# Deloitte.

德勤

Hong Kong Trade Development Council

End User Training – General Ledger

25/ 27 AUG 2020

Agenda

- Journal Entry
  - Project Information on Journal Line
  - Journal Line Drilldown to Subledger
  - Subledger Drilldown to Journal Entries
  - Journal Creation by WEBADI
- Month End Process
  - Create Accounting
  - Transfer Journal Entries to GL
- FSG Reports
  - Generate FSG Report
  - Generate FSG Report Set
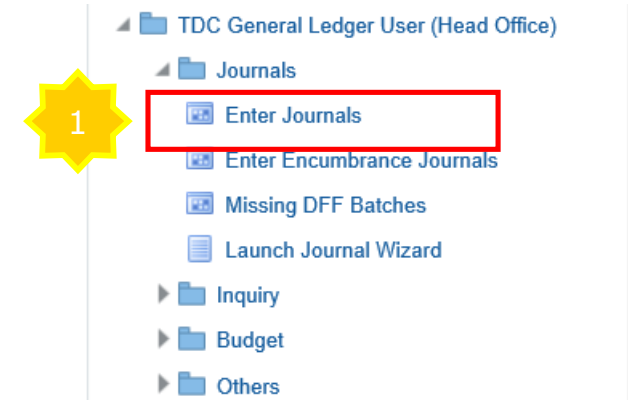
- Q&A
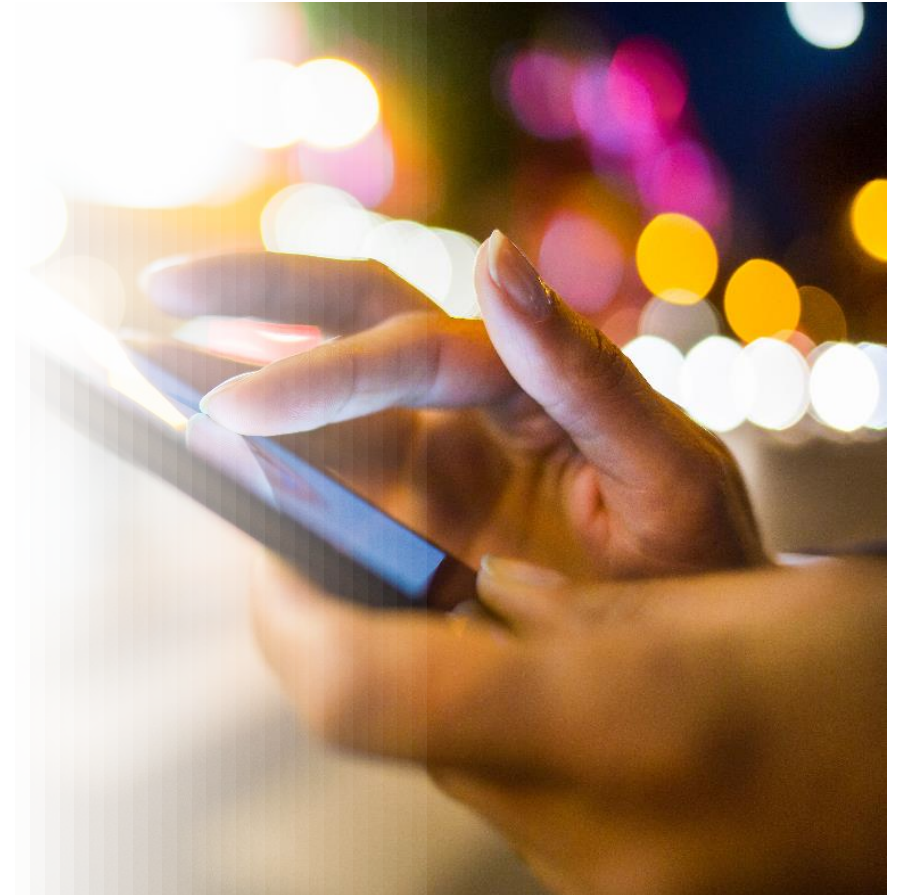
Journal Entry
Project Information on Journal Lines

Journal Entry

Project Information on Journal Lines (1/3)

New fields will be available for entering Project, Task, Expenditure Type or Revenue Event Type when entering project related journal lines.

1. GL - (N) > Journals > Enter Journals.

Journal Entry

Project Information on Journal Lines (2/3)

2. Enter the journal header information using the same procedures.
3. Enter the Journal Line Number, Account and Debit/ Credit Amount.
4. Click on the DFF [ ] to enter the project attributes.
5. Select "Project Expenditure" or "Project Revenue" if this is an expenditure item or revenue item of a project.
6. Select a Project Number.
7. Select the Task Number.
8. Select an Expenditure Type or Revenue Event Type.
9. Click "OK".

Note: The project attributes entered should match the nature, project activity, sub-activity, activity-location and analysis codes of the account entered.

Journal Entry

Project Information on Journal Lines (3/3)

10. If you entered a journal line charging to a project that requires project attributes, an error message will be shown if you try to create a new journal line or save the journal without completing the project attributes.
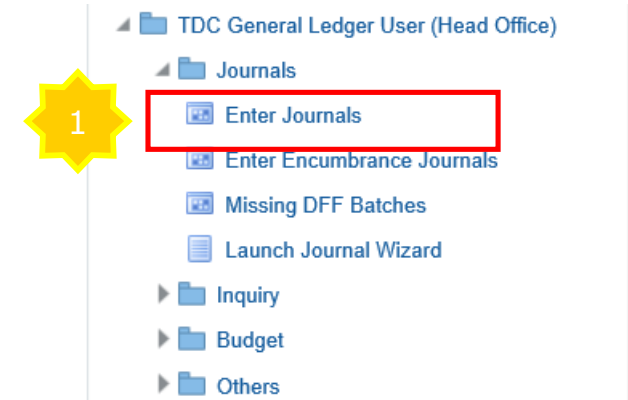
Journal Entry
Journal Line Drilldown to Subledger

Journal Entry

Journal Line Drilldown to Subledger (1/7)

You can drilldown from the journal line to the subledger to view
the source transaction of the journal line.

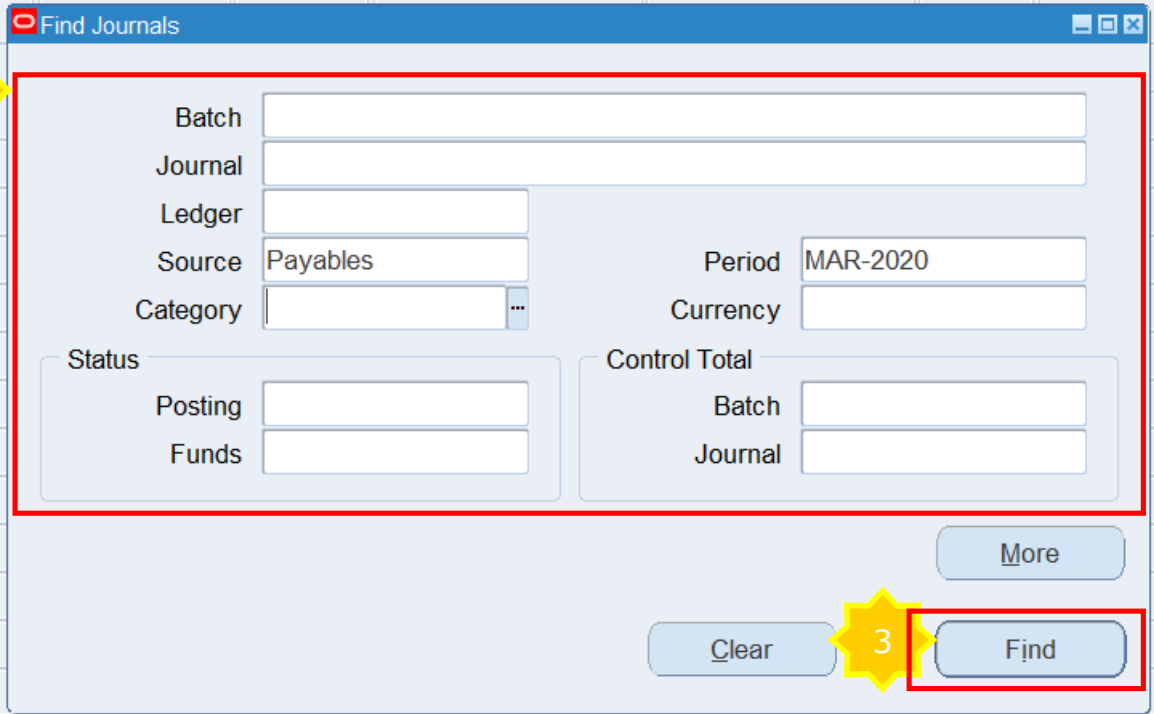1. GL - (N) > Journals > Enter Journals or Inquiry > Journals.

Journal Entry

Journal Line Drilldown to Subledger (2/7)

2. Enter the searching criteria to search for the journal entries.
3. Click "Find".

Journal Entry

Journal Line Drilldown to Subledger (3/7)

4. Select a journal entry.
5. Click "Review Journal".

Journal Entry

Journal Line Drilldown to Subledger (4/7)

6. Select a journal entry.
7. Click "Review Journal".

Journal Entry

Journal Line Drilldown to Subledger (5/7)

8. Select a journal line.
9. Click "Line Drilldown" to drilldown to the subledger.

Journal Entry

Journal Line Drilldown to Subledger (6/7)

10. Click "View Transactions".

Journal Entry

Journal Line Drilldown to Subledger (7/7)

11. The transactions related to the journal entry will be shown.

Journal Entry
Subledger Drilldown to Journal Entries

Journal Entry

Subledger Drilldown to Journal Entries (1/4)

In subledger, when you open a transactions with journal entries generated, you will be able to view the journal entries with the steps in this section.

1. Enquire a subledger transaction, e.g. AR Transactions, AR receipt, AR adjustment, AP invoice, AP payment etc.
2. Click "Tools" > "View Accounting"

Journal Entry

Subledger Drilldown to Journal Entries (2/4)

3. A new window will be shown in the browser, showing the journal entries generated for this transaction.
4. Select a journal lines and click "View Journal Entry" to view its details.

Journal Entry

Subledger Drilldown to Journal Entries (3/4)

5. The journal entry information is shown.
6. Click ▸ to view further details of the journal line.

Journal Entry

Subledger Drilldown to Journal Entries (4/4)

7. The Journal Batch Name and Journal Entry Name would be shown and can be used to inquire the journal entry in the General Ledger.

Journal Entry
Journal Creation by WebADI

Journal Entry

Journal Creation by WebADI (1/23)

Responsibility:

TDC General Ledger User, TDC General Ledger User (Head Office)

1. Journals > Launch Journal Wizard

Journal Entry

Journal Creation by WebADI (2/23)

2. Select desired layout template. Select a template ended with "with Project" if you planned to enter journal lines to be transferred to PA.

Layout	Brief Introduction
TDC Encumbrance - Multiple	Multiple encumbrance journal entries
TDC Foreign Actuals – Multiple	Multiple actuals journal entries with foreign currency
TDC Foreign Actuals – Single	Single actuals journal entry with foreign currency
TDC Functional Actuals – Multiple	Multiple actuals journal entries with HKD currency
TDC Functional Actuals - Single	Single actuals journal entry with HKD currency

Journal Entry

Journal Creation by WebADI (3/23)

3. Keep "Content" as "None"
4. Click "Create Document"

Journal Entry

Journal Creation by WebADI (4/23)

5. Click "Create"
6. Open downloaded WebADI template

Journal Entry

Journal Creation by WebADI (5/23)

7. Double click blank area to specify "Category"
8. Double click blank area to specify "Currency"
9. Double click blank area to select "Accounting Date"
10. No need to enter "Group ID" ("Group ID" will be auto-populated by the system)

Journal Entry

Journal Creation by WebADI (6/23)

11. Enter COA segments of each line
12. Enter Debit/Credit amount
13. Enter Line description

Balance Type	A
Database	FMS12DBDEV0
Data Access Se	HK Trade Dev
Chart Of Accou	TDC Accountin

Ledger	ist - Text	HK Trade Dev
Categor	ist - Text	Accrual
Source	ist - Text	Spreadsheet
Currenc	ist - Text	GBP
Account	ist - Date	28-Apr-2020
Group II	Number	

Unl	OFF	NATUR	DEP	PRJ_AC	SUB_	ACT_|	ANAL	RES	bit	Credit	Conversion Type	Conversion Date	Conversion Rate	e Description	Line DFF	Messages
	* List - Text								mber	* Number	List - Text	List - Date	Number	t	List - Text	
31	25201	00	000000	000	000	0000	000			629	Book	28-Apr-2020	10.43894	UAT		
01	53501	44	295101	000	131	1920	000		231		Book	28-Apr-2020	10.43894	UAT		
01	55308	44	295101	000	131	1920	000		35		Book	28-Apr-2020	10.43894	UAT		
01	55818	44	295101	000	131	1920	000		121		Book	28-Apr-2020	10.43894	UAT		
01	55826	44	295101	000	131	1920	000		142		Book	28-Apr-2020	10.43894	UAT		
01	55836	44	295101	000	131	1920	000		52		Book	28-Apr-2020	10.43894	UAT		
01	58103	44	295101	000	131	1920	000		13		Book	28-Apr-2020	10.43894	UAT		
01	58503	44	295101	000	131	1920	000		35		Book	28-Apr-2020	10.43894	UAT		
Totals:									629	629						

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

Journal Entry

Journal Creation by WebADI (7/23)

14. If journal currency is not HKD,
   a. Enter "Conversion Type"
   b. Double click blank cell to select "Conversion Date"
   c. Enter to search or select "Conversion Date" from pop-up window

Journal Entry

Journal Creation by WebADI (8/23)

15. For journal lines that project information is required
   a. Double click the blank cell of "Line DFF"
   b. Click 🔍 for "Context"

Enter Flexfield ✕

Enter Journals: Lines

BANK TRAN DATE		
CHEQUE NO.		
PAYEE NAME		
CREDIT CARD NO.		
Context		🔍 **15b**

Cancel   Select

Balance Type	A
Database	FMS12DBDEV0
Data Access Se	HK Trade Dev
Chart Of Accou	TDC Accountin

Ledger	ist - Text	HK Trade Dev
Categor	ist - Text	Accrual
Source	ist - Text	Spreadsheet
Currenc	ist - Text	GBP
Account	ist - Date	28-Apr-2020
Group Il	Number	

Upl	OFF	NATUR	DEP	PRJ_AC	SUB_	ACT_I	ANAL	RES	Debit	Credit	Conversion Type	Conversion Date	Conversion Rate	Line Description	Line DFF	Messages
	* List	- Text							* Number	* Number	List - Text	List - Date	Number	Text	List - Text	
₽	31	25201	00	000000	000	000	0000	000		629	Book			UAT	**15a**	
₽	01	53501	44	295101	000	131	1920	000	231		Book	28-Apr-2020	10.43894	UAT		
₽	01	55308	44	295101	000	131	1920	000	35		Book	28-Apr-2020	10.43894	UAT		
₽	01	55818	44	295101	000	131	1920	000	121		Book	28-Apr-2020	10.43894	UAT		
₽	01	55826	44	295101	000	131	1920	000	142		Book	28-Apr-2020	10.43894	UAT		
₽	01	55836	44	295101	000	131	1920	000	52		Book	28-Apr-2020	10.43894	UAT		
₽	01	58103	44	295101	000	131	1920	000	13		Book	28-Apr-2020	10.43894	UAT		
₽	01	58503	44	295101	000	131	1920	000	35		Book	28-Apr-2020	10.43894	UAT		
Totals:									629	629						

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Journal Entry

Journal Creation by WebADI (9/23)

15. For journal lines that project information is required
    c. Select "PRJ_EXP" for project-related journal of expense type
    Or, to select "PRJ_REV" for project-related journal of revenue type
    d. Click "Select"

Journal Entry

Journal Creation by WebADI (10/23)

15. For journal lines that project information is required
    e. Click 🔍 for "Project Number"

Enter Flexfield ✕

Enter Journals: Lines

BANK TRAN DATE	
CHEQUE NO.	
PAYEE NAME	
CREDIT CARD NO.	
Context	PRJ_EXP 🔍 No Description
Project Number	🔍 **15e**
Task Number	🔍
Expenditure Type	🔍

Cancel | Select

Balance Type	A
Database	FMS12DBDEV0
Data Access Se	HK Trade Dev
Chart Of Accoun	TDC Accountin

Ledger	ist - Text	HK Trade Dev
Categor	ist - Text	Accrual
Source	ist - Text	Spreadsheet
Currenc	ist - Text	GBP
Account	ist - Date	28-Apr-2020
Group II	Number	

Upl	OFF	NATUR	DEP	PRJ_AC	SUB_	ACT_I	ANAL	RESI	Debit	Credit	Conversion Type	Conversion Date	Conversion Rate	Line Description	Line DFF	Messages
		* List - Text							* Number	* Number	List - Text	List - Date	Number	Text	List - Text	
🗐	31	25201	00	000000	000	000	0000	000		629	Book			UAT		
🗐	01	53501	44	295101	000	131	1920	000	231		Book	28-Apr-2020	10.43894	UAT		
🗐	01	55308	44	295101	000	131	1920	000	35		Book	28-Apr-2020	10.43894	UAT		
🗐	01	55818	44	295101	000	131	1920	000	121		Book	28-Apr-2020	10.43894	UAT		
🗐	01	55826	44	295101	000	131	1920	000	142		Book	28-Apr-2020	10.43894	UAT		
🗐	01	55836	44	295101	000	131	1920	000	52		Book	28-Apr-2020	10.43894	UAT		
🗐	01	58103	44	295101	000	131	1920	000	13		Book	28-Apr-2020	10.43894	UAT		
🗐	01	58503	44	295101	000	131	1920	000	35		Book	28-Apr-2020	10.43894	UAT		

Totals: | 629 | 629

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

Journal Entry

Journal Creation by WebADI (11/23)

15. For journal lines that project information is required
    f. Research and select "Project Number" (Project_Activities + Analysis)
    g. Click "Select"

Enter Flexfield ✕

Search and Select - Project Number

Search Criteria: Value [▼] [_____] Go Cancel

To limit the number of rows returned, enter a search criteria for Value or Description and press the Go but

15g Select

Value	Description
◉ 2951011920	TDC Annual Dinner, London, October 2019

15f

Balance Type	A
Database	FMS12DBDEV0
Data Access Se	HK Trade Dev
Chart Of Accou	TDC Accountin

Ledger	ist - Text	HK Trade Dev
Categor	ist - Text	Accrual
Source	ist - Text	Spreadsheet
Currenc	ist - Text	GBP
Account	ist - Date	28-Apr-2020
Group Il	Number	

Upl	OFF	NATUR	DEP	PRJ_AC	SUB_	ACT_|	ANAL	RES	Debit	Credit	Conversion Type	Conversion Date	Conversion Rate	Line Description	Line DFF	Messages
		* List - Text							* Number	* Number	List - Text	List - Date	Number	Text	List - Text	
Ꝕ	31	25201	00	000000	000	000	0000	000		629	Book			UAT		
Ꝕ	01	53501	44	295101	000	131	1920	000	231		Book	28-Apr-2020	10.43894	UAT		
Ꝕ	01	55308	44	295101	000	131	1920	000	35		Book	28-Apr-2020	10.43894	UAT		
Ꝕ	01	55818	44	295101	000	131	1920	000	121		Book	28-Apr-2020	10.43894	UAT		
Ꝕ	01	55826	44	295101	000	131	1920	000	142		Book	28-Apr-2020	10.43894	UAT		
Ꝕ	01	55836	44	295101	000	131	1920	000	52		Book	28-Apr-2020	10.43894	UAT		
Ꝕ	01	58103	44	295101	000	131	1920	000	13		Book	28-Apr-2020	10.43894	UAT		
Ꝕ	01	58503	44	295101	000	131	1920	000	35		Book	28-Apr-2020	10.43894	UAT		
Totals:									629	629						

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

Journal Entry

Journal Creation by WebADI (12/23)

15. For journal lines that project information is required
    h. Click 🔍 for "Task"

Enter Flexfield ✕

Enter Journals: Lines

BANK TRAN DATE	|
CHEQUE NO.	
PAYEE NAME	
CREDIT CARD NO.	
Context	PRJ_EXP 🔍 No Description
Project Number	2951011920 🔍 TDC Annual Dinner, London, October 2019
Task Number	🔍 **15h**
Expenditure Type	🔍

Cancel Select

Upl	OFF	NATUR	DEP	PRJ_AC	SUB_	ACT_I	ANAL	RESI	Debit	Credit	Conversion Type	Conversion Date	Conversion Rate	Line Description	Line DFF	Messages
		* List - Text							* Number	* Number	List - Text	List - Date	Number	Text	List - Text	
₽	31	25201	00	000000	000	000	0000	000		629	Book			UAT		
₽	01	53501	44	295101	000	131	1920	000	231		Book	28-Apr-2020	10.43894	UAT		
₽	01	55308	44	295101	000	131	1920	000	35		Book	28-Apr-2020	10.43894	UAT		
₽	01	55818	44	295101	000	131	1920	000	121		Book	28-Apr-2020	10.43894	UAT		
₽	01	55826	44	295101	000	131	1920	000	142		Book	28-Apr-2020	10.43894	UAT		
₽	01	55836	44	295101	000	131	1920	000	52		Book	28-Apr-2020	10.43894	UAT		
₽	01	58103	44	295101	000	131	1920	000	13		Book	28-Apr-2020	10.43894	UAT		
₽	01	58503	44	295101	000	131	1920	000	35		Book	28-Apr-2020	10.43894	UAT		
Totals:									629	629						

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

Balance Type	A
Database	FMS12DBDEV0
Data Access Se	HK Trade Dev
Chart Of Accou	TDC Accountin
Ledger ist - Text	HK Trade Dev
Categor ist - Text	Accrual
Source ist - Text	Spreadsheet
Currenc ist - Text	GBP
Account ist - Date	28-Apr-2020
Group II Number	

Journal Entry

Journal Creation by WebADI (13/23)

15. For journal lines that project information is required
    i. Select "Task Number" from the listed values
    j. Click "Select"

Enter Flexfield ✕

Search and Select - Task Number

Search Criteria: [Value ▼] [_____] [Go] [Cancel]

To limit the number of rows returned, enter a search criteria for Value or Description and press the Go button

Sele... **15j** [Select]

	Value	Description
○	General	
◉	London Office	
○	Others	

15i

Balance Type	A
Database	FMS12DBDEV0
Data Access Se	HK Trade Dev
Chart Of Accou	TDC Accountin

Ledger	ist - Text	HK Trade Dev
Categor	ist - Text	Accrual
Source	ist - Text	Spreadsheet
Currenc	ist - Text	GBP
Account	ist - Date	28-Apr-2020
Group II	Number	

Upl	OFF	NATUR	DEP	PRJ_AC	SUB_	ACT_I	ANAL	RES	Debit	Credit	Conversion Type	Conversion Date	Conversion Rate	Line Description	Line DFF	Messages
		* List - Text							* Number	* Number	List - Text	List - Date	Number	Text	List - Text	
仝	31	25201	00	000000	000	000	0000	000		629	Book			UAT		
仝	01	53501	44	295101	000	131	1920	000	231		Book	28-Apr-2020	10.43894	UAT		
仝	01	55308	44	295101	000	131	1920	000	35		Book	28-Apr-2020	10.43894	UAT		
仝	01	55818	44	295101	000	131	1920	000	121		Book	28-Apr-2020	10.43894	UAT		
仝	01	55826	44	295101	000	131	1920	000	142		Book	28-Apr-2020	10.43894	UAT		
仝	01	55836	44	295101	000	131	1920	000	52		Book	28-Apr-2020	10.43894	UAT		
仝	01	58103	44	295101	000	131	1920	000	13		Book	28-Apr-2020	10.43894	UAT		
仝	01	58503	44	295101	000	131	1920	000	35		Book	28-Apr-2020	10.43894	UAT		
Totals:									629	629						

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Journal Entry

Journal Creation by WebADI (14/23)

15. For journal lines that project information is required
    k. Click 🔍 for "Expenditure Type" or "Revenue Type"

Balance Type | A
Database | FMS12DBDEV0
Data Access Se | HK Trade Dev
Chart Of Accou | TDC Accountin

Ledger .ist - Text | HK Trade Dev
Categor .ist - Text | Accrual
Source .ist - Text | Spreadsheet
Currenc .ist - Text | GBP
Account .ist - Date | 28-Apr-2020
Group II | Number

Enter Flexfield ✕

Enter Journals: Lines

BANK TRAN DATE | |
CHEQUE NO. |
PAYEE NAME |
CREDIT CARD NO. |
Context | PRJ_EXP 🔍 | No Description
Project Number | 2951011920 🔍 | TDC Annual Dinner, London, October 2019
Task Number | London Office 🔍
Expenditure Type | 🔍

Cancel | Select

Upl	OFF	NATUR	DEP	PRJ_AC	SUB_	ACT_I	ANAL	RES	Debit	Credit	Conversion Type	Conversion Date	Conversion Rate	Line Description	Line DFF	Messages
	* List - Text								* Number	* Number	List - Text	List - Date	Number	Text	List - Text	
฿	31	25201	00	000000	000	000	0000	000		629	Book			UAT		
฿	01	53501	44	295101	000	131	1920	000	231		Book	28-Apr-2020	10.43894	UAT		
฿	01	55308	44	295101	000	131	1920	000	35		Book	28-Apr-2020	10.43894	UAT		
฿	01	55818	44	295101	000	131	1920	000	121		Book	28-Apr-2020	10.43894	UAT		
฿	01	55826	44	295101	000	131	1920	000	142		Book	28-Apr-2020	10.43894	UAT		
฿	01	55836	44	295101	000	131	1920	000	52		Book	28-Apr-2020	10.43894	UAT		
฿	01	58103	44	295101	000	131	1920	000	13		Book	28-Apr-2020	10.43894	UAT		
฿	01	58503	44	295101	000	131	1920	000	35		Book	28-Apr-2020	10.43894	UAT		
Totals:									629	629						

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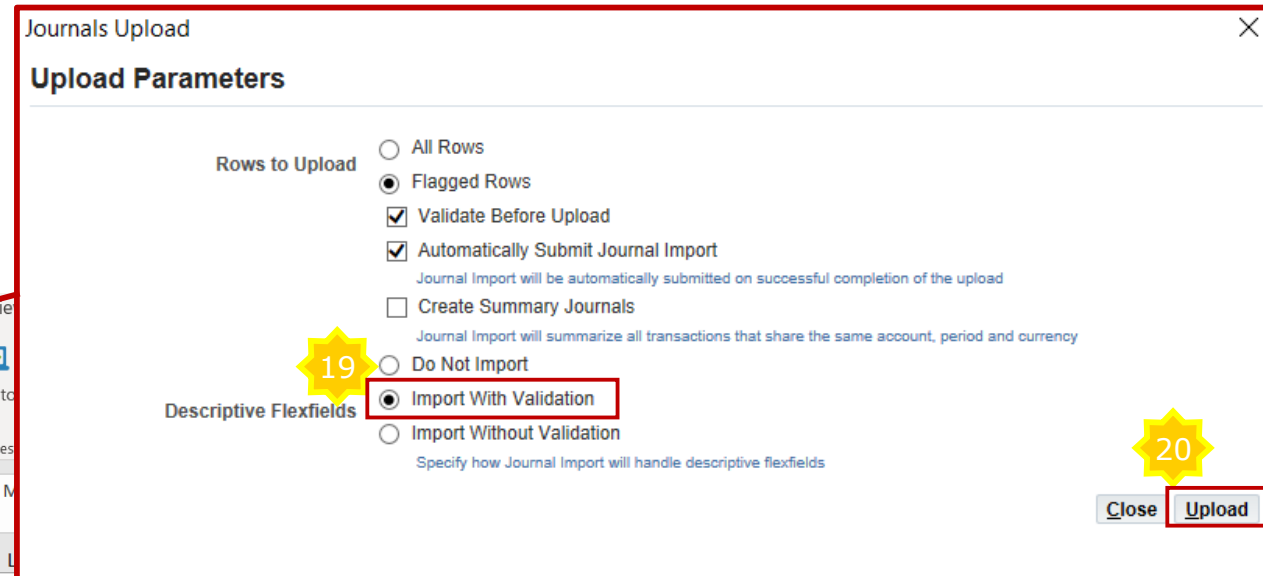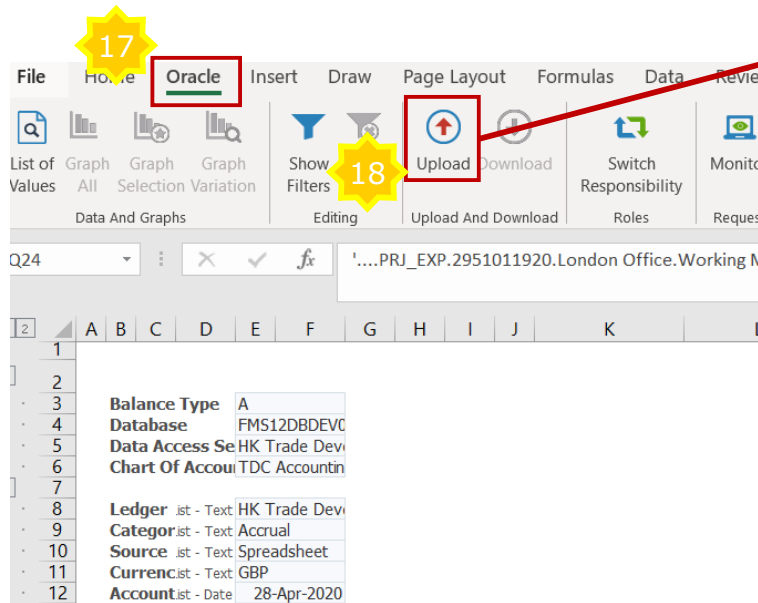
Journal Entry

Journal Creation by WebADI (15/23)

15. For journal lines that project information is required
   l. Select "Description" as "Search Criteria"
   m. Enter nature code to search
   n. Select "Expenditure Type" or "Revenue Event Type"
   o. Click "Select"

	Balance Type	A
	Database	FMS12DBDEV0
	Data Access Se	HK Trade Dev
	Chart Of Accou	TDC Accountin

	Ledger	ist - Text	HK Trade Dev
	Categor	ist - Text	Accrual
	Source	ist - Text	Spreadsheet
	Currenc	ist - Text	GBP
	Account	ist - Date	28-Apr-2020
	Group II	Number	

Upl	OFF	NATUR	DEP	PRJ_AC	SUB_	ACT_I	ANAL	RESI	Debit	Credit	Conversion Type	Conversion Date	Conversion Rate	Line Description	Line DFF	Messages
		* List - Text							* Number	* Number	List - Text	List - Date	Number	Text	List - Text	
₧	31	25201	00	000000	000	000	0000	000		629	Book			UAT		
₧	01	53501	44	295101	000	131	1920	000	231		Book	28-Apr-2020	10.43894	UAT		
₧	01	55308	44	295101	000	131	1920	000	35		Book	28-Apr-2020	10.43894	UAT		
₧	01	55818	44	295101	000	131	1920	000	121		Book	28-Apr-2020	10.43894	UAT		
₧	01	55826	44	295101	000	131	1920	000	142		Book	28-Apr-2020	10.43894	UAT		
₧	01	55836	44	295101	000	131	1920	000	52		Book	28-Apr-2020	10.43894	UAT		
₧	01	58103	44	295101	000	131	1920	000	13		Book	28-Apr-2020	10.43894	UAT		
₧	01	58503	44	295101	000	131	1920	000	35		Book	28-Apr-2020	10.43894	UAT		
Totals:									629	629						

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Journal Entry

Journal Creation by WebADI (16/23)

15. For journal lines that project information is required
   p. Click "Select"
16. Complete "Line DFF' for all journal lines

Enter Flexfield ✕

Enter Journals: Lines

ⓘ **Information**

This combination is valid.

BANK TRAN DATE	
CHEQUE NO.	
PAYEE NAME	
CREDIT CARD NO.	
Context	PRJ_EXP	No Description
Project Number	2951011920	TDC Annual Dinner, London, October 2019
Task Number	London Office	
Expenditure Type	Security Service Expenes	53501-Security Service Expenes

Cancel **15p** Select

Balance Type	A
Database	FMS12DBDEV0
Data Access Se	HK Trade Dev
Chart Of Accou	TDC Accountin

Ledger	ist - Text	HK Trade Dev
Categor	ist - Text	Accrual
Source	ist - Text	Spreadsheet
Currenc	ist - Text	GBP
Account	ist - Date	28-Apr-2020
Group Il	Number	

Upl	OFF	NATUR	DEP	PRJ_AC	SUB_	ACT_l	ANAL	RES	Debit	Credit	Conversion Type	Conversion Date	Conversion Rate	Line Description	Line DFF	Messages
		* List - Text							* Number	* Number	List - Text	List - Date	Number	Text	List - Text	
₽	31	25201	00	000000	000	000	0000	000		629	Book			UAT		
₽	01	53501	44	295101	000	131	1920	000	231		Book	28-Apr-2020	10.43894	UAT		
₽	01	55308	44	295101	000	131	1920	000	35		Book	28-Apr-2020	10.43894	UAT		
₽	01	55818	44	295101	000	131	1920	000	121		Book	28-Apr-2020	10.43894	UAT		
₽	01	55826	44	295101	000	131	1920	000	142		Book	28-Apr-2020	10.43894	UAT		
₽	01	55836	44	295101	000	131	1920	000	52		Book	28-Apr-2020	10.43894	UAT		
₽	01	58103	44	295101	000	131	1920	000	13		Book	28-Apr-2020	10.43894	UAT		
₽	01	58503	44	295101	000	131	1920	000	35		Book	28-Apr-2020	10.43894	UAT		
Totals:									629	629						

16

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

Journal Entry

Journal Creation by WebADI (17/23)

17. From Excel menu, select Oracle
18. Click "Upload"
19. Select "Import With Validation"
20. Click "Upload"

Journal Entry

Journal Creation by WebADI (18/23)

21. Confirmation message prompted to notify the success of journal upload
22. "Happy Face" will be displayed for journal lines that are successfully uploaded
23. Error message will prompt to notify the unsuccessful journal upload
24. "Unhappy Face" and error messages will be displayed for journal lines that are unsuccessful

21

Journals Upload ✕

📋 **Confirmation**

The upload process has completed with the following status:(Note that this upload involved two steps: upload of rows to intermediate staging tables, followed by upload to the final application tables. Upload validation errors can occur in either step)

• Group ID was populated with system generated value 1577708.

• 8 row(s) successfully uploaded to the staging tables.

• Journal Import Request ID 13516100

Please select Close to return to the spreadsheet.

Close

22

te	Line Description	Line DFF		Messages
	Text	List - Text		
894	UAT			😊
894	UAT	....PRJ_EXP.295101		😊
894	UAT	....PRJ_EXP.295101		😊
894	UAT	....PRJ_EXP.295101		😊
894	UAT	....PRJ_EXP.295101		😊
894	UAT	....PRJ_EXP.295101		😊
894	UAT	....PRJ_EXP.295101		😊
894	UAT	....PRJ_EXP.295101		😊

23

Journals Upload ✕

❌ **Error**

The upload process has completed with the following status:

• 8 row(s) failed validation, and 0 row(s) successfully uploaded.

Please select Close to return to the spreadsheet, fix the failed rows and reupload, or contact your system administrator for assistance.

Close

24

DFF	Messages
Text	
J_EXP.29510L:	☹ Entered amounts for Journal 1 are not balanced.
J_EXP.29510L:	☹ Entered amounts for Journal 1 are not balanced.
J_EXP.29510L:	☹ Entered amounts for Journal 1 are not balanced.
J_EXP.29510L:	☹ Entered amounts for Journal 1 are not balanced.
J_EXP.29510L:	☹ Entered amounts for Journal 1 are not balanced.
J_EXP.29510L:	☹ Entered amounts for Journal 1 are not balanced.
J_EXP.29510L:	☹ Entered amounts for Journal 1 are not balanced.
J_EXP.29510L:	☹ Entered amounts for Journal 1 are not balanced.

Journal Entry

Journal Creation by WebADI (19/23)

25. Click "View Output" to review the WebADI job
26. Find journal import "Batch Name"

Journal Entry

Journal Creation by WebADI (20/23)

27. If required project information is not entered, the output file of corresponding "WEB ADI – Journal Import" will be error. Click "View Output" to view the cause of error

Journal Entry

Journal Creation by WebADI (21/23)

Journals> Enter

Journal Entry
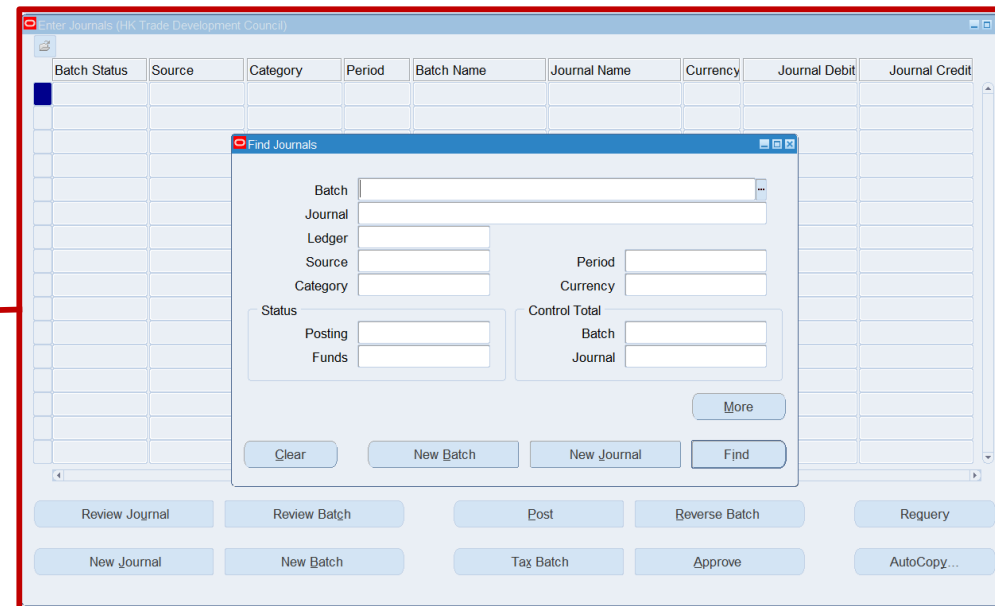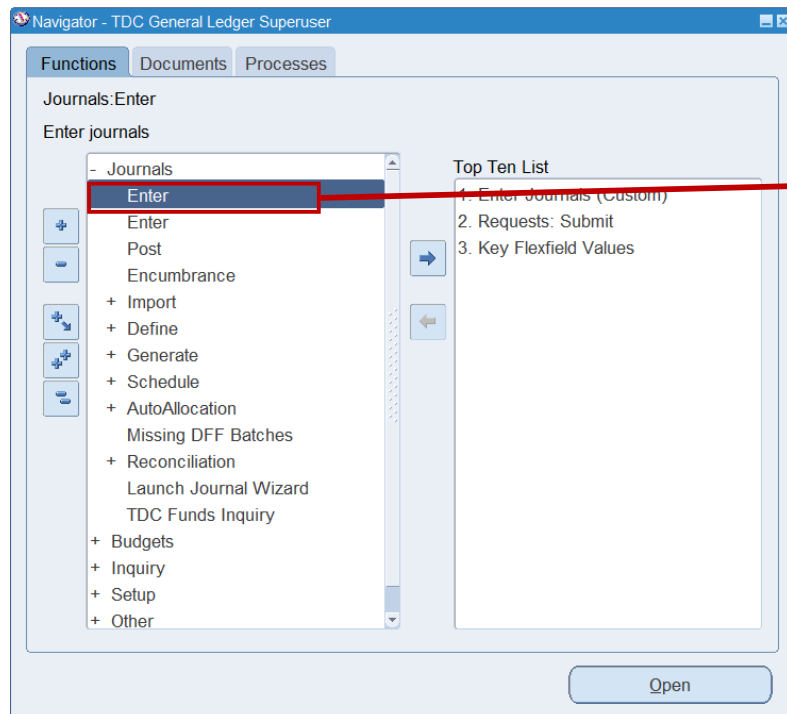
Journal Creation by WebADI (22/23)

28. Specify the search criteria of the uploaded batch
29. Click "Find"
30. Highlight the corresponding journal batch to review batch

Journal Entry

Journal Creation by WebADI (23/23)

31. Click to open the journal batch DFF
32. Select a journal approver for the journal batch
33. Click "OK" and save
34. Submit the journal batch for approval as if the journal is entered manually

Month End Process
Create Accounting

Month End Process

Create Accounting

In R12, Run "Create Accounting" to generate the journal entries for each subledger in General Ledger. Fixed Assets and Inventory have a special version of the "Create Accounting" program.

Subledger	Request	Responsibility
Payables	Create Accounting	TDC Payables System Admin
Fixed Assets	Create Accounting - Assets	TDC Fixed Assets Superuser
Receivables	Create Accounting	TDC Receivables System Admin
Cost Management (IMS)	Create Accounting - Cost Management	Cost Management - SLA

Month End Process

Create Accounting (1/3)

1. Choose "Requests" function.
   (Menu) View > Requests
2. Click "Submit a New Request".
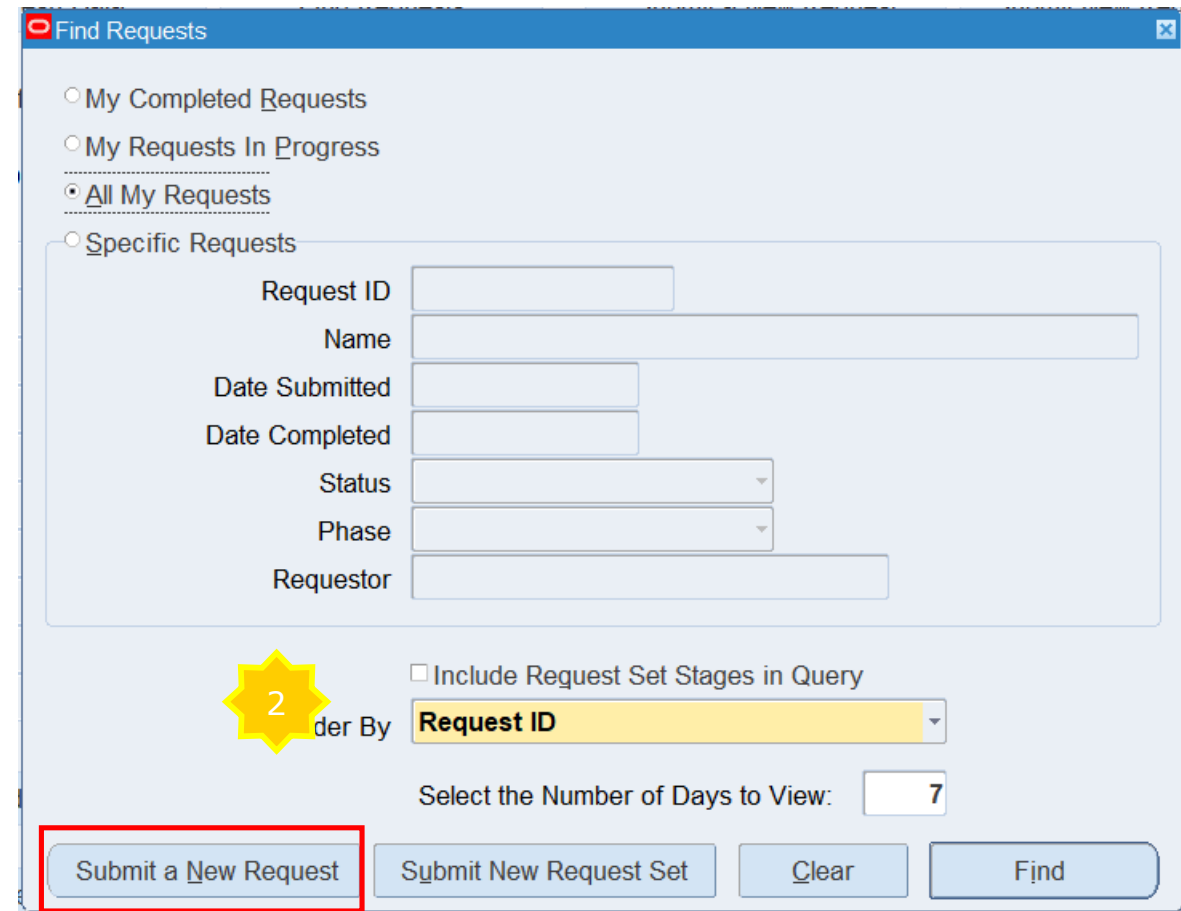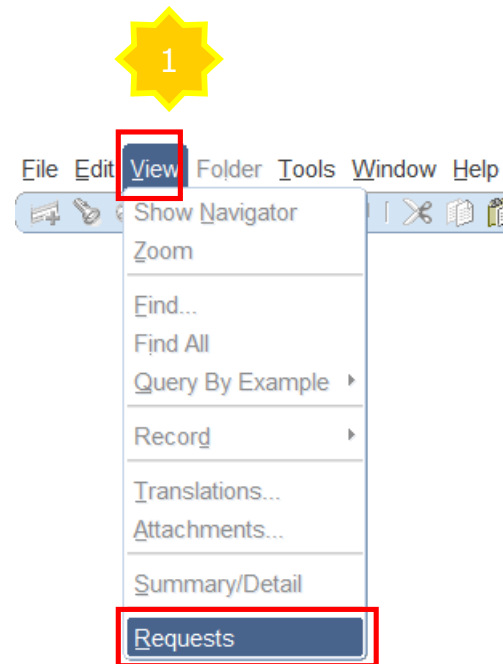
Month End Process

Create Accounting (2/3)

3. Select the "Create Accounting", Create Accounting – Assets" or "Create Accounting - Cost Management" request.
4. Fill in the parameters (refer to the next slide for details).
5. Click "OK".
6. Click "Submit"

Month End Process

Create Accounting - Parameters

Parameter	Description
Book Type Code (for Assets only)	Asset Book Value. The Asset Book to be processed.
Ledger	The GL Ledger that journals will be transferred to
Process Category	Event Category that want to be specified such as Additions, Adjustment
End Date	The accounting event before the selected date will be selected into current batch
Accounting Mode	Draft or Final. Draft mode act as a preliminary run of the create accounting and would NOT transfer journals to GL while Final will create journals.
Error Only	If 'Y' is chose, only the journal creation error out in last run will be processed
Report	Detail, Summary or No Report. It control the report layout.
Transfer to General Ledger	If Yes, journals created will transfer to GL. Otherwise, they will be parked in the Subledger and wait for the Transfer Journal Entries to GL concurrent program to transfer them to GL.
Post in General Ledger	If Yes, posting will be submitted in GL after the journals are transferred to GL.
General Ledger Batch Name	The journal batch name will include this value as prefix of journal batch name generated.
Inventory Organization (for Cost Management only)	The Inventory Organization to be processed. **(Select OAW)**
Include User Transaction Identifiers	If Yes, Asset Number will be provided in Create Accounting Report which will facilitate user to troubleshoot create accounting issue.

Month End Process

Create Accounting (3/3)

7. Click "Find".
8. Click "Refresh Data" until all request complete normally.
9. Select "Create Accounting – Assets" and
10. Click "View Output" to review the journal entries generated.

Month End Process
Transfer Journal Entries to GL

Month End Process

Transfer Journal Entries to GL

If you have chosen not to transfer the journal entries to General Ledger when running the "Create Accounting" request, or if you would like to transfer the encumbrance journal entries for requisition and purchase order reserved, run the "Transfer to General Ledger" request. Fixed Assets and Inventory have a special version of the "Transfer Journal Entries to GL" request.

Subledger	Request	Responsibility
Payables	Transfer Journal Entries to GL	TDC Payables System Admin
Fixed Assets	Transfer Journal Entries to GL - Assets	TDC Fixed Assets Superuser
Receivables	Transfer Journal Entries to GL	TDC Receivables System Admin
Cost Management (IMS)	Transfer Journal Entries to GL - Cost Management	Cost Management - SLA
Purchasing	Transfer Journal Entries to GL*	TDC Purchasing Superuser

Month End Process

Transfer Journal Entries to GL (1/3)

1. Choose "Requests" function.
   (Menu) View > Requests
2. Click "Submit a New Request".
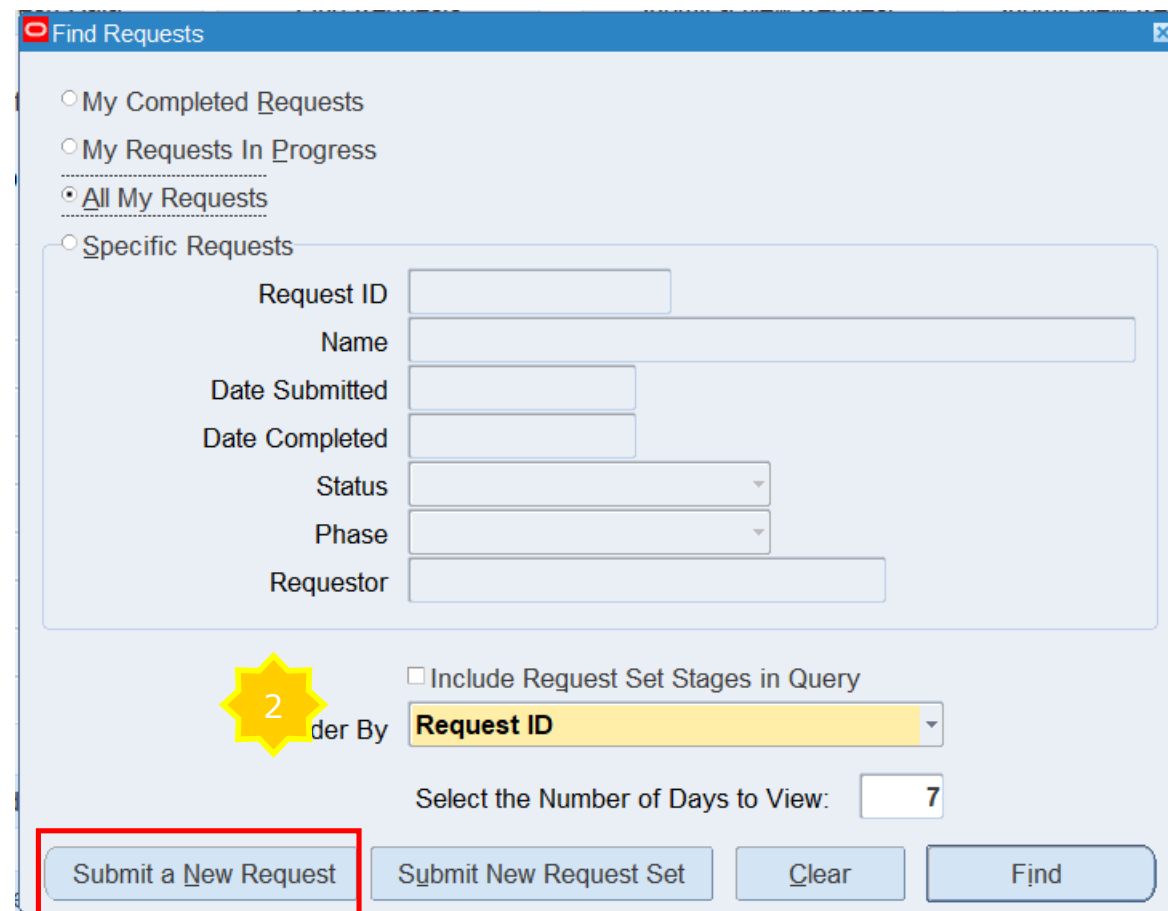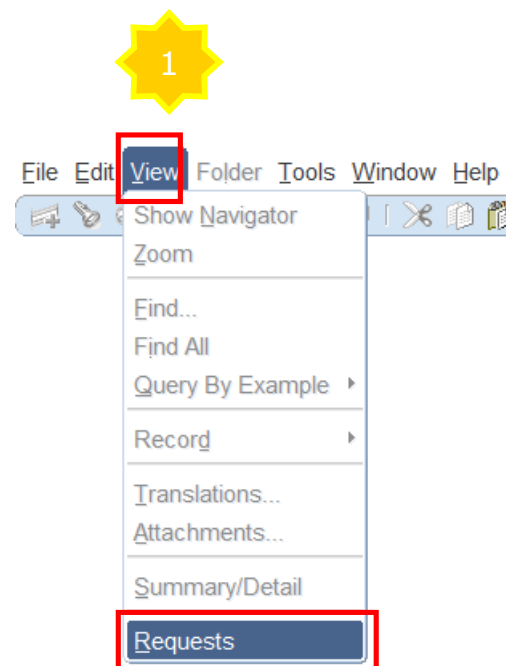
Month End Process

Transfer Journal Entries to GL (2/3)

3. Select the "Transfer Journal Entries to GL", "Transfer Journal Entries to GL - Cost Management" or "Transfer Journal Entries to GL - Assets" request.
4. Fill in the parameters (refer to the next slide for details).
5. Click "OK".
6. Click "Submit"

Month End Process

Transfer Journal Entries to GL - Parameters

Parameter	Description
Book Type Code (for Assets only)	Asset Book Value. The Asset Book to be processed.
Ledger	The GL Ledger that journals will be transferred to
Process Category	Event Category that want to be specified such as Additions, Adjustment
End Date	The accounting event before the selected date will be selected into current batch
Post in General Ledger	If Yes, posting will be submitted in GL after the journals transferred to GL.
General Ledger Batch Name	The journal batch name will include this value as prefix of journal batch name.
Inventory Organization (for Cost Management only)	The Inventory Organization to be processed **(Select OAW)**

Month End Process

Transfer Journal Entries to GL (3/3)

7. Click "Find".
8. Click "Refresh Data" until all request complete normally.
9. Select "Transfer Journal Entries to GL" request.
10. Click "View Output" to review the journal entries transferred.

FSG Reports
Generate FSG Report
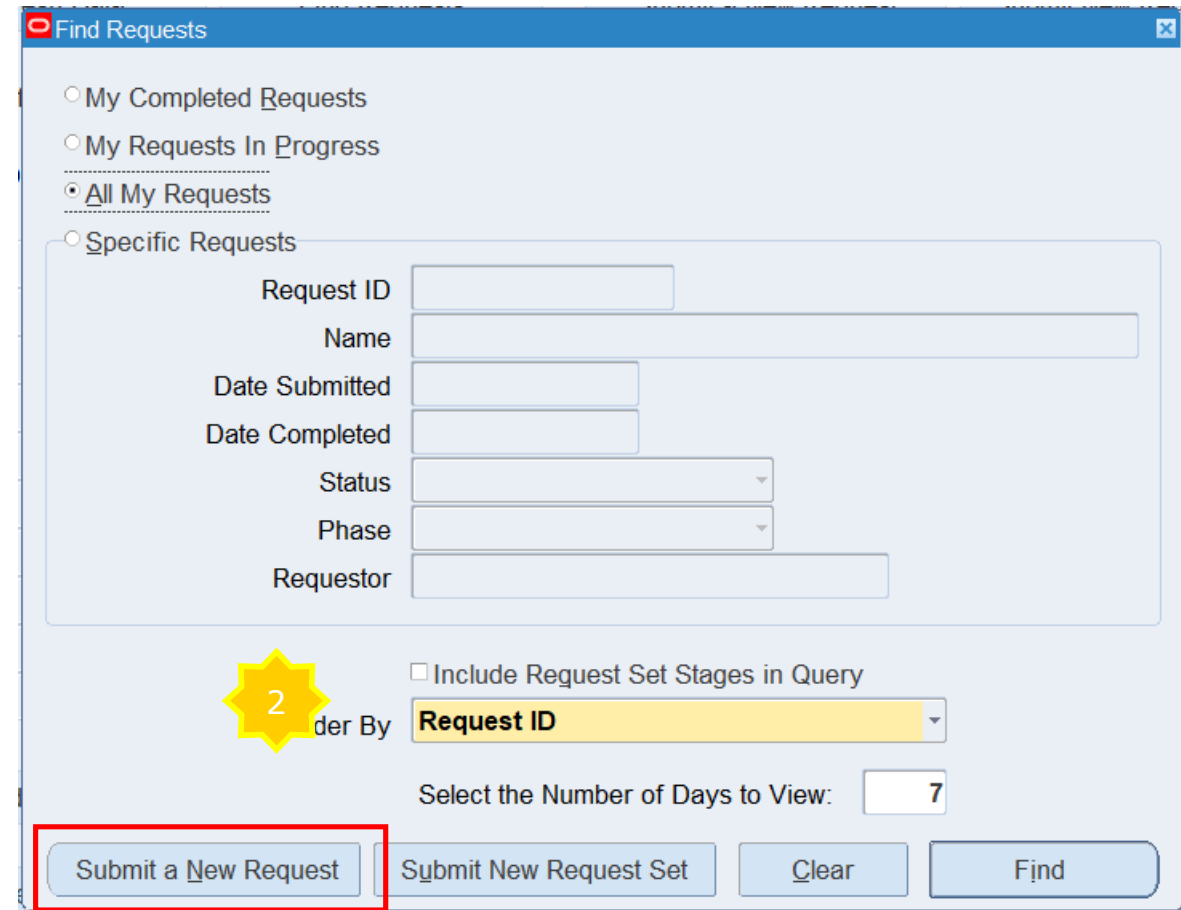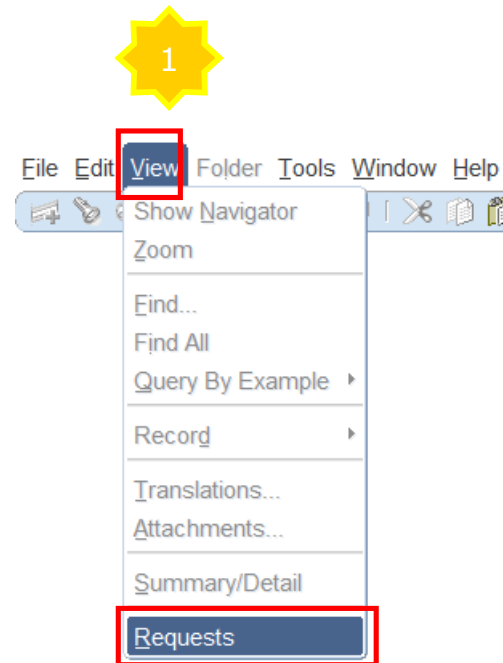
FSG Reports

Generate FSG Report (1/6)

Responsibility:

Any TDC General Ledger responsibilities

1. Choose "Requests" function.
   (Menu) View > Requests
2. Click "Submit a New Request.
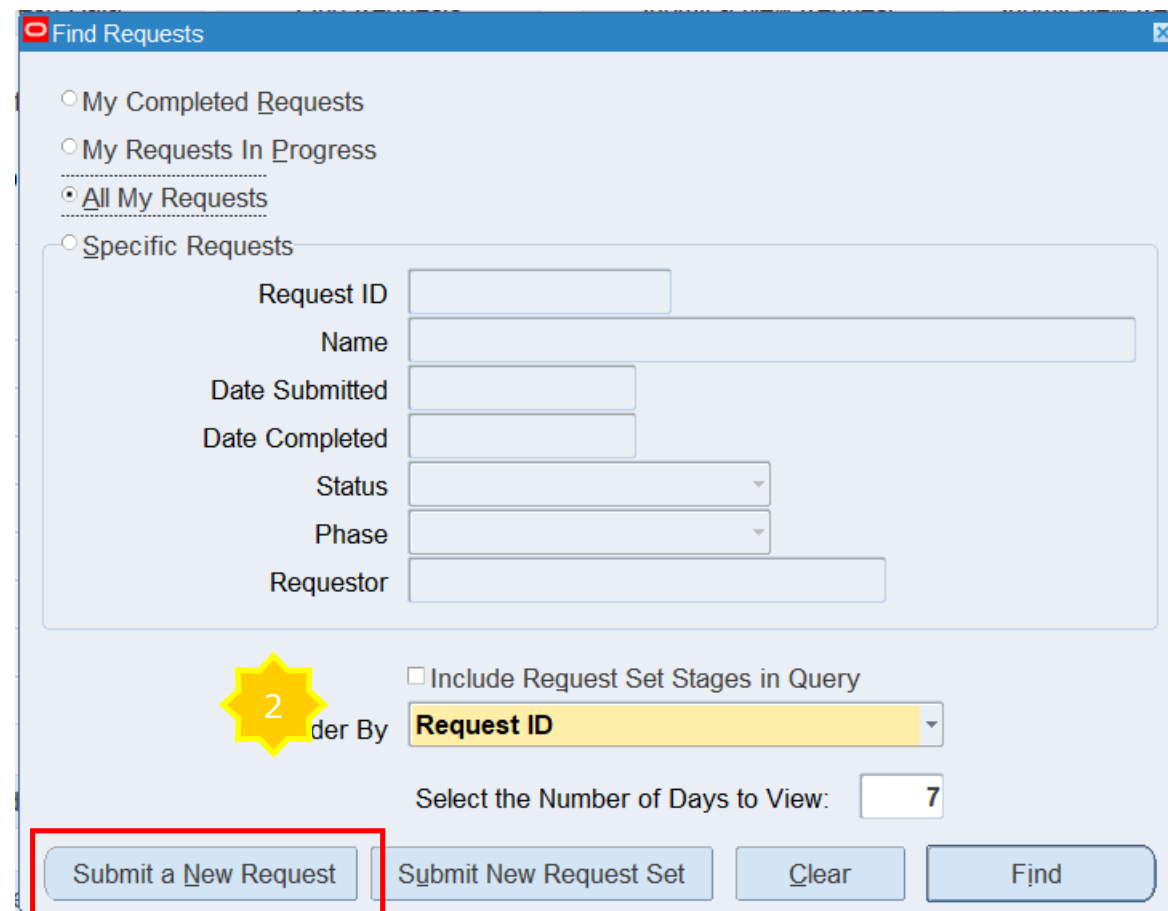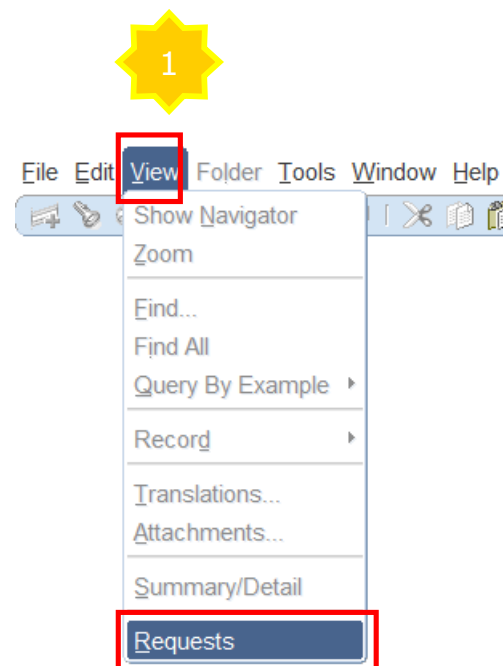
FSG Reports

Generate FSG Report (2/6)

3. Select the "Program – Publish FSG Report" request.
4. Select a FSG report and enter the report parameters.
5. Click "OK".

3 **Submit Request**

Run this Request

Copy

Name | Program - Publish FSG Report
Operating Unit |
Parameters |
Language | American English

At these Times

Run the Job | As Soon as Possible

Upon Completion

☑ Save all Output Files

Layout | TDC FSGXML: Basic Excel Drilldo
Notify |
Print to | noprint

Help (C)

4 **Parameters**

Ledger	HKTDC	Hong Kong Trade Development Council
Report	#BP-PJ 9PA(SUM)(MAIN+MISC)+FY	SUMMARY I&E OF PROJECTS
Period	MAR-2020	
Currency	HKD	...
Rounding Option	Calculate Then Round	
Segment Override		
Content Set	BP-PJ 9PA Y1Y2	BP-PJ 9PA Y1Y2
Row Order	NO_COA	HIDE ALL COA VALUES & DESCRIPTIONS
Display Set		
Exceptions	No	
Level of Detail	Controller	
Date	31-MAR-2020	

5 OK | Cancel | Clear | Help

FSG Reports

Generate FSG Report (3/6)

6. Click "Options".
7. Select the template to be used.
8. Click "OK".
9. Click "Submit".

FSG Reports

Generate FSG Report (4/6)

10. Click "No" for only submitting this request.
11. Click "Find".

FSG Reports

Generate FSG Report (5/6)

12. Click "Refresh Data" until the "Program - Publish FSG Report" request completes normally.
13. Select the Program - Publish FSG Report.
14. Click "View Output".

FSG Reports

Generate FSG Report (6/6)

15. The FSG report will be generated using the template selected.

		9PA(SUM)(MAIN+MISC)+FY: SUMMARY OF							
		HK Trade Development Council		Date:24-APR-2020 13:51:12					
		Current Period:MAR-2020		Page:1					
Currency: HKD									
OFFICE=HO (01, 03, 68, 69 OFFICE), ANALYSIS=Y1Y2 (CURRENT FINANCIAL YEAR (INCL. 0000))									
	ORIGINAL BUDGET(YTD) HKD	FINAL ESTIMATE(YTD) HKD	ACTUAL (YTD) HKD	VARIANCE C.F. F.ESTIMATE HKD	% C.F. F.ESTIM	VARIANCE C.F. BUDGET HKD	% C.F. BUDGET	FEB-2020 FY_PROJECTION HKD
PROGRAMME AREAS FOR PROJECT ACTIVITIES								

PRODUCT PROMOTION								

COMMERCIAL PROMOTION								
REVENUE	0.00	(11,370,888.00)	(13,259,560.56)	1,888,672.56	(16.6)	13,259,560.56	n/m	0.00
EXPENSE	0.00	20,282,515.72	26,570,498.66	(6,287,982.94)	(31.0)	(26,570,498.66)	n/m	0.00
	0.00	8,911,627.72	13,310,938.10	(4,399,310.38)	(49.4)	(13,310,938.10)	n/m	0.00
IMAGE PROMOTION								
REVENUE	0.00	(3,461,577.00)	(4,391,891.19)	930,314.19	(26.9)	4,391,891.19	n/m	0.00
EXPENSES	0.00	8,018,109.71	14,114,829.40	(6,096,719.69)	(76.0)	(14,114,829.40)	n/m	0.00
	0.00	4,556,532.71	9,722,938.21	(5,166,405.50)	(113.4)	(9,722,938.21)	n/m	0.00
MISCELLANEOUS								
EXPENSES	0.00	0.00	1,065,765.00	(1,065,765.00)	n/m	(1,065,765.00)	n/m	0.00
	0.00	0.00	1,065,765.00	(1,065,765.00)	n/m	(1,065,765.00)	n/m	0.00
PRODUCT PROMOTION - SUB TOTAL								
REVENUE	0.00	(14,832,465.00)	(17,651,451.75)	2,818,986.75	(19.0)	17,651,451.75	n/m	0.00

Output 1 (HO.Y1Y2)

FSG Reports
Generate FSG Report Set

FSG Reports

Generate FSG Report Set (1/6)

Responsibility:

Any TDC General Ledger responsibilities

1. Choose "Requests" function.
   (Menu) View > Requests

2. Click "Submit a New Request.

FSG Reports

Generate FSG Report Set (2/6)

3. Select the "Program – Publish FSG Report Set" request.
4. Select a FSG Report Set and enter the report parameters.
5. Click "OK".

FSG Reports

Generate FSG Report Set (3/6)

6. Click "Options".
7. Select the template to be used.
8. Click "OK".
9. Click "Submit".

FSG Reports

Generate FSG Report Set (4/6)

10. Click "No" for only submitting this request.
11. Click "Find".

FSG Reports

Generate FSG Report Set (5/6)

12. Click "Refresh Data" until the "Program - Publish FSG Report" request completes normally.
13. Select the Program - Publish FSG Report.
14. Click "View Output".

FSG Reports

Generate FSG Report Set (6/6)

15. Each report in the FSG report set will be generated as one Excel sheet of the Excel file generated.

	A	B	C	D	E	F	G	H	I	J
1			**ACTIVITIES:BUDGET & PROJECTION -**		Date:04-MAY-2020 14:23:18					
2			HK Trade Development Council		Page:1					
3			Current Period:MAR-2020							
4										
5										
6	Currency: HKD									
7	OFFICE=08 (HK/JBCC)									
8										
9			|--------------	--- YEAR TO DAT	E -------------	------|	--------------	|------------	--------------	--------------
10			ACTUAL	BUDGET		% TO	FYP-ACTUAL	FY_PROJECTION	BUDGET	
11	PRJ_ACT		MAR-2020	MAR-2020	VARIANCE	BUDGET	BALANCING MTH	MAR-2020	FULL YEAR	VARIANCE
12	INCOME									
13	------									
14	TOTAL INCOME		0	0	0	n/m	0	0	0	0
15										
16	EXPENDITURE									
17	-----------									
18	TOTAL EXPENDTIURE		0	0	0	n/m	0	0	0	0
19										
20										
21	NET (SURPLUS)/DEFICIT		0	0	0	n/m	0	0	0	0
22										
23										
24										
25										
26										
27										
28										
29										

Output 1 (08) | Output 2 (08) | Output 3 | Output 4

Q&A

Deloitte. 德勤