

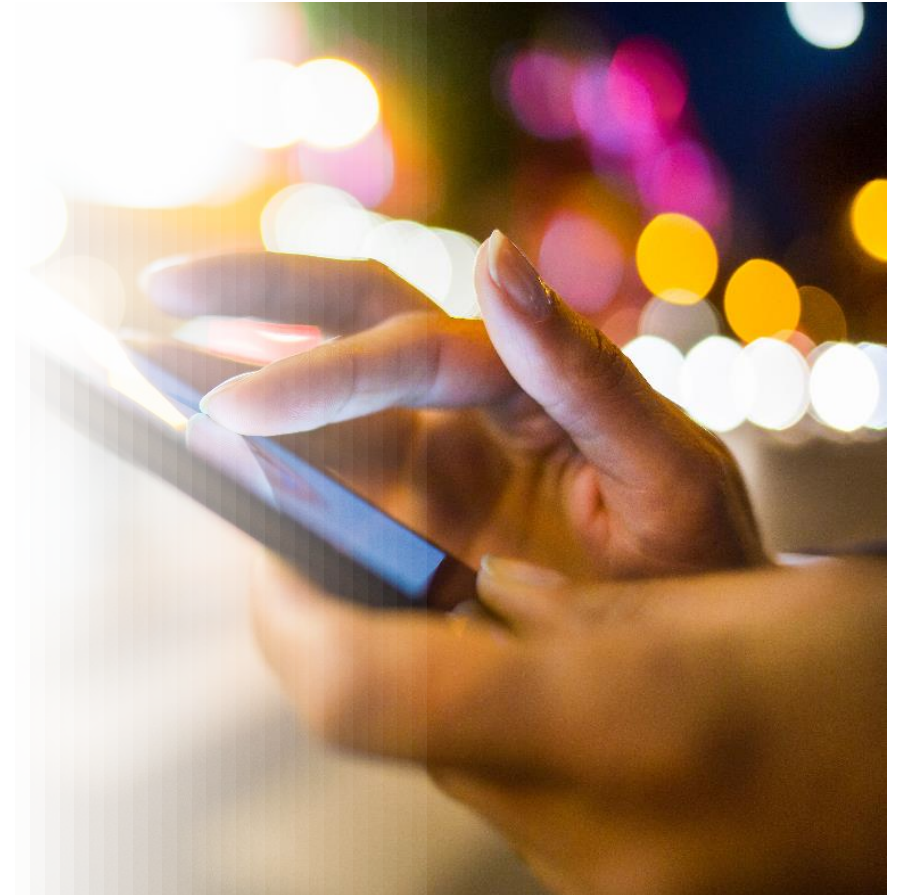
**Hong Kong Trade Development Council**

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

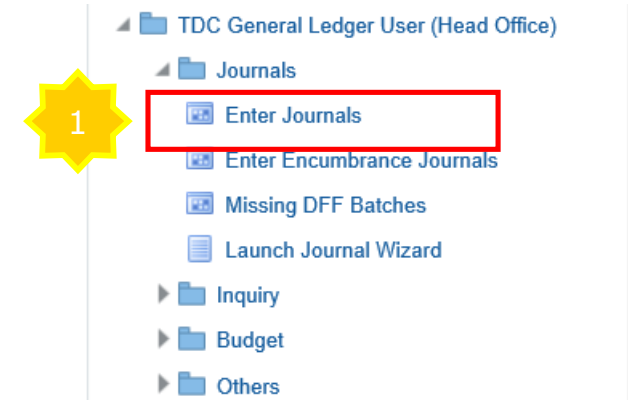
## Project Information on Journal Lines

# 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.

[illegible]

# Journal Entry

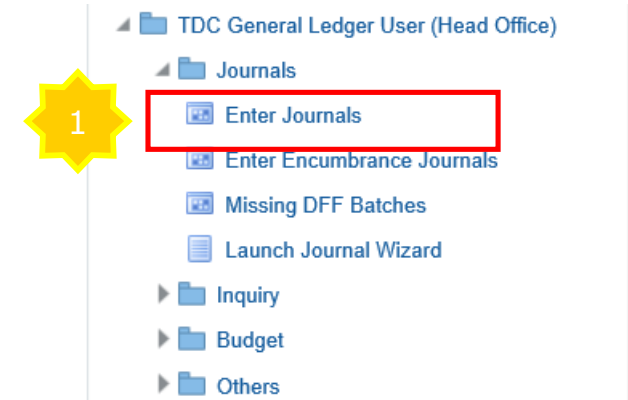
## Journal Line Drilldown to Subledger

# 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.

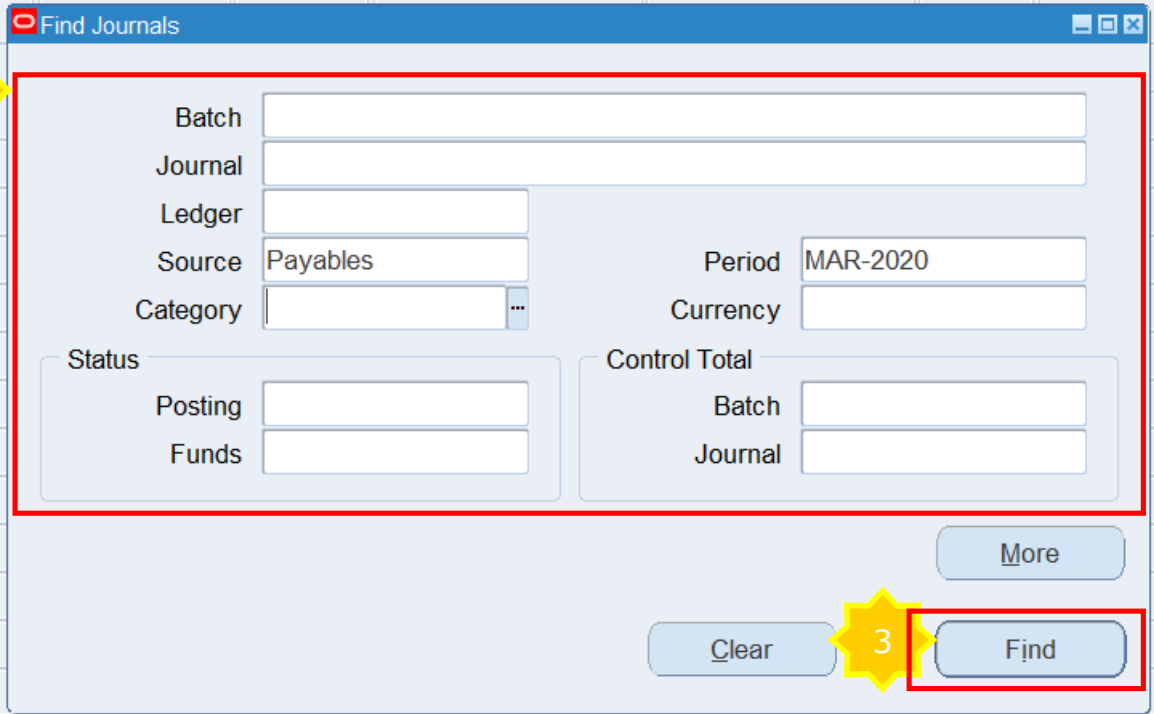




# Journal Entry

## Journal Line Drilldown to Subledger (2/7)

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



The screenshot shows a window titled "Find Journals" with a light blue background. A red rectangular box highlights the search criteria section, which includes the following fields:

- Batch:
- Journal:
- Ledger:
- Source:
- Category:
- Period:
- Currency:
- Status:
- Posting:
- Funds:
- Control Total:
- Batch:
- Journal:

Below the search criteria, there are three buttons: "Clear", "Find", and "More". The "Find" button is highlighted with a red rectangular box and a yellow star with the number "3". The "Clear" button is also highlighted with a yellow star with the number "3".

# Journal Entry

### Journal Line Drilldown to Subledger (3/7)

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

[illegible]

# Journal Entry

### Journal Line Drilldown to Subledger (4/7)

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

[illegible]

# Journal Entry

## Journal Line Drilldown to Subledger (5/7)

- 8. Select a journal line.
- 9. Click “Line Drilldown” to drilldown to the subledger.

Journal

MAR-2020 Purchase Invoices USD

Description

Journal Import 13445155:

Ledger

HK Trade Developm

Category

Purchase Invoices

Period

MAR-2020

Effective Date

31-MAR-2020

Balance Type

Actual

Document Number

201742

Clearing Company

Tax

Not Required

Control Total

Conversion

CurrencyUSD

Date31-MAR-2020

TypeUser

Rate1

Reverse

Date

Period

MethodSwitch Dr/Cr

StatusNot Reversed

Reverse

Lines

Other Information

Line	Account	Debit (USD)	Credit (USD)	Debit (HKD)	Credit (HKD)	UOM	
1	01.35601.00.000000.000.000.0000.000		5,000.00		39,000.00		....
2	01.11613.00.000000.000.000.0000.000	5,000.00		39,000.00			....
		5,000.00	5,000.00	39,000.00	39,000.00		

Acct Desc

Head Office.Account Payable - A/P Invoice .No Departm.Non F

Non Sub Ac.No Activ.No Analysi.

Post

AutoCopy Batch...

Approve

Line Drilldown...

T Accounts...

Check Funds

Unreserve Funds

View Results

Change Period...

Change Currency...

# Journal Entry

## Journal Line Drilldown to Subledger (6/7)

10. Click “View Transactions”.

View Journal Entry Lines ☆

Save Search

Ledger HK Trade Development Council

Period MAR-2020

Currency HKD

Account 01.35601.00.000000.000.000.0000.000

GL Batch Name Payables A 1564702 13445155

GL Journal Entry Name MAR-2020 Purchase Invoices USD

Accounted DR

Accounted CR 39000

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match ☒ All ☐ Any

Balancing Segment is

Natural Account Segment is

GL Date is (28-Apr-2020)

Go Clear

Add Another Accounted CR Add

Select Subledger Journal Line: 

View Transaction

View Journal Entry

 | Export | ...

Ledger ▲	Account ▲	AccountDescription ▲	GL Date ▲	Accounting Class ▲	Accounted DR ▲	Accounted CR ▲	Supporting References
<input checked="" type="radio"/> HK Trade Development Council	01.35601.00.000000.000.000.0000.000	Head Office.Account Payable - A/P Invoice .No Departm.Non Project/Act.Non Sub Ac.No Activ.No Analysi.	02-Mar-2020	Liability		39,000.00	🔗

# Journal Entry

## Journal Line Drilldown to Subledger (7/7)

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

Invoice Workbench (TDC General Ledger Superuser)

Batch Control Total

Batch Actual Total

General

Type	Vr. No.	Supplier	Site	Sup No.	Doc. Cat. Name	Invoice Date	Invoice Num	Inv. Curr	Invoice Amount	Description	Terms	Payment Method	Pay Group	Distribution Set	[ ]	Pay
Standard	669037	1 STUDIO AND PRODUCT	BILLING	23161	TDC Invoice	02-MAR-202	SIT_FA_2	USD	5,000.00		14 Days	Wire	TDC-TT		.....	

1 General

2 Lines

3 Holds

4 View Payments

5 Scheduled Payments

6 View Prepayment Applications

Summary

Items

5,000.00

Retainage

Prepayments Applied

Withholding

Subtotal

5,000.00

Tax

0.00

Freight

Miscellaneous

Total

5,000.00

Amount Paid

USD

0.00

Status

Status

Validated

Accounted

Yes

Approval

Not Required

Holds

0

Scheduled Payment Holds

0

Description

Calculate Tax

Tax Details

All Distributions

# **Journal Entry**

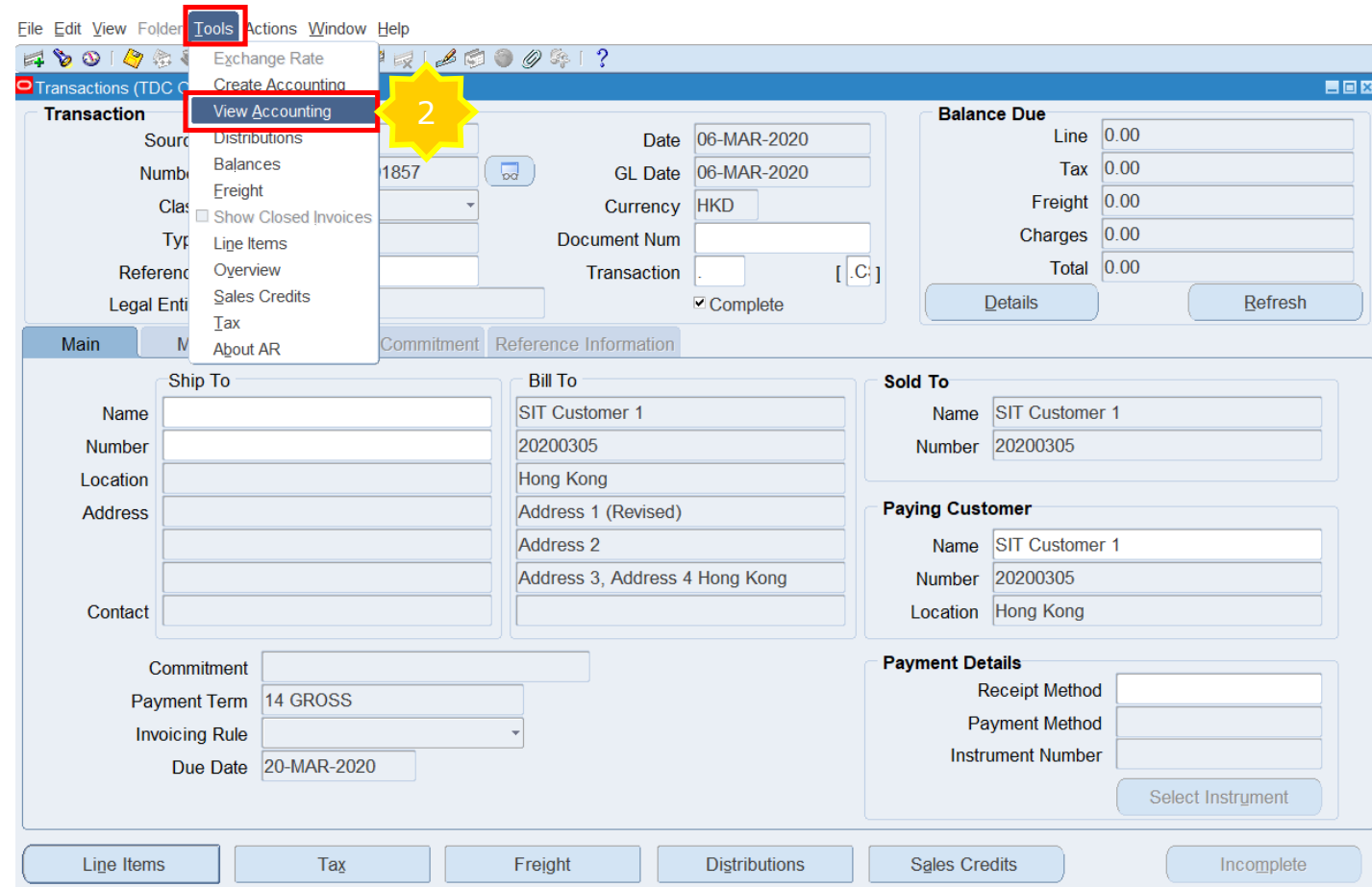
## Subledger Drilldown to Journal Entries

# 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"



The screenshot displays a software interface for managing transactions. The 'Tools' menu is open, showing options like 'Exchange Rate', 'Create Accounting', and 'View Accounting'. The 'View Accounting' option is highlighted with a red box and a yellow star with the number '2'. The main window shows transaction details for a transaction dated 06-MAR-2020. The transaction is categorized as 'AR Transactions' and has a balance due of 0.00. The interface includes sections for 'Ship To', 'Bill To', 'Sold To', 'Paying Customer', and 'Payment Details'. The 'Ship To' section includes fields for Name, Number, Location, Address, and Contact. The 'Bill To' section includes fields for Name, Number, Location, Address 1 (Revised), Address 2, and Address 3, Address 4 Hong Kong. The 'Sold To' section includes fields for Name and Number. The 'Paying Customer' section includes fields for Name, Number, and Location. The 'Payment Details' section includes fields for Receipt Method, Payment Method, and Instrument Number. The interface also includes a 'Commitment' section with fields for Payment Term, Invoicing Rule, and Due Date. The bottom of the interface features a navigation bar with buttons for 'Line Items', 'Tax', 'Freight', 'Distributions', 'Sales Credits', and 'Incomplete'.



# 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.

### Subledger Journal Entry Lines

#### Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match ☒ All ☐ Any

Balancing Segment

is

Natural Account Segment

is

GL Date

is

(23-Apr-2020)

Go

Clear

Add Another

CR

Add

Select Subledger Journal Entry Line:

View Transaction

View Journal Entry

Export

...

Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
<input checked="" type="radio"/> HK Trade Development Council	01.15110.00.000000.016.000.0000.000	Head Office.A/R ES External Receivable.No Departm.Non Project/Act.ES- Specia.No Activ.No Analysi.	06-Mar-2020	Receivable	100.00		
<input type="radio"/> HK Trade Development Council	01.46201.00.000000.016.000.0000.000	Head Office.Operational Income.No Departm.Non Project/Act.ES- Specia.No Activ.No Analysi.	06-Mar-2020	Revenue		100.00	

Table Diagnostics

# 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.

Ledger

HK Trade Development Council

Journal Entry Status

Final

Balance Type

Actual

GL Date

06-Mar-2020

Category

Sales Invoices

Completion Date

16-Mar-2020 10:26:11

Journal Entry Type

Standard

Description

View T-Account

View Supporting References

Transaction Information

'Customer Name'

SIT Customer 1

'Invoice Number'

4001857

'Invoice Date'

06-MAR-2020 00:00:00

'Batch Source'

CEC - Manual

'Customer Number'

20200305

'Invoice Document Number'

'Transaction Type'

Invoice

Document Sequence Name

Document Sequence Number

Show Additional Information

Lines

Export

...

Details	Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (HKD)	Accounted CR (HKD)	Supporting References
▶	1	01.15110.00.000000.016.000.0000.000	Receivable	HKD	100.00		100.00		🔗
▶	2	01.46201.00.000000.016.000.0000.000	Revenue	HKD		100.00		100.00	🔗

Accounted Amounts

Accounted DR (HKD)

100.00

Accounted CR (HKD)

100.00

Table Diagnostics

Diagnostic Console

Return to Subledger Journal Entry Lines

# 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.

Lines

Export   ...									
Details	Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (HKD)	Accounted CR (HKD)	Supporting References
	1	01.15110.00.0000000.016.000.0000.000	Receivable	HKD	100.00		100.00		
Third Party									
			Third Party Type	Customer		Third Party Name		SIT Customer 1	
			Third Party Number	3963263		Third Party Site		1579958	
			Third Party Taxpayer ID						
Description									
			Statistical Amount				Reconciliation Reference		
			Statistical UOM				Account Description		
							Head Office A/R ES External Receivable No		
							Departm.Non Project/Act.ES- Specia.No Activ.No		
							Analysi.		
			Accounting Class	Receivable		Line Description		Multi-Fund Account	
Currency									
			Entered Currency	HKD		Conversion Date			
			Conversion Type			Conversion Rate			
General Ledger									
			Batch Name	Receivables A 1565702 13452990			Journal Entry Name		
			Accounting Sequence Number				6944351 Sales Invoices HKD		
			Accounting Sequence Version	Accounting Sequence Name					
Journal Line Type									
			Name	Multi-Fund Invoice Receivable		Owner		Oracle	
			Description	Receivable for Multi-Fund Invoices					
	2	01.46201.00.0000000.016.000.0000.000	Revenue	HKD		100.00		100.00	

# 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

The screenshot shows the 'Navigator - TDC General Ledger Superuser' interface. The 'Journals' menu is expanded, and 'Launch Journal Wizard' is highlighted. A red box highlights the 'Launch Journal Wizard' option, and a yellow star with the number '1' is next to it. A red arrow points from the highlighted option to a 'Document Parameters' dialog box.

**Document Parameters**

\* Indicates required field

Viewer : **Excel 2016**

\* **Layout** Budgets - Multiple ▼  
The Layout determines the arrangement of fields in your document.

\* **Content** None ▼  
Select a Content to import data into your document. Create an empty document by selecting None.

**Reset to Default** **Create Document**

# 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.

### Document Parameters

\* Indicates required field

View Fiscal 2016

\* Layout Budgets - Multiple

\* Content Budgets - Multiple

Budgets - Single

Encumbrances - Multiple

Encumbrances - Single

Foreign Actuals - Multiple

Foreign Actuals - Single

Functional Actuals - Multiple

Functional Actuals - Single

TDC Encumbrances - Multiple

TDC Foreign Actuals - Multiple

TDC Foreign Actuals - Single

TDC Functional Actuals - Multiple

TDC Functional Actuals - Single

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"

### Document Parameters

\* Indicates required field

Viewer : Excel 2016

3

\* Layout

Foreign Actuals - Multiple with Project

The Layout determines the arrangement of fields in your document.

\* Content

None

Select a Content to import data into your document. Create an empty document by selecting None.

4

Reset to Default

Create Document

# Journal Entry

## Journal Creation by WebADI (4/23)

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

### Create Document

5

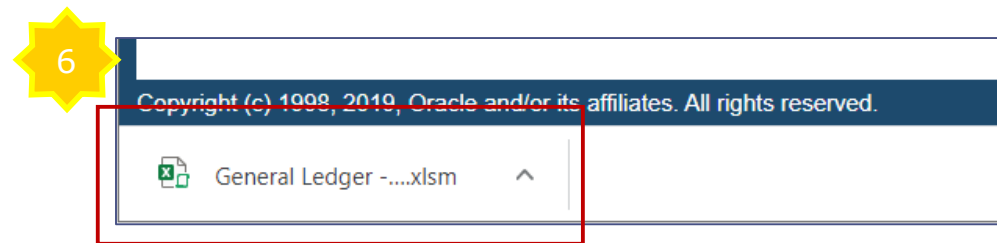
Create

---

### Primary Parameters

Integrator	General Ledger - Journals
Viewer	Excel 2016
Reporting Flag	<input type="checkbox"/>
Layout	Foreign Actuals - Multiple with Project
* Content	None ▼

Diagnostic Console





# 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)

[illegible]

# 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 Account	TDC Accountin
Ledger	List - Text: HK Trade Dev
Category	List - Text: Accrual
Source	List - Text: Spreadsheet
Currency	List - Text: GBP
Account	List - Date: 28-Apr-2020
Group II	Number

Ln	OFF	NATUR	DEP	PRJ	AC	SUB	ACT	ANAL	RES	Debit	Credit	Conversion Type	Conversion Date	Conversion Rate	Description	Line DFF	Messages
11										Number	* Number	List - Text	List - Date	Number	List - Text	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,
- Enter "Conversion Type"
  - Double click blank cell to select "Conversion Date"
  - Enter to search or select "Conversion Date" from pop-up window

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

Ledger ist - Text HK Trade Dev  
Categorist - Text Accrual  
Source ist - Text Spreadsheet  
Currencist - Text GBP  
Accountist - Date 28-Apr-2020  
Group II Number

Up	OFF	NATUR	DEP	PRJ	AC	SUB	ACT	ANAL	RES	Debit	Credit	Conversion Ty	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	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.

14c

Oracle Web ADI: Search and Select - Conversion Date and Rate

**Search and Select - Conversion Date and Rate**

**Search**

Select a filter item in the Search By list and enter reduction criteria in the text field, then press the Go button. To see a list of all items, clear the text field and press the Go button.

Search by Date equals 2020-04-28

Rate equals

Go

**Results**

Results table contains 7945 items.


Select Item Select Cancel

Previous 1 - 25 of 7945 Next 25

Conversion Date	Conversion Rate
2020-12-31	10.43894
2020-12-30	10.43894
2020-12-29	10.43894
2020-12-28	10.43894
2020-12-27	10.43894
2020-12-26	10.43894
2020-12-25	10.43894
2020-12-24	10.43894

# 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"

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

Up	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	
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.

Enter Flexfield

Enter Journals: Lines

BANK TRAN DATE

CHEQUE NO.

PAYEE NAME

CREDIT CARD NO.

Context

15b

Cancel

Select

# 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"

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

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

Up	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	
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.

Enter Flexfield

Search and Select - Context

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.

15d Select

Value	Description
PRJ_EXP	
PRJ_REV	

# Journal Entry






## Journal Creation by WebADI (10/23)

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

Balance Type	A
Database	FMS12DBDEV0
Data Access Se	HK Trade Dev
Chart Of Accou	TDC Accountin
Ledger	ist - Text HK Trade Dev
Category	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		 
Task Number		
Expenditure Type		

CancelSelect

Up	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	
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"

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

Enter Flexfield

Search and Select - Project Number

Search Criteria: Value

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

15g


Value	Description
<input checked="" type="radio"/> 2951011920	TDC Annual Dinner, London, October 2019

Up	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	
R 31	25201	00	000000	000	000	000	000	000		629	Book			UAT		
R 01	53501	44	295101	000	131	1920	000		231		Book	28-Apr-2020	10.43894	UAT		
R 01	55308	44	295101	000	131	1920	000		35		Book	28-Apr-2020	10.43894	UAT		
R 01	55818	44	295101	000	131	1920	000		121		Book	28-Apr-2020	10.43894	UAT		
R 01	55826	44	295101	000	131	1920	000		142		Book	28-Apr-2020	10.43894	UAT		
R 01	55836	44	295101	000	131	1920	000		52		Book	28-Apr-2020	10.43894	UAT		
R 01	58103	44	295101	000	131	1920	000		13		Book	28-Apr-2020	10.43894	UAT		
R 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"

Balance Type	A
Database	FMS12DBDEV0
Data Access Se	HK Trade Dev
Chart Of Accou	TDC Accountin
Ledger	ist - Text: HK Trade Dev
Category	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		
Expenditure Type		

15h

CancelSelect

Up	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	
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 (13/23)

15. For journal lines that project information is required

- i. Select "Task Number" from the listed values
- j. Click "Select"

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

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

15j

Enter Flexfield

Search and Select - Task Number

Search Criteria: Value

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

15j

Select


Value	Description
<input type="radio"/> General	
<input checked="" type="radio"/> London Office	
<input type="radio"/> Others	

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

15k

CancelSelect

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

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

Up	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	
R 31	25201	00		000000	000	000	0000	000			629	Book			UAT		
R 01	53501	44		295101	000	131	1920	000		231		Book	28-Apr-2020	10.43894	UAT		
R 01	55308	44		295101	000	131	1920	000		35		Book	28-Apr-2020	10.43894	UAT		
R 01	55818	44		295101	000	131	1920	000		121		Book	28-Apr-2020	10.43894	UAT		
R 01	55826	44		295101	000	131	1920	000		142		Book	28-Apr-2020	10.43894	UAT		
R 01	55836	44		295101	000	131	1920	000		52		Book	28-Apr-2020	10.43894	UAT		
R 01	58103	44		295101	000	131	1920	000		13		Book	28-Apr-2020	10.43894	UAT		
R 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.

Enter Flexfield

Search and Select - Expenditure Type

Search

15l Description 15m

Go Cancel

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

15o

15n

Select

Value	Description
<input checked="" type="radio"/> Bartered Tools & Equip.	55826-Bartered Tools & Equipment
<input type="radio"/> Business ctr & Office Equip.	55826-Business ctr & rental of Office Equipment, e.g. photocopier, fax machine, refrigerator, TV & video sets, etc. + ELS installation/operation costs
<input type="radio"/> IT Support & Leasing Equip.	55826-IT support, VMS Hardware Rental & Onsite Support (SSL) + Leasing Laptops/Printer
<input type="radio"/> Misc. Stand Expenses	55826-Misc. Stand Expenses

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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

Balance Type	A
Database	FMS12DBDEV0
Data Access Se	HK Trade Dev
Chart Of Accou	TDC Accountin
Ledger	ist - Text: HK Trade Dev
Category	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

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 Expenses	53501-Security Service Expenses

Cancel

15p

Select

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

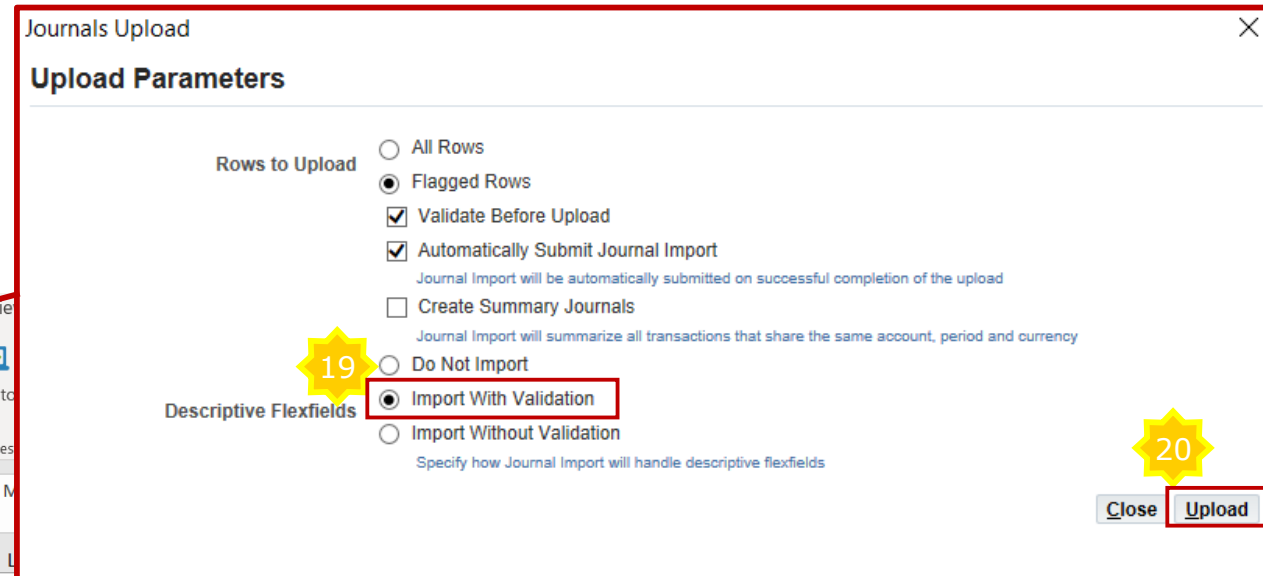
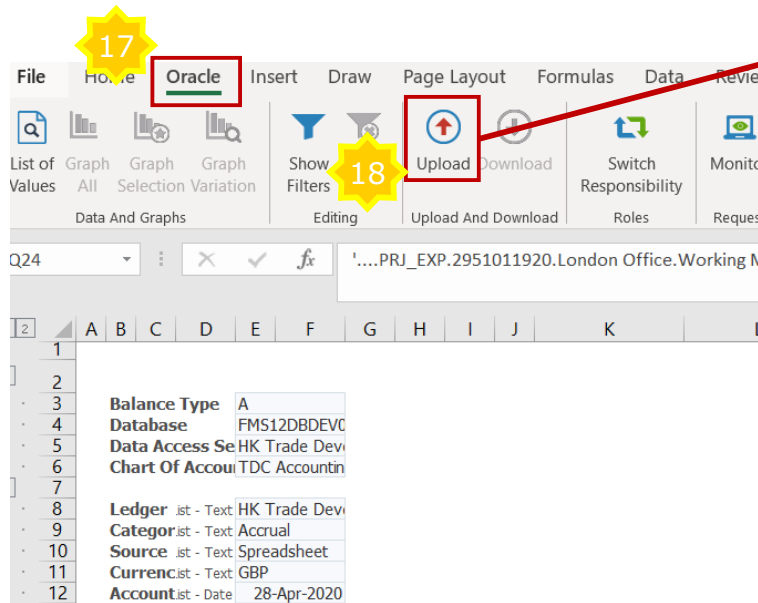
## Journal Creation by WebADI (17/23)

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

te	Line Description	Line DFF	22	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

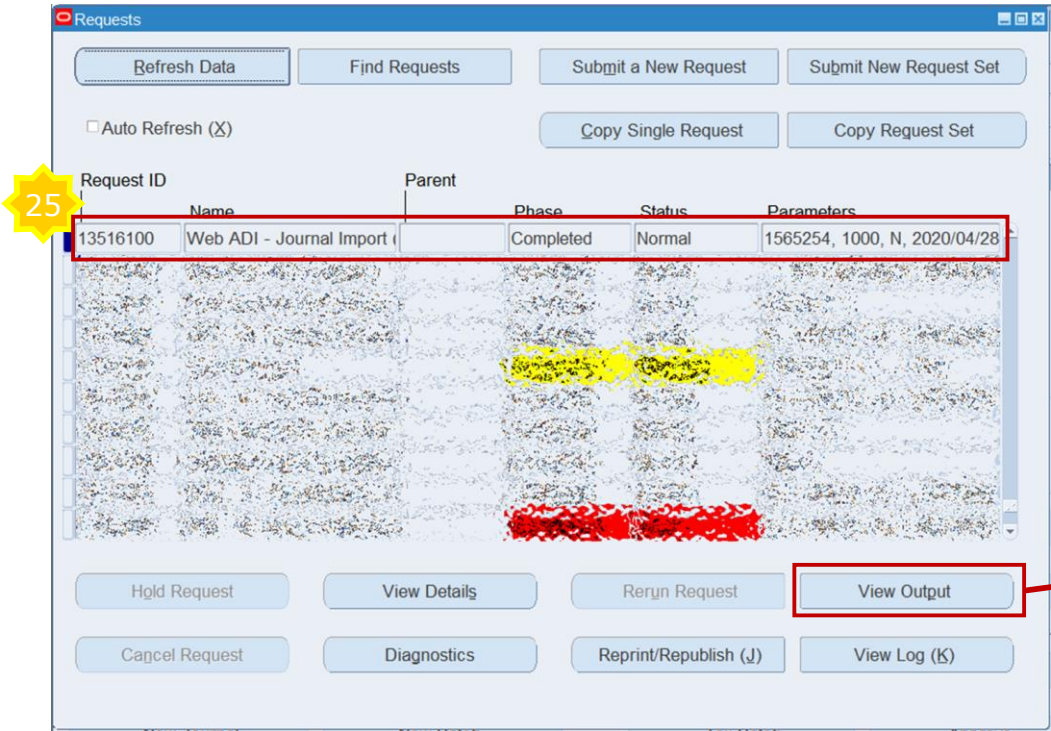
DFF	24	Messages
Text		
J_EXP.295101	⚠	Entered amounts for Journal 1 are not balanced.
J_EXP.295101	⚠	Entered amounts for Journal 1 are not balanced.
J_EXP.295101	⚠	Entered amounts for Journal 1 are not balanced.
J_EXP.295101	⚠	Entered amounts for Journal 1 are not balanced.
J_EXP.295101	⚠	Entered amounts for Journal 1 are not balanced.
J_EXP.295101	⚠	Entered amounts for Journal 1 are not balanced.
J_EXP.295101	⚠	Entered amounts for Journal 1 are not balanced.
J_EXP.295101	⚠	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”



HK Trade Development Council

Concurrent Request ID: 13516100

Journal Import Execution Report

Date: 29-APR-20 18:31

Page: 1

Journal Entry Source Name	Group Id	Status	Total Lines	Total Batches	Total Headers	Total Unbalanced Batches	Total Unbalanced Headers	Total Flex Errors	Total Non-Flex Errors
Spreadsheet	1577708	Success	8	1	1	0	0	0	0
*** TOTALS ***			8	1	1	0	0	0	0

===== Batches Created =====

Batch Name	Period Name	Total Lines	Total Headers	Total Accounted Debits	Total Accounted Credits
Spreadsheet A 1577708 13516100	APR-2020	8	1	6566.09	6566.09

===== Unbalanced Journal Entries\*\* =====

Error Code	Journal Entry Name	Batch Name	Total Lines	Period Name	Total Debits	Total Credits
------------	--------------------	------------	-------------	-------------	--------------	---------------

===== Error Lines =====



# 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

27

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

☐ Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
13515491	Web ADI - Journal Import		Completed	Error	1565242, 1000, N, 2020/04/28

Hold Request View Details Rerun Request View Output

Cancel Request Diagnostics Reprint/Republish (J) View Log (K)

https://fms-eb-sit.tdc.org.hk/OA

fms-eb-sit.tdc.org.hk/OA\_CGI/FNDWRR.exe?temp\_id=11...

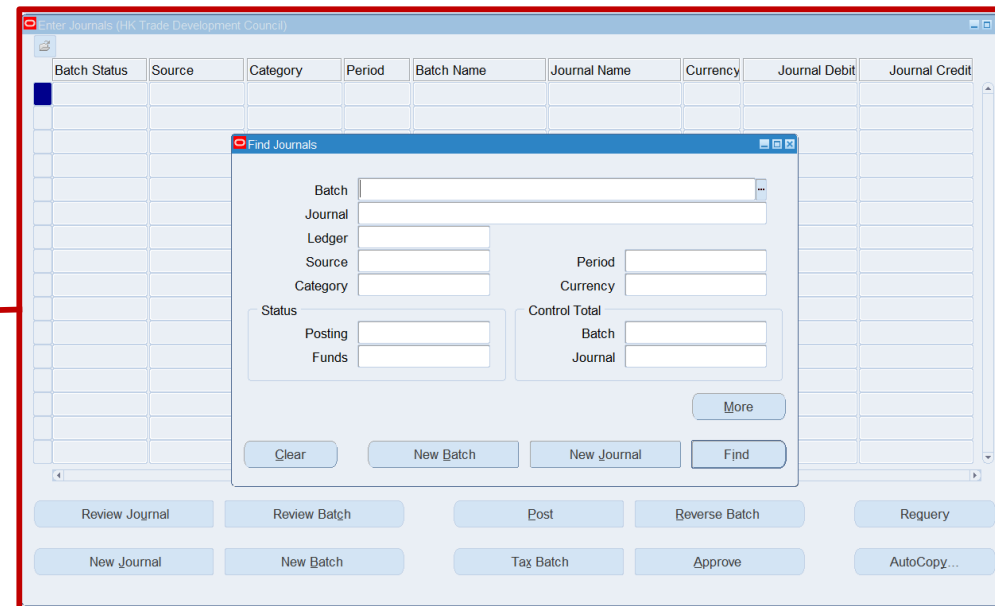
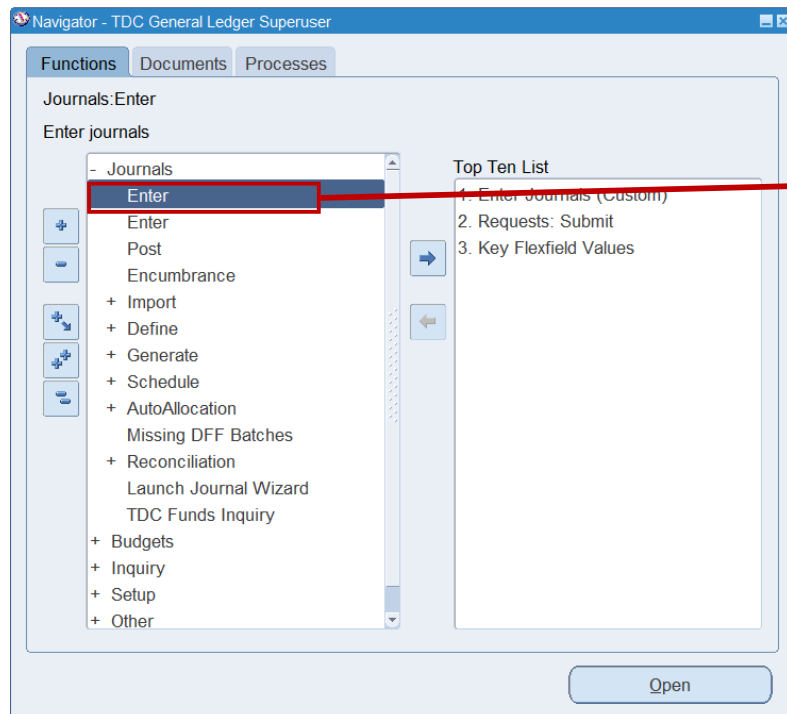
The line COA:01.55903.31.110010.000.000.1920.000;Debit;;Credit:10;Line Description:Creditvalidation failure: Project information must be entered



# Journal Entry

## Journal Creation by WebADI (21/23)

Journals> Enter



**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

The screenshot displays two windows from the HK Trade Development Council system. The 'Find Journals' window on the left has a search bar (28) containing 'Batch Spreadsheet A 1577708 13516100'. Below it are fields for Journal, Ledger, Source, Category, Status, Posting, Funds, Period, Currency, Control Total, Batch, and Journal. A 'Find' button (29) is at the bottom right. The 'Enter Journals' window on the right shows a table with columns: Batch Status, Source, Category, Period, Batch Name, Journal Name, Currency, Journal Debit, and Journal Credit. The first row (30) contains: Unposted, Spreadsheet, Accrual, APR-2020, Spreadsheet A 1577708, Accrual GBP Book 28, GBP, 629.00, and 629.00. At the bottom of the 'Enter Journals' window are buttons for Review Journal, Review Batch, Post, Reverse Batch, Reguery, New Journal, New Batch, Tax Batch, Approve, and AutoCopy...

# 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

The screenshot displays the 'Batch (HK Trade Development Council)' window and the 'Enter Journals: Batches' dialog box. The main window shows the following details:

- Batch:** Spreadsheet A 1577708 13516100
- Period:** APR-2020
- Balance Type:** Actual
- Description:** Journal Import Spreadsheet 13516100:
- Status:** Posting: Unposted, Funds: Required, Approval: Required
- Details:** Created: 29-APR-2020, Posted: , Posted By:

The 'Enter Journals: Batches' dialog box is open, showing the following details:

- Entered FOR Location:**
- Entered BY Location:**
- Journals Approver:** CHAN, Ms. Mut Sum Elaine
- Approval Code:** AAM/OOA
- Buttons:** OK, Cancel, Clear, Help

Yellow starburst callouts with numbers 31, 32, and 33 are placed over the 'Batch' field, the 'Journals Approver' field, and the 'OK' button, respectively, indicating the steps to be followed.

# Month End Process

## Create Accounting

# Month End Process

## Create Accounting

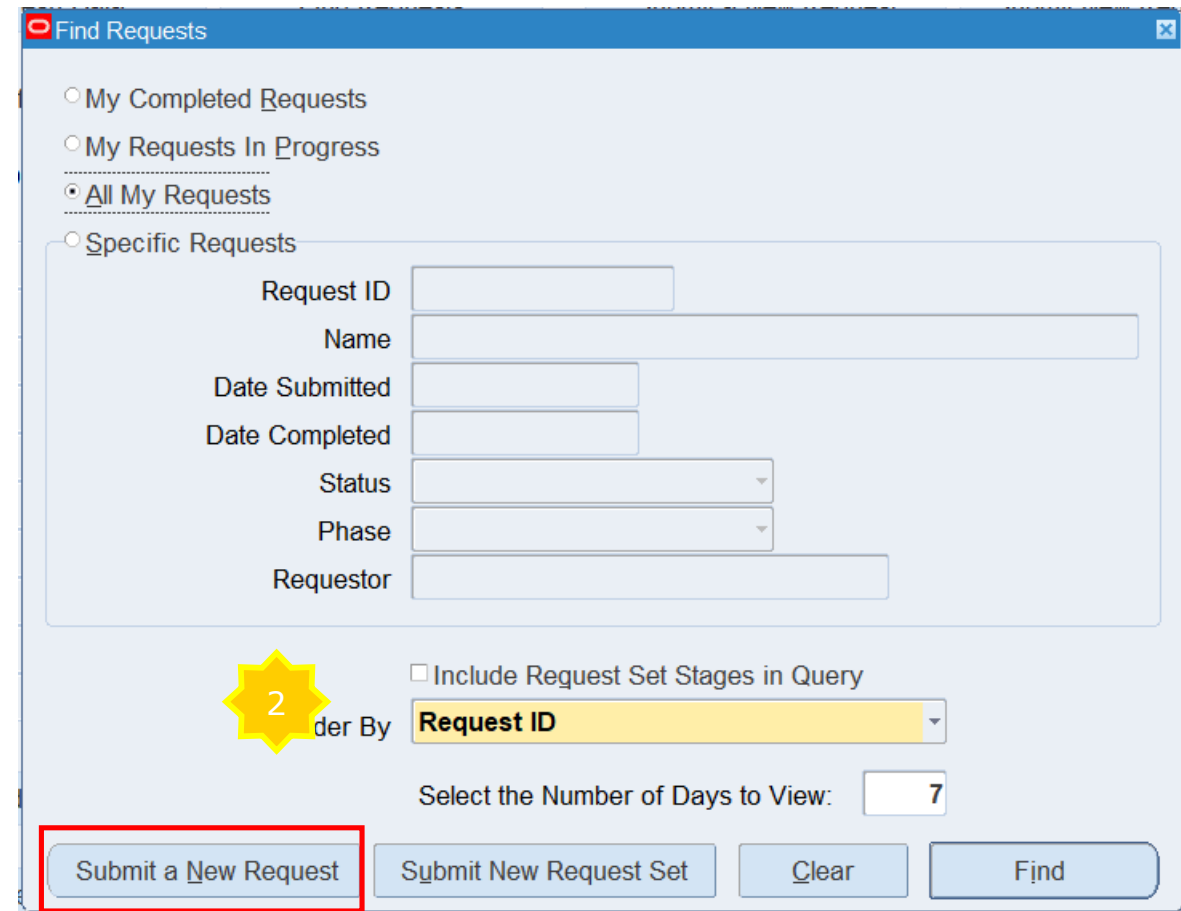
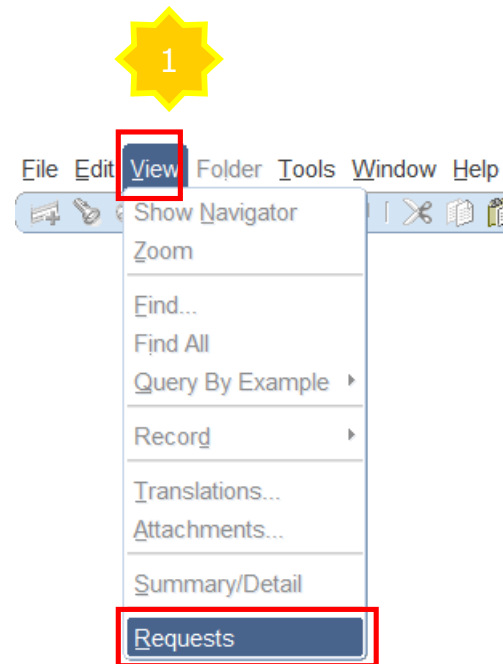
In R12, Run “Create Accounting” to generate the journal entries for each subledger in General Ledger. Fixed Assets and Inventory have a special version of the “Create Accounting” program.

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"

The screenshot shows the 'Submit Request' dialog box with the following fields and annotations:

- Step 3:** A yellow star with the number 3 is placed over the 'Name' field, which contains 'Create Accounting - Assets'.
- Step 4:** A yellow star with the number 4 is placed over the 'Parameters' section, which includes fields for 'Book Type Code' (HKTDC), 'Ledger' (HK Trade Development Council), 'Process Category', 'End Date' (30-APR-2020), 'Accounting Mode' (Final), 'Errors Only' (No), 'Report' (Detail), 'Transfer to General Ledger' (Yes), 'Post in General Ledger' (Yes), 'General Ledger Batch Name', and 'Include User Transaction Identifiers' (No).
- Step 5:** A yellow star with the number 5 is placed over the 'OK' button.
- Step 6:** A yellow star with the number 6 is placed over the 'Submit' button.

Other fields in the dialog include 'Operating Unit', 'Parameters', 'Language' (American English), 'At these Times' (Run the Job: As Soon as Possible), 'Upon Completion' (Save all Output Files: checked), 'Layout' (Create Accounting Program Report), 'Notify', 'Print to' (noprint), and 'Help (C)'.

# 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. <b>(Select OAW)</b>
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.

The screenshot displays the 'Requests' application interface. On the left, the 'Find Requests' dialog is open, showing search criteria and a 'Find' button (callout 7). The main window shows a table of requests (callout 9 points to the 'Create Accounting - Assets' row). A 'Refresh Data' button is highlighted (callout 8). At the bottom, the 'View Output' button is highlighted (callout 10).

Request ID	Name	Parent	Phase	Status	Parameters
13497835	Create Accounting - Assets		Completed	Normal	HKTDC, 140, 140, Y, 1, , 2020
13497829	TDC : AR Interface for Rec	13497828	Completed	Normal	AR-I-RCP-02, AR-I-RCP-PAS-
13497828	TDC : AR Interface for Rec		Completed	Error	AR-I-RCP-02, AR-I-RCP-PAS-
13497823	TDC : AR Interface for Rec	13497822	Completed	Normal	AR-I-RCP-02, AR-I-RCP-EMS
13497822	TDC : AR Interface for Rec		Completed	Normal	AR-I-RCP-02, AR-I-RCP-EMS
13497821	Users of a Responsibility		Completed	Normal	OFA, TDC_FIXED_ASSETS_C
13497820	Users of a Responsibility		Completed	Normal	OFA, TDC_FIXED_ASSETS_C
13497653	TDC Actual-Costing Varian		Completed	Normal	telai, 30609
13497591	TDC Invoice Interface Rep		Completed	Normal	
13497588	TDC : AR Invoice Interface		Completed	Normal	AR-I-INV-EMS-0

# Month End Process

## Transfer Journal Entries to GL

# Month End Process

## Transfer Journal Entries to GL

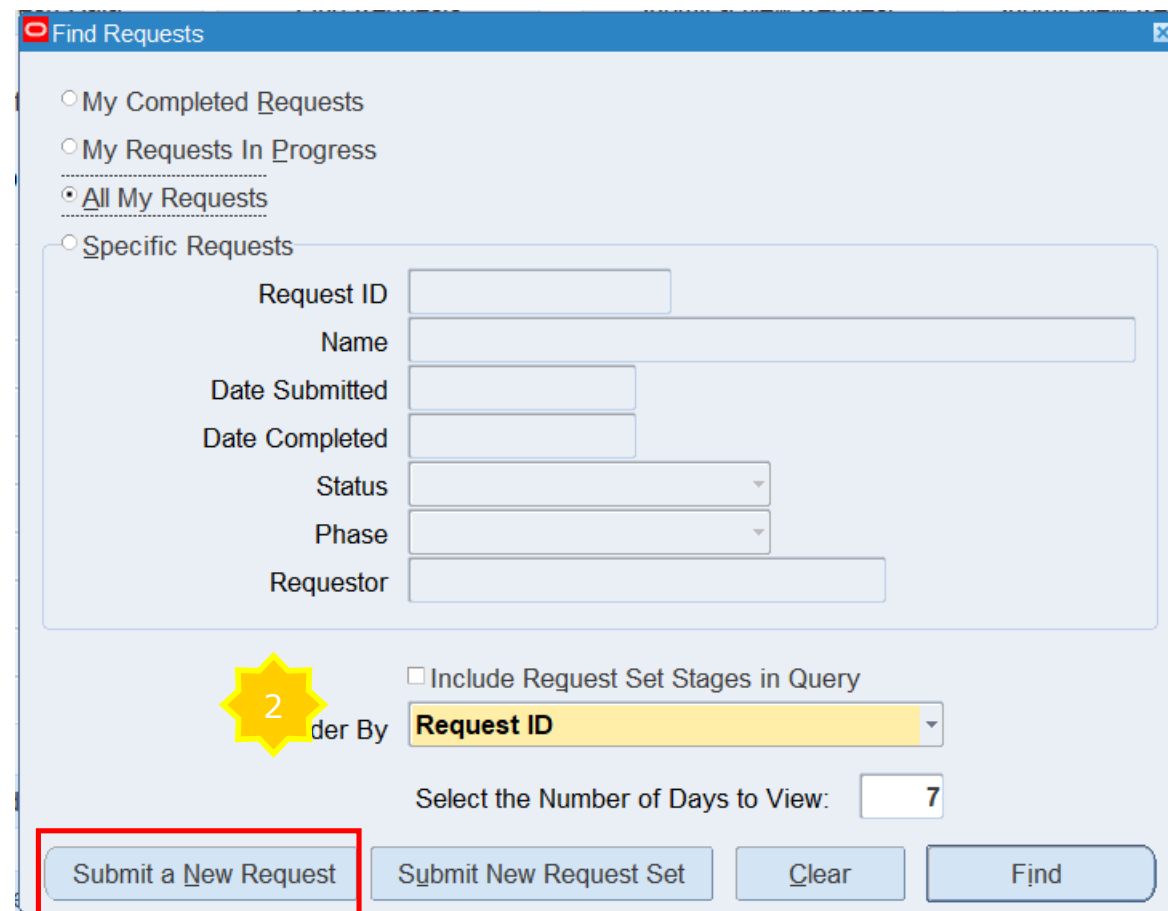
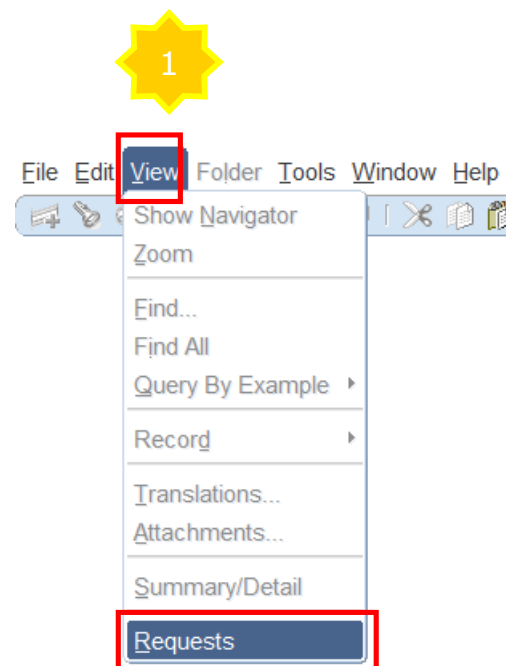
If you have chosen not to transfer the journal entries to General Ledger when running the “Create Accounting” request, or if you would like to transfer the encumbrance journal entries for requisition and purchase order reserved, run the “Transfer to General Ledger” request. Fixed Assets and Inventory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

The screenshot displays two overlapping software dialog boxes. The background box is titled 'Submit Request' and contains fields for 'Name' (set to 'Transfer Journal Entries to GL - Assets'), 'Operating Unit', 'Parameters', and 'Language' (set to 'American English'). It also has sections for 'At these Times' (Run the Job: As Soon as Possible) and 'Upon Completion' (Save all Output Files: checked, Layout: Transfer Journal Entries to GL Repo, Notify, Print to: noprint). The foreground box is titled 'Parameters' and contains fields for 'Book Type Code' (HKTDC), 'Ledger' (HK Trade Development Council), 'Process Category', 'End Date' (30-APR-2020), 'Post in General Ledger' (No), and 'General Ledger Batch Name'. Numbered yellow star callouts are placed over the interface: '3' is over the 'Name' field, '4' is over the 'Parameters' field, '5' is over the 'OK' button in the 'Parameters' dialog, and '6' is over the 'Submit' button in the 'Submit Request' dialog.

# 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 <b>(Select OAW)</b>

# 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.

8

9

7

Refresh Data

Find Requests

Submit a New Request

Submit New Request Set

Copy Single Request

Copy Request Set

Request ID

Parent

Phase

Status

Parameters

13513297

Flexfield View Generator

Completed

Normal

3, 401, MTL\_MATERIAL\_TRAN

13513290

Users of a Responsibility

Completed

Normal

CST, COST\_MANAGEMENT

13513282

TDC Pre-Event/Post-Event

Completed

Normal

30609, Post-event Costing-1 M

13513279

TDC Pre-Event/Post-Event

Completed

Normal

30609, Post-event Costing-1 M

13513272

TDC Pre-Event/Post-Event

Completed

Normal

30609, Post-event Costing-1 M

13513271

TDC Project Costing by Ma

Completed

Normal

dmwu, 30609, , Post-event Co

13513264

TDC Project Costing Detail:

Completed

Normal

dmwu, 30609, , Post-event Co

13513263

TDC Project Costing Detail:

Completed

Normal

30609, , Post-event Co

13513226

TDC Pre-Event/Post-Event

Completed

Normal

30609, Post-event Costing-1 M

Hold Request

View Details

Rerun Request

View Output

Cancel Request

Diagnostics

Reprint/Republish (J)

View Log (K)

Find Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Find

# **FSG Reports**

## Generate FSG Report



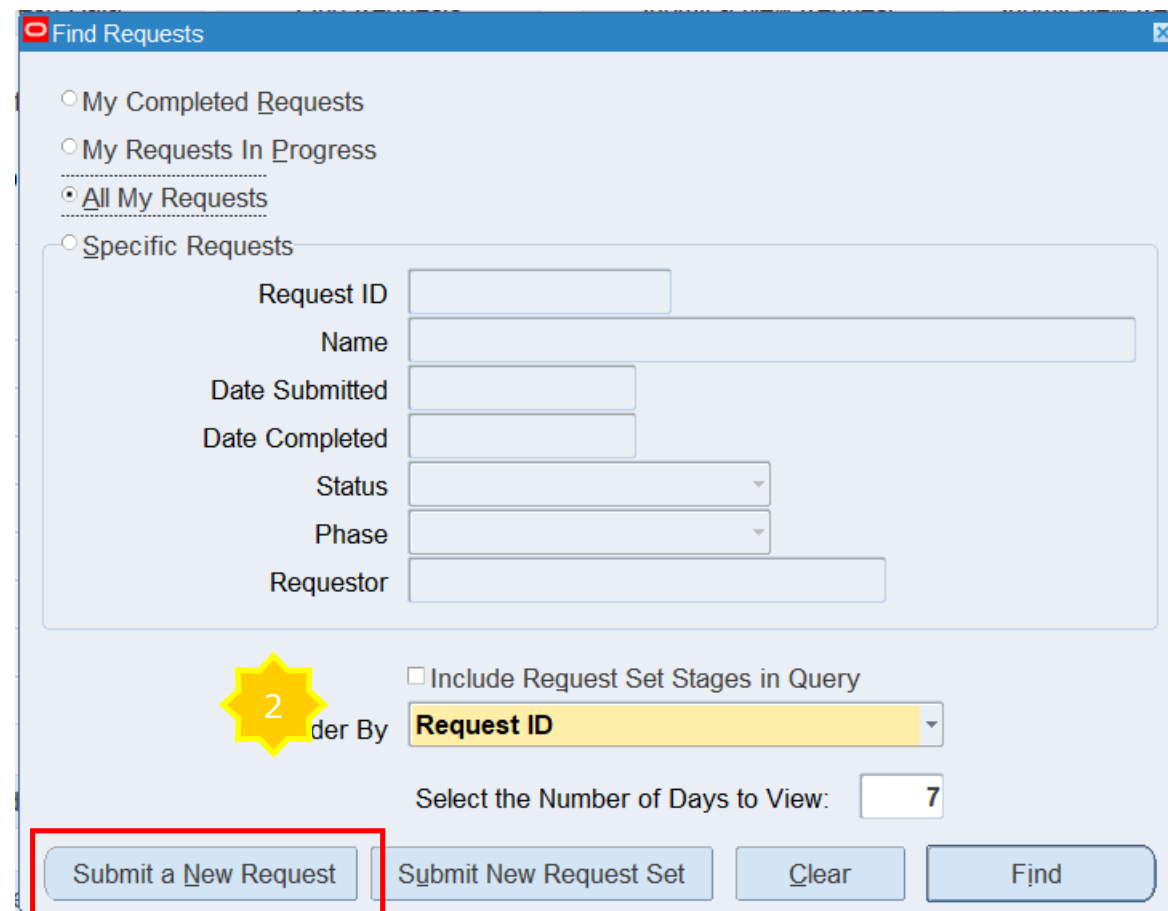
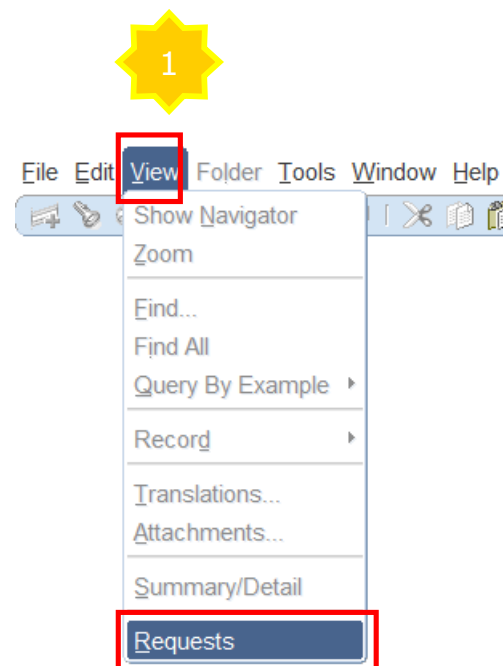
# FSG Reports

## 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".

**Submit Request**

Run this Request

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)

**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

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".

The image shows two overlapping dialog boxes from a software application. The 'Submit Request' dialog is in the foreground, and the 'Upon Completion...' dialog is in the background.

**Submit Request Dialog:**

- Run this Request:** Contains fields for Name (Program - Publish FSG Report), Operating Unit, Parameters (HKTDC:#BP-PJ 9PA(SUM)(MAIN+MISC)+FY:MAR-2020:HKD:Calculate Then Round::BP-I), and Language (American English). A 'Copy' button is to the right.
- At these Times:** Contains 'Run the Job' (As Soon as Possible) and a 'Schedule' button.
- Upon Completion:** Contains a checked 'Save all Output Files' checkbox, an unchecked 'Burst Output' checkbox, a 'Layout' dropdown (TDC FSGXML: Basic Excel Drilldown Template), 'Notify' and 'Print to' (noprint) fields, and a 'Delivery Opts' button.
- Buttons at the bottom: 'Help (C)', 'Submit' (highlighted with a red box and yellow star 9), and 'Cancel'.

**Upon Completion... Dialog:**

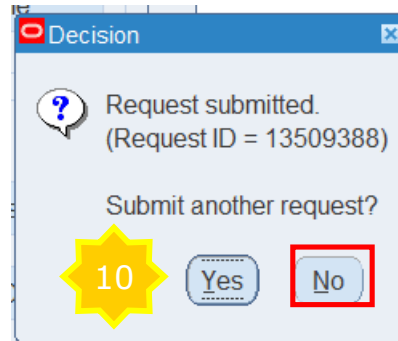
- Contains a checked 'Save all Output Files' checkbox.
- Layout:** A table with columns: Template Name, Template Language, Format, and For Language. The first row is highlighted with a red box and yellow star 7, showing 'TDC FSGXML: Basic Excel', 'English: USA', 'EXCEL', and 'AMERICAN'.
- Notify the following people:** A table with columns: Name and For Language.
- Print the Output To:** Contains a 'Style' dropdown (A4), a 'Printer' dropdown (noprint), a 'Copies' field (0), and a 'For Language' dropdown (All languages).
- Buttons at the bottom: 'Help', 'OK' (highlighted with a red box and yellow star 8), and 'Cancel'.

# FSG Reports

## Generate FSG Report (4/6)

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

11. Click "Find".



A "Find Requests" dialog box with a blue header. It contains several radio buttons for filtering: "My Completed Requests", "My Requests In Progress", "All My Requests" (which is selected), and "Specific Requests". Below these are input fields for "Request ID", "Name", "Date Submitted", "Date Completed", "Status" (a dropdown), "Phase" (a dropdown), and "Requestor". At the bottom, there is a checkbox "Include Request Set Stages in Query", an "Order By" dropdown set to "Request ID", and a "Select the Number of Days to View:" field set to "7". At the very bottom are four buttons: "Submit a New Request", "Submit New Request Set", "Clear", and "Find". A yellow star with the number "11" is next to the "Find" button, which is also highlighted with a red border.

# 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".

12

Refresh Data

Find Requests

Submit a New Request

Submit New Request Set

☐ Auto Refresh (X)

Copy Single Request

Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
13509388	Program - Publish FSG Rej		Completed	Normal	1000, 101, FSG-ADHOC-, C, (
13508160	Compile Security Menu		Completed	Normal	67721, Y
13508159	Compile Security Menu		Completed	Normal	69516, Y
13508158	Compile Security Menu		Completed	Normal	69514, Y
13508157	Compile Security Menu		Completed	Normal	1000094, Y
13508156	Compile Security Menu		Completed	Normal	1001237, Y
13508154	Compile Security Menu		Completed	Normal	1008291, Y
13508153	Compile Security Menu		Completed	Normal	1008231, Y
13508152	Compile Security Menu		Completed	Normal	1001213, Y
13508151	Compile Security Menu		Completed	Normal	6

14

View Output

Hold Request

View Details

Rerun Request

Cancel Request

Diagnostics

Reprint/Republish (J)

View Log (K)



# FSG Reports

## Generate FSG Report Set

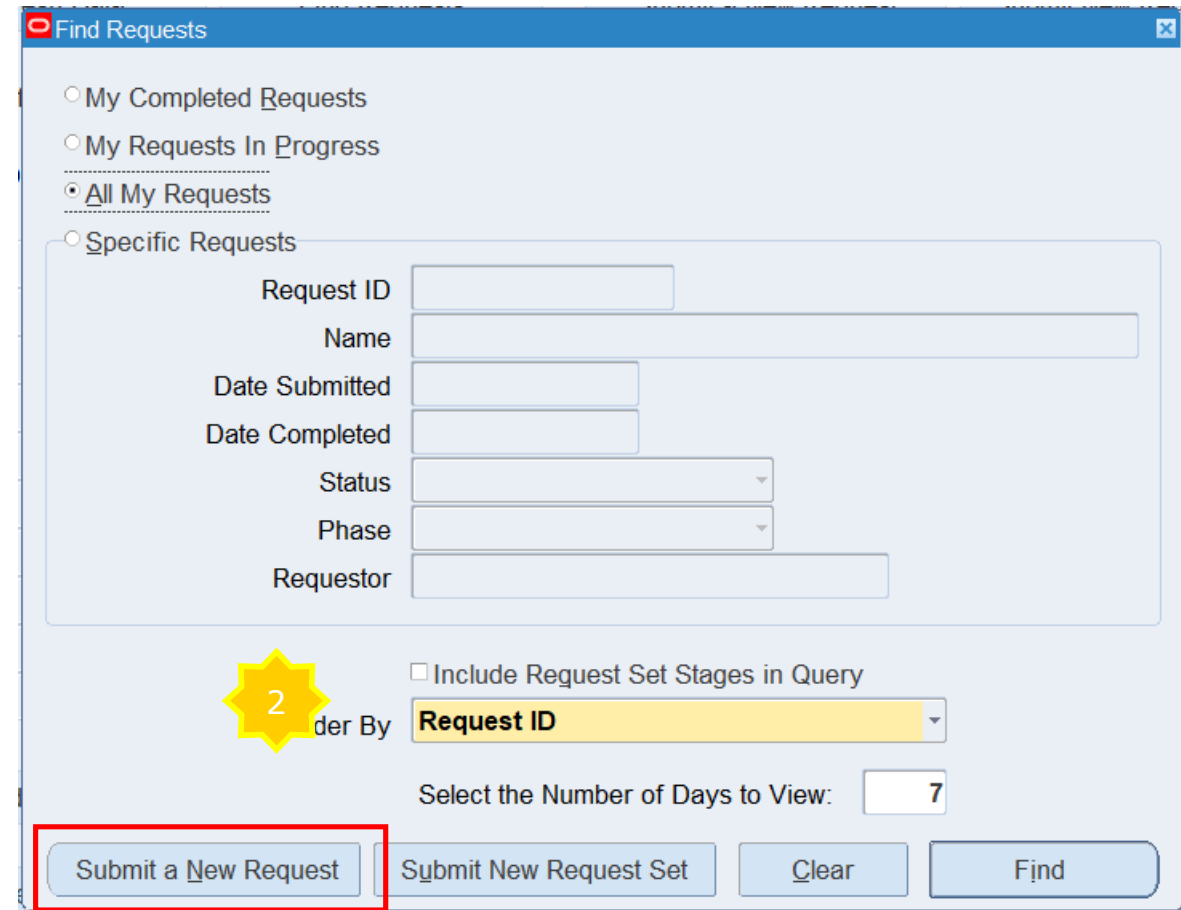
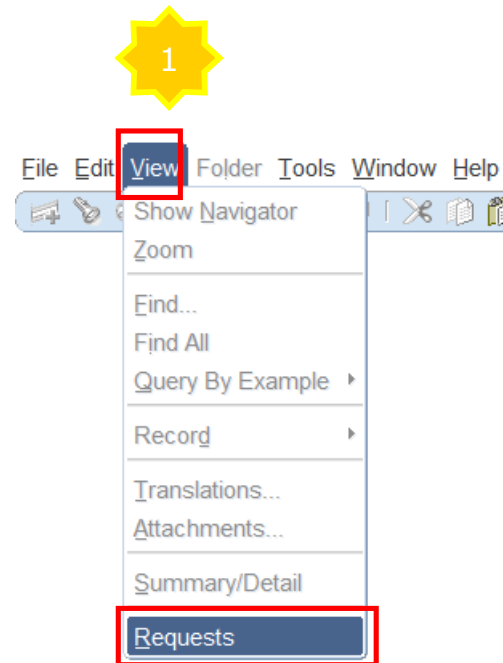
# FSG Reports

## 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".

The screenshot displays two overlapping dialog boxes from a software application. The background dialog is titled "Submit Request" and contains fields for "Name" (Program - Publish FSG Report Set), "Operating Unit", "Parameters" (HKTDC:BP-JBCC:MAR-2020:HKD:31-MAR-2020), and "Language" (American English). A yellow starburst with the number 3 is positioned over the "Name" field. The foreground dialog is titled "Parameters" and shows the expanded parameters: "Ledger" (HKTDC), "Report Set" (BP-JBCC), "Period" (MAR-2020), "Currency" (HKD), and "Date" (31-MAR-2020). A yellow starburst with the number 4 is positioned over the "Parameters" section of the background dialog, and a yellow starburst with the number 5 is positioned over the "OK" button in the foreground dialog.

# FSG Reports

## Generate FSG Report Set (3/6)

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

The image shows two overlapping dialog boxes from a software application. The 'Submit Request' dialog is on the left, and the 'Upon Completion...' dialog is on the right. Yellow star-shaped callouts with numbers 6 through 9 highlight specific steps in the process.

**Submit Request Dialog:**

- Run this Request:** Name: Program - Publish FSG Report Set (Callout 7 points to the 'Copy' button next to it).
- Operating Unit:** (Empty field)
- Parameters:** HKTDC:BP-JBCC:MAR-2020:HKD:31-MAR-2020
- Language:** American English
- Buttons:** Language Settings, Debug Options
- At these Times:** Run the Job: As Soon As Possible (Callout 9 points to the 'Schedule' button next to it)
- Upon Completion:**
  - ☒ Save all Output Files
  - ☐ Burst Output
  - Layout:** FSG Report Set: Basic Excel Drilldown Template (Callout 6 points to this field)
  - Buttons:** Options (Callout 6 points to this button), Delivery Opts
- Buttons:** Help (C), Submit (Callout 9 points to this button), Cancel

**Upon Completion... Dialog:**

- ☒ Save all Output Files
- Layout:**

Template Name	Template Language	Format	For Language
FSG Report Set: Basic Excel	English: USA	EXCEL	AMERICAN

 (Callout 7 points to the first row)
- Buttons:** Preview
- Notify the following people:**

Name	For Language
- Print the Output To:**

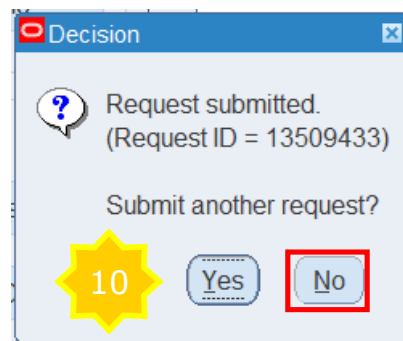
Printer	Copies	For Language
- Style:** A4
- Buttons:** Help, OK (Callout 8 points to this button), Cancel

# FSG Reports

## Generate FSG Report Set (4/6)

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

11. Click "Find".



A "Find Requests" dialog box with a blue header. It contains several radio buttons for filtering requests: "My Completed Requests", "My Requests In Progress", "All My Requests" (which is selected), and "Specific Requests". Below these are input fields for "Request ID", "Name", "Date Submitted", "Date Completed", "Status" (a dropdown menu), "Phase" (a dropdown menu), and "Requestor". There is also a checkbox for "Include Request Set Stages in Query". An "Order By" dropdown menu is set to "Request ID". A "Select the Number of Days to View:" field is set to "7". At the bottom, there are four buttons: "Submit a New Request", "Submit New Request Set", "Clear", and "Find". The "Find" button is highlighted with a red border and a yellow star with the number "11" inside it.

# 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".

The screenshot shows the 'Requests' window with the following elements:

- Buttons:** Refresh Data (highlighted with a red box and yellow star 12), Find Requests, Submit a New Request, Submit New Request Set, Copy Single Request, Copy Request Set, Hold Request, View Details, Rerun Request, View Output (highlighted with a red box and yellow star 14), Cancel Request, Diagnostics, Reprint/Republish (J), View Log (K).
- Table:** A table with columns: Request ID, Name, Parent, Phase, Status, Parameters. The row for Request ID 13522060, 'Program - Publish FSG Report', is highlighted with a red box and yellow star 13.

Request ID	Name	Parent	Phase	Status	Parameters
13522064	BS-IE SCHEDULE (JBCC)	13522060	Completed	Normal	1000, 101, FSG-ADHOC-, C, C
13522063	BS-IE SCHEDULE (JBCC)	13522060	Completed	Normal	1000, 101, FSG-ADHOC-, C, C
13522062	BP-IE-JBCC (Financial Sta	13522060	Completed	Normal	1000, 101, FSG-ADHOC-, C, C
13522061	BP-JBCC BY ACTIVITIES	13522060	Completed	Normal	1000, 101, FSG-ADHOC-, C, C
13522060	Program - Publish FSG Re		Completed	Normal	1000, 101, FSG-ADHOC-, C, C
13522044	BP-HO IE-OTHER EXPS D	13522023	Completed	Normal	1000, 101, FSG-ADHOC-, C, C
13522043	BP-BGT IE-CONSOLIDATE	13522023	Completed	Normal	1000, 101, FSG-ADHOC-, C, C
13522042	BP-BGT IE-CONSOLIDATE	13522023	Completed	Normal	1000, 101, FSG-ADHOC-, C, C
13522041	BP-HO IE REPORTS BY D	13522023	Completed	Normal	1000, 101, FSG-ADHOC-, C, C
13522040	BP-BGT IE-CONSOLID(99	13522023	Completed	Normal	1000, 101, FSG-ADHOC-, C, C

# 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
			ACTIVITIES:BU DGET & PROJECTION -							
1					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										
10			--- YEAR TO DAT	E ---						
11	PRJ_ACT	ACTUAL MAR-2020	BUDGET MAR-2020	VARIANCE	% TO BUDGET	FYP-ACTUAL BALANCING MTH	FY_PROJECTION MAR-2020	BUDGET FULL YEAR	VARIANCE	
12	INCOME									
13										
14	TOTAL INCOME	0	0	0	n/m	0	0	0	0	
15										
16	EXPENDITURE									
17										
18	TOTAL EXPENDITURE	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										

# Q&A





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