more information about posting, see *Posting Journal Entries*.

### Data Selection for Repost for 52 Period

Do not enter a fiscal period. You must enter the fiscal year.

## Printing a 52 Period Income Statement

*From the 52 Period Accounting menu (G09313), choose 52 Period Income Statement*

You can print a 52 period income statement to compare current period and year-to-date amounts to amounts for the same period in the prior year..

### Before You Begin

- Verify that you have set up Automatic Accounting Instructions (AAI) items FSxx. These items establish the optimal interim totals on the income statement.
- Verify that your 52 period financial reporting dates are set correctly. See *Setting Up Financial Reporting Dates*.

### See Also

- Printing a Simple Income Statement*

### Data Selection and Data Sequence for 52 Period Income Statement

Selecting and sequencing data for the 52 Period Income Statement are the same as selecting and sequencing data for Printing a Simple Income Statement for 12-to-14 period accounting.

## Cash Basis Accounting

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Cash basis accounting is an accounting method that recognizes revenue when monies are received and expenses when monies are paid out. This accounting method shows only cash that is actually received or disbursed during a particular accounting period. You might be required to use cash basis accounting due to a requirement in an oil well lease, venture capital, or partnership.

The timing of receipts and disbursements might differ from the period of operating activities. Therefore, the period during which cash basis transactions are recorded might differ from transactions that are recorded for the accrual accounting period.

The system maintains accrual entries in the AA (actual amount) ledger. When you use cash basis accounting, the system generates parallel transactions from the AA ledger and updates the AZ (cash basis) ledger.

## Setting Up Cash Basis Accounting

The system creates cash basis entries based on the document type of the accrual entry in the AA ledger. When you set up the system for cash basis accounting, you must exclude those document types for which you do not want the system to create cash basis entries. Additionally, you determine the document type that you want the system to use for the cash basis entry and, if necessary, set up and assign the document type in a UDC table.

When you set up the system for cash basis accounting, you must ensure that cash basis AAIs are set up properly. Cash basis accounting uses AAIs to track rounding differences that might occur in the A/P and A/R systems as a result of using taxes, multicurrency, or discounts. If you enter unapplied receipts, the system uses an AAI to provide a suspense revenue account for the cash basis entry.

### Excluding Document Types

You must identify the document types in the AA ledger that you want the system to exclude when creating cash basis entries in the AZ ledger. The system creates an entry in the AZ ledger for every entry in the AA ledger with a document type that does not appear in UDC 00/DX (Excluded Document Types).

You should exclude voucher (PV) and invoice (RI) document types because cash basis entries for them should not be created until they are paid. You should also exclude document types that do not represent cash transactions, such as:

- Automatic entries (AE)
- Credit memos (PM)
- Debit memos (RM)
- Adjustments (RA)
- Recurring documents (PR and RR)
- Finance charges (RF)
- Accrued property taxes (JT)
- Depreciation entries (DP)

Ensure that any custom document types are analyzed for exclusion of cash basis entries.

Do not exclude document types that represent the void for A/P payments (PO) or A/R receipts (RO).

#### ► To exclude document types

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*From the Cash Basis Accounting menu (G09314), choose Document Types to be Excluded.*

1. Verify that the document types which you want to exclude are in the UDC table.
2. If the document type does not appear, add it to the table.

#### See Also

- *Adding a User Defined Code in the OneWorld Foundation Guide*

## Setting Up Cash Basis Document Types

You must decide which document types you want the system to use when it creates cash basis entries. J.D. Edwards recommends that you do not use the same document type in both the AZ and AA ledgers. Using the same document type could cause confusion when you locate a journal entry because both the AA and AZ ledger records would appear, suggesting that the record had been entered twice. Using the same document type would also increase processing time because the system would need to distinguish between the two records in the Account Ledger table (F0911).

If you do not set up cash basis document types, the system assigns them based on the document type of the originating entry. The system uses the first character of the document type in the AA ledger entry and the letter Z for the second character. For example, if an entry in the AA ledger has a document type of PT and you do not set up a cash basis document type, the system uses the document type PZ for the cash basis entry.

Because all of the A/P payment document types begin with the letter P (PK, PN, and PT), all cash basis entries for A/P are assigned a document type of PZ unless you set up a different document type. You might want to set up different document types to differentiate automatic, manual, and electronic cash basis payment transactions. For example, you might set up the document type PZ for automatic payments, MZ for manual payments, and TZ for electronic payments.

Each document type that you use for cash basis entries must exist in UDC 00/DT (Document Type - All Document Types).

### ► To set up cash basis document types

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*From the Cash Basis Accounting menu (G09314), choose Valid Document Types.*

1. Determine the document types that you want to use for cash basis accounting.
2. Verify that the document type exists in the UDC table.
3. If the document type does not exist, add it to the table.

### See Also

- Adding a User Defined Code in the OneWorld Foundation Guide*

## Assigning Cash Basis Document Types

After you set up the document types that you want the system to use for cash basis entries, you must assign them to the AA ledger document type from which the system creates cash basis entries.

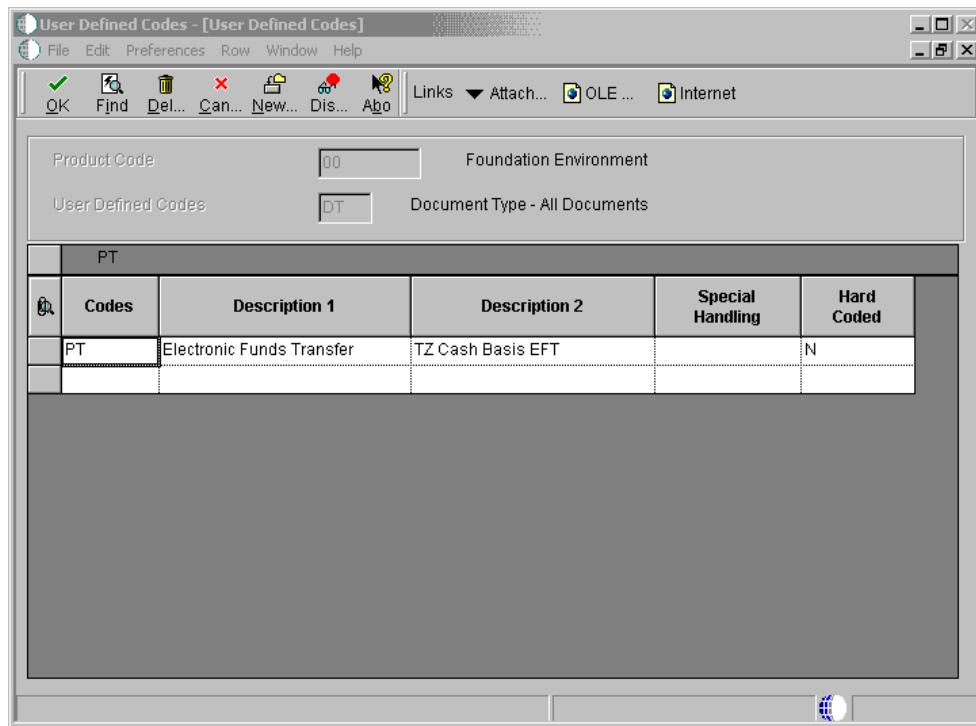
### ► To assign cash basis document types

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*From the Cash Basis Accounting menu (G09314), choose Valid Document Types.*

1. Locate and select the document type in the AA ledger for which you want to assign a corresponding document type in the AZ ledger.
2. In the first two positions of the Description 02 field, enter the 2-character code for the cash basis document type.

You are not required to complete this field if you are using system-assigned document types, such as PZ, RZ, or JZ.



3. Click OK to return to the previous form.

#### See Also

- Changing a User Defined Code in the OneWorld Foundation Guide*

### Setting Up AAIs for Cash Basis Accounting

Cash basis accounting uses AAIs for the following types of transactions only:

- Unapplied receipts
- A/P and A/R balancing accounts

You must set up AAIs for these types of transactions to track cash basis entries properly. See *Working with AAIs in the General Accounting Guide* for information about reviewing, setting up, and revising AAIs.

### Unapplied Receipts

When the system creates cash basis entries for receipts, it debits the bank account from the receipt and credits the revenue accounts from the invoices that the receipt pays.

When you enter an unapplied receipt, however, you record the receipt without applying it against an invoice. Later, you match the unapplied receipt to the appropriate invoice. When the system creates a cash basis entry for an unapplied receipt, it debits the bank account and credits a suspense revenue account. Later, when you apply the receipt against an invoice, the system creates cash basis entries that debit the suspense revenue account and credit the invoice revenue accounts.

If you enter unapplied receipts, you must set up an AAI to direct the system to the suspense revenue account. The system uses one of the following AAI items based on the hierarchy below to retrieve the suspense revenue account for unapplied receipts:

1. Cbyyy. The system searches for CB<sup>yyyy</sup> (where yyyy is the G/L offset from the unapplied receipt). You can enter the G/L offset when you enter the receipt or allow the value to default from the customer master record based on a processing option setting.
2. CBUC. If CB<sup>yyyy</sup> is not set up or if you do not use the G/L offset field, the system searches for CBUC. The system supplies UC as the default value for the G/L Offset field when you enter unapplied receipts without an offset.
3. Rcyyy. If the system cannot locate CBUC, the system searches for RC<sup>yyyy</sup> (where yyyy is the G/L offset entered on the receipt).
4. RCUC. If RC<sup>yyyy</sup> is not set up or if you do not use the G/L Offset field, the system searches for RCUC. The system supplies UC as the default value for the G/L Offset field in which you enter unapplied receipts without an offset. If the system cannot locate RCUC, it returns an error.

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#### Note

If you are using the Property Management system (15), the Unapplied Bill Code field (GLC) is the same as the G/L Offset field that is used in the standard, speed, and draft entry programs. The system searches for CB<sup>yyyy</sup> (where yyyy = Unapplied Bill Code).

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When you set up the AAI for the suspense revenue account, you must designate a business unit in the AAI.

### A/P and A/R Balancing Accounts

You must set up the following AAIs to identify the A/P and A/R balancing accounts for rounding differences:

<b>CBAP</b>	Cash basis A/P balancing
<b>CBAR</b>	Cash basis A/R balancing

The system uses A/P and A/R balancing accounts when calculations for multiple pay items, discounts, and taxes create slight rounding differences.

#### See Also

- Understanding AAIs* in the *General Accounting Guide* for general information about AAIs

### Creating Cash Basis Entries

You create cash basis entries by running the Create Cash Basis Entries program from the menu or by activating the cash basis processing option in the post program. You must understand how the system creates cash basis entries for G/L, A/P, and A/R to determine the best business practice for running the program. Additionally, you should review how the system creates accrual entries for A/P payments and A/R receipts because cash basis entries are based on accrual entries.

## How Cash Basis Entries Are Created

Before you run the program to create cash basis entries, you must understand how the program processes transactions in G/L, A/P, and A/R, as well as for units. Because the program can create cash basis entries out-of-balance, you should also know when this occurs and what to do.

### Accrual Entries for A/P Payments and A/R Receipts

When you use cash basis accounting, you create transactions in the cash basis ledger (AZ) at the time that you receive and disburse money. Transactions involving the receipt and disbursement of money occur in the Accounts Receivable and Accounts Payable systems.

For accrual entries (AA ledger type), the system creates debits and credits to the bank account in the Account Ledger table (F0911) for the following batch types:

K	Automatic payments
M	Manual payments with match
W	Manual payments without match
RB	Receipts

The system creates the entry as one-sided with a document type of PK, PN, or PT for A/P; and RC or RK for A/R. The system creates a balancing entry in the A/P and A/R trade accounts with a document type of AE (automatic entry). Because the system creates both documents in the same batch, the batch is in balance and can be posted without error.

### Cash Basis Entries for Account Ledger Records (F0911)

The Create Cash Basis Entries program (R11C850) creates cash basis entries that are based on accrual transactions in the Account Ledger table (F0911), regardless of batch type. The program also has processing options that allow you to create cash basis entries based on payment transactions in A/P and A/R.

When you run Create Cash Basis Entries without activating the processing options for A/P or A/R, the system locates transactions in the Account Ledger table that meet the following criteria:

- The document type is not in UDC 00/DX (Excluded Document Types).
- The ledger type is AA.
- The posted code is P.
- The cash basis posting code (GLALT6) is blank (transaction has not been processed for cash basis)

Every time that you run the Create Cash Basis Entries program, the system creates cash basis entries in a single batch in the Account Ledger table (F0911) that have a ledger type of AZ and a batch type of G. The system uses the G/L date from the originating AA ledger transaction as the G/L date for the cash basis entry.

To prevent the system from creating cash basis entries multiple times for the same transactions, the system updates the cash basis posting code (GLALT6) to P on the F0911 accrual records. Therefore, if you delete cash basis entries before you post them, the system does not create new cash basis entries for the same records; you must manually enter journal entries to the AZ ledger to re-create the cash basis entry. See *Entering Basic Journal Entries*.

When the system creates cash basis entries based on journal entries, the system copies the entire transaction to the cash basis ledger and assigns it a cash basis document type. As long as you create the original journal entry in balance, the system creates the cash basis entry in balance.

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#### **Caution**

If you have A/P and A/R transactions for batch types K, M, W, or RB, and you do not activate the processing options to create A/P and A/R cash basis entries, the system creates the cash basis entries one-sided (out-of-balance). The system locates the F0911 payment record to the bank account, but does not retrieve the associated A/P expense or A/R revenue account to balance the entry.

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#### **Cash Basis Entries for Units**

If you work with units, the system creates unit entries in the cash basis unit ledger (ZU) unless you designate a different ledger type in the processing option of the post program. Units for accrual transactions are created in the AU ledger. The unit ledgers exist only in the Account Balances table (F0902), not in the Account Ledger table (F0911). The system updates unit ledgers when you post accrual and cash basis entries.

#### **Cash Basis Entries for A/P and A/R**

The Create Cash Basis Entries program always creates cash basis entries for Account Ledger transactions first, and then launches additional programs to create balancing entries for A/P and A/R payment batches (K, M, W, and RB).

For A/P payment and A/R receipt transactions, the system first processes the Account Ledger record (F0911) to the bank account. The system excludes Account Ledger transactions that record the corresponding expense and revenue accounts because those document types (such as PV and RI) are in the UDC 00/DX table. To balance the cash basis entry, the system runs Create Cash Basis Entries - A/P (R11C854) and Create Cash Basis Entries - A/R (R11C853) programs to retrieve the expense and revenue accounts. These programs run only when the processing options are activated.

The system locates paid vouchers from the Accounts Payable Matching Document Detail table (F0414) and paid invoices from the A/R Check Detail File table (F03B14) that meet the following criteria:

- The posted code is D.
- The cash basis posting code is blank (RNALT6 and RZALT6, respectively).

Once the system locates eligible transactions, it:

- Locates F0411 and F03B11 records to retrieve the expense and revenue accounts
- If RPOBJ (object) has a value, uses RPMCU (business unit), RPOBJ, and RPSUB (subsidiary) from the invoice or voucher record
- If RPOBJ is blank, locates the expense and revenue accounts from the associated F0911 distribution record
- Adds the expense and revenue account information to the cash basis entry that was previously generated for the bank account (based on the F0911 payment and receipt record)

Amounts are pro-rated under the following conditions:

<b>A/P Payments</b>	The payment does not fully pay the voucher.
	The payment is for multiple vouchers.
	The payment is for vouchers with multiple expense accounts.
<b>A/R Receipts</b>	The receipt does not fully pay the invoice.
	The receipt is for multiple invoices.
	The receipt is for invoices with multiple revenue accounts.

To prevent the system from creating cash basis entries multiple times for the same vouchers and invoices, the system updates the cash basis posting code (ALT6) to P on the F0414 and F03B14 records (RNALT6 and RZALT6, respectively). Therefore, if you delete cash basis entries before you post them, the system does not create new cash basis entries for the same records; you must manually enter journal entries to the AZ ledger to re-create the cash basis entry. See *Entering Basic Journal Entries*.

### **Out-of-Balance Conditions**

Every time that you run the Create Cash Basis Entries program, the system creates transactions in a new batch. The Create Cash Basis Entries program creates one-sided entries if:

- Eligible Account Ledger records (F0911) exist for batch types K, M, W, or RB that have not been processed for cash basis.
- You do not activate the processing option to create A/P and A/R cash basis entries.

If this situation occurs and you run Create Cash Basis Entries again with the processing options activated for A/P and A/R, the system creates cash basis entries for the expense and revenue accounts in a different batch. Because you did not run the program with the processing options activated to create A/P and A/R entries initially, the system creates entries in two batches and neither batch is in balance. To post these cash basis batches, you must post them out-of-balance. For more information, see *Revising Batches to Post Out-of-Balance*.

### **Creating Cash Basis Entries**

The system generates cash basis entries when you run the Create Cash Basis Entries program (R11C850). The program can be run independently from a menu or launched from the version of the General Ledger Post program (R09801) that you use to post accrual entries.

## **Running Create Cash Basis Entries from the Menu**

*From the Cash Basis Accounting menu (G09314), choose Create Cash Basis Entries (R11C850).*

J.D. Edwards recommends running the Create Cash Basis Entries program from the menu with the processing options activated to create A/P and A/R entries when you first use cash basis accounting. Because all transactions that were previously entered must be processed for cash basis, the program requires additional processing time and might run more efficiently at the end of the day.

Running the program from the menu also allows you to control when cash basis entries are created, which is ideal if you create cash basis entries periodically, such as weekly, monthly, or quarterly.

## **Running Create Cash Basis Entries from the Post Program**

After you create cash basis entries initially, you can maintain your cash basis ledger on an ongoing basis (as cash is received or disbursed) by activating a processing option in the post program. This procedure provides you with the most up-to-date cash basis information.

When you create cash basis entries by activating a processing option in the post program, you designate the version of the Create Cash Basis Entries program that you want to run. If that version has the processing options activated to create A/P and A/R entries, the system creates cash basis entries for these systems even if you are posting entries to a different system, such as General Accounting.

You should activate the cash basis processing option in versions of the post program that post the following types of batches only:

<b>G</b>	General ledger
<b>K</b>	Automatic payments
<b>M</b>	Manual payments with match
<b>W</b>	Manual payments without match
<b>RB</b>	Receipts

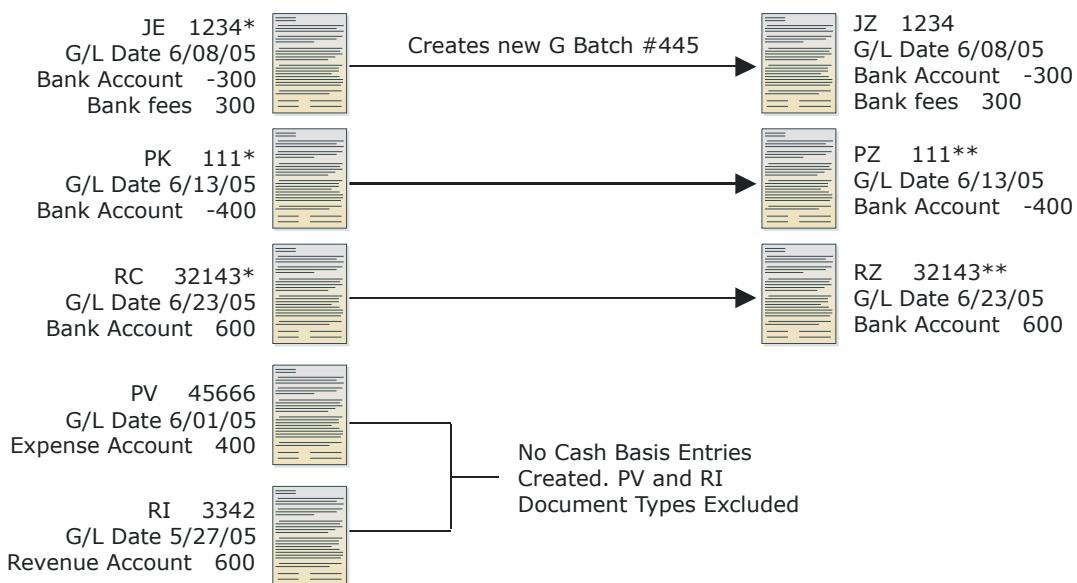
The following graphic illustrates how cash basis entries are created for the General Accounting, Accounts Payable, and the Accounts Receivable systems:

**Exclude Document Types:** AE, DP, JT, PM, PR, **PV**, RA, **RI**, RM, RR

**Table AA Ledger (F0911)**

**Create Cash Basis Entries (R11C850)**

**Table AZ Ledger (F0911)**



\* GLALT6 Updated to P when cash basis entries are created

\*\* Entries are out of balance until you run Create Cash Basis Entries for A/P (R11C854) and A/R (R11C853)

<b>Create A/P Cash Basis Entries (R11C854)</b>	<b>Create A/R Cash Basis Entries (R11C853)</b>
1. System uses the F0414 table to locate all paid vouchers that have not been updated for cash basis. System uses the check number (DOCM) from the F0413 table as the cash basis document number. System uses the G/L date from the check record as the G/L date for the cash basis document.	1. System uses the F03B14 table to locate all paid invoices that have not been updated for cash basis. System uses the G/L document number (DOCG) as the cash basis document number. System uses the G/L date from the receipt record as the G/L date for the cash basis document.
2. System uses the voucher number to locate the document in the F0411 table, and then gets values from OBJ and SUB fields to use for expense account in cash basis.	2. System uses the invoice number to locate the document in the F03B11 table, and then gets values from OBJ and SUB fields to use for revenue account in cash basis.
3. If OBJ and SUB fields are blank, the system looks at the F0911 record to locate expense accounts.	3. If OBJ and SUB fields are blank, the system looks at the F0911 record to locate revenue accounts.
4. System updates the F0911 record (PZ 111) in batch #445 with expense account information from voucher (PV 44566).	4. System updates the F0911 record (RZ 32143) in batch #445 with revenue account information from invoice (RI 3342).
5. System updates RNALT6 field to P in F0414 table.	5. System updates RZALT6 field to P in F03B14 table.

#### **Resulting Cash Basis Entries (after all programs run)**

Batch Type G, Batch Number 445

PZ 111  
G/L Date 6/13/05  
(R11C850) Bank Account -400  
(R11C854) Expense Account 400

RZ 32143  
G/L Date 6/23/05  
(R11C850) Bank Account 600  
(R11C853) Revenue Account -600

## Reviewing Exception Reports

When the system creates cash basis entries, it can generate up to three exception reports for G/L, A/P, and A/R. If an exception report does not contain detail information below the heading, no errors occurred when cash basis entries were created. Examples of errors are listed below:

G/L, A/P, and A/R	A cash basis document type is not defined. A message appears on the report, but it does not prevent the system from creating the cash basis entry.
A/P only	The following errors prevent the system from creating cash basis entries for A/P: <ul style="list-style-type: none"><li>• The original voucher record is not found.</li><li>• The voucher distribution record is not found.</li></ul>
A/R only	The following errors prevent the system from creating cash basis entries for A/R: <ul style="list-style-type: none"><li>• The original invoice record is not found.</li><li>• The invoice distribution record is not found.</li></ul>

If an A/P or A/R error occurs, the system does not update the cash basis posting code (ALT6). The message *No records written* appears on the report. These errors continue to appear on future exception reports until you correct them.

In most cases, errors that prevent the system from creating cash basis entries for the revenue or expense accounts do not prevent the system from creating the entry for the bank account. When this occurs, the transaction and batch are out-of-balance. When you correct errors and create cash basis entries again, the next batch for the expense and revenue accounts will be out of balance by the same amount, with the opposite sign. The net effect is that the two batches combined are in balance; however, you must post each of them out-of-balance. See *Revising Batches to Post Out-of-Balance*.

## Data Selection and Data Sequencing for Create Cash Basis Entries

The Create Cash Basis Entries program ignores data selection. Do not change the data sequencing for this program.

## What You Should Know About Processing Options

The system creates cash basis entries, regardless of batch type. The processing option is not limited to batch types G, K, M, W, or RB as indicated.

The cash basis processing option in the post program creates cash basis entries only; it does not post the entries unless the version of the Create Cash Basis Entries program that you designate has the processing option activated to post cash basis entries.

## Reviewing and Posting Cash Basis Entries

After you create cash basis entries, you must post them to the Account Balances table (F0902). You can do this posting automatically by activating a processing option in the Create Cash Basis program, or you can run the post program from the menu.

If you do not post cash basis entries automatically, you can review, revise, and approve cash basis batches before you post them.

## Reviewing Cash Basis Entries

*From the Cash Basis Accounting menu (G09314), choose Cash Basis Batch Review.*

You can review all batches with a batch type of G (general accounting). To review transactions in a batch, select the batch. To review a specific transaction, select the transaction. If you make changes to a transaction in the batch, the system updates the Batch Control Records table (F0011) and the Account Ledger table (F0911). To review cash basis batches only, print the Unposted Cash Basis Report and include data selection for Ledger Type equal to AZ.

After you review cash basis batches, you must post them

### See Also

- Reviewing Transaction Batches and Approving Transaction Batches in the General Accounting Guide.*

## Posting Cash Basis Entries

After you create and, optionally, review cash basis entries, you must post them to the Account Balances table (F0902). There are two ways to post cash basis entries:

1. As a separate process, by *not* activating the processing option in the version of the Create Cash Basis Entries program (R11C850). If you choose to review cash basis batches prior to posting them, you must run the General Ledger Post program (R09801) to post cash basis batches as a final step. You post cash basis batches exactly as you would post general ledger batches. For more information, see *Posting Journal Entries*.
2. As an automatic process, by activating the processing option in the version of the Create Cash Basis Entries program (R11C850). Regardless of whether you run the Create Cash Basis Entries program from the menu or by activating the cash basis processing option in the post program, the processing option to post cash basis entries must be activated in the Create Cash Basis Entries program for the system to launch the General Ledger Post program (R09801) automatically after it creates cash basis entries. You can specify the version of the post program that you want the system to use. See *Processing Options for Create Cash Basis Entries*.

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### Note

Any cash basis entries that are created out-of-balance (one-sided) must be posted out of balance. See *Revising Batches to Post Out-of-Balance*.

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## Printing Cash Basis Reports

Cash basis reports provide detailed information about cash basis transactions. Use these reports to review transactions, research problems, or verify information.

<b>Unposted Cash Basis Report</b>	Use this report to proof transactions before posting or to research out-of-balance conditions.
<b>Cash Basis Integrity Test</b>	Use this report to identify cash accounts that have different balances in the AA (actual amount) and the AZ (cash basis) ledger after posting. This report can be run in summary or detail mode.
<b>Cash Basis Audit</b>	Use this report to review cash basis transactions from the Account Ledger table (F0911). The report shows the transactions that comprise a batch, the posting status of the transaction, and whether the transaction is in balance.

### Before You Begin

- Post your cash basis entries.

### Printing the Unposted Cash Basis Report

*From the Cash Basis Accounting menu (G09314), choose Unposted Cash Basis Report (R09301).*

From the versions list, select the DEMO version General Journal: Cash Basis Entries. This version has the data selection set up for Ledger Type equal to AZ and G/L Posted Code equal to <Blank>.

The processing time for the Unposted Cash Basis report depends on the number of unposted batches in the system. Alternatively, you can review cash basis transactions online. Reviewing transactions online provides a quicker, more flexible review. However, if you require an audit trail for proofing or a balancing problem exists, the report is more useful for detailed analysis.

The Unposted Cash Basis Report shows transactions from the Account Ledger table (F0911).

This report is the same as the Unposted General Journal Report. See *Printing the Unposted General Journal*.

### Data Selection and Data Sequencing for the Unposted Cash Basis Report

You can enter additional data selection, but you should not change the data sequencing. The report calculates totals, and changing the data sequencing produces unpredictable totaling results.

### Printing the Cash Basis Integrity Test Report

*From the Cash Basis Accounting menu (G09314), choose Cash Basis Integrity Test.*

The Cash Basis Integrity Test report (R11C750) reviews all of the cash basis entries for a specified time period and produces an exception report that shows the accounts that are out-of-balance. Only cash accounts can be expected to balance between the two ledgers (AA and AZ).

The report prints summary or detail information. The integrity test with transaction detail can be lengthy. You might want to run the report without detail first to see how many accounts within the selected range are out-of-balance.

If you select the detail format in the processing option, all of the posted detail records in the AA and AZ ledgers appear above the ledger balances for each period that is out-of-balance. If you do not select the detail format, the two ledger balances appear side-by-side for each period that is out-of-balance.

Information on the report appears in reverse chronological order, beginning with the "as of" date that you specify in the processing option and going back through all years that you specify in data selection.

The Cash Basis Integrity Test report shows transactions from the Account Ledger (F0911) and Account Balances (F0902) tables.

#### **Data Selection and Sequence for the Cash Basis Integrity Report**

Enter the prior fiscal years that you want to view. You must specify ledger type AA. The integrity test and report run more efficiently when you sequence by company.

#### **Printing the Cash Basis Audit Report**

*From the Cash Basis Accounting menu (G09314), choose Cash Basis Audit Report.*

The Cash Basis Audit Report (R11C760) provides you with information about the cash basis entries at the transaction level. This report is a powerful research tool that allows you to quickly determine which documents are balanced, as well as which documents are posted. Cash basis entries that do not balance are identified by the message *Document Not Balanced*.

J.D. Edwards provides three DEMO version of this report. You can choose:

- Cash Basis Audit Report – G/L Entries
- Cash Basis Audit Report – A/R Entries
- Cash Basis Audit Report – A/P Entries

The Cash Basis Audit Report contains information from the Account Ledger table (F0911).

#### **Data Selection and Data Sequencing for the Cash Basis Audit Report**

Do not change the data selection for Ledger Type equal to AZ (cash basis). You can enter additional data selection to select posted records, a specific batch, or G/L dates. Do not change the data sequencing. The report calculates totals, and changing the data sequencing produces unpredictable totaling results.

## **Business Unit Supplemental Data**

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You might need to store information about a business unit that is not included in the standard master tables. J.D. Edwards refers to this additional information as supplemental data.

You define types of business unit supplemental data to specify categories of supplemental information and the specific information that you want to track for each category.

## Before You Begin

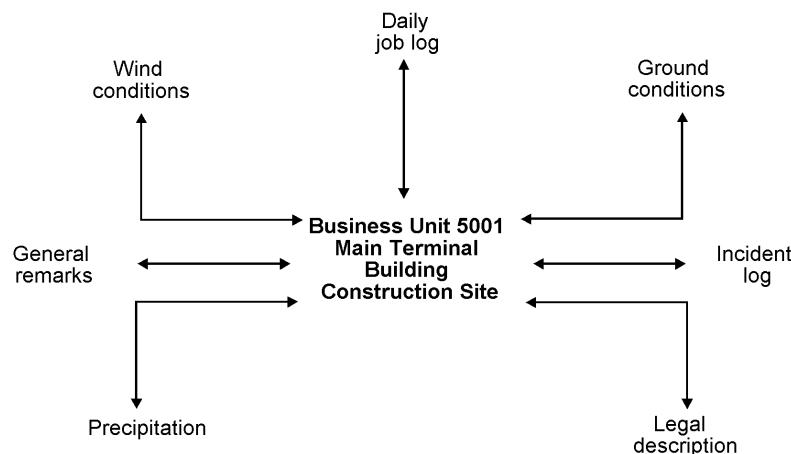
- ❑ Set up the business units for which you want to track supplemental data. See *Working with Business Units*.

### Example: Supplemental Data for a Construction Company

Your construction company tracks supplemental data related to the progress of each job. The business units are the various jobs. The construction company tracks the following information for each job site:

- Legal description
- General remarks
- Ground conditions
- Precipitation
- Wind conditions
- Daily job logs
- Incident log

The following graphic shows the supplemental data related to business unit 5001:



## Code Data Types

Code data types are specific types of information that relate to jobs. This information ordinarily is not available in the standard master tables. Examples include:

- Ground conditions
- Precipitation
- Wind conditions
- Daily job logs
- Incident log

For each code data type, you can define the items of information that you want to track, such as categories, dates, and amounts. For example, when tracking ground conditions for the job, you might want to set up categories such as:

- Dry
- Mud
- Frost greater than 20 inches

### Narrative Data Types

Narrative data types contain text that is related to the job or to certain code data types. Examples include:

- Legal description
- General remarks

The legal description can relate to the job. The general remarks can describe the delays related to the ground conditions.

## Setting Up Supplemental Data Types

Data types are user defined codes that you use to organize your supplemental data. Depending on your requirements, you can choose to set up a supplemental data type in any of the following formats::

**Narrative format** Narrative format allows you to enter text. Consider using the narrative format for:

- Notes
- Memos
- Descriptions
- Remarks

**Code format** Code format requires you to enter information in specific fields on the form. Consider using the code format for:

- Dates
- Amounts
- Categories

To standardize data entry and make reporting on supplemental data possible, you can associate the following columns in a code format data type with a user defined code table:

- Code Title
- Remark 1
- Remark 2

You can use existing user defined code tables, or you can create new user defined code tables. When you create new tables, you must use system codes ranging from 55 to 59, inclusive, to protect the table from being overwritten during the reinstall process.

You can also add an attachment to enter text for data types in code format.

**Program format** Program format allows you to access a program and version number from a supplemental data type. Instead of customizing menus, you can set up supplemental data types to access the forms that you use most often. You can access these forms from a single menu selection, which saves time and streamlines data entry tasks.

**Message format** Message format allows you to directly exit to the form for entering narrative information about the data type code. This format is similar to narrative format.

The system stores supplemental code data in the Supplemental Data table (F00092). The system stores supplemental narrative text as generic text attachments.

### Before You Begin

- Determine which user defined code lists validate code information.
- Set up the code type table before you set up the data type. The system can then validate code information.
- Set up a new code type table that relates only to the supplemental data. In this case, J.D. Edwards recommends that you define the code type for install systems: 55-59, inclusive. These code types protect the code type table from being overwritten during the reinstall process.

### See Also

- Customizing User Defined Code Types* in the *OneWorld Foundation Guide* for information about setting up the code type tables

## Defining Supplemental Data Types in Narrative Format

Narrative format allows you to enter information in free-form text. Use the narrative format for entering the following types of information:

- Employee performance appraisals
- Applicant interview notes
- Job descriptions
- Legal descriptions
- General remarks

### ► To define supplemental data types in narrative format

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*Depending on which system you are currently using, use one of the following navigations:*

*From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.*

*From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.*

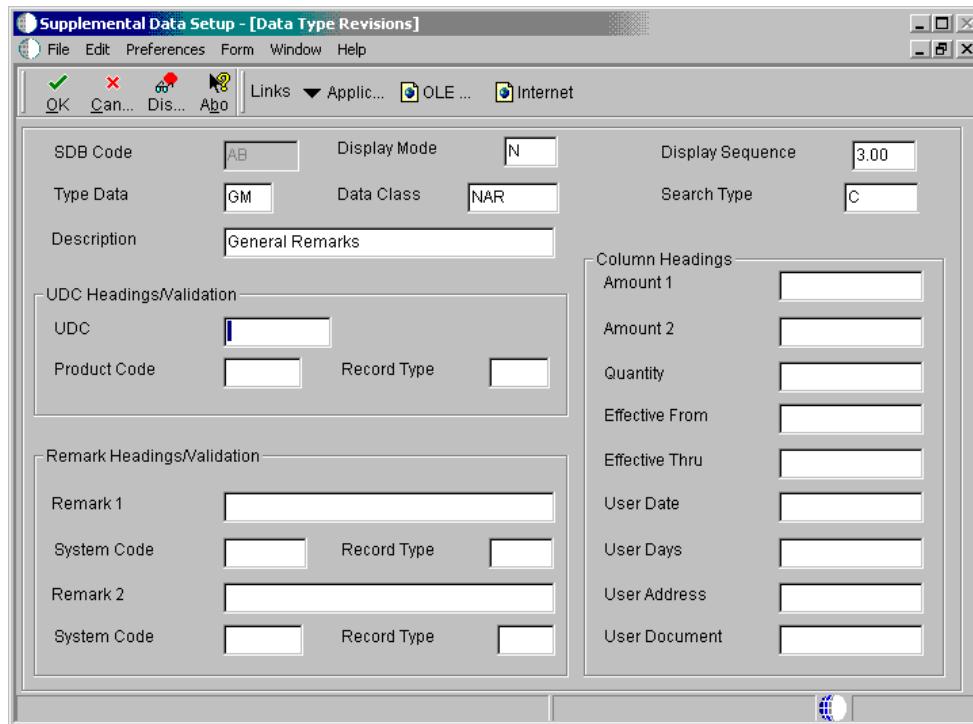
*From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.*

*From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database and Data Type Setup.*

*From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.*

1. On Work With Supplemental Database Setup, click Find to display existing database codes.

2. Choose the database code for which you want to define a narrative data type, and then choose Work With Data Typ (Types) from the Row menu.
3. On Work With Data Types, click Add. .



4. On Data Type Revisions, type N in the following field:
5. Complete the following fields:
6. Complete the following optional fields:  
Leave the remaining fields blank for narrative supplemental data types.
7. Click OK.
8. Click Cancel to return to Work With Data Types.
9. On Work With Data Types, click Find to view your newly created record.

## Defining Supplemental Data Types in Code Format

Code format allows you to enter supplemental information in specific fields on the data entry form. For example, you could use code format for the following information:

- Language skills
- Training Completed
- Employee appraisal details
- Description of incident
- Cost of damage

You can associate a user defined code list with each supplemental data type that has a code format.

When you set up a data type in code format, you can customize the form on which you enter supplemental data. For each data type, you can customize validation and column heading fields that appear on the data entry form.

See *Customizing the data entry form for code format* for more information about customizing the data entry form.

#### ► To define supplemental data types in code format

---

*Depending on which system you are currently using, use one of the following navigations:*

*From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.*

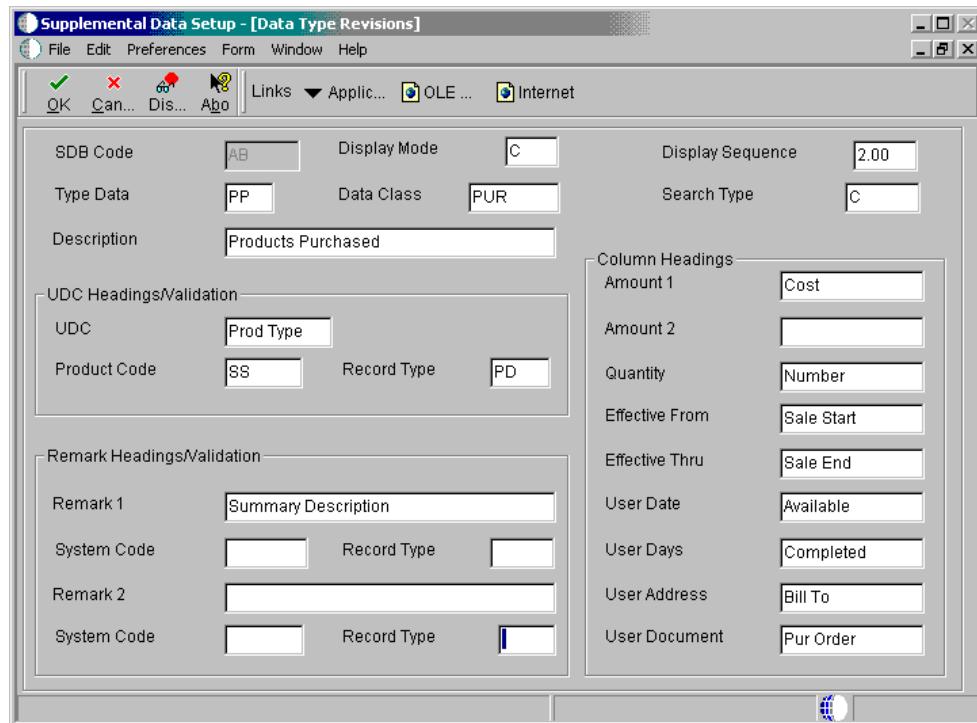
*From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.*

*From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.*

*From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database and Data Type Setup.*

*From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.*

1. On Work With Supplemental Database Setup, click Find to display existing database codes.
2. Choose the database code for which you want to define a code data type, and then choose Work With Data Types from the Row menu.
3. On Work With Data Types, click Add.



4. On Data Type Revisions, type C in the following field:
5. Complete the following fields:
  - Description
6. Complete the following optional fields
  - Display Sequence
  - Search Type
7. To customize the user defined codes column heading that appears on the General Description Entry form, complete the following field:
8. To associate a user defined codes table with the UDC field, complete the following fields in the UDC Headings/Validation group:
  - Record Type
9. To customize the Remarks column headings that appear on the General Description Entry form, complete the following fields:
10. To associate either of the Remark fields with a record type in a J.D. Edwards system, complete the following corresponding fields in the Remark Headings/Validation group:
  - Record Type
11. To customize the column headings that appear on the General Description Entry form, complete the following fields in the Column Headings group and then click OK:
  - User Document

Information that you type in any of the above fields appears on the data entry form as column headings.

The following form, which shows the Advertising (AD) data type, provides an example of the setup for code format:

  12. Click Cancel to return to Work With Data Types.
  13. On Work With Data Types, click Find to view your newly created record.

► **To set up supplemental data types in program format**

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*Depending on which system you are currently using, use one of the following navigations:*

*From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.*

*From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.*

*From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.*

*From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database and Data Type Setup.*

*From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.*

1. On Work With Supplemental Database Setup, click Find to display existing database codes.
2. Choose the database code for which you want to define a program data type, and then choose Work With Data Types from the Row menu.

3. On Work With Data Types, click Add.
  4. On Data Type Revisions, type P in the following field:
  5. Complete the following field:
  6. Complete the following optional fields:
    - Description
  7. To specify the program that you want this data type to access, complete the following fields:
    - Version
  8. Click OK.
- The Data Type Revisions form displays additional fields.
9. On Data Type Revisions, click Cancel to return to the Work With Data Types form.

## Defining Supplemental Data Types in Program Format

Program format allows you to access a specific program and version number from the Supplemental Data program. Instead of customizing menus, you can set up supplemental data types to access the forms that you use most often. Setting up supplemental data types in this way allows you to access these forms from a single menu selection, which saves you time and streamlines your data entry tasks.

### See Also

- R00650, Supplemental Data by Business Unit* in the Reports Guide for a report sample
- Printing the Supplemental Data by Data Type Report* for the processing options for this program

## Synchronizing OneWorld and World Software Databases

If OneWorld and WorldSoftware coexist, you must synchronize the OneWorld and WorldSoftware supplemental databases.

### ► To synchronize OneWorld and World Software databases

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*Depending on which system you are currently using, use one of the following navigations:*

*From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.*

*From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.*

1. On Work With Supplemental Database Setup, click Find.
2. Select the appropriate database, such as the Business Units (BU) database.
3. On Supplemental Database Setup, ensure that the following fields are chosen:  
The File ID field should be automatically populated.
4. Click OK.

## Working with Supplemental Data

After you set up the supplemental database and data types for your system, you can enter supplemental data. Supplemental data is any type of information that you want to track that is not already provided for by the system. It can include detailed information about employees, such as their education or experience, or information unique to your business requirements, such as information about foreign languages spoken. ...

You can enter additional information in either code or narrative format. If supplemental data applies to more than one record, you can copy the supplemental data to all of the records to which it applies.

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### Note

If OneWorld and WorldSoftware coexist, you must run the trigger described in *Supplemental Data* in the *Application Coexistence Guide*. If you do this, narrative text and text attached to code data types that you enter in OneWorld are available in the WorldSoftware, and vice versa.

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### Example: Coded Entries

Your construction company has set up these coded data types:

- Ground conditions
- Precipitation
- Wind conditions
- Daily job logs
- Incident log

You can enter specific information for each job site on the data entry form that corresponds to each data type. For example, on the Ground Conditions form, you can create an entry for a specific category of ground condition and fields for each condition, including:

- The beginning date
- The number of days of delay caused by that condition
- Remarks

### Example: Narrative Text

Your construction company has set up these narrative data types:

- Legal description
- General remarks

You can enter specific narrative information for each job site that corresponds to each narrative data type. For example, you can enter free-form text for the legal description of the job site.

## Entering Supplemental Data

Supplemental data is information that is not included in the standard master tables.

Supplemental data might include the following information:

- Products purchased

- Annual sales
- Annual volume
- Billing contracts
- Delivery method
- Request for proposal
- Internal rating
- Emergency Contacts
- Job skills
- Work history

When you set up your system, you define the types of supplemental data (data types) that you want to track. For each data type, you define the format in which you want to track information. Valid formats include the following:

- Narrative
- Code
- Program

You enter text for data types that are narrative format. You typically use this format for general information, such as notes, comments, plans, or other information that you want to track about an employee, customer, or supplier. For example, if your company works with suppliers, you might use narrative format to write notes about the quality of the supplier products.

When you enter supplemental information for data types that you have designated as code format, you type the appropriate supplemental information in specific fields. You typically use code format to track categories, amounts, and dates. For example, if your company works with suppliers, you might use code format to track product type, cost, effective sales date, and so on.

You can add attachments to data types that are code format. However, if you use WorldSoftware and OneWorld software in a coexistence environment, generic text (either for narrative data types or attachments for code data types), do not transfer between the systems. You must manually enter generic text in each system.

Program-format data types allow you to group programs in a manner that is convenient for you. For example, you can set up a program-format data type that allows you to access Requisition Activity when you are entering supplemental data for applicants.

The supplemental data that you enter is stored in the Supplemental Data table (F00092).

### **Entering Supplemental Data in Code Format**

When you enter supplemental data in code format, you enter values in predefined fields. For example, the form for entering job skills information might have fields for skill code, number of years of experience, and proficiency level.

To ensure consistency of data entry, code fields are typically associated with user defined code tables. Any value that you enter in one of these fields must be defined in the associated user defined code table.

## ► To enter supplemental data in code format

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*Depending on which system you are currently using, use one of the following navigations to enter supplemental data in code format:*

*From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.*

*From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.*

*From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.*

*From the CIF Supplemental Data menu (G01312), choose Supplemental Data.*

*From the Supplemental Data menu (G1318), choose Data Entry.*

1. On Work With Supplemental Data, complete the following field:  
The system completes this field if you entered a database code in the processing option for the Supplemental Data program.
2. On Work With Supplemental Data, complete one or more of the following applicable fields and click Find:  
You specified the key fields for the Work With Supplemental Data form when you set up the database code. See *Defining a Supplemental Database*

The system displays the available types of supplemental data. A checkmark in the row header of a supplemental data type indicates that code format data already exists in that data type. A C in the Data Mode column indicates that the data type is in code format.

3. To determine whether narrative information is associated with a data type, move the cursor to the row header for that data type. If narrative information exists, a paper clip icon appears.
4. Choose a row in the detail area that contains a C in the Data Mode column, and then click Select.  
The column headings in the detail area vary, as defined in the setup for each data type.
5. On General Description Entry, complete the following fields if your data type is associated with a user defined code table:
6. Complete any of the fields that apply to the data type. For example, the following fields might have been set up for the data type:  
Depending on the data that you entered on the Data Type Revisions form, your column headings might be different.

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### Note

If you leave the Ending Date field blank and you did not enter a 1 in the Supplemental Data processing option, the system automatically uses the ending effective date from the Address by Date table (F0116).

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7. Click OK.

You can review your data type setup from the Work With Supplemental Data form by choosing a data type, and then choosing Data Type Revisions from the Row menu. You can change the names of the column headings. You also can delete information associated with the fields in the UDC Headings/Validation and Remarks Headings/Validation areas.

---

#### Note

J.D. Edwards recommends that you use the Supplemental Data Setup program to add or change information associated with the fields in the UDC Headings/Validation and Remarks Headings/Validation areas of the Data Type Revisions form. If you change the information associated with the UDC Headings/Validation and Remarks Headings/Validation from the Supplemental Data program, the next time that you look at the record, you get an error because the system is validating the data against another UDC.

---

### Entering Supplemental Data in Narrative Format

When you enter supplemental data in narrative format, you enter free-form text. You typically use narrative format for general information that is unique for each employee, business unit, or item number. For example, you might use narrative format for performance appraisal information.

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#### ► To enter supplemental data in narrative format

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*Depending on which system you are currently using, use one of the following navigations to enter supplemental data in narrative form:*

*From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.*

*From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.*

*From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.*

*From the CIF Supplemental Data menu (G01312), choose Supplemental Data.*

*From the Supplemental Data menu (G1318), choose Data Entry.*

1. On Work With Supplemental Data, complete the following field:

The system completes this field if you entered a database code in the processing option for the Supplemental Data program.

2. On Work With Supplemental Data, complete one or more of the following applicable fields, and click Find:

You specified the key fields for the Work With Supplemental Data form when you set up the database code. See *Defining a Supplemental Database*.

3. Choose a row in the detail area that contains an N in the Data Mode column and click Select.
4. On Media Objects, choose New and then Text from the File menu. .
5. Enter the text and choose Save & Exit from the File menu.

When Work With Supplemental Data reappears, the system displays a paper clip icon to the left of each row that has narrative text.

## Copying Supplemental Data

To save time and reduce data entry errors, you can copy supplemental data to other records. For example, if you need to enter supplemental data for a similar address book number, you can copy information from one address book number record to another address book number. After you copy the data, you can revise it as necessary.

When you copy supplemental data, consider the following rules:

- You can copy supplemental data within the same supplemental database code. For example, you have two address book supplemental database codes, AB and SU. Within database code AB, you can copy information from one data type to another data type. If you have information in database AB that you also want in database SU, you must manually enter the information in both databases.
- You can copy data in code format only. You cannot copy narrative text.
- You can copy information from one code-format data type to a different code-format data type. For example, if you have a code-format data type for skills and another code-format data type for professional licenses, you can copy one employee's skills information into another employee's professional licenses data type.

### Before You Begin

- Determine the employee number of the employee whose data you are copying and the employee to whom you are copying the data.
- Verify that the data type in the database from which you are copying and the data type in the database to which you are copying are the same.

### ► To copy supplemental data

---

*Depending on which system you are currently using, use one of the following navigations to copy supplemental data:*

*From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.*

*From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.*

*From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.*

*From the CIF Supplemental Data menu (G01312), choose Supplemental Data.*

1. On Work With Supplemental Data, complete the following field:  
The system completes this field if you entered a database code in the processing option for the Supplemental Data program. .
2. On Work With Supplemental Data, complete one or more of the following applicable fields, and click Find:
3. In the detail area, choose the row that contains the supplemental data to copy.
4. Click Copy.
5. On General Description Entry, complete one of the following applicable fields to which you are copying supplemental data:
6. Click OK.

## Reviewing Supplemental Data

You can review supplemental data for specific data types in various formats (displays). For example, you can review supplemental data by data type when you want to review a specific type of supplemental data for multiple items, such as training information for your employees or a specific type of supplemental data for multiple business units. You can also review supplemental data by item when you want to review the master information about an item and the supplemental information with which it is associated, such as the complete information for a specific employee, work order, or business unit. ..

The system provides two tabs on the Work With Supplemental Data Profiles (Key1) or (MCU/Key1) form. Each tab represents a different order in which the system sorts and displays the columns in the detail area of the form.

**Data Type** Sort first by data type, and then by short item number.

**Item Number** Sort by short item number, and then by data type.

You can rearrange the order in which the system displays the columns in the detail area. In addition, you can save your changes as a new format. As you add formats to the form, the system adds tabs with the names that you define for the formats. You can also use the Preferences menu, and then choose Grid and Sequence to change the sort sequence for tabs.

### ► To review supplemental data

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*Depending on which system you are currently using, use one of the following navigations:*

*From the Item Supplemental Data/CIF menu (G4124), choose Profile Inquiry by Item or Profile Inquiry by Item/Branch. (When you choose Profile Inquiry by Item, the processing option has a default of I. When you choose Profile Inquiry by Item/Branch, the default is IB.)*

*From the Work Order Supplemental Data menu (G4813), choose Inquiry by Data Type or Inquiry by Order.*

*From the Business Unit Supplemental Data menu (G09312), choose Inquiry by Business Unit.*

**Profile Inquiry by Item/Branch - [Work With Supplemental Data Profiles (MCU/Key1)]**

File Edit Preferences Form Row Window Help

Select Find Close Seg... New... Dis... Abo | Links Multi-... OLE... Internet

SDB Code	IB	Inventory by Item/Branch	Branch/Plant
Item Number	<input type="text"/>		
Type Data	*		

Data Type	UDC	Description	Item Description	Amount	Effective Date	E
AD	TV		Touring Bike, Red		1/1/05	1
AD	TIMES		Touring Bike, Red		1/1/05	1
AD	RADIO		Touring Bike, Red		1/1/05	1
AD	POST		Touring Bike, Red		1/1/05	1
AD	NEWS		Touring Bike, Red	250.00	1/1/05	1
AD	MAGAZINE		Touring Bike, Red	6,000.00	1/1/05	1

1. On Work With Supplemental Data Profiles (Key 1) or (MCU/Key 1), complete one of the following fields:
2. If you complete the Item Number field on Work With Supplemental Data Profiles (MCU/Key1), also complete the following field:
3. To limit your search, complete any of the available fields in the Query by Example row.
4. When you have defined the limits of your search, click Find.

## Printing Supplemental Data

These reports provide a summary of data that is stored in the following tables:

- Supplemental Database Data Types (F00091)
- Supplemental Data (F00092)

For business units, you can print two versions of each report. One version sorts business units alphabetically, and the other version sorts them numerically.

You can include or exclude the narrative text for each version. The system stores supplemental narrative text as generic text attachments.

### Report Heading and Column Titles

The heading on each report is the text that you entered in the Description field when you defined the data type on Data Type Revisions or General Description Entry.

Column titles are the text that you enter in the UDC, Amount 1, Remark 1, Remark 2, Effective From, and Effective Thru fields when you define the data type. See *Defining Supplemental Data Types in Code Format*.

#### See Also

- Setting up Supplemental Data Types* for more information

### Printing the Supplemental Data by Data Type Report

*From the Business Unit Supplemental Data menu (G09312), choose Data by Data Type.*

Run the Supplemental Data by Data Type report to print supplemental data associated with each data type.

#### See Also

- R00640, Supplemental Data by Data Type* in the *Reports Guide* for a report sample

### Printing the Supplemental Data by Business Unit Report

*From the Business Unit Supplemental Data menu (G09312), choose Data by Business Unit.*

Run the Supplemental Data by Business Unit report to print supplemental data associated with each business unit.

#### See Also

- R00650, Supplemental Data by Business Unit* in the *Reports Guide* for a report sample
- Printing the Supplemental Data by Data Type Report* for the processing options for this program

## Data Removal

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To increase disk space, you can create a single record to replace numerous detail records, and purge or delete information from your system.

#### The Difference Between Delete and Purge

In terms of data removal, delete and purge are different processes.

<b>Delete</b>	Removes information from the system.
<b>Purge</b>	Depending on which program you run, purge does one of the following: <ul style="list-style-type: none"><li>• Copies records to a purge table. The system marks the original records as purged and then deletes them from the system.</li><li>• Removes information from the system.</li></ul>

## Information You Can Delete or Purge

You can delete:

- Account master records
- Business unit and company records

You can purge:

- Prior year journal entries
- Prior year account balances
- Bank statement header records
- Bank statement detail records

## Creating Summarized Records

*From the Summarize & Purge Data menu (G09317), choose Summarize Transactions.*

You can use the Summarize Transactions program to create a single record. This record summarizes your transactions and replaces numerous detailed transaction records.

The Summarize Transactions program:

- Creates a summarized record for each accounting period, ledger type, subledger, or subledger type. This record has a:
  - Document type of BF
  - Document number that is the system Julian date when you summarize transactions
  - G/L date for the period-ending dates
- Marks the summarized detail records. The summarized code in the Account Ledger table is marked:
  - Y (Summarized)
  - Blank (Not summarized)

Three AAI items control the account ranges that are to be summarized or bypassed:

<b>GLSMxx</b>	Defines the range of accounts not to be summarized.
<b>GLRCxx</b>	Defines a range of accounts that must be reconciled before they are summarized. The Reconciled field must have a value from user defined codes (09/RC) to allow summarization.
<b>GLPRxx</b>	Defines a range of accounts that are not purged.

You can also summarize transactions on a period-by-period basis.

After you summarize transactions, you have the ability to restate prior fiscal years, if necessary.

After the system creates a summarized record, you can delete or purge records for that year from the Account Ledger table (F0911). Summarization adds records. You must purge and reorganize to actually make more disk space available.

You should summarize transactions after business hours to ensure adequate processing time.

Before you can purge the current year's account ledger records, you must summarize transactions. Summarized records are required to support the Account Balances table (F0902). Unsummarized records for the current year are bypassed when the system purges prior year journal entries. For prior year records, summarization is optional.

J.D. Edwards recommends that you summarize transactions before you purge account ledger records for the prior year. Account balances can be set to zero by the Repost Account Ledger program if any purged prior year records are left unsummarized.

You do not have to summarize transactions for summarized reporting. You can summarize general ledger reports by setting the processing option to include a specific object account range.

### **Before You Begin**

- Back up the Account Ledger table.
- Determine the fiscal year, companies, and ledger types that you want to summarize.
- For each ledger type that you want to summarize, verify that the Summarize Ledger Types option is activated on the Job Cost Ledger Type Rules form. To access this form, choose Ledger Type Master Setup from the General Accounting System Setup menu (G0941). Then on the Work with Ledger Types form, highlight the ledger type and choose Job Cost rules from the Row menu.
- Reconcile accounts, if necessary. See *Working with Manual Reconciliations*.

### **See Also**

- Purging Prior Year Journal Entries*

### **What You Should Know About Processing Options**

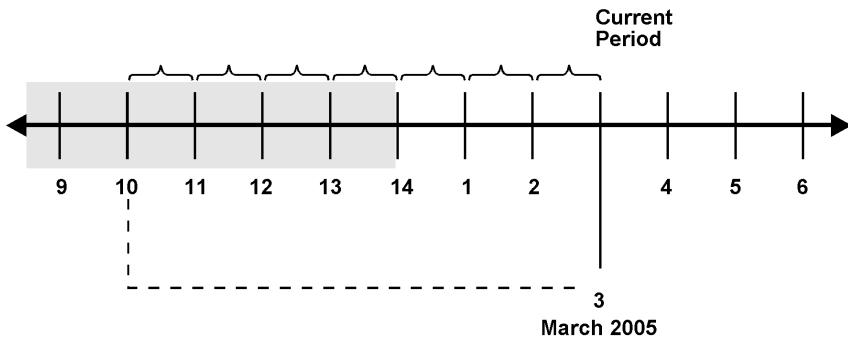
The system uses the 14 period net posting amounts from the Account Balances table when calculating which periods to retain. If you have a 12-period fiscal year, you might want to add two to the number of periods to retain, which allows you to retain information from a prior fiscal year.

For example, assume you are in the third period of your fiscal year, and you want to retain information from the last two periods of the prior fiscal year. You enter 7 in the processing option as the number of periods to retain.

If you want to retain information only for current fiscal year, you do not need to increase the number of periods by 2.

For example, assume you are in the fourth period of your fiscal year, and you want to retain information from periods 2, 3, and 4 of the current fiscal year. You enter 3 in the processing option as the number of periods to retain.

The following graphic illustrates which periods are retained when you enter 7 in the processing option:



## Purging Prior Year Journal Entries

*From the Summarize & Purge Data menu (G09317), choose Purge Prior Year JE's.*

If you create a summarized record or you want to increase disk space, you can purge journal entries. When you run the Purge Prior Year Journal Entries program, the system:

- Copies prior year journal entries in the Account Ledger table (F0911) to a purge table F0911P
- Marks the copied records in the Account Ledger table as purged
- Deletes purged records from the Account Ledger table when certain conditions are met
- Purges the Account Ledger Tag File table (F0911T)
- Prints a report that lists the number of records purged by company

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### Note

The Purge Prior Year JE's program (R09911) purges only records from the Account Ledger table (F0911) and the Account Ledger Tag File table (F0911T). This program does not purge corresponding records in other systems, such as Accounts Payable or Accounts Receivable. To avoid integrity issues between General Accounting and other systems, contact your system administrator to develop a plan to purge these corresponding records.

---

A record must be one of the following before you can purge it:

- A prior year transaction
- A summarized transaction for the current year

When the system identifies and marks the record as a purge record, the record must then meet all of the following conditions before the system deletes it:

- The account number cannot be within the bypass purge ranges in the Automatic Accounting Instruction (AAI) item GLPRxx.

- The record must not have \* in the Payment Number field. This \* denotes a partial payment retainage or discount for 1099 reporting.
- For accounts within the reconcilable ranges in AAI item GLRCxx to be purged, the reconciled code must be a value other than blank.
- For Energy clients, if the account is billable, the bill code of the transaction must be X (direct charge allocated or billed) or Y (manually allocated and billed).

Do not purge the summary records (document type BF) unless you no longer need them to support the Account Balances table.

Prior year journal entries can be:

- Purged and deleted
- Purged but not deleted
- Deleted
- Completely bypassed

You can only purge summarized prior year journal entries one year at a time.

Three AAI items control the account ranges to be purged or bypassed:

<b>GLSMxx</b>	Defines the range of accounts not to be summarized. Current year transactions must contain a Summarized Code of Y to be deleted from the Account Ledger table. Prior year transactions in these ranges can be deleted, regardless of summarization.
<b>GLRCxx</b>	Defines a range of accounts that must be reconciled before they are deleted. The Reconciled field must contain a user defined code (09/RC) to be deleted.
<b>GLPRxx</b>	Defines a range of accounts that are not to be deleted. These accounts are written to the purge table. Their purge codes are set to Y.

After the purge process is complete, you should copy the F0911P table to another medium. If you keep this table on your system and you purge again, the system adds newly purged records to the F0911P table.

You also might want to defragment the Account Ledger table (F0911) and rebuild the table indices. Contact your database administrator for more information about this process.

### Before You Begin

- Back up the Account Ledger table.
- Set up purge parameters in the AAIs.
- Summarize transactions. See *Creating Summarized Records*.

### Data Selection for Purge Prior Year Journal Entries

Enter the fiscal year (where xx equals fiscal year) to correctly name the purge table F0911xx.

### Purging Prior Year Account Balances

*From the Summarize & Purge Data menu (G09317), choose Purge Prior Year Account Balances*

To increase disk space, you can purge account balance records. When you purge prior year account balances, the system:

- Copies records with a date that is prior to the current fiscal year from the Account Balances table (F0902) to Purge – Account Balances (F0902P).
- Deletes records with a date that is prior to the current fiscal year
- Prints a report that lists the number of records that were purged by company, including the name, date, and time that the purge table was created

You can only purge records one year at a time.

After this purge process is complete, you should copy the F0902P table to another medium. If you keep this table on your system and you purge again, the system adds newly purged records to the existing F0902P table.

You also might want to defragment the Account Balances table (F0902) and rebuild the table indices. Contact your database administrator for more information about this process.

#### **Before You Begin**

- Back up the Account Balances table (F0902).

### **Deleting Account Master Records**

*From the Summarize & Purge Data menu (G09317), choose Delete Account Master Records.*

To increase disk space, you can delete accounts that do not contain transactions.

When you run the Delete Account Master Records program, the system searches appropriate tables for transactions for an account. If none are found, the system does not copy accounts to a purge table. Rather, it deletes the account from the Account Master table (F0901).

The system searches the following tables:

<b>F0311</b>	Accounts Receivable Ledger (for WorldSoftware Accounts Receivable)
<b>F03B11</b>	Customer Ledger (for OneWorld Accounts Receivable)
<b>F0411</b>	Accounts Payable Ledger
<b>F0618</b>	Employee Transaction History
<b>F06106</b>	Employee Pay Instructions
<b>F0624</b>	Burden Distribution File (for WorldSoftware Payroll)
<b>F0724</b>	Burden Distribution File (for OneWorld Payroll)
<b>F0901D</b>	Account Master - Alternate Description (for translated accounts)
<b>F0901T</b>	Account Master Tag File
<b>F0902</b>	Account Balances
<b>F0911</b>	Account Ledger
<b>F0912</b>	Cost Allocations/Flex Budgeting

<b>F1202</b>	Asset Account Balances File
<b>F4311</b>	Purchase Order Detail File
<b>F51911</b>	Draw Reporting Master

You can run this batch program in proof or final mode. If you choose proof mode, the system prints a report showing all of the accounts to be deleted, but it does not delete them. To delete them, you must run the program in final mode. In final mode, the system deletes the accounts and prints a report listing all of the accounts that were deleted.

#### Before You Begin

- Back up the Account Master table (F0901).

#### See Also

- Reviewing Your Chart of Accounts* to run a report containing all nonposting accounts
- Revising Accounts* to delete an account
- Creating and Updating Your Chart of Accounts* to re-enter nonposting accounts

## Deleting Business Units and Companies

*From the Summarize & Purge Data menu (G09317), choose Delete Business Unit/Company.*

Your organization might have business units or companies that are obsolete because the structure of the organization has changed. You also might have business units or companies from a test data environment that you want to delete if you no longer need them.

You run the Delete Business Unit/Company program to delete records for the business unit or company that is obsolete. You can delete records for a single business unit or for all of the business units within a single company.

When you delete a business unit or company, the system *does not* copy information to a purge table. It also does not check for open balances. Rather, the system deletes records for the business unit or company regardless of whether open balances exist.

The Delete Business Unit/Company program deletes records from the following tables:

- Account Master (F0901)
- Business Unit Master (F0006)
- Account Balances (F0902)
- Account Ledger (F0911)

The system does not print a report.

After the process is complete, you must:

- Delete the company on the Work With Companies form.
- Delete the business unit or company on the Work With Addresses form.

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**Caution**

If you are signed on to two environments, such as a test and an active environment, the system deletes the records from both environments.

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**Before You Begin**

- Back up the Account Master (F0901), Business Unit Master (F0006), Account Balances (F0902), and Account Ledger tables (F0911).
- Verify that no transactions are in the business unit or company.

**See Also**

- Setting Up Companies*
- Working with Address Book Records* in the *Address Book Guide*

**What You Should Know About Processing Options**

<b>Specifying the business unit or company to delete</b>	If you specify a company, the system deletes records for all of the business units in the company. If you specify a business unit, the system deletes records for the business unit. If you specify both a business unit and a company, the system deletes records for the business unit only.
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## Appendices

### Quick Reference

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This appendix provides you with the following reference tables: menus in the General Accounting system, ledger types, and document types.

#### Appendix A: Quick Reference

##### Menus

<b>G09</b>	General Accounting
<b>G0910</b>	Daily Processing
<b>G0911</b>	Journal Entry, Reports, & Inquiries
<b>G0912</b>	Accounting Reports & Inquiries
<b>G0920</b>	Periodic Processing
<b>G0921</b>	Account Reconciliation
<b>G0922</b>	Integrity Reports and Updates
<b>G0923</b>	Allocations
<b>G0924</b>	Periodic and Annual Processes
<b>G09211</b>	Bank Statement Processing
<b>G0931</b>	G/L Advanced & Technical Operations
<b>G09311</b>	Batch Journal Entry Processing
<b>G09312</b>	Business Unit Supplemental Data
<b>G09313</b>	52 Period Accounting
<b>G09316</b>	Global Updates
<b>G09317</b>	Summarize & Purge Data
<b>G0941</b>	General Accounting System Setup
<b>G09411</b>	Organization & Account Setup
<b>G09412</b>	Business Unit Category Codes
<b>G09413</b>	Chart of Accounts Category Codes

<b>G09414</b>	Date-Effective Organizational Structures
<b>G094111</b>	Advanced Organization Setup
<b>G10</b>	Financial Reports
<b>G1011</b>	Consolidations
<b>G1021</b>	Multisite Consolidation
<b>G1022</b>	Integrity Reports
<b>G1041</b>	Financial Reporting Setup
<b>G1042</b>	Multisite Consolidation Setup
<b>G11</b>	Multicurrency Processing
<b>G1121</b>	Monthly Valuation
<b>G1122</b>	Financial Restatement
<b>G1131</b>	Multicurrency Advanced Operations
<b>G1141</b>	Multicurrency Setup
<b>G14</b>	Account Budgeting
<b>G1421</b>	Other Budgeting Methods
<b>G0021</b>	Tax Processing and Reporting

## Ledger Types

<b>AA</b>	Actual Amounts
<b>AU</b>	Actual Units
<b>BA</b>	Budget Amounts
<b>BU</b>	Budget Units
<b>CA</b>	Foreign Currency
<b>CU</b>	Foreign Currency Units
<b>XA</b>	Alternate Ledger
<b>YA</b>	Domestic Origin
<b>ZA</b>	Foreign Origin

## Document Types

%	Percent Journal Entry
##	Prior Year Transactions
AE	Automatic Entries
AF	Adjusting Entries
JA	Budget or Cost Allocation
JE	Journal Entries

## Training Chart of Accounts

### Company Structure

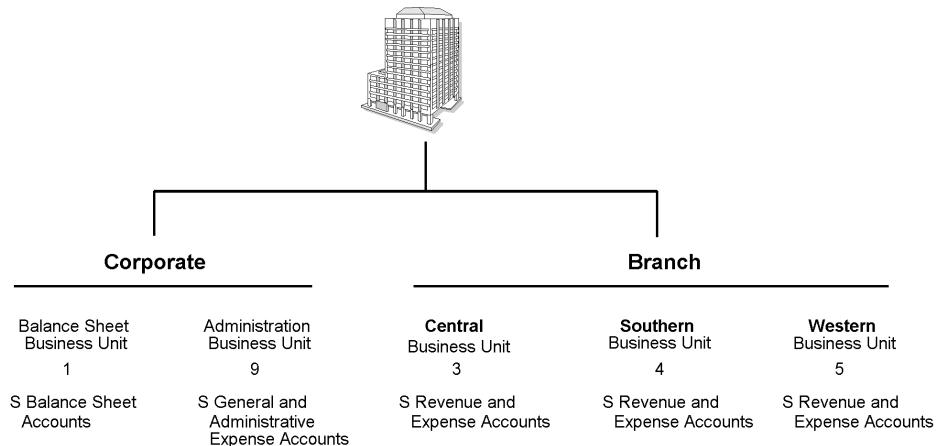
A Financial/Distribution Company (company 00001) has its corporate headquarters in Denver, Colorado. Three branch offices report to the Denver headquarters:

- Central Branch
- Southern Branch
- Western Branch

Each branch office performs sales and marketing functions for its regions. Administrative and accounting functions are done at corporate headquarters. Expenses and revenues are tracked by each branch office.

The following illustration shows the business unit structure for company 00001. Notice that the balance sheet business unit (1) has the same identifier as company 00001. Refer to this organization when you do the training exercises.

**A Financial/Distribution Company**



## Chart of Accounts Structure

The chart of accounts identifies the accounts assigned to the business units within your company's reporting structure. It controls:

- How amounts are posted (posting edit code)
- The level of detail (LOD) for account balances
- Accounts assigned to different business units (indicated by X)

The following table is a partial chart of accounts. Refer to it when you do the training exercises.

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
1000	Assets	N	3	X				
1001	Current Assets	N	4	X				
1100	Cash	N	5	X				
1105	Petty Cash		6	X				
1110	Cash in Banks	N	6	X				
1110.BEAR	Bear Creek National Bank		7	X				
1110.FIB	First Interstate Bank		7	X				
1110.FRANCE	First Bank of Paris		7	X				
1110.PAYROLL	First Interstate Payroll		7	X				
1130	Short-Term Investments	N	6	X				
1131	Certificates of Deposit		7	X				
1133	Treasury Bills		7	X				
1136	Investment Funds		7	X				
1137	Savings Accounts		7	X				
1200	Accounts Receivable	N	5	X				
1210	Trade Accounts Receivable		6	X				
1215	Allow for Doubtful Accounts		6	X				
1218	Finance Charges Receivable		6	X				
1220	Notes Receivable		6	X				
1222	Drafts Receivable		6	X				
1224	Remittances Receivable		6	X				

1225	Retainages Receivable		6	X					
1230	Employee Receivable		6	X					
1240	VAT Recoverable		6	X					
1250	Accrued Rebates Receivable		6	X					
1260	Accrued Interest Receivable		6	X					
1280	Unbilled Accounts Receivable		6	X					
1290	Other Accounts Receivable		6	X					
1291	Intercompany Accounts Receivable	M	6	X					
1292	Netting Suspense Account	M	6	X					
1299	Credit Note Reimbursable		6	X					
1300	Work in Process	N	5	X					
1320	Costs in Excess of Billing	N	6	X					
1330	Contract Costs	N	7	X					
1340	Labor	N	8	X					
1341	Regular Time		9	X					
1342	Premium Time		9	X					
1343	Burden		9	X					
1344	Materials		8	X					
1346	Equipment		8	X					
1347	Subcontracts		8	X					
1350	Other Costs		8	X					
1380	Contract Billing	N	6	X					
1390	Gross Profit in Work in Progress	N	6	X					
1391	Recognized Revenue - Debit		7	X					
1392	Recognized Cost - Credit		7	X					
1400	Inventory	N	5	X					
1410	Inventory - In Routing		6	X					
1411	Inventory		7	X					

1413	Landed Cost Components	N	7	X					
1414	Harbor Fees		8	X					
1415	Brokerage Fees		8	X					
1416	Volume Rebates		8	X					
1418	Import Duty		8	X					
1430	Freight In		7	X					
1462	Direct Ship Purchases		7	X					
1469	Non-Stock for Sale		7	X					
1800	Prepaid Expenses	N	5	X					
1810	Prepaid Insurance		6	X					
1820	Prepaid Rent		6	X					
1830	Prepaid Interest		6	X					
1890	Other Prepaid Expenses		6	X					
2000	Fixed Assets	N	4	X					
2001	Property and Equipment	N	5	X					
2010	Land		6	X					
2020	Buildings		6	X					
2025	Leasehold Improvements		6	X					
2030	Heavy Equipment		6	X					
2040	Vehicles		6	X					
2060	Furniture and Office Equipment		6	X					
2070	Computer		6	X					
2090	Other Assets		6	X					
2095	Repair Equipment		6	X					
2100	Accumulated Depreciation	N	5	X					
2120	Accum Depr - Buildings		6	X					
2125	Accum Depr - Office Furniture		6	X					
2130	Accum Depr - Improvement		6	X					

2140	Accum Depr - Equipment		6	X					
2160	Accum Depr - Vehicles		6	X					
2170	Accum Depr - Computer		6	X					
2190	Accum Depr - Other Assets		6	X					
3900	Other Assets	N	5	X					
3920	Organization Cost		6	X					
3921	Amortization of Org Cost		6	X					
3990	Miscellaneous Other Assets		6	X					
4000	Liabilities and Equity	N	3	X					
4010	Current Liabilities	N	4	X					
4100	Accounts Payable	N	5	X					
4110	Accounts Payable - Trade		6	X					
4111	Received Not Vouchered		6	X					
4112	A/P Invoice Logging Distribution		6	X					
4115	Received - In Routing		6	X					
4120	Drafts Payable		6	X					
4130	Notes Payable		6	X					
4135	Contracts Payable		6	X					
4140	Retainages Payable		6	X					
4160	Customer Deposit		6	X					
4163	Alternate Currency Clearing A/P		6	X					
4165	Billings in Excess - Costs		5	X					
4181	Landed Cost Components	N	6	X					
4184	Harbor Fees		7	X					
4185	Brokerage Fees		7	X					
4186	Freight		7	X					
4188	Import Duty		7	X					
4190	Accounts Payable - Other		6	X					

4200	Accrued Payroll Liabilities	N	5	X					
4205	Accrued Payroll		6	X					
4206	Accrued Liabilities - Clearing		6	X					
4208	United Way		7	X					
4211	Federal Payroll Tax Withheld		7	X					
4212	FICA Payroll Tax Payable		7	X					
4213	Medicare Tax Payable		7	X					
4214	Federal Unemployment Tax Payable		7	X					
4221	State Taxes Withheld		7	X					
4221.CA	California Taxes Withheld		8	X					
4221.CO	Colorado Taxes Withheld		8	X					
4221.NY	New York Taxes Withheld		8	X					
4222	State Unemployment Tax		7	X					
4222.CA	California Unemployment Tax		8	X					
4222.CO	Colorado Unemployment Tax		8	X					
4222.NY	New York Unemployment Tax		8	X					
4223	State Disability		7	X					
4223.CA	California Disability		8	X					
4223.CO	Colorado Disability		8	X					
4223.NY	New York Disability		8	X					
4230	Local Head Tax Payable		7	X					
4230.DEN	Denver Head Tax Payable		8	X					
4240	City Tax Payable		7	X					
4250.CA	County Tax Payable		7	X					
4260	School Tax Payable		7	X					
4305	Worker's Comp Insurance		7	X					
4305.CA	California Worker's Comp		8	X					
4305.CO	Colorado Worker's Comp		8	X					

4305.NY	New York Worker's Comp		8	X					
4306	General Liability Insurance		7	X					
4306.CA	California Liability Insurance		8	X					
4306.CO	Colorado Liability Insurance		8	X					
4306.NY	New York Liability Insurance		8	X					
4310	Life Insurance		7	X					
4314	Employee Advances/Losses		7	X					
4315	Health Insurance		7	X					
4317	401K Plan		7	X					
4327	Miscellaneous		7	X					
4330	Union Dues		7	X					
4330.1000	Union 1000		8	X					
4330.4000	Union 4000		8	X					
4330.7000	Union 7000		8	X					
4330.7700	Union 7700		8	X					
4333	Actual Burden Clearing		7	X					
4334	Flat Burden Clearing		7	X					
4336	Sick Time		8	X					
4337	Vacation Time		8	X					
4400	Other Accrued Liabilities		5	X					
4410	Accrued Interest Expense		6	X					
4420	Other Accrued Expenses		6	X					
4430	Accrued Taxes	N	5	X					
4431	VAT Payable		6	X					
4433	Sales and Use Tax Payable		6	X					
4450	Withholding Taxes Payable		6	X					
4510	Income Taxes Payable		6	X					
4520	Federal Income Taxes Payable		7	X					

4530	State Income Taxes Payable		7	X					
4540	Sales Tax Payable		6	X					
4550	Sales Tax Payable		7	X					
4600	Long-Term Liabilities	N	4	X					
4610	Notes Payable		5	X					
4620	Bank Notes Payable		6	X					
4640	Other Notes Payable		6	X					
4690	Long-Term Debt		5	X					
4900	Stockholders' Equity	N	4	X					
4910	Common Stock		5	X					
4920	Paid In Capital		5	X					
4930	Translation Gain/Loss		6	X					
4980	Retained Earnings		5	X					
4999	YTD Income (Loss)	N	5	X					
5000	Revenues	N	4		X	X	X		
5005	Sales - Product A	N	5		X	X	X		
5010	Store Sales		6		X	X	X		
5015	Wholesale Sales		6		X	X	X		
5020	Direct Ship Sales		6		X	X	X		
5030	Contract Sales		6		X	X	X		
5040	Deferred Revenue		6		X	X	X		
5050	Interplant Sales		6		X	X	X		
5060	Less Returns and Allowances		6		X	X	X		
5070	Less Sales Discounts		6		X	X	X		
5080	Freight Out		6		X	X	X		
5090	Service Sales		6		X	X	X		
5200	Sales - Other	N	5		X	X	X		
5202	Inter-Company Sales		6		X	X	X		

5204	Training Revenue		6		X	X	X	
5206	Finance Charge Income Credit		6		X	X	X	
5208	Rebate Revenue		6		X	X	X	
5210	Other Revenue		6		X	X	X	
6000	Direct Costs	N	4		X	X	X	
6010	Cost of Sales	N	5		X	X	X	
6020	Prime Cost of Goods		6		X	X	X	
6200	Damage Credit/Write-off		6		X	X	X	
6210	Disputed Tax/Freight Write-off		6		X	X	X	
6250	Minor Amount Write-off		6		X	X	X	
6300	Cost of Sales - Other	N	5		X	X	X	
6310	Physical Inventory and Adjustment		6		X	X	X	
6315	Standard Cost Variance		6		X	X	X	
6320	Deferred Cost of Goods Sold		6		X	X	X	
6350	Other Costs		6		X	X	X	
6999	COGS / % of Billing Adjustment		7		X	X	X	
7450	Outside Operations		5		X	X	X	
7900	Allocated Overhead	N	5		X	X	X	
7910	Distributed Payroll Expense		6		X	X	X	
7930	Distributed Building Expense		6		X	X	X	
7950	Distributed Computer Costs		6		X	X	X	
7970	Distributed General Expenses		6		X	X	X	
7990	Distributed Interest Expense		6		X	X	X	
8000	General and Administrative	N	4					X
8100	Administrative Salaries	N	5		X	X	X	X
8110	Salaries and Wages		6		X	X	X	X
8115	Regular Pay		7					X
8115.MGR	Regular Pay - Managers		7					X

8116	Overtime Pay		7					X
8117	Commissions		7					X
8120	Employee Benefits	N	6					X
8125	Burden - Fringe		7					X
8126	Burden - Tax		7					X
8130	Vacation and Sick Expense		7		X	X	X	X
8130.8130	Vacation and Sick Expense		7		X	X	X	X
8135	FICA/Medicare		7					X
8136	401K Contribution		7					X
8138	Retirement Plan		7					X
8140	Insurance - Health and Disability		7					X
8145	Insurance Worker's Comp		7					X
8150	Insurance		7					X
8170	Unemployment Taxes		7					X
8175	Uniforms		7					X
8176	Employee Lunch Allowance		7					X
8177	Car Allowance		7					X
8190	Reimbursed Employee Expense		7					X
8191	Sick Expense		7					X
8192	Vacation Expense		7					X
8199	Distributed Payroll (Credit)		7					X
8300	Building Expense	N	5		X	X	X	X
8310	Accrued Property Taxes		6		X	X	X	X
8315	Depr - Building and Improvement		6		X	X	X	X
8320	Depr - Office Furn/Equipment		6		X	X	X	X
8325	Depr - Other Assets		6		X	X	X	X
8330	Insurance - General Liability		6		X	X	X	X
8350	Rent Expense		6		X	X	X	X

8355	Repair and Maintenance		6		X	X	X	X
8360	Telephone Expense		6		X	X	X	X
8370	Utilities Expense		6		X	X	X	X
8399	Bldg Contra/Clearing		6		X	X	X	X
8400	Equipment Expenses	N	5		X	X	X	
8401	Meter/Odometer Readings	N	6		X	X	X	
8402	Odometer Reading - Incremental		7		X	X	X	
8403	Hour Meter-Incremental		7		X	X	X	
8404	Odometer Reading - Original		7		X	X	X	
8405	Hour Meter - Original		7		X	X	X	
8410	Usage Analysis	N	6		X	X	X	
8411	Operating Hours/Miles		7		X	X	X	
8412	Idle Hours/Miles		7		X	X	X	
8413	Down Hours/Miles		7		X	X	X	
8420	Revenue Earned	N	6		X	X	X	
8421	Ownership Portion		7		X	X	X	
8422	Operating Portion		7		X	X	X	
8423	Maintenance Portion		7		X	X	X	
8424	Other Portion		7		X	X	X	
8430	Billed Sales	N	7		X	X	X	
8435	Billed Sales Adjustment		8		X	X	X	
8440	Ownership Expense	N	6		X	X	X	
8441	Depreciation		7		X	X	X	
8442	Taxes		7		X	X	X	
8443	Insurance		7		X	X	X	
8444	Lease Payments		7		X	X	X	
8445	Rent Payments		7		X	X	X	
8446	Interest Expense		7		X	X	X	

8450	Operating Expense	N	6		X	X	X	
8451	Fuel, Oil, and Gas		7		X	X	X	
8453	Tires		7		X	X	X	
8455	Wear Items		7		X	X	X	
8480	Maintenance Expense	N	6		X	X	X	
8481	Labor	N	7		X	X	X	
8482	Regular Time		8		X	X	X	
8483	Overtime		8		X	X	X	
8485	Parts		7		X	X	X	
8488	Burden		7		X	X	X	
8489	Distributed Equipment (Credit)		6		X	X	X	
8600	Supplies, Services, and Other	N	5		X	X	X	X
8605	Advertising		6		X	X	X	X
8610	Art and Drafting		6					X
8615	Bad Checks		6					X
8620	Bad Debt Expense		6					X
8625	Bank Expenses		6					X
8630	Bank Charges		6					X
8635	Business Licenses		6					X
8640	Bookkeeping Fees		6					X
8650	Cash Shortages		6					X
8660	Contributions		6					X
8665	Entertainment		6		X	X	X	X
8670	Dues and Subscriptions		6		X	X	X	X
8675	General Taxes, Fees, and Licences		6		X	X	X	X
8685	Legal, Accounting, and Other		6		X	X	X	X
8700	Miscellaneous Expenses		6		X	X	X	X
8710	Moving Expense		6		X	X	X	X

8720	Office Supplies Expense		6		X	X	X	X
8730	Postage and Freight		6		X	X	X	X
8740	Travel, Meals, and Lodging		6		X	X	X	X
8799	General Contra/Clearing		6					X
8800	Computer Expenses	N	5					X
8810	Repair and Maintenance		6					X
8820	Rental/Lease Expense		6					X
8830	Software License and Fee		6					X
8840	Computer Supplies		6					X
8850	Computer Telephone/Modem		6					X
8860	Depreciation - Computer		6					X
8899	Distributed Computer Expense		6					X
8900	Interest Expense	N	5					X
8920	Interest Expense		6					X
8999	Distributed Interest Expense		6					X
9000	Other Income and Expenses	N	4					X
9100	Other Income	N	5					X
9110	Gain on Sales of Assets	N	6					X
9111	Proceeds from Asset Disposal		7					X
9112	NBV of Assets Disposed		7					X
9113	Cash Proceeds Clearing		7					X
9120	Interest Income		6					X
9130	Rent Income		6					X
9140	Currency Gain/Loss	N	6					X
9142	Realized Gain/Loss	N	7					X
9142.GAIN	Realized Gain		8					X
9142.LOSS	Realized Loss		8					X
9143	Alternative Currency Gain/Loss	N	7					X

9143.GAIN	Alternative Currency Gains		8					X
9143.LOSS	Alternative Currency Losses		8					X
9144	Unrealized Gain/Loss	N	7					X
9144.GAIN	Unrealized Gain		8					X
9144.LOSS	Unrealized Loss		8					X
9150	Discounts Taken		6					X
9153	Discounts Available		7					X
9156	Discounts Lost		7					X
9160	Miscellaneous Revenues		6					X
9200	Other Expense	N	5					X
9230	Interest Expense		6					X
9250	Miscellaneous Expenses		6					X
9700	Income Taxes	N	5					X
9705	Accrued Income Taxes		6					X
9710	Accrued Federal Taxes		7					X
9720	Accrued State Taxes		7					X

## Batch Input Setup for Journal Entries

To successfully upload batch journal entries from external sources such as PC data entry, third-party or customer systems, or electronic data interchanges (EDI), you must create a custom program that provides proper data to fields in the Journal Entry Transactions - Batch File table (F0911Z1).

If you use the Enterprise-Wide Profitability Solution system, you must also provide data to fields in the Journal Entry Transactions - Batch Tag File table (F0911Z1T).

The following tables are included in this section:

- Table 1 lists the fields that are required by the upload process.
- Table 2 lists additional fields that are required if you use multiple currencies.
- Table 3 lists optional fields that might be useful to you in organizing the data but are not required.
- Table 4 lists the fields that the system ignores during the upload process. The system does not pass data in the ignored fields to the fields in the Journal Entry Transactions - Batch File table.

- Table 5 lists the fields that are required by the upload process if you use the Enterprise-Wide Profitability Solution system.

The field names in these tables correspond to the field names on OneWorld interactive forms.

### **Table 1: Required Fields**

The following fields are required for batch journal entry processing. In some fields, blank is a valid value.

If you use multiple currencies, see *Multicurrency Fields Required in the F0911Z1 Table* in the *Multicurrency Guide* for additional required fields.

Field Name	Alias	Type	Length	Definition
EDI - User ID	VNEDUS	Alpha	10	A user-defined identification number. Enter the user ID of the person who is running the process or the person who is to receive messages in the Employee Work Center. This field, in conjunction with VNEDTN, VNEDBT, and VNEDLN, uniquely identifies a specific journal entry.
EDI - Transaction Number	VNEDTN	Alpha	22	This field, in conjunction with the line number (VNEDLN), identifies each transaction. Each new transaction number indicates a new journal entry. You cannot have more than one transaction with the same number in a batch unless the line number (VNEDLN) is different. This field normally contains the source system's document number so that the transaction can be readily identified.
EDI - Line Number	VNEDLN	Number	7	This field is used in conjunction with the transaction number (VNEDTN) to identify each line of the journal entry.
EDI - Successfully Processed	VNEDSP	Alpha	1	This field indicates whether a record has been processed successfully. Update this field with a value of 0. If the record is processed successfully, the system updates this field to a value of 1. If an error occurs, the system leaves 0 in the field. Do not leave this field blank.
EDI - Transaction Action	VNEDTC	Alpha	1	The value in this field must be A for transactions to be processed. No other values are valid.
EDI - Transaction Type	VNEDTR	Alpha	1	The type of transaction. This value must be J for journal entries.
EDI - Batch Number	VNEDBT	Alpha	15	This field, in conjunction with VNEDTN, VNEDUS, and VNEDLN, uniquely identifies a transaction within a specific batch. This field also acts as a level break and causes the assignment of a new J.D. Edwards batch number each time that the value changes. Performance can be greatly increased by assigning one batch number for each group of transactions that is being processed at one time.
G/L Date	VNDGJ	Date	6	Enter the G/L date in the format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy) while others might require a Julian date format.  The Julian date format is cyyddd (where c = century). Enter 0 (zero) for transactions in the 20th century and enter 1 for

				<p>transactions in the 21st century. For example, the date 6/1/99 corresponds to the Julian date 099152, and the date 6/1/00 corresponds to the Julian date 100153 (since the year 2000 has a leap day, 2/29/00).</p> <p>Alternatively, you can leave this field blank and complete the fields VNDGM (mm), VNDGD (dd), VNDGY (yy), VNDG# (century) in the month/day/year/century format. Enter the prefix of the year in the Century field (VNDG#). For example, enter 19 for 1999, or enter 20 for 2005.</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p>
Account Number	VNANI	Alpha	29	<p>Complete either the Account Number field (VNANI), the Account ID field (VNAID), or the Business Unit, Object, and Subsidiary fields (VNCMU, VNOBJ, and VNSUB) to designate the account number.</p> <p>The first character in the VNANI field must correspond to the Symbol to Identify the Account Number in the General Constants table (F0009). For example, if the Symbol to Identify the Short Number is * and you want to enter the Short Number in the VNANI field, you must precede it with *. Otherwise, leave the VNANI field blank and enter the Short Number in the Account ID field (VNAID).</p> <p>The system populates the fields that you leave blank, based on the account information that you enter. For example, if you complete the Business Unit, Object, and Subsidiary fields, the system updates the Account ID and Account Number fields when the transaction is processed. If you complete the Account Number field, the system updates the Business Unit, Object, Subsidiary, and Account ID fields when the transaction is processed.</p>
Account ID	VNAID	Alpha	8	<p>Complete either the Account Number field (VNANI); the Account ID field (VNAID); or the Business Unit, Object, and Subsidiary fields (VNCMU, VNOBJ, and VNSUB) to designate the account number.</p> <p>The first character in the VNANI field must correspond to the Symbol to Identify the Account Number in the General Constants table (F0009). For example, if the Symbol to Identify the Short Number is * and you want to enter the Short Number in the VNANI field, you must precede it with *. Otherwise, leave the VNANI field blank and enter the Short Number in the Account ID field (VNAID).</p> <p>The system populates the fields that you leave blank, based on the account information that you enter. For example, if you complete the Business Unit, Object, and Subsidiary fields, the system updates the Account ID and Account Number fields when the transaction is processed. If you complete the Account Number field, the system updates the Business Unit, Object, Subsidiary, and Account ID fields when the transaction is processed.</p>
Business Unit	VNCMU	Alpha	12	<p>Complete either the Account Number field (VNANI); the Account ID field (VNAID); or the Business Unit, Object, and Subsidiary fields (VNCMU, VNOBJ, and VNSUB) to designate the account number.</p> <p>The first character in the VNANI field must correspond to the Symbol to Identify the Account Number in the General</p>

				<p>Constants table (F0009). For example, if the Symbol to Identify the Short Number is * and you want to enter the Short Number in the VNANI field, you must precede it with *. Otherwise, leave the VNANI field blank and enter the Short Number in the Account ID field (VNAID).</p> <p>The system populates the fields that you leave blank, based on the account information that you enter. For example, if you complete the Business Unit, Object, and Subsidiary fields, the system updates the Account ID and Account Number fields when the transaction is processed. If you complete the Account Number field, the system updates the Business Unit, Object, Subsidiary, and Account ID fields when the transaction is processed.</p>
Object Account	VNOBJ	Alpha	6	<p>Complete either the Account Number field (VNANI); the Account ID field (VNAID); or the Business Unit, Object, and Subsidiary fields (VNMCU, VNOBJ, and VNSUB) to designate the account number.</p> <p>The first character in the VNANI field must correspond to the Symbol to Identify the Account Number in the General Constants table (F0009). For example, if the Symbol to Identify the Short Number is * and you want to enter the Short Number in the VNANI field, you must precede it with *. Otherwise, leave the VNANI field blank and enter the Short Number in the Account ID field (VNAID).</p> <p>The system populates the fields that you leave blank, based on the account information that you enter. For example, if you complete the Business Unit, Object, and Subsidiary fields, the system updates the Account ID and Account Number fields when the transaction is processed. If you complete the Account Number field, the system updates the Business Unit, Object, Subsidiary, and Account ID fields when the transaction is processed.</p>
Subsidiary	VNSUB	Alpha	8	<p>Complete either the Account Number field (VNANI); the Account ID field (VNAID); or the Business Unit, Object, and Subsidiary fields (VNMCU, VNOBJ, and VNSUB) to designate the account number.</p> <p>The first character in the VNANI field must correspond to the Symbol to Identify the Account Number in the General Constants table (F0009). For example, if the Symbol to Identify the Short Number is * and you want to enter the Short Number in the VNANI field, you must precede it with *. Otherwise, leave the VNANI field blank and enter the Short Number in the Account ID field (VNAID).</p> <p>The system populates the fields that you leave blank, based on the account information that you enter. For example, if you complete the Business Unit, Object, and Subsidiary fields, the system updates the Account ID and Account Number fields when the transaction is processed. If you complete the Account Number field, the system updates the Business Unit, Object, Subsidiary, and Account ID fields when the transaction is processed.</p>
Account Mode	VNAM	Alpha	1	<p>This field directs the system to read a specific field to locate the account number. Valid values are:</p> <p>1</p> <p>Use the value in the VNAID field.</p>

				<p>2 Use the value in the VNANI field.</p> <p>3 Use the value in the VNANI field, but this value must be the Third Account Number, as defined by the General Accounting constants.</p> <p>5 Use the values assigned in the VNMCU, VNOBJ, and VNSUB fields.</p> <p>7 Use the value in the VNANI field, but use the character in the first position of the VNANI field to identify the format in which the account number was entered, as defined by the General Accounting constants. For example, if the value in the VNANI field is #123, the system uses the account number format that is represented by # in the General Accounting constants.</p>
Amount	VNAA	Number	15	<p>Enter the amount in the format that your database accepts. Some databases accept a decimal identifier while others do not. If you are entering a foreign currency amount, leave this field blank and complete the Currency Amount field (VNACR).</p> <p>See <i>Multicurrency Fields Required in the F0911Z1 Table</i> in the <i>Multicurrency Guide</i> for more information.</p>
Explanation	VNEXA	Alpha	30	<p>This field is user defined. Use it to describe the transaction. This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p>

**Table 2: Optional Fields**

The fields in the following table are optional for batch journal entry processing. You can use them to provide additional information about the journal entries.

Not all of the optional fields appear on a form or are used by the system. However, all of the values in optional fields are written to the Journal Entry Transactions - Batch File table (F0911Z1).

J.D. Edwards recommends that you leave specific fields blank so that the system will populate them.

Field Name	Alias	Type	Length	Definition
EDI - Detail Lines Processed	VNEDDL	Number	5	The number of detail lines that are included in a specific transaction. For user verification only.
EDI - Transaction Type	VNEDTR	Alpha	1	Leave this field blank, or enter J for journal entry transactions.
Document Company	VNKCO	Alpha	5	<p>A code that identifies the company of the transaction. This field is only used to differentiate transaction numbers by company. If you leave this field blank, the value is determined by the company that is associated with the business unit of the first journal entry line.</p> <p>If you enter a value in this field, the value must exist in the Company Constants table (F0010).</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p> <p>J.D. Edwards recommends that you leave this field blank.</p>
Document Type	VNDCT	Alpha	2	<p>A code that identifies the type of transaction. If you leave this field blank, the system uses JE.</p> <p>If you enter a value in this field, the value must exist in user defined codes list 00/DT (Document Types).</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p> <p>J.D. Edwards recommends that you leave this field blank.</p>
Document Number	VNDOC	Number	8	<p>The number that identifies the transaction in the Account Ledger table (F0911). If you leave this field blank, the system uses next numbers for System 09 to generate a document number.</p> <p>If you enter a value in this field, the value cannot exist in the Account Ledger table with the same G/L date <i>and document type</i>, or the transaction is considered a duplicate and is not processed.</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p> <p>J.D. Edwards recommends that you leave this field blank.</p>
Journal Entry Line Number	VNJELN	Number	7	<p>If you leave this field blank, the system updates it when processing the transactions. The limit for the number of journal entry lines in a transaction is 9999.</p> <p>J.D. Edwards recommends that you leave this field blank.</p>

Line Extension Code	VNEXTL	Alpha	2	If you leave this field blank, it is updated by the General Ledger Post Report program (R09801) if multicurrency intercompany settlements exist.  J.D. Edwards recommends that you leave this field blank.
G/L Posted Code	VNPOST	Alpha	1	If you leave this field blank, it is updated by the General Ledger Post Report program (R09801). If the transaction represents a model journal entry, enter M.  J.D. Edwards recommends that you leave this field blank.
Batch Number	VNICU	Number	8	A number used to group journal entries that are processed simultaneously. If you leave this field blank, the system uses next numbers for System 00 to generate a batch number.  This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.  J.D. Edwards recommends that you leave this field blank.
Batch Type	VNICUT	Alpha	2	A code that designates the type of transaction being processed (invoice, voucher, and so on). If you enter a value in this field, the value must exist in user defined codes list 98/IT (Batch Types). If you leave this field blank, the system populates the field with G when processing the journal entries.  This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.  J.D. Edwards recommends that you leave this field blank.
Batch Date	VNDICJ	Date	6	Enter the date of the batch. If you leave this field blank, the system uses the date that the batch program is executed. If you complete this field, enter the date in a format that your database accepts. See the field definition for VNDGJ (G/L Date) for more information.  Alternatively, you can leave this field blank and complete the fields VNDICM (mm), VNDICD (dd), VNDICY (yy), and VNDIC# (century) in the month/day/year/century format. Enter the prefix of the year in the Century field (VNDIC#). For example, enter 19 for 1999, or enter 20 for 2005.  This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Batch System Date	VNDSYJ	Date	6	Enter the date when the batch was entered into the system. If you leave this field blank, the system uses the date that the batch program is executed. If you complete this field, enter the date in a format that your database accepts. See the field definition for VNDGJ (G/L Date) for more information.  Alternatively, you can leave this field blank and complete the fields VNDSYM (mm), VNDSYD (dd).

				VNDSYY (yy), and VNDSY# (century) in the month/day/year/century format. Enter the prefix of the year in the Century field (VNDSY#). For example, enter 19 for 1999, or enter 20 for 2005.  This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Batch Time	VNTICU	Number	6	If you leave this field blank, the system uses the time that the batch program is executed.  This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Company	VNCO	Alpha	5	If you leave this field blank, the system uses the company for the account number that is entered. If you enter a value in this field, the system overwrites it when the entry is processed.  J.D. Edwards recommends that you leave this field blank.
Subledger	VNSBL	Alpha	8	If you complete this field, you must also enter a value in the Subledger Type field (VNSBLT).
Subledger Type	VNSBLT	Alpha	1	If you enter a value in this field, the value must exist in user defined codes list 00/ST (Subledger Type).
Ledger Type	VNLT	Alpha	2	You can leave this field blank, or enter AA or any other valid ledger type in user defined codes list 00/LT (Ledger Type) <b>except</b> CA. Never enter CA in this field.  This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Period Number	VNPN	Number	2	J. D. Edwards recommends that you leave these fields blank. The system populates them, based on the G/L date and company.
Century	VNCTRY	Number	2	J. D. Edwards recommends that you leave these fields blank. The system populates them, based on the G/L date and company.
Fiscal Year	VNFY	Number	2	J. D. Edwards recommends that you leave these fields blank. The system populates them based on the G/L date and company.
Historical Exchange Rate	VNHCCR	Number	15	Any value that you enter in this field is passed. The system does not validate it.  This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Historical Date	VNHDGJ	Date	6	Any value that you enter in this field is passed. The system does not validate it.  If you complete this field, enter the date in a format that your database accepts. See the field definition for VNDGJ (G/L Date) for more information.

				Alternatively, you can leave this field blank and complete the fields VNHDGM (mm), VNHDGD (dd), VNHDGY (yy), and VNHDG# (century) in the month/day/year/century format. Enter the prefix of the year in the Century field (VNHDG#). For example, enter 19 for 1999, or enter 20 for 2005.  This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Units	VNU	Number	15	If you complete this field, the system updates the Amount field with the value in the AU ledger when the Post program (R09801) is executed.
Unit of Measure	VNUM	Alpha	2	A field that describes the type of units entered. If you enter a value in this field, the value must exist in user defined codes list 00/UM (Unit of Measure). If you leave this field blank and a unit of measure is assigned to the account in the Account Master table (F0901), the system updates this field with that unit of measure.
G/L Offset	VNGLC	Alpha	4	Any value that you enter in this field is passed. The system does not validate it.
Reverse or Void (R/V)	VNRE	Alpha	1	This field is used to reverse accrual entries. If you enter R (reversal) in this field, when the entry is posted, the system generates another journal entry with a G/L date that is the first day of the next period. The transaction amount is reversed from the original entry.  Voided transactions are not eligible for this process. You must use the Journal Entry program to void journal entries.  This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Remark/Explanation	VNEXR	Alpha	30	Use this field to describe a specific journal entry line.
Reference 1	VNR1	Alpha	8	Any value that you enter in this field is passed. The system does not validate it.  This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
Reference 2	VNR2	Alpha	8	Any value that you enter in this field is passed. The system does not validate it.
Document Pay Item	VNSFX	Alpha	3	Any value that you enter in this field is passed. The system does not validate it.
Document - Original	VNODOC	Number	8	Any value that you enter in this field is passed. The system does not validate it.
Document Company (Purchase Order)	VNPKCO	Alpha	5	Any value that you enter in this field is passed. The system does not validate it.

Document Company (Original Order)	VNOKCO	Alpha	5	Any value that you enter in this field is passed. The system does not validate it.
Document Type - Purchase Order	VNPDCT	Alpha	2	Any value that you enter in this field is passed. The system does not validate it.
Address Number	VNAN8	Number	8	You can enter the address book number of the customer or supplier who is associated with a voucher or invoice transaction. If you enter a value in this field, the value must exist in the Address Book Master table (F0101).
Payment Number	VNCN	Alpha	8	You can enter the payment number in this field. Any value that you enter in this field is passed. The system does not validate it.
Check Date	VNDKJ	Date	6	<p>Enter the check date that is associated with the payment number. Use a format that your database accepts. See the field definition for VNDGJ (G/L Date) for more information.</p> <p>Alternatively, you can leave this field blank and complete the fields VNDKM (mm), VNDKD (dd), VNDKY (yy), and VNDK# (century) in the month/day/year/century format. Enter the prefix of the year in the Century field (VNDK#). For example, enter 19 for 1999, or enter 20 for 2005.</p>
Check Cleared Date	VNDKC	Date	6	<p>Enter the date that the check cleared the bank. Use a format that your database accepts. See the field definition for VNDGJ (G/L Date) for more information.</p> <p>Alternatively, you can leave this field blank and complete the fields VNDKCM (mm), VNDKCD (dd), VNDKCY (yy), and VNDKC# (century) in the month/day/year/century format. Enter the prefix of the year in the Century field (VNDK#). For example, enter 19 for 1999, or enter 20 for 2005.</p>
Serial Number	VNASID	Alpha	25	Enter the asset ID that is associated with a fixed asset. The system validates this field against the Asset Master File table (F1201).
Batch Rear End Posted Code	VNBRE	Alpha	1	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>J.D. Edwards recommends that you leave this field blank.</p>
Reconciled Code	VNRCND	Alpha	1	<p>You can enter R in this field to indicate that the record is reconciled.</p> <p>Any value that you enter in this field is passed. The system does not validate it.</p>
Summarized Code	VNSUMM	Alpha	1	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>J.D. Edwards recommends that you leave this field blank.</p>

Purge Code	VNPRGE	Alpha	1	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>J.D. Edwards recommends that you leave this field blank.</p>
Flag for 1099	VNTNN	Alpha	1	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>J.D. Edwards recommends that you leave this field blank.</p>
G/L Posting Code - Alternate 1	VNALT1	Alpha	1	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>J.D. Edwards recommends that you leave this field blank.</p>
G/L Posting Code - Alternate 2	VNALT2	Alpha	1	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>J. D. Edwards recommends that you leave this field blank.</p>
G/L Posting Code - Alternate 3	VNALT3	Alpha	1	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>J. D. Edwards recommends that you leave this field blank.</p>
G/L Posting Code - Alternate 4	VNALT4	Alpha	1	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>J. D. Edwards recommends that you leave this field blank.</p>
G/L Posting Code - Alternate 5	VNALT5	Alpha	1	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>J. D. Edwards recommends that you leave this field blank.</p>
G/L Posting Code - Cash Basis Account	VNALT6	Alpha	1	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>J. D. Edwards recommends that you leave this field blank.</p>
Commitment Relief Flag	VNALT7	Alpha	1	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>J. D. Edwards recommends that you leave this field blank.</p>
Billing Control	VNALT8	Alpha	1	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>J. D. Edwards recommends that you leave this field blank.</p>
Currency Update	VNALT9	Alpha	1	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>J. D. Edwards recommends that you leave this field blank.</p>

G/L Posting Code - Alternate 0	VNALTO	Alpha	1	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>J. D. Edwards recommends that you leave this field blank.</p>
Consumption Tax Cross Reference	VNALTX	Alpha	1	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>J. D. Edwards recommends that you leave this field blank.</p>
Delete Not Allowed	VNDLNA	Alpha	1	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>J. D. Edwards recommends that you leave this field blank.</p>
Client Free Form - Alternate 1	VNCFF1	Alpha	1	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>J. D. Edwards recommends that you leave this field blank.</p>
Client Free Form - Alternate 2	VNCFF2	Alpha	1	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>J. D. Edwards recommends that you leave this field blank.</p>
Lease Cost Ledger Posted Code	VNASM	Alpha	1	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>J. D. Edwards recommends that you leave this field blank.</p>
Bill Code	VNBC	Alpha	1	<p>If you enter a value in this field, the value must exist in user defined codes list 98/BC (Bill Code Status).</p> <p>J. D. Edwards recommends that you leave this field blank.</p>
Supplier Invoice Number	VNVINV	Alpha	25	<p>You can enter an invoice number in this field.</p> <p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p>
Invoice Date	VNIVD	Date	6	<p>Enter the invoice date in this field. Use a format that your database accepts. See the field definition for VNDGJ (G/L Date) for more information.</p> <p>Alternatively, you can leave this field blank and complete the fields VNIVDM (mm), VNIVDD (dd), VNIVDY (yy), and VNIVD# in the month/day/year/century format. Enter the prefix of the year in the Century field (VNDK#). For example, enter 19 for 1999, or enter 20 for 2005.</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p>

Categories - Work Order 01	VNWR01	Alpha	4	Any value that you enter in this field is passed. The system does not validate it.
Purchase Order	VNPO	Alpha	8	Any value that you enter in this field is passed. The system does not validate it.
Purchase Order Suffix	VNPSFX	Alpha	3	Any value that you enter in this field is passed. The system does not validate it.
Order Type	VNDCTO	Alpha	2	If you enter a value in this field, the value must exist in user defined codes list 00/DT (Document Types).
Line Number	VNLNID	Number	6	Any value that you enter in this field is passed. The system does not validate it.
Fiscal Year - Weekly	VNWY	Number	2	Any value that you enter in this field is passed. The system does not validate it.
Fiscal Period - Weekly	VNWN	Number	2	Any value that you enter in this field is passed. The system does not validate it.
Closed Item - As Of Processing	VNFNLP	Alpha	1	Any value that you enter in this field is passed. The system does not validate it.
Sequence Number - Operations	VNOPSQ	Number	5	Any value that you enter in this field is passed. The system does not validate it.
Job Type (Craft) Code	VNJBCD	Alpha	6	Any value that you enter in this field is passed. The system does not validate it.
Job Step	VNJBST	Alpha	4	Any value that you enter in this field is passed. The system does not validate it.
Business Unit - Home	VNHMCU	Alpha	12	If you enter a value in this field, the system validates it against the Business Unit Master table (F0006).  This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.
DOI Stub	VNDOI	Number	2	Any value that you enter in this field is passed. The system does not validate it.
Outsider Lease or Well ID	VNALID	Alpha	25	Any value that you enter in this field is passed. The system does not validate it.
ID Type	VNALTY	Alpha	2	Any value that you enter in this field is passed. The system does not validate it.
Service/Tax Date	VNDSVJ	Date	6	Enter the service/tax date in this field. Use a format that your database accepts. See the field definition for VNDGJ (G/L Date) for more information.  If you leave this field blank, the system uses the value from the G/L Date field (VNDGJ).  Alternatively, you can leave this field blank and complete the fields VNSVM (mm), VNSVD (dd), VNSVY

				(yy), and VNSV# in the month/day/year/century format. Enter the prefix of the year in the Century field (VNDC#). For example, enter 19 for 1999, or enter 20 for 2005.
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**Table 3: Ignored Fields**

The fields in the following table are ignored by the system. The system does not use the values in these fields.

Field Name	Alias	Type	Length	Definition
Type Record	VNEDTY	Alpha	1	The system ignores this field.
Record Sequence	VNEDSQ	Number	2	The system ignores this field.
EDI - Document Type	VNEDCT	Alpha	2	The system ignores this field.
EDI - Transaction Set Number	VNEDTS	Alpha	6	The system ignores this field.
EDI - Translation Format	VNEDFT	Alpha	10	The system ignores this field.
EDI - Transmission Date	VNEDDT	Date	6	The system ignores this field.
EDI - Send/Receive Indicator	VNEDER	Alpha	1	The system ignores this field.
Batch File Create G/L Record	VNEDGL	Alpha	1	The system ignores this field.
User Address Number	VNEDAN	Number	8	The system ignores this field.
Fiscal Quarter (Obsolete)	VNFQ	Number	2	The system ignores this field.
Reference 3 - Account Reconciliation	VNR3	Alpha	8	The system ignores this field.
Document Type - Original	VNODCT	Alpha	2	The system ignores this field.
Document Pay Item - Original	VNOSFX	Alpha	3	The system ignores this field.
G/L Posting Code - Alternate T	VNALTT	Alpha	1	The system ignores this field.
G/L Posting Code - Alternate U	VNALTU	Alpha	1	The system ignores this field.
Stock Inventory Commitment	VNALTV	Alpha	1	The system ignores this field.
G/L Posting Code - Alternate W	VNALTW	Alpha	1	The system ignores this field.
G/L Posting Code - Alternate Z	VNALTZ	Alpha	1	The system ignores this field.
Registration Number	VNREG#	Number	8	The system ignores this field.
Payment ID	VNPYID	Number	15	The system ignores this field.
Transaction Originator	VNTORG	Alpha	10	The system ignores this field.
User ID	VNUSET	Alpha	10	The system ignores this field.

Program ID	VNPID	Alpha	10	The system ignores this field.
Work Station ID	VNJOBN	Alpha	10	The system ignores this field.
Date Updated	VNUPMJ	Date	6	The system ignores this field.
Time Last Updated	VNUPMT	Number	6	The system ignores this field.

**Table 4: Required Fields for Enterprise-Wide Profitability Solution System**

If you use the Enterprise-Wide Profitability Solution system, you must also provide data in the following fields. The batch upload process uploads these fields to the Journal Entry Transactions - Batch Tag File (F0911Z1T).

Field Name	Alias	Type	Length	Definition
EDI - User ID	VNEDUS	Alpha	10	The values in these fields must match the values that you enter in the corresponding fields in the F0911Z1 table.
EDI - Transaction Number	VNEDTN	Alpha	22	The values in these fields must match the values that you enter in the corresponding fields in the F0911Z1 table.
EDI - Batch Number	VNEDBT	Alpha	15	The values in these fields must match the values that you enter in the corresponding fields in the F0911Z1 table.
EDI - Line Number	VNEDLN	Number	7	The values in these fields must match the values that you enter in the corresponding fields in the F0911Z1 table.
Cost Object Type 1 - 4	VNABT1 VNABT2 VNABT3 VNABT4	Alpha	1	Enter up to four cost object types. The system uses these fields to edit the values entered in the corresponding Cost Object fields (VNABR1 - VNABR4). If you enter a value in one of the Cost Object Type fields, you must enter a value in the corresponding Cost Object field.  The values in the Cost Object Type fields must exist in the Cost Object Types table (F1620).
Cost Object 1 - 4	VNABR1 VNABR2 VNABR3 VNABR4	Alpha	12	Enter up to four cost objects. The value in each Cost Object field must follow the edit rules for the corresponding Cost Object Type (VNABT1 - VNABT4).
Posting Code 1 - 10	VNPM01 - VNPM10	Alpha	1	Leave these fields blank.
Item Number	VNITM	Number	8	If you enter a value in this field, the system validates it against the Item Master table (F1401).

## Multisite Consolidation Inbound Tables

To successfully upload multisite consolidation information from a non-J.D. Edwards source site to J.D. Edwards, you must create a custom program that provides proper data to fields in the Unedited MSC Interoperability Header Table (F1001Z1) and the Unedited MSC Interoperability Detail Table (F1002Z1). The system processes these tables to create consolidation information in the Multi-Site Consolidation Transfer File Header table (F1001) and the Multi-Site Consolidation Transfer File table (F1002).

The following tables are included in this section:

- Table 1 lists the fields that are required in the Unedited MSC Interoperability Header Table (F1001Z1).
- Table 2 lists optional fields in the Unedited MSC Interoperability Header Table (F1001Z1). These fields might be useful to you in organizing the data but are not required.
- Table 3 lists the fields in the Unedited MSC Interoperability Header Table (F1001Z1) that the system ignores.
- Table 4 lists the fields that are required in the Unedited MSC Interoperability Table (F1002Z1).
- Table 5 lists optional fields in the Unedited MSC Interoperability Table (F1002Z1). These fields might be useful to you in organizing the data but are not required.
- Table 6 lists the fields in the Unedited MSC Interoperability Table (F1002Z1) that the system ignores.

The field names in these tables correspond to the field names on interactive forms within J.D. Edwards.

**Table 1: Required Fields for F1001Z1**

The following fields are required in the Unedited MSC Interoperability Header Table (F1001Z1). In some fields, blank is a valid value.

Some of these fields are used to identify or control the transfer of consolidation information from the F1001Z1 table to the Multi-Site Consolidation Transfer File Header table (F1001). Values in the other fields are written to the Multi-Site Consolidation Transfer File Header table (F1001).

Field Name	Alias	Type	Length	Definition
EDI - User ID	IAEDUS	Alpha	10	A user-defined identification number. Enter the user ID of the person who is running the process or the person who is to receive messages in the Employee Work Center. This field, in conjunction with IAEDBT and IAEDTN, uniquely identifies a specific transaction.
EDI - Batch Number	IAEDBT	Alpha	15	A number that is used to group transactions for processing. This field, in conjunction with IAEDUS and IAEDTN, uniquely identifies a specific transaction.
EDI - Transaction Number	IAEDTN	Alpha	22	This field, in conjunction with the Line Number field from the F1002Z1 table (SZRC5), uniquely identifies a specific line of a specific transaction. This field, in conjunction with IAEDUS and IAEDBT, uniquely identifies a specific transaction.

				transaction.
Direction Indicator	IADRIN	Alpha	1	This field indicates that the record was written by a system external to J.D. Edwards. The value in this field must be 1 for inbound transactions.
Transaction Action	IATNAC	Alpha	1	The value in this field must be A for transactions to be processed. No other values are valid.
EDI - Successfully Processed	IAEDSP	Alpha	1	Leave this field blank. The system populates it to indicate whether the transaction was successfully processed using the batch processor. Zero (0) indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value of the field to 1.
Consolidation Name	IACNAM	Alpha	3	The name of the consolidation. This value must exist in user defined codes list 00/TS (Type of Structure).
Period Number - General Ledger	IAPN	Number	2	The general ledger period number of the transaction.
Fiscal Year	IAFY	Number	2	The last two digits of the fiscal year.
Century	IACTRY	Number	2	The first two digits of the fiscal year.
Ledger Type	IALT	Alpha	2	The ledger type of the transaction. This ledger type must exist in user defined codes list 00/LT (Ledger Type). If you leave this field blank, the system uses ledger type AA.
Document Company	IACO	Alpha	5	The company of the transaction. This value must exist in the Company Constants table (F0010).

**Table 2: Optional Fields for F1001Z1**

The following fields are optional in the Unedited MSC Interoperability Header table (F1001Z1). They are not required to process multisite consolidations. The values in these fields are written to the Multi-Site Consolidation Transfer File Header table (F1001) but are not used by the multisite consolidations programs.

Field Name	Alias	Type	Length	Definition
Category Code File Sent	IACCSE	Alpha	1	A flag that indicates whether the Multi-Site Consolidation Transfer File - Category Codes table (F1003) was created for this consolidation. A value of blank or 0 (zero) indicates that the table was not created. A value of 1 indicates that the table was created.
EDI - Line Number	IAEDLN	Number	7	The system does not use these fields when processing the consolidation.
EDI - Document Type	IAEDCT	Alpha	2	The system does not use these fields when processing the consolidation.
Type	IATYTN	Alpha	8	The system does not use these fields when processing

Transaction				the consolidation.
EDI - Translation Format	IAEDFT	Alpha	10	The system does not use these fields when processing the consolidation.
EDI - Transmission Date	IAEDDT	Date	6	The system does not use these fields when processing the consolidation.
EDI - Detail Lines Processed	IAEDDL	Number	5	The system does not use these fields when processing the consolidation.
Trading Partner ID	IAPNID	Alpha	15	The system does not use these fields when processing the consolidation.
Transmission File Status	IATRFG	Alpha	1	The system does not use these fields when processing the consolidation.
Number of Records Transmitted	IATRSE	Number	15	The system does not use these fields when processing the consolidation.
Date - Sent	IADTSE	Date	6	The system does not use these fields when processing the consolidation.
Number of Records Received	IATRRC	Number	15	The system does not use these fields when processing the consolidation.
Date - Received	IADTRI	Date	6	The system does not use these fields when processing the consolidation.

Field Name	Alias	Type	Length	Definition
Prior Period Adjustments	IAIN01	Alpha	1	The system does not use these fields when processing the consolidation.
Debits = Credits	IAIN02	Alpha	1	The system does not use these fields when processing the consolidation.
Source UDC = Target UDC	IAIN03	Alpha	1	The system does not use these fields when processing the consolidation.
Source OBJ/Sub = Target OBJ/Sub	IAIN04	Alpha	1	The system does not use these fields when processing the consolidation.
Accounts Last Month Not This Month	IAIN05	Alpha	1	The system does not use these fields when processing the consolidation.
Business Units Last Month Not This Month	IAIN06	Alpha	1	The system does not use these fields when processing the consolidation.
Accounts This Month Not Last Month	IAIN07	Alpha	1	The system does not use these fields when processing the consolidation.
Business Units This Month Not Last Month	IAIN08	Alpha	1	The system does not use these fields when processing the consolidation.

Integrity Control Status 9	IAIN09	Alpha	1	The system does not use these fields when processing the consolidation.
Integrity Control Status 10	IAIN10	Alpha	1	The system does not use these fields when processing the consolidation.
Integrity Control Status 11	IAIN11	Alpha	1	The system does not use these fields when processing the consolidation.
Integrity Control Status 12	IAIN12	Alpha	1	The system does not use these fields when processing the consolidation.

**Table 3: Ignored Fields for F1001Z1**

The fields in the following table are ignored by the system. The system does not use the values in these fields and does not write the values in these fields to the Multi-Site Consolidation Transfer File Header table (F1001).

Field Name	Alias	Type	Length	Definition
User Reserved Reference	IAURRF	Alpha	15	The system ignores these fields.
User Reserved Code	IAURCD	Alpha	2	The system ignores these fields.
User Reserved Code	IAURC1	Alpha	3	The system ignores these fields.
User Reserved Code	IAURC2	Alpha	10	The system ignores these fields.
User Reserved Amount	IAURAT	Number	15	The system ignores these fields.
User Reserved Number	IAURAB	Number	8	The system ignores these fields.
Transaction Originator	IATORG	Alpha	10	The system ignores these fields.

**Table 4: Required Fields for F1002Z1**

The following fields are required in the Unedited MSC Interoperability Table (F1002Z1). In some fields, blank is a valid value.

Some of these fields are used to identify or control the transfer of consolidation information from the F1002Z1 table to the Multi-Site Consolidation Transfer File table (F1002). Values in the other fields are written to the Multi-Site Consolidation Transfer File table (F1002).

Field Name	Alias	Type	Length	Definition
EDI - User ID	SZEDUS	Alpha	10	A user-defined identification number. Enter the user ID of the person who is running the process or the person who is to receive messages in the Employee Work Center. This field, in conjunction with SZEDBT and SZEDTN, uniquely identifies a specific transaction.
EDI - Batch Number	SZEDBT	Alpha	15	A number used to group transactions for processing. This field, in conjunction with SZEDUS and SZEDTN, uniquely identifies a specific transaction.

EDI - Transaction Number	SZEDTN	Alpha	22	This field, in conjunction with the Line Number field (SZRC5), uniquely identifies each transaction. This field, in conjunction with SZEDUS and SZEDBT, also uniquely identifies a specific transaction.
File Line Identifier	SZRC5	Number	5	This field is used in conjunction with the Transaction Number field (SZEDTN) to identify each line of the transaction.
Direction Indicator	SZDRIN	Alpha	1	This field indicates that the record was written by a system that is external to J.D. Edwards. The value in this field must be 1 for inbound transactions.
Transaction Action	SZTNAC	Alpha	1	The value in this field must be A for transactions to be processed. No other values are valid.
EDI - Successfully Processed	SZEDSP	Alpha	1	Leave this field blank. The system populates it to indicate whether the transaction was successfully processed using the batch processor. Zero (0) indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value of the field to 1.
Business Unit	SZMCU	Alpha	12	The business unit of the transaction. This value must be entered in the format that is defined in the account structure.
Object Account	SZOBJ	Alpha	6	The object account of the transaction. This value must be entered in the format that is defined in the account structure.
Subsidiary	SZSUB	Alpha	8	The subsidiary account of the transaction. This value must be entered in the format that is defined in the account structure.
Description	SZDL01	Alpha	30	The description of the account.

**Table 5: Optional Fields for F1002Z1**

The following fields are optional in the Unedited MSC Interoperability Table (F1002Z1). They are not required to process multisite consolidations. The values in these fields are written to the Multi-Site Consolidation Transfer File table (F1002) but are not used by the multisite consolidations programs.

Field Name	Alias	Type	Length	Definition
Subledger - G/L	SZSBL	Alpha	8	If you complete this field, you must also enter a value in the Subledger Type field (SZSBLT).
Subledger Type	SZSBLT	Alpha	1	If you enter a value in this field, the value must exist in user defined codes list 00/ST (Subledger Type).
Currency Code - From	SZCRCD	Alpha	3	A code that identifies the currency of the transaction. The value in this field must exist in the Currency Codes table (F0013).
Currency Code - Denominated In	SZCRCX	Alpha	3	A code that identifies the currency that the transaction was denominated in. The value in this field must exist in

Denominated In				the Currency Codes table (F0013).
Amount Beginning Balance/PYE Forward	SZAPYC	Number	15	The cumulative prior year-end balance. The system uses this amount as the beginning balance for balance sheet and job cost accounts.
Amount - Net Posting 01	SZAN01	Number	15	The net amount that is posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 02	SZAN02	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 03	SZAN03	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 04	SZAN04	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 05	SZAN05	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 06	SZAN06	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 07	SZAN07	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 08	SZAN08	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount

				posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 09	SZAN09	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 10	SZAN10	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 11	SZAN11	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 12	SZAN12	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 13	SZAN13	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 14	SZAN14	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Prior Year Net Postings	SZAPYN	Number	15	The prior year-end net postings. The system uses this number for profit and loss statement comparisons.
Amount - Week to Date	SZAWTD	Number	15	The system does not use these fields when processing the consolidation.
Amount - Original/ Beginning Budget	SZBORG	Number	15	The system does not use these fields when processing the consolidation.

Budget Requested	SZBREQ	Number	15	The system does not use these fields when processing the consolidation.
Budget Approved	SZBAPR	Number	15	The system does not use these fields when processing the consolidation.

**Table 6: Ignored Fields for F1002Z1**

The fields in the following table are ignored by the system. The system does not use the values in these fields and does not write the values in these fields to the Multi-Site Consolidation Transfer File table (F1002).

Field Name	Alias	Type	Length	Definition
User Reserved Reference	SZURRF	Alpha	15	The system ignores these fields.
User Reserved Code	SZURCD	Alpha	2	The system ignores these fields.
User Reserved Code	SZURC1	Alpha	3	The system ignores these fields.
User Reserved Code	SZURC2	Alpha	10	The system ignores these fields.
User Reserved Amount	SZURAT	Number	15	The system ignores these fields.
User Reserved Number	SZURAB	Number	8	The system ignores these fields.
Transaction Originator	SZTORG	Alpha	10	The system ignores these fields.

## Interoperability

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To fulfill the information requirements of an enterprise, companies sometimes use products from different software and hardware providers. Interoperability among products is key to successfully implementing an enterprise solution. Full interoperability among different systems results in a flow of data among the different products that is seamless to the user. J.D. Edwards provides interoperability functions to facilitate the exchange of data with systems that are external to J.D. Edwards.

### Outbound Transactions

In an outbound transaction, you send data from J.D. Edwards to an external system. Interoperability for outbound transactions requires that you set a processing option that specifies the transaction type. Using the master business function for the type of transaction, the system creates a copy of the transaction and places it in the interface table where external systems can access it.

If a program modifies a transaction without going through the master business function, the system still sends a copy of the transaction to the interface table where external systems can access it.

In the General Accounting system, the following programs call the Journal Entry MBF Processing Options (P0900049) to write information to the Account Ledger table (F0911). All of these programs can create outbound interoperability transactions:

- Journal Entries (P0911)

- Journal Entries with VAT (P09106)
- Journal Entry Batch Processor (R09110Z)
- Store and Forward JE Batch Processor (R09110ZS)
- Recurring Journal Entry Compute & Print (R09302)
- Indexed Computations Compute And Print Report (R093021)
- Variable Numerator Compute and Print (R093022)

The following General Accounting programs can also create outbound interoperability transactions, although they do not call the Journal Entry Master Business Function to write information to the Account Ledger table. Instead, they use version ZJDE0001 of the F0911 Interoperability Processing Options program (P0900160):

- General Ledger Post Report (R09801)
- Detailed Currency Restatement (R11411)

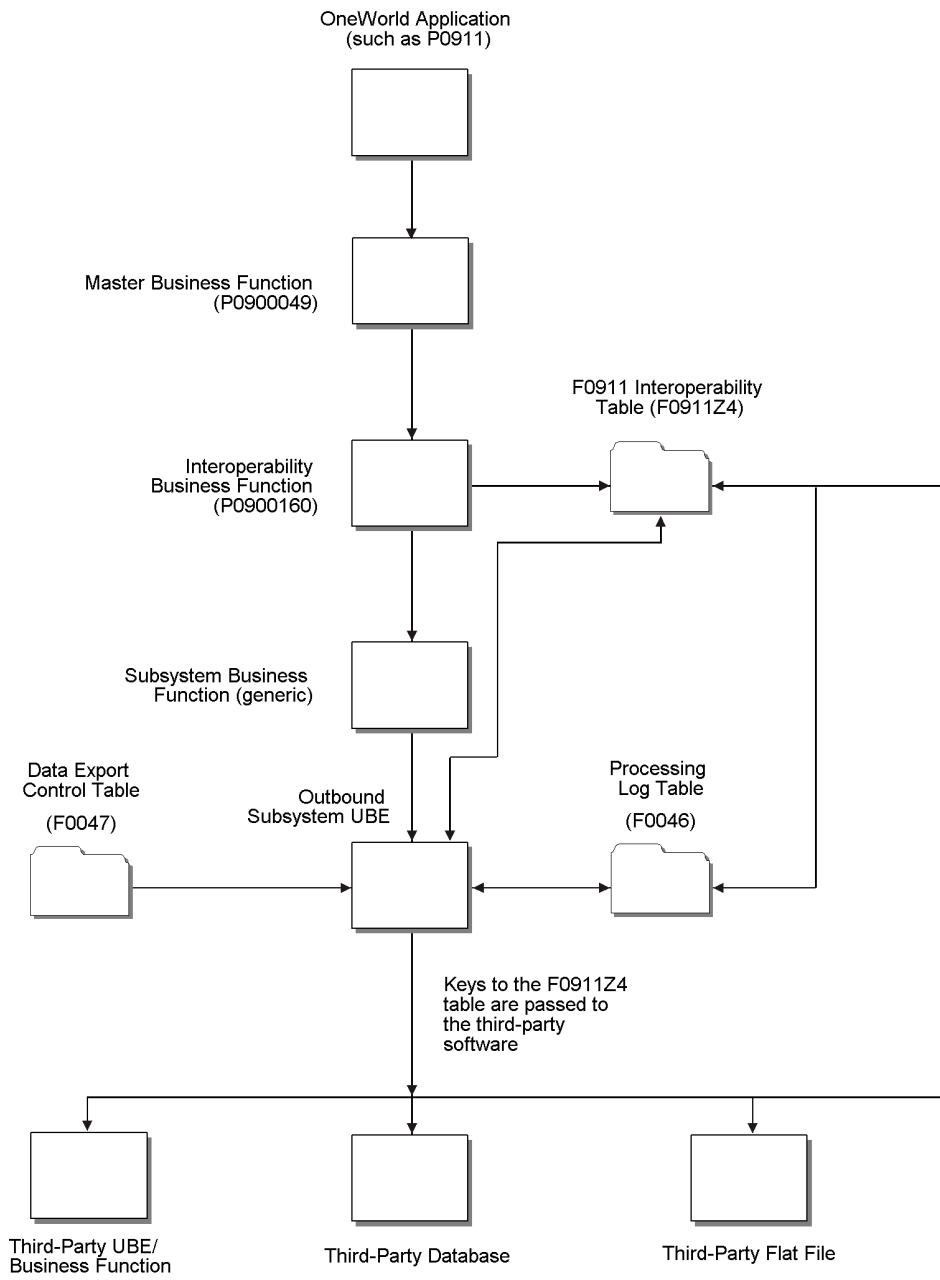
The system stores outbound interoperability transactions that are created by General Accounting programs in the F0911 Interoperability Table (F0911Z4).

### **Coexistence**

If OneWorld and WorldSoftware coexist, outbound interoperability is available only through OneWorld.

### **Outbound Interoperability Example**

The following diagram is an example of the outbound interoperability process. In this example, transactions are created in the General Accounting Journal Entry program (P0911) in J.D. Edwards and sent through the outbound interoperability process to a third-party software package.



## See Also

- ❑ *Interoperability Solution Overview* in the *Interoperability Guide* for a comparison of interoperability functionality
- ❑ *EDI Document Processing* in the *Data Interface for Electronic Data Interchange Guide* for more information about electronic commerce

## Setting Up Outbound Interoperability

In an outbound transaction, you send data from J.D. Edwards to an external system. Before you can initiate outbound interoperability, you must set up basic identifying information and controls.

### Reviewing Record Types

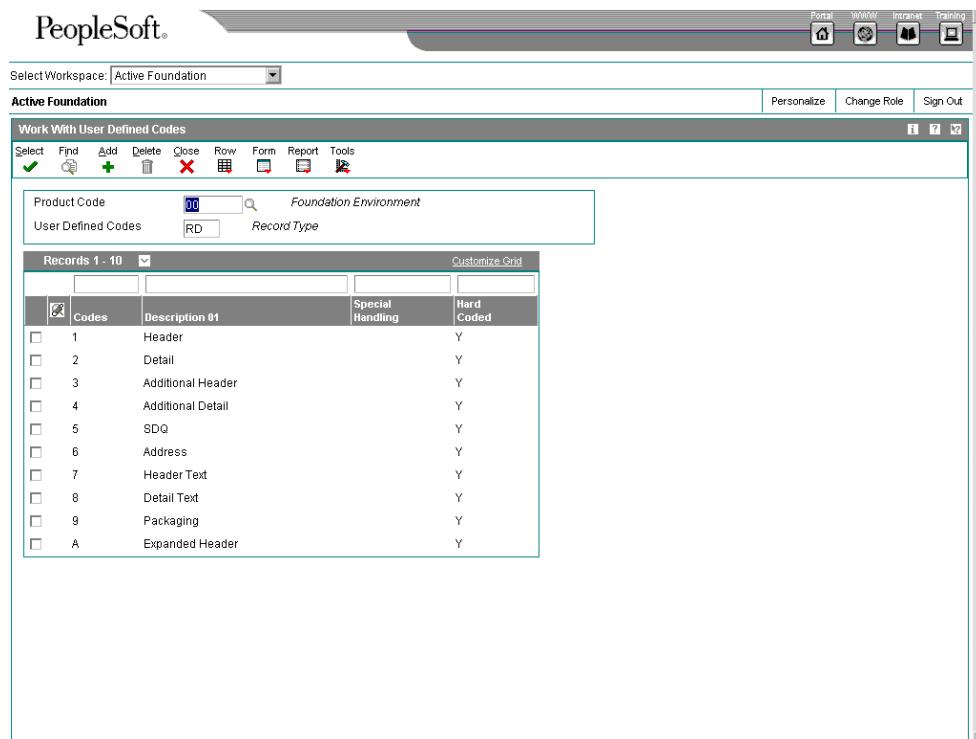
When you set up flat file cross-reference information, you must specify the record types. Record types indicate the type of information that is exchanged between J.D. Edwards and external systems, such as addresses, header or detail transactions, text, or additional information.

You can review hard-coded record types in UDC 00/RD. The system uses these codes to identify the forms with which the system stores information for inbound and outbound documents.

Record types are hard-coded by J.D. Edwards and cannot be changed.

#### ► To review record types

*From the Financials Interoperability Processing menu (G00313), choose Record Type.*



On Work with User Defined Codes, review the following fields:

#### Defaults Tab

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or click the processing option field and press F1.

## Setting Up Transaction Types

To identify the transactions that the system uses, you can add transaction type codes to UDC 00/TT. For each transaction type, you must also set up data export controls to identify the external system to which you are sending the transactions. You must set up transaction types before you set up data export controls.

### Note

J.D. Edwards provides transaction type JDEJE for journal entries entered in J.D. Edwards.

### ► To set up transaction types

*From the Financials Interoperability Processing menu (G00313), choose Transaction Type.*

The screenshot shows a PeopleSoft application window titled "Work With User Defined Codes". The top navigation bar includes "Portal", "WWW", "Intranet", "Training", and "Active Foundation". The main toolbar has buttons for "Select", "Find", "Add", "Delete", "Close", "Row", "Form", "Report", and "Tools". The search bar contains "Product Code: 00" and "User Defined Codes: TT". The grid displays 10 records of transaction types:

Codes	Description	Special Handling	Hard Coded
809	Fixed Assets	1	Y
810	810Invoice		N
820	Payment Order		Y
823	Lockbox		Y
824	Application Advice		Y
830	Planning Schedule		Y
832	Price Sales Catalog		Y
840	Request for Quote		Y
843	Response to RFQ		Y

1. On Work With User Defined Codes, click Add.
2. On User Defined Codes, scroll to the last empty row of the detail area and complete the following fields:

---

**Caution**

You must add each new transaction type on the *last* detail row, so that you do not inadvertently overwrite a blank code, which might appear in the first detail row. A blank code might have only a period in the Description 01 field.

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**See Also**

- Reviewing Record Types* for the processing options for this program
- Customizing User Defined Codes* in the *OneWorld Foundation Guide* for more information about setting up user defined codes

## Setting Up Data Export Controls

You define export information for outbound transactions only. To set up data export controls for each transaction type, you must indicate the document type, batch application or function, and version from which the external system retrieves information from the interface tables.

You can define data export controls based on either of the following:

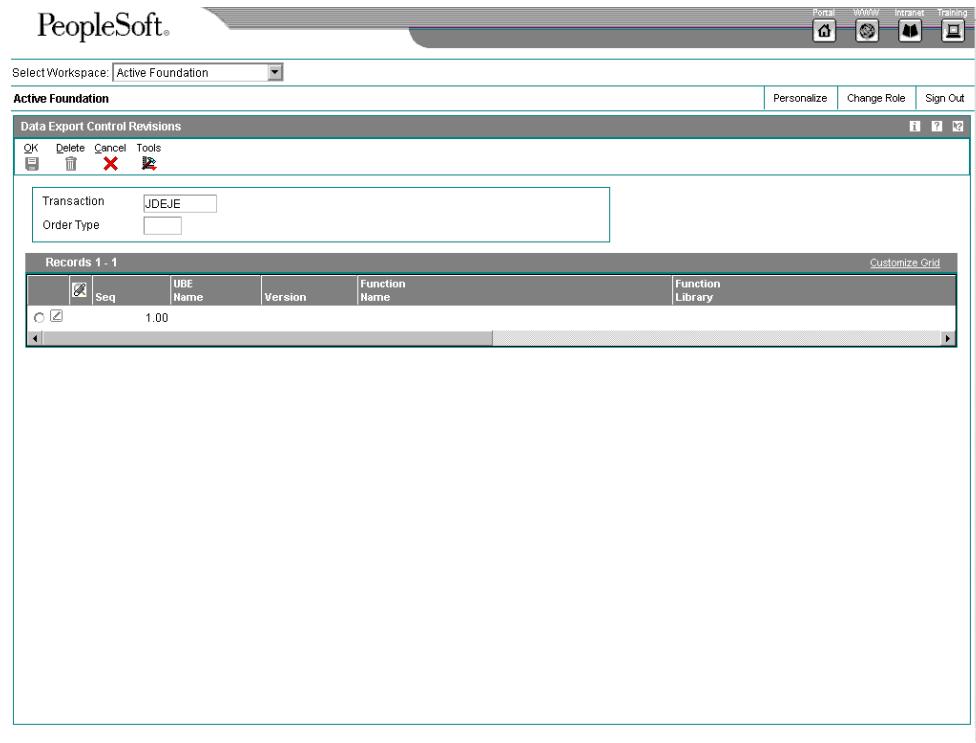
<b>UBE or batch processor</b>	You can specify a vendor-specific outbound batch processor that accesses the J.D. Edwards interface tables.
<b>Function name and library</b>	You can specify a vendor-specific function name and library to identify the external custom program that accesses the J.D. Edwards interface tables.

### ► To set up data export controls

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*From the Financials Interoperability Processing menu (G00313), choose Data Export Controls.*

1. On Work With Data Export Controls, click Add.



2. On Data Export Control Revisions, complete the following field with the appropriate transaction type, such as JDEJE (journal entry):
3. Complete the following field:
4. To specify a vendor-specific batch process, complete the following fields:
5. To specify a vendor-specific function, complete the following fields:
6. Complete the following fields:
7. Click OK.

#### See Also

- Detailed Tasks for Custom Programming* in the *Interoperability Guide* for information about vendor-specific applications and functions

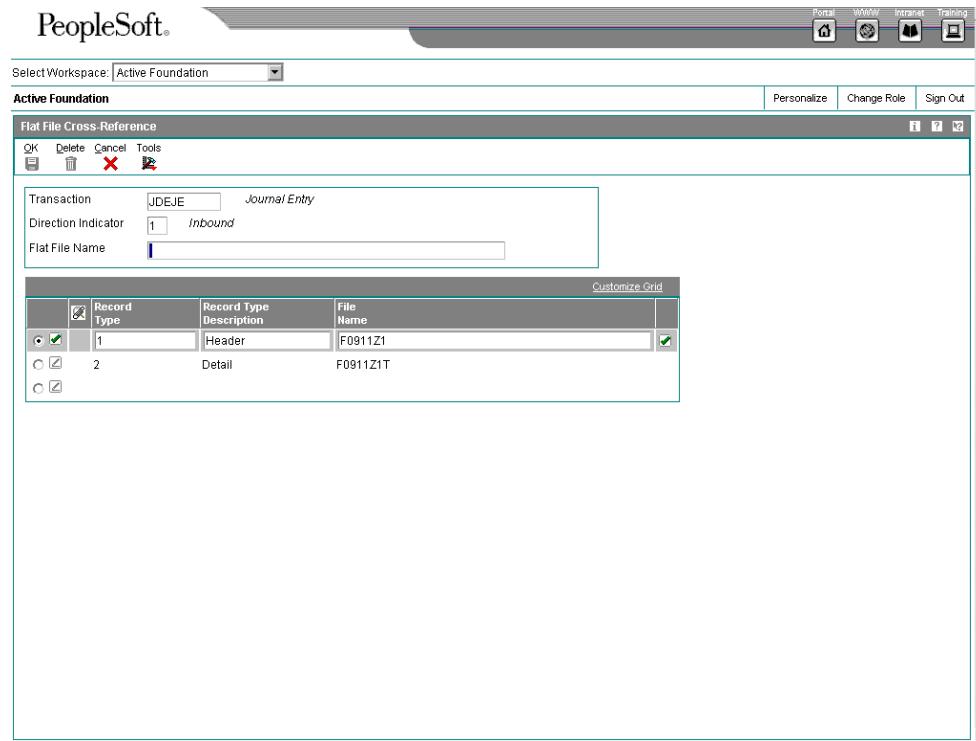
### Setting Up the Flat File Cross-Reference

For outbound transactions, if you cannot write data from J.D. Edwards to the interface tables in the format required by the external system, you can write the data to a specific flat file for each transaction type and record type.

#### ► To set up the flat file cross-reference

*From the Financials Interoperability Processing menu (G00313), choose Flat File Cross Reference.*

1. On Work With Flat File Cross-Reference, click Add.



2. On Flat File Cross Reference, complete the following field with JDEJE to indicate journal entries:
3. Complete the following field with 2 to indicate that this transaction type is outbound:
4. Complete the following field with 1 to indicate header records:
5. Complete the following field with F0911Z1 to indicate the source of the information:
6. Click OK.

#### See Also

- ❑ *Converting Data from Flat Files into EDI Interface Tables* in the *Data Interface for Electronic Data Interchange Guide* for information about this process, which works the same for interoperability functions

#### Setting Up AAIs

To reduce the number of transactions that the system writes to the F0911 Interoperability table (F0911Z4), you use AAI items GLOBxx to define ranges of accounts. The system verifies that an account number is within the ranges that you define before it writes a transaction to the F0911 Interoperability table.

You can define up to 49 account ranges using AAI items GLOBxx. You must define complete ranges, consisting of a beginning and an ending AAI item. The first range must begin with GLOB01. J.D. Edwards recommends that you end the first range with GLOB02, the next consecutive number. Define the next range, if needed, to start with GLOB03 and end with GLOB04, and so on.

## See Also

- ❑ *AAIs for General Accounting* for more information about defining account ranges using AAIs

## Sending Transactions from J.D. Edwards

You might want to send transactions such as journal entries from the General Accounting system to an external system. To enable outbound processing, you specify the transaction type in the corresponding processing option in the F0911 Interoperability Processing Options program (P0900160).

If you create additional versions of the F0911 Interoperability Processing Options program for other transaction types, you must specify the version in the processing option of the Journal Entry MBF Processing Options (P0900049).

The default outbound transaction is a copy of a transaction after you create or change it (*an after image*). With interoperability, you can also send a copy of each transaction as it was before you changed it (*a before image*). To control the type of image, you set the corresponding processing option in the F0911 Interoperability Processing Options program.

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### Note

Creating and sending before images requires additional processing time.

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The system places a copy of each transaction in the interface table that corresponds to the type of transaction that you specify in the processing option. For example, for an outbound journal entry, the system places a copy of the transaction in the F0911 Interoperability Table (F0911Z4). The data is then available for an external system to use.

### Before You Begin

- ❑ Define the data export controls for the type of outbound transaction. The system uses data export controls to identify the batch programs or business processes that third parties provide for use in processing transactions. See *Setting Up Outbound Interoperability*.
- ❑ Set the interoperability processing option in the Journal Entry MBF Processing Options (P0900049) to the version of the F0911 Interoperability Processing Options program (P0900160) that you want to run. If you leave this processing option blank, the system uses the default version (ZJDE0001).

## See Also

- ❑ *Detailed Tasks for OneWorld Operations* in the *Interoperability Guide* for more information about interoperability methods
- ❑ *Choosing a Processing Mode* in the *Interoperability Guide* for information about implementing asynchronous, synchronous, and batch transactions in OneWorld
- ❑ *Call the OneWorld Completion Confirmation API* in the *Interoperability Guide* for information about updating the application program interface (API)

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### ► To send transactions from J.D. Edwards

To enable outbound processing, you use processing options to specify the transaction type and the type of image to send.

*From the System Administration Tools menu (GH9011), choose Interactive Versions.*

1. On Work With Interactive Versions, type P0900160 in the Interactive Application field, and click Find.
2. Select the version that you specified in the Journal Entry Master Business Function.
3. From the Row menu, choose Processing Options.

The system places a copy of each transaction in the interface table that corresponds to the type of transaction that you specify in the processing option. For example, for an outbound journal entry, the system places a copy of the transaction in the F0911 Interoperability table (F0911Z4). The data is then available for an external system to use.

## Reviewing the Processing Log

*From the Financials Interoperability Processing menu (G00313), choose Processing Log.*

You use the processing log to review whether the system has processed specific outbound transactions successfully. The system creates a record in the processing log for every outbound transaction that is processed. The processing log contains key fields from the Data Export Control table (F0047), such as transaction type, sequence number, batch process or function, and corresponding version.

The information in the processing log is for review only and cannot be changed in the processing log or in J.D. Edwards programs.

### See Also

- Subscribe to Outbound Transactions* in the *Interoperability Guide* for more information about the Data Export Control table and the processing log

## Purging Interoperability Transactions

*From the Financials Interoperability Processing menu (G00313), choose Purge F0911 Interoperability Table.*

When data becomes obsolete or you need more disk space, you can use the Purge F0911 Interoperability Table program to remove data from the interoperability tables. This program identifies processed transactions in the F0911 Interoperability table (F0911Z4) and the corresponding records in the Processing Log table (F0046). If the corresponding records in the Processing Log table are all marked as processed, the program purges the processed transactions in the F0911 Interoperability table and the corresponding records in the Processing Log table. If the corresponding records in the Processing Log table are not all marked as processed, the program does not purge any records.

### See Also

- Purge Batch Process and Named Event Rules* in the *Interoperability Guide* for more information about purging interoperability information

## Working with Externally Reconciled Transactions

If you use outbound interoperability to send bank account information to a third-party software package for bank statement reconciliation, you can import the reconciliation information back into J.D. Edwards to complete the reconciliation process.

## Populating the Journal Entry Transactions – Batch File Table

You must populate the following fields in the Journal Entry Transactions - Batch File table (F0911Z1) for each transaction that you want to update in J.D. Edwards:

Field Name	Required
VNEDUS (EDI - User ID)	Y
VNEDBT (EDI - Batch Number)	Y
VNEDTN (EDI - Transaction Number)	Y
VNEDLN (EDI - Line Number)	Y
VNEDSP (EDI - Processed Flag)	Y. This value must be 2.
VNDOC (Document Number)	Y. The values in these fields must match the records that you want to update in the Account Ledger table (F0911).
VNDCT (Document Type)	Y. The values in these fields must match the records that you want to update in the Account Ledger table (F0911).
VNKCO (Document Company)	Y. The values in these fields must match the records that you want to update in the Account Ledger table (F0911).
VNDGJ (G/L Date)	Y. The values in these fields must match the records that you want to update in the Account Ledger table (F0911).
VNJELN (Journal Entry Line Number)	Y. The values in these fields must match the records that you want to update in the Account Ledger table (F0911).
VNEXTL (Line Extension Code)	Y. The values in these fields must match the records that you want to update in the Account Ledger table (F0911).
VNCND (Reconciled Code)	Y. The system writes the values in these fields to the Account Ledger table (F0911).
VNDKC (Check Cleared Date)	Y. The system writes the values in these fields to the Account Ledger table (F0911).

After you populate the Journal Entry Transactions - Batch File table, you run the Update Externally Reconciled Transaction program to update the transactions in OneWorld from the Journal Entry Transactions - Batch File table.

### See Also

- Batch Input Setup for Journal Entries* for more information about the fields in the Journal Entry Transactions - Batch File table (F0911Z1)

## Updating Reconciled Transactions in J.D. Edwards

*From the Batch Journal Entry Processing menu (G09311), choose Update Externally Reconciled Transaction.*

You run the Update Externally Reconciled Transaction program to update the reconciliation information in J.D. Edwards from the Journal Entry Transactions - Batch File table (F0911Z1). The program also updates the Processed Flag field (VNEDSP) to 1 (successfully processed) in the Journal Entry Transactions - Batch File table for each transaction, to prevent the transaction from being processed again by the Update Externally Reconciled Transaction program or by the Journal Entry Batch Processor (R09110Z).

## **Vertex Quantum for Sales and Use Tax**

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If your company wants to apply sales taxes automatically, you can use the Vertex Quantum for Sales and Use Tax system (Quantum) with the following J.D. Edwards systems:

- General Accounting
- Accounts Receivable
- Accounts Payable
- Sales Order Management
- Procurement
- Customer Service Management System (CSMS)
- Contract Billing
- Service Billing

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### **Caution**

If you are using the J.D. Edwards Payroll system, you are required to use the Quantum for Payroll Tax System. See *Setting Up Tax Information* in the *Payroll Guide*.

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For further information about the J.D. Edwards interface to the Vertex Quantum software, see the Knowledge Garden.