Oracle R12 E-Business Suite Implementation in Steel & Cement Divisions of ABUL KHAIR GROUP, Bangladesh

# **ENVISIONED END-STATE DOCUMENT**

General Ledger v1.1





### DOCUMENT RELEASE NOTICE

#### ENVISIONED-END STATE DOCUMENT

#### FINAL RELEASE V 1.1

**DATE OF RELEASE:** 26-SEP-2010

**AUTHOR(S):** NISHANT KUMAR, PWC **DATE:** 25-SEP-2010

**REVIEWER(S):** SUBHRA MAJUMDAR, PWC **DATE:** 26-SEP-2010

| REVISION HISTORY                              |             |   |                 |  |  |
|---|-------------|---|-----------------|--|--|
| Document No: AKG_General Ledger To Be_Ver 1.1 |             | Document Title: Envisioned End-State Document- General Ledger                                     |                 |  |  |
| Release No. Release Date                      |             | Change Details  | Reviewed by     |  |  |
| 1.0   | 06-SEP-2010 | Changes identified in discussion with the users have been incorporated in Yellow highlighted Font | Subhra Majumdar |  |  |
| 1.1   | 26-SEP-2010 | New Release   | Subhra Majumdar |  |  |



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Introduction

#### **Document Structure**

This document covers the envisioned solution for the General Ledger process of AKG through Oracle Applications. The document is organized in the following manner:

Section 1 covers the document structure along with a high-level overview of the General Ledger and a brief description of the processes.

Section 2 covers the Envisioned Business processes. In this section, the key Business Scenarios are mapped to General Ledger functionality.

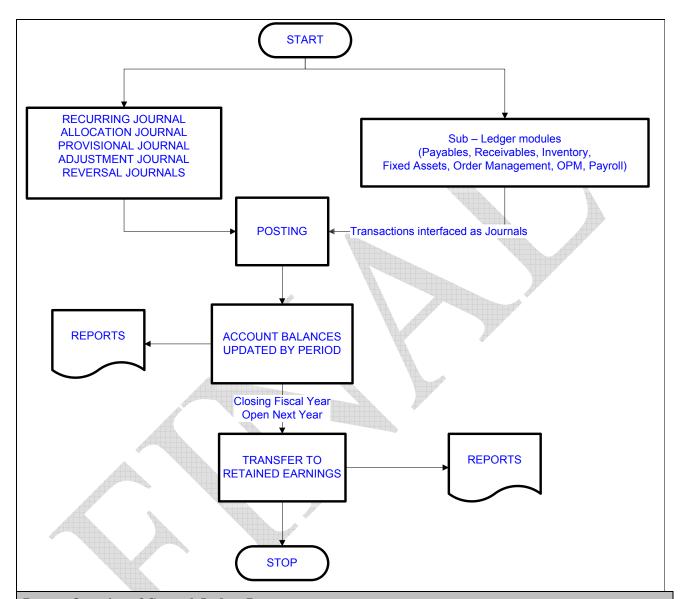
Section 3 covers Open / Closed Issues responses.







#### General Ledger Process Overview



#### **Process Overview of General Ledger Process**

- Import Journals from Oracle Sub ledgers systems into the system periodically (daily, weekly).
- Enter Adjustment entries (including provisional, reversal, adjustment journals), Generate Recurring Journals, Generate Allocation
- · Review and Correct Journals, if required
- Generating Reversal of Journals automatically for reversing the provisions etc
- Post Journals. This will update the Account Balances
- Open Adjustment Period(Only a year end process) and pass the relevant adjustment journals
- Generate Complete Closing Report Set Trial Balance, Balance Sheet, Cash Flow Statement, Budget Vs





Actual Variance, Branch, Location wise expense reports and P&L Statement Enter Closing Journal (at each period end) Generate & Circulate Final Balance Sheet & Profit & Loss Account • Open the next period and Close the current Periods Volume of Transaction for this process Frequency of occurrence of this process Accounting (If any) SL**PARTICULARS DEBIT CREDIT** REMARKS **Process Improvements Problems Addressed: Applications Features Leveraged** Chart of account codification is not uniform Creation of well-defined Ledgers appropriate chart of accounts to meet business across different businesses .Large number of accounts are repeated. functions as well as reporting criteria. Access control to minimize errors in general Sub-ledgers are not fully integrated. ledger entries. Depreciation journal entries are manually Automated depreciation calculation and created. accounting. Incoherent maintenance of opening and closing In the envisioned scenario, reporting will be of periods. quite accurate, as it would be directly generated from the system in pre-defined formats. As the Period control process will be centrally controlled, back dated entry for a closed period is not a possibility thus enabling tighter control Gaps as Identified in Oracle **Suggested Resolution In Oracle Forward Looking Practices Introduced** Other Enablers Proposed Common Chart of accounts across the organization. • Chart of account codification will ensure flexibility, scalability and enhanced reporting. Focus on not giving scope for modification of an approved/posted journal. Focus on having an accurate JV, rather than passing rectification entries Automatic integration between the modules with seamless data interchange between the respective modules Clearly defined procedures cover reconciliation of control accounts



# IBCS-PRIMAX

- Eliminate manual entries in general ledger as much as possible to avoid reconciliation problems
- System control with respect to journals which are unbalanced, wrong periods, etc
- Journals with automatic reversal postings
- All users of financial systems fully trained in standards and controls through cross validation, security and function restriction through appropriate responsibility allocation in Oracle.
- Reduce the book closing cycle time

#### **Customizations suggested (if any)**

| SL | PARTICULARS | ТҮРЕ | LEVELS OF CUSTOMIZATION |
|----|-------------|------|-------------------------|
| 1  |             |      |                         |
| 2  |             |      |                         |

#### **Interfaces, if any (Only custom interfaces)**

| SL | PARTICULARS | SYSTEM | BUSINESS LOG |
|----|-------------|--------|--------------|
| 1  |             |        | •            |
| 2  |             |        |              |





### **Envisioned Business Processes**

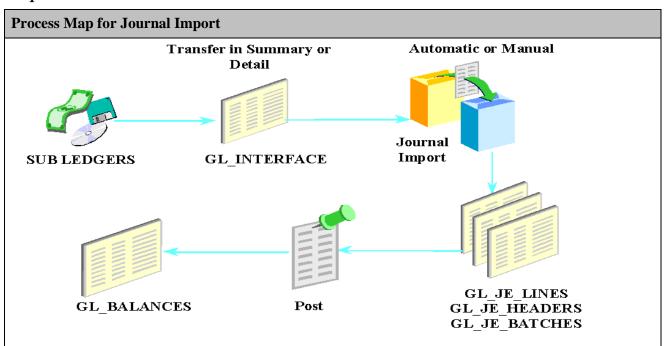
#### **Key Business Scenario**

| SL. | BUSINESS SCENARIOS            | DESCRIPTION   |
|-----|-------------------------------|---|
| 1.  | Imported Journals             | Journals that will be imported from sub-ledgers   |
| 2.  | Manual Journals               | Journals that will be manually entered in Oracle<br>General Ledger  |
| 3.  | Allocation of Common Expenses | Allocation of common expenditure/overheads among cost centers/departments/projects shall be done by using the mass allocation functionality |
| 4.  | Budgets                       | Enter Budget Journals and make any comparison with the actual.  |
| 5.  | Period End Closing            | Month-end and Year-end closing processes  |
| 6.  | Consolidation                 |   |





#### **Imported Journals**



#### **Process Overview of Journal Import**

- Use Journal Import to integrate information from other applications such as payroll, accounts receivable, accounts payable, inventory, order management, process manufacturing and fixed assets with your General Ledger application.
- For each accounting period, you can import accounting data from the feeder systems, then review, update and post the journal entries.
- Journals from sub-ledgers are imported into GL from GL\_INTERFACE. Balance will get affected only when these imported journals have been posted.
- Journal can also be automatically imported into GL while transferring them from sub-ledgers.
- Journal can be corrected (if any errors e.g. round-off error) before importing and posing to avoid any error in balances

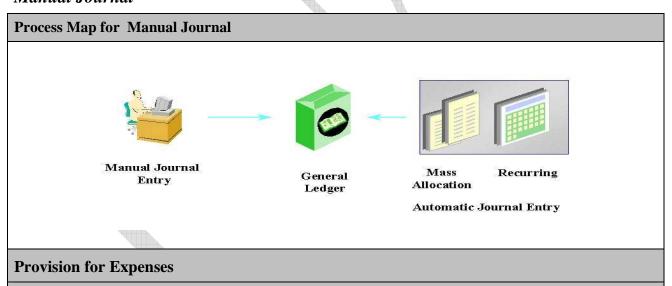
|                      | ·                                 |                          |                |         |  |  |
|----------------------|-----------------------------------|--------------------------|----------------|---------|--|--|
| Volume               | e of Transaction for this process |                          |                |         |  |  |
| Frequer              | ncy of occurrence of this process |                          |                |         |  |  |
| Accoun               | nting (If any)                    |                          |                |         |  |  |
| SL                   | PARTICULARS                       | DEBIT                    | CREDIT         | REMARKS |  |  |
|                      |                                   |                          |                |         |  |  |
| Process Improvements |                                   |                          |                |         |  |  |
| Problems Addressed:  |                                   | <b>Applications Feat</b> | ures Leveraged |         |  |  |





|                              |   | • Contro                | ol over posting Journals into GL |  |  |
|------------------------------|---|-------------------------|----------------------------------|--|--|
| Gaps as Identified in Oracle |   | Suggested Res           | Suggested Resolution In Oracle   |  |  |
| Forv                         | ward Looking Practices Introduced Integration with various modules. | Other Enablers Proposed |                                  |  |  |
| Cus                          | tomizations suggested (if any)                                      |                         |                                  |  |  |
| SL                           | PARTICULARS   | ТҮРЕ                    | LEVELS OF CUSTOMIZATION          |  |  |
| 1                            |   |                         | 1                                |  |  |
| 2                            |   |                         |                                  |  |  |
| Inte                         | rfaces, if any (Only custom interfaces)                             |                         |                                  |  |  |
| SL                           | PARTICULARS   | SYSTEM                  | BUSINESS LOG                     |  |  |
| 1                            |   |                         |                                  |  |  |
| 2                            |   | 740                     |                                  |  |  |

#### Manual Journal



#### **Process Overview**

- At the month end based on certain parameters, each entity passes some Month End Provision entries, which needs to be reversed at the start of next month.
- This will be handled through 'Reversible Recurring Journal Feature' of Oracle General Ledger.

| Volume of Transaction for this process  |         |
|---|---------|
| Frequency of occurrence of this process | Monthly |





| Accou  | nting (If any)   |  |  |  |
|--------|--|--|--|--|
| SL     | PARTICULARS  | DEBIT  | CREDIT   | REMARKS  |
| 1.     | On creation of Provision of Expenses   | Expense  | Provision of Expense   |  |
| 2.     | Reversal of Provision  | Provision of Expense   | Expense  |  |
| Proces | s Improvements   |  |  |  |
|        | s Identified in Oracle   | <ul> <li>Skeleton</li> <li>This shall account of different</li> <li>After general amount at the journal with a provision</li> <li>These with that the</li> </ul> | ll be set up as Reve<br>same will be reve<br>ad automatically po | d but will have  urnals, the t will be put and this type of ting month end ersible journals so ersed in the next |
| Forwar | A recurring Template (Skeleton) will be created for the Provisions wherein the Account codes to be hit will be specified.  This skeleton JV will be generated by a click of a button on a monthly basis.  The amount of provision will be put against each of the Account  This journal will then be posted.  The category used for this Journal will be 'Reversible Provision'. This will ensure that at the start of new month this provision journal will be automatically reversed and |  | Proposed   |  |





|      | provisions for bad and doubtful debts, payables pending approval etc. | other |        |                         |  |
|------|---|-------|--------|-------------------------|--|
| Cus  | tomizations suggested (if any)  |       |        |                         |  |
| SL   | PARTICULARS   |       | ТҮРЕ   | LEVELS OF CUSTOMIZATION |  |
| 1    |   |       |        |                         |  |
| Inte | Interfaces, if any (Only custom interfaces)                           |       |        |                         |  |
| SL   | PARTICULARS   |       | SYSTEM | BUSINESS LOGIC          |  |
| 1    |   |       |        |                         |  |

#### **Transactions between Registered Entities**

#### **Process Overview**

- Frequent transactions take place between two registerd entities pertaining to same operating unit (for example, registered entities related to Flat Steel). Such transactions will be treated as intercompany transactions.
- The transaction between registered entities pertaining to two different divisions will be treated as inter-company transactions and will be handled by normal sales and purchase transaction and not by Inter- company feature functionality of oracle. For example, say, some asset is procured by AKL and payment is done by SCIL, then in this case, SCIL will be treated as a bank in Steel Ledger and AKL will be treated as debtor in the Cement ledger.
- The transaction between two registered entities pertaining to two different operating units (Flat steel or Long steel) under the same ledger will be handled by Inter-Company feature of oracle and it would be done by defining an Inter- Project segment in the chart of account structure.
- Assume a transaction: Where inventory is procured by one Registered Entity (AKSPL) but payment is done by the bank associated with other Registered Entity (AKSL).

| Volume of Transaction for this process  | High  |
|---|---|
| Frequency of occurrence of this process | Very frequent. For almost all manufacturing and inventory transactions in Flat Steel. |

#### Accounting (If any)

| $\mathbf{SL}$ | PARTICULARS                                    | DEBIT                           | CREDIT                               | REMARKS |
|---------------|--|---------------------------------|--------------------------------------|---------|
| 1.            | For procuring and receiving inventory by AKSPL | AKSPL.CC.Inventory<br>A/C.None  | AKSPL.CC.AP<br>Accrual A/C.None      |         |
| 2.            | For raising invoice for the material receipt   | AKSPL.CC.AP<br>Accrual A/C.None | AKSPL.CC.Sundry<br>Creditor A/C.None |         |
| 3.            | Payment made by AKSL on behalf of              | AKSPL.CC.Sundry                 | AKSL.CC.Bank                         |         |





|       | AKSPL  | Creditor A/C.                       | None A/C.None                         |                             |  |  |
|-------|--|-------------------------------------|---------------------------------------|-----------------------------|--|--|
| 4.    | Automated Entry In System for Intercompany Balancing | AKSL.CC.Int<br>Company<br>A/C.AKSPL | AKSPL.CC.Inter<br>Company<br>A/C.AKSL | Entry Passed automatical ly |  |  |
| Proc  | ess Improvements                                     |                                     |                                       |                             |  |  |
| Prob  | olems Addressed:                                     | Applications                        | Features Leveraged                    |                             |  |  |
|       |  |                                     |                                       |                             |  |  |
| Gaps  | s as Identified in Oracle                            | Suggested Res                       | solution In Oracle                    |                             |  |  |
|       |  |                                     |                                       |                             |  |  |
| Forv  | vard Looking Practices Introduced                    | Other Enable                        | Other Enablers Proposed               |                             |  |  |
| Cust  | comizations suggested (if any)                       |                                     |                                       |                             |  |  |
| SL    | PARTICULARS  | ТҮРЕ                                | LEVEL OF CUSTON                       | MIZATION                    |  |  |
| 1     |  |                                     |                                       |                             |  |  |
| 2     |  |                                     |                                       |                             |  |  |
| Inter | faces, if any (Only custom interfaces)               |                                     |                                       |                             |  |  |
| SL    | PARTICULARS  | SYSTEM                              | BUSINESS LC                           | OGIC                        |  |  |
| 1     |  |                                     | •                                     |                             |  |  |
| 2     |  |                                     |                                       |                             |  |  |

#### **Expense Allocations**

#### **Process Overview**

- We can allocate amounts from any cost pool (revenues, expenses, assets, or liabilities) to various accounts using recurring journals and Mass Allocation formulas.
- With Mass Allocations, you define one formula to generate allocation journal entries for a group of cost centers, departments, divisions, ledgers, and so on. You define the allocation pool, the allocation formula, and the target and offset accounts for each Mass Allocation formula.
- Use recurring journal entries to perform simple or complex allocations. For example, we can allocate a portion of our rent expense to another cost centre or we can allocate a pool of marketing costs to several departments based on the ratio of department revenues to total revenues.
- With a recurring journal entry formula, we can define a separate journal entry for each allocation. We can group related allocation entries together in a recurring journal batch even if they are for different ledgers.

Volume of Transaction for this process





Frequency of occurrence of this process

#### Accounting (If any)

Assume that an account, say power expenses (code 6000) has a balance of BDT 10,000 at a period end. The balance exists against a particular code combination (Combination of account & cost center) ID in the system

XX.6000.000 ...... 10,000DR,

Where '000' in the third segment is a cost center code. This needs to be split across three cost centers, namely 110,111 & 420. A mass allocation with ratio 2:6:2 will be defined which will give the following results.

XX.6000.110......2,000 DR (20%) XX.6000.111......8,000 DR (60%) XX.6000.420.....2,000 DR (20%)

XX.6000.000......10,000 CR

Off -Set Accounts

Target Accounts

#### **Process Improvements**

#### Problems Addressed:

#### **Applications Features Leveraged**

- Mass allocation
- Recurring JV
- Stat Journal.

#### Gaps as Identified in Oracle

saps as ruentificu in Oraci

#### **Suggested Resolution In Oracle**

#### **Forward Looking Practices Introduced**

- 'Generate Mass Allocation Journals' Form will be accessed and relevant details of mass allocations (if any) like name, period etc will be entered. The choice to generate an allocation journal will be made from a list of values
- The Allocation Journal created will have the Source as 'Mass Allocation' and the Category as 'Allocation'
- A statistical journal would be created in GL to record the ratios in a statistical account
- Separate Mass Allocation Journal would be defined for each of the account balances that have to be allocated.
- In the allocation formula, either the entire balance in account or a fixed amount can be

#### **Other Enablers Proposed**

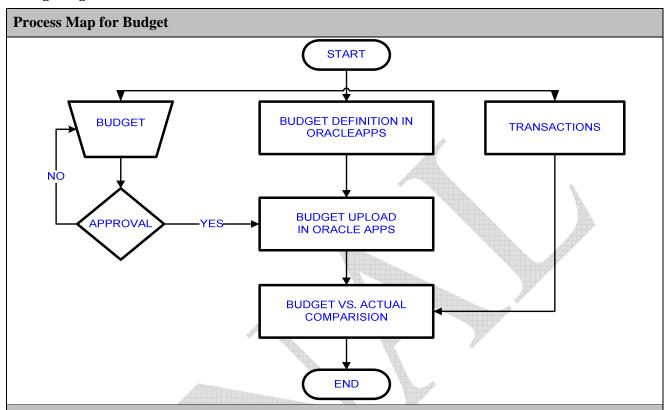


# IBCS-PRIMAX

| •                                 | allocated to divisions  Mass Allocation would be run each mont generate allocation journals for the two divisions.  These Journals have to be approved & poprior to updating account balances. |   |       |                        |
|-----------------------------------|--|---|-------|------------------------|
| Customizations suggested (if any) |  |   |       |                        |
| SL                                | PARTICULARS  |   | TYPE  | LEVEL OF CUSTOMIZATION |
| 1                                 |  |   |       |                        |
| 2                                 |  |   |       |                        |
| Inter                             | faces, if any (Only custom interfaces)   |   |       |                        |
| SL                                | PARTICULARS  | S | YSTEM | BUSINESS LOGIC         |
| 1                                 |  |   |       |                        |
| 2                                 |  |   |       |                        |



#### **Budgeting**



#### **Process Overview of Journal Import**

Volume of Transaction for this process

- General Ledger gives you a variety of tools to create, maintain, and track your budgets, including the ability to upload budget amounts from your spreadsheet software.
- Budget can be defined at any segment or combination of segments (Entity, Cost Center, Natural Account)
- Approved budget spreadsheet will be uploaded into the system.
- Actual expenses will be tracked against the budget.

|                      | · ·                               |                   |                |         |  |
|----------------------|-----------------------------------|-------------------|----------------|---------|--|
| Frequen              | acy of occurrence of this process |                   |                |         |  |
| Accounting (If any)  |                                   |                   |                |         |  |
| SL                   | PARTICULARS                       | DEBIT             | CREDIT         | REMARKS |  |
|                      |                                   |                   |                |         |  |
| Process Improvements |                                   |                   |                |         |  |
| Probler              | ns Addressed:                     | Applications Feat | ires Leveraged |         |  |

#### Manual budget preparation

Manual tracking of budget vs. actual

#### **Applications Features Leveraged**

Budgeting.

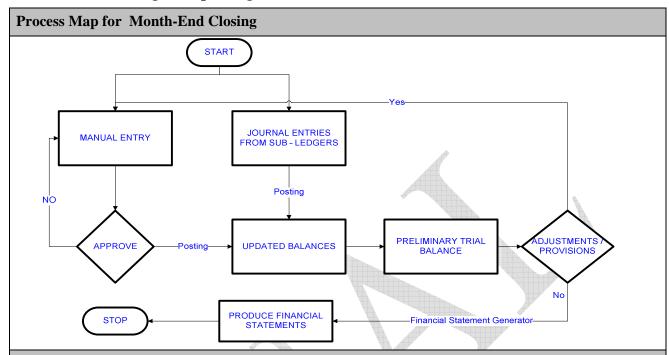


|                                      | figures   |                                |                         |  |
|--------------------------------------|---|--------------------------------|-------------------------|--|
| Gaps as Identified in Oracle         |   | Suggested Resolution In Oracle |                         |  |
| Forward Looking Practices Introduced |   | Other Enablers                 | s Proposed              |  |
| •                                    | spreadsheets Real time comparison of budgets encumbrances & actual. |                                |                         |  |
| Cust                                 | tomizations suggested (if any)                                      |                                |                         |  |
| SL                                   | PARTICULARS   | ТҮРЕ                           | LEVELS OF CUSTOMIZATION |  |
| 1                                    |   |                                |                         |  |
| 2                                    |   |                                |                         |  |
| Inter                                | rfaces, if any (Only custom interfaces)                             |                                |                         |  |
| SL                                   | PARTICULARS   | SYSTEM                         | BUSINESS LOG            |  |
| 1                                    |   |                                |                         |  |
| 2                                    |   |                                |                         |  |





#### Month-End Closing & Reporting Process



#### **Process Overview of Journal Import**

- Import Journals from Oracle Sub-Ledgers periodically to respective General Ledger of each of the Legal Entities.
- Specify the source (Oracle System) from which data needs to be imported and Import the data. These will be run manually as and when required.
- Month end reconciliation reports will be generated to reconcile the Control Account balances with the Sub-ledger balances.
- Enter Manual Journal (including provisional and adjustment journals)
- Generate Allocation Journals Allocation & Pre-operative expenses
- Post Journals in General Ledger
- Generate Complete Closing Report Set
- The Closing Report set will be divided into two set of Reports: -
- Financial Statement Generator (FSG) reports Balance Sheet, P&L, and Expense vs. Budget Analysis etc.
- Standard reports Trial Balance, Journals' Day Book, and Account Sub Ledger Detail etc.
- Pass the Closing Journal as on defined interval/period end
- Open/Close Periods





- Generating Reversal of Journals
- All reversal journals will be automatically generated in the next period which can be posted at a click of a button.
- For Year-end processing, the user will close the period and open the Adjustment Period and open the first period of the next fiscal year.)

| Volume of Transaction for this process  |  |
|---|--|
| Frequency of occurrence of this process |  |

#### Accounting (If any)

- Only Assets, Liabilities & Equity accounts are carried forward.
- Expense & Revenue accounts are transferred to Retained Earning Accounts.

#### **Process Improvements Problems Addressed: Applications Features Leveraged** Mass Allocation Financial Statement Generator Gaps as Identified in Oracle **Suggested Resolution In Oracle Other Enablers Proposed Forward Looking Practices Introduced** • Faster closing of Books for reporting purposes. • Reports are available as soon as closing processes are completed. • Standard journal and authorized input forms are used • Eliminate manual entries as much as possible to avoid reconciliation problems Automatic journals for $\blacksquare$ recurring documents to minimize the manual data Centralization of the Finance function. **Customizations suggested (if any)** SL**PARTICULARS TYPE** LEVELS OF CUSTOMIZATION Interfaces, if any (Only custom interfaces) $\mathbf{SL}$ **PARTICULARS SYSTEM BUSINESS LOG** 1





#### **Consolidation**

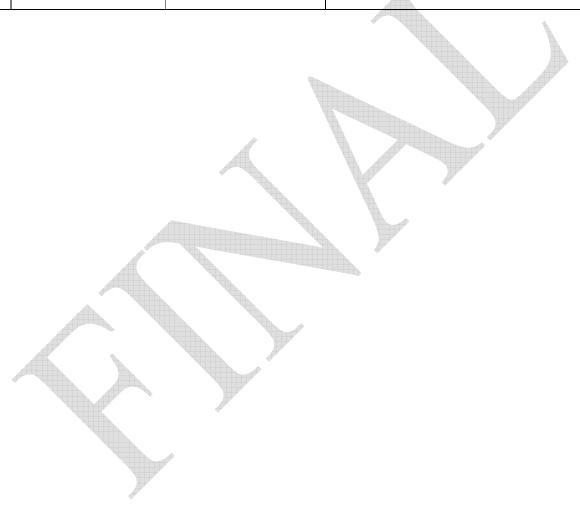
#### **Process Overview**

- Trial Balance will be generated for all the divisions (Steel, Cement etc.), sub-divisions (flat steel or long steel) as wells as for each registered entities (under respective sub-divisions) as per the defined hierarchy in the balancing segment of the Chart of Account structure.
- Steel division, Sub-divisions of Steel (Flat Steel and Long Steel), Cement division and all registered entities will be defined as balancing segment values in the accounting flex field structure of the chart of Account. This would ensure that trial balance of each division, Sub-divisions and legal entities always balances.
- Three ledgers will be defined; one for each division (Steel and cement) and one will be for group expenses which cannot be allocated to any division.
- For example: HR coil is procured by the AKL and issued from AKL inventory org to AKSPL for pickling process.

|               | process.   |                              |  |          |                        |         |
|---------------|--|------------------------------|--|----------|------------------------|---------|
| Acco          | unting (If any)  |                              |  |          |                        | _       |
| SL            | PARTICULARS  |                              | DEBIT                                  |          | CREDIT                 | REMARKS |
| 1.            | HR coil is procured by the AKL   | AKL.CC.InventoryA/C.None     |  | AKL.     | CC.AP Accrual.None     |         |
| 2.            | Payment is also done by the AKL  |                              |  | AKL.     | CC.Bank.None           |         |
| 3.            | HR coil is issued from AKL inventory org to AKSPL for pickling process.                          | AKSPL.CC.RM<br>Pickling.None |  | AKL.     | CC.InventoryA/C.None   |         |
| 4.            |  |                              | AKL.CC.Inter-<br>Project.AKSPL         |          | PL.CC.Inter-<br>ct.AKL |         |
| Proce         | ess Improvements   |                              | -                                      |          |                        |         |
| Prob          | lems Addressed:  |                              | <b>Applications Features Leveraged</b> |          |                        |         |
|               |  | 4                            | Flex field: Balar                      | ncing se | gment                  |         |
| Gaps          | as Identified in Oracle  |                              | Suggested Resolution I                 | n Orac   | le                     |         |
| Forw<br>Intro | ard Looking Prac<br>duced  | tices                        | Other Enablers Propos                  | sed      |                        |         |
| •             | <ul> <li>Individual trial balances of each division is possible</li> </ul>                       |                              |  |          |                        |         |
| •             | <ul> <li>Reconciliation between divisions<br/>(using balancing segments) is<br/>easy.</li> </ul> |                              |  |          |                        |         |



| Cus  | Customizations suggested (if any)           |                      |                         |  |  |  |  |
|------|---|----------------------|-------------------------|--|--|--|--|
| SL   | PARTICULARS                                 | ТҮРЕ                 | LEVELS OF CUSTOMIZATION |  |  |  |  |
| 1    |   |                      |                         |  |  |  |  |
| 2    |   |                      |                         |  |  |  |  |
| T 4  | Interfaces, if any (Only custom interfaces) |                      |                         |  |  |  |  |
| Inte | rfaces, if any (Only custon                 | n interfaces)        |                         |  |  |  |  |
| SL   | PARTICULARS                                 | n interfaces) SYSTEM | BUSINESS LOGIC          |  |  |  |  |
|      | T T   |                      | BUSINESS LOGIC          |  |  |  |  |







#### Key Configuration Considerations - Organization Setup & Ledgers

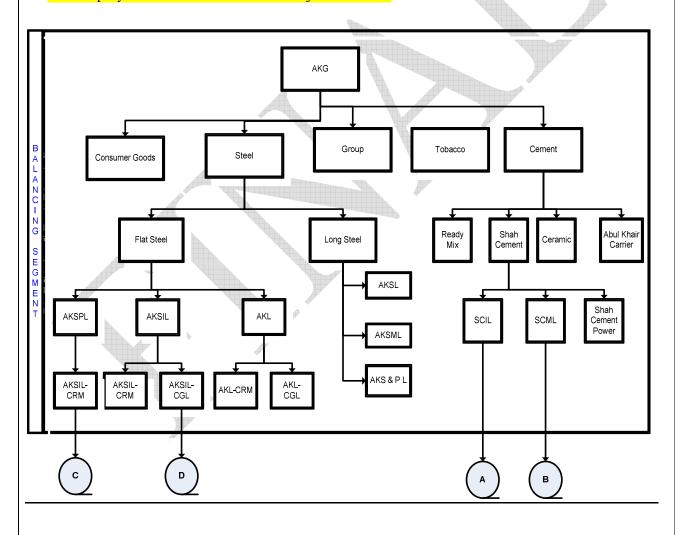
#### **Chart of Accounts**

#### **Process Overview**

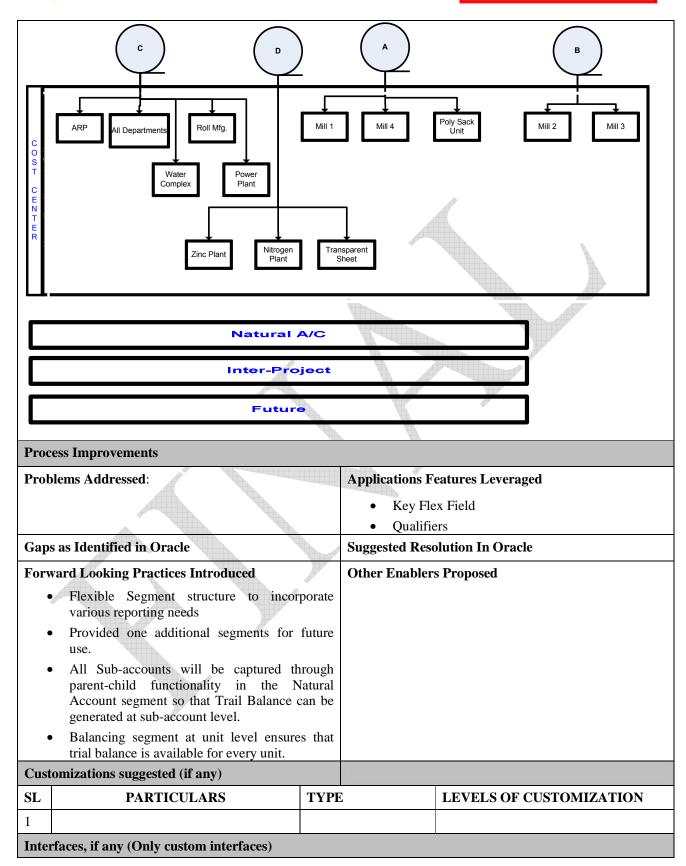
- The Chart of Accounts in Oracle parlance is the Accounting Key Flex field Structure defined in terms various segments.
- The Accounting Key Flex field is made of different sections known as segments representing different dimensions of the business.
- The Accounting Flex field Structure has been designed to ensure that all business needs and reporting requirements are satisfied.

#### **Proposed Accounting Segment Structure.**

• Company. Cost Centre. Account. Inter-Project.Future Use











| SL | PARTICULARS | SYSTEM | BUSINESS LOGIC |
|----|-------------|--------|----------------|
| 1  |             |        |                |

#### Calendar

#### **Process Overview**

- AKG group (consolidated) and the legal entities will follow the financial year as its accounting year, starting from January to December.
- In addition to the 12 periods corresponding to the months in the Calendar Year, there will be a one extra period, which will be the Adjusting Period.
- This period will be defined as a 1-day period and is required for passing year-end adjustments. This will be the last day for reporting i.e. 31st December.
- The number of adjusting period will be decided based on the Auditor Comments; the frequency in which Audit happens will define the no. of adjustment periods.
- If the client wants to enter adjustment entry then period should be remain open till the adjustment is done.

| Proc  | Process Improvements   |           |               |                                 |  |  |
|-------|--|-----------|---------------|---------------------------------|--|--|
| Prob  | Problems Addressed:  |           |               | Applications Features Leveraged |  |  |
|       |  |           | Calend        | ars                             |  |  |
|       |  | • Adjusti | ment Period   |                                 |  |  |
| Gaps  | s as Identified in Oracle  |           | Suggested Res | olution In Oracle               |  |  |
|       |  |           |               |                                 |  |  |
| Forw  | vard Looking Practices Introduced  |           | Other Enabler | rs Proposed                     |  |  |
| •     | Closing process cycle will improve on ac of usage of adjustment periods. | ccount    |               |                                 |  |  |
| Custo | omizations suggested (if any)  |           |               |                                 |  |  |
| SL    | PARTICULARS  | TYPE      | E             | LEVELS OF CUSTOMIZATION         |  |  |
| 1     |  |           |               |                                 |  |  |
| 2     | No.  |           |               |                                 |  |  |
| Inter | faces, if any (Only custom interfaces)                                   |           |               |                                 |  |  |
| SL    | PARTICULARS  | SYST      | EM            | BUSINESS LOGIC                  |  |  |
| 1     |  |           |               |                                 |  |  |
| 2     |  |           |               |                                 |  |  |



#### Currency

#### **Process Overview**

- Functional/Primary Currency for the AKG group will be BDT.
- Entries are allowed in foreign currency also, which will be translated to BDT
- Conversion rates will be defined in the System.

| Proc   | Process Improvements                        |                                 |                                |                         |  |  |
|--|---|---------------------------------|--------------------------------|-------------------------|--|--|
| Problems Addressed:  |   | Applications Features Leveraged |                                |                         |  |  |
|  |   |                                 | • Mult                         | i Currency Translation. |  |  |
| Gaps as Identified in Oracle   |   |                                 | Suggested Resolution In Oracle |                         |  |  |
| Forward Looking Practices Introduced  • Entries can be made in foreign currency but accounting will be in BDT automatically if the method of currency conversion is specified. |   | Other Enablers Proposed         |                                |                         |  |  |
| Acco   | ounting (If any)                            |                                 |                                |                         |  |  |
| Loss   | /Gain arising from Currency conversion will | be tran                         | sferred to speci               | ified account.          |  |  |
| Cust   | tomizations suggested (if any)              |                                 |                                |                         |  |  |
| SL   | PARTICULARS                                 | TYPI                            |                                | LEVELS OF CUSTOMIZATION |  |  |
| 1  |   |                                 |                                |                         |  |  |
| 2  |   |                                 | <b>→</b>                       |                         |  |  |
| Inter  | rfaces, if any (Only custom interfaces)     |                                 |                                |                         |  |  |
| SL   | PARTICULARS                                 | SYST                            | EM                             | BUSINESS LOGIC          |  |  |
| 1  |   |                                 |                                |                         |  |  |

| Conventions                  |   |
|------------------------------|---|
| Process Overview             |   |
| Accrual Based Accounting     |   |
| Process Improvements         |   |
| Problems Addressed:          | Applications Features Leveraged  • Convention |
| Gaps as Identified in Oracle | Suggested Resolution In Oracle                |



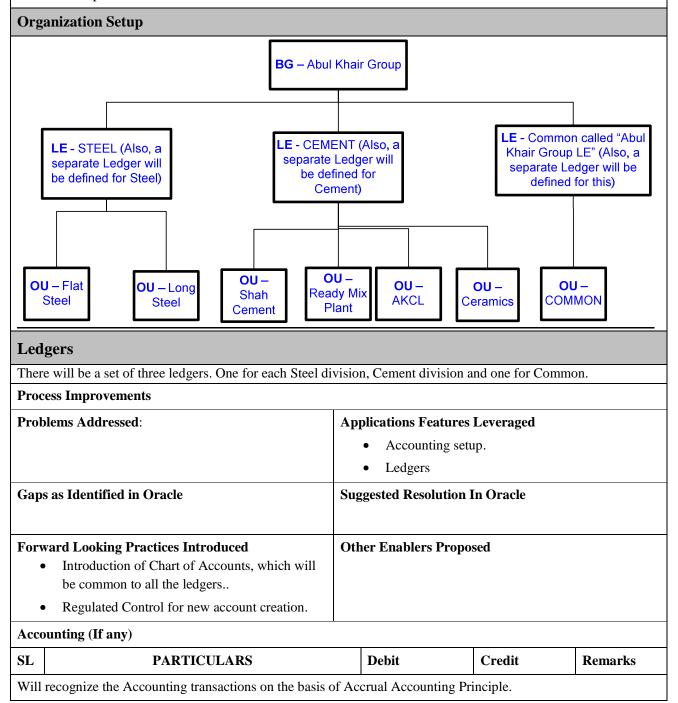
| Forward Looking Practices Introduced  Meets regulation of Accounting Standards and Business' current accounting practice. |  |      | Other Enablers Proposed |   |                         |         |
|---|--|------|-------------------------|---|-------------------------|---------|
| Acco  | ounting (If any)   |      |                         |   |                         |         |
| SL  | PARTICULARS  |      | DEBIT                   |   | CREDIT                  | REMARKS |
| 1.  | Will recognise the Accounting transactions on the basis of Accrual Accounting Principle. |      |                         | 4 |                         |         |
| Cust  | comizations suggested (if any)   |      |                         |   |                         |         |
| SL  | PARTICULARS  | TYPE | E                       |   | LEVELS OF CUSTOMIZATION |         |
| 1   |  |      |                         |   |                         |         |
| 2   |  |      |                         |   |                         |         |
| Inte  | rfaces, if any (Only custom interfaces)  |      |                         |   |                         |         |
| SL  | PARTICULARS  | SYST | EM                      |   | BUSINESS LOC            | GIC     |
| 1   |  |      |                         |   | ₩                       |         |
| 2   |  | 1    | No.                     |   | P                       |         |





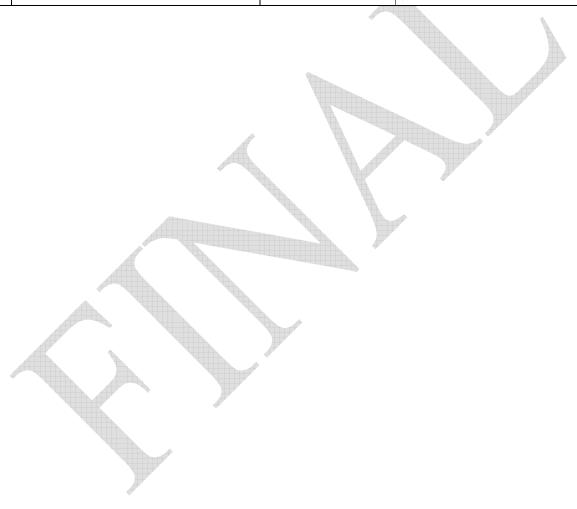
#### **Proposed Organization Setup & Ledgers**

- Oracle General Ledger dramatically enhances financial controls, data collection, information access, and financial reporting throughout the enterprise.
- However the availability of various reports depends on the Organization Structure & Ledgers defined during the GL setup. We envisioned the following structure to be configured into Oracle Set up.





| Customiza  | ations suggested (if any)        |        |                         |
|------------|----------------------------------|--------|-------------------------|
| SL         | PARTICULARS                      | ТҮРЕ   | LEVELS OF CUSTOMIZATION |
| 1          |                                  |        |                         |
| 2          |                                  |        |                         |
| Interfaces | , if any (Only custom interfaces | s)     | ,                       |
| SL         | PARTICULARS                      | SYSTEM | BUSINESS LOGIC          |
| 1          |                                  |        |                         |
| 2          |                                  |        |                         |







#### **Journal Approval**

#### **Process Overview**

- Any manual entry created in GL, shall move through the approval hierarchy in GL.
- Each employee shall have an amount based authorization limit set against him.
- Once an entry is created in the system by an accountant, and he/she shall press the approval button, In case the authorization limit for the accountant permits, he can self approve the JV or send a notification to his supervisor for the same. Depending upon the authorization limit the supervisor can approve it or send for approval to his supervision.

| Process Improvements         |   |        |   |                |            |           |  |
|------------------------------|---|--------|---|----------------|------------|-----------|--|
| Problems Addressed:          |   |        | Applications Features Leveraged  • Journal Approval |                |            |           |  |
| Gaps as Identified in Oracle |   |        | Suggested Resolution In Oracle                      |                |            |           |  |
|                              | Forward Looking Practices Introduced  • Meets regulation of Accounting Standards and Business current accounting practice.  Other Enablers Proposed |        |   |                |            |           |  |
| Acco                         | ounting (If any)  |        |   |                |            |           |  |
| SL                           | SL PARTICULARS  |        |   |                | Credit     | Remarks   |  |
|                              |   |        |   |                |            |           |  |
| Cust                         | Customizations suggested (if any)   |        |   |                |            |           |  |
| SL                           | PARTICULARS   | TYPI   | E   | LEVE           | LS OF CUST | OMIZATION |  |
| 1                            |   |        |   |                |            |           |  |
| 2                            |   |        |   |                |            |           |  |
| Inte                         | Interfaces, if any (Only custom interfaces)   |        |   |                |            |           |  |
| SL                           | PARTICULARS   | SYSTEM |   | BUSINESS LOGIC |            |           |  |
| 1                            |   |        |   |                |            |           |  |



#### **General Ledger Reports**

#### Reporting

#### **Process Overview**

- Various types of financial reports are needed for both statutory and internal reporting purposes.
- Oracle Applications provides a range of reports at both sub ledger and GL levels to meet varied reporting needs.

In GL, the reports are covered under following heads:

**Seeded Reports**: Seeded Reports are reports with fixed formats and content.

Trial Balance is an example of seeded report provided by oracle.

| • FSG(Financial Statement Generator) Reports: These are reports based on account balances in GL.  |   |  |  |  |  |
|---|---|--|--|--|--|
| Process Improvements  |   |  |  |  |  |
| Problems Addressed:   | <ul> <li>Applications Features Leveraged</li> <li>FSG (Financial Statement Generator).</li> <li>Oracle Seeded reports.</li> <li>Find below few of Reports available in Oracle.</li> </ul> |  |  |  |  |
| Gaps as Identified in Oracle  | Suggested Resolution In Oracle  |  |  |  |  |
| <ul> <li>Forward Looking Practices Introduced</li> <li>No Manual Compilation of Reports</li> <li>FSG Reports provides can be designed by the user as its need. Usually balance sheets are designed using FSG.</li> <li>FSG provides flexibility to format report as per requirement.</li> </ul> | Other Enablers Proposed   |  |  |  |  |
| Seeded Reports  | Usage   |  |  |  |  |
| Accounts Analysis   | Analyze the transaction made in particular account.   |  |  |  |  |
| Budget Master/Detail  | Reflects the Budget Details   |  |  |  |  |
| Journals- Batch Summary   | Information about the Batch   |  |  |  |  |
| Journals- Day Book  | Information about Journal entered   |  |  |  |  |
| Trial Balance   | Generates the Trial Balance for Balancing Segment   |  |  |  |  |
| Accounts Analysis   | Analyze the transaction made in particular account.   |  |  |  |  |
| Budget Master/Detail  | Reflects the Budget Details   |  |  |  |  |
| Journals- Batch Summary   | Information about the Batch   |  |  |  |  |
| Journals- Day Book  | Information about Journal entered   |  |  |  |  |



| ]   | FSG Reports                    | Usage |  |  |  |  |  |
|---|--------------------------------|-------|--|--|--|--|--|
| Balance sheet                               |                                |       | Balance sheet at the balancing segment and consolidated level.             |  |  |  |  |
| Financial Profit and loss statement.        |                                |       | At the cost centre and parent level (i.e., at division and company level). |  |  |  |  |
| Budgeted Profit and loss                    |                                |       | Reflects budget profit and loss at, division and company level).           |  |  |  |  |
| Budget Vs. actual                           |                                |       | Both for balance sheet accounts and profit and loss accounts               |  |  |  |  |
| (   | Costing P&L                    |       | At the divisional and Company level.                                       |  |  |  |  |
| Cust  | tomizations suggested (if any) |       |  |  |  |  |  |
| SL  | PARTICULARS                    | TYPE  | E LEVELS OF CUSTOMIZATION  |  |  |  |  |
| 1   |                                |       |  |  |  |  |  |
| 2   |                                |       |  |  |  |  |  |
| Interfaces, if any (Only custom interfaces) |                                |       |  |  |  |  |  |
| SL  | PARTICULARS                    | SYST  | TEM BUSINESS LOGIC   |  |  |  |  |
| 1   |                                |       |  |  |  |  |  |
| 2   |                                |       |  |  |  |  |  |





#### **Appendix**

#### **Accounting Flex field**

| Segment | Description       | Characters | Qualifiers               | Format  |
|---------|-------------------|------------|--------------------------|---|
| 1       | Company           |            | Balancing segment        | Numeric   |
| 2       | Cost Centre*      |            | Cost centre              | Alpha-Numeric   |
| 3       | Account**         |            | Natural<br>Account       | Numeric   |
| 4.      | Inter-Project     |            | Inter-Company<br>Segment | Same values as in<br>Company Segment.<br>In addition, another<br>value - NONE |
| 5       | <b>Future Use</b> |            |                          | Numeric   |

<sup>\* -</sup> Department level-wise detail will be captured inside the Cost Centre segment.

#### **Coding logic for Balancing segment**

As specified in Chart of accounts diagram

#### **Coding logic for Cost Centre**

As specified in Chart of accounts diagram

#### **Coding logic for Accounts**

Details of the Natural Accounts segment will be discussed later. Along with the normal accounts, this segment will have an additional Balance Sheet type A/C called inter-company A/C.

#### Coding logic for Inter-Project segment

As specified in Chart of accounts diagram. This will have same values and format as Company Segment. There will be an additional value NONE. The users can only choose the value NONE.

<sup>\*\*</sup>Sub - account will be defined along with the Natural Account but not as a separate segment rather it will be defined inside the Account Segment based on the Parent – Child relationship.



#### Calendar

| Sl.<br>No | Period Name       | Period<br>Type | Calendar<br>Type | Quarter | Month | Start Date      | End Date        |
|-----------|-------------------|----------------|------------------|---------|-------|-----------------|-----------------|
| 1         | Jan               | Period_13      | Calendar         | 1       | 1     | 01-JAN-<br>20XX | 31-JAN-<br>20XX |
| 2         | Feb               | Period_13      | Calendar         | 1       | 2     | 01-FEB-<br>20XX | 28-FEB-<br>20XX |
| 3         | Mar               | Period_13      | Calendar         | 1       | 3     | 01-MAR-<br>20XX | 31-MAR-<br>20XX |
| 4         | Apr               | Period_13      | Calendar         | 1       | 4     | 01-APR-<br>20XX | 30-APR-<br>20XX |
| 5         | May               |                |                  |         |       |                 |                 |
| 6         | Jun               |                |                  | 17      |       |                 |                 |
| 7         | July              |                |                  |         |       |                 |                 |
| 8         | Aug               |                |                  |         | P     |                 |                 |
| 9         | Sep               |                |                  |         |       |                 |                 |
| 10        | Oct               |                |                  |         |       |                 |                 |
| 11        | Nov               |                |                  |         |       |                 |                 |
| 12        | Dec               |                |                  |         |       |                 |                 |
| 13        | Adjustment Period | Period_13      | Calendar         | 4       | 13    | 31-DEC-<br>20XX | 31-DEC-<br>20XX |

## **OPEN AND CLOSED ISSUES**

| No | Open Issues | Response |
|----|-------------|----------|
|    |             |          |





#### **ANNEXURE I**

### **Legend for Process Maps**

| <br><del>,</del>                                      |
|---|
| Terminator to denote Start and End of a process       |
| Oracle or Oracle Assisted Process                     |
| Manual Process  |
| Decision Point  |
| Process external to Oracle or Oracle assisted process |
| Connector within the same process.                    |
| Customized process                                    |