

Horizon



Horizon Enterprise Fiscal Management Ledger User's Guide

Release 15.0.0
May 2010

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Publication date

May 2010

Produced in Ireland

Product and version

Horizon Enterprise Fiscal Management 15.0.0

Reader comments

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Table of Contents

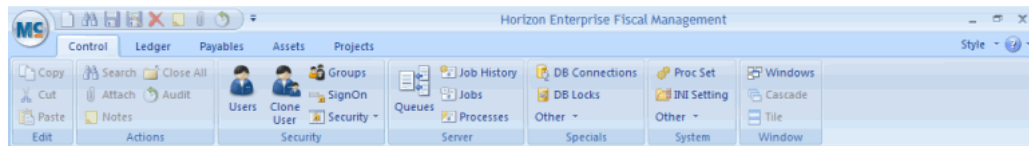
Chapter 1 Navigation	1-1
Chapter 2 Introduction To Multiple Currencies	2-1
Chapter 3 General Ledger Accounts	3-1
Chapter 4 Journals - Basic Procedures	4-1
Chapter 5 Journal Detail - Source Currency Journals.....	5-1
Chapter 6 Inquiries	6-1
Chapter 7 Reports	7-1
Chapter 8 Journals - Special Procedures	8-1
Chapter 9 Account Mapping	9-1
Chapter 10 Multiple Currencies - Source Currency Mode	10-1
Chapter 11 Multiple Currencies - Posting Currency Mode.....	11-1
Chapter 12 Skeleton Journals	12-1
Chapter 13 Prior Period Adjustments	13-1
Chapter 14 End-of-Period Procedures.....	14-1
Chapter 15 Allocation Procedures	15-1
Chapter 16 Account Reconciliation.....	16-1
Chapter 17 Trees Functionality.....	17-1
Chapter 18 Index	18-1

Chapter 1 Navigation

Ribbon Navigation

Ribbon Navigation

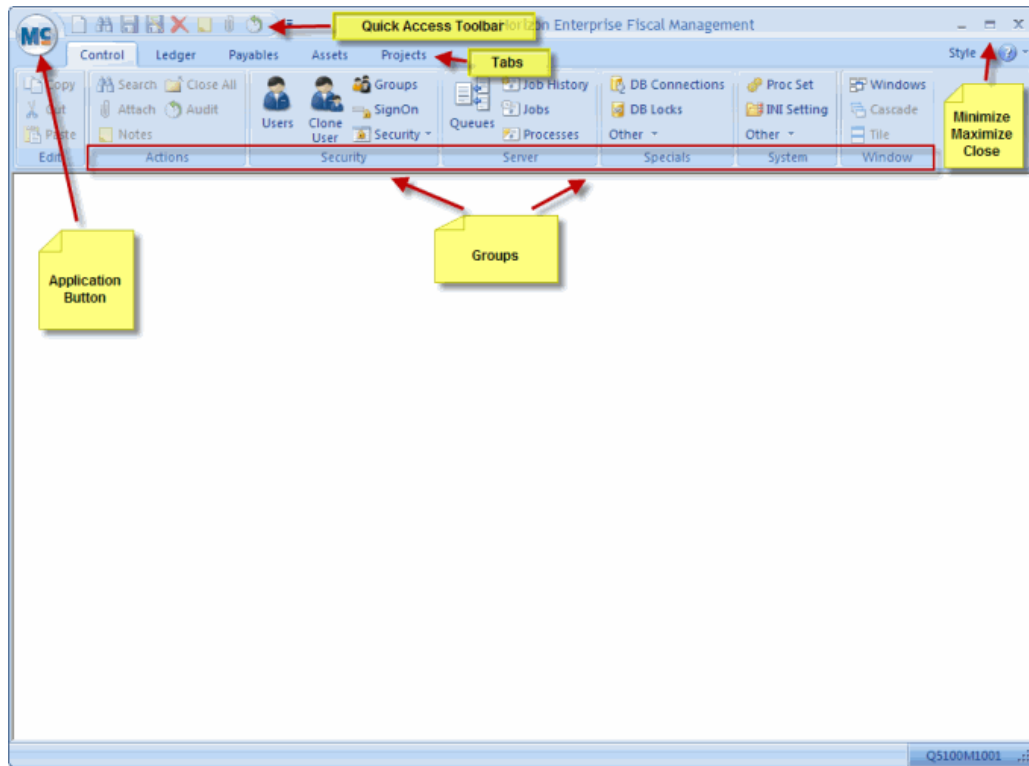
HEFM applications use a Ribbon navigation, which is a new user interface element that replaces the traditional menu and toolbar structure. The Ribbon organizes the features of an application into a series of Tabs at the top of a window. Each Tab contains a collection of Groups that help a user easily find and access application dialog boxes. To provide further assistance in navigation, icons provide a visual representation of the different functionality a user can access within a Group.



The Application Window - Ribbon Display

Horizon Enterprise Fiscal Management software uses a Windows operating system, and most operations happen in the Application window.

You leave the application when you close the application window. If this happens, you must start the application again by double clicking on its application icon on the desktop or selecting it from the Programs in the Windows Start menu. You do not have to sign on again, provided that you have not also closed the **SignOn** window.



HEFM applications use a navigation Ribbon, which replaces traditional menus and toolbars. The different areas within the application window using the **Ribbon** navigation are listed below.

Application Button



The Application Button, in the upper left corner of the window, opens the Application Menu, which allows you to perform actions typically performed using the File and Edit menus of the non-ribbon navigation (e.g., Print Setup, Session Options, Exit, Save, Save As, etc.).

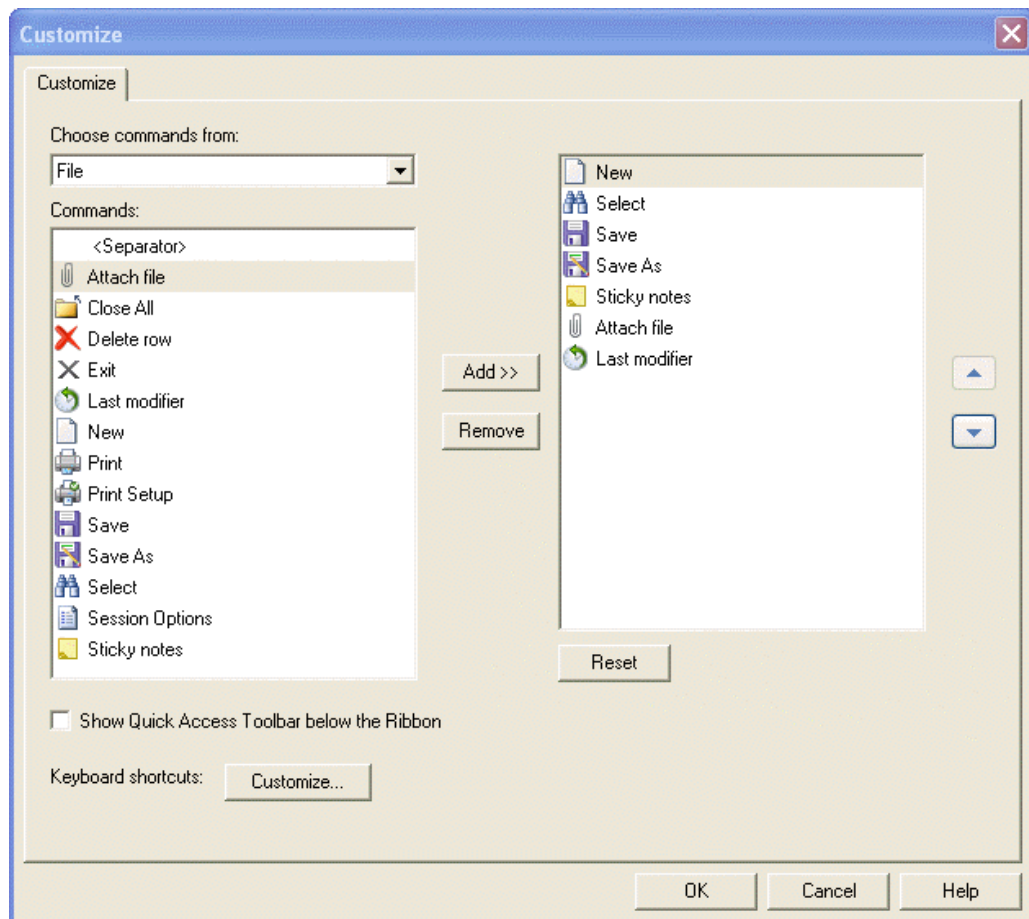
Quick Access Toolbar

The Quick Access Toolbar is a customizable toolbar that, by default, appears in the top left corner of the Ribbon next to the Application Button. It allows you to easily access key commands, such as Save, Save As, New, Attach File, etc.



To customize the Quick Access Toolbar:

1. Right-click anywhere inside the toolbar and click **Customize Quick Access Toolbar**. The Customize dialog window appears.



2. In the Commands list, click a command and then click the **Add** button. You may also remove an existing command by clicking the command in the list on the right and then clicking the **Remove** button. If you need the command to appear in a particular order, click the **Up** or **Down** arrow keys to resort the commands.

3. Click **OK**. The command is then appended to the toolbar.

The Quick Access Toolbar can also be placed below the Ribbon:

- Click the drop-down arrow of the toolbar and select **Show Below the Ribbon**.
- Right-click anywhere in the toolbar and select **Show Quick Access Toolbar Below the Ribbon**.

-- On the Customize dialog window, click the **Show Quick Access Toolbar below the Ribbon** check box.

Note: Placing the Quick Access Toolbar below the Ribbon takes up extra screen real estate.

Title bar

The area of the window with the name of the Horizon Enterprise Fiscal Management application that you are using.

Minimize, Maximize, and Close Buttons

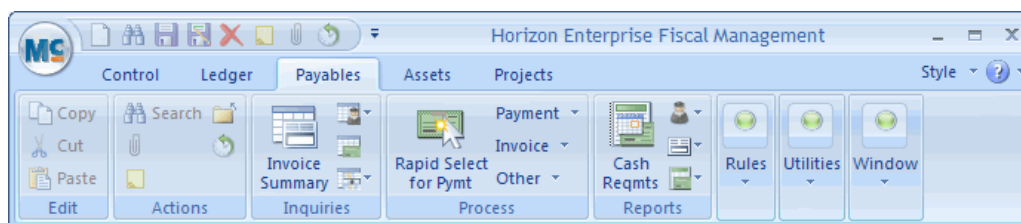
Minimize - This button minimizes the Application window so that it is a button on the Windows 2000 task bar, or an icon on the desktop (Windows 3.x).

Maximize - This button maximizes the Application window so that it fills the entire screen.

Close - Closes the Application window and exits the application, but this does not close the SignOn window. You may start another application without having to sign on again (provided that the SignOn window is still opened or minimized), or close the SignOn window to completely exit all Financials applications.

Resizing the Ribbon

The Ribbon is not specifically sized to any display resolution. If you change the display resolution or manually resize the application window, the layout of the Groups, Buttons, and Split-buttons will adjust accordingly. In the image below, the application window has been manually resized. Notice the appearance in some of the Groups. The buttons and split-buttons are now displayed in a drop-down list.



Minimizing the Ribbon

To minimize the Ribbon:

If you do not want to view the Groups in the Ribbon, you can hide or minimize them. There are a couple of ways to minimize the Ribbon:

1. Right-click any of the Tabs or anywhere within the Tab region and select **Minimize the Ribbon**.

2. Right-click any of the Groups or anywhere within the Group region and select **Minimize the Ribbon**.

To restore the Ribbon:

To restore a Ribbon that has been minimized, right-click any of the Tabs or anywhere in the Tab region and select **Minimize the Ribbon**. A check mark should appear next to “Minimize the Ribbon” to indicate that the Ribbon is currently minimized.

Data Area

The Data Area holds the windows and dialog boxes that receive and display your instructions and information.

--You may minimize the dialog boxes in the data area.

--You may also minimize the application window so that it appears in the Windows 2000/NT task bar.

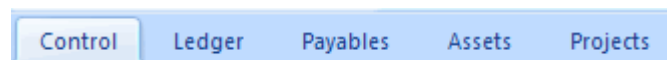
--The standard Windows Minimize, Maximize and Close buttons are available in many of the dialog boxes that appear in the data area, and in the application window.

Remember . . .

You leave an application when you close the application window. If this happens, you must start the application again by double clicking on its application icon on the desktop or selecting it from the Programs in the Windows Start menu.

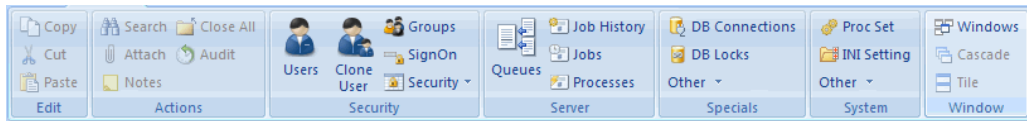
Ribbon Tabs

Each **Tab** in the Horizon Enterprise Fiscal Management system is an HEFM application tab. Each HEFM application tab contains Groups with frequently-performed actions within the application, such as the options on the Edit Group and the Actions Group. The Groups under each application tab contain buttons and sub-buttons specific to each HEFM application.



Ribbon Groups

Each Tab contains **Groups**, which categorize different application functionality. Unlike traditional non-Ribbon menus, Groups can provide visual representations through the use of icons and labels, making it easier to find a specific report or rule, for instance.



Edit Group

The **Edit** group allows you to Cut, Copy, and Paste data within dialog boxes.

For quick movement around a keyboard, each item in the Edit group has Shortcut Keys:

Ctrl + X = Cut

Ctrl + C = Copy

Ctrl + V = Paste

With the Ribbon navigation, you do not have to remember the shortcut keystrokes. Simply press and release the **Alt** key on your keyboard to access the Key Tips.

Clipboard Group

The **Clipboard** group on the Home tab allows you to Cut, Copy, and Paste data within dialog boxes.

For quick movement around a keyboard, each item in the Clipboard group has Shortcut Keys:

Ctrl + X = Cut

Ctrl + C = Copy

Ctrl + V = Paste

With the Ribbon navigation, you do not have to remember the shortcut keystrokes. Simply press and release the **Alt** key on your keyboard to access the Key Tips.

Actions Group

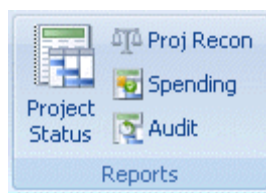
The Actions group allows you to Search, Attach files, Close all dialog windows in the Application Window, etc.

For quick movement around a keyboard, each item in the Actions group has Shortcut Keys. With the Ribbon navigation, you do not have to remember the shortcut keystrokes. Simply press and release the **Alt** key on your keyboard to access the Key Tips.

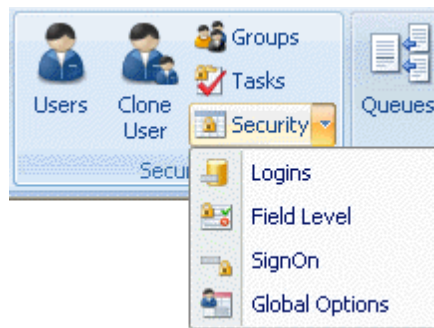
Ribbon Buttons

Each Group can contain **Buttons**, **Split-buttons**, and **Menus**:

-- **Buttons** – a button may be a large, labeled icon or it may be a normal-sized labeled icon. It may not even have an icon. Clicking a button will open the associated dialog window.



-- **Split-buttons** – a split-button is similar to a button in that it will open the associated dialog window. Split-buttons can also be large or normal sized. However, a split-button also contains a drop-down list of similar functionality. The items in the drop-down list are called **Buttons**.



-- **Menus** – a menu looks like a split-button, but does not launch a dialog window when you click it. You can only click on the Buttons in a menu's drop-down list.


Ribbon Style

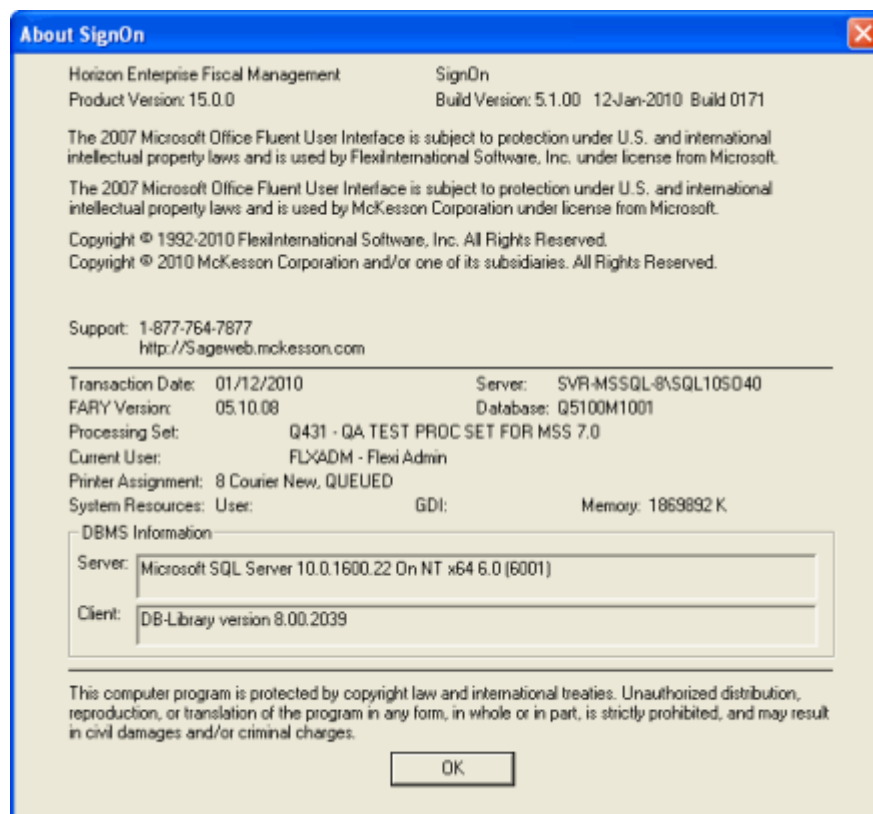
Along the Tab region is a **Style** drop-down list that contains different color scheme options for the Ribbon and dialog box title bars.

Help Icon

Access online Help files using either the **Help** icon  or by pressing **F1** directly on a dialog window.

Help About

Opens the dialog window that has specifications about your software. You can access this dialog window by clicking the **Help** icon  and then selecting **About Horizon Enterprise Fiscal Management**.



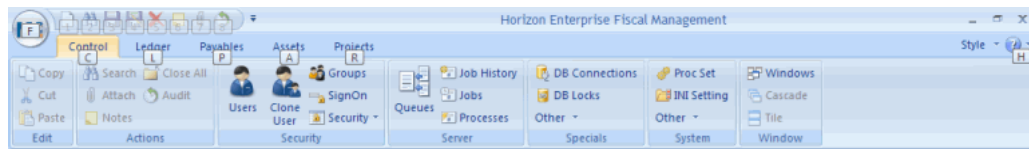
Key Tips

If you want to access a particular Ribbon tab, button functionality (e.g., Cut, Copy, Paste), or even a dialog window, you can use Key Tips, which are shortcut keys on the Ribbon. However, unlike shortcut keys, you do not have to remember the associated keystrokes (e.g. Ctrl + C =

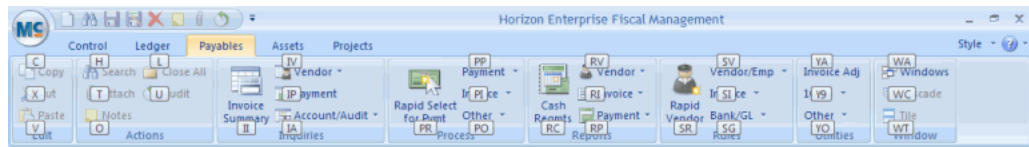
Copy). The only key you need to know is the **Alt** key. Once you press the **Alt** key on your keyboard, the Key Tips appear on the Ribbon.

Here is how it works. Suppose you want to copy a row of data in a spreadsheet:

1. Highlight the row of data on the dialog window.
2. Press and release the **Alt** key. Notice the letters under each tab and the numbers in the Quick Access Toolbar.



3. Select the letter of the application you want to copy data from. For this example, we will select the letter **P** for "Payables." Notice the letters that appear in each group. Each button and split-button contain a letter combination for shortcut access.

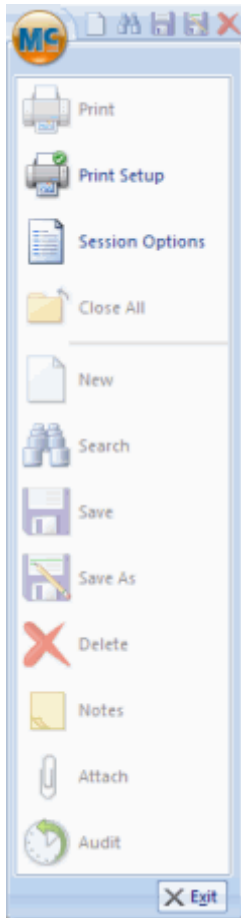


4. Press the letter **C** on your keyboard and place your cursor on a new row in the spreadsheet.

To paste the copied row into a new row: **Alt + P** (Payables) + **V** (Paste). Again, the only keystroke you need to remember is the **Alt** key. All other keystrokes appear in the Ribbon.

Application Menu

The Application Menu is opened by clicking the Application Button.



Application Menu - Print

Allows you to print a report based on the current view. The Report Selection Criteria dialog box opens allowing you to customize the fields and values you would like to view on the report.

Report Selection Criteria

	Relation	Condition	Field Selected	Values
1		ALL	Batch No	500
2	AND	ALL	Journal Code	
3	OR	>		
4				
5				
6				
7				

Print Cancel Deferred Process

Application Menu - Print Setup

Opens the Print Setup dialog box where you can select the printer name, paper size and source, and print layout (portrait or landscape).

Application Menu - Close All

Closes all dialog windows in the Application Window.

This option is also available from the Actions Group.

Application Menu - New

Clears search criteria from a dialog box so that you can begin a new inquiry. The prompt to destroy changes, unless you choose to add, change, or discard them, appears if you select this button before you click Save or Save As.

Application Menu - Search

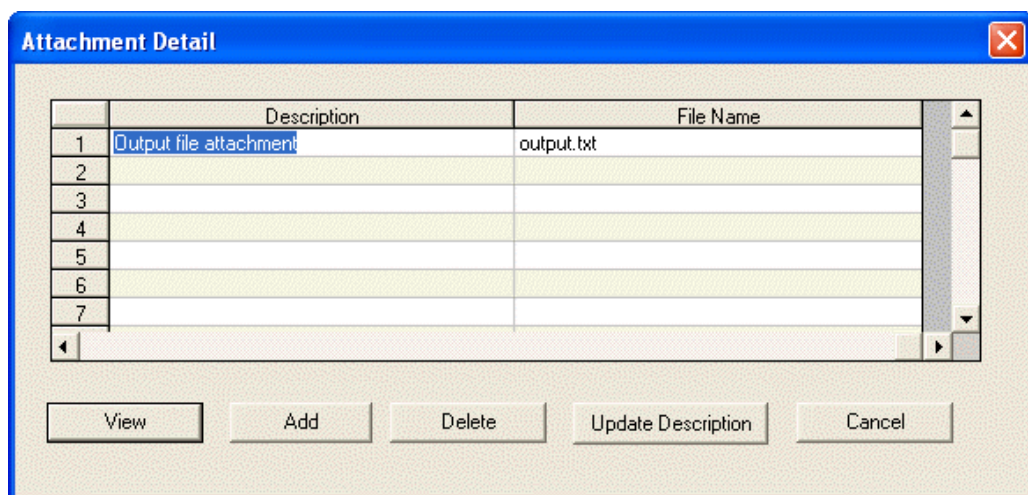
Opens a search window for looking up batches, invoices, vendors, rules, etc.

Application Menu - Delete

Deletes a record.

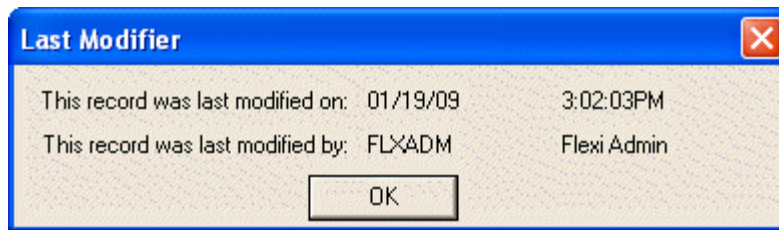
Application Menu - Attach

Allows you to attach a file to certain records. The Attachment Detail dialog box opens where you can add files, view existing attachments, delete attachments, or update the description of an existing attachment.



Application Menu - Audit

Opens the Last Modifier dialog window where you can identify the user who most recently added or changed a record.



Exit Button

The Exit button on the Application Menu closes the entire application.

Save Button

The first time you create a new record, you will need to click the **Save** button to save the record to the database. If you make any changes to an existing record (e.g., change bank information for a Vendor Code, change the Batch Amount on Batch Creation, etc.), you will need to click the **Save** button to save those *new* changes for the *existing* record.

When a record has been saved successfully, you will receive a message indicating “Record has been saved.” Click **OK** to close the message and allow the application to proceed. If you try to save a record without completing the required yellow fields, the required fields will turn **red**.

NOTE: The **Save** and **Save As** buttons replace the “Add Row” and “Change Row” buttons. The documentation may still reflect “Add Row” and “Change Row” verbiage.

Save As Button

Use the **Save As** button to save changes to an *existing* record and thus create a *new* record. Basically you are taking existing data and giving it a new record name. For example, if you bring up an existing Vendor Code on the Rapid Vendor Setup dialog window in Payables and change the Vendor Code, you will create a new record.

NOTE: The **Save** and **Save As** buttons replace the “Add Row” and “Change Row” buttons. The documentation may still reflect “Add Row” and “Change Row” verbiage.

Navigation Conventions and Techniques

Display Settings

The Display setting in the INI file determines how the application will display: ribbon or menu.

[Display]

;Allow user to choose "ribbon" or "menu" display

FrameDisplayMode = ribbon

If no value or an invalid value is specified, the code will assume "ribbon."

Online Help

Although F1 help is available for topics in all applications, the default Help file that launches is for the Control application. For example, you may notice when you click the Help icon while in Payables that the Control Help file launches. We recommend you open a dialog window for the application in which you need help and then press **F1**. This will launch the context sensitive help for the correct application. You can then use the Contents, Index, and Search tabs to find additional help topics if need be.

Index opens the Index tab of the help file, which lists all topics that were added to the Online Help index.

Search opens the Search tab of the help file where you can type a keyword to look up topics associated with that keyword.

About identifies important information about the application, its database, and the server. Take a few moments to familiarize yourself with the information provided in this screen.

F1 Context Sensitive Help

When you have a dialog box opened on the Application Window, you can press the **F1** key to launch the Help topic that is specific to that particular dialog window. If no topic is available for the specific dialog box, a general application Help topic.

Conventions Used in Help

There is usually more than one way to edit something in Windows applications. For example, to copy something you can do any of the following:

- a. Click on Edit, Copy.
- b. Press Alt-E to select Edit, and then type C to select copy.
- c. Press Ctrl+C.

d. Click on the Copy button in the toolbar.

e. Right click on selected text and select Copy in the shortcut menu using the mouse or keyboard.

Help does not document these different ways to select commands. The following conventions are used instead:

1. The verb “select” or “click” is used when there is more than one way to choose something, or if you need to take an action. Usually it is something that can be chosen with the mouse or keyboard, such as Edit, Copy, an item in a drop-down list, or a hypertext button or icon.

2. The verb “select” or “press” is used to indicate a command key on the keyboard, such as Ctrl, Shift, or Alt. These keys are usually held down while you press another key on the keyboard or click with the mouse.

3. The verb “type” indicates the letters, numbers, and symbols on the keyboard...and is used most frequently for entering information.

4. The verb “close” indicates that an open dialog window should be closed in any of the standard Windows methods, such as with the OK button, Close button in the title bar, or File, Close selection from the menu bar.

5. “Scroll” indicates using the scroll bar with the mouse or keyboard.

6. The directions for opening primary dialog windows assume that the dialog window opens from the menu bar. For example, “Select System, Setup” are the directions to open the System Setup dialog window by choosing System in the menu bar, and then Setup in the submenu.

Dialog Boxes

The Data Area of the application window is where one or more dialog boxes may be opened, and/or minimized. Dialog boxes have information and opportunities:

The information in a dialog box can come from you, from an application, or from other sources. It can take almost any form — a single entry, a list or a table. It can appear in a data entry field or as part of a drop-down list.

The opportunities in a dialog box take the form of options and action buttons.

A data entry field accepts data of a pre-defined, limited length. The addition or selection of data in any data entry field with a yellow background is required before an application can update your database. In the example below, Control does not add or change Security Group information in the processing set's database until you have completed the shaded Security Group Code field.

Skeleton Sub-Project Definition

Skeleton Code:

Description:

Sub-Project Manager

Manager ID:

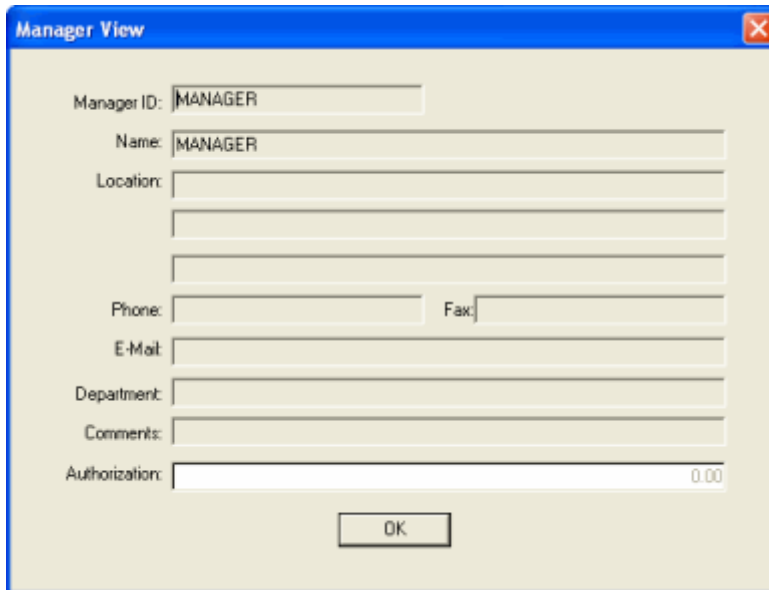
User Defined:

Category:

A data entry field accepts data of a pre-defined, limited length. The addition or selection of data in any data entry field with a colored or shaded background is required before the system can update your database. In the example above, the system cannot add, change, or delete Skeleton Definition information until you complete the shaded Skeleton Code, Manager ID, and User Defined fields.

A drop-down list presents you with a choice of data entries previously defined by your Administrator. You must select one of the entries on the list. In many cases, the system displays a "default" entry. To view the other entries on the list, select the arrow to the right of the field.

An action button allows you to access related dialog windows or perform a task. For example, if you select the **View** button on the Skeleton Sub-Project Definition window, the related Manager View appears.

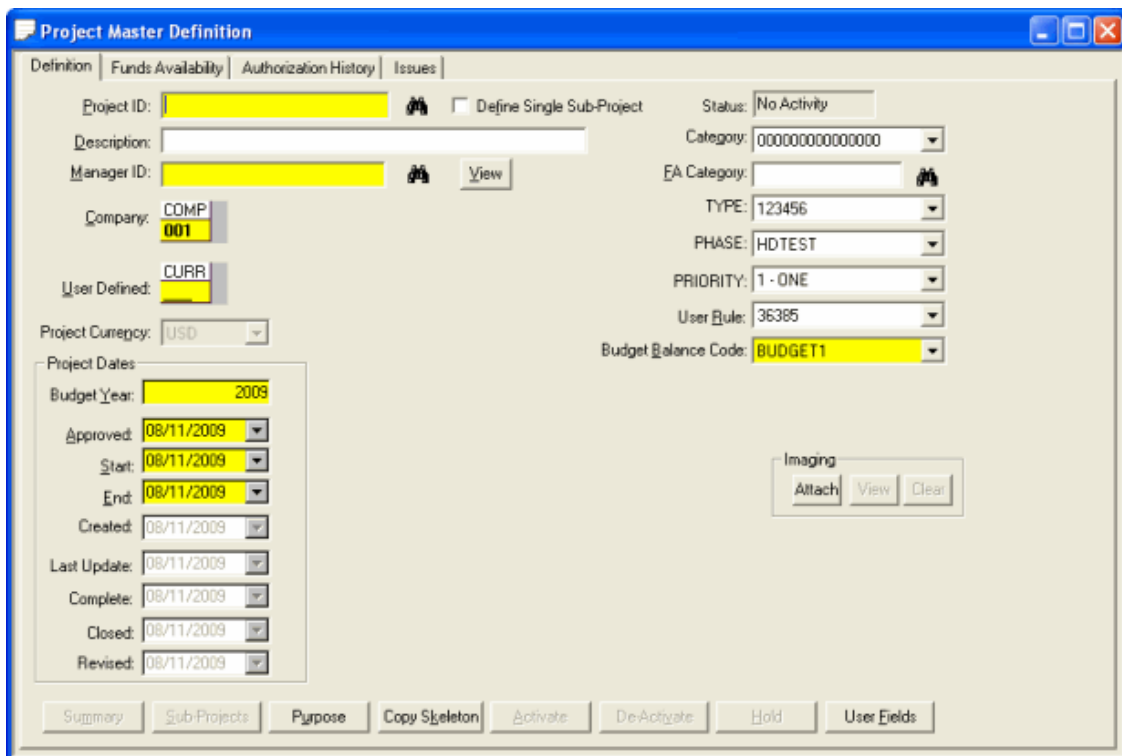


The Manager View dialog box contains the following fields:

- Manager ID: MANAGER
- Name: MANAGER
- Location: (empty)
- Phone: (empty)
- Fax: (empty)
- E-Mail: (empty)
- Department: (empty)
- Comments: (empty)
- Authorization: 0.00

OK

Here is a far more elaborate example:



The Project Master Definition dialog box contains the following fields and sections:

- Definition** | Funds Availability | Authorization History | Issues
- Project ID: (shaded)
- Description: (empty)
- Manager ID: (shaded) View
- Company: COMP (shaded)
- User Defined: CURR (shaded)
- Project Currency: USD
- Project Dates:
 - Budget Year: 2009 (shaded)
 - Approved: 08/11/2009 (shaded)
 - Start: 08/11/2009 (shaded)
 - End: 08/11/2009 (shaded)
 - Created: 08/11/2009 (shaded)
 - Last Update: 08/11/2009 (shaded)
 - Complete: 08/11/2009 (shaded)
 - Closed: 08/11/2009 (shaded)
 - Revised: 08/11/2009 (shaded)
- Define Single Sub-Project: ☐
- Status: No Activity
- Category: 00000000000000
- EA Category: (empty)
- TYPE: 123456
- PHASE: HDTEST
- PRIORITY: 1 - ONE
- User Rule: 36385
- Budget Balance Code: BUDGET1 (shaded)
- Imaging: Attach View Clear
- Summary Sub-Projects Purpose Copy Skeleton Activate De-Activate Hold User Fields

In addition to the number of data entry fields, nine with shaded backgrounds, the Project Master Definition dialog window contains:

-- Required drop-down lists, indicating the presence of a list of data choices. If the background is shaded, it is a required field, and you must select an item from the list or the system will not permit you to continue.

-- A check box to define a single sub-project.

-- Action buttons (e.g., Purpose, User Fields) that provide access to related dialog windows.

The Project Budget dialog window exhibits another data management tool, which the system uses extensively.

Radio buttons - circular options always come in groups. You can only click one at a time, but you must activate one.

Assignment Dialog Boxes

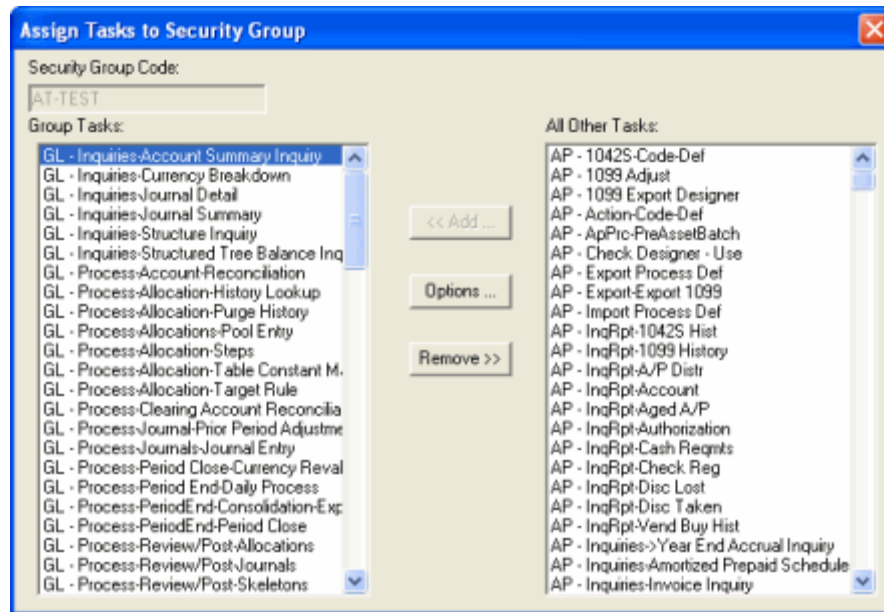
Assignment dialog boxes have two list boxes. One, usually on the left, has the items assigned to function, and the other list box, usually on the right, lists all the possible items that have not been assigned. An item cannot be in both lists.

Use assignment dialog boxes to:

1. Assemble processing sets
2. Designate members of Security Groups
3. Assign tasks to users in Security Groups

4. Assign procedures to application modules

In the Control application, look at the **Assign Tasks to Security Group** dialog box below.



The list box on the right side lists the processing tasks in each Financial Management module that is part of the current processing set.

Select a task on the right and select the **Add** button to move the task to the Group Tasks list box on the left.

Select a task in the Group Tasks list box on the left and select the **Remove** button to move the task from Group Tasks on the left back to the All Other Tasks list on the right. This removes the selected task from the tasks that are assigned to the group.

Detail Dialog Window

Another type of dialog window accepts large amounts of information. The Close Out dialog window is an example.

Scrolling arrows in the right-hand corners of the data table help you move quickly from row to row of detail. Scrolling arrows in each corner at the bottom of the data table move you from one column to the next if the dialog window cannot display all columns at once.

Spreadsheet Dialog Windows

In Assets, you use spreadsheet-style dialog windows that consist of columns and rows to enter line items.

If all the data in a column is not visible, you can resize the column. In the following example, the data in the Component Id column is cut off. To view this data, you would place the cursor on the border that divides the column from the column to the right—the Description column—until the cursor turns into a double-sided arrow. You would then drag the border to the right until you uncover all of the hidden data in the Component ID column.

Standard Windows Selection Techniques

Use one of the following two techniques to click on a selected (highlighted) group to remove a user's assignment to a group.

a. Click on the first group and then Shift+click on a second group to select a contiguous block of groups between the two selected groups.

or

b. Click on the first group and then Ctrl+click on any other group to select a noncontiguous group. Keep the Ctrl key down and continue to click on additional noncontiguous groups until all the groups you want are selected.

Hot Keys/Accelerator Keys

Hot Keys or Accelerator Keys are shortcut keys on the keyboard (usually a combination of a letter key pressed at the same time as the **Alt** or **Ctrl** accelerator keys) that allow you to optimize the speed at which you are working on a particular dialog window or performing a particular operation. For experienced users or users that perform repetitive tasks, hot keys provide a quicker way to accomplish a function. Other users may prefer using their mouse instead of a series of keyboard strokes. Examples of hot keys are:

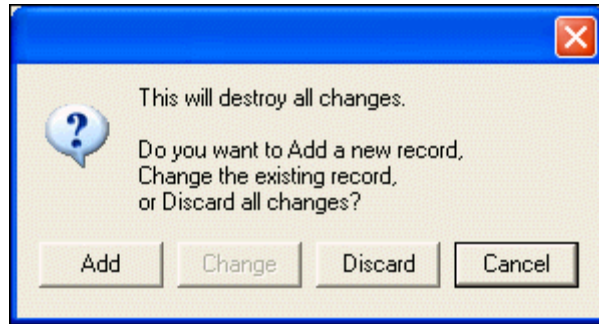
Copy	Ctrl + C
New	Ctrl + N
Paste	Ctrl + V

Message Pads

Financials uses message pads to ask questions to record your answers, and to provide status information about processing. For example, when you add information to the security database, Financials validates the data and displays the message "Row has been added." In this example, the message notifies you that it has completed adding a user.

Other messages give you a choice of actions. The Closing Warning is an important message that Financials issues when you change information in an existing record and try to close the dialog box without updating the data record. Instead of closing the box, the Message Pad opens with four action buttons:

1. The **Add** button adds a new record to the database.
2. The **Change** button uses the information you entered in the dialog box to change an existing data record.
3. The **Discard** button erases the data you entered and returns you to the source dialog box.
4. The **Cancel** button closes the Message Pad and returns you to the dialog box, leaving data in the dialog box intact.



Data Search and Retrieval

Your database contains considerable information related to your Financials system, processing sets, application modules, users and procedures. It is important to access the right data when you need it, without having to search through every piece of information.

This information is stored in the form of records — rows and fields in tables. Financials Search procedures allow you to specify the precise criteria to find and list just those records that match your criteria. You may then select a matching item to quickly enter information in the field of a dialog box.

Basic Search Techniques

Notice the binoculars to the right of the User ID field in the following Users dialog box. The binoculars mean that the system can search the database and open a dialog box with a list of User IDs.

Alert! If you place your cursor in any field of a dialog window and select the Look-Up button on the toolbar, the selection dialog box that appears lists items for the primary field of the dialog window only.

On the other hand, when you double-click your cursor in any field with a binocular symbol, for example in the Manager field on the Project Search dialog window below, the resulting search box lists alternatives just for that field.

To conduct a basic search, take the following steps:

1. From the **Projects** tab, in the **Rules** group, select **Project** and then **Project Definition**.
2. Select the Look Up button next to the Project ID field. The Project Search dialog window appears where you can select the Search button to see a spreadsheet list of identifying codes representing all active projects.
3. Select the appropriate code and click **OK**. The system returns you to the Project Master Definition dialog window and enters appropriate data in the fields.

4. If a search dialog window cannot display an entire list within its data area, scroll bars and a scroll button appear along the right side of the box. In addition, the search boxes display only a limited number of items. If the list exceeds that limit, a More button appears at the bottom of the box. You can use this button to access the next "page" of the list.

Tip: Before you initiate a search, select the **New** icon to clear the fields of the dialog window. You can then select the Look-Up button to access the search box.

Tip: If you already know the value of the "key" code, you can enter it directly in the field and select the Look-Up button. The system automatically retrieves data associated with the code and populates the applicable fields in the dialog window.

This basic search function is one of your standard tools. From time to time, however, you will need to conduct more specific searches of the database.

To conduct a defined search, take the following steps:

1.
 1. From the **Projects** tab, in the **Rules** group, select **Project** and then **Sub-Project Definition**.
 2. Select the Look-Up button on the toolbar. The Project Search dialog window appears.
 3. Enter an "**M**" in front of a % sign in the **Manager** field and then click **Search**. The system displays the manager codes beginning with an "M".

Search Boxes

The dialog window in the illustration below is a search dialog window. This is an invaluable aid that you use when you need to find and retrieve specific information in order to enter data in a field.

Search Tips

1. You can type just a letter in any search field (you do not need to include the %), and click on the Look Up button to perform a defined search directly from the dialog box.
2. Putting a letter between two % signs finds that letter anywhere in the text, and entering % followed by a letter finds the letter at the end of the text. If you are entering the search criteria in a field in the original dialog box (e.g., Users dialog window in Control), you do not need to type the ending %, as this is added automatically when the appropriate Select dialog box opens.

3. Remember, the search feature is case-sensitive. You may need to do two searches for the same letter, one in upper case and the other as lower case, to find a match.

4. You can also type exact information in a look up field (User ID in the Users dialog box) and press **Enter** to see the detailed information (e.g., User Name and Password).

Entering Dates

At numerous points throughout the application, you are required to enter a date. In many cases, the system inserts a default date, which is usually the Default Transaction Date that you entered when you signed-on to Assets. However, you can insert a new date either by typing over the default date or by using the Calendar function to insert a new date.

Date Formats

Your Control Administrator will assign a date format to your processing set. All the dates that you enter in the Assets application must be in this Control-defined date format.

For example, suppose that your Assets Administrator has defined the mm/dd/yyyy format as the date format for the processing set you are working with. This means that if you are entering a date value for March 13, 2002, you must enter 3-13-2002.

About Date Fields

The following screen snapshot is a typical example of a date field in the Assets application.

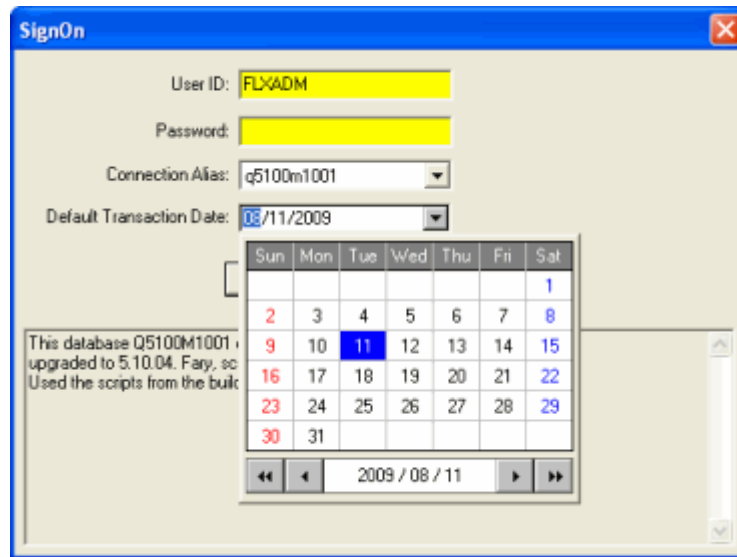
As you can see, the date has separate month, day, and year areas. In the above example, these areas are separated by slashes. If you place your cursor in the month, day, or year area of a date field, you can increase the value in the area by pressing the “up arrow” (↑) on your keyboard, or by clicking the “up triangle” on the right of the field. You can also decrease the value in the area by pressing the “down arrow” (↓) on your keyboard, or by clicking the “down triangle” on the right of the field.

Tip: The horizontal arrows on your keyboard move you between a date field's month, date, and year areas.

Instead of manually entering or revising a date, you can use Calendar feature.

Entering Dates from a Calendar

Dates may be entered in any date field by opening a calendar and selecting a date. Instead of double clicking to open the calendar, you must select the drop-down button in the date field or click the spacebar.



Use the keyboard or the mouse as indicated below to select the month, day and year:

Mouse

- Click on a single arrow button to move forward and backward a month.
- Click on a double arrow button to move forward and backward a year.
- Double click on a day (complete month, day and year are displayed between the arrow buttons in the calendar) to enter it in the Date field and close the calendar.

Keyboard

- Select the Page Up and Page Down keys to move forward and backward a month.
- Select the Up, Down, Left and Right cursor movement keys to move through the days in the displayed month.
- Select Home to move to the first day of the month.
- Select End to move to the last day of the month.
- Moving down or right from the last day of the month moves to the next month, and year if the month is December.
- Moving up or left from the first day of the month moves to the previous month, and year if the month is January.
- Select Enter to enter the selected date (it is displayed between the arrow buttons in the calendar) in the Date field and close the calendar.

Calendar Boxes

At various points throughout the application, a calendar date is required. In most cases, the system inserts a "default" date. This is the Default Transaction Date you enter when you sign on to the system. However, you can override the default date when it appears by inserting a new date in the data entry field or by using the Calendar function.

Sticky Notes Icon

Use the **Sticky Notes** icon to attach or view supporting information (such as your comments) about a record. Sticky Notes help you maintain records on various items in the system (such as a journal) for reporting purposes.

Sticky Notes

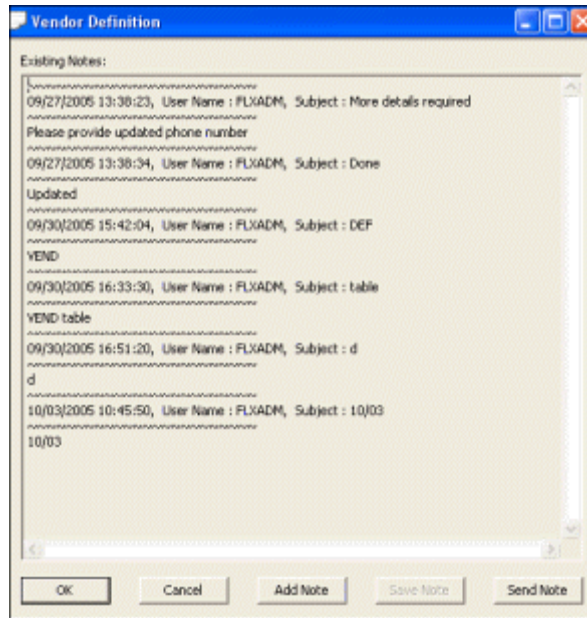
Sticky Notes allow you to capture notes for data records. When you have a dialog window open for a data record in one of the applications, you can view or add notes to that data record by selecting the yellow Sticky Notes icon in the application toolbar.

Now, you can add multiple, individual sticky notes to data records to ensure accurate reporting and to further document the justification for a business event. Additional functionality includes the ability to add a subject to the note, as well as system tracking of the date and time the note was entered.

Administrators must enable Sticky Notes functionality in the following ways from the Control application:

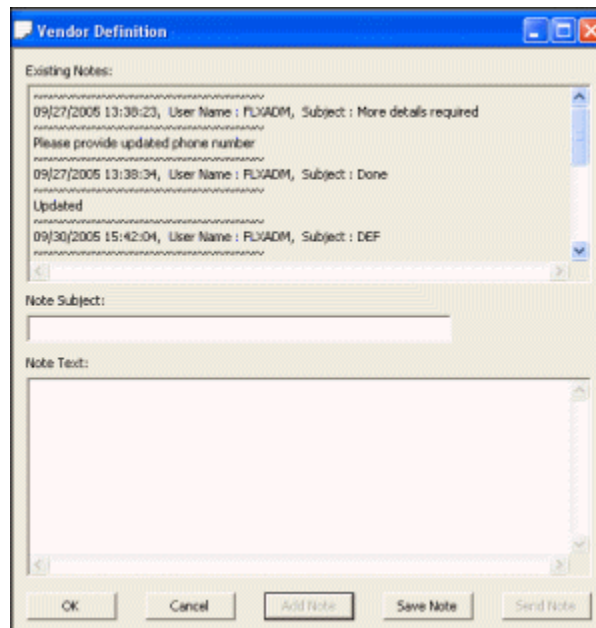
1. Activate the Sticky Notes icon, so that the icon will be available for certain data records in the other applications.
2. Assign authorized users to a security group, as well as the Sticky Notes task, and specific Sticky Notes operations, to those authorized users. This is done from the Security Groups window, under the Security menu.

A red check mark on the Sticky Note icon indicates there are existing notes entered for the record. When you select the icon, a dialog window will open and display the notes. The Sticky Notes window will have the same title as the data record screen.

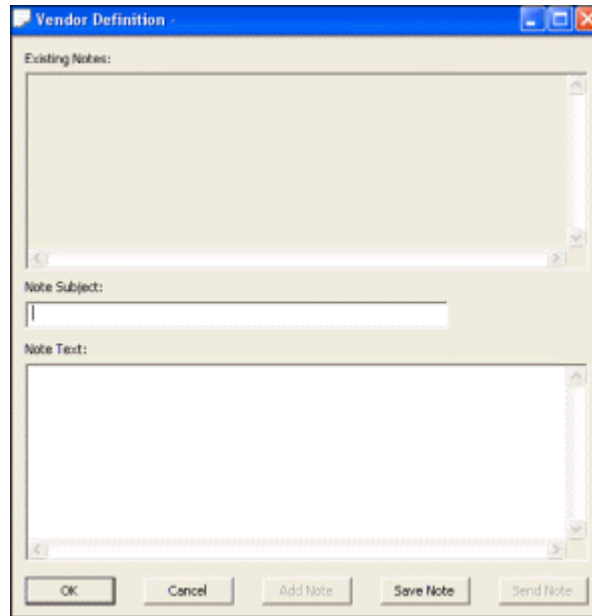


Important: Notes that have already been entered for the data record are read-only. You cannot edit or delete them. This is a new security measure for reporting purposes. All new notes are recorded individually.

You choose the Add Note button to enter a new note.



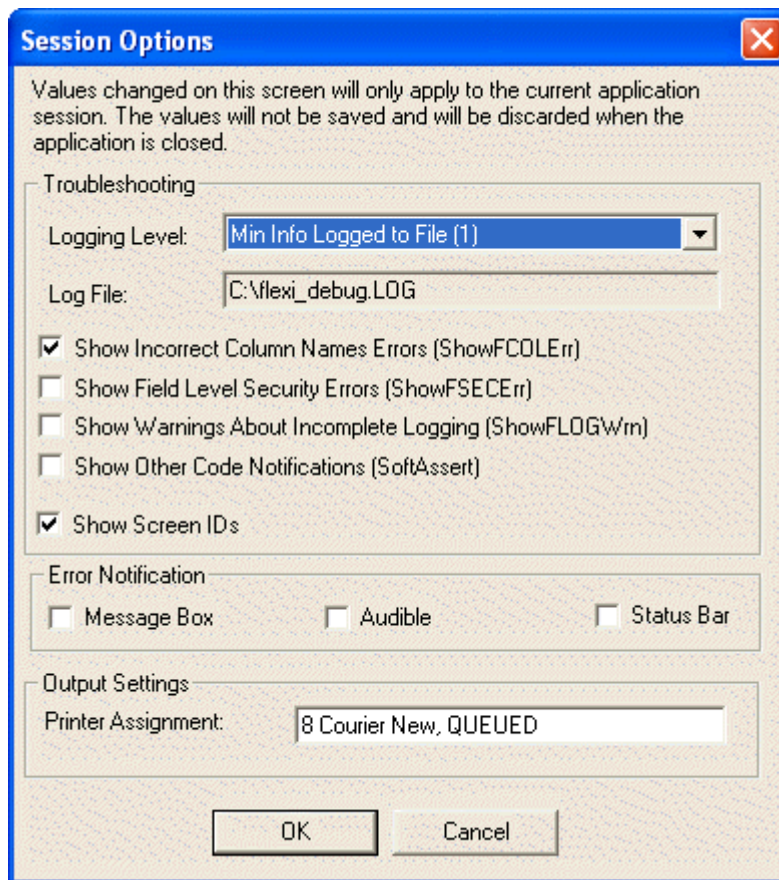
This dialog window is similar to the one that appears when a user opens Sticky Notes for a record for the first time. In the latter case, the top text box would be empty.



Session Options

Opens the Session Options dialog window where you can change different settings for the current application. The values you select on this window are not saved and are discarded as soon as you close the application session.

Session Options can be opened from either the **File** menu in non-Ribbon navigation or from the **Application Menu** on the Ribbon.



Error Messages and Warnings

Data Entry Errors

Most of the errors that you encounter are the result of incorrect, invalid or inadequate user input.

If your data is incorrect or incomplete—or if you do not make a required selection—the system red flags the data entry field changing its background color to red. You must enter valid information in a field with a red background, **TAB** to the next field, and close the dialog box, to update the field and remove the red background. Speak to your supervisor or call the hotline if the red background remains and you continue to have difficulty.

In some cases, an audio message, a high-pitched ping, may indicate that you have reached the limit of the field's capacity, or that the field cannot accept the type of data that you are attempting to enter. Speak to your supervisor or call the hotline if you continue to have difficulty.

Processing Errors

Administrators deal with a variety of error messages that result from installation and processing snags. The table that follows provides explanations of many of these messages.

Masked database errors are database errors that do not match one of the global errors or warnings in the following table. There are more than 100,000 native errors possible with all of the database and operating system combinations. The database layer retrieves a native error and its text, if the database is available, and is masked as follows:

Database Warnings -32700 to -32600

Database Errors -32500 to -32400

Field Sec -32300 to -32000

All Flexi DB Layer messages are in the range from -32700 to -32000.

Database Error Messages

Invalid Port ID, check the entry for 'Port' in the FLEXI.INI

-32402

Unable to validate your Port ID.

Invalid database DLL, check the entry for 'DBDLL' in the FLEXI.INI

-32403

You have entered an invalid database .DLL in the FLEXI.INI file.

Invalid database name!

-32404

You have entered an invalid database name in the FLEXI.INI file.

Invalid user ID/password combination

-32405

You have not entered a valid User ID.

Invalid user ID/password combination

-32406

You have not entered a valid password.

Invalid user ID/password combination

–32407

The Database SignOn ID in the SignOn Security dialog box is not valid, or the User ID is not a valid Database ID if the selected Database Connection Method is Stay connected as User ID.

Invalid user ID/password combination

–32408

The password for the specified Database ID is not valid.

Invalid processing set!

–32409

The code representing the processing set identified during SignOn is not valid.

Invalid transaction date!

–32410

The date assigned to a transaction is not a valid date.

Could not initialize database layer!

–32411

Could not start the database layer.

User ID is locked, please contact your system administrator

–32412

User ID is disabled. The Administrator must clear the Disabled check box in the Users dialog box for the specified User ID.

Invalid Public ID, please check the entry for 'SignOn' in the [Resource DLL] section of the FLEXI.INI file.

–32413

Check the FLEXI.INI file to be sure that signon setting in the [Resource DLL] section is correct (e.g., Signon=fsneng.dll)

No database cursors available for use!

–32420

Cursors are pointers that must be declared, opened, closed and released. There are no cursors for one of many reasons (e.g., open but not declared).

Cursor is NULL

–32430

There is no value for a database cursor.

Invalid server name!

–32440

The name of the server identified in the FLEXI.INI file is wrong.

Database LOGIN failed! And the Data Dictionary (FARY) data has encryption enabled. Check the entry for 'Signon' in the[ResourceDLL] section of the FLEXI.INI

–32450

Should be using FSNENG.DLL

SQL statement is NULL!

–32460

The result of a SQL statement is null.

Error opening file

–32470

An error occurred when attempted to open a file.

Error invalid FlxComm object:

–32480

Attempt to employ an invalid object failed.

Error invalid Data Dictionary (FARY) knowledge:

–32490

Attempt to signon failed due to a problem with the Data Dictionary (FARY) knowledge database.

Application Error!

–32499

Attempt to use application failed.

Database Warning Messages

Note: Warnings are notification of a problem, but they do not stop the program from running.

Table has calculated columns!

–32601

Indicates a problem with calculated values in a table.

Where clause is empty!

–32610

Program has a where clause that does not have a value.

Row not Changed

–32620

The row has not been changed, usually appears when a user select the Change Row button when there is nothing to change.

Column key is NULL!

–32630

There is a null value in a key column.

Row Already Exists

–32640

The row that you are trying to add already exists.

There are no more rows!

–32650

The program is at the end of the rows in a table.

Row not Found

–32660

A particular row cannot be found.

Stored procedure not found!

–32661

Unable to find a designated stored procedure.

Table or view not found

–32662

Unable to find a table or view in a database.

This row has dependent(s), it cannot be deleted.

–32663

Tried to delete a row, but was not able to do so as the row is in a hierarchy and has one or more dependents.

No row selected!

–32670

No row has been selected.

Row not locked!

–32680

Attempt to unlock a row failed because the row was not locked.

Row not found in Data Dictionary (FARY) data!

–32681

The Data Dictionary (FARY) table does not reference a specific row.

View not found in Data Dictionary (FARY) data!

–32682

The Data Dictionary (FARY) table does not reference a specific view.

Column not found in Data Dictionary (FARY) data!

–32683

The Data Dictionary (FARY) table does not reference a specific column.

Key not found in Data Dictionary (FARY) data!

–32684

The Data Dictionary (FARY) table does not reference a specific key.

Ref not found in Data Dictionary (FARY) data!

–32685

The Data Dictionary (FARY) Table does not contain a particular reference.

Struct not found in Data Dictionary (FARY) data!

–32686

Data Dictionary (FARY) table does not contain a reference to a structure.

No Data Dictionary (FARY) rows found!

–32687

(FlexiDB knowledge database error)

No FTAB rows found!

–32688

(FlexiDB knowledge database error)

No FCOL rows found!

–32689

(FlexiDB knowledge database error)

No FCTB rows found!

–32690

(FlexiDB knowledge database error)

No FKEY rows found!

–32691

(FlexiDB knowledge database error)

No FKEC rows found!

–32692

(FlexiDB knowledge database error)

No FREF rows found!

–32693

(FlexiDB knowledge database error)

No FKEC rows found!

–32694

(FlexiDB knowledge database error)

No FAPT rows found!

–32695

(FlexiDB knowledge database error)

Custom stored procedures not available!

–32696

The library of custom stored procedures is not available. A procedure is missing that the code is trying to call.

Standard stored procedure DLL not available!

–32697

The DLLs associated with the library of stored procedures are not available.

Standard stored procedure library not available!

– 32698

The library of standard stored procedures is not available.

Rule Error Messages

Was not found in table	–32010	Information required by a rule was not found in a table.
Was found in table	–32020	Information required by a rule was found in a table.
Must be greater than	–32030	Rule specifies that a number must be greater than a specified value.
Cannot be greater than	–32040	Rule specifies that a number cannot be greater than a specified value.
Must be less than	–32050	Rule specifies that a number must be less than a specified value.
Cannot be less than	–32060	Rule specifies that a number cannot be less than a specified value.
Must be equal to	–32070	Rule specifies that a number must be equal to a specified value.
Cannot be equal to	–32080	Rule specifies that a number cannot be equal to a specified value.
Must exist in list	–32090	Rule specifies that a value must be in a list.
Cannot be in list	–32100	Rule specifies that a value cannot be in a list.
Must be in range	–32110	Rule specifies that a value must be within a specified range.
Cannot be in range	–32120	Rule specifies that a value cannot be within a specified range.
Has no access	–32130	Rule validates user's access and returns this error when a user does not have access.
Has read-only access	–32140	Rule validates a user's access and returns this error when a user tries to exceed their read-only access.
Column has been initialized	–32150	Rule indicates that a column is initialized.
The value for the column has changed	–32160	Rule indicates the change in a column's value.
A Null value was entered for column	–32170	Rule indicates that a null value was entered for a column.

Chapter 2 Introduction To Multiple Currencies

Introduction to Multiple Currencies

This Help Sequence contains the following topics:

Introduction

Currency Considerations

European Currency Overview

Currency Roles

Currency Processing Modes

Exchange Rate Table

A Currency Lexicon

Introduction—A First Look at Currencies

Ledger functions offer you and your organization the following options:

--You can generate posting transactions, maintain account balances, and issue financial reports in a [single currency](#)

or

--You can direct Ledger to carry out its operations in a multiple currency environment.

This Help Sequence introduces you to the methods Ledger employs to handle transactions in pesos, yen, rubles, and other currencies in addition to dollars, and to a vocabulary of foreign currency terms that might be new to you.

Currency Considerations

Implementation of the Euro currency affects the multi-currency environment of all applications. The following overview of the Euro clarifies how the Euro has been implemented. Users and administrators need to understand the Euro currency in the multi#currency environment.

ISO Codes

The examples in this Help Sequence use ISO (International Standards Organization) codes to represent international currencies. Each code consists of three alphabetic, capitalized characters. Here are a few examples:

BEF Belgian franc GBP British pound
 CAD Canadian dollar HKD Hong Kong dollar
 DEM German mark ITL Italian lira
 EUR Euro (European Currency Unit) JPY Japanese yen
 FRF French franc SEK Swedish krona
 USD US dollar

Currency Roles

If a company does all its business in a single currency—US dollars, for example— that currency plays two essential roles:

--It is the company Posting currency —the currency of every journal transaction. Each entry is valued in USD before it is posted to a General Ledger account.

--It is the company Book currency —the accounts of the Balance Sheet and Income Statement maintain balances in this currency.

Even if a company operates in a multiple currency environment, one currency will serve as both a posting currency and as a book currency. This is the company Home Currency —the principal currency in which customers are billed, invoices paid, and results reported.

Horizon Motors, Inc. is a fictional company headquartered in the United States. In its early years, Horizon conducted some of its business in currencies such as the British pound (GBP) and French franc (FRF). But its Home Currency was the US dollar (USD). For Horizon Motors, Inc., USD was Horizon's Posting currency—its journal transactions were all valued in USD—and its Book currency.

Today, Horizon has two subsidiaries: **Horizon North America (NA)** is a manufacturing subsidiary in Boston, and **Horizon AG** is an engineering subsidiary in Germany. As a result, there are three Companies in the Horizon organization, doing business in five currencies: US dollars (USD); German marks (DEM); Japanese yen (JPY); French francs (FRF) and British pounds (GBP).

BOOK CURRENCIES POSTING CURRENCIES

Home Additional Book Home Add Add Add Add
 Posting(1) Posting(2) Posting(3) Posting (4)

Horizon Inc. USD DEM USD DEM GBP JPY FRF

Horizon AG DEM USD DEM USD GBP JPY FRF

Horizon NA USD USD DEM GBP FRF

The roles of the currencies vary according to Company. For example:

--The Home Currency of Horizon Inc. is US dollars and USD is both a Book currency and a Posting currency.

--The Home Currency of Horizon AG is the German mark and while Horizon Inc maintains a second set of books in marks—DEM is its Additional Book Currency —Horizon AG maintains a second set of books in dollars.

--For Horizon Inc and Horizon AG, journal transactions can be valued in any of five Posting currencies: USD, DEM, GBP, JPY and FRF.

The range of Horizon NA, however, is more limited. The books of the North American subsidiary are maintained in one currency only: US dollars. And journal entries can be valued in only four Posting currencies: USD (the Home Currency) and three Additional Posting Currencies: DEM, GBP and FRF.

Currency Processing Modes

Ledger can process journal transactions in one of two operating modes:

--**Posting Currency Mode:** In this mode, a journal's transactions can be valued in a Company Home Currency or in a single Additional Posting Currency. The transactions are then posted to the Company's Book balances – balances maintained in the Company's Home Currency and in any Additional Book Currency(s).

--**Source Currency Mode:** In this mode, each of a Company Posting Currencies (including its Home Currency!) also qualifies as a Source Currency.

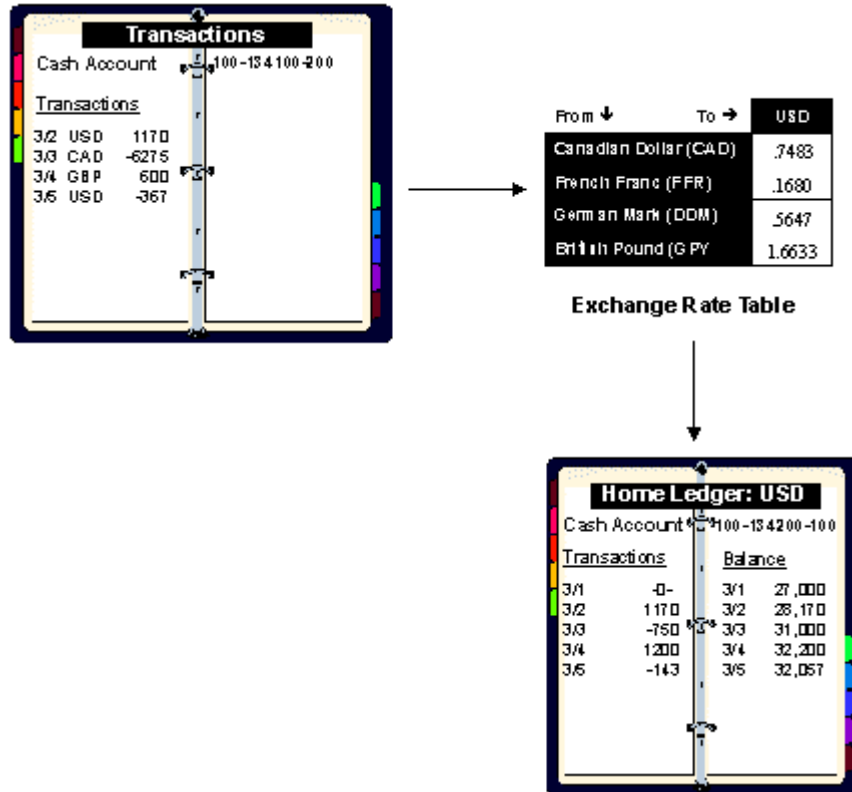
When a journal transaction is posted to an account, Ledger updates **two** sets of balances:

--**Book balances:** The transaction amount is posted to cumulative or net Book balances valued in the account's Home Currency and Additional Book Currency or currencies.

--**Posting balances:** The transaction amount also updates at least two Posting balances. The first records the cumulative or net value of transactions posted to the account **in this Source Currency** during the accounting period. The second is an **Equivalent Balance**, stating the value of the Source Currency's Posting balance in terms of the account's Home Currency. Ledger will also maintain Equivalent Balances in any Additional Posting Currencies assigned to the account.

Exchange Rate Table

The **Exchange Rate Table** is the mechanism Ledger uses to convert values in one currency into comparable values in a second, third, or fourth currency. In this example, Ledger is converting transaction amounts in two Additional Posting Currencies (CAD and GBP) into comparable Home Currency values (USD).



A Currency Lexicon

Below is a list of currency terms used throughout Ledger.

Book Currency

Base Currency

Posting Currency

Source Currency

Home Currency

Additional Book Currency

Additional Posting Currency
Balancing Currency
Currency Rule
Exchange Rates

Chapter 3 General Ledger Accounts

General Ledger Accounts

This Help sequence contains the following topics:

Introduction

Account Structure

- Elements of the Account Structure

 - Company

 - Account Classification

 - Responsibility Center

- Element Codes

Fully Qualified Account Numbers

Account Definitions

Account Balances

- Balance Types

- Balance Rules

- Balance Amounts

- Natural Balance Designations

- Roll-ups

Additional Account Specifications

- Subledgers

- Special Purpose Accounts

Chart of Accounts

Searching for Accounts

- The Posting Account Search Dialog Box

Masking Techniques

Introduction to Ledger Accounts

A General Ledger account in Ledger receives, organizes and stores a full range of information about your company financial condition and performance. Although all accounts share an identical structure that has been defined by your Administrator, each has its own set of accounting characteristics.

Ledger continuously updates these accounts with your journal entries. The result is timely and accurate financial data, instantly available in a variety of formats.

This Help Sequence begins with a close look at the way your Ledger Administrator assembles the structure of the Ledger account. It then examines:

- Elements of the Account Structure
- Use of Fully Qualified Account Numbers
- Information in a formal Account Definition
- Properties of LedgerAccount Balances
- Alternative Balance Types
- Functions and content of the Balance Rules that determine how transaction amounts are posted to General Ledger accounts
- Types of Balance Amounts an account can maintain
- Natural Balance designations
- Use of Roll-Up parameters
- Subledger values
- Special Purpose Accounts
- Make-up of a [Chart of Accounts](#)

Account Structure

A Ledger account has two parts:

-- Account Structure. The Account Structure consists of elements that specify the accountscope, accounting function, and applicability.

--Balances that are indicators of value. An account can have balances in one or more currencies - dollars, yen, pesos, and so on. Balances can contain "actual" or "budgeted"

amounts, or quantities such as square feet or head counts. An account can also have different types of balances: debit and credit balances, average daily balances, balances showing net daily activity, and so on.

Elements of the Account Structure

The coding structure of a Ledger account consists of **elements**. Every account structure must contain at least two elements—one element in each of two key categories: Company and Account Classification. Most Ledger account structures contain one or more elements in a third category as well: User-Defined.

When your Administrator assigns values to these elements, the result is a Fully Qualified Account Number.

Company

[Account Elements](#) in this category identify the principal reporting entity - the company, organization, or agency that is the subject of your accounting procedures. In most cases, the journal entries of a Ledger journal **must** balance by Company.

When defining a Company component that is to be included in your Account Structure, your Administrator assigns a processing Calendar and rules determining Consolidation procedures and Intercompany activity.

In addition, the Company specifications include a Currency Rule. This rule authorizes the use of specific currencies for accounts that have this Company component, and defines the role of each currency.

Account Classification

Elements in this portion of the Account Structure identify the type and level of financial information carried in the account. There are five primary Account Classifications:

- Assets
- Liabilities
- Equity
- Revenues
- Expenses

These elements are also known as **Natural Account** elements.

User-Defined

Elements in this category specify secondary reporting units or profit centers that are responsible for, or being measured by, the values in the account balances. The values of elements in this category might represent products, customers, divisions, and so on.

Element Codes

When your Administrator sets up the account structure, he or she assigns a unique **Code** and **Description** to each element. As an example, a simple account structure might be **C-A-R**, with the following characteristics:

Code	Category	Element Description
C	Company	Parent Company
A	Account General Ledger Classification	Account Class
R	Responsibility	Cost Center

In this example:

C is a code indicating the Company element. The description of the element is "Parent Company."

A is the code indicating Account Classification. The description of this structural element is "General Ledger Account Class".

R indicates the User-Defined element. The description of this element is "Cost Center."

Of course, most Ledger account structures are far more elaborate. Here is another example:
C-A-AA-A-RR-R

In this case, multiple elements in the Account Classification and User-Defined category combine to form Account Classification and User-Defined components of the account structure. This structure breaks down as:

ID	Code	Component	Description	Size
C	COMP1	Company	Corporate entity	3
A	ACCT1	Account Classification	Account Class – Par	3
A	ACCT2	Account Classification	Account Class – Major	3
A	ACCT3	Account Classification	Account Class – Minor	3
A	ACCT4	Account Classification	Account Class – Detail	2
R	RESP1	User-Defined	Division	1
A	RESP2	User-Defined	Department	3

Fully Qualified Account Numbers

After the Account Structure is in place and values assigned to each element, your Administrator can generate a complete Chart of Accounts.

The foundation of each resulting account is a fully qualified Account Number—an Account Number containing values not only for its Account Classification component(s) but also for Company and User-Defined components. Here are some examples using the C-A-AA-A-RR-R Account Structure.

Account Number	Account Description
010-100-110001-01-0000-000	Corporate Cash - USD
010-100-110006-00-0000-000	Money Market Funds
010-100-140001-00-3000-000	Inventory – San Jose

Account Definitions

Your Administrator compiles a formal and comprehensive definition of every General Ledger account. The Account Definition includes the following information.

Posting Account Code

The Account Number assigned to the account.

Description

A brief description of the account that appears when you select the account.

Purpose

A statement defining the role of the account.

Currency Accounts

This portion of the Account Definition specifies the Source Currencies in which the account can maintain Posting balances.

--None: The account can maintain balances only in the Home Currency of the Company element and in the CompanyAdditional Book Currency or Currencies, if any.

--Single: The account can maintain a Posting balance in one of the Source Currencies assigned to the Company. That currency is identified in the Source Currency field.

--**All:** The account can maintain Posting balances in all of the Source Currencies linked to the Company component.

Currency Revaluation

Your Administrator can specify gain, loss, and offset accounts associated with the revaluation of the accountHome Currency balances. Balances are revalued to account for changes in the exchange rates translating Source Currency into the Home Currency.

Inception-to-Date Balances

These balances show the cumulative value of transactions posted to this account during a designated accounting period. The following four conditions must exist:

--processing set is the structure being used.

--The UPDATE Incept-to-Date box is checked ON in the Processing Set screen (accessible under the Rules menu).

--The Balance Code used in the Journal Entry equals the Default Balance Code in the processing set.

--The Balance Code type is "Actual" (Rules>Ledger>Balance Code).

Account Type

This specification identifies the accountrole as an Asset, Liability, Equity, Revenue, or Expense account.

Subledger

A Subledger Rule determines the properties of an accountsubledger values.

Posting Limit

A Posting Limit Rule places limits on the amounts that can be posted to the account.

Consolidation

A Consolidation Rule determines how the accountbalances will be treated during a consolidation.

Natural Balance

These options indicate whether the accountnatural balance should be a debit or a credit.

Special Processing

The Administrator can assign special attributes to the account. These include:

--**Average Daily Balance:** Ledger calculates the accountAverage Daily Balance.

--**Memorandum:** The account is a memorandum account; the balances in the account will not be included in a Trial Balance.

--**Reconciliation:** The account is to be included in the reconciliation process.

Account Balances

A single Ledger account can hold a variety of balances, each defined by its Balance Type, Balance Amount, and Natural Balance designation.

Ledger allows you to define Balance Rules that determine how journals post transactions amounts to an account's balances. It also provides a Roll-Up feature for generating summary balances.

Balance Types

Ledger employs five Balance Types: Actual, Budget, Statistical, Consolidation Data, and Summary.

A journaltransactions are assigned a single Balance Type. A Ledger account, on the other hand, can maintain balances of multiple Balance Types.

Within the context of a particular Balance Type, an account can maintain a number of different balances.

For example, if youoperating in a multiple currency environment, an account might maintain both Actual and Budget balances in your companyHome Currency, Additional Book Currency or Currencies, and Source Currencies.

Actual

Actual balances indicate the value of normal business transactions, or the impact of these transactions on a Companyfinancial condition. Typically, journals post transactions to Actual balances throughout the accounting period.

Budget

Budget balances are estimates of future performance and condition, and are usually compared to their corresponding Actual balances. Journals posting entries to Budget balances are often generated at the beginning of a period.

Statistical

Statistical balances are special-purpose indicators of non-financial value—counts and measures of quantity and size. Statistical journal entries and the resulting account balances often form the basis for allocation and analysis procedures.

Consolidation Data

Consolidation Data balances are also special-purpose indicators of value—the values of one corporate entity that are absorbed in another during the consolidation process. Journals posting Consolidation Data entries are usually generated at the end of an accounting period.

Summary

Summary balances are temporary balances used to accumulate account balances of other types and display the results as part of an Inquiry. A Ledger journal **cannot** post journal entries to Summary balances.

Balance Rules

At key points during the Journal Development process, Ledger requires that you select a Balance Code. This code represents a Balance Rule that your Administrator has defined. The Balance Rule, in turn, determines the properties of the account balances that can be updated by the journalentries.

A Balance Rule contains this important information:

--Balance Rule Code

--Description

--Balance Type

--Summary Balances

--Balance Specifications

Balance Amounts

Ledger account can hold several types of amounts. For this example, journal transactions could increase or decrease the balances of a Cash Account. These balances might include:

- Daily Debits
- Daily Credits
- Current Balance
- Average Daily Balance (quarter-to-date calculation)
- Net Daily Activity

At the direction of your Administrator, Ledger could also calculate any of these amounts for the Cash Account in this example:

- Daily Debits: month-to-date
- Daily Credits: month-to-date
- Average Daily Balance: month-to-date
- Average Daily Balance: year-to-date
- Average Daily Balance: quarter-to-date
- Net Daily Activity: month-to-date
- Net Daily Activity: year-to-date

The characteristics of these additional amounts are described below:

Daily Debits: MTD

The sum of each day's debits for the month to date.

Daily Credits: MTD

The sum of each day's credits for the month to date.

Net Daily Activity: MTD

The sum of the net value of each day's transactions for the month to date.

Net Daily Activity: YTD

The sum of the net value of each day's transactions for the year to date.

Average Daily Balance-YTD

The account's Average Daily Balance for the year to date. To determine the Average Daily Balance, Ledger divides the Aggregate Balance of Net Daily Activity for the year-to-date by the number of days for the year-to-date. (An Aggregate Balance accumulates all of the days' balances throughout the period.)

Average Daily Balance: MTD

The account's Average Daily Balance for the month to date. To determine the Average Daily Balance, Ledger divides the Aggregate Balance of Net Daily Activity for the month to date by the number of days in the month to date.

Average Daily Balance: QTD

The account's Average Daily Balance for the quarter to date. To determine the Average Daily Balance, Ledger divides the Aggregate Balance of Net Daily Activity for the quarter to date by the number of days in the quarter to date.

Tip: Most of the accounts in your General Ledger maintain a limited number of balance amounts. Be sure to learn as much as possible about the accounts that you work with regularly. For more information, see consult your Ledger Administrator.

Natural Balance Designations

An Account Definition specifies whether the account Natural Balance is a **Debit** balance or a **Credit** balance.

Every General Ledger account **must** be designated as a Debit account or a Credit Account. This designation denotes the account natural balance and, indirectly, the nature of its "contra" balance.

Note: If an account has a contra balance, Ledger displays the amount in red.

The table below lists the natural balances of most accounts in each of the primary account classifications.

Account Class Natural Balance Contra Balance

Asset	Debit	Credit
Liability	Credit	Debit
OwnerEquity	Credit	Debit
Revenue	Credit	Debit
Expense	Debit	Credit

Roll-ups

When your Administrator first sets up the Chart of Accounts, he or she specifies certain "roll-up" parameters for the accounts; these direct Ledger to accumulate balances at various levels within the Account Structure and to display the results.

You can retrieve these cumulative balances by indicating a specific roll-up depth when you define the parameters of a particular Inquiry or Report.

Additional Account Specifications

Your Administrator can use Ledger to define other types of General Ledger accounts, or to assign special characteristics to a standard account. The sections that follow introduce you to the use of Subledgers and to ten Special Purpose Accounts.

Subledgers

Subledgers extend the scope of a General Ledger Account Structure by adding still another way to isolate and identify transactions posting to the account:

To create subledgers, your Ledger Administrator carries out a series of precise steps to:

- Define a Subledger Rule.
- Specify the subledger identifying codes.
- Specify permissible subledger values.
- Create a Subledger Table of permissible values.
- Link the Subledger Table to its parent account.

Special Purpose Accounts

Your Ledger Administrator can construct a number of special purpose accounts, or accounts with special characteristics. These include:

Average Daily Balance Accounts

Ledger calculates and maintains Average Daily Balances for accounts in this category.

Reconciliation Accounts

These special accounts are used during the process of Account Reconciliation.

Foreign Exchange Gain Accounts

These accounts record gains associated with the translation of Source Currency balances and Additional Book Currency balances into comparable values in a company Home Currency.

Foreign Exchange Loss Accounts

These accounts record losses associated with the translation of Source Currency and Additional Book Currency balances into the Home Currency.

Foreign Exchange Offset Accounts

These accounts are used to offset journal entries posting a Foreign Exchange gain or a Foreign Exchange loss.

Memorandum Accounts

Memorandum accounts are information accounts that have no accounting function or that serve as off balance-sheet accounts. For example, a memorandum account might be used to record the Number of Shares Outstanding.

Suspense Accounts

These accounts hold temporary balances.

Adjustment Accounts

These accounts facilitate End-of-Period or Prior Period adjustments.

Intercompany Accounts

These accounts are used to post entries between companies within your organization.

Offset Accounts

Certain General Ledger accounts are linked to other, offset accounts. When Ledger posts an amount to the input account, it automatically posts an offsetting entry to the offset account.

Ledger's Account Mapping function defines the input accounts and their offsets.

Chart of Accounts

Ledger uses the values your Administrator has assigned to the account's structural elements to build an extensive Chart of Accounts.

Each account in the Chart of Accounts has a unique identifier: its Account Number.

The following example explains the account number **010-000-110001-01-0000-000**:

010 = Horizon Motors (Company)
000 = (Account Parameter)
110 = Cash Asset (Account Class - Major)
001 = Corporate Cash (Account Class - Minor)
0 = USD (Account Class – Detail)
0 = Corporate (Division)
000 = Corporate (Department)
000 = Overhead (Product)

Below is a sampling of the many accounts that might make up the Horizon Motors' Chart of Accounts.

Account Number Account Description

010-100-110001-01-0000-000 Corporate Cash - USD
010-100-110006-00-0000-000 Money Market Funds
010-100-140001-00-3000-000 Inventory – San Jose
010-100-140001-00-4000-000 Inventory - Detroit
010-100-140001-00-5000-000 Inventory – Los Altos
010-200-220000-01-0000-000 Accounts Payable – Corporate (USD)
010-200-220000-02-0000-000 Accounts Payable – Corporate (DDM)
010-200-220000-03-0000-000 Accounts Payable – Corporate (JPY)
010-200-230000-00-0000-000 Notes Payable
010-200-240000-00-0000-000 Leases Payable

010-400-400230-00-3200-100 Sales Revenues – San Jose Cars
010-400-400230-00-3200-200 Sales Revenues – San Jose Trucks
010-400-400230-00-5200-300 Sales Revenues – Los Altos Vans

Ledger's **Structure Inquiry** provides you information about a range of accounts in your General Ledger, or with a detailed look at a specific account. The **Account Summary Inquiry** retrieves information about a particular account.

Searching for Accounts

For searches that are even wider and deeper, Ledger provides special search-and-sort windows. The most important example is the **Posting Account Search** dialog box.

You use the **Posting Account Search** dialog box to:

--Access your company Chart of Accounts.

--Sort and list the accounts according to your specifications.

--Retrieve the information associated with one of these accounts and place it in the source dialog box.

Posting Account Search Dialog Box

You use the **Posting Account Search** dialog box to search for fully qualified General Ledger accounts.

To access the Posting Account Search dialog window:

1. Using the Menu navigation, from the **Rules** menu, select **Chart of Accounts** and then **Posting Accounts**. The Posting Accounts dialog window opens. Double-click any of the **Posting Account Code** headings (COMP, ACCT, NATA, etc.) to open the Posting Account Search dialog window.

In the Ribbon navigation, from the **Chart of Accounts** tab, select **Posting Accounts** in the **Account** group. The Posting Accounts dialog window appears. Double-click any of the **Posting Account Code** headings (COMP, ACCT, NATA, etc.) to open the Posting Account Search dialog window.

1. From the **Ledger** tab, select **Posting Accounts** in the **Rules** group. Double-click any of the **Posting Account Code** headings (COMP, ACCT, NATA, etc.) to open the Posting Account Search dialog window.

Posting Account Search

Account Number: COMP ACCT NATA CURR USER
 200 0000 0000 000 00

Account Description: ALL

SubLedger Rule: ALL

Search Clear More

Status
☒ Active
☐ Inactive

Currency Conversion
☒ None
☒ Single
☒ All


Project
☒ No Project
☒ Project
☒ Optional
☒ CIP Account

Account Type
☒ Asset
☒ Expense
☒ Equity
☒ Liability
☒ Revenue
 Select All
 Deselect All

	COMP	ACCT	NATA	CURR	USER	Account Description	Status	Account Type	SubLedger Rule
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									

OK Cancel

2. In the **Account Description** drop-down field, select **ALL**, **EQUAL**, or **LIKE**. If you select **EQUAL** or **LIKE**, enter the exact wording of the formal description of the account and then click the **Search** button to retrieve the account data. **Note:** This field is case-sensitive. You must use the right uppercase and lowercase letters.

3. In the **Sub-Ledger Rule** drop-down field, select **ALL**, **EQUAL**, **LIKE**, or **IN LIST** to search for accounts with a specific Sub-ledger Rule. If you select **EQUAL**, **LIKE**, OR **IN LIST**, you can click the look-up icon  to search for the Rule. You can also type the name of the Rule direction in the text box, but as in Step 2, you will need to enter the exact wording of the Rule. This field is also case-sensitive.

4. Select and **Account Type** to search for specific General Ledger accounts (e.g., Asset, Expense, Liability, etc.). All the check boxes are selected by default.

5. Click the **Active** or **Inactive Status** check box to view accounts that are currently active (have balances) or inactive (no account balance).

6. In the Currency Conversion group box, select one or more of the following options to define the scope of Posting balances that accounts with these account classifications can maintain:

-- **None:** Indicates there is no currency conversion.

- **Single**: Indicates that one currency must be converted for this account classification.
- **All**: Indicates that all currencies are converted for this account classification.

All three check boxes are selected by default.

7. In the Project group box, select one or more of the following options:

- No Project**: Indicates that any transaction using an account with this setting cannot be associated with a project or subproject.
- **Project**: Indicates that any transaction using an account with this setting must be associated with a project or subproject.
- Optional**: Indicates that any transaction using an account with this setting may or may not be associated with a project or subproject.
- CIP Account**: Indicates that any transaction using an account with this setting must be associated with a project or subproject. Only accounts with this setting can be assigned as a CIP account within the projects module. Transaction amounts posted to the CIP account of a project or subproject will accumulate and be available for closeout to Fixed Assets.

All four check boxes are selected by default.

8. After you have selected your search criteria, click the **Search** button to display the applicable accounts in the spreadsheet. Double-clicking a row in the spreadsheet populates the Posting Accounts screen with the information for the selected account.

Masking Techniques

Masking is an important data retrieval technique that allows you to retrieve groups of related General Ledger accounts. Masking uses the structure of the General Ledger account to determine which accounts will be in a group. As an example, Horizon Motors is a fictional company with the following account structure (each underscore represents a single digit):

COMP1 ACCT1 ACCT2 ACCT3 ACCT4 RESP1 RESP2 RESP3

One of the Horizon accounts is:

010-100-110001-01-0000-000

- 010 = Horizon Motors (Company)
- 000 = (Account Parameter)
- 110 = Cash Asset (Account Class - Major)
- 001 = Corporate Cash (Account Class - Minor)

0 = USD (Account Class – Detail)

0 = Corporate (Division)

000 = Corporate (Department)

000 = Overhead (Product)

This is a single account that carries the value of a Cash account with balances maintained in US dollars.

By masking portions of the account structure, you can identify a group of accounts instead. The group rather than the single account is then the basis for an action or for data selection and retrieval. In the following example, masking the account number groups Horizon's accounts in various ways.

Account Mask Account Group

010-100-110001-01-0000-000 **No mask.** A single account recording Horizon's corporate cash balance in US dollars.

010-100-110001- 0 _ -0000-000 **Mask Account Class Detail.** Groups Horizon's corporate Cash accounts with currency designations.

010-100-110001-01- _ _ _ _ - _ _ _ **Mask Division, Department, and Product.** Groups all Horizon cash accounts maintained in US dollars.

010-100-110 _ _ _ - _ _ - _ _ _ - _ _ _ **Mask Division, Department, Product, Account Class Detail, and Account Class-Minor.** Groups all cash accounts.

010-100- _ _ _ _ _ - _ _ - _ _ _ - _ _ _ **Mask Division, Department, Product, Account Class Detail, Account Class-Minor, and Account Class-Major.** Groups all asset accounts.

_ _ _ - _ _ - _ _ _ - _ _ _ _ _ - _ _ _ **Total Mask.** Groups all Horizon accounts.

Chapter 4 Journals - Basic Procedures

Journals - Basic Procedures

This Help Sequence explores the basics of Journal Development and contains the following topics:

Introduction

Four Phases of Journal Development

Journal Development—Phase 1: Journal Header

Journal Entry Dialog Box

Journal Entry Dialog Box-E Page

Journal Entry Dialog Box-S Page

To Construct a Journal Header

To Modify a Journal Header

To Delete a Journal Header

Journal Development—Phase 2: Journal Detail

Journal Detail Dialog Box

To Enter Journal Detail

How to Use a Spreadsheet to Add Journal Detail

Journal Development—Phase 3: Verification

Verification Procedures—Security Considerations

Selecting Journals for Review and Verification

Journal Batch Filter Dialog Box

To Retrieve a List of Active Journals

Review/Post Journals Dialog Box

To Review and Verify a Journal

To Copy an Existing Journal and Save it as a New Journal

Journal Development—Phase 4: Posting

To Post Journal Entries—Screen

To Post and Report Journal Entries

To Defer Posting

Journal Sources

Introduction—Journals, Basic Procedures

Journals form the core of the Ledger system, and journal management is the system user's central task.

This Help sequence covers the basics of journal management and provides step-by-step instructions on:

--Journal Header —How to prepare the header that provides a journal with its identity and processing specifications.

--Journal Detail—How to add a journal transaction details.

--Journal Review and Verification —How to review, modify, and verify journal information.

--Journal Posting—How to post the journal entries to the appropriate General Ledger accounts.

Journal Source Templates

When you begin to assemble a journal, the system provides the journal with a number of default entries and settings. Your Administrator has assigned these defaults to a particular Journal Source that you use as the template for the journal. In addition, a Journal Source template can contain special processing instructions that affect the way a journal functions. You should be thoroughly familiar with the details of each journal source.

Four Phases of Journal Development

The development of a journal is a process consisting of four distinct phases:

Phase 1: Construction of a Journal Header

In the first phase of Journal Development, you use the **Journal Entry** window to create the header portion of a Journal Record. The two pages of the Journal Header provide the journal with identifying information, currency specifications, and processing designations.

Phase 2: Addition of Journal Detail

In the second phase of Journal Development, you enter the journal Line Item Detail in the **Journal Detail** window.

Phase 3: Journal Review and Verification

In Phase 3, you use the **Journal Batch Filter** window and the **Review/Post Journals** window to review the journal contents and processing specifications.

Phase 4: Journal Posting

In the final phase of Journal Development, you use the **Review/Post Journals** window to post the journal entries to the General Ledger accounts identified during Phase 2.

Journal Development—Phase 1: Journal Header

In Phase 1 of the Journal Development process, you assemble the header of the Journal Record. You use the **Entry** Page and **Options** Page of the **Journal Entry** window to define a Header that combines the data and settings of the Journal Source template with your custom information.

Journal Entry Dialog Box

The **Journal Entry** dialog box has two pages—an **Entry** Page and an **Options** Page. Each page has a tab in the upper left corner, just below the name of the dialog box. When you first retrieve the **Journal Entry** dialog box, the **Entry** Page appears. To move to the **Options** Page, select the tab marked **Options**. To move back to the **Entry** Page, select the tab marked **Entry**.

When you prepare a Journal Header in Phase 1, you complete the Entry Page and add it to the system database before you complete the Options Page.

Note: The information in the Journal Entry dialog window will appear in display (read only) mode if you are viewing a journal that has an amortized prepaid attached to it. You cannot edit that type of journal.

To access the **Entry** Page of the **Journal Entry** dialog box, select **Journals** from the **Process** menu, and then select **Journal Entry** from the **Journals** sub-menu.

Journal Entry - JNLFRAME

Entry Options

Journal Code: **ACCTMAP**

Batch No: **0**

Journal Id: **BASI**

GL Effective Date: **03/13/2002**

Balance Code: **ACCRUAL**

Journal Type: **Current Period**

Primary Company: **COMP 001**

Journal Description: **BASIC**

Journal Purpose:

Default Account:

COMP	ACCT	NATA	CURR	USER
000	0000	0000	000	00

Control Totals

Source Amounts: 0.00

Memo Amounts: 0.00

Quantities: 0.0000

Journal Status: **In Process**

☒ Memorandum

Skeleton...

Detail...

Journal Entry Dialog Box- Entry Page

As you create a Journal Header during Phase 1 of Journal Development, you use the **Entry** Page of the **Journal Entry** dialog box to:

--Provide the new journal with its identity.

--Review and, if appropriate, modify the default settings and entries of the Journal Source template.

--Append custom data to the journal.

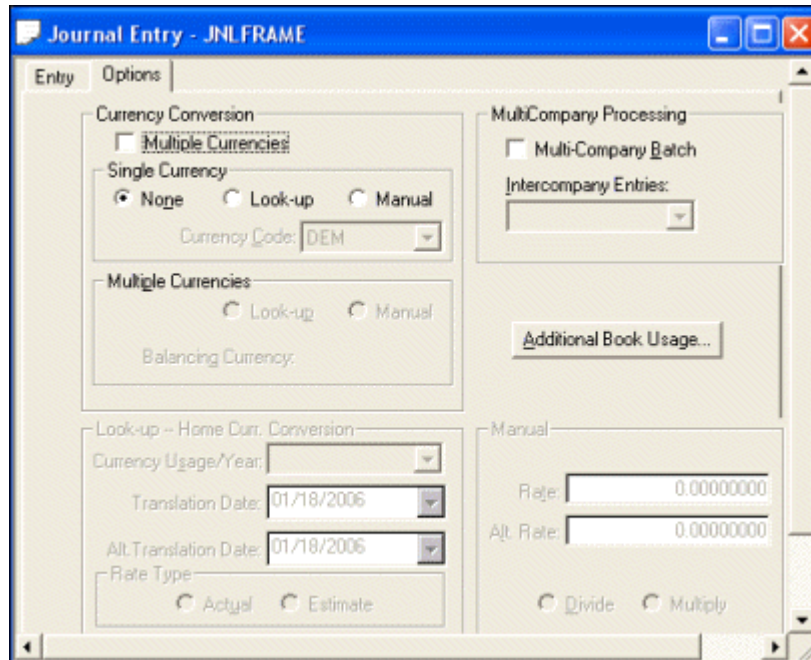
Reminder: The information in the Journal Entry dialog window will appear in display (read only) mode if you are viewing a journal that has an amortized prepaid attached to it. You cannot edit that type of journal.

The following lists the fields and buttons in this dialog box.

Entry/ Options Tab
Journal Code
Batch Number
Journal ID
GL Effective Date
Balance Code
Journal Type
Primary Company
Journal Description
Journal Purpose
Default Account
Control Totals Group box
 Source Amounts
 Memo Amount
 Quantities
Journal Status
Memorandum Check Dialog Box
Skeleton Button
Detail Button

Journal Entry Dialog Box-Options Page

The **Options Page** of the **Journal Entry** dialog box provides currency specifications, and settings that determine how the journal handles entries to the accounts of more than one Company. This information is included in the Journal Header you prepare in Phase 1 of the Journal Development process. To access this page, select the **Options** button on the **Entry Page** of the **Journal Entry** dialog box.



The following lists the fields and buttons in this dialog box. .

Currency Conversion Group Box

- Multiple Currencies Check Box

Single Currency Group Box

- Currency Code (Single Currency)

Multiple Currencies Group Box

- Look-up

- Manual

- Balancing Currency

Look-Up Group Box

- Currency Usage/Year

- Translation Date

- Alt. Translation Date

- Rate Type

Multiple-Company Processing Group Box

- Multi-Company Batch

- Intercompany Entries

Additional Book Usage Button

Manual Group Box

- Rate

Alt. Rate

Divide/Multiply

To Construct a Journal Header

The steps below show you how to construct a Journal Header during Phase 1 of Journal Development. Although a number of these steps are optional, your Supervisor or Administrator may require that you perform them. A diamond (♦) after the description of the action indicates that the system automatically inserts Journal Source data or activates a Journal Source setting.

Step / Action

1. Select **Journals** from the **Process** menu, and then select **Journal Entry** from the **Journal** sub-menu. The Entry Page of the **Journal Entry** dialog box opens.

2. Select a **Journal Code**. This code identifies the Journal Sources that will provide the journal with its identifying characteristics and processing parameters. Required.

3. Confirm or modify the **Journal Prefix**. ♦

4. In the **GL Effective Date** field, enter the date to which the journal transactions will be posted in the General Ledger. Required.
 5. Confirm the Balance Code or select a new code. Required. ♦
 6. Confirm the **Journal Type** or select a different type. Required. ♦
 7. Confirm the Company element code representing the journal **Primary** Company —or override it with another code that has been defined by your Administrator. Required. ♦
 8. Confirm the **Journal Description** or override it with your own description. ♦
 9. Describe the nature of the journal and its transactions in the **Journal Purpose** field.
 10. Under **Default Account**, specify an Account Number that will appear at the beginning of each row of transaction detail.
 11. Activate the **Memorandum** check box if this journal is to post entries to Memorandum accounts.
 12. Enter a Control Total of the journal transaction amounts in the **Source Amount** field.
 13. Select the **Add Row toolbar button**. When the system indicates "The Row Has Been Added," select the **OK** button on the Message Pad.
- Alert!** At this time, the system adds a Batch Number. You can use the batch number to retrieve this journal and its information.
14. Select the Options tab switch at the top of the **Entry** Page. The Options Page of the **Journal Entry** dialog box opens.
 15. Activate None in the **Single Currency** group box. This alerts the system that the Company Home Currency is also the journal Posting Currency, and that no translation is necessary. ♦
 16. The Journal Source determines the default setting of the **Multi-Company Batch** feature. If the journal is to process transactions that will post to more than one Company, be sure that this check box is activated. ♦

17. Select an **Intercompany Entry** method from the drop-down list. This step is required if you activate the **Multi-Company Batch** feature. ♦

18. Select the **Change Row** toolbar button.

19. When the system indicates that the "Row Has Been Changed," select the **OK** button on the Message Pad.

Tip: After you have completed the Journal Header, check the Entry Page to be sure that the journalstatus is In Process.

To Modify a Journal Header

At any time during Journal Development, you can take these steps to modify the information in the Journal Header:

Step / Action

1. Select **Journals** from **Process** menu, and then **Journal Entry** from the Journals submenu. The Entry Page of the Journal Entry dialog window opens.

2. To retrieve the Journal Header immediately, enter the journal **Batch No.** and **Journal Code**, and then select the **Look Up** button on the toolbar. Go to Step #6.

3. If you don't know the Batch Number, select the appropriate Journal Code and select the **Look Up** button on the toolbar. The Batch Number Search Dialog window opens.

4. Use your cursor to highlight the appropriate journal from the list of journals with completed headers. If the list is long, you can use the scroll arrows.

5. Select the **OK** button in the search dialog. The **Entry Page** of the **Journal Entry** dialog box is loaded with current information about the journal.

6. Make your changes to either or both pages of the Journal Header.

7. Select the **Change Row** toolbar button.

8. When the system indicates that the "Row Has Been Changed," select the **OK** button on the Message Pad.

9. Close the **Journal Entry** dialog box.

To Delete a Journal Header

You can delete a journalHeader at any point in the development process until the journal has been posted in Phase 4. To delete a Journal Header, take these steps:

Step / Action

1. Select **Journals** from the **Process** menu, and then select **Journal Entry**. The Entry Page of the **Journal Entry** dialog box opens.
2. Select the **Look-Up** toolbar button. The Batch Number Search Dialog window opens.
3. Use the Search function or scroll through the list to find the appropriate journal.
4. Highlight the journal.
5. Select the **OK** button at the bottom of the search dialog. The **Entry Page** of the **Journal Entry** dialog box opens.
6. Confirm that you have selected the Journal Header you intend to delete.
7. Select the **Delete** toolbar button.
8. When the "Are you sure you want to delete this?" message appears, select **Yes**.
9. When the system indicates "This Row Has Been Deleted", select the **OK** button.
10. Close the **Journal Entry** dialog box.

Journal Development—Phase 2: Journal Detail

In the second phase of Journal Development, you use the **Journal Detail** dialog box to add the details of the journaldebit and credit transactions. You can access this dialog box by selecting the **Detail** button on the **Entry** Page of the **Journal Entry** dialog box, or you can take the following steps:

Step / Action

1. Select **Journals** from the **Process** menu, and then select **Journal Entry**. The Entry Page of the **Journal Entry** dialog box opens.
2. Place your cursor in the **Batch No.** field.
3. Click on the **Look Up** toolbar button (or double-click in the field). The Batch Number Search Dialog window opens and displays the active journal batches.
4. Use the search function or scroll through the list of batches to find the appropriate journal.
5. Highlight the journal batch.
6. Select the **OK** button in the search dialog. The **Journal Entry** dialog box opens and displays the journalheader information.
7. Select the **Detail** button in the **Journal Entry** dialog box. The **Journal Detail** dialog box opens.

Journal Detail

Currency: BAL

Actual Amount: 1.017.00 Actual Memorandum Amount: 0.00 Control Amount: 0.00 Control Memorandum Amount: 0.00

Debits: 1.017.00 Credits: 1.017.00

	*	Project ID	Sub Project ID	COMP	ACCT	NATA	CURR	USER	Subledger	Description
1				001	ADIO	1601	000	00		VEND001
2				001	ADIO	1601	000	01		VEND001
3				001	LOOO	2901	000	01		2000030103
4				001	LOOO	2901	000	10		Accrued Use Tax
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

☐ Spreadsheet Account Description: USDS ADIO nocurr 00

OK Cancel Select Append Insert Delete Undelete SubTable Proj Select Print

Journal Detail Dialog Box

In Phase 2 of Journal Development, the **Journal Detail** dialog box records the amounts that are to be posted to the accounts of the General Ledger.

The format and content of the **Journal Detail** dialog box will change in response to a journal's individual specifications. The most significant changes occur if you are assembling multiple

currency journals in Source Currency Mode. Under these circumstances, the **Journal Detail** dialog box inserts or removes certain columns in its Transaction Table.

If your Administrator has not activated the system **D/C Logic** feature, the **Debit** and **Credit** columns of the **Journal Detail** dialog box are replaced by a single **Amount** column. Please refer to your administrator's manual for a complete explanation of D/C Logic.

Note: The information in the Journal Detail dialog window will appear in display (read only) mode if you are viewing a journal that has an amortized prepaid attached to it. You cannot edit that type of journal.

The following lists the standard fields and buttons in this dialog box.

Currency

Actual Amount - Debits

Actual Amount - Credits

Actual Memorandum Amount - Debits

Actual Memorandum Amounts - Credits

Control Amount - Debits

Control Amount - Credits

Control Memorandum Amount - Debits

Control Memorandum Amount - Credits

Row Number

Project ID

Sub-Project ID

Account Number

Sub Ledger

Description

Currency

Debit

Credit

XRef

Quantity

Spreadsheet

Account Description

OK Button

Cancel Button

Select Button
Append Button
Delete Button
Insert Button
Undelete Button
SubTable Button
Proj Select Button
Print Button

To Enter Journal Detail

In Phase 2 of Journal Development, you enter the details of the journal transaction by taking the steps outlined below. If you have just completed a Journal Header, you can begin the process by selecting the **Detail** button on the Entry Page of the **Journal Entry** dialog box and then starting at Step 5. If you are accessing a journal that is incomplete, begin at Step 1.

Step / Action

1. Select **Journals** from the **Process** menu, and then select **Journal Entry**. The **Entry Page** of the **Journal Entry** dialog box opens.
2. From the **Journal Code** drop-down list, select the code that identifies the applicable Journal Source template.
3. Select the **Look Up** button on the toolbar. The **Journal Select** dialog box provides you with a list of unposted journal batches associated with that Journal Source.
4. Highlight the appropriate batch and select the **OK** button in the **Journal Select** dialog box. The **Entry Page** of the **Journal Entry** dialog box redisplay.
5. Confirm that you have selected the right journal, and select the **Detail** button. The **Journal Detail** window opens.
6. Enter values for each component and element of the first transaction Account Number.
7. Add **Subledger** codes, if appropriate. The system alerts you if subledger values are associated with a particular General Ledger account.
8. Add a brief **Description** of the transaction.

9. Enter the transaction amount. If the systemD/C Logic is active, you enter **only** positive figures in the **Debit** or **Credit** field. If D/C Logic is not active, you enter positive or negative numbers in a single **Amount** field.
10. Enter any cross-reference information in the additional columns.
11. Select the **Append** button. The system validates the transaction, and moves your cursor to the beginning of the next row.
12. Complete Step 5 through Step 11 for each debit and credit transaction.
13. Select the **OK** button. The system returns you to the **Entry Page** of the **Journal Entry dialog box**.

Using a Spreadsheet to Add Journal Detail

If you select the **Spreadsheet** option at the bottom of the **Journal Detail** dialog box you can copy journal detail from an Excel or Lotus 1-2-3 spreadsheet.

Note: The table that holds your source data must have the same structure as the data table of the **Journal Detail** dialog box. You can copy journal details directly from the spreadsheet and paste the information into the data table. To paste the data to the table in the **Journal Detail** dialog box, or to any dialog box containing a spreadsheet, take these steps:

Step / Action

1. In your Excel or Lotus spreadsheet, highlight the rows of data to be exported to the table.
2. Cut (or copy) the Excel or Lotus data.
3. In the receiving detail dialog box, click on the **Spreadsheet** check box to activate the cut-and-paste feature. The **OK** button will be disabled.
4. In the detail dialog box, highlight the cell in the upper left corner of the Transaction Table.
5. Paste the information into the table by selecting **Paste** from **Edit** menu or by using the Ctrl/V keyboard combination. The values are entered in the Transaction Table without being validated.
6. Uncheck the **Spreadsheet** check box. All rows and fields will be validated. The **OK** button is enabled.

7. Use the error list and correct all invalid values.

8. Click **OK** to complete the entry of this data.

Journal Development—Phase 3: Verification

In the third phase of the Journal Development process, you initiate a formal review and verification process.

During this process, you begin by reviewing the Journal Header and Journal Detail. The system then checks to be sure that:

--None of the rules governing the journal accounting and currency functions has been broken.

--The journalStatus is Complete—credits equal debits.

Alert! Journal Review and Verification is a required phase if the **Manual Verification Required** check box of the Journal Source template is active. Journals in certain categories, however, are automatically verified when Journal Detail is complete. In such cases, the **Manual Verification Required** setting of the Journal Source template is **not** active.

Verification Procedures—Security Considerations

Journal Verification is an important and sensitive area of Journal Development. To participate in this phase, you must receive authorization from your system Administrator.

If you have questions about your ability to verify journals, consult your Administrator.

Selecting Journals for Review and Verification

Every journal has two key identifiers that you use to access a journal during Phase 3:

--**Journal Code** identifies the Journal Source that served as the journal template.

--**Batch Number** is the unique number that the system assigns to the journal when you add the Journal Header to the database.

Each journal also falls into one of six **Status** categories displayed on the Entry Page of the **Journal Entry** dialog box:

--**In Process:** The Journal Header has been defined but Journal Detail is not complete.

--**Completed:** Journal Detail is complete; the running total in the **Actual Amount** field of the **Journal Detail** dialog box equals the total in the **Control Amount** field. (If the journal does not contain control amounts, the system checks to be sure that the journal credits equal its debits.

--**Verified:** The Completed journal has been reviewed by you or another member of your staff. The system validation tests have determined that the journal accounting and processing actions are accurate and appropriate. The journal is ready for posting.

--**Posted:** The journal transactions have been posted to accounts of the General Ledger.

--**Failed:** The posting process was unsuccessful for this journal.

--**Deferred:** The journal transactions have been placed in a queue for later processing.

--**Posting Started and Not Complete:** The posting process was interrupted.

You can verify journals in the **Review/Post Journals** window and its closely related **Journal Batch Filter** dialog box. These windows use the identifiers and Status categories to generate lists of active journals and to retrieve both the Journal Header and Detail of a specific journal during the Review and Verification process.

Journal Batch Filter Dialog Box

During Phase 3 of Journal Development, you use this dialog box to specify search and sort parameters. The system can then conduct a search of your database and display the journals that meet your specifications. The list appears in the Data Area of the **Review/Post Journals** dialog box.

To access the **Journal Batch Filter** dialog box, select **Review/Post** from the **Process** menu, and then select **Journal Entry** from **Review/Post** sub-menu.

Journal Batch Filter - FGLP417

Journal Codes

- ACCTMAP
- ACTUAL
- ADJUST
- ALLOC
- APADJ
- APINV
- APINVInt
- APPAY
- APREC
- ARCASH
- ARFIN
- ARINV
- ARREC
- ARREF
- at_jc1
- at_jc2
- BASIC
- CCIJNL
- CCMJNL
- CMCMC1
- CMCMC2
- CMCMC3
- CMCMC4
- CMCMC5
- CMCMC6
- CMCMCA1
- CMCSC1
- CMCSC2
- CMCSC3

Journal Status

☐ In Process ☐ Entry Complete

☐ Verified ☐ Failed

☐ Posted ☐ Deferred

☐ Posting Started and Not Complete

Effective Date

Condition: Start Date: End Date:

None - - - - -

None - - - - -

Batch Selections

Condition: Start Batch No. End Batch No.

None

Company Selections

Condition: Starting Company No.

None COMP

Ending Company No.

COMP

Order By: Journal Code

OK Cancel Reset

The following lists the fields and buttons in this dialog box.

Journal Codes

Journal Status

Effective Date

Batch Selections

Company Selections

Condition

Order by

OK Button

Cancel Button

To Retrieve a List of Active Journals

In the first stage of Phase 3, you take these steps to specify search criteria and retrieve a list of journals:

Step / Action

1. Select **Review/Post** from the **Process** menu, and then select **Journal Entry** from the **Review/Post** sub-menu. The **Journal Batch Filter** window opens.
2. From the list of **Journal Codes**, select codes for the Journal Sources of the journals that the system is to list. You can select multiple codes. If you do not select any of the codes, the system lists all journals that satisfy your other search criteria.
3. Specify the Journal Status categories of the journals that the system is to list. Again, you can select multiple categories. If you do not select a Status, the system lists all journals that satisfy the other search criteria. By specifying both Journal Code and Journal Status criteria, you limit the scope of the search to journals that fall within the designated Status categories are associated with the designated Journal Sources.
4. Use the fields of the **Effective Date** group box to limit the selection of Journal batches to those with certain Effective Dates. The designation of a GL Effective Date, along with other criteria, further restricts the scope of the journal search.
5. Select the **OK** button. The system retrieves the journal data that you have specified and displays it in the **Review/Post Journals** dialog box.

Review/Post Journals Dialog Box

During Phase 3 of Journal Development, the **Review/Post Journals** dialog box serves as much more than a repository of journal information. In this dialog box, you can select a journal (of any status) and save it as a new journal. To open this dialog box, enter the appropriate search information in the **Journal Batch Filter** dialog box and select the **OK** button at the bottom of the dialog box.

Review/Post Journals - FGLP415

	Journal Code	Batch No.	Journal Id	Gl Effective Date	Status	Description	Created By	Last Modifier
1	ACTUAL	3853	ACTL	12/10/02	Posted	ACTUAL	FLXADM	FLXADM
2	APINV	3860	APIN	12/10/02	Verified	AP Batch Number 121002	FLXADM	FLXADM
3	APINV	3861	APIN	12/10/02	In Process	AP Batch Number 121002	FLXADM	FLXADM
4	APINV	3862	APIN	12/10/02	Verified	AP Batch Number 121002	FLXADM	FLXADM
5	APINV	3863	APIN	12/10/02	Verified	AP Batch Number 1210021	FLXADM	FLXADM
6	APINV	3864	APIN	12/10/02	Verified	AP Batch Number 1110022	FLXADM	FLXADM
7	APINV	3865	APIN	12/10/02	Verified	AP Batch Number 1210023	FLXADM	FLXADM
8	APINV	3866	APIN	12/10/02	Verified	AP Batch Number 1210026	FLXADM	FLXADM
9	APINV	3867	APIN	12/10/02	Verified	AP Batch Number 1210027	FLXADM	FLXADM
10	APINV	3869	APIN	12/10/02	Verified	AP Batch Number 121102	FLXADM	FLXADM
11	APINV	3885	APIN	12/10/02	Verified	AP Batch Number 1211021	FLXADM	FLXADM
12	APINV	3898	APIN	12/10/02	Verified	AP Batch Number 121202	FLXADM	FLXADM

Journal Description: ACTUAL

The action buttons along the bottom of the dialog box initiate Review and Verification procedures that allow you to:

--View and edit a particular journalHeader and Detail information.

--Verify a Completed journal.

--Post a Verified journal.

--Copy an existing journal and save it as a new journal.

--Return to the Journal Batch Filter dialog box for more information.

The following lists the fields and buttons in this dialog box.

Journal List Group Box

Journal Code

Batch No.

Effective Date

Status

Description

Journal Description

Verify Button

Filter Button

View/Edit Button

Process Screen Button

Process Report Button
Deferred Process Button
Copy Skeleton Button
Remove Deferred Process Button

To Review and Verify a Journal

To review and verify a journal in Phase 3 of Journal Development, take these steps:

Step / Action

1. Select Review/Process from the Process menu, and then select Journal from the Review/Process sub-menu. The Journal Batch Filter dialog box opens.
2. Indicate your journal search parameters and select the OK button. The Review/Post Journals dialog box opens and displays a list of journals and their identifying data.
3. Scroll through the list until you find the appropriate journal. Be sure that the journal has a Completed status.
4. Highlight the journal and select the Verify button. The journalJournal Detail window appears on your screen.
5. Review the data in the journalJournal Detail dialog box. If the information is correct, select the Cancel button. The Entry Page of the Journal Entry dialog box opens, and you see this message: "Do you wish to mark this journal as being verified?"
6. Select the Yes button. The system returns you to the Review/Post Journals window.
7. Confirm that the status of the journal has changed to Verified.

To Copy an Existing Journal and Save it as a New Journal

Step / Action

1. Select **Review/Process** from the **Process** menu, and then select **Journal** from the **Review/Process** sub-menu. The **Journal Batch Filter** dialog box opens.

2. Indicate your journal search parameters and select the **OK** button. The **Review/Post Journals** dialog box opens and displays journals and their identifying data.
3. Locate the journal you want to copy.
4. Highlight the journal and select the **View/Edit** button. The journal **Journal Detail** dialog box opens.
5. Review the data in the journal **Journal Detail** dialog box.
6. Select the **Copy** button. The system creates a new journal with the same header attributes, accounts, and amounts as the journal being copied. This journal status will be In-Process.
7. When the journal has been created, a message appears indicating the new batch number and the status of In-Process. You can make any changes you want to the new journal. You must view/edit the details screen in order to change the status to Verified.

Journal Development—Phase 4: Posting

In the final stage of Journal Development, you post the journal entries to the General Ledger accounts. You can choose among three sets of posting procedures. Each is initiated by one of the buttons on the **Review/Post Journals** dialog box:

- Process-Screen posts the journal immediately and displays the results on your screen.
- Process-Report also posts the journal immediately, but the output is sent to a report file from which you can print it.
- Deferred Process creates a posting event and assigns it to a processing queue that you schedule.

You **cannot post** a journal entries until the journal has a Verified status.

To Post Journal Entries—Screen

In Phase 4 of Journal Development, you take the following steps to post journal entries immediately, using data on your screen to track the results.

Step / Action

1. Select **Review/Post** from the **Process** menu, and then select **Journal** from the **Review/Post** sub-menu. The **Journal Batch Filter** dialog box opens.

2. To find the journal, select the appropriate **Journal Code(s)** and activate the **Verified** check box in the **Journal Status** group box.
3. Select the **OK** button. The **Review/Post Journals** dialog box displays a list of the Verified journals that meet your search specifications.
4. Locate and highlight the journal you want to post.
5. Select the **Process-Screen** button. The system posts the entries and removes the journal from the list of Verified journals.
6. Select the **Filter** button to initiate a search for Posted journals. The journal that you have just processed will be part of this list.

To Post and Report Journal Entries

In Phase 4 of Journal Development, you can take these steps to post journal entries that will be included in a follow-up report:

Step / Action

1. Select **Review/Post** from the **Process** menu, and then select **Journal** from the **Review/Post** sub-menu. The **Journal Batch Filter** dialog box opens.
2. To find the journal, select the appropriate **Journal Code(s)** and activate the **Verified** check box in the **Journal Status** group box.
3. Select the **OK** button. The **Review/Post Journals** dialog box displays a list of Verified journals that meet your search specifications.
4. Locate the journal you want to post.
5. Highlight the journal and select the **Process-Report** button. The system posts the entries, removes the journal from the list, and adds the journal information to the account balance data included in one or more Journal Detail and Daily Activity reports.

To Defer Posting

To defer posting of the journal in Phase 4 of Journal Development, take these steps:

Step / Action

1. Select **Review/Post** from the **Process** menu, and then select **Journal** from the **Review/Post** sub-menu. The **Journal Batch Filter** dialog box opens.
2. To find the journal, select the appropriate **Journal Code(s)** and activate the **Verified** check box in the **Journal Status** group box.
3. Select the **OK** button. The **Review/Post Journals** dialog box displays a list of Verified journals that meet your search specifications.
4. Locate the journal for which you want to defer posting.
5. Highlight the journal and select the **Deferred Process** button. The **Batch Processing dialog box** opens.
Enter the queue's **Start Time**.
6. Enter the queue's **Start Date**. You can enter a date directly or use Calendar to select a date.
7. Select the **OK** button. The journal remains in a Verified condition until the system processes it on the day and at the time you specified.

Journal Sources

Among the first decisions you make when you assemble a journal is the selection of the journal template—its **Journal Source**—and the specification of a Journal Source code (**Journal Code**) on the Entry Page of the **Journal Entry** dialog box.

Journal Entry - JNLFRAME

Entry Options

Journal Code: **ACCTMAP**

Batch No: **0**

Journal ID: **BASI**

GL Effective Date: **03/13/2002**

Balance Code: **ACCRUAL**

Journal Type: **Current Period**

Primary Company: **COMP 001**

Journal Description: **BASIC**

Journal Purpose:

Default Account:

COMP	ACCT	NATA	CURR	USER
000	0000	0000	000	00

Control Totals

Source Amounts: 0.00

Memo Amounts: 0.00

Quantities: 0.0000

Journal Status: **In Process**

☒ Memorandum

Skeleton...

Detail...

A Journal Source is a set of default specifications defined by your Administrator. When you prepare a new journal, the values and settings of the Journal Source template you choose appear as default values and settings when you begin to construct the journal.

Remember!

One of the first steps you take when you create a new journal is to specify its Journal Source. Be sure that you are thoroughly familiar with the information and settings of the Journal Sources with which you are working.

Tip: To print a topic when it pops up, right-click on the description, then select the "Print Topic" option from the menu that appears.

The following lists the fields and buttons in this dialog box. Click on the name of the field to pop up its description. Click anywhere to close it.

Journal Code

Journal ID

Journal Type

Balance Code

Journal Description
Primary Company
XRef 1—XRef 3
Manual Verification Required
External Application Settings Group Box
Drill Across
Application
Journal Closing
Close Journal Button
MultiCompany Processing Group Box
Multi-Company Batch
Multiple Currencies
Account Mapping Rule
Suspense Processing Method and Account
Memo Suspense Processing
Source Currency Suspense Processing
Subsystem Posting Rules Group Box
Posting Type
Auto Post
Posting Method
Define Mask Button
Reversing Group Box
Reverse Journal
Offset Period
Day

Project and Sub-Project Transactions

The Projects module is project management software that communicates continuously with other applications, especially with Ledger, which plays a central and critical role in the implementation and operation of the Projects application. Projects does not run unless authorized by Ledger.

During implementation of the Projects application, the Ledger system administrator **must** activate the **Use Project** check box in the **Processing Set** dialog box. This step permits Ledger and the other applications to generate journals and process financial transactions linked to individual projects and sub-projects.

The **Processing Set** dialog box contains two sets of **Project ID Settings**. The first adds a Primary Project identifying code to the front of each Account Number and indicates the maximum size of the code; the second provides specifications for a sub-project identifying code. Journal entries recording project and sub-project expenses can **only** post to those General Ledger accounts formally designated as project accounts.

The Ledger system administrator uses the **Posting Accounts** dialog box to assign an account to the Projects system, as well as to add a project component to the standard Account Structure.

To Link a Journal to a Project

To link a journal to a project, take these steps:

Step / Action

1. Place your cursor in the **Project** field of the Transaction Table and click on the **Project Select** button. The **Project Select** dialog box opens and displays a list of active projects.
2. Select a **Project ID** and click on the **OK** button. The **Sub-Project Select** dialog box opens.
3. Choose the applicable Sub-Project ID and click on the **OK** button. The system places identifying codes in the appropriate **Project** and **Sub-Project** fields of the **Journal Detail** dialog box.

Chapter 5 Journal Detail - Source Currency Journals

Journal Detail - Source Currency Journals

This Help Sequence reviews alternative formats and functions of the Journal Detail dialog box when used in the development of Source Currency Journals. The Help Sequence includes the following topics:

Source Currency Journals - Journal Detail Dialog Box

Journal Detail Dialog Box: Single Source Currency Journal—Manual Translation

Journal Detail Dialog Box: Single Source Currency, Look—Up Translation

Journal Detail: Multiple Source Currency Journal—Manual Translation

Journal Detail: Multiple Source Currency Journal—Look-Up Translation

Source Currency Journals - Journal Detail Dialog Box

In the second phase of developing a Source Currency Journal, you use the Journal Detail dialog box to enter the journal's debit and credit transactions. The specific format and functions of the **Journal Detail** dialog box reflect the type of journal you are constructing:

Single Source Currency, Manual Translation. Transactions are valued in one Source Currency. You specify the exchange rate on the **Options** Page of the Journal Entry dialog box, as part of the Journal Header.

Single Source Currency, Look-Up Translation. Transactions are valued in one Source Currency. Ledger retrieves a translation rate from the Exchange Rate Table, using the valuation basis data you enter on the **Options** Page of the **Journal Entry** dialog box.

Multiple Source Currencies, Manual Translation. Transactions are valued in multiple Source Currencies. You specify an exchange rate for each transaction in the **Journal Detail** dialog box.

Multiple Source Currencies, Look-Up Translation. Transactions are valued in multiple Source Currencies. Ledger retrieves a translation rate from the Exchange Rate Table for each transaction, using the valuation basis data you enter for a transaction in the **Journal Detail** dialog box.

To Open the Journal Detail Dialog Box

You can open this dialog box by pressing the **Detail** button on the **Entry** Page of the **Journal Entry** dialog box, or you can take the following steps:

Step / Action

1. Select Process, Journals, Journal Entry to open the Entry Page of the Journal Entry dialog box.
2. Place your cursor in the Batch No. field.
3. Click on the Look Up toolbar button, or double-click in the field. The Journal Select search dialog box opens and displays a list of the active journal batches.
4. Use Ledgersearch function or scroll through the list of batches until you find the appropriate journal.
5. Highlight the journal batch.
6. Select the OK button at the bottom of the Journal Select dialog box. The Journal Entry dialog box displays the journalheader information.
7. Select the Detail button at the bottom of the Journal Entry dialog box. The Journal Detail dialog box opens.

Journal Entry - JNLFRAME

Entry Options

Journal Code: **APINV** Control Totals Journal Status

Journal Detail - FGLP405

Currency: **BAL**

	Actual Amount	Actual Memorandum Amount	Control Amount	Control Memorandum Amount
Debits:	1,017.00	0.00	0.00	
Credits:	1,017.00	0.00	0.00	

	*	Short Key	Project ID	Sub Project ID	COMP	ACCT	NATA	CURR	USER	Subledger	
1					001	A010	1601	000	00		VEND001
2					001	A010	1601	000	00		VEND001
3		D			001	A010	1601	000	01		VEND001
4		D			001	A010	1601	000	01		VEND001
5					001	L000	2901	000	01		20000301
6					001	L000	2901	000	10		Accrued Use
7											
8											
9											
10											
11											
12											
13											
14											
15											

☐ Spreadsheet

Account Description:

OK Cancel Select Append Insert Delete Undelete SubTable Proj Select Print

Journal Detail Dialog Box: Single Source Currency Journal-Manual Translation

If you are constructing a Single Source Currency Journal and have entered the necessary exchange rate data in the Manual group box on the Options Page, the fields and functions will include those described below.

The following lists the fields and buttons in this dialog box.

Currency

Actual Amount

Actual Memorandum Amount

Control Amount

Control Memorandum Amount

Transaction Table

Asterisk (*)

Account Number

Subledger

Description

Debit

Credit
XRef
Quantity
Spreadsheet
Account Description
OK Button
Cancel Button
Select Button
Append Button
Delete Button
Insert Button
Undelete Button
SublTable Button

Journal Detail Dialog Box Single Source Currency Journal - Look-Up Translation

If you are constructing a Single Source Currency Journal and have entered the necessary exchange rate data in the Look Up group box on the Options Page, the fields and functions of the Journal Detail dialog box include those described below.

The screenshot shows the 'Journal Entry - JNLFRAME' dialog box with the 'Options' tab selected. The dialog is divided into several sections:

- Currency Conversion:** Includes a checkbox for 'Multiple Currencies' (unchecked) and a 'Single Currency' section with radio buttons for 'None' (selected), 'Look-up', and 'Manual'. Below these is a 'Currency Code' dropdown menu showing 'DEM'.
- Multiple Currencies:** Includes radio buttons for 'Look-up' and 'Manual', and a 'Balancing Currency' field.
- Look-up -- Home Curr. Conversion:** Includes a 'Currency Usage/Year' dropdown, 'Translation Date' and 'Alt. Translation Date' dropdowns (both showing '01/18/2006'), and a 'Rate Type' section with radio buttons for 'Actual' and 'Estimate'.
- MultiCompany Processing:** Includes a checkbox for 'Multi-Company Batch' (unchecked) and an 'Intercompany Entries' dropdown menu.
- Manual:** Includes 'Rate' and 'Alt. Rate' text boxes (both showing '0.00000000') and radio buttons for 'Divide' and 'Multiply'.
- Buttons:** An 'Additional Book Usage...' button is located in the center-right area.

The following lists the fields and buttons in this dialog box.

Currency
Actual Amount
Actual Memorandum Amount
Control Amount
Control Memorandum Amount
Transaction Table
Asterisk (*)
Account Number
Subledger
Description
Debit
Credit
XRef
Quantity
Spreadsheet
Account Description
OK Button
Cancel Button
Select Button
Append Button
Delete Button
Insert Button
Undelete Button
SubTable Button

Journal Detail: Multiple Source Currency Journal — Manual Translation

In a Multiple Currency Journal with Manual translation, you supply an exchange rate data for every transaction. First, be sure that you have entered the necessary currency information on the **Entry** Page and in the **Look Up** group box of the **Options** Page.

Alert !

The number you enter in the Rate field of the Journal Header's Options Page appears as a default in each row of Journal Detail. If the majority of a journal's transactions will be in one Source Currency, you might want to enter the applicable rate in this field.

If you are constructing a Multiple Source Currency Journal and have entered the necessary exchange rate data in the **Manual** area of the **Options** Page, the fields and functions include those described below.

The screenshot shows the 'Journal Entry - JNLFRAME' dialog box with the 'Options' tab selected. The 'Currency Conversion' section has 'Multiple Currencies' checked and 'Single Currency' set to 'None'. The 'MultiCompany Processing' section has 'Multi-Company Batch' unchecked. The 'Look-up -- Home Curr. Conversion' section has 'Currency Usage/Year' set to 'DEM', 'Translation Date' set to '01/18/2006', and 'Alt Translation Date' set to '01/18/2006'. The 'Manual' section has 'Rate' and 'Alt Rate' both set to '0.00000000'. There are also radio buttons for 'Actual' and 'Estimate' under 'Rate Type', and 'Divide' and 'Multiply' under 'Manual'.

The following lists the fields and buttons in this dialog box.

Currency

Actual Amounts

Control Amounts

Control Memorandum Amounts

Transaction Table

Asterisk (*)

Account Number

Subledger

Description

Currency

Debit

Credit

Rate

Balance Amount
XRef
Quantity
Spreadsheet
Account Description
OK Button
Cancel Button
Select Button
Append Button
Delete Button
Insert Button
Undelete Button
SublTable Button

Journal Detail: Multiple Source Currency Journal — Look-Up Translation

When you prepare a Multiple Source Currency Journal with Look-Up translation, Ledger retrieves exchange rates from the Exchange Rate Table, using specifications you enter in the Look Up group box on the Options Page of the Journal Entry dialog box. Ledger indicates an exchange rate for each transaction in the Journal Detail dialog box.

The following lists the fields and buttons in this dialog box.

Currency
Actual Amounts
Control Amounts
Control Memorandum Amounts
Transaction Table
Asterisk (*)
Account Number
Subledger
Currency
Debit
Credit
Rate

Balance Amount
XRef
Quantity
Spreadsheet
Account Description
OK Button
Cancel Button
Select Button
Append Button
Delete Button
Insert Button
Undelete Button
SublTable Button

Chapter 6 Inquiries

Inquiries

This Help Sequence contains the following topics:

Introduction

Inquiry Levels

Structure Inquiry

Structure Inquiry Dialog Box

Combinations of Structure Inquiry Specifications

Calculating Aggregates and Averages

To Define and Execute a Structure Inquiry

Reviewing the Results of a Structure Inquiry

Structure Inquiry Results Dialog Box

Summary Balance Inquiries

Account Summary Inquiry

Account Summary Inquiry Dialog Window

Average Daily Balances

Daily Balance Information Dialog Box

To Retrieve an Account's Average Daily Balances

Journal Summary Inquiry

Journal Summary Dialog Window

To Conduct a Journal Summary Inquiry

Journal Detail Inquiry

Journal Header History Dialog Window

To Initiate a Journal Detail Inquiry

Journal History Detail Inquiry

Journal History Detail Dialog Window

Currency Breakdown Inquiry

Introduction—Inquiries

Ledger provides you with up-to-the-minute financial data in the form of on-line Inquiries. Each Inquiry instantly presents a full array of General Ledger, journal, and analytical information right on your computer screen.

This Help Sequence explains the system inquiry functions. After a review of account structures and masking techniques, this Help Sequence shows you how to define and run inquiries such as:

--A Structure Inquiry of the balances and journal activity of a selected range of General Ledger accounts

--An Account Summary Inquiry that displays period balances for a particular account

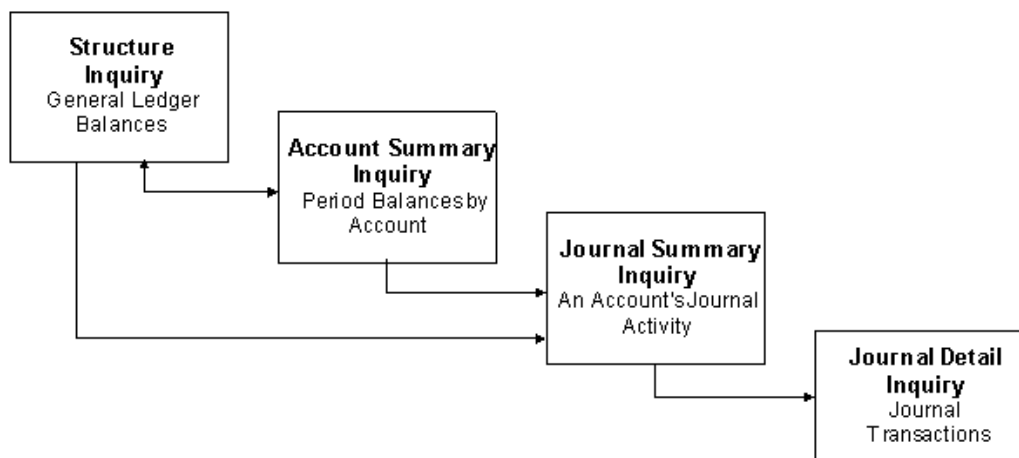
--A Journal Summary Inquiry that retrieves data on journal activity for a particular account

--A Journal Detail Inquiry into the characteristics and transactions of a specific journal

--A Currency Breakdown Inquiry into an accountSource Currency balances (Details of this Inquiry are included in the Help Sequence covering Multiple Currency Journals in Source Currency Mode.)

Inquiry Levels

Together, primary Inquiries—the Structure Inquiry, Account Summary Inquiry, Journal Summary Inquiry, and Journal Detail Inquiry—occupy the four-level hierarchy depicted below.

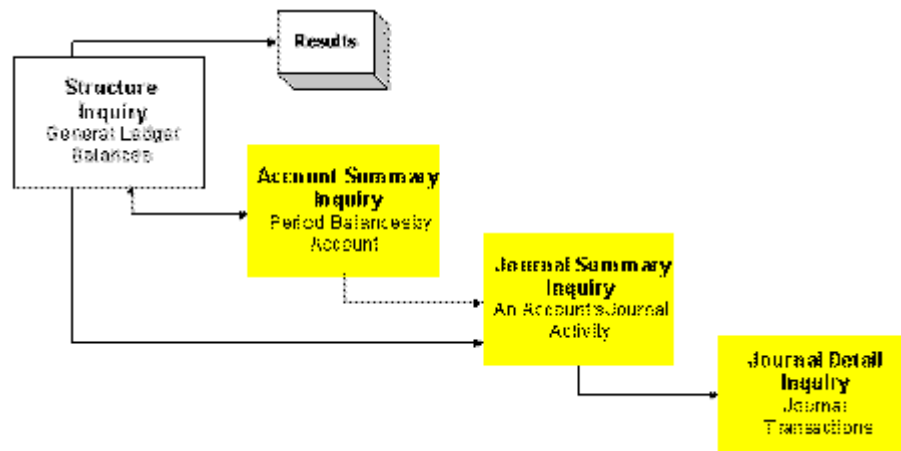


From a higher Inquiry, you can drill down to a lower Inquiry, and then return. If you start in the Journal Summary Inquiry, you can drill down to the Journal Detail Inquiry or move up to the Account Summary Inquiry.

The **Currency Breakdown Inquiry** is a specialized Inquiry into Source Currency balances and is available only if the system is operating in Source Currency Mode.

Structure Inquiry

The **Structure Inquiry** is at the top of the four-level hierarchy of the primary Inquiries:



You use the **Structure Inquiry** dialog box to define the specifications of a Structure Inquiry, and the **Structure Inquiry Results** dialog box to review the Inquiry data. Select **Inquiries, Structure Inquiry** to open this dialog box.

Structure Inquiry - FGLP600

Query Identifier:

Query Description:

Structure Code: Roll-up Depth: Query Method:

Account Mask:

☐ Include Higher Levels ☐ Suppress Zeros ☐ Query Subledger Balances

Column Title:

Period Results:

Balance Code:

Calendar Code:

Account Type:

Subledger Rule:

Source Currency:

Book Type:

Base Currency:

Year/Period:

Date:

Structure Inquiry Dialog Box

When conducting a Structure Inquiry, you can use the **Structure Inquiry** dialog box in two ways:

1. You can define a Structure Inquiry, and then run it repeatedly by selecting its identifying code.
2. You can define Structure Inquiry and use it once.

The following lists the fields and buttons in this dialog box.

Query Identifier
Structure Code
Account Mask
Query Method
Include Higher Levels
Suppress Zeroes
Query Subledger Balances
Columns
Column Title
Period Results
Subledger Rule
Balance Code
Calendar Code
Amount Type
Source Currency
Book Type
Base Currency
Year/Period
Date

Combinations of Structure Inquiry Specifications

The table below reviews the results of various combinations of **Method** and **Amount Type**, **Year/Period**, and **Date** that you can employ when conducting a Structure Inquiry. These specifications are included on the **Structure Inquiry** dialog box.

If the Method is... And the Amount is... Ledger will display...

PTD (Period-to-Date) Period Net An accountnet balance for the period you specified in the **Year/Periods** field.

PTD Net Activity Net activity for the current period—through the date indicated in the **Date** field.

PTD Average An accountAverage Daily Balance for the current period—through the date indicated in the **Date** field.

To arrive at this figure, the system sums the account closing balances at the end of each day since the beginning of the year—then divides the result by the number of days.

PTD Aggregate An accountAggregate Balance for the current period—through the date indicated in the **Date** field.

To arrive at this figure, the system sums the account closing balances at the end of each day in the year

PTD Debits Total debits to the account for the current period—through the date indicated in the **Date** field.

PTD Credits Total credits to the account for the current period—through the date indicated in the **Date** field.

YTD (Year-to-Date) Period Net An accountnet balance for the year-to-date— for the year youspecified in the **Year** field...up to and including the period youspecified in the **Period** field.

YTD Net Activity Net activity for the current year—through the date indicated in the **Date** field.

YTD Average An accountAverage Daily Balance for the year—calculated through the date indicated in the **Date** field.

YTD Aggregate An accountAggregate Balance for the current year—through the date indicated in the **Date** field.

YTD Debits Debits to the account for the current year—through the date indicated in the **Date** field.

YTD Credits Credits to the account for the year—through the date indicated in the **Date** field.

DTD (Day-to-Date) Period Net "Invalid Method, Account Type Combination."

Because the Day-to-Date method calculates and displays a single daybalances, the Period specification is not valid.

DTD Net Activity Net activity for the date indicated in the **Date** field.

DTD Average "Invalid Method, Account Type Combination."

Because the Day-to-Date method deals with a single day,
the system cannot calculate an Average.

DTD Aggregate "Invalid Method, Account Type Combination."

Because the Day-to-Date method deals with a single day,
Ledger cannot calculate an Aggregate.

DTD Debits Debits to the account for the date indicated in the **Date**
field.

DTD Credits Credits to the account for the date indicated in the **Date**
field.

AT1 Aggregate Inception to Date 1: This field is not used. (Future
functionality that has not been implemented.)

AT2 Aggregate Inception to Date 2: This field is not used. (Future
functionality that has not been implemented.)

QTD Aggregate Quarter to Date: Reports the balances for the three periods
contained in the quarter calendar definition. Only will
render information if QTD Averages are turned on in the
COMPANY CODE and Average Balances are flagged on.

Compute Aggregate Compute: Allows the user to perform calculations in the
column rather than retrieving data from the database.

Users can enter formulas using data derived from other
columns. C1=column 1; C2=column 2; C3=column 3; and
C4=column 4. Calculations can use multiplication (*),
division (/), addition (+), subtraction (-), and constants.

Example: ((C1*C2)/12)*.50

Calculating Aggregates and Averages

To determine Aggregate and Average Balances when carrying out a Structure Inquiry, the system carries out the calculations illustrated in the example below:

In this example, the Administrator has defined Saturday and Sunday as non-business days in the Calendar. Although there is no activity on Saturday or Sunday, Ledger calculates an Aggregate Balance and Average Balance for each day.

Account 010-000-110001-03-000-000 (debit account)

	MON	TUE	WED	THU	FRI	SAT	SUN	MON
Activity	50	50	100	25cr	50	0	0	150cr
Balance	50	100	200	175	225	225	225	75
Aggregate	50	150	350	525	750	975	1200	1275
Days	1	2	3	4	5	6	7	8
Average	50	75	116	131	150	162	171	159

To Define and Execute a Structure Inquiry

You will take the following steps to define and execute a Structure Inquiry.

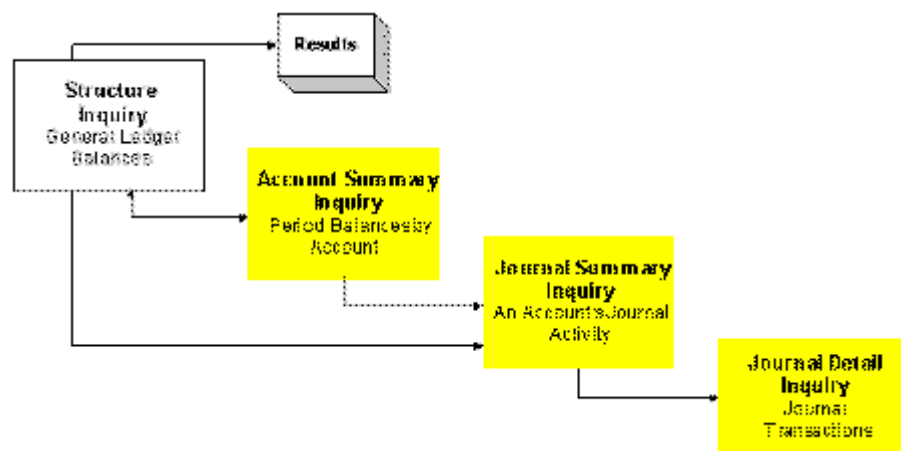
Step / Action

1. Select **Structure Inquiry** from the **Inquiries** menu: the **Structure Inquiry** dialog box will appear on your screen.
2. Specify a unique **Query Identifier**. **Required.**
3. From the **Structure Code** drop-down list, select the appropriate Account Structure. **Required.**
4. From the **Query Method** drop-down list, select the criteria that the system will use to select accounts to be included in the Inquiry: All, Memorandum Only or Exclude Memorandum. **Required.**
5. Enter an **Account Mask** indicating which General Ledger accounts are to be included in the Inquiry. **Required.**
6. If the Inquiry is to list cumulative balances, specify a **Roll-Up Depth**.
7. Activate the **Include Higher Levels** check box if the Inquiry is to display all cumulative balances at levels higher than the Roll-Up Depth you have specified (above).
8. Enter a **Column Title** to identify the Inquiry first column.
9. From the **Currency Code** drop-down list, select the code that represents the currency of this column balances. **Required.**
10. Select a **Balance Code** to identify the type of balances from the selected accounts that are to appear in this column. **Required.**

11. Use the **Method** drop-down list to specify the scope of the balance data that the system is to report. **Required.**
12. From the **Amount Type** drop-down list, select the nature of the balance data that the system is to report. **Required.**
13. Indicate the accounting **Year** and **Period** of the account balances if you have selected Period Net as the Method. **Required.**
14. For any other Method, enter a **Date** parameter. **Required.**
15. Complete Step #8—Step #14 for each column that is to appear in the resulting **Structure Inquiry Results** dialog box.
16. Review your information.
17. Select the **Add Row** toolbar button. When the system indicates that "The Row has been Added," press the OK button.
18. Press the Execute Query button to carry out the Inquiry: The system will display the results in the **Structure Inquiry Results** dialog box.

Reviewing the Results of a Structure Inquiry

The illustration of the four-level hierarchy of the system primary Inquiries shows an offshoot of the Structure Inquiry. This is the results dialog box that the system uses to display the data generated by the Inquiry. This dialog box also allows you to drill down to the Account Summary Inquiry or to the Journal Summary Inquiry.



After you have defined and executed a Structure Inquiry, the Structure Inquiry Results dialog box will automatically appear on your screen. The following section introduces you to its format and functions.

Structure Inquiry Results Dialog Box

The **Structure Inquiry Results** dialog box appears after you have defined and executed a Structure Inquiry.

The screenshot shows a window titled "Query Results - FGLP603". It contains a table with 11 columns: LINE, COMP, ACCT, DATA, CURR, USF, ACCOUNT, and four columns for currency values (-A-, -B-, -C-, -D-). The table lists 21 accounts, mostly USD accounts with various descriptions like "USD\$ A010 nec" or "USD\$ A010 all". At the bottom of the window, there are several buttons: "Close", "Account Summary...", "Journal Summary...", "Save to Disk...", "Print", and "Close".

LINE	COMP	ACCT	DATA	CURR	USF	ACCOUNT	-A-	-B-	-C-	-D-
1	001	A010	1600	000	00	USD\$ A010 nec	223.88	223.88	223.88	2
2	001	A010	1600	000	01	USD\$ A010 nec	55.97	55.97	55.97	
3	001	A010	1600	000	02	USD\$ A010 nec	279.85	279.85	279.85	2
4	001	A010	1600	000	03	USD\$ A010 nec	447.76	447.76	447.76	4
5	001	A010	1600	000	04	USD\$ A010 nec	503.73	503.73	503.73	5
6	001	A010	1600	000	05	USD\$ A010 nec	541.04	541.04	541.04	5
7	001	A010	1600	111	00	USD\$ A010 sim	335.82	335.82	335.82	3
8	001	A010	1600	USD	00	USD\$ A010 all	152.62	152.62	152.62	1
9	001	A010	1601	000	00	USD\$ A010 nec	0.00	0.00	0.00	
10	001	A010	1601	000	01	USD\$ A010 nec	0.00	0.00	0.00	
11	001	A010	1601	000	02	USD\$ A010 nec	0.00	0.00	0.00	
12	001	A010	1601	000	04	USD\$ A010 nec	0.00	0.00	0.00	
13	001	A010	1601	000	05	USD\$ A010 nec	0.00	0.00	0.00	
14	001	A010	1601	000	06	USD\$ A010 nec	0.00	0.00	0.00	
15	001	A010	1601	000	07	USD\$ A010 nec	111.94	111.94	111.94	1
16	001	A010	1601	000	08	USD\$ A010 nec	0.00	0.00	0.00	
17	001	A010	1601	000	09	USD\$ A010 nec	0.00	0.00	0.00	
18	001	A010	1601	USD	00	USD\$ A010 all	1,849.62	1,849.62	1,849.62	1
19	001	A010	1620	000	00	USD\$ A010 nec	0.00	0.00	0.00	
20	001	A010	1640	USD	00	USD\$ A010 all	17,043.28	17,043.28	17,043.28	17
21	001	A010	1660	000	00	USD\$ A010 nec	0.00	0.00	0.00	
22	001	A010	1680	000	01	USD\$ A010 nec	0.00	0.00	0.00	

The following lists the fields and buttons in this dialog box.

Account Number

Account Description

Column 1

Column 2

Column 3

Column 4

Spreadsheet

Close Button

Account Summary Button

Journal Summary Button

Summary Balance Inquiries

You can use the **Balance Code** field of the Structure Inquiry window to generate an Inquiry that displays temporary Summary balances calculated according to the requirements of a Summary Balance Rule.

A Summary Balance Rule identifies and employs multiple balance types **other** than Summary. When you select this rule during the development of a Structure Inquiry, the system **combines the balances** of those other types...and displays a summary balance for every General Ledger account covered by the Inquiry.

The creation of a Summary Balance Rule involves the use of the **Define Summary Balance Code** assignment dialog box. This dialog box allows your Administrator to specify the Balance Rules that will be covered by in the Summary Balance Rule.

Be sure that you are thoroughly familiar with the nature and components of a Summary Balance Rule before initiating a **Structure Inquiry** with summary balances.

Balance Rule

Balance Code:

Description:

Balance Type: Occ No:

Base Year: Prior Years Maintained:

☐ Average Daily Balances

☐ Amounts can be Posted ☐ Required ☒ Not Required

☐ Quantities can be Posted ☐ Required ☒ Not Required

☐ Memorandum Amounts Can be Posted ☐ Required ☒ Not Required

☐ Source Currency Processing ☐ Required ☒ Not Required

Element Code:

Account Summary Inquiry Dialog Window

The Account Summary Inquiry dialog window allows you to view the periodic and year-to-date balances for a specific GL account, structure, book, year, currency, calendar, and balance code. You can also print the Period and Year-to-Date balances.

When assembling an Account Summary Inquiry, you will define the Inquiry by completing the first five fields of the Account Summary Inquiry dialog box. Then, when you use the **Search** button, the system will display data in the other fields.

To perform an Account Summary Inquiry:

1. If you are using the Menu navigation, from **Inquiries** menu, select **Account Summary Inquiry**. If you are using the Ribbon navigation, from the **Inquiries** tab, click the **Account** button. The Account Summary Inquiry dialog window appears.
1. Select the **Ledger** tab, and then select **Account Summary** from the **Inquiries** group. The Account Summary Inquiry dialog window appears.

Account Summary Inquiry

Account Code: < > COMP ACCT NATA CURR USER
 000 A00M 1800 000 00

Description: A00M 00

Structure Code: POSTING Source Currency: ALL

Balance Code: ACCRUAL Book Type: Home

Calendar Code: STND12 Base Currency: USD

Fiscal Year: 2009 Subledger Value:

Search Natural Balance: Debit

Period	PTD	YTD
Beginning Balance	0.00	0.00
1	0.00	0.00
2	0.00	0.00
3	0.00	0.00
4	0.00	0.00
5	0.00	0.00
6	0.00	0.00
7	0.00	0.00
8	0.00	0.00
9	0.00	0.00
10	0.00	0.00
11	0.00	0.00
12	0.00	0.00
Year End Adjustment	0.00	0.00

Journal Summary Average Daily Balance Save To File

Trial Balance Detail Print

2. Use the **previous (<)** and **next (>)** arrows to display the preceding/subsequent fully qualified GL Account. Scroll through the Chart of Accounts until the first or last account is reached. The Account Number of the account that is the subject of your Inquiry. You must designate a single **Account Code**: this is **not** a mask. You can enter the code directly, or double-click in this field to retrieve a code from the **Posting Account Search** dialog box. If you enter an Account Code directly, you **must** enter all digits—even the default 0s that appear in this field. **This field is required.**

Note: if an Account Code has a contra balance for the displayed Period and PTD or YTD combination, the balances are highlighted in **red**.

3. Verify/Select a **Structure Code** from the drop-down list of codes representing the Posting Structure and any other structure that has been defined by your Administrator. The system defaults to Posting but you can select an alternative reporting structure. **This field is required.**

4. Verify/Select a **Balance Code** from the drop-down list of codes representing Balance Rules. Select the type of balance that is to appear in the balance fields. **This field is required.**


5. In the **Calendar Code** field, verify/select the code for the calendar you want to use. **This field is required.**

6. In the **Fiscal Year** field, indicate the appropriate accounting year of the balances for the inquiry. **This field is required.**

7. Verify/Select a **Source Currency** from the drop-down list of codes representing the source currencies of your organization. **This field is required.**

8. Verify/Select a **Book Type** from the drop-down list of codes representing Book balances in the Home Currency or Additional Book Currency. **This field is required.**

9. Verify/Select a **Base Currency** from the drop-down list of codes representing Posting balances in the Source Currency. **This field is required.**

10. If the account you are performing the inquiry on has an associated subledger, you will need to enter the **Subledger Value** or click the look-up icon  to search for the value.

Natural Balance is a display field indicating the natural balance designation of the account: Debit or Credit. This field will indicate a Natural Balance only if your Administrator has activated the D/C Logic feature.

11. Click the **Search** button to display the balances that you have requested. The Period detail information is displayed in the spreadsheet. You can double-click in any PTD or YTD cell to open the Journal Summary Inquiry dialog window. You can also use the **Print** button to print the Period and YTD balances.

-- Beginning Balance

-- Year End Adjustment

-- PTD Balance

-- YTD Balance

Tip: In contrast to the Structure Inquiry, the system does not allow you to save the format of an Account Summary Inquiry.

If you need information about journal activity for any period, highlight the balance in that period and press the **Journal Summary button**: this will be the first step of a Journal Summary Inquiry.

If you want to print a report that displays beginning balances, net change, and ending balances for the selected account, click the **Trial Balance Detail** button.

If your Administrator has directed the system to calculate the Average Daily Balances, for an account you can review details of the Average Daily Balances by clicking the **Average Daily Balance** button.

Daily Balance Info

Account Code: COMP | ACCT | NATA | CURR | USER
000 | X000 | 5900 | 000 | 01

Start Date: 10/01/08 Cut-Off Date: 10/31/08 Prior Number of Days: 30

	Date	Day Change	End-of-Day Balance	Calendar Day PTD Avg Daily Balance	Business Days
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Execute Query Print

Average Daily Balances

If you press the Average Daily Balances button at the bottom of the Account Summary Inquiry dialog box, the **Daily Balance Information** dialog box will appear on your screen.

This dialog box will provide balances for every day during the accounting year— up to but not including a **Cut-Off Date** that you specify. The system will enter your Sign-On date as a default.) You may also view more than a single month of daily balances by selecting a **Start Date** (or accepting the default of todaydate), and changing the **Prior Number of Days** to make it greater than 30.

To Open the Daily Balance Information Dialog Box

Select the **Average Daily Balance** button at the bottom of the **Account Summary Inquiry** dialog box to open the **Daily Balance Information** dialog box.

Daily Balance Info

Account Code: COMP ACCT NATA CURR USER
000 0000 0000 000 00

Start Date: 01/17/2000 Cut-Off Date: 01/31/2000 Prior Number of Days: 30

	Date	Day Change	End-of-Day Balance	PTD Avg Daily	QTD
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Execute Query Print

Select Journal Summary... **Avg Daily Balance...** Save To File... Close

Daily Balance Information Dialog Box

Use the **Daily Balance Information** dialog box to retrieve Average Daily Balance data for the account that is the subject of your Account Summary Inquiry.

The following lists the fields and buttons in this dialog box.

Account Code

Start Date

Cut-Off Date

Prior Number of Days

Date

Day Change

End of Day Balance

PTD Avg Daily

QTD Avg Daily
YTD Avg Daily
Execute Query Button
Print Button

To Retrieve an Account's Average Daily Balances

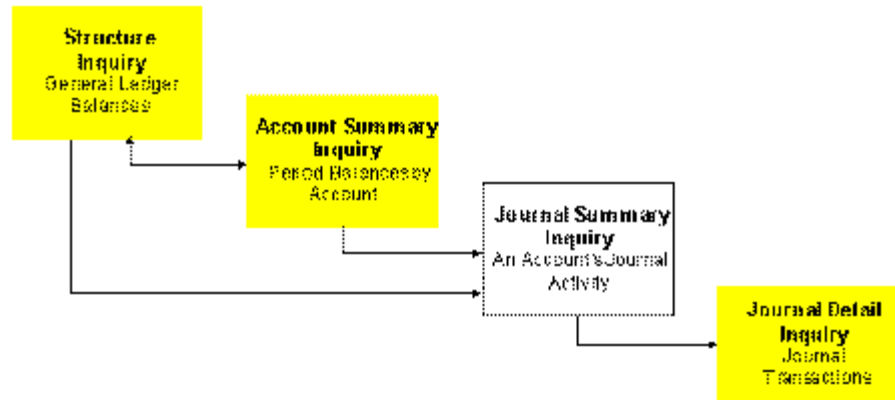
To generate an account's Average Daily Balances at the conclusion of an Account Summary Inquiry, you will take the steps below.

Step / Action

1. Select **Account Summary Inquiry** from the **Inquiries** menu. The **Account Summary Inquiry** dialog box will appear.
2. Enter an Account Code or use the search techniques select an account. **Required.**
3. Select a **Structure Code**: The system defaults to Posting but you can select an alternative reporting structure. **Required.**
4. Select a **Currency Code**. **Required.**
5. Indicate the appropriate accounting **Year**. **Required.**
6. Press the Select button at the bottom of the dialog box. The system will display the account's balances for one or more periods.
7. Press the Average Daily Balance button: the Daily Balance Information window will appear on your screen.
8. Enter a **Cut-Off Date**. **Required.**
9. Press the **Execute Query** button: The system will fill in the fields of the Average Daily Balance table.

Journal Summary Inquiry

The **Journal Summary Inquiry** retrieves information at the third level of the system hierarchy:



To define the selection parameters of a **Journal Summary Inquiry**, you will use the top portion of the Journal Summary dialog box. The system will respond to your Inquiry by displaying a list of journals that have posted entries to the account you specified—and to balances of the type, currency, period and year you identified.

To Open the Journal Summary Dialog Box

Open the Journal Summary dialog window using one of the following methods:

- Select Inquiries, Journal Summary.
- Select the Journal Summary button at the bottom of the Structure Account Summary dialog window.
- Select the Journal Summary button at the bottom of the Account Summary Inquiry dialog window.

Journal Code	Batch No	COMP	ACCT	NATA	CURR	USER	Header Description	Proj ID	SubProj ID	Date	Amount
1 ABC	17828 001	AOIO	1600	000	08					03/09/2007	1,000.00
2 ABC	17828 001	AOIO	1601	000	00					03/09/2007	-1,000.00
3 ABC	17830 001	AOOM	1000	000	00					03/09/2007	1,000.00
4 ABC	17830 001	AOOM	1000	000	00					03/09/2007	-1,000.00
5 ABC	17832 001	AAAA	1601	000	04					03/09/2007	123.00
6 ABC	17832 001	LOOM	2801	000	00					03/09/2007	-123.00
7 ABC	17832 001	ROOM	4801	000	00					03/09/2007	-1,000.00
8 ABC	17832 001	AOIM	1500	USD	05					03/09/2007	1,000.00

Journal Summary Dialog Window

You will use the Journal Summary Inquiry dialog box to design and execute a Journal Summary Inquiry.

You can drill across to the journal source from this dialog. If you are drilling across a journal that has an amortized prepaid attached to it, the system will open a dialog to list both journal sources; you can choose which source—the amortized prepaid or invoice—to open and view.

The following lists the fields and buttons in this dialog box.

Account Code

Balance Code

Calendar Code

Subledger Value

Source Currency

Book Type

Base Currency

Time Frame Area

Year/Period

Date Range

Cut-Off Date

Period Result Group Box

Net Activity

YTD

Result Options

Journal Summary Table

Spreadsheet

Select

Sort By

Select Button

Journal Detail Button

Account Summary Button

SubLedger Button

Save to File Button

Print Button

More Button

To Conduct a Journal Summary Inquiry

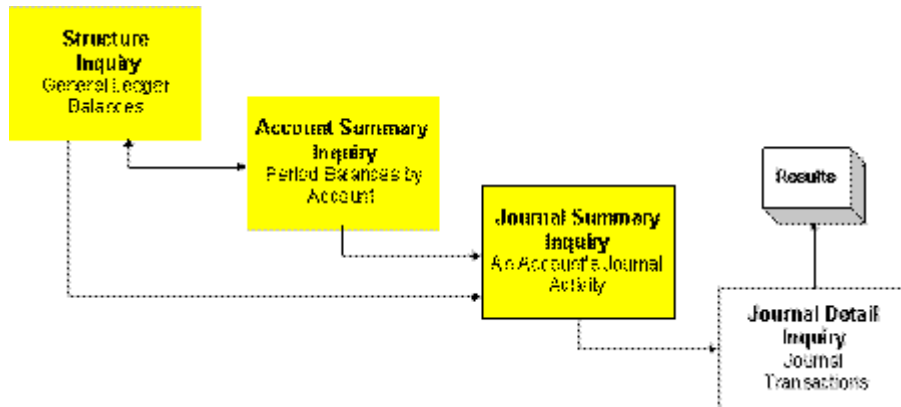
You will take the following steps to initiate a Journal Summary Inquiry.

Step / Action

1. Select **Journal Summary Inquiry** from the **Inquiries** menu. The **Journal Summary** dialog box will appear.
 2. Enter an **Account Number**. Required.
 3. Select a **Balance Code** from the drop-down list. Required.
 4. Enter a fiscal accounting **Year** and **Period**.
 5. Select a **Currency Code** from the drop-down list.
 6. Select the **Select** button to display a list of posted journals for the.
- At this point, you can take one of two paths that will lead you to additional information:
- a. If you need details about one of the journals, highlight the journal and press the Journal Review button. This will initiate the Journal Detail Inquiry.
 - b. If you like more information about the account, press the Account Summary button to initiate an Account Summary Inquiry.

Journal Detail Inquiry

The **Journal Detail Inquiry** occupies the lowest level of the Inquiry Hierarchy and retrieves details for journals of a particular type.



The **Journal Detail Inquiry** uses the Journal Header History window to structure the Inquiry, and the Journal History Detail window to display the results.

Open the Journal Header History dialog window using one of the following methods:

a. Select Inquiries, Journal Detail

OR

b. Select the Journal Detail button on the Journal Summary dialog window.

Journal Header History

Journal Id: APIN
 Batch No: 5
 Journal Code: APINV
 Journal Type: Current Period
 Balance Code: ACCRUAL
 GL Effective Date: 02/29/2000
 Created By: FLXADM
 Journal Status: In Process
 Parent Journal:
 Journal Description: AP Batch Number 20000301
 Journal Purpose:

Currency Conversion
☐ None ☒ Look-up ☐ Manual
 Currency Code: USD
 Look Up
 Currency Usage/Year: SPOT-2000
 Translation Date: 02/29/2000
 Rate Type
☒ Actual ☐ Estimate
 Manual
 Rate: 0.00000000 ☐ Divide ☐ Multiply
 Additional Book Currency
 Detail...

Imaging

Adjustment Processing
 Alt. Balance Code:
 Alt. GL Eff. Date: 01/01/1900

Journal Header History Dialog Window

This dialog box is an electronic summary of the information included on the **Entry** Page and **Options** Page of the originating **Journal Entry** dialog box. Most of the fields are display fields only: on the basis of your selection criteria, the system retrieves header and detail information about a specific, **posted** journal. The Journal Detail Inquiry is an efficient shortcut to journal information.

The following lists the fields and buttons in this dialog box.

Journal ID
Batch No.
Journal Code
Journal Type
Balance Code
GL Effective Date
Journal Description
Journal Purpose
Currency Conversion Area
Additional Book Currency
Detail Button
Detail Button
Select Button
Close Button

To Initiate a Journal Detail Inquiry

Take these steps to initiate a **Journal Detail Inquiry**:

Step / Action

1. Select **Journal Detail** from the **Inquiries** menu. The Journal Header History window will appear.
2. Select the **Journal Code** that identifies the journalJournal Source. Required.

3. If you know the journal identifying Batch Number, you can enter it at this point and use the **Select** button. The system will add the journal header information to the **Journal Header History** dialog box. Go to Step #5.
4. If you do not know the Batch Number, select the **Select** button. The **Journal History Select** search dialog box will appear with a list of all posted journals associated with the Journal Source that you specified in Step #2.
5. Scroll through the list to find the appropriate journal.
6. Highlight the journal.
7. Select the **OK** button at the bottom of the **Journal History Select** search dialog box. The **Journal Header History** dialog box will re-appear with full, up-to-date header information about the journal.
8. Select one of the two **Detail** buttons to generate the details of the inquiry.

Journal History Detail Inquiry

You can access a journal's transaction detail in two ways:

1. To view transaction amounts valued in the original Posting Currency—and the Home Currency if the two are different—select the lower of the two **Detail** buttons on the Journal Header History.
2. To view comparable transaction amounts in an Additional Book Currency, select an **Additional Book Currency** code from the drop-down list on the **Journal Header History** dialog window and select the upper **Detail** button.

Each approach will retrieve the **Journal History Detail dialog window**.

The Journal History Detail Dialog Window

The **Journal History Detail** dialog window displays the results of a Journal Detail Inquiry in one of two formats.

- a. The field descriptions below apply to the **Journal History Detail** when the system has retrieved information about journal entries in a single currency.

b. Learn more about the format and fields of the **Journal History Detail** when the system is displaying transaction amounts in one or more Source Currencies in the multiple currencies chapter.

Note: Separate **Debit** and **Credit** fields appear **only** if your Administrator has activated the D/C Logic feature.

The Header button on this dialog window will open the header page of the journal history.

The following lists the fields and buttons in this dialog box.

Currency

Actual Amount - Debits

Actual Amount - Credits

Actual Memorandum Amount - Debits

Actual Memorandum Amounts - Credits

Control Amount - Debits

Control Amount - Credits

Control Memorandum Amount - Debits

Control Memorandum Amount - Credits

Row Number

Asterisk (*)

Account Number

Sub Ledger

Description

Debit
Credit
Home Currency
Home Amount
XRef
Quantity
Spreadsheet
Drill Across
Print
Save to File
Close
Subledger

Chapter 7 Reports

Reports

This Help Sequence contains the following topics:

Introduction

Trial Balance Reports

Journal Detail with Subledger

Journal Detail by Account Report

Journal Detail by Account Report Manager

To Generate a Journal Detail by Account Report

Journal Detail By Batch Number Report

Chart of Accounts Report

Average Daily Balance Report

Average Daily Balance Report Manager

To Generate an Average Daily Balance Report

Reconciliation Aging

Reconciliation Detail

Reconciliation Audit

Period Close/Re-Open Requests Report

Period Close Company Listing Report

Introduction—Reports

This Help Sequence shows you how to produce and print various categories of Ledger reports. Each is a separate function on the **Reports** menu.

Trial Balance Reports: displays beginning, current, and ending period account balances.

Journal Detail with Subledger: displays detailed journal entry information with beginning balances, net change, and ending balances for accounts with associated sub-ledgers.

Journal Detail by Account: opening and closing balances, along with information about every journal posted to an account during a period that you specify.

Journal Detail By Batch Number Report: provides GL account details for specific batches that posted.

Chart of Accounts Report: report displays all active and inactive (if check box is selected) accounts in your Chart of Accounts.

Average Daily Balance: net changes in the balances of a group of General Ledger accounts for a day that you specify. This report includes average and aggregate balances.

Reconciliation Aging Report: The Reconciliation Aging Report provides the aged transactions for all accounts that are subject to reconciliation.

Reconciliation Detail Report: The Reconciliation Detail Report provides the detail aged transactions for all accounts that are subject to reconciliation.

Reconciliation Audit Report: The Reconciliation Audit Report provides what items were matched by account within a chosen Year/Period.

Period Close/Re-Open Requests Report: This report allows the accounting administrator to view period close and re-open activity.

Period Close Company Listing Report: This report allows the accounting administrator to view period close activity by calendar year and company.

You use a different **Report Manager** dialog box to define the parameters of each category. You employ two other techniques as well: **Account Masking** and **Report Viewing**.

Account Masking

As an initial step in the generation of any report, you set up a mask of the General Ledger account structure. For a review of masking techniques, click [here](#).

Report Viewing Facility

Ledger Report Viewing Facility dialog box allows you to view a report before you print it.

To access this dialog box, minimize Ledger and click the **SignOn** icon at the bottom of your screen. Then scroll through the list until you have found the correct report. You can preview the report by double-clicking on the report title. To print the report, click the Print button on the toolbar.

Pathways Financial Management SignOn

File Help

Completed Reports Report Type: All Report Form: All View Text Report

	Form	Description	Pages	New	Created date	Created time
1	FGLP900	Post Revenue & Expenses	2		01/05/04	10:59 AM
2	FGLP900	Post Revenue & Expenses	2		01/05/04	10:51 AM
3	FAPP750	1099 History Report	3		12/19/03	03:39 PM
4	FAPP750	1099 History Report	3		12/19/03	03:32 PM
5	F1099EXP	1099 EXPORT	2 *		12/19/03	03:31 PM
6	F1099EXP	1099 EXPORT	2 *		12/19/03	03:30 PM

Pending Transactions Queue Filter: All Queues ☐ Exclude Other Users Entries

	Queue	Process	User	Description	Status	Run After Date	Run After Time	Paramet
1	ADHOC	FAPP463	FLXADM	Process Batch	Not Proce	12/10/03	05:45 PM	No.0,CA
2	ADHOC	FGLP627A	FLXADM	Reconciliation Detail By Tran Da	In Proces	11/03/03	04:37 PM	Q431,20
3								
4								
5								
6								
7								

For Help, press F1 NUM

FlexiInternational SignOn

File Help

Completed Reports

Form	Description	Pages	Created
FAPP463	Process Batch	2	06/07/2001 10:01:00AM
FAPP463	Process Batch	2	06/12/2001 4:36:00PM
FAPP463	Process Batch	2	07/18/2001 11:13:00AM
FAPP463	Process Batch	2	08/22/2001 5:41:00PM
FAPP463	Process Batch	2	08/22/2001 8:32:00PM
FAPP463	Process Batch	2	08/23/2001 10:20:00AM
FAPP463	Process Batch	2	08/24/2001 10:54:00AM

Pending Transactions

Queue	Process	User	Description	Status	Run After	Parameters
ADHOC	FAPP463	FLXADM	Process Batch	Not Processed	08/24/2001 10:53:00AM	Yes,0.99
ADHOC	FAPP500	FLXADM	Payment Selection Listing	Not Processed	08/24/2001 10:57:00AM	128,2,0,0,0
ADHOC	FAPP903	FLXADM	Clear 1099 History	Not Processed	08/09/2001 10:20:00AM	WHERE VENI
ADHOC	FGLP400	FLXADM	Journal Listing	Not Processed	07/18/2001 9:46:00AM	WHERE BATC
ADHOC	FGLP400	FLXADM	Journal Listing	Not Processed	09/26/2001 12:08:00PM	WHERE BATC
ADHOC	FGLP415	FLXADM	Journal Entry Listing	In Process	07/05/2001 7:20:00PM	1149,
ADHOC	FGLP415	FLXADM	Journal Entry Listing	Not Processed	07/18/2001 9:46:00AM	5,
ADHOC	FGLP415	FLXADM	Journal Entry Listing	Not Processed	09/26/2001 12:08:00PM	1156,
ADHOC	FGLP508	FLXADM	Schedule Skeleton Journal	Not Processed	08/29/2001 8:55:00AM	

For Help, press F1 NUM

For step-by-step instructions on the use of the **Report Viewing Facility**, click [here](#).

Trial Balance Reports

You can access the following Trial Balance Reports from the **Reports** menu. Each report allows you to specify a range of periods in which to view balances. In addition, most reports allow you view all journal entry detail (you can also select “Summary” or “None” to suppress detail). You can either view the report on your screen using the **Print** button or save the report for later viewing on the SignOn dialog window using the **Deferred Print** button.

Trial Balance – Summary

Trial Balance – Detail

Trial Balance – Subledger

Trial Balance – Quantities Summary

Trial Balance – Quantities Detail

Trial Balance Summary Report

This report displays beginning balances, net change, and ending balances for all accounts. You can view totals by account as well as overall balance sheet totals. The **Suppress Zero Accounts** check box allows you to omit accounts with no activity/zero balances.

Trial Balance

Account: COMP ACCT NATA CURR USER
Mask: [Blue Box] [Yellow Box] [Yellow Box] [Yellow Box] [Yellow Box]

Structure Code: POSTING Roll-up Depth: 0
Balance Code: ACCRUAL Book Type: Home
Calendar Code: STND12 Base Currency: USD
From Period: 12 Source Currency: [Empty]
To Period: 12
Year: 2008

☐ Suppress Zero Accounts

Print... Deferred Print...

You can either view the report on your screen using the **Print** button or save the report for later viewing on the SignOn dialog window using the **Deferred Print** button.

Detail Trial Balance Report

This report displays beginning balances for each account, all transactions during the specified period (including net changes in debits and credits), and ending balances. The **From Account Mask** and **To Account Mask** fields allow you to view balances for a set company or a range of companies, certain accounts or departments, etc. In other words, this report provides a more granular view of account balances.

From Account Mask:	COMP	ACCT	NATA	CURR	USER

To Account Mask:	COMP	ACCT	NATA	CURR	USER

Balance Code: ACTUAL Calendar Code: STND12

From Period: 12 Base Currency: USD

To Period: 12 Include JE Detail: ALL

Year: 2008 Order By: Journal Code

Print... Deferred Print...

You can either view the report on your screen using the **Print** button or save the report for later viewing on the SignOn dialog window using the **Deferred Print** button.

Account Subledger Detail Trial Balance Report

This report displays beginning account balances, net changes, and ending account balances for journal entries posted with a sub-ledger code.

Account Subledger Detail Trial Balance

From Account Mask: COMP ACCT NATA CURR USER

To Account Mask: COMP ACCT NATA CURR USER

Balance Code: ACTUAL Calendar Code: STND12

Year: 2008 Base Currency: USD

From Period: 12 Level of JE Detail: ALL

To Period: 12 Order By: Journal Code

Subledger Rule: ALL Subledger Value:

Print... Deferred Print...

You can either view the report on your screen using the **Print** button or save the report for later viewing on the SignOn dialog window using the **Deferred Print** button.

Trial Balance Quantities Summary Report

This report displays beginning, period, and ending account balances for all accounts as well as beginning, period, and ending quantities, such as volume or area, headcount, square feet, units of production or units in the transaction, etc.

Trial Balance - Quantities Summary

Account Mask: COMP ACCT NATA CURR USER

Structure Code: POSTING Roll-up Depth: 0

Balance Code: ACTUAL Currency Code: USD

Calendar Code: STND12 Year/Period: 2008 12

☐ Suppress Zero Accounts

Print... Deferred Print...

You can either view the report on your screen using the **Print** button or save the report for later viewing on the SignOn dialog window using the **Deferred Print** button.

Trial Balance Quantities Detail Report

This report does **not** display financial amounts, only beginning balances, net change, and ending balance *Quantities* by account code. It offers a more granular view of quantity balances as you can be more specific on the which accounts you want to see.

Trial Balance - Quantities Detail

From Account Mask: COMP ACCT NATA CURR USER

To Account Mask: COMP ACCT NATA CURR USER

Balance Code: ACTUAL Calendar Code: STND12

Year: 2008 Base Currency: USD

From Period: 12 To Period: 12 Include JE Detail: ALL

Order By: Journal Code

☐ Drop Zero Accounts

Print... Deferred Print...

You can either view the report on your screen using the **Print** button or save the report for later viewing on the SignOn dialog window using the **Deferred Print** button.

Journal Detail with Subledger

This report displays detailed journal entry information with beginning balances, net change, and ending balances for accounts with associated sub-ledgers. You can have the report display the results by either Account Code or Sub-Ledger code by selecting either option in the **Report Order** drop-down list. You can sort even further by selecting a Sub-Ledger Rule and a Sub-Ledger Value. Or simply look at all account balances with sub-ledgers for a specific time period.

Journal detail with Subledger

Account Mask: COMP ACCT NATA CURR USER

Company Code: COMP

Balance Code: ACCRUAL Base Currency: USD

Calendar Code: STND12 Journal Code: All

Subledger Rule: 27706-00 Subledger Value:

Report Order: Account by SubLedger

Timeframe

From Year: 2008 To Year: 2008

From Period: 12 To Period: 12

Print... Deferred Print...

You can either view the report on your screen using the **Print** button or save the report for later viewing on the SignOn dialog window using the **Deferred Print** button.

Journal Detail by Account Report

The Journal Detail by Account Report displays opening and closing balances, along with information about every journal posted to an account during a period you specify. You use the **Journal Detail by Account** dialog box to generate a Journal Detail by Account Report.

Journal Detail by Account Report Dialog Box

You'll provide the **Journal Detail by Account Report** with the specifications necessary to generate a Journal Detail by Account Report. Select **Reports, Journal Detail by Account** to open this dialog box.

The following lists the fields and buttons in this dialog box.

Account Mask
 Journal Code
 Balance Code
 Calendar Code
 Year
 Period
 Base Currency
 Multi-Currency Format
 Source Currency
 Primary Sort
 Secondary Sort
 Print Button
 Deferred Print Button
 Save to File Button

To Generate a Journal Detail by Account Report

To generate a Journal Detail by Account Report, take the following steps:

Step / Action

1. Select Reports, Journal Detail by Account to open the Journal Detail by Account dialog box.
2. Use the Account Mask field to specify the accounts which are to be included in the report. Required.
3. Select a Journal Code that will identify the Journal Source. Ledger defaults to "All." Required.
4. Select a Balance Code. Required.
5. Select a Calendar Code. Required.
6. Enter the accounting Year and Period to be covered by the report. Required.
7. Select a Base Currency. Required.
8. Select the Multi-Currency Format check box and select a Source Currency for the report, if your journal is using multiple currencies.
9. Select the Primary and Secondary Sort criteria that Ledger is to use to sort the information in the report.
10. Select the Print button to print the report immediately. Select the Deferred Print button to assign the printing job to a queue for later processing. Select the Save to File button to save the report to a text file.

Journal Detail by Batch Number Report

This report provides GL account details for specific batches that posted. You can limit the batches included in the report by **Creation Date** or **Posting Date**, in addition to the **GL Effective Date** currently available. You are **not** limited to searching for batches by Year and Period. This report will allow you to identify any issues with batched journal entries posted by company or a specific range of batch numbers.

When you filter by **GL Effective Date**, the **From** date value will reflect the first day of the current period and the **To** date value will reflect the last day of the current fiscal period. You can select the drop-down arrows in these fields to change the dates.

When you filter by **Created Date** and **Posted Date**, the **From** date value will reflect the first day of the current month and the **To** date value will reflect the last day of the current month.

Journal Detail by Batch Number Report

Company Code:

From Batch Number: To Batch Number:

Balance Code: Journal Code:

Calendar Code:

Report Order:

Period/Date Range

☒ Period: Year: From: To:

☐ GL Effective Date

☐ Posted Date From: To:

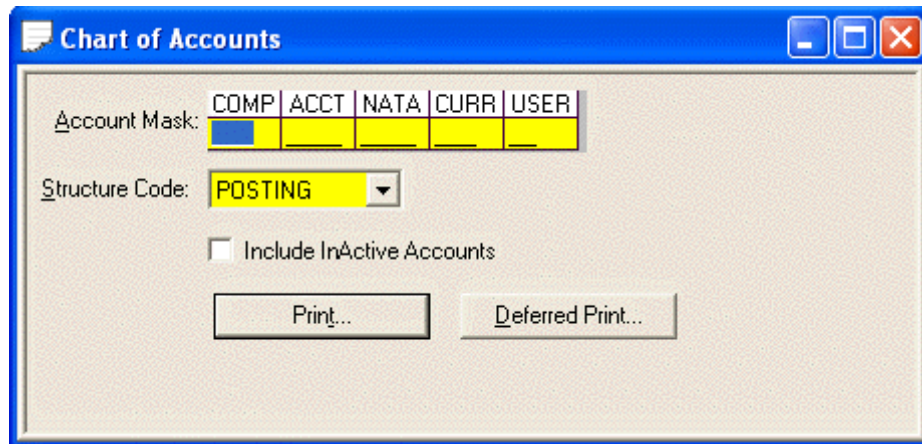
☐ Created Date

☐ No Period / Date Range Restrictions

You can either view the report on your screen using the **Print** button or save the report for later viewing on the SignOn dialog window using the **Deferred Print** button.

Chart of Accounts Report

This report displays all active and inactive (if check box is selected) accounts in your Chart of Accounts. The report displays the account mask code and description, the type of account (Expense, Asset, etc.), and any associated sub-ledger accounts. This report is a good way to view all your accounts. Maybe you want to view all accounts for a certain company or for a certain department. This report will provide that information, sort it by account code, display the status (active/inactive), and indicate if there are any sub-ledgers tied to the account. The Int Code is simply an internal account code identifier for SQL users.



You can either view the report on your screen using the **Print** button or save the report for later viewing on the SignOn dialog window using the **Deferred Print** button.

Average Daily Balance Report

The Average Daily Balance Report is really an almost unlimited number of reports—each a product of the specifications that you provide in the Average Daily Balance Report Manager: The Average Daily Balance Report is for accounts with average daily balances only.

In response to your selection of report parameters, Ledger will generate an Average Daily Balance Report that will fall into one of four categories:

- Detail Report of Debit and Credit Amounts.
- Summary Report of Debit and Credit Amounts.
- Summary Report with Average or Aggregate Amounts.
- Detail Report with Aggregate or Average Amounts.

For definitions of Aggregate and Average amounts, [click here](#).

Average Daily Balance Report Dialog Box

You'll use the **Average Daily Balance Report** to specify the criteria Ledger will use to generate an Average Daily Balance Report.

To access this dialog box, in the **Reports** menu, select **Daily Activity**.

The following lists the fields and buttons in this dialog box.

Account Mask

Balance Code

Currency Code

Calendar Code

Method

Amount Type

Transaction Date

Report Type

Print Button

Deferred Print Button

Save to File Button

To Generate an Average Daily Balance Report

The Average Daily Balance Report, which is for accounts with average daily balances only, offers you a number of choices. The format and content of the report will result from the responses that you enter in the **Average Daily Balance Report Manager**.

To generate an Average Daily Balance Report, take these steps:

Step / Action

1. In the **Reports** menu, select **Average Daily Balance**. The Average Daily Balance Report Manager dialog box will appear.
2. Use the **Account Mask** field to specify the accounts that are to be included in this version of the report. Required.
3. Select the applicable **Balance Code**. Required.
4. Select a **Currency Code**. Required.
5. Select a **Calendar Code**. Required.
6. Select a reporting **Method**. Required.
7. Select an **Amount Type**. Required.
8. Enter a **Transaction Date**. Ledger defaults to your signon date.
9. Select a **Report Type**. Required.
10. Select the **Print** button to print the report immediately. Select the **Deferred Print** button to assign the printing job to a queue for later processing. Select the **Save to File** button to save the report to a text file.

Printing Ledger Data

There are two different ways in which users can print Ledger forms and reports. The way in which **you** print depends upon the printing method that your System Administrator has assigned.

The System Administrator will assign one of the following two methods:

--Printing directly from your "client" workstation

--Printing from a "server" unit that stores electronic copies of documents generated by you and by other users. This alternative takes advantage of Ledger Deferred Processing/Printing feature.

To find out which printing method you will use, contact your Ledger Administrator.

Reconciliation Aging Report

The Reconciliation Aging Report provides the aged transactions for all accounts that are subject to reconciliation. You use the Account Reconciliation Aging Manager window to generate a Reconciliation Aging Report.

Reconciliation Aging Report Dialog Box

You use the Reconciliation Aging dialog box to specify the criteria Ledger will use to generate a Reconciliation Report.

To access this dialog box, select Reconciliation from the Reports menu, and Aging.

COMP	ACCT	NATA	CURR	USER
000	0000	0000	000	00

The following lists the fields and buttons in this dialog box.

All Accounts

Specified Account

Account Mask

Reconciliation Rule

Year/Period

Company Code

Print

Reconciliation Detail Report

The Reconciliation Detail Report provides the detail aged transactions for all accounts that are subject to reconciliation. You use the Reconciliation Detail Report Manager window to generate a Reconciliation Detail Report.

Reconciliation Detail Report Dialog Box

You'll use the Reconciliation Detail dialog box to specify the criteria Ledger will use to generate a Reconciliation Detail Report.

To access this dialog box, select Reconciliation from the Reports menu, and Detail.

Reconciliation Detail Report

☒ All Accounts ☐ Specific Account

Account Mask:

COMP	ACCT	NATA	CURR	USER
000	0000	0000	000	00

Reconciliation Rule: ALL

Year/Period: 2002 Beginning Balance

Company Code: COMP

Sort By:

☒ Tran Date - Recon Ref ☐ Recon Ref - Tran Date

Print

The following lists the fields and buttons in this dialog box.

All Accounts

Specified Account

Account Mask

Reconciliation Rule

Year/Period

Company Code

Sort By

Print

Reconciliation Audit Report

The Reconciliation Audit Report provides what items were matched by account within a chosen Year/Period. You use the Reconciliation Audit Report Manager window to generate a Reconciliation Audit Report.

Reconciliation Audit Report Dialog Box

You use the Reconciliation Audit dialog box to specify the criteria Ledger will use to generate a Reconciliation Audit Report.

To access this dialog box, select Reconciliation from the Reports menu, and Audit.

COMP	ACCT	NATA	CURR	USER
000	0000	0000	000	00

The following lists the fields and buttons in this dialog box.

All Accounts

Specified Account

Account Mask

Reconciliation Rule

Year/Period

Company Code

Sort By

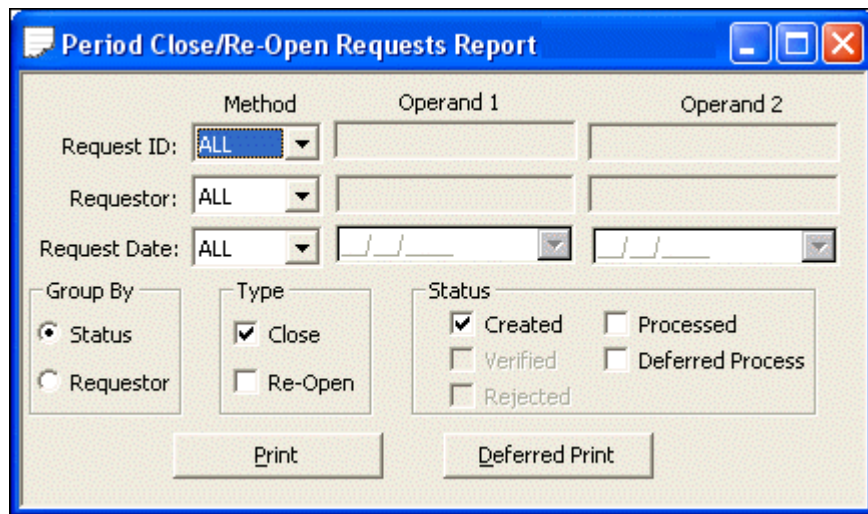
Print

Period Close/Re-Open Requests Report

This report allows the accounting administrator to view period close and re-open activity. The administrator can use this report to review rejected requests that need to be changed and approved.

The report displays the activity by **request status** and **requestor**...and will list all requests including the various statuses and dates. The report also will display the selected companies for each request and if companies have special processing. The administrator can limit the output by **request ID**, **type**, **status**, and **date**. The **Print** buttons generate the report to a computer immediately or to a server for a later time.

Run the **Period Close/Re-Open Requests Report** from the **Reports** menu.



The screenshot shows a Windows-style dialog box titled "Period Close/Re-Open Requests Report". It contains several input fields and checkboxes. At the top, there are three columns: "Method", "Operand 1", and "Operand 2". Below these are three rows of input fields: "Request ID:" with a dropdown menu set to "ALL", "Requestor:" with a dropdown menu set to "ALL", and "Request Date:" with a dropdown menu set to "ALL" and two date pickers. Below these are three sections: "Group By" with radio buttons for "Status" (selected) and "Requestor"; "Type" with checkboxes for "Close" (checked) and "Re-Open"; and "Status" with checkboxes for "Created" (checked), "Verified", "Rejected", "Processed", and "Deferred Process". At the bottom are two buttons: "Print" and "Deferred Print".

Period Close Company Listing Report

This report allows the accounting administrator to view period close activity by **calendar year** and **company**. The report will group the output by closing frequency, calendar quarter, and period...and it will calculate the number of days it took to close the period based on the original period close date of the company primary calendar. This report helps auditors determine if your company is following policy and recording data appropriately.

The results will **include the daily activity** if the frequency was set to "daily"; otherwise, it will show only the last day of the period. The **Print** buttons generate the report to a computer immediately or to a server for a later time.

Run the **Period Close Company Listing** report from the **Reports** menu.



Printing from a Server

If you will be printing Ledger documents from an electronic "server," the **Print** dialog box will not appear when you generate documents. This is because, instead of printing a hard copy, Ledger will send an **electronic** copy of the document to an area on the server that stores documents—the Print Queue.

Step / Action

1. Select the **SignOn** button in the Windows 2000/98/NT taskbar to open the SignOn window, which allows you to print from the server.
2. Only documents that are in the Completed Reports pane may be printed.
3. Scroll through the list of documents in the Complete Reports pane until you find the Ledger document that you want to print.
4. Select the document.
5. Select the **Print** toolbar button to print the document or double click on the document name to view it in the **SignOn Viewing** dialog box.

To Print from the Print Queue

You will take the following steps to print a document if you are printing from a Print Queue. This procedure assumes that you have already generated the document and that Ledger is running on your PC.

Step / Action

1. Select the SignOn button in the Windows 2000/98/NT task bar to open the SignOn window.
2. Select the completed report that you want to print.

Tip: To view the document before you print it, select the View Report toolbar button to open the SignOn Viewing dialog box.

3. Select the Print toolbar button to open the Print dialog box.
4. Click the OK button to print the document using the settings in the Print dialog box.

Chapter 8 Journals - Special Procedures

Journals—Special Procedures

The topics in this Help Sequence include:

Introduction

Subledgers

- Subledger Data Entry Dialog Box

- Subledger Values—Validity Checks

- To Prepare Journals with Subledger Values

 - To Enter Subledger Values

Multi-Company Journals

- Multi-Company Journals: Journal Source Settings

- To Add Multi-Company Detail

InterCompany Transactions

- Intercompany Transactions - Structure

- InterCompany Rules

- Intercompany Journals: Journal Source Settings

- Development of an Intercompany Journal

 - To Prepare an Intercompany Journal

Beginning Balances

- Beginning Balance Journals

- Development of a Beginning Balances Journal

 - To Prepare a Beginning Balances Journal

- Viewing Beginning Balances

Reversing Journals

- To Develop a Reversing Journal

Unposting a Journal

- Unpost Journal Dialog Box

- To Unpost a Journal

Introduction—Special Journal Procedures

This Help Sequence examines six advanced Journal Development topics:

--Subledgers: the nature of subledger detail and the development of journals containing subledger transactions.

--Multi-Company Journals: the steps you take to define and process journals that post to the accounts of more than one company.

--Intercompany Transactions: how to set up a journal to post intercompany transactions.

--Beginning Balances: procedures to establish an account beginning balances.

--Reversing Entries: the nature of a reversing entry and the development of a reversing journal.

--Unposting Journals: the steps required to unpost a journal.

Alert! The explanations and examples in this Sequence assume that you are familiar with basic Journal Development concepts and procedures.

Subledgers

Most companies and organizations use subledgers to extend the scope of the primary Chart of Accounts and to provide additional accounting detail. In Ledger, a subledger captures additional information about a journal transaction -- a transaction involving a specific General Ledger account.

Your Ledger Administrator is responsible for the construction and maintenance of a subledger system that:

--Defines and applies **Subledger Rules**. A Subledger Rule identifies a set of related data items and specifies how these items will appear in a **Journal Detail** dialog box.

--Links each Subledger Rule to one or more General Ledger accounts. If you select the account when entering a journal detail, you can record a transaction subledger information.

As an example, an Administrator might link a "TRKSALES" rule to Account Number 010-400-450000-02-0000-200. The account would then require that you enter a subledger value for "trucks" when entering Journal Detail.

After you have entered a subledger value during the Journal Detail phase of the journal development, Ledger will place an asterisk (*) in the first field of the Transaction Table, just before the Account Number. This symbol indicates that the subledger value is correct and complete.

Alert! If a subledger value is not correct, Ledger will place a minus (-) in this field and will not complete the journal entry.

Subledger Data Entry Dialog Box

You will use the **Subledger Data Entry** dialog box to add subledger values. Although the contents of a particular **Subledger Data Entry** dialog box will depend on the specifications of the Subledger Rule, every dialog box has the components listed below.

During journal entry, when you enter an Account Number that is linked to a Subledger Rule, the **Subledger Data Entry** dialog box will appear.

The following lists the fields and buttons in this dialog box.

Primary Subledger Value

Additional Subledger Value(s)

Description

OK Button

Select Button

Cancel Button

Subledger Values—Validity Checks

When preparing a Subledger Rule, your Administrator specifies how Ledger is to validate the subledger values that you enter.

The Administrator has four options:

--None: Ledger will accept any values that meet predefined character size and type specifications.

--Table: Ledger will check your entries against of a table of values defined by your Administrator.

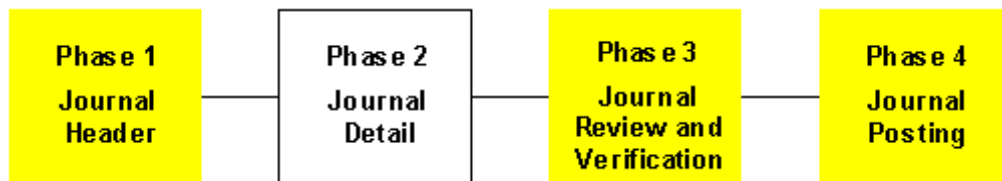
--Range: You can enter any value that falls within a range of values defined by your Administrator.

--Extended Range: The values that you enter must fall within a set of ranges that has been defined your Administrator.

If the validation process determines that a subledger value is not acceptable, Ledger will display an error message and place a (-) in the column next to the Account Number in the **Journal Detail** dialog box. If, for example, you enter "175" in the **Truck ID** field of a **Subledger Data Entry** dialog box, but that value falls outside each of the Subledger Rulethree ranges (100-150, 200-250, and 300-500), the result will be an error message.

To Prepare Journals with Subledger Values

Much of the background data involving subledgers has been prepared by your Administrator. Your task will be to enter acceptable and accurate subledger values during the Journal Detail phase of Journal Development.



To Enter Subledger Values

You'll take the following steps to add subledger data:

Step / Action

1. Follow the steps outlined in Phase 1 of Journal Development to complete a Journal Header.
2. Click the **Detail** button at the bottom of the Entry Page of the Journal Entry dialog box. The **Journal Detail** dialog box will appear on your screen.
3. In the **Account Number** field of the first row, specify an account that is linked to a Subledger Rule.
4. Tab to the next field. The **Subledger Data Entry** dialog box will appear.
5. Enter the Primary Subledger Value and any additional subledger data. If your Administrator has placed the acceptable values for any field in a table, use the **Select** button to access the table.
6. Click the **OK** button to return to the **Journal Detail** dialog box.

7. Verify that the row's first column contains an asterisk (*) and that the **SubLedger** field contains the Primary Subledger Value.

8. Enter the transaction's remaining information.

To view additional subledger values associated with a particular journal entry, highlight the applicable row of Line Item Detail and click the **SubTable** button. The **Subledger Data Entry** dialog box will re-appear on your screen.

Multi-Company Journals

Most journals contain entries that post to the General Ledger accounts of one company within your organization. As a result, the Company components of the Account Numbers all have the same value.

Occasionally, you prepare a multi-company journal. These journals contain entries for more than one Company. As a result, values of the Company component of the Account Numbers in the **Journal Detail** dialog box will not all be the same.

Ledger will **not** process a multi-company journal until two requirements are met:

--The **Multi-Company** check box on the Options Page of the **Journal Entry** dialog box must be activated.

--The entries for the journal as a whole **must** balance: total debits must equal total credits.

The Multi-Company topic in this section covers:

--JOURNAL SOURCE AND JOURNAL ENTRY DIALOG BOX SETTINGS

--ADDING MULTI-COMPANY DETAIL

Multi-Company Journals: Journal Source Settings

As a preliminary step, your Ledger Administrator may define a set of special-purpose Journal Source templates to be used when you are preparing journals posting entries to more than one Company.

On the **Options** Page of each Journal Source, the **Multi-Company Batch** check box will be active and the **Intercompany Entries** specification will be None. (For a complete explanation of Intercompany transactions, click [here](#).)

Any journal based on this Journal Source will permit multi-company entries. Ledger will activate the **Multi-Company Batch** check box on the Options Page of the **Journal Entry** dialog box as a default. If the Journal Source does not have an active **Multi-Company Batch** feature, you can still activate the **Multi-Company Batch** check box on the **Options** Page of the **Journal Entry** dialog box.

To Add Multi-Company Detail

The list below outlines the steps that you'll take to specify multi-company transactions.

Remember: the journal's transactions must balance.

Step / Action

1. During construction of the Journal Header, be sure that the Multi-Company Batch check box on the Options Page of the **Journal Entry** dialog box has been activated.
2. Once the Journal Header is complete, click the **Detail** button at the bottom of the Entry Page of the **Journal Entry** dialog box. The **Journal Detail** dialog box will appear. Note that the Company element now appears as part of the Account Number format.
3. Enter the journal's transactions. The transactions can post to the accounts of any entity represented by a valid Company element.
4. Check to be sure that each Company's debit and credit entries are in balance.
5. Click the **OK** button at the bottom of the **Journal Detail** dialog box.

Transactions

An inter-company journal resembles a multi-company journal because both post transactions to the accounts of more than one Company.

But the similarity ends there:

--A multi-company journal treats each of its Companies as a stand-alone entity. Transactions are processed within each Company, and debits to a particular companyaccounts are balanced by credits to that companyaccounts.

--An Intercompany Journal, on the other hand, consists of transactions between Companies -- a journal entry to an account of one Company and a corresponding entry to an account of a second Company.

The topics in this section cover:

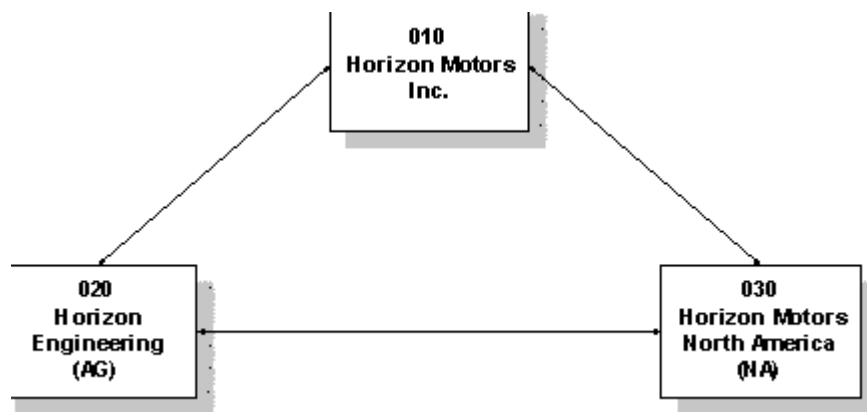
--The nature of the Intercompany Rules governing intercompany transactions.

--Intercompany settings of the Journal Source template.

--Preparation of the Intercompany Journal.

Intercompany Transactions—Structure

There is a regular flow of products and money between the three entities of Horizon Motors:



To account for this intercompany flow, HorizonLedger Administrator has defined a set of Intercompany Rules. Each rule specifies a link between:

--One of the Companies, serving as the initiating Company

--A second Company—the receiving Company

Horizon can then use an Intercompany Journal to set up and process:

--An original journal entry to an account of the initiating Company

--A corresponding entry to an account of the receiving Company

In accord with the Intercompany Rule that governs the relationship between the two companies, Ledger first processes these two entries.

Ledger then automatically generates an **additional, offsetting entry for each Company**. These secondary entries keep the books of both companies in balance.

The options in the Intercompany Entries field on the Options page of the **Journal Entry** dialog box determine how Ledger will automatically offset the journalintercompany transactions:

--**None**: no offsetting entries will be generated. The journaldebit transactions for each Company **must** equal the journalcredit transactions for that Company.

--**Summary**: each Companytotal debits and total credits will be offset automatically by an entry to an offset account.

--**Detail**: each debit and credit transaction for each Company will be offset automatically.

Ledger can process intercompany transactions **only** if you select Summary or Detail from the **Intercompany Entries** drop-down list.

Intercompany Rules

The way in which Ledger generates a Company offsetting entries—and the accounts to which these entries are posted— are determined by an Intercompany Rule.

An Intercompany Rule allows Ledger to balance an entry to the account of the initiating Company with a corresponding entry to the account of the receiving Company. It also identifies the account that Ledger will use to offset the initiating Companyjournal entry.

As a result, even the simplest Intercompany Journal requires **at least** two Intercompany Rules. Each rule will allow one Company to balance the other and will specify that Companyoffsetting accounts.

The information contained in an Intercompany Rule is listed below.

Intercompany Code

A unique code your Administrator has previously defined and linked to the Company element of the initiating Company.

This code, in combination with the Company Code of the receiving Company, establishes the identity of the Intercompany Rule.

Company Code

The code representing the Company component of the receiving Company.

Intercompany Account Type

Options that determine how Ledger is to select an account to offset the initiating Company original entry:

--**Group**. Ledger can select any one of six accounts belonging to a group specified by this rule.

--**Masked**. Ledger will use a single offsetting account specified by the rule.

--**Both**. The rule directs Ledger to look first for a specific offsetting account among the group of accounts and then for a single account.

Intercompany Account Groups

The Account Numbers of the receiving company offset accounts. Ledger will use the offset accounts designated in each of the Account Classification categories (Assets, Liabilities, etc.) if you select Detail as the Intercompany Entries method on the Options Page of the Journal Entry dialog box. Ledger will use the individual offset account if you select Summary.

Intercompany Journals: Journal Source Settings

Like any other Ledger journal, an Intercompany Journal incorporates the specifications of a Journal Source template.

Activation of the **Multi-Company Batch** feature of the Journal Source allows Ledger to process and post transactions to the accounts of more than one Company. Ledger will not handle intercompany transactions unless this feature is active.

Your Administrator will also select the type of **Intercompany Entry** that journals based on this Journal Source will handle:

Summary, Ledger will summarize the Intercompany Journal detail and add two entries **for each** Account Classification with one or more transactions:

--A summary debit or credit to the Intercompany Offset Account of the initiating Company. The entry offsets the initiating Company entries to accounts in this class.

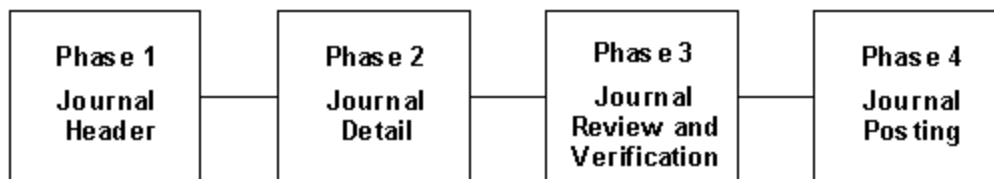
--A summary debit or credit to an offset account of the receiving Company. This account is specified in the appropriate Intercompany Rule.

--Detail. In accordance with the specifications of the Intercompany Rule, Ledger will generate an offsetting entry for **each** of the original journal entries.

The intercompany settings of the Journal Source are default settings. You can override these selections when you prepare an Intercompany Journal.

Development of an Intercompany Journal

The process of assembling, reviewing and posting an Intercompany Journal requires the standard four phases of journal development.



The list in the next section identifies the changes or additions that are necessary for a complete and accurate Intercompany Journal.

To Prepare an Intercompany Journal

Take the following steps to prepare an intercompany journal:

Step / Action

1. As you fill in the Entry Page of the **Journal Entry** dialog box, enter a **Journal Code** that represents a Journal Source designed to serve as a template for Intercompany Journals.
2. Verify that the **Multi-Company Batch** check box on the Options Page of the **Journal Entry** dialog box is active.
3. Be sure that the **Intercompany Entry** type is either Summary or Detail. (You can change the default setting at this point.)

4. After you have added the Journal Header to the database, click the **Detail** button at the bottom of the **Entry** Page of the **Journal Entry** dialog box. The **Journal Detail** dialog box will appear.

5. Enter an initiating Company first transaction.

6. Enter a receiving Company corresponding entry. Each Company **must** be covered by an Intercompany Rule linking it to the other Company.

7. Carry out Steps 5 and 6 for each pair of original entries.

8. Click the **OK** button. Ledger will confirm the original entries.

Warning:

Ledger will not process transactions between Companies if the Companies have different Home Currencies. Instead, you will receive a message alerting you about the discrepancy. If you do run into this problem, consult your Ledger Administrator.

-- When you **post** the journal original entries in Phase 4, Ledger will enter and post the journal offsetting entries as well.

-- To view the complete set of entries, click the View/Edit button at the bottom of the **Review/Post Journals** dialog box. This step will initiate a Journal Detail Inquiry.

-- When the **Journal Detail History** dialog box appears, select the **Detail** button. Ledger will present you will a complete list of the original and offsetting intercompany transactions.

Beginning Balances

At your direction, Ledger will use the Journal Detail phase of Journal Development to establish beginning balances for General Ledger accounts. These balances are tied to "Period 0" of the current accounting year and are used on a one-time basis to establish opening values for accounts you specify.

In this section, you will explore the following topics:

--The nature of a Beginning Balance journal.

--The special steps required for the preparation of a Beginning Balances journal.

--The use of the Structure Inquiry to view beginning balances.

Beginning Balance Journals

Posting beginning balances requires a special journal. This journal, in turn, requires a special Journal Source template prepared by your Administrator. On the **Entry** Page of the template **Journal Source** dialog box, the Administrator will specify Beginning Balances as the **Journal Type**.

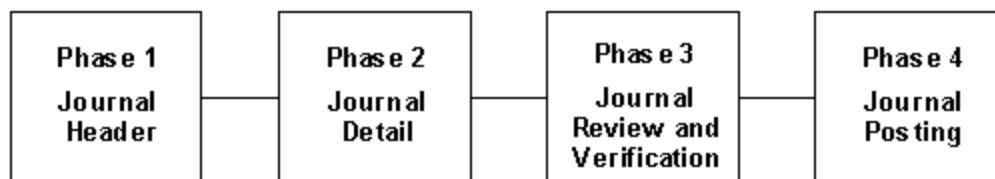
If the Journal Source that you select does not specify Beginning Balance in the Journal Type field, you can override the specification that does appear and select Beginning Balance when you prepare the Journal Header.

Alert! If you activate the Multi-Company Batch check box on the Options Page of the Journal Entry dialog box, you can set up beginning balances for more than one Company.

The screenshot shows the 'Journal Entry - JNLFRAME' dialog box with the 'Entry' tab selected. The 'Options' tab is also visible. The 'Currency Conversion' section has 'Multiple Currencies' checked, and 'Single Currency' has 'None' selected. The 'Currency Code' is 'DEM'. The 'Multiple Currencies' section has 'Look-up' and 'Manual' options. The 'Look-up -- Home Curr. Conversion' section has 'Currency Usage/Year' set to '01/18/2006', 'Translation Date' set to '01/18/2006', and 'Alt Translation Date' set to '01/18/2006'. The 'Rate Type' is 'Actual'. The 'Manual' section has 'Rate' and 'Alt Rate' both set to '0.00000000'. The 'MultiCompany Processing' section has 'Multi-Company Batch' checked. The 'Intercompany Entries' section has a dropdown menu. The 'Additional Book Usage...' button is visible.

Development of a Beginning Balances Journal

Assembling, reviewing and posting a Beginning Balances journal requires four standard phases of journal development.



For a detailed explanation of each phase, click [here](#). The list that follows identifies the changes or additions that are necessary to prepare a Beginning Balances journal.

To Prepare a Beginning Balances Journal

Take the following steps to prepare a beginning balances journal:

Step / Action

1. As you fill in the Entry Page of the **Journal Entry** dialog box, be sure that the **Journal Code** that you select represents a Journal Source template that your Administrator has prepared especially for this type of journal.
2. Verify that Beginning Balances is the Journal Type. This will direct Ledger to use the journal entries to set up Period 0 balances.
3. Use the **Journal Detail** dialog box to identify each account and its opening balance. You must include balancing entries **if** required by the Balance Rule you select.

Viewing Beginning Balances

To view the beginning balances, use the [Structure Inquiry](#). In the **Year/Period** fields of the **Structure Inquiry** dialog box, enter "0" as the Period.

Reversing Journals

A reversing journal is a very special type of journal:

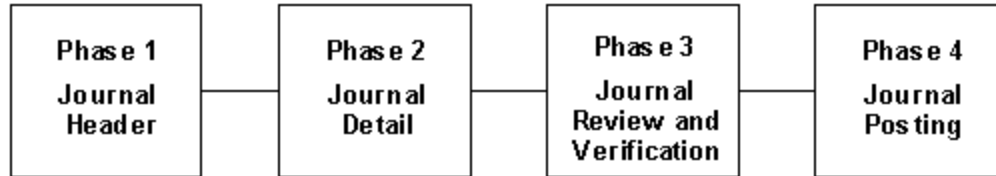
--In the first stage of the journalPosting phase, Ledger will post debits and credits to those accounts indicated in the **Journal Detail** dialog box, using the **GL Effective Date** field specified on the **Entry** Page of the **Journal Entry** dialog box.

--In a subsequent phase, Ledger will automatically update the next monthbalances by posting reversals to those same accounts. The Effective Date of the reversing entries is the **first day of that month**.

--In most cases, a reversing journal will also have its own Journal Source. When defining the Journal Source, your Administrator **must** select Reversing as the **Journal Type**.

To Develop a Reversing Journal

The development of a reversing journal is a four-phase process. For a complete explanation of each phase, click [here](#).



The steps below identify changes or additions necessary to prepare and post a Reversing journal.

Step / Action

1. When the Entry Page of the **Journal Entry** dialog box appears, use the Journal Code field to select a Journal Source with the appropriate reversing specifications.
2. After you have selected a Journal Source, verify that the default selection in the Journal Type field is Reversing.
3. Use the **Journal Detail** dialog box to enter a set of original entries.
4. To post the journal's original entries, first access the **Journal Batch Filter** dialog box to select and retrieve the originating journal.
5. Click the **Process-Report** or **Deferred Process** button of the **Review/Post Journals** dialog box to post the journal. **Do not use** the **Process-Screen** button.

As soon as you post the originating journal, Ledger will create and instantly post the reversing journal.

Once the journal has been posted, the Batch Numbers will also appear in the **Journal Purpose** field of their respective **Journal Detail History** dialog boxes. (You can access a **Journal Detail History** by clicking the **View/Edit** button on the **Review/Post Journals** dialog box or by running a Journal Detail Inquiry.)

Unposting a Journal

LedgerUnpost function allows you to retract a posted journal entries.

Note: You cannot use the "Unpost" feature on a batch in a closed period.

Caution: Ledger will not prevent you from unposting in Ledger a journal from a subsidiary ledger, such as Payables, Receivables, etc. We recommend that if you reverse a transaction that originated in a sub-ledger, you should reverse ("unpost") it in the sub-ledger so that the sub-ledger and Ledger will match.

Alert! You may not be authorized to use these functions. If you experience any difficulty, consult your Administrator.

You use the **Unpost Journal** dialog box to unpost a journal.

Review/Unpost Journals Dialog Box

You will use the **Review/Unpost Journal** dialog box to unpost a journal.

To access this dialog box, in the **Utilities** menu, select **Unpost Journal**.

The following lists the fields and buttons in this dialog box.

Column Headings

Filter button

Refresh button

View/Edit button

Unpost Journal button

Print button

More button

Journal Description

To Unpost a Journal

You take the following steps to unpost a journal:

Step / Action

1. In the **Utilities** menu, select **Unpost Journal**. The Review/Unpost Journal dialog box will appear.

2. Enter the journal **Batch Number** directly or use the **Select** button to retrieve the number. Required.

3. Click the **Process** button or the **Deferred Process** button. Ledger will retract the journal entries.

Chapter 9 Account Mapping

Account Mapping

This Help Sequence contains the following topics:

Introduction

Account Mapping Structures

Account Mapping Rules

Defining an Account Mapping Rule

Phase 1: Account Mapping Rule—Header

Phase 2: Account Mapping Rule—Detail

Development of an Account Mapping Journal

Journal Source Definition

To Prepare the Account Mapping Journal

Introduction to Account Mapping

Account Mapping is a function that your Administrator uses to establish a link between General Ledger accounts. This link can take one of the two forms illustrated below:

This Help Sequence introduces you to:

--Structures of an Account Map

--[Account Mapping Rules](#)

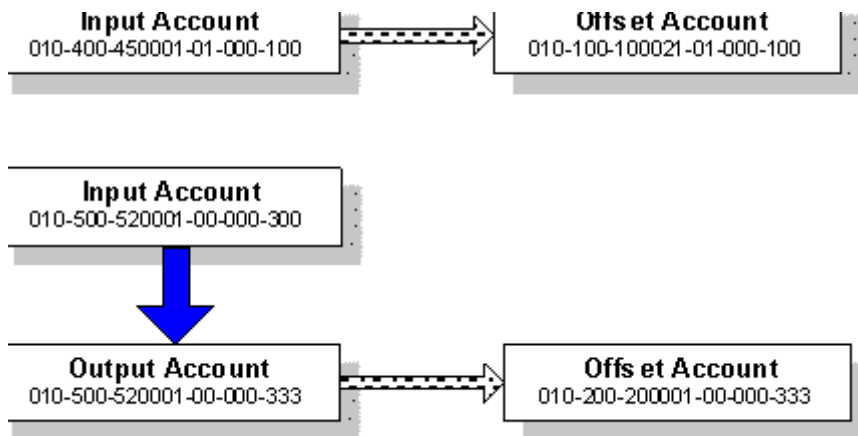
--Development of Account Mapping journals

Be very careful...

Journals that use Account Mapping generate and post entries automatically—without your direct participation and verification. Be sure that you are thoroughly familiar with every aspect of Account Mapping before using this feature.

Account Mapping Structures

Look at the illustration of the Account Maps:



In the first example above, the Administrator has mapped an offsetting relationship between:

--An Input account in an **unbalanced** journal and

--Its Offset account.

During the Journal Detail phase of Journal Development, if you were to select the Input account Ledger will **automatically generate** a corresponding, balancing entry to an Offset account.

In the second example, the Administrator has added another dimension to the map. This relationship links an Input account in a **balanced** journal with an Output account, and with its balancing Offset account. In this case, when you prepare (or import) a journal that employs Account Mapping, you identify only the Input account and the amount of the transaction. Ledger then posts:

--A single-sided entry to the Output account

--A balancing entry to its Offset account

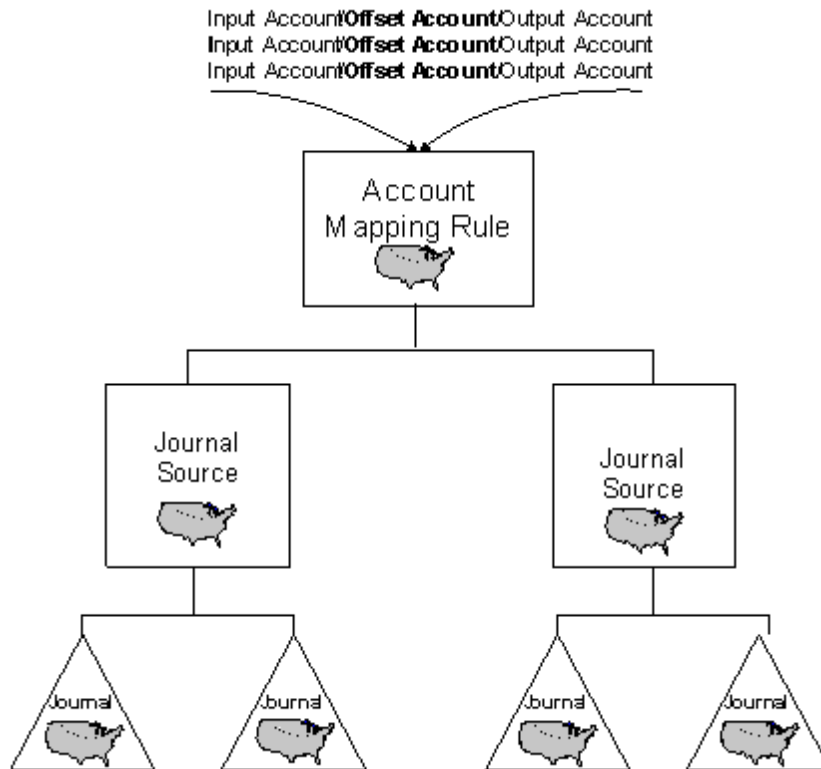
These actions take place according to the specifications of an Account Mapping "rule" that your Administrator has defined.

Account Mapping Rules

The relationship between the Input account and its Offset account—or between the three accounts—is defined by an Account Mapping Rule.

Once the rule has been defined, your Administrator assigns it to the appropriate Journal Source Templates. As soon as the Account Mapping Rule becomes part of a Journal Source, you can use it with any journals that employ this Journal Source.

The chart below depicts the way in which an Account Mapping Rule is defined and applied.



Defining an Account Mapping Rule

The definition of an Account Mapping Rule takes place in two phases. (For a complete explanation of the Account Mapping Rule, see the **AdministratorGuide**.)

In Phase 1, your Administrator provides the rule with an identity and indicates whether or not the rule is to include Output accounts.

In Phase 2, the Administrator specifies the rule's Input/Output/Offset account combinations. Each rule can include an unlimited number of account combinations.

Phase 1: Account Mapping Rule—Header

In Phase 1 of preparing of an Account Mapping Rule, your Administrator creates the ruleheader. The Account Mapping Ruleheader provides the rule with an identity. The Header incorporates this information:

Account Mapping Rule Code

A unique code that identifies the rule.

Description

A brief description of the rulepurpose and coverage.

Use Full Account Numbers?

You select this check box to direct Ledger to use a complete Account Number format.

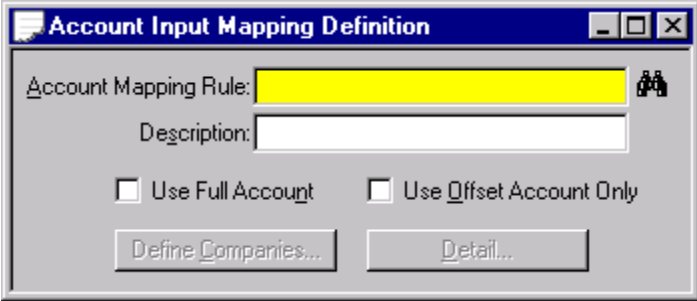
Use Offset Accounts Only?

You select this check box to indicate that this rule will only map Input accounts to Offset accounts; it will **not** include Output accounts and their Offsets.

Use Output Accounts?

You select this check box to indicate that this rule will map Input accounts to Output accounts and their Offsets.

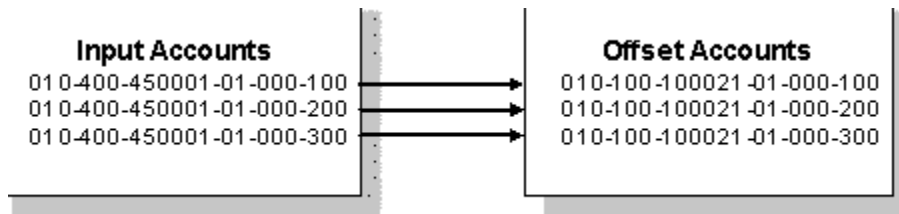
To access the Account Input Mapping Definition Dialog box, select Rules, Chart of Accounts and Account Mapping.

The image shows a Windows-style dialog box titled "Account Input Mapping Definition". It has a blue title bar with standard minimize, maximize, and close buttons. The main area is light gray and contains the following elements: a label "Account Mapping Rule:" followed by a yellow rectangular text input field; a label "Description:" followed by a white rectangular text input field; two checkboxes, "Use Full Account" and "Use Offset Account Only", both of which are currently unchecked; and two buttons at the bottom, "Define Companies..." and "Detail...", which are also disabled (grayed out).

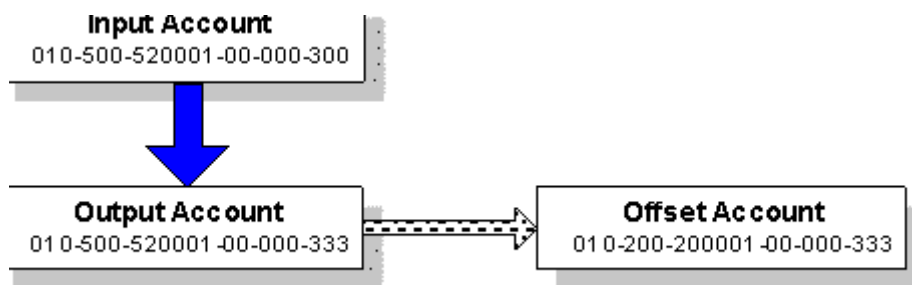
Phase 2: Account Mapping Rule—Detail

In the second phase of Account Mapping, the Administrator assembles the rulecombinations of Input and Offset accounts or of Input, Output and Offset accounts.

In the example below, the Account Mapping Rule has mapped a series of Input accounts to their corresponding Offset accounts. If you prepare a one-sided entry using one of the Input accounts, Ledger automatically generates a balancing entry to its Offset account.



An example of a three-way map appears below. In this example, the Administrator has linked an Input Account to a corresponding Output account—and to its Offset account.



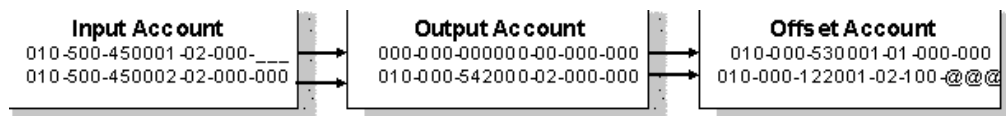
This Account Mapping Rule contains:

--an Input account: 010-500-520001-00-000-300

--an Output account: 010-500-520001-00-000-333

--the Output accountOffset account: 010-200-200001-00-000-333.

Here a more complex example, involving the use of masks to designate a rule accounts.



In this example, the Administrator has identified a triad of account relationships: Input account, Output account, and the Output accountOffset.

--**Row 1:** The value of the Input Account field is a mask of the Account Number, and an Output Account is not specified. A journal use of any Input account that falls within the range defined by this mask will generate an offsetting entry to the Offset Account.

--**Row 2:** Row 2 uses @ symbols to mask the Offset Account. In a balanced journal, the use of the Input Account will automatically generate an entry to the Output Account—for the same amount. Ledger will then post balancing entries to all Offset Accounts defined by the mask; the full amount of the entry will be divided by the number of Offset accounts identified by the mask, and an equal amount posted to each.

Multiple masks are used primarily when you are importing journal data from external sources. In such cases, the ranges created by the masks add significantly to the scope of the Account Mapping Rule.

Development of an Account Mapping Journal

To develop a journal that uses Account Mapping requires the standard Four Phases of Journal Development. But Account Mapping also requires an important preliminary phase: the construction of a special Journal Source Template.

Journal Source Definition

As essential preliminary steps, your Administrator will:

--Define the appropriate Account Mapping Rule.

--Define a Journal Source Template that formally incorporates the rule.

You can then select this Journal Source as you prepare a journal that is to employ Account Mapping.

Alert! An Account Mapping Rule cannot designate any accounts that have been authorized to accept Source Currency transactions and maintain Posting balances. (For more information, [click here](#).)

To Prepare the Account Mapping Journal

Follow these guidelines as you develop a journal with Account Mapping features.

Step / Action

1. As you fill in the Entry Page of the Journal Entry dialog box, be sure that the Journal Code you select represents the correct Journal Source Template. The Journal Source must specify the appropriate Account Mapping Rule.

2. Use the Journal Detail window to identify each Input account. Depending on the nature and specifications of the Account Mapping Rule, Ledger will automatically generate either an entry to the Input accountOffset account—or a duplicate entry to the Output account, along with a balancing entry to its Offset account.
3. To view the results of Account Mapping, use the Journal Batch Filter window to retrieve the journal listing.
4. Click on the View/Edit button on the Review/Post Journals window. The Journal Detail History window opens and displays a list of the journalentries.
5. Follow the procedures described in the Inquiry Help Sequence to investigate the details of the Account Mapping journals and their transactions.

Chapter 10 Multiple Currencies - Source Currency Mode

Multiple Currencies—Source Currency Mode

This Help Sequence contains the following topics:

Introduction

- ISO Codes

- A Review of Key Currency Concepts and Terms

- Multiple Currency Processing—Prerequisites

Exchange Rate Table

- Building the Exchange Rate Table: Phase 1

 - Currency Rates Dialog Box

 - To Define the Bases for Valuation

- Building the Exchange Rate Table: Phase 2

 - Currency Rates Definition Dialog Box

 - To Add Exchange Rate Detail

Source Currency Journals—An introduction

Four Phases of the Source Currency Journal

- Source Currency Journal Development—Phase 1: Journal Header

 - Currency Fields of the E Page—Journal Entry Dialog Box

 - Currency Fields of the Journal Entry Dialog Box—S Page

 - To Construct the Header of a Source Currency Journal

- Source Currency Journal Development—Phase 2: Journal Detail

 - Journal Detail: Single Source Currency Journal—Manual Translation

 - To Enter Transaction Detail: Single Source Currency, Manual Translation

 - Journal Detail: Single Source Currency Journal—Look-Up Translation

 - To Enter Transaction Detail: Single Source Currency, Look-Up Translation

 - Journal Detail: Multiple Source Currency Journal—Manual Translation

 - To Enter Transaction Detail: Multiple Source Currency, Manual Translation

 - Journal Detail: Multiple Source Currency Journal—Look-Up Translation

 - To Enter Transaction Detail: Multiple Source Currency, Look-Up Translation

 - Journal Transaction Amounts-Additional Book Currency Values

 - Additional Book Currency Valuation Dialog Box

- To Review or Modify Translation Parameters—Additional Book Currencies
- Source Currency Journal Development— Phase 3: Verification
 - To Review and Verify a Journal
- Source Currency Journal Development— Phase 4: Posting
 - To Post Journal Entries—Screen
- Inquiries in a Multiple Currency Environment
 - Structure Inquiry
 - Structure Inquiry Dialog Box—Source Currency Fields
 - To Conduct a Structure Inquiry—Multiple Currencies
 - Account Summary Inquiry: Multiple Source Currencies
 - To Carry Out an Account Summary Inquiry in Multiple Currencies
 - Journal Summary Inquiry: Multiple Currencies
 - To Conduct a Journal Summary Inquiry into Source Currency Activity
 - Journal Detail Inquiry: Multiple Currencies
 - Journal Detail Inquiry—Option 1: Source Currency Values
 - To Conduct a Journal Detail Inquiry into Transactions Valued in the Originating Source Currency(ies)
 - Journal Detail Inquiry—Option 2: Additional Book Currency Values
 - Detail History Dialog Box—Additional Book Currency Values
 - To Conduct a Journal Detail Inquiry with Transactions Valued in an Additional Book Currency
- Currency Breakdown Inquiry
 - Currency Breakdown Dialog Box—Upper Fields
 - Currency Breakdown Table: Inception-to-date, Day-to-Date
 - Currency Breakdown Table: Beginning Balances
 - Currency Breakdown Table: Year-End Adjustments
 - To Initiate a Currency Breakdown Inquiry

Introduction to Processing in a Source Currency Mode

This Help Sequence examines the nature of Ledger multiple currency environment, looking specifically at the ways Ledger processes transactions and maintains balances in a Source Currency Mode.

The topics in the Help Sequence include:

--Currency Concepts and Terms: review of currency concepts and terms in a multiple currency environment.

--Prerequisites for Multiple Currency Processing: the steps your Administrator must take before you can process transactions in more than one Source Currency.

--Constructing the Exchange Rate Table: the formation and management of a table Ledger will use to translate the transaction values and balance amounts from one currency to another.

--Source Currency Journals: an introduction to journals that process transactions in a single Source Currency or multiple Source Currencies.

--Four Phases of Source Currency Journal Development: explanations of the full cycle of Journal Development for single and multiple Source Currency Journals.

--Inquiries in a Multiple Currency Environment: the nature of account balance and journal information in multiple currencies, and the techniques you will use to retrieve this data.

Alert! The following discussions and examples assume that you are familiar and comfortable with the basics of Journal Development. For a review of these basics, press here.

ISO Codes

Ledger uses a unique code to identify each international currency. In most cases, this is an ISO (International Standards Organization) code consisting of three alphabetical, capitalized characters. Here are a few examples:

BEF	Belgian franc	GBP	British pound
CAD	Canadian dollar	HKD	Hong Kong dollar
DEM	German mark	ITL	Italian lira
EUR	Euro (European Currency Unit)	JPY	Japanese yen
FRF	French franc	SEK	Swedish krona
USD	US dollar		

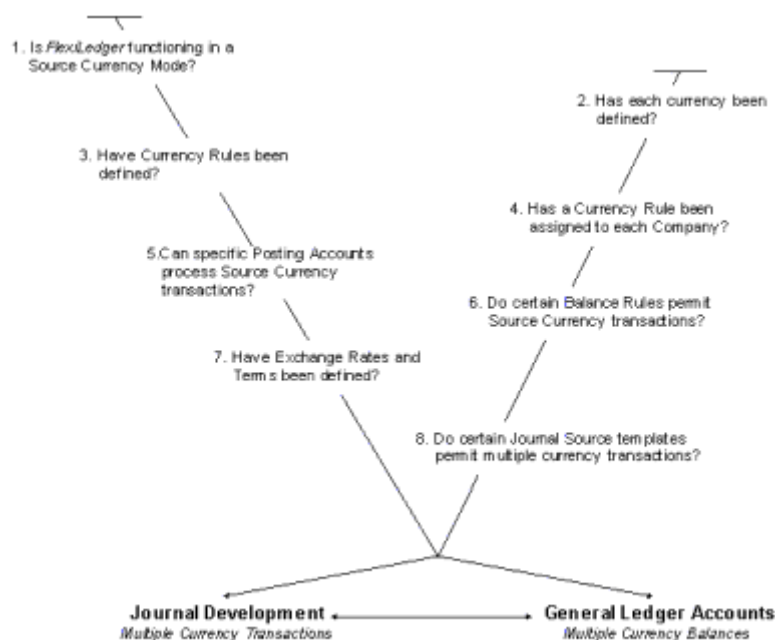
A Review of Key Currency Concepts and Terms

Ledger uses multiple currency terminology and accounting procedures that are summarized briefly below.

Book Balances
 Posting Currency
 Posting Balances
 Source Currency
 Posting Currency Mode
 Source Currency Mode
 Base Currency
 Home Currency
 Additional Book Currency
 Additional Posting Currency
 Balancing Currency
 Currency Rule
 Exchange Rates

Multiple Currency Processing—Prerequisites

Ledger can process journal transactions in more than one Source Currency—and maintain Posting balances in each currency—only if certain prerequisites have been met.



Satisfying most of these conditions is the responsibility of your Administrator. However, you should also be **thoroughly** familiar with the questions raised in the diagram below, and with the steps your Administrator takes to provide answers.

The following section reviews these questions. **Remember:** Ledger cannot process journal transactions and maintain account balances in multiple currencies until these prerequisites have been are met. For complete explanations of the Administrator's multiple currency functions, see the **Ledger Administrator's Guide**.

Question 1: Is Ledger Functioning in a Source Currency Mode?

If Ledger is to function in a Source Currency Mode, your Administrator must activate the **Source Currency Processing** option in the **Processing Set** dialog box.

Activation of this setting accomplishes two objectives:

--Activation allows your Administrator to designate those General Ledger accounts that can maintain Source Currency balances, and the scope of each account's Source Currency activity.

--Activation allows Ledger to post journal entries to these accounts' Posting balances as well as to their Book balances.

Question 2: Have Currencies been Defined?

Your Administrator must formally define each of the currencies you will be using. A key component of a Currency Definition is the designation of a Currency Code. You will use the code to select this currency at numerous points during Journal Development, and to generate Inquiries and Reports dealing with transactions and balances in that currency.

Question 3: Have Currency Rules been Defined?

Has your Administrator defined the "rules" that specify the Company parameters for the following items:

--Home Currency

--Additional Book Currency(s) – Book currencies other than the Home Currency

--Additional Posting Currency(s) – Posting currencies other than the Home Currency

Question 4: Has a Currency Rule been Assigned to Each Company Represented in the Chart-of-Accounts?

Has your Administrator assigned a Currency Rule to each of the Companies included in your Chart-of-Accounts?

010 - ____-____-____-____	020 - ____-____-____-____
CURRENCY RULE: USDRUL	CURRENCY RULE: DEMRULE
Home Currency: USD	Home Currency: DEM
Additional Book Currency: DEM	Additional Book Currency: USD
Additional Posting Currencies: DEM, GBF, JPY, FRF	Additional Posting Currencies: : USD, GBF, JPY, FRF

You cannot post an entry to the account of a particular Company in a particular currency unless there is a Currency Rule assigning the currency to the Company and defining its role.

Question 5: Does the Posting Account Permit Multiple Source Currency Transactions?

Do the Posting Accounts you will be using, represented by their Account Numbers, permit transactions in one or more Source Currencies in addition to the Company component's Home Currency?

You can post transaction amounts in a Source Currency other than the Company Home Currency only if your Administrator has activated the Single or All option in the Currency Accounts area of the Posting Accounts dialog box.

Be careful! If your Administrator has activated the Single radio button, Ledger will post Source Currency transactions to this account in the Company component's Home Currency and in just one Additional Source Currency. The Currency Code representing this currency must appear in the Source Currency field of the Posting Accounts dialog box.

Question 6: Does the Journal's Balance Rule Permit Source Currency Transactions?

Any Balance Rule you select when creating a Source Currency journal must permit transactions that post to an account's Posting balances as well as to its Book balances. A Balance Rule contains the following two additional Source Currency specifications:

--Element Code: A Balance Rule supporting Source Currency processing can designate one of the elements of the Account Number to serve as a Currency Code identifier. When you generate a Source Currency Journal using this Balance Rule, Ledger will enter the value of each transaction's Currency Code in this element of the Account Number. During the process of Currency Revaluation if you specify this Balance Rule as a parameter, Ledger will only revalue **only** accounts with Currency Codes in the designated element.

--Balanced Source Currency Entries: Your Administrator uses this specification to indicate whether or not a journal's total debits in a particular Source Currency must be balanced by its total credits in the same Source Currency.

Question 7: Have Exchange Rates and Terms been Defined?

Ledger multiple currency environment relies on the information of an Exchange Rate Table to translate Source Currency values into comparable Home Currency and Additional Book Currency values.

Responsibility for establishing and maintaining the Exchange Rate Table may rest with your Administrator, with you, or with your Foreign Currency specialists. For an explanation of the Exchange Rate Table and Ledger translation procedures, [press here](#).

Question 8: Does the Journal Source Template Permit Multiple Currency Transactions?

Certain Journal Source templates do not permit the construction of journals with transactions in a currency other than the Home Currency. A Journal Source that designates an Account Mapping Rule, for example, will only process Home Currency transactions.

The MultiCurrency check box on the Options Page of the Journal Source dialog box provides journals using this template with a default setting: you can, however, override this specification when you are preparing the journal.

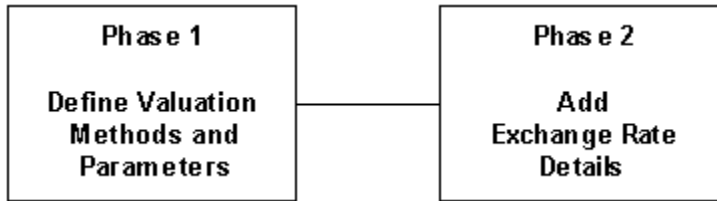
Exchange Rate Table

In a multiple currency environment, Ledger conducts an ongoing process of currency conversion—translating US dollars into Deutsche marks, Deutsche marks into British pounds, British pounds into US dollars, etc. Herean illustration:

Occasionally, a portion of the translation data necessary for currency conversion will come directly from the Financial Specialist who is preparing or reviewing journal entries. Often, however, Ledger will draw its information from an Exchange Rate Table.

Depending on the requirements of your organization, the Exchange Rate Table is developed and maintained by the Ledger Administrator or by other qualified Financial Specialists within your organization.

Development of the Exchange Rate Table will take place in two stages:

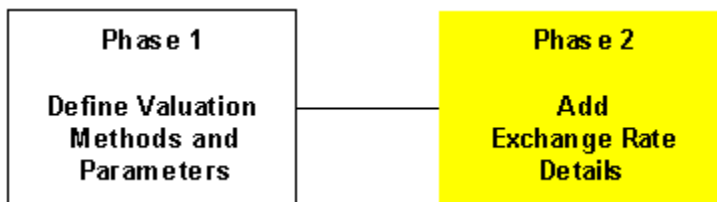


In Phase 1, you will formally define a series of relationships. Each relationship will consist of a From currency, a set of corresponding To currencies, and a valuation basis Ledger can use to select an exchange rate.

In Phase 2, you will specify one or more exchange rates to translate values of the From currency into values of one of the To currencies.

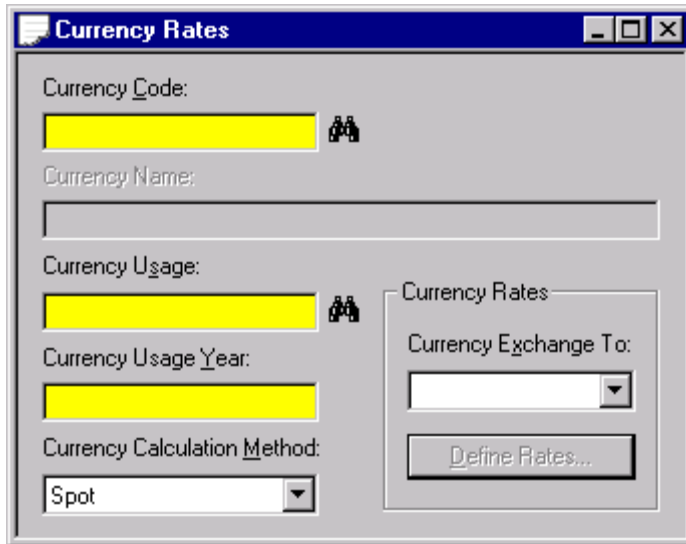
Building the Exchange Rate Table: Phase 1

In the first phase of Exchange Rate Table construction, you will use the Currency Rates dialog box to define alternative bases for converting the value of various To currencies into values of the From currency.



To Open the Currency Rates Dialog Box

To access the **Currency Rates** dialog box, select **Currency** from the **Rules** menu and **Exchange Rates** from the **Currency** sub-menu.



Currency Rates Dialog Box

The **Currency Rates** dialog box links a From currency with a To currency. It then identifies a translation **Method, Usage** and **Year** as you define a valuation basis.

The following lists the fields and buttons in this dialog box.

- Currency Code
- Currency Name
- Currency Usage
- Currency Usage Year
- Currency Calculation Method
- Currency Exchange to:
- Define Rates Button

To Define the Bases for Valuation

During Phase 1 of developing an Exchange Rate Table, you take these steps to identify the bases for conversion of To currency values into values of the From currency:

Step / Action

1 Select **Exchange Rate** from the **Process** menu. The **Currency Rates** window opens.

2. Enter the **Currency Code** representing the From currency. Required.
3. In the **Currency Usage** field, enter a type of rate. Required.
4. In the **Currency Usage Year** field, enter the calendar year in which the exchange rates are valid. Required.
5. Select a Currency Calculation Method. Required.
6. Select the **Add Row** toolbar button. When Ledger indicates that the "Row Has Been Added," click on the **OK** button.

You follow this procedure as you define the From currency **full set** of valuation definitions.

Building the Exchange Rate Table: Phase 2

In the second phase of Exchange Rate Table construction, you must:

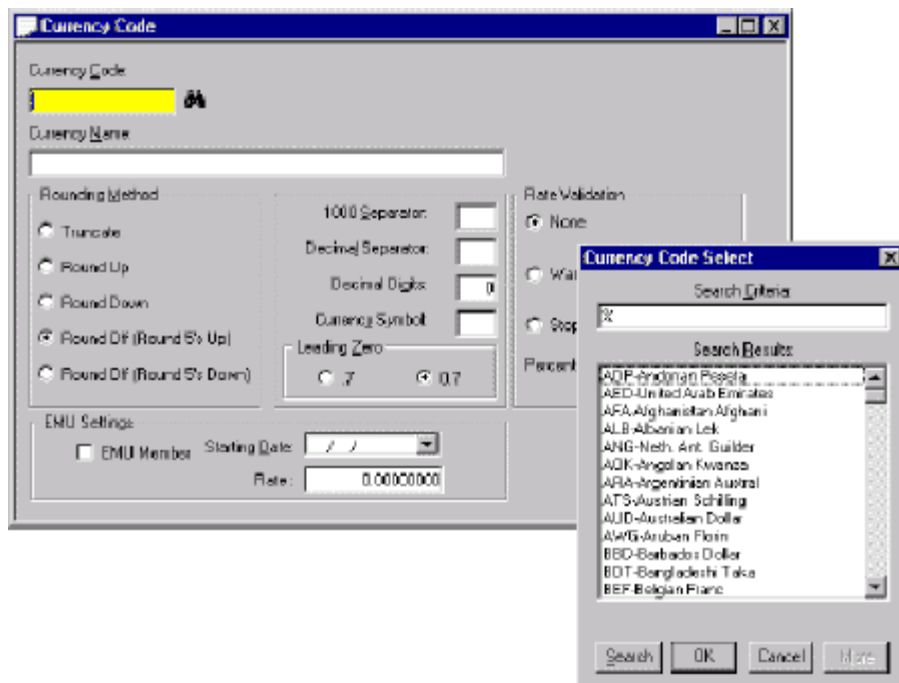
--Specify a To currency.

--Enter exchange rate detail. Ledger can then use this data to convert From currency values into the To currency.

You use the **Currency Rates Definition** window to specify the rates. First take these preliminary steps to prepare to add Exchange Rate Detail:

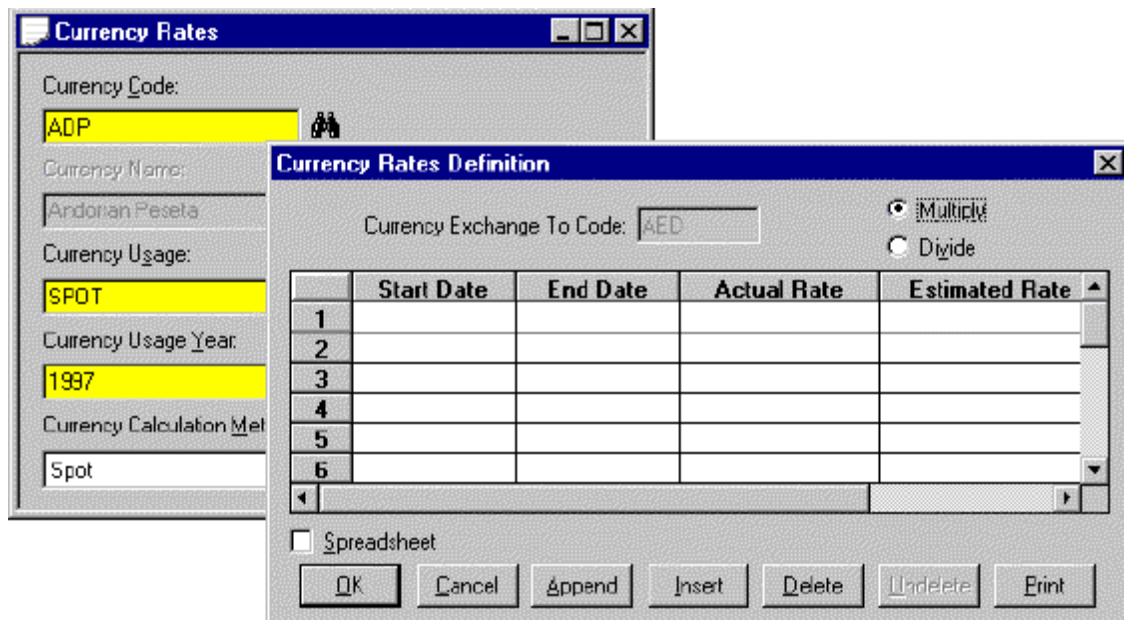
Step / Action

1. Retrieve the **Currency Rates** window by selecting **Currency** from the **Rules** menu and **Exchange Rates** from the **Currency** sub-menu.
2. Enter the From currency **Currency Code**. The **Currency Usage Select** dialog box opens and displays a list of the alternative valuation bases that you defined for that currency.



3. Highlight the appropriate valuation basis and click on the **OK** button. Ledger enters the Usage information in the **Currency Rates** dialog box.

4. Select the **Define Rates** button. The **Currency Rates Definition** window opens.



Currency Rates Definition Dialog Box

In Phase 2 of the construction of an Exchange Rate Table, you use the Currency Rates Definition dialog box to enter rates and specify periods during which these rates are valid.

The following lists the fields and buttons in this dialog box.

Currency Exchange to Code

Multiply/Divide

Exchange Rate Table

Start Date

End Date

Actual Rate

Estimated Rate

Spreadsheet

OK Button

Cancel Button

Append Button

Insert Button

Delete Button

Undelete Button

Print Button

To Add Exchange Rate Detail

In Phase 2, you take these steps to add Exchange Rate Detail.

Step / Action

1. Select **Exchange Rate** from the **Process** menu. The **Currency Rates** dialog box opens.
2. Enter the **Currency Code** of the From currency, or use Ledger search techniques to select a code. The **Currency Usage Select** dialog box opens.
3. Select the appropriate basis for currency valuation and click on the **OK** button. Ledger returns you to the **Currency Rates** dialog box and retrieves the conversion specifications.
4. In the **Currency Exchange To** field, select the code of the To currency.

5. Select the **Define Rates** button. The **Currency Rates Definition** window opens.
6. In the first row, enter the **Start Date** of a valuation period.
7. Enter the **End Date** of the valuation period.
8. Specify an **Actual Rate** or an **Estimated Rate** for that period.
9. Select the **Append** button. Ledger moves your cursor to the beginning of the next row and fills in the **Start Date** field.
10. Complete Steps 6-9 for each row of exchange rate data.
11. Select the **OK** button. Ledger adds the rate and date information to the Exchange Rate Table and returns you to the **Currency Rates** dialog box.

Source Currency Journals—An Introduction

Each Source Currency Journal you construct will fall into one of two categories:

--Single Source Currency Journals. Transactions are valued in **one** Source Currency only. The Source Currency may be the Company Home Currency or an Additional Posting Currency assigned to the Company. If the journal's Source Currency is an Additional Posting Currency, Ledger translates its transaction values into comparable Home Currency values. During posting, Ledger updates Posting balances in both currencies, as well as Book balances in the Home Currency and any Additional Book Currencies.

--Multiple Source Currency Journals. Transactions can be valued in an account's Home Currency and in **any** Additional Posting Currency assigned to the Company. The Home Currency and Additional Posting Currencies all qualify as Source Currencies: Ledger updates Posting balances in the Source Currencies, as well as Book balances in the account's Home Currency and any Additional Book Currencies.

Remember! Although multiple Additional Posting Currencies may be assigned to an account's Company component, the account itself may be restricted to balances in a single Source Currency (in addition to the Home Currency) — or to no additional Source Currencies whatsoever. Before selecting an account, be sure that you are thoroughly familiar with its currency attributes.

See the construction of Source Currency Journals with transactions in one or more Additional Posting Currencies that also serve as Source Currencies.

Four Phases of the Source Currency Journal

The development of a Source Currency Journal with transactions in one or more Additional Posting Currencies requires the standard four phases used by a Home Currency Journal.

Within each phase, most of the steps you take are also the same as with a Home Currency Journal. However, there are important differences. The explanations that follow concentrate on these differences but do **not** repeat the explanations of standard Journal Development.

For a full explanation of the basics of Journal Development, [click here](#). For explanations of those steps associated with the development of a Source Currency Journal, select one of these topics:

--Source Currency Journal Development—Phase 1: Journal Header

--Source Currency Journal Development—Phase 2: Journal Detail

--Source Currency Journal Development— Phase 3: Verification

--Source Currency Journal Development— Phase 4: Posting

Source Currency Journal Development—Phase 1: Journal Header

In the first phase, you create a Journal Header using the **Entry** Page and **Options** Page of the **Journal Entry** window. To access this dialog box, select **Journals** from the **Process** menu, and then select **Journal Entry** from the **Journals** sub-menu.

Currency Fields of the Entry Page-Journal Entry Dialog Box

Four fields of the **Entry** Page of the **Journal Entry** dialog box play a significant role in the development of a Source Currency Journal. (For a complete review of all fields of the **Entry** Page, [click here](#).)

Journal Entry - JNLFRAME

Entry Options

Journal Code: ACCTMAP

Batch No: 0

Journal Id: BASI

GL Effective Date: 03/13/2002

Balance Code: ACCRUAL

Journal Type: Current Period

Primary Company: COMP 001

Journal Description: BASIC

Journal Purpose:

Default Account:

COMP	ACCT	NATA	CURR	USER
000	0000	0000	000	00

Control Totals

Source Amounts: 0.00

Memo Amounts: 0.00

Quantities: 0.0000

Journal Status: In Process

☒ Memorandum

Skeleton...

Detail...

The following lists the fields and buttons in this dialog box.

Journal Code

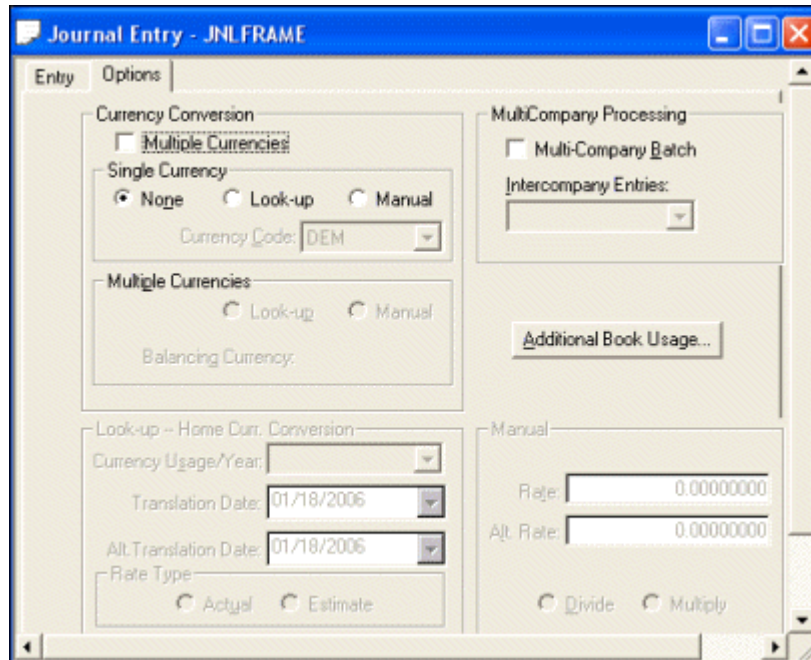
GL Effective Date

Balance Code

Primary Company

Currency Fields of the Journal Entry Dialog Box- Options Page

Nearly all fields and functions of the Options Page of the **Journal Entry** dialog box are devoted to the development of Source Currency Journals. To access this page, select the **Options** button on the Entry Page of the **Journal Entry** dialog box.



The following lists the fields and buttons in this dialog box.

Currency Conversion Group Box

- Multiple Currencies Check Box

Single Currency Group Box

- Translation Options

- Currency Code

Multiple Currencies Group Box

- Translation Options

- Balancing Currency

Look-Up Group Box

- Currency Usage/Year

- Translation Date

- Rate Type

Manual Group Box

- Rate

- Calculation Options

Additional Book Usage Button

To Construct the Header of a Source Currency Journal

The instructions below specify each of the steps you take to construct the Journal Header of a Source Currency Journal. Although a number of these steps are optional, your Supervisor or Administrator might require that you perform them. A diamond (◆) after the description of the action indicates that Ledger will automatically insert data or settings from the Journal Source template.

Step / Action

1. Select **Journals** from the **Process** menu, and then select **Journal Entry** from the Journal sub-menu. The Entry Page of the **Journal Entry** dialog box appears on your screen.
2. Select a **Journal Code**. This code identifies a Journal Source template with identifying characteristics and processing parameters defined especially for multiple currency transactions. Required.
3. Confirm or modify the **Journal Prefix**. ◆
4. In the **GL Effective Date** field, enter the date to which the journal's transactions will be posted in the General Ledger. In most cases, this will also be valuation date of the journal's exchange rates. Required.
5. Confirm the Balance Code provided by the Journal Source or select a new code. Required.
6. Confirm the **Journal Type** or select a different type. Required.
7. Confirm the Company element code representing the journal's **Primary Company** —or override it with an alternative Company specification. Required.
8. Confirm the Journal Description or override it with your own description.
9. Explain the nature of the journal and its transactions in the **Journal Purpose** field.
10. Under **Default Account**, specify an Account Number that will appear at the beginning of each row of transaction detail.
11. Activate the **Memorandum** check box if this journal is to post entries to Memorandum accounts.
12. Enter a Control Total of the journal's transaction amounts in the **Source Amount** field.

13. Review the information on the **Entry** Page.
14. Select the **Add Row** toolbar button. When Ledger indicates "The Row Has Been Added," click on the **OK** button.
15. Select the **Options** tab switch at the top of the **Entry** Page. The Options Page of the **Journal Entry** dialog box opens. If you constructing a MULTIPLE SOURCE CURRENCY JOURNAL, go to Step 16. If you are constructing a SINGLE SOURCE CURRENCY JOURNAL, go to Step 23.
16. To set up a Multiple Source Currency Journal, activate the **Multiple Currencies** check box.
17. In the **Multiple Currencies** group box, specify Look-Up or Manual as the journal Translation Option. If you specify Look-Up, go to Step 18. If you specify Manual, go to Step 21.
18. In the **Look-Up** group box, select the appropriate Valuation Basis from the **Currency Usage/Year** drop-down list. Required.
19. Confirm the valuation date that Ledger enters in the **Translation Date** field or enter a new date.
20. Indicate whether Ledger is to retrieve Actual or Estimated exchange rates from the Exchange Rate Table and go to Step 32.
21. If you have specified Manual as the Multiple Source Currency Journal's Translation Option, enter a **Rate** of "0.000000000" in the **Manual** group box, or use another default rate.
22. Indicate whether Ledger is to Multiply transaction amounts by the exchange rates you enter in the **Journal Detail** dialog box or Divide transaction amounts by the rates. Go to Step 32.
23. To set up a Single Source Currency Journal, first confirm that the **Multiple Currencies** check box is **not** active.
24. In the **Single Currency** group box, select specify Look-Up or Manual as the journal's Translation Option.
25. From the **Currency Code** drop-down list, select the code representing the Additional Posting Currency that will be this journal's Source Currency.
26. If you specified Look-Up as the Translation Option in Step 24, go to Step 27. If you selected Manual, go to Step 30.

27. In the **Look-Up** group box, select the appropriate Valuation Basis from the **Currency Usage/Year** drop-down list. Required.

28. Confirm the valuation date that Ledger has entered in the **Translation Date** field or enter a new date.

29. Indicate whether Ledger is to retrieve an Actual or Estimated rate from the Exchange Rate Table. Continue with Step 32.

30. If you specified Manual as the Single Source Currency Journal's Translation Option, enter the exchange rate in the **Rate** field of the **Manual** group box.

31. Indicate whether Ledger is to Multiply transaction amounts by this rate or Divide transaction amounts by this rate.

32. If the journal is to process the transactions of more than one Company, activate the **Multi-Company** check box and select the appropriate **Intercompany** specification from the drop-down list. **But be careful!** The journal Source Currency(s) must be valid for each Company.

33. Review the Journal Header information on the **Options** Page.

34. Select the **Change Row** toolbar button. When Ledger indicates the "Row has been Changed," click on the **OK** button on the Message Pad.

Tip: After you have completed the Journal Header, check the E Page to be sure that the journal's status is In Process.

Source Currency Journal Development—Phase 2: Journal Detail

In Phase 2, use the **Journal Detail** dialog box to enter information about each of the journalSource Currency transactions.

The format and functions of the **Journal Detail** dialog box vary significantly, depending on the journalconfiguration:

--Single Source Currency Journal—Manual Translation

--Single Source Currency Journal—Look-Up Translation

--Multiple Source Currency Journal—Manual Translation

--Multiple Source Currency Journal—Look-Up Translation

As a result, the following sections separately examine the structure, components and use of the **Journal Detail** dialog box for each configuration.

Before proceeding, consider once again Preliminary Question #5:

Does each Posting Account you will be working with accept transactions in one or more Source Currencies other than the Primary Company Home Currency?

Before constructing a Source Currency Journal, be sure that your Administrator has authorized Source Currency processing for the accounts you will be using.

Journal Detail: Single Source Currency Journal—Manual Translation

If you are constructing a Single Source Currency Journal and have entered the necessary exchange rate data in the **Manual** area of the Options Page of the **Journal Entry** dialog box, the Journal Header will provide Ledger with currency information similar to that in the example below.

Note: The currency specifications listed under the **Entry** Page were determined by the Currency Rule assigned to the Primary Company—Company 010.

Entry Page		Options Page	
Primary Company	010	Single Source Currency?	Yes
Currency Rule	USD Rule	Source Currency	FRF
Home Currency	USD	Translation Option	Manual
Additional Book Currency	GDM	Rate: from FRF to USD	.1700
Additional Posting Currencies	GDM, JPY, GBP, FRF	Multiply or Divide	Multiply

All amounts are expressed in terms of the currency you selected on the **Options** Page of the **Journal Entry** window; the rows of the Transaction Table do **not** display the Home Currency Equivalents of the Source Currency transaction amounts.

Ledger initiates a first attempt at translation when you click on the **OK** button on the **Journal Detail** dialog box, and displays an error message if unable to carry out the translation.

To Enter Transaction Detail: Single Source Currency, Manual Translation

Take these steps to enter a Single Source Currency Journal's transactions if the Translation Option is Manual.

Step / Action

1. Verify the currency data and settings on the **Entry** Page and **Options** Page of the **Journal Entry** dialog box.
2. Confirm the Source Currency parameters of the General Ledger accounts with which you will be working.
3. Select the **Detail** button on the **Entry** Page of the **Journal Entry** dialog box. The **Journal Detail** dialog box opens.
4. In the first row of the Transaction Table, enter the **Account Number** of the transaction.
5. If appropriate, add a **Description** of the transaction.
6. Enter the transaction's **Debit** or **Credit** amount expressed in the journal's Source Currency. As you move to the next field, verify that the Debit or Credit amount in the **Actual Amount** column at the top of dialog box has increased by the amount of the transaction.
7. Select the **Append** button to move your cursor to the beginning of the next row.
8. Complete Steps 4-7 for each transaction.
9. Review the cumulative values in the **Actual Amounts** fields. In most cases the Balance Rule you specify on the **Entry** Page of the Journal Header will require balanced entries. As a result, Ledger will not process the journal until its debits equal its credits.
10. Select the **OK** button on the **Journal Detail** dialog box to complete the entry.

Journal Detail: Single Source Currency Journal—Look-Up Translation

When you enter the detail of a Single Source Currency Journal with Look-Up translation, Ledger uses the terms you specified in the **Look-Up** area of the Options Page of the Journal Entry dialog box to select a single exchange rate for all transactions.

Before you begin be sure that you have entered the necessary currency information on the **Entry** Page and in the **Look-Up** area of the **Options** Page. To review the fields of the **Journal Detail** dialog box when you are preparing a Single Source Currency Journal—Look-Up Translation, press here.

If you select an account that does **not** permit transactions in the journal Source Currency, you will receive a message such as "Source Currency FRF not allowed in Account 010-0000001-000-110001-01-000."

If the accounts are authorized to accept journal entries in the designated Source Currency, Ledger will accept a transaction as long as the translation parameters you specify in the **Journal Detail** dialog box are also parameters of the Exchange Rate Table.

To Enter Transaction Detail: Single Source Currency, Look-Up Translation

Take these steps to enter a Single Source Currency Journal's transactions if the Translation Option is Look-Up.

Step / Action

1. Verify the currency data and settings on the **Entry** Page and **Options** Page of the **Journal Entry** dialog box.
2. Check to be sure that the General Ledger accounts you will be using accept transactions in on or more Source Currencies.
3. Select the **Detail** button on the Entry Page of the **Journal Entry** dialog box. The **Journal Detail** window opens.
4. In the first row of the Transaction Table, enter the **Account Number** of the transaction.
5. If appropriate, add a **Description** of the transaction.
6. Enter the transaction's **Debit** or **Credit** amount valued in the journal Source Currency. As you move to the next field, verify that the Debit or Credit amount in the **Actual Amount** column at the top of dialog box has increased by the amount of the transaction.

7. Select the **Append** button to move your cursor to the beginning of the next row.

8. Completes Steps 4-7 for each transaction.

9. Review the cumulative values in the **Actual Amounts** fields. In most cases, the Balance Rule you specify on the **Entry** Page of the Journal Header will require balanced entries. As a result, Ledger will not process the journal until its debits equal its credits.

10. Select the **OK** button on the **Journal Detail** dialog box.

Note: Ledger uses the parameters, which you supply, to select an exchange rate and converts the journal's transaction values into comparable Home Currency values when you click the OK button. You can modify these parameters (and as a result, the applicable exchange rate) at any point in the Journal Development process, until the journal has been posted.

Journal Detail: Multiple Source Currency Journal—Manual Translation

When you prepare a Multiple Source Currency Journal, the **Journal Detail** dialog box becomes a dynamic combination of fields and functions you can use to:

--Enter Source Currency transactions in **all** Posting Currencies associated with a particular account, including the account Home Currency.

--Specify a Source Currency translation rate (Manual) or a set of translation parameters (Look-Up) for **each transaction**.

--Review rate data before processing a transaction.

--If appropriate, review a transaction's Source Currency amount and its Home Currency Equivalent amount before processing the transaction.

--View cumulative totals of all Credits and Debits valued in the Home Currency.

--View each Source Currency's total Debits and Credits.

--In a Multiple Currency Journal with Manual translation, supply an exchange rate data for every transaction. First, be sure that you have entered the necessary currency information on the **Entry** Page and in the **Look-Up** area of the Options Page of the **Journal Entry** dialog box.

--To review the fields of the **Journal Detail** dialog box when you are preparing a Multiple Source Currency Journal—Manual Translation, click [here](#).

Note: The number you enter in the Rate field of the Journal Header's Options Page will appear as a default in each row of Journal Detail. If the majority of a journal's transactions will be in one Source Currency, you might want to enter the applicable rate in this field.

Before you begin to enter Line Item Detail, verify that each of the posting accounts you will be using permits journal entries in Multiple Source Currencies (see Preliminary Question #5.) In most cases, when you fill in a row of transaction data, you select a code representing a Source Currency, enter the transaction amount, and specify a rate. Ledger then calculates and displays a Balance Amount in the Primary Company Home Currency.

To Enter Transaction Detail: Multiple Source Currency, Manual Translation

Take these steps to enter transactions of a Multiple Source Currency Journal if the Translation Option is Manual.

Step / Action

1. Verify the currency data and settings on the **Entry** Page and **Options** Page of the Journal Entry dialog box. **Remember**, the value in the **Rate** field of the Manual area on the Options Page will appear as the default exchange rate in each row of Journal Detail.
2. Check to be sure that the General Ledger accounts you will be using permit currency transactions in all Source Currencies assigned to any Company identified in the journal.
3. Select the **Detail** button on the **Entry** Page of the **Journal Entry** dialog box. The **Journal Detail** dialog box opens.
4. In the first row of the Transaction Table, enter the **Account Number** of the transaction. Required.
5. If appropriate, add a **Description** of the transaction.
6. Select the code representing the applicable Source **Currency**. Required.
7. Enter the transaction's **Debit** or **Credit** amount. Required.
8. Enter the **Rate** that Ledger will use to translate the transaction amount into an Equivalent Amount in the Home Currency.

9. Confirm Ledger calculation of a **Balance Amount** expressed in terms of the Home Currency.
10. Confirm that Ledger has added the Balance Amount to the appropriate **Actual Amount** balance in the upper sector of the **Journal Detail** dialog box.
11. If applicable, complete the **Cross-Reference** fields.
12. Select the **Append** button to move your cursor to the beginning of the next row.
13. Completes Steps 4-12 for each transaction.
14. Review the cumulative values in the **Actual Amounts** fields. In most cases, the Balance Rule you specify on the **Entry** Page of the Journal Header will require **balanced entries**. As a result, Ledger will not process the journal until its debits equal its credits.
15. Click on the **OK** button to add the journal's Line Item Detail to your database.

To view transaction totals for any Source Currency, select its Currency Code from the **Currency** drop-down list in the upper, left-hand corner of the **Journal Detail** dialog box. Ledger then displays total Credits and Debits for that currency only.

If the Multiple Source Currency Journal is also a Multi-Company Journal, the journal will post entries to the accounts of more than one Company—each with its own Home Currency.

Journal Detail: Multiple Source Currency Journal—Look-Up Translation

When you prepare a Multiple Currency Journal with Look-Up translation, Ledger will retrieve exchange rate from the Exchange Rate Table, using specifications you included in the Journal Header. To review the fields of the **Journal Detail** dialog box when you are preparing a Multiple Source Currency Journal—Look-Up Translation, [click here](#).

Note: Ledger uses the specifications you enter in the Look-Up area of the Options Page to select translation rates for all currencies. Before you begin to enter Line Item Detail, verify that each of the posting accounts you will be using permits journal entries in Multiple Source Currencies.

Note: The fields in the Rate column are display fields because Ledger is now supplying the exchange rates.

To Enter Transaction Detail: Multiple Source Currency, Look-Up Translation

Take these steps to enter the transactions of a Multiple Source Currency Journal if the Translation Option is Look-Up.

Step / Action

1. Verify the currency data and settings on the **Entry** Page and **Options** Page of the Journal Entry dialog box. Pay particular attention to the data settings of the **Look-Up** group box on the Options Page.
2. Check to be sure that the General Ledger accounts you will be using permit currency transactions in all Source Currencies assigned to the journal's Primary Company.
3. Select the **Detail** button on the Entry Page of the **Journal Entry** dialog box. The **Journal Detail** window opens.
4. In the first row of the Transaction Table, enter the **Account Number** of the transaction. Required.
5. If appropriate, add a **Description** of the transaction.
6. Select the code representing the applicable Source **Currency**. Required.
7. Enter the transaction's **Debit** or **Credit** amount. Required.
8. Confirm the translation **Rate** that Ledger has entered. Be very careful: you **cannot** override this rate.
9. Confirm Ledger calculation of a **Balance Amount** expressed in the Home Currency.
10. Confirm that Ledger has added the Balance Amount to the appropriate **Actual Amount** balance in the upper sector of the **Journal Detail** dialog box.
11. If applicable, complete the **Cross-Reference** fields.

12. Select the **Append** button to move your cursor to the beginning of the next row.
13. Completes Steps 4-12 for each transaction.
14. Review the cumulative values in the **Actual Amounts** fields. In most cases, the Balance Rule you specify on the **Entry** Page of the Journal Header will require balanced entries. As a result, Ledger will not process the journal until its debits equal its credits.
15. Select the **OK** button to add the journal's Line Item Detail to your database.

Journal Transaction Amounts-Additional Book Currency Values

During posting, Ledger translates Source Currency transaction amounts into comparable Additional Book Currency amounts and uses these values to update each account's Additional Book Currency balances.

To carry out the translation, Ledger selects rates from the Exchange Rate Table, using these parameters as defaults:

- The date in the **GL Effective Date** field on the Entry Page of the **Journal Entry** dialog box as the **Translation Date**.
- SPOT/20XX as the **Usage/Year** specification.
- Actual as the **Rate Type**.

As an alternative you can define translation parameters that will apply just to the transactions of the journal with which you are working. After you have added the Journal Header to your database, click on the **Options** toggle switch to access the journal's Options Page. The **Additional Book Usage** button is now active. If you click on this button, the **Additional Book Currency Valuation** window opens.

The Additional Book Currency Valuation dialog box has two roles:

- For every journal, it displays the default parameters that Ledger uses to retrieve exchange rates.
- It allows you to modify the information. Ledger can then use the revised parameters to retrieve exchange rates for **this journal only**.

Additional Book Currency Valuation Dialog Box

You use the **Additional Book Currency Valuation** dialog box to establish and modify exchange rate data. To access this dialog box, select the **Additional Book Usage** button on the Options Page of the **Journal Entry** dialog box.

	Currency	Usage/Year	Translation Date	RateType
1	CAD	SPOT-2000	02/29/2000	Actual
2	GBP	SPOT-2000	02/29/2000	Actual
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Below is a list of the fields and buttons in this dialog box when Ledger is operating in Source Currency Mode. For descriptions of these fields and functions when Ledger is operating in a Posting Currency Mode, click [here](#).

The following lists the fields and buttons in this dialog box.

- Currency
- Usage/Year
- Translation Date
- Rate Type
- Spreadsheet
- Select Button
- Buttons

To Review or Modify Translation Parameters, Additional Book Currencies

You take these steps to review or modify the default translation parameters that Ledger will use to convert posted amounts in one or more Source Currencies into comparable Additional Book Currency values.

Step / Action

1. After you have added the Journal Header to your database, click on the **Options** tab switch at the top of the **Journal Entry** dialog box to retrieve the Options Page.
2. Select the Additional Book Usage button. The Additional Book Currency Valuation window opens.
3. Review the default parameters that Ledger uses to retrieve exchange rates for each Additional Book Currency.
4. To change the Valuation Basis of a particular currency, place your cursor in the **Usage/Year** field of its row and click on the **Select** button. The **Currency Usage Select** dialog box opens.
5. Highlight an alternative Valuation Basis and click on the **OK** button. Ledger returns you to the **Additional Book Currency Valuation** dialog box.
6. To change the Translation Date, enter a new date or use Calendar to select a date. **Be careful!** You must enter a date that has been included within ranges defined in the appropriate **Currency Rates Definition** dialog box.
7. To change the Rate Type, use the **Rate Type** drop-down list.
8. Click on the **OK** button. Ledger returns you to the **Options** Page of the **Journal Entry** dialog box.

Source Currency Journal Development-Phase 3: Verification

In Phase 3 of Source Currency Journal Development, you follow the standard review and verification procedures to review a Source Currency Journal's data and settings.

To Review and Verify a Journal

In Phase 3 of Source Currency Journal Development, you follow the standard review and verification procedures to review a Source Currency Journal's data and settings.

Step / Action

1. Select **Review/Post** from the **Process** menu, and then select **Journal** from the **Review/Process** submenu. The **Journal Batch Filter** dialog box opens.

Journal Batch Filter

Journal Codes:

- ACTUAL
- ADJUST
- ALLOC
- APADJ
- APINV
- APPAY
- APREC
- ARCASH
- ARFIN
- ARINV
- ARREC
- ARREF
- BASIC
- FAADD
- FAMAIN
- FARETIRE
- IMADJ
- IMISSUE
- IMPORT
- IMRCPT
- IMRTN
- IMXFER

Journal Status:

- ☐ In Process
- ☐ Entry Complete
- ☐ Verified
- ☐ Failed
- ☐ Posted
- ☐ Deferred
- ☐ Posting Started and Not Complete

Effective Date:

Condition: Start Date: End Date:

None / / /

None / / /

Order By: Journal Code

More OK Cancel

2. Indicate your journal search parameters and click on the **OK** button. The **Review/Post Journals** dialog box opens and displays a list of journals and their identifying data.

3. Scroll through the list until you find the appropriate journal. **Be sure** that the journal has a Completed status if Manual Verification is required, or a Verified status if Manual verification is not required.

4. Highlight the journal and click on the **Verify** button. The journal's **Journal Detail** dialog box opens.

5. Review the data in the journal's **Journal Detail** dialog box. If the information is correct, click on the **Cancel** button. The **Entry Page** of the **Journal Entry** dialog box opens, and you see this message: "Do you wish to mark this journal as being verified?"

6. Click on the **Yes** button. Ledger returns you to the **Review/Post Journals** dialog box.

7. Confirm that the status of the journal has changed to Verified.

Source Currency Journal Development - Phase 4: Posting

To conclude the development of a Source Currency Journal, post the journal entries to the Book and Posting balances of the appropriate General Ledger accounts. To post a journal, follow Ledger standard posting procedures. You can choose among three sets of posting procedures; each is initiated by one of the buttons at the bottom of the **Review/Post Journals** dialog box:

--Process-Screen posts the journal immediately—and displays the results on your terminal screen.

--Process-Report also posts the journal immediately. The results of this option are transferred to a report file and printed separately.

--Deferred Process creates a posting event and assigns it to a processing queue that you have scheduled.

Note: You **cannot** post a journal's entries until the journal has a Verified status.

To Post Journal Entries

In Phase 4 of Source Currency Journal Development, take these steps to post a Source Currency Journal:

Step / Action

1. Select **Review/Post** from the **Process** menu select **Journal** from the **Review/Post** sub-menu. The **Journal Batch Filter** window opens.
2. To find the journal, select the appropriate Journal Code(s) and activate the **Verified** check box in the Journal Status group box.
3. Select the **OK** button. The **Review/Post Journals** window opens and displays a list of the Verified journals that meet your search specifications.
4. Scroll through the list until you find the right journal.

5. Highlight the journal and click on the **Process-Screen** button. Ledger posts the entries and removes the journal from the list of Verified journals.

6. Click on the **Filter** button to initiate a search for Posted journals. The journal that you have just processed will be part of the resulting list.

Tip: To add the posting event to a queue for later processing, select the Deferred Process button instead of the Process-Screen button. To include the results in a follow-up report, click on the Process-Report button.

Inquiries in a Multiple Currency Environment

Each of Ledger standard Inquiries can provide you with instant information about multiple currency transactions and account balances:

--The Structure Inquiry displays summary Book balances or Posting balances of one or more General Ledger accounts in up to four currencies. In response to your specifications, Ledger can display Home Currency and Additional Book Currency balances for a particular Day or Period, for Year-to-Date, or for Inception-to-Date.

--The Account Summary Inquiry displays an individual account's Book or Posting balances, valued in a single currency, for each Period in the accounting Year.

--The Journal Summary Inquiry displays all journals posting entries to a single General Ledger account, during a specified Period, in a single Source Currency that you specify. For each journal in the list, the Inquiry notes the value of Source Currency transactions in that currency only.

--The Journal Detail Inquiry displays a journal's Line Item Detail as you originally prepared it, with transactions in a single Source Currency or in multiple Source Currencies. Upon your request, the **Journal Detail Inquiry** can convert each transaction amount into an Additional Book Currency of the Primary Company and display the results.

--The Currency Breakdown Inquiry provides you with an analysis of an account's Posting balances valued in the originating Source Currencies **and** as Home Currency Equivalents.

Structure Inquiry

You can use the Structure Inquiry to retrieve up to four columns of balance information about a single General Ledger account, about a group of accounts, or about all accounts in your Chart

of Accounts. In a multiple currency environment, you can direct the Structure Inquiry to provide you with:

- Book balances in a Company Home Currency
- Book balances in one or more Additional Book Currencies
- Posting balances in one or more originating Source Currencies.

You use the **Structure Inquiry** window to generate this data. To access this dialog box, select **Structure Inquiry** from the **Inquiries** menu.

Structure Inquiry - FGLP600

Query Identifier:

Query Description:

Structure Code: **POSTING** Roll-up Depth: Query Method: **All**

COMP	ACCT	NATA	CURR	USER
000	0000	0000	000	00

☐ Include Higher Levels ☐ Suppress Zeros ☐ Query Subledger Balances

Column Title	Period Results	Balance Code	Calendar Code	Amount Type	Subledger Rule	Source Currency	Book Type	Base Currency	Year/Period	Date
<input type="text"/>	PTD	ACCRUAL	STND12	Period Net	Actuals1	ALL	Home	GBP	2002 10	28-10-02

Execute Query...

Structure Inquiry Dialog Box-Source Currency Fields

You use two fields in the **Structure Inquiry** dialog box to specify the currency parameters of the Structure Inquiry. The following lists the fields and buttons in this dialog box.

Currency Code

Balance Code

To Conduct a Structure Inquiry - Multiple Currencies

Take these steps to define and initiate a Structure Inquiry into accounts with balances in more than one currency.

Step / Action

1. Select **Structure Inquiry** from the **Inquiries** menu. The **Structure Inquiry** window opens.
2. Specify a unique **Query Identifier**. Required.
3. From the **Structure Code** drop-down list, select the appropriate Account Structure. Required.
4. From the **Query Method** drop-down list, select the criteria that Ledger is to use to select accounts for inclusion in the Inquiry: All, Memorandum Only, or Exclude Memorandum. Required.
5. Enter an **Account Mask** indicating which General Ledger accounts are to be included in the Inquiry. Required.
6. If the Inquiry is to list cumulative balances, specify a [Roll-Up Depth](#).
7. Activate the **Include Higher Levels** check box if the Inquiry is to display all cumulative balances at levels higher than the Roll-Up Depth you specified.
8. Enter a **Column Title** to identify the Inquiry's first column.
9. From the **Currency Code** drop-down list, select the code that represents the currency of this column's balances. Required.
10. Select a **Balance Code** to identify the Balance Rule applicable to the selected accounts that are to appear in this column. Required.
11. Use the **Method** drop-down list to specify the scope of the balance data that Ledger is to report. Required.
12. From the **Amount Type** drop-down list, select the type of balance data that Ledger is to report. Required.

13. Indicate the accounting **Year** and **Period** of the account balances if you have selected Period Net as the Method. Required.
14. For any other Method, enter a **Date** parameter. Required.
15. Complete Step #8—Step #14 for each column that is to appear in the resulting **Structure Account Summary**.
16. Select the **Add Row** toolbar button. When Ledger indicates "The Row Has Been Added," select the **OK** button.
17. Click on the **Execute Query** button to generate results.

Account Summary Inquiry: Multiple Source Currencies

The **Account Summary Inquiry** provides balance information about a single General Ledger account, for Periods throughout the Accounting Year. You use the **Account Summary Inquiry** window to retrieve Source Currency balances.

To Carry Out an Account Summary Inquiry in Multiple Currencies

Two fields are especially important when you are preparing an **Account Summary Inquiry** seeking balances maintained in multiple currencies:

Currency Code - You use this field to specify the currency of the balances that Ledger is to retrieve.

Balance Code - You use this field to indicate both the Balance Code of the balances that Ledger is to include in the Inquiry (CASH, ACCRUAL, ADJUST, etc.) **and** the multiple currency function of these balances (Book or Posting). If you select a Balance Code **without** an SRC suffix, Ledger retrieves Book balances in the currency you identified, and of the sort indicated by the Balance Rule. If you select a code **with** an SRC suffix, Ledger retrieves Posting balances in that Source Currency.

To initiate a multiple currency Inquiry into an accountbalances, take these steps:

Step / Action

1. From the **Inquiries** menu, select **Account Summary Inquiry**. The Account Summary Inquiry dialog box opens.

Account Summary Inquiry

Account Code: < > COMP ACCT NATA CURR USER
000 AOOM 1800 000 00

Description: AOOM 00

Structure Code: POSTING Source Currency: ALL

Balance Code: ACCRUAL Book Type: Home

Calendar Code: STND12 Base Currency: USD

Fiscal Year: 2009 Subledger Value:

Search Natural Balance: Debit

Period	PTD	YTD
Beginning Balance	0.00	0.00
1	0.00	0.00
2	0.00	0.00
3	0.00	0.00
4	0.00	0.00
5	0.00	0.00
6	0.00	0.00
7	0.00	0.00
8	0.00	0.00
9	0.00	0.00
10	0.00	0.00
11	0.00	0.00
12	0.00	0.00
Year End Adjustment	0.00	0.00

Journal Summary Average Daily Balance Save To File

Trial Balance Detail Print

2. Enter an **Account Number** or use the standard search techniques to select an account. Remember: You do not use a mask. The Inquiry generates data about one account only. **Required.** Use the **previous (<)** and **next (>)** arrows to display the preceding/subsequent fully qualified GL Account. Scroll through the Chart of Accounts until the first or last Chart of Accounts account is reached.

3. Select a **Structure Code**. The default is Posting but you can enter an alternative reporting structure. **Required.**

4. Select a **Currency Code**. If the Inquiry is to retrieve Posting balances, select a code representing one of the account's Source Currencies. If the Inquiry is to retrieve Book balances, select a code representing the account's Home Currency or an Additional Book Currency. **Required.**

5. Select a **Balance Code**. If the Inquiry is to retrieve Posting balances, select a code with an SRC suffix. If the Inquiry is to retrieve Book balances, select a code without an SRC suffix. **Required.**
6. Indicate the appropriate accounting Year. **Required.**
7. Click the **Select** button at the bottom of the dialog box. Ledger displays the Book or Posting balances you requested, in the currency you specified.

Journal Summary Inquiry: Multiple Currencies

The **Journal Summary Inquiry** retrieves summary information about each journal that has posted entries to an account during a particular Period.

In a multiple currency environment, the **Journal Summary Inquiry** retrieves and displays the net value of a journal's transactions in **one** Source Currency – the Source Currency that you specify when preparing the Inquiry. As a result, a **Journal Summary Inquiry** displays information about a journal **only** if the journal contains originating entries in the Source Currency you have identified. Because the scope of a **Journal Summary Inquiry** is limited to journals and their transactions, amounts are always a journal's Source Currency amounts. This eliminates the need for an SRC suffix when you are designating the Balance Rule.

You use the **Journal Summary dialog box** to retrieve this information. To access the **Journal Summary dialog box**, select **Journal Summary Inquiry** from the **Inquiries** menu. For an explanation of its fields and functions, [click here](#).

Journal Summary - FGLP608

Account Code: COMP ACCT NATA CURR USER
 000 0000 0000 000 00

Balance Code: ACCRUAL Source Currency: ALL

Calendar Code: STND12 Book Type: Home

Subledger Value: Base Currency: ABC

Timeframe: ☒ Year/Period 2001 1 ☐ Cut-off Date 09/10/2001

Period Result: ☒ Net Activity ☐ YTD

	Journal Code	Batch No	Description	Date	Amount	F	G
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

☒ Spreadsheet Select Sgrt By: Batch No Journal Detail... Account Summary... Save to File... Print More Close

To Conduct a Journal Summary Inquiry into Source Currency Activity

Take these steps to retrieve information about an account's journal activity in a specific Source Currency:

Step / Action

1. Select **Journal Summary Inquiry** from the **Inquiries** menu. The **Journal Summary** window opens.
2. In the **Account Code** field, enter the Account Number of an account that has been subject to journal entries in multiple currencies. Required.
3. Select a **Balance Code** that identifies the governing Balance Rule of journals to be covered by this Inquiry. Required.
4. Enter the accounting **Year** and **Period** to be covered by this Inquiry. Required.
5. Use the **Currency Code** field to indicate a Source Currency. Ledger displays net transaction amounts for all journals that have posted entries in this Source Currency to the account you indicated, during the specified Period. Required.

6. Click on the **Select** button. Ledger generates and displays the journal information you have requested.

Journal Detail Inquiry: Multiple Currencies

In a multiple currency environment, the **Journal Detail Inquiry** can provide you with a posted journal's transaction detail information in two formats:

--Option 1: Source Currency Values. You can review a journal's Line Item Detail in its original format. In the case of a Single Source Currency Journal, the Inquiry will display transaction amounts valued in the journal Source Currency. In the case of a Multiple Source Currency Journal, the Inquiry lists exchange rates and amounts in the Source Currency of **each transaction** – as well as comparable amounts in the Home Currency of the journal's Primary Company.

--Option 2.: Additional Book Currency Values. The Inquiry displays transaction amount values in terms of an Additional Book Currency that you specify.

You use the **Journal Detail History** window to initiate both options. The **Journal Detail History Results** window will display the results. To access the **Journal Detail History** dialog box, select **Journal Detail History** from the **Inquiries** menu.

Journal Detail Inquiry—Option 1: Source Currency Values

To prepare a Journal Detail Inquiry into a journal transaction values in the originating Source Currency(s)—and Home Currency Equivalent values—you follow standard Journal Detail Inquiry procedures. **Be sure** to select the lower of the two **Detail** buttons on the **Journal Detail History** dialog box.

This information that appears in the **Journal Detail History Results** window duplicates the journal original data and one of its key functions. To view the journal total activity in a particular Source Currency, you can select that **Currency** from the drop-down list in the upper left-hand corner of the **Journal Detail History Results** dialog box. Ledger displays **Debits** and **Credits** in that currency in the **Actual Amount** fields.

This version of a **Journal Detail Inquiry** allows you to review Source Currency amounts and their Home Currency Equivalents.

To Conduct a Journal Detail Inquiry into Transactions Valued in the Originating Source Currencies

To initiate a Journal Detail Inquiry that will retrieve transactions valued in their originating Source Currencies, take these steps:

Step / Action

1. Select **Journal Detail** from the **Inquiries** menu. The **Journal Header History** dialog box will appear on your screen.
2. Enter the journal's **Batch Number**. You can enter a number directly or double-click in the field to select a number from the **Journal Batch Selection** dialog box. **Required**.
3. Verify Ledger entry of a **Journal Code**.
4. Review the other data in the **Journal Header History dialog box**.
5. Select the lower of the two **Detail** buttons. The Journal History Detail dialog box opens.

6. Review the information in the Transaction Table, valued in both the originating Source Currency(s) and in the Primary Company Home Currency.

7. To view a Source Currency's total **Debits** and **Credits**, select its **Currency** code from the drop-down list at the upper left of the **Journal History Detail** dialog box.

8. Close the **Journal History Detail** dialog box.

Journal Detail Inquiry—Option 2: Additional Book Currency Values

To review comparable values in an Additional Book Currency, you use the settings of the **Additional Book Currency** group box in the **Journal Detail History** window.

To initiate the Inquiry:

Step / Action

1. Select Journal Detail History from the Inquiries menu to access the Journal Detail History dialog box.

2. In the Additional Book Currency group box, select a code representing one of the Primary Company Additional Book Currencies.

3. Select the **Detail** button in the Additional Book Currency group box. The Journal Detail History Results dialog box opens.

Dialog Box - Additional Book Currency Values

The list below describes the fields of the **Journal Detail History Results** dialog box when displaying transaction detail valued in an Additional Book Currency.

Tip: To translate Source Currency values into comparable Additional Book Currency values, Ledger uses the Usage/Year, Translation Date and Rate Type parameters you specified on the Options Page of the journal's Header.

The following lists the fields and buttons in this dialog box.

Actual Amounts
Actual Memorandum Amounts
Control Amount
Control Memorandum Amounts
The Transaction Table
Account Number
Subledger
Description
Debit
Credit
Rate

To Conduct a Journal Detail Inquiry with Transactions Valued in an Additional Book Currency

To initiate a [Journal Detail Inquiry](#) that will retrieve transactions valued in an Additional Book Currency, take these steps:

Step / Action

1. Select **Journal Detail History** from the **Inquiries** menu. The **Journal Detail History** dialog box opens.
2. Enter the journal's **Batch Number**. You can enter a number directly or double click in the field to select a number from the **Journal Batch Selection** dialog box. Required.

3. Verify Ledger entry of a **Journal Code**.
4. Review the other information that Ledger has displayed in the fields of the **Journal Detail History** dialog box.
5. Select a **Currency** in the Additional Book Currency area. Required.
6. Select the **Detail** button in the Additional Book Currency area. The Journal Detail History Results window opens.
7. Review the information in the Transaction Table, valued in the Additional Book Currency you have selected.
8. Close the **Journal Detail History** dialog box.

Currency Breakdown Inquiry

The **Currency Breakdown Inquiry** focuses on an account Source Currency balances—and equivalent balances in the account Home Currency—at the end of a day. You use the **Currency Breakdown** window to initiate an Inquiry and display its results.

The data table portion of the **Currency Breakdown dialog box** can appear in one of four formats, each with a different set of balances:

--Inception-to-Date, Day-to-Date. This is the default format. It displays Inception-to-Date (ITD) and Day-to-Date (DTD) balances in one or more Source Currencies, as well as equivalent balances in the Home Currency assigned to the Company portion of the Account Number. (For Income Statement accounts, Ledger displays Year-to-Date rather than Inception-to-Date balances.)

--Beginning Balances. This format displays the account's Beginning Balances in one or more Source Currencies, and Equivalent Balances in the Home Currency. The Currency Breakdown Table assumes this format if you activate the **Beginning Balance** check box in the upper sector of the **Currency Breakdown** dialog box.

--Year-End Adjustments. This format displays any Year-End Adjustments posted to one or more Source Currency balances, and Equivalent Balances in the Home Currency. The Currency Breakdown Table assumes this format if you activate the **Year-End Adjustments** check box in the upper sector of the **Currency Breakdown** dialog box.

If you activate the **Beginning Balance** check box and the **Year-End Adjustments** check box in the upper sector of the **Currency Breakdown** dialog box, Ledger displays balances in both categories. To access the **Currency Breakdown** dialog box, select **Currency Breakdown** from the **Inquiries** menu.

Note: This Inquiry can retrieve end-of-the-day balances only after Ledger has conducted a Currency Daily Process for that day.

The screenshot shows the 'Currency Breakdown - FGLP614' dialog box. It contains the following fields and controls:

- Posting Account Code:** A grid with columns COMP, ACCT, NATA, CURR, and USER. The values are 000, 0000, 0000, 000, and 00 respectively.
- Source Currency Selection:** Radio buttons for 'All' (selected) and 'Single', followed by a dropdown menu.
- Base Currency:** A dropdown menu set to 'USD'.
- Balance Code:** A dropdown menu set to 'ACCRUAL'.
- Checkboxes:** 'Beginning Balance' and 'Year End Adjustments' (both unchecked).
- Dates:** 'Start Date' and 'End Date' both set to '05/27/03'.
- Calendar Code:** A dropdown menu set to 'STND12'.
- Table:** A table with columns: COMP, ACCT, NATA, CURR, USER, Description, Date, Source Currency Code, and Source ITD Amount. The first row has values 1, 000, and the rest are empty.
- Spreadsheet:** A checkbox that is checked.
- Buttons:** 'Execute', 'Journal Summary by Date...', 'Journal Summary by Date Range...', and 'Print'.

Currency Breakdown Dialog Box-Upper Fields

The list below describes the fields in the upper sector of the **Currency Breakdown** dialog box, and the buttons at the bottom of the dialog box. Other sections of this Help sequence review each format of the Currency Breakdown Table portion of the **Currency Breakdown** dialog box. These include:

--Currency Breakdown Table: Inception-to-date, Day-to-Date

--Currency Breakdown Table: Beginning Balances

--Currency Breakdown Table: Year-End Adjustments

The following lists the fields and buttons in this dialog box.

- Posting Account Code
- Source Currency Selection Options
- Currency
- Start and End Date
- Balance Code
- Beginning Balance
- Year-End Adjustments
- Spreadsheet
- Execute Button
- Print Button
- Close Button
- Journal Summary by Date button
- Journal Summary by Date Range button

Currency Breakdown Table: Inception-to-Date, Day-to-Date

The default format of the Currency Breakdown Table displays information about the account's Inception-to-Date and Day-to-Date balances.

The following lists the fields and buttons in this dialog box.

- Source Currency Code
- Source ITD Amount
- Source DTD Amount
- Base Currency Code
- Base ITD Amount
- Base DTD Amount
- Adjusted Amount

Currency Breakdown Table: Beginning Balances

If you activate the **Beginning Balances** check box of the **Currency Breakdown** dialog box, the Currency Breakdown Table will contain the columns listed below.

The following lists the fields and buttons in this dialog box.

Source Currency Code

Source Beginning Balance

Base Currency Code

Base Beginning Balance

Currency Breakdown Table: Year-End Adjustments

If you activate the **Year-End Adjustments** check box of the **Currency Breakdown** dialog box, the Currency Breakdown Table will display the columns listed below.

The following lists the fields and buttons in this dialog box.

Source Currency Code

Source Year-end Adjustments

Base Currency Code

Base Year-end Adjustments

To Initiate a Currency Breakdown Inquiry

Take these steps to carry out a Currency Breakdown Inquiry:

Step Action

1. As a preliminary step, be sure that your Administrator has conducted a Currency Daily Process using today's date.
2. Select **Currency Breakdown** from the **Inquiries** menu. The **Currency Breakdown** dialog box opens formatted to display Inception-to-Date and Day-to-Date balances.

3. In the **Posting Account Code** field, enter the Account Number or account mask of the General Ledger account. Required.
4. Indicate whether Ledger is to display balances for All of the account Source Currencies, or for a Single Source Currency. Required.
5. If you have selected Single, use the drop-down list in the **Source Currency Selection** area to specify the Currency Code of the Source Currency. Required.
6. Enter the Start and End Dates of the balance data that Ledger is to retrieve. Required.
7. Type or select the appropriate **Base Currency** in the combo box. Required.
8. From the **Balance Code** drop-down list, select the appropriate Balance Rule. Required.
9. If the Currency Breakdown Table is to display Inception-to-Date and Day-to-Date balances, select the **Execute** button and go to Step # 14. Required.
10. If the Currency Breakdown Table is to display Beginning Balance information, activate the **Beginning Balance** check box. Required.
11. Select the **Execute** button and go to Step # 14. Required.
12. If the Currency Breakdown Table is to display Year-End Adjustment information, activate the **Year-End Adjustment** check box. Required.
13. Select the **Execute** button and go to Step # 14. Required.
14. If the Currency Breakdown Table is to display Beginning Balance and Year-End Adjustment information, activate both check boxes. Required.
15. Select the **Execute** button and go to Step # 14. Required.
16. Optionally, select the **Journal Summary by Date** or **Journal Summary by Date Range** button.
17. Click on the **Close** button to terminate the **Currency Breakdown Inquiry**.

Chapter 11 Multiple Currencies - Posting Currency Mode

Multiple Currencies—Posting Currency Mode

This Help Sequence contains the following topics:

Multiple Currencies—Posting Currency Mode

- Introduction

- Currency Concepts and Terms—Posting Currency Mode

- Processing in a Posting Currency Mode—Prerequisites

- Exchange Rate Table

- Developing Posting Currency Journals

 - Posting Currency Journal Development—Phase 1: Journal Header

 - Currency Fields of the Journal Entry Dialog Box - Entry Page

 - Currency Fields of the Journal Entry Dialog Box - Options Page

 - To Construct the Header of a Posting Currency Journal

 - Posting Currency Journal Development—Phase 2: Journal Detail

 - Journal Detail Dialog Box—Posting Currency Journals

 - To Enter Transaction Detail

 - Journal Transaction Amounts—Additional Book Currency Values

 - Additional Book Currency Valuation Dialog Box

 - To Review or Modify Translation Parameters—Additional Book Currencies

 - Posting Currency Journal Development—Phase 3: Verification

 - To Review and Verify a Posting Currency Journal

 - Posting Currency Journal Development—Phase 4: Posting

 - To Post Journal Entries

- Inquiries in a Posting Currency Mode

 - Structure Inquiry: Posting Currency Mode

 - Structure Inquiry Dialog Box: Multiple Currencies, Posting Currency Mode

 - To Conduct a Structure Inquiry – Multiple Currencies, Posting Currency Mode

 - Account Summary Inquiry: Posting Currency Mode

 - To Carry Out an Account Summary Inquiry

 - Journal Summary Inquiry: Posting Currency Mode

 - To List of an Account's Posting Journal Activity for a Period

To Isolate Journal Activity in a Single Posting Currency

Journal Detail Inquiry: Posting Currency Mode

Detail History Dialog Box - Additional Book Currency Values

To Conduct a Journal Detail Inquiry into Transactions Valued in the Originating Posting Currency

To Conduct a Journal Detail Inquiry into Transactions Valued in an Additional Book Currency

Introduction to Processing in a Posting Currency Mode

Ledger functions in the Source Currency Mode or Posting Currency Mode.

This Help Sequence explores the nature of multiple currency transactions and balances when Ledger is operating in a Posting Currency Mode. For explanations of multiple currency activity in a Source Currency Mode, [click here](#).

In addition, this Help Sequence contains the following topics:

--A review of Currency Concepts and Terms applicable to the Posting Currency Mode.

--Prerequisites for Posting Currency Mode operations.

--Setting up and maintaining an Exchange Rate Table.

--The development and processing of Posting Currency Journals.

--Ledger Inquiries into Book balances in multiple currencies.

--Inquiries into the detail of transactions valued in a journal's original Posting Currency and Home Currency.

--Inquiries into the detail of transactions valued in a Company's Additional Book Currency.

Currency Concepts and Terms—Posting Currency Mode

This section discusses the following topics:

--Key concepts and terms applicable to processing in a Posting Currency Mode

--ACME Entertainment multiple currency environment. (ACME Entertainment is a fictional organization that processes journal transactions and maintains account balances in multiple currencies.)

Currency Concepts and Terms

The descriptions below briefly review currency concepts and terms applicable to processing in a Posting Currency Mode.

Book Currency

Book Balances

Posting Currency

Posting Currency Mode

Source Currency Mode

Home Currency

Additional Book Currency

Additional Posting Currency

Currency Rule

Exchange Rates

ACME Entertainment

ACME Entertainment is a fictional distributor of films and CDs around the world. ACME consists of two Companies:

--ACME Holdings Corporation is the parent and international distributor.

--ACME NA is a subsidiary responsible for licensing and distribution throughout North America.

ACME multiple currency structure looks like this:

	BOOK CURRENCIES		POSTING CURRENCIES				
	Home	Add'l Book	Home	Add'l Post (1)	Add'l Post (2)	Add'l Post (3)	Add'l Post (4)
ACME H	USD	DEM	USD	DEM	GBP	CAD	FFR
ACME NA	USD	DEM	USD	DEM	GBP	CAD	FFR

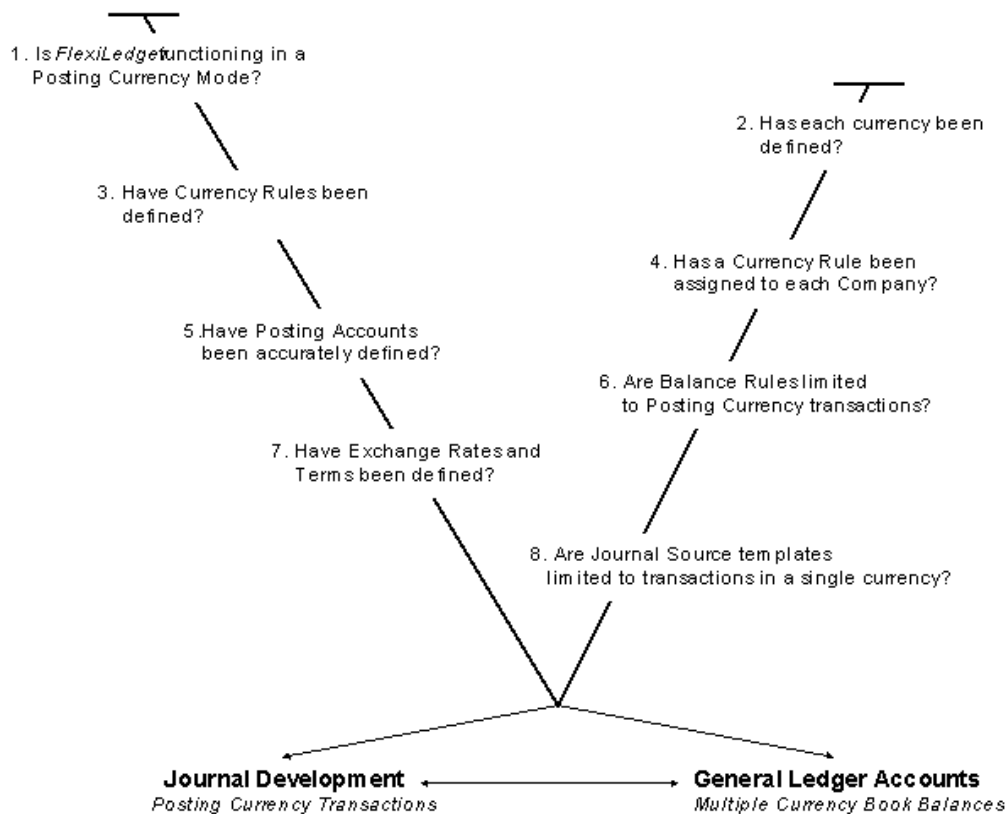
As you can see, ACME Holdings maintains two sets of Book balances – one in US dollars, and a comparable set in German marks. Transactions posted in any of this Company's five Posting Currencies will post to Book balances in both dollars and marks.

ACME NA, on the other hand, maintains Book balances in US dollars only. At the same time, ACME NA's journal transactions can be valued in dollars, two European currencies (German marks and British pounds), and two other North American currencies (Canadian dollars and Mexican pesos.) Ledger translates the value of transactions in any of these Additional Posting Currencies into dollar equivalents, and posts them to Book balances maintained **only** in US dollars.

Processing in a Posting Currency Mode—Prerequisites

Ledger can process journal transactions and maintain Book balances in currencies other than an account Home Currency only if certain prerequisites have been met.

Satisfying most of these conditions is your Administrator's responsibility. However, you should be thoroughly familiar with the questions raised in the diagram below and with the steps your Administrator takes to provide answers.



The paragraphs below review these questions.

Note: Ledger cannot process journal transactions and maintain account balances in multiple currencies until these prerequisites have been are met.

For complete explanations of the Administrator's multiple currency functions, see the **Ledger Administrator's Guide**.

Question 1: Is Ledger Functioning in a Posting Currency Mode?

If Ledger is to operate in a Posting Currency Mode, your Administrator will **not** activate the **Source Currency Processing** option in the **Processing Set** dialog box.

Because the **Source Currency Processing** check box has **not** been activated:

--The accounts that make up your Chart of Accounts can maintain Book balances only.

--A journal can post transactions in one Posting Currency **only**. The transaction currency can be the account Home Currency or any of its authorized Additional Posting Currencies.

--Journal transactions in any authorized Posting Currency post to Book balances maintained **only** in the Home Currency and Additional Book Currency(s) assigned to the Company portion of the Account Number.

Question 2: Have Currencies Been Defined?

Your Administrator must formally define each of the currencies you will be using. A key component of a Currency Definition is the designation of a Currency Code. You will use the code to select this currency at numerous points during Journal Development and to generate Inquiries and Reports dealing with transactions and balances in that currency.

Question 3: Have Currency Rules Been Defined?

Has your Administrator defined the "rules" that specify the Company parameters for the following items:

--Home Currency

--Additional Book Currency(s) – Book currencies other than the Home Currency

--Additional Posting Currency(s) – Posting currencies other than the Home Currency

Question 4: Has a Currency Rule Been Assigned to Each Company Represented in the Chart of Accounts?

You cannot post an entry to the account of a particular Company in a particular currency unless there is a Currency Rule that assigns the currency to the Company and defines the currencyrole.

```
010 - ____-____-____-____ 020 - ____-____-____-____
CURRENCY RULE: USDRUL CURRENCY RULE: DEMRULE
Home Currency: USD Home Currency: DEM
Additional Book Currency: DEM Additional Book Currency: USD
Additional Posting Currencies: Additional Posting Currencies:
DEM, GBF, JPY, FRF USD, GBF, JPY, FRF
```

Question 5: Does the Posting Account Permit Transactions in a Currency Other than its Home Currency?

Do the Posting Accounts you will be using, represented by their Account Numbers, permit transactions in the Additional Posting Currencies you've selected?

Two issues are embedded in this question. First, is the Currency Accounts area of an account's Posting Accounts dialog box clear of any settings? (These settings apply only to operations in a Source Currency Mode). Second, does the Currency Rule assigned to the Company portion of an individual account authorize the Posting Currencies you will be working with?

Question 6: Is the Journal's Balance Rule Limited to Transactions in a Posting Currency Mode?

Be sure that the Source Currency Processing check box of a Balance Rule you select when creating a Posting Currency journal is not active.

Question 7: Have Exchange Rates and Terms been Defined?

Does the Exchange Rate Table contain rates to translate transaction amounts in each Additional Posting Currency into comparable amounts in an account Book currencies – its Home Currency and Additional Book Currency(s)?

Responsibility for establishing and maintaining the Exchange Rate Table may rest with your Administrator, with you, or with your Foreign Currency specialists. For an explanation of the Exchange Rate Table and Ledger's translation procedures, [click here](#).

Question 8: Is the Journal Source Template's Multiple Currency Area Inactive?

In the Posting Currency Mode, a Ledger journal can value its transactions in a one currency only -- in a single Posting Currency valid for each of the journal accounts.

As a result, the Multiple Currencies check box on the S Page of the Journal Source dialog box should be "grayed out" and thus unavailable. Similarly, the Multiple Currencies check box on the S Page of the Journal Entry dialog box should be grayed out and unavailable.

Exchange Rate Table

In a multiple currency environment, Ledger conducts an ongoing process of currency conversion—translating US dollars into German marks, German marks into British pounds, British pounds into US dollars, etc.

Occasionally, a portion of the translation data necessary for conversion will come directly from you. Often, Ledger will draw its information from an Exchange Rate Table maintained by you or your Administrator—or by Foreign Exchange professionals within your organization. Even if you are not directly involved in creating and maintain the Exchange Rate Table, you should be familiar with its scope and content. For a thorough examination of the construction and maintenance of the Exchange Rate Table, [click here](#)

Developing Posting Currency Journals

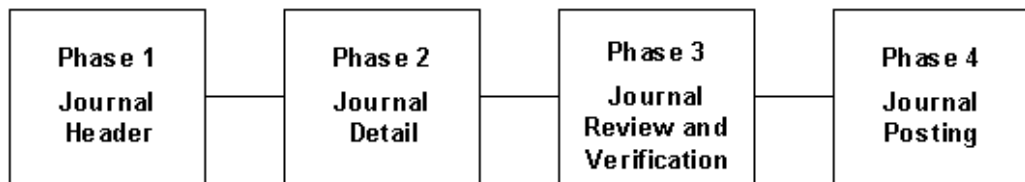
If Ledger is operating in the Posting Currency Mode, each journal you construct will fall into one of three categories:

--Home Currency Journal. For a journal in this category, the single transaction currency will be the accounts' Home Currency, and no translation will be necessary. All accounts must share the same Home Currency.

--Posting Currency Journal - Manual Rate. Transactions will be valued in one Additional Posting Currency -- a currency other than the Home Currency of the journal Primary Company. During the preparation of the Journal Header, you will supply the exchange rate that will translate Posting Currency transaction amounts into Home Currency transaction amounts.

--Posting Currency Journal – Look-Up Rate. Transactions will be valued in one Additional Posting Currency. Ledger will retrieve an exchange rate from the Exchange Rate Table prepared by you or your Administrator.

The following sections examine the Four Phases of Journal Development— for journals with transactions in an Additional Posting Currency.



For a full explanation of the basics of Journal Development, [click here](#). For explanations of those steps associated with the development of a Posting Currency Journal, select one of these topics:

--Posting Currency Journal Development—Phase 1: Journal Header

--Posting Currency Journal Development—Phase 2: Journal Detail

--Posting Currency Journal Development—Phase 3: Verification

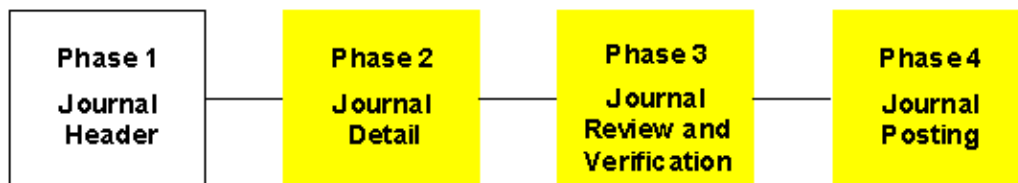
--Posting Currency Journal Development—Phase 4: Posting

In each phase, most of the steps you will take are the same as those you will take when constructing a basic Home urrency Journal. There are important differences. The explanations that follow concentrate on these differences and do not repeat the explanations of standard Journal Development procedures.

Note: Before you begin, be sure that you have satisfactorily answered each of the preliminary questions.

Posting Currency Journal Development—Phase 1: Journal Header

In the first phase, you will create a Journal Header:



You will use the Entry Page and Options Page of the **Journal Entry** dialog box. To access this dialog box, in the **Process** menu, select **Journals**, then **Journal Entry**.

Currency Fields of the Journal Entry Dialog Box - Entry Page

Four fields of the **Entry** Page of the **Journal Entry** dialog box play a significant role in the development of a Posting Currency Journal's Header.

For explanations of **all** fields and functions of the **Entry** Page, click [here](#). To access this dialog box, in the **Process** menu, select **Journals**, then **Journal Entry**.

Journal Entry - JNLFRAME

Entry Options

Journal Code: **ACCTMAP**

Batch No: **0**

Journal Id: **BASI**

GL Effective Date: **03/13/2002**

Balance Code: **ACCRUAL**

Journal Type: **Current Period**

Primary Company: **COMP 001**

Journal Description: **BASIC**

Journal Purpose:

Default Account:

COMP	ACCT	NATA	CURR	USER
000	0000	0000	000	00

Control Totals

Source Amounts: 0.00

Memo Amounts: 0.00

Quantities: 0.0000

Journal Status: **In Process**

☒ Memorandum

Skeleton...

Detail...

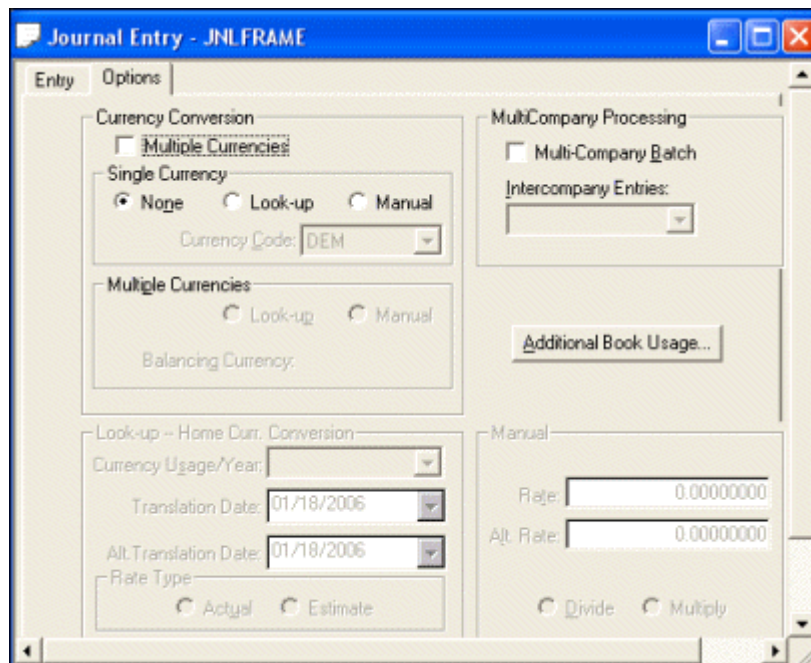
The following lists the fields and buttons in this dialog box.

Journal Code
GL Effective Date
Balance Code
Primary Company

Currency Fields of the Journal Entry Dialog Box - Options Page

The following fields and functions of the **Options** Page of the **Journal Entry** dialog box deal with the development of Posting Currency Journals. For a review of **all** fields of the **Options** Page of the **Journal Entry** dialog box, click [here](#).

To access the **Options** Page of the **Journal Entry** dialog box, click the **Options** toggle switch at the top of the **Entry** Page.



The following lists the fields and buttons in this dialog box.

Currency Conversion Area

Multiple Currencies

Single Currency Area

Translation Options

Currency Code

Multiple Currencies Area

Look-Up Area

Currency Usage/Year

Translation Date

Alt. Translation Date

Rate Type

Manual Area

Rate

Alt. Rate

Calculation Options

Additional Book Usage Button

To Construct the Header of a Posting Currency Journal

The Options Page of the **Journal Entry** dialog box lets you choose between two configurations when preparing a Posting Currency Journal:

--Posting Currency Journal—Manual Translation

--Posting Currency Journal—Look-Up Translation

The following sections examine the steps you will take to assemble the Journal Header for either configuration. A diamond (◆) after the description of the action indicates that Ledger will automatically insert data or settings from the Journal Source template.

Step / Action

1. In the **Process** menu, select **Journals**, then **Journal Entry**. The Entry Page of the **Journal Entry** dialog box will appear.
2. Select a **Journal Code**. This code will identify a Journal Source template with identifying characteristics and processing parameters defined for multiple currency transactions. Required.
3. Confirm or modify the **Journal Prefix**. ◆
4. In the **GL Effective Date** field, enter the date to which the journal's transactions will be posted in the General Ledger. In most cases, this will also be valuation date of the journal's exchange rates. Required.
5. Confirm the Balance Code provided by the Journal Source or select a new code. Required. ◆
6. Confirm the Journal Type or select a different type. Required. ◆
7. Confirm the Company element code representing the journal's **Primary Company** or override it with an alternative Company specification. Required. ◆
8. Confirm the **Journal Description** or override it with your own description. ◆
9. Explain the nature of the journal and its transactions in the **Journal Purpose** field.

10. Under **Default Account**, specify an Account Number that will appear at the beginning of each row of transaction detail.

11. Activate the **Memorandum** check box if this journal is to post entries to Memorandum accounts.

12. Enter a Control Total of the journal's transaction amounts in the **Source Amount** field.

13. Select the Add Row toolbar button. When Ledger indicates "The Row has been Added," click the **OK** button at the bottom of the Message Pad.

Note: At this point, Ledger will add a Batch Number. You will use the batch number to retrieve this journal and its information.

14. Click the **Options** toggle switch at the top of the **Entry** Page. The Options Page of the **Journal Entry** dialog box will appear.

15. In the **Single Currency** area, specify Look-Up or Manual as the source of exchange rate information. Required.

16. Select the code representing the journal Additional Posting Currency from the **Currency Code** drop-down list. Required.

17. In you selected Manual as the source of exchange rate data, go to Step 20. If you selected Look-Up, use the **Currency Usage/Year** drop-down list in the **Look-Up** area to select a translation basis.

18. Confirm the valuation date that has Ledger has entered in the **Translation Date** field, or enter a new date. Required.

19. Indicate whether Ledger is to retrieve Actual or Estimated exchange rates from the Exchange Rate Table and go to Step 22. Required.

20. If you have specified Manual as the Posting Currency Journal's Translation Option, enter a **Rate** in the **Manual** area.

21. Indicate whether Ledger is to Multiply transaction amounts by the exchange rates you will enter in the Journal Detail, dialog box or Divide transaction amounts by the rates.

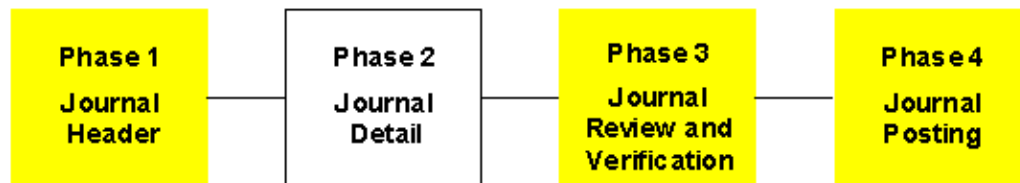
22. If the journal is to process the transactions of more than one Company, activate the **Multi-Company** check box and select the appropriate **Intercompany** specification from the drop-down list. **But be careful!** The journal Posting Currency must be valid for each Company.

23. Select the Change Row toolbar button. When Ledger indicates that the "Row has been Changed," click the **OK** button on the Message Pad.

Tip: After you have completed the Journal Header, check the Entry Page to be sure that the journal's status is In Process.

Posting Currency Journal Development—Phase 2: Journal Detail

In Phase 2 of developing a Posting Currency Journal, you will use the **Journal Detail** dialog box to enter information about each of the journal Posting Currency transactions.



The format and functions of the **Journal Detail** dialog box will be the same, whether or not you are supplying the exchange rate data (Manual) or Ledger is retrieving it from the Exchange Rate Table (Look-Up).

Journal Detail Dialog Box - Posting Currency Journals

When you are preparing a Posting Currency Journal, the **Journal Detail** dialog box will include the fields and functions listed below. You will use these components to enter transaction detail.

To access this dialog box, click the **Detail** button on the **Entry** Page of the **Journal Entry** dialog box.

Journal Entry - JNLFRAME

Entry Options

Journal Code: **APINV** Control Totals Journal Status

Journal Detail - FGLP405

Currency: **BAL**

	Actual Amount	Actual Memorandum Amount	Control Amount	Control Memorandum Amount
Debits:	1,017.00	0.00	0.00	
Credits:	1,017.00	0.00	0.00	

	*	Short Key	Project ID	Sub Project ID	COMP	ACCT	NATA	CURR	USER	Subledger	
1					001	A010	1601	000	00		VEND001
2					001	A010	1601	000	00		VEND001
3		D			001	A010	1601	000	01		VEND001
4		D			001	A010	1601	000	01		VEND001
5					001	L000	2901	000	01		20000301
6					001	L000	2901	000	10		Accrued Use
7											
8											
9											
10											
11											
12											
13											
14											
15											

☐ Spreadsheet

Account Description:

OK Cancel Select Append Insert Delete Undelete SubTable Proj Select Print

The following lists the fields and buttons in this dialog box.

Currency

Actual Amount

Actual Memorandum Amount

Control Amount

Control Memorandum Amount

Transaction Table

Asterisk

Account Number

Subledger

Description

Debit

Credit

XRef

Quantity

Spreadsheet

Account Description

To Enter Transaction Detail

You will take these steps to enter a Posting Currency Journal transactions:

Step / Action

1. Verify the currency data and settings on the Entry Page and Options Page of the **Journal Entry** dialog box.
2. Confirm the Posting Currency parameters of the General Ledger accounts with which you will be working.
3. Click the **Detail** button on the **Entry** Page of the **Journal Entry** dialog box. The **Journal Detail** dialog box will appear.
4. In the first row of the Transaction Table, enter the **Account Number** of opening transaction.
5. If appropriate, add a **Description** of the transaction.
6. Enter the transaction's **Debit** or **Credit** amount expressed in the journal's Additional Posting Currency. As you move to the next field, verify that the Debit or Credit amount in the **Actual Amount** column at the top of dialog box has increased by the amount of the transaction.
7. Click the **Append** button to move your cursor to the beginning of the next row.
8. Complete Steps 4-7 for each transaction.
9. Review the cumulative values in the **Actual Amounts** fields. In most cases, the Balance Rule you specify on the **Entry** Page of the Journal Header will require balanced entries. As a result, Ledger will not process the journal until its debits equal its credits.
10. Click the **OK** button at the bottom of the **Journal Detail** dialog box. Ledger will confirm that the accounts can accept transactions in this Additional Posting Currency **and** that the Exchange Rate Table contains rates Ledger can use to translate transaction amounts into comparable Home Currency and Additional Book Currency values.

Journal Transaction Amounts—Additional Book Currency Values

During posting, Ledger will translate Posting Currency transaction amounts into comparable Home Currency amounts. Ledger will also translate these amounts into values that update each account Additional Book Currency balance(s).

To carry out the translation, Ledger will select rates from the Exchange Rate Table, using these parameters as defaults:

--The date in the **GL Effective Date** field on the **Entry** Page as the **Translation Date**

--SPOT/19XX as the **Usage/Year** specification

--Actual as the **Rate Type**

As an alternative, you can define translation parameters that will apply just to the transactions of the journal with which you are working.

After you have added the Journal Header to your database, click the **Options** toggle switch to access the journal's Options Page. The **Additional Book Usage** button will become active. If you click this button, the Additional Book Currency dialog box will appear.

The **Additional Book Currency dialog box** has two roles:

--For every journal, it displays the default parameters that Ledger will use to retrieve exchange rates.

--It allows you to modify the information. Ledger can then use the revised parameters to retrieve exchange rates for this journal only.

Additional Book Currency Dialog Box

You will use the **Additional Book Currency** dialog box to identify an Additional Book Currency and specify the terms of a valuation basis. Ledger will use these terms to retrieve a translation rate from the Exchange Rate Table.

To access this dialog box, after you have added the Journal Header to your database, click the **Options** toggle switch to access the Options Page of the **Journal Entry** dialog box. Click the **Additional Book Usage** button in the middle of the **Options** Page.

The following lists the fields and buttons in this dialog box.

Currency
Usage/Year
Translation Date
Rate Type
Spreadsheet
Select Button
Buttons

To Review or Modify Translation Parameters—Additional Book Currencies

You will take these steps to review or modify the default translation parameters that Ledger will use to convert posted amounts in the journal Additional Posting Currency into comparable Additional Book Currency values.

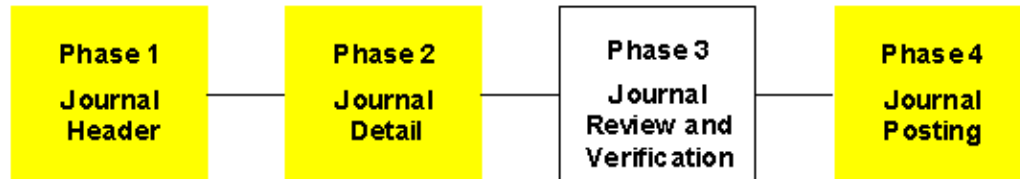
Step / Action

1. After you have added the Journal Header to your database, click the **Options** tab at the top of the **Journal Entry** dialog box to retrieve the Options Page.
2. Click the **Additional Book Usage** button. The **Additional Book Currency** dialog box will appear.
3. Review the default parameters that Ledger will use to retrieve exchange rates for each Additional Book Currency.
4. To change the Valuation Basis of a particular currency, place your cursor in the **Usage/Year** field of its row and click the **Select** button. The **Currency Usage Select** dialog box will appear.
5. Highlight an alternative Valuation Basis and click the **OK** button. Ledger will return you to the **Additional Book Currency dialog box**.
6. To change the **Translation Date**, enter a new date or use Calendar to select a date. **Be careful!** You must enter a date that has been included within ranges defined in the appropriate **Currency Rates Definition** dialog box.
7. Confirm or change the **Rate Type**.

8. Click the **OK** button. Ledger will return you to the **Options** Page of the **Journal Entry** dialog box.

Posting Currency Journal Development—Phase 3: Verification

In Phase 3 of developing a Posting Currency Journal, you will follow the standard Journal Review and Verification procedures to review a Posting Currency Journal data and settings



To Review and Verify a Posting Currency Journal

Step / Action

1. In the **Process** menu, select **Review/Post**, then **Journals**. The **Journal Batch Filter** dialog box will appear.

Journal Batch Filter

Journal Codes:

- ACTUAL
- ADJUST
- ALLOC
- APADJ
- APINV
- APPAY
- APREC
- ARCASH
- ARFIN
- ARINV
- ARREC
- ARREF
- BASIC
- FAADD
- FAMINT
- FARETIRE
- IMADJ
- IMISSUE
- IMPORT
- IMRCPT
- IMRTN
- IMXFER

Journal Status:

- ☐ In Process
- ☐ Entry Complete
- ☐ Verified
- ☐ Failed
- ☐ Posted
- ☐ Deferred
- ☐ Posting Started and Not Complete

Effective Date:

Condition: Start Date: End Date:

None / / / None / / /

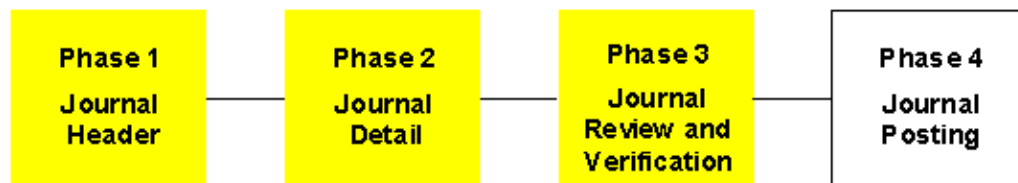
Order By: Journal Code

More OK Cancel

2. Indicate your journal search parameters and click the **OK** button. The **Review/Post Journals** dialog box will appear with a list of journals and their identifying data.
3. Scroll through the list until you find the appropriate journal. Be sure that the journal has a Completed status if **Manual Verification** is required—or a Verified status, if not.
4. If **Manual Verification** is required, highlight the journal and click the **Verify** button. The journal **Journal Detail** dialog box will appear.
5. Review the data in the journal **Journal Detail** dialog box. If the information is correct, click the Cancel button. The Entry Page of the **Journal Entry** dialog box will appear, along with this question: "Do you wish to mark this journal as being verified?"
6. Click the **Yes** button. Ledger will return you to the **Review/Post Journals** dialog box.
7. Check to be sure that the status of the journal has changed to Verified.

Posting Currency Journal Development—Phase 4: Posting

To conclude the development of a Posting Currency Journal, you will post the journal entries to the Book balances of the appropriate General Ledger accounts.



To post a journal, you will follow Ledger's standard posting procedures. You can choose from three sets of posting procedures. Each is initiated by one of the buttons at the bottom of the **Review/Post Journals** dialog box as follows::

--**Process-Screen** posts the journal immediately and displays the results on your screen.

--**Process-Report** also posts the journal immediately. The results are transferred to a report file and printed.

--**Deferred Process** creates a posting event and assigns it to a processing queue that you have scheduled.

Note: You **cannot** post a journal's entries until the journal has a Verified status.

To Post Journal Entries

At the conclusion of Phase 4, you will take the following steps to post a Posting Currency Journal:

Step / Action

1. In the Process menu, select **Review/Post**, then Journals. The Journal Batch Filter dialog box will appear.
2. To find the journal, select the appropriate **Journal Code(s)** and activate the **Verified** check box in the **Journal Status** area.
3. Click the **OK** button. The **Review/Post Journals** dialog box will appear with a list of the Verified journals that meet your search specifications.
4. Highlight the appropriate journal and click the **Process-Screen** button. Ledger will post the entries and remove the journal from the list of Verified journals.
5. Click the **Filter** button to initiate a search for Posted journals. The journal that you have just processed will be on this list.

Tip: To add the posting event to a queue for later processing, click the Deferred Process button instead of the Process-Screen button. To include the results in a follow-up report, click the Process-Report button.

Inquiries in a Posting Currency Mode

Each of Ledger's standard Inquiries can provide you with instant information about multiple currency transactions and account balances:

--The Structure Inquiry will array the summary Book balances of one or more General Ledger accounts in up to four currencies. In response to your specifications, Ledger will present you with Home Currency and Additional Book Currency balances for a particular Day or Period, for the Year to Date, or for Inception to Date.

--The Account Summary Inquiry will present an individual account's Book balances, valued in a single currency, for each Period in the accounting Year.

--The Journal Summary Inquiry will list all journals posting entries to a single General Ledger account, during a specified Period, in a single Posting Currency you specify. For each journal in the list, the Inquiry will note the value of transactions in that currency only.

--The Journal Detail Inquiry will display a journal's Line Item Detail as you originally prepared it with transactions valued in the originating Posting Currency. Upon your request, the **Journal Detail Inquiry** will convert each transaction amount into an Additional Book Currency of the Primary Company and display the results.

--The **Currency Breakdown Inquiry**, is **not** available when Ledger is operating in a Posting Currency Mode.

Note: The upcoming discussion of multiple currency Inquiries assumes that you are familiar with Ledger basic Inquiries and Inquiry functions. Because much of that material will not be repeated in this section, be sure to review these [basics](#) if you are uncertain.

Structure Inquiry: Posting Currency Mode

You can use the **Structure Inquiry** to retrieve up to four columns of balance information about a single General Ledger account, about a group of accounts, or about all accounts in your Chart of Accounts. In a multiple currency environment, you can direct the Structure Inquiry to provide you with:

--Book balances in the Company component's [Home Currency](#).

--Book balances in any Additional Book Currencies associated with the account (or accounts).

You will use the **Structure Inquiry** dialog box to generate this data. To access this dialog box, in the **Inquiries** menu, select **Structure Inquiry**.

Structure Inquiry Dialog Box: Multiple Currencies, Posting Currency Mode

If Ledger is operating in a Posting Currency Mode, you will use two fields of the **Structure Inquiry** dialog box to specify the currency parameters of the Inquiry. For a review of **all** fields of the **Structure Inquiry** dialog box, click [here](#).

To access this dialog box, in the **Inquiries** menu, select **Structure Inquiry**.

The following lists the fields and buttons in this dialog box.

Currency Code

Balance Code

To Conduct a Structure Inquiry – Multiple Currencies, Posting Currency Mode

You will take these steps to define and initiate a Structure Inquiry into accounts with Book balances in more than one currency.

Step / Action

1. In the **Inquiries** menu, select **Structure Inquiry**. The **Structure Inquiry** dialog box will appear.
2. Specify a unique **Query Identifier**. Required.
3. From the **Structure Code** drop-down list, select the appropriate Account Structure. Required.

4. From the **Query Method** drop-down list, select the criteria that Ledger will use to select accounts to be included in the Inquiry: All, Memorandum Only or Exclude Memorandum. Required.
5. Enter an Account Mask indicating which General Ledger accounts are to be included in the Inquiry. Required.
6. If the Inquiry is to list cumulative balances, specify a Roll-Up Depth.
7. Activate the **Include Higher Levels** check box if the Inquiry is to display all cumulative balances at levels higher than the Roll-Up Depth you have specified.
8. Enter a **Column Title** to identify the Inquiry's first column.
9. Select the column's **Period Results**. Required.
10. Select a Balance Code to identify the type of balances from the selected accounts that are to appear in this column. Required.
11. Select a **Calendar Code**. Required.
12. From the **Amount Type** drop-down list, select the nature of the balance data that Ledger is to report. Required.
13. Select a **Book Type**. Required.
14. Select a **Base Currency**. Required.
15. Indicate the accounting **Year** and **Period** of the account balances if you have selected Period Net as the Amount Type. Required.
16. For any other Amount Type, enter a **Date** parameter. Required.
17. Complete Steps 8 to 16 for each column that is to appear in the resulting **Structure Account Summary**.
18. To save the Inquiry's format, Select the Add Row toolbar button. When Ledger indicates "The Row has been Added," click the **OK** button.

19. Click the **Execute Query** button to generate results.

Account Summary Inquiry: Posting Currency Mode

If Ledger is operating in a Posting Currency Mode, the Account Summary Inquiry provides information about the Book balances of a single General Ledger account, for Periods throughout the Accounting Year. The balances that Ledger displays are maintained in the account Home Currency, or in an Additional Book Currency.

To Carry Out an Account Summary Inquiry

Two fields are especially important when you are preparing an **Account Summary Inquiry**:

Currency Code - You will use this field to specify the currency of the Book balances that Ledger is to retrieve.

Balance Code - You will use this field to indicate the Balance Code of the balances that Ledger is to include in the Inquiry (CASH, ACCRUAL, ADJUST, etc.).

To initiate an Inquiry into an account Book balances, take these steps:

Step / Action

1. From the **Inquiries** menu, select **Account Summary Inquiry**. The Account Summary Inquiry dialog box will appear.

Account Summary Inquiry

Account Code: < > COMP ACCT NATA CURR USER
 000 A00M 1800 000 00

Description: A00M 00

Structure Code: POSTING Source Currency: ALL

Balance Code: ACCRUAL Book Type: Home

Calendar Code: STND12 Base Currency: USD

Fiscal Year: 2009 Subledger Value:

Search Natural Balance: Debit

Period	PTD	YTD
Beginning Balance	0.00	0.00
1	0.00	0.00
2	0.00	0.00
3	0.00	0.00
4	0.00	0.00
5	0.00	0.00
6	0.00	0.00
7	0.00	0.00
8	0.00	0.00
9	0.00	0.00
10	0.00	0.00
11	0.00	0.00
12	0.00	0.00
Year End Adjustment	0.00	0.00

Journal Summary Average Daily Balance Save To File

Trial Balance Detail Print

2. Enter an Account Code or use Ledger search techniques to select an account.

This is not a mask. The Inquiry generates data about one account only. **Required.** Use the **previous (<)** and **next (>)** arrows to display the preceding/subsequent fully qualified GL Account. Scroll through the Chart of Accounts until the first or last Chart of Accounts account is reached.

3. Select a **Structure Code**: Ledger defaults to **Posting** but you can enter an alternative reporting structure. Required.

4. Select a **Balance Code** representing the applicable Balance Rule. Required.

5. Select a **Calendar Code**. Required.

6. Indicate the appropriate **Fiscal Year**. Required.
7. Select a **Book Type**. Required.
8. Select a **Base Currency**. Required.
9. Click the **Select** button at the bottom of the dialog box. Ledger will display the Book balances you requested, in the currency you have specified.

Journal Summary Inquiry: Posting Currency Mode

The Journal Summary Inquiry retrieves summary information about each journal that has posted entries to an account during a particular Period.

In a multiple currency environment, the **Journal Summary Inquiry** retrieves and displays the net value of a journal's transactions in one of two currencies – a single Additional Posting Currency or the account Home Currency. If you initiate a **Journal Summary Inquiry** by clicking the **Journal Summary** button at the bottom of the **Account Summary Inquiry** dialog box, Ledger will list all journals that posted entries to the account during the period you've highlighted. The value of a journal's entries will be expressed in terms of the account's Home Currency **only**.

For explanations of each field and function of the **Journal Summary Inquiry** dialog box, click [here](#).

Note: Although Ledger will list only those journals with entries in the Posting Currency you have selected, all figures in the Amount field will be expressed in terms of the Home Currency.

To List an Account's Posting Journal Activity for a Period

Take these steps to retrieve information about an account's Posting Currency Journal activity in a specific accounting Period.

Step / Action

1. In the **Inquiries** menu, select **Account Summary Inquiry**. The **Account Summary Inquiry** dialog box will appear.
2. Follow the **steps** to retrieve the Book balances of a specific account, in the account Home Currency.

3. Highlight the balance in the applicable Period and click the **Journal Summary** button. The **Journal Summary** dialog box will appear on your screen with a list of all journals posting entries to the account during the Period. The net value of each journal will be expressed in terms of the account's Home Currency.

To Isolate Journal Activity in a Single Posting Currency

You can use the Journal Summary Inquiry to retrieve information about an account's journal activity in a specific Posting Currency:

Step / Action

1. In the **Inquiries** menu, select **Journal Summary**. The **Journal Summary** dialog box will appear.
2. In the **Account Code** field, enter the Account Number of an account that has been subject to journal entries in multiple currencies. Required.
3. Select a **Balance Code** that identifies the governing Balance Rule of journals to be covered by this Inquiry. Required.
4. Select a **Calendar Code**. Required.
5. Select a **Book Type**. Required.

6. Select a **Base Currency**. Required.

7. Enter the accounting **Year** and **Period** to be covered by this Inquiry. Required.

8. Click the **Select** button. Ledger will generate and display the information about those journals that posted entries in this Posting Currency.

Note: The amounts that are displayed are in the account's Home Currency, not in the journal's Posting Currency.

Journal Detail Inquiry: Posting Currency Mode

The **Journal Detail Inquiry** will provide you with a posted journal's transaction detail information in two formats:

--Option 1. You can review a journal's Line Item Detail with transaction amounts valued in the journal's originating Posting Currency.

--Option 2. The Inquiry will display transaction amount values in terms of an Additional Book Currency that you specify.

You use the **Journal Detail History** dialog box to initiate both options. To access the dialog box, take this Step:

In the **Inquiries** menu, select **Journal Detail**.

-- If you click the lower of the two Detail buttons, the format of the **Journal Detail History Results** dialog box will allow you to review Posting Currency amounts and their Home Currency Equivalents.

--To review comparable values in an Additional Book Currency, you will use the settings of the **Additional Book Currency** area of the **Journal Detail History** dialog box.

--To initiate this Inquiry, select a code representing one of the Primary Company's Additional Book Currencies. Click the **Detail** button.

Detail History Dialog Box - Additional Book Currency Values

The table below describes the fields of the **Journal Detail History Results** dialog box when you generate a Journal Detail Inquiry with transaction detail valued in an Additional Book Currency.

The following lists the fields and buttons in this dialog box.

Currency
Actual Amounts
Actual Memorandum Amounts
Control Amount
Control Memorandum Amounts
The Transaction Table
Account Number
Subledger
Description
Debit
Credit
Rate
Alloc Detail Button
Print Button
Save to File Button
Close Button

To Conduct a Journal Detail Inquiry into Transactions Valued in the Originating Posting Currency

To initiate a Journal Detail Inquiry that will retrieve transactions valued in the originating Posting Currency, take these steps.

Step / Action

1. Select **Journal Detail History** from the **Inquiries** menu. The **Journal Detail History** dialog box will appear on your screen.
2. Enter the journal's **Batch Number**. You can enter a number directly or double-click in the field to select a number from the **Journal Batch Selection** dialog box. Required.
3. Verify Ledger's entry of a **Journal Code**.
4. Review the other information that Ledger has displayed in the fields of the **Journal Detail History** dialog box.

5. Click the lower of the two **Detail** buttons. The **Journal Detail History Results** dialog box will appear.
6. Review the information in the Transaction Table, valued in both the originating Posting Currency and in the Primary Company Home Currency.
7. Close the **Journal Detail History Results** dialog box.

To Conduct a Journal Detail Inquiry into Transactions Valued in an Additional Book Currency

To initiate a Journal Detail Inquiry that will retrieve transactions valued in an Additional Book Currency, take these steps:

Step / Action

1. Select **Journal Detail History** from the **Inquiries** menu. The **Journal Detail History** dialog box will appear.
2. Enter the journal's **Batch Number**. You can enter a number directly or double-click in the field to select a number from the **Journal Batch Selection** dialog box. Required.
3. Verify Ledger's entry of a **Journal Code**.
4. Review the other information that Ledger has displayed in the fields of the **Journal Detail History** dialog box.
5. Select a Currency in the **Additional Book Currency** area. Required.
6. Click the **Detail** button in the Additional Book Currency area. The Journal Detail History Results dialog box will appear.
7. Review the information in the Transaction Table, valued in the Additional Book Currency you have selected.
8. Close the **Journal Detail History Results** dialog box.

Chapter 12 Skeleton Journals

Skeleton Journals

This Help Sequence contains the following topics:

Introduction

The Skeleton Sub-Menu

Five Phases of Skeleton Journal Development

Skeleton Development - Phase 1: Skeleton Groups

Skeleton Group Dialog Box

To Define a Skeleton Group

Skeleton Development - Phase 2: Skeleton Header

Skeleton Entry Dialog Box

Skeleton Entry Dialog Box-Entry Page

Skeleton Entry Dialog Box-Options Page

Skeleton Entry Dialog Box-Recurring Page

Skeleton Development - Phase 3: Skeleton Detail

Skeleton Journal Detail Dialog Box

Defining the Ledger Skeleton

To Define an Ad Hoc Skeleton

To Define a Recurring Skeleton

Skeleton Development - Phase 4: Preparing an Ad Hoc Skeleton's Active Journals

To Prepare an Active Journal's Header

To Add the Detail of an Active Journal

Skeleton Development - Phase 5: Reviewing and Posting Active Journals

Post Skeletons Dialog Box

To Post a Recurring Skeleton's Active Journals

Converting a Journal to a Skeleton

Introduction—Skeleton Journals

A skeleton journal is a template consisting of pre-defined header and detail information that appears whenever you or Ledger generates one of skeletonactive journals. Skeletons come in one of two forms:

--**Ad Hoc.** An ad hoc skeleton contains standard Journal Header information and standard transaction Detail. An ad hoc skeleton generates its active journals **upon demand**.

--**Recurring.** A recurring skeleton also contains a standard Journal Header and standard Detail. However, its active journals are **generated regularly**, according to a schedule you define.

This Help Sequence examines both the development of ad hoc and recurring skeletons and the generation of their skeleton journals. It includes step-by-step instructions on:

--Definition of a Skeleton Group

--Creation of the Skeleton Header

--Development and modification of a Skeleton Detail

--Generation and posting of the skeleton Active Journals

--Copying a journal to create a skeleton

Note: This material assumes that you are familiar with the basics of Journal Development.

Note: This material assumes that you are familiar with the basics of Journal Development.

Skeleton Sub-Menu

You use the **Skeleton** sub-menu under the **Process** menu to construct a Ledger skeleton. The sub-menu items include:

--**Skeleton Entry.** The **Skeleton Entry** functions construct the Skeleton Header, add transaction details, and specify the production parameters of a recurring skeleton active journals.

--**Groups.** This function defines a group containing skeletons of similar format and purpose.

You also work with the **Skeleton** function under **Review/Post** to process and post the active journal transactions of recurring skeletons.

Five Phases of Skeleton Journal Development

Development of a skeleton template and generation of its active journals has these phases:

Phase 1: Skeleton Group Definition. In this preliminary phase, you define a Skeleton Group to which you can assign the skeleton or check to be sure that a Group is in place.

Phase 2: Skeleton Header. In this phase, you construct the skeleton templateHeader. The Header provides the skeletonactive journals with a complete set of identifying characteristics and functional properties.

Phase 3: Skeleton Detail. In Phase 3, you add information covering accounts and amounts for each of the templatetransactions.

Phase 4: Active Journal Preparation. In Phase 4, you generate active journals incorporating the skeletondata and settings.

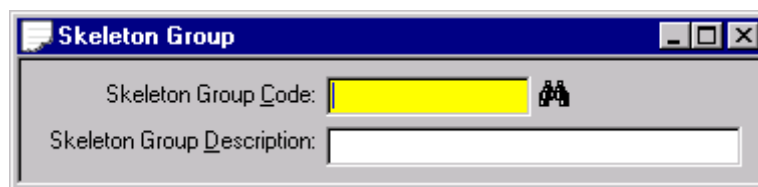
Phase 5: Active Journal Posting. In the final phase, you review and post a skeletonactive journals.

Skeleton Development - Phase 1: Skeleton Groups

Ledger skeletons can be assigned to a **Group** of skeletons all sharing a similar purpose. A Recurring skeleton **must** be assigned to a Group.

During the first phase of constructing a skeleton, check to be certain that an appropriate Group is in place, or else define a new Group.

You use the **Skeleton Group** dialog box to review existing Groups or to establish a new Group. To access this dialog box, select **Groups** from the **Skeleton** submenu.



Skeleton Group Dialog Box

In Phase 1 of Skeleton Development, you use the **Skeleton Group** dialog box to define a new Group, or to retrieve information about existing Groups.

The following lists the fields and buttons in this dialog box.

Skeleton Group Code

Skeleton Group Description

To Define a Skeleton Group – Phase 1: Define a Skeleton's Group

In Phase 1 of Skeleton Development, you take these steps to define a new Skeleton Group:

Step / Action

1. Select **Skeleton** from the **Process** menu, and then select **Groups** from the **Skeleton** menu. The **Skeleton Group** dialog box opens.
2. Enter a **Group Code** to identify the Group. Required.
3. Enter a **Description** of the Skeleton Group.
4. Click on the **Add Row** toolbar button. When the Message Pad indicates that the "Row Has Been Added," click on the **OK** button.
5. To retrieve a list of current Groups, place your cursor in the **Skeleton Group Code** field and select the **Look Up** toolbar button. The **Skeleton Group Select** search dialog box opens and displays a list of Groups.

Skeleton Development - Phase 2: Skeleton Header

In the second phase of a skeleton development, you define the Skeleton Header. To begin the process, select **Skeleton Entry** from the **Skeleton** sub-menu. The **Skeleton Entry** dialog box opens.

Skeleton Entry Dialog Box

The **Skeleton Entry** dialog box consists of three pages:

Entry Page: Provides the skeleton's identifying codes.

Options Page: Indicates whether the skeleton will be ad hoc or recurring, and contains the currency and multi-company specifications that will be incorporated within the skeleton's active journals.

Recurring Page: Provides a recurring skeleton's scheduling parameters.

When you first access the **Skeleton Entry** dialog box, the **Entry Page** displays. To access the **Entry Page** of the **Skeleton Entry** dialog box, select **Skeleton Entry** from the **Skeleton** submenu.

The screenshot shows the 'Skeleton Entry - SKLFRAME' dialog box with the 'Entry' tab selected. The fields are as follows:

- Journal Id: BASI
- Skeleton Code: (shaded yellow)
- Group Code: (dropdown menu)
- Journal Code: ACCTMAP
- Balance Code: ACCRUAL
- Journal Description: BASIC
- Journal Purpose: (text area)
- Primary Company: COMP 001
- Skeleton Status: In Process
- Detail... button

Skeleton Entry Dialog Box- Entry Page

As on the **Entry Page** of the standard **Journal Entry** dialog box, the shaded fields of the **Skeleton Entry** dialog box must be completed during Phase 2 so that the information becomes part of the skeleton template.

Each of the other fields offers you a choice:

--You can use the field to add the data to the template.

--You can leave it open for possible completion during the preparation of the skeleton's active journals.

The table below describes those fields and features of the **Entry Page** of the **Skeleton Entry dialog box** involved in the formal definition of the skeleton.

The following lists the fields and buttons in this dialog box.

- Options Tab
- Recurring Tab
- Journal Prefix
- Skeleton Code
- Group Code
- Journal Code
- Balance Code
- Journal Description
- Journal Purpose
- Primary Company
- Skeleton Status
- Detail Button

Skeleton Entry Dialog Box- Options Page

The **Options** Page of the **Skeleton Entry** dialog box has required options and fields that you **must** include as you define the skeleton template—as well as a series of open specifications. Much of the information on this page determines how the skeleton's active journals handle currency transactions. To access the **Options Page** of the **Skeleton Entry** dialog box, select the **Options Tab** on the Entry Page or the Recurring Page.

Skeleton Entry - SKLFRAME

Entry Options **Recurring**

Special Processing

☒ Ad-hoc ☐ Recurring ☐ Reversing
 Offset: Day:

MultiCompany Processing

☒ Multi-Company Batch
 Intercompany Entries:

Currency Conversion

☐ Multiple Currencies
Single Currency
☒ None ☐ Look-up ☐ Manual
 Currency Code:

Look-up -- Home Curr. Conversion

Currency Usage/Year:
 Translation Date:

Rate Type

☒ Actual ☐ Estimate

Manual

Rate:
☐ Divide ☒ Multiply

Multiple Currencies

☐ Look-up ☐ Manual
 Balancing Currency:

The following lists the fields and buttons in this dialog box.

Entry Tab
 Recurring Tab
 Special Processing
 Ad Hoc
 Recurring
 Reversing Group Box
 Reverse Journal
 Offset
 Day
 Multiple-Company Processing Group Box
 Multi-Company Batch
 Intercompany Entries
 Currency Conversion Group Box

Skeleton Entry Dialog Box-Recurring Page

You use the **Recurring Page** of the **Skeleton Entry** dialog box when you construct a recurring skeleton. A recurring skeleton produces active journals throughout the accounting year, according to a set schedule that you define.

The **Recurring Page** is accessible only if you have activated the Recurring option on the Options Page. To access the **Recurring Page** of the **Skeleton Entry** dialog box, select the **Recurring tab** on the Entry Page or the Options Page.

The following lists the fields and buttons in this dialog box.

- Entry Tab
- Options Tab
- Recurring Rules
- Date Range
- Times/Period
- Maximum Times
- Monthly Process
- Daily Process
- Date Range Group Box
- Starting Date
- Ending Date
- Frequency
- Maximum Times Group Box
- Maximum
- Current
- Times/Period Data
- Limit Per Period
- Last Period Updated (Year/Period)
- Updates this Period
- Print Report Button

Skeleton Development - Phase 3: Skeleton Detail

In Phase 3 of the [Skeleton Development](#), you add standard transaction information to the skeleton template. A skeleton can include minimal data about the accounts and amounts that will be part of the skeletonactive journals, **or** a full range of transaction detail.

To add this data to the skeleton, you use the **Skeleton Journal Detail** dialog box. To access this dialog box, select the **Detail** button on the **Entry Page** of the **Skeleton Entry** dialog box.

Skeleton Journal Detail Dialog Box

In Phase 3 of Skeleton Development, the **Skeleton Journal Detail** dialog box is used to add transaction particulars to the template.

The format of the **Skeleton Journal Detail** dialog box is identical to that of the standard **Journal Detail** dialog box. The way in which the information is used differs significantly.

Tip: If Ledger is operating in Source Currency Mode, the number and nature of the columns in the Transaction Table will vary, depending on the specifications of the Journal Skeleton's Options Page.

The following lists the fields and buttons in this dialog box.

Currency

Actual Amounts—Debits and Credits

Control Amounts—Debits and Credits

Row Number

Asterisk (*)

Account Number

Subledger

Description

Debit

Credit

Cross-Reference

Quantity

Spreadsheet

Buttons

Defining the Ledger Skeleton

The sections that follow show you how to define:

--An ad hoc skeleton

--A recurring skeleton

To Define an Ad Hoc Skeleton

Take these steps to construct an ad hoc skeleton. **Remember:** You can include optional information or settings during this phase of skeleton definition and the data will be included as part of the skeletal framework. You can add the information and select the settings later when you prepare the skeleton's active journals.

Step / Action

1. Select **Skeleton** from the **Process** menu, and then select **Skeleton Entry** from the **Skeleton** submenu. The Entry Page of the **Skeleton Entry dialog box** opens.
2. Enter a **Journal Prefix**. Optional.
3. Enter the **Skeleton Code** that will identify the skeleton. Required.
4. Select a **Group Code**. Optional.
5. Select a **Journal Code** from the drop-down list. This is a required step; the Journal Code that identifies the skeleton's Journal Source **must** be included as part of the skeleton.
6. Select a **Balance Code** from the drop-down list. Required.
7. Enter a **Journal Description**. Optional.
8. Specify a **Journal Purpose**. Optional.
9. Specify the **Primary Company** portion of the Account Number. Required.
10. Select the **Options** Tab will switch to move to the Options Page.
11. Select the **Ad Hoc** option. Required.
12. If the skeleton's active journals will process transactions in currencies **other than** a company's Home Currency, enter the appropriate **Currency Conversion** specifications. Required.

13. If you want to specify a form of **MultiCompany Processing**, activate the **Multi-Company Batch** check box.

14. To create a template for **Intercompany Journals**, choose Detail or Summary from the drop-down list. Optional.

15. Review and verify the information on the **Options** Page and **Entry** Page of the **Skeleton Entry** dialog box.

16. Select the **Add Row** toolbar button.

17. When the "Row Has Been Added" message appears, click on the **OK** button.

18. Select the **Detail** button at the bottom of the **Entry Page**. The **Skeleton Journal Detail dialog box** opens.

19. Add any Account Numbers, amounts, and subledger data that is to be part of the skeleton framework.

20. Select the **OK** button in the **Skeleton Journal Detail dialog box**.

21. Close the **Skeleton Entry** dialog box.

To Define a Recurring Skeleton

Take these steps to construct a recurring skeleton.

Step Action

1. Select **Skeleton** from the **Process** menu, and then select **Skeleton Entry** from the **Skeleton** sub-menu. The Entry Page of the **Skeleton Entry dialog box** opens.

2. Enter a **Journal Prefix**. Optional.

3. Enter the **Skeleton Code** that will identify the skeleton. Required.

4. Select a **Group Code**. Required.

5. Select a **Journal Code** from the drop-down list. This is a required step; the Journal Code that identifies the skeleton's Journal Source **must** be included as part of the skeleton.
6. Select a **Balance Code** from the drop-down list. Required.
7. Enter a **Journal Description**. Optional.
8. Specify a **Journal Purpose**. Optional.
9. Specify the **Primary Company** portion of the Account Number. Required.
10. Select the **Options tab** to move to the Options Page.
11. Select the **Recurring** option. Required.
12. If the skeleton's active journals will process transactions in currencies **other than** a company's Home Currency, enter the appropriate **Currency Conversion** specifications.
13. If you want to specify a form of **MultiCompany Processing**, activate the **Multi-Company Batch** check box.
14. To create the template of an Intercompany Journal, choose Detail or Summary from the **Intercompany Entries** drop-down list.
15. Select the **Recurring** tab switch. The Recurring Page of the **Skeleton Entry** dialog box displays.
16. Select the **Recurring Rules** that Ledger is to follow when generating the active journals of this skeleton. If you select the:
 - **Date Range** rule, you must specify the **Starting** and **Ending** dates and **Frequency**.
 - Times/Period** rule, you must enter a **Limit Per Period** to indicate the maximum number of journals that can be generated and posted by this recurring skeleton during an accounting period.
 - Maximum Times** rule, you must enter a number in the Maximum field indicating the maximum number of times this skeleton journal can be posted.

--**Monthly Process** rule, you must specify a starting date, ending date, and frequency in the Date Range group box.

--**Daily Process** rule, you must specify a starting date, ending date, and frequency in the Date Range group box.

17. Review and verify the information on all three pages of the **Skeleton Entry** dialog box.

18. Select the **Add Row** toolbar button. Select the **OK** button to close the Message Pad when, "Row has been Added," appears.

19. Select the **Detail** button at the bottom of the **Entry Page**. The **Skeleton Journal Detail dialog box** opens.

20. Add the Account Numbers, amounts, and any subledger data that is to be incorporated within each active journal.

21. Select the **OK** button at the bottom of the **Skeleton Journal Detail dialog box**.

22. Confirm that the **Journal Status** field on the **Entry Page** displays Completed.

23. Close the **Skeleton Entry** dialog box.

Skeleton Development - Phase 4: Preparing an Ad Hoc SkeletonActive Journals

Once you have defined an ad hoc skeleton template, you're ready to generate the skeletonactive journals during Phase 4 of Skeleton Development.

Tip: These procedures apply only to ad hoc skeletons. The active journals of a recurring skeleton are generated and processed in one stage during Phase 5.

To Prepare an Active JournalHeader

To use an ad hoc skeleton to prepare the Header of an active journal, take these steps.

Step / Action

1. Select **Journals** from the **Process** menu, and then select **Journal Entry**. The Entry Page of the **Journal Entry dialog box** displays.

2. Select the **Skeleton** button at the bottom of the **Entry Page**. The **Skeleton Select** search dialog box displays a list of current skeletons.

3. Highlight the appropriate skeleton and select the **Search** button. Ledger displays an active Journal Header that contains all of the information and settings you assembled in the Skeleton Header and Skeleton Detail phases. Ledger also assigns a Batch Number to the active journal.

4. Fill in the open fields in the **Entry Page** and **Options Page** of the **Journal Entry dialog box**.

Note: The date that appears in the GL Effective Date field is the date on which the skeleton was generated. Be sure to enter a new date for the journal.

To Add the Detail of an Active Journal

To add transaction details to a skeletonactive journal, take these steps:

Step / Action

1. Verify the information and settings in the **Entry Page** and **Options Page** of the active journal **Journal Entry** dialog box.

2. Select the **Detail** button at the bottom of the **Entry Page**. The **Journal Detail** dialog box opens. Note that the **Control Amount** fields display any values that you specified in the **Control Totals** fields of the **Entry Page** of the **Journal Skeleton** or **Journal Entry** dialog box.

3. Verify or modify information in the Transaction Table supplied by the skeleton.

4. Fill in open Account Numbers, amounts, and other supporting data.

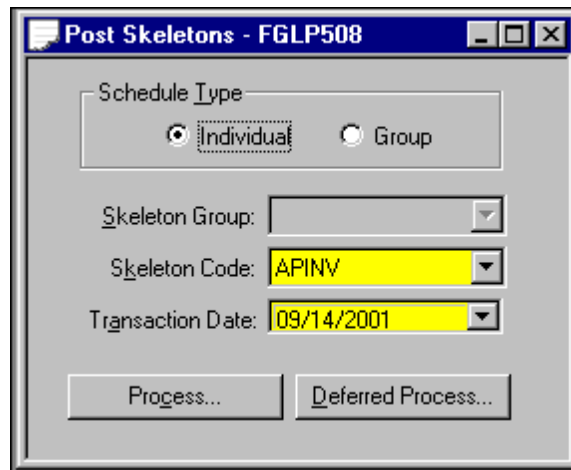
5. Select the **OK** button in the **Journal Detail dialog box**.

Skeleton Development - Phase 5: Reviewing and Posting Active Journals

In Phase 5 of Skeleton Development, you review and post a skeletonactive journal. To post active journals that are based on ad hoc skeletons, you use Ledger basic journal review and

posting procedures. However, you use the **Post Skeletons** dialog box to post active journals based on a recurring skeleton.

To access the **Post Skeleton** dialog box, select **Review/Post** from the **Process** menu, and then select **Skeletons** from the **Review/Post** submenu.



Post Skeletons Dialog Box

You use the **Post Skeletons** dialog box in Phase 5 of Skeleton Development to process and post one or more active journals of a recurring skeleton.

The following lists the fields and buttons in this dialog box.

- Skeleton Group
- Skeleton Code
- Transaction Date
- Schedule Type
- Process Button
- Deferred Process Button

To Post a Recurring Skeleton's Active Journals

In Phase 5 of Skeleton Development, you take these steps to post a recurring skeleton's active journals.

Step / Action

1. Select **Review/Post** from the **Process** menu, and then select **Skeletons**. The **Post Skeletons** dialog box opens.
2. Select a **Skeleton Group** from the drop-down list.
3. Under **Schedule Type**, activate Individual or Group. If you activate Individual, you **must** select a **Skeleton Code** that identifies a specific skeleton within the Group. Ledger then generates and prepares to post an active journal based on this skeleton. If you activate Group, Ledger generates and prepares to post active journals for all skeletons in the Group.
4. Select a **Skeleton Code** from the drop-down list if you have activated the Individual option.
5. Enter a **Transaction Date**. This date specifies when the balances are to be updated by the active journal's transactions. Ledger inserts the date on which the skeleton was created as its default. You can enter a new date in the standard date format or use the Calendar function to select a date.
6. Select the **Process** button to post the journal entries immediately
OR
Select the **Deferred Process** button to add the journal(s) to a queue for later processing.

Converting a Journal to a Skeleton

Ledger allows you to create skeleton journals from existing journals of any status, including posted journals. You can select an existing journal and then copy both its header and detail sections to create a new skeleton journal. You can then modify the skeleton as needed.

Take these steps to create a skeleton from a journal:

Step / Action

1. Select **Review/Post** from the **Process** menu, and then select **Journals** from the **Review/Post** menu. The **Journal Batch Filter** dialog box opens.

Journal Batch Filter

Journal Codes:

- ACTUAL
- ADJUST
- ALLOC
- APADJ
- APINV
- APPAY
- APREC
- ARASH
- ARFIN
- ARINV
- ARREC
- ARREF
- BASIC
- FAADD
- FAMANT
- FARETIRE
- IMADJ
- IMISSUE
- IMPORT
- IMRCPT
- IMRTN
- IMXFER

Journal Status

☐ In Process

☐ Entry Complete

☐ Verified

☐ Failed

☐ Posted

☐ Deferred

☐ Posting Started and Not Complete

Effective Date

Condition: Start Date: End Date:

None / / /

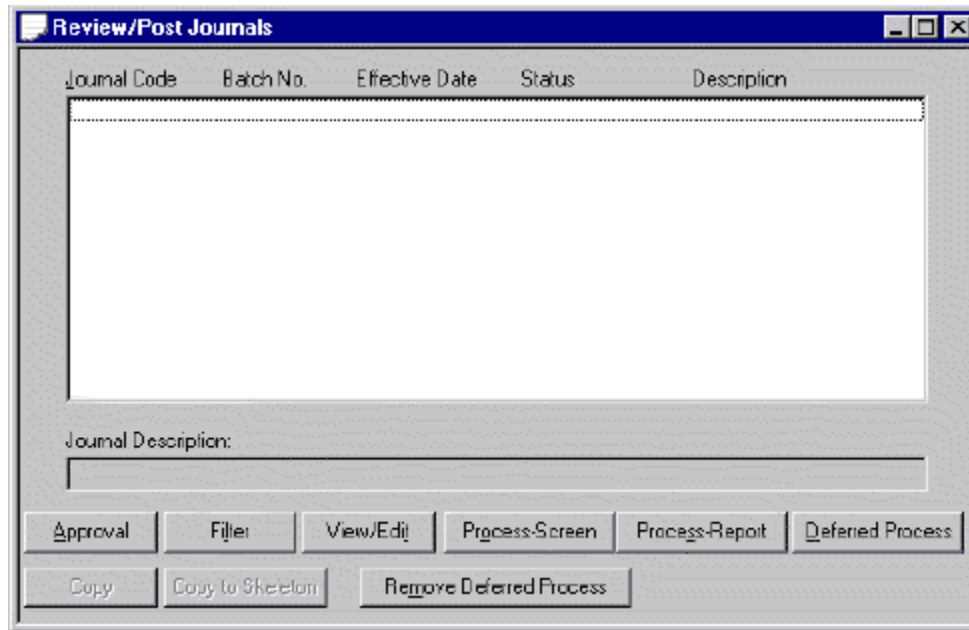
None / / /

Order By: Journal Code

More OK Cancel

2. Specify your search parameters in the **Journal Batch Filter** dialog box and select the **OK** button. Ledger displays the journals that meet the conditions you selected.

3. On the **Review/Post Journals** dialog box, highlight the journal you want to convert to a skeleton and select the **Copy to Skeleton** button. The **Copy to Skeleton** dialog box opens.



4. If you want to add a journal prefix to the skeleton, enter it in the **Journal Prefix** field.
5. Enter a new **Skeleton Code** that will identify the skeleton. Required.
6. To add the new skeleton to a skeleton group, select a **Group Code** from the drop-down list.
7. Select the **OK** button to create the skeleton. You will see message indicating that the entry is complete. Close the **Copy to Skeleton** and **Journal Batch Filter** dialog boxes.
8. Select **Skeleton** from the **Process** menu, and then select **Skeleton Entry** from the **Skeleton** menu to open the **Skeleton Entry** dialog box.
9. Open the new skeleton journal and make any desired changes in the **Skeleton Entry** and **Journal Detail** dialog boxes.
10. Click on the **OK** button on the **Skeleton Journal Detail** dialog box to complete the new skeleton.

Note: By default, the new skeleton is defined as Ad Hoc. To make it a recurring skeleton, select the Recurring option on the Skeleton Entry dialog box, and then complete the Recurring Rule on the R dialog box.

Chapter 13 Prior Period Adjustments

Prior Period Adjustments

This Help Sequence contains the following topics:

Introduction to Prior Period Adjustments

Prior Year Journals

 To Prepare a Prior Year Journal

Prior Period Journals

 To Prepare a Prior Period Journal

Prior Period Adjustment Journals

Initiating a Prior Period Adjustment Journal

Journal Entry Dialog Box- Entry Page (Prior Period Adjustments)

Alternate Ledger Effective Date

 Balance Rules

Constructing a Prior Period Adjustment Journal

 To Prepare a Prior Period Adjustment Journal

Introduction to Prior Period Adjustments

Ledger provides three journals designed exclusively for entries to a prior, **closed** accounting period:

--Prior Year Journal. This journal posts entries to any prior accounting year, after it has been closed.

--Prior Period Journal. This journal posts entries to any prior accounting period, within the current accounting year, after it has been closed.

--Prior Period Adjustment Journal. This journal posts adjusting entries to any prior, closed period.

This Help Sequence examines the nature and functions of each journal category.

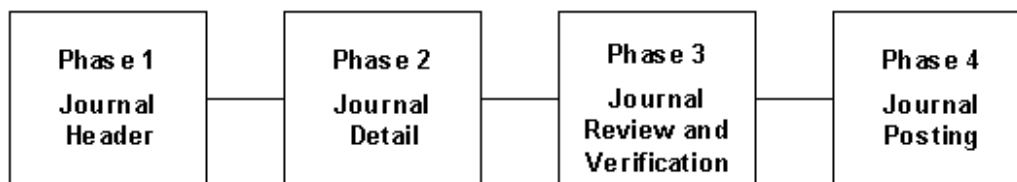
Note: The discussions in this chapter assume that you are familiar and comfortable with basic Journal Development concepts and procedures.

Note: You cannot post the entries of these journals until the prior accounting period (or Year) has been closed.

Prior Year Journals

The construction and processing of a Prior Year Journal requires the four standard phases of Journal Development.

Remember: you cannot process the transactions of a Prior Year Journal until the prior accounting year has been closed.



In Phase 1, you'll use two fields of the Entry Page of the **Journal Entry** dialog box to be sure that the journal's entries post to the prior year:

--You **must** select Prior Year as the Journal Type.

--The GL Effective Date must be a date in a prior, closed accounting year.

To Prepare a Prior Year Journal

You'll take these steps to develop a Prior Year Journal:

Step / Action

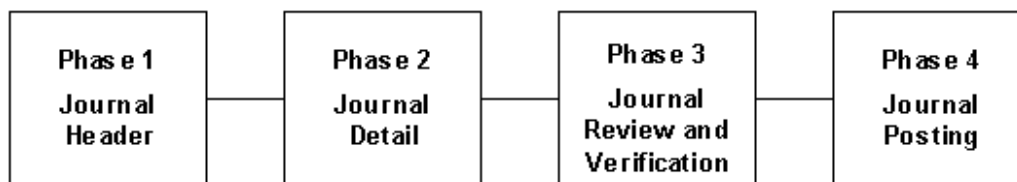
1. In the Process menu, select **Journals**, then **Journal Entry**. The Entry Page of the **Journal Entry** dialog box will appear.
2. Follow standard Journal Development procedures to prepare the Journal Header.
3. **Be sure** to select Prior Year as the Journal Type. Required.
4. Be sure that the date you enter in the GL Effective Date field is in a prior, closed accounting year.
5. Follow the standard steps of Journal Development to add Journal Detail and to process and post the journal.

6. Use Ledger's Inquiry functions to review the impact of the journal's entries on the prior year's balances.

Prior Period Journals

Like the Prior Year Journal, construction and processing of a Prior Period Journal requires the four standard phases of Journal Development.

You **cannot** process the transactions of a Prior Period Journal until the prior accounting period has been closed.



In Phase 1, you'll use two fields of the Entry Page of the **Journal Entry** dialog box to be sure that the journal's entries post to the prior period:

--You'll select Prior Period as the Journal Type.

--The GL Effective Date must be a date in a previous, closed accounting period.

To Prepare a Prior Period Journal

You'll take these steps to develop a Prior Period Journal:

Step / Action

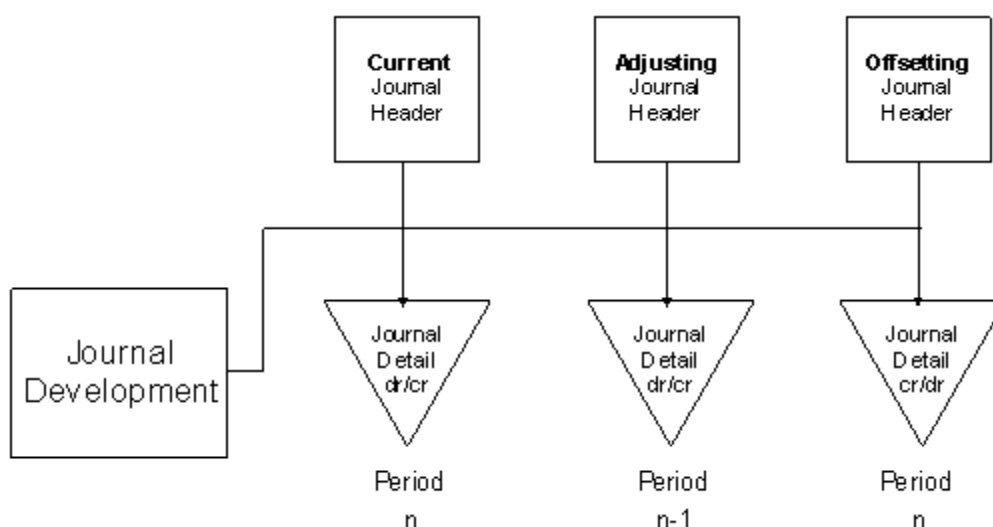
1. In the Process menu, select **Journals**, then **Journal Entry**. The Entry Page of the **Journal Entry** dialog box will appear.
2. Follow standard procedures to prepare the Journal Header.
3. **Be sure** to select Prior Period as the Journal Type. Required.
4. Be sure that the date you enter in the GL Effective Date field is a date in a prior, closed accounting period.

5. Follow the standard steps of Journal Development to add Journal Detail and to process and post the journal.

6. Use Ledger's Inquiry functions to review the impact of the journal's entries on the prior period's balances.

Prior Period Adjustment Journals

Unlike other Ledger journals, the data that you assemble for a Prior Period Adjustment journal actually results in **three** journals. These are depicted below:



--The first set consists of balancing debit and credit entries to General Ledger accounts in the current period—**Period n**.

--The second journal posts adjusting same entries to the same accounts, but in the prior period—**Period n-1**—using a special adjusting Balance Rule.

--The third journal offsets the adjusting entries, with credit and debit entries in the current period— **Period n**.

Note: When the adjustment is to a revenue or expense account in December of the previous year, Ledger will post the adjustment in the current year to the retained earnings account rather than the revenue or expense account.

Initiating a Prior Period Adjustment Journal

As a first step in the development of a Prior Period Adjustment journal, in the **Process** menu, you'll select **Journals**, then **Prior Period Adjustment**.

The Entry Page of the **Journal Entry** dialog box will appear in expanded form. Ledger adds an **Adjustment Processing** area and designates Prior Period Adjustments as the **Journal Type**.

Journal Entry Dialog Box- Entry Page (Prior Period Adjustments)

When you're preparing a Prior Period Adjustment, Ledger adds special fields to the Entry Page of the **Journal Entry** dialog box.

Journal Entry - JNLFRAME

Entry Options

Journal Code: **ACCTMAP**

Batch No: **0**

Journal Id: **BASI**

GL Effective Date: **03/13/2002**

Balance Code: **ACCRUAL**

Journal Type: **Current Period**

Primary Company: **COMP 001**

Journal Description: **BASIC**

Journal Purpose:

Default Account: **COMP ACCT NATA CURR USER**
000 0000 0000 000 00

Control Totals

Source Amounts: **0.00**

Memo Amounts: **0.00**

Quantities: **0.0000**

Journal Status: **In Process**

☒ Memorandum

Skeleton...

Detail...

The following lists the fields and buttons in this dialog box.

Journal Code

GL Effective Date

Balance Code
Journal Type
Adjustment Processing Area
Alt Balance Code
Alt GL Effective Date

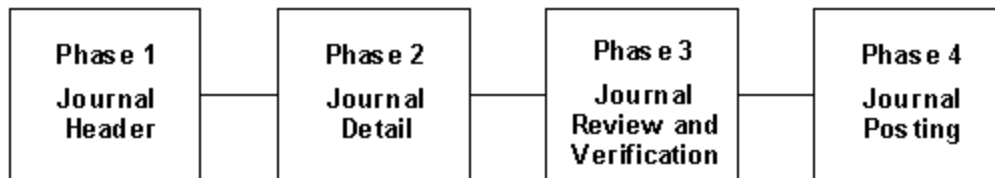
Balance Rules

The Entry Page of the **Journal Entry** dialog box requires two Balance Code selections: one specifies a Balance Rule for the journal's current entries, the other for the adjusting and offsetting entries. This is an important specification and you should be familiar with the attributes of any Balance Rule you select.

Although the specifications of certain Balance Rules permit journals with unbalanced entries, most rules stipulate that debits equal credits.

Constructing a Prior Period Adjustment Journal

The process of assembling, reviewing and posting a Prior Period Adjustment journal requires the four standard phases of Journal Development.



The following section identifies only the changes or additions necessary for a complete and accurate Prior Period Adjustment journal. For a detailed explanation of each phase of Journal development, [click here](#).

To Prepare a Prior Period Adjustment Journal

When assembling a Prior Period Adjustment journal, be sure to include these steps.

Step / Action

1. In the Process menu, select Journals, then Prior Period Adjustment.

2. When the Entry Page of the **Journal Entry** dialog box appears, verify that Ledger has added the fields of the Adjustment Processing area and has inserted Prior Period Adjustment as the Journal Type.
3. Select the Journal Code that represents the appropriate Journal Source template.
4. Select a Balance Code representing a Balance Rule that will apply to the journal's current transactions.
5. In the Adjustment Processing area, select an Alternate Balance Code representing the Balance Rule that will apply to the adjusting and offsetting entries.
6. Enter an Alternate GL Effective Date. This will be the effective date of the adjustments to the General Ledger.
7. After you have added the Journal Header to the database, click the Detail button at the bottom of the Entry Page. The Journal Detail window will appear.
8. Use the Journal Detail dialog box to specify the adjusting entries.
9. To post the journal, use the Process-Report or Deferred Process button at the bottom of the Review/Post Journals window. You cannot use the Process-Screen button.
10. When you post the journal, Ledger will automatically generate the current and offsetting journals and will post their entries as well. Use the View/Edit button at the bottom of the Review/Post Journals dialog box to retrieve the Journal Detail History of all three journals.

Chapter 14 End-of-Period Procedures

End-of-Period Procedures

This Help Sequence contains the following topics:

Introduction

Currency Revaluation

Currency Daily Process—an Essential Preliminary Step

Currency Balances Dialog Box

To Conduct a Currency Daily Process

Currency Revaluation: Gains and Losses

Revaluation Accounts Maintenance Dialog Box

Currency Revaluation Procedures

Revaluation Dialog Box

To Perform a Currency Revaluation

Closing a Period

Close Period Dialog Box

To Close a Period

Re-Opening a Period

Searching for Close or Re-Open Period Requests

Daily Process

Calculating Average Daily Balances

Currency and Average Balances Dialog Box

To Generate Average Daily Balances

Year-End Rollovers

The Year-End Rollover Dialog Window

Create New Beginning Balances

End-of-Period Consolidations

Consolidation Export Dialog Box

To Export Balances for Consolidation

Re-Posting a Period

Repost Period Dialog Box

To Re-post a Period

Year-End Adjustments

To Prepare a Year-End Adjustment Journal

Introduction to End-of-Period Procedures

This Help Sequence explores procedures you can follow at the end of an accounting period.

The topics in the Help Sequence show you how to use Ledger closing techniques to:

- Conduct a Currency Daily Process to update Inception-to-Date balances.
- Revalue the Book balances of General Ledger accounts in terms of their Source Currency Posting balances.
- Close a Period.
- Re-post a Period.
- Roll over a year.
- Consolidate End-Of-Period balances.
- Carry out Year-End Adjustments.

Currency Revaluation

Note: The following discussion assumes that you are familiar and comfortable with Source Currency concepts, terms and procedures. You can use Ledger's Help to review these [basics](#).

In a Source Currency environment, the values of a Company Book balances change constantly in response to daily changes in the values of an account Posting balances—transaction balances maintained in one or more Source Currencies.

Fluctuations in currency exchange rates can have a measurable and significant impact on the Companybalance sheet and income statement. Currency Revaluation is the process that accounts for these changes.

You can use Ledger Currency Revaluation function to re-value the full range of a Company Book balances and to account for changes in the rates used to translate Source Currency balances into Home Currency and Additional Book Currency balances.

At the conclusion of the process, Ledger generates an adjusting journal. The journal's transactions detail adjustments to account balances resulting from the revaluation. The journal also posts entries to offset the adjustments.

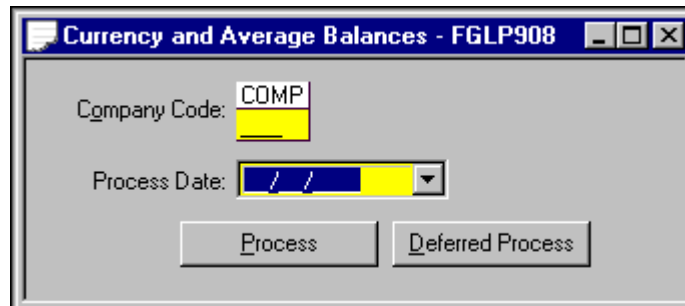
Note: Before you perform a Currency Revaluation of a Company's accounts, and immediately afterwards, you must run a Currency Daily Process.

Currency Daily Process—An Essential Preliminary

Currency Daily Process is an essential component of Currency Revaluation.

You run the Currency Daily Process to update a Company Inception-to-Date (ITD) balances before revaluation, and again after you process the associated Revaluation Journal.

To initiate the Currency Daily Process, select **Special** from the **Process** menu, and select **Currency and Average Balances** from the **Special** submenu. The **Currency Balances** dialog box opens.



Note: If Ledger is operating in Source Currency Mode, and is defined to close on a daily basis, you **must** run the Currency Daily Process once a day, every business day, for each Company represented in your Chart-of-Accounts. If you "close" a Company on a daily basis, be sure to run the Currency Daily Process before closing the Company's books.

Currency Balances Dialog Box

As a preliminary to the Currency Revaluation of your General Ledger, you use this dialog box to carry out a Currency Daily Process. You run another Currency Daily Process after Currency Revaluation.

The following lists the fields and buttons in this dialog box.

Company Code
Process Date
Process Button
Deferred Process Button

To Perform a Currency Daily Process

Take these steps to initiate and carry out a Currency Daily Process:

Step / Action

1. Select **Special** from the **Process** menu, and then select **Currency Balances** from the **Special** submenu. The [Currency Balances](#) dialog box opens.
2. Enter a **Company Code**. When you run the Currency Daily Process, the system updates the Inception-to-Date balances of every account having this code as the Company element of its [Account Number](#).
3. To update the ITD balances immediately, select the **Process** button. the system executes the Currency Daily Process for the company you selected.
OR
To add the event to a queue for later processing, select the **Deferred Process** button to open the **Batch Processing** dialog box, where you can specify a date and time.

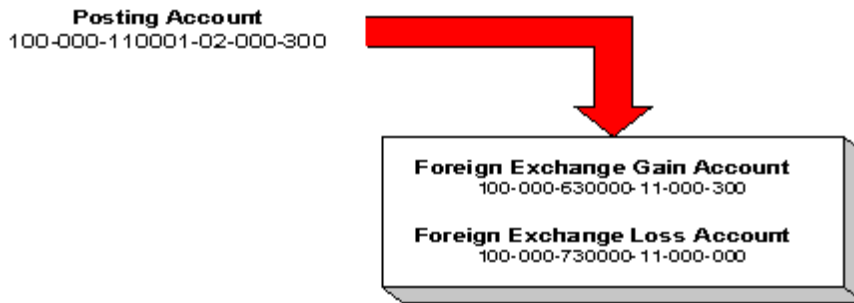
Currency Revaluation: Gains and Losses

The process of Currency Revaluation re-values an account Home Currency Book balance and any Additional Book Currency balances, one Source Currency at a time.

Adjustments resulting from revaluation are posted as debits or credits to the posting account itself or to a Currency Adjustment account. Offsetting entries are posted to one or more Gain/Loss accounts.

When you set up the Currency Revaluation procedure, you can specify a single Gain/Loss account that Ledger is to use for the entire revaluation process. You can identify this account in the **Currency Revaluation** dialog box. However, if you (or your Administrator) have assigned an individual Gain/Loss account to a posting account that is subject to the revaluation process, Ledger automatically posts an offsetting entry to that account.

Look carefully at this example:



The posting account at the top of the illustration is Account #**100-000-110001-02-000-30**.

Because of specifications supplied by your Administrator, Ledger can post journal entries and maintain Posting balances in **all** of the Source Currencies assigned to Company 100—the Company component of the Account Number.

Note: The list of a Company's Source Currencies always includes its Home Currency.

During Currency Revaluation, Ledger re-values the account Book balances in its Home Currency and Additional Book Currency (or Currencies). The resulting Revaluation Journal posts adjustments resulting from the revaluation to the original posting account.

Ledger then posts **offsetting** entries to either the **Foreign Exchange Gain Account** or **Foreign Exchange Loss Account**.

Your Administrator uses the fields and settings of the Revaluation Account Maintenance dialog box to identify these accounts and specify their roles.

Revaluation Account Maintenance Dialog Box

If Ledger is operating in Source Currency Mode, your Administrator can use the **Revaluation Account Maintenance** dialog box to link an individual posting account with a Gain Account and a Loss Account.

During the process of Currency Revaluation, Ledger posts offsetting gains or losses to these accounts. These gains or losses result exclusively from the revaluation of the posting account Book balances.

Revaluation Account Maintenance

Posting Setting

☒ Post Gains and Losses ☐ Post Losses ☐ Exclude

	Offset Account Code	CurrCode	Gain Account	Loss Account
1	001-A00M-1800-000-00	All		
2				
3				
4				
5				
6				
7				

OK Cancel Select Append Insert Delete Undelete

The following lists the fields and buttons in this dialog box.

Posting Setting group box

Post Gains and Losses radio button

Post Losses Radio button

Exclude Radio button

Offset Account Code

Curr Code

Gain Account

Loss Account

OK button

Cancel button

Select button

Append button

Insert button

Delete button

Undelete button

Currency Revaluation Procedures

Upon completion of the Currency Daily Process, you must take steps to revalue the Book balances of all qualified accounts containing a particular Company component.

You use the **Revaluation** dialog box to initiate the process and specify its parameters. To access this dialog box, select **Special** from the **Process** menu, and then select **Revaluation** from the **Special** submenu.

Revaluation - FGLP902

Process Identifier:

Company Code:

Account Range

From :

ACCT	NATA	CURR	USER
0000	0000	000	00

To:

ACCT	NATA	CURR	USER
0000	0000	000	00

☒ Revalue All Currencies

Currency Code:

Currency Usage:

Reference Field:

Translation Date:

Translation Rate

☒ Actual

☐ Estimated

Journal Information

Transaction Date:

Balance Code:

Journal Code:

Processing

☐ Preview

☒ Create Entry

Revaluation Dialog Box

You use the **Revaluation** dialog box to execute a Currency Revaluation of the Book balances of accounts associated with a particular Company.

The following lists the fields and buttons in this dialog box.

Process Identifier

Company Code

Account Range

Revalue All Currencies

Currency Code
Currency Usage
Reference Field
Translation Date
Translation Rate
Journal Information Group Box
Transaction Date
Balance Code
Journal Code
Processing Group Box
Process Button
Deferred Process Button

To Execute a Currency Revaluation

Take the following steps to carry out a Currency Revaluation:

Step / Action

1. Select **Special** from the **Process** menu, and then select **Revaluation**. The [Revaluation](#) dialog box opens.
2. Enter or select the **Process Identifier**. Enter the name you want to assign to this revaluation specification, or click on the **Select** button to choose the name of a saved revaluation process.
3. Use the **Company Code** drop-down list to specify the appropriate Company. Required.
4. Click on the **Select** button for the **From** field to choose the first account code to be revalued.
5. Click on the **Select** button for the **To** field to choose the last account code to be revalued.
6. To include all Source Currency balances in the revaluation, activate the **Revalue All Currencies** check box
OR
To specify a single Source Currency, first be sure that the **Revalue All Currencies** check box is **not** active, and then select the appropriate **Currency Code**.
7. Select a code from the **Currency Usage** drop-down list. Required.
8. Select a **Reference Field** code if the transaction detail of the Revaluation Journal is to display the currency codes of the Additional Source Currencies.
9. Use the up or down arrows to select the **Translation Date** for the revaluation.
10. Indicate whether the exchange rate is to be an **Estimated** rate or an **Actual** rate.
11. Enter the **Transaction Date** of the revaluation. Required.
12. Select a Balance Rule from the **Balance Code** drop-down list. Required.

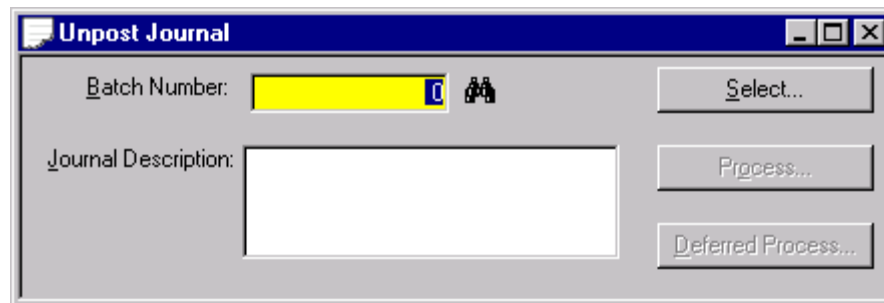
13. Select the applicable Journal Source template from the **Journal Code** drop-down list. Required.
14. To view the complete set of entries, select the **Preview** button.
OR
If you are ready to create the entries, select the **Create Entry** button.
15. Select the **Process** button. If you selected Preview, you can view a report showing the journal entries that Ledger will generate for the revaluation in the **SignOn** dialog box. If you selected Create Entry, your journal entries are generated immediately. To submit the revaluation to a queue for later processing, select the **Deferred Process** button.

Note: You **must** run another Currency Daily Process after you run the revaluation.

Unposting a Revaluation Journal

Ledger allows you to unpost a revaluation journal. The journal entry created during revaluation and the gain or loss amounts resulting from the revaluation are unposted.

To unpost a revaluation journal, you use the **Unpost Journal** window. To open this dialog box, select **Unpost Journal** from the **Utilities** menu.



Journal Dialog Box

You use the **Unpost Journal** dialog box to unpost a revaluation journal.

The following lists the fields and buttons in this dialog box.

Batch Number

Journal Description

Select Button

Process Button

Deferred Process Button

To Unpost a Revaluation Journal

Take these steps to unpost a revaluation journal:

Step / Action

1. Select **Unpost Journal** from the **Utilities** menu.
2. Select or enter the batch number of the journal you want to unpost. The journal description is displayed in the **Journal Description** field.
3. To unpost the journal immediately, select the **Process** button. The journal is unposted.
OR
To unpost the journal at another time, select the **Deferred Process** button to open the **Batch Processing** dialog box, where you can set a date and time to submit the process to a queue.

Closing a Period

When you close an accounting period, there are several considerations to keep in mind. The system will validate the request information and verify certain criteria are met:

1. You chosen at least one company in the request.
2. The next close date is a day that falls after the last close date.
3. The company is NOT part of an unprocessed request to re-open a period.

The system will generate error messages if any of these validations fail. In addition, the system has requirements for daily closing:

1. It must indeed be a daily process, carried out at the conclusion of every business day, for each company represented in your chart-of-accounts and defined to close on a daily basis.
2. The Ledger system will NOT post entries to a day balances after the day has been closed.
3. The system will NOT revalue an account balances for a particular day once you have closed that day.

Use the Close Period dialog window to close an accounting period, as well as any periods that were re-opened and that are now ready for closing again. Open this window from the **Process\Special** submenu.

Close Period

Close Period Request

Auto Number : Requestor : FLXADM Status : Created

Request ID : VK1 Request Date : 06/22/2007

Request Description :

Close Details:

☒ Company Code ☐ Group Code

Select All Deselect All

	Select	Company Code	Last Close Date	# of periods to Close	Next Close Date
1	<input type="checkbox"/>	000	05/29/2007	1	05/31/2007
2	<input checked="" type="checkbox"/>	001	12/31/1999	0	01/30/2000
3	<input type="checkbox"/>	002	03/06/2000	30	04/06/2000
4	<input type="checkbox"/>	003	04/21/2000	30	05/21/2000
5	<input type="checkbox"/>	004	12/31/1999	30	01/30/2000
6	<input type="checkbox"/>	005	12/31/1999	30	01/30/2000
7	<input type="checkbox"/>	006	12/31/1999	30	01/30/2000
8	<input type="checkbox"/>	007	01/13/2000	30	02/12/2000
9	<input type="checkbox"/>	008	01/30/2000	30	02/29/2000
10	<input type="checkbox"/>	010	12/09/2001	30	01/08/2002
11	<input type="checkbox"/>	011	12/09/2001	30	01/08/2002
12	<input type="checkbox"/>	012	11/09/2001	30	12/09/2001
13	<input type="checkbox"/>	013	11/09/2001	30	12/09/2001
14	<input type="checkbox"/>	014	11/09/2001	30	12/09/2001
15	<input type="checkbox"/>	015	11/09/2001	30	12/09/2001
16	<input type="checkbox"/>	016	11/09/2001	30	12/09/2001
17	<input type="checkbox"/>	017	11/09/2001	30	12/09/2001
18	<input type="checkbox"/>	018	11/09/2001	30	12/09/2001
19	<input type="checkbox"/>	019	11/09/2001	30	12/09/2001
20	<input type="checkbox"/>	020	11/09/2001	30	12/09/2001

Company Information

Description :

Frequency :

Additional Period Processing

☐ Revaluation ☐ Allocations

☐ Currency and Averages ☐ Recurring Skeletons

Revaluation Information

Account Range

From : ACCT NATA CURR USER

To : ACCT NATA CURR USER

Currency Information

☐ Revalue All Currencies

Currency Code :

Currency Usage :

Reference Field :

Translation Date : 06/20/2007

Translation Rate

☒ Actual ☐ Estimated

Journal Information

Transaction Date : 06/20/2007

Balance Code :

Journal Code :

Verify Process... Deferred Process... Remove Deferred Reject

Close Period Dialog Window

You use this dialog to close an accounting period. When you perform this task, you are actually submitting a request to close the period. So, you must assign a unique **request ID** to the close. If you are changing an existing request, use the **look-up (binoculars)** icon to find and select a request ID. If auto numbering was enabled for this task in the processing set, the system will assign a unique **auto number** to the close request for you when you save the new request. You can enter a **description** for the request. The system displays other data about the request in read-only mode at the top of the dialog. The dialog window you will use to re-open a period will feature similar information. The statuses for the request include:

Created. The request ID has been entered and the request was saved with the **Add Row** toolbar icon.

Verified. The request includes at least one company code, is in a “created” state, and the **Verified** button has been used.

Processed. The request includes at least one company code, is in a “created” or “verified” state, and the **Process** button has been used.

Deferred Process. The request includes at least one company code, is in a “created” or “verified” state, and the **Deferred Process** button has been used.

Rejected. The request is in a “created” or “verified” state and the **Reject** button has been used.

When you open the dialog, the system defaults to showing **company codes** for the **close details**...and automatically populates the spreadsheet with information about the companies you have permission to view. For each company, you will see the **company code**, the **last close date**—if the company was closed previously, and the selected **number of periods to close** in this process. You can change the number of periods if the “**allow override**” default is enabled in the company definition, which previously was entered in the Company Components dialog window. The system also calculates the **next close date**, which is the date in the company definition plus one day, and determined based on the number of periods to close. You can **select** one company or multiple companies for the close request. Or, you can change the close detail type to **group code** so that you can choose a group code and have the system populate the spreadsheet with companies that are a part of that pre-defined group. You can select one or multiple companies from that group to include in the close request. Again, the system will display only the companies to which you have viewing permissions. You will NOT be able to choose a company that is already included in another, unprocessed request. When you select a company in the spreadsheet, the system will display more information about that particular company in the data areas to the right of the of the spreadsheet. This data—which includes **frequency**, **additional period processing**, and **revaluation**—is called from the Company Components window. If revaluation was chosen for the selected company, you must enter required **revaluation information** for the close request.

If the “**manual verification**” default is enabled in the processing set, the **Verify** and **Reject** buttons are available to perform those actions to the request. Otherwise, the system will verify the information for all companies you include in the request when you **process** the request. You can **defer processing** so that the request will be moved to a queue and processed at a specific date and time.

The following are the rest of the fields in this dialog.

Additional Period Processing Group Box

Allocations

Revaluation

Currency and Averages

Recurring Skeletons

Revaluation Information Group Box

Account Range

Revalue All Currencies

Currency Code

Currency Usage

Reference Field

Translation Date

Translation Rate

Journal Information Group Box

Transaction Date

Balance Code

Journal Code

To Close a Period

Note: The Ledger system cannot post journal entries to closed periods. Be sure that you are ready to close the period before you use this feature.

Follow these steps for closing a period:

Step / Action

1. Open the **Close Period** dialog window from the **Process\Special** submenu.
2. Enter a **request ID**. You can select an existing ID by using the **look-up** binoculars icon, if you changing an existing request. **Required.**
3. Specify the desired closing method by choosing the **company** or **group code** option.
4. **Select** the specific company or companies you want to include in the close request from the spreadsheet.
5. If the “**allow override**” option was enabled for the company definition (in the Company Component dialog window), you can change the **number of periods to close** if necessary.
6. Enter the **account range** account numbers IF revaluation additional processing was selected for the company, AND you want to revalue balances only within a specific range. **Required for revaluation.**
7. Enable the **revalue all currencies** option IF revaluation additional processing was selected for the company, AND you want the revaluation to cover amounts maintained in all currencies.
OR
Select a **currency code**. **Required if you did NOT choose the revalue all currencies option.**
8. Select a **currency usage** code. **Required for revaluation.**
9. If you want the system to load each currency code into a cross-reference column in the **Journal Detail** dialog, select a **reference field** for the name of the column.

Also, set the **translation date** for the currency conversion. **Required for revaluation.**

10. Select the **translation rate**.

11. Set the **transaction date** that will be the posting date for the journal. **Required for revaluation.**

12. Select a **balance code**. **Required for revaluation.**

13. Select a **journal code**. **Required for revaluation.**

14. Use the **Add Row** toolbar icon to save the new request.

15. Use the **Process** button to initiate the closing procedures right away or the **Deferred Process** button to schedule the closing process for another time. If manual verification is set, you need to use the **Verify** button and, if applicable, the **Reject** button before you process.

Essentially, the system provides the same processing abilities for daily process as is provided for period close. The only difference between the two is that daily process allows you to run the processes during the day/period without actually closing the day. This is important for companies needing to produce numbers before they're ready to close the day to any new activity.

Re-Opening a Period

Use the **Re-Open Period** dialog window to re-open an accounting period that was closed or rejected previously. When you perform this task, you are submitting a REQUEST to re-open the period and will select the specific companies that you want to include with the request. As with a close period request, you must enter a **request ID** unless you have auto numbering enabled. You can search for an existing re-open request.

The system displays information about the request and the companies that you have permission to view in the Re-Open Period window. This dialog features data and functionality very similar to the Close Period window. The spreadsheet, for example, displays columns for the **company code** and **last close date**. The system calculates the **number of periods to re-open** and the **next re-open date**. Use the **Add Row** toolbar icon to save the data you entered for a new re-open request or the **Change Row** icon to save changes you made to an existing request.

The system also processes and performs similar validations to the request as it does for the close period request...such as making sure you have selected at least one company code and creating an audit trail of each successfully processed request. For the re-open process, the system verifies that you don't re-open a number of periods that exceeds the maximum number of allowed **future open periods** as set in the company component detail. For example, you

cannot open a fourth period if the number of future open periods is set to “three.” The system allows you to re-open one period at a time.

Access the Re-Open Period dialog from the **Process\Special** submenu.

Re-Open Period

Re-Open Period Request

Auto Number : Status : Created

Request ID : Reopen001 Requestor : FLXADM

Request Date : 08/18/2007

Request Description : Reopen Company 122 for Dec. 2005

New Close Details

☒ Company Code

☐ Group Code

Select All Deselect All

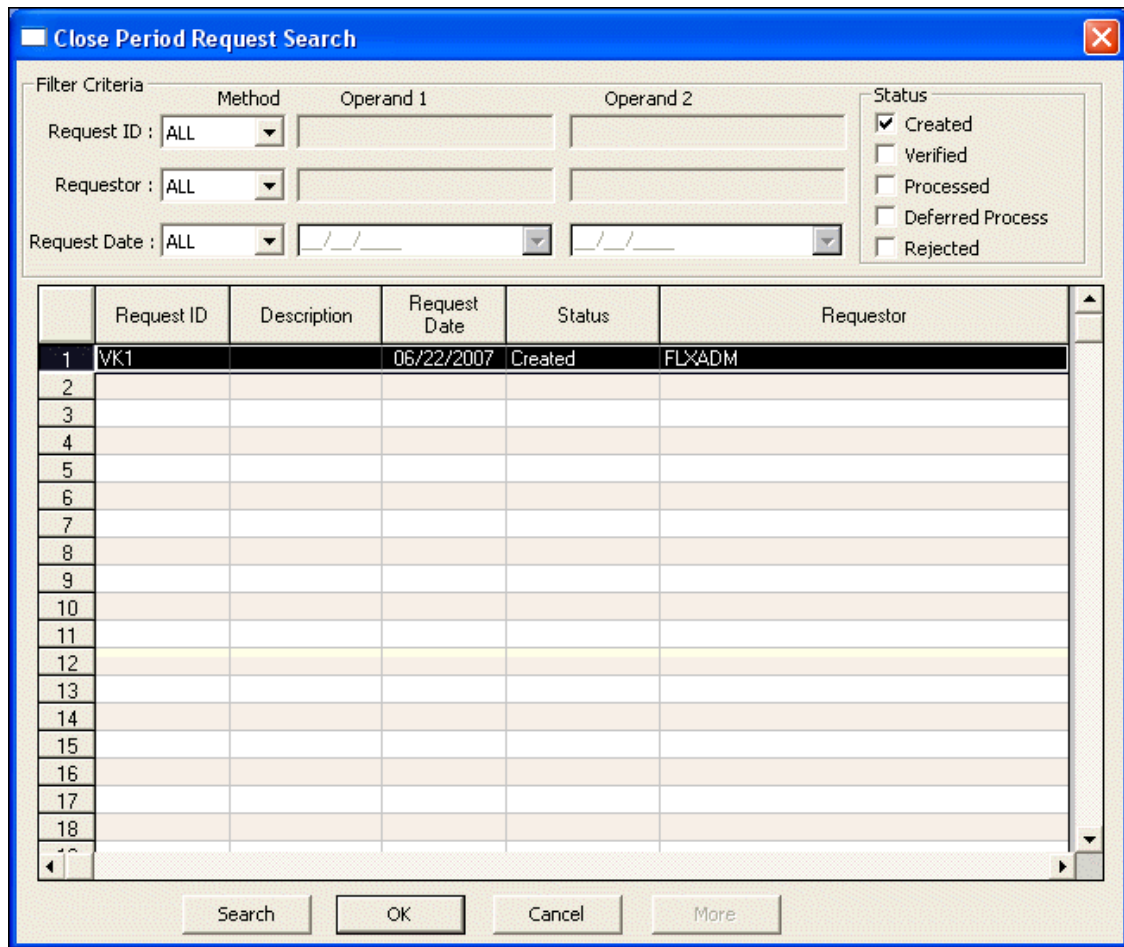
	Select	Company Code	Last Close Date	# of Periods to Re-Open	Next Re-Open Date
1	<input type="checkbox"/>	000	05/29/2007	1	04/30/2007
2	<input type="checkbox"/>	001	12/31/1999	30	12/01/1999
3	<input type="checkbox"/>	002	03/06/2000	30	02/05/2000
4	<input type="checkbox"/>	003	04/21/2000	30	03/22/2000
5	<input type="checkbox"/>	004	12/31/1999	30	12/01/1999
6	<input type="checkbox"/>	005	12/31/1999	30	12/01/1999
7	<input type="checkbox"/>	006	12/31/1999	30	12/01/1999
8	<input type="checkbox"/>	007	01/13/2000	30	12/14/1999
9	<input type="checkbox"/>	008	01/30/2000	30	12/31/1999
10	<input type="checkbox"/>	010	12/09/2001	30	11/09/2001
11	<input type="checkbox"/>	011	12/09/2001	30	11/09/2001
12	<input type="checkbox"/>	012	11/09/2001	30	10/10/2001
13	<input type="checkbox"/>	013	11/09/2001	30	10/10/2001
14	<input type="checkbox"/>	014	11/09/2001	30	10/10/2001
15	<input type="checkbox"/>	015	04/08/2002	30	03/09/2002
16	<input type="checkbox"/>	016	11/09/2001	30	10/10/2001
17	<input type="checkbox"/>	017	11/09/2001	30	10/10/2001

Verify Process Deferred Process Remove Deferred Reject

Searching for Close or Re-Open Period Requests

There is a special search dialog to find and select close or re-open period requests that already exist in the system. The title of the dialog will correspond to the window from which you opening the search.

Use the **Look-Up** (binoculars) icon next to the **request ID** field on either the **Close Period** or **Re-Open Period** windows to open the search. Enter search criteria to filter the results, which will include either the close or re-open requests appropriately. Requests under “created,” “verified,” or “rejected” statuses can be edited.



The dialog box is titled "Close Period Request Search". It contains a "Filter Criteria" section with three rows: "Request ID", "Requestor", and "Request Date". Each row has a "Method" dropdown (all set to "ALL"), an "Operand 1" text field, and an "Operand 2" text field. To the right is a "Status" section with five checkboxes: "Created" (checked), "Verified", "Processed", "Deferred Process", and "Rejected". Below the filter criteria is a table with 6 columns: "Request ID", "Description", "Request Date", "Status", and "Requestor". The table has 19 rows, with the first row containing data: "1", "VK1", "06/22/2007", "Created", and "FLXADM". The bottom of the dialog has four buttons: "Search", "OK", "Cancel", and "More".

	Request ID	Description	Request Date	Status	Requestor
1	VK1		06/22/2007	Created	FLXADM
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

Daily Process

When running Daily Process, the allocation process will use the Daily Allocation Code value. When you run Period Close, and if allocations are checked to run with the close for that company in the Company Components or Company Group screens, then the close process will use the Close Allocation Code value.

You will use the Daily Process Dialog box to run a Daily Process. To access this dialog box, select **Special** from the **Process** menu, and then select **Daily Process** from the **Special** submenu.

This dialog box provides the same processing abilities for Daily Process as is provided for Period Close. **The difference between the two is that Daily Process allows you to run the processes at will during the day/period without actually closing the day to any new activity.**

Daily Process

Company Code: COMP
000

Process Date: 01/01/1998

Frequency: Monthly

Additional Period Processing

- ☐ Allocations
- ☐ Currency and Averages
- ☐ Revaluation

Revaluation Information

Account Range

From:

ACCT	NATA	CURR	USER
0000	0000	000	00

To:

ACCT	NATA	CURR	USER
0000	0000	000	00

☒ Revalue All Currencies

Currency Code: [dropdown]

Currency Usage: [dropdown]

Reference Field: [dropdown]

Translation Date: 09/27/2007

Translation Rate

- ☒ Actual
- ☐ Estimated

Journal Information

Transaction Date: [dropdown]

Balance Code: ACCRUAL

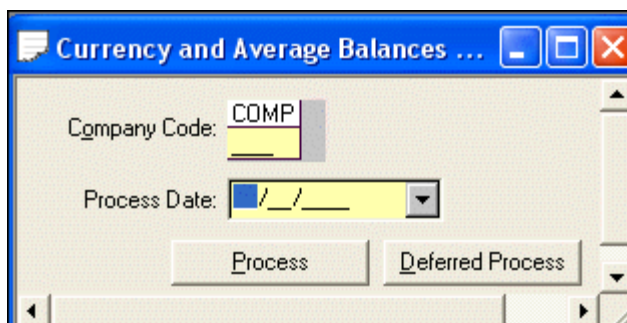
Journal Code: ABC

Process... Deferred Process...

Calculating Average Daily Balances

When you close an accounting day, Ledger automatically updates the Average Daily Balance in each account.

You can, however, use the Currency and Average Balances dialog box to initiate this set of calculations **without** closing a day. To access this dialog box, select **Special** from the **Process** menu, and then select **Currency and Average Balances** from the **Special** submenu.



Currency and Average Balances Dialog Box

You can use the **Currency and Average Balances** dialog box at any time to update the Average Daily Balances of all accounts linked to a specific Company Code.

The following lists the fields and buttons in this dialog box.

Company Code

Process Date

Process Button

Deferred Process Button

To Generate Average Daily Balances

To initiate the calculation of a CompanyAverage Daily Balances, take these steps:

Step / Action

1. Select **Special** from the **Process** menu, and then select **Currency and Average Balances** from the **Special** submenu. The Currency and Average Balances dialog box opens.
2. Select a **Company Code**. Ledger will calculate Average Daily Balances for all accounts carrying this code as part of their Account Numbers. Required.
3. Specify a **Process Date**. Required.
4. To generate averages immediately, select the **Process** button. To schedule Ledger calculations for another time, select the **Deferred Process** button.

Year-End Rollovers

You use the system year-end rollover function to create new beginning balances for an accounting year. You can rollover an accounting year for multiple companies. Before you attempt a year-end rollover, **be sure** for each company:

1. journal transactions have been posted to one or more of the company's accounts.
2. the company's chart-of-accounts contains one more equity accounts.
3. if the company is carrying posting balances in one or more source currencies, carry out:
 - a currency daily process for the last day of the year.
 - a currency revaluation for the last day of the year.
 - a second currency daily process for the last day of the year.
4. if the company closes daily and calculates average daily balances, run an average daily balance and a day close for the last day of the year.
5. finally, your administrator has formally defined a calendar for the next year.

Use the Year-End Rollover dialog window to create new beginning balances. Open this dialog window from the **Process\Special** submenu.

Year End Rollover

Journal Description:

Journal Purpose:

Journal Code: Rollover Year:

Calendar Code: Balance Code:

☐ Full Rollover Journal ☐ Auto Post

Company Details

☒ Company Code

☐ Group Code

	Select	Company Code	Description	RE ACCT	RE NATA	RE CURR	RE USER	MO ACCT	MO NATA	MO CURR	M US
1	<input type="checkbox"/>	001	USD (CAD) - Standard Calendar	E000	3900	000	00	A00M	1800	000	00
2	<input type="checkbox"/>	002	CAD - Standard Calendar	E000	3900	000	00	0000	0000	000	00
3	<input type="checkbox"/>	003	DEM - Standard Calendar	E000	3900	000	00	A00M	1801	000	00
4	<input type="checkbox"/>	004	USD - Fiscal Calendar	E000	3900	000	00	A00M	1801	000	00
5	<input type="checkbox"/>	007	Acme Corporation	A010	1600	USD	00	A010	1601	000	02
6	<input type="checkbox"/>	010		E000	3900	000	00	A00M	1800	000	00
7	<input type="checkbox"/>	011		E000	3900	000	00	A00M	1800	000	00
8	<input type="checkbox"/>	012		E000	3900	000	00	A00M	1800	000	00
9	<input type="checkbox"/>	013		E000	3900	000	00	A00M	1800	000	00
10	<input type="checkbox"/>	014		E000	3900	000	00	A00M	1800	000	00
11	<input type="checkbox"/>	015		E000	3900	000	00	A00M	1800	000	00
12	<input type="checkbox"/>	016		E000	3900	000	00	A00M	1800	000	00
13	<input type="checkbox"/>	017		E000	3900	000	00	A00M	1800	000	00
14	<input type="checkbox"/>	018		E000	3900	000	00	A00M	1800	000	00
15	<input type="checkbox"/>	019		E000	3900	000	00	A00M	1800	000	00
16	<input type="checkbox"/>	020		E000	3900	000	00	A00M	1800	000	00

Account Legend
RE=Retained Earnings MO=Memo Offset Acct

Year-End Rollover Dialog Window

Use this dialog window to create new beginning balances for an accounting year.

Enter a **journal description** and **purpose** for the year-end rollover. The system will automatically populate this information—if it's available—for the journal code you select. Select the **full rollover journal** option if you want the journal to include all the expenses and income that affected the retained earnings account. Otherwise, the system will NOT include that information in the journal; you'll see only what is booked to the retained earnings account. The system will default the **auto post** journal entry setting based on what is selected for the journal source code. The system cannot auto post journals if manual verification is set.

You must enter the **rollover year**, which represents the year from which you want to roll over balances. The system populates the year, but you can override this value. The system will create new beginning balances for the year that follows the one you enter. For example, you have enter "2006" to roll over balances from 2006. The system will record 2007 as the effective

entry date for the rollover, and the rollover will contain the 2006 balances. Be sure of your fiscal calendar! You can perform a year-end rollover for one year at a time.

You must also select **journal**, **calendar**, and **balance codes**. The journal code is a user-defined reference code that can identify a posting journal source and categorize journal entries. It determines the properties of the year-end journal that will post the rollover entries. Be sure the journal code assigned to this journal source is year-end. The calendar code allows you to perform year-end processing for a company or company group on a per-calendar basis. The system defaults the calendar code from the processing set. The balance code defines the types of posting and indicates whether or not entries are to be balanced. The system defaults the balance code from the journal source. The system will verify that the selected year and balance, company, and calendar code combination doesn't have a pending, unposted year-end journal.

Select the **company code** or **group code** option to indicate how you want to carry the year-end balances of an accounting year to the beginning balances of the new accounting year. The system populates the spreadsheet with the fiscal and standard calendar companies or company groups to which you have security rights. **Select** the individual companies or groups that you want to include in the rollover in the spreadsheet area. The system populates the **retained earnings** and **memo offset accounts** with rules associated with the company or group code. If these accounts aren't populated, you can enter them. You must include a retained earnings account; it allows you to record the accumulated earnings or losses of the accounting year that you are rolling over. The memo account allows you to record the amounts of unreconciled year-end adjustments. The system also displays the **last period close date** for each selected company.

Use the action buttons to generate (“**process**”) the rollover journal for each selected company or group, or **defer processing** the journal entry to a designating time. The system will process each company separately and will create a separate year-end rollover batch for each balance and company code combination you process. The system will generate a single SignOn report containing all messages for the selected, “processed” companies.

Important! The Process button does NOT process the actual rollover; you must take additional steps to process the journal and post its entries. Then, the system will enter the company or company group year-end balances as beginning balances of the next year.

Create New Beginning Balances

Follow these steps to perform a year-end rollover.

Step / Action

1. Open the **Year-End Rollover** dialog window from the **Process\Special** submenu.
2. Enter a rollover year. **Required.**

3. Select the **balance code** that identifies the type of balance to be rolled over into the new accounting period. **Required.**
4. Select the **calendar code** that represents the desired business calendar. **Required**
5. Select the **journal code** that is the correct journal source template for this rollover. **Required.**
6. Select the **full rollover journal** option if you want the journal to include all the expenses and income that affected the retained earnings account.
7. Indicate a method of implementing the rollover by selecting either the **company code** or **company group code** type option.
8. If itblank, enter the **retained earnings account** number that will record the accumulated gain or loss. **Required.**
9. If itblank, specify a memo offset account.
10. Use the **Process** button to initiate the creation of the rollover entry immediately, or the **Deferred Process** button to add the rollover entry to a queue for later processing.

You created the rollover journal. Remember to follow the standard journal development procedures to process the year-end journal.

Tip: You can adjust the balances that result from a year-end rollover journal entry creation. You will need to conduct a subsequent rollover to update the company year-end balances and its beginning balances for next year.

End-of-Period Consolidations

Ledger consolidation process exports General Ledger balances for consolidation at a higher level of corporate accounting and reporting.

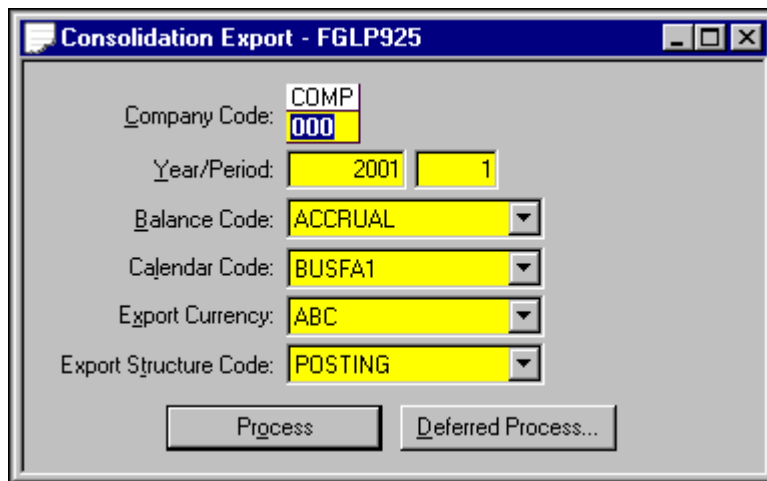
You can export any type of balance (actual, budget, and so on) in a Company Home Currency or in any of the Additional Book Currencies specified by your Administrator. The rules determining exactly which accounts and balances are to be exported for consolidation have been established by your Administrator. Your Administrator can also tell you the name and location of the file that will receive your consolidation data.

You use the **Consolidation Export** dialog box to define the parameters of the consolidation and to initiate the export process.

Consolidation Export Dialog Box

You use the **Consolidation Export** dialog box to organize and implement an end-of-period consolidation.

To access the **Consolidation Export** dialog box, select **Special** from the **Process** menu, select **Consolidations** from the **Special** submenu, and then select **Export**.



The following lists the fields and buttons in this dialog box.

Company Code

Year/Period

Balance Code

Calendar Code

Export Currency

Process Button

Deferred Process Button

To Export Balances for Consolidation

To export General Ledger account balances to another entity, take these steps:

Step / Action

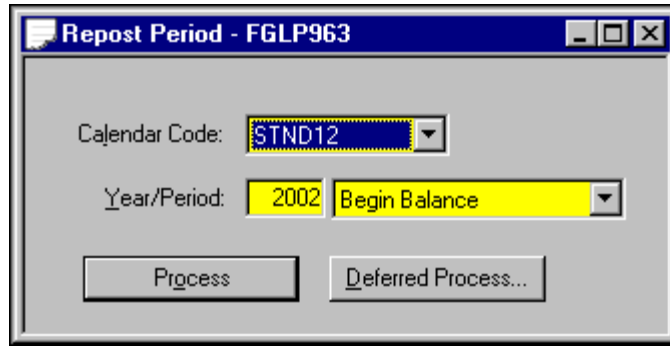
1. Select **Special** from the **Process** menu, and then select **Consolidation Export** from the **Special** submenu.
2. Select **Export**. The **Consolidation Export** dialog box opens.
3. Under **Company Code**, enter the code representing the exporting Company.
4. Enter the accounting **Year** and **Period** that contains the data to be exported. Use "0" as an accounting period to specify export of the full year's data.
5. Use the **Balance Code** drop-down list to select a Balance Rule to determine the nature of the balances you are exporting.
6. From the **Calendar Code** drop-down list, select a code indicating the business calendar that you want to export account balances for the year/period.
7. Select the **Currency** of the balances that you are exporting.
8. Select the **Process** button. The **Open File dialog box** opens.
9. Specify the file that will contain the exported balances. You must select a file with an **.FFL** file extension.
10. Click on the **OK** button on the **Open File** dialog box. Ledger writes the data to the export file.

Re-Posting a Period

From time to time, you might need to re-post the balances of a particular period. You use the **Repost Period** dialog box to carry out this procedure.

Repost Period Dialog Box

You use the **Repost Period** dialog box to re-post the balances of a particular period. To access this dialog box, select **Repost Period** from the **Utilities** menu.



The following lists the fields and buttons in this dialog box.

Year/Period

Process Button

Deferred Process Button

To Re-Post a PeriodBalances

Note: Be very careful! Re-posting should only occur in exceptional circumstances. Before taking these steps, be sure to contact your Ledger Administrator and a Customer Consultant.

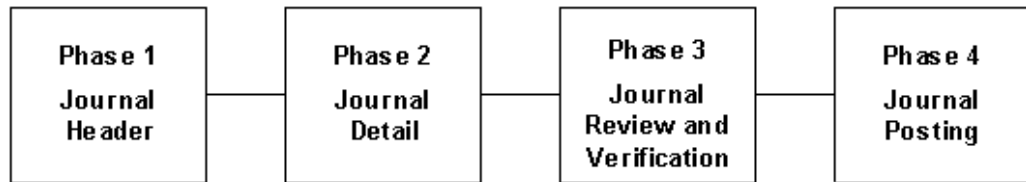
Take the following steps to re-post a periodbalances.

Step / Action

1. Select **Repost Period** from the **Utilities** menu. The **Repost Period** window opens.
2. Enter the accounting **Year** and the **Period** that is to be re-posted. Required.
3. Select the **Process** button to initiate re-posting.
OR
Select the **Deferred Processing** button to add the procedure to a queue for processing at a later time.
4. When the "Are you sure?" Message Pad appears, select the **Yes** button to re-post the period, or select the **No** button to stop the process.

Year-End Adjustments

To prepare a journal to process Year-End Adjustments, you must take the journal through the standard four phases of Journal Development:



To create a Year-End Adjustment Journal rather than a standard journal, you specify Year-End as the Journal Type on the Entry Page of the **Journal Entry** dialog box. If you specify Year-End, Ledger enters a date in the **GL Effective Date** field that is the last day of the accounting Year, and then closes the field.

To Prepare a Year-End Adjustment Journal

The steps below **summarize** the various procedures you take to develop and process a Year-End Adjustment Journal. Ledger Help also provides a complete description of the Journal Development process.

Step / Action

1. Select **Journals** from the **Process** menu, and then select **Journal Entry** from the **Journal** submenu. The Entry Page of the **Journal Entry** dialog box opens.
2. Select "Year End Adjustment" from the **Journal Type** drop-down list.
3. Verify the end-of-year date that Ledger places in the **GL Effective Date** field.
4. Complete the **Entry** Page of the Journal Header.
5. Complete the appropriate fields of the Options Page.
6. Select the **Add Row** toolbar button. When Ledger indicates that the "Row Has Been Added," click on the **OK** button on the Message Pad.
7. Use the **Journal Detail** window to enter the detail of the Year-End Adjustments.

8. Use the techniques in Phase 3 and Phase 4 of the Journal Development process to review, verify, and process the journal.

9. Conduct a Structure Inquiry or an Account Summary Inquiry to review the impact of the adjustments.

10. Conduct a Currency Breakdown Inquiry to review Year-End Adjustments to an account Source Currency balances.

Chapter 15 Allocation Procedures

Allocation Procedures

This Help Sequence contains the following topics:

Introduction

Allocation Sub-Menu

Account Masks—Allocations

Allocation Methods

Percentage Method

Factor Method

Account Factor Method

Constant Method

Table Constant Method

Combining Allocation Methods

Five Phases of an Allocation

Allocations - Phase I: Target Rule Definition

Target Rule Identity and Method

Allocation Target Rule Dialog Box

Table Constant Maintenance Dialog Box

Table Constant Details Dialog Box

Specifying Target Accounts and their Factors or Percentages

Allocation Distribution Dialog Window

Allocation Distribution Dialog Box-Percentage Method

Allocation Distribution Dialog Box-Factor Method

Allocation Distribution Dialog Box-Account Factor Method

Allocation Distribution Dialog Box - Constant Method

Allocation Distribution Dialog Box- Table Constant Method

Allocations—Phase 2: Source Pool Definition

Allocation Pool Rule Dialog Box

One-to-One Linkage: Source Pool, Target and Offset Accounts

To Construct a Single-Account Source Pool

Constructing a Multiple-Mask Source Pool Definition

Accounting Pool Maintenance Dialog Box

To Construct a Multiple-Mask Pool
Allocations - Phase 3: Defining the Allocation Procedure
Allocation Steps Dialog Box
Allocation Procedure Dialog Box
To Define a Single-Step Allocation Procedure
To Define a Multi-Step Allocation Procedure
Allocations - Phase 4: Allocation Processing
Post Allocations Dialog Box
To Process an Allocation
Allocations—Phase 5: Reviewing Allocation Journals
To Review an Allocation Journal
To Review Allocation Balances and Journals
Allocation History Dialog Box
Recurring Allocations
Recurring Definition Dialog Box
To Construct a Source Pool Definition—Recurring Allocations

Introduction to Allocation Procedures

The Ledger Allocation function distributes a pool composed of source account balances to target General Ledger accounts—using methods, techniques and timing that you specify. The rules are defined in three components: pool rule, target rule, and allocation procedure steps.

Because building and posting journals based on an allocation process can be a very complex process, Ledger has an allocation audit screen (Allocation History screen) that allows you to view how the journals were created. This shows how the allocation pool is created and how the results are distributed to the target accounts.

The allocation process consists of the following four key components:

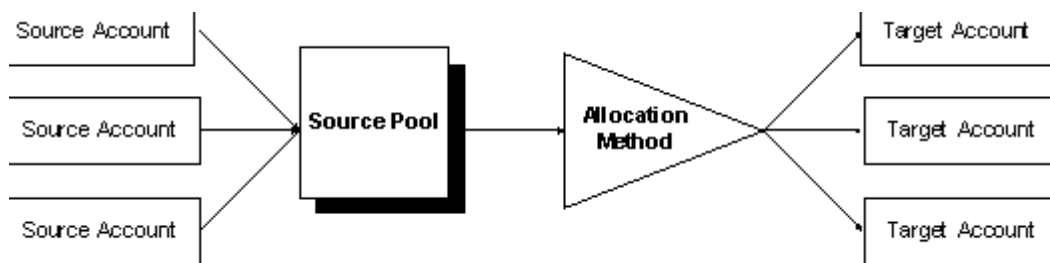
--**Source Account:** An account, such as Public Relations expense, that has an amount that you want to allocate.

--**Source Pool:** The accumulated balances in the Source Accounts form a Source Pool.

--**Allocation Method:** The technique used to distribute the Source Pool.

--**Target Accounts:** The accounts to which allocations are made. In response to your specifications, Ledger distributes the entire balance in the Source Pool—or just a portion. Once

you have used a pool, you should not delete or change it. Doing so will distort information stored in the history tables.



This Help Sequence opens with a review of items in the Allocation sub-menu and of the special account masking techniques you use with allocations. It then looks at the five Allocation Methods. Each method determines how Ledger will distribute the balance in a Source Pool to multiple General Ledger Target Accounts:

--Percentage Method. This method assigns an allocation percentage to each of the Target Accounts and uses these percentages to calculate the size of the target or distribution amounts.

--Factor Method. This method uses a numeric factor as the basis for its allocations.

--Account Factor Method. This method uses the balance in another account as the principal factor for calculating the distribution to a particular target account.

--Constant Method. *Ledger* uses constants to either multiply or divide pool amounts to determine their target amount.

--Table Constant Method. *Ledger* uses the same functionality as the constant method, but the constants are pre-defined and stored in the database.

The Help Sequence then examines the five phases of the allocation process:

--Phase 1: Target Rule Definition. In Phase 1, you define a rule that will link an Allocation Distribution Method with a set of General Ledger accounts and assign one or more allocation methods to each account.

--Phase 2: Source Pool Definition. You use this phase to identify the accounts that will contribute their balances to form a pool. In Phase 4, this pool will be distributed to the Target Accounts defined in Phase 1.

--Phase 3: Allocation Procedure. This phase constructs a new Allocation Procedure out of one or more methods and previously defined procedures. Ledger will use the new procedure to distribute the Source Pool to the Target Accounts.

--Phase 4: Allocation Processing. In Phase 4, Ledger will process the allocation and generate an Allocation Journal posting entries to accounts in the Source Pool as well as to Target Accounts.

--Phase 5: Review of Journals and Target Accounts. In the closing phase of an allocation, you can review the journals associated with the allocations and the account balances affected by it.

The concluding topic covers the generation of recurring allocations—those that occur regularly throughout the accounting year.

Allocation Sub-Menu

You use the Allocation sub-menu under the Process menu to define and assemble allocations. The sub-menu items include:

--**Pool Rule Entry.** You use this function to assemble a pool of Source Accounts.

--**Target Rule Entry.** The Target Rule function identifies the nature of the target group and the Target Accounts in the group and presents you with a choice of calculation methods.

--**Steps.** You use this function to define a formal Allocation Procedure consisting of steps that Ledger will take to process the allocation.

--**History.** Allows you to view allocation history.

Account Masks—Allocations

You can use the Ledger Account Masking feature to specify a group of General Ledger accounts. For example, if you are constructing a Source Pool, each account in the group will serve as a Source Account. At the other end of the allocation process, you can use an Account Mask to specify a group of Target Accounts.

Take a look at the examples below. In the first, the Financial Specialist has identified three Target Accounts and has indicated the percentage that each is to receive of the Source Pool balance:

Account Code % Result

010-000-601000-00-001-001 50 Allocates 50% to this account.

010-000-601000-00-001-002 25 Allocates 25% to this account.
010-000-601000-00-001-003 25 Allocates 25% to this account.

You can take a different approach. If you replace Account Code characters with @ symbols, Ledger will distribute the allocation amount evenly among all accounts covered by the mask.

If you are masking both the pool and target account(s), the @ symbol(s) must be in the same position(s) in the target and pool account. You must also enter the same number of masks for pool and target accounts.

For example, if you enter two pool account masks, 001-200-1@@ and 001-200-2@@, you must have two target masks with @ symbols in the last two positions. Acceptable target masks would be 001-300-3@@ and 001-300-4@@; however, 001-300-@@@ would not be an acceptable target mask.

When both the pool and target accounts are masked, Ledger will designate one target account for each pool account that has a balance. The value for the @ symbol(s) in the target account is derived from the digit(s) in the same position in the pool account.

Pool Account Code Mask Percent Target Account Code Mask

010-000-601-001-@@@ 100 010-000-701-002-@@@

Based on the allocation parameters above, each target account will receive 100% of the balance from its corresponding pool account. As shown below, if only two pool accounts covered by the mask have balances, the balance in each will be allocated to its corresponding target account.

Pool Accounts with Balances Percent Target Accounts Receiving Allocations

010-000-601-001-100 100 010-000-701-002-100
010-000-601-001-400 100 010-000-701-002-400

Tip: This technique provides an efficient shortcut when you are defining a Source Pool or a set of Target Accounts. Be sure, however, that you have carefully evaluated the impact of each Account Mask before adding it to your database.

Allocation Methods

Ledger can use one of five methods to calculate and distribute the balance in a pool of Source Accounts to individual balances in the Target Accounts. These include:

--**Percentage Method:** Ledger will distribute the Source Pool balance to Target Accounts according to percentages you provide.

--**Factor Method:** Ledger will distribute the Source Pool to the Target Accounts based on a number (factor) the user enters. The ratio of each factor to the total results in a percentage in the allocation calculation.

--**Account Factor Method:** This method uses existing GL accounts (factor accounts) to determine a percentage of the total for each factor line. The Pool Accounts are then multiplied by these ratios and allocated to the target accounts.

--**Constant Method:** Ledger will use constants to either multiply or divide pool amounts to determine their target amount.

--**Table Constant Method:** Ledger will use the same functionality as the constant method with the exception that the constants are pre-defined and stored in the database.

In addition, you can combine Allocation Methods.

Percentage Method

The Percentage Method assigns a specific percentage to each Target Account. Ledger then distributes that percentage of the Source Pool net balance to the target account. You can choose to either multiply or divide the pool account. You cannot use both methods in the same target rule. If you need to allocate more than 100 percent, you must use the Constant Method.

Horizon Motors is a fictional company that uses the percentage method to allocate executive salary expenses to its four product lines. Here's an example of how the pool of executive salary expenses might be distributed:

Source Pool:

010-600-601000-02-____-____ HQ Executive Salaries 100% \$100,000

Target Accounts and Percentages:

010-600-650001-00-1300-100 HQ Salary Allocation-Cars 40% 40,000

010-600-650001-00-1300-200 HQ Salary Allocation-Trucks 30% 30,000

010-600-650001-00-1300-300 HQ Salary Allocation-Vans 20% 20,000

010-600-650001-00-1300-400 HQ Salary Allocation-Consult 10% 10,000

Factor Method

This Allocation Method uses a non-financial factor as the basis for calculating allocations. The factor can be just about any quantity, such as number of employees, production or sales volume, inventory count, square feet, etc. Ledger can use a set of statistical factors to govern the allocation process. When you use a number as a factor, Ledger will sum up all of the factors and use each individual factor to determine the ratio to create the target amount.

Horizon Motors allocates its cost of personnel administration on the basis of the number of employees in each of its five locations:

Source Pool:

010-600-650005-00-____-____ Personnel Administration 100% \$100,000

Factors and Distribution: Employees Percentage \$ Distribution

Horizon Motors (Boston)	226	1.9	1,900
Horizon Motors (San Jose)	2,117	15.2	15,200
Horizon Motors (Detroit)	7,688	55.7	55,700
Horizon Motors (Mexico)	3,455	24.9	24,900
Horizon Engineering (Munich)	321	2.3	2,300

Total 13,807 100.0 100,000

Account Factor Method

The **Account Factor Method** uses balances in other General Ledger accounts as the basis for its allocations to the Target Accounts.

When you select the Account Factor Method, you will have two account codes to enter for each target distribution line: target account and factor account. When allocating, Ledger will sum up all the balances in the factor accounts and determine a ratio for each line. The pool amount will be multiplied by this ratio to determine the target amount on a line-by-line basis.

Horizon Motors (USA) distributes corporate advertising costs to its three product lines. Usually, the amount of an allocation reflects the financial balance in a product line's Sales account. From time to time, Horizon bases the allocation on a quantity balance—a measure of the **units** that were sold during the period.

Here's an example:

Source Pool

010-500-554575-00-1____-____ Expenses – Corporate Advertising 100% \$100,000

Account Factors (000) Percentage Account Balance (\$)

010-400-450102-00-000-100 Sales – Cars	61,788	44.0
010-400-450102-00-000-200 Sales – Trucks	37,003	26.5
010-400-450102-00-000-300 Sales – Vans	41,325	29.5
Totals	140,116	100.0

Target Accounts and Distribution

010-500-530002-00-000-100 Advertising Allocation – Cars	\$44,000	44.0
010-500-530002-00-000-200 Advertising Allocation – Trucks	\$26,500	26.5
010-500-530002-00-000-300 Advertising Allocation – Vans	\$29,500	29.5

Constant Method

The Constant Method enables you to either multiply or divide your pool amount by a constant value to determine the target amount. Constants can be used for determining projections.

Example: You could allocate all of your expense accounts by 80% to show a potential reduction in overhead or you could multiply sales accounts by 1.5 for next year's budget. If you are using a constant in addition to any other allocation distribution method, rounding will not occur.

Table Constant Method

Like the Constant Method, the Table Constant Method enables you to either multiply or divide your pool amount by a constant to determine the target amount. However, with the Table Constant Method, the constants are predefined and stored in the database. Each account code and mask can have its own unique constant and action (multiply or divide). Also, you must specify the default account constant and operation in case the account is not found in its table.

Example:

The following table constants are defined:

Acct Code	Rate	Action
100__	.80	multiply
10__	.75	multiply

Below are the balances that will be used for building pool accounts:

Acct Code	Balance
-----------	---------

4000	\$200
4444	\$300

If you were to allocate both pool amounts to target account 4000, it would look something like this:

Target Account Balance

$$\$200 * .8 = 160$$

$$\$300 * 1 \text{ (default rate)} = 300$$

Note: As with the Constant Method, no rounding will occur if you have Table Constant checked on the Allocation Target Rule dialog box.

Combining Allocation Methods

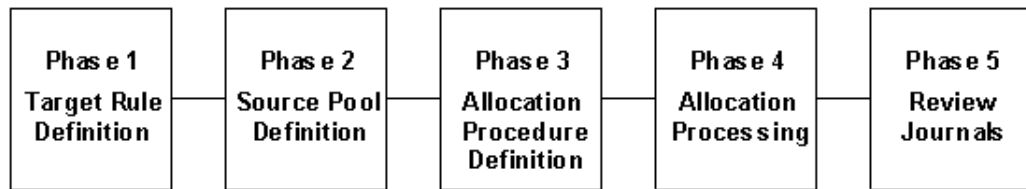
You can direct Ledger to combine the Allocation Methods: Percentage, Factor Account Factor Constant, and Table Constant.

A Target Rule can be set up to include more than one Allocation Method. When a Target Rule combines methods, Ledger performs the allocation of the Source Pool balance in a series of steps that occur in the following order:

- Percentage Method
- Factor Method
- Account Factor Method
- Constant Method
- Table Constant Method

Five Phases of an Allocation

Defining, assembling, and carrying out an allocation consists of five phases:



Phase 1: Target Rule Definition. In Phase 1, you'll define a rule that will link an Allocation Distribution Method with a set of General Ledger (target) accounts and assign a Factor, Percentage, or Constant to each account.

Phase 2: Source Pool Definition. You'll use this phase to identify the accounts that will contribute their balances to form a pool. In Phase 4, this pool will be distributed to the Target Accounts defined in Phase 1.

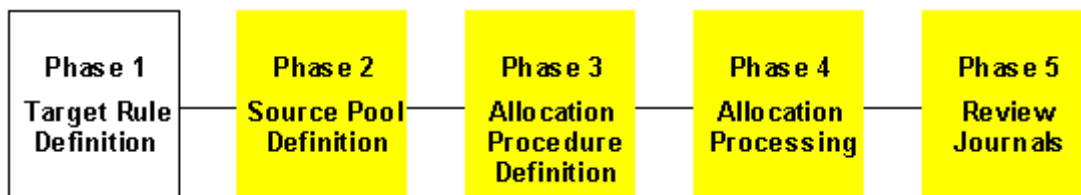
Phase 3: Allocation Procedure. This phase constructs a new Allocation Procedure out of one or more methods and previously defined procedures. Ledger will use the new procedure to distribute the Source Pool to the Target Accounts.

Phase 4: Allocation Processing. In Phase 4, Ledger will process the allocation and generate an Allocation Journal posting entries to accounts in the Source Pool as well as to Target Accounts.

Phase 5: Review of Journals and Target Accounts. In the closing phase, you can review the journals associated with the allocation and the account balances affected by it.

Allocations - Phase I: Target Rule Definition

In the first stage of an allocation, you'll set up a **Target Rule**.



Defining a Target Rule consists of the following four stages:

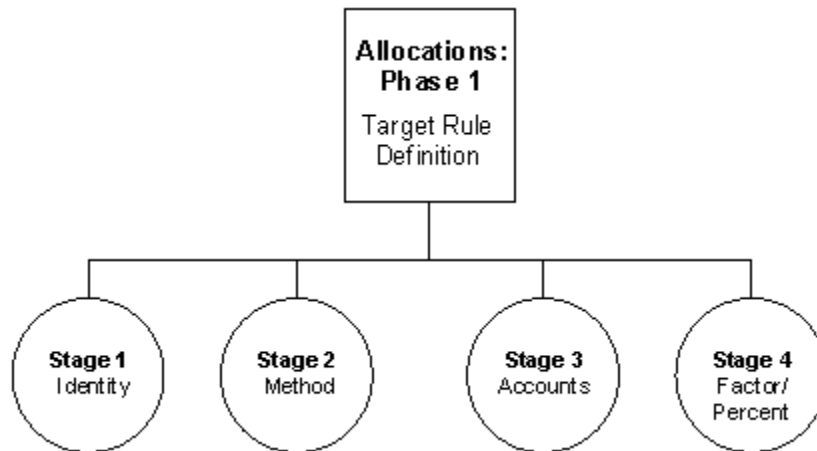
--Target Rule Identification: Provides the rule with a unique identifying code and name.

--Selection of an Allocation Method: Assigns one of the five Allocation Distribution Methods — Percentage, Factor, Account Factor, Constant, and Table Constant — to the rule.

--Account Designation: Identifies the Target Accounts.

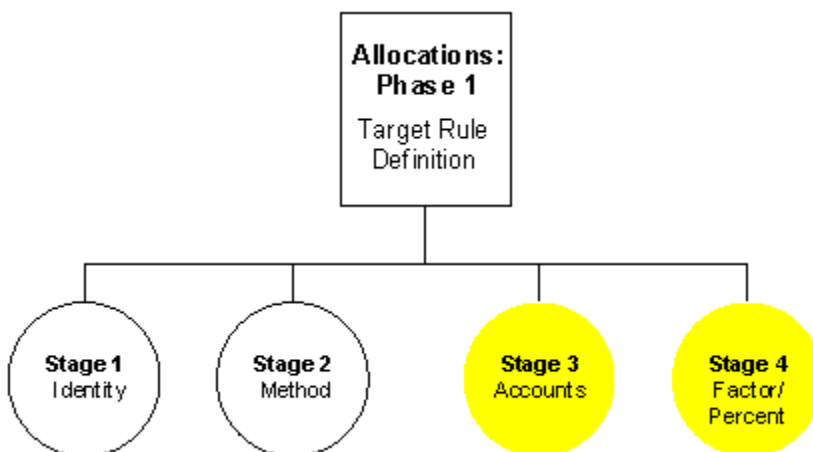
--Assignment of Factors or Percents: Assigns a Distribution Factor or Percentage to each account.

These stages are depicted below:



Target Rule Identity and Method

During Stage 1 and Stage 2 of Target Rule Definition, you'll use the Allocation Target Rule window to provide the rule with its identity and an Allocation Method.



Allocation Target Rule Window

You'll use this dialog box to establish the identity of an Allocation Rule (Stage 1 of Target Rule Definition) and select an Allocation Method or combination of methods (Stage 2 of Target Rule Definition).

You'll take the following steps to carry out Stage 1 and Stage 2 of Target Rule Definition, as you establish the identity of a Target Rule and designate its Allocation Method.

To Access the Allocation Target Rule Dialog Window:

1. Select the **Ledger** tab. In the **Process** group, click the **Allocations** split-button and then select **Targets**. The Allocation Target Rule window appears.

2. Place your cursor in the **Allocation Target Code** field and either enter a unique identifying code for the rule or click the binoculars to look up an existing code on the Allocation Target Code Search Dialog box. Select the appropriate Target Code and then click **OK**. **Required**.

3. If you are entering an Allocation Target Code, enter an **Allocation Target Description** for the code. **Optional**.

4. Select an **Allocation Distribution Method**. **Required**.

5. Select the **Save** icon on the toolbar. If you selected **Table Constant** as your Allocation Distribution Method, enter or select a **Table ID** (code of table used for allocation), and then click the **Save As** button on the toolbar.

6. If you selected **Table Constant** as your Allocation Distribution Method, click the **Table Const Maint** button. Complete the Table Constant Maintenance dialog box and the Table Constant Details dialog box.

7. Click the **Distribution** button. The Allocation Distribution window appears. The columns on the Allocation Distribution window will vary depending on the Allocation Distribution Method check box you selected. Double-click the **Project ID** or **Sub-Project ID** columns to allocate or charge costs to specific Projects and Sub-Projects. In the account code columns, enter Account Numbers for the rule's Target Accounts or enter an Account Mask. If any of the

Target Accounts requires a sub-ledger, double-click the **SubLedger** column to choose a sub-ledger value associated with the account. If your Administrator has assigned sub-ledgers to the account, Ledger prompts you to enter a sub-ledger value and an allocation factor for that value.

	T PROJECT ID	T SUB PROJECT ID	T COMP	T ACCT	T NATA	T CURR	T USER	T SubLedger	Percent	Action
1			001	A000	1929	000	01		30.00	Multiply
2			001	A000	1929	000	02		40.00	Multiply
3										
4										
5										
6										
7										
8										
9										
10										
11										
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☐ Spreadsheet

 T = Target Account F = Account Factor

Table Constant Maintenance Dialog Window

You will use the Table Constant Maintenance dialog box to change the default processing rate and/or action and access the Table Constant Details dialog window.

To access the Table Constant Maintenance dialog box:

1. Select the **Ledger** tab. In the **Process** group, click the **Allocations** split-button and then select **Targets**. The Allocation Target Rule window appears.

Allocation Target Rule

Allocation Target Code: ATC104

Allocation Target Description: Table Constant

Allocation Distribution Method

☐ Account Factor ☐ Factor ☐ Percentage ☐ Constant ☒ Table Constant

Table ID: ATC104

2. Place your cursor in the **Allocation Target Code** field and either enter a unique identifying code for the rule or click the binoculars to look up an existing code on the Allocation Target Code Search Dialog box. Select the appropriate Target Code and then click **OK**.

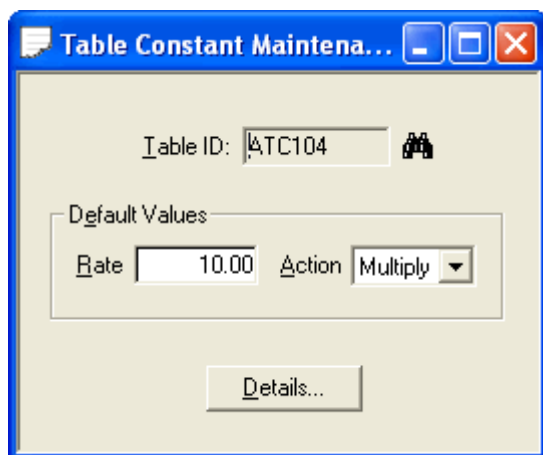
3. If you are entering an Allocation Target Code, enter an **Allocation Target Description** for the code.

4. In the Allocation Distribution Method, select the **Table Constant** check box to assign the method to the rule. The Method is used to calculate amounts distributed to Target Accounts.

5. Click the **Save** icon on the toolbar.

6. Enter or select a **Table ID**, which is the identifying code of the table that will be used for the allocation method.

7. Click the **Table Const Maint** button. The Table ID Search Dialog box appears as well as the Table Constant Maintenance dialog box. You can search and select a Table ID from the Search dialog box or just click **Cancel** if you have already entered/selected a Table ID. The Table Constant Maintenance dialog box populates with the Table ID you indicated. The **Default Values** section displays the calculation **Rate** and **Action** that will be applied to pool (multiple accounts) account balances for the particular Target Rule and Allocation Method. If the account mask is not defined, Ledger will not convert the pool amount.



8. Click the **Details** button to access the Table Constant Details dialog window, where you can enter account numbers and override the default rate and action for each account if desired.

Table Constant Details Dialog Window

You'll use this dialog box to define the rates to be applied to corresponding pool account balances. You cannot use @ symbols in this dialog box. You can specify several accounts and/or account masks (using underscores) with corresponding rates and operands (multiply or divide).

When processing, Ledger looks at the pool accounts to see to which mask they belong, and then applies the appropriate rate and operand. If a mask covers more than one pool account, the system attempts to match the masks, rather than the accounts. If no matches are found, the default rate is used.

To access the Table Constant Details dialog window:

1. Select the **Ledger** tab. In the **Process** group, click the **Allocations** split-button and then select **Targets**. The Allocation Target Rule window appears.

Allocation Target Rule

Allocation Target Code: ATC104

Allocation Target Description: Table Constant

Allocation Distribution Method

☐ Account Factor ☐ Factor ☐ Percentage ☐ Constant ☒ Table Constant

Table ID: ATC104

2. Place your cursor in the **Allocation Target Code** field and either enter a unique identifying code for the rule or click the binoculars to look up an existing code on the Allocation Target Code Search Dialog box. Select the appropriate Target Code and then click **OK**.

3. If you are entering an Allocation Target Code, enter an **Allocation Target Description** for the code.

4. In the Allocation Distribution Method, select the **Table Constant** check box to assign the method to the rule. The Method is used to calculate amounts distributed to Target Accounts.

5. Click the **Save** icon on the toolbar.

6. Enter or select a **Table ID**, which is the identifying code of the table that will be used for the allocation method.

7. Click the **Table Const Maint** button. The Table ID Search Dialog box appears as well as the Table Constant Maintenance dialog box. You can search and select a Table ID from the Search dialog box or just click **Cancel** if you have already entered/selected a Table ID. The Table Constant Maintenance dialog box populates with the Table ID you indicated. The **Default Values** section displays the calculation **Rate** and **Action** that will be applied to pool (multiple accounts) account balances for the particular Target Rule and Allocation Method. If the account mask is not defined, Ledger will not convert the pool amount.

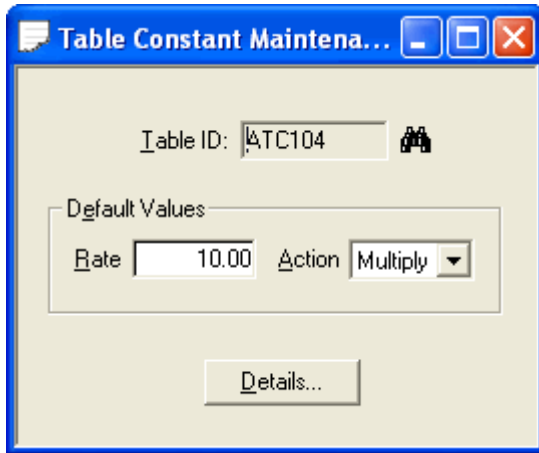


Table Constant Maintenance dialog box. It features a title bar with standard window controls. The main area contains a 'Table ID' field with the value 'ATC104' and a printer icon. Below this is a 'Default Values' section with a 'Rate' field set to '10.00' and an 'Action' dropdown menu set to 'Multiply'. At the bottom is a 'Details...' button.

8. Click the **Details** button to access the Table Constant Details dialog box, where you can enter account numbers and override the default rate and action for each account if desired. The Table Constant Details window allows you to maintain the allocations in one place. It is a way of centralizing the maintenance of the factors. You can multiply or divide your pool amount by a pre-defined constant stored in the database to determine the target amount.

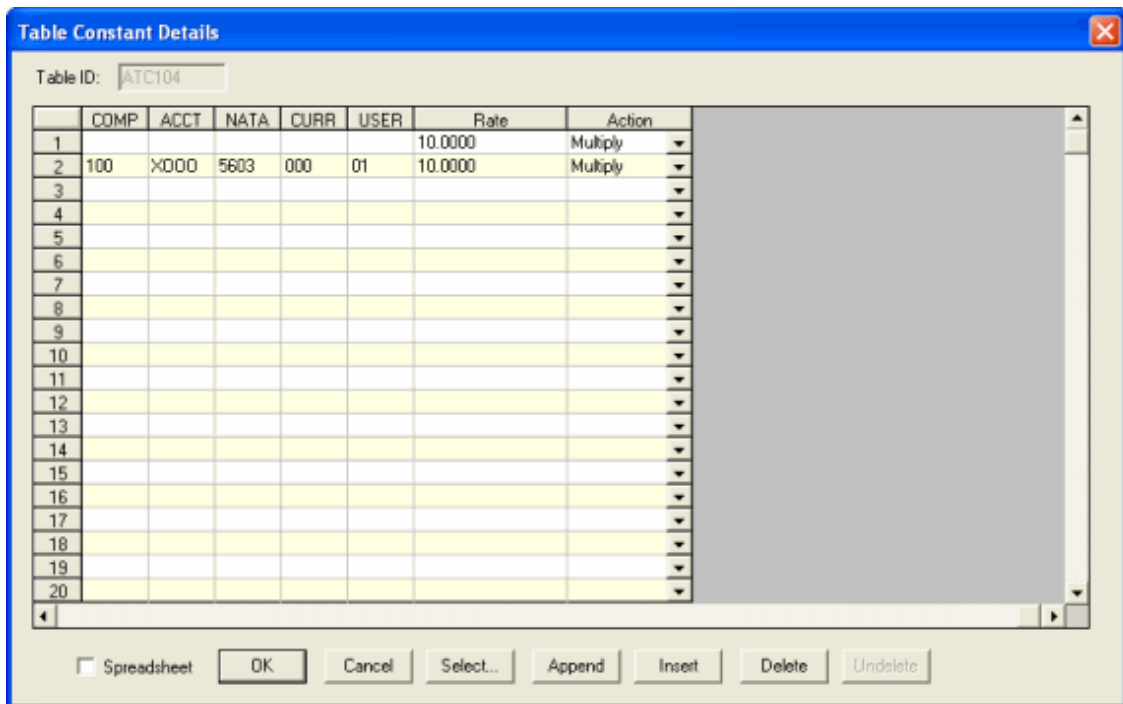


Table Constant Details dialog box. It features a title bar with standard window controls. The main area contains a 'Table ID' field with the value 'ATC104'. Below this is a table with columns: COMP, ACCT, NATA, CURR, USER, Rate, and Action. The table has 20 rows. The first two rows are populated with data: Row 1 has Rate 10.0000 and Action Multiply; Row 2 has Rate 10.0000 and Action Multiply. The remaining rows are empty. To the right of the table is a large grey area. At the bottom are buttons: Spreadsheet (with a checkbox), OK, Cancel, Select..., Append, Insert, Delete, and Undelete.

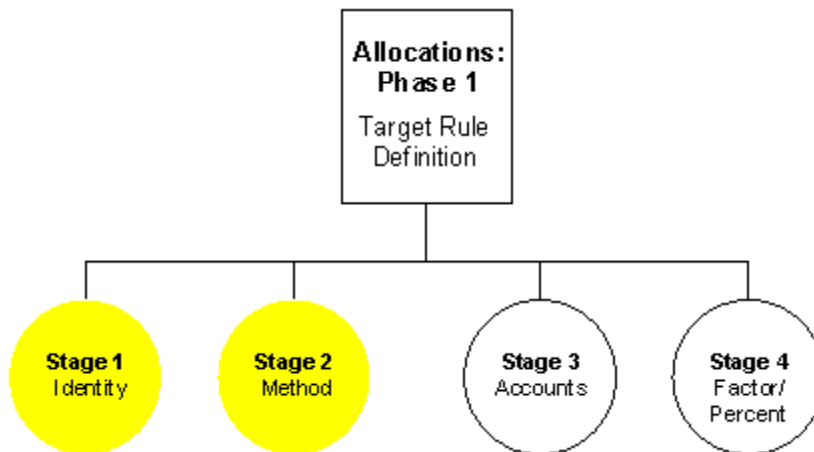
	COMP	ACCT	NATA	CURR	USER	Rate	Action
1						10.0000	Multiply
2	100	X000	5603	000	01	10.0000	Multiply
3							
4							
5							
6							
7							
8							
9							
10							
11							
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17							
18							
19							
20							

9. Enter the full account number or account mask in the account fields.
10. Add a **Rate** that you want to apply to the corresponding pool. The rate will treat the amount before the decimal as a whole number and apply it to the pool based on the operand.
11. Select either **Multiply** or **Divide** from the Operand drop-down list.

12. Click **OK** to return to the Table Constant Maintenance dialog box.

Specifying Target Accounts and their Factors or Percentages

In Stages 3 and 4 of Target Rule Definition, you'll use the Allocation Distribution window to specify the Target Rule's accounts and enter the percentages or factors that Ledger will use to calculate the amount of the Source Pool that is to be allocated to each account.



Allocation Distribution Dialog Window

Allocations allow you to enter Journal Entries and charge the balance in an account to other accounts. This is useful for shared expenses, such as rent or utilities for buildings (Overhead), which are shared by a variety of cost centers or departments. Another example would be charging salary expense to various departments by the number of employees or square footage occupied in the building by the department.

You are also able to allocate or charge costs to specific Projects and Sub-Projects. Salaries are a good example of typical required costs that are charged to individual Projects/Sub-Projects. The summarized Salary journal entry is received from the Human Resources application or department. Since the Salary expense is directly attributable to one or several Project/Sub-Projects, the Allocation Target Rule - Allocation Distribution will instruct the System how to charge the Project/Sub-Projects with their appropriate Salary expense.

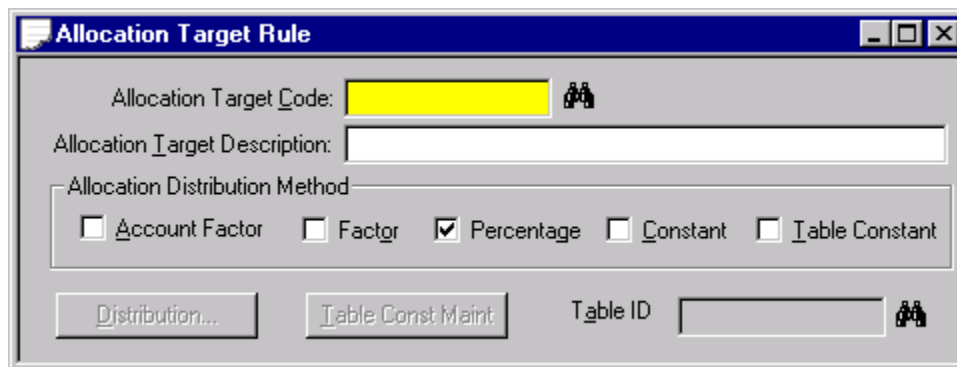
In Stages 3 and 4 of Target Rule Definition, you use the Allocation Distribution dialog box to:

--Specify the Target Rule's accounts

--Enter the percentages or factors that Ledger will use to calculate the amount of the Source Pool that is to be allocated to each account

To access the Allocation Distribution dialog window:

1. Select the **Ledger** tab. In the **Process** group, click the **Allocations** split-button and then select **Targets**. The Allocation Target Rule window appears.

The screenshot shows the 'Allocation Target Rule' dialog box. It has a title bar with a document icon and standard window controls. Inside, there's a text field for 'Allocation Target Code' with a yellow background and a binoculars icon to its right. Below it is a text field for 'Allocation Target Description'. A section titled 'Allocation Distribution Method' contains five checkboxes: 'Account Factor', 'Factor', 'Percentage' (which is checked), 'Constant', and 'Table Constant'. At the bottom, there are two buttons: 'Distribution...' and 'Table Const Maint'. To the right of these buttons is a 'Table ID' text field with a binoculars icon.

2. Place your cursor in the **Allocation Target Code** field and either enter a unique identifying code for the rule or click the binoculars to look up an existing code on the Allocation Target Code Search Dialog box. Select the appropriate Target Code and then click **OK**.

3. If you are entering an Allocation Target Code, enter an **Allocation Target Description** for the code.

4. Select an Allocation Distribution Method.

5. Click the **Save** icon on the toolbar.

6. Click the **Distribution** button. The Allocation Distribution window appears. The columns on the Allocation Distribution window will vary depending on the Allocation Distribution Method check box you selected. Double-click the **Project ID** or **Sub-Project ID** columns to allocate or charge costs to specific Projects and Sub-Projects. In the account code columns, enter Account Numbers for the rules's Target Accounts or enter an Account Mask. If any of the Target Accounts requires a sub-ledger, double-click the **SubLedger** column to choose a sub-ledger value associated with the account. If your Administrator has assigned sub-ledgers to the account, Ledger prompts you to enter a sub-ledger value and an allocation factor for that value.

Allocation Distribution

	T PROJECT ID	T SUB PROJECT ID	T COMP	T ACCT	T NATA	T CURR	T USER	T SubLedger	Percent	Action
1			001	A000	1929	000	01		30.00	Multiply
2			001	A000	1929	000	02		40.00	Multiply
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

☐ Spreadsheet Insert Append Delete Undelete T = Target Account F = Account Factor

OK Cancel Print Assign Tree Account Select SubLedger

7. Click the **OK** button to add new target account information to the database.

Note: When the **OK** button is clicked, the Target Account has a Project/Sub-Project, and a Tree is assigned, you will receive an error message stating that Trees do not support Project/Sub-Project assignments.

Buttons

If you want to cut and paste target account information from an Excel spreadsheet, select the **Spreadsheet** check box at the bottom of the Allocation Distribution window. The **Append** button confirms a row of data in the spreadsheet and moves your cursor to the beginning of the next row. Click the **Insert** button to insert a blank row above the row in which your cursor sits. The **Delete** button temporarily deletes a highlighted row of data, whereas the **Undelete** button restores a previously deleted row.

When a Project/Sub-Project is selected as part of the Target Account and the **Assign Tree** button is selected, you will receive an error message stating that Trees do not support Project/Sub-Project assignments. Therefore, you will not be able to assign a tree to rows which have Project/Sub-Project data.

The **Assign Tree** button opens the Associate Target Tree dialog window where you can select and assign an existing tree and node. Trees provide the ability to "roll up" to an Account (Parent node).

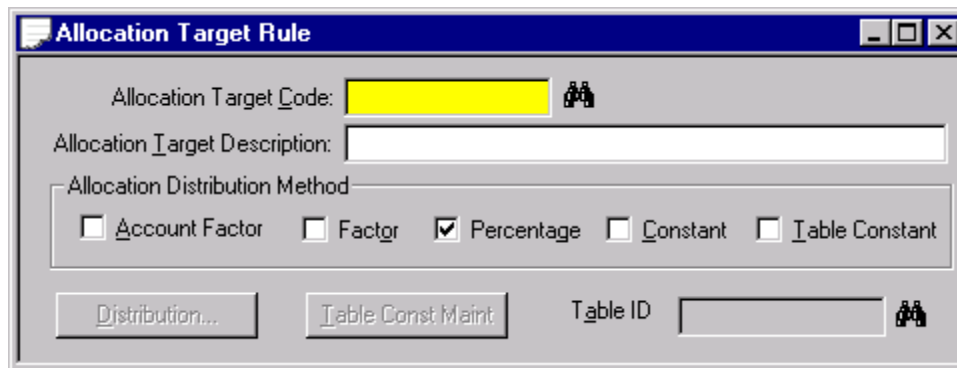
The **Account Select** button allows you to search for and retrieve fully qualified Ledger accounts.

Allocation Distribution Dialog Box - Percentage Method

If a Target Rule specifies the Percentage Method, Ledger will use percentages to allocate Source Pool amounts to the rule's Target Accounts.

To identify a Target Rule's accounts and allocation percentages:

1. Select the **Ledger** tab. In the **Process** group, click the **Allocations** split-button and then select **Targets**. The Allocation Target Rule window appears.



2. Place your cursor in the **Allocation Target Code** field and either enter a unique identifying code for the rule or click the binoculars to look up an existing code on the Allocation Target Code Search Dialog box. Select the appropriate Target Code and then click **OK**.

3. If you are entering an Allocation Target Code, enter an **Allocation Target Description** for the code.

4. In the Allocation Distribution Method, click the **Percentage** check box. This Method assigns a specific percentage to each Target Account.

5. Click the **Save** icon on the toolbar.

6. Click the **Distribution** button on the Allocation Target Rule dialog box. The Allocation Distribution dialog window appears. Double-click the **Project ID** or **Sub-Project ID** columns to allocate or charge costs to specific Projects and Sub-Projects. In the account code columns, enter Account Numbers for the rules's Target Accounts or enter an Account Mask. If any of the Target Accounts requires a sub-ledger, double-click the **SubLedger** column to choose a sub-ledger value associated with the account. If your Administrator has assigned sub-ledgers to the account, Ledger prompts you to enter a sub-ledger value and an allocation factor for that value.

	T	PROJECT ID	SUB PROJECT ID	COMP	ACCT	NATA	CURR	USER	T SubLedger	Percent	Action
1				100	X000	5601	000	00		20.00	Multiply
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

☒ Spreadsheet Insert Append Delete Undelete T = Target Account F = Account Factor
 OK Cancel Print Assign Tree Account Select SubLedger

7. Enter the applicable percentages in the **Percent** column.

8. Select the **Action** (Multiply or Divide) from the drop-down list that you will use to determine the target amount.

9. Click the **OK** button to add new target account information to the database.

Note: When the **OK** button is clicked, the Target Account has a Project/Sub-Project, and a Tree is assigned, you will receive an error message stating that Trees do not support Project/Sub-Project assignments.

Buttons

If you want to cut and paste target account information from an Excel spreadsheet, select the **Spreadsheet** check box at the bottom of the Allocation Distribution window. The **Append** button confirms a row of data in the spreadsheet and moves your cursor to the beginning of the next row. Click the **Insert** button to insert a blank row above the row in which your cursor sits. The **Delete** button temporarily deletes a highlighted row of data, whereas the **Undelete** button restores a previously deleted row.

When a Project/Sub-Project is selected as part of the Target Account and the **Assign Tree** button is selected, you will receive an error message stating that Trees do not support Project/Sub-Project assignments. Therefore, you will not be able to assign a tree to rows which have Project/Sub-Project data.

The **Assign Tree** button opens the Associate Target Tree dialog window where you can select and assign an existing tree, or a hierarchical account structure, and node. Trees provide the ability to "roll up" to an Account (Parent node). Rather than typing individual accounts on the Allocation Distribution window, you can use a Tree structure to distribute funds between existing branches and divisions.

The **Account Select** button allows you to search for and retrieve fully qualified Ledger accounts.

Allocation Distribution Dialog Box - Factor Method

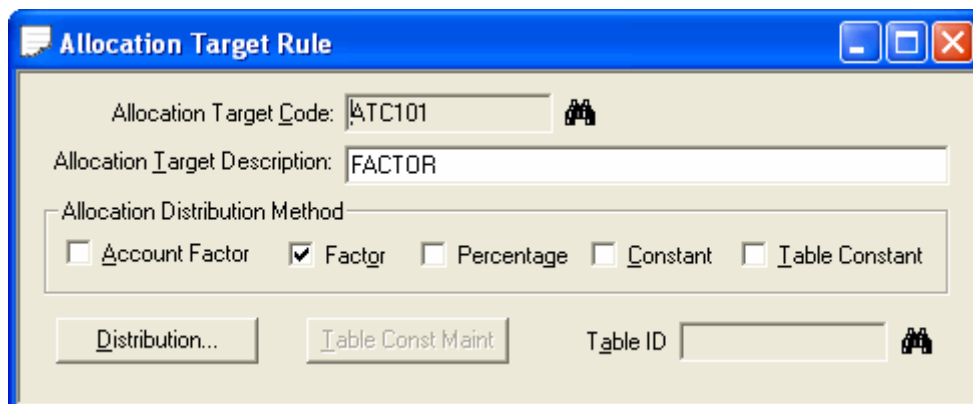
If the Target Rule specifies the Factor Method, the basis for the allocation balance will be a quantity, such as the number of employees at a particular site. The Factor can be any number that will be used as a multiplier.

Your choice of the Factor Method directs Ledger to:

- Add the amounts in the Factor column of the Allocation Distribution window
- Divide each factor by the total to determine a percentage
- Use these percentages to distribute the Source Pool balance to the Target Accounts

To identify a Target Rule's accounts and allocation factors:

1. Select the **Ledger** tab. In the **Process** group, click the **Allocations** split-button and then select **Targets**. The Allocation Target Rule window appears.



2. Place your cursor in the **Allocation Target Code** field and either enter a unique identifying code for the rule or click the binoculars to look up an existing code on the Allocation Target Code Search Dialog box. Select the appropriate Target Code and then click **OK**.

3. If you are entering an Allocation Target Code, enter an **Allocation Target Description** for the code.

4. In the Allocation Distribution Method, select the **Factor** check box to assign the method to the rule. This Method uses a non-financial factor as the basis for calculating allocations. The factor can be just about any quantity, such as number of employees, production or sales volume, inventory count, square feet, etc.

5. Click the **Save** icon on the toolbar.

6. Click the **Distribution** button on the Allocation Target Rule dialog box. The Allocation Distribution dialog window appears. Double-click the **Project ID** or **Sub-Project ID** columns to allocate or charge costs to specific Projects and Sub-Projects. In the account code columns, enter Account Numbers for the rules's Target Accounts or enter an Account Mask. If any of the Target Accounts requires a sub-ledger, double-click the **SubLedger** column to choose a sub-ledger value associated with the account. If your Administrator has assigned sub-ledgers to the account, Ledger prompts you to enter a sub-ledger value and an allocation factor for that value.

	T PROJECT ID	T SUB PROJECT ID	T COMP	T ACCT	T NATA	T CURR	T USER	T SubLedger	Factor
1			100	X000	5600	000	00		10.0000
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

☒ Spreadsheet Insert Append Delete Undo T = Target Account F = Account Factor

OK Cancel Print Assign Tree Account Select SubLedger

7. Enter the applicable factor in the **Factor** column. When you use a number as a Factor, Ledger will sum all of the Factors and use each individual Factor to determine the ratio to create the target amount.

8. Click the **OK** button to add new target account information to the database.

Note: When the **OK** button is clicked, the Target Account has a Project/Sub-Project, and a Tree is assigned, you will receive an error message stating that Trees do not support Project/Sub-Project assignments.

Buttons

If you want to cut and paste target account information from an Excel spreadsheet, select the **Spreadsheet** check box at the bottom of the Allocation Distribution window. The **Append** button confirms a row of data in the spreadsheet and moves your cursor to the beginning of the next row. Click the **Insert** button to insert a blank row above the row in which your cursor sits. The **Delete** button temporarily deletes a highlighted row of data, whereas the **Undelete** button restores a previously deleted row.

When a Project/Sub-Project is selected as part of the Target Account and the **Assign Tree** button is selected, you will receive an error message stating that Trees do not support Project/Sub-Project assignments. Therefore, you will not be able to assign a tree to rows which have Project/Sub-Project data.

The **Assign Tree** button opens the Associate Target Tree dialog window where you can select and assign an existing tree, or a hierarchical account structure, and node. Trees provide the ability to "roll up" to an Account (Parent node). Rather than typing individual accounts on the Allocation Distribution window, you can use a Tree structure to distribute funds between existing branches and divisions.

The **Account Select** button allows you to search for and retrieve fully qualified Ledger accounts.

Allocation Distribution Dialog Box - Account Factor Method

If the Target Rule specifies the Account Factor method, the Allocation Distribution's dialog box will add a number of columns. The account factor is used to calculate the percent that ultimately allocates to the target. The balances in other GL accounts is summed and a ratio is determined for each line. The Pool amount will be multiplied by this ratio to determine the target amount.

Your selection of the Account Factor Method when you are defining a Target Rule directs Ledger to:

--Sum the balances or quantities in the Account Factor accounts calculate a Total.

-- Divide the individual balance in each Account Factor account by the Total to calculate a Distribution Percentage.

--Distribute the Source Pool balance to the Target Accounts according to the Distribution Percentages.

To identify a Target Rule's accounts and Account Factors:

1. Select the **Ledger** tab. In the **Process** group, click the **Allocations** split-button and then select **Targets**. The Allocation Target Rule window appears.

2. Place your cursor in the **Allocation Target Code** field and either enter a unique identifying code for the rule or click the binoculars to look up an existing code on the Allocation Target Code Search Dialog box. Select the appropriate Target Code and then click **OK**.

3. If you are entering an Allocation Target Code, enter an **Allocation Target Description** for the code.

4. In the Allocation Distribution Method, click the **Account Factor** check box. This Method uses balances in other General Ledger accounts as the basis for its allocations to the Target Accounts.

5. Click the **Save** icon on the toolbar.

6. Click the **Distribution** button on the Allocation Target Rule dialog box. The Allocation Distribution dialog window appears. Double-click the **Project ID** or **Sub-Project ID** columns to allocate or charge costs to specific Projects and Sub-Projects. As you can see below, you have two accounts codes to enter for each target distribution line: target account and factor account. When allocating, Ledger will sum up all the balances in the factor accounts and determine a ratio for each line. The Pool amount will be multiplied by this ratio to determine the target amount on a line-by-line basis. If any of the accounts require a sub-ledger, double-click the **SubLedger** column to choose a sub-ledger value associated with the account. If your Administrator has assigned sub-ledgers to the account, Ledger prompts you to enter a sub-ledger value and an allocation factor for that value.

	T PROJECT ID	T SUB PROJECT ID	T COMP	T ACCT	T NATA	T CURR	T USER	T SubLedger	F COMP	F ACCT	F NATA	F CURR	F USER	F SubLedger	Balance Code	Qty/Am	Factor Source	Currency Code
1			001	A000	1640	000	00		000	0000	0000	000	00		ACCRUAL		PTD	CAD
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		

☒ Spreadsheet Insert Append Delete Undelete T = Target Account F = Account Factor
 OK Cancel Print Assign Tree Account Select SubLedger

7. Select a Balance Code to identify the nature of the balance that is to serve as an allocation factor.

8. Specify whether the Account Factor balance will be a Quantity or an Amount.

9. Complete Steps 5-8 for each additional Target Account and Account Factor.

10. Click the **OK** button to add new target account information to the database.

Note: When the **OK** button is clicked, the Target Account has a Project/Sub-Project, and a Tree is assigned, you will receive an error message stating that Trees do not support Project/Sub-Project assignments.

Buttons

If you want to cut and paste target account information from an Excel spreadsheet, select the **Spreadsheet** check box at the bottom of the Allocation Distribution window. The **Append** button confirms a row of data in the spreadsheet and moves your cursor to the beginning of the next row. Click the **Insert** button to insert a blank row above the row in which your cursor sits. The **Delete** button temporarily deletes a highlighted row of data, whereas the **Undelete** button restores a previously deleted row.

When a Project/Sub-Project is selected as part of the Target Account and the **Assign Tree** button is selected, you will receive an error message stating that Trees do not support Project/Sub-Project assignments. Therefore, you will not be able to assign a tree to rows which have Project/Sub-Project data.

The **Assign Tree** button opens the Associate Target Tree dialog window where you can select and assign an existing tree, or a hierarchical account structure, and node. Trees provide the ability to "roll up" to an Account (Parent node). Rather than typing individual accounts on the Allocation Distribution window, you can use a Tree structure to a distribute funds between existing branches and divisions.

The **Account Select** button allows you to search for and retrieve fully qualified Ledger accounts.

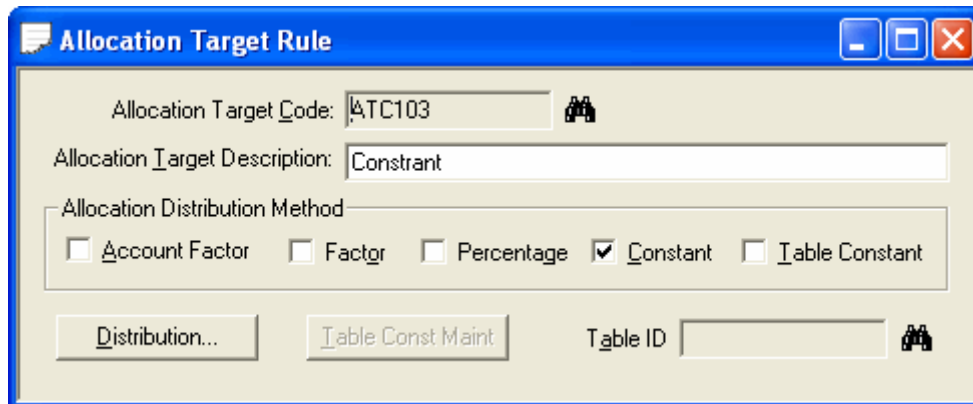
Allocation Distribution Dialog Window - Constant Method

If the Target Rule specifies the constant method, the Allocation Distribution dialog box will add a number of columns.

Your selection of the Constant Method when you are defining a Target Rule directs Ledger to multiply or divide the individual balance in the pool account by the specified constant to calculate a constant (target) amount.

To identify a Target Rule's accounts and Account Factors:

1. Select the **Ledger** tab. In the **Process** group, click the **Allocations** split-button and then select **Targets**. The Allocation Target Rule window appears.



2. Place your cursor in the **Allocation Target Code** field and either enter a unique identifying code for the rule or click the binoculars to look up an existing code on the Allocation Target Code Search Dialog box. Select the appropriate Target Code and then click **OK**.

3. If you are entering an Allocation Target Code, enter an **Allocation Target Description** for the code.

4. In the Allocation Distribution Method, select the **Constant** check box to assign the method to the rule. The Method is used to calculate your pool amount by a constant to determine the target amount. Constants can be used for determining projections.

5. Click the **Save** icon on the toolbar.

6. Click the **Distribution** button on the Allocation Target Rule dialog box. The Allocation Distribution dialog window appears. Double-click the **Project ID** or **Sub-Project ID** columns to allocate or charge costs to specific Projects and Sub-Projects. In the account code columns, enter Account Numbers for the rules's Target Accounts or enter an Account Mask. If any of the Target Accounts requires a sub-ledger, double-click the **SubLedger** column to choose a sub-ledger value associated with the account. If your Administrator has assigned sub-ledgers to the account, Ledger prompts you to enter a sub-ledger value and an allocation factor for that value.

	T PROJECT ID	T SUB PROJECT ID	T COMP	T ACCT	T NATA	T CURR	T USER	T SubLedger	Constant	Action
1			100	X000	5602	000	00		10.00	Multiply
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										

☐ Spreadsheet Insert Append Delete Undo T = Target Account F = Account Factor

OK Cancel Print Assign Tree Account Select SubLedger

7. In the **Constant** column, enter the number for the Constant factor that you will use to multiply or divide your pool amount by to determine the target amount.

8. Select the **Action** (Multiply or Divide) from the drop-down list that you will use to determine the target amount.

9. Complete Steps 5-7 for each additional Target Account and Constant.

10. Click the **OK** button to add new target account information to the database.

Note: When the **OK** button is clicked, the Target Account has a Project/Sub-Project, and a Tree is assigned, you will receive an error message stating that Trees do not support Project/Sub-Project assignments.

Buttons

If you want to cut and paste target account information from an Excel spreadsheet, select the **Spreadsheet** check box at the bottom of the Allocation Distribution window. The **Append** button confirms a row of data in the spreadsheet and moves your cursor to the beginning of the next row. Click the **Insert** button to insert a blank row above the row in which your cursor sits. The **Delete** button temporarily deletes a highlighted row of data, whereas the **Undelete** button restores a previously deleted row.

When a Project/Sub-Project is selected as part of the Target Account and the **Assign Tree** button is selected, you will receive an error message stating that Trees do not support Project/Sub-Project assignments. Therefore, you will not be able to assign a tree to rows which have Project/Sub-Project data.

The **Assign Tree** button opens the Associate Target Tree dialog window where you can select and assign an existing tree, or a hierarchical account structure, and node. Trees provide the ability to "roll up" to an Account (Parent node). Rather than typing individual accounts on the Allocation Distribution window, you can use a Tree structure to distribute funds between existing branches and divisions.

The **Account Select** button allows you to search for and retrieve fully qualified Ledger accounts.

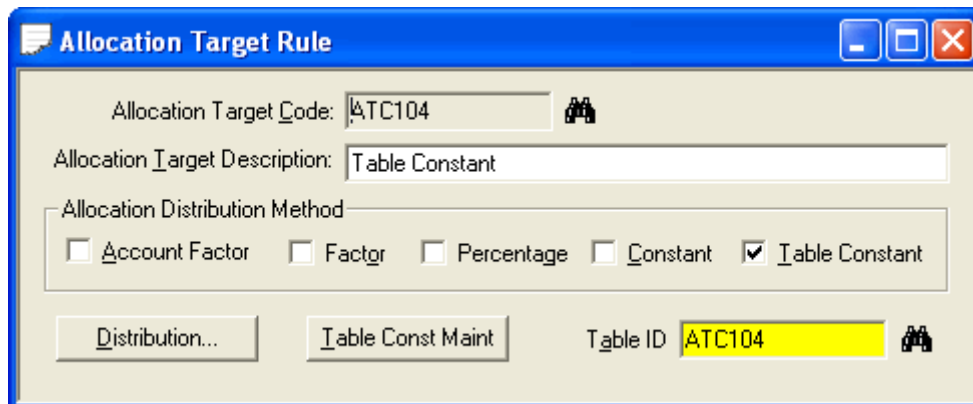
Allocation Distribution Dialog Box - Table Constant Method

If the Target Rule specifies the Table Constant method, the Allocation Distribution dialog box will display only the account code and sub-ledger using the table constants that were defined in the Table Constant Maintenance dialog box.

Your selection of the Table Constant Method when you are defining a Target Rule directs Ledger to multiply or divide the individual balance in the pool account by the table constant to come up with a constant amount.

To identify a Target Rule's accounts and Table Constants:

1. Select the **Ledger** tab. In the **Process** group, click the **Allocations** split-button and then select **Targets**. The Allocation Target Rule window appears.



Allocation Target Rule

Allocation Target Code: ATC104

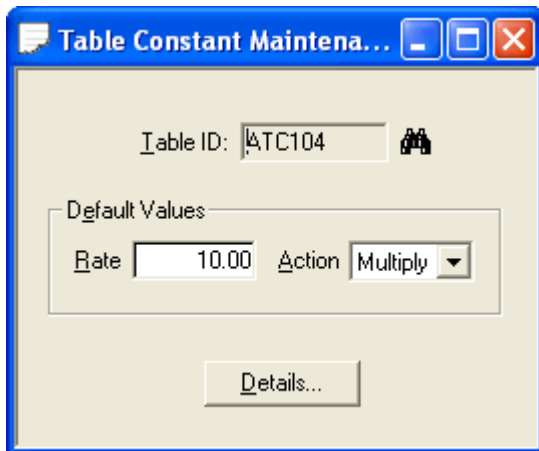
Allocation Target Description: Table Constant

Allocation Distribution Method

☐ Account Factor ☐ Factor ☐ Percentage ☐ Constant ☒ Table Constant

Distribution... Table Const Maint Table ID ATC104

2. Place your cursor in the **Allocation Target Code** field and either enter a unique identifying code for the rule or click the binoculars to look up an existing code on the Allocation Target Code Search Dialog box. Select the appropriate Target Code and then click **OK**.
3. If you are entering an Allocation Target Code, enter an **Allocation Target Description** for the code.
4. In the Allocation Distribution Method, select the **Table Constant** check box to assign the method to the rule. The Method is used to calculate amounts distributed to Target Accounts.
5. Click the **Save** icon on the toolbar.
6. Enter or select a **Table ID**, which is the identifying code of the table that will be used for the allocation method.
7. Click the **Table Const Maint** button. The Table ID Search Dialog box appears as well as the Table Constant Maintenance dialog box. You can search and select a Table ID from the Search dialog box or just click **Cancel** if you have already entered/selected a Table ID. The Table Constant Maintenance dialog box populates with the Table ID you indicated. The **Default Values** section displays the calculation **Rate** and **Action** that will be applied to pool (multiple accounts) account balances for the particular Target Rule and Allocation Method. If the account mask is not defined, Ledger will not convert the pool amount.



8. Click the **Details** button to access the Table Constant Details dialog box, where you can enter account numbers and override the default rate and action for each account if desired. Then click **OK** to return to the Table Constant Maintenance dialog box. The Table Constant Details window allows you to maintain the allocations in one place. It is a way of centralizing the maintenance of the factors. You can multiply or divide your pool amount by a pre-defined constant stored in the database to determine the target amount.

Table Constant Details

Table ID:

	COMP	ACCT	NATA	CURR	USER	Rate	Action
1						10.0000	Multiply
2	100	%000	5603	000	01	10.0000	Multiply
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

☐ Spreadsheet

9. Select the **Save** or **Save As** button on the toolbar and close the Table Constant Maintenance dialog box.

10. Click the **Distribution** button on the Allocation Target Rule dialog box. The Allocation Distribution dialog window appears. Double-click the **Project ID** or **Sub-Project ID** columns to allocate or charge costs to specific Projects and Sub-Projects. In the account code columns, enter Account Numbers for the rules's Target Accounts or enter an Account Mask. If any of the Target Accounts requires a sub-ledger, double-click the **SubLedger** column to choose a sub-ledger value associated with the account. If your Administrator has assigned sub-ledgers to the account, Ledger prompts you to enter a sub-ledger value and an allocation factor for that value.

	T PROJECT ID	T SUB PROJECT ID	T COMP	T ACCT	T NATA	T CURR	T USER	T SubLedger
1			100	X000	5603	000	00	
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

☐ Spreadsheet Insert Append Delete Undo OK Cancel Print Assign Tree Account Select SubLedger

T = Target Account F = Account Factor

11. Click the **OK** button to add new target account information to the database.

Note: When the **OK** button is clicked, the Target Account has a Project/Sub-Project, and a Tree is assigned, you will receive an error message stating that Trees do not support Project/Sub-Project assignments.

Buttons

If you want to cut and paste target account information from an Excel spreadsheet, select the **Spreadsheet** check box at the bottom of the Allocation Distribution window. The **Append** button confirms a row of data in the spreadsheet and moves your cursor to the beginning of the next row. Click the **Insert** button to insert a blank row above the row in which your cursor sits. The **Delete** button temporarily deletes a highlighted row of data, whereas the **Undo** button restores a previously deleted row.

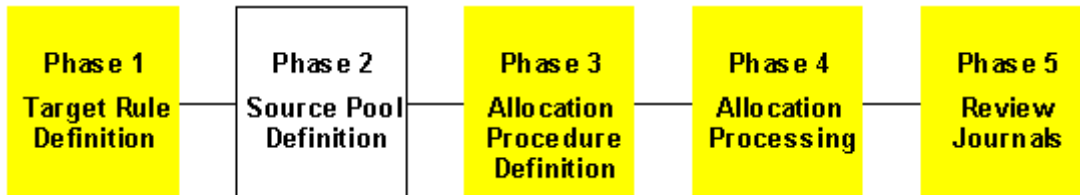
When a Project/Sub-Project is selected as part of the Target Account and the **Assign Tree** button is selected, you will receive an error message stating that Trees do not support Project/Sub-Project assignments. Therefore, you will not be able to assign a tree to rows which have Project/Sub-Project data.

The **Assign Tree** button opens the Associate Target Tree dialog window where you can select and assign an existing tree, or a hierarchical account structure, and node. Trees provide the ability to "roll up" to an Account (Parent node). Rather than typing individual accounts on the Allocation Distribution window, you can use a Tree structure to distribute funds between existing branches and divisions.

The **Account Select** button allows you to search for and retrieve fully qualified Ledger accounts.

Allocations—Phase 2: Source Pool Definition

During the second phase of the allocation process, you will set up a Source Pool with a balance that Ledger will allocate to the Target Accounts. The pool can consist of a single source account or multiple accounts.



To initiate Phase 2:

1. Select the **Ledger** tab. In the **Process** group, click the **Allocations** split-button and then select **Pools**. The Allocation Pool Rule window appears.

Allocation Pool Rule Dialog Box

You use the Allocation Pool Rule dialog to perform the following functions:

- Formally define the Source Pool and provide it with an identity (code).
- Specify the General Ledger account or accounts that will contribute balances to the pool.
- Specify the type of accounts that will be in the pool.
- Review and edit the content and settings of available [Target Rules](#).
- Link the Source Pool with a Target Rule.
- Establish limits and schedules for recurring allocations—allocations that occur regularly, according to a schedule you define.
- Pool rule should always have the home currency.

To access this dialog box, in the Process menu, select Allocation, then Pool Rule.

Allocation Pool Rule - FGLP700

Allocation Pool Code:

Balance Code:

Currency:

Source:

Journal Code:

Pool Description:

Pool Purpose:

Define Pool Accts...

Allocation Offset Account: ☒ Self Offset

COMP	ACCT	NATA	CURR	USER
000	0000	0000	000	00

Account Types

☒ Balance Sheet

☒ Revenue & Exp

☐ Memorandum

Recurring Limits

Review/Change...

Status

☐ Valid

☒ Active

☐ Inactive

Amount/Quantity

☒ Amount

☐ Quantity

Target Rule

Select Target Rule

Edit Target Rule...

The following lists the fields and buttons in this dialog box.

Allocation Pool Code

Balance Code

Currency

Source

Journal Code

Pool Description

Pool Purpose

Self Offset

Allocation Offset Account

Self Offset

Define Pool Accts Button

Account Types

Status

Amount/Quantity

Target Rule
Select Target Rule Button
Edit Target Rule Button
Review/Change Button
Validate Button

One-to-One Linkage: Source Pool, Target and Offset Accounts

If you use an Account Mask with @ characters to define the accounts of a Target Rule and an Account Mask with @ characters to define the members of a [Source Pool](#), Ledger will link each account in the Source Pool with a corresponding Target Account. The balance in the Source Pool account will then be allocated directly and exclusively to its associated Target Account.

In the example below, the use of @ characters links three Source Pool accounts one-to-one with a Target Rule three accounts.

Source Pool Mask Target Rule Mask

010-600-632100-02-000-00@ 010-600-650100-02-100-00@
010-600-632100-02-000-003 010-600-650100-02-100-003
010-600-632100-02-000-004 010-600-650100-02-100-004
010-600-632100-02-000-005 010-600-650100-02-100-005

Similarly, you can use @ characters to define one-to-one relationships between Target Accounts and the Offset accounts you identify in the Allocation Offsetting Account field. The offset account mask is built with the corresponding number that maps back to the pool account.

Offset Account Mask Target Rule Mask

010-800-810000-02-000-00@ 010-600-650100-02-100-00@
010-800-810000-02-000-003 010-600-650100-02-100-003
010-800-810000-02-000-004 010-600-650100-02-100-004
010-800-810000-02-000-005 010-600-650100-02-100-005

To Construct a Single-Account Source Pool

In Phase 2 of an allocation, you'll take these steps to define a Source Pool using just one Account Mask:

Step / Action

1. In the Process menu, select Allocation, then Pool Rule. The Allocation Pool Rule window will appear.
2. Enter a unique Allocation Pool Code that will identify this pool. Required.
3. Select a Balance Code from the drop-down list. Required.
4. Select a Currency from the drop-down list. Required.
5. Select a Source -- the scope of balances to be included in the Source Pool (Period-to-Date, Year-to-Date, etc.). Required.
6. Select a Journal Code. Required.
7. Enter a Description of the pool. Optional.
8. State the Purpose of this pool. Optional.
9. Select the Self Offset check box if you want to offset all pool amounts in the allocation journal against the original pool account.
10. Enter the Account Number of the Allocation Offsetting Account. Required.
11. In the Account Types area, activate the check boxes for the account types you want to use in the pool. Required.
12. Activate the Amount or Quantity option. Required.
13. Enter a Target Rule or click the Select Target Rule button to search for and retrieve the appropriate rule. Required
14. Click the Review / Change button and select the desired options.
15. Validate your processing options by clicking the Validate button.
16. Select the Add Row toolbar button.

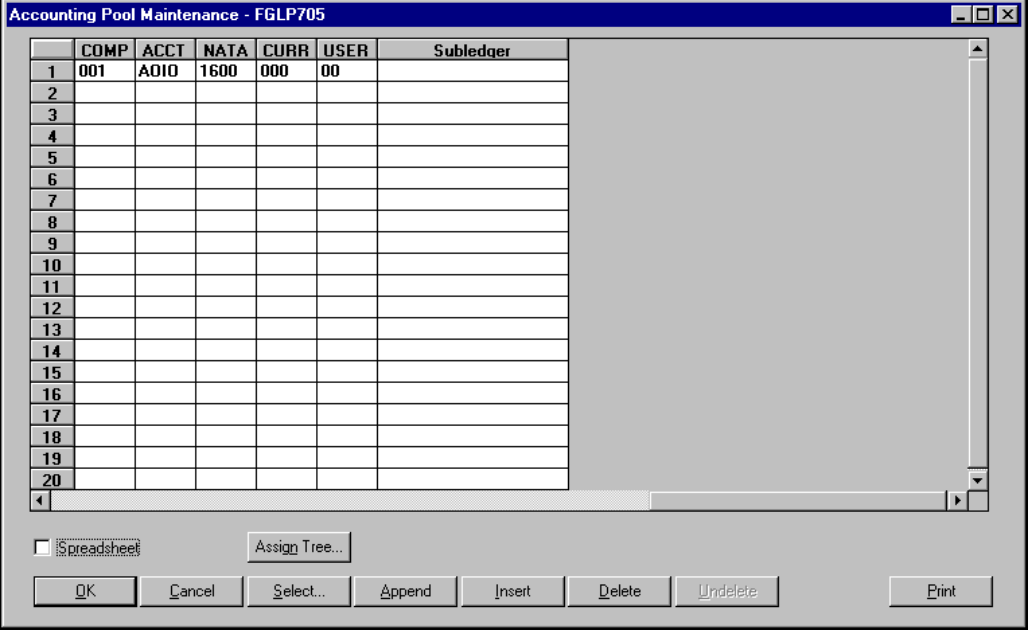
STOP!

At this point, you must be sure that there is a balance in the Source Pool account(s) that you have selected. *Ledger* will not use the account to form a pool or to process the allocation unless there is a financial amount or statistical quantity in this account. In addition, when the Source method is prior year (PrYear), the amounts cannot be allocated.

Constructing a Multiple-Mask Source Pool Definition

In Phase 2, if the Source Pool is to consist of multiple accounts but the Account Numbers are not contiguous, you use the Accounting Pool Maintenance window to identify the pool members.

To access this dialog box, you click the Define Pool Accts button on the Allocation Pool Rule window.



The dialog box titled "Accounting Pool Maintenance - FGLP705" contains a table with 20 rows and 6 columns. The columns are labeled COMP, ACCT, NATA, CURR, USER, and Subledger. The first row is pre-filled with values 001, A010, 1600, 000, 00, and Subledger. The remaining 19 rows are empty. Below the table is a checkbox labeled "Spreadsheet" and a button labeled "Assign Tree...". At the bottom are buttons for "OK", "Cancel", "Select...", "Append", "Insert", "Delete", "Undelete", and "Print".

	COMP	ACCT	NATA	CURR	USER	Subledger
1	001	A010	1600	000	00	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Accounting Pool Maintenance Dialog Box

If a Source Pool is to consist of multiple accounts—but the Account Numbers are not contiguous—you'll use the Accounting Pool Maintenance dialog box to identify the pool's members.

To access this dialog box, click the Define Pool Accts button in the Allocation Pool Rule dialog box.

The following lists the fields and buttons in this dialog box.

Account Mask

Subledger

Spreadsheet

OK Button
Cancel Button
Select Button
Append Button
Insert Button
Delete Button
Undelete Button
Print Button

To Construct a Multiple-Mask Pool

To assemble a Source Pool consisting of multiple accounts with non-contiguous account numbers, take these Steps:

Step / Action

1. In the Process menu, select Allocation, then Pool Rule. The Allocation Pool Rule window will appear.
2. Enter a unique Allocation Pool Code that will identify this pool. Required.
3. Select a Balance Code from the drop-down list. Required.
4. Select a Currency Code from the drop-down list. Required.
5. Select a Source Code from the drop-down list. Required.
6. Select a Journal Code from the drop-down list. Required.
7. Enter a Description of the pool. Optional.
8. State the Purpose of this pool. Optional.
9. Enter the Account Number of your Allocation Offsetting Account. Required.
10. Click the Self Offset box if you want to offset all pool amounts in the allocation journal against the original pool account.
11. In the Status area, click the Active setting to activate the Pool Rule. Required

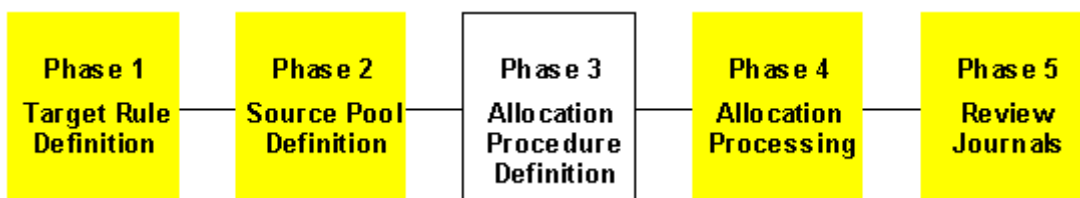
12. Activate the Amount or Quantity option.
13. Enter a Target Rule directly or use the Select Target Rule button to retrieve the appropriate rule. Required.
14. Click the Review/Change button if you would like to select one or more limits pertaining to processing the allocation entry.
15. Click the Validate button to perform a preliminary validation of your table interactions.
16. Select the Add Row button on the toolbar. When Ledger indicates that "the "Row has been Added," click the OK button at the bottom of the Message Pad.
17. Click the Define Pool Accts button. The Accounting Pool Maintenance window will appear.
18. Enter the full, non-contiguous Account Numbers of the accounts that will form the pool. As an alternative, you can enter a series of Account Masks. Ledger includes the resulting group of accounts in the pool. As a third option, you can activate the Spreadsheet feature at the bottom of the dialog box and use cut-and-paste techniques to enter the Source Pool's Account Numbers.
19. Click the OK button at the bottom of the Accounting Pool Maintenance dialog box. The Accounting Pool Rule dialog box will return to your screen.
20. Close the Accounting Pool Rule dialog box.

STOP!

Before proceeding, be sure that there is a balance in at least one of the Source Accounts that you have selected. Ledger will not use the account to form a pool or to process an allocation unless there is an amount or quantity in at least one of the Source Accounts. In addition, when the Source method is prior year (PrYear), the amounts cannot be allocated.

Allocations - Phase 3: Defining the Allocation Procedure

In this phase of the allocation process, you define the steps that Ledger will take to distribute the balance in the Source Pool to the Target Accounts.



You can choose between two types of allocation procedure:

--Single-Step Allocation. Ledger will distribute the net balance of accounts in the Source Pool to accounts identified in the Target Rule in a single allocation step. The basis for this step is the link between a Source Pool and a Target Rule that you established in Phase 2 when you assembled a Source Pool Definition.

--Multi-Step Allocation. Ledger uses procedures and methods to carry out the allocation in multiple steps. The steps are processed sequentially as part of one overall Allocation Procedure.

You use two windows to define and implement either a single-step or multiple-step procedure:

--The Allocation Steps window will provide this allocation procedure with a unique identity.

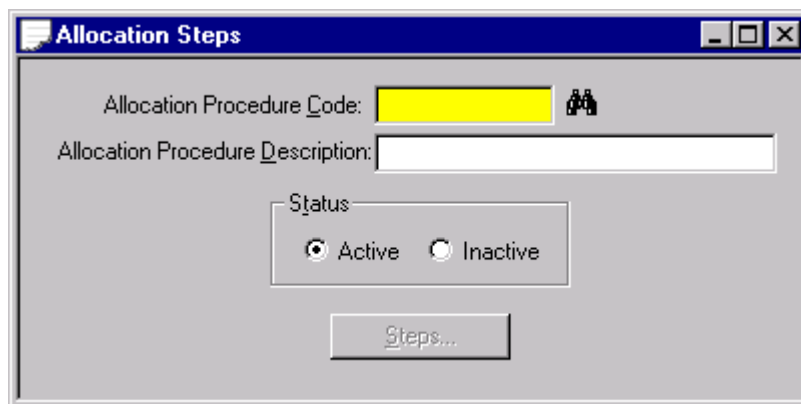
--The associated Allocation Procedure window will specify the methods or other procedures that will be part of this procedure.

You begin with the Allocation Steps dialog box.

Allocation Steps Dialog Box

You'll use the Allocation Steps dialog box to provide a single-step or multiple-step allocation procedure with its identity, during Phase 3 of the allocation process. The procedure definition can be used to specify in what order to run multiple procedures.

To access this dialog box, in the Process menu, select Allocation, then Steps.



The following lists the fields and buttons in this dialog box.

Allocation Procedure Code

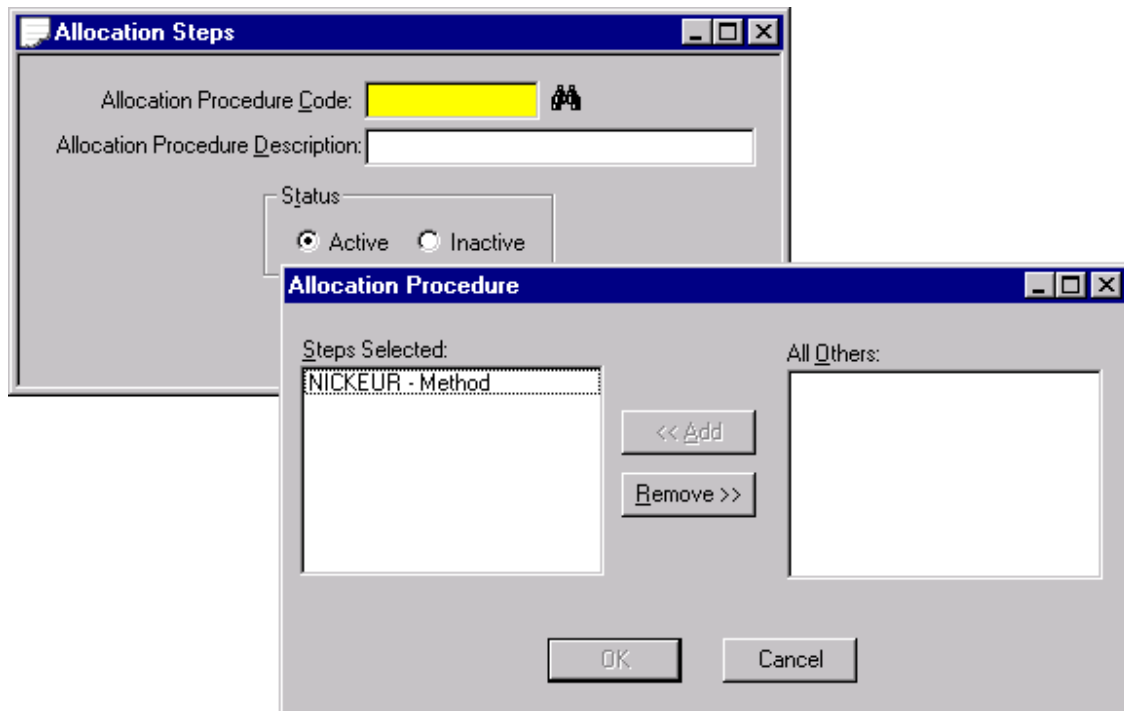
Allocation Procedure Description

Status

Steps Button

Allocation Procedure Dialog Box

When you click the **Steps** button on the Allocation Steps dialog box the Allocation Procedure dialog box will appear on your screen. This dialog box allows you to specify the steps—methods and other procedures—that are to be part of this Allocation Procedure.



The following lists the fields and buttons in this dialog box.

Steps Selected

All Others

<< Add Button

Remove>> Button

OK Button

Cancel Button

To Define a Single-Step Allocation Procedure

To define a Single-Step Allocation Procedure in Phase 3 of an allocation, take these steps :

Step / Action

1. In the Process menu, select Allocation, then Steps. The Allocation Steps window will appear.
2. Enter a unique Allocation Procedure Code that will identify this procedure. Required.
3. Add a Description of the single-step allocation procedure. Although this step is not required, a brief description will help you distinguish among Allocation Procedures when you are looking for a particular procedure
4. In the Status area, select the Active setting. Required.
5. Select the Add Row button on the Ledger toolbar. When Ledger indicates that the "Row has been Added," click the OK button at the bottom of the Message Pad.
6. Click the Steps button. The [Allocation Procedure window](#) will appear.
7. Under All Others, select a code representing a Method—a Source Pool Definition you want to use.
8. Click the <<Add button to move the Method to the Steps Selected field.
 9. Ledger will use this Source Pool Definition to carry out a single allocation step. The amount in the pool will be distributed to those Target Accounts that were included in the associated Target Rule.
10. Click the OK button at the bottom of the Allocation Procedure dialog box. This will return you to the Allocation Steps dialog box.
11. Close the Allocation Steps dialog box.

To Define a Multi-Step Allocation Procedure

To define a Multi-Step Allocation Procedure during Phase 3 of an allocation, take these steps

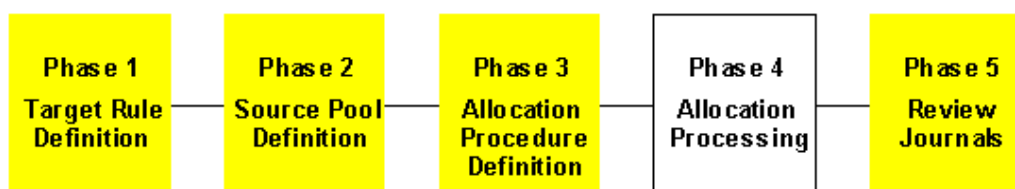
Be careful. Ledger performs the individual distributions in the order in which the Methods and Procedures appear in the Steps Selected field of the Allocation Procedure dialog box.

Step / Action

1. In the Process menu, select Allocation, then Steps. The Allocation Steps window will appear.
2. Enter a unique Allocation Procedure Code to identify this multi-step procedure.
3. For clarity, the code should indicate that the procedure requires more than one step. Required.
4. Add a Description of this Multi-Step Allocation Procedure.
5. In the Status area, select Active. Required.
6. Select the Add Row button on the Ledger tool bar. When *Ledger* indicates that the "Row has been Added," click the OK button at the bottom of the Message Pad.
7. Click the Steps button. The Allocation Procedure window will appear.
8. Under All Others, select a Method—a Source Pool Definition—or another Procedure. If you select a Procedure, be sure that you are thoroughly familiar with its steps.
9. Click the <<Add button to move the code—and the Method or Procedure —to the Steps Selected field.
10. Repeat Step 7-8 for each Method or Procedure that you are including as a step in this Allocation Procedure.
11. Click the OK button to return to the Allocation Steps dialog box.
12. Close the Allocation Steps dialog box.

Allocations - Phase 4: Allocation Processing

During Phase 4 of an allocation, you process the allocation.



The result is an Allocation Journal that:

--Posts entries to those accounts that form the Source Pool (or to offset accounts).

--Posts corresponding entries to the allocation's Target Accounts.

You use the Post Allocations window to generate and post an Allocation Journal.

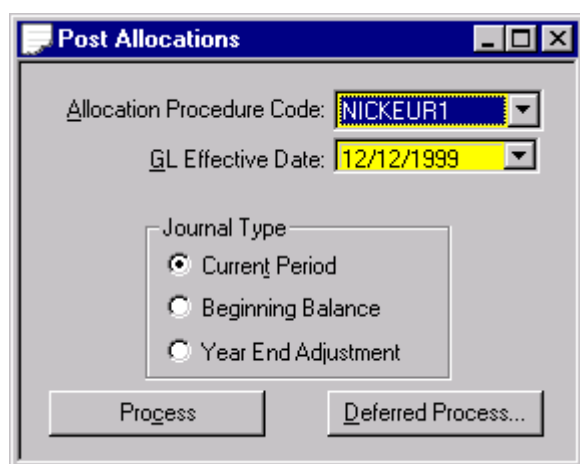
Note: The structure and format of the journal that Ledger generates incorporates the features of a Journal Source template that your Administrator has previously constructed.

To include this Allocation Processing automatically in your Close Period Processing, check the Allocations box on the Company Component window; otherwise, you can run the process anytime. To run it, in the Process menu, select Review/Post, then Allocations. On the Post Allocations dialog box, select the desired options and click the Process button.

Post Allocations Dialog Box

To generate an Allocation Journal in Phase 4 of an allocation, use the Post Allocations dialog box

To access this dialog box, in the Process menu, select Review/Post, then Allocations.



The following lists the fields and buttons in this dialog box.

Allocation Procedure Code

GL Effective Date

Journal Type

Process Button

Deferred Process Button

To Process an Allocation

To process an allocation, take these steps:

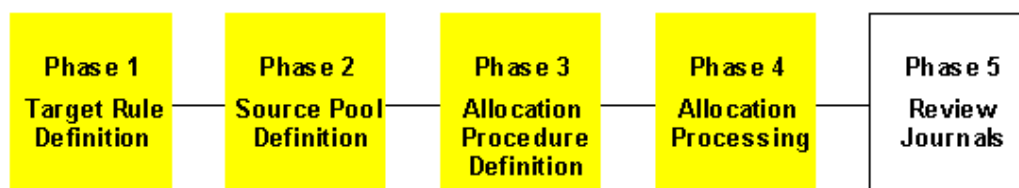
Step / Action

1. In the **Process** menu, select **Review/Post**, then Allocations. The Post Allocations window will appear.
2. Select an **Allocation Procedure Code** from the drop-down list of single-set and multiple-step procedures. Required.
3. Specify a GL Effective Date.
4. Select one of the three journal types: Current Period, Beginning Balances, or Year End Adjustment. Required.
5. For immediate processing, click the **Process** button. To process the allocation as part of a later batch, click the **Deferred Process** button.
6. Ledger will generate an Allocation Journal for each Source Pool that the procedure is distributing. These journals will be linked to the special Journal Code template that has been assigned by your Administrator.

Note: Ledger will **not** process an allocation on non-business days if the Journal Type you select is **Current Period** or **Year End Adjustment**.

Allocations—Phase 5: Reviewing Allocation Journals

In Phase 5 of an allocation, you'll review the Allocation Journals that Ledger has generated—and the balances in the Source Pool and Target Accounts.



Three functions provide you with this information:

--Review/Post functions gives you access to the headers and transaction details of all Journals.

--Inquiry functions lets you examine the balances in each Source and Target Account *and* any journal entries posted to these accounts.

--History Lookup function allows you to view the history of how the journal was created. This screen can also be accessed from the Journal Detail Distribution dialog box.

To Review an Allocation Journal

To review the information in an Allocation Journal, take these steps:

Step / Action

1. In the **Process** menu, select **Review/Post**, then **Journals**. The Journal Batch Filter window will appear.

Journal Batch Filter

Journal Codes:

- ACTUAL
- ADJUST
- ALLOC
- APADJ
- APINV
- APPAY
- APREC
- ARCASH
- ARFIN
- ARINV
- ARREC
- ARREF
- BASIC
- FAADD
- FAMAIN
- FAREIRE
- IMADJ
- IMISSUE
- IMPORT
- IMRCPT
- IMRTN
- IMXFER

Journal Status:

- ☐ In Process
- ☐ Entry Complete
- ☐ Verified
- ☐ Failed
- ☐ Posted
- ☐ Deferred
- ☐ Posting Started and Not Complete

Effective Date:

Condition: Start Date: End Date:

None / / /

None / / /

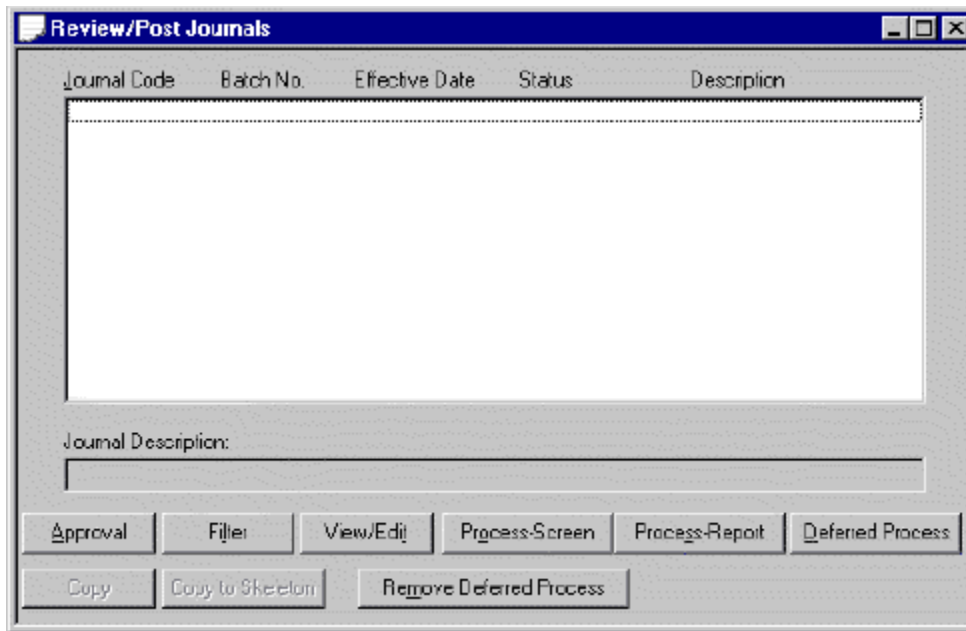
Order By: Journal Code

More OK Cancel

2. Under **Journal Codes**, select the code which identifies your Allocation Journals.

3. Under **Journal Status**, select Posted. (For a definition of each status, click here.)

4. Click the **OK** button. The **Review/Post Journals** dialog box will return with a list of all active and posted Allocation Journals.



5. To retrieve additional information about a particular journal, double-click on the row or highlight the journal and click the **View/Edit** button. Ledger will provide you with summary information about the journal, and with transaction details.

To Review Allocation Balances and Journals

You can use the Ledger Inquiries functions to investigate the balances in your Source Accounts and Target Accounts—and to view summary data and transaction details for posted Allocation Journals.

Step / Action

1. In the **Inquiry** menu, select **Account Summary Inquiry**. The Account Summary Inquiry dialog box will appear.
2. Specify the source or target Account Number or use *Ledger Search* functions to select an Account Number.
3. Complete the other required fields (Structure Code, Balance Code, Calendar Code, Fiscal Year, Source Currency, Book Type, and Base Currency).
4. In the **Period Results** group box, select either:
--Net Activity, which will show only the period activity for each Period field

OR

--YTD, which shows an accumulated Year-to-Date balance in the Period field

5. Click the **Select** button at the bottom of the dialog box. Ledger will populate the balance fields with information about the account.
6. You can drill to the period detail (displayed on the Journal Summary window) by double-clicking the desired period field, or highlighting it and clicking the Journal Summary button.
7. From the Journal Summary dialog box, double-click or highlight a specific batch and click the Journal Detail button to review the detailed entry.

Allocation History Dialog Window

In Phase 5, you use the **Allocation History** dialog box to view how an allocation journal was created.

To view how an Allocation is created:

1. Select the **Ledger** tab. In the **Process** group, click the **Allocations** split-button and then select **History Lookup**. The Allocation Target Rule window appears.

	Batch No.	Procedure Code	Run Count	Tran Date	Journal Description
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

2. Place your cursor in the **Allocation Procedure Code** field and either enter a unique identifying code for the process or click the binoculars to look up an existing code on the Procedure Code Search Dialog box.
3. Enter a **Starting** and **Ending Date Range** and click the **Search** button. You can also enter a **Starting Batch** number (optional) to search for the allocation.
4. Select a row by double-clicking or highlighting the row and clicking the **Detail** button. The Allocation History window appears.

Allocation History

Procedure: PR2_11

Run Count: 1

Source: PTD

Pool Code: AP2_11

Target Code: AT2_11

Batches: First: 16156, Current: 16156, Last: 16156

Results: Work Date: 10/13/2009

Offset Account: ☒ Offset Src Acct

COMP	ACCT	NATA	CURR	USER
000	0000	0000	000	00

Pool Information

	Account Mask	Account Code	Subledger Mask	Subledger Value	Allocation Me
1	001-AOIO1600-000-01	001-AOIO1600-000-01			AP2_11
2					
3					

Target Distribution: Target Detail

Total Amount Allocated: 5,400.00

	Project ID	Sub Project ID	COMP	ACCT	NATA	CURR	USER	Subledger	Perc
1			001	X000	5900	000	00		50.0
2			001	X000	5900	000	01		10.0
3									
4									
5									

Target Results

	Project ID	Sub Project ID	COMP	ACCT	NATA	CURR	USER	Subledger
1			001	X000	5900	000	00	
2			001	AOIO	1600	000	01	
3								
4								
5								

<< Step Back Step Forward >> Pool Rule Target Rule Print

The column on the left is for informational purposes only:

- **Work Date** indicates when this allocation was run. The account balances and entries are a snapshot of that instant and may not represent the current account balances.
- Run Count** indicates how many times the allocation procedure has been run.
- Source** displays which balance table was used to build your pool amounts.
- Pool Code** is a unique code used to identify the allocation pool for the batch.
- Batches** displays the first, current, and last batches for this allocation.

The **Target Distribution** spreadsheet displays the Projects/Sub-Projects and Target Accounts where funds will be allocated. You can also view what percentage each Target Account will receive of the Source Pool balance.

The **Target Results** spreadsheet contains the journal detail lines related to the highlighted target account line in the Target Distribution spreadsheet. If you have more than one target account in the Target Distribution spreadsheet, you can select another target line and click the **Target Detail** button again to refresh the Target Results spreadsheet. You are now able to view the journal detail lines related to the new line selected in the Target Distribution spreadsheet.

Buttons

If the **Step Forward** and **Step Back** buttons are enabled, the journal was a single step in a multiple-step process defined by the allocation steps. Click the **Step** buttons to scroll to the historical view of the other journals and see how they were created.

To reference any of the information used to process the allocation, click on the **Pool Rule** or **Target Rule** button at the bottom of the screen.

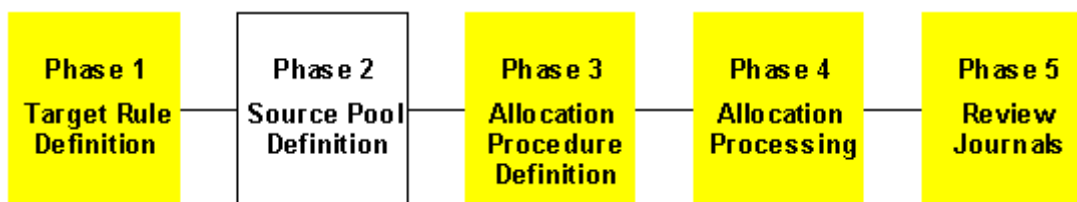
The **Target Detail** button in the Target Distribution spreadsheet section allows you to view all of the target masks and/or accounts that were defined in the Target Rule dialog box.

Click the **Print** button to print this report.

Recurring Allocations

Many of your allocations are *recurring*: once each period (or daily or yearly), the balance in the same Source Pool is distributed to the same Target Accounts.

You can specify certain recurring rules that direct Ledger to keep track of a specific Source Pool on a regular, scheduled basis. You can stipulate these rules during Phase 2, when you setting up the Pool Definition.



You use the Recurring Definition window to set up a Recurring Rule.

Recurring Definition Dialog Box

You'll use the **Recurring Definition** dialog box to set up a Recurring Rule in Phase 2 of the allocation process. To view the **Recurring Definition** dialog box, take these steps:

Step / Action

1. To access this dialog box, in the Process menu, select Allocation, then Pool Rule.
2. On the Allocation Pool Rule dialog box, enter or select an Allocation Pool Code.
3. Click the Review/Change button.

Allocation Pool Rule

Allocation Pool Code: **NICKEUR** ⓘ

Balance Code: **ACCRUAL** ▾

Currency: **DEM** ▾

Source: **PTD** ▾

Journal Code: **ACTUAL** ▾

Account Types

- ☒ Balance Sheet
- ☒ Revenue & Exp
- ☐ Memorandum

Status

- ☒ Valid
- ☒ Active
- ☐ Inactive

Amount/Quantity

- ☒ Amount
- ☐ Quantity

Target Rule

NICKSEUR ⓘ

Select Target Rule

Edit Target Rule...

Recurring Limits

Review/Change...

Recurring Definition ⓘ

Recurring Limits

- ☐ Date Range
- ☐ Maximum Times
- ☐ Times/Period

Date Range

Starting Date: **10/21/1999** ▾

Ending Date: **10/21/1999** ▾

Maximum Times

Maximum: **0**

Current: **0**

Times/Period

Limit Per Period: **0**

Last Period Updated (Year/Month): **1999** **0**

Updates This Period: **0**

OK Cancel

The following lists the fields and buttons in this dialog box.

Recurring Limits Criteria

Date Range Check Box

Date Range Area

Starting Date

Ending Date

Maximum Times Check Box

Maximum Times Area

Maximum

Current

Times/Period Check Box

Times/Period Area

Limit Per Period

Last Period Updated

Updates This Period

OK Button

Cancel Button

To Construct a Source Pool Definition—Recurring Allocations

To construct a Source Pool Definition in Phase 2 of an allocation, use the Allocation Pool Rule window. To define a Source Pool Definition with recurring specifications, take the following Steps:

Step / Action

1. Click the Review/Change button in the Recurring Limits area. The Recurring Definition window will appear.
2. Select one or more of the Recurring Limits options.
3. If you select Date Range, enter the Starting Date and Ending Date of the range.
4. If you select Maximum Times, enter the Maximum number of allocations for the Date Range that you have specified in Step 4.
5. If you select Times / Period, enter a Limit Per Period.
6. Click the OK button.

Allocation Purge History

Use this dialog box to permanently delete historical records pertaining to all allocation batches within a specific date range. To access the Allocation Purge History dialog window, from the **Process** menu, select **Allocation**, and then select **Purge History**.



Chapter 16 Account Reconciliation

Account Reconciliation

This Help Sequence contains the following topics:

Introduction

Five Phases of Account Reconciliation

Account Reconciliation - Phase 1: Define Reconciliation Accounts

Account Reconciliation - Phase 2: Define Reconciliation Rules

Reconciliation Rule —Step 1: Constructing the Rule's Header

Account Reconciliation Definition Dialog Box

Reconciliation Rule - Step 2: Specifying a Rule's Reconciliation Accounts

Account Reconciliation - Phase 3: Processing a Reconciliation

Review Account Reconciliation Dialog Box

To Process a Reconciliation

Account Reconciliation - Phase 4: Review Discrepancies

Account Reconciliation Summary Results

Account Reconciliation Summary Dialog Box

To View an Account Reconciliation's Summary Results

Account Reconciliation Detail

Account Reconciliation Detail Dialog Box

To Review an Account Reconciliation's Detail

Account Reconciliation - Phase 5: Correct Discrepancies

Contact Dialog Box

To Assign Responsibility for a Correction

Account Reconciliation Definition Dialog Box

Clearing Account Reconciliation

Introduction—Account Reconciliation

Account Reconciliation is a process that generates and then compares two balances: a cumulative balance derived from a set of **Proof** accounts, and a balance derived from a corresponding set of **Counter-Proof** accounts.

If the balances do not agree, Ledger will display the Proof and Counter-Proof accounts, their balances, and the corresponding discrepancy for your review and corrective action.

The topics in this Help Sequence explore:

- Five phases of Account Reconciliation
- Designation of Reconciliation Accounts
- Steps your Administrator takes to construct a Reconciliation Rule
- Processing an Account Reconciliation
- Ways in which Ledger presents results at a Summary and Detail level
- Assignment of corrective action

Five Phases of Account Reconciliation

Account Reconciliation consists of the five phases:

Phase 1: Designate Reconciliation Accounts. Your Administrator sets aside specific General Ledger accounts to serve exclusively as Reconciliation Accounts.

Phase 2: Construct Reconciliation Rules. Your Administrator defines a set of Reconciliation Rules. Each Reconciliation Rule links the elements of two sets of Reconciliation Accounts: Proof accounts and associated Counter-Proof accounts.

Phase 3: Process the Account Reconciliation. You employ one or more of the rules the Administrator will define in Phase 2 to process an Account Reconciliation.

Phase 4: Investigate Discrepancies. You review any discrepancies resulting from the reconciliation process.

Phase 5: Correct Discrepancies. You assign responsibility for appropriate corrective actions.

Account Reconciliation — Phase 1: Define

During the process of Account Reconciliation, Ledger identifies and updates certain General Ledger accounts by adding their balances to a Proof (or Counter-Proof) cumulative balance. First, your Administrator must specify the accounts that can participate in reconciliation.

You can designate a Reconciliation Account in two places:

- Activation of the Reconciliation check box on the Account Elements dialog box ensures that any account carrying that account classification will function as a reconciliation account.

--Activation of the Reconciliation check box on the Posting Accounts dialog box defining a particular account identifies the account as a reconciliation account.

Your Administrator uses a check box in the Special Processing Accounts area of the Posting Accounts dialog box to assign this attribute. When carrying out Account Reconciliation, Ledger includes only accounts with this designation as it compiles Proof and Counter-Proof balances.

Account Reconciliation—Phase 2: Define

During the second preliminary phase, your Administrator constructs a set of Reconciliation Rules. Constructing a Reconciliation Rule is a two-step process:

Step 1: Header. Definition of the header portion of the Reconciliation Rule provides the rule with a unique identity, and specifies elements of the posting account structure that Ledger uses to compile Proof and Counter-Proof balances.

Step 2: Detail. The detail portion of the Reconciliation Rule identifies the range of General Ledger accounts that Ledger can draw from as it accumulates these balances.

Reconciliation Rule —Step 1: Constructing the Reconciliation Rule

An Account Reconciliation Rule defines a relationship between reconciliation accounts that contribute to cumulative Proof balances—and accounts that contribute to corresponding Counter-Proof balances. When you run an Account Reconciliation governed by this rule, Ledger will display each Proof balance and its Counter-Proof balance, and highlight any difference between the two.

In the first stage of defining a Reconciliation Rule, your Administrator uses the **Account Reconciliation Definition** window to construct the header portion of a rule.

The Header provides the rule with an identity, and specifies two or more elements of the Posting Account structure. The values assigned to these elements form the basis for the Proof and Counter-Proof relationships.

In Step 2, the Administrator uses an Account Mask or list to identify a range of Account Numbers. Any reconciliation account that falls within this range will contribute to the both the Proof and Counter-Proof cumulative balances.

Account Reconciliation Definition Dialog Box

Your Administrator uses the Account Reconciliation Definition dialog box to construct the Header portion of an Account Reconciliation Rule.

Account Reconciliation Definition

Reconciliation Code:

Description:

Reconciliation Method

☒ Account Element

☐ Property Field

☐ Mixed

☐ Suspense Account

Match Type

☒ Day

☐ YTD Balance

Suspense Reconciliation

	Order	Start	End
<input type="checkbox"/> Jnl Detail Desc:	0	0	0
<input type="checkbox"/> Xref1:	0	0	0
<input type="checkbox"/> Xref2:	0	0	0
<input type="checkbox"/> Xref3:	0	0	0
<input type="checkbox"/> SubLed Value:	0	0	0

Set1

Proof

ACCT-T
ACCT-X
als-elcd

Add >>

<< Remove

Set2

Counter Proof

ACCT-T
ACCT-X
als-elcd

Add >>

<< Remove

New Search Add Change Delete Detail Close

The following lists the fields and buttons in this dialog box.

Reconciliation Code

Description

Reconciliation Method area

Match Type

Suspense Recon

Set 1: Proof

Set 2: Counter-Proof

New button

Search button

Add button

Change button

Delete button

Close button

Reconciliation Rule—Step 2: Specifying a Rule's Reconciliation Account

In Step 2 of defining a Reconciliation Rule, your Administrator uses the Account Reconciliation Masks dialog box to identify individual accounts or a range of accounts.

When calculating reconciliation balances, Ledger constructs Proof/Counter-Proof relationships and balances from the reconciliation accounts that fall within the specified range(s).

Together, the information in the **Account Reconciliation Definition** dialog box and the Account Reconciliation Mask dialog box define the parameters of the Account Reconciliation Rule.

The screenshot shows two overlapping dialog boxes. The background dialog is 'Account Reconciliation Definition - FGLP290'. It has a 'Reconciliation Code' field with 'TEST1' entered, a 'Description' field, and a 'Reconciliation Method' section with three radio buttons: 'Account Element', 'Property Field', and 'Mixed' (which is selected). Below this is a 'Set1 Proof' section with a list box containing 'ACCT-X', 'CD-T', and 'CURR-T'. To the right of the list box are 'Add >>' and '<< Remove' buttons. Further right is a text box containing 'ACCT-T'. At the bottom of this dialog are 'New', 'Search', 'Add', and 'Change' buttons. The foreground dialog is 'Account Reconciliation Masks - FGLP297'. It contains a table with 7 rows and 6 columns: 'COMP', 'ACCT', 'NATA', 'CURR', 'USER', and an empty column. The rows are numbered 1 through 7. The table is currently empty of data.

Keep in mind these two important points:

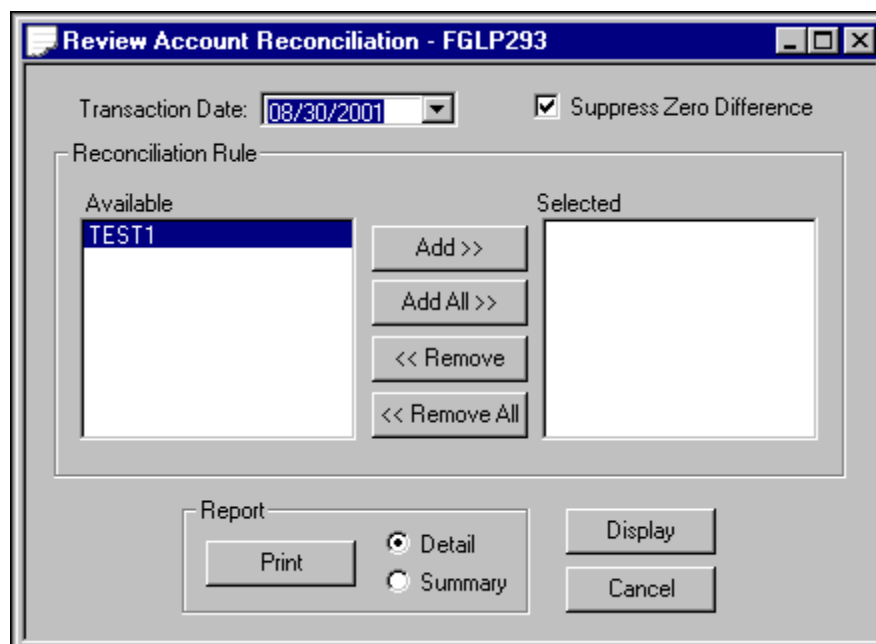
--Ledger cannot generate a Proof balance and its Counter-Proof balance if the values of the Account Structure elements are identical. (Technically, Ledger will generate the Proof balance but not its Counter-Proof.)

--Ledger can generate Proof balances and Counter-Proof balances only for those reconciliation accounts within the mask's range that share element values.

Account Reconciliation—Phase 3: Processing a

Once your Administrator has defined applicable Reconciliation Rules, you select one or more of the rules as you create and process reconciliation. You use the **Review Account Reconciliation** dialog box to identify and carry out the processing steps.

Select Process, Account Reconciliation to open this dialog box.



Review Account Reconciliation Dialog Box

You use the Review Account Reconciliation dialog box in Phase 3 of Account Reconciliation to identify and carry out the processing steps.

The following lists the fields and buttons in this dialog box.

Transaction Date

Suppress Zero Difference

Available

Selected

Add Button

Add All Button

Remove Button
Remove All Button
Print Button
Report Options
Display Button
Cancel Button

To Process a Reconciliation

Take the following steps to run the reconciliation process:

Step / Action

1. Select Process, Review Account Reconciliation to open the Review Account ReconciliationHIDD_FGLP293 dialog box.
2. Enter a Transaction Date. Required.
3. Indicate whether Ledger is to Supselect Zero Differences.
4. From the Available field, highlight the Reconciliation Rules that will be applied to this reconciliation, and place them in the Selected field. Required.
5. If you are printing a report, specify results at a Detail or Summary level.
6. Select the Print button to generate a printed report of the results, or the Display button to display the results in the **Account Reconciliation Summary** dialog box.

Account Reconciliation—Phase 4: Review

In reconciliation's fourth phase, you must carefully examine any differences that result from application of the Reconciliation Rules.

You can review discrepancies at two levels:

--First take a close look at the overall results of the reconciliation, with discrepancies summarized according to Reconciliation Rule.

--You can then examine the detail of individual discrepancies, investigating the balances of each Proof and Counter-Proof account.

Account Reconciliation Summary Results

In Phase 4, when examining the results of Account Reconciliation, you begin this task in the **Account Reconciliation Summary** dialog box.

When you have processed the reconciliation, open this dialog box by selecting the Display button at the bottom of the Review Account Reconciliation dialog box.

Account Reconciliation Summary Dialog Box

In Phase 4, the Account Reconciliation Summary will identify unmatched entries on all accounts and produces an aging summary for each account.

To access this dialog box, select the Display button at the bottom of the Review Account Reconciliation dialog box.

Account Reconciliation Summary - FGLP294

Transaction Date: 05/27/03

Proof: Counter Proof:

	Rule	Taker	Code	Amount	Difference	Code	Amount
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

Take All Contact Rules Cancel

Differences
☐ Suppress Matches
Detail

The following lists the fields and buttons in this dialog box.

Transaction Date

Reconciliation Table

Rule

Taker

Code

Amount

Difference

Code

Amount

Differences Group Box

Suppress Matches

Take All Button

Contact Button

Rules Button

Detail Button

Cancel Button

To View an Account Reconciliation's Summary

To review the Summary results of Account Reconciliation, take these steps:

Step / Action

1. Follow the steps necessary to process the reconciliation
2. Select the Display button on the **Review Account Reconciliation** dialog box. The **Account Reconciliation Summary** dialog box opens and displays a list of discrepancies, summarized according to each Reconciliation Rule you included in the Account Reconciliation.

Account Reconciliation Detail

The summary data in the **Account Reconciliation Summary** window might not always provide sufficient detail to enable you to resolve a complex reconciliation problem. To examine the problem in more detail, highlight the row in which the discrepancy appears, then select the Detail button to retrieve the **Account Reconciliation Detail** window.

Note: If you want the Account Reconciliation dialog box display only the items that do not match, activate the Suppress Matches check box on the Account Reconciliation Summary dialog box.

Account Reconciliation Detail Dialog Box

In Phase 4 of Account Reconciliation, you use the Account Reconciliation Detail dialog box to investigate the Proof and Counter-Proof accounts and amounts contributing to a discrepancy.

The following lists the fields and buttons in this dialog box.

- Rule
- Description
- Taker
- Description
- Transaction Date
- Proof Group Box
 - Proof
 - Total
 - Account
 - Amount
- Counter-Proof Group Box
 - Counter-Proof
 - Total
 - Account
 - Amount
- Requires:
- Rule Button
- Cancel Button

To Review an Account Reconciliation’s Detail

During Phase 4, you can take these steps to examine the Proof and Counter-Proof accounts and amounts contributing to a particular discrepancy:

Step / Action

1. Follow procedures to [process the reconciliation](#).

2. Select the Display button at the bottom of the **Review Account Reconciliation** dialog box. The **Account Reconciliation Summary** window opens and displays a list of discrepancies, summarized according to the Reconciliation Rules you included in the Account Reconciliation.
3. Highlight the appropriate row and select the Detail button. The **Account Reconciliation Detail** dialog box opens and displays the full Proof and Counter#Proof detail.

Account Reconciliation—Phase 5: Correct Discrepancies

In the final phase of Account Reconciliation, you must ensure that any discrepancies resulting from the Reconciliation process are resolved successfully.

At the conclusion of a reconciliation when Ledger lists a difference and the rule that caused it, you can assume responsibility for resolving the discrepancy.

Immediately after Ledger processes the reconciliation (Phase 3), the Taker column of the **Account Reconciliation Summary** window is blank. To take responsibility for a particular item, highlight the item and click in the Taker field. To take responsibility for all items, select the Take All button.

If someone else has previously run a reconciliation and has assumed responsibility for a discrepancy, his or her identifying code appears in the Taker field of the discrepancy. To find out more about the individual, highlight the code and select the Contact button. The **Contact** window opens.

Contact Dialog Box

You can use this dialog box to review information about the individual who is responsible for the correction of particular discrepancy.

The following lists the fields and buttons in this dialog box.

Taker

Name

Comments

Mail Stop

To Assign Responsibility for a Correction

Take these steps to assign responsibility for correcting a discrepancy that appeared during Phase 4—or to identify the individual who has previously assumed responsibility.

Step / Action

1. Upon completion of an Account Reconciliation, review the results that appear in the **Account Reconciliation Summary** dialog box.
2. To assume responsibility for the correction of a specific discrepancy, highlight its row and click in the Taker field. Your identifying code is displayed.
3. To assume responsibility for the correction of all discrepancies listed in the Account Reconciliation Summary dialog box, select the Take All button.
4. If an identifying code is in place, highlight the row and select the Contact button. The **Contact** dialog box opens and displays information about the individual who has assumed responsibility for correcting the discrepancy.

Clearing Account Reconciliation

The Clearing Account Reconciliation dialog box is used to perform reconciliation. Once a rule is selected, the screen will display all accounts set to use the specified rule.

To open the Clearing Account Reconciliation dialog box, choose Clearing Account Reconciliation from the Process menu.

The screenshot shows the 'Clearing Account Reconciliation - FGLP930' dialog box. At the top, there are fields for 'Reconciliation Rule' (set to 'ACCTREC1'), 'Year' (set to '2002'), and 'Period' (set to '5'). A 'Retrieve' button is located to the right of these fields. Below these fields is a table with the following columns: 'COMP', 'ACCT', 'NATA', 'CURR', 'USER', 'Account Balance', 'Open Items Balance', and 'Account Description'. The table contains two rows of data:

	COMP	ACCT	NATA	CURR	USER	Account Balance	Open Items Balance	Account Description
1	001	ADIO	1600	000	06	13,000.00	13,000.00	USDS ADIO nocurr 06
2	001	ADIO	1600	000	07	-13,000.00	-13,000.00	USDS ADIO nocurr 07
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

Below the table, there are two sections. The 'Auto Reconcile' section has a checkbox labeled 'All Accounts' and a 'Reconcile' button. The 'Drill To' section has two buttons: 'Summary' and 'Detail'.

The following lists the fields and buttons in this dialog box.

Reconciliation Rule

Year

Period

Retrieve

Auto Reconcile

Drill To

Clearing Account Reconciliation Summary

The Clearing Account Reconciliation Summary dialog box shows the summary for an account that you selected. To pen the Account Reconciliation Summary box by clicking on the Summary button in the Clearing Account Reconciliation dialog box.

Recon Rule: ACCTREC1

Year: 2002

Period: 5

Reconciliation Reference:

Account Balance: 13,000.00

Open Items Balance: 13,000.00

	Recon Reference	Recon Batch Desc	Recon Batch No	Recon Date	Recon By	Total Entries	Net Balance	Debit Amount
1	ELECTRIC		0			2	2,000.00	2,000.00
2	PIPES		0			2	11,000.00	11,000.00
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

☐ SpreadSheet

☐ Show Reconciled

Clear Refresh Update Batch Description Mark Reconciled UnReconcile Details

The following lists the fields and buttons in this dialog box.

Recon Rule

Year

Period

Reconciliation Reference

Spreadsheet
 Show Reconciled
 Clear button
 Refresh button
 Update Batch Description
 Mark Reconciled
 UnReconcile
 Details

Clearing Account Reconciliation Detail

The Clearing Account Reconciliation Detail dialog box shows the detail for an account that you selected. To open the Account Reconciliation Detail box by clicking on the Detail button in the Clearing Account Reconciliation dialog box.

Recon Rule: ACCTREC1

COMP	ACCT	NATA	CURR	USER
001	A010	1600	000	06

Year: 2002
Period: 5

Reconciliation Reference:

Account Balance: 13,000.00
Open Items Balance: 13,000.00
Selected Amount: 0.00

	Batch No	Tran Date	Line No	Recon Batch No	Recon Reference	Journal Amount	Jnl Detail Description	SubLed Value
1	2781	04-01-02	1	0	PIPES	10,000.00	PIPES	
2	2781	04-01-02	3	0	ELECTRIC	1,000.00	ELECTRIC	
3	2782	04-02-02	1	0	PIPES	1,000.00	PIPES	
4	2782	04-02-02	3	0	ELECTRIC	1,000.00	ELECTRIC	
5								
6								
7								
8								
9								
10								
11								
12								
13								

☐ SpreadSheet
☐ Show Reconciled
☐ Show Original Recon Reference

Clear Refresh Mark items Reconciled Update Reference Drill to Journal Print

The following lists the fields and buttons in this dialog box.

Recon Rule
 Year
 Period
 Reconciliation Reference
 Spreadsheet

Show Reconciled
Show Original Recon Reference
Clear
Refresh
Mark Items Reconciled
Update Reference
Drill to Journal
Print
Close

Chapter 17 Trees Functionality

Trees Functionality

This help sequence contains the following topics:

.

Introduction

Tree Definition and Maintenance

- Tree Maintenance Dialog Box

- Node Definition Dialog Box

- Define Tree Dialog Box

- Adding Children to the Tree

Tree Activate Inactivate

- Tree Activate/Inactivate Dialog Box

- Activating/Inactivating Trees

Using Trees in Mass Create

- Account Mass Create Dialog Box

- Tree Lookup Dialog Box

Structured Tree Balance Inquiry

- Structured Tree Balance Inquiry Dialog Box

- Utilizing the Structured Tree Balance Inquiry Dialog Box

- Query Results Dialog Box

- Viewing the Query Results

- Associate Tree Dialog Box

Introduction

You can graphically define and maintain a variety of summarized data relationships within a business organization through Trees. With an easy-to-use tree metaphor, you can both view and change (re-organize) summarized relationships using a simple drag and drop movement with your mouse. The Tree functionality supports reporting and analysis capabilities directly within the product line, as well as with third-party reporting and analysis tools.

In addition, you can also perform the following functions:

- Maintain detailed attribute information for each node on a tree.

--Maintain an unlimited number of levels (or tiers) in a tree roll-up.

--Define ad hoc as well as pre-built (stored) trees.

--Export each tree definition so that organizational structures and natural account roll-ups can be exported into third party reporting and analysis tools.

Your account structure can now be comprised of up to ten components consisting of Company, Account, and eight User-Defined Segments, such as responsibility center. Each component can contain multiple elements. You build Trees at the component level. For each component, you can create unlimited account roll-ups to support a variety of financial analysis, accounting, and reporting tree structures.

Tree Definition and Maintenance

The tree structure is defined using the Tree Maintenance box.

To Open the Tree Maintenance Dialog Box

To open the **Tree Maintenance** dialog box, take the following Step:

Select **Rules, Chart of Accounts, Tree Maintenance**

The screenshot shows the 'Tree Maintenance' dialog box. It features a title bar with the text 'Tree Maintenance'. The main area contains several input fields and buttons. At the top left, there is a 'Tree' label followed by a text box and a tree icon. To the right of this are 'Start Date' and 'End Date' labels, each followed by a date dropdown menu showing '12/12/1999'. Below these are 'Type' and 'Component' labels, each followed by a dropdown menu showing 'Adhoc' and 'Company' respectively. Further down are 'Description' and 'Purpose' labels, each followed by a large text area. At the bottom, there is a section titled 'Additional Node Information Titles' containing four text boxes labeled 'Name', 'Title 1', 'Title 2', and 'Title 3'. To the right of this section is a 'Tree Status' area containing a 'New' button and a 'Define Tree...' button.

Tree Maintenance Dialog Box

The **Tree Maintenance** dialog box is used to define the structure of the tree.

The following lists the fields and buttons in this dialog box.

Tree
Type
Component
Description
Purpose
Start Date
End Date
Additional Node Information Titles
Name
Title 1
Title 2
Title 3
Tree Status
Define Tree Button

Defining and Maintaining a Tree

To Define and Maintain aTree, take the following steps:

Step / Action

1. Select **Chart of Accounts** from the **Rules** menu, and **Tree Maintenance** from the **Chart of Accounts** submenu.
The **Tree Maintenance** dialog box is displayed.
2. Select the desired tree from the **Tree** field. The fields on the screen will populate.
3. Select the type of tree you want to define (ad hoc or Pre built) from the **Type** drop-down list.
4. Select a valid component for the tree from the **Component** drop-down list.
5. Enter the start date of the tree in the **Start Date** field.
6. Enter the end date of the tree in the **End Date** field.
7. Type information pertaining to the tree in the **Description** field. Optional.
8. Type a more detailed description of the purpose and objectives of the tree in the **Purpose** field. Optional.

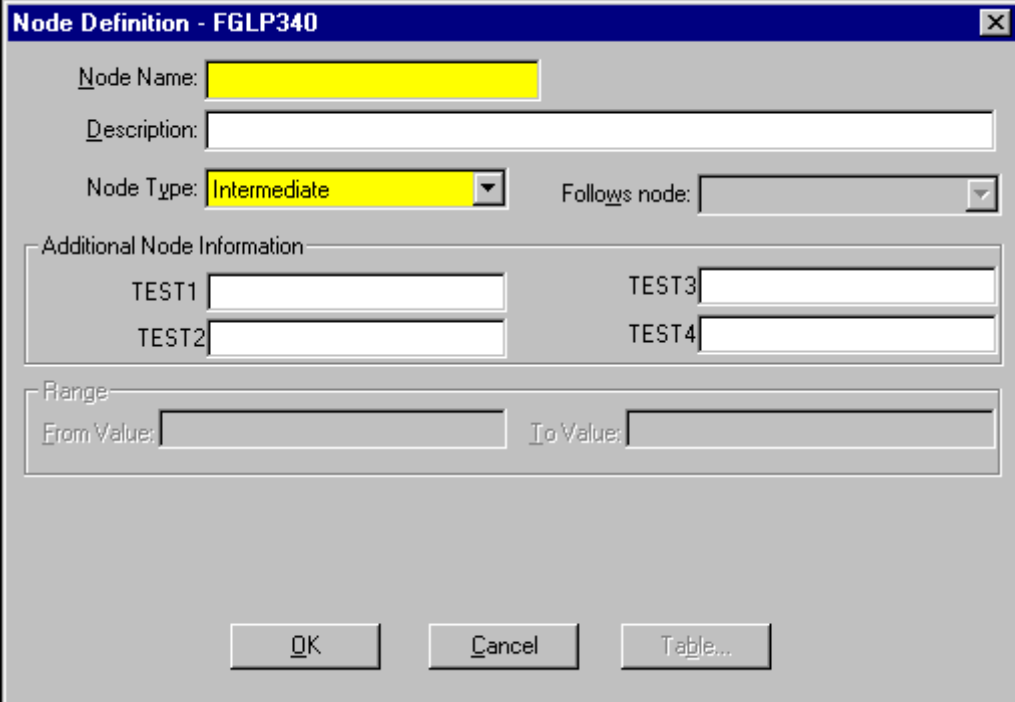
9. If applicable, enter any additional node information titles in the fields in the **Additional Node Information Titles** area. Optional.
10. Select the **Define Trees** button to add the record. When the Tree Maintenance record is added, you are brought immediately to the **Node Definition dialog box**, where you must define the top most point of the tree

To Open the Node Definition Dialog Box

To open the **Node Definition** dialog box, take these steps:

Step / Action

1. Select **Rules, Chart of Accounts, Tree Maintenance** .
2. Complete the fields on the **Tree Maintenance** dialog box.
3. Select the **Define Tree** Button. The **Node Definition** dialog box appears.



The image shows a screenshot of the "Node Definition - FGLP340" dialog box. The dialog box has a title bar with the text "Node Definition - FGLP340" and a close button (X). The main area contains several input fields and a "Range" section. The "Node Name" field is highlighted in yellow. The "Description" field is empty. The "Node Type" dropdown menu is set to "Intermediate" and is also highlighted in yellow. The "Follows node:" dropdown menu is empty. The "Additional Node Information" section contains four input fields labeled TEST1, TEST2, TEST3, and TEST4. The "Range" section contains two input fields labeled "From Value:" and "To Value:". At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Table...".

Node Definition Dialog Box

Use the **Node Definition** dialog box to define the top most point of the tree.

The following lists the fields and buttons in this dialog box.

Node Name

Description

Node Type

Follows node

Additional Node Information Area

Name

Title 1

Title 2

Title 3

Single Value

Node Operation Area

Operation

Factor

OK button

Cancel button

Table button

Defining the Top of a Tree

To define the top point of a tree, take the following steps:

Step / Action

1. Select **Chart of Accounts** from the **Rules** menu, and **Tree Maintenance** from the **Chart of Accounts** submenu. The **Tree Maintenance** dialog box opens.
2. Complete the fields on the Tree Maintenance dialog box, and select the **Define Tree** button to add the record. The **Node Definition** dialog box is displayed showing your tree starting to take shape.
3. Type a name for the node you want to define in the **Node Name** field.
4. Select a node type in the **Node Type** field.

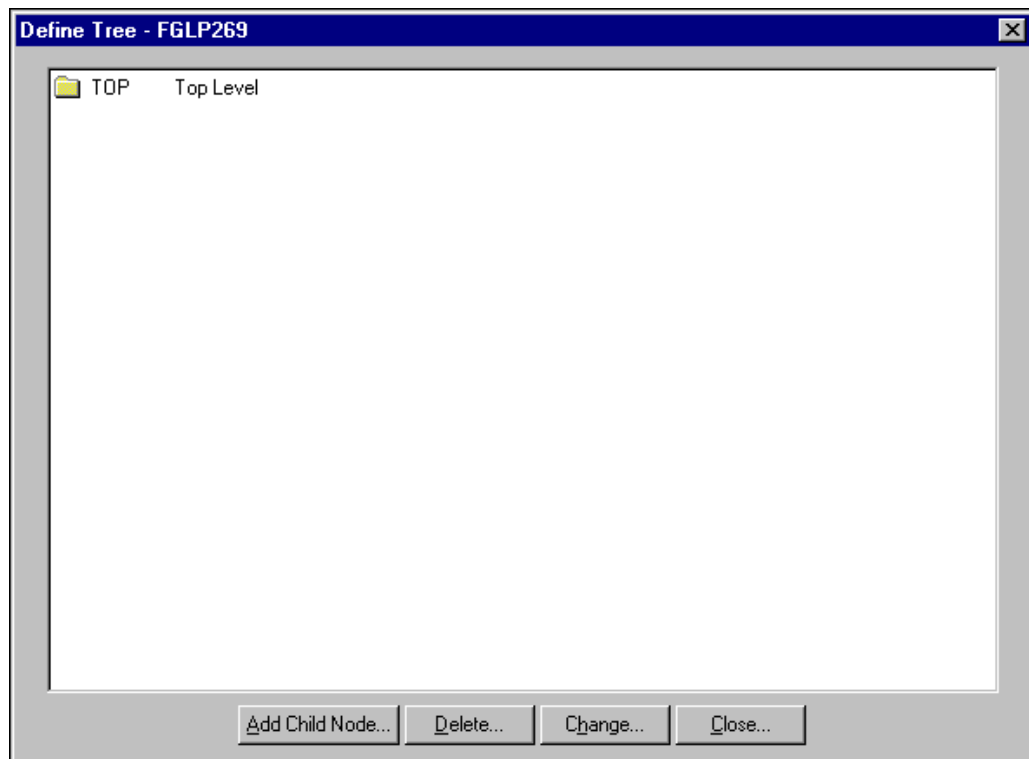
5. If applicable, select the node that precedes this node from the **Follows Node** drop-down list box. The **Follows Node** selection determines the order in which sibling nodes are displayed.
6. Select the node operation that you want this node to perform from the **Operation** drop-down list. The default is **Add**.
7. If necessary, adjust the value in the **Factor** field.
8. Select the **OK** button. The **Define Tree** dialog box opens.

To Open the Define Tree Dialog Box

To Open the Define Tree Dialog Box, take the following steps:

Step / Action

1. Select **Rules, Chart of Accounts, Tree Maintenance** to open the **Define Tree** dialog box.
2. Complete the fields on the **Tree Maintenance** dialog box
3. Select the **Define Tree** button to open the **Node Definition** dialog box.
4. Complete the **Node Definition** dialog box and select **OK** to open the **Define Tree** dialog box.



Define Tree Dialog Box

The **Define Tree** dialog box allows you to view your tree and select a parent node to which you can add additional (child) nodes. To add child nodes to your tree, follow the procedure in the Adding Children to the Tree section.

Adding Children to the Tree

To add children to the tree, take the following steps:

Step / Action

1. Select **Rules**, **Chart of Accounts**, and **Tree Maintenance**. The **Tree Maintenance** dialog box is displayed.
2. Complete the fields on the Tree Maintenance dialog box, and select the **Define Tree** button to add the record. The **Node Definition** dialog box is displayed showing your tree starting to take shape.
3. Complete the fields on the **Node Definition** dialog box to define the top of the tree.

4. Select **OK**. The **Define Tree** dialog box is displayed.

5. To add children, highlight the desired parent node, and select the **Add Child Node** button. The **Node Definition dialog box** is displayed. Go to Step 8.

6. To delete the node, click on the **Delete** button. You cannot delete a node that has children. You must first delete the node at the lowest level.

7. To change any information of the node previously defined click on the **Change** button.

8. Complete the **Node Definition** dialog box to add more nodes (children) to your tree.

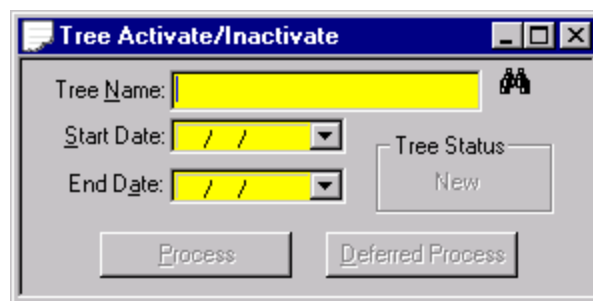
Note: If you want a node to have children, the **Node Type** should be intermediate. If you want the node to represent the lowest level and have a value associated with it, the **Node Type** should be single, range, or table. When this is selected the **Value** field is enabled and the value is added here.

9. Select **OK** to add the node, you again see the **Define Tree** box where your full tree structure is displayed.

To Open the Tree Activate/Inactivate Dialog Box

To Open the Tree Activate/Inactivate Dialog Box, take the following step:

Select Utilities, Tree Activate/Inactivate



Tree Activate / Inactivate

Tree Activate / Inactivate is the process that must be run for any trees designated as PreBuilt. You will use the **Tree Activate/Inactivate** dialog box to activate or inactivate trees.

Tree Activate / Inactivate Dialog Box

The **Tree Activate/Inactivate** dialog box is used to activate or inactivate any Trees you have defined. The following lists the fields and buttons in this dialog box.

Tree Name

Start Date

End Date

Tree Status

Process button

Deferred Process button

Activating/Inactivating Trees

To activate or inactivate trees , take the following steps:

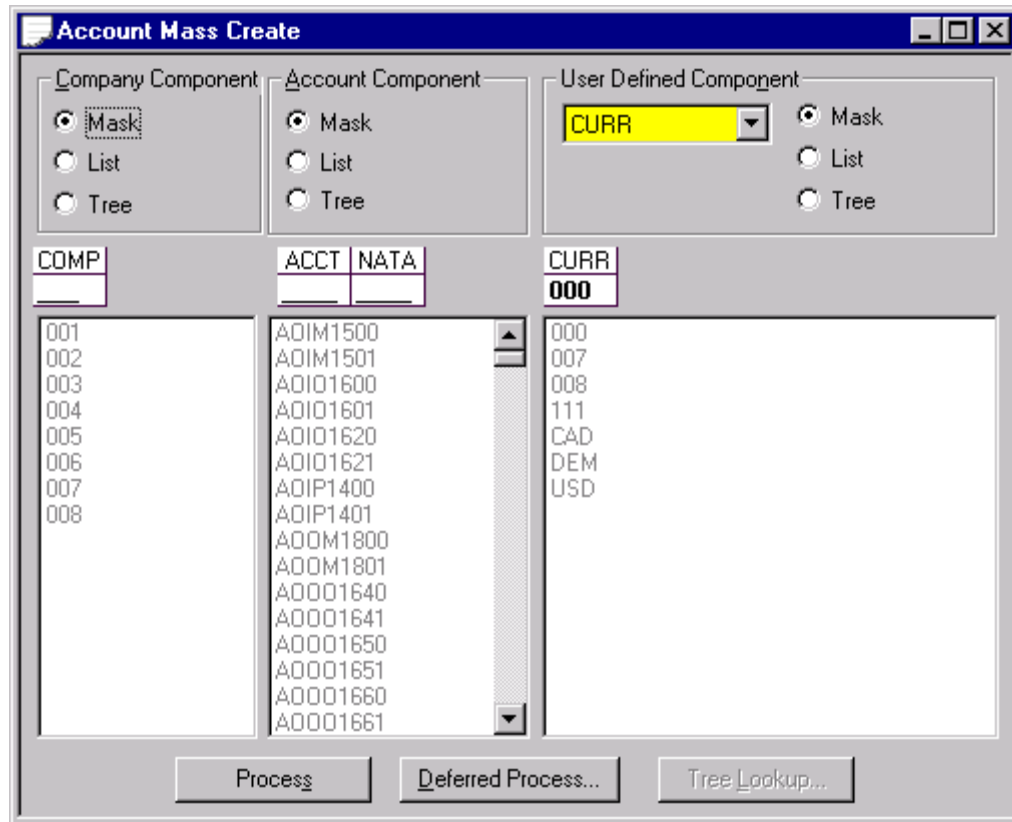
Step / Action

1. Select **Tree Activate/Inactivate** from the **Utilities** menu. The **Tree Activate/Inactivate** dialog box is displayed.
2. Select the desired tree from the **Tree Name** field. The **Start Date** and **End Date** will display the dates from the **Tree Maintenance** dialog box.
3. Select the **Process** button to activate (or inactivate) the tree.

To open the Account Mass Create Dialog Box

To open the **Account Mass Create** dialog box, take the following Step:

Select **Utilities, Account Mass Create**



Using Trees in Mass Create

Account Mass Create can utilize the new Trees for a more graphical representation. The **Account Mass Create** dialog box is used.

Account Mass Create Dialog Box

Account Mass Create dialog box allows you to utilize the new Trees for a more graphical representation. The following lists the fields and buttons in this dialog box.

Company Component Area

Account Component Area

User Defined Component Area

Process button

Deferred Process button

Tree Lookup button

Utilizing Account Mass Create

For a more graphical representation of the new trees , take the following steps:

Step / Action

1. Select Chart of Accounts from the Rules menu, and Account Mass Maintenance from the Chart of Accounts submenu. The Account Mass Create dialog box is displayed.
2. Select Mask, List or Tree from the Company Component, Account Component, or User Defined Component areas.

Note: The tree displayed under each component corresponds to the default tree identified in the Component Definition.

3. Click on the **Tree Lookup** button to display the **Tree Lookup** dialog box where you can select the nodes. Multiple selections of nodes are allowed.

Note: You cannot create more than 10,000 Component Values per component.

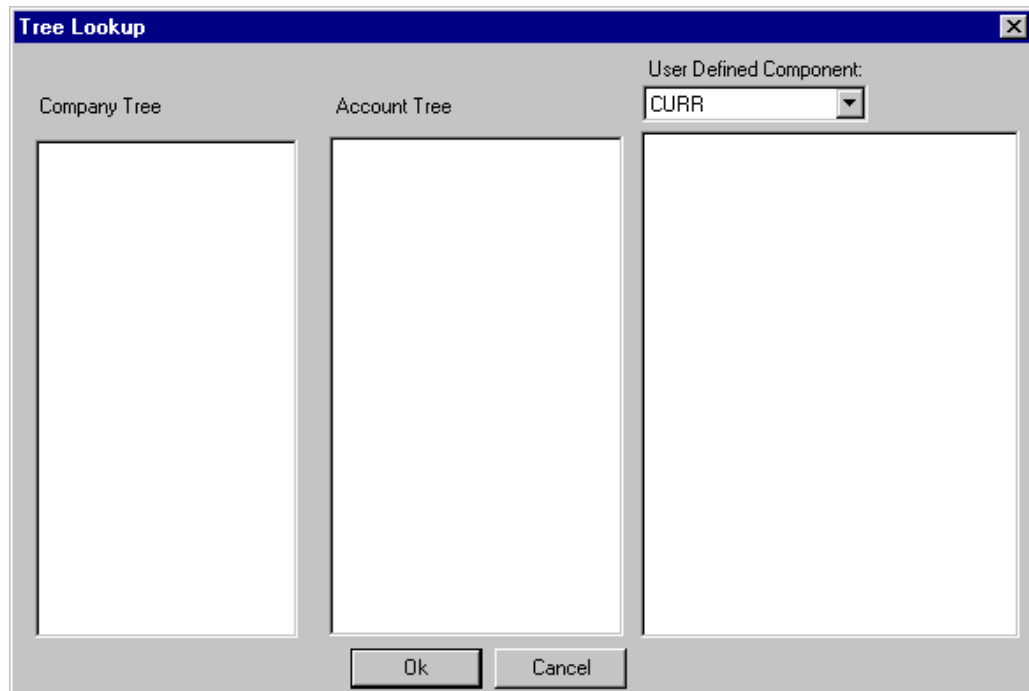
4. The tree is displayed only for components which have the **Tree** radio button selected on the **Account Mass Create** dialog box.

To Open the Tree Lookup Dialog Box

To Open the Tree Lookup Dialog Box, take the following steps:

Step / Action

1. Select **Utilities, Account Mass Create**.
2. Select the **Tree Lookup** button.
- 3 The **Tree Lookup** dialog box displays.



Tree Lookup Dialog Box

The **Tree Lookup** dialog box is where you specify the desired components.

The following lists the fields and buttons in this Dialog Box.

Company Tree Area

Account Tree Area

User Defined Component Area

OK button

Cancel button

To Open the Structured Tree Balance Inquiry Dialog Box

To Open the Structured Tree Balance Inquiry Dialog Box, take the following Step:

Select **Inquiries, Structured Tree Balance Inquiry**

Structured Tree Balance Inquiry - FGLT600

Query Identifier:

☐ Include Source
☐ Use Column Tree
☐ Suppress Zeros

Column Attributes:

Selected Column Attributes:

Row Tree Information:

Tree Name:

Start Date: / /

End Date: / /

Node:

Column Tree Information:

Tree Name:

Start Date: / /

End Date: / /

Node:

Global Attributes:

	Balance	Calendar	Source	Base	Amount Type	Year	Per	Date
1	ACCRUAL	STND12			MTD Period Ne	2001	9	09/17/2001

Detail Column Attributes:

1
2
3
4
5

☐ Spreadsheet

Structured Tree Balance Inquiry

You must select a tree to be displayed on the rows for this inquiry to be used. You can only query on Prebuilt, Activated trees. The **Structured Tree Balance Inquiry** dialog box is used.

Structured Tree Balance Inquiry Dialog Box

Structured Tree Balance Inquiry - FGLT600

Query Identifier:

☐ Include Source
☐ Use Column Tree
☐ Suppress Zeros

Column Attributes: Balance Code, Calendar Code, Date, Period, Year

Selected Column Attributes:

Row Tree Information:
Tree Name:
Start Date:
End Date:
Node:

Column Tree Information:
Tree Name:
Start Date:
End Date:
Node:

	Balance	Calendar	Source	Base	Amount Type	Year	Per	Date
1	ACCRUAL	STND12	USD	USD	MTD Period Net	2003	5	05/27/03

Global Attributes :

Detail Column Attributes :

☐ Spreadsheet

The following lists the fields and buttons in this dialog box.

Query Identifier

Column Attributes

Selected Column Attributes

Include Source Check Box

Use Column Tree Check Box

Row Tree Information

Tree Name

Start Date

End date

Node

Select Node button

Column Tree Information

Tree Name

Start Date

End date

Node

Select Node button

Global Nodes button

Global Attributes

Balance

Calendar

Source

Base

Amount Type

Year

Period

Detail Column Attributes

Balance

Calendar

Source

Base

Year

Per

Spreadsheet check box

Suppress Zeroes check box

Cancel button

Append button

Insert button

Delete button

Undelete button

Print button

Execute Query button

Utilizing the Structured Tree Balance Inquiry Dialog Box

To utilize the structured tree balance dialog box, take these steps:

Step / Action

1. Select **Structured Tree Balance Inquiries** from the **Inquiry** menu. The **Structured Tree Balance Inquiry** dialog box is displayed.

2. Flexible Order By (go by the order in the Selected Column Attributes list box) – this is the order in which the column headers and the results are displayed.

3. You only need to allow the distinct values they want to query on in the detail spreadsheet. The process (QueryResults stored procedure) deals with generating all combinations of the details attribute values.

4. Select the **Global Nodes** button to go to the next dialog, which allows you to narrow down the query by selecting a node on the third tree. Also, you can choose how many levels deep you want the row and column information displayed.

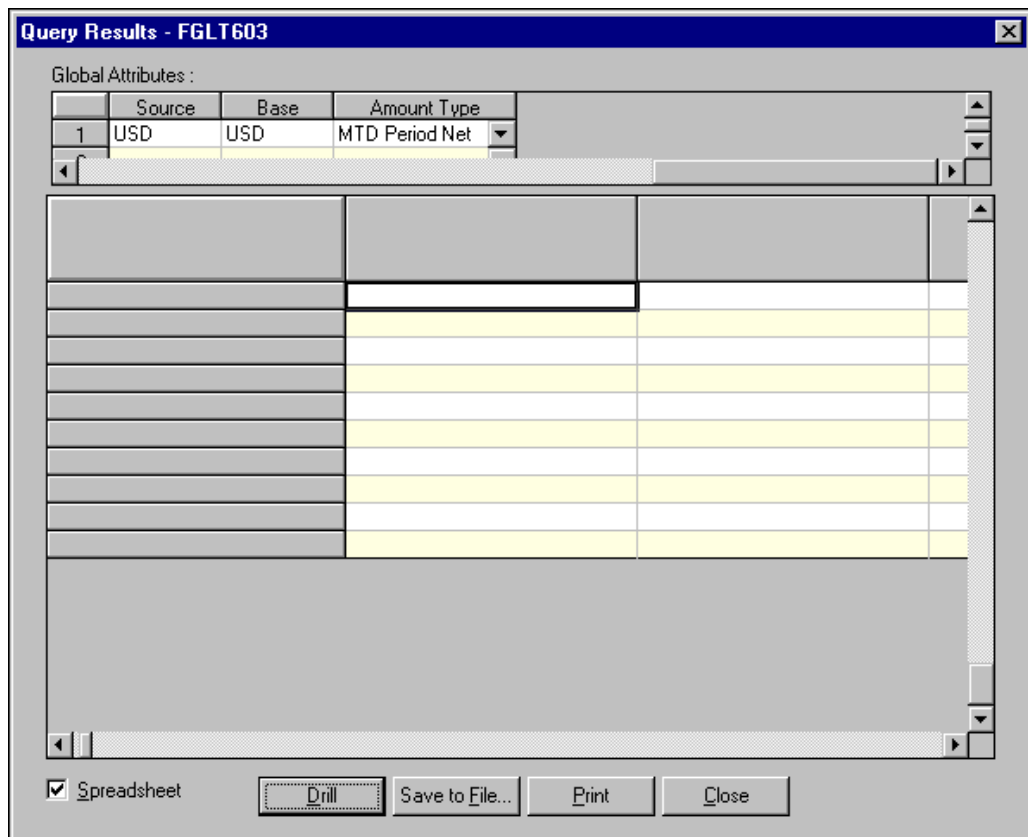
5. If the **Suppress Zeroes** checkbox is checked, the rows and columns which have no balances or have zero balances are suppressed.

6. Selecting the **Execute Query** button executes the stored procedure QueryResults. The results are displayed on the **Query Results** dialog box.

To Open the Query Results Dialog Box

To open the **Query Results** dialog box, take the following Step:

Select **Inquiries, Structured Tree Balance Inquiry**, then select the **Execute Query** button



Query Results Dialog Box

Use the **Query Results** dialog box to view query results.

The following lists the fields and buttons in this dialog box.

Source
Base
Amount Type
Year
Period
Query Results Area
Spreadsheet Check Box
Drill button
Save to File button
Print button
Close button

Viewing the Query Results

To view the Query Results dialog box, take these steps:

Step / Action

1. Select **Structured Tree Balance Inquiries** from the Inquiry menu. The **Structured Tree Balance Inquiry** dialog box is displayed.
2. Select the **Execute Query** button to execute the stored procedure QueryResults and display the **Query Results** dialog box.
3. **Global Attributes** correspond to the global attributes chosen on the **Structured Tree Balance Inquiry** box. The column header information comes from the values specified in the detail column attributes spreadsheet.
4. The row nodes are indented for the child nodes. Both column and row nodes are displayed in the list order (this is maintained when the tree is activated).

5. **Include Source** checkbox option on the **Structure Tree Balance Inquiry** box. This would display both the Source and Base amounts (in that order).

6. Selecting **Drill** with a row selected will re-execute the query for that row. For example, if you were showing the parent and one level down and then selected the lower level, the query would show that node and one lower.

Associate Tree Dialog Box

The following lists the fields and buttons in this dialog box.

Tree Name

Start Date

Method

Selected Node

Spreadsheet Check Box

OK button

Cancel button

Append button

Delete button

Insert button

Undelete button

Print button

Select button

Selecting Global Nodes

To Select Global Nodes, take these steps:

Step / Action

1. The **Select Global Nodes** box allows the user to further narrow the query results criteria by selecting nodes on Component Trees.

	Tree Name	Start Date	Method	Offset	Selected Node
1			Node only		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

☐ Spreadsheet

OK Cancel Append Delete Insert Undo Print Select...

2. You can select different **Methods** for the Row/Column Tree. The default is Node Only. The other options are Node and Immediate Children and Expand by Level. The Expand by Level option allows you to enter how many levels down you want displayed. Node and Immediate Children is basically the same as Expand by Level with Offset set to 1.

3. If the **Method** is Expand by Level, you can enter how many levels down you want the query results displayed.

4. Row and column trees can select any of the above three Methods. The other trees, if specified (e.g., CoTree in the above screen) can only choose Node Only method.

5. If you do not come into this screen, the default for the components (other than the Row and column) is the top level (everything).

Chapter 18 Index

A

About.....	1-8	Account Reconciliation Aging Report Dialog Box	7-15
Account Balances	3-7	Account Reconciliation Definition Dialog Box.....	16-4
Account Definitions	3-5	Account Reconciliation Detail	16-9
Account Factor Method (Allocations)...	15-7	Account Reconciliation Detail Dialog Box	16-10
Account Mapping	9-1	Account Reconciliation Summary Dialog Box.....	16-8
Introduction.....	9-1	Account Reconciliation Summary Results	16-8
Account Mapping Journals	9-6	Account Structure	3-2
Account Mapping Rule - Phase 1	9-4	Account Subledger Detail Trial Balance Report	7-5
Header	9-4	Account Summary Inquiry.6-11, 6-15, 6-16, 10-35, 11-25	
Account Mapping Rule - Phase 2	9-4	Multiple Source Currencies (Source Currency Mode).....	10-35
Detail	9-4	Posting Currency Mode	11-25
Account Mapping Rules.....	9-2	Accounting Pool Maintenance Dialog Box(Allocations).....	15-38
Defined	9-3	ACME Entertainment (Posting Currency Journals)	11-3
Account Mapping Structures	9-1	Actions Group	1-6
Account Masking Techniques.....	3-16	Activating/Inactivating Trees	17-9
Account Masks		Adding Children to the Tree	17-7
Allocations	15-4	Additional Account Specifications.....	3-11
Account Masks-Allocations.....	15-4	Additional Book Currency Dialog Box	11-17
Account Mass Create Dialog Box	17-10	Posting Currency Journals	11-17
Account Reconciliation16-1, 16-2, 16-3, 16- 6, 16-7, 16-8, 16-10, 16-11		Additional Book Currency Valuation Dialog Box.....	10-28
Five Phases.....	16-2	Source Currency Journals	10-28
Account Reconciliation - Phase 1	16-2	Aggregates and Averages (Structure Inquiry).....	6-6
Define Reconciliation Accounts.....	16-2	Allocation Distribution Dialog Box- Constant Method	15-28
Account Reconciliation - Phase 2	16-3	Allocation Distribution Dialog Box- Table Constant Method	15-30
Define Reconciliation Rules	16-3		
Account Reconciliation - Phase 3.....	16-6		
Processing a Reconciliation	16-6		
Account Reconciliation - Phase 4.....	16-7		
Review Discrepancies	16-7		
Account Reconciliation - Phase 5.....	16-11		
Correct Discrepancies	16-11		

Allocation Distribution Dialog Box-Account Factor Method	15-25	Allocation Processing	15-44
Allocation Distribution Dialog Box-Factor Method.....	15-23	Allocations - Phase 5	15-46
Allocation Distribution Dialog Box-Percentage Method	15-21	Reviewing Allocation Journals.....	15-46
Allocation Distribution Method	15-13, 15-15	Application Menu - Attach	1-11
Allocation History Dialog Window	15-49	Application Menu - Audit	1-11
Allocation Journal	15-49	Application Menu - Close All	1-11
Allocation Method	15-12	Application Menu - Delete.....	1-11
Allocation Methods ...	15-5, 15-6, 15-7, 15-9	Application Menu - New	1-11
Account Factor (defined)	15-7	Application Menu - Print.....	1-10
Factor (defined)	15-7	Application Menu - Search.....	1-11
Percentage (defined)	15-6	Application Window - Ribbon Display	1-1
Allocation Pool Entry Box (defined) ...	15-34	Assignment Dialog Boxes	1-17
Allocation Pool Rule Dialog Box	15-34	Associate Tree Dialog Box	17-18
Allocation Procedure Dialog Box	15-42	Average Daily Balance Report.....	7-12
Allocation Procedures.....	15-1	Average Daily Balance Report Manager .	7-12
Allocation Purge History	15-54	Average Daily Balances.....	6-14
Allocation Steps Dialog Box	15-41	calculation.....	14-18
Allocation Sub-Menu.....	15-4	generation.....	14-18
Allocation Target Rule Dialog Box.....	15-12	B	
Allocation Target Rules.....	15-9	Balance Amounts.....	3-9
Allocations ..	15-9, 15-10, 15-34, 15-36, 15-38, 15-40, 15-43, 15-44, 15-46, 15-48	Balance Amounts (defined)	3-9
Account Masks	15-4	Balance Codes (defined)	3-8
Defining an Allocation Procedure ..	15-40	Balance Rules	3-8
Introduction.....	15-2	Prior Period Adjustment Journals....	13-6
Recurring	15-51, 15-52, 15-54	Prior Period Adjustments.....	13-6
Source Pool Definition.....	15-34, 15-38	Balance Rules (defined).....	3-8
Specifying Target Accounts.....	15-18	Balance Types	3-7
Allocations - Phase 1	15-10	Basic Search Techniques	1-21
Target Rule Definition.....	15-10	Beginning Balance Journals	8-12
Allocations - Phase 2.....	15-34	Beginning Balances	8-11
Source Pool Definition.....	15-34	Viewing	8-13
Allocations - Phase 3.....	15-40	C	
Defining the Allocation Procedure .	15-40	Calculating Aggregates and Averages ..	6-6
Allocations - Phase 4.....	15-44	Calculating Average Daily Balances..	14-18
		Chart of Accounts	3-13
		Chart of Accounts (defined)	3-13

Chart of Accounts Report	7-11	Currency Daily Process	14-3, 14-4
Clearing Account Reconciliation	16-12	Currency Fields of the Journal Entry Dialog Box - E Page (Posting Currency Mode)	11-9
Clearing Account Reconciliation Detail..	16-14	Currency Fields of the -Journal Entry Dialog Box - E Page (Source Currency Journals)	10-14
Clearing Account Reconciliation Summary	16-13	Currency Fields of the Journal Entry Dialog Box - S Page (Posting Currency Mode)	11-10
Clipboard Group	1-6	Currency Fields of the Journal Entry Dialog Box-S Page (Source Currency Journals)	10-15
Close.....	1-4	Currency Lexicon	2-4
Close Period Dialog Box.....	14-11	Currency Processing Modes.....	2-3
Close Year Dialog Box.....	14-20	Currency Rates Definition Dialog Box	10-12
Closing a Period.....	14-10, 14-11, 14-13, 14-16	Currency Rates Dialog Box	10-9
Closing a Year	14-18	Currency Revaluation 14-2, 14-3, 14-4, 14- 5, 14-6	
Combining Allocation Methods	15-9	Gain	
Company	3-3	Loss and Offset Accounts.....	14-4
Consolidation Export Dialog Box	14-23	Gains and Losses	14-4
Constant Method	15-8	Currency Revaluation Procedures 14-2, 14- 6, 14-7, 14-8	
Constructing a Multiple-Mask Source Pool Definition (Allocations).....	15-38	Currency Roles	2-2
Constructing a Prior Period Adjustment Journal.....	13-6	D	
Conventions Used in Help	1-13	Daily Balance Information Dialog Box .	6-15
Converting a Journal to a Skeleton ...	12-16	Daily Process	14-16
Copying a journal.....	4-20	Data Area.....	1-5
Copying an existing journal	4-20	Data Entry Errors	1-29
Currency Balances Dialog Box.....	14-3	Data Search	3-14
Currency Breakdown Dialog Box-Upper Fields	10-44	Search	3-14
Currency Breakdown Inquiry	10-43	Data Search and Retrieval.....	1-21
Currency Breakdown Table	10-46	Database Error Messages	1-29
Beginning Balances.....	10-46	Database Warning Messages.....	1-32
Inception-to-date		Day Close Box (defined)	14-11
Day-to-Date	10-45	Define Tree Dialog Box.....	17-7
Year-End Adjustments	10-46	Defining an Account Mapping Rule	9-3
Currency Concepts and Terms.....	10-3	Defining an Allocation Procedure	15-40
Source Currency Mode	10-3	Defining Skeleton Journals	12-10, 12-11
Currency Concepts and Terms - Posting Currency Mode	11-2		
Currency Conversion	10-7		

Detail Boxes.....	1-18	Five Phases of Account Reconciliation	16-2
Detail History Dialog Box - Additional Book Currency Values (Posting Currency Journals).....	11-29	Five Phases of an Allocation	15-9
Detail Trial Balance Report.....	7-5	Five Phases of Skeleton Journal Development	12-3
Developing Posting Currency Journals	11-8	Four Phases of the Source Currency Journal	10-14
Development of a Beginning Balances Journal.....	8-12	Fully Qualified Account Numbers	3-5
Development of an Account Mapping Journal.....	9-6	G	
Development of an Intercompany Journal	8-10	Gain.....	14-4
Development of a Posting Currency Journal—Phase 2	11-14	Loss and Offset Accounts (Currency Revaluation)	14-4
Journal Detail	11-14	General Ledger Accounts	3-1
Development of a Source Currency Journal—Phase 2	10-19	Introduction	3-1
Journal Detail	10-19	H	
Display Settings	1-12	Help About	1-8
E		Help Icon	1-8
Edit Group.....	1-6	How to Add Exchange Rate Detail	10-12
Element Codes	3-4	How to Add Transaction Detail (Skeletons)	12-14
Elements of the Account Structure	3-3	How to Carry Out a Journal Detail History Inquiry	6-21
End.....	14-1, 14-2, 14-22	How to Carry Out an Account Summary Inquiry in Multiple Currencies	11-25
End-of-Period Consolidations .	14-22, 14-23	Posting Currency Mode	11-25
End-of-Period Procedures ...	14-1, 14-2, 14-10, 14-18, 14-22, 14-24, 14-26	How to Carry Out an End.....	14-8
Introduction.....	14-2	How to Conduct a Currency Daily Process	14-4
Exchange Rate Table ...	2-4, 10-7, 10-9, 10-10, 10-12, 11-7	How to Conduct a Journal Detail Inquiry into Transactions Valued in the Originating Posting Currency.....	11-30
Exchange Rate Table Construction - Phase 1.....	10-8	Posting Currency Mode	11-30
Valuation Parameters.....	10-8	How to Conduct a Journal Detail Inquiry into Transactions Valued in the Originating Source Currency(s)	10-40
Exchange Rate Table Construction - Phase 2.....	10-10	How to Conduct a Journal Detail Inquiry with Transactions Valued in an Additional Book Currency	11-31
Detail	10-10	Posting Currency Mode	11-31
Exchange Rates	10-7, 10-8	Source Currency Mode.....	10-42
Exit	1-12	How to Conduct a Journal Summary Inquiry	6-19
F			
Factor Method (Allocations).....	15-7		

How to Conduct a Journal Summary Inquiry into Posting Journal Activity .. 11-27	How to Post Source Currency Journal Entries—Screen 10-31
How to Conduct a Journal Summary Inquiry into Source Currency Activity 10-38	How to Prepare a Beginning Balances Journal 8-13
How to Conduct a Multiple Currency Structure Inquiry 11-23	How to Prepare a Year 14-26
Posting Currency Mode 11-23	How to Prepare an Intercompany Journal 8-10
How to Conduct a Structure Inquiry – Multiple Currencies 10-34	How to Prepare Journals with Subledger Values 8-4
Source Currency Mode 10-34	How to Process an Allocation 15-46
How to Construct a Journal Header 4-7	How to Use a Spreadsheet to Add Journal Detail 4-14
How to Construct a Prior Period Adjustment Journal 13-6	How to View Beginning Balances 8-13
How to Construct a Single 15-36	I
How to Construct the Header of a Source Currency Journal 10-17	Identify Target Rule 15-12
How to Defer Posting 4-22	Initiating a Prior Period Adjustment Journal 13-5
How to Define a Multi 15-43	Inquiries 6-1, 6-3, 6-4, 6-7, 6-10, 6-16, 6-19, 6-21
How to Define a Single 15-43	Currency Breakdown Inquiry 10-43
How to Define a Skeleton Group 12-4	Introduction 6-1
How to Develop a Reversing Journal .. 8-14	Journal Summary Inquiry 6-16
How to Develop an Account Mapping Journal 9-6	Summary Balance 6-10
How to Enter Journal Detail 4-13	Inquiries in a Multiple Currency Environment 10-32
How to Enter Transaction Detail . 10-21, 10-22, 10-24, 10-26	Source Currency Mode 10-32
Posting Currency Journal 11-16	Inquiries in a Multiple Currency Environment (Source Currency Mode) 10-32
How to Export Balances for Consolidation 14-23	Inquiries in a Posting Currency Mode 11-21, 11-22, 11-25, 11-27, 11-29
How to Initiate a Currency Breakdown Inquiry 10-46	Inquiries in a Source Currency Mode 10-32, 10-34, 10-35, 10-37, 10-38, 10-39, 10-40, 10-42, 10-43, 10-46
How to Isolate and Review Journal Activity in a Single Posting Currency 11-28	Inquiry Levels 6-2
Posting Currency Mode 11-28	Inquiries 6-19
How to Post a Skeleton Active Journals. 12-14	Journal Detail History Inquiry 6-19
How to Post Journal Entries—Screen . 4-21	Structure Inquiry 6-3
Posting Currency Journals 11-21	Intercompany Journals 8-9
	Journal Source Settings 8-9
	Intercompany Rules 8-7, 8-8

Intercompany Transactions	8-6	Journal Detail History - Results	6-22
Intercompany Transactions - Structure .	8-7	Journal Detail History Inquiry	6-19
Introduction	17-1	Journal Detail History Results Dialog Box	6-22
Account Reconciliation	16-1	Journal Detail Inquiry	6-19, 6-22, 10-39, 11-29
Multiple Currency Processing in a Posting Currency Mode	11-2	Multiple Currencies	
Prior Period Adjustment Journals....	13-1	Source Currency Mode.....	10-39
Reports	7-1	Posting Currency Mode	11-29
Introduction to Multiple Currencies	2-1	Journal Detail Inquiry-Option 1	10-40
J		Source Currency Values (Source Currency Mode).....	10-40
Journal Basics 4-7, 4-9, 4-10, 4-13, 4-14, 4-15, 4-18, 4-20, 4-21, 4-22		Journal Detail Inquiry-Option 2	10-41
Journal Batch Filter Dialog Box	4-16	Additional Book Currency Values (Source Currency Mode)	10-41
Journal Detail 4-10, 4-11, 4-13, 4-14, 5-5, 5-7, 10-22, 10-23, 10-25		Journal Detail with Subledger	7-7
Multiple Source Currency		Journal Development Basics	4-2
Look-Up Translation	10-25	Four Phases	4-2
Manual Translation	10-23	Introduction	4-2
Multiple Source Currency Journal		Journal Development—An Introduction .	4-2
Manual Translation	5-5	Journal Development-Phase 1	4-3
Multiple Source Currency Journal-Look- Up Translation.....	5-7	Journal Header	4-3
Single Source Currency		Journal Development—Phase 1	4-3
Look-Up Translation	10-22	Journal Header	4-3
Manual Translation	10-20	Journal Development-Phase 2	4-10
Journal Detail - Source Currency Journals	5-1	Journal Detail.....	4-10
Journal Detail by Account Report	7-8	Journal Development—Phase 2	4-10
Journal Detail by Account Report Manager	7-8	Journal Detail.....	4-10
Journal Detail by Batch Number Report ..	7-10	Journal Development-Phase 3	4-15
Journal Detail Dialog Box	4-11	Verification	4-15
Single Source Currency Journal		Journal Development—Phase 3	4-15
Manual Translation	5-3	Journal Development-Phase 4	4-21
Single Source Currency Journal - Look- Up Translation.....	5-4	Posting.....	4-21
Journal Detail Dialog Box - Posting Currency Journals	11-14	Journal Development—Phase 4	4-21
		Posting.....	4-21
		Journal Entry Box—E Page (defined)	4-4
		Journal Entry Dialog Box	4-3
		Overview	4-3

Journal Entry Dialog Box-E Page	4-4
Journal Entry Dialog Box-E Page (Prior Period Adjustments)	13-5
Journal Entry Dialog Box-S Page	4-5
Journal Header History Dialog Window	6-21
Journal Headers .. 4-3, 4-4, 4-5, 4-7, 4-9, 4- 10	
Journal Headers (defined)	4-3
Journal Posting	4-21
Journal Review and Verification	4-15
Journal Selection	4-15
Journal Source Definition.....	9-6
Journal Sources	4-23
Journal Summary Dialog Window	6-18
Journal Summary Inquiry 6-16, 6-18, 10-37, 11-27	
Posting Currency Mode	11-27
Source Currency Mode	10-37
Journal Transaction Amounts-Additional Book Currency Values (Posting Currency Mode).....	11-17
Journal Transaction Amounts-Additional Book Currency Values (Source Currency Journals)	10-27
Journal Verification	4-15
Journals	8-11
Beginning Balance Entries	8-11
Intercompany Transactions	8-6
Unposting a Revaluation Journal	14-9
Journals - Special Procedures.....	8-1
Introduction.....	8-1
Journals-Basic Procedures.....	4-1
Journals-Special Procedures.....	8-1
Journals—Special Procedures	8-1
Journnal Detail Dialog Box	5-1
K	
Key Currency Concepts and Terms	11-3
Posting Currency Mode	11-3
Source Currency Mode	10-3

Key Tips	1-8
----------------	-----

M

Masking Techniques	3-16
Maximize	1-4
Message Pads	1-20
Minimize	1-4
Minimizing the Ribbon.....	1-4
Modes	2-3
Currency Processing	2-3
Multi.....	8-5, 8-7, 8-9
Multi-Company Journals	8-5
Journal Source Settings	8-5
Multiple Currencies	10-7
Exchange Rate Table	10-7, 11-7
Posting Currency Mode	11-1
Multiple Currencies - Posting Currency Mode	11-1
Multiple Currencies - Source Currency Mode.....	10-1
Introduction	10-2
Multiple Currencies Overview	2-1
Introduction	2-1
Multiple Currency Inquiries	10-32
Source Currency Mode.....	10-32
Multiple Currency Inquiries	11-21
Posting Currency Mode	11-21
Multiple Currency Processing	11-4
Prerequisites (Posting Currency Mode)	11-4
Prerequisites (Source Currency Mode)	10-4

N

Natural Balance Designations	3-10
Node Definition Dialog Box	17-4

O

One-to-One Linkage	15-36
Source Pool	

Target and Offset Accounts (Allocations)	15-36	Prior Period Adjustments ..	13-1, 13-2, 13-3, 13-4
Online Help	1-13	Balance Rules	13-6
P		Prior Period Journals	13-3
Percentage Method (Allocations)	15-6	Prior Year Journals	13-2
Period.....	14-16	Processing Errors	1-30
Period Close	7-18, 14-14, 14-16	Project and Sub-Project Transactions .	4-25
Period Re-Open.....	7-18, 14-14, 14-16	Purge History	15-54
Post Allocations Dialog Box.....	15-45	Q	
Post Skeletons Dialog Box	12-15	Query Results Dialog Box.....	17-17
Posting Account Search Dialog Box....	3-14	Question 2 Have Currencies been Defined?	10-5
Posting Currency Journal Development - Phase 1	11-9	Question 3 Have Currency Rules been Defined?	10-5
Journal Header	11-9	Question 4 Has a Currency Rule been Assigned to Each Company Represented in the Chart-of-Accounts?	10-6
Posting Currency Journal Development - Phase 2	11-14	Quick Access Toolbar	1-2
Journal Detail	11-14	R	
Posting Currency Journal Development - Phase 3	11-19	Re.....	14-24
Verification.....	11-19	Reconciliation	16-9
Posting Currency Journal Development - Phase 4	11-20	Detail.....	16-9
Posting.....	11-20	Reconciliations.....	16-11
Posting Currency Journal Development— Phase 1	11-9	Reviewing and Correcting Discrepancies	16-11
Journal Header	11-9	Reconciliation.....	16-1
Posting Currency Journals... 11-8, 11-9, 11- 12, 11-14, 11-16, 11-19, 11-20, 11-21		Reconciliation Aging	7-15
Development	11-8	Reconciliation Audit Report	7-17
Prerequisites)	11-4	Reconciliation Audit Report Dialog Box	7-17
Posting Currency Mode	11-3	Reconciliation Detail Report	7-16
Key Currency Concepts and Terms	11-3	Reconciliation Detail Report Dialog Box..	7-16
Transactions and Balances	11-1	Reconciliation Rule - Step 2	16-5
Posting Journals	4-21, 4-22	Specifying a Rules Reconciliation Accounts.....	16-5
Print Setup	1-11	Reconciliation Rule -Step 1	16-3
Printing from a Server.....	7-19	Constructing the Rules Header	16-3
Prior Period Adjustment Journals . 13-4, 13- 5, 13-6		Reconciliation—Phase 3.....	16-11

Recurring Allocations.....	15-51	Searching for Accounts.....	3-14
Recurring Definition Dialog Box(Allocations)	15-52	Selecting Global Nodes	17-18
Reports	7-1, 7-8, 7-12, 7-18	Selecting Journals for Review and Verification	4-15
Repost Period Dialog Box.....	14-24	Skeleton Detail	12-8
Re-posting a Period	14-24, 14-25	Skeleton Development.....	12-3, 12-4, 12-8, 12-9, 12-13, 12-14
Resizing Ribbon.....	1-4	Skeleton Development - Phase 1	12-3
Responsibility Center.....	3-4	Skeleton Groups	12-3
Retrieving Lists of Journals	4-18	Skeleton Development - Phase 2	12-4
Reval Account Maintenance Dialog Box (Currency Revaluation)	14-5	Skeleton Header	12-4
Revaluation.....	14-9	Skeleton Development - Phase 3	12-8
Unposting a Revaluation Journal	14-9	Skeleton Detail	12-8
Revaluation Dialog Box	14-7	Skeleton Development - Phase 4	12-13
Revaluation Journal	14-9	Preparing an Ad Hoc SkeletonActive Journals.....	12-13
Unposting	14-9	Skeleton Development - Phase 5	12-14
Revaluation Journals	14-10	Reviewing and Posting Active Journals	12-14
Unposting	14-10	Skeleton Entry Dialog Box	12-4
Reversing Journals	8-13	Skeleton Entry Dialog Box-E Page	12-5
Review Account Reconciliation Dialog Box	16-6	Skeleton Entry Dialog Box-R Page.....	12-8
Review/Post Journals Dialog Box.....	4-18	Skeleton Entry Dialog Box-S Page	12-6
Reviewing and Verifying Journals	4-20	Skeleton Group Dialog Box	12-3
Reviewing the Results of a Structure Inquiry	6-8	Skeleton Groups	12-3, 12-4
Ribbon Buttons	1-7	Skeleton Headers	12-4
Ribbon Groups.....	1-5	Skeleton Journal Detail Dialog Box	12-9
Ribbon Navigation	1-1	Skeleton Journals	12-1, 12-3
Ribbon Style	1-7	Introduction	12-1
Ribbon Tabs	1-5	Skeletons	12-14
Roles.....	2-2	Active Journals	12-13, 12-14, 12-15
Currency	2-2	Reviewing and Posting Active Journals	12-14
Roll-ups.....	3-11	Source Currency Journal Development- Phase 1.....	10-14
Rule Error Messages	1-36	Journal Header	10-14
S		Source Currency Journal Development— Phase 1.....	10-14
Save As Button	1-12	Journal Header	10-14
Save Button	1-12		
Search Tips.....	1-23		

Source Currency Journal Development- Phase 2	10-19	Structured Tree Balance Inquiry	17-13
Journal Detail	10-19	Structured Tree Balance Inquiry Dialog Box	17-14
Source Currency Journal Development- Phase 3 Verification	10-29	Subledger Trial Balance Report.....	7-5
Source Currency Journal Development- Phase 4	10-31	Subledger Values.....	8-3
Posting.....	10-31	Validity Checks	8-3
Source Currency Journals10-14, 10-19, 10- 30, 10-31		Subledger Values-Validity Checks.....	8-3
Development	10-13	Subledgers	3-11, 8-2
Prerequisites.....	10-4	Introduction	8-2
Source Currency Journals - Journal Detail Dialog Box	5-1	Subledgers (defined).....	3-11
Source Currency Journals-An introduction	10-13	Summary Balance Inquiries	6-10
Source Pool Definitions (Allocations)	15-34	T	
Special Purpose Accounts.....	3-11	Table Constant Details.....	15-15
Specifying Target Accounts and their Factors or Percentages (Allocations)	15-18	Table Constant Details Dialog Box	15-15
Standard Windows Selection Techniques	1-19	Table Constant Maintenance	15-13
Sticky Notes	1-26	Table Constant Maintenance Dialog Window	15-13
Structure Inquiry	6-3, 6-6, 6-8, 6-9, 6-10	Target Rule	15-9, 15-12, 15-13, 15-15
Multiple Currency Balances		Target Rule Identity and Method (Allocations)	15-11
Posting Currency Mode.....	11-22	The Skeleton Sub-Menu	12-2
Source Currency Mode	10-32	Title bar	1-4
Structure Inquiry - Posting Currency Mode	11-22	To Add Exchange Rate Detail	10-12
Structure Inquiry - Source Currency Mode	10-32	To Add Multi-Company Detail.....	8-6
Structure Inquiry Dialog Box.....	6-4	To Add the Detail of an Active Journal ..	12-14
Multiple Currencies		To Assign Responsibility for a Correction	16-11
Posting Currency Mode.....	11-22	To Carry Out a Currency Revaluation .	14-8
Structure Inquiry Dialog Box-Source Currency Fields	10-33	To Carry Out an Account Summary Inquiry	11-25
Structure Inquiry Results Dialog Box.....	6-9	Posting Currency Mode	11-25
Structure Inquiry Specifications	6-4	To Carry Out an Account Summary Inquiry in Multiple Currencies (Source Currency Mode).....	10-35
Combinations	6-4	To Close a Period	14-13
		To Close a Year	14-21
		To Conduct a Currency Daily Process.	14-4

To Conduct a Journal Detail Inquiry into Transactions Valued in an Additional Book Currency (Posting Currency Mode)	11-31	To Define an Ad Hoc Skeleton	12-10
To Conduct a Journal Detail Inquiry into Transactions Valued in the Originating Posting Currency.....	11-30	To Define and Execute a Structure Inquiry	6-7
To Conduct a Journal Detail Inquiry into Transactions Valued in the Originating Source Currency(s)	10-40	To Define the Bases for Valuation	10-9
To Conduct a Journal Detail Inquiry with Transactions Valued in an Additional Book Currency (Source Currency Mode)	10-42	To Delete a Journal Header.....	4-10
To Conduct a Journal Summary Inquiry ..	6-19	To Develop a Reversing Journal	8-14
To Conduct a Journal Summary Inquiry into Source Currency Activity	10-38	To Enter Journal Detail	4-13
To Conduct a Structure Inquiry - Multiple Currencies	11-23	To Enter Subledger Values.....	8-4
Posting Currency Mode	11-23	To Enter Transaction Detail	10-24
To Conduct a Structure Inquiry - Multiple Currencies (Source Currency Mode) ..	10-34	Multiple Source Currency	
To Construct a Journal Header	4-7	Manual Translation	10-24
To Construct a Multiple	15-39	Single Source Currency	
To Construct a Multiple-Mask Pool....	15-39	Look-Up Translation	10-22
To Construct a Single-Account Source Pool (Allocations)	15-36	Manual Translation	10-21
To Construct a Source Pool Definition-Recurring Allocations	15-54	To Enter Transaction Detail - Posting Currency Journals	11-16
To Construct the Header of a Posting Currency Journal	11-12	To Enter Transaction Detail for Multiple Source Currency.....	10-26
To Construct the Header of a Source Currency Journal	10-17	Look-Up Translation	10-26
To Copy an Existing Journal and Save it as a New Journal	4-20	To Export Balances for Consolidation ..	14-23
To Defer Posting	4-22	To Generate a Journal Detail by Account Report	7-9
To Define a Multi-Step Allocation Procedure	15-43	To Generate an Average Daily Balance Report	7-13
To Define a Recurring Skeleton	12-11	To Generate Average Daily Balances ..	14-18
To Define a Single-Step Allocation Procedure	15-43	To Initiate a Currency Breakdown Inquiry	10-46
To Define a Skeleton Group	12-4	To Initiate a Journal Detail Inquiry	6-21
		To Isolate Journal Activity in a Single Posting Currency	11-28
		To List of an Account Posting Journal Activity for a Period.....	11-27
		To Modify a Journal Header	4-9
		To Post a Recurring Skeleton Active Journals	12-15
		To Post and Report Journal Entries....	4-22
		To Post Journal Entries (Posting Currency Journals)	11-21
		To Post Journal Entries (Source Currency Journals)	10-31

To Post Journal Entries-Screen.....	4-21	To Unpost a Revaluation Journal	14-10
To Prepare a Beginning Balances Journal	8-13	To View an Account Reconciliations Summary Results	16-9
To Prepare a Prior Period Adjustment Journal.....	13-6	Tree Activate Inactivate	17-8
To Prepare a Prior Period Journal.....	13-3	Tree Activate/Inactivate Dialog Box	17-9
To Prepare a Prior Year Journal.....	13-2	Tree Definition and Maintenance	17-2
To Prepare a Year-End Adjustment Journal	14-26	Tree Lookup Dialog Box	17-12
To Prepare an Active JournalHeader	12-13	Tree Maintenance Dialog Box	17-3
To Prepare an Intercompany Journal ..	8-10	Trees Functionality.....	17-1
To Prepare Journals with Subledger Values.....	8-4	Trial Balance Detail Report	7-5
To Prepare the Account Mapping Journal9-6		Trial Balance Quantities Detail Report...	7-7
To Print from the Print Queue.....	7-19	Trial Balance Quantities Summary Report	7-6
To Process a Reconciliation	16-7	Trial Balance Reports	7-4
To Process an Allocation	15-46	Trial Balance Summary Report.....	7-4
To Re-post a Period.....	14-25	U	
To Retrieve a List of Active Journals ...	4-18	Unpost Journal Dialog Box	8-15
To Retrieve an Account's Average Daily Balances.....	6-16	Unposting a Journal	8-14
To Review Allocation Balances and Journals	15-48	Unposting a Revaluation Journal.....	14-9
To Review an Account Reconciliations Detail	16-10	Steps to Unpost a Revaluation Journal	14-10
To Review an Allocation Journal	15-47	Using Trees in Mass Create	17-10
To Review and Verify a Journal.....	4-20	Utilizing Account Mass Create	17-11
To Review and Verify a Posting Currency Journal.....	11-19	Utilizing the Structured Tree Balance Inquiry Dialog Box	17-15
To Review and Verify a Source Currency Journal.....	10-30	V	
To Review or Modify Translation Parameters-Additional Book Currencies	10-29	Verification Procedures-Security Considerations.....	4-15
To Review or Modify Translation Parameters-Additional Book Currencies (Posting Currency Mode)	11-18	Viewing Beginning Balances	8-13
To Unpost a Journal	8-15	Viewing the Query Results	17-17
		W	
		Window	1-1
		Y	
		Year.....	14-18, 14-26
		Year-End Adjustments	14-26
		Year-End Rollovers.....	14-20, 14-21