

# GENERAL LEDGER OPERATIONS AND FINANCIAL REPORTING IN ORACLE ERP OBJECTIVES

MAY 2025

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**ORACLE**



# OUR TEAM

Our team is a diverse blend of finance experts, technology specialists, and strategic thinkers committed to elevating your organization's financial operations through Oracle ERP. With a passion for innovation and a collective dedication to excellence, we bring deep industry expertise and fresh perspectives to every phase of the General Ledger implementation.



**Ashrakat Mahmoud**



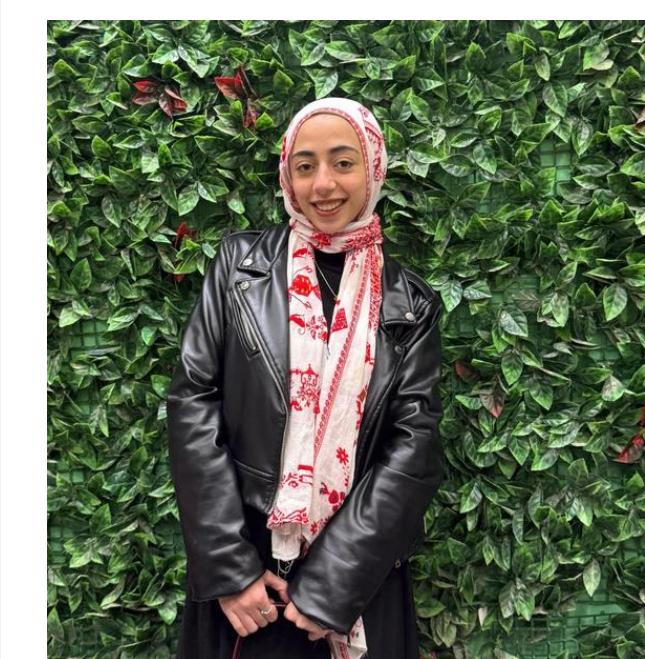
**Nada Zidan**



**Asmaa Monir**



**Hager Khairy**



**Sara Khairy**



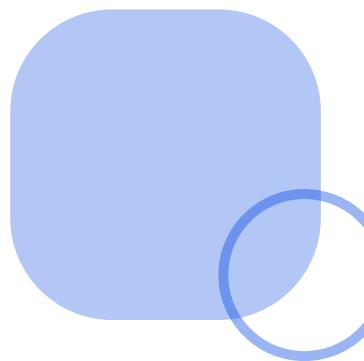
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# OVERVIEW

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Founded in 1977 by Larry Ellison, Bob Miner, and Ed Oates in Austin, Texas, Oracle is a global leader in technology, software, and cloud services. The company is best known for its Oracle Database, one of the most powerful database systems in the world, and for offering cloud solutions through Oracle Cloud Infrastructure (OCI). Oracle also provides a wide range of enterprise software, including ERP, CRM, and other business applications, serving businesses of all sizes with innovative and reliable technology.



01

## What Oracle Does

Oracle is renowned for its powerful Oracle Database, one of the leading database systems globally, and for providing cloud-based solutions through Oracle Cloud Infrastructure (OCI).

02

## Why Oracle Matters

Oracle is recognized for its innovation, scalable solutions for businesses of all sizes, and reliable, high-performance systems trusted by leading global companies.

03

## Mission of Oracle

To help businesses transform and innovate by providing integrated, scalable, and secure technology solutions.

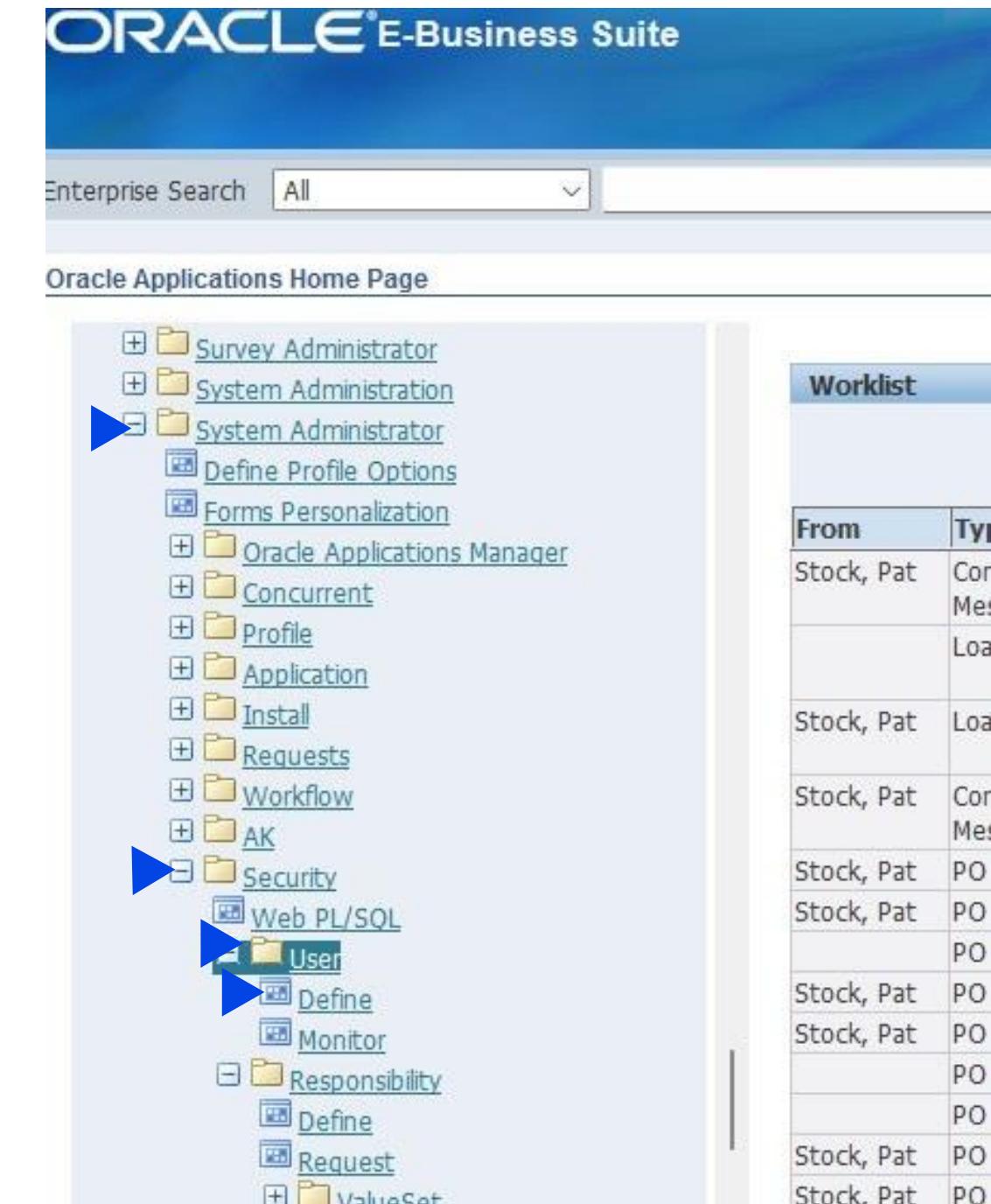
# CREATING USER AND RESPONSIBILITY

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# Steps of creating user:

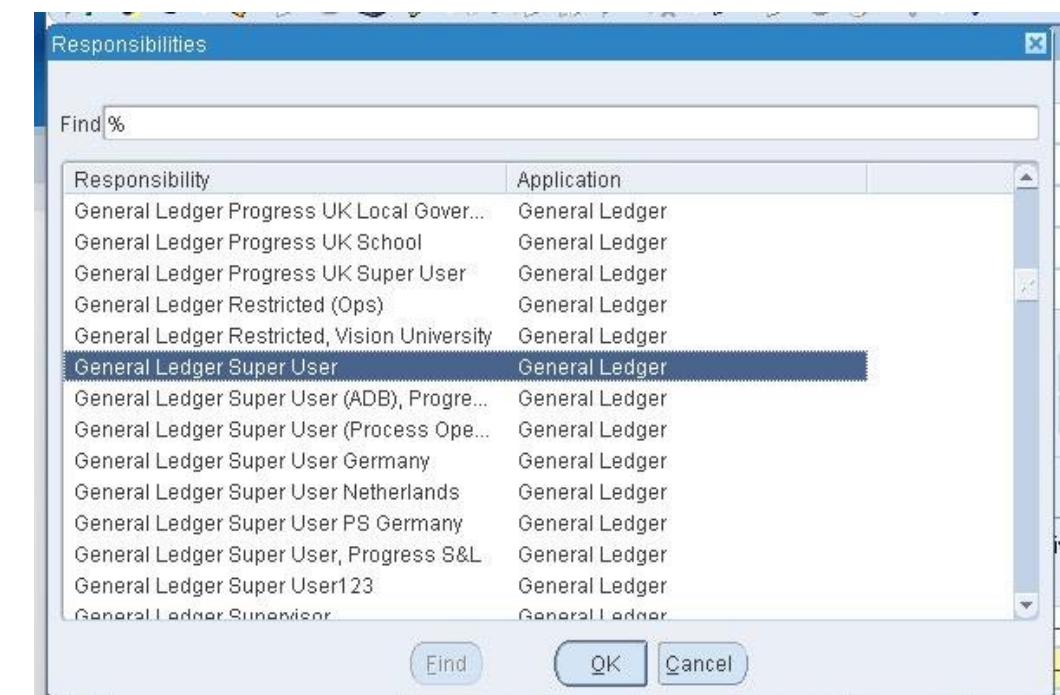
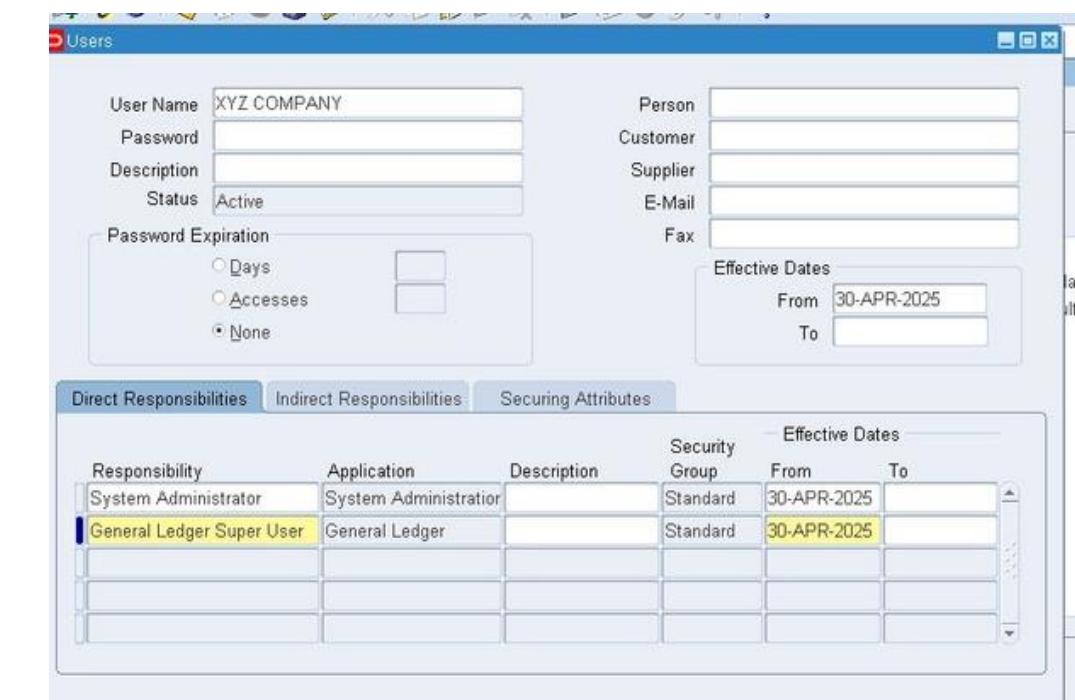
## 1. ***Navigation Responsibility:***

- System Administrator
- Security
- User
- Definition



## Steps of creating user:

- Input your Username
- Re-enter your Password
- Specify the Effective Date From
- Choose the Required Responsibilities
- Click on Save & Close



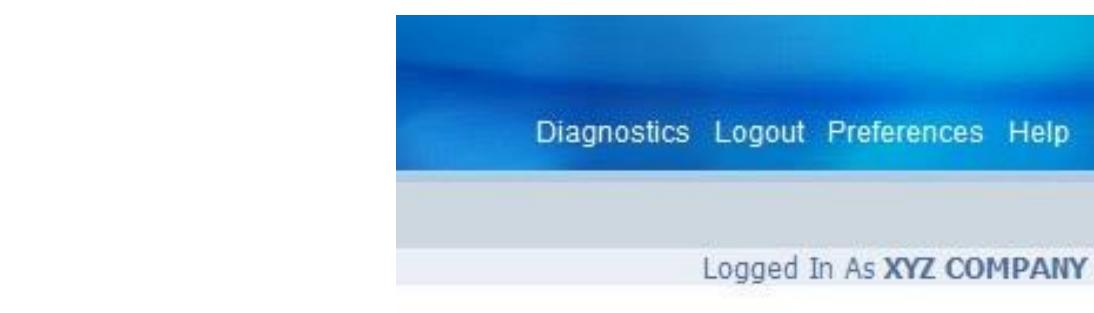
# Steps of creating user:

## *Registration for a New User*

- During registration, a password change page appears.
- The user is prompted to enter their old password.
- The user is also required to enter the new password twice for confirmation.
- After completing this step:
  - A new user is successfully created.
  - Their roles and responsibilities are assigned.
  - The system enables login using the new username.

The screenshot shows a login interface with a blue header featuring four small profile pictures. Below the header, there are two input fields: one for 'User Name' containing 'XYZ COMPANY' and a placeholder '(example: michael.james.smith)', and another for 'Password' showing five masked dots. To the right of the password field are 'Login' and 'Cancel' buttons. Below these fields are links for 'Login Assistance' and 'Accessibility' set to 'None'. At the bottom, it says 'Select a Language: English'.

This screenshot shows a password change form with three input fields: 'Current Password' (containing six masked dots), 'New Password' (containing six masked dots), and 'Re-enter New Password' (containing six masked dots). Below the fields is a note: 'Password must be at least 5 characters long.' At the bottom are 'Submit' and 'Cancel' buttons, and a 'Logout' link in the footer.



# CALENDAR

---

A Calendar in Oracle defines how financial periods are structured and used for recording transactions.

# TYPES OF CALENDARS:



## Calendar Year

- Starts from Jan 1 to Dec 31.
- Standard 12 months



## Fiscal Year

- Starts and ends on custom dates (e.g., July–June, April–March).
- Still usually 12 months, but aligned with the company's financial reporting cycle.

# Step to Set Up a Calendar :

## **Path:**

Set Up → Financial → Calendar → Type

### **1. Enter the Period Type Name:**

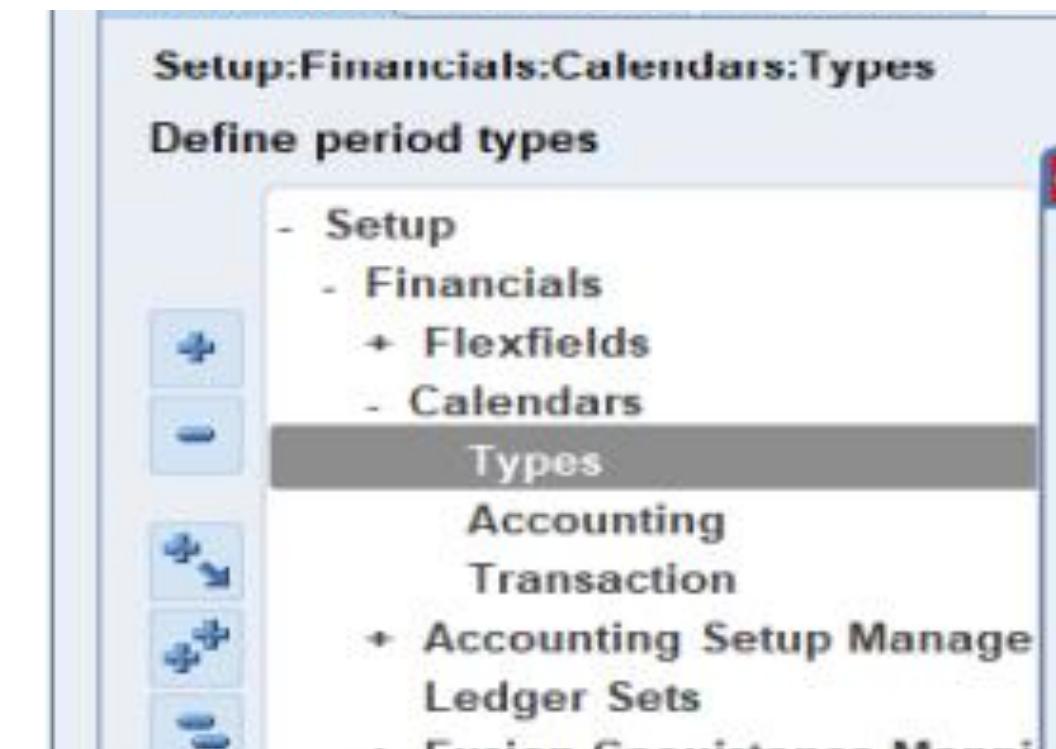
- In the Period Type field, enter a name for your calendar period (e.g., XYZ company).

### **2. Set the Number of Periods per Year**

- In the Periods per Year field, enter the number of periods (e.g., **13** if you include an adjustment period).

### **3. Define the Year Type:**

- Calendar* → for standard January to December years.
- Fiscal* → for custom fiscal year start/end dates.



Period Types		
Period Type	Years per Year	Year Type
MY_TYPE	13	Calendar

# Steps to Define a Fiscal Calendar :

## **Path:**

Set Up → Financials → Calendars → Fiscal

### **1. Enter Calendar Information:**

- Enter a name & description for your fiscal calendar in the Calendar Name & description fields.
- Set the Period Type to the one you created earlier (e.g.XYZ Company).

### **2. Define Period Details**

- Enter the Period Month, Year, Start Date, End Date, and Quarter Number for each period.
- Enter the Number of Periods (typically 13 if you include an adjustment period).
- Mark the **adjustment period** as **Enabled** so it can be used for year-end adjustments and correcting entries.

Accounting Calendar						
Calendar		MY CALENDAR				
Description		MY CALENDAR				
<input type="checkbox"/> Enable Security						
Periods		Quarter				
Prefix	Type	Year	Num	From	To	Name
JAN	MY_TYPE	2009	1	01-JAN-2009	31-JAN-2009	JAN-09
FEB	MY_TYPE	2009	1	01-FEB-2009	28-FEB-2009	FEB-09
MAR	MY_TYPE	2009	1	01-MAR-2009	31-MAR-2009	MAR-09
APR	MY_TYPE	2009	2	01-APR-2009	30-APR-2009	APR-09
MAY	MY_TYPE	2009	2	01-MAY-2009	31-MAY-2009	MAY-09
JUN	MY_TYPE	2009	2	01-JUN-2009	30-JUN-2009	JUN-09
JUL	MY_TYPE	2009	3	01-JUL-2009	31-JUL-2009	JUL-09

2009	3	8	01-AUG-2009	31-AUG-2009	AUG-09
2009	3	9	01-SEP-2009	30-SEP-2009	SEP-09
2009	4	10	01-OCT-2009	31-OCT-2009	OCT-09
2009	4	11	01-NOV-2009	30-NOV-2009	NOV-09
2009	4	12	01-DEC-2009	31-DEC-2009	DEC-09
2009	4	13	31-DEC-2009	31-DEC-2009	ADJ-09

Assign Access

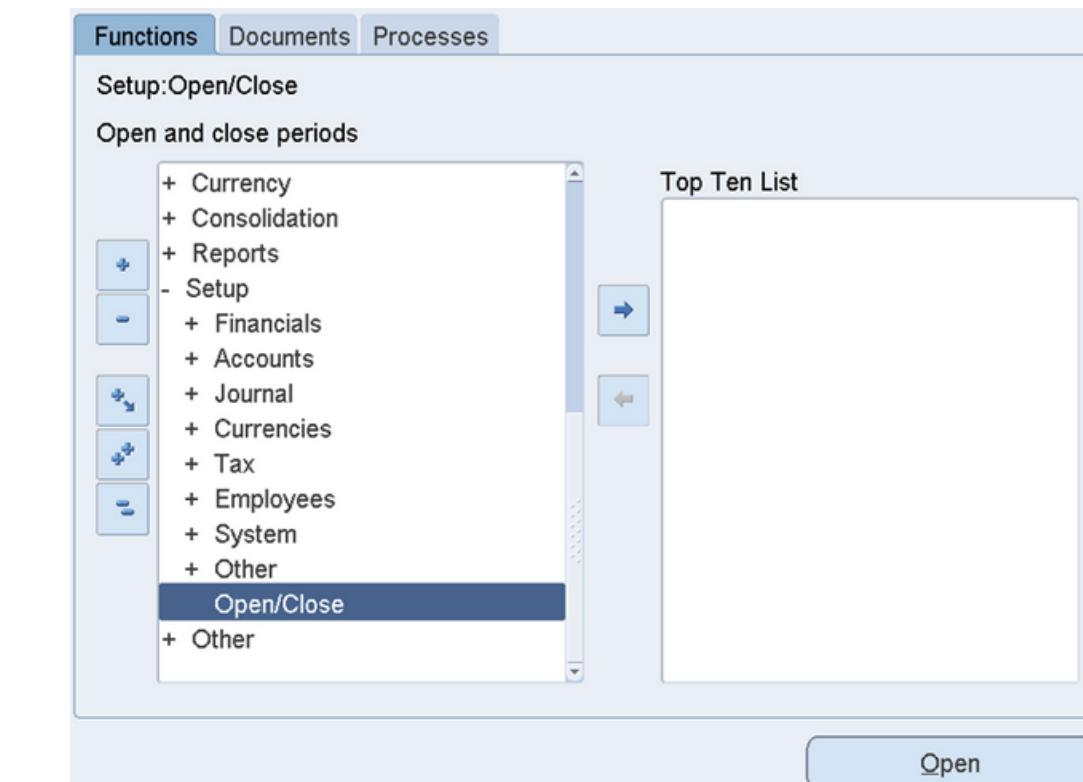
# Steps of Opening and Closing Periods

## **Path:**

Set Up → Open/Close

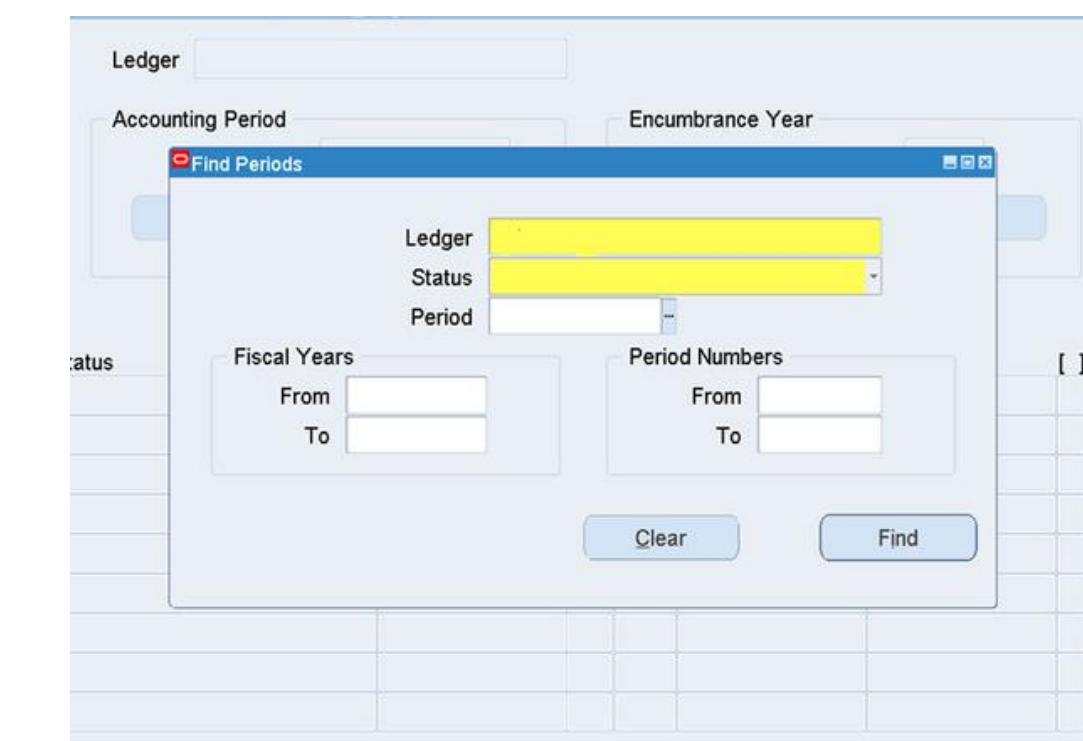
### **1. Access the Find Periods Screen:**

- Navigate to the "Find Periods" screen.
- Ensure the Ledger field displays the name of your company's ledger.



### **2. Status Field Options:**

- **Open:** Period is open for posting transactions.
- **Closed:** Period is closed; no further transactions allowed.
- **Future:** Period is upcoming and not yet available for posting.
- **Permanently Closed:** Period is permanently closed; no changes can be made.



### **3. Periods:**

The screen will display all periods created in the ledger's calendar.

### **4. Period Numbers:**

Period numbers refer to the sequence of accounting periods (e.g., Period 1 for January, Period 2 for February).

Helps organize and reference periods easily.

# CURRENCY

---

It is used in financial transactions within databases or applications related to Oracle ERP or Oracle Financials.

## Steps to create a currency:

### 1. *Navigate to the Define Currencies Window:*

#### ***Path:***

- Setup
- Currencies
- Define



## Steps of creating user (Cont.)

### 2. Enter Currency Code:

Input a unique Currency Code (e.g., USD, EUR, EGP).

Currencies		
Code	Name	Description
EGP	Egyptian Pound	Egyptian Pound

### 3. Enter Currency Name and Description:

Provide a meaningful Name (e.g., US Dollar) and Description.

### 4. Set Precision and Symbols:

- Define precision (e.g., 2 decimal places).
- Enter symbol (e.g., \$ or £).

Issuing Territory	Symbol	Precision
Egypt		2

### 5. Set Date Ranges (if required):

Specify the start and end dates for the currency validity (optional).

### 6. Save the Record:

Click Save to store the new currency.

# CHARTS OF ACCOUNTS (COA)

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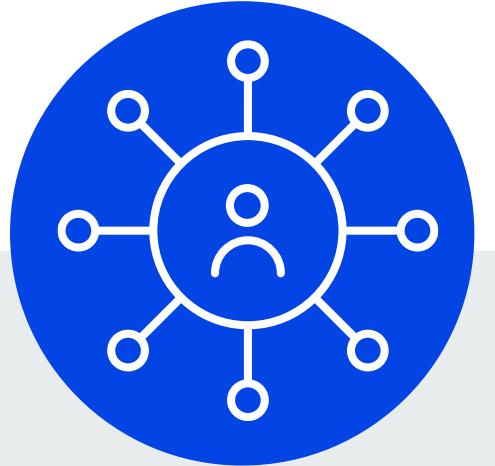
The Chart of Accounts (COA) is a structured list of all the accounts used by an organization to record its financial transactions. It serves as the foundation for the accounting system and helps categorize all financial activities into assets, liabilities, equity, revenues, and expenses.

# COMPONENTS OF COA



## Structure

- It defines the order and meaning of each part in the account code, Each part is called a segment (like company, account, etc.)



## Values Set

- A value set is a list of allowed values for each segment



## Code combination

- A Code Combination is the full account code made by joining values from all segments
- It is created by choosing one value from each segment.

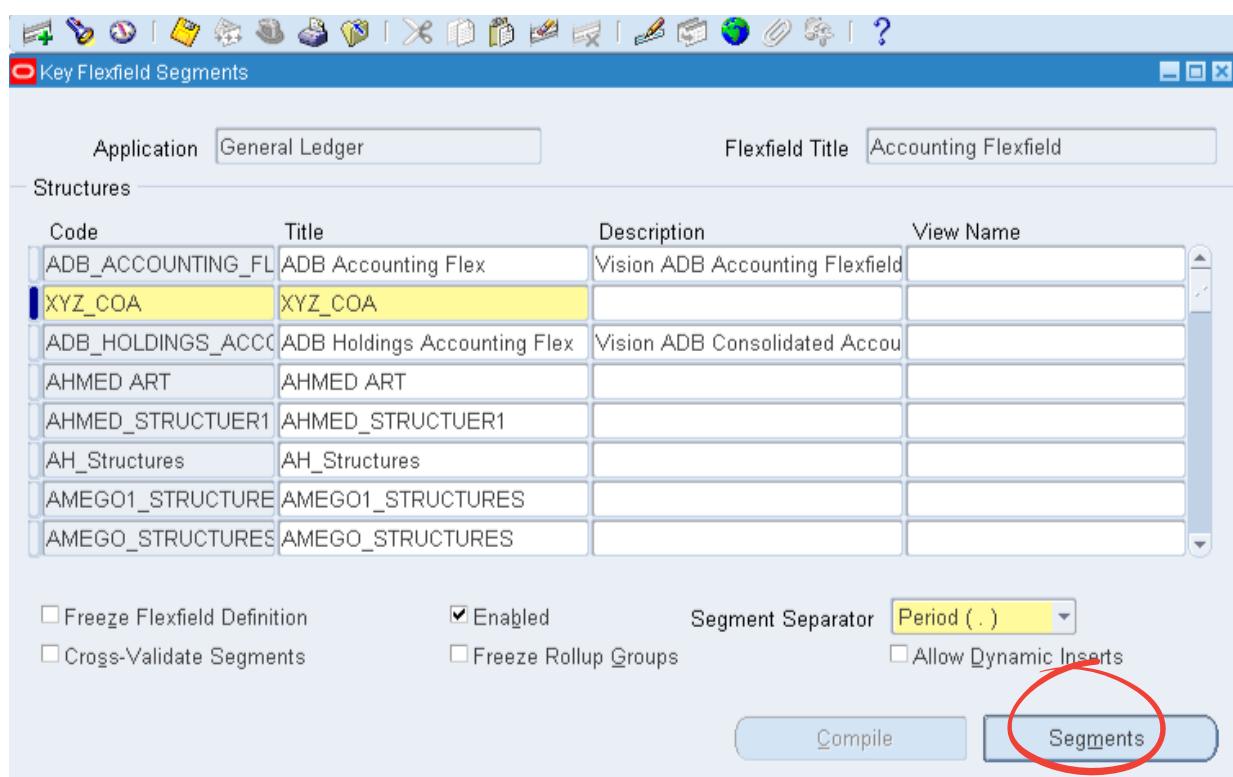
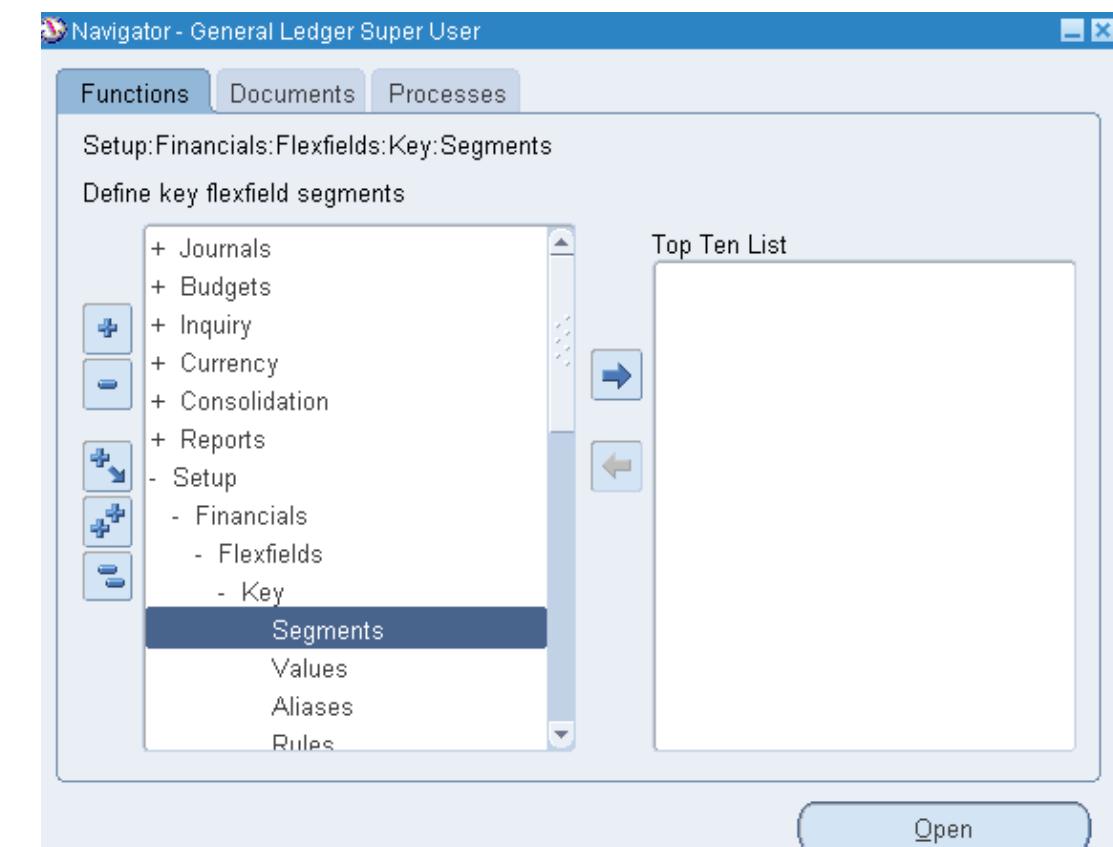
# Steps of COA Set Up

## 1. Identify Structure Segments:

### Path:

Set Up → Financial → Flexfields → Key → Segment.

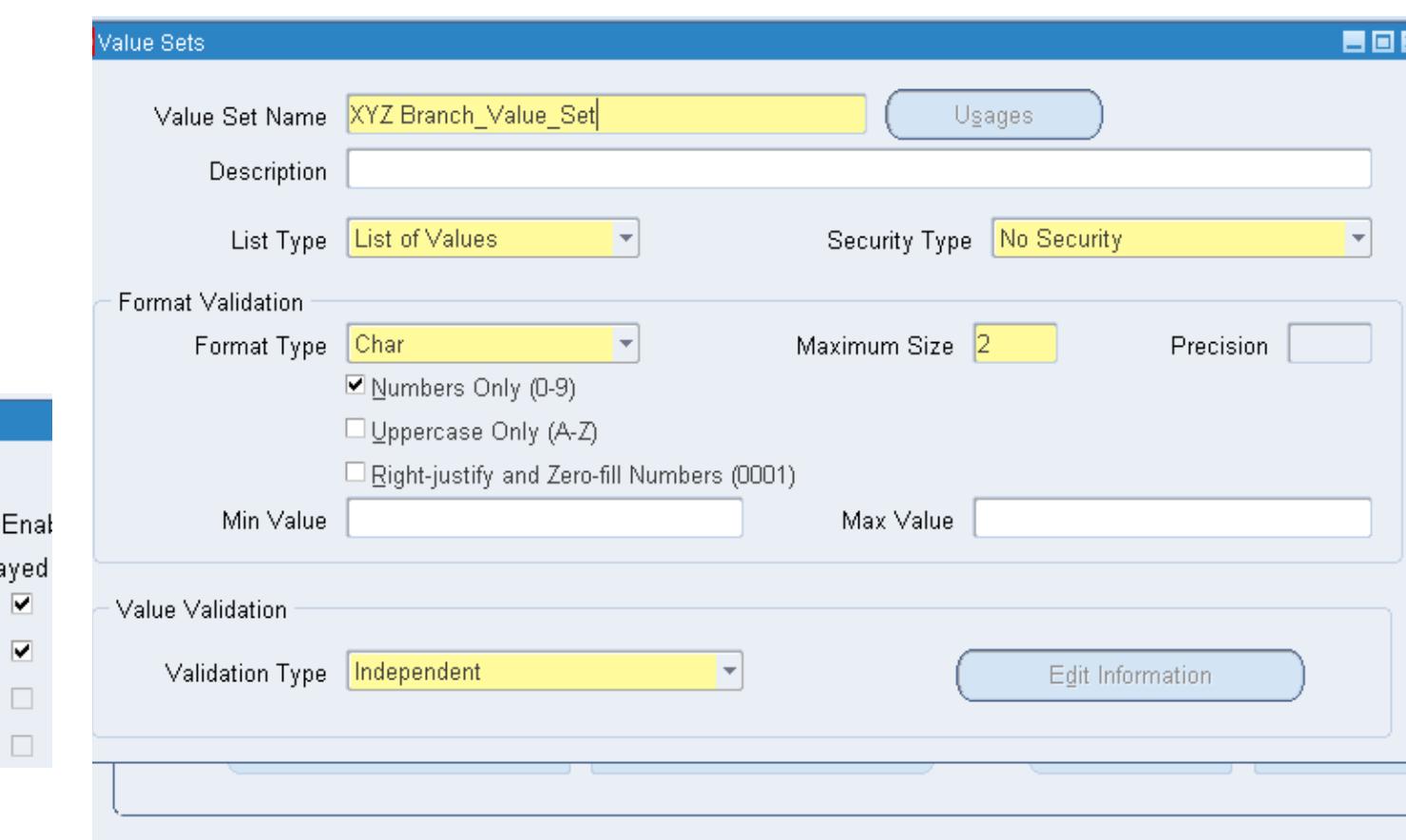
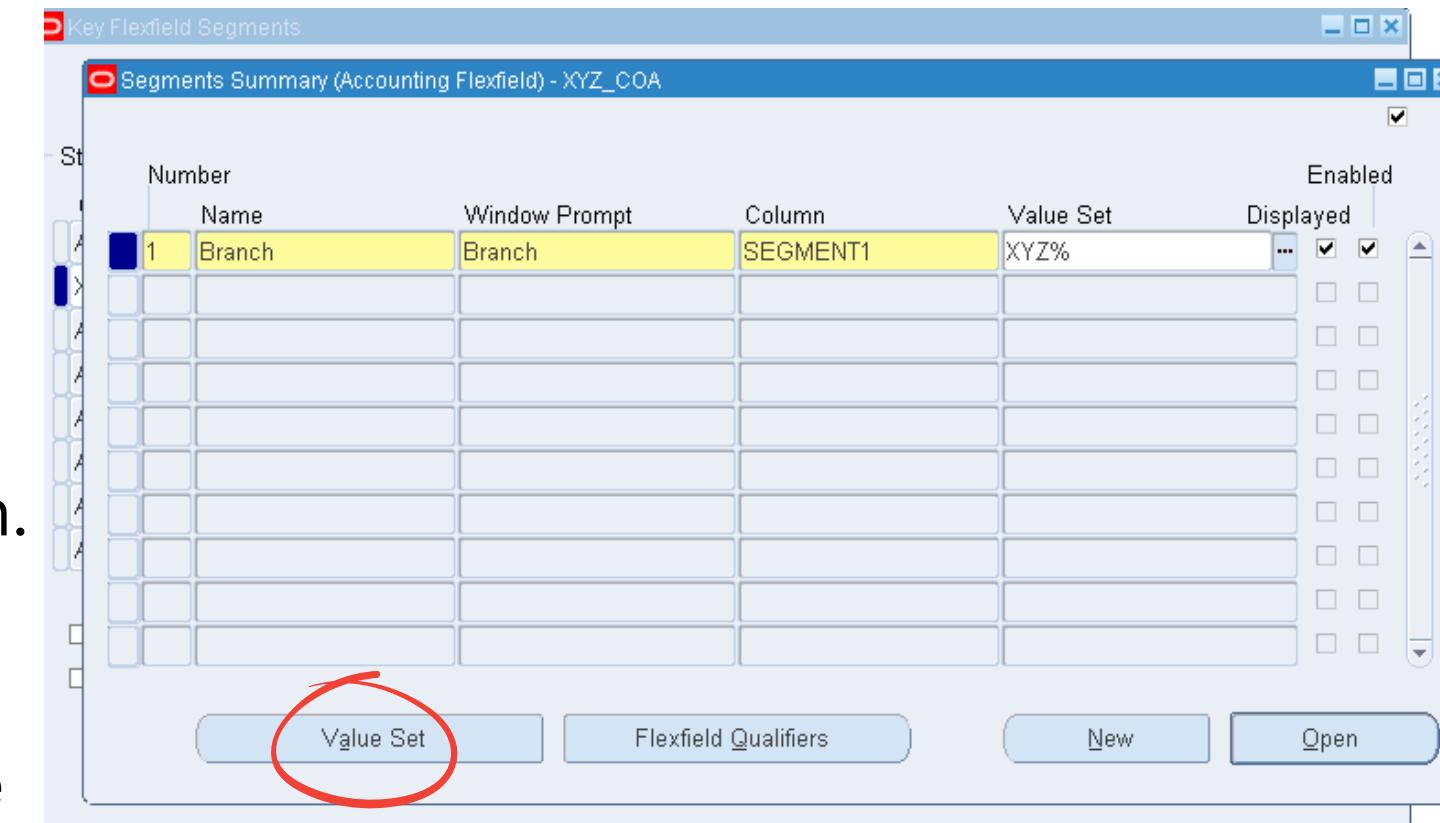
- Navigate to the "Key flexfields Segments" screen.
- For the Application choose General Ledger and Accounting Flexfield for the flexfield title.
- Add your Structure, name it, and then Click Segments to Start identifying your segments.



# Steps of COA Set Up

## 1. Identify Structure Segments:

- Navigate to “Segments Summary” Screen.
- Add your first segment
- Click the Value Set button in the to create the segment related value set.
- Add this Value set to your segment.
- Repeat the same steps for accounts and cost Center Segments.



Number	Name	Window Prompt	Column	Value Set	Enabled
1	Branch	Branch	SEGMENT1	XYZ Branch_Value_Set	<input checked="" type="checkbox"/>
2	Accounts	Accounts	SEGMENT2		<input checked="" type="checkbox"/>

# Steps of COA Set Up

## 1. Identify Structure Segments:

Sub accounts Value set have a different nature as it is a dependent Value set

### Navigation:

- Select dependent when creating the value set then click “Edit information”.
- Add the independent value set and the default value.

The screenshot shows the 'Value Sets' configuration interface. The 'Value Set Name' is 'XYZSubLedger\_ValueSet'. The 'List Type' is 'List of Values' and 'Security Type' is 'No Security'. Under 'Format Validation', 'Format Type' is 'Char', with options for 'Numbers Only (0-9)', 'Uppercase Only (A-Z)', and 'Right-justify and Zero-fill Numbers (0001)'. Under 'Value Validation', 'Validation Type' is set to 'Dependent', which is highlighted with a red circle. An 'Edit Information' button is also visible.

The screenshot shows the 'Dependent Value Set Information' dialog. It displays an 'Independent Value Set' named 'XYZAccounts\_Value\_Set' with a 'Description' field. Below it, a 'Dependent Default Value' is defined with a 'Value' of '0000' and a 'Description' of 'default'. At the bottom, the 'Validation Type' is set to 'Dependent'. A large black arrow points from the 'Validation Type' field in the main configuration screen down to the 'Validation Type' field in this dialog.

# Steps of COA Set Up

## 1. Identify Structure Segments:

- Add “ future segment “ as it allows easy expansion later without changing the whole structure.
- Click “ Flexfield Qualifier “ to Identify the role of each segment in the accounting process.
- Select the check box for :
  - Branch as the balancing segmant.
  - Accounts as Natural Accounts Segment.
  - Cost Center as Cost Center

Segments Summary (Accounting Flexfield) - XYZ\_COA

Number	Name	Window Prompt	Column	Value Set	Enabled	Displayed
1	Branch	Branch	SEGMENT1	XYZ Branch_Value_Set	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Accounts	Accounts	SEGMENT2	XYZAccounts_Value_Set	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	SubLedger	SubLedger	SEGMENT3	XYZSubLedger_ValueSet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Cost Center	Cost Center	SEGMENT4	XYZCost_CenterValueset	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Future1	Future 1	SEGMENT5	XYZFuture	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Value Set      Flexfield Qualifiers      New      Open

Flexfield Qualifiers (Accounting Flexfield) - XYZ\_COA, Branch

Name	Description	Enabled
Cost Center Segment	This attribute is used to identify the cost center segment.	<input type="checkbox"/>
Natural Account Segme	This attribute is used to identify the natural account segment.	<input type="checkbox"/>
Balancing Segment	This attribute is used to identify the balancing segment. This is typi	<input checked="" type="checkbox"/>
Intercompany Segment	This attribute is used to identify the intercompany segment	<input type="checkbox"/>
Management Segment	This attribute is used to identify the management segment.	<input type="checkbox"/>
Secondary Tracking Seg	This attribute is used to identify the secondary tracking segment to	<input type="checkbox"/>

# Steps of COA Set Up

## ***What is a Flexfield Qualifier?***

- Flexfield qualifiers are labels we assign to each segment in the COA structure, They tell Oracle the role of each segment in the accounting process, You must assign one qualifier to each key segments

## ***Main types of qualifiers:***

- Natural Account: Holds the type of account (asset, expense, revenue, etc.).
- Balancing Segment: Used to balance accounting entries (usually the company segment).
- Cost Center: Identifies departments or responsibility areas.
- Intercompany: Used for intercompany transactions.

Name	Description
Cost Center Segment	This attribute is
Natural Account Segme	This attribute is
Balancing Segment	This attribute is
Intercompany Segment	This attribute is
Management Segment	This attribute is
Secondary Tracking Seg	This attribute is

# Steps of COA Set Up

- open each Segment and mark the Security enabled check box.
- Click Save then go back to “Key Flexfield Segment” and mark the freeze flexfield, then click Compile.

**Key Flexfield Segments**

Application	General Ledger	Flexfield Title	Accounting Flexfield
-------------	----------------	-----------------	----------------------

**Structures**

Code	Title	Description	View Name
ADB_ACCOUNTING_FL	ADB Accounting Flex	Vision ADB Accounting Flexfield	
XYZ_COA	XYZ_COA		
ADB_HOLDINGS_ACCO	ADB Holdings Accounting Flex	Vision ADB Consolidated Accou	
AHMED_ART	AHMED ART		
AHMED_STRUCTUER1	AHMED_STRUCTUER1		
AH_Structures	AH_Structures		
AMEGO1_STRUCTURE	AMEGO1_STRUCTURES		
AMEGO_STRUCTURES	AMEGO_STRUCTURES		

Freeze Flexfield Definition     Enabled     Cross-Validate Segments     Freeze Rollup Groups     Segment Separator: Period (.)     Allow Dynamic Inserts

**Buttons:** Compile (circled in red), Segments

**Segments (Accounting Flexfield) - XYZ\_COA**

Name: Accounts	Description:	<input checked="" type="checkbox"/> Enabled
Column: SEGMENT2	Number: 2	<input checked="" type="checkbox"/> Displayed
<b>Validation</b>		
Value Set: XYZAccounts_Value_Set	Description:	<input checked="" type="checkbox"/> Indexed
Default Type:	Default Value:	<input checked="" type="checkbox"/> Security Enabled (circled in red)
<input checked="" type="checkbox"/> Required	Range:	
<b>Sizes</b>		
Display Size: 4	Prompts	
Description Size: 50	List Of Values: Accounts	Window: Accounts
Concatenated Description Size: 25	Range:	

**Buttons:** Value Set, Flexfield Qualifiers

**Segments Summary (Accounting Flexfield) - XYZ\_COA**

Number	Name	Window Prompt	Column	Value Set	Enabled	Displayed
1	Branch	Branch	SEGMENT1	XYZ Branch_Value_Set	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Accounts	Accounts	SEGMENT2	XYZAccounts_Value_Set	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	SubLedger	SubLedger	SEGMENT3	XYZSubLedger_ValueSet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Cost Center	Cost Center	SEGMENT4	XYZCost_CenterValueset	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Future1	Future 1	SEGMENT5	XYZFuture	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Buttons:** Value Set, Flexfield Qualifiers, New, Open (circled in red)

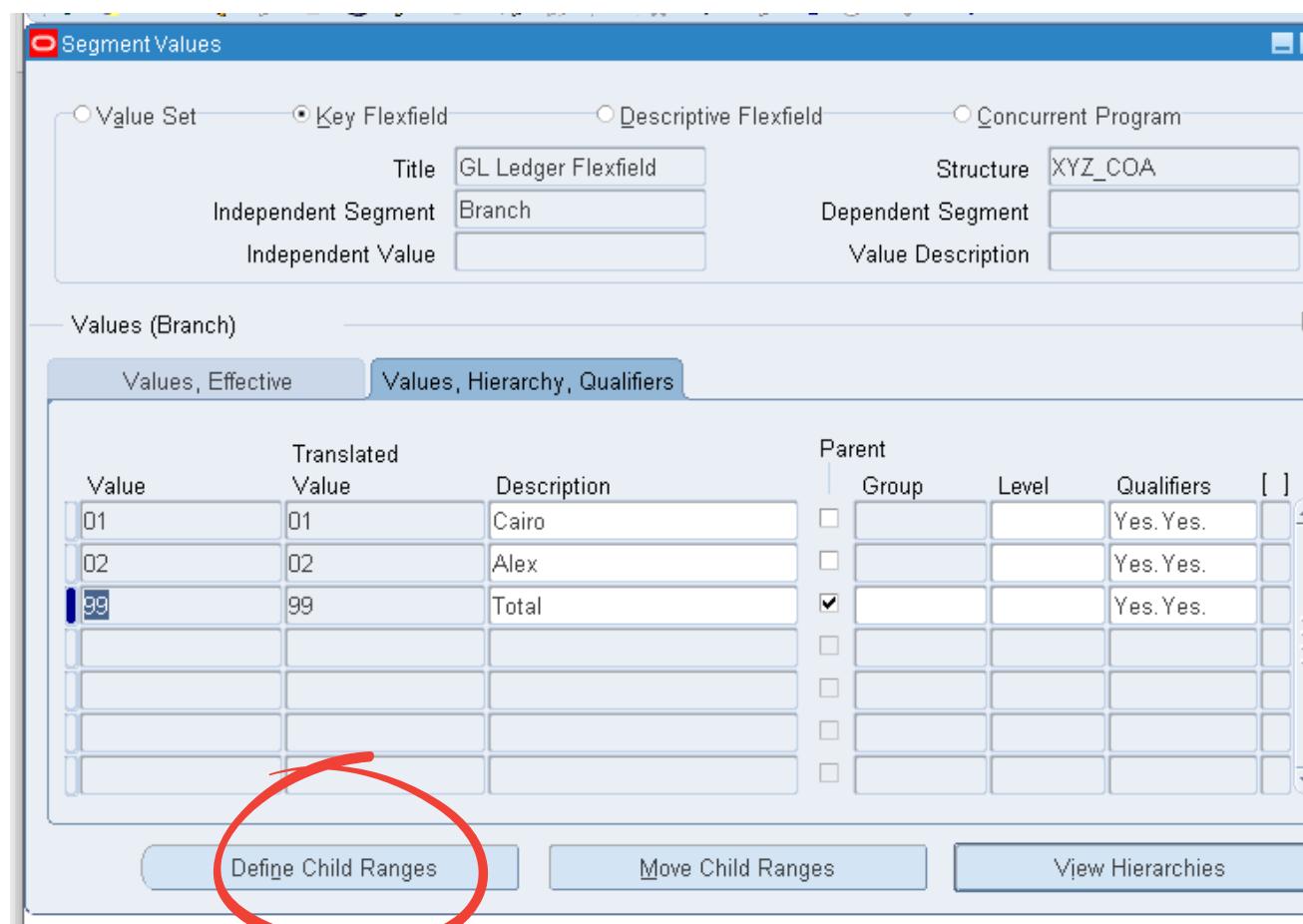
# Steps of COA Set Up

## 2. Add Values to each Segment:

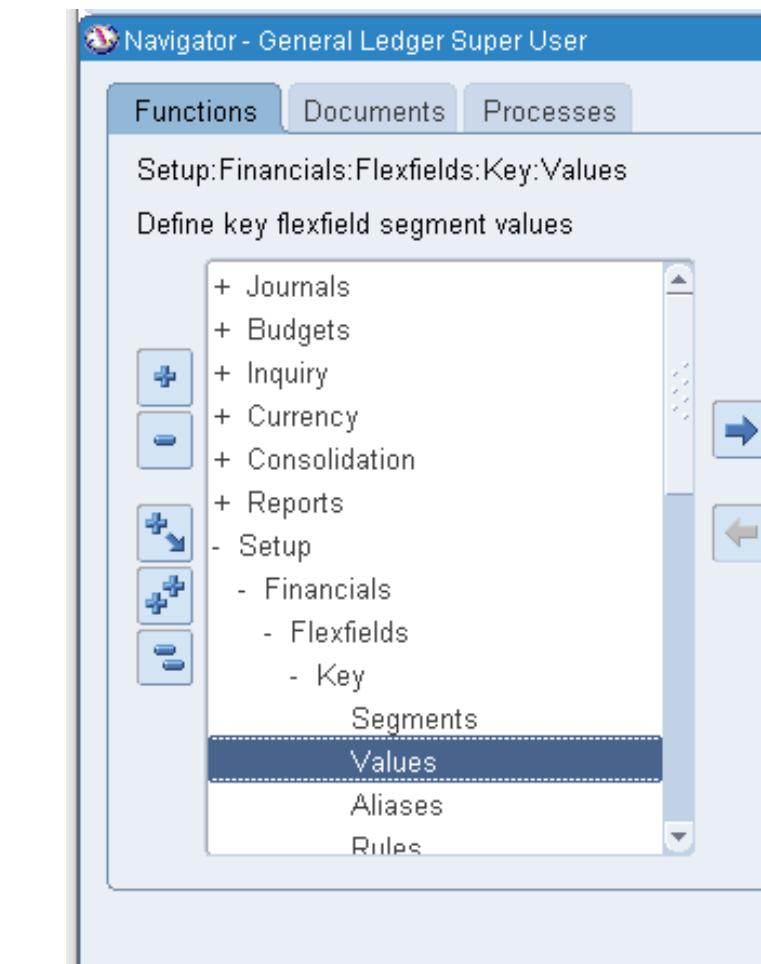
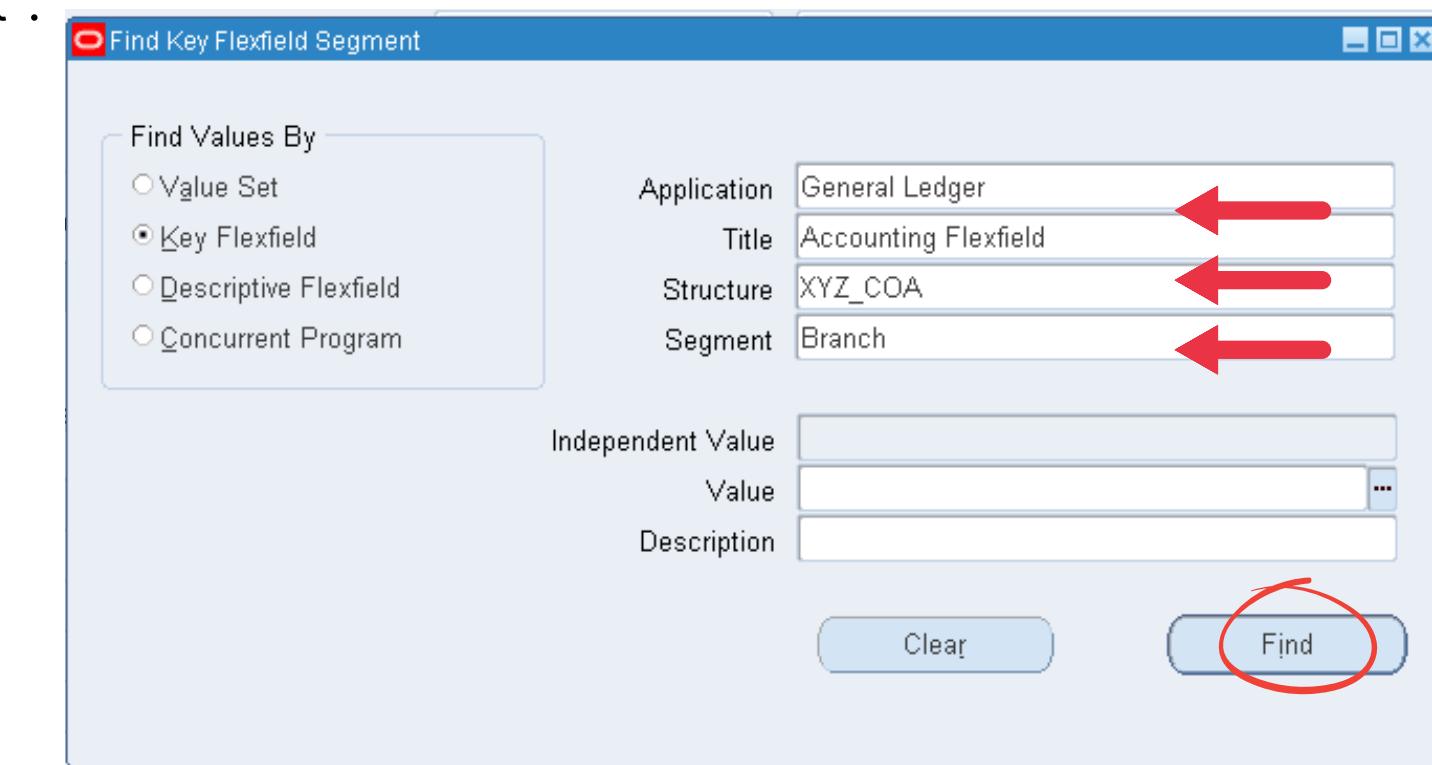
### Path:

Set Up → Financial → Flexfields → Key → Values.

- Choose the Application as General Ledger, the title as Accounting Flexfield, select the Created structure then identify each segment.
- Click Find to add the Values.
- Enter the values and description
- Select Yes in the Qualifier section for “allow Post and allow budget”.
- Click define Child Ranges.



Value	Translated Value	Description	Parent
01	01	Cairo	Group: , Level: , Qualifiers: Yes.Yes.
02	02	Alex	Group: , Level: , Qualifiers: Yes.Yes.
99	99	Total	Group: , Level: , Qualifiers: Yes.Yes.

Find Key Flexfield Segment

Find Values By

Value Set  
 Key Flexfield  
 Descriptive Flexfield  
 Concurrent Program

Application: General Ledger  
Title: Accounting Flexfield  
Structure: XYZ\_COA  
Segment: Branch

Independent Value:   
Value:   
Description:

Find

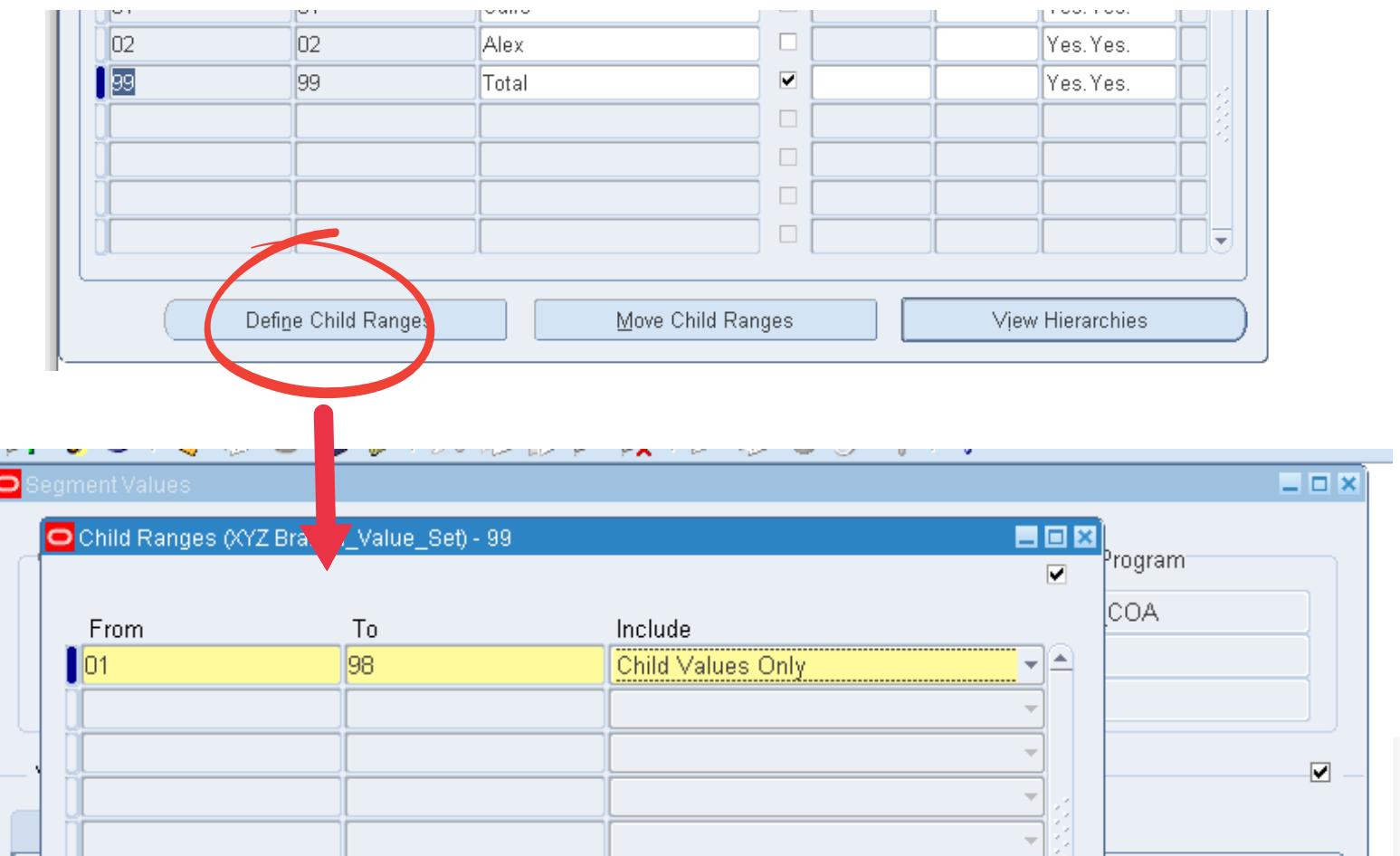
# Steps of COA Set Up

## 2. Add Values to each Segment:

- Define the child values under the selected Parent using a range
- Save your work

### NOTES :

- Parent values are used for grouping and reporting and cannot be used directly in transactions.
- Child values are detailed and transactions usable values.



# Steps of COA Set Up

## 2. Add Values to each Segment:

- Save your work and Repeat the same steps with the Cost Center segment.

Value	Translated Value	Description	Parent Group	Level	Qualifiers
0001	0001	Finance			Yes. Yes.
0002	0002	Operations			Yes. Yes.
0003	0003	Sales			Yes. Yes.
0004	0004	Marketing			Yes. Yes.
T	T	TOTAL			No. No.

Find Key Flexfield Segment

Find Values By

Value Set  
 Key Flexfield  
 Descriptive Flexfield  
 Concurrent Program

Application: General Ledger  
Title: Accounting Flexfield  
Structure: XYZ\_COA  
Segment: COST CENTER

Independent Value  
Value  
Description

Clear Find

Segment Values

Value Set       Key Flexfield       Descriptive Flexfield       Concurrent Program

Title: GL Ledger Flexfield      Structure: XYZ\_COA

Independent Segment: Cost Center      Dependent Segment: XYZ\_COA

Independent Value  
Value Description

Values (Cost Center)

Values, Effective      Values, Hierarchy, Qualifiers

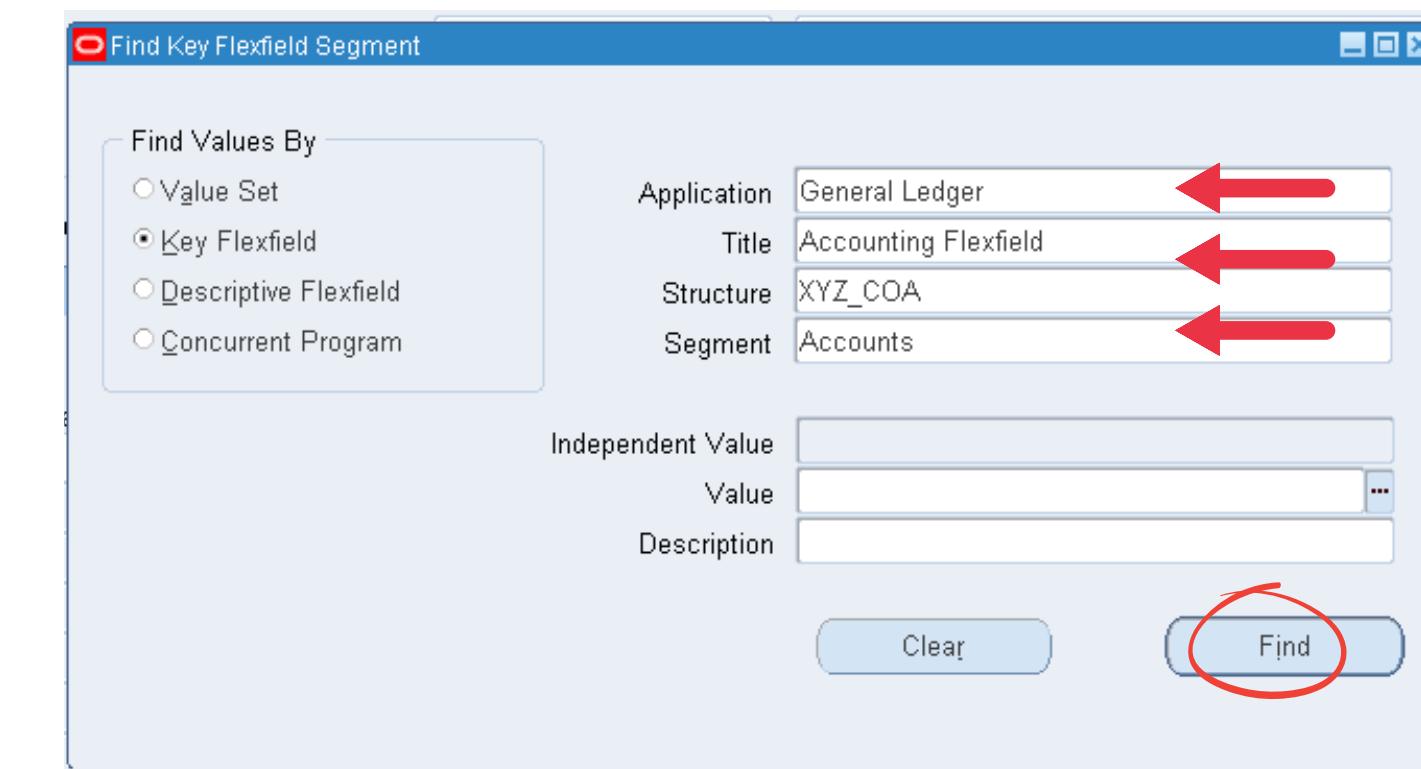
Value	Translated Value	Description	Parent Group	Level	Qualifiers
0001	0001	Finance			Yes. Yes.
0002	0002	Operations			Yes. Yes.
0003	0003	Sales			Yes. Yes.
0004	0004	Marketing			Yes. Yes.
T	T	TOTAL			No. No.

Define Child Ranges      Move Child Ranges      View Hierarchies

# Steps of COA Set Up

## 2. Add Values to each Segment:

- Save your work and Repeat the same steps with the Accounts Segment.
- Identify the type of each account ( Asset, Liability, expense, etc ) From the Qualifiers
- Define the Child Range for each Parent Account



Segment Values

Value	Translated Value	Description	Parent
1000	1000	Assets	Group: No, Level: No, Qualifiers: No.No.Asset.I
1100	1100	Fixed Assets	Group: No, Level: No, Qualifiers: No.No.Asset.I
1101	1101	Building	Group: Yes, Level: Yes, Qualifiers: Yes.Yes.Asset.I
1102	1102	Company Building	Group: Yes, Level: Yes, Qualifiers: Yes.Yes.Asset.I
1103	1103	Company Land	Group: Yes, Level: Yes, Qualifiers: Yes.Yes.Asset.I
1104	1104	Equipment	Group: Yes, Level: Yes, Qualifiers: Yes.Yes.Asset.I
1106	1106	Furniture	Group: Yes, Level: Yes, Qualifiers: Yes.Yes.Asset.I

Define Child Ranges Move Child Ranges View Hierarchies

# Steps of COA Set Up

## 2. Add Values to each Segment:

- Save your work and go back to Enter the Sub Accounts Values
- Enter the independent Account and Click Find.
- Repeat the same steps.

**Find Key Flexfield Segment**

Find Values By

Value Set  
 Key Flexfield  
 Descriptive Flexfield  
 Concurrent Program

Application: General Ledger  
Title: Accounting Flexfield  
Structure: MY\_STRUCTURE  
Segment: SUBACCOUNT

Independent Value: 320300  
Value:   
Description:

Clear  Find

**Segment Values**

Value Set  Key Flexfield  Descriptive Flexfield  Concurrent Program

Title: Accounting Flexfield  
Structure: MY\_STRUCTURE  
Independent Segment: ACCOUNT  
Dependent Segment: SUBACCOUNT  
Independent Value: 320300  
Value Description: Telephone

Values (SUBACCOUNT)

Translated			Parent		
Value	Value	Description	Group	Level	Qualifiers
0000	0000	DEFAULT			Yes.Yes.
T	T	Total			No.No.
0001	0001	VODAFONE			Yes.Yes.
0002	0002	ETESALAT			Yes.Yes.
0003	0003	TELECOME EGYPT			Yes.Yes.

Values, Effective  Values, Hierarchy, Qualifiers

Define Child Ranges  Move Child Ranges  View Hierarchies

# JOURNALS

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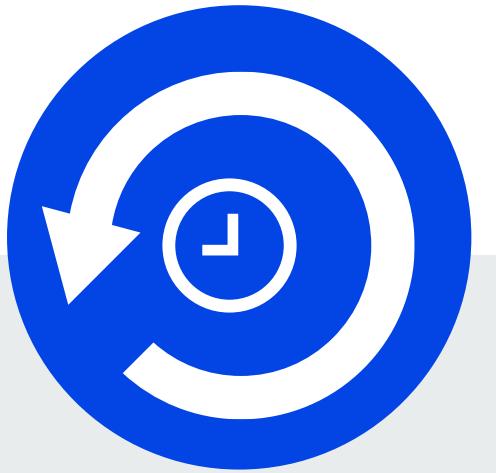
Journals are used to track all financial activities, such as sales, purchases, or adjustments, before they are posted to the general ledger. Specialized journals (e.g., sales journal, cash receipts journal) may also be used for high-volume transactions to streamline recording.

# TYPES OF JOURNALS



## Standard Journal

- Used for recording regular, day-to-day financial transactions.
- Includes both manual and system-generated entries like expenses, revenue, and adjustments.



## Reversing Journal

- A journal entry that is automatically or manually reversed in a future period.
- Used to correct accruals and temporary adjustments.
- Types of Reversals:
  - Switch Dr/Cr.
  - Change Sign.



## Recurring Journal

- A journal created once and repeated periodically that can be used for regular, consistent transactions like depreciation, rent, and payroll allocations.
- Types of Recurring Journals:
  - Skeleton
  - Formula
  - Standard

# Steps of Entering Standard Journal

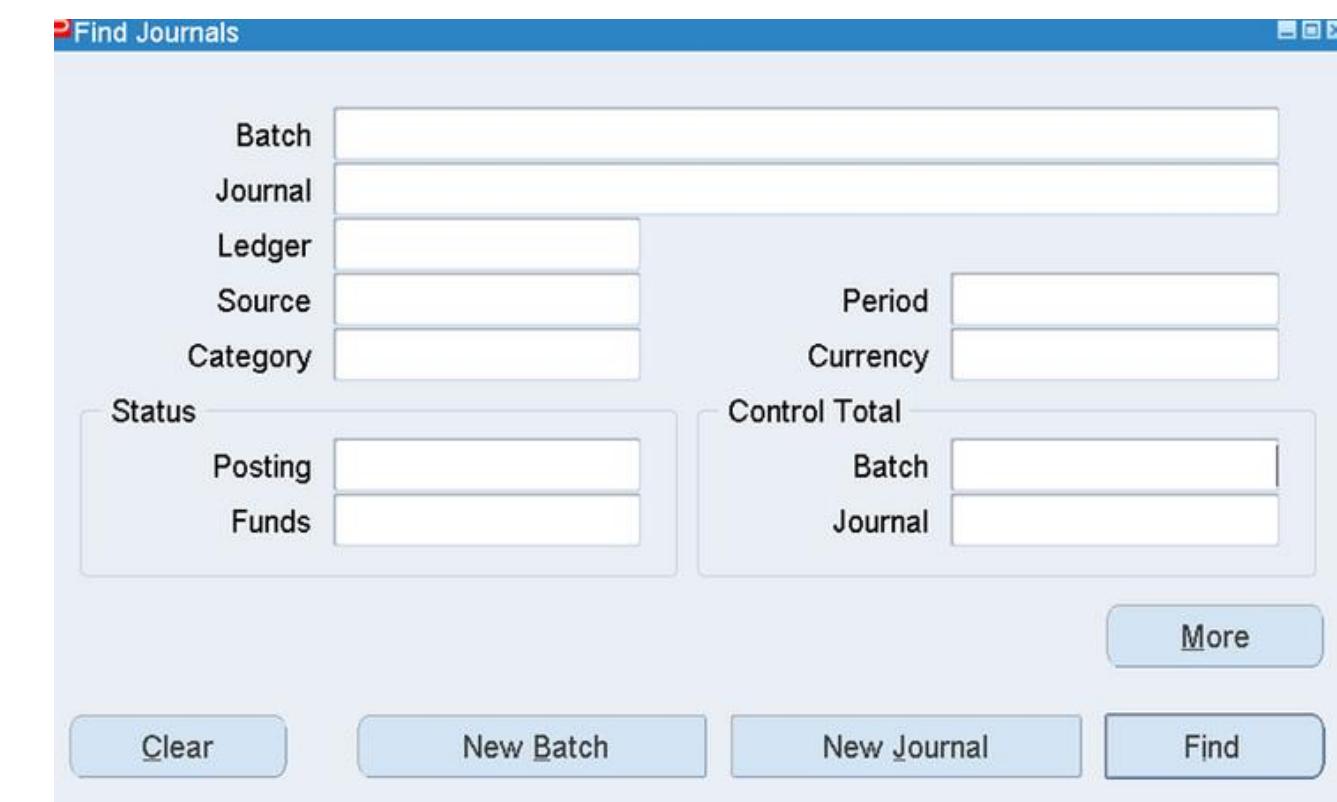
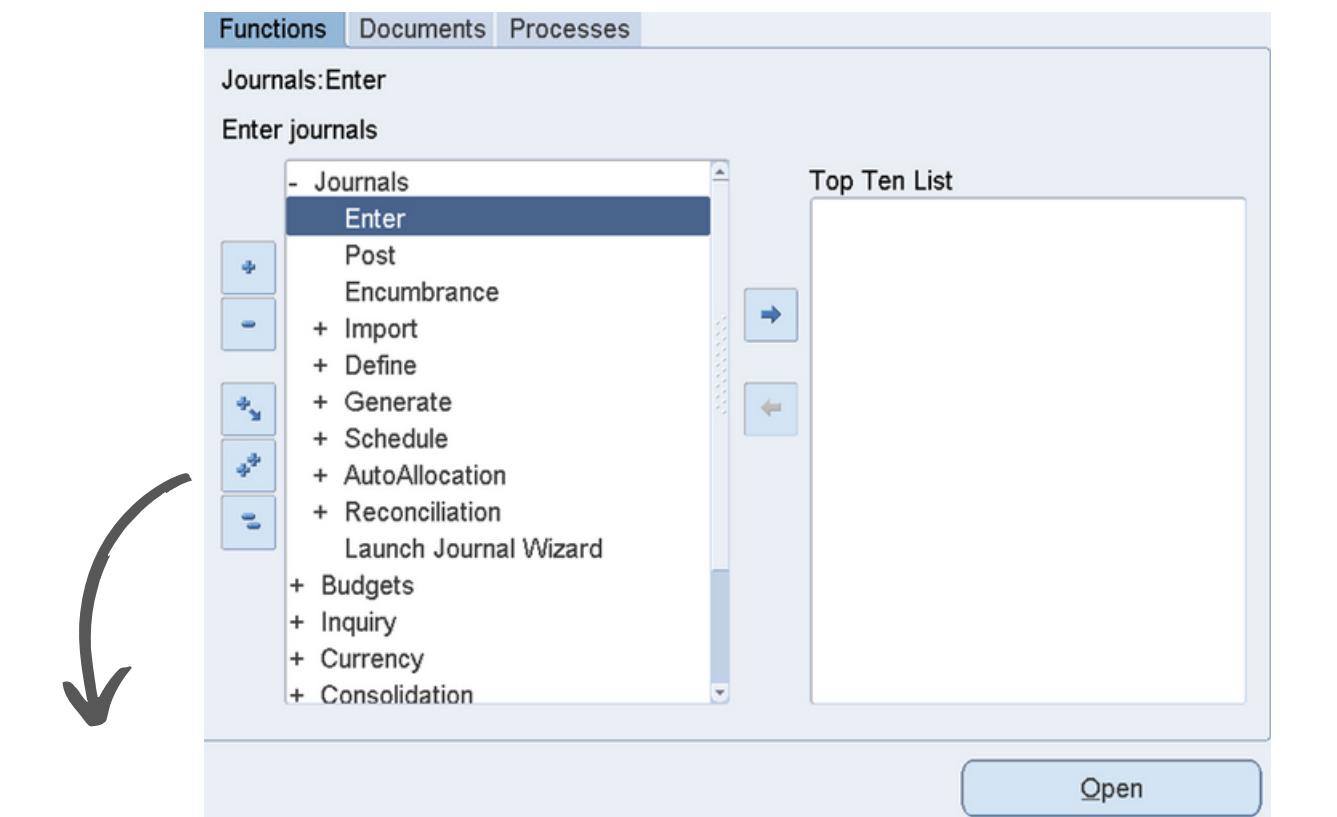
## Path:

General Ledger (Responsibility) - Journal - Enter - New Journal

- The "Find Journal" screen will appear.

## Functions in Find Journal Screen:

- Batch:** Groups related journals within a specific period.
- Journal:** Shows individual journal entries in a batch.
- Ledger:** Tracks and totals financial transactions.
- Source:** Identifies the origin of the transaction (e.g., department).
- Category:** Classifies transactions for organization and reporting.
- Period:** Specifies the accounting period of the transactions.
- Currency:** Displays the transaction currency.
- Posting:** Indicates if entries are posted to the ledger.
- Funds:** Reflects the availability/status of transaction funds.



# Steps of Entering Basic Journal (Cont.)

## **Header Section (Journal Details)**

- **Journal:** Name/ID of the journal entry (required)
- **Description:** Brief reference for the journal entry
- **Ledger:** Specifies the ledger for posting
- **Period:** Accounting period of the entry
- **Balance Type:** Indicates Actual, Budget, or Encumbrance
- **Clearing Company:** Used for intercompany transactions
- **Journal Type:** Defines type (Standard, Reversal, Adjusting)

## **Conversion Section (Foreign Currency Transactions)**

- **Currency:** Currency used in the journal
- **Date:** Date for currency conversion
- **Type:** Source of rate (User, Corporate, Spot)
- **Rate:** Exchange rate applied

## **Reversal Section (Journal Reversal Settings)**

- **Date:** Reversal date (if applicable)
- **Period:** Reversal accounting period
- **Methods:** Switch Dr/Cr or Change Sign
- **Status:** Shows if journal is reversed
- **Reverse Button:** Executes the reversal

# Steps of Entering Basic Journal (Cont.)

## Category Section

- **Effective Date:** Date the category becomes active
- **Budget:** Indicates relation to budget entries
- **Tax Control Total:** Total amount for tax control
- **Not Required:** Flags non-mandatory fields

## Line Account Section

- **Debit (EGP):** Debit amount in Egyptian Pounds
- **Credit (EGP) UOM:** Credit amount with unit of measure
- **City Description:** Location-related description

## Account Description Section (Action Buttons)

- **Post:** Post the journal entry
- **AutoCopy Batch:** Duplicate a batch of entries
- **Approve:** Approve the journal
- **Line Drilldown:** View line-level details
- **T Account:** Access T-account view

# TYPES OF RECURRING JOURNAL

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In Oracle ERP (Enterprise Resource Planning), Recurring Journals are used to automate the entry of journal transactions that are repeated periodically. These journals help reduce manual data entry and ensure accuracy in financial reporting.

## Skeleton Recurring Journal

keeps the same accounts each period, but the user manually updates the amounts as needed. It's useful for variable monthly allocations like office expenses.

## Standard Recurring Journal

used when both the accounts and amounts remain consistent each period. It's ideal for fixed transactions like rent, depreciation, or loan payments, with the system automatically posting the same values every time.

## Formula Recurring Journal

used when amounts are calculated dynamically using predefined formulas. It's ideal for allocations like employee benefits based on salary percentages or revenue accruals from sales. Formulas can reference actual, budget, or statistical balances.

# Steps of Entering Standard Recurring Journal

## 1. Navigate to:

Journal → Define → Recurring

## 2. Enter Header Information:

- Fill in all required fields for the batch or journal.
- Click Lines to proceed.

## 3. Enter Journal Lines:

- Add the lines and specify the accounts you want to use.
- Click Save after entering the details.

## 4. Return to Previous Screen:

- Click Generate to create the recurring entry.

## 6. Submit the Journal:

- Enter the submit date and select the period for which the journal should be generated.

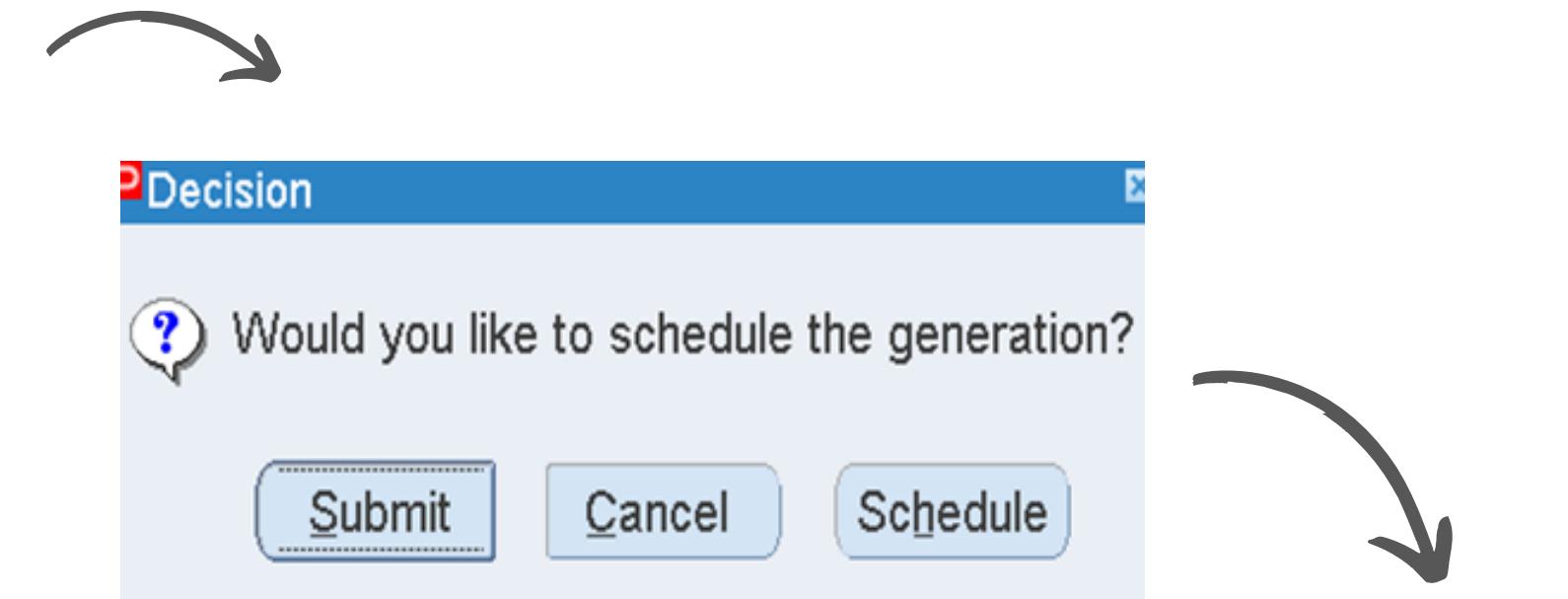
The screenshot displays two overlapping windows from the Oracle Applications software:

- Recurring Batch Window:** This window is titled "Journals:Define:Recurring" and "Define recurring journals". It contains a sidebar with various options like "Enter", "Post", "Encumbrance", "Import", "Define Allocation", "Recurring", "Generate", "Schedule", "AutoAllocation", "Reconciliation", "Launch Journal Wizard", "Budgets", and "Inquiry". The "Recurring" option is currently selected and highlighted in blue. The main area shows fields for "Batch", "Description", "Recurring Batch Type", "Ledger", "Enable Security", and "Last Executed". There are also sections for "Journal Entry" (Journal, Ledger, Category, Currency) and "Effective Dates" (From, To). Buttons for "Assign Access" and "Generate" are at the bottom.
- Journal Entry Window:** This window is titled "Journal Entry" and shows a table for entering journal lines. The columns are "Line", "Account", "Line Description", "Account Description", and "Formula". The "Formula" section includes columns for "Step", "Operator", "Amount", "Account", "Balance Type", and "Amount Type". Below the table, there is another "Account Description" field.

# Steps of Entering Standard Recurring Journal (Cont.)

Recurring Journal Parameters

Name	Salaries and wages
Ledger	
Balancing Segment Value	
Period	
Budget	
Average Balance Options	
Journal Effective Date	
Calculation Effective Date	
Usage	Standard
<b>Submit</b>	
<b>Cancel</b>	



Journal

Description	Created by recurring journal entry program
Ledger	
Period	Mar-24
Balance Type	Actual
Clearing Company	
Journal Type	Standard

Conversion

Currency	EGP
Date	01-03-2024
Type	User
Rate	1

Reverse

Date	
Period	
Method	Switch Dr/Cr
Status	Not Reversed

**Lines**   **Other Information**

Line	Account	Debit (EGP)	Credit (EGP)	UOM	Qty	Description
1	01-0004-2019-0001					
2	01-0002-2019-0001					
3	01-0005-2019-0002					

0.00   0.00

Acct Desc: EL Mokkatam-HRM Dep- تبر-عات- مصروفات

**Post**   **AutoCopy Batch...**   **Approve**   **Line Drilldown...**   **T Accounts...**  
**Check Funds**   **Reserve Funds**   **View Results**   **Change Period...**   **Change Currency...**

## Note:

The journal will be created in the selected period without any debit or credit balances (amounts can be added manually or through updates).

# Steps of Entering Skeleton Recurring Journal

## 1. Enter Header Information:

- Fill in the required fields to define the recurring journal batch or journal.
- Click Lines to proceed.

## 2. Define Journal Lines:

- Enter the account combinations for debit and credit entries.
- Use a positive sign for debit and a negative sign for credit.
- Do not enter amounts at this stage, as they will change each period.

## 3. Click Save:

- Save the journal with fixed account lines.

## 4. Generate and Submit Each Period:

- Navigate to Generate, then enter the period and manually input the amounts for that specific period.

Line	Account	Debit (EGP)	Credit (EGP)
1	01-0000-1018-0000	1,500.00	
2	01-0001-1201-0000		1,000.00



# Steps of Entering Formula Recurring Journal

## 1. Defining Debit and Credit Accounts:

- o Specify the account(s) where the calculated amounts will be posted.
- o Example: 01-0007-1016-0000 for Material Overhead allocation.

## 2. Enter a Formula Instead of a Fixed Amount:

- o Click in the Amount field.
- o Input a formula using Oracle's calculation features.
- o Formulas can reference:
  - Actual balances (e.g., Period-to-Date amounts from a specific account)
  - Budgeted amounts (e.g., departmental budget allocations)
  - Statistical data (e.g., employee count, machine hours)

## 3. Example Formula Logic:

- o Step 1: Pull the Actual PTD balance from account 01-0009-4006-0000.
- o Step 2: Multiply the retrieved amount by 0.2 (20%).
- o Result: 20% of this balance is allocated to account 01-0007-1016-0000.

## 4. Save and Generate:

- o Save the journal.
- o Return to the previous screen and click Generate.
- o Submit the journal for the desired period.

Line	Account	Debit (EGP)	Credit (EGP)	UOM	Qty	Description
1	01-0007-1016-0000	80,000.00				EL Mokkatam-Production Dep-Material Overhead-General
9999	01-0001-1201-0000		80,000.00			
		80,000.00	80,000.00			

# REPORTS

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## **Steps to Generate GL Reports:**

- 1. Accessing the GL Reporting Module**
- 2. Log in to Oracle Applications with GL responsibility**

### **3. Navigate to:**

- General Ledger
- Reports
- Report

### **2. Standard GL Report Types Oracle provides several built-in GL reports:**

- Trial Balance Reports
- Journal Reports
- Account Analysis Reports
- Period Close Reports
- Consolidation Reports
- Budget Reports

# Steps Running a Trial Balance Report (Example)

## ***Step 1: Navigate to Report Request***

1. Go to: General Ledger > Reports > Financial > Trial Balance
2. Click "Submit New Request"

## ***Step 2: Set Parameters***

1. Accounting Period: Select desired period
2. Currency: Choose functional or foreign currency
3. Balance Type: Actual, Budget, or Encumbrance
4. Format Options:
  - Detail or Summary level
  - Show zero-balance accounts (Y/N)
  - Show budget variances (Y/N)

## ***Step 3: Account Selection***

1. Specify account ranges:
  - From Account: [Starting account]
  - To Account: [Ending account]
2. Optionally select by:
  - Cost Center
  - Product Line
  - Other segment values

## ***Step 4: Output Options***

1. Choose output format:
  - PDF (default)
  - Excel
  - HTML
2. Set notification preferences

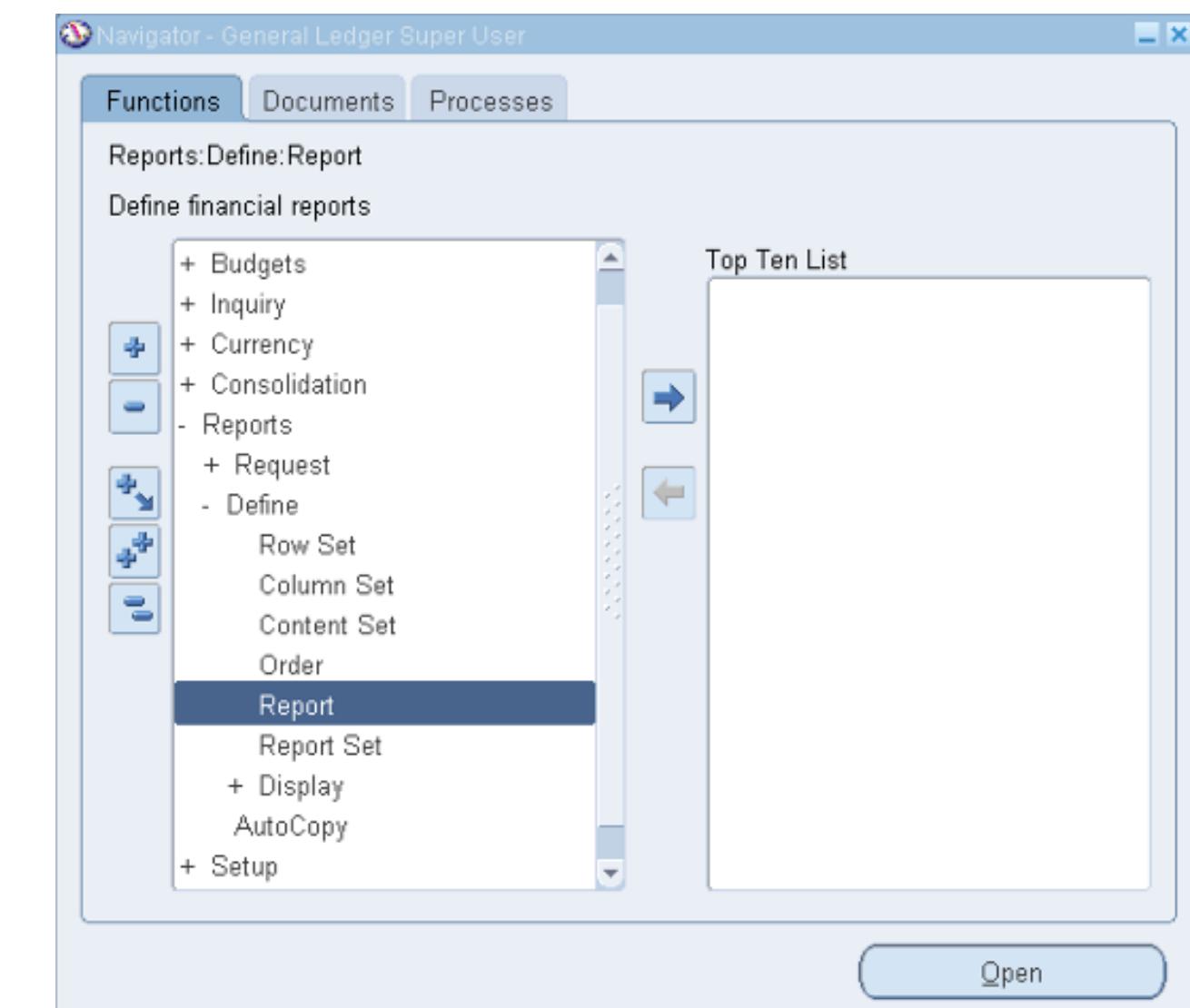
# Steps of Creating FSC Reports:

## ***Step 1: Define Report Components***

1. Path: General Ledger > Setup > Financials > FSG
2. Set up in this order:
  - **Row Sets** : define account groupings
  - **Column Sets** : define period comparisons
  - **Content Sets** : optional formatting
  - **Report Sets** : combine multiple reports

## ***Step 2: Build a Custom Report***

1. Path : General Ledger > Reports > Financial > Define
2. Click "Create New Report"
3. Assign row and column sets
4. Set display options :
  - **Page breaks**
  - **Calculations**
  - **Override descriptions**



## ***Step 3: Save and Assign Access***

1. Save with meaningful name
2. Assign to appropriate responsibility

# Steps of Creating FSC Reports (cont.):

## Row Sets :

Row Set (NEXT\_LEG)

Name	ROW1
Description	
XBRL Taxonomy	
<input type="checkbox"/> Enable Security	[ ]
<b>Define Rows</b>	
<b>Assign Access</b>	
<b>Define Report</b>	
<b>AutoCopy</b>	

## Column Sets :

Column Set (NEXT\_LEG)

Name	COLUMN1	
Description		
Override Segment		
<input type="checkbox"/> Enable Security	[ ]	
<b>Create Heading</b>	<b>Define Columns</b>	<b>Build Column Set</b>
<b>Assign Access</b>	<b>Define Report</b>	<b>AutoCopy</b>

Define Financial Report (NEXT\_LEG)

Report	PROFIT MARGIN REPORT	
Title	PROFIT REPORT	
Description		
<input type="checkbox"/> Enable Security	[ ]	
Required Components	Row Set: ROW1 Column Set: COLUMN1	
Other Options	Segment Override: [ ] Currency: [ ] Rounding Option: Calculate Then Round Level of Detail: [ ] Output Option: Text	
Optional Components	Content Set: [ ] Row Order: [ ] Display Set: [ ]	
<b>Control Values</b>	<b>Assign Access</b>	
<b>Run Report</b>	<b>Define Report Set</b>	<b>AutoCopy</b>

# Extra Points

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## Scheduling Reports

1. **Navigate to:** General Ledger > Reports > Financial
2. Select desired report
3. Choose "**Schedule**" instead of "**Submit**"
4. Set recurrence pattern:
  - **Daily**
  - **Weekly**
  - **Monthly**
  - **End of period**



## Exporting GL Data to Excel

1. Run any standard GL report
2. Choose Excel as output format

### *Alternative method:*

- Use : General Ledger > Inquiry > Account Inquiry
- Query desired data
- Click "Export to Spreadsheet"

# THANK YOU

FOR YOUR ATTENTION

MAY 2025

وزارة الاتصالات  
وتقنيه لمجتمع المعلومات



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