General Ledger

ITRODUCTION: Configuration Enterprise Structure

User Roles

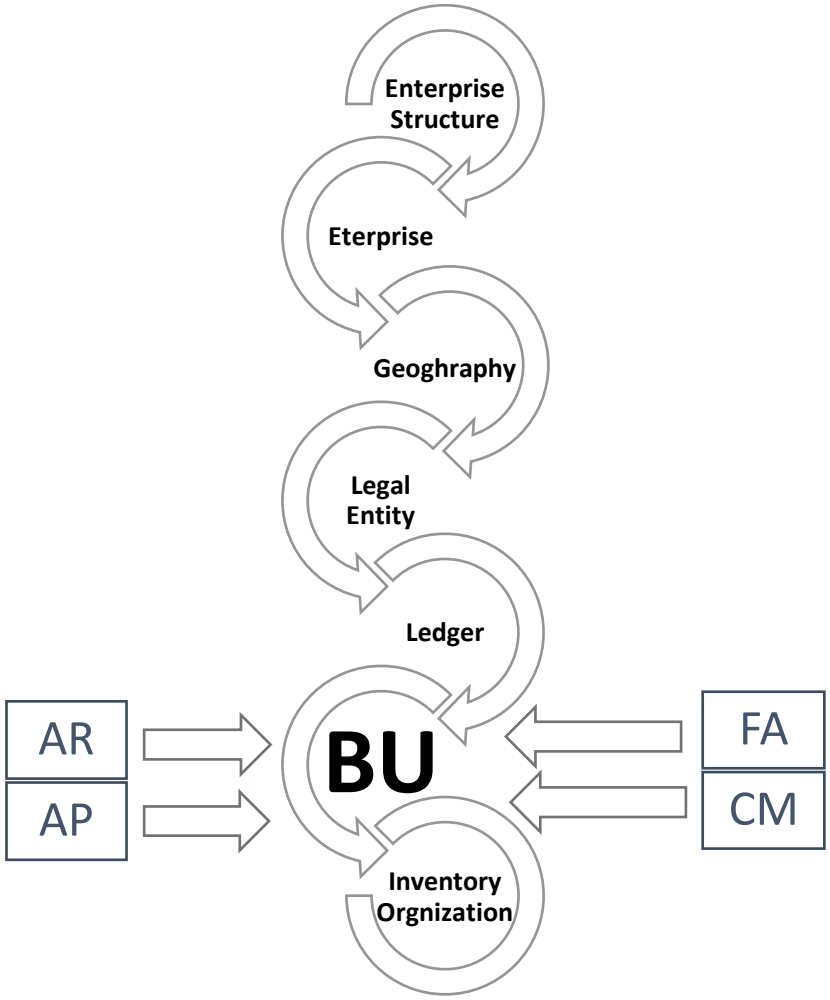
- **IT Security Manager= Security Console:** Able to add new role.
- **General Accountant and General Accounting Manager:** Create and manage accounts.
- **Application Implementation Consultant and Application Implementation manger:** Ability to Setup and maintenance.

Must start by ORA

Most Important Responsibilities of ERP Consultant:

❖ Implementation plan and manage the ERP process.

BY:



Enterprise Structure/Multi organizations Structure

- The organizational framework that defines how a business is organized for financial, operational, and reporting purposes.

Enterprise and Geography

- Related to HCM Team, Enterprise= Business Group.
- Can include multiple legal entities.

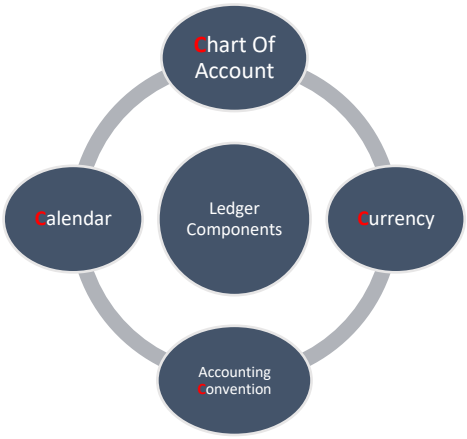
Legal Entities

- Legal Structure: Managerial Structure and Functional Structure.
- Legal Entity: Divisions and Business Unit and Department and Organization.
- One Legal Entity Contain More Than One Company.

Name	Address	Identifier
• Entity name: • Ex: Lamborghini	• Address Name: • Ex: Giza	• Identifier Number: • EX:555/2145/J

Ledger:

- It is an application of financial general ledger it is central representing. When we are defining major control features generate reports for organization. It is a Reporting entity in which recording day to day business transactions and also it will determine 4 c's are
  1. Currency
  2. Calendar
  3. Chart of accounts
  4. Accounting convention method.



- One General Ledger can link Legal Entity with Deferent Companies.
- Financial Reporting Structure= 4 C'S

1- Chart OF Account

- COA= Financial Structure

2- Currency

- Currency is used to record the accounting transactions. Each country having their own currency.
- Predefine from oracle
- Manage Currencies on Level Enterprise
- Level Enterprise: Whole organization=Overall link= All Ledger and Entities

3- Calendar

- Calendar is used to identify dates in the day-to-day business transactions.
- Doing Earlier One Year before Required.

4- Accounting Convention

- Accounting Principles, like: Accrual or Cash.

Business Units

- Function that Links General Ledger and 4 Subledger (Account Payable, Account Receivable, Cash Management and Fixed Assets)

Inventory Organization

- Supply Chain Management Team.

Manual *General Ledger Setup*

What Is General Ledger Setup Manual Steps?

What Is Legal Structure Setup Steps?

- Manage Legal Address
- Manage Legal Entity

What Is Financial Reporting Structure Setup Steps?

- Manage Chart of Accounts Value Sets
- Manage Chart of Accounts Structures
- Manage Chart of Accounts Structure Instances
- Manage Chart of Accounts Value Set Values
- Manage Accounting Calendars
- Manage Currencies

What Is General Ledger Setup Steps?

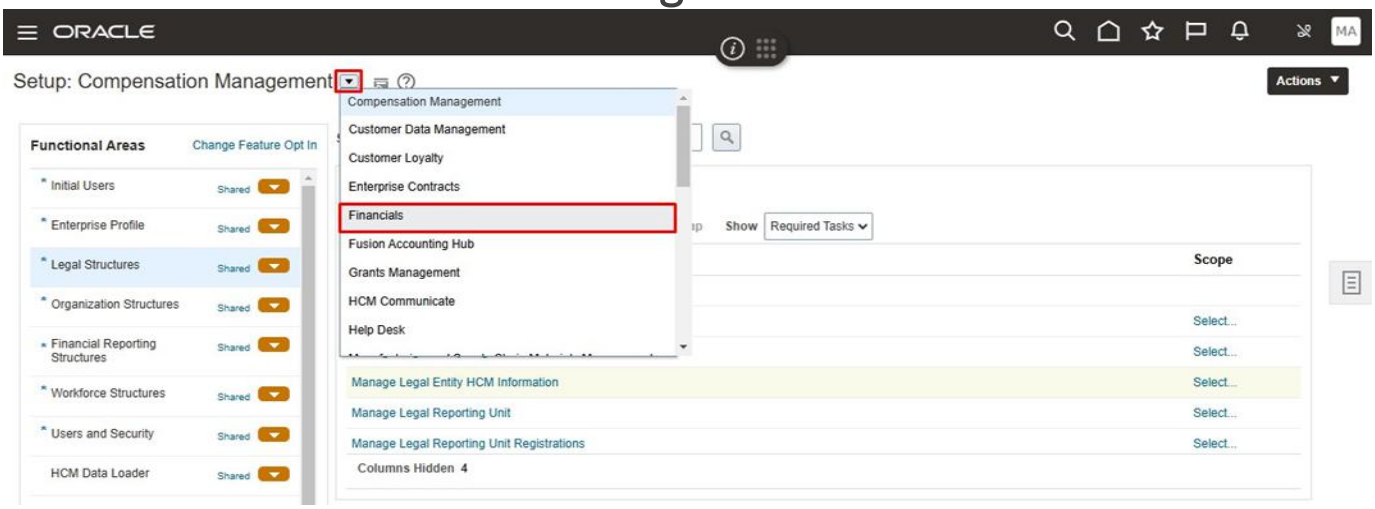
- Manage Primary Ledger
- Specify Ledger Options
- Assign Legal Entities
- Assign Balancing Segment Values to Legal Entities
- Review and Submit Accounting Configuration
- Manage Data Access Set Data Access for Users
- Open Frist Period

Application

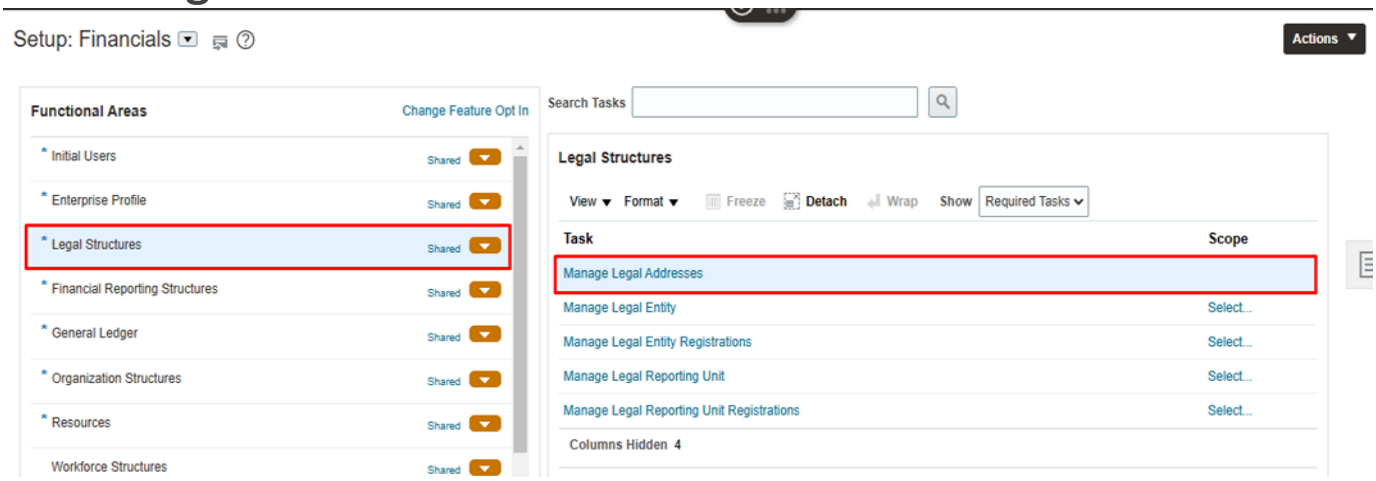
How to Manage Legal Addresses?

Click on Settings and action Click on Setup and Maintenance

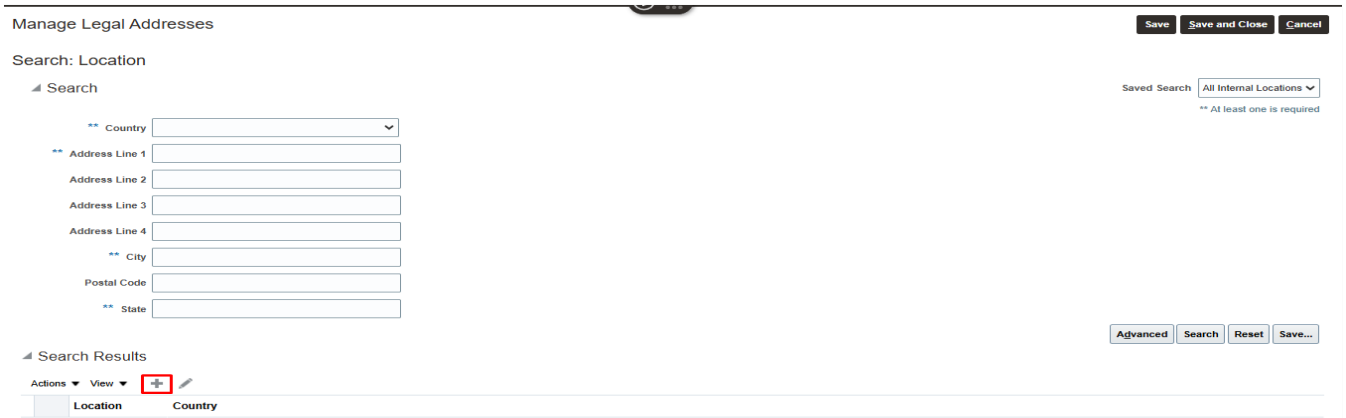
Choose Financials from Offering



Choose Legal Structures from Functional Areas

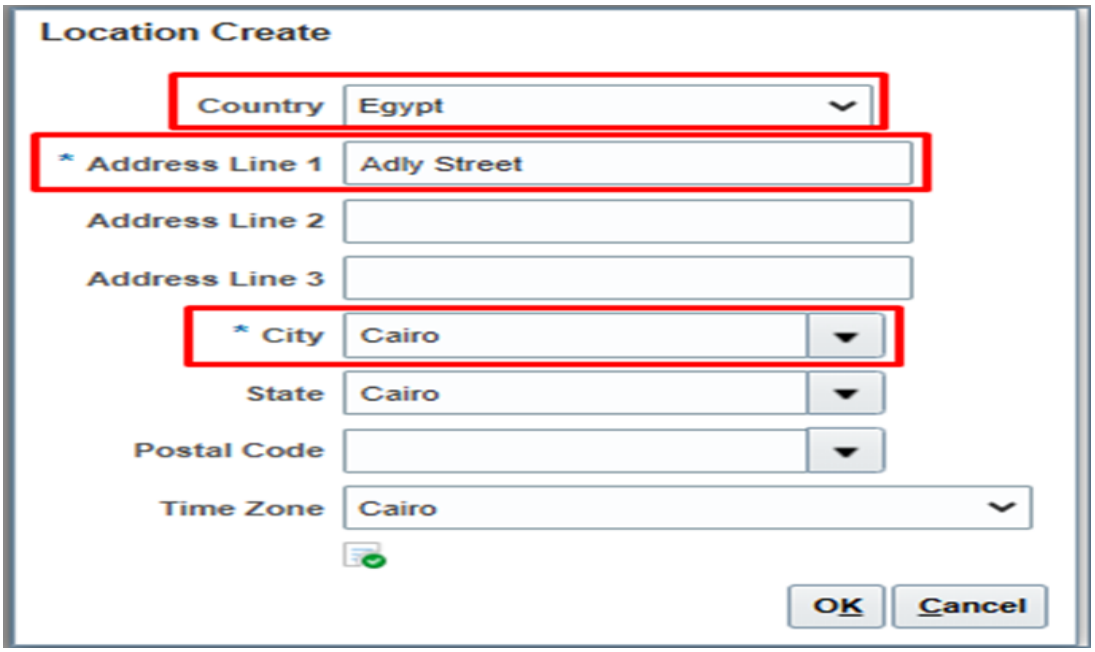


Click on Add

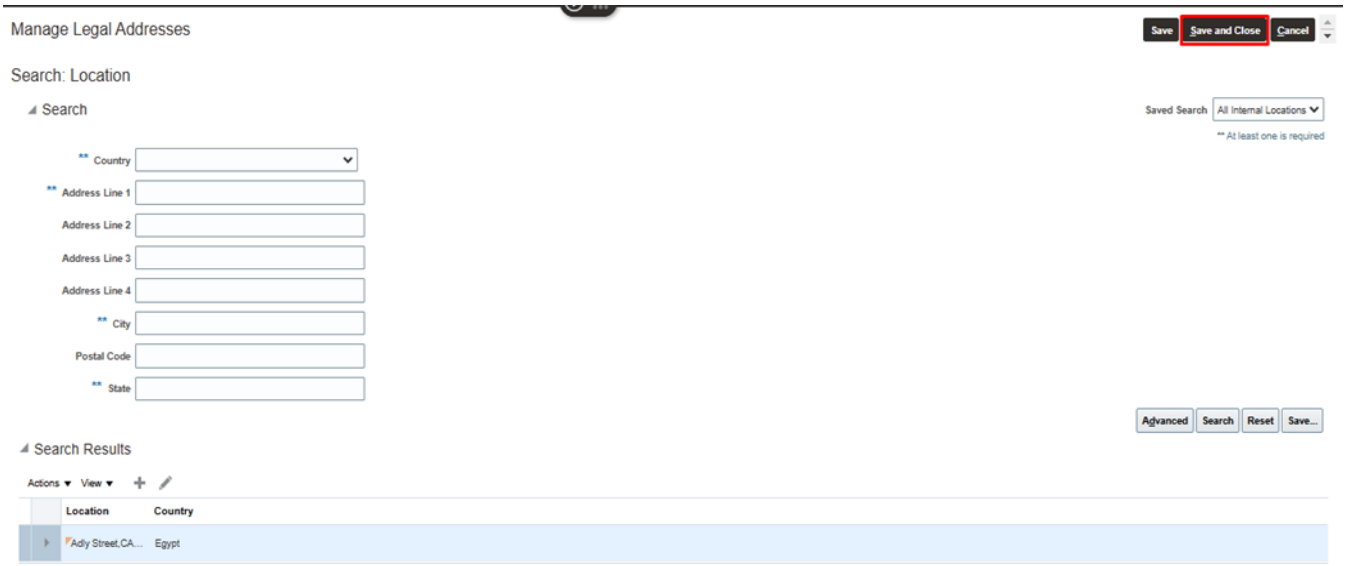


Fill Location Create

Press Done



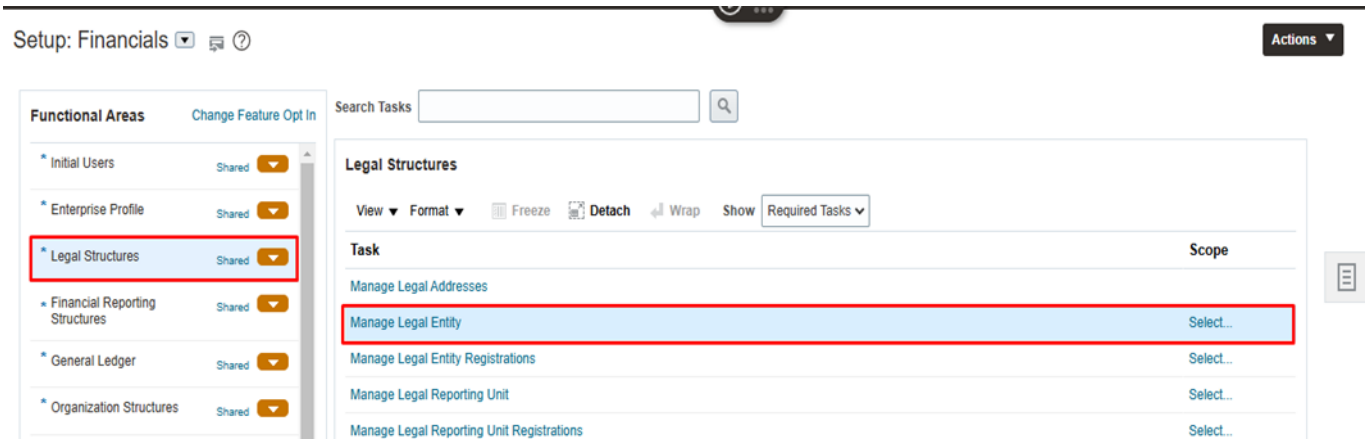
Press Save and close



How to *Manage Legal Entity?*

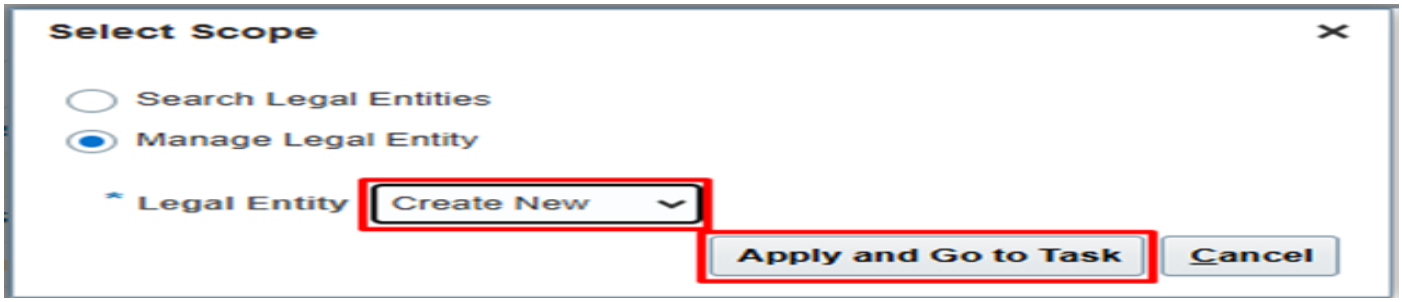
Choose Legal Structures from Functional Areas

Click on Manage Legal Entity



Choose Create New

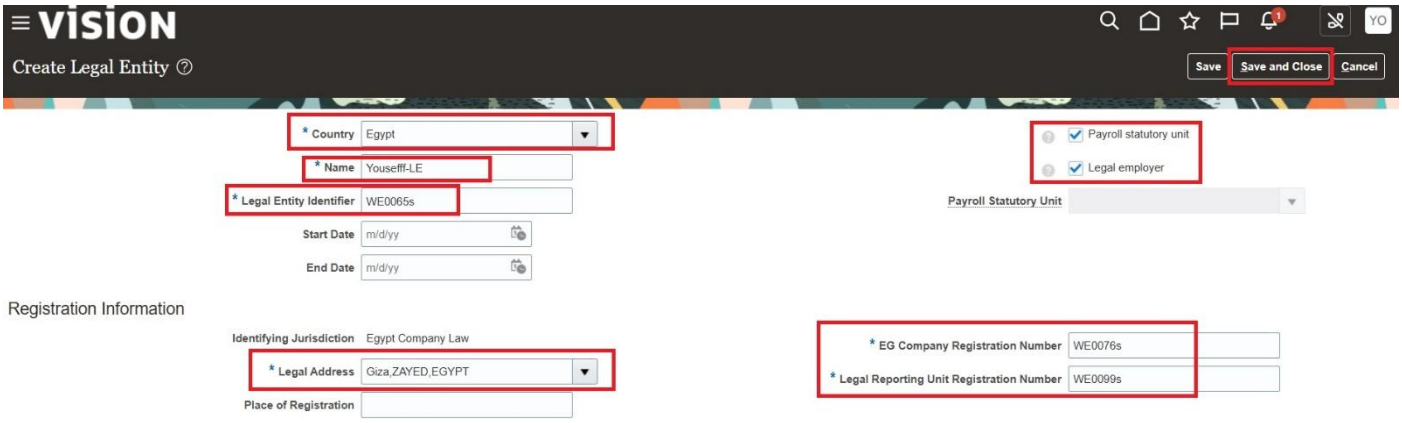
Click on Apply and Go to Task



Press Add

Fill Legal Entity

Press Save and close



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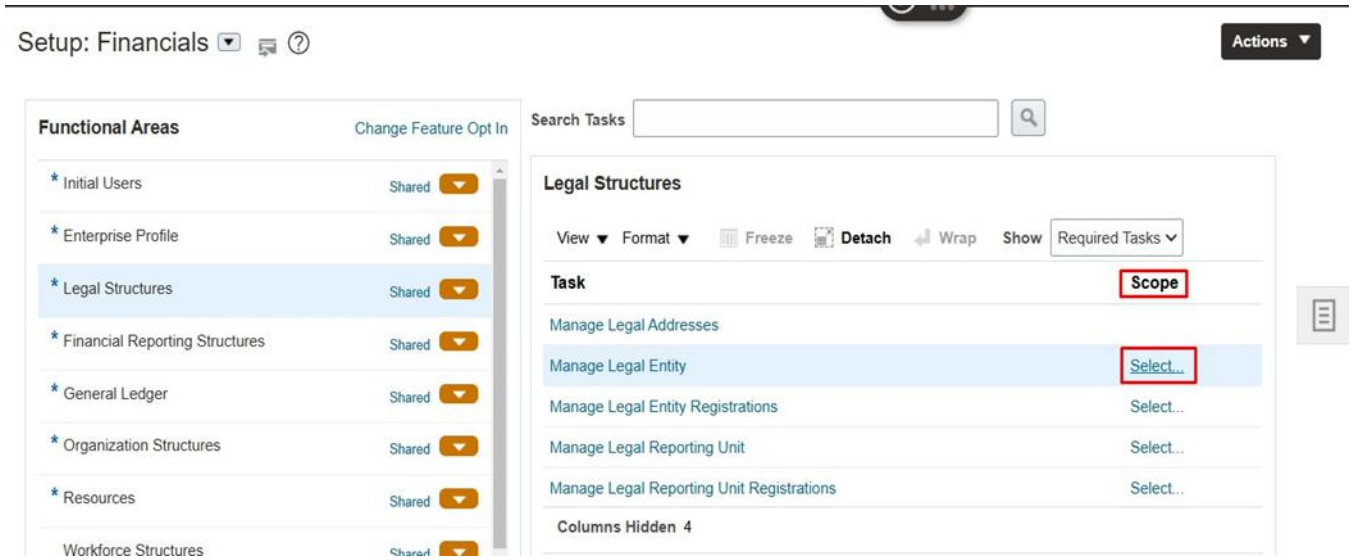
How to *Select Scope?*

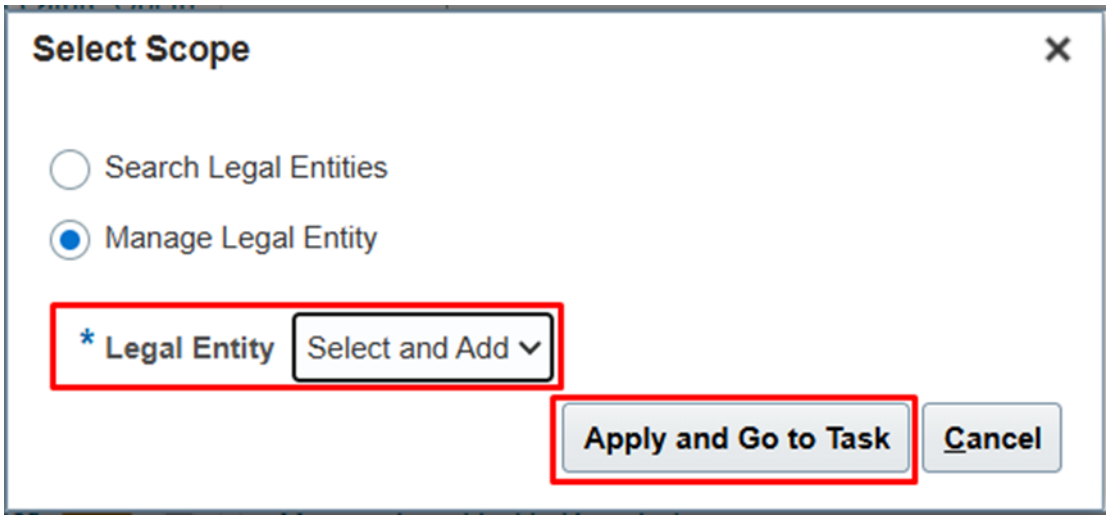
Choose Legal Structures from Functional Areas

Click on Manage Legal Entity {Select}



Click on Select and Add

Click on Apply and Go to Task



Click on Search

Press Search to your Legal Entity

Press Select your Legal Entity

Press Save and close

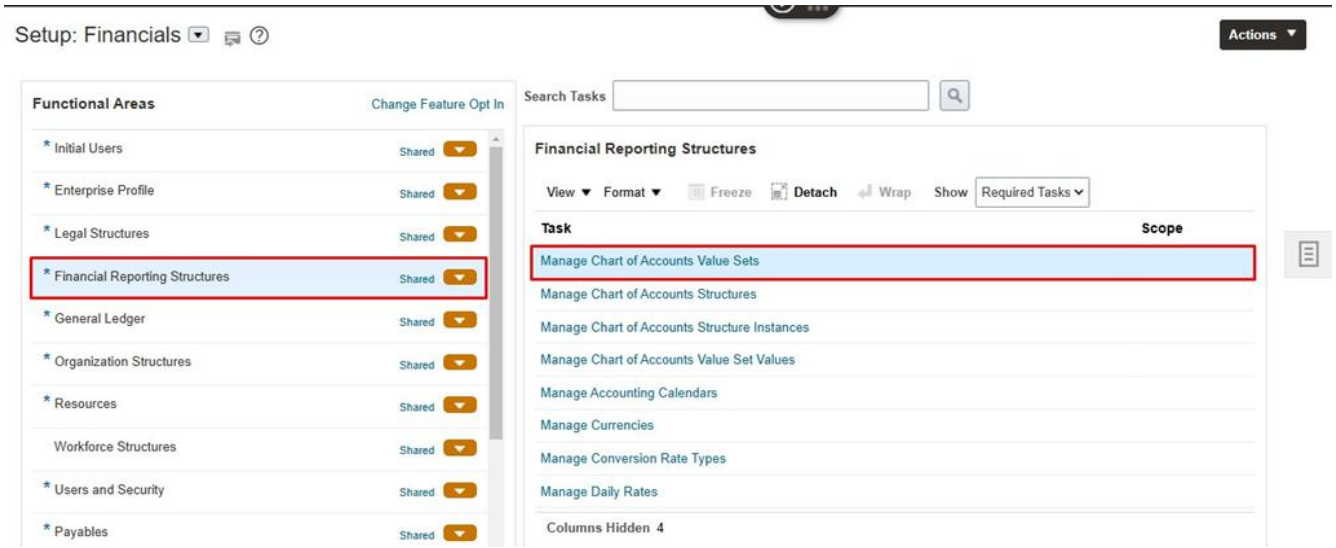
How to *Create Value Set?*

Important Notes:

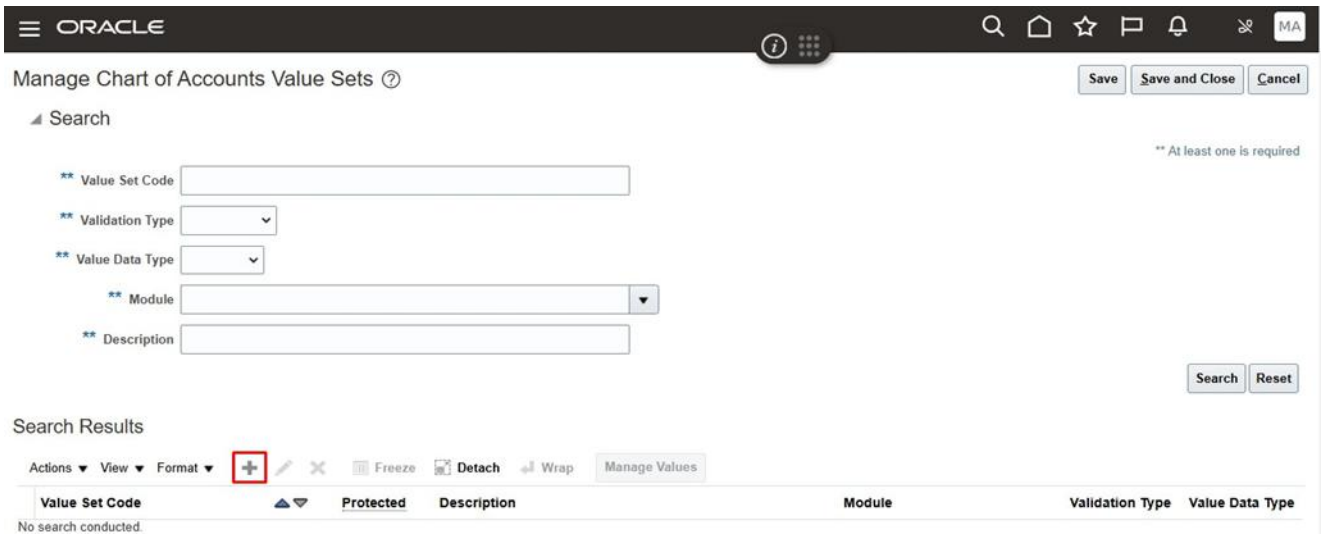
- Value set is Set of rules or properties which are going to enforce or attach to segments.
- Upon enforcing or attaching value set to the Segment, your segment will behave or act according
- to the value set.
- Values Sets: Containers of Values and Identify Shape Digit or Alpha.
- Values Set minimum 2 Segment, Company, accounts and department, in work from 7 to 10.
- One Value Set or Label Can do for 2 Company
- Value Sets are first step because it mandatory in segment.
- **Validation Types in Value Set**

- **Independent:** If validation type is independent, we can define values for the value set and we can use at the time of transaction time.
- **Dependent:** If validation type is dependent, then we cannot define values for value set.

Choose Financial Reporting Structures from Functional Areas Click on Manage of Accounts Value Sets



Press Add



Fill Information for Value

Press Save and close

VISION

Create Value Set

Manage Values | Save | Save and Close | Cancel

* Value Set Code: Company Or Department Or Account
Description: Company Or Department Or Account
* Module: General Ledger
* Validation Type: Independent
* Value Data Type: Character

Security enabled

Data Security Resource Name | Edit Data Security

Definition

* Value Subtype: Text
* Maximum Length: 235
Minimum Value
Maximum Value

Uppercase only

Zero fill

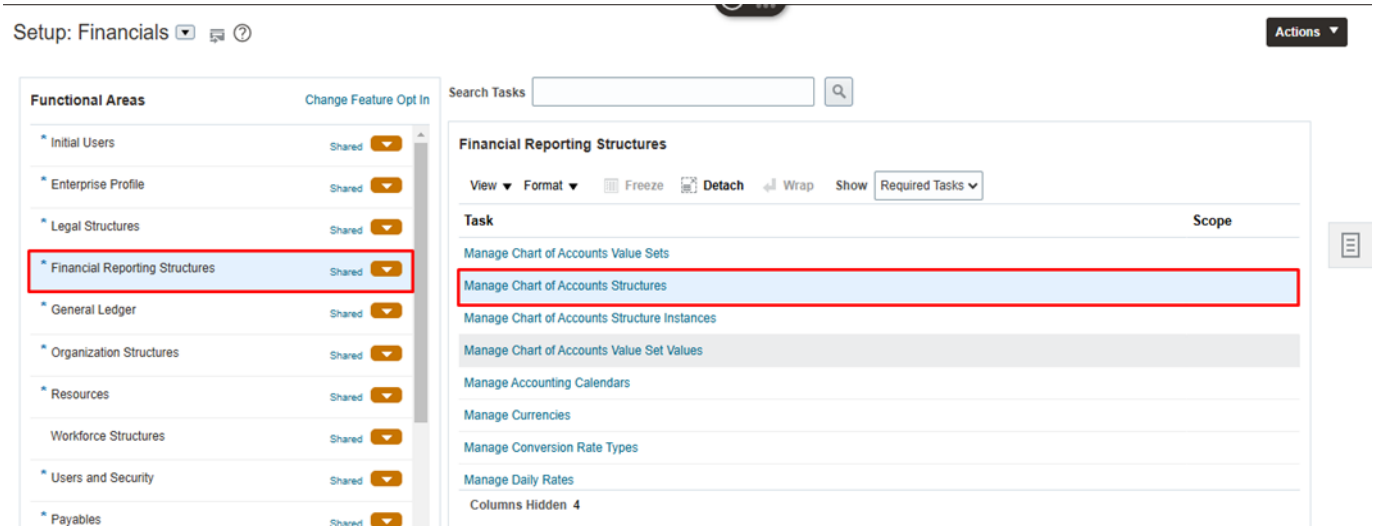
Activate Windows

How to *Create COA Structure?*

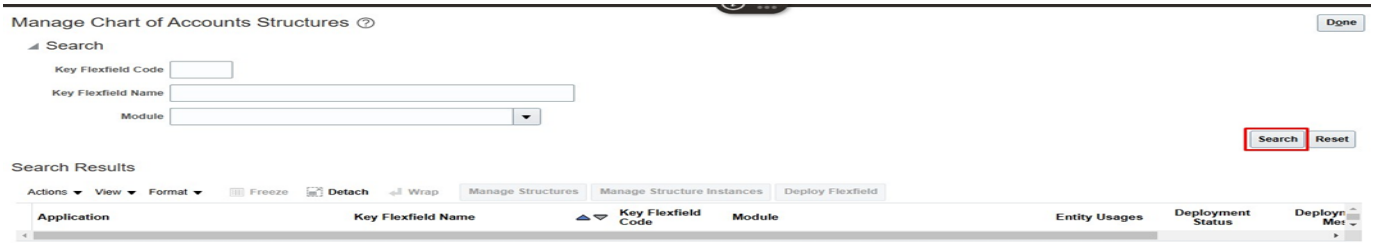
Important Notes:

- We can create maximum 30 segments apart from General Ledger Segment,
- Assignment of Label to Segments
  Company: Balancing Segment
  Intercompany: Intercompany Segment
  Department: Cost Centre Segment
  Accounts: Natural Accounts Segment

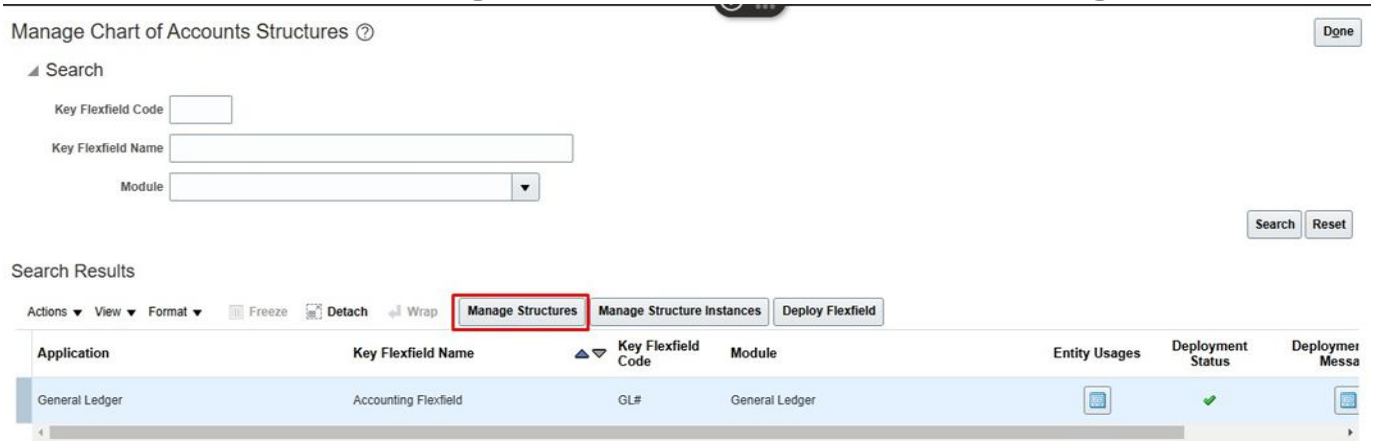
Choose Financial Reporting Structures from Functional Areas Click on Manage Chart of Accounts Structures



Press Search

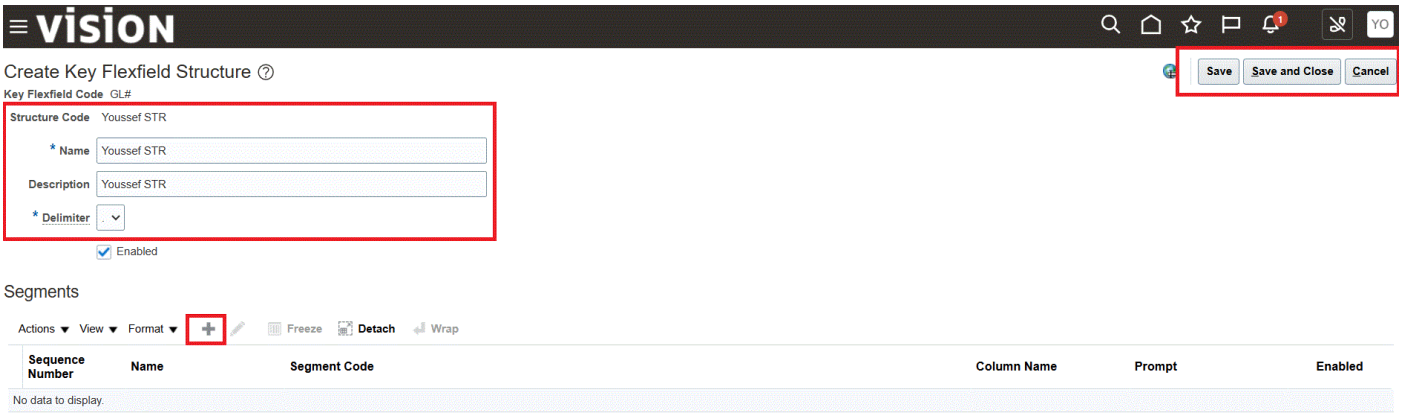


Select The General Ledger Press Manage Structures

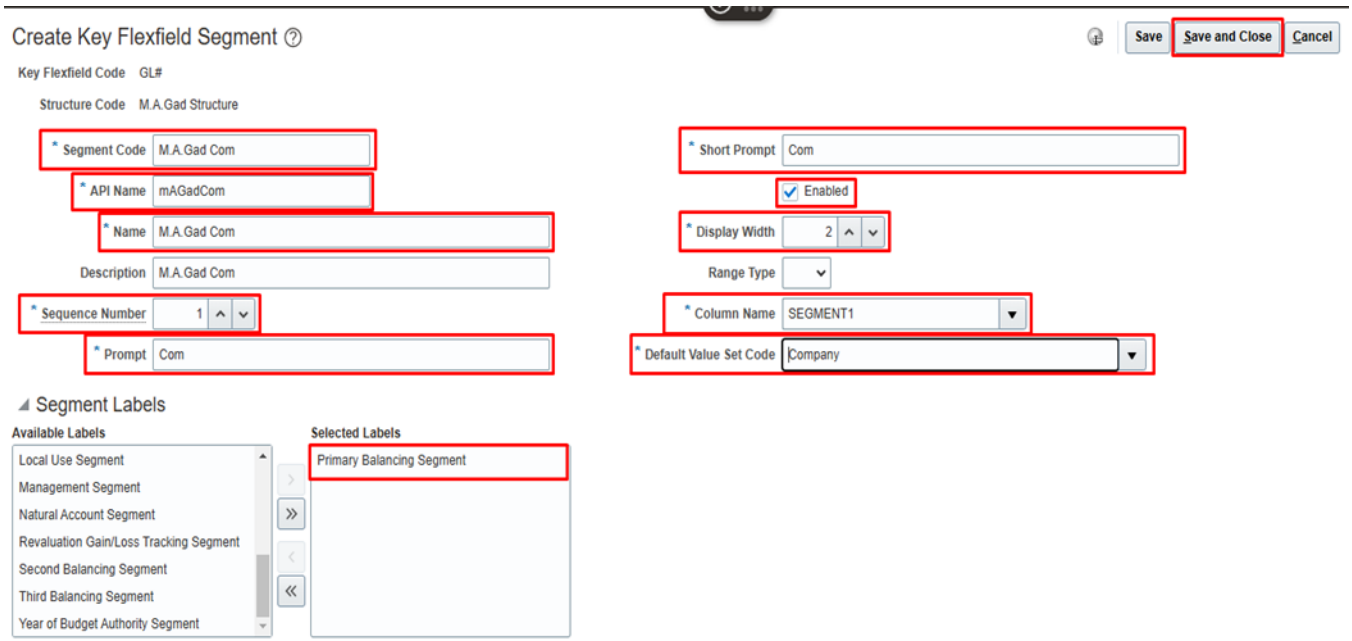


Press Create

Fill Information for Key Flex-field Structures Press Save Press Create Press Create



Fill Information for Key Flex-field Segment Press Save and close



Other Values

Create Key Flexfield Segment

Save | Save and Close | Cancel

Key Flexfield Code GL#

Structure Code M.A.Gad Structure

* Segment Code: Account
* API Name: account
* Name: Account
Description: Account
* Sequence Number: 3
* Prompt: ACC
* Short Prompt: ACC
Enabled
* Display Width: 2
Range Type:
* Column Name: SEGMENT3
* Default Value Set Code: M.A.Gad value Account

Segment Labels

Available Labels: Local Use Segment, Management Segment, Primary Balancing Segment, Revaluation Gain/Loss Tracking Segment, Second Balancing Segment, Third Balancing Segment, Year of Budget Authority Segment

Selected Labels: Natural Account Segment

Create Key Flexfield Segment

Save | Save and Close | Cancel

Key Flexfield Code GL#

Structure Code M.A.Gad Structure

* Segment Code: Account
* API Name: account
* Name: Account
Description: Account
* Sequence Number: 3
* Prompt: ACC
* Short Prompt: ACC
Enabled
* Display Width: 2
Range Type:
* Column Name: SEGMENT3
* Default Value Set Code: M.A.Gad value Account

Segment Labels

Available Labels: Local Use Segment, Management Segment, Primary Balancing Segment, Revaluation Gain/Loss Tracking Segment, Second Balancing Segment, Third Balancing Segment, Year of Budget Authority Segment

Selected Labels: Natural Account Segment

Press Save and close

Edit Key Flexfield Structure: M.A.Gad Structure

Save | Save and Close | Cancel

Key Flexfield Code GL#

Structure Code M.A.Gad Structure

* Name: M.A.Gad Structure
Description: M.A.Gad Structure
* Delimiter: -
Enabled

Segments

Actions | View | Format | Freeze | Detach | Wrap

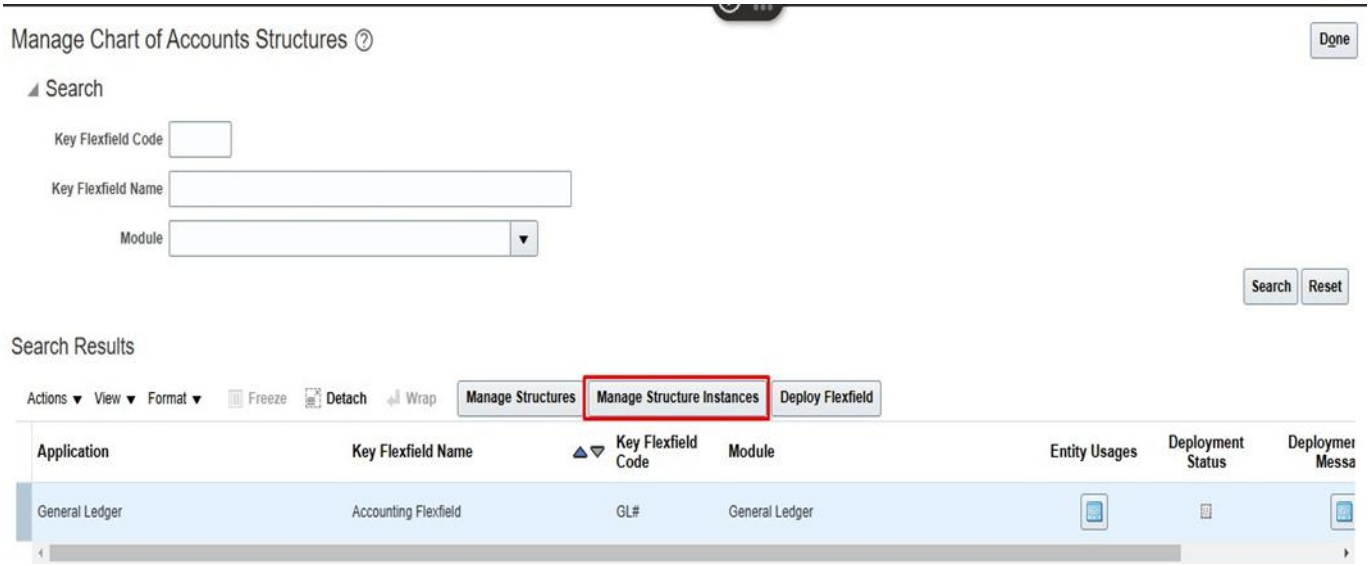
Sequence Number	Name	Segment Code	Column Name	Prompt	Enabled
1	Company	Com	SEGMENT1	Com	✓
2	MAG Department	MAG Department	SEGMENT2	Dept	✓
3	Account	Account	SEGMENT3	ACC	✓

How to *Manage Chart of Accounts Structure Instances?*

Important Notes:

- Manage COA Structure Instance, to be required and dynamic. (Difference between fusion and EPS)
- COA Structure Instance More than one on the same Structure but Opposite not accepted.

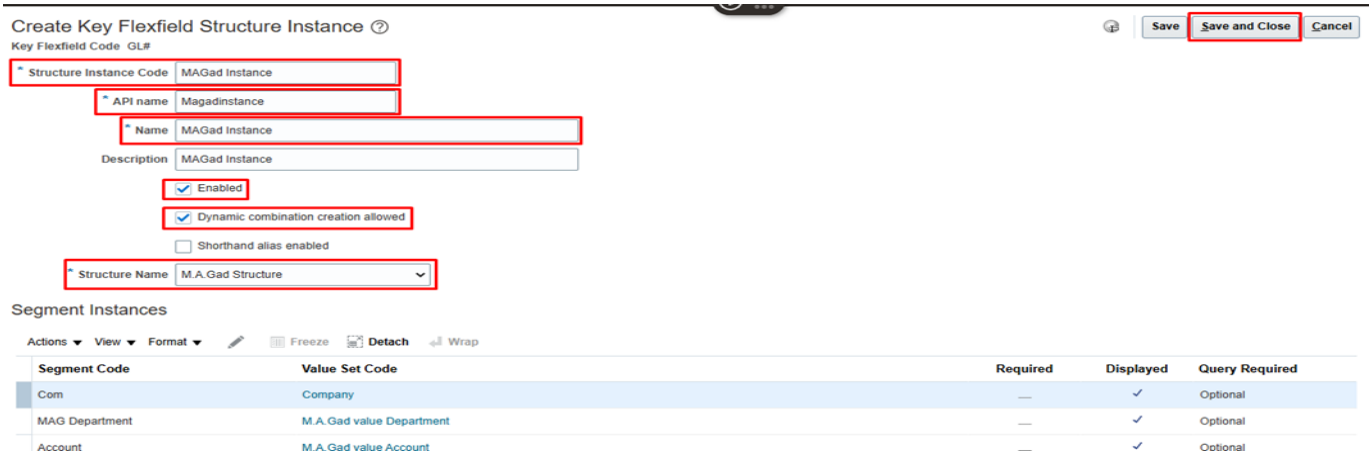
Click on Manage Structure Instance



Press Create

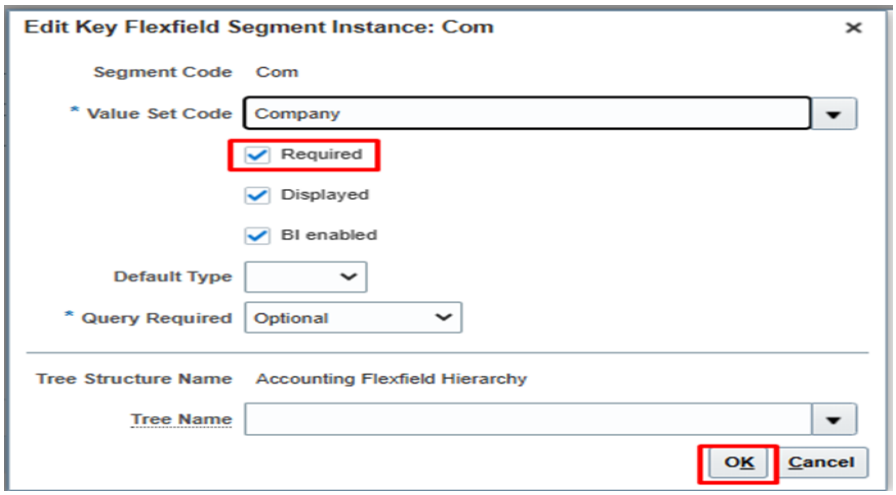
Fill Information for Instances

Press Save and Close



Press Edit

Press Required



Press Save and close

Edit Key Flexfield Structure Instance: MAGad Instance

Save | Save and Close | Cancel

Key Flexfield Code GL#

Structure Instance Code MAGad Instance

* API name Magadinstance

* Name MAGad Instance

Description MAGad Instance

☑ Enabled

☑ Dynamic combination creation allowed

☐ Shorthand alias enabled

Structure Name M.A.Gad Structure

Segment Instances

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

Segment Code	Value Set Code	Required	Displayed	Query Required
Com	Company	✓	✓	Optional
MAG Department	M.A.Gad value Department	✓	✓	Optional
Account	M.A.Gad value Account	✓	✓	Optional

Click on Deploy Flex-Field

Press Done

VISION

Manage Chart of Accounts Structure Instances

Done

Search

Key Flexfield Code

Key Flexfield Name

Module General Ledger

Search | Reset

Search Results

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap | Manage Structures | Manage Structure Instances | Deploy Flexfield

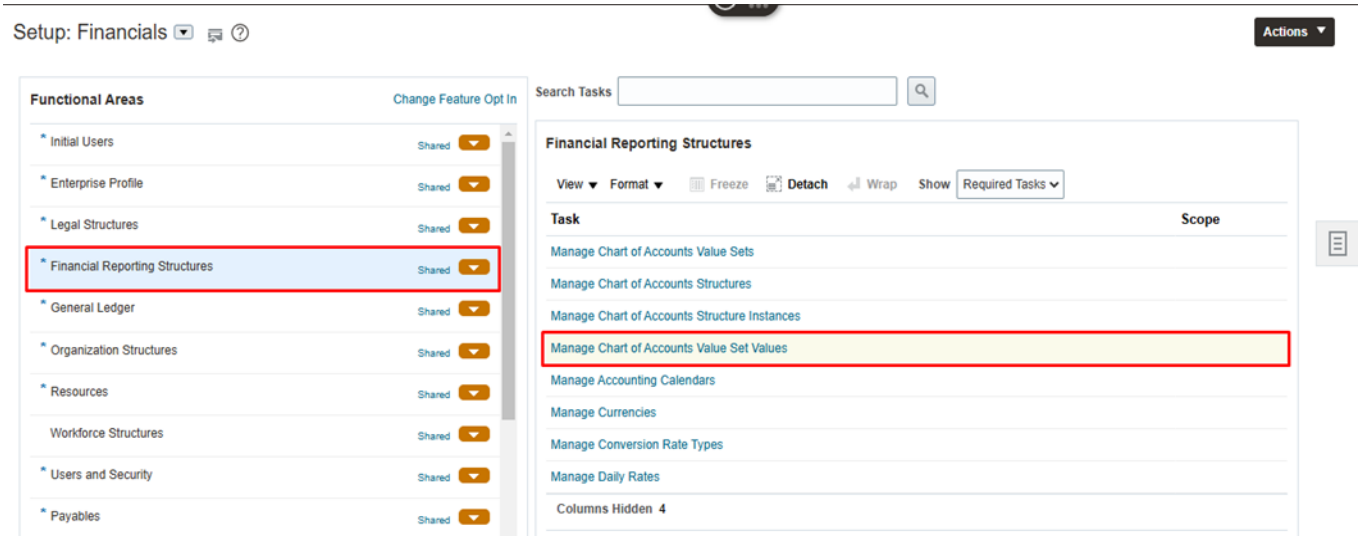
Application	Key Flexfield Name	Key Flexfield Code	Module	Entity Usages	Deployment Status	Deployment Error Message	Deployment Date
General Ledger	Accounting Flexfield	GL#	General Ledger				2/23/25 11:29 PM

How to *Manage Chart of Accounts Value Set Values*

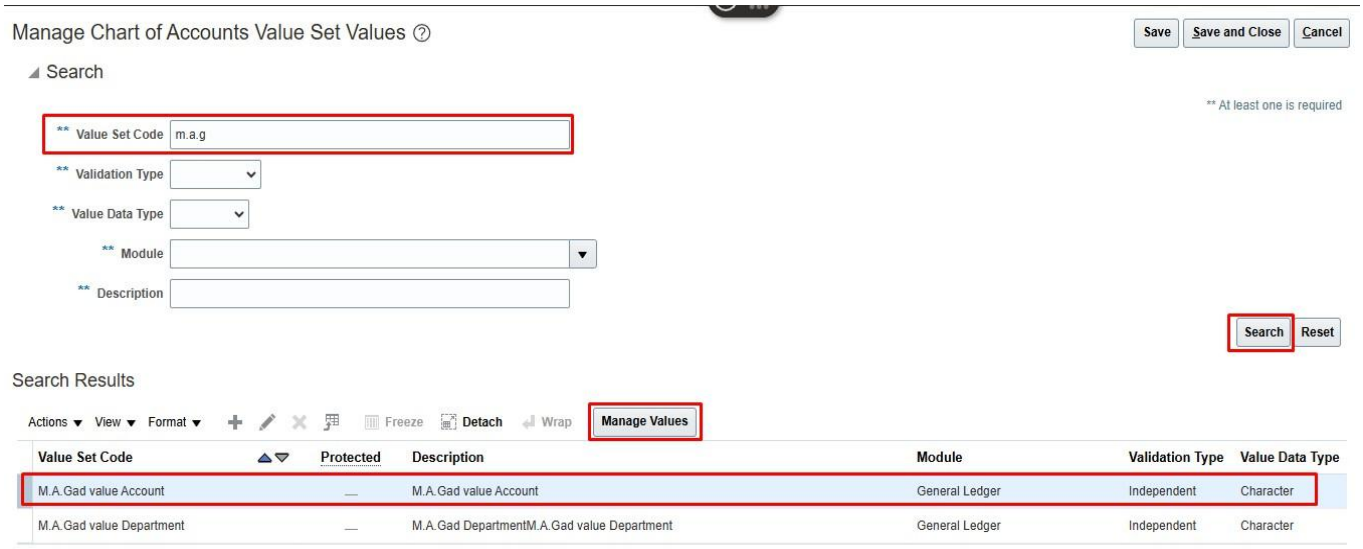
Important Notes:

- Parent Can't do transactions; Shield can do transactions.

Choose Financial Reporting Structures Click on Manage Chart of Accounts Value Set Values



Search Value Sets Select Value Set Press Manage Values



Press Create

Manage Values

Save | Save and Close | Cancel

Value Set Code M.A.Gad value Account

Description M.A.Gad value Account

Search

Value

Description

Search | Reset

Search Results

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

* Value	Description	Enabled	Start Date	End Date	Sort Order	* Summary	* Allow Posting	* Allow Budgeting	* Account Type	* Third Party Control Account	* Recon

Columns Hidden 1

Addition the Value Sets

Press Save and close

Manage Values

Save | Save and Close | Cancel

Value Set Code M.A.Gad value Account

Description M.A.Gad value Account

Search

Value

Description

Search | Reset

Search Results

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

* Value	Description	Enabled	Start Date	End Date	Sort Order	* Summary	* Allow Posting	* Allow Budgeting	* Account Type	* Third Party Control Account	* Reconcile	Financial Category
11111	Cash	✓	m/d/yy	m/d/yy		No	Yes	Yes	Asset	No	No	
22222	Suppliers	✓	m/d/yy	m/d/yy		No	Yes	Yes	Liability	No	No	
33333	Salaries	✓	m/d/yy	m/d/yy		No	Yes	Yes	Expense	No	No	
44444	Sales	✓	m/d/yy	m/d/yy		No	Yes	Yes	Revenue	No	No	
55555	R/E	✓	m/d/yy	m/d/yy		No	Yes	Yes	Owner's Equi	No	No	

Columns Hidden 1

Other Values

Manage Values

Save | Save and Close | Cancel

Value Set Code M.A.Gad value Department

Description M.A.Gad DepartmentM.A.Gad value Department

Search

Value

Description

Search | Reset

Search Results

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

* Value	Description	Enabled	Start Date	End Date	Sort Order	* Summary	* Allow Posting	* Allow Budgeting
99	All Dept	✓	m/d/yy	m/d/yy		Yes	No	No
00	No Dept	✓	m/d/yy	m/d/yy		No	Yes	Yes
30	HR	✓	m/d/yy	m/d/yy		No	Yes	Yes
20	Finance	✓	m/d/yy	m/d/yy		No	Yes	Yes
10	IT	✓	m/d/yy	m/d/yy		No	Yes	Yes

Columns Hidden 1

Press Save and close

Manage Chart of Accounts Value Set Values

Save | Save and Close | Cancel

Search

** At least one is required

** Value Set Code

** Validation Type

** Value Data Type

** Module General Ledger

** Description

Search | Reset

Search Results

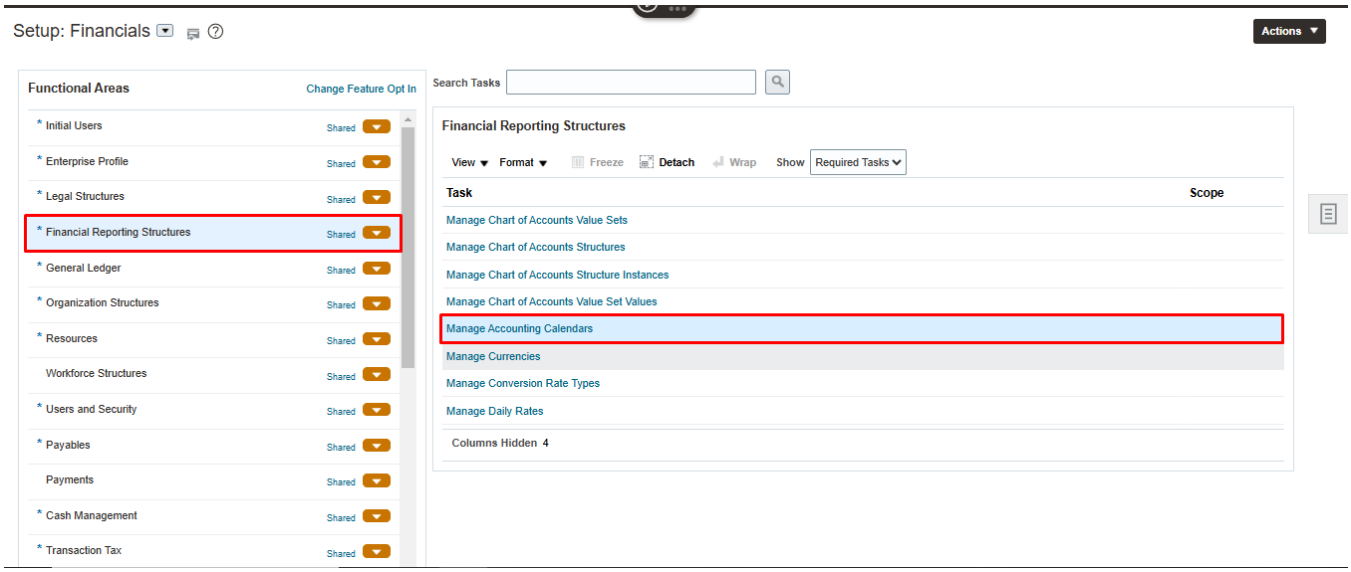
Actions ▾ View ▾ Format ▾ Freeze Detach Wrap Manage Values

Value Set Code	Protected	Description	Module	Validation Type	Value Data Type
Company	—	M.A.Gad value Company	General Ledger	Independent	Character
M.A.Gad value Account	—	M.A.Gad value Account	General Ledger	Independent	Character
M.A.Gad value Department	—	M.A.Gad DepartmentM.A.Gad value Department	General Ledger	Independent	Character

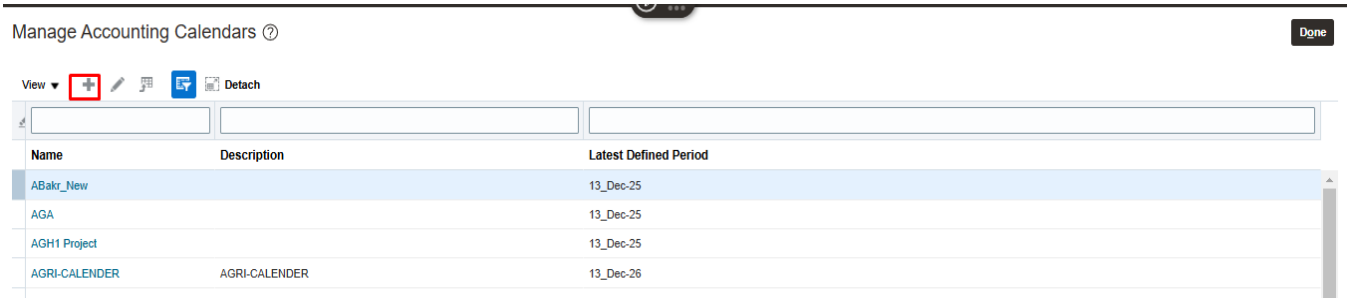
How to Create *Calendars?*

Choose Legal Structures from Functional Areas

Click on Manage Accounting Calendars

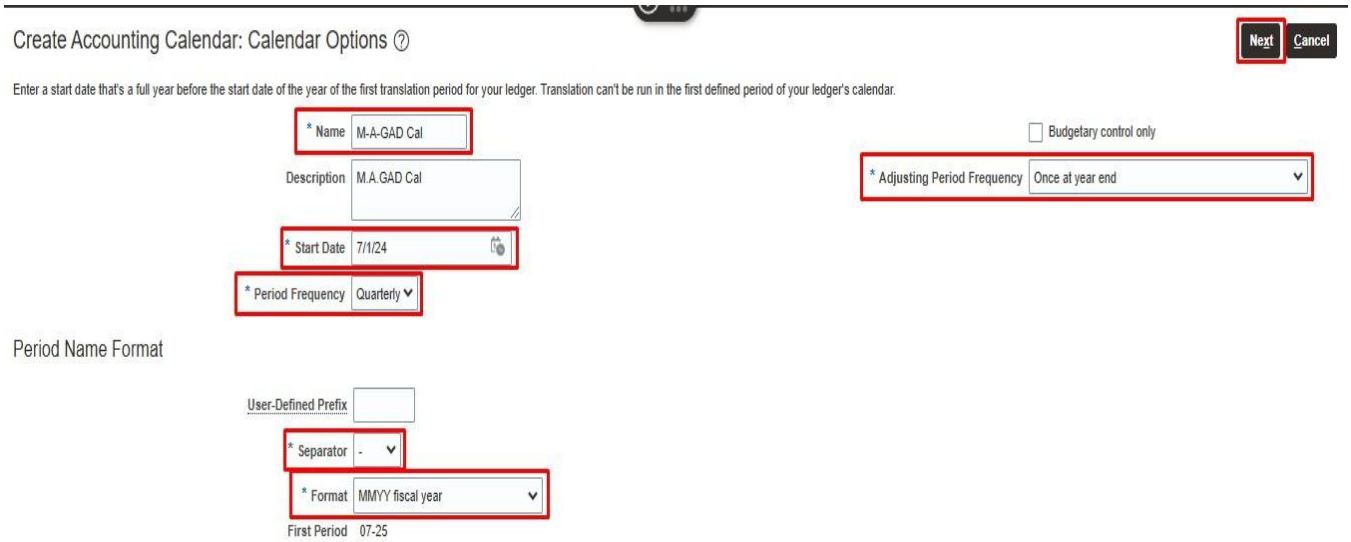


Press Add



Fill Information for Calendars

Press Next



Authorized by Mohamed Badawy

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Press Save

Create Accounting Calendar: Period Details

Back | Save | Save and Close | Cancel

* Name: M-A-GAD Cal
— Budgetary control only

Description: M.A.GAD Cal

Start Date: 7/1/24

Period Frequency: Quarterly

Adjusting Period Frequency: Once at year end

Period Details

View

Period Name	Year	Period Number	Quarter Number	Start Date	End Date	Adjusting Period
07-25	2025	1	1	7/1/24	9/30/24	☐
10-25	2025	2	2	10/1/24	12/31/24	☐
01-25	2025	3	3	1/1/25	3/31/25	☐
04-25	2025	4	4	4/1/25	6/30/25	☐
05_06-25	2025	5	4	6/30/25	6/30/25	☑

Press Click on Add Year

Press Save and close

Edit Accounting Calendar: M-A-GAD Cal

Save | Save and Close | Cancel

* Name: M-A-GAD Cal
— Budgetary control only

Description: M.A.GAD Cal

Start Date: 7/1/24

Period Frequency: Quarterly

Adjusting Period Frequency: Once at year end

Format: MMYY fiscal year

First Period: 07-25

Period Details

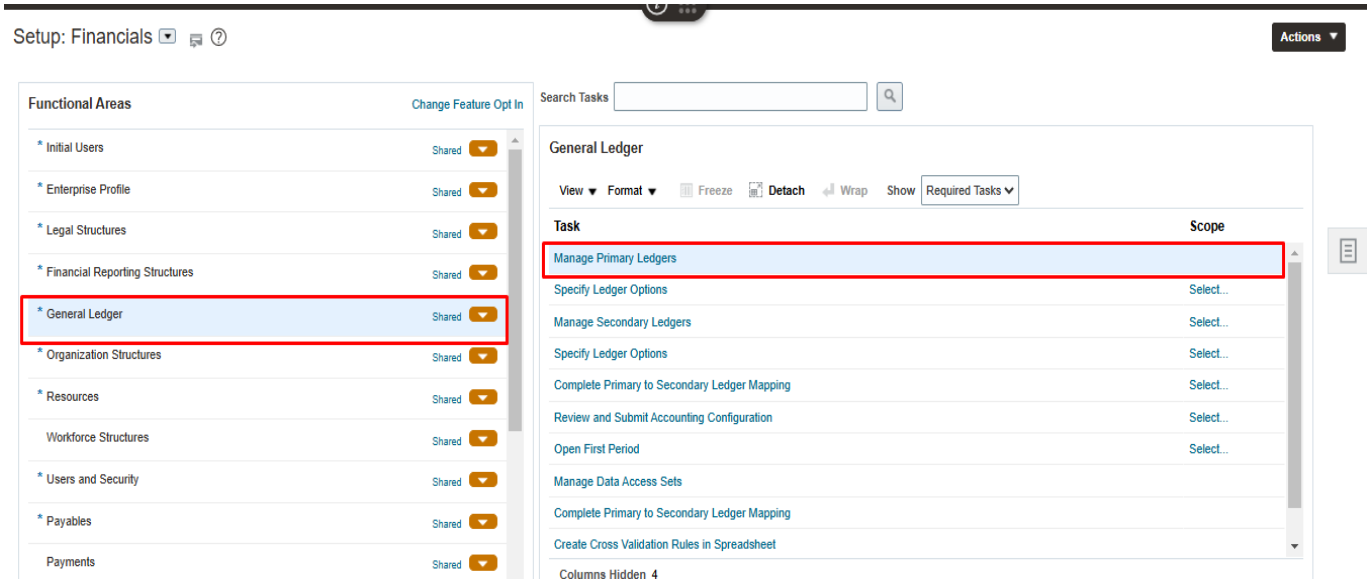
View | Add Year | Year 2025

Period Name	Year	Period Number	Quarter Number	Start Date	End Date	Adjusting Period
				m/d/yyy	m/d/yyy	
07-25	2025	1	1	7/1/24	9/30/24	☐
10-25	2025	2	2	10/1/24	12/31/24	☐
01-25	2025	3	3	1/1/25	3/31/25	☐
04-25	2025	4	4	4/1/25	6/30/25	☐
05_06-25	2025	5	4	6/30/25	6/30/25	☑

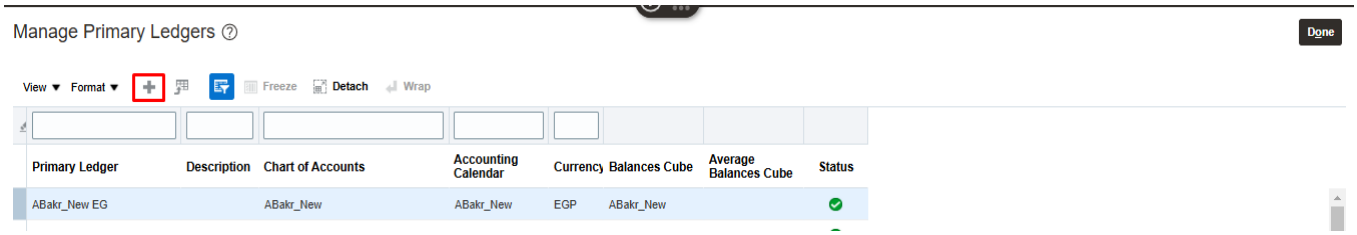
How to *Create Primary Ledger?*

Choose General Ledger

Click on Manage Primary Ledgers

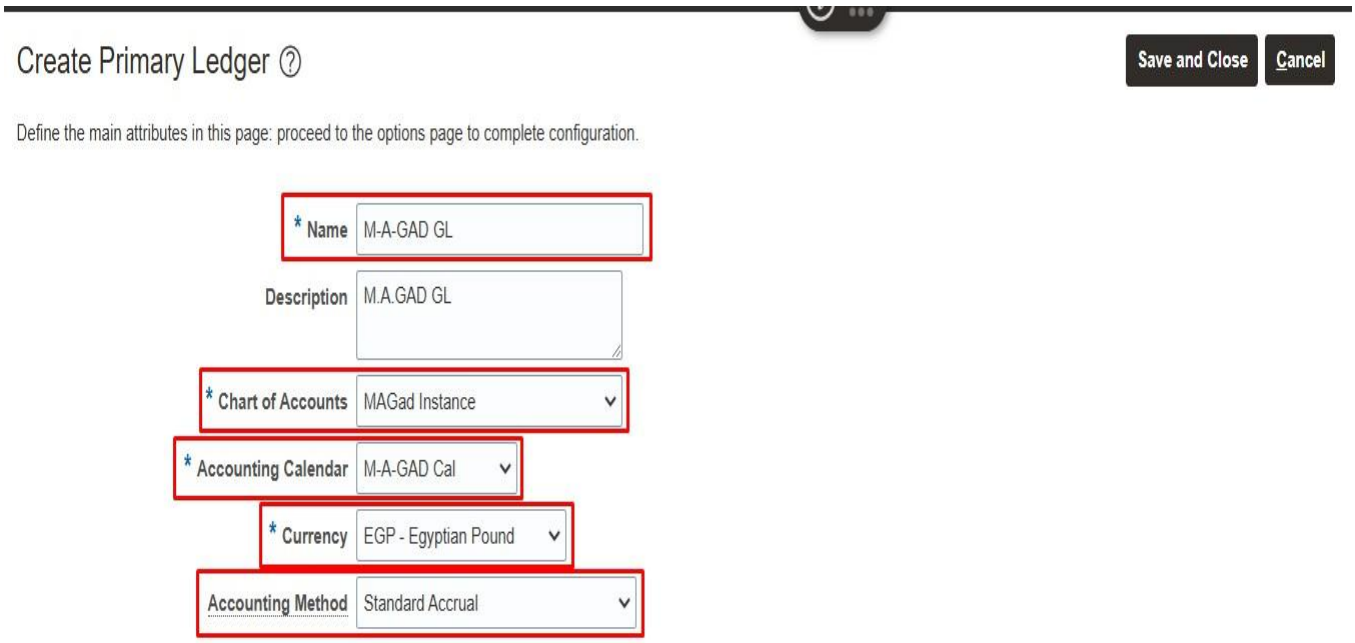


Press Create



Fill Information for Ledger

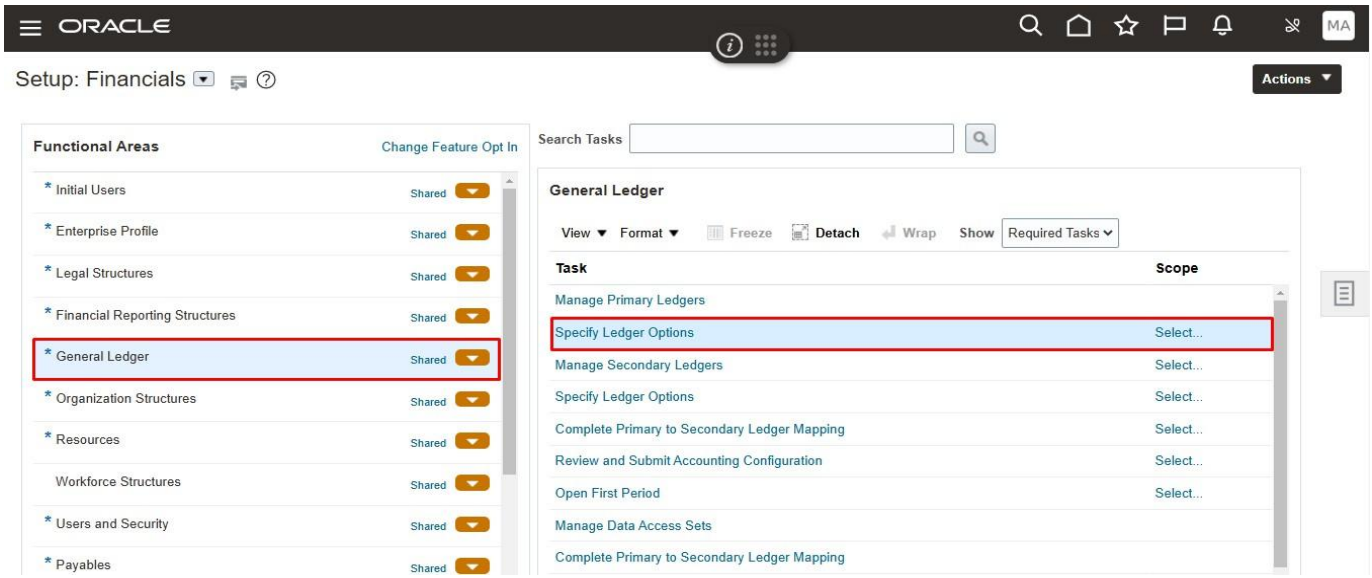
Press Save and close



How to *Create Ledger Option?*

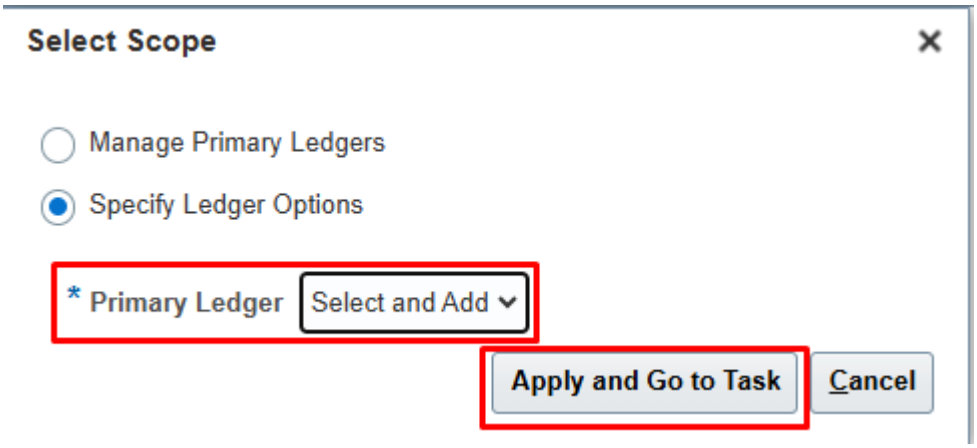
Choose General Ledger

Click on Specify Ledger Options



Choose Select and add

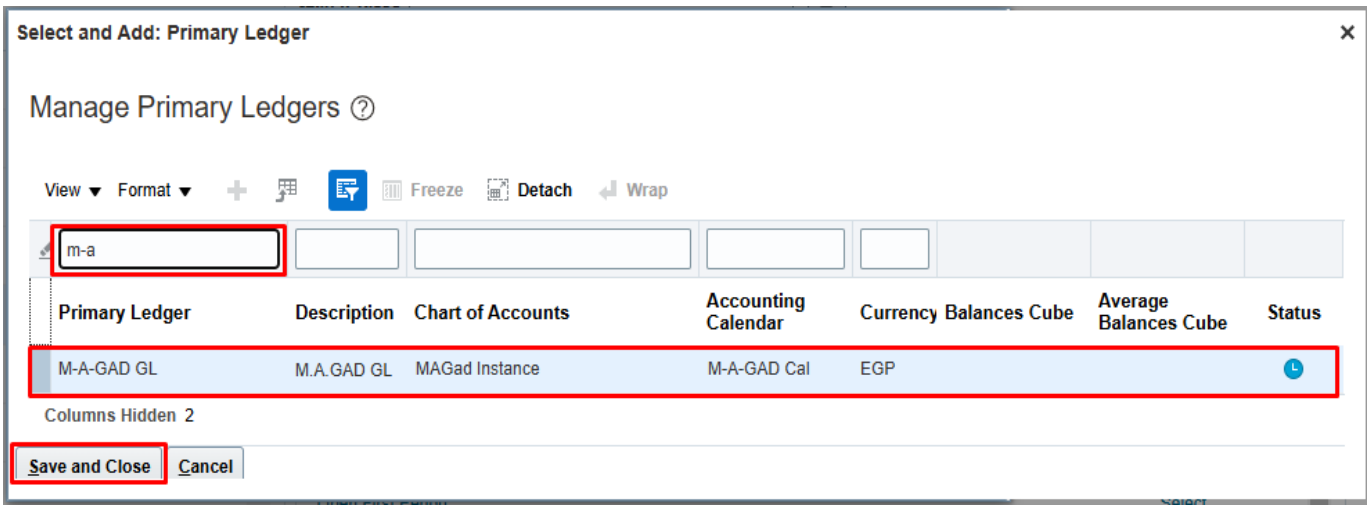
Click on Apply and Go to Task



Search Your Ledger

Select

Press Save and close



Fill General Information

Press Save and close

Specify Ledger Options: M-A-GAD GL

Save | Save and Close | Cancel

General Information

* Name: M-A-GAD GL
Description: M.A.GAD GL
Currency: EGP
Chart of Accounts: MAGad Instance

Accounting Calendar

Select a period after the first defined period in the ledger calendar to enable running translation. You can't run translation in the first defined period of a ledger calendar.

Accounting Calendar: M-A-GAD Cal
* First Opened Period: 07-25
* Number of Future Enterable Periods: 1

Subledger Accounting

Accounting Method: Standard Accrual
* Journal Language: American English

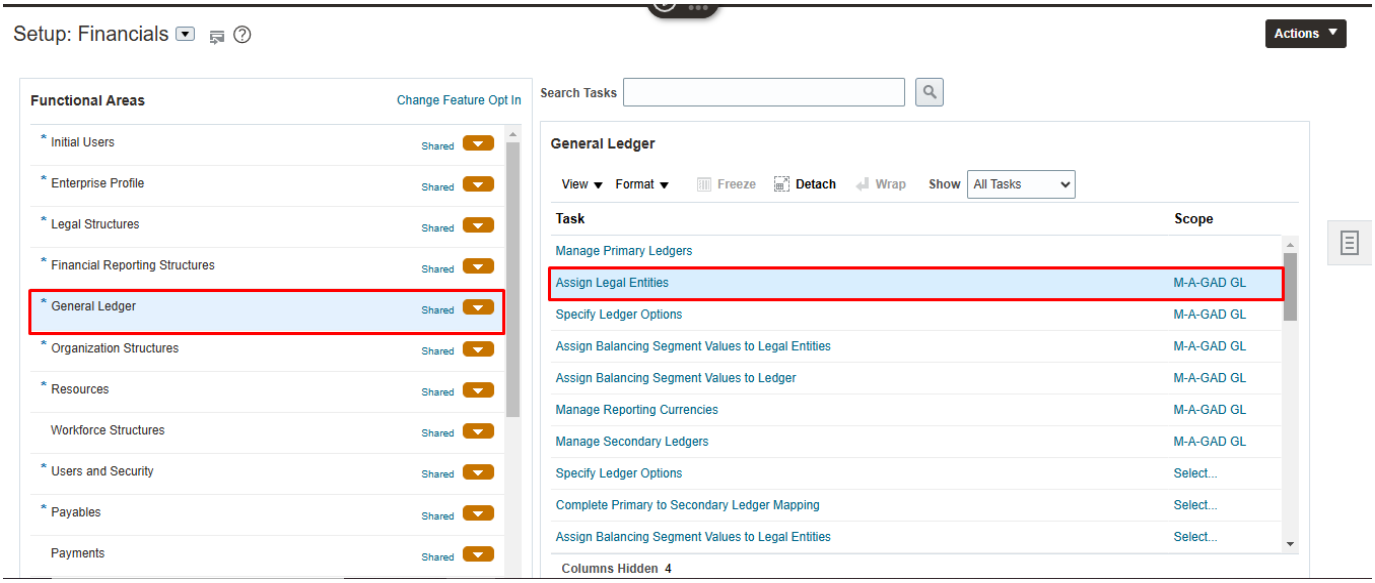
Period Close

* Retained Earnings Account: 10-00-55555
Cumulative Translation Adjustment Account:
Default Period End Rate Type:
Default Period Average Rate Type:

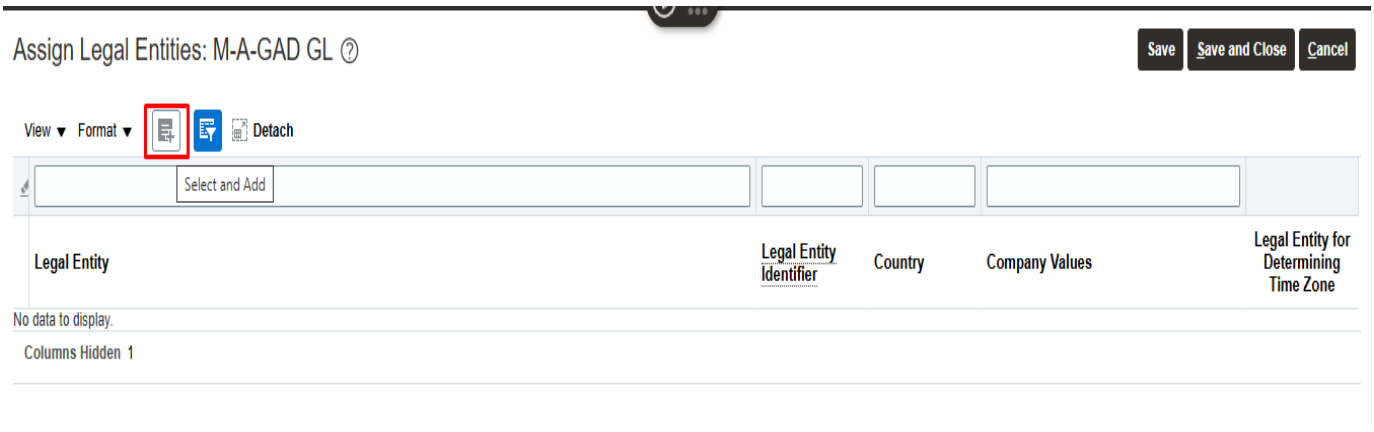
How to *Assign LE to Ledger?*

Choose General Ledger

Choose (All Tasks) & Click on Assign Legal Entities



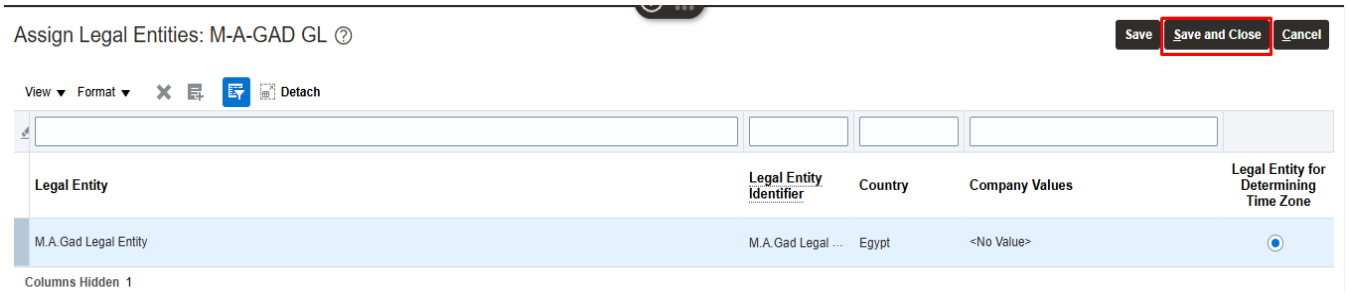
Press Select and Add



Search your Legal Entity

Press Apply & Done

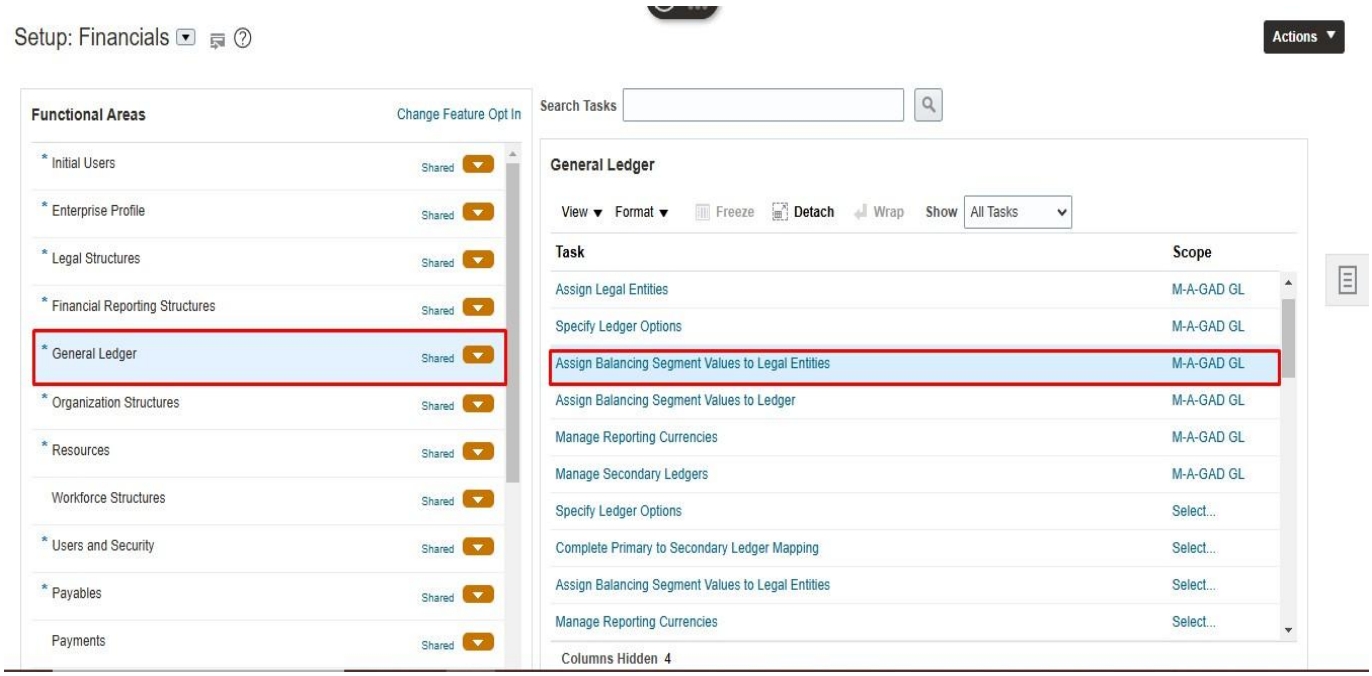
Press Save and close



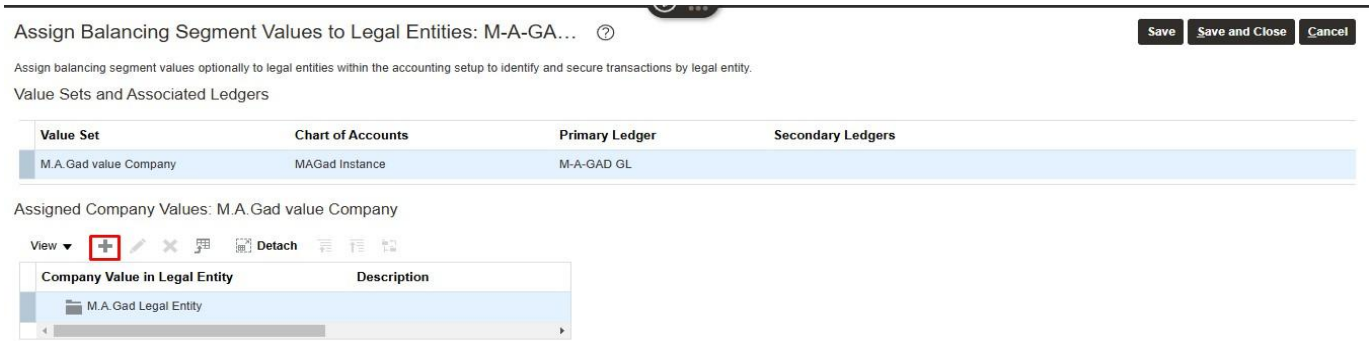
How to *Assign BS Values to LE?*

Choose General Ledger

Choose (All Tasks) & Click on Assign Balancing Segment Values to Legal Entities



Press Create



Select Company Value

Press Save and Assign Another

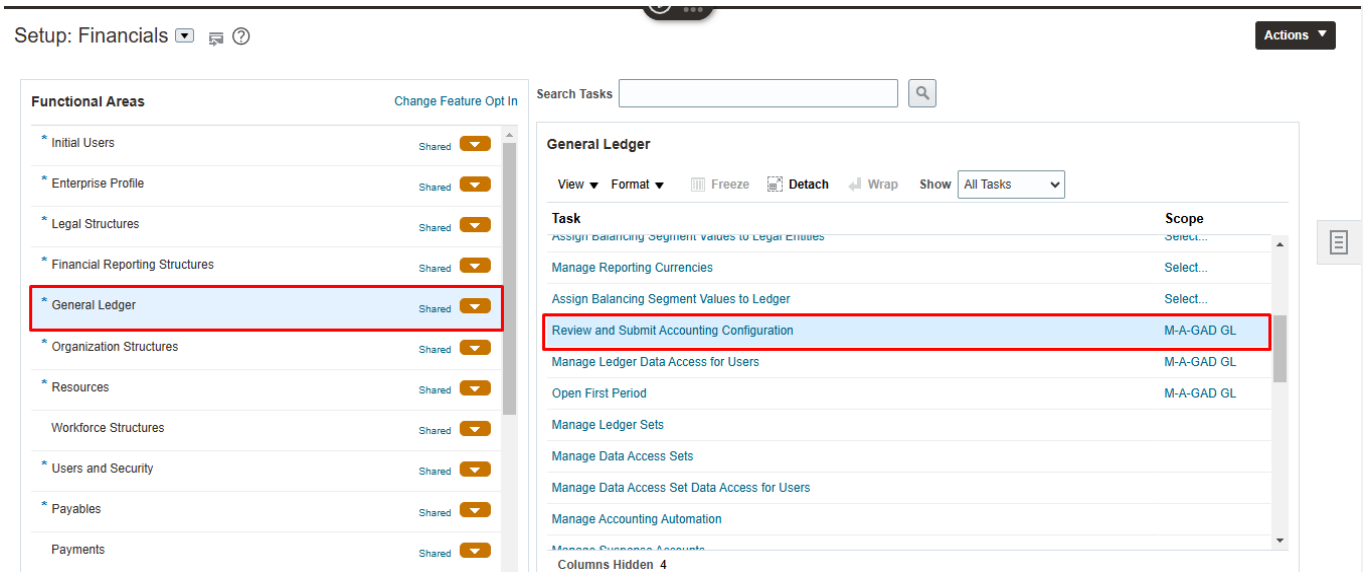
Press Save and Close

How to *Confirm Ledger?*

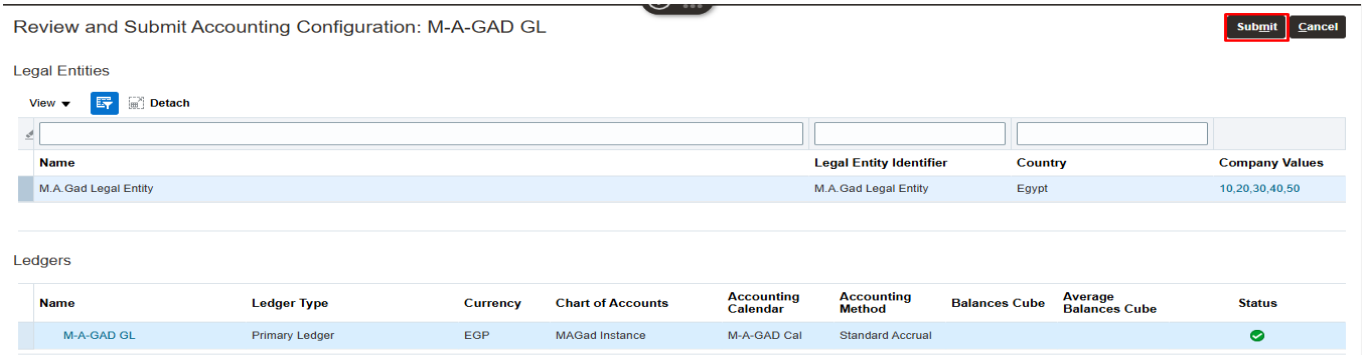
Important Notes:

- Review And Submit Accounting Configuration to Validate Balance Cup and Validate Ledger.

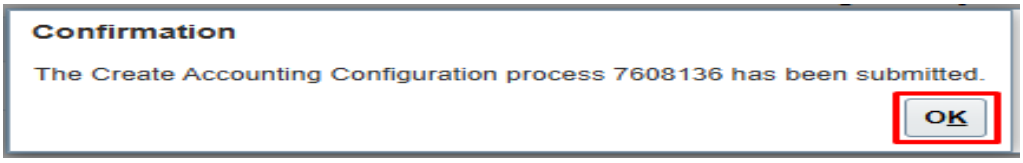
Choose General Ledger Choose (All Tasks) & Click on Review and Submit Accounting Configuration



Press Submit



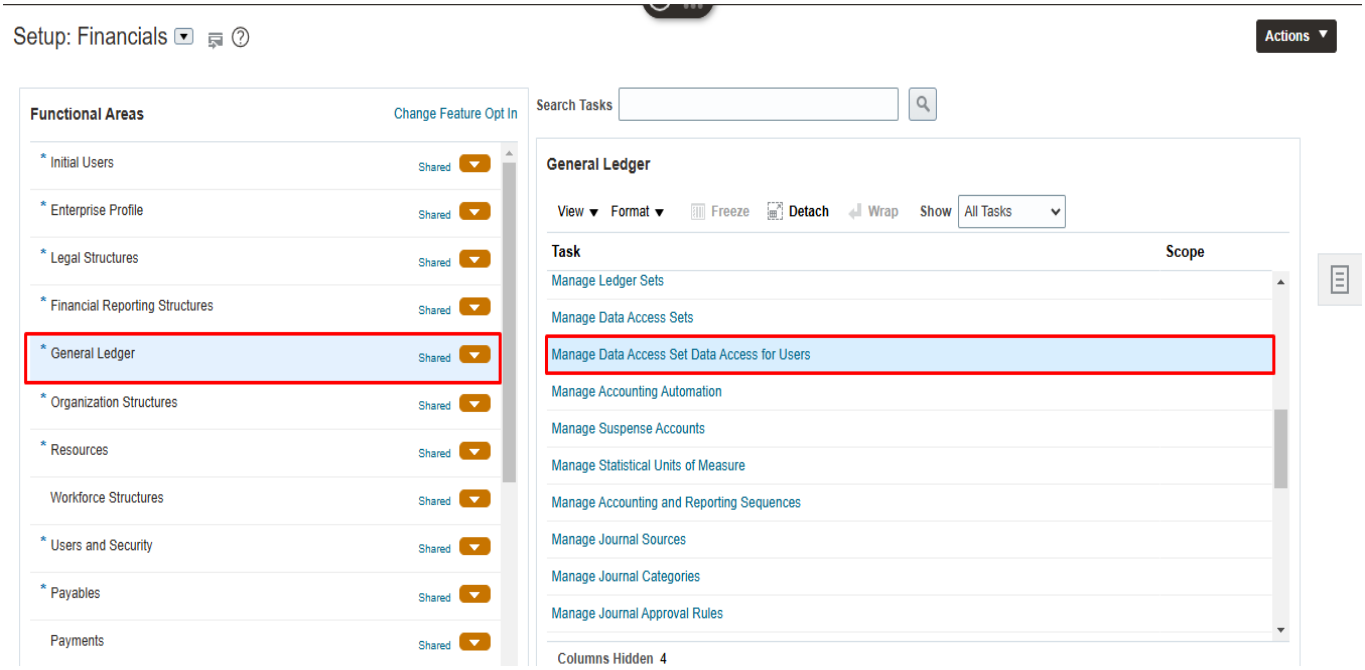
Check Process ID



How to *Data Access for Users*

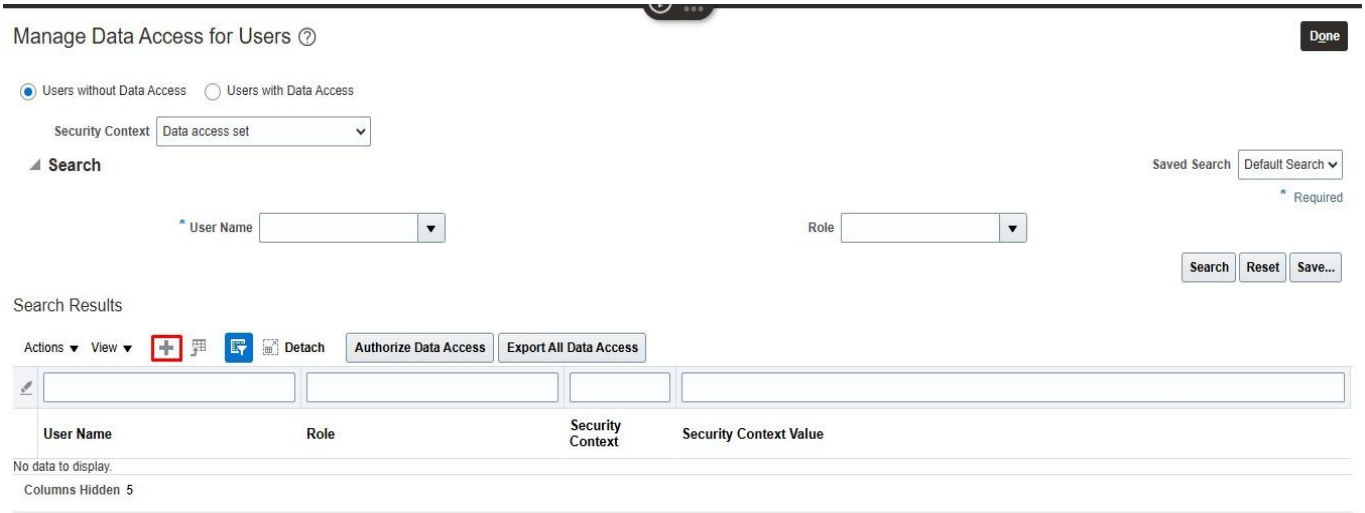
Choose General Ledger

Choose (All Tasks) & Click on Manage Data Access Set Data Access for Users



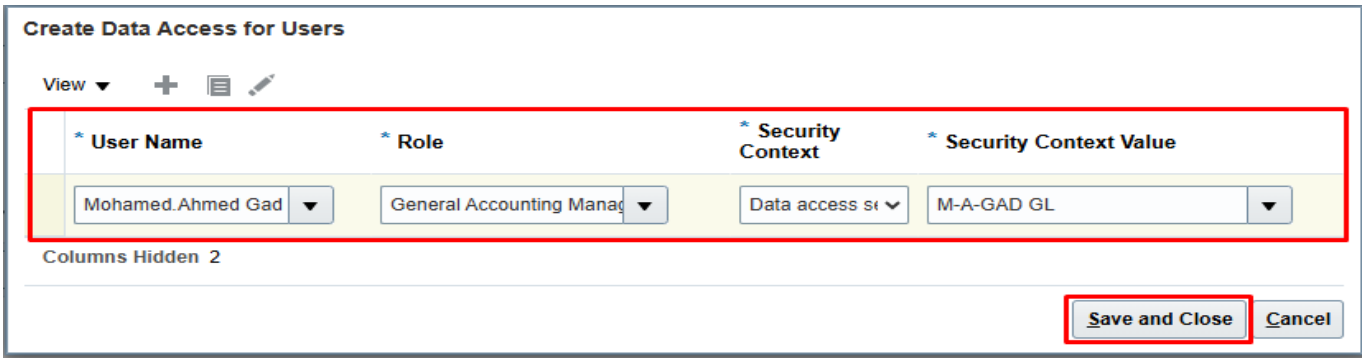
Press Create

Choose Users without Data Access



Fill User Information

Press Save and Close

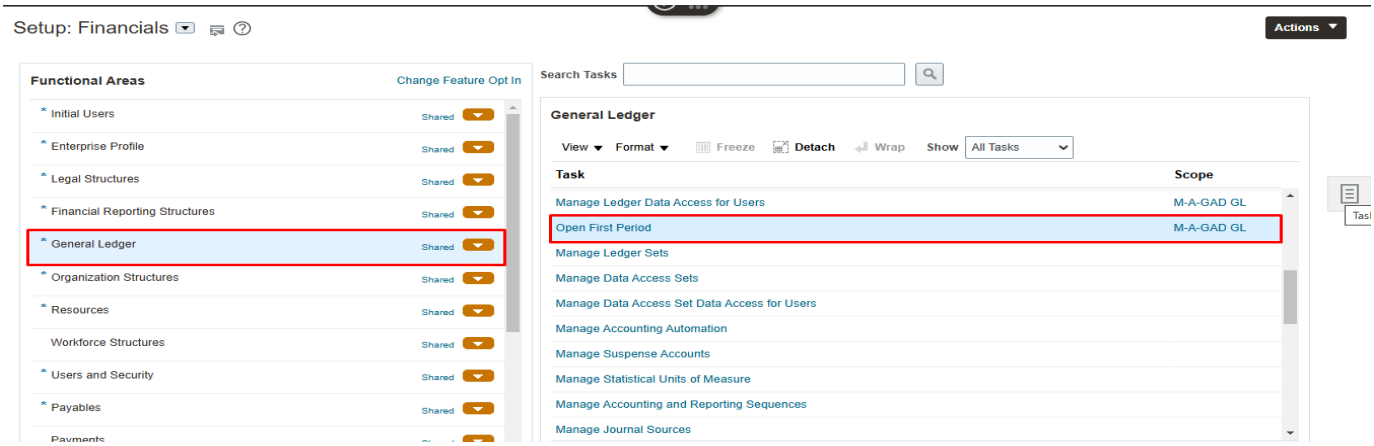


How to *Open First Period?*

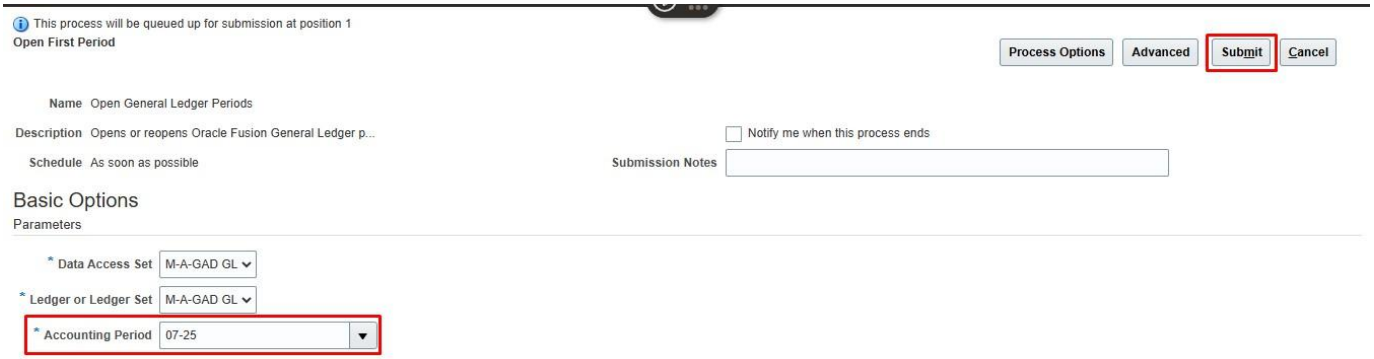
Important Notes:

- Close Period Can Open It Again
- Permanent Close Period Can't Open the Period Again.
- Open Period Can Record Journal, Post and Reconciliation.
- Future Period Can Record Journal, But Can't Post and Reconciliation.

Choose General Ledger Choose (All Tasks) & Click on Open First Period



Fill Information Press Submit



End User Test:

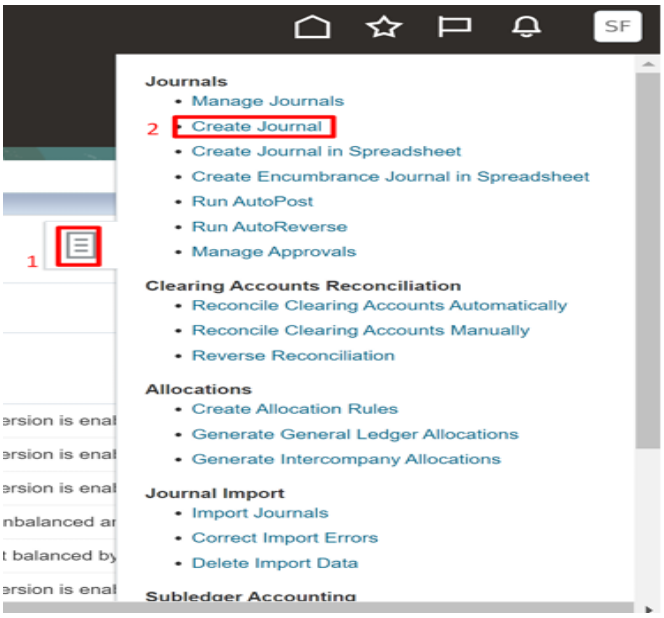
Create, Manage and Post Journals in Your Ledger

Open General Accounting

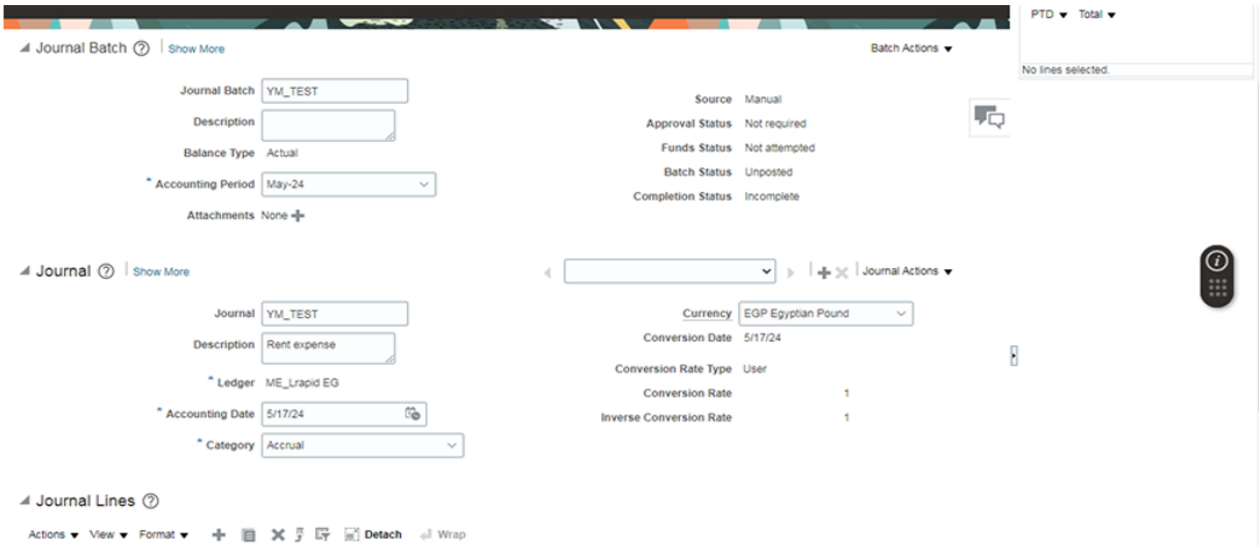
Click Journals

Open Task Panel

Click Create Journals



Fill Journal Data



Write Journal Entry

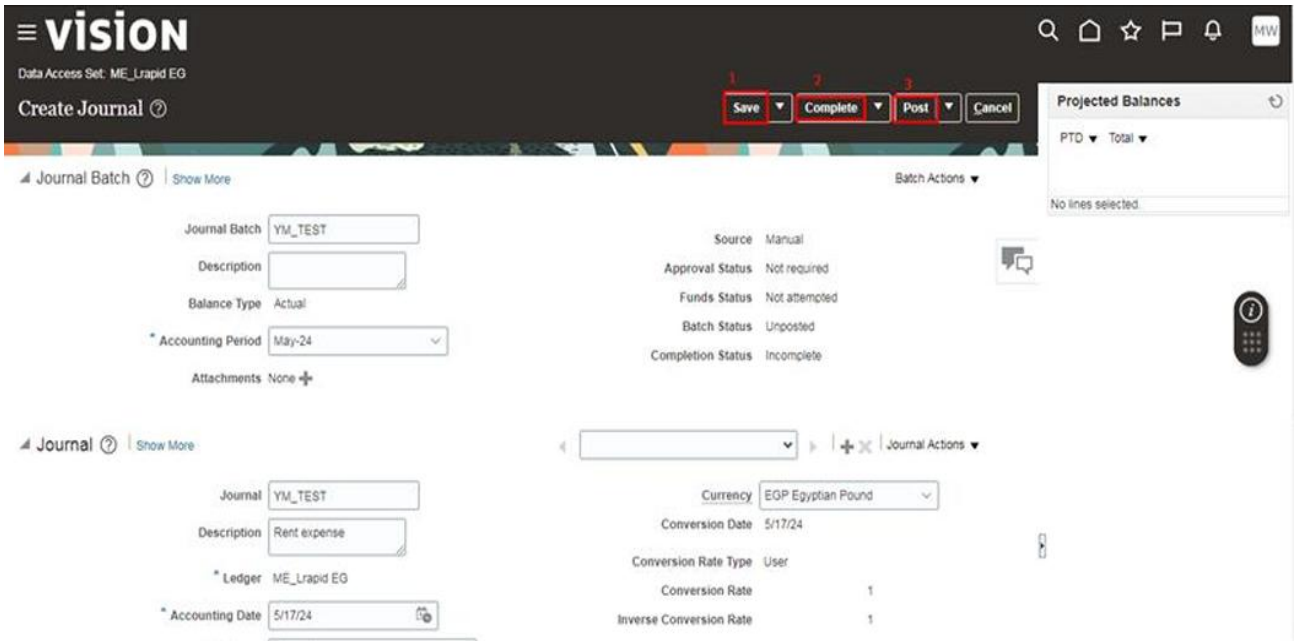
Journal Lines

Actions ▾ View ▾ Format ▾ Detach Wrap

Line	* Account	Entered (EGP) Debit	Entered (EGP) Credit	Description
1	20-100-21150-20	2,000.00		
2	20-100-11117-20		2,000.00	
Total		2,000.00	2,000.00	

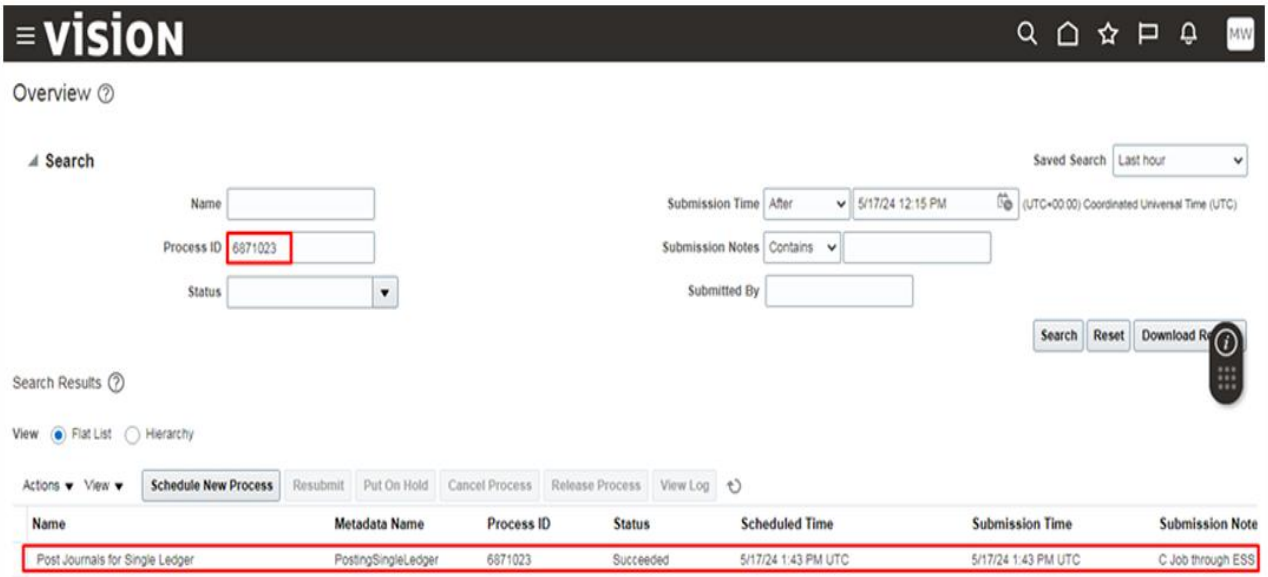
Click Save

Complete and Post



Open Schedule Process

Check Post Journals Process



Rapid Implementation *General Ledger Setup*

What Is General Ledger Setup Rapid Steps?

- Manage Implementations Projects
- Define General Ledger
  - Specify Ledger Options
  - Manage Data Access Set Data Access for Users
  - Open Frist Period
- Manage Legal Structure
  - Manage Legal Entity

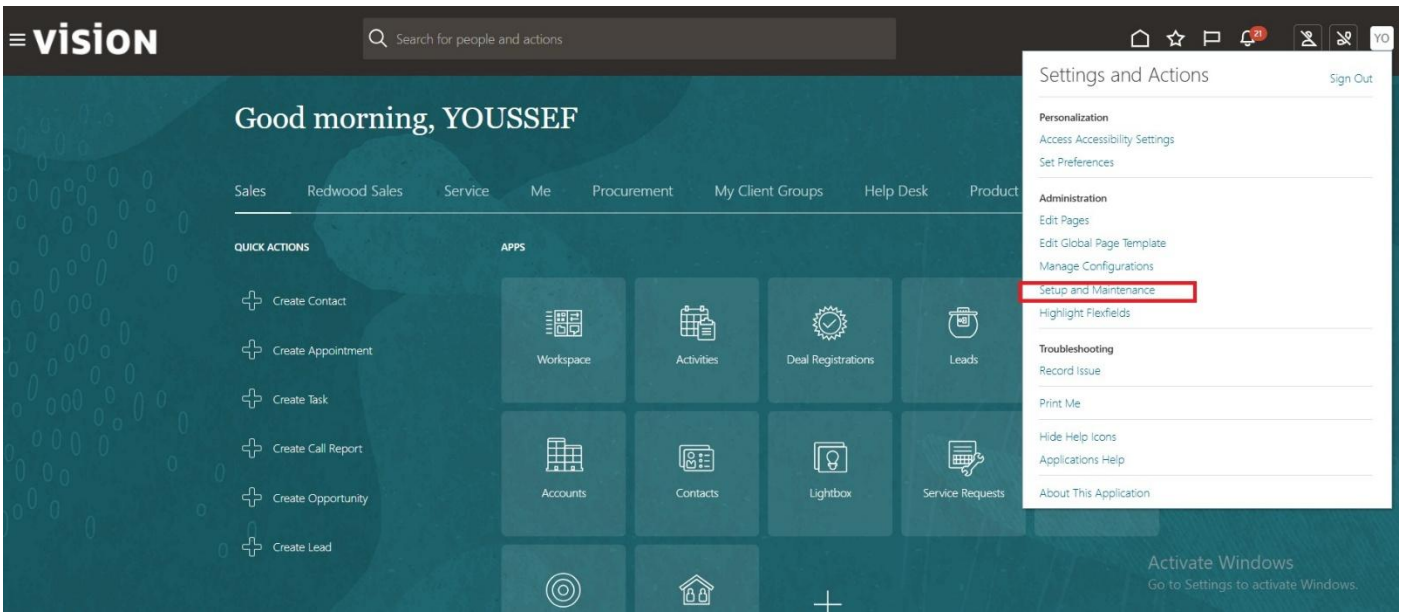
- Offering and Task List Choices
  - Financials.
  - Define Common Financial Configuration for Rapid Implementation.
- Requests OF Upload COA
  - Upload Enterprise Structure and Hierarchies
  - Maintain Value Sets
  - Maintain Chart of Account Hierarchies
- Request of Upload Ledger, Legal Entities and BU
  - Complete Accounting Configuration
  - Complete Accounting Configuration: Load COA Values
  - Complete Accounting Configuration: Create Balance Coupes
  - Upload Enterprise Structure and Hierarchies

Application

How to *Manage Implementation Projects?*

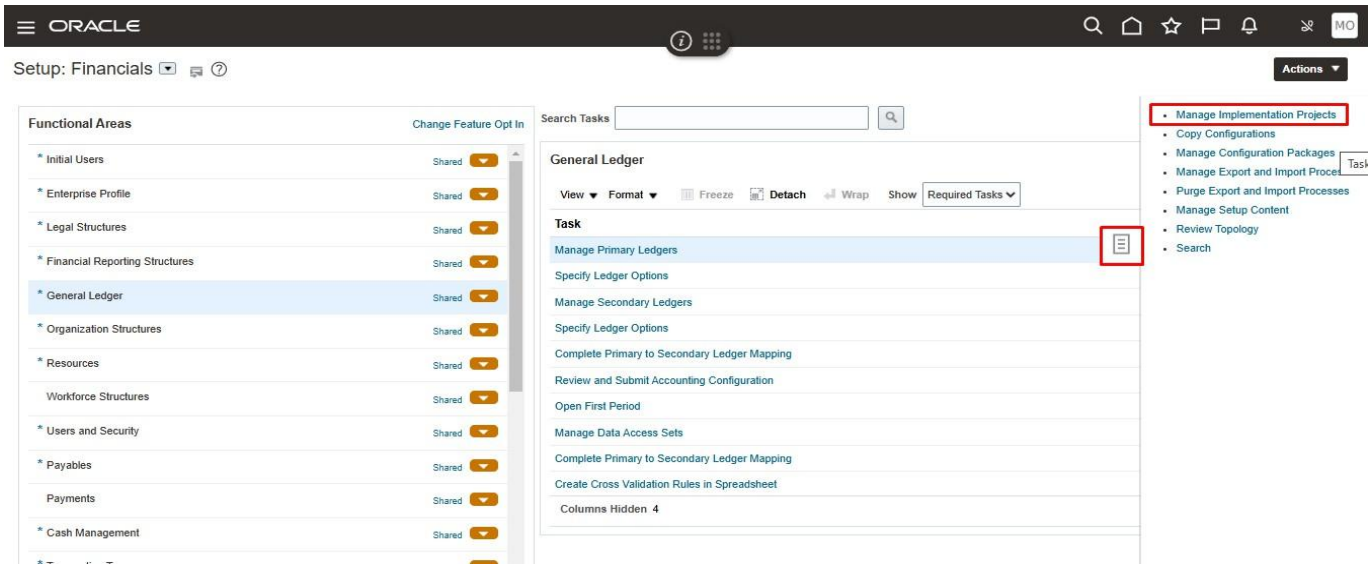
Click on Settings and action

Click on Setup and Maintenance



Click on Task Panel

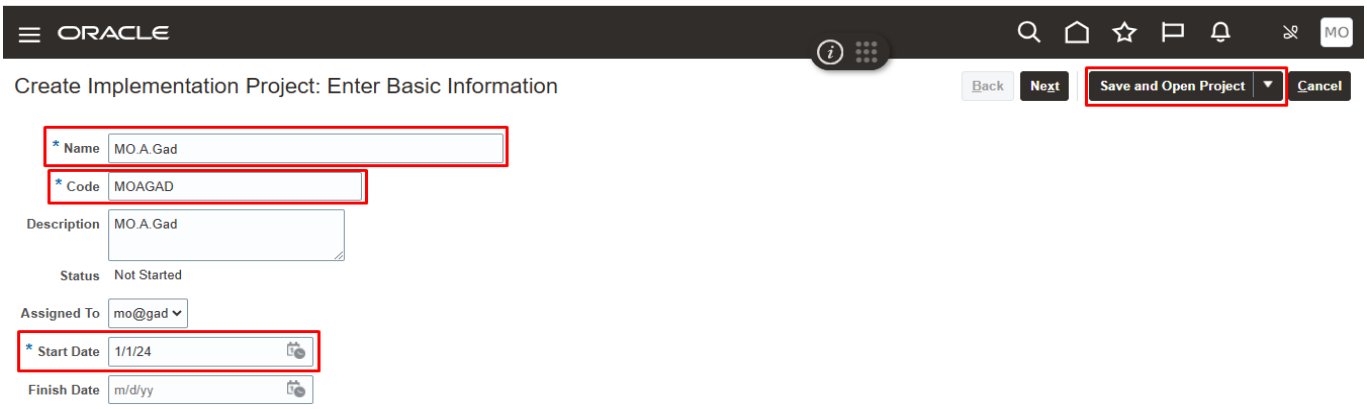
Press Manage Implementation Projects



Press Create

Fill General Information

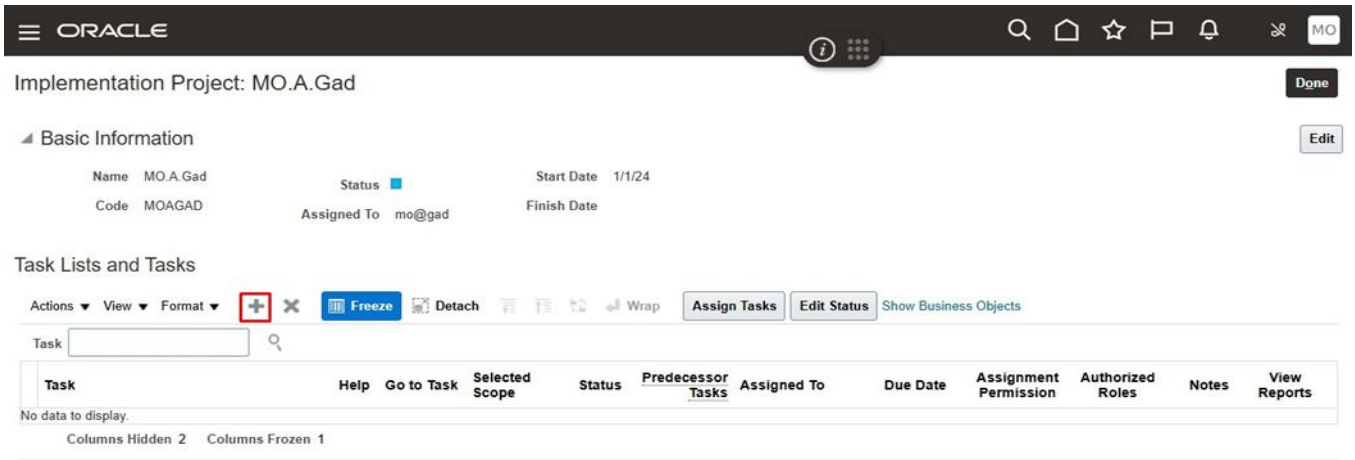
Press Save and Open Projects



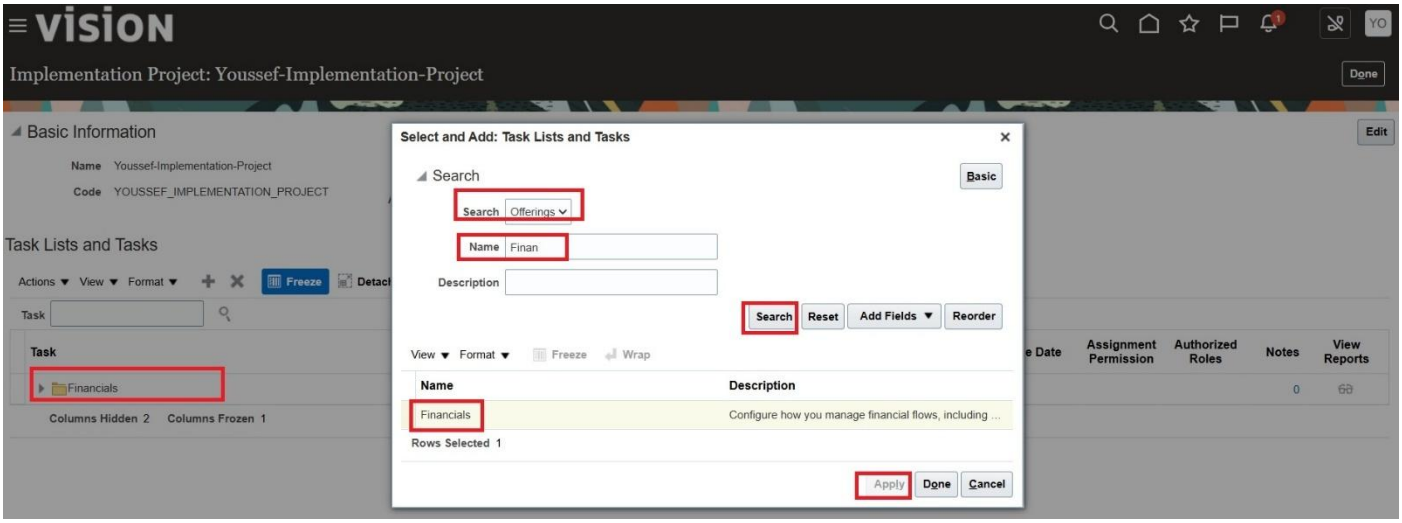
Important Notes:

- Start and End Date for Implementation Not for Ledger.
- If I Press Next, I have to choose Financial Offering and Functional areas one by one.

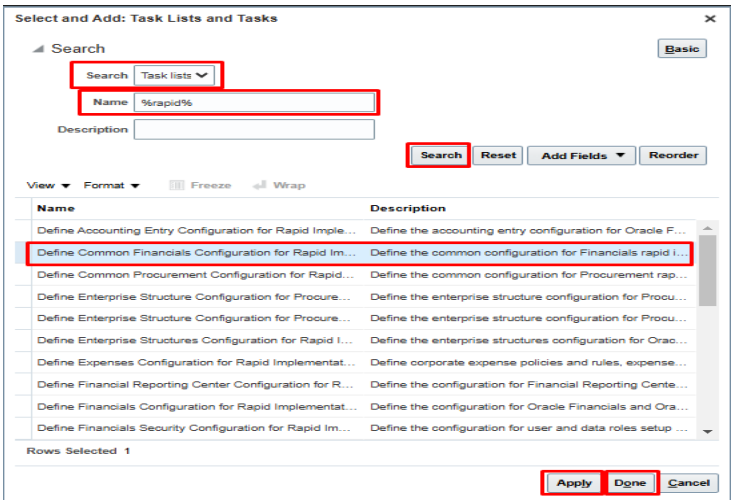
Press Create



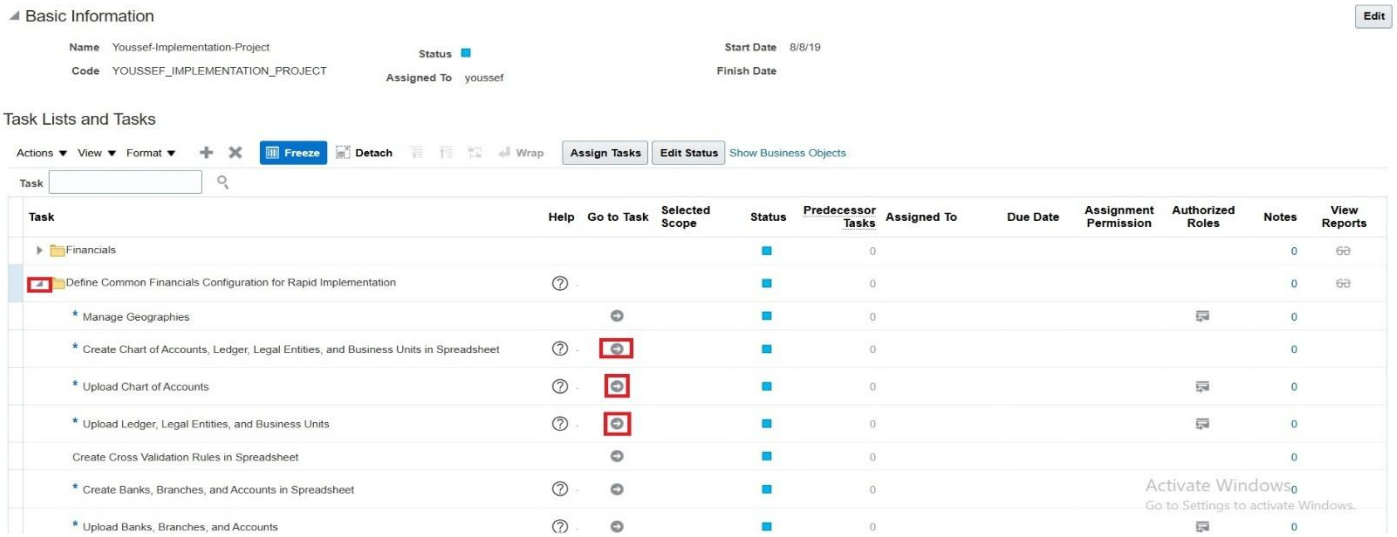
Select Offerings Search Select Financials Apply Done



Select Task List Search Select Define Common Financials Configuration for Rapid Implementation Apply Done



Open Task List Define Common Financials Configuration for Rapid Implementation Click to Download Spreadsheet



Download Excel Sheet

Basic Information

Name Youssef-Implementation-Project
Code YOUSSEF_IMPLEMENTATION_PROJECT
Status
Assigned To youssef
Start Date 8/8/19
Finish Date

Task Lists and Tasks

Actions View Format Freeze Detach Wrap Assign Tasks Edit Status Show Business Objects

Task	Help	Go to Task	Selected Scope	Status	Predecessor Tasks	Assigned To	Due Date	Assignment Permission	Authorized Roles	Notes	View Reports
Financials					0					0	6a
Define Common Financials Configuration for Rapid Implementation					0					0	6a
* Manage Geographies					0					0	
* Create Chart of Accounts, Ledger, Legal Entities, and Business Units in Spreadsheet					0					0	
* Upload Chart of Accounts					0					0	
* Upload Ledger, Legal Entities, and Business Units					0					0	
Create Cross Validation Rules in Spreadsheet					0					0	
* Create Banks, Branches, and Accounts in Spreadsheet					0					0	
* Upload Banks, Branches, and Accounts					0					0	

Choose COA, Calendar and Ledger

Fill Data

Chart of Accounts, Calendar, and Ledger

* Required

*Name	Youssef
Currency	EGP
*Period Frequency	Monthly
*Adjusting Periods	Once at year end
*Fiscal Year Start Date	01/01/2019

Step 1: Validate

Step 2: Generate Chart of Accounts File

Step 3: Generate Ledger, LE, and BU File

Chart of Accounts

*Segment	Segment Label	*Short Prompt	*Display Width
Company	Primary Balancing Segment	CO	2
Department	Cost Center Segment	DEPT	3
Account	Natural Account Segment	ACCT	5
Intercompany	Intercompany Segment	INC	2

Add Segment Sheets

Instructions | COA, Calendar, and Ledger | Business Units | Companies and Legal Entities | Natural Accounts | Financial Sequences

Select Business Units

Fill Data

Business Units

Name	Default Legal Entity Name
Yousef-BU	Youssef-L.E

Instructions | COA, Calendar, and Ledger | Business Units | Companies and Legal Entities | Natural Accounts | Financial Sequences

Choose Companies and Legal Entities

Fill Data

				Legal Entity									
						Address							*Reporting Unit
Parent1	Child	*Company Description	Name	*Identifier	*Country	*Address Line	City	State	County	Province	Postal Code	*Registration Number	Registration Number
99		All Company											
	11	BMW	Youssef-L.E	WE0033q	Egypt	Giza	Zayed					WE0055q	WE0077q
	22	Porcha	Youssef-L.E										
	33	Merc	Youssef-L.E										
	44	Lambo	Youssef-L.E										

Instructions | COA, Calendar, and Ledger | Business Units | Companies and Legal Entities | Natural Accounts | Financial Sequences | +

Activate Windows
Go to Settings to activate Windows.

Export Natural Accounts Data from Sample

Download Sample

1. After you finish preparing the data in the sheets, click the **Validate** button on the **COA, Calendar, and Ledger** sheet. An actionable Validation report is generated if there are errors. Click on the hyperlinked error messages to automatically navigate to the specific error in the template, and make corrections to proceed. One validation checks that you have assigned each of these expanded account types to one parent natural account value: **Revenue - Top Revenues Parent Account** and **Expenses – Top Operating Expenses Parent Account**. After the successful creation of your Rapid implementation configuration, these tagged accounts are used to automatically generate various financial reports like Financial Reporting balance sheet and income statement reports and Account Groups based on your enterprise structure setup. If multiple primary ledgers are created as part of your configuration, a set of Financial Reporting reports will be generated for each ledger. The one set of Account Groups generated can be shared across all your ledgers.

Once the validation is successful, you will be given an option to preview sample reports that are similar to those that will be automatically generated for you.

2. To create more than one hierarchy for any of your chart of accounts segments during the initial setup, click the **Generate Additional Hierarchy** button on the segment's worksheet. This creates a new worksheet and populates it with the data already entered for that segment. Change this data as required for the new hierarchy.

Note: When generating additional hierarchies as part of the initial Rapid Implementation setup, using this button will create entirely new hierarchies, rather than new versions of existing hierarchies.

3. Click the **Generate Chart of Accounts File** button on the **COA, Calendar, and Ledger** sheet. The process generates a .zip file for the defined chart of accounts and hierarchies setup data. Save the file to your desktop.

4. Click the **Generate Ledger, LE, and BU File** button on the **COA, Calendar, and Ledger** sheet. The process generates a .zip file for the defined ledger, legal entities, and business units setup data. Save the file to your desktop.

5. In Oracle Fusion Applications, select the **Setup and Maintenance** link under Tools on the Navigator to open the **Functional Setup Manager**. Search for and select the **Upload Chart of Accounts** task. This task launches the **Upload Enterprise Structures and Hierarchies** process. Accept the defaulted option of **Upload Enterprise Structure**. Click the **Choose File** button and select the first .zip file that you saved in Step 3. Click **Submit**.

6. Navigate to the **Scheduled Processes** page. Verify that the process completed without errors or warnings. Click **Done**.

7. On the Setup and Maintenance page, select the Upload Ledger, Legal Entities, and Business Units task. Accept the defaulted option of Upload Enterprise Structure. Click the Choose File button to select the second .zip file that you saved in Step 4. Click Submit.

8. Navigate to the Scheduled Processes page. Verify that the process was completed without errors or warnings. Click Done.

Rapid Implementation Template with Sample Data

For guidance on entering data in the sheets, refer to the following template with sample data.

Sample Data.xlsm

Instructions | COA, Calendar, and Ledger | Business Units | Companies and Legal Entities | Natural Accounts | Financial Sequences

Copy from Sample and Past in Spreadsheet

Natural Accounts

Generate Additional Hierarchy

Note

* Required

Parent9	Parent8	Parent7	Parent6	Parent5	Parent4	Parent3	Parent2	Parent1	Child	*Description	*Account Type	Financia
			*Value									
			88888							Net Assets and Owners Equity	Asset	
				32000						Net Assets	Asset	
									00000	Default	Asset	
					19999					Total Assets	Asset	
						10000				Total Cash	Asset	
							11000			Total Cash- Checking	Asset	
									11010	Cash Checking- BA	Asset - Cash	Cash
									11015	Cash Clearing	Asset - Cash Clearing	Cash
									11016	Cash Checking- Citi	Asset	
									11017	Cash Checking- HSBC	Asset	
									11018	Cash Checking- Barclays	Asset	
									11020	Cash Checking - Wells Fargo	Asset	
							11100			Total Cash- Savings	Asset	
									11110	Cash Savings - BA	Asset	
									11116	Cash Savings- Citi	Asset	
									11117	Cash Savings- HSBC	Asset	
									11118	Cash Savings- Barclays	Asset	
									11120	Cash Savings - Wells Fargo	Asset	
						12000				Total Investments	Asset	
									12010	Investments Winery	Asset	
									12011	Investments Dairy	Asset	
									12013	Investments Retail	Asset	
									12018	Investments Agricultural Research	Asset	
						13999				Total Receivables	Asset	
							13000			Total Current Receivables	Asset	

COA, Calendar, and Ledger | Business Units | Companies and Legal Entities | Natural Accounts | LoB | CostCenter | Product | Intercompany | Financial

Click On Financial Sequences

Fill Data Required

Sequences

Transactions	*Restart	*Initial Value
Payables Invoices	Annually	100
Payments	Annually	100
Receivables Invoices	Annually	100
Receivables Credit Memos	Annually	100
Receivables Adjustment Activities	Annually	100
Subledger Journals	Annually	100
General Ledger Journals	Annually	100

Instructions | COA, Calendar, and Ledger | Business Units | Companies and Legal Entities | Natural Accounts | Financial Sequences

Click On Department

Press Add Segment

Chart of Accounts, Calendar, and Ledger

* Required

*Name	Youssef
Currency	EGP
*Period Frequency	Monthly
*Adjusting Periods	Once at year end
*Fiscal Year Start Date	01/01/2019

Step 1: Validate

Step 2: Generate Chart of Accounts File

Step 3: Generate Ledger, LE, and BU File

Chart of Accounts

*Segment	Segment Label	*Short Prompt	*Display Width
Company	Primary Balancing Segment	CO	2
Department	Cost Center Segment	DEPT	3
Account	Natural Account Segment	ACCT	5
Intercompany	Intercompany Segment	INC	2

Add Segment Sheets

COA, Calendar, and Ledger | Business Units | Companies and Legal Entities | Natural Accounts | Financial Sequences | Department | Intercompany

Choose Department — Fill Data Required

Department

Generate Additional Hierarchy

Note

* Required

*Value										
Parent9	Parent8	Parent7	Parent6	Parent5	Parent4	Parent3	Parent2	Parent1	Child	*Description
								999		All Department
									000	General D
									111	D1
									222	D2
									333	D3
									444	D4
									555	D5
									666	D6

COA, Calendar, and Ledger | Business Units | Companies and Legal Entities | Natural Accounts | Financial Sequences | Department | Intercompany

Choose Intercompany — Fill Data Required

Intercompany

Generate Additional Hierarchy

Note

* Required

*Value										
Parent9	Parent8	Parent7	Parent6	Parent5	Parent4	Parent3	Parent2	Parent1	Child	*Description
								99		All Co
									11	C1
									22	C2
									33	C3
									44	C4
									55	C5
									66	C6

COA, Calendar, and Ledger | Business Units | Companies and Legal Entities | Natural Accounts | Financial Sequences | Department | Intercompany

Back To COA, Calenar and Ledger — Then Click to Step 1,2,3

Chart of Accounts, Calendar, and Ledger

* Required

*Name	Youssef777
Currency	EGP
*Period Frequency	Monthly
*Adjusting Periods	Once at year end
*Fiscal Year Start Date	01/01/2019

Step 1: Validate

Step 2: Generate Chart of Accounts File

Step 3: Generate Ledger, LE, and BU File

Chart of Accounts

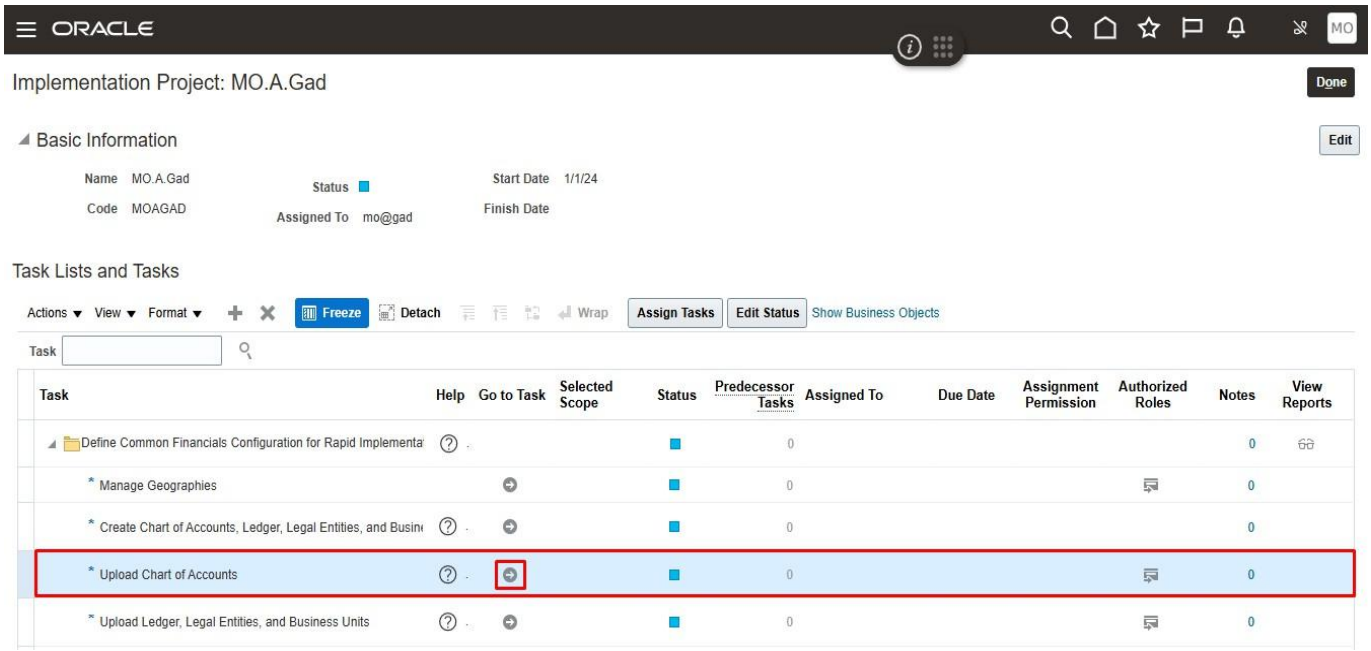
*Segment	Segment Label	*Short Prompt	*Display Width
Company	Primary Balancing Segment	C	2
Account	Natural Account Segment	A	5
Department	Cost Center Segment	D	3
Intercompany	Intercompany Segment	I	2

Add Segment Sheets

COA, Calendar, and Ledger | Business Units | Companies and Legal Entities | Natural Accounts | Financial Sequences | Department | Intercompany

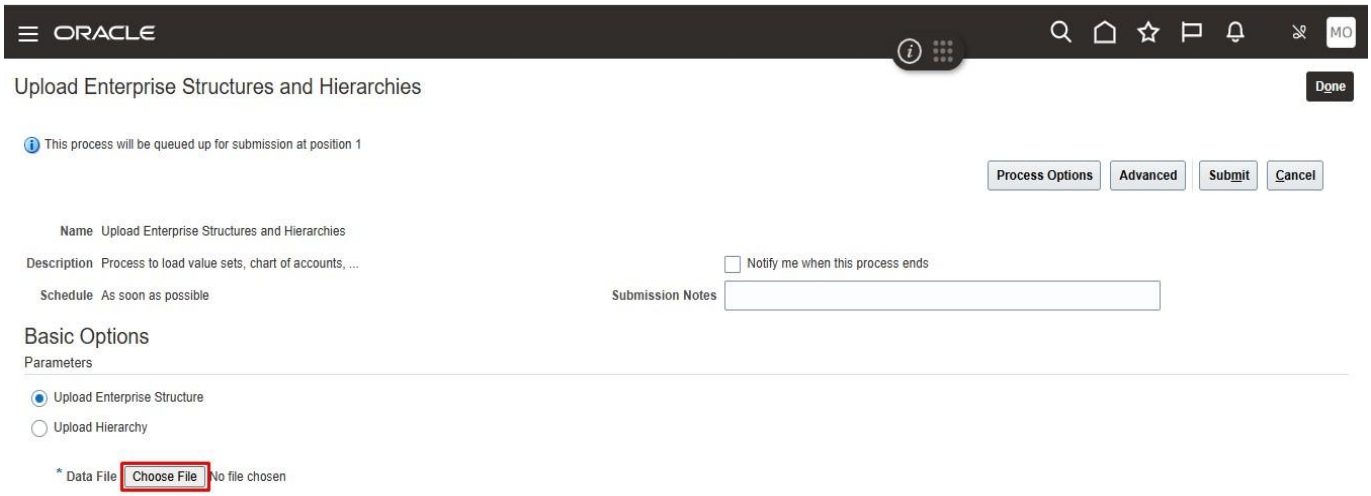
Choose Uploud Chart of Accounts

Press >

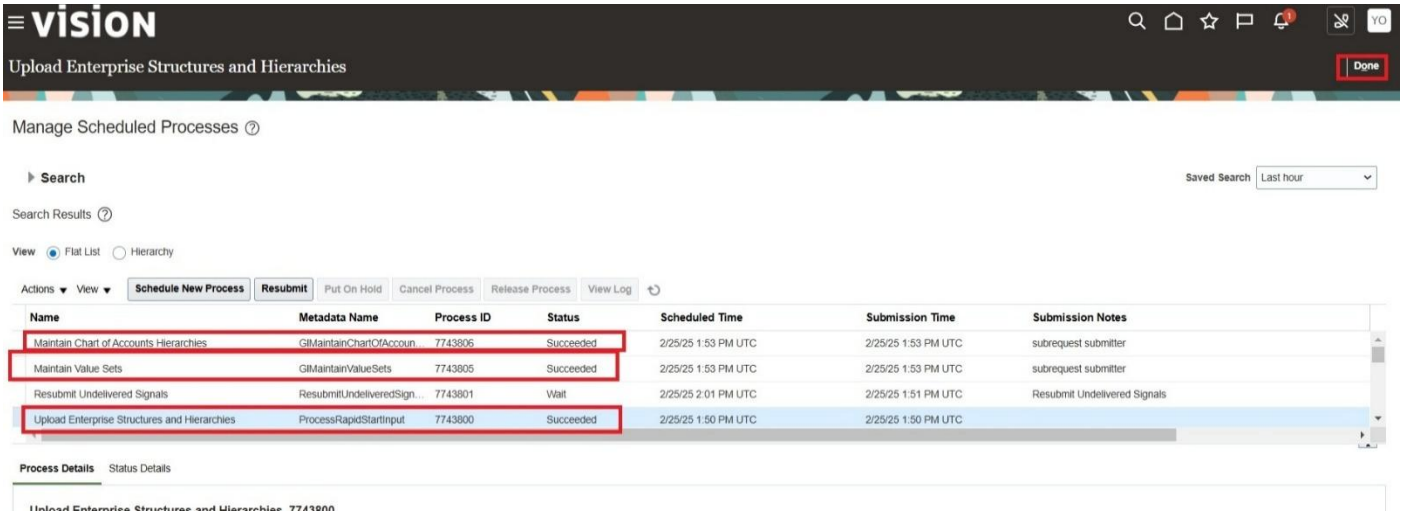


Click On Chose File

Press Submit

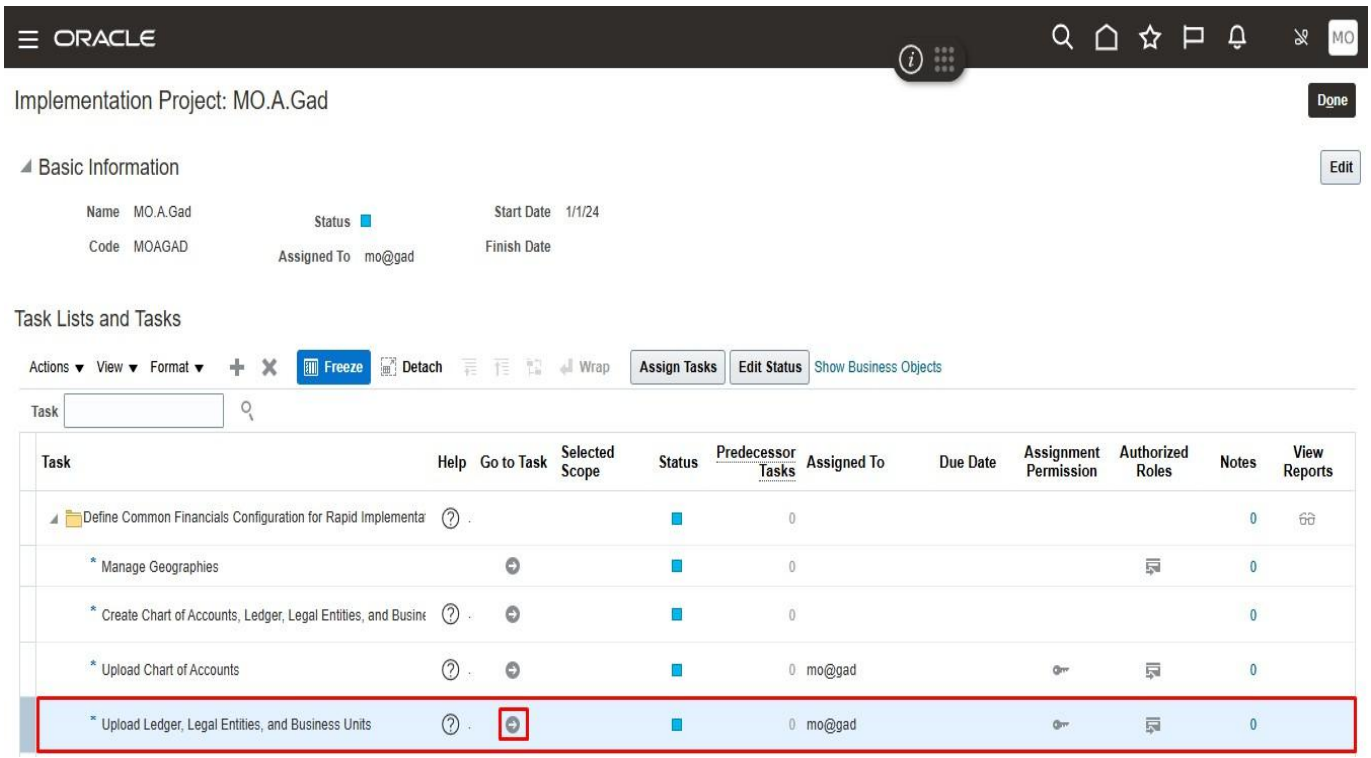


Check Uploading COA Requests.



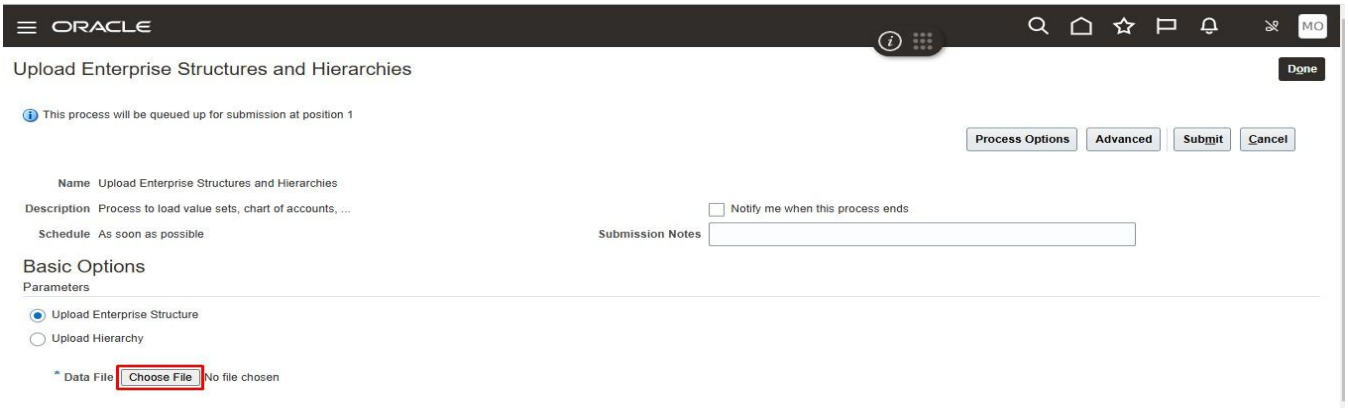
Choos Upload Ledger, Legal Entities and BU

Press >

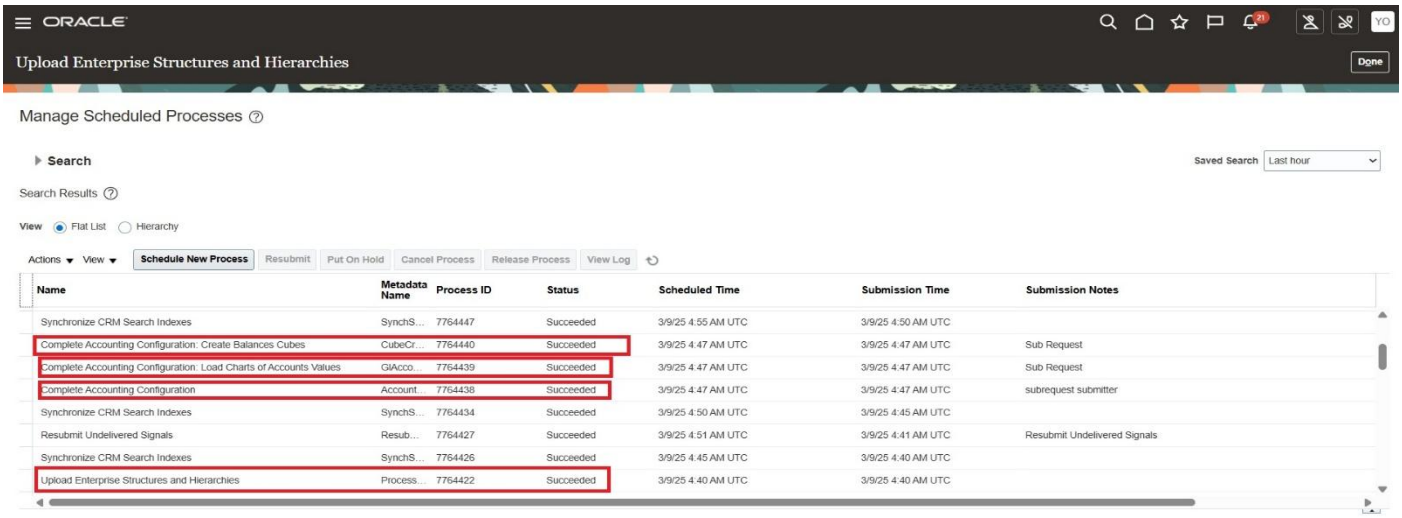


Click On Chose File

Press Submit



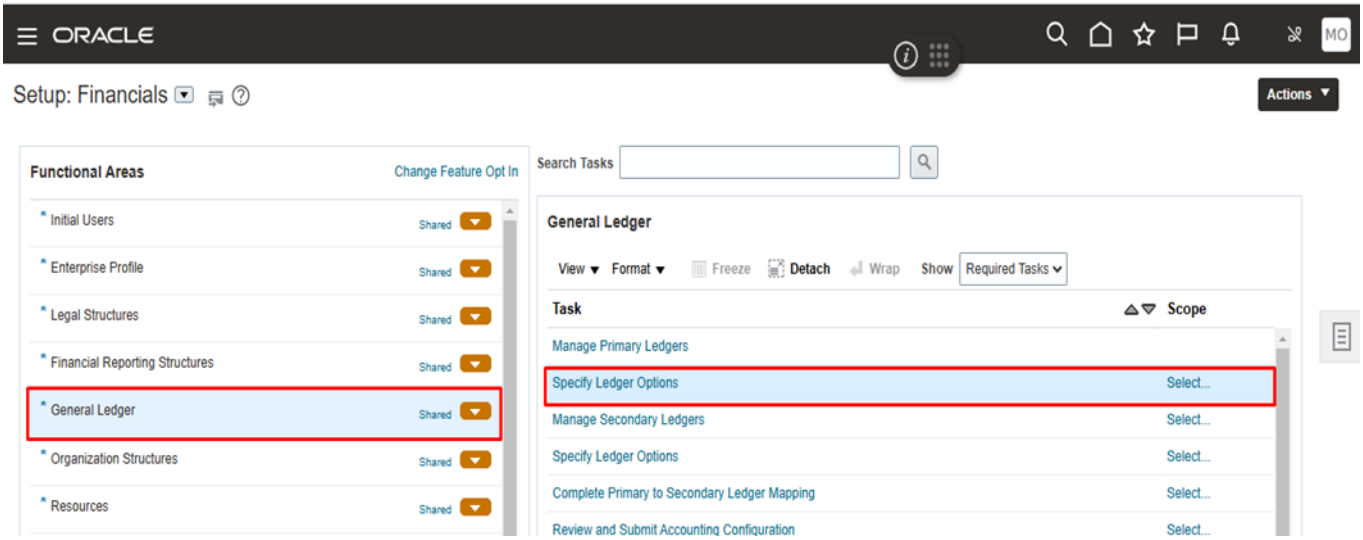
Check Request of Choos Upload Ledger, Legal Entities and BU:



Ledger Option

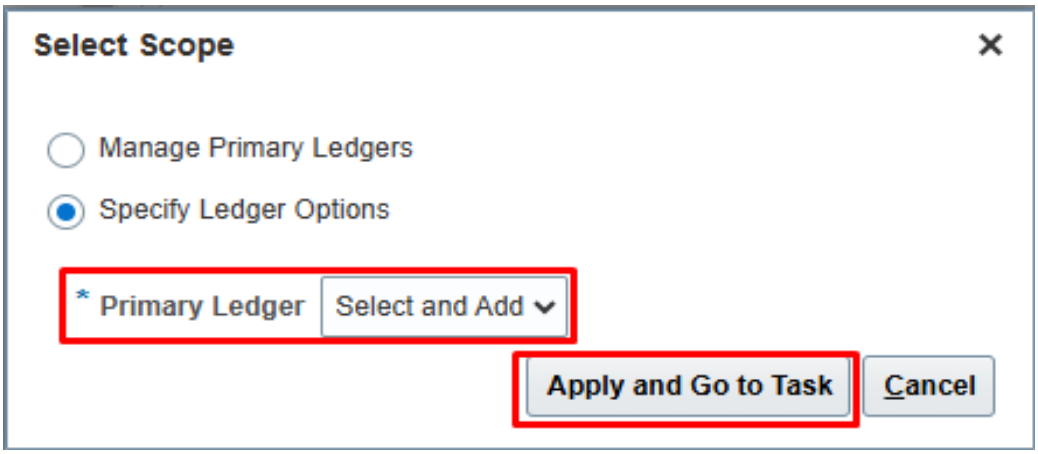
Choose General Ledger

Click on Specify Ledger Options



Choose Select and add

Click on Apply and Go to Task



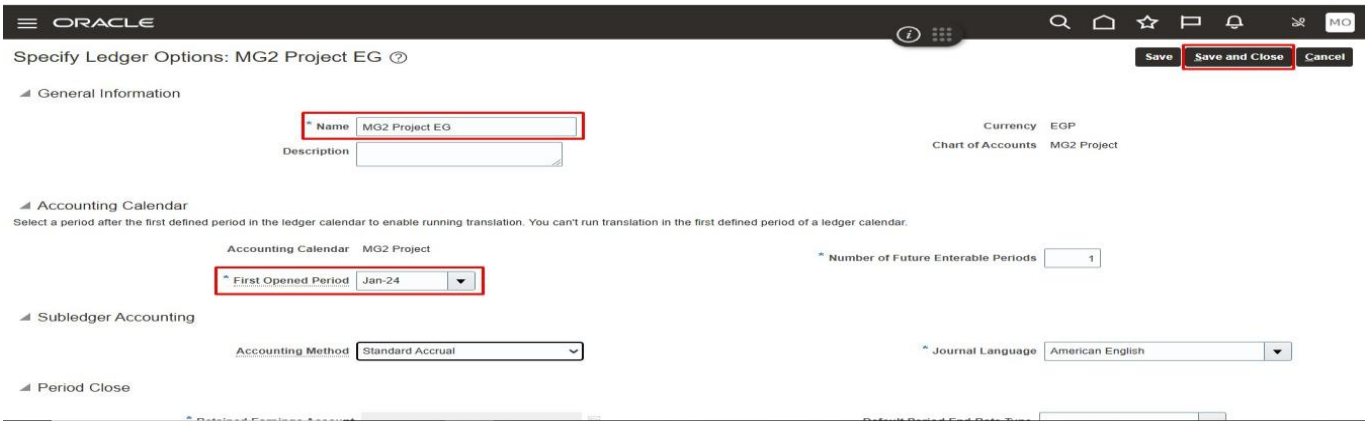
Search Your Ledger

Select

Press Save and close

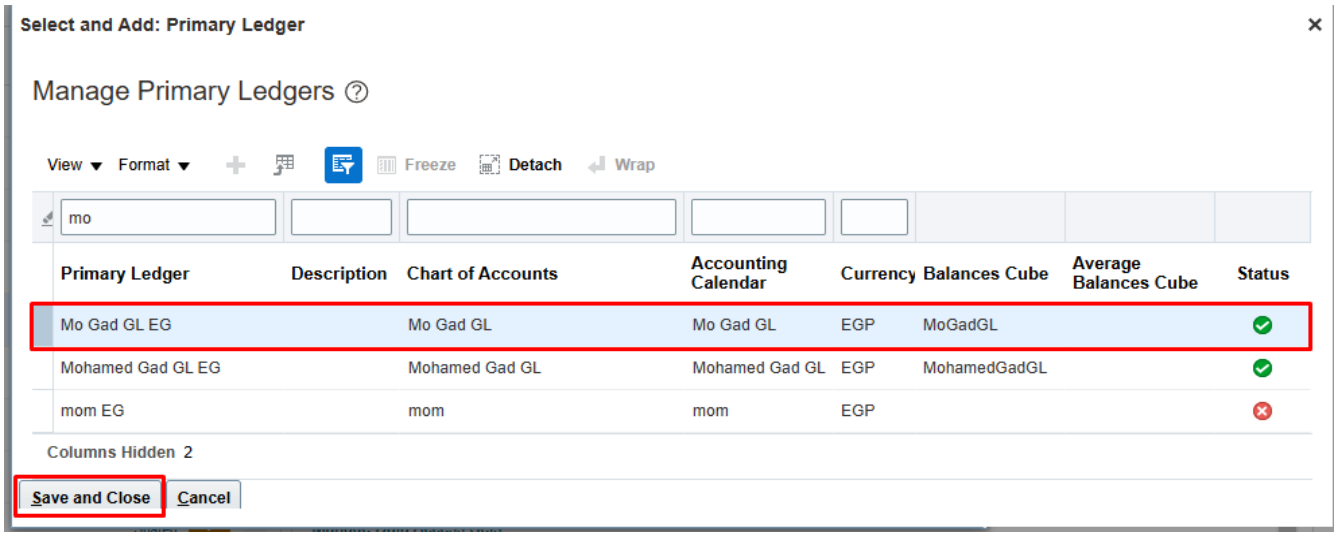
Fill General Information

Press Save and close



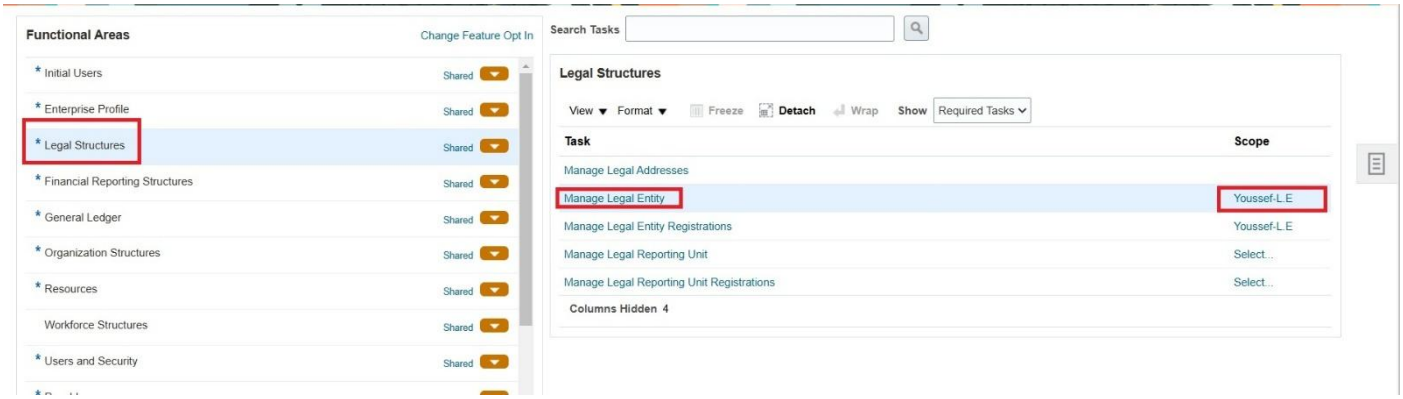
Select your Ledger

Save and Close



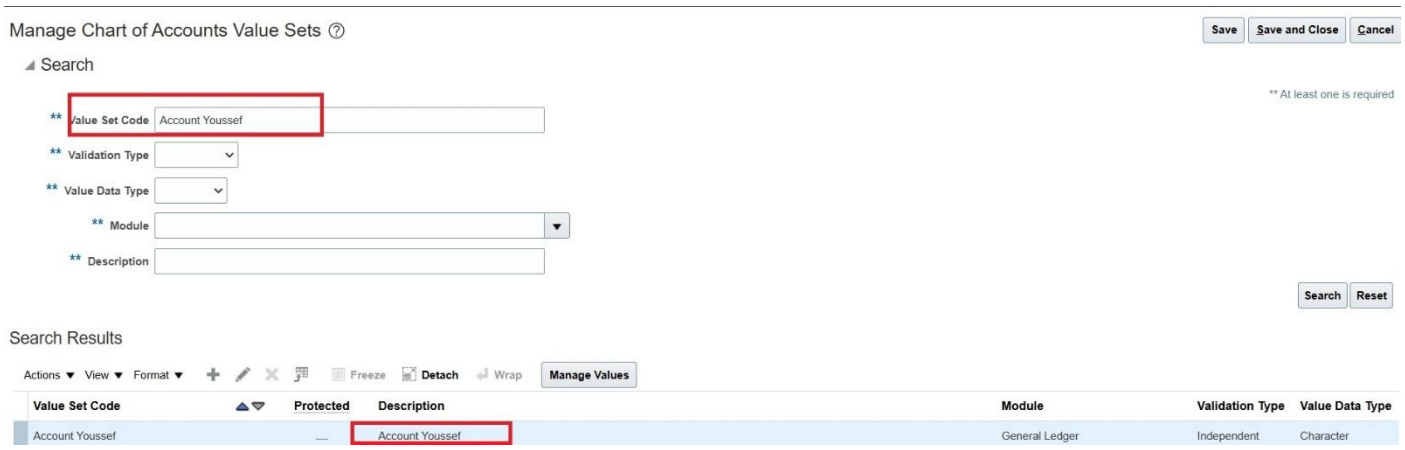
Choose Legal Entity

Click on Manage Legal Entity



Choose Value Set from Financial Reporting Structure

Write Company, Department Account Then Company Name's

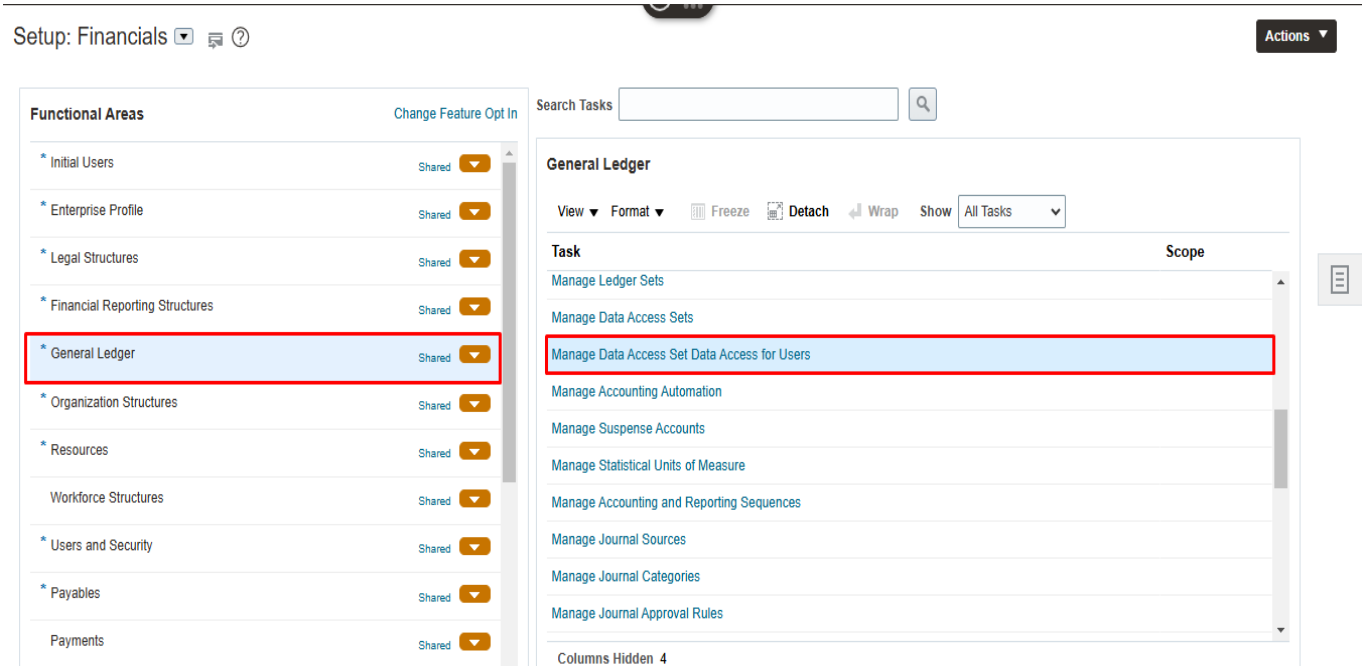


Can Fill Check Box of Zero Fill

How to get Data Access for Users?

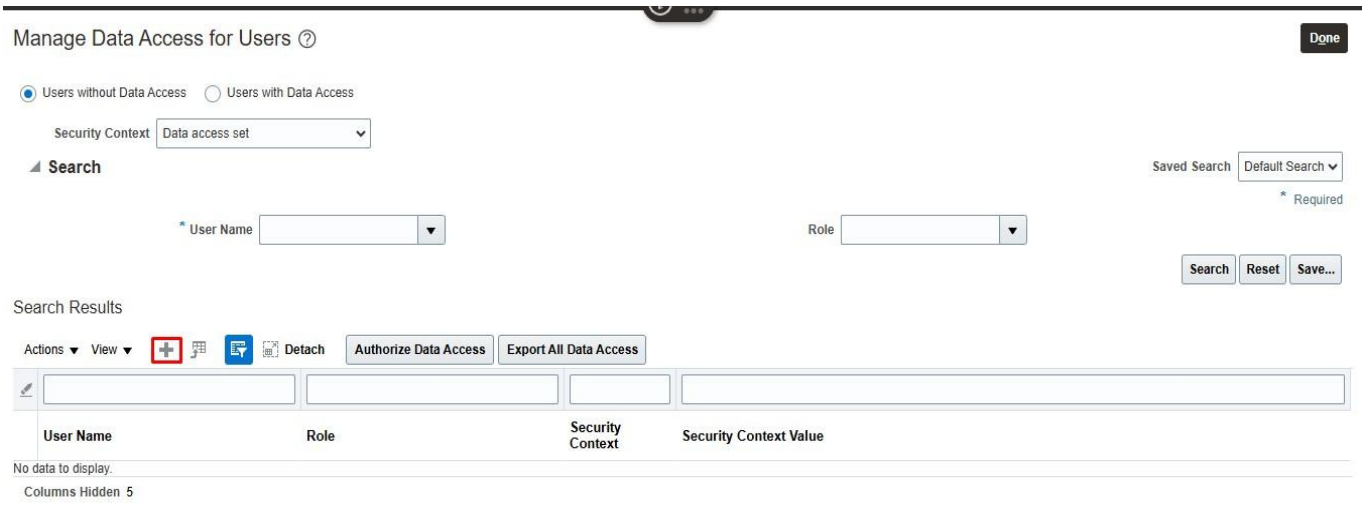
Choose General Ledger

Choose (All Tasks) & Click on Manage Data Access Set Data Access for Users



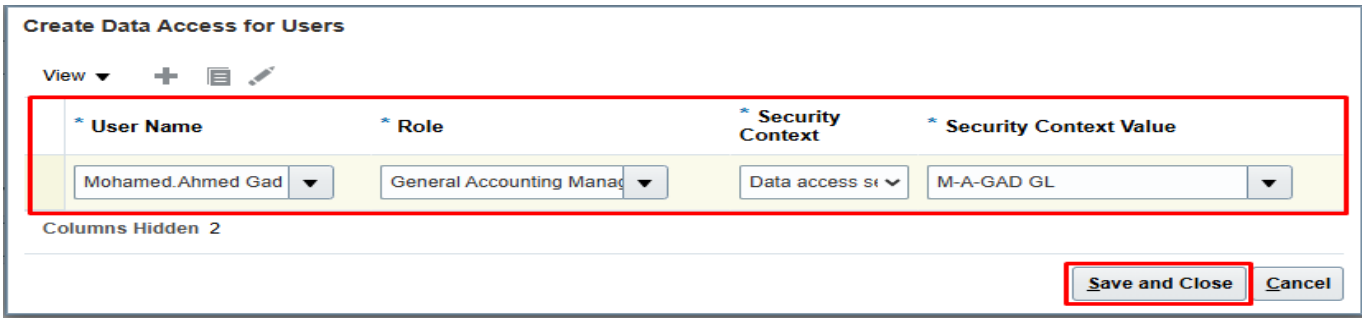
Press Create

Choose Users without Data Access



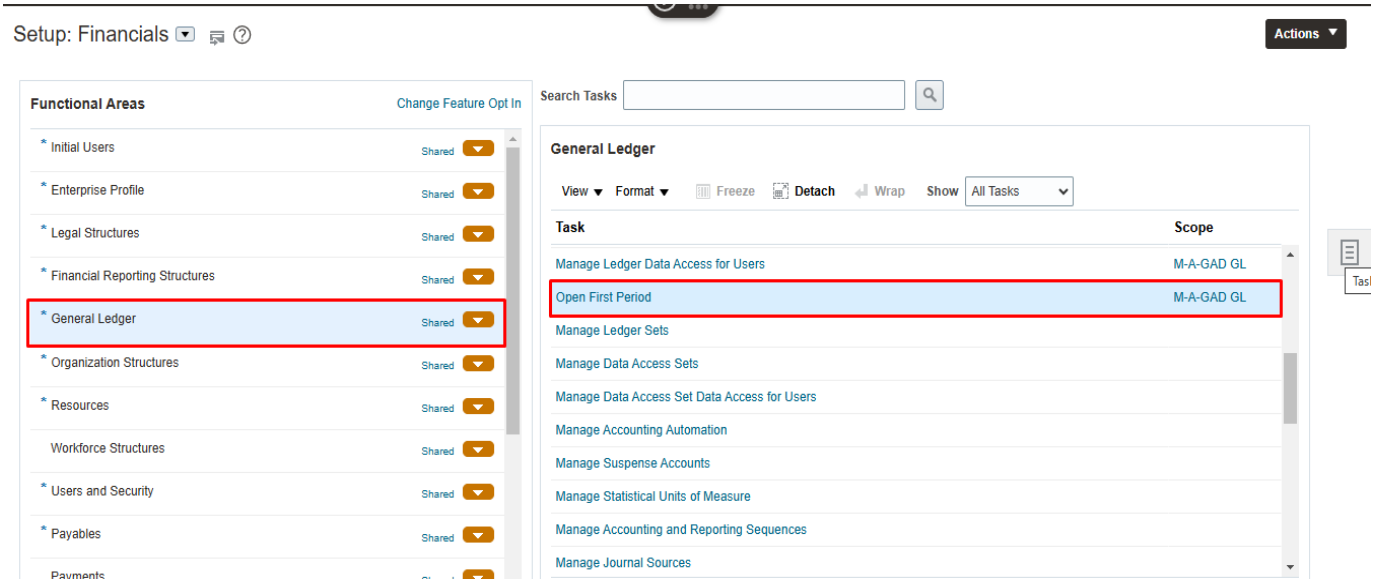
Fill User Information

Press Save and Close

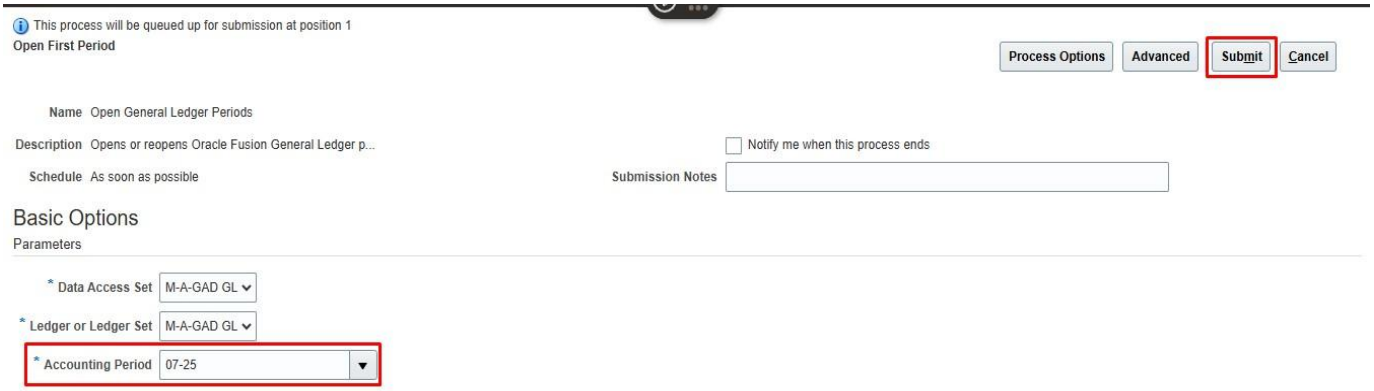


How to Open First Period?

Choose General Ledger Choose (All Tasks) & Click on Open First Period



Fill Information Press Submit



End User Test:

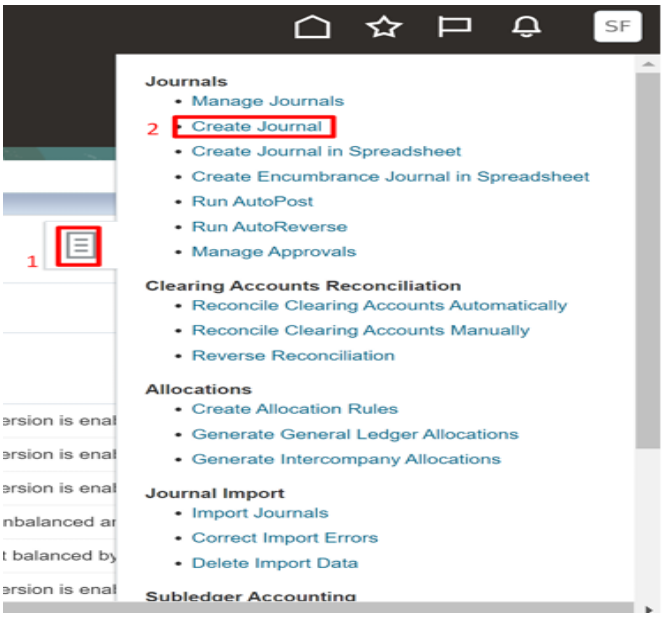
Create, Manage and Post Journals in Your Ledger

Open General Accounting

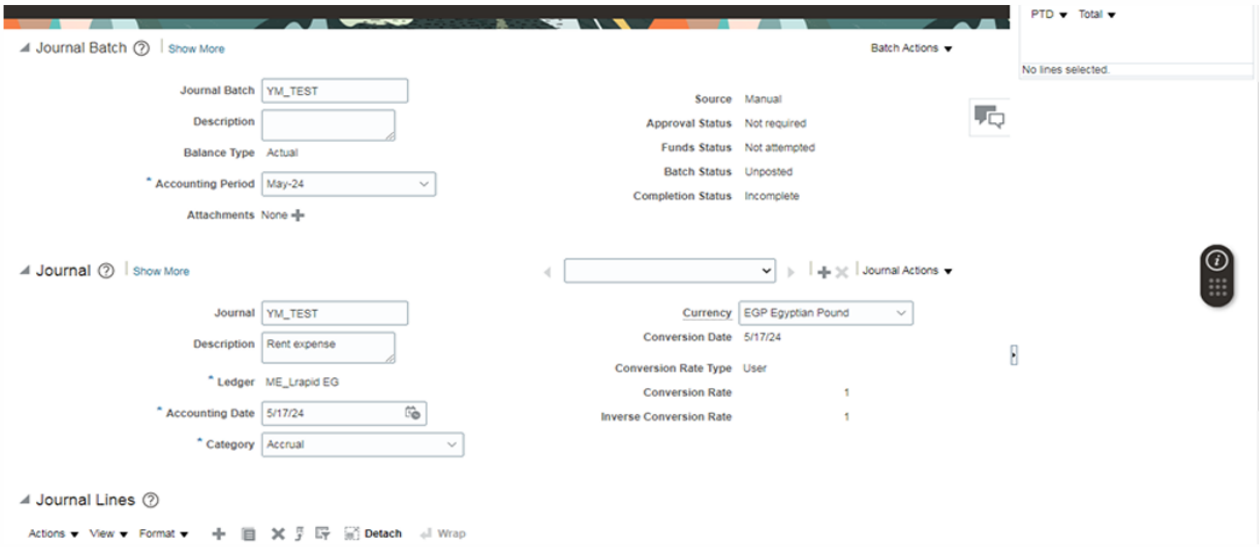
Click Journals

Open Task Panel

Click Create Journals



Fill Journal Data



Write Journal Entry

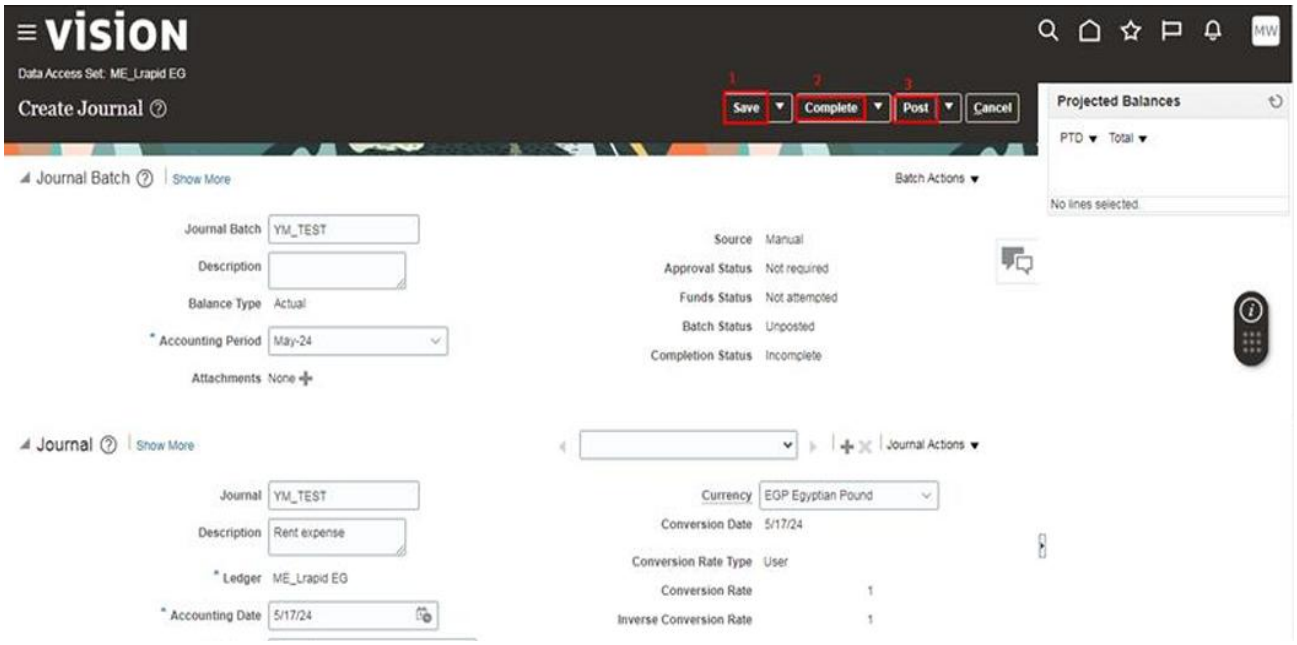
Journal Lines

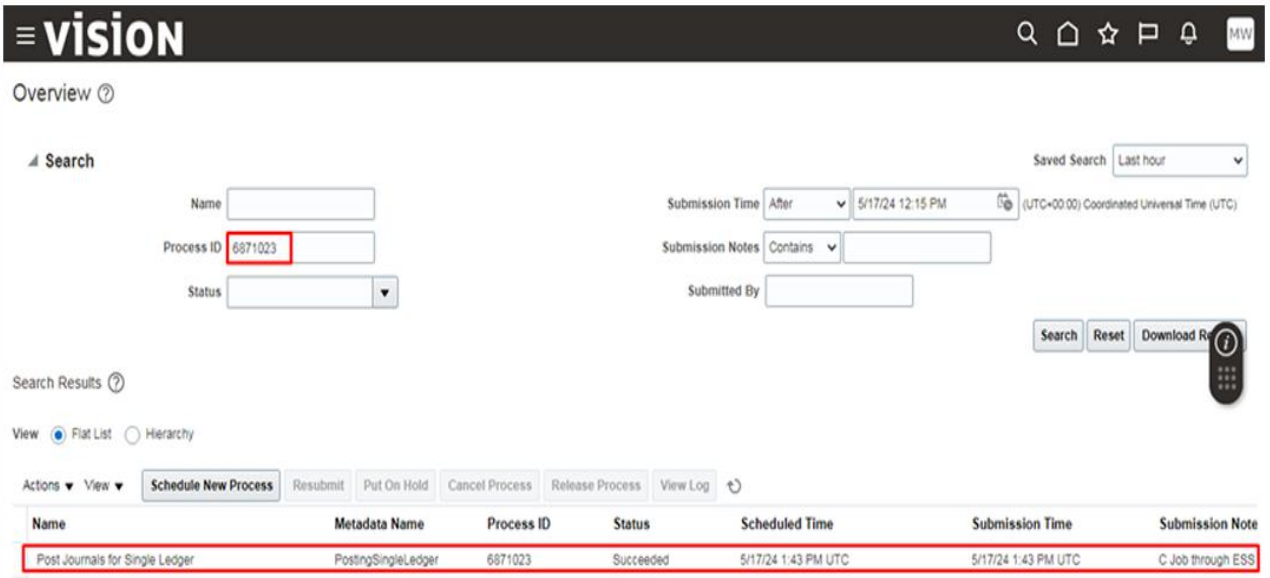
Actions ▾ View ▾ Format ▾ Detach Wrap

	Line	* Account	Entered (EGP) Debit	Entered (EGP) Credit	Description
▸	1	20-100-21150-20	2,000.00		
▸	2	20-100-11117-20		2,000.00	
	Total		2,000.00	2,000.00	

Click Save

Complete and Post



Open Schedule Process

Check Post Journals Process