General Ledger Activities

The following are demonstrations and activities for Oracle Fusion General Ledger:

- Shared Components Demonstration
- Create Value Sets Demonstration and Activity
- Create a Chart of Accounts Demonstration
- Create a Chart of Accounts Structure Activity
- Create a Chart of Accounts Instance Activity
- Enter Values Activity
- Create an Accounting Hierarchy Demonstration
- Create an Account Combination Activity
- Define Cross-Validation Rules Demonstration
- Create a Calendar Activity
- Create Currencies Demonstration and Activity
- Create Conversion Rate Types Demonstration and Activity
- Create a Primary Ledger Demonstration and Activity
- Ledger Options Demonstration
- Journal Processing Ledger Options Demonstration
- Specify Ledger Options Activity
- Reporting Currencies Demonstration
- Create a Ledger Set Demonstration
- Data Access Set Security Demonstration and Activity
- Create an Allocation Rule Activity
- Generate an Allocation Activity
- View a Financial Report in HTML Activity
- Configure an Account Group Activity

Shared Components Demonstration

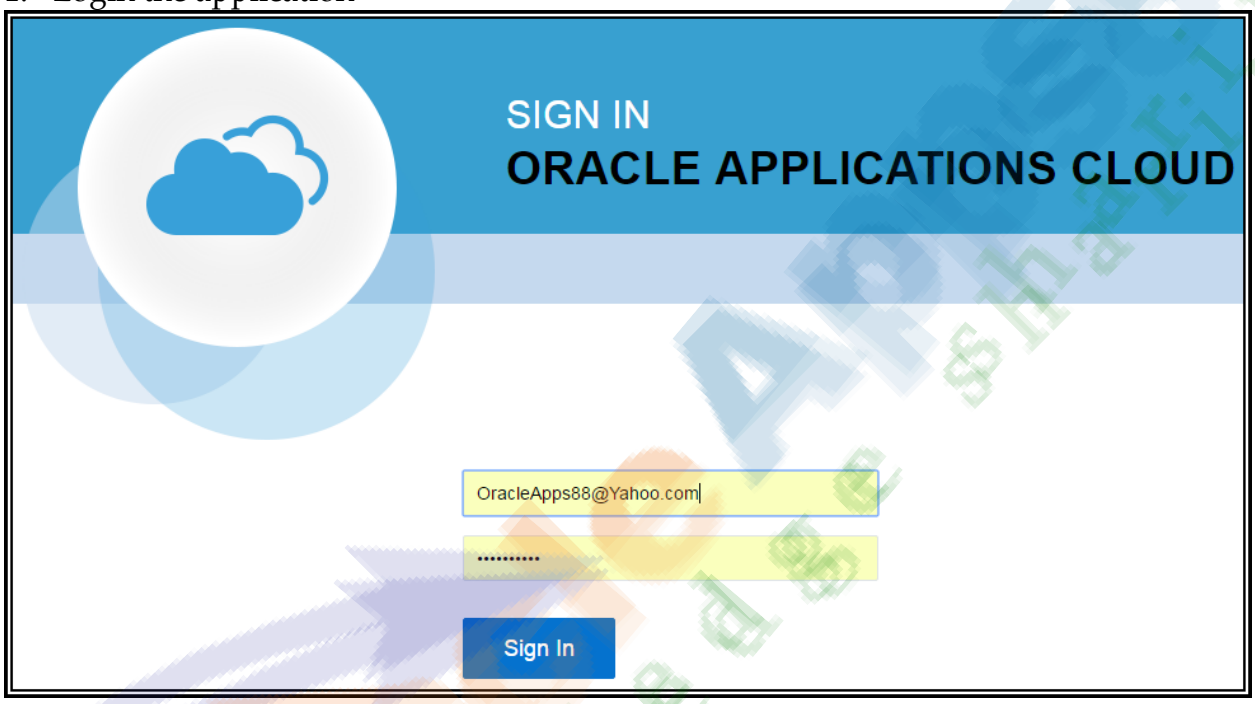
Background

The chart of accounts, calendar, and currencies as well as journal source and category are shared across the ledger and related subledgers.

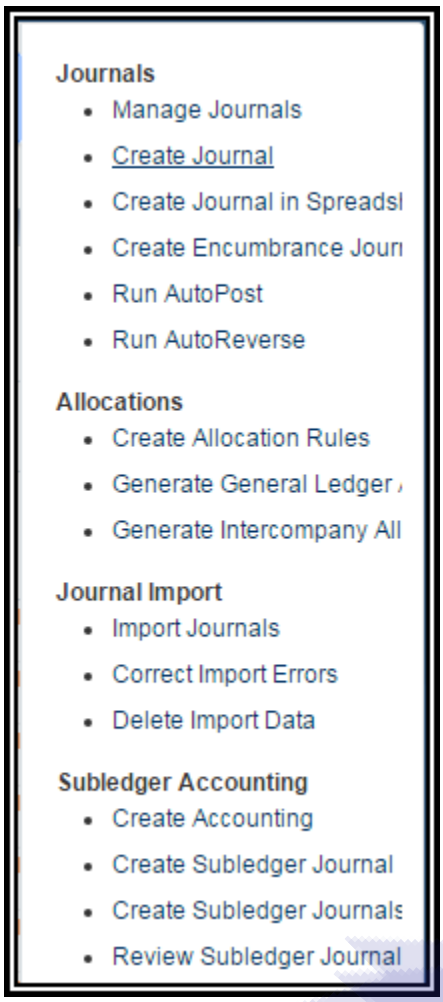
Activity Scope

Perform this demonstration to show the three C's and other shared components in the Create Journal page:

1. Login the application



2. Select **Navigator > General Accounting > Journals > Create Journals**. Make sure your data access set is the Infusion Data Access Set.



3. Point out the **Accounting Period** which is populated from the Calendar.
4. Point out the **Source** of Manual which defaults on a manual journal.
5. Point out the **Currency** field.
6. Point out the **Category** field.
7. Click the **Search and Select Category** down arrow to show the various categories.
8. Select the **Category** of Adjustment.
9. Click the **Currency** down arrow to show all the enabled currencies.
10. Click on the **Select: Account** icon at the end of **Line 1** in the **Journal Lines** region to show the segments and default values of an accounting flexfield.
11. Select the **Search: Account** drop down arrow in the **Account** segment.
12. Select **11200 Cash.**
13. Click **OK** to show how an account combination is displayed.
14. Explain the segments and the separator.
15. Click the **Cancel** button to exit the page.

Create Value Sets Activity

Background

Value sets are created as the first step in the chart of accounts configuration. The value sets are then assigned to the chart of accounts instance. Do not create values until after assigning your values sets to the chart of accounts segments because this step is needed to establish which value set attributes should be exposed.

Note: It is strongly recommended that you choose the **Value Data Type** of **Character** and **Value Subtype** of **Text**. These can never be changed. If you only want to use numbers, just define only numeric values for that value set. If you choose the Value Subtype of Numeric digits only, then you will be stuck with your decision and you will never be able to use characters or letters for your values in the future.

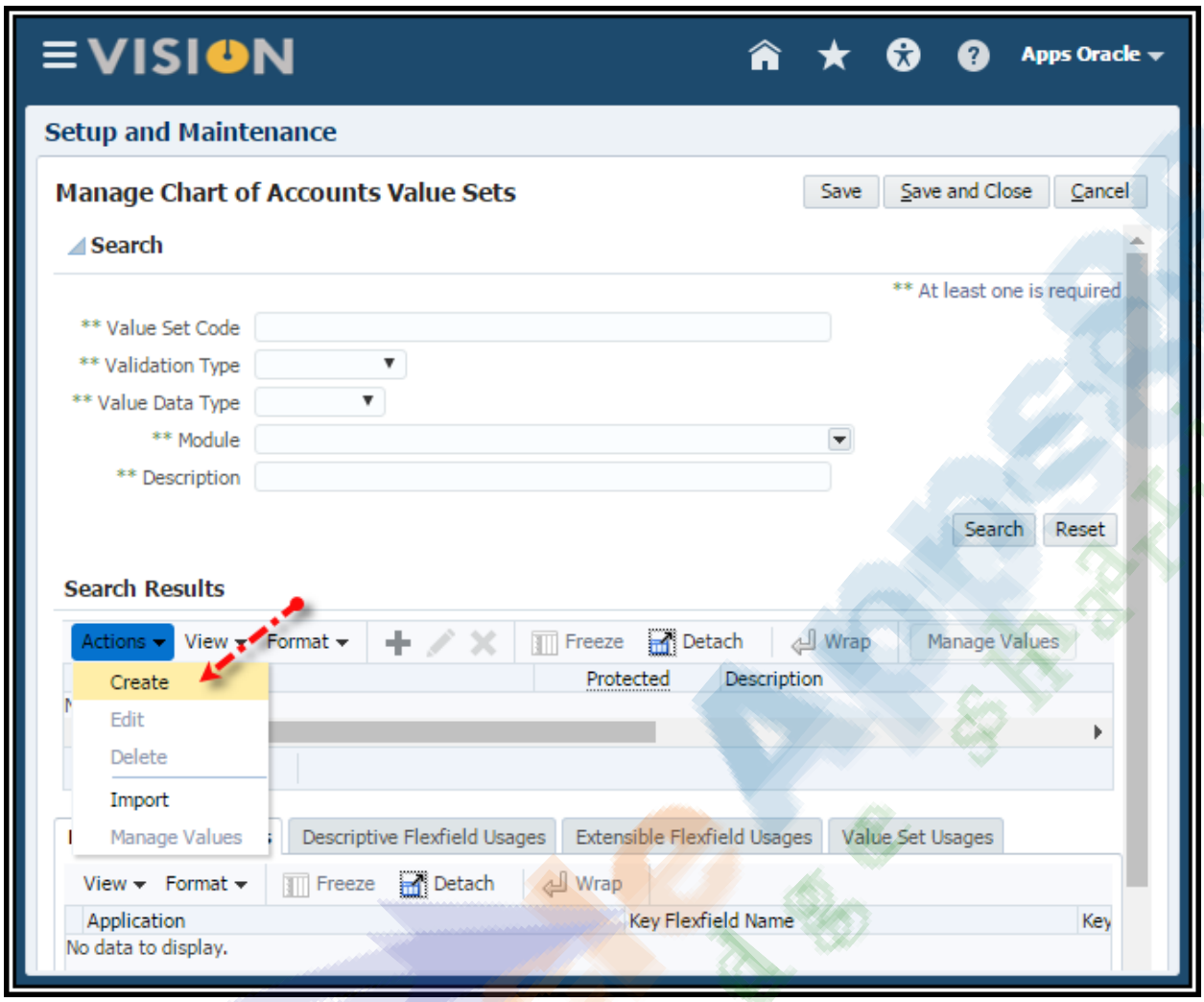
Activity Scope

Create one value sets for your chart of accounts: **XXAccount** replacing **XX with your initials.**

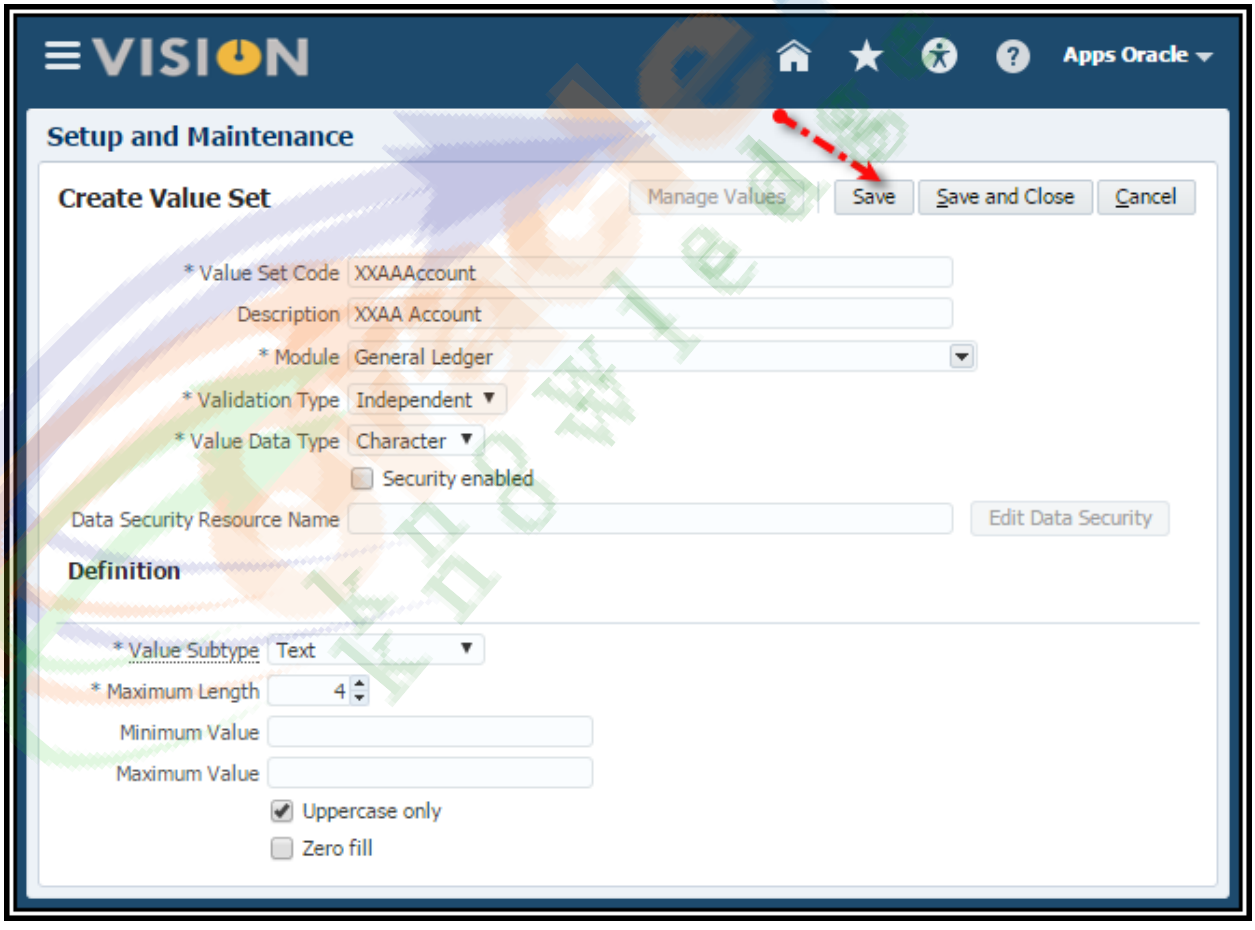
Note: For the Company and Department segments, we will use existing value sets called **Corporate Company and Corporate Cost Center.**

1. From your implementation project, **Navigate > Define Common Applications Configuration > Define Enterprise Structures for Financials > Define Financial Reporting Structures > Define Chart of Accounts >** Manage Chart of Accounts Value Sets **> Go to Task.**

2. Click the **Create** icon to create the following value set.



Field Name	Data
Value Set Code and Description	XXAccount
Module	General Ledger
Validation Type	Independent
Value Data Type	Character
Security Enabled	Uncheck
Data Security Resource Name	Leave Blank
Value Subtype	Text
Maximum Length	4
Minimum and Maximum Value	Leave Blank
Upper Case only	Check
Zero Fill	Uncheck



Note: It is strongly recommended that you choose the Value Data Type of **Character** and Value Subtype of **Text**. These can never be changed. If you only want to use numbers, just define numeric values for that value set. If you choose the Value Subtype of Numeric digits only, then you will be stuck with your decision and you will never be able to use characters or letters in the future.

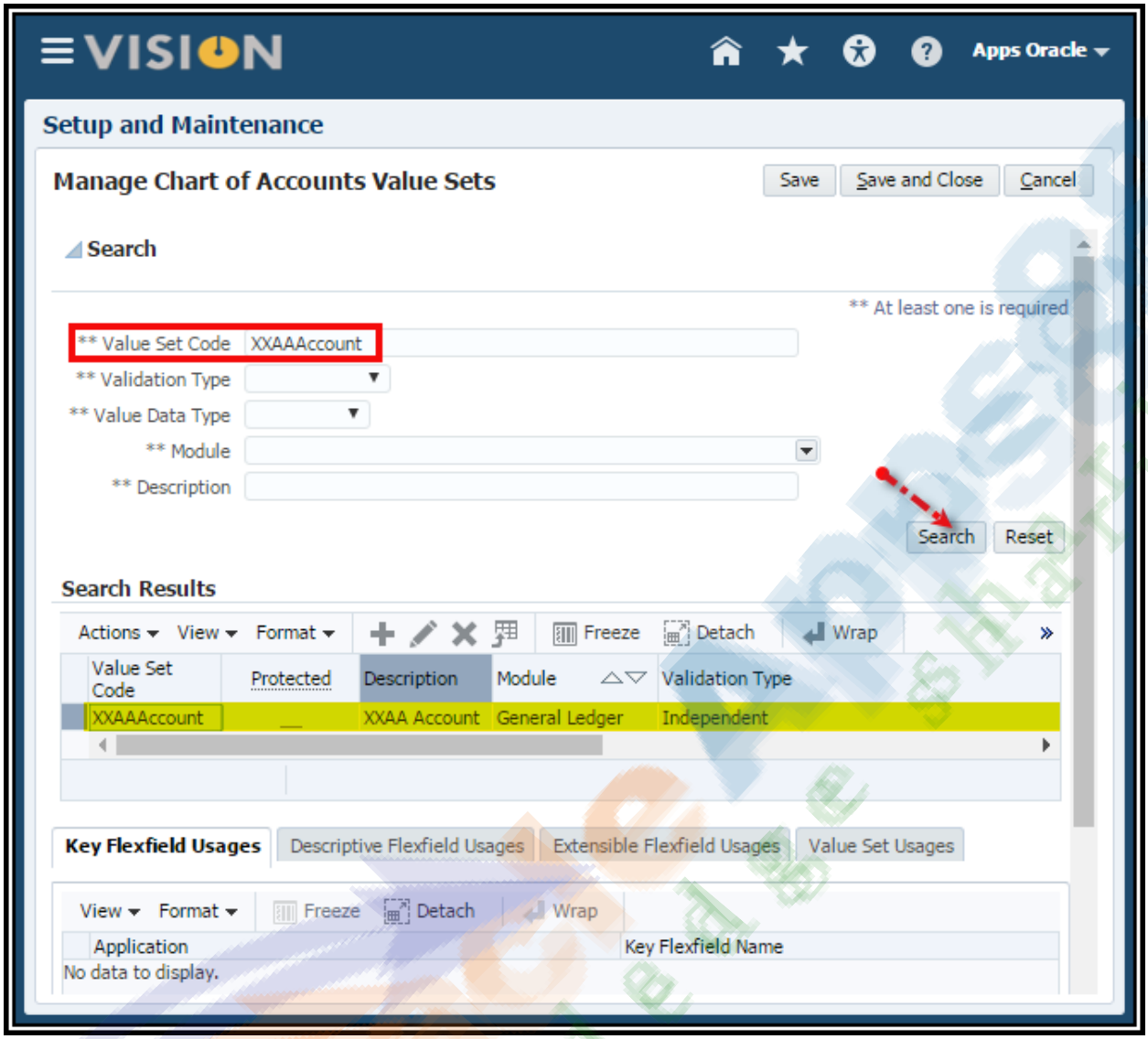
3. **Save and Close.**

Note on Table-Validated Value Sets *in the Cloud*: Only supported if:

1. The table or view is already provided by Oracle. (It cannot be a table created by the customer)
2. Customer only wants to reference a single table or view. (Cannot join multiple tables / views)
3. Customer is okay with not adding any filter conditions. In other words, of the values in that table are valid values.)
4. The table or view already contains columns named flex_value_attribute1 through 20 and custom_value_attribute1 through 10.
   In other words, table-validated value sets are not really supported in the cloud.

Query your Value Set

4. In the Manage Chart of Accounts Value Sets page, search on **Value Set Code XX,** where XX are your initials.
5. Click **Done** to close the window.



Create a Chart of Accounts Structure Activity

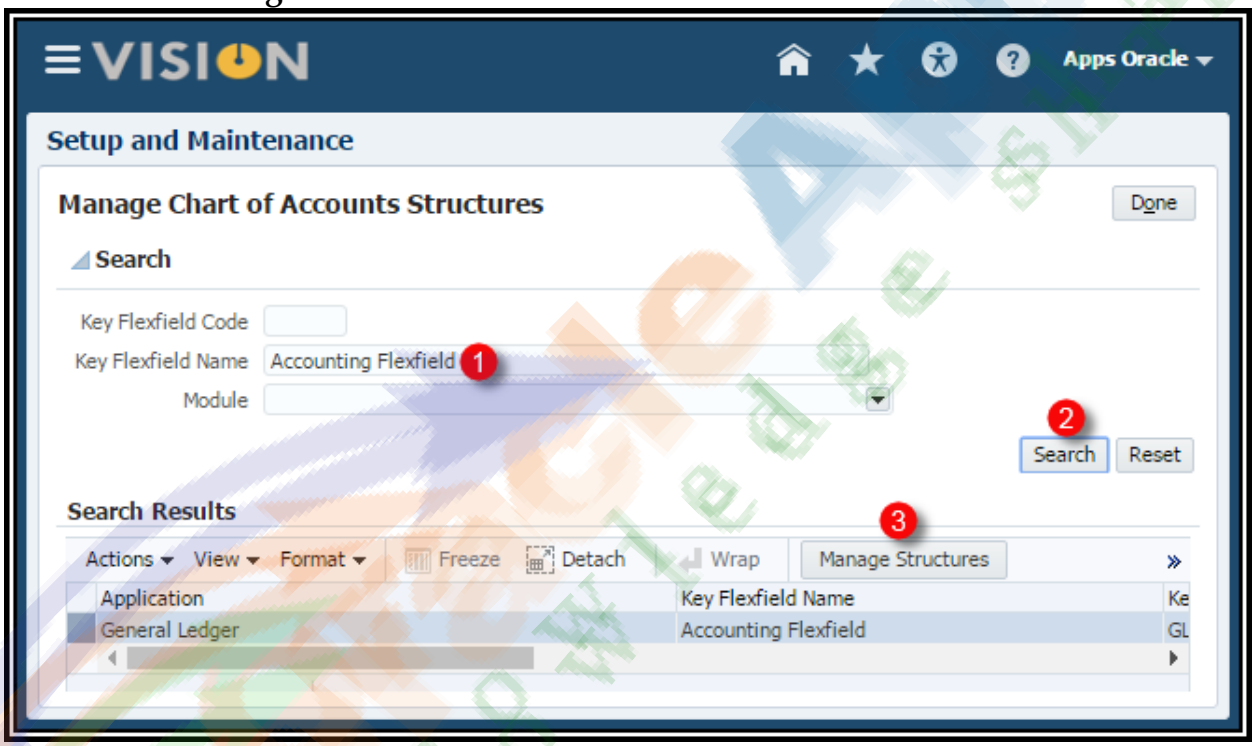
Background

Chart of accounts structure defines the framework for one or more chart of accounts instances.

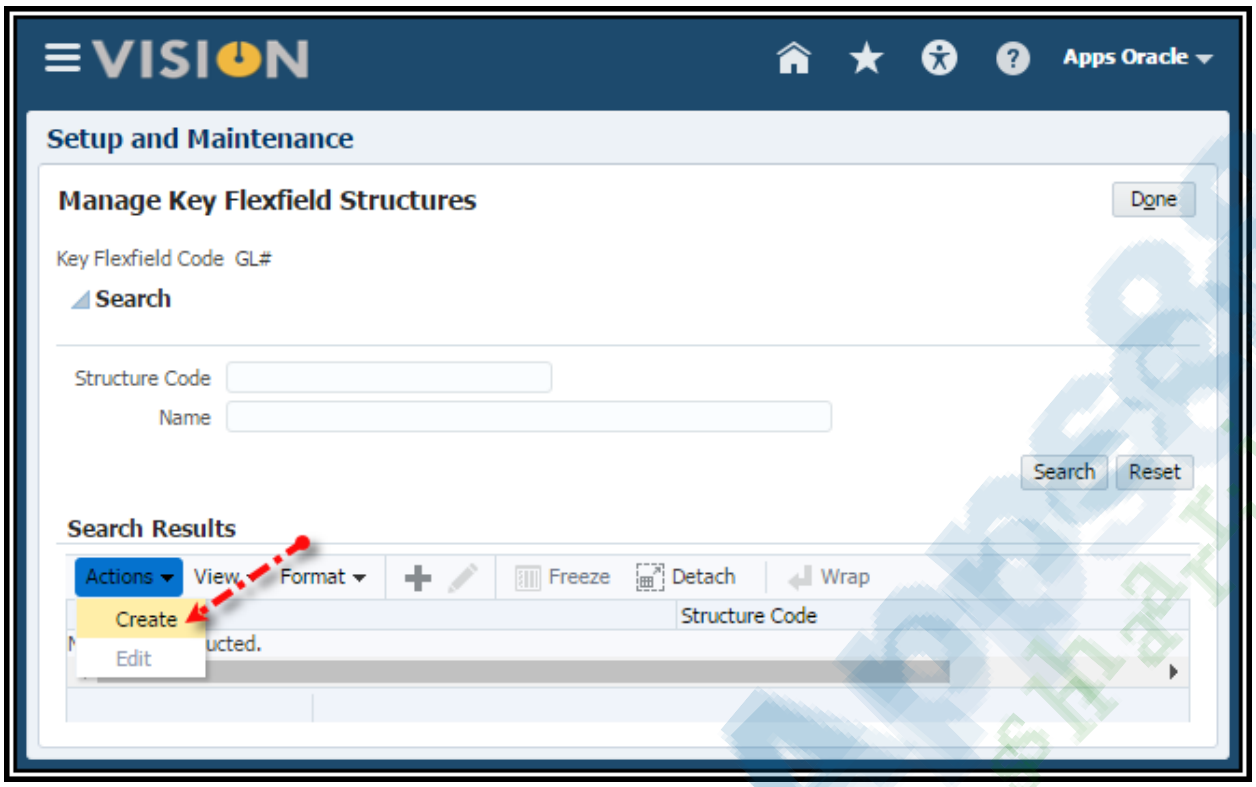
Activity Scope

Create your chart of accounts structure called: XXChart of Account replacing XX with your initials.

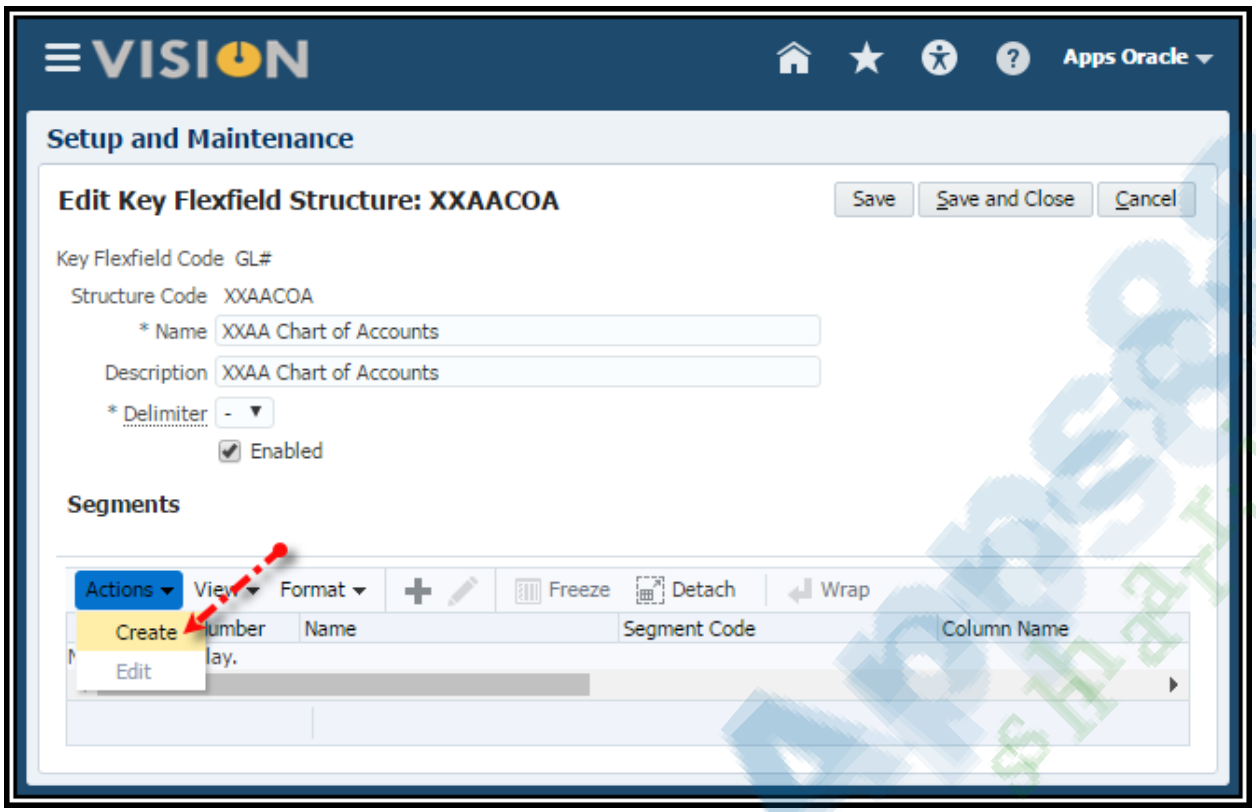
1. From your implementation project, **Navigate > Define Common Applications Configuration for Financials > Define Enterprise Structures for Financials > Define Financial Reporting Structures > Define Chart Of Accounts >** Manage Chart of Accounts Structures **> Go to Task.**
2. Click **Search** button.
3. Select **Accounting Flexfield**.
4. Click **Manage Structures** button.



5. Click **Create** icon to create the following structure**.**



Field Name	Data
Structure Code	XXCOA
Name and Description	XXChart of Accounts
Delimiter (Segment Separator)	Hyphen (-)
Enabled	Check

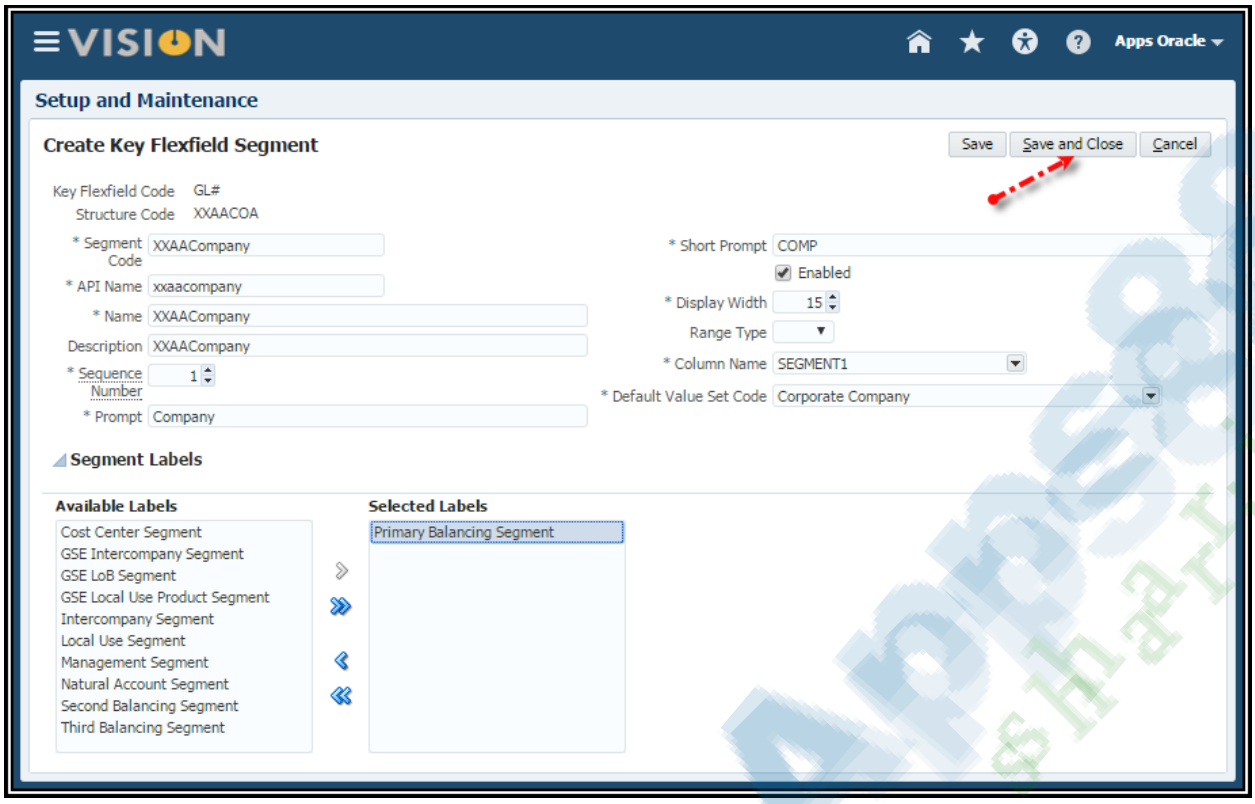


Note: I personally prefer the Period delimiter to use the key pad more effectively.

6. **Save.**
7. Define the individual segments by clicking the **Create** icon in the Segments table. (**Note:** If you do not save the structure, the Create icon will be grayed out.)
8. Create the structure based on the segment information in the following table and check **Enabled** on all segments:

Create the Company Segment:

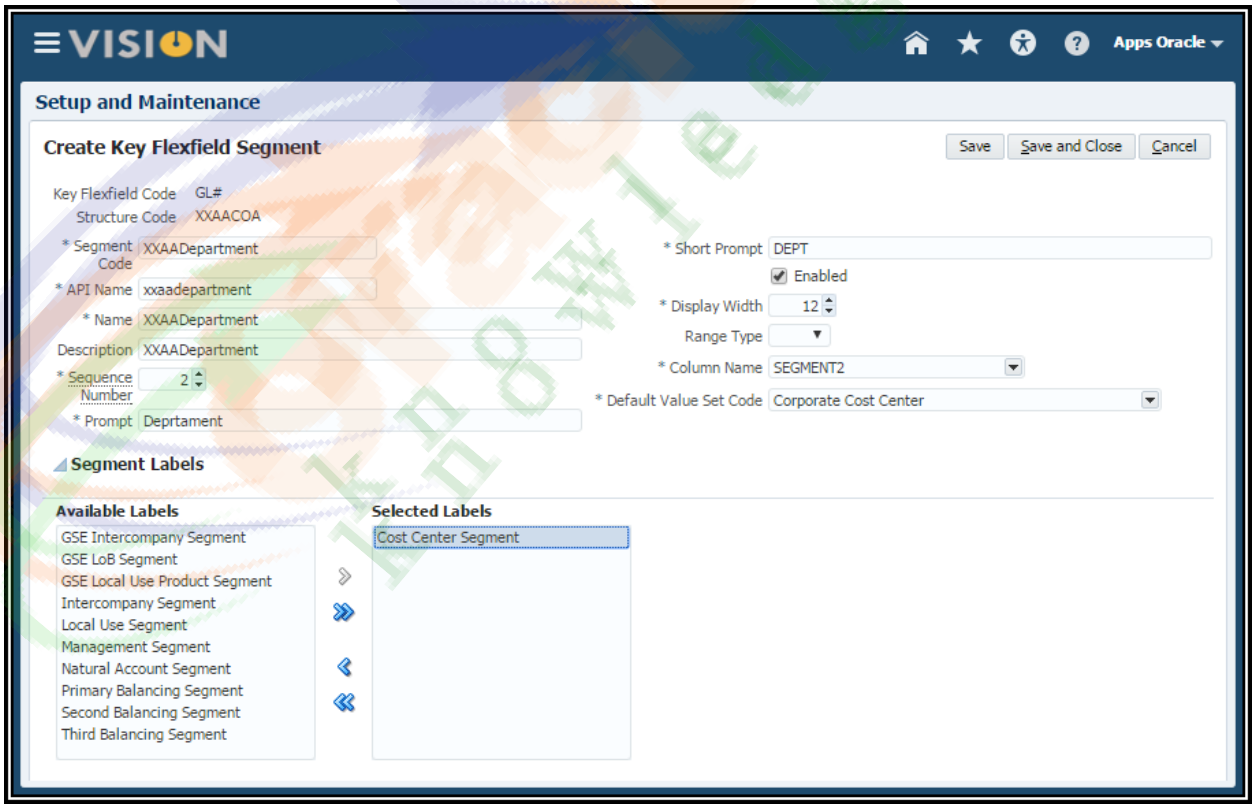
Field	Value
Segment Code	XXCompany
Name	XXCompany
Description	XXCompany
Sequence Number	1
Prompt	Company
Short Prompt	CO
Enabled	Checked
Display Width	15
Column Name	Segment1
Default Value Set Code	**Corporate Company**
Segment Label	Primary Balancing



9. **Save and Close.**
10. Click **Create** icon in the Segments table to add the next segment.

Create the Department Segment:

Field	Value
Segment Code	XXDepartment
Name	XXDepartment
Description	XXDepartment
Sequence Number	2
Prompt	Department
Short Prompt	DEPT
Enabled	Checked
Display Width	15
Column Name	Segment2
Default Value Set Code	**Corporate Cost Center**
Segment Label	Cost Center

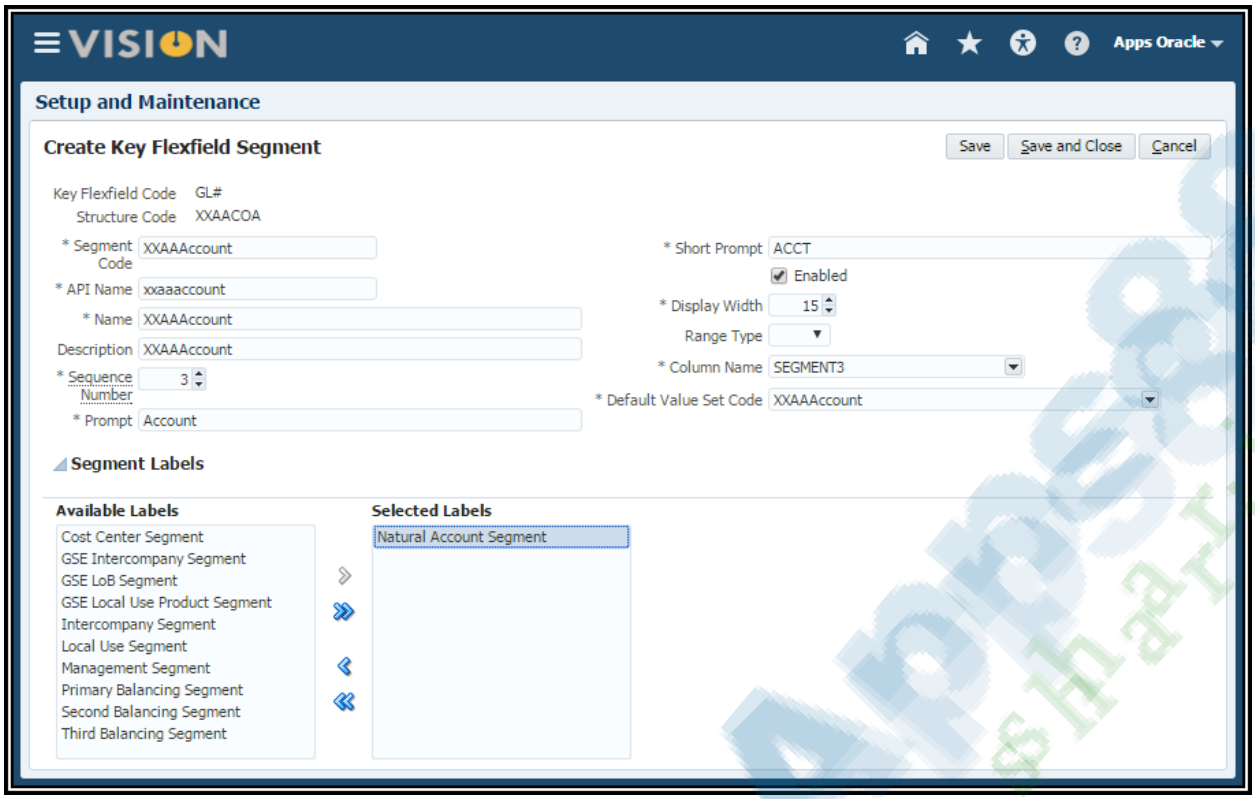


NOTE: We are reusing a value set already defined.

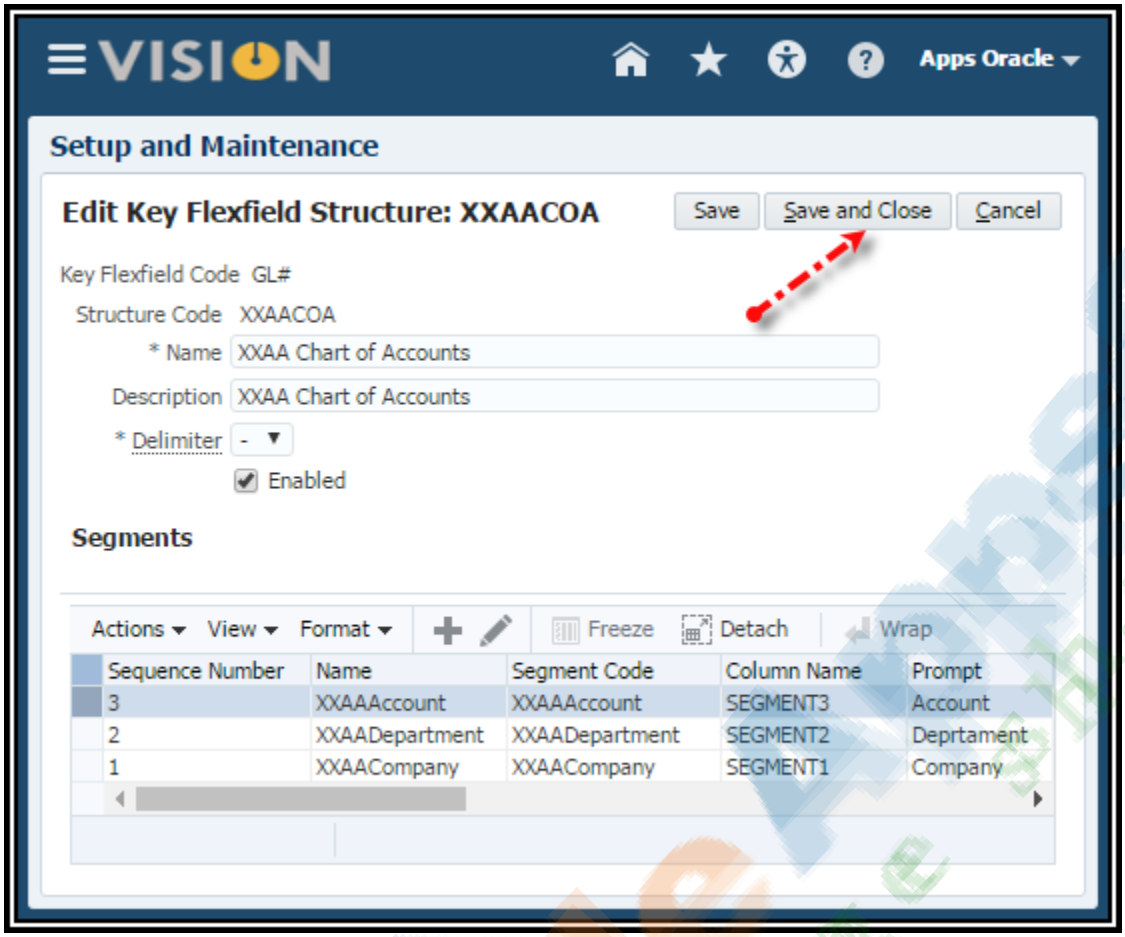
11. **Save and Close.**
12. Click **Create** icon in the Segments table to add the next segment

Create the Account Segment:

Field	Value
Segment Code	XXAccount
Name	XXAccount
Description	XXAccount
Sequence Number	3
Prompt	Account
Short Prompt	ACCT
Enabled	Checked
Display Width	15
Column Name	Segment3
Default Value Set Code	XXAccount
Segment Label	Natural Account

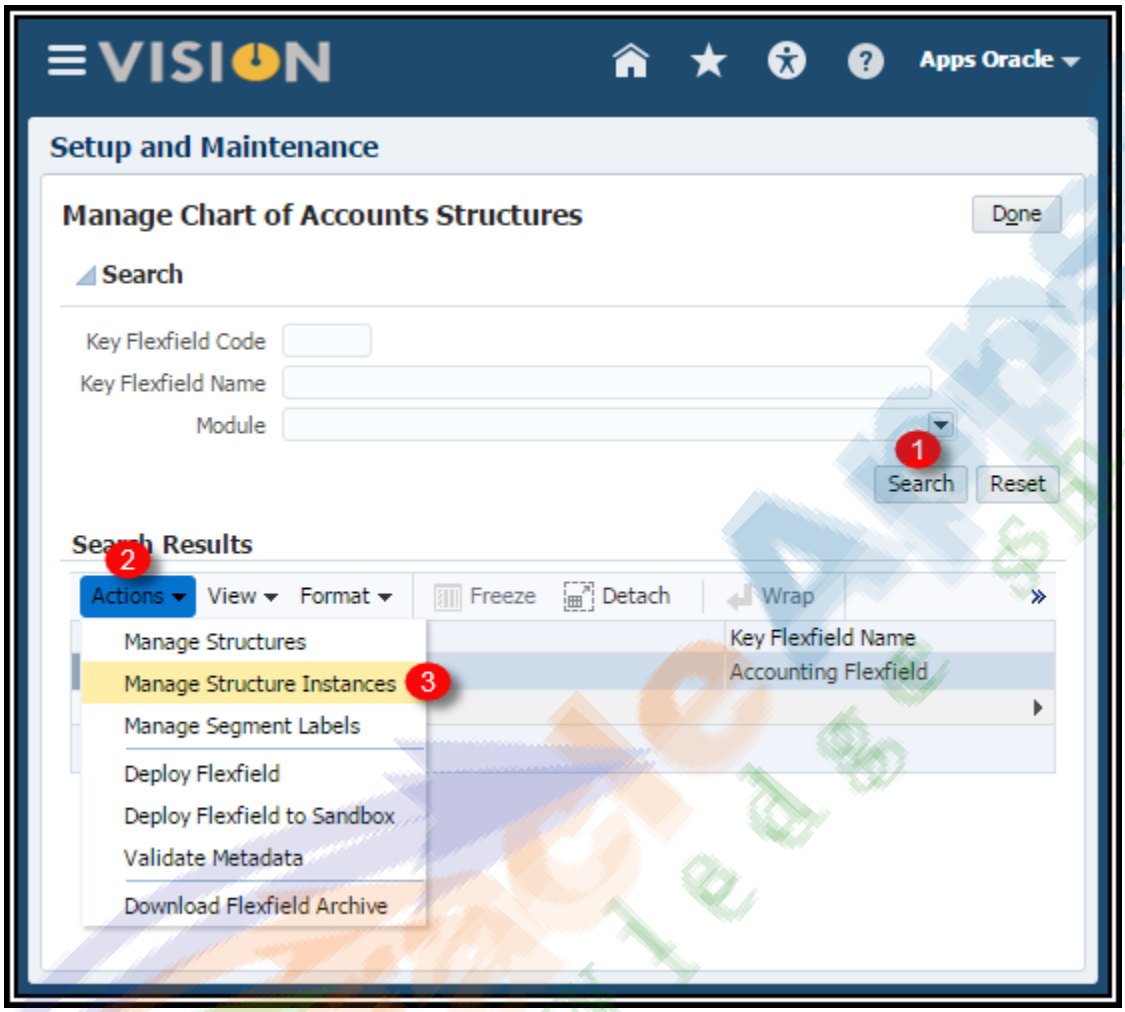


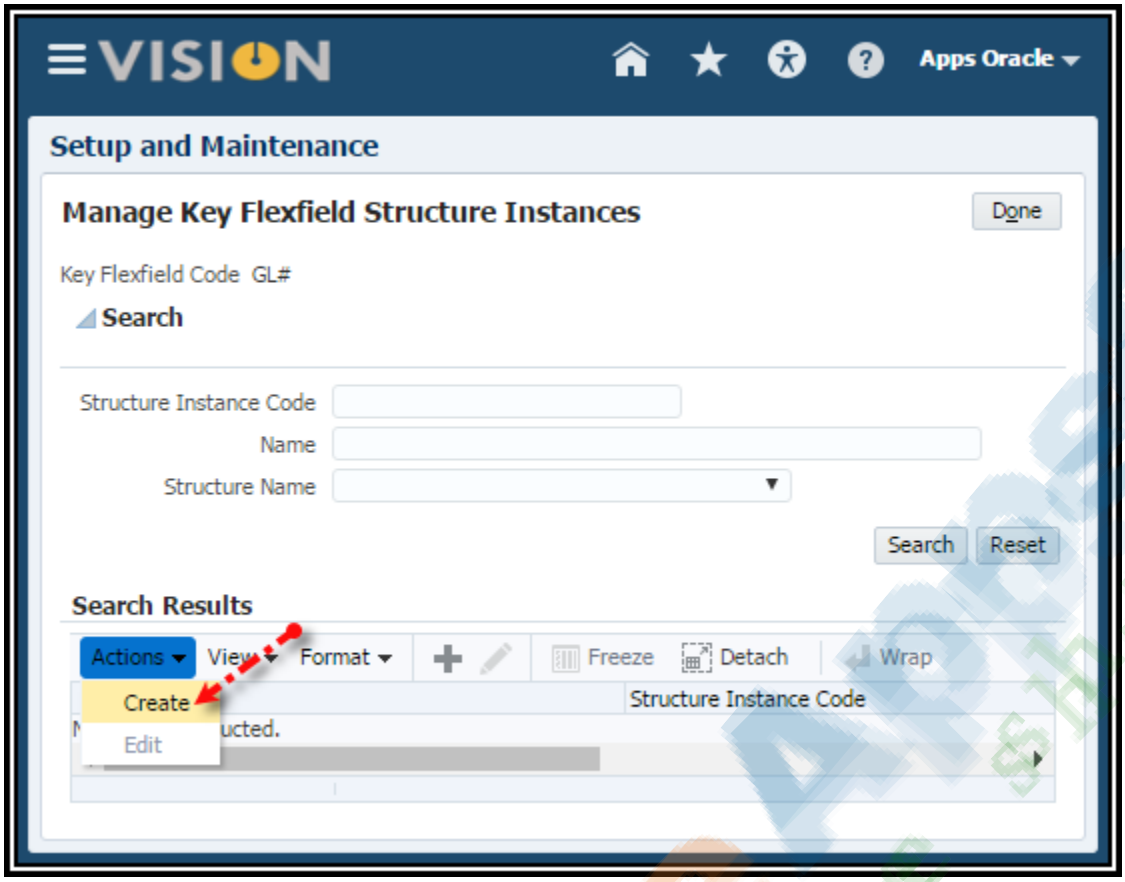
13. **Save and Close.**
    You should now see 3 segments in your structure.
14. **Save and Close** to close the Create Key Flexfield Structure page.
15. Click **Done** to return to the **Manage Chart of Accounts Structure** page.



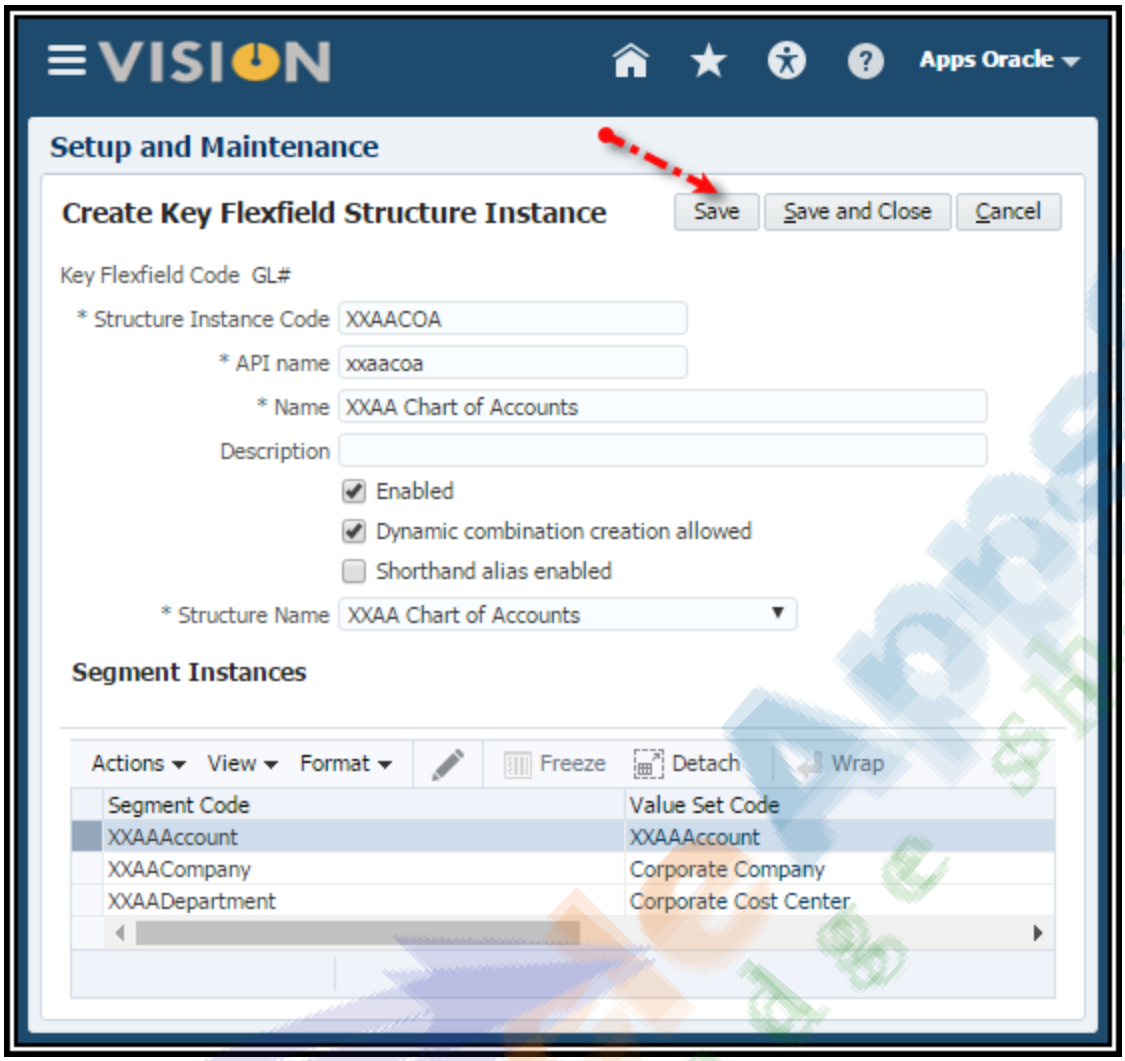
Create a Chart of Accounts Instance Activity

1. From the **Manage Chart of Accounts Structures** page, click **Manage Structure Instances** button.
2. In the Manage Key Flexfields Structure Instances page, Click **Create** icon to create the instance.

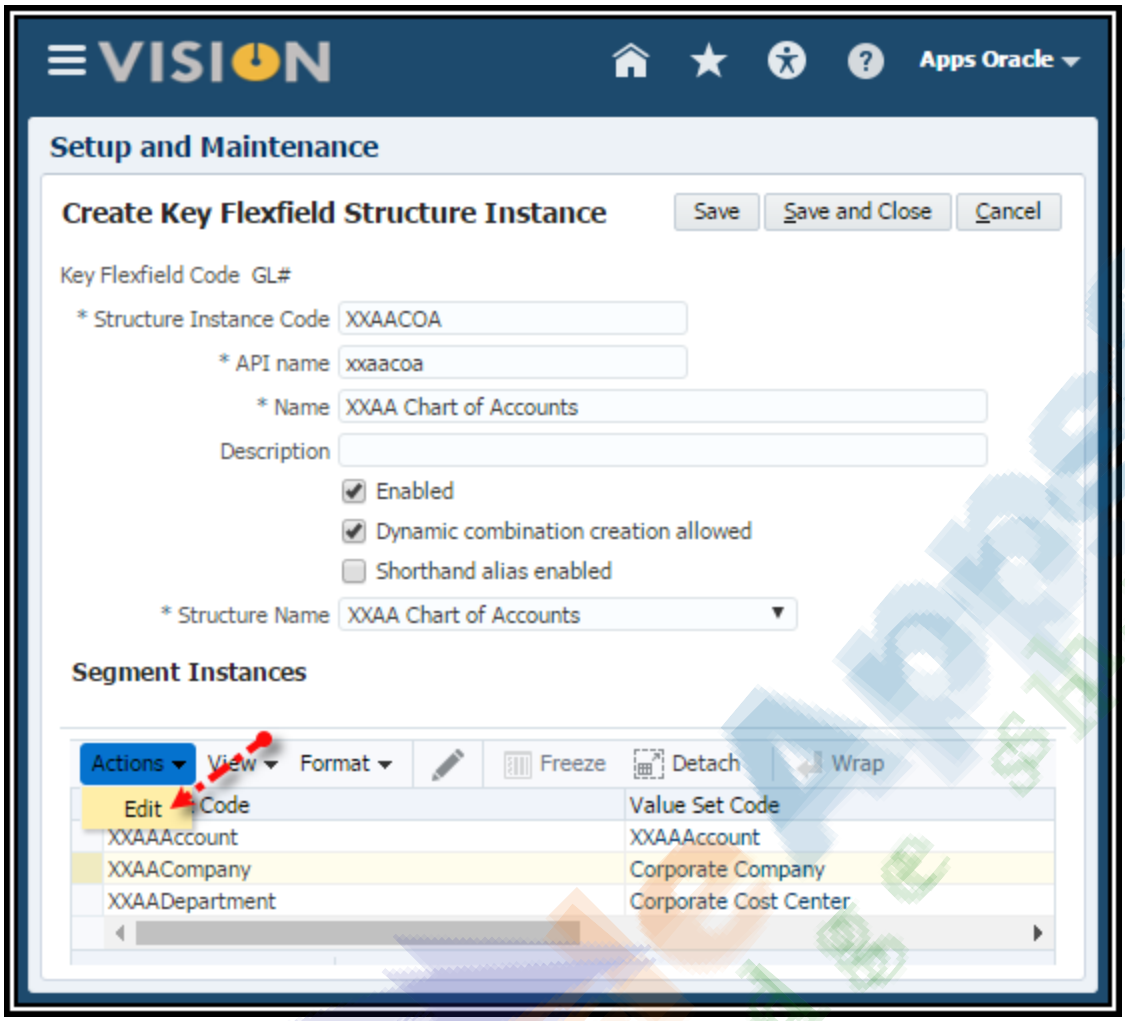




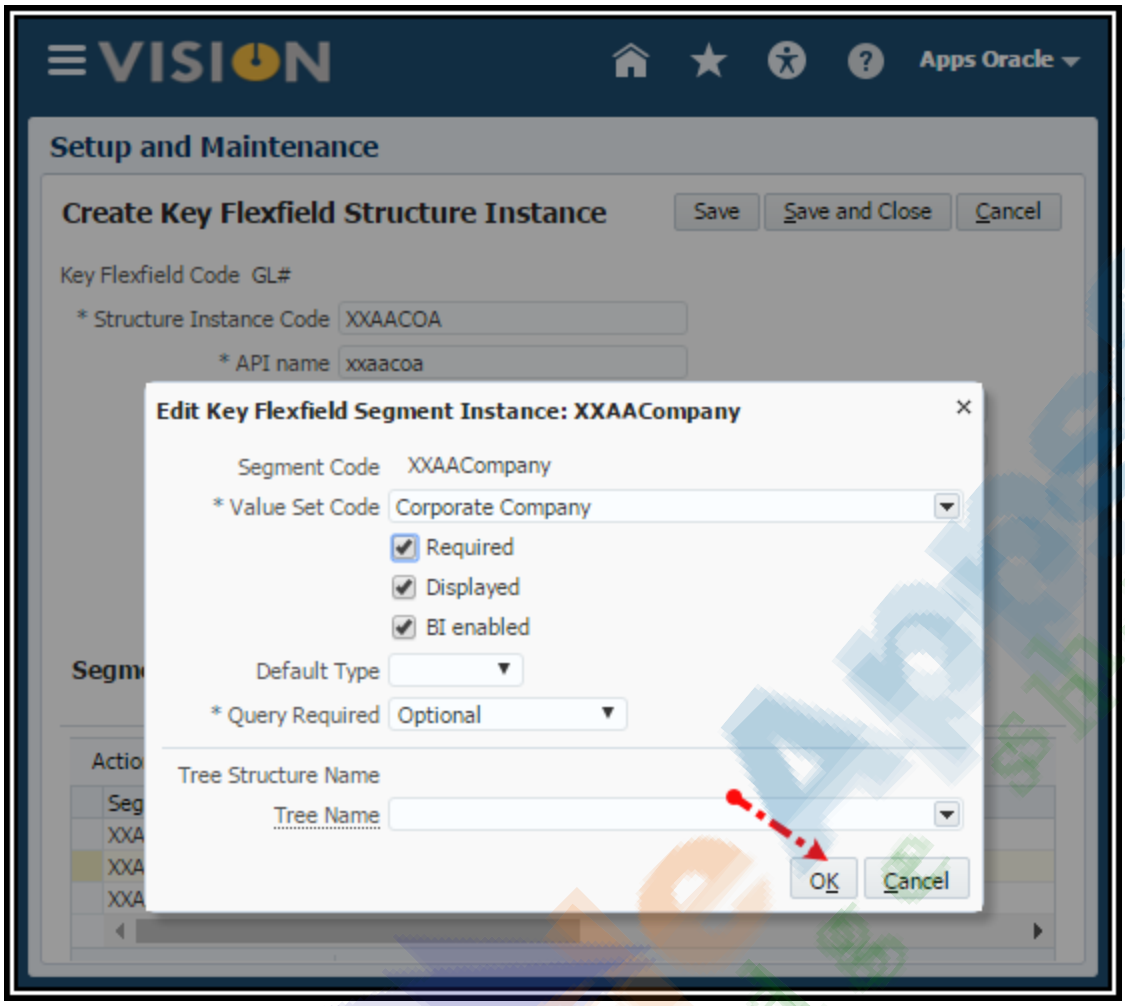
Field Name	Data
Structure Instance Code	XXCOA
Name and Description	XXChart of Accounts
Enabled	Check
Dynamic combination creation allowed	Check
Structure Name	XXChart of Accounts



3. **Save.**
4. Define the defaults for the individual segments.
5. Click the **Edit** icon.
6. Use the following tables to enter the segment data.



Segment	Field Name	Data
XXCompany	Required	Check
	Displayed	Check
	Business intelligence enabled	Leave Blank
	Default Type	
	Default Value	
	Query Required	Optional
	Tree Code	

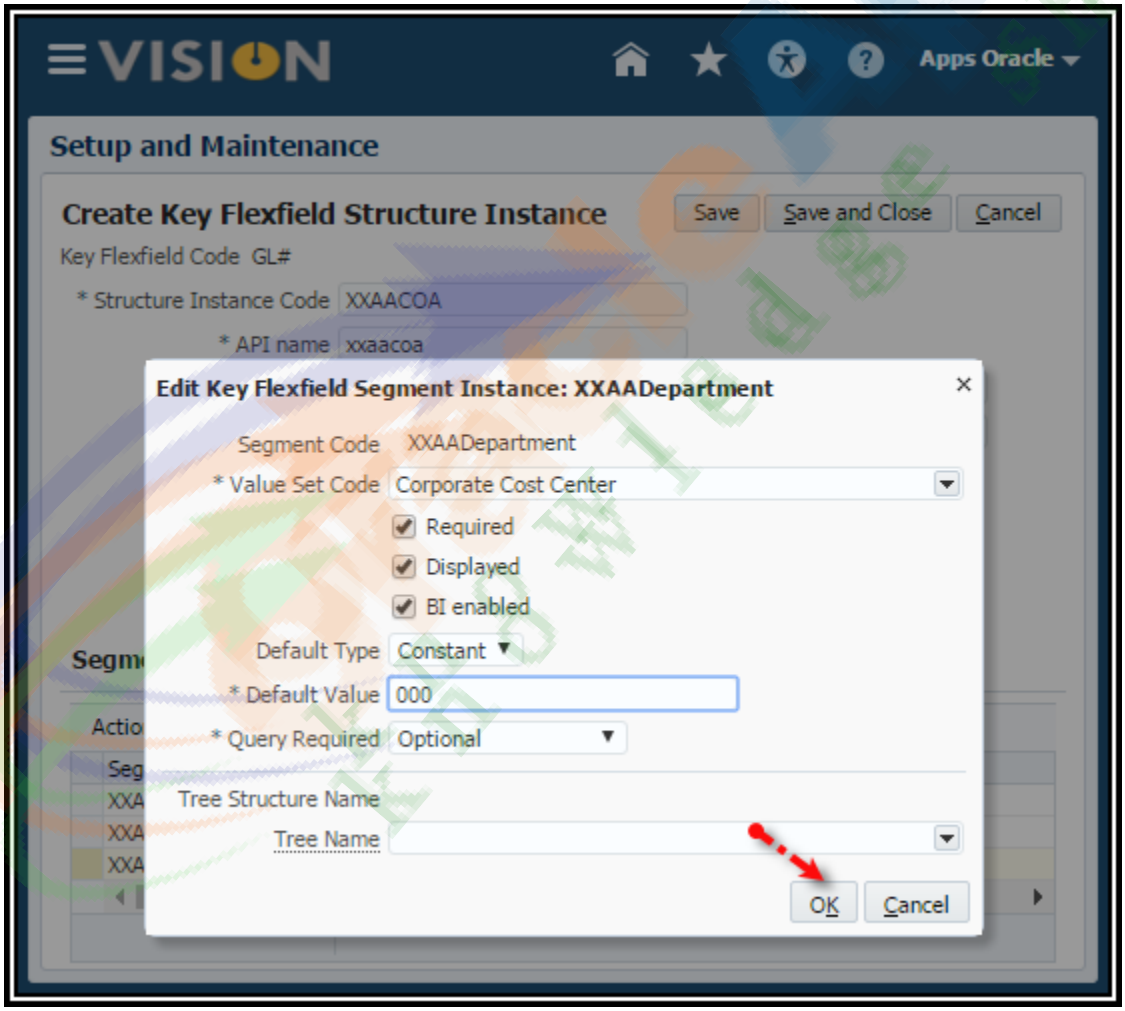


Note: When you enable Business Intelligence for a segment, it tells OTBI that you want to use that segment's values in OTBI reports to filter reports by specific values. For example, if you want to see all AP invoices by a specific Company Value, you would enable BI for that segment. Out of the box, we always show the entire account combination for transactions because an entire combination is treated as a text string. You would ONLY enable BI if you want to run reports by specific values for that segment, but you will need a System Administrator to perform a RPD to COA Mapping so that OTBI reports don't break.

Note: You would only assign a Tree Code if you want to use a hierarchy in cross validation rules, chart of accounts mappings, revaluations, data access sets, and segment value security rules. In other words, for things other than reporting or allocations.

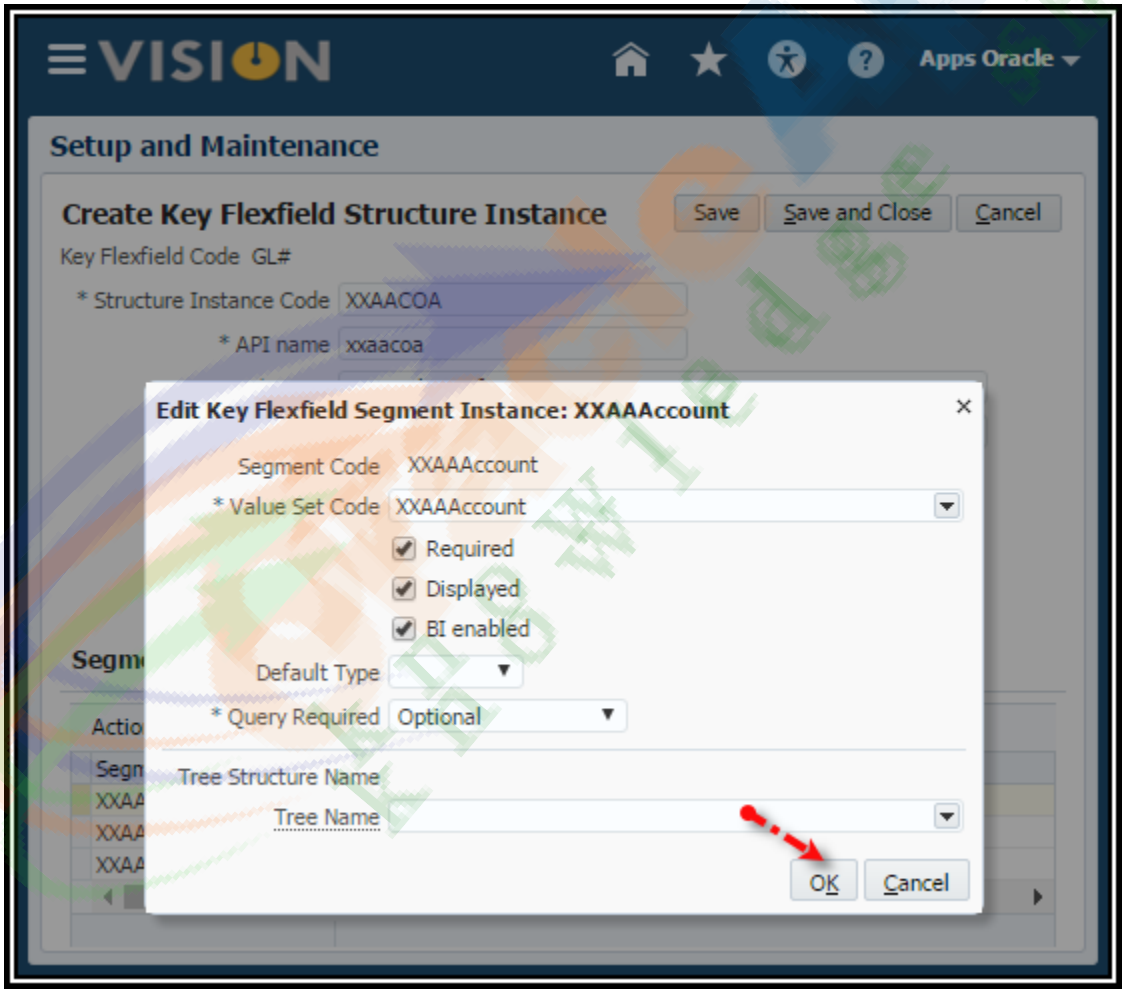
7. Click **OK.**

Segment	Field Name	Data
XXDepartment	Required	Check
	Displayed	Check
	Business intelligence enabled	Leave Blank
	Default Type	Constant
	Default Value	000
	Query Required	Optional
	Tree Code	Leave Blank



8. Click **OK.**

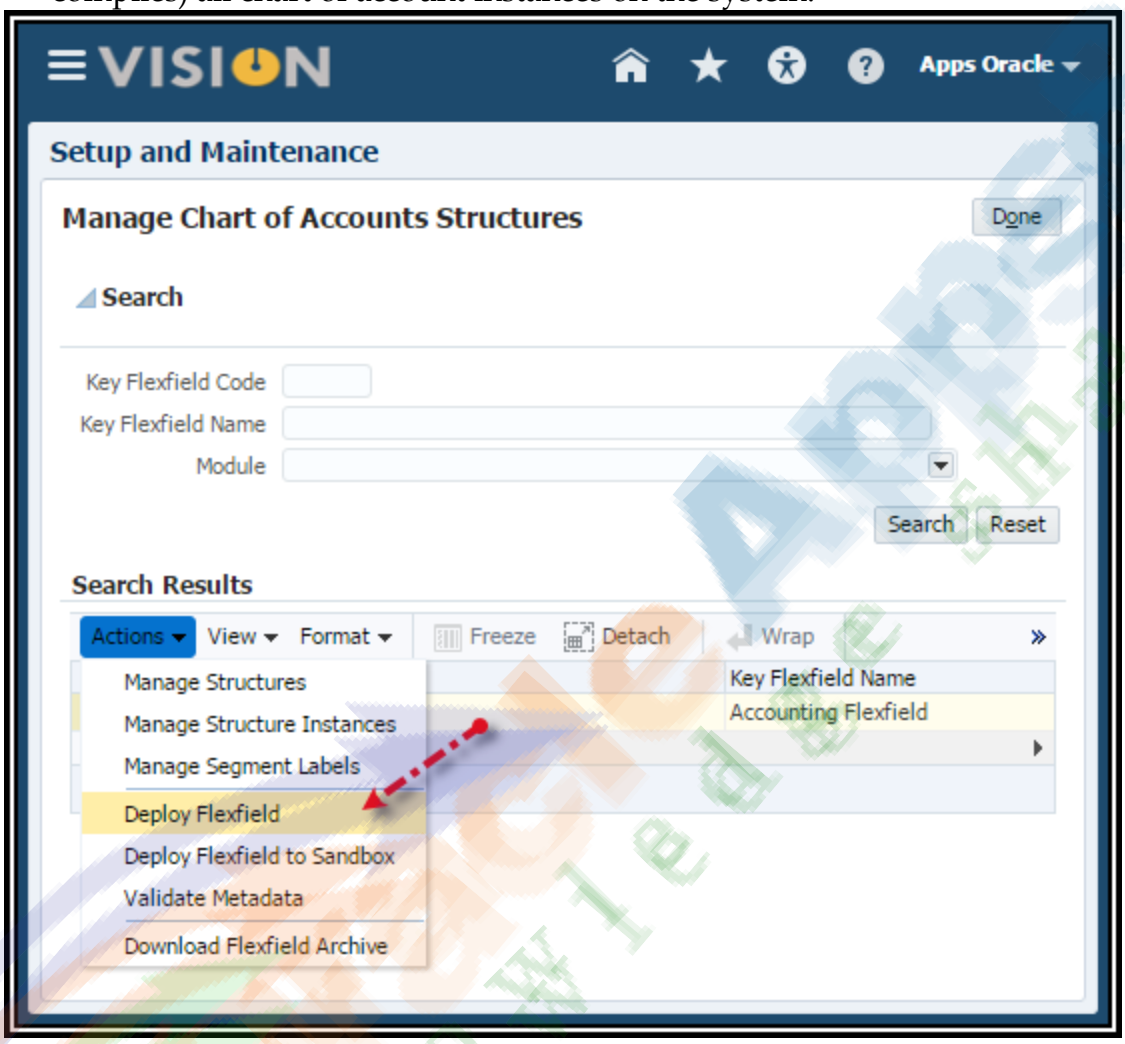
Segment	Field Name	Data
XXAccount	Required	Check
	Displayed	Check
	Business intelligence enabled	Leave Blank
	Default Type	
	Default Value	
	Query Required	Optional
	Tree Code	Leave Blank



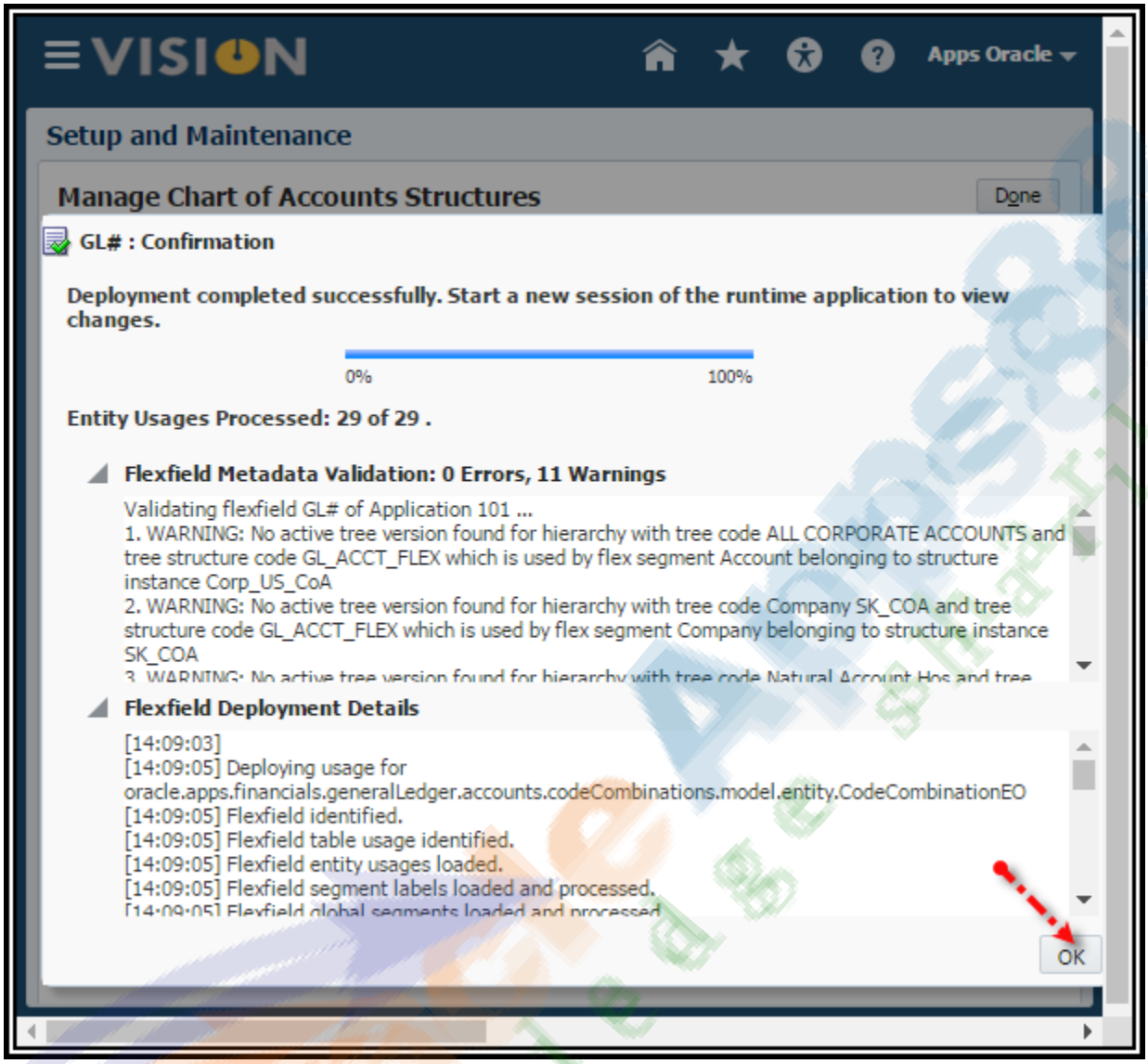
9. Click **OK.**

10. **Save and Close.**
11. Click **Done.**

12. In the Manage Chart of Accounts Structure Instances page, select the General Ledger Accounting Flexfield and click **Deploy Flexfield**. This process deploys (formerly compiles) all chart of account instances on the system.



Wait for the process to complete without errors. (Warnings are OK, but should be investigated. If you get a warning about analytics, it is probably because you enabled BI for a segment and the RPD to COA Mapping hasn't been done).



13. Click **OK.**
14. Click **Done.**

Enter Values Activity

Note: You are not creating account combinations; you are only creating the lists of individual values for each segment.

REMEMBER: You must only define values AFTER values sets have been associated to a chart of accounts instance.

Here's the list of words we should NEVER use for parent nodes:
http://docs.oracle.com/cd/E12825_01/epm.111/esb_dbag/frameset.htm?esb_restricted_names.htm

For example, NEVER use ALL or the name of the segment as a value. You can use "T."
When naming dimensions, members, and aliases in the database outline, follow these rules:

- At the beginning of dimension or member names, do not use the characters listed below. Essbase will not be able to create cubes successfully if you use special characters.

Restricted Characters for Dimension, Member, and Alias Names

Character	Description
@	at sign
\	backslash
{ }	brace
,	comma
-	dash, hyphen, or minus
=	equal sign
<	less than sign
()	parentheses
.	period
+	plus sign
'	single quotation mark
_	underscore
|	vertical bar

- Do not place spaces at the beginning or end of names. Essbase ignores such spaces.

- Do not use these words as dimension or member names:

ALL	AND	ASSIGN
AVERAGE	CALC	CALCMBR
COPYFORWARD	CROSSDIM	CURMBRNAME
DIM	DIMNAME	DIV
DYNAMIC	EMPTYPARM	EQ
EQOP	EXCEPT	EXP
EXPERROR	FLOAT	FUNCTION
GE	GEN	GENRANGE
GROUP	GT	ID
IDERROR	INTEGER	LE
LEVELRANGE	LOOPBLOCK	LOOPPARMS
LT	MBR	MBRNAME
MBRONLY	MINUS	MISSING
MUL	MULOP	NE
NON	NONINPUT	NOT
OR	PAREN	PARENPARM
PERCENT	PLUS	RELOP
SET	SKIPBOTH	SKIPMISSING
SKIPNONE	SKIPZERO	TO
TOLOCALRATE	TRAILMISSING	TRAILSUM
UMINUS	UPPER	VARORXMBR
XMBRONLY	$$$UNIVERSE$$$	#MISSING

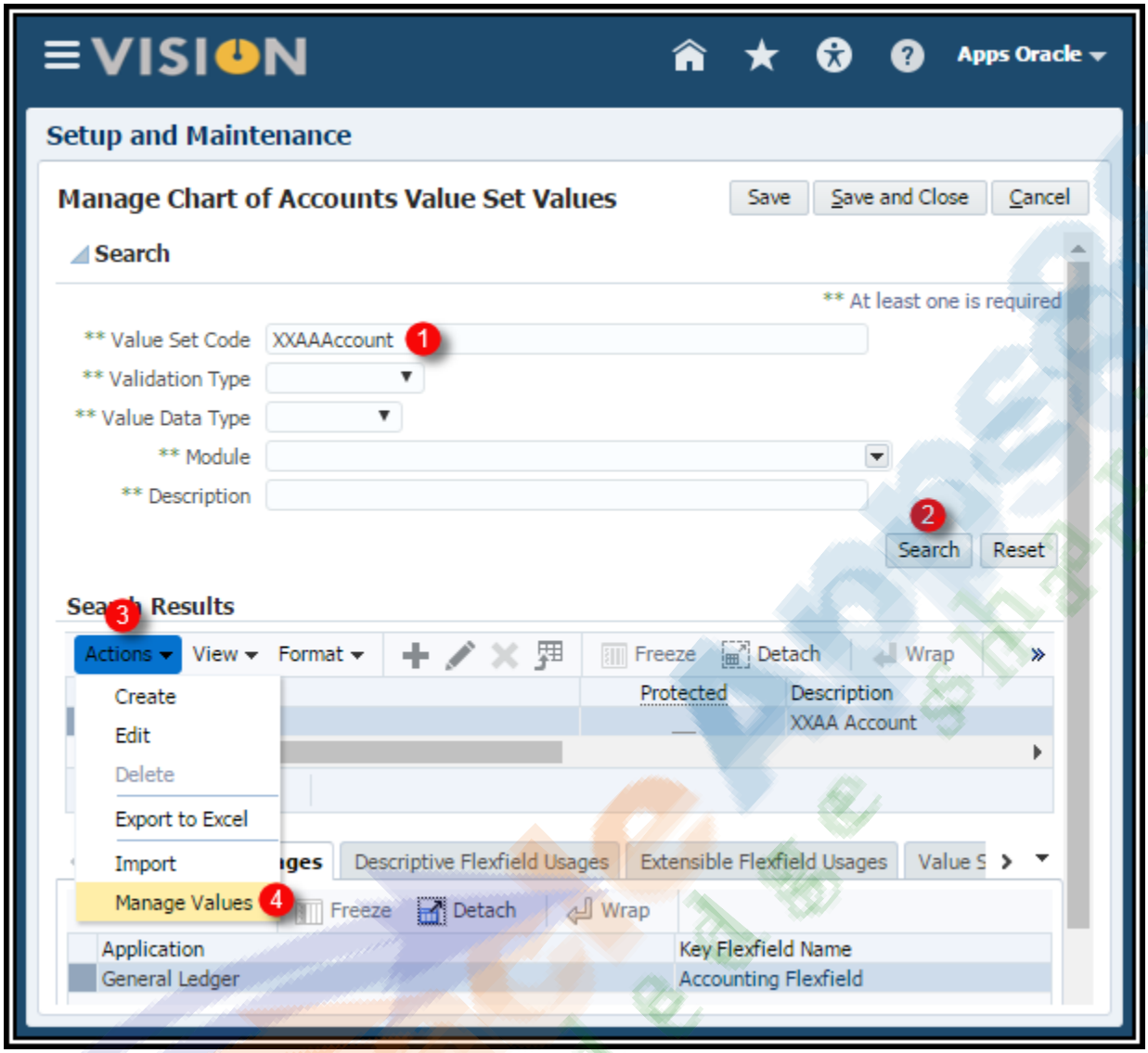
Note: If you enable Dynamic Time Series members, do not use the associated generation names—History, Year, Season, Period, Quarter, Month, Week, or Day.

Enter Values

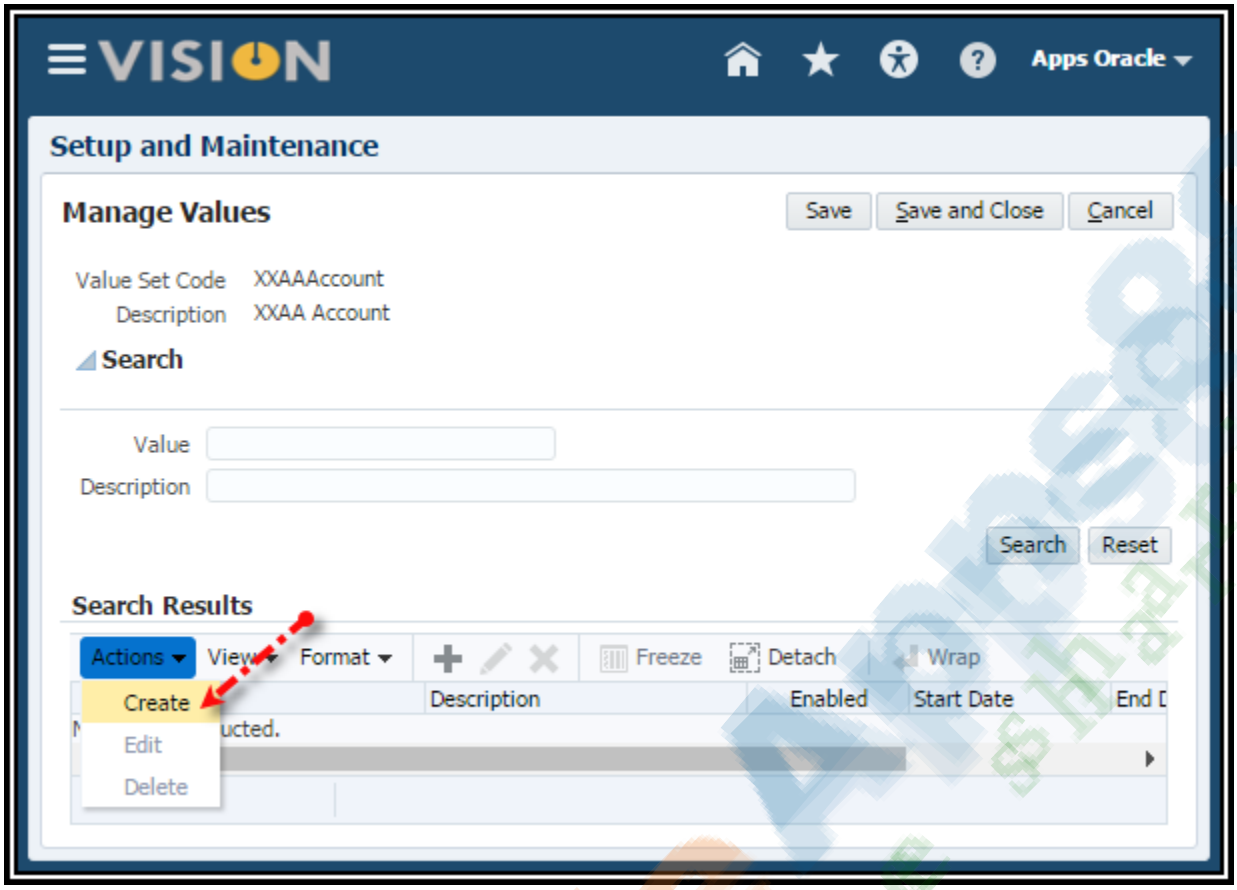
1. Select the Go to Task icon for **Manage Chart of Accounts Value Set Values.**

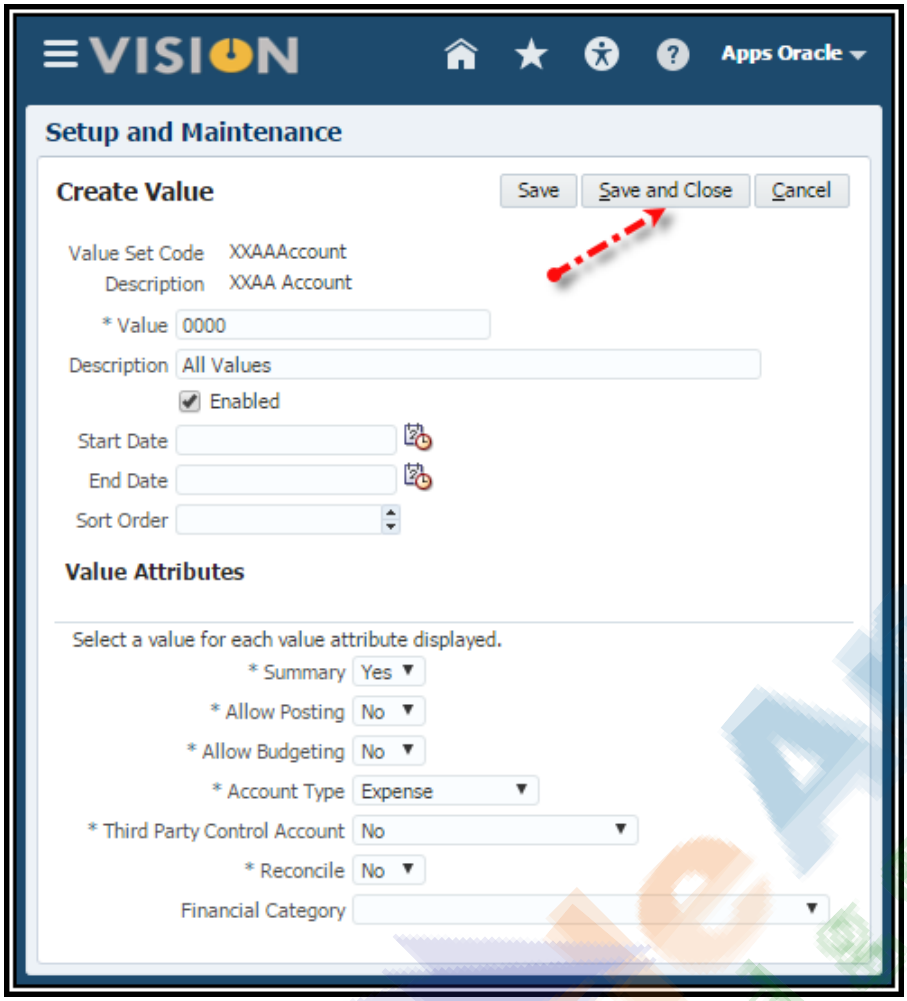
   Note: This UI is the exact same UI as Manage Chart of Accounts Value Set.

2. Find your **XXAccount** value set. (**Hint:** You can query on your initials in the Value Set Code field).
3. Click **Manage Values** button.



1. Click **Create** icon to create your values.





Enter the values for **XXAA Account** segment. Make sure the account type is correct for each account.

Value	Description	Enabled	Summary	Allow Posting and Budgeting	Account Type
0000	All Values	Yes	Yes	No, No	Expense
1000	Total Assets	Yes	Yes	No, No	Asset
1110	Cash	Yes	No	Yes, Yes	Asset
1210	Accounts Receivable	Yes	No	Yes, Yes	Asset
2000	Total Liabilities	Yes	Yes	No, No	Liability
2210	Accounts Payable	Yes	No	Yes, Yes	Liability
3000	***Total Owners' Equity***	***Yes***	***Yes***	***No, No***	***Owner's Equity***
3310	**Retained Earnings**	**Yes**	**No**	**Yes, Yes**	**Owner's Equity**

Note: T**he Reconciliation Flag** will not be used as it is not in scope for V1, hence the values are set to **No**.

Save and Close. and Done

Create an Accounting Hierarchy

Background

Your company uses hierarchies in reports, cross validation rules revaluations, segment value security, allocations, and COA Mapping.

Note: Even though you could theoretically use the same tree for all of the above processes, you would typically create at least two different trees: One for reporting and allocations and another for cross-validation rules, segment value security, revaluations and COA Mappings. You need to carefully consider the usage for your trees. If using the tree for reporting and allocations, you need to flatten the rows to be able to use drilldown in Smartview and you must publish the tree to view the hierarchy in the Essbase cubes. If using the tree for other purposes outside of reporting and allocations, then you must flatten the rows, but you do not need to publish the hierarchy. If using the tree for OTBI, you must flatten the columns.

Note about Segment Value Security: It is very common for companies to use segment value security in reports to prevent certain users from being able to view balances for certain cost centers, accounts, etc. If your customer has this requirement, then you should use your reporting hierarchy when defining segment value security rules. If you do not, then segment value security rules will only be applied to transactions.

Note: You should define your hierarchies BEFORE you enter/upload journal entries. If you create hierarchies AFTER you have posted journals, then you must make sure no posted balances have been posted to parent values that were erroneously flagged as a child value. This will cause major issues in creating your Essbase cube if you change a child value to a parent after balances have been posted.

Activity Scope

Create an account hierarchy for your account segment using your value set **XXAccount** to use for reporting and allocations.

NOTE: Before you begin this, **you need to know the exact name of your value set** on the natural account segment.

Create a Tree

1. From your implementation project, **Navigate > Define Common Applications Configuration for Financials > Define Enterprise Structures for Financials > Define Financial Reporting Structures > Define Chart Of Accounts >** Manage Account Hierarchies **> Go to Task.**

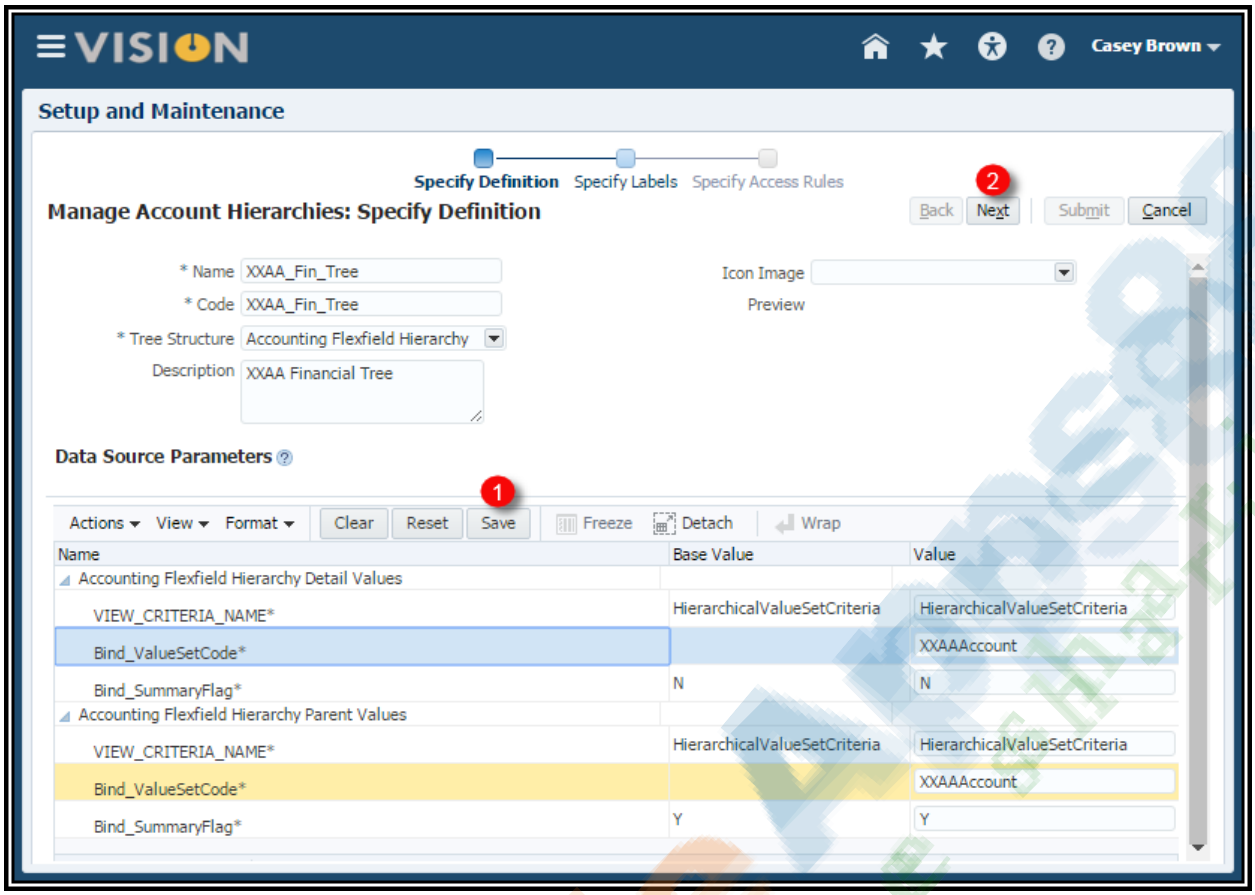
2. Use the **Manage Account Hierarchies** page to search, create, and edit account hierarchies.
3. Click the **Create Tree** icon to open the definition of the tree.
   This opens the **Manage Account Hierarchies: Specify Definition** page to define the basic details of the tree.
4. Enter the **Name** and **Code** fields: XXAA_Fin_Tree. (No Spaces).

NOTE: Tree names and Tree Version names cannot be more than 30 characters. It will cause problems when inquiring on GL balances.

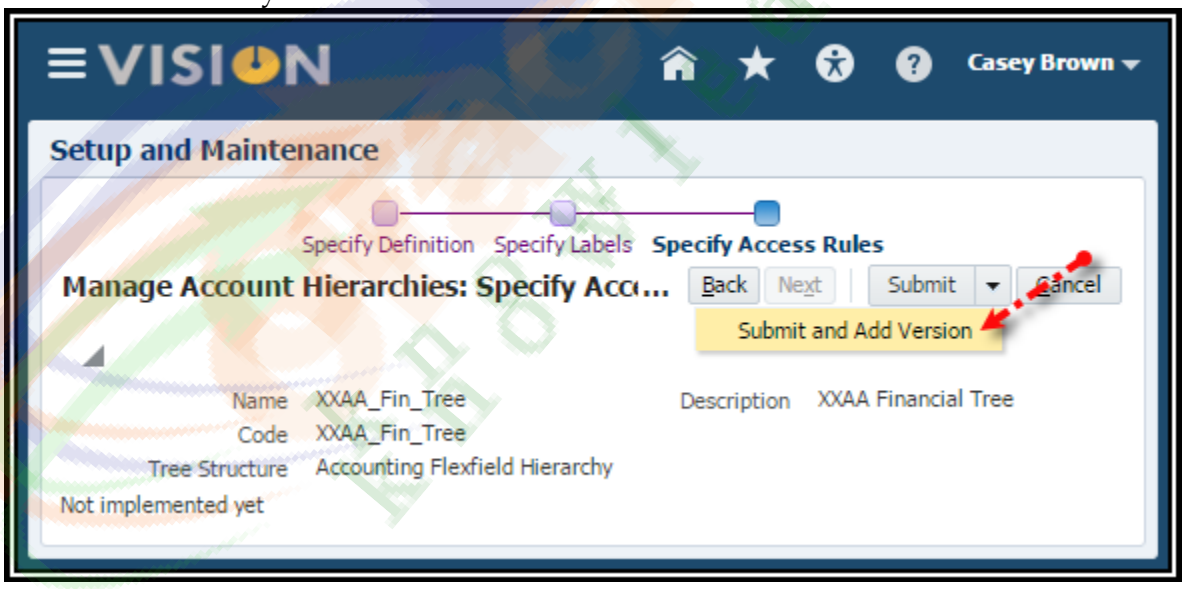
5. Select the **Tree Structure: Accounting Flexfield Hierarchy.**
6. Enter the **Description** for the tree: XXAA Financial Tree.
7. In the **Data Source Parameters:** Click the **Expand** button to expand the **Accounting Flexfield Hierarchy Detail Values** and **Accounting Flexfield Hierarchy Parent V**alues rows.

Note: For the Accounting Flexfield Hierarchy Detail Values, how you read it is select the Value Set Code for a value set where the summary flag is N (or No). Then on the Accounting Flexfield Hierarchy Parent Values, you read it as select the Value Set Code for a value set where the summary flag is Y (or Yes).

8. In the **Bind_ValueSetCode** field, enter the exact name of your value set (Your initalsAccount).
9. **VERY IMPORANT!!!** Click the **Save** button on the **Data Source Parameters** table's tool bar in the middle of the page. (You will get an error message if you select Next before saving).
10. A message confirms that your new values have been updated.
11. Click the **Next** button twice to navigate through the next two pages.



12. Click the **Submit and Add Version** to save your newly created tree structure and immediately create a version.

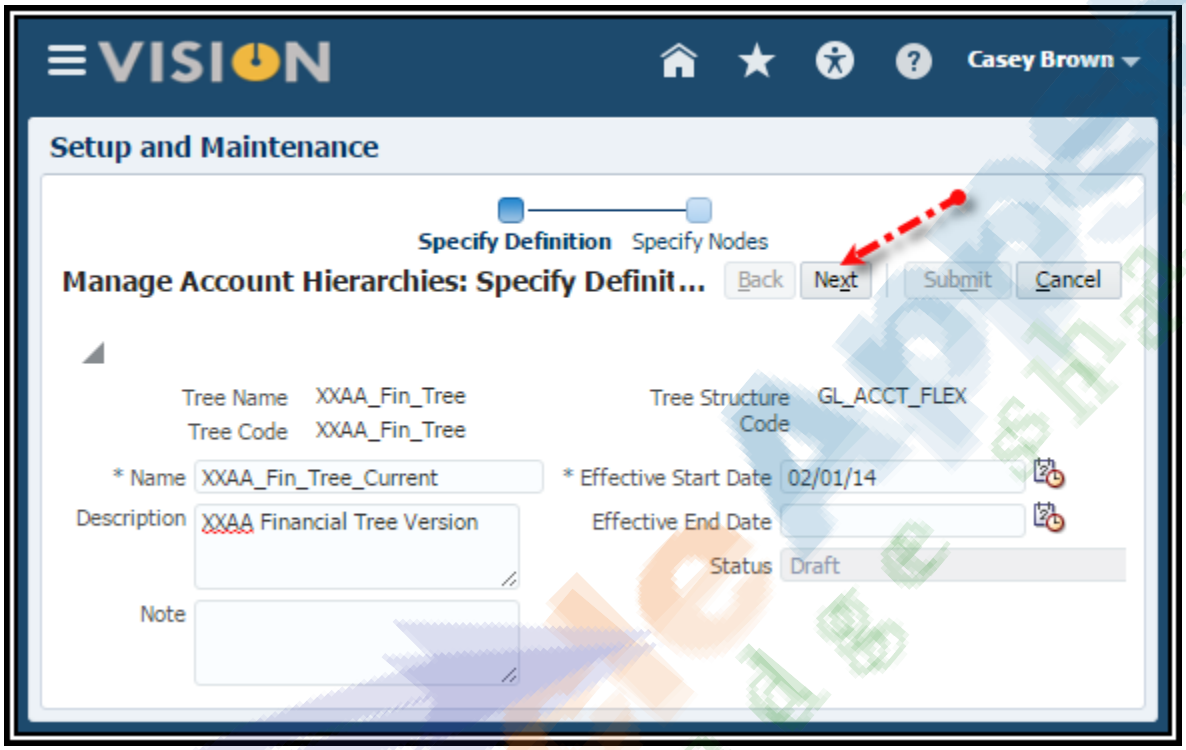


Create a Tree Version

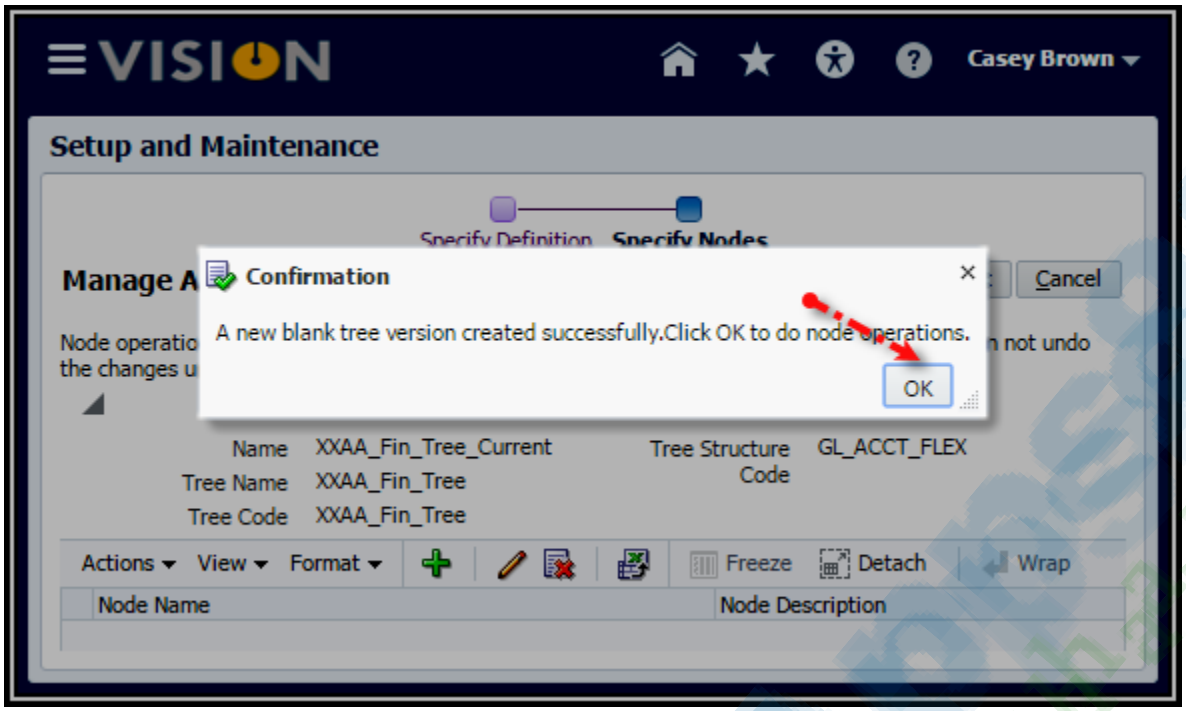
1. Enter the **Name** and **Description** for the tree version XXAA_Fin_Tree_Current.

NOTE: Tree names and Tree Version names cannot be more than 30 characters. It will cause problems when inquiring on GL balances.

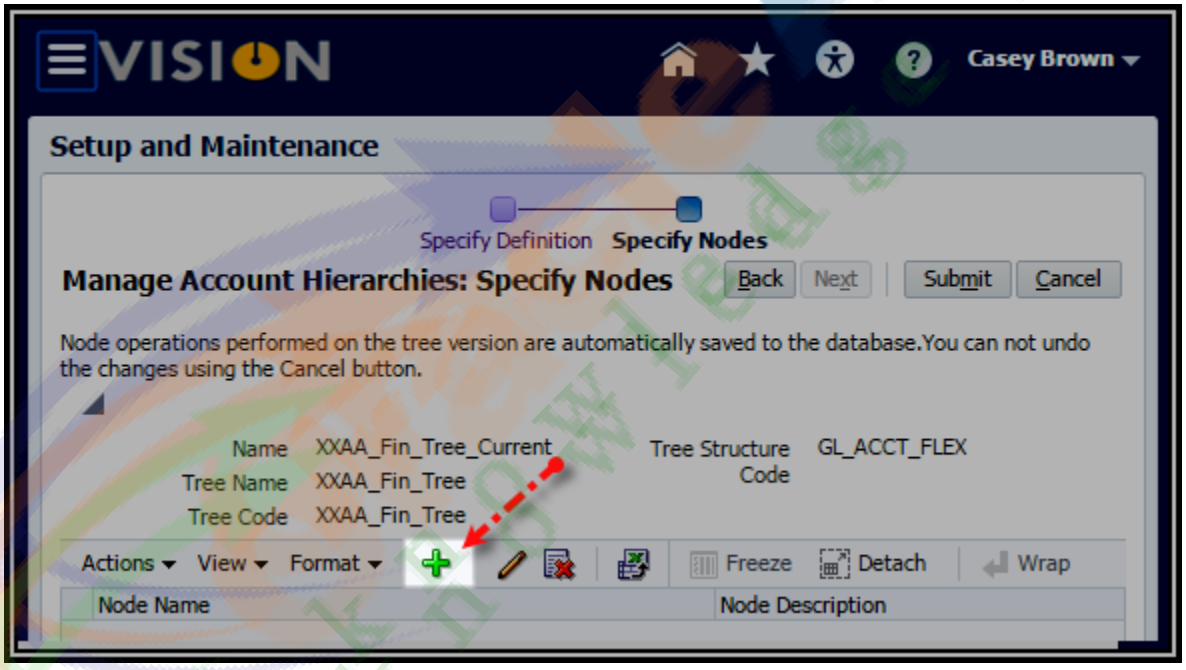
2. Enter the **Effective Start Date.** Enter 1/1/14 in the date format suggested in the UI.
3. Click the **Next** button.



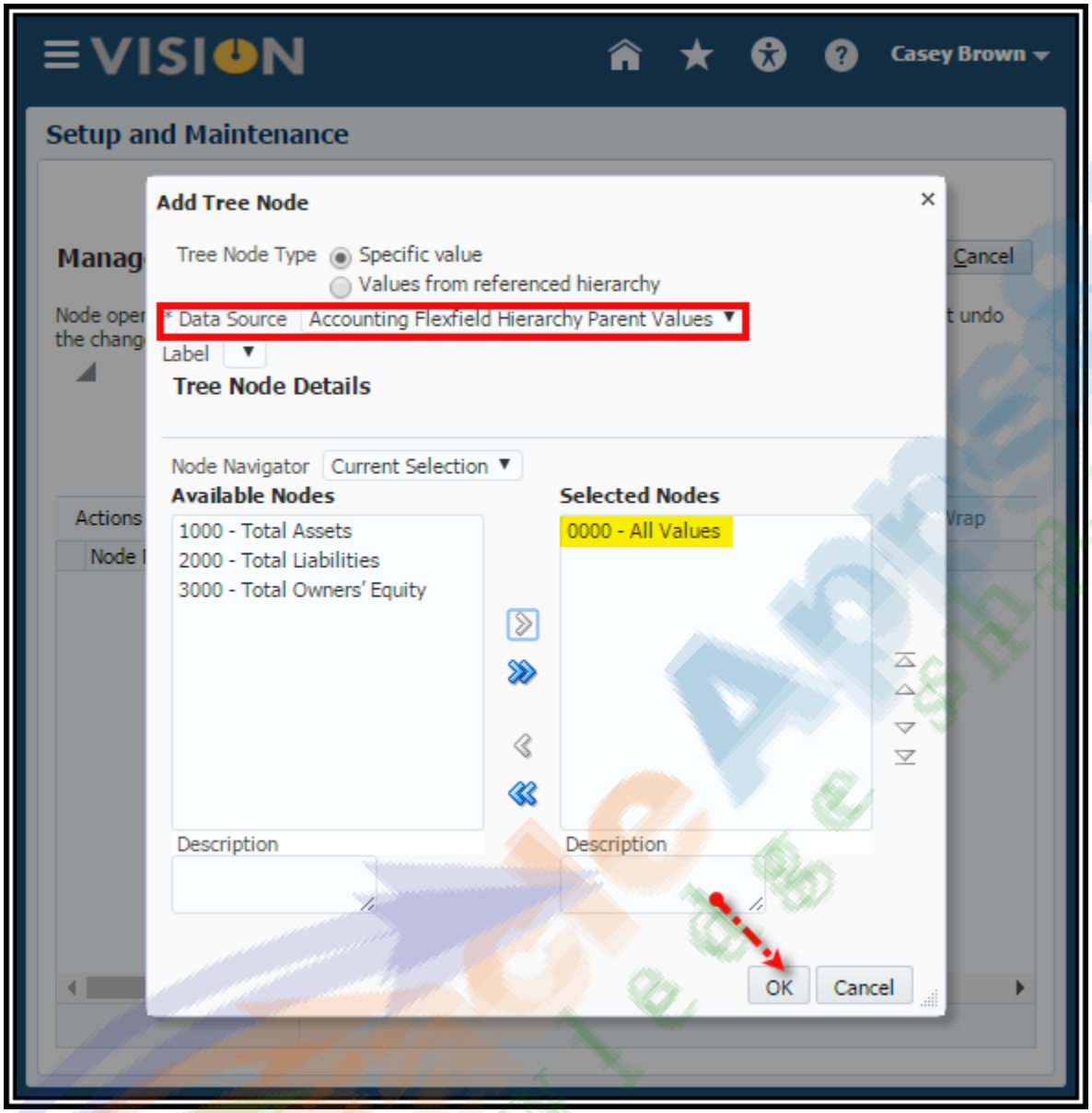
4. Click the **OK** button to acknowledge the confirmation of the creation of a new blank tree version.



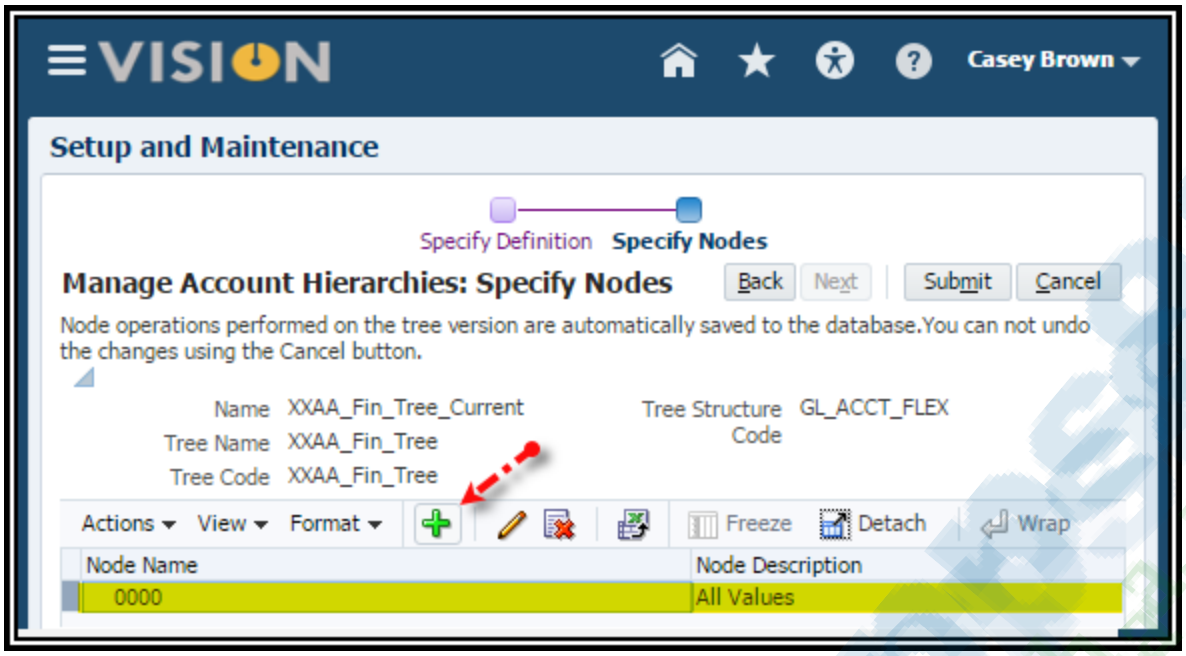
5. Click the **Add** icon.



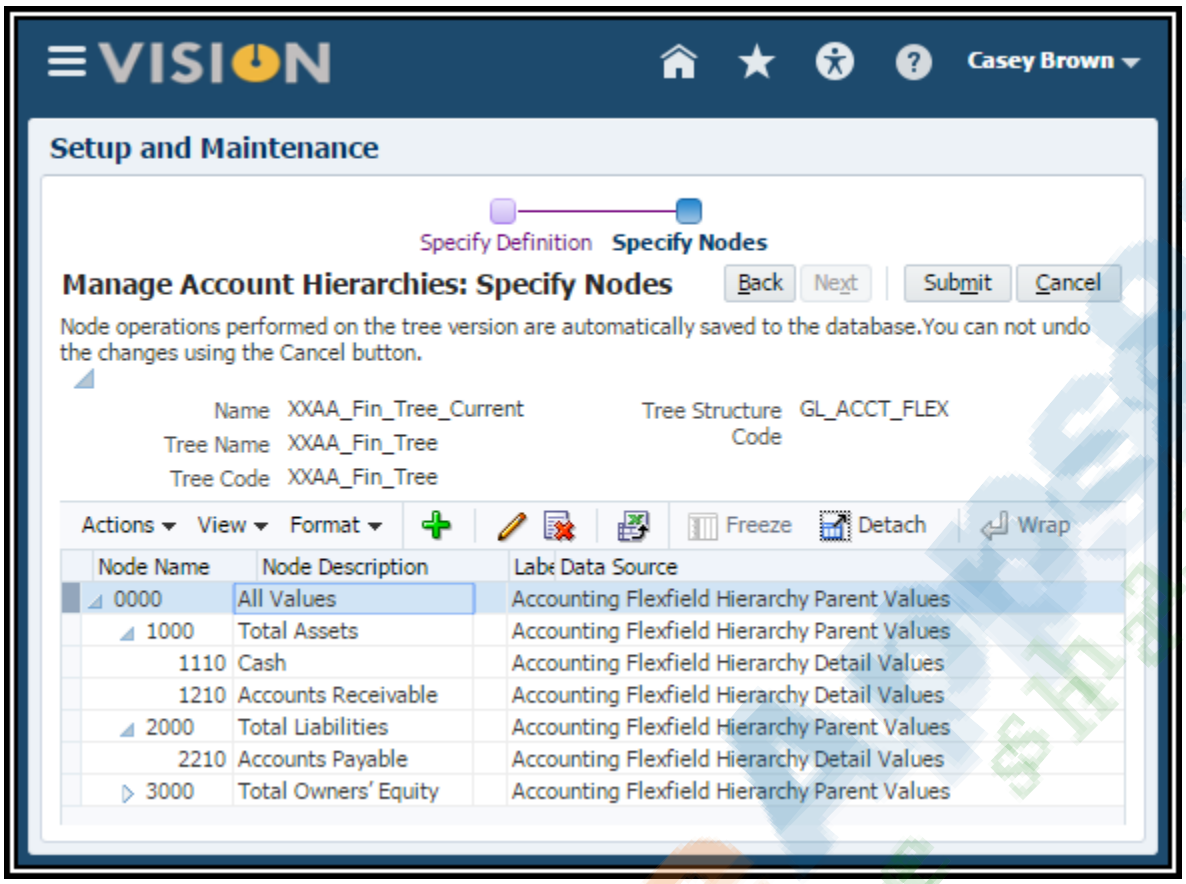
6. With the **Tree Node Type**, **Specific value** selected, select the **Data Source: Accounting Flexfield Hierarchy Parent Values.**
7. Select the *0000* Parent **Node**. This is the top most root node. You want to work from the top down. Then move it to the right column. Click OK in the popup.



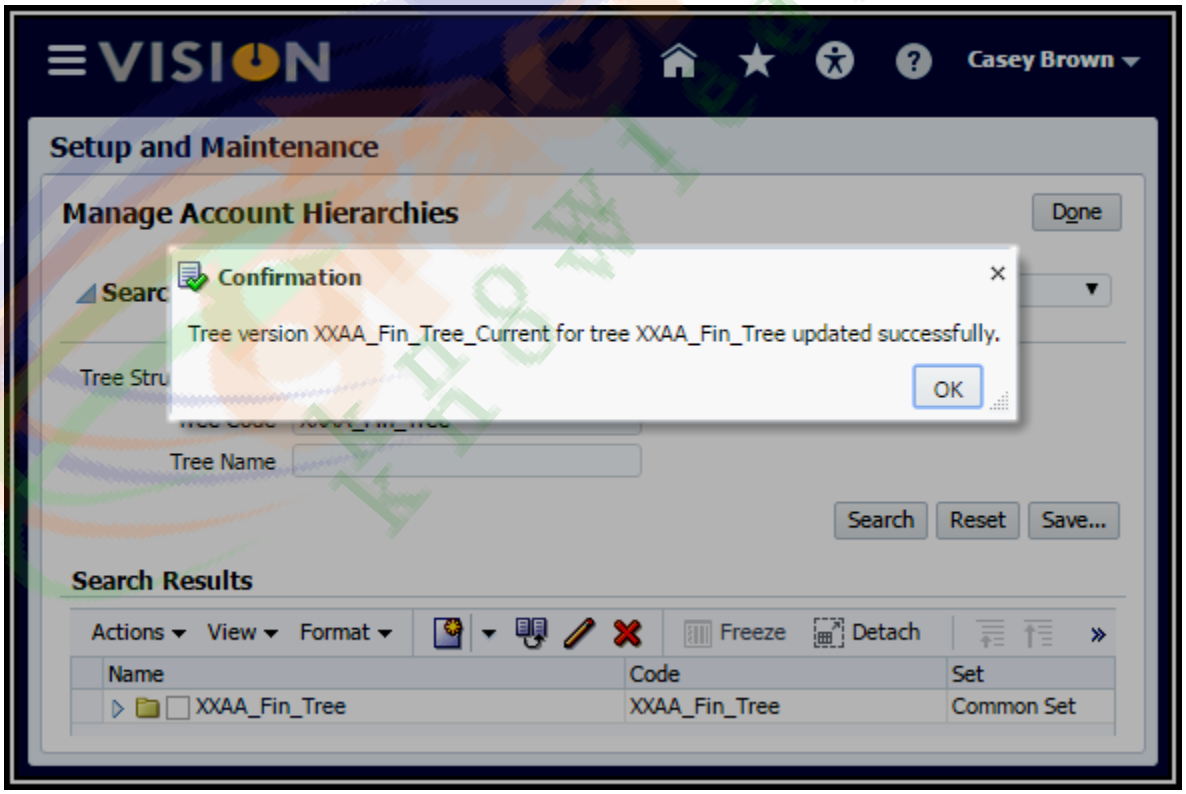
8. Select the 0000 Value and click the **Add** icon to start building your hierarchy.



9. Select **Accounting Flexfield Hierarchy Parent Values.**
10. Select all the **next** level parent values, and move them to the right. Click OK in the popup.
11. Now you just keep building your hierarchy levels by assigning parents values and child values where needed.
12. Click the **Expand** button on the Parent nodes to see the children.
    Your hierarchy should look like this:

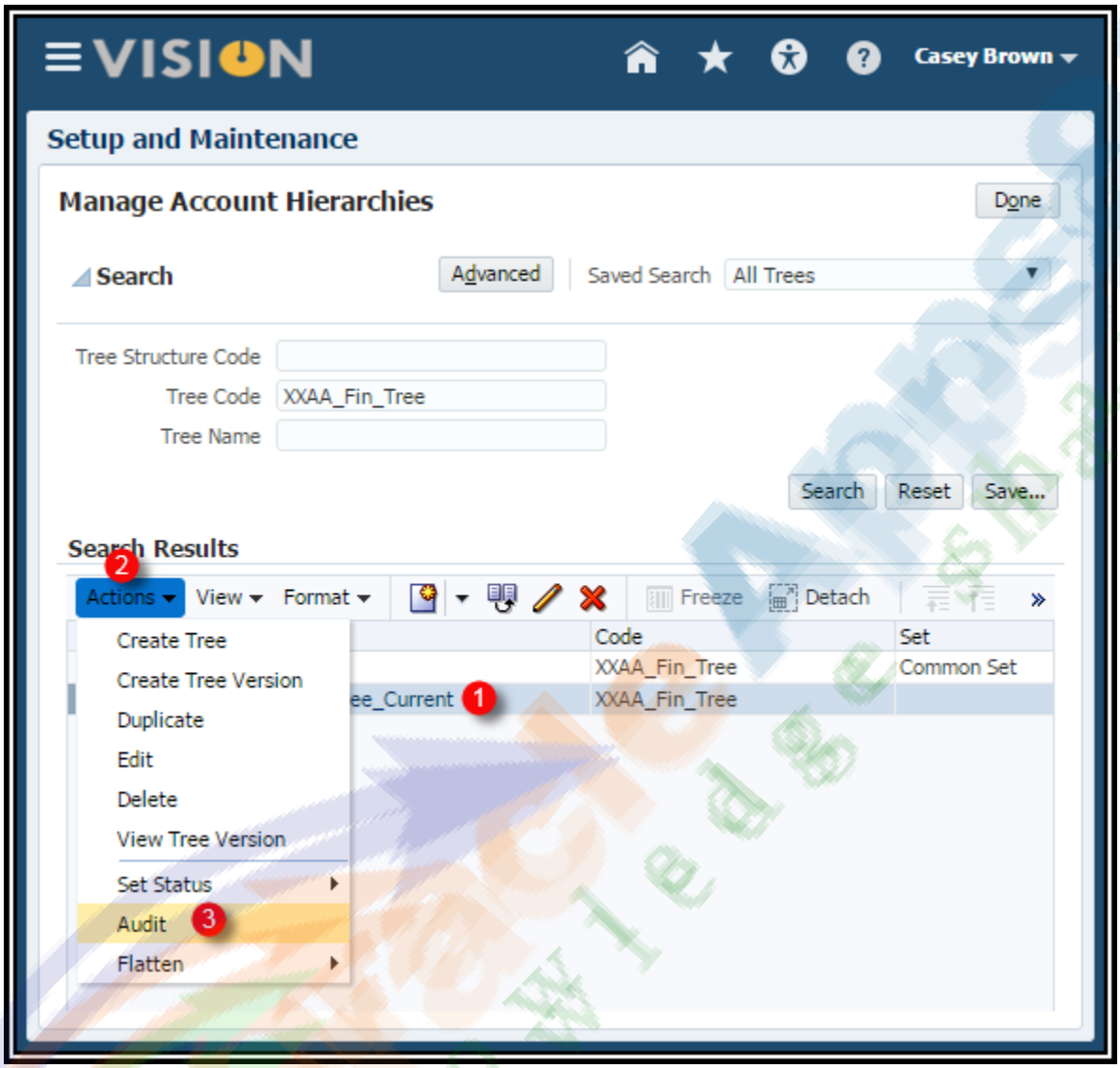


13. Click the **Submit** button, then click OK to the message informing you the tree version was successful.

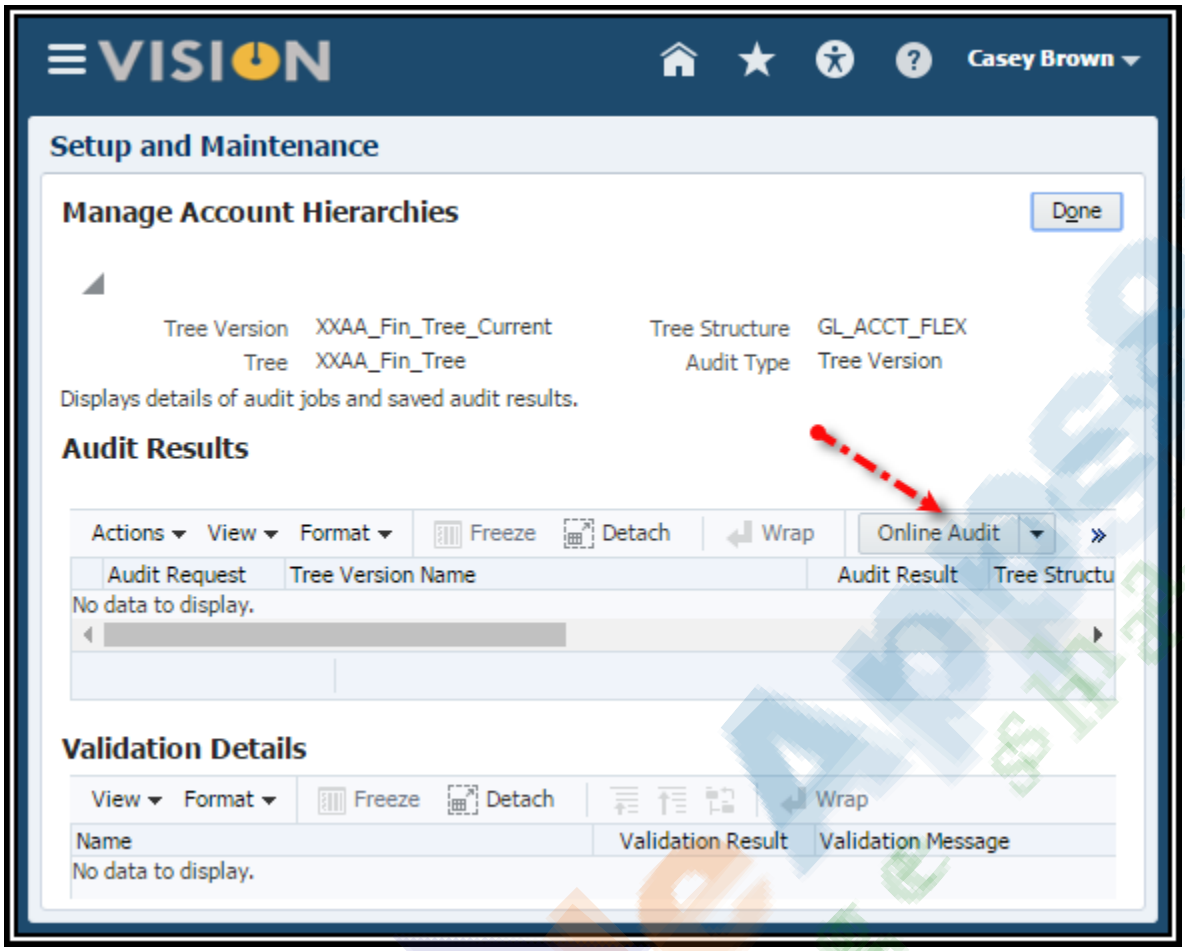


Complete the Account Hierarchy

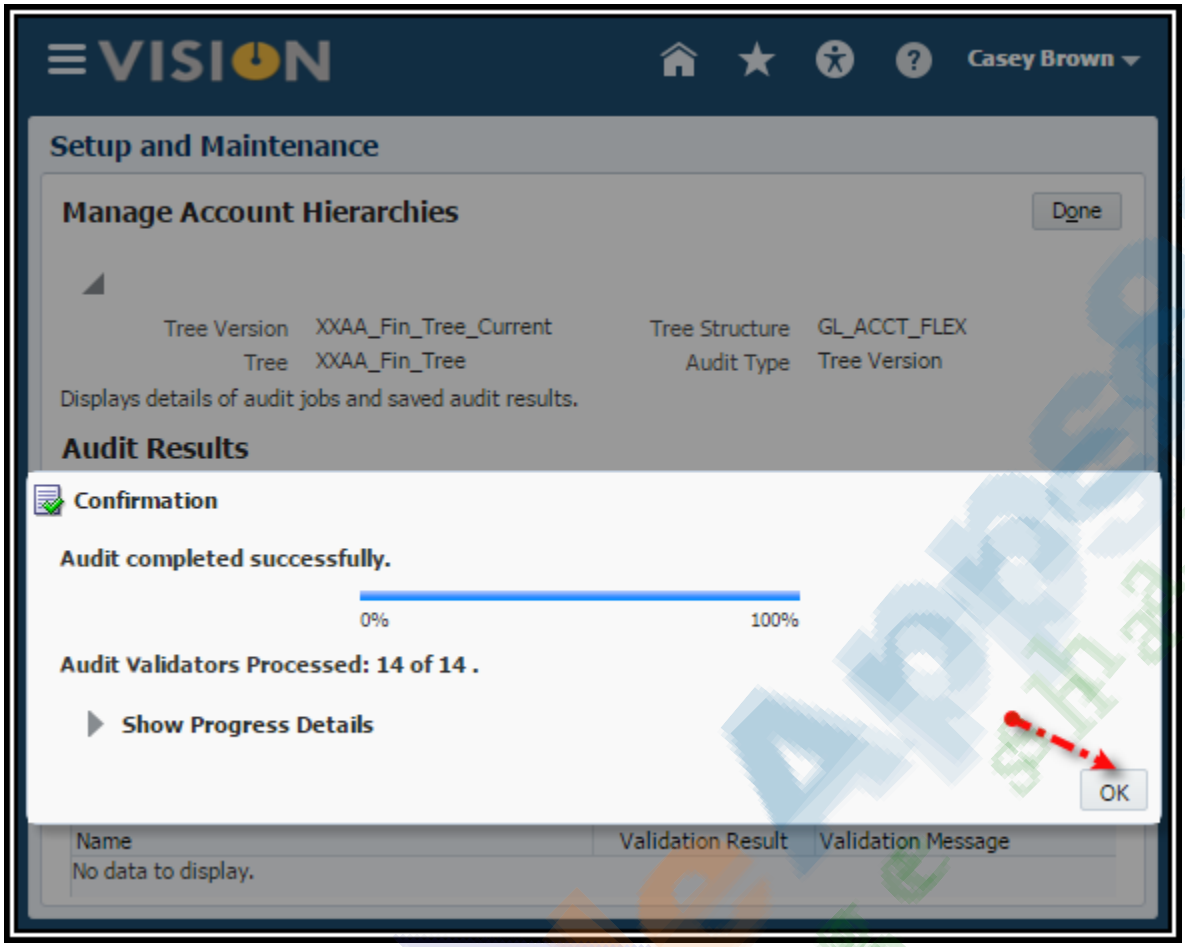
1. Highlight your **tree version**. (**Note**: You need to expand your tree to select the VERSION.)
2. Click the **Actions** menu > Audit



3. Use the **Audit Results** region to start the Audit process.
4. Click the **Online Audit** button to start the **Audit** process. Once the audit is performed, the status of the tree version can be set to active.

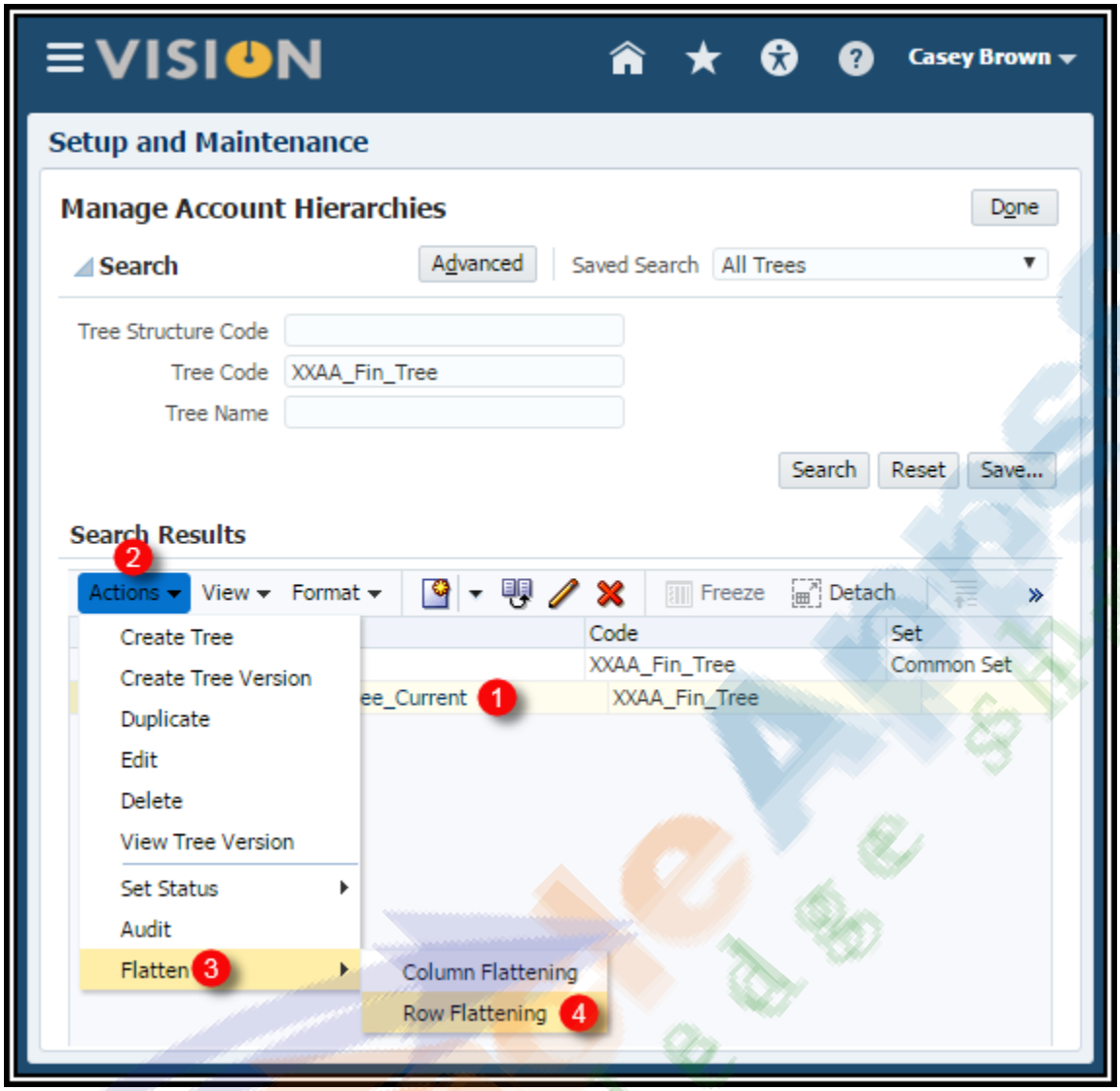


5. Click the **Done** button.

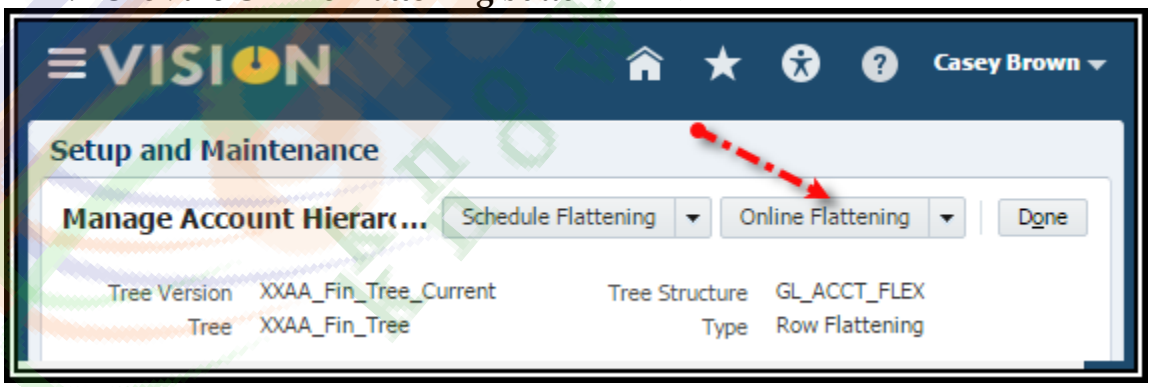


6. Select your tree version and click **Actions > Flatten> Row Flattening**.
   Row flattening optimizes parent-child information for run-time performance by storing an additional column in a table for all parents of a child.

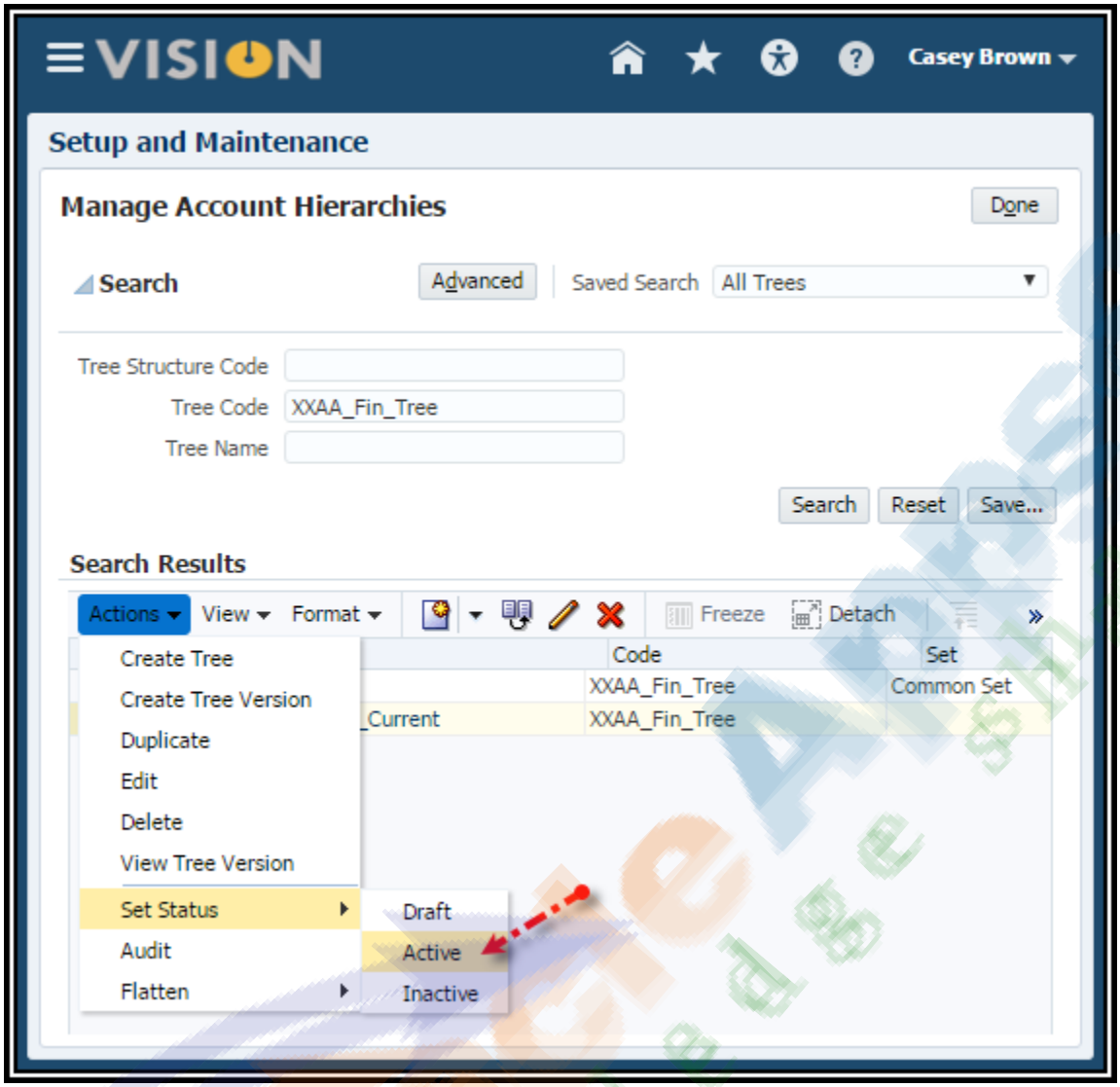
Note: You could also flatten the column. It's only required if using the hierarchy for OTBI reports, but if you just want to flatten rows and columns for all your hierarchies, it will not hurt anything.



7. Click the **Online Flattening** button.



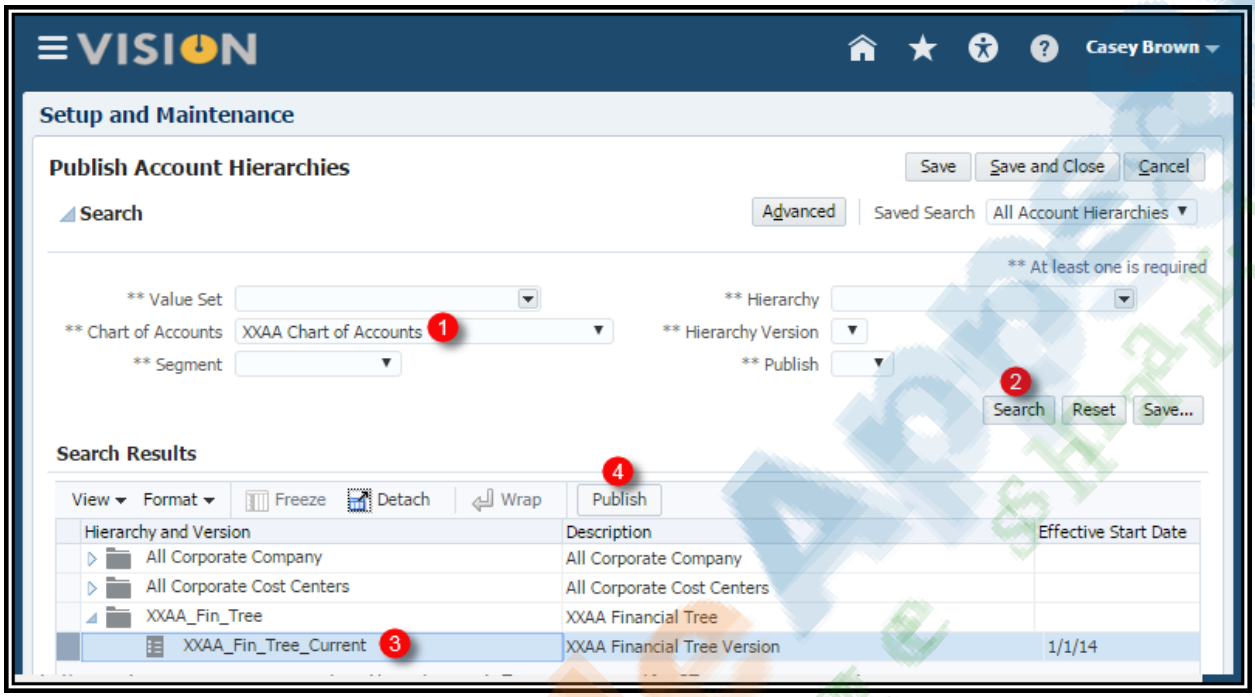
8. Select the **OK** button to acknowledge the successful completion message.
9. Click the **Done** button.
10. Use the **Actions** menu > **Set Status** menu **> Active** to activate the tree.



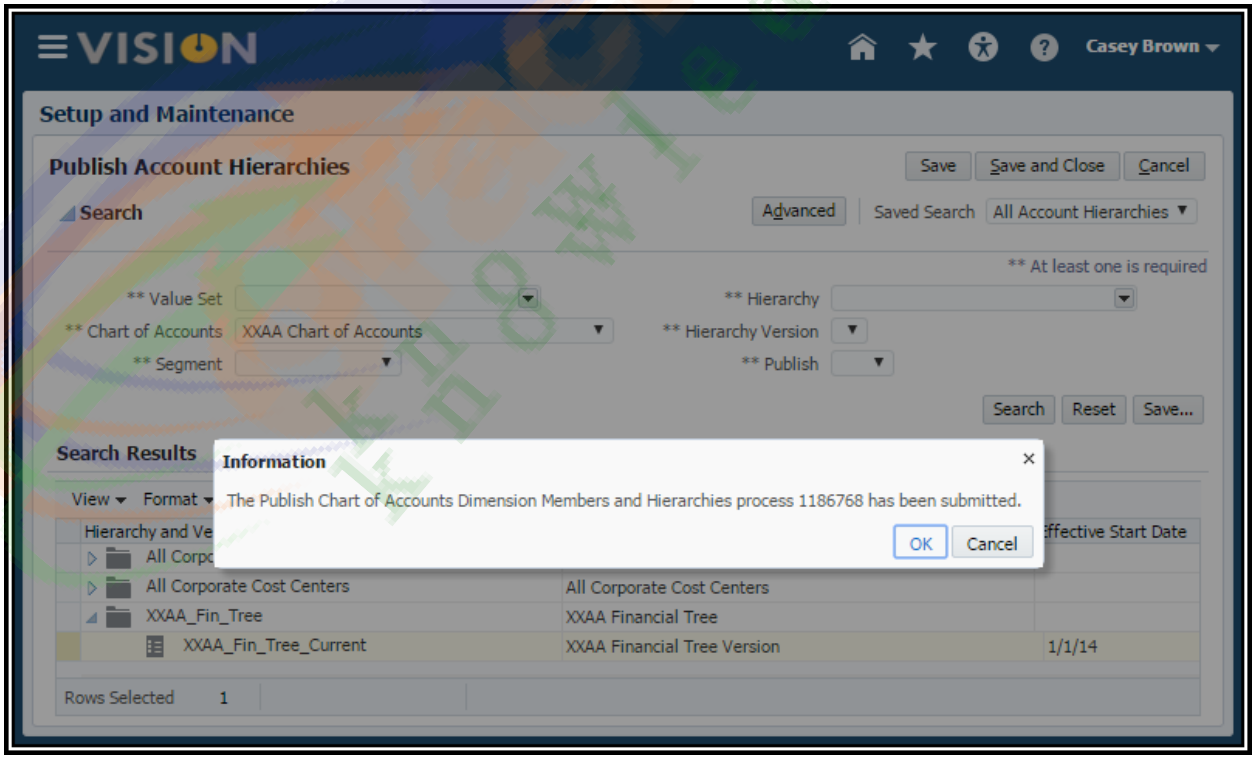
11. Click **Done.**

Publishing Accounting Hierarchy

1. For the next task, **Publish Account Hierarchies,** select the **Go to Task** icon.
2. Search for your tree version using your Chart of Account name.
3. Expand the **XXAA_Fin_Tree_Current**.
4. Scroll all the way to the right and check the Publish check box.
5. Select the **Publish** button.



6. Click **Save and Close.**



Create a Duplicate of All Accounting Hierarchies Used for Reporting and Allocations

If your company uses hierarchies in reports and allocations, be sure you create a duplicate of the hierarchy. You must also audit, flatten, and publish this copied hierarchy. This is very important to reduce maintenance overhead of reports and allocations going forward when a new hierarchy version is later created.

It is recommended you name the current version CURRENT and the copy BASELINE. Please see this white paper https://beehiveonline.oracle.com/content/dav/Oracle/Fusion_ERP_Partner_Implementation_Training_Workspace/Documents/Financials/Implementation%20Training%20for%20Release%207/Best%20Practice%20White%20Papers%20and%20Trouble%20Shooting/General%20Ledger/GL_HierarchiesWhitePaper.pdf for more information.

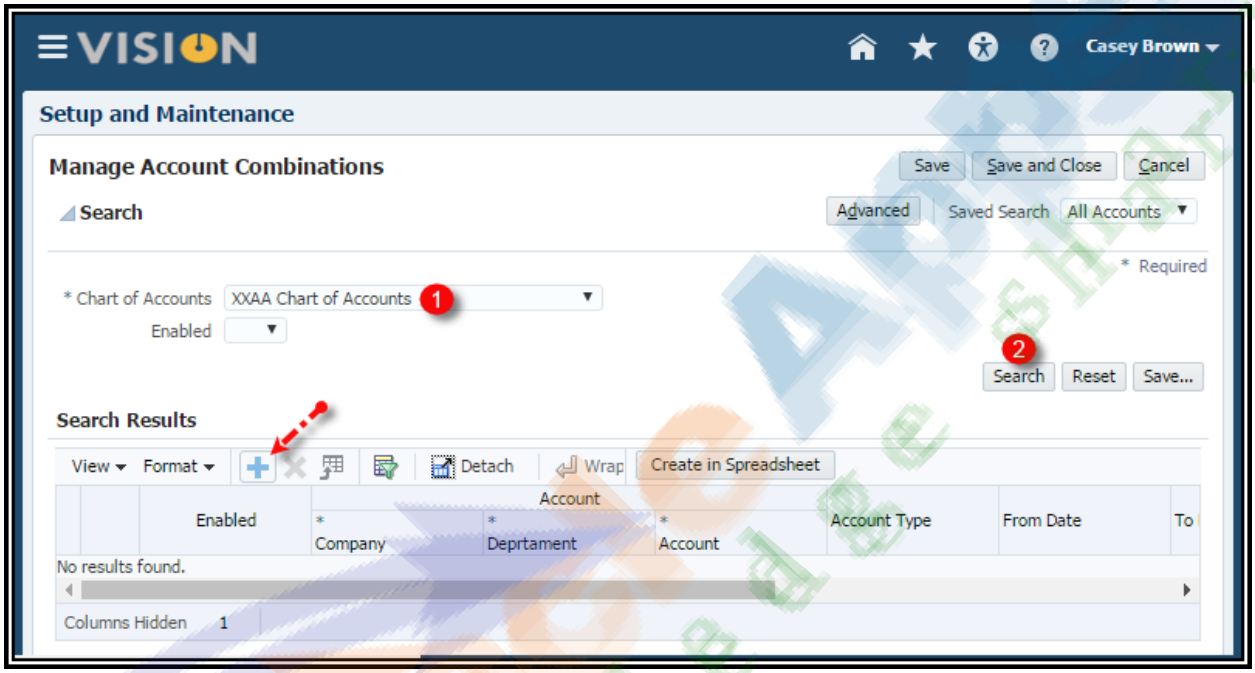
Create an Account Combinations Activity

Background

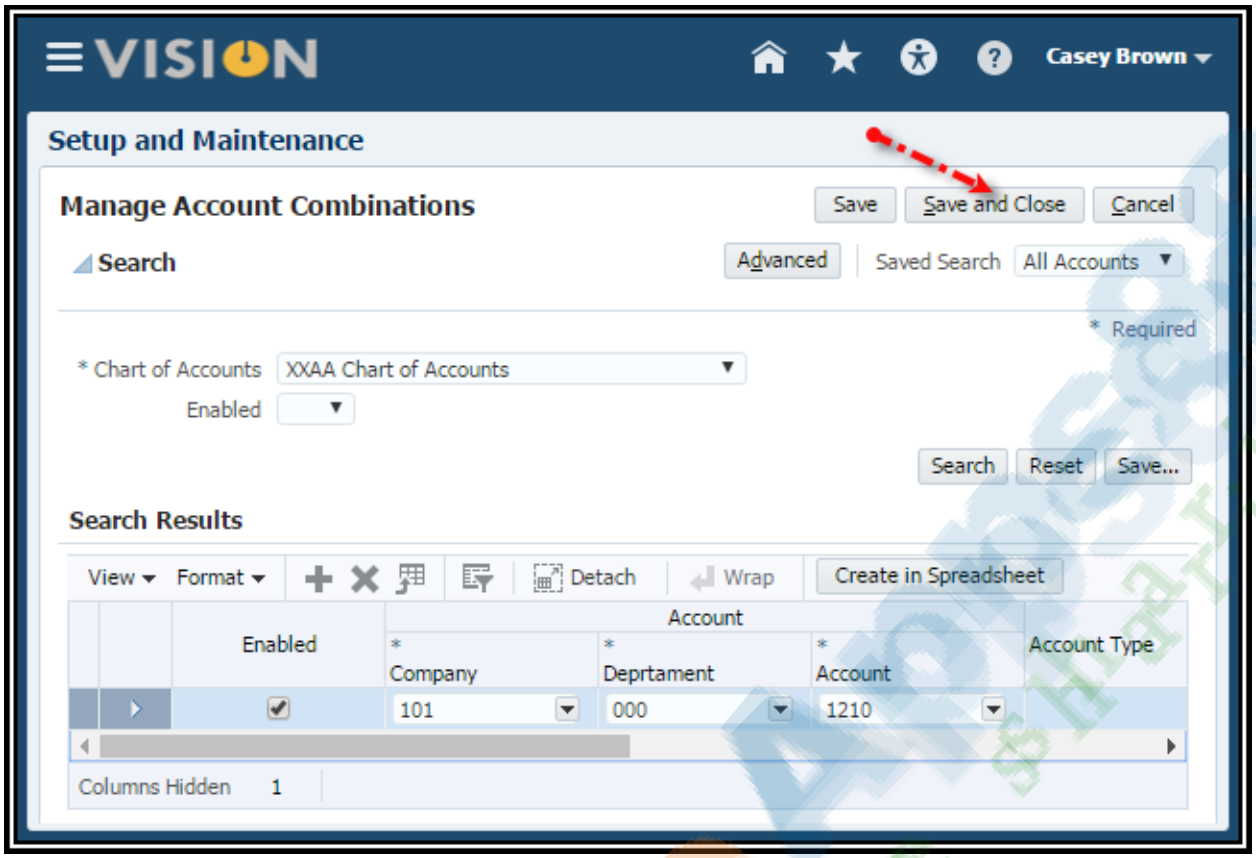
Account combinations contain a completed set of segment values that uniquely identifies an account in the chart of accounts.

From your implementation project, **Navigate > Define Common Applications Configuration > Define Enterprise Structures for Financials > Define Financial Reporting Structures > Define Chart Of Accounts >** Manage Account Combinations **> Go to Task.**

1. Search by your **Chart of Accounts**. (There will be no search results).
2. Click the **Add Row** icon.



3. Verify that the **Enabled** check box is checked.
4. Enter **101-000-1210**.
5. Optionally enter a From Date, To Date and an Alternate Account.
6. Click the **Save and Close** button.



Note: If you enabled **Dynamic combination creation allowed** for your chart of account instances, you do not need to manually create account combinations. The system will automatically create them for you during transaction and journal entry.

Define Cross-Validation Rules Demonstration

Background

Create cross-validation rules to prevent specific combinations of segment values in your account combinations, for example, preventing a particular cost center from being combined with a specific company value. Cross validation rules only affect the creation of new account combinations.

Activity Scope

Enter a new cross validation rule to prevent your InFusion US Chart of Accounts Company value 102 from being combined with your marketing cost center value 139. Let's assume InFusion US LE 2 BU 2 legal entity does not have a marketing cost center.

1. From your implementation project, **Navigate > Define Common Applications Configuration > Define Enterprise Structures for Financials > Define Financial Reporting Structures > Define Chart of Accounts >** Manage Cross-Validation Rules **> Go to Task.**

2. Select **InFusion US Chart of Accounts.**
3. Click the **Add Row** icon.
4. Specify a unique rule **Name**, NOMAR102, an optional **Description:** Do not combine North America Marketing cost center 139 with InFusion America US LE2 BU2 102.
5. Enter an optional effective **From Date** of today.
6. Check **Enabled.**
7. Click on the **Change filter condition** on the **Condition Filter**. Select **Add Fields** and select Company. Enter **Company Equals** 102. The cross validation rule evaluates if Company 102 was entered and if it is the defined value, then, the validation process continues to evaluate the rule. **Note:** If you do not specify any statement in the condition filter, then the rule is always evaluated.
8. Click OK.
9. Click on the **Change filter condition** on the **Validation Filter**. Select **Add Fields.**
10. Select **Cost Center Does not equal** to 139. Click **OK.** When the rule is evaluated, an account combination must contain a cost center **other** than 139 for company 102 before it can be created.
11. Enter an **Error Message**: *We do not have a marketing department, select a different cost center.* The message displays in the relevant user interfaces and processes when an account combination cannot be created because it violates the rule.
12. Click **Save and Close.**

Test:

1. Navigate > **Manage Account Combinations** task from within your implementation project > **Go to Task** icon.
2. Select **InFusion US Chart of Accounts.**
3. Click the **Add Row** icon.
4. Enter 102-10-62520-139-000-000.
5. **Save.** The error message appears.

Define Cross-Validation Rules Activity

Activity Scope

Enter a new cross validation rule to prevent balance sheet accounts from using any other department besides 000 and 121.

1. From your implementation project, **Navigate > Define Common Applications Configuration > Define Enterprise Structures for Financials > Define Financial Reporting Structures > Define Chart of Accounts >** Manage Cross-Validation Rules **> Go to Task.**

2. Select **your chart of accounts.**
3. Click the **Add Row** icon.
4. Specify a **Name:** "Dept 000 and 121" and **Description:** "Balance Sheet Accounts can only be combined with Dept 000 and 121."
5. Check **Enabled.**
6. For the **Condition Filter,** select the filter icon and **s**elect **Add Fields** and select **Account**.
7. Enter **Account Between 1000 – 3000.**
8. For the Validation Filter, enter Department Equals 000 and Department Equals 121.
9. Error Message: "Use Dept 000 or 121 with balance sheet accounts."
10. Click **Save and Close.**

Test:

1. Navigate **> Manage Account Combinations** task from within your implementation project **> Go to Task** icon.
2. Select **your Chart of Accounts.**
3. Click the **Add Row** icon.
4. Enter 101-138-1210.
5. **Save.** The error message appears.

Create a Calendar Activity

Activity Scope

Create a new accounting calendar for three years starting January 1, 2013 and ending December 31st each with one adjusting period at the end of the year.

1. From within your implementation project, **Navigate > Define Common Applications Configuration for Financials > Define Enterprise Structures for Financials > Define Financial Reporting Structures > Define Calendars >** Manage Accounting Calendars **> Go to Task**.

2. Use the **Manage Accounting Calendar** page to create and edit calendars.
3. Click the **Create** button.
4. Enter the desired information into the **Name** and **Description** field. Enter XXCalendar.
5. Enter the desired information into the **Start Date** field. Enter 1/1/13.
6. Select Monthly in the **Period Frequency** field.
7. Accept the defaults in the **Period Name Format**.
8. Select the **Once at year end** list item in the **Adjusting Period Frequency** field.
9. Click the **Next** button.
10. Use the **Create Accounting Calendar : Period Details** to review the calendar period data. Only 2013 year has been created.
11. Click **Save and Close** button.
12. Click on the name of your calendar.
13. Click the **Add Year** button to add 2014 year. Note: You can only add one year at a time between saves.
14. Click **Save and Close** button.
15. Click the **Done** button.
16. You have successfully created a new accounting calendar.

Create Currencies Activity

Background

Your company, InFusion America Inc, has a ledger currency of United States dollars (USD), and is doing business with suppliers in:

- Canada in Canadian dollars (CAD).
- Mexico in Mexican pesos (MXP).
- Ultraland, a new country which uses Ultraland dollars (ULD).

You also have intercompany transactions with your InFusion UK Services, Ltd entity, which uses Great Britain pounds sterling (GBP).

Activity ScoUltralandpe

Verify that USD, CAD, MXP and GPS are enabled and create currency for Ultraland.

1. From your implementation, **Navigate > Define Common Applications Configuration > Define Enterprise Structures for Financials > Define Financial Reporting Structures > Define Currencies >** Manage Currencies **> Go to Task.**

2. **Verifying that USD, CAD, MXP, and GBP currencies are enabled.**

3. **Create a new currency for Ultraland (XXULD) where XX represents your initials.**
   - **Currency Code:** Unique identifier used to reference the currency in user interfaces**. Enter XXULD replacing XX with your initials.**
   - **Currency Name: Ultraland Dollars.**
   - **Description: Currency for Ultraland.**
   - **Enabled:** Check box to start using the currency. **Check the box.**
   - **Start and End Dates:** Used to begin or end use of a currency on a specific date. Start Date default is the current date. **Accept the default date.**

4. Click **Save.**

5. **Expand** your currency and accept the defaults in the following fields:
   - **Issuing Territory:** Optionally, select among predefined country names per International Standards Organization (ISO) Standard #3166.
   - **Symbol:** Optionally, enter the symbol for the currency**.**
   - **Precision:** Designate the number of digits to the right of the decimal point used in regular currency transactions. **Default is 2.**
   - **Extended Precision:** Designate the number of digits to the right of the decimal point used in calculations. **Default is 5.** You must specify a number greater than or equal to the number in the Precision field.
   - **Minimum Accountable Unit:** Optionally, enter the smallest denomination used.
   - **ISO Currency:** Identify ISO currencies. **Default is checked.**
   - **Type:** Select Currency or Statistical to indicate how the currency is used in transactions and journal entries. Type also determines how the balances are shown. **Default is Currency.**

- **Derivation Type:** Use only for the euro and national currencies of the European Monetary Union (EMU) member states during the transition period. All other currencies do not have derivation types.
- **Derivation Factor:** Enter a fixed conversion rate by which you multiply one euro to derive the equivalent EMU currency amount. The euro currency itself does not have a derivation factor.
- **Derivation Effective Date:** Enter the date on which the relationship between the EMU currency and the euro begins.

6. Click **Save and Close**

Create Conversion Rate Types Activity

Background

Your company, InFusion America Inc, has a ledger currency of United States dollars (USD), and needs different conversion rate types for your payables and receivables transactions with Ultraland, which uses Ultraland dollars (ULD).

- For receivables, use your corporate conversion rate types.
- For payables, use a special corporate conversion rate type.

Activity Scope

Create a new conversion rate type for your payables transactions called XXSPCORP (replace XX with your initials).

1. From within your implementation project, **Navigate > Define Common Applications Configuration > Define Enterprise Structures for Financials > Define Financial Reporting Structures > Define Currencies >** Manage Conversion Rate Types **> Go to Task.**

2. Click the **Add row** icon.
3. Enter Name **XXSPCORP** where XX are your initials. Enter **Description Payables Special Rate Type.**
4. Enable **Enforce Inverse Relationship** and **Enable Cross Rates**.
5. Enter your currency **XXULD** as the **Cross Rate Pivot Currency.**
6. Add USD and CAD as the contra currencies by clicking the **Add Row** button in the **Contra Currencies** region.
7. Click **Save and Close.**

Create a Primary Ledger Activity

Activity Scope

Create a primary ledger using **InFusion US** Chart of Accounts, **AccountingMMYY** calendar, **USD** as the currency, and **Standard Accrual** as accounting method.

1. From your implementation project, Navigate > **Define Common Applications Configuration for Financials> Define Ledgers > Define Accounting Configurations > Manage Primary Ledgers > Go to Task.**

2. Click the **Create** icon in the **Manage Primary Ledger** page.
3. Enter a unique **Name** (without any periods) and **Description**: XXPrimary Ledger. Your Ledger name will appear on reports so name it correctly.
   Note: Do NOT use periods in your Ledger Name, such as ABC Co., Inc. Essbase will error. Currently, the UI does not validate this.
4. Select **Chart of Accounts**: InFusion US Chart of Accounts.
5. Select your **Calendar**: XXCalendar.
6. Select **Currency**: USD.
7. Select the **Accounting Method**: Standard Accrual.
8. Click the **Save** and **Edit Task List** button to save your primary ledger and return to the **Setup and Maintenance** work area or your project plan.
9. Select **Assign Legal Entities > Go To Task**
10. In the Select Scope popup, for the Primary Ledger field, select the **Select and Add** option, then select the Apply and Go to Task button.
11. Select your **XXPrimary Ledger** and then click **Save and Close** button at the very bottom of the window.
12. **I**n the Assign Legal Entities page, select the Add icon and choose your legal entity, **XX Legal Entity**, then click **Apply**, then **Done.**
13. Click **Save and Close.**
14. Your Primary Ledger name now appears as the Selected Scope across all components of this Accounting Configuration.

Specify Ledger Options Activity

Background

Setting ledger options is one of the most important tasks in configuring your ledgers.

From your implementation project, **Navigate > Define Common Applications Configuration for Financials> Define Ledgers >** Define Accounting Configurations **>**

1. **Specify Ledger Options > Go to Task.**

Accounting Calendar Options

2. Review the **Accounting Calendar** that defaults from your ledger.
3. Select 01-13 as the **First Opened Pe**riod for your ledger.
4. Enter 3 for the **Number of Future Enterable Periods**.

Subledger Accounting Options

5. Review the **Accounting Method** from your ledger.
6. Select **US American English** as your **Journal Language**.

Period Close Options

7. Enter **Retained Earnings Account**: 101.10.33100.000.000.000.
8. Enter **Cumulative Translation Adjustment Account**: 101.10.35000.000.000.000.

Journal Processing Options

Balancing options:

9. Enable **Suspense General Ledger** and **Subledger Accounting.**
10. **Default Suspense Account:**101.10.29900.000.000.000.
11. **Rounding Account:** 101.10.78550.000.000.000.
12. **Entered Currency Balancing Account:** 101.10.29900.000.000.000**.**
13. **Balancing Threshold Percent:** 10.

Enable the following Entry options:

14. **Enable journal approval.**
15. **Notify when prior period journal is entered.**
16. **Allow mixed statistical and monetary journals.**
17. **Validate reference date.**
18. **Separate journals by accounting date during journal import.**

For Reversal options:

19. Leave blank. You can select any predefined criteria set from the list of values in the **Journal Reversal Criteria Set** at any time.
20. Uncheck **Run AutoReverse after open period**. You can return to this page and enable this option later.

21. **For Intercompany options:** Click the **Enable intercompany accounting.**

22. **For Average Balance Options:** Do not enable average balance processing.
    Note: Disabling the ADB option will hide this region when you later update the ledger options.

23. Save and Close to return to your implementation project.
24. Optionally, you could assign balancing segment values to legal entities and ledgers and assign reporting currencies and secondary ledgers.

25. Navigate > Review and Submit Account Configuration > Go to Task.
26. Click Submit to create your accounting configuration**.** This will automatically create a Data Access Set with full read and write access to your primary ledger. The system automatically generates data roles for every data access set.
27. Verify Data Role Generation for Ledgers > Go to Task
28. Click **Search – Role Templates**
29. Enter **Display Name: General Ledger Template for Ledger**
30. Click **Search**
31. Click **Open**
32. Click **Generate Roles** button
33. Click **Summary tab** and expand **Valid Roles**. You should see your General Ledger data roles **that are appended with your ledger name. You assign these data roles to your users to access those ledgers.**
34. Close the Entitlements Server (a.k.a Access Policy Manager (APM)) window.
35. Provision Roles to Implementation Users > Go to Task.
    This opens Oracle Identity Manager (OIM).
36. Click the **Administration** link.
37. Search for your user.
38. Click the Roles tab and Assign one of the GL data roles you just created, such as **General Accounting Manager XX Primary Ledger.**
39. Close OIM.
40. The next step is to open the period. Do not open the period for this exercise.

Reporting Currencies Demonstration

Background

A reporting currency is linked to a primary or secondary ledger, and is maintained at one of three data conversion levels.

Activity Scope

Set up reporting currencies tied to your XXPrimary Ledger.

1. From your implementation project, **Navigate > Define Common Applications Configuration > Define Ledgers > Define Accounting Configurations > select your XXPrimary Ledger >** Manage Reporting Currencies **> Go to Task.**

2. Click the **Create** icon.
3. **Name and Description:** Enter XXReporting Currencies.
4. **Currency Conversion Level:** Select Journal.
5. **Currency:** Enter GBP.

In the **Ledger Options** region.

1. **First Open Period:** Enter Jan-11.
2. **Rounding Account**: 101.10.78550.000.000.000.
3. **Revaluation Basis:** Select Entered currency instead of Primary ledger currency.
4. **Enable journal approval:** Click check box.

In the **Currency Translation Options** region

1. **Default Conversion Rate Type:** Corporate.
2. **Retain Transaction Rate Type:** Yes

In the **Error Handling** region: **Missing Conversion Rate:** Click Use last rate

Enter 5 for the Number of Days to Find Last Rate.

1. **Retain Journal Creator from Source Ledger:** Yes.
2. Click the **Add** icon.
3. **Journal Source:** Enter Other.
4. **Journal Category:** Enter Other.
5. **Convert Journals to this Reporting Currency:** Enter Yes.
6. Click **Save and Close.**

Create a Ledger Set Demonstration

Background

Ledger Sets enable you to group multiple ledgers that share the same chart of accounts and calendar combination.

Activity Scope

Create a ledger set using your XXPrimary Ledger and one of the other student's ledgers.

1. From within your implementation project, **Navigate > Define Common Applications Configuration > Define General Ledger Options >** Manage Ledger Sets **> Go to Task.**

2. Click the **Create** icon. **Name and Description:** XXSet
3. Select your **Chart of Accounts:** XXChart of Accounts.
4. Select your **Calendar:** XXCalendar.
5. **Default Ledger:** XXPrimary Ledger.
6. **Ledger or Ledger Set:** XXPrimary Ledger (Add one of the student's primary ledger.)
7. **Type:** Ledger.
8. **Save and Close.**

Data Access Set Security Activity

Background

Data Access Sets are used to control access to specific ledgers, ledgers sets, or primary balancing segments of ledgers.

Activity Scope

Once you submit the Accounting Configuration, a Data Access Set is automatically created with full read/write access to the Primary Ledger. You only need to create a Data Access Set to grant more granular access to specific balancing segment values or alter the read and write privileges or grant access to multiple ledgers.

1. From your implementation project, **Navigate > Define Common Applications Configuration for Financials> Define Security for Financials > Define Data Security for Financials>** Manage Data Access Sets **> Go to Task.**

2. Click the **Create** icon.
3. Enter unique **Name** and **Description:** XXData Access Set, replacing XX is your initials.
4. Select the **Access Set Type**: Full Ledger or Primary Balancing Segment Value.
5. Select your **Chart of Accounts:** InFusion US Chart of Accounts.
6. Select you **Accounting Calendar:** XXCalendar.
7. Select the **Default Ledger:** XXLedger.
8. Click the **Add** icon in the **Access Set Assignments**.
9. Enter Your **Ledger:** XXLedger.
10. Select **Privilege:** Read and Write.
11. **Save.**

Note: If you select **Access Set Type** of Primary Balancing Segment Value, then you have to additionally decide:

12. Check **All Values** or leave unchecked to enter one or more primary balancing segment values.
13. Select **Specific Value**: Parent to represent a group of balancing segments or Single Value.
14. If you select Parent Value, then you must select a **Tree Code** to indicate the source of the hierarchy information**,** a **Tree Version Name,** and the primary balancing **Segment Value.**
    Note: You will ONLY be able to select the **Tree Code** that is assigned to your segment that was denoted as the Primary Balancing Segment of your **Chart of Accounts Instance**.
15. Continue to add rows to include more than one primary balancing segment value, if needed.

Segment Value Security Demonstration

Background

Enabling Segment Value Security controls what accounting segment values users can see and use throughout the GL UIs.

Functionally, defining and enabling such rules consists of several steps:
1) Enabling Segment Value Security at the value set level
2) Creating a Data Security Condition
3) Creating a Data Security Policy

Before proceeding with these steps, confirm in OIM what roles (as part of the data roles created for each ledger for the respective chart of accounts) are assigned to the users who will be using these ledgers. This is important because as part of the definition of security policies you need to specify what roles are impacted by the policies.

From within your implementation project navigate to
Define Common Applications Configuration for Fusion Accounting Hub > Define Implementation Users > Create Implementation Users > Go to Task.
This opens **Identity Manager**.

1. Click on the **Administration** link on the top right hand corner of the main page.
2. Search for your user at the top left corner and click on the Display Name.
3. From the **Roles** tab, expand the **General Accounting Manager XXPrimary Ledger** role and note it is based on the **General Accounting Manager** Job Role for the **XXPrimary Ledger** Data Access Set.

In case you plan to use tree operators in your policy definitions, review your tree definitions and make sure they are properly set up for the desired security behavior.

Activity Scope

- Enable security for XXAccount value set associated with your chart of accounts.
- Provide the **General Accounting Manager XXPrimary Ledger** data role with access to a range of account values.
- Deny all other users access to all account value set values.

I. Enable Segment Value Security at the value set level.

From within your implementation project navigate to
Define Common Applications Configuration for Fusion Accounting Hub > Define Enterprise Structures for Fusion Accounting Hub > Define Financial Reporting Structures > Define Chart of Accounts > Manage Segment Value Security Rules > Go to Task.

1. Search for **Value Set Code** XXAccount and click on **Edit**.
2. Check the **Security enabled** checkbox and click on **Edit Data Security** button to proceed with defining a security condition and policy.

II. Create a Data Security Condition.

1. With the **Condition** tab selected, click the **Create** button to begin creating the policy.
2. Enter **XXRestricted Access** for both **Name** and **Displayed name**.
3. Click **Add** in the **Conditions** section.
4. Select **Column Name:** VALUE, **Operator:** Between, **Value:** 1000-7999.
   You can use either tree or non-tree operators.
   The following non-tree operators are supported:
   - Equal to
   - Not Equal to
   - Between
   - Not Between.

   Similarly, the following tree operators are supported:
   - Is a last descendent of
   - Is a descendent of.

5. Once you have finished defining the desired conditions, click on **Save**.

III. Create a Data Security Policy.

1. When you are on the **Policy** tab, click on the **Create** button to begin creating a new policy. Begin by specifying information in the **General Information** tab.
2. After specifying the **General Information**, proceed to the **Role** tab and search for the relevant data role that you desire to be affected by this policy.
   (Note that the search functionality for roles in the **Select and Add** popup does not work very well, i.e. it does not like wildcard characters.)
3. Once the desired role shows up in the **Role** tab, click on the **Rule** tab in order to associate the condition with the policy.
4. The **Row Set** field determines what range of value set values are affected by the policy. Select **Multiple Values**.
5. Select your **XXRestricted Access** condition that was defined earlier.
6. Click on the **Submit** button.
7. Generate the flexfield (from the **Manage Key Flexfields** UI).