# Infor SyteLine China Localization User Guide

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# China Localization Overview

The China Localization optional module is installed with SyteLine. However, it must be enabled for individual sites through the Optional Modules form. The features are then available at that site for licensed users of the module.

These base SyteLine forms have changes to their functionality when the module is enabled:

- **Accounting Periods**: The current accounting period should be in accordance with the transaction date of the Chinese voucher.
- **Mass Journal Posting** and **Ledger Posting for Journal**: On these forms, these fields are disabled:
  - Compress Journal Before Post
  - Delete Transaction After Post
  - Single Date to All Entries

  You must run the Add CH-GL Voucher utility for the distribution journals. Otherwise the journals cannot be posted to the General Ledger.

- **Journal Compress:** A/R, A/P and writable journal IDs cannot be compressed. For other journal IDs, only the journal entries with the same account number and/or reporting unit, transaction date, and CH-GL voucher number can be compressed together. The system does not eliminate the control number after a journal is compressed. The consecutive journal entries for the same date have the same control number.
- **Journal Entries** and **G/L Posted Transactions:** On these forms, these fields are added:
  - CHGL Voucher Number
  - Line Number
  - Rubric, which indicates whether a rubric is applied to the voucher
- **Purge Journals:** This form also deletes any Chinese journals that meet the criteria.
- **Rebalance Ledger Period Total:** When the module is enabled, an additional stored procedure creates period total records that contain the sum of the transactions for a specific period.
- **Journal Resequencing:** This form also resets the sequencing of Chinese journals.

Many additional forms are available when the module is enabled. These forms are listed under the **Optional Modules > China Localization** section of the SyteLine Explorer menu.

# Setting Up the China Localization Module

Follow these steps to set up the parameters and other information used by the localization:

1   Set parameters for the China Localization module.

2   Set up voucher types and relationships.

3   Set up data types for users.

4   Set up relationships beteween accounts and unit codes.

5   Predefine note descriptions.

6   Set up Chinese account code and G/L reference descriptions.

## Setting Parameters for the China Localization

Use the **Setup System Parameter** form to specify this information:

- **Digits of Main Account:** Specify the number of digits of the main segment of the China standard chart of accounts. According to the current standard in China, this value must be set to 4.
- **Reset Category Voucher Number:** The voucher number is a 5-digit sequential number, starting from 00001. Select **Reset Monthly** to restart the voucher number from 00001 for each voucher type on the first day of each month. (It is possible to have multiple vouchers with the same numbers, but with different dates.) Select **Reset Yearly** to restart the voucher numbers from 00001 on the first day of each year.

The other fields on this form are not currently used.

## Setting up Voucher Types and Relationships to Accounts

To set up details about voucher types and how they relate to your accounts:

1   On the **Voucher Type Maintenance** form, specify the attributes of each voucher type, which are used to provide default values on the **Voucher Maintenance** form when you assign a voucher type to each voucher. These attributes determine the rules to use when vouchers are validated and posted. Specify this information:

- Specify a unique two-character **Voucher Type Code** and a **Description** for the code.
- Select a **Voucher Format** to control how many credit/debit transactions can be entered on the **Voucher Maintenance** form. Options are: **One Debit Multi Credit**, **Multi Debit One Credit**, and **Multi Debit Multi Credit**.
- In the **Max Entries** field, specify the maximum number of lines the user can enter in the **Voucher Maintenance** form, up to 999.

- Specify the **Prefix Number** for vouchers of this type. The prefix can be a one or two-character code. The voucher number is a combination of this code and the sequential account number. The Prefix Number and the Voucher Type Code can be different.

- Specify the default account number to use for credit and debit transactions. You can override this number in the **Voucher Maintenance** form.

- Select one of these options to determine how the Settle Method field on the Voucher Maintenance Detail form is set for the created voucher:

    o **Cash Voucher**: The Settle Method is set to **Direct Deposit**.

    o **Bank Voucher**: You can select any Settle Method *except* Direct Deposit.

    In either case, the voucher is subsequently posted into the Check Type field in the General Ledger Reconciliation record.

- Select one of these options to determine which area is validated:

    o **Pay Voucher**: The system verifies that a valid bank code was entered in the **credit** transactions of the voucher.

    o **Receipt Voucher**: The system verifies that a valid bank code was entered in the **debit** transactions of the voucher.

- Select **Foreign Currency Voucher** if the voucher is to be used a foreign currency voucher. In that case, there must exist at least one transaction in the voucher that is in a foreign currency with the foreign currency code and exchange rate.

2   Save your changes.

3   Click **Relation** to open the **Voucher Type Relation Maintenance** form, filtered for this voucher type. Specify information about the account conditions to be set for the voucher type:

- For **Data Type**, specify **Account**. This indicates that you are describing the relationship between accounts and the voucher type.

- For **Debit or Credit**, select the type of transactions that are applicable to this relationship. If you select **All**, both debit and credit transactions are subject to this relationship.

- Specify the **Sequence** number to use for the voucher type.

- Select the **Include or Exclude** check box if you want users to specify an account within the range defined below for vouchers of this type. Otherwise, clear this check box.

- Specify the **Low Value** and **High Value** for the range of accounts that can be specified. These fields only apply if you selected **Include or Exclude**.

4   Repeat steps 1-3 for each voucher type you want to define.

# Setting up Valid Bank Codes and Journals for Certain Users or Groups (User Data Types)

To set up the data types and ranges that users, or user groups, can use on the **Voucher Maintenance** form:

1   Open the **User Data Type Maintenance** form.

2   Select either a **User Group** or a **User** name. The data type information you specify below applies to that group or user.

3   For Data Type, select one of these options:

- Select **Bank** and then fill in the fields under "Bank" to define the bank code to use:
    - o   Select the **Include or Exclude** check box if you want users to enter a bank code within the specified range. Otherwise, clear this check box.
    - o   Specify the **Low Value** and **High Value** to define the available range of bank codes, if you selected **Include or Exclude**.
- Select **Journal** and then fill in the fields under "Journal" to map the voucher type to a specific journal:
    - o   Specify the voucher **Type Code** to be mapped to a journal.
    - o   Specify the **Journal ID** to be mapped to the voucher type. (Only general journal or user-defined journals are listed. Read-only distribution journals such as AR Dist or PO Dist cannot be selected here.)

    When vouchers of the specified type are posted, they are placed in the corresponding journal as defined by this mapping.

4   In the **Number** field, specify the sequence number of this user and data type combination.

5   Save your changes.

6   Repeat steps 1-5 to define every possible user/user group and data type combination.

# Mapping Accounts and Unit Codes to Import Journals from Other Sites

Use the **Account Cross Reference** utility to map account/unit code combinations on the current site with account/unit code combinations on other sites. The other sites might be using an external financial system.

The old and new account/unit code combinations are used by the **Import Journal** utility when it loads journal entries into the current site. During the data loading process, the system examines whether the account/unit code combination from the source entries matches any account/unit code combinations presently defined in the system. If a matching combination exists, the system

substitutes the source combination with the new account/unit code combination. If a matching combination does not exist, an error message is prompted.

To create the cross reference:

1    Specify the "old" account and its corresponding unit codes.  "Old" indicates the account numbers and unit codes that are used at the other (source) sites.

2    Specify the "new" accounts and any unit codes that will be used as replacements for the "old" ones. "New" indicates existing accounts and unit codes at the current site.

3    To save the cross reference, click **Save**.

# Predefining Note Descriptions

Use the **Notes Editor** form to create predefined note descriptions. Each note record has a system-generated sequence number and a description that you provide. These predefined notes can be selected in several forms, including the **Voucher Maintenance** form.

# Setting up Chinese Account Code and G/L Reference Descriptions

You can define Chinese versions of the account code and General Ledger reference descriptions. These Chinese descriptions are printed on the reports provided in the China Localization module.

Specify this information in the **Reference Maintenance** form:

*   **ID:** Select **AC** to define the Chinese description for an account code. Select **RF** to define the Chinese description for a General Ledger reference.

*   **Starting String** and **Reference Description**: If the ID is set to **AC**, specify the first four digits of the account code in the **Starting String**, and specify its Chinese description in the **Reference Description**. For example, if you specify a Starting String of 1101 here and Chinese characters in the Reference Description, the descriptions of accounts where the code starts with 1101 are printed using those Chinese characters. In this case, accounts 11011 and 11012 use the same Chinese description.

    If the ID is set to **RF**, specify the three-character prefix in the **Starting String**, and specify its Chinese description in the **Reference Description**. This prefix is predefined in the standard system. For example, if you specify a Starting String of APP and Chinese characters in the Reference Description, APP is replaced by those Chinese characters on China Localization reports. Thus, reference number APP12345 is printed as '[Chinese characters]12345'.

The sequence number for each description record is system-generated.

# Providing Bank Balance Information

Bank codes, currency and bank account numbers are defined in the standard system. Use this form to provide bank balance information.

To set up initial balance information for a bank:

1   Open the **Bank Initial Setting** form.

2   Specify a bank code that was defined on the **Bank Reconciliations** form. The currency, account, and description for the bank are displayed.

   **Note:** In the standard system, you can create bank codes for simulated banks, to use for cash, bank, notes receivable, notes payable, etc. However, for Chinese financial systems, you must set up a bank code for an actual bank on the **Bank Reconciliations** form, and then select the code for that actual bank on the **Bank Initial Setting** form.

3   In the Bank Book section of the form, specify the **Initial Balance**, which is your bank book balance when you start to use this module.

4   Save your changes.

5   Click **Local Not Recorded**.

6   In the **Local Not Recorded** form, specify any dates and amounts that the bank has paid out but that have not been recorded into the local ledger.  Save your changes and close the form.

   You might see a warning message that indicates [Bank Book: Balance After Adjustment] is not equal to [Bank Reconciliation Statement: Balance After Adjustment]. Click **OK**.

7   In the **Bank Initial Setting** form, these fields now display this information:

   - **Bank Received/Local Not:** The amount the bank has received but not put into the local ledger.
   - **Bank Paid/Local Not:** The amount the bank has paid but not put into the local ledger.
   - **Balance After Adjustment:** The initial balance plus the value of Bank Received/Local Not minus the value of Bank Paid/Local Not.

8   In the Bank Reconciliation section of the form, specify the **Initial Balance**, which is the current balance amount on the Bank Reconciliation Statement when you start to use this module.

9   Save your changes.

10   Click **Bank Not Recorded**.

11   In the **Bank Not Recorded** form, specify any dates and amounts that have been recorded into the local ledger, but that the bank has not yet paid out.  Save your changes and close the form.

   You might see a warning message that indicates [Bank Book: Balance After Adjustment] is not equal to [Bank Reconciliation Statement: Balance After Adjustment].. Click **OK**.

12   In the **Bank Initial Setting** form, these fields now display this information:

- **Local Received/Bank Not:** The amount that has been input into the SyteLine ledger, but not on the Bank Reconciliation Statement when you start to use this module.
- **Local Paid/Bank Not:** The amount that has been input into the ledger but the bank has not yet paid when you start to use this module.
- **Balance After Adjustment:** The initial balance plus the value of Local Received/Bank Not minus the value of Local Paid/Bank Not.

# Updating and Reconciling Bank Transactions and Statements

To update and reconcile banking information after you have set up the **Bank Initial Setting** form, use these utilities:

- **Load Bankbook:** Loads the transaction, date, amount, and other information from the General Ledger.

- **Input Bank Reconciliation Statement:** Allows you to manually enter the bank reconciliation information.

- **Automatic Matching:** Automatically matches Bankbook records with the bank reconciliation statement.

- **Manual Matching:** Allows you to manually match bank book records with the bank reconciliation statement.

## Loading Transactions into the Bank Book

Use the **Load Bank Book** utility to load the transaction date, amount, and other information from the General Ledger. Information is loaded by bank code and currency.

To load the information:

1 Specify the **Bank Code**.

2 Specify the starting and ending dates of the transactions to load.

3 Click **Read** to read transactions from the General Ledger for the specified bank code. For each ledger transaction, if its account and unit code are the same as the bank's account and unit code, and the transaction date is within the specified date range, a corresponding bank book record is created.

Click **List** to display all book entries for the selected bank in the grid on the form.

Click **Print** to print the book entries.

# Entering the Bank Reconciliation Statement

To manually input the entries on the bank reconciliation statement:

1   Open the **Input Bank Reconciliation Statement** form.

2   Specify the Bank Code. The bank currency is displayed.

3   Specify the transaction date for the statement.  A system-generated sequence number is displayed.

4   Specify a transaction amount from the bank reconciliation statement.  Use a positive number for a debit, or a negative number for a credit.  Repeat this step until all amounts are entered.

5   Save your changes. The current balance is displayed.

6   Click **Print** to print the bank reconciliation statement records.

# Matching Bank Book Records with the Bank Reconciliation Statement (Automatic or Manual)

To automatically match bank book records with the bank reconciliation statement, open the **Automatically Matching** form.  Click **Match** to match the records.

One bank book record can match multiple records on the bank reconciliation statement, and vice versa. A match exists when the total amount of records on both sides are equal. To manually match the records, use the **Manual Matching** form:

1   Specify a bank code and a currency.

2   Specify a General Ledger account and optionally unit codes.

3   In the Bank Book grid, the unmatched bank book records are displayed, including the date, voucher number, reference, and amount. Select one or more bank book records to match.  As you select records, the values in these fields are updated:

- Record Numbers: The total number of bank book records that are not matched.

- Selected Numbers: The number of currently selected bank book records.

- Amount Totals: The total amount for the currently selected records.

4   In the Bank Reconciliation Statement grid, the unmatched statement records are displayed, including the date and amount. Select one or more bank reconciliation statement records to match.  As you select records, the values in these fields are updated:

- Record Numbers: The total number of bank reconciliation statement records that are not matched.

- Selected Numbers: The number of currently selected bank reconciliation statement records.

- Amount Totals: The total amount for the currently selected records.

5   When the total amounts for the selected records in both grids are the same, click **Match** to set the matching flag.  Continue until all records are matched.

# Creating and Posting Vouchers

## Overview

Use these general steps to create and post a voucher with the Chinese Localization module:

1   Create the voucher and enter the voucher header and detail information.

2   Verify the voucher.

3   Approve the voucher.

4   Optionally, print the voucher.

5   Post the voucher to the journal.

6   Post the journal.

## Creating Vouchers

Use the **Voucher Maintenance** form to create or view a voucher transaction. If the person who created the voucher (shown in the **Ent. By** field) is different from the current user, the system disables all fields in the voucher entry grid.

To create a voucher transaction:

1   Open the **Voucher Maintenance** form. The form opens with Filter-in-Place, so click the filter toolbar button.

2   Select a Voucher Type. Some values on the form are populated with default values, based on the voucher type.  This default information is defined in the **Voucher Type Maintenance** and **Voucher Type Relationship Maintenance** forms.

3   Specify or review these fields in the header section of the form:

- **Prefix No:** This is determined by the Voucher Type.
- **Voucher No:** This is system-generated based on the selected voucher typeand is incremented by one from the last number used for this prefix.
- **Notes:** Specify any notes about the voucher. You can select a predefined note. Predefined notes are defined on the **Note Descriptions** form.

- **Transaction Date:** The date defaults to the day the voucher was created, but you can change it.
- **User:** After voucher entry is complete, this field displays the name of the user responsible for the currently selected voucher in the grid.
- **Appendix:** Specify the number of attachments.
- **Reverse:** Select this check box if you are entering a reversing transaction. A reversing transaction is usually used for an accrual type transaction. For example, when the pay period extends across a fiscal period, you must enter a transaction for the partial pay period in order to produce an accurate figure for the fiscal period.

  When this check box is selected, this transaction is posted to the ledger at posting time and a transaction similar to it is also posted; however, the transaction amounts are reversed; for example, a debit becomes a credit.

- **Rubric:** Select this check box to indicate that the Debit amount value is actually a minus Credit amount, and the Credit amount value is actually a minus Debit amount. This check box does not perform any validation; however, in posting procedures and in all the Chinese financial reports, it should correctly express a positive amount as a real debit amount or a negative credit amount.
- **Doc No:** Specify the document number, if necessary.

4   These fields in the header display information as vouchers are processed:

- **Debit Total** and **Credit Total**: Display the total debit and credit amounts of the voucher entries listed in the grid for the current voucher. These amounts are system-calculated fields.
- **App By**, **Check By**, and **Ent By** (and **Date**): After the voucher has been entered, checked or approved, these fields contain the name of the person who entered, checked, or approved it, and the date that occurred.  If you disapprove a voucher, the App By field is cleared.

5   In the grid, specify this information about the voucher:

- **Seq:** This is the system-generated sequence number of the voucher detail transaction.
- **Debit or Credit:** Specify the debit or credit amount of the transaction.
- **Account and Unit Codes:** Specify the G/L account and unit code for the debit or credit entry.
- **Notes:** Specify any notes about the voucher. You can select a predefined note. This value is defaulted from the header.
- **Domestic Amount:** Specify the domestic amount of the transaction.
- **Customer/Vendor:** Specify **1** for Customer or **2** for Vendor to indicate whether this transaction is related to a customer or a vendor.
- **Customer Number/Vendor Number:** Specify the number of the customer or vendor, depending on the option selected in the **Customer/Vendor** field.
- **Bank Code:** Select the bank code to use for the voucher.
- **Settle Method:** Specify the payment or receipt method to use.
- **Check Number and Date:** Specify the check number and issue date.
- **Currency Code:** The currency code is displayed. It is based on the Bank Code.

- **Exchange Rate:** Specify the exchange rate of the currency code against the domestic currency. This value defaults from the exchange rate defined on the Currency Rates form.

- **Foreign Amount:** If this voucher is a foreign currency voucher, specify the foreign currency amount.

The descriptions for the account and unit codes that you specified are displayed at the bottom of the form.

6   Save your changes.

# Creating Recurring Vouchers

Use the **Recurring Voucher Maintenance** form to maintain and generate a voucher based on a recurring voucher. You can predefine the content of a recurring voucher. During voucher entry, you can set the amount of a recurring voucher using these methods:

- Specify a constant value that is a fixed amount.
- To create a formula to include recurring vouchers, specify a range of periods, debit amounts, or credit amounts.
- Create a formula to calculate those amounts based on the above value.

To set up a recurring voucher:

1   Open the **Recurring Voucher Maintenance** form.

2   Specify the **Voucher Type** in the header.

3   In the Voucher Entry grid, specify this information:

- G/L account number and unit code
- Voucher type. Your user permissions determine the available voucher types:
    o   **Default**
    o   **Constant.** If you select this option, you must also specify a constant value for the debit or credit amount in the **Constant** field. You can specify any negative or positive value.
    o   **Formula**. If you select this option, the **Formula Edit** button is enabled. Click this button and edit the formula as described below. Then save your changes and close the form to return to the Recurring Voucher Maintenance form.

4   Select **Built** for each row that you want to build to generate a voucher. You can use the **Select All** button to select all rows.

5   Save your changes.

6   Optionally, click **Preview** to preview the voucher detail information for each voucher that is ready to be generated. The **Preview** form is displayed.  You can click Print to print the information, or **Generate** to use the predefined value or formula and the date to generate the voucher.

7   If you did not preview and generate the vouchers, you can click **Generate** on the **Recurring Voucher Maintenance** form to generate the voucher.

The generated vouchers can be viewed and edited on the **Voucher Maintenance** form.

**Formula Edit**

To use a formula to calculate amounts for recurring vouchers, add a voucher line of a formula type. Select the line and click **Formula Edit** to display the **Formula Edit** form, where you specify this information to create a formula:

- **Line:** This is a system-generated number for the formula line.  A formula can have multiple lines.
- **Factor:** Specify a value to use as a multiplier against the retrieved transactions.
- **Account or Unit:** Select one of these options to edit either the Account range fields or the Unit range fields.
- **Account From and To:** Specify the range of G/L accounts used to calculate the amount.
- **Unit From and To:** Specify the range of unit codes used to calculate the amount.
- **Type:** Specify one of these options:
  - **Period Start** obtains the period start balance of the accounts selected within the range.
  - **Period End** obtains the period end balance of the accounts selected within the range.
  - **Debit** obtains the total of only the debit transactions.
  - **Credit** obtains the total of only the credit transactions.

# Verifying and Approving Vouchers

Use these options on the Actions menu on the **Voucher Maintenance** form to verify and approve vouchers:

- Check
- Approve
- Disapprove
- Uncheck
- Check-Post (check, approve and post in one step)
- Approve-Post (approve and post in one step)

**Note:** You must have the General Ledger authorization in order to use these options.

When you use these actions and then save your changes, the **App By** and **Chk By** fields are updated with your name and the date.

# Printing Vouchers

On the **Voucher Maintenance** form, you have two options for printing vouchers:

- To print the current voucher, click **Print**. The **Print Voucher** form is displayed. Select the system-generated voucher you want to print, select the form type (**Pre-Print Paper** to use a pre-printed form, or **Laser** for printing on blank paper). Then click **Print**.
- To print a range of manually-entered vouchers, click **Print Batch**. The **Voucher Maintenance Print Criteria** form is displayed. Specify this information to define the range to print:
  - Accounting year and period in which the voucher transactions occurred
  - Voucher Type Code
  - Voucher Number (From and To)

  Then click **Print**.

You can also open the **Print Voucher** or **Voucher Maintenance Print Criteria** forms directly from the SyteLine Explorer.

# Posting Vouchers

There are two ways to post vouchers:

From the **Voucher Maintenance** form, select one of these Actions menu options to post the current voucher:

- Post
- Check-Post (check, approve and post in one step)
- Approve-Post (approve and post in one step)

Use the **Voucher Post (Batch)** form to post a batch of voucher transactions:

1 Specify any or all of this information to limit the definition of the batch:

  - Type Code range
  - Voucher Number range
  - Transaction Date range
  - User who created the vouchers

2 Click **Search** to display in the grid the vouchers that meet the requirements.

3 Select the vouchers you want: either select the **Mark** check box for individual rows, or click **Select All** to select all rows.

4 Optionally, if you want to see detailed information about a voucher, select that voucher row in the grid and click **Detail**. The **Voucher Display** form is displayed, with information about the voucher.

5    Click one of these buttons:

- Check: Validates the selected vouchers in the grid
- Approve-Post: Approves and posts the selected vouchers
- Check-Approve-Post: Checks, approves, and posts the selected vouchers.

# Posting or Resequencing Journals

## Posting

Use the base SyteLine **Journal Entries** form to post transactions of a selected journal ID. You can specify the journal code, description, type and prefix. For the China Localization, the details of the selected journal ID are obtained from the **Voucher Maintenance** form.

To post the transactions of the selected journal in the **Journal Entries** form:

1    Select **Actions > Post Journal**. The **Ledger Posting** form is displayed.

2    Click **Process** to generate the report for the journal entry.

3    Click **Commit** to post the journal entries. The entries are then deleted from the **Journal Entries** form and transferred to the **G/L Posted Transactions** form.

## Resequencing

Resequencing does not change the order of the transactions; it only changes the seqnece numbers. To change the sequence numbers for a range of journal transactions in the **Journal Entries** form:

1    Select **Actions > Sequence Reset**. The **Journal Resequencing** form is displayed.

2    Specify the resequence ranges and the first sequence number.

3    Click **Process**.

# Journal and G/L Utilities

## Adding a CH-GL Voucher Number

The **Add CH-GL Voucher Number** form generates a Chinese General Ledger voucher number to the distribution journals. For AR, AP, and writable journal IDs, there is one voucher number for each set of transactions. All journals related to a particular invoice transaction have one voucher number. All transactions that have the same Control Number have the same CH-GL number. For other types of distribution journals, there is one voucher number generated and assigned to all the transactions within a distribution journal created for each day.

To generate the CH-GL voucher numbers:

1    On the **Journal Entries** form, find the journal IDs for transactions that do not have a CH-GL voucher number and that have the same transaction date.

2    On the **Add CH-GL Voucher Number** form, select the journal ID and ending transaction date of the transactions that do not have voucher numbers.

3    Click **Process**.

The system generates a voucher number for these transactions. That CH-GL voucher number is then displayed on the **Journal Entries** form.

## Importing Journal Transactions

Use the **Import Journal** utility to import journal transactions from a text file. When the data is loaded, the original account and unit code are converted to the appropriate account and unit code, according to the mappings maintained in the **Account Cross Reference** form. The data is loaded into the appropriate journal ID according to its original journal ID.

For each journal ID and transaction date (and/or control number and/or CH-GL voucher number), the transaction total amount should be zero. The Reference Control Number for the new journal entry is set as specified below.

To import the transactions from a text file:

1    Specify the import file name, including the path. The default value in this field is c:\temp\Datled.dat.

2    Specify the error log file name, including the path.  This is the text file where any import errors are logged.

3   Select an option for generating the new transaction's control number:

- **Control Number:** Set the newly created journal entry's Control Number equal to the original ledger's Control Number. If the original ledger transaction's control number is null, the transaction data is sent to the error log file and that transaction is not imported.

- **CH-GL Voucher Number:** Set the newly created journal entry's Control Number equal to the original ledger's CH-GL Voucher Number. If the original CH-GL's voucher control number is null, the transaction data is sent to the error log file and that transaction is not imported.

- **Regenerate:** Generate a new control number when the data is imported. If some consecutive transactions are on the same date, their Control Number should be the same.

4   Click **Process** to import the transactions.

5   Check the error log file for any transactions that failed to import. Make any corrections and reimport those transactions.

## Exporting General Ledger Entries

Use the **Output Ledger** utility to export all General Ledger entries to a file that you can use with the **Import Journal** utility.

**Note:** Before you run this utility for the first time, open the **Report Options** form, and create a record where **Task Name** is set to **CHSOutputLedger** and **Output Format** is set to **Comma Separated Values** or **Excel**. When the report generation completes, a file with the extension .csv is created in your report folder.

To run the utility:

1   Open the **Output Ledger** form.

2   Select the starting and ending transaction dates.

3   Select the starting and ending transaction numbers.

4   Select the ID of the journal to export.

   **Note:** Each day's amount total within the selected transaction range for the specified Journal ID must be zero.

5   Click **Process** to export the entries.

# Updating Journal Entry Reference Numbers (Voucher List)

Use the **Voucher List** form to update a journal entry reference number for selected vouchers. You can also print a **Voucher List** report.

To run this utility:

1    Open the **Voucher List** form. The form opens in Filter-in-Place mode.

2    Specify a voucher number associated with some journal entries, or the date the transaction was created.

3    Click the filter toolbar button. The system displays information about the voucher in the grid.

4    Click **Update** to change the reference information for the displayed journal entries.

You can also click **Print** to print the information in the grid.

# Updating the Ledger for Customer/Vendor Transactions

Use the **Update Ledger Cust/Vend Num** utility to revise the Cust/Vendor field of those transactions that were entered manually in the China Localization module. You can update only the ledger transactions from writable journals.

To revise this information:

1    Open the **Update Ledger Cust/Vend Num** form.

2    Specify the starting and ending date of the transactions to view.

3    Specify the starting and ending accounts and unit codes to view.

4    In the **Type** field, specify **Account** to exclude unit codes from view, or **Unit** to include them.

5    Click **Search** to display records in the grid that match your selections.

6    Select **Customer** to update customer numbers, or **Vendor** to update vendor numbers.

7    Click **Save**.

8    Use the **G/L Posted Transactions** form to verify that your updates are reflected in the transactions.

# Financial Reports

## Overview

Thses reports are available in the China Localization module:

- **Chinese Book Definition:** Multiple report layouts can be defined and printed for the Chinese account book.
- **General Ledger Report:** This form prints the G/L summary for a selected year and period (month).
- **Detail Left-Over Amount Report:** This form prints detailed transaction information of one specific summary line of the General Ledger for a selected year and period.
- **Voucher Total:** This form prints a cover page for a Voucher Transaction Book, for filing purposes.
- **A/R Account Book:** This form prints accounts receivable reports for a date range.
- **A/P Account Book:** This form prints accounts payable reports for a date range.
- **A/R / A/P Account Book:** From this form, you can print both accounts payable and accounts receivable reports.

## Chinese Book Definition

### Define the Account Book and Report Layouts

To define the Chinese account book and the six report layouts:

1  Open the **Chinese Book Definition** form.

2  Click **Define**.  The **Chinese Book Definition Data Entry** form is displayed.

3  Specify this information:

- **Book Name:** Specify a name to define this journal.
- **Book Type:** Specify the report layout for this book:
    - o  **Three-Bucket:** This type of report is only against 1 account and lists all of its transactions in a special period. It is a report with 3 numeric columns. For example, if there are 50 transactions in this period, then the report has 50 lines of transactions and 3 columns.
    - o  **Multi-Bucket:** This type of report is against more than one account, with each account information displayed in each column. For example, if five accounts are defined in the Multi-Bucket report, then five columns are displayed. An unlimited number of columns (accounts) can be defined in this type of report.

- o **Book of Account:** This type of report is similar to the Three-Bucket report, but it has a column for corresponding accounts. If there is more than one corresponding account, multiple lines are printed on the report.
- o **Foreign Bucket:** This is the foreign currency report for a Three-Bucket report.
- o **Foreign Account:** This is the foreign currency report for the Book of Account report.
- o **Tax-Bucket:** This type of report is used for reporting taxes, such as VAT on accounts.

- **Type:** Select **Account** or **Unit Code**. These options have different purposes, depending on the book type you select. For example, if you select the Three Bucket or Multi-Bucket book types and you select **Account**, you can only edit the Account field. If you select either the Three Bucket or the Multi-Bucket book type and you select **Unit Code**, you can select a unit code with the account.
- **Account:** Specify the account number or use the asterisk (*) as a wildcard to select a set of accounts to display in the Chinese Report Sub-Account grid. For example, if you enter **11\***, the system displays a list of accounts that begin with 11.
- **Currency:** If this book uses a foreign currency, select this check box and then select the currncy code.
- **Debit Col:** Select to print the debit transaction on the report.
- **Credit Col:** Select to print the credit transaction on the report.
- **Bal Col:** Select to print the leftover balance on the report.
- **Bal Col is Last:** Select to place the balance amount as the last column of the report.
- **Display Unit Code:** Select to print the unit code on the report.
- **Group by D/C:** Select to combine debit and credit transactions on the report.
- **Group by Account:** Select to combine account transactions.
- **Report Cols:** Specify the number of columns for the report. The default limit is 180.
- **Rept Lines:** Specify the number of lines to display on each report page.
- In the Sub-Account grid, the sequence number for each row is automatically generated. Specify the account number, unit code, name of the bucket or account for the report, and a factor (multiplier that is used against the retrieved transactions).

4   Save your changes and close the form to return to the **Chinese Book Definition** form.

## Print the Report

To generate the report:

1   In the **Chinese Book Definition** form, select an account book name.

2   Click **Print**. The **Chinese Book Definition Report** form is displayed.

3   Specify the date range and account range to include on the report.

4   Select any appropriate unit code ranges to include.

5   Select **Print Day Total** if you want to print a subtotal for each day.

6    Select the form type (**Pre-Print Paper** to use a pre-printed form, or **Laser** for printing on blank paper).

7    If you do not want to print on the report any accounts with zero balances, clear the **Print Zero Balance Account** check box.

8    Click **Preview** to preview the results.

9    Click **Print** to print the report.

## General Ledger Report

To generate General Ledger summary reports for a selected year and period:

1    Open the **General Ledger Report** form.

2    Specify the year and period for the report.

3    Select the form type (**Pre-Print Paper** to use a pre-printed form, or **Laser** for printing on blank paper).

4    Click **Preview** to preview the results.

5    Click **Print** to print the report.

## Detail Left-Over Amount Report

To print detailed transaction information of one specific summary line of the General Ledger for a selected year and period:

1    Open the **Detail Left-Over Amount Report** form.

2    Specify the year and period for the report.

3    In the **Text** field, specify a value to call the particular Total-Text as defined in the Financial Statement Line Definition form for the Zongzhang report ID.

   If this field is left blank, the system looks for a blank Total entry. If it does not find a blank Text entry, the report will use the value from the last Total entry as it is defined on the **Financial Statement Line Definition** form.

4    If you do not want to print on the report any accounts with zero balances, clear the **Print Zero Balance Account** check box.

5    Click **Preview** to preview the results.

6    Click **Print** to print the report.

**Zhongzhang Report ID**

In financial statements, a report ID called Zongzhang is required for these Chinese financial reports:

- General Ledger report
- Detail Left-Over Amount report

The Zongzhang report ID only requires line definition for account typed lines and total typed lines. It does not require column definition.

The total typed lines are displayed on the General Ledger report. The Detail Left-over report displays detailed information for the account–unit combination, and is grouped by total typed line.

## Voucher Total

To print a cover page for a Voucher Transaction Book, for filing purposes:

1 Open the **Voucher Total** form.

2 Specify the year and accounting period for the book.

3 Specify the range of voucher numbers to include.

4 Click **Display** to view all the transactions.

5 Click **Print** to print the calculated account subtotal within the specified voucher range as a cover page for the voucher binding.

6 Click **Print to File** to print the cover to a file. The file type is determined by your specifications on the **Intranet** or **Report Options** forms.

The descriptions use the reference description defined in the **Reference Maintenance** form instead of any references defined in the original voucher.

## A/R Account Book

To generate accounts receivable reports for a date range and optionally a customer range:

1 Open the **AR Account Book** form.

2 Optionally, specify a range of customers to include on the report.

3 Specify a range of dates to include.

4 Specify the currency code to use.

5 Select **View Detail Status** to display a detailed report. If it is not selected, the system generates just a summary report.

6 Click **Print**.

# A/P Account Book

To generate accounts payable reports for a date range and optionally a vendor range:

1   Open the **AP Account Book** form.

2   Optionally, specify a range of vendors to include on the report.

3   Specify a range of dates to include.

4   Specify the currency code to use.

5   Select **View Detail Status** to display a detailed report. If it is not selected, the system generates just a summary report.

6   Click **Print**.

# A/R / A/P Account Book

To generate both accounts payable and accounts receivable reports:

1   Open the **AR/AP Account Book** form.

2   Specify this information:

3   **Account/Unit:** Select either **Account** or **Unit**. Then specify either the account number or the unit codes to include on the report.

4   **Customer/Vendor:** Select either **Customer** or **Vendor**. Then specify either the customer number range or the vendor number range to include.

5   **Date (From/To):** Specify the range of dates to include.

6   Select **Detail Show** to display a detailed report. If it is not selected, the system generates just a summary report.

7   Select **Domestic Currency** to include domestic currency values on the report.

8   Select the form type (**Pre-Print Paper** to use a pre-printed form, or **Laser** for printing on blank paper).

9   Click **Print**.

# Queries

The China Localization module includes these special query forms:

- Use the **Posted Voucher Transactions Summary Enquiry** form to query all the voucher transactions for a specified year and period and for a specified account. Specify the search criteria and click **Search** to display the results in the grid. To sort the results, double-click on any column heading. Select a transaction and click **Drill Down** to display the **Voucher Transaction Summary by A/C - Drilldown** form.

    - The **Voucher Transaction Summary by A/C - Drilldown** form displays a summary of voucher transactions, organized by account code. The displayed fields include the transaction date, voucher number, reference, rubric, and domestic amount. Click **Print** to print the information. Click **Detail** to display the **Voucher Transaction Summary by A/C – Detail** form.

    - The **Voucher Transaction Summary by A/C – Detail** form displays the details of a selected voucher transaction. The displayed fields include the sequence, amount, account, unit codes, and reference. To print the transaction information, select a form type (**Pre-Print Paper** to use a pre-printed form, or **Laser** for printing on blank paper) and click **Print**.

- Use the **Posted Voucher Enquiry** form to perform queries on posted vouchers. You can choose to query by Year, Period, Type Code, and a range of voucher numbers. Click **Search** to display the results in the grid. To sort the query results, double-click on any column heading. To view additional information on a transaction, select the transaction in the grid and click **Detail** to display the **Posted Account Enquiry Detail** form.

    - The **Posted Account Enquiry Detail** form displays the results of your query from the **Posted Voucher Enquiry** form. It shows the general ledger transaction and detailed information about the voucher entries for that transaction. You can select a posted voucher from this form and click **Print** to print it.

- Use the **Posted System Voucher Inquiry** form to perform queries on posted vouchers to the Chinese General Ledger. You can choose to query by Year, Period, Type Code, and a range of voucher numbers. Specify the search criteria and click **Inquire** to display the results in the grid. To print the information, select a form type (**Pre-Print Paper** to use a pre-printed form, or **Laser** for printing on blank paper) and click **Print**.

- Use the **Bank Inquiry** form to query Bank Book and Bank Reconciliation Statement data. You can choose to query by bank code, currency, or account. Click the filter button on the toolbar to display the results in the grid. To sort the query results, double-click on any column heading. To print the results, click **Print**.

- Use the **Voucher Type Relation Maintenance Inquiry** form to display information about relationships between voucher types and accounts/unit codes.

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